

Candidate spending return for local government elections in Scotland

You should read the related guidance before completing this form.



Who this form is for:

Candidates contesting the 2012 local government elections in Scotland, and their agents.

You will find related guidance on our:

- [Guidance page for candidates and agents](#)

Explanatory notes

Candidate's declaration mark

The candidate's and agent's declarations require you to put an identifying mark on your return. The identifying mark can be in any format you choose. Many candidates use their initials together with a reference to the ward in which they are standing. For example John Brown standing in Voteborough may use "JB / V". Please insert an identifying mark, which identifies the candidate's return. You will also have to put the same mark on to both the candidate's and agent's declarations which you submit.

Other forms you will need:

- [Candidate's declaration](#)
- [Agent's declaration](#)

Section 1 – Details of candidate and election

Please provide the details requested under this section.

You can find out the number of people registered to vote – the electorate – on the last day for publication of the notice of election from your Returning Officer.

You can find details of the spending limit on our website. See our [guidance page for candidates and agents](#).

Section 2 – Details of agent

Please enter the agent's details and note that the agent should sign this form.

Section 3 – Statement of election expenditure worksheet

We have provided worksheets for each category of election expenditure within the form. Use these worksheets to enter the details of the expenses under the appropriate category.

The categories of election expenditure are:

Payments made by the election agent

This includes all actual payments made by the election agent, after the date they were appointed as the candidate's agent.

Payments made by the candidate before election agent was appointed

This includes all actual payments made by the candidate, after the date they first become a candidate. The earliest date you can officially become a candidate is the last date for publication of notice of election. If you have not declared your intention to stand by this date you officially become a candidate on the earlier of:

- The date your intention to stand is announced, and
- The date your nomination is confirmed

Payments made by a person authorised in respect of petty expenditure

Your election agent may authorise individuals in writing to make payments for petty expenses, such as stationery and postage. Use this section to provide details of all payments made in respect of petty expenditure by persons other than the agent.

Expenditure incurred prior to the date a person became a candidate

Use this section to provide details of all expenditure incurred in respect of the candidate's campaign before they became a candidate.

Value of notional expenditure

Use this section to record the estimated expenditure of goods and services that would have been incurred had they not been provided free of charge or at a non-commercial discount of more than 10%.

Value of expenditure incurred for purposes other than the election

Use this section to provide details of the estimated value of expenditure incurred on goods/services used for the candidate's campaign but also for other purposes, i.e. the proportion of the cost incurred on any goods/services which is attributable to the candidate's campaign.

Section 4 Election expenditure breakdown

Under this section please provide details of all items of expenditure making up the subtotals entered in section 3.

For each item of expenditure please provide details of:

- The **item number**—the first payment should be '1' and then the items should be numbered consecutively. Item numbers need to be unique because they are used to cross reference with other sections of the form and the supporting invoices/receipts.
 - Whether a **receipt** or **invoice** has been submitted. Invoices or receipts are required for all items over £20 except notional expenditure.
 - The item or service used.
 - The **name and address of the supplier** where this is not on an invoice or receipt submitted with the return.
 - The **date** the invoice was paid.
 - The **value** of the item.
 - The **amount paid**, if this is different from the value of the item. Include nil payments where applicable
 - The **notional value** of the item. Please refer to part 6 of our guidance for candidates and agents for more information on notional expenditure.
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Section 5 Statement of all expenditure for which a return is also required under section 75A(6) of the Representation of the People Act 1983.

If you have authorised any person in writing to incur expenditure, other than petty expenditure, you must complete this section and submit it to the returning officer within 21 days after the date on which the result of the election is declared.

Use this section to enter details of any items of relevant expenditure.

Completing and returning this form to the Returning Officer

The agent, or the candidate if you are acting as your own agent, should complete and return the form to the Returning Officer for your electoral area. The form must be submitted within 35 calendar days after the declaration of the result.

The form must be accompanied by a declaration signed by the election agent to verify the return.

Within seven working days of submitting the spending return the agent must send a declaration signed by the candidate to verify the return.

The return and the two declarations should be marked with the same reference. Use the box on the front cover of the form to indicate the reference you are using.

Where can I get further advice?

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

- 0131 225 0200

Email infoscotland@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk

Important

Other forms you will need:

- [Candidate's declaration](#)
- [Agent's declaration](#)

Candidate's declaration mark

Return of candidate spending: local government elections in Scotland

Section 1: Details of candidate and election

Election in the ward of In the local government area of

Electorate Date you became a candidate

Date of election Date election result declared

Candidate name

Registered party Spending limit £

Section 2: Details of agent

Election agent's name

Date election agent appointed

I am the agent responsible for delivering this return of candidate spending under the Representation of the People Act 1983 *

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate spending under the Representation of the People Act 1983 *

* Tick as appropriate

Signature of agent _____

Date

Submit this return to the Returning Officer within 35 calendar days after the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within seven working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

| Section 3: Statement of election expenditure | |
|---|-------------------|
| Category | Amount (£) |
| Total of all payments made by the election agent | |
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| Total of all payments made by the candidate before an election agent was appointed | |
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| Total of all payments made by a person (authorised by the election agent) in respect of petty expenditure | |
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| Expenditure incurred prior to the date the person became a candidate | |
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| Value of notional expenditure incurred | |
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| Value of expenditure incurred other than for election purposes | |
| Total | |

| Election expenditure breakdown (continued) | | | | | | | |
|---|-------------------------|----------------------|---|------------------|----------------|----------------------|-------------------------|
| Item no. | Receipt/ invoice | Item/ service | Name and address of supplier (unless on invoice/receipt) | Date paid | Value £ | Amount paid £ | Notional value £ |
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| Sub-totals | | | | | | | |

| Election expenditure breakdown (continued) | | | | | | | |
|---|-------------------------|----------------------|---|------------------|----------------|----------------------|-------------------------|
| Item no. | Receipt/ invoice | Item/ service | Name and address of supplier (unless on invoice/receipt) | Date paid | Value £ | Amount paid £ | Notional value £ |
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| Sub-totals | | | | | | | |

Section 5: Statement of expenditure reported for which a return is also required under Section 75A(6)

| Item no. | Amount | Name of person who incurred expenditure |
|--|--------|---|
| (as reported under Section 4: Election expenditure breakdown) | | |
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