### This form is to be completed by the Registered Agent of the Independent Elected Member.

**Lodgement date**

The Administrative Expenditure Return must be completed at the end of each calendar year and lodged with the Victorian Electoral Commission (VEC) on or before **Friday 23 April 2021**.

The disclosure period for this return is

1 January 2020 to 31 December 2020.

 **Checklist – complete all details on the form and provide the necessary documents to**

 **accompany the return.**

|  |  |
| --- | --- |
|  | Independent Elected Member and agent details (if relevant) completed – Part 1 |
|  |  |
|  | Registered Agent attestation completed and signed\* – Part 1 |
|  |  |
|  | All relevant fields in Part 2 of this form completed  |
|  |  |
|  | Certificate of an independent auditor completed, signed and attached |

*\*Please provide the original signed document if submission is by mail. A scanned copy is acceptable for email submissions providing the original documentation is retained and provided if requested by the VEC.*

**Ways to lodge this information**

|  |  |  |
| --- | --- | --- |
| **Email:** | Manually complete this return and, along with any supporting documents, return by email. | disclosures@vec.vic.gov.au  |
| **Mail:** | Manually complete this return and, along with any supporting documents, return by mail. | Funding and Disclosure UnitVictorian Electoral CommissionLevel 11, 530 Collins Street Melbourne VIC 3000 |

**For further information visit vec.vic.gov.au/disclosures or contact us at**

|  |  |  |  |
| --- | --- | --- | --- |
| **Email:**  | disclosures@vec.vic.gov.au  |  |  |
| **Phone:**  | 131 832  | **Fax:**  | (03) 9629 8632 |

When preparing this Administrative Expenditure Return, please note:

* Reported amounts must be GST inclusive.
* Information provided by the Registered Agent in this calendar return will be audited by the VEC.
* The calendar return by the Registered Agent must be accompanied with a signed independent auditor certificate.
* The audit certificate must be from an independent auditor advising that the statement is in accordance with Australian Accounting Standards as specified in s334(1) of the *Corporations Act 2001* (Cth).
* The audit certificate must contain the auditor details including the name of auditor, official company name and registration number.
* The audit certificate must state that the auditor-
1. was given full and free access at all reasonable times to all accounts, records, documents and papers relating directly or indirectly to any matter required to be specified in the annual return; and
2. examined the material referred to in paragraph (a) for the purpose of giving the certificate; and
3. received all information and explanations that the auditor requested in respect of any matter required to be specified in the annual return; and
4. has no reason to believe that any matter stated in the annual return is not correct.

 **The VEC may request documentation to support information disclosed in this form.**

**Part 1: Registered Agent attestation** (**please use BLOCK LETTERS)**

|  |  |
| --- | --- |
| Independent elected member name |  |
|  |  |
| Registered Agent name (if applicable) |  |

|  |  |  |
| --- | --- | --- |
| Registered Agent attestation | I certify that the information contained in this Administrative Expenditure Return is true and complete to the best of my knowledge.  |  |
|  | I have made due and reasonable inquiries of the independent elected member for whom I am the Registered Agent for the purpose of Division 1C – Administrative under Section 207GC and 207GD of the *Electoral Act 2002*. |  |
|  | I understand that failing to provide an Administrative Expenditure Return; submitting incomplete, false or misleading information; or the destruction of records which are, or could be, required to be specified in a return and must be retained for at least four (4) years after the return is provided to the VEC is an offence under section 218A of the *Electoral Act 2002* that may be prosecuted. |  |
|  | I have attached the independent auditor certificate.  |  |

|  |  |  |
| --- | --- | --- |
| **Registered Agent signature\*** |  | Date |
|  |  |  / /  |
| \**Please provide the original signed document (a scanned copy is acceptable provided the original document is retained for records).* |  |  DD MM YYYY |

**Part 2: Summary of total amounts of administrative expenditure and interest payments on loans**

**(a)** The total amount of administrative expenditure paid (including interest payments in Part 2(b) if applicable) by, or on behalf of, the independent elected member during the relevant calendar year.

|  |  |
| --- | --- |
| **Gross amount paid for the calendar year 2020** | **Amount (GST inclusive)** |
| **Total gross administrative expenditure** | **$** |

**(b)** The total amount paid, as at the end of the relevant calendar year, on interest payments on loans for administrative expenses, on behalf of the independent elected member.

|  |  |
| --- | --- |
| **Interest payments on loans for the calendar year 2020** | **Amount (GST inclusive)** |
| **Total interest payments on loans for administrative expenses** | **$** |

**(c)** Was the administrative expenditure incurred[[1]](#footnote-1) by, or on behalf of, the independent elected member during the relevant calendar year (check the relevant box below in response to the question):

|  |  |
| --- | --- |
| 1. **Not less than the amount of the entitlement to administrative expenditure funding under section 207GA;**
 |  |
| **or** |
| 1. **Less than the amount of the entitlement to administrative expenditure funding under 207GA, being the amount specified in the annual return.**
 |  |
| **Amount less than the entitlement:** | **$** |  |

*Insert the amount in the space provided above*

**Administrative expenditure**

The total amount of administrative expenditure paid by, or on behalf of, the independent elected member during the relevant calendar year.

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
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 elected member 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.
1. Parts 2(a) and 2(b) should be equal to the administrative expenditure incurred by, or on behalf of the independent elected member during the calendar year. [↑](#footnote-ref-1)