



Election Accounts 2021

Aim

To prepare delegates to submit timely and accurate election accounts which meet Electoral Claims Unit requirements.

Objectives

1. Understand the practical steps involved with collating a claim
2. Identify good practice and methods to simplify the process
3. Appreciate what can and cannot be recharged

Skill level

Anyone involved with putting together a claim accounting for expenditure at the Police and Crime Commissioner elections, including local authority accountants and auditors.

Course overview

This one-day course will take you step by step through the procedure for submitting your election accounts to make sure that:

- Accounts are submitted on time and you are not penalised for late delivery.
- All relevant supporting documents are provided in a clear and simple way.
- Costs are allocated to the correct heads of expenditure.
- Costs are shared properly for any combined polls.
- VAT, tax and superannuation are properly accounted for.
- 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.

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

You 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

19 May 2021

Online via Microsoft Teams

25 May 2021

Online via Microsoft Teams

Cost

First delegate

AEA member – £296 (plus vat)
With member support fund discount **£200 (plus vat)**

Second delegate from the same authority

AEA member – £149 (plus vat)
With member support fund discount **£100 (plus vat)**

Subsequent delegates from the same authority*

AEA member – £149 (plus vat)
With member support fund discount **£50 (plus vat)**

Non-member

Non-member – **£386 (plus vat)**

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

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

Terms and Conditions

Cancellation

If you cannot attend, a substitute from your local authority may attend in your place. Otherwise the following charges will 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 a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email training@aea-elections.co.uk to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)