

Electronic Disclosure System (EDS) for Candidates and their Agents

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for local government candidates and their agents who are required to comply with the financial disclosure provisions of the ***Local Government Electoral Act 2011*** (the Act) and the **Local Government Electoral Regulation 2023** (the Regulation).

1.2 Disclaimer

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

1.3 Contacting the ECQ

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

Postal address:	GPO Box 1393 BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	fad@ecq.qld.gov.au
Internet:	www.ecq.qld.gov.au

2. Glossary

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

Agent

Candidates may appoint an agent for an election. The agent is responsible for, amongst other things, lodging returns on behalf of the candidate. If no agent is appointed, the candidate themselves is taken to be their own agent.

Refer to local government [Fact sheet 38 - Funding and disclosure overview for agents](#) for more information about agents.

Disclosure Due Date

All candidates or their agents required to disclose gifts, loans and electoral expenditure must give the ECQ a return in real-time (i.e., within 7 business days of the gift or loan being received or the expenditure being incurred).

If a gift or loan is received or expenditure is incurred, during the last 7 business days before an election day, the gift, loan or expenditure must be disclosed within 24 hours.

All candidates or their agents must also lodge an election summary return within 15 weeks after the election, regardless of whether they received any gifts or loans, incurred any electoral expenditure or were successfully elected or not. This return must state the total value of gifts or loans received and all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 20 – Real-time disclosure of gifts and loans by candidates](#) and [Fact sheet 18 - Real-time disclosure of electoral expenditure](#) for more information about disclosure due dates.



Disclosure Period

If a candidate has contested the previous local government quadrennial election or a by-election, the disclosure period begins 30 days after election day for that election and ends 30 days after election day for the current election.

If a candidate has not contested a local government election within the past 5 years, their disclosure period begins on the earliest day of the following for an election:

- They announce their intention to be a candidate.
- They otherwise indicate their intention to be a candidate.
- They nominate as a candidate.

Electoral Expenditure

Electoral expenditure includes the following, if incurred for 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.)

Expenditure is incurred for a campaign purpose if it is incurred to promote or oppose a candidate, group of candidates or political party, or to otherwise influence voting, in an election.

Refer to [Local government fact sheet 12 – Definition of electoral expenditure](#) for more information on electoral expenditure.



Gifts

The transfer of money, property or a service given without receiving something of equal or adequate value in return. Gifts can include money or services provided by friends, family, or other persons or businesses which have a personal relationship with the recipient.

A non-monetary gift (or gift-in-kind) is a gift of any goods or services other than money.

A gift can be:

- monetary or non-monetary
- services provided at no or below cost
- electoral expenditure gifted to an election participant
- uncharged interest on a loan
- any part of a fundraising contribution that exceeds \$200

A gift does not include:

- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own dedicated campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own dedicated campaign bank account
- volunteer labour (e.g. a family member handing out flyers on election day)
- the incidental use of a volunteer's vehicle or equipment
- a fundraising contribution of \$200 or less
- membership fees paid to a political party
- property transferred under a will
- a gift made in a private capacity that is for the personal use of an individual, unless the gift is later used for an electoral purpose.

Refer to local government [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 20 – Real-time disclosure of gifts and loans for candidates](#) for more information.



Loans

A loan is any of the following provided by a person or entity, other than a financial institution or by use of a credit card:

- an advance of money
- provision of credit or other form of financial accommodation
- payment of an amount for, on behalf of, or at the request of an entity, if there is an express or implied obligation to repay the amount
- another transaction that is, in effect, a loan of money.

Loans received from financial institutions do not need to be disclosed.

Further information about key terms and definitions can also be found in the [Local Government Electoral Act 2011](#) and the [Local Government Electoral Regulation 2023](#).

3. Accessing the Self Service Portal

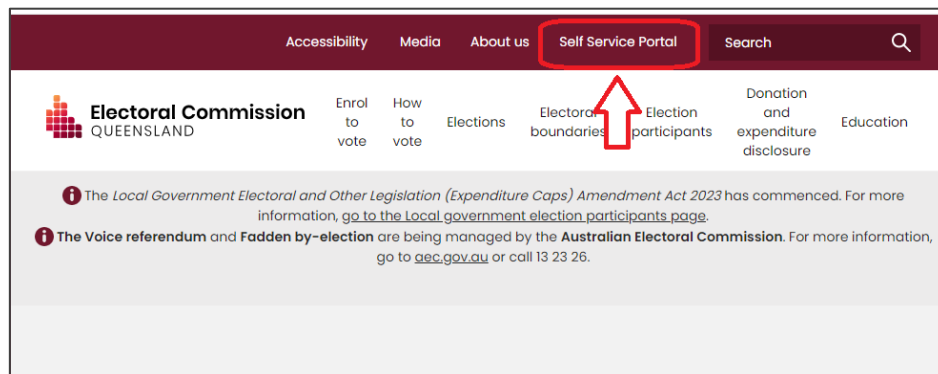
A person who needs to announce their candidacy, register their dedicated campaign bank account details or lodge returns in EDS will first need to access the Self Service Portal (SSP).

To access EDS and lodge returns, you first need to set up your profile in ECQ's SSP.

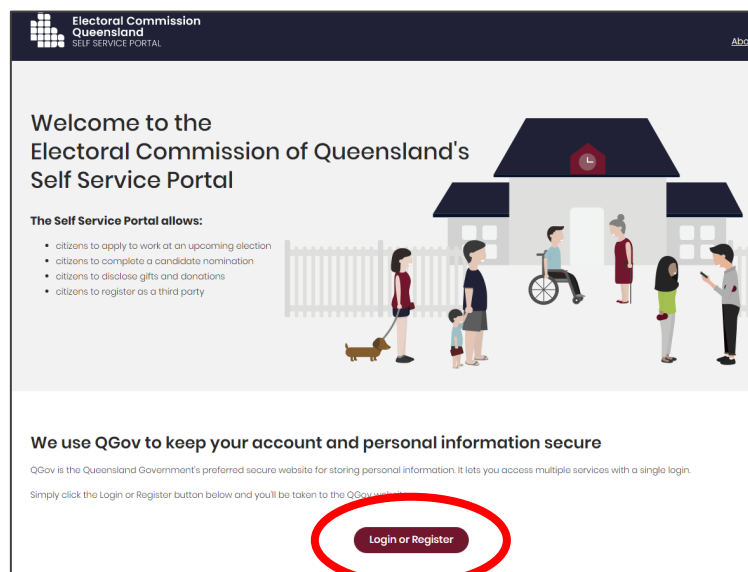
Note: if you already have an SSP account, you can skip to [part 4 of this user guide](#).

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

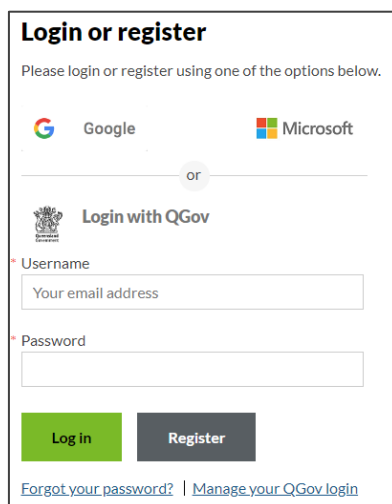
Or access the SSP directly at selfserv.elections.qld.gov.au.



2. Choose **Login** or **Register**.





3. If you already have a QGov account, you can log in and skip to step 6.
Otherwise select **Register**.




Login or register

Please login or register using one of the options below.

 Google  Microsoft

or

 **Login with QGov**

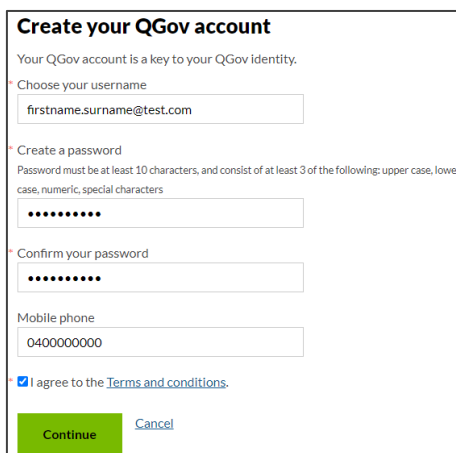
* Username
Your email address

* Password

Log in **Register**

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

4. Enter your email as username, create a password and agree to the terms and conditions before choosing **Continue**.



Create your QGov account

Your QGov account is a key to your QGov identity.

* Choose your username
firstname.surname@test.com

* Create a password
Password must be at least 10 characters, and consist of at least 3 of the following: upper case, lower case, numeric, special characters

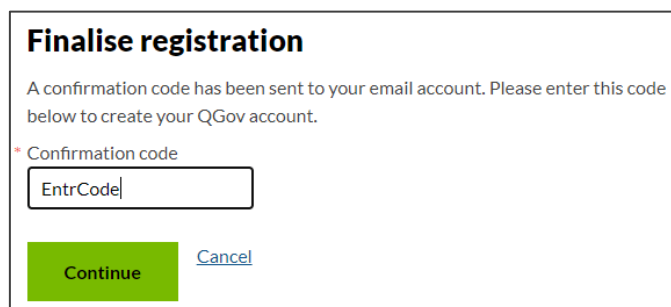
* Confirm your password

Mobile phone
0400000000

☒ I agree to the [Terms and conditions](#).

Continue [Cancel](#)

5. Retrieve your **confirmation code** from your email and enter it here.
If you didn't receive a confirmation code, please contact Shared Services Queensland on 13 74 68.



Finalise registration

A confirmation code has been sent to your email account. Please enter this code below to create your QGov account.

* Confirmation code
EntrCode

Continue [Cancel](#)

6. You will be directed to the log in screen. Enter your new username and password and select **Log in**.

After logging in, choose **Continue** to be redirected to SSP.

7. 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 SSP system. It contains several sections: a radio button question 'Are you on the Qld electoral roll?' with 'Yes' selected; a text input for 'Surname' with 'katobi' entered; a text input for 'Given Names' with 'aric' entered; a date input for 'Date of Birth' with '09/05/1988' entered; another radio button question 'Are you enrolled as a silent elector?' with 'No' selected; a 'Google Address Search' input; a 'Locality' input with 'algester' entered; and a 'Street Name' dropdown menu with 'matpra' selected. At the bottom are 'Cancel' and 'Search the Roll' buttons.

Identity

Are you on the Qld electoral roll? ☒ Yes ☐ No

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.

You are required to fill out surname or given names.

* Surname:

If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.

* Given Names:

If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.

* Date of Birth:

You will need to enter your date of birth to confirm that you are on the Queensland electoral roll or, if you are not yet enrolled but interested in working at an election, if you are only registering so that you can lodge financial disclosure returns you are not required to provide your date of birth.

Are you enrolled as a silent elector? ☐ Yes ☒ No

Address Details (as recorded on the electoral roll)

Google Address Search:

* Locality:

Enter your locality, town, suburb or city exactly as it appears on the electoral roll.

If you are registered on the electoral roll without a street name, then leave the value blank.

* Street Name:

e.g. if your enrolled address is "200 Mary Street" enter "Mary" only. Do not enter the number and do not enter "Street".

- if you don't have a street address, please leave this field blank.
- if you are enrolled at a street address, you must enter the street name.

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 website at check.aec.gov.au to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll*.

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

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

The screenshot shows the 'Contact Details' section of the Electoral Commission Queensland Self Service Portal. The form includes fields for QNumber (prefilled with Q12759324), Personal Email Address (prefilled with 87crosby@gmail.com), Primary Phone Preference (a dropdown menu), Home Phone Number, and Mobile Phone Number. Below these is the 'Enrolled Address' section, which is prefilled with 143 CRAFTON ST, WARWICK, QLD 4370. The 'Postal Address' section is prefilled with 'Same as enrolled address'. At the bottom are three buttons: Cancel, Previous, and Next.

Electoral Commission
Queensland
SELF SERVICE PORTAL

Log out About us

Home > Registrar

Contact Details

* QNumber: Q12759324

* Personal Email Address: 87crosby@gmail.com
ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.

* Primary Phone Preference:
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:
Mobile Phone Number:

Enrolled Address

143 CRAFTON ST, WARWICK, QLD 4370

Postal Address

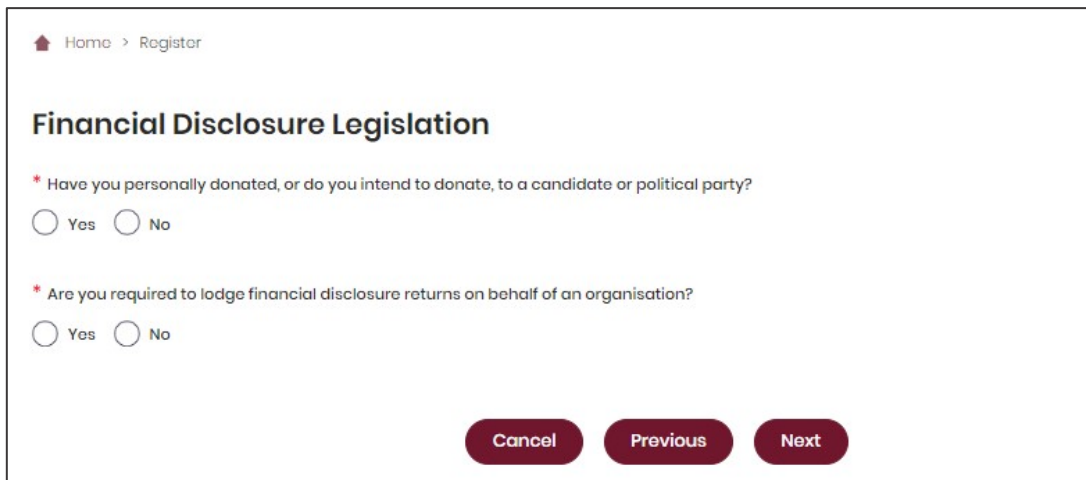
Same as enrolled address

Cancel Previous Next

9. On the Financial Disclosure Legislation page, which options you choose depends upon your role in the elections:

- If you are only required to lodge returns as a **candidate** for an election, answer **No** to both questions.
- If you will also be lodging returns as an **individual donor or third party**, answer **Yes** to the first question.
- If you are required to lodge returns on behalf of an organisation that is a **donor, third party, publisher, broadcaster or associated entity**, answer **Yes** to the second question.

For more information on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS user guide at www.ecq.qld.gov.au/factsheets.



Home > Register

Financial Disclosure Legislation

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

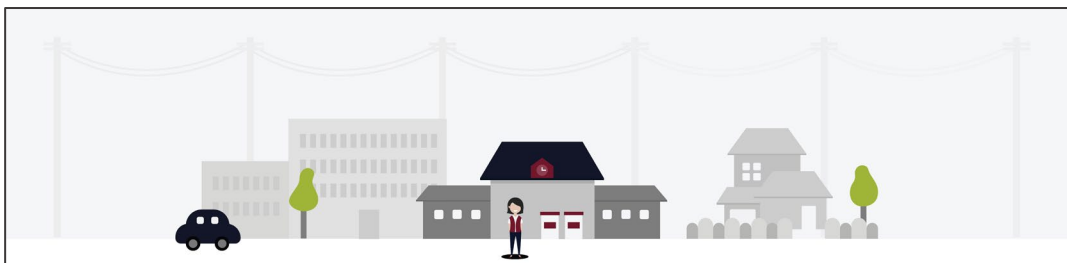
☐ Yes ☐ No

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

☐ Yes ☐ No

Cancel Previous Next

10. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**. From there you can register as an announced candidate (see [part 4](#)) or access EDS (see [part 6](#)).



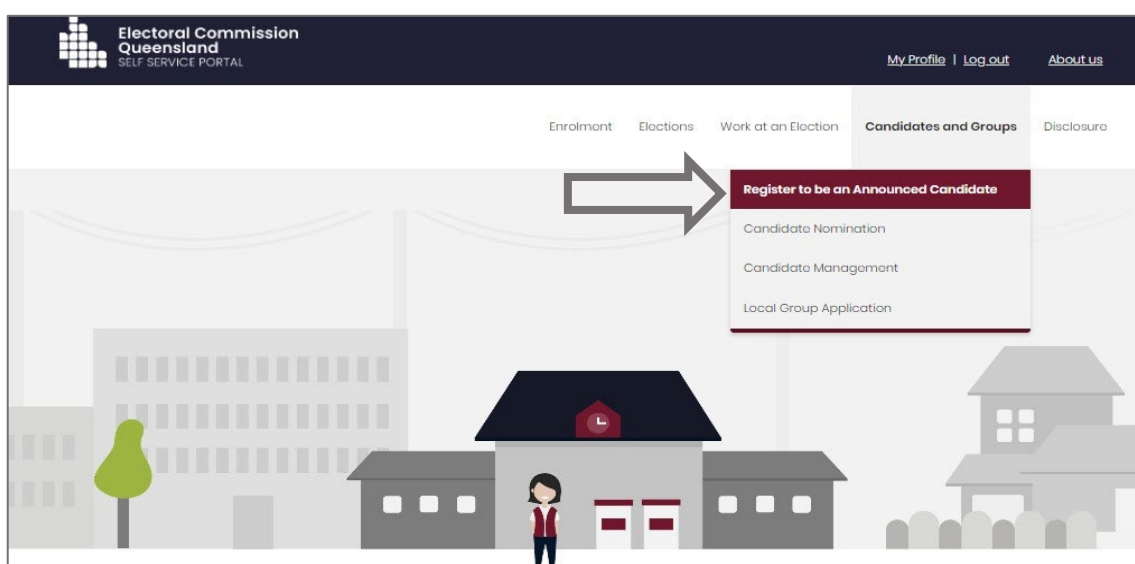
4. Register as an announced candidate

After setting up a user profile in the Self Service Portal, candidates who have announced or indicated their intention to nominate for a local government election may need to register their announcement before accessing EDS.

To register as an announced candidate, please use the following instructions.

1. From the Self Service Portal, select the **Candidates and Groups** dropdown menu at the top right of the screen then choose **Register to be an Announced Candidate**.

On the next page, choose **Register**.



2. Complete all relevant details that are not already prefilled from the electoral roll then choose **Submit** at the bottom of the page.

You have the option to name an agent who, with you, will be responsible for ensuring your obligations under the Act and the Regulation are met. If you do not name an agent, you will act as your own agent.

To name an agent, you and the agent must fill out and upload form FAD3B – Appointment of agent – Candidate found on ecq.qld.gov.au/factsheets.

The screenshot shows a web form titled 'Identify Announced Candidate' for a candidate named INARI JAYNES. The form includes the following fields and options:

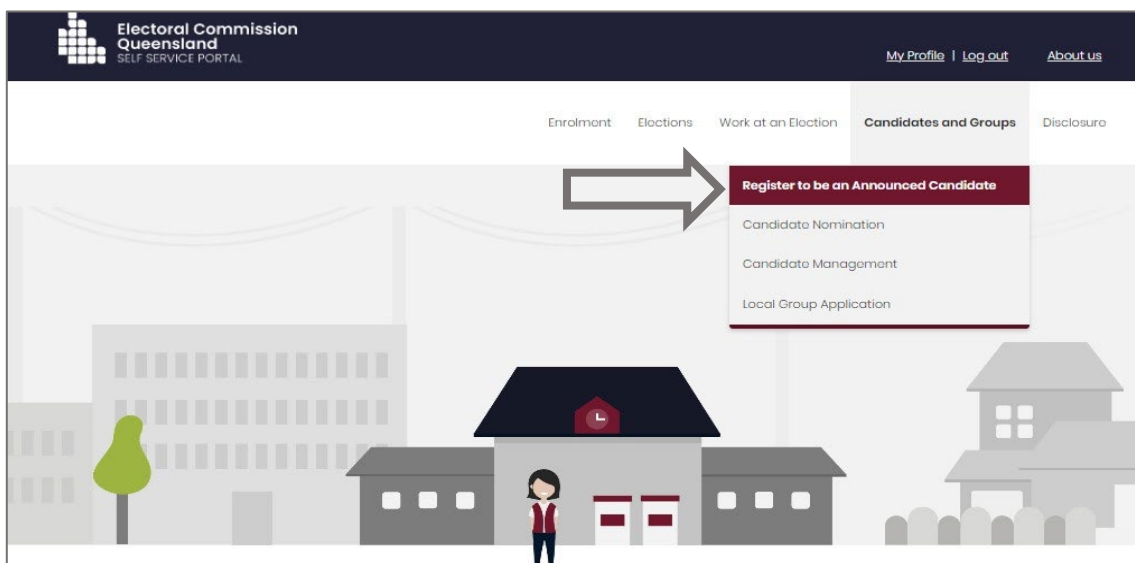
- QNumber:** Q12759324
- Date of Birth:** 12/12/1948
- Enrolled Address:** 143 GRAFTON ST, WARWICK, QLD 4370
- Postal Address:** 143 GRAFTON ST, WARWICK, QLD 4370
- Gender:** Radio buttons for ☒ Female, ☐ Male, and ☐ Unspecified.
- Contact Details:**
 - Telephone:** Text input field containing '0400 123 456'.
 - * Email Address:** Text input field containing '87crosby@gmail.com'.
- Announced Event:**
 - * Event:** A dropdown menu.
 - * Date of announcement:** Text input field with a date format mask 'DD/MM/YYYY'.
 - * Announced Electorate:** Text input field containing 'Announced Electorate'.

3. Congratulations on announcing your intention to be a candidate in local government election! You will receive an email with important information about your candidacy and obligations within a few days.

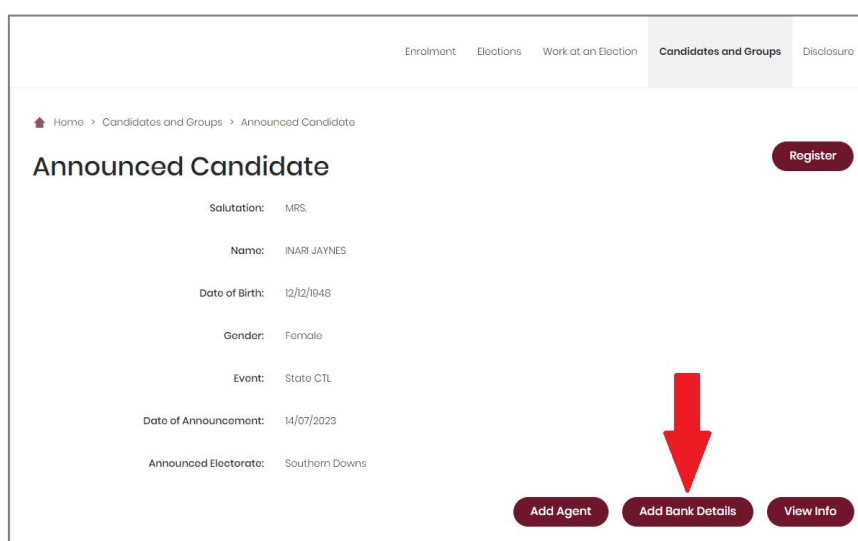
5. Add dedicated campaign bank account details

All announced candidates must register the details of their dedicated campaign bank account with the ECQ within 5 business days of announcing their candidacy.

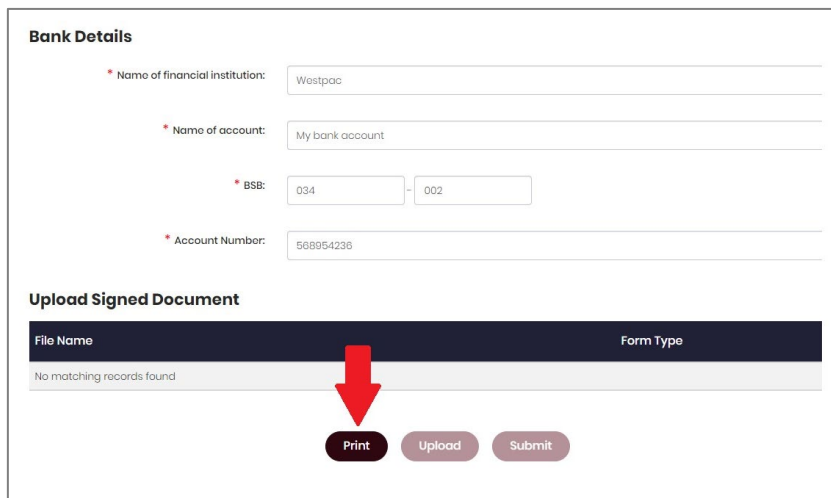
1. In SSP, choose the Candidates and Groups dropdown menu then select Register to be an Announced Candidate.



2. On the Announced Candidate page, select the **Add Bank Details** button.

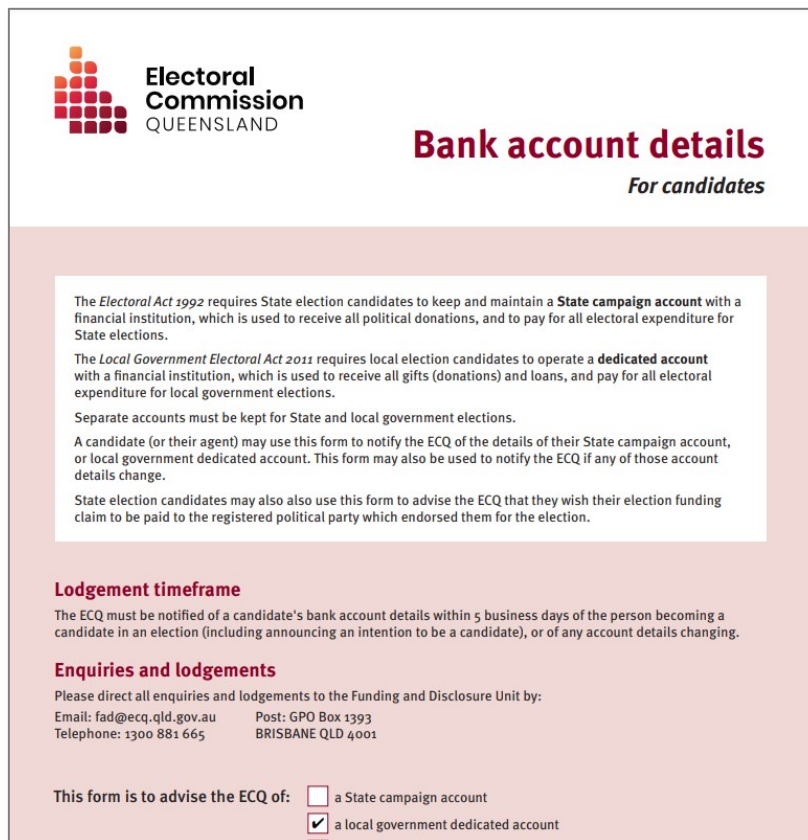


3. Enter your bank account information in the boxes provided then choose the **Print** button at the bottom of the page.



The screenshot shows a web form titled "Bank Details". It contains several input fields: "Name of financial institution:" with "Westpac" entered, "Name of account:" with "My bank account" entered, "BSB:" with "034" and "002" entered, and "Account Number:" with "568954236" entered. Below these fields is a section titled "Upload Signed Document" which contains a table with headers "File Name" and "Form Type". The table is empty, showing "No matching records found". At the bottom of the form are three buttons: "Print", "Upload", and "Submit". A large red arrow points directly to the "Print" button.

4. After choosing **Print**, a tab or window called Bank account details for candidates will open. The form is automatically filled out with your candidate and bank account details. You can sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



The screenshot shows a form titled "Bank account details For candidates" from the Electoral Commission Queensland. The form includes the following sections:

- Electoral Commission QUEENSLAND** logo and title.
- Bank account details For candidates** title.
- Information:**
 - The *Electoral Act 1992* requires State election candidates to keep and maintain a **State campaign account** with a financial institution, which is used to receive all political donations, and to pay for all electoral expenditure for State elections.
 - The *Local Government Electoral Act 2011* requires local election candidates to operate a **dedicated account** with a financial institution, which is used to receive all gifts (donations) and loans, and pay for all electoral expenditure for local government elections.
 - Separate accounts must be kept for State and local government elections.
 - A candidate (or their agent) may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change.
 - State election candidates may also use this form to advise the ECQ that they wish their election funding claim to be paid to the registered political party which endorsed them for the election.
- Lodgement timeframe**
 - The ECQ must be notified of a candidate's bank account details within 5 business days of the person becoming a candidate in an election (including announcing an intention to be a candidate), or of any account details changing.
- Enquiries and lodgements**
 - Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:
 - Email: fad@ecq.qld.gov.au Post: GPO Box 1393
 - Telephone: 1300 881 665 BRISBANE QLD 4001
- This form is to advise the ECQ of:**
 - ☐ a State campaign account
 - ☒ a local government dedicated account

5. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



6. Browse to the saved file on your device and choose it to upload to SSP.

A dialog box titled 'Upload Signed Document' with a close button (X) in the top right. The main heading is 'Upload Signed Document'. It contains three fields: 'File:' with a 'Browse' button, 'File Name:' with a text input containing 'AnnouncedCandidateBankDetailsPrintVi...', and 'Form type:' with a dropdown menu showing 'Campaign account details - Candidates'. Below these fields are 'Close' and 'Upload' buttons. A green box displays the file name 'AnnouncedCandidateBankDetailsPrintVi...', the size '726.7KB', and a file icon. Below this, it states 'Maximum file size: 50MB.' and 'Allowed file formats are: .pdf, .jpg, .png, .gif, .bmp, .jpeg, .doc, .docx'.

7. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to finish adding your bank details.

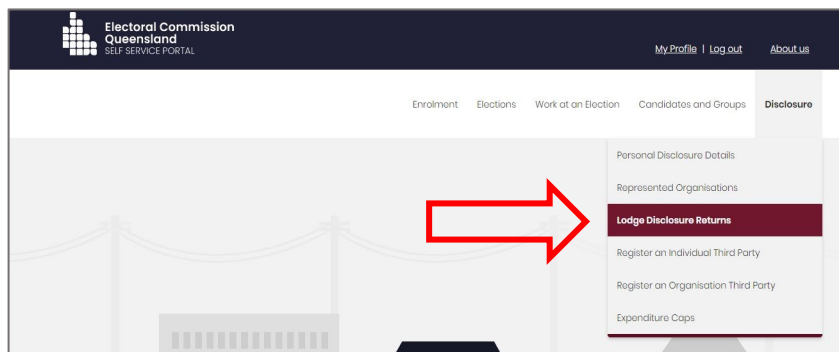
A form titled 'Bank Details' with four fields: 'Name of financial institution:' with 'West Pac', 'Name of account:' with 'My', 'BSB:' with '034' and '002', and 'Account Number:' with '568954238'. Below this is a section titled 'Upload Signed Document' containing a table with two columns: 'File Name' and 'Form Type'. The table has one row with 'Announced Candidate Bank Detail' and 'Campaign account details - Candidates'. At the bottom are 'Print', 'Upload', and 'Submit' buttons. A red arrow points to the 'Submit' button.

Congratulations on adding your bank details to SSP!

6. Logging into EDS

Local government candidates or their agents will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns. You can access EDS in two ways.

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



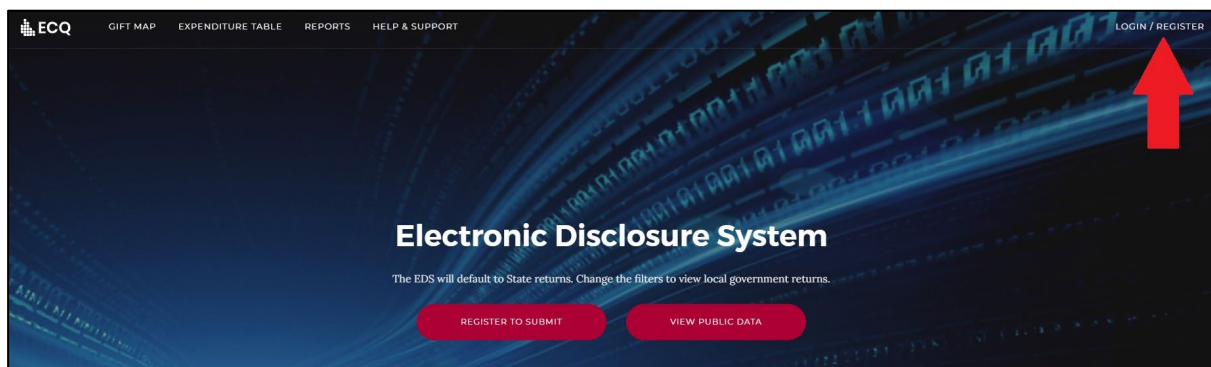
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Choose **Continue**.

The screenshot shows a consent screen from the Queensland Government. It asks for consent to share details with the Electoral Commission of Qld - Electronic Disclosure System (EDS) service. The 'Personal details' section shows an email address of '3august@gmail.com'. There are two radio buttons for consent: 'Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service' (selected) and 'I do not consent to sharing these details:'. Below the radio buttons is a link to 'Read our frequently asked questions'. At the bottom are 'Cancel' and 'Continue' buttons.

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

The screenshot shows the 'Recipient Submissions' page in the EDS. It has a sidebar with navigation links like 'Returns', 'My Submissions', 'My Pending Submissions', 'My Pending Returns', 'Drafts', 'Reports', 'Gift Map', 'Expenditure Table', and 'Historical Data'. The main content area has tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. Below the tabs are search filters for 'Donor type', 'Recipient type', 'Late Status', 'Gov Level', 'Min amount', 'Max amount', 'Election periods', 'Calendar Based Reporting Period', and 'Political Donation'. There is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table shows 0 items.



4. You can also access EDS by going visiting disclosures.ecq.qld.gov.au and choosing **Login/Register** in the upper right-hand corner.




5. Log into EDS using your QGov username (email address) and password.

Login or register

Please login or register using one of the options below.

 Google  Microsoft

or

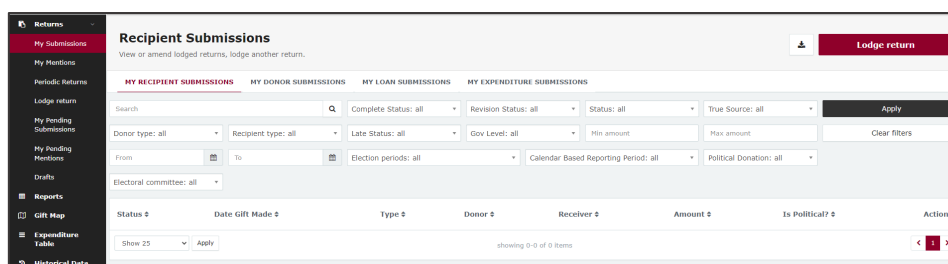
 **Login with QGov**

* Username

* Password

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

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

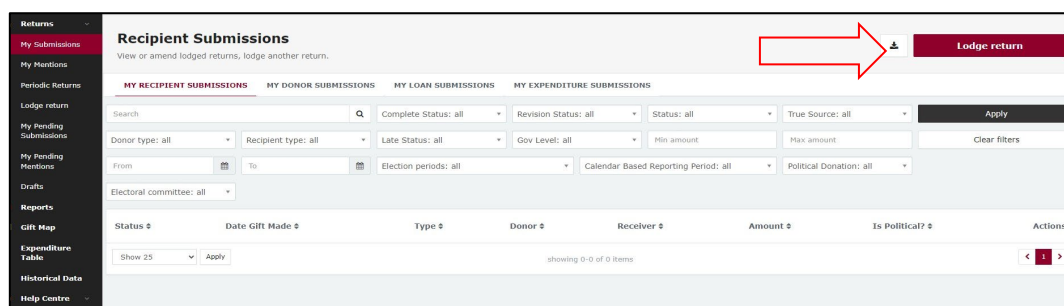


7. Disclosing a gift received in EDS

Local government candidates who receive gifts of \$500 or more (cumulative) are required to disclose the details of the gift by the disclosure due date. If an agent is appointed, the agent is responsible for lodging the return.

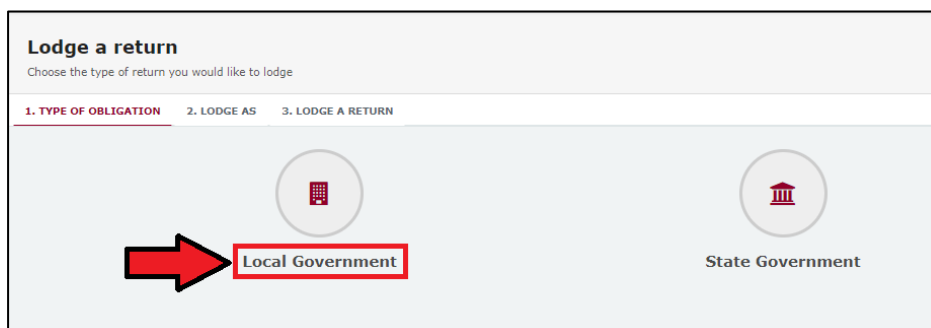
Note: refer to the [Glossary](#) for key terms and definitions.

When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



The screenshot shows the 'Recipient Submissions' page in the EDS system. The page has a sidebar on the left with navigation links like 'Returns', 'My Submissions', 'My Mentions', etc. The main content area is titled 'Recipient Submissions' and includes a search bar, filter tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A red arrow points to the 'Lodge return' button in the top right corner of the main content area.

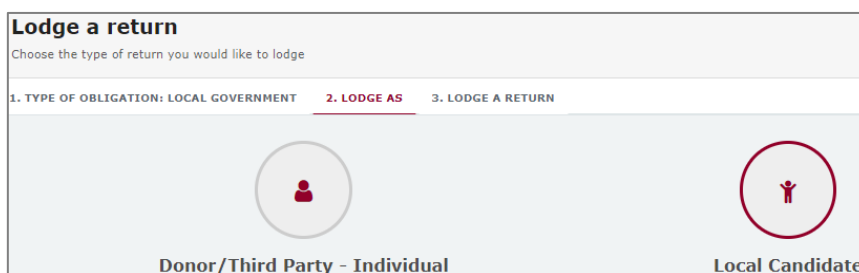
1. Under Type of Obligation, select **Local Government**.



The screenshot shows the 'Lodge a return' screen with the '1. TYPE OF OBLIGATION' step selected. There are two options: 'Local Government' (represented by a building icon) and 'State Government' (represented by a classical building icon). A red arrow points to the 'Local Government' option, which is also highlighted with a red border.

2. Select **Local Candidate** on the Lodge As screen.

Note: An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.



The screenshot shows the 'Lodge a return' screen with the '2. LODGE AS' step selected. There are two options: 'Donor/Third Party - Individual' (represented by a person icon) and 'Local Candidate' (represented by a person icon with a star). A red arrow points to the 'Local Candidate' option, which is also highlighted with a red border.

3. Choose the **Lodge** button under Local Government Candidate: Reporting a gift (donation) received after 20/01/2020.

Note: An agent submitting on behalf of a local candidate will select **Lodge** under Agent for Local Government Candidate: Reporting a gift (donation) received after 20/01/2020.

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

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020
Lodge
[Learn more](#)

Local Government Candidate
Reporting a gift (donation) received before 20/01/2020
Lodge
[Learn more](#)

4. Your candidate details will be pre-filled. Select gift type using the **I am reporting** dropdown menu (e.g., a gift).

Local government candidate
Reporting a gift received after 20/01/2020
Local

Candidate details

Candidate*
COSTINE ACHA

Event*
EDS 2020 Local Government Elections

Address*
1 FAKE ST, BRISBANE QLD 4000

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

+ received from

I am reporting
a gift



+ received from
an Individual
a Corporation
an Unincorporated Association
a Trust Fund or Foundation
Another type of Entity


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

6. 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.


- Depending on the person or entity who gave the gift, you may be required to enter additional information. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
- Additional gifts can be disclosed by selecting options from **I am reporting** and **+ received from** and repeating the steps above.

Reporting a Gift received from a corporation

Name* 
Fake corporation 


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

Gift Particulars

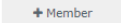
Description of Gift Received* Amount*  Date made*
How to vote card printing 550 12/02/2020

Type of business conducted by corporation*
Town Planning

Names and residential or business addresses of the directors or members of the executive committee of the corporation*

Committee member / Director 

Name* Address*
Tony Townplanner 1 Fake St, Faketown QLD 4000

 + Member

Does the Corporation have an interest in a local government matter that is greater than that of other persons in the local government area?*


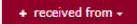
☐ Yes ☒ No

Does the corporation have a holding company?*

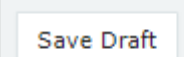
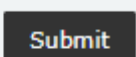
☐ Yes ☒ No

Is this Corporation the source of the Gift?*

☒ Yes ☐ No

I am reporting   + received from +

7. 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.

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

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

9. The gift received will display on the Recipient Submissions page under the My Recipient Submissions tab. The return will also display on the public Gift Map and Reports pages.

Note: if the value of the gift reported is \$500 or more (cumulative from each donor), the received Status will display as UNREC (unreconciled) until the donor lodges a corresponding return.

Recipient Submissions

Lodge return

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

Min amount

Max amount

Clear filters

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 Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25

Apply

showing 1-2 of 2 items

<

1

>

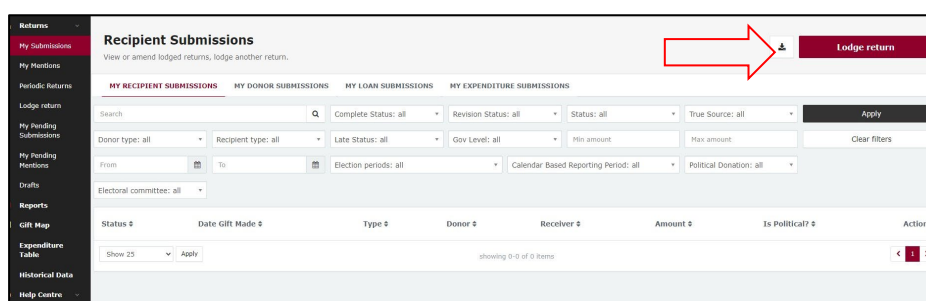
8. Disclosing a loan received in EDS

Local government candidates who receive loans of \$500 or more are required to disclose the details of the loan in a return by the disclosure due date. If an agent is appointed, the agent is responsible for lodging the return.

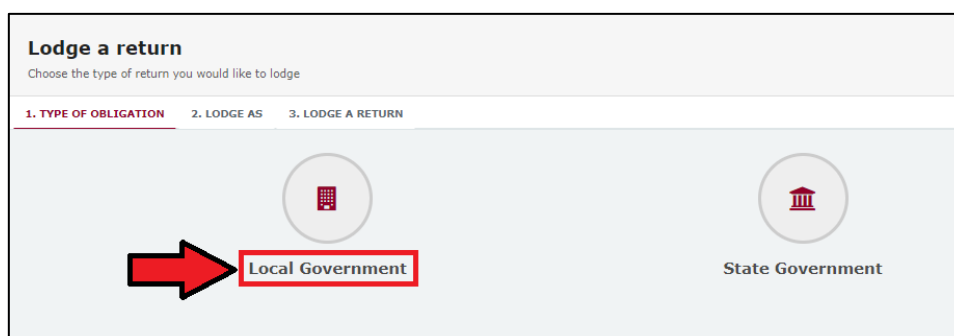
Note: refer to the [Glossary](#) for key terms and definitions.

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

1. When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

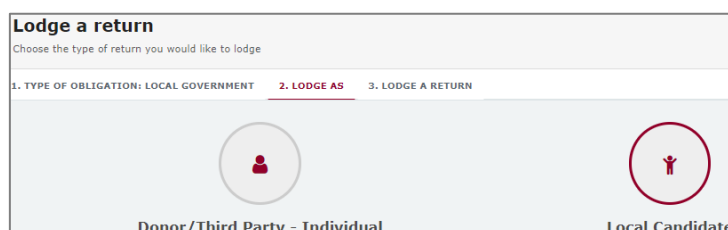


2. Under Type of Obligation, select **Local Government**.



3. Select **Local Candidate** on the Lodge As screen.

Note: An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.



4. For 'Lodge a Return,' select the **Lodge** button for **Local Government Candidate: Reporting a loan received after 20/01/2020**.

Note: An agent submitting a return on behalf of a local candidate will select **Lodge** under Agent for Local Government Candidate: Reporting a loan received after 20/01/2020.

The screenshot shows a grid of six options for 'Local Government Candidate' under the 'Lodge a Return' section. Each option includes a 'Lodge' button and a 'Learn more' link. A red arrow points to the 'Lodge' button for the option 'Reporting a loan received after 20/01/2020'.

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT	2. LODGE AS: LOCAL CANDIDATE	3. LODGE A RETURN
Local Government Candidate Reporting electoral expenditure incurred	Local Government Candidate Reporting a gift (donation) received after 20/01/2020	Local Government Candidate Submitting an election summary return
Local Government Candidate Reporting a loan received after 20/01/2020	Local Government Candidate Reporting a gift (donation) received before 20/01/2020	Local Government Candidate Reporting a loan received before 20/01/2020

5. Select the type of entity that provided the loan from the **+ received from** dropdown menu.

The screenshot shows the 'Local candidate return' form. The 'Candidate details' section includes fields for 'Candidate*' (COSTINE ACHA), 'Event*' (EDS 2020 Local Government Elections), and 'Address*' (1 FAKE ST, BRISBANE QLD 4000). Below this, the 'I am reporting a loan' section shows a dropdown menu for '+ received from' with the following options: an Individual, a Corporation, an Unincorporated Association, a Trust Fund or Foundation, a Registered Industrial Organisation, and Another type of Entity.

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

Reporting a Loan received from a corporation

Name: Corporation A

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

Loan Particulars

Terms & conditions: \$700 loan to candidate for 3 months at 2.5% interest with monthly repayments

Amount: 700 Date loan received: 22/01/2020 Date paid back: 22/04/2020 Date loan due: 22/04/2020

Market rate charged: ☒ Yes ☐ No

Type of business conducted by corporation: Retail of furniture and homeware

Names and residential or business addresses of the directors or members of the executive committee of the corporation:

Committee member / Director

Name: Roger Furniture Address: 1 Fake St, Fakestown 4000

Member: ☐

Does the Corporation have an interest in a local government matter that is greater than that of other persons in the local government area? ☒ Yes ☐ No

Does the corporation have a holding company? ☒ Yes ☐ No

Is this Corporation the source of the Loan? ☒ Yes ☐ No

Current Total: \$700.00

I am reporting a loan **received from**

7. Depending on the type of entity selected in step 5, you may also be asked additional questions about the corporation, individual, etc. who provided the loan. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
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.

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.

Note: Loan received status will display as **NCR** standing for 'no corresponding return.' This means a corresponding return from the loan provider is not required.

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

MY RECIPIENT SUBMISSIONS

MY DONOR SUBMISSIONS

MY LOAN SUBMISSIONS

MY EXPENDITURE SUBMISSIONS

Search

Q

Complete Status: all

Revision Status: all

Status: all

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
NCR	22-01-2020 By COSTINE ACHA	Loan	Corporation A	COSTINE ACHA	\$700.00	Actions

Show 25

Apply

showing 1-1 of 1 items

< 1 >

9. Disclosing electoral expenditure in EDS

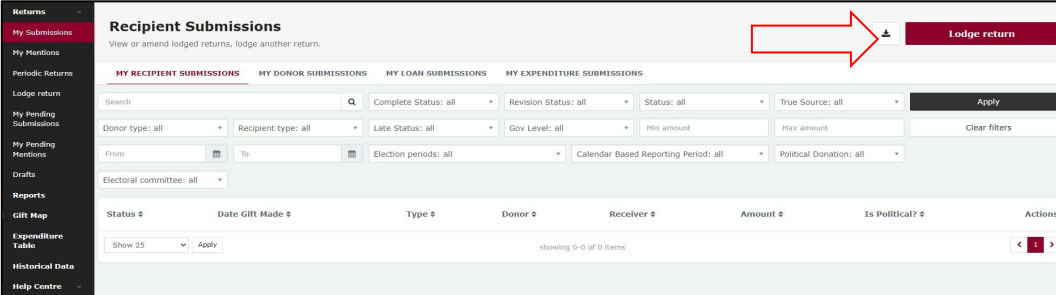
Local government candidates who incur electoral expenditure for an election totalling \$500 or more are required to disclose the details of the expenditure in a return. If an agent is appointed, the agent is responsible for lodging the return.

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

Electoral expenditure can be disclosed individually (see [section 9.1](#)) or using a bulk upload spreadsheet (see [section 9.2](#)).

Note: use the bulk upload spreadsheet for disclosing many expenditure items in one transaction.

When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

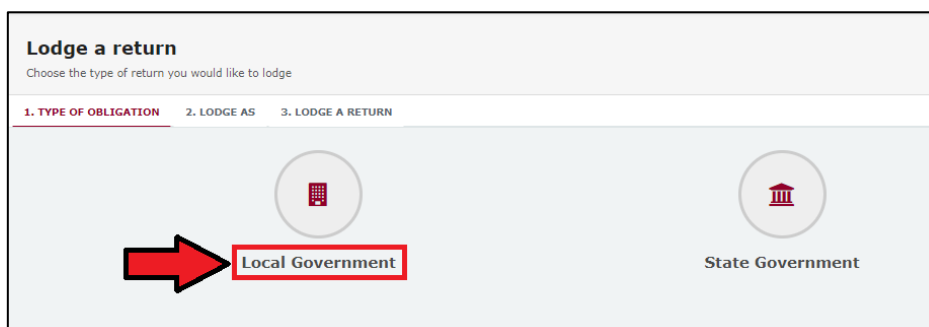


The screenshot shows the 'Recipient Submissions' page in the EDS. The page has a dark sidebar on the left with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, Historical Data, and Help Centre. The main content area is titled 'Recipient Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and several filter dropdowns: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, and Political Donation. 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 is currently empty, showing '0-0 of 0 items'. In the top right corner of the main content area, there is a maroon button labeled 'Lodge return' with a red arrow pointing to it.

9.1 Disclosing electoral expenditure individually

To lodge a return for individual electoral expenditure items, please use the following instructions.

1. Under Type of Obligation, select **Local Government**.



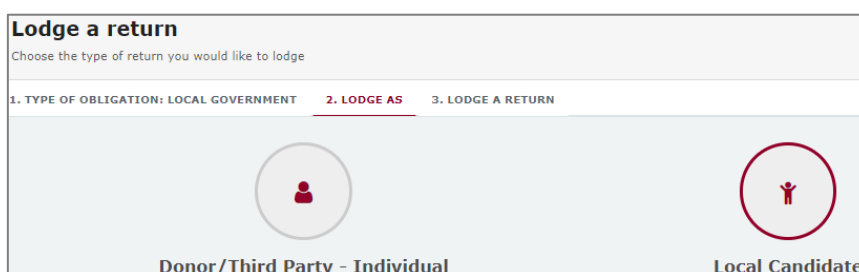
Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN

Local Government State Government

2. Select **Local Candidate** on the Lodge As screen.

Note: An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.



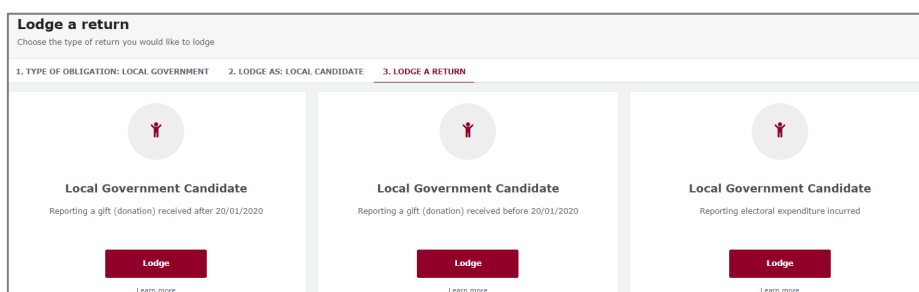
Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS 3. LODGE A RETURN

Donor/Third Party - Individual **Local Candidate**

3. Choose the **Lodge** button under Local Government Candidate: Reporting electoral expenditure incurred.

Note: An agent submitted a return on behalf of a local candidate will select Agent for Local Government Candidate: Reporting electoral expenditure incurred.



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

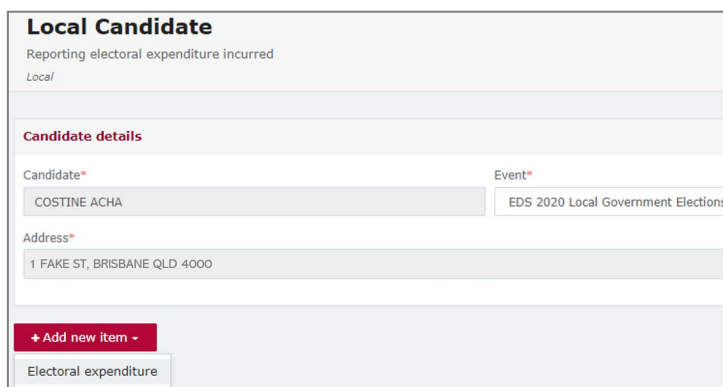
1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting a gift (donation) received before 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting electoral expenditure Incurred
Lodge
Learn more

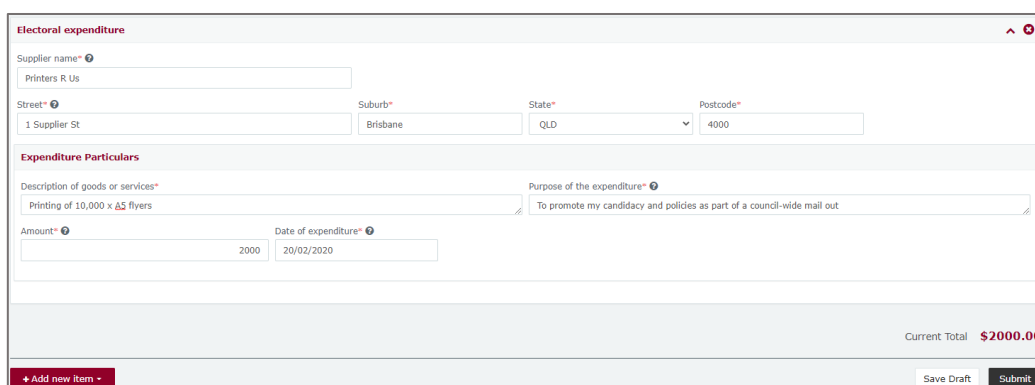
4. In the **+ Add new item** dropdown menu, choose **Electoral expenditure**.



The screenshot shows a form titled "Local Candidate" with the subtitle "Reporting electoral expenditure incurred". Below this, it says "Local". The form has a section for "Candidate details" with fields for "Candidate*" (filled with "COSTINE ACHA"), "Event*" (filled with "EDS 2020 Local Government Elections"), and "Address*" (filled with "1 FAKE ST, BRISBANE QLD 4000"). At the bottom of the form, there is a red button labeled "+ Add new item" and a dropdown menu currently showing "Electoral expenditure".

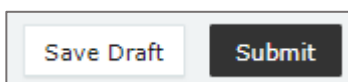
5. Enter all mandatory electoral expenditure information, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.

Additional electoral expenditure items can be disclosed by selecting **+ add new item** and repeating the steps above.

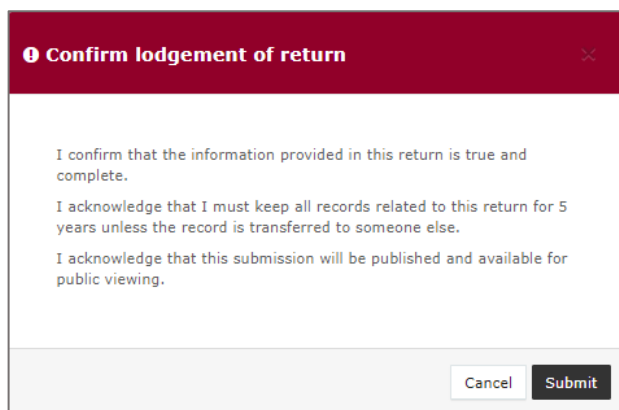


The screenshot shows the "Electoral expenditure" form with the following details filled in: "Supplier name*" is "Printers R Us"; "Street*" is "1 Supplier St", "Suburb*" is "Brisbane", "State*" is "QLD", and "Postcode*" is "4000". Under "Expenditure Particulars", "Description of goods or services*" is "Printing of 10,000 x A5 flyers", "Purpose of the expenditure*" is "To promote my candidacy and policies as part of a council-wide mail out", "Amount*" is "2000", and "Date of expenditure*" is "20/02/2020". At the bottom right, it shows "Current Total \$2000.00". At the bottom left is a red button "+ Add new item", and at the bottom right are "Save Draft" and "Submit" buttons.

6. 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 two buttons side-by-side: a light blue button labeled "Save Draft" and a dark blue button labeled "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.

Cancel Submit

7. Choose **Submit** to confirm the information contained in the return is correct.

8. The electoral expenditure will display on the Recipient Submissions page under the My Expenditure Submissions tab, as well as on the public Expenditure Table and Reports pages.

Electoral expenditure **Status** will display as EXP (expenditure) to signify that electoral expenditure has been disclosed.

Expenditure Submissions						
View or amend lodged returns, lodge another return.						
<div> <div>MY RECIPIENT SUBMISSIONS</div> <div>MY DONOR SUBMISSIONS</div> <div>MY LOAN SUBMISSIONS</div> <div>MY EXPENDITURE SUBMISSIONS</div> </div>						
Search	Q	Complete Status: all	Revision Status: all	Status: all	Participant: all	Apply
		Late Status: all	Min amount	Max amount	From	Clear filters
To						
Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	10-11-2020	20-02-2020 By COSTINE ACHA	Local Candidate	COSTINE ACHA	\$2,000.00	Actions
Show 25	Apply	showing 1-1 of 1 items				< 1 >

9.2 Disclosing electoral expenditure using a bulk upload spreadsheet

To lodge a return for multiple electoral expenditure items, please use the following instructions.

1. Under Type of Obligation, select **Local Government**.

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

1. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN

Local Government State Government

2. Select **Local Candidate** on the Lodge As screen.

Note: An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.

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

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS 3. LODGE A RETURN

Donor/Third Party - Individual **Local Candidate**

3. Choose the **Lodge** button under Local Government Candidate: Reporting electoral expenditure incurred.

Note: An agent submitted a return on behalf of a local candidate will select Agent for Local Government Candidate: Reporting electoral expenditure incurred.

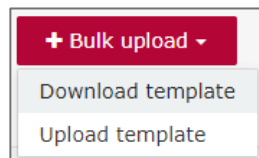
Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: LOCAL CANDIDATE 3. LODGE A RETURN

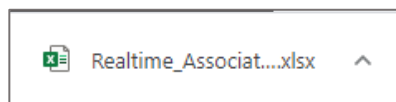
Local Government Candidate
Reporting a gift (donation) received after 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting a gift (donation) received before 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting electoral expenditure incurred
Lodge
Learn more



- To enter multiple expenditure items at once choose **+Bulk Upload** then select **Download template** from the dropdown menu.

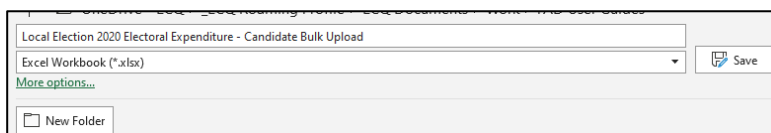


- Once downloaded, open the Excel file.

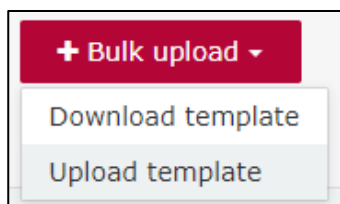
Note:

- Google Chrome downloads generally appear in the lower left of the page.
 - Internet Explorer downloads generally appear in a pop-up box.
 - Apple Safari downloads are available in the download icon in the lower right of the screen.
- When you have the excel file open, be sure to **Enable Editing** then enter mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.
 - Be sure to 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's headings or columns. The template will not upload properly if these are changed. This includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. State).
 - Country is only required for overseas addresses.

Supplier						Date of expenditure	Amount	Description	Purpose
Name	Street	Suburb	State	Postcode	Country				
Printers R Us	1 Supplier St	Brisbane	QLD	4000		15/02/2020	2000.00	Printing of 10,000 x A5 Flyers	To promote my candidacy and po
Visage Folio	1 Auckland St	Auckland	Overseas	1010	New Zealand	17/02/2020	500.00	Social media promotion	To boost posts on my Visage Foli
Tee Central	1 Central St	Brisbane	QLD	4000		2/02/2020	60.00	Production of 2 x t-shirts promoti	To produce t-shirts worn by volun

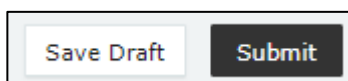
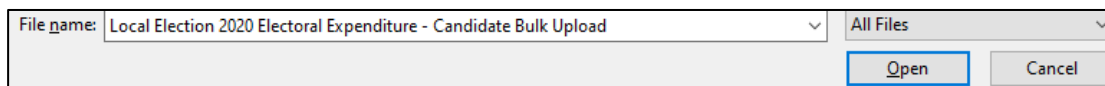


7. Save the file to a safe location on your device.

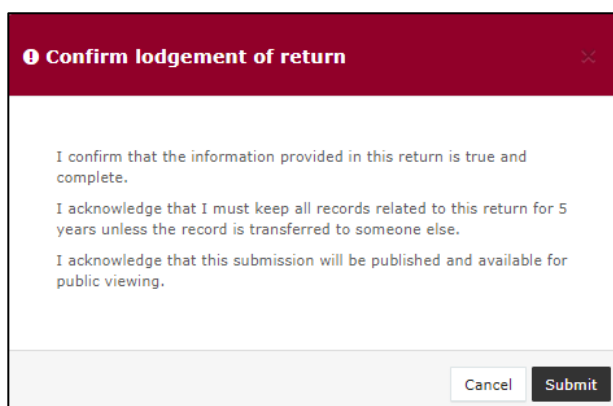


8. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.

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



10. Select **Submit**.



11. Choose **Submit** again to confirm the information provided in the returns is accurate.

12. The electoral expenditure items will display on the Recipient Submissions page under the My Expenditure Submissions tab, as well as on the public Expenditure Table and Reports pages.

Note: electoral expenditure Status will display as EXP (meaning expenditure) to signify that electoral expenditure has been disclosed.

Expenditure Submissions						
View or amend lodged returns, lodge another return.						
<div> <div>MY RECIPIENT SUBMISSIONS</div> <div>MY DONOR SUBMISSIONS</div> <div>MY LOAN SUBMISSIONS</div> <div>MY EXPENDITURE SUBMISSIONS</div> </div>						
<div> <div>Search</div> <div>Q</div> <div>Complete Status: all</div> <div>Revision Status: all</div> <div>Status: all</div> <div>Participant: all</div> <div>Apply</div> </div>						
<div> <div>Late Status: all</div> <div>Min amount</div> <div>Max amount</div> <div>From</div> <div>Clear filters</div> </div>						
<div>To</div>						
Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	10-11-2020	15-02-2020 By COSTINE ACHA	Local Candidate	COSTINE ACHA	\$2,000.00	Actions
EXP	10-11-2020	17-02-2020 By COSTINE ACHA	Local Candidate	COSTINE ACHA	\$500.00	Actions
EXP	10-11-2020	02-02-2020 By COSTINE ACHA	Local Candidate	COSTINE ACHA	\$60.00	Actions
EXP	10-11-2020	20-02-2020 By COSTINE ACHA	Local Candidate	COSTINE ACHA	\$2,000.00	Actions
<div> <div>Show 25</div> <div>Apply</div> <div>showing 1-4 of 4 items</div> <div>1</div> </div>						

10. Submitting an election summary return

All candidates for a local government election are required to lodge an election summary return within 15 weeks of election day. If an agent is appointed, the agent is responsible for lodging the return.

In this return, you are required to disclose the:

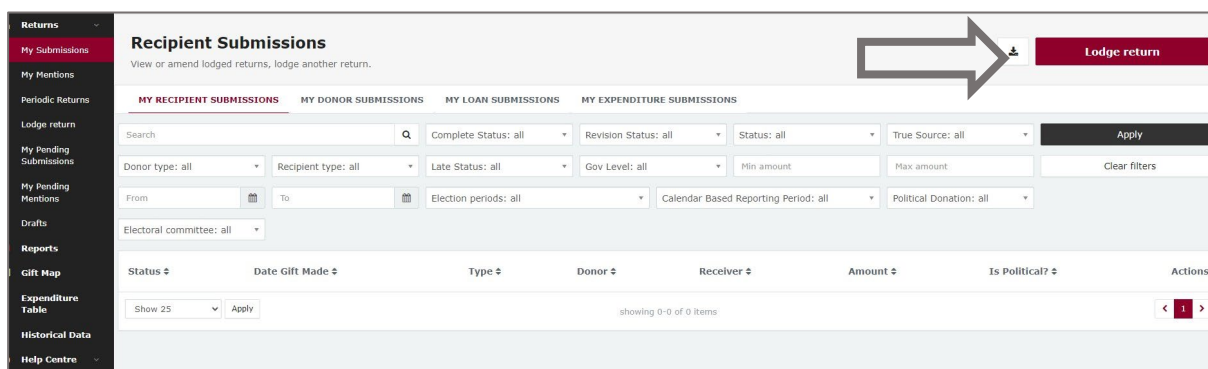
- total value of all gifts and/or loans received during your disclosure period
- total number of entities that made those gifts/loans
- total amount of electoral expenditure that you incurred or were gifted.

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

If you received any gifts, loans or incurred expenditure totalling \$500 or more during your disclosure period, you must lodge a separate return in EDS for each of the gifts, loans and expenditure items prior to submitting your election summary return.

See [part 7](#): Disclosing a gift received in EDS, [part 8](#): Disclosing a loan received in EDS and [part 9](#): Disclosing electoral expenditure in EDS for details on lodging these returns.

When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon 'Lodge return' button in the upper right corner.



The screenshot displays the 'Recipient Submissions' interface in the Electronic Disclosure System (EDS). The page features a sidebar on the left with navigation links such as 'Returns', 'My Submissions', 'My Mentions', 'Periodic Returns', 'Lodge return', 'My Pending Submissions', 'My Pending Mentions', 'Drafts', 'Reports', 'Gift Map', 'Expenditure Table', 'Historical Data', and 'Help Centre'. The main content area is titled 'Recipient Submissions' and includes a sub-header 'View or amend lodged returns, lodge another return.' Below this, there are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and various filters including 'Complete Status', 'Revision Status', 'Status', 'True Source', 'Donor type', 'Recipient type', 'Late Status', 'Gov Level', 'Min amount', 'Max amount', 'Election periods', 'Calendar Based Reporting Period', and 'Political Donation'. A maroon 'Lodge return' button is located in the top right corner, highlighted by a large white arrow. The bottom of the page shows a table header with columns for Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions, along with a 'Show 25' dropdown and an 'Apply' button.

1. Under Type of Obligation, select **Local Government**.

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

1. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN

Local Government State Government

2. Select **Local Candidate** on the Lodge As screen.

Note: An agent submitting a return on behalf of a local candidate will select **Agent for Local Candidate**.

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

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS 3. LODGE A RETURN

Donor/Third Party - Individual **Local Candidate**

3. Choose the **Lodge** button under Local Government Candidate: Submitting an election summary return.

Note: An agent submitted a return on behalf of a local candidate will select Agent for Local Government Candidate: Submitting an election summary return.

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

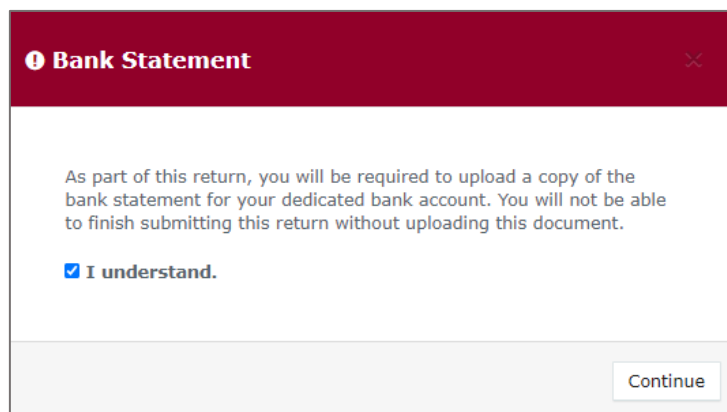
1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: LOCAL CANDIDATE 3. LODGE A RETURN

Local Government Candidate
Reporting a gift (donation) received after 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting a gift (donation) received before 20/01/2020
Lodge
Learn more

Local Government Candidate
Reporting electoral expenditure incurred
Lodge
Learn more

4. To continue the election summary return, read the Bank Statement information then tick the **I understand** box and select **Continue**.

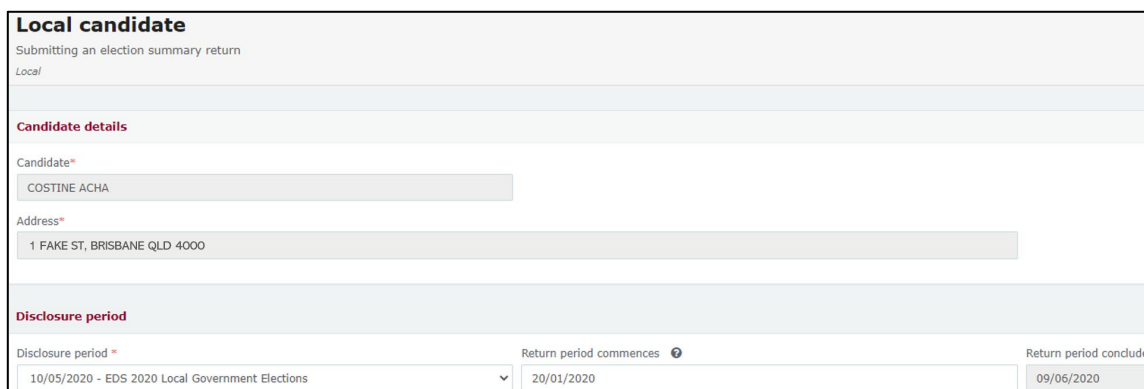


A modal box with a red header bar containing a white exclamation mark icon and the text "Bank Statement". The main content area is white and contains the following text: "As part of this return, you will be required to upload a copy of the bank statement for your dedicated bank account. You will not be able to finish submitting this return without uploading this document." Below this text is a checkbox with a blue checkmark and the text "I understand." At the bottom right of the modal is a button labeled "Continue".

5. If you have contested more than one election, select the **Disclosure period** using the dropdown menu.

Note:

- **Return period commences** and **Return period concludes** dates will be populated automatically after **Disclosure period** has been selected.
- The **Disclosure period** will auto-populate if you have only contested one election.



A form titled "Local candidate" with the subtitle "Submitting an election summary return". Below the subtitle is a "Local" label. The form is divided into three sections: "Candidate details", "Disclosure period", and "Return period".

Candidate details

Candidate*
COSTINE ACHA

Address*
1 FAKE ST, BRISBANE QLD 4000

Disclosure period

Disclosure period *
10/05/2020 - EDS 2020 Local Government Elections

Return period commences ⓘ
20/01/2020

Return period concludes
09/06/2020

6. If you did not incur any electoral expenditure for the election, check the No expenditure incurred box which states ‘**I confirm that I incurred no electoral expenditure during the disclosure period for this election.**’

Note: if you did not incur any expenditure **and** you did not receive any gifts or loans, you can skip directly to step 8.

Electoral Expenditure Incurred	
Amount	\$0.00
Expenditures Reported	0 VIEW >
Total Expenditure Incurred	\$0
No Expenditure Incurred <input checked="" type="checkbox"/> I confirm that I incurred no electoral expenditure during the disclosure period for this election	

7. The **Return summary** section displays a summary of all gifts, loans and electoral expenditure disclosed.

Return summary		
Gifts	Loans	Electoral Expenditure Incurred
Amount \$550.00	Amount \$700.00	Amount \$4,560.00
Gifts Reported 1 VIEW >	Loans Reported 1 VIEW >	Expenditures Reported 4 VIEW >
Number of Entities that made Gifts 1	Number of Entities that made Loans 1	Total Expenditure Incurred \$4,560.00
Unreported Amounts Under Threshold \$0.00	Unreported Amounts Under Threshold \$0.00	
Total Gifts Received \$550.00	Total Loans Received \$700.00	No Expenditure Incurred <input type="checkbox"/> I confirm that I incurred no electoral expenditure during the disclosure period for this election

Return summary

The **Gifts**, **Loans** and **Electoral Expenditure Incurred** columns display total amounts of gifts, loans or expenditure previously reported in EDS using the earlier

instructions in this user guide. You can choose **View** to see further detail in a new browser window.

The **Number of Entities that made Gifts or Loans** field is based on the gifts or loans previously reported in EDS. These fields are editable. You should update the numbers to reflect the total number of entities that made gifts or loans to you during your campaign. This must include entities that made gifts or loans under \$500.

The **Unreported Amounts Under Threshold** field is also editable. Place the total value of any gifts or loans received under \$500 that have not been previously reported in EDS.

For example, as displayed in the updated **Gifts** section below, if several smaller gifts from 17 other donors totalling \$850 are made to the candidate, this will increase:

- **Number of Entities that made Gifts** to 18
- **Unreported Amounts Under Threshold** will update to \$850.00
- **Total Gifts Received** will now equal \$1,400.00 (**Amount + Unreported Amounts Under Threshold = Total Gifts Received**)

(The **Loans** section is calculated in a similar fashion to the **Gifts** section.)

Gifts	?
Amount \$550.00	
Gifts Reported 1	VIEW >
Number of Entities that made Gifts 18	?
Unreported Amounts Under Threshold \$850	?
Total Gifts Received \$1,400.00	

The **Return Summary** also includes a summary of all electoral expenditure incurred during your disclosure period.

The **Amount** (e.g. \$4,560) and **Expenditures Reported** (e.g. 4) fields will display the total amount and number of items of electoral expenditure previously reported in EDS using instructions in [section 9](#). Select **View** to review further detail in a new browser window.

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure you incurred during your disclosure period (e.g. \$4,560).

The **Total Expenditure Incurred** field is editable if the amount incurred is less than \$500 in total electoral expenditure during your disclosure period. This field must display the total value of electoral expenditure, including aggregated electoral expenditure less than \$500.

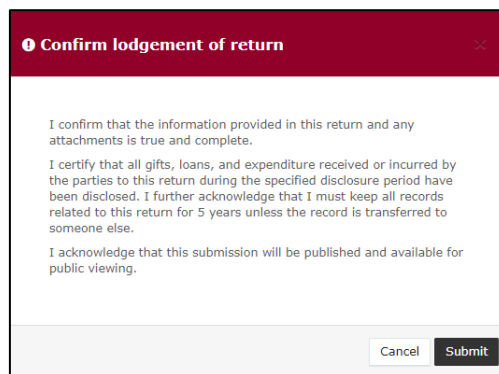
The screenshot shows a form titled "Electoral Expenditure Incurred" with a help icon. It contains three main sections: "Amount" with the value "\$4,560.00", "Expenditures Reported" with the value "4" and a "VIEW" link with a right arrow, and "Total Expenditure Incurred" with the value "\$4,560.00" in red. Below these is a section for "No Expenditure Incurred" with a checkbox and a confirmation statement: "I confirm that I incurred no electoral expenditure during the disclosure period for this election".

- Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for your dedicated campaign bank account. Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.

The screenshot shows a form titled "Bank Statement" with a help icon. It contains a paragraph of instructions: "You are required to upload a bank statement for your 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." Below the text are two PDF icons, each labeled "Candidate bank statement" and "1.pdf". At the bottom is a red button labeled "Upload Files".

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

10. Review the message in the **Confirm lodgement of return** box and then select **Submit**. If no gifts or loans were received and no expenditure was incurred, the button will read **Submit Nil Return**.



Confirm lodgement of return

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

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

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

Cancel Submit

11. Once submitted, the election summary return will display under the Periodic Returns menu and on the public Reports page.

- Once submitted, election summary returns can only be amended by selecting **Request to amend** under the **Actions** dropdown menu.
- Refer to part 11 [Amending a return in EDS](#) for information on how to amend your election summary return.

Periodic Returns Summary									
View or amend lodged periodic returns, lodge another periodic return.									
SUMMARY									
Search		Complete Status: all	Type: all	Late Status: all	From				Apply
To		Audit Status: All	Gov Level: all	Min amount	Max amount	Status: all			Clear filters
Election periods: all Calendar Based Reporting Period: all Participant: all									
Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Local Candidate	Costline ACHA By COSTLINE ACHA	24-08-2020	11/11/2020	10/05/2020 - EDS 2020 Local Government Elections	\$2,100.00	\$4,560.00	Actions
Show 25	Apply	showing 1-1 of 1 items							< 1 >

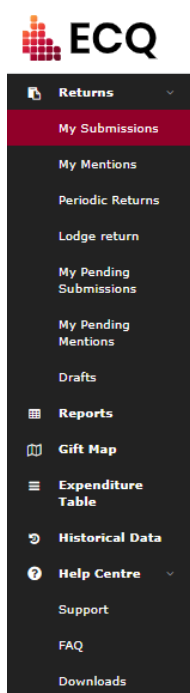
11. Amending a return in EDS

If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

- **My Submissions** – displays candidate's existing gifts, loans and expenditure.
- **Periodic Returns** – displays candidate's existing election summary returns.

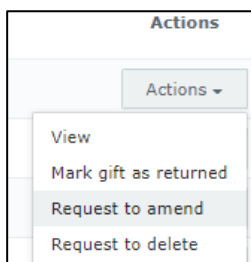
To request to amend a return in EDS, please use the following instructions. You can access EDS by following logging into SSP as above or by visiting disclosures.ecq.qld.gov.au and choosing login in the upper righthand corner. You will use the same QGov username (email address) and password as you use for SSP.



1. When you are logged into EDS, you will see this side menu. Select **My Submissions** or **Periodic returns**.

2. Find the return you wish to amend. We will be demonstrating on the \$500 gift from GI Joe.

Status ▾	Date Gift Made ▾	Type ▾	Donor ▾	Receiver ▾	Amount ▾	Is Political? ▾	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions ▾
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions ▾
Show 25 ▾		Apply		showing 1-2 of 2 items		< 1 >	



3. In the **Actions** column choose **Request to amend** from the dropdown menu.

4. A box titled Confirm request to amend will pop up requesting a **Reason** for amending the return (here we have typed 'Entered the wrong date gift was made') and a **Description** of the change requested (here we have entered 'Please change date from 17/07/2023 to 15/07/2023').

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

Finally choose the **Request to amend** button to submit the request.

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

Once the amendment has been processed by ECQ, you will receive an email.

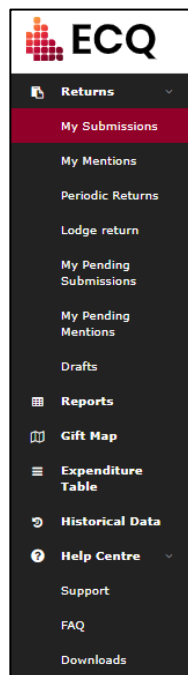
Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items

12. Mark a gift as returned in EDS

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

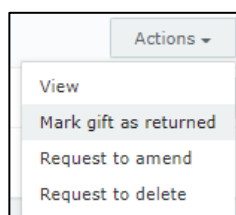
To mark a gift as returned in EDS, please use the following instructions.



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

2. Find the return you wish to mark as returned (here we will be returning Barbie Jackson's \$750 fundraising contribution).

Status ▾	Date Gift Made ▾	Type ▾	Donor ▾	Receiver ▾	Amount ▾	Is Political? ▾	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions ▾
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions ▾
Show 25 ▾		Apply		showing 1-2 of 2 items		< 1 >	



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

- In the Confirm to mark gift as returned window, enter **Date returned** (here we've entered 20/07/2023) and an **Explanation for why the gift was returned** (here it is 'Barbie is a fictional character and cannot donate.') for your returned gift and then select **Mark gift as returned**.

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

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

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

Status		Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING	↺	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC.	↺	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

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