

Return of a candidate's election expenditure (short campaign): UK Parliamentary general election

You should use this form to report a candidate's election expenses for the period called the 'short campaign'.

The form should be completed by the candidate's agent or the candidate if you are acting as your own agent.

The short campaign begins on the day after Parliament is dissolved and it ends on the day of the poll. Please note, the day Parliament is dissolved may not be the same date that the Prime Minister announces the general election is called. We will put the actual date on our website when it is known.

If you become a candidate you will need to submit this form together with the 'Return of candidate's election expenditure (long campaign)', which covers the period from 1 January 2010 until the day you formally became a candidate.

You can download the long campaign form and our 'Guidance for candidates and agents: 2010 UK Parliamentary general election in Great Britain' from our website www.electoralcommission.org.uk.



You must make sure that you keep within the spending limit for each campaign period, and you should make sure that you keep separate records for each period.

Completing and sending the form to the (Acting) Returning Officer

This form is for you to print off and complete by hand. If you need more help completing the form you can contact us for assistance on the **PEF hotline 020 7271 0616** or by email pef@electoralcommission.org.uk.



Please note the form should be returned to the (Acting) Returning Officer for your constituency within 35 days of the day on which the election result is declared. You should submit the return together with a declaration signed by the election agent to verify this return.

Note: if you are completing this form you will also need to complete:

- 'Return of a candidate's election expenditure (long campaign): UK Parliamentary general election'

- 'Declaration by election agent as to election expenses'
- 'Declaration by candidate as to election expenses' – which should be returned within seven working days of the agent submitting this return.

You can find guidance and declaration forms on our website:
www.electoralcommission.org.uk.



See the **Definitions box** at the end of this document for an explanation of the terms used throughout this note.

Form explanatory notes

Section 1 – Details of candidate and election

Please provide the details requested under this section.

You can find out the electorate on the last day for publication of the notice of election from your Electoral Registration Officer or Returning Officer. You will need this number to calculate your statutory maximum expenses limit.

Section 2 – Details of agent

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

Section 3 – Summary of spending and worksheets

We have provided separate worksheets at the end of the form for you to enter the details of the expenses under each category of spending and payment. There are 11 worksheets. When you have totalled up the amount under each category please enter it into the summary of spending in section 3.

Once you have entered all of your amounts into tables 3a 'Types of payments' and 3b 'Categories of spending' the two tables should add up to the same amounts. If they do not give you the same figure for total election spending then you have made a mistake entering the information and you should double-check the information you are providing and your calculations.



You should print off as many copies of each worksheet as you need to complete your return.



For more information on election expenses, see our 'guidance for candidates and agents: 2010 UK Parliamentary general election in Great Britain' which is available from the website

www.electoralcommission.org.uk

The categories for spending allocation are:

A. Advertising – this includes advertising of any nature (e.g. posters or advertisements in newspapers) and includes agency fees, design costs and any costs in connection with preparing, producing and distributing or anything incorporating advertising.

B. Unsolicited material to electors – this includes unsolicited material addressed to electors (whether addressed or for delivery to all electors in the area) including design costs and all other costs in connection with preparing, producing and distributing such material (including the cost of postage, but excluding any entitlement to send an election address post free).

C. Transport – transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

D. Public meetings – this includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

E. Agent and other staff costs – includes payment for services of an election agent, or anyone else, paid in connection with the candidate's election. This includes staff working on the candidate's campaign who are paid by the candidate's party.

F. Accommodation and administration – includes the general costs of campaign office rental and utilities.

Note: there are separate worksheets for each category of spending.

Each item of spending should be allocated to one category only. Some items will be categorised easily, but others may appear to fit more than one purpose. In these cases you must judge where to put the item. Generally, items should be placed under the purpose they naturally fall into, e.g. the transport costs of the candidate should be included under transport even if the transport is in connection with participation at a public meeting.

For every item of spending, please give details of the:

- item number – the item number for the first payment reported should be '1' and then items should be numbered consecutively. Item numbers should be unique because they are needed to cross-reference with other sections of the form and with supporting invoices/receipts
- use 'yes'/'no' to indicate whether an invoice or receipt 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. This should include nil payments where applicable.
- use 'yes'/'no' to indicate whether the item is either a disputed claim or an unpaid claim. You will need to provide additional information on items that are disputed or unpaid

Please remember to indicate when you are entering a nil payment.

Unpaid claims – Use the unpaid claims worksheet to tell us more about claims that remain unpaid on the day you submit the form.

Please ensure 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.

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

Section 4 – Statement of all personal expenses incurred and worksheet

Please provide details of the reasonable travel and living expenses of the candidate for the purposes of and in relation to the election. These details include:

- the item/ service
- the amount
- the date the expense was incurred
- the date the receipt was received
- the date the expense was paid

Personal expenses do not count against the candidate's limit so any items reported in this section should not be included under Section 3 above.

Section 5 – Donations and the worksheets for donations reporting

Please record the total amount of money provided by the candidate to meet their election expenses.

You should record the total value of all donations received that were £50 or less in cash value in the box provided. You do not need to tell us any more information about these donations.

Permissible donations – use this worksheet to tell us about any donations from permissible sources that are more than £50.

For each donation accepted by or on behalf of the candidate please provide the following details:

- the full name of the donor – if a registered company please include the company registration number
- the address, or registered address, of the donor as appropriate
- the status of the donor
- the date you received the donation
- the date 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, services or discounted office space)

If the donation came from a trust please attach a separate sheet.

If the trust was created before 27 July 1999, and provided no property has been transferred into it since that date and the terms have not been varied, please provide

- the date the trust was created
- the full name of the person who created the trust
- the full name of every other person that transferred property to the trust before 27 July 1999

If other transfers have been made into the trust by a permissible donor then the details for a pre-1999 trust should be provided (as above) and the details of others who have transferred property to the trust (including by bequest) should also be provided.

If a company was the creator of the trust or a donor to the trust you should also provide the company registration number.

Impermissible donations – use the impermissible donations worksheet to tell us about any donations you have decided not to accept.

For each unidentifiable donation or impermissible donation received by or on behalf of the candidate, please 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, services or discounted office space)
- the date when and manner in which you returned the donation

Return of candidate's election expenditure (short campaign): UK Parliamentary general election

Section 1 Details of candidate and election

Constituency

Electorate Statutory maximum spending limit £

Date of election Date election result declared

Candidate name

Registered party

Date you became a candidate

Section 2 Details of agent

Election agent's name

Date election agent appointed

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

Signature of agent _____

Date

Submit this return to the appropriate returning officer within 35 days of the day the election result is declared.

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

Within 7 working days of submitting this return, the candidate must also submit a signed declaration verifying this return

Section 3 Summary of spending

Section 3a Types of payment

Manner of payment	£.pp
Unpaid claims	
Disputed claims	
Value of notional expenditure	
Payments made	
Total election spending	£

Section 3b Categories of spending

Purpose	£.pp
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total election spending	£

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

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

Please tell us about any amount of money provided by the candidate to meet election expenditure - if no money has been provided enter 0 (zero)

Total value

Enter the total value of all donations worth up to the cash value of £50.00. No further details are required about these donations

Total value

Total value of donations worth more than £50.00

Total value

Total donations accepted

This amount should be greater than or equal to total spending - see 3a and 3b

Total impermissible donations rejected

B Unsolicited material to electors								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/ receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

E Agent and other staff costs								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/ receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

Donations						
Donor name	Address	Status	Received	Accepted	Value £	Nature
TOTAL						



Definitions box

How the law defines the legal terms used in this note:

Candidate at a UK Parliamentary general election

Where the person has previously been declared (whether by themselves or by someone else) to be a candidate at the relevant election, they become a candidate on the date of the dissolution of Parliament.

Where the person was not previously declared a candidate, they become a candidate on the date on which they are declared to be a candidate, or the date on which they are nominated (whichever is the earlier).

Election agent

The election agent is the person in law responsible for the proper management of the candidate's election campaign. The election agent is responsible for the financial aspects of the election.

(Acting) Returning Officer

This is the person responsible for the administration of the election in your constituency.

Election expenses

Expenses incurred on or behalf of a candidate at a particular election.

Statutory maximum spending limits

Spending limits on the total amount that a candidate can spend on campaigning in the run-up to the general election. There are two separate periods during which limits apply: we call them the long campaign and the short campaign.

Please refer to 'Guidance for candidates and agents: the 2010 UK Parliamentary general elections in Great Britain' which is available from www.electoralcommission.org.uk for the method of calculating the spending limits for these periods.

Long campaign

Period beginning on the 1 January 2010 that ends on the date that Parliament is dissolved, or you formally become a candidate.

Short campaign

Period beginning on the day you formally become a candidate that ends with the date of the poll.

Where can I get further advice?

If you have any questions about candidates' election expenses please contact us for further advice.

You can get further advice from:

Party and Election Finance
The Electoral Commission
Trevelyan House
Great Peter Street
London SW1P 2HW

Tel: 020 7271 0616
Fax: 020 7271 0505
Email: pef@electoralcommission.org.uk
Web: www.electoralcommission.org.uk

Or

The Electoral Commission
Scotland Office
38 Thistle Street
Edinburgh EH2 1EN

Tel: 0131 225 0200
Fax: 0131 225 0205
Email: infoscotland@electoralcommission.org.uk

The Electoral Commission
Wales Office
Caradog House
1–6 Saint Andrews Place
Cardiff CF10 3BE

Tel: 029 2034 6800
Fax: 029 2034 6805
Email: infowales@electoralcommission.org.uk

The Electoral Commission
Northern Ireland Office
Seatem House
28-32 Alfred Street
Belfast BT2 8EN

Tel: 028 9089 4020
Fax: 028 9089 4026
Email: infonorthernireland@electoralcommission.org.uk