

Application for reimbursement of auditing expenses

_____, the _____
(municipality) (date)

Name of the treasurer
Full address

Subject: Application for reimbursement of auditing costs

Dear Sir,
Dear Madam,

The section 488 of the Act respecting elections and referendums in municipalities stipulates that the auditor of the party must audit the financial report that declare receipts of over \$5,000. Given that we are in this situation, the auditing expenses for the financial report of the party _____ for 20__ was \$_____.

In accordance with section 490 of the Act respecting elections and referendums in municipalities, these expenses are reimbursable up to a maximum amount of \$_____.

Consequently, I am requesting the reimbursement of \$_____ for the auditing expenses that I paid for 20__. Please find enclosed the original auditor's invoice as well as the original of the proof of payment that I would like you to return to me after examination.

(signature of the official representative)

¹ The receipts collected are receipts from operating activities (e.g.: contributions), related activities (e.g.: interest income) and non-operating activities (e.g.: loans).