

FEES AND CHARGES REPORT**ELECTORAL SERVICES****1. Service Description**

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

- Letters confirming elector's register
- Sales of electoral registers
- Inspection of Return of Declaration of Election Expenses

The charges are set by section 110 of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

Electoral Income			
Income achieved	2015-16	2016-17	2017-18
Letters confirming electors register	-252	-60	-156
Supply of computer data	-22	-22	-22
Other Sales	-3,172	-3,256	-3,214
Total Income	-3,446	-3,338	-3,392
Budget	-4,000	-4,000	-4,000

The income within this service area is non controllable, the figures for 2017-18 are an estimate only based on previous years actuals. No increases have been proposed for these fees and charges from Central Government.

3. Pricing

The statutory charges are set to recover costs.

4. 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 4 main customers who have repeat orders for the information year on year.

5. Proposed Charging

The charges for Electoral Services are Statutory Fixed and remain unchanged from 2016/17 at this time, we will update accordingly if any amendments are made.

6. Recommendation

Members are asked to approve charges for 2018-19 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.

2017/18	Proposed Increase		2018/19	VAT Amount	2018/19 Charge Inc. VAT	VAT Rate
£	% Type	or £	£	£	£	

Electoral Services (Statutory):

Letters confirming elector's register	£12.00			£12.00	£0.00	£12.00	OS
Copy of "old" electoral registers	£50.00			£50.00	£0.00	£50.00	OS
Sales of Electoral Registers	£10.00			£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00			£5.00	£0.00	£5.00	OS
- Concession	£0.25			£0.25	£0.00	£0.25	OS
Supply of Computer Data	£20.00			£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50			£1.50	£0.00	£1.50	OS
- Concession (minimum fee £30.00)	£1.80			£1.80	£0.00	£1.80	OS
Address/Elector labels	- Per thousand names or part	£25.00		£25.00	£0.00	£25.00	OS
	- Concession	£12.00		£12.00	£0.00	£12.00	OS
Inspection of Return of Declaration of Election Expenses	£1.50			£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses per side	£0.20			£0.20	£0.00	£0.20	OS