

Party name: _____

Initial process on receipt of annual return of donations and loans:	
1. Date received	
Check return is in order:	
2. Did the Party Secretary file the return and sign and date the declaration?	
3. Is the return on the Electoral Commission's form?	
4. Does the return have an auditor's report? An audit report is not required if the total donations are \$50,000 or less and there are no new loans to report, or any loans from prior years with a balance over \$15,000	
4.1. Is the auditor's report from the auditor appointed under s 206J?	
4.2. Does the auditor's report state whether, in the auditor's opinion, the return fairly reflects the party donations received and loans entered into by the party secretary?	
4.3. Is the auditor's report dated as being completed after 31 December 2025?	
If the return appears to be incomplete:	
5. Contact the party secretary by email to explain what omission or error has been identified at the initial checking stage and specify what the party secretary needs to do and the timeframe to remedy the return.	
If the return appears to be complete:	
6. Advise the party secretary by email the information has been received, and appears to be in order, but will be subject to later checking.	
Check the return for compliance:	
7. Was the completed return received by 30 April? If late, is there a reason it wasn't filed on time? If not, and the matter has already been referred to Police – advise Police that the return has been filed.	
8. Does the return or audit report give any indication there may have been a failure to keep proper records of party donations or party loans?	
9. Is it a nil return? If not check each part of the return and complete the relevant parts of the checklist. For all returns check against any loans exceeding \$30,000 entered into by parties during 2025.	
10. Has the party included a total of monetary and non-monetary donations reported?	

Check Part A: 11. Is all the information required in Part A present? Check each donation listed includes the following: • The donor's name • The donor's address – residential address for an individual, principal place of business or headquarters for a body • The date the donation was received • Whether the donation contains contributions • The amount of the donation or total aggregated donations from donor	
12. Does Part A appear to be false in any material particular?	
13. Does Part A appear to indicate a donation exceeding \$50 was received from an overseas person?	
Check Part B: 14. Is all the information required in Part B present? Check each contribution listed includes the following: • The contributor's name • The contributor's address – residential address for an individual; principal place of business or headquarters for a body • The donation number(s) in Part A that the contribution(s) was part of • The amount of the contribution or total aggregated contributions • The date of the related donation	
15. Does Part B appear to be false in any material particular?	
16. Does any contribution listed in the Part B indicate a donation may be missing from Part A?	
17. Does any of the information in Part B, or in Part A, appear to indicate there may have been a failure to comply with the requirements for disclosing contributors?	
18. Do any of the contributions listed appear to indicate a donation was received funded from contributions exceeding \$50 made by an overseas person?	
Check Part C: 19. Is all the information required in Part C present? Check each anonymous donation listed includes the following: • The date the donation was received • The amount of the donation • The amount paid to the Electoral Commission • The date payment was made to the Electoral Commission	
20. Does Part C appear to be false in any material particular?	
21. Does the return indicate that more than \$1,500 of an anonymous donation or more than \$50 of an anonymous donation where the party secretary has reasonable grounds to suspect the donor is an overseas person, may have been retained by the party?	

Check Part D: 22. Is all the information required in Part D present? Check each donation from an overseas person listed includes the following: • The name and address of the overseas donor • The amount of the donation or the total amount of aggregated donations • The date(s) of the donation or each aggregated donation received • The amount paid to the overseas person or to the Electoral Commission • The date payment was made to the Electoral Commission	
23. Does Part D appear to be false in any material particular?	
24. Does the return indicate more than \$50 of an overseas donation may have been retained by the party?	
Check Part E: 25. Is all the information required in Part E present? Check each donation with a contribution from an overseas person includes: • The name and address of the overseas contributor • The amount of the contribution or total aggregated contributions • The donation number in Part A or D the contribution was part of, and the date made • The amount returned and date paid back to the donor or to the Electoral Commission	
26. Does Part E appear to be false in any material particular?	
27. Does the return indicate that donations containing more than \$50 of an overseas contribution may have been retained by the party?	
Check Part F: 28. Is all the information required in Part F present? Check this against the online list of donations protected from disclosure. Check each donation protected from disclosure listed includes the following: • The date the payment was received • The amount of the payment • The amount of interest included in the payment	
29. Does Part F appear to be false in any material particular or incomplete compared to payments made by the Commission?	
Check Part G: 30. Is all the information required in Part G present? Check the party secretary has completed the number and amount of total donations for each of the three categories.	

Check Part H:		
31. Is all the information required in Part H present? Check each party loan listed that exceeds \$15,000, or aggregated loan that exceeds \$15,000, includes the following: • The lender's name and address • The amount of the loan • The date the loan was entered into • The repayment date • The interest rate or rates • Any unpaid balance • The guarantor's name and address (if any) • Any details of security given or loan terms		
32. Does Part H omit information provided in section 214F, return of loans exceeding \$30,000, that should be included?		
33. Does Part H disclose any loan that should have been included in a section 214F return?		
34. Does Part H appear to be false in any material particular?		
Check Part I:		
35. Is all the information required in Part I present? Check the party secretary has completed the number and total amount of any loans between \$1,500 and \$15,000.		
Return checked by		
Name	Signed	Date
Return approved by		
Name	Signed	Date
If return is incomplete/information is missing:		
36. Advise the party secretary of the required information and whether: • A schedule containing the supplementary advice (provided in a timely manner) will suffice; or • A complete new return (with a new auditor's report) needs to be filed.		
Amended return checked by		
Name	Signed	Date
Return approved by		
Name	Signed	Date
If return is complete		
37. Save an electronic copy of the return in the appropriate Year Folder		
38. Enter details into summary table for the website		