

How to submit your annual return - registered political parties

If you need help with your annual return and can't find the information you need on the VEC website (<https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/registered-political-parties>), please contact disclosures@vec.vic.gov.au.

Please make sure all your donations have been disclosed correctly before you start your annual return.

- 1 To begin your return open VEC Disclosures at <https://disclosures.vec.vic.gov.au/SignIn>

- 2 Enter your email and password and sign in

Sign in to VEC Disclosures

Email *

example@email.com

Password *

.....

Sign in →

[Forgot your password?](#)

3 Click 'Annual returns'

VEC Victorian Electoral Commission

Registered Officer
Entity name
530 Collins Street
Melbourne Victoria 3000
Australia

Switch

- Dashboard
- Donations
- Annual returns**
- Manage entity

Dashboard

You are currently logged in as: **Registered Officer**

Need to link another entity to your VEC Disclosures account? You can do that here

Register an entity

4 Click 'Lodge annual return' in the top right-hand corner

Home / Annual Returns

Lodge Annual Return →

Submission Type	Status	Financial Year
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If you manage more than one entity make sure you have chosen the right one for this annual return

Recipient

Recipient *

Example Party



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Check your RPP and registered officer details are correct.
Please email disclosures@vec.vic.gov.au if they are incorrect

Registered political party name

Your party

Registered political party address

200 Democracy Street

Melbourne

VIC

3000

Agent details

Agent name

Your agent

Contact phone 1

0400 000 000

Contact phone 2

Email

youragent@yourparty.com.au

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Click 'Save and continue' to start your annual return

Submitted By

Name

Your name

Role title

Registered Officer

Save and Continue

8 Income

The total income and total disclosed political donations are automatically populated fields.

Enter your:

- total undisclosed political donations
- number of donors for undisclosed political donations
- total amounts received other than political donations (this includes but isn't limited to VEC funding, dividends on shares, profits from real estate or money bequeathed to you that did not require disclosure during the financial year)

Don't leave any fields blank. Enter '0' if you did not receive any of these.

Income for financial year

Total income (inc. GST) *

This amount is automatically populated as a summation of your Total Disclosed Political Donations, Total Undisclosed Political Donations and Total Amounts Received Other Than Political Donations. You cannot directly edit this amount.

\$ 9,670.00

Total disclosed political donations (inc. GST) *

Please refer to Table 1 – disclosed political donations in State campaign account for a detailed list of political donations disclosed within this financial year.

\$ 9,670.00

Total undisclosed political donations (inc. GST) *

Enter the combined total of all undisclosed political donations received that were under the Disclosure Threshold (of \$1,170.00 per donor during the 2023 - 2024 financial year).

\$

Number of donors for undisclosed political donations *

#

Total amounts received other than political donations (inc. GST) *

Please enter the total of all amounts received other than political donations in this field. Once you select Save and Continue below you will be required to enter the individual details relating to these amounts into the table labelled "Amounts received other than political donations".

\$

9 Expenditure

Enter your:

- total expenditure (including GST)
- total outstanding debts (including GST).

Don't leave any fields blank. Enter '0' if you do not have either of these.

Expenses for financial year

Total expenditure (inc. GST) *

Total outstanding debts (inc. GST) *

If you have outstanding debts that equal or exceed \$1,170.00, please include these details into the Outstanding debt details table, located on the following page, after selecting Save and Continue below.

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Table 1 will be pre-filled with donation details you have disclosed in the past financial year. Check these donation details are correct.

If they are not please email disclosures@vec.vic.gov.au

Table 1 - disclosed political donations in State campaign account

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system for this financial year. Should you see any discrepancies between this the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation	Name of Donor
07/05/2024	\$1,170.00	Money	Sample Individual
04/03/2024	\$60.00	Property	Sample Individual
14/02/2024	\$1,700.00	Money	Sample Organisation
13/02/2024	\$1,500.00	Money	Sample Organisation
06/02/2024	\$170.00	Money	Sample Organisation
06/02/2024	\$700.00	Money	Sample Individual
01/02/2024	\$500.00	Service	Sample Organisation
25/01/2024	\$1,500.00	Money	Sample Organisation
24/01/2024	\$500.00	Money	Sample Organisation
09/01/2024	\$1,170.00	Money	Sample Individual

11 Click 'Save and continue' or 'Back' to return to the previous page

Table 1 - disclosed political donations in State campaign account

The below table includes all donations disclosed on the Victorian Electoral Commission online disclosure system for this financial year. Should you see any discrepancies between this record and your own records please contact the VEC on 131 832.

Date Received ↓	Amount Received	Type of Donation	Name of Donor	Address of Donor
07/05/2024	\$1,170.00	Money	Sample Individual	Sample Address melbourne Victoria 3000 Australia
04/03/2024	\$60.00	Property	Sample Individual	Suppressed
14/02/2024	\$1,700.00	Money	Sample Organisation	Sample Melbourne Victoria 3000 Australia
13/02/2024	\$1,500.00	Money	Sample Organisation	Sample Melbourne Victoria 3000 Australia
06/02/2024	\$170.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
06/02/2024	\$700.00	Money	Sample Individual	Suppressed
01/02/2024	\$500.00	Service	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
25/01/2024	\$1,500.00	Money	Sample Organisation	Sample Melbourne Victoria 3000 Australia
24/01/2024	\$500.00	Money	Sample Organisation	Sample Address melbourne Victoria 3000 Australia
09/01/2024	\$1,170.00	Money	Sample Individual	Suppressed

< 1 2 >

Back

Save and Continue

12 You can manually enter any outstanding debt details, or upload in bulk using an Excel template (step 18). To enter manually click 'Add'.

To edit or delete any line items, click 'Action' next to the item, then select 'Edit' or 'Delete'.

Lodge Annual Return

Home / Annual Returns / Lodge Annual Return

Details ✓

Financial Details ✓

Transaction Details

Upload Documents

Outstanding debt details

Please include the sum amount of any outstanding debts, owed to a person or entity at the end of the financial year, that exceed the disclosure threshold. To add an individual outstanding debt, click the Add button and complete the fields.

To add multiple outstanding debt details at once, click the Import template button at the bottom of this page and follow the instructions.

Refresh data

Add →

Amount that is

Name of person or organisation amount is

Address of person or organisation amount

13 Enter all details of your outstanding debt:

- date debt was incurred
- amount owed
- if the debt is owed to a bank or other financial institution
- if the debt is owed to a person or organisation
- the name of the person or organisation
- the address of the person or organisation

You can enter the address manually if it doesn't appear in the search bar.

Outstanding Debt Details

Date incurred *

Amount that is owed *

Is the debt owed to a financial institution? *

Is the debt to a natural person or an organisation? *

Name of person or organisation to whom the amount is owed *

Address of person or organisation to whom the amount is owed *

Enter address manually

Street Name

Suburb

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Click 'Submit' when finished.
Repeat this process to add more outstanding debts.

Suburb

Post Code

State

Country

Submit

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You can manually enter any amounts received other than political donations, or upload in bulk using an Excel template (step 18).
To enter manually click 'Add'.

To edit or delete any line entries, click 'Action' next to the relevant entry, then select 'Edit' or 'Delete'.

Amounts received other than political donations

Please include the sum of any amounts, other than political donations, received from a person or entity during the financial year that exceed the disclosure threshold. To add an amount received, click the Add button and complete the fields.

To add multiple amounts received other than political donations at once, click the Import template button at the bottom of this page and follow the instructions.

Refresh data

Add

Date received ↓	Amount received	Purpose	Is amount received from a person or organisation?	Name of person or organisation amount received	Address of person or organisation amount received
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Enter all details of an amount received other than political donations. You only need to add amounts greater than the \$1,170 disclosure threshold. This includes multiple amounts from the same person or entity that exceed this threshold when combined.

You can enter the address manually if it doesn't appear in the search bar.

Amounts Received Other Than Political Donations


Date received *

Amount received *

Purpose

Is the amount received from a natural person or an organisation? *

Name of person or organisation from whom the amount received *

Address of person or organisation from whom the amount received *

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Click 'Submit' when finished.

Repeat the process to add more amounts received other than political donations.

Enter address manually

Street Name

Suburb

Postal Code

State

Country

Submit

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To bulk upload, click 'outstanding debt details' or 'amounts received other than political donations' to download the Excel templates.

You will need to be able to run an Excel document on your computer.

You must complete the template before importing to VEC Disclosures.

Import transaction details

If you have a large number of outstanding debt details or amounts received other than political donation details to include

- [outstanding debt details](#)
- [amounts received other than political donations](#)

To import a completed template, click the Import button and follow the instructions.

19 When your template is completed click 'Import'.

o include, you can download, complete and import the following templates:



20 Choose the type of template you're uploading (outstanding debt details or amounts received other than political donations)
Click 'choose file' to upload the template from your computer
Click 'submit' to upload your template

Please download, complete and submit one of the following templates:

- [outstanding debt details](#)
- [amounts received other than political donations](#)

The import process will fail if you do not use one of the provided templates.

If you have already included the details of an outstanding debt or amount received, you do not need to include these details again when importing a completed template.

For more information, please contact the Funding, Disclosure and Parties team at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832.

Please select the transaction details template you would like to import *

Outstanding debt details ▼

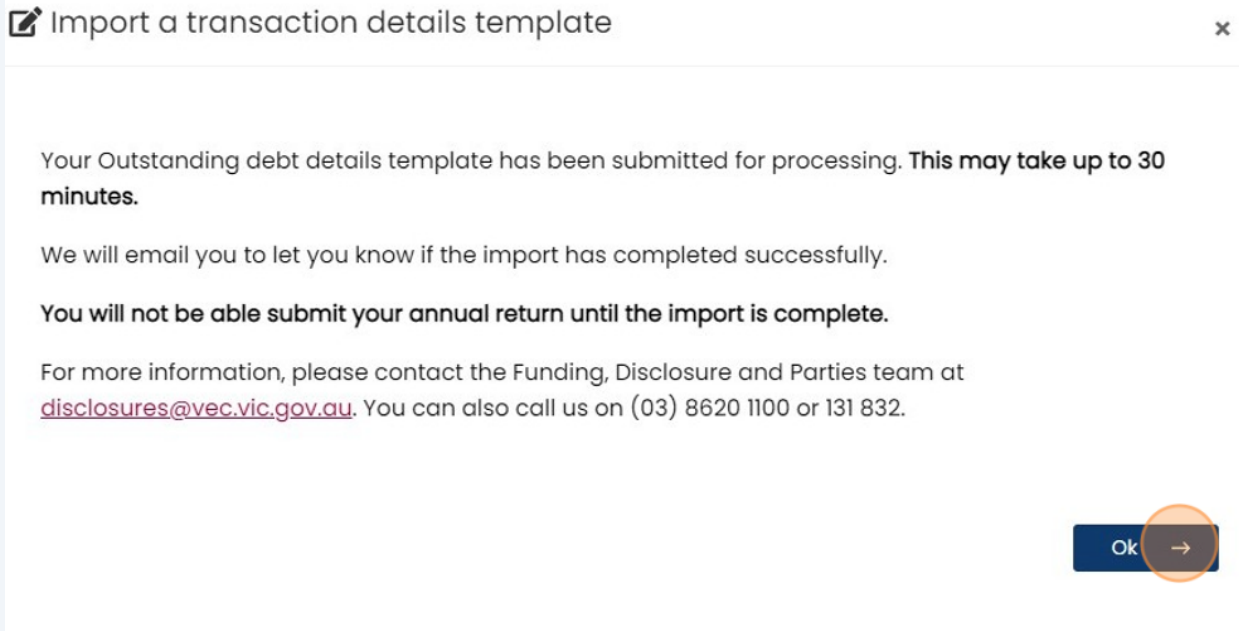
Import outstanding debt details template *

Please select your completed outstanding debt details template

No file chosen

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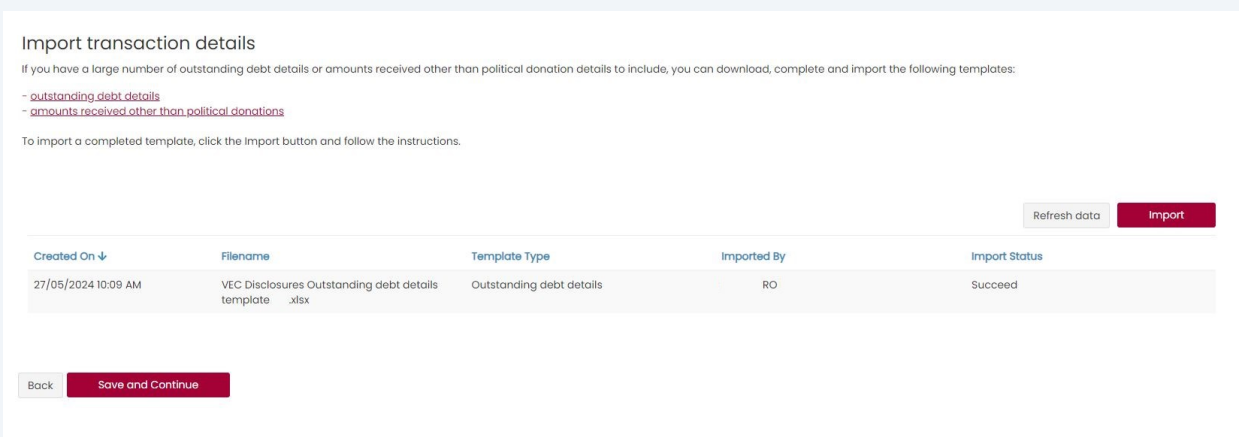
Please read the pop-up message carefully.
Your template will take up to 30 minutes to import.
You won't be able to add any more information to your annual return until this is finished.
You will receive an automatically generated email when your template has finished importing.
Click 'Ok' to proceed.



The screenshot shows a pop-up window with a close button (x) in the top right corner. The text inside reads: "Your Outstanding debt details template has been submitted for processing. This may take up to 30 minutes." followed by "We will email you to let you know if the import has completed successfully." and "You will not be able submit your annual return until the import is complete." Below this, it says "For more information, please contact the Funding, Disclosure and Parties team at disclosures@vec.vic.gov.au. You can also call us on (03) 8620 1100 or 131 832." In the bottom right corner, there is a dark blue button with the text "Ok" and a right-pointing arrow, which is circled in orange.

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Repeat the process to import a second template or click 'Save and continue' to move to the next screen.
Click 'Back' to return to the previous page.



The screenshot shows a web page titled "Import transaction details". Below the title, it says "If you have a large number of outstanding debt details or amounts received other than political donation details to include, you can download, complete and import the following templates:" followed by two bullet points: "- outstanding debt details" and "- amounts received other than political donations". Below this, it says "To import a completed template, click the Import button and follow the instructions." At the top right of the main content area, there are two buttons: "Refresh data" and "Import". Below this is a table with the following columns: "Created On", "Filename", "Template Type", "Imported By", and "Import Status". The table contains one row of data: "27/05/2024 10:09 AM", "VEC Disclosures Outstanding debt details template .xlsx", "Outstanding debt details", "RO", and "Succeed". At the bottom left of the page, there are two buttons: "Back" and "Save and Continue".

Created On	Filename	Template Type	Imported By	Import Status
27/05/2024 10:09 AM	VEC Disclosures Outstanding debt details template .xlsx	Outstanding debt details	RO	Succeed

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You must upload an audit certificate with your annual return

The VEC audit certificate form **must be used by registered political parties** when submitting a financial year annual return. No other format will be accepted by the Victorian Electoral Commission (VEC). You can download the form on this screen or the annual returns section of the VEC website.

Click 'Upload new document' to attach your completed audit certificate to your annual return.

Lodge Annual Return Home / Annual Returns / Lodge Annual Return

Details ✓ Financial Details ✓ Transaction Details ✓ Upload Documents

To submit this annual return, the following documents are required to be uploaded:

1. A certificate of a registered company auditor
This annual return must be accompanied by a certificate of a registered company auditor advising that the audit certificate has been audited in accordance with Australian Accounting Standards as specified in section 334(1) of the *Corporations Act 2001* (Cth), and 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
- 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.

Please download a template for a certificate of registered company auditor here.

Documents can be uploaded by selecting 'Upload New Document'

- To delete an uploaded document, or modify the document type, select the document name below.
- To make changes to an uploaded document, please delete and re-upload your modified document.

[Upload New Document](#) →

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Select "audit certificate" as the document type and provide a short description if required.

Click 'choose file' to upload your document from your computer.

The maximum file size is 5MB.

Please email disclosures@vec.vic.gov.au if your file is larger than 5 MB.

Upload new document ✕

Document Type *
Audit certificate

Description
|

Attach a file *
Choose File No file chosen

Upload

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Click 'Upload' to attach the file.
Repeat this for each document you want to upload.

Upload new document

Document Type *

Audit certificate

Description

Attach a file *

Choose File Audit Certific...ical Parties.pdf

Upload

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Click the box to confirm you understand and have complied with your obligations under the Electoral Act 2002 (Vic).

Your uploaded documents may be amended to remove confidential information as described by Section 221A of the *Electoral Act 2002*.

I confirm *

- The information provided in this return and any attachments is true and complete;
- I am logged into VEC Disclosures with my own user account;
- I can confirm my identity matches the name and position as shown in my user account; and
- I have the authority as either the default agent, registered agent, deputy registered agent, registered officer or deputy registered agent.

I acknowledge that pursuant to section 218A of the *Electoral Act 2002* penalties of up to 300 penalty units and 2 years imprisonment can be imposed on me if I provide false or misleading information.

I acknowledge that by submitting this return all information submitted in this annual return may be made publicly available on the VEC website.

Back

Submit

27 Click 'Submit' to submit your annual return, or 'Back' to edit any details.

I Confirm *

- The information provided in this return and any attachments is true and complete;
- I am logged into VEC Disclosures with my own user account;
- I can confirm my identity matches the name and position as shown in my user account; and
- I have the authority as either the default agent, registered agent, deputy registered agent, registered officer

I acknowledge that pursuant to section 218A of the *Electoral Act 2002* penalties of up to 300 penalty units and 2 ye

I acknowledge that by submitting this return all information submitted in this annual return may be made public,

[Back](#) [Submit](#)

28 Click 'Back to annual returns' to go to the annual returns dashboard.

Home / Annual Returns / **Annual Return Confirmation**

[Back to annual returns](#)

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You can see the status of your return in the dashboard. Click 'Action' to request an amendment to a submitted return or export your return to a PDF. If you have not yet submitted your return you can click 'Action > Edit' to make any changes.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
RPP	Registered Political Party	27/05/2024 10:04 AM	Original	Submitted	2023 - 2024	Action

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Click 'Request for amendment' to edit a submitted return.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
RPP	Registered Political Party	27/05/2024 10:55 AM	Original	Submitted	2023 - 2024	Action

[Request for amendment](#)
[Export to PDF](#)

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You must provide a reason for requesting an amendment. The grey boxes will automatically populate with your annual return details. Click 'Submit' when finished.

Request for amendment

Annual Return *

Submitted by *

Amendment Reason *

Submit



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Click 'Export to PDF' to view your annual return details.

Annual Returns Home / Annual Returns

[Lodge Annual Return](#)

Recipient	Annual Return Type	Date Lodged ↓	Submission Type	Status	Financial Year	
RWM24 RPP	Registered Political Party	27/05/2024 10:55 AM	Original	Submitted	2023 - 2024	Action

[Request for amendment](#)
[Export to PDF](#)

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Any imported files (outstanding debt details or amounts received other than political donations templates) will not display until they have finished importing.

Export

Registered Political Party

Please note that this annual return has not been published. If accepted, the VEC will publish an annual return summary.

Financial Year

2023 - 2024

Start Date

01/07/2023

End Date

30/06/2024

Registered political party details

Registered political party name

RPP

Registered political party address

Address

Sample

Suburb

Melbourne

State

Victoria

Postcode

3000

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Click 'Export' to export a copy of your annual return.

Home / Annual Returns / Annual Return Summary Report

Registered Political Party Export

Please note that this annual return has not been published. If accepted, the VEC will publish an annual return summary.

Financial Year
2023 - 2024

Start Date 01/07/2023 **End Date** 30/06/2024

Registered political party details

Registered political party name
RPP

Registered political party address

Address
Sample

Suburb
Melbourne

State Victoria **Postcode** 3000