



Annual return for an associated entity For the [insert year] financial year

This return covers the period: **1 July**
[insert year] to **30 June**
[insert year]

Associated entity details

Name of associated entity:

Address of associated entity:

Postcode:

Details of person completing the return

Name of financial controller:

Capacity/position with the
associated entity:

Daytime contact number:

Email:

I certify that the information contained in this return and its attachments is true and complete.

Signature of reporting agent:

 / /

Please refer to the *Election funding, expenditure and financial disclosure [insert year]* handbook when completing this form. Authority for collecting information in this form is in section 231B of the *Electoral Act 1992*. Information in the form will be made public at the beginning of September [insert year], as required by section 234 of the Electoral Act.

What must be declared?

- The associated entity must provide details of receipts (both donations and other receipts), payments and debts relevant to the [insert year] financial year.
- The associated entity must, with some exceptions (see the handbook), provide details of all those from whom any amount was received.
- If the associated entity is indebted for \$1000 or more to the same person or organisation, the details of the person or organisation owed the debt must be shown.
- Details of those who deposited capital that was subsequently paid to, or used for the benefit of, a political party or MLA must also be shown (see the handbook for more information).

Enquiries and returns should be addressed to:

ACT Electoral Commission, PO Box 272, CIVIC SQUARE ACT 2608

Ground Floor, North Building, London Circuit, Civic Square, Canberra City, ACT 2601

Phone: 6205 0224

Fax: 6205 0382

Email: elections@act.gov.au

Web: www.elections.act.gov.au

The due date for lodging this return is [insert day] 31 July [insert year]

Information on this page is made public except for the financial controller's email and phone number.

Summary of receipts, payments and debts

1. Receipts

	Amounts paid into ACT election account	Amounts paid into federal election account	Amounts paid into other accounts	Total receipts
Gifts				
Other receipts				
Total				

For a gift-in-kind, include the value of the receipt allocated to the relevant account above.

Details of all receipts of any amount, including the name and address of each payer, must be itemised at part 5 on page 3. (See the handbook for exceptions to this requirement.)

2. Small anonymous gifts

Of the receipts shown at 1 above, show the amount of small anonymous gifts received.

A small anonymous gift means a gift made anonymously that is less than \$250.

Total small anonymous gifts

3. Payments

Payments made from ACT election account	Payments made from federal election account	Payments made from other accounts	Total payments

If a payment made by a person on behalf of the associated entity was a gift-in-kind (such as paid advertising), include the value of the payment allocated to the relevant account above.

4. Outstanding debts as at 30 June [insert year]

Debts outstanding in ACT election account	Debts outstanding in federal election account	Debts outstanding in other accounts	Total debts outstanding

For outstanding debts totalling \$1000 or more owed to the same person or organisation, complete the required details on page 4.

Information on this page is made public.

5. Details of all receipts *

* See the handbook for exceptions to this requirement.

Name of <i>person, organisation, unincorporated association, trust fund or foundation</i>	For a <i>person or organisation</i> – address	For a <i>company</i> – ABN	Date received	Type of receipt (✓)			Amount or value allocated to ACT election account	Amount or value allocated to federal election account	Amount or value allocated to other accounts
	For an <i>unincorporated association</i> – names and addresses of members of the executive committee			Gift	Gift-in-kind	Other receipt			
	For a <i>trust fund or foundation</i> – names and addresses of the trustees								

Gifts-in-kind If any gift is a gift-in-kind, then the value of the gift-in-kind should be notionally allocated to the relevant account, even though no money may have been actually deposited into that account. If a gift is a gift-in-kind, provide the following details:

Description of the gift	How the gift was valued	Value of the gift

Information on this page is made public except for how a gift-in-kind is valued.

