

Candidate Guide

Donors list and return of expenses

Municipality with fewer than 5,000 inhabitants

As a candidate in an election in your municipality, you must produce a list of donors and a return of expenses incurred for your campaign. This guide provides the different steps to help you complete the *Donors list and return of expenses* (DGE-1038) form.

1 Identification of candidate

Please fill in the different fields of this section to identify yourself and the election in which you were a candidate.

If you joined forces with other candidates to form a team recognized by the returning officer, you must enter the full name of the recognized ticket as indicated on your candidate nomination paper.

N.B. As specified under sections 75 to 78 of the Québec Civil Code: the residence of a person is the place where he ordinarily resides, the domicile to which a person refers for the exercise of his civil rights. For example, the address indicated on your driver's licence.

Acknowledgement of receipt

The treasurer must sign and enter the date of the day on which he receives form DGE-1038.

After an acknowledgement of receipt has been signed by the treasurer, the latter will provide you with a copy of your return.

→ **Important :** Form DGE-1038, signed and dated, must be submitted to the treasurer of your municipality no later than 90 days after polling day.

Don't forget to keep a copy of this form for your own files along with any relevant vouchers, (Example: invoices, receipts, cheques, or bank statements.)

2 Declaration of candidate who has not received any donations or incurred any expenses

If you have not received or collected any donations and have not incurred any expense related to your election, you must check the box in this section and sign the declaration in the space provided.

You can then send only page 1 of 3 of the form to the treasurer of your municipality.

In all other cases, you must complete sections 3 to 5 of form DGE-1038.



3 List of donators (including candidate) having made one or more donations totaling more than \$50

The maximum amount a natural person may donate to your campaign is \$200.

As a candidate, you may donate an additional amount of \$800, for a maximum of \$1,000.

You must indicate information concerning the donators who have made a donation of more than \$50 (including yourself if you have made a donation). For example, please include the name and address of the donors as well as the donation amount.

Specific information relating to the “Donation (\$)” column:

Please indicate the total amount of donations received from a person when this amount is more than \$50, including the amount you donated to pay expenses related to your election.

For the purpose of applying the Act respecting elections and referendums in municipalities (AERM), DGEQ will treat any goods and services paid for by a candidate to support his own campaign as donations. Therefore, the total amount of expenses you have personally paid must be entered in the list of donors and cannot exceed \$1,000. These expenses must also be included in your return of expenses.

The following table shows some examples on how to register the donations, goods and services offered as well as the required method of payment.

Paid by:	Examples of goods and services purchased	Method of payment	Amount entered in the form of DGE-1038	Amount entered in the form of DGE-1038
the candidate himself	Invoice from printer for your publicity pamphlets	<p>If more than \$50:</p> <p>Personal cheque, credit card or personal debit</p> <p>Keep copy of invoice and proof of payment</p>	<p>Amount of invoice paid if total amount is more than \$50</p> <p>This total must not exceed \$1,000.</p>	<p>Amount of invoice paid no matter the amount</p> <p>This total must not exceed \$1,000.</p>
a donator other than the candidate	Ink cartridges and paper to print your publicity pamphlets		<p>Amount of invoice paid if total amount is more than \$50</p> <p>This total must not exceed \$200.</p>	<p>Amount of invoice paid no matter the amount</p> <p>This total must not exceed \$200.</p>
a legal person (e.g., company, corporation or union)	Prohibited under section 513.1.1 of the AERM			

Number of payments

Where applicable, indicate the number of donations received from the same donator.

Method of payment

Specify how donations were paid:

- cash (\$50 and less);
- personal cheque (over \$50);
- personal credit card (for purchase made by candidate);
- personal debit card (for purchase made by candidate).

Total donations of \$50 or less

Indicate the total amount of all donations received of \$50 or less.

Total donations from all donors

Add donations of more than \$50 to the total of donations of \$50 or less and indicate the sum.

→ If all donations made in cash are \$50 or less, enter only the total amount of these donations in the box provided.

The total amount of donations in this section must be at least equal to the total expenses listed in section 4 (Return of expenses).

4 Return of expenses

You must enter information about all suppliers of goods and services where you incurred an expense related to your campaign.

Total of expenses

Add up expenses and enter the total amount.

The total amount of your expenses listed in this section cannot exceed the total donations listed in section 3 (List of donors) of your form.

If you have not incurred any expenses related to your election, enter \$0 in this space.

5 Declaration of the candidate

You must sign and enter the current date in the space provided on the declaration to declare that all information on this form is true, accurate and complete.

6 Reminders for candidates

Before submitting their list to the treasurer of their municipality, it is recommended that candidates take careful note of these important reminders:

1. Only natural persons may provide candidates with cash donations, the total of which cannot exceed \$200.
2. The candidate may provide his own election campaign with one or more sums of money not exceeding \$1,000.
3. Any third party other than the candidate, like a legal person (for example, a company, a corporation, or a trade union) cannot pay any sum of money to a candidate, nor pay an expense or provide any goods or services that could favour his election.
4. Any donation of more than \$50 must be paid to the candidate by cheque or payment order signed by the individual making the donation, and must be drawn from his personal account in a financial institution with an office in Quebec.
5. The candidate must keep all supporting documents declared in sections 3 and 4 of the *Donator list and return of expenses* (DGE-1038) form, such as invoices, cheques, bank statements, and/or deposit slips. The treasurer of his municipality or the Chief Electoral Officer of Québec may request them for verification purposes at a later date.