



OFFICIAL AGENTS AND ELECTION FINANCING

***Information for
candidates' official agents***

Published by the Chief Electoral Officer of the Yukon

An official agent is appointed on a candidate's nomination paper. Official agents are required to receive, and issue receipts for, contributions to the candidate's campaign. As well, official agents are responsible for the payment of campaign expenses, except for the personal campaign costs of the candidate.

RESPONSIBILITIES

1. Receive contributions
2. Issue receipts
3. Report campaign information
4. Pay campaign expenses

1. RECEIVE CONTRIBUTIONS

What is a contribution?

A contribution is:

- cash or a negotiable instrument, for example, a bank money order.
- an in-kind contribution which includes goods and services and discounts off the usual price of the goods and services.
- money raised at a fundraising event for which the contribution is less the expense. For example, if a candidate has a barbecue as a fundraising activity and the ticket costs \$50 and the expenses to the candidate are \$20, then the contribution is \$30.

A contribution is not:

- money donated, for example, to a coffee fund at campaign headquarters or to "passing-the-hat" at a meeting.
- volunteer labour.

If a person makes a donation, it is a contribution and a receipt must be issued.

Who can make a contribution?

A contribution can be made by:

- a person, a corporation or a business in the Yukon.
- a Yukon registered political party to a candidate.
- a trade union.
- political parties in Canada to a candidate.

A statement must be attached to any contribution of over \$50 received from a trade union or a political party in Canada. The statement is to indicate the name and address of the trade union or political party and the name, address and amount for each contributor over \$250 to the total contribution or that there were no contributors over \$250, or that the contribution was a collection from the membership.

- a group which is not incorporated or registered in the Yukon.

A statement must be attached to any contribution of over \$50 received from a group which is not incorporated or registered in the Yukon. The statement is to indicate the name and address of an individual who is a principal of the group and the name, address and amount for each contributor over \$250 to the total contribution or that there were no contributors over \$250.

A separate statement must be provided when an unincorporated group has made a contribution of over \$50 to a trade union, political party or another unincorporated group which is included in a contribution from that trade union, political party or other unincorporated group to a candidate. The statement is to indicate the name and address of an individual who is a principal of that unincorporated group and the name, address and amount for each contributor over \$250 to the total contribution or that there were no contributors over \$250.

When can contributions be made?

Contributions can be made:

- from the issue of the writ to 30 days after the election is declared in the electoral district.
- before the issue of the writ to a person who intends to be a candidate.

2. ISSUE RECEIPTS

- Receipts must be obtained from the Elections Office.
- Receipts must be issued for all contributions of cash or negotiable instruments.
- A person who intends to be a candidate can provide a personal receipt for a contribution made before the writ is issued. The official agent must still issue a receipt from the Elections Office for a contribution which was received before the date of the issue of the writ.
- Receipts for cash or negotiable instruments can be used for income tax credits.

3. REPORT CAMPAIGN INFORMATION

The Election Return, Form 64, is in three parts. It must be delivered to the Elections Office within 90 days of the date of the return to the writ.

Part 1: Election Revenue Return

- Report all sources of income including the estimated value of all in-kind contributions.
- Report all sources of revenue including all fundraising activities and the amount of profit for each fundraising event.
- Report money received from a registered political party or received by a registered political party on behalf of the candidate.
- Name contributors who have contributed a total amount over \$250 in cash or negotiable instruments. This includes each contributor who has made single contributions at different times and the total amount for all contributions during the election exceeds \$250.
- Name contributors who have made contributions in kind which have a fair market value over \$50.
- Name contributors which are trade unions, political parties or unincorporated groups.

Part 2: Election Expenses Return

- Report the fair market value or amount paid for goods and services used during the election including media, office and administration, personnel, travel and other miscellaneous goods and services whether purchased or contributed.
- Report the amount a registered political party paid for advertising on behalf of the candidate.
- Do not report goods used in previous elections.
- Do not report the candidate's nomination deposit.

An addendum to this return must be filed if an official agent is required to make a payment on behalf of a candidate after the election expenses return is submitted to the Elections Office.

Part 3: Election Financing Return

- Include revenue, expenses and the total amount of all contributions.
- Report the surplus, or the deficit for the campaign.
- Report the value of the campaign which is the total expenses plus the total in-kind contributions.

Anonymous contributions in cash or negotiable instruments or in-kind contributions must be turned in to the chief electoral officer.

Surplus funds must be remitted to the registered political party which endorsed the candidate, or, in the case of an independent candidate, remitted to the chief electoral officer.

The official agent must state in the return that the information is complete and correct.

The return must be delivered to the Elections Office and include duplicate copies of receipts for the chief electoral officer, copies of any statements provided by unincorporated groups, and cancelled and unused receipts provided by the chief electoral officer.

4. PAY CAMPAIGN EXPENSES

The official agent is responsible for paying campaign bills except for the candidate's personal expenses and some advertising expenses.

GENERAL INFORMATION

- Returns are public information and may be viewed at the Elections Office.
- The names of contributors listed in the returns are disclosed.
- Records and duplicates of receipts should be kept for at least the period which relates to the taxation year in which the return was made.
- Candidates must provide the information required in an election return, if the official agent fails to do so.
- Elections Office telephone number: (867) 667-8683 or toll free 1-866-668-8683.
- Elections Office mailing address: Box 2703, Whitehorse, Yukon Y1A 2C6.
- Elections Office location: lower level, main Yukon government building, Second Avenue, Whitehorse.