DISCLAIMER
The information in this user guide is specific to Victorian funding and disclosure laws and does not take into account the laws of other Australian jurisdictions. The information is also general in nature and does not take into account your individual circumstances. If in doubt you should seek professional legal and/or financial advice.

MORE INFORMATION
More information about funding and disclosure obligations can be found at vec.vic.gov.au/disclosures.

For further queries please contact the VEC Funding and Disclosure Unit
T: (03) 8260 1100 or 131 832
E: disclosures@vec.vic.gov.au

VERSION CONTROL

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<th>Approved by</th>
<th>Amendment</th>
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DEFINITIONS

Annual return
An annual return is provided to the VEC by the Registered Officer of the registered political party, via VEC Disclosures, that summarises political donations, amounts received, expenditure and debts incurred during a financial year.

Nominated entity
A nominated entity is an organisation a registered political party has appointed to be its nominated entity. A party cannot have more than one nominated entity.

Recipient
A recipient is a person or organisation that receives a political donation. This includes a registered political party, a candidate, a group of candidates, an elected member, an associated entity, a third-party campaigner or a nominated entity.

Registered Officer
A Registered Officer is a person a registered political party nominates to be their responsible officer. They are the person shown on the Register of Political Parties as the Registered Officer of that party and are appointed either during the party registration process, or at a later date when the previous Registered Officer ceases to be the Registered Officer.

The Registered Officer is responsible for the funding and disclosure obligations, including submitting an annual return, on behalf of the registered political party, its nominated entity, and any endorsed candidates and elected member.

Registered political party
A registered political party is a political party that has been registered under Part 4 of the Electoral Act 2002.

State campaign account
The Registered Officer must keep a State campaign account for the purposes of State elections. Public funding and all donations (including small contributions) must be paid into the State campaign account.
ANNUAL RETURN FOR A REGISTERED POLITICAL PARTY

This guide is intended to assist you as a Registered Officer to complete an annual return for your registered political party via the VEC online disclosure system: VEC Disclosures. This is a requirement under Part 12 of the Electoral Act 2002.

General information

The reporting period for the 2019-20 financial year annual return is from 1 July 2019 to 30 June 2020.

Required documents

You must submit the following additional mandatory documentation with your annual return:

1. An audit certificate from a registered company auditor within the meaning of the Corporations Act 2001 of the Commonwealth. As stipulated within section 209 (3) of the Electoral Act 2002, 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 statement
   (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 statement
   (d) has no reason to believe that any matter stated in the statement is not correct.

2. The registered political party’s total amount of non-political donations (template provided in annual return)

3. The registered political party’s total amount of outstanding debts for the financial year (template provided in annual return).

Annual return due date

The 2019-20 financial year annual return is due by Tuesday 20 October 2020.

Annual returns must be completed within 16 weeks after the end of financial year and are due by 20 October each year.

Annual returns will be published via VEC Disclosures within 6 months of the end of the relevant financial year.
VEC Disclosures

Annual returns can be commenced and worked on over more than one session. VEC Disclosures allows you to save and continue and return in a separate session (see Edit and submit an annual return in another session for more information).

Please note that VEC Disclosures is best viewed in Chrome. If you receive the following message on your browser, please download and install Chrome.

More information

For further information about annual returns and your specific legislative obligations, refer to Determination No. 2 of 2019 under the Electoral Act 2002.

If you have any questions or need further clarification about an annual return, contact the VEC Funding and Disclosure Unit via disclosures@vec.vic.gov.au or (03) 8620 1100 / 131 832.
ANNUAL RETURN PROCESS

Complete annual return

1. From VEC Disclosures home page, select ‘Sign in’ from the top menu.

2. Enter your user name and password and select ‘Sign in’.

3. From the Dashboard, select ‘Annual returns’ on the left-hand menu.
4. Select ‘Lodge annual return’.

**Screen 1 – Enter financial year details**

5. Ensure that you read and understand the key information at the top of this page before you progress through the annual return form.
6. The registered political party details will autopopulate. These details are locked and you cannot edit these fields.

7. Your details as the Registered Officer will autopopulate. These details are locked and you cannot edit them.

8. The ‘Submitted by’ section will autopopulate with your details.
**Income for financial year**

9. Enter the total amount received for the 2019-20 financial year. Total income is the total amount received by, or on behalf of, the registered political party.

![Income for financial year](image)

10. The ‘Total disclosed political donations (inc. GST)’ field will autopopulate for the 2019-20 financial year. This autopopulated amount is the total disclosed political donations for the 2019-20 financial year, previously disclosed via VEC Disclosures. The autopopulated amount will also appear within the line items in Table 1 at the bottom of this screen.

![Income for financial year](image)

11. Enter the total amount of undisclosed political donations received for the 2019-20 financial year. The total of undisclosed political donations comprises donations received by the registered political party under the $1,020 disclosure threshold that were not disclosed via VEC Disclosures.

![Total undisclosed political donations (inc. GST)](image)

**Number of donors for undisclosed political donations**

| # | 10 |

12. Enter the total number of donors that have contributed to the total undisclosed political donations for the 2019-20 financial year.
13. Enter the total amount of non-political donations received for the 2019-20 financial year. You must provide the individual details of all non-political donations in the downloadable Excel template. This Excel template is available for download on the next screen, after you select ‘Save and Continue’.
**Expenses for financial year**

14. Enter the total amount of expenditure incurred for the 2019-20 financial year. The total expenditure is the total amount of expenses incurred by, or on behalf of, the registered political party.

15. Enter the total amount of outstanding debts incurred for the 2019-20 financial year. You must provide the individual details of all outstanding debts in the downloadable Excel template. This Excel template is available for download on the next screen, after you select ‘Save and Continue’.
16. ‘Table 1 – disclosed political donations’ will autopopulate with the line items of any relevant disclosed political donations for the 2019-20 financial year.

*Note: If there are any discrepancies between this record and your own records, contact the VEC Funding and Disclosure Unit.

17. When the details you enter into the required fields and the prepopulated fields match your records, select ‘Save and Continue’. This will save a draft version of the annual return. You can navigate away or log out of VEC Disclosures and return to edit or submit in another session.
Screen 2 – Upload Documents

18. Before you submit the annual return, you must upload mandatory documentation including:

   (i) an audit certificate from a registered company auditor within the meaning of the
       Corporations Act 2001 (Cth). As stipulated within section 209(3) of the Electoral Act
       2002, 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 statement, 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 statement, and

       (d) has no reason to believe that any matter stated in the statement is not correct.

   (ii) the registered political party’s details of non-political donations in the Excel template
        provided, and

   (iii) the registered political party’s details of outstanding debts in the Excel template
        provided.
19. You can download the templates by selecting the relevant ‘template’ links.

*Note: If the registered political party has not received any non-political donations or has not incurred any debts in the financial year, complete and upload the templates as 'nil'.

*Note: The maximum file size for a document is 5 megabytes (5MB). Larger files must be emailed directly to the VEC Funding and Disclosure Unit.
21. A pop-up window will prompt you to select the document type from the drop-down list, you can include a description of the document.

![Upload new document](image)

22. Select ‘Choose File’.

![Attach a file](image)

23. In the Open dialog, choose your document and select ‘Open’.

![Open](image)

*Note: The open dialog may vary depending on your computer’s operating system.*
24. When you have chosen a document, it will appear on the ‘Upload new document’ pop-up under ‘Attach a file’.

![Upload new document](image)

25. Select ‘Upload’.

![Upload new document](image)
26. The document will appear as a line item. Repeat steps 21-26 for the remaining mandatory documents. Any documents that appear as line items are saved to your annual return and you will not lose them if you navigate away from this page.

![Table of documents](image)

*Note: To delete an uploaded document, or modify the document type, select the Document name.

27. When you have uploaded all your documents, review the acknowledgement and select the ‘I Confirm’ checkbox before submitting.

![Acknowledgement](image)

*Note: If you have any questions about this acknowledgment, contact the VEC Funding and Disclosure Unit.
Submit annual return

28. You can submit your annual return once mandatory fields and documents have been uploaded.

**Important:** You cannot make changes to your annual return after you submit. If you need to make changes to your annual return, contact the VEC Funding and Disclosure Unit.

You will see a submission confirmation screen. The VEC will review the annual return and will contact you if any further information is required.
Edit and submit an annual return in another session

30. Annual returns can be commenced and worked on over more than one session. Make sure you save and continue if you wish to do so. Any documents previously uploaded will also be saved.

31. To go back to the previous screen, select ‘Back’. Make sure you save and continue if you wish to exit and return later.

32. To finalise and submit an annual return that you have previously started, log in again and navigate to the annual returns page. Your saved annual return will be listed as a line item with a status of ‘Unsubmitted’. Select ‘Edit’ to make further changes.
33. When you have completed your annual return, select the ‘I confirm’ tick box, then select ‘Submit’.

34. The annual return will appear as ‘Submitted’ on the ‘Annual returns’ page.

**Important**: You cannot make changes to your annual return after you submit. If you need to make changes to your annual return, contact the VEC Funding and Disclosure Unit.