# Annual Return Checklist

## Registered Political Parties

Section 217I of the Electoral Act 2002

| Checklist | Checkmark |
| --- | --- |
| Sign in to [VEC Disclosures](https://disclosures.vec.vic.gov.au/public-donations/) |  |
| Check that your details and disclosures are up to date |  |
| Read the [annual return factsheet](https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/registered-political-parties) |  |
| Read the annual return user guide for VEC Disclosures  [Registered Political Party - annual return user guide](https://www.vec.vic.gov.au/-/media/cb65aaafc51a49e18139f3c1e7339889.ashx) (PDF) |  |
| Commence your annual return in VEC Disclosures, completing the required details |  |
| Enter into the VEC Disclosures annual return online table the sum of all amounts received other than political donations, from a person or entity during a financial year that were over the [disclosure threshold](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) (including in aggregation) |  |
| Enter into the VEC Disclosures annual return online tables the sum of all outstanding debts to a person or entity at the end of the financial year that were over the [disclosure threshold](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) (including in aggregation) |  |
| Engage a registered company auditor within the meaning of the *Corporations Act 2001* (Cth) to complete an audit of the information you have provided in your annual return |  |
| Upload the audit certificate to your annual return in VEC Disclosures  [Registered Political Party audit certificate template](https://www.vec.vic.gov.au/-/media/9e40387a39b44a2fb8de33c1874960ff.ashx) |  |
| Submit your annual return in VEC Disclosures by **no later than 11.59 pm on** **20 October** every year |  |

Please note that failure to provide an annual return is an offence under section 218A of the *Electoral Act 2002* and may result in a penalty of up to [200 penalty units](https://www.vec.vic.gov.au/candidates-and-parties/funding/funding-glossary#penalty-unit) (more than $36,000).