

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](mailto: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.

Wherever possible, we use advice and guidance proactively in order to secure compliance. And we regulate in a way that is effective, proportionate and fair.

If you do not comply with legal or regulatory 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](http://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 \(i\) – Quarterly pre-poll report](#)
  - [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](#)

# 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 during the regulated period (see page 10 for details of which donations you must report). If you register with us after the regulated period, you must report donations to us from that point onwards.

You must make these reports on a quarterly basis from the start of the regulated period until 30 March 2015; from that date on you must make weekly reports. You can find the details on page 7. You do not have to submit a report if you do not receive any reportable donations (see page 10) 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

### What type of donations do the rules cover?

The rules cover all donations that are given towards your regulated campaign spending even if you receive them before the start of the regulated period.



You must also report donations you receive for the purpose of your campaign spending before the regulated period begins or after the regulated period has begun but before you become a registered campaigner in your campaign spending return after the election.

For more information on donations, see this document:

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

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 you check your bank record or are notified of its receipt by the bank, whichever is earlier

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

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## The two stages of pre-poll reporting

The regulated period for non-party campaigners starts on 19 September 2014 and will end on 7 May 2015.

### **Start of the regulated period until the dissolution of Parliament: quarterly pre-reporting of donations**

During this time period, you must report certain donations you have received and accepted or returned every three months.

### **Dissolution of Parliament until polling day: weekly pre-reporting of donations**

During this time period, 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.

### **When will be Parliament dissolved before the 2015 UK parliamentary general election?**

Following the Fixed-term Parliaments Act 2011, Parliament will usually be dissolved 25 working days before polling day.

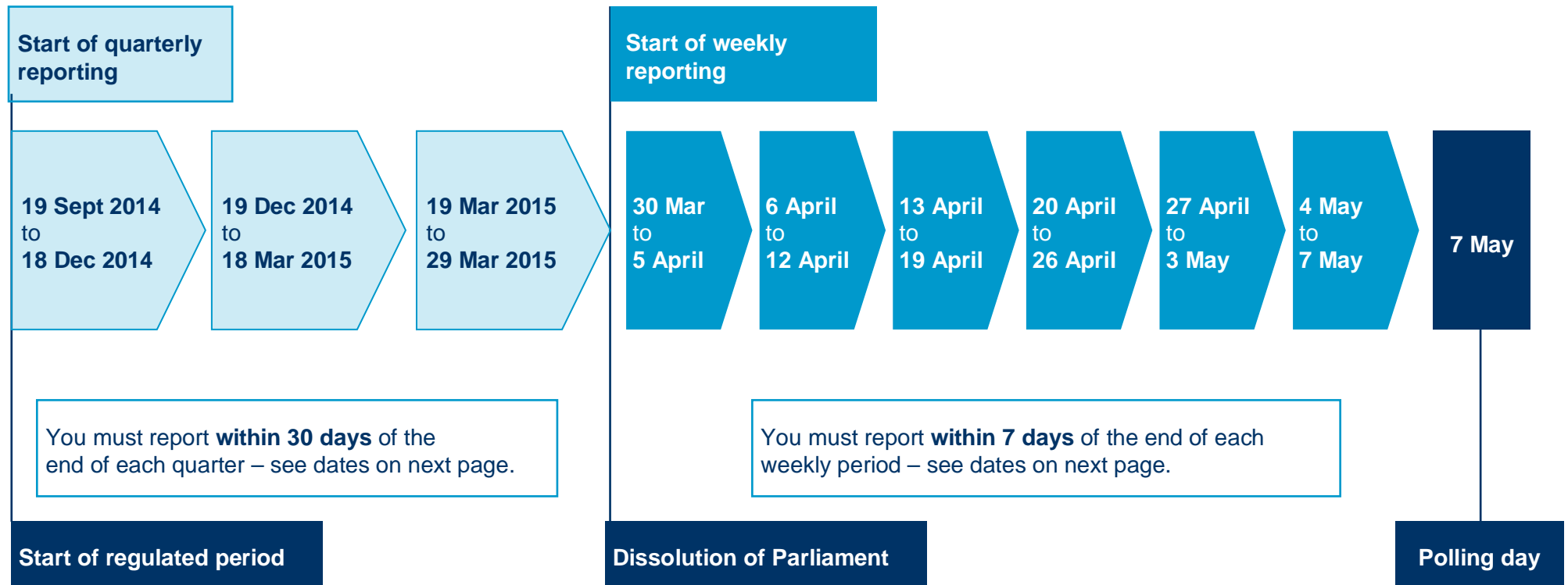
If the UK Parliamentary general election is held, as expected, on 7 May 2015, Parliament is scheduled to be dissolved on Monday 30 March 2015. Further information on the timetable for the UK Parliamentary general election in 2015 can be found on the Parliament [website](#).

**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.



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## Pre-poll reporting timetable for the UK Parliamentary general election 2015



## Start of the regulated period until dissolution of Parliament: quarterly pre-poll reporting

The regulated period for the 2015 UK Parliamentary general election will start on 19 September 2014. The first quarterly reporting period starts on that date.

You must submit a return to us every three months after that, covering the period up to the dissolution of Parliament.

The table below sets out the reporting periods and deadline dates the quarterly pre-poll reports must be received by us for the 2015 election.

Reporting period	Deadline for pre-poll report
19 September 2014 – 18 December 2014	17 January 2015
19 December 2014 – 18 March 2015	17 April 2015
19 March 2015 – 29 March 2015 (shorter than 3 months)	28 April 2015

You may be liable for a penalty if you don't submit either your quarterly or weekly reports on time.

These dates assume that Parliament will be dissolved on 30 March 2015. We will revise this guidance if an early election is called or there is a different date for dissolution of Parliament.

The reporting periods will be different at future general elections because the regulated period will run for 365 days. We will publish updated guidance for future UK Parliamentary general elections.

## Dissolution until polling day: weekly pre-poll reporting

Once Parliament has been dissolved, you must start reporting donations received every week.

The table below sets out the reporting periods and deadline dates the weekly pre-poll reports must be received by us for the 2015 election.

<b>Reporting period</b>	<b>Deadline for pre-poll report</b>
30 March 2015 – 5 April 2015	12 April 2015
6 April 2015 – 12 April 2015	19 April 2015
13 April 2015 – 19 April 2015	26 April 2015
20 April 2015 – 26 April 2015	3 May 2015
27 April 2015 – 3 May 2015	10 May 2015
4 May 2015 – 7 May 2015 (shorter than 7 days)	14 May 2015

These dates assume that Parliament will be dissolved on 30 March 2015. We will revise this guidance if an early election is called or there is a different date for dissolution of Parliament.

# Which donations do you need to report?

## Quarterly pre-poll reports of donations

Your quarterly reports must provide details of certain donations, and the total value of other donations, **accepted** or **returned** during the relevant period.

Donation	Reporting requirements
Money, goods, property or services from a single source, worth £500 or less	No reporting requirements
A donation from a single source of over £500	<p>Keep a record.</p> <p>If you receive further donations from the same source, check if the aggregated amount exceeds the reporting threshold below.</p> <p>Otherwise, add together with other donations over £500 from other one-off donors and report as a lump sum. You do not need to provide any other information about these donations (such as the details for each donor).</p>
A donation or aggregate of donations that you have accepted from a single source that add up to over £7,500	<p>Record and report the required details in the quarter in which donation was accepted.</p> <p>Aggregated donations must be reported in the quarter</p>

	when the aggregation exceeds the reporting threshold.
A donation or aggregate of donations that you have accepted that add up to over £1,500 which come from a source that you have previously reported to us	Keep a record and report the required details in the quarter in which donation was accepted.  Aggregated donations must be reported in the quarter when the aggregation exceeds the reporting threshold.
Donations returned because the donor was unidentifiable or they came from an impermissible source	Keep a record and report the required details in the quarter in which returned

## Weekly pre-poll reports of donations

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

## What do you need to report?

### Quarterly reports - donations you have accepted

For each reportable donation, you must provide the following details in your quarterly reports:

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- the donor's full name and address
- if the donor is a company, their registered company number
- the amount (for a cash donation) or nature and value (for a non-cash donation)
- the date on which you received the donation
- the date on which you accepted the donation

You must report the donor's address as it is shown on the relevant statutory register. If the donor is an overseas elector, you must report their home address as well as checking that they are on a UK electoral register. This is because no address will appear on the electoral register.

If the donor is an unincorporated association, you must report the main office address. There is no register of unincorporated associations from which you must take the address.

## Quarterly reports - donations you have returned

If you receive a donation from an impermissible source, you must return it and report the following details:

- The amount (for a cash donation) or nature of the donation and its value (for a non-cash donation)
- If you could not establish the donor's identity, details of how you received
- If you have established the donor's identity, but the donor was not permissible at the relevant time, the donor's name and address
- The date you received the donation
- The date you returned the donation
- The action you took to return the donation (for example, the person or institution you returned it to)

## Weekly reports - donations you have received

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



For more information about handling donations, see these documents:

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

For both weekly and quarterly reports, 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 in either your quarterly or 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

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](#).

### Important

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

# 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).

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: 020 7271 0616  
[pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)
- Scotland: 0131 225 0200  
[infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)
- Wales: 029 2034 6800  
[infowales@electoralcommission.org.uk](mailto:infowales@electoralcommission.org.uk)
- Northern Ireland: 028 9089 4020  
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Visit us at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

We welcome feedback on our guidance – just email us at: [pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)

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