



Electronic Disclosure System (EDS) for Registered Political Parties

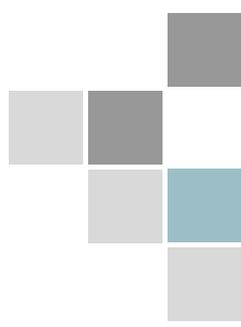
FOR STATE GOVERNMENT ELECTIONS, BY-ELECTIONS AND
CALENDAR-BASED REPORTING PERIODS

USER GUIDE

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1. Introduction



1.1 Overview of the Act and Regulation

This user guide is intended for agents of registered political parties 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 2024 (the Regulation).

It is also intended for party agents 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. Agents of registered political parties 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.

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: fad@ecq.qld.gov.au

Website: www.ecq.qld.gov.au

2. Glossary

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

Electoral Expenditure

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

- costs of designing, producing, printing, broadcasting or publishing any kind of material for an election including (but not limited to):
 - advertisements broadcast at a cinema, on radio or television or on the internet
 - direct marketing through the post office or email
 - flyers, billboards, brochures, signs or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc).

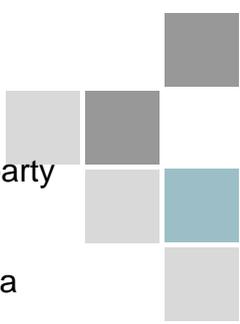
Please refer to state government [Fact sheet 7 – Definition of electoral expenditure](#) (found at ecq.qld.gov.au/factsheets) for more details.

Gift

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:

- electoral expenditure gifted to a participant in an election
- an amount paid to or for the benefit of a registered political party by a federal or interstate branch or division of the other entity or a related political party other than a loan (this includes gifted electoral expenditure)
- uncharged interest, or an amount forgiven, on a loan
- the part of a fundraising contribution that exceeds \$200

- 
- an amount paid, or service provided, by a person to a registered political party under a sponsorship arrangement
 - 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:

- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200
- amounts paid for a person's membership or affiliation with a registered political party
- a compulsory levy imposed on elected members under their political party's constitution
- volunteer labour or incidental use of a volunteer's vehicle or equipment.

Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) 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 state [Fact sheet 34 – Gifted electoral expenditure](#) (found at ecq.qld.gov.au/factsheets) for more information about gifted electoral expenditure.

Loan

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

- advancing money
- providing credit or another form of financial accommodation
- paying on behalf of the candidate 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 state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) for more information about loans.

Political donation

A political donation is any gift or non-commercial loan given to a registered political party or candidate that is accompanied by a donor statement.

A donor statement is a written document which must:

- be completed by the donor of the gift or loan
- name the election participant given the gift or loan
- state the gift or loan is intended to be used for an electoral purpose
- detail the relevant particulars of the donor of the gift or loan
- be given to the recipient with the gift or loan within 14 days after the gift or loan is made.



Refer to state [Fact sheet 5 – Definition of gifts, loans and political donations](#) and [Fact sheet 6 – Political donation caps](#) (both found at ecq.qld.gov.au/factsheets) for more details.

Reporting Period

Reporting periods cover 6 monthly periods, between 1 January to 30 June and 1 July to 31 December each year.

Further information about key terms and definitions can also be found in the [Electoral Act 1992](#) and [Electoral Regulation 2024](#).

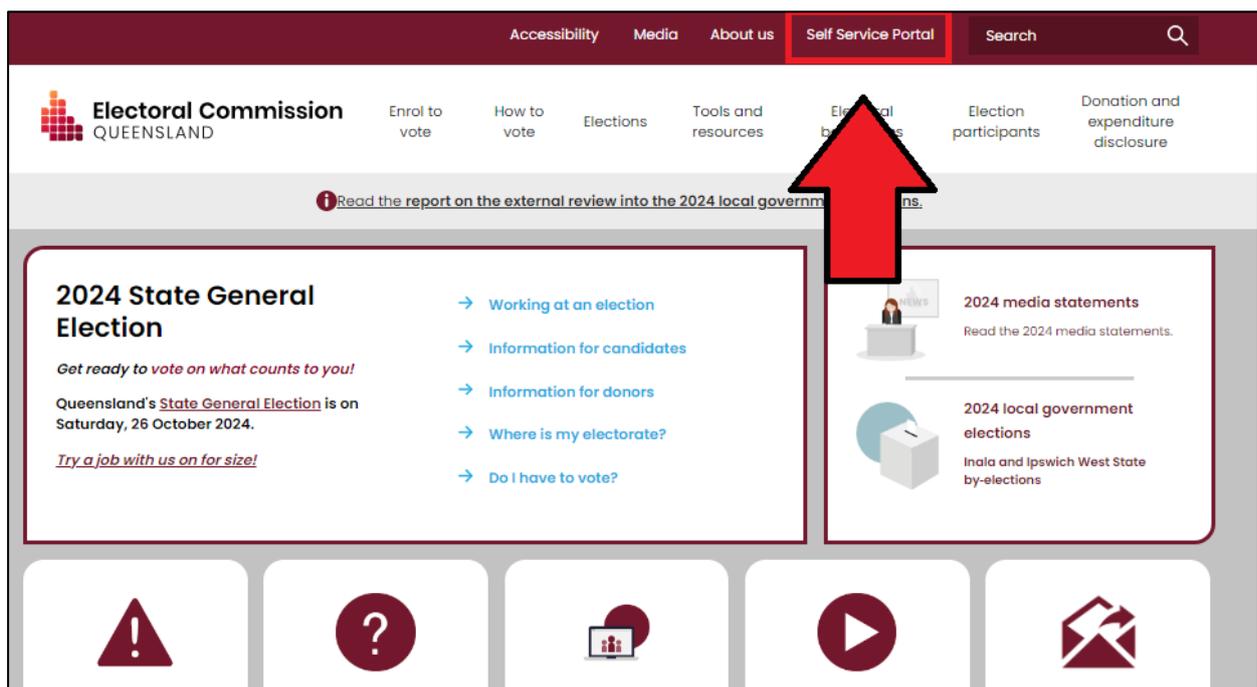
3. Accessing the Self Service Portal

As the agent of a registered political party, you will need to register in the ECQ's Self Service Portal (SSP) in order to access and lodge disclosure returns in the Electronic Disclosure System (EDS).

Please use the following instructions to register an account in SSP.

Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at www.ecq.qld.gov.au and select the **Self Service Portal** button at the top of the page.



- Alternatively, you can access the SSP directly at selfserv.elections.qld.gov.au.

2. Click the **Login or Register** button at the bottom of the screen.

Electoral Commission Queensland
SELF SERVICE PORTAL

About us

Welcome to the Electoral Commission of Queensland's Self Service Portal

The Self Service Portal allows:

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

We use digital identity authentication to keep your account and personal information secure

Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

Login or Register

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

3. Click to **Continue with QDI**.

Queensland Government | Digital ID Exchange

Please note: Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).
Visit the [QGov-QDI transition](#) webpage to learn more.

Login to continue

To continue with this service online you must login with your [digital identity](#).

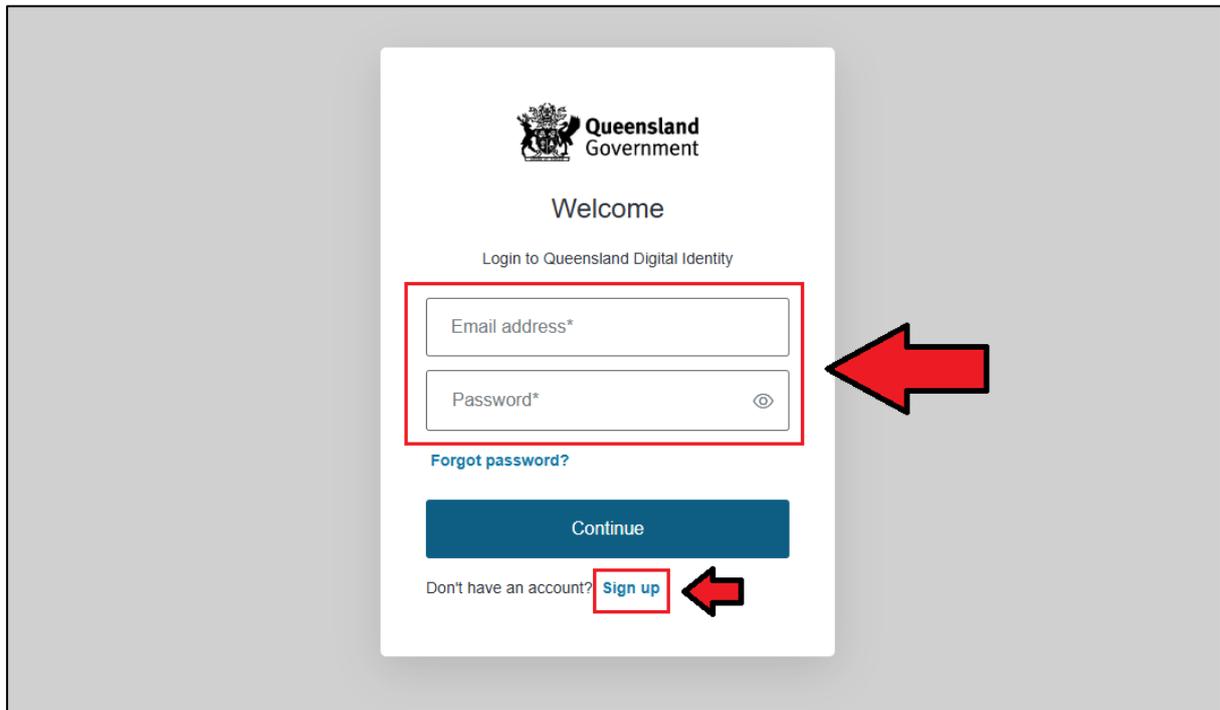
Continue with QDI (formerly known as QGOV)

Not sure which option to use? [Find out more about digital identity.](#)

You can use any of these digital identity options to access this service.

4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

If you do not have a QDI account, click **Sign up**.



Queensland Government

Welcome

Login to Queensland Digital Identity

Email address*

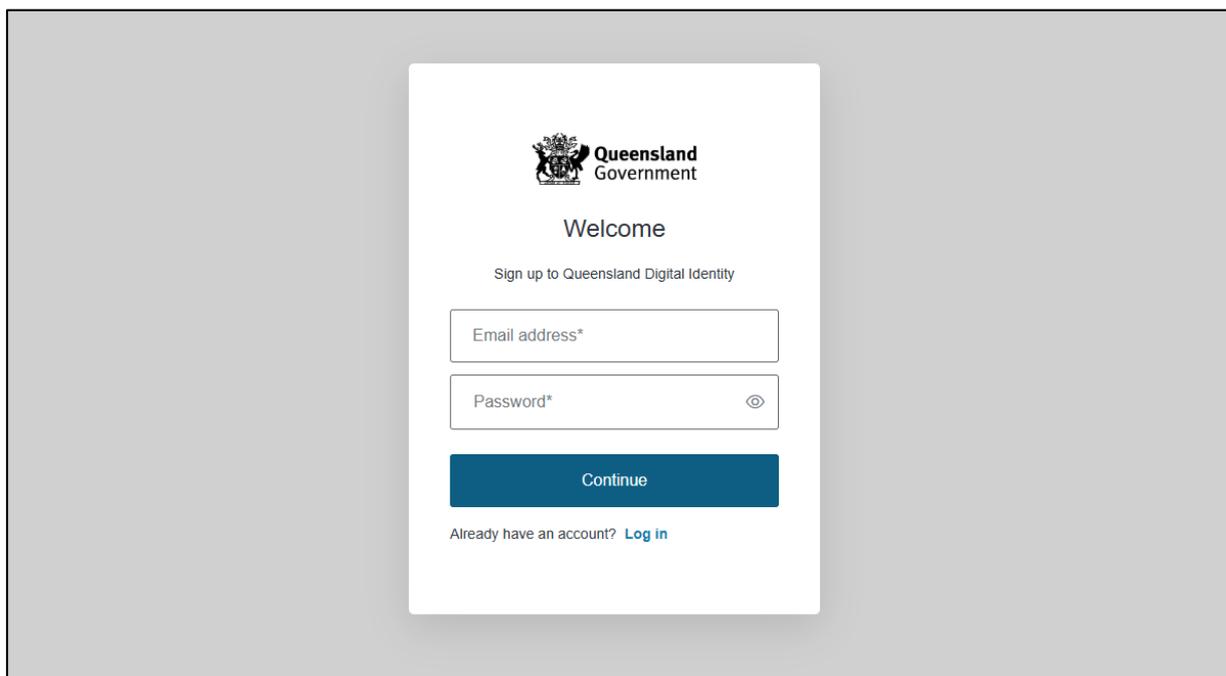
Password*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

5. Enter an email address and password, then click **Continue**.



Queensland Government

Welcome

Sign up to Queensland Digital Identity

Email address*

Password*

Continue

Already have an account? [Log in](#)

6. Select the tick boxes agreeing to the terms and conditions, then click **Accept**.

The screenshot shows the Queensland Government website header with the logo and navigation links. The main content area is titled "Terms and Conditions" and includes a "Need help?" sidebar. The text states that private information is protected and that users must agree to the Terms and Conditions. There are two checkboxes for agreement, both marked with a red asterisk. The first checkbox is for the Terms and Conditions, and the second is for the Privacy Policy and Privacy Notice. At the bottom, there are "Accept" and "Decline" buttons.

Queensland Government

Search website Search

For Queenslanders Contact us

Terms and Conditions

The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice.

To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#).

* I have read and agree to the [Terms and Conditions](#)

* I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity

Accept Decline

Need help?
Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems.

7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the Queensland Government website header with the logo and navigation links. The main content area is titled "Enter your email verification code" and includes a "Need help?" sidebar. The text states that a Digital Identity verification code has been sent to the email address rleigh.bamba@ecq.qld.gov.au. There is a text input field for the verification code, marked with a red asterisk. Below the input field, there is an information icon and text advising to check Junk/Spam folders and to resend the email if not received. At the bottom, there are "Continue" and "Cancel" buttons.

Queensland Government

Search website Search

For Queenslanders Contact us

Enter your email verification code

We have sent a Digital Identity verification code to the email:

rleigh.bamba@ecq.qld.gov.au

* Digital Identity verification code

i Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it.

[Change your email address](#), if the above email address is incorrect.

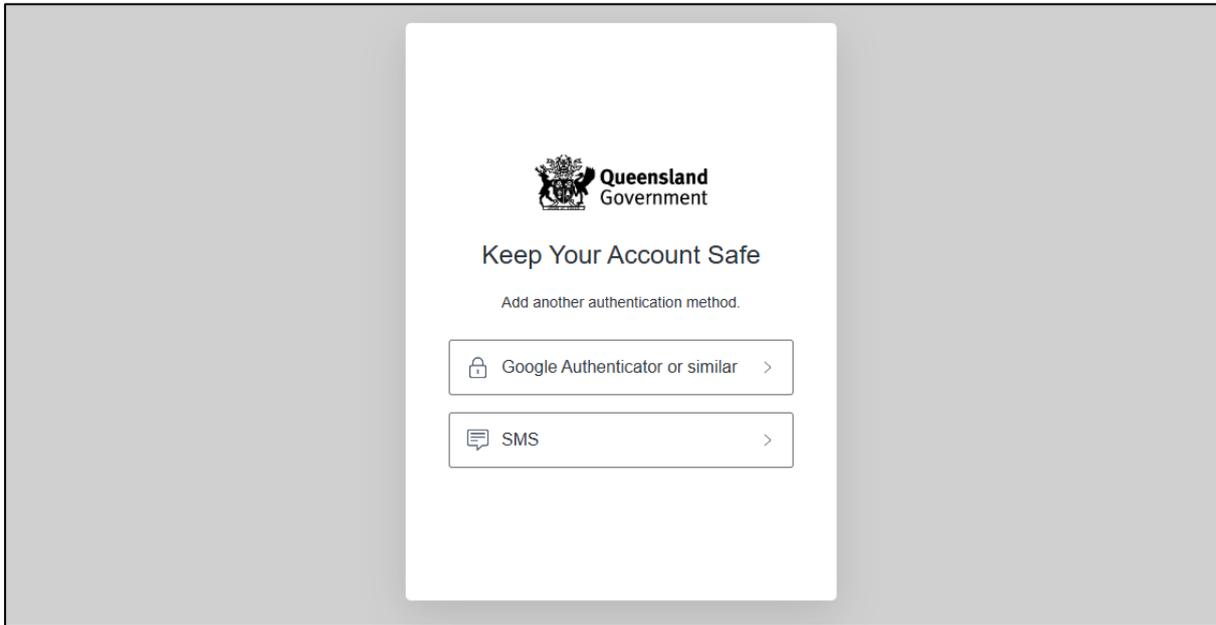
Continue Cancel

Need help?
Visit the [Queensland Digital Identity webpage](#) to learn more about creating your QDI and troubleshoot any problems.

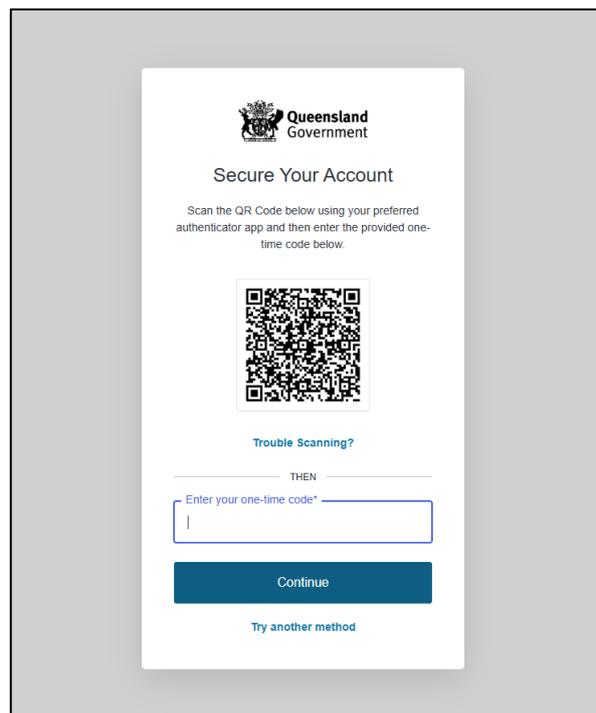
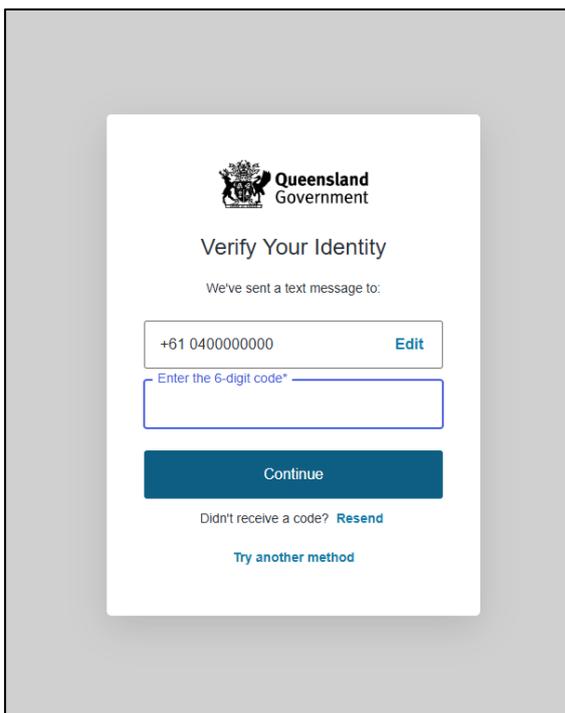
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

8. Choose an **authentication method** to secure your account.

You can either choose to receive a verification code by SMS or by using an authenticator application, such as Google Authenticator.

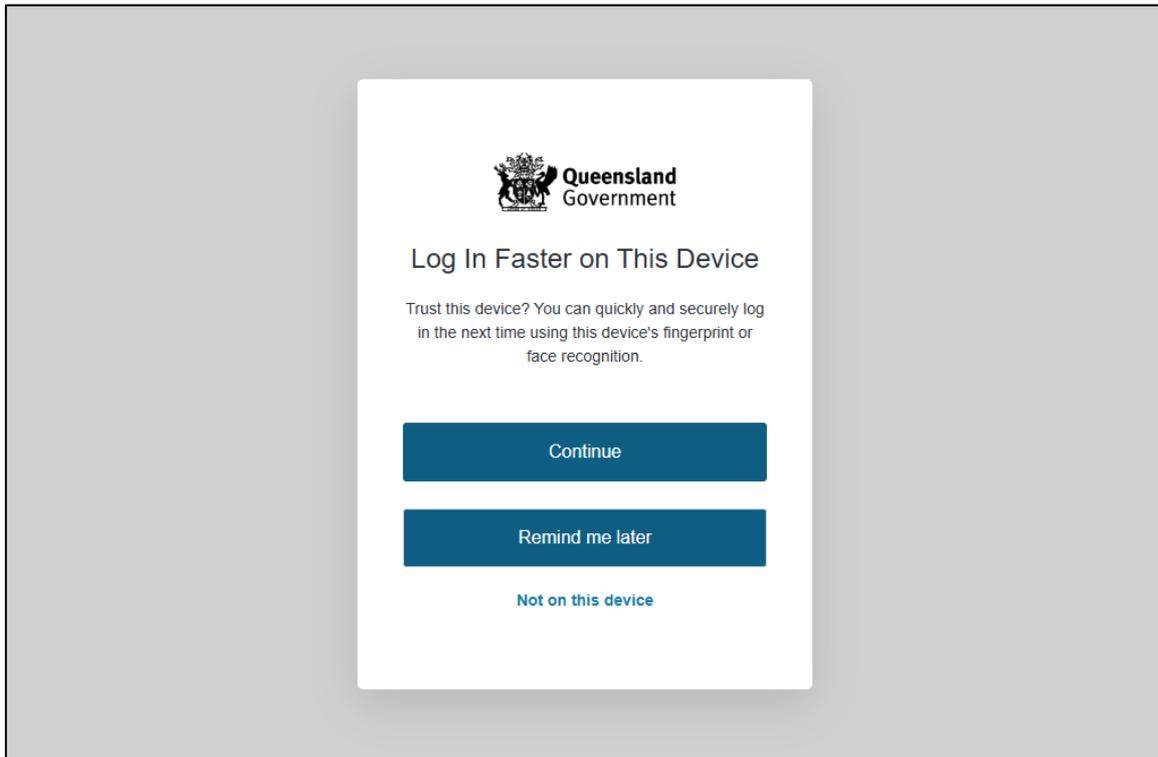


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

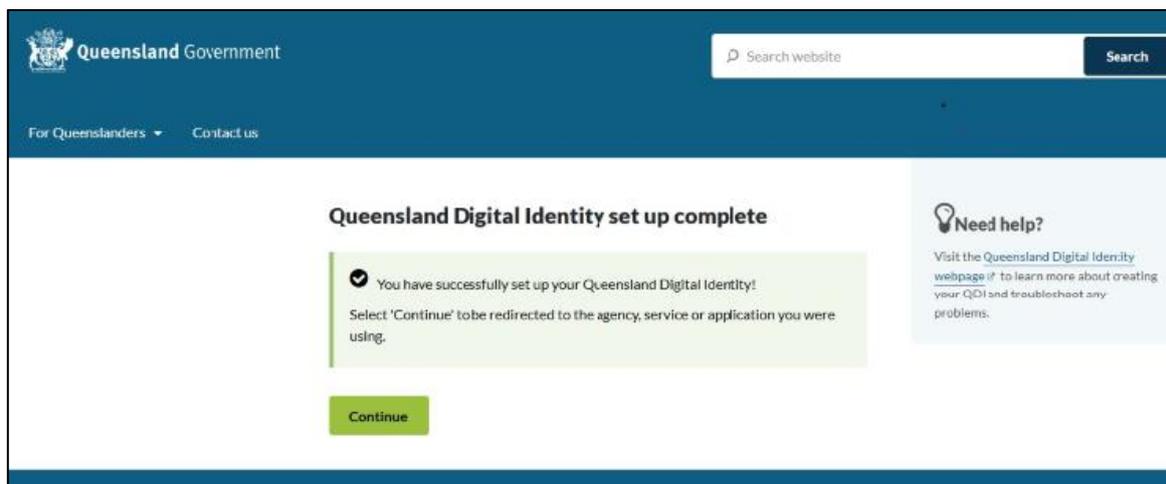


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

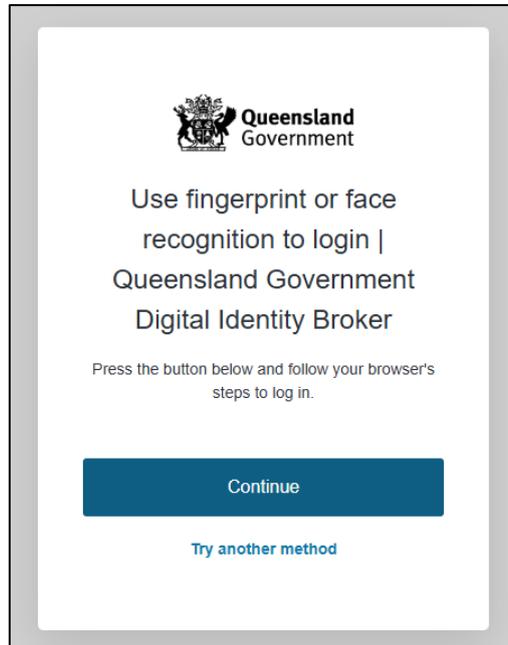
If you are not on a trusted device, click **Not on this device**.



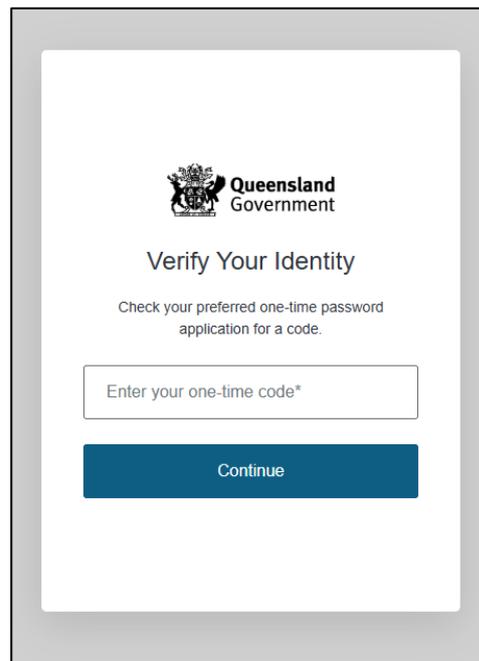
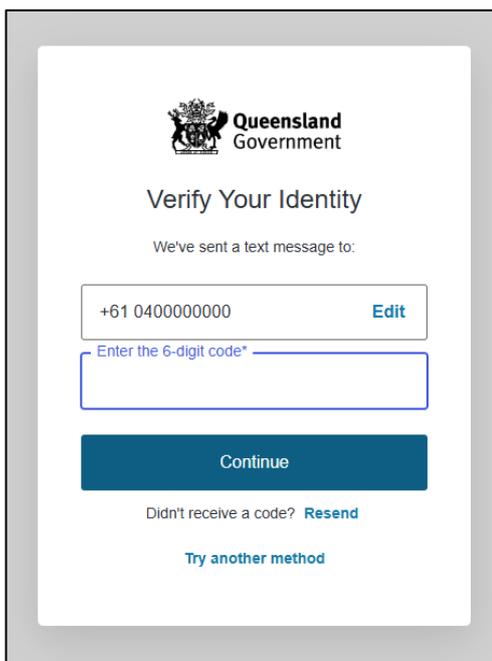
11. After successfully setting up your account, click **Continue**.



12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.



Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue**.



13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

The screenshot shows the 'Consent to share your details' page. At the top left is the Queensland Government logo and 'Digital ID Exchange' text. The main heading is 'Consent to share your details'. Below it, a paragraph states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains an 'Email address' field with 'test@email.com' entered. Below this box is a checkbox with the text '* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom left is a 'Cancel' link, and at the bottom right is a 'Continue' button. A small note at the bottom left says 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).'

14. The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.

The screenshot shows the 'Identity' page in the Electoral Commission Queensland Self Service Portal. The top navigation bar includes the logo, 'Electoral Commission Queensland SELF SERVICE PORTAL', and links for 'Log out' and 'About Us'. Below the navigation bar is a breadcrumb trail: 'Home > Register'. The main heading is 'Identity'. The first question is 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is explanatory text: 'A number of services that ECQ delivers are only available to individuals who are enrolled to vote in Queensland. For example, to apply for a postal vote or to nominate as a candidate in an election you must be enrolled to vote at a Queensland address. These services will not be available to you until ECQ can confirm that you satisfy these criteria.' A note states: 'You are required to fill out surname or given names.' There are three mandatory fields: '* Surname:', '* Given Names:', and '* Date of Birth:'. Each field has a text input box. Below the 'Surname' and 'Given Names' fields is explanatory text: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.' and 'If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a date picker showing 'dd/mm/yyyy'.

Did you get an error message? Here are some possibilities to check:

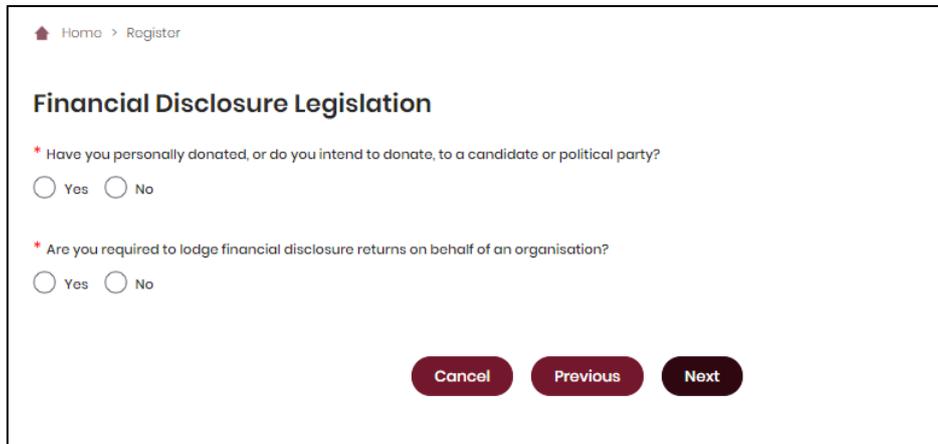
- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message *'No entry was found on the Queensland electoral roll matching these details,'* please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at check.aec.gov.au to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll.*

15. Enter your contact details and choose **Next**.

If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows a web form titled 'Register' with a breadcrumb 'Home > Register'. The form is divided into three main sections: 'Contact Details', 'Enrolled Address', and 'Postal Address'.
Under 'Contact Details':
- 'QNumber:' is a text field containing 'Q123456789'.
- 'Personal Email Address:' is a text field containing 'test@email.com'. Below it is a note: 'ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.'
- 'Primary Phone Preference:' is a dropdown menu with a downward arrow.
- Below it is a note: 'In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.'
- 'Home Phone Number:' and 'Mobile Phone Number:' are empty text fields.
Under 'Enrolled Address':
- The address is prefilled as '123 FAKE ST, BRISBANE QLD 4000'.
Under 'Postal Address':
- It is prefilled with 'Same as enrolled address'.
At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'.

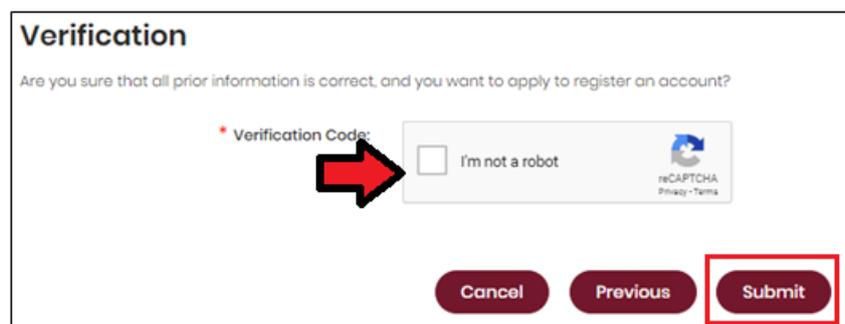
16. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



The screenshot shows a web form titled "Financial Disclosure Legislation" with a breadcrumb "Home > Register". It contains two questions, each with "Yes" and "No" radio button options. The first question is: "* Have you personally donated, or do you intend to donate, to a candidate or political party?". The second question is: "* Are you required to lodge financial disclosure returns on behalf of an organisation?". At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".

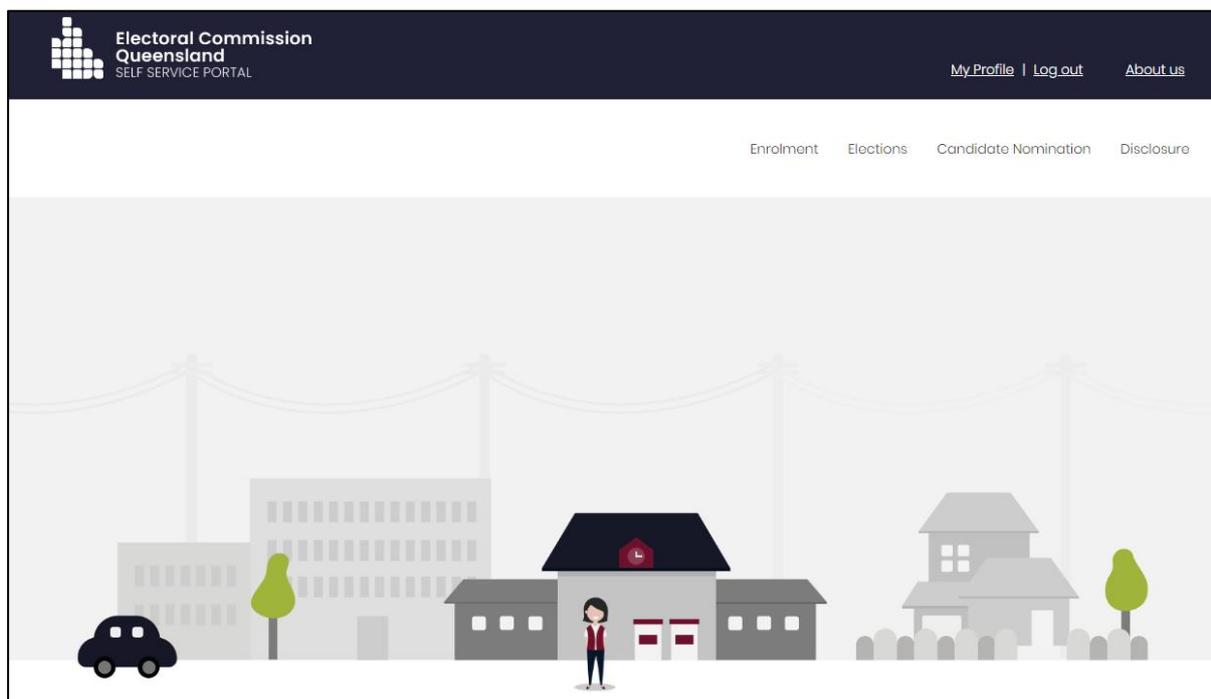
- If you are only required to lodge returns as the agent of a registered political party, answer **No** to both these questions.
- If you are also required to lodge returns as an individual donor or third party, answer **Yes** to the first question.
- If you are also required to lodge returns on behalf of an organisation that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question.
- For more information on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS user guide at www.ecq.qld.gov.au/factsheets.

17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**.
If you are a robot, please close the browser.



The screenshot shows a "Verification" step with the question: "Are you sure that all prior information is correct, and you want to apply to register an account?". Below this is a "Verification Code:" label and a checkbox labeled "I'm not a robot". A red arrow points to the checkbox. To the right of the checkbox is a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom are three buttons: "Cancel", "Previous", and "Submit". The "Submit" button is highlighted with a red border.

18. You will then be redirected to the **Self Service Portal**.



19. To finalise your registration as a party agent, please contact the ECQ on 1300 881 665 or by emailing fad@ecq.qld.gov.au.

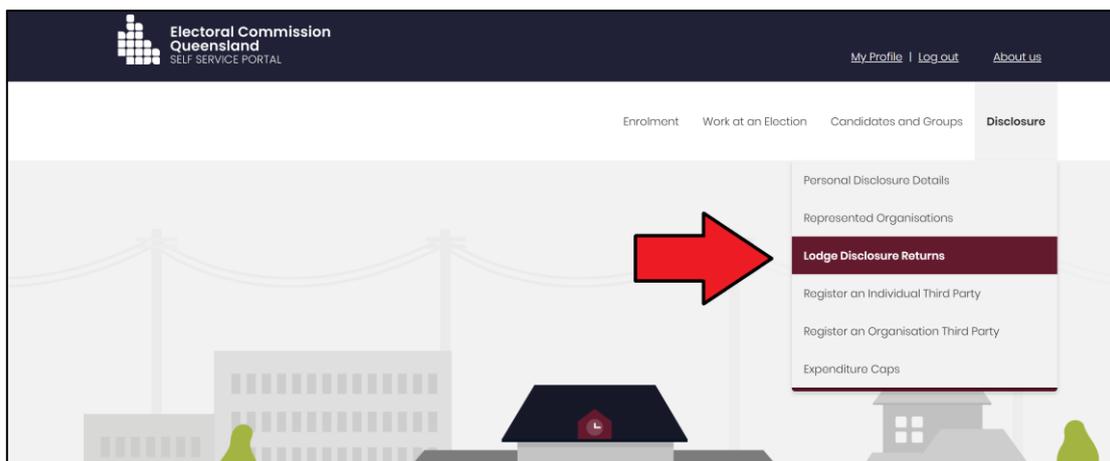
The ECQ will need to confirm your appointment as the agent of a registered political party and link your accounts for you to lodge returns on the party's behalf.

4. Logging into EDS

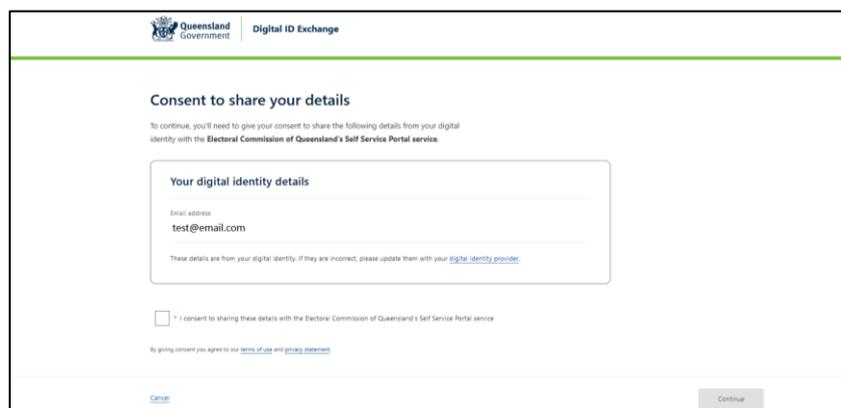
Agents of registered political parties will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns.

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)) and the ECQ has confirmed your appointment as the party's agent, you can log into EDS at any time by using the following instructions.

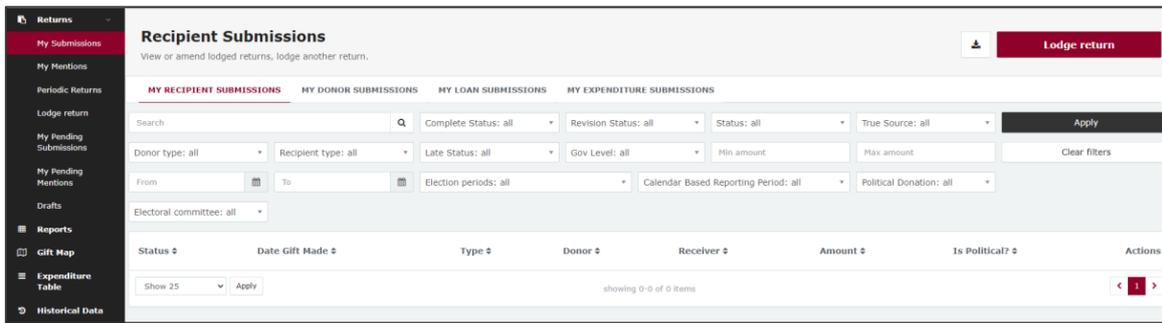
1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

A screenshot of a 'Consent to share your details' form. The form is titled 'Consent to share your details' and includes the Queensland Government logo and 'Digital ID Exchange' text. Below the title, it states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box labeled 'Your digital identity details' contains an 'Email address' field with the value 'test@email.com'. Below this box, there is a checkbox with the text 'I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom of the form, there are 'Cancel' and 'Continue' buttons.

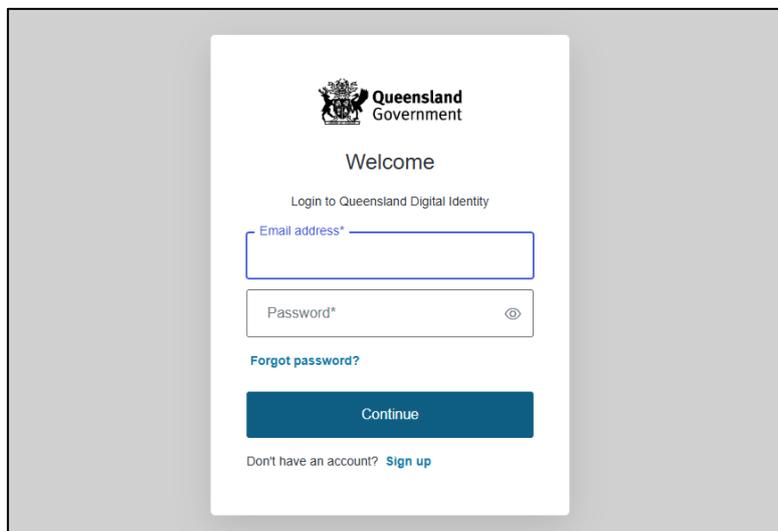
3. You will now see the main page of EDS.



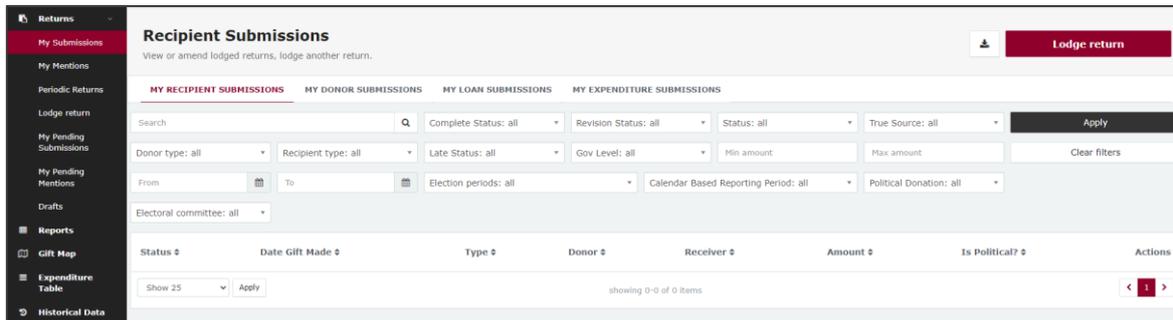
4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.



5. Log into EDS using your QDI email address and password.



6. If you haven't accessed EDS before, you will see the same consent screen pictured in step 2. Otherwise, the main page of EDS will appear.



5. Disclosing a gift received in EDS

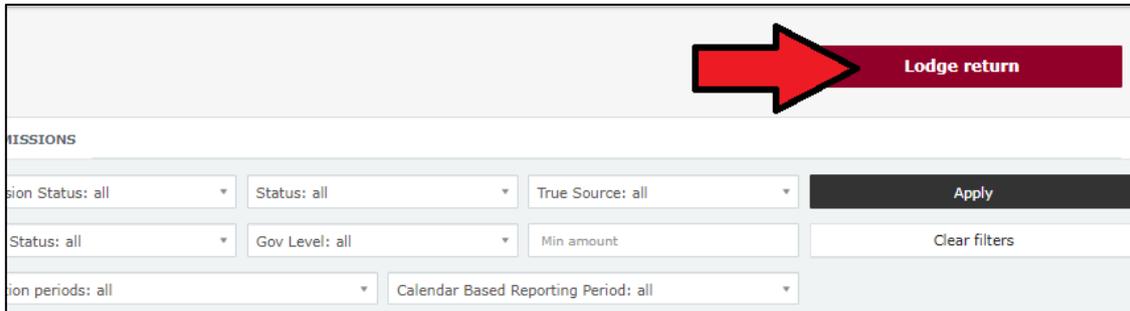
Agents of registered political parties that receive gifts of \$1,000 or more (cumulative from the same donor) are required to disclose the details of the gift in a return.

Gifts can be disclosed individually ([see section 5.1](#)) or using a bulk upload spreadsheet ([see section 5.2](#)). The bulk upload spreadsheet is recommended when many gifts need to be disclosed all at once.

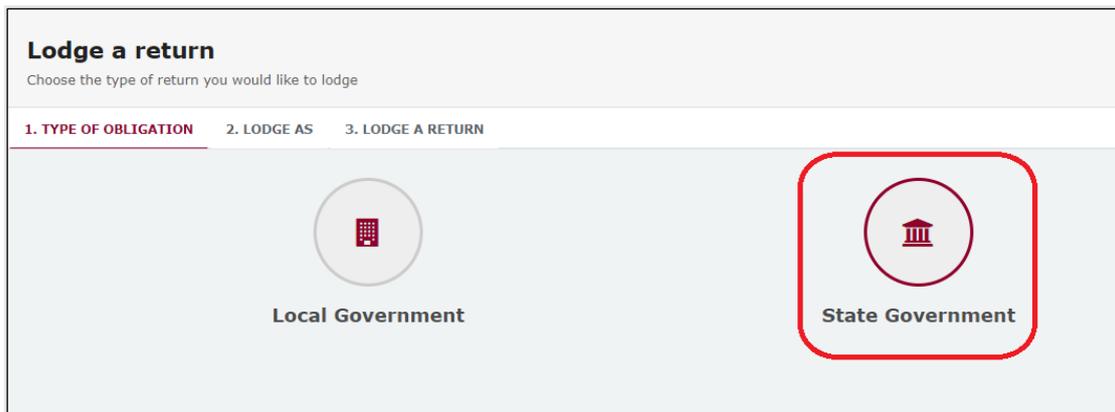
5.1 Disclosing gifts individually

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

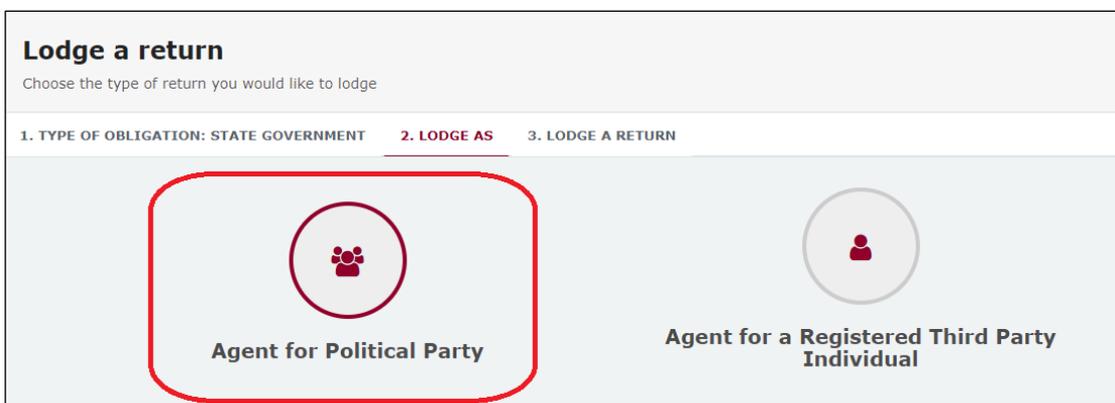
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



3. Select **Agent for Political Party** on the Lodge As screen.



4. Select the **Lodge** button under **Reporting a gift (donation) received after 01/07/2022**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. **LODGE A RETURN**

 Agent for a Registered Political Party Reporting a gift (donation) received after 01/07/2022 Lodge Learn more	 Agent for a Registered Political Party Reporting a loan received after 01/07/2022 Lodge Learn more	 Agent for a Registered Political Party Submitting a periodic return Lodge Learn more
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5. The details of your political party will be pre-filled. Select the gift type using the **I am reporting** dropdown menu (e.g. a gift).

Agent for political party
Reporting a gift received
State

Registered political party details

Agent full name* Political party*

I am reporting **+ received from**

- a gift
- a gift-in-kind
- a foreign property
- a fundraising contribution
- another type of gift

6. Choose the donor type from the **+ received from** dropdown menu (e.g., an Individual or a Corporation).

I am reporting **+ received from**

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- Another type of Entity

- Enter all mandatory gift reporting information, such as the name and address of the entity giving the gift, description of gift received, amount and date made.

- You can hover over the question mark symbol (?) next to each field in EDS to see a description of what to enter.
 - Depending on the person or entity who gave the gift, you may be required to enter additional information. State [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at [ecq.qld.gov.au/factsheets](#)) has further information about what may be required.
 - Additional gifts can be disclosed by selecting options from the **I am reporting** and **+ received from** buttons at the bottom of the page and repeating the steps above.
- The question in the bottom radio button **Is this amount a political donation?** must be answered.

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.

- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- Political donations are the only type of gift that may be deposited into a state campaign bank account and used to incur electoral expenditure.
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) may help.
- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

9. When finished, choose **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

Is this **Individual** the source of the **Gift**? *

Yes No

Is this amount a political donation? * ?

Yes No Unknown

I am reporting + received from

Save Draft Submit

10. Select **Submit** again to confirm the information in the return is correct.

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

11. Your return will display on the My Submissions page under the **My Recipient Submissions** tab.

The screenshot shows the 'Recipient Submissions' page with a 'Lodge return' button in the top right. Below the header, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and several filter dropdowns (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period) are visible. The main table contains the following data:

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	09-10-2020 By KATCHIA KATAJISTO	Gift	Fake Corporation	KATCHIA KATAJISTO	\$1,500.00	Actions
PENDING	14-10-2020 By KATCHIA KATAJISTO	Gift-In-Kind	test2	KATCHIA KATAJISTO	\$1,500.00	Actions
UNREC	12-10-2020 By KATCHIA KATAJISTO	Gift	MEEHAN GODDEN-LANE	KATCHIA KATAJISTO	\$1,500.00	Actions
UNREC	01-10-2020 By KATCHIA KATAJISTO	Gift-In-Kind	Godden Family Trust #1	KATCHIA KATAJISTO	\$9,000.00	Actions

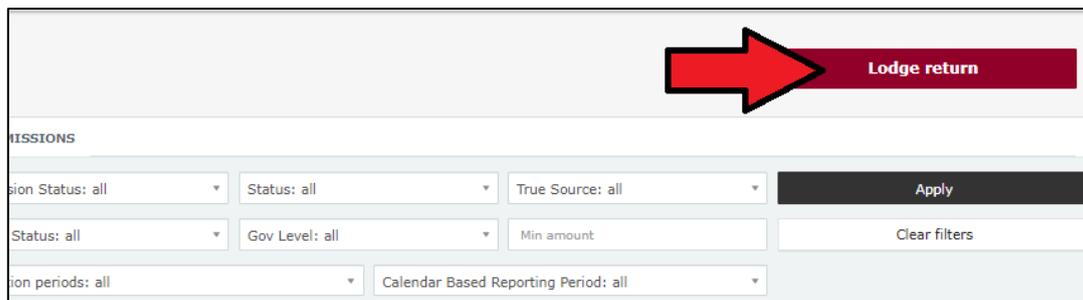
At the bottom of the table, there is a 'Show 25' dropdown, an 'Apply' button, and a 'Showing 1-4 of 4 items' indicator.

- If the value of the gift reported is \$1,000 or more (cumulative from each donor), the **Status** of the gift will display as **UNREC** (unreconciled) until the donor lodges a corresponding return.

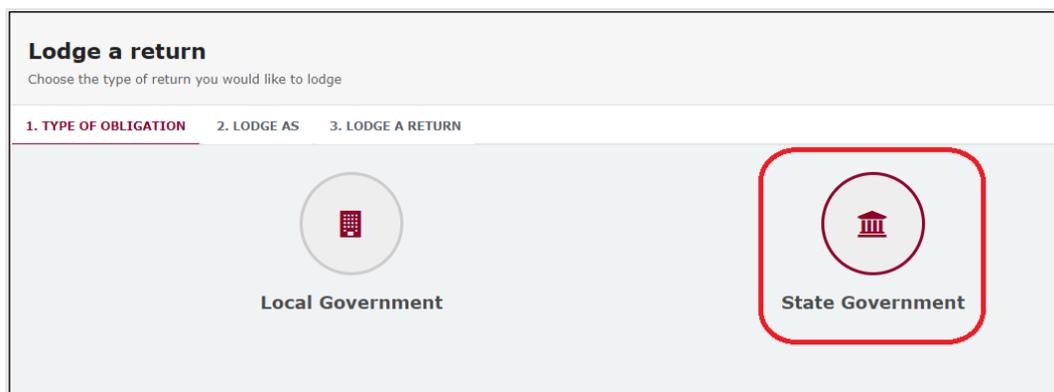
5.2 Disclosing gifts using a bulk upload spreadsheet

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

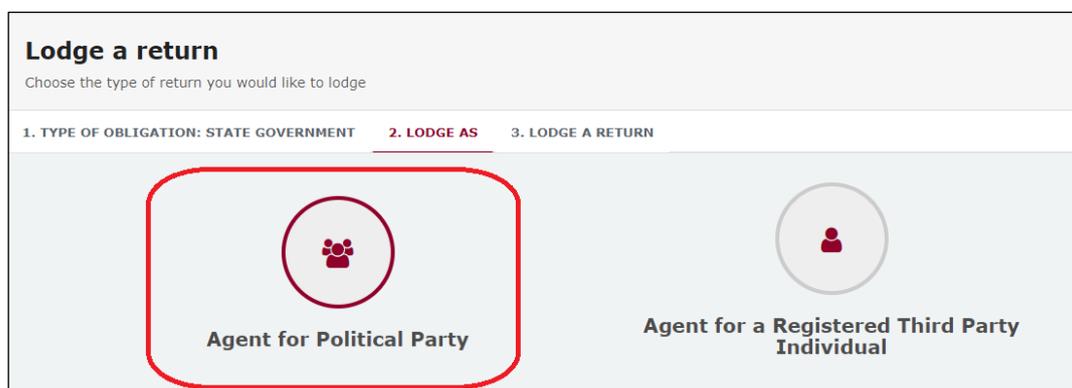
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



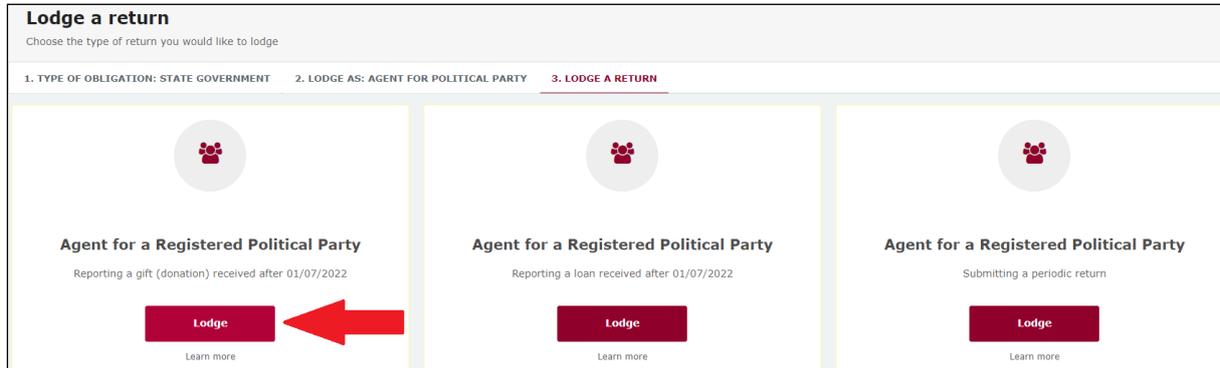
2. Under Type of Obligation, select **State Government**.



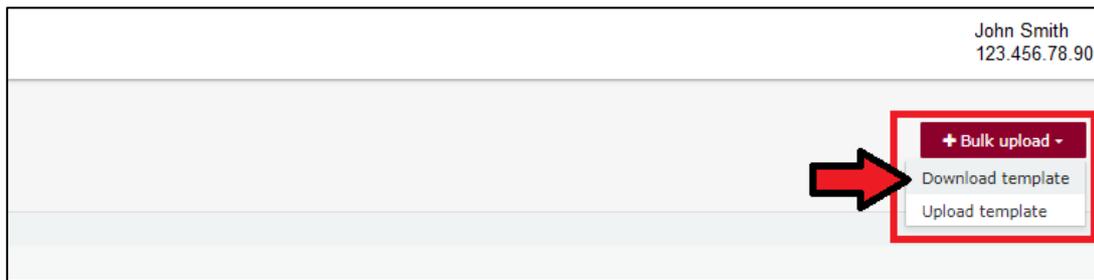
3. Select **Agent for Political Party** on the Lodge As screen.



4. Select the **Lodge** button under **Reporting a gift (donation) received after 01/07/2022**.



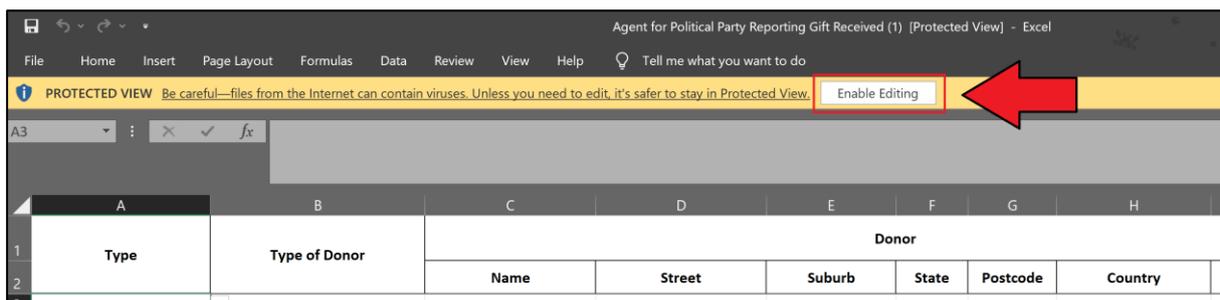
5. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.



6. Open the excel file from your recent downloads.



7. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



- Complete all mandatory fields, such as name and address of donor, description of gift received, amount and date made.

1	A	B	C					D			E				F				G				H				I				J				K				L			
			Type	Type of Donor	Donor		Name	Street	Suburb	State	Postcode	Country	Description	Amount	Date made	Date Returned																										
2	Gift	Individual	Donny Donor	123 Test St	Brisbane	QLD	4000				Monetary donation	\$1,000.00	1/01/2020																													
3	Gift-In-Kind	Corporation	Donny's Organisation	123 Test St	Brisbane	QLD	4000				Payment of printing	\$2,000.00	2/01/2020																													
4	Foreign Property	Unincorporated Association	Donny's Association	123 Test St	Auckland	Overseas	1010		New Zealand		Monetary donation	\$3,000.00	3/01/2020	4/01/2020																												
5																																										
6																																										
7																																										
8																																										
9																																										

- Hover over the question mark symbol (?) next to each field in EDS for descriptions on what to enter in each bulk upload spreadsheet field.
- 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.
- **Date Returned** is only required for gifts of foreign property.
- **Committee member / Trustee** details are only required if the donor is an unincorporated association or a trust fund or foundation.

- The field **Was the amount a political donation?** must be completed.

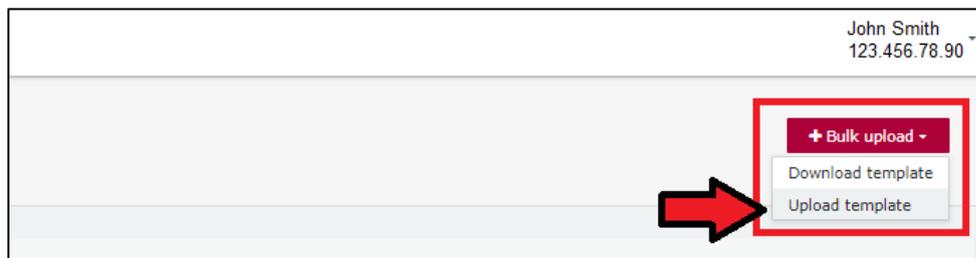
	M	N	O
turned	Was the amount a political donation?	Was the amount received by an electoral committee?	Electoral district related to electoral committee
	No		
	No		
	Yes	No	

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- Political donations are the only type of gift that may be deposited into a state campaign bank account and used to incur electoral expenditure.

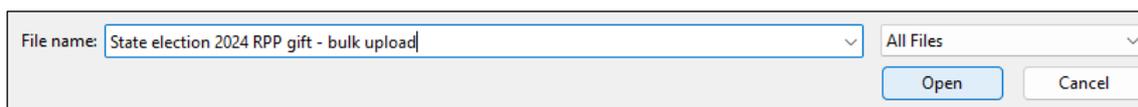
- If you are not sure if the gift is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) may help.
- If the gift is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

10. Save file to a safe location on your device.

11. Back in EDS, select **+ Bulk upload** dropdown menu and then select **Upload template**.



12. Select the file to upload and then choose **Open**.



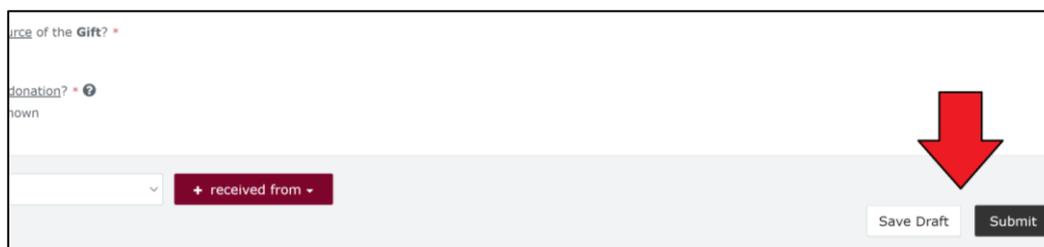
13. The data entered into the bulk upload spreadsheet will be uploaded to the page. Check to make sure there are no missing fields or errors.

 A screenshot of a form titled 'Reporting a Gift received from an individual'. The form contains the following fields:

- 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 selected)

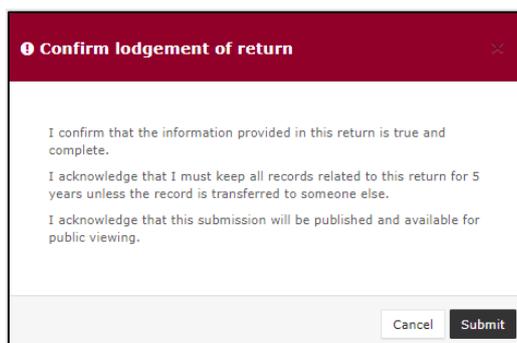
14. When finished, choose **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



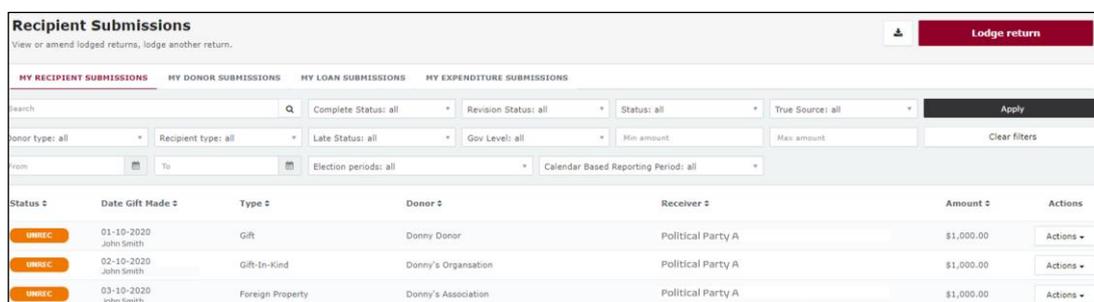
The screenshot shows a form with several input fields. At the bottom right, there are two buttons: 'Save Draft' and 'Submit'. A large red arrow points directly to the 'Submit' button.

15. Select **Submit** again to confirm the information in the return is correct.



The screenshot shows a dialog box titled 'Confirm lodgement of return'. It contains three lines of text: '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.', and 'I acknowledge that this submission will be published and available for public viewing.' At the bottom right, there are 'Cancel' and 'Submit' buttons.

16. The gifts will display on the My Submissions page under the **My Recipient Submissions** tab. They will also display on the public Gift Map and Reports pages.



The screenshot shows the 'Recipient Submissions' page. It has a search bar and several filter dropdowns. Below the filters is a table with the following data:

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	01-10-2020 John Smith	Gift	Donny Donor	Political Party A	\$1,000.00	Actions
UNREC	02-10-2020 John Smith	Gift-In-Kind	Donny's Organisation	Political Party A	\$1,000.00	Actions
UNREC	03-10-2020 John Smith	Foreign Property	Donny's Association	Political Party A	\$1,000.00	Actions

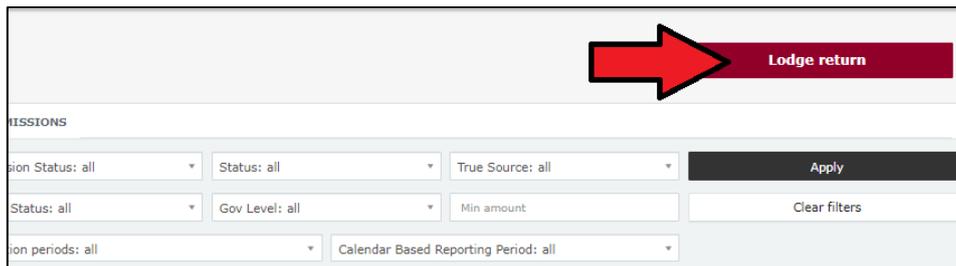
- If the value of the gifts reported is \$1,000 or more (cumulative from each donor), the return **Status** will display as **UNREC** (unreconciled) until the donor lodges a corresponding return.

6. Disclosing a loan received in EDS

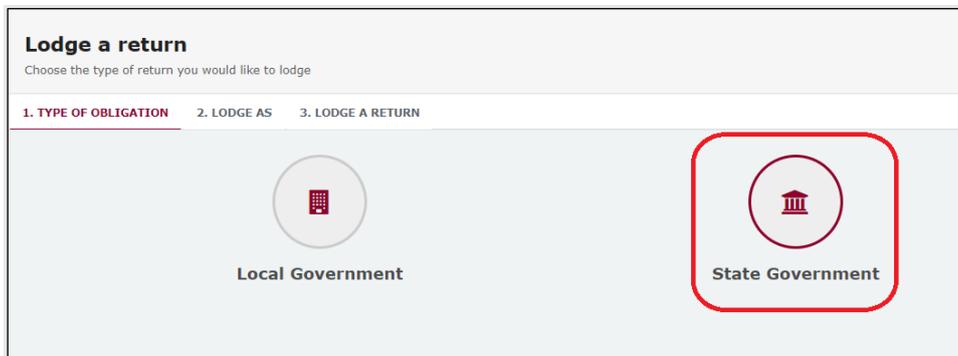
Agents of registered political parties that receive loans of \$1,000 or more are required to disclose the details of the loan in a return.

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

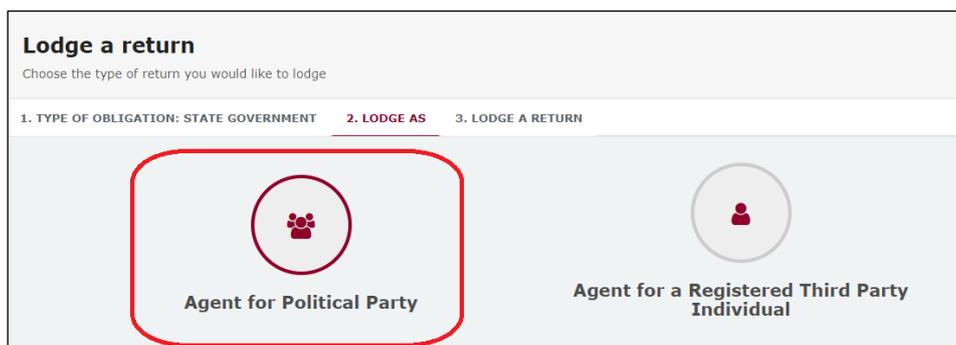
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



3. Select **Agent for Political Party** on the Lodge As screen.



4. Choose the **Lodge** button under **Reporting a loan received after 01/07/2022**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. **LODGE A RETURN**

Agent for a Registered Political Party
Reporting a gift (donation) received after 01/07/2022
Lodge
Learn more

Agent for a Registered Political Party
Reporting a loan received after 01/07/2022
Lodge
Learn more

5. Select the type of entity that provided the loan from the **+ received from** dropdown menu (e.g. a Corporation).

Agent for political party
Reporting a loan received
State

Registered political party details

Agent full name*
Chili Heeler

Political party*
Political Party 3

I am reporting a loan **+ received from**

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- a Registered Industrial Organisation
- Another type of Entity

6. Enter all mandatory loan reporting information, such as name and address of the entity giving the loan, terms and conditions of loan, amount and date loan received, date loan due and date paid back (if applicable).

Reporting a Loan received from a corporation

Name of Loan Provider*
Fake Corporation R Us

Street* Suburb* State* Postcode*
123 Fake St Brisbane QLD 4000

Loan Particulars

Terms & conditions* Amount* Date loan received* Date loan due* Date paid back*
\$3,000 for 6 months at 4.5% interest 3000 09/07/2024 08/01/2025 dd/mm/yyyy

Market rate charged?*
 Yes No

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

Is this amount a political donation? *
 Yes No Unknown

Current Total **\$3000.00**

I am reporting a loan **+ received from** Save Draft Submit

- Additional loans can be disclosed by using the **+ received from** dropdown menu at the bottom of the page.

7. The question in the bottom radio button **Is this amount a political donation?** must be answered.

Is this amount a political donation? * ?
 Yes No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Political donations must be deposited into the party's state campaign bank account, where they can be used to incur electoral expenditure.
- If you are not sure if the loan is a political donation or not, state [Fact sheet 5 – Definition of gifts, loans and political donations](#) (found at ecq.qld.gov.au/factsheets) may help.

- If the loan is a political donation, you will need to identify if it was received by or for an electoral committee for an electoral district. An electoral committee is a committee that is established by a registered political party to help elect a candidate in a particular electoral district.

8. When finished, choose **Submit**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.

Loan Particulars

Terms & conditions* ?	Amount* ?	Date loan received* ?	Date loan due* ?	Date paid back ?
2.5% interest with monthly repayments for a duration of 3 months.	1000	01/01/2024	01/03/2024	dd/mm/yyyy

Market rate charged?* ?

Yes No

Is this **Individual** the source of the **Loan**? * ?

Yes No

Is this amount a political donation? * ?

Yes No Unknown

I am reporting a loan + received from

Save Draft
Submit

9. Select **Submit** again to confirm the information in the return is correct.

Confirm lodgement of return
✕

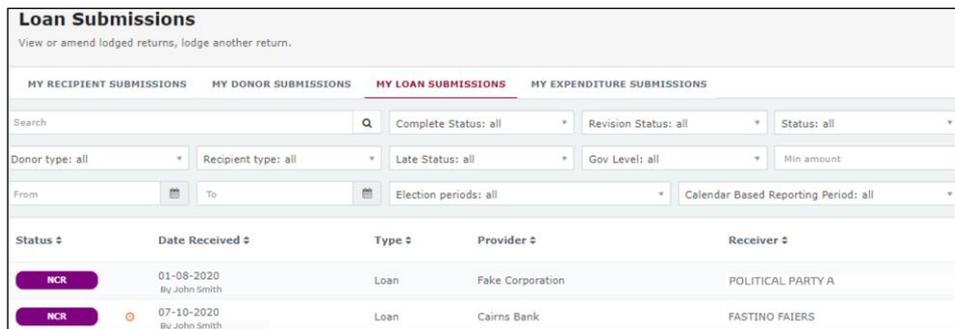
I confirm that the information provided in this return is true and complete.

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. The loan received will display on the My Submissions page under the **My Loan Submissions** tab. The return will also display on the public Reports page.



Loan Submissions
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

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

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

Status	Date Received	Type	Provider	Receiver
NCR	01-08-2020 By John Smith	Loan	Fake Corporation	POLITICAL PARTY A
NCR	07-10-2020 By John Smith	Loan	Cairns Bank	FASTINO FAIERS

- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the loan provider is not required.

7. Submitting a periodic return in EDS

Agents of registered political parties are required to lodge periodic returns for their party covering 6 monthly reporting periods, ending on 30 June and 31 December each year. The due date for a periodic return is **8 weeks** after the end of the reporting period.

In this return, agents are required to disclose all amounts received, paid and owed by the party for the reporting period, including the details of amounts that are \$1,000 or more. These amounts can be disclosed individually (see [section 7.1](#)) or by using a bulk upload spreadsheet (see [section 7.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If your party received any gifts or loans of \$1,000 or more during the reporting period, you must lodge a separate return in EDS for each gift or loan prior to submitting your periodic return. Refer to [and](#) for more information on how to lodge these returns.

If no amounts of \$1,000 or more need to be disclosed for the reporting period, please refer to [section 7.1](#) (steps 1 to 6).

Once all amounts of \$1,000 or more (if any) have been entered into the periodic return, the return summary must be completed (see [section 7.3](#)).

Note:

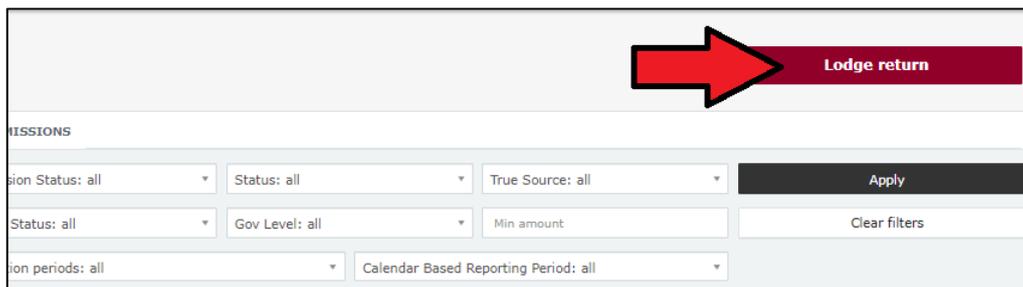
- Refer to the [Glossary](#) for key terms and definitions.
- Refer to [section 8 - Submitting an election summary return](#) for information on how to submit an election summary return.

7.1 Disclosing amounts individually

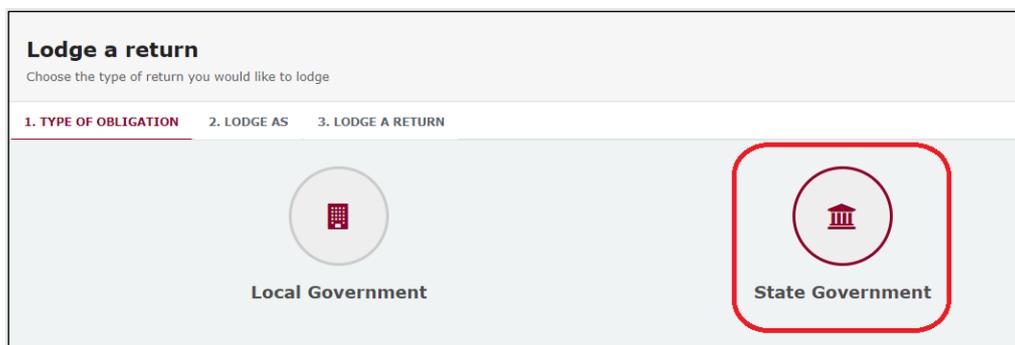
To disclose individual amounts of \$1,000 or more in a periodic return, please use the following instructions.

If no amounts need to be disclosed, please refer to steps 1 to 6 below.

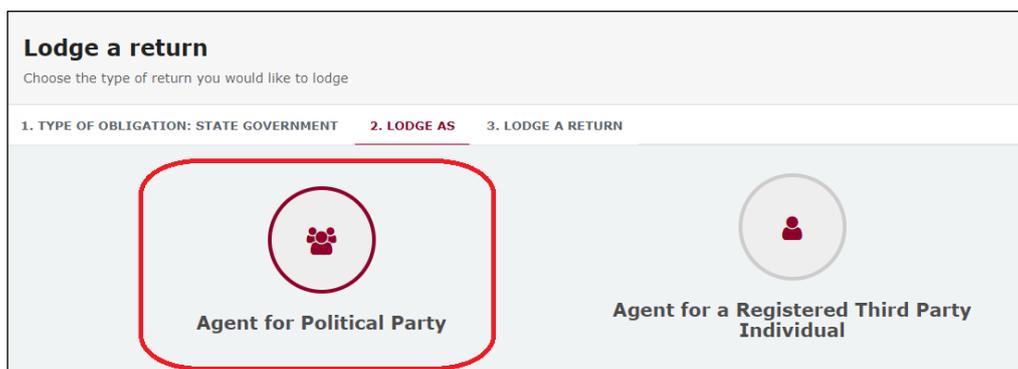
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



3. Select **Agent for Political Party** on the Lodge As screen.



4. Choose the **Lodge** button under **Submitting a periodic return**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. **LODGE A RETURN**

Agent for a Registered Political Party
Reporting a gift (donation) received after 01/07/2022
Lodge
Learn more

Agent for a Registered Political Party
Reporting a loan received after 01/07/2022
Lodge
Learn more

Agent for a Registered Political Party
Submitting a periodic return
Lodge
Learn more

5. Your name and your party's name should be prefilled. Be sure to select the correct **Reporting period** from the dropdown menu.

Agent for political party
Submitting a periodic return
State

Registered political party details

Agent full name* Chilli Heeler Political party* The Plethora Party

Reporting Period

Disclosure period* 01/01/2024 - 30/06/2024 Calendar Reporting Period Return period commences 01/01/2024 Return period concludes 30/06/2024

+ Payment + Debt + Receipt + Loan from Financial Institution Save Draft Next

6. If the party has no amounts of \$1,000 or more to disclose, choose **Next** and proceed to [section 7.3 - Completing the return summary](#) to finalise your periodic return.

Otherwise, skip to step 7 below.

Political party* The Plethora Party

Return period commences 01/01/2024 Return period concludes 30/06/2024

+ Loan from Financial Institution Save Draft Next

7. Select **+ Payment**, **+ Debt**, **+ Receipt** or **+ Loan from Financial Institution** depending on the type of item being lodged.

Reporting Period

Disclosure period * 01/07/2024 - 31/12/2024 Calendar Reporting Period

Return period commences 01/07/2024

Return period concludes 31/12/2024

+ Payment **+ Debt** **+ Receipt** **+ Loan from Financial Institution**

8. Under the **Payment**, **Debt**, **Receipt** or **Loan** sections, complete all mandatory fields including name, address, description and amount.

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

Debt

Creditor *
Debtor 1

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

Debt description * Office equipment Amount* 3000

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

Receipt

Received from *
Receiver 1

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

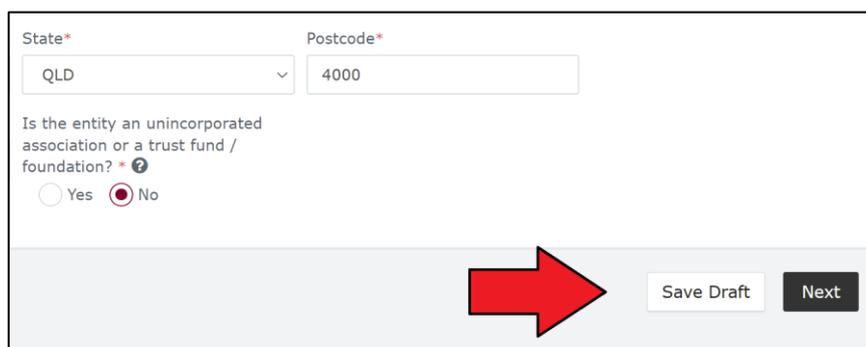
Description * Bank interest Amount* 2000

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

- Choose **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 committee members or trustees, are required.
 - Select **+ Member** to add additional entities.
- Select **+ Payment**, **+ Debt**, **+ Receipt** or **+ Loan from Financial Institution** at the bottom of the page to enter additional items.

9. Once you have entered all items, you can choose the **Next** button in the lower right hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a form with the following elements:

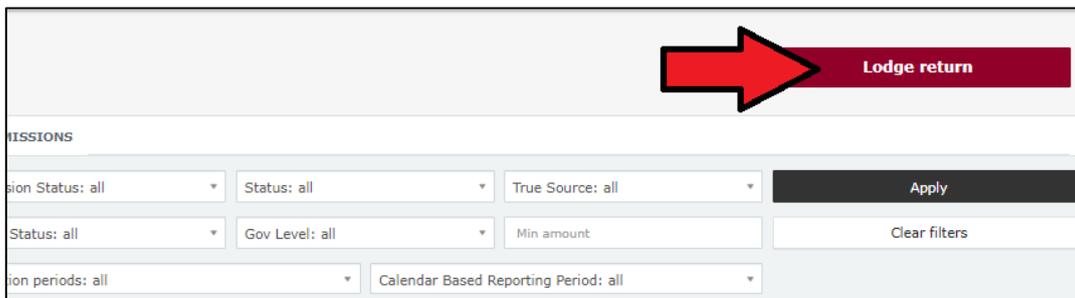
- State***: A dropdown menu with 'QLD' selected.
- Postcode***: A text input field containing '4000'.
- Is the entity an unincorporated association or a trust fund / foundation? ***: A question with a help icon.
- Yes**: An unselected radio button.
- No**: A selected radio button.
- Save Draft**: A button with a red arrow pointing to it.
- Next**: A button.

10. Skip to [section 7.3 – Completing the return summary](#) to finalise your periodic return.

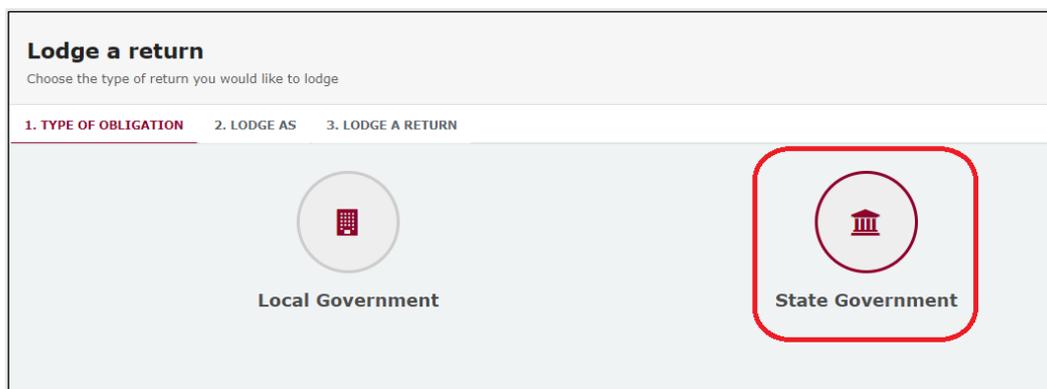
7.2 Disclosing amounts using a bulk upload spreadsheet

To disclose multiple amounts of \$1,000 or more in a periodic return, please use the following instructions.

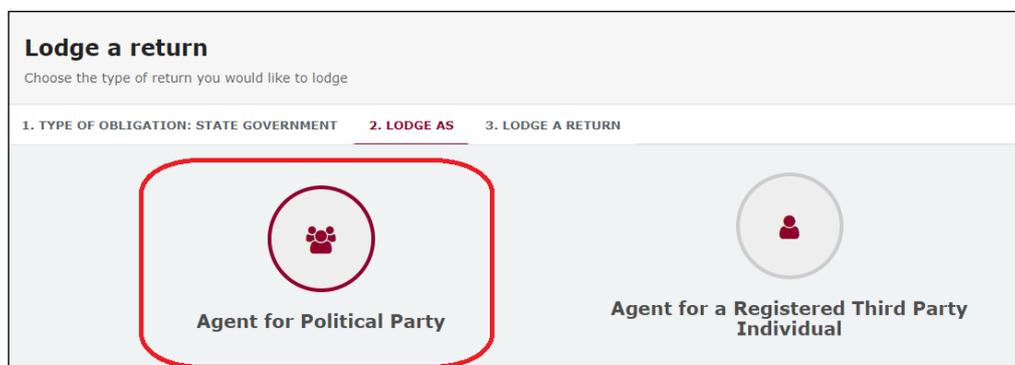
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



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



3. Select **Agent for Political Party** on the Lodge As screen.



4. Choose the **Lodge** button under **Submitting a periodic return**.

Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: STATE GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. **LODGE A RETURN**

Agent for a Registered Political Party
Reporting a gift (donation) received after 01/07/2022
Lodge
Learn more

Agent for a Registered Political Party
Reporting a loan received after 01/07/2022
Lodge
Learn more

Agent for a Registered Political Party
Submitting a periodic return
Lodge
Learn more

5. Your name and your party's name should be prefilled. Be sure to select the correct **Reporting period** from the dropdown menu.

Agent for political party
Submitting a periodic return
State

Registered political party details

Agent full name* Political party*
Chilli Heeler The Plethora Party

Reporting Period

Disclosure period* Return period commences Return period concludes
01/01/2024 - 30/06/2024 Calendar Reporting Period 01/01/2024 30/06/2024

+ Payment + Debt + Receipt + Loan from Financial Institution Save Draft Next

+ Bulk upload

6. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.

+ Bulk upload

Download template

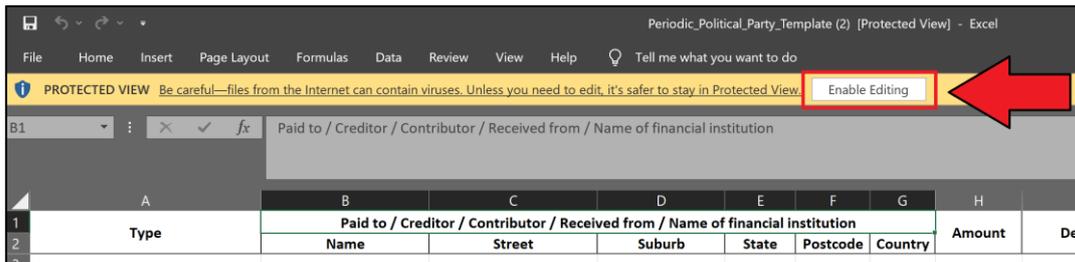
Upload template

Political party*
The Plethora Party

7. Open the excel file from your recent downloads.



8. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



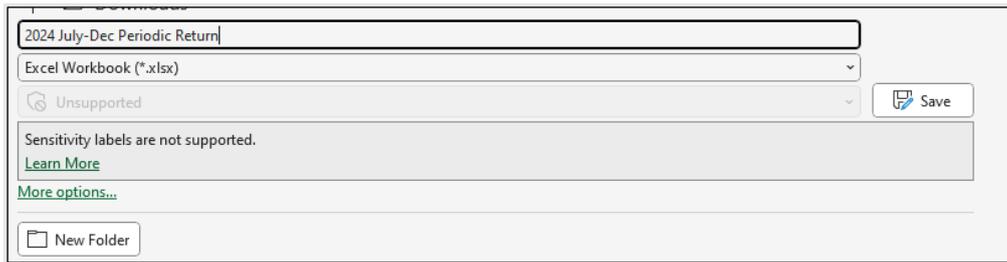
9. Enter all mandatory fields including item type, name, address, description and amount.

Type	Paid to / Creditor / Contributor / Received from						Amount	Description	Is the entity an unincorporated association or a trust fund / foundation?	Committee Name
	Name	Street	Suburb	State	Postcode	Country				
Payment	Supplier One	1 Pay St	Auckland	Overseas	1010	New Zea	\$1,000.00	Rent deposit for cam No		
Debt	Debtor One	1 Debt St	Brisbane	QLD	4000		\$2,000.00	Office equipment	Yes	Bebbie Debtor
Receipt	Receiver One	1 Receipt St	Brisbane	QLD	4000		\$3,000.00	Bank interest	No	

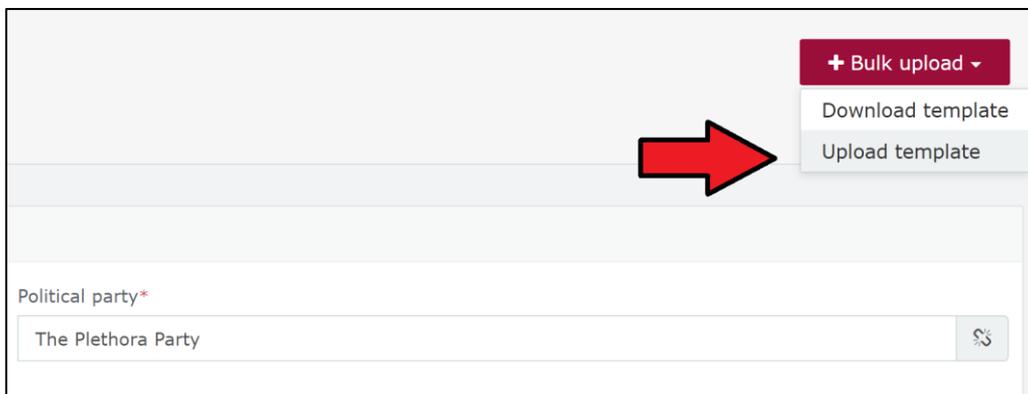
- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.
- **Country** is only required for overseas addresses.
- Select **Yes** or **No** to **Is the entity an unincorporated association or trust fund / foundation?** If **Yes** is selected then additional details (such as name or address of the entity) are required.

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

10. Save the excel file to a safe location.



11. Return to EDS and choose the **+ Bulk Upload** menu again. This time select **Upload template**.

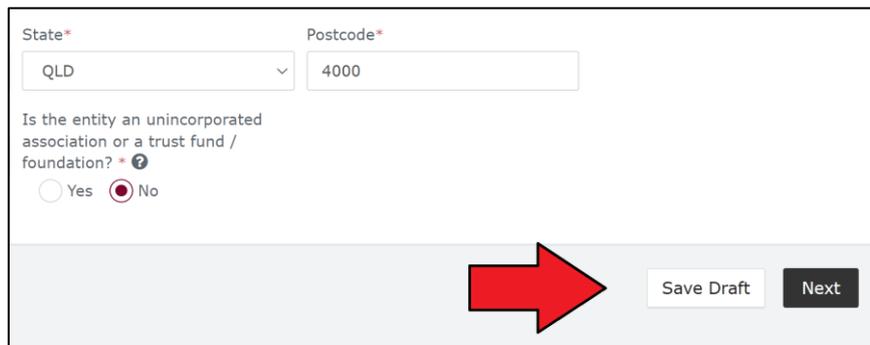


12. Select the bulk upload spreadsheet from where it is saved on your computer.

13. The data entered into the spreadsheet will be uploaded to the page. Check to make sure there are no missing fields or errors.

14. Select **Next**.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a form with the following elements:

- State***: A dropdown menu with 'QLD' selected.
- Postcode***: A text input field containing '4000'.
- Is the entity an unincorporated association or a trust fund / foundation? ***: A question with a help icon.
- Yes**: An unselected radio button.
- No**: A selected radio button.
- Save Draft**: A light grey button.
- Next**: A dark grey button.

A large red arrow points from the left towards the 'Next' button.

15. Continue to [section 7.3 – Completing the return summary](#) to finalise your periodic return.

7.3 Completing the return summary

The return summary section of the periodic return displays a summary of all amounts received, paid and owed by the party during its reporting period.

To complete the return summary section and lodge the periodic return, please use the following instructions.

1. The **Gifts** and **Loans** sections display the total amounts already reported in EDS as being received by the party 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.

Return summary		
Gifts	Loans	Receipts
Amount \$2,000.00	Amount \$1,222.00	Amount \$2,000.00
Gifts Reported 1 VIEW >	Loans Reported 3 VIEW >	Receipts Reported 1
Unreported Amounts Under Threshold \$0.00		
Total Amounts Received \$5,222.00		

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

Return summary			
Gifts	Loans	Receipts	
Amount \$2,000.00	Amount \$1,222.00	Amount \$2,000.00	
Gifts Reported 1	Loans Reported 3	Receipts Reported 1	
Unreported Amounts Under Threshold \$500			
Total Amounts Received \$5,722.00			

Example

The screenshot above displays the party having disclosed 1 gift in EDS totalling \$2,000 and 3 loans totalling \$1,222. The party also received 1 receipt of \$2,000, added by the party agent on the previous page of the periodic return.

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

- The **Total Amounts Received** field should reflect the total amount of gifts, loans and receipts that the party received during the reporting period. It is calculated based on the sum of the **Amount** and **Unreported Amounts Under Threshold** fields.

Please check to ensure the **Total Amounts Received** accurately reflects the party's records.

Return summary		
Gifts	Loans	Receipts
Amount \$2,000.00	Amount \$1,222.00	Amount \$2,000.00
Gifts Reported 1 VIEW >	Loans Reported 3 VIEW >	Receipts Reported 1
Unreported Amounts Under Threshold \$500		
Total Amounts Received \$5,722.00		

- The **Payments** and **Debts** sections display the total amount of any payments or debts added to the previous page of the return.

If the party received any payments or debts during the reporting period that were less than \$1,000 and have not already been reported in EDS, you must update the **Unreported Amounts Under Threshold** field with the total value of these payments or debts.

Payments	Debts
Amount \$1,010.00	Amount \$3,000.00
Payments Reported 1	Debts Reported 1
Unreported Amounts Under Threshold \$500	Unreported Amounts Under Threshold \$500
Total Amounts Paid \$1,510.00	Total Amounts Outstanding \$3,500.00

5. The **Total Amounts Paid** and **Total Amounts Outstanding** fields should reflect the party's total payments and total outstanding debts respectively for the reporting period. The amounts are calculated based on the sum of the **Amount** and **Unreported Amounts Under Threshold** fields.

Please check to ensure the **Total Amounts Paid** and **Total Amounts Outstanding** accurately reflect the party's records.

Payments	Debts
Amount \$1,010.00	Amount \$3,000.00
Payments Reported 1	Debts Reported 1
Unreported Amounts Under Threshold \$500	Unreported Amounts Under Threshold \$500
Total Amounts Paid \$1,510.00	Total Amounts Outstanding \$3,500.00

6. In the **Bank Statement** section, select **Upload Files** to upload a bank statement from the party's state campaign bank account.

Bank Statement

You are required to upload a bank statement for the Party's State campaign account, covering the entire reporting 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.

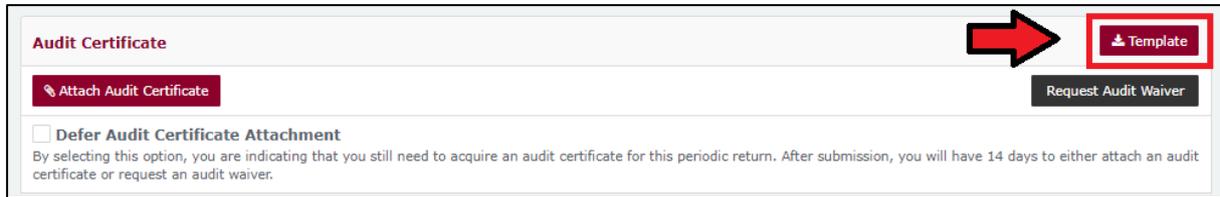


Jan-Jun24
bank
statement.p
df

[Upload Files](#)

- Multiple files can be uploaded by holding down your Ctrl button or by selecting Upload Files for each file.
- The bank statement must cover the entire reporting period.

7. An **Audit Certificate** must be submitted with the periodic return. Select **Template** to download an audit certificate template to be completed by an auditor.



Audit Certificate

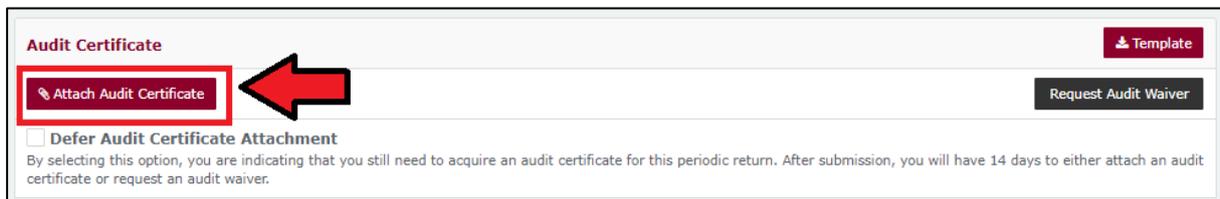
Attach Audit Certificate

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 periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.

Template

8. Once the audit certificate has been completed, click **Attach Audit Certificate** to upload it to the return from your computer.



Audit Certificate

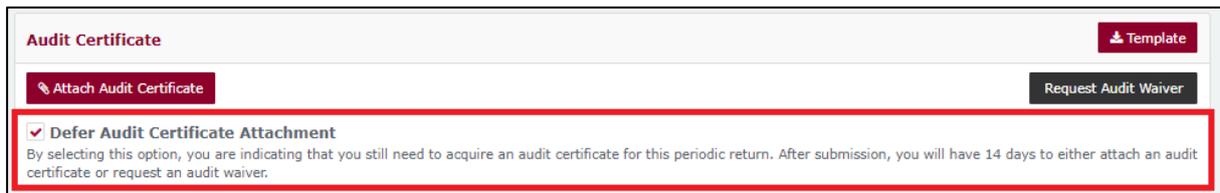
Attach Audit Certificate

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 periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.

Template

9. If you need additional time to obtain a completed audit certificate, tick the **Defer Audit Certificate Attachment** tick box.



Audit Certificate

Attach Audit Certificate

Request Audit Waiver

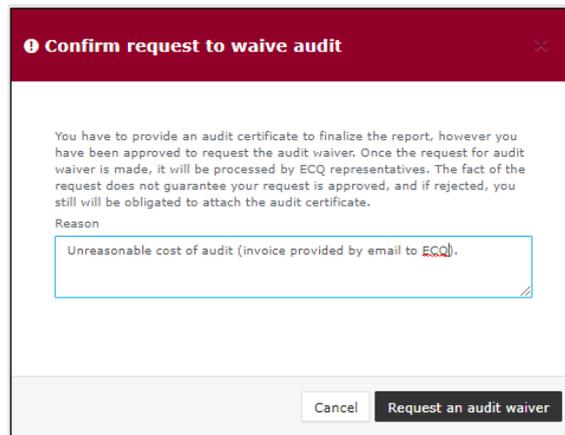
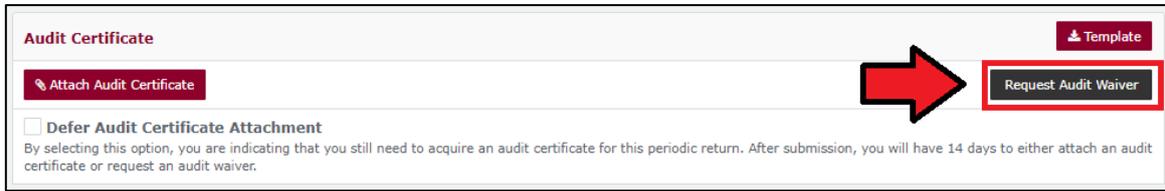
Defer Audit Certificate Attachment
By selecting this option, you are indicating that you still need to acquire an audit certificate for this periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver.

Template

- This will allow you to submit your return and attach a completed audit certificate within 14 days.

Important! This is not an extension of the periodic return due date. The periodic return is not considered submitted until an audit certificate is received or an audit waiver request has been approved by the ECQ. Please allow enough time before the return due date to organise your audit certificate.

10. If you wish to request a waiver of the audit certificate requirement, click **Request Audit Waiver** and provide a justification for your request (e.g. financial hardship).



- The ECQ will consider your request and may ask for additional information (e.g. quotes from an auditor).
- If your request is rejected, you must provide an audit certificate to complete the periodic return.

11. Choose **Submit** to lodge your periodic return in EDS.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

12. Review the **Confirm lodgement of return** message and choose **Submit**.

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.

13. Once submitted, the periodic return will be visible on the **Periodic Returns Summary** page and the public **Reports** page.

Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return. Lodge return

SUMMARY

Search Complete Status: all Type: all Late Status: all From To Apply Clear filters

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	Registered Political Party	Political Party A By John Smith	25-08-2020	28/10/2020	01/01/2020 - 30/06/2020 Calendar Reporting Period	\$5,722.00	\$1,510.00	Actions
REC	Election Summary Return	Registered Political Party	Political Party A By John Smith	15-02-2021	27/10/2020	EDS SG 2020 State General Event	—	\$5,301.00	Actions

Show 25 showing 1-2 of 2 items < 1 >

- If you realise you have made an error after submitting your periodic return, please refer to [section 9 – Amending a return in EDS](#) for instructions on how to request an amendment.

8. Submitting an election summary return

Agents of registered political parties are required to lodge an election summary return (ESR) for the party within 15 weeks of election day.

In this return, you must disclose the total amount of electoral expenditure and gifted electoral expenditure that the party incurred for the election.

Electoral expenditure can be disclosed individually (see [section 8.1](#)) or by using a bulk upload spreadsheet (see [section 8.2](#)). The bulk upload spreadsheet is recommended when there is a large number of items to disclose.

If no amounts of electoral expenditure or gifted electoral expenditure need to be disclosed for the election, please refer to [section 8.1](#) (steps 1 to 6).

Once all electoral expenditure (if any) has been entered into the ESR, the return summary must be completed (see [section 8.3](#)).

Note:

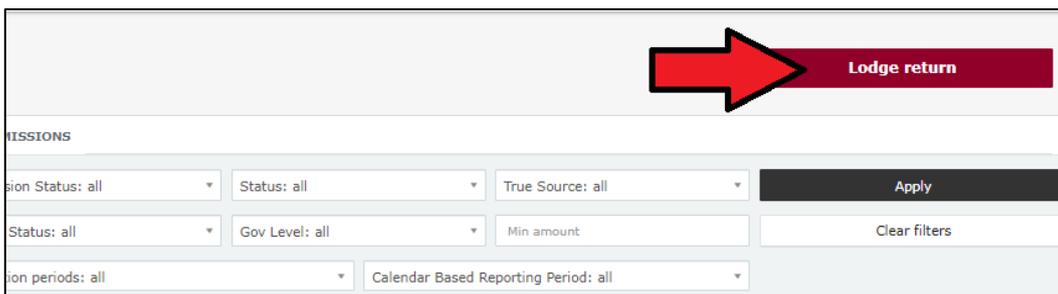
- Refer to the [Glossary](#) for key terms and definitions.
- Candidates (or their agents) also need to submit an ESR for their own electoral expenditure. Instructions on how to submit a candidate's election summary return can be found in the [EDS User Guide – Candidates and Agents \(State\)](#).
- Submitting an ESR is not the same as lodging an election funding claim. Please see state [Fact sheet 25 – Election funding claims](#) for more information on how to claim election funding.
- Refer to [section 7 - Submitting a periodic return in EDS](#) for information on how to submit a periodic return.

8.1 Disclosing electoral expenditure individually

To disclose individual amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

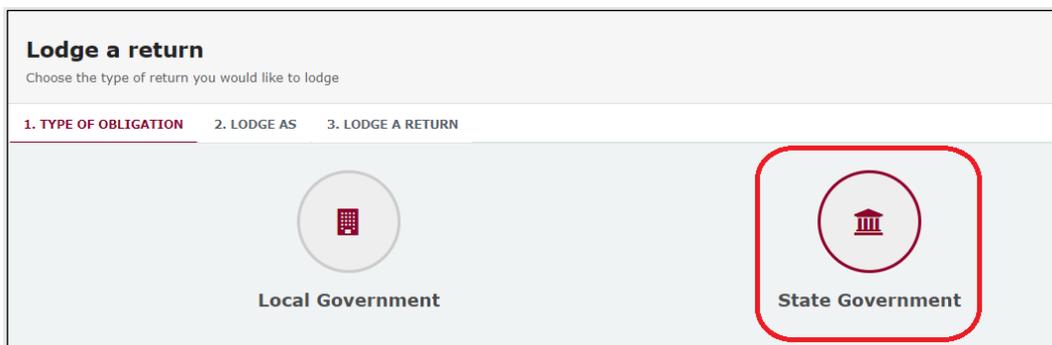
If no amounts need to be disclosed, please refer to steps 1 to 6 below.

1. Click the maroon **Lodge return** button in the upper right corner of EDS.



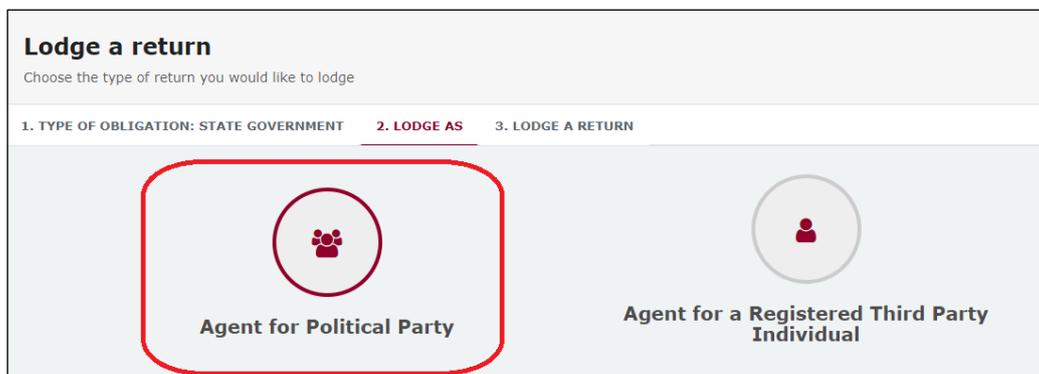
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdown menus: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "Reporting periods: all", and "Calendar Based Reporting Period: all". There are also "Apply" and "Clear filters" buttons.

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



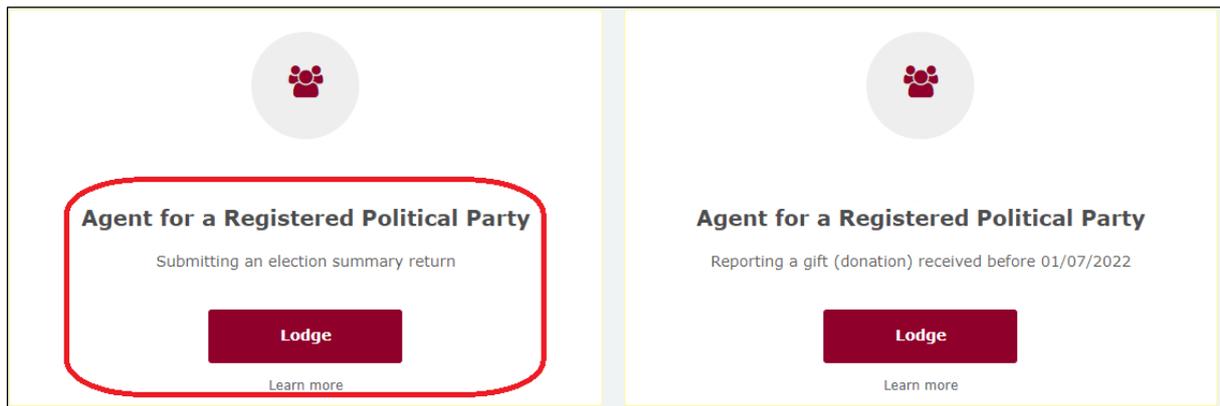
The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active. It contains two options: "Local Government" (represented by a building icon) and "State Government" (represented by a building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. Select **Agent for Political Party** on the Lodge As screen.



The screenshot shows the "Lodge a return" screen. The title is "Lodge a return" with the subtitle "Choose the type of return you would like to lodge". Below the title are three tabs: "1. TYPE OF OBLIGATION: STATE GOVERNMENT", "2. LODGE AS", and "3. LODGE A RETURN". The "2. LODGE AS" tab is active. It contains two options: "Agent for Political Party" (represented by a group of people icon) and "Agent for a Registered Third Party Individual" (represented by a person icon). The "Agent for Political Party" option is highlighted with a red rounded rectangle.

4. Choose the **Lodge** button under **Submitting an election summary return**.



5. Your name and your party's name should be prefilled. Under **Reporting Period**, make sure that the correct election is chosen.

6. If your party did not incur any electoral expenditure or gifted electoral expenditure, check the **No electoral expenditure was incurred or gifted for the election** box. Then choose **Next** and proceed to [section 8.3 – Completing the return summary](#).

Otherwise, skip to step 7 below.

7. To disclose an item of expenditure, choose **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** depending on the type of expenditure incurred.

Reporting Period

Event *

2024 State General Election

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

+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

8. Enter all mandatory electoral expenditure or gifted electoral expenditure information such as supplier name and address, description of goods or services, amount and date.

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

Electoral Expenditure

Supplier name *
John's Fake Printing

Street *
1 Queen St

Suburb *
Townsville

State *
QLD

Postcode *
4810

Description of goods or services *
Flyer printing

Amount *
10000

Date of expenditure *
25/07/2024

Gifted Electoral Expenditure

Name *
Lee's Fake Graphic Design

Street *
1 King St

Suburb *
Mackay

State *
QLD

Postcode *
4740

Description of goods or services *
Graphic design of flyers and billboards

Amount *
3000

Date of expenditure *
24/07/2024

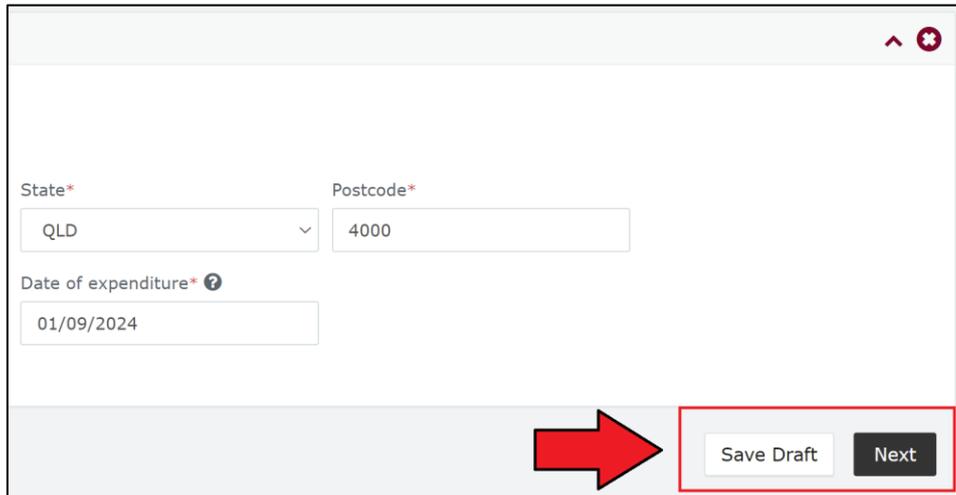
+ Electoral Expenditure ? **+ Gifted Electoral Expenditure** ?

Save Draft Next

- Select **+ Electoral Expenditure** or **+ Gifted Electoral Expenditure** at the bottom of the page to enter additional items.

9. Once you have entered all items, you can choose the **Next** button in the lower right-hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a form with the following fields:

- State***: A dropdown menu with 'QLD' selected.
- Postcode***: A text input field containing '4000'.
- Date of expenditure* ?**: A date input field containing '01/09/2024'.

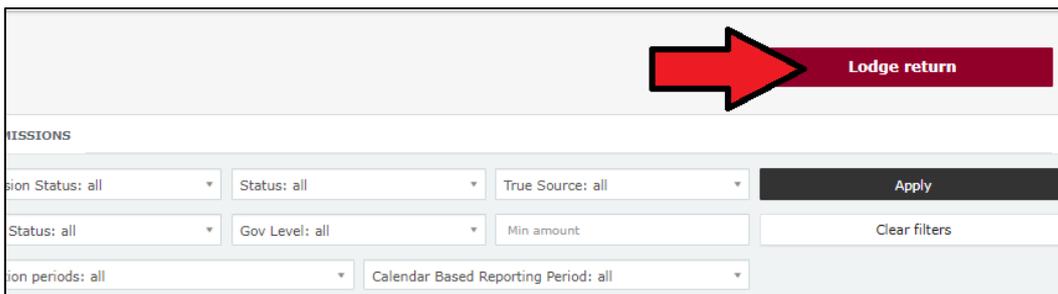
At the bottom right of the form, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, which is also enclosed in a red rectangular box.

10. Skip to [section 8.3 – Completing the return summary](#) to finalise your ESR.

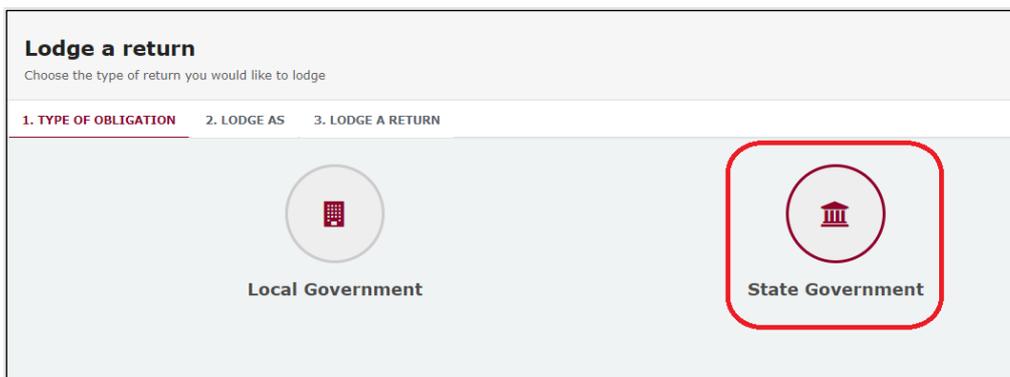
8.2 Disclosing electoral expenditure using a bulk upload spreadsheet

To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

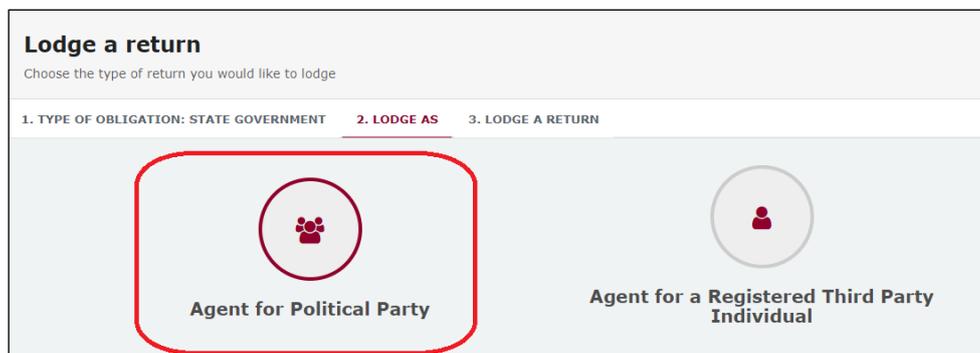
1. Click the maroon **Lodge return** button in the upper right corner of EDS.



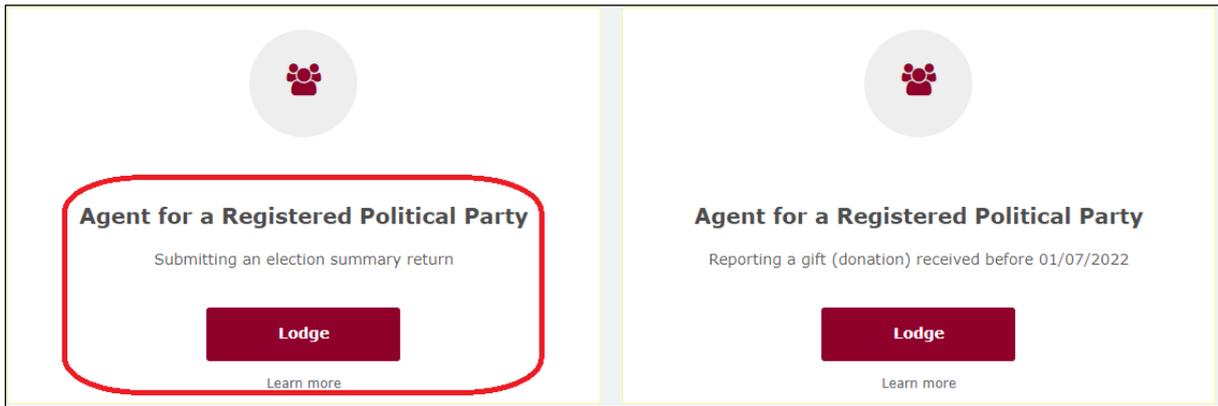
2. Under Type of Obligation, select **State Government**.



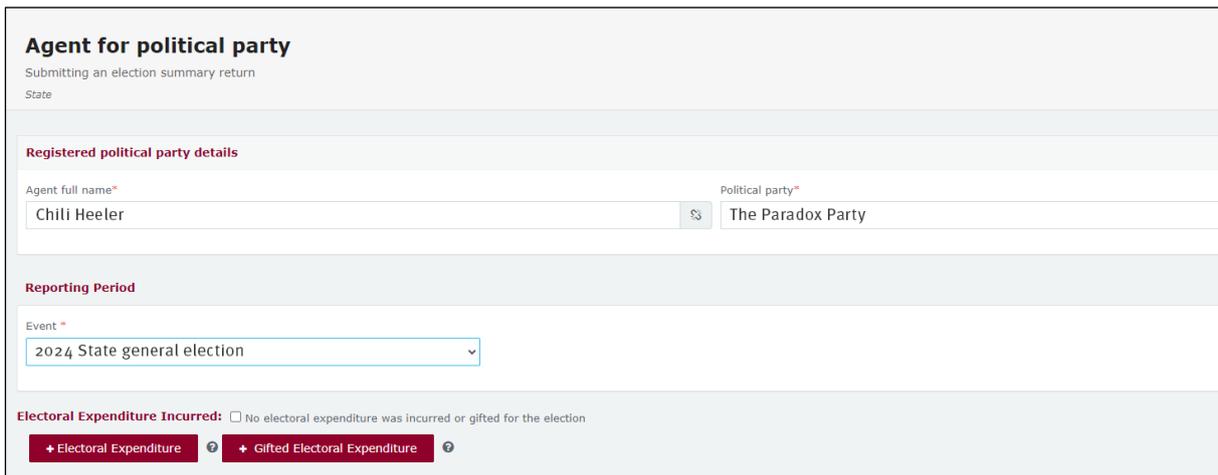
3. Select **Agent for Political Party** on the Lodge As screen.



4. Choose the **Lodge** button under **Submitting an election summary return**.



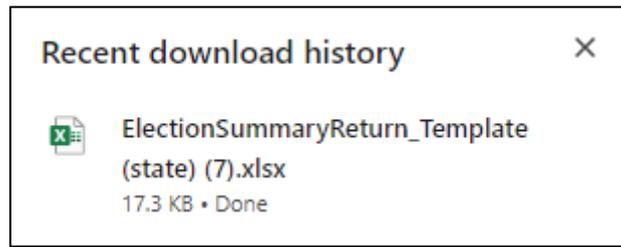
5. Your name and your party's name should be prefilled. Under **Reporting Period**, make sure that the correct election is chosen.



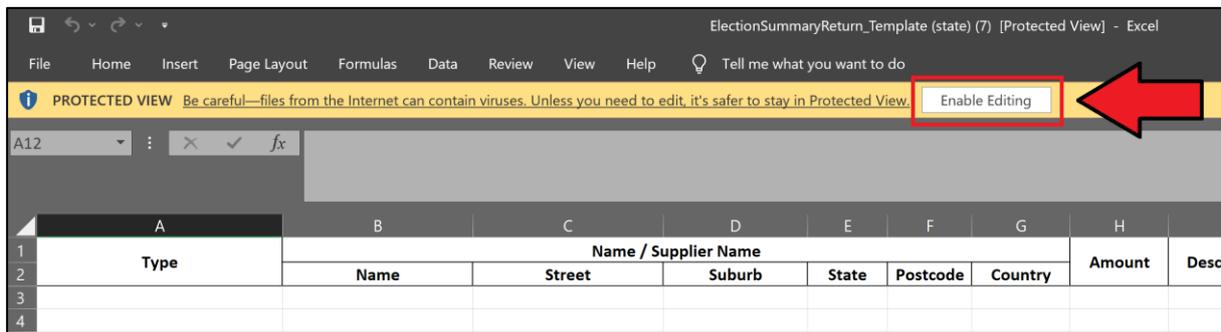
6. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.



7. Open the excel file from your recent downloads.



8. Select **Enable Editing** at the top of the Excel spreadsheet (if necessary).



9. Enter all mandatory fields in the spreadsheet

Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print St	Brisbane	QLD	4000		\$3,000.00	Printed business cards	10/08/2024

- 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 your election spending and complete it as expenditure is incurred.

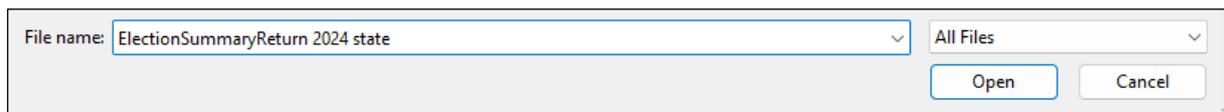
10. Save the file to a safe location on your device.

11. Return to EDS and choose the **+ Bulk Upload** menu again. This time select **Upload template**.



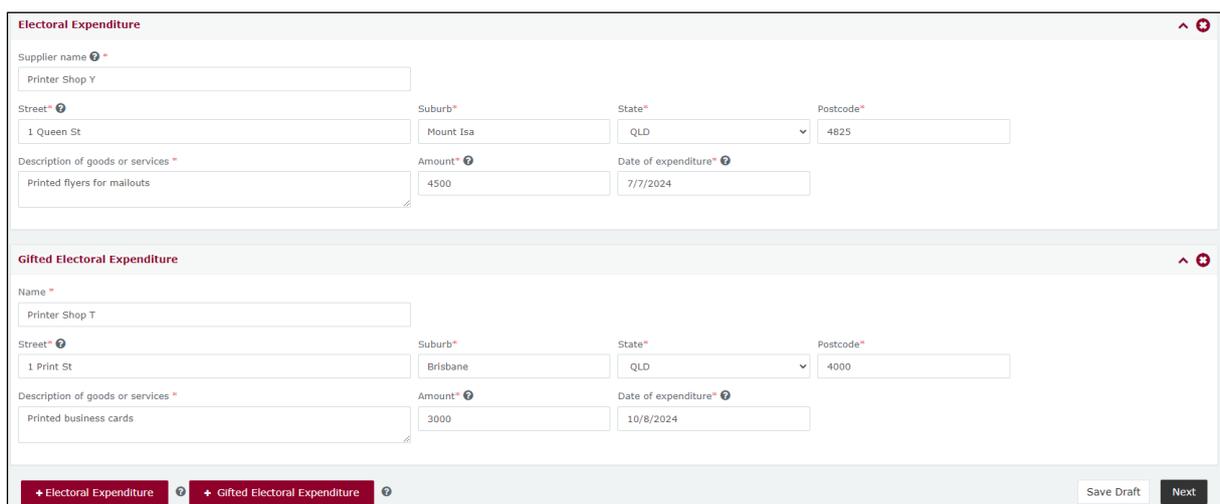
The screenshot shows a web interface with a dark red button labeled '+ Bulk upload' in the top right corner. A dropdown menu is open below it, showing two options: 'Download template' and 'Upload template'. A large red arrow points from the left towards the 'Upload template' option. Below the menu, there is a form field for 'Political party*' with the text 'The Plethora Party' entered. A small 'X' icon is visible to the right of the text.

12. Select the bulk upload spreadsheet from where it is saved on your computer.



The screenshot shows a file selection dialog box. The 'File name' field contains 'ElectionSummaryReturn 2024 state'. The file type is set to 'All Files'. There are 'Open' and 'Cancel' buttons at the bottom right.

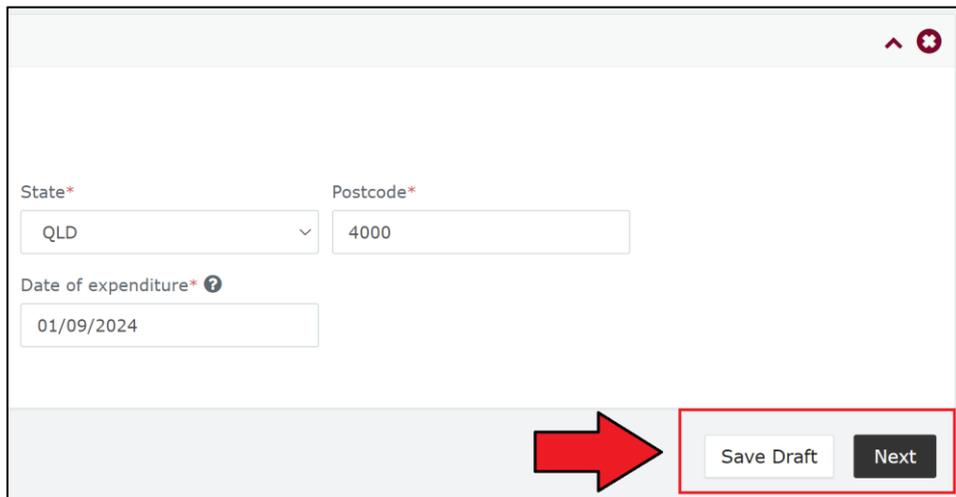
13. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.



The screenshot shows two forms for recording expenditure. The first form is titled 'Electoral Expenditure' and contains the following fields: Supplier name (Printer Shop Y), Street (1 Queen St), Suburb (Mount Isa), State (QLD), Postcode (4825), Description of goods or services (Printed flyers for mailouts), Amount (4500), and Date of expenditure (7/7/2024). The second form is titled 'Gifted Electoral Expenditure' and contains the following fields: Name (Printer Shop T), Street (1 Print St), Suburb (Brisbane), State (QLD), Postcode (4000), Description of goods or services (Printed business cards), Amount (3000), and Date of expenditure (10/8/2024). At the bottom, there are buttons for '+ Electoral Expenditure', '+ Gifted Electoral Expenditure', 'Save Draft', and 'Next'.

14. If you are finished adding items of electoral expenditure, you can choose the **Next** button in the lower right-hand corner.

If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



The screenshot shows a web form with the following fields: 'State*' with a dropdown menu showing 'QLD', 'Postcode*' with a text input containing '4000', and 'Date of expenditure*' with a date input containing '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A red arrow points to the 'Next' button, and a red box highlights both the 'Save Draft' and 'Next' buttons.

15. Continue to section [8.3 – Completing the return summary](#) to finalise your ESR.

8.3 Completing the return summary

The return summary page displays a summary of all electoral expenditure and gifted electoral expenditure disclosed on the previous page.

To complete the return summary section and lodge your ESR, please use the following instructions.

1. Check to ensure the **Total Gifted Electoral Expenditure** and **Total Electoral Expenditure Incurred** accurately reflect the party's records.

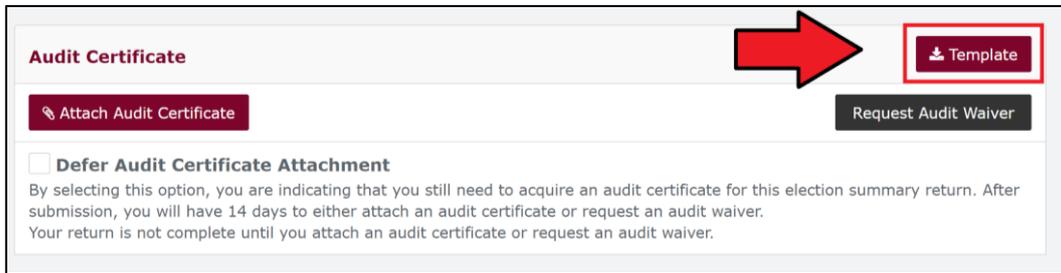
Return summary	
Gifted Electoral Expenditure	Electoral Expenditure Incurred
Amount \$2,701.00	Amount \$2,600.00
Gifted Electoral Expenditure Reported 2	Electoral Expenditure Reported 2
Total Gifted Electoral Expenditure \$2,701.00	Total Electoral Expenditure Incurred \$2,600.00

2. In the **Bank statement** section, select **Upload Files** to upload a bank statement from the party's state campaign bank account.

Bank Statement
<p>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.</p>
 Bank statement - Political Party
Upload Files

- Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.
- The bank statement must cover the start of the capped expenditure period for the election or the earliest date on which electoral expenditure was incurred.

3. An **Audit Certificate** must be submitted with the ESR. Select **Template** to download an audit certificate template to be completed by an auditor.



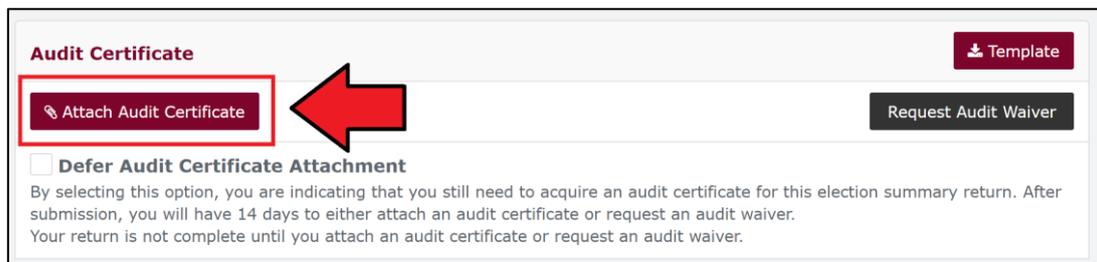
Audit Certificate [Template](#)

[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.

4. Once the audit certificate has been completed, click **Attach Audit Certificate** to upload it to the return from your computer.



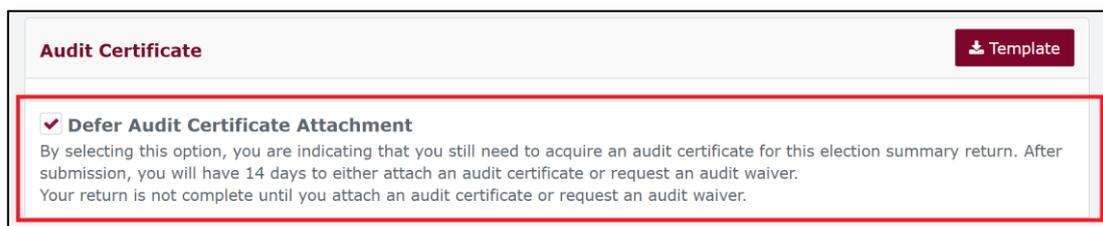
Audit Certificate [Template](#)

[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.

5. If you need additional time to obtain a completed audit certificate, tick the **Defer Audit Certificate Attachment** tick box.



Audit Certificate [Template](#)

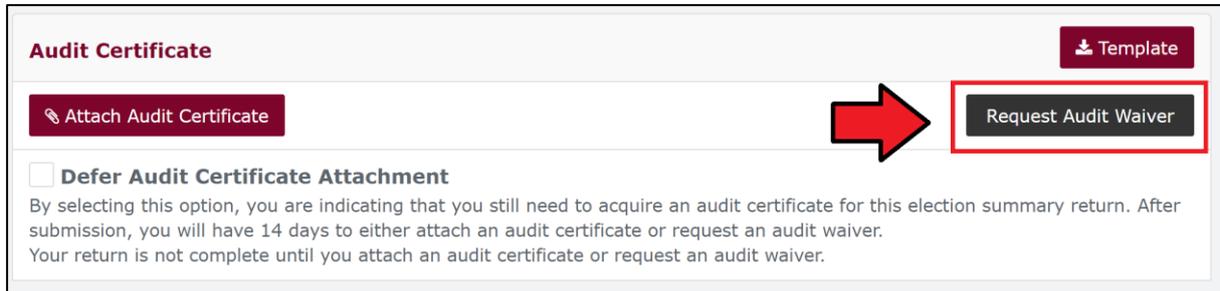
Defer Audit Certificate Attachment

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.

- This will allow you to submit your return and attach a completed audit certificate within 14 days.

Important! This is not an extension of the ESR due date. The ESR is not considered submitted until an audit certificate is received or an audit waiver request has been approved by the ECQ. Please allow enough time before the return due date to organise your audit certificate.

6. If you wish to request a waiver of the audit certificate requirement, click **Request Audit Waiver** and provide a justification for your request (e.g. financial hardship).

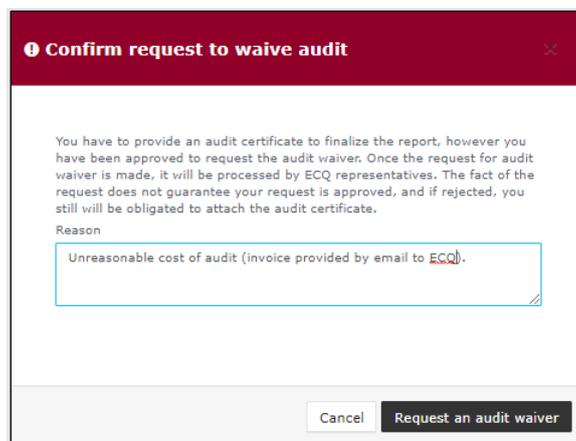


Audit Certificate Template

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

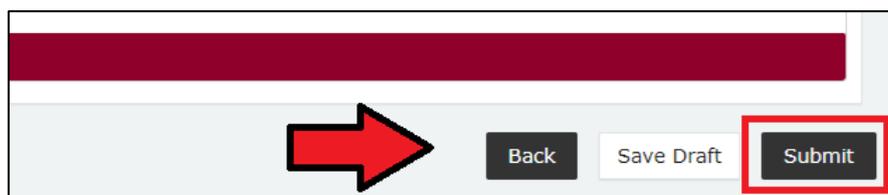
Unreasonable cost of audit (invoice provided by email to ECQ).

Cancel Request an audit waiver

- The ECQ will consider your request and may ask for additional information (e.g. quotes from an auditor).
- If your request is rejected, you must provide an audit certificate to complete the ESR.

7. Choose **Submit** to lodge your ESR in EDS.

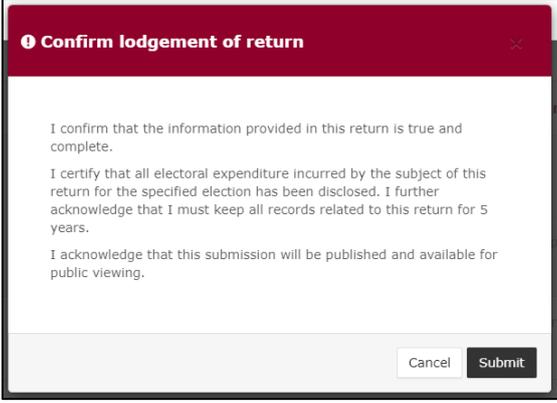
If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under **Drafts** in the side menu.



Back Save Draft Submit

- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

8. Review the **Confirm lodgement of return** message and choose **Submit**.



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

9. Once submitted, the ESR will be visible on the **Periodic Returns Summary** page and the public **Reports** page.

Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return.

Lodge return

SUMMARY

Search Complete Status: all Type: all Late Status: all From To **Apply** Clear filters

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	Election Summary Return	Registered Political Party	Political Party A By John Smith	15-02-2021	27/10/2020	EDS SG 2020 State General Event	—	\$5,301.00	Actions

Show 25 Apply showing 1-1 of 1 items

- If you realise you have made an error after submitting your return, please refer to [section 9 – Amending a return in EDS](#) for instructions on how to request an amendment.

9. Amending a return in EDS

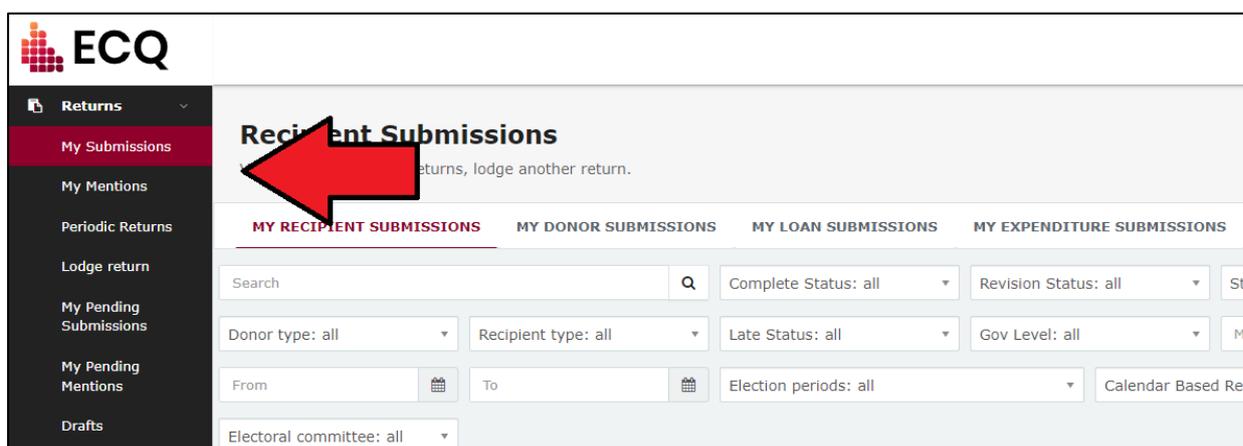
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

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

- **My Submissions**
 - **My Recipient Submissions** – displays existing returns for gifts received
 - **My Donor Submissions** – displays existing returns for gifts made
 - **My Loan Submissions** – displays existing returns for loans received
 - **My Expenditure Submissions** – displays existing returns for electoral expenditure incurred (local government only).
- **Periodic Returns** - displays existing periodic and election summary returns.

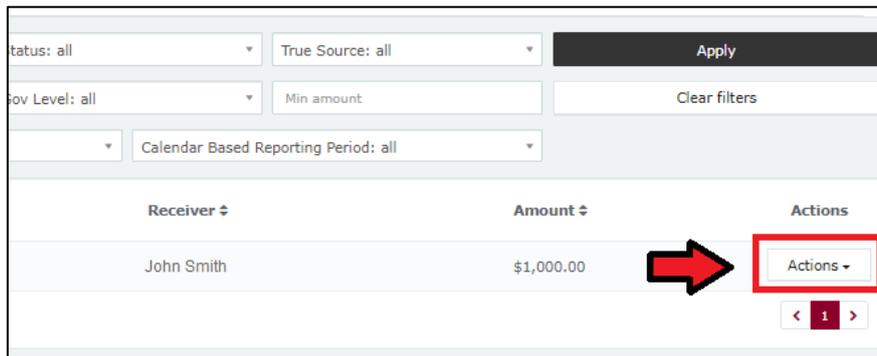
To request an amendment to a return in EDS, please use the following instructions.

1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.

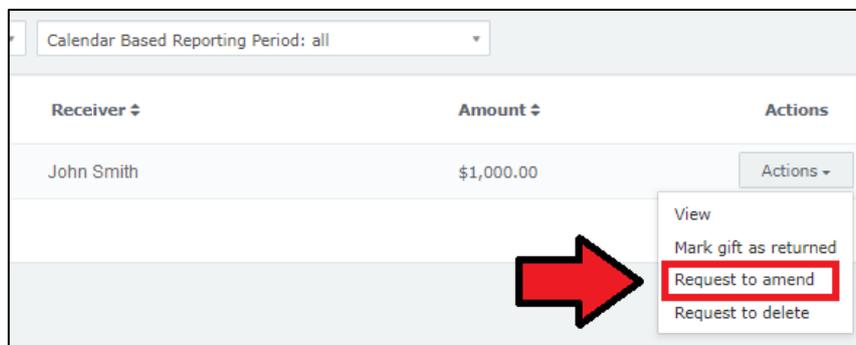


- If required, click the relevant tab to locate your return (e.g. My Recipient Submissions).

2. Find the return you wish to amend and click the **Actions** dropdown.



3. Select **Request to amend**.



4. In the pop-up box, enter a **Reason** for amending the return and a **Description** of the change requested.

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

Description

Attachments

 No file chosen

Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your device.

5. Choose the **Request to amend** button to submit the request.

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 gift was made.

Description

Please change date from 17/07/2023 to 15/07/2023

Attachments

Choose files No file chosen

Once your request to amend is submitted there will be no option to cancel your request - you will have to contact ECQ to reject your request.

Cancel **Request to amend**

6. The return **Status** now displays as **Pending**. The return is temporarily removed from the public Gift Map and Reports page.

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

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE

Search Complete Status: all

Source type: all

Max amount From To

Status	Date Gift Made	Type
PENDING	01-12-2019 By John Smith	Gift-In-Kind

Show 25

- You will receive an email once the amendment has been processed by ECQ.

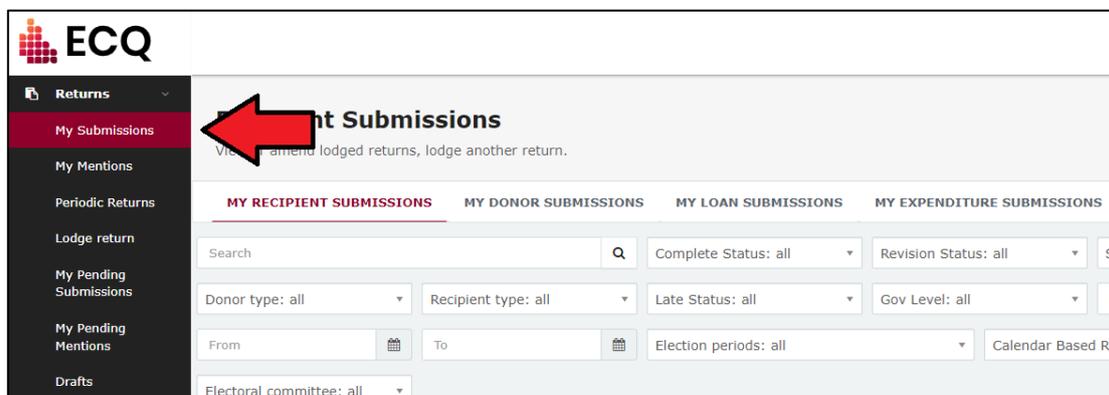
10. Mark a gift as returned in EDS

If you have lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

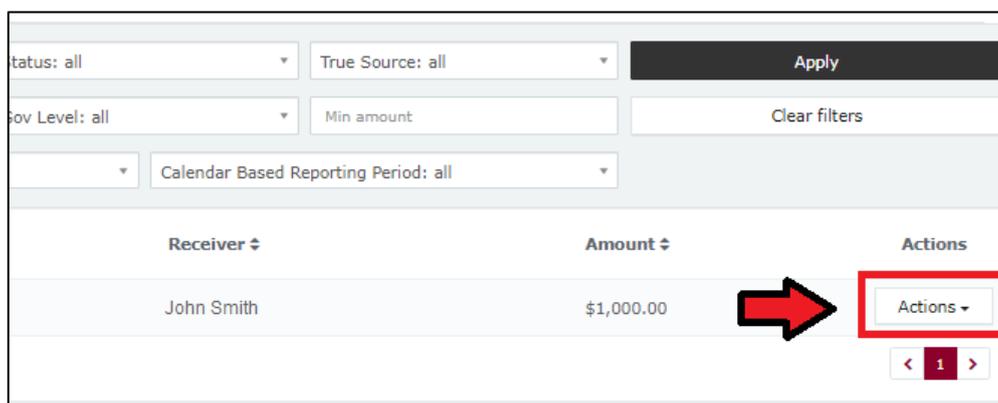
Note: Only the recipient of a gift can mark the gift as returned.

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

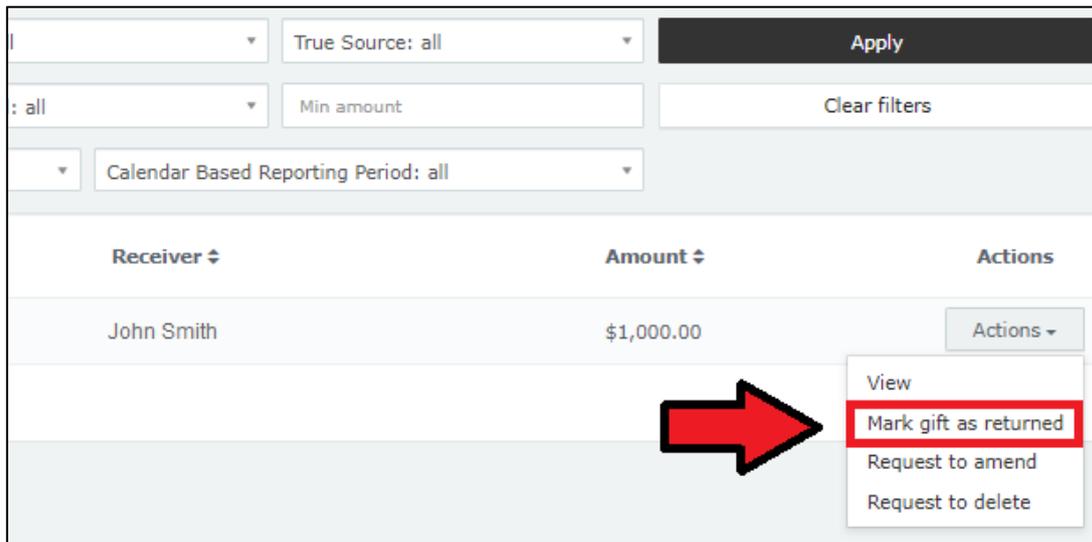
1. Select **My Submissions** on the side menu.



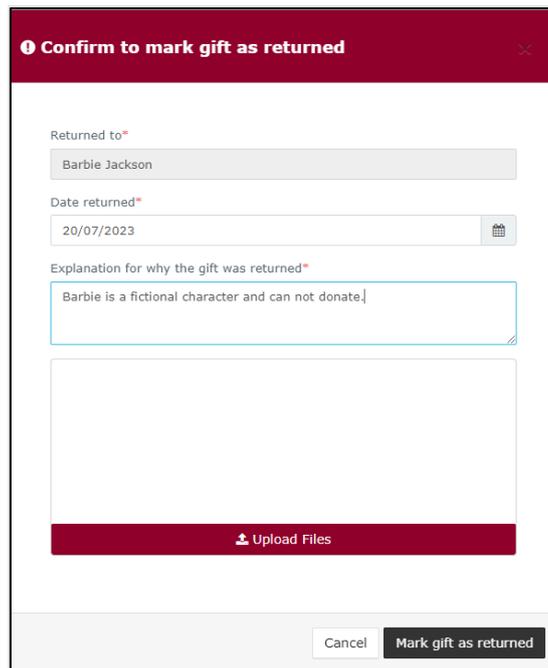
- If required, click the **My Recipient Submissions** tab to display existing returns for gifts you have received.
2. Find the return for the gift you wish to mark as returned, then click the **Actions** dropdown.



3. Select **Mark gift as returned**.



4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.



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

5. Click **Mark gift as returned**.

Confirm to mark gift as returned

Returned to*
Barbie Jackson

Date returned*
20/07/2023

Explanation for why the gift was returned*
Barbie is a fictional character and can not donate.

Upload Files

Cancel Mark gift as returned

6. A returned symbol (↺) will display next to the return to indicate its status. This symbol will also display on the public Gift Map and Reports page.

Recipient Submissions

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 [v] Revision Status [v]

Source type: all [v] Late Status [v]

Max amount [v] To [v] Election period [v]

Status	Date Gift Made	Type
UNREC	↺ 01-12-2019 By John Smith	Gift-In-Kind

Show 25 [v] Apply

- You and the donor of the gift (if they are registered in EDS) will receive an email confirming the gift has been marked as returned.