



## Report and return of 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

---

### PURPOSE

Prescribe 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.

After these reports are filed, if debts arising from election expenses remain or the authorized candidate continues to hold money and goods derived from the election fund, they will be required to file an additional financial report in accordance with 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).

### DOCUMENTS THAT MUST ACCOMPANY THE REPORT

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



DGE-5800-VA (24-03)

## Report and return of an authorized candidate

### IDENTIFICATION

English school board											
Name or number of electoral division											
Authorized candidate's given name and surname											
Period covered		Start date			Day before sending			Election date			
<b>FROM</b>	Year	Month	Day	<b>TO</b>	Year	Month	Day	<input type="checkbox"/> general election	Year	Month	Day
								<input type="checkbox"/> by-election			

### FINANCIAL REPORT

#### ELECTION FUND

##### Part 1 – Receipts

1.	Contributions of \$100 or more (Section 1, Total A)	Number of contributors	\$	
2.	Contributions of less than \$100	Number of contributors	+	
3.	Amounts collected during electoral activities (Section 3, Total D)		+	
4.	Subsidiary revenue (Section 3, Total E)		+	
5.	Amounts borrowed (Section 2, Total B)		+	
6.	Other funds (specify)		+	
7.	<b>TOTAL RECEIPTS</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)	= \$	
-----	---	------	--

\* Cash on hand at the end of the period cannot be negative. You must resolve the situation with contributions or a loan agreement.

### FINANCIAL INSTITUTION

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





# SCHOOL ELECTIONS

# DIRECTIVE D-S-4

## RETURN OF ELECTION EXPENSES

Supplier name	Supporting document 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							
21							
<b>Add lines 1 to 20</b>							
<b>Expenses incurred, but not claimed</b>							
22	Date of claim						
23							
24	* Enclose a cheque payable to the English school board for the amount of expenses incurred, but not claimed.						
25	<b>Add lines 21 to 24</b>	\$	\$	\$	\$	\$	\$

Election expenses (add the amounts of the four columns)

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

Election expenses limit

**Total G**



**RETURN OF ELECTION EXPENSES (cont'd)**

**Contested claims**

Supplier name	Address	Amount
Reason for contesting		

Supplier name	Address	Amount
Reason for contesting		

Supplier name	Address	Amount
Reason for contesting		

Supplier name	Address	Amount
Reason for contesting		



# SCHOOL ELECTIONS

## DIRECTIVE D-S-4

### Declaration of the authorized candidate

I, \_\_\_\_\_, \_\_\_\_\_,  
Given name Surname

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

authorized candidate, declare the following.

1. Contributions were always solicited under my responsibility or through people I have designated in writing for that purpose, 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 contributions collected were paid in accordance with the provisions of Division IV of Chapter XI of the ASEESSC.
3. All sums collected for my candidacy were deposited in the only election fund opened for the purposes of the election (section 206.40 and Directive D-S-1) and comply with the Act. Such an account need not be opened if the sums derive exclusively from my own contributions (section 206.40, paragraph 3).
4. Where applicable, all sums received from the Director General of the English school board were deposited in the only election fund opened for the purposes of this election.
5. Any loans obtained and suretyships agreed to in relation to these loans are in compliance with the Act. The amounts borrowed from an elector have been paid voluntarily, without compensation and for no consideration, and they will not be subject to any reimbursement not provided for in the loan agreement.
6. Receipts or disbursements of all types were deposited into or paid out of the election fund entered in these reports.
7. A contribution receipt was issued to electors who provided any goods or services free of charge, with the exception of volunteer work.
8. Anyone who performed volunteer work within the meaning of section 206.18 1° during the election period did so personally and voluntarily, and the result of this work was derived without compensation and for no consideration.
9. All election expenses that I incurred or authorized and that have been brought to my attention are entered on the return of election expenses and were incurred pursuant to the requirements of the Act. All claims received on or before the 60<sup>th</sup> day after the day set for the poll have been paid, except those I have contested and reported.
10. Where applicable, all election expenses were paid out of the election fund opened for the purposes of this election (section 206.40 and directive D-S-1), with the exception of the contested claims noted in this report.
11. No election expenses were paid in cash, with the exception of those paid out of petty cash drawn from the election fund account under the responsibility.
12. All election expenses entered in the return of election expenses are supported by an invoice, in accordance with section 206.48. These invoices account for all goods supplied and services rendered.
13. All election expenses were incurred at current market prices, in accordance with sections 206.17 and 206.43. I have attached to this return an invoice confirming the value of any goods or services provided free of charge by an elector, with the exception of volunteer work.
14. The information contained in these reports is true, accurate and complete.

\_\_\_\_\_  
Candidate's signature Date



DGE-5806-VA (24-03)

## List of canvassers

Under Section 206.22 of the *Act respecting school elections to elect certain members of the boards of directors of*

*English-language school service centres*, I, \_\_\_\_\_, Name of authorized candidate

authorized candidate of the \_\_\_\_\_, Name of school board

school board, have designated in writing the canvassers listed below.

Name and address	For the period		Certificate number
	From	To	
First and last name	_____	_____	_____
Address	_____		_____
First and last name	_____	_____	_____
Address	_____		_____
First and last name	_____	_____	_____
Address	_____		_____
First and last name	_____	_____	_____
Address	_____		_____
First and last name	_____	_____	_____
Address	_____		_____

_____	_____
Signature of authorized candidate	Date

**N.B. :** When an authorized candidate designates individuals to solicit and collect contributions, he or she must prepare a list of canvassers and submit it along with the candidate's reports to the director general of the school board. If the authorized candidate does not appoint canvassers, he or she must sign an empty list and submit it along with the reports.