

# Administrative expenditure funding application

## Registered political party

This form is to be completed by the registered officer of the registered political party.

### Eligibility

Elected members are eligible to receive administrative expenditure funding, quarterly in advance for each day they are an elected member (funding amounts are calculated on a daily, pro-rata basis). Payments for elected members endorsed by a registered political party are paid to the party. The amount payable is tiered based on the number of elected members a party has and is capped at 45 members with payment amounts as follows:

- \$216,210 a year for the first elected member
- \$75,660 a year for the second elected member
- \$37,850 a year for the third to forty-fifth elected members.

The registered office of a party must submit an application before receiving any payments of administrative expenditure funding.

In an election year, a new application must be submitted for the period 1 July to the day of the election. The application for this period must be based only on the number of elected members endorsed by the party that intend to recontest the next election.

### Lodgement date

The administrative expenditure funding application form should be submitted:

- for a new parliamentary term, as soon as practicable after the commencement of the new parliamentary term, but before 31 December of that year
- for the period 1 July to the day of the election during an election year, by 1 July of that year
- when the number of elected members of a party increases, as soon as practicable after the increase.

### Payments

Payments of administrative expenditure funding are made quarterly in advance.

During a quarter in which an election is held (either a general election or a by-election), payments are made in advance at the start of the quarter until the day of the election.

Following the election, payments are made in arrears from the day after the election until the end of that quarter. These payments are made with the next regular quarterly payment.

### Ways to lodge this form

**Email:** Manually complete this form and return by email.

[disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

**Mail:** Manually complete this form and return by mail.

Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne VIC 3000

For further information visit [vec.vic.gov.au/funding](https://vec.vic.gov.au/funding) or contact us at

**Email:** [disclosures@vec.vic.gov.au](mailto:disclosures@vec.vic.gov.au)

**Phone:** 131 832

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## Registered political party

FDAE020

### Registered political party details (please use BLOCK LETTERS)

Registered political party name

Registered political party address

Address	
Suburb/Town	
State	Postcode

Registered officer title  
(Mr, Mrs, Ms, Miss, Dr, Professor or other)

Registered officer name

Registered officer contact details

Telephone	Mobile
Email	

### Nominated account (please use BLOCK LETTERS)

*This account will be used for any future payments of administrative expenditure funding unless you advise us otherwise. Note: this bank account CANNOT be your State campaign account.*

Account name

Financial institution name

BSB

Account number

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### Registered officer acknowledgement

Registered officer name  
(please use BLOCK LETTERS)

Registered officer  
acknowledgement

I acknowledge that administrative expenditure funding payments must not be used for political expenditure or electoral expenditure as defined in the *Electoral Act 2002*, expenditure for which an elected member has claimed a parliamentary allowance as a member, or expenditure incurred substantially in respect of operations or activities relating to the election of members of the registered political party to a Parliament other than the Parliament of Victoria.

I acknowledge that following the end of each calendar year I must submit an audited annual return detailing administrative expenses, and that any amount of funding not used for administrative purposes must be repaid.

***For applications from 1 July in an election year only***

To the best of my knowledge, the information I have provided about the number of members recontesting the next State election is accurate. I acknowledge the party will be liable to pay back any amounts received for an elected member that does not recontest.

Registered officer signature\*

Date

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

DD MM YYYY

### Annual return in relation to administrative expenses

Following the end of each calendar year, registered political parties are required to submit an audited annual return in relation to administrative expenses. If the annual return specifies the party has spent less on administrative expenses than the entitlement received, or has been overpaid for whatever reason, the party must either repay the amount or, where applicable, request to have future payments reduced.

Expenses that may be claimed as administrative expenses include:

1. Expenditure for the administration or management of the activities of the party
2. Expenditure for conferences, seminars, meetings or similar functions at which the policies of the party are discussed or formulated

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3. Expenditure in respect of the audit of financial accounts, or claims for payment or disclosure under the *Electoral Act 2002*, of the party
4. Expenditure on the remuneration of staff engaged in the activities mentioned in points 1, 2 or 3 (above) for the party 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 party 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 2002*
2. Electoral expenditure as defined in the *Electoral Act 2002*
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 of the party to a Parliament other than the Parliament of Victoria.