

How to complete additional financial reports of an authorized candidate

You may fill in this report using an online application developed by Élections Québec. This application is very user-friendly. After you were authorized as a candidate, we sent you an email which outlines how to access the application. Please do not hesitate to contact us if you need help by dialling the following numbers: 418-644-3570 (Québec City) or 1-866-232-6494 (elsewhere in Québec, toll-free).

There are five steps involved in completing your additional financial report.

STEP I – IDENTIFICATION

Please fill out each section of this part of the report.

Your reporting period begins on the date that you produced your previous report and ends on the day that you submit your current report. For example, the reporting period could be from January 30, 2021, to October 22, 2021.

STEP II – FINANCIAL INSTITUTION

Enter the name and address of the financial institution and the account number where you deposited the funds that you collected. You must submit all deposit slips and account statements with your report.

STEP III – PAGE 2

This step is made up of three sections, which can be found on page 2 of the report.

SECTION 1 – LIST OF ELECTORS WHOSE TOTAL CONTRIBUTIONS IS \$100 OR MORE

Enter, in alphabetical order, the names of all electors who made one or more contributions totalling \$100 or more during the reporting period.

Last name and first name (in alphabetical order)

Enter each person's full last name and first name. An initial of a first name is not sufficient to establish an elector's identity.

Address of domicile

Enter the contributor's complete home address: building number, street name, apartment number (where applicable), city/town and postal code.

Under the Civil Code of Québec (sections 75-78), a person's domicile is the address for the exercise of their civil rights. In the case of a non-domiciled elector, enter the address that justifies the elector's status as an elector.

Receipt

Enter the contribution date, the number of each contribution receipt that you gave the elector and the total amount they donated over the period in question. If you have to group several receipts to get a total of \$100 or more, specify the number of receipts, in brackets, after the amount. In this case, you do not need to enter dates or receipt numbers.

Total A

Add the amounts and enter the total in the space provided. Report this total on line 3 of page 1 of the financial report. Attach to your report the Chief Electoral Officer's copy and the Director General of the English school board's copy of each receipt you issued, as well as any damaged or cancelled receipts. Once the additional financial report has been filed, the authorized candidate must destroy all copies of unused receipts.

SECTION 2 – LOANS

Enter the details of any loans that you acquired from a financial institution or from an elector.

First name, last name and address of lender

Enter the full name and address of the financial institution or elector who loaned you money during the previous period.

Date

Enter the year, month and day that you took out the loan.

Rate

Enter the interest rate of the loan as a percentage (7% annually, for example). A statement such as "prime rate plus 1%" is not sufficient.

Opening balance

Enter the amount of loans acquired during the previous period that you have not yet repaid in full.

Amount repaid

Indicate the amounts that you repaid during the reporting period.

Closing balance

Enter the amounts that are outstanding at the end of the reporting period. Legislation requires that you repay the total loan amount no later than December 31 of the calendar year following the election.

Interest paid

Enter the amount of interest that you paid during the period.

Total B and Total C

Add the amounts shown in the "Amount repaid" and "Interest paid" columns. Report Total B on line 9 and Total C on line 10 of page 1 of the financial report.

SECTION 3 – AMOUNTS COLLECTED DURING ELECTORAL ACTIVITIES

Provide details of each activity during which you raised money.

Date and location

Enter the date and location of each activity (name of establishment, building number, street, city/town).

Nature of activity

Indicate which type of activity took place (brunch, golf, dinner, etc.).

Admission price

Enter the price paid by each person who participated in the activity.

Amounts collected

Enter the total amount of money raised during the activity. If you gave a contribution receipt to those who paid the admission price, enter the amount collected as “with receipt”; if you did not give a receipt, enter the amount collected as “no receipt”.

If you issued contribution receipts for admission prices for an electoral activity, the elector’s name and address and the receipt total must be included in section 1 of the return where the total amount of that person’s contributions is \$100 or more. If that person’s total contribution is less than \$100, it should be included in the amount on line 4 of page 1 of the additional financial report.

Total D

Add the amounts collected without a contribution receipt and enter the total in the “Total D” box. Report this amount on line 5 of page 1 of the additional financial report. This amount must be less than or equal to 3% of the total amount of contributions collected as shown on lines 3 and 4 of page 1.

You must complete an activity report (DGE-5102) for each activity held and attach it as a supporting document.

Subsidiary revenue

Enter the amount of subsidiary revenue collected during each of these activities. The details of this revenue must be entered in form DGE-5102.

Total E

Add the amounts collected as subsidiary revenue and enter the total in the “Total E” box. Report this amount on line 6 of page 1 of the additional financial report.

STEP IV – ADDITIONAL FINANCIAL REPORT
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Complete page 1 of the report by reporting the amounts shown on page 2.

FINANCIAL REPORT

PART 1 – INFLOW

1. Cash on hand, beginning of period

Enter the amount that corresponds to the balance at the end of the previous financial report.

2. Reimbursement of election expenses

Enter the amount of the final reimbursement of election expenses that you received from the Director General of the English school board following the submission of your initial Return of election expenses.

3. Contributions of \$100 or more

Enter the number of contributors and the total amount of contributions reported in Section 1 (Total A).

4. Contributions of less than \$100

Enter the number of contributors and the total amount of contributions of less than \$100 collected during the period. Don't forget to include the amount of contribution receipts issued for electoral activities described in section 3. You must enter this amount on line 3 or 4, as applicable.

5. Amounts collected during electoral activities

Enter the amount shown in Section 3 (Total D).

6. Subsidiary revenues

Enter the amount of subsidiary revenue earned from electoral activities shown in Section 3 (Total E).

7. Other income

Specify the nature of any other income and indicate the corresponding amount.

8. Total inflow

Add lines 2 to 7 and enter the total on line 8.

PART 2 – DISBURSEMENTS

9. Amount repaid on loans

Enter the portion of the principal repaid during the reporting period. This amount is shown in Section 2 (Total B).

10. Interest paid

Enter the amount of interest that you paid during the reporting period. This amount is shown in section 2 (Total C).

11. Surplus remitted to

Enter the amount that you remitted to the Director General of the English school board or to yourself (if this exception applies). Specify to whom this surplus was paid.

12. Other disbursements

Specify the nature of all other disbursements (banking fees, for example) and provide the amount(s).

13. Total disbursements

Add lines 9 to 12 and enter the total on line 13.

14. Cash on hand at end of period

Add the amount on line 1 to the amount on line 8, and then subtract from this sum the amount on line 13. The balance should be zero.

**STEP V – DECLARATION OF THE AUTHORIZED CANDIDATE REGARDING
AN ADDITIONAL FINANCIAL REPORT**

The authorized candidate must complete this section. They must enter their name and the date and sign the appropriate section.

You must complete this section in order for the financial report to be accepted.

SUPPORTING DOCUMENTATION

The authorized candidate additional financial report must be accompanied by the following documents:

- For each contribution receipt issued, the Chief Electoral Officer's copy and the Director General of the English school board's copy;
- A copy of each completed activity report, where applicable;
- The completed and signed list of canvassers;
- Canvassers' certificates;
- All supporting documents or certified copies of the following:
 - original cheques or scanned copies (both sides);
 - receipts;
 - deposit slips;
 - account statements from the financial institution;
 - proof of account closure;
- Any other relevant documents mentioned in the Guide for the Authorized Candidate.