

# Administrative expenditure funding application

## Independent elected member

FDAE030

This form is to be completed by the registered agent of the elected member.

### Eligibility

Elected members are eligible to receive administrative expenditure funding, quarterly in advance for each day they are an elected member (funding amounts are calculated on a daily, pro-rata basis).

You must submit an application before receiving any payments of administrative expenditure funding.

In an election year, a new application must be submitted for the period 1 July to the day of the election. The application for this period can only be submitted if the elected member intends to recontest the next election.

### Lodgement date

The administrative expenditure funding application form should be submitted:

- for a new parliamentary term, as soon as practicable after the commencement of the new parliamentary term, but before 31 December of that year
- for the period 1 July to the day of the election during an election year, by 1 July of that year
- when an independent elected member commences after the commencement of a new parliamentary term (including when that member becomes an independent elected member after previously being an elected member endorsed by a registered political party), as soon as practicable after commencement.

### Payments

Payments of administrative expenditure funding are made quarterly in advance.

During a quarter in which an election is held (either a general election or a by-election), payments are made in advance at the start of the quarter until the day of the election.

Following the election, payments are made in arrears from the day after the election until the end of that quarter. These payments are made with the next regular quarterly payment.

### Ways to lodge this form

**Email:** Manually complete this form and return by email.

**Mail:** Manually complete this form and return by mail.

[disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne VIC 3000

For further information visit [vec.vic.gov.au/funding](http://vec.vic.gov.au/funding) or contact us at

**Email:** [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

**Phone:** 131 832

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### Independent elected member details (please use BLOCK LETTERS)

Independent elected member name

Independent elected member address

Address	
Suburb/Town	
State	Postcode

Registered agent title  
(Mr, Mrs, Ms, Miss, Dr, Professor or other)

Registered agent name

Registered agent contact details

Telephone	Mobile
Email	

### Nominated account (please use BLOCK LETTERS)

*This account will be used for any future payments of administrative expenditure funding unless you advise us otherwise. Note: this bank account CANNOT be your State campaign account.*

Account name

Financial institution name

BSB

Account number

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### Registered agent acknowledgement

Registered agent name  
(please use BLOCK LETTERS)

Registered agent  
acknowledgement

I acknowledge that administrative expenditure funding payments must not be used for political expenditure or electoral expenditure as defined in the *Electoral Act 2002*, or expenditure for which an elected member has claimed a parliamentary allowance as a member.

I acknowledge that following the end of each calendar year I must submit an audited annual return on behalf of the independent elected member detailing administrative expenses, and that any amount of funding not used for administrative purposes must be repaid.

***For applications from 1 July in an election year only***

I acknowledge that a claim can only be made if the elected member intends to recontest the next State election, and that the elected member will be liable to pay back any amounts received if they do not recontest.

Registered agent signature\*

Date

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\*Please provide the original signed document (a scanned copy is acceptable provided the original document is retained for records).

DD MM YYYY

### Annual return in relation to administrative expenses

Following the end of each calendar year, the registered agent of an independent elected member is required to submit an audited annual return in relation to administrative expenses. If the annual return specifies the independent elected member has spent less on administrative expenses than the entitlement received, or has been overpaid for whatever reason, the independent elected member must either repay the amount or, where applicable, request to have future payments reduced.

Expenses that may be claimed as administrative expenses include:

1. Expenditure for the administration or management of the activities of the elected member
2. Expenditure for conferences, seminars, meetings or similar functions at which the policies of the elected member are discussed or formulated

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3. Expenditure in respect of the audit of financial accounts, or claims for payment or disclosure under the *Electoral Act 2002*, of the elected member
4. Expenditure on the remuneration of staff engaged in the activities mentioned in points 1, 2 or 3 (above) for the elected member to the extent that that expenditure relates to the time that the staff are engaged in those matters
5. Expenditure on equipment or vehicles used by staff for the purpose of the activities mentioned in points 1, 2 or 3 (above) for the party to the extent that the expenditure relates to use of the equipment or vehicles by the staff whilst engaged in those matters
6. Expenditure on office accommodation for the staff and equipment mentioned in points 4 or 5 (above)
7. Expenditure on interest payments on loans.

Expenses that **may not** be claimed as administrative expenses include:

1. Political expenditure as defined in the *Electoral Act 2002*
2. Electoral expenditure as defined in the *Electoral Act 2002*
3. Expenditure for which an elected member has claimed a parliamentary allowance as a member.