

# Return of candidate spending for constituency and individual regional candidates: Scottish Parliamentary Elections (Short Campaign)

## Who this form is for:

This form is for constituency and independent regional candidates and their agents contesting the Scottish Parliamentary Elections in May 2016. It must be completed by the candidate's agent, or the candidate if you are acting as your own agent.

This form is for recording the details of campaign spending that is used during the period known as the short campaign, which begins on the day after you officially become a candidate and ends on polling day, 5 May 2016.

The earliest date you can officially become a candidate is 24 March 2016, the date that the Scottish Parliament is expected to be dissolved.

You will become a candidate on this date if you or others have already announced your intention to stand. If your intention to stand has not been announced by the day of the dissolution of the Scottish Parliament, you will officially become a candidate on the earlier of the date you or another person announce your intention to stand, or the date when you are nominated.

More information about when you officially become a candidate is available in our [guidance for candidates and agents](#)

Before completing the form, you should read our guidance for candidates and agents which is available on our website:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/scottish-parliamentary-elections>

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## Explanatory notes

### Candidate identification mark (all forms)

As there are a number of forms that must be completed, it is important that the full set of documents in your return can be identified as yours.

In order to do this, please add an identification mark to the long and short campaign forms, the candidate's declaration and the agent's declaration.

You can choose anything as your identification mark. Many candidates use their initials with a combination of numbers or letters that reference the election or electoral area.

Whatever you choose, it is important to remember to use the **same** identification mark on all of the forms in your return.

### Main form: Section 1 – Details of candidate and election

Please provide the details required under this section.

The table below explains how to calculate your spending limit

Candidate	Spending limit
Constituency	£8,700 plus:  6p per registered elector in a burgh constituency <b>or</b> 9p per registered elector in a county constituency
Independent Regional candidate	The total of the maximum spending limits for each constituency in the region you are contesting

The number of registered electors in a particular constituency is based on the electoral register as it stands on the last date for publication of the notice of election. Your local elections office will be able to provide elector numbers and tell you whether your constituency is a burgh or county constituency.

You can find contact details for your local elections office on the [about my vote website](#).

## Main form: Section 2 – Details of election agent

If you have appointed an election agent, you must provide the name of the election agent in this section. You should also indicate the date on which the agent was appointed. If you are a candidate acting as your own agent, please place a mark in the relevant box.

## Main form: Section 3a and 3b – Summary of spending and the worksheets for spending categories

There are separate worksheets for each category of spending. More detailed information about the spending categories is available in our [guidance for candidates and agents](#).

You must provide a statement of each item of campaign spending you have used during the short campaign on the relevant worksheets for each spending category.

If you have no spending to report for a particular category, you do not need to complete the worksheet, but you must enter 0 (zero) for the relevant category of spending in the summary table in Section 3b of the main form.

If you are completing the Microsoft Excel version of this form, you can insert as many rows as you require on each worksheet to record each item of campaign spending.

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## How to complete the spending category worksheets

For every item of spending on every worksheet you complete, you must provide the following information:

- Details of the item or service used, which should include the name and address of the supplier where this not on an invoice submitted with the return
- The value of the item of campaign spending
- The date on which the invoice was paid
- The value for items of notional spending of over £50
- Invoices or receipts for all items of £20 or more except for notional spending. You should include the relevant item number on each invoice or receipt.

You can find out more about notional spending in our [guidance for candidates and agents](#)

We also recommend that you should:

- Use the column on each worksheet to provide an item number for each payment. The first payment reported should be '1' and the items should be numbered consecutively. Item numbers should be unique because they are used to cross-reference with other sections of the form and supporting invoices/receipts.
- Indicate whether an invoice or receipt has been submitted. You should include the relevant item number on each invoice or receipt.
- State the amount paid, if this is different from the value of the item.
- Indicate whether the item is an unpaid or disputed claim. You will need to provide additional information about items that are unpaid or disputed.

## Other Authorised Spending Worksheet

Under Article 41 of the Scottish Parliament (Elections etc) Order 2015, individuals and organisations may incur spending of up to £500 to promote your candidacy (or criticise other candidates) in your constituency or region during the short campaign. The election agent must authorise any spending above this amount in writing and report the details using this worksheet. Any spending above this amount that is authorised by the election agent will count towards the candidate's spending limit.

Each item of campaign spending that the election agent has authorised and reported in this section of the form must also be reported on the relevant spending category worksheet, and included in the summary of spending tables in sections 3a and 3b.

## Main form: Section 4 – Personal Expenses

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses also include any expenses that are reasonably attributable to a candidate's disability.

Personal expenses do not count against the candidate's spending limit and they should not duplicate anything already declared under section 3.

Use the personal expenses worksheet to provide the requested details about the candidate's personal expenses. When you have completed the worksheet, enter the total amount of personal expenses in Section 4 of the main form.

### Unpaid claims

Use the unpaid claims worksheet to tell us more about claims that remain unpaid on the day you submit your return. Please ensure that you use the same item number to cross-reference the two entries in the different worksheets. You must include the details of the court to which you have applied, or will apply to make a late payment.

### Disputed claims

Use the disputed claims worksheet to tell us more about any claims that are disputed. Please ensure you use the same item number to cross-reference the two entries in the different worksheets. You must provide information about the nature of the dispute and any action that you are taking.

When you have completed all the relevant worksheets, complete the tables in Section 3a and 3b on the main form.

The totals for election spending in section 3a 'Types of payment' and 3b 'Categories of spending' should be the same. If your totals are not the same, you have made a mistake in

Unpaid claims are invoices that are not received by the agent within 21 days of the result of the election.

Disputed claims are invoices that are not paid by the agent within 28 days of the election result

More information about dealing with unpaid claims is available in our [guidance for candidates and agents](#)

You must not pay any unpaid or disputed claims without a court order. If you are granted a court order to pay an unpaid or disputed claim, you must report the details to the Returning Officer within 7 days of the claim being paid. You must include a copy of the court order with your return

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your calculations. You should check the information you have entered and your calculations.

## Main form: Section 5 – Donations and the worksheets for accepted and rejected donations

### Completing the Accepted Donations worksheet:

Use the 'Accepted Donations' worksheet to tell us about any donations from permissible sources you have accepted towards campaign spending you incurred during the short campaign with a value of more than £50. For each donation accepted by or on behalf of the candidate, you must provide the following details:

- the full name of the donor
- the address of the donor
- the company registration number for donations from companies
- the date that you accepted the donation
- the amount (for a cash donation) or value (for a non-cash donation)
- the nature of the donation (e.g. cash, non-cash or services)

You should also give the type of permissible source you have accepted the donation from (for example a company, trade union or political party)

### Completing the Impermissible Donations worksheet:

Use the Impermissible Donations worksheet to tell us about any donations towards the campaign spending incurred during the short campaign you have decided not to accept. For each unidentifiable or impermissible donation received by or on behalf of the candidate, you must provide the following details:

- the name of the donor, unless this is not known, in which case please enter unknown
- the donor's address, but if you do not know this then enter 'unknown'
- the date the donation was received

You can also accept donations from types of trusts, bequests and Gibraltar sources. The rules on these donations are complex, so please get in touch with us if you need more information about how to deal with these donations

- if the donation was given anonymously, the manner in which the donation was made
- the amount or value of the donation
- the nature of the donation (e.g. cash, non-cash or services)
- the date and manner in which you dealt with the donation

## Submitting your return

Print each worksheet that you have completed and the main form. The return for the long and short campaigns must be submitted to the relevant Returning Officer by the election agent within 35 calendar days of the election result being declared.

If you have appointed an election agent, the forms must be accompanied by a declaration signed by the agent to verify the return.

Within seven working days of submitting the spending return, a declaration signed by the candidate must also be submitted to the relevant Returning Officer.

If the candidate is outside the UK when the declaration is due, the deadline is extended to 14 days after they come back.

If you are acting as your own agent, you must complete the candidate's declaration and submit it within 7 working days of submitting your return.

### Important

If the 35 day period ends on a weekend or bank holiday, the deadline is extended until the working day.

## Where can I get further advice?

If you have any questions about candidates' election spending you can call us on:

- Scotland: 0333 103 1928  
[infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)

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