

## Candidate Expenses Return Pack

Please find attached the Candidate Spending Return Forms.

Please note that you must make a return regardless of whether or not you spend any money on your campaign.

Candidate spending returns must be received no later than Friday 17 November and should be sent to:

Bernie Flanagan  
Senior Elections Officer  
8<sup>th</sup> Floor – Marmion House  
Tamworth Borough Council  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

More information regarding completing your spending return can be found in **Part 3** of the Electoral Commission Guidance to Candidates ([http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0007/218716/Spending-and-donations-Local-government-elections-England-May-2017.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/218716/Spending-and-donations-Local-government-elections-England-May-2017.pdf)) or you can contact the Electoral Commission using the contact details below:

Electoral Commission  
3 Bunhill Row  
London  
EC1Y 8YZ  
Tel: 0333 103 1928 (switchboard)  
Email: [info@electoralcommission.org.uk](mailto:info@electoralcommission.org.uk)



Declaration by election agent as to election expenses

Local government elections  
Election of a Councillor

To be completed by the election agent to accompany the return of election expenses

Please note: There is no longer any requirement for this declaration to be signed by a Justice of the Peace

**Election in the [county]\* [county borough]\* [burgh]\* [district council]\*  
[unitary authority]\* [local government area]\* of**

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**In the [ward]\* [division]\* of**

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**Date of publication of notice of the election**

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**Full name of candidate**

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I solemnly and sincerely declare as follows:

1. I was at this election the election agent of the person named above as candidate.
2. I have examined the return of election expenses [about to be]\* [delivered]\* by me to the returning officer, of which a copy is now shown to me and marked \_\_\_\_\_, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid were paid by me, except as otherwise stated.

\* Please note delete if inapplicable

**Signature of declarant**

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**Date**

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Declaration by candidate as to election expenses

Local government elections  
Election of a Councillor

To be completed by the candidate to accompany the return of election expenses

Please note: There is no longer any requirement for this declaration to be signed by a Justice of the Peace

**Election in the [county]\* [county borough]\* [burgh]\* [district council]\*  
[unitary authority]\* [local government area]\* of**

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**In the [ward]\* [division]\* of**

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**Date of publication of notice of the election**

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**Full name of candidate**

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I solemnly and sincerely declare as follows:

1. I am the person named above as candidate at this election [and was my own election agent]\*.
2. I have examined the return of election expenses [about to be]\* [delivered]\* by [my election agent]\* [me]\* to the returning officer, of which a copy is now shown to me and marked \_\_\_\_\_, and to the best of my knowledge and belief it is a complete and accurate return as required by law.
3. To the best of my knowledge and belief, all expenses shown in the return as paid were paid [by my election agent]\* [by me]\*, except as otherwise stated.

\* Please note delete if inapplicable

**Signature of declarant**

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**Date**

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# Candidate spending return for local government elections in England and Wales

You should read the related guidance before completing this form.



## Who this form is for:

Candidates contesting local government elections in England or Wales, and their agents.

You will find related guidance on our:

- [Guidance page for candidates and agents: local elections](#)

## Explanatory notes

### Candidate's identification mark

You should put an identifying mark on your return and declaration. The identifying mark can be in any format you choose. Many candidates use their initials together with a reference to the election. So, for example Theresa Monica Collins contesting this election may use the initial 'TMC[ward initials]'. You should put the same mark on both the candidate's and agent's declarations which you submit.

Other forms you will need:

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

### Section 1 – Details of candidate and election

Please provide the details requested under this section.

You can find out the electorate from your Returning Officer. The electorate is the number of people registered to vote on the last day for publication of the notice of election.

From 4 August 2014, your spending limit is £740, plus 6p per local government elector in the ward or division in which you are standing.

For more information see our [guidance page for candidates and agents](#).

## Section 2 – Details of election 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 within the form for each spending category and for the details of unpaid expenses and disputed claims. 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 the totals into the summary of spending in section 3.

If you have no spending to report for a category you do not need to attach the worksheet but you must enter a zero or nil into the summary of spending for that category.

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

If your totals are not the same, you have made a mistake in your calculations. You should check the information you have provided and your calculations.



The categories of 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 not. 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 for election addresses sent using a free-post 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 and the provision of goods, services or facilities at meetings.

#### E – Agent and other staff costs

This includes payment for the services of an election agent, or anyone else, paid in connection with the candidate's election campaign. 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. For each payment you are supporting with an invoice, you should put the same number on the invoice. 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. Select 'Yes' or 'No' in the drop-down menu on the Excel spread sheet provided by the Electoral Commission. Invoices or receipts are required for all items over £20 except notional spending.
- 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**. Select 'Yes' or 'No' in the drop-down menu

on the Excel spread sheet provided by the Electoral Commission. 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 the spending category worksheet.

## Section 4 – Statement of all personal expenses incurred

You must 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.

#### Donations you have accepted

Use the donations 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:

For more information on donations see:

- [Candidates and agents part 3: Spending and donations](#)

- the full name of the donor – if it is a registered company please include the company registration number
- the address, or registered address, of the donor
- the status of the donor (i.e. individual/company/trade union). You can select one from the drop down list of permissible donors on the Excel spread sheet.
- 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 contact us for more information on what you need to tell us.

#### Donations you have rejected

Use the rejected 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

## Section 6 – Access to Elected Office for Disabled People Fund

**Completing this section is voluntary. This information helps us monitor compliance and transparency.**

The Access to Elected Office for Disabled People Fund aims to encourage disabled people to stand for elected office by providing financial assistance for the additional costs that candidates incur as a result of their disability.

You may indicate on the form whether or not you have received a grant from the Access to Elected Office for Disabled People Fund.

## Completing and returning this form to the Returning Officer

The agent, or the candidate if you are acting as your own agent, should complete and return the form to the Returning Officer for your electoral area. The form must be submitted within 35 calendar 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 identification mark described at the start of this form. Write the mark in the box on the front cover of this form.

When using the Excel spending return form, to print the entire spending return (including the worksheets), select the 'Print entire workbook' option on the 'Print Options' page.

### Where can I get further advice?

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

- England: 020 7271 0616  
[pef@electoralcommission.org.uk](mailto:pef@electoralcommission.org.uk)
- Wales: 020 2034 6800  
[infowales@electoralcommission.org.uk](mailto:infowales@electoralcommission.org.uk)

Visit us at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)



Other forms you will need:

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

Enter identification mark as on candidate's declaration

## Return of candidate spending: Local government elections in England and Wales

### Section 1 – Details of candidate and election

Local authority

Ward/District

Electorate

Date you became a candidate

Date of election

Date election result declared

Candidate name

Registered party

Spending limit

£

### Section 2 – Details of election agent

Agent's name

Date election agent appointed

I am the agent responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under Part II of the Representation of the People Act 1983

Signature of agent \_\_\_\_\_

Date



### Section 3 – Summary of spending

If you have information to report about candidate spending you should use the worksheets to set out the details for each item and enter the totals for the types of payment and categories of spending into tables 3a and 3b.

If you have nothing to report for a particular category you do not need to attach the worksheet, but you must enter zero or nil next to that category in tables 3a and 3b.

Tell us if you have completed and attached the following worksheets:

Advertising	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unsolicited material to electors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Public meetings	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Agent and other staff costs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Accommodation and administration	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Unpaid claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Disputed claims	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>





### Section 3a Types of payment

Manner of payment	£.pp/Nil
Unpaid claims	
Disputed claims	
Value of notional spending	
Payments made	
<b>Total election spending</b>	<b>£</b>

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/Nil
A. Advertising	
B. Unsolicited material to electors	
C. Transport	
D. Public meetings	
E. Agent and other staff costs	
F. Accommodation and administration	
<b>Total election spending</b>	<b>£</b>

### 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

Tell us if you have completed and attached the worksheets on:

Accepted donations                      Yes        No   

Rejected donations                      Yes        No   

Total value of donations accepted    £

Total value of donations rejected    £

Please tell us about any money provided by the candidate to meet election spending costs (optional) £

## Section 6 – Access to Elected Office for Disabled People Fund (This question is voluntary)

Have you received a grant from the    Yes        No        Prefer not to say      
Access to Elected Office Fund?

**Submit this return to the appropriate Returning Officer within 35 days after the declaration of the result.**

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

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



**A. Advertising**

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



**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
<b>Sub-totals</b>								





**C. Transport**

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



**D. Public meetings**

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



**E. Agent and other staff costs**

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



**F. Accommodation and administration**

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













**Personal Expenses**

<b>Item</b>	<b>Amount £</b>	<b>Date expense incurred</b>	<b>Date invoice received</b>	<b>Date paid</b>
<b>Total</b>				









**Donations you have rejected**

Donor name	Address	Received	Value £	Nature	Date and manner dealt with
<b>TOTAL</b>					

