

Appendix 2: Income and Expenditure Statements for All-Party Parliamentary Groups

1. Any group which is registered in the 2015 Parliament²⁶ and which receives more than £12,500 in money or in kind **from outside Parliament** in its reporting year²⁷ must establish arrangements to record and account for income and expenditure. This Appendix sets out what is required.

2. Benefits are received **from outside Parliament** if they are not given by one or both Houses, or by the Independent Parliamentary Standards Authority (IPSA).

When income and expenditure statements are required

3. Any group which received over £12,500 in that reporting year must publish²⁸ a closing income and expenditure statement, approved by the officers of the group, within 28 days of its approval and within four months from the end of the relevant reporting year.

4. At the end of the Parliament, or earlier if the group ceases to exist, any group which received over £12,500 in either the reporting year then current, or in the most recently finished reporting year, must also publish²⁹ a closing income and expenditure statement, approved by the officers of the group. The statement must be published within four months of the end of the Parliament, or within four months of the date when the group agreed to cease to exist.³⁰

Steps to publishing income and expenditure statements

5. Any Group which meets the criteria in paragraphs 3 and 4 above must

- a) Complete an income and expenditure statement, in accordance with the template below; and
- b) Arrange to have this approved at its AGM,³¹ and
- c) Publish³² the approved statement on the website within 28 days of its AGM, and within four months of the end of the relevant reporting year.

²⁶ And also the 2017 Parliament.

²⁷ Information about reporting years is set out in paragraph 5 (i) of Appendix 1.

²⁸ Groups which do not have websites must instead make these statements available on request.

²⁹ Groups which do not have websites must instead make these statements available on request.

³⁰ This is required only of groups which appear on a register in the 2015 parliament or later.

³¹ Or, if not possible, another General Meeting

³² Groups which do not have websites must instead make these statements available on request.

Information to be provided

6. When a group completes an income and expenditure statement, it must reflect in it all income and benefits received, and all expenditure, in the relevant reporting period. There is no exemption for items which do not require registration, *except that* groups must not list any benefits provided by or derived from Parliament (eg the use of meeting rooms, stationery or IT facilities); or benefits derived from the Independent Parliamentary Standards Authority (IPSA) (eg the use of staff time or facilities in a constituency office).

7. The form at Appendix 2 sets out the minimum detail required. A statement which provides less detail than this is unlikely to be acceptable. On the other hand, groups may provide more detail if they wish. For example, accruals accounting is not required and it is expected that in most cases the statement will be completed on a money-in, money-out basis. But a group is free if it so wishes to prepare its statement on an accruals basis.

Overlap with registration

8. Submission of income and expenditure statements does not remove the overlapping responsibility for registration. Groups are still required to register, within 28 days, any benefits with a value of over £1,500 which they receive from a single source outside Parliament in the calendar year. And individually, MPs and Peers and their staff are still required to register, in accordance with the requirements of that House, certain benefits which they have received through their membership of an All-Party Parliamentary Group. The relevant Guides to the Rules explain the requirement.

Groups which submit accounts to external bodies

9. If the group is required to submit its accounts to an external regulatory body (such as a charity commission or Companies House), it must either:

- prepare an income and expenditure statement, in accordance with the rules set out in this Appendix; or
- publish³³ on its website the accounts which it already submits to the external body. In that event the accounts must distinguish the elements of income and expenditure which are set out in the template,³⁴ and the accounts must be published within the timetable for submission which has been set by the external body.

³³ Groups which do not have websites must instead make these statements available on request.

³⁴ Groups may include some detail in the notes to the accounts, if more convenient.

Template for income and expenditure statement for All-Party Parliamentary Groups

Name of group: **All-Party Parliamentary Group for Children Who Need Palliative Care**

Period covered by this statement: **18 July 2017 - 17 July 2018**

| | £ |
|---|---|
| A. Balance brought forward from previous year: | 0 |

B. Income received during the year:

| | |
|---|---|
| i. Membership subscriptions (parliamentarians) | 0 |
| ii. Monetary donations (including external subscriptions and sponsorship) | 0 |
| iii. Trading income | 0 |
| iv. Interest received | 0 |
| v. Other (please explain) | 0 |
| TOTAL income | 0 |

C. Expenditure during the year:

| | |
|---|---|
| i. Employment costs (salaries, NI, pensions costs) | 0 |
|---|---|

| | |
|--|---|
| ii. Costs of contractors and freelance staff | 0 |
| iii. Visits and events (UK) | 0 |
| iv. Visits and events (abroad) | 0 |
| v. Cost of generating income | 0 |
| vi. Office and communications costs | 0 |
| vii. Other (please explain) | 0 |
| TOTAL expenditure | 0 |
| D. Balance carried forward (A+ total B- total C) | 0 |

| | |
|--|---|
| E. Value of benefits in kind received from each source during the reporting year (in bands of up to £1,500; £1,501-£3,000; £3,001 to £4,500; £4,501 to £6,000 etc) Please itemise according to the source and band | Secretariat services from Together for Short Lives Staff costs: £9,001-£10,5001 |
| | Support costs and office and overhead costs: £4,501-£6,000 |
| | Non-pay costs from Together for Short Lives: £1,501-£3,000 |
| | These include: |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Travel expenses of witnesses attending the APPG's four oral evidence inquiry sessions. • Hosting service for recordings of the APPG's oral evidence sessions as podcasts. • Transcribing the APPG's inquiry oral evidence sessions oral evidence sessions. • Deposit for the APPG's reception in the Strangers' Dining Room, House of Commons, 23 October 2018. |
|--|--|

Signed by Chair of Group:

Caroline Johnson

Date: 12 November 2018

Notes on how to complete the income and expenditure statement

B Income received during the year

Please enter a value in each box, even if it is zero. Include in these figures all money received, however small the sum, and even if it is from sources which would not require registration.

B i. Use this line to record the total membership income from MPs and peers. There is no need to itemise individual receipts. Groups are encouraged to name donors but are not required to do so.

B ii. Use this line to record the total value of any other donations or gifts received by the group, including any membership income from people who are not at the time MPs or peers. Groups are encouraged to name donors but are not required to do so.

B iii. Use this line to record the total income arising from activities by the group during the year. This might include income from the sales of publications, or from ticket sales for conferences or concerts. Do not make any deductions for the costs of generating this income.

B iv. Include here the total amount of any interest received during the year, for example from bank accounts or investments.

B v. Any other incoming money should be included in this line, with a brief explanation.

C Expenditure during the year

C i. Use this line to record the total spent during the year on any staff directly employed by the group or its officers. Costs should be full costs, including wherever possible pensions, NI and expenses, and (if relevant) any money spent on staff accommodation. There is no

need to name individuals or to itemise individual payments unless the group wishes to do so.

C ii. Use this line to record the total of any payments (including fees, reimbursement of expenses and honoraria) made during the year to organisations or individuals (other than those directly employed by the group or its officers) in return for services provided. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

C iii. Use this line to record the total spent during the year on organising or attending any UK visits or events, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group, unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

C iv. Use this line to record the total spent during the year on any overseas visits organised or attended by the group, unless these amounted to fundraising activity. Include money spent on travel for Members or anyone accompanying the group, unless already included in C (i) or (ii) above. There is no need to name individuals or to itemise individual payments unless the group wishes to do so.

C v. Use this line to record the total spent during the year on generating any income recorded under B (iii) above, eg the costs of concerts, conferences, publications etc. There is no need to show the costs of particular events or publications unless the group wishes to do so.

C vi. Use this line to record the total spent during the year on office, communications or running costs, for example office supplies, insurance, data protection registration, governance, audit or financial costs; web or publishing costs; PR; advertising, IS/IT services, telephones, printing, postage etc. There is no need to itemise individual payments unless the group wishes to do so.

C vii. Any other money spent should be included in this line, with a brief explanation. There is no need to itemise individual payments unless the group wishes to do so.

E Benefits in kind

Benefits in kind would include (but are not limited to) the transfer of goods or services such as hospitality, visits, clothing, secretariat or administrative services, research or the use of office premises. If the transfer of funds is involved, the benefit is a financial one and should be included in Section B of the spreadsheet.

Using a different line for each donor, please set out, with a brief description of what was received, any benefits in kind the group has received during the reporting year. Assign the total value of the benefits received from each donor during the year to a band of £1,500 (eg up to £1,500; £1,501-£3,000; £3,001 to £4,500 etc).³⁵

You are encouraged to name donors but are not required to do so. If you wish not to name donors, you may simply assign a number to each.

You are not required to list benefits in kind if the total value of the benefits in kind received from that donor in the reporting year was £100 or less.

When listing staff services, such as secretariat services, you should assess their value wherever possible based on the full costs met by the employer, taking account of upon hours worked and including accommodation, pensions contributions and other costs for which figures are available.

Include benefits in kind even if the group is not required to register them, such as any overseas visits funded by non-registrable sources. The only exception is for benefits provided by Parliament or the Independent Parliamentary Standards Authority. **These should not be listed here.**

Bands above £1,500 are set out below.

| Value (in bands of £1,500) | | | | | | | | | |
|-----------------------------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|
| FROM | TO | FROM | TO | FROM | TO | FROM | TO | FROM | TO |
| 1,501 | 3,000 | 21,001 | 22,500 | 40,501 | 42,000 | 60,001 | 61,500 | 79,501 | 81,000 |
| 3,001 | 4,500 | 22,501 | 24,000 | 42,001 | 43,500 | 61,501 | 63,000 | 81,001 | 82,500 |
| 4,501 | 6,000 | 24,001 | 25,500 | 43,501 | 45,000 | 63,001 | 64,500 | 82,501 | 84,000 |
| 6,001 | 7,500 | 25,501 | 27,000 | 45,001 | 46,500 | 64,501 | 66,000 | 84,001 | 85,500 |

³⁵ Bands above £1,500 are set out below for your convenience.

| | | | | | | | | | |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 7,501 | 9,000 | 27,001 | 28,500 | 46,501 | 48,000 | 66,001 | 67,500 | 85,501 | 87,000 |
| 9,001 | 10,500 | 28,501 | 30,000 | 48,001 | 49,500 | 67,501 | 69,000 | 87,001 | 88,500 |
| 10,501 | 12,000 | 30,001 | 31,500 | 49,501 | 51,000 | 69,001 | 70,500 | 88,501 | 90,000 |
| 12,001 | 13,500 | 31,501 | 33,000 | 51,001 | 52,500 | 70,501 | 72,000 | 90,001 | 91,500 |
| 13,501 | 15,000 | 33,001 | 34,500 | 52,501 | 54,000 | 72,001 | 73,500 | 91,501 | 93,000 |
| 15,001 | 16,500 | 34,501 | 36,000 | 54,001 | 55,500 | 73,501 | 75,000 | 93,001 | 94,500 |
| 16,501 | 18,000 | 36,001 | 37,500 | 55,501 | 57,000 | 75,001 | 76,500 | 94,501 | 96,000 |
| 18,001 | 19,500 | 37,501 | 39,000 | 57,001 | 58,500 | 76,501 | 78,000 | 96,001 | 97,500 |
| 19,501 | 21,000 | 39,001 | 40,500 | 58,501 | 60,000 | 78,001 | 79,500 | 97,501 | 99,000 |