

The Electoral Commission

Quarterly report of donations made to a political party

Explanatory notes on completing form RP10

Before completing this form, all parties should read our [donations and loans guidance](#) for comprehensive guidance on the donation controls applicable to political parties.

Registered political parties are required to submit donations and loans reports to the Electoral Commission at the end of each calendar quarter.

Under the Political Parties, Elections and Referendums Act 2000 (PPERA), 'benefit' is used to refer to donations and loans over £500 collectively. Parties must aggregate any donations and loans accepted by or entered into with the same source in a calendar year and report any benefits that meet the reporting threshold.

Parties should submit a donations report if during the relevant calendar quarter they have received any of the following:

- any donations (including aggregated benefits) of more than £11,180 accepted by the central party
- any donations (including aggregated benefits) of more than £2,230 accepted by a party's accounting unit
- any donations (including aggregated benefits) of more than £2,230 accepted by a party from a source the central party has already accepted a benefit of more than £11,180 from in the same calendar year
- any impermissible or unidentifiable donations received by any section of a party.

In addition, in Quarter 4, parties are required to include details of any aggregate benefits of more than £11,180 made to different sections of the party (also known as 'section 62(12)' donations and 'section 71M(12) loans'). **These benefits are only required to be reported in the Quarter 4 donations and loans reports.**

The report must be submitted within 30 days of the end of the calendar quarter (see below). Parties which do not have any relevant donations to report should record a nil report using form RP10QN, unless they are exempt from submitting donation reports.

Each of the following notes corresponds to a numbered section on form RP10.

1 Details of registered party

Please insert the name and reference number of the party. In addition, please indicate the relevant quarter and year to which the report relates, i.e.:

- Quarter 1 (January–March)
- Quarter 2 (April–June)
- Quarter 3 (July–September)
- Quarter 4 (October–December).

2 Declaration and signature

This declaration must be amended as appropriate and signed by the person registered as party treasurer.

Important: It is an offence for a treasurer to make a false declaration knowingly or recklessly, or to fail to submit a report within 30 days of the end of the reporting period.

3 Accepted money donations

Full name and address

Please insert the full name and registered address of the individual or organisation which made the donation. The addresses of individual donors will not be published on the register of donations.

If the donor is an individual, please insert the address at which he is registered to vote (if the donation was from a bequest, please give the last address at which the individual was registered to vote in the five years ending with the date of his death). If the donor is an organisation, please give the organisation's registered address.

If the donation was transmitted by a trustee on behalf of a beneficiary of the trust, please give the full name and address of the beneficiary.

Donor status

Please indicate the status of each donor, selecting one of the categories below. In the case of a company, the company registration number should also be listed.

- individual
- company
- registered party
- trade union
- building society
- limited liability partnership
- friendly or other registered society
- unincorporated association.

(Please note that details of a donation from an exempt trust should be entered in Parts 5 and 6 rather than 3 or 4).

Bequest

Please indicate whether the donation was in the form of a bequest.

Money amount

If the donation was a money donation, please insert the amount in £ sterling which was received in cash, cheque, bankers draft etc.

Date received

Please specify the date on which the party took possession of the donation. For money donations, this may be the day on which it was presented to the party, or, if paid directly into an account, the day on which it was received into the account.

Date accepted

Please specify the date on which the donation was accepted. For non-money donations, this may be the day on which the relevant item was first used, e.g., the day on which a party moved into an office provided rent free.

Received by

Please state which section of the party the donation was received by, e.g., party headquarters, or an accounting unit of the party.

4 Accepted non-money donations

Full name and address

Please insert the full name and registered address of the individual or organisation which made the donation. The addresses of individual donors will not be published on the register of donations.

If the donor is an individual, please insert the address at which he is registered to vote (if the donation was from a bequest, please give the last address at which the individual was registered to vote in the five years ending with the date of his death). If the donor is an organisation, please give the organisation's registered address.

Donor status

Please indicate the status of each donor, selecting one of the categories below. In the case of a company, the company registration number should also be listed.

- individual
- company
- registered party
- trade union
- building society
- limited liability partnership
- friendly or other registered society
- unincorporated association.

(Please note that details of a donation from an exempt trust should be entered in Parts 5 and 6 rather than 3 or 4).

Bequest

Please indicate whether the donation was in the form of a bequest.

Value

If the donation was a non-money donation, please complete Part 4, giving details of the value of the goods or service which were provided. Information on how to calculate the value of such a donation is set out in our donations and loans guidance.

Nature of non-money bequest or donation

If the donation was a non-money donation, please complete Part 4, providing a description of the goods and services that were received, including the length of any period for which they were made available e.g. free use of a car for a period of 3 weeks.

Date received

Please specify the date on which the party took possession of the donation. For money donations, this may be the day on which it was presented to the party, or, if paid directly into an account, the day on which it was received into the account.

Date accepted

Please specify the date on which the donation was accepted. For non-money donations, this may be the day on which the relevant item was first used, e.g., the day on which a party moved into an office provided rent free.

Received by

Please state which section of the party the donation was received by, e.g., party headquarters, or an accounting unit of the party.

5 Donations from permissible donor exempt trusts

Please tick the box to indicate that the donation was received from the trustee of a permissible donor exempt trust, and provide the following details about each donation:

- the amount or nature and value of the donation
- the date on which the donation was received
- the date on which the donation was accepted
- the section of the party the donation was received by.

In addition, please give the additional information listed below.

Name of trust

Please give the name of the trust making the donation.

Details of trust creator

Please give the full name, registered address and status of the person or organisation that created the trust (and company registration number if applicable).

Details of people who contributed to the trust

Please list the name, registered address and status of each individual or organisation that has contributed to the trust (including by a bequest), and the dates on which the transfers were made. The company registration numbers of any companies which contributed to the trust should also be specified.

6 Donations from exempt trusts created before 27 July 1999

Please tick the box to indicate that the donation was received from the trustee of an exempt trust, and provide the following details about each donation:

- the amount or nature and value of the donation
- the date on which the donation was received
- the date on which the donation was accepted
- the section of the party the donation was received by.

In addition, please give the additional information listed below.

Name of trust

Please give the name of the trust which made the donation.

Date trust created

Please specify the date on which the exempt trust was created.

Full name of person who created the trust

Please give the full name of the person or organisation who originally created the trust.

Full names of people who contributed to the trust

Please list the names of each person or organisation that contributed to the trust (including by a bequest), and the dates on which the transfer was made.

7 Payment from public funds

For each payment from public funds, please specify the following information:

- the amount of the donation
- the date on which the donation was received
- the date on which the donation was accepted
- the section of the party the donation was received by.

Full name and address

Please give the full name and address of the organisation making the payment to the party, e.g., House of Commons Fees Office.

Type of organisation

Please indicate the type of organisation which made the payment.

Payment from public funds

Please specify the provision under which the payment to the party has been made, e.g., Resolution of the House of Commons (give date and number, if applicable).

8 Visits provided

Full name and address

Please give the full name and address of the person or organisation that funded the visit.

Date(s) of visit

Please give the date(s) on which the visit took place.

Destination

Please specify the country or countries in which the visit took place.

Purpose

Please give a brief description of the purpose of the visit.

Money amount

Please indicate the value of the donation made to fund the visit.

Non-money value

Please give an estimation of the value of the donation if it was provided in kind.

Received by

Please state which officer or section of the party the donation was received by, e.g., party headquarters, or an accounting unit of the party.

Date received

Please identify the date on which the donation was received, e.g., the date on which the funding for the visit was provided, or the date on which an offer to undertake a paid visit was made.

Date accepted

Please identify the date on which the donation was accepted, e.g., the date on which an invitation was accepted.

9 Donations from impermissible donors

For each donation from an impermissible source, please provide the following details:

- the amount or nature and value of the donation
- the date on which the donation was received
- the section of the party the donation was received by.

Full name and address

Please give the full name and address of the impermissible donor.

Type of organisation or individual and reason for impermissibility

Please indicate the status of the individual or organisation making the donation and why the donor is impermissible. Further information is available in the Commission's guidance on donations to parties.

Date returned

Please give the date on which the donation was returned.

Returned to

Please give details of the person to whom the donation (or an equivalent sum) was returned. This should be the person who made the donation or a person acting on his behalf.

10 Donations from unidentifiable donors

For each donation from an unidentifiable source, please provide the following details:

- the amount or nature and value of the donation
- the date on which the donation was received
- the section of the party the donation was received by.

Manner in which donation was made

Please describe briefly the manner in which the donation was offered e.g., whether it came via a third party on behalf of an unidentified donor, was paid into a bank account, or received in the form of cash in an envelope delivered without any indication of its source.

Attempt at concealment

Please indicate whether any attempt to conceal the donation was made. If yes, please give details of how the attempt to conceal the donation was discovered.

Returned to financial institution or person other than the donor

Please give details of the financial institution or other individual or organisation the donation was returned to. If the donation was sent to The Electoral Commission, please tick the 'Sent to EC' box instead.

Date donation returned/sent

Please specify the date on which the donation was returned or sent to the Commission.

Form RP10 should be returned to:

Party and Election Finance
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ

Tel: 0333 103 1928

Fax: 020 7271 0505

Email: pef@electoralcommission.org.uk

Web: electoralcommission.org.uk

Important: the information submitted in donation reports will be published on the register of donations to political parties, which is available on the Commission's website. The addresses of individual donors, however, will not be made public.