

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.

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.

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](#).



Important

You will find related guidance on our:

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

Other forms you will need:

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

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
- Wales: 020 2034 6800
infowales@electoralcommission.org.uk

Visit us at www.electoralcommission.org.uk



Important

Other forms you will need:

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