

Campaign expenditure return by a party on the Great Britain register

Guidance on form RP11 (GB)

All parties on the Great Britain register that contest elections to any of the institutions listed below¹ are required to submit a campaign expenditure return to The Electoral Commission:

- Parliament;
- European Parliament;
- Scottish Parliament;
- National Assembly for Wales.

Each party's campaign expenditure return must list **each** item of expenditure incurred by or on behalf of the party at the election in question. **Parties that contest an election but which do not incur campaign expenditure are required to submit a return to the Commission, indicating that no campaign expenditure was incurred.**

Campaign expenditure returns should be submitted within three months of the date of the election if expenditure was £250,000 or less, and within six months of the date of the election if expenditure was more than £250,000.

Political parties that do not contest an election but which incur expenditure in support of another party or candidate are required to adhere to controls on national and local third party expenditure. Guidance on third party spending is available on the Commission's website.

Further guidance

These notes provide information on completing the campaign expenditure return. General guidance on campaign expenditure can be found in the *Guidance for political parties: campaign expenditure* document, which is available on the Commission's website. Further information is available from:

Party and Election Finance
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
Tel: 020 7271 0616
Fax: 020 7271 0505
Email: pef@electoralcommission.org.uk
Web: www.electoralcommission.org.uk

¹ Parties that are registered as minor parties not registered to contest these elections and are therefore not required to submit expenditure returns.

Explanatory notes on completing form RP11 (GB)

Each note corresponds to a numbered section on form RP11 (GB).

Section A

A1 Details of registered party

Please enter the following details (these should also be entered at the top of each page of the return in the space provided):

- the party name;
- the regulated period covered by the return;
- the election to which the return relates e.g. parliamentary general election.

In addition, please insert the party reference number.

A2 Declaration and signature

The declaration must be signed by:

- the registered party campaigns officer if one has been appointed; or
- the registered party treasurer.

Please note that if a campaigns officer has been appointed, the campaigns officer is legally responsible for the party's campaign expenditure and **must** sign the declaration.

Important: It is an offence for a person to make a false declaration knowingly or recklessly, or to fail to submit a return by the relevant deadline.

A3 Audited return

Campaign expenditure returns detailing expenditure of more than £250,00 must be accompanied by a report by an independent auditor. Where applicable, the name and address of the auditor must be given.

Section B: Summary of expenditure

All figures should be rounded to the nearest pound.

B1 Types of payment

In respect of each of England, Scotland, Wales and the whole of Great Britain, please give details of:

- the total of payments made;
- the total of notional expenditure incurred;
- the total of unpaid claims;
- the total of disputed claims;
- the total expenditure incurred (i.e., the sum of all of the above).

B2 Constituencies/regions contested

Please specify the number of constituencies and/or regions contested in each part of Great Britain at the election to which the return relates, e.g., 27 (C) and 5 (R).

B3 Categories of expenditure (A-I)

In respect of each of England, Scotland, Wales and the whole of Great Britain, please give the total amount of expenditure incurred in each of the following categories of expenditure:

- party political broadcasts;
- advertising and publicity material;
- unsolicited material to electors;
- manifesto / party policy documents;
- market research / canvassing;
- media;
- transport;
- rallies and other events;
- overheads and general administration;
- the total expenditure incurred (i.e., the sum of all of the above).

Please note that the figure of total expenditure at B3 should be the same as the total expenditure figure given at B1 (i.e., the amounts in B3 should include any notional expenditure incurred, unpaid claims and disputed claims).

Section C: Payments made

In the following sections, please number each item of expenditure in the box provided. All figures should be rounded to the nearest pound.

C1 Actual payments

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at B3 in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Amount

Please insert the amount of expenditure incurred on each item.

Date expense incurred

Please insert the date on which the expenditure was incurred by or on behalf of the party.

Date of claim for payment

Please give the date of the claim for payment from the supplier (usually the date on the invoice).

Date claim paid

This is the date on which the invoice was paid. This will be the date shown on any receipt.

Supplier

Please give the full name and address of the supplier of the goods or services to which each item relates.

Invoice/receipt submitted

An invoice or receipt must be submitted for any item of expenditure of more than £200. Please indicate whether a document has been enclosed with the return.

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland and Wales (guidance on apportioning expenditure is available in *Guidance for political parties: campaign expenditure*).

C2 Notional expenditure

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at B3 in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Value

Please insert the value of the notional expenditure on goods or services provided. Information on how to calculate the value of notional expenditure can be found in the *Guidance for political parties: campaign expenditure*.

Nature of expenditure

Please provide a description of the goods and services for which the expenditure was incurred, e.g. hire of a delivery van for a period of three weeks.

Period/date expenditure incurred

Please insert the date or period when the expenditure was incurred.

Supplier

Please give the full name and address of the supplier of the goods or services to which each item relates.

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland and Wales (guidance on apportioning expenditure is available in *Guidance for political parties: campaign expenditure*).

Declaration if over £200

The campaigns officer or treasurer (or one of his deputies) must provide a declaration describing the services received and the amount of each item of notional expenditure with a value of more than £200. Please indicate whether each item has been included in the declaration at the back of the return.

Section D: Statement of unpaid claims

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at B3 in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Amount

Please insert the amount of the unpaid claim or invoice.

Date expense incurred

Please insert the date on which the expenditure was incurred by or on behalf of the party.

Date of invoice

Please insert the date shown on the invoice relating to the payment.

Supplier

Please give the full name and address of the supplier of the goods or services to which each item relates.

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland and Wales (guidance on apportioning expenditure is available in *Guidance for political parties: campaign expenditure*).

Comments

This section should be used for any additional information, such as the reason for not having paid the claim.

Section E: Statement of disputed claims

Category of expense

Please insert the appropriate category of expenditure using the letters shown at B3 in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Amount

Please insert the amount of the disputed claim or invoice.

Date of disputed claim

Please insert the date on which it is alleged that the expenditure was incurred by or on behalf of the party.

Date of invoice

Please insert the date shown on the invoice relating to the payment.

Supplier

Please give the full name and address of the supplier of the goods or services to which each item relates.

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland and Wales (guidance on apportioning expenditure is available in *Guidance for political parties: campaign expenditure*).

Comments

This section should be used for any additional information such as the grounds for the dispute between the party and the supplier.

Section F: Declaration of amount of notional expenditure

The party campaigns officer (or treasurer) or one of his deputies must submit a declaration of the amount of each item of notional expenditure exceeding £200. Section F (and continuation sheets if necessary) should be used for this purpose.

The details of each item of notional expenditure should be entered into the table at section F item, and the accompanying declaration must be signed.

Please return this form to:

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