



Election Accounts 2019



Aim	To prepare attendees for the submission of timely and accurate election accounts which meet Electoral Claims Unit requirements.
Objectives	<ul style="list-style-type: none">• Understand the practical steps involved with collating a claim• Identify good practice and methods to simplify the process• Appreciate what can and cannot be recharged
Audience	Anyone who will be involved with putting together a claim accounting for expenditure at the European Parliamentary Election, including local authority accountants and auditors.

Course Overview

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

- 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;
- 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;
- costs are shared properly if combined polls are involved.

In particular, the course will address issues concerning integrity and probity, as, with regard to election accounts, it is essential that all payments are transparent and are justified by a clear audit trail. It will also help participants to avoid instances where the Election Claims Unit (ECU) is required to come back to you for further clarification or to dispute your accounts.

Attendees will be provided with a pack on arrival at the course, containing course notes, guidance documents and example materials.

Each course runs from 10.00 until 16.00 with breaks for lunch as well as tea and coffee.

Dates and Venues

Monday 10 June 2019	Andover
Friday 5 July 2019	Coventry
Monday 8 July 2019	Preston
Friday 12 July 2019	Camden
Friday 19 July 2019	Cambourne
Thursday 25 July 2019	Camden
Friday 26 July 2019	York

Cost of Attendance

First delegate	AEA member – £275 (plus vat)
	Non-member – £358 (plus vat)
Second and subsequent delegates from the same Authority*	AEA member – £138 (plus vat)
	Non-member – £179 (plus vat)

Non-members wishing to join the Association may download a membership application at www.aea-elections.co.uk/join

*If delegates from the same Authority wish to attend this course on different dates/at different venues please indicate clearly on the booking form.

If you cannot attend a substitute may attend in your place, otherwise the following cancellation 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.

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