Appendix B - Referendum Expenses Template

**Introduction**

Please read the Counting Officer’s Information Pack for Campaigns that provides information about campaign expenses. If you need advice, please seek independent legal advice.

It is each campaign’s sole responsibility to ensure that it complies with the law in relation to referendum expenses. There is no legal requirement for campaign organisers to submit their records of referendum expenses to the Counting Officer or the Electoral Commission but there is a responsibility to comply with the limitations of expenditure as specified in legislation

Please find attached forms that can be utilised for the recording of your referendum campaign expenses. This is for guidance only and the Counting Officer accepts no liability or responsibility for its accuracy or completion by any campaign.

The referendum expenses limit in this referendum is £15. 525.50.

**Warning:**

Any person spending more than the referendum expenses limit is guilty of an offence in certain circumstances and may be liable for prosecution which could result in 12 months imprisonment and/or a fine.

Allegations of expenditure having exceeded the limits prescribed in the legislation must be made to the Police who will then refer the allegation to the Director of Public Prosecutions for investigation.

**Expenses forms - Guidance**

Please enter the details of all referendum expenses under the appropriate category in the seven tables below.

When you have totalled up the amounts under each category, please enter the totals into the summary of referendum expenses in Table 1 below.

If you have no expenses to report for a category, enter a zero or nil into the summary of expenses for that category.

Each item of expense should be allocated to one category only. Some items will be categorised easily and should be placed under the purpose into which they naturally fall, but others may appear to fit more than one purpose.

In these cases, you must judge where to put the item.

For every item of expense, 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.
* The item or service used.
* The name and address of the supplier where this is not on an invoice or receipt submitted with this return.
* The date the invoice was paid.
* The amount actually paid. Include nil payments where applicable.
* The notional value of the item or service, where provided free of charge or at a discount of more than 10% of the commercial rate

Please retain your original invoices/receipts.

**Section 1 – Details of Campaign & Organiser**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Campaign Name |  |

Which outcome of the referendum did you promote or procure during the campaign? Please put a cross in the appropriate box below.

|  |  |
| --- | --- |
| Mayor and Cabinet |  |
|  |  |
| Committee Model |  |

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| Date appointed as campaign organiser: |  |

I certify that the referendum expenses detailed below are a true and correct record:

Signed:…………………………(campaign organiser)

Date:……………………………..

**Section 2 – Summary of referendum expenses**

If you have information to report about spending on the referendum campaign, use the worksheets below to set out the details for each item and enter the totals for each category of referendum expenses into Table 1.

If you have nothing to report for a category, you enter zero or nil next to that category in Table 1.

**Table 1: Summary of referendum expenses**

|  |  |
| --- | --- |
| **Category** | **Total Value (£)** |
| Advertising |  |
| Unsolicited material to electors |  |
| Any material providing general information about the referendum, deals with any issue raised by the referendum question, or puts any arguments for or against an answer to that question. |  |
| Market research or canvassing |  |
| Press conferences or other dealings with the media |  |
| Transport |  |
| Rallies and public meetings |  |
| **Total referendum expenses incurred** |  |

**Referendum Expenses – Worksheets**

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| --- |
| Advertising |

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| --- | --- | --- | --- | --- | --- |
| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals |  |  |
| Total amount paid + notional value of any expenses incurred |  |  |

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| Unsolicited material to electors | | | | | |
| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals | | | |  |  |
| Total amount paid + notional value of any expenses incurred | | | |  |  |

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| Any material providing general information about the referendum, deals with any issue raised by the referendum question, or  puts any arguments for or against a particular answer to that question. | | | | | |
| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals |  |  |
| Total amount paid + notional value of any expenses incurred |  |  |

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| Market research or canvassing | | | | | |
| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals | | | |  |  |
| Total amount paid + notional value of any expenses incurred | | | |  |  |

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| Press conferences or other dealings with the media | | | | | |
| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals | | | |  |  |
| Total amount paid + notional value of any expenses incurred | | | |  |  |

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| Transport |

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| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals | | | |  |  |
| Total amount paid + notional value of any expenses incurred | | | |  |  |

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| Rallies and public meetings |

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| Item No: | Item/service | Name and address of supplier | Date paid | Amount paid (£) | Notional value (£) |
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| Sub totals | | | |  |  |
| Total amount paid + notional value of any expenses incurred | | | |  |  |