

PROSPECTIVE FINANCIAL AGENTS: PLEASE READ BEFORE COMPLETING PAGE 2

By accepting the position of Financial Agent for a candidate, you are committing to accepting several legislated responsibilities.

Under *The Election Act, 1996* financial agents are responsible for:

- opening and maintaining the candidate's campaign account at a financial institution;
- accepting and recording all income received for the candidate's campaign;
- authorizing and paying expenses;
- keeping proper records of all campaign bills, invoices, vouchers, and receipts;
- keeping copies of all advertising for proof of content, specifically proof of authorization by the financial agent (note this can be in the form of a picture, proof, design mockup, leftover leaflet, photo of a lawn sign, etc); and
- preparing statements, reports, and other documents required under the Election Act. The most important of these documents is Form E-412, Candidate's Return of Election Expenses, which must be prepared using Elections Saskatchewan's Election Management System (ELMS) application, audited by the candidate's auditor (if required), and then submitted to Elections Saskatchewan within three months after election day (also called polling day).
- requesting a recount if the returning officer declares a tie vote in the election (the candidate is the only other person who may request the recount); and
- working with Elections Saskatchewan to complete the election expense review and reimbursement process in a timely fashion.

If your candidate is not endorsed by a registered political party (Independent), you will also be responsible for issuing tax credit receipts and related reporting.

The time commitment will vary based on the activity during the campaign (both spending and fundraising). You will be required to be available to Elections Saskatchewan after submitting the election expense return to answer questions, submit any missing documentation and/or make corrections to the return.

Prior to accepting the position of Financial Agent, please ensure the following:

- you have access to a computer with internet capabilities to access ELMS;
- you have adequate time to fulfill the responsibilities outlined above within the required time frame (please consult with your provincial party and candidate regarding the amount of time expected to spend on your role);
- you are able to communicate with your candidate, auditor and Elections Saskatchewan in a timely manner.

Resources and assistance are available from Elections Saskatchewan to aid you in fulfilling your responsibilities as Financial Agent. Please visit <https://www.elections.sk.ca/candidates-political-parties/forms-and-guides/> to learn more about the role of the Financial Agent or contact us at 1-877-958-8683 if you have any questions or would like to arrange for training.



Appointment / Consent of the Financial Agent of a Candidate

E-401

The Elections Act, 1996
Section 43 and 236(1)
Revised: 2023

PART I: (To be completed by the Candidate)

I, _____, having declared my candidacy at the
(Name of Candidate)
election of a member to represent the said Constituency of _____
in the Legislative Assembly of Saskatchewan do hereby appoint:

(Name of Financial Agent)
to act as my Financial Agent at the election about to be held.

- I understand that if my appointed Financial Agent fails to file an election expenses return by the date required by *The Election Act, 1996*, I am subject to the following penalties:
- Forfeiture of \$500 nomination deposit;
 - A late filing fee of \$25 for each day, to a maximum of 30 days, that the failure to file the return continues;
 - If otherwise eligible, forfeiture of reimbursement of elections expenses.

Given under my hand this _____ day of _____,

(Signature of Candidate)

PART II: (To be completed by the Financial Agent)

I, _____, being a qualified voter in the Province of
(Name of Financial Agent)
Saskatchewan, do hereby consent to my appointment to act as Financial Agent to the above-named candidate in the election about to be held.

(Mailing Address) (City/Town) (Province) (Postal Code)

(Home Phone) (Business Phone) (Cell Phone)

(Email Address MANDATORY)

- I declare that:
- I have read **PAGE 1** and understand my responsibilities as set out in s.236 of *The Election Act, 1996*.
 - I understand and agree to fulfill my responsibility to complete a Candidate's Return of Election Expenses using the online filing system, Electoral Management System (ELMS).
 - I understand and agree to fulfill my responsibility to submit a Candidate's Return of Election Expenses (accompanied by an auditor's report unless not required in accordance with s. 261) within three months of Election Day.
 - I understand that my obligations under *The Election Act, 1996* are not fulfilled until Elections Saskatchewan has completed its review of the Candidate's Return of Election Expenses. I agree to assist with the completion of this review by providing additional information and any missing documentation to Elections Saskatchewan staff within five (5) business days of receiving the request.

Dated at _____, Saskatchewan this _____ day of _____,

(Signature of Financial Agent)