



Return of campaign expenses of the official representative of a party

Reference : *Act respecting elections and referendums in municipalities* (s. 499.19)

PURPOSE

Prescribing the required form of the return of a political party leadership campaign expenses that must be filed by the official representative of the party following a leadership campaign poll.

CONTENT

Using the Return of campaign expenses form is mandatory.

The official representative must complete all sections of the return as outlined in the template attached to this directive.

The sections « Signature and declaration of an official representative » and « Signature and declaration of a party interim leader » must be signed in order for the report to be accepted.



DGE-1078-VA (20-03)

Return of campaign expenses of the party

IDENTIFICATION											
Name of municipality											
Name of political party											
Name of official representative of the political party											
Period covered by this return									Date of poll		
FROM	Year	Month	Day	TO	Year	Month	Day	Year	Month	Day	

SUMMARY STATEMENT OF CAMPAIGN EXPENSES		
Campaign expenses		
1. Advertisement (section 1, total A)	_____	\$ _____
2. Goods and services (section 1, total B)	+	_____
3. Office space rental (section 1, total C)	+	_____
4. Travel and meal expenses (section 1, total D)	+	_____
5. Subtotal (lines 1 to 4)	+	_____
6. Incurred expenses unclaimed (section 2)	+	_____
7. TOTAL CAMPAIGN EXPENSES INCURRED (lines 5 + 6)	=	\$ _____

ACCOUNT USED FOR LEADERSHIP CAMPAIGN PURPOSES	
Name of financial institution	
Address of financial institution	Account number

Note : It is recommended that the official representative of the party retain a copy of this return before filing it with the Chief Electoral Officer

RETURN OF CAMPAIGN EXPENSES OF THE PARTY

Section 1 – Detailed statement of campaign expenses

	Name of supplier	Number of supporting documents	Amount paid	Breakdown of amount paid			
				Advertisement	Goods and services	Office space rental	Travel and meals
1			\$	\$	\$	\$	\$
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21	Add (lines 1 to 20)		\$	Total A	Total B	Total C	Total D

Section 2 – Statement of expenses incurred and unclaimed by suppliers within 60 days following the poll

Name and address of supplier	Date of use of goods and services	Nature of expense	Supporting document no	Date of claim	Amount
TOTAL					

Section 3 – Loans*

Name and address of lender	Date	Interest rate	Opening balance	Amount borrowed	Amount repaid	Loan balance
TOTAL						

* Enter only loans taken out by the official representative of the party under the 3rd paragraph of section 499.10 of the Act respecting elections and referendums in municipalities.

Section 4 – Statement of contested claims (invoices)

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

Signature and declaration of the official representative

I, _____
First name Last name

official representative of the authorized political party

Name of authorized political party

declares the following:

1. Loans granted and suretyships signed with respect to the former are in compliance with the *Act respecting elections and referendums in municipalities*. In particular, when these amounts were loaned by an elector, they have been paid 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.
2. All expenses incurred or authorized by me and for which I was given notice, as well as those of my delegates, where applicable, shall be included in the party's campaign expense return and shall be incurred in accordance with the requirements of the *Act*. All claims received on or before the 60th day after the date set for the poll have been paid, except those I contested and reported in Section 4 of this return.
3. All disbursements were paid from the bank account recorded in this return.
4. No expenses were paid in cash, with the exception of those from petty cash created from the bank account of the party identified hereunder, under the responsibility of the official representative.
5. All expenses were incurred at current market prices.
6. Individuals who performed volunteer work within the meaning of section 499.8, which refers to section 428(1), during the leadership campaign did so personally and voluntarily, and the result of that work or the provision of a personal vehicle was done without compensation or for no consideration.
7. The information contained hereunder and its appendixes is true, accurate and complete.

Signature of official representative

, on _____

Date

Signature and declaration of the party's interim leader	
I, _____	_____
First name	Last name
interim leader of authorized political party	

Name of authorized political party	
declares the following:	
1. I have been informed of the rules regarding the party leadership campaign expenses.	
2. I have reminded those authorized to incur or authorize expenses, the obligation to comply with these rules.	
3. I declare that I have provided the financial representative with all the financial information necessary to enable him or her to prepare this return.	
4. I have read the return and obtained all the necessary clarifications on its contents.	
5. I acknowledge the declaration of the official representative.	
6. I confirm that, to the best of my knowledge, the official representative fulfilled his or her mandate in accordance with the <i>Act respecting elections and referendums in municipalities</i> .	
_____	_____
Signature of party's interim leader	, on Date