

Administrative Expenditure Funding Calendar Year Return Independent Elected Member

FDAA020

This form is to be completed by an independent elected member or their registered agent.

Lodgement date

Under Part 12 of the *Electoral Act 2002* (Vic) (Electoral Act), you must complete and submit to the Victorian Electoral Commission (VEC) an Administrative Expenditure Funding (AEF) return for the previous calendar year on or before **22 April**.

The disclosure period for this return is **1 January to 31 December**.

Checklist

Complete all relevant details on this form. Make sure to provide any necessary documentation when you return this form.

- ☐ Independent elected member and agent (if relevant) details completed – Part 1
- ☐ Attestation completed and signed* – Part 1
- ☐ All relevant fields in Part 2 of this form completed
- ☐ Certificate of independent auditor completed, signed, and attached

Submitting your return form

Email: Email this form with supporting documents to: disclosures@vec.vic.gov.au

Mail: Complete, print and send this form supporting documents to:

Funding, Disclosure and Parties

Victorian Electoral Commission Level 11, 530 Collins Street

Melbourne VIC 3000

Please provide the original signed document if you submit your return by mail. A scanned copy is acceptable for email submissions providing the original documentation is kept and provided if we request it.

For further information

Visit vec.vic.gov.au/funding or contact us at disclosures@vec.vic.gov.au

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When preparing your Administrative Expenditure Funding Return, please note:

- Reported amounts must include GST.
- Information provided in this return will be audited by the VEC.
- The calendar return must be accompanied by a signed audit 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-
 - (a) 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
 - (b) examined the material referred to in paragraph (a) for the purpose of giving the certificate; and
 - (c) received all information and explanations that the auditor requested in respect of any matter required to be specified in the annual return; and
 - (d) has no reason to believe that any matter stated in the annual return is not correct.

We may request documentation to support any information you disclose in this form.

Any intention to circumvent a prohibition or requirement of Part 12 of the Electoral Act, or to provide false or misleading information is a serious offence. Certain offences against the Act may also result in fines, prison sentences, as well as penalties attached to the recovery of donation amounts.

The Victorian Electoral Commission recommends that you consult a taxation adviser to ensure that you understand the possible Goods and Services Tax implications, if any, related to this return and your receipt of administrative expenditure funding.

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Part 1: Attestation (please use BLOCK LETTERS)

Independent elected member name	
Registered agent name (if applicable)	

I certify that the information contained in this Administrative expenditure return is true and complete to the best of my knowledge.	<input type="checkbox"/>
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 <i>Electoral Act 2002</i> .	<input type="checkbox"/>
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 <i>Electoral Act 2002</i> that may be prosecuted.	<input type="checkbox"/>
I have attached the independent auditor certificate.	<input type="checkbox"/>

Independent elected member / Registered agent signature (Delete as applicable)	
Date	

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

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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 period of the relevant calendar year for which the member was eligible for AEF.

Gross amount paid for the calendar year	Amount (GST inclusive)
Total gross administrative expenditure	\$

- (b) The total amount paid, as at the end of the relevant calendar year, on interest accrued during the eligibility period on loans for administrative expenses by, or on behalf of, the elected member.

Interest payments on loans for the calendar year	Amount (GST inclusive)
Total interest payments on loans for administrative expenses	\$

Part 2c: Was the administrative expenditure incurred by, or on behalf of, the elected member during the period of the relevant calendar year for which the member was eligible for AEF (check the relevant box below in response to the question):

(i) Not less than the amount of the entitlement to administrative expenditure funding under section 207GA	<input type="checkbox"/>
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or

(ii) Less than the amount of the entitlement to administrative expenditure funding under 207GA, being the amount specified in the annual return	<input type="checkbox"/>
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Amount less than the entitlement:	\$
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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 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, 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
2. Electoral expenditure as defined in the Electoral Act
3. Expenditure for which an elected member has claimed a parliamentary allowance as a member
4. Expenditure incurred substantially in respect of operations or activities relating to the election of members to a Parliament other than the Parliament of Victoria.