



Report on political activities and subsidiary revenues

Reference : *Act respecting elections and referendums in municipalities* (ss. 428 (7°), (8°), 480, (4°), (4.1°), 499.8, which refer to ss. 428 (7°), (8°), and 440, and s. 499.16]

PURPOSE

Prescribe the form to file the report on political activities and the statement of subsidiary revenues that may be collected during political activities or rallies.

SCOPE OF APPLICATION

The person responsible for the political activity must complete Form DGE-10904 by indicating the sums collected during this activity and the expenses incurred. He or she must remit the sums to the official representative or, in the case of a political party leadership campaign, to the financial representative of the candidate in a party leadership campaign, who deposits them in the appropriate bank account. The person in charge also returns the invoices to the official representative or financial representative for payment.

Where the entrance fee for an activity or for a political activity or event is \$60 or less and the official representative or, in the case of a political party leadership campaign, the financial representative chooses to treat the entrance fee as an activity revenue and does not issue a contribution receipt, the official representative must set up the necessary controls to demonstrate to the Chief Electoral Officer the compliant application of this provision of the *Act*. Therefore, the official representative or the financial representative must establish, for monitoring purposes, a roster of names and addresses of the natural or legal persons having paid an entrance fee. This roster must accompany the political activity report.

The official representative must attach these reports to the annual financial report. The financial representative must attach these reports to his or her return of leadership campaign income and expenses of a party leadership candidate or any complementary report, where applicable.

SUBSIDIARY REVENUE

During political activities or rallies, you are allowed to collect subsidiary revenues, which are not considered to be contributions. These might be revenues from coat check fees, or from the sale of beverages¹ or promotional items.

The total amount of these subsidiary revenues must be indicated in the return of leadership campaign income and expenses of a candidate and detailed on Form DGE-10904.

CONDITIONS TO BE MET

The following conditions must be met in order for subsidiary revenues to be compliant:

- Subsidiary revenues may only be collected during political activities or rallies.
- Subsidiary revenues must be reasonable, i.e., limited and non-recurring, and in no case constitute commercial revenue or are associated with such revenue.
- Subsidiary revenues must correspond to the number of participants at political activities and rallies.
- The official representative or, in the case of a political party leadership campaign, the financial representative, must provide a separate list of the subsidiary revenues collected during the fiscal year or leadership campaign, as a complement to his or her annual financial report or his or her return of leadership campaign income and expenses or to his or her complementary return, where applicable. He or she must attach the form detailing subsidiary revenues, quantities sold and unit prices.

Promotional items sold during political activities and rallies are associated with subsidiary revenues. Note that promotional items may be sold at any time, in reasonable quantities, provided the revenues arising from this sale do not constitute commercial revenue or are not associated with such revenue.

ASSESSMENT OF REASONABLENESS BY THE CHIEF ELECTORAL OFFICER

The Chief Electoral Officer evaluates the reasonableness of the subsidiary revenues collected by an authorized entity. Any subsidiary revenue not complying with the aforementioned conditions will be considered as a non-compliant contribution and will have to be returned to the treasurer of the municipality in accordance with the provisions of section 440 or section 499.8 (which refers to section 440, with the necessary modifications) of the *Act respecting elections and referendums in municipalities*.

1. Financial representatives of a candidate for leadership of a political party may not obtain a permit to sell and serve alcoholic beverages.



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Political activity or financing return

Name of candidate or party	
Nature of activity	Date of activity
Address where the activity took place	

Tickets sold (details per entrance category)			Breakdown		
Entrance category	Number of tickets (A)	Unit price (B)	Amount collected (A) x (B)	As contribution revenue	As political activity revenue
		\$	\$	\$	\$
		\$	+\$	+\$	+\$
		\$	+\$	+\$	+\$
		\$	+\$	+\$	+\$
Total of the amounts collected in the form of tickets sold			= \$	= \$	= \$
Contributions received in addition to entrance fees			+\$		
Subsidiary revenue (drinks, coat check, etc.)*			+\$		
Total amounts collected (to be remitted to the official or financial representative)			= \$		

Expenses incurred for this activity (enter expenses incurred and attach supporting documents):		
Room	\$	
Printing of tickets	+\$	
Advertisement	+\$	
Food and beverages	+\$	
Sound and lighting	+\$	
Insurance	+\$	
Expenses paid from petty cash (provide details)	+\$	
Other (describe)	+\$	
Total expenses	= \$	

* Detail of subsidiary revenues			
Nature	Quantity sold	Unit price	Total
Total			

Person responsible for activity	
Date of return	Signature
Official or financial representative	
Date	Signature