



Reconciliation of contribution receipts by the financial representative of a party leadership candidate

Reference : *Act respecting elections and referendums in municipalities*
(ss. 499.4 and 499.8, which refer to s. 434)

PURPOSE

Prescribe a reconciliation procedure with respect to official receipts filed with the financial representative of a party leadership candidate.

CONTEXT

For the purposes hereof, in accordance with the *Act*, a person who has indicated the intention to become a candidate shall be deemed to be a leadership candidate.

No contributions may be solicited except under the responsibility of the financial representative or through persons designated in writing by the financial representative (canvassers). The financial representative or the canvasser receiving a contribution must issue a receipt to the contributor. The Chief Electoral Officer makes the official receipt available to the financial representative (see Directive D-M-5.1 for more information).

Following receipt of a nomination, the Chief Electoral Officer will issue a receipt booklet (or more if required) to the financial representative of a party leadership candidate. Additional receipt booklets can be sent to him or her later.

RECONCILIATION PROCEDURE

Financial representatives must reconcile the official receipts they have received and give them to any person they have designated in writing to solicit and collect contributions.

To this end, the financial representative must ensure that he or she meets the requirements of Directive D-M-6.1 when designating canvassers. Among other things, he or she can make a list of persons authorized to solicit and keep this list up to date, while carefully recording the numbers of the receipts given to each of them. The financial representative must also confirm that the reconciliation reports sent to him or her are accurate and, where applicable, ensure that all receipts are returned to him or her.

The financial representative must also send the receipts used to the Chief Electoral Officer as set out under section 499.9 :

- Every seven days from the start of the leadership campaign until polling day.
- Every 30 days thereafter.

In addition, to enable the Chief Electoral Officer to efficiently process the contributions transmitted of which he or she confirms the compliance, the financial representative must attach a transmission slip to this mailing to confirm that all the documents transmitted are present at the time they are received. Transmission slip for contribution receipts – Political party leadership campaign is available on the Élections Québec website.