

Quarterly report of regulated transactions (loans) made to a political party: statement of nil report

Explanatory notes on completing form RP10QNb

Before completing this form, all parties should read our [donations and loans guidance](#) for comprehensive guidance on the transaction controls applicable to political parties.

Registered political parties are required to submit donations and loans reports to the Electoral Commission at the end of each calendar quarter.

Under the Political Parties, Elections and Referendums Act 2000 (PPERA), 'benefit' is used to refer to donations and loans over £500 collectively. Parties must aggregate any donations and loans accepted by or entered into with the same source in a calendar year and report any benefits that meet the reporting threshold.

Parties should submit a statement of nil report if during the relevant calendar quarter they have not entered into any of the following:

- any transactions (including aggregated benefits) of more than £7,500 entered into by a party central organisation
- any transaction (including aggregated benefits) of more than £1,500 entered into by a party's accounting units
- no changes have been made to an existing regulated transaction
- no transaction has been entered into with an impermissible or unauthorised participant.

In addition, in Quarter 4, parties are required to include details of any aggregate benefits of more than £7,500 made to different sections of the party (also known as 'section 62(12)' donations and 'section 71M(12) loans'). **These benefits are only required to be reported in the Quarter 4 donations and loans reports.**

The report must be submitted within 30 days of the end of the calendar quarter (see below).

Each note corresponds to a numbered section on form RP10QNb.

1 Details of registered party

Please insert the registered name of the party, and the party's reference number.

In addition, please insert the relevant quarterly reporting period and year, e.g.,

- Quarter 1 (January–March)
- Quarter 2 (April–June)
- Quarter 3 (July–September)
- Quarter 4 (October–December).

2 Statement of nil report

3 Declaration and signature

This declaration must be amended as applicable and signed by the person registered as party treasurer.

Important: It is an offence for a treasurer to make a false declaration knowingly or recklessly, or to fail to submit a report within 30 days of the end of the reporting period.

Form RP10QNb should be returned to:

Party and Election Finance
The Electoral Commission
3 Bunhill Row
London EC1Y 8YZ

Tel: 0333 103 1928

Fax: 020 7271 0505

Email: pef@electoralcommission.org.uk

Web: electoralcommission.org.uk