

Section 3: Summary of spending

If you have information to report about candidate spending, you should use the worksheets to set out the details for each item and enter the totals for the types of payment and categories of spending into tables 3a and 3b.

If you have nothing to report for a particular category, you do not need to attach the worksheet but you must enter zero or nil next to that category in tables 3a and 3b. Indicate next to tables 3a and 3b whether you are enclosing a worksheet for each item.

3a: Types of payment

Manner of payment	£	p
Unpaid claims	2600	
Disputed claims	2600	
Value of notional expenditure	2600	
Payments made	2600	
Total election spending*	2600	

Worksheet enclosed	Yes	No
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: Each item of spending should appear in only one category.

The "payments made" box should include: items paid by the election agent, payments made by the candidate before the agent was appointed, petty expenditure authorised by the agent, items of section 75 spending (expenses required to be authorised by election agent) and spending before the person became a candidate on items used during the regulated period.

* Total spending for 3a should equal the total spending for 3b. If they are not equal then check you have completed the worksheets on unpaid and disputed claims.

3b: Categories of spending

Purpose	£	p
A. Advertising	2600	
B. Unsolicited material to electors	2600	
C. Transport	2600	
D. Public meetings	2600	
E. Agent and other staff costs	2600	
F. Accommodation and administration	2600	
Total election spending*	2600	

Worksheet enclosed	Yes	No
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Each item of spending should be applied to only one purpose. While some items can be categorised easily, others may appear to fit more than one purpose. In these cases you must judge under which purpose to include 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; publicity materials, e.g. balloons, should be included under advertising even if distributed at events.

Purpose A: Advertising of any nature (by whatever medium, e.g. posters or in newspapers) includes agency fees, design costs and any costs in connection with preparing, producing, distributing or otherwise disseminating advertising or anything incorporating advertising.

Purpose B: Unsolicited material addressed to electors (whether addressed or for delivery to all electors in the area) includes design costs and all other costs in connection with preparing, producing and distributing such material (including the cost of postage).

Purpose C: Transport includes hire costs but excludes the use of personal cars where no charge has been made by the owner.

Purpose D: Public meetings includes costs in connection with people's attendance at meetings, the hire of premises for the purposes of meetings or the provision of goods, services or facilities at them.

Purpose E: Services of an election agent or anyone else whose services are engaged in connection with the candidate's election.

Purpose F: Accommodation and administrative costs.