

# FEES AND CHARGES REPORT

## APPENDIX 1 – ELECTORAL SERVICES

### 1. Service Description

Electoral Service has a limited number of Fees and Charges namely:

- Sales of electoral registers
- Sales of copies of Return of Declaration of Election Expenses

The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

### 2. Prior years analysis, current financial year projections

The table below illustrates the actual income received 2018-19 and 2019-20 and an estimate for 2020-21. The income within this is non-controllable.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 Forecast (£)
Letters confirming electors register	(75)	0	0
Other Sales	(1,732)	(1,738)	(1,800)
<b>Total Income</b>	<b>(1,807)</b>	<b>(1,738)</b>	<b>(1,800)</b>
<b>Budget</b>	<b>(3,500)</b>	<b>(1,800)</b>	<b>(1,800)</b>

### 3. COVID Impact

The sale of registers will be down this year as all elections have been postponed until May 2021. This means political parties will not be purchasing copies of the marked registers as in previous years.

### 4. Pricing

The statutory charges are set to recover costs.

### 5. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with primarily credit rating companies. We have 5 main customers who have repeat orders for the information year on year.

**6. Proposed Charging**

No proposed changes for 2021/22 as statutory charges have not changed.

**7. Recommendation**

Members are asked to approve charges for 2021-22 as detailed below;

**Policy and Resources Committee**

**Central & Democratic Services**

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
£	£	% Type	£	£	£	£	

**Electoral Services (Statutory):**

Sales of Electoral Registers/ Postal Vote Return report following Election	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Sales of full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Computer Data: Electoral Registers/ Postal Vote Return report following Election	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Computer Data: Full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses - Per side	£0.20	£0.20	0%	£0.00	£0.20	£0.00	£0.20	OS