From: FOI
Sent: 20 March 2018 12:54
To: [redacted]
Subject: FOI 021/18 EU Referendum Claims Response

Our Ref: FOI 021/18

Dear [redacted]

Thank you for your email to the Electoral Commission dated **07 February 2018**.

The Commission aims to respond to requests for information promptly and regrets that on this occasion we have not done so.

Your request is in bold below followed by our response.

I would like to see copies of the claims submitted by the Counting Officers for North Lanarkshire, Highland, Central Bedfordshire, Medway and Doncaster in the 2016 EU Referendum, including forms A through L.

I would also like to see for these five claims all the annexes (A, B,C,D,E,F and G) submitted with Form G.

I would also like to see for the Form G annex F (Head G8 Equipment Costs) for these five claims, copies of any invoices submitted to support claims under Head G8 Equipment Costs (Form G, Annex F).

Our response is as follows:

We hold the information you have requested.

We have supplied the claims (in full) submitted by the Counting Officers for North Lanarkshire, Highland, Central Bedfordshire, Medway and Doncaster. Please note the claims include all annexes but we have also additionally extracted copies of Form G and provided these as separate documents for ease of reference.

Copies of invoices relating to claims under Head G8 Equipment Costs have also been supplied as follows:

- North Lanarkshire: no claim was made under G8 (no invoices)
- Highland: no claim was made under G8 (no invoices)
- Central Bedfordshire: invoice for Xpress Software Solutions included. Please note that this was not included on the original form but was added to the claim later by the Election Claims Unit (ECU) – processing the claims on our behalf – during their audit and was reimbursed
- Medway: invoices for Reliable Removals, Halarose and Spectrum Computer Supplies are included. Please note that the final settlement to Medway Council was less than the claim submitted

- Doncaster: voucher for DMBC Print Services and invoice for Versapak are included

Section 40(2) and (3)(a)(i) of the FOI Act

In the information we are releasing, we have redacted some of the information in the documents. Section 40(2) provides for an exemption where the information requested constitutes personal data as defined by the Data Protection Act 1998 (DPA), and where release of the information requested would breach one of the data protection principles. Some of the information contained in the requested information falls within the description of personal data as defined by section 1 of the DPA because the information relates directly to an identifiable living individual. Release of this information would breach the first data protection principle, which states the information must be processed fairly and lawfully. The individuals in this case are junior staff members and they would not reasonably expect their information to be released.

Please note that in the Highland Council claim, Polling Accommodation section we have also redacted a private residence address

To effect the redactions, we have had to pdf the spreadsheet, which you will note has affected the formatting. A clean copy of the claim form can be viewed on our website: https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/eu-referendum Please click to view resources for Fees and Charges and download 'Counting Officers' Expenses Claim Forms'

I trust that this information satisfies your request. The Commission strives to be an open, transparent authority, but in some circumstances we cannot responsibly release requested information, and we ask for your understanding in this regard.

If you are not satisfied with this response, please note that the Commission operates a review procedure, details of which can be found on the Commission website at: http://www.electoralcommission.org.uk/about-us/freedom-of-information-requests/how-do-I-make-an-foi-request

Please also note that if you have exhausted all internal Commission review procedures and you are still not satisfied you have the right to appeal to the Information Commissioner. Details of this procedure can be found on the ICO website: https://ico.org.uk/

Yours sincerely,

[redacted]

[redacted]
Information, Knowledge and Systems Manager
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ
FOI@electoralcommission.org.uk

electoralcommission.org.uk
yourvotematters.co.uk

Twitter | **Facebook** | **Blog**

Guidance on how to fill in these forms - Please read in full in conjunction with 'Counting Officers' Expenses Guidance Notes'

1. Introduction

These forms are a Microsoft Excel version of expenses claims Forms A to L (and associated annexes) for the Referendum on the UK's membership of the EU.
They allow Counting Officers to submit costs claims to ECU electronically via email. They also do much of the arithmetic to calculate totals automatically.
These forms are unlocked and not password protected. This is designed to give you greater flexibility to complete your claim to take into account local factors.

2. Forms structure

Forms A - L are included as separate pages of these forms.
There are also further separate pages containing the various annexes to each form.
Click on the tabs near the bottom of the screen to move between pages.

Please note that Forms A,B, C, and D are included within these forms, but signed copies of these must also be submitted to ECU separately in hardcopy. You will have already submitted form C in order for your advance to be paid.
Hard copies of original supporting documents (invoices, vouchers, etc.), or personally certified copies if originals are not available, must be submitted separately BY POST for claims falling under categories of light touch and full claims. Where a plain account is submitted all original vouchers must be retained by the RO for possible future inspection.
Scrutiny categories will be notified to Counting Officers by no later than the week after the poll - week commencing Monday 27 June 2016.

Regardless of which scrutiny category you are in, it is important to ensure all supporting evidence is retained if requested by the National Audit Office as part of their audit of Counting Officers expenses accounts.

3. How to enter information into these forms

Please only enter costs and other information in the cells of these forms which are coloured YELLOW.
Please do not enter any information into, or delete any information already within, any other cells of these forms. In particular:
DO NOT write any supplementary comments in blank spaces inside or alongside each form's page. Please enter all such information in the yellow additional information boxes or on the "Comments" page which is provided for this purpose.
DO NOT attempt to enter or delete any costs in the cells coloured ORANGE. The forms will automatically populate these cells for you, based on the costs entered in the yellow cells elsewhere.

The majority of the information for Forms F, G, H, I and J must be entered into the yellow cells of their Annexes. The Annexes ask you to enter costs information for individual employees, polling stations, suppliers, etc. Please note that:

* You can only enter costs and other information in the cells coloured yellow.
* Because the forms calculate on depreciation these cells MUST be populated.
* You do not need to enter data in all **rows** of the Annex tables. Fill only the number of rows that are applicable, leaving all other rows blank.
* The orange cells at the top of each Annex table automatically calculate column totals for you. The forms will also automatically place these totals into the appropriate head total cell of the corresponding main Form. The forms will also place the total costs recorded on Forms E, F, G, H, I and J into Form A. You do not need to do any of this manually yourself.
* If you need to add any extra rows to any of the Annex tables, please carry out the following steps: (1.) Click on the bottom left yellow cell of the relevant table; (2.) Click on the Insert drop down menu (3.) Select Rows. Repeat this process for each extra row you wish to add.

4. How to return the forms

Before you return the forms, please ensure you go to the "CHECKS" page. This will list where there are any heads items which are currently recorded as incurring £0 cost. Please ensure that all items currently recorded as such definitely did incur zero expenditure. Please revisit the appropriate pages of this forms if any of these items should NOT be zero, and amend the costs amounts reported as appropriate.

Please email completed forms to:
returning.officers@cabinetoffice.gov.uk

If you decide to post any part of your claim or supporting evidence to ECU - please be aware that the postal address has changed. They should now be sent to:
Electoral Claims Unit
Cabinet Office
Ground Floor
Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

5. Equipment Record - Form M

Cabinet Office wish to review and collect data on the equipment that Returning Officers have bought historically in order to understand what future costs could look like.
They are concious that over the years some Returning Officers have been provided with large grants to purchase equipment in full up front, more recently Cabinet Office have moved to claiming a percentage of the cost from each poll.
The two items they are most interested in are polling booths and ballot boxes and they would like COs to complete this information in the newly created Form M.
Cabinet Office are aware that some equipment was purchased historically and there may be no record of the original cost or who it was purchased by. If you have no records please add this to your comments on the 'Comments' tab
Please note that this does not apply to Counting Officers in Scotland, Gibraltar, or Northern Ireland.

Referendum on the UK's membership of the EU: Data checks of Forms A, E, F, G, H, I, J and L

This page highlights if there are any heads items which have been recorded as £0. Before these forms is returned to ECU, please double-check that all those cost items listed in the table below as being currently reported as £0 are definitely those for which there was zero expenditure. Please revisit the appropriate pages of these forms if any of the items flagged here should NOT be zero, and amend the costs amounts reported as appropriate.

Heads item	Zero?	Where an item name appears in this column, it is currently recorded as incurring £0 cost
Form A - Summary of accounts		
Total advance received	NO	
No. of elig ble electors in voting area	NO	
No. of postal voters in voting area	NO	
No. of proxy voters in voting area	NO	
Form E - Counting Officer's services		
Amount claimed for Counting Officer's services	YES	NO COST RECORDED
Form F - Polling station costs		
Presiding Officers' pay (F1)	NO	
Poll Clerks' pay (F2)	NO	
Supervising Officers' pay (F3)	NO	
Travel and subsistence (F5)	NO	
Training (F6)	NO	
Accommodation costs – permanent polling stations (F7)	NO	
Accommodation costs – temporary polling stations (F8)	YES	NO COST RECORDED
Preparation and transport costs (F9)	NO	
Equipment costs (F10)	YES	NO COST RECORDED
Costs of printing ballot papers (F11)	NO	
Total number of polling stations	NO	
Number of temporary polling stations	YES	NO COST RECORDED
Total number of poll clerks	NO	
Total number of supervising officers for polling stations	NO	
Form G - Postal voting costs		
Staff costs – preparation and issue (G1)	YES	NO COST RECORDED
Staff costs – opening and checking (G2)	NO	
Training (G3)	YES	NO COST RECORDED
Cost of printing and stationery (G4)	NO	
Postage – outward (G5)	NO	
Postage – inward (G6)	YES	NO COST RECORDED
Accommodation costs (G7)	YES	NO COST RECORDED
Equipment costs (G8)	YES	NO COST RECORDED
Total number of postal voters	YES	NO COST RECORDED
Form H - Poll card costs		
Staff costs – preparation (H1)	YES	NO COST RECORDED
Equipment costs (H2)	YES	NO COST RECORDED
Cost of printing and stationery (H3)	NO	
Postage or delivery (H4)	YES	NO COST RECORDED
Form I - Count costs		
Counting staff pay (I1)	NO	
Supervising count staff pay (I2)	NO	
Travel and subsistence (I3)	YES	NO COST RECORDED
Training (I4)	YES	NO COST RECORDED
Accommodation costs (I5)	NO	
Equipment costs (I6)	YES	NO COST RECORDED
Transport costs (I7)	NO	
Security costs (I8)	NO	
Form J - Other costs		
Payments to staff that cannot be recorded elsewhere (head J1)	NO	
Travel and subsistence not accounted for elsewhere (head J2)	YES	NO COST RECORDED
Costs of providing training (head J3)	YES	NO COST RECORDED
Materials and services (head J4)	NO	
Translation costs (Wales only) (head J6)	YES	NO COST RECORDED
Form L - transparency of staff costs		
Payments to individuals of or exceeding £2,500	YES	NO COST RECORDED

ECU

Referendum on the UK's membership of the EU

FORM A

The Electoral Commission

Summary of Accounts

This form summarises and totals the amounts claimed under each category of expenditure.

It also summarises and totals any advances paid which must be deducted.

It shows the final total claimed for this election and provides some general information.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

Electronic version:

returning.officers@cabinetoffice.gov.uk

Paper Version: Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Throughout this form, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in any other cells. In particular, please do not enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the form.**
- Full details of how the amounts listed below are made up must be entered on the appropriate forms (E to L) which are on the other pages of this form.
- Original invoices or vouchers must be submitted, as set out in the guidance, separately, BY POST.
- This claim must be completed in accordance with the accounts regulations. In particular, it must be submitted **by Friday 23 December 2016.**
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officers' Expenses Guidance Notes, available on the Electoral Commission website.
- **Please DO NOT enter any amounts in the orange cells in sections 2 and 4 of Form A. These cells will automatically be filled if amounts are entered into the yellow cells of Forms E, F, G, H, I and J in this form.**

1. Local voting area (COs)/Electoral region (RCOs)

This claim is made in respect of:

Voting Area (select from drop down list):

2. Amounts claimed under each head of expenditure for the specified expenses

Head of expenditure	Amount claimed
Polling stations (Form F)	£366,175.35
Postal votes (Form G)	£73,333.62
Poll cards (Form H)	£88,988.56
The count (Form I)	£123,146.13
Other costs (Form J)	£41,453.74
Total amount claimed	£693,097.40

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum Recoverable Amount	
OVERSPEND/UNDERSPEND	

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will automatically be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

3. Advances received for specfied expenses

Type of advance	**Amount received**
Initial advance	**£576,330.00**
Further advance	
Total amount advanced	**£576,330.00**

4. Balance due or owed for specified expenses

Total amount claimed (from 2 above)		**£693,097.40**
Total amount advanced (from 3 above)	-	**£576,330.00**
Balance due or owed for specified expenses		**£116,767.40**

5. Counting Officer's fee for services

Total Counting Officer's fee for services (Form E)	**£11,807.25**

6. Other details

Number of eligible electors in voting area	**254,567**
Number of postal voters in voting area	**35,218**
Number of proxy voters in voting area	**984**

7. Counting Officer's signature and confirmation

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature	
Counting Officer's Name	
Date	

Comments page

Please use the space below to provide any supplementary information regarding the figures entered elsewhere in the form.
Please use this form to provide justification for any overspends or higher than expected claims under a specific Head - this will assist with the approval of the claim and future planning

ECU

Referendum on the UK's membership of the EU

FORM B

The Electoral Commission

Appointment of Deputies

This form provides ECU with specimen signatures of (Regional) Counting Officers and their Deputies.

Return Address Please send completed form to:

Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

Should you have any queries about he completion of this form please ring he following number:

Helpdesk number: 01603 704567

- For audit purposes ECU are required to hold specimen signatures of RCOs, COs and their properly appointed Deputies on file, together with copies of the documents appointing them.
- This will enable us to confirm the name and signature of any individual who has "full powers" to request payments or certify invoices for the purposes of the election in your counting area.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- A fresh form must be completed and returned if there is a change to the appointed Deputies.

1. Local voting area (COs)/Electoral region (RCOs)

Voting Area/Region North Lanarkshire

If the signatories below are for more than one counting area please list he counting areas on a separate sheet.

2. Counting Officer – to be signed by the RCO/CO who is appointing deputies to act on their behalf

Counting Officer name Paul Jukes

Counting Officer signature

Email [redacted] **Date**

Tel [redacted]

3. Deputies

1 **Deputy (with full powers) name** [redacted]

Deputy (with full powers) signature

Email [redacted] **Date**

Tel [redacted]

2	Deputy (with full powers) name	[redacted]	
	Deputy (with full powers) signature		
Email	[redacted]	Date	
Tel	[redacted]		
3	Deputy (with full powers) name		
	Deputy (with full powers) signature		
Email		Date	
Tel			

Referendum on the UK's membership of the EU

The Electoral Commission

FORM C

Bank Account Details

This form provides The Electoral Commission with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	

Return Address Please send completed form to:

FinanceReferendum@electoralcommission.org.uk
The Electoral Commission
Finance
3 Bunhill Row
London
EC1Y 8YZ

Should you have any queries about the completion of this form please ring the following number:

Help desk number: 0207 271 0706

- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- In so far as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments are usually made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- Please complete this form using capital letters and in black ink.

1. Local voting area/Electoral region and contact details

a.	Voting Area/Region	NORTH LANARKSHIRE		
b.	Address for correspondence	Election Office		
		Civic Centre		
		Windmillhill Street		
	City/Town	Motherwell	County	
	Postcode	ML1 1AB		

c. **Please enter details of the officer to whom enquiries about payments should be directed.**

Name	[redacted]		
Telephone	[redacted]	Fax	[redacted]
e-mail address	[redacted]		

2. Payment details

For payment by BACS, please complete the following details:

Bank or Building Society name	Clydesdale Bank
Bank Account No.*	[redacted]
Sort Code*	[redacted]
Building Society Roll No.*	
Account name	[redacted]

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

3. Authorisation of (Regional) Counting Officer and acceptance of terms

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Order.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature	
(Regional) Counting Officer's Name	**Paul Jukes**
Telephone	[redacted] **Fax** [redacted]
Email Address	[redacted]
Date	

4. Electoral Commission Authorisation (for Commission use only)

Verified by:

Name		**Signature**	
CO Code		**Date**	

Authorised by:

Name		**Signature**	
		Date	

ECU

Referendum on the UK's membership of the EU

FORM D

The Electoral Commission

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

returning.officers@cabinetoffice.gov.uk

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Additional hardcopies of Forms B and D must also be returned separately BY POST, to Election Claims Unit, Cabinet Office, Ground Floor, Rosebery Court, Central Avenue. St Andrews Business Park, Norwich NR7 0HS**
- All payments will be made to the Counting Officer's bank account, the details of which must have been notified to the Electoral Commission on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of the documentation which should accompany this application.

1. Voting Area

This application is made in respect of:

Local counting area/electoral region: **North Lanarkshire**

2. Advance applied for

Having received and spent my initial advance, I hereby apply for a further advance of:

3. Counting Officer's signature and certification

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will

account properly and on time for any advances

repay any unspent funds that have been advanced to me and

use any advances only in accordance with the provisions in the Charges Regulations.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature

Date

Counting Officer's Name

Telephone

Email Address

For
m E

ECU

Referendum on the UK's membership of the EU

FORM E

The Electoral Commission

Counting Officer's Services

This form allows you to claim for the services of the Counting Officer.

- This form should accompany Form A.
- The maximum amounts recoverable for the services specified in the Charges Order are listed for each voting area in the Schedules. The total of your claim must not exceed the amount shown for this voting area.
- If you have shared this amount with any of your deputies you should indicate how you have apportioned the payments at 3 below, and **include evidence of payment and details of the duties performed.**
- **The amounts entered at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Name of local voting area OR region: **North Lanarkshire**

2. Amount claimed

75% of the Fee for Regional or Counting Officer's services, not to be paid until after the successful completion of the poll, (Head E1)	**£8,855.25**
25% of the Fee for Regional or Counting Officer's services, not to be paid until submission of the EU Referendum claim (Head E1)	**£2,952.00**
Total payment to the Counting Officer reimbursed on settlement of claim by ECU	**£11,807.25**

The total fee will not exceed the amount specified for this element in the Charges Order

3. Apportionment of amounts

List here the names of any deputies with whom you have shared this amount, any other payments made, the amounts involved and indicate the voucher number

Voucher	Name	Amount
	[redacted]	£2,568.02
	[redacted]	£2,568.02

FORM E - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS Amount claimed

3. Apportionment of amounts

ECU

Referendum on the UK's membership of the EU

FORM F

The Electoral Commission

Polling Station Costs

This form details the amounts claimed for the costs of polling stations.

- This form should accompany Form A.
- In separate pages of this form (annexes B, C, D and E to this form), list the accommodation used, and the amounts for transport, for equipment and for printing ballot papers under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form F. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form F.**
- **The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.**

1. Voting Area

Local counting area/Electoral region: **North Lanarkshire**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Presiding Officers' pay (head F1)	£48,314.00
Poll Clerks' pay (head F2)	£29,250.00
Supervising Officers' pay (head F3)	£6,000.00
Travel and subsistence (head F5)	£528.00
Training (head F6)	£21,825.00
Accommodation costs – permanent polling stations (head F7)	£45,360.00
Accommodation costs – temporary polling stations (head F8)	£0.00
Preparation and transport costs (head F9)	£188,819.71
Equipment costs (head F10)	£0.00
Costs of printing ballot papers (head F11)	£26,078.64
Total costs	£366,175.35

Form F

3. Numbers of polling stations and staff

State here the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed.

Total number of polling stations	233
Number of temporary polling stations	
Total number of poll clerks	250
Total number of supervising officers for polling stations	22

Form F

FORM F - ADDITIONAL INFORMATION

Polling Station Costs

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS Amount claimed under each head of expenditure

Form F

3. COMMENTS Numbers of polling stations and staff

Put here any additional information relating to the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed that you feel may be helpful to give context.

Form F Polling Station Costs - (Head F1 to F6)

	Head F1	Head F5	Head F6
TOTAL	£48,314.00	£0.00	£10,575.00

HEAD F1 - Payments to polling station staff - Presiding Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Presiding Officers Cost	Total T&S Cost	Total Training Cost
	73	£218.00	£15,914.00		
	162	£200.00	£32,400.00		
	235		£0.00		£10,575.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F1, F5 & F6

	Head F2	Head F5	Head F6
TOTAL	£29,250.00	£0.00	£11,250.00

HEAD F2 - Payments to polling station staff - Poll Clerks - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Poll Clerks Cost	Total T&S Cost	Total Training Cost
	250	£117.00	£29,250.00		
	250		£0.00		£11,250.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F2, F5 & F6

	Head F3	Head F5	Head F6
TOTAL	£6,000.00	£528.00	£0.00

HEAD F3 - Payments to polling station staff - Supervising Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Supervising Officers Cost	Total T&S Cost	Total Training Cost
	24	£250.00	£6,000.00		
	24		£0.00	£528.00	
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F3, F5 & F6

Form F Polling Station Costs (Head F7 & F8)

							TOTAL	£45,360.00	£0.00
HEADS F7 & F8 – Polling station accommodation costs (Form F, Annex B)									
Voucher (where applicable)	**Name of building / polling station**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Polling station number**	**Gross amount on invoice (inc. VAT)**	**VAT on invoice** (if applicable)	**Is this a permanent polling station? Select YES/NO**		**Permanent polling stations (Head F7)**	**Temporary polling stations (Head F8)**
	132	**Premises**		**£45,360.00**	**£6,960.00**	YES		**£45,360.00**	**£0.00**
						YES		**£0.00**	**£0.00**
						YES		**£0.00**	**£0.00**
						YES		**£0

Form F Polling Station Costs (Head F9 to F11)

		O AL	£188 819 71

HEAD F9 Preparation and transport costs for polling station equipment (Form F, Annex C)

Voucher (where applicable)	Supplier / name of employee	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
	Mears	Prep & ransport	£188 819 71	£31 469 96	£188 819 71
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00

Additional explanation of entries under Form F Head F9

		O AL	£0 00

HEAD F10 Equipment costs for polling stations (Form F, Annex D)

Voucher (where applicable)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

Additional explanation of entries under Form F Head F10

	2010	2011	2012	2013	2014	20 5	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government funded	Pa lamenta y	Refe endum	PCC		Eu opean	Pa lamenta y	Refe endum PCC			Eu opean	Pa lamenta y PCC				Eu opean PCC	Pa lamenta y			PCC	Eu opean	Pa lamenta y	
Local (all out)																						
																					Total	

		O AL	£26 078 64

HEAD F11 Costs of printing ballot papers (Form F, Annex E)

Voucher (where applicable)	Supplier / name of employee	Description of expense and outline of cost elements on the invoice (f applicable)	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
	Democracy Counts	Ballot Book	£19 165 02	3194 17	19 165 02
	Democracy Counts	Ballot Book	£6 913 62	1152 27	6 913 62
					0 00
					0 00
					0 00
					0 00

Additional explanation of entries under Form F Head F11

For
m G

ECU

Referendum on the UK's membership of the EU

FORM G

The Electoral Commission

Postal Voting Costs

This form details the amounts claimed for the costs of postal voting.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E, F and G to this Form), list the printing, postage, accommodation, equipment, and directed postal vote "sweeps" costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form G. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form G.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**North Lanarkshire**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	**£0.00**
Staff costs – opening and checking (head G2)	**£5,010.00**
Training (head G3)	**£0.00**
Cost of printing and stationery (head G4)	**£33,821.40**
Postage – outward (head G5)	**£34,502.22**
Postage – inward (head G6)	**£0.00**
Accommodation costs (head G7)	**£0.00**
Equipment costs (head G8)	**£0.00**
Total costs	**£73,333.62**

FORM G - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

3. Numbers of postal voters

State here the total number of postal voters in the voting area.

Total number of postal voters

COMMENTS: Numbers of postal voters

Put here any additional information relating to the numbers of postal voters

Form G (Head G1 to G3)

			£0.00		£0.00
HEAD G1 – Staff costs for postal voting - Preparation and issue costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Preparation and issue costs (Head G1)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00

Additional explanation of entries under Form G, Head G1

			£5,010.00		£0.00
HEAD G2 – Staff costs for postal voting - Opening and checking costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Opening and checking costs (Head G2)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
41 staff	1	£5,010.00	£5,010.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00

Additional explanation of entries under Form G, Head G2

Form G (Head G4 to G8)

Form G

Form G

otal £33 821 40

HEAD G4 Print ng and stationery costs for postal voting (Form G Annex B)

Voucher e e a a e)	Supplier	Descr ption of expense and outl ne of cost e ements on the nvo ce (if applicable)	Gross amount on inv ice	VA on invoice	Cost to EU Referendum
	Democracy Counts	Postals	£31 530 22	£5 255 04	£31 530 22
	Democracy Counts	Postals	£2 291 18	£381 86	£2 291 18
					£0 00
					£0 00
					£0 00
					£0 00

Add tional explanation of entries under Form G Head G4

otal £34 502 22

HEAD G5 Postal voting postage costs outward (Form G Annex C)

Voucher e e a a e)	Supplier	Descr ption of expense and outl ne of cost e ements on the nvo ce (if applicable)	Gross amount on invoice	VA on invoice a a e)	Cost to EU Referendum
	Royal Mail	Postage (% vouchers)	£34 502 22	£5 750 37	£34 502 22
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00

Add tional explanation of entries under Form G Head G5

otal £0 00

HEAD G6 Postal voting postage costs nward (Form G Annex D)

Voucher e e a a e)	Supplier	Descr ption of expense and outl ne of cost e ements on the nvo ce (if applicable)	Gross amount on inv ice	VA on invoice a a e)	Cost to EU Referendum
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00

Add tional explanation of entries under Form G Head G6

otal £0 00

HEAD G7 Accommodation costs for postal vot ng (Form G Annex E)

Voucher e e a a e)	Name of building / room or supplier	Descr ption of expense and outl ne of cost e ements on the nvo ce (if applicable)	Gross amount on inv ice	VA on invoice	Cost to EU Referendum
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00

Add tional explanation of entries under Form G Head G7

otal £0 00

HEAD G8 Equipment costs for postal voting (Form G Annex F)

Voucher e e a a e)	Supplier	Year of purchase	Useful l fetime of the equipment	Descrip ion of expense and outline of cost elements on the invoice (if app icable)	Number of planned polls in useful ifetime of the equipment	Gross amount on invoice	VA on invoice a a e)	Cost to EU Referendum
					1			£0.00

Add tional explanation of entries under Form G Head G8

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government	Pa l amenta y	Re e endum	PCC		Eu opean	Pa l amenta y	Re e endum PCC			Eu opean	Pa l amenta y PCC				Eu opean PCC	Pa l amenta y			PCC	Eu opean	Pa l amenta y	

					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

funded																							
Local **(a l out)**																							
																						Total	

ECU

Referendum on the UK's membership of the EU

FORM H

The Electoral Commission

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C and D to this form), list the equipment, printing and postage or delivery costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form H. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form H.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**North Lanarkshire**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation (head H1)	**£0.00**
Equipment costs (head H2)	**£0.00**
Cost of printing and stationery (head H3)	**£88,988.56**
Postage or delivery (head H4)	**£0.00**
Total costs	**£88,988.56**

FORM H Poll Card Costs (Head H1)

		Total	£0.00
HEAD H1 – Staff costs for preparation of poll cards (Form H,			
Voucher (where applicable)	Number of employees	Rate of pay per employee	Cost to EU Referendum
			£0.00
			£0.00
			£0.00

Form H Poll Card Costs (Head H2 to H4)

	Total	£0.00

HEAD H2 – Equipment costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1		£0.00	£0.00	£0 00	£0.00
			1				£0 00	£0.00
			1				£0 00	£0.00
			1				£0 00	£0.00
			1				£0 00	£0.00
			1				£0 00	£0.00

Additional explanation of entries under Head H2

	Total	£88,988.56

HEAD H3 – Printing and stationery costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
	Democracy Count	Poll Cards	£9,266.51	£1,544.42	£9,266.51
	Democracy Count	Poll Cards	£100.58	£16.76	£100.58
	Democracy Count	Poll Cards	£78,749.74	£13,124.96	£78,749.74
	Democracy Count	Poll Cards	£871.73	£145.29	£871.73
					£0.00
					£0.00

Additional explanation of entries under Head H3

	Total	£0.00

HEAD H4 – Postage or delivery costs for poll cards (Form H, Annex D)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
			£0.00	£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head H4

ECU

Referendum on the UK's membership of the EU

FORM I

The Electoral Commission

Count Costs

This form details the amounts claimed for the costs of the count.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D and E to this form), list the accommodation used, and the amounts for equipment, transport and security under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form I. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form I.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**North Lanarkshire**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Counting staff pay (head I1)	**£25,080.00**
Supervisory, ancillary and IT staff pay (head I2)	**£17,800.00**
Travel and subsistence (head I3)	**£0.00**
Training (head I4)	**£0.00**
Accommodation costs (head I5)	**£15,267.25**
Equipment costs (head I6)	**£0.00**
Transport costs (head I7)	**£64,698.88**
Security costs (head I8)	**£300.00**
Total costs	**£123,146.13**

Form I Count Costs (Head I1 to I4)

		Total	£25,080.00	£0.00	£0.00
(Head I1) Counting staff pay					
Voucher (where applicable)	Number of employees	Rate of pay per employee	Counting staff pay (Head I1)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
	209	£120.00	£25,080.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I1

		Total	£17,800.00	£0.00	£0.00
(Head I2) Supervisory, ancillary and IT staff pay					
Voucher (where applicable)	Number of employees	Rate of pay per employee	Supervisory, ancillary and IT staff pay (Head I2)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
	6	£400.00	£2,400.00		
	8	£350.00	£2,800.00		
	42	£300.00	£12,600.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I2

Form I Count Costs (Head I5 to I8)

				Total	£15,267.25

HEAD I5 – Count accommodation costs (Form I, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
	NL Leisure	accomodation	£15,267.25	£0.00	£15,267.25
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I5

				Total	£0.00

HEAD I6 – Equipment costs for the count (Form I, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1			£0.00	£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

Additional explanation of entries under Head I6

				Total	£64,698.88

HEAD I7 – Transport costs for the count (Form I, Annex D)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
	Mears	Transport	£64,698.88	£10,783.11	£64,698.88
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I7

				Total	£300.00

HEAD I8 – Security costs for the count (Form I, Annex E)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
	[redacted]	Security	£300.00	£0.00	£300.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I8

ECU

Referendum on the UK's membership of the EU

FORM J

The Electoral Commission

Other costs

This form details the amounts claimed for general and miscellaneous costs not covered elsewhere.

- This form should accompany Form A.
- List the staff employed on general clerical duties and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E and F to this form), list the costs of providing training, the amounts for materials and services, any nominations costs, and any costs of translations (Wales only).
- **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**

1. Voting Area

Voting Area	**North Lanarkshire**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Payments to staff that cannot be recorded elsewhere (head J1)	**£30,294.30**
Travel and subsistence not accounted for elsewhere (head J2)	**£0.00**
Costs of providing training (head J3)	**£0.00**
Materials and services (head J4)	**£11,159.44**
Translation costs (Wales only) (head J6)	**£0.00**
Legal Advice (head J7)	**£0.00**
	£41,453.74

Form J Other Costs (Head J1 & J2)

			Totals	£30,294.30	£0.00

HEADS J1 & J2 – Payments to staff that cannot be recorded elsewhere (Form J, Annex A)

Voucher (where applicable)	Name of employee and breakdown of the duties performed	Hourly rate	Number of hours	Payments to staff that cannot be recorded elsewhere (Head J1)	Total T & S Cost (Head J2)
	7 staff	£4,725.00	1	£4,725.00	
	4 staff	£814.00	1	£814.00	
	7 staff	£2,450.00	1	£2,450.00	
	2 staff	£320.00	1	£320.00	
	3 staff	£486.00	1	£486.00	
	3 staff	£450.00	1	£450.00	
	1 staff	£70.00	1	£70.00	
	2 staff	£100.00	1	£100.00	
	2 staff	£300.00	1	£300.00	
	Janitor & Caretaker staff	£19,704.30	1	£19,704.30	
	3 staff	£75.00	1	£75.00	
	2 staff	£800.00	1	£800.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	

Additional explanation of entries under Form J, Head J1 and J2

Form J Other Costs (Head J3 to J8)

£0.00

HEAD J3 – Costs of providing training (Form J, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J3

£11,159.44

HEAD J4 – Costs of materials and services (Form J, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
	14 vouchers	various	£11,159.44	£1,628.61	£11,159.44
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J4

£0.00

HEAD J5 Nominations costs - NOT APPLICABLE TO EU REFERENDUM					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
N/A	N/A	N/A	£0.00	£0.00	£0.00

Additional explanation of entries under Head J5
Nomination costs do not apply to the EU Referendum.

£0.00

HEAD J6 – Translation costs - WALES ONLY - (Form J, Annex E)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J6

£0.00

HEAD J7 – Legal Advice - (Form J, Annex F)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J7

					£0.00	

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£0.00
Name:			Job Title:		
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

FORM M - Equipment Record

											Non grant funding purchases only	
Item	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice when purchased	VAT on invoice (if applicable)	Year purchased	Life expectancy of item	Total number of schedule polls to take place from year of purchase to end of life expectancy	Number of National polls funded by Consolidated Fund e.g. European, Parliamentary, PCC, National referendum	Purchased by grant? (Y/N)	Total cost of item purchased by grant upfront	Total cost to Consolidated Fund	Cost already reimbursed
Example	A Test	40 x Polling Booths	£8,900.00	£1,780.00	2010	15	15	8			£4,746.67	£1,186.60

Form G (Head G4 to G8)

				Total	£33,821.40
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
	Democracy Counts	Postals	£31,530.22	£5,255.04	£31,530.22
	Democracy Counts	Postals	£2,291.18	£381.86	£2,291.18
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£34,502.22
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
	Royal Mail	Postage (% vouchers)	£34,502.22	£5,750.37	£34,502.22
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£0.00
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£0.00
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)					
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

							Total	£0.00
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of planned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

Guidance on how to fill in these forms - Please read in full in conjunction with 'Counting Officers' Expenses Guidance Notes'

1. Introduction

These forms are a Microsoft Excel version of expenses claims Forms A to L (and associated annexes) for the Referendum on the UK's membership of the EU.
They allow Counting Officers to submit costs claims to ECU electronically via email. They also do much of the arithmetic to calculate totals automatically.
These forms are unlocked and not password protected. This is designed to give you greater flexibility to complete your claim to take into account local factors.

2. Forms structure

Forms A - L are included as separate pages of these forms.
There are also further separate pages containing the various annexes to each form.
Click on the tabs near the bottom of the screen to move between pages.

Please note that Forms A,B, C, and D are included within these forms, but signed copies of these must also be submitted to ECU separately in hardcopy. You will have already submitted form C in order for your advance to be paid.
Hard copies of original supporting documents (invoices, vouchers, etc.), or personally certified copies if originals are not available, must be submitted separately BY POST for claims falling under categories of light touch and full claims. Where a plain account is submitted all original vouchers must be retained by the RO for possible future inspection.
Scrutiny categories will be notified to Counting Officers by no later than the week after the poll - week commencing Monday 27 June 2016.

Regardless of which scrutiny category you are in, it is important to ensure all supporting evidence is retained if requested by the National Audit Office as part of their audit of Counting Officers expenses accounts.

3. How to enter information into these forms

Please only enter costs and other information in the cells of these forms which are coloured YELLOW.
Please do not enter any information into, or delete any information already within, any other cells of these forms. In particular:
DO NOT write any supplementary comments in blank spaces inside or alongside each form's page. Please enter all such information in the yellow additional information boxes or on the "Comments" page which is provided for this purpose.
DO NOT attempt to enter or delete any costs in the cells coloured ORANGE. The forms will automatically populate these cells for you, based on the costs entered in the yellow cells elsewhere.

The majority of the information for Forms F, G, H, I and J must be entered into the yellow cells of their Annexes. The Annexes ask you to enter costs information for individual employees, polling stations, suppliers, etc. Please note that:

* You can only enter costs and other information in the cells coloured yellow.
* Because the forms calculate on depreciation these cells MUST be populated.
* You do not need to enter data in all **rows** of the Annex tables. Fill only the number of rows that are applicable, leaving all other rows blank.
* The orange cells at the top of each Annex table automatically calculate column totals for you. The forms will also automatically place these totals into the appropriate head total cell of the corresponding main Form. The forms will also place the total costs recorded on Forms E, F, G, H, I and J into Form A. You do not need to do any of this manually yourself.
* If you need to add any extra rows to any of the Annex tables, please carry out the following steps: (1.) Click on the bottom left yellow cell of the relevant table; (2.) Click on the Insert drop down menu (3.) Select Rows. Repeat this process for each extra row you wish to add.

4. How to return the forms

Before you return the forms, please ensure you go to the "CHECKS" page. This will list where there are any heads items which are currently recorded as incurring £0 cost. Please ensure that all items currently recorded as such definitely did incur zero expenditure. Please revisit the appropriate pages of this forms if any of these items should NOT be zero, and amend the costs amounts reported as appropriate.

Please email completed forms to:
returning.officers@cabinetoffice.gov.uk

If you decide to post any part of your claim or supporting evidence to ECU - please be aware that the postal address has changed. They should now be sent to:
Electoral Claims Unit
Cabinet Office
Ground Floor
Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

5. Equipment Record - Form M

Cabinet Office wish to review and collect data on the equipment that Returning Officers have bought historically in order to understand what future costs could look like.
They are concious that over the years some Returning Officers have been provided with large grants to purchase equipment in full up front, more recently Cabinet Office have moved to claiming a percentage of the cost from each poll.
The two items they are most interested in are polling booths and ballot boxes and they would like COs to complete this information in the newly created Form M.
Cabinet Office are aware that some equipment was purchased historically and there may be no record of the original cost or who it was purchased by. If you have no records please add this to your comments on the 'Comments' tab
Please note that this does not apply to Counting Officers in Scotland, Gibraltar, or Northern Ireland.

Referendum on the UK's membership of the EU: Data checks of Forms A, E, F, G, H, I, J and L

This page highlights if there are any heads items which have been recorded as £0. Before these forms is returned to ECU, please double-check that all those cost items listed in the table below as being currently reported as £0 are definitely those for which there was zero expenditure. Please revisit the appropriate pages of these forms if any of the items flagged here should NOT be zero, and amend the costs amounts reported as appropriate.

Heads item	Zero?	Where an item name appears in this column, it is currently recorded as incurring £0 cost
Form A - Summary of accounts		
Total advance received	NO	
No. of eligible electors in voting area	NO	
No. of postal voters in voting area	NO	
No. of proxy voters in voting area	NO	
Form E - Counting Officer's services		
Amount claimed for Counting Officer's services	YES	NO COST RECORDED
Form F - Polling station costs		
Presiding Officers' pay (F1)	NO	
Poll Clerks' pay (F2)	NO	
Supervising Officers' pay (F3)	NO	
Travel and subsistence (F5)	NO	
Training (F6)	NO	
Accommodation costs – permanent polling stations (F7)	NO	
Accommodation costs – temporary polling stations (F8)	NO	
Preparation and transport costs (F9)	NO	
Equipment costs (F10)	NO	
Costs of printing ballot papers (F11)	NO	
Total number of polling stations	NO	
Number of temporary polling stations	NO	
Total number of poll clerks	NO	
Total number of supervising officers for polling stations	NO	
Form G - Postal voting costs		
Staff costs – preparation and issue (G1)	NO	
Staff costs – opening and checking (G2)	NO	
Training (G3)	YES	NO COST RECORDED
Cost of printing and stationery (G4)	NO	
Postage – outward (G5)	NO	
Postage – inward (G6)	NO	
Accommodation costs (G7)	YES	NO COST RECORDED
Equipment costs (G8)	NO	
Total number of postal voters	NO	
Form H - Poll card costs		
Staff costs – preparation (H1)	NO	
Equipment costs (H2)	YES	NO COST RECORDED
Cost of printing and stationery (H3)	NO	
Postage or delivery (H4)	NO	
Form I - Count costs		
Counting staff pay (I1)	NO	
Supervising count staff pay (I2)	NO	
Travel and subsistence (I3)	NO	
Training (I4)	NO	
Accommodation costs (I5)	NO	
Equipment costs (I6)	NO	
Transport costs (I7)	NO	
Security costs (I8)	NO	
Form J - Other costs		
Payments to staff that cannot be recorded elsewhere (head J1)	NO	
Travel and subsistence not accounted for elsewhere (head J2)	YES	NO COST RECORDED
Costs of providing training (head J3)	YES	NO COST RECORDED
Materials and services (head J4)	NO	
Translation costs (Wales only) (head J6)	YES	NO COST RECORDED
Form L - transparency of staff costs		
Payments to individuals of or exceeding £2,500	NO	

ECU

Referendum on the UK's membership of the EU

FORM A

The Electoral Commission

Summary of Accounts

This form summarises and totals the amounts claimed under each category of expenditure.

It also summarises and totals any advances paid which must be deducted.

It shows the final total claimed for this election and provides some general information.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

Electronic version:

returning.officers@cabinetoffice.gov.uk

Paper Version: Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Throughout this form, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in any other cells. In particular, please do not enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the form.**
- Full details of how the amounts listed below are made up must be entered on the appropriate forms (E to L) which are on the other pages of this form.
- Original invoices or vouchers must be submitted, as set out in the guidance, separately, BY POST.
- This claim must be completed in accordance with the accounts regulations. In particular, it must be submitted **by Friday 23 December 2016.**
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officers' Expenses Guidance Notes, available on the Electoral Commission website.
- **Please DO NOT enter any amounts in the orange cells in sections 2 and 4 of Form A. These cells will automatically be filled if amounts are entered into the yellow cells of Forms E, F, G, H, I and J in this form.**

1. Local voting area (COs)/Electoral region (RCOs)

This claim is made in respect of:

Voting Area (select from drop down list): **MEDWAY**

2. Amounts claimed under each head of expenditure for the specified expenses

Head of expenditure	Amount claimed
Polling stations (Form F)	£157,061.81
Postal votes (Form G)	£110,474.49
Poll cards (Form H)	£65,335.10
The count (Form I)	£52,491.65
Other costs (Form J)	£32,379.17

Total amount claimed	£417,742.22

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum Recoverable Amount	477482
OVERSPEND/UNDERSPEND	-101,828.94

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will automatically be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

3. Advances received for specfied expenses

Type of advance	Amount received
Initial advance	£358,111.50
Further advance	
Total amount advanced	**£358,111.50**

4. Balance due or owed for specified expenses

Total amount claimed (from 2 above)		£417,742.22
Total amount advanced (from 3 above)	-	£358,111.50
Balance due or owed for specified expenses		**£59,630.71**

5. Counting Officer's fee for services

Total Counting Officer's fee for services (Form E)	£7,324.00

6. Other details

Number of elig ble electors in voting area	192,524
Number of postal voters in voting area	37,367
Number of proxy voters in voting area	1,350

7. Counting Officer's signature and confirmation

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature	
Counting Officer's Name	NEIL DAVIES
Date	

Comments page

Please use the space below to provide any supplementary information regarding the figures entered elsewhere in the form.
Please use this form to provide justification for any overspends or higher than expected claims under a specific Head - this will assist with the approval of the claim and future planning

ECU

Referendum on the UK's membership of the EU

FORM B

The Electoral Commission

Appointment of Deputies

This form provides ECU with specimen signatures of (Regional) Counting Officers and their Deputies.

Return Address Please send completed form to:

Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

Should you have any queries about he completion of this form please ring he following number:

Helpdesk number: 01603 704567

- For audit purposes ECU are required to hold specimen signatures of RCOs, COs and their properly appointed Deputies on file, together with copies of the documents appointing them.
- This will enable us to confirm the name and signature of any individual who has “full powers” to request payments or certify invoices for the purposes of the election in your counting area.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- A fresh form must be completed and returned if there is a change to the appointed Deputies.

1. Local voting area (COs)/Electoral region (RCOs)

Voting Area/Region MEDWAY

If the signatories below are for more than one counting area please list he counting areas on a separate sheet.

2. Counting Officer – to be signed by the RCO/CO who is appointing deputies to act on their behalf

Counting Officer name

Counting Officer signature

Email **Date**

Tel

3. Deputies

1 **Deputy (with full powers) name**

Deputy (with full powers) signature

Email **Date**

Tel

2	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

3	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

Referendum on the UK's membership of the EU

The Electoral Commission

FORM C

Bank Account Details

This form provides The Electoral Commission with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	

Return Address Please send completed form to:

FinanceReferendum@electoralcommission.org.uk
The Electoral Commission
Finance
3 Bunhill Row
London
EC1Y 8YZ

Should you have any queries about the completion of this form please ring the following number:

Help desk number: 0207 271 0706

- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- In so far as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments are usually made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- Please complete this form using capital letters and in black ink.

1. Local voting area/Electoral region and contact details

a.	Voting Area/Region			
b.	Address for correspondence			
	City/Town		County	
	Postcode			

c. **Please enter details of the officer to whom enquiries about payments should be directed.**

Name			
Telephone		Fax	
e-mail address			

2. Payment details

For payment by BACS, please complete the following details:

Bank or Building Society name									
Bank Account No.*									
Sort Code*									
Building Society Roll No.*									
Account name									

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

3. Authorisation of (Regional) Counting Officer and acceptance of terms

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Order.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature	
(Regional) Counting Officer's Name	
Telephone	Fax
Email Address	
Date	

4. Electoral Commission Authorisation (for Commission use only)

Verified by:

Name		Signature	
CO Code		Date	

Authorised by:

Name		Signature	
		Date	

ECU

Referendum on the UK's membership of the EU

FORM D

The Electoral Commission

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

returning.officers@cabinetoffice.gov.uk

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Additional hardcopies of Forms B and D must also be returned separately BY POST, to Election Claims Unit, Cabinet Office, Ground Floor, Rosebery Court, Central Avenue. St Andrews Business Park, Norwich NR7 0HS**
- All payments will be made to the Counting Officer's bank account, the details of which must have been notified to the Electoral Commission on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of the documentation which should accompany this application.

1. Voting Area

This application is made in respect of:

Local counting area/electoral region **MEDWAY**

2. Advance applied for

Having received and spent my initial advance, I hereby apply for a further advance of:

3. Counting Officer's signature and certification

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will

account properly and on time for any advances

repay any unspent funds that have been advanced to me and

use any advances only in accordance with the provisions in the Charges Regulations.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature

Date

Counting Officer's Name

Telephone

Email Address

ECU

Referendum on the UK's membership of the EU

FORM E

The Electoral Commission

Counting Officer's Services

This form allows you to claim for the services of the Counting Officer.

- This form should accompany Form A.
- The maximum amounts recoverable for the services specified in the Charges Order are listed for each voting area in the Schedules. The total of your claim must not exceed the amount shown for this voting area.
- If you have shared this amount with any of your deputies you should indicate how you have apportioned the payments at 3 below, and **include evidence of payment and details of the duties performed.**
- **The amounts entered at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Name of local voting area OR region	**MEDWAY**

2. Amount claimed

75% of the Fee for Regional or Counting Officer's services, not to be paid until after the successful completion of the poll, (Head E1)	**£5,174.25**
25% of the Fee for Regional or Counting Officer's services, not to be paid until submission of the EU Referendum claim (Head E1)	**£2,149.75**
Total payment to the Counting Officer reimbursed on settlement of claim by ECU	**£7,324.00**

The total fee will not exceed the amount specified for this element in the Charges Order

3. Apportionment of amounts

List here the names of any deputies with whom you have shared this amount, any other payments made, the amounts involved and indicate the voucher number

Voucher	Name	Amount

ECU

Referendum on the UK's membership of the EU

FORM F

The Electoral Commission

Polling Station Costs

This form details the amounts claimed for the costs of polling stations.

- This form should accompany Form A.
- In separate pages of this form (annexes B, C, D and E to this form), list the accommodation used, and the amounts for transport, for equipment and for printing ballot papers under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form F. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form F.**
- **The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.**

1. Voting Area

Local counting area/Electoral region: **MEDWAY**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Presiding Officers' pay (head F1)	£23,617.60
Poll Clerks' pay (head F2)	£34,815.60
Supervising Officers' pay (head F3)	£2,180.62
Travel and subsistence (head F5)	£4,292.16
Training (head F6)	£18,256.76
Accommodation costs – permanent polling stations (head F7)	£15,763.15
Accommodation costs – temporary polling stations (head F8)	£21,269.22
Preparation and transport costs (head F9)	£8,990.51
Equipment costs (head F10)	£13,685.89
Costs of printing ballot papers (head F11)	£14,190.30
Total costs	**£157,061.81**

3. Numbers of polling stations and staff

State here the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed.

Total number of polling stations	115
Number of temporary polling stations	3
Total number of poll clerks	285
Total number of supervising officers for polling stations	9

FORM F - ADDITIONAL INFORMATION

Polling Station Costs

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

3. COMMENTS: Numbers of polling stations and staff

Put here any additional information relating to the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed that you feel may be helpful to give context.

Form F Polling Station Costs - (Head F1 to F6)

	Head F1	Head F5	Head F6
TOTAL	£23,617.60	£1,507.68	£4,925.71

HEAD F1 - Payments to polling station staff - Presiding Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Presiding Officers Cost	Total T&S Cost	Total Training Cost
1 - 100	100	£203.60	£20,360.00	£1,396.00	£4,519 00
101 - 108 (POs in charge of double stations)	8	£407.20	£3,257.60	£111 68	£361.52
109 (PO attended training but not able to work on polling day)	1		£0 00		£45.19
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		

Additional explanation of entries under Form F, Head F1, F5 & F6
POs paid fees agreed by Kent chief executives for 2016-17. All staff outside core elections team.

	Head F2	Head F5	Head F6
TOTAL	£34,815.60	£2,311.35	£12,924.34

HEAD F2 - Payments to polling station staff - Poll Clerks - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Poll Clerks Cost	Total T&S Cost	Total Training Cost
110 - 393 + 404	285	£122.16	£34,815.60	£2,311.35	£12,879.15
394 (PC attended training but not able to work on polling day)	1		£0 00		£45.19
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		

Additional explanation of entries under Form F, Head F2, F5 & F6
Poll Clerks paid fees agreed by Kent Chief Executives for 2016-17. All staff outside core elections team.

			£0 00		
			£0 00		

			Head F3	Head F5	Head F6
TOTAL			£2,180.62	£473.13	£406.71
HEAD F3 - Payments to polling station staff - Supervising Officers - Related T & S costs - Related Training costs					
Please complete yellow boxes. Orange boxes will calculate totals					
Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Supervising Officers Cost	Total T&S Cost	Total Training Cost
395 - 403	9	£203.60	£1,832.40	£473.13	£406.71
717 [redacted]	1	£103.30	£103.30		
718 [redacted]	1	£166.88	£166.88		
721 [redacted]	1	£78 04	£78 04		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		
			£0 00		

Additional explanation of entries under Form F, Head F3, F5 & F6
Polling station inspectors paid standard travel rate of £13 96 for carrying ballot boxes and other equipment plus actual mileage paid at NJC rates for local government employees according to cubic capacity of car. Please see spreadsheet entitled "breakdown of invoices for claim" for the breakdown of costs for vouchers 717, 718 and 721 between headings for Claim

Form F Polling Station Costs (Head F7 & F8)

						TOTAL	£15,763.15	£21,269.22
HEADS F7 & F8 – Polling station accommodation costs (Form F, Annex B)								
Voucher (where applicable)	**Name of building / polling station**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Polling station number**	**Gross amount on invoice (inc. VAT)**	**VAT on invoice** (if applicable)	**Is this a permanent polling station? Select YES/NO**	**Permanent polling stations (Head F7)**	**Temporary polling stations (Head F8)**
729	White Road Community Centre, White Road, ME4 5UN	use as a polling station	4 & 5	£245.85		YES	£245.85	£0.00
730	All Saints Church Hall, Magpie Hall Road, ME4 5NE	use as a polling station	6	£185.00		YES	£185.00	£0.00
731	St David's Church Hall, off Newton Close, ME5 8TR	use as a polling station	9 & 10	£300.00		YES	£300.00	£0.00
732	The Community Centre, Stonecross Lea, ME5 0BQ	use as a polling station	14	£250.00		YES	£250.00	£0.00
733	Orchard Centre, Wayfield School, Wayfield Road, Chatham, ME5 0HH	use as a polling station	15	£155.00		YES	£155.00	£0.00
734	Church of Christ the King, Dove Close, ME5 7PX	use as a polling station	16	£323.90		YES	£323.90	£0.00
735	Maundene School, Swallow Rise Road, ME5 7QB	use as a polling station	17 & 18	£100.00		YES	£100.00	£0.00
736	Hook Meadow Community centre, King George Road, ME5 0TZ	use as a polling station	20 & 21	£359.70		YES	£359.70	£0.00
737	St William's Church, Walderslade Village, ME5 9LR	use as a polling station	22 & 23	£350.00		YES	£350.00	£0.00
738	St Luke's Evangelical Church Hall, Sidney Road, ME7 1PA	use as a polling station	24	£350.00		YES	£350.00	£0.00
739	St Mary's Catholic School, Greenfield Road, ME7 1YH	use as a polling station	26 & 27	£100.00		YES	£100.00	£0.00
740	Gillingham Scout Hut, Castlemaine Avenue, ME7 2QE	use as a polling station	28 & 29	£175.00		YES	£175.00	£0.00
741	The Great Hall (Canopy entrance), Priestfield Stadium, Redfern Avenue, ME7 4DD	use as a polling station	30	£750.00	£125.00	YES	£750.00	£0.00
742	United Reform Church Hall, Balmoral Road, ME7 4PU	use as a polling station	31	£450.00		YES	£450.00	£0.00
743	St Mark's Vicarage Hall, Vicarage Road, ME7 5JA	use as a polling station	32 & 33	£300.00		YES	£300.00	£0.00
744	Hempstead Scout Centre, Dukes Meadow Drive ME7 3DW	use as a polling station	36 & 37	£225.00		YES	£225.00	£0.00
745	Wigmore Public Library, Fairview Avenue, ME8 0PX	use as a polling station	38	£143.90		YES	£143.90	£0.00
746	Callaway Room St Margaret's Millennium Centre, Gatekeeper Chase, ME8 9BH	use as a polling station	39 & 40	£379.50		YES	£379.50	£0.00
747	Wigmore Evangelical Free Church, Durham Road, ME8 0JN	use as a polling station	41	£850.00		YES	£850.00	£0.00
748	Smallholders Club, 2 Springvale, ME8 0JG	use as a polling station	42 & 43	£540.00	£90.00	YES	£540.00	£0.00
749	Station Oasts, Granary Close, Rainham, ME8 7SG	use as a polling station	47	£200.00		YES	£200.00	£0.00
750	Abbey Court School, Rainham Site Long Catlis Road, ME8 9TX	use as a polling station	51 & 52	£128.75		YES	£128.75	£0.00
751	United Services Club, 171 High Street, Rainham, ME8 8AY	use as a polling station	53	£300.00		YES	£300.00	£0.00
752	Twydall Evangelical Church, Goudhurst Road, ME8 6LQ	use as a polling station	56 & 57	£200.00		YES	£200.00	£0.00
753	Gillingham Methodist Church, 100 Third Avenue, ME7 2LU	use as a polling station	60	£245.00		YES	£245.00	£0.00
	Blue Room, Gillingham Methodist Church, 100 Third Avenue ME7 2LU	use as a polling station	61	£100.00		YES	£100.00	£0.00
755	Star Meadow Sports & Social Club, Darland Avenue, ME7 2AA	use as a polling station	62 & 63	£293.75		YES	£293.75	£0.00
756	Halling Community Centre, High Street, Halling, ME2 1BS	use as a polling station	66	£382.00		YES	£382.00	£0.00
757	Halling Village Hall, Browndens Road, Upper Halling, ME2 1JH	use as a polling station	67	£200.00		YES	£200.00	£0.00
758	Cooling Parish Hall, Main Road, Cooling, ME3 8DQ	use as a polling station	68	£250.00		YES	£250.00	£0.00
759	High Halstow Recreation Hall. The Street, ME3 8SQ	use as a polling station	69	£260.00		YES	£260.00	£0.00
760	Hoo Village Institute, MainRoad, Hoo, ME3 9AA	use as a polling station	70	£180.00	£30.00	YES	£180.00	£0.00
761	Hoo Jubilee Hall, Pottery Road, ME3 9DY	use as a polling station	71	£150.00		YES	£150.00	£0.00
762	Hoo Ness Yacht Club, Hoo Marina, Vicarage Lane, ME3 9TW	use as a polling station	72	£275.00		YES	£275.00	£0.00
763	Allhallows Village Hall, Stoke Road, ME3 9PG	use as a polling station	75	£300.00		YES	£300.00	£0.00
764	Grain Village Hall, Chapel Road, Isle of Grain, ME3 0BY	use as a polling station	76	£440.00		YES	£440.00	£0.00
765	St Mary's Island Community Centre, Island Way West, ME4 3EP	use as a polling station	77	£198.00	£33.00	YES	£198.00	£0.00
766	Lampard Centre, Sally Port, ME5 5BU	use as a polling station	78	£250.00		YES	£250.00	£0.00
767	Bellerophen House, Doust Way, ME1 1HH	use as a polling station	79	£750.00		YES	£750.00	£0.00
768	Emmaus Church, Clover Street, ME4 4DT	use as a polling station	80	£240.00		YES	£240.00	£0.00
769	St Peter's Church Parish Centre, Delce Road, ME1 2EH	use as a polling station	82	£185.00		YES	£185.00	£0.00
770	The Davis Estate Community Centre, Barberry Avenue, ME5 9TE	use as a polling station	87 & 88	£225.00		YES	£225.00	£0.00

771	St Stephen's Church, Maidstone Road, ME4 6JE	**use as a polling station**	89 & 90	**£306.00**		YES	**£306.00**	**£0.00**
772	The Institute adjacent to Rochester Baptist Church, Crow Lane, ME1 1RF	**use as a polling station**	91	**£85.00**		YES	**£85.00**	**£0.00**
773	Borstal Village Hall, Wouldham Road, ME1 3JY	**use as a polling station**	92	**£150.00**		YES	**£150.00**	**£0.00**
774	Sherwood Cricket Club, Cloudesley Close, ME1 3TF	**use as a polling station**	93	**£200.00**		YES	**£200.00**	**£0.00**
775	St John Fisher Parish Hall, corner of Canon Close/Maidstone Road, ME1 3EN	**use as a polling station**	94	**£250.00**		YES	**£250.00**	**£0.00**
776	St Margaret's Church, St Margaret's Street, ME1 1SS	**use as a polling station**	95	**£185.00**		YES	**£185.00**	**£0.00**
750	Abbey Court School, Rede Court Road, ME2 3SP	**use as a polling station**	96 & 97	**£128.75**		YES	**£128.75**	**£0.00**
777	Strood Library, Bryant Road, ME2 3EP	**use as a polling station**	98	**£143.90**		YES	**£143.90**	**£0.00**
778	Peninsula Methodist Church, Cliffe Road, ME2 3DY	**use as a polling station**	99	**£225.00**		YES	**£225.00**	**£0.00**
779	portable polling station on site of Temple Mill Junior School, Cliffe Road, ME2 3NL	Porrtakabin Hire Ltd - hire, installation & collection of Portakabin building, furniture, fire extinguisher, ramp and chemical toilet invoice 900744401	100	**£3,294.16**	**£549.10**	NO	**£0.00**	**£3,294.16**
780		MEMS Power Generation - hire, installation & collection of generator invoice 96485H		**£2,582.70**	**£430.47**	NO	**£0.00**	**£2,582.70**
781	All Saints Church Hall, Church Green, ME2 4HE	**use as a polling station**	101	**£275.00**		YES	**£275.00**	**£0.00**
782	Cliffe Memorial Hall, Church Street, Cliffe, ME3 7PU	**use as a polling station**	102	**£434.40**		YES	**£434.40**	**£0.00**
783	Cliffe Woods Village Hall, Parkside, ME3 8JF	**use as a polling station**	103	**£150.00**		YES	**£150.00**	**£0.00**

Form F Polling Station Costs (Head F9 to F11)

Form F

	O AL	£8 980 51

HEAD F9 Preparation and transport costs for polling station equipment (Form F, Annex C)

Voucher (where appl cab e)	Supplier / name of employee	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
738	St Mary's Catholic School Greenfield Road ME7 1YH	ffe manager overtime to allow delivery/collection of poll ng station equipment	£14 99		£14 99
882	he Bligh Federation Bligh Way Strood Rochester ME2 2X Invoice 230618EU	ffe manager overtime to allow delivery/collection of poll ng station equipment	£20 00		£20 00
883	emple Mill Primary School Cliffe Road Strood ME2 3NL Invoice M017	ffe manager overtime to allow delivery/collection of poll ng station equipment	£75 00		£75 00
884	Reliable Removals Invoice 16816	Commercial removal service Collection and delivery of poll ng booths and notices on 22 and 24 une and stand by provision on poll ng day for delivery of replacement equ pment and extra ball t b xes	£6 742 00	£1 148 40	£6 742 00
406 412 80 101 208 & 245	Ballot paper checking staff	qua ity checking of ballot papers and allocation to specific ballot boxes	£788 84		£788 84
13 80, 101, 208, 2 5, 05, 10 & 11	Ballot box issue staff	oversight of the co lection and quality checking of ballot boxes and equipment by PO's and assistance with queries etc	£1 430 00		£1 430 00
717	[redacted]	Oversight of arrangements for staffing and pol ing station	£206 07		£206 07
718	[redacted]	Production of polling scheme including decisions on staff ratios polling stations to be used equipment and notices required etc	£166 88		£166 88
720	[redacted]	Responsible for identifying equipment/material required and ordering it; collation of same including ballot boxes	£238 47		£238 47
721	[redacted]	Collation of polling station equipment and materials including ballot boxes	£78 04		£78 04
722	[redacted]	Collation of polling station equipment and materials including ballot boxes	£117 06		£117 06
723	[redacted]	Collation of polling station equipment and materials including ballot boxes	£117 06		£117 06

Additional explanation of entries under Form F Head F9

See spreadsheet entitled breakdown of invoices for c aim for breakdown of costs for vouchers 717-723 between di ferent Headings on claim.

A l individual staff named are in core e ections team.

	O AL	£13 686 88

HEAD F10 Equipment costs for polling stations (Form F, Annex D)

Voucher (where appl cab e)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
885	[redacted] Invoice 81	2018	10	Fabrication and welding of 2 new ramps for use at specific poll ng stations for the EU Referendum including inspection materials and costs	4	£2 945 00		£736.25
886	[redacted] Invoice 81	2018	1	nstallation & removal of access ramps at polling stations across Medway	1	£6 000 00		£6,000.00
888	[redacted] Invoice 83	2018	10	Fabrication and welding of 8 new ramps for pol ing stations including inspection mater als and costs produced prior to PCC elections in May 2016 for future use at all elections	5	£8 010 00		£1,602.00
887	Pakflatt (UK) Ltd Invoice 4881	2018	1	astile Voting Devices specific for EU Referendum (Inc uding de ivery)	1	£1 243 20	207 20	£1,2 3.20
888	Pakflatt (UK) Ltd Invoice 4802	2018	5	purchase of 2 sets of booth lights for use on polling booths where bu lding light ng is poor purchased prior to PCC elections in May 2016 for future use at all elections	3	£166 80	27 80	£55.20
889	Pakflatt (UK) Ltd Invoice 4475	2015	15	Purchase of 60 x Orion ballot boxes purchased prior to combined GE/local/parish elections in 2015 for future use at all elections	8	£1 500 00	250 00	£187.50
889	Pakflatt (UK) Ltd Invoice 4475	2015	5	purchase of 2 sets of booth lights for use on polling booths where bu lding light ng is poor purchased prior to combined GE/local/parish elections in May 2015 for future use at all elections	4	£91 20	15 20	£22.80
890	Shaw & Sons Ltd Invoice 0000262388	2018	1	135 x Ref ll for Presiding Officer sundries Packs 400 Notices (Directions for voters) and 160 envelopes for postal votes handed in at polling stations all for use by Presiding Officers at polling stations	1	£2 484 64	414 09	£2, 8 .5
891	Banner (Supplies team Ltd) Invoice 8283387	2018	5	Concertina files for Presiding Officers polling station materials	4	£180 28	30 30	£ 5.07
892	Banner (Supplies team Ltd) Invoice 8288703	2018	1	abels for use on equipment prov ded at poll ng stations	1	£81 72	13 62	£81.72
893	Medway print requisition numbers 112143 112963 112967 112968 112148 112958 112961 112962 112964 112966 and 113036	2018	1	Printing of various documents for use at polling stations: register of electors ellers poster notices for voting compartments Notice of Poll and situation of polling stations Lists of streets posters corresponding numbers lists counting officers instructions lists of postal and proxy voters and alphabetical list of voters	1	£1 124 49		£1,12 . 9
894	Medway print requisition 112972	2018	1	Printing of polling station staff appointment ellers	1	£90 48		£90. 8
895	Banner (Supplies team Ltd) Invoice 8271618	2018	1	foldback clips to secure advice for presiding officers about adjusted use of tactile voting dev ces after devices been delivered as per Pakflatt (manufacturers) guidance	1	£12 64	2 11	£12.6

Additional explanation of entries under Form F Head F10

	2010	2011	2012	2013	2014	20 5	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government funded	Pa l amenta y	Refe endum	PCC		Eu opean	Pa l amenta y	Refe endum PCC			Eu opean	Pa l amenta y PCC				Eu opean PCC	Pa l amenta y			PCC	Eu opean	Pa l amenta y	
Local (all out)																						
																					Total	

				O AL	£14 190 30
HEAD F11 Costs of printing ballot papers (Form F, Annex E)					
Voucher (where appl cab e)	Suppl er / name of employee	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on inv ice	VA on invoice (if app icable)	Cost to EU Referendum
696	FDM plc invoice 208040	printing of books of ordinary and tendered ba lot papers including boxing by po ling station labelling and delivery	£14 055 90	2261 43	14 055 90
697	FDM plc invoice 208252	printing of enlarged and handheld versions of ballot papers as required by legislation to be provided at polling stations	£134 40	22 40	134 40
					0 00
					0 00
					0 00
					0 00

Additional explanation of entries under Form F Head F11

For
m G

ECU

Referendum on the UK's membership of the EU

FORM G

The Electoral Commission

Postal Voting Costs

This form details the amounts claimed for the costs of postal voting.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E, F and G to this Form), list the printing, postage, accommodation, equipment, and directed postal vote "sweeps" costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form G. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form G.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	MEDWAY

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	£672.11
Staff costs – opening and checking (head G2)	£30,090.17
Training (head G3)	£0.00
Cost of printing and stationery (head G4)	£32,373.54
Postage – outward (head G5)	£23,885.46
Postage – inward (head G6)	£18,203.70
Accommodation costs (head G7)	£0.00
Equipment costs (head G8)	£5,249.51
Total costs	£110,474.49

FORM G - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS Amount claimed under each head of expenditure

Form G

3. Numbers of postal voters

State here the total number of postal voters in the voting area.

Total number of postal voters	35,656

COMMENTS Numbers of postal voters

Put here any additional information relating to the numbers of postal voters

Form G (Head G1 to G3)

			£672.11		£0.00
HEAD G1 – Staff costs for postal voting - Preparation and issue costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Preparation and issue costs (Head G1)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
717 [redacted]	1	£51.52	£51.52		£0.00
718 [redacted]	1	£166.88	£166.88		£0.00
719 [redacted]	1	£453.71	£453.71		£0.00
			£0.00		£0.00

Additional explanation of entries under Form G, Head G1

Please see spreadsheet entitled "breakdown of invoices for claim" for breakdown of costs for vouchers xx - xx between headings. All of these staff are in core elections team.

			£30,090.17		£0.00
HEAD G2 – Staff costs for postal voting - Opening and checking costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Opening and checking costs (Head G2)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**

Additional explanation of entries under Form G, Head G2

Rather than put the number of employees I have put the total number of hours worked as they each worked different number of hours over the 3 week period of PV Opening sessions. The number of hours worked and fees paid to each individual can be found in the spreadsheet entitled "elections staff payments for claim". No postal vote assistants, supervisors or adjudicators are in teh core elections team.

Please see spreadsheet entitled "breakdown of invoices for claim" for breakdown of costs for vouchers 717 - 719 and 727 between Headings. These are members of the core elections team. The work undertaken by the staff associated with these vouchers includes production of the project plan for the management of the issue and opening of postal votes, production and checking of data from which postal vote packs are produced for each individual, proof checking of all postal vote paperwork (one piece mailer, leaflet, envelope B etc., quality

414 - 471 + 64, 124, 148, 149, 155, 167, 168, 169, 182, 221, 235, 246, 261, 277, 289, 293, 323, 325, 329, 334, 341, 348, 364, 368, 372, 375, + 380 PV assistants working until midnight - 2693.5 hours @	2693.5	£8.00	£21,548.00		£0.00
414 - 471 + 64, 124, 148, 149, 155, 167, 168, 169, 182, 221, 235, 246, 261, 277, 289, 293, 323, 325, 329, 334, 341, 348, 364, 368, 372, 375, + 380 PV assistants working after midnight - 35.5 hours @ £10 per	35.5	£10.00	£355.00		£0.00
474 - 481 + 82 PV supervisors working until midnight - 485.75 hours @ £11 per hour	485.75	£11.00	£5,343.25		£0.00
474 - 481 + 82 PV supervisors working after midnight - 6 hours @ £13 per hour	6	£13.00	£78.00		
472 - 473 + 128, 296, 353 + 401 PV adjudicators - 41 hours @ £12 per hour	41	£12.00	£492.00		
717 [redacted]	1	£206.07	£206.07		
727 [redacted]	1	£206.07	£206.07		

checking of collation of postal votes before despatch, recruitment and training of staff, production of paperwork for opening sessions, liaison with internal IT staff for provision of hardware and support during Opening sessions, oversight of all Opening sessions, preparation and maintenance of postal vote identifier checking software, production of daily statistics of Opening sessions, respons bility for safekeeping of all postal vote materials between Opening sessions, packing up of all materials as required by legislation, production of data for Electoral Commission as required.

718 [redacted]	1	£500.65	£500.65		
719 [redacted]	1	£1,361.13	£1,361.13		£0.00

Form G (Head G4 to G8)

Form G

Form G

HEAD G4 Printing and stationery costs for postal voting (Form G Annex B)

Voucher e e a a e)	Supplier	Description of expense and outline of cost elements on the invoice (f applicable)	Gross amount on inv ice	VA on nvo ce	Cost to EU Referendum
696	FDM Ltd invoice 208040	Produc ion of pos al ballot papers	£2 196 00	£447 22	£2 196 00
698	FDM Ltd invoice 208023	Produc ion of pos al vote packs and co lation of one piece mai er postal vo e information and envelope B nto outer envelope for despatch	£30 177 54	£5 029 59	£30 177 54
					£0 00
					£0 00
					£0 00
					£0 00
		otal			£32 373 54

Additional explanation of entries under Form G Head G4

The number of pos al votes on day -11 was 37 370

HEAD G5 Postal voting postage costs outward (Form G Annex C)

Voucher e e a a e)	Supplier	Description of expense and outline of cost elements on the invoice (f applicable)	Gross amount on invoice	VA on nvo ce a a e)	Cost to EU Referendum
699	Royal Mail invoice 9052320427	Outward postage for postal vote packs going to addresses outs de of UK	£20 386 07	£3 273 97	£20 386 07
700	Royal Mail invoice 9052416450	Outward postage for postal vote packs going to UK addresses	£1 747 57	£273 62	£1 747 57
701	Royal mail invoice 9053112188	Outward postaeg for postal vote packs going to addresses outs de and nside UK	£1 751 82	£292 00	£1 751 82
					£0 00
					£0 00
					£0 00
		otal			£23 885 46

Additional explanation of entries under Form G Head G5

HEAD G6 Postal voting postage costs inward (Form G Annex D)

Voucher e e a a e)	Supplier	Description of expense and outline of cost elements on the invoice (f applicable)	Gross amount on inv ice	VA on nvo ce a a e)	Cost to EU Referendum
702	Royal Mail invoice 9052342274	nward postage for completed postal vote packs	£230 42	£38 40	£230 42
703	Royal Mail invoice 9052375186	nward postage for completed postal vote packs	£8 949 96	£1 491 66	£8 949 96
704	Royal Mail invoice 9052421216	nward postage for completed postal vote packs	£4 379 40	£729 90	£4 379 40
705	Royal Mail invoice 9052575583	nward postage for completed postal vote packs	£1 632 52	£272 09	£1 632 52
706	Royal Mail invoice 9052463669	nward postage for completed postal vote packs	£3 011 40	£501 90	£3 011 40
					£0 00
		otal			£18 203 70

Additional explanation of entries under Form G Head G6

HEAD G7 Accommodation costs for postal voting (Form G Annex E)

Voucher e e a a e)	Name of building / room or supp ier	Description of expense and outline of cost elements on the invoice (f applicable)	Gross amount on inv ice	VA on nvo ce	Cost to EU Referendum
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00
					£0 00
		otal			£0 00

Additional explanation of entries under Form G Head G7

HEAD G8 Equipment costs for postal voting (Form G Annex F)

Voucher e e a a e)	Supplier	Year of purchase	Use ul li etime of the equipment	Description of expense and outline of cost elements on the invoice (if appl cable)	Number of p anned polls in useful l fetime of the equipment	Gross amount on invoice	VA on nvo ce a a e)	Cost to EU Referendum
684	Reliable Removals	2016	1	transporta ion of pos al vote equ pment from storage to Gun Wharf (and return)	1	2178	436	£2,178.00
				otal				£5 249 51

Addit onal explanation of entries under Form G Head G8

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government	Pa l amenta y	Re e ndum	PCC		Eu opean	Pa l amenta y	Re e ndum PCC			Eu opean	Pa l amenta y PCC				Eu opean PCC	Pa l amenta y			PCC	Eu opean	Pa l amenta y	

707	Halarose Limited nvo ce 9581	2016	1	annual support licence for AvantGuard network licence (postal vote identif er software)	4	12112 14	605 61	£3,028.0
708	Spectrum Computer Supp ies Ltd invoice 780721	2016	2	Dell toner cartridge for printer used exclusively for postal vote Open ng sessions	2	70 10	14 02	£35.05
708	Spectrum Computer Supp ies Ltd invoice 780721	2016	5	Dell imaging drum for printer used exclusively for postal vote Opening sessions	4	33 70	6 74	£8. 3
					1			£0.00
					1			£0.00

funded																						
Local (all out)																						
																					Total	

ECU

Referendum on the UK's membership of the EU

FORM H

The Electoral Commission

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C and D to this form), list the equipment, printing and postage or delivery costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form H. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form H.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**MEDWAY**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation (head H1)	**£570.24**
Equipment costs (head H2)	**£0.00**
Cost of printing and stationery (head H3)	**£7,811.83**
Postage or delivery (head H4)	**£56,953.03**
Total costs	**£65,335.10**

FORM H - ADDITIONAL INFORMATION

Poll Card Costs

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

FORM H Poll Card Costs (Head H1)

		Total	£570.24
HEAD H1 – Staff costs for preparation of poll cards (Form H,			
Voucher (where applicable)	Number of employees	Rate of pay per employee	Cost to EU Referendum
718 [redacted]	1	£333.77	£333.77
720 [redacted]	1	£236.47	£236.47
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

Additional explanation of entries under Form H, Head H1

Please see spreadsheet entitled "breakdown of invoices for claim" for breakdown of costs for vouchers 450 and 452 between Headings. These are members of core elections team. The duties undertaken include the preparation of the scheme of polling stations and electors required to ensure that the correct electors are allocated to the right polling district and polling station, production and checking of the data from which poll cards are printed, checking of proofs and preparation and checking of maps shown on poll cards

Form H Poll Card Costs (Head H2 to H4)

	Total	£0.00

HEAD H2 – Equipment costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1		£0.00	£0.00	£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

Additional explanation of entries under Head H2

	Total	£7,811.83

HEAD H3 – Printing and stationery costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
709	FDM plc - invoice 207877	production of ordinary poll cards and postal poll card letters	£7,608.96	£1,268.16	£7,608.96
710	Medway print - requisition number 112956	printing of poll card letters to electors added to Register after despatch of main tranche of poll cards	£92.96		£92.96
711	Medway Print - requisition number 113037	printing of poll car letters to proxy voters	£109.91		£109.91
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head H3

	Total	£56,953.03

HEAD H4 – Postage or delivery costs for poll cards (Form H, Annex D)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
712	FDM ltd - invoice109350	outward postage for despatch of main tranche of poll cards and postal poll card letters	£56,953.03	£9,492.17	£56,953.03
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head H4

For
m I

ECU

Referendum on the UK's membership of the EU

FORM I

The Electoral Commission

Count Costs

This form details the amounts claimed for the costs of he count.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D and E to this form), list the accommodation used, and the amounts for equipment, transport and security under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form I. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form I.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**MEDWAY**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Counting staff pay (head I1)	**£20,916.00**
Supervisory, ancillary and IT staff pay (head I2)	**£10,771.22**
Travel and subsistence (head I3)	**£1,815.51**
Training (head I4)	**£880.00**
Accommodation costs (head I5)	**£12,373.41**
Equipment costs (head 6)	**£3,035.51**
Transport costs (head I7)	**£1,980.00**
Security costs (head I8)	**£720.00**
Total costs	**£52,491.65**

FORM I - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the Guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

Form I Count Costs (Head I1 to I4)

	Total	£20,916.00	£1,376.14	£0.00

(Head I1) Counting staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Counting staff pay (Head I1)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
494 - 647 + 405, 409, 410, 417, 420, 441, 442, 452, 454, 460, 470 & 681 Count assistants	166	£126.00	£20,916.00	£1,376.14	
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I1

Count assistants are not in core elections team.

	Total	£10,771.22	£439.37	£880.00

(Head I2) Supervisory, ancillary and IT staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Supervisory, ancillary and IT staff pay (Head I2)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
648 - 652 Control Clerks	5	£177.65	£888.25	£41.45	£100.00
653 - 672 + 412 & 478 count supervisors	22	£168.30	£3,702.60	£182.38	£440.00
673 - 677 deputy zone controllers	5	£250.80	£1,254.00	£41.45	£200.00
678 - 680 zone controllers	3	£285.00	£855.00	£24.87	£120.00
413 adjudication assistant	1	£152.00	£152.00	£8.29	£20.00
482 - 493 + 406, 409, 411, 413, 451 ballot box reception & verification of unused ballot papers	17	£77.35	£1,314.95	£140.93	
717 [redacted]	1	£206.07	£206.07		

Additional explanation of entries under Form I, Head I2

Control clerks, supervisors, deputy zone controllers, zone controller, adjudication assistants and ballot box reception/verification of unused ballot papers staff are not in core elections team.

Please see spreadsheet entitled "breakdown of invoices for claim" for breakdown of costs for vouchers 717, 718, 724 and 727 between Headings. These are members of core elections team.

727 [redacted]	1	£360.62	£360.62		
718 [redacted]	1	£1,001.30	£1,001.30		
724 [redacted]	1	£1,036.43	£1,036.43		

Form I Count Costs (Head I5 to I8)

	Total	£12,373.41

HEAD I5 – Count accommodation costs (Form I, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
713	Medway Council - Medway Park Sports Centre	Provision of main sports hall, small hall and logistical support staff for ballot boxes and equipment and water/juice for count staff	£8,603.10	£0.00	£8,603.10
717	[redacted] (DCO)	Oversight of initial arrangements for verification and count, particularly the logistical issues of venue	£257.58		£257.58
727	[redacted] (DCO)	Oversight of all arrangements for verification and count, particularly the logistical issues of venue	£463.65		£463.65
718	[redacted] (DCO)	Production of overall verification and count plan, including options for layout, timing, staffing, processes and procedures, contigency arrangements and arrangements for those entitled to attend. Production and delivery of training material to senior count staff	£1,001.30		£1,001.30
724	[redacted]	Logistical arrangements for layout of venue, receipt and tracking of ballot boxes on arrival, health & safety, contingency arrangements etc and support for development of processes and procedures for verification and count inlcuding delivery of training to some staff	£1,036.43		£1,036.43
725	[redacted]	Logistical arrangements at count venue, floor management etc	£824.06		£824.06
726	[redacted]	Practical support for readiness of count venue, paperwork, equipment and materials	£187.29		£187.29

Additional explanation of entries under Head I5

Staff associated with vouchers xx - xx are members of core election team.

	Total	£3,035.51

HEAD I6 – Equipment costs for the count (Form I, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
714	Heselwood AV - invoice 3103	2016	1	Hire of radios for communication between senior count managers at Medway Park	570	£95.00	£570.00	£570.00
715	Medway Print - Reqs 112970, 112969, 112955, 112953, 112952, 113011	2016	1	printing of various documents for count - verification cards, verification labels, EC Guidance and other documents for verification and count	355.1		£355.10	£355.10
713	Medway Council -Medway Park Sports Centre (invoice from Arrow Marquees)	2016	1	Hire of 40 x 6 ft trestle tables and 350 x chairs for use by count staff	1584	£264.00	£1,584.00	£1,584.00
713	Medway Council -Medway Park Sports Centre	2016	1	Hire of table dividers for use on count tables and ropes and pins to delineate "secure" counting area for guests/agents etc	480		£480.00	£480.00
694	Medway print - requisition 112972	2016	1	Printing of appointmnet letters to count assistants	46.41		£46.41	£46.41

Additional explanation of entries under Head I6

The main hall we use for the count is 1664m2 and it is just not feasible for senior count and logistical staff to walk the length and breadth of the hall to keep in touch even if they could actually see each other amongst all the agents and guests; they may also be in other parts of the building where the verification of unused ballot papers is taking place, for example. Therefore around 10-12 key people use walkie-talkies, which can also be used to ensure that all key staff get the same message about important developments about the process or security for example. A microphone is used by the Counting Officer when he is making announcements during the count as well as declaring the result.

Irt is necessary to hire trestle tables and chairs for the count staff as Medway park has insufficient numbers.

Table dividers are essential to ensure that at key points of the count process ballot papers do not get mixed up between pairs of staff. Ropes and pins are essential to delineate the area into which only agents and count agents are entitled to go so that they can observe the count proceedings.

See spreadsheet entitled "breakdown of invoices for claim" for breakdown of voucher xx between Headings for claim

	Total	£1,980.00

HEAD I7 – Transport costs for the count (Form I, Annex D)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
684	Reliable Removals	transportation of equipment from Medway Park to Gun Wharf and storage facility	£1,980.00	£396.00	£1,980.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I7
Reliable Removals transport all the empty ballot boxes, bags containing mateiral from the polling stations, counted ballot papers and all oteh rcount documents back to eiterh our HQ builiding at Gun Wharf or our storage facility where the ymust be retained for one year. See spreadsheet entitled "breakdown of invoices for claim" for breakdown of voucher xx between Headings for claim

				Total	£720.00
HEAD I8 – Security costs for the count (Form I, Annex E)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
716	Deadline Security- invoice 1674	Provision of security and marshalling staff at count	£720.00	£120.00	£720.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I8
A relatively low level of security is required for the venue generally as well as to ensure that only those entitled enter the "delineated" area of the count and to deal with any other security issues.

For
m J

ECU

Referendum on the UK's membership of the EU

FORM J

The Electoral Commission

Other costs

This form details the amounts claimed for general and miscellaneous costs not covered elsewhere.

- This form should accompany Form A.
- List the staff employed on general clerical duties and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E and F to this form), list the costs of providing training, the amounts for materials and services, any nominations costs, and any costs of translations (Wales only).
- **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**

1. Voting Area

Voting Area	**MEDWAY**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Payments to staff that cannot be recorded elsewhere (head J1)	**£548.63**
Travel and subsistence not accounted for elsewhere (head J2)	**£0.00**
Costs of providing training (head J3)	**£0.00**
Materials and services (head J4)	**£31,830.54**
Translation costs (Wales only) (head J6)	**£0.00**
Legal Advice (head J7)	**£0.00**
	£32,379.17

FORM J - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: amount claimed under each head of expenditure

Form J Other Costs (Head J1 & J2)

			Totals	£548.63	£0.00
HEADS J1 & J2 – Payments to staff that cannot be recorded elsewhere (Form J, Annex A)					
Voucher (where applicable)	**Name of employee and breakdown of the duties performed**	**Hourly rate**	**Number of hours**	**Payments to staff that cannot be recorded elsewhere (Head J1)**	**Total T & S Cost (Head J2)**
720	[redacted]	£236.47	1	£236.47	
721	[redacted]	£78 04	1	£78.04	
722	[redacted]	£117.06	1	£117.06	
723	[redacted]	£117.06	1	£117.06	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	

Additional explanation of entries under Form J, Head J1 and J2
The staff associated with vochers 720-723 are members of the core elections team.Please see spreadsheet entitled "breakdown of invoices for claim" for a breakdown of costs per Heading. They were not paid an hourly rate so I have indicated the cost attributed to this heading from the spreadsheet referred to and put one hour of work. The duties undertaken include general assistance for the planning and conduct of the count that cannot be directly attributed to other headings, such as dealing with queries from referendum agents, escalated calls from the customer contact centre who were handling telephone calls from the public during the period in the run up to the referendum.

Form J Other Costs (Head J3 to J8)

					£0.00
HEAD J3 – Costs of providing training (Form J, Annex B)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J3

					£31,830.54
HEAD J4 – Costs of materials and services (Form J, Annex C)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
728	Medway Customer Contact team	Professional call-handling	£20,630.98	£0.00	£20,630.98
789	Medway post room	Postage costs for miscellaneous outgoing post relating to EU Referendum, including some charges for providing envelopes and fulfilling envelopes with contents.	£11,199.56		£11,199.56
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J4
Due to the extraordinary timing of the Referendum 7 weeks after the PCC elections, and several weeks overlapping where voters were enquirying about both elections, the core elections team could not have handled all calls relating to the election and the Referendum as well as the planning and conduct of the Referendum. Although the Council's Customer Contact team handled all calls from the period 4 April to 24 June, costs associated with handling calls explicitly during the Referendum period are included in the claim (4 May to 24 June). 4 staff in the CC team handled all calls to the elections team between 8am to 8pm Monday to Friday, using FAQs to deal with the majority of calls, only escalating calls to the core team if required. The CC team have access to a web-based version of the electoral registration software so can advise electors if they are registered, where their polling station is, and give advice about registering to vote or applying for a postal vote. Over the 34 days the 4 CC staff handled more than 5200 calls which freed up the core team to conduct the poll effectively and efficiently. A breakdown of the types of calls handled or escalated to the team will be submitted with the paperwork for this claim. The average call time was 2 mins 24 secs and that equates to 194 hours' worth, or 26.8 days of 1 member of election staff so the use of the CC team is extremely cost effective, given that they are already trained on our software and knoweldgeable about election work. The elections team would not have the time or resources to recruit and train extra staff to do this work within the team, nor has the space, software licenses or hardware to deal with it either. The postage costs included in voucher 789 are 75% of the total costs for the month of June on the basis that 25% related to registration and non-Referendum material which cannto be charged to the Referendum

					£0.00
HEAD J5 Nominations costs - NOT APPLICABLE TO EU REFERENDUM					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
N/A	N/A	N/A	£0.00	£0.00	£0.00

Additional explanation of entries under Head J5
Nomination costs do not apply to the EU Referendum.

					£0.00
HEAD J6 – Translation costs - WALES ONLY - (Form J, Annex E)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J6

					£0.00
HEAD J7 – Legal Advice - (Form J, Annex F)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J7

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£3,338.72
Name: [redacted]			Job Title:	Deputy Counting Officer	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
718	Arrangements for polling station inspectors - allocation to polling stations, notes about issues, checksheet, identification of equipment required, appointment, devleopment and delivery of training.	F3	£10.84	15.00	£162.60
718	Calculation of ratios for staff at polling stations and production of approved list, production of polling scheme on software that enables booking and appointment letters and all statutory notices to be produced, liaison with polling stations, including several reluctant schools, all logistical arrangements for portakabins, oversight of all arrangements for equipment and materials, development and delivery of training materials for polling station staff	F9	£10.84	16.00	£173.44
718	Liaison with printers regarding all production arrangements. Production, storage and exporting of postal vote data, set up and proofing of all postal vote stationery (postal vote pack, envelopes, leaflet), arrangements for combination of packs, calculation of ballot paper numbering, short codes for packs,	G1	£10.84	15.00	£162.60
718	Oversight of all arrangments for process for opening of postal votes - development and approval of layout, staffing, paperwork and processes, communication with candidates and agents,	G2	£10.84	46.00	£498.64
718	Liaison with printers regarding all production arrangements. Production, storage and exporting of poll card cata, approval of all maps, approval of all proofs	H1	£10.84	32.00	£346.88

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)
All du ies undertaken outside normal office hours and not paid any overtime or other payments for same work

Transparency of staff costs - Form L					
718	Oversight of all arrangements for production of staffing schedule, appointment of all senior staff, development and delivery of all training material, approval of all process documents and paperwork,	I2	£10.84	92.00	£997.28
718	identification of all equipment required, oversight of security arrangements, oversight of all logistical arrangements at count venue including management of ballot boxes, verification of unused ballot papers.	I5	£10.84	92.00	£997.28
					£0.00
					£0.00
					£0.00

Transparency of staff costs - Form L					£0.00
Name:			Job Title:		
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

Transparency of staff costs - Form L						
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	

FORM M - Equipment Record

											Non grant funding purchases only	
Item	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice when purchased	VAT on invoice (if applicable)	Year purchased	Life expectancy of item	Total number of schedule polls to take place from year of purchase to end of life expectancy	Number of National polls funded by Consolidated Fund e.g. European, Parliamentary, PCC, National referendum	Purchased by grant? (Y/N)	Total cost of item purchased by grant upfront	Total cost to Consolidated Fund	Cost already reimbursed
Example	A Test	40 x Polling Booths	£8,900.00	£1,780.00	2010	15	15	8			£4,746.67	£1,186.60

Form G (Head G4 to G8)

					Total	£32,373.54
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
696	FDM Ltd - invoice 208040	Production of postal ballot papers	£2,196.00	£447.22	£2,196.00	
698	FDM Ltd - invoice 208023	Production of postal vote packs and collation of one piece mailer, postal vote information, and envelope B into outer envelope for despatch	£30,177.54	£5,029.59	£30,177.54	
					£0.00	
					£0.00	
					£0.00	
					£0.00	

					Total	£23,885.46
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
699	Royal Mail - invoice 9052320427	Outward postage for postal vote packs going	£20,386.07	£3,273.97	£20,386.07	
700	Royal Mail - invoice 9052416450	Outward postage for postal vote packs going	£1,747.57	£273.62	£1,747.57	
701	Royal mail - invoice 9053112188	Outward postaeg for postal vote packs going	£1,751.82	£292.00	£1,751.82	
					£0.00	
					£0.00	
					£0.00	

					Total	£18,203.70
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
702	Royal Mail - invoice 9052342274	Inward postage for completed postal vote packs	£230.42	£38.40	£230.42	
703	Royal Mail - invoice 9052375186	Inward postage for completed postal vote packs	£8,949.96	£1,491.66	£8,949.96	
704	Royal Mail - invoice 9052421216	Inward postage for completed postal vote packs	£4,379.40	£729.90	£4,379.40	
705	Royal Mail - invoice 9052575583	Inward postage for completed postal vote packs	£1,632.52	£272.09	£1,632.52	
706	Royal Mail - invoice 9052463669	Inward postage for completed postal vote packs	£3,011.40	£501.90	£3,011.40	
					£0.00	

					Total	£0.00
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)						
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	
					£0.00	

							Total	£5,249.51
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of planned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
684	Reliable Removals	2016	1	transportation of postal vote equipment from storage to Gun Wharf (and return)	1	2178	436	£2,178 00
707	Halarose Limited - invoice 9581	2016	1	annual support licence for AvantGuard network licence (postal vote identifier software)	4	12112.14	605.61	£3,028 04
708	Spectrum Computer Supplies Ltd - invoice 750721	2016	2	Dell toner cartridge for printer used exclusively for postal vote Opening sessions	2	70.10	14.02	£35 05

708	**Spectrum Computer Supplies Ltd - invoice 750721**	**2016**	**5**	**Dell imaging drum for printer used exclusively for postal vote Opening sessions**	**4**	**33.70**	**6.74**	£8.43
					1			£0.00
					1			£0.00

708

98

Delivery Address:
ICT STORES LEVEL 2
MEDWAY COUNCIL CIVIC HEADQUARTER
GUN WHARF
DOCK ROAD
CHATHAM KENT
ME4 4TR

SPECTRUM COMPUTER SUPPLIES LTD

I certify that this is a true copy of the original document [redacted]

Local Counting Officer

Invoice To:
Medway Council Civic HQ
GunWharf
Dock Road
Chatham
Kent
ME4 4TR

INVOICE 750721

DATE 01JUN16

ACCOUNT	CODES	CUSTOMER ORDER REFERENCE & DATE	DESPATCH DATE	DELIVERY METHOD
08MF0A	85/01	200208877 01JUN16	01JUN16	Overnight - A

LINE No	PRODUCT CODE & DESCRIPTION	QUANTITY	PRICE	PER	VALUE	VC
01	DEL593-10337 DELL 2330/50 S/C BLACK (PK492) U & R TONER CART 2,000 PAGES	1	70.10	EACH	70.10	3
02	DEL593-10338 DELL 2330D/DN IMAGING (PK496) IMAGING DRUM UNIT 30,000 PAGES	1	33.70	EACH	33.70	3

RECEIVED
03 JUN 2016
EXCHEQUER

Carrier Ref Weight Parcels
PC 2.78 1

VC	GOODS VALUE	VAT RATE	VAT VALUE	OUR REFERENCES
3	103.80	20.00	20.76	978879 OUR O/N 905114

TOTAL GOODS	£	103.80
TOTAL VAT	£	20.76
INVOICE TOTAL	£	124.56

DELIVERY INSTRUCTIONS:

TERMS STRICTLY NETT - PAYMENT DUE BY 29JUN16

TERMS AND CONDITIONS OF SALE AVAILABLE ON REQUEST

00412/0308

SE.

70-10 + 14-02 = 84-12
33-70 + 6-74 = 40-44

684

I7

Reliable Removals & Storage Ltd

Canterbury Lane, Rainham
Kent, ME8 8GL

Invoice

Tax Date	Invoice No.
24/06/2016	15615

Invoice To
[redacted]
Medway Council Gun Wharf Dock Road Chatham ME4 4TR

I certify that this is a true copy of the original document [redacted]

Local Counting Officer

P.O. No.	Terms	Project

Description	Qty	Rate	Amount	VAT
To provide a commercial removal service for the EU Referendum on Weds 22nd, Thurs 23rd and Fri 24th June 2016	1	8,250.00	8,250.00	S

316.957.
1148-40. 5742-00 F9.
30
3[illegible]% 1980-00 I7
3634[illegible]. 2178-00. 98

VAT%	VAT Amount	
Rate	VAT	NET
S@20.0%	1,650.00	8,250.00
TOTALS	1,650.00	8,250.00

Subtotal	£8,250.00
VAT Total	£1,650.00
Total	£9,900.00
Payments/Credits	£0.00
Balance Due	£9,900.00

Thank you for you business

For BACS payments use:Account:92484897 / Sortcode:40-31-06

Company VAT Number	855524510

4C225 36406 000000 2016-17

Invoice 707

copy

I certify that this is a true copy of the original document

[redacted]

Local Counting Officer

Medway Council
The Electoral Office
Gun Wharf
Dock road
Chatham
Kent
ME4 4TR

Halarose Limited

Invoice no.	9581
Page	1
Customer no.	30223
Invoice date	08/02/2016
Payment terms	Net 20 days
Currency	GBP

For attn of [redacted]

Due date 28/02/2016

Product no.	Product description	Quantity	Unit price	Adjustments	VAT	Total
Eros						
ER2001	Annual support & maintenance for Eros - 10 users Less 5% discount as per contract	1.00	8,866.82	5.00%	20.00%	8,423.48
ER2006	Annual support for VDF lic. with connectivity kit (10 users)	1.00	255.67		20.00%	255.67
ER2012	Annual support & maint for LLPG interface	1.00	973.66		20.00%	973.66
[illegible]	Annual support & maintenance for Eros Scanning - 2 users	1.00	1,170.84		20.00%	1,170.84
						10,823.65
Eros						
[illegible]2001	Annual support & maint for WebEros -10 users	1.00	2,270.29		20.00%	2,270.29
						2,270.29
AVantGuard						
AV2001	Annual support & maint for AVantGuard Auto network licence plus 1 auto client and 4 non auto clients	1.00	10,093.45		20.00%	10,093.45
						10,093.45

Net	Adjustments	VAT	Total incl. VAT
23,187.39	443.34	4,637.48	**27,824.87**

Cheques should be made payable to:
Halarose Limited.

Bank Account	70868641
Bank Sort Code	08-90-38
Company Reg. no.	1362834
VAT no.	927 5534 04

Goring House, Beechwood Court, LongToll, Woodcote, Oxfordshire, RG8 0RR, Telephone: 01491 682 120 Fax: 0870 429 2764
E-mail: accounts@halarose.co.uk www.halarose.co.uk

Guidance on how to fill in these forms - Please read in full in conjunction with 'Counting Officers' Expenses Guidance Notes'

1. Introduction

These forms are a Microsoft Excel version of expenses claims Forms A to L (and associated annexes) for the Referendum on the UK's membership of the EU.
They allow Counting Officers to submit costs claims to ECU electronically via email. They also do much of the arithmetic to calculate totals automatically.
These forms are unlocked and not password protected. This is designed to give you greater flexibility to complete your claim to take into account local factors.

2. Forms structure

Forms A - L are included as separate pages of these forms.
There are also further separate pages containing the various annexes to each form.
Click on the tabs near the bottom of the screen to move between pages.

Please note that Forms A,B, C, and D are included within these forms, but signed copies of these must also be submitted to ECU separately in hardcopy. You will have already submitted form C in order for your advance to be paid.
Hard copies of original supporting documents (invoices, vouchers, etc.), or personally certified copies if originals are not available, must be submitted separately BY POST for claims falling under categories of light touch and full claims. Where a plain account is submitted all original vouchers must be retained by the RO for possible future inspection.
Scrutiny categories will be notified to Counting Officers by no later than the week after the poll - week commencing Monday 27 June 2016.

Regardless of which scrutiny category you are in, it is important to ensure all supporting evidence is retained if requested by the National Audit Office as part of their audit of Counting Officers expenses accounts.

3. How to enter information into these forms

Please only enter costs and other information in the cells of these forms which are coloured YELLOW.
Please do not enter any information into, or delete any information already within, any other cells of these forms. In particular:
DO NOT write any supplementary comments in blank spaces inside or alongside each form's page. Please enter all such information in the yellow additional information boxes or on the "Comments" page which is provided for this purpose.
DO NOT attempt to enter or delete any costs in the cells coloured ORANGE. The forms will automatically populate these cells for you, based on the costs entered in the yellow cells elsewhere.

The majority of the information for Forms F, G, H, I and J must be entered into the yellow cells of their Annexes. The Annexes ask you to enter costs information for individual employees, polling stations, suppliers, etc. Please note that:

* You can only enter costs and other information in the cells coloured yellow.
* Because the forms calculate on depreciation these cells MUST be populated.
* You do not need to enter data in all **rows** of the Annex tables. Fill only the number of rows that are applicable, leaving all other rows blank.
* The orange cells at the top of each Annex table automatically calculate column totals for you. The forms will also automatically place these totals into the appropriate head total cell of the corresponding main Form. The forms will also place the total costs recorded on Forms E, F, G, H, I and J into Form A. You do not need to do any of this manually yourself.
* If you need to add any extra rows to any of the Annex tables, please carry out the following steps: (1.) Click on the bottom left yellow cell of the relevant table; (2.) Click on the Insert drop down menu (3.) Select Rows. Repeat this process for each extra row you wish to add.

4. How to return the forms

Before you return the forms, please ensure you go to the "CHECKS" page. This will list where there are any heads items which are currently recorded as incurring £0 cost. Please ensure that all items currently recorded as such definitely did incur zero expenditure. Please revisit the appropriate pages of this forms if any of these items should NOT be zero, and amend the costs amounts reported as appropriate.

Please email completed forms to:
returning.officers@cabinetoffice.gov.uk

If you decide to post any part of your claim or supporting evidence to ECU - please be aware that the postal address has changed. They should now be sent to:
Electoral Claims Unit
Cabinet Office
Ground Floor
Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

5. Equipment Record - Form M

Cabinet Office wish to review and collect data on the equipment that Returning Officers have bought historically in order to understand what future costs could look like.
They are concious that over the years some Returning Officers have been provided with large grants to purchase equipment in full up front, more recently Cabinet Office have moved to claiming a percentage of the cost from each poll.
The two items they are most interested in are polling booths and ballot boxes and they would like COs to complete this information in the newly created Form M.
Cabinet Office are aware that some equipment was purchased historically and there may be no record of the original cost or who it was purchased by. If you have no records please add this to your comments on the 'Comments' tab
Please note that this does not apply to Counting Officers in Scotland, Gibraltar, or Northern Ireland.

Referendum on the UK's membership of the EU: Data checks of Forms A, E, F, G, H, I, J and L

This page highlights if there are any heads items which have been recorded as £0. Before these forms is returned to ECU, please double-check that all those cost items listed in the table below as being currently reported as £0 are definitely those for which there was zero expenditure. Please revisit the appropriate pages of these forms if any of the items flagged here should NOT be zero, and amend the costs amounts reported as appropriate.

Heads item	Zero?	Where an item name appears in this column, it is currently recorded as incurring £0 cost
Form A - Summary of accounts		
Total advance received	NO	
No. of eligible electors in voting area	NO	
No. of postal voters in voting area	NO	
No. of proxy voters in voting area	NO	
Form E - Counting Officer's services		
Amount claimed for Counting Officer's services	NO	
Form F - Polling station costs		
Presiding Officers' pay (F1)	NO	
Poll Clerks' pay (F2)	NO	
Supervising Officers' pay (F3)	NO	
Travel and subsistence (F5)	NO	
Training (F6)	NO	
Accommodation costs – permanent polling stations (F7)	NO	
Accommodation costs – temporary polling stations (F8)	YES	NO COST RECORDED
Preparation and transport costs (F9)	NO	
Equipment costs (F10)	NO	
Costs of printing ballot papers (F11)	NO	
Total number of polling stations	NO	
Number of temporary polling stations	YES	NO COST RECORDED
Total number of poll clerks	NO	
Total number of supervising officers for polling stations	NO	
Form G - Postal voting costs		
Staff costs – preparation and issue (G1)	YES	NO COST RECORDED
Staff costs – opening and checking (G2)	NO	
Training (G3)	YES	NO COST RECORDED
Cost of printing and stationery (G4)	NO	
Postage – outward (G5)	NO	
Postage – inward (G6)	NO	
Accommodation costs (G7)	YES	NO COST RECORDED
Equipment costs (G8)	YES	NO COST RECORDED
Total number of postal voters	NO	
Form H - Poll card costs		
Staff costs – preparation (H1)	YES	NO COST RECORDED
Equipment costs (H2)	YES	NO COST RECORDED
Cost of printing and stationery (H3)	NO	
Postage or delivery (H4)	NO	
Form I - Count costs		
Counting staff pay (I1)	NO	
Supervising count staff pay (I2)	NO	
Travel and subsistence (I3)	NO	
Training (I4)	YES	NO COST RECORDED
Accommodation costs (I5)	NO	
Equipment costs (I6)	NO	
Transport costs (I7)	YES	NO COST RECORDED
Security costs (I8)	NO	
Form J - Other costs		
Payments to staff that cannot be recorded elsewhere (head J1)	NO	
Travel and subsistence not accounted for elsewhere (head J2)	NO	
Costs of providing training (head J3)	YES	NO COST RECORDED
Materials and services (head J4)	NO	
Translation costs (Wales only) (head J6)	YES	NO COST RECORDED
Form L - transparency of staff costs		
Payments to individuals of or exceeding £2,500	YES	NO COST RECORDED

ECU

Referendum on the UK's membership of the EU

FORM A

The Electoral Commission

Summary of Accounts

This form summarises and totals the amounts claimed under each category of expenditure.

It also summarises and totals any advances paid which must be deducted.

It shows the final total claimed for this election and provides some general information.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

Electronic version:

returning.officers@cabinetoffice.gov.uk

Paper Version: Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Throughout this form, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in any other cells. In particular, please do not enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the form.**
- Full details of how the amounts listed below are made up must be entered on the appropriate forms (E to L) which are on the other pages of this form.
- Original invoices or vouchers must be submitted, as set out in the guidance, separately, BY POST.
- This claim must be completed in accordance with the accounts regulations. In particular, it must be submitted **by Friday 23 December 2016.**
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officers' Expenses Guidance Notes, available on the Electoral Commission website.
- **Please DO NOT enter any amounts in the orange cells in sections 2 and 4 of Form A. These cells will automatically be filled if amounts are entered into the yellow cells of Forms E, F, G, H, I and J in this form.**

1. Local voting area (COs)/Electoral region (RCOs)

This claim is made in respect of:

Voting Area (select from drop down list): **HIGHLAND**

2. Amounts claimed under each head of expenditure for the specified expenses

Head of expenditure	Amount claimed
Polling stations (Form F)	£201,226.86
Postal votes (Form G)	£86,161.50
Poll cards (Form H)	£61,025.28
The count (Form I)	£48,031.80
Other costs (Form J)	£46,896.82
Total amount claimed	£443,342.26

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum Recoverable Amount	£469,318.00

OVERSPEND/UNDERSPEND	£25,975.74

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will automatically be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

3. Advances received for specfied expenses

Type of advance	Amount received
Initial advance	£351,988.50
Further advance	
Total amount advanced	**£351,988.50**

4. Balance due or owed for specified expenses

Total amount claimed (from 2 above)		£443,342.26
Total amount advanced (from 3 above)	-	£351,988.50
Balance due or owed for specified expenses		**£91,353.76**

5. Counting Officer's fee for services

Total Counting Officer's fee for services (Form E)	£8,131.00

6. Other details

Number of elig ble electors in voting area	175,563
Number of postal voters in voting area	36,477
Number of proxy voters in voting area	1,427

7. Counting Officer’s signature and confirmation

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature	
Counting Officer's Name	Stephen Barron
Date	

Comments page

Please use the space below to provide any supplementary information regarding the figures entered elsewhere in the form.

Please use this form to provide justification for any overspends or higher than expected claims under a specific Head - this will assist with the approval of the claim and future planning

ECU

Referendum on the UK's membership of the EU

FORM B

The Electoral Commission

Appointment of Deputies

This form provides ECU with specimen signatures of (Regional) Counting Officers and their Deputies.

Return Address Please send completed form to:

Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

Should you have any queries about he completion of this form please ring he following number:

Helpdesk number: 01603 704567

- For audit purposes ECU are required to hold specimen signatures of RCOs, COs and their properly appointed Deputies on file, together with copies of the documents appointing them.
- This will enable us to confirm the name and signature of any individual who has “full powers” to request payments or certify invoices for the purposes of the election in your counting area.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- A fresh form must be completed and returned if there is a change to the appointed Deputies.

1. Local voting area (COs)/Electoral region (RCOs)

Voting Area/Region HIGHLAND

If the signatories below are for more than one counting area please list he counting areas on a separate sheet.

2. Counting Officer – to be signed by the RCO/CO who is appointing deputies to act on their behalf

Counting Officer name

Counting Officer signature

Email **Date**

Tel

3. Deputies

1 **Deputy (with full powers) name**

Deputy (with full powers) signature

Email **Date**

Tel

2	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

3	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

Referendum on the UK's membership of the EU

The Electoral Commission

FORM C

Bank Account Details

This form provides The Electoral Commission with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	

Return Address Please send completed form to:

FinanceReferendum@electoralcommission.org.uk
The Electoral Commission
Finance
3 Bunhill Row
London
EC1Y 8YZ

Should you have any queries about the completion of this form please ring the following number:

Help desk number: 0207 271 0706

- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- In so far as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments are usually made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- Please complete this form using capital letters and in black ink.

1. Local voting area/Electoral region and contact details

a.	Voting Area/Region			
b.	Address for correspondence			
	City/Town		County	
	Postcode			

c. **Please enter details of the officer to whom enquiries about payments should be directed.**

Name			
Telephone		Fax	
e-mail address			

2. Payment details

For payment by BACS, please complete the following details:

Bank or Building Society name									
Bank Account No.*									
Sort Code*									
Building Society Roll No.*									
Account name									

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

3. Authorisation of (Regional) Counting Officer and acceptance of terms

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Order.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature	
(Regional) Counting Officer's Name	
Telephone	Fax
Email Address	
Date	

4. Electoral Commission Authorisation (for Commission use only)

Verified by:

Name		Signature	
CO Code		Date	

Authorised by:

Name		Signature	
		Date	

ECU

Referendum on the UK's membership of the EU

FORM D

The Electoral Commission

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

returning.officers@cabinetoffice.gov.uk

If you have any queries about the completion of his form please ring the following number:

Help desk number 01603 704567

- **Additional hardcopies of Forms B and D must also be returned separately BY POST, to Election Claims Unit, Cabinet Office, Ground Floor, Rosebery Court, Central Avenue. St Andrews Business Park, Norwich NR7 0HS**
- All payments will be made to the Counting Officer's bank account, the details of which must have been notified to the Electoral Commission on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of he documentation which should accompany his application.

1. Voting Area

This application is made in respect of:

Local counting area/electoral region **HIGHLAND**

2. Advance applied for

Having received and spent my initial advance, I hereby apply for a further advance of:

3. Counting Officer's signature and certification

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Regulations.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature

Date

Counting Officer's Name	
Telephone	
Email Address	

ECU

Referendum on the UK's membership of the EU

FORM E

The Electoral Commission

Counting Officer's Services

This is to enable you to claim for these services from the Counting Officer

- Enter the relevant company name.
- Enter the amount you are claiming for the services listed within the Charges Orders and check your figures in the boxes. Please note that you cannot claim for more than the amounts specified in this Charges Order.
- If you have any additional items you would like to claim for please complete the appropriate sections below and provide supporting evidence for these costs.

Please note that the Electoral Commission may ask for additional information to support your claim.

Section A: Claimant details

Name of local authority area OR region: A

Section B: Amount claimed

75% of the relevant Regional Counting Officer's fee which is to be paid out of the Referendum Consolidated Fund (see Part 1 Head E): £ 2

25% of the relevant Regional Counting Officer's fee which is to be paid out of local authority funds (see Part 1 Head E): £ 27

Total payment to the Counting Officer enclosed and is claimed by ECU: £

Section C: Payments to others

If there have been any delays in receiving from you the relevant fees amount any other payments may be claimed by the relevant and if so attach a voucher number.

Voucher	Name	Amount

FORM E ADDITIONAL INFORMATION

- Use this space to provide any additional information as required in the guidance. However generally be brief and provide additional information elsewhere if needed.

Section D: Total amount claimed

Section E: Declaration

ECU

Referendum on the UK's membership of the EU

FORM F

The Electoral Commission

Polling Station Costs

This form details the amounts claimed for the costs of pol ing stations.

- This orm should accompany Form A.
- In separate pages of th s form (annexes B, C, D and E to this orm), list the accommodation used, and the amounts for transport, or equipment and for printing ballot papers under the appropriate heads.
- **Please DO NO enter any amounts in section 2 of Form F hese cells will automatically be fil ed if amounts are entered into the yellow cells of the annexes to Form F**
- **he total amount shown at 2 below wi l be automatically carr ed into Form A by this spreadsheet Please do not enter this amount again on Form A**

1. Voting Area

Local counting area E ectoral region: **HIGHLAND**

2. Amount claimed under each head of expenditure

Head of expend ture	Amount claimed
Presiding Off cers' pay (head F1)	£57 336 00
Poll Clerks' pay (head F2)	£46 860 00
Supervising Officers' pay (head F3)	£4 000 00
Travel and subsistence (head F5)	£4 341 07
Training (head F6)	£8 028 47
Accommodation costs – permanent pol ing stations (head F7)	£44 546 54
Accommodation costs – temporary po ling stations (head F8)	£0 00
Preparation and transport costs (head F9)	£23 610 06
Equipment costs (head F10)	£2 230 80
Costs of printing ballot papers (head F11)	£10 273 92
otal costs	£201 226 86

Form F

3. Numbers of polling stations and staff

State here the total number of polling stat ons in the voting area, the number of temporary polling stat ons used, the number of poll c erks employed and the total number of supervising off cers employed.

Total number of polling stat ons	282
Number of temporary polling stat ons	0
Total number of poll clerks	282
Total number of superv sing officers for polling stat ons	20

Form F

FORM F - ADDITIONAL INFORMATION

Polling Station Costs

- Use this side of the form o prov de any addit onal information as required in the guidance. This w ll generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

Form F

3. COMMENTS: Numbers of polling stations and staff

Put here any additional in ormation relating to the total number of polling stations in the voting area, the number of temporary po ling stations used, the number of poll clerks employed and the total number of supervising off cers employed that you eel may be helpful to give context.

Form F Polling Station Costs - (Head F1 to F6)

	Head F1	Head F5	Head F6
TOTAL	£57,336.00	£1,681.80	£6,292.40

HEAD F1 - Payments to polling station staff - Presiding Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Presiding Officers Cost	Total T&S Cost	Total Training Cost
Presiding Officers No1	52	£218.00	£11,336.00	£118.94	£643.41
Presiding Officers	230	£200.00	£46,000.00	£1,562.86	£5,648.99
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F1, F5 & F6

	Head F2	Head F5	Head F6
TOTAL	£46,860.00	£506.39	£1,736.07

HEAD F2 - Payments to polling station staff - Poll Clerks - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Poll Clerks Cost	Total T&S Cost	Total Training Cost
Polling Clerks	284	£165.00	£46,860.00	£506.39	£1,736.07
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F2, F5 & F6

	Head F3	Head F5	Head F6
TOTAL	£4,000.00	£2,152.88	£0.00

HEAD F3 - Payments to polling station staff - Supervising Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Supervising Officers Cost	Total T&S Cost	Total Training Cost
Polling Station Inspectors	20	£200.00	£4,000.00	£2,152.88	
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F3, F5 & F6

Form F Polling Station Costs (Head F7 & F8)

							TOTAL	£44,546.54	£0.00
HEADS F7 & F8 – Polling station accommodation costs (Form F, Annex B)									
Voucher (where applicable)	**Name of building / polling station**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Polling station number**	**Gross amount on invoice (inc. VAT)**	**VAT on invoice** (if applicable)	**Is this a permanent polling station? Select YES/NO**		**Permanent polling stations (Head F7)**	**Temporary polling stations (Head F8)**
0030141634	Dingwall Leisure Centre	Hire 18-19/05 Ballot Box Filling		£400.00	£0.00	YES		£400.00	£0.00
235255/00	ACHNASHEEN HALL	Polling Station 23/06/16	C69	£50.00		YES		£50.00	£0.00
201686/00	APPLECROSS VILLAGE HALL	Polling Station 23/06/16	C65	£85.00		YES		£85.00	£0.00
354916/00	ARDGAY COMMUNITY HALL	Polling Station 23/06/16	C18	£250.00		YES		£250.00	£0.00
244851/00	ARDROSS COMMUNITY CENTRE	Polling Station 23/06/16	C76	£400.00		YES		£400.00	£0.00
350737/00	AULTBEA VILLAGE HALL	Polling Station 23/06/16	C60	£70.00		YES		£70.00	£0.00
354928/00	BETTYHILL VILLAGE HALL	Polling Station 23/06/16	C11	£180.00		YES		£180.00	£0.00
354917/00	BONAR BRIDGE VILLAGE HALL	Polling Station 23/06/16	C19	£125.00		YES		£125.00	£0.00
354895/00	BOWER COMMUNITY HALL	Polling Station 23/06/16	C35	£236.25		YES		£236.25	£0.00
346929/00	BOYS BRIGADE HALL, THURSO	Polling Station 23/06/16	C24 & C25	£275.00		YES		£275.00	£0.00
354900/00	BOYS BRIGADE HALL, WICK	Polling Station 23/06/16	C26, C27 & C28	£190.00		YES		£190.00	£0.00
208511/01	BRITANNIA HALL, DUNNET	Polling Station 23/06/16	C37	£200.00		YES		£200.00	£0.00
225656/00	BRORA COMMUNITY CENTRE	Polling Station 23/06/16	C50 & C51	£150.00		YES		£150.00	£0.00
408968/00	CADET CENTRE, THURSO	Polling Station 23/06/16	C22 & C23	£89.24		YES		£89.24	£0.00
354898/00	CANISBAY HALL	Polling Station 23/06/16	C38	£270.00		YES		£270.00	£0.00
386909/00	CARNEGIE HALL, PORTMAHOMACK	Polling Station 23/06/16	C91	£100.00		YES		£100.00	£0.00
354892/00	CASTLETOWN DRILL HALL	Polling Station 23/06/16	C32	£300.00		YES		£300.00	£0.00
200083/00	COIGACH COMMUNITY HALL, ACHILTIBUIE	Polling Station 23/06/16	C56	£150.00		YES		£150.00	£0.00
332206/00	CONTIN COMMUNITY CENTRE	Polling Station 23/06/16	C73	£350.00		YES		£350.00	£0.00
207910/00	DIAMOND JUBILEE HALL, EVANTON	Polling Station 23/06/16	C79 & C80	£256.00		YES		£256.00	£0.00
516463/00	DORNOCH WEST CHURCH HALL	Polling Station 23/06/16	C53 & C54	£400.00		YES		£400.00	£0.00
423915/00	DRUMBEG VILLAGE HALL	Polling Station 23/06/16	C04	£150.00		YES		£150.00	£0.00
354904/00	DUNBEATH VILLAGE HALL	Polling Station 23/06/16	C43	£200.00		YES		£200.00	£0.00
485215/00	DUTHAC CENTRE, TAIN	Polling Station 23/06/16	C87, C88 & C89	£400.00		YES		£400.00	£0.00
205591/00	EDDERTON VILLAGE HALL	Polling Station 23/06/16	C55	£256.00		YES		£256.00	£0.00
412358/00	ELPHIN COMMUNITY HALL	Polling Station 23/06/16	C01	£40.00		YES		£40.00	£0.00
364633/00	EMBO COMMUNITY CENTRE	Polling Station 23/06/16	C52	£100.00		YES		£100.00	£0.00
300585/00	FAIRBURN MEMORIAL HALL, MARYBANK	Polling Station 23/06/16	C74	£180.00		YES		£180.00	£0.00
474884/00	FEARN ABBEY CHURCH HALL, FEARN	Polling Station 23/06/16	C92	£180.00		YES		£180.00	£0.00
389154/00	FOUNTAIN ROAD HALL, GOLSPIE	Polling Station 23/06/16	C46 & C47	£185.00		YES		£185.00	£0.00
392321/00	FREE CHURCH HALL, THURSO	Polling Station 23/06/16	C20, C21 & C44	£150.00		YES		£150.00	£0.00
209498/00	GAIRLOCH COMMUNITY CENTRE	Polling Station 23/06/16	C62	£160.00		YES		£160.00	£0.00
253518/00	GARVE VILLAGE HALL	Polling Station 23/06/16	C70	£150.00		YES		£150.00	£0.00
389991/00	HELMSDALE COMMUNITY CENTRE	Polling Station 23/06/16	C48	£275.00		YES		£275.00	£0.00

209930/00	INVER VILLAGE HALL	Polling Station 23/06/16	C90	£230.00		YES	£230.00	£0.00
409294/00	INVERGORDON SOCIAL CLUB	Polling Station 23/06/16	C83 & C84	£250.00		YES	£250.00	£0.00
386905/00	KEISS AMENITIES HALL	Polling Station 23/06/16	C39	£100.00		YES	£100.00	£0.00
386902/00	KINBRACE HALL	Polling Station 23/06/16	C10	£180.00		YES	£180.00	£0.00
354909/00	KINLOCHBERVIE VILLAGE HALL	Polling Station 23/06/16	C07	£135.00		YES	£135.00	£0.00
201683/00	KINLOCHEWE VILLAGE HALL	Polling Station 23/06/16	C64	£100.00		YES	£100.00	£0.00
354914/00	LAIRG COMMUNITY CENTRE	Polling Station 23/06/16	C15	£165.00		YES	£165.00	£0.00
318776/00	LOCHCARRON COMMUNITY HALL	Polling Station 23/06/16	C68	£300.00		YES	£300.00	£0.00
106922/00	LOCHINVER VILLAGE HALL	Polling Station 23/06/16	C02	£230.00		YES	£230.00	£0.00
230142/00	LYBSTER COMMUNITY CENTRE	Polling Station 23/06/16	C42	£300.00		YES	£300.00	£0.00
354912/00	MELNESS COMMUNITY CENTRE	Polling Station 23/06/16	C13	£200.00		YES	£200.00	£0.00
317779/00	MERCAT CENTRE, MILTON	Polling Station 23/06/16	C93 & C96	£300.00		YES	£300.00	£0.00
354925/00	NIGG VILLAGE HALL	Polling Station 23/06/16	C94	£400.00		YES	£400.00	£0.00
353572/00	[redacted]	Polling Station 23/06/16	C63	£82.50		YES	£82.50	£0.00
109817/00	POOLEWE VILLAGE HALL	Polling Station 23/06/16	C61	£250.00		YES	£250.00	£0.00
267094/00	PORTGOWER HALL, HELMSDALE	Polling Station 23/06/16	C49	£200.00		YES	£200.00	£0.00
354893/00	REAY HALL	Polling Station 23/06/16	C33	£400.00		YES	£400.00	£0.00
201079/00	REISS HALL	Polling Station 23/06/16	C40	£180.00		YES	£180.00	£0.00
315007/00	ROGART VILLAGE HALL	Polling Station 23/06/16	C45	£100.00		YES	£100.00	£0.00
354915/00	ROSEHALL VILLAGE HALL	Polling Station 23/06/16	C16	£200.00		YES	£200.00	£0.00

				TOTAL	£23,610.06
HEAD F9 – Preparation and transport costs for polling station equipment (Form F, Annex C)					
Voucher (where applicable)	**Supplier / name of employee**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
1000124342	Highland Council	Deliver/Pick up Polling Booths	£2,257.63	£376.27	£2,257.63
1000131603	Highland Council	Deliver/Pick up Polling Booths	£5,313.03		£5,313.03
1000122447	Highland Council	Deliver/Pick up Polling Booths	£1,157.48		£1,157.48
1000116312	Highland Council	Deliver/Pick up Polling Booths	£979.68		£979.68
1000122802	Highland Council	Deliver/Pick up Polling Booths	£1,912.51		£1,912.51
1000122692	Highland Council	Pick-up Ballot Boxes	£1,945.68		£1,945.68
6689	Arisaig Marine Ltd	Delivery/collection ballot box to Isle of Eigg	£500.00		£500.00
1000122430	Highland Council	Ballot Box Collect Lochaber	£2,310.90		£2,310.90
1000116300	Highland Council	Ballot Box collect/uplift Skye, Lochaber & Badenoch	£2,913.92		£2,913.92
498	MV Western Isles Cruises	Inverie Ballot Box Delivery/Pickup	£450.00		£450.00

002	Brigadoon Boat Trips	Uplift Ballot Boxes Raasay	£250.00		£250.00
1000116308	Highland Council	Deliver/uplift Booths Inverness & Nairn	£2,361.28		£2,361.28
1000131575	Highland Council	Delivery/collection Ballot Boxes Inverness	£1,257.95		£1,257.95
					£0.00
					£0.00
					£0.00

TOTAL	£2,230.80

HEAD F10 – Equipment costs for polling stations (Form F, Annex D)								
Voucher (where applicable)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
240666	Shaw & Son		5	Depreciation Free Standing Polling Station Signs	5	£582.00	19.40	£116.40
237577	Shaw & Son		5	Depreciation Free Standing Polling Station Signs	5	£568.80		£113.76
240196	Shaw & Son		5	Depreciation Ballot pencils with caps	5	£228.00		£45.60

248539	Shaw & Son		5	Depreciation Ballot pencils with caps	5	£342.00		£68.40
237984	Shaw & Son		5	Depreciation Ballot pencils with caps	5	£433.20		£86.64
4643	Pakflatt		5	Depreciation Ballot Boxes	5	£9,000.00		£1,800.00
					1			£0.00

TOTAL	£10,273.92

HEAD F11 – Costs of printing ballot papers (Form F, Annex E)					
Voucher (where applicable)	Supplier / name of employee	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
Part 7010465	Idox	Printing Ballot Papers	£10,273.92	1712.32	10,273.92
					0.00
					0.00
					0.00
					0.00
					0.00

ECU

Referendum on the UK's membership of the EU

FORM G

The Electoral Commission

Postal Voting Costs

This form details the amounts claimed for the costs of postal voting.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E, F and G to this Form), list the printing, postage, accommodation, equipment, and directed postal vote "sweeps" costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form G. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form G.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**HIGHLAND**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	**£0.00**
Staff costs – opening and checking (head G2)	**£2,300.26**
Training (head G3)	**£0.00**
Cost of printing and stationery (head G4)	**£54,779.76**
Postage – outward (head G5)	**£18,771.26**
Postage – inward (head G6)	**£10,310.22**
Accommodation costs (head G7)	**£0.00**
Equipment costs (head G8)	**£0.00**
Total costs	**£86,161.50**

3. Numbers of postal voters

State here the total number of postal voters in the voting area.

Total number of postal voters	**36,477**

FORM G - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

COMMENTS: Numbers of postal voters

Put here any additional information relating to the numbers of postal voters

Form G (Head G1 to G3)

			£0.00		£0.00
HEAD G1 – Staff costs for postal voting - Preparation and issue costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Preparation and issue costs (Head G1)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00
			£0.00		£0.00

			£2,300.26		£0.00
HEAD G2 – Staff costs for postal voting - Opening and checking costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Opening and checking costs (Head G2)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
Overnight at count	9	£125.00	£1,125.00		£0.00
103.5 Hours opening postal votes before count	7	12.50/8.33 hour	£1,175.26		£0.00
			£0.00		£0.00
			£0.00		£0.00

				Total	£54,779.76
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
7009151	Idox	PVMS Deposit	£9,600.00	£1,600.00	£9,600.00
7010610	Idox	Delivery & Live Inspection	£1,713.50	£285.58	£1,713.50
Credit Note 7010775	Idox	Overcharge on above invoice 701610	-£430.80	-£71.80	-£430.80
7010465	Idox	Print Balance	£43,897.06	£7,316.18	£43,897.06
					£0.00
					£0.00

				Total	£18,771.26
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
9052498747	Royal Mail	International Postage	73.78		£73.78
9052398019	Royal Mail	Postals Outward	1334.74	£222.46	£1,334.74
9052297135	Royal Mail	Postal Packs	17362.74	£2,892.08	£17,362.74
					£0.00
					£0.00
					£0.00

				Total	£10,310.22
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
9052353566	Royal Mail	Postal Votes Inward	10310.22	£1,718.37	£10,310.22
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£0.00
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)					
Voucher (where applicable)	Name of building / room or supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
					£0.00

					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

	Total	£0.00

HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

ECU

Referendum on the UK's membership of the EU

FORM H

The Electoral Commission

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C and D to this form), list the equipment, printing and postage or delivery costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form H. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form H.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**HIGHLAND**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation (head H1)	**£0.00**
Equipment costs (head H2)	**£0.00**
Cost of printing and stationery (head H3)	**£8,417.28**
Postage or delivery (head H4)	**£52,608.00**
Total costs	**£61,025.28**

FORM H Poll Card Costs (Head H1)

		Total	£0.00
HEAD H1 – Staff costs for preparation of poll cards (Form H,			
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Cost to EU Referendum**
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

Form H Poll Card Costs (Head H2 to H4)

							Total	£0.00

HEAD H2 – Equipment costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1		£0.00	£0.00	£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

							Total	£8,417.28

HEAD H3 – Printing and stationery costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
7010014	Idox	1st Run Poll Cards Printing	£8,311.87	£1,385.31	£8,311.87

7010333	Idox	2nd Run Poll Cards Printing	£105.41	£17.57	£105.41
					£0.00
					£0.00
					£0.00
					£0.00

Total	£52,608.00

HEAD H4 – Postage or delivery costs for poll cards (Form H, Annex D)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
7010045	Idox	1st Run Poll Cards Postage	£51,949.20	£8,658.20	£51,949.20
7010426	Idox	2nd Run Poll Cards Postage	£658.80	£109.80	£658.80
					£0.00
					£0.00

					£0.00
					£0.00

ECU

Referendum on the UK's membership of the EU

FORM I

The Electoral Commission

Count Costs

This form details the amounts claimed for the costs of the count.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D and E to this form), list the accommodation used, and the amounts for equipment, transport and security under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form I. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form I.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**HIGHLAND**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Counting staff pay (head I1)	**£24,065.00**
Supervisory, ancillary and IT staff pay (head I2)	**£5,615.00**
Travel and subsistence (head I3)	**£2,879.07**
Training (head I4)	**£0.00**
Accommodation costs (head I5)	**£12,114.60**
Equipment costs (head I6)	**£1,624.37**
Transport costs (head I7)	**£0.00**
Security costs (head I8)	**£1,733.76**
Total costs	**£48,031.80**

		Total	£5,615.00	£593.89	£0.00
(Head I2) Supervisory, ancillary and IT staff pay					
Voucher (where applicable)	Number of employees	Rate of pay per employee	Supervisory, ancillary and IT staff pay (Head I2)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
Accountants	6	£125.00	£750.00	£62.10	
Senior Accountant	1	£125.00	£125.00	£14.40	
Media Officers	3	£125.00	£375.00	£71.55	
Count reception	1	£125.00	£125.00	£4.05	
Mixing Table/Counted Votes	15	£125.00	£1,875.00	£111.69	
Unused Votes Section	7	£125.00	£875.00	£94.95	
Zone Supervisors	2	£125.00	£250.00	£130.50	
Communication IT	1	£110.00	£110.00	£26.10	
Box runners/ counters	3	£110.00	£330.00	£6.30	
Box Runners	5	£100.00	£500.00	£39.05	
Ballot Box Reception	3	£100.00	£300.00	£33.20	
			£0.00		
			£0.00		

Form I Count Costs (Head I5 to I8)

	Total	£12,114.60

HEAD I5 – Count accommodation costs (Form I, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
30030138200	Limelight	PA system/ staging etc for the count	£7,146.60	£1,191.10	£7,146.60
0030147101	Wyvis Homes	Lay/uplift flooring for count venue	£2,040.00	£340.00	£2,040.00
COX001/4028	Rainbow International	Clean flooring of count venue after count	£540.00	£90.00	£540.00
0030138249	Highlife Highland	Highland Football Academy - Count Venue	£2,388.00	£0.00	£2,388.00
					£0.00
					£0.00

	Total	£1,624.37

HEAD I6 – Equipment costs for the count (Form I, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
451000	Bigdug		5	Blue Bins	379.20	£0.00	£75 84	£75.84
472385	Bigdug		5	Yellow Bins	307.20		£61.44	£61.44
681/13-14	D Y Fraser		5	Count Posts	252.00		£50.40	£50.40
314-15/16	D Y Fraser		5	Count Frames	3872.40		£774.48	£774.48
319-15/16	D Y Fraser		5	Count Frames	132.00		£26.40	£26.40
493/13-14	D Y Fraser		5	Count Posts	630.00		£126.00	£126.00
104351144	Highland Council		5	Count Landyards	975.00		£195.00	£195.00
INV-OSP-JB35NX1385	3WM Office Supplies		5	Part Bins	512.04		£102.41	£102.41
687352	Bigdug		5	Metal Shelving	600.00		£120.00	£120.00
686749	Bigdug		5	Orange/Yellow Bins	462.00		£92.40	£92.40
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

	Total	£0.00

HEAD I7 – Transport costs for the count (Form I, Annex D)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

	Total	£1,733.76

HEAD I8 – Security costs for the count (Form I, Annex E)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
0030141660	SecuriGroup	Count Security	£1,733.76	£288.96	£1,733.76
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

ECU

Referendum on the UK's membership of the EU

FORM J

The Electoral Commission

Other costs

This form details the amounts claimed for general and miscellaneous costs not covered elsewhere.

- This form should accompany Form A.
- List the staff employed on general clerical duties and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E and F to this form), list the costs of providing training, the amounts for materials and services, any nominations costs, and any costs of translations (Wales only).
- **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**

1. Voting Area

Voting Area	**HIGHLAND**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Payments to staff that cannot be recorded elsewhere (head J1)	**£25,798.40**
Travel and subsistence not accounted for elsewhere (head J2)	**£1,323.94**
Costs of providing training (head J3)	**£0.00**
Materials and services (head J4)	**£19,774.48**
Translation costs (Wales only) (head J6)	**£0.00**
Legal Advice (head J7)	**£0.00**
	£46,896.82

Form J Other Costs (Head J1 & J2)

				Totals	£25,798.40	£1,323.94
HEADS J1 & J2 – Payments to staff that cannot be recorded elsewhere (Form J, Annex A)						
Voucher (where applicable)	**Name of employee and breakdown of the duties performed**	**Hourly rate**	**Number of hours**	**Payments to staff that cannot be recorded elsewhere (Head J1)**	**Total T & S Cost (Head J2)**	
32058453	[redacted] Election admin team	50%May-July		£4,484.90		
32058454	[redacted] Election Admin Team	50%May-July		£4,484.90		
75061045	[redacted] clerical 2grade £8.20 paid £7.96 and travel	£0.24	140	£33.60	£105.60	
75065665	[redacted] Election Admin Team Travel				£28.80	
75061120	[redacted] Admin team travel & subs				£116.30	
75060599	[redacted] Admin Team Travel & Subs				£62.73	
1000116074	Election replacement administration			£8,032.50		
	[redacted] RO Superannuation			£1,544.89		
75060832	[redacted] Ballot Box Filling	£12.50	10	£125.00		
75060992	[redacted] Ballot Box Filling	£12.50	8	£100.00	£9.36	
75061045	[redacted] Ballot Box Filling	£12.50	8	£100.00	£13.50	
75061100	[redacted] Ballot Box Filling	£12.50	10	£125.00	£31.50	
75061109	[redacted] Ballot Box Filling	£12.50	8	£100.00		
75061132	[redacted] Ballot Box Filling	£12.50	8	£100.00	£40.50	
75061655	[redacted] Ballot Box Filling	£12.50	5	£62.50		
75064320	[redacted] Ballot Box Filling	£12.50	10	£125.00	£11.10	
75064607	[redacted] Ballot Box Filling	£12.50	10	£125.00		
75065665	[redacted] Ballot Box Filling	£12.50	3	£37.50	£12.60	
75065871	[redacted] Ballot Box Filling	£12.50	7	£87.50		
75061103	[redacted] Ballot Box Filling	£12.50	11	£137.50	£7.20	
75061111	[redacted] Ballot Box Filling & stationery	£12.50	19	£237.50		
				£0.00		
75064607	[redacted] Misc Duties	12.50/8.33	28	£339.58		
75061106	[redacted] Misc Duties	£12.50	7	£81.25	£13.50	
75061113	[redacted] Misc Duties	12.50/8.33	83	£1,014.47	£146.69	
75061118	[redacted] Misc Duties	12.50/8.33	83	£1,022.81	£30.75	
75061103	[redacted] Misc Duties	£12.50	13	£162.50	£7.20	
				£0.00		
75060832	[redacted] Clear up	12.50/8.33	7	£66.65	£28.80	
75061109	[redacted] Clear up	12.50/8.33	4	£50.00		
75061161	[redacted] Set up	12.50/8.33	10	£83.30		
75061161	[redacted] Clearup	12.50/8.33	6	£49.98		
75064607	[redacted] Set up & Clear up	12.50/8.33	27	£245.77		
75065871	[redacted] Set up	£8.33	7	£58.31		
75066726	[redacted] Set up	12.50/8.33	15	£124.95	£22.50	
75067166	[redacted] Set up & Clearup work	12.50/8.33	35	£354.10	£62.78	
75067198	[redacted] Set up & Clearup work	12.50/8.33	31	£304.10	£22.50	
75067319	[redacted] Set up & Clear up	12.50/8.33	27	£359.93		
75061100	[redacted] Set up	12.50/8.33	16	£133.28	£20.70	
75064320	[redacted] Clear-up	12.50/8.33	2	£25.00		
				£0.00		
75061132	[redacted] Stationery Sets	£12.50	13	£156.25	£19.80	
75064309	[redacted]	£12.50	6	£75.00	£11.25	
75065665	[redacted] Stationery Sets	£12.50	6	£75.00	£7.65	
75060983	[redacted] Stationery Sets	£12.50	6	£75.00	£3.60	
75066726	[redacted] Misc & Stationery	£12.50	11	£137.50	£22.50	
75061106	[redacted] Misc & Stationery	£12.50	13	£162.50	£27.00	
75061161	[redacted] Set up & Stationery	12.50/8.33	14	£141.64	£51.30	
				£0.00		
75060832	[redacted] Ballot Box DELIVERY	£12.50	12	£150.00		
75061136	[redacted] Ballot Box DELIVERY	£12.50	5	£62.50		
75061141	[redacted] Ballot Box DELIVERY	£12.50	2	£25.00	£27.00	
75060231	[redacted] Ballot Box DELIVERY	12.50/8.33	7	£83.33		
75061103	[redacted] Ballot Box DELIVERY & Stationery Packs	12.50/8.33	11.5	£135.41	£3.60	
				£0.00		
75060268	[redacted] Postal Vote Travel			£0.00	£54.00	
75060624	[redacted] Postal Vote Travel			£0.00	£9.00	
75060626	[redacted] Postal Vote Travel			£0.00	£0.00	
75061093	[redacted] Postal Vote Travel			£0.00	£0.00	
75062581	[redacted] Postal Vote Travel			£0.00	£67.50	
75062784	[redacted] Postal Vote Travel			£0.00	£9.13	
75064281	[redacted] Postal Vote Travel			£0.00	£0.00	
75064335	[redacted] Postal Vote Travel			£0.00	£182.70	
75067566	[redacted] Postal Vote Travel			£0.00	£5.40	
75067693	[redacted] Postal Vote Travel			£0.00	£4.50	
75060593	[redacted] Postal Vote Travel			£0.00	£0.00	
75060621	[redacted] Postal Vote Travel			£0.00	£23.40	
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		
				£0.00		

				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	

Form J Other Costs (Head J3 to J8)

£0.00

HEAD J3 – Costs of providing training (Form J, Annex B)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

£19,774.48

HEAD J4 – Costs of materials and services (Form J, Annex C)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
9726	Highland Council internal recharge	rehang door at Dingwall Postal Vote office	£59.85	£0.00	£59.85
9726	Highland Council internal recharge	Fit New lock at Dingwall Postal Vote Office	£119.70	£0.00	£119.70
103131	H W Jack (Car Hire)	Van Hire 17-21/06	£254.30	£42.38	£254.30
103123	H W Jack (Car Hire)	Van Hire 17-24/06	£686.92	£81.15	£686.92
103127	H W Jack (Car Hire)	Van Hire 17-21/06	£250.01	£41.67	£250.01
103128	H W Jack (Car Hire)	Van Hire 17-24/06	£447.71	£74.62	£447.71
103175	H W Jack (Car Hire)	Van Hire 21-25/06	£327.14	£54.52	£327.14
103225	H W Jack (Car Hire)	Van Hire 24-25/06	£238.48	£39.75	£238.48
8367	Fujitsu	ICT Charges Thin client	£283.00		£283.00
0000010062	Vodafone recharge	Landline telephone Rental & Calls of 01349862722 Election Office Dingwall April - July	£38.42		£38.42
9818	Vodafone recharge	Mobile Phone Rental May - June	£7.50		£7.50
8435 line 499	Highland Council Printer PRN02880	May Colour photocopying	£238.37		£238.37
8435 line 505	Highland Council Printer PRN02890	May Colour photocopying	£2.51		£2.51
8851 line 499	Highland Council Printer PRN02880	June Colour photocopying	£190.72		£190.72
8851 line 505	Highland Council Printer PRN02890	June Colour photocopying	£0.66		£0.66

9628 line 23	Highland Council Printer PRN02880	May Mono photocopying	£255.64		£255.64
9628 line 21	Highland Council Printer PRN02890	May Mono photocopying	£11.92		£11.92
9628 line 25	Highland Council Printer PRN02880	June Mono photocopying	£112.04		£112.04
9628 line 27	Highland Council Printer PRN02890	June Mono photocopying	£14.57		£14.57
9052324104	Royal Mail	Response 07/05 - 04/06	£263.52	£43.92	£263.52
9052394973	Royal Mail	Response 06/06 - 18/06	£4,797.05	£799.51	£4,797.05
9052393320	Royal Mail	Response 14/05 - 11/06	£407.70	£67.95	£407.70
9052445398	Royal Mail	Response Plus 18/06 - 25/06	£2,767.88	£461.13	£2,767.88
9052622503	Royal Mail	Response plus 18/06 - 16/07	£489.24	£81.54	£489.24
1109204104	Royal Mail	Response Service Licence	£112.80	£18.80	£112.80
1000122811	Highland Council	Caithness Postages May - 7/07/16	£169.15		£169.15
Part 9052574685	Royal Mail	Postal Vote Licence	£1,154.37	£192.40	£1,154.37
414	New City Laundrette	Launder the Election Team Polo Shirts	£98.00		£98.00
1000130469	Highland Council	Printing & stationery charges	£1,270.37		£1,270.37
30147065	DPM Catering	Catering for overnight count staff	£2,106.00	£351.00	£2,106.00
968548648	Office Depot	Stationery	£370.14	£61.69	£370.14
SOV241746	Versapak	Security seals	£154.50	£25.75	£154.50
6930560321	Lyreco	Stationery	£14.80	£2.47	£14.80
6930556542	Lyreco	Stationery	£33.35	£5.56	£33.35
IN182542	J Thomson	Polling Station signs/posters	£1,038.00	£173.00	£1,038.00
4824	Pakflatt (UK) Ltd	Security seals/polypockets	£902.40	£150.40	£902.40
102932	H W Jack (Car Hire)	Van hire 3-4/06	£85.75	£14.29	£85.75
					£0.00
					£0.00
					£0.00
					£0.00

					£0.00

					£0.00

HEAD J5 Nominations costs - NOT APPLICABLE TO EU REFERENDUM					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
N/A	N/A	N/A	£0.00	£0.00	£0.00

					£0.00

HEAD J6 – Translation costs - WALES ONLY - (Form J, Annex E)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

					£0.00

HEAD J7 – Legal Advice - (Form J, Annex F)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£0.00
Name:			Job Title:		
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explana

FORM M - Equipment Record

											Non grant funding purchases only	
Item	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice when purchased	VAT on invoice (if applicable)	Year purchased	Life expectancy of item	Total number of schedule polls to take place from year of purchase to end of life expectancy	Number of National polls funded by Consolidated Fund e.g. European, Parliamentary, PCC, National referendum	Purchased by grant? (Y/N)	Total cost of item purchased by grant upfront	Total cost to Consolidated Fund	Cost already reimbursed
Example	A Test	40 x Polling Booths	£8,900.00	£1,780.00	2010	15	15	8			£4,746.67	£1,186.60

Form G (Head G4 to G8)

				Total	£54,779.76
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
7009151	Idox	PVMS Deposit	£9,600.00	£1,600.00	£9,600.00
7010610	Idox	Delivery & Live Inspection	£1,713.50	£285.58	£1,713.50
Credit Note 7010775	Idox	Overcharge on above invoice 701610	-£430.80	-£71.80	-£430.80
7010465	Idox	Print Balance	£43,897.06	£7,316.18	£43,897.06
					£0.00
					£0.00

				Total	£18,771.26
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
905249874	Royal Mail	International Postage	73.78		£73.78
905239801	Royal Mail	Postals Outward	1334.74	£222.46	£1,334.74
905229713	Royal Mail	Postal Packs	17362.74	£2,892.08	£17,362.74
					£0.00
					£0.00
					£0.00

				Total	£10,310.22
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
905235356	Royal Mail	Postal Votes Inward	10310.22	£1,718.37	£10,310.22
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£0.00
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)					
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

							Total	£0.00
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of planned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

Guidance on how to fill in these forms Please read in full in conjunction with 'Counting Officers' Expenses Guidance Notes'

1. Introduction

These forms are a Microsoft Excel version of expenses claims Forms A to L (and associated annexes) for the Referendum on the UK's membership of the EU.
They allow Counting Officers to submit costs claims to ECU electronically via email. They also do much of the arithmetic to calculate totals automatically.
These forms are unlocked and not password protected. This is designed to give you greater flexibility to complete your claim to take into account local factors.

2. Forms structure

Forms A - L are included as separate pages of these forms.
There are also further separate pages containing the various annexes to each form.
Click on the tabs near the bottom of the screen to move between pages.

Please note that Forms A,B, C, and D are included within these forms, but signed copies of these must also be submitted to ECU separately in hardcopy. You will have already submitted form C in order for your advance to be paid.
Hard copies of original supporting documents (invoices, vouchers, etc.), or personally certified copies if originals are not available, must be submitted separately BY POST for claims falling under categories of light touch and full claims. Where a plain account is submitted all original vouchers must be retained by the RO for possible future inspection.
Scrutiny categories will be notified to Counting Officers by no later than the week after the poll - week commencing Monday 27 June 2016.

Regardless of which scrutiny category you are in, it is important to ensure all supporting evidence is retained if requested by the National Audit Office as part of their audit of Counting Officers expenses accounts.

3. How to enter information into these forms

Please only enter costs and other information in the cells of these forms which are coloured YELLOW.
Please do not enter any information into, or delete any information already within, any other cells of these forms. In particular
DO NOT write any supplementary comments in blank spaces inside or alongside each form's page. Please enter all such information in the yellow additional information boxes or on the "Comments" page which is provided for this purpose.
DO NOT attempt to enter or delete any costs in the cells coloured ORANGE. The forms will automatically populate these cells for you, based on the costs entered in the yellow cells elsewhere.

The majority of the information for Forms F, G, H, I and J must be entered into the yellow cells of their Annexes. The Annexes ask you to enter costs information for individual employees, polling stations, suppliers, etc. Please note that

* You can only enter costs and other information in the cells coloured yellow.
* Because the forms calculate on depreciation these cells MUST be populated.
* You do not need to enter data in all **rows** of the Annex tables. Fill only the number of rows that are applicable, leaving all other rows blank.
* The orange cells at the top of each Annex table automatically calculate column totals for you. The forms will also automatically place these totals into the appropriate head total cell of the corresponding main Form. The forms will also place the total costs recorded on Forms E, F, G, H, I and J into Form A. You do not need to do any of this manually yourself.
* If you need to add any extra rows to any of the Annex tables please carry out the following steps (1.) Click on the bottom left yellow cell of the relevant table (2.) Click on the Insert drop down menu (3.) Select Rows. Repeat this process for each extra row you wish to add.

4. How to return the forms

Before you return the forms please ensure you go to the "CHECKS" page. This will list where there are any heads items which are currently recorded as incurring £0 cost. Please ensure that all items currently recorded as such definitely did incur zero expenditure. Please revisit the appropriate pages of this forms if any of these items should NOT be zero, and amend the costs amounts reported as appropriate.

Please email completed forms to
returning.officers@cabinetoffice.gov.uk

If you decide to post any part of your claim or supporting evidence to ECU - please be aware that the postal address has changed. They should now be sent to
Electoral Claims Unit
Cabinet Office
Ground Floor
Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

5. Equipment Record Form M

Cabinet Office wish to review and collect data on the equipment that Returning Officers have bought historically in order to understand what future costs could look like.
They are concious that over the years some Returning Officers have been provided with large grants to purchase equipment in full up front, more recently Cabinet Office have moved to claiming a percentage of the cost from each poll.
The two items they are most interested in are polling booths and ballot boxes and they would like COs to complete this information in the newly created Form M.
Cabinet Office are aware that some equipment was purchased historically and there may be no record of the original cost or who it was purchased by. If you have no records please add this to your comments on the 'Comments' tab
Please note that this does not apply to Counting Officers in Scotland Gibraltar or Northern Ireland.

Referendum on the UK's membership of the EU: Data checks of Forms A, E, F, G, H, I, J and L

This page highlights if there are any heads items which have been recorded as £0. Before these forms is returned to ECU, please double-check that all those cost items listed in the table below as being currently reported as £0 are definitely those for which there was zero expenditure. Please revisit the appropriate pages of these forms if any of the items flagged here should NOT be zero, and amend the costs amounts reported as appropriate.

Heads item	Zero?	Where an item name appears in this column, it is currently recorded as incurring £0 cost
Form A - Summary of accounts		
Total advance received	NO	
No. of elig ble electors in voting area	NO	
No. of postal voters in voting area	NO	
No. of proxy voters in voting area	NO	
Form E - Counting Officer's services		
Amount claimed for Counting Officer's services	**YES**	NO COST RECORDED
Form F - Polling station costs		
Presiding Officers' pay (F1)	NO	
Poll Clerks' pay (F2)	NO	
Supervising Officers' pay (F3)	NO	
Travel and subsistence (F5)	NO	
Training (F6)	NO	
Accommodation costs – permanent polling stations (F7)	NO	
Accommodation costs – temporary polling stations (F8)	NO	
Preparation and transport costs (F9)	NO	
Equipment costs (F10)	NO	
Costs of printing ballot papers (F11)	NO	
Total number of polling stations	NO	
Number of temporary polling stations	NO	
Total number of poll clerks	NO	
Total number of supervising officers for polling stations	NO	
Form G - Postal voting costs		
Staff costs – preparation and issue (G1)	NO	
Staff costs – opening and checking (G2)	NO	
Training (G3)	NO	
Cost of printing and stationery (G4)	NO	
Postage – outward (G5)	NO	
Postage – inward (G6)	NO	
Accommodation costs (G7)	NO	
Equipment costs (G8)	NO	
Total number of postal voters	NO	
Form H - Poll card costs		
Staff costs – preparation (H1)	NO	
Equipment costs (H2)	**YES**	NO COST RECORDED
Cost of printing and stationery (H3)	NO	
Postage or delivery (H4)	NO	
Form I - Count costs		
Counting staff pay (I1)	NO	
Supervising count staff pay (I2)	NO	
Travel and subsistence (I3)	**YES**	NO COST RECORDED
Training (I4)	NO	
Accommodation costs (I5)	NO	
Equipment costs (I6)	NO	
Transport costs (I7)	NO	
Security costs (I8)	NO	
Form J - Other costs		
Payments to staff that cannot be recorded elsewhere (head J1)	NO	
Travel and subsistence not accounted for elsewhere (head J2)	**YES**	NO COST RECORDED
Costs of providing training (head J3)	NO	
Materials and services (head J4)	NO	
Translation costs (Wales only) (head J6)	**YES**	NO COST RECORDED
Form L - transparency of staff costs		
Payments to individuals of or exceeding £2,500	NO	

ECU

Referendum on the UK's membership of the EU

FORM A

The Electoral Commission

Summary of Accounts

This form summarises and totals the amounts claimed under each category of expenditure.

It also summarises and totals any advances paid which must be deducted.

It shows the final total claimed for this election and provides some general information.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

Electronic version:

returning.officers@cabinetoffice.gov.uk

Paper Version: Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Throughout this form, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in any other cells. In particular, please do not enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the form.**
- Full details of how the amounts listed below are made up must be entered on the appropriate forms (E to L) which are on the other pages of this form.
- Original invoices or vouchers must be submitted, as set out in the guidance, separately, BY POST.
- This claim must be completed in accordance with the accounts regulations. In particular, it must be submitted **by Friday 23 December 2016.**
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officers' Expenses Guidance Notes, available on the Electoral Commission website.
- **Please DO NOT enter any amounts in the orange cells in sections 2 and 4 of Form A. These cells will automatically be filled if amounts are entered into the yellow cells of Forms E, F, G, H, I and J in this form.**

1. Local voting area (COs)/Electoral region (RCOs)

This claim is made in respect of:

Voting Area (select from drop down list): **DONCASTER**

2. Amounts claimed under each head of expenditure for the specified expenses

Head of expenditure	Amount claimed
Polling stations (Form F)	£147,755.76
Postal votes (Form G)	£130,500.68
Poll cards (Form H)	£78,286.15
The count (Form I)	£53,575.32

Other costs (Form J)		£22,131.55
Total amount claimed		**£432,249.46**

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum Recoverable Amount	**£**	**377,358.00**
OVERSPEND/UNDERSPEND	**£**	**(54,891.46)**

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will automatically be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

PLEASE SEE COMMENTS FORM AND ACCOMPANYING LETTER AND COPY EMAILS RE MRA FIGURE IN QUERY WITH CABINET OFFICE AND EC

3. Advances received for specfied expenses

Type of advance	Amount received
Initial advance	£283,018.50
Further advance	
Total amount advanced	**£283,018.50**

4. Balance due or owed for specified expenses

Total amount claimed (from 2 above)		£432,249.46
Total amount advanced (from 3 above)	-	£283,018.50
Balance due or owed for specified expenses		**£149,230.96**

5. Counting Officer's fee for services

Total Counting Officer's fee for services (Form E)	£9,972.00

6. Other details

Number of eligible electors in voting area	217,339
Number of postal voters in voting area	61,692
Number of proxy voters in voting area	885

7. Counting Officer's signature and confirmation

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature	
Counting Officer's Name	**Johanna Miller**
Date	

Comments page

Please use the space below to provide any supplementary information regarding the figures entered elsewhere in the form.
Please use this form to provide justification for any overspends or higher than expected claims under a specific Head - this will assist with the approval of the claim and future planning

Whilst the total claim at £432,249.45 may appear to exceed the allowed amount, you should note that the MRA is the subject of discussion at the Cabinet Office and I expect it to be revised. I have attached copies of emails between [redacted] (Doncaster MBC), [redacted] (Cabinet Office) and [redacted] (EC) relating to what seems to be an error in the MRA for Doncaster. You should already be aware of this query because returning.officers@cabinetoffice.gov.uk has been copied into communications. As explained in the email from [redacted] on 14 December, I have submitted the accounts as light scrutiny because it seems unreasonable to view the claim as overspent in view of all the circumstances and the discussions taking place with Cabinet Office and the Electoral Commission.

The issue is that the MRA for Doncaster is considerably less than that for two neighbouring authorities with smaller electorates and fewer postal voters.

These are the figures for the EUR for Doncaster and Rotherham, our nearest neighbour.

ROTHERHAM MBC
RO Services £9,035 Expenses: £479,355 Overall MRA: £488,390 for an electorate of approx. 201,000 and with approx. 52,000 postal voters and 165 polling stations

DONCASTER MBC
RO Services £9,972 Expenses: £377,358 Overall MRA: £387,330 for an electorate of over 217,000 and with more than 61,000 postal voters and 173 polling stations.

I have spoken to my colleague at Rotherham MBC and am informed that the expenses claim for Rotherham is £416,381 which is below their MRA figure. Looking at the actual expenses incurred by Rotherham and considering Doncaster's higher numbers of electors, polling stations, postal voters etc as explained in my original email I think it reasonable to suggest that our claim should not be considered to be overspent and that instead, the original MRA should be revised to something more realistic and in line with the figure allocated for Rotherham. This request is currently with the Cabinet Office and Electoral Commission.

For ease of comparison:

• EUR MRA and Actual Expenses for ROTHERHAM MBC:
RO Services £9,035 Expenses: £479,355 Overall MRA: £488,390 for an electorate of approx. 201,000 and with approx. 52,000 postal voters 165 polling stations - Actual claimed amount = £416,381

• EUR MRA and Actual Expenses for DONCASTER MBC
RO Services £9,972 Expenses: £377,358 Overall MRA: £387,330 for an electorate of over 217,000 and with more than 61,000 postal voters and 173 polling stations – Actual claimed amount = £432,249.45
All vouchers have been numbered and retained, regardless of whether they are required to be submitted with the claim under light scrutiny rules. This is to ensure that full, cross-referenced documentary evidence is available in case of any future audit requirements. According to my understanding of the guidance the vouchers I am required to supply and which are included in the electronic version of the claim are:

Voucher 139 and 165 – Payments to core team and clerical and other staff costs
Voucher 145 – Head F11 and G4
Voucher 147 and 148 - Head G5
Voucher 149 to 153 – Head G6
Voucher 157 to 162 – Head H3 and H4
Voucher 166 - Head J4

I have also included Vouchers 167 - 169 under Head J4 which relate to items of expenditure (consultant and payroll processing) which were the subject of separate communications for approval. Copies of the email exchanges for approval of the expenditure are included with the electronic claim. In case they are helpful I have also included in the electronic version, various checklists (polling station costs, staff costs, overall payroll reports) for information and further evidence of the figures contained in the claim.

ECU

Referendum on the UK's membership of the EU

FORM B

The Electoral Commission

Appointment of Deputies

This form provides ECU with specimen signatures of (Regional) Counting Officers and their Deputies.

Return Address Please send completed form to:

Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

Should you have any queries about the completion of this form please ring the following number:

Helpdesk number: 01603 704567

- For audit purposes ECU are required to hold specimen signatures of RCOs, COs and their properly appointed Deputies on file, together with copies of the documents appointing them.
- This will enable us to confirm the name and signature of any individual who has "full powers" to request payments or certify invoices for the purposes of the election in your counting area.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- A fresh form must be completed and returned if there is a change to the appointed Deputies.

1. Local voting area (COs)/Electoral region (RCOs)

Voting Area/Region: DONCASTER

If the signatories below are for more than one counting area please list the counting areas on a separate sheet.

2. Counting Officer – to be signed by the RCO/CO who is appointing deputies to act on their behalf

Counting Officer name: Johanna Miller

Counting Officer signature:

Email: [redacted] Date:

Tel: [redacted]

3. Deputies

1 Deputy (with full powers) name: [redacted]

Deputy (with full powers) signature:

Email: [redacted] Date:

Tel: [redacted]

2 Deputy (with full powers) name: [redacted]

Deputy (with full powers) signature:

Email: [redacted] Date:

Tel: [redacted]

3 Deputy (with full powers) name:

Deputy (with full powers) signature:

Email: Date:

Tel:

Referendum on the UK's membership of the EU

The Electoral Commission

FORM C

Bank Account Details

This form provides The Electoral Commission with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	

Return Address Please send completed form to:

FinanceReferendum@electoralcommission.org.uk
The Electoral Commission
Finance
3 Bunhill Row
London
EC1Y 8YZ

Should you have any queries about the completion of this form please ring the following number:

Help desk number: 0207 271 0706

- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- In so far as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments are usually made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- Please complete this form using capital letters and in black ink.

1. Local voting area/Electoral region and contact details

a.	**Voting Area/Region**			
b.	**Address for correspondence**			
	City/Town		**County**	
	Postcode			

c. **Please enter details of the officer to whom enquiries about payments should be directed.**

Name			
Telephone		**Fax**	
e-mail address			

2. Payment details

For payment by BACS, please complete the following details:

Bank or Building Society name									
Bank Account No.*									
Sort Code*									
Building Society Roll No.*									
Account name									

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

3. Authorisation of (Regional) Counting Officer and acceptance of terms

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Order.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature	
(Regional) Counting Officer's Name	**Johanna Miller**
Telephone	**Fax**
Email Address	
Date	

4. Electoral Commission Authorisation (for Commission use only)

Verified by:

Name		**Signature**	
CO Code		**Date**	

Authorised by:

Name		**Signature**	
		Date	

ECU

Referendum on the UK's membership of the EU

FORM D

The Electoral Commission

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

returning.officers@cabinetoffice.gov.uk

If you have any queries about the completion of this form please ring the following number:

Help desk number 01603 704567

- **Additional hardcopies of Forms B and D must also be returned separately BY POST, to Election Claims Unit, Cabinet Office, Ground Floor, Rosebery Court, Central Avenue. St Andrews Business Park, Norwich NR7 0HS**
- All payments will be made to the Counting Officer's bank account, the details of which must have been notified to the Electoral Commission on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of the documentation which should accompany this application.

1. Voting Area

This application is made in respect of:

Local counting area/electoral region: **DONCASTER**

2. Advance applied for

Having received and spent my initial advance, I hereby apply for a further advance of:

3. Counting Officer's signature and certification

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will

account properly and on time for any advances

repay any unspent funds that have been advanced to me and

use any advances only in accordance with the provisions in the Charges Regulations.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature

Date

Counting Officer's Name: **Johanna Miller**

Telephone

Email Address

For
m E

ECU

Referendum on the UK's membership of the EU

FORM E

The Electoral Commission

Counting Officer's Services

This form allows you to claim for the services of the Counting Officer.

- This form should accompany Form A.
- The maximum amounts recoverable for the services specified in the Charges Order are listed for each voting area in the Schedules. The total of your claim must not exceed the amount shown for this voting area.
- If you have shared this amount with any of your deputies you should indicate how you have apportioned the payments at 3 below, and **include evidence of payment and details of the duties performed.**
- **The amounts entered at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Name of local voting area OR region: **DONCASTER**

2. Amount claimed

75% of the Fee for Regional or Counting Officer's services, not to be paid until after the successful completion of the poll, (Head E1)	**£7,479.00**
25% of the Fee for Regional or Counting Officer's services, not to be paid until submission of the EU Referendum claim (Head E1)	**£2,493.00**
Total payment to the Counting Officer reimbursed on settlement of claim by ECU	**£9,972.00**

The total fee will not exceed the amount specified for this element in the Charges Order

3. Apportionment of amounts

List here the names of any deputies with whom you have shared this amount, any other payments made, the amounts involved and indicate the voucher number

Voucher	Name	Amount

FORM E - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS Amount claimed

3. Apportionment of amounts

ECU

Referendum on the UK's membership of the EU

FORM F

The Electoral Commission

Polling Station Costs

This form details the amounts claimed for the costs of polling stations.

- This form should accompany Form A.
- In separate pages of this form (annexes B, C, D and E to this form), list the accommodation used, and the amounts for transport, for equipment and for printing ballot papers under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form F. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form F.**
- **The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.**

1. Voting Area

Local counting area/Electoral region: **DONCASTER**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Presiding Officers' pay (head F1)	£33,740.00
Poll Clerks' pay (head F2)	£29,095.00
Supervising Officers' pay (head F3)	£5,745.00
Travel and subsistence (head F5)	£1,384.00
Training (head F6)	£11,650.00
Accommodation costs – permanent polling stations (head F7)	£28,314.75
Accommodation costs – temporary polling stations (head F8)	£14,705.14
Preparation and transport costs (head F9)	£4,875.14
Equipment costs (head F10)	£7,009.46
Costs of printing ballot papers (head F11)	£11,237.27
Total costs	**£147,755.76**

Form F

FORM F - ADDITIONAL INFORMATION

Polling Station Costs

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

Form F

3. Numbers of polling stations and staff

State here the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed.

Total number of polling stations	173
Number of temporary polling stations	9
Total number of poll clerks	253
Total number of supervising officers for polling stations	29

3. COMMENTS: Numbers of polling stations and staff

Put here any additional information relating to the total number of polling stations in the voting area, the number of temporary polling stations used, the number of poll clerks employed and the total number of supervising officers employed that you feel may be helpful to give context.

Form F Polling Station Costs - (Head F1 to F6)

	Head F1	Head F5	Head F6
TOTAL	£33,740.00	£1,384.00	£4,350.00

HEAD F1 - Payments to polling station staff - Presiding Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Presiding Officers Cost	Total T&S Cost	Total Training Cost
1	172	£195.00	£33,540.00	£1,376.00	£4,300 00
1	1	£200.00	£200.00	£8.00	£50 00

Additional explanation of entries under Form F, Head F1, F5 & F6
172 x PO's were paid £195 plus £25 for attending training and £8 for the transportation of ballot box to/from polling station and count venue. 1 PO appointment was cancelled at short notice when the PO failed to attend and [redacted] who had originally been appointed and trained as a Polling Station Inspector (and paid £200 fee plus £50 training) had to be reallocated to act as PO so her payments are shown in PO costs but are at a different rate to the other POs. All training sessions were out of normal working hours so during their own time.

	Head F2	Head F5	Head F6
TOTAL	£29,095.00	£0.00	£6,250.00

HEAD F2 - Payments to polling station staff - Poll Clerks - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Poll Clerks Cost	Total T&S Cost	Total Training Cost
1	253	£115.00	£29 095.00	£0.00	£6 250 00

Additional explanation of entries under Form F, Head F2, F5 & F6
250 of the Poll Clerks attended training and were paid £25 for doing so. All training sessions were out of normal working hours so during their own time.

	Head F3	Head F5	Head F6
TOTAL	£5,745.00	£0.00	£1,050.00

HEAD F3 - Payments to polling station staff - Supervising Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Supervising Officers Cost	Total T&S Cost	Total Training Cost

1	18	£200.00	£3,600.00	£0.00	£900.00
1	11	£195.00	£2,145.00		£150.00

Additional explanation of entries under Form F, Head F3, F5 & F6
18 Supervising Officers were paid a slightly higher rate of £200 plus £50 for attending extended training sessions to incorporate the same training provided to POs but supplemented with training on their supervisory responsibilites and higher level information on monitoring the conduct of the poll in their areas. 6 Supervising Officers were paid £25 for attending a shorter session and 5 did not attend training. All training was provided in the officers' own time. NOTE THAT 6 POLLING DAY SUPERVIS NG OFFICERS WERE FROM ELECTIONS TEAM I AM UNABLE TO SHOW THIS N BRACKETS N THE NUMBER OF STAFF COLUMN AS PER YOUR GUIDANCE WITHOUT AFFECT NG THE FORMULA AND ADVERSELY AFFECT NG CALCULATIONS

Form F Polling Station Costs (Head F7 & F8)

							TOTAL	£28,314.75	£14,705.14
HEADS F7 & F8 – Polling station accommodation costs (Form F, Annex B)									
Voucher (where applicable)	Name of building / polling station	Description of expense and outline of cost elements on the invoice (if applicable)	Polling station number	Gross amount on invoice (inc. VAT)	VAT on invoice (if app icable)	Is this a permanent polling station? Select YES/NO		Permanent polling stations (Head F7)	Temporary polling stations (Head F8)
2	Balby Community Library, High Road	1 day hire 23 Jun 2016	1	£150.00	£0.00	YES		£150.00	£0.00
3	Balby Waverley Primary School, Douglas Road	Heating/Lighting & Caretaker payment	2	£150.00	£0.00	YES		£150.00	£0.00
133	Travis Gardens Communal Hall, Travis Gardens	Heating/Lighting payment	3	£60.00	£0.00	YES		£60.00	£0.00
4	Portable Unit, Junction of Carr Hill & St Catherines Avenue	Hire charge for private land to site portacabin	4	£305.00	£0.00	NO		£0.00	£305.00
5	St Johns Scout Headquarters, Greenfield Lane	1 day hire 23 Jun 2016	5	£180.00	£0.00	YES		£180.00	£0.00
6	Balby Central Outreach Centre, Stevens Road	1 day hire 23 Jun 2016	6	£150.00	£0.00	YES		£150.00	£0.00
7	Mallard Primary School, Cedar Road	Heating/Lighting & Caretaker payment	7 , 8	£150.00	£0.00	YES		£150.00	£0.00
133	Westbourne Gardens Communal Hall, Westbourne Gardens	Heating/Lighting payment	9	£60.00	£0.00	YES		£60.00	£0.00
8	Nurture Unit, Woodfield Primary School	Heating/Lighting & Caretaker payment	10	£150.00	£0.00	YES		£150.00	£0.00
9	Quaker Meeting House, Oxford Place Off St James Street	1 day hire 23 Jun 2016	11	£240.00	£0.00	YES		£240.00	£0.00
10	Chequer Road Baptist Church Hall, Chequer Road	1 day hire 23 Jun 2016	12	£300.00	£0.00	YES		£300.00	£0.00
11	The Community House, 31 Clark Avenue	1 day hire 23 Jun 2016	13	£160.00	£0.00	YES		£160.00	£0.00
12	Army Reserve Centre, Danum Road	1 day hire 23 Jun 2016	14	£100.00	£0.00	YES		£100.00	£0.00
13	Lakeside Primary School, Sandy Lane	Heating/Lighting & Caretaker payment	15	£150.00	£0.00	YES		£150.00	£0.00
14	Town Field Primary School, Thorne Road	Heating/Lighting & Caretaker payment	16	£150.00	£0.00	YES		£150.00	£0.00
15	Deaf Trust, Leger Way	1 day hire 23 Jun 2016	17	£240.00	£0.00	YES		£240.00	£0.00
16	International Community Centre, 30 Nether Hall Road	1 day hire 23 Jun 2016	18	£450.00	£0.00	YES		£450.00	£0.00
17	St Marys Church Hall, St Marys Road	1 day hire 23 Jun 2016	19	£288.00	£0.00	YES		£288.00	£0.00
18	St Andrews Methodist Church Hall, Morley Road	1 day hire 23 Jun 2016	20	£200.00	£0.00	YES		£200.00	£0.00
19	Wheatley Hills Tennis Club, Greenhouse Road	1 day hire 23 Jun 2016	21	£300.00	£0.00	YES		£300.00	£0.00
20	Intake Primary School, Nursery Unit	Heating/Lighting & Caretaker payment	22	£150.00	£0.00	YES		£150.00	£0.00
21	Plover Primary School, Coniston Road	Heating/Lighting & Caretaker payment	23	£150.00	£0.00	YES		£150.00	£0.00
22	Sandringham Primary School, Sandringham Road	Heating/Lighting & Caretaker payment	24	£150.00	£0.00	YES		£150.00	£0.00
23	Healthy Living Centre, Intake Primary School	Heating/Lighting & Caretaker payment	25	£150.00	£0.00	YES		£150.00	£0.00
24	Park Primary School, Foundation Stage Unit	Heating/Lighting & Caretaker payment	26	£150.00	£0.00	YES		£150.00	£0.00
25	The Hepworth Centre, Kingfisher Primary School	Heating/Lighting & Caretaker payment	27	£150.00	£0.00	YES		£150.00	£0.00
133	Ennerdale Communal Hall, 1 Fernhurst Road		28	£60.00	£0.00	YES		£60.00	£0.00
26	St Pauls Church Hall, Parkway North	1 day hire 23 Jun 2016	30	£400.00	£0.00	YES		£400.00	£0.00
27	Hallcross Academy Lower School, St Michaels Road	Heating/Lighting & Caretaker payment	31	£150.00	£0.00	YES		£150.00	£0.00
28	Wilby Carr Community Centre, Aldesworth Road	1 day hire 23 Jun 2016	32	£210.00	£0.00	YES		£210.00	£0.00
29	Hawthorn Primary School, Pupil & Parent Support Centre	Heating/Lighting & Caretaker payment	33	£150.00	£0.00	YES		£150.00	£0.00
30	Bessacarr Primary School, Ellers Avenue	Heating/Lighting & Caretaker payment	34 , 35	£150.00	£0.00	YES		£150.00	£0.00
133	Ewood Drive Communal Hall, Ewood Drive	Heating/Lighting payment	36	£60.00	£0.00	YES		£60.00	£0.00
31	Willow Academy, Alston Road	Heating/Lighting & Caretaker payment	37 , 38	£150.00	£0.00	YES		£150.00	£0.00
32	Armthorpe Youth Centre, Mere Lane	Heating/Lighting & Caretaker payment	40	£150.00	£0.00	YES		£150.00	£0.00
133	Walbank Road Communal Hall, Walbank Road	Heating/Lighting payment	41	£60.00	£0.00	YES		£60.00	£0.00
33	Armthorpe Community Centre, Welfare Park	1 day hire 23 Jun 2016	42 , 43	£500.00	£0.00	YES		£500.00	£0.00
34	Charles Court Extra Care Home, Charles Crescent	1 day hire 23 Jun 2016	44	£25.00	£0.00	YES		£25.00	£0.00
133	Maple Grove Communal Hall, Maple Grove	Heating/Lighting payment	45	£60.00	£0.00	YES		£60.00	£0.00
35	Elm Green Lane Community Centre, Elm Green Lane	1 day hire 23 Jun 2016	46	£150.00	£0.00	YES		£150.00	£0.00
36	Castle Academy, Station Road	Heating/Lighting & Caretaker payment	48	£150.00	£0.00	YES		£150.00	£0.00
37	Sister De Sales Parish Centre, St Albans Catholic Church	1 day hire 23 Jun 2016	49	£100.00	£0.00	YES		£100.00	£0.00
38	Conisbrough Ivanhoe Primary Academy, Nursery Building	Heating/Lighting & Caretaker payment	50	£150.00	£0.00	YES		£150.00	£0.00
39	Rowena Academy, Gardens Lane	Heating/Lighting & Caretaker payment	51	£150.00	£0.00	YES		£150.00	£0.00

EXAMPLE

							280	2400
HEADS F7 & F8 Polling station accommodation costs (Form F, Annex B)								
Voucher (where appl cable)	Name of building / polling station	Description of expense and outline of cost elements on the invoice (if applicable)	Polling station number	Gross amount on invoice (inc. VAT)	VAT on invoice (if applicable)	Is this a permanent polling station? Select YES/NO	Permanent polling stations (Head F7)	Temporary polling stations (Head F8)
23	*Local Scout hall*	*1 day hire for (date)*	*1*	*100*		*YES*	*100*	*0*
24	*School hall*	*1 day Caretaker and Heating (date)*	*2*	*60*		*YES*	*60*	*0*
25	*Church Hall*	*1 day hire for (date)*	*3*	*120*	*20*	*YES*	*120*	*0*
26	*Porta Cabin, Long Street*	*1 day hire for (date)*	*4*	*2400*	*400*	*NO*	*0*	*2400*

Additional explanation of entries under Form F, Heads F7 to F8

The following notes are a fu l explanation of duties undertaken under this head in voucher no 136
Take delivery of portable unit to correct location, including making floor level for safe siting. De iver all keys to electoral services when all cabins have been delivered
Visit any houses that are able to have an electrical hook up to eliminate generator use
Pick up approximately 11 x 5kva generators from GAP plant hire and store at north bridge until Wednesday evening.
Pick up tables, chairs, and comfort packs from Rossington Holmes Carr Centre
Pick up polling booth, step, disabled ramp, and mat for each cabin from north bridge
Deliver table, chairs, disabled ramp, comfort pack, polling booth, step and mat to each porta cabin.
Deliver generators to all porta cabins and test prior to use in order to ensure everything is working correctly
Collect money for house hook ups from electoral services
Deliver extension hook up lead and money to various sites and plug in/power up the cabin.
Attend each site first thing on election morning to assist w th the start-up and movement/siting of the generator
Team to top up generators throughout the day to ensure constant running.
End of polling day (10.00pm) team to visit every site and remove all stated items above and return to north bridge depot in order for cabin collection on the Friday morning.
Deliver all generators back to GAP plant hire
The following notes are a fu l explanation of duties undertaken under this head in voucher no 154.
Take delivery of portable unit to correct location, including making floor level for safe siting. De iver all keys to electoral services when all cabins have been delivered
Visit any houses that are able to have an electrical hook up to eliminate generator use
Pick up approximately 11 x 5kva generators from GAP plant hire and store at north bridge until Wednesday evening.
Pick up tables, chairs, and comfort packs from Rossington Holmes Carr Centre
Pick up polling booth, step, disabled ramp, and mat for each cabin from north bridge
Deliver table, chairs, disabled ramp, comfort pack, polling booth, step and mat to each porta cabin.
Deliver generators to all porta cabins and test prior to use in order to ensure everything is working correctly
Collect money for house hook ups from electoral services
Deliver extension hook up lead and money to various sites and plug in/power up the cabin.
Attend each site first thing on election morning to assist w th the start-up and movement/siting of the generator
Team to top up generators throughout the day to ensure constant running.
End of polling day (10.00pm) team to visit every site and remove all stated items above and return to north bridge depot in order for cabin collection on the Friday morning.
Deliver all generators back to GAP plant hire

40	Morley Place Academy, Old Road	Heating/Lighting & Caretaker payment	52	£150.00	£0.00	YES	£150.00	£0.00
133	Community Centre, Harrogate Drive	Heating/Lighting payment	53	£60.00	£0.00	YES	£60.00	£0.00
133	Community Centre, Hickleton Street	Heating/Lighting payment	54	£60.00	£0.00	YES	£60.00	£0.00
41	Clifton Church and Community Centre, Church Lane	1 day hire 23 Jun 2016	57	£150.00	£0.00	YES	£150.00	£0.00
42	St John the Baptist Church, St Johns Road	1 day hire 23 Jun 2016	58	£240.00	£0.00	YES	£240.00	£0.00
43	Stubbins Hill Community Centre, Stubbins Hill	1 day hire 23 Jun 2016	59 , 60	£150.00	£0.00	YES	£150.00	£0.00
44	Warmsworth Primary School, Mill Lane	Heating/Lighting & Caretaker payment	61	£150.00	£0.00	YES	£150.00	£0.00
133	Howbeck Drive Community Centre, Howbeck Drive	Heating/Lighting payment	62	£60.00	£0.00	YES	£60.00	£0.00
45	Warmsworth Community Centre, Low Road West	1 day hire 23 Jun 2016	63	£172.50	£0.00	YES	£172.50	£0.00
46	Time 2 Play, Unit 9	1 day hire 23 Jun 2016	64	£1,000.00	£0.00	YES	£1,000.00	£0.00
47	The Masters House, High Street	1 day hire 23 Jun 2016	65	£160.00	£0.00	YES	£160.00	£0.00
48	Womens Institute Hut, Main Street	1 day hire 23 Jun 2016	66	£250.00	£0.00	YES	£250.00	£0.00
49	Tickhill Cricket Club, Alderson Drive	1 day hire 23 Jun 2016	67	£155.00	£0.00	YES	£155.00	£0.00
50	Scout & Guide Headquarters, St Marys Road	1 day hire 23 Jun 2016	68	£240.00	£0.00	YES	£240.00	£0.00
51	Wadworth Village Hall, Old School Lane	1 day hire 23 Jun 2016	69	£250.00	£0.00	YES	£250.00	£0.00
52	Stainton Village Hall, School Lane	1 day hire 23 Jun 2016	70	£100.00	£0.00	YES	£100.00	£0.00
53	Austerfield Study Centre, High Street	1 day hire 23 Jun 2016	71	£600.00	£0.00	YES	£600.00	£0.00
54	New Hall Conference Room, Station Road	1 day hire 23 Jun 2016	72 , 73	£160.25	£0.00	YES	£160.25	£0.00
55	St Michaels Primary School, Sheepbridge Lane	Heating/Lighting & Caretaker payment	74	£150.00	£0.00	YES	£150.00	£0.00
56	Rossington Methodist Church Hall, Nelson Road	1 day hire 23 Jun 2016	75	£300.00	£0.00	YES	£300.00	£0.00
57	Grange Lane Academy, Nursery Building	Heating/Lighting & Caretaker payment	76	£150.00	£0.00	YES	£150.00	£0.00
58	Tornedale Infant School, Gattison Lane	Heating/Lighting & Caretaker payment	77	£150.00	£0.00	YES	£150.00	£0.00
59	Rossington All Saints Academy, Bond Street	Heating/Lighting & Caretaker payment	78	£150.00	£0.00	YES	£150.00	£0.00
60	Brodsworth Way Pavilion, Brodsworth Way	Heating/Lighting payment	79	£60.00	£0.00	YES	£60.00	£0.00
61	Auckley Junior & Infant School, School Lane	Heating/Lighting & Caretaker payment	80	£150.00	£0.00	YES	£150.00	£0.00
62	Cantley Community Centre, Goodison Boulevard	1 day hire 23 Jun 2016	81	£330.00	£0.00	YES	£330.00	£0.00
63	Blaxton Village Hall, Back Lane	1 day hire 23 Jun 2016	82	£170.00	£0.00	YES	£170.00	£0.00
64	Kilham Hall, Kilham Lane	1 day hire 23 Jun 2016	83	£155.00	£0.00	YES	£155.00	£0.00
65	St Oswalds Academy, Silver Birch Grove	Heating/Lighting & Caretaker payment	84	£150.00	£0.00	YES	£150.00	£0.00
66	Hayfield Lane Primary School, Hayfield Lane	Heating/Lighting & Caretaker payment	85	£150.00	£0.00	YES	£150.00	£0.00
67	Hatchell Wood Primary School, Plumpton Park Road	Heating/Lighting & Caretaker payment	86 , 88	£150.00	£0.00	YES	£150.00	£0.00
68	Dunsville Community Centre, High Street	1 day hire 23 Jun 2016	89	£200.00	£0.00	YES	£200.00	£0.00
69	Dunsville Primary School, Broadway	Heating/Lighting & Caretaker payment	90	£150.00	£0.00	YES	£150.00	£0.00
134	Broadwater Drive Communal Hall, 14 Broadwater Drive	Heating/Lighting payment	91	£60.00	£0.00	YES	£60.00	£0.00
70	East Doncaster Development Trust, 281 Station Road	1 day hire 23 Jun 2016	92 , 93	£250.00	£0.00	YES	£250.00	£0.00
71	Hatfield Town Council Offices, Cuckoo Lane	1 day hire 23 Jun 2016	94 , 95	£200.00	£0.00	YES	£200.00	£0.00
72	Methodist Church Hall, Main Street	1 day hire 23 Jun 2016	96	£125.00	£0.00	YES	£125.00	£0.00
73	Estate Office, Entrance via rear door	1 day hire 23 Jun 2016	97	£1,200.00	£0.00	YES	£1,200.00	£0.00
74	Castle Hills Primary School, Jossey Lane	Heating/Lighting & Caretaker payment	98 , 99	£150.00	£0.00	YES	£150.00	£0.00
75	Rosedale Primary School, Rosedale Road	Heating/Lighting & Caretaker payment	100	£150.00	£0.00	YES	£150.00	£0.00
76	Scawsby Community Centre, Barnsley Road	1 day hire 23 Jun 2016	101 , 102	£400.00	£0.00	YES	£400.00	£0.00
77	Kirkby Avenue Primary School, School Hall	Heating/Lighting & Caretaker payment	103	£150.00	£0.00	YES	£150.00	£0.00
78	Sunnyfields Primary School, Community Room	Heating/Lighting & Caretaker payment	104	£150.00	£0.00	YES	£150.00	£0.00
79	Arksey Primary School, Ings Way	Heating/Lighting & Caretaker payment	105	£150.00	£0.00	YES	£150.00	£0.00
80	New Village Primary School, Asquith Road	Heating/Lighting & Caretaker payment	106	£150.00	£0.00	YES	£150.00	£0.00
81	St Philip & St James Church, Victoria Road	1 day hire 23 Jun 2016	107	£365.00	£0.00	YES	£365.00	£0.00
82	Bentley Methodist Church Hall, Chapel Street	1 day hire 23 Jun 2016	108	£140.00	£0.00	YES	£140.00	£0.00
133	Villa Gardens Community Centre, Villa Gardens	Heating/Lighting payment	109	£60.00	£0.00	YES	£60.00	£0.00
133	Queens Drive Community Centre, Queens Drive	Heating/Lighting payment	110	£60.00	£0.00	YES	£60.00	£0.00
133	Kirkstone Close Communal Hall, Kirkstone Close	Heating/Lighting payment	111	£60.00	£0.00	YES	£60.00	£0.00
83	Royal British Legion, 51 Sprotbrough Road	1 day hire 23 Jun 2016	112	£300.00	£0.00	YES	£300.00	£0.00
84	Highfields Community Centre, Market Street	1 day hire 23 Jun 2016	113	£300.00	£0.00	YES	£300.00	£0.00
133	Whinfell Close Communal Hall, Yealand Close	Heating/Lighting payment	114	£60.00	£0.00	YES	£60.00	£0.00
85	5th Woodlands Scout Hall, Windmill Balk Lane	1 day hire 23 Jun 2016	115	£300.00	£0.00	YES	£300.00	£0.00

86	23rd Doncaster Owston Scout HQ, Owston Road	1 day hire 23 Jun 2016	116	£150.00	£0.00	YES	£150.00	£0.00
133	Chestnut View Communal Hall, Edward Road	Heating/Lighting payment	117	£60.00	£0.00	YES	£60.00	£0.00
133	The Hobcroft Centre, Repton Road	Heating/Lighting payment	118	£60.00	£0.00	YES	£60.00	£0.00
133	Circuit House, The Circuit	Heating/Lighting payment	119	£60.00	£0.00	YES	£60.00	£0.00
87	Nursery Unit, Woodlands Primary School	Heating/Lighting & Caretaker payment	120	£150.00	£0.00	YES	£150.00	£0.00
88	St Joseph & St Teresas Church Hall, Welfare Road	1 day hire 23 Jun 2016	121	£170.00	£0.00	YES	£170.00	£0.00
89	Moss Road Infant School, Moss Road	Heating/Lighting & Caretaker payment	122	£150.00	£0.00	YES	£150.00	£0.00
90	Askern Town Council Offices, Alexander House	1 day hire 23 Jun 2016	123	£140.00	£0.00	YES	£140.00	£0.00
91	Littlemoor Childrens Centre & School, Alfred Road	Heating/Lighting & Caretaker payment	124	£150.00	£0.00	YES	£150.00	£0.00
92	The Burghwallis Public House, Scorcher Hills Lane	1 day hire 23 Jun 2016	125	£300.00	£0.00	YES	£300.00	£0.00
93	Norton Community Hall, High Street	1 day hire 23 Jun 2016	126	£108.00	£0.00	YES	£108.00	£0.00
94	Campsall Village Hall, Bone Lane	1 day hire 23 Jun 2016	127	£200.00	£0.00	YES	£200.00	£0.00
133	Wellingtonia Drive Communal Hall, Wellingtonia Drive	Heating/Lighting payment	128	£60.00	£0.00	YES	£60.00	£0.00
95	Sutton Village Hall, Suttonfield Road	1 day hire 23 Jun 2016	129	£350.00	£0.00	YES	£350.00	£0.00
96	All Saints Church, Stockbridge Lane	1 day hire 23 Jun 2016	130	£250.00	£0.00	YES	£250.00	£0.00
97	Fishlake Village Hall, Pinfold Lane	1 day hire 23 Jun 2016	132	£352.00	£0.00	YES	£352.00	£0.00
98	Sykehouse Village Hall, Broad Lane	1 day hire 23 Jun 2016	133	£375.00	£0.00	YES	£375.00	£0.00
99	Moss & Fenwick Village Hall, Fenwick Common Lane	1 day hire 23 Jun 2016	134	£500.00	£0.00	YES	£500.00	£0.00
100	Anfield, Low Lane	1 day hire 23 Jun 2016	135	£150.00	£0.00	YES	£150.00	£0.00
101	Green Top Primary School, Middlebrook Lane	1 day hire 23 Jun 2016	136	£170.00	£0.00	YES	£170.00	£0.00
102	Thorne Brook Primary School, Wike Gate Road	Heating/Lighting & Caretaker payment	137	£150.00	£0.00	YES	£150.00	£0.00
103	St Nicholas Church Hall, Stonegate	1 day hire 23 Jun 2016	138	£200.00	£0.00	YES	£200.00	£0.00
104	King Edward Primary School, King Edward Road	Heating/Lighting & Caretaker payment	139	£150.00	£0.00	YES	£150.00	£0.00
105	Thorne & Moorends Town Council Offices, Band Room	1 day hire 23 Jun 2016	140	£240.00	£0.00	YES	£240.00	£0.00
106	Miners Welfare & Community Development Centre, West Road	1 day hire 23 Jun 2016	142 , 143	£225.00	£0.00	YES	£225.00	£0.00
107	Holy Family Junior & Infant School, Kirton Lane	Heating/Lighting & Caretaker payment	144	£150.00	£0.00	YES	£150.00	£0.00
108	Stainforth Youth Centre, Church Road	1 day hire 23 Jun 2016	145	£150.00	£0.00	YES	£150.00	£0.00
109	Stainforth Methodist Church, Church Road	1 day hire 23 Jun 2016	146	£135.00	£0.00	YES	£135.00	£0.00
110	Barnby Dun Parish Hall, Top Road	1 day hire 23 Jun 2016	147 , 148	£200.00	£0.00	YES	£200.00	£0.00
111	The Hall Gate Centre, Hall Gate	1 day hire 23 Jun 2016	149	£109.00	£0.00	YES	£109.00	£0.00
112	Dolcliffe Hall, West View Road	1 day hire 23 Jun 2016	150	£235.00	£0.00	YES	£235.00	£0.00
113	Pitt Street Infant School, Pitt Street	Heating/Lighting & Caretaker payment	151	£150.00	£0.00	YES	£150.00	£0.00
134	Bhatia Centre, Hollingsworth Close	Heating/Lighting payment	152	£60.00	£0.00	YES	£60.00	£0.00
114	St Johns Junior & Infant School, Sedgefield Way	Heating/Lighting & Caretaker payment	153	£150.00	£0.00	YES	£150.00	£0.00
115	Mexborough Childrens Centre, Wath Road	Heating/Lighting payment	154	£60.00	£0.00	YES	£60.00	£0.00
116	Highwoods Community Base, Highwoods Road	1 day hire 23 Jun 2016	155	£150.00	£0.00	YES	£150.00	£0.00
117	Adwick upon Dearne Village Hall, Harlington Road	1 day hire 23 Jun 2016	156	£170.00	£0.00	YES	£170.00	£0.00
118	Barnburgh Village Hall, Barnburgh Lane	1 day hire 23 Jun 2016	157	£185.00	£0.00	YES	£185.00	£0.00
119	Pickburn Arms Public House, Doncaster Road	1 day hire 23 Jun 2016	158	£100.00	£0.00	YES	£100.00	£0.00
120	Clayton Village Hall, Churchfield Road	1 day hire 23 Jun 2016	159	£170.00	£0.00	YES	£170.00	£0.00
121	Church of St Michael & All Angels, Straight Lane	1 day hire 23 Jun 2016	160	£250.00	£0.00	YES	£250.00	£0.00
122	Hickleton Village Hall, Hickleton	1 day hire 23 Jun 2016	161	£150.00	£0.00	YES	£150.00	£0.00
123	The Stables, Doncaster College	1 day hire 23 Jun 2016	162	£180.00	£0.00	YES	£180.00	£0.00
124	All Saints School, Hooton Pagnell	1 day hire 23 Jun 2016	163	£150.00	£0.00	YES	£150.00	£0.00
125	3 Church Lane Marr	Heating/Lighting payment	164	£60.00	£60.00	YES	£60.00	£0.00
126	Goldsmith Community Centre, Sprotbrough Road	1 day hire 23 Jun 2016	165	£350.00	£0.00	YES	£350.00	£0.00
127	The Cadeby Inn Public House, Main Street	1 day hire 23 Jun 2016	166	£250.00	£0.00	YES	£250.00	£0.00
128	St Marys Church Stable Block, Main Street	1 day hire 23 Jun 2016	167 , 168	£250.00	£0.00	YES	£250.00	£0.00
129	The Levett School, Melton Road	Heating/Lighting & Caretaker payment	169	£150.00	£0.00	YES	£150.00	£0.00
130	Assembly Hall, Dentons Green Lane	1 day hire 23 Jun 2016	170 , 171	£200.00	£0.00	YES	£200.00	£0.00
131	Canon Popham Primary School, Church Balk	Heating/Lighting & Caretaker payment	172	£150.00	£0.00	YES	£150.00	£0.00
132	Edenthorpe Community Centre, Cedric Road	1 day hire 23 Jun 2016	173	£200.00	£0.00	YES	£200.00	£0.00
134	Sites at Carr Hill, Jefferson Ave, Langsett Court, Windmill Ave x 2 , Manor Farm, Nether Cantley Lane, Bellery Rd, Hatfield Rd	Hire and delivery and collection of 9 Portable Units	4,28,36,43, 51,52,81, 120,130	£10,800.00	£1,800.00	NO	£0.00	£10,800.00
135	Sites at Carr Hill, Jefferson Ave, Langsett Court, Windmill Ave x 2 , Manor Farm, Nether Cantley Lane, Bellery Rd, Hatfield Rd	Hire and delivery and collecton of 9 toilet units for portable units	4,28,36,43, 51,52,81, 120,130	£810.00	£135.00	NO	£0.00	£810.00
136	Sites at Carr Hill, Jefferson Ave, Langsett Court, Windmill Ave x 2 , Manor Farm, Nether Cantley Lane, Bellery Rd, Hatfield Rd	*See Additional Explanation box for full details of duties carried out byDMBC Trading Services Operational Support.*	4,28,36,43, 51,52,81, 120,130	£2,490.14	£0.00	NO	£0.00	£2,490.14

137	Sites 3 x Portable Units Junction of Carr Hill & St Catherine's Avenue, Manor Farm PH, Nether Cantley Lane	Charge for hook up to and use of electricty supply for Portable Unit to eliminate need for generator	4,51,81	£300.00	£0.00	NO	£0.00	£300.00
138	Howbeck Drive Community Centre, Howbeck Drive	Charge for removal of bees' nest at entrance to polling station (in response to voter complaint)	62	£125.00	£0.00	YES	£125.00	£0.00
						YES	£0.00	£0.00
						YES	£0.00	£0.00
						YES	£0.00	£0.00
						YES	£0.00	£0.00
						YES	£0.00	£0.00
						YES	£0.00	£0.00

				O AL	£4 875 14

HEAD F9 Preparation and transport costs for po ling station equipment (Form F, Annex C)

Voucher (where appl cable)	Supplier / name of employee	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on Inv ice	VA on invoice (f applicable)	Cost to EU Referendum
138 (Original at F8)	DMBC Operational Support	Preparation and ransportation of Polling Booths Sign Boards Disabled Ramps as required to/from venues across borough	£3 525 14		£3 525 14
138	[redacted]	Liaison with DMBC Op Support and overseeing arrangements for transportation of Polling booths ramps portable un ts	£300 00		£300 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£160 00		£160 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£160 00		£160 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£160 00		£160 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£160 00		£160 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£300 00		£300 00
138	[redacted]	Ballot Box Preparation and Issue to Presiding Officers	£160 00		£160 00
					£0 00
					£0 00
					£0 00

Additional explanation of entries under Form F Head F9

The named emp oyees at Head F9 are all members of the Election Team. Voucher xxx Includes a spreadsheet showing ca culat ons of Core Team ees as well as explanat ons of duties performed. A copy of the full e ect on payroll s provided with Voucher xxx and xxx to evidence payments made. The report s order alphabetically by surname.

				O AL	£7 009 48

HEAD F10 Equipment costs for polling stations (Form F, Annex D)

Voucher (where appl cable)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VA on invoice (if applicable)	Cost to EU Referendum
140	Shaw & Sons	2016	1 referendum specific	200 x PO Sundries Bags for EU Referendum	1	£2 640 00	480 00	£2,9 0.00
141	Paktatt (UK) Ltd	2016	1 referendum specific	200 EU Referendum tactile voting devices	1	£988 80	164 80	£988.80
142	Rotherham MBC Print Services	2016	1	Printing of 200 books of queue tickets for polling stations	1	£401 00	0 00	£ 01.00
143	Shaw & Sons	2016	1	200 x seals (for sealing at close of poll) 1 per ballot box and 1000 x seals (for sealing box at opening of poll) 4 per ballot box	1	£180 68	28 78	£160.56
144	DMBC_ ransport Section	2016	1	2 day hire of Pool Cars for use of 22 x Polling Station Inspectors Co lection on evening of 22 un 2016 and return on morning of 24 un(DMBC requires employees to use counsil fleet pool cars rather than claiming mileage in own cars)	1	£2 384 10	0 00	£2,39 .10
138 (original at F8)	DMBC Print Services	2016	1 referendum specific	Internal Charges for Printing Notices Log books and other necessary stationery for Polling Stations	1	£125 00	0 00	£125.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

Additional explanation of entries under Form F Head F10

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government funded	Pa l amenta y	Ref endum	PCC		Eu opean	Pa l amenta y	Ref endum PCC			Eu opean	Pa l amenta y PCC				Eu opean PCC	Pa l amenta y			PCC	Eu opean	Pa l amenta y	
Local (all out)																						
																					Total	

				O AL	£11 237 27

HEAD F11 Costs of printing ballot papers (Form F, Annex E)

Voucher (where appl cable)	Supplier / name of employee	Description of expense and outline of cost e ements on the invoice (if applicable)	Gross amount on Invoice	VA on invoice (if applicable)	Cost to EU Referendum
145	Adare Sec Limited	Printing and Delivery of 1948 x Ordinary Ballot Books 173 x endered Ballot Books Corresponding Number Lists and Large Print Ballot Papers	£11 237 27	1872 88	11 237 27

Additional explanation of entries under Form F Head F11

					0 00
					0 00
					0 00
					0 00
					0 00
					0 00

For
m G

ECU

Referendum on the UK's membership of the EU

FORM G

The Electoral Commission

Postal Voting Costs

This form details the amounts claimed for the costs of postal voting.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E, F and G to this Form), list the printing, postage, accommodation, equipment, and directed postal vote "sweeps" costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form G. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form G.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area: **DONCASTER**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	£1,000.00
Staff costs – opening and checking (head G2)	£21,669.00
Training (head G3)	£175.00
Cost of printing and stationery (head G4)	£46,171.63
Postage – outward (head G5)	£29,869.38
Postage – inward (head G6)	£27,727.34
Accommodation costs (head G7)	£3,551.16
Equipment costs (head G8)	£337.17
Total costs	£130,500.68

FORM G - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS Amount claimed under each head of expenditure

Form G

3. Numbers of postal voters

State here the total number of postal voters in the voting area.

Total number of postal voters: **61,692**

COMMENTS Numbers of postal voters

Put here any additional information relating to the numbers of postal voters

Form G (Head G1 to G3)

			£1,000.00		£0.00
HEAD G1 – Staff costs for postal voting - Preparation and issue costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Preparation and issue costs (Head G1)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
139 (original at Head F9) and 146	**4**	**£100.00**	**£400.00**		**£0.00**
139 (original at Head F9) and 146	**2**	**£300.00**	**£600.00**		**£0.00**
			£0.00		**£0.00**
			£0.00		**£0.00**
			£0.00		**£0.00**
			£0.00		**£0.00**

Additional explanation of entries under Form G, Head G1

5 x employees at Head G1 are all members of the Election Team. Voucher 139 includes a spreadsheet showing calculations of Core Team fees and Voucher 146 is a checklist of all payments made to staff working on postal votes issue and opening. A copy of the full election payroll is provided to evidence payments made. The report is ordered alphabetically by surname.

			£21,669.00		£175.00
HEAD G2 – Staff costs for postal voting - Opening and checking costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Opening and checking costs (Head G2)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
146	**18**	**£100.00**	**£1,800.00**	**£0.00**	**£0.00**
146	**7**	**£140.00**	**£980.00**	**£0.00**	**£0.00**
146	**1**	**£855.00**	**£855.00**	**£0.00**	**£0.00**

Additional explanation of entries under Form G, Head G2

Rates of pay for duties connected with postal vote opening and checking were as follows: PV Opening Clerk £10 per hour, PV Supervisors and Scan/Verifiers £12 per hour, PV Co-ordinator £15 per hour. A fixed fee was paid at the final session held at close of poll and late at night as follows: 18 x PV Opening clerks @ £100, 3 x PV Supervisor @ £140, 3 x Scan verifier @ £140 and 1 x co-ordinator @£140. There were 3 Postal vote couriers on polling day respons ble for delivery of replacement postal votes and collecting Postal votes handed in to polling stations and delivering to the Returning Officer throughout polling day until close of poll. Training was provided to a new team-leader and the 3 couriers which they attended in their own time. See Postal Vote Staff Payment checklist and record of hours worked attached as voucher no. 146 for detailed breakdown of postal vote staff payments. NOTE THAT 1 EMPLOYEE (PAID £300) WAS A MEMBER OF THE ELECTION TEAM I AM UNABLE TO SHOW THIS IN BRACKETS IN THE NUMBER OF STAFF COLUMN AS PER YOUR GUIDANCE WITHOUT AFFECTING THE FORMULA AND ADVERSELY AFFECTING CALCULATIONS

146	1	£615.00	£615.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£55.00	£55.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£60.00	£60.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£100.00	£100.00	£0.00	£0.00
146	1	£150.00	£150.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£25.00	£25.00	£0.00	£0.00

146	1	£30.00	£30.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£150.00	£150.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£55.00	£55.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00
146	1	£60.00	£60.00	£0.00	£0.00

146	1	£125.00	£125.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£135.00	£135.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£35.00	£35.00	£0.00	£0.00
146	1	£60.00	£60.00	£0.00	£0.00
146	1	£35.00	£35.00	£0.00	£0.00
146	1	£130.00	£130.00	£0.00	£0.00
146	1	£110.00	£110.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00

146	1	£40.00	£40.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£120.00	£120.00	£0.00	£0.00
146	1	£35.00	£35.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00
146	1	£25.00	£25.00	£0.00	£0.00
146	1	£150.00	£150.00	£0.00	£0.00
146	1	£115.00	£115.00	£0.00	£0.00
146	1	£105.00	£105.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00

146	1	£20.00	£20.00	£0.00	£0.00
146	1	£115.00	£115.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£175.00	£175.00	£0.00	£0.00
146	1	£35.00	£35.00	£0.00	£0.00
146	1	£50.00	£50.00	£0.00	£0.00
146	1	£225.00	£225.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£100.00	£100.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£310.00	£310.00	£0.00	£0.00
146	1	£45.00	£45.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00

146	1	£105.00	£105.00	£0.00	£0.00
146	1	£105.00	£105.00	£0.00	£0.00
146	1	£445.00	£445.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£85.00	£85.00	£0.00	£0.00
146	1	£105.00	£105.00	£0.00	£0.00
146	1	£130.00	£130.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00
146	1	£60.00	£60.00	£0.00	£0.00
146	1	£145.00	£145.00	£0.00	£0.00

146	1	£140.00	£140.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£235.00	£235.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£150.00	£150.00	£0.00	£0.00
146	1	£60.00	£60.00	£0.00	£0.00
146	1	£255.00	£255.00	£0.00	£0.00
146	1	£120.00	£120.00	£0.00	£0.00

146	1	£40.00	£40.00	£0.00	£0.00
146	1	£100.00	£100.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£150.00	£150.00	£0.00	£0.00
146	1	£90.00	£90.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£45.00	£45.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00

146	1	£65.00	£65.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£50.00	£50.00	£0.00	£0.00
146	1	£180.00	£180.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£200.00	£200.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£80.00	£80.00	£0.00	£0.00
146	1	£65.00	£65.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£70.00	£70.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00

146	1	£115.00	£115.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£90.00	£90.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£115.00	£115.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£85.00	£85.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£75.00	£75.00	£0.00	£0.00
146	1	£55.00	£55.00	£0.00	£0.00
146	1	£55.00	£55.00	£0.00	£0.00

146	1	£70.00	£70.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00

146	1	£30.00	£30.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£90.00	£90.00	£0.00	£0.00
146	1	£130.00	£130.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£40.00	£40.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£30.00	£30.00	£0.00	£0.00
146	1	£95.00	£95.00	£0.00	£0.00
146	1	£50.00	£50.00	£0.00	£0.00
146	1	£20.00	£20.00	£0.00	£0.00
146	1	£432.00	£432.00	£0.00	£25.00

146	1	£648.00	£648.00	£0.00	£0.00
146	1	£642.00	£642.00	£0.00	£0.00
146	1	£42.00	£42.00	£0.00	£0.00
146	1	£168.00	£168.00	£0.00	£0.00
146	1	£396.00	£396.00	£0.00	£0.00
146	1	£270.00	£270.00	£0.00	£0.00
146	1	£228.00	£228.00	£0.00	£0.00
146	1	£306.00	£306.00	£0.00	£0.00
146	3	£195.00	£585.00	£0.00	£150.00
146	1	£360.00	£360.00	£0.00	£0.00
146	1	£156.00	£156.00	£0.00	£0.00
146	1	£126.00	£126.00	£0.00	£0.00
146	1	£336.00	£336.00	£0.00	£0.00

146	1	£420.00	£420.00	£0.00	£0.00
146	1	£234.00	£234.00	£0.00	£0.00
146	1	£54.00	£54.00	£0.00	£0.00
146	1	£324.00	£324.00	£0.00	£0.00
146	1	£348.00	£348.00	£0.00	£0.00
146	1	£144.00	£144.00	£0.00	£0.00
146	1	£300.00	£300.00	£0.00	£0.00
	1		£0.00	£0.00	£0.00

Form G (Head G4 to G8)

				T a	4 7
V e s a)	e	es ex e se a e s e me s e v e a a e)	am v e	VAT v e a a e)	s e e e m
4 a a)	A s e e m e	a a a es a e e s a a e e s a a e s e me s s s s s ex a s e se a 2 a a s	4 7	7 9 27	4 7

				T a	29 9
V e s a)	e	es ex e se a e s e me s e v e a a e)	am v e	VAT v e a a e)	s e e e m
47	a Ma	s a a es k ss e s a v es	29 99	4 94 9	29 99
4	a Ma	s a a es2 ss e s a v es	9 2	2 2	9 2

	A – s a v s a s – a m A ex l			T a	27 727 4
V e s a)	e	es ex e se a e s e me s e v e a a e)	am	VAT v e	s e e e m
49	a Ma	e s a e e e	77 7	2 2	77 7
	a Ma	e s a e - e e		9	
	a Ma	e s a e - e2 e	9 7	9 9	9 7
2	a Ma	e s a e e2 a e e ee	2	27 92	
	a Ma	e a a e s a e ve seas v e a	7	27	7

	A 7 – A mm a s a s a v m A ex l			T a	
V e s a)	ame m s e	es ex e se a e s e me s e v e a a e)	am	VAT v e a a e)	s e e e m
4	T e Ma W e e e	e ve e2 -27 2 s a V e e ess s me se a ea a a	24		24
	a e	e va e s a e ma a a a v e a ees m se ea ea Ma W e e e e s s a v e			

														T a	7 7						
V e s a)	e	ea ase	so me e e me	es ex e se a e s e me s e v e a a e)	m e a e s se e me e e me	am v e	VAT v e a a e)	s e e e m													
a a)	M - e v es	2	e e e m a e	a a a es e essa a a s a V e e ess s		22		£220 00													
	Ve sa ak	2		e essa k s a v e a ke s e e m s e s seve a es s a		7 7	9	£ 7 7													
								£0 00													
								£0 00													
								£0 00													
								£0 00													
								£0 00													
								£0 00													
								£0 00													
								£0 00													
								£0 00													

A a ex a a e es e m ea																					
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total Polls
Government funded	Fix l ame Co y	Re e endum	PCC		Eu o ean	Pa ament a y	Re e endum PCC			Eu opean	e ramenta y PCC				Eu opean PCC	Pa ament a y			PCC	Eu opean	Pa ramenta y	
Local (all out)																						
																					Total	

ECU

Referendum on the UK's membership of the EU

FORM H

The Electoral Commission

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C and D to this form), list the equipment, printing and postage or delivery costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form H. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form H.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**DONCASTER**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation (head H1)	**£100.00**
Equipment costs (head H2)	**£0.00**
Cost of printing and stationery (head H3)	**£12,575.18**
Postage or delivery (head H4)	**£65,610.97**
Total costs	**£78,286.15**

FORM H - ADDITIONAL INFORMATION

Poll Card Costs

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

FORM H Poll Card Costs (Head H1)

		Total	£100.00
HEAD H1 – Staff costs for preparation of poll cards (Form H,			
Voucher (where applicable)	Number of employees	Rate of pay per employee	Cost to EU Referendum
139 (orig at F9)	1	£100.00	£100.00
			£0.00
			£0.00
			£0

			£0.00
			£0.00
			£0.00

Form H Poll Card Costs (Head H2 to H4)

	Total	£0.00

HEAD H2 – Equipment costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1		£0.00	£0.00	£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

Additional explanation of entries under Head H2

	Total	£12,575.18

HEAD H3 – Printing and stationery costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
157	Adare	Production of Bulk Issue Poll Cards	£12,136.61	£2,022.77	£12,136.61
158	Adare	Production of 2nd Issue Poll Cards	£81.34	£13.56	£81.34
159	Adare	Production of 3rd & 4th issue Poll Cards	£357.23	£59.54	£357.23
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head H3

					£0.00
					£0.00
					£0.00
					£0.00

				Total	£65,610.97

HEAD H4 – Postage or delivery costs for poll cards (Form H, Annex D)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
160	Adare	postage using Adare post for 212,923 Poll cards 212,922 @ 0.24783 each plus 1 @0.40	£63,322.63	£10,553.77	£63,322.63
161	Adare	postage using Adare post for 1,427 (2nd issue) poll cards @ 0.24783	£424.38	£70.73	£424.38
162	Adare	postage using Adare post 6,267 (3rd & 4th Issue) poll cards 6266 @0.24783 each plus 1 @0.40	£1,863.96	£310.66	£1,863.96
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head H4

ECU

Referendum on the UK's membership of the EU

FORM I

The Electoral Commission

Count Costs

This form details the amounts claimed for the costs of the count.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D and E to this form), list the accommodation used, and the amounts for equipment, transport and security under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form I. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form I.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**DONCASTER**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Counting staff pay (head I1)	**£22,740.00**
Supervisory, ancillary and IT staff pay (head I2)	**£11,895.00**
Travel and subsistence (head I3)	**£0.00**
Training (head I4)	**£1,175.00**
Accommodation costs (head I5)	**£12,606.84**
Equipment costs (head I6)	**£897.30**
Transport costs (head I7)	**£139.18**
Security costs (head I8)	**£4,122.00**
Total costs	**£53,575.32**

FORM I - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the Guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

Form I Count Costs (Head I1 to I4)

	Total	£22,740.00	£0.00	£0.00

(Head I1) Counting staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Counting staff pay (Head I1)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
163	173	£100.00	£17,300.00	£0.00	£0.00
163	68	£80.00	£5,440.00	£0.00	£0.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I1

VOUCHER 163 NCLUDES A CHECKLIST OF COUNT STAFF PAYMENTS FOR YOUR INFORMATION AND

	Total	£11,895.00	£0.00	£1,175.00

(Head I2) Supervisory, ancillary and IT staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Supervisory, ancillary and IT staff pay (Head I2)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
163	47	£140.00	£6,580.00	£0.00	£1,175.00
163	2	£50.00	£100.00	£0.00	£0.00
163	6	£300.00	£1,800.00	£0.00	£0.00
163	1	£195.00	£195.00	£0.00	£0.00
163	3	£50.00	£150.00	£0.00	£0.00
163	1	£150.00	£150.00	£0.00	£0.00
163	4	£200.00	£800.00	£0.00	£0.00
163	1	£750.00	£750.00	£0.00	£0.00
163	2	£260.00	£520.00	£0.00	£0.00
163	1	£500.00	£500.00	£0.00	£0.00
163	1	£350.00	£350.00	£0.00	£0.00
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I2

VOUCHER 163 NCLUDES A CHECKLIST OF COUNT SUPERVISORY STAFF AND TRA N NG PAYMENTS FOR YOUR INFORMATION AND ASSISTANCE. NOTE THAT 6 EMPLOYEES N SUPERVISORY STAFF WERE MEMBERS OF ELECTIONS TEAM. I AM UNABLE TO SHOW THIS IN BRACKETS N THE NUMBER OF STAFF COLUMN AS PER YOUR GUIDANCE WITHOUT AFFECT NG THE FORMULA AND ADVERSELY AFFECTING CALCULATIONS

Form I Count Costs (Head I5 to I8)

					Total	£12,606.84

HEAD I5 – Count accommodation costs (Form I, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
164	Doncaster Racing & Events	Hire of Venue inclusive of tables and chairs and support staff - setting up and clearing away	£12,356.84	£2,059.43	£12,356.84
139 (orig at F9)	[redacted]	Mandatory (on site at Count venue) ResultSystem Testing x4	£125.00		£125.00
139 (orig at F9)	[redacted]	Mandatory (on site at Count venue) ResultSystem Testing x4	£125.00		£125.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I5

					Total	£897.30

HEAD I6 – Equipment costs for the count (Form I, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
143 (original at F10)	Shaw and Sons	2016	1	25 x additional count trays (required because LGE stock inadequate to contain unprecedented number of ballot papers expected at this poll)	£384.60	£64.10	£384.60	£384.60
138 (original at F8)	DMBC Print Services	2016	1	Internal charges for prouduction of necessary statonery for the count	£512.70	£0.00	£512.70	£512.70
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

Additional explanation of entries under Head I6
Re Voucher 143 - Doncaster MBC has recently moved to all-out council elections every 4 years which means that counting trays cannot be used at a council election count as they are unsuitable for mulit-seat counts. The council has sufficient trays in stock for it's mayoral elections and for use at parliamentary elections. However it became very clear in planning that the number in stock would not be sufficient to hold the referendum ballot papers and counting trays were essential to ensure all ballot papers could be held securely and votes could be accurately collated and counted. 25 x trays were purchased for this purpose which is specific to the referendum.

				Total	£139.18
HEAD I7 – Transport costs for the count (Form I, Annex D)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
136 (Original at Head F8)	DMBC Operational Support	Transportation of Count Equipment to/from Doncaster Racecourse	£139.18	£0.00	£139.18
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I7

				Total	£4,122.00
HEAD I8 – Security costs for the count (Form I, Annex E)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
164 (orig at I5)	Doncaster Racing & Events	Supply of Security Officers throughout verification and count and including sucure oversight of postal ballot boxes from receipt at venue until commencement of count	£4,122.00	£687.00	£4,122.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I8

ECU

Referendum on the UK's membership of the EU

FORM J

The Electoral Commission

Other costs

This form details the amounts claimed for general and miscellaneous costs not covered elsewhere.

- This form should accompany Form A.
- List the staff employed on general clerical duties and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E and F to this form), list the costs of providing training, the amounts for materials and services, any nominations costs, and any costs of translations (Wales only).
- **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**

1. Voting Area

Voting Area	**DONCASTER**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Payments to staff that cannot be recorded elsewhere (head J1)	**£7,114.78**
Travel and subsistence not accounted for elsewhere (head J2)	**£0.00**
Costs of providing training (head J3)	**£2,390.00**
Materials and services (head J4)	**£12,626.77**
Translation costs (Wales only) (head J6)	**£0.00**
Legal Advice (head J7)	**£0.00**
	£22,131.55

FORM J - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: amount claimed under each head of expenditure

Form J Other Costs (Head J1 & J2)

				Totals	£7,114.78	£0.00
HEADS J1 & J2 – Payments to staff that cannot be recorded elsewhere (Form J, Annex A)						
Voucher (where applicable)	**Name of employee and breakdown of the duties performed**	**Hourly rate**	**Number of hours**	**Payments to staff that cannot be recorded elsewhere (Head J1)**	**Total T & S Cost (Head J2)**	
139 (original at Head F9) and 165	[redacted]	£28.00	122	£3,424.40	£0.00	
139 (original at Head F9) and 165	[redacted]	£20.00	72	£1,445.20	£0.00	
139 (original at Head F9) and 165	[redacted]	£20.00	78	£1,569.20	£0.00	
139 (original at Head F9) and 165	[redacted]	£17.50	56	£987.53	£0.00	
139 (original at Head F9) and 165	[redacted]	£500.00	1	£500.00	£0.00	
139 (original at Head F9)	[redacted]	£17.50	47	£822.85	£0.00	
139 (original at Head F9) and 165	[redacted]	£17.50	59	£1,027.30	£0.00	
139 (original at Head F9) and 165	[redacted]	£17.50	16	£287.70	£0.00	
165	[redacted] Out of hour training courses and public callers - Reception and admin	£115.00	1	£115.00		
165	[redacted] - Out of hour training courses and public callers- Reception and admin	£130.00	1	£130.00		
165	[redacted] - Out of hour training courses and public callers- Reception and admin	£115.00	1	£115.00		
165	[redacted] - Out of hour training courses and public callers - Reception and admin	£115.00	1	£115.00		
				£0.00		
				£0.00		
				£0.00		

Additional explanation of entries under Form J, Head J1 and J2
Voucher 139 includes a spreadsheet showing calculation of all the amounts paid to the core team named individuals as well as explanations of the duties performed. Voucher 165 includes an extract from the EMS system of all payments made under Head J1 and J3. A copy of the full election payroll is provided to evidence payments made. The report is ordered alphabetically by surname.

Form J Other Costs (Head J3 to J8)

£2,390.00

HEAD J3 – Costs of providing training (Form J, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
139 & 165-originals at F9 & J1	[redacted]	Preparation and delivery of training to all polling staff and postal vote and count supervisory staff	£2,340.00	£0.00	£2,340.00
139 & 165-originals at F9 & J1	[redacted]	Delivery of training - partial session in unavoidable absence of main trainer	£50.00	£0.00	£50.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J3

£12,626.77

HEAD J4 – Costs of materials and services (Form J, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
166 (Original in PCC election claim)	Xpress Software Solutions	25% share of Election Management elements of EMS system licence fee 1/4/16 - 31/3/17. (note 25% share allocated to PCC Election claim and 50% share allocated to Doncaster MBC for any local polls in year.	£2,272.50	£378.75	£2,272.50
167	AEA	Professional Services (Margaret Evers) 75% share of May 2016 costs (remainder to PCC) 2016 see attached emails for approval	£2,927.19	£476.51	£2,927.19
168	AEA	Professional Services (Margaret Evers) from 1st to 24th June 2016 see attached emails for approval	£4,905.64	£800.51	£4,905.64
169 (Original in PCC election claim)	Rotherham MBC	Provision of Payroll service for EU Referendum staff - see attached emails for justification and approval	£2,433.60	£405.60	£2,433.60
170	ClickTravel.com	Return Train Ticket Doncaster-Leeds for ESM attendance at Regional Counting Officer Meeting on 1 Feb 2016	£15.40	£0.00	£15.40
171	ClickTravel.com	Return Train Ticket Doncaster-Leeds for ESM attendance at Regional Counting Officer Meeting on 15 Apr 2016	£15.40	£0.00	£15.40

Additional explanation of entries under Head J4

172	ClickTravel.com	Return Train Ticket Doncaster-Leeds for ESM attendance at Regional Counting Officer Meeting on 23 May 2016	£15.40	£0.00	£15.40
138 (Original at F8)	DMBC Print Services	Internal Charges for production of staffing and polling station booking letters	£41.64	£0.00	£41.64
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

					£0.00
HEAD J5 Nominations costs - NOT APPLICABLE TO EU REFERENDUM					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
N/A	N/A	N/A	£0.00	£0.00	£0.00

Additional explanation of entries under Head J5
Nomination costs do not apply to the EU Referendum.

					£0.00
HEAD J6 – Translation costs - WALES ONLY - (Form J, Annex E)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J6

					£0.00
HEAD J7 – Legal Advice - (Form J, Annex F)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J7

					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£6,834.40
Name	[redacted]		Job Title	Acting Team Leader	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
139/165	Polling Day Supervising Officer	F3	£195.00	1.00	£195.00
139/165	Count Manager	I2	£750.00	1.00	£750.00
139/165	Result system testing at count venue	I5	£125.00	1.00	£125.00
139/165	Clerical - see detailed breakdown	J1	£28.00	122.30	£3,424.40
139/165	Preparation and Delivery of 18 Training Sessions	J3	£2,340.00	1.00	£2,340.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

[redacted] is (Acting) Electoral Services Team Leader
Tasks were performed during office hours, evenings and weekends. An electronic timesheet was kept and shows a surplus of 122.30 hours over the period from Notice of Referendum until the day of the count. No overtime was paid during this period and the surplus hours worked was reduced to zero after the election. This total does not include any hours that a fee has been paid (e.g. providing training)
Fees for particular duties performed are shown in the relevant expenditure head. The clerical duties fee of £3424.40 is shown at J and the estimate share of the charges together with a list of duties is detailed below.
Head F (polling stations) 20 %
Including management and supervision of
Recruitment and appointment of staff,
Polling station bookings,
Production and sign off of ballot papers
Production of paperwork for polling stations, including ballot paper accounts and ballot box preparation
Preparation of training courses and materials

Head G (postal votes) 20%
Including management and supervision of
Recruitment and appointment of staff,
Production and sign off of postal vote mailer (prep and issue)
Visit to printers to check and extract cancelled postal votes before mail out (prep and issue)
Development and Preparation of postal vote materials, including floorplan
Preparation of training courses and materials

Head H (preparation of poll cards) 5%
Including management and supervision of
Production and sign off of poll card and pre poll card
Attendance at printers to check poll cards and pre poll cards before mail out

Head I (verification and count) 40%
Including management and supervision of
Recruitment and appointment of staff,
Development and Preparation of verification and count materials, including floorplan
Preparation of training courses and materials
Visits to and liaison with the count venue

Head J (Clerical and Supervisory) 15%
Preparation and monitoring of the project plan
Preparation and monitoring of the risk assessment
Preparation and monitoring of Electoral Commission Performance Standards
Set up and payroll for all staff

Transparency of staff costs - Form L					£3,024.20
Name	[redacted]		Job Title	Principal Officer	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

Transparency of staff costs - Form L

139/165	Polling Day Supervising Officer	F3	£195.00	1.00	£195.00
139/165	Attending PO Training Session	F6	£25.00	1.00	£25.00
139/165	Ballot Box Preparation & Issue	F9	£150.00	1.00	£150.00
139/165	Postal Vote Issue - On site quality checks/preparations/Proofing/Issue inc preps for replacements for lost & spoils	G1	£300.00	1.00	£300.00
139/165	Postal Vote Checking & Receipt - arrangements for secure receipt & storage and preparations and overseeing of postal vote opening sessions	G2	£300.00	1.00	£300.00
139/165	Poll Card preparation - proofing, checking, data extracts and checks	H1	£100.00	1.00	£100.00
139/165	Count co-ordination - ensuring all areas of operation proceeding as planned and escalation of issues to Count Manager	I2	£260.00	1.00	£260.00
139/165	mandatory attendance at count venue on 4 occasiosn for extensive testing of Result system	I5	£125.00	1.00	£125.00
139/165	Clerical - see detailed breakdown	J1	£20.00	78.46	£1,569.20
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

[redacted] is the Principal Electoral Services Officer (Electoral Registration)
Tasks were performed during office hours, evenings and weekends. An electronic timesheet was kept and shows a surplus of 78.46 hours over the period from Notice of Referendum until the day of the count. No overtime was paid during this period and the surplus hours worked was reduced to zero after the election.
Fees for particular duties performed are shown in the relevant expenditure head. The clerical duties fee of £1569.20 is shown at J and the estimate share of the charges together with a list of duties is detailed below.

Head F (polling stations) 15 %
Including supervision and assistance of
Polling station bookings,
Production and sign off of ballot papers
Production of paperwork for polling stations, including ballot paper accounts and ballot box preparation

Head G (postal votes) 50%
Including supervision and assistance of
Production and sign off of postal vote mailer (prep and issue)
Visit to printers to check and extract cancelled postal votes before mail out (prep and issue)
Management of all open postal vote sessions
Receipt and security of postal vote packs
Transport and security of postal vote ballot boxes at close of opening sessions

Head H (preparation of poll cards) 15%
Including supervision and assistance of
Production and sign off of poll card and pre poll card
Attendance at printers to check poll cards and pre poll cards before mail out

Head I (verification and count) 18%
Including supervision and assistance of
Development and Preparation of verification and count materials
Visits to and liaison with the count venue

Head J (Clerical and Supervisory) 2%
Including supervision and assistance of
Monitoring of the project plan

Transparency of staff costs - Form L							
					£0.00		

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£2,625.20
Name	[redacted]		Job Title	Principal Officer	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
139/165	Polling Day Supervising Officer	F3	£195.00	1.00	£195.00
139/165	Attending PO Training Session	F6	£25.00	1.00	£25.00
139/165	Ballot Box Preparation & Issue	F9	£300.00	1.00	£300.00
139/165	Arrangements for preparations and quality checks of Polling booth & equipment andfor transportation	F9	£300.00	1.00	£300.00
139/165	Postal Vote Issue - On site quality checks/preparations/Proofing/Issue inc preps for replacements for lost & spoils	G1	£100.00	1.00	£100.00
139/165	Count co-ordination - ensuring all areas of operation proceeding as planned and escalation of issues to Count Manager	I2	£260.00	1.00	£260.00
139/165	Clerical - see detailed breakdown	J1	£20.00	72.26	£1,445.20
					£0.00
					£0.00
					£0.00

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)
[redacted] is the Principal Electoral Services Officer (Elections) Tasks were performed during office hours, evenings and weekends. An electronic timesheet was kept and shows a surplus of 72.26 hours over the period from Notice of Referendum until the day of the count. No overtime was paid during this period and the surplus hours worked was reduced to zero after the election. This total does not include any hours that a fee has been paid (e.g. providing training) Fees for particular duties performed are shown in the relevant expenditure head. The clerical duties fee of £1445.20 is shown at J and the estimate share of the charges together with a list of duties is detailed below. Head F (polling stations) 45 % Including supervision and assistance of Recruitment and appointment of staff, Polling station bookings, Production and sign off of ballot papers Production of paperwork for polling stations, including ballot paper accounts and ballot box preparation Head G (postal votes) 15% Including supervision and assistance of Recruitment and appointment of staff, Production and sign off of postal vote mailer (prep and issue) Visit to printers to check and extract cancelled postal votes before mail out (prep and issue) Management at opening vote sessions Head H (preparation of poll cards) 15% Including supervision and assistance of Recruitment and appointment of staff, Production and sign off of poll card and pre poll card Attendance at printers to check poll cards and pre poll cards before mail out Head I (verification and count) 20% Including supervision and assistance of Recruitment and appointment of staff, Development and Preparation of verification and count materials Visits to and liaison with the count venue Head J (Clerical and Supervisory) 5% Including supervision and assistance of Monitoring of the project plan Monitoring of the risk assessment Payments for all staff [redacted] is the Principal Electoral Services Officer (Electoral Registratio

Transparency of staff costs - Form L					£0.00
Name			Job Title		
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

Transparency of staff costs - Form L					
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

FORM M - Equipment Record

											Non grant funding purchases only	
Item	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice when purchased	VAT on invoice (if applicable)	Year purchased	Life expectancy of item	Total number of schedule polls to take place from year of purchase to end of life expectancy	Number of National polls funded by Consolidated Fund e.g. European, Parliamentary, PCC, National referendum	Purchased by grant? (Y/N)	Total cost of item purchased by grant upfront	Total cost to Consolidated Fund	Cost already reimbursed
Example	A Test	40 x Polling Booths	£8,900.00	£1,780.00	2010	15	15	8			£4,746.67	£1,186.60

Form G (Head G4 to G8)

				Total	£46,171.63
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
145 (Original at Head F11)	Adare Sec Limited	Production of 1st & 2nd supply postal vote packs,	£46,171.63	£7,695.27	£46,171.63
					£0.00
					£0.00
					£0.00

				Total	£29,869.38
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
147	Royal Mail	Outgoing Postal charges	£29,699.86	£4,948.91	£29,699.86
148	Royal Mail	Outgoing Postal charges	£169.52	£28.25	£169.52
					£0.00
					£0.00

				Total	£27,727.34
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
149	Royal Mail	Return Postage w/e 11	£15,771.78	£2,628.63	£15,771.78
150	Royal Mail	Return Postage - w/e 18	£6,563.16	£1,093.86	£6,563.16
151	Royal Mail	Return Postage - w/e 25	£3,593.70	£598.95	£3,593.70
152	Royal Mail	Return Postage w/e 2	£1,631.52	£271.92	£1,631.52
153	Royal Mail	International Return	£167.18	£27.86	£167.18
					£0.00
					£0.00
					£0.00
					£0.00

				Total	£3,551.16
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)					
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
154	The Mary Woollett Centre	Hire of venue 2 Jun - 27	£3,240.00	£0.00	£3,240.00
155	Northgate	Hire of van for	£311.16	£51.86	£311.16
					£0.00
					£0.00
					£0.00

							Total	£337.17
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of planned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
138 (original at F8)	DMBC-Print Services	2016	1 referendum specific	Internal Charges for Printing Necessary Stationery for Postal Vote Opening Sessions	1	£220.00		£220.00
156	Versapak	2016	1	Secure seals for postal vote packets collected	1	£117.17	£19.53	£117.17
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00
					1			£0 00

156 G8

versapak International Limited

By Appointment to Her Majesty the Queen Supplier of Tamper Evident Bags and Security Seals Versapak International Limited, Erith, Kent

Versapak International Limited
The Versapak Centre • 4 Veridion Way
Erith • Kent DA18 4AL • UK

Invoice to:
Doncaster Metropolitan B.C.
Accounts Payable
Floor 1, Civic Office
Waterdale
Doncaster
South Yorkshire DN1 3BU

Deliver to:
Doncaster Metropolitan B.C.
[redacted]
Civic Office
Waterdale
Doncaster
South Yorkshire DN1 3BU

ORDER CONFIRMATION

Date: 03/06/16
Our order number: SOV241508
Your order number: 2191-10607
Your ref:
Your account number: DON0014-VPK
Page no. Page 1

Thank you for your order, details of which are below.

Item code	Variant code	Item description	Quantity	Units	Unit price (£)	Total price (£)
ARROW PLAIN	BLUE	Versapak Plain Arrow Seals 1,000	2	Each Anticipated Due Date 06/06/16	43.44	86.88
		Carriage Sales	1		10.76	10.76
PAYMENT		Versapak Paid by Credit Card	1	Each Anticipated Due Date 03/06/16		

Order total:	97.64
VAT 20%:	19.53
£ Total:	117.17

Payment terms: 30 days
This order is subject to our standard terms and conditions.

Please check your order details above together with any other attachments and inform us of any errors immediately.

Due to the manufacturing process it is not always possible to produce an exact number of special and/or printed bags/pouches. We therefore reserve the right to supply up to 5% of additional products. All orders received are accepted on this basis.

Phone: +44 (0) 20 8333 5300 **Email:** info@versapak.co.uk
Fax: +44 (0) 20 8310 8385 **Web:** versapak.co.uk

Registered Office: Lygon House, 50 London Road, Bromley, Kent, BR1 3RA. Registered in England No 03566179.

nqa. ISO 9001 Registered
UKAS 015

INTERNAL RECHARGE EXTRACT

Voucher 138

Cost Cent	Nominal	Perio	Tran Date	Financial Value	Description	Linked Enquiry Cus	BC	Journal No	Journal Se	Batch Type	Reference	Input Date	Input User	Auth Date	Auth User	ECU HEAD
NC002 - REFERENDUM	25D01 - PRINTING	3	30-Jun-16	£ 30.00	[redacted] 1000 x VERIFICATION RECORD		AB	2093915	199	GJNL - Gen	000Q0D	08-Jun-16	GLD032	[redacted]		G8
NC002 - REFERENDUM	25D01 - PRINTING	3	30-Jun-16	£ 60.00	[redacted] MIX & MATCH DOCKETS		AB	2093915	201	GJNL - Gen	000Q0D	08-Jun-16	GLD032	[redacted]		G8
NC002 - REFERENDUM	25D01 - PRINTING	3	30-Jun-16	£ 90.00	[redacted] BATCH DOCKETS & RECON' SHEET		AB	2093915	203	GJNL - Gen	000Q0D	08-Jun-16	GLD032	[redacted]		G8
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 172.35	[redacted] EU REF DOUBTFUL BALLOT BOC		AB	2128754	47	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		I6
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 93.96	[redacted] LEAVE/REMAIN PAPER		AB	2128754	67	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		I6
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 30.00	[redacted] STATIONERY FOR POSTAL VOTE		AB	2128754	121	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		G8
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 10.00	[redacted] VERIFICATION RECORDS		AB	2128754	123	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		G8
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 20.76	[redacted] 692 x REFERENDUM		AB	2128754	154	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		F10
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 20.88	[redacted] 850 x A3 LETTERS		AB	2128754	159	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		J4
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 15.77	[redacted] 200 x A3 POSTER		AB	2128754	160	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		J4
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 21.00	[redacted] 700 x A3 P' STATION NOTICE		AB	2128754	162	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		F10
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 88.23	[redacted] 17 x POLLING STATION INFORMATION		AB	2128754	167	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		F10
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 66.39	[redacted] COUNT TABLE LOCATIONS		AB	2128754	171	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		I6
NC002 - REFERENDUM	25D01 - PRINTING	4	31-Jul-16	£ 180.00	[redacted] LEAVE/REMAIN x 3000		AB	2128754	172	GJNL - Gen	000Q8H	01-Jul-16	GLD032	[redacted]		I6
NC002 - REFERENDUM	25F13 - OTHER SERVICES	4	19-Jul-16	£ 125.00	216008160 PEST CONTROL 22/06/16		AB	2157754	1	GJNL - Gen	000QF5	19-Jul-16	GLD046	[redacted]		F8
				£ 1,024.34												

F8 = 125.00
F10 = 125.00
G8 = 220.00
I6 = 512.70
J4 = 41.64 — Should be £36.65 as per 1st obs

1024.34

Guidance on how to fill in these forms - Please read in full in conjunction with 'Counting Officers' Expenses Guidance Notes'

1. Introduction

These forms are a Microsoft Excel version of expenses claims Forms A to L (and associated annexes) for the Referendum on the UK's membership of the EU.
They allow Counting Officers to submit costs claims to ECU electronically via email. They also do much of the arithmetic to calculate totals automatically.
These forms are unlocked and not password protected. This is designed to give you greater flexibility to complete your claim to take into account local factors.

2. Forms structure

Forms A - L are included as separate pages of these forms.
There are also further separate pages containing the various annexes to each form.
Click on the tabs near the bottom of the screen to move between pages.

Please note that Forms A,B, C, and D are included within these forms, but signed copies of these must also be submitted to ECU separately in hardcopy. You will have already submitted form C in order for your advance to be paid.
Hard copies of original supporting documents (invoices, vouchers, etc.), or personally certified copies if originals are not available, must be submitted separately BY POST for claims falling under categories of light touch and full claims. Where a plain account is submitted all original vouchers must be retained by the RO for possible future inspection.
Scrutiny categories will be notified to Counting Officers by no later than the week after the poll - week commencing Monday 27 June 2016.

Regardless of which scrutiny category you are in, it is important to ensure all supporting evidence is retained if requested by the National Audit Office as part of their audit of Counting Officers expenses accounts.

3. How to enter information into these forms

Please only enter costs and other information in the cells of these forms which are coloured YELLOW.
Please do not enter any information into, or delete any information already within, any other cells of these forms. In particular:
DO NOT write any supplementary comments in blank spaces inside or alongside each form's page. Please enter all such information in the yellow additional information boxes or on the "Comments" page which is provided for this purpose.
DO NOT attempt to enter or delete any costs in the cells coloured ORANGE. The forms will automatically populate these cells for you, based on the costs entered in the yellow cells elsewhere.

The majority of the information for Forms F, G, H, I and J must be entered into the yellow cells of their Annexes. The Annexes ask you to enter costs information for individual employees, polling stations, suppliers, etc. Please note that:

* You can only enter costs and other information in the cells coloured yellow.
* Because the forms calculate on depreciation these cells MUST be populated.
* You do not need to enter data in all **rows** of the Annex tables. Fill only the number of rows that are applicable, leaving all other rows blank.
* The orange cells at the top of each Annex table automatically calculate column totals for you. The forms will also automatically place these totals into the appropriate head total cell of the corresponding main Form. The forms will also place the total costs recorded on Forms E, F, G, H, I and J into Form A. You do not need to do any of this manually yourself.
* If you need to add any extra rows to any of the Annex tables, please carry out the following steps: (1.) Click on the bottom left yellow cell of the relevant table; (2.) Click on the Insert drop down menu (3.) Select Rows. Repeat this process for each extra row you wish to add.

4. How to return the forms

Before you return the forms, please ensure you go to the "CHECKS" page. This will list where there are any heads items which are currently recorded as incurring £0 cost. Please ensure that all items currently recorded as such definitely did incur zero expenditure. Please revisit the appropriate pages of this forms if any of these items should NOT be zero, and amend the costs amounts reported as appropriate.

Please email completed forms to:
returning.officers@cabinetoffice.gov.uk

If you decide to post any part of your claim or supporting evidence to ECU - please be aware that the postal address has changed. They should now be sent to:
Electoral Claims Unit
Cabinet Office
Ground Floor
Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

5. Equipment Record - Form M

Cabinet Office wish to review and collect data on the equipment that Returning Officers have bought historically in order to understand what future costs could look like.
They are concious that over the years some Returning Officers have been provided with large grants to purchase equipment in full up front, more recently Cabinet Office have moved to claiming a percentage of the cost from each poll.
The two items they are most interested in are polling booths and ballot boxes and they would like COs to complete this information in the newly created Form M.
Cabinet Office are aware that some equipment was purchased historically and there may be no record of the original cost or who it was purchased by. If you have no records please add this to your comments on the 'Comments' tab
Please note that this does not apply to Counting Officers in Scotland, Gibraltar, or Northern Ireland.

Referendum on the UK's membership of the EU: Data checks of Forms A, E, F, G, H, I, J and L

This page highlights if there are any heads items which have been recorded as £0. Before these forms is returned to ECU, please double-check that all those cost items listed in the table below as being currently reported as £0 are definitely those for which there was zero expenditure. Please revisit the appropriate pages of these forms if any of the items flagged here should NOT be zero, and amend the costs amounts reported as appropriate.

Heads item	Zero?	Where an item name appears in this column, it is currently recorded as incurring £0 cost
Form A - Summary of accounts		
Total advance received	NO	
No. of eligible electors in voting area	NO	
No. of postal voters in voting area	NO	
No. of proxy voters in voting area	NO	
Form E - Counting Officer's services		
Amount claimed for Counting Officer's services	YES	NO COST RECORDED
Form F - Polling station costs		
Presiding Officers' pay (F1)	NO	
Poll Clerks' pay (F2)	NO	
Supervising Officers' pay (F3)	NO	
Travel and subsistence (F5)	NO	
Training (F6)	NO	
Accommodation costs – permanent polling stations (F7)	NO	
Accommodation costs – temporary polling stations (F8)	NO	
Preparation and transport costs (F9)	NO	
Equipment costs (F10)	NO	
Costs of printing ballot papers (F11)	NO	
Total number of polling stations	NO	
Number of temporary polling stations	NO	
Total number of poll clerks	NO	
Total number of supervising officers for polling stations	NO	
Form G - Postal voting costs		
Staff costs – preparation and issue (G1)	NO	
Staff costs – opening and checking (G2)	NO	
Training (G3)	NO	
Cost of printing and stationery (G4)	NO	
Postage – outward (G5)	NO	
Postage – inward (G6)	NO	
Accommodation costs (G7)	NO	
Equipment costs (G8)	YES	NO COST RECORDED
Total number of postal voters	NO	
Form H - Poll card costs		
Staff costs – preparation (H1)	NO	
Equipment costs (H2)	YES	NO COST RECORDED
Cost of printing and stationery (H3)	NO	
Postage or delivery (H4)	NO	
Form I - Count costs		
Counting staff pay (I1)	NO	
Supervising count staff pay (I2)	NO	
Travel and subsistence (I3)	NO	
Training (I4)	NO	
Accommodation costs (I5)	NO	
Equipment costs (I6)	NO	
Transport costs (I7)	NO	
Security costs (I8)	NO	
Form J - Other costs		
Payments to staff that cannot be recorded elsewhere (head J1)	NO	
Travel and subsistence not accounted for elsewhere (head J2)	NO	
Costs of providing training (head J3)	NO	
Materials and services (head J4)	YES	NO COST RECORDED
Translation costs (Wales only) (head J6)	YES	NO COST RECORDED
Form L - transparency of staff costs		
Payments to individuals of or exceeding £2,500	NO	

ECU

Referendum on the UK's membership of the EU

FORM A

The Electoral Commission

Summary of Accounts

This form summarises and totals the amounts claimed under each category of expenditure.

It also summarises and totals any advances paid which must be deducted.

It shows the final total claimed for this election and provides some general information.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to

Electronic version:

returning.officers@cabinetoffice.gov.uk

Paper Version: Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 0HS

If you have any queries about the completion of this form please ring the fo lowing number

Help desk number 01603 704567

- **Throughout this form, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in any other cells. In particular, please do not enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the form.**
- Full details of how the amounts listed below are made up must be entered on the appropriate forms (E to L) which are on the other pages of this form.
- Original invoices or vouchers must be submitted, as set out in the guidance, separately, BY POST.
- This claim must be completed in accordance with the accounts regulations. In particular, t must be subm tted **by Friday 23 December 2016.**
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officers' Expenses Guidance Notes ava lable on the Electoral Commission webs te.
- **Please DO NOT enter any amounts in the orange cells in sections 2 and 4 of Form A. These cells will automatically be filled if amounts are entered into the yellow cells of Forms E, F, G, H, I and J in this form.**

1. Local voting area (COs)/Electoral region (RCOs)

This claim is made in respect of:

Voting Area (select from drop down ist) **CENTRAL BEDFORDSHIRE**

2. Amounts claimed under each head of expenditure for the specified expenses

Head of expenditure	Amount claimed
Polling stations (Form F)	£169,179.79
Postal votes (Form G)	£85,053.61
Poll cards (Form H)	£57,750.18
The count (Form I)	£72,916.25
Other costs (Form J)	£13,930.07
Total amount claimed	**£398,829.90**

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum Recoverable Amount	**£399,385.00**
OVERSPEND/UNDERSPEND	**£555.10**

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will automatically be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

3. Advances received for specfied expenses

Type of advance	Amount received
Initial advance	£299,538.75
Further advance	
Total amount advanced	**£299,538.75**

4. Balance due or owed for specified expenses

Total amount claimed (from 2 above)	£398,829.90
Total amount advanced (from 3 above) -	£299,538.75
Balance due or owed for specified expenses	**£99,291.15**

5. Counting Officer's fee for services

Total Counting Officer's fee for services (Form E)	£9,306.00

6. Other details

Number of eligible electors in voting area	204,004
Number of postal voters in voting area	37,629
Number of proxy voters in voting area	1,459

7. Counting Officer's signature and confirmation

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature

Counting Officer's Name **Richard Carr**

Date **October 2016**

Comments page

Please use the space below to provide any supplementary information regarding the figures entered elsewhere in the form.

Please use this form to provide justification for any overspends or higher than expected claims under a specific Head - this will assist with the approval of the claim and future planning

ECU

Referendum on the UK's membership of the EU

FORM B

The Electoral Commission

Appointment of Deputies

This form provides ECU with specimen signatures of (Regional) Counting Officers and their Deputies.

Return Address Please send completed form to:

Electoral Claims Unit
Cabinet Office
Ground floor, Rosebery Court
Central Avenue
St Andrews Business Park
Norwich
NR7 OHS

Should you have any queries about he completion of this form please ring he following number:

Helpdesk number: 01603 704567

- For audit purposes ECU are required to hold specimen signatures of RCOs, COs and their properly appointed Deputies on file, together with copies of the documents appointing them.
- This will enable us to confirm the name and signature of any individual who has “full powers” to request payments or certify invoices for the purposes of the election in your counting area.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- A fresh form must be completed and returned if there is a change to the appointed Deputies.

1. Local voting area (COs)/Electoral region (RCOs)

Voting Area/Region CENTRAL BEDFORDSHIRE

If the signatories below are for more than one counting area please list he counting areas on a separate sheet.

2. Counting Officer – to be signed by the RCO/CO who is appointing deputies to act on their behalf

Counting Officer name

Counting Officer signature

Email **Date**

Tel

3. Deputies

1 **Deputy (with full powers) name**

Deputy (with full powers) signature

Email **Date**

Tel

2	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

3	Deputy (with full powers) name	
	Deputy (with full powers) signature	
Email		Date
Tel		

The Electoral Commission

Referendum on the UK's membership of the EU

FORM C

Bank Account Details

This form provides The Electoral Commission with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	

Return Address Please send completed form to:

FinanceReferendum@electoralcommission.org.uk
The Electoral Commission
Finance
3 Bunhill Row
London
EC1Y 8YZ

Should you have any queries about the completion of this form please ring the following number:

Help desk number: 0207 271 0706

- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- In so far as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments are usually made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.
- Please complete this form using capital letters and in black ink.

1. Local voting area/Electoral region and contact details

a.	Voting Area/Region	CENTRAL BEDFORDSHIRE		
b.	Address for correspondence	Central Bedfordshire Council		
		Priory House		
		Chicksands		
	City/Town	Shefford	County	Bedfordshire
	Postcode	SG17 5TQ		

c. Please enter details of the officer to whom enquiries about payments should be directed.

Name	[redacted]		
Telephone	[redacted]	Fax	
e-mail address	[redacted]		

2. Payment details

For payment by BACS, please complete the following details:

Bank or Building Society name	Nat West
Bank Account No.*	[redacted]
Sort Code*	[redacted]
Building Society Roll No.*	
Account name	Central Bedfordshire Council Election Account 2

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

3. Authorisation of (Regional) Counting Officer and acceptance of terms

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Order.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature			
(Regional) Counting Officer's Name	[redacted]		
Telephone	[redacted]	Fax	
Email Address	[redacted]		
Date	October 2016		

4. Electoral Commission Authorisation (for Commission use only)

Verified by:

Name		Signature	
CO Code		Date	

Authorised by:

Name		Signature	
		Date	

ECU

Referendum on the UK's membership of the EU

FORM D

The Electoral Commission

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
COMPANY CODE	
DATE RECEIVED	
VENDOR NO	
REF NO	

Return Address Please send completed form to:

returning.officers@cabinetoffice.gov.uk

If you have any queries about the completion of his form please ring the following number:

Help desk number 01603 704567

- **Additional hardcopies of Forms B and D must also be returned separately BY POST, to Election Claims Unit, Cabinet Office, Ground Floor, Rosebery Court, Central Avenue. St Andrews Business Park, Norwich NR7 0HS**
- All payments will be made to the Counting Officer's bank account, the details of which must have been notified to the Electoral Commission on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of he documentation which should accompany his application.

1. Voting Area

This application is made in respect of:

Local counting area/electoral region **CENTRAL BEDFORDSHIRE**

2. Advance applied for

Having received and spent my initial advance, I hereby apply for a further advance of:

3. Counting Officer's signature and certification

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will:

account properly and on time for any advances;

repay any unspent funds that have been advanced to me; and

use any advances only in accordance with the provisions in the Charges Regulations.

I have also understood that I will be sent reminders that my claim is due and warned of the consequences of failure to submit on time, that every chance will be given for proper and timely compliance, but as a general rule the Electoral Commission will refuse to pay the balance on claims once the statutory deadline for submitting them has passed.

Signature

Date

Counting Officer's Name	
Telephone	
Email Address	

ECU

Referendum on the UK's membership of the EU

FORM E

The Electoral Commission

Counting Officer's Services

This is to enable you to claim for these services from the Counting Officer

- Write in block capitals using black ink.
- Claims must be submitted to the relevant Counting Officer as soon as possible and in any case no later than 28 days after the referendum result is declared.
- If you have any enquiries about this claim form please contact the Counting Officer.
- Please note that all claims may be subject to audit and you may be required to provide evidence to support your claim.

Section A: Claimant's details

Name or local authority area OR region

Section B: Claim

75% of the costs of Regional Counting Officers' services in relation to the period up to and including the date of the declaration of the result (Part A of the Basic Model Contract)

25% of the costs of Regional Counting Officers' services in relation to the period up to and including the submission of the ECU Reference Claim (Part B of the Basic Model Contract)

Total payments to the Counting Officer entitled and as claimed in this claim by ECU

Section C: Payments

If there are names on any cheques that you have already received, please amend any of the payments marked to be received and provide details of the alternative payee name(s).

Value	Name	Amount

FORM E ADDITIONAL INFORMATION

Use this space to provide any additional information as required in the guidance that will generally help to provide additional information where a Head is not used.

Section D: Total Amount

Section E: Signature

ECU

Referendum on the UK's membership of the EU

FORM F

The Electoral Commission

Polling Station Costs

This form details the amounts claimed for the costs of pol ing stations.

- This orm should accompany Form A.
- In separate pages of th s form (annexes B, C, D and E to this orm), list the accommodation used, and the amounts for transport, or equipment and for printing ballot papers under the appropriate heads.
- **Please DO NO enter any amounts in section 2 of Form F hese cells will automatically be fil ed if amounts are entered into the yellow cells of the annexes to Form F**
- **he total amount shown at 2 below wi l be automatically carr ed into Form A by this spreadsheet Please do not enter this amount again on Form A**

1. Voting Area

Local counting area E ectoral region: **CEN RAL BEDFORDSHIRE**

2. Amount claimed under each head of expenditure

Head of expend ture	Amount claimed
Presiding Off cers' pay (head F1)	£39 690 00
Poll Clerks' pay (head F2)	£33 250 00
Supervising Officers' pay (head F3)	£5 040 00
Travel and subsistence (head F5)	£9 422 40
Training (head F6)	£14 520 00
Accommodation costs – permanent pol ing stations (head F7)	£30 987 26
Accommodation costs – temporary po ling stations (head F8)	£8 553 60
Preparation and transport costs (head F9)	£19 096 25
Equipment costs (head F10)	£5 502 99
Costs of printing ballot papers (head F11)	£3 117 29
otal costs	£169 179 79

FORM F - ADDITIONAL INFORMATION

Polling Station Costs

- Use this side of the form o prov de any addit onal information as required in the guidance. This w ll generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

3. Numbers of polling stations and staff

State here the total number of polling stat ons in the voting area, the number of temporary polling stat ons used, the number of poll c erks employed and the total number of supervising off cers employed.

Total number of polling stat ons	189
Number of temporary polling stat ons	6
Total number of poll clerks	266
Total number of superv sing officers for polling stat ons	24

3. COMMENTS: Numbers of polling stations and staff

Put here any additional in ormation relating to the total number of polling stations in the voting area, the number of temporary po ling stations used, the number of poll clerks employed and the total number of supervising off cers employed that you eel may be helpful to give context.

Form F Polling Station Costs - (Head F1 to F6)

	Head F1	Head F5	Head F6
TOTAL	£39,690.00	£5,058.60	£6,030.00

HEAD F1 - Payments to polling station staff - Presiding Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Presiding Officers Cost	Total T&S Cost	Total Training Cost
F1/1 to F1/189	189	£210.00	£39,690.00	£5,058.60	£5,640.00
F1/190 to F1/202	13		£0.00		£390.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F1, F5 & F6

	Head F2	Head F5	Head F6
TOTAL	£33,250.00	£3,519.00	£8,250.00

HEAD F2 - Payments to polling station staff - Poll Clerks - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Poll Clerks Cost	Total T&S Cost	Total Training Cost
F2/1 to F2/266	266	£125.00	£33,250.00	£3,519.00	£7,980.00
F2/267 to F2/275	9		£0.00		£270.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F2, F5 & F6

	Head F3	Head F5	Head F6
TOTAL	£5,040.00	£844.80	£240.00

HEAD F3 - Payments to polling station staff - Supervising Officers - Related T & S costs - Related Training costs

Please complete yellow boxes. Orange boxes will calculate totals

Voucher Number or Number Sequence	Number of staff	Payment amount per person	Total Supervising Officers Cost	Total T&S Cost	Total Training Cost
F3/1 to F3/24	24	£210.00	£5,040.00	£844.80	£240.00
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form F, Head F3, F5 & F6

Form F Polling Station Costs (Head F7 & F8)

						TOTAL	£30,987.26	£8,553.60
HEADS F7 & F8 – Polling station accommodation costs (Form F, Annex B)								
Voucher (where applicable)	**Name of building / polling station**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Polling station number**	**Gross amount on invoice (inc. VAT)**	**VAT on invoice (if applicable)**	**Is this a permanent polling station? Select YES/NO**	**Permanent polling stations (Head F7)**	**Temporary polling stations (Head F8)**
F7/1	Aspley Guise Village Hall	1 Day Hire	A-W1	£210.00		YES	**£210.00**	**£0.00**
F7/2	St Mary`s RC Church Hall, Aspley Hill	1 Day Hire	A-W2	£120.00		YES	**£120.00**	**£0.00**
F7/3	St Mary`s RC Church Hall, Aspley Hill	1 Day Hire	A-W3	£120.00		YES	**£120.00**	**£0.00**
F7/4	Milton Bryan Village Hall	1 Day Hire	A-W4, 7, & 8	£94.50		YES	**£94.50**	**£0.00**
F7/5	Eversholt Village Hall	1 Day Hire	A-W5	£200.00		YES	**£200.00**	**£0.00**
F7/6	Husborne Crawley Reading Room	1 Day Hire	A-W6	£128.00		YES	**£128.00**	**£0.00**
F7/7	Woburn Village Hall	1 Day Hire	A-W9	£300.00		YES	**£300.00**	**£0.00**
F7/8	Ampthill Library	1 Day Hire	AMP1	£119.00		YES	**£119.00**	**£0.00**
F7/9	The Chapter House, Ampthill	1 Day Hire	AMP2	£300.00		YES	**£300.00**	**£0.00**
F7/10	Russell Lower School, Ampthill	Caretaker, Heating & Lighting	AMP3	£150.00		YES	**£150.00**	**£0.00**
F7/11	Ampthill Methodist Church	1 Day Hire	AMP4	£100.00		YES	**£100.00**	**£0.00**
F7/12	The Firs Lower School, Ampthill	Caretaker, Heating & Lighting	AMP5	£77.50		YES	**£77.50**	**£0.00**
F7/13	Clophill Methodist Church	1 Day Hire	AMP6	£240.00		YES	**£240.00**	**£0.00**
F7/14	Maulden Village Hall	1 Day Hire	AMP7	£225.00		YES	**£225.00**	**£0.00**
F7/15	St Mary's Maulden Church Hall	1 Day Hire	AMP8	£120.00		YES	**£120.00**	**£0.00**
F7/16	Arlesey Village Hall	1 Day Hire	ARL1	£45.00		YES	**£45.00**	**£0.00**
F7/17	Arlesey Village Hall	1 Day Hire	ARL2	£44.19		YES	**£44.19**	**£0.00**
F7/18	Arlesey Football Club	1 Day Hire	ARL3	£200.00	£33 33	YES	**£200.00**	**£0.00**
F7/19	Community & Sports Centre, Clifton	1 Day Hire	ARL4	£130.00		YES	**£130.00**	**£0.00**
F7/20	Community & Sports Centre, Clifton	1 Day Hire	ARL5	£130.00		YES	**£130.00**	**£0.00**
F7/21	Henlow Park Pavilion	1 Day Hire	ARL6	£300.00		YES	**£300.00**	**£0.00**
F7/22	Station Theatre, Royal Air Force Henlow	1 Day Hire	ARL7	£230.00		YES	**£230.00**	**£0.00**
F7/23	Stondon Village Hall	1 Day Hire	ARL8	£60.00		YES	**£60.00**	**£0.00**
F7/24	Stondon Village Hall	1 Day Hire	ARL8	£60.00		YES	**£60.00**	**£0.00**
F7/25	St Andrews Church Hall, Biggleswade	1 Day Hire	BIGN-IV1	£150.00		YES	**£150.00**	**£0.00**
F7/26	St Andrews Church Hall, Biggleswade	1 Day Hire	BIGN-IV1	£150.00		YES	**£150.00**	**£0.00**
F7/27	Biggleswade Town Bowls Club	1 Day Hire	BIGN-IV2	£100.00		YES	**£100.00**	**£0.00**
F7/28	Northfields Communal Rm, Biggleswade	1 Day Hire	BIGN-IV3	£46.50		YES	**£46.50**	**£0.00**
F7/29	Biggleswade Town Bowls Club	1 Day Hire	BIGN-IV4	£100.00		YES	**£100.00**	**£0.00**
F7/30	Sea Cadets H.Q., Biggleswade	1 Day Hire	BIGS-HO1	£250.00		YES	**£250.00**	**£0.00**
F7/31	Biggleswade Youth Centre	1 Day Hire	BIGS-ST1	£200.00		YES	**£200.00**	**£0.00**
F7/32	Biggleswade Academy	Caretaker, Heating & Lighting	BIGS-ST2	£1,094.00	£99 00	YES	**£1,094.00**	**£0.00**
F7/33	The Weatherley Centre, Biggleswade	1 Day Hire	BIGS-ST3	£250.00		YES	**£250.00**	**£0.00**
F7/34	Saxon Pool & Leisure Centre, Biggleswade	1 Day Hire	BIGS-ST4	£640.00		YES	**£640.00**	**£0.00**
F7/35	Barton Village Hall,	1 Day Hire	BLC1	£100.00		YES	**£100.00**	**£0.00**
F7/36	Barton Village Hall	1 Day Hire	BLC2	£100.00		YES	**£100.00**	**£0.00**
F7/37	Barton Village Hall	1 Day Hire	BLC3	£100.00		YES	**£100.00**	**£0.00**
F7/38	Brogborough Village Hall	1 Day Hire	C-MM1	£180.00		YES	**£180.00**	**£0.00**
F7/39	Millbrook Village Hall	1 Day Hire	C-MM10	£130.00		YES	**£130.00**	**£0.00**
F7/40	Ridgmont Lower School	Caretaker, Heating & Lighting	C-MM11	£160.00		YES	**£160.00**	**£0.00**
F7/41	Cranfield Village Hall	1 Day Hire	C-MM2 & 4	£122.67		YES	**£122.67**	**£0.00**
F7/42	Cranfield Village Hall	1 Day Hire	C-MM3	£122.67		YES	**£122.67**	**£0.00**
F7/43	Cranfield Village Hall	1 Day Hire	C-MM3	£122.66		YES	**£122.66**	**£0.00**
F7/44	Salford Parish Hall	1 Day Hire	C-MM5	£112.00		YES	**£112.00**	**£0.00**
F7/45	Lidlington Village Hall	1 Day Hire	C-MM6	£192.00		YES	**£192.00**	**£0.00**
F7/46	The Exhibition P H, Marston Moretaine	1 Day Hire	C-MM7	£130.00		YES	**£130.00**	**£0.00**
F7/47	Sports Pavilion, Marston Moretaine	1 Day Hire	C-MM8	£45.00		YES	**£45.00**	**£0.00**
F7/48	Sports Pavilion, Marston Moretaine	1 Day Hire	C-MM9	£45.00		YES	**£45.00**	**£0.00**
F7/49	Heathfield Site, Caddington	1 Day Hire	CADD1	£75.00		YES	**£75.00**	**£0.00**
F7/50	Heathfield Site, Caddington	1 Day Hire	CADD2	£75.00		YES	**£75.00**	**£0.00**
F7/51	East Hyde Village Hall	1 Day Hire	CADD3	£225.00		YES	**£225.00**	**£0.00**
F7/52	Kensworth Village Hall	1 Day Hire	CADD4	£92.50		YES	**£92.50**	**£0.00**
F7/53	Slip End Village Hall	1 Day Hire	CADD5	£240.00		YES	**£240.00**	**£0.00**
F7/54	Studham Village Hall	1 Day Hire	CADD6	£172.50		YES	**£172.50**	**£0.00**

					O AL	£19 099 26
HEAD F9 Preparation and transport costs for polling station equipment (Form F, Annex C)						
Voucher (where applicable)	**Supplier / name of employee**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on inv ice**	**VA on invoice (if applicable)**	**Cost to EU Referendum**
F9/1	[redacted]	Delivery and collection of Polling Booths installation of ramps where appropriate and general repairs throughout polling day	£11 400 00	£1 900 00	£11 400 00
F9/2	[redacted]	Preparation and checking of Ballot Boxes	£577 18		£577 18
F9/3	[redacted]	Preparation and checking of Ballot Boxes	£383 24		£383 24
F9/4	[redacted]	Preparation and checking of Ballot Boxes	£393 14		£393 14
F9/5	[redacted]	Preparation and checking of Ballot Boxes	£186 58		£186 58
F9/6	[redacted]	Additional hours relating to polling station staff	£468 03		£468 03
F9/7	[redacted]	Additional hours relating to polling station staff	£382 80		£382 80
F9/8	[redacted]	Additional hours relating to polling station staff	£382 80		£382 80
F9/9	Central Bedfordshire Council	Hire of Council Chamber for PO and PC raining (11 days @ £206 76 per day)	£2 263 36		£2 263 36
F9/10	Central Bedfordshire Council	Hire of Council Chamber to prepare and distribute ballot boxes (4 days @ £206 76 per day)	£823 04		£823 04
F9/11 to F9/28	[redacted]	Polling Station equipment collection and return from store (135 hours @ £8 68 per hour)	£1 282 60		£1 282 60
F9/11 to F9/28	[redacted]	Polling Station equipment collection and return from store (1408 miles @ 40p per hour)	£683 60		£683 60
						£0 00
						£0 00

					O AL	£6 682 89
HEAD F10 Equipment costs for polling stations (Form F, Annex D)						
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of p anned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VA on invoice (if applicable)**	**Cost to EU Referendum**
F10/1	Shaw & Sons	2016	1	Presiding Off cer Sundries Bags	1	£3 217 50	636 25	£3,217.50
F10/2	Shaw & Sons	2016	2	Ballot Box Serialised Locking Seals	2	£624 00	104 00	£312.00
F10/3	D E Signs and Labels Ltd	2016	1	Polling Station Correx Signs	1	£422 40	70 40	£ 22. 0
F10/4	Paktalt (UK) Ltd	2016	10	aotie Voting Devioes	1	£988 80	164 80	£988.80
F10/5	Paktalt (UK) Ltd	2016	10	Paxton Ballot Boxes	7	£3 936 00	656 00	£562.29

				O AL	£3 117 29
HEAD F11 Costs of printing ballot papers (Form F, Annex E)					
Voucher (where applicable)	**Supplier / name of employee**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VA on invoice (if applicable)**	**Cost to EU Referendum**
F11/1 & F11/2	he Lion Press	Printing of Polling Station Ballot Papers @ £0 0163p each	£3 021 29	603 55	3 021 29
F11/3	Central Bedfordshire Council	Printing of Large Print Ballot Papers	£96 00		96 00
					0 00
					0 00
					0 00
					0 00

For
m G

ECU

Referendum on the UK's membership of the EU

FORM G

The Electoral Commission

Postal Voting Costs

This form details the amounts claimed for the costs of postal voting.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E, F and G to this Form), list the printing, postage, accommodation, equipment, and directed postal vote "sweeps" costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form G. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form G.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area: **CENTRAL BEDFORDSHIRE**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	£6,091.03
Staff costs – opening and checking (head G2)	£13,044.45
Training (head G3)	£690.00
Cost of printing and stationery (head G4)	£20,938.91
Postage – outward (head G5)	£20,093.04
Postage – inward (head G6)	£21,901.42
Accommodation costs (head G7)	£2,294.76
Equipment costs (head G8)	£0.00
Total costs	£85,053.61

FORM G - ADDITIONAL INFORMATION

- Use this side of the form to provide any additional information as required in the guidance. This will generally be to provide additional information where a head is overspent.

COMMENTS: Amount claimed under each head of expenditure

3. Numbers of postal voters

State here the total number of postal voters in the voting area.

Total number of postal voters	**37,629**

COMMENTS: Numbers of postal voters

Put here any additional information relating to the numbers of postal voters

Approximately 6000 postal votes were added for the Referendum which has substantia ly added to the cost of the claim

Form G (Head G1 to G3)

			£6,091.03		£495.00
HEAD G1 – Staff costs for postal voting - Preparation and issue costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Preparation and issue costs (Head G1)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
G1/1 to G1/100	64	£45.00	£2,880.00	£310.00	£310.00
G1/1 to G1/100	40	£55.00	£2,200.00	£185.00	£185.00
G1/7	1	£160.86	£160.86		£0.00
G1/22	1	£231.36	£231.36		£0.00
G1/26	1	£157.08	£157.08		£0.00
G1/36	1	£461.73	£461.73		£0.00
			£0.00		£0.00

Additional explanation of entries under Form G, Head G1

Vouchers G1/7, G1/22, G1/26 and G1/36 are for overtime (including weekends) to carry out the additional work required to manage and prepare for the postal vote issue

			£13,044.45		£195.00
HEAD G2 – Staff costs for postal voting - Opening and checking costs					
Voucher (where applicable)	**Number of employees**	**Rate of pay per employee**	**Opening and checking costs (Head G2)**	**Cost of Training**	**Training cost to EU Referendum (Head G3)**
G2/1 to G2/40	42	£55.00	£2,310.00	£195.00	£195.00
G2/1 to G2/40	7	£125.00	£875.00		£0.00
G2/1	1	£1,399.50	£1,399.50		£0.00

Additional explanation of entries under Form G, Head G2

Vouchers G2/1,3,9,20,21,27,28,30 relate to casual staff that were brought in on an ad hoc basis and paid at a rate of @ £12.81 per hour. Vouchers G2/6, 12, 31, 39 and 40 were again for ad hoc casual staff but for tasks that did not carry the same amount of respons bility and therefore were paid at a lower rate of £9.50 per hour. Voucher G2/38 refers to the employment of a casual member of staff who was responsible for the day to day supervision of the opening process and was paid at a rate of £16.34 per hour.

G2/3	1	£880.69	£880.69		£0.00
G2/6	1	£128.25	£128.25		£0.00
G2/9,20 &21	3	£57.65	£172.95		£0.00
G2/12	1	£714.88	£714.88		£0.00
G2/27	1	£64.05	£64.05		£0.00
G2/28	1	£973.56	£973.56		£0.00
G2/30	1	£256.20	£256.20		£0.00
G2/31	1	£819.38	£819.38		£0.00
G2/32	1	£76.00	£76.00		£0.00
G2/38	1	£3,039.24	£3,039.24		£0.00
G2/39	1	£855.00	£855.00		£0.00
G2/40	1	£479.75	£479.75		£0.00
			£0.00		£0.00

				Total	£20,938.91
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
G4/1 &G4/2	Sci Print	Printing of Postal Vote Packs	£18,486.00	£3,081.00	£18,486.00
G4/3 & G4/4	Lion Press	Printing of Postal Ballot Papers (37040 @£0.153p)	£566.71	£94.45	£566.71
G4/5	Central Bedfordshire Council	AV Issue Lists/Corresponding Number Lists & Returned Postal Vote Lists (4000 @4p)	£160.00		£160.00
G4/6	Central Bedfordshire Council	Printing of late applications additional postal vote packs (5754 @30p each)	£1,726.20		£1,726.20
					£0.00
					£0.00

				Total	£20,093.04
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
G5/1	Royal Mail	33934 postal votes despatched @.49483p each	£16,791.64	£2,798.61	£16,791.64
G5/2	Royal Mail	2539 postal votes despatched @.5328p each	£1,352.78	£225.46	£1,352.78
G5/3	Royal Mail	741 postal votes despatched to European addresses @£1.5447 each	£1,144.62	£190.77	£1,144.62
G5/4	Royal Mail	415 postal votes despatched to Rest of World addresses @£1.9373 each	£804.00	£134.00	£804.00
					£0.00
					£0.00

				Total	£21,901.42
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)					
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
G6/1	Royal Mail	33569 returned postal votes @.612p each	£20,544.23	£3,424.04	£20,544.23
G6/2	Royal Mail	Postal Vote - Sweep Licence Fee	£734.40	£122.40	£734.40
G6/3	Royal Mail	Response Licence Fee	£60.00	£10.00	£60.00
G6/4	Royal Mail	International Business Mail Response	£562.79	£93.80	£562.79
					£0.00
					£0.00

				Total	£2,294.76
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)					
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice (if applicable)**	**Cost to EU Referendum**
G7/1	CYS Security Ltd	Security cover for out of hours working	£33.48	£5.58	£33.48

G7/2	Central Bedfordshire Council	Hire of Council Chamber for issue and opening of postal votes (9 days @ £205.76 per day)	£1,851.84		£1,851.84
G7/3	Central Bedfordshire Council	Hire of Leaders Meeting Room for opening of postal votes (4 days @ £103.36 per day)	£409.44		£409.44
					£0.00
					£0.00
					£0.00

							Total	£0.00
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	Supplier	Year of purchase	Useful lifetime of the equipment	Description of expense and outline of cost elements on the invoice (if applicable)	Number of planned polls in useful lifetime of the equipment	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

ECU

Referendum on the UK's membership of the EU

FORM H

The Electoral Commission

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C and D to this form), list the equipment, printing and postage or delivery costs under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form H. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form H.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**CENTRAL BEDFORDSHIRE**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Staff costs – preparation (head H1)	**£1,972.90**
Equipment costs (head H2)	**£0.00**
Cost of printing and stationery (head H3)	**£6,447.01**
Postage or delivery (head H4)	**£49,330.27**
Total costs	**£57,750.18**

FORM H Poll Card Costs (Head H1)

		Total	£1,972.90
HEAD H1 – Staff costs for preparation of poll cards (Form H,			
Voucher (where applicable)	Number of employees	Rate of pay per employee	Cost to EU Referendum
H/1 & H1/2	2	£194.40	£388.80
H1/3 to H1/8	5	£98.20	£491.00
H1/9	1	£368.40	£368.40
H1/10	1	£147.75	£147.75
H1/11	1	£268.10	£268.10
H1/12	1	£289.20	£289.20
H1/3 to H1/8	1	£19.65	£19.65
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00
			£0.00

Additional explanation of entries under Form H, Head H1
The preparation of poll cards was carried out by different members of staff after normal working hours at different hourly rates

Form H Poll Card Costs (Head H2 to H4)

							Total	£0.00

HEAD H2 – Equipment costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
			1		£0.00	£0.00	£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00
			1				£0.00	£0.00

					Total	£6,447.01

HEAD H3 – Printing and stationery costs for poll cards (Form H, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
H3/1	Sci Print	Printing of Poll Cards	£6,117.89	£1,019.65	£6,117.89
H3/2	Central Bedfordshire Council	Printing of Late Registration Poll Cards (4114 @04p)	£164.56		£164.56
H3/3	Central Bedfordshire Council	4114 envelopes for posted poll cards @.04p	£164.56		£164.56
					£0.00
					£0.00
					£0.00

					Total	£49,330.27

HEAD H4 – Postage or delivery costs for poll cards (Form H, Annex D)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
H4/1 to H4/169	Central Bedfordshire Council	203534 hand delivered @.24p each	£48,848.16	£0.00	£48,848.16
H4/170 to H4/180	Central Bedfordshire Council	1303 posted @.37p	£482.11		£482.11
					£0.00
					£0.00
					£0.00
					£0.00

ECU

Referendum on the UK's membership of the EU

FORM I

The Electoral Commission

Count Costs

This form details the amounts claimed for the costs of the count.

- This form should accompany Form A.
- List the staff employed and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D and E to this form), list the accommodation used, and the amounts for equipment, transport and security under the appropriate heads.
- **Please DO NOT enter any amounts in section 2 of Form I. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form I.**
- **The total amount shown at 2 below will be automatically carried into Form A by this form. Please do not enter this amount again on Form A.**

1. Voting Area

Voting Area	**CENTRAL BEDFORDSHIRE**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Counting staff pay (head I1)	**£17,432.50**
Supervisory, ancillary and IT staff pay (head I2)	**£12,691.25**
Travel and subsistence (head I3)	**£1,071.20**
Training (head I4)	**£1,455.00**
Accommodation costs (head I5)	**£38,151.78**
Equipment costs (head I6)	**£1,168.97**
Transport costs (head I7)	**£173.35**
Security costs (head I8)	**£772.20**
Total costs	**£72,916.25**

Form I Count Costs (Head I1 to I4)

	Total	£17,432.50	£806.40	£605.00

(Head I1) Counting staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Counting staff pay (Head I1)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
I1/1 to I1/121	117	£143.00	£16,731.00	£806.40	£605.00
I1/1 to I1/121	2	£161.50	£323.00		
I1/1 to I1/121	1	£180.00	£180.00		
I1/1 to I1/121	1	£198.50	£198.50		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I1

	Total	£12,691.25	£264.80	£850.00

(Head I2) Supervisory, ancillary and IT staff pay

Voucher (where applicable)	Number of employees	Rate of pay per employee	Supervisory, ancillary and IT staff pay (Head I2)	Total T & S Cost (Head I3)	Total Training Cost (Head I4)
H2/1 to H2/36	44.5	£280.00	£12,460.00	£264.80	£850.00
H2/37	1	£231.25	£231.25		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		
			£0.00		

Additional explanation of entries under Form I, Head I2

Form I Count Costs (Head I5 to I8)

					Total	£38,151.78

HEAD I5 – Count accommodation costs (Form I, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
I5/1 to I5/5	Field & Lawn	Hire of Clearspan Framed Structure for Count	£32,665.36	£5,444.23	£32,665.36
I5/6	[redacted]	Dismantling and assembly of car park furniture to facilitate temporary Count Centre	£4,758.00	£793.00	£4,758.00
I5/7	[redacted]	Supervision of dismantling of car park furniture to facilitate temporary Count Centre	£294.72		£294.72
I5/8	[redacted]	Supervision of the assembly of car park furniture following the removal of the temporary Count Centre	£184.20		£184.20
I5/9 & 10	Caterlink & Costco	Tea/Coffee/Water	£249.50	£41.58	£249.50
					£0.00

Additional explanation of entries under Head I5
Given the size of the electorate, Central Bedfordshire Council does not have access to a large enough building to accommodate sufficient staff to administer an efficient and effective Count. For the 2015 combined elections a series of marquees were hired and attached to the rear of the Council Chamber; however, this again proved to be inadequate in space and ineffective for the management of the count. Following, the advice of the allocated MRA on 1 March 2016 we requested an increase in funding of £25k based on indicative costs from the suppliers for a framed structure . However, the increase was restricted to only a further £9k . Competive quotes were sought from 6 suppliers with Field and Lawn being the successful supplier

					Total	£1,168.97

HEAD I6 – Equipment costs for the count (Form I, Annex C)

Voucher (where applicable)	Supplier	Year of purchase	Years depreciated	Description of expense and breakdown of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Maximum amount to be claimed in an election year	Cost to EU Referendum
I6/1	Yahire	2016	1	Hire of Chairs	£577.92	£96.32	£577.92	£577.92
I6/2	B & Q	2016	1	Table Dividers Adhesive	£20.00	£3.33	£20.00	£20.00
16/3	B & Q	2016	10	Fire Exit Signs for Temporary Count Centre	£100.54	£16.76	£10.05	£10.05
16/4	Woolgar	2016	10	Electrical Supply to Temporary Count Centre	5609.96	£934.99	£561.00	£561.00
			1				£0.00	£0.00
			1				£0.00	£0.00

Additional explanation of entries under Head I6

					Total	£173.35

HEAD I7 – Transport costs for the count (Form I, Annex D)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (If applicable)	Cost to EU Referendum
I7/1	[redacted]	Equipment collection and return to store	£147.75		£147.75
I7/1		Mileage to and from store	£25.60		£25.60
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head I7

ECU

Referendum on the UK's membership of the EU

FORM J

The Electoral Commission

Other costs

This form details the amounts claimed for general and miscellaneous costs not covered elsewhere.

- This form should accompany Form A.
- List the staff employed on general clerical duties and the amounts paid to them under each head in separate sheets, as at annex A to this form.
- Also in separate sheets (annexes B, C, D, E and F to this form), list the costs of providing training, the amounts for materials and services, any nominations costs, and any costs of translations (Wales only).
- **Please DO NOT enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.**

1. Voting Area

Voting Area	**CENTRAL BEDFORDSHIRE**

2. Amount claimed under each head of expenditure

Head of expenditure	Amount claimed
Payments to staff that cannot be recorded elsewhere (head J1)	**£11,295.47**
Travel and subsistence not accounted for elsewhere (head J2)	**£93.60**
Costs of providing training (head J3)	**£2,541.00**
Materials and services (head J4)	**£0.00**
Translation costs (Wales only) (head J6)	**£0.00**
Legal Advice (head J7)	**£0.00**
	£13,930.07

Form J Other Costs (Head J1 & J2)

			Totals	£11,295.47	£93.60
HEADS J1 & J2 – Payments to staff that cannot be recorded elsewhere (Form J, Annex A)					
Voucher (where applicable)	**Name of employee and breakdown of the duties performed**	**Hourly rate**	**Number of hours**	**Payments to staff that cannot be recorded elsewhere (Head J1)**	**Total T & S Cost (Head J2)**
J1/1	[redacted] (Casual) - General Administration	£9.50	16	£152.00	
J1/2	[redacted] (Casual) General Administration & Payments to staff	£9.50	83.00	£788.50	
J1/3	[redacted] (Casual) - General Administration	£9.50	6	£57.00	
J1/4	[redacted] (Casual) (post election paperwork)	£16.34	20.25	£330.89	
J1/5	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	22.33	£438.78	
J1/6	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	25.08	£492.82	
J1/7	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	5.20	£102.18	
J1/8	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	14.67	£288.27	
J1/9	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	18.88	£370.99	
J1/10	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	16.87	£331.50	
J1/11	[redacted] (overtime) @ 50% Referendum/50 % Registration	£19.65	1.21	£23.78	
J1/12	[redacted] (overtime) @ 50% Referendum/50 % Registration	£26.81	26.11	£700.01	
J1/13	[redacted] (overtime) @ 50% Referendum/50 % Registration	£28.92	5.81	£168.03	
J1/14	[redacted] (casual relief employee) (175.75 hours worked 50% ERO duties 50% referendum)	£11.31	87.88	£993.92	
J1/15	[redacted] (casual relief employee) (362.25 hours worked 25% ERO duties 75% referendum)	£19.70	217.69	£4,288.49	£76.80
J1/16	[redacted] (overtime)	£36.84	48	£1,768.32	£16.80
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	
				£0.00	

Form J Other Costs (Head J3 to J8)

£2,541.00

HEAD J3 – Costs of providing training (Form J, Annex B)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
J3/1	[redacted]	Production of Training programme. Provision of staff training to Presiding Officers and Poll Clerks, Postal Vote Issue, Opening and the count. 6 sessions including evenings and weekends	£846.96	£0.00	£846.96
J3/2	[redacted]	Provision of training 12 sessions including evenings and weekends	£1,694.04		£1,694.04
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J3

£0.00

HEAD J4 – Costs of materials and services (Form J, Annex C)

Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J4

£0.00

HEAD J5 Nominations costs - NOT APPLICABLE TO EU REFERENDUM					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
N/A	N/A	N/A	£0.00	£0.00	£0.00

Additional explanation of entries under Head J5
Nomination costs do not apply to the EU Referendum.

£0.00

HEAD J6 – Translation costs - WALES ONLY - (Form J, Annex E)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries under Head J6

£0.00

HEAD J7 – Legal Advice - (Form J, Annex F)					
Voucher (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost to EU Referendum
				£0.00	£0.00

Additional explanation of entries under Head J7

Transparency of staff costs - Form L

Transparency of staff costs - Form L					£5,681.51
Name: [redacted]			Job Title:	Democratic Services Manager	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
	Visiting Officer	F3	£13.33	15.00	£200.00
	Ballot Box Preparation & Checking	F9	£49.12	11.75	£577.16
	Preparation of Postal Votes	G1	£36.84	3.20	£117.89
	Preparation of Postal Votes	G1	£49.12	7.00	£343.84
	Issue of Postal Votes	G1	£15.00	17.00	£255.00
	Opening & Checking of Postal Votes	G2	£15.00	11.00	£165.00
	Poll Card Preparation	H1	£36.84	10.00	£368.40
	Count Manager	I2	£43.08	13.00	£560.04
	Supervision of dismantling of car park furniture to facilitate temporary Count Centre	I5	£49.12	6.00	£294.72
	Supervision of the assembly of car park furniture following the removal of the temporary Count Centre	I5	£36.84	5.00	£184.20
	Production of Training programme. Provision of staff training to Presiding Officers and Poll Clerks, Postal Vote Issue, Opening and the count. 6 sessions including evenings and weekends	J3	£36.84	22.99	£846.95

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)
[redacted] is the Democratic Services Manager responsible for a number of services including the Elections and Electoral Registration Service. The post of Elections and Land Charges Manager was filled on the 1 April 2016 with officer who has no election experience. Consequently, in addition to his normal duties he has accrued 148 additional hours from May to June 2016; he has been responsible for the scrutiny of polling places and polling stations, the quality of the electoral register, performance of contractors and suppliers, staffing, equipment and supplies, finance, security and integrity of the election, count arrangements, communications (both internal and external), and managing postal votes. The hourly rate for evenings and Saturdays is (£36.84), and for Sundays and Bank Holidays (£49.12). The payment of over £2500 is reasonable and necessary for the efficient running of the poll.

Transparency of staff costs - Form L					
	Clerical (Overtime)	J1	£36.84	48.00	£1,768.32
					£0.00
					£0.00

Transparency of staff costs - Form L					£3,327.56
Name: [redacted]			Job Title:	Casual Relief Elections Officer	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
	Visiting Officer Training	F3	£15.00	2.00	£30.00
	Visiting Officer	F3	£14.00	15.00	£210.00
	Polling Station Staff	F9	£29.55	15.50	£458.03
	Issue of Postal Votes	G1	£15.00	10.66	£159.90
	Opening of Postal Votes	G2	£15.00	12.00	£180.00
	Poll Card Preparation	H1	£29.55	5.00	£147.75
	Count Supervisor	I2	£33.33	9.00	£299.97
	Count Equipment to and from Store	I7	£29.55	5.00	£147.75
	Delvery of Training for PO's and PC's	J3	£47.06	36.00	£1,694.16

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)

[redacted] is an ad hoc relief employee only called upon to either carry out project work or to assist with the elections. Throughout the months May to June 2016 Mr Eighteen worked 165 additional hours outside of office hours either in the evening or on week-ends. The rate he was paid per hour was either at @ time and one half (£29.55) or at double time (£39.40).

Transparency of staff costs - Form L					
					£0.00

Transparency of staff costs - Form L					£3,370.13
Name: [redacted]			Job Title:	Casual	
Voucher (Reference where applicable)	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Sub total
	Supervision of Opening of Postal Votes	G2	£16.34	186.00	£3,039.24
	Post Election admin	J1	£16.34	20.25	£330.89
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00

Additional explanation of entries, e.g. when the tasks were performed (during or outside of core hours)
[redacted] is a former elections officer recruited specifically to supervise the postal vote opening

FORM M - Equipment Record

											Non grant funding purchases only	
Item	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice when purchased	VAT on invoice (if applicable)	Year purchased	Life expectancy of item	Total number of schedule polls to take place from year of purchase to end of life expectancy	Number of National polls funded by Consolidated Fund e.g. European, Parliamentary, PCC, National referendum	Purchased by grant? (Y/N)	Total cost of item purchased by grant upfront	Total cost to Consolidated Fund	Cost already reimbursed
Example	A Test	40 x Polling Booths	£8,900.00	£1,780.00	2010	15	15	8			£4,746.67	£1,186.60

Form G (Head G4 to G8)

					Total	£20,938.91
HEAD G4 – Printing and stationery costs for postal voting (Form G, Annex B)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
G4/1 &G4/2	Sci Print	Printing of Postal Vote Packs	£18,486.00	£3,081.00	£18,486.00	
G4/3 & G4/4	Lion Press	Printing of Postal Ballot Papers (37040 @£0.153p)	£566.71	£94.45	£566.71	
G4/5	Central Bedfordshire Council	AV Issue Lists/Corresponding Number Lists & Returned Postal Vote Lists (4000 @4p)	£160.00		£160.00	
G4/6	Central Bedfordshire Council	Printing of late applications additional postal vote packs (5754 @30p each)	£1,726.20		£1,726.20	
					£0.00	
					£0.00	

					Total	£20,093.04
HEAD G5 – Postal voting postage costs – outward (Form G, Annex C)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
G5/1	Royal Mail	33934 postal votes despatched @.49483p each	£16,791.64	£2,798.61	£16,791.64	
G5/2	Royal Mail	2539 postal votes despatched @.5328p each	£1,352.78	£225.46	£1,352.78	
G5/3	Royal Mail	741 postal votes despatched to European addresses @£1.5447 each	£1,144.62	£190.77	£1,144.62	
G5/4	Royal Mail	415 postal votes despatched to Rest of World addresses @£1.9373 each	£804.00	£134.00	£804.00	
					£0.00	
					£0.00	

					Total	£21,901.42
HEAD G6 – Postal voting postage costs – inward (Form G, Annex D)						
Voucher (where applicable)	**Supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
G6/1	Royal Mail	33569 returned postal votes @.612p each	£20,544.23	£3,424.04	£20,544.23	
G6/2	Royal Mail	Postal Vote - Sweep Licence Fee	£734.40	£122.40	£734.40	
G6/3	Royal Mail	Response Licence Fee	£60.00	£10.00	£60.00	
G6/4	Royal Mail	International Business Mail Response	£562.79	£93.80	£562.79	
					£0.00	
					£0.00	

					Total	£2,294.76
HEAD G7 – Accommodation costs for postal voting (Form G, Annex E)						
Voucher (where applicable)	**Name of building / room or supplier**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**	
G7/1	CYS Security Ltd	Security cover for out of hours working	£33.48	£5.58	£33.48	
G7/2	Central Bedfordshire Council	Hire of Council Chamber for issue and opening of postal votes (9 days @ £205.76 per day)	£1,851.84		£1,851.84	
G7/3	Central Bedfordshire Council	Hire of Leaders Meeting Room for opening of postal votes (4 days @ £103.36 per day)	£409.44		£409.44	
					£0.00	
					£0.00	
					£0.00	

							Total	£0.00
HEAD G8 Equipment costs for postal voting (Form G, Annex F)								
Voucher (where applicable)	**Supplier**	**Year of purchase**	**Useful lifetime of the equipment**	**Description of expense and outline of cost elements on the invoice (if applicable)**	**Number of planned polls in useful lifetime of the equipment**	**Gross amount on invoice**	**VAT on invoice** (if applicable)	**Cost to EU Referendum**
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00
					1			£0.00

COPY [redacted]

J4/1

Xpress Software Solutions Ltd.

303 Sperry Way
Stonehouse Business Park
Stonehouse
GL10 3UT

T: 01453 794999
F: 01453 827293
E: accounts@xssl.co.uk
www.xssl.co.uk

Central Bedfordshire Council
Priory House
Monks Walk, Chicksands
Shefford
Bedfordshire
SG17 5TQ

Invoice

VAT Ref:	Account No:	Invoice No:	Tax Point:	Due Date:	PO Number:
771 293 714 GB	CBEDDC	2016051	12/04/2016	12/05/2016	3100158045

Description	Net Amount	VAT Rate	VAT Amount
eXpress annual fee 1/4/201 - 31/3/2017	10,080.00	20.00	2,016.00
Annual Fee for Signature Verification 1/4/201 - 31/3/2017	4,032.00	20.00	806.40
Annual eXpress Intranet Registration 1/4/201 - 31/3/2017	2,164.66	20.00	432.93
Maintenance for ALDM 1/4/201 - 31/3/2017	505.00	20.00	101.00

PAYMENT MUST BE MADE ON OR BEFORE THE DUE DATE

THE GOODS AND/OR SERVICES COVERED BY THIS DOCUMENT ARE SUBJECT TO THE EXPRESS ELECTION PROCESSING SYSTEM SOFTWARE LICENSING AGREEMENT

BACS INFORMATION

Account Name	Xpress Software Solutions Limited
Account Number	00066582
Sort Code	30-98-29

Total Net Amount	16,781.66
Total VAT Amount	3,356.33
Invoice Total	20,137.99

A Business of Electoral Reform Services