

SCOTTISH PARLIAMENT ELECTION - 5 MAY 2016

Additional explanation of entries under Form G, Heads G1 to G3

3 Postal Vote Managers. Each doing the same job, the different amounts reflects the time spent in the role.

SCOTTISH PARLIAMENT ELECTION

FORM H

Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- 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 H. 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 (head H1)	£0.00
Equipment costs (head H2)	
Cost of printing and stationery (head H3)	£2,500.62
Postage or delivery (head H4)	£18,356.24
Total costs	£20,856.86

FORM H - Additional Information

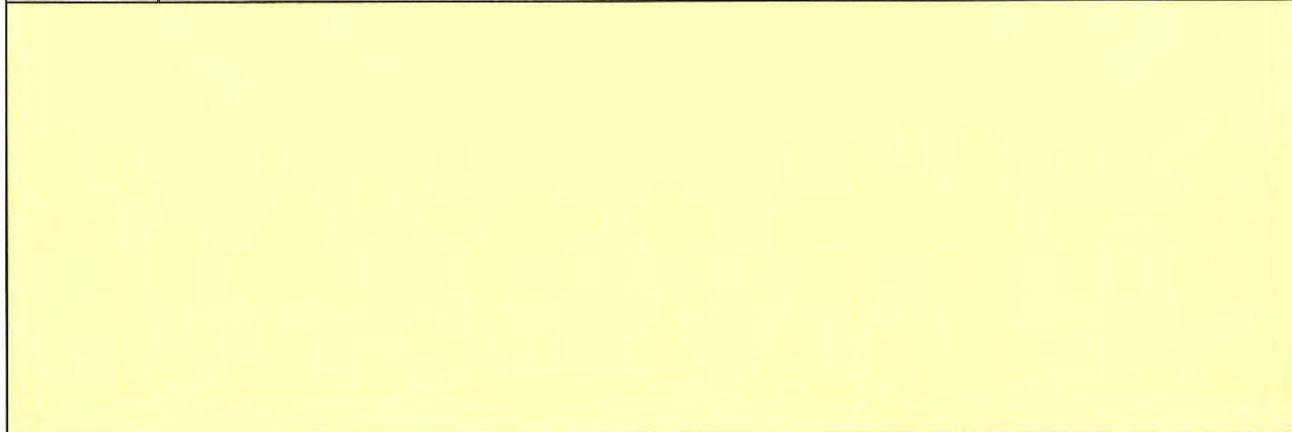
Poll Card Costs

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.

SCOTTISH PARLIAMENT ELECTION - 5 MAY 2016

Additional explanation of entries under Form H, Head H1



SCOTTISH PARLIAMENT ELECTION

FORM I

Count costs

This form details the amounts claimed for the costs of running the count.

- ♦ 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 Annex A to Form I. 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
Counting staff pay (head I1)	£17,916.65
Supervisory, ancillary and IT staff pay (head I2)	£2,259.95
Travel and subsistence (head I3)	£33.75
Training (head I4)	£3,000.00
Accommodation costs (head I5)	£7,715.76
Equipment costs (head I6)	£8,120.08
Transport costs (head I7)	£2,082.39
Security costs (head I8)	£1,884.78
Total costs	£43,013.36

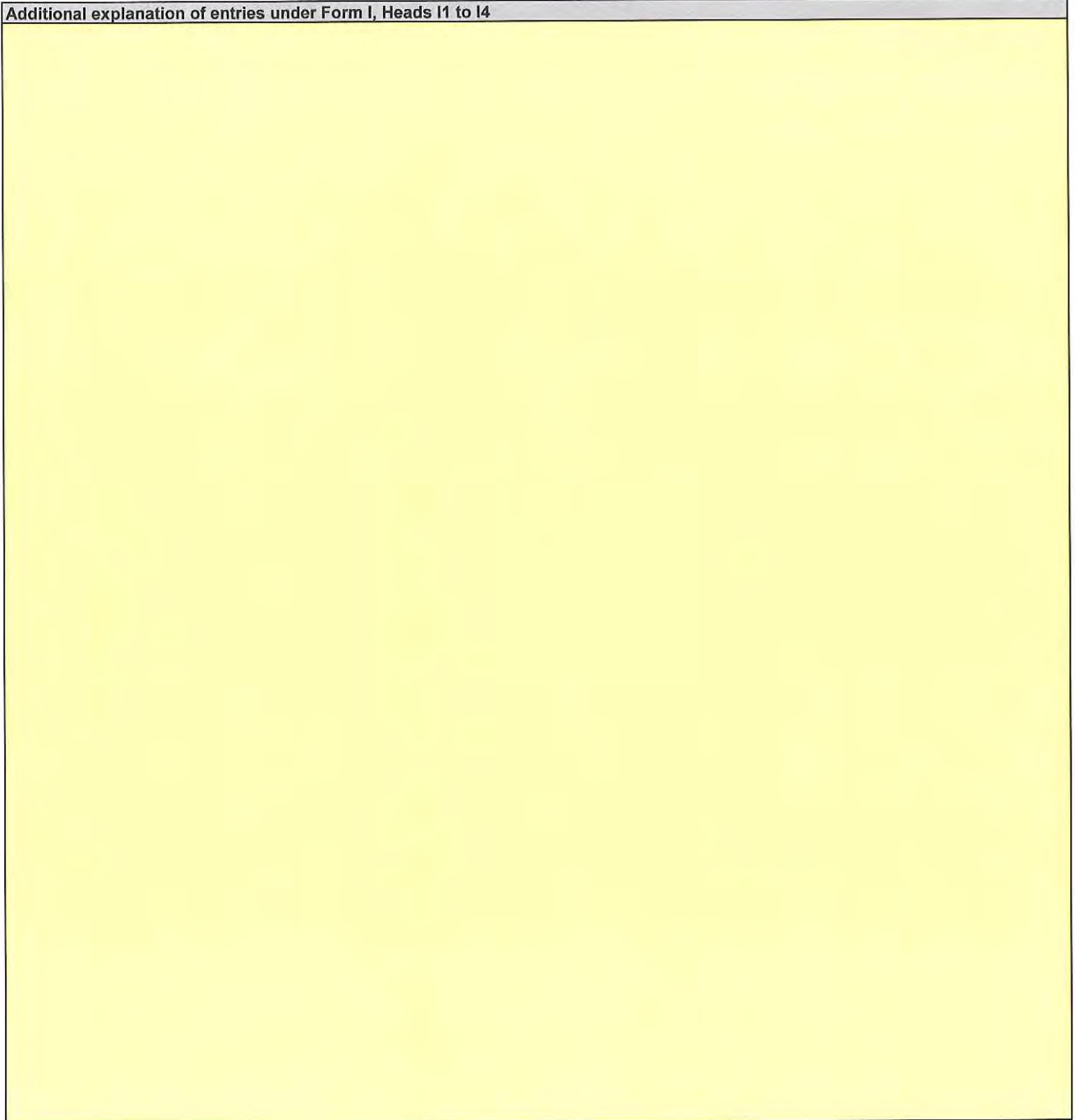
FORM I - Additional Information

Count 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 I, Heads 11 to 14



SCOTTISH PARLIAMENT ELECTION

FORM J

Other costs

This form details the amounts claimed for the costs of running the count.

- ♦ This form should accompany Form A.
- ♦ In Annex B to this form, list the amounts for materials and services.
- ♦ Please **DO NOT** enter any amounts in section 2 of this form. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes.
- ♦ The total costs 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

Payments to staff that cannot be recorded elsewhere (head J1)

Travel and subsistence not accounted for elsewhere (head J2)

Materials and services (head J3)

Amount claimed

£337.29

£0.00

£8,854.71

Total costs

£9,192.00

FORM J - Additional Information

Use this box to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

The Polling Station Manager Solution App allows the election office to stay in communication with polling place staff throughout

Additional explanation of entries under Form J, Heads J1 and J2



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Form J - Annex B

Total £8,854.71

HEAD J3 – Costs of materials and services (Form J, Annex B)					
Voucher or invoice (where applicable)	Supplier	Description of expense and outline of cost elements on the invoice (if applicable)	Gross amount on invoice	VAT on invoice (if applicable)	Cost
AEA1	Association of Electoral Administrators	Polling Staff Training			£2,611.53
BB1	Beach Ballroom	Training Accommodation and Catering			£1,188.33
BB2	Beach Ballroom	Training Accommodation and Catering			£106.50
ment to/from t	Shore Porters	Moving equipment to/from training venue			£350.00
ices- P&J CON	Aberdeen journals	of Expenses Notices- P&J CONSTITUENCY AND INTERNET			£235.62
otices- EE & IN	Aberdeen Journals	nof Expenses Notices- EE & INTERNET CONSTITUENCY			£162.72
MD1	Modern Democracy	Polling Station Manager Solution App			£4,200.00

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					Total:	£0.00
Job Title:						
	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Cost	

Additional explanation

					Total:	£0.00
Job Title:						
	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Cost	

Additional explanation

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Job Title:					Total:	£0.00
	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Cost	

Additional explanation

Job Title:					Total:	£0.00
	Description of tasks performed	Expenditure Head	Hourly rate	Number of hours	Cost	

Additional explanation