

# Political Entities & Key Financial Roles

A political entity is an organization or person that participates in the political process and is subject to financial rules—especially around raising money, spending money, and reporting.



## Candidate

A candidate (and their campaign team) seeks election to public office. Campaign finances typically include contributions, fundraising, and campaign expenses.

## EDA

An EDA or riding association is a local political organization connected to a party in a geographic district. It may raise funds and spend money outside an election period (and also support campaigns where allowed).

## Political Party

A political party is the larger organization operating at the provincial/federal level (and sometimes with local structures). The party often has its own reporting requirements and internal controls.

## Leadership Campaign / Nomination Contestant

A leadership contestant or nomination contestant may be subject to separate financial tracking and reporting rules.

## Third Party

A third party is generally an individual, group, or organization that is not a candidate or party, but participates through regulated political activities (commonly election advertising or other regulated activities).

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## Key Financial Roles

	Roles	Core responsibilities
<b>Official Agent</b>	The Official Agent is typically the person legally responsible for the campaign's financial administration and reporting (role naming varies by jurisdiction).	<ul style="list-style-type: none"> <li>• maintain complete financial records</li> <li>• ensure spending and fundraising follow rules</li> <li>• sign or oversee financial filings/returns</li> <li>• coordinate audit documentation if required</li> <li>• maintain organized supporting documentation</li> </ul>
<b>CFO / Financial Officer / Treasurer</b>	The CFO / Treasurer / Financial Officer role typically oversees ongoing entity finances, internal controls, and reporting readiness.	<ul style="list-style-type: none"> <li>• implement recordkeeping systems and controls</li> <li>• maintain financial logs and reconciliations</li> <li>• oversee authorizations and financial governance</li> <li>• coordinate filings and support audits/reviews</li> <li>• ensure continuity across volunteers/leadership changes</li> </ul>
<b>Third Party Financial Agent</b>	A third party may be required to appoint a financial agent (or equivalent role). This person tracks regulated activities, spending, and reporting.	<ul style="list-style-type: none"> <li>• track regulated expenses precisely</li> <li>• keep clear vendor proofs and activity descriptions</li> <li>• ensure separation of regulated vs non-regulated spending</li> <li>• compile the reporting package by deadlines</li> </ul>

### What Good Records Look Like (Universal Standards)

No matter the entity or role, strong political finance records have four qualities:

1. Complete – every transaction is recorded
2. Traceable – each item ties to bank activity
3. Supported – receipts/invoices/agreements exist and are readable
4. Organized – consistent categories + clean folder system

#### Golden rule:

*No record = No transaction*

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