

Important Reminders for Candidates and Their Official Agents

[Elections Canada: Political Parties, Candidates and Others: Candidates](#)

Do's	Don'ts
<ul style="list-style-type: none"> ▪ DO appoint an official agent, who must open a separate bank account for the sole purpose of the campaign before any contribution is accepted, or any expense is incurred (contracted for) or paid ▪ DO ensure that the official agent is involved in all budgeting and financial decisions related to the campaign and is consulted before electoral campaign expenses are incurred ▪ DO ensure that only the official agent, the candidate or a person authorized in writing by the official agent incurs campaign expenses ▪ DO ensure that all money received is turned over to the official agent for deposit into the campaign bank account ▪ DO ensure that all expenses (except for those paid out of petty cash by a person authorized by the official agent, or the candidate's personal expenses paid by the candidate) are paid out of the campaign bank account by the official agent 	<ul style="list-style-type: none"> ▪ DO NOT allow anyone other than the official agent, candidate or a person authorized in writing by the official agent to incur electoral campaign expenses ▪ DO NOT allow anyone other than the official agent to pay for electoral campaign expenses (except for petty cash payments by a person authorized by the official agent, or the candidate's personal expenses paid by the candidate) ▪ DO NOT accept contributions from any source other than an individual ▪ DO NOT accept transfers from the registered party or registered electoral district association BEFORE YOU ARE OFFICIALLY CONFIRMED AS A CANDIDATE BY THE RETURNING OFFICER

- DO issue receipts for all contributions over \$20

- DO return all official tax receipts issued by the returning officer within 1 month after election day; this applies to both unused official tax receipts and the returning officer copies of all issued official tax receipts

- DO ensure all claims are presented within 3 months and paid within 4 months after election day

- DO ensure that all loan, overdraft and line of credit conditions, including repayment schedules, are submitted with the return

- DO provide the Candidate's Statement of Personal Expenses to the official agent no later than 3 months after election day, even if it is a NIL statement

- DO NOT accept monetary transfers of trust funds from registered parties or registered associations

- DO NOT issue official tax receipts for contributions received BEFORE YOU ARE OFFICIALLY CONFIRMED AS A CANDIDATE BY THE RETURNING OFFICER

- DO NOT accept contributions from ineligible sources (e.g. foreign sources, corporations, trade unions and unregistered associations)

- DO NOT accept contributions that exceed an individual's contribution limits

- DO NOT accept cash contributions over \$20

<ul style="list-style-type: none">▪ DO allow your auditor sufficient time before the submission deadline to review financial documents and prepare the audit report ▪ DO submit the Candidate's Electoral Campaign Return and related documents within 4 months after election day, ensuring that the following are included:<ul style="list-style-type: none">▪ Candidate's return, including the declaration in part 1, signed by the candidate and the official agent▪ Auditor's report, checklist and invoice▪ Candidate's Statement of Personal Expenses▪ All supporting bank statements, cancelled cheques, deposit slips, loan agreements and vouchers▪ Candidate's Statement of Gifts or Other Advantages Received ▪ DO dispose of any surplus, after the campaign has met all of its financial obligations, in compliance with the Act, and notify the Chief Electoral Officer within 7 days of the disposal	<ul style="list-style-type: none">▪ DO NOT appoint an auditor who is not accredited UNDER PROVINCIAL LAW to perform accounting services ▪ DO NOT pay unpaid claims later than 4 months after election day without first obtaining the Chief Electoral Officer's authorization ▪ DO NOT place election advertising without including mention that it is authorized by the official agent (for example: Authorized by the official agent of "candidate")
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