

Submitting your Financial Election Report

Overview

As the Official Agent for a candidate, you have some legislated responsibilities once the election is over. These include compiling the financial election reports, having those reports audited and submitting them to the Chief Electoral Officer within 120 days after Determination Day (+ 7 days after Election Day)

What do you need to submit with the Financial Election Report?

The Financial Election Report must be accompanied by all invoices, receipts and vouchers along with an affidavit of the Official Agent verifying the report and stating that no other payment not permitted by the *Election Expenses Act* was made without their knowledge. Printouts of bank statements without detailed receipts will not be accepted as a reimbursable election expense.

It must also include an auditor's report examining all financial statements and supporting documentation to ensure the report meets compliance with the rules set out in sections 20 and 21 of the *Election Expenses Act*.

It should be noted while some candidates may have \$0 expenses to report, Elections PEI requires the forms to be submitted as part of the required Financial Election Reports.

Reimbursement of Eligible Election Expenses

Every registered candidate who receives at least 15% of the popular vote in their district is entitled to be reimbursed by the Chief Electoral Officer for the lesser of election expenses, subject to a maximum payment of \$4000

Nomination deposit returned upon filing financial reports

A candidate will be reimbursed for their \$200 nomination deposit upon filing their required Financial Election Reports. If affiliated with a party, all expenses will be reimbursed through the party.



Election Expenses

This list is not exhaustive. If you have questions,
please contact Elections PEI 1-902-368-5895

What **IS** an Eligible Election Expense?

OFFICE

- Rent
- Utilities
- Equipment (telephone, printer, computer)
- Insurance
- Supplies/Nutritional Supplies

ADVERTISING *

- Signs / structural support
- Media / promotional material
- Photographic headshots
- Digital media

WAGES

- Campaign team

FUNDRAISING

- Venue rentals (during Writ period)

CHILDCARE (above what is normally incurred)

- Must provide receipts for month prior to Election period or affidavit stating no childcare was required

FOOD

- Campaign workers

DONATIONS

- In-kind (must be reported as election expenses)

*Advertising materials purchased "pre-writ" and used during the writ period are an eligible expense

What **IS NOT** an Eligible Election Expense?

- Expenses incurred in seeking nomination
- Cost of holding convention for the selection of a candidate
- Candidate's personal expenses (gas, lodging etc)
- Transportation costs for campaign volunteers if the party has not reimbursed them
- Audit fees
- Nomination deposit
- "Victory" or "Thank You" parties
- Alcohol
- Gratuities
- Transportation to the polls
- Payment of party poll workers and meals on polling day