

## HOW TO COMPLETE THE REPORT AND RETURN OF AN AUTHORIZED CANDIDATE (DGE-5800)

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The report and return of an authorized candidate can be completed in nine steps:

### STEP I - IDENTIFICATION

Complete the identification part of your report and return carefully. The period covered by your report starts on the date of authorization and ends on the day before you file your report.

### STEP II – FINANCIAL REPORT/ELECTION FUND

#### **PART 1 – Cash receipts**

##### Contributions \$100 and more

Enter the number of receipts and the amount of the contributions that you declared in section 1, total A.

##### Contributions of less than \$100

Enter the number of receipts issued and the total amount of contributions of less than \$100 collected during the period. Remember to include in line 1 or 2 as the case may be, the number and the amount of contribution receipts that you have issued during electoral activities identified in section 3.

##### Sums collected during electoral activities

Enter the amount appearing in section 3, total D.

##### Subsidiary revenues

Enter the amount of subsidiary revenues collected during electoral activities appearing in the section 3, total E.

##### Loans

Indicate the total loans obtained during the period appearing in the section 2, total B.

##### Others receipts

Specify the nature of any other receipts and indicate the corresponding amount.

Total Receipts

Add line 1 to 6 and enter the total.

**PART 2 - DISBURSEMENTS**

Election expenses

Enter the amount that appears in total F of the return of election expenses.

Amount not included in the election expenses

Indicate the other disbursements. These disbursements include the amount of the expenses paid to suppliers, but which you do not consider to be election expenses. This amount is indicated in total G of the return of election expenses.

Amount repaid on loans

Indicate the portion of capital reimbursed during the period covered by your report, shown in section 2, total C.

Total disbursements

Add up lines 8 to 10 and enter the total.

**PART 3 – FUND SURPLUS**

Cash on hand at the end of the period

Calculate the surplus (or the debts) arising from election expenses by subtracting line 11 from line 7, enter the result.

**STEP III – FINANCIAL INSTITUTION**

Enter the name, the address of the financial institution and the account number where you have deposited the funds collected. The deposit slip and statements of account must be remitted with your report.

**STEP IV – LIST OF ELECTORS WHOSE TOTAL CONTRIBUTIONS IS OF \$100 OR MORE**

You must identify all electors who made one or more contributions of \$100 or more during the period covered by your report.

Surname and given name of elector (in alphabetical order)

Indicate in alphabetical order the surname and given name; the initial of the given name is not enough to correctly identify an elector.

### Domiciliary address

Enter the full domiciliary address of the contributor, namely the civic number, the name of the street, the apartment number, the name of the city as well as the postal code.

A person's domicile is at the same location as prescribed under the Civil Code (section 75 to 78) that enables the person to exercise his civil rights.

### Receipt

Enter the date and the number of the contribution receipt. Indicate the total amount of \$100 or more given by each elector during the year. If you grouped together many receipts to obtain an amount of \$100 or more, indicate the number of receipts between parentheses, after the amount. You should know that you do not have to show any date and receipt number in this situation.

### Total A

Add up the amounts and enter the total in the space provided for this purpose. Carry over this total to line 1 in the financial report. You must append to your report a copy of each of the receipts that you issued, together with spoiled or cancelled receipts, and submit all copies of unused receipts if you do not have an additional financial report to submit.

## **STEP V – LOANS AND SURETYSHIPS**

You must provide detail of loans that you contracted from a financial institution or an elector.

### Name and address of the lender

Indicate the name and the full address of the financial institution or of the elector, for each of the loans contracted.

### Date

Indicate the year, the month and the day when the loans was contracted.

### Interest rate

Indicate the interest rate required by the lender. The format: basic rate plus 1% (or "premium rate" plus 1%) cannot be accepted as an interest rate. You must enter the interest rate in percentage. Example: 7% per year.

### Loan

Indicate the amount you borrowed during the period covered by your report.

### Amount repaid

Indicate the amounts that you repaid during the period covered by your report.

### Interest paid

Indicate the amount actually paid during the period.

### Loan balance

Indicate the amount that you still have to repay. The maximum amount that an elector can lend and stand for must not exceed \$10,000. An additional financial report will have to be filed to report on the manner in which you paid the balance of the loan (see section 5.7 of the guide).

### Total B and C

Add up the amounts indicated in the “Loans” and “Amount repaid” columns. Carry over total B to the line 5 and total C to the line 10 of the financial report. Add up the amounts indicated in the “Interest paid” column. Carry over this total to the return of election expenses as an election expense in the “Goods and services” column or in the “Amount not included in election expenses” column. A copy of the deed of loan must be submitted with your financial report.

### Suretyships

You must provide the information requested concerning any elector who guarantees or who stands surety for a loan that you have contracted.

### Surname and given name of the elector

Indicate the surname and given name of every elector who stands surety.

### Elector's address

Indicate the complete domiciliary address, namely the civic number, the name of the street, the apartment number if any, the name of the city as well as the postal code of the elector.

### Amount stood surety for

Indicate the total amount for which the elector stood surety. The maximum amount for which an elector may stand surety must not exceed \$10,000 (loan and suretyship).

## STEP VI – SUMS COLLECTED DURING ELECTORAL ACTIVITIES

You must provide details on each of the activities during which sums of money were collected.

### Date and place

Enter the date of each of the activities and where it was held, that is, the name of the establishment and, if any, the civic number, street and city.

### Nature de l'activité

Enter the type of activity, for example: brunch, golf, dinner, etc.

### Admission fee

Enter the admission fee paid by every participant in the activity.

### Sums collected

Enter in the appropriate box the total amount collected during the activity depending on whether or not a contribution receipt was issued. When contribution receipts were issued for the admission fee to an electoral activity, the name and address of the elector and the amount of the receipt must be included in section 1 if the total contributions of this elector are \$100 or more. However, if the total contributions of the elector are less than \$100, they must be entered in line 2 of the financial report. Add up the sums collected without a contribution receipt and enter the total in the box Total D. Carry over this amount to line 3 of the financial report.

### Subsidiary revenues

Enter the amount of subsidiary revenues collected during each of these activities. The details of such revenues must be reported on Form DGE-5102. Add up the sums thus collected and enter the total in the box Total E. Carry over this amount to the line 4 of the financial report.

## STEP VII - RETURN OF ELECTION EXPENSES

### Name of supplier

Enter the name of each of the suppliers, companies or people where you incurred election expenses or others expenses.

### Number of the vouchers

All vouchers related to the first expense entered in your report will bear number 1. You then enter number 1 on each of the vouchers related to this expense:

- on the invoice, enter 1;
- on the cheque that is the proof of payment of this expense, enter 1.1;
- on the proof of publicity, enter 1.2 and so on for all vouchers related to expense number 1.

You will proceed in the same manner for expense number 2 and following.

#### Amount paid

Enter amount paid to each of your suppliers.

#### Distribution of the amount paid to election expenses

The boxes of this section are reserved for the distribution of amounts included in election expenses, depending on the category of election expenses. Thus, if the amount corresponds to a publicity expense, you enter this amount in the “Publicity” column. If the amount corresponds both to salaries and the fuel expenses, you distribute this amount in corresponding column, namely “Goods and services” and “Travel and meals”.

#### Amount not included in the election expenses

Enter the amount or the portion of the expense that you have paid from your election fund, but that you do not consider as an election expense.

#### Expenses incurred, but not claimed

These lines are used to outline expenses incurred or authorized for which suppliers did not present you a claim within 60 days after polling day. As with the other expenses, expenses incurred, but not claimed are election expenses that have to be distributed in the appropriate expense categories. Enter the date of the claim, if it is known, and the amount charged to election expenses. If this amount corresponds to a publicity expense, enter it in “Publicity” column, and so on.

Remember to enclose with your report a cheque made to the order of the school board for the total expenses incurred, but not claimed. If the invoice was sent to you between the 60<sup>th</sup> day after polling day and the date of filing your report, attach this invoice to your cheque.

The totals of columns F and G must be carried over to lines 8 and 9 of the financial report.

#### Limit of election expenses

You must enter the maximum amount of election expenses that you may incur. This limit is sent to you by the director general of the school board. The amount that appears in column F should be equal to or lower than this amount.

### STEP VIII - CONTESTED CLAIMS

Enter the name and address of the supplier whose invoice you are contesting in whole or in part. Mention the reason why you are contesting the invoice. Indicate the exact amount that you are contesting. If you contest part of the invoice, the uncontested amount is an election expense that must be entered in the return of election expenses. It is forbidden for the candidate to pay a dept that is being contested. However, a request to pay a contested claim can be addressed to the director general of the school board. If you find yourself in this situation, contact the Chief Electoral Officer at the telephone number mentioned in the introduction to this guide..

### STEP IX - DECLARATION OF THE AUTHORIZED CANDIDATE

Enter your surname, given name and address. Sign and date at the appropriate place.

This section must be duly complete for the report and return of an authorized candidate to be acceptable.

### VOUCHERS

The report and return of an authorized candidate must be accompanied by the following documents:

- the original invoices
- A copy of each of the contribution receipts issued
- a copy of the deed of loan, if any
- all voucher of certified true copies of these documents :
  - original cheque (or scanned copy - front and back)
  - receipts
  - deposit slips
  - statement of account from the financial institution
  - copie of publicity
  - lease