

# 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: GLASGOW

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

Head of expenditure	Amount claimed
Polling stations (Form F)	£511,798.84
Postal votes (Form G)	£192,314.07
Poll cards (Form H)	£158,504.23
The count (Form I)	£144,843.86
Other costs (Form J)	£42,811.73
<b>Total amount claimed</b>	<b>£1,050,272.73</b>

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

Maximum recoverable amount 925,123.00

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	693,842.25
Further advance	0

Total amount advanced	£693,842.25
<b>4. BALANCE DUE OR OWED FOR SPECIFIED EXPENSES</b>	
Total amount claimed (from 2 above)	£1,050,272.73
Total amount advanced (from 3 above)	£693,842.25
Balance due or owed for specified expenses	£356,430.48
<b>5. COUNTING OFFICER'S FEE FOR SERVICES</b>	
Total Counting Officer's fee (as shown on Charges Order)	£22,648.00
Balance payable following referendum	£22,648.00
<b>6. OTHER DETAILS</b>	
Number of eligible electors in voting area	486,221
Number of postal voters in voting area	74,329
Number of proxy voters in voting area	411,892
<b>7. COUNTING OFFICER'S SIGNATURE AND CONFIRMATION</b>	
<p>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.</p>	
Signature of Counting Officer	
Name of Counting Officer	GEORGE BLACK
Date	20/03/2015
Signature of Director of Finance	
Name of Director of Finance	
Date	20/03/2015

# 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: [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:

- 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:

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

Counting Officer name

Counting Officer signature

email

Date

Tel

#### 3. DIRECTOR OF FINANCE

Director of Finance name

Director of Finance signature

email

Date

Tel

#### 4. COUNTING OFFICER DEPUTIES

1 Deputy (with full powers) name

Deputy (with full powers) signature

email

Date

Tel

2 Deputy (with full powers) name

Deputy (with full powers) signature

email

Date

Tel

**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	

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 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

b. Address for correspondence

Election Office	
Room BO7	
40 John Street	
City/Town	Glasgow
Postcode	G1 1JL

c. Please enter details of the officer to whom enquiries about payments should be directed.

Name	David J Miller	
Telephone	0141-287-5684	Fax 0141-287-0222
e-mail address	<a href="mailto:david.miller@glasgow.gov.uk">david.miller@glasgow.gov.uk</a>	

**2. PAYMENT DETAILS**

For payment by BACS, please complete the following details:

Bank or Building Society name	The Royal Bank of Scotland
Branch	Glasgow City Branch
Sort Code*	
Building Society Roll No.*	
Bank Account No.*	
Account name	

\* 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	George Black	
Telephone	0141-287-4739	Fax 0141-287-3627
email address	<a href="mailto:george.black@glasgow.gov.uk">george.black@glasgow.gov.uk</a>	
	Date	
Signature of Director of Finance		
	Date	

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

**Signature of Authorising Officer**

Signature	<input type="text"/>	Name	<input type="text"/>
Email address	<input type="text"/>	Grade	<input type="text"/>
		Date	<input type="text"/>

**Signature of Deputy Director**

Signature	<input type="text"/>	Name	<input type="text"/>
Email address	<input type="text"/>	Grade	<input type="text"/>
		Date	<input type="text"/>

**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	

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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: **GLASGOW**

**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:

GLASGOW

#### 2. AMOUNT CLAIMED

Fee for Counting Officer's services (Head E1)

£22,648.00

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

# 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:

GLASGOW

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

##### Head of expenditure

##### Amount claimed

Presiding Officers' pay (head F1)

£110,688.00

Poll Clerks' pay (head F2)

£80,405.00

Supervising Officers' pay (head F3)

£12,214.00

Travel and subsistence (head F4)

£5,955.00

Training (head F5)

£42,615.00

Accommodation costs – permanent polling stations (head F6)

£84,351.63

Accommodation costs – temporary polling stations (head F7)

£7,000.00

Preparation and transport costs (head F8)

£141,317.07

Equipment costs (head F9)

£0.00

Costs of printing ballot papers (head F10)

£27,253.14

**Total costs**

**£511,798.84**

# 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.

The total cost of £511,798 is marginally higher than previous election claims. This is predominantly due to the higher number of polling workers required in response to the direction received from the Chief Counting Officer associated with the unprecedented high levels of voter turnout. Additional ballot papers were also required for this reason.





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

**Additional explanation of entries under Form F, Heads F1 to F5**

392 x Presiding Officers each received a basic fee of £205. Where there was more than one polling station in a given campus one presiding officer was assigned "Chief Presiding Officer" Status, for which an additional £18 basic fee was paid in recognition of additional responsibility. 136 x presiding officers were assigned Chief Presiding Officer status. A fixed allowance of £40 was paid to each individual for the purpose of attending training seminars and a fixed travel allowance of £5 was also paid. These rates and numbers are in line with previous elections.

478 x Polling Clerks each received a basic fee of £135. A fixed allowance of £40 was paid to each individual for the purpose of attending training seminars and a fixed travel allowance of £5 was also paid. These rates and numbers are in line with previous elections.

182 x Referendum Polling Clerks each received a basic fee of £45. A fixed allowance of £40 was paid to each individual for the purpose of attending training seminars and a fixed travel allowance of £5 was also paid. This is was a new and additional role compared to other elections and was required due to the unprecedented high levels of voter turnout anticipated and essential to preventing excessive delays and queues at polling stations. RPCs employed were all under 18 years of age and therefore we were unable to employ them for the full polling duration. Each were employed on a 0.5 FTE basis thereby fulfilling the role of to 91 PC's

4 x individuals required to be seperately appointed to deal with claims of voter impersonation. This became a requirement as a result of the high number of last minute voter registration and issues expeired with significant numbers of registered voters who had never previously voted.

8 x individuals were employed to provide training to polling staff across a number of training sessions

# 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:

GLASGOW

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

##### Head of expenditure

##### Amount claimed

Staff costs – preparation and issue (head G1)

£15,792.91

Staff costs – opening and checking (head G2)

£69,010.11

Training (head G3)

£0.00

Cost of printing and stationery (head G4)

£41,606.82

Postage – outward (head G5)

£20,828.15

Postage – inward (head G6)

£21,076.08

Accommodation costs (head G7)

£0.00

Equipment costs (head G8)

£24,000.00

**Total costs**

**£192,314.07**

#### 3. NUMBER OF POSTAL VOTERS

Number of postal voters

74,329

Percentage of postal voter identifiers checked

89%

# 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.

The number of individuals registered for Postal Voting has more than doubled in recent years (32,316 registered in 2009 v 74,329 registered in 2014). The figure is steadily increasing and this aspect is creating a growing cost pressure which affects all cost lines.

In previous years we have effectively subsidised the resourcing of this element, reflecting only notional fees for staff instead of the real cost to the council. However we identified a significant shortage in available staff resources in 2014 due to a combination of the operational impact of hosting the 2014 Commonwealth Games and also the effect of recent major staff rationalisation programmes. We opted to contract provision of our postal vote managed service to a 3rd party provider (Ibox). We consider the contracted cost of £65,803.8 + vat to be less than equivalent true cost of utilising Council staff to provide this function (estimated as £105,715). We have therefore included the lesser figure in our claim. Note that whilst VAT is applied to contract payments, but not staff fees, it represents an additional cost to this claim. The Council would normally be in a position to recover the associated VAT when holding a Local Authority election.



**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**

We have contracted out provision of our postal vote managed service to a 3rd party Idox. This was done for 2 reasons - 1. Available staff shortages due the operational impact of hosting 2014 Commonwealth Games and staff rationalisation programme 2. Improved value for money, as the contracted cost of £65,803.80 excluding vat is calculated to be less than the equivalent real cost of utilising Council staff to provide this function (estimated as £105,715). We have included the lesser figure in our claim. Idox have provided us with their approximate estimate of how their charge of £78,964.56 inclusive of vat specifically relates to the following elements : Preparation & Issue (20% of balance) £15,792.91 + Opening & Checking (80% of balance) £63,171.65

The costs of £1,926 + £37.50 reflects payments issued to 9 staff to assist in the function of Postal Vote verification. Individual payments were calculated based on the number of sessions each attended

The cost of £1,750 reflects payments issued to 4 staff to assist in the function of Postal Vote adjudication. Individual payments were calculated based on the number of sessions each attended

One postal vote manager was appointed and the fee of £2,125 is representative of the level of work and responsibility associated.

# 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:

GLASGOW

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

Head of expenditure

Amount claimed

Staff costs – preparation (head H1)

£0.00

Equipment costs (head H2)

£0.00

Cost of printing and stationery (head H3)

£19,478.66

Postage or delivery (head H4)

£139,025.57

Total costs

£158,504.23