



## Standards relating to contribution receipts

Reference : *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*, sections 206.19 to 206.24

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### PURPOSE

This directive prescribes the content of a contribution receipt and formalizes certain requirements for using the document and sending it to the Chief Electoral Officer.

### CONTRIBUTION RECEIPT

#### Requirements

- Any time a contribution is made, the authorized candidate or a canvasser designated by the latter (see Directive D-S-3) must issue a receipt to the contributor, regardless of whether the contribution is monetary or made in goods or services, and regardless of the amount contributed, so long as this amount does not exceed the limit established in section 206.21 of the *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres* (ASEESSC).
- When the canvasser collects a contribution directly, he or she must give a receipt to the contributor. However, when the canvasser receives a contribution by mail or other means, he or she must issue a receipt to the contributor as soon as the contribution has been cashed and the elector's declaration has been received.
- The amounts entered in the designated spaces on the receipt must correspond exactly to the contributions received.
- It is strictly forbidden for anyone to issue a contribution receipt in the name of a person who has not made a contribution.

#### Receipts printed by the Chief Electoral Officer

The Chief Electoral Officer provides contribution receipt booklets to authorized candidates. Use of these booklets is mandatory. One copy of the triplicate receipt is provided to each of the following parties:

- Authorized candidate;
- Chief Electoral Officer and director general of the English-language school service centre;
- Elector.

All spaces on the contribution receipt must be completed in full.



## A – Required Information

The contribution receipt must contain the following information:

### Identity

- Surname at birth and given name of the elector (contributor);
- Full address of the elector’s domicile (number, street, apartment, city and postal code), as established under the Civil Code of Québec (sec. 75 to 78);
- Name of the elector’s employer at the time of the contribution;
- Date of birth (YYYY-MM-DD);
- Telephone number.

### Declaration signed by the elector

- The section titled “*Declaration signed by the elector*” contains the following text:

I declare that my contribution:

- is made out of my own property;
- is made voluntarily;
- is made without compensation and for no consideration;
- has not been and will not be reimbursed in any way.

To make a contribution to an authorized candidate, you must be a qualified elector as defined by the *Act respecting school elections to elect certain members of the boards of directors of English-language school service centre* and you must make the payment yourself and in accordance with the statutory requirements listed on the back of this document.

This section must also contain the following information:

- The elector’s signature;
- The date (YYYY-MM-DD) the elector signed the document.

### Name of the authorized candidate receiving the contribution

Name of the authorized candidate, as it appears on his or her application for authorization.



## Contribution

- Contribution
  - Amount of the contribution
- Method of payment
  - Cash (under \$100);
  - Cheque.
- Contribution of goods or services
  - Amount of the contribution;
  - Description of the goods or services provided.

## Authorized candidate or canvasser

- Surname and given name;
- Signature;
- Date (YYYY-MM-DD)
- Date signed by the candidate or canvasser.

## Statutory requirements

The statutory requirements stipulated in sections 206.19, 206.20, 206.21, 206.23, 219.8, 219.8 (2) to 219.8 (4), 219.21 and 221.1.1 appear on the back of the contribution receipt.

## B – Other non-mandatory information

### Sex

The contribution receipt allows the contributor to specify his or her sex in the Identity section.

### Language of correspondence

The contribution receipt allows the contributor to specify his or her preferred language of correspondence (English or French). If this information does not appear on the receipt, all subsequent correspondence with that person will be in French.

### Email address

The contribution receipt allows the contributor to provide his or her email address. The Chief Electoral Officer could use it, if necessary, to communicate with that person.



## Retaining documents

The candidate must, for a period of five years after the filing date of his or her financial report, retain any supporting documents needed to verify compliance with the provisions of sections 206.20, 206.22 and 206.23 of the ASEESSC. Upon request, the candidate must submit these supporting documents to the Chief Electoral Officer.

We recommend that the authorized candidate retain photocopies of all cashed cheques, thereby making it possible to verify that each corresponding contribution was actually made by the elector (s. 206.19 and 206.20 of the ASEESSC).

## Sending receipts

The candidate must retain a copy of each contribution receipt for a period of five years and must provide another copy to the contributor. The candidate must also provide the director general of the English school board with the latter's copy when submitting the authorized candidate's reports.

## Contribution made by cheque

The authorized candidate should retain photocopies of all cashed cheques, thereby making it possible to verify that each corresponding contribution was actually made by an elector (sec. 206.19 and 206.20 of the ASEESSC).

## Provisional receipt

To make it easier to obtain the elector's declaration required on a contribution receipt, the Chief Electoral Officer provides authorized candidates with a provisional receipt. It is available on the website of the Chief Electoral Officer, located at <https://electionsquebec.gc.ca>, under School board > Forms and Guides > **Provisional contribution receipt (elector's signature)** (DGE-5804). This form is also available on the school extranet, in the Financing and expense rules drop-down menu, under Forms and other tools.

The elector must complete and print the provisional receipt and sign it in the section titled Declaration signed by the elector. The elector must then forward the provisional receipt to the authorized candidate by mail, fax or email (in the latter case, as a PDF document).

The authorized candidate must attach a copy of the provisional receipt to the pre-numbered official receipt for submission to the Chief Electoral Officer and to the director general of the English school board, as required under section 209.4 of the ASEESSC.