



Processing official receipts

Reference : *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*, sections 206.1 and 206.22

PURPOSE

This directive prescribes the procedure the authorized candidate must follow for processing the official receipts he or she receives.

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

A contribution can only be solicited by the authorized candidate or by persons he or she has designated in writing for that purpose (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).

Once a candidate’s request for authorization has been accepted, the director general of the English school board (or Élections Québec, where applicable) must provide the candidate with a receipt booklet and invite him or her to read the *Guide for the authorized candidate*.

PROCESSING PROCEDURES

All authorized candidates must process the official receipts that they have received and that they have provided to any persons they have designated, in writing, to solicit and collect contributions.

When filing his or her first financial report following the conduct of a poll, the authorized candidate must submit the copies of the receipts he or she has used, as well as the copies of any spoiled and cancelled receipts, to the director general of the English school board.

Likewise, the authorized candidate must submit the copies of used receipts, as well as the copies of any spoiled and cancelled receipts, when filing an additional financial report.

After filing these reports, the authorized candidate must destroy all the copies of unused receipts and send the copies of spoiled and cancelled receipts to the director general of the English school board.