

## Explanatory Note

### Election Expenses Statement form Presidential Election 2018

#### **Electoral Act, 1997, as amended**

The Presidential 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**

**Email: [sipo@sipo.ie](mailto:sipo@sipo.ie)**

#### **PLEASE NOTE:**

The Standards Commission Secretariat will be available to meet presidential 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 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, 18 Lower Leeson Street, Dublin 2, D02 HE97 not later than 56 days after polling day, i.e. 21 December 2018.***

**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)**

<b>Presidential Election Agent details</b>	
<b>Name</b>	<b>Click here to enter text.</b>
<b>Address for Correspondence</b>	<b>Click here to enter text.</b>
<b>Telephone No.</b>	<b>Click here to enter text.</b>
<b>Email</b>	<b>Click here to enter text.</b>

**Authorised persons contact details**

<b>Name</b>	<b>Address</b>
<b>Name</b>	<b>Address</b>
<b>Name</b>	<b>Address</b>
<b>Name</b>	<b>Address</b>

# Election Expenses Statement

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

Following pages for public display

<b>1. Candidate details</b>	
Name	Click here to enter text.
Political Party (if non-party, please state)	Click here to enter text.

<b>2. Presidential Election Agent details</b>	
If a candidate is acting as his/her own presidential election agent, please enter "Candidate" opposite "Name" below	
Name	Click here to enter text.

**3. List here any persons authorised by the Election 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 4 OF THIS STATEMENT**

#### 4. 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.**

<b>4A</b>	<b>Advertising (whatever the medium)</b> Expenses under this heading include agency fees, design costs and other costs incurred in connection with preparing, producing, distributing or otherwise disseminating such advertising.	
<b>List advertising expenses which <u>were not</u> met out of public funds</b>		
<b>Ref.</b>	<b>Expenditure Item</b>	<b>Cost</b>
A1		€
A2		€
A3		€
A4		€
A5		€
A6		€
A7		€
A8		€
A9		€
A10		€
A11		€
A12		€
A	<b>Total:</b>	€
<b>List below advertising expenses which <u>were</u> originally met out of public funds</b>		
A13		€
A14		€
A15		€
A	<b>Total:</b>	€

Use additional pages if necessary

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

**Use additional pages if necessary**

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

**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.**

<b>4D</b>	<b>Other Election Material</b> 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.
<b>List other election material expenses which <u>were not</u> met out of public funds</b>	
<b>Ref.</b>	<b>Expenditure Item</b>
D1	€
D2	€
D3	€
D4	€
D5	€
D6	€
D7	€
D8	€
D9	€
D10	€
D11	€
D12	€
D	<b>Total:</b> €
<b>List below other election material expenses which <u>were</u> originally met out of public funds</b>	
D13	€
D14	€
D15	€
D	<b>Total:</b> €

**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.**

<b>4E</b>	<b>Office and Stationery</b> 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.
<b>List office and stationery expenses which <u>were not</u> met out of public funds</b>	
<b>Ref.</b>	<b>Expenditure Item</b>
E1	
E2	
E3	
E4	
E5	
E6	
E7	
E8	
E9	
E10	
E11	
E12	
E	<b>Total:</b>
<b>List below office and stationery expenses which <u>were</u> originally met out of public funds</b>	
E13	
E14	
E15	
E	<b>Total:</b>

**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.**

<b>4F</b>	<b>Transport and Travel</b> 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.
<b>List travel and transport expenses which <u>were not</u> met out of public funds</b>	
<b>Ref.</b>	<b>Expenditure Item</b>
	<b>Cost</b>
F1	€
F2	€
F3	€
F4	€
F5	€
F6	€
F7	€
F8	€
F9	€
F10	€
F11	€
F12	€
F	<b>Total:</b> €
<b>List below travel and transport expenses which <u>were</u> originally met out of public funds</b>	
F13	€
F14	€
F15	€
F	<b>Total:</b> €

**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.**

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

**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.**

<b>4H</b>	<b>Campaign Workers</b> 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)
<b>List campaign worker expenses which <u>were not</u> met out of public funds</b>	
<b>Ref.</b>	<b>Expenditure Item</b>
H1	€
H2	€
H3	€
H4	€
H5	€
H6	€
H7	€
H8	€
H9	€
H10	€
H11	€
H12	€
H	<b>Total:</b> €
<b>List below campaign worker expenses which <u>were</u> originally met out of public funds</b>	
H13	€
H14	€
H15	€
H	<b>Total:</b> €

**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:	€

<b>Expenses met out of public funds</b>	
Complete this review by adding total calculated expenses that <b>were</b> met out of public funds for each relevant heading	
<b>Section</b>	<b>Expense Total (€)</b>
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 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.

## 6. Details of Claims received 45 days after polling day (10 December 2018)

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 4 of the statement.

## 7. Statutory Declaration

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

I (Presidential 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 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.**