

Campaign expenditure return by a political party at a UK Parliamentary general election (GB register)

Explanatory notes on completing form RP11 (GB)

Before completing this form, all parties should read our guidance on party campaign spending: electoralcommission.org.uk/party-spending-uk-parliamentary-general-election.

All parties on the Great Britain party register that contest UK Parliamentary general elections (UKPGEs) are required to submit a campaign expenditure return to the Electoral Commission.

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

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

Each of the following notes corresponds to a numbered section on form RP11 (GB).

Section 1: Party details and declaration

1a Details of registered party

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

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

1b Declaration and signature

The declaration must be signed by:

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

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

Please print off this worksheet and sign this page by hand. If you are submitting your return by email, please email a scanned copy of the declaration to pef@electoralcommission.org.uk.

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

1c Audited return

Campaign expenditure returns detailing expenditure of more than £250,000 must be accompanied by a report by an independent auditor. Where applicable, the name and address of the auditor must be given.

Section 2: Summary of expenditure

2a Summary of expenditure (Types of payment)

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

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

2b Constituencies contested

Please specify the number of constituencies contested in each part of Great Britain at the election to which the return relates.

2c Categories of expenditure (A-I)

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

- party political broadcasts
- advertising and publicity material
- unsolicited material to electors
- manifesto / party policy documents
- market research / canvassing
- media

- transport
- rallies and other events
- overheads and general administration
- the total expenditure incurred (i.e., the sum of all the above).

Please note that the figure of total expenditure in 2c should be the same as the total expenditure figure given at 2a (i.e., the amounts in 2c should include any notional expenditure incurred, unpaid claims and disputed claims).

Section 3: Spending worksheets

This section is made up of nine different worksheets for each category of expenditure. These are labelled A to I.

Item number

Please give each line of expenditure a unique item number.

Invoice/receipt submitted

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

Invoices should be labelled with the corresponding item number provided in the previous column.

Nature of expenditure

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

Name and address of supplier

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

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland, and Wales.

Guidance on apportioning expenditure is available in our UKPGE party spending guidance electoralcommission.org.uk/party-spending-uk-parliamentary-general-election/allocating-spending-across-great-britain

Amount

Please insert the amount of expenditure incurred on each item.

Date expense incurred

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

Date of claim for payment

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

Date claim paid

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

Section 4: Notional expenditure

Declaration

The registered campaigns officer if one has been appointed, or otherwise the party's registered treasurer must make a declaration regarding notional expenditure.

Item number

Please give each line of expenditure a unique item number.

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at 2c in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Nature of expenditure

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

Name and address of supplier

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

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland, and Wales.

Value

Please insert the value of the notional expenditure on goods or services provided.

Information on how to calculate the value of notional expenditure can be found at electoralcommission.org.uk/party-spending-uk-parliamentary-general-election/notional-spending

Period/date expenditure incurred

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

Section 5: Statement of unpaid claims

Item number

Please give each line of expenditure a unique item number.

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at 2c in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Nature of expenditure

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

Name and address of supplier

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

Comments

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

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland, and Wales.

Guidance on apportioning expenditure is available in our UKPGE party spending guidance electoralcommission.org.uk/party-spending-uk-parliamentary-general-election/allocating-spending-across-great-britain

Amount

Please insert the amount of the unpaid claim or invoice.

Date expense incurred

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

Date of invoice

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

Section 6: Statement of disputed claims

Item number

Please give each line of expenditure a unique item number.

Category of expense (A-I)

Please insert the appropriate category of expenditure using the letters shown at 2c in the summary of expenditure, e.g. expenditure on transport would be the letter G.

Nature of expenditure

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

Name and address of supplier

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

Comments

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

Part(s) of GB to which expenditure relates

Please insert the appropriate amount of the total expenditure apportioned to each of England, Scotland, and Wales.

Guidance on apportioning expenditure is available in our UKPGE party spending guidance electoralcommission.org.uk/party-spending-uk-parliamentary-general-election/allocating-spending-across-great-britain

Amount

Please insert the amount of the disputed claim or invoice.

Date of disputed claim

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

Date of invoice

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

Form RP11 (GB) should be returned to:

Compliance and Transparency Team
The Electoral Commission
3 Bunhill Row
London
EC1Y 8YZ

Tel: 0333 103 1928

Email: pef@electoralcommission.org.uk

Web: electoralcommission.org.uk