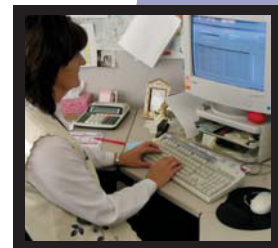
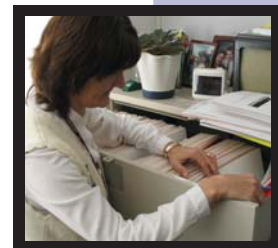
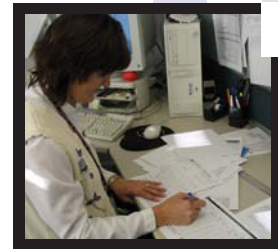
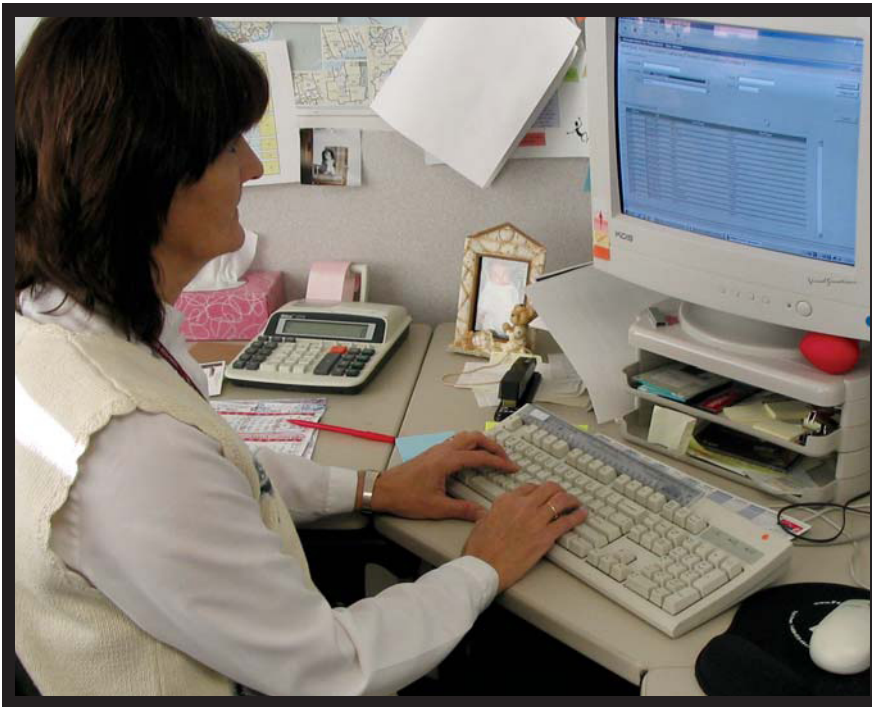


# Election or Referendum



## Financial Officer's Manual



# Financial Officer's Manual



## Revision Record



The *Revision Record* lists changes made only to the electronic copy of the *Version* listed below. Please print only the pages described under *Comments*, and substitute them in your manual to ensure that it remains current. The *Date Published* appears at the bottom of new or changed pages.

Version	Date Published	Comments
EC 10495 (05/09)	September 2010	Replace pages iii, 5, 51-54.
EC 10495 (05/09)	May 2009	Initial release.



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The masculine gender is used throughout this manual without bias, in the interest of simplicity and ease of reading.

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## Introduction

The financial officer is responsible for providing the returning officer (RO) and Elections Canada (EC) with reliable and consistent financial and operational documentation.

The electoral period begins on Day 36 (at the latest), when the election is announced, and continues throughout the days leading up to Day 0, polling day.

During an event, the office of the returning officer is the communications centre of the electoral district where the RO works with the public, election workers, landlords and other Elections Canada personnel.

After polling day, the activity continues as financial processes are updated, reconciled and then submitted to Elections Canada for final payment.

The *Financial Officer's Manual* contains three parts:

- *Part 1 – Context*: provides the information that the financial officer will need to complete his tasks.
- *Part 2 – Office Procedures*: provides a step-by-step description of the tasks that need to be accomplished during an event.
- *Part 3 – References*: provides useful information in tabular format.



# Part 1 – Context

This part of the *Financial Officer's Manual* contains the following:

- *Chapter 1 – Financial References and Tools*
- *Chapter 2 – Purchase and Rental of Goods and Services*
- *Chapter 3 – Electoral Facilities and Polling Stations*
- *Chapter 4 – Election Workers*
- *Chapter 5 – Rules for Payment of Workers*
- *Chapter 6 – Statutory Reports*



## Chapter 1 – Financial References and Tools

### 1.1 Returning Office Payment System and SITES (ROPS/SITES)

During an event, the Returning Office Payment System and SITES will be installed on a minimum of two computers in the office of the returning officer. The two computers will use a central database.

At the beginning of the event, the RO will receive user names and passwords from Elections Canada. There are two ways of accessing the ROPS/SITES application:

- using the SITES user ID and password; or
- using the Finance user ID and password.

As a financial officer, you will access the ROPS/SITES using the Finance user name and password. This will allow you to:

- gather and enter payment information related to workers and landlords;
- print reports, such as the *Appointment and Oath* form, polling site leases and statutory reports;
- manage training sessions;
- track hours worked by position;
- update information on the accessibility of polling facilities;
- electronically transfer the information required to process the payment of services and rentals.



Once a payment has been confirmed by the RO in ROPS/SITES, it can no longer be modified. Accurate data capture is therefore essential.

### 1.2 Finance Forms

**Paper Forms:** These forms are delivered to the office of the returning officer in “Lot 11”.

**Electronic Forms:** These forms are available in ECDocs.

**ROPS/SITES Forms:** ROPS/SITES will produce the forms with all relevant information, providing the data has been captured.



The table entitled [R5 – Finance Forms](#) at the end of this manual lists all the forms as well as their source.

### 1.3 Aide-Mémoire of Financial Activities

At the start of an event, the *Aide-Mémoire of Financial Activities* (EC 11657) will be forwarded to each office. This aide-mémoire will assist the financial officer and the RO in their day-to-day financial tasks, with reminders of upcoming deadlines (e.g., end of pay periods) and important dates. This aide-mémoire should be consulted on a daily basis.

### 1.4 The Federal Elections Fees Tariff

It is this document that determines rates of pay and allowable expenses payable to all election workers. You can access this document through ECDocs, under the topic *Canada Elections Act*.



Since the *Federal Elections Fees Tariff* does not provide for overtime pay, vacation pay, sick leave or statutory holiday pay for any position, election officers and office staff are not entitled to these types of benefits.



## Chapter 2 – Purchase and Rental of Goods and Services

### 2.1 Purchases and Rentals

There are three methods of payment for goods and services that are purchased and rented:

- the Elections Canada acquisition card;
- accountable advances;
- the *Special Account Form* (EC 11670).

The RO is responsible for purchasing or renting certain goods and services, such as those listed in the [\*R3 – Table of Expenditures\*](#) at the end of this manual. The RO must:

- record purchases according to detailed procedures;
- verify that each expense is documented, complete and accurate;
- sign each document to certify that it is correct.

### 2.2 Taxes on Purchases and Rentals

#### ***Federal Goods and Services Tax (GST)***

Elections Canada pays GST on all purchases and services. The supplier's GST registration number must be on the invoice. If a supplier does not have a GST number, we do not pay the GST.

#### ***Harmonized Sales Tax (HST)***

Elections Canada pays HST on all purchases and services in Newfoundland and Labrador, Nova Scotia and New Brunswick. The supplier's HST registration number must appear on each invoice. If a supplier does not have an HST number, we do not pay the HST.

#### ***Provincial and Territorial Sales Taxes (PST)***

Elections Canada does not pay PST. For proof of tax exemption, provide the supplier with the *Sales and Consumption Taxes Exemption Certificate* (EC 11650), available in ECDocs.

## 2.3 Authorized Methods of Payment

### Elections Canada Acquisition Card

Elections Canada provides an acquisition card for the purchase and rental of goods and services required between and during electoral events. The Elections Canada acquisition card is the preferred method of payment as it allows faster access to goods and services, as well as simple and precise verification of expenditures.

An acquisition card can be issued to the assistant returning officer (ARO) at the RO's request; however, the RO remains responsible for its use and for the approval of all expenses through the monthly reconciliation.

### Accountable Advance for Petty Cash

The RO will also receive an accountable advance from Elections Canada that is to be used for a petty cash fund. Petty cash expenses must be for less than \$200 each. Petty cash can be used for expenses, such as those listed in the [R3 – Table of Expenditures](#) at the end of this manual.

The allowable kilometre expenses for training and service are not paid from petty cash but are recorded and paid through ROPS/SITES.



Petty cash **must never be used** to pay workers or to reimburse individuals or groups hired to affix labels.

Petty cash **must never be used** to pay for food or drinks. The only exception to this rule is that of the candidates meeting, in which limited beverages and food may be served.

Whenever possible, the acquisition card should be used for purchases or rentals, as it is a more efficient process to manage.

### Accountable Advance for Temporary Help

The accountable advance for temporary support staff is to be used only to compensate groups, such as girl guides, boy scouts, hospital auxiliaries, etc. for affixing labels on the *Voter Information Cards*. Payment must be made to the group, not to individuals. The maximum payable to any group is \$500.00. This advance cannot be replenished.

### Special Account Form (EC 11670)

This form is used when it is not possible to use the acquisition card, an accountable advance or ROPS/SITES to buy or rent goods and services. These expenses will be paid directly by Elections Canada.

## Chapter 3 – Electoral Facilities and Polling Stations

### 3.1 Electoral Facilities

During an event, returning officers will use many types of electoral facilities:

- the office of the returning officer, as well as the office of the additional assistant returning officer where applicable;
- polling sites (used for ordinary, advance and mobile polls);
- offices used for revision.

The ROPS/SITES application will contain information on polling sites and offices used for revision.

### 3.2 Rental of Offices for the RO and AARO

Because the lease will have been pre-approved, rental information related to the offices of the RO and AARO will not be recorded in ROPS/SITES. Elections Canada will pay the landlord directly:

- 1<sup>st</sup> payment within 10 days of Elections Canada receiving the lease signed by the RO and the landlord;
- 2<sup>nd</sup> payment within two days of vacating the premises.



Please remember that the GST number must be written on each lease to allow EC to pay the landlord the GST.

### 3.3 Lease Agreement for Polling Sites

#### Confirm Polling and Revision Sites

As soon as an election is called, it is essential that someone contact the landlord to confirm that his building is still available as a polling site or revisal office. Once verbal confirmation has been obtained, ROPS/SITES must be updated to allow:

- the production of lease contracts that ensure that sites will be available for polling day;
- the production of *Voter Information Cards*;
- the automated transfer of data required by the Enquiries Unit in Ottawa to answer the question “Where do I vote?”;
- the assignment of workers to the office or polling site.

In rare cases, information on a polling site location should not be provided to electors who call Elections Canada. To block access to Elections Canada in Ottawa, clear the **Release to ECHQ** flag on the **Assignment** tab.



ROPS/SITES details related to polling sites must be verified before *Voter Information Cards* are produced on Day 30.

### Lease Agreement for Polling Sites

The *Standard Contract of Lease* (EC 11750) must be verified in ROPS/SITES, and then printed for the signature of the RO and landlord.

Each landlord will receive a lease contract that includes:

- every site that the landlord intends to lease to the returning officer;
- a list of polling stations at each site;
- a list of registration desks and revisal offices, where applicable;
- the total payment due to the landlord.

At the end of the event, all lease agreements must be returned to Elections Canada in a package addressed to the Electoral Financing Division.

### Increases in the Amount Prescribed in the Federal Elections Fees Tariff

Occasionally, landlords will request a rental fee that is higher than the amount prescribed in the *Federal Elections Fees Tariff*. These increases must be approved by the Chief Electoral Officer. To request this approval:

1. Provide justification for landlord's request using the *RO Special Request* (EC 10326).
2. Ask the RO to sign the request, then fax it to Electoral Coordination.

If the request is authorized, the RO will receive a Control of Authorization (COA) number. This number must be entered in ROPS/SITES, along with the authorized amount. This procedure is described in [Part 2 – Office Procedures](#) of this manual.

### Payments for the Rental of Polling and Revision Sites

Information related to the payment of polling stations must be sent to Elections Canada only once, within the **four days following the vote**. After polling day, landlords will receive a single payment for all the facilities that they rented.



In the case of polling sites, the landlord will be paid only for polling stations and registration offices where workers were assigned.

**Once the payment file has been confirmed by the RO in ROPS/SITES, it can no longer be modified.** It is therefore crucial that verification of data entry be performed before this confirmation occurs.

## Chapter 4 – Election Workers

### 4.1 Election Workers

All workers with the exception of the RO and the ARO must be registered in ROPS/SITES. The RO and the ARO are paid automatically by Elections Canada; therefore, no additional documentation is required from them during an event.

ROPS/SITES places workers into two categories:

- office workers who work throughout the electoral period;
- poll officials who work on ordinary polling day and at advance polls.

For the list of workers in each category, please refer to the [R2 – Table of Election Workers](#) at the end of this manual.

Each office worker, regardless of category, must swear and sign an appointment and oath form. These forms are generated by ROPS/SITES and contain information relevant to the position and assignment of the workers.

Personal information for all workers who were involved in the last election will be downloaded automatically when ROPS/SITES is installed in the office of the returning officer. It is very important to double check and update this information and to delete the names of persons who will not be working at this event. By reducing the amount of information in ROPS/SITES, searches will be more efficient and higher quality data will be saved during the decommissioning process.



A worker can be registered in ROPS/SITES without entering a Social Insurance Number (SIN) immediately. The worker's *Appointment and Oath* form can also be printed without a SIN. However, you will **require** a valid SIN to create a time sheet or process any other expense for that worker.

### 4.2 Choice of Method of Payment

All workers should be encouraged to use the direct deposit method for receipt of payment. Direct deposit is safe, convenient and quicker than payment by cheque.

#### Direct Deposit into a Chequing Account

The worker must provide a voided personal cheque that provides the necessary banking information. After entering the banking information into ROPS/SITES, retain the voided cheque in the personnel files along with the oath forms.

Here is a sample of a voided cheque. The numbers at the bottom are always sequenced in that order and hold a specific meaning. In this example:

- 123: Always at the beginning of the sequence, it represents the cheque number, which is not to be entered in the system.
- 45678: Represents the **Branch No.** (always 5 digits) and needs to be captured in the system.
- 003: Represents the **Financial Institution** identifier (always 3 digits) and needs to be captured in the system.
- 9999...: Represents the **Account Number** (up to 15 digits) and needs to be captured in the system.



The fields in ROPS/SITES do not appear in this order. Be vigilant!

<b>Person's Name and Address</b>	<b>Cheque no. 123</b>
VOID	
Pay to _____	\$ _____
<b>Name and Address of the financial institution</b>	<i>No signature</i>
'123' :45678''003': 999999999999999	

Branch No.	Account No.
Financial Institution	

### Direct Deposit into a Non-Chequing Account

If a worker wants his pay deposited into a non-chequing account, he must ask his bank for a printout of his banking information. This is done to ensure accuracy of the direct deposit data. Do not accept handwritten banking information, unless it is entered on a bank form and signed by an official from the bank. Once the banking information is provided, enter the required information into ROPS/SITES.

### Payment by Cheque

If a worker does not choose the direct deposit option, Elections Canada will mail the pay cheque to the worker's home address on the same day that direct deposits take place. Consequently, the cheque will arrive a few days after payment by direct deposit.

In this case, do not enter any information for direct deposit into ROPS/SITES.

### Pay Statements

Pay statements are mailed every two weeks to office staff and only once to polling day workers. The statements are mailed from Ottawa, and include details of hours worked, rate of pay and deductions, if any. These statement stubs are attached to payments made by cheque or are mailed separately for payments deposited directly into the worker's bank account.

## 4.3 Personal Information of Employees Entered in ROPS/SITES

All information relating to the recruitment, hiring and payment of workers registered in ROPS/SITES must be kept by the RO. This information is not returned to Elections Canada.

## 4.4 Rates of Pay for Election Workers

In order to pay the persons registered in ROPS/SITES, a time sheet must be generated and confirmed in the system. The way of doing so in ROPS/SITES will vary according to the type of position. You will either have to:

- Transcribe the data from the *Time Sheet for the Election Worker* (EC 11655) that has been filled in by the worker and authorized by the RO;
- or
- Verify the time sheets generated automatically by ROPS/SITES;
- or
- Enter a predetermined number of hours in order to ensure that the worker is paid the prescribed amount for his work.

### Positions with Hourly Rates of Pay

All staff in positions paid by the hour must complete the *Time Sheet for the Election Worker* on a daily basis. For the list of workers who must complete a time sheet, please refer to the [\*R2 – Table of Election Workers\*](#) at the end of this manual.

The *Time Sheet for the Election Worker* is an E-Form that can also be printed and filled in by hand.

A person may be working in more than one position. In this case, the worker keeps track of the hours worked for each position on the time sheet, which provides two lines for each day for this reason.

1. The worker fills in and signs the time sheet.
2. The time sheet is then submitted to the RO for certification.
3. The financial officer ensures that the RO has certified that the time sheets are complete and correct.
4. A copy of this certified time sheet is provided to the individual.
5. Keep the original time sheet filed at the office of the returning officer for future reference.

### **Positions with Fixed Rates of Pay**

Some positions receive a set fee prescribed by the *Federal Elections Fees Tariff*. Although workers in these positions do not have to fill out a time sheet, the associated information must be entered in ROPS/SITES to ensure that workers in these positions are paid.

### **AC, AAC and AARO(s)**

The automation coordinator, assistant automation coordinator and additional assistant returning officer(s) receive a set fee for the entire election period, as prescribed by the *Federal Elections Fees Tariff*, regardless of the number of hours that they work. In order to distribute their pay equally, a predefined number of hours must be entered in ROPS/SITES at the end of each pay period.

The number of hours to be entered is listed in the *Aide-mémoire of Financial Activities* that is sent to the RO when the office opens. This number of hours ensures that payments conform to the amounts prescribed in the *Federal Elections Fees Tariff*.

### **Deputy Returning Officers, Poll Clerks and Personnel on Standby**

Poll clerks, DROs and personnel on standby, whether they are assigned to ordinary polls or advance polls, are paid set fees. To ensure that payments conform to the amounts prescribed in the *Federal Elections Fees Tariff*, their hours worked are automatically entered in ROPS/SITES. However, you should verify that the system has properly generated the time sheet.

Position	Number of Hours Automatically Entered in ROPS/SITES	
	Ordinary Polls	Advance Polls
DROs and Poll Clerks	14	28
Personnel on Standby	2	6



## 4.5 Other Election Worker Payments Entered in ROPS/SITES

### Training Fees

For the list of workers who are entitled to receive the training fee, please refer to the [R2 – Table of Election Workers](#) at the end of this manual.

When the training is over, workers' participation must be recorded in ROPS/SITES to ensure that the associated training fee gets paid.

- For office staff, this payment will take place after confirmation of the next pay period.
- For poll officials, both ordinary and advance polls, this payment will take place after confirmation of their pay, after polling day.

### Training-Related Travel Allowance

The training fee includes an allowance for 35 km of travel to and from the training session.

If a worker must travel more than 35 km in his own vehicle to attend training, the worker is reimbursed for the number of kilometres over 35.

1. The worker completes the electronic form *Kilometre Log* (EC 11700). Travel kilometres are paid according to the *Rates for Travel and Living Expenses* (EC 09600).
2. The RO verifies the worker's *Kilometre Log* and signs it.
3. You must enter the **total** kilometres travelled on the **Other Payments** tab in ROPS/SITES.



ROPS/SITES will subtract the first 35 km when processing the payment amount, so it is important that you enter the total number of kilometres travelled.

Until the worker's attendance at training has been recorded in ROPS/SITES, you will be unable to enter training-related kilometres.

### Travel Expenses Not Related to Training

For the list of workers who are entitled to receive reimbursement for travel kilometres not related to training, please refer to the [R2 – Table of Election Workers](#) at the end of this manual.



Under no circumstances is gas money to be given to workers. They will be paid for kilometres through ROPS/SITES.

Some positions require that incumbents travel to perform their duties during an event. Workers in those positions who use their own vehicle will be reimbursed for the total number of kilometres travelled.

These are the steps involved in processing a claim for reimbursement of authorized travel kilometres:

1. The worker completes the electronic form *Kilometre Log*. Travel kilometres are paid according to the *Rates for Travel and Living Expenses*.
2. The RO verifies the worker's travel claim and signs it.
3. You must enter the total kilometres travelled on the **Other Payments** tab in ROPS/SITES.

Only authorized km expenses are paid through ROPS/SITES. All other travel expenses must be submitted by other means (see the next section).

## 4.6 Other Election Worker Payments Not Entered in ROPS/SITES

### Travel and Living Expenses Not Entered in ROPS/SITES

Before any travel (other than travel taking place in the normal course of an event) occurs, prior authorization must be obtained from Electoral Coordination.

To request payment related to this type of travel:

1. Send the following documents to Electoral Financing by Priority Courier:
  - the document from Electoral Coordination authorizing the travel;
  - the travel forms filled out by the traveler and signed by the RO;
  - original receipts for all expenses except meals.
2. Retain a copy of these documents in the employee's files.

## Cell Phone Use

The RO can ask certain workers to use their cell phone for electoral purposes on polling day. In order to pay the associated \$25 allowance, you may choose either of the following two methods:

Method	Description
Petty Cash	In exchange for cash payment, you must obtain a proof of payment that includes: <ul style="list-style-type: none"> <li>▪ the date;</li> <li>▪ the amount paid;</li> <li>▪ the name and signature of the worker stating that the payment has been received for use of a cellular telephone for electoral purposes;</li> <li>▪ the SIN and full address of the worker.</li> </ul>
<i>Special Account Form</i> (EC 11670)	For Elections Canada to pay the allowance directly to the workers, the <i>Special Account Form</i> must contain the following details: <ul style="list-style-type: none"> <li>▪ a statement that the allowance is related to the use of a cellular telephone for electoral purposes;</li> <li>▪ the name, SIN, address and amount to be paid to each worker;</li> <li>▪ the form must be signed by the RO before it is sent to Electoral Financing by Priority Courier.</li> </ul>

## 4.7 Pay Periods

### Office Staff Pay Periods

In a 36-day calendar, there are three predetermined pay periods of two weeks each for office staff. Each two-week pay period begins on Sunday and ends on Saturday.

To ensure timely payment, time sheets and other claims must be submitted through ROPS/SITES to Elections Canada on the day that the pay period ends or on the next day. The *Payment Authorization Report* produced by ROPS/SITES must be signed by the RO and faxed to Electoral Financing. There is nothing to send by mail.

Pay Period	End of Pay Period	Last day to confirm the pay
1 <sup>st</sup> Pay Period	Day 23	Day 22
2 <sup>nd</sup> Pay Period	Day 9	Day 8
3 <sup>rd</sup> Pay Period	Day –5	Day –6

### **Pay Period for Polling Day Workers**

Information relating to the payment of poll officials (ordinary and advance polls) is submitted to Elections Canada only once, via ROPS/SITES, **no later than four days after polling day.**

**Once a payment has been confirmed by the RO in ROPS/SITES, it can no longer be modified.** Accurate data capture is therefore essential before performing the final confirmation.

## Chapter 5 – Rules for Payment of Workers

Source deductions include:

- deductions for federal and provincial income tax;
- Employment Insurance (EI) premiums;
- contributions to Canada Pension Plan (CPP) or to the Québec Pension Plan (QPP).

### 5.1 Thirty-Five Hour Rule for CPP, QPP and EI

Individuals who work 35 hours or more during an electoral event are subject to deductions of CPP, QPP and EI from their earnings.

- All office staff members are presumed to work 35 hours or more during the event and are automatically subject to federal and provincial income tax, CPP/QPP source deductions and deduction of EI premiums.
- If an office staff member works less than 35 hours, CPP/QPP and EI deductions previously taken from their pay are reimbursed post-event. Federal and provincial income tax will not be refunded and will appear on T4 and Relevé 1 slips.
- Any office staff member who also works as a poll official will be subject to source deductions.
- Poll officials who work less than 35 hours at advance or ordinary polls will not be subject to source deductions.

### 5.2 Federal and Provincial Income Tax

Income tax, both federal and provincial, is calculated according to the applicable minimum in the province where the person is working. Deductions will be made for the following worker categories:

- office workers;
- office workers who also work on polling day;
- poll officials who work at advance polls **and** on ordinary polling day.

**No tax will be withheld** from poll officials who work only at advance polls **or** on ordinary polling day because their income does not exceed the federal or provincial tax minimum.



All income is subject to tax, even if taxes have not been withheld. All workers must declare this revenue in their annual income tax return.

### Tax Credits

Deductions for federal and provincial taxes automatically default to the basic personal exemption, except if an individual has additional federal or provincial tax credits.

If a person has additional credits, at the start of the event he must complete the following form(s), which are kept at the RO's office:

- *Canada Revenue Agency Personal Tax Credits Return (TD1)*, to change the basic federal tax deduction;
- the provincial *Personal Tax Credits Return*, to change the basic provincial tax deduction.



Requests to withhold additional federal or provincial income tax deductions cannot be accepted.

### 5.3 Canada Pension Plan (CPP)

The Canada Pension Plan (CPP) deduction is mandatory for all workers between 18 and 70 years of age who work 35 hours or more during an event.

- Individuals under 18 and over 70 years of age are exempt from CPP deductions. They must provide proof of their date of birth.
- Individuals under 70 years of age who receive CPP benefits are exempt from CPP deductions providing they submit **one** of the following documents to the RO:
  - a CPP benefits stub;
  - T4-P; or
  - a letter of entitlement from Health Canada.

Keep a copy of proof of benefits and proof of date of birth at the office of the returning officer.



The exempt CPP box must be checked for the exemption to take effect in ROPS/SITES.

### 5.4 Québec Pension Plan (QPP)

The Québec Pension Plan (QPP) deduction is mandatory for all workers in Québec who work 35 hours or more during an event. There are no exemptions to this rule.

### 5.5 Employment Insurance (EI)

EI premiums are paid by all employees of every age who work 35 hours or more during an event. There are no exemptions to this rule.

## 5.6 Source Deductions Summary Table

Worker Category →	Office Worker (RO or AARO Office)	Advance Polls	Polling Day	Assigned to more than one position
35 hours?	YES <sup>1</sup>	NO	NO	YES <sup>1</sup>
Income Tax	YES	NO	NO	YES
EI	YES <sup>1</sup> – regardless of age	NO	NO	YES <sup>1</sup> – regardless of age
CPP (outside Québec)	YES <sup>1</sup> – between 18 and 70 years of age <sup>2</sup>	NO	NO	YES <sup>1</sup> – between 18 and 70 years of age <sup>2</sup>
QPP (Québec)	YES <sup>1</sup> – regardless of age	NO	NO	YES <sup>1</sup> – regardless of age

<sup>1</sup> If the 35-hour minimum is not reached as planned, deductions (EI, CPP/QPP) will be reimbursed to the workers at the end of the event.

<sup>2</sup> Workers under 70 years of age who wish to claim an exemption must present proof that they are receiving CPP benefits.



Income tax deductions will not be reimbursed!

## 5.7 T4 Slips

Elections Canada issues T4 slips to:

- all workers who earned \$500 or more; and
- all workers who had source deductions applied to their earnings, regardless of the total amount earned.

The T4 is mailed to a worker's home address before the employer deadline of February 28 of the following year. It accounts for all income paid between January 1 and December 31 of the previous year.



At the end of the year, each worker must declare his income, whether or not a T4 slip has been issued.

## **5.8 Relevé 1 Slip**

Elections Canada issues a Relevé 1 to each election worker in the province of Québec, regardless of the amount earned. The Relevé 1 is mailed to the worker's home address before the employer deadline of February 28 of the following year. It accounts for all income paid between January 1 and December 31 of the previous year.

## **5.9 Record of Employment**

Elections Canada issues a *Record of Employment* to those who have worked 35 hours or more during the event and have contributed Employment Insurance premiums. The *Record of Employment* is mailed to the worker's home address 8 to 10 weeks after the event.



## Chapter 6 – Statutory Reports

The ROPS/SITES application allows users to produce statutory reports in full or in part. The accuracy of these reports depends entirely on the quality of the data entry. Consequently, before producing a report, ensure that data entry is complete and accurate.

To access the statutory reports in ROPS/SITES:

- On the **Reports** menu, point to **Statutory Reports**, and then click the specific report.

### 6.1 Report Preparation Calendar

- Day 29: prepare for distribution the list of revising agents. In ROPS/SITES, see the *Revising Agents* report.
- Day 18: prepare the attachment for the *Notice of Grant of a Poll* (EC 10170). In ROPS/SITES, see the *List of Polling Sites (Condensed)* report.
- Day 18: prepare the *Notice of Advance Poll* (EC 10140). In ROPS/SITES, see the *Notice of Advance Polls* report.
- Day 15: prepare the *Notice of Mobile Poll* (EC 10160). In ROPS/SITES, see the *Notice of a Mobile Poll* report.
- Day 3: prepare for posting the *List of Officers* (EC 10290) for DRO and poll clerks who worked during the advance poll or who will work on ordinary polling day. In ROPS/SITES, see the *DRO/Poll Clerks – Advance Poll* and *DRO/Poll Clerks – Ordinary Poll* reports.



## Part 2 – Office Procedures

This part of the *Financial Officer's Manual* contains the following:

- *Procedure 1 – Processing of Lease Agreements*
- *Procedure 2 – Recruitment of Personnel and Registration in ROPS/SITES*
- *Procedure 3 – Staff Training*
- *Procedure 4 – Management of Budgeted Hours in ROPS/SITES*
- *Procedure 5 – Confirmation of Polling Day Activities*
- *Procedure 6 – Finalizing Payments in ROPS/SITES*
- *Procedure 7 – Administration of Purchases*
- *Procedure 8 – ROPS/SITES Decommissioning*



## Procedure 1 – Processing of Lease Agreements

### P1.1 RO or AARO Office Lease

The leases for the RO or AARO offices are not processed in ROPS/SITES. The following steps should be executed as soon as the writ is issued:

1. Print the electronic lease agreement that was supplied to the RO during pre-event and fill it.
2. Ask the landlord to sign the lease.
3. Have the lease signed by the RO.
4. Make a copy of the signed lease for the RO's files.
5. Fax the signed lease to Electoral Financing.
6. Send the original lease on the same day by Priority Courier to Electoral Financing.



The lease agreements for the RO and AARO offices are not recorded in ROPS/SITES.

### P1.2 Leases for Polling Sites and Offices Used for Revision

#### Confirm the Use of a Polling Site or Revisal Office

When an election is called and as soon as the landlord verbally confirms the use of one or more polling sites, update ROPS/SITES as follows:

1. Access the **Landlord** module in ROPS/SITES.
2. On the **Selection** tab, select the landlord.
3. On the **Facilities** tab, select the appropriate facility.
4. On the **Facility Details** tab, click the **Assignments** tab.
  - a) Click **Assign Polling Stations** to display the list of polling stations that are not yet assigned.
  - b) Select the polling station numbers that you wish to update.
  - c) Click **OK**.
5. If specific rooms within a polling site had been previously identified, the **Voting Rooms** tab becomes active. Select the location of the polling station.

### **Increase the Amount Set by the Federal Elections Fees Tariff**

When the RO receives authorization for an increased rental amount for a polling site, enter the Control of Authorization (COA) number and the authorized amount in ROPS/SITES:

1. Access the **Landlord** module in ROPS/SITES.
2. On the **Selection** tab, select the landlord.
3. Click the **Facility Details** tab.
4. For the relevant polling site:
  - a) On the **Assignment** tab, select the appropriate box in the **Override Fee** column for each polling station involved.
  - b) Enter the new amount in the **Amount** column and the COA number in the corresponding column.
  - c) When all the information for a site has been entered, click **Save** to save it.
5. For a revisal office:
  - a) On the **General** tab, select the **Used for Revisal Office** box.
  - b) At the bottom of the page, select the **Override Fee for Revisal Office** box.
  - c) Enter the new amount in the **Amount** column and the COA number in the corresponding column.
  - d) When all the information for a site has been entered, click **Save** to save it.

Before it allows you to save the information, the application will ask you to enter the number of days that this site will be used as a revisal office. Enter this in the **No. of Days** field.

## Verify and Print a Lease Agreement



ROPS/SITES details related to polling sites must be verified before *Voter Information Cards* are produced on Day 30.

To verify and print a lease:

1. Access the **Landlord** module in ROPS/SITES.
2. On the **Selection** tab, select the landlord for whom to view the lease information.
3. On the **Profile** tab, click **View Lease**.
  - a) Select the polling sites you want to include in the lease.
  - b) Add the revision dates, if applicable.
  - c) Click **OK**. The lease is displayed.
4. Verify the information and correct as necessary.
5. Print the lease and have the RO sign it.
6. If there are special agreements between the RO and the landlord (security, collocation, etc.), a copy of the document must be attached in order to remind both parties of their obligations.
7. Send the signed lease to the landlord for his signature. If the landlord would like to be paid by direct deposit, he must attach a void cheque to the lease before returning it to you.
8. Repeat these steps until all leases have been verified, printed and signed.



After the event, all original leases must be returned by Priority Courier and under separate cover to Electoral Financing.





## Procedure 2 – Recruitment of Personnel and Registration in ROPS/SITES

### P2.1 Information Gathering

In the course of his duties, the recruitment officer will be able to supply you with the following information concerning the persons that are selected:

- name;
- address;
- SIN (not compulsory at this stage);
- position;
- polling site or revisal office where the worker is assigned;
- the training session, if applicable.

This information must be entered in ROPS/SITES as it arrives to ensure that progress reports are up-to-date and that customized oath forms can be printed for these individuals.



The recruitment officer should remind everyone he hires that they should bring a void cheque to the training session or on their first day of work in order to set up direct deposit of their pay.

### P2.2 Progress Reports on Recruitment

Three reports are designed to provide information on your progress regarding the recruitment of polling day workers:

- *Polling Site Staff;*
- *Worker Position Assignment for DRO and Poll Clerks;* and
- *DRO and Poll Clerks not assigned to Polling Stations.*

To view these reports:

1. On the **Reports** menu, point to **Personnel Management**, and then click the appropriate report.
2. When the report is displayed on the screen, click the column header to sort in ascending or descending order.



For these reports to be useful, ROPS/SITES must constantly be updated with the most recent information.

## P2.3 Registration in ROPS/SITES

The information gathered at the recruitment stage must be captured in ROPS/SITES for each worker.

### Registration of Office Workers Except Revising Agents

The [\*R2 – Table of Election Workers\*](#) identifies the positions that fall into this category. Registration takes place as soon as you receive the information concerning the worker's recruitment.

#### Registration

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, verify that the worker is already listed in ROPS/SITES:
  - If listed, validate the worker's personal information on the **Profile** tab, then select the **Office Staff** option in the **Allowable Assignment** section.
  - If not listed, add the worker on the **Profile** tab by specifying his name, SIN (not mandatory at this stage but preferable), address and phone number, then select the **Office Staff** option in the **Allowable Assignment** section.
3. On the **Position** tab, assign the worker to a position.

#### On the First Day of Work

1. Print the oath, which will have to be verified, corrected and signed by the worker then signed by the RO.
2. If the worker is entitled to additional tax credits, ensure that he has filled out the prescribed provincial or federal form. Attach this form to the oath.
3. If the worker is exempt from paying CPP, ensure that he has submitted the necessary proof showing the exemption. Attach this proof to the oath.
4. Collect the void cheque from any worker who wishes to be paid by direct deposit and attach it to the oath.
5. Provide the worker with his copy of the signed oath, many copies of the *Time Sheet for the Election Worker* (EC 11655) and one copy of the *Your Pay* pamphlet (EC 11800).
6. If the worker's position requires travel, provide him with many copies of the *Kilometre Log* (EC 11700).
7. Using the signed oaths and attachments, enter the corrected or additional information for each worker in ROPS/SITES.
8. File all documents in the personnel records.

### Registration of Revising Agents

Registration takes place as soon as you receive the information concerning the worker's recruitment.

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, verify that the worker is already listed in ROPS/SITES:
  - If listed, validate the worker's personal information on the **Profile** tab, then select the **Office Staff** option in the **Allowable Assignment** section.
  - If not listed, add the worker on the **Profile** tab by specifying his name, SIN (not mandatory at this stage but preferable), address and phone number, then select the **Office Staff** option in the **Allowable Assignment** section.
3. On the **Position** tab, assign the worker to a position and to a training session. Before payment of training allowances can be made, a one or two-character identification code (letter or number) as well as the date of the training session must be specified.

Before they begin work, revising agents must attend a training session. For the steps to follow, please refer to [Procedure 3 – Staff Training](#).

### Registration of Poll Officials

The [R2 – Table of Election Workers](#) identifies the positions that fall into this category. Registration takes place as soon as you receive the information concerning the worker's recruitment.

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, verify that the worker is already listed in ROPS/SITES:
  - If listed, validate the worker's personal information on the **Profile** tab, then select the **Polling Day Staff** option in the **Allowable Assignment** section.
  - If not listed, add the worker on the **Profile** tab by specifying his name, SIN (not mandatory at this stage but preferable), address and phone number, then select the **Polling Day Staff** option in the **Allowable Assignment** section.
3. On the **Position** tab, assign the worker to a position and to a training session..Before payment of training allowances can be made, a one or two-character identification code (letter or number) as well as the date of the training session must be specified.

Before they begin work, poll officials must attend a training session. For the steps to follow, please refer to [Procedure 3 – Staff Training](#).

### Assignment of Multiple Training Sessions to a Worker

The central poll supervisors and polling day staff on standby will most likely have to attend more than one training session. In order to assign more than one training session to one worker:

1. Assign each of these workers to the positions for which they will be trained without assigning a polling site or station.
2. Enter the identification code as well as the date of each training session. Since the DRO and poll clerk training is the same, only one training fee (poll clerk) can be claimed.

Before they begin work, these workers will attend a training session. For the steps to follow, please refer to [Procedure 3 – Staff Training](#).

## P2.4 Deletion of Worker Information

The information recorded on a tab is linked to the information recorded on the tabs to its right. Therefore, to delete the content of a tab, you must first delete the appropriate information on the tabs starting with the **Comment** tab and proceed to the left with the **Timesheet**, **Other Payments** and **Positions** tabs.



The error message “Cannot delete this record. Other table(s) have reference to it.” indicates that there is still some relevant information for this record on the tabs to its right.

### To delete a timesheet and other payments

The timesheet to be deleted must be highlighted in white. If it is not, the record was already confirmed at the end of the last pay period and it cannot be deleted.

### To delete a position assigned to a worker

You must first delete the timesheets and other payments relevant to the position. No need to delete the information pertaining to the worker’s other positions. If a payment or timesheet for the targeted position was confirmed at the end of the last pay period, you will not be able to delete the position.

### To delete a worker’s profile

You must delete all information on the tabs to the right of the **Profile** tab. If a payment was already confirmed at the end of the last pay period, you will not be able to delete the worker’s profile.

## Procedure 3 – Staff Training

### P3.1 Preparation of Data Before Training

At the recruitment stage, people were assigned to one or several training sessions. For the list of workers entitled to receive the training allowance, please refer to the [R2 – Table of Election Workers](#) at the end of this manual. For the steps involved in assigning one or several training sessions to a worker, please refer to [Procedure 2 – Recruitment of Personnel and Registration in ROPS/SITES](#).

#### **The Workers Not Yet Scheduled for Training Report**

This report lists the name and position of any worker who has not yet been assigned to training. It is designed to allow you to complete data entry before training begins.

To access this report:

1. On the **Reports** menu, point to **Personnel Management**, and then click **Workers Not Yet Scheduled for Training**.
2. When the report is displayed on the screen, click the column header to sort in ascending or descending order.

### P3.2 Before the Training Session

1. Ensure that all data entry related to recruitment is complete
2. For each worker eligible for the training allowance, enter a one or two-character identification code (letter or number), as well as the date of the training session on the **Position** tab.
3. To print a customized oath form for each participant:
  - a) On the **Reports** menu, point to **Personnel Management**, and then click **Oath by Training Session**.
  - b) Click **Print**.

### P3.3 During the Training Session

1. Ask each worker to verify, correct, sign and date the oath, prior to having it signed by the RO.
2. If the worker is a poll official, go to step 3. If the worker is a revising agent, ensure that:
  - Any worker who is entitled to additional tax credits has filled out the prescribed provincial or federal form. Attach this form to the oath.
  - Any worker who is exempt from paying CPP has submitted the necessary proof showing the exemption. Attach this proof to the oath.
3. Participants who used their own vehicle to attend training and who travelled more than 35 km round trip can fill out a *Kilometre Log* (EC 11700) (one form per person) with the total number of kilometres travelled. Attach this form the participant's oath.
4. Collect the void cheque from any worker who wishes to be paid by direct deposit and attach it to the oath.
5. Provide the worker with his copy of the signed oath and one copy of the *Your Pay* pamphlet (EC 11800).
6. If the worker is a revising agent, provide him with many copies of the *Time Sheet for the Election Worker* (EC 11655) and of the *Kilometre Log*.
7. For the participants whose services will not be retained, cross out and indicate on the oath: NOT RETAINED. Keep the oath with the others. The RO will decide if training will be paid to these participants.

### P3.4 After Each Training Session

1. Ensure that all oath forms have been signed and that the RO or other delegated officer has authorized all *Kilometre Logs* (EC 11700).
2. Update worker profiles and assignments in ROPS/SITES, based on any modified oath forms and attached documentation (SIN, banking info, new address, etc.).
3. Access the **Training** module in ROPS/SITES. Select the **Attended Training** box for each attendee.

To confirm attendance of all participants to a training session in one step:

- a) Access the **Training** module.
- b) Click **Select All**.
- c) Specify the training session.
- d) Click **OK**.

If the **Attended Training** box is not selected, the worker will receive neither the training nor the associated travel allowance.

### Updating the Profile of Retained Workers

1. Access the **Training** module in ROPS/SITES. Ensure that the **Attended Training** box is selected for each attendee.
2. Access the **Worker** module.
3. On the **Selection** tab, select the worker.
4. On the **Profile** tab, update worker profiles and assignments based on any modified oath forms and attached documentation (SIN, banking info, new address, etc.).
5. On the **Position** tab, review the position and poll assignment, and modify if necessary.
6. On the **Other Payments** tab, add the total number of kilometres traveled based on the *Kilometre Log* signed by the RO.

### Updating the Profile of Workers Who Were Not Retained if the Training Fee Is To Be Paid

1. Access the **Training** module in ROPS/SITES. Ensure that the **Attended Training** box is selected for each attendee.
2. Access the **Worker** module.
3. On the **Selection** tab, select the worker.
4. On the **Position** tab, delete the polling site or polling station assignment. Do not delete the position, as it would prevent the payment of the training fee.
5. On the **Comment** tab, add **Services not retained**.
6. On the **Other Payments** tab, add the total number of kilometres traveled based on the *Kilometre Log* signed by the RO.

### Updating the Profile of Workers Who Were Not Retained if the Training Fee Is Not To Be Paid

1. Access the **Training** module in ROPS/SITES. Ensure that the **Attended Training** box is **not** selected for this attendee.
2. Access the **Worker** module.
3. On the **Selection** tab, select the worker.
4. On the **Position** tab, remove all assignments to polling site, polling station and position.
5. On the **Comment** tab, add **Services not retained**.

### **P3.5 Progress Report on Training**

This report can be produced at any time. For each individual, it specifies the date and identification number of the training session, the attendance and when the payment request was sent.

To view this report:

1. Access the **Training** module in ROPS/SITES.
2. Click **Print**.
3. When the report is displayed on the screen, click the column header to sort in ascending or descending order.



## Procedure 4 – Management of Budgeted Hours in ROPS/SITES

### P4.1 Positions: Budget vs. Actual Worked report

At the end of each week or as often as the RO wants, provide him with the *Positions: Budget vs. Actual Worked* report. This report is produced in ROPS/SITES and accounts for all office staff time sheets entered in the system. It is therefore important to enter all submitted time sheets before producing this report.

To view this report:

1. On the **Reports** menu, point to **Time Management**, and then click **Positions: Budget vs. Actual Worked**.
2. When the report is displayed on the screen, click the column header to sort in ascending or descending order.


### P4.2 Transfer of Hours Between Positions

You can transfer hours between positions shown in italics in the official budget. It is important to evaluate the needs for each position so that when you transfer hours, you do not create a subsequent deficit in the position that provides the hours.

1. On the **Edit** menu, point to **General Information**, and then click **Budget Information**.
2. To process a transaction:
  - a) On the **Budget Hours** tab, select the position providing the hours in the **Transfer from** column.
  - b) In the **Transfer to** column, select the position receiving the hours. If the field is shaded, the transfer is not possible.
  - c) In the **No. Transfer Hours** column, specify the number of hours to be taken from the providing position.
  - d) Click **Calculate**. The system accounts for the different hourly rates and calculates the corresponding number of hours to be received.

If you have another transaction to process, repeat step 2. If not, proceed to the step 3.

3. Click **Save** to register the transactions and update the page.

4. To print each transaction:
  - a) On the **Budget Activity** tab, select the transaction to be printed by aligning the hand indicator  with the desired record.
  - b) Click **Print**. The report is displayed on the screen.
  - c) Click **Print** again to produce the paper version of the report.



The *Budget Hours* report is automatically printed as well.

5. Disregard the “Please fax this report...” instruction at the top of the report.
6. Submit the transactions to the RO for signature, then file them with the personnel management records.

### P4.3 Requests for Additional Hours

The RO can submit a request for additional hours to EC when it is no longer possible to transfer hours from one position to another.


1. Open the electronic template *RO Special Request* (EC 10326) and fill out all appropriate fields. Ensure that the justification contains sufficient details.
2. Print the *Budget Activity* report in ROPS/SITES:
  - a) On the **Reports** menu, point to **Time Management**, and then click **Budget Activity**.
  - b) Click **Print**.
3. Print the *Budgeted Hours* report in ROPS/SITES:
  - a) On the **Reports** menu, click **Time Management**, and then click **Budgeted Hours**.
  - b) Click **Print**.
4. Submit the *RO Special Request* and both ROPS/SITES reports to the RO for approval.
5. The request and reports must be faxed to Electoral Coordination for their approval.




**Exception:** Requests for additional hours for the financial officer are to be sent to Electoral Financing.

## P4.4 Approved Additional Hours

When a request is authorized by Elections Canada, the RO will receive a Control of Authorization (COA) number by e-mail. This number must be entered in ROPS/SITES, along with the authorized amount.

1. On the **Edit** menu, point to **General Information**, and then click **Budget Information**.
2. To process an approval:
  - a) On the **Budget Hours** tab, select the position receiving the additional hours by aligning the hand indicator  with the desired position.
  - b) In the **Additional Approval** column, enter the number of hours authorized.
  - c) In the **COA Approval Number** column, enter the COA number.

If you have received another approval, repeat step 2. If not, proceed to step 3.
3. Click **Save** to register the transactions and update the page.
4. To print each transaction:
  - a) On the **Budget Activity** tab, select the transaction to be printed by aligning the hand indicator  with the desired record.
  - b) Click **Print**. The report is displayed on the screen.
  - c) Click **Print** again to produce the paper version of the report.



The *Budget Hours* report is automatically printed as well.

5. Add the transaction report and the approval e-mail to the request already filed in the financial management files.

## P4.5 Summary of Budget Activities

This report can be produced at any time in order to review transfer activities and budget increases for all office positions.

To produce this report:

1. On the **Reports** menu, point to **Time Management**, and then click **Budget Activity**.
2. Click **Print**.



## Procedure 5 – Confirmation of Polling Day Activities

These procedures are designed to help report the polling day workers' activities (advance and ordinary polls) and to update ROPS/SITES.

### P5.1 Before Polling Day

#### *The Polling Site Report*

For each polling site, the *Polling Site Report* (PSR) indicates the name, position and phone number of each assigned worker along with the landlord contact details. These reports are very useful when monitoring polling day activities. To produce a PSR:

1. To ensure the accuracy of the PSR, you must complete data entry concerning landlords and polling day workers.
2. To print **one PSR**:
  - a) Access the **Landlord** module in ROPS/SITES.
  - b) Click **Search for site**.
  - c) Select the desired site.
  - d) Select a facility.
  - e) Click **View Site Report**.
  - f) Click **Print**.



To print all PSRs at once, access the **Landlord** module and click **Print all report(s)**.

3. Distribute to each central poll supervisor or person in charge:
  - their own PSR at least one day before the poll;
  - a sufficient number of copies of the *Time Sheet for the Election Worker* (EC 11655) to account for the positions with hourly rates of pay and for the return of ballot boxes;
  - a sufficient number of copies of the *Kilometre Log* (EC 11700), to account for the return of ballot boxes.
4. The PSR can be used for the wake-up calls on the eve or the morning of polling day.

## **P5.2 Confirmation of Polling Day Activities**

The central poll supervisor or person in charge:

1. Uses the *Polling Site Report* (PSR) to confirm who did what by:
  - verifying the names of those who attended;
  - striking the names of absentees;
  - correcting the position assignments;
  - adding the name and position of replacement personnel if need be; and
  - indicating the number of hours worked for workers paid on a hourly basis.
2. Provides a *Time Sheet for the Election Worker* (EC 11655) and *Kilometre Log* (EC 11700) (used to record the time and distance traveled) to any worker who is asked to return the ballot box.
3. After the poll, signs the PSR and sends it to the RO office.

## **P5.3 Administrative Procedures for the Return of Ballot Boxes**

1. The number of travel hours is recorded on the *Time Sheet for the Election Worker* (EC 11655) (one per individual).
2. The number of kilometres is recorded on the *Kilometre Log* (EC 11700) (one per individual).
3. These forms must be signed by the RO or other delegated officer and filed with the returned polling site reports.

## Procedure 6 – Finalizing Payments in ROPS/SITES

### P6.1 Entering the Information for Office Workers

#### Entry of Time Sheets in ROPS/SITES

To enter time sheets in ROPS/SITES:

1. Access the **Worker** module.
2. On the **Selection** tab, select the worker.
3. On the **Timesheet** tab, enter the number of hours for each day, for each corresponding position.

Bear in mind that a worker can fill several positions.

#### Entry of Travel Kilometres in ROPS/SITES

To enter travel kilometres in ROPS/SITES:

1. Access the **Worker** module.
2. On the **Selection** tab, select the worker.
3. On the **Other Payments** tab, click **Add**.
4. Select the position and the appropriate rate.
5. Complete the information fields by specifying the date that the travel occurred.

### P6.2 Entering the Information for Poll Officials

#### Update of ROPS/SITES

Use the signed polling site reports (PSR), time sheets and kilometre logs to verify and correct the data entry in ROPS/SITES.



Enter all fees and expenses related to advance polls before Day 0 to avoid confusion and lighten your workload after ordinary polling day. This could speed up payment confirmation for polling day workers and landlords.

#### Entry of Time Sheets in ROPS/SITES

To enter time sheets in ROPS/SITES:

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, select the worker.
3. On the **Timesheet** tab, enter the number of hours for each day, for each corresponding position.

Bear in mind that a worker can fill several positions.

### ***When an Assigned Worker Does Not Report for Work on Polling Day***

Some time sheets are produced automatically and must be deleted to avoid paying a person who did not report for work.

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, select the worker.
3. On the **Timesheet** tab, delete the time sheet if necessary.
4. On the **Position** tab, delete the polling site or station assignment.
5. On the **Comment** tab, add **Withdrawal**.
6. The RO will decide if training is paid to workers who did not show up for work. If the RO decides that the training fee is not to be paid:
  - a) On the **Other Payments** tab, delete the training kilometres if applicable.
  - b) Access the **Training** module, and then clear the **Attended Training** box.

### ***When a Person on Standby Works on Polling Day***

An individual cannot be simultaneously on standby and assigned to a position. During advance polls, it is possible that a worker will have been on standby for a day or two, then called in to work. In such cases, you can count two hours per day on standby.

If a worker on standby is called to work, the following information must be modified:

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, select the worker.
3. On the **Position** tab, add the position and appropriate assignment to the substitute.
4. On the **Timesheet** tab, delete or modify the standby time sheet and add the time sheet for the position occupied if it was not produced automatically.

### ***When a Worker Works Only Part of the Day***

#### **Hourly Rate Positions – Central Poll Supervisor, Registration Officer and Information Officer**

For these positions, please modify the time sheet by sharing the number of hours between the workers who shared the work. The total number of shared hours cannot exceed the authorized maximum for the position.

#### **Fixed Fee Positions – DRO and Poll Clerk**

Since it is not possible to enter dollar amounts in ROPS/SITES, time sheets for the fixed fee position indicate a default 28 hours for advance poll and a default 14 hours for ordinary poll positions. These numbers **cannot be exceeded** and guarantee that the worker will be paid the full fee as specified in the *Federal Elections Fees Tariff*.



If a worker leaves before the end of the day and a substitute is called to finish the work, the time sheets must be modified to reflect the division of hours between the workers. Usually each share is determined by the ratio of work accomplished. The RO has to decide how many hours will be attributed to each worker.

### **Entry of Travel Kilometres or of Hours for the Return of Ballot Boxes in ROPS/SITES**

To enter travel kilometres or hours for the return of ballot boxes in ROPS/SITES:

1. Access the **Worker** module in ROPS/SITES.
2. On the **Selection** tab, select the worker.
3. On the **Other Payments** tab, click **Add**.
4. Select the position and the appropriate rate.
5. Complete the information fields by specifying the date that the travel and additional hours occurred.

## **P6.3 Confirmation of the Payment File for Workers in ROPS/SITES**

This confirmation occurs four times during a regular election calendar; the first, second and third pay periods (PP1, PP2 and PP3) and the polling day pay (PPV).

Once the payment file has been confirmed by the RO in ROPS/SITES, it can no longer be modified. It is therefore crucial that verification of data entry be performed before this confirmation occurs. If in spite of your efforts some information was still omitted, enter it in the system for it to be processed when the next pay period occurs.

### **The first and second pay period: PP1 and PP2**

The payment authorization file for these pay period will indicate the hours, km and training fees for the officer workers only. Those file are not cumulative and therefore show only the information that has not been confirmed yet.

Some office workers are also acting as poll officials. In these cases the payment information concerning the polling day positions (training fee included) will only be processed in the third pay period (PP3).

### **The third pay period: PP3**

The payment authorization file will indicate the hours, km and training fees that have not yet been confirmed for office workers and those who also acted as poll officials.



The data entry for polling day worker expenses and fees **must be completed** in **ROPS/SITES** before processing the 3<sup>rd</sup> pay confirmation.

### Confirmation of PP1, PP2 and PP3 in ROPS/SITES

The same process applies for each of the three confirmations:

1. Are the hours for fixed salary positions (AC, AAC and AARO) entered? Please refer to the *Aide-Mémoire of Financial Activities* (EC 11657) for the exact number of hours to enter.
2. Are the assigned positions and time sheets entered correctly?

For each worker, the *Timesheet Reconciliation Report* allows you to reconcile time sheets with the hours entered that are not yet confirmed in the system.

Please note that even if the *Timesheet Reconciliation Report* might include information about poll officials, only the office position information will appear on the payment authorization reports for PP1 and PP2.



This report does not allow you to reconcile other expenses, such as travel kilometres and training fees.

To produce this report in ROPS/SITES:

- a) On the **Reports** menu, point to **Personnel Management**, and then click **Timesheet Reconciliation**.
- b) Click **Payroll Workers**.
3. If the worker is a revising agent, did he attend training? If so, access the **Training** module and ensure that the **Attended Training** box has been selected.
4. Have the kilometres travelled for training or service been entered? Access the **Worker** module and see the **Other Payment** tab.
5. To verify payment information in ROPS/SITES, print the *Payment Authorization Report* (PAR) as follows:
  - a) On the **File** menu, click **Confirm Payroll Worker Payments**.
  - b) To activate the **Print** button, select the lines that you wish to print.
  - c) Click **Print**.
6. If necessary, modify the payment information in ROPS/SITES and reproduce the PAR until it is accurate.
7. To confirm payments in ROPS/SITES:
  - a) On the **File** menu, click **Confirm Payroll Worker Payments**.
  - b) Click **Select All**.
  - c) Click **Print**.
  - d) Click **Confirm**.
  - e) Ask the RO to confirm the data in ROPS/SITES with his password. The final summary PAR will print automatically.

8. Have the RO sign the final PAR–Summary and fax it to Electoral Financing.
9. Keep the final detail and summary PAR in the financial management file.

### The Polling Day Worker Pay Period

Information relating to the payment of poll officials is submitted to Elections Canada only once, via ROPS/SITES, no later than **four days** after polling day.

The payment authorization file will indicate hours, kilometres travelled and training fees for poll officials who worked at advance polls and on ordinary polling day.



Payment information concerning workers who occupied an office position **and** a polling day position will appear only on the *Payment Authorization Report* for the 3<sup>rd</sup> pay period.

### Confirmation of Polling Day Worker Pay Period in ROPS/SITES

Here are the steps to follow:

1. Has the information corrected on the *Polling Site Report* been entered in ROPS/SITES? Are the assigned positions and time sheets correct?

For each worker, the *Timesheet Reconciliation Report* allows you to reconcile time sheets with the hours entered that are not yet confirmed in the system. The information for the poll officials who also occupied an office position will appear only on the *Payment Authorization Report* for PP3.



This report does not allow you to reconcile other expenses, such as travel kilometres.

To produce this report in ROPS/SITES:

- a) On the **Reports** menu, point to **Personnel Management**, and then click **Timesheet Reconciliation**.
- b) Click **Polling Day Workers**.
2. Did the worker attend training? If so, access the **Training** module and ensure that the **Attended Training** box has been selected.
3. Have the kilometres travelled for training or service been entered? Access the **Worker** module and see the **Other Payment** tab.
4. To verify payment information in ROPS/SITES, print the *Payment Authorization Report* (PAR) as follows:
  - a) On the **File** menu, click **Confirm Polling Day Worker Payments**.
  - b) To activate the **Print** button, select the lines that you wish to print.
  - c) Click **Print**.
5. If necessary, modify the payment information in ROPS/SITES and reproduce the PAR until it is accurate.

6. To confirm payments in ROPS/SITES:
  - a) On the **File** menu, click **Confirm Polling Day Worker Payments**.
  - b) Click **Select All**.
  - c) Click **Print**.
  - d) Click **Confirm**.
  - e) Ask the RO to confirm the data in ROPS/SITES with his password. The final summary PAR will print automatically.
7. Have the RO sign the final PAR–Summary and fax it to Electoral Financing.
8. Send the final detail PAR and the signed *Polling Site Reports* by Priority Courier to Electoral Financing.

#### **P6.4 Confirmation of the Payment File for Rental of Polling Sites**

Information relating to the payment of polling sites is submitted to Elections Canada only once, via ROPS/SITES, no later than **four days** after polling day.

1. Is the information in ROPS/SITES complete?
2. To verify payment information in ROPS/SITES, print the *Payment Authorization Report* (PAR) as follows:
  - a) On the **File** menu, click **Confirm Landlord Payments**.
  - b) To activate the **Print** button, select the lines that you wish to print.
  - c) Click **Print**.
3. If necessary, modify the payment information in ROPS/SITES and reproduce the PAR until it is accurate.
4. To confirm payments in ROPS/SITES:
  - a) On the **File** menu, click **Confirm Landlord Payments**.
  - b) Click **Select All**.
  - c) Click **Print**.
  - d) Click **Confirm**.
  - e) Ask the RO to confirm the data in ROPS/SITES with his password. The final PAR will print automatically.
5. Have the RO sign the final PAR–Summary and fax it to Electoral Financing.
6. Keep the final detail and summary PAR in the personnel management file.
7. After the event and before the RO's office closes, return all original signed leases under separate cover by Priority Courier to Electoral Financing.

## Procedure 7 – Administration of Purchases

### P7.1 Administering the Acquisition Card

#### Purchases Made with the Acquisition Card

- Check the cash register slip and the receipt to ensure the accuracy of the charges.
- Check that the supplier did not charge PST.
- File the cash register slip and receipt so that you can use it later on during reconciliation.

#### Problems with the Monthly Statement

- Highlight the problematic operations in both documents.
- The RO calls the credit card company to resolve the discrepancy.
- The RO contacts Electoral Financing if necessary to help resolve the discrepancy.

#### Reconciliation to be Sent to Elections Canada

The reconciliation of purchases made with the card must be sent to Electoral Financing **within five days** of receiving the monthly statement.

As soon as the statement arrives, you must:

1. Check every operation listed on the statement, and compare it to your receipts.
2. Enter the transactions in the *Acquisition Card Register* (EC 11715) that you can get from ROPS/SITES or ECDocs.
3. Print the *Acquisition Card Register*.
4. Once the reconciliation has been made, ask the RO to sign both the register and the statement. Do not wait for discrepancies to be resolved.
5. Make a copy of the register, receipts and invoices and of the monthly statement for the RO's files.
6. Send by Priority Courier to Electoral Financing:
  - the signed register;
  - the original invoices, receipts or other proof of expense;
  - the monthly statement from the credit card company signed by the RO;
  - explanations of any problem transactions, if need be.

### **Lost or Stolen Card**

If a card is lost or stolen:

- The RO calls the credit card company.
- The RO informs Electoral Financing.

## **P7.2 Administering the Accountable Advance for Petty Cash**

### **RO Receives Cheque for Petty Cash**

- The RO cashes the cheque and keeps the funds in a secure location.
- The RO puts \$250 in a locked box, which is kept in a locked drawer. Contents will be replenished as necessary.

### **Purchases from Petty Cash**

- For each expense paid out of petty cash (maximum \$200 per transaction), an original proof of expense must be obtained (cash register receipt, invoice, etc.).
- Register each expense in the *Record of Reimbursable Expenses from Petty Cash* (EC 11710) in ROPS/SITES.

### **Reconciliation of Petty Cash Advance**

The reconciliation must be sent to Electoral Financing **no later than Day –10**.

1. Print the *Record of Reimbursable Expenses from Petty Cash*, then attach receipts and proof of payment. Do not forget any justifications for the use of temporary help advance.
2. Have the form verified and signed by the RO.
3. Subtract the difference between the two advances received and the total in the *Record of Reimbursable Expenses from Petty Cash*.
4. The RO writes a cheque to the order of the Receiver General for Canada for the amount of any unused funds.
5. Keep a copy of the forms and attachments in the RO's files.
6. Send by Priority Courier to Electoral Financing:
  - the signed register;
  - the original invoices, receipts or other proof of expense;
  - a cheque made to the Receiver General to reimburse the unused amount.

## **P7.3 Administering the Accountable Advance for Temporary Help**

### **RO Receives Cheque for Temporary Help**

The RO cashes the cheque.

### **RO Needs Temporary Help**

This advance must never be used to hire individuals to affix labels. It is used only to hire groups.

If the RO decides to hire a group, each worker in that group must sign the oath form, which must then be signed by the RO.

If the RO decides to hire individuals to affix labels, **you must register each worker** in ROPS/SITES as an office clerk.

### **The Group Finishes the Work and Must be Paid**

The financial officer provides the invoice to the RO, who will authorize payment. The RO then pays the group and obtains a receipt.

### **Reconciliation of Advance for Temporary Help**

The reconciliation must be sent to Electoral Financing **no later than Day –10**. Information concerning the use of this advance must be added to the reconciliation of petty cash as itemized in the *Record of Reimbursable Expenses from Petty Cash* (EC 11710).

The procedures described above for the reconciliation of the petty cash advance apply to the advance for temporary help.

## **P7.4 Submission of the *Special Account Form* (EC 11670) to Elections Canada**

The *Special Account Form* (EC 11670) is used when it is not possible to use the acquisition card, an accountable advance or ROPS/SITES to buy or rent goods and services.

1. Fill out all sections of the form.
  - a) If the supplier is a company, include their name, address, GST number or business number.
  - b) If the supplier is an individual, include his name, address and SIN.
  - c) Describe the goods or services with as much detail as possible.
2. Attach original invoices or proof of purchase.
3. Have the form verified and signed by the RO.
4. Keep a copy of the form and attachments in the RO's files.

5. Send immediately by Priority Courier to Electoral Financing:
  - the original, signed *Special Account Form*;
  - original invoices and proof of purchase.



## Procedure 8 – ROPS/SITES Decommissioning

Decommissioning is a very important process because it indicates to Elections Canada that all transactions are complete and that the computers can be returned to Elections Canada. ROPS/SITES should be decommissioned as soon as possible.



The decommissioning process can be initiated as soon as all records have been confirmed. If some records remain unconfirmed, ROPS/SITES will give a warning message.

### P8.1 In Order to Decommission ROPS/SITES

To decommission ROPS/SITES:

1. On the **File** menu, click **Save ROPS/SITES data to Excel**.

This process saves all worker and landlord information to your server. The decommissioning process cannot continue unless this is done. A report will be printed to indicate that the ROPS/SITES data was saved to Excel spreadsheets.

2. Then, on the **File** menu, click **ROPS System Deactivation**.

A message will then appear saying that the deactivation was successful and a report will be printed to indicate that ROPS/SITES was deactivated.



The data will be transferred to a CD by the automation coordinator before the computers are purged. This information will be very valuable when preparing for the next electoral event.



## Part 3 – References

This part of the *Financial Officer's Manual* contains the following:

- *R1 – Acronyms*
- *R2 – Table of Election Workers*
- *R3 – Table of Expenditures*
- *R4 – Expenses Paid Directly by Elections Canada*
- *R5 – Finance Forms*
- *R6 – Statutory Reports*



## R1 – Acronyms

<b>AAC</b>	Assistant automation coordinator
<b>AARO</b>	Additional assistant returning officer
<b>AC</b>	Automation coordinator
<b>ARO</b>	Assistant returning officer
<b>COA #</b>	Control of Authorization Number
<b>CPP</b>	Canada Pension Plan
<b>CPS</b>	Central poll supervisor
<b>CRO</b>	Community relations officer
<b>DRO</b>	Deputy returning officer
<b>EC</b>	Elections Canada
<b>ECDocs</b>	Suite of operational manuals for federal electoral events
<b>ECSN</b>	Elections Canada Support Network
<b>ED</b>	Electoral district
<b>EI</b>	Employment Insurance
<b>FLO</b>	Field liaison officer
<b>GST</b>	Goods and Services Tax
<b>HST</b>	Harmonized Sales Tax
<b>PAR</b>	<i>Payment Authorization Report</i> (produced in ROPS/SITES)
<b>PP</b>	Pay period
<b>PSR</b>	<i>Polling Site Report</i>
<b>PST</b>	Provincial Sales Tax
<b>QPIP</b>	Québec Parental Insurance Plan
<b>QPP</b>	Québec Pension Plan
<b>REVISE</b>	Automated system used to update elector information during an electoral event
<b>RO</b>	Returning officer
<b>ROE</b>	<i>Record of Employment</i>
<b>ROPS</b>	Returning Office Payment System
<b>SBC</b>	Special ballot coordinator
<b>SIN</b>	Social Insurance Number
<b>SVR</b>	Special Voting Rules
<b>VIC</b>	<i>Voter Information Card</i>

## R2 – Table of Election Workers

Position	Registration in ROPS/SITES?	Time sheet to be filled out by worker?	Source Deductions?	When Paid?	Oath Form?	Training Fee \$35 & km?	Service Km?
<b>Office Staff</b>							
Additional Assistant Returning Officer	Yes	No	Yes	<b>Every two weeks</b>	EC 10135	No	Yes
Assistant Automation Coordinator	Yes	No	Yes		EC 10135	No	No
Assistant Returning Officer	No	No	Yes		N/A	No	Yes
Automation Coordinator	Yes	No	Yes		EC 10135	No	Yes**
Community Relations Officer	Yes	Yes	Yes		EC 10135	No	Yes
Financial Officer	Yes	Yes	Yes		EC 10135	No	No
Inventory/Shipping Clerk	Yes	Yes	Yes		EC 10135	No	No
Office Clerk	Yes	Yes	Yes		EC 10135	No	No
Office Coordinator	Yes	Yes	Yes		EC 10135	No	No
Office Messenger	Yes	Yes	Yes		EC 10135	No	Yes
Receptionist	Yes	Yes	Yes		EC 10135	No	No
Recruitment Officer	Yes	Yes	Yes		EC 10135	No	Yes
Returning Officer	No	No	Yes		N/A	No	Yes
Revising Agent	Yes	Yes	Yes		EC 10130	Yes	Yes
Revision Centre Clerk	Yes	Yes	Yes		EC 10135	No	No
Revision Supervisor	Yes	Yes	Yes		EC 10135	No	No
Special Ballot Coordinator	Yes	Yes	Yes		EC 10135	No	Yes
Security Officer	No	Yes	Yes		EC 10135	No	No
Support Staff for AARO Office	Yes	Yes	Yes		EC 10135	No	No
Training Officer	Yes	Yes	Yes		EC 10135	No	Yes

\*\* : If approved by the Chief Electoral Officer

Position	Registration in ROPS/SITES?	Time sheet to be filled out by worker?	Source Deductions?	When Paid?	Oath Form?	Training Fee \$35 & km?	Service Km?
<b>Poll Officials</b>							
Central Poll Supervisor	Yes	Yes	No*	<b>A single payment – after the event</b>	EC 10130	Yes	Yes
Deputy Returning Officer – Correctional Institutions	Yes	Yes	No*		EC 10130	Yes	No
Deputy Returning Officer – Ordinary, Advance or Mobile Polls, or Counting special ballots	Yes	No	No*		EC 10130	Yes	No
Deputy Returning Officer – Returning ballot boxes	Yes	Yes	No*		EC 10130	No	Yes
Deputy Returning Officer – Standby	Yes	No	No*		EC 10130	Yes	No
Hospital Liaison Officer	Yes	No	No*		EC 10130	No	Yes
Information Officer	Yes	Yes	No*		EC 10130	Yes	No
Interpreter – Language	Yes	Yes	No*		EC 10130	No	Yes
Interpreter – Sign-Language	No	Yes	No*		EC 10130	No	Yes
Person responsible for maintaining order	No	Yes	No*		EC 10130	No	No
Poll Clerk – Correctional Institutions	Yes	Yes	No*		EC 10130	Yes	No
Poll Clerk – Ordinary, Advance or Mobile Polls, or Counting special ballots	Yes	No	No*		EC 10130	Yes	No
Poll Clerk – Returning ballot boxes	Yes	Yes	No*		EC 10130	No	Yes
Registration Officer	Yes	Yes	No*		EC 10130	Yes	No
Special Ballot Coordinator Hospital	Yes	Yes	No*		EC 10135	No	Yes
Special Messenger for delivery or pickup of ballot boxes	Yes	Yes	No*		EC 10130	No	Yes
Witness at validation of results	Yes	Yes	No	EC 10130	No	No	

\*: Source deductions may be withheld if a worker is assigned to more than one position.

## R3 – Table of Expenditures

Payment Method → Expenditure Type ↓	ROPS/SITES	EC Acquisition Card	Accountable Advance for Temporary Help	Accountable Advance for Petty Cash	Direct Payment by EC Special Account Form	Notes
<b>Rentals</b>						
Rental of RO/AARO office (including security)						<b>Mandatory</b> Send lease to EC
Rental of furniture and office equipment		X*			X	
Rental of training space		X*		X < \$200	X	
Rental of polling sites/revisal offices	X					<b>Mandatory</b>
<b>Purchase of Goods &amp; Services</b>						
Office supplies		X*		X < \$200	X	
Priority Courier						Managed by EC
Other shipping and courier services		X*		X		
Security guard (company)		X*		X < \$200	X	
Security guard (individual)					X	<b>Mandatory</b>
Cleaning services (company)		X*		X < \$200	X	
Cleaning services (individual)					X	<b>Mandatory</b>
Printing of ballot papers, voter information cards and lists of electors		X*			X	
Telephone, fax lines						Managed by EC
<b>Groups</b> to paste labels on VICs			X			<b>Mandatory</b>
<b>Individual</b> to paste labels on VICs	X					<b>Mandatory</b> (Office Clerk)
Cellular phones for poll officials				X	X	See related instructions in this manual

**Note:** \* Preferred Payment Method



## R4 – Expenses Paid Directly by Elections Canada

Expenses	Procedure	√
1 <b>Pre-authorized</b> travel expenses not registered in ROPS/SITES - Only for travel/ kilometre expenses.	a) Worker completes <i>Travel Expense Claim and Time Sheet</i> (EC 09680). b) RO signs the completed form. c) Photocopy the signed form and receipts. d) Submit the original, signed form and receipts to Electoral Financing by Priority Courier.	
2 Miscellaneous expenses - When the acquisition card or petty cash cannot be used	a) Complete <i>Special Account Form</i> (EC 11670) (E-form in ECDocs). b) Attach original invoices to the form. c) RO signs the form and invoices. d) Photocopy the signed form and invoices. e) Submit the original, signed form and original signed invoices to Electoral Financing by Priority Courier.	
3 Hours worked in positions that are not in ROPS/SITES - Persons responsible for maintaining order or cleaning staff	a) Complete <i>Special Account Form</i> (EC 11670) with the person's name, address and SIN, the number of hours and the agreed rate. b) RO signs the form (one per person). c) Make two copies of the signed form: <ul style="list-style-type: none"> <li>▪ One copy to worker;</li> <li>▪ One copy to personnel file.</li> </ul> d) Submit the original, signed form to Electoral Financing by Priority Courier.	
4 Hours worked after ROPS/SITES is decommissioned	a) Same procedure as item 3.	

## R5 – Finance Forms

EC No.	Title	Source
EC 09600	<i>Rates for Travel and Living Expenses</i>	ECDocs
EC 10130	<i>Appointment and Oath (for election or referendum officers)</i>	ROPS/SITES
EC 10135	<i>Appointment and Oath (for office staff)</i>	ROPS/SITES
EC 10326	<i>RO Special Request</i>	ECDocs
EC 10330	<i>Candidate's Deposit Transmittal</i>	ECDocs
EC 11650	<i>Sales and Consumption Taxes Exemption Certificate</i>	ECDocs
EC 11655	<i>Time Sheet for the Election Worker</i>	ECDocs
EC 11657	<i>Aide-Mémoire of Financial Activities</i>	ECDocs
EC 11670	<i>Special Account Form</i>	ECDocs
EC 11700	<i>Kilometre Log</i>	ECDocs
EC 11710	<i>Record of Reimbursable Expenses from Petty Cash</i>	ROPS/SITES
EC 11715	<i>Acquisition Card Register</i>	ROPS/SITES and ECDocs
EC 11730	<i>Petty Cash Receipt</i>	Paper – Lot 11
EC 11750	<i>Standard Contract of Lease</i>	ROPS/SITES
EC 11800	<i>Your Pay</i>	Paper – Lot 11

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## R6 – Statutory Reports

- Day 29: prepare for distribution the list of revising agents. In ROPS/SITES, see the *Revising Agents* report.
- Day 18: prepare the attachment for the *Notice of Grant of a Poll* (EC 10170). In ROPS/SITES, see the *List of Polling Sites (Condensed)* report.
- Day 18: prepare the *Notice of Advance Poll* (EC 10140). In ROPS/SITES, see the *Notice of Advance Polls* report.
- Day 15: prepare the *Notice of Mobile Poll* (EC 10160). In ROPS/SITES, see the *Notice of a Mobile Poll* report.
- Day 3: prepare for posting the *List of Officers* (EC 10290) for DRO and poll clerks who worked during the advance poll or who will work on ordinary polling day. In ROPS/SITES, see the *DRO/Poll Clerks – Advance Poll* and *DRO/Poll Clerks – Ordinary Poll* reports.



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