



# Electronic Disclosure System (EDS) for Associated Entities

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS,  
AND CALENDAR-BASED REPORTING PERIODS

**USER GUIDE**

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# 1. Introduction

## 1.1 Overview of the Act and Regulation

This user guide is intended for financial controllers of associated entities participating in state government elections who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation).

It is also intended for financial controllers of associated entities who have calendar-based reporting obligations under the Act or Regulation.

## 1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Financial controllers of associated entities are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au).

## 1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	<a href="mailto:fad@ecq.qld.gov.au">fad@ecq.qld.gov.au</a>
Internet:	<a href="http://www.ecq.qld.gov.au">www.ecq.qld.gov.au</a>

## 2. Glossary

Please see below for key terms used throughout this user guide and their definitions.

### **Associated Entity**

An associated entity of a registered political party is an entity which is controlled by, or operates wholly or to a significant extent for the benefit of, or for the dominant purpose of promoting:

- A registered political party.
- A group of endorsed candidates (i.e. two or more) of the political party.

An associated entity of a registered political party is NOT:

- A candidate endorsed by the political party for an election.
- Another party that is a related political party of the party, or if the party is part of another entity, a federal or interstate branch or division of the other entity.

An associated entity of a candidate is an entity which is controlled by, or operates wholly or to a significant extent for the benefit of, or for the dominant purpose of promoting the candidate in relation to the election.


An associated entity of a candidate is NOT:

- An entity which is controlled by, or operates wholly or to a significant extent for the benefit of, or for the dominant purpose of promoting a group of endorsed candidates of a registered political party.
- An electoral committee established by a registered political party to help elect the candidate in the electoral district.

### **Electoral Expenditure**

Electoral expenditure includes any of the following costs relating to a campaign purpose:

- Designing, producing, printing, broadcasting or publishing any kind of material for an election, including (but not limited to) an advertisement for:
  - Broadcast on radio or television, cinema, using the internet, email or SMS;

- 
- Publication in newspapers or magazines, on billboards, or as brochures, flyers, signs, how-to-vote cards or information sheets;
  - Material for distribution in letters;
  - The cost of distributing material for an election, including, for example, the cost of postage, sending SMS messages or couriers;
  - Carrying out an opinion poll or research;
  - Contracted services related to an activity mentioned above, e.g. fees for consultants or the provision of data.

## Gifts

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment. Gifts include:

- An amount given to a registered political party, associated entity, or a candidate.
- An amount of electoral expenditure gifted to a participant in an election.
- An amount of uncharged interest, or an amount forgiven, on a loan.
- The part of a fundraising contribution that exceeds \$200.
- An amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

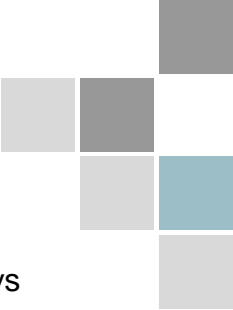
- Fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200.
- Provision of volunteer labour or use of a volunteer's vehicle or equipment.

Refer to [Fact Sheet 2 - State elections: Definition of gifts and loans](#) for more information about Gifts.

## Gifted Electoral Expenditure

You are taken to have incurred **gifted electoral expenditure** if:

- A person *other than* a candidate, registered political party or registered third party incurred electoral expenditure and:
  - The expenditure benefited you; and

- 
- You authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
  - You did not receive an invoice or pay for the expenditure within 7 days of any of the above; or
  - A candidate, registered political party or registered third party incurred electoral expenditure and:
    - The expenditure benefited you; and
    - You authorised or consented to the expenditure or accepted any material that resulted from the expenditure; and
    - You received an invoice for payment of the expenditure.

Refer to [Fact Sheet 5 - State elections: Definition of electoral expenditure](#) for more information about gifted electoral expenditure.

## Loans

A loan is when a person or entity lends money to an associated entity by:

- Advancing money.
- Providing credit or another form of financial accommodation.
- Paying on behalf of the associated entity with an obligation for them to repay the amount.
- Making any other transaction that is in effect a loan of money.

### **Note:**

- *Money received from financial institutions or by use of a credit card are not considered a loan.*
- *A loan is considered a gift when it is made for no consideration or inadequate consideration.*

Refer to [Fact Sheet 2 - State elections: Definition of gifts and loans](#) for more information about Loans.

## Reporting Period

Reporting periods cover 6 monthly periods, between 1 January - 30 June and 1 July - 31 December each year. Further information about key terms and definitions can also be found in the [Electoral Act 1992](#) and [Electoral Regulation 2013](#).

## 3. Disclosing a Gift Received in the EDS

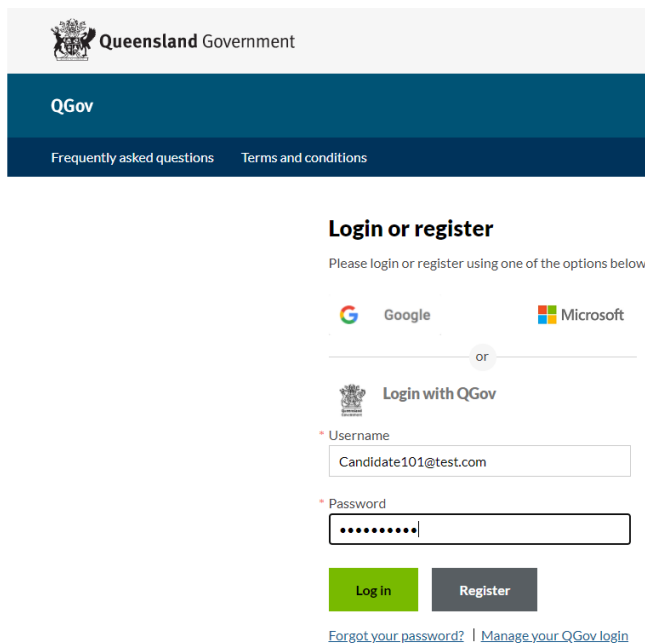
Financial controllers of associated entities that receive gifts of \$1,000 or more are required to disclose the details of the gift in a return.

Gifts can be disclosed **individually** or by using a **bulk upload spreadsheet**.

**Note:** use the bulk upload spreadsheet for disclosing large number of gifts in one transaction.

### 3.1 Disclosing Gifts Individually

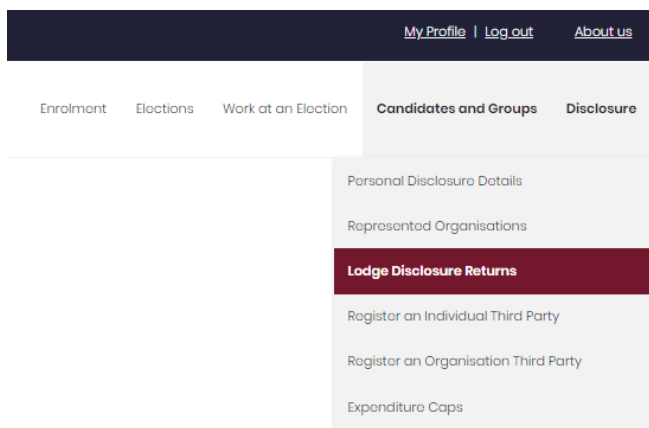
To lodge a return for individual gifts received, please use the following instructions.



The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below this is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three login options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected, and the form fields for 'Username' (containing 'Candidate101@test.com') and 'Password' (masked with dots) are visible. There are 'Log in' and 'Register' buttons. At the bottom, there are links for 'Forgot your password?' and 'Manage your QGov login'.

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

**Note:** select **Forgot your password?** and follow the prompts if you have forgotten your password.



The screenshot shows the user profile menu in the QGov system. At the top, there are links for 'My Profile', 'Log out', and 'About us'. Below this is a navigation bar with several options: 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' option is selected, and a dropdown menu is visible. The dropdown menu contains the following options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns' (highlighted in red), 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'.

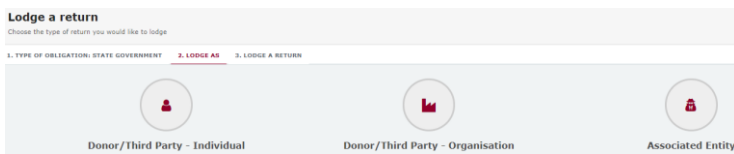
2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



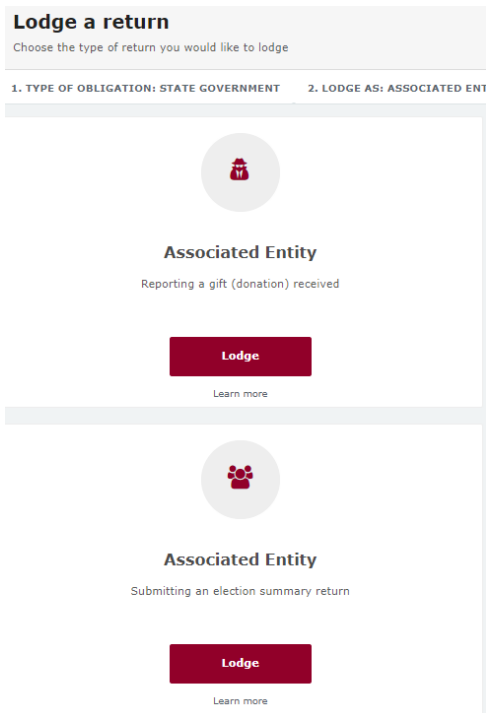
3. Select **Lodge return**.



4. Under **Type of Obligation**, select **State Government**.



5. Under **Lodge As**, select **Associated Entity**.



6. Under **Associated Entity: Reporting a gift (donation) received**, select **Lodge**.



7. Select gift type using the **I am reporting** dropdown menu (e.g. a gift).

The screenshot shows the 'Associated entity' section of a form. At the top right, there is a '+ Bulk upload -' button. Below the title, it says 'Reporting a gift received' and 'State'. The 'Associated entity details' section includes 'Financial Controller\*' (MCLAYNE HAMAM) and 'Associated Entity\*' (Organisation2). The 'I am reporting' dropdown menu is open, showing options: 'a gift', 'a gift-in-kind', 'a foreign property', 'a fundraising contribution', and 'another type of gift'. A '+ received from -' button is visible to the right of the dropdown.

This close-up shows the 'I am reporting' dropdown menu with 'a gift' selected. To its right is the '+ received from -' dropdown menu, which is open and shows the following options: 'an Individual', 'a Corporation', 'an Unincorporated Association', 'a Trust Fund or Foundation', and 'Another type of Entity'.

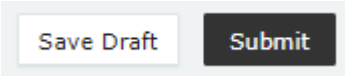
8. Select donor type from the **+ received from** dropdown menu (e.g. a Corporation).

9. Enter all mandatory gift reporting information, such as the name and address of the individual or corporation, gift received, amount and date, and then select **Yes** or **No** for **Is this Entity the source of the Gift?**

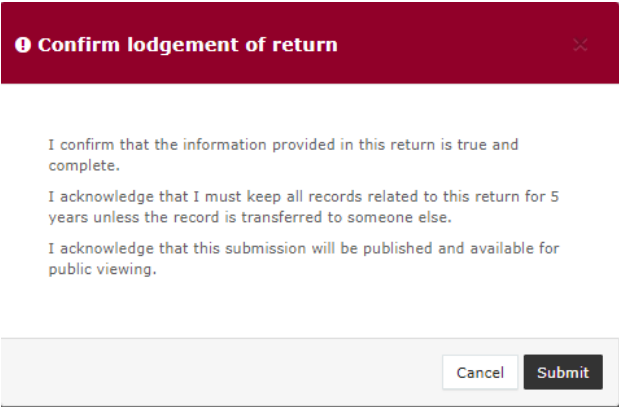
**Note:**

- *Additional gifts can be disclosed by selecting **+ received from** and repeating the steps above.*
- *Hover over the question mark symbol (?) next to each field in EDS for a description on what to enter in each field.*

The screenshot shows the 'Reporting a Gift received from a corporation' form. Fields include: 'Name\*' (Fake corporation), 'Street\*' (1 Fake St), 'Suburb\*' (Faketown), 'State\*' (QLD), and 'Postcode\*' (4000). The 'Gift Particulars' section has 'Description of Gift Received\*' (How to vote card printing), 'Amount\*' (2500), and 'Date made\*' (08/10/2020). At the bottom, there is a radio button for 'Is this Corporation the source of the Gift?' with 'Yes' selected. A 'Current Total' of \$2500.00 is shown. At the very bottom, there is an 'I am reporting' dropdown and a '+ received from -' button, along with 'Save Draft' and 'Submit' buttons.

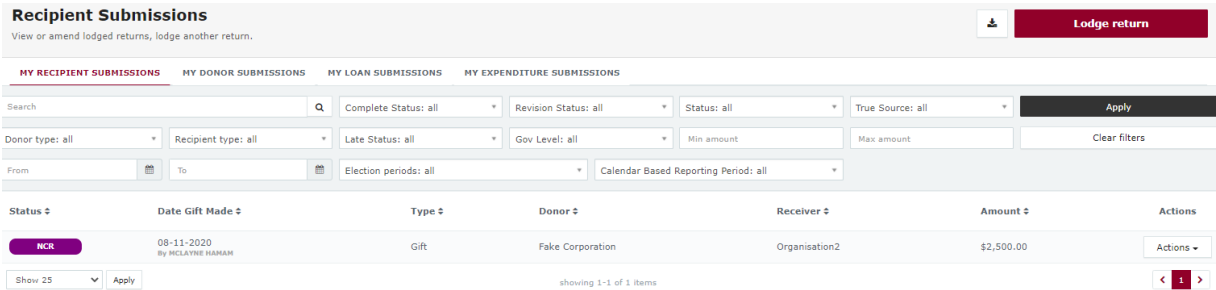


10. Select **Submit**.  
*Note: select **Save Draft** to save a draft of your gift received at any time. Select **Drafts** from the side menu to access this record at a later date.*



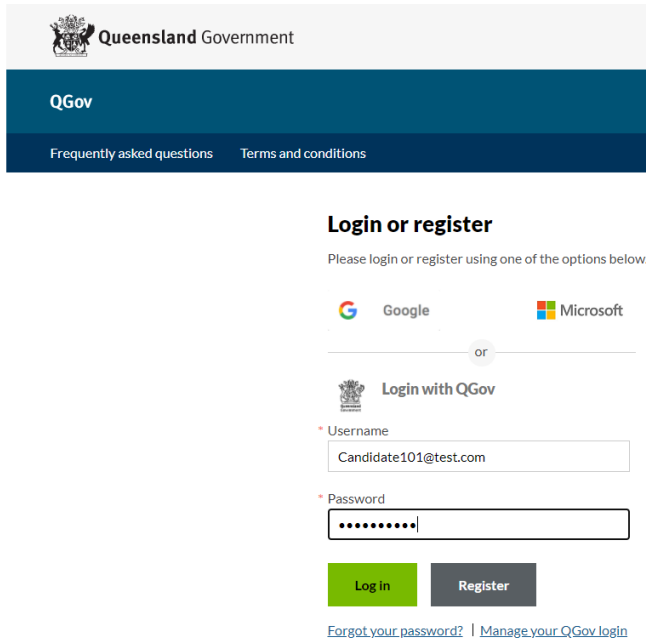
11. Select **Submit** to confirm.

12. The gift received will display on the **Recipient Submissions** page under the **My Recipient Submissions** tab.  
*Note: gift received **Status** will display as NCR (i.e. no corresponding return) to signify that a corresponding return from the donor is not required.*



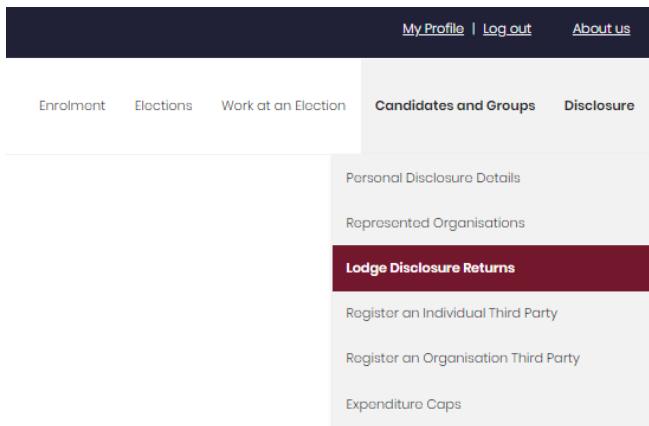
### 3.2 Disclosing Gifts Using a Bulk Upload Spreadsheet

To lodge a return for multiple gifts received using a bulk upload spreadsheet, please use the following instructions.



1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

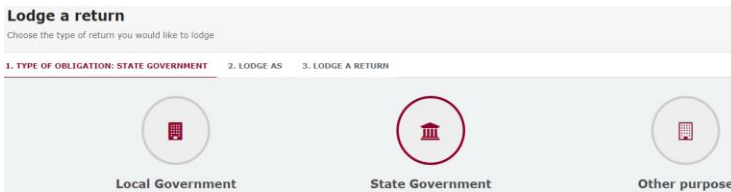
**Note:** select **Forgot your password?** and follow the prompts if you have forgotten your password.



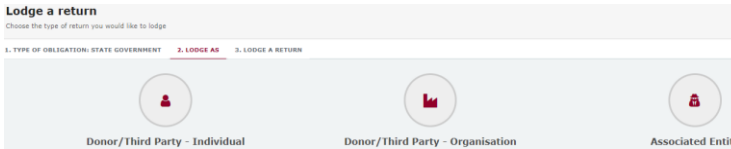
2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



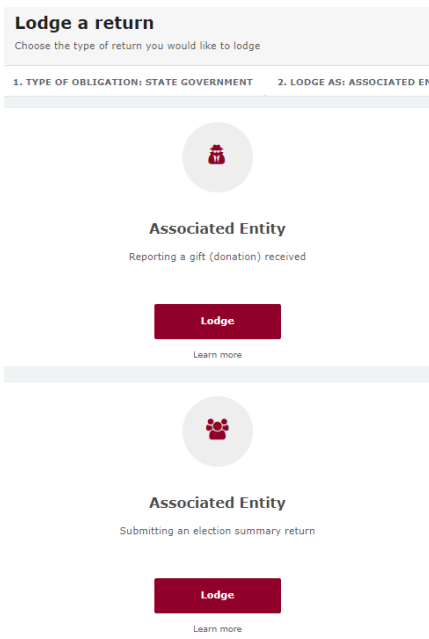
3. Select **Lodge return**.



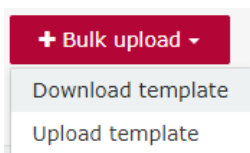
4. Under **Type of Obligation**, select **State Government**.



5. Under **Lodge As**, select **Associated Entity**.



6. Under **Associated Entity: Reporting a gift (donation) received**, select **Lodge**.



7. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.

8. Once downloaded, select file to open.

**Note:**

- Google Chrome downloads appear in the lower left of the page.
- Internet Explorer downloads appear in a pop-up box.
- Apple Safari downloads are available in the download icon in the lower right of the screen.

9. Select **Enable Editing** and enter mandatory fields, such as name and address of individual of corporation, gift received, amount and date, and then select **Yes** or **No** for **Is this Entity the source of the Gift?**

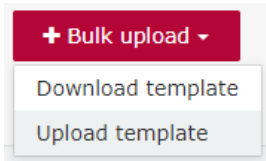
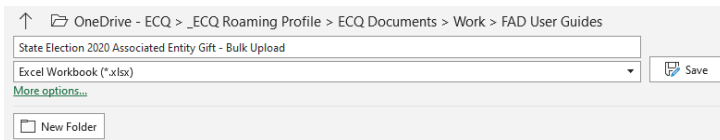
**Handy tip!**

- To save time, download the bulk upload template at the beginning of the reporting period and complete as you go.
- Hover over the question mark symbol (?) next to each field in EDS for descriptions on what to enter in each bulk upload spreadsheet field.

Type	Type of Donor	Donor						Gift Particulars				Committee member / Trustee		Comments	
		Name	Street	Suburb	State	Postcode	Country	Description	Amount	Date made	Date Returned	Name	Address		
Gift	Individual	Donny Donor	123 Test St	Brisbane	QLD	4000		Monetary donation	\$1,000.00	1/10/2020					
Gift-In-Kind	Corporation	Donny's Organisation	123 Test St	Brisbane	QLD	4000		Payment of printing	\$1,000.00	2/10/2020					
Foreign Property	Unincorporated Association	Donny's Association	123 Test St	Auckland	Overseas	1010	New Zealand	Monetary donation	\$1,000.00	3/10/2020	4/10/2020	Donny Donor	123 Test St, Brisbane 4000		

**Note:**

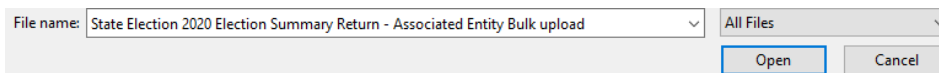
- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- Country is only required for overseas addresses.



10. Save file to a safe location.

11. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

12. Select file to upload and then select **Next**.



**Reporting a Gift received from an individual**

Name \*  
Donny Donor

Street \*  
123 Test St

Suburb \*  
Brisbane

State \*  
QLD

Postcode \*  
4000

**Gift Particulars**

Description of Gift Received \*  
Monetary donation

Amount \*  
1000

Date made \*  
1/10/2020

Is this Individual the source of the Gift? \*  
 Yes  No

**Reporting a Gift-In-Kind received from a corporation**

Name \*  
Donny's Organisation

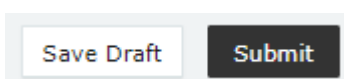
Street \*  
123 Test St

Suburb \*  
Brisbane

State \*  
QLD

Postcode \*  
4000

**Gift-In-Kind Particulars**



13. Select **Submit**.

**Note:** select **Save Draft** to save a draft of your gift received at any time. Select Drafts from the EDS side menu to access this record at a later date.

Confirm lodgement of return
✕

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

Cancel
Submit

14. Select **Submit** to confirm.

15. The gifts received will display on the **Recipient Submissions** page under the **My Recipient Submissions** tab.

***Note:** gift received **Status** will display as **NCR** (i.e. no corresponding return) to signify that a corresponding return from the donor is not required.*

**Recipient Submissions**

View or amend lodged returns, lodge another return.

Lodge return

---

**MY RECIPIENT SUBMISSIONS**
MY DONOR SUBMISSIONS
MY LOAN SUBMISSIONS
MY EXPENDITURE SUBMISSIONS

Complete Status: all
Revision Status: all
Status: all
True Source: all
Apply

Donor type: all
Recipient type: all
Late Status: all
Gov Level: all
Min amount
Max amount
Clear filters

From
To
Election periods: all
Calendar Based Reporting Period: all

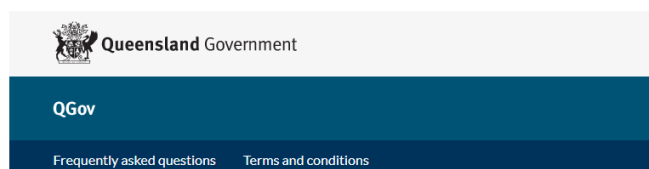
Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	01-10-2020 <small>By MCLAYNE HAMAM</small>	Gift	Donny Donor	Organisation2	\$1,000.00	Actions
NCR	02-10-2020 <small>By MCLAYNE HAMAM</small>	Gift-In-Kind	Donny's Organisation	Organisation2	\$1,000.00	Actions
NCR	03-10-2020 <small>By MCLAYNE HAMAM</small>	Foreign Property	Donny's Association	Organisation2	\$1,000.00	Actions
NCR	08-11-2020 <small>By MCLAYNE HAMAM</small>	Gift	Fake Corporation	Organisation2	\$2,500.00	Actions

Show 25
Apply
showing 1-4 of 4 items
1

## 4. Disclosing a Loan Received in the EDS

Financial controllers of associated entities that receive loans of \$1,000 or more are required to disclose the details of the loan in a return.

To lodge a return for loans received, please use the following instructions.

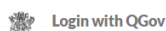


### Login or register

Please login or register using one of the options below.



or



\* Username  
Candidate101@test.com

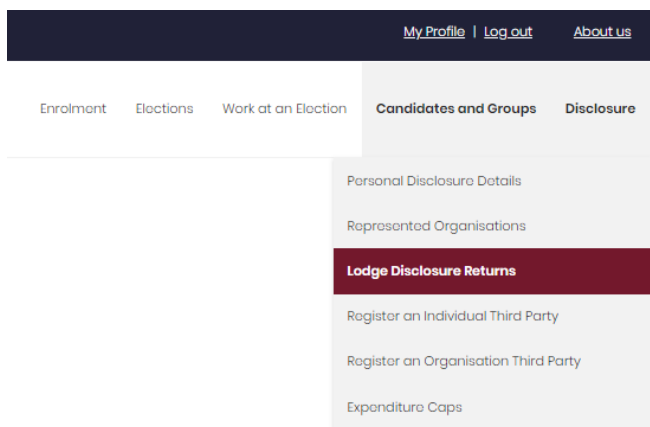
\* Password  
••••••••



[Forgot your password?](#) | [Manage your QGov login](#)

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

**Note:** select **Forgot your password?** and follow the prompts if you have forgotten your password.

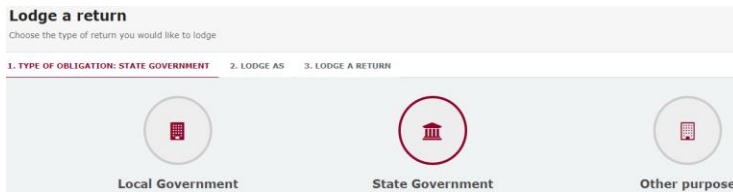


2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.

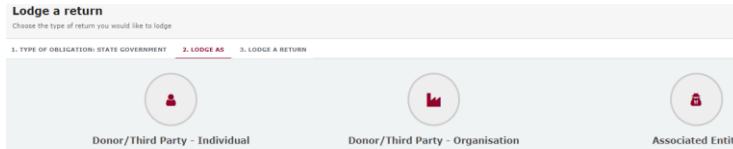


3. Select **Lodge return**.

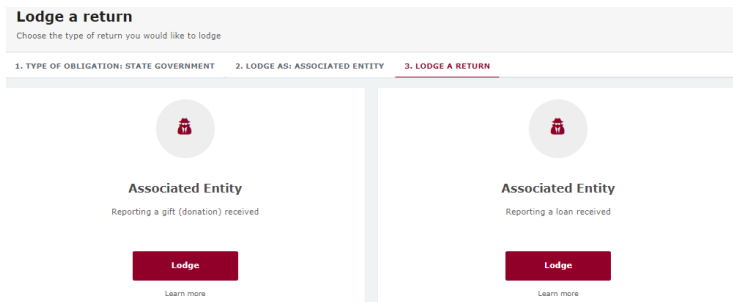




4. Under **Type of Obligation**, select **State Government**.

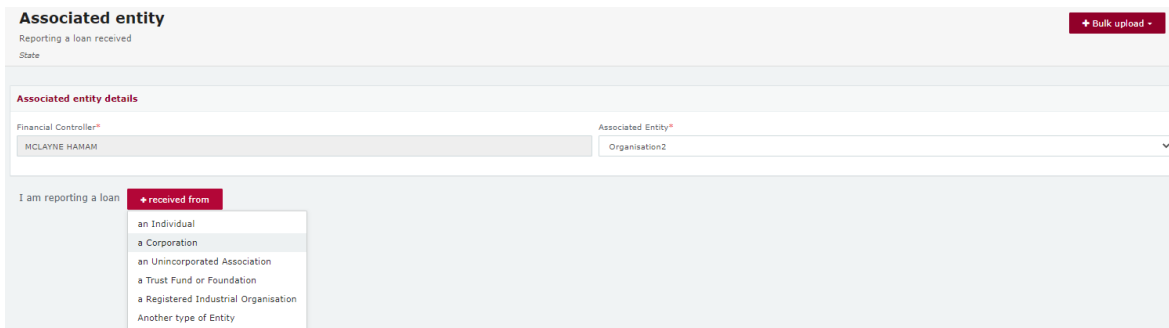


5. Under **Lodge As**, select **Associated Entity**.



6. Under **Lodge a Return**, select **Associated Entity: Reporting a loan received**.

7. Select donor type from the **+ received from** dropdown menu (e.g. a Corporation).



8. Enter all mandatory loan reporting information, such as name and address of the entity giving the loan, terms and conditions of loan received, amount and date loan received, date loan due and date paid back (if applicable). Then select **Yes** or **No** for **Market rate charged** and **Is this Entity the source of the Loan?**  
**Note:** additional loans can be disclosed by selecting **+ received from** and repeating the steps above.

**Reporting a Loan received from a corporation**

Name of Loan Provider\*  
Fake Corporation

Street\* 1 Fake St    Suburb\* Faketown    State\* QLD    Postcode\* 4000

**Loan Particulars**

Terms & conditions\* \$1,000 loan to candidate for 3 months at 2.5% interest with monthly repayments

Amount\* 1000    Date loan received\* 01/08/2020    Date loan due\* 31/10/2020    Date paid back\* dd/mm/yyyy

Market rate charged?\*  Yes  No

Is this Corporation the source of the Loan? \*  Yes  No

Current Total **\$1000.00**

I am reporting a loan **received from**

Save Draft    **Submit**

Save Draft    **Submit**

9. Select **Submit**.  
**Note:** select **Save Draft** to save a draft of your loan received at any time. Select **Drafts** from the side menu to access this record at a later date.

**Confirm lodgement of return**

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

Cancel    **Submit**

10. Select **Submit** to confirm.

11. The loan received will display on the **Recipient Submissions** page under the **My Loan Submissions** tab.

**Note:** loan received **Status** will display as **NCR** (i.e. no corresponding return) to signify that a corresponding return from the loan provider is not required.

**Loan Submissions** Lodge return

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS **MY LOAN SUBMISSIONS** MY EXPENDITURE SUBMISSIONS

Search  Q Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount Clear filters

From  To  Election periods: all Calendar Based Reporting Period: all

Status	Date Received	Type	Provider	Receiver	Amount	Actions
NCR	01-08-2020 By INCLAYNE HANNAH	Loan	Fake Corporation	Organisation2	\$1,000.00	Actions

Show 25 Apply showing 1-1 of 1 items < 1 >

## 5. Submitting a Periodic Return in the EDS

Financial controllers of associated entities are required to lodge periodic returns for their entity covering 6 monthly periods, ending on 30 June and 31 December each year. The due dates for the periodic returns are **8 weeks** after the end of the reporting period.

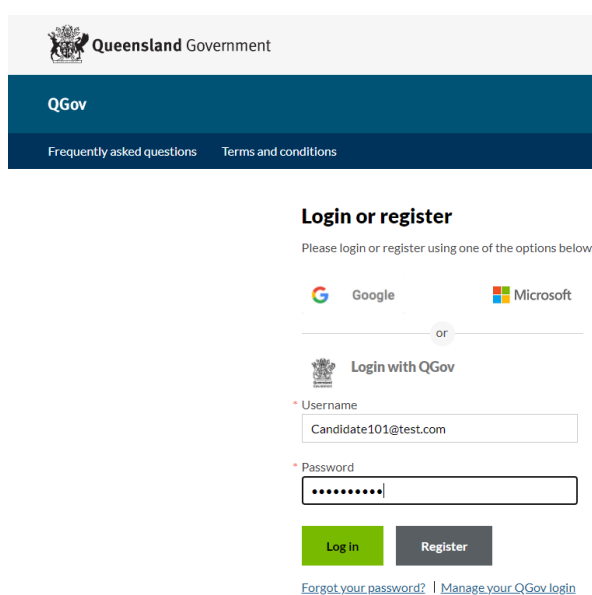
In this return, financial controllers are required to disclose all amounts received, paid and owed by the associated entity for the reporting period, including the details of amounts of \$1,000 or more.

**Important!** *if the associated entity received any gifts or loans of \$1,000 or more during the reporting period, you must lodge a separate return in the EDS for each gift or loan prior to submitting your periodic return. Refer to [Disclosing a Gift Received in the EDS](#) and [Disclosing a Loan Received in the EDS](#) for more information on how to lodge these returns.*

**Note:** refer to the [Glossary](#) for key terms and definitions.

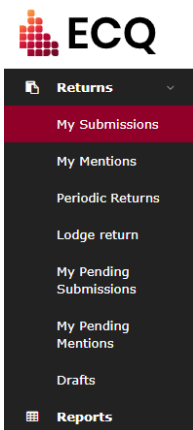
Refer to Submitting an Election Summary Return for information on how to submit an election summary return.

To lodge your Periodic Return, please use the following instructions.



1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

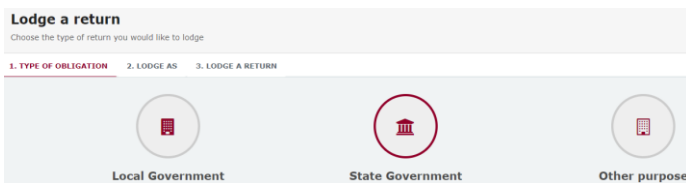
**Note:** *select **Forgot your password?** and follow the prompts if you have forgotten your password.*



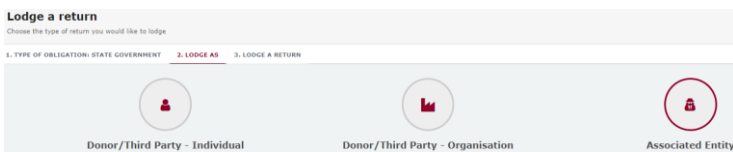
2. Select **My Submissions** in the EDS menu.



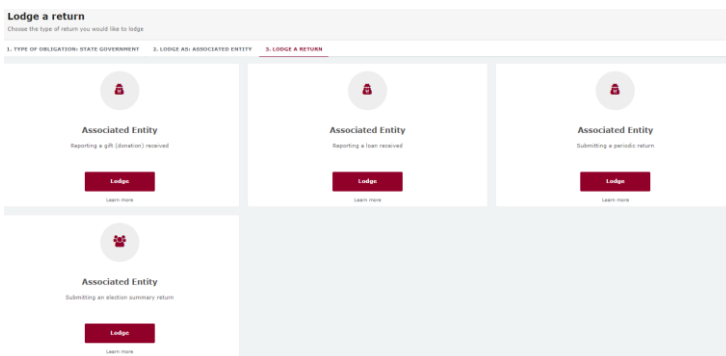
3. Select **Lodge Return**.



4. Under **Type of Obligation**, select **State Government**.



5. Under **Lodge As**, select **Associated Entity**.



6. Under **Lodge a Return**, select **Lodge** for **Associated Entity: Submitting a periodic return**.

7. Select **Disclosure period** from the dropdown menu.

The screenshot shows a web form titled 'Associated entity' with a 'Bulk upload' button. Under 'Associated entity details', there are fields for 'Financial Controller\*' (MCLAYNE HAMAM) and 'Associated Entity\*' (Organization2). The 'Reporting Period' section includes a 'Disclosure period' dropdown menu, 'Return period commences' (01/07/2020), and 'Return period concludes' (31/12/2020). At the bottom of the form are five red buttons: '+ Payment', '+ Debt', '+ Capital Deposit', '+ Receipt', and '+ Loan from Financial Institution', followed by 'Save Draft' and 'Next' buttons.

A row of five red buttons: '+ Payment', '+ Debt', '+ Capital Deposit', '+ Receipt', and '+ Loan from Financial Institution'.

8. Select **+ Payment, + Debt, + Capital Deposit, + Receipt or + Loan from Financial Institution** depending in the type of item being lodged.

**Note:**

- *To lodge no payments, debts, or receipts, skip to step 10.*
- *To lodge numerous items, skip to step 11.*

9. Under the sections below, enter mandatory fields as follows:

- **Payment** - include name, address, payment description and amount.
- **Debt** - include name, address, debt description and amount.
- **Capital Deposit** - include name, address, capital deposit description and amount.
- **Receipt** - include name, address, description and amount.
- **Loan from Financial Institution** - name and amount.

**Note:** select **+ Payment, + Debt, + Capital Deposit, + Receipt or + Loan from Financial Institution** to enter additional items.

**Capital Deposit**

Contributor \*  
Trust Fund A

Street\* 123 Test St Suburb\* Brisbane State\* QLD Postcode\* 4000

Capital deposit description \* Office equipment Amount\* 1500

---

**Loan from Financial Institution**

Name of Financial Institution \*  
Fake Bank

Amount\* 2000

---

**Payment**

Paid to \*  
Supplier 1

Street\* 123 Test St Suburb\* Brisbane State\* QLD Postcode\* 4000

Payment description \* Rent deposit for video camera Amount\* 1010

Is the entity an unincorporated association or a trust fund / foundation? \*  
 Yes  No

Select **Yes** or **No** to **Is the entity an unincorporated association or a trust fund / foundation?**

**Note:**

- If **Yes** is selected then additional details, such as name and address of the entity, is required.
- Select **+ Member** to add additional entities.

**Receipt**

Received from \*  
Receiver One

Street\* 200 Mary St Suburb\* Brisbane State\* QLD Postcode\* 4000

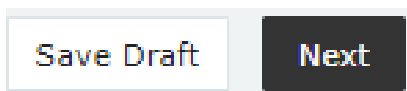
Description \* Bank interest Amount\* 500

Is the entity an unincorporated association or a trust fund / foundation? \*  
 Yes  No

---

**Committee member / Trustee**

Name\* Unincorporated association one Address\* 1 Receipt St, Brisbane 4000

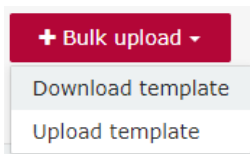


10. Select **Next**.

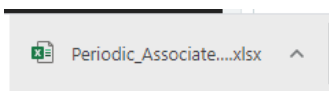
**Note:**

- To lodge no payments, debts, or receipts, skip to step 17.
- Select **Save Draft** to save a draft of

*your return received at any time. Select **Drafts** from the side menu to access this record at a later date.*



11. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



12. Once downloaded, select file to open.

**Note:**

- *Google Chrome downloads appear in the lower left of the page.*
- *Internet Explorer downloads appear in a pop-up box.*
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

13. Select **Enable Editing** and enter mandatory fields including item type, name, address, description and amount.

**Note:** *select **Yes** or **No** to **Is the entity an unincorporated association or a trust fund / foundation?** If **Yes** is selected then additional details, such as name and address of the entity, is required.*

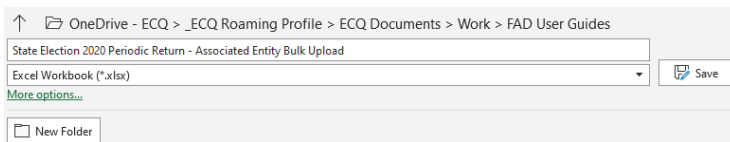
Type	Paid to / Creditor / Contributor / Received from						Amount	Description	Is the entity an unincorporated association or a trust fund / foundation?	Committee member / trustee	
	Name	Street	Suburb	State	Postcode	Country				Name	Address
Payment	Supplier One	1 Pay St	Auckland	Overseas	4010	New Zeal	\$1,000.00	Rent deposit for camp	No		
Debt	Debtor One	1 Debt St	Brisbane	QLD	4000		\$2,000.00	Office equipment	Yes	Bebbie Debtor	123 Test St, Brisbane 4000
Receipt	Receiver One	1 Receipt St	Brisbane	QLD	4000		\$3,000.00	Bank interest	No		



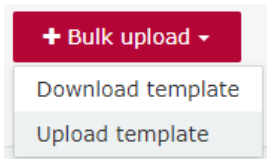
**Note:**

- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- Country is only required for overseas addresses.

**Handy tip!** To save time, download the bulk upload template at the beginning of the reporting period and complete as you go.

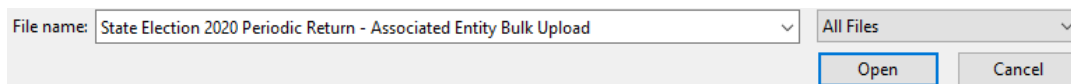


14. Save file to a safe location.



15. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

16. Select file to upload.



After uploading, items from the spreadsheet are displayed under the **Payment**, **Debt** or **Receipt** sections as specified.

**Payment**

Paid to \*  
Supplier One

Street\* 1 Pay St Suburb\* Auckland State\* Overseas Postcode\* 1010 Country\* New Zealand

Payment description \* Rent deposit for campaign office Amount\* 1000  
Is the entity an unincorporated association or a trust fund / foundation? \*  Yes  No

---

**Debt**

Creditor \* Debtor One

Street\* 1 Debt St Suburb\* Brisbane State\* QLD Postcode\* 4000

Debt description \* Office equipment Amount\* 2000  
Is the entity an unincorporated association or a trust fund / foundation? \*  Yes  No

---

**Committee member / Trustee**

Name\* Bebbie Debtor Address\* 123 Test St, Brisbane 4000

+ Member

Save Draft Next

17. Select **Next**.

**Note:** select **Save Draft** to save a draft of your return received at any time. Select **Drafts** from the side menu to access this record at a later date.

18. The **Return summary** section displays a summary of all amounts received, paid and owed by the associated entity during your reporting period.

Gifts	Loans	Loans from Financial Institutions	Receipts
Amount \$5,500.00	Amount \$1,000.00	Amount \$2,000.00	Amount \$3,300.00
Gifts Reported 4 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 1	Receipts Reported 2
Unreported Amounts Under Threshold \$0.00			
Total Amounts Received <b>\$11,800.00</b>			

The **Gifts**, **Loans** and **Loans from Financial Institutions** sections display the total amounts already reported in the EDS as being received by the associated entity during the reporting period.

**Note: Gifts or Loans** already reported in EDS can be reviewed by clicking the **View** button.

The **Receipts** section displays the total amount of any receipts, other than gifts or loans, that you added to the previous page of the return.

If the associated entity received any gifts, loans or other receipts during the reporting period that were less than \$1,000 and have not already been reported in the EDS, you must update **Unreported Amounts Under Threshold** with the total value of these gifts, loans and receipts.

Return summary			
Gifts	Loans	Loans from Financial Institutions	Receipts
Amount \$5,500.00	Amount \$1,000.00	Amount \$2,000.00	Amount \$3,300.00
Gifts Reported 4 <a href="#">VIEW &gt;</a>	Loans Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 1	Receipts Reported 2
Unreported Amounts Under Threshold \$500			
Total Amounts Received <b>\$12,300.00</b>			

For example, the screenshot above displays the associated entity having received 4 gifts totalling \$5,500, 1 loan totalling \$1,000 and 1 loan from a financial institution totalling \$2,000. The associated entity also received 2 receipts of \$3,300, added by the financial controller on the previous page of the periodic return.

During the reporting period, the associated entity also received several smaller gifts, loans and receipts, totalling \$500, and this amount is entered in the **Unreported Amounts Under Threshold** field.

**Total Amounts Received** will calculate the sum of **Amount** and **Unreported Amounts Under Threshold** to display the total amount of gifts, loans and receipts that the associated entity received during the reporting period (e.g. \$12,300.00).

Payments	Debits
Amount \$1,000.00	Amount \$2,000.00
Payments Reported 2	Debits Reported 2
Unreported Amounts Under Threshold \$500	Unreported Amounts Under Threshold \$500
Total Amounts Paid <b>\$1,500.00</b>	Total Amounts Outstanding <b>\$2,500.00</b>

Capital Deposit
Amount \$1,500.00
Capital Deposit Reported 1
Total Amounts Paid from Capital <b>\$1,500.00</b>

The **Payments**, **Debits** and **Capital Deposit** sections display the total amount of any payments, debts or capital deposits added to the previous page of the return.

If the associated entity received any payments or debts (but not capital deposits) during the reporting period that were less than \$1,000 and have not already been reported in the EDS, you must update **Unreported Amounts Under Threshold** with the total value of these payments or debts (e.g. \$500).

**Total Amounts Paid** (for payments) and **Total Amounts Outstanding** (for debts) will calculate the sum of **Amount** and **Unreported Amounts Under Threshold** to display the total amount of **Payments** (e.g. \$1,500) and **Debits** (e.g. \$2,500) that the associated entity received during the reporting period.

19. In the **Audit Certificate** section, select **Template** to download an audit certificate template to be completed by an auditor.

**Note:** *the associated entity also has an option to **Request Audit Waiver**, requesting ECQ to waive the need for associated entity to submit an audit certificate. Request to waive an audit requires justification (e.g. unreasonable cost of audit).*

**Audit Certificate** Template

Attach Audit Certificate Request Audit Waiver

**Defer Audit Certificate Attachment**  
 By selecting this option, you are indicating that you still need to acquire an audit certificate for this election summary return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.  
 Your return is not complete until you attach an audit certificate or request an audit waiver.

**Confirm request to waive audit**

You have to provide an audit certificate to finalize the report, however you have been approved to request the audit waiver. Once the request for audit waiver is made, it will be processed by ECQ representatives. The fact of the request does not guarantee your request is approved, and if rejected, you still will be obligated to attach the audit certificate.

Reason

Unreasonable cost of audit (invoice provided by email to ECQ).

Cancel Request an audit waiver

20. Select **Attach Audit Certificate** to upload file from your computer.

**Note:** check the **Defer Audit Certificate Attachment** box to attach certificate at a later stage. Associated entity has 14 days after submission to attach a certificate or request an audit waiver and the return is still considered to be incomplete until attached.

Party

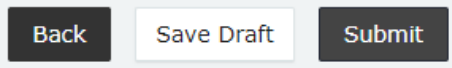
File name: Audit Certificate - Parties and Associated Entities (July 2019) All Files

Open Cancel

**Audit Certificate** Template

Attach Audit Certificate Request Audit Waiver

**Defer Audit Certificate Attachment**  
 By selecting this option, you are indicating that you still need to acquire an audit certificate for this election summary return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.  
 Your return is not complete until you attach an audit certificate or request an audit waiver.



21. Select **Submit** to send your return to ECQ.

**Note:**

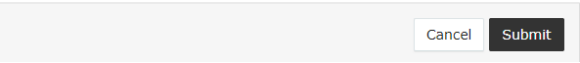
- *Periodic returns are submitted once only. If you have made an error and need to resubmit your return, please refer to [Amending a Return in the EDS](#).*
- *Select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu) or select **Back** to enter additional items.*

**Confirm lodgement of return**

I confirm that the information provided in this return and any attachments is true and complete.

I certify that all gifts, loans, and expenditure received or incurred by the parties to this return during the specified disclosure period have been disclosed. I further acknowledge that I must keep all records related to this return for 5 years.

I acknowledge that this submission will be published and available for public viewing.



22. Review the **Confirm lodgement of return** message and then select **Submit**.

**Note: Submit Nil Return will display if no gifts or loans were received, and no expenditure was incurred.**

23. Once submitted, the **Periodic Return** displays under the **Periodic Returns** menu and the **Public Reports** page.

**Note:** once submitted, periodic returns can only be amended by selecting **Request to amend** under the **Actions** dropdown menu.

**Periodic Returns Summary** Lodge return

View or amend lodged periodic returns, lodge another periodic return.

---

**SUMMARY**

Search   Complete Status: all Type: all Late Status: all From   To

Audit Status: All Gov Level: all Min amount  Max amount  Status: all

Election periods: all Calendar Based Reporting Period: all Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Periodic Return	Associated Entity	Organisation2 <small>By INCLAYNE HARRMAN</small>	25-02-2021	06/11/2020	01/07/2020 - 31/12/2020 Calendar Reporting Period	\$11,500.00	\$2,010.00	Actions

Show 25  showing 1-1 of 1 items < 1 >

## 6. Submitting an Election Summary Return

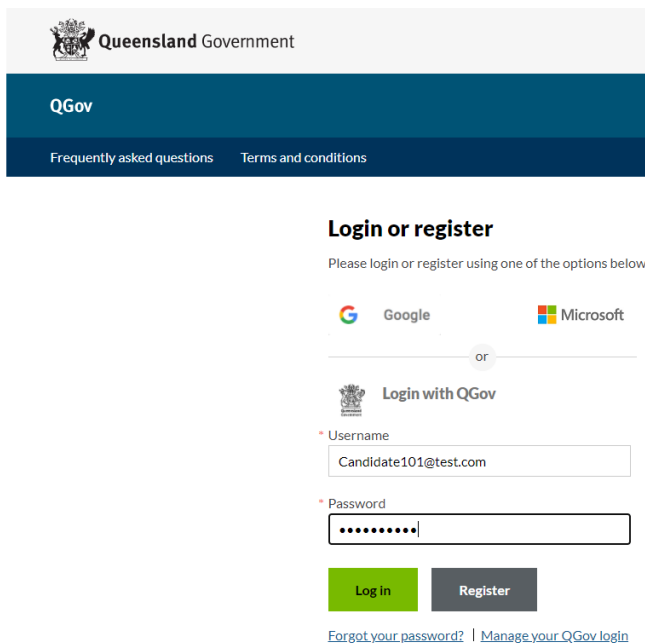
Financial controllers of associated entities are required to lodge an Election Summary Return within 15 weeks of election day.

In this return, associated entities are required to disclose the total amount of all gifted electoral expenditure and the total amount of electoral expenditure that was incurred for the election, even if electoral expenditure is nil.

### **Note:**

- *All gifted electoral expenditure associated entities receive must be disclosed, even if the amount has already been declared as a gift-in-kind or if the value is less than \$1,000.*
- *Refer to the [Glossary](#) for key terms and definitions.*

To lodge your Election Summary Return, please use the following instructions.

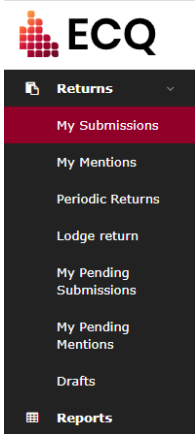


The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below this is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected. Below this, there are two input fields: 'Username' with the value 'Candidate101@test.com' and 'Password' with masked characters. At the bottom of the form are two buttons: 'Log in' (green) and 'Register' (grey). Below the buttons are two links: 'Forgot your password?' and 'Manage your QGov login'.

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

**Note:** *select **Forgot your password?** and follow the prompts if you have forgotten your password.*

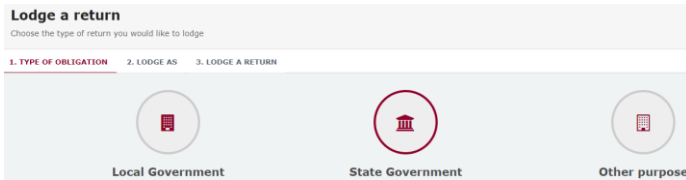




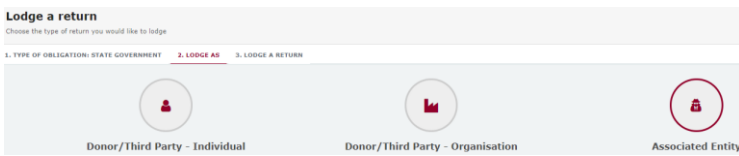
2. Select **My Submissions** in the EDS menu.



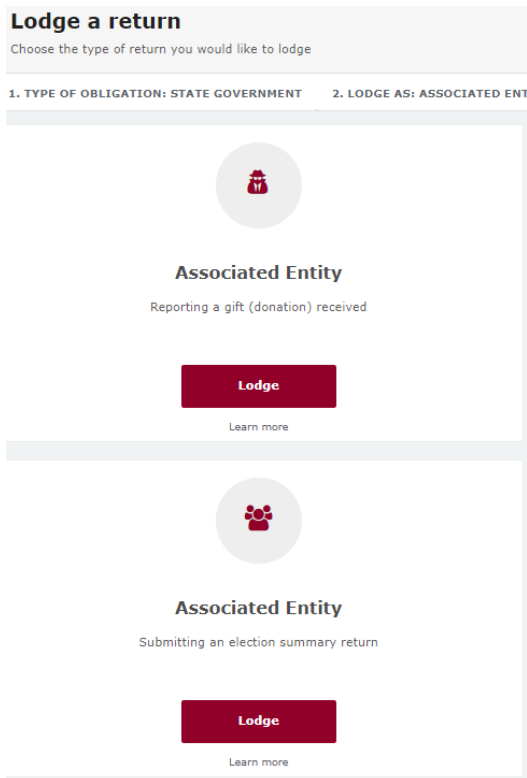
3. Select **Lodge return**.



4. Under **Type of Obligation**, select **State Government**.



5. Under **Lodge As**, select **Associated Entity**.



- Under **Lodge a Return**, select **Lodge** for **Associated Entity: Submitting an election summary return**.

- Select **Associated Entity** (e.g. Organisation2) and **Event** (e.g. EDS SG 2020 State General Event) using the dropdown menus.

The screenshot shows the 'Associated entity' form. At the top right, there is a '+ Bulk upload -' button. Below the title, it says 'Submitting an election summary return' and 'State'. The 'Associated entity details' section contains two dropdown menus: 'Financial Controller\*' with the value 'MCLAYNE HAMAM' and 'Associated Entity\*' with the value 'Organisation2'. The 'Reporting Period' section contains an 'Event\*' dropdown menu with the value 'EDS SG 2020 State General Event'. At the bottom, there is a checkbox for 'Electoral Expenditure Incurred:  No electoral expenditure was incurred or gifted for the election'. Below this are two buttons: '+ Electoral Expenditure' and '+ Gifted Electoral Expenditure', and a 'Save Draft' button on the right.

- If you did not incur any electoral expenditure, and were not gifted any electoral expenditure, for the election, check the **No electoral expenditure was incurred or gifted for the election** box, then select **Next**.

**Note:** if you did not incur electoral expenditure continue to step 18, otherwise continue to step 9.

**Reporting Period**

Event \*  
 EDS SG 2020 State General Event

**Electoral Expenditure Incurred:**  No electoral expenditure was incurred or gifted for the election

Save Draft Next

**Electoral Expenditure Incurred:**  No electoral expenditure was incurred or gifted for the election

+ Electoral Expenditure ? + Gifted Electoral Expenditure ?

9. Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** depending on the type of expenditure incurred. **Note:** to disclose numerous expenditure items, skip to step 11.

10. Under the **+ Electoral Expenditure** and **+ Gifted Electoral Expenditure** sections, enter mandatory fields including name, address, description of goods or services, amount and date of expenditure.

**Note:**

- Select **+ Electoral Expenditure** and **+ Gifted Electoral Expenditure** to enter additional items.
- Select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).

**Electoral Expenditure Incurred:**  No electoral expenditure was incurred or gifted for the election

**Electoral Expenditure**

Supplier name \*  
 Printy McGee's Printorium

Street \* 123 Fake St Suburb \* Faketown State \* QLD Postcode \* 4000

Description of goods or services \* 100 x Campaign Pamphlets Amount \* 300 Date of expenditure \* 15/11/2020

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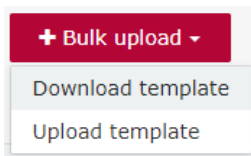
**Gifted Electoral Expenditure**

Name \*  
 Peter Piper

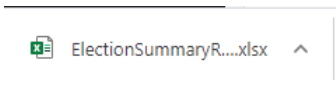
Street \* 1 Pepper St Suburb \* Pickle State \* QLD Postcode \* 4000

Description of goods or services \* 10 x Certificates Amount \* 244 Date of expenditure \* 07/11/2020

+ Electoral Expenditure ? + Gifted Electoral Expenditure ? Save Draft Next



11. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



12. Select to open the file, once downloaded.

**Note:**

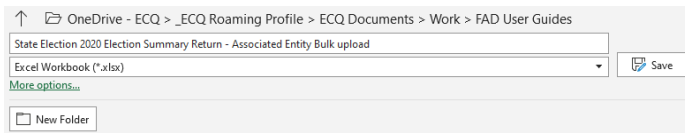
- *Google Chrome downloads appear in the lower left of the page.*
- *Internet Explorer downloads appear in a pop-up box.*
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

13. Select **Enable Editing** and enter mandatory fields including electoral expenditure type, name, address, description of goods or services, amount and date of expenditure.

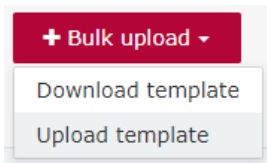
**Note:**

- *Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.*
- *Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.*
- *Country is only required for overseas addresses.*

Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop	1 Eagle St	Brisbane	QLD	4000		\$1,500.00	100 x Campaign Pamphlets	15/10/2020
Gifted Electoral Ex	John Smith	1 Eagle St	Brisbane	QLD	4000		\$1,201.00	10 x Corflutes	15/10/2020

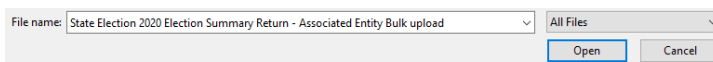


14. Save file to a safe location.



15. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

16. Select file to upload and then, once all items have been entered, select **Next**.



17. The **Return summary** section displays a summary of all **Gifted Electoral Expenditure** and **Electoral Expenditure Incurred** disclosed for the election.

**Note:** *Gifted Electoral Expenditure and Electoral Expenditure Incurred figures are a total of all amounts entered on the previous page.*


Associated entity details	
Financial Controller*	Associated Entity*
MCLAYNE HAMAM	Organisation2

Return summary	
<b>Gifted Electoral Expenditure</b>	<b>Electoral Expenditure Incurred</b>
Amount	Amount
\$1,445.00	\$1,800.00
Gifted Electoral Expenditure Reported	Electoral Expenditure Reported
2	2
Total Gifted Electoral Expenditure	Total Electoral Expenditure Incurred
<b>\$1,445.00</b>	<b>\$1,800.00</b>

**Bank Statement**

You are required to upload a bank statement for the Party's State campaign account, covering the entire capped expenditure period. If you do not have this statement ready, save this return in draft, and complete your return once you have the bank statement. Your return is not complete until you submit a bank statement.



Bank statement - Associated Entity

[Upload File](#)

18. Under the **Bank Statement** section, select **Upload Files** to upload your bank statement.

**Note:** multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.

Back

Save Draft

Submit

19. Select **Submit** to send your return to ECQ.

**Note:** select **Save Draft** to save a draft of your return at any time or select **Back** to enter additional expenditure items.

Confirm lodgement of return
✕

I confirm that the information provided in this return is true and complete.

I certify that all electoral expenditure incurred by the subject of this return for the specified election has been disclosed. I further acknowledge that I must keep all records related to this return for 5 years.

I acknowledge that this submission will be published and available for public viewing.

Cancel
Submit

20. Review the **Confirm lodgement of return** message and then select **Submit**.

**Note: Submit Nil Return will display if no expenditure was incurred for the election.**

21. Once submitted, the Election Summary Return displays under the **Periodic Returns** menu and the public **Reports** page.

**Note:**

- Once submitted, election summary returns can only be amended by selecting **Request to amend** from the **Actions** dropdown menu.
- Refer to [Amending a Return in the EDS](#) for more information on how to amend your election summary return.

- >Returns
- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- Gift Map
- Expenditure Table
- Historical Data
- Help Centre
- Support
- FAQ
- Downloads

### Periodic Returns Summary

View or amend lodged periodic returns, lodge another periodic return.

Lodge return

SEARCH

Complete Status: all | Type: all | Late Status: all | From | To | Apply

Audit Status: All | Gov Level: all | Min amount | Max amount | Status: all | Clear filters

Election periods: all | Calendar Based Reporting Period: all | Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Associated Entity	Organisation2 <small>By INCLAYNE WILKMAN</small>	15-02-2021	03/11/2020	EDS SG 2020 State General Event	—	\$3,245.00	Actions
PKCA	Periodic Return	Associated Entity	Organisation2 <small>By EDC</small>	25-02-2021	16/10/2020	01/07/2020 - 31/12/2020 Calendar Reporting Period	\$1,500.00	\$999.00	Actions

Show 25 | Apply | showing 1-2 of 2 items

## 7. Amending a Return in the EDS

If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions** - displays associated entity's existing gifts, loans and expenditure.
- **Periodic Returns** - displays associated entity's existing periodic and election summary returns.

To request to amend a return in the EDS, please use the following instructions.

Queensland Government

QGov

Frequently asked questions Terms and conditions

### Login or register

Please login or register using one of the options below.

Google Microsoft

or

Login with QGov

\* Username  
Candidate101@test.com

\* Password  
.....

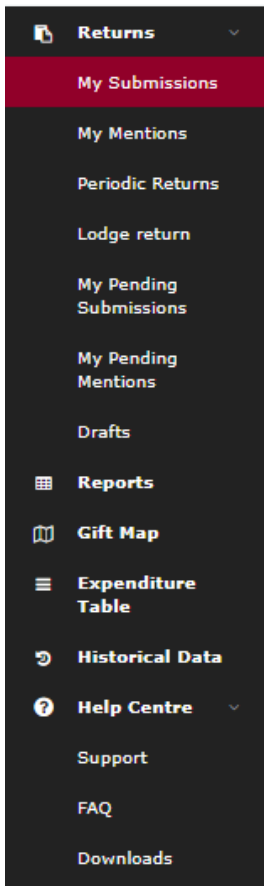
Log in Register

[Forgot your password?](#) | [Manage your QGov login](#)

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

**Note:** select **Forgot your password?** and follow the prompts if you have forgotten your password.





2. Select **My Submissions** or **Periodic Returns** side menu option.

3. Find the return you wish to amend (e.g. \$1,000 gift from Donny Donor).

**Recipient Submissions**  
View or amend lodged returns, lodge another return. [Lodge return](#)

MY RECIPIENT SUBMISSIONS   MY DONOR SUBMISSIONS   MY LOAN SUBMISSIONS   MY EXPENDITURE SUBMISSIONS

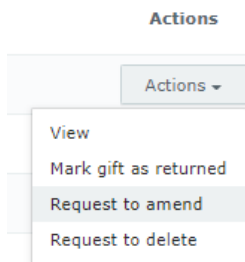
Search   Complete Status: all   Revision Status: all   Status: all   True Source: all  

Donor type: all   Recipient type: all   Late Status: all   Gov Level: all   Min amount  Max amount

From  To  Election periods: all   Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	01-10-2020 By MCCLAYNE HARHAM	Gift	Donny Donor	Organisation2	\$1,000.00	<input type="button" value="Actions"/>
NCR	02-10-2020 By MCCLAYNE HARHAM	Gift-In-Kind	Donny's Organisation	Organisation2	\$1,000.00	<input type="button" value="Actions"/>
NCR	03-10-2020 By MCCLAYNE HARHAM	Foreign Property	Donny's Association	Organisation2	\$1,000.00	<input type="button" value="Actions"/>
NCR	08-11-2020 By MCCLAYNE HARHAM	Gift	Fake Corporation	Organisation2	\$2,500.00	<input type="button" value="Actions"/>

Show 25  showing 1-4 of 4 items



4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Request to amend**.

i **Confirm request to amend** ✕

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date the gift was made.

Description

Date to be changed from 01-10-2020 to 02-10-2020

Attachments

Choose Files

 No file chosen
Cancel
Request to amend

5. In the **Confirm request to amend** window, enter **Reason** (e.g. Entered the wrong date gift was made) and **Description** (e.g. Date to be changed from 01-10-2020 to 02-10-2020) of your amendment and then select **Request to amend**.

**Note:** files to support amendment can also be attached by selecting **Choose Files** and uploading from your computer.

6. Under **My Submissions** or **Periodic Returns Summary** page, the return **Status** now displays as **Pending** and is removed from the public **Gift Map** and **Reports** pages.

**Note:** the associated entity will receive an email once the amendment has been processed by the ECQ.

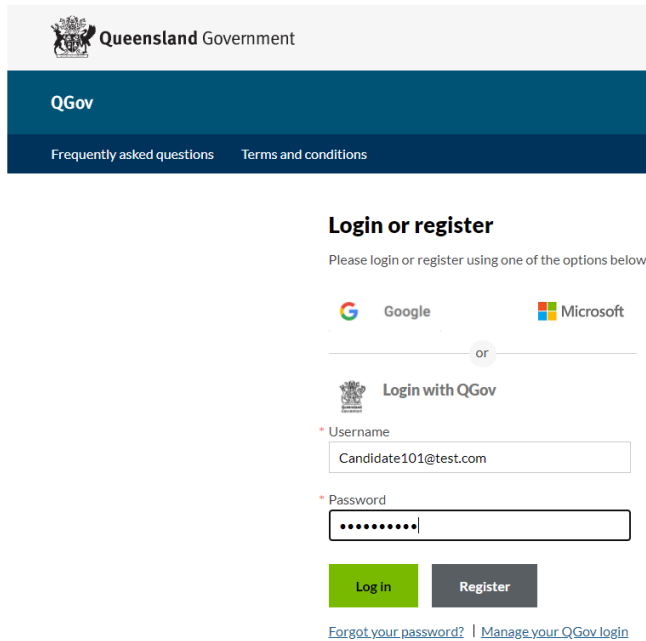
Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
<span style="background-color: #e91e63; color: white; padding: 2px;">PENDING</span>	01-10-2020 <small>By HCLAYNE HANAM</small>	Gift	Donny Donor	Organisation2	\$1,000.00	Actions
<span style="background-color: #9c27b0; color: white; padding: 2px;">NCR</span>	02-10-2020 <small>By HCLAYNE HANAM</small>	Gift-In-Kind	Donny's Organisation	Organisation2	\$1,000.00	Actions
<span style="background-color: #9c27b0; color: white; padding: 2px;">NCR</span>	03-10-2020 <small>By HCLAYNE HANAM</small>	Foreign Property	Donny's Association	Organisation2	\$1,000.00	Actions
<span style="background-color: #9c27b0; color: white; padding: 2px;">NCR</span>	08-11-2020 <small>By HCLAYNE HANAM</small>	Gift	Fake Corporation	Organisation2	\$2,500.00	Actions

Show 25 | Apply showing 1-4 of 4 items

## 8. Mark a Gift as Returned in the EDS

If you have lodged a return in the EDS for a gift that the associated entity has received that has since been returned to the donor, you can mark the gift as returned.

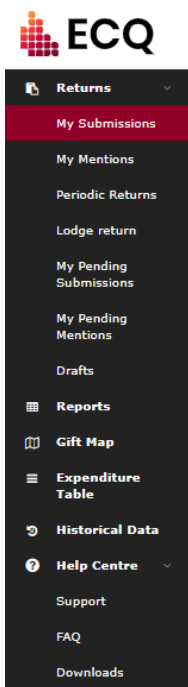
To mark a gift as returned in the EDS, please use the following instructions.



The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below this is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three login options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected, and there are two input fields: 'Username' with the value 'Candidate101@test.com' and 'Password' with masked characters. Below the input fields are two buttons: 'Log in' (green) and 'Register' (dark grey). At the bottom, there are two links: 'Forgot your password?' and 'Manage your QGov login'.

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

**Note:** select **Forgot your password?** and follow the prompts if you have forgotten your password.



2. Select **My Submissions** on the side menu.

3. Find the return you wish to returned (e.g. \$1,000 gift-in-kind from Donny's Organisation).

**Recipient Submissions**  
View or amend lodged returns, lodge another return. Lodge return

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

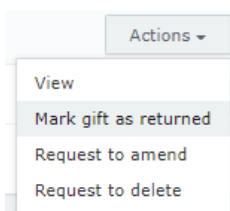
Search  Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount Clear filters

From  To  Election periods: all Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
PENDING	01-10-2020 By MELAYNE HANAM	Gift	Donny Donor	Organisation2	\$1,000.00	Actions
NCR	02-10-2020 By MELAYNE HANAM	Gift-In-Kind	Donny's Organisation	Organisation2	\$1,000.00	Actions
NCR	03-10-2020 By MELAYNE HANAM	Foreign Property	Donny's Association	Organisation2	\$1,000.00	Actions
NCR	08-11-2020 By MELAYNE HANAM	Gift	Fake Corporation	Organisation2	\$2,500.00	Actions

Show 25 Apply showing 1-4 of 4 items < 1 >



4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Mark gift as returned**.

ⓘ **Confirm to mark gift as returned** ✕

Returned to\*

Date returned\*

 📅

Explanation for why the gift was returned\*

Fund raising event cancelled due to restrictions on private gatherings

📎 Upload Files

Cancel
Mark gift as returned

5. In the **Confirm to mark gift as returned** window, enter **Date returned** (e.g. 02-10-2020) and an **Explanation for why the gift was returned** (e.g. Fundraising event cancelled due to restrictions on private gatherings) for your returned gift and then select **Mark gift as returned**.

**Note:** files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.

6. Under **My Submissions Summary** page, a returned symbol (🔄) will display next to the return and on the public **Gift Map** and **Reports** pages.

**Note:** the associated entity and the donor of the gift (if they are registered in the EDS) will receive an email confirming the gift has been marked as returned.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
PENDING	01-10-2020 <small>By HCLAYRE HAKAM</small>	Gift	Donny Donor	Organisation2	\$1,000.00	Actions ▾
NCR	02-10-2020 <small>By HCLAYRE HAKAM</small>	Gift-In-Kind	Donny's Organisation	Organisation2	\$1,000.00	Actions ▾
NCR	03-10-2020 <small>By HCLAYRE HAKAM</small>	Foreign Property	Donny's Association	Organisation2	\$1,000.00	Actions ▾
NCR	08-11-2020 <small>By HCLAYRE HAKAM</small>	Gift	Fake Corporation	Organisation2	\$2,500.00	Actions ▾

Show 25 ▾ Apply showing 1-4 of 4 items