

Electoral expenditure disclosure – party

Annual disclosure period: 1 July 2023 – 30 June 2024

Who needs to complete this form

The **Person Responsible** for completing this form is the party agent. For more information visit elections.nsw.gov.au or use the contact details at the bottom of this page.

You will need to submit **more than one annual electoral expenditure disclosure form** if you were a candidate and an elected member in this disclosure period. Please call 1300 022 011 if you have any questions.

What needs to be disclosed

Electoral expenditure incurred in the annual period is expenditure for or in connection with promoting or opposing, directly or indirectly, a party or the election of a candidate or candidates or for the purpose of influencing, directly or indirectly, the voting at an election.

When to submit

Return completed form **no later than 22/09/2024**, using the contact details at the bottom of this page. Penalties apply for failing to comply.

All pages of this form need to be submitted, even if there is nothing to disclose on a particular page.

How to complete this form

Section 1 (in red) is mandatory and must be provided.

Declare whether you have anything to disclose on page 1 by checking the relevant box.

If you don't have any electoral expenditure to disclose, only page 1 needs to be completed and submitted. If you have electoral expenditure to disclose, you must submit all pages of the form by completing section 2 (in blue) even if you don't have items added to that page.

Complete the checklist prior to submission.

Final checklist to be used after form is completed

- Section 1 – All fields are completed.
- Declaration is signed and dated on or after 1 July 2024.

If there is no annual expenditure to disclose

- Page 1 of the form including section 1 is completed and provided.

If disclosing annual expenditure

- All pages of the form including section 1 and section 2 are provided, even if there is nothing to disclose on a particular page.
- I have included copies of either the accounts or receipts (or a mixture of both) issued in respect of the annual expenditure.
- I have included copies of any advertising material (including radio, television or in a cinema) to which the expenditure relates (excluding online advertising material expenditure of less than \$20). Examples include text of the advertisement or an electronic copy of the radio, television, or cinema advertisement.
- Copies of the financial records of the party including the general ledger and subsidiary ledgers, the charts of accounts, trial balance and statements and reconciliations for all bank/credit union/building society accounts held by the party for the 12 month period ending 30 June 2024.

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Section 1: Declaration (you must complete this section)

Party details

NAME OF PARTY

Person responsible's declaration

Disclosure period: to

During the 12-month disclosure period I displayed or distributed electoral material that was paid for during a previous 12-month disclosure period (tick this check-box if applicable).

Do you have any electoral expenditure to disclose?

Yes – complete section 1 and section 2. Ensure ALL pages are submitted, even if some pages contain no information.

No – complete this page to submit a NIL disclosure.

This form must be signed by the **Person Responsible** for making disclosures.

I, declare that all disclosures required to be made in relation to the 12-month disclosure period have been made and are true and correct. I have used my best endeavours in preparing this disclosure declaration and understand that giving false or misleading information is a serious offence.

SIGNATURE OF PERSON RESPONSIBLE

DATE

OFFICE USE ONLY

DISTRICT

MP Councillor

REGISTRATION NO.

DATE RECEIVED

PROCESSED BY

FADMS DISCLOSURE RECORD NO.

FILE NO.

Section 2: Electoral expenditure

Section 2A: Expenditure on advertisements in radio, television, internet, cinemas, newspapers, billboards, posters, brochures, how-to-vote cards and other election material.

Disclose here any electoral expenditure incurred on advertisements during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event (including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2B: Expenditure on the production and distribution of electoral materials.

Disclose here any electoral expenditure incurred on the production and distribution of election material during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event <small>(including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)</small>	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2C: Expenditure on the internet, telecommunications, stationery and postage.

Disclose here any electoral expenditure incurred on internet, telecommunication, stationery or postage during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event <small>(including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)</small>	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2D: Expenditure incurred employing staff engaged in election campaigns.

Disclose here any electoral expenditure incurred employing staff engaged in election campaigns during the annual disclosure period.

Date expenditure incurred	Role or position of staff	Description of work undertaken	Election event <small>(including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)</small>	Invoice no.	Amount <small>(inc. GST)</small> (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2E: Expenditure on office accommodation for staff and candidates.

Disclose here any electoral expenditure incurred for office accommodation for staff and candidates (other than campaign headquarters of a party or electorate office of an elected member) during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event (including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2F: Expenditure on travel and travel accommodation for candidates and staff involved in electoral campaigning.

Disclose here any electoral expenditure incurred for travel and travel accommodation for candidates and staff involved in electoral campaigning during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event <small>(including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)</small>	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2G: Expenditure on research associated with election campaigns (other than in-house research).

Disclose here any electoral expenditure incurred on research associated with election campaigns during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event (including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Section 2: Electoral expenditure (continued)

Section 2H: Expenditure on raising funds for an election or in auditing campaign accounts.

Disclose here any electoral expenditure incurred in raising funds for an election or in auditing campaign accounts during the annual disclosure period.

Date expenditure incurred	Name of supplier or service provider	Description of goods or services	Election event (including ward, if applicable, for a local government election. For parties, include Legislative Assembly district)	Invoice no.	Amount (inc. GST) (\$)

If more space is required please complete and attach an additional page from the approved form.

Once you have completed all sections as required, please **lodge using the NSW Electoral Commission details at the bottom of this form.**

Privacy

The NSW Electoral Commission has obligations under privacy legislation, including about collecting, managing, and storing personal information.

The personal information collected on this form or included in any other documentation, information or evidence you provide in connection with this disclosure will be used by the NSW Electoral Commission to undertake its statutory and administrative functions relating to the disclosure of electoral expenditure. We may also use it to update your contact details in our records, send you relevant information or reminders (including via sms or email), provide information about your statutory obligations or to invite you to participate in surveys or information seminars.

You are required by law to disclose electoral expenditure to the NSW Electoral Commission and to provide the information requested in this form. There are penalties for failing to disclose electoral expenditure or failing to lodge a disclosure as required.

The information collected is held by the NSW Electoral Commission and is accessible by relevant staff and its contractors.

Please note that the information in this form, and copies of this form, will be published on the NSW Electoral Commission's website as required by law. Copies or extracts of other documents provided in connection with the disclosure may be provided for public inspection on application.

We will disclose your personal information to other persons or entities if we are lawfully authorised or required to, for example, to other relevant investigative agencies for law enforcement purposes.

You can find additional information in the NSW Electoral Commission's [Privacy Management Plan](#) concerning access to and correction of your personal information.

Amendments

Once you have submitted your disclosure, you cannot make changes to it without using the appropriate amendment form.

To make amendments, use Funding and Disclosure Online by visiting elections.nsw.gov.au/Funding-and-disclosure/Funding-and-disclosure-online