

Situations and procedures

Pre-poll reporting for EU referendum campaigners

This document is for registered campaigners at the EU referendum who want to know more about how to report donations and loans during the referendum period.

Pre-poll reporting

PEF Online
EU-PPR

Contents:

[Pre-poll reporting timetable](#)

[What are donations and loans](#)

[What you need to report](#)

Translations and other formats

For information on obtaining this publication in another language or in a large-print or Braille version please contact the Electoral Commission:

Tel: 020 7271 0500

Email: publications@electoralcommission.org.uk

Terms and expressions we use

We use **‘must’** when we refer to a specific legal or regulatory requirement. We use **‘should’** for items we consider to be minimum good practice, but which are not legal requirements. You do not have to follow this guidance, but if you do, you will normally be doing enough to comply with the law.

Our approach to enforcement

The Commission regulates political funding and spending in a way that is effective, proportionate and fair. We are committed to providing those we regulate with a clear understanding of their regulatory obligations through our guidance documents and advice service. If you are unsure of how any of the rules apply to you, please call us for advice. We are happy to help, so please get in touch.

We use advice and guidance proactively in order to secure compliance. And we take enforcement action, using our investigatory powers and sanctions, where it is necessary and proportionate to do so in order to meet our enforcement aims and objectives.

If you do not comply with legal or regulatory requirements you or your organisation may be subject to civil or criminal sanctions. You can find more information about the Commission’s approach to enforcement at www.electoralcommission.org.uk/party-finance/enforcement

Pre-poll reporting for EU referendum campaigners

This document explains:

How to report certain donations and loans during and after the referendum period.

This document covers:

- What is pre-poll reporting
- Pre-poll reporting timetable
- What are donations
- What we mean by loans
- What you need to report

Related documents:

- [Campaigning and registering for EU Referendum campaigners](#)
- [Donations for EU Referendum campaigners](#)
- [Loans for EU Referendum campaigners](#)
- [Spending for EU Referendum campaigners](#)

Forms:

- [EUR-PPR - Pre-poll donation and loan report](#)

Summary

Under the European Union Referendum Act 2015 donations received and loans entered into by registered campaigners, and those who later become registered, must be recorded and reported to us on a regular basis before and after the date of the poll.

This guidance explains what you must report and the dates by which you need to do this.

The information you record and report now will also help you complete your campaign spending return after the referendum.

What is pre-poll reporting?

From 1 February 2016 until the date of the referendum, registered campaigners, and all those intending to become registered campaigners, must record all donations over £500 they receive, and loans they enter into during this time.

Registered campaigners must submit pre-poll reports by certain deadline dates, setting out what donations they have received and loans they have entered into on or after 1 February 2016 for referendum campaigning that are over £7,500. This includes donations received before the campaigner registers. We call these pre-poll reports because they cover donations and loans received before the poll. Campaigners will need to submit four reports to us, three of which must be submitted before the date of the poll and one after the poll.

You must keep accurate records now of any donations or loans over £7,500 that you receive from 1 February that you use or intend to use on referendum campaigning (whether before or during the official referendum period) so that you can comply with this reporting requirement.

You must declare all donations received over £7,500 even if you subsequently return them, either before or after the pre-poll report is finalised.

You will be able to submit your pre-poll reports using [PEF Online](#) or by completing and returning [EUR-PPR – Pre-poll donation and loan report](#). You must make a declaration in the report that that you have examined the pre-poll report and that to the best of your knowledge and belief it is a complete and accurate report as required by law

For more information on which registers you need to check, see this document:

- [Permissibility for EU Referendum campaigners](#)

Political parties

UK registered political parties who are not minor parties do not submit pre-poll reports or report donations after the referendum but instead report these in their normal quarterly reporting. You can find separate guidance on checking permissibility and reporting donations for political parties in Great Britain [here](#) and for parties in Northern Ireland [here](#).

Pre-poll reporting timetable

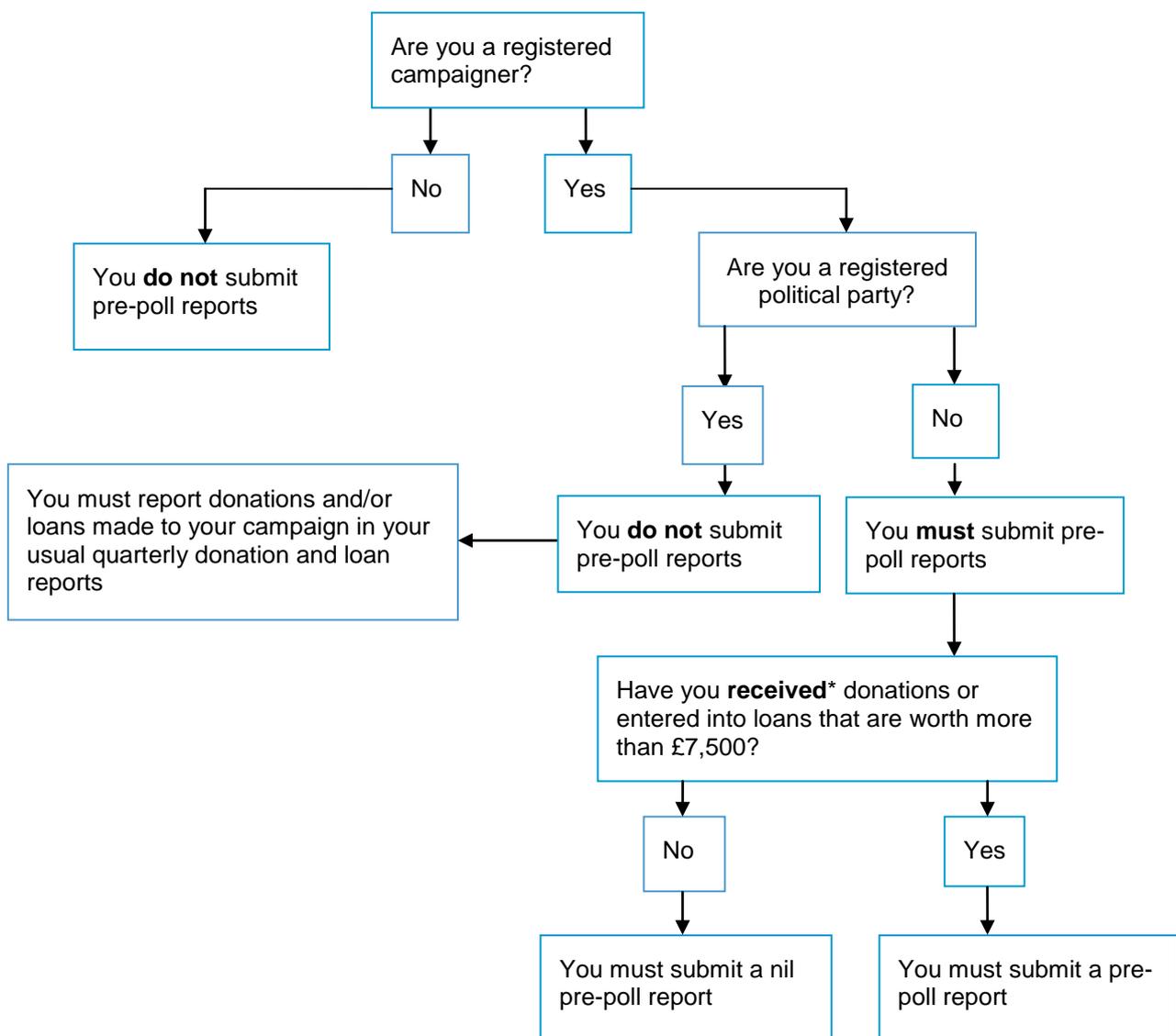
Registered campaigners must complete and submit pre-poll reports. These cover all donations received and loans entered into over £7,500 during each reporting period. You must submit pre-poll reports even if you haven't received any reportable donations and/or loans. These are called 'nil reports'

The table below sets out the reporting periods and deadline dates the pre-poll reports must be received by us.

Reporting period	Deadline for pre-poll reports
1 February – 21 April	28 April
22 April – 12 May	19 May
13 May – 9 June	16 June
10 June – 22 June	29 June

If you register on or after 22 April your first report must include all donations received and loans entered into over £7,500 from 1 February.

Pre-poll reporting overview



*All donations received and loans entered into over £7,500 **must** be reported even if you do not accept them

What is a donation?

A donation is money, goods, property or services which is given:

- towards your campaign spending
- without charge or on non-commercial terms

and has a value of over £500.

Some examples of donations include:

- a gift of money or other property
- sponsorship of an event or publication
- subscription or affiliation payments
- free or specially discounted use of property, or facilities, for example the use of an office

When do you 'receive' a donation?

You usually 'receive' a donation on the day you take ownership of it.

For example:

- if you are given free leaflets, you receive the donation when the leaflets are handed over to you
- if you are given a cheque, you receive the donation on the date that the cheque clears
- if a donation is transferred directly into your bank account you receive the donation on the date that you check your account or are notified of its receipt by the bank, whichever is earlier

For more information on the types of donations and how to value them see:

- [Donations for EU Referendum campaigners](#)

You must submit pre-poll reports even if you haven't received any reportable donations and/or loans. These are called 'nil reports'.

Which loans are covered?

Only loans and other similar transactions that you take out in connection with your campaign spending are covered.

This includes:

- loans of money
- credit facilities, such as credit cards and overdrafts
- securities or guarantees for a campaigner's obligations to someone else

What do you need to report?

You must report all donations received or loans entered into over £7,500 after the 1 February 2016. This includes donations received and loans entered into before you become a registered campaigner, and before and during the referendum period, provided they are given for the purposes of your campaign.



Donations

For each donation over £7,500 you must report:

- the full name of the donor (if known)
- the address, or registered address, of the donor (if known)
- the date you received the donation
- the amount (for a monetary donation) or nature and value (for a non-monetary donation)
- If a donor is anonymously registered, you must provide a statement of evidence that you have seen the individual as an anonymous entry on the register.

If the donation came from a trust, please contact us for more information on what you need to report.

For more information on the types of donations and how to value them see:

- [Donations for EU Referendum campaigners](#)

Loans and credit facilities

For each loan or credit facility, you must report:

- the nature of the transaction – whether it is a loan or credit facility
- the full name and address of the lender (to the extent known)
- the date the loan was entered into
- the date the loan is due to be repaid or a statement that it is indefinite, or how the date will otherwise be determined under the agreement
- the value of the loan
- the rate of interest, or how the rate will be determined under the agreement, or a statement that no interest is payable
- whether any security has been given for the loan
- whether the agreement contains a provision that enables outstanding interest to be added to any sum for the time being owed in respect of the loan or credit facility
- after you have registered as a campaigner, if a loan has been entered into with someone who is not a permissible lender, the date when, and the manner in which, the transaction was dealt with in accordance with the relevant legislative provisions
- if a loan has been entered into with someone who is a permissible lender with an anonymous entry in an electoral register, attach their ‘certificate of anonymous registration’

For more information on the types of loans and how to value them see:

- [Loans for EU Referendum campaigners](#)

Securities and guarantees

For securities and guarantees you must report:

- the nature of the transaction – what type of arrangement it is by which the form of security is given
- the name and address of the guarantor (to the extent known)
- the date the guarantee or security was given
- the amount the guarantor would be liable for in the event of a default
- a description of the principal features of the transaction
- details of any consideration given in return, or a statement that no consideration was given
- if the security includes rights over property, the nature of that property
- after you have registered as a campaigner, if a transaction has been entered into with someone who is not a permissible lender, the date when, and the manner in which, the transaction was dealt with in accordance with the relevant legislative provisions
- if the transaction has been entered into with someone who is a permissible lender with an anonymous entry in an electoral register, attach a 'certificate of anonymous registration'

You can submit your pre-poll reports using [PEF Online](#) or by completing and returning [EUR-PPR – Pre-poll donation and loan report](#).

An Excel pre-poll donation and loan report is available [here](#)

Who is responsible for submitting the reports?

Campaigners must appoint and register a 'responsible person' with us. If you are an individual campaigner you will be the 'responsible person'.

You cannot act as responsible person for more than one campaigner.

The responsible person must make sure that the referendum campaigner complies with the rules and submits the pre-poll reports on time. The responsible person must make a declaration to say that the reports are complete and correct.

For more information on the role and responsibilities of a responsible person please see our guidance [Campaigning and Registering for EU Referendum Campaigners](#).

 Important

It is a criminal offence to make a false declaration knowingly or recklessly.

Reporting after the referendum

You must also report details of spending, donations and loans to us in your campaign spending return after the referendum.

Donations and loans

You must report:

- all permissible donations and loans over £7,500
- all permissible donations and loans that add up to over £7,500 from the same source
- all impermissible donations
- a total value of donations accepted and a total value of loans entered into that were over £500 which were not otherwise included in the reports

You must include all the details set out in the [Donations for EU Referendum campaigners](#) and [Loans for EU Referendum campaigners](#) in respect of each donation and loan in your spending return.

You must report all donations and loans you have already reported in your pre-poll reports again after the referendum.

Spending

If you spend **over £10,000** campaigning during the referendum period you must report your campaign spending to us in your campaign expenditure return.

Your spending return must include the following:

- records of your spending
- invoices and receipts for any payment over £200
- a declaration from the 'responsible person' to say that the return is complete and correct

If you have worked together with another campaigner you must include the following:

- records of your spending and donations
- invoice and receipts for any payment you made over £200
- the name of the other campaigner
- the total amount incurred by the other campaigner in the campaign

If you have registered as a referendum campaigner and you spend **£10,000 or less** during the referendum period then you do not complete a referendum campaign expenditure and donations return. Instead of completing the return, you must make a declaration to us that your total spending was less than £10,000.

For more information on what to report after the referendum see [Spending for EU Referendum campaigners](#) and [Working together for EU Referendum campaigners](#).

If you didn't incur any referendum spending, you still need to notify us either [online](#) or by completing form [EUR3A](#).

How we can help

You can find more information in the guidance documents we have suggested in this document, or you can view our full range of guidance and up-to-date resources on our website.

If it's easier, you can also contact us on one of the phone numbers or email addresses below. We are here to help, so please get in touch.

Call us on:

- England: 0333 103 1928
pef@electoralcommission.org.uk
- Scotland: 0333 103 1928
infoscotland@electoralcommission.org.uk
- Wales: 0333 103 1929
infowales@electoralcommission.org.uk
- Northern Ireland: 0333 103 1928
infonorthernireland@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk

We welcome feedback on our guidance – just email us at:
pef@electoralcommission.org.uk