



Association of Electoral Administrators

Election Training 2010

Election Accounts Course

**A 1 day course on the completion and submission
of Election Accounts**

**12th July 2010 – Andover
15th July 2010 – York
19th July 2010 – Camden
23rd July 2010 - Birmingham**

Overview of the Course

Once the dust has settled we will all need to submit Parliamentary election accounts within the prescribed time.

This one-day course will take you step by step through the procedure to ensure:

- you are able to claim further advances as soon as possible;
- accounts are submitted on time – and you are not penalised for late delivery;
- all relevant back-up documents are provided in a clear and simple way;
- costs are allocated to the correct heads of expenditure;
- costs are shared properly where combined polls are involved
- VAT, tax and superannuation are accounted for properly;
- you understand which types of expenditure are acceptable (and crucially which are not!);
- you know what to do if you find you have overspent on the overall allocation;
- you are able to recover the maximum amounts possible.

Given recent police investigations into personal payments made to Returning Officers and Electoral Administrators it is essential that such payments are transparent and are justified by a clear audit trail. This issue will be discussed in detail and good practice shared so you don't end up in the dock!

Course Programme

0930	Registration and coffee
1000	Introduction
	Overview of the system
	MoJ Guidance and requirements
	Contents of the claim form
1115	Coffee
1130	Core team payments
	Use of expert help
1300	Lunch
1345	Allowable expenditure
	Allocation to heads
1445	Tea
1500	Completion and submission
	Issues and concerns
	Final thoughts and questions
1545	Close

The Trainers

The trainers will be selected from a list of AEA accredited trainers with experience and knowledge of election administration. They will particularly be experienced in the completion and submission of election accounts.

Method

MoJ forms and guidance will be referred to by the trainers who will also provide practical guidance and advice on their completion. Through examples, discussion and group exercises allocations and allowable expenditure will be identified.

Who Should Attend?

The course has been designed to assist those administrators and others who have the task of completing and submitting election accounts for the PGE.

Registration Fees and Cancellation

First delegate £195 + VAT

Second and subsequent delegate(s) £95 + VAT

If you cannot attend a substitute may attend in your place, otherwise the following charges apply:

Less than two weeks before the event 100%
Less than four weeks before the event 60%
More than four weeks before the event £20

All relevant training may be charged to central government funds (and shared at combined polls, subject to agreement). This gives an excellent opportunity for elections staff to receive quality training to help ensure a successful election.

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.

Course Title	AC1 – Election Accounts Course
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Please select the venue and date the people detailed below wish to attend. If attending more than one venue, please complete another form.

Venue	Date	Attend	Venue	Date	Attend
Andover	12 th July 2010		York	15 th July 2010	
Camden	19 th July 2010		Birmingham	23 rd July 2010	

Which Local Authority / Organisation do the people detailed below work at?

Local Authority	
Address	

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person. **If you do not receive an email acknowledgement from us you have not been booked onto the course.**

First Name	Surname	Email	Telephone

Anyone have special needs / dietary requirements?	
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The table below lists the charges for attending the course. Please indicate how many there are of each type and calculate the total cost.

	Number	Fee ex VAT	VAT	Fee inc VAT
First Delegate		£195.00	£34.13	£229.13
Subsequent Delegate(s)		£95.00	£16.63	£111.63
			Total	£

Please tick to indicate your method of payment.

Cheque (Enclosed)	<input type="checkbox"/>	Cheques should be made payable to 'Association of Electoral Administrators' Payment by BACS: The Association of Electoral Administrators Bank Sort Code: 089001 Bank Account Number 70644001 Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA	
Cheque (To Follow)	<input type="checkbox"/>		
BACS	<input type="checkbox"/>		
Order Number		Require Invoice?	<input type="checkbox"/>
Invoices To			

Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN or **Fax 0191 553 1389**. Telephone enquiries 0191 561 1144

