

SAMPLE FORM

Explanatory Note

Election Agent

Election Expenses Statement form

European election - 2009

Electoral Act 1997, as amended

The Election Agent should

- refer to the Guidelines for the European Parliament Election published by the Standards in Public Office Commission in 2009, and if necessary
- request advice on completion of the form from:

**Standards in Public Office Commission: Tel: (01) 639 5666
or direct lines:**

Aidan Moore : (01) 639 5712

Jacqueline Moore : (01) 639 5718

Pádraig Grant : (01) 639 5719

Frank Forde : (01) 639 5708

Sarah Monaghan : (01) 639 5717

or by email to sipo@sipo.gov.ie

PLEASE NOTE:

- The Standards Commission Secretariat is available to meet election agents to assist with the completion of the form.
- Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97.
- In part 5 of the form, ensure that the reference number in column 1 is written on the accompanying invoice, voucher or receipt, where appropriate.

<p>The Election Expenses Statement form and accompanying documentation should reach the Standards in Public Office Commission, 18 Lower Leeson Street, Dublin 2, not later than <i>56 days after polling day</i>.</p>

SAMPLE FORM
Election Agent

Election Expenses Statement

PLEASE COMPLETE IN BLACK INK AND BLOCK CAPITALS
TO FACILITATE COPYING

1. Candidate details	
Name	
Political Party (if non party, please state)	
Constituency	

2. Election Agent details	
If a candidate is acting as his/her own election agent, please enter "Candidate" opposite "Name" below	
Name	
Address for Correspondence	
Telephone No.	
Fax No.	

3. Assignment of Statutory Spending Limit

This part only applies to candidates of a political party

How much of the statutory spending limit did the candidate assign in writing to his/her political party?	€
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Note: A copy of the written agreement made by the candidate and the party must be returned

with this Form.

4. List here any persons authorised by the Election Agent to incur election expenses on his/her behalf

Name:
Address:

Name:
Address:

Name:
Address:

Name:
Address:

Name:
Address:

Name:
Address:

Name:
Address:

**DETAILS OF EXPENSES INCURRED BY AUTHORISED PERSONS
MUST BE INCLUDED UNDER THE APPROPRIATE HEADINGS AT
PART 5 OF THIS FORM.**

5. Details of election expenses incurred by the Election Agent and persons authorised by the Election Agent
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5A	Advertising (whatever the medium)	
	Expenses under this heading include agency fees, design costs and other costs incurred in connection with preparing, producing, distributing or otherwise disseminating such advertising.	
	List advertising expenses which <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
A1		€
A2		€
A3		€
A4		€
A5		€
A6		€
A7		€
A8		€
A9		€
A10		€
	List below advertising expenses which <u>were</u> met out of public funds	
A11		€
A12		€
A13		€
A14		€
A15		€

Use additional pages if necessary

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5B	Publicity Expenses under this heading include expenses incurred in respect of party political broadcasts, the provision of any services or facilities in connection with press conferences or other dealings with the media, media advice and training and photography.	
List publicity expenses which were not met out of public funds		
Ref.	Expenditure Item	Cost
B1		€
B2		€
B3		€
B4		€
B5		€
B6		€
B7		€
B8		€
B9		€
B10		€
List below publicity expenses which <u>were</u> met out of public funds		
B11		€
B12		€
B13		€
B14		€
B15		€

Use additional pages if necessary

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5C	Election Posters Expenses under this heading include the costs of the design, production, printing and erection of election posters.	
List election poster expenses which were not met out of public funds		
Ref.	Expenditure Item	Cost
C1		€
C2		€
C3		€
C4		€
C5		€
C6		€
C7		€
C8		€
C9		€
C10		€
List below election poster expenses which <u>were</u> met out of public funds		
C11		€
C12		€
C13		€
C14		€
C15		€

Use additional pages if necessary

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5D	Other Election Material Expenses under this heading include the design, production, printing and dissemination of election material (other than posters) including canvass cards, election leaflets, election manifestos, newsletters, websites and any other promotional election material.	
	List other election material expenses which were not met out of public funds	
Ref.	Expenditure Item	Cost
D1		€
D2		€
D3		€
D4		€
D5		€
D6		€
D7		€
D8		€
D9		€
D10		€
	List below other election material expenses which <u>were</u> met out of public funds	
D11		€
D12		€
D13		€
D14		€
D15		€

Use additional pages if necessary

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5E	Office and Stationery Expenses under this heading include costs incurred in the rental or use of an office premises or meeting rooms for election purposes (other than for the purposes of annual or other party conferences) and the costs of heating, electricity, insurance, purchase or rental of office equipment, telephones, stationery and postage.	
	List office and stationery expenses which <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
E1		€
E2		€
E3		€
E4		€
E5		€
E6		€
E7		€
E8		€
E9		€
E10		€
	List below office and stationery expenses which <u>were</u> met out of public funds	
E11		€
E12		€
E13		€
E14		€
E15		€

Use additional pages if necessary

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5F	Transport and Travel Expenses under this heading include expenses incurred on transport and travel (by any means), petrol and diesel, rental or use of campaign vehicles for transport of voters on polling day, accommodation costs, taxi and hackney services and courier services.	
List travel and transport expenses which were not met out of public funds		
Ref.	Expenditure Item	Cost
F1		€
F2		€
F3		€
F4		€
F5		€
F6		€
F7		€
F8		€
F9		€
F10		€
List below travel and transport expenses which <u>were</u> met out of public funds		
F11		€
F12		€
F13		€
F14		€
F15		€

Use additional pages if necessary

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5G	Market Research Expenses under this heading include expenses incurred on the taking of an opinion poll or other similar survey relating to an election within the period of 60 days before polling day at the election by or on behalf of a political party, a political group or a candidate at the election.	
List market research expenses which were not met out of public funds		
Ref.	Expenditure Item	Cost
G1		€
G2		€
G3		€
G4		€
G5		€
G6		€
G7		€
G8		€
G9		€
G10		€
List below market research expenses which <u>were</u> met out of public funds		
G11		€
G12		€
G13		€
G14		€
G15		€

Use additional pages if necessary

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5H	Campaign Workers Expenses under this heading include payments to campaign workers, insurance and other costs.	
	List campaign worker expenses which were not met out of public funds	
Ref.	Expenditure Item	Cost
H1		€
H2		€
H3		€
H4		€
H5		€
H6		€
H7		€
H8		€
H9		€
H10		€
	List below campaign worker expenses which <u>were</u> met out of public funds	
H11		€
H12		€
H13		€
H14		€
H15		€

Use additional pages if necessary

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

6. Details of Claims in Dispute

Are there election expenses about which there is a dispute as to the amount payable?

Yes No (Insert [✓] as appropriate)

If *Yes*, please give details below of the disputed amount:

Description of Item	Name & Address of Supplier	Amount in Dispute (€)

NOTE: Where there is a disputed claim for election expenses the amount in dispute should be entered above and **should not be** included in the list of election expenses at Part 5 of the form.

7. Details of Claims received 45 days after polling day i.e. 8 July 2007

Were any claims for payment of election expenses received more than 45 days after polling day i.e. 8 July 2007?

Yes No (Insert [✓] as appropriate)

If *Yes*, please give details below:

Description of Item	Name & Address of Supplier	Amount Claimed (€)

NOTE: While it is an offence to pay any claims for payment received more than 45 days after polling day the amount of the expense incurred **must be** included in the list of election expenses at the appropriate section of Part 5 of the form

8. Statutory Declaration

Part 1

(to be completed in full by the Election Agent)

I (name of election agent), do solemnly and sincerely declare that the attached **Election Expenses Statement** is, to the best of my knowledge and belief, correct in every material respect and that I took all reasonable action in order to be satisfied as to its accuracy; I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature of election agent:

Date:

Part II

(to be completed in full by the witness)

When completing this part the witness needs to state whether the person making the statutory declaration is known to him/her or has been identified to him/her by another person or by one of the documents referred to below

Declared before me (*name of witness in capital letters here*) a

(*category of witness i.e. whether a notary public, commissioner for oaths, peace*

commissioner or practising solicitor to be entered here)

by(*insert name of person furnishing the Election*

Expenses Statement) who is personally known to me,

or

who is identified to me by..... who is personally known to me,

or

whose identity has been established to me before the taking of this Declaration by the production to me of ;

- passport no. issued on [*date of issue*] by the authorities of [*issuing state*] which is an authority recognised by the Irish Government

or

- national identity card no. issued on [*date of issue*] by the authorities of [*issuing state*] (which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement)

or

- Aliens Passport no. issued on [*date of issue*] by the authorities of [*issuing state*] which is an authority recognised by the Irish Government

or

- refugee travel document no. issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform

or

- travel document (other than refugee travel document) no. issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform

Signature of witness

Place of Signature

Date.....

Please note a witness must belong to one of the following categories: Commissioner for Oaths/ Notary Public/ Peace Commissioner/ Practising Solicitor.