

# APPOINTMENT OF AUDITOR FOR AN ORGANIZATION

SEE REVERSE SIDE FOR INSTRUCTIONS  
THIS FORM IS AVAILABLE FOR PUBLIC INSPECTION

**1** FULL NAME OF APPOINTING ORGANIZATION

**PART A: COMPLETED BY AUDITOR**

Please check one: **AUDITOR INDIVIDUAL**  **AUDITOR FIRM**

**2** LAST NAME FIRST NAME MIDDLE NAME(S)

FIRM NAME

**CONTACT INFORMATION:**

MAILING ADDRESS			PHONE	ALTERNATE PHONE
CITY/TOWN	PROVINCE	POSTAL CODE	FAX	
EMAIL				

**EFFECTIVE DATE OF APPOINTMENT:**

**3** (YYYY / MM / DD)

**4** I, the undersigned, declare that:

- a) I consent to my appointment as auditor for the above-named organization;
- b) I am aware of the duties and responsibilities of this position under the *Election Act*; and
- c) I am qualified to act as auditor under section 179 of the *Election Act*.

**WARNING:** Signing a false statement is a serious offence and is subject to significant penalties.

SIGNATURE OF AUDITOR	DATE: (YYYY / MM / DD)
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**PART B: COMPLETED BY APPOINTING ORGANIZATION**

**5** SIGNATURE OF PRINCIPAL OFFICER DATE: (YYYY / MM / DD)

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**CHIEF ELECTORAL OFFICE USE ONLY**

DATE RECEIVED: (YYYY / MM / DD)	REGISTRATION NO.
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# APPOINTMENT OF AUDITOR FOR AN ORGANIZATION - FORM 478

PLEASE PRINT IN BLOCK LETTERS AND SIGN WHERE REQUIRED

## General Information:

As soon as possible after an appointment is made, a copy of the appointment must be delivered to the Chief Electoral Officer. If the appointment of an auditor ends for any reason, the organization must appoint a new auditor within 60 days [*Election Act*, section 179].

## INSTRUCTIONS:

- 1 Enter the full name of the political party or constituency association.

## PART A: COMPLETED BY AUDITOR

- 2 Select either the "auditor individual" or "auditor firm" box, as applicable. Enter the full name and contact information for the auditor. As a minimum, the *Election Act* requires that a mailing address and phone number be provided. Please note this form is available for public inspection.
- 3 Enter the effective date of appointment. The effective date is the day on which the auditor assumes that position. For example, if the appointment of an auditor ends on October 31, your organization could appoint another auditor now to assume that position as of November 1. The effective date for that appointment would be November 1.
- 4 If an individual has been appointed as auditor they must sign this declaration. If a firm has been appointed as auditor, an authorized individual of the firm must sign the declaration. For information on the obligations of auditors, refer to the Guide for Auditors and Part 10 of the *Election Act*. An auditor must be qualified to be the auditor of a company [*Election Act*, section 179]. Generally, this means that the individual is a C.A., a C.P.A., or certified by the Auditor Certification Board.

The following individuals are disqualified from acting as an auditor:

- election officials, voter registration officials or employees of Elections BC;
- individuals who do not have the full capacity to enter into contracts;
- the organization's financial agent;
- an individual who is a member for the same firm as the organization's financial agent or a firm of which the organization's financial agent is a member; and
- individuals who have been convicted of an offence under the *Election Act* or the *Recall and Initiative Act* within the last seven years [*Election Act*, s. 179].

## PART B: COMPLETED BY APPOINTING ORGANIZATION

- 5 A principal officer for the organization must sign this form to authorize the appointment of the auditor. This principal officer must also be listed on the form 484-Administration filed by the appointing organization.

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### For more information

Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448

or contact

Elections BC

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Fax: 250-387-3578

Toll-free Fax: 1-866-466-0665

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