



## Return of leadership campaign income and expenses of a party leadership candidate

Reference : *Act respecting elections and referendums in municipalities*  
(s. 499.16)

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### **PURPOSE**

Prescribing the form of the return of a political party leadership campaign revenues and expenses to be filed by the financial representative of a candidate following the poll.

### **CONTENT**

Using the form entitled Return of leadership campaign income and expenses of a party leadership candidate is mandatory.

All sections of this return must be completed and enclosed with this return as described in the template attached to this directive.

For the return of campaign income and expenses to be accepted, the sections « Signature and declaration of a financial representative » and « Signature and Declaration of a party leadership candidate » must be signed.

### **PERIOD COVERED BY THE REPORT**

The return of campaign income and expenses must cover the period from the start date of the candidacy to the date of the return filing.

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.



DGE-1080-VA (20-03)

## Return of campaign income and expenses of a party leadership candidate

### IDENTIFICATION

Name of municipality											
Name of political party											
Name of leadership candidate						Name of financial representative					
Period covered by this return											
<b>FROM</b>	Year	Month	Day	<b>TO</b>	Year	Month	Day	Date of poll			
								Year	Month	Day	

### CAMPAIGN FUNDS

#### Part 1 – Cash receipts

1.	Contribution of more than \$50 (section 1, total A)	Number of contributors		\$
2.	Contributions of \$50 or less	Number of contributors	+	
3.	Amounts collected during political activities (section 3, total E)		+	
4.	Subsidiary revenues (section 3, total F)		+	
5.	Loans (section 2, total B)		+	
6.	Other revenues (specify) :		+	
7.	<b>TOTAL REVENUES</b> (lines 1 to 6)		=	\$

#### Part 2 – Disbursements

8.	Campaign expenses (section 4, total G)			\$
9.	Non-campaign expenses (section 4, total H)		+	
10.	Amount repaid on loan (section 2, total C)		+	
11.	Other Expenses (specify) :		+	
12.	Other Expenses (specify) :		+	
13.	<b>TOTAL DISBURSEMENTS</b> (lines 8 to 12)		=	\$
14.	<b>CASH ON HAND AT THE END OF THE PERIOD</b> (lines 7 – 13)		=	\$

#### CALCULATION OF CAMPAIGN SHORTFALL DEBTS OR BALANCE TO BE TRANSFERRED

15.	Loan balances as of the date of this return (section 2, total D)			\$
16.	Claims (invoices) unpaid to suppliers at the end of the current fiscal year (section 4, line 24)		+	
17.	Claims (invoices) contested by the financial representative and unpaid (section 5)		+	
18.	<b>SUBTOTAL</b> (lines 15 to 17)		=	\$
19.	Cash on hand at the end of the period (line 14)		-	
20.	<b>If positive balance (lines 18-19) : CAMPAIGN SHORTFALL DEBTS</b>		=	
	<b>OR</b>		=	
	<b>If positive balance (lines 18-19) : BALANCE TO REMIT TO THE OFFICIAL REPRESENTATIVE</b>		=	\$

**Section 1 – List of electors who made total contributions of more than \$50**

Last name and first name of elector (in alphabetical order)	Domiciliary address*	Receipt		
		Date	No.	Amount
<b>Total A</b>				

\* If a contribution is made by a non-domiciled elector, enter the address qualifying the elector.

**Section 2 – Loans and suretyships**

**Loans**

Name and address of lender	Date	Interest rate	Loan	Amount repaid	Loan balance	Interest paid
<b>Total B</b>				<b>Total C</b>	<b>Total D</b>	

**Suretyships**

Last name and first name of elector who stands surety for a loan	Address of elector	Amount

**Section 3 – Amounts collected during political activities\***

Date and location	Nature of activity	Entrance fee	Amounts collected		Subsidiary revenues
			With receipt	Without receipt	
<b>Total E</b>					<b>Total F</b>

\* For each activity, complete and attach form DGE-10904 (see D-M-26.1)



**Section 5 – Statement of contested claims (invoices)**

Name and address of supplier	Reason for contesting	Consecutive number of supporting documents	Invoice amount	Contested amount
<b>TOTAL</b>				

**Section 6 – Financial institutions where collected amounts are deposited**

Name of financial institution	Address of financial institution	Account number

<b>Signature and declaration of the financial representative</b>	
I, _____	_____
First name	Last name
domiciled at _____	
Address	
financial representative of _____	
Name of candidate	
declares the following:	
<ol style="list-style-type: none"> <li>1. The solicitation of contributions was made under my responsibility only or through the persons I have designated in writing in accordance with the <i>Act respecting elections and referendums in municipalities</i>.</li> <li>2. All contributions collected have been made in accordance with the provisions of division VI.1 of chapter XIII of the <i>Act</i>.</li> <li>3. All sums collected for the leadership candidate have been deposited in the only campaign fund open for campaign purposes (section 499.5 and directive D-M-4.1) and comply with the <i>Act</i>.</li> <li>4. The loans obtained and the suretyships signed in connection therewith comply with the <i>Act</i>. In particular, when these loans are made by an elector, they have been paid by means of a personal cheque from the elector, voluntarily, without compensation or for no consideration, and they will not be subject to any reimbursement other than what is provided for in the loan agreement.</li> <li>5. All forms of cash inflows and disbursements were deposited or paid using the bank account indicated in this return.</li> <li>6. A contribution receipt was issued for any goods or services provided free of charge by an elector, with the exception of volunteer work.</li> <li>7. Individual who performed volunteer work within the meaning of section 499.8, which refers to section 428(1), during the period did so personally, voluntarily, and that work was carried out without compensation or for no consideration.</li> <li>8. All expenses incurred or authorized by me and for which I was given notice are included in the campaign income and expense return and have been incurred in accordance with the requirements of the <i>Act</i>. All claims received on or before the 60<sup>th</sup> day after the day set for the poll have been paid, except those that I contested and reported.</li> <li>9. I have appointed the assistants pursuant to section 499.11, which refers to section 385, and all expenses authorized by them are included in the return, where applicable.</li> <li>10. All campaign expenses have been paid from the only campaign fund open for campaign purposes (section 499.5 and directive D-M-4.1), with the exception of the contested claims listed in this report.</li> <li>11. No campaign expenses were paid in cash, with the exception of those from the petty cash created from the campaign fund under the responsibility of the financial representative.</li> <li>12. All campaign expenses included in the return shall be supported by an invoice in compliance with section 499.11, which refers to section 466. These invoices present all goods supplied or services rendered.</li> <li>13. All campaign expenses were incurred at the current market price in accordance with section 499.8, which refers to section 427, and section 499.11, which refers to section 461. In addition, with the exception of volunteer work, an invoice certifying the value of any good or service provided free of charge by an elector is attached to the return.</li> <li>14. The information contained in this return is true, accurate and complete.</li> </ol>	
_____	_____, on _____
Signature of financial representative	Date

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Signature and declaration of the candidate to a leadership campaign	
I, _____	_____
First name	Last name
domiciled at _____	
Address	
candidate in the party leadership campaign	
_____	
Name of authorized political party	
declares the following:	
1. I have been informed of the rules regarding the funding and spending of a party leadership campaign.	
2. I reminded those authorized to solicit contributions, the obligation to comply with these rules.	
3. I have been informed of solicitation practices of the financial representative and canvassers and find that they comply with the <i>Act respecting elections and referendums in municipalities</i> .	
4. I reminded the financial representative of the obligation to comply with the campaign expense rules.	
5. I declare that I have provided the financial representative with all the financial information necessary to enable him or her to prepare this return.	
6. I have read the return and obtained all the necessary clarifications on its contents.	
7. I acknowledge the declaration of the financial representative.	
8. I confirm that, to the best of my knowledge, the financial representative fulfilled his or her mandate in accordance with the <i>Act</i> .	
_____	_____
Signature of the person candidate	Date



DGE-1030.1-VA (20-03)

## List of canvassers

Under section 499.4 of the *Act respecting elections and referendums in municipalities*, I,

\_\_\_\_\_ ,  
Name of financial representative

financial representative of

\_\_\_\_\_ ,  
Name of leadership candidate

have designated in writing the canvassers listed below.

Name and address of canvassers	For the period		Certificate number
	From	To	
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			
Last name and first name	_____	_____	_____
Address			

\_\_\_\_\_ ,  
Signature of financial representative

\_\_\_\_\_ ,  
Date

**N.B. :** If the financial representative designates persons to solicit and collect contributions, he or she must make a list of the canvassers and file it with the official representative. If no canvasser is appointed during the fiscal year, a blank list must be signed by the financial representative and attached to the return of campaign income and expense sent to the official representative.