



## Annual return for a Member of the Legislative Assembly For the [insert year] financial year

This return covers the period:  to

### MLA details

Name of MLA:

Address of MLA:

Postcode:

### Reporting agent's details

*(If a reporting agent has not been appointed, the MLA must complete the return)*

Name of reporting agent:

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 230 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 MLA must provide details of gifts, payments and debts relevant to the [insert year] financial year. Where the MLA became or ceased being an MLA during the year, only details relating to the period when the MLA was an MLA need to be shown.
- MLAs are only required to report gift amounts that are received by the MLA in his or her capacity as an MLA. MLAs are only required to disclose payments and outstanding debts that are made or incurred by an MLA in his or her capacity as an MLA for a purpose that relates solely or substantially to electoral expenditure. However, such payments and debts do not include the use of any funds provided to an MLA by the Legislative Assembly to assist the MLA in exercising his or her functions as an MLA.
- If the MLA received a sum of amounts totalling \$1000 or more from the same person or organisation during the year, the name and address of the payer and each individual amount received and the date it was received must also be shown on the following pages.
- Similarly, if the MLA 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.

#### ***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](mailto:elections@act.gov.au)

Web: [www.elections.act.gov.au](http://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 reporting agent's email and phone number.

## Summary of gifts, payments and debts

### 1. Gifts

Total gifts

For gifts-in-kind, include the value of the gift in this total.

If gifts of \$1000 or more were received from the same person or organisation, complete the required details at part 5 on page 3.

### 2. Small anonymous gifts

Of the gifts 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

Total payments

If a payment made by a person on behalf of the MLA was a gift-in-kind (such as paid advertising), include the total value of the payment in this total.

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

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. Gifts totalling \$1000 or more

If the MLA received \$1000 or more from a person or organisation during the year, the receipt date and gift type for each amount that contributed to the total sum must be shown on this page.

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 gift (✓)		Value of gift
	For an <i>unincorporated association</i> – names and addresses of members of the executive committee			Gift	Gift-in-kind	
	For a <i>trust fund or foundation</i> – names and addresses of the trustees					

**Gifts-in-kind** 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.

