

Candidate spending return for combined authority mayoral elections in England

Who this form is for:

This form is for candidates contesting combined authority mayoral elections in England and their agents. It must be completed by the candidate's agent or the candidate where the candidate is acting as their own agent.

This form is for recording the details of campaign spending on items or services used during the regulated period, and the donations you have received towards that spending.

The regulated period for candidates at combined authority mayoral elections in England begins on the day after the date you officially become a candidate and ends on polling day. The earliest date you can officially become a candidate is the last date for publication of the notice of election, which will be **Monday 27 March 2016**.

You will become a candidate on this date if you or others have already announced your intention to stand. For example, your party may have issued a press release when you were selected, or you might have announced your intention at a residents' meeting.

If your intention to stand has not been announced by this date, you will officially become a candidate on the earlier of:

- the date your intention to stand is announced
- the date when you are nominated

It is **your** responsibility to fully and accurately report candidate spending. You should ensure you understand the rules and that all spending is properly authorised, recorded and reported.

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

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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 spending return form, the candidate's declaration and the agent's declaration.

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

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

You must provide the details requested in this section.

Please provide the electoral area, e.g. West Midlands. Please list the number of local authorities that make up the electoral area. Please enter the total of electors in the number of electors box.

The spending limit for the regulated period is calculated using a fixed amount of £2,362

- **multiplied** by the total number of constituent councils,
- **plus** 5.9p per elector registered to vote on the last day for publication of the notice of election in the area which you are standing for.

For example:

You are standing in an electorate area that has 10 local authorities and 800,000 electors

£2,362 multiplied by the number of local authorities

£2,362 x 10 = £23,620

Plus 5.9p per elector

800,000 multiplied by 5.9p =£47,200

Add the two totals together

£23,620 plus £47,200 =£70,820

To assist you in calculating your spending limit, the combined authority returning officer (CARO) will be able to provide you with

- the number of constituent councils in the combined authority area
- the number of electors in the combined authority area

You must request this information in writing and the CARO must provide it as soon as practicable after they receive your request. Please contact your CARO about when this information will be made available to you.

The CARO may also have put in place arrangements to co-ordinate requests for copies of all the registers and lists of absent voters for the combined authority area. For further information on when you will be able to receive copies of the registers and lists and how to make any requests, see [Part 4, The Campaign](#)

Main form: Section 2 – Details of election agent

If you have appointed an election agent, you must provide the details requested in this section. If you are a candidate acting as your own agent, please place a mark in the relevant box.

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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 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.

How to complete the spending category worksheets

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

- 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.
- Confirmation of whether an invoice or receipt has been submitted. You must provide invoices or receipts for each item of spending with a value of more than £20 (except for notional spending). You should include the relevant item number on each invoice or receipt.
- 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 name of the person who made the payment, for example, the election agent.
- The dates on which the expense in relation to the item was incurred, the invoice or receipt received and the date on which the invoice was paid.
- The value of the item of campaign spending, including notional spending with a value of more than £50.

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

- The amount paid for the item, if different from its value.
- Confirmation of 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 Section 75 of the Representation of the People Act 1983, individuals and organisations may incur spending up to the limits in the table below to promote your candidacy (or criticise other candidates) during the regulated period:

The limit for spending that you have not authorised is:

Fixed amount	plus variable amounts
£50	0.5p per local government elector in the the electoral area registered to vote on the last date for publication of notice of the election

You must authorise any spending above this amount in writing and report the details in this section of the return.

If any person or organisation other than the election agent has been authorised to incur campaign spending on behalf of the candidate, you must complete this worksheet, providing the details requested.

Each item of campaign spending that you have 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.

Unpaid claims

Use the unpaid claims worksheet to report the details of claims that were not received by the agent within 21 days of the result of the election. Please ensure that you use the same item number to cross-reference the two entries in the different worksheets. You should include the details of the court to which you have applied, or will apply to make a late payment, and the date on which you made the application.

Disputed claims

Use the disputed claims worksheet to report the details of any claims that were not paid by the agent within 28 days of the election result. Please ensure you use the same item number

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](#)

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to cross-reference the two entries in the different worksheets. You should provide information about the nature of any 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 Sections 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 your calculations. You should check the information you have entered and your calculations.

If you are granted a court order to pay an unpaid or disputed claim, you must report the details to the CARO within 7 days of the claim being paid. You must include a copy of the court order with your return.

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 do not count against the candidate's limit and they should not duplicate anything already declared as election spending 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.

Main form: Section 5 – Donations and the worksheets for permissible and impermissible donations

Completing the Permissible Donations worksheet:

Use the 'Permissible Donations' worksheet to report the details of any donations with a value of more than £50 from permissible sources you have accepted towards campaign spending. 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 you received the donation
- the date that you accepted the donation
- the nature of the donation if non-cash, for example free office space
- the amount (for a cash donation) or value (for a non-cash donation)

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Completing the Impermissible Donations worksheet:

Use the Impermissible Donations worksheet to report the details of any donations towards campaign spending 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
- 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 must be submitted to the CARO by the election agent within 35 calendar days after the day the election result is declared.

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 the CARO.

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 seven working days of submitting your return.

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?

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

You can also contact us on the phone number or email address below. We are here to help, so please get in touch.

Call us on:

Tel: 0333 103 1928

pef@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk

We welcome feedback on our guidance – just email us at:
pef@electoralcommission.org.uk

Enter identification mark as on candidate's declaration

Return of candidate election expenditure: Combined authority mayoral election in England

Section 1 – Details of candidate and election

Electoral Area

Number of Local Authorities

Number of electors

Date you became a candidate

Date of election

Date election result declared

Candidate name

Registered party (if applicable)

Spending limit

Section 2 – Details of election agent

Agent's name

Date election agent appointed

Mark box as appropriate:

I am the agent responsible for delivering this return of candidate election expenses under Part II of the Representation of the People Act 1983

I am the person named as candidate at this election, and was my own election agent. I am responsible for delivering this return of candidate election expenses under Part II of the Representation of the People Act 1983

Signature of agent:

Date:

Section 3a Types of payment	
Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
Total	

Section 3b Categories of spending	
Purpose	£.pp/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total	

Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims. 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 in the tables.

Section 4 – Statement of all personal expenses incurred

Please provide details of personal expenditure on the worksheet labelled 'Personal expenses'

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3

The total amount of personal expenses

Section 5 – Donations

Total value of permissible donations

Total value of impermissible donations

Amount (if any) provided by the candidate to meet election expenditure

Total value of all donations up to £50 (not including notional donations)

Submit this return to the relevant Returning Officer within 35 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.

A: Advertising										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

B: Unsolicited material to electors										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

C: Transport										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

D: Public Meetings										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

E: Agent and other staff costs										
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

F: Accomodation and administration

Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount Paid (if different from value) £	Disputed/ Unpaid? (Y/N)
Sub-total										

Other Authorised Spending

Name of person authorised to incur spending	Amount £
Total:	

Personal Expenses					
Item/ Service	Name of person who made payment (i.e. candidate or election agent)	Date expense incurred	Date receipt/ invoice received	Date paid	Amount £
Sub total:					

Permissible Donations						
Donor name	Address	Company number (if required)	Date Received	Date Accepted	Nature (if notional)	Cash amount/ Value (£)
Sub Total:						

Impermissible Donations					
Donor name (if known)	Address (if known)	Date received	Nature	Date and manner dealt with	Value £
Sub Total:					