Elections Canada

CHECKLIST FOR AUDITS [477.62(2)]

SECTION A – CAMPAIGN INFORMATION

ED code	Election day *yyyy/mm/dd*	Electoral district

SECTION B – AUDITOR'S INFORMATION

Name of partnership (if applicable)

Name of auditor or of person authorised to sign on behalf of the partnership

Surname	Given name	Middle initial	Professional designation

SECTION C – CANDIDATE'S INFORMATION

Surname	Given name	Middle initial

SECTION D – OFFICIAL AGENT'S INFORMATION

Surname	Given name	Middle initial

SECTION E – BANK ACCOUNT CONFIRMATION

1. A separate bank account was opened and maintained in a Canadian financial institution, as defined in section 2 of the *Bank Act* or in an authorized foreign bank as defined in that section. [477.46(1)]

   ◯ Yes ◯ No

   Please provide the full name and address of the financial institution.

2. The bank account indicates the name of the account holder as follows: (*name of official agent),* official agent. [477.46(2)]

   ◯ Yes ◯ No

   If different, please provide the full name of the account holder.

3. All financial transactions that involve the receipt of money are recorded in the electoral campaign return (e.g. monetary contributions, fundraising activities, monetary transfers from registered political party, registered associations or nomination contestants and loans proceeds) and deposited in this bank account. [477.46(3)]

   ◯ Yes ◯ No

   If not, please provide explanation.

4. All disbursements (e.g. electoral campaign expenses, monetary transfers to registered political party, registered associations or candidate's own campaign as a nomination contestant and loan repayments) are recorded in the electoral campaign return and paid from this bank account (except for petty cash expenses and personal expenses paid by the candidate and not reimbursed). [477.46(3)]

   ◯ Yes ◯ No

   If not, please provide explanation.

The responses on this checklist are provided in the context of my auditor's report dated (yyyy/mm/dd) _____ **which is attached.**

Auditor's signature	Auditor's signature date *yyyy/mm/dd*

SECTION F – PRIVACY NOTICE

Personal information in the *Checklist for Audits* (Checklist) is collected for the administration of the political financing requirements set out in the *Canada Elections Act* (Act). This information may be shared with the Commissioner of Canada Elections to ensure that the Act is complied with and enforced. Failure to provide the Chief Electoral Officer (CEO) with the Checklist is considered to be an offence under the Act. Upon request by any person, the CEO is required under the Act to make the Checklist available for inspection by such person. You have the following rights with respect to your personal information under the *Privacy Act*: a) to access the information; b) to correct it if necessary; and c) to have it protected. You have the right to file a complaint with the Privacy Commissioner of Canada regarding the handling of your personal information. Your personal information is retained under the personal information bank (PIB) Elections PPU 010. A description of the PIB can be found at www.infosource.gc.ca.

Ce formulaire est disponible en français