



**P-600**

The Political Contributions Tax Credit Act, 2001

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**Guide to Provisions of  
The Political Contributions  
Tax Credit Act, 2001  
(Registered Political Party)**

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## Preface

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The Office of the Chief Electoral Officer, under the direction of the Chief Electoral Officer of Saskatchewan, is responsible for the administration and maintenance of the provincial political contributions tax credit regime, pursuant to *The Political Contributions Tax Credit Act, 2001* (Saskatchewan) (the "Tax Credit Act").

This guide, prepared by the Chief Electoral Officer, outlines the statutory provisions governing registered political parties' acceptance of eligible contributions and issuance of valid tax receipts under the Tax Credit Act. The intent of the guide is to provide practical assistance to chief official agents to fulfill their administrative and financial reporting responsibilities, to compile requisite support documentation and to ensure annual disclosure of financial information effecting compliance under the Tax Credit Act.

This guide has no legislative authority and its sole purpose is to assist registered political parties, chief official agents and contributors in determining their respective rights and obligations under the Tax Credit Act. For review of specific statutory requirements, reference should be made to the Tax Credit Act.

Copies of *The Political Contributions Tax Credit Act, 2001*, this guide and support documentation may be obtained from the Office of the Chief Electoral Officer at 1702 Park Street, Regina, Saskatchewan.

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## Political Contributions Tax Credit

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### Overview

The Tax Credit Act governs the Province's political contributions tax credit system and provides a basis for calculating political contribution tax credits for use by provincial resident taxpayers under *The Income Tax Act, 2000* (Saskatchewan) (the "Provincial Tax Act"). The Provincial Tax Act provides deductions from provincial income tax payable of a portion of amounts contributed to registered political parties in Saskatchewan.

Where a registered political party solicits funds and issues tax receipts thereon, the receipts must be consistent with the policies underlying the Tax Credit Act to qualify under the Provincial Tax Act. The Office of the Chief Electoral Officer interprets these policies to include the election of members to the Legislative Assembly of Saskatchewan and activities necessarily incidental thereto. As a result, registered political parties may receipt contributions received from provincial resident taxpayers, in accordance with the Tax Credit Act and the Provincial Tax Act, such that contributions are utilized to advance the electoral process in Saskatchewan.

### Contributor

The political contributions tax credit system under the Tax Credit Act allows provincial resident taxpayers, inclusive of individuals and corporations, the opportunity to claim tax credits against Saskatchewan income tax payable based on eligible contributions to a registered political party for which a receipt has been obtained.

The Provincial Tax Act defines resident taxpayers to include both individuals and corporations, whereby *individuals* are defined to include persons normally resident in Saskatchewan.<sup>1</sup> The definition of *corporation* includes a business entity which meets **any** of the following criteria:

- a corporation duly incorporated under *The Business Corporations Act* (Saskatchewan) that maintains its registered and records office in the Province;
- a corporation that regularly executes contracts in the Province through its officers, employees or agents;
- a corporation carrying on business in the Province and extra-provincially registered pursuant to section 262 of *The Business Corporations Act* (Saskatchewan); or

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<sup>1</sup> A person normally resident in Saskatchewan includes: i) a person serving in the armed forces, diplomatic corps or similar employment outside Saskatchewan; ii) a person attending full-time study outside the Province; or iii) a deceased person's estate resulting from a specific bequest in the individual's last will and testament.

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- a corporation *deemed* taxable in Saskatchewan under *The Corporations Capital Tax Act* (Saskatchewan).

## Eligible Contribution

Under the Tax Credit Act, eligible receiptable contributions include all monetary contributions acknowledged by a valid tax receipt issued by a chief official agent on behalf of a provincial registered political party. The Tax Credit Act defines *eligible contribution* to include:

- a taxpayer contribution in the form of cash or a negotiable instrument;<sup>2</sup>
- an amount contributed by a taxpayer to a registered political party on or after January 1, 2001 including:
  - any amount paid as a membership fee; or
  - the net proceeds of a ticket to a fund-raising function; and
- a contribution that does not contravene sections 239 through 242 of *The Election Act, 1996*,<sup>3</sup>

but does not include:

- a contribution made by a chief official agent, acting in that capacity, to another chief official agent;
- a contribution whereby the taxpayer has received or is entitled to receive a financial benefit of any kind, other than a tax credit pursuant to the Tax Credit Act or any prescribed financial benefit from a government, municipality or other public authority, whether as a grant, subsidy, forgivable loan, deduction from tax, allowance or otherwise;
- a contribution in the form of a repayable loan; or
- a contribution that in total is less than \$25.00.

## Tax Credit

The tax credit available to provincial resident taxpayers, deductible against their Saskatchewan income tax payable, is calculated in accordance with the following formula:

- where the total eligible contribution is \$400 or less, the amount of the tax credit that a taxpayer is entitled to claim for a taxation year is 75% of the total contribution; or
- where the total eligible contribution is greater than \$400 but not greater than \$750, the tax credit is \$300 plus 50% of the amount by which the total contribution exceeds \$400; and

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<sup>2</sup> Eligible contributions may be made in the form of cash, cheque, debit or credit card voucher, automatic withdrawal or other form of negotiable instrument.

<sup>3</sup> See Appendix IV for the specific statutory provisions pursuant to *The Election Act, 1996*.

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- where the total eligible contribution is greater than \$750, the tax credit a taxpayer is entitled to claim is the lesser of:
    - \$475 plus 33 1/3% of the amount by which the total contribution exceeds \$750; or
    - \$650.

The Provincial Tax Act does not provide for the carry-forward of receipted political contributions from one taxation year to another, as political contributions are deductions from tax payable as opposed to deductions in the calculation of taxable income. As such, a receipted political contribution can only be used in the year in which the contribution is made, and only against provincial tax otherwise payable.

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## **Registered Political Party**

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Section 224 of *The Election Act, 1996* (the "Election Act") establishes the registration requirements for political parties in Saskatchewan. Once registered under the Election Act, a political party is entitled to solicit and receive contributions and to participate in the Province's political contributions tax credit system. For the purposes of the Tax Credit Act, a political party is registered under the Election Act after notice of registration is published in *The Saskatchewan Gazette*.

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## **Chief Official Agent**

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Under the Election Act, the chief official agent is specifically charged with overseeing the financial operations of a registered political party.<sup>4</sup> Accordingly, the duties of a chief official agent apply to facilitate internal financial management and statutory reporting under the Election Act. These statutory obligations and their fulfilment are in addition to and not in substitution for duties imposed under the Tax Credit Act.

Only a registered political party's chief official agent can issue receipts for income tax purposes under the Tax Credit Act. Chief official agents can issue receipts only if their names are recorded in the registry of registered political parties maintained by the Chief

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<sup>4</sup> Section 235 of *The Election Act, 1996* establishes that a chief official agent must:

- (a) ensure that all the party's accounts are kept at a chartered bank, a trust or a loan corporation or a credit union;
- (b) keep legible records of all contributions and other income received by the party, including the name of all contributors and the amounts contributed;
- (c) keep legible records of all bills, invoices, vouchers and receipts;
- (d) ensure that all statements, reports, returns and documents required by this Act are completed, audited, if required, and filed with the Chief Electoral Officer;
- (e) perform any other acts that a chief official agent is required by this Act to perform.

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Electoral Officer under the Election Act. If, for any reason, a chief official agent's appointment ends, the registered political party must appoint another chief official agent and inform the Chief Electoral Officer of such appointment within thirty (30) days. In such circumstances, it is imperative that the newly appointed chief official agent comply with the financial reporting provisions pursuant to both the Election and Tax Credit Acts.

A registered political party's chief official agent is deemed the **eligible issuer** under the Tax Credit Act. A chief official agent, as such, assumes all responsibility for acknowledging eligible contributions, the issuance of tax receipts and the reconciliation and filing of an annual report with the Chief Electoral Officer. The Tax Credit Act specifies that a registered political party's chief official agent must ensure:

- no contribution is accepted, except in accordance with the provisions of the Tax Credit Act, and that illegal contributions are either returned to the contributor or forfeited to the Office of the Chief Electoral Officer;
- detailed books of account, containing prescribed information, are maintained to facilitate reconciliation and verification of issued tax receipts;
- the maintenance of accounting records in respect of receipted fund-raising functions sufficient to enable verification of expenses incurred and the number of tickets sold;
- tax receipts contain all prescribed information and are issued within the prescribed timelines; and
- requisite financial reporting is compiled, prepared and submitted, including reconciliation of used and unused tax receipt forms, on or before the last day of April on an annual basis.

Failure of a chief official agent to perform any one of the aforementioned statutory obligations may result in a fine of not more than \$5,000, imprisonment for a term not exceeding two years, or both.

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## **Tax Receipt**

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### **Distribution**

Where the Chief Electoral Officer receives registration notification, publication of same in *The Saskatchewan Gazette*, and Form P-601, Record of Official Receipts (Registered Political Party) (see Appendix II), a registered political party's chief official agent will in turn receive:

- a supply of tax receipt forms if a chief official agent was not previously registered or when the Chief Electoral Officer is notified that an additional



- 
- supply is required; or
  - the unused supply of tax receipt forms as previously supplied to the former chief official agent.

## **Form**

Official income tax receipts for eligible contributions received by a registered political party must be in a form which has been pre-approved or supplied by the Office of the Chief Electoral Officer.<sup>5</sup> The number of copies of each receipt issued by a chief official agent depends on the receipt reporting system adopted by individual registered political parties. Notwithstanding this fact, an official tax receipt under the Tax Credit Act must include a minimum three parts:

- copy one, the original, must be retained by the contributor;
- copy two must be attached to Form P-602, Annual Report of Contributions (Registered Political Party) (see Appendix III) and filed with the Chief Electoral Officer; and
- copy three must be retained by the eligible issuer (i.e., the chief official agent on behalf of the registered political party) (see Appendix I).

## **Facsimile Signature**

Each tax receipt must be manually signed by the chief official agent as eligible issuer. However, in order to facilitate the issuance of a large volume of receipts, a facsimile signature is acceptable subject to prior approval by the Office of the Chief Electoral Officer. Before issuing such approval, the Chief Electoral Officer will assess whether an internal control system governing the use of the signature stamp, signature plate or electronic signature has been established. Such control systems themselves must be approved by the Office of the Chief Electoral Officer. Furthermore, a sample of the proposed signature stamp, signature plate or electronic signature must be submitted to the Chief Electoral Officer for approval.

Congruous with manually signed tax receipts, a chief official agent must accept full personal responsibility for the issuance of tax receipts evidencing facsimile signatures. Failure to do so could result in the imposition of a fine, imprisonment, or both.

## **Security**

Tax receipt forms have economic value and must be stored in a secure place and accounted for annually. Complete and accurate records of receipt forms detailing their supply and distribution must be maintained by the chief official agent on behalf of the

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<sup>5</sup> In those instances where a registered political party prefers to use a form other than the form supplied by the Chief Electoral Officer, proposals for modification must be submitted in writing to the Chief Electoral Officer for pre-approval.

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registered political party. The Chief Electoral Officer strongly recommends that only the chief official agent of record maintain a supply of such tax receipts.

In situations where any number of tax receipts are lost, stolen, or misplaced, the chief official agent must immediately notify the Chief Electoral Officer of the loss and provide the serial numbers of the missing receipts. **All discrepancies, including a single lost receipt, must be reported and explained irrespective of magnitude.**

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## **Receipt Issuance**

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Tax receipts may be issued for every eligible contribution received by a registered political party which totals \$25 or more. Official receipts for income tax purposes must not be issued for more than the amount of the eligible contribution, and can only be issued in the name of the contributor. Under the Tax Credit Act, receipts must be in an unalterable form and must contain the following information:

- the full name of the registered political party;
- the name of the chief official agent;
- the name and address of the contributor; and
  - where the contribution is received from an individual, the calendar year the contribution was received; or
  - where the contribution is from a corporation, the day and month the contribution was received; or
  - where the contribution is from a numbered corporation, the names of the president and chief executive officer and the date the contribution was received;
- the day and month the receipt was issued;
- the contribution amount; and
- the serial number of the receipt.

Every issued receipt must state it is an official receipt for income tax purposes. The chief official agent must ensure that issued receipts address only eligible contributions received during the taxation year in question. Accordingly, individuals should be issued one receipt showing the aggregate amount of all eligible contributions received during a calendar year and one receipt should be issued for each eligible contribution made by a corporation during the appropriate corporate fiscal year.

## **Duplicate**

A chief official agent of a registered political party may issue duplicate receipts for lost

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or misplaced receipts. A duplicate receipt must clearly indicate that it replaces the original receipt. It must also, in addition to its own serial number, show the serial number of the receipt originally issued. This can be done by marking on the face of the replacement receipt "Duplicate Replacing Receipt Number . . . . .". In the alternative, a chief official agent may certify the registered political party's copy of the eligible contributor's misplaced receipt certifying its authenticity. Such certification procedures must be pre-approved by the Chief Electoral Officer.

## **Replacement**

A chief official agent may also issue receipts to replace incorrectly issued or spoiled receipts, providing the chief official agent retains or secures possession of the original and all copies of the incorrect/spoiled receipt. When a replacement receipt is issued, the original and all copies of the incorrect/spoiled receipt are to be marked "Cancelled - See Receipt Number . . . . .". Any receipt written in error and neither issued nor replaced should be marked "Cancelled - Not Replaced". Contribution amounts depicted on replacement receipts should not be included in aggregate contribution totals on Form P-602, Annual Report of Contributions (Registered Political Party).

## **Refund of Contribution**

A chief official agent may receive a request to refund an eligible contribution to a contributor. Contributions may be refunded only after obtaining the tax receipt as issued for that specific contribution. In such circumstances, the original receipt, together with the Chief Electoral Officer's copy, must be marked cancelled and filed with Form P-602, Annual Report of Contributions (Registered Political Party). In instances where a contributor fails to return the applicable tax receipt for cancellation, the contribution is to be paid to the Chief Electoral Officer.

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## **Reporting**

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### **Annual**

The chief official agent is responsible for annually filing Form P-602, Annual Report of Contributions (Registered Political Party) to the Chief Electoral Officer on or before the last day of April. Further, the Tax Credit Act requires the chief official agent to prepare and file an annual reconciliation of tax receipts used in the preceding calendar year, providing the total amount of contributions receipted, the numbers of tax receipts issued, spoiled or duplicated and the number of tax receipts retained (i.e., unused)

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during the particular reporting period. Copies of each issued, spoiled and/or duplicated receipt must accompany the annual filing. While Form P-602, Annual Report of Contributions (Registered Political Party) need not be audited, the report must be signed and its authenticity and accuracy attested to by the chief official agent on behalf of the registered political party.

## **Deregistration**

Participation by a registered political party in the provincial political contributions tax credit system ceases when notice of deletion of registered political party is published in *The Saskatchewan Gazette*. Within five (5) days following publication of said notice, the chief official agent of the formerly registered political party must file a Form P-602, Annual Report of Contributions (Registered Political Party) to reconcile tax receipts issued, spoiled and duplicated since the previous annual filing, establishing:

- total receipted contributions;
- the number of tax receipts issued;
- the number of tax receipt forms spoiled or duplicated;
- the number of unused tax receipts: and
- the chief official agent's signature and attestation.

Copies of all support documentation, including copies of each issued, spoiled and unused tax receipt, must be affixed to the filing.

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## **Contributions**

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In order to fulfill the requirements of the Tax Credit Act, the chief official agent must record all eligible contributions received by or on behalf of a registered political party. Contributors must be classified as either individuals or corporations.

## **Agents**

All contributions must be made to a party's chief official agent. However, contributions may be made through an agent, but not for the purpose of or with the effect of concealing the identity of the original contributor. Any agent acting on behalf of a contributor must disclose the name of the contributor. It is the responsibility of the chief official agent to ensure that every eligible contribution received is in accordance with the Tax Credit Act. Failure to do so may lead to the imposition of a fine, imprisonment or both.

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## **Contributions from Non-Resident Canadians**

While there are no limits on the number or amount of contributions a registered political party may accept from non-resident Canadian citizens, such contributions are ineligible for receipt under the Tax Credit Act.

## **Anonymous Contributions**

Contributions made through agents where the agent fails to disclose the identity of the principal or where the contributor cannot be ascertained are deemed to be anonymous contributions. No anonymous contribution in excess of \$250 may be accepted by a registered political party. Such contributions must be reported and forwarded to the Chief Electoral Officer and subsequently forfeited to the Minister of Finance.

## **Donations in Kind**

Tax receipts may not be issued for contributions made by way of services rendered or donations in kind.

## **Charitable Organizations**

A charitable organization may not oppose or endorse a provincially registered political party. As such, a charity's resources may not be devoted directly or indirectly (i.e., by providing resources to a third party engaged in partisan political activities) to a registered political party. Charitable organizations are ineligible to participate in the provincial political contributions tax credit regime.

## **Leadership Contests**

Contributions for registered political party leadership races are **not** eligible for tax credit under the Tax Credit Act. A leadership race includes any process by which a registered political party elects a leader.

## **Fund-Raising Events**

Proceeds from social functions held to raise money for a registered political party are eligible for tax credit. Contributed net income from such sources, including tickets sold for dinners, rallies, public meetings, raffles, conferences and conventions, as well as collections and proceeds from the sale of pins, buttons, flags and hats at such functions, are eligible contributions for which tax receipts may be issued.

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## **Auctions**

Registered political parties may issue tax receipts for amounts paid in excess of the commercial value of items sold at auctions. To illustrate:

- Mrs. A donates a painting valued at \$130, which is purchased at a party fund-raising auction by Mr. X for \$350. A tax receipt may be issued in Mr. X's name for \$220 (i.e., the difference between the commercial value of the painting and the auction purchase price).

## **Sale of Tickets**

Only *net proceeds* from an admission charge may comprise eligible contributions for tax receipt purposes. Net proceeds are calculated by deducting from the admission price all relevant expenses calculated on a per person basis. To illustrate:

- if the price of admission is \$300, related expenses (i.e., dinner, hall rental, entertainment, advertising, decorations, other) amount on a per person basis to \$100, then the eligible contribution for purposes of issuing a tax receipt is \$200.

Where an admission charge includes a rebate, either in the form of money or goods, the value of the rebate must be deducted prior to issuing the tax receipt. For example:

- if the admission price is \$300, related expenses are \$100 per person but the admission charge includes a gift certificate for \$20, then the eligible contribution is \$180.

Chief official agents wishing to issue receipts for income tax purposes for such contributions must be able to substantiate to the Chief Electoral Officer the basis they have used to determine the value of the contributions received.

A chief official agent must maintain records of income and expenses to calculate surpluses or deficits, contributions received (including the name, address and amount received from each contributor), and revenue from sales from such fund-raising functions. However, for the purpose of the Tax Credit Act, any amounts of less than \$25 paid for miscellaneous items sold at such events are considered anonymous contributions for which no tax receipt shall be issued.

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## **Recordkeeping**

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A chief official agent must keep records and books of account sufficient to allow verification of individual and corporate contributions received including a duplicate of each tax receipt containing the prescribed information. Such records and books of

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account must be retained by the chief official agent until a day that is five (5) years after the end of the last calendar year to which the records and books of accounts pertain.

## **Banking**

All eligible contributions received on behalf of a registered political party must be deposited in an account standing to the credit of the registered political party in a bank, trust company, or credit union. Detailed records of all amounts must be maintained, including deposit slips confirming amounts and dates of corresponding deposits. The name and amount on each contribution deposited must be noted on a deposit slip or in some other document cross-referencing to a deposit slip. Access to the account should be restricted to only the chief official agent as the individual directly responsible for control of such revenue and the issuance of tax receipts.

Contributions are deemed received for purposes of recording and issuing tax receipts, as follows:

- cash, cheques,<sup>6</sup> money orders or automatic withdrawals are considered receipted when deposited in the bank account; and
- debit and credit card vouchers are considered receipted when deposited or submitted by the chief official agent to the card issuer for payment.

Contributions received in an envelope postmarked prior to the end of a calendar year, or received on the last day of the year, but which cannot be deposited because the financial institution where the account is held is closed, must be recorded in the accounting records as an outstanding deposit on the last day of the calendar year and considered as receipted as of that date. Each such outstanding deposit should be deposited on the next available banking day.

## **Source of Contribution**

In preparing to issue a tax receipt, a chief official agent shall make sufficient inquiries verifying the identity of each contributor. In most instances, a contributor is easily identifiable. However, circumstances may necessitate ascertaining the true or proper identity of a contributor prior to the issuing a tax receipt.

### **Unincorporated Associations**

An unincorporated association or organization is any entity not incorporated under corporate legislation or a special purpose statute. To make an eligible contribution under the Tax Credit Act, the unincorporated association or organization must have an ongoing reason for its existence (e.g., business, professional, social, social action,

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<sup>6</sup> Chief official agents should ensure that all cheques are honoured on presentation to the financial institution, as any tax receipts issued for cheques which might be returned for insufficient funds will have to be recovered for cancellation, or an equivalent amount must be remitted to the Chief Electoral Officer for forfeiture to the Minister of Finance.

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fraternal, cultural or other similar purposes) and not be formed for the purpose of making political contributions.

Unincorporated entities (e.g., partnerships) cannot make eligible contributions in the name of the entity (here, the partnership). Under the Tax Credit Act, the entity must provide a written list of individual contributors. The list must provide the name, address, and amount applicable to each contributor. To illustrate:

- if the Southern Seniors Cribbage Club, an unincorporated club, contributes \$1,500 to a registered political party, the contribution must be broken down and allocated to each individual contributor (for instance, \$500 from Mr. A, \$500 from Mrs. B, \$300 from Mr. C and \$200 from Mrs. D); or
- if partners of a professional partnership such as a firm of chartered accountants, lawyers, dentists, etc. contribute an amount to a registered political party, this contribution too must be broken down into its individual sources with amounts specified as above.

The chief official agent must obtain requisite documentation regarding the individual contributors and the amounts of their contributions before accepting same and issuing individual tax receipts. The foregoing analysis applies in every instance where contributions are received from unincorporated associations or organizations.

### **Trusts**

Under the Tax Credit Act, an eligible contribution may be made only in a contributor's own funds. Where a contribution is made on behalf of a contributor by a trustee or a person exercising power of attorney, the cheque must bear the name of the beneficial contributor legibly printed thereon, and if not by cheque, such contribution must be properly recorded. Where a printed cheque omits the beneficiary's name, for example, "John Doe in Trust", the beneficiary's name must be legibly added. For example, "John Doe in Trust for Mary Smith". Also, the cheque must be drawn on an account held in the name of the beneficiary and not the trustee.

### **Joint Accounts**

Where a cheque for a contribution is drawn on a joint personal bank account, the tax receipt must be issued only to the person who signed the cheque. Where two people have signed a cheque drawn on a joint personal bank account, the chief official agent must determine who made the contribution and prepare the tax receipt accordingly.<sup>7</sup>

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<sup>7</sup> In Saskatchewan, currently there is no legislative or policy provision permitting the transfer of provincial political contribution tax credits between spouses.



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## **Documentation**

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Compilation and maintenance by the chief official agent of documentation for all monetary contributions received together with a reconciliation of tax receipts used/unused is fundamental to the annual financial reporting and filing requirements under the Tax Credit Act.

### **Subsection 16(1)**

For the purposes of administering the Tax Credit Act, the Chief Electoral Officer is empowered to request and examine registered political party's books or documents relevant to any inquiry and may make copies of said documentation for examination purposes.

### **Subsection 16(2)**

The Office of the Chief Electoral Officer is required to hold, for a period of not less than five (5) years, all particulars concerning registered political parties' financial documentation for the purposes of public inspection. Pursuant to section 232, of the Election Act, the Chief Electoral Officer is obliged to provide to any person, upon request, copies of or extracts from any report filed in compliance with the Tax Credit Act.

### **Subsection 250(2) of the Election Act**

Tax receipts issued to any one contributor with the annual filing of Form P-602, Annual Report of Contributions (Registered Political Party) whose aggregate value exceeds \$250 in a calendar year, will be available for public inspection at the Office of the Chief Electoral Officer. Tax receipts whose annual aggregate value equals \$250 or less are not available for public examination. The Chief Electoral Officer suggests chief official agents inform all potential contributors of the disclosure provisions for annual aggregate contributions exceeding \$250.

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This guide has been prepared by the Office of the Chief Electoral Officer to facilitate compliance with related provisions of *The Political Contributions Tax Credit Act, 2001*. In instances where interpretation of requirements is ambiguous it is within the mandate of the Chief Electoral Officer to interpret and prescribe legislative intent under the Tax Credit Act. This guide has no legal or legislative effect.

Attach this receipt to your income tax return for the taxation year in which you made your contribution and claim the appropriate deduction in determining your provincial income taxes payable as detailed below.

The *Income Tax Act, 2000* (Saskatchewan)

67.1 There may be deducted from the tax otherwise payable pursuant to this Act for a taxation year by a taxpayer a political contributions credit in an amount equal to the tax credits allowed for the taxation year by section 4 of *The Political Contributions Tax Credit Act*.

The *Political Contributions Tax Credit Act, 2001* (Saskatchewan)

Receipt No. P000001

**SASKATCHEWAN**  
**Official Receipt for Contribution - Registered Political Party**  
The Political Contributions Tax Credit Act, 2001 (s. 6)  
 The Election Act, 1996 (s. 225)

Name of Registered Political Party \_\_\_\_\_

Name of Chief Official Agent \_\_\_\_\_

Name of Contributor (*Individual / Corporation*) \_\_\_\_\_

Address \_\_\_\_\_

*(If numbered corporation)*

Postal Code \_\_\_\_\_

Name of President / \_\_\_\_\_ / *Name of Chief/Executive Officer*

ORIGINAL - Contributor

Contribution Received \_\_\_\_\_

Year

Individual \_\_\_\_\_

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Corporation \_\_\_\_\_

Amount of Contribution(s) \$ \_\_\_\_\_

Date Receipt Issued \_\_\_\_\_


Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Signature of Chief Official Agent \_\_\_\_\_

COPY 2 - Chief Electoral Officer

COPY 3 - Chief Official Agent

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|   |   |
|---|---|
| <br>SASKATCHEWAN   | <b>P-601</b><br>The Political Contributions Tax Credit Act, 2001<br>Section 9 |
| To be forwarded to the<br>Chief Electoral Officer<br>upon completion.   | <b>Record of Official Receipts<br/>(Registered Political Party)</b>           |
| <b>Part I Tax Receipt (Form A)</b>  |   |
| (check one) <input type="checkbox"/> Tax receipt supplied by Chief Electoral Officer<br><input type="checkbox"/> Tax receipt approved by Chief Electoral Officer (Indicate date approved ( Day Month Year ) ) |   |
| <b>Part II Tax Receipt - Transfer</b>   |   |
| I, _____ of<br>Name of Chief Official Agent   |   |
| Address _____ Postal Code _____   |   |
| the undersigned Chief Official Agent of   |   |
| _____, do hereby<br>Name of Registered Political Party  |   |
| acknowledge receipt of the official receipts to contributors for the purpose of section 67.1 of <i>The Income Tax Act, 2000</i> (Saskatchewan)  |   |
| bearing the following serial numbers:   |   |
| from _____ to _____ .   |   |
| Quantity: _____   |   |
| _____<br>Signature of Chief Official Agent  |   |
| Dated at _____, Saskatchewan this _____ day of _____, _____ .   |   |
| <b>Received and registered, this _____ day of _____, _____ .</b>  |   |
| _____<br>Signature of Chief Electoral Officer   |   |

**Part III**

**A. Contribution**

Total amount of contributions for which tax receipts have been issued. \$ \_\_\_\_\_

**B. Tax Receipt Reconciliation**

(a) Number of tax receipts on hand at commencement of the calendar year \_\_\_\_\_

Number of tax receipts supplied in calendar year (Form P-601) \_\_\_\_\_

(b) Number of tax receipts issued \_\_\_\_\_

Number of tax receipts spoiled (1.) \_\_\_\_\_

Number of duplicate tax receipts issued (2.) \_\_\_\_\_

Number of unused tax receipts \_\_\_\_\_

**Note: These totals must agree.**

(c) Number of unused tax receipts transferred to the Chief Electoral Officer in cases where a political party has been deleted from the register. \_\_\_\_\_

**Totals**

\_\_\_\_\_

**C. Questions**

1. If replacement tax receipts were issued for spoiled, or tax receipts were otherwise cancelled, were the originals and all copies of the tax receipts returned and clearly marked "Cancelled - See Receipt No. P. . . . ."? Yes / No

If no, please provide particulars: \_\_\_\_\_

2. If duplicate tax receipts were issued, were they in all cases issued in the name of the original contributor and clearly marked "Duplicate Replacing Receipt No. P. . . . ."? Yes / No

If no, please provide particulars: \_\_\_\_\_

**D. Attestation of Chief Official Agent**

I, \_\_\_\_\_ hereby declare that I have not issued official tax receipts for goods and/or services, and that the information given in this report and in any documents attached is true, correct and complete in every respect.

Signature of Chief Official Agent \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Dated at \_\_\_\_\_, Saskatchewan this \_\_\_\_\_ day of \_\_\_\_\_.

**Received and registered, this \_\_\_\_\_ day of \_\_\_\_\_.**

Signature of Chief Electoral Officer \_\_\_\_\_

Form B  
The Political Contributions Tax Credit Act, 2001  
Sections 13 and 14

**P-602**

**Annual Report of Contributions  
(Registered Political Party)**

**Notice:**

- To be completed by the chief official agent of a registered political party, whose name is recorded in the registry of political parties maintained by the Chief Electoral Officer, at the time of filing.
- One completed report is to be filed with the Chief Electoral Officer, on or before the last day of April in each year (or within five (5) days after the date of the election) for each year for which the party has received contributions. The Chief Electoral Officer will issue a receipt for each receipt issued to a contributor and all copies of any spoiled receipts (and in the case of a deletion, all unused receipts) must accompany this report.
- A copy of each receipt for contributions to a registered political party during the reporting period is to be retained by the chief official agent for a period of not less than five (5) years and must be available for inspection throughout that period. In addition, where official tax receipts have been issued for a fundraising function, sufficient records to verify the expenses incurred in holding the function and the number of tickets sold must also be maintained.

**Part I Identification**

Registered Political Party: \_\_\_\_\_

Chief Official Agent: \_\_\_\_\_

Name of Registered Political Party \_\_\_\_\_ Name of Chief Official Agent \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Postal Code \_\_\_\_\_

**Part II Reporting Period**

From: Date of publication in the Saskatchewan Gazette of the notice of registration of the political party (*The Election Act, 1996* (s. 233)) \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(or) \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Calendar year commencing January 1 \_\_\_\_\_

To: Date of publication in the Saskatchewan Gazette of the notice of deletion of the registered political party from the register (*The Election Act, 1996* (ss. 227(4))) \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(or) \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Calendar year ended December 31 \_\_\_\_\_

(over)

## CONTRIBUTIONS

### Form of contributions

**239(1)** No person shall make a contribution to a registered political party unless the contribution is paid out of moneys to which that person is beneficially entitled.

(2) No person shall make a payment by or on behalf of a registered political party unless it is by or through the chief official agent of the party.

(3) No person shall make a contribution to a candidate unless the contribution is paid out of moneys to which that person is beneficially entitled.

(4) No person shall make a payment by or on behalf of a candidate unless it is by or through the candidate's business manager.

(5) Subsections (2) to (4) do not apply to any payments made by any person if:

(a) the payment is out of moneys to which that person is beneficially entitled;

(b) the aggregate of the payments made by that person is \$25 or less;

(c) the liability for the payment was lawfully incurred by that person; and

(d) no part of the payment is repayable to that person.

### Use of agents to make contributions

**240(1)** In this section, "**registered party**" means a registered party within the meaning of the *Canada Elections Act*.

(2) A person may use an agent to make a contribution to a candidate or registered political party.

(3) If a person receives moneys from another person for the purpose of making a contribution to a candidate or a registered political party, that person is deemed to be an agent for the other person.

(4) If a person uses an agent:

(a) the agent shall disclose the identity of his or her principal to:

- (i) in the case of a contribution to a candidate, the candidate's business manager; or
  - (ii) in the case of a contribution to a registered political party, the chief official agent for the registered political party; and
- (b) no business manager or chief official agent shall accept any contribution from an agent unless the identity of the agent's principal is made known at the same time that the contribution is made.
- (5) If a statement, report, return or document prescribed in this Act requires the disclosure of the name of the person making a contribution, the name of the person who used or is deemed to have used an agent pursuant to this section, and not that of the agent, must be disclosed.
- (6) If a constituency association, corporation or trust fund makes a contribution to a registered political party or a candidate, the constituency association, corporation or trust fund shall provide the chief official agent of the registered political party or the candidate's business manager with a statement setting out:
- (a) the name of the person who authorized the contribution on behalf of the constituency association, corporation or trust fund; and
  - (b) the name of, and the amount contributed by, each person who made a contribution in excess of \$250 in a year and whose contribution was used to make up the funds contributed by the constituency association, corporation or trust fund.
- (7) If a registered party makes a contribution to a registered political party or a candidate, the registered party shall provide the chief official agent of the registered political party or the candidate's business manager with a statement setting out the name of, and the amount contributed by, each person who made a contribution in excess of \$250 in a year and whose contribution was used to make up the funds contributed by the registered party.
- (8) The statements mentioned in subsection (6) and (7) must be provided at the time the contribution is made.
- (9) If the constituency association, corporation or trust fund does not provide the statement mentioned in subsection (6) to the chief official agent or business manager, the chief official agent or business manager shall not accept the contribution from the constituency association, corporation or trust fund.

(10) If the registered party does not provide the statement mentioned in subsection (7) to the chief official agent or business manager, the chief official agent or business manager shall not accept the contribution from the registered party.

(11) If the chief official agent or business manager learns that the registered political party or candidate has accepted a contribution from a constituency association, corporation or trust fund contrary to subsection (9) or from a registered party contrary to subsection (10), the chief official agent or business manager shall return the contribution to the constituency association, corporation, trust fund or registered party.

(12) The Chief Electoral Officer may request a constituency association, corporation or trust fund that makes a contribution to a registered political party or candidate to submit a statement setting out:

(a) the name of the person who authorized the contribution on behalf of the constituency association, corporation or trust fund; and

(b) the name of, and the amount contributed by, each person who made a contribution in excess of \$250 in a year and whose contribution was used to make up the funds contributed by the constituency association, corporation or trust fund.

(13) No constituency association, corporation, trust fund, registered party, chief official agent, business manager, officer of a constituency association, officer or director of a corporation or trustee of a trust fund shall fail to comply with subsections (6) to (11) or with a request made pursuant to subsection (12).

#### **Anonymous contributions**

**241(1)** No business manager and no chief official agent of a registered political party shall accept, and no person shall make, an anonymous contribution that exceeds \$250.

(2) If an agent fails to identify the agent's principal in accordance with section 240, the amount of the contribution is deemed to be received from an anonymous donor.

(3) Any contribution in excess of \$250 from an anonymous donor is forfeited to the Crown in right of Saskatchewan.

(4) A business manager or chief official agent who receives an anonymous contribution in excess of \$250 shall immediately:

(a) report the contribution and the circumstances of the contribution in writing to the Chief Electoral Officer; and

(b) forward the amount of the contribution with the written report to the Chief Electoral Officer.

(5) The Chief Electoral Officer shall forward to the Minister of Finance any amounts received by the Chief Electoral Officer pursuant to subsection (4), and the Minister of Finance shall deposit those amounts in the general revenue fund.

**No contributions from non-Canadians**

**242** No business manager and no chief official agent of a registered political party shall accept a contribution from a contributor who resides outside Canada, unless that contributor is a Canadian citizen.