

## HOW TO COMPLETE THE ADDITIONAL FINANCIAL RETURN OF AN AUTORIZED CANDIDATE DGE-5803-VA

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The operations involved in preparing an additional financial report are basically the same as those for your initial report. The additional financial report consists of two pages. The first page is divided into four parts: Identification, Financial institution, Financial report and Declaration of the authorized candidate. The second page has three sections: Section 1 – List of electors whose total contributions is \$100 or more; Sections 2-Loans; and Section 3 – Sums collected during electoral activities.

### STEP I - IDENTIFICATION

**Name of the school board**

Enter the name of your school board.

**Date of the election**

Enter the date of the election: year, month and day.

**Name of the candidate**

Enter your first and last name.

**Period**

The period of the financial report runs from the date that the initial report is produced to the date that the current report is filed. Example: 2015-01-31 to 2015-10-22.

### STEP II - FINANCIAL INSTITUTION

**Name of the financial institution where the collected sums have been deposited**

Enter the name of your institution.

**Address of the institution**

Enter the address of your institution.

**Account no.**

Enter your account number.

### STEP III - FINANCIAL REPORT

Please start by completing the sections on page 2.

**SECTION 1 – LIST OF ELECTORS WHOSE TOTAL CONTRIBUTIONS IS \$100 OR MORE**

Enter the names (alphabetically) and addresses of electors who made one or more contributions of \$100 or more during the period.

## **SECTION 2 – LOANS**

If a loan was contracted during a previous period and it was not repaid in full when the last financial report was filed, you should enter the same information as those mentioned on your previous financial report, i.e., the lender's name and address, the date, and the interest rate. The balance of the loan in the previous financial report becomes the opening balance in the current report. Also enter the loan amount repaid and the interest paid during the period. Finally, you should enter the closing balance of the loan. Note that pursuant to the ASE, the loan should be paid in full by December 31 of the calendar year following the year during which the polling took place.

## **SECTION 3 – SUMS COLLECTED DURING ELECTORAL ACTIVITIES**

You must provide details on each of the activities during which sums of money were collected during the period of this report. Enter the date and the location where each of the activities was held. Location here means the complete name and address of the facility. Also enter here the type of activity, e.g., brunch, golf, dinner, as well as the admission fee per participant and the total amount collected during the activity, specifying the total amount collected whether or not a contribution receipt was issued. Finally, enter the amount of subsidiary revenues collected during each of these activities.

### **TRANSFER TO THE FINANCIAL REPORT**

Now that you have completed the sections, you should transfer the totals A, B, C, D and E to the corresponding lines on page 1.

### **FINANCIAL REPORT**

#### **1. Cash on hand at the beginning of the period**

Enter the amount that appears as cash on hand at the end of the period of the previous financial report as filed with the director general of the school board.

#### ***Part 1 – Cash received***

#### **2. Reimbursement of election expenses by the school board**

Enter the reimbursement that you received from the director general of your school board.

#### **3. Contributions of which the total is of \$100 or more**

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

#### **4. Contributions of which the total is of less than \$100**

Enter the number of receipts and the amount of contributions of less than \$100 received during the period covered by this report.

#### **5. Sums collected at electoral activities**

Enter the amount that appears in section 3, **Total D**.

6. **Subsidiary revenues**

Enter the amount of subsidiary revenues collected during electoral activities that appear in section 3, **Total E**.

7. **Other cash received**

Specify the nature of any other money collected and state the corresponding amount.

8. **Total cash received**

Add lines 2 to 7 and enter the total.

**Part 2 – Cash paid**

9. **Amount paid back on loans**

Enter the amount of capital that is repaid during the period as it appears in section 2, **Total B**.

10. **Interest paid**

Enter the interest paid as it appears in section 2, **Total C**.

11. **Sums remitted to the director general of the school board**

Enter the amount you remitted to the school board.

12. **Other cash paid**

Specify the nature of any other disbursements and state the corresponding amount.

13. **Total cash paid**

Add lines 9 to 12.

14. **Cash on hand at the end of the period**

Add the amount on line 1 to the amount on line 8 and subtract the amount on line 13. If it is a final report, the balance of cash on hand, if any, should be remitted to the director general of the school board.

**STEP IV - DECLARATION OF THE AUTHORIZED CANDIDATE**

Sign and date your additional financial report before filing it with the director general of the school board.

**REMARK**

Latest December 31 of the year following that of polling day, the candidate should have paid all debts arising from his election expenses and should have disposed of all sums and property, in accordance with the ASE.