# Annual Return Checklist

## Associated entities

Sections 217J and 217O of the Electoral Act 2002

| Checklist |   |
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| Register or sign in to [VEC Disclosures](https://disclosures.vec.vic.gov.au/public-donations/)  | Checkmark |
| Check that your details and disclosures are up to date |  |
| Read the [annual return factsheet](https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/associated-entities)   |  |
| Read the annual return user guide for VEC Disclosures[Associated entity - annual return user guide](https://www.vec.vic.gov.au/-/media/ca53cd552a3649a6addbaedfddfbd967.ashx?h=16&thn=1&w=16) (PDF) |  |
| Commence your annual return in VEC Disclosures, completing the required details |  |
| For any State campaign account amounts, enter into the VEC Disclosures annual return online table the sum of all amounts received other than political donations, from a person or entity during a financial year that were over the [disclosure threshold](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) (including in aggregation)  |  |
| Enter into the VEC Disclosures annual return online tables the sum of all outstanding debts to a person or entity at the end of the financial year that were over the [disclosure threshold](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) (including in aggregation) |  |
| Engage an independent auditor to complete an audit of the information you have provided in your annual return |  |
| Upload the audit certificate to your annual return in VEC Disclosures[Associated Entity audit certificate template](https://www.vec.vic.gov.au/-/media/d3d86f9d7bc449639dc6d4502d555c63.ashx?h=16&la=en&thn=1&w=16) |  |
| Submit your annual return in VEC Disclosures **by no later than 11.59 pm on 20 October** every year |  |
| As soon as possible after submitting the annual return, submit via email to disclosures@vec.vic.gov.au:* a loan, grant or donation statement under section 237 of the *Fair Work (Registered Organisations) Act 2009* (Cth)
* a general-purpose financial statement under section 253 of the *Fair Work (Registered Organisations) Act 2009* (Cth)
* financial statements under section 102 of the *Associations Incorporation Reform Act 2012*
* a financial report under section 319 or 320 of the *Corporations Act 2001* (Cth).
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Please note that failure to provide an annual return is an offence under section 218A of the *Electoral Act 2002* and may result in a penalty of up to [200 penalty units](https://www.vec.vic.gov.au/candidates-and-parties/funding/funding-glossary#penalty-unit) (more than $36,000).