

Situations and procedures

UK Parliamentary general election: pre-poll reporting for non-party campaigners

This document is for registered non-party campaigners who want to know how to report donations before the poll for a UK Parliamentary general election

Forms you might need:

PEF Online
TP6 (i) / TP6 (ii)

Contents:

[What is pre-poll reporting](#)

[Pre-poll reporting timetable](#)

[Which donations must be reported](#)

[Reporting after the election](#)

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

Tel: 020 7271 0500

Email: publications@electoralcommission.org.uk

Terms and expressions we use

We use '**must**' when we refer to a specific legal or regulatory requirement. We use '**should**' for items we consider to be minimum good practice, but which are not legal requirements.

You do not have to follow this guidance, but if you do, you will normally be doing enough to comply with the law.

Our approach to enforcement

The Commission regulates political funding and spending. We are committed to providing those we regulate with a clear understanding of their regulatory obligations through our guidance documents and advice service. If you are unsure of how any of the rules apply to you, please call us for advice. We are happy to help, so please get in touch.

We use advice and guidance proactively in order to secure compliance. And we take enforcement action, using our investigatory powers and sanctions, where it is necessary and proportionate to do so in order to meet our enforcement aims and objectives. If you do not comply with legal requirements you or your organisation may be subject to civil or criminal sanctions. You can find more information about the Commission's approach to enforcement at

www.electoralcommission.org.uk/party-finance/enforcement

Pre-poll reporting for non-party campaigners

Who this document is for:

Registered non-party campaigners who want to understand how they must report certain donations before the poll in the run-up to a UK Parliamentary general election.

This covers:

- What is pre-poll reporting
- Pre-poll reporting timetable
- Which donations must be reported
- Reporting after the election

Related documents:

- [Introduction for non-party campaigners](#)
- [Overview of regulated non-party campaigning](#)
- [Overview of donations for non-party campaigners](#)
- [Permissibility for non-party campaigners](#)
- [Managing non-party campaign spending](#)

Forms:

- [TP6 \(ii\) – Weekly pre-poll report](#)
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Summary

Donations to registered non-party campaigners at elections are regulated under the Political Parties, Elections and Referendums Act 2000 (PPERA).

Registered non-party campaigners must report certain donations to the Electoral Commission on a regular basis before the poll for a UK Parliamentary general election.

This guidance explains what you must report and the dates by which you need to do this.

The information you record and report now will also help you complete your campaign spending return after the election.

Introduction

Once you have registered as a non-party campaigner, you must comply with the rules on donations and spending. These rules apply in the run-up to certain elections.

You must report donations to us after **each** election where these rules apply, as part of your spending return. We publish these reports on our website.

However, if you are campaigning in the run-up to a UK Parliamentary general election, you must also report donations you receive over a certain value to us **before** the date of the poll. This is called 'pre-poll reporting'.

This guidance concerns pre-poll reporting only. For more information on your reporting obligations after the poll, please see our guidance [Managing non-party campaign spending](#).

For more information about donations see [Overview of Donations to non-party campaigners](#).

Campaigners that are also registered political parties (unless they are 'minor parties') do not need to submit pre-poll reports.

This is because they already report any donations made to their campaign. For more information, see:

- [Managing donations to political parties](#)

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What is pre-poll reporting?

In the run-up to a UK Parliamentary general election, if you have registered with us as a non-party campaigner, you must report to us all donations that you receive over a certain value after Parliament has been dissolved (see page 8 for details of which donations you must report).



If you register with us after the start of the regulated period, you must report pre-poll donations to us from that point onwards.

You do not have to submit a report if you do not receive any reportable donations (see page 8) during that period.

What is a donation?

A donation is money, goods, property or services which is given:

- towards your campaign spending
- without charge or on non-commercial terms

and has a value of over £500. Under PPERA, anything with a value of £500 or less is not a donation.

Some examples of donations include:

- a gift of money or other property
- sponsorship of an event or publication
- subscription or affiliation payments
- free or specially discounted use of property, or facilities, for example the free use of an office

For more information on donations, see this document:

- [Overview of donations for non-party campaigners](#)

What type of donations do the rules cover?

The rules cover all donations that are given towards your regulated campaign spending.

The rules do not cover:

- money that you receive towards spending that is not regulated. For example, leaflets that you produce and use before the regulated period begins.
- money given for unregulated campaign activity

How do you decide if you can accept a donation?

When you receive any donation of more than £500, you must immediately make sure that you know who the donor is and start checking their permissibility.

When you receive a donation, you have 30 days to decide whether to accept or refuse the donation.

You 'accept' a donation once you have completed all the permissibility checks and you are satisfied that the donation is from a permissible source, or if you don't return the donation by the end of the 30-day period.

When do you 'receive' a donation?

You usually 'receive' a donation on the day you take ownership of it. For example:

- if you are given free leaflets, you receive the donation when the leaflets are handed over to you
 - if you are given a cheque, you receive the donation on the date that the cheque clears
 - if a donation is transferred directly into your bank account, you receive the donation on the date that it is received into your account.
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For more information on donations, see [Overview of donations to non-party campaigners.](#)

Pre-poll reporting

Between the dissolution of Parliament on 3 May 2017 and polling day on 8 June 2017, you must submit weekly reports of donations that you have received over a certain value.

You must report donations you have received even if you have not yet accepted them – you may receive a donation but subsequently refuse it if, for example, it does not come from a permissible donor.

Dissolution is the official term for the end of a UK Parliament. When the UK Parliament is dissolved, every seat in the House of Commons becomes vacant.

The table below sets out the reporting periods and deadline dates the weekly pre-poll reports must be received by us for the 2017 election.

Reporting period	Deadline for pre-poll report
3 May 2017 – 9 May 2017	16 May 2017
10 May 2017 – 16 May 2017	23 May 2017
17 May 2017 – 23 May 2017	30 May 2017
24 May 2017 – 30 May 2017	6 June 2017
31 May 2017 – 6 June 2017	13 June 2017
7 June 2017 – 8 June 2017 (shorter than 7 days)	15 June 2017

Which donations do you need to report?

Your weekly donations reports must show **all** donations over a certain value you have **received**, even if you do not **accept** them (it does not matter if you return them before or after you submit your pre-poll report).

Donation	Reporting requirements
Money, goods, property or services from a single source of £500 or less	No reporting requirements
Donations you receive from a single source that add up to over £7,500	Record and report the required details in the weekly return

For each reportable donation, you must provide the following details in your weekly pre-poll reports:

- the donor's full name and address
- the amount (for a cash donation) or nature and value (for a non-cash donation)
- the date on which you received the donation

If you receive a donation from any of the sources below, there are particular requirements concerning addresses and certain other information that must be provided your weekly reports. Please contact us for further information in these cases:

- Bequests
- Donations from Gibraltar electors
- Donations from those with an anonymous entry in an electoral register
- Payments from public funds
- Donations from trusts

For more information about handling donations, see these documents:

- [Overview of donations for non-party campaigners](#)
- [Permissibility for non-party campaigners](#)

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You can submit your pre-poll reports [online](#) or by completing and returning the [Pre-poll donation report](#).

Who is responsible for submitting pre-poll reports?

The responsible person must make sure that the registered campaigner complies with the rules and submits the pre-poll reports on time. The responsible person must make a declaration in respect of each report to say that the reports are complete and correct.

Campaigners that are organisations other than registered parties (except minor parties) must register a 'responsible person' when they register with us. For individual campaigners, the individual is automatically the responsible person. For registered parties that aren't minor parties, the treasurer is automatically the responsible person.

For more information on the role and responsibilities of a responsible person please see our guidance [Overview of non-party campaigns](#).

Reporting after the election

Even if you have reported donations in your pre-poll reports, you must also include them in your spending return after the election (together with your regulated campaign spending).

Important

It is a criminal offence to make a false declaration knowingly or recklessly.

For more information on what you must report after the election, see this document:

- [Managing campaign spending](#)

How we can help

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 one of the phone numbers or email addresses below. We are here to help, so please get in touch.

Call us on:

- England: 0333 103 1928
pef@electoralcommission.org.uk
- Scotland: 0333 103 1928
infoscotland@electoralcommission.org.uk
- Wales: 0333 103 1929
infowales@electoralcommission.org.uk
- Northern Ireland: 0333 103 1928
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Visit us at www.electoralcommission.org.uk

We welcome feedback on our guidance – just email us at:
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