

Explanatory Note

National Agent - Election Expenses Statement form Dáil Bye-Election 2019

Electoral Act, 1997, as amended

The National Agent should:
refer to the Guidelines published by the Standards in Public Office Commission, and
if necessary request advice on completion of the statement from:

Standards in Public Office Commission:

Tel: (01) 639 5666

Email: sipo@sipo.ie

PLEASE NOTE:

The Standards Commission Secretariat is available to meet national agents to assist in the completion of the statement.

Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97 in value.

In part 4 of the statement, ensure that the reference number in column 1 is written on the accompanying invoice, voucher or receipt, where appropriate.

The Election Expenses Statement and accompanying documentation should reach the Standards in Public Office Commission, 6 Earlsfort Terrace, Dublin 2, D02 W773 not later than 56 days after polling day, i.e. 24 January 2020.

Failure to furnish the documentation on time may result in a file on the matter being referred to An Garda Síochana.

**THIS PAGE FOR OFFICE USE ONLY
(Not for public display)**

National Agent details	
Name	Click here to enter text.
Address for Correspondence	Click here to enter text.
Telephone No.	Click here to enter text.
Email	Click here to enter text.

National Agent - Election Expenses Statement

Please complete in **BLOCK CAPITALS** and black ink

Following pages for public display

1. National Agent details

Political Party	Click here to enter text.
Name of National Agent	Click here to enter text.
Office Address	Click here to enter text.

2. Amount assigned by each candidate to the political party

Use additional pages if necessary

Candidate Name	Constituency	Amount Assigned €	Total Expenditure on the candidate by the national agent €
1.			
2.			
3.			
4.			
5.			

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

Name: Click here to enter text.

Amount authorised to spend: Click here to enter text.

Amount spent: Click here to enter text.

Name: Click here to enter text.

Amount authorised to spend: Click here to enter text.

Amount spent: Click here to enter text.

Name: Click here to enter text.

Amount authorised to spend: Click here to enter text.

Amount spent: Click here to enter text.

Name: Click here to enter text.

Amount authorised to spend: Click here to enter text.

Amount spent: Click here to enter text.

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

4. Details of election expenses incurred by the National Agent and persons authorised by the National Agent

NOTE: Invoices, vouchers or receipts must be provided for every payment of election expense exceeding €126.97. The reference number in column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4A	Advertising (whatever the medium) (NATIONAL LEVEL)	
	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		€
A11		€
A12		€
A	Total:	€
	List below advertising expenses which <u>were</u> originally met out of public funds	
A13		€
A14		€
A15		€
A	Total:	€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4B	Publicity (NATIONAL LEVEL) 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 <u>were not</u> met out of public funds	
Ref.	Expenditure Item
B1	€
B2	€
B3	€
B4	€
B5	€
B6	€
B7	€
B8	€
B9	€
B10	€
B11	€
B12	€
B	Total: €
List below publicity expenses which <u>were</u> originally met out of public funds	
B13	€
B14	€
B15	€
B	Total: €

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4C	Election Posters (NATIONAL LEVEL) Expenses under this heading include the costs of the design, production, printing, erection and removal of election posters (must be during the election period)
	List election poster expenses which <u>were not</u> met out of public funds
Ref.	Expenditure Item
	Cost
C1	€
C2	€
C3	€
C4	€
C5	€
C6	€
C7	€
C8	€
C9	€
C10	€
C11	€
C12	€
C	Total: €
	List below election poster expenses which <u>were</u> originally met out of public funds
C13	€
C14	€
C15	€
C	Total: €

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4D	Other Election Material (NATIONAL LEVEL)	
	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, social media and any other promotional election material.	
	List other election material expenses which <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
D1		€
D2		€
D3		€
D4		€
D5		€
D6		€
D7		€
D8		€
D9		€
D10		€
D11		€
D12		€
D	Total:	€
	List below other election material expenses which <u>were</u> originally met out of public funds	
D13		€
D14		€
D15		€
D	Total:	€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4E	Office and Stationery (NATIONAL LEVEL) 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
E1	
E2	
E3	
E4	
E5	
E6	
E7	
E8	
E9	
E10	
E11	
E12	
E	Total:
List below office and stationery expenses which <u>were</u> originally met out of public funds	
E13	
E14	
E15	
E	Total:

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4F	Transport and Travel (NATIONAL LEVEL) Expenses in respect of those matters include expenses incurred on transport and travel (by any means), petrol and diesel, rental or use of campaign vehicles, rental or use of vehicles for transport of voters on polling day, accommodation costs (for paid campaign workers), taxi and hackney services and courier services.
List travel and transport expenses which <u>were not</u> met out of public funds	
Ref.	Expenditure Item
	Cost
F1	€
F2	€
F3	€
F4	€
F5	€
F6	€
F7	€
F8	€
F9	€
F10	€
F11	€
F12	€
F	Total: €
List below travel and transport expenses which <u>were</u> originally met out of public funds	
F13	€
F14	€
F15	€
F	Total: €

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4G	Market Research (NATIONAL LEVEL)	
	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 <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
G1		€
G2		€
G3		€
G4		€
G5		€
G6		€
G7		€
G8		€
G9		€
G10		€
G11		€
G12		€
G	Total:	€
	List below market research expenses which <u>were</u> originally met out of public funds	
G13		€
G14		€
G15		€
G	Total:	€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

4H	Campaign Workers (NATIONAL LEVEL)	
	Expenses under this heading include payments to campaign workers, insurance and other costs. (The payment of reasonable expenses for volunteer campaign workers e.g. for tea/coffee, alcohol, food and accommodation are not an election expense)	
	List campaign worker expenses which <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
H1		€
H2		€
H3		€
H4		€
H5		€
H6		€
H7		€
H8		€
H9		€
H10		€
H11		€
H12		€
H	Total:	€
	List below campaign worker expenses which <u>were</u> originally met out of public funds	
H13		€
H14		€
H15		€
H	Total:	€

Use additional pages if necessary

4. Expenses Review

Expenses not met out of public funds

Complete this review by adding total calculated expenses that **were not** met out of public funds for each relevant heading.

Section	Expense Total (€)
4A - Advertising	€
4B - Publicity	€
4C – Election Posters	€
4D – Other Election Material	€
4E – Office and Stationery	€
4F – Transport and Travel	€
4G – Market Research	€
4H – Campaign Workers	€
Overall Expense total:	€

Expenses met out of public funds Complete this review by adding total calculated expenses that were met out of public funds for each relevant heading	
Section	Expense Total (€)
4A - Advertising	€
4B - Publicity	€
4C – Election Posters	€
4D – Other Election Material	€
4E – Office and Stationery	€
4F – Transport and Travel	€
4G – Market Research	€
4H – Campaign Workers	€
Overall Expense total:	€

5. Details of election expenses incurred by the National Agent and persons authorised by the National Agent on individual candidates at constituency level

5J	Advertising (whatever the medium) (INDIVIDUAL LEVEL)		
	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 expenses which were not met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
J1			€
J2			€
J3			€
J4			€
J5			€
J6			€
J7			€
J8			€
J9			€
J10			€
	List expenses which were originally met out of public funds		
J11			€
J12			€
J13			€
J14			€
J15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5K	Publicity (INDIVIDUAL LEVEL) 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 expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
K1			€
K2			€
K3			€
K4			€
K5			€
K6			€
K7			€
K8			€
K9			€
K10			€
	List expenses which <u>were originally</u> met out of public funds		
K11			€
K12			€
K13			€
K14			€
K15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5L	Election Posters (INDIVIDUAL LEVEL) Expenses under this heading include the costs of the design, production, printing, erection and removal of election posters (must be during the election period)		
	List expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
L1			€
L2			€
L3			€
L4			€
L5			€
L6			€
L7			€
L8			€
L9			€
L10			€
	List expenses which <u>were originally</u> met out of public funds		
L11			€
L12			€
L13			€
L14			€
L15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5M	Other Election Material (INDIVIDUAL LEVEL)		
	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, social media and any other promotional election material.		
	List expenses which <u>were not</u> met out of public funds		
Ref.	Expenditure Item	Candidate Name	Cost
M1			€
M2			€
M3			€
M4			€
M5			€
M6			€
M7			€
M8			€
M9			€
M10			€
	List expenses which <u>were originally</u> met out of public funds		
M11			€
M12			€
M13			€
M14			€
M15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5N	Office and Stationery (INDIVIDUAL LEVEL)		
	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 expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
N1			€
N2			€
N3			€
N4			€
N5			€
N6			€
N7			€
N8			€
N9			€
N10			€
	List expenses which <u>were originally</u> met out of public funds		
N11			€
N12			€
N13			€
N14			€
N15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5P	Transport and Travel (INDIVIDUAL LEVEL)		
	Expenses under this heading include expenses incurred on transport and travel (by any means), petrol and diesel, rental or use of campaign vehicles, rental or use of vehicles for transport of voters on polling day, accommodation costs, taxi and hackney services and courier services.		
	List expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
P1			€
P2			€
P3			€
P4			€
P5			€
P6			€
P7			€
P8			€
P9			€
P10			€
	List expenses which <u>were originally</u> met out of public funds		
P11			€
P12			€
P13			€
P14			€
P15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5Q	Market Research (INDIVIDUAL LEVEL)		
	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 expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
Q1			€
Q2			€
Q3			€
Q4			€
Q5			€
Q6			€
Q7			€
Q8			€
Q9			€
Q10			€
	List expenses which <u>were originally</u> met out of public funds		
Q11			€
Q12			€
Q13			€
Q14			€
Q15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

5R	Campaign Workers (INDIVIDUAL LEVEL) Expenses under this heading include payments to campaign workers, insurance and other costs. (The payment of reasonable expenses for volunteer campaign workers e.g. for tea/coffee, alcohol, food and accommodation are not an election expense)		
	List expenses which <u>were not</u> met out of public funds		
Ref	Expenditure Item	Candidate Name	Cost
R1			€
R2			€
R3			€
R4			€
R5			€
R6			€
R7			€
R8			€
R9			€
R10			€
	List expenses which <u>were originally</u> met out of public funds		
R11			€
R12			€
R13			€
R14			€
R15			€

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 column 1 should be written on the accompanying invoice, voucher or receipt, where appropriate.

6. Details of Claims in Dispute

If there are election expenses where there is a dispute as to the amount payable please complete the table below.

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 4 of the statement.

7. Details of Claims received 45 days after polling day (13 January 2020)

If there were any claims for payment of election expenses received more than 45 days after polling day please complete the table below.

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 statement and disclosed here.

8. Expenses Review

Expenses not met out of public funds

Complete this review by adding total calculated expenses that **were not** met out of public funds for each relevant heading.

Section	Expense Total (€)
5J - Advertising	€
5K - Publicity	€
5L – Election Posters	€
5M – Other Election Material	€
5N – Office and Stationery	€
5P – Transport and Travel	€
5Q – Market Research	€
5R – Campaign Workers	€
Overall Expense total:	€

Expenses <u>met out of public funds</u>	
Complete this review by adding total calculated expenses that <u>were</u> met out of public funds for each relevant heading	
Section	Expense Total (€)
5J - Advertising	€
5K - Publicity	€
5L – Election Posters	€
5M – Other Election Material	€
5N – Office and Stationery	€
5P – Transport and Travel	€
5Q – Market Research	€
5R – Campaign Workers	€
Overall Expense total:	€

9. Statutory Declaration

Part A of Statutory Declaration (To be completed in full by the Election Agent)

I (**National 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 and I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signature of National Agent

Part B of Statutory Declaration (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 notary public/ commissioner for oaths/ peace commissioner/ practising solicitor (*delete as appropriate*) by (**Insert name of National agent furnishing the 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 and Equality

or

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

Signature of witness

Category of witness*

Place of Signature

Date

***In order to qualify, the witness must be a Commissioner for
Oaths, Notary Public, Peace Commissioner, or practicing
Solicitor.**