

# Electronic Disclosure System (EDS) for Associated Entities

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 financial controllers of associated entities participating in state government elections who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2024 (the Regulation).

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

## 1.2 Disclaimer

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

## 1.3 Contacting the ECQ

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

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

## 2. Glossary

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

### **Associated Entity**

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

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

An associated entity of a registered political party is NOT:

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

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

An associated entity of a candidate is NOT:

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

### **Electoral Expenditure**

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

- 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](http://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
- uncharged interest or an amount forgiven on a loan
- the part of a fundraising contribution that exceeds \$200
- an amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

- property provided under a will
- fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200
- 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](http://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](https://ecq.qld.gov.au/factsheets) (found at [ecq.qld.gov.au/factsheets](https://ecq.qld.gov.au/factsheets)) for more information about gifted electoral expenditure.

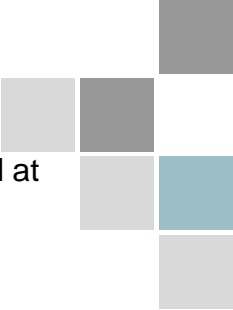
## Loan

A loan is when a person or entity lends money to a candidate 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](#).

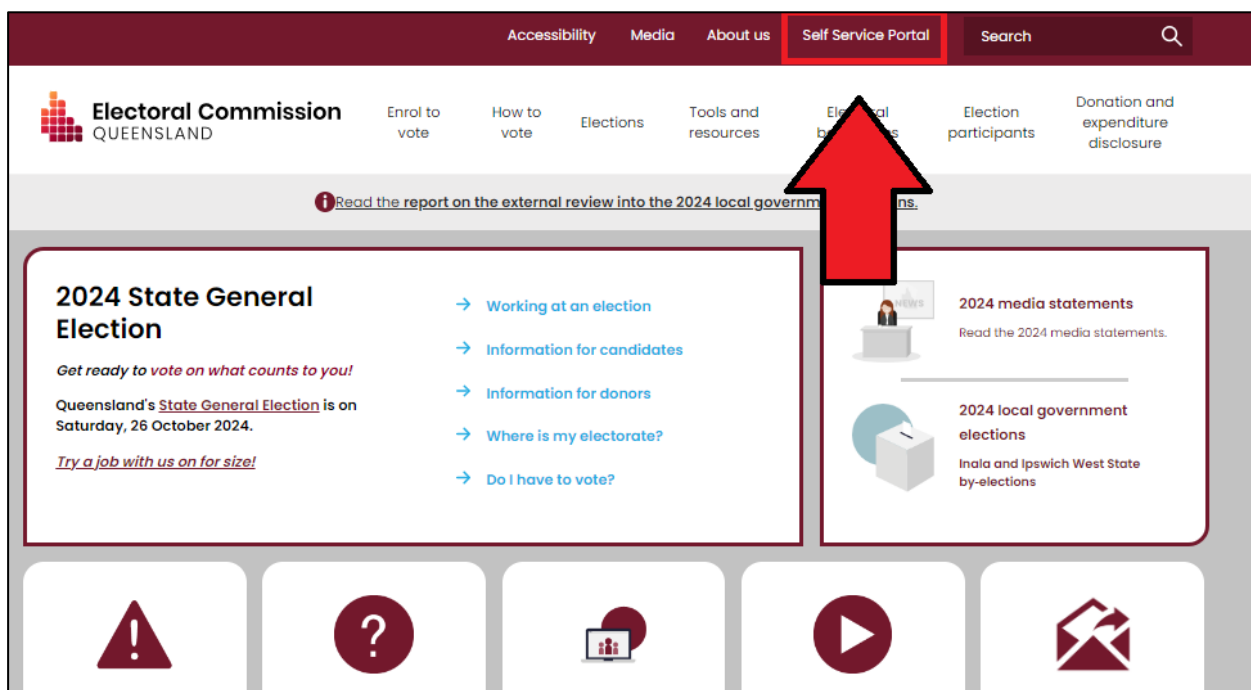
### 3. Accessing the Self Service Portal

A person who needs to lodge returns as the financial controller of an associated entity will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

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](http://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](http://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](#).

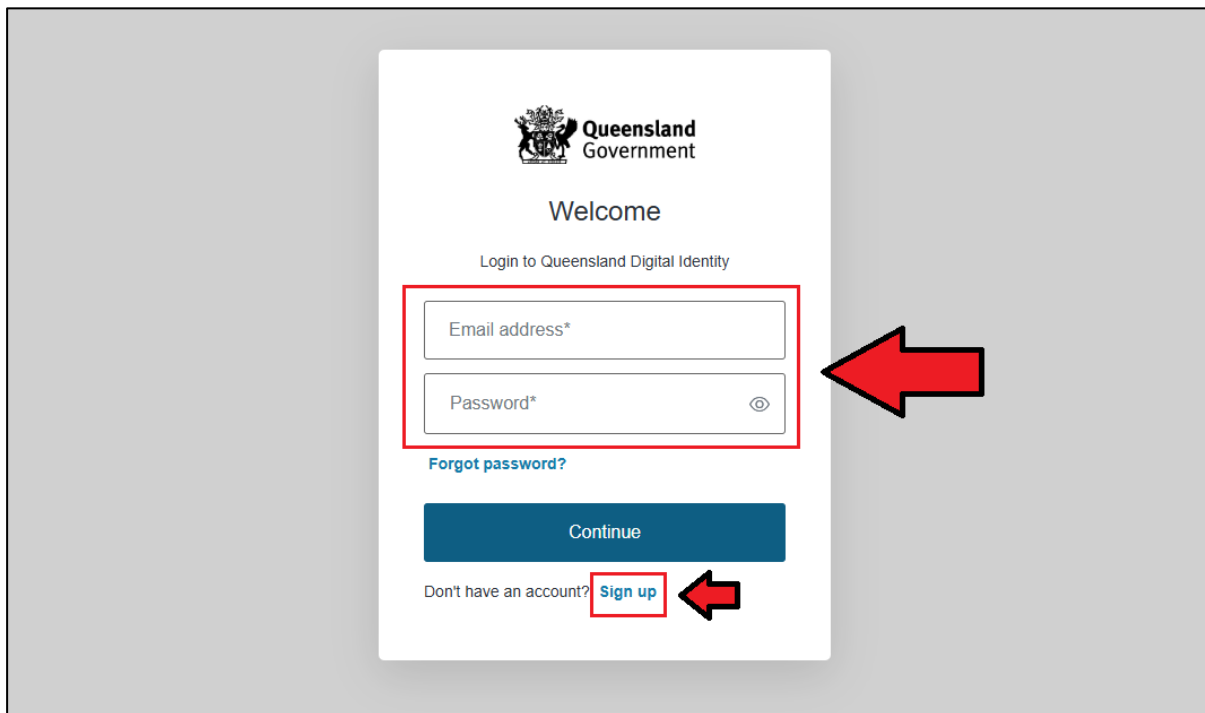
**Continue with QDI (formerly known as QGOV)**

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

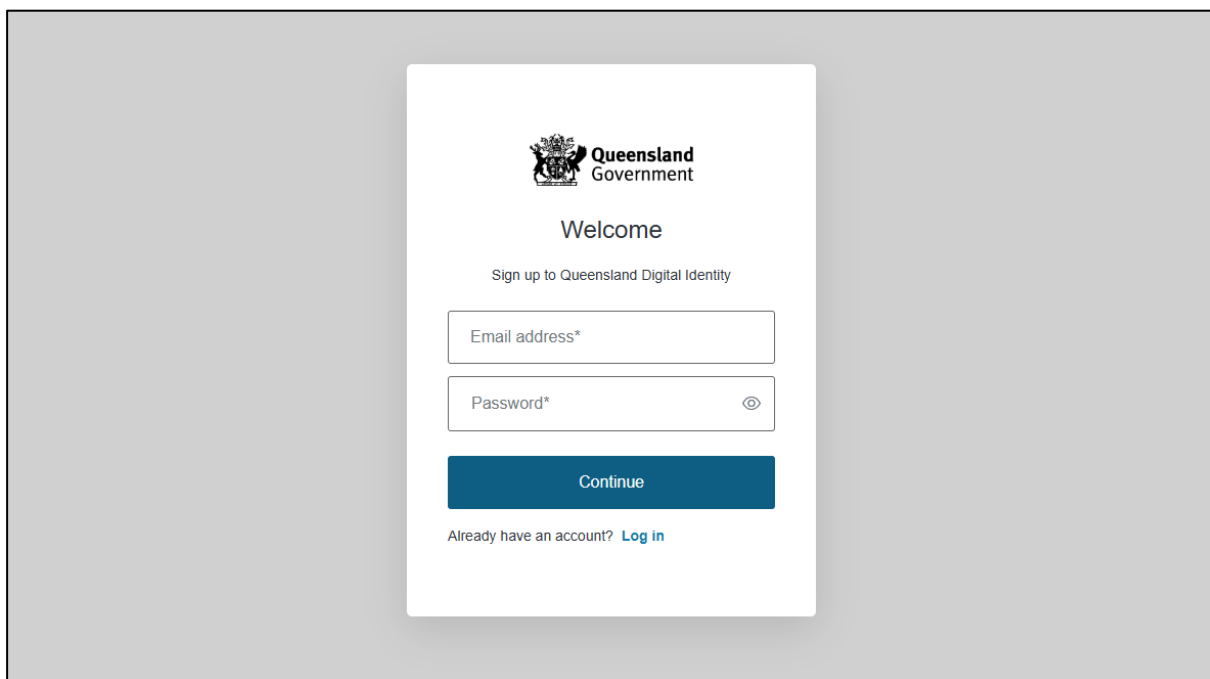
You can use any of these digital identity options to access this service.

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**.



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



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

The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and explains that private information is protected under the law. It states that users must agree to the 'Queensland Digital Identity Terms and Conditions'. There are two checkboxes for agreement: the first is for the 'Terms and Conditions' and the second is for the 'Privacy Policy', 'Privacy Notice', and the provision of private information for the 'Queensland Digital Identity'. At the bottom, there are 'Accept' and 'Decline' buttons. A 'Need help?' sidebar on the right provides a link to the 'Queensland Digital Identity webpage' for more information and troubleshooting.

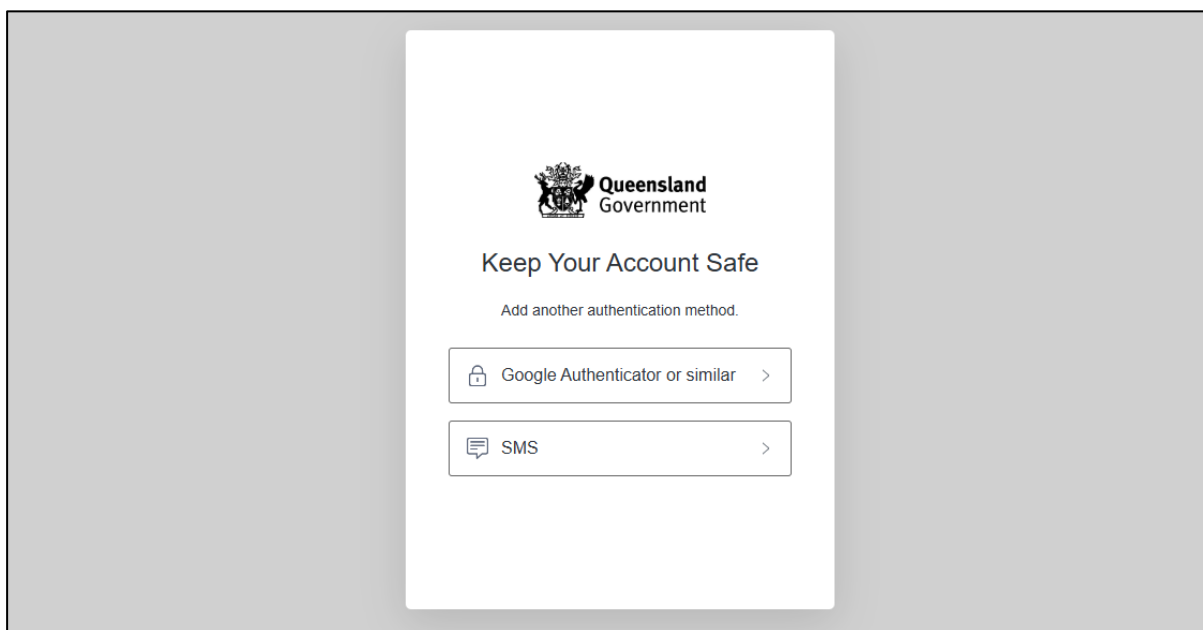
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and states that a 'Digital Identity verification code' has been sent to the email 'rleigh.bamba@ecq.qld.gov.au'. There is a text input field for the verification code. Below the field, an information icon and text advise users to check their Junk/Spam folders if the email does not appear in their inbox and to provide a link to 'resend the email'. At the bottom, there are 'Continue' and 'Cancel' buttons. A 'Need help?' sidebar on the right is also present.

- 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.



Queensland Government

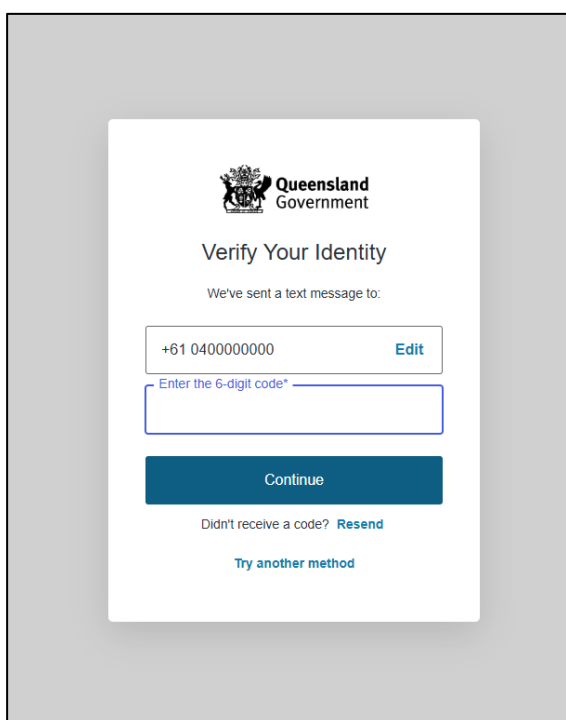
### Keep Your Account Safe

Add another authentication method.

Google Authenticator or similar >

SMS >

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



Queensland Government

### Verify Your Identity

We've sent a text message to:

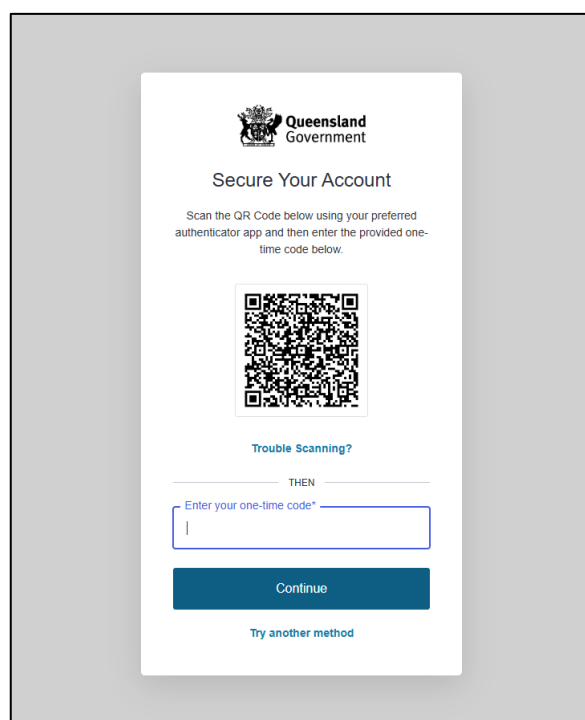
+61 0400000000 [Edit](#)

Enter the 6-digit code\*

Continue

Didn't receive a code? [Resend](#)


[Try another method](#)



Queensland Government

### Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



[Trouble Scanning?](#)

THEN

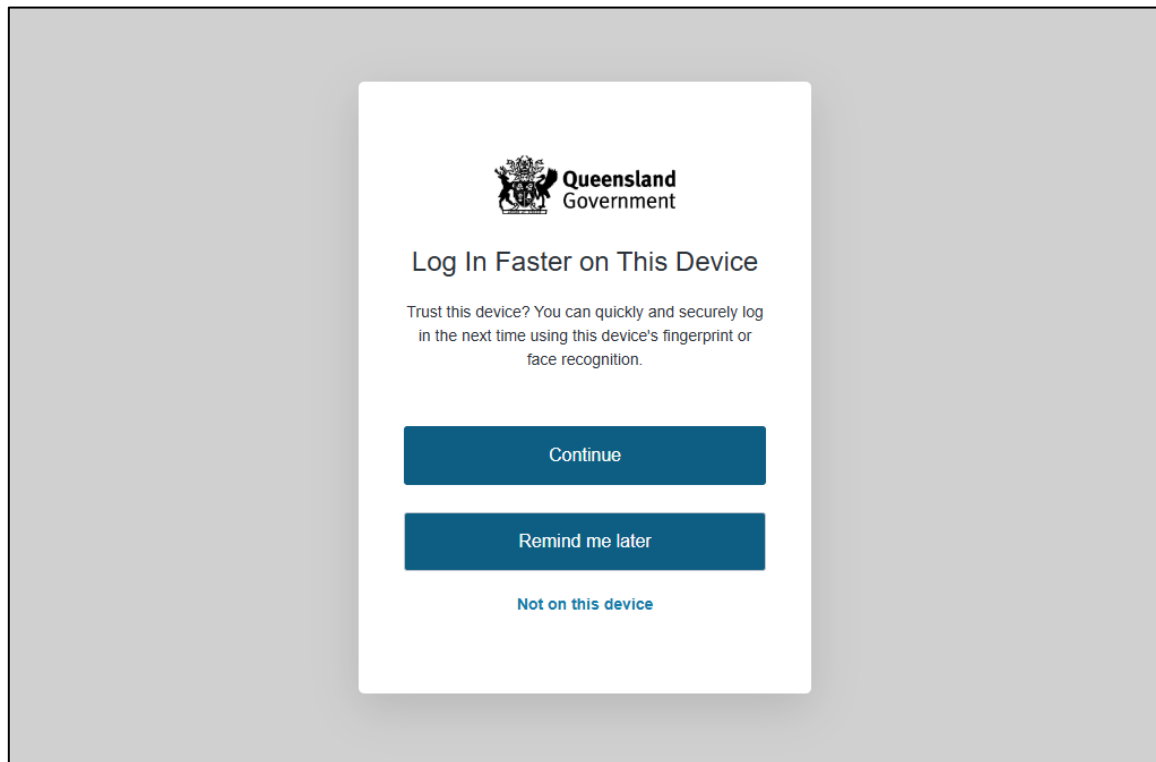
Enter your one-time code\*

Continue

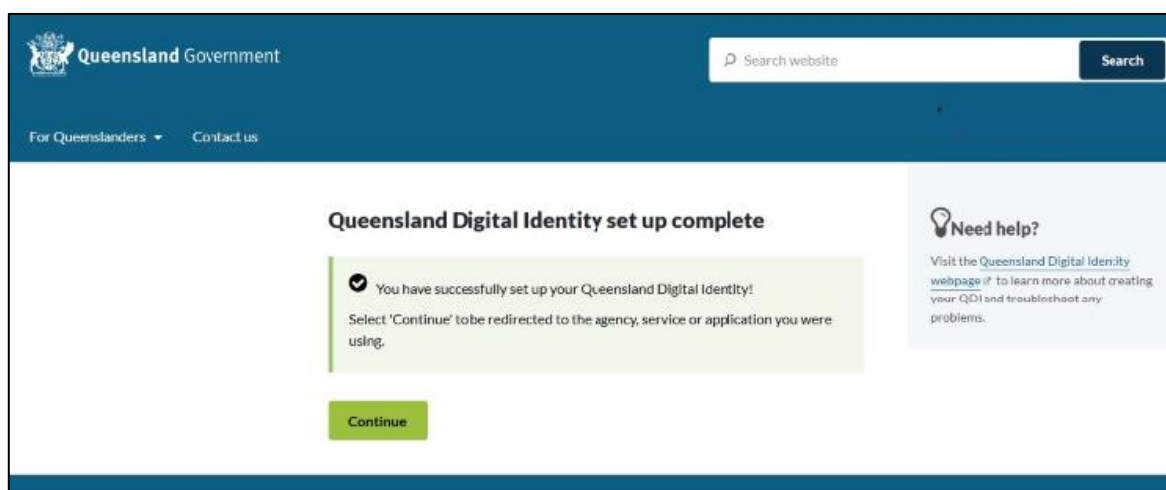
[Try another method](#)

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.

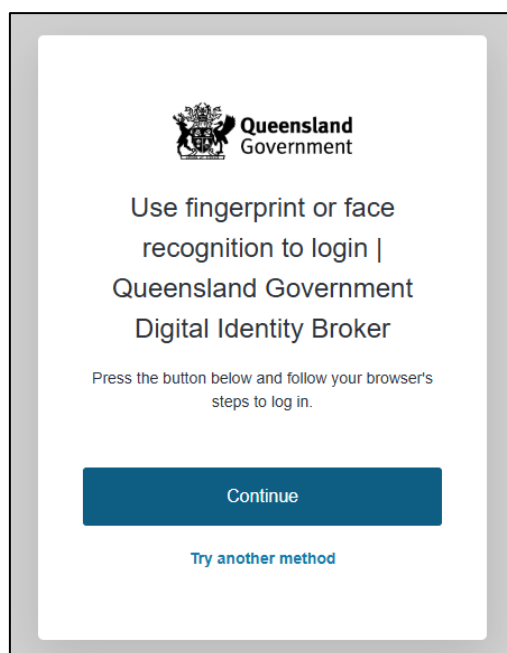
If you are not on a trusted device, click **Not on this device**.



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

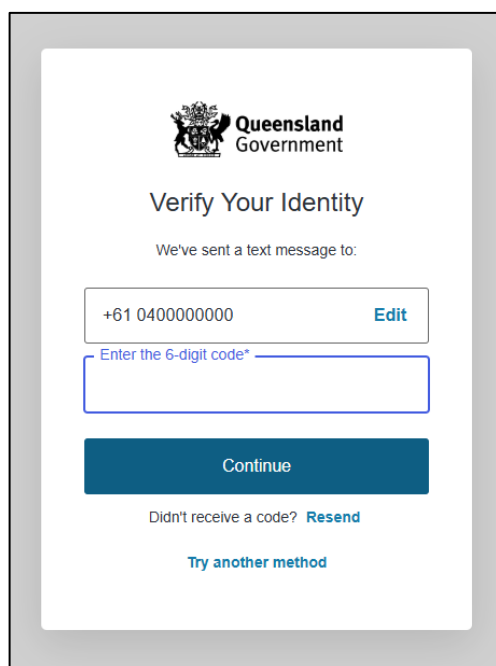


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

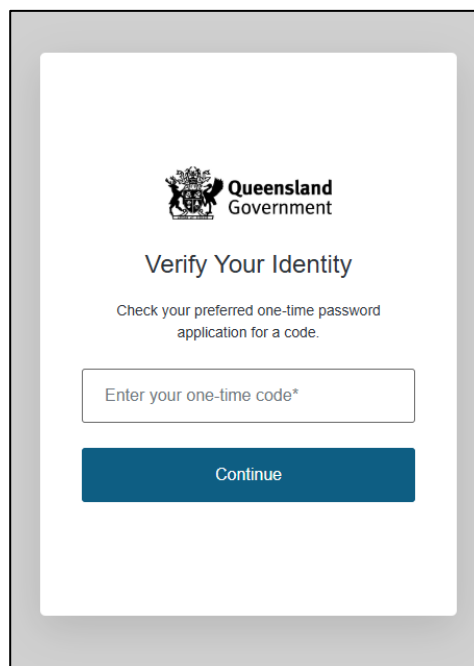


The screenshot shows the Queensland Government Digital Identity Broker login screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the button below and follow your browser's steps to log in." There is a large blue button labeled "Continue" and a link below it that says "Try another method".

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**.

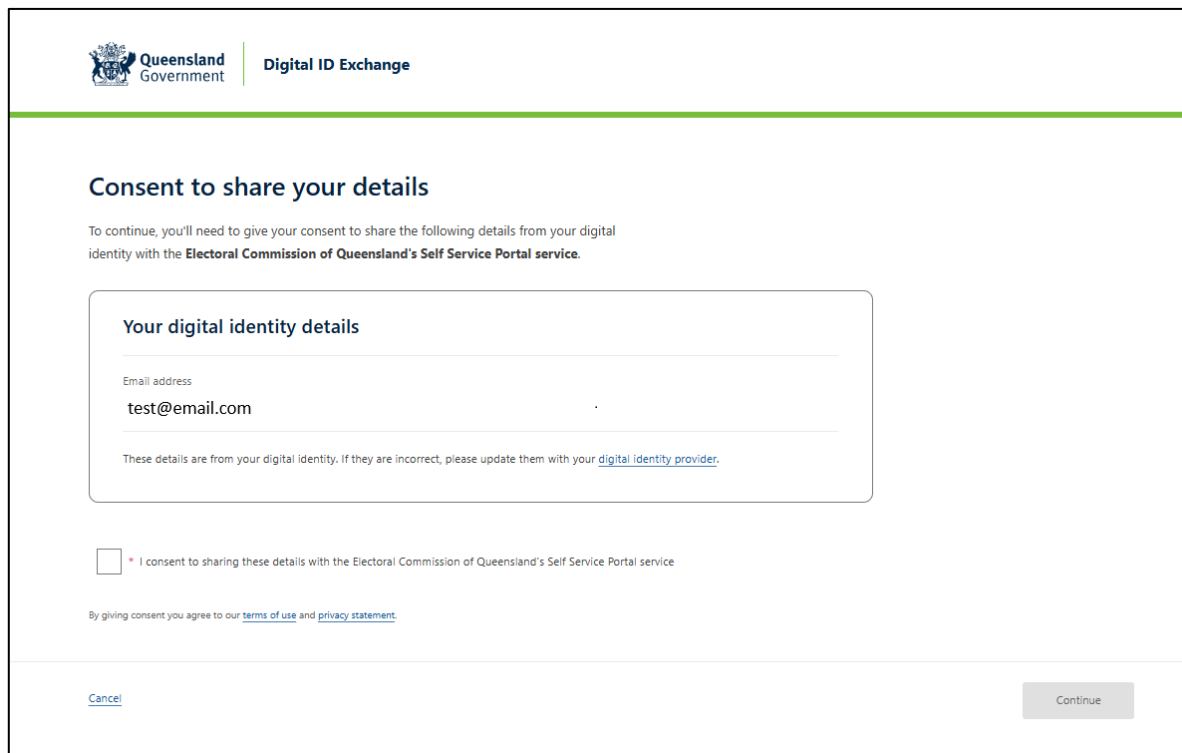


The screenshot shows the "Verify Your Identity" screen for text message verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "We've sent a text message to:". There is a text input field containing "+61 0400000000" with an "Edit" link to its right. Below this is another text input field with the placeholder text "Enter the 6-digit code\*". At the bottom is a large blue button labeled "Continue". Below the button, it says "Didn't receive a code? Resend" and a link "Try another method".



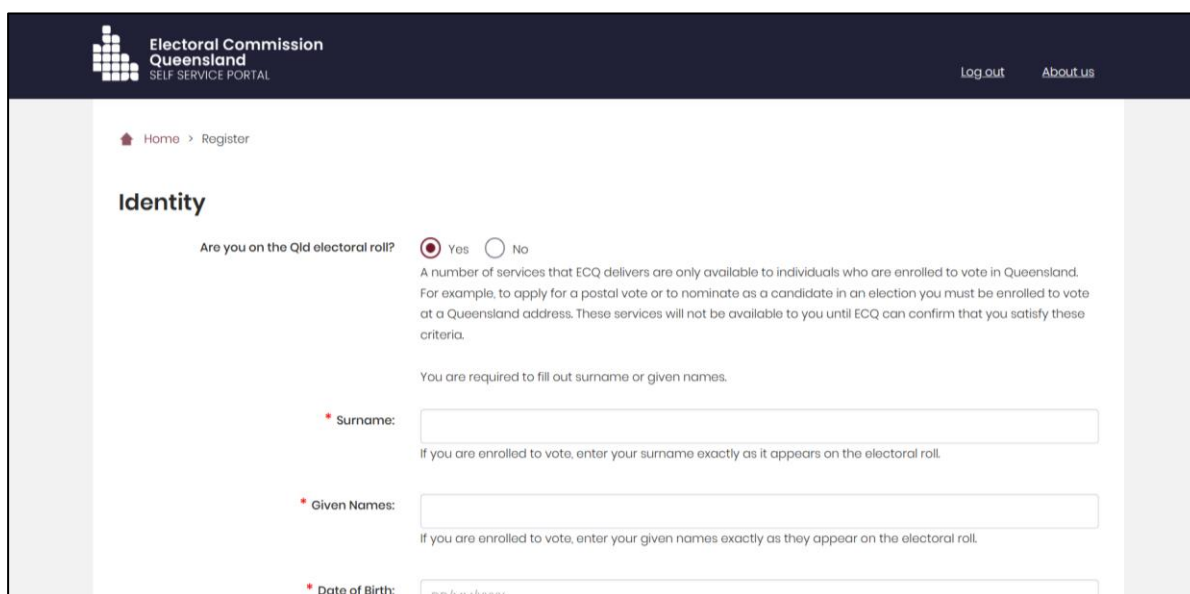
The screenshot shows the "Verify Your Identity" screen for one-time password verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "Check your preferred one-time password application for a code.". There is a text input field with the placeholder text "Enter your one-time code\*". At the bottom is a large blue button labeled "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 of the Queensland Government Digital ID Exchange. At the top, the Queensland Government logo and 'Digital ID Exchange' are displayed. The main heading is 'Consent to share your details'. Below it, a message 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 the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' 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, there is a link to 'terms of use and privacy statement' and two buttons: 'Cancel' and 'Continue'.

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 of the Electoral Commission Queensland Self Service Portal. The header includes the Electoral Commission Queensland logo, 'SELF SERVICE PORTAL', and links for 'Log out' and 'About us'. The breadcrumb trail is '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, a note states: '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.' Another note says: '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, a note states: 'If you are enrolled to vote, enter your surname/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](http://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](http://aec.gov.au).

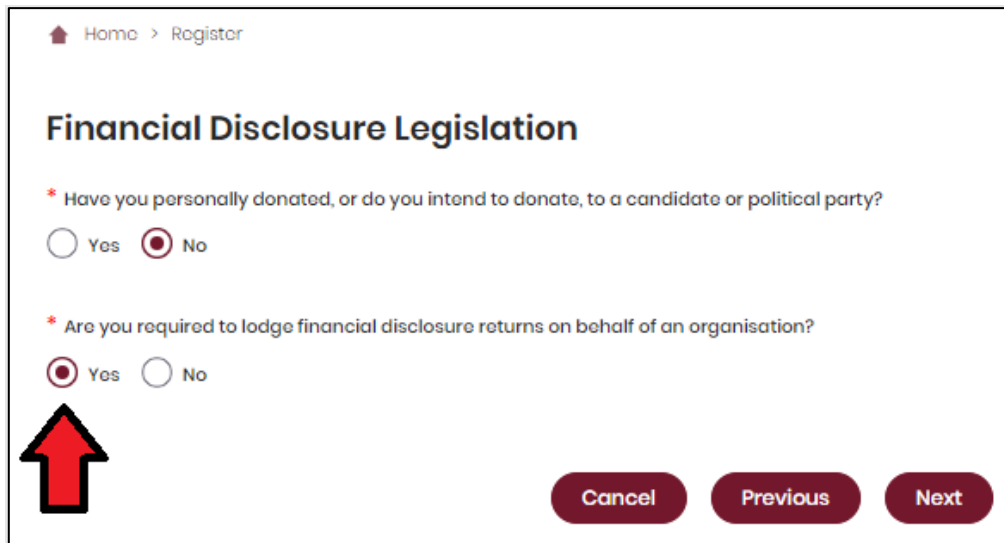
The screenshot shows a web form titled "Contact Details". It contains several input fields and sections:

- \* QNumber:** A text input field containing "Q123456789".
- \* Personal Email Address:** A text input field containing "test@email.com". Below this field 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 QCov, using the option to manage your QCov login."
- \* Primary Phone Preference:** 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:** An empty text input field.
- Mobile Phone Number:** An empty text input field.
- Enrolled Address:** A section containing the text "123 FAKE ST, BRISBANE QLD 4000".
- Postal Address:** A section containing the text "Same as enrolled address."

At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".



16. On the Financial Disclosure Legislation page, choose **Yes** to the second question **Are you required to lodge financial disclosure returns on behalf of an organisation?**. Then click **Next**.



Home > Register

### Financial Disclosure Legislation

\* Have you personally donated, or do you intend to donate, to a candidate or political party?

☐ Yes ☒ No

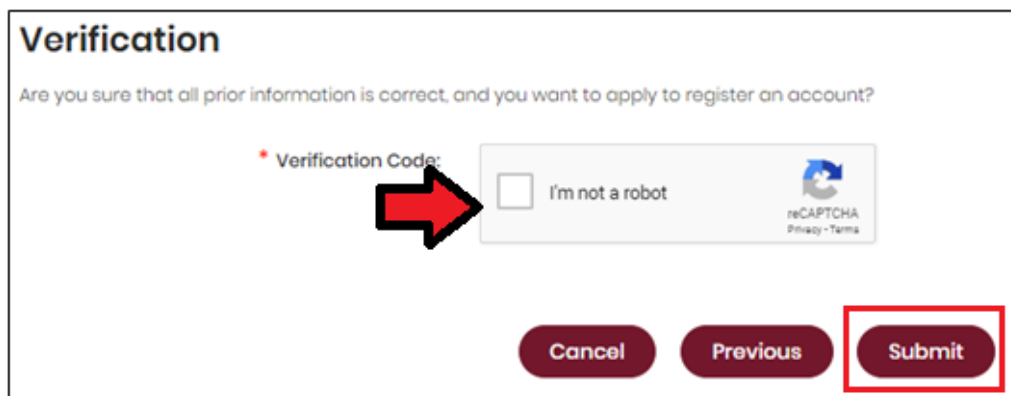
\* Are you required to lodge financial disclosure returns on behalf of an organisation?

☒ Yes ☐ No

**Next**

- If you are also required to lodge returns as an **individual donor** or **third party**, select **Yes** for the first question as well.

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.



### Verification

Are you sure that all prior information is correct, and you want to apply to register an account?

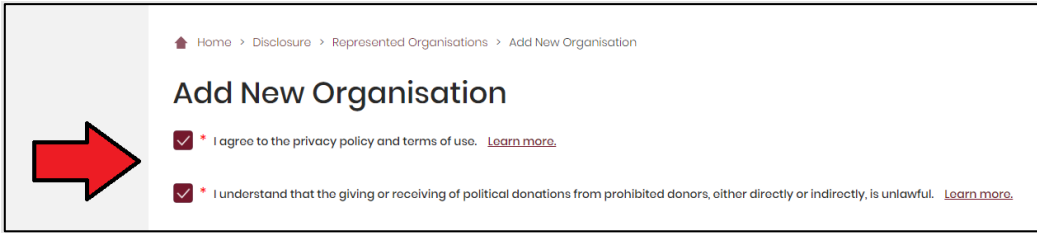
\* Verification Code:

☒ I'm not a robot

reCAPTCHA  
Privacy - Terms

**Submit**

18. You will then be asked to supply the details of the associated entity that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding of the [Prohibited Donors Scheme](#).



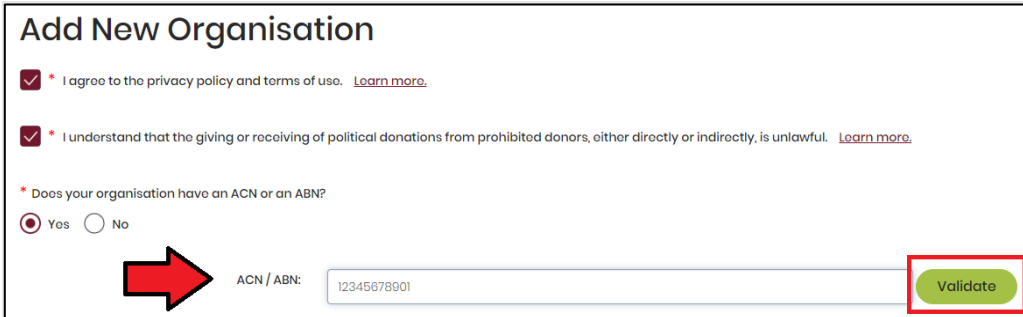
Home > Disclosure > Represented Organisations > Add New Organisation

### Add New Organisation

☒ \* I agree to the privacy policy and terms of use. [Learn more.](#)

☒ \* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

19. If your associated entity has an ACN or ABN, please choose **Yes** and validate the relevant number.



### Add New Organisation

☒ \* I agree to the privacy policy and terms of use. [Learn more.](#)

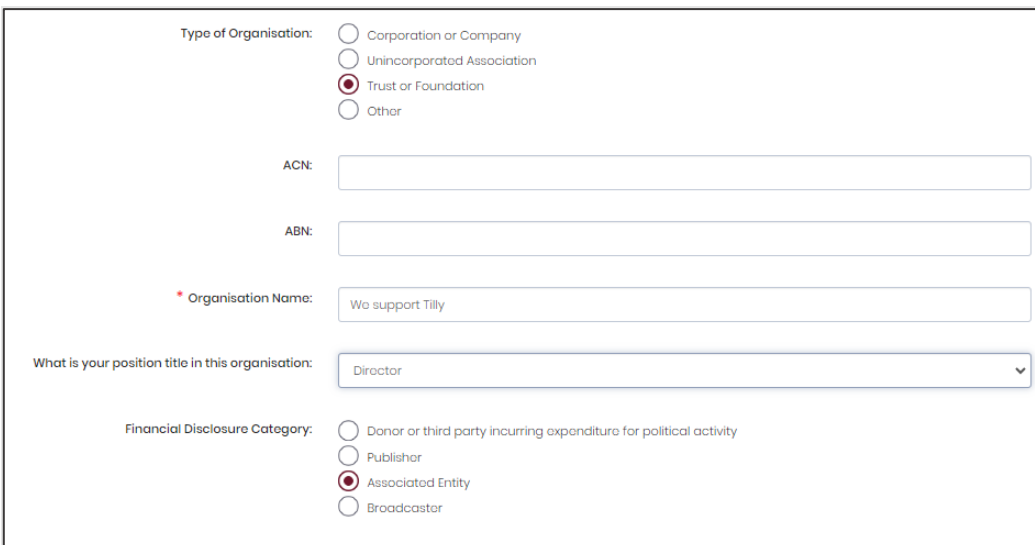
☒ \* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

\* Does your organisation have an ACN or an ABN?

☒ Yes ☐ No

ACN / ABN:

20. Choose the type of organisation you are representing and complete the required fields. In the Financial Disclosure Category, choose **Associated Entity**.



Type of Organisation:

☐ Corporation or Company

☐ Unincorporated Association

☒ Trust or Foundation

☐ Other

ACN:

ABN:

\* Organisation Name:

What is your position title in this organisation:

Financial Disclosure Category:

☐ Donor or third party incurring expenditure for political activity

☐ Publisher

☒ Associated Entity

☐ Broadcaster

21. After completing all required fields, choose **Save** to add the organisation to your SSP profile.

A form titled "Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?". It has two radio buttons: "Yes" (unselected) and "No" (selected). Below the radio buttons is a green button labeled "Add additional director". Underneath is a table with columns "Name", "Address", and "Action". The table is currently empty, with the text "No matching records found" below it. At the bottom of the form is a red button labeled "Save".

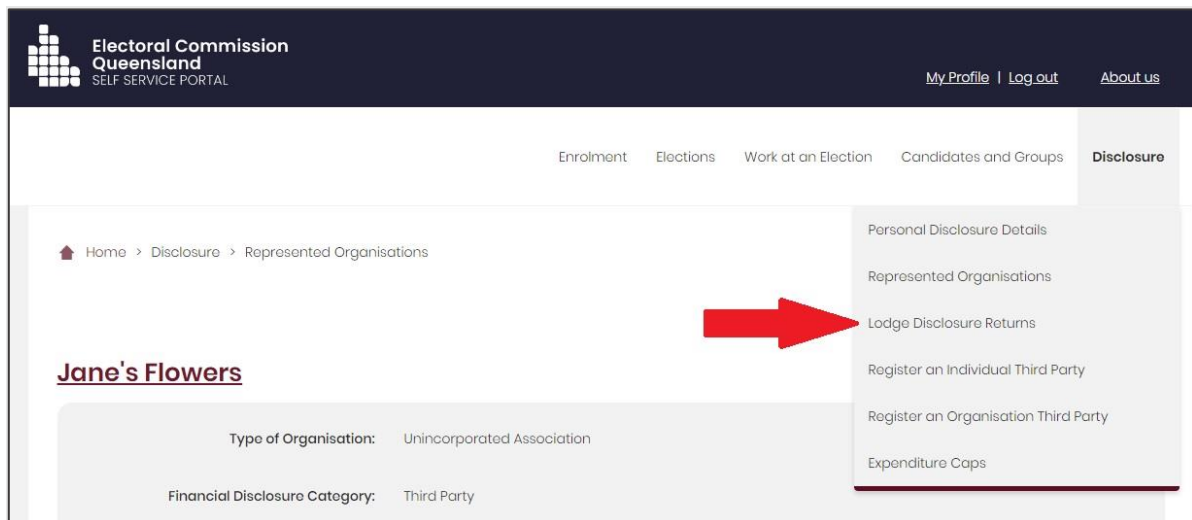
22. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.

A screenshot of the Electoral Commission Queensland Self Service Portal. The top navigation bar includes "My Profile", "Log out", and "About us". Below this is a secondary navigation bar with links: "Enrolment", "Elections", "Work at an Election", "Candidates and Groups", and "Disclosure". The "Disclosure" link is highlighted, and a dropdown menu is open, showing options: "Personal Disclosure Details", "Represented Organisations", "Lodge Disclosure Returns", "Register an Individual Third Party", "Register an Organisation Third Party", and "Expenditure Caps". A red arrow points to the "Represented Organisations" option. The main content area shows a breadcrumb trail: "Home > Disclosure > Represented Organisations". Below this is a section titled "Jane's Flowers" with details: "Type of Organisation: Unincorporated Association" and "Financial Disclosure Category: Third Party".

- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name to see the full details and choose **Edit** at the bottom of the screen.

A screenshot of the "Jane's Flowers" organisation details page. It shows a breadcrumb trail: "Home > Disclosure > Represented Organisations". At the top right is a red button labeled "Add New". Below the breadcrumb trail is the organisation name "Jane's Flowers" with a red button labeled "Edit" to its right. The details section shows: "Type of Organisation: Unincorporated Association" and "Financial Disclosure Category: Third Party". At the bottom, there is a field "What is your position title in this" with the value "Chairman".

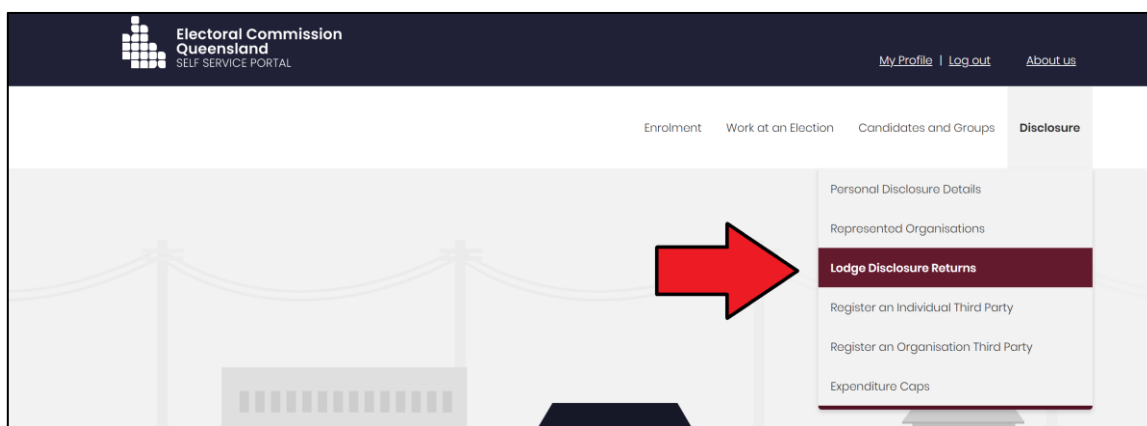
23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



## 4. Logging into EDS

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)), you can log into the Electronic Disclosure System (EDS) at any time by using the following instructions.

1. When logged into SSP ([selfserv.elections.qld.gov.au](http://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 the 'Consent to share your details' page in the Digital ID Exchange. The page header includes the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, a message 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 the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' 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, there is a 'Cancel' link and a 'Continue' button. A small note at the bottom left says: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).'

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

The screenshot shows the 'Recipient Submissions' page in the EDS. On the left is a dark sidebar with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this 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, From, To, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee) are present. An 'Apply' button is next to the filters. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 of 0 items. A 'Show 25' dropdown and an 'Apply' button are at the bottom left of the table area.

4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://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.

The screenshot shows the Queensland Government login page. At the top is the Queensland Government logo. Below it is the text 'Welcome' and 'Login to Queensland Digital Identity'. There are two input fields: 'Email address\*' and 'Password\*'. The password field has a toggle icon for visibility. Below the password field is a link 'Forgot password?'. At the bottom is a blue 'Continue' button and a link 'Don't have an account? Sign up'.

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.

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

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

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

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

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

Electoral committee: all

Status <input type="button" value="v"/>	Date Gift Made <input type="button" value="v"/>	Type <input type="button" value="v"/>	Donor <input type="button" value="v"/>	Receiver <input type="button" value="v"/>	Amount <input type="button" value="v"/>	Is Political? <input type="button" value="v"/>	Actions
Show 25 <input type="button" value="v"/> <input type="button" value="Apply"/>							
showing 0-0 of 0 items							

## 5. Disclosing a gift received in EDS

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

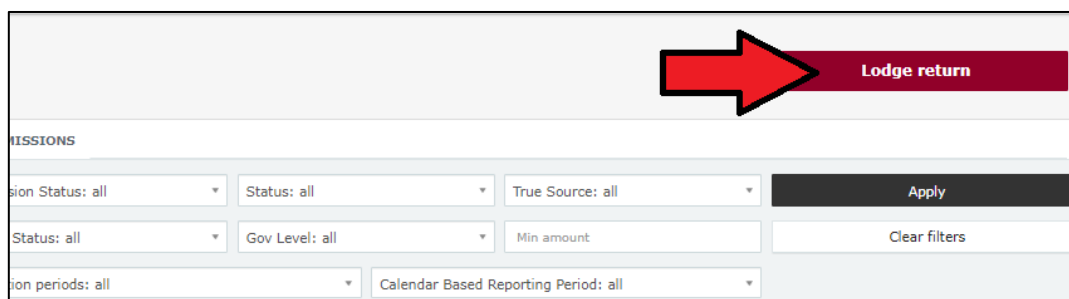
Gifts can be disclosed individually ([see section 5.1](#)) or by using a bulk upload spreadsheet ([see section 5.2](#)). The bulk upload spreadsheet is recommended when many gifts need to be disclosed at once.



## 5.1 Disclosing gifts individually

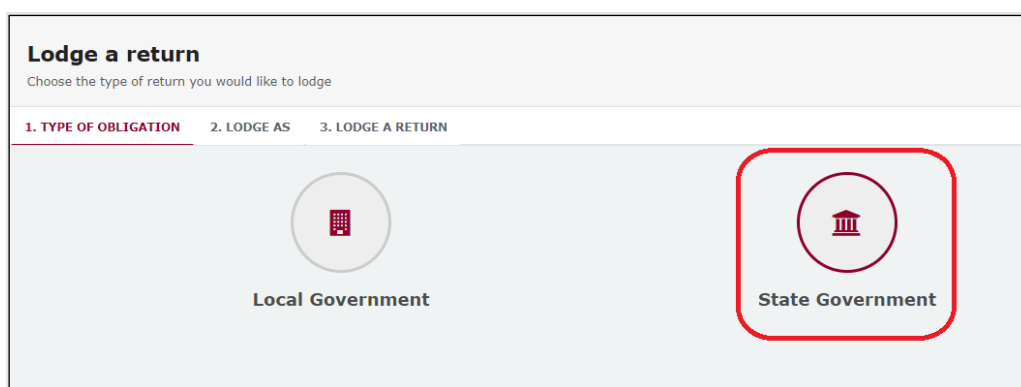
To lodge a return for individual gifts received, please use the following instructions.

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



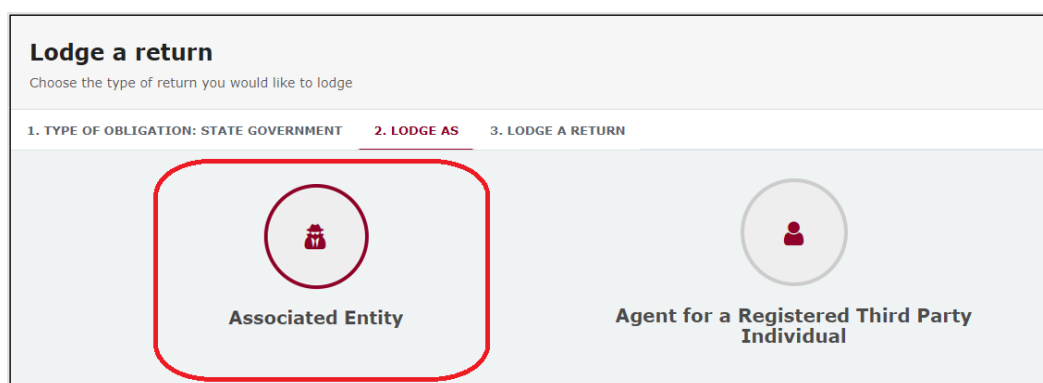
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are several filter sections. The first section is labeled "MISSIONS" and contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all".

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



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

3. Select **Associated Entity** on the Lodge As screen.



The screenshot shows the "Lodge a return" screen. The title "Lodge a return" is at the top, followed by the instruction "Choose the type of return you would like to lodge". Below this, there 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 displays two options: "Associated Entity" with a person icon and "Agent for a Registered Third Party Individual" with a person icon. The "Associated Entity" option is highlighted with a red rounded rectangle.

4. Choose 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: ASSOCIATED ENTITY    **3. LODGE A RETURN**

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**  
[Learn more](#)

**Associated Entity**  
Reporting a loan received after 01/07/2022

**Lodge**  
[Learn more](#)

5. The details of your associated entity will be pre-filled. Select gift type using the **I am reporting** dropdown menu (e.g., a gift).

**Associated entity**  
Reporting a gift received  
*Local*

**Associated entity details**

Financial Controller\*  
Jane Associate

Associated Entity\*  
We support Tilly

I am reporting  
a gift  
a gift-in-kind  
a fundraising contribution  
another type of gift

+ received from

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

I am reporting    a gift    + received from

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

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

**Reporting a Gift received from an individual**

Name \*  Email Address \*

Street \*  Suburb \*  State \*

**Gift Particulars**

Description of Gift Received \*  Amount \*  Date made \*

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

Is this amount a political donation? \* ☐ Yes ☒ No ☐ Unknown

I am reporting  **+ received from**

- 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](http://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.
8. The question in the bottom radio button **Is this amount a political donation?** must be answered.

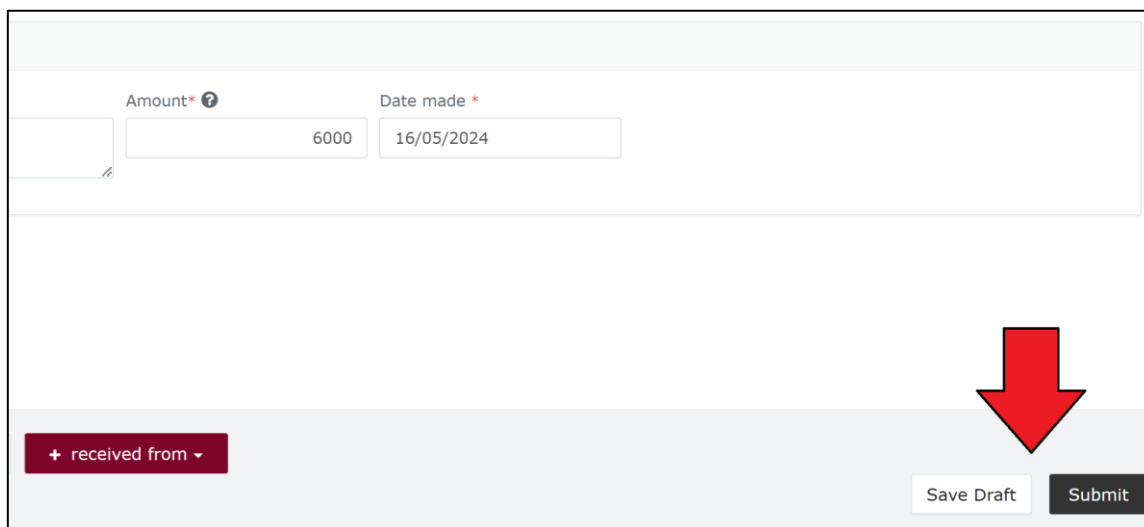
Is this amount a political donation? \* ?

☐ Yes ☐ No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- 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](http://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.

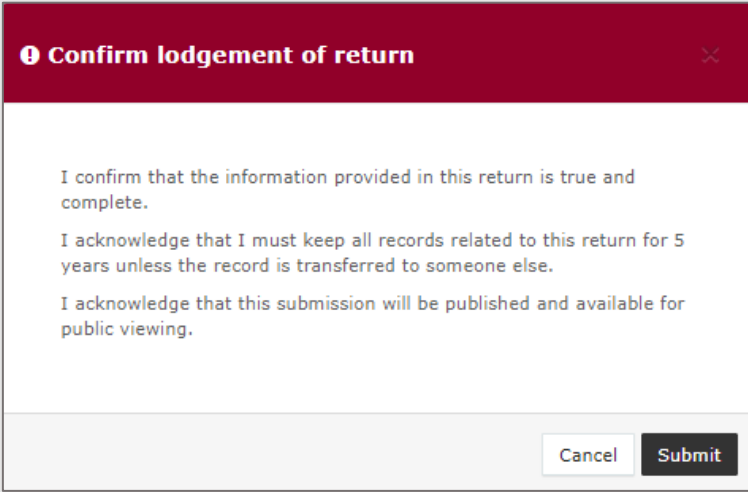
9. When finished, choose **Submit**.

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.



The screenshot shows a web form for recording a donation. At the top, there are two input fields: 'Amount\*' with a help icon and a value of '6000', and 'Date made\*' with a value of '16/05/2024'. Below these is a large empty text area. At the bottom left, there is a dropdown menu labeled '+ received from'. At the bottom right, there are two buttons: 'Save Draft' and 'Submit'. A large red arrow points directly to the 'Submit' button.

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.

11. Your return will display on the My Submissions page under the **My Recipient Submissions** tab. It will also display on the public Gift Map and Reports pages.

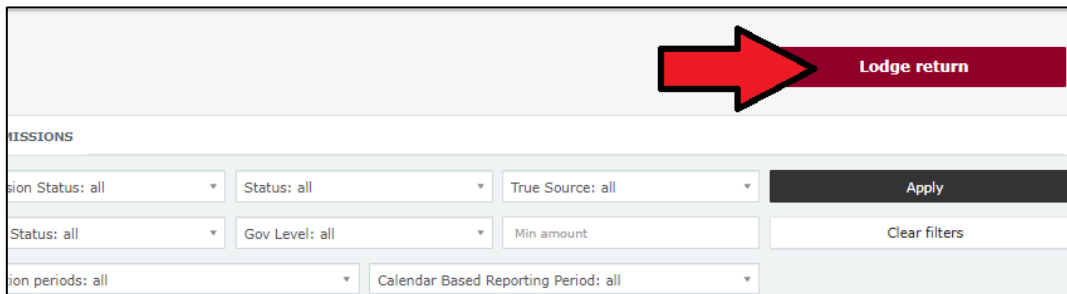
Recipient Submissions						
View or amend lodged returns, lodge another return.						
MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS						
Search [ ] [ ] Complete Status: all Revision Status: all Status: all True Source: all						
Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount						
From To Election periods: all Calendar Based Reporting Period: all Political Donation: all						
Electoral committee: all						
Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Politic
NCR	14-08-2023 By DRANE JAYNES	Gift	Barbie Johnson	We support Tilly	\$750.00	—

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

## 5.2 Disclosing gifts using a bulk upload spreadsheet

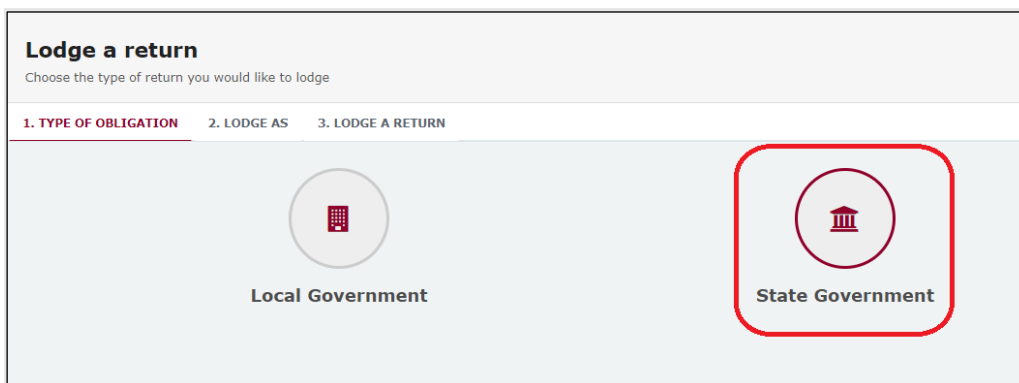
To lodge a return for multiple gifts received using a bulk upload spreadsheet, please use the following instructions.

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



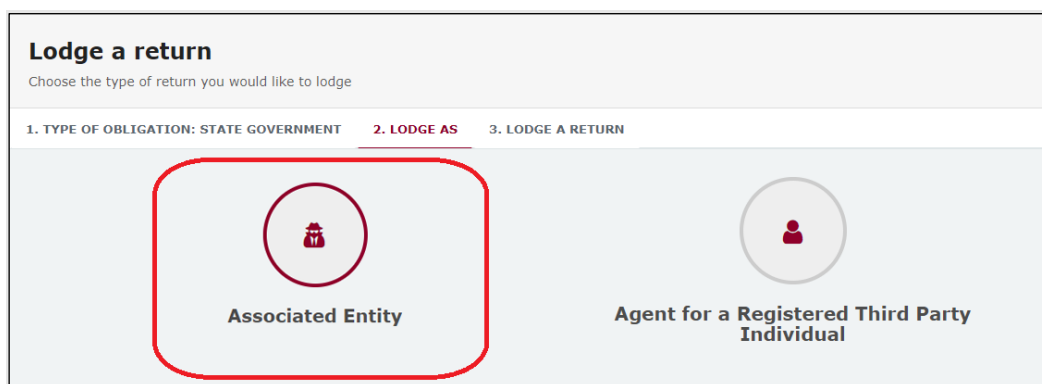
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button, there are several filter sections: "MISSIONS", "Status: all", "Gov Level: all", "Min amount", "Calendar Based Reporting Period: all", and "True Source: 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". There are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". Under "1. TYPE OF OBLIGATION", there are 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 **Associated Entity** 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". There are three tabs: "1. TYPE OF OBLIGATION: STATE GOVERNMENT", "2. LODGE AS", and "3. LODGE A RETURN". Under "2. LODGE AS", there are two options: "Associated Entity" (represented by a person icon) and "Agent for a Registered Third Party Individual" (represented by a person icon). The "Associated Entity" option is highlighted with a red rounded rectangle.

4. Choose 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: ASSOCIATED ENTITY    3. LODGE A RETURN

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**  
Learn more

**Associated Entity**  
Reporting a loan received after 01/07/2022

**Lodge**  
Learn more

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

Associated Bob  
123.456.78.90

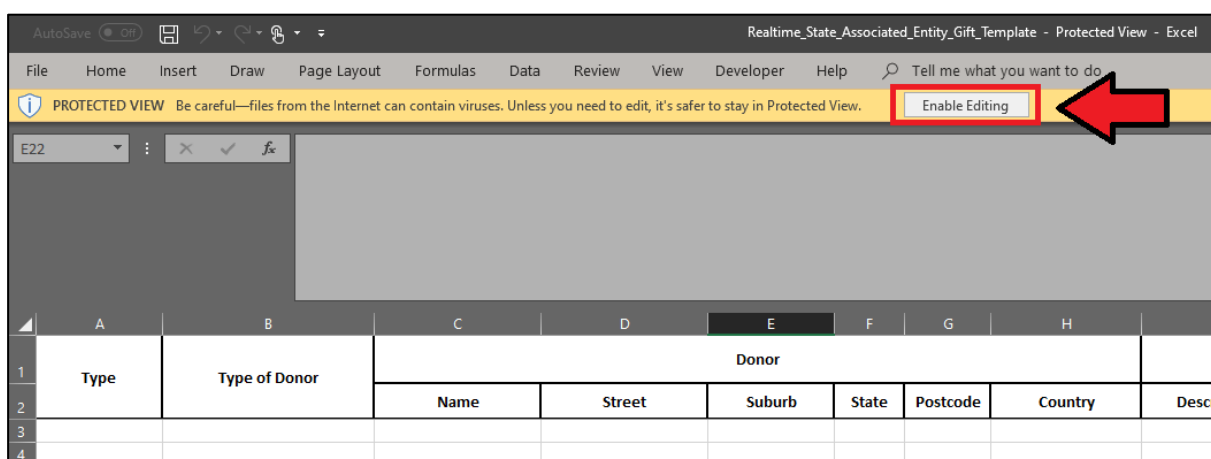
**+ Bulk upload** ▾  
Download template  
Upload template

Associated Entity\*  
Association One

6. Open the excel file from your recent downloads.



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



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

	A	B	C	D	E	F	G	H	I	J	K	L
1	Type	Type of Donor	Donor					Gift Particulars				
2			Name	Street	Suburb	State	Postcode	Country	Description	Amount	Date made	Date Returned
3	Gift	Individual	Donny Donor	123 Test St	Brisbane	QLD	4000		Monetary donation	\$1,000.00	1/01/2020	
4	Gift-In-Kind	Corporation	Donny's Organisation	123 Test St	Brisbane	QLD	4000		Payment of printing	\$2,000.00	2/01/2020	
5	Foreign Property	Unincorporated Association	Donny's Association	123 Test St	Auckland	Overseas	1010	New Zealand	Monetary donation	\$5,000.00	3/01/2020	4/01/2020
6												
7												
8												
9												
10												
11												

- 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.



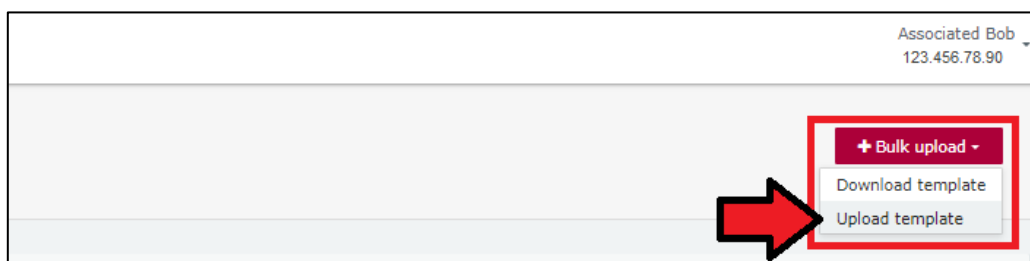
9. The field **Was the amount a political donation?** must be completed.

		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		

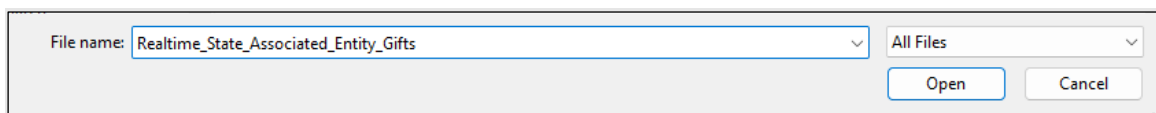
- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Gifted electoral expenditure is also considered a political donation whether or not there is a donor statement.
- Political donations are the only type of gift that may be deposited into a state campaign 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](http://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.

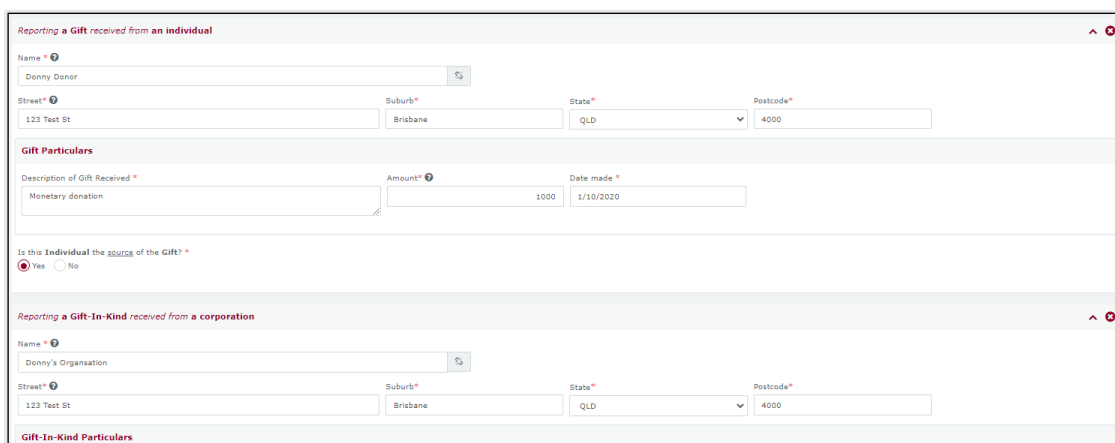
11. Back in EDS, select the **+ Bulk upload** dropdown menu and then select **Upload template**.



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

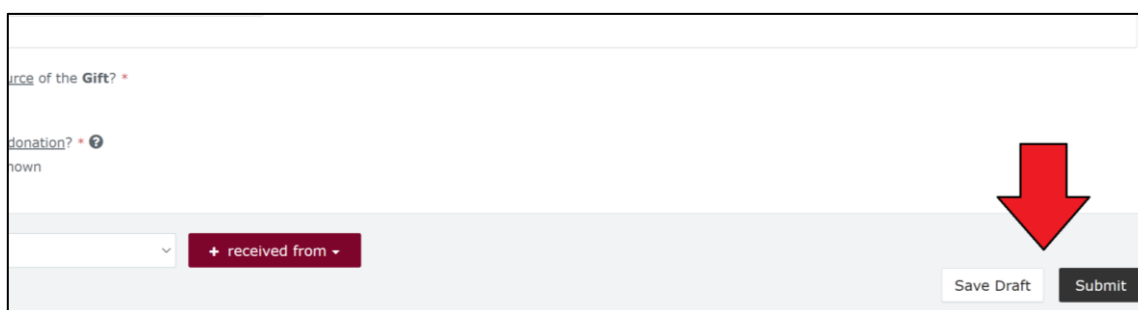
A file selection dialog box with a text input field for 'File name' containing 'Realtime\_State\_Associated\_Entity\_Gifts'. To the right is a dropdown menu set to 'All Files'. At the bottom right are two buttons: 'Open' and 'Cancel'.

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.

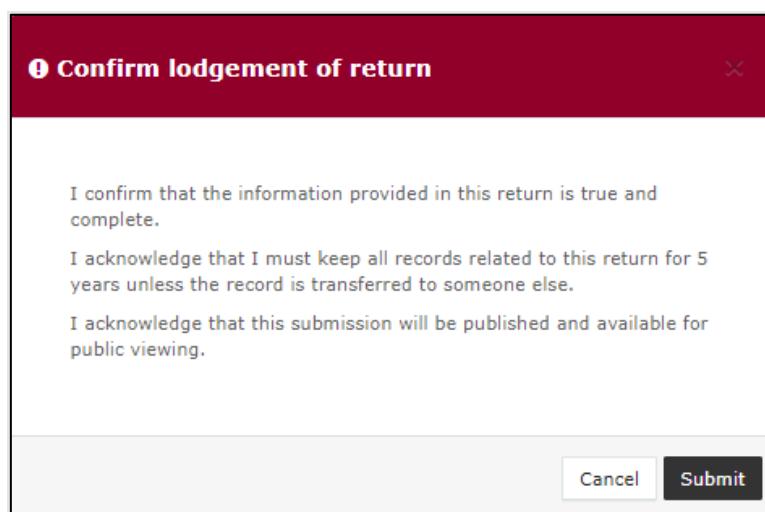
A form titled 'Reporting a Gift received from an individual'. It includes fields for Name (Donny Donor), Street (123 Test St), Suburb (Brisbane), State (QLD), and Postcode (4000). Below this is a section for 'Gift Particulars' with fields for Description of Gift Received (Monetary donation), Amount (1000), and Date made (1/10/2020). At the bottom, there is a question 'Is this Individual the source of the Gift?' with radio buttons for 'Yes' (selected) and 'No'.

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.

A screenshot of the bottom of the form. It shows a dropdown menu, a button labeled '+ received from', and two buttons at the bottom right: 'Save Draft' and 'Submit'. A large red arrow points down towards the 'Submit' button.

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



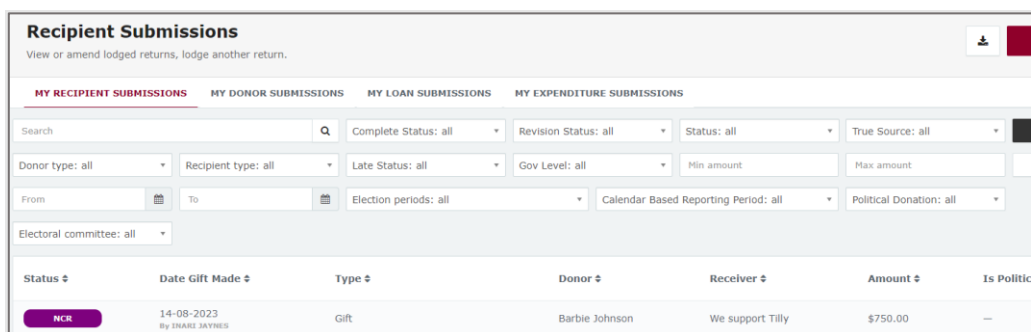
**Confirm lodgement of return**

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.

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.



**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: all [v] Status: all [v] True Source: all [v]

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

From [ ] To [ ] Election periods: all [v] Calendar Based Reporting Period: all [v] Political Donation: all [v]

Electoral committee: all [v]

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political
NCR	14-08-2023 By DRANE JAYNEIS	Gift	Barbie Johnson	We support Tilly	\$750.00	—

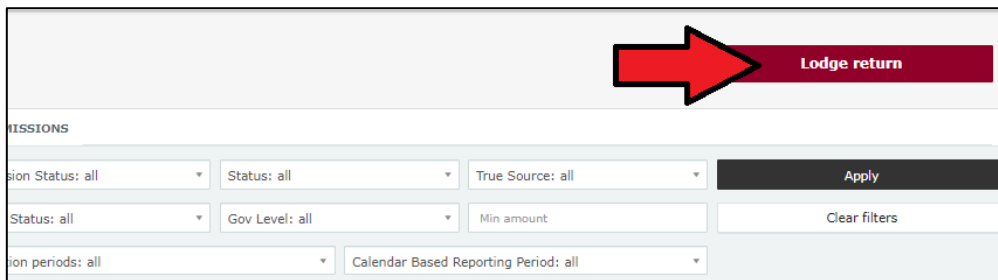
- The return **Status** will display as **NCR** (no corresponding return) to signify that a corresponding return from the donor is not required.

## 6. Disclosing a loan received in EDS

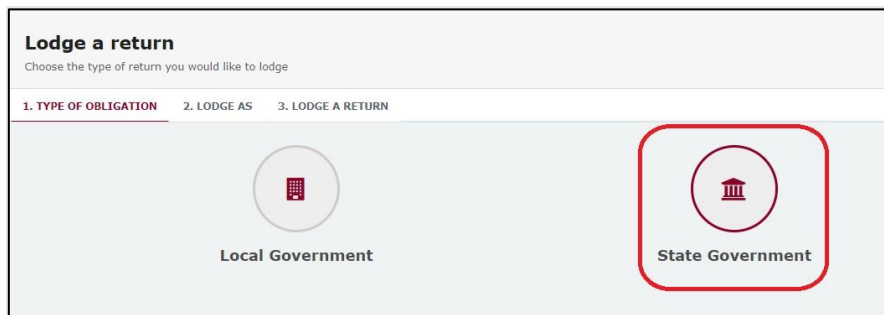
Financial controllers of associated entities that receive loans of \$1,000 or more are required to disclose the details of the loan in a return.

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

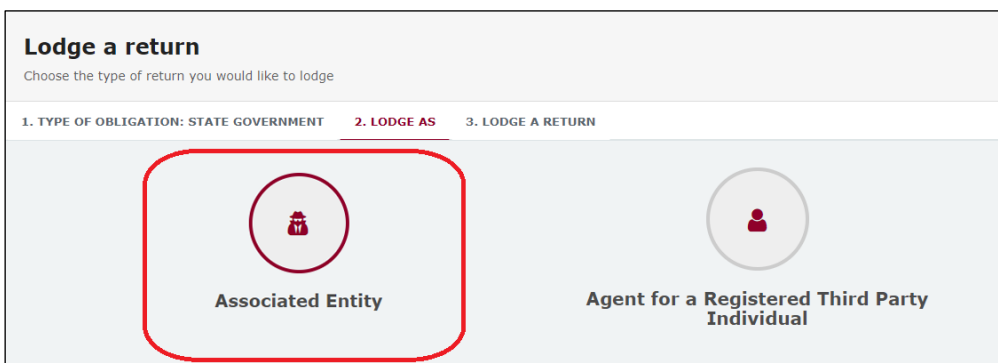
1. Click the maroon **Lodge return** button in the upper right corner of EDS.

A screenshot of the EDS interface. In the top right corner, there is a maroon button labeled "Lodge return". A large red arrow points to this button. Below the button, there are several filter sections. The first section is labeled "MISSIONS" and contains three dropdown menus: "Mission Status: all", "Status: all", and "True Source: all", followed by an "Apply" button. The second section contains two dropdown menus: "Status: all" and "Gov Level: all", followed by a "Min amount" input field and a "Clear filters" button. The third section contains two dropdown menus: "Reporting periods: all" and "Calendar Based Reporting Period: all".

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

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

3. Select **Associated Entity** on the Lodge As screen.

A screenshot of the "Lodge a return" screen. The title "Lodge a return" is at the top, followed by the instruction "Choose the type of return you would like to lodge". Below this, there 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 shows two options: "Associated Entity" with a person icon and "Agent for a Registered Third Party Individual" with a person icon. The "Associated Entity" option is highlighted with a red rounded rectangle.

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: ASSOCIATED ENTITY    **3. LODGE A RETURN**

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**

[Learn more](#)

**Associated Entity**  
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.

**Associated entity**  
Reporting a loan received  
*Local*

**Associated entity details**

Financial Controller\* Associated Entity \*

INARI JAYNES We support Tilly

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 received, date loan due and date paid back (if applicable).

- 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? \* ?

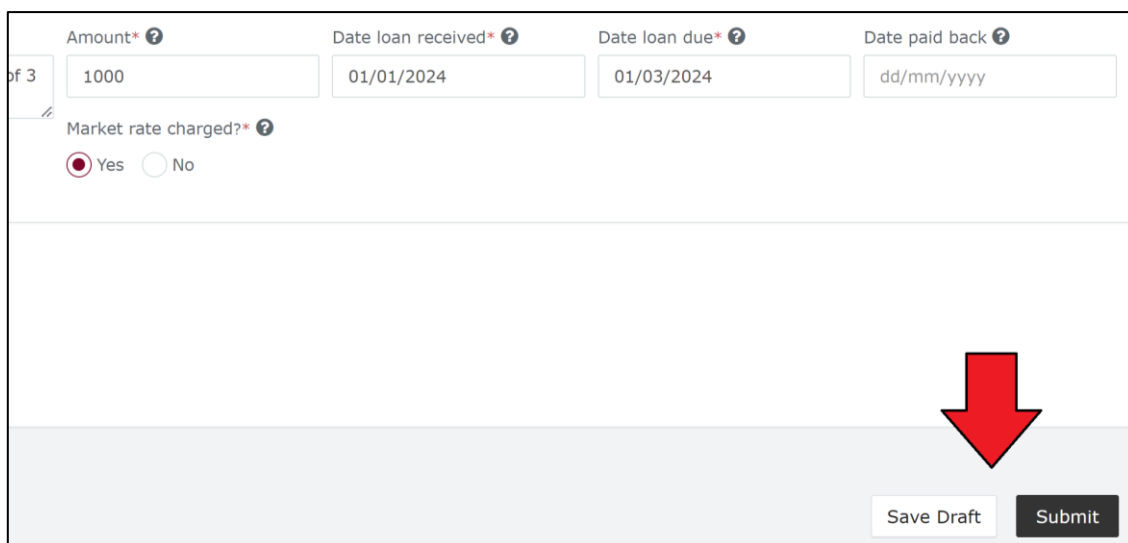
☐ Yes ☐ No

- Political donations are specific types of gifts or loans that are accompanied by a donor statement.
- Political donations must be deposited into the state campaign bank account of the party or candidate with which the entity is associated. They can then 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](http://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.



of 3

Amount\* <sup>?</sup> 1000

Date loan received\* <sup>?</sup> 01/01/2024

Date loan due\* <sup>?</sup> 01/03/2024

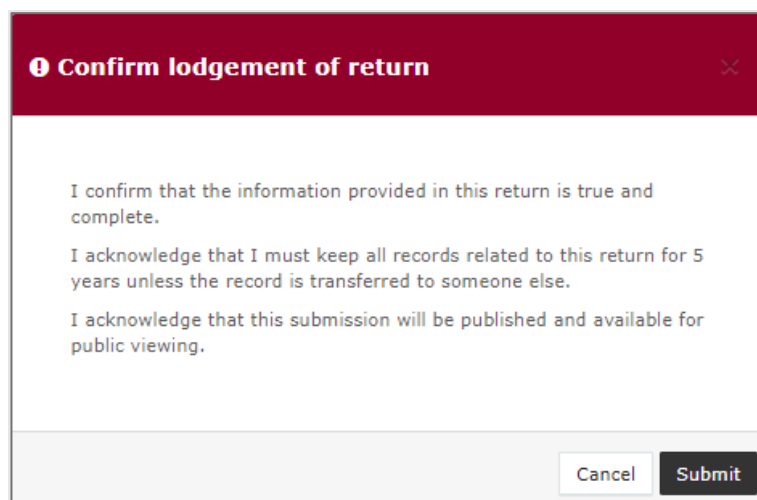
Date paid back <sup>?</sup> dd/mm/yyyy

Market rate charged? <sup>?</sup>

☒ Yes ☐ No

Save Draft Submit

9. Select **Submit** 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 Recipient 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 [ ] Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Late Status: all Gov Level: all Clear filters

Min amount Max amount From To Election periods: all Calendar Based Reporting Period: all

Status	Date Received	Type	Provider	Receiver	Amount	Actions
<b>NCR</b>	22-01-2020 By COSTINE ACHA	Loan	Corporation A	COSTINE ACHA	\$700.00	Actions

Show 25 Apply showing 1-1 of 1 items

- 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

Financial controllers of associated entities are required to lodge periodic returns for their entity 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, financial controllers are required to disclose all amounts received, paid and owed by the associated entity for the reporting period, including the details of amounts of \$1,000 or more. 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 associated entity 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. See [section 5 - Disclosing a gift received](#) and [Disclosing a loan received in EDS](#) 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 Submitting an election summary return for information on how to submit an election summary return.

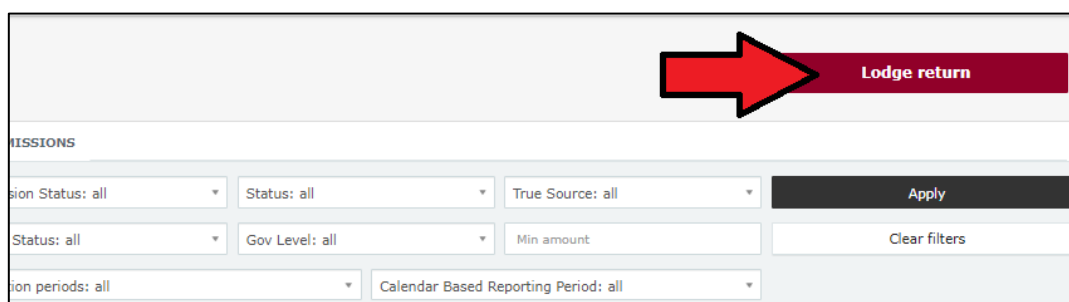


## 7.1 Disclosing amounts individually

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

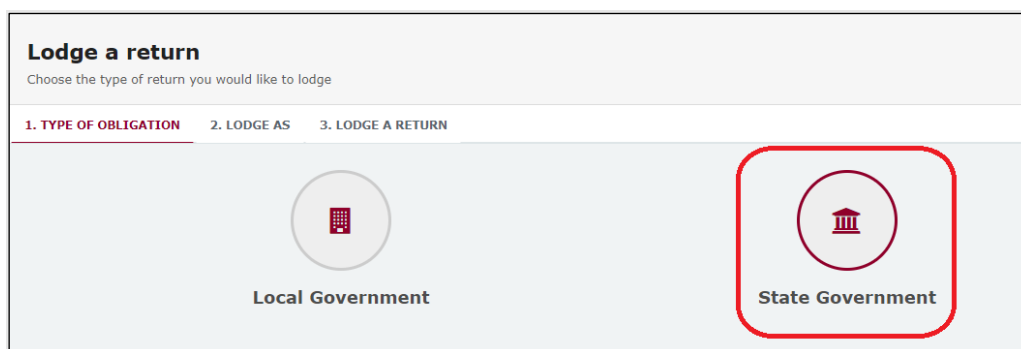
If no amounts need to be disclosed, please refer to steps 1 to 6 below.

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



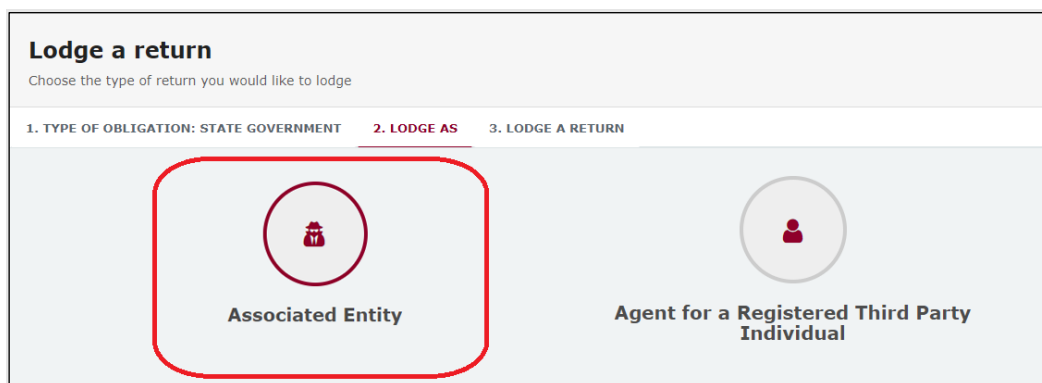
The screenshot shows the top right corner of the EDS interface. A red arrow points to a maroon button labeled "Lodge return". Below this button is a section titled "MISSIONS" containing several filter dropdowns: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "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". Under the "1. TYPE OF OBLIGATION" tab, there are two circular icons. The left icon is labeled "Local Government" and the right icon is labeled "State Government". The "State Government" icon is highlighted with a red rounded rectangle.

3. Select **Associated Entity** 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". Under the "2. LODGE AS" tab, there are two circular icons. The left icon is labeled "Associated Entity" and the right icon is labeled "Agent for a Registered Third Party Individual". The "Associated Entity" icon is highlighted with a red rounded rectangle.

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: ASSOCIATED ENTITY   3. **LODGE A RETURN**

Associated Entity	Associated Entity	Associated Entity
Reporting a gift (donation) received after 01/07/2022	Reporting a loan received after 01/07/2022	Submitting a periodic return
<b>Lodge</b> <a href="#">Learn more</a>	<b>Lodge</b> <a href="#">Learn more</a>	<b>Lodge</b> <a href="#">Learn more</a>

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

**Associated entity**  
Submitting a periodic return  
State

**Associated entity details**

Associated Entity\* Financial Controller\*  
The Dog Trust Chili Heeler

**Reporting Period**

Disclosure period \* Return period commences Return period concludes  
01/07/2024 - 31/12/2024 Calendar Reporting Period 01/07/2024 31/12/2024

+ Payment + Debt + Capital Deposit + Receipt + Loan from Financial Institution

Save Draft Next

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

Otherwise, skip to step 7 below.

Financial Controller\*  
Chili Heeler

Return period concludes  
31/12/2024

al Institution

Save Draft **Next**

7. Select **+ Payment**, **+ Debt**, **+ Capital Deposit**, **+ 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   + Capital Deposit   + Receipt   + Loan from Financial Institution

8. Under the **Payment**, **Debt**, **Capital Deposit**, **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

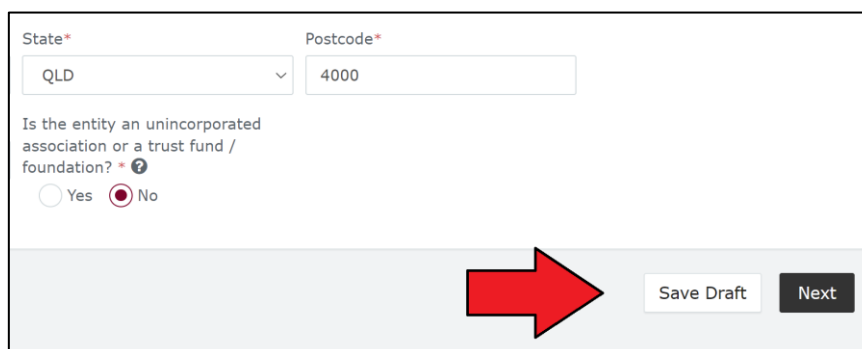
Amount\* 2000

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**, **+ Capital Deposit**, **+ 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:

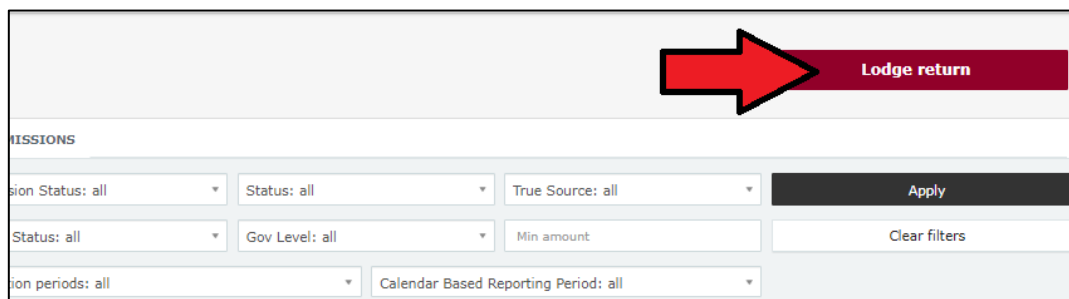
- State\***: A dropdown menu with 'QLD' selected.
- Postcode\***: A text input field containing '4000'.
- Is the entity an unincorporated association or a trust fund / foundation? \***: A question with a help icon.
- Yes**: An unselected radio button.
- No**: A selected radio button.
- Save Draft**: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

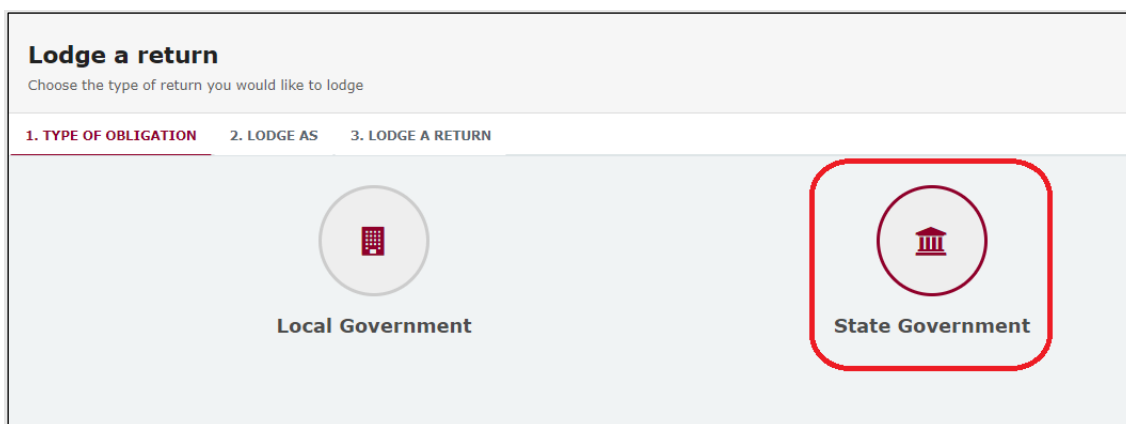
To disclose multiple amounts of \$1,000 or more in a periodic return, please use the following instructions.

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



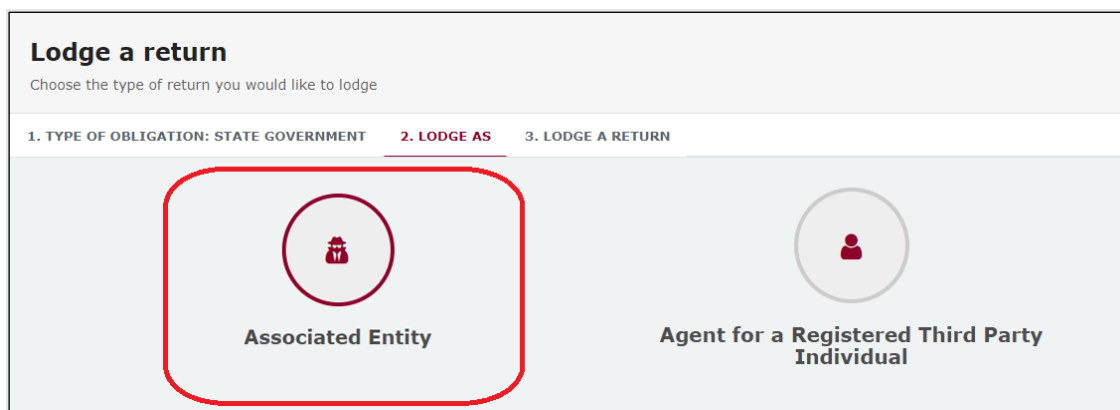
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdowns: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", and "Reporting periods: 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 "Lodge a return" is at the top, followed by the instruction "Choose the type of return you would like to lodge". Below this are three tabs: "1. TYPE OF OBLIGATION", "2. LODGE AS", and "3. LODGE A RETURN". The "1. TYPE OF OBLIGATION" tab is active, showing two options: "Local Government" (with a building icon) and "State Government" (with a building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. Select **Associated Entity** on the Lodge As screen.



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

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: ASSOCIATED ENTITY   **3. LODGE A RETURN**

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022  
**Lodge**  
Learn more

**Associated Entity**  
Reporting a loan received after 01/07/2022  
**Lodge**  
Learn more

**Associated Entity**  
Submitting a periodic return  
**Lodge**  
Learn more

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

**Associated entity**  
Submitting a periodic return  
State

**Associated entity details**

Associated Entity\* The Dog Trust   Financial Controller\* Chili Heeler

**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   + Capital Deposit   + 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**.

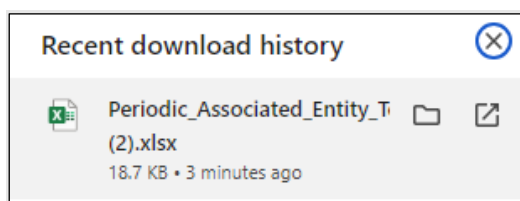
Associated Bob 123.456.78.90

+ Bulk upload  
Download template  
Upload template

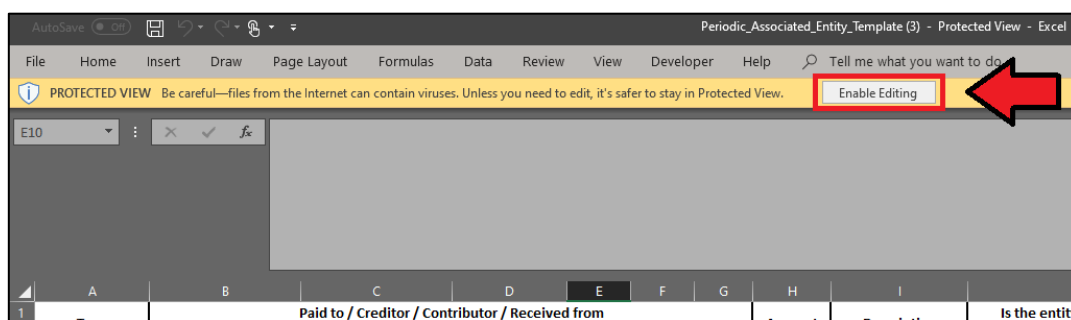
Associated Entity\* Association One



7. Open the excel file from your recent downloads.



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



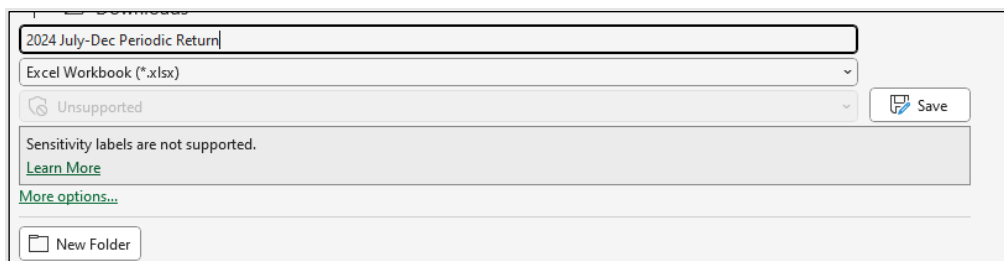
9. Enter all mandatory fields including item type, name, address, description and amount.

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	

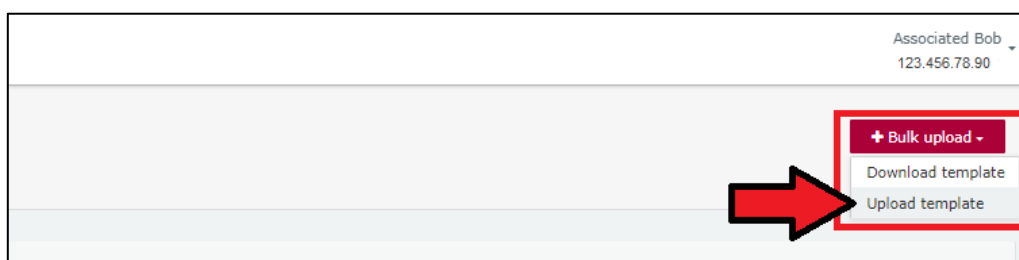
- Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.
- Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted 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 and address of the committee members or trustees, 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.

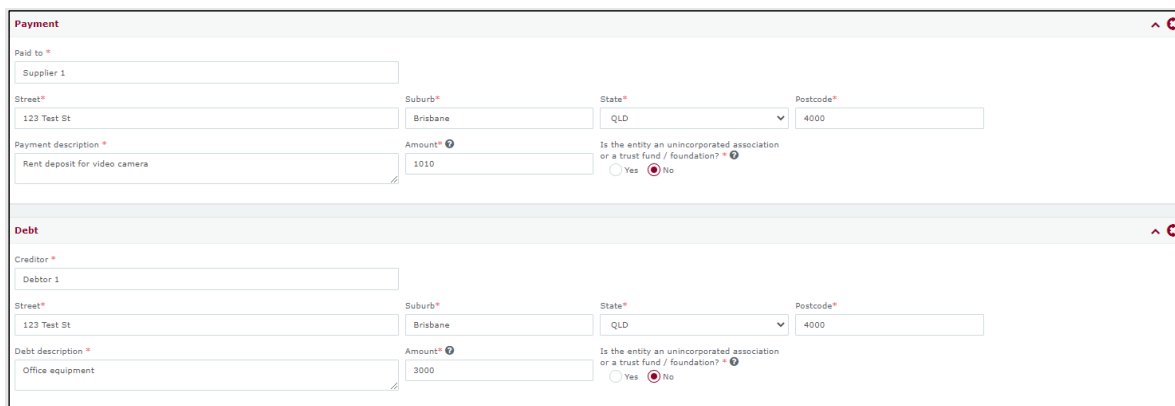


11. Return to EDS and choose the **+ Bulk Upload** menu again. This time select **Upload template**.



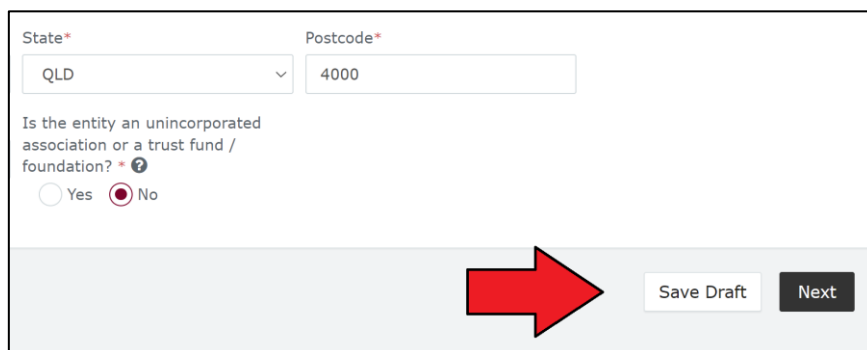
12. Select the bulk upload spreadsheet from where it is saved on your computer.

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.



State\* QLD ▾ Postcode\* 4000

Is the entity an unincorporated association or a trust fund / foundation? \* ?

☐ Yes ☒ No

 Save Draft Next

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 associated entity 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 associated entity during the reporting period.

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

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

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 \$0.00		
Total Amounts Received <b>\$5,222.00</b>		

2. If the associated entity received any gifts, loans or other receipts during the reporting period that were less than \$1,000 and have not already been reported in 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 <a href="#">VIEW &gt;</a>	Loans Reported 3 <a href="#">VIEW &gt;</a>	Receipts Reported 1
Unreported Amounts Under Threshold \$500		
Total Amounts Received <b>\$5,722.00</b>		

### Example

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

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

3. The **Total Amounts Received** field should reflect the total amount of gifts, loans and receipts that the associated entity 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 your own records.

Return summary		
Gifts	Loans	Receipts
Amount \$2,000.00	Amount \$1,222.00	Amount \$2,000.00
Gifts Reported 1 <a href="#">VIEW &gt;</a>	Loans Reported 3 <a href="#">VIEW &gt;</a>	Receipts Reported 1
Unreported Amounts Under Threshold \$500		
Total Amounts Received <b>\$5,722.00</b>		

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

If the associated entity 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 <b>\$1,510.00</b>	Total Amounts Outstanding <b>\$3,500.00</b>

5. The **Total Amounts Paid** and **Total Amounts Outstanding** fields should reflect the associated entity'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 your own 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
<b>Total Amounts Paid \$1,510.00</b>	<b>Total Amounts Outstanding \$3,500.00</b>

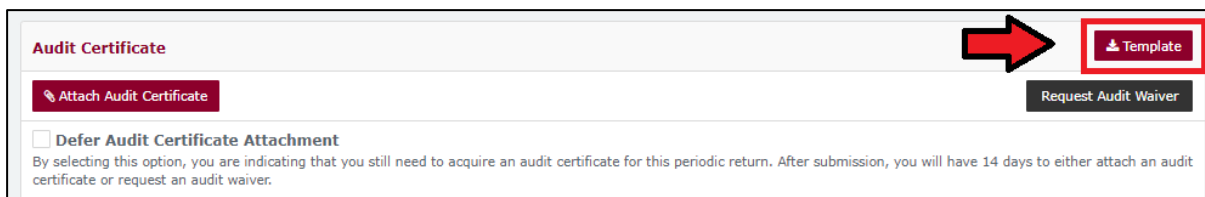
6. The **Capital Deposit** section will display the total amount of any payments made from capital that you added to the previous page of the return.

Please check to ensure the **Total Amounts Paid from Capital** accurately reflects your own records.

Capital Deposit
Amount \$4,000.00
Capital Deposit Reported 1
<b>Total Amounts Paid from Capital \$4,000.00</b>

- All capital deposits are required to be disclosed on the previous page of the return, not just amounts that are \$1,000 or more. As such, there is no Unreported Amounts Under Threshold field required to be completed for this section.

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.



The screenshot shows the 'Audit Certificate' section of a form. At the top left is the title 'Audit Certificate'. Below it is a button labeled 'Attach Audit Certificate'. To the right of this button is a checkbox labeled 'Defer Audit Certificate Attachment'. Further right is a button labeled 'Request Audit Waiver'. At the top right, there is a button labeled 'Template' with a download icon, which is highlighted by a red box and a red arrow pointing to it from the left.

**Audit Certificate**

[Attach Audit Certificate](#)

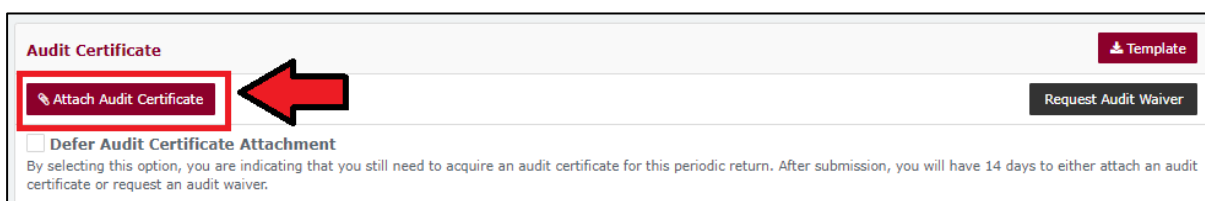
☐ **Defer Audit Certificate Attachment**

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.

[Request Audit Waiver](#)

[Template](#)

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



The screenshot shows the 'Audit Certificate' section of a form. At the top left is the title 'Audit Certificate'. Below it is a button labeled 'Attach Audit Certificate', which is highlighted by a red box and a red arrow pointing to it from the left. To the right of this button is a checkbox labeled 'Defer Audit Certificate Attachment'. Further right is a button labeled 'Request Audit Waiver'. At the top right, there is a button labeled 'Template' with a download icon.

**Audit Certificate**

[Attach Audit Certificate](#)

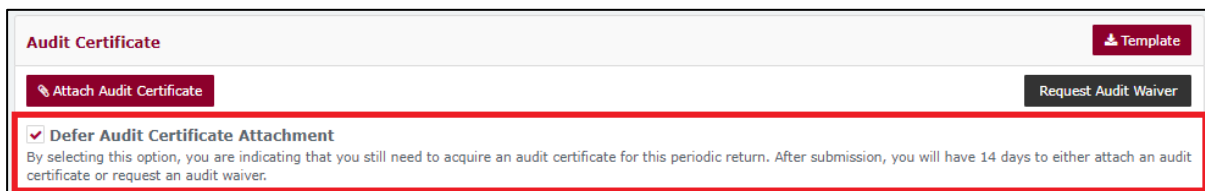
☐ **Defer Audit Certificate Attachment**

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.

[Request Audit Waiver](#)

[Template](#)

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



The screenshot shows the 'Audit Certificate' section of a form. At the top left is the title 'Audit Certificate'. Below it is a button labeled 'Attach Audit Certificate'. To the right of this button is a checkbox labeled 'Defer Audit Certificate Attachment', which is now checked (indicated by a red checkmark). Further right is a button labeled 'Request Audit Waiver'. At the top right, there is a button labeled 'Template' with a download icon.

**Audit Certificate**

[Attach Audit Certificate](#)

☒ **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.

[Request Audit Waiver](#)

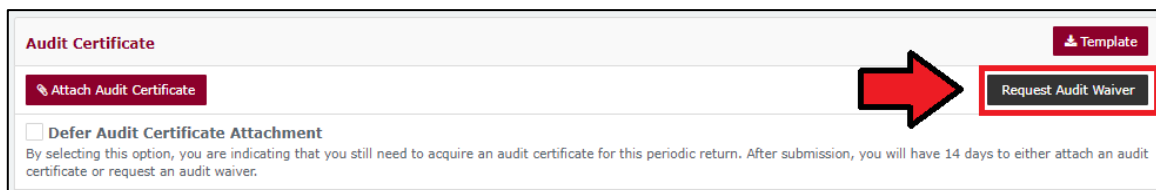
[Template](#)

- 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).



**Audit Certificate**

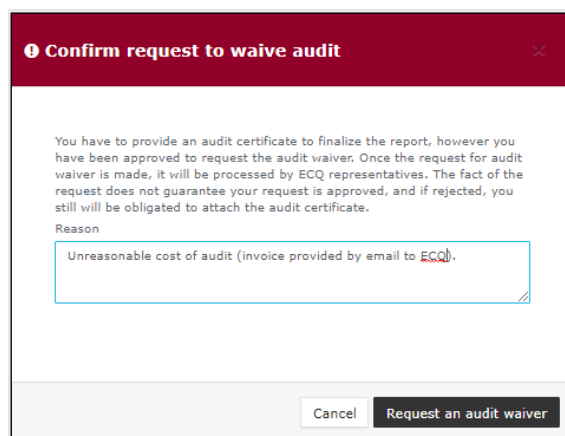
[Template](#)

[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 periodic return. After submission, you will have 14 days to either 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

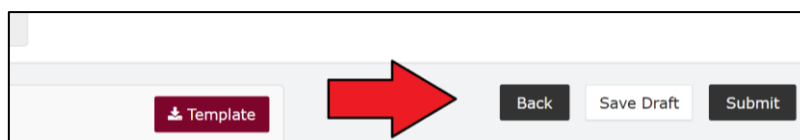
Unreasonable cost of audit (invoice provided by email to ECQ).

[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 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.



[Template](#) [Back](#) [Save Draft](#) [Submit](#)

- 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.

CancelSubmit

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

**ECQ**

Associated Bob  
123 456 78 90

Periodic Returns Summary

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

Lodge return

SEARCH

Complete Status: allType: allLate Status: allFrom

ToAudit Status: AllGov Level: allMin amountMax amount

Election periods: allCalendar Based Reporting Period: allParticipant: all

ApplyClear filters

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
RAW	Periodic Return	Associated Entity	Association One By Associated Bob	25-02-2020	08/01/2020	1/07/2019 - 31/12/2019 Calendar Reporting Period	\$3,000.00	Actions
REC	Transitional Return	Third Party	Associated Bob By Associated Bob	14-07-2019	06/01/2020	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$100.00	Actions
REC	Election Summary Return	Associated Entity	Association One By Associated Bob	21-02-2020	03/01/2020	8/11/2019 - 2019 EDS INT 308 test 1	\$2,000.00	Actions
REC	Transitional Return	Associated Entity	Association One By Associated Bob	14-07-2019	03/01/2020	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$2,350.00	Actions

Show 25Apply

showing 1-4 of 4 items

- 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

Financial controllers of associated entities are required to lodge an election summary return (ESR) within 15 weeks of election day.

In this return, you must disclose the total amount of electoral expenditure and gifted electoral expenditure that the associated entity 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:**

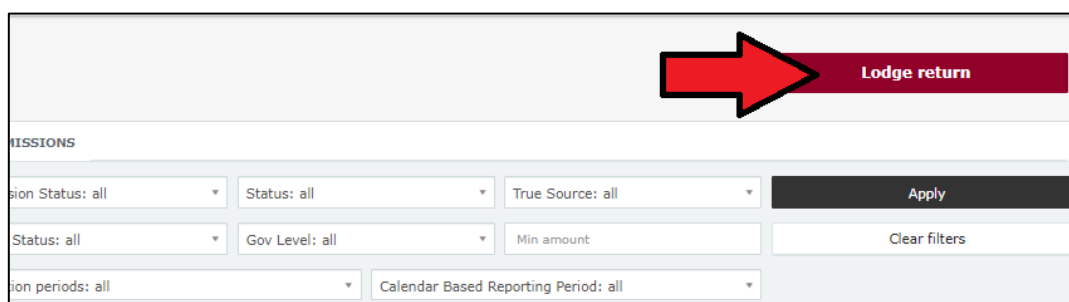
- Refer to the [Glossary](#) for key terms and definitions
- Even if no electoral expenditure was incurred or gifted for the election, an ESR must still be lodged.

## 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.

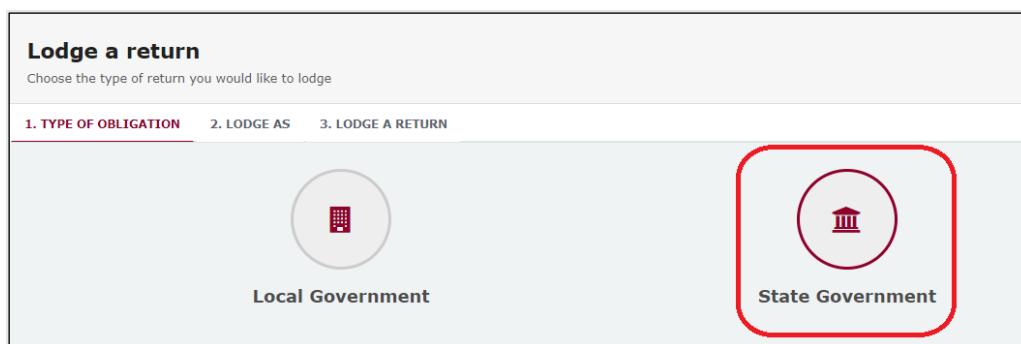
If no amounts need to be disclosed, please refer to steps 1 to 6 below.

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



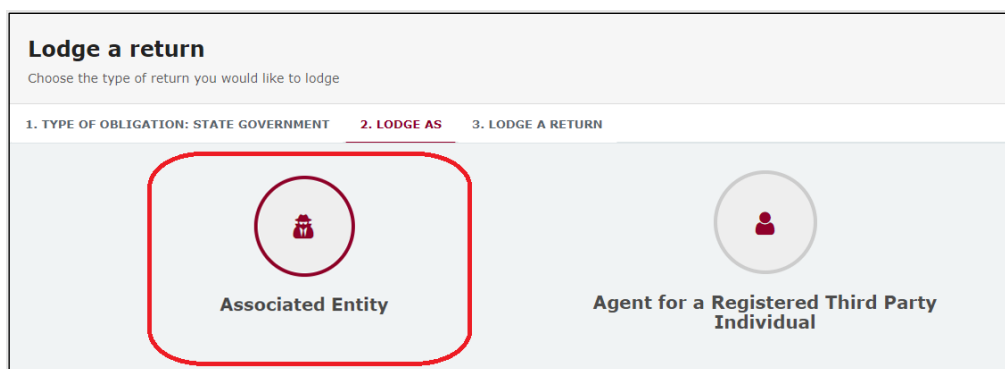
The screenshot shows the top right corner of the EDS interface. A red arrow points to a maroon button labeled "Lodge return". Below this button is a section titled "MISSIONS" containing several filter dropdowns: "ion Status: all", "Status: all", "True Source: all", "Status: all", "Gov Level: all", "Min amount", "ion 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". Under the "1. TYPE OF OBLIGATION" tab, there are two options: "Local Government" (represented by a building icon) and "State Government" (represented by a classical building icon). The "State Government" option is highlighted with a red rounded rectangle.

3. Select **Associated Entity** 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". Under the "2. LODGE AS" tab, there are two options: "Associated Entity" (represented by a person icon) and "Agent for a Registered Third Party Individual" (represented by a person icon). The "Associated Entity" option is highlighted with a red rounded rectangle.

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

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

1. TYPE OF OBLIGATION: STATE GOVERNMENT   2. LODGE AS: ASSOCIATED ENTITY   **3. LODGE A RETURN**

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**  
Learn more

**Associated Entity**  
Submitting an election summary return

**Lodge**  
Learn more

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

**Associated entity**  
Submitting an election summary return  
State

**Associated entity details**

Associated Entity\* The Dog Trust \$  
Financial Controller\* Chili Heeler \$

**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** **Save Draft**

6. If your associated entity 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.

**Reporting Period**

Event \*  
2024 State General Election

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

**Save Draft** **Next**

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

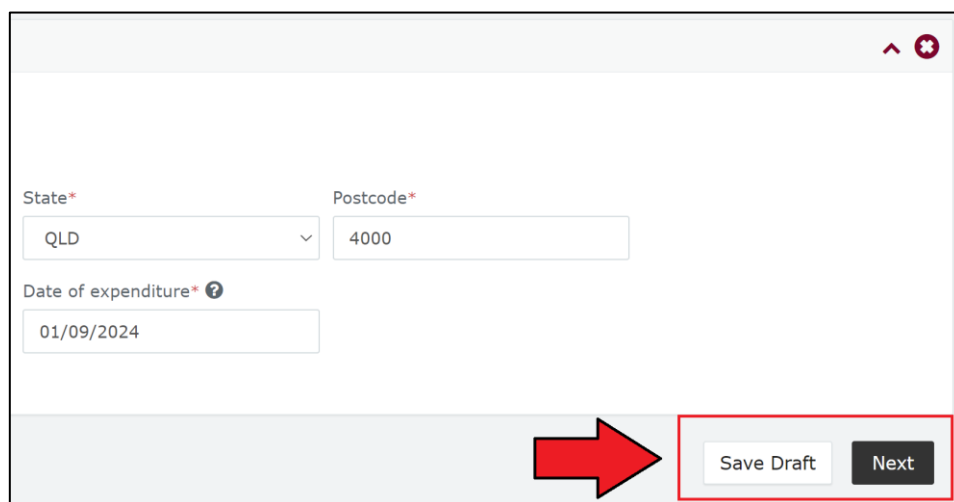
Date of expenditure \*  
24/07/2024

**+ 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.



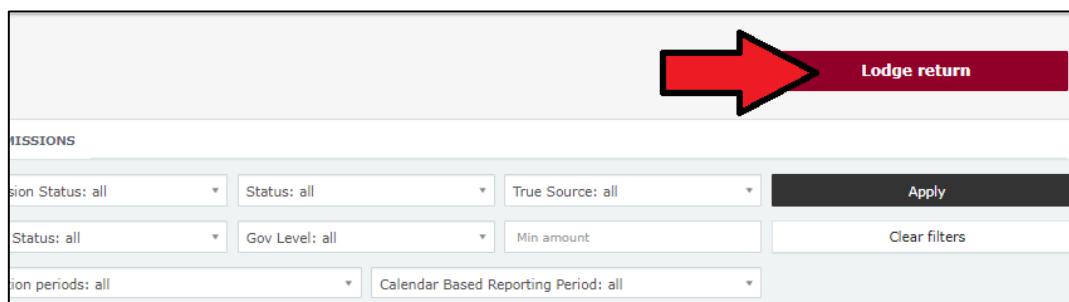
The screenshot shows a form with three input fields: 'State\*' with a dropdown menu showing 'QLD', 'Postcode\*' with the value '4000', and 'Date of expenditure\*' with a date picker showing '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A large red arrow points to the 'Next' button, which is also highlighted by 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

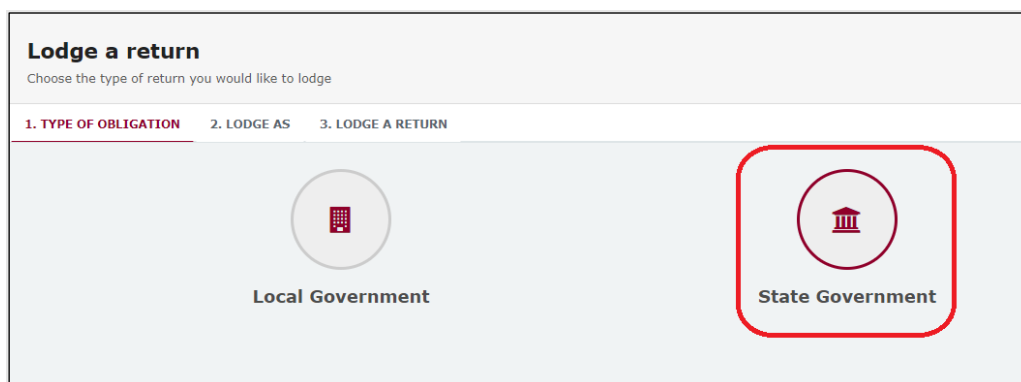
To disclose multiple amounts of electoral expenditure or gifted electoral expenditure in an ESR, please use the following instructions.

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



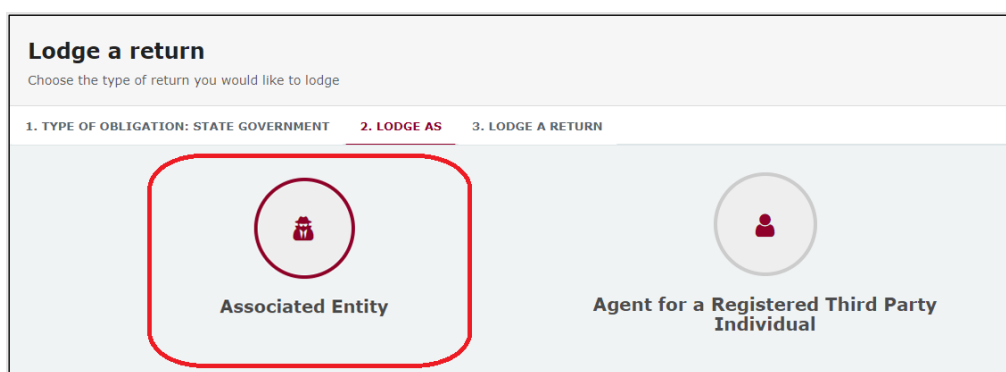
The screenshot shows the top right corner of the EDS interface. A maroon button labeled "Lodge return" is highlighted with a large red arrow. Below the button is a section titled "MISSIONS" containing several filter dropdowns: "Mission Status: all", "Status: all", "True Source: all", "Status: all", "Gov 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 shows 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 **Associated Entity** 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 shows two options: "Associated Entity" (represented by a person icon) and "Agent for a Registered Third Party Individual" (represented by a person icon). The "Associated Entity" option is highlighted with a red rounded rectangle.



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

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

1. TYPE OF OBLIGATION: STATE GOVERNMENT   2. LODGE AS: ASSOCIATED ENTITY   3. **LODGE A RETURN**

**Associated Entity**  
Reporting a gift (donation) received after 01/07/2022

**Lodge**

[Learn more](#)

**Associated Entity**  
Submitting an election summary return

**Lodge**

[Learn more](#)

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

**Associated entity**  
Submitting an election summary return

State

**Associated entity details**

Associated Entity\* The Dog Trust Financial Controller\* Chili Heeler

**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** [Save Draft](#)

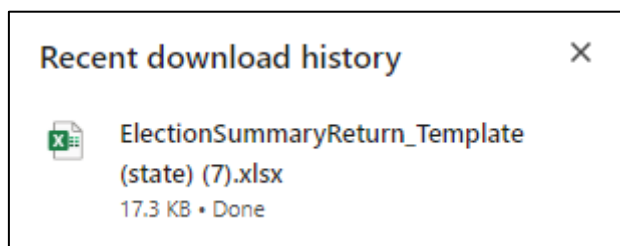
6. Select the red **+ Bulk upload** dropdown menu in the upper right corner of the page and then choose **Download template**.

Associated Bob 123.456.78.90

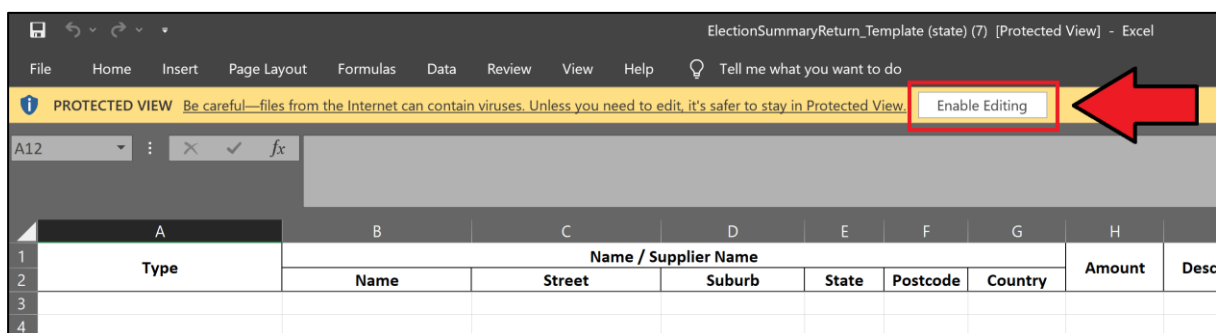
**+ Bulk upload** **Download template** **Upload template**

Associated Entity\* Association One

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.

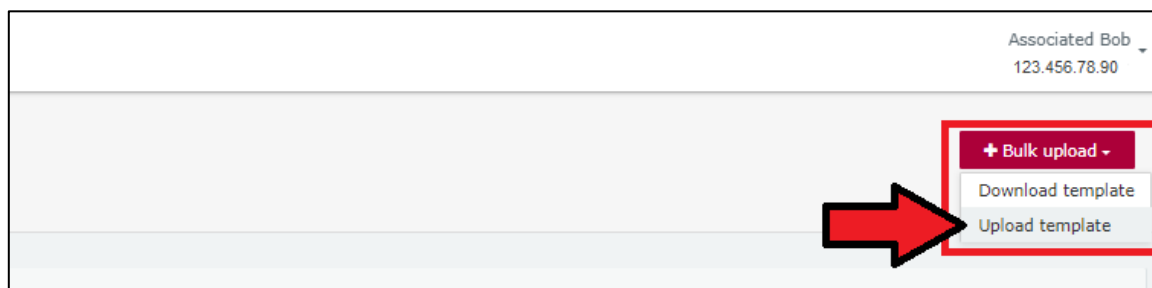
Type	Name / Supplier Name						Amount	Description of goods or services	Date of expenditure
	Name	Street	Suburb	State	Postcode	Country			
Electoral Expenditure	Printer Shop Y	1 Queen St	Mount Isa	QLD	4825		\$4,500.00	Printed flyers for mailouts	7/07/2024
Gifted Electoral Expenditure	Printer Shop T	1 Print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

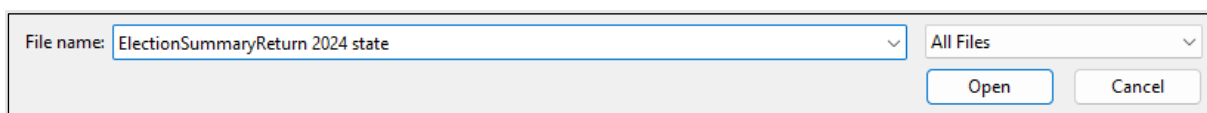
**Handy tip!** To save time, download the bulk upload template at the beginning of your election spending and complete it as expenditure is incurred.

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

11. Return to EDS and use the **+ Bulk upload** dropdown menu to choose **Upload template**.



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

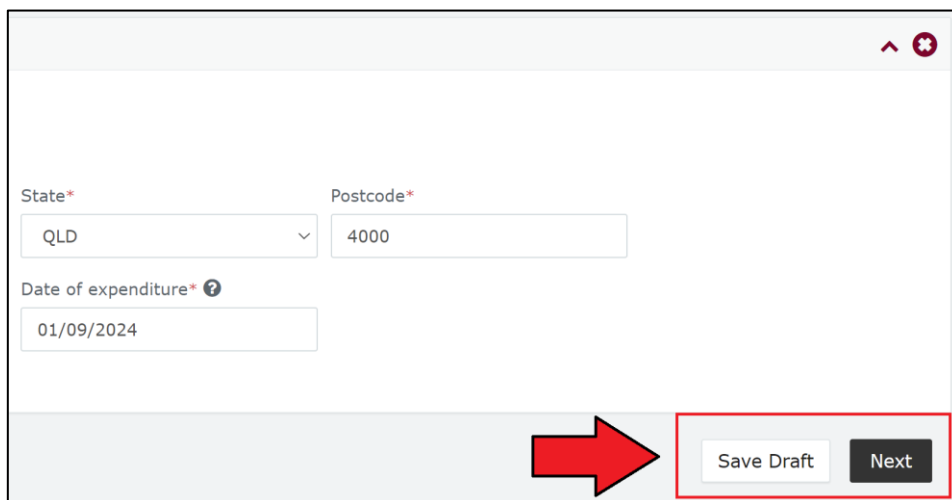


13. The items of electoral expenditure and gifted electoral expenditure will populate the page. Check to make sure there are no missing fields or errors.

A screenshot of the EDS interface showing two sections: 'Electoral Expenditure' and 'Gifted Electoral Expenditure'. The 'Electoral Expenditure' section has fields for 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 'Gifted Electoral Expenditure' section has fields for 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.

A screenshot of a web form for the Electronic Disclosure System (ESR). The form has a light gray background. At the top right, there are two small icons: a red upward arrow and a red asterisk. The form contains three input fields: 'State\*' with a dropdown menu showing 'QLD', 'Postcode\*' with the value '4000', and 'Date of expenditure\*' with a question mark icon and the value '01/09/2024'. At the bottom right, there are two buttons: 'Save Draft' and 'Next'. A large red arrow points from the left towards these buttons, which are enclosed in a red rectangular box.

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 your own records.

Return summary	
<b>Gifted Electoral Expenditure</b>	<b>Electoral Expenditure Incurred</b>
Amount \$2,701.00	Amount \$2,600.00
Gifted Electoral Expenditure Reported 2	Electoral Expenditure Reported 2
Total Gifted Electoral Expenditure <b>\$2,701.00</b>	Total Electoral Expenditure Incurred <b>\$2,600.00</b>

2. In the **Bank Statement** section, select **Upload Files** to upload a bank statement from the state campaign bank account of the registered political party or candidate with which you are associated.

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>
<div> Bank statement - Political Party</div> <div>Upload Files</div>

- 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.

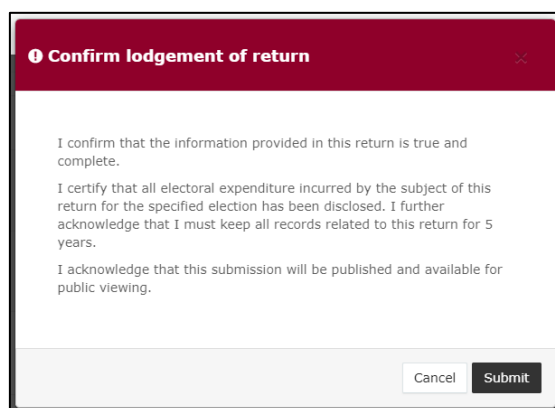
3. Choose **Submit** to lodge your ESR in EDS.

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.

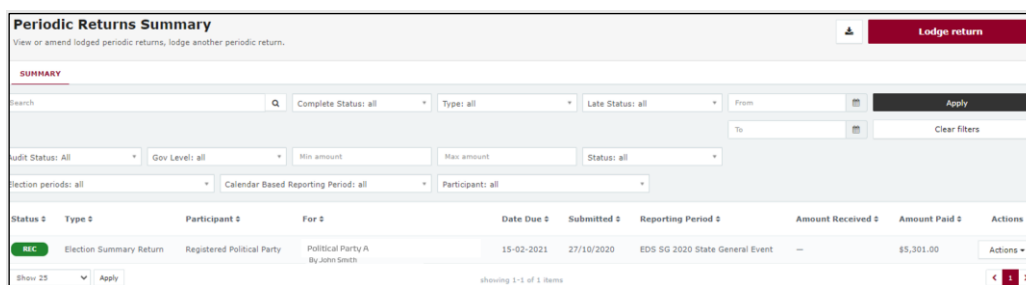



- If no amounts were disclosed, the button will appear as **Submit Nil Return**.

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



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



- 
- 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

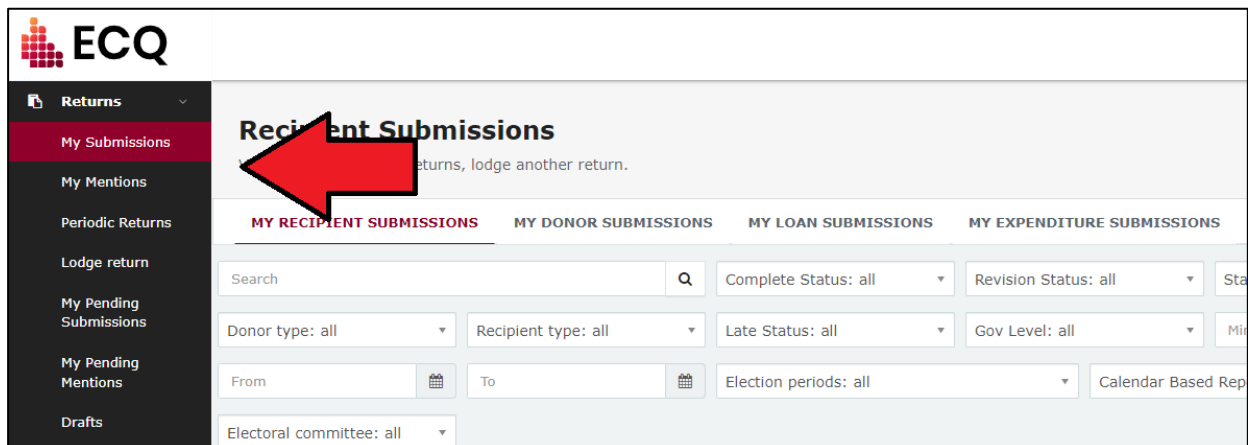
If you have made an error or omission in a return that you have previously lodged in EDS, you can request that the ECQ amend the return.

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.

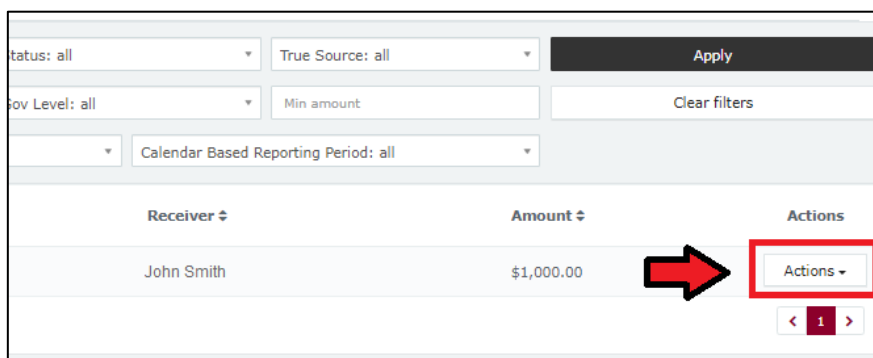
1. When you are logged into EDS, select **My Submissions** or **Periodic Returns** from the left side menu.



- 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.



status: all True Source: all Apply

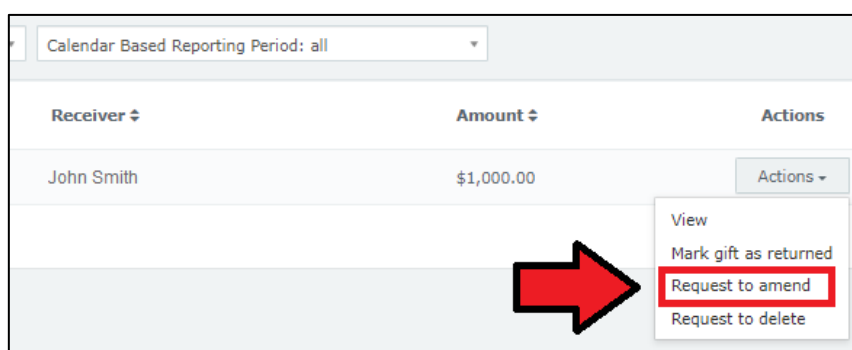
Gov Level: all Min amount Clear filters

Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

< 1 >

3. Select **Request to amend**.

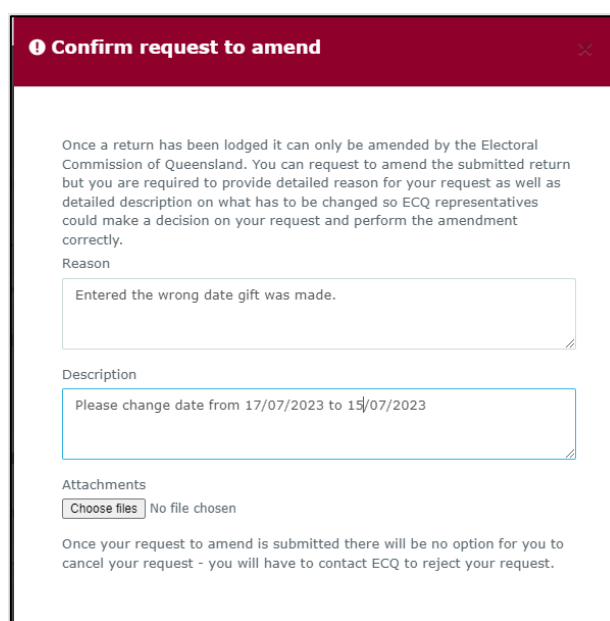


Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

- View
- Mark gift as returned
- Request to amend
- Request to delete

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

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 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.

**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
<b>PENDING</b>	01-12-2019 By John Smith	Gift-In-Kind

Show 25 Apply

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

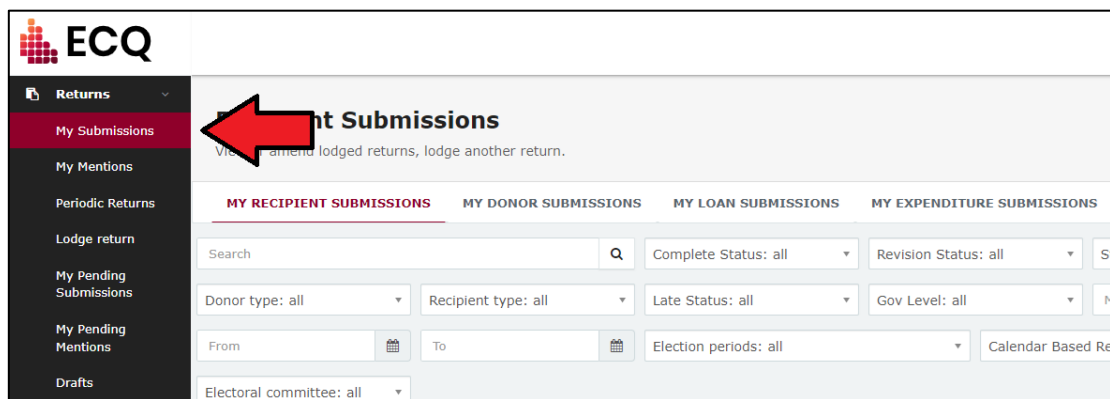
## 10. Mark a gift as returned in EDS

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.

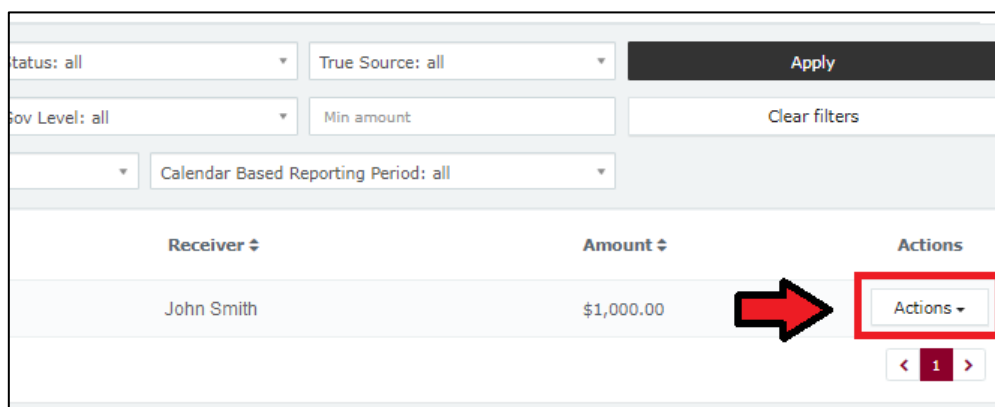
To mark a gift as returned in EDS, please use the following instructions.

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**.

The screenshot shows a web interface for managing gifts. At the top, there are filter controls: a dropdown menu, a 'True Source: all' dropdown, an 'Apply' button, a ': all' dropdown, a 'Min amount' input field, and a 'Clear filters' button. Below these is a 'Calendar Based Reporting Period: all' dropdown. The main area is a table with columns: 'Receiver', 'Amount', and 'Actions'. The first row shows 'John Smith' as the receiver and '\$1,000.00' as the amount. The 'Actions' column for this row has a dropdown menu open, showing options: 'View', 'Mark gift as returned' (highlighted with a red box and a red arrow), 'Request to amend', and 'Request to delete'.

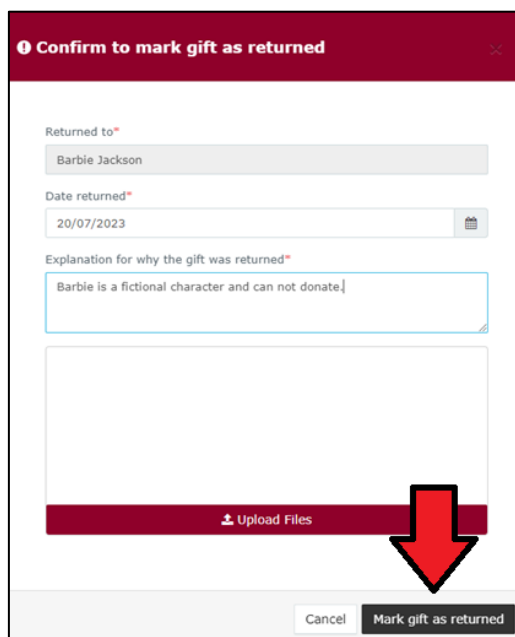
4. In the pop-up box, enter the **Date returned** and an **Explanation for why the gift was returned** for your returned gift.

The screenshot shows a pop-up window titled 'Confirm to mark gift as returned'. It contains the following fields and buttons:

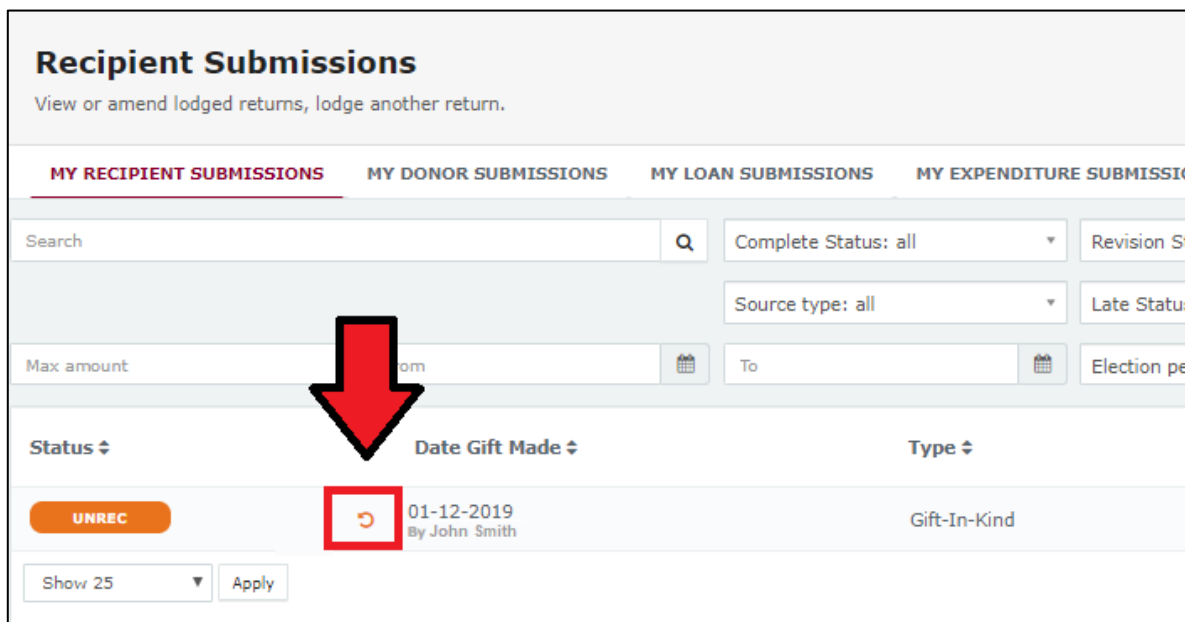
- Returned to\***: A text input field containing 'Barbie Jackson'.
- Date returned\***: A date input field containing '20/07/2023' with a calendar icon.
- Explanation for why the gift was returned\***: A text area containing 'Barbie is a fictional character and can not donate.'.
- Upload Files**: A button with an upload icon.
- Cancel**: A button at the bottom right.
- Mark gift as returned**: A button at the bottom right.

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

5. Click **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.



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

- 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.