# Annual Return Checklist

## Third-party campaigners

Section 217K of the *Electoral Act 2002*

As a [third-party campaigner](https://www.vec.vic.gov.au/candidates-and-parties/annual-returns/third-party-campaigners), you are only required to submit an annual return if you have incurred political expenditure or received political donations which, on their own or when aggregated, are equal to or more than the [general cap](https://www.vec.vic.gov.au/candidates-and-parties/political-donations/indexation) from any single donor during the financial year.

| Checklist | Checkmark |
| --- | --- |
| Register or sign in to [VEC Disclosures](https://disclosures.vec.vic.gov.au/public-donations/) |  |
| 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/third-party-campaigners) |  |
| Read the annual return user guide for VEC Disclosures  [Third-party campaigner (individual) - annual return user guide](https://www.vec.vic.gov.au/-/media/d1b826bc5c0b4e91b9753be067f97e9e.ashx) (PDF)  [Third-party campaigner (organisation) - annual return user guide](https://www.vec.vic.gov.au/-/media/872b9c0fe19b4a3290ecd92c42934d62.ashx) (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  [Third-party campaigner 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 |  |

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).