

Candidate Package from Returning Office

When the candidate was officially nominated (Form 105, filed and approved by the returning officer), the official agent should have received the following financial related items:

- Tax Receipts
- Form 2-5 Record of Tax Receipts
- Three priority courier bills of lading and shipping bags to return:
 - Form 2-5, and all unused, spoiled, and copies of tax receipts.
 - Financial Report
 - Form 2-6

Note: If the campaign is not going to be accepting contributions, the official agent is not required to take tax receipts from the returning officer.

 Keeping Records Up to Date

Keep your books and records current, including but not limited to:

- separating election expenses from non-election expenses.
- recording names and civic addresses of contributors for disclosure purposes.
- recording which contributions are eligible for tax receipts.

This will save you time after the election when you are completing the required financial report.

 Meeting Regularly with Candidate and Campaign Staff

It is important to meet regularly with the candidate and the campaign staff to make a comparison of the budget versus the actual spending, plus any other important issues.