

SCOTTISH PARLIAMENT ELECTION - 5 MAY 2016

SCOTTISH PARLIAMENT ELECTION ON 5 MAY 2016

This workbook provides Forms A - K (and associated annexes) to enable you to claim for reimbursement of expenses at the Scottish Parliament election on 5 May 2016.

Form A	Summary of accounts
Form B	Appointment of deputies
Form C	Bank account details
Form D	Application for further advance
Form E	Returning officer's services
Form F	Polling station costs
Form G	Postal voting costs
Form H	Poll card costs
Form I	Count costs
Form J	Other costs
Form K	Transparency of staff costs

Editing must be enabled in order to complete the forms.

Please note that the forms should be submitted electronically, together with scanned copies of supporting documentation where required (please check the accompanying guidance for details).

Forms A, B, C and D (where applicable) must be signed by the Returning Officer and the Director of Finance.

Note that **Forms B and C** should be submitted by **17 March 2016**, to allow your initial advance to be paid in March.

Form D need only be submitted if you are seeking a further advance. If you need a further advance, you should notify the Scottish Government as soon as possible.

The deadline for submitting the remaining forms is **7 November 2016**.

Cells coloured ORANGE will be populated automatically. You should only complete the YELLOW cells. Please use the drop down menus to select the name of your local government area.

Please submit your forms to ElectionsTeam@gov.scot

If you prefer to send a hard copy, please send this to Scottish Government Elections Team, 2 W, St Andrew's House, Edinburgh, EH1 3DG.

If you have any queries, please email the above address or phone 0131 244 2645

SCOTTISH PARLIAMENT ELECTION

FORM A

FOR OFFICIAL USE ONLY	
DATE RECEIVED	
REF. NUMBER	

Summary of Accounts

This form summarises the total amounts claimed under each category of expenditure, deducts any advances paid, and shows the final total claimed for the election.

Return address: Please send the completed form to:

Electronic version: ElectionsTeam@gov.scot
 Paper version: Scottish Government Elections Team
 2 West
 St Andrews House
 Edinburgh
 EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2645

- Throughout this spread sheet, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the spread sheet.
- A breakdown of the amounts listed below must be entered on the appropriate forms (E to J) which are on the other pages of this Workbook.
- Where invoices or vouchers are required, scanned copies may be sent electronically.
- This claim must be completed in accordance with the expenses guidance. The deadline for submission is Monday 7 November 2016.
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Returning Officer Expenses Guidance, provided by the Scottish Government.

1. SCOTTISH PARLIAMENT CONSTITUENCY

This claim is made in respect of:

Scottish Parliament constituency

Aberdeen Donside

2. AMOUNTS CLAIMED UNDER EACH HEAD OF EXPENDITURE FOR SPECIFIED SERVICES

Head of expenditure	Amount claimed
Returning Officer's services (Form E)	£4,135.00
Polling stations (Form F)	£63,923.03
Postal votes (Form G)	£27,218.87
Poll cards (Form H)	£20,856.86
The count (Form I)	£43,013.36
Other costs (Form J)	£9,192.00
Total amount claimed	£168,339.12

The total claimed must not exceed the Maximum Total Recoverable Amount due as it appears in the Charges Order

Maximum recoverable amount for Specified Expenses	£166,206.00
Maximum recoverable amount for Specified Services	£4,135.00
Maximum total recoverable amount	£170,341.00
Underspend or Overspend?	UNDERSPEND

PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the Maximum Recoverable Total Amount is exceeded the claim will be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

SCOTTISH PARLIAMENT ELECTION - 5 MAY 2016

3. ADVANCES RECEIVED

Type of advance	Amount received
Initial advance	£127,756.00
Further advance	
Total amount advanced	£127,756.00

4. BALANCE DUE OR OWED

Total amount claimed (from 2 above)	£168,339.12
Total amount advanced (from 3 above)	£127,756.00
Balance due or owed	£40,583.12

5. OTHER DETAILS

Number of eligible electors in constituency	61,200.00
Number of postal voters in constituency	13,469.00
Number of proxy voters in constituency	110.00

6. RETURNING OFFICER'S SIGNATURE AND CONFIRMATION

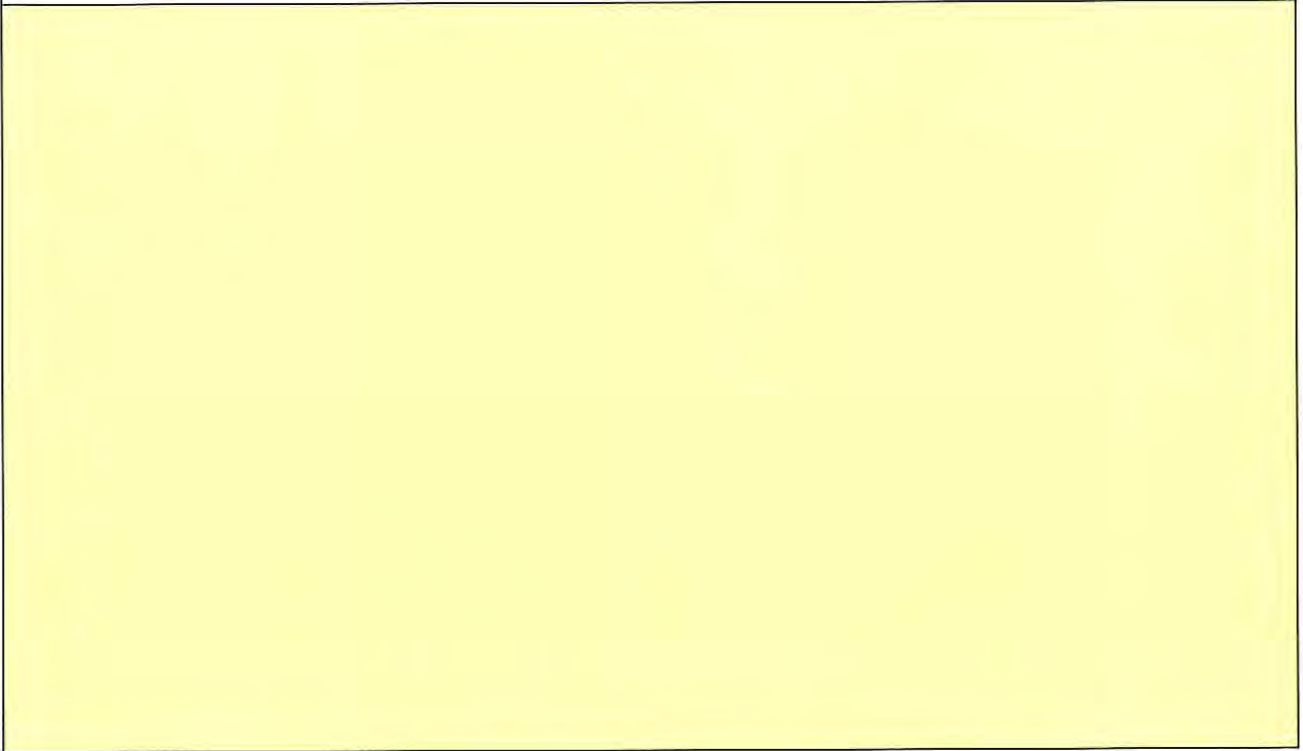
I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this election in the constituency for which I am responsible, is correct to the best of my knowledge and belief.

Signature of Returning Officer	<input type="text"/>	
Name of Returning Officer	<input type="text"/>	
	Date	<input type="text"/>
Signature of Director of Finance	<input type="text"/>	
Name of Director of Finance	<input type="text"/>	
	Date	<input type="text"/>

SCOTTISH PARLIAMENT ELECTION

COMMENTS PAGE

Please use the space below to provide any supplementary information regarding the amounts entered elsewhere in the spread sheets and to provide justification for any overspends or higher than expected claims under a specific head of expenditure



SCOTTISH PARLIAMENT ELECTION

FORM B

Appointment of Deputes

This form provides the Scottish Government with specimen signatures of Returning Officers, Directors of Finance and Depute Returning Officers.

Return address: Please send the completed form to:

Electronic version: ElectionsTeam@gov.scot
 Paper version: Scottish Government Elections Team
 2 West
 St Andrews House
 Edinburgh
 EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2645

- For audit purposes, the Scottish Government is required to hold specimen signatures of Returning Officers, Directors of Finance and Returning Officers' properly appointed Deputes, together with copies of the documents appointing such Deputes.
- This will enable us to confirm that the person who has signed these forms has been properly authorised to do so.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- As Form C requires signatures confirming that the terms of the initial advance are accepted, Form B needs to be submitted at the same time, i.e. by 17 March 2016.

1. LOCAL GOVERNMENT AREA

Local government area: Aberdeen City

2. RETURNING OFFICER - to be signed by the RO who is appointing deputes to act on their behalf

Returning Officer name: Angela Scott

Returning Officer signature

email: anscott@aberdeencity.gov.uk

Date

Tel: 01224 522500

3. DIRECTOR OF FINANCE

Director of Finance name: Steven Whyte

Director of Finance signature

email: swhyte@aberdeencity.gov.uk

Date

Tel: 01224 523566

4. RETURNING OFFICER DEPUTES

1 Depute (with full powers) name: David Gow

Depute (with full powers) signature

email: davidgow@aberdeencity.gov.uk

Date

Tel: 01224 523881

2 Depute (with full powers) name: Steven Dongworth

Depute (with full powers) signature

email: sdongworth@aberdeencity.gov.uk

Date

Tel: 01224 522966

3 Depute (with full powers) name: Ciaran Monaghan

Depute (with full powers) signature

email: cmonaghan@aberdeencity.gov.uk

Date

Tel: 01224 522293

SCOTTISH PARLIAMENT ELECTION

FORM C

Bank account details

This form provides the Scottish Government with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	
REF. NUMBER	

Return address: Please send the completed form to:

<p>Electronic version: ElectionsTeam@gov.scot</p> <p>Paper version: Scottish Government Elections Team 2 West St Andrews House Edinburgh EH1 3DG</p>
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Should you have any queries about the completion of this form, please phone: 0131 244 2645

- Please return this form to the Scottish Government by 17 March 2016, (along with Form B, which includes specimen signatures).
- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- Insofar as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments will be made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.

1. LOCAL GOVERNMENT AREA AND CONTACT DETAILS

a. Local Government Area	Aberdeen City		
b. Address for correspondence	Aberdeen City Council, Election Office		
	Town House		
	Broad Street		
	City/Town	Aberdeen	Postcode AB10 1FY
c. Please enter details of the officer to whom enquiries about payments should be directed.			
Name	David Gow		
Telephone	01224 523881	Fax	
e-mail address	davidgow@aberdeencity.gov.uk		

2. PAYMENT DETAILS

For payment by BACS, please complete the following details:

Bank or Building Society name	[Redacted]
Branch	[Redacted]
Sort Code*	[Redacted]
Building Society Roll No.*	
Bank Account No.*	[Redacted]
Account name	[Redacted]

* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

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3. AUTHORISATION OF RETURNING OFFICER AND ACCEPTANCE OF TERMS

I will:

- account properly and on time for any advances;
- repay any unspent funds that have been advanced to me; and
- use any advances only in accordance with the provisions in the Fees and Charges Regulations

Signature of Returning Officer

Returning Officer's Name

Telephone

Fax

email address

Date

Signature of Director of Finance

Date

4. SCOTTISH GOVERNMENT AUTHORISATION (for SG use only)

Signature of Authorising Officer

Signature

Name

Email address

Grade

Date

Signature of Deputy Director

Signature

Name

Email address

Grade

Date

SCOTTISH PARLIAMENT ELECTION

FORM D

Application for further advance

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY

DATE RECEIVED	
REF. NUMBER	

Return address: Please send the completed form to:

Electronic version: ElectionsTeam@gov.scot

Paper version: **Scottish Government Elections Team**
 2 West
 St Andrews House
 Edinburgh
 EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2645

- All payments will be made to the Returning Officer's bank account, the details of which must be notified on Form C.
- The conditions under which initial and further advances will be made are contained in the Returning Officer Expenses Guidance, including details of the documentation which should accompany this application.
- The form should be signed by the Returning Officer and the Director of Finance.

1. SCOTTISH PARLIAMENT CONSTITUENCY

This application is made in respect of:

Constituency

2. ADVANCE SOUGHT

Having received and spent my initial advance, I hereby apply for a further advance of:

3. RETURNING OFFICER'S SIGNATURE AND CERTIFICATION

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will:

- account properly and on time for any advances;
- repay any unspent funds that have been advanced to me; and
- use any advances only in accordance with the provisions in the Fees and Charges Regulations

Signature

Date

Returning Officer's Name

Telephone

Email address

Signature of Director of Finance

Date

SCOTTISH PARLIAMENT ELECTION

FORM E

Returning Officer's Services

This form allows you to claim for the Returning Officer's services.

- This form should accompany Form A.
- The maximum amounts recoverable for the services specified in the Fees and Charges Regulations are listed for each constituency in the Schedule to the Regulations. The total of your claim must not exceed the amount shown for this constituency.
- If you have shared this amount with any of your deputies you should indicate how you have apportioned the payments at 3 below, and include evidence of payment and details of the duties performed.
- The amount entered at 2 below will be automatically carried into Form A by this spread sheet. Please do not enter this amount again on Form A.

1. SCOTTISH PARLIAMENT CONSTITUENCY

This claim is made in respect of:

Constituency

2. AMOUNT CLAIMED

Fee for Returning Officer's services (Head E1)

The maximum amount of this fee is specified in the Fees and Charges Regulations

3. APPORTIONMENT OF AMOUNTS

List here the names and job titles of any deputies with whom you have shared this amount, any other payments made and the amounts involved.

Name and job title	Amount
<input type="text" value="[Redacted]"/>	<input type="text" value="£1,110.81"/>
<input type="text" value="[Redacted]"/>	<input type="text" value="£1,110.81"/>
<input type="text" value="[Redacted]"/>	<input type="text" value="£1,110.80"/>
<input type="text" value="[Redacted]"/>	<input type="text" value="£802.58"/>

SCOTTISH PARLIAMENT ELECTION

FORM F

Polling Station Costs

This form details the amounts claimed for polling station costs.

- This form should accompany Form A.
- Please DO NOT enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of
- The total amount shown at 2 below will be automatically carried into Form A by this spread sheet.

1. SCOTTISH PARLIAMENT CONSTITUENCY

This claim is made in respect of:

Constituency

2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

Head of expenditure	Amount claimed
Presiding Officers' pay (head F1)	£18,865.00
Poll Clerks' pay (head F2)	£10,270.00
Supervising Officers' pay (head F3)	£1,060.00
Travel and subsistence (head F4)	£103.83
Training (head F5)	£5,600.00
Accommodation costs – permanent polling stations (head F6)	£12,444.75
Accommodation costs – temporary polling stations (head F7)	
Preparation and transport costs (head F8)	£8,733.17
Equipment costs (head F9)	£4,156.60
Costs of printing ballot papers (head F10)	£5,709.68
Total costs	£63,923.03

FORM F - Additional Information

Polling Station Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

Additional explanation of entries under Form F, Heads F1 to F5



FORM G

Postal Voting Costs

This form details the amounts claimed for postal voting costs.

- This form should accompany Form A.
- Please **DO NOT** enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of Annex A to Form G. Please only complete the yellow cells.
- The total amount shown at 2 below will be automatically carried into Form A by this spread sheet. Please do not enter this amount again on Form A.

1. SCOTTISH PARLIAMENT CONSTITUENCY

This claim is made in respect of:

Constituency

Aberdeen Donside

2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	£0.00
Staff costs – opening and checking (head G2)	£416.65
Training (head G3)	£0.00
Cost of printing and stationery (head G4)	£6,148.34
Postage – outward (head G5)	£6,243.14
Postage – inward (head G6)	£256.50
Accommodation costs (head G7)	£1,554.24
Equipment costs (head G8)	£12,600.00
Total costs	£27,218.87

3. NUMBER OF POSTAL VOTERS

Number of postal voters

FORM G - Additional Information

Postal Voting Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

