



Processing official receipts

Reference: *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres* (CQLR, c. E-2.3), sections 206.6 and 206.22

PURPOSE

Describe the processing procedure to be followed by the authorized candidate with respect to the official receipts received from the Chief Electoral Officer.

In accordance with the *Act*, a person who has been authorized as an elector undertaking to become an authorized candidate is considered a candidate for the purposes of this directive.

CONTEXT

Contributions may only be solicited by the authorized candidate or by persons designated by them writing for this purpose, who are known as canvassers. The person receiving a contribution must issue a receipt to the contributor and ensure that the latter signs the section titled “Declaration signed by the elector.” The Chief Electoral Officer provides the authorized candidate with official receipt booklets (see Directive D-S-2 for more information on this topic).

When a candidate’s application for authorization has been accepted, the Chief Electoral Officer sends them a receipt booklet. Additional booklets are available on request, by telephone or email (at financement-scolaire@electionsquebec.qc.ca).

CONTROL PROCEDURE

The authorized candidate must process the official receipts they have received, including those entrusted to the persons they designate, in writing, to solicit and collect contributions.

When a candidate files their first financial report following an election, they must return all copies of spoiled or cancelled receipts to the director general of the school board, as well as those that have not been used, if they do not need to file an additional financial report.

When a candidate files an additional financial report, they must submit all copies of spoiled, cancelled, and unused receipts to the director general of the school board.