

After filing the campaign financial report, each campaign must file Form 2-6 Notification of Disposal of Excess Contributions (remaining funds).

The purpose of Form 2-6 provides continuity of the cash balance from when the original file was submitted to when the final cash balance and amount was submitted to the electoral district association, party and minister of finance. Items that were noted as receivable and payable must tie in with the amounts reported on form 2-4. Explanations should be provided if these amounts do not agree.

The campaign file remains open until you receive notification from ENS that the campaign file has been closed.

#### **Deadline for Filing**

- **Not Eligible** for Election Expense Reimbursement is due **within two months** following the date candidate expenses were filed if no reimbursement is payable.
- **Eligible** for Election Expense Reimbursement is due **within one month** following receipt of candidate's final election expenses reimbursement (from ENS).

#### **Completing Form 2-6**

Read instructions for completing Form 2-6, located on page 2 of the form.

- Starting point is the cash balance reported on Form 2-4.
- Ensure:
  - All receivables and any other deposits have been made.
  - All outstanding invoices were paid.  
At this point, if you had an outstanding invoice, it is recommended that you pay by money order, so that you do not have to wait for the payment to clear the bank account.
  - All cheques (payments) have cleared the bank account.
- Close bank account.

- Remaining funds should be paid out by money, payable to:
  - electoral district association for the candidate who is representing the registered party.
  - registered party if there has not been an electoral district association established.
  - Elections Nova Scotia if an independent candidate, cheque made payable to the minister of finance.
- Ensure totals reconcile.
- Form 2-6 must be **signed and dated by official agent**.

#### **File Form 2-6 with ENS**

Before filing your report with ENS, make sure you have included:

- Form 2-6 (signed and dated by official agent).
- copies of all bank statements since the filing of the initial file.
- copies of all additional invoices paid after the initial file submission.
- information provided by the party to support the net payments made by the party.
- proof of payment to the electoral district association, party or minister of finance.
- proof of bank account closure.
- other information to support the figures on Form 2-6.

#### **Outstanding Loans**

If there are any outstanding loans at the time Form 2-6 is filed, the candidate's file will remain open until all loans are paid in full, and all required documentation has been filed with ENS.

The official agent must report on outstanding loans annually for up to two years (maximum period for a loan).

#### **File Closed**

The candidate file remains open until the official agent receives formal notification from ENS stating that the file is closed.