

Return of candidate spending: UK Parliamentary general election (short campaign) GB

Explanatory notes

Before completing the form, you should read the accompanying explanatory notes and our guidance for candidates and agents which will help you complete the form. They are available on our website:

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/uk-parliamentary-general-election-great-britain>

If you would prefer to complete a paper version of the return, please download the PDF version from our website.

If you have any questions about candidate election spending, please contact us. We are here to help.

England: 0333 103 1928, pef@electoralcommission.org.uk

Wales: 0333 103 1929, infowales@electoralcommission.org.uk

Scotland: 0333 103 1928, infoscotland@electoralcommission.org.uk

Using Microsoft Excel to complete this form

1. Scroll through the worksheets

Use the arrows [◀ and ▶] in the bottom left hand corner of the screen to move through the tabs along the bottom of the screen. These notes are available on the first tab labelled 'Completing the form', and there are 12 worksheets to complete. The last worksheet is 'impermissible donations.'

2. Inserting a new row in the worksheets

Place the cursor in the white area of the table next to the numbers at the left hand side and above the final row of the table. Right click, and choose 'insert', and then 'entire row'. This will add one row to the table. You can repeat these steps to add as many rows as necessary.

3. Entering a nil payment

Please use 0 (zero) whenever you want to enter a nil payment.

Enter identification mark as on candidate's declaration

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Section 1 – Details of candidate and election

Constituency

Constituency type

Number of electors

Date you became a candidate

Date of election

Date election result declared

Candidate name

Registered party

Spending limit

Section 2 – Details of election agent

Agent's name

Date election agent appointed

I am the agent responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

Signature of agent _____

Date

Section 3 – Summary of spending

If you have information to report about candidate spending you should use the worksheets to set out the details for each item and enter the totals for the types of payment and categories of spending into tables 3a and 3b.

If you have nothing to report for a particular category you do not need to attach the worksheet, but you must enter zero or nil next to that category in tables 3a and 3b.

Tell us if you have completed and attached the following worksheets:

Advertising	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unsolicited material to electors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public meetings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Agent and other staff costs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Accommodation and administration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unpaid claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Disputed claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 3a Types of payment	
Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
Total	

Section 3b Categories of spending	
Purpose	£.pp/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
Total election spending	

Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims.

Section 4 – Statement of all personal expenses incurred

Please provide details of personal expenditure on the worksheet labelled 'Personal expenses'

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election. Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3

The total amount of personal expenses

£

Section 5 – Donations

Tell us if you have completed and attached the worksheets on:

Permissible donations Yes No

Impermissible donations Yes No

Total value of donations accepted £

Total value of donations rejected £

Total value of donations up to £50 (not including notional donations) £

Please tell us about any money provided by the candidate to meet election spending costs (optional) £

Submit this return to the appropriate Returning Officer within 35 days of the declaration of the result.

It must be accompanied by a separate declaration signed by the election agent verifying this return.

Within seven working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

A. Advertising											
Item No	Receipt/ Invoice (Y/N)	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount paid £	Notional value £	Disputed/ Unpaid?
Sub-totals											

C. Transport											
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made the payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount paid £	Notional value £	Disputed/ Unpaid?
Sub-totals											

D. Public meetings											
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made the payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount paid £	Notional value £	Disputed/ Unpaid?
Sub-totals											

E. Agent and other staff costs											
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who made the payment	Date expense incurred	Date receipt received	Date paid	Value £	Amount paid £	Notional value £	Disputed/ Unpaid?
Sub-totals:											

F. Accommodation and administration											
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Name of person who incurred the spending	Date expense incurred	Date receipt received	Date paid	Value £	Amount paid £	Notional value £	Disputed/ Unpaid?
								Sub-totals:			

Other Authorised Spending

Name of person authorised to incur spending	Amount £
Total:	

Unpaid claims					
Category	Item No	Item/Service	Name of court	Date of application	Amount £
TOTAL					

Disputed claims					
Category	Item No	Item/Service	Nature of dispute	Action	Amount £
TOTAL					

Permissible donations							
Donor name	Address	Company number (if required)	Type of donor	Date Received	Date Accepted	Nature	Value £
TOTAL							

