

# DIRECTIVE D-M-14

## Return of election expenses of an authorized political party

Reference: *Act respecting elections and referendums in municipalities* (CQLR, c. E-2.2), ss. 492 and 492.1

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### PURPOSE

Prescribe the use of the form titled “Return of election expenses of an authorized political party.”

### CONTENT

The official agent of an authorized political party is required to file a return of election expenses using form DGE-1049.

For the form titled “Return of election expenses of an authorized political party” to be admissible, the sections titled “Signature and statement of the official agent” and “Signature and statement of the party leader” must be signed.

### DOCUMENTS THAT MUST ACCOMPANY THE REPORT

The return must be accompanied by the supporting documents mentioned in the guide titled “Guide for official agents of authorized political parties.”



DGE-1049-VA (24-11)

## RETURN OF ELECTION EXPENSES OF AN AUTHORIZED POLITICAL PARTY

Identification			
Name of the municipality		Date of the poll Year      Month      Day	
Name of the party			
Name of the official agent			

### SUMMARY STATEMENT OF ELECTION FUND AND ELECTION EXPENSES

#### Part 1 - Election fund

1. Total sums transferred by the official representative		\$
2. Total election expenses paid by the official representative prior to the start of the election period		\$
3. <b>TOTAL election fund</b> (lines 1 + 2)		\$

Name and address of the financial institution where the transferred sums are deposited      Account no.

#### Part 2 - Election expenses

1. Advertising (total A, section 1, page 2)		\$
2. Goods and services (total B, section 1, page 2)		\$
3. Rental of premises (total C, section 1, page 2)		\$
4. Travel and meals (total D, section 1, page 2)		\$
5. <b>TOTAL election expenses</b> (lines 1 to 4)		\$

#### Part 3 - Contested claims (total F, section 4, page 8)

		\$
<b>Part 4 - Total election expense limit of the party</b>		\$

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Section 1 – Itemized statement of expenses

Name of the supplier	N°*	Amount paid (\$)	Election Expenses				Amounts not included in the election expenses (\$)
			Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	
Common expenses (section 2, page 7)							
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35							
36							
Subtotal							
Expenses incurred but not claimed (section 3, page 8)							
TOTAL expenses							
			A	B	C	D	

\* Consecutive number of the vouchers

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**Section 1 – Itemized statement of expenses (cont.)**[illegible]

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**Section 1 – Itemized statement of expenses (cont.)**

Breakdown of election expenses											
District (position no. 3)				District (position no. 4)				District (position no. 5)			
Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)
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36											
Total for the candidate				Total for the candidate				Total for the candidate			
Maximum allowed				Maximum allowed				Maximum allowed			

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**Section 1 – Itemized statement of expenses (cont.)**

	Breakdown of election expenses											
	District (position no. 6)				District (position no. 7)				District (position no. 8)			
	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)
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Total for the candidate					Total for the candidate				Total for the candidate			
Maximum allowed					Maximum allowed				Maximum allowed			

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**Section 1 – Itemized statement of expenses (cont.)**

	Breakdown of election expenses											
	District (position no. 9)				District (position no. 10)				District (position no. 11)			
	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)
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	<b>Total for the candidate</b>				<b>Total for the candidate</b>				<b>Total for the candidate</b>			
	<b>Maximum allowed</b>				<b>Maximum allowed</b>				<b>Maximum allowed</b>			

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## Section 2 – Itemized statement of common expenses

	Name of the supplier	N°	Amount paid (\$)	Election Expenses				Amounts not included in the election expenses (\$)
				Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	
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<b>TOTAL</b> common expenses (carry over to section 1, page 2)				<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	

\* Consecutive number of the vouchers



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## Section 3 – Statement of expenses incurred, but not claimed

Name of the supplier	Date of use of good or service	Nature of the expense	Consecutive number of the vouchers	Date of the claim*	Amount of the expense (\$)
** TOTAL E					

\* For a claim received by the official agent after the sixtieth day following that of the poll

\*\* Append a cheque made out to the treasurer of the municipality for the total expenses incurred, but not claimed by the creditor in the 60 days following polling day. Carry over and break down this amount in section 1 "Itemized statement of expenses"

## Section 4 – Statement of contested claims

Name of the supplier	Reason for contesting	Consecutive number of the vouchers	Amount of the invoice (\$)	Amount contested (\$)
*** TOTAL F				

\*\*\* Carry over this amount to part 3 of the Summary statement of the election fund and election expenses on page 1

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**Appendix 1 – Itemized statement of expenses – Additional Page**

	Breakdown of election expenses											
	District (position) no. _____				District (position) no. _____				District (position) no. _____			
	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals(\$)
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	<b>Total for the candidate</b>				<b>Total for the candidate</b>				<b>Total for the candidate</b>			
	<b>Maximum allowed</b>				<b>Maximum allowed</b>				<b>Maximum allowed</b>			

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## Appendix 2 – Summary statement of election expenses (office of mayor and boroughs)

	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Office of Mayor</b>						

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

[illegible]

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

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Political party's name
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## Appendix 2 – Summary statement of election expenses (office of mayor and boroughs)

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

Borough N° \_\_\_\_\_ Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

Arrondissement n° \_\_\_\_\_ Nom \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

Borough      N° \_\_\_\_\_      Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

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## Appendix 2 – Summary statement of election expenses (office of mayor and boroughs)

Borough N° \_\_\_\_\_ Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
Total							

Borough N° \_\_\_\_\_ Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
Total							

Borough N° \_\_\_\_\_ Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
Total							

Borough N° \_\_\_\_\_ Name \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
Total							

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## Appendix 2 – Summary statement of election expenses (office of mayor and boroughs)

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

**Borough**      **N°**\_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

**Borough**      **N°** \_\_\_\_\_ **Name** \_\_\_\_\_

Name of the candidate	N° *	Advertising (\$)	Goods and services (\$)	Rental of premises (\$)	Travel and meals (\$)	Total (\$)	Maximum allowed (\$)
<b>Total</b>							

Total election expenses **						
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\* District or position number

\*\* The total must be identical to the one on page 1

## Signature and statement of the official agent

I, \_\_\_\_\_ ,  
Given name Surname

domiciled at \_\_\_\_\_ ,  
Address

official agent of the authorized political party \_\_\_\_\_ ,  
Name of the party

state the following:

1. All the election expenses that I incurred or authorized and that have been brought to my attention are listed in the report of election expenses and were incurred in accordance with the requirements of the Act respecting elections and referendums in municipalities. I paid all of the claims received, not later than the sixtieth day (60<sup>th</sup>) following that set for the poll, except for those that I have contested and reported in section 4.
2. I appointed the deputies pursuant to section 385 of the Act and all expenses authorized by them are included in the report, if applicable.
3. All election expenses were paid from the only election fund opened (section 458 and directive D-M-4), with the exception of election expenses authorized and paid by the official representative pursuant to the 2<sup>nd</sup> paragraph of section 457 and the disputed claims referred to in section 4 of this report.
4. No election expenses were paid in cash, with the exception of those from a petty cash fund constituted from the electoral fund under the responsibility of the official agent.
5. All election expenses in the return are justified by an invoice in accordance with section 466. These invoices show all the goods supplied or services rendered.
6. All election expenses were incurred at the current market price in accordance with sections 427 and 461. Furthermore, with the exception of volunteer work, an invoice with the value of all goods or services provided free of charge by an elector is attached to the return.
7. Anyone who performed volunteer work within the meaning of section 428 1° during the period did so personally and voluntarily, and the fruit of this work was derived without compensation and for no consideration.
8. The information found in this report is true, accurate, and complete.

\_\_\_\_\_  
Signature of the official agent Date

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## Signature and statement of the leader of the party

I, \_\_\_\_\_ ,  
Given name Surname

living at \_\_\_\_\_ ,  
Address

leader of the authorized political party \_\_\_\_\_ ,  
Name of the authorized political party

state the following:

1. I have been informed of the rules governing election expenses.
2. I have reminded the official agent and his deputies to comply with these rules.
3. I have provided the official agent with all the financial information they require to prepare this return.
4. I have read the report and have obtained all necessary clarification as to its content.
5. I have taken note of the statement of the official agent.
6. I confirm that, to the best of my knowledge, the official agent fulfilled their mandate in accordance with the *Act respecting elections and referendums in municipalities*.

\_\_\_\_\_  
Signature of the leader of the party Date

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