

Donation Exceeding \$20,000 Checklist

Party:

Party Secretary:

			Date
1.	Check that the party secretary completed, signed and dated the form		
2.	Check that the form has the party name and the name and address of the donor		
3.	Received by the Electoral Commission within 20 working days of the donation being received by the party secretary in election year		
4.	Check whether a single party donation exceeding \$20,000 or for a donor who, with a recent donation and others made between 1 January and the day before election day in election year, has given more than \$20,000 in aggregate		
5.	Check that if the donation includes a contribution greater than \$20,000 that the name and address of the contributor has been provided.		
6.	Enter details of the donation into the spreadsheet for over \$20k donations		
7.	Send acknowledgement email to party secretary, and if all in order, tell them the return will be published on website		
7.	Sign-off by NM or KT		
8.	Save the return in 07 Party Admin\06 Donations\01 Donations over \$20k Rename the file: donor name_date_.pdf		
9.	Advise via an FYI email the Chief Electoral Officer, Manager of Legal Regulation and Policy and Media Advisor (Clare Pasley), and L&P website administrators of the donation. Include the renamed pdf in the email		
10.	L&P website admin to publish details of the donation and a PDF copy of the return on over \$20,000 donations page on elections.nz		
11.	Confirm that the table on the website has been updated correctly and the		

	PDF has been published on the website		
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Checks completed by: _____ Date: _____