

Depending on the timing of your appointment, some of these tasks may or may not have been completed. However, it is important that they are all completed.

**Bank Account**

Open a campaign account at a financial institution in Nova Scotia. All financial transactions must go through this account until the campaign is closed several months after an election.

**Auditor**

Encourage the candidate to appoint an auditor if one is not already appointed.

An auditor **must be** a public accountant licensed to audit.

The following individuals **may not** act as an auditor for a registered party, an electoral district association or a candidate:

- Election officer
- Individual already acting as the official agent of a registered party, electoral district association or candidate
- Individual involved in the raising, spending or custody of money or property of a registered party, electoral district association or candidate
- Individual engaged by an electoral district association to provide bookkeeping services
- Candidate

**Different Definitions for the Term “Candidate”**

It is important to understand the differences between the four terms of candidates listed below. See handbook for definitions and reporting requirements.

- Nomination candidate
- Prospective candidate
- Registered candidate
- Candidate

## **Form 1-1, Registration of Candidate**

Review registration requirements.

If the candidate is not already registered, encourage the candidate to file Form 1-1 with Elections Nova Scotia.

## **Legislation, Handbook, Forms and Guides**

Review the following documents, which can be found on the Elections Nova Scotia website:

- *The Elections Act*
- Handbook for the Official Agent of Candidate
- Fundraising Rules
- Loan requirements
- Election Reporting Requirements (forms and audit)