

## Statement of accounts for a registered non-party campaigner

### Explanatory notes on completing a statement of accounts for non-party campaigners

You can complete and submit your spending return online by using [PEF Online](#), our online submission system. This is convenient as you can review your accounts at any time before submitting them and there is [a “how to guide” to help you complete your statement of accounts](#) if you need it. You must have a PEF Online user account to do this.

Alternatively, you can still submit your accounts to us by post.

These notes explain how to complete the [template statement of accounts](#). Guidance on whether you need to complete a statement of accounts can be found [here](#).

If a non-party campaigner's regulated campaign spending during the regulated period (19 September 2014-7 May 2015) is £250k or below, a statement of accounts must be submitted by 7 February 2016.

If a non-party campaigner's regulated campaign spending during the regulated period (19 September 2014-7 May 2015) is over £250k a statement of accounts must be submitted by 7 May 2016.

Your accounts may need to be audited and accompanied by an auditor's report. Further information on this is in our guidance for non-party campaigners, which can be found [here](#).

In the [statement of accounts template](#) there are certain sections which you **must** complete to comply with the law. There are other sections which you may wish to complete, but you are not required to do so.

The sections which you must complete are marked with an asterisk (\*) and are in bold and . Your statement of accounts must contain your organisation's:

- total income
- total expenditure
- total assets
- total liabilities

You may wish to provide more information than this; if this is the case you may amend our template to include this information.

You are not required to use this template, however If you complete the sections on the template which are marked with an asterisk \*, you will normally be doing enough to comply with the law.

## Accounting methods

You can use either cash accounting or accruals accounting.

The main difference between the two methods is that:

- under **cash accounting**, you record all receipts and expenditure payments arising during the period.
- under **accruals accounting**, you record these transactions in the period when the benefit is received rather than when payment is made. You will also need to account for changes in amounts payable or receivable during the period.

We have some guidance on cash and accruals accounting available on our [statement of accounts guidance page](#). If you need further information on keeping accounts you should seek specialist advice.

## Declaration

Your statement of accounts must contain a declaration which has been signed by the responsible person. The relevant declaration is at the bottom of the statement of accounts template.

## Notes to accounts

You may wish to add notes to the accounts; we have not created a template for this. Accounting notes are brief descriptions of entries, giving explanations on how each 'total' was reached. These are usually extracts from your records in the form of a financial table. They can also show how a calculation was made, or give a narrative explanation of the entry.

If you do them first, you can use them to work out the final total, and then transfer that total into your accounts.

Notes make your financial records both transparent and easier to understand.

## How to complete the template

### 1. Administrative information

#### Registered address

This should be the address that you provided upon registration as appears on your profile on PEF Online.

#### Responsible person

This should be the name of the responsible person for the purposes of the Political Parties Elections and Referendums Act 2000

### 2. Financial activities

#### Income overview

You may wish to enter a summary or narrative of your income during the regulated period.

#### Expenditure overview

You may wish to enter a summary or narrative of your expenditure during the regulated period

#### Statement of financial position (balance sheet) overview

You may wish to enter a summary or narrative of your assets and liabilities

### 3. Income and expenditure account

#### Income

In this section you **must** enter a figure for your total income during the regulated period, you may wish to break this down into categories of your choice (e.g. membership, donations, fundraising etc) and you may amend the template to do this.

#### Expenditure

In this section you **must** enter a figure for your total expenditure during the regulated period, you may wish to break this down into categories of your choice (e.g. office costs, staff costs, campaigning costs etc) and you may amend the template to do this.

#### Deficit/surplus for the period

This is your total income minus your total expenditure

#### 4. Statement of financial position (balance sheet)

In this section you **must** provide details of your total assets and liabilities as at 7 May 2015.

You may wish to provide additional information such as a breakdown of your fixed assets, current assets and liabilities.

##### **Fixed assets**

Fixed assets are items bought for long-term use by your organisation, for example, property, office equipment, furniture, plus investments such as stocks, shares and investment property.

Suggested categories which you could record under fixed assets are:

- property
- fixtures and fittings
- office equipment
- investment property
- other investments

##### **Current assets**

Current assets are assets used to fund the day-to-day operations and pay the on-going expenses of your organisation.

A current asset is an asset that can either be converted into cash or used to meet liabilities arising within a twelve month period. Typical current assets would include cash or cash equivalents but also any short-term investments or stocks and inventories. In addition you should include any money owed to you from customers or supporters (receivables) and any prepayments (where you have already paid for goods or services that you expect to receive in the accounting period).

Cash or cash equivalents include bank current and deposit accounts plus any petty cash.

##### **Total assets**

This is the sum of your current assets and your fixed assets and **must** be included in your statement of accounts.

##### **Liabilities**

Liabilities are things that you owe. Examples include loans, credit cards and money owed to suppliers.

You should include the total value of any outstanding loans owed by the organisation

## **Total liabilities**

This is the sum of your liabilities and **must** be included in your statement of accounts.

## **Total net assets/(liabilities)**

This is your total assets minus your total liabilities

## **Reserves**

Under standard cash accounting, there is no reserves section.

However, if you do wish to use a 'reserves' section, it should include the following:

- accumulated fund
- asset revaluations
- other funds

## **Declaration**

The statement of accounts **must** be signed by the responsible person registered with the Electoral Commission for the purposes of the Political Parties Elections and Referendums Act 2000

Non-party campaigners must nominate someone to act as the responsible person when making an application to register.

This person is responsible for making sure that the registered non-party campaigner follows the rules on spending, donations and reporting.