

Return of candidate spending: Scottish Parliamentary By-election

You should read the related guidance before completing this form.



Who this form is for:

Candidates contesting a Scottish Parliamentary by-election and their agents.

Related guidance:

- [Candidate spending: Scottish Parliamentary By-election](#)

Explanatory notes

Section 1 – Details of candidate and election

Please provide the details requested under this section.

The statutory expenses limit for a by-election is £100,000.

Section 2 – Details of agent

Please enter the agent's details and note that the agent should sign this form.

Section 3 – Summary of spending and worksheets

We have provided worksheets for each spending category and for the details of unpaid expenses and disputed claims within the form. Use these worksheets to enter the details of the expenses under the appropriate category. When you have totalled up the amounts under each category please enter it into the summary of spending in section 3.

Other forms you will need

- [Candidate's declaration](#)
- [Agent's declaration](#)

The totals for election spending in table 3a 'Types of payments' and table 3b 'Categories of spending' should be the same.

If your totals are not the same then you have made a mistake in your calculations. You should double-check the information you are providing and your calculations.



The categories for spending allocation are:

A – Advertising

This includes advertising of any nature e.g. posters or advertisements in newspapers. It includes agency fees, design costs and any costs associated with preparing, producing and distributing advertising.

B – Unsolicited material to electors

This includes unsolicited material addressed to electors whether addressed, or for delivery, to all electors in the area. It includes design costs and all other costs in connection with preparing, producing and distributing such material. The cost of postage should be included except when it is an election address sent using a post free entitlement.

C – Transport

Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

D – Public meetings

This includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

E – Agent and other staff costs

This includes payment for services of an election agent, or anyone else, paid in connection with the candidate's election. This includes staff working on the candidate's campaign who are paid by the candidate's party.

F – Accommodation and administration

This includes the general costs of campaign office rental and utilities.

Each item of spending should be allocated to one category only. Some items will be categorised easily, but others may appear to fit more than one purpose. In these cases you must judge where to put the item.

Generally, items should be placed under the purpose they naturally fall into, e.g. the transport costs of the candidate should

be included under transport even if the transport is in connection with participation at a public meeting.

For every item of spending, please give details of:

- The **item number**. The first payment reported should be '1' and then items should be numbered consecutively. Item numbers need to be unique because they are used to cross-reference with other sections of the form and the supporting invoices/receipts.
- Indicate if an **invoice** or **receipt** has been submitted. Invoices or receipts are required for all items over £20 except notional expenditure.
- The item or service used.
- The **name and address of the supplier** where this is not on an invoice or receipt submitted with the return.
- The **date** the invoice was paid.
- The **value** of the item.
- The **amount paid**, if this is different from the value of the item. Include nil payments where applicable.
- Indicate whether the item is either a **disputed claim** or an **unpaid claim**. You will need to provide additional information on items that are disputed or unpaid.

Please remember to indicate when you are entering a nil payment.



Unpaid claims

Use the unpaid claims worksheet to tell us more about claims that remain unpaid on the day you submit the form.

Please ensure you use the same item number to cross reference the two entries in the different worksheets. You should include the details of the court to which you have applied, or will apply, to make a late payment.

Disputed claims

Use the disputed claims worksheet to tell us more about any claims that are disputed.

Please ensure you use the same item number to cross reference this entry with the entry on a spending category worksheet.

Section 4 – Statement of all personal expenses incurred and worksheet

Please provide details of the reasonable travel and living expenses of the candidate for the purposes of and in relation to the election.

Personal expenses do not count against the candidate's limit so any items reported in this section should **not** be included under Section 3 above.

Section 5 – Donations and the worksheets for reporting donations

Please record the total amount of money provided by the candidate to meet their election expenses.

You should record the total value of all donations received that were £50 or less in cash value in the box provided. You do not need to tell us any more information about these donations.

Permissible donations

Use this worksheet to tell us about any donations from permissible sources that are more than £50.

For each donation accepted by or on behalf of the candidate please provide the following details:

- the full name of the donor – if a registered company please include the company registration number
- the address of the donor
- the status of the donor
- the date you received the donation
- the date you accepted the donation
- the amount (for a cash donation) or value (for a non-cash donation)
- the nature of the donation (e.g. cash; non-cash, services or discounted office space)

If the donation came from a trust please attach a separate sheet.

If the trust was created before 27 July 1999, and provided no property has been transferred into it since that date and the terms have not been varied, please provide:

- the date the trust was created
- the full name of the person who created the trust
- the full name of every other person that transferred property to the trust before 27 July 1999

If other transfers have been made into the trust by a permissible donor then the details for a pre-1999 trust should be provided (as above) and the details of others who have transferred property to the trust (including by bequest) should also be provided.

If a company was the creator of the trust or a donor to the trust you should also provide the company registration number.

Impermissible donations

Use the impermissible donations worksheet to tell us about any donations you have decided not to accept.

For each unidentifiable donation or impermissible donation received by or on behalf of the candidate, please provide the following details:

- the name of the donor unless this is not known in which case please enter 'unknown'
- the donor's address, but if you do not know this then enter 'unknown'
- the date the donation was received
- the amount or value of the donation
- the nature of the donation (e.g. cash, non-cash, services or discounted office space)
- the date when and manner in which you returned the donation

Completing and returning this form to the returning officer

The agent, or candidate if you are acting as your own agent, should complete and return this form to the returning officer. The form must be submitted within 35 days after the declaration of the result.

The form must be accompanied by a declaration signed by the election agent to verify the return.

Within seven working days of submitting the spending return the agent must send a declaration signed by the candidate to verify the return.

The return and the two declarations should be marked with the same reference. Use the box on the front cover of the form to indicate the reference you are using.

Where can I get further advice?

If you have any questions about candidates' election expenses you can call us on:

Tel: 0131 225 0200

Email: infoscotland@electoralcommission.org.uk

Web: www.electoralcommission.org.uk/home



Important

Other forms you will need

- [Candidate's declaration](#)
- [Agent's declaration](#)

Mark as on candidate's declaration

Return of candidate spending: Scottish Parliamentary By-election

Section 1 Details of candidate and election

Constituency

Date of election

Date election result declared

Candidate name

Registered party

Date you became a candidate

Spending limit

Section 2 Details of agent

Election agent's name

Date election agent appointed

I am the agent responsible for delivering this return of candidate's expenses under the Scottish Parliament (Elections etc.) Order 2010

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Scottish Parliament (Elections etc.) Order 2010

Signature of agent _____

Date

Submit this return to the returning officer within 35 days of the day the election result is declared.

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

Within 7 days of submitting this return, the candidate must also submit a signed declaration verifying this return

Section 3 Summary of spending

Section 3a Types of payment

Manner of payment	£.pp
Unpaid claims	
Disputed claims	
Value of notional expenditure	
Payments made	
Total election spending	£

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

Section 3b Categories of spending

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

Section 4 Statement of all personal expenses incurred

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

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

The total amount of personal expenses

Section 5 Donations

Please tell us about any amount of money provided by the candidate to meet election expenditure - if no money has been provided enter 0 (zero)

Total value

Enter the total value of all donations worth up to the cash value of £50.00. No further details are required about these donations

Total value

Total value of donations worth more than £50.00

Total value

Total donations accepted

This amount should be greater than or equal to total spending - see 3a and 3b

Total impermissible donations rejected

A Advertising								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

B Unsolicited material to electors								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/ receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

E Agent and other staff costs								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/ receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

F Accommodation and administration								
Item No	Receipt/ Invoice	Item/ Service	Name and address of supplier (unless on invoice/ receipt)	Date paid	Value £	Amount paid £	Notional value £	Disputed /Unpaid
Sub-totals								

Unpaid Claims

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

