

# SCOTTISH INDEPENDENCE REFERENDUM

## FORM A

### Summary of Accounts

This form summarises the total amounts claimed under each category of expenditure, deducts any advances paid, and shows the final total claimed for the referendum.

FOR OFFICIAL USE ONLY

DATE RECEIVED

REF. NUMBER

Return address: Please send the completed form to:

Electronic version: [referendum@scotland.gsi.gov.uk](mailto:referendum@scotland.gsi.gov.uk)

Paper version: Scottish Government Referendum Team  
2 West  
St Andrews House  
Edinburgh  
EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2742

- Throughout this spreadsheet, please only enter information in the cells coloured YELLOW. Please DO NOT enter information in cells coloured ORANGE; amounts will appear automatically in the orange cells based on information provided elsewhere in this and other pages of the spreadsheet.
- A breakdown of the amounts listed below must be entered on the appropriate forms (E to J) which are on the other pages of this spreadsheet.
- Where invoices or vouchers are required, scanned copies may be sent electronically.
- This claim must be completed in accordance with the expenses guidance. The deadline for submission is Friday 20 March 2014.
- Further detailed guidance on the completion of this and the accompanying forms is contained in the Counting Officer's Expenses Guidance, provided by the Scottish Government.

### 1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area: Aberdeen City

### 2. AMOUNTS CLAIMED UNDER EACH HEAD OF EXPENDITURE FOR SPECIFIED SERVICES

Head of expenditure	Amount claimed
Polling stations (Form F)	£197,966.32
Postal votes (Form G)	£105,041.63
Poll cards (Form H)	£64,911.40
The count (Form I)	£102,580.58
Other costs (Form J)	£16,234.89
<b>Total amount claimed</b>	<b>£486,734.82</b>

The total claimed must not exceed the maximum recoverable amount due as it appears in the Charges Order

Maximum recoverable amount 369,080.00

Underspend OVERSPEND

### PLEASE PROVIDE AN EXPLANATION OF ANY OVERSPEND ON THE COMMENTS FORM

Please note that if the MRA is exceeded the claim will be subject to full scrutiny and supporting documentation in respect of all expenditure will need to be submitted with the claim

### 3. ADVANCES RECEIVED FOR SPECIFIED EXPENSES

Type of advance	Amount received
Initial advance	276,810
Further advance	



Total amount advanced

£276,810.00

#### 4. BALANCE DUE OR OWED FOR SPECIFIED EXPENSES

Total amount claimed (from 2 above)

£486,734.82

Total amount advanced (from 3 above)

£276,810.00

Balance due or owed for specified expenses

£209,924.82

#### 5. COUNTING OFFICER'S FEE FOR SERVICES

Total Counting Officer's fee (as shown on Charges Order)

£8,267.00

Balance payable following referendum

£8,267.00

#### 6. OTHER DETAILS

Number of eligible electors in voting area

175,751.00

Number of postal voters in voting area

41,472.00

Number of proxy voters in voting area

1,180.00

#### 7. COUNTING OFFICER'S SIGNATURE AND CONFIRMATION

I declare that this account, submitted for the purposes of the payment of charges in respect of services necessarily rendered and expenses necessarily incurred for the efficient and effective conduct of this referendum in the area for which I am responsible, is correct to the best of my knowledge and belief.

Signature of Counting Officer

Name of Counting Officer

Date

Signature of Director of Finance

# SCOTTISH INDEPENDENCE REFERENDUM

## FORM B

### Appointment of Deputies

This form provides the Scottish Government with specimen signatures of Counting Officers, Directors of Finance and Deputy Counting Officers.

Return address: Please send the completed form to:

Electronic version:	<a href="mailto:referendum@scotland.gsi.gov.uk">referendum@scotland.gsi.gov.uk</a>
Paper version:	Scottish Government Referendum Team 2 West St Andrews House Edinburgh EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2742

- For audit purposes, the Scottish Government is required to hold specimen signatures of Counting Officers, Directors of Finance and Counting Officers' properly appointed Deputies, together with copies of the documents appointing such Deputies.
- This will enable us to confirm that the person who has signed these forms has been properly authorised to do so.
- Please ensure, therefore, that this form is accompanied by copies of the necessary documents of appointment.
- As Form C requires signatures confirming that the terms of the initial advance are accepted, Form B needs to be submitted at the same time, i.e. by 20 June 2014.

#### 1. LOCAL GOVERNMENT AREA

Local government area:

Aberdeen City

#### 2. COUNTING OFFICER - to be signed by the CO who is appointing deputies to act on their behalf

Counting Officer name

Angela Scott

Counting Officer signature

email

[anscott@aberdeencity.gov.uk](mailto:anscott@aberdeencity.gov.uk)

Date

Tel

01224 522550

#### 3. DIRECTOR OF FINANCE

Director of Finance name

Ewan Sutherland

Director of Finance signature

email

[esutherland@aberdeencity.gov.uk](mailto:esutherland@aberdeencity.gov.uk)

Date

Tel

01224 522192

#### 4. COUNTING OFFICER DEPUTIES

1 Deputy (with full powers) name

David Gow

Deputy (with full powers) signature

email

[davidgow@aberdeencity.gov.uk](mailto:davidgow@aberdeencity.gov.uk)

Date

Tel

01224 523881

2 Deputy (with full powers) name

Steven Dongworth

Deputy (with full powers) signature

email

[sdongworth@aberdeencity.gov.uk](mailto:sdongworth@aberdeencity.gov.uk)

Date

Tel

01224 522966



# SCOTTISH INDEPENDENCE REFERENDUM

## FORM C

### Bank account details

This form provides the Scottish Government with bank account and other details to enable us to make payments to your account.

FOR OFFICIAL USE ONLY

DATE RECEIVED

REF. NUMBER

Return address: Please send the completed form to:

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Paper version: Scottish Government Referendum Team  
2 West  
St Andrews House  
Edinburgh  
EH1 3DG

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- Please return this form to the Scottish Government by **20 June 2014**, (along with Form B, which includes specimen signatures).
- The information supplied will be held on computer and may be cross-checked against other records, to prevent duplication of data or fraud.
- Insofar as information provided on this form is classed as 'Personal Data' under the Data Protection Act 1998, it will be treated as such in accordance with the provisions of that Act.
- Payments will be made by BACS Ltd as this offers greater security for your payment and speedier banking direct to your account.

### 1. LOCAL GOVERNMENT AREA AND CONTACT DETAILS

a. Local Government Area	Aberdeen City		
b. Address for correspondence	Elections Office		
	Town House		
	Broad Street		
	City/Town	Aberdeen	Postcode AB10 1FY
c. Please enter details of the officer to whom enquiries about payments should be directed.	Name David Gow		
	Telephone	01224 523881	Fax
	e-mail address	<a href="mailto:davidgow@aberdeen.gov.uk">davidgow@aberdeen.gov.uk</a>	

### 2. PAYMENT DETAILS

For payment by BACS, please complete the following details:

Bank or Building Society name	Clydesdale Bank PLC
Branch	Principal Branch, 1 Queens Cross, Aberdeen
Sort Code*	82-60-11
Building Society Roll No.*	
Bank Account No.*	REDACTED
Account name	Aberdeen City Council

\* For a bank account, these details refer to the sort code of the bank and the bank account number of your business (your bank account number will be 8 digits long). If you have a building society account, they refer to the building society's bank details.

### 3. AUTHORISATION OF COUNTING OFFICER AND ACCEPTANCE OF TERMS

I will:

- account properly and on time for any advances;
- repay any unspent funds that have been advanced to me; and
- use any advances only in accordance with the provisions in the Charges Order.

Signature of Counting Officer

Counting Officer's Name

Angela Scott

Telephone

01224 522550

Fax

email address

[anscott@aberdeencity.gov.uk](mailto:anscott@aberdeencity.gov.uk)

Date

Signature of Director of Finance

Date

**4. SG AUTHORISATION (for SG use only)**

**Signature of Authorising Officer**

Signature

Name

Email  
address

Grade

Date

**Signature of Deputy Director**

Signature

Name

Email  
address

Grade

Date



**SCOTTISH INDEPENDENCE REFERENDUM**

**FORM D**

**Application for further advance**

This form allows you to apply for an advance further to your initial advance and to any other advances previously granted.

FOR OFFICIAL USE ONLY	
DATE RECEIVED	
REF. NUMBER	

**Return address:** Please send the completed form to:

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Paper version: **Scottish Government Referendum Team**  
2 West  
St Andrews House  
Edinburgh  
EH1 3DG

Should you have any queries about the completion of this form, please phone: 0131 244 2742

- All payments will be made to the Counting Officer's bank account, the details of which must be notified on Form C.
- The conditions under which initial and further advances will be made are contained in the Counting Officers' Expenses Guidance Notes, including details of the documentation which should accompany this application.
- The form should be signed by the Counting Officer and the Director of Finance.

**1. LOCAL GOVERNMENT AREA**

This claim is made in respect of:

Local government area:

**2. ADVANCE SOUGHT**

Having received and spent my initial advance, I hereby apply for a further advance of:

**3. COUNTING OFFICER'S SIGNATURE AND CERTIFICATION**

I certify that this advance is the minimum which will allow me to meet essential outstanding payments due for the conduct of this election which should be settled without delay. Any advances already received have been taken into account in determining the above amount.

I will:

- account properly and on time for any advances;
- repay any unspent funds that have been advanced to me; and
- use any advances only in accordance with the provisions in the Charges Order.

Signature

Date

Counting Officer's Name

Telephone

Email address

**SCOTTISH INDEPENDENCE REFERENDUM**

**FORM E**

**Counting Officer's Services**

This form allows you to claim for the Counting Officer's services.

- This form should accompany Form A.
- The maximum amounts recoverable for the services specified in the Charges Order are listed for each counting area in Schedule 1 to the Order. The total of your claim must not exceed the amount shown for this counting area.
- If you have shared this amount with any of your deputies you should indicate how you have apportioned the payments at 3 below, and include evidence of payment and details of the duties performed.
- The amount entered at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

**1. LOCAL GOVERNMENT AREA**

This claim is made in respect of:

Local government area:

**2. AMOUNT CLAIMED**

Fee for Counting Officer's services (Head E1)

The amount of this fee is specified in the Charges Order.

**3. APPORTIONMENT OF AMOUNTS**

List here the names and job titles of any deputies with whom you have shared this amount, any other payments made and the amounts involved.

Name and job title	Amount
REDACTED	£2,448.75
REDACTED	£2,448.75
REDACTED	£1,798.75
REDACTED	£1,570.75



# SCOTTISH INDEPENDENCE REFERENDUM

## FORM F

### Polling Station Costs

This form details the amounts claimed for polling station costs.

- This form should accompany Form A.
- Please DO NOT enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of Annex A to Form F. Please only complete the yellow cells.
- The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet.

#### 1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

#### 2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

Head of expenditure	Amount claimed
Presiding Officers' pay (head F1)	£57,330.00
Poll Clerks' pay (head F2)	£38,030.00
Supervising Officers' pay (head F3)	£3,500.00
Travel and subsistence (head F4)	£43.55
Training (head F5)	£19,360.00
Accommodation costs – permanent polling stations (head F6)	£34,291.77
Accommodation costs – temporary polling stations (head F7)	£0.00
Preparation and transport costs (head F8)	£18,973.53
Equipment costs (head F9)	£15,845.31
Costs of printing ballot papers (head F10)	£10,592.16
<b>Total costs</b>	<b>£197,966.32</b>

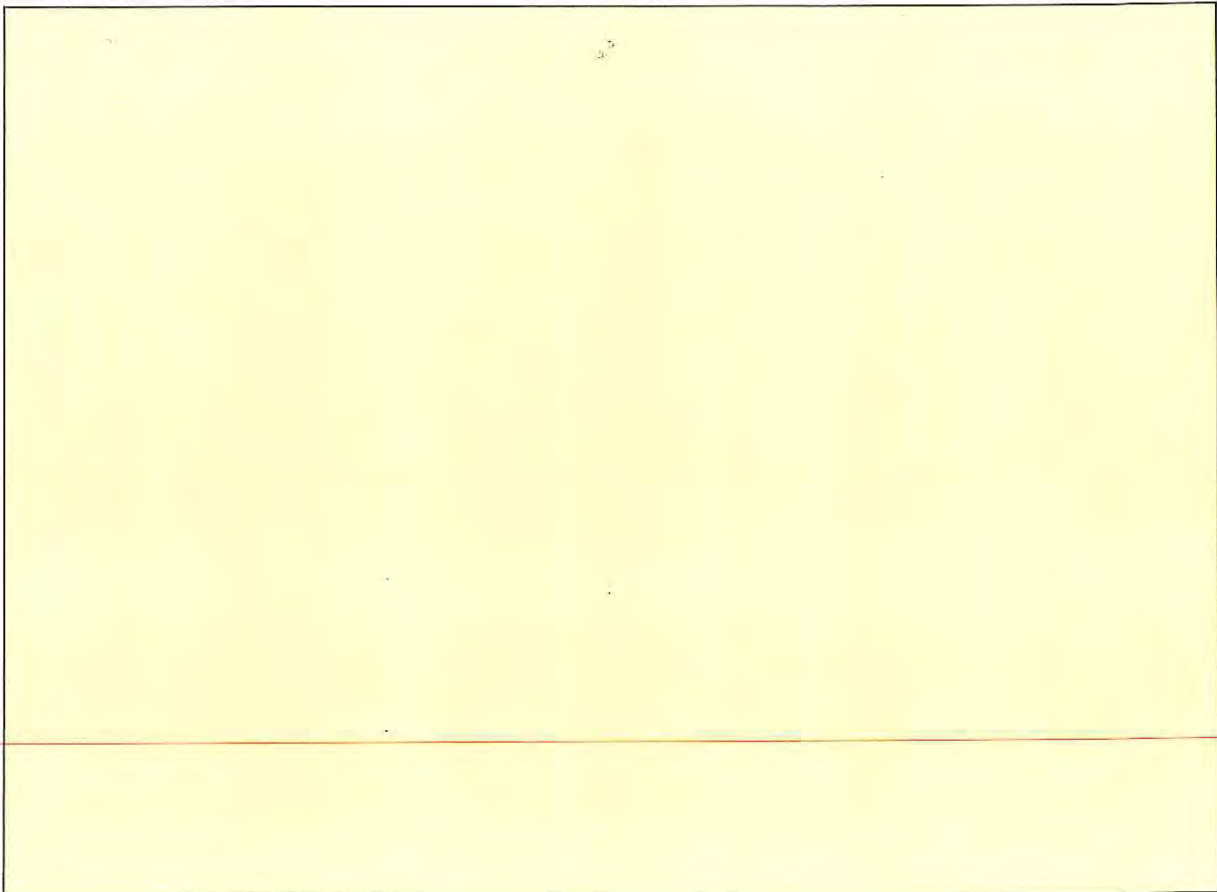


# FORM F - Additional Information

## Polling Station Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

A large, empty yellow rectangular box with a black border, intended for inserting comments. The box is currently blank.

**SCOTTISH INDEPENDENCE REFERENDUM**

**FORM G**

**Postal Voting Costs**

This form details the amounts claimed for postal voting costs.

- This form should accompany Form A.
- Please **DO NOT** enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of Annex A to Form G. Please only complete the yellow cells.
- The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

**1. LOCAL GOVERNMENT AREA**

This claim is made in respect of:

Local government area:

Aberdeen City

**2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE**

Head of expenditure	Amount claimed
Staff costs – preparation and issue (head G1)	£0.00
Staff costs – opening and checking (head G2)	£1,500.00
Training (head G3)	£0.00
Cost of printing and stationery (head G4)	£20,419.63
Postage – outward (head G5)	£19,880.23
Postage – inward (head G6)	£19,428.15
Accommodation costs (head G7)	£145.50
Equipment costs (head G8)	£43,668.12
<b>Total costs</b>	<b>£105,041.63</b>

**3. NUMBER OF POSTAL VOTERS**

Number of postal voters	41,472
Percentage of postal voter identifiers checked	100



# FORM G - Additional Information

## Postal Voting Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

G8 details the costs of the Postal Vote Management Service provided by Idox.

G7 details the accommodations and subsistence costs of the staff member inspecting the postal votes on-site before issue.





This form must be supported by proof of payment as set out in the guidance

**Additional explanation of entries under Form G, Heads G1 to G3**

3 Postal Vote Managers responsible for management of the postal vote service and for supervision and management of the opening sessions. Paid different amounts based on the time allocated to it. Postal Vote Inspection Manager responsible for on-site inspection of postal votes before issue to Royal Mail.





# SCOTTISH INDEPENDENCE REFERENDUM

## FORM H

### Poll Card Costs

This form details the amounts claimed for the costs of poll cards.

- This form should accompany Form A.
- Please **DO NOT** enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of Annex A to Form H. Please only complete the yellow cells.
- The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

#### 1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

Aberdeen City

#### 2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

##### Head of expenditure

Staff costs – preparation (head H1)

Equipment costs (head H2)

Cost of printing and stationery (head H3)

Postage or delivery (head H4)

Total costs

##### Amount claimed

£0.00

£0.00

£8,090.77

£56,820.63

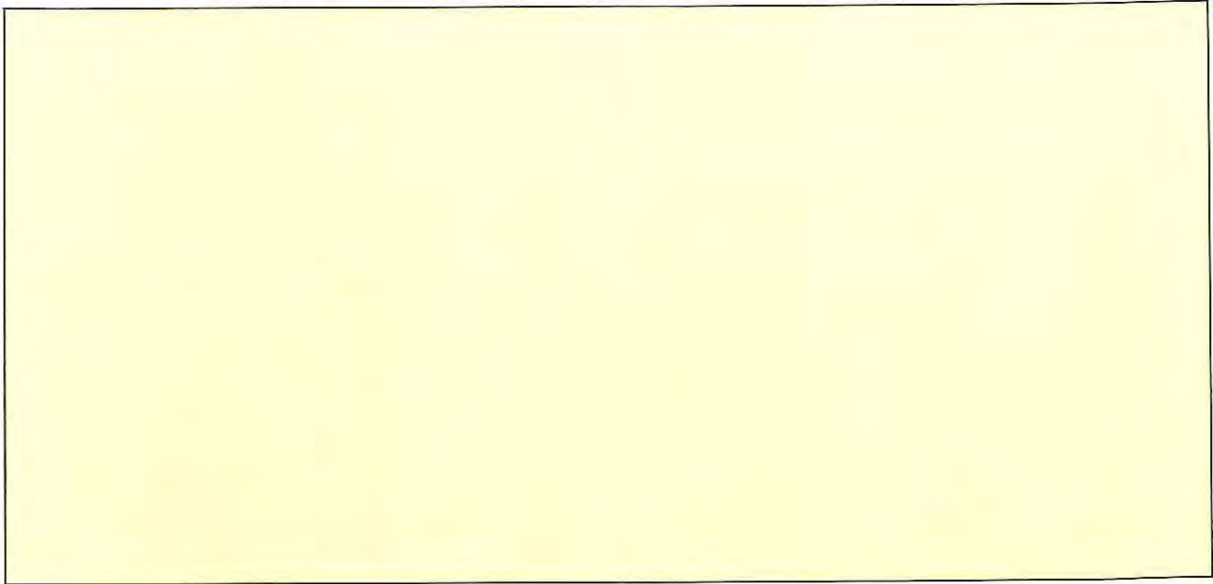
£64,911.40

## FORM H - Additional Information

### Poll Card Costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.





# SCOTTISH INDEPENDENCE REFERENDUM

## FORM I

### Count costs

This form details the amounts claimed for the costs of running the count.

- ◆ This form should accompany Form A.
- ◆ Please DO NOT enter any amounts in the orange cells below. These cells will automatically be filled if amounts are entered into the yellow cells of the Annex A to Form I. Please only complete the yellow cells.
- ◆ The total amount shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

#### 1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

Aberdeen City

#### 2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

##### Head of expenditure

Counting staff pay (head I1)  
Supervisory, ancillary and IT staff pay (head I2)  
Travel and subsistence (head I3)  
Training (head I4)  
Accommodation costs (head I5)  
Equipment costs (head I6)  
Transport costs (head I7)  
Security costs (head I8)

##### Amount claimed

£43,375.00
£5,375.00
£2,890.07
£6,280.00
£21,447.60
£12,420.03
£2,415.00
£8,377.88
£102,580.58

Total costs

# FORM I - Additional Information

## Count costs

Use this side of the form to detail any additional information, including justification for any costs that are higher than expected.

Please insert comments in the box below.

Security costs include security at postal vote opening sessions and the count.



# SCOTTISH INDEPENDENCE REFERENDUM

## FORM J

### Other costs

This form details the amounts claimed for the costs of running the count.

- This form should accompany Form A.
- In Annex B to this form, list the amounts for materials and services.
- Please **DO NOT** enter any amounts in section 2 of Form J. These cells will automatically be filled if amounts are entered into the yellow cells of the annexes to Form J.
- The total amount and the parish poll costs shown at 2 below will be automatically carried into Form A by this spreadsheet. Please do not enter this amount again on Form A.

#### 1. LOCAL GOVERNMENT AREA

This claim is made in respect of:

Local government area:

Aberdeen City

#### 2. AMOUNT CLAIMED UNDER EACH HEAD OF EXPENDITURE

##### Head of expenditure

##### Amount claimed

Payments to staff that cannot be recorded elsewhere (head J1)

£0.00

Travel and subsistence not accounted for elsewhere (head J2)

£0.00

Materials and services (head J3)

£16,234.89

Total costs

£16,234.89





# Form K

## Additional information

This form must be supported by corresponding vouchers or invoices in all cases.

Additional explanation

Additional explanation