

**Return of candidate spending:
Constituency candidates or independent regional
candidates at Scottish Parliamentary elections**

Enter identification mark as on
agent's and candidate's declaration

Section 1 – Details of candidate and election

Constituency or Region

Constituency type

Number of electors Date you became a candidate

Date of election Date election result declared

Candidate name

Registered party (if applicable)

Spending limits: Long campaign Short campaign

See notes on the next page

Section 2 – Details of election agent

Agent's name Date agent appointed

I am the agent responsible for delivering this return of candidate's expenses under the Scottish Parliament (Elections etc) Order 2015

I am the candidate and I was my own election agent. I am responsible for delivering this return of candidate's expenses under the Scottish Parliament (Elections etc) Order 2015

Agent signature Today's date

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. Select a category for each item, and the totals in tables 3a and 3b will be entered automatically.

Section 3a - Types of payment				
If you have nothing to report in a worksheet, please enter 'NIL' in the right hand column.				
Worksheets	Long campaign		Short campaign	
	£.pp	NIL?	£.pp	NIL?
Worksheet 1 Payments made <small>Totals in column - Amount incurred (£)</small>				
Worksheet 2 Notional spending <small>Totals in column - Value of notional spending (£)</small>				
Worksheet 3 Other authorised spending <small>Totals in column - Amount incurred (£)</small>				
Worksheet 4 Invoices not received <small>Totals in column - Amount incurred (£)</small>				
Worksheet 5 Payments not made <small>Totals in column - Amount incurred (£)</small>				
Total election spending				

Section 3b - Categories of spending		
This is the total of any lines marked as the relevant category A-F on worksheets 1-5.		
Category	Long campaign	Short campaign
	£.pp	£.pp
A. Advertising		
B. Unsolicited material to voters		
C. Transport		
D. Public meetings		
E. Agent and other staff costs		
F. Accommodation and administration		
Total election spending		

Total spending for 3a in each period should equal the total spending for 3b for that period.

If they are not equal, you should check you have selected a category A-F, and either 'Long' or 'Short' in every line in worksheets 1-5.

Section 4 – Statement of all personal expenses paid by the candidate

Personal expenses are the reasonable travel and living expenses of the candidate for the purpose of campaigning in the election, as well as expenses related to a candidate's disability.

Personal expenses do not count against the candidate's limit and they should not duplicate anything already declared as election spending under section 3.

Please provide details of personal expenditure on the worksheet labelled 'Personal expenses'. The total will be added here automatically. If you have no personal expenses to report, please enter 'NIL' in the box.

Long campaign total

Short campaign total

Section 5 – Donations

If you have information to report about donations, use the two donations worksheets to report. The total will be added here automatically. If you have no donations to report under a worksheet, please enter 'NIL' in the box.

Total value of permissible donations accepted

Total value of impermissible donations rejected

Your spending limits

There are two regulated periods for candidates at Scottish Parliamentary elections: the long campaign and the short campaign. They have separate spending limits, and you must report your spending in each campaign separately.

Type of candidate	Long campaign limit	Short campaign limit
Candidate in a burgh constituency	£21,500 + 4.2p per elector	£8,700 + 6p per elector
Candidate in a county constituency	£21,500 + 6.3p per elector	£8,700 + 9p per elector
Independent regional candidate	The total of the limits for each constituency in the region for the long campaign	The total of the limits for each constituency in the region for the short campaign

You can find out the number of electors, and whether you are standing in a burgh or county constituency, from your local Returning Officer- see link below.

Completing the return

Please enter your spending into the relevant worksheet, and enter the totals in section 3.

If you do not have anything to enter for a particular worksheet, leave it blank. Please enter 'NIL' in the relevant box in section 3.

If you use the Excel version of this form in a constituency, it will calculate the various totals for you. [Excel version of constituency candidate return](#)

Candidate identification mark

As there is more than one form that must be completed, it is important that all the documents in your return can be identified as yours.

In order to do this, please add an identification mark to the spending return form, the candidate declaration and the agent declaration.

You can choose anything as your identification mark. Many candidates use their initials with a combination of numbers or letters that reference the election or electoral area.

Whatever you choose, it is important to remember to use the same identification mark on all of the forms in your return.

Submitting your return

Submit this return to the appropriate Returning Officer within 35 days of the declaration of the result.

You can find their contact details here: electoralcommission.org.uk/voting-and-elections

The return must be accompanied by a separate declaration signed by the election agent verifying this return. Within 7 working days of submitting this return, the candidate must also submit a signed declaration verifying this return.

[Agent declaration](#)

[Candidate declaration](#)

