

OFFICIAL AGENT

Are you thinking about being an official agent for a candidate?



Elections Nova Scotia
Phone 902-424-8584
Toll Free 1-800-565-1504

This brochure was developed by ENS and registered party representatives as an overview for potential official agents.

SO, YOU ARE THINKING ABOUT BEING AN OFFICIAL AGENT (OA) FOR A CANDIDATE.

Serving as an official agent is an important role in the democratic process in Nova Scotia. There are important responsibilities that come with the role and deadlines that must be met. For example, you must file your candidate's financial report with Elections Nova Scotia (ENS) by the due date or they will not be permitted to sit as an MLA in the House of Assembly until you do.

TIME COMMITMENT

The time commitment varies based on the activity during the campaign (both spending and fundraising). Please talk to your provincial party about how much time you should expect to spend before, during and after the election is over.

- If the campaign has incurred expenses and/or accepted contributions, your commitment may last six to eight months after election day.
- If you have an outstanding loan, your commitment may last up to two years.

You should be aware of the scope of your responsibilities which includes the following:

- Opening and maintaining a campaign bank account
- Keeping detailed records of:
 - Income and expenses
 - Original itemized receipts for expenses
 - Transfers between Party/EDA/Candidate
 - Loans
 - Assets and liabilities
- Ensuring the campaign does not spend more than the allowable limit
- Authorizing and paying all campaign expenses
- Authorizing advertisement and promotional materials
- Maintaining the candidate's detailed contribution list including:
 - Tracking all contributions, both monetary and in-kind contributions
 - Completing the required forms
 - Submitting the candidate's filing with ENS by the deadline
- Issuing tax receipts for eligible monetary contributions
- Preparing the required financial statements
 - Completing all compulsory statements
 - Arranging for an external audit
 - Addressing any comments arising from the audit
 - Filing statements with ENS by the deadline
- Responding to questions from the audit team at ENS, *(four to six months after an election)*
- Receiving any election expense reimbursement cheques and using the funds to:
 - Pay any amount owed by the campaign (including honouring an assignment agreement)
 - Pay surplus (if one exists) to the Party or the local EDA
- Closing bank account
- Reporting of loan(s) outstanding at the end of election *(annually for up to two years)*

DEADLINES

Candidate's Nomination Paper ENS Form 105	20 days before election day, filed with the local returning officer
Audited Financial Report	Filed with ENS, normally 90 days after election day (80 days after return of writ)
Attestation by Candidate and OA that the List of Electors has been destroyed	10 days after election day
Disposal of Excess Funds, Form 2-6, and closure of bank account	30 days after you receive the final payment from ENS or 60 days after if no reimbursement is due
Annual filing if candidate registered in a non-election year	Before March 31
Loan update in subsequent years of election	Before March 31

If you have any questions, please contact Elections Nova Scotia.

electionsnovascotia.ca
elections@novascotia.ca
902-424-8584
902-424-7475 (TTY)
1-800-565-1504 (toll-free in Canada)
1-866-774-7074 (toll-free TTY line)
902-424-6622 (Fax)
PO Box 2246, Halifax, NS, B3J 3C8