



### Reports from an authorized candidate

Reference : *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*, sections 209, 209.1 and 209.4

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#### PURPOSE

This directive prescribes the use of the form titled *Reports from an authorized candidate*.

#### CONTENT

An authorized candidate's financial report and return of election expenses must be produced using form DGE-5800, titled *Reports from an authorized candidate*.

This form will not be accepted unless the "Declaration of the authorized candidate" section has been signed.

**If, after these reports are filed, debts arising from election expenses remain or the authorized candidate continues to hold money and goods derived from the election fund, he or she will be required to file an additional financial report in accordance with the directive D-S-5 and sections 209 and 209.3 of the *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*, CQLR, c. E-2.3 (ASEESSC).**

#### DOCUMENTS THAT MUST ACCOMPANY THE REPORT

This report must be accompanied by the supporting documents referred to in section 4.5 of the *Guide for the authorized candidate*.



# SCHOOL ELECTIONS

## DIRECTIVE D-S-4



DGE-5800-VA (20-04)

### Report and return of an authorized candidate

#### IDENTIFICATION

English school board													
Name or number of the electoral division													
Name of the candidate													
Period covered by this report													
FROM		Year	Month	Day	TO		Year	Month	Day	Date of the <input type="checkbox"/> general election <input type="checkbox"/> by-election	Year	Month	Day

#### FINANCIAL REPORT

#### ELECTION FUND

##### Part 1 – Inflow

	Number of contributors	\$
1. Contributions of \$100 or more (section 1, total A)		
2. Contributions of less than \$100		+
3. Amounts collected during electoral activities (section 3, total D)		+
4. Subsidiary revenue (section 3, total E)		+
5. Loans (section 2, total B)		+
6. Other income (specify)		+
7. <b>TOTAL INFLOW</b> (lines 1 to 6)		= \$

##### Part 2 – Disbursements

8. Election expenses (return of election expenses, total F)	\$
9. Amounts not included in election expenses (return of election expenses, total G)	+
10. Amount repaid on loans (section 2, total C)	+
11. Other disbursements (specify)	+
12. <b>TOTAL DISBURSEMENTS</b> (lines 8 to 11)	= \$

##### Part 3 – Fund balance

13. <b>CASH ON HAND AT END OF PERIOD</b> (line 7 minus line 12)	= \$
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#### FINANCIAL INSTITUTION

Name of financial institution where funds collected are deposited	Account no. (election fund)
Address of financial institution	



# SCHOOL ELECTIONS

## DIRECTIVE D-S-4

### FINANCIAL REPORT (continued)

#### Section 1 – List of electors whose total contribution is \$100 or more

Last name and first name (in alphabetical order)	Address of domicile*	Receipt		
		Date	No.	Amount
<b>Total A</b>				

(Expenses paid by the candidate and declared as election expenses must be listed as contributions.)

\* If an elector who made a contribution is not domiciled in the English school board district, indicate the address confirming that this person is a qualified elector.

#### Section 2 – Loans and suretyships

Loans (A written loan agreement is required in all cases.)

First name, last name and address of lender	Date	Interest rate	Amount borrowed	Amount repaid	Loan balance	Interest paid
			<b>Total B</b>	<b>Total C</b>		

#### Suretyships

First and last name of elector who stands surety for a loan	Address	Amount

#### Section 3 – Amounts collected during electoral activities\*

Date and location	Nature of activity	Admission price	Amounts collected		Subsidiary revenue
			With receipt**	No receipt	
				<b>Total D</b>	<b>Total E</b>

\* Complete form DGE-5102 for each activity and enclose with this report.

\*\* Include contributions in Section 1 or carry them over to line 2 on page 1, as the case may be.



# SCHOOL ELECTIONS

## DIRECTIVE D-S-4

RETURN OF ELECTION EXPENSES									
Name of supplier	Voucher No.	Amount paid	Breakdown of amount paid				Amounts not included in election expenses		
			Advertising	Goods and services	Rental of premises	Travel and meals			
1		\$	\$	\$	\$	\$	\$		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
Add lines 1 to 20									
<b>Expenses incurred, but not claimed</b>		Date of claim							
22									
23									
Add lines 22 and 23		*							
* Enclose a cheque to the order of the English school board for the amount of the expenses incurred but not claimed.									
Add lines 21 to 24									
			<b>Election expenses (add amounts from the four columns)</b>				<b>Total G</b>		

\$
<b>Total F</b>
\$

Election expenses limit

\$
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# SCHOOL ELECTIONS

## DIRECTIVE D-S-4

### RETURN OF ELECTION EXPENSES *(continued)*

#### Contested claims

Name of supplier	Address	Amount
Reason for contesting		

Name of supplier	Address	Amount
Reason for contesting		

Name of supplier	Address	Amount
Reason for contesting		

Name of supplier	Address	Amount
Reason for contesting		



# SCHOOL ELECTIONS

## DIRECTIVE D-S-4

### Declaration of the authorized candidate

I, \_\_\_\_\_, \_\_\_\_\_,  
First Name Last Name

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

the authorized candidate, declare as follows:

1. Canvassing for contributions was always done under my responsibility or through people that I designated in writing, in accordance with the *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres* (ASEESSC). Any reference to the ASEESSC refers to the provisions of the *Act respecting school elections* that were in force prior to the adoption of Bill 40.
2. All of the contributions collected were made in accordance with the provisions of Division IV of Chapter XI of the ASEESSC.
3. All of the amounts collected for my candidacy were deposited directly in the sole election fund opened for the purpose of this election (Section 206.40 and Directive D-S-1) and are compliant with the *Act*. Opening such an account is not necessary when funds come exclusively from my own contributions (Section 206.40, Subsection 3).
4. Where applicable, all of the amounts received from the director general of the English school board were deposited directly in the sole election fund opened for the purpose of this election.
5. Any loans obtained and sureties signed in relation to such loans are compliant with the *Act*. Any such loans coming from an elector were made voluntarily, without compensation or consideration, and will not be reimbursed in any way not provided for in the loan agreement.
6. All forms of inflow and outflow of funds were deposited in or paid from the bank account specified in these reports.
7. A contribution receipt was issued to any elector who provided a good or service free of charge, with the exception of volunteer work.
8. Anyone performing volunteer work in the sense of Section 206.18 (1) during the election period did so personally and voluntarily, and this work was accomplished without compensation or consideration.
9. All election expenses that I incurred or authorized and were brought to my attention are recorded in the return of election expenses and were incurred in accordance with the requirements of the *Act*. Any claims received no later than the 60<sup>th</sup> day following the day of the poll have been paid in full, except for those that I have contested and declared.
10. Where applicable, all election expenses were paid directly from the sole election fund opened for this election (Section 206.40 and Directive D-S-1), except for any claims contested and specified in this report.
11. No election expense was paid in cash, except for expenses paid from the petty cash constituted from the election fund under my responsibility.
12. All election expenses recorded in the report are backed up with an invoice, in accordance with Section 206.48. These invoices cover all of the goods and services provided.
13. All election expenses were incurred at the current market price, in accordance with Sections 206.17 and 206.43. I have enclosed with this report an invoice attesting to the value of any good or service provided free of charge by an elector, except in the case of volunteer work.
14. The information contained in these reports is true, accurate and complete.

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Date