

Return of candidate spending for Greater London Authority Elections: London Assembly Members Party List (Forms A and B)

Who these forms are for:

These forms are for the election agent and candidates on a political party list contesting the Greater London Authority elections.

These forms are 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.

You must separately report:

- campaign spending and donations that relate to two or more candidates on the party list (using Form A); and
- campaign spending and donations that relate to individual candidates on the party list (using Form B).



Important

Form A should be used for reporting summary information about your campaign spending and a breakdown of spending and donations that relates to two or more candidates on the party list.

Form B should be used for reporting information about campaign spending, donations and personal expenses that relate to individual candidates on the party list.

The regulated period begins on the **day after the date** the agent for the party list submits the list to the Greater London Returning Officer, and ends on polling day.

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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.

Before completing the form, you should read our guidance for candidates and agents which is available on our website:

[GLA Candidates and Agents Part 3 Spending and donations](#)

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 each spending form included in the return, the candidate's declarations and the agent's declaration.

You can choose anything as your identification mark. Whatever you choose, it is important to remember to use the **same** identification mark on all of the forms in your return.

Form A: Section 1 – Details of candidates and election

Please provide the details requested in this section. You must give the names of all candidates on the party list and the name of the election agent.

The maximum spending limit is **£330,000**. This is a single limit for the whole party list and this includes the total amount of campaign spending in relation to any or all candidates on the list, and any spending promoting the party generally at the GLA elections.

Form A: Section 2 – Summary of all election spending

Please provide the total amount of campaign spending in relation to two or more candidates on the party list you have reported. This should be the same as the total amount of spending given in the tables in Section 3a and 3b of Form A.

Please provide the total amount of campaign spending you have reported in relation to individual candidates on the party list. This should equal the total amount of spending you have reported in each copy of Form B you have submitted.

Please provide the total amount of **all** campaign spending you have reported by adding together the sums reported in section 2a and 2b.

Form A: Section 3a and 3b – Summary of spending in respect of two or more candidates and the spending breakdown worksheets

You must provide a statement of each item of campaign spending you have used in relation to two or more candidates on the party list on the spending breakdown worksheet. More detailed information about the spending categories is available in our [guidance for candidates and agents](#).

When you have listed all of your campaign spending in relation to two or more candidates on the spending breakdown worksheet, please complete the tables in Section 3a and 3b, summarising your spending by type of payment and spending category.

If you have no spending to report for a particular category or type of payment, you should enter 0 (zero) for in the relevant fields of the summary table in Section 3a and 3b of Form A.

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If you are completing the Microsoft Excel version of this form, you can insert as many rows as you require on the spending breakdown worksheet to record each item of campaign spending.

How to complete the spending breakdown worksheet

For every item of spending relating to two or more candidates on the party list that you report on the spending breakdown worksheet, 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
- 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.
- The value of the item of campaign spending, including notional spending with a value of more than £50
- 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.

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

Other Authorised Spending Worksheet

Under the Representation of the People Act 1983 individuals and organisations may incur spending up to a permitted sum to promote the party list (or criticise other candidates contesting the election). The permitted sum is £50 plus 0.5p per elector in the Greater London Authority electoral area. We have produced a [factsheet](#) which contains examples of how the permitted sums are calculated.

The election agent must authorise any spending above this amount in writing and report the details using this worksheet. Any spending above these amounts which is authorised by the election agent will count towards your spending limit for the party list.

Each item of campaign spending that you have authorised and reported in this section of the form must also be reported on the spending breakdown 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 relating to campaign spending in respect of two or more candidates on the party list that remain unpaid on the day you submit your return. Please ensure that you use the same item number to cross-reference the two entries in the different worksheets. You must 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 report the details of claims relating to campaign spending in respect of two or more candidates that are disputed. Please ensure you use the same item number to cross-reference the two entries in the different worksheets. You should provide information about the nature of the dispute and any action that you are taking.

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](#)

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

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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 section 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.

Form A: Section 4 – Donations and the worksheets for permissible and impermissible donations

Completing the Permissible Donations worksheet:

Use this worksheet to report the details of any donations from permissible sources you have accepted towards campaign spending relating to two or more candidates on the party list with a value of more than £50. For each donation accepted, 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 that you received the donation
- the date that 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 or services)

You should also give the type of permissible source you have accepted the donation from (for example a company, trade union or political party)

Completing the Impermissible Donations worksheet:

Use this worksheet to report the details of any donations from impermissible sources that were given in relation to two or more candidates on the party list that you have not accepted.

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
- if the donation was given anonymously, the manner in which the donation was made
- 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

Form B: Section 1 – Details of individual candidate

Form B should be used for reporting information about campaign spending, donations and personal expenses that relate to individual candidates on the party list.

You must use Form B to report:

- spending you have incurred on items or services used during the regulated period in respect of an individual candidate on the party list
- donations received in relation to an individual candidate towards that campaign spending
- personal expenses incurred by individual candidates on the party list

You should complete as many copies of Form B as you require for each individual candidate on the party list that you have spending, donations and personal expenses to report on.



For each copy of Form B you complete, please enter the name of the candidate and the candidate number (based on the order in which they appear on the party list).

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Form B: Section 2a and 2b – Summary of spending in respect of individual candidates and the spending breakdown worksheets

If you have incurred campaign spending in relation to an individual candidate on the party list, you must provide a statement of each item of campaign spending that relates to that candidate on the spending breakdown worksheet. You must also provide information about unpaid and disputed claims relating to campaign spending for individual candidates.

Further information about the details you must report is available on [pages 4-5](#) of these explanatory notes. More detailed information about the spending categories is available on page 10 of our [guidance for candidates and agents](#).

When you have listed all of your campaign spending in relation to a particular candidate on the spending breakdown worksheet, please complete the tables in Section 2a and 2b of Form B, summarising the spending by type of payment and spending category.

If you have no spending to report for a particular category or type of payment, you should enter 0 (zero) for in the relevant fields of the summary table in Section 2a and 2b of Form B.

Form B: Section 3 – Personal Expenses

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Candidates standing on a party list at the Greater London Authority elections can pay for up to £900 in personal expenses.

Personal expenses do not count against the spending limit and they should not duplicate anything already declared as election spending under Section 2 of Form B.

For each individual candidate that has incurred personal expenses, use the personal expenses worksheet to provide the requested details. When you have completed the worksheet, enter the total amount of personal expenses in Section 3 of Form B.

Form B: Section 4 – Donations to individual candidates

Use the ‘permissible donations’ and ‘impermissible donations’ worksheets to record donations given to meet the costs of campaign spending in respect of an individual candidate. You must:

- use the permissible donations worksheet to report information about donations of more than £50 to the candidate that have been **accepted**
- use the impermissible donations worksheet to report information about donations of more than £50 to the candidate that have **not been accepted**

Further information about the details you must report for each donation is available on [pages 6-7](#) of these explanatory notes.

When you have completed the worksheets, please give the total amount of permissible donations accepted and impermissible donations not accepted by the individual candidate in Section 8 of Form B.

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Submitting your return

You must submit your return to the Greater London Returning Officer within 70 calendar days after the declaration of the election result. Your completed spending return must include:

- a completed Form A, providing a summary of your campaign spending and donations. This must also include all of the spending and donation breakdown worksheets you have completed;
- all copies of Form B that you have completed in relation to individual candidates on the party list
- a [declaration](#) signed by the election agent for the party list verifying the return

Within seven working days of the spending return being submitted, each candidate on the party list must submit a signed [declaration](#) to the Greater London Authority Returning Officer.

If any of the candidates is outside the UK when the declaration is due, their deadline is extended to 14 days after they come back.



Important

If the deadline for submitting the return falls on a weekend or bank holiday, the deadline is extended until the next 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 0333 103 1928

Email us at: pef@electoralcommission.org.uk

Or you can visit us at: www.electoralcommission.org.uk

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