

Explanatory Note

**Election Agent
Election Expenses Statement form**

Electoral Act, 1997, as amended

The Election 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

or direct lines:

Lee Lundberg: 01 639 5719

Derek Charles: 01 639 5740

PLEASE NOTE:

The Standards Commission Secretariat will be available to meet election 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 5 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 Secretary, Standards in Public Office Commission, 18 Lower Leeson Street, Dublin 2, D02 HE97 not later than 56 days after polling day, i.e. 22 April 2016.

Failure to furnish the documentation on time will result in a file on the matter being referred to the Gardaí.

Election Expenses Statement

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

1. Candidate details	
Name	Click here to enter text.
Political Party (if non party, please state)	Click here to enter text.
Constituency	Click here to enter text.

2. Election Agent details	
If a candidate is acting as his/her own election agent, please enter "Candidate" opposite "Name" below	
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.

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 statement

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

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: Click here to enter text.

Name: Click here to enter text.
Address: 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

5. Details of election expenses incurred by the Election Agent and persons authorised by the Election 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.

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		€
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

Please Complete, Print, Sign and Return to the Standards Commission

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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 <u>were not</u> met out of public funds	
Ref.	Expenditure Item	Cost
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

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5C	Election Posters	
	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 were not 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 were originally met out of public funds	
C13		€
C14		€
C15		€
C	Total:	€

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, social media 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		€
D11		€
D12		€
D	Total:	€
	List below other election material expenses which were originally met out of public funds	
D13		€
D14		€
D15		€
D	Total:	€

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		€
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

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5F	Transport and Travel	
	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

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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.

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 <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

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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.

5H	Campaign Workers 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

5. 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 (€)
5A - Advertising	€
5B - Publicity	€
5C – Election Posters	€
5D – Other Election Material	€
5E – Office and Stationery	€
5F – Transport and Travel	€
5G – Market Research	€
5H – Campaign Workers	€
Overall Expense total:	€

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Expenses met out of public funds	
Complete this review by adding total calculated expenses that <u>were</u> met out of public funds for each relevant heading	
Section	Expense Total (€)
5A - Advertising	€
5B - Publicity	€
5C – Election Posters	€
5D – Other Election Material	€
5E – Office and Stationery	€
5F – Transport and Travel	€
5G – Market Research	€
5H – Campaign Workers	€
Overall Expense total:	€

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 5 of the statement.

7. Details of Claims received 45 days after polling day (11 April 2016)

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.

8. Statutory Declaration

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

I (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 and 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

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 election 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, Equality and Defence

or

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

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.**