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| Return of Neighbourhood Referendum Expenses |
|  |  |  |  |  |
| To be completed and returned to the Counting Officer within 28 days after the day of the Poll |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Electoral Area |  |  |  |
|  |  | Date of Poll |  |  |  |
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|  |  |  |  |  |
|  |  |  I hereby make the following return of expenses. |  |  |
|  |  |  |  |  |  |  |
|  |  | **Signature of Agent** |  | **Date** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |
| Part one: Summary of expenses |
|  |  |  |  |  |
| **Category** | **Amount** |
| £ | pp |
| A. personal expenses (i.e. travel and subsistence) |  |  |
| B. Paid to individuals for services rendered (sub-agents, clerks, messengers, etc) |  |  |
| C. Paid for offices: |  |  |
|  C1. Hire of rooms |  |  |
|  C2. Office costs (use of computers, etc) |  |  |
| D. Paid for public meetings: |  |  |
|  D1. Hire of rooms |  |  |
|  D2. Paid to public speakers |  |  |
| E. Paid for materials to electors: |  |  |
|  E1. Design and printing costs |  |  |
|  E2. Distribution costs (e.g. postage) |  |  |
| F. Paid for advertising: |  |  |
|  F1. Posters/banners/billboards |  |  |
|  F2. Publicity materials (e.g. loudspeakers, rosettes) |  |  |
| G. Paid for stationery costs |  |  |
| H. Paid for communication costs (phone, fax, internet, etc) |  |  |
| I. Miscellaneous Items |  |  |
|  |  |  |  |  |
| Total notional expenditure |  |  |
|  |  |  |  |  |
| Total unpaid claims |  |  |
|  |  |  |  |  |
|  |  | Total expenses |  |  |

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| Part two: Payments |
|  |  |  |  |  |
| A. Breakdown of expenditure |
|  |  |  |  |  |
| Payments made by the agents (A to I) |
|  |  |  |  |  |
| Please note: For each item of expenditure reported (except those items under £10) an invoice or receipt detailing each item of expenditure must be provided in support. |
|  |  |  |  |  |
| **Item and Supplier Details**(including the category the item falls under (A to I) | **Date** | **Amount** | **Invoice no.****(if attached)** |
| Invoice Paid | Invoice Received |
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|  |  | **Total** |  |  |

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| B. Unpaid claims |
|  |  |  |  |  |
| In addition to the payments listed above, I am aware of the following unpaid claims: |
|  |  |  |  |  |
| **Item/Service** | **Date invoice received** | **Action taken or to be taken** | **Amount** |
| £ | pp |
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|  | **Total unpaid claims** |  |  |
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|  |  |  |  |  |
| C. Declaration of value of notional expenditure over £50 |
|  |  |  |  |  |
| Please note: You may have few, if any, payments to report under this section.  |
|  |  |  |  |  |
|  |  |  |  |  |
| I hereby declare that the following individual amount(s) of expenditure incurred and listed below at Part 2C of this return represents the full and true value as calculated in accordance with that section. |
|  |  |  |  |  |
| Signed |  | Date |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Item** | **Date(s) or Period Expenditure Incurred** | **Commercial Cost of Item** | **Actual Cost Paid** | **Value of Notional Expenditure** |
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|  | **Total notional expenditure** |  |  |