



## Supplementary return of leadership campaign income and expenses of a party leadership candidate

Reference : *Act respecting elections and referendums in municipalities* (s. 499.17)

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### PURPOSE

Prescribe the required form of the Complementary return of leadership campaign income and expenses of a party. The financial representative of a candidate must file such return when he or she has not paid all claims (invoices) received and when he or she has not repaid all loans contracted as of the date the return of leadership campaign income and expenses was filed.

### CONTENT

Using the form Complementary return of leadership campaign income and expenses of a party is mandatory.

Sections 1 to 5 must be completed by the financial representative of the candidate and attach them to this report, as explained in the template appended to this directive.

The sections « Signature and declaration of a financial representative » and « Signature and Declaration of a party leadership candidate » must be signed in order for the Complementary return of leadership campaign income and expenses to be accepted.

### PERIOD COVERED BY THE REPORT

The financial representative of the candidate must file a report every three months following the filing date of the candidate's return of campaign revenues and expenses, until all claims received and loans contracted are paid in full, or until the expiry of the applicable time limit under sections 499.14 and 499.15 of the *Act*.

Any complementary return filed under section 499.17 shall cover a period of three months. The start date always corresponds to the day after the end date of the latest return filed.

This return should only include collected revenues and repayments applied to campaign debts during that three-month period, where applicable.



DGE-1081-VA (20-03)

## Supplementary return of income and expenses of a leadership campaign

### IDENTIFICATION

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

### CAMPAIGN FUNDS

1. Cash on hand at the start of the period (cash on hand at the end of the previous return) \_\_\_\_\_ \$

#### Part 1 – Cash receipts

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

#### Part 2 – Disbursements

8.	Amount repaid on loan (section 2, total B)			
9.	Interest paid (section 2, total D)		+	
10.	Payment of unpaid claims (invoices) (section 4, total G)		+	
11.	Other Expenses (specify):		+	
12.	<b>TOTAL DISBURSEMENTS</b> (lignes 9 à 12)		=	\$
13.	<b>CASH ON HAND AT THE END OF THE PERIOD</b> (lines (1 + 7) minus line 12)		=	\$

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

14.	Loan balances as of the date of this return (section 2, total C)			\$
15.	Claims (invoices) unpaid to suppliers at the end of the current fiscal year (section 4, total H)		+	
16.	<b>SUBTOTAL</b> (lines 14 + 15)		=	\$
17.	Cash on hand at the end of the period (line 13)		-	
18.	<b>If positive balance (lines 16-17) : CAMPAIGN SHORTFALL DEBTS</b>		=	
	<b>OR</b>			
	<b>If negative balance (lines 16-17) : 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**

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

**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>

\* Pour chaque activité, remplir et joindre le formulaire DGE-10904 (voir D-M-26.1)

**Section 4 – Payment of unpaid claims (invoices)**

Name of supplier	Supporting document no.	Invoice amount	Amount paid	Unpaid balance
<b>Total G</b>				<b>Total H</b>

**Section 5 – Financial institutions where the collected amounts are deposited**

Name of financial institution	Address of financial institution	Account number

<b>Signature and declaration of the financial representative (supplementary return)</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 supplementary return of campaign income and expense and have been incurred in accordance with the requirements of the <i>Act</i>.</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 disbursements were paid from the only campaign fund open for this campaign (section 499.5 and directive D-M-4.1).</li> <li>11. No 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 expenses included in the return are supported by an invoice in accordance with section 499.11, which refers to section 466. These invoices list all goods supplied or services rendered.</li> <li>13. All 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

financial representative of \_\_\_\_\_  
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 financing rules.
3. I have been informed of solicitation practices of the financial representative and canvassers and find that they comply with the *Act respecting elections and referendums in municipalities*.
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 *Act*.

\_\_\_\_\_  
Signature of the person candidate , on \_\_\_\_\_  
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.