



Electronic Disclosure System (EDS) for Donors/Third Parties and their Agents

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE



**Electoral
Commission**
QUEENSLAND



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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for donors and third parties participating in local government elections 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. Donors and third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3 Contacting the ECQ

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

Postal address: GPO Box 1393
BRISBANE QLD 4001

Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: fad@ecq.qld.gov.au

Internet: www.ecq.qld.gov.au

2. Glossary

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

Agent

Some third parties are required to appoint an agent. The agent is responsible for, amongst other things, lodging returns on behalf of the third party.

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

Disclosure Due Date

All third parties 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).

All third parties or their agents must also lodge an election summary return within 15 weeks after the election. This return must state the total value of gifts or loans made or received and all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) and [Fact sheet 34 - Real-time disclosure of electoral expenditure by third parties](#) for more information about disclosure due dates.


Disclosure Period

The disclosure period for a third party usually begins 30 days after the polling day for the last quadrennial election and ends 30 days after the polling day for the current quadrennial election.

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 9 – Disclosure of gifts made](#), [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) 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. Signing into the Self Service Portal

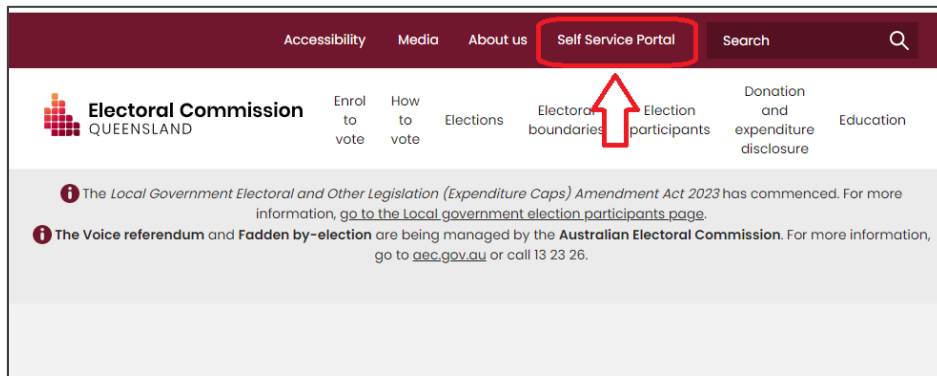
To access the Electronic Disclosure System (EDS) and lodge returns as a donor or third party, you first need to log into the ECQ's Self Service Portal (SSP) and set up your profile.

Please use the following instructions to create an account.

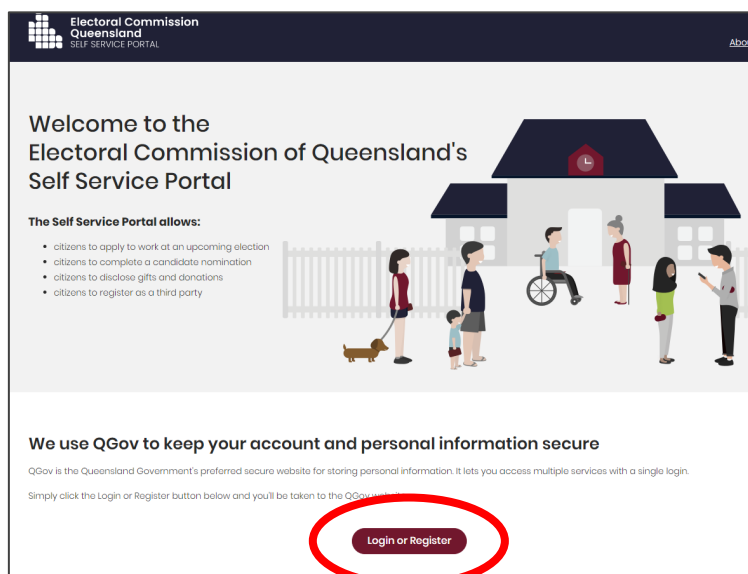
Note: if you already have an SSP account, you can skip to [part 4 of this user guide](#).

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**.



- 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](#)

- 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

- 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

- 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.

- On the Identity page, enter your information into all mandatory fields then select **Search the Roll**.

The screenshot shows the 'Identity' page of a web application. At the top, it asks 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a paragraph of text explaining that ECQ services are only available to individuals enrolled to vote in Queensland. The form then asks for personal details: Surname (katebi), Given Names (eric), and Date of Birth (02/05/1988). It also asks 'Are you enrolled as a silent elector?' with radio buttons for 'Yes' and 'No' (selected). The 'Address Details' section includes a 'Google Address Search' field, a 'Locality' field (algester), and a 'Street Name' dropdown menu (malbra). At the bottom, there are 'Cancel' and 'Search the Roll' buttons.

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 pre-filled 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 'Electoral Commission Queensland SELF-SERVICE PORTAL' interface. The page title is 'Home > Register'. The main section is 'Contact Details'. It contains the following fields and options:

- QNumber:** A text input field containing 'Q127593214'.
- Personal Email Address:** A text input field containing '87rosby@gmail.com'. Below it, a note states: '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:** A dropdown menu with a downward arrow. Below it, a note states: '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.

Below the contact details, there are two sections for addresses:

- Enrolled Address:** A text input field containing '143 GRAFTON ST, WARWICK, QLD 4370'.
- Postal Address:** A text input field containing 'Same as enrolled address'.

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

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

- If you will be lodging returns as an **individual donor or third party**, answer **Yes** to the first question.
- If you are required to lodge return on behalf of an organisation that is a **donor, third party, publisher, broadcaster or associated entity**, answer **Yes** to the second question.

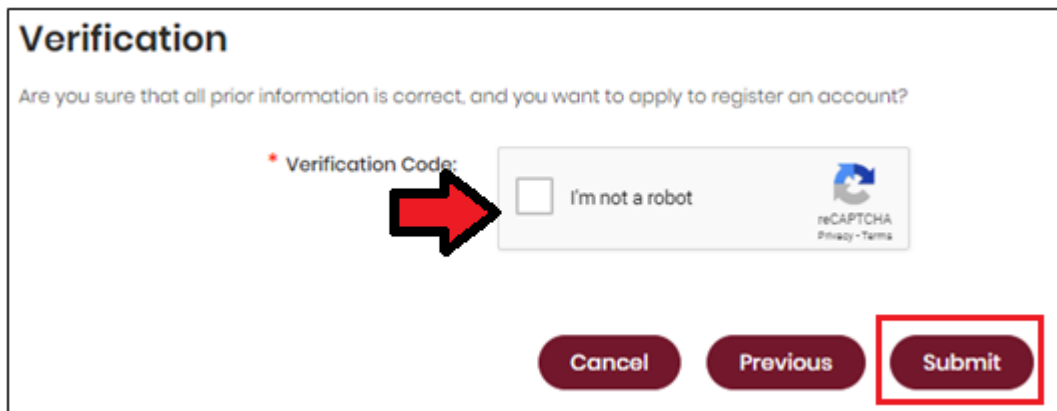
The screenshot shows the 'Financial Disclosure Legislation' section of the 'Register' page. It contains two questions with radio button options:

- Question 1:** '* Have you personally donated, or do you intend to donate, to a candidate or political party?'
Options: Yes No
- Question 2:** '* Are you required to lodge financial disclosure returns on behalf of an organisation?'
Options: Yes No

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

If you choose **Yes** for the first question, you will be prompted to enter your occupation and industry.


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**.



Verification

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

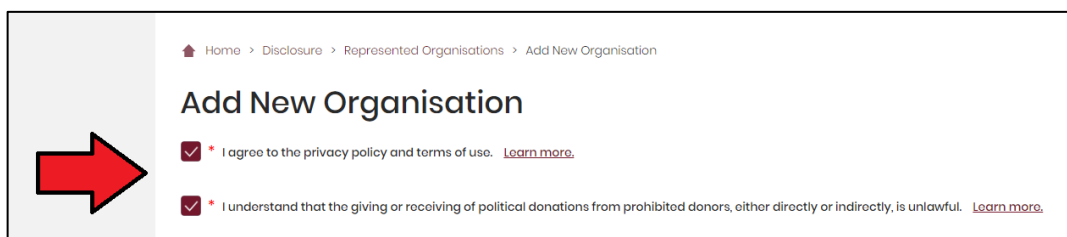
* Verification Code:

I'm not a robot  reCAPTCHA Privacy - Terms

Cancel Previous **Submit**

11. If you are lodging returns as an individual donor / third party, skip to step 16. If you are lodging returns on behalf of an organisation, you will be asked to supply the details of the organisation that you represent.

Please agree to the privacy policy and prohibited donors notification.



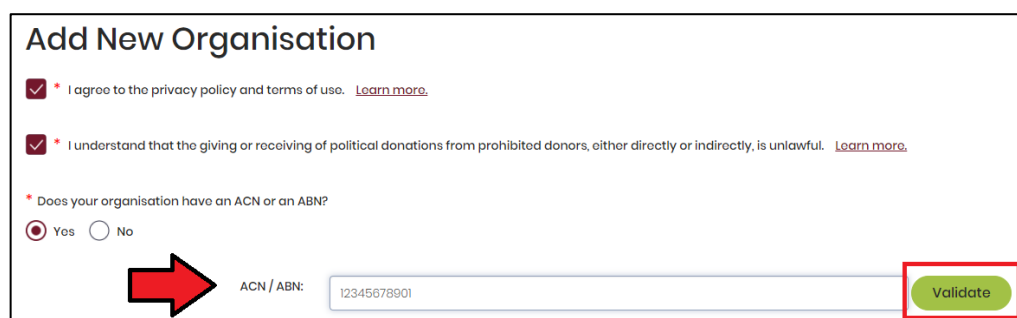
Home > Disclosure > Represented Organisations > Add New Organisation

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.](#)

12. If your organisation 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

Validate

13. Choose the type of organisation you are representing and complete the required fields.

Type of Organisation: Corporation
 Unincorporated Association
 Trust or Foundation
 Other

ACN:

ABN:

* Organisation Name:

* Type of business the corporation carries on:

* What is your position title in this organisation:

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

* Country:

Name	Address	Action
------	---------	--------

15. 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**.

Electoral Commission Queensland
SELF SERVICE PORTAL

My Profile | Log out | About us

Enrolment | Elections | Work at an Election | Candidates and Groups | **Disclosure**

Home > Disclosure > Represented Organisations

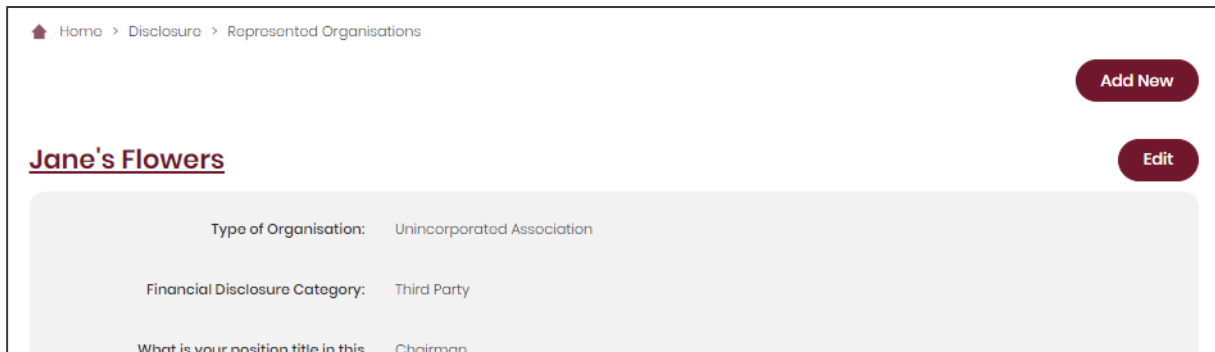
Jane's Flowers

Type of Organisation: Unincorporated Association

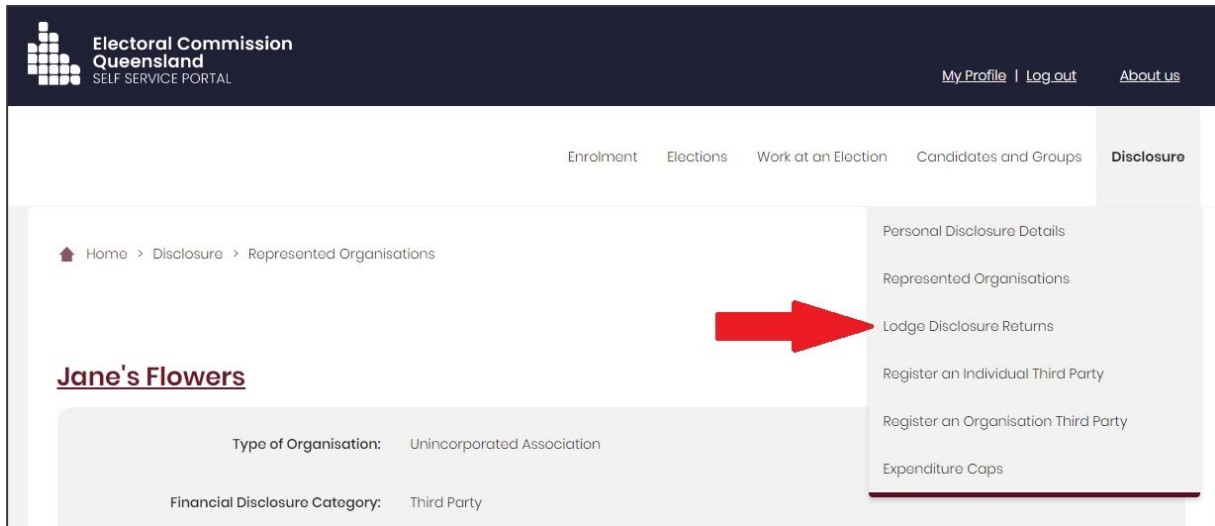
Financial Disclosure Category: Third Party

- Personal Disclosure Details
- Represented Organisations**
- Lodge Disclosure Returns
- Register an Individual Third Party
- Register an Organisation Third Party
- Expenditure Caps

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.



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



4. Registering your third party

If your third party incurs or is planning to incur \$6000 or more in electoral expenditure during the capped expenditure period for a local government election, you must register the third party with the ECQ. Both organisations and individuals can be registered as third parties.

For further information refer to local government fact sheets 31 & 32 at ecq.qld.gov.au/factsheets.

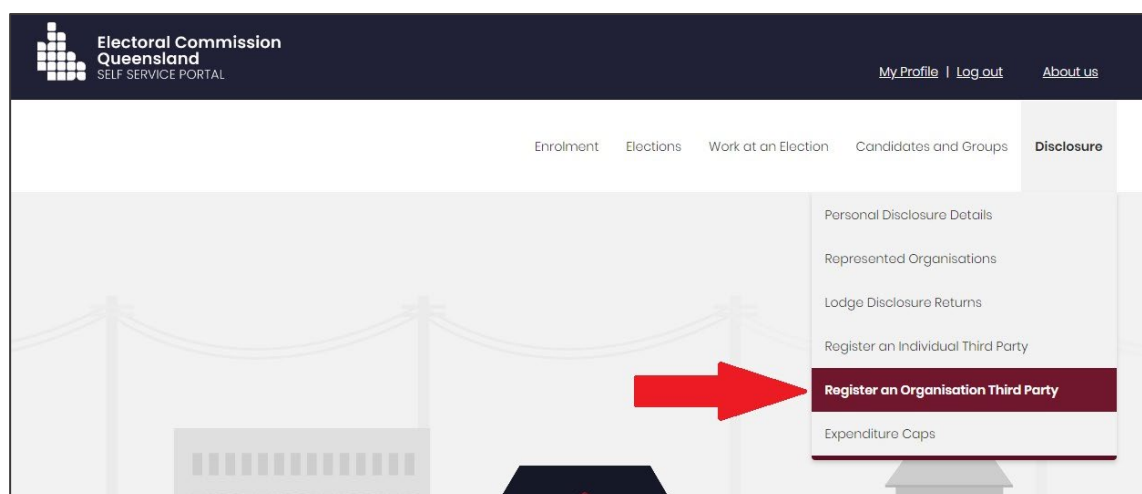
To register a third party, please sign into SSP and follow the instructions below.

Register as an organisation if you are incurring electoral expenditure on behalf of an organisation whether a trust, corporation, foundation or another type of organisation.

Register as an individual third party if you personally incur electoral expenditure.

4.1 Registering an organisation third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Organisation Third Party**.



2. If you have already informed the ECQ that you will be lodging returns on behalf of an organisation, select **Register** next to the name of the organisation.

Otherwise select **Register** next to Add New Organisation.

Enrolment Elections Work at an Election Candidates and Groups Disclosure

Home > Disclosure > Register an Organisation Third Party

Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?

Add New Organisation Register

Jane's Flowers Register

3. If you've already entered information for an organisation, that information will be pre-filled on the registration page. If the information is not pre-filled, you will need to provide the name, type, and business address of the organisation. If the organisation has an ABN or ACN, enter the number.

Use the dropdown menu to select the election event you are registering for. (e.g., 2024 Local Government Elections)

Organisation Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Name of the Organisation:

* Type of Organisation:

Corporation or Company

Unincorporated Association

Trust Fund or Foundation

Other

ABN/ACN:

Business Address

Google Address Search:

* Street Number:

* Street Name:

- Continue down the registration page to name an agent for your third party. (All registered third party organisations must name an agent to be responsible for ensuring compliance obligations are met. For more information, refer to local government Fact Sheet 38 – Funding and disclosure overview for agents at ecq.qld.gov.au/factsheets).

Agent Details

* Surname of Agent:

* Given name of Agent:

Address of Agent

Google Address Search:

* Street Number:

* Street Name:

* Street Type:

* Locality:

* State:

* Postcode:

* Country:

Agent Contact Information

* Agent email:

If you are naming yourself as agent for the organisation, be sure to enter the same email address that you used to sign into SSP as the agent email.

- You and the nominated agent for the organisation need to sign the third party registration form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page. (The **Upload** button will only be available after you have printed the form.)

Agent Contact Information

* Agent email:

* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

After choosing **Print**, a tab or window called Application to register a third party (organisation) will open. The form is automatically filled out with your third party's details. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. (The agent and contact person can be the same individual.) Be sure to save the form after signing.

Part D: Acceptance of agency appointment

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or Part 9 division 5 of the *Local Government Electoral Act 2011*.

Signature

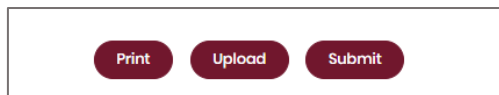
Date
(dd/mm/yyyy)

Part E: Third party declaration

Signature of contact person

Date

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



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

Upload Signed Document

* File:

Form QSG04B - Organisation Registratio... 779.7KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

- With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.

File Name	Form Type
Form OSC04B - Organisation Registration.pdf	Registration Form

You must print, sign and upload the application form before it can be submitted.

[Print](#) [Upload](#) [Submit](#)

When asked to confirm if you're sure you want to submit your application, choose **Yes**.

- Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.

Confirm

Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.

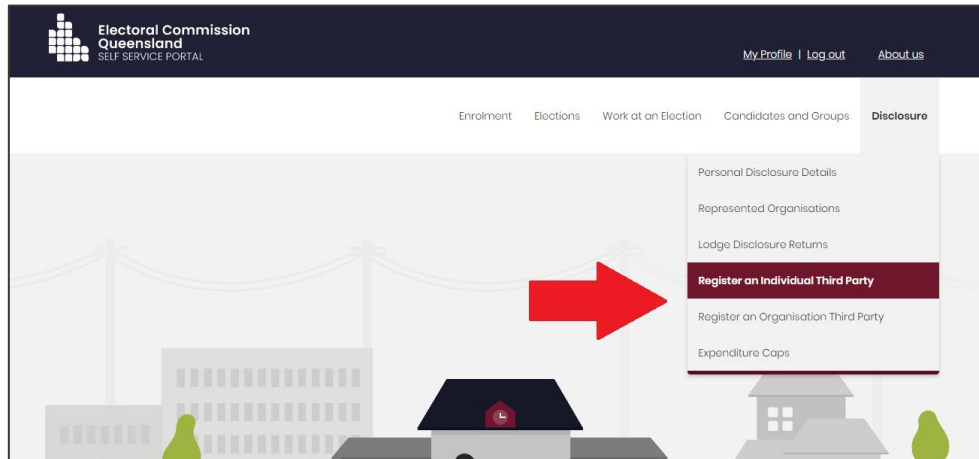
Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.

[Close](#)

- For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

4.2 Registering as an individual third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Individual Third Party**.



2. Some of the information in the Individual Third Party Registration form will be prefilled from the electoral roll. Be sure to choose the election event (e.g., 2024 Local Government Elections) from the dropdown menu at the top of the page.

Individual Third Party Registration

* Which electoral event are you registering for?

Election Day:

* Surname of Third Party:

* Given Name of Third Party:

* Date of Birth:

Residential Address

143 GRAFTON ST, WARWICK, QLD 4370

Business Address

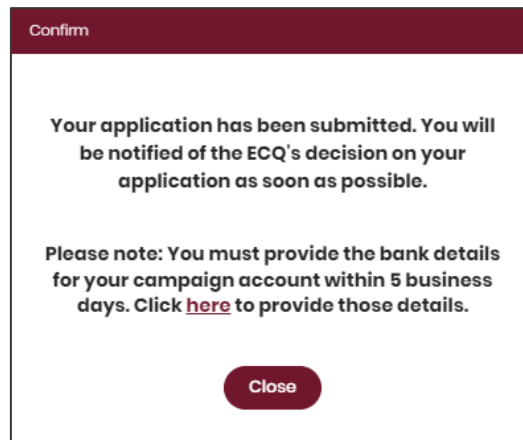
Google Address Search:

Street Number:

Street Name:

After filling out all the required fields, choose **Submit** at the bottom of the page.

3. Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.



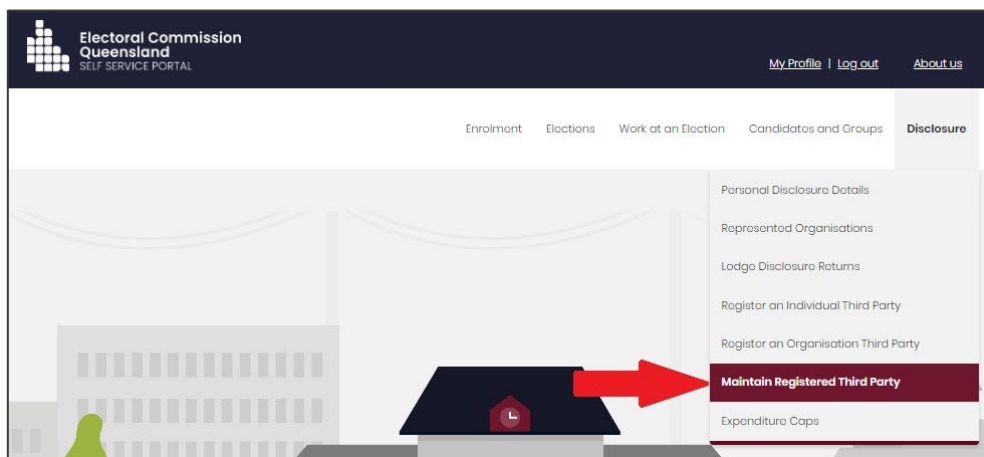
4. For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

4.3 Add dedicated campaign bank account details

All registered third parties must register the details of their dedicated campaign bank account with the ECQ within 5 business days of submitting their registration.

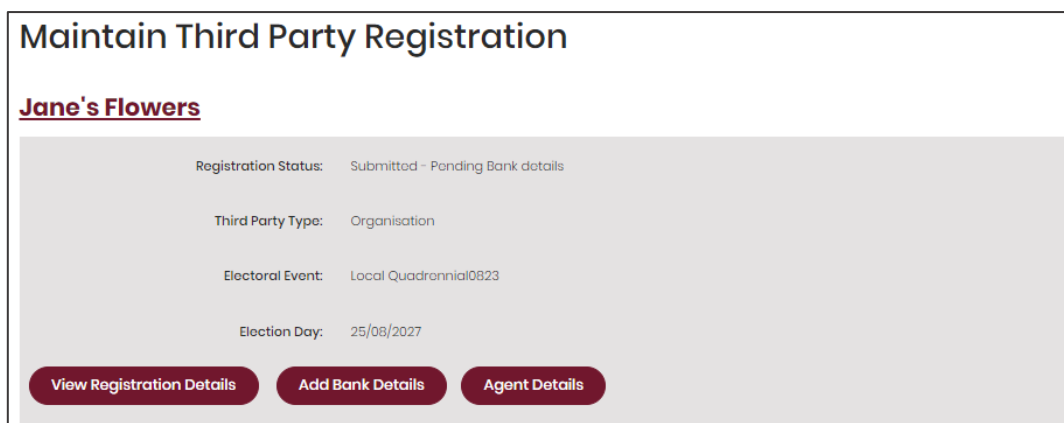
For more details about dedicated campaign bank accounts, please refer to local government Fact Sheet 33 – Dedicated campaign bank accounts for third parties at ecq.qld.gov.au/factsheets.

1. From the main page of SSP, select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. On the Maintain Third Party Registration page, you will see the details of your registered third party.

Choose the **Add Bank Details** button under the third party details.



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

Bank Details

* Name of financial institution:


* Name of account:

* BSB Number: -

* Account Number:

Back **Print** **Upload** **Submit**

4. After choosing **Print**, a tab or window called Bank account details for third parties will open. The form is automatically filled out with your third party 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.

 **Electoral Commission**
QUEENSLAND

Bank account details
For third parties

The *Electoral Act 1992* requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections.

The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections.

Separate accounts must be kept for State and local government elections.

A registered third party's 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.

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

Print **Upload** **Submit**

6. Use the **Browse** button to navigate to and select the saved file on your device to upload to SSP. Choose **Save**.

Upload Signed Document

Upload Signed Document

* File:

Organisation Third Party Bank Details.pdf 650.0KB

Maximum file size: 50MB.
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

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.

Bank Details

* Name of financial institution:

* Name of account:

* BSB Number: -

* Account Number:

Upload Signed Document

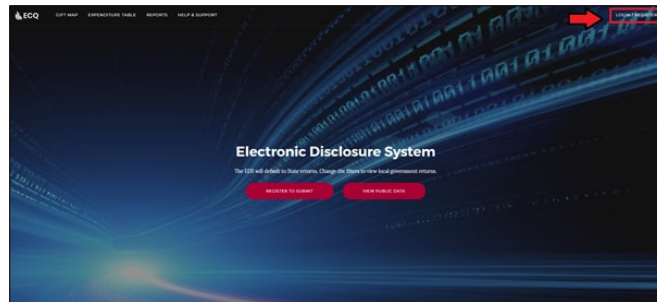
File Name	Form Type
Organisation Third Party Bank Details.pdf	Campaign account details - Third parties

8. Congratulations on registering your third party and adding your dedicated campaign bank account details!

5. Logging into EDS

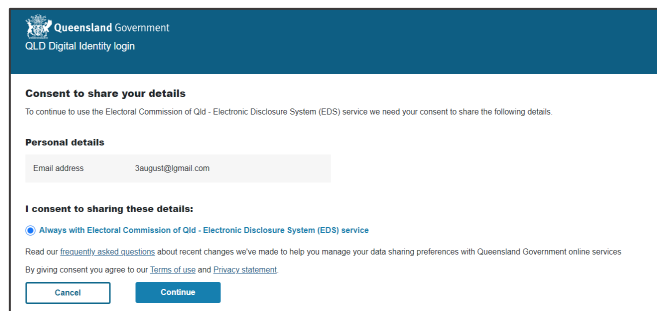
Once you have registered in SSP (see [section 3](#)), you can log into EDS at any time by using the following instructions.

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

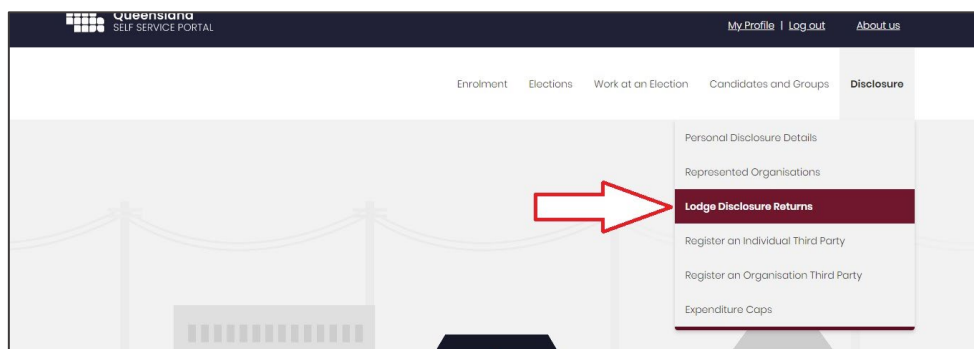


You will login using the same QGov username (email address) and password that you use for SSP.

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



3. You can also access EDS by logging into SSP and opening the **Disclosures** dropdown menu in the upper righthand corner. Choose **Lodge Disclosure Returns** and you will be automatically directed to EDS.



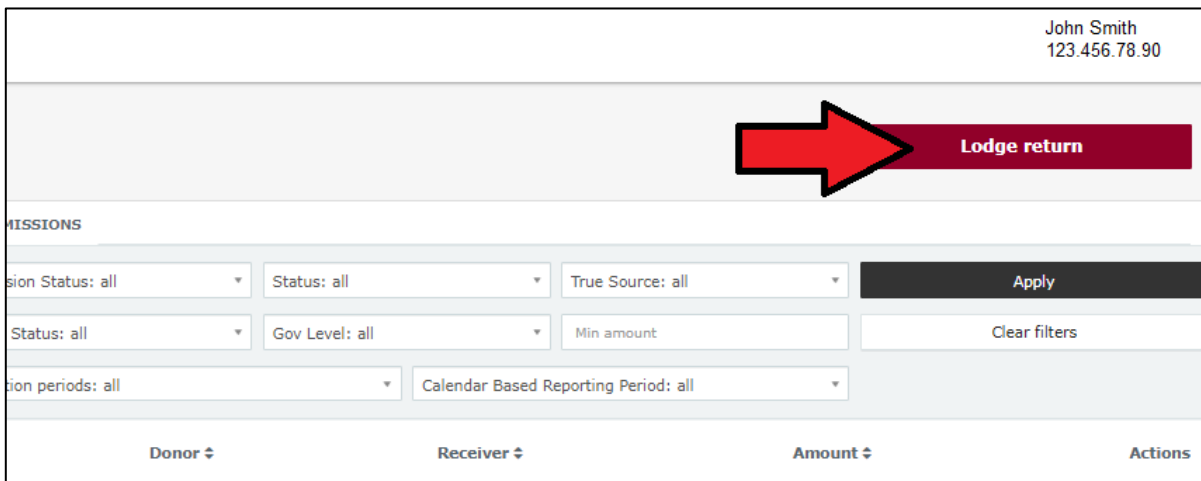
6. Disclosing gifts made

A person or organisation that makes a gift of \$500 or more to or for the benefit of a candidate, a group of candidates, a registered political party or another third party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$500 is met, all previous and future gifts to the same election participant must be disclosed.

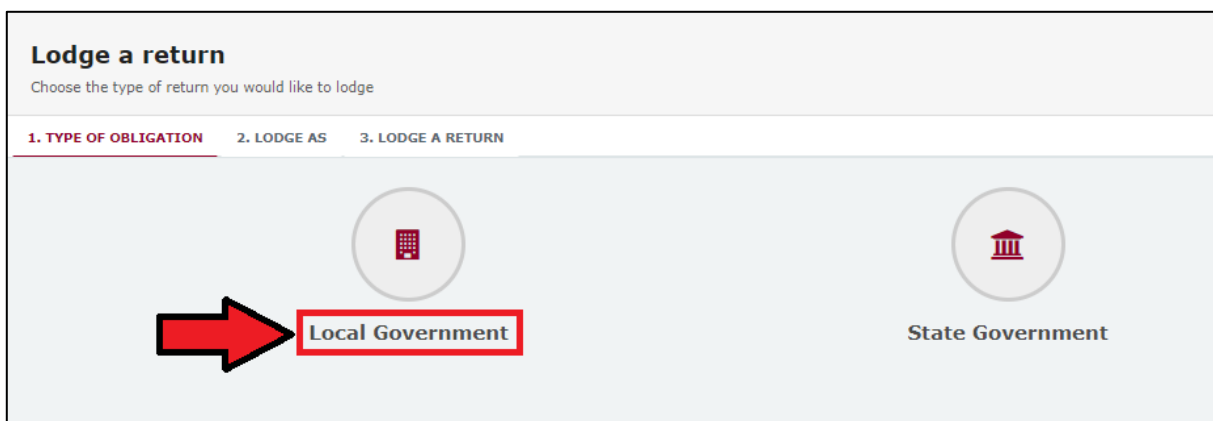
To lodge a return for a gift made to a participant in a local government election, please use the following instructions.

1. Begin lodging a return by choosing the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. The user's name 'John Smith' and phone number '123.456.78.90' are displayed. A maroon button labeled 'Lodge return' is highlighted with a large red arrow pointing to it from the left. Below the button is a section titled 'MISSIONS' with several filter dropdowns: 'Election 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 'Apply' and 'Clear filters' buttons. At the bottom, there are columns for 'Donor', 'Receiver', 'Amount', and 'Actions'.

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



The screenshot shows the 'Lodge a return' screen. The title is 'Lodge a return' and the subtitle is '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'. The '1. TYPE OF OBLIGATION' tab is active. There are two options: 'Local Government' and 'State Government'. The 'Local Government' option is highlighted with a red box and a large red arrow pointing to it from the left. The 'State Government' option is represented by a building icon.

3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

The screenshot shows the 'Lodge a return' page. At the top, it says 'Choose the type of return you would like to lodge'. Below this, there are three steps: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. The '2. LODGE AS' step is highlighted. It contains two options: 'Donor/Third Party - Individual' (with a person icon) and 'Donor/Third Party - Organisation' (with a factory icon). Both options are enclosed in a red rectangular box.

4. Choose the **Lodge** button under Reporting gifts/donations made.

Two side-by-side screenshots of the 'Lodge a return' page. The left screenshot shows the 'Individual' option with the text 'Reporting gifts/donations made' and a red 'Lodge' button. A red arrow points to the 'Lodge' button. The right screenshot shows the 'Organisation' option with the text 'Reporting gifts/donations made' and a red 'Lodge' button. A red arrow points to the 'Lodge' button. Both screenshots have a red rectangular box around the main content area.

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

The screenshot shows the 'Individual' reporting page. It has the title 'Individual' and subtitle 'Reporting gifts/donations made'. Below that, it says 'Local'. There is a section titled 'Your details' with two input fields: 'Name*' (pre-filled with 'John Smith') and 'Address*' (pre-filled with '1 Test St, Brisbane QLD 4000'). Below the input fields, there is a dropdown menu labeled 'I am reporting' with a red arrow pointing to it. The dropdown menu is open, showing four options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and 'another type of gift'. To the right of the dropdown menu, there is a red button with a plus sign and the text '+ made to'.

6. Choose who you or your organisation made the gift to (e.g., a local candidate or a registered political party).

The screenshot shows the 'Individual' reporting form. The title is 'Individual' and the subtitle is 'Reporting gifts/donations made'. Below that, it says 'Local'. The 'Your details' section has two input fields: 'Name*' with the value 'John Smith' and 'Address*' with the value '1 Test St, Brisbane QLD 4000'. Below this is a section 'I am reporting' with a dropdown menu currently set to 'a gift'. A red box highlights the dropdown menu, and a red arrow points to it. The dropdown menu options are: '+ made to -', 'a local candidate', 'a group of candidates', 'a registered political party', 'another person', and 'another organisation'.

7. Complete all mandatory fields.

The screenshot shows the 'Reporting a Gift made to Local Candidate' form. It has two input fields: 'Name of candidate *' with the value 'BOBBY BALSTON' and 'Local Group:' with the value '(Not a Member of a Group)'. Below this is the 'Gift Particulars' section. It has two input fields: 'Description of Gift *' with the value 'Monetary Donation' and 'Amount *' with the value '750.00'. Below this are two input fields: 'Date made *' with the value '25/07/2023' and 'Event *' with the value 'Please select an event'. At the bottom, there is a radio button for 'Are you the source of the gift?' with 'Yes' selected and 'No' unselected.

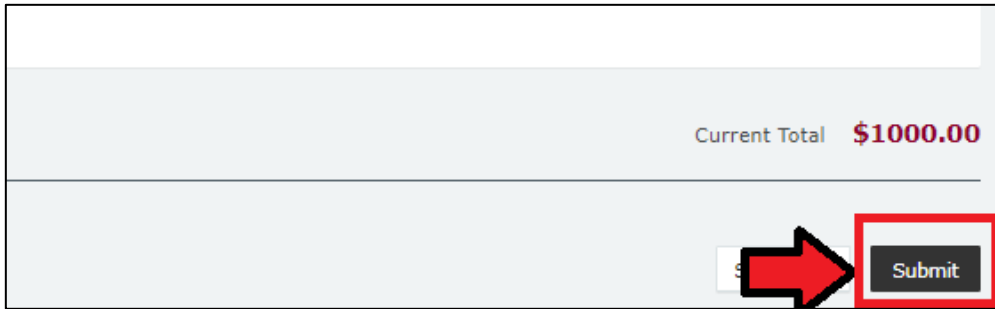
Additional gifts can be disclosed in the same return by using the dropdown menus at the bottom of the page and repeating the steps above.

8. You can save a draft copy of your return at any time by selecting **Save draft**.

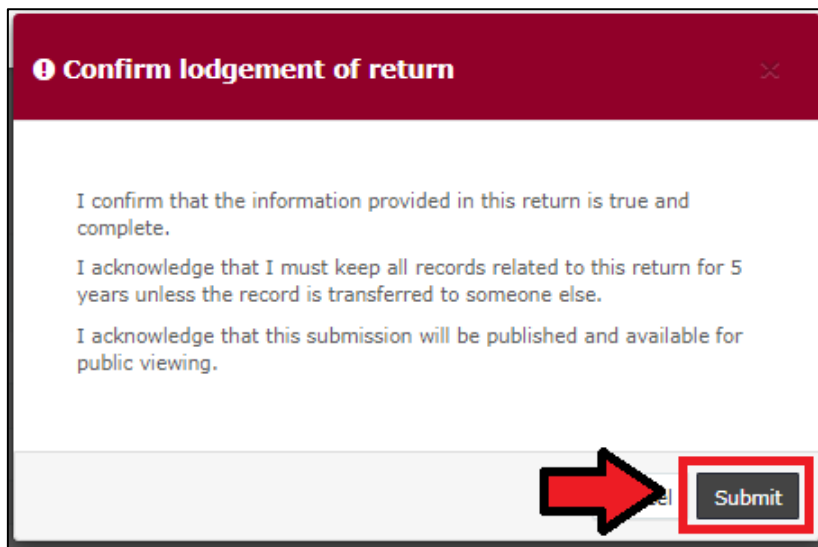
The screenshot shows the bottom of the form. It has a 'Current Total' of '\$1000.00'. Below this is a 'Save Draft' button and a 'Submit' button. A red arrow points to the 'Save Draft' button.

You can access your draft returns by choosing **Drafts** in the side menu.

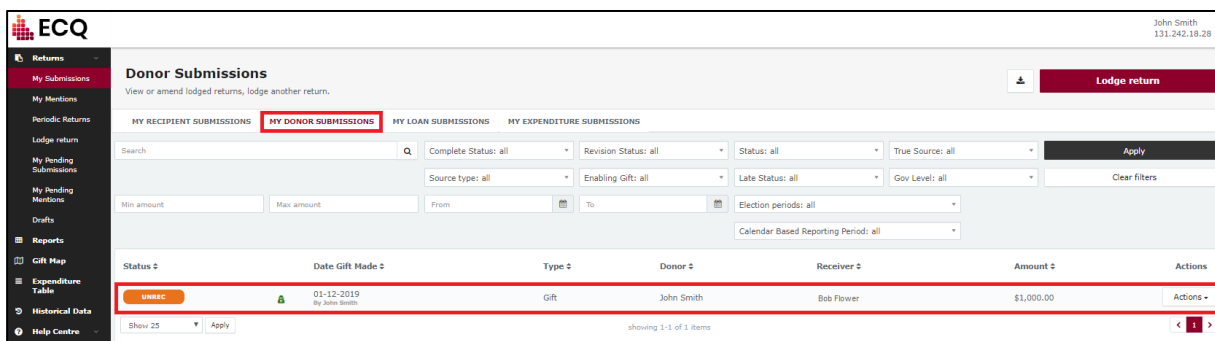
9. Choose the **Submit** button to lodge your return.



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



11. Your return will appear in your My Donor Submissions page as well as on the public Gift Map and Reports pages.



If the recipient is required to lodge a corresponding return, the status of your return will appear as 'UNREC' ('Unreconciled'). Otherwise, the status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the recipient is not required.

7. Disclosing electoral expenditure incurred

Registered third parties and donors (or those who should be registered) who incur electoral expenditure totalling \$500 or more are required to disclose the details of the expenditure in a return.

Electoral expenditure can be disclosed individually (see [section 7.1](#)) or using a bulk upload spreadsheet (see [section 7.2](#)).

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

To lodge a return for electoral expenditure in EDS, please use the following instructions. You can access EDS by logging into SSP as above then choosing **Lodge Disclosure Returns** in the upper righthand corner 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.

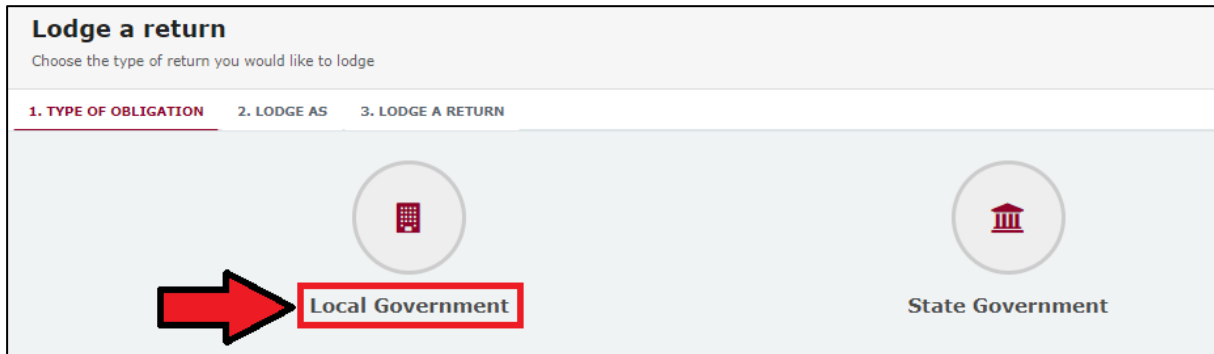
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

The screenshot displays the 'Recipient Submissions' interface. A maroon button labeled 'Lodge return' is located in the top right corner, indicated by a white arrow. The page includes 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, Political Donation, and Electoral committee. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table shows 'showing 0-0 of 0 items' and a 'Show 25' dropdown. A 'Lodge return' button is also visible in the top right corner of the table area.

7.1 Disclosing electoral expenditure individually

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

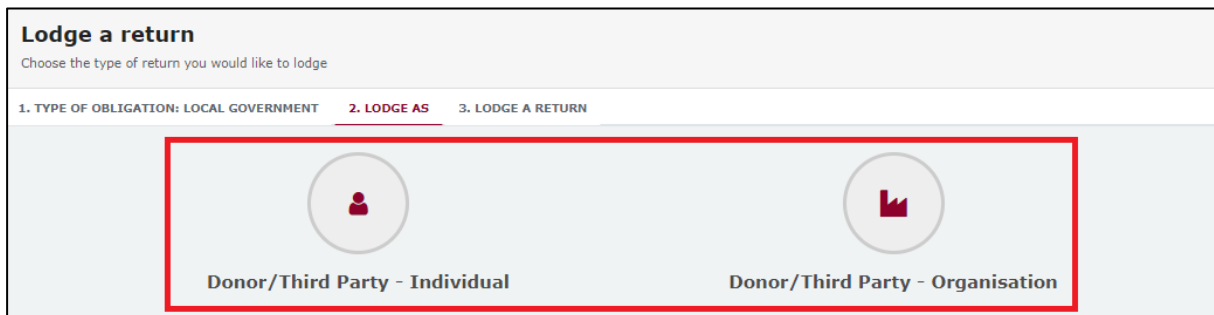
1. Under Type of Obligation, select **Local Government**.



The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. Below the heading are three steps: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under '1. TYPE OF OBLIGATION', there are two options: 'Local Government' and 'State Government'. A red arrow points to the 'Local Government' option, which is also highlighted with a red box.

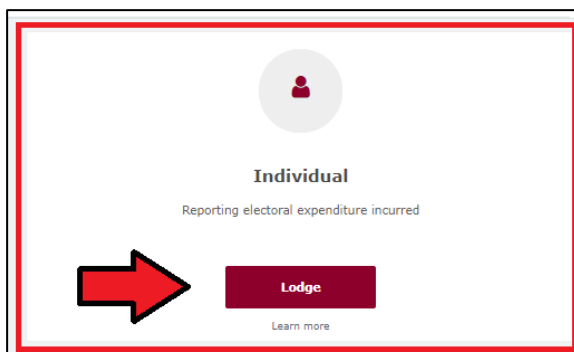
2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.

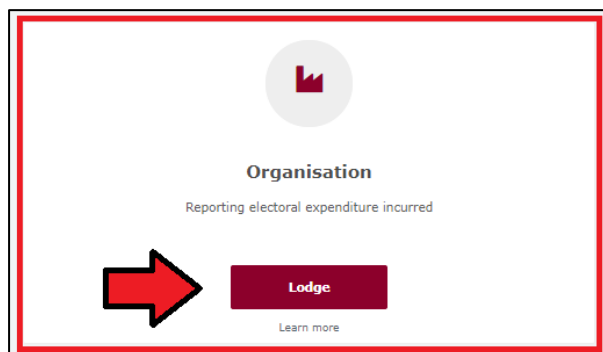


The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. Below the heading are three steps: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. Under '2. LODGE AS', there are two options: 'Donor/Third Party - Individual' and 'Donor/Third Party - Organisation'. Both options are highlighted with a red box.

3. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting electoral expenditure incurred box.

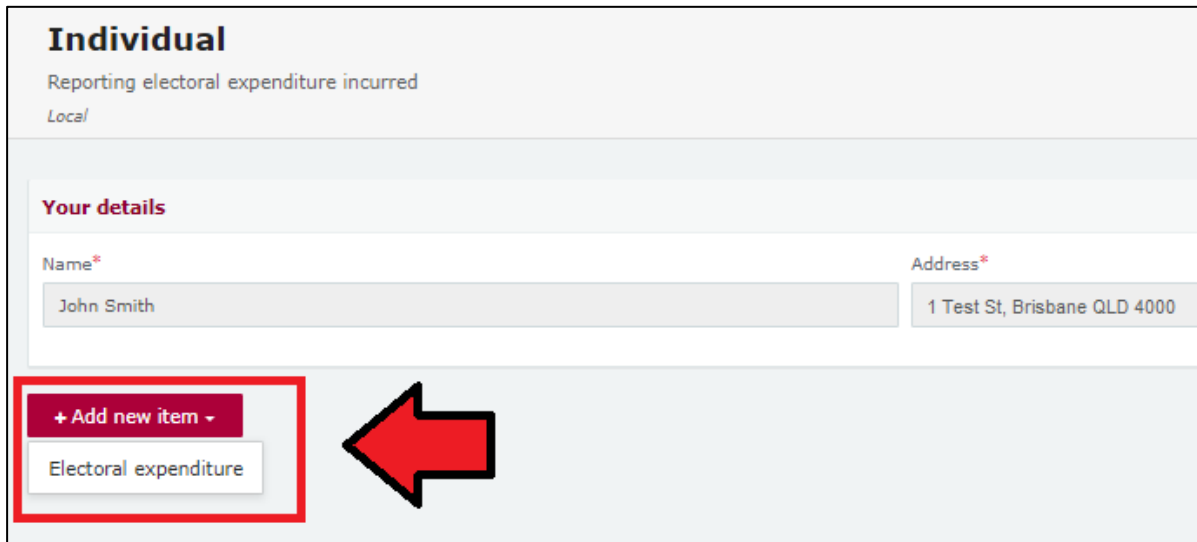


The screenshot shows the 'Lodge a Return' page for an individual. It features a person icon, the heading 'Individual', and the sub-heading 'Reporting electoral expenditure incurred'. A red arrow points to a red 'Lodge' button, which is also highlighted with a red box. Below the button is a 'Learn more' link.



The screenshot shows the 'Lodge a Return' page for an organisation. It features a factory icon, the heading 'Organisation', and the sub-heading 'Reporting electoral expenditure incurred'. A red arrow points to a red 'Lodge' button, which is also highlighted with a red box. Below the button is a 'Learn more' link.

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



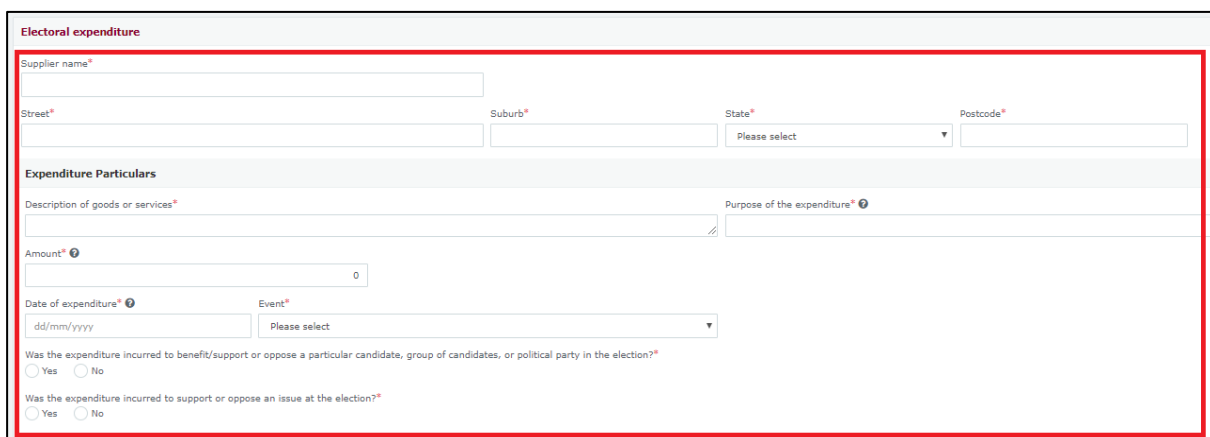
Individual
Reporting electoral expenditure incurred
Local

Your details

Name* John Smith Address* 1 Test St, Brisbane QLD 4000

+ Add new item ▾
Electoral expenditure

5. Please complete all mandatory fields (marked with a red asterisk).



Electoral expenditure

Supplier name*

Street* Suburb* State* Postcode*

Expenditure Particulars

Description of goods or services* Purpose of the expenditure*

Amount* 0

Date of expenditure* Event*

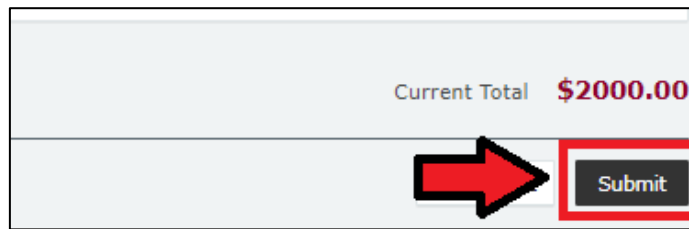
Was the expenditure incurred to benefit/support or oppose a particular candidate, group of candidates, or political party in the election?*

Was the expenditure incurred to support or oppose an issue at the election?*

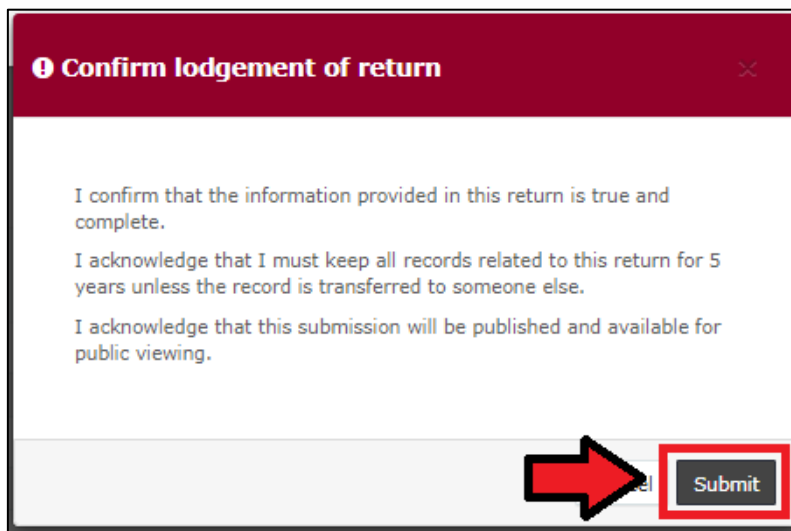
You can disclose additional items of electoral expenditure in the same return by clicking the **+ Add new item** button at the bottom of the page and repeating the steps above.

6. A draft of your return can be saved at any time but choosing the **Save Draft** button. Your previously saved drafts can be found under 'Drafts' in the side menu.

7. Choose **Submit** to lodge your return.

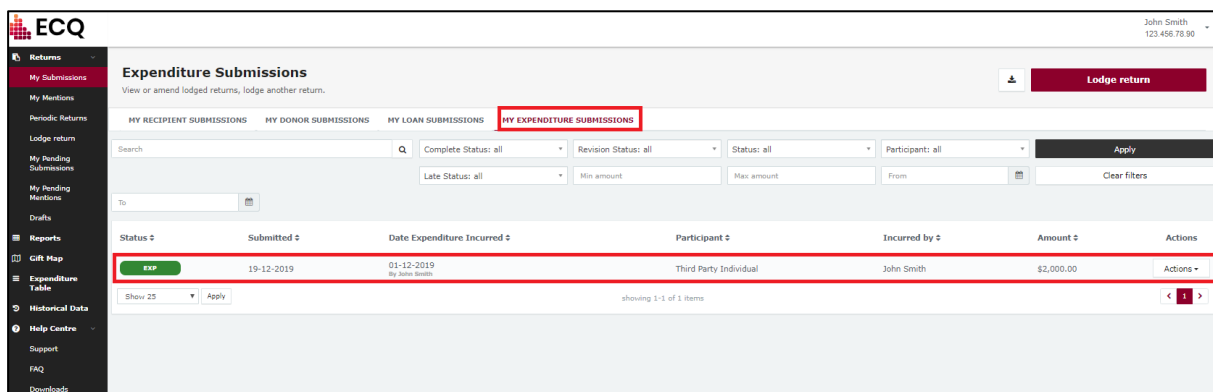


8. Choose **Submit** again to confirm the information contained in the return is correct.



9. 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.

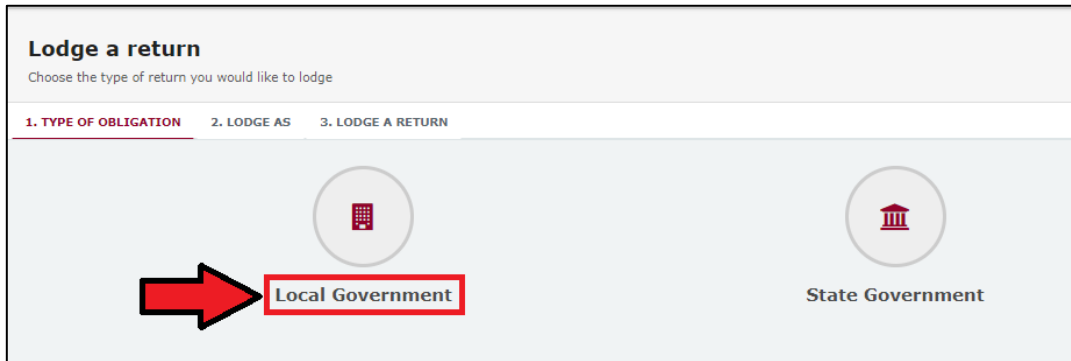
Electoral expenditure **Status** will display as EXP (expenditure) to signify that electoral expenditure has been disclosed.



7.2 Disclosing electoral expenditure using a bulk upload spreadsheet

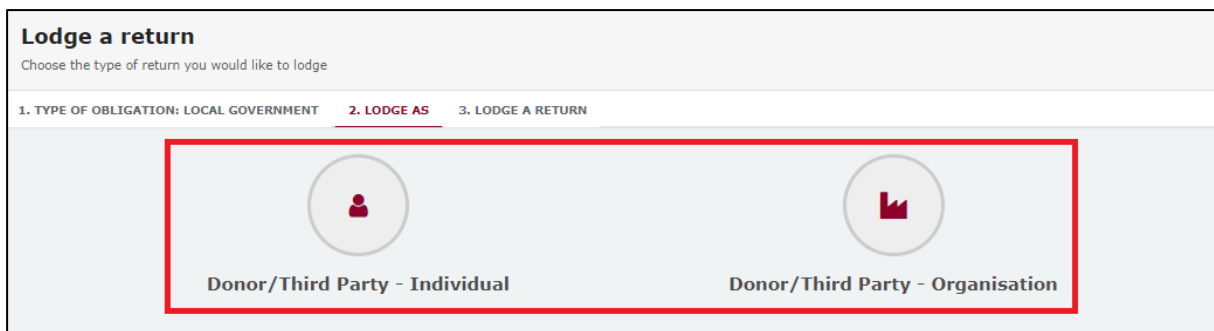
To lodge a return for multiple items of electoral expenditure using a bulk upload spreadsheet, please use the following instructions.

1. On the Type of obligation page, select **Local Government**.

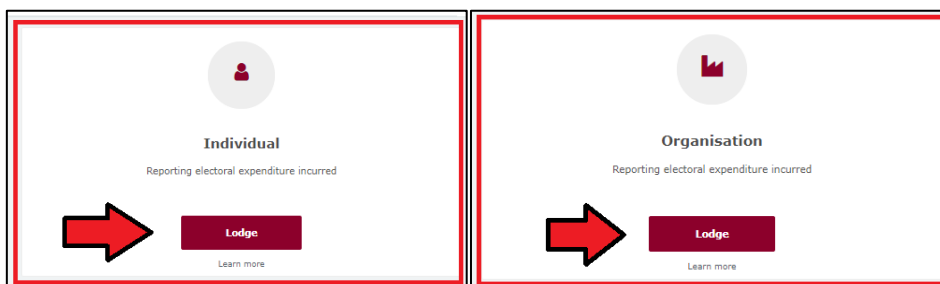


2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

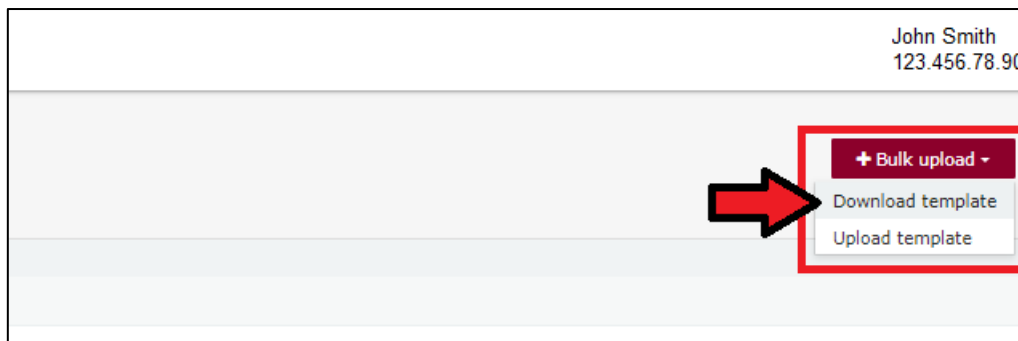
If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



3. On the Lodge a Return page, select the **Lodge** button in the 'Individual (or Organisation: Reporting electoral expenditure incurred)' box.



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



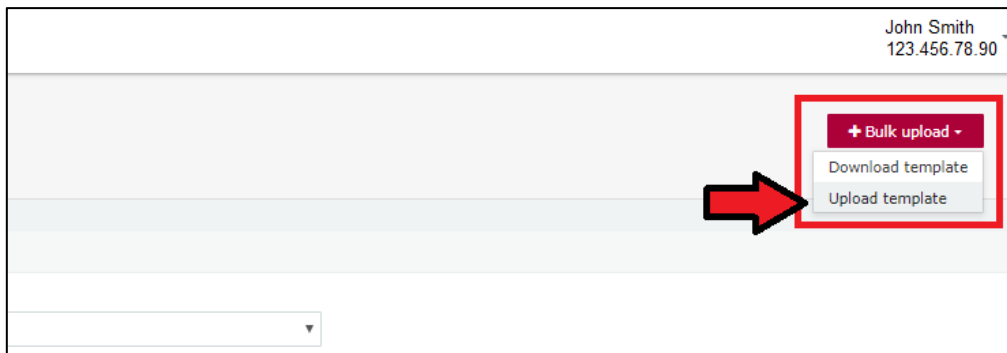
- Once downloaded, open the Excel file.

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.

	A	B	C	D	E	F	G	H	I	J
	Supplier						Date of expenditure	Amount	Description	Purpose
	Name	Street	Suburb	State	Postcode	Country				
2	Printers R Us	1 Supplier St	Brisbane	QLD	4000		1/12/2019	2000.00	Printing of 10,000 x DL flyers	To promote my candidacy and my
4	Visage Folio	1 Aukland St	Aukland CBD, Aukland	Overseas	1010	New Zealand	15/12/2019	500.00	Social media promotion	To boost posts on my Visage Folio
5	Tee Central	1 Central St	Brisbane	QLD	4000		16/12/2019	60.00	Production of 2 x t-shirts displaying	To produce t-shirts to be worn by
6										
7										
8										
9										
10										
11										
12										

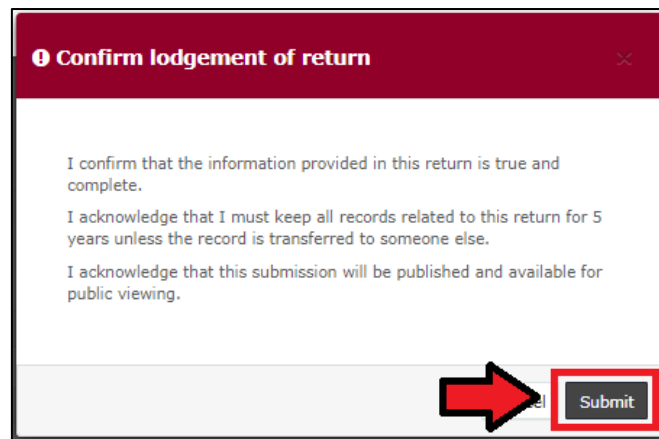
7. Once you have entered all expenditure items into the spreadsheet, save the file to a safe location on your device.
8. When you're ready to upload the spreadsheet, navigate back to 'Lodge your return' and choose **+ Bulk upload**. You can then select **Upload template** from the dropdown menu.



9. Select the file to upload and then select **Next**.
 10. A draft copy of your return can be saved at any time by choosing the **Save Draft** button.
- You can access your draft returns by opening **Drafts** from the left-hand menu.
11. Select the **Submit** button to lodge your return.



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



13. 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.

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	19-12-2019	01-06-2019 By John Smith	Third Party Individual	John Smith	\$500.00	Actions
EXP	19-12-2019	12-06-2019 By John Smith	Third Party Individual	John Smith	\$60.00	Actions
EXP	19-12-2019	15-05-2019 By John Smith	Third Party Individual	John Smith	\$2,000.00	Actions

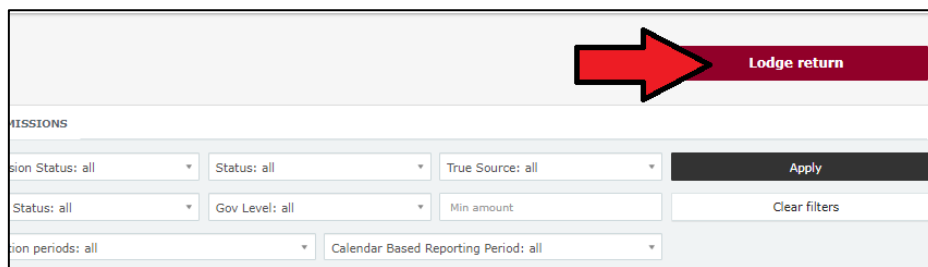
8. Disclosing a gift received in EDS

Donors or third parties who receive gifts of \$500 or more are required to disclose the details of the gift in a return if they use it to incur or reimburse political expenditure in a local government election.

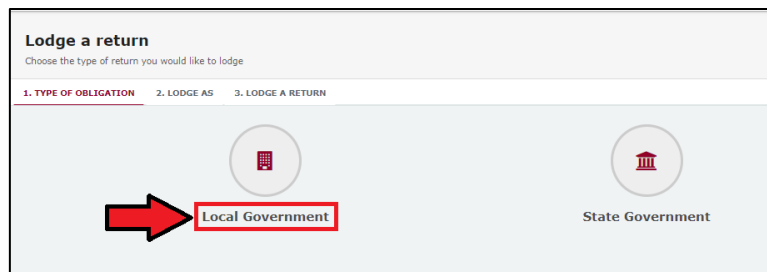
Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

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

1. Choose **Lodge return** from the Submissions page in EDS.

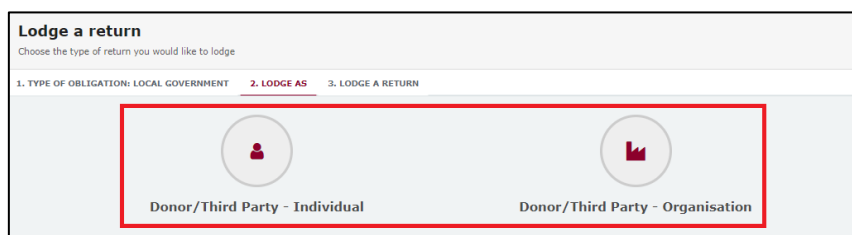


2. On the Type of Obligation page, choose **Local Government**.

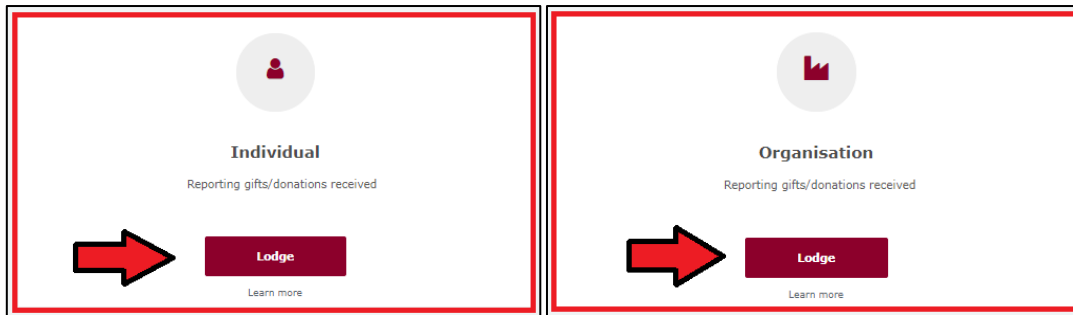


3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



4. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting gifts/donations received box.



5. From the dropdown menu, choose the type of gift received. (e.g., a gift-in-kind or a fundraising contribution)

The screenshot shows the 'Individual' reporting form. The 'I am reporting' dropdown menu is open, showing options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and 'another type of gift'. A red arrow points to the 'a gift' option.

6. Choose the donor type from the **+ received from** dropdown menu.

The screenshot shows the 'Individual' reporting form. The '+ received from' dropdown menu is open, showing options: 'an Individual', 'a Corporation', 'an Unincorporated Association', 'a Trust Fund or Foundation', 'a Registered Industrial Organisation', and 'Another type of Entity'. A red arrow points to the 'an Individual' option.

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.
 - 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 an individual

Name *
Donny Donor

Street *
1 Test St

Suburb/Town *
Brisbane

State *
QLD

Postcode *
4000

Gift Particulars

Description of Gift Received *
Monetary donation

Amount *
1000

Date made *
01/12/2019

Date gift used *
11/12/2019

Event *
2020 LG Elections

Individual's Occupation *
Doctor

Is the individual employed, self-employed or otherwise engaged in an industry? *
 Yes No

Industry *
Healthcare

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

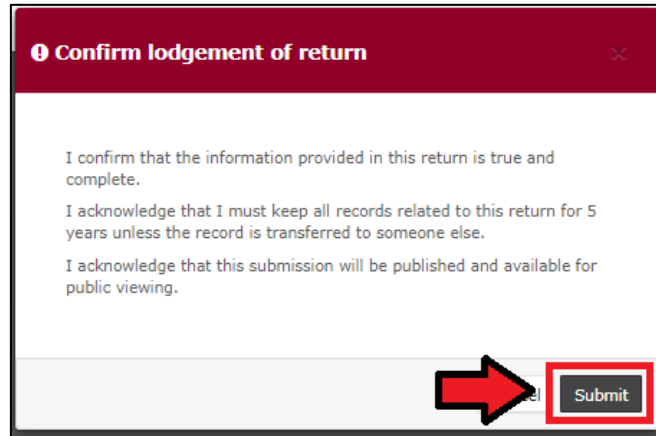
Is this Individual the source of the Gift? *
 Yes No

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.

Current Total **\$1000.00**

Submit

9. To confirm the information in your return is correct, select **Submit** again.



10. The gift received will display on the Recipient Submissions page under the My Recipient Submissions tab.

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

Recipient Submissions
View or amend lodged returns, lodge another return. **Lodge 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 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 showing 1-2 of 2 items

9. Submitting an election summary return

Donors and third parties are required to lodge an election summary return within 15 weeks of election day if they:

- make gifts of \$500 or more to a local government election participant
- receive gifts of \$500 or more that enable them to incur political expenditure
- are registered as a third party for the election.

Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

In this return, you are required to disclose the total value of any gifts you made, the total value of any gifts you received, and the total number of entities that made those gifts. For registered third parties, you are also required to disclose the total value of electoral expenditure you incurred.

Unregistered third parties will find instructions for submitting an election summary return on the next page. Registered third parties can proceed to [section 9.2](#).

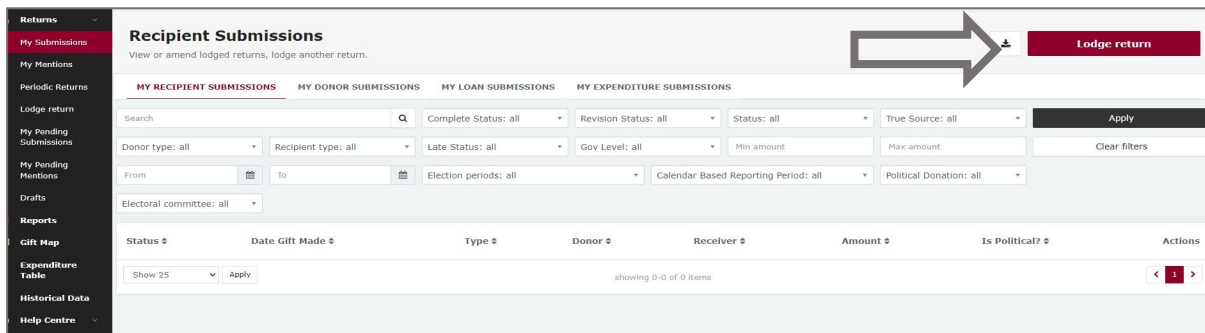
Important: Prior to submitting your election summary return, you must lodge a separate return in EDS for:

- each gift of \$500 or more (cumulatively) you made to an election participant during the election (see [section 6](#))
- each amount of electoral expenditure you incurred for the election (see [section 7](#))
- each gift of \$500 or more (cumulatively) you received and used for political expenditure (see [section 8](#)).

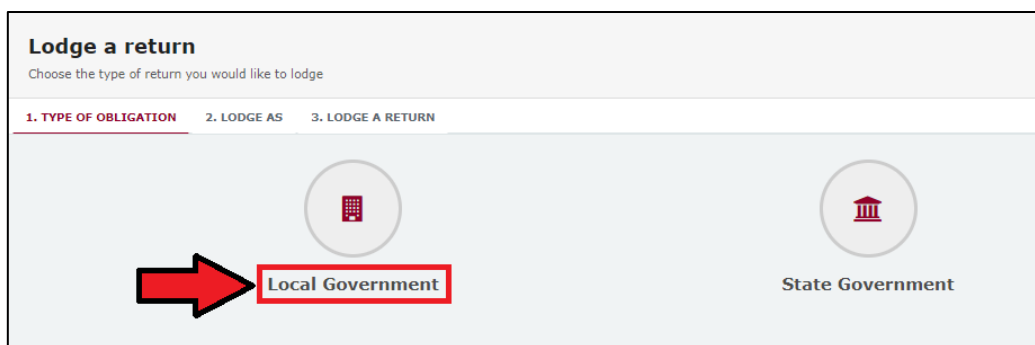
9.1 Submitting an election summary return as an unregistered third party

To lodge your election summary return, please use the following instructions.

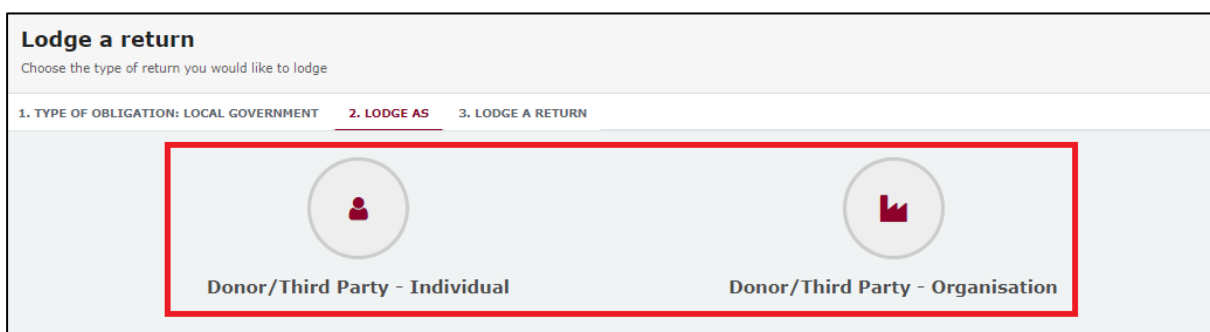
1. From the My Submissions page of the EDS, choose **Lodge Return**.



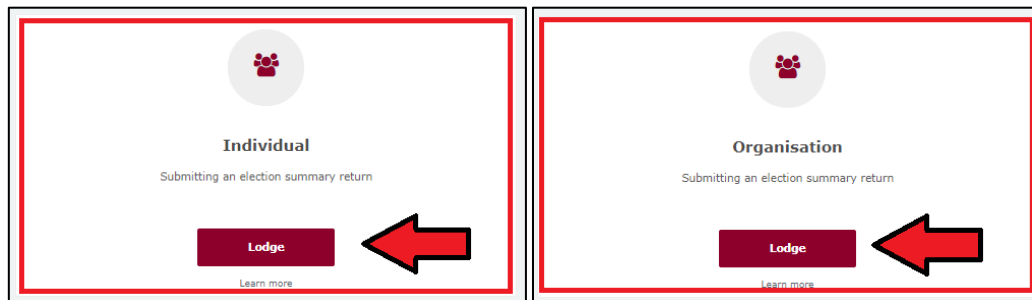
2. On the Type of Obligation page, select **Local Government**.



3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.
If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



- On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.



- In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

Individual
Submitting an election summary return
Local

Your details

Name* ALLIE ASSAF Address* 14 ORANGE ST, WEST END, QLD, 4101

Disclosure period

Disclosure period* 2024 LOCAL GOVERNMENT ELECTIONS Return period commences 26/04/2020 Return period concludes 04/08/2023

- If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.
- The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 8](#).



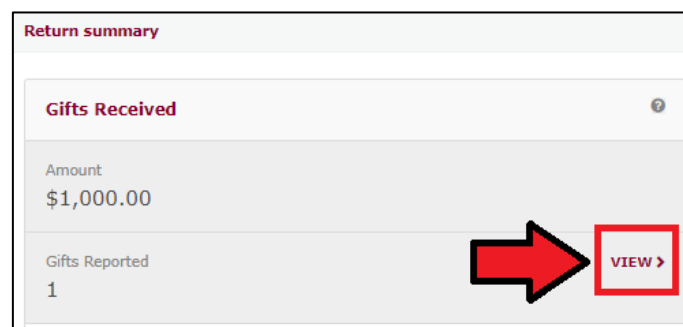
Return summary

Gifts Received ⓘ

Amount	\$1,000.00
Gifts Reported	1

[VIEW >](#)

The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



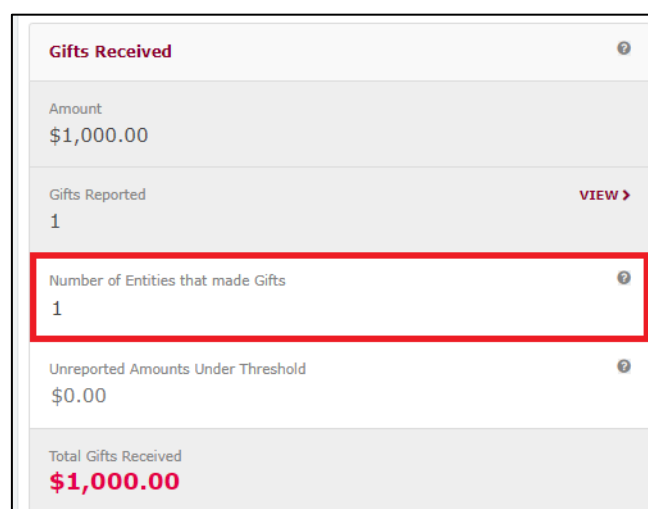
Return summary

Gifts Received ⓘ

Amount	\$1,000.00
Gifts Reported	1

[VIEW >](#)

The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.



Gifts Received ⓘ

Amount	\$1,000.00
Gifts Reported	1
Number of Entities that made Gifts	1
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	\$1,000.00

[VIEW >](#)

You should update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	
\$1,000.00	

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.

Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
Total Gifts Received	
\$1,850.00	

For example: You received a \$1,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear

automatically in the Amount and Gifts Reported fields of your election summary return.

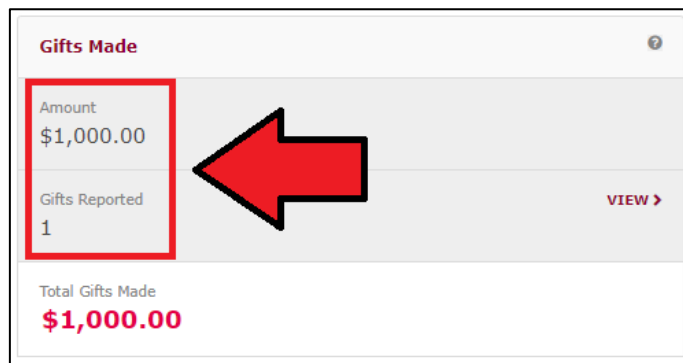
However, you also received several smaller gifts from 19 other donors which totalled \$850. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 20. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$850.00.

The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.

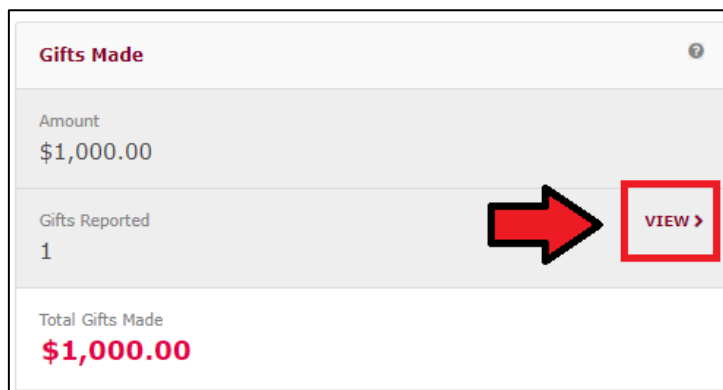
Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
Total Gifts Received	\$1,850.00

8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section includes a summary of all the gifts you made to participants in the election.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 6](#).



You can review gifts already reported in EDS by clicking the **View** button.



The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election.

10. A draft copy of the election summary return can be saved at any time by choose **Save Draft**.

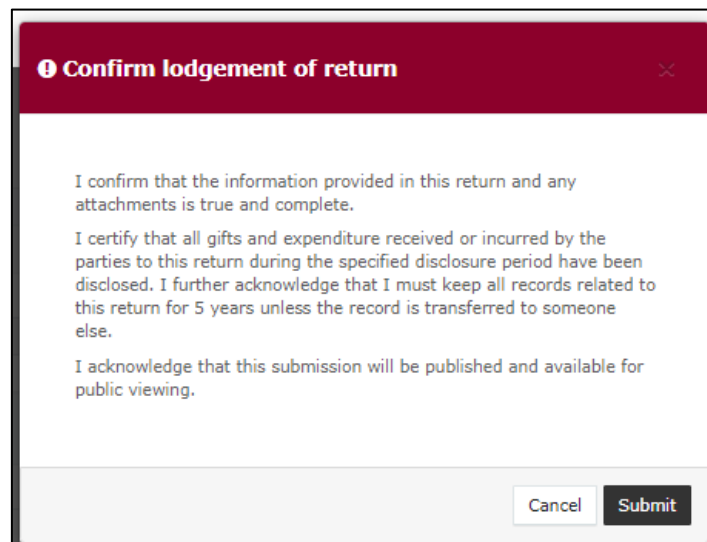


Your draft returns are accessible by choosing **Drafts** from the sidebar.

11. Select **Submit** to lodge the return.



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

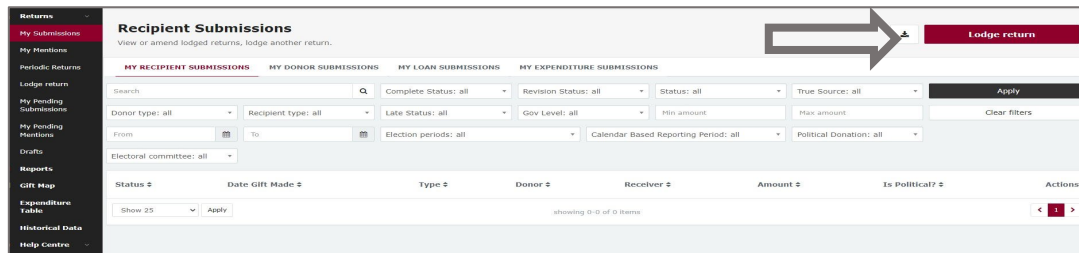


13. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

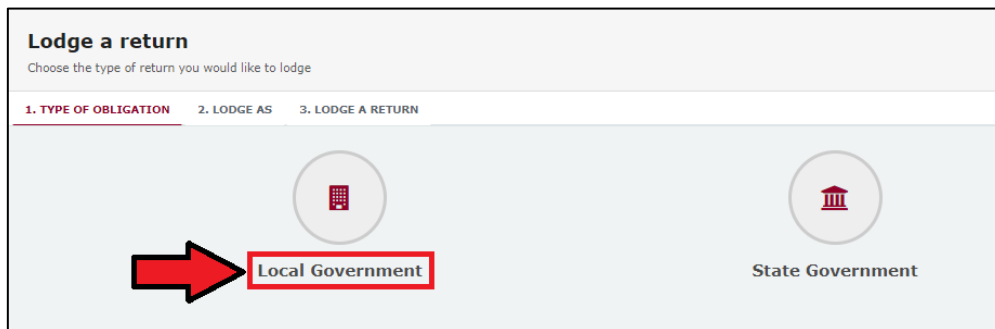
9.2 Submitting an election summary return as a registered third party

To lodge your election summary return, please use the following instructions.

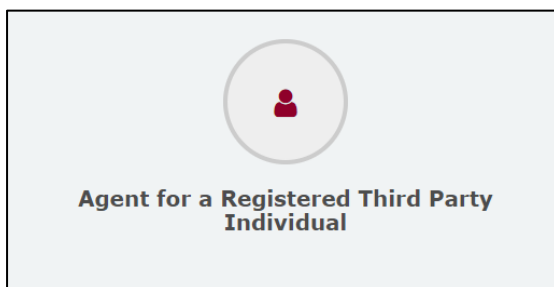
1. From the My Submissions page of the EDS, choose **Lodge Return**.



2. On the Type of Obligation page, select **Local Government**.



3. If you are lodging as a or on behalf of a registered third party individual, select **Agent for a Registered Third Party Individual**.
If you are lodging on behalf of an **organisation**, select **Agent for a Registered Third Party Organisation**.



- On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.

The image shows two side-by-side panels for lodging an election summary return. Each panel has a red icon of three people in a circle at the top. The left panel is titled 'Agent for a Registered Third Party Individual' and the right panel is titled 'Agent for a Registered Third Party Organisation'. Both panels have the text 'Submitting an election summary return' below the title. At the bottom of each panel is a red 'Lodge' button and a 'Learn more' link.

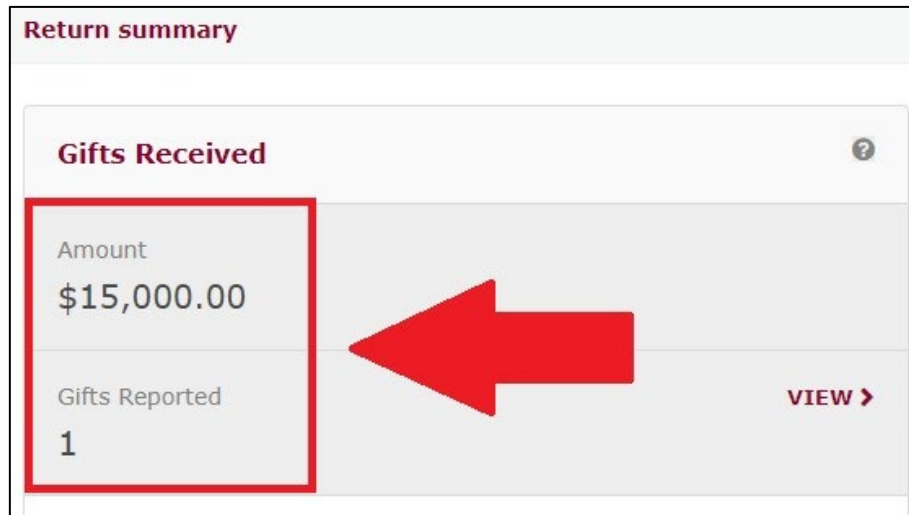
- In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

The image shows a screenshot of the 'Your details' form section. The 'Disclosure period' dropdown menu is highlighted with a red box, showing '2024 LOCAL GOVERNMENT ELECTIONS' selected. The 'Return period commences' field is also visible, showing '26/04/2020'. The form includes fields for 'Agent full name*' (AVEILON WEBB-MOLE), 'Individual*' (AVEILON WEBB-MOLE), and 'Address*' (4 UNICORN ST, CARSELDINE, QLD, 4034).

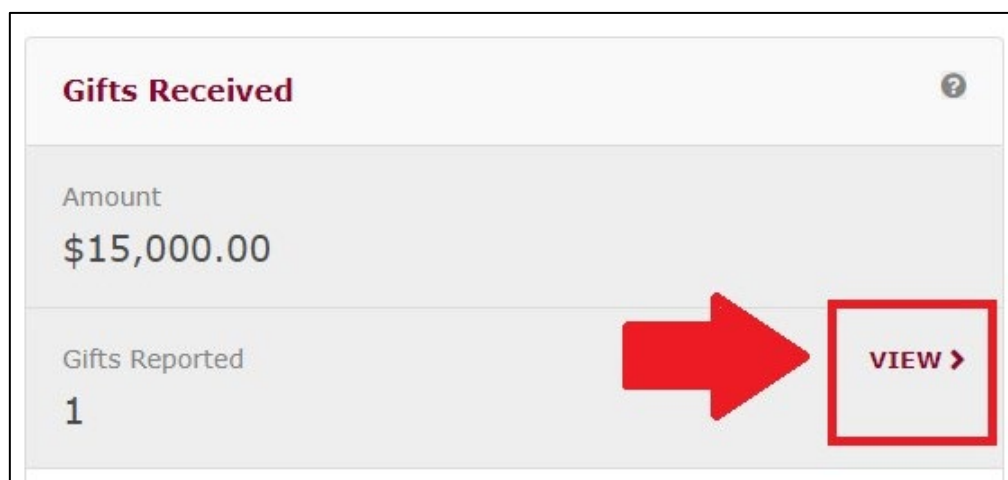
- If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.

7. The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in .



The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.

The screenshot shows a 'Return summary' form with the following data:

Return summary	
Gifts Received	
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	1
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	\$15,000.00

Update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

The screenshot shows the same 'Return summary' form, but with the 'Number of Entities that made Gifts' field updated to 15. The 'Unreported Amounts Under Threshold' is now \$2,500, and the 'Total Gifts Received' is \$17,500.00.

Return summary	
Gifts Received	
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	15
Unreported Amounts Under Threshold	\$2,500
Total Gifts Received	\$17,500.00

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.

For example: You received a \$15,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear automatically in the Amount and Gifts Reported fields of your election summary return.

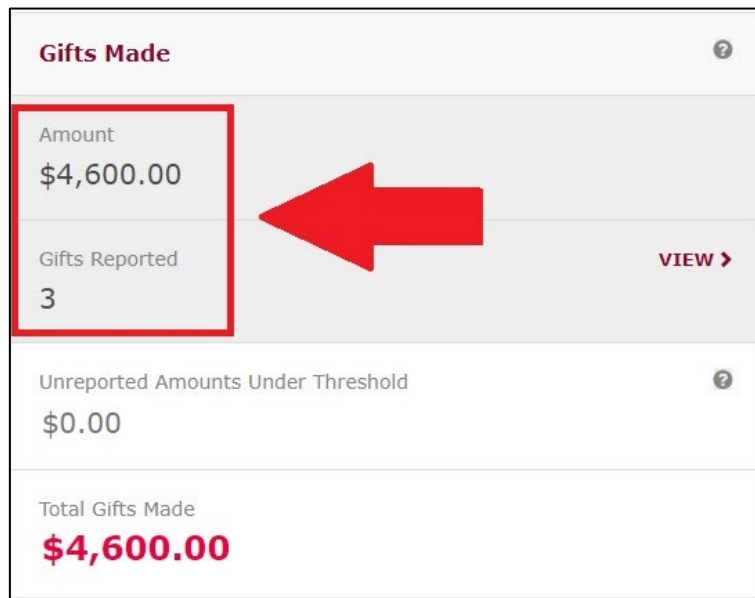
However, you also received several smaller gifts from 14 other donors which totalled \$2,500. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 15. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$2,500.00.

The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.

Gifts Received	
Amount	\$15,000.00
Gifts Reported	1 VIEW >
Number of Entities that made Gifts	15
Unreported Amounts Under Threshold	\$2,500
Total Gifts Received	\$17,500.00

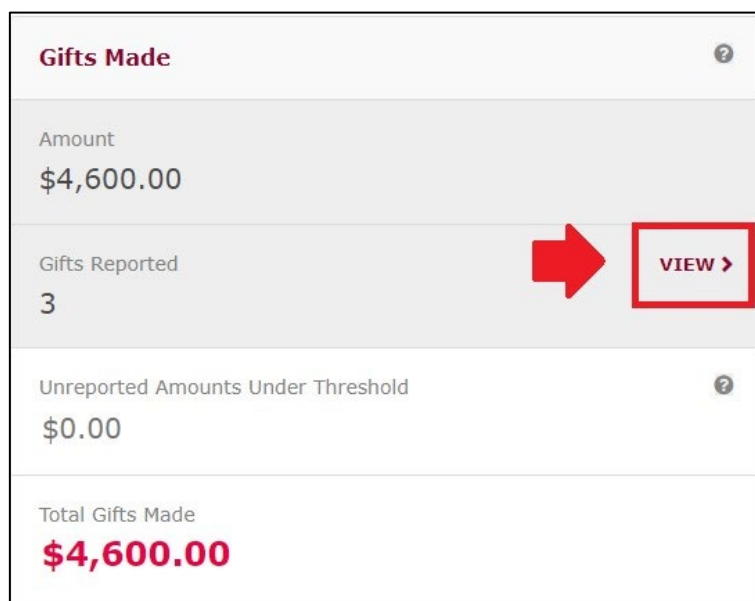
8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section also includes a summary of all the gifts you made to participants in the election.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 6](#).



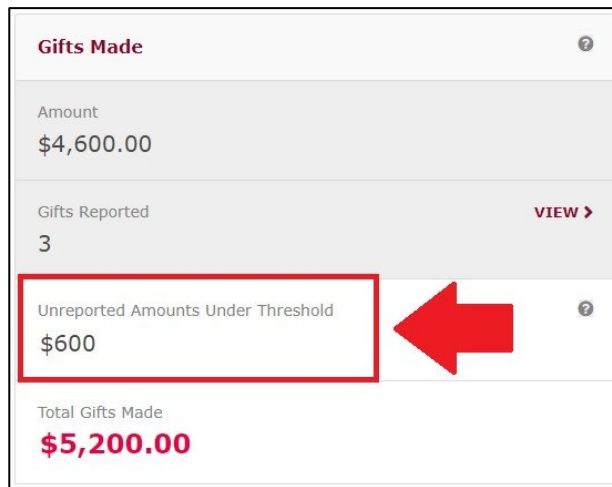
Gifts Made	
Amount	\$4,600.00
Gifts Reported	3
VIEW >	
Unreported Amounts Under Threshold	\$0.00
Total Gifts Made	\$4,600.00

You can review gifts already reported in EDS by clicking the **View** button.



Gifts Made	
Amount	\$4,600.00
Gifts Reported	3
VIEW >	
Unreported Amounts Under Threshold	\$0.00
Total Gifts Made	\$4,600.00

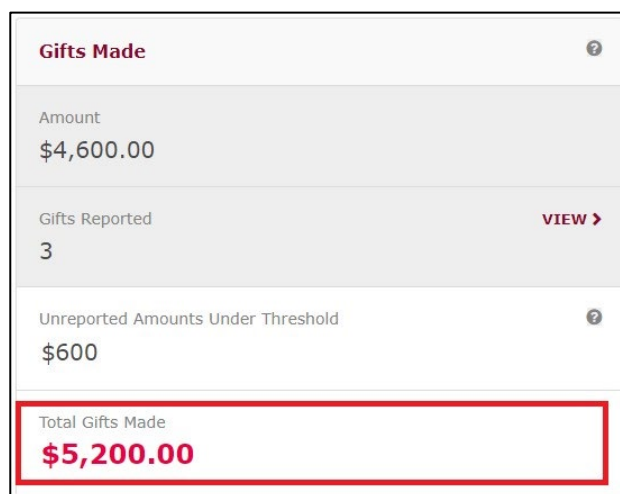
The **Unreported Amounts Under Threshold** field is editable. This field should be updated with the total value of any gifts that you made of less than \$500 that have not already been reported in EDS



Gifts Made	
Amount	\$4,600.00
Gifts Reported	3 VIEW >
Unreported Amounts Under Threshold	\$600
Total Gifts Made	\$5,200.00

For example: the registered third party has lodged returns in EDS for 3 gifts to other election participants totalling \$4,600. They also have made several smaller gifts to election participants which have not been reported in EDS. The **Unreported Amounts Under Threshold** field has been updated from \$0.00 to \$600.

The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election. It is comprised of the Amount field plus the Unreported Amounts Under Threshold field.



Gifts Made	
Amount	\$4,600.00
Gifts Reported	3 VIEW >
Unreported Amounts Under Threshold	\$600
Total Gifts Made	\$5,200.00

10. The Return Summary section includes a summary of all electoral expenditure that you incurred for the election.

The Amount and Expenditures Reported fields displays the total amount and number of any items of electoral expenditure that you have already reported in EDS using the instructions in [section 7](#).



Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1 VIEW >
Total Expenditure Incurred	\$10,000.00

You can review any expenditure that you have already reported in EDS by clicking the **View** button.



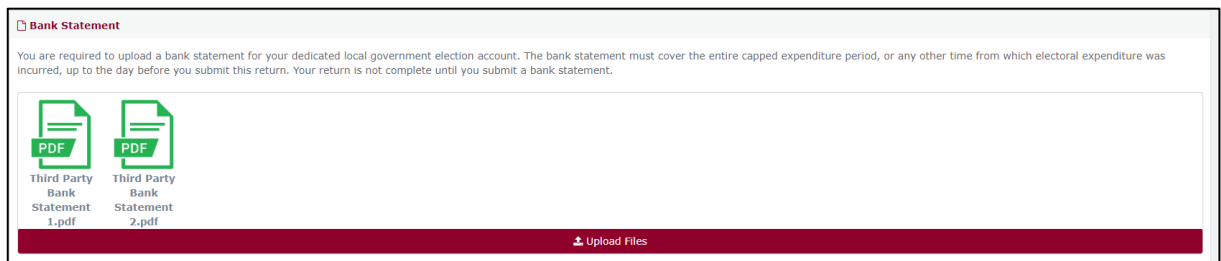
Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1 VIEW >
Total Expenditure Incurred	\$10,000.00

The Total Expenditure Incurred field should reflect the total amount of electoral expenditure that your third party incurred for the election.



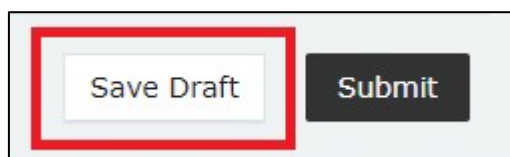
The screenshot shows a summary card titled "Electoral Expenditure Incurred" with a help icon. It displays the amount as "\$10,000.00" and indicates that "1" expenditure has been reported, with a "VIEW >" link. Below this, a red-bordered box highlights the "Total Expenditure Incurred" field, which also shows "\$10,000.00" with a help icon.

11. 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 the "Bank Statement" section with a requirement notice: "You are required to upload a bank statement for your dedicated local government election account. The bank statement must cover the entire capped expenditure period, or any other time from which electoral expenditure was incurred, up to the day before you submit this return. Your return is not complete until you submit a bank statement." Below the notice, two PDF icons are shown with filenames "Third Party Bank Statement 1.pdf" and "Third Party Bank Statement 2.pdf". A red "Upload Files" button is at the bottom.

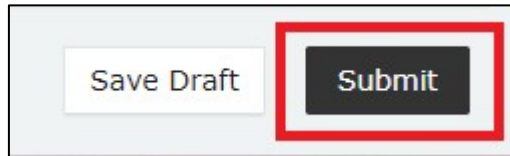
12. A draft copy of the election summary return can be saved at any time by choose **Save Draft**.



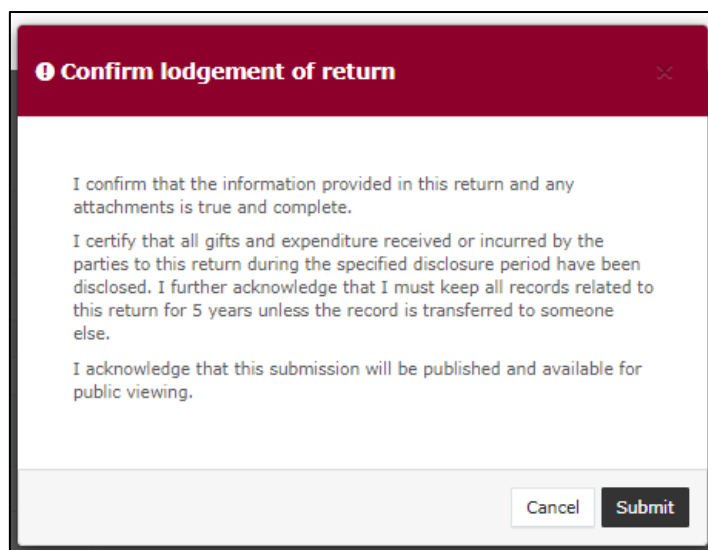
The screenshot shows two buttons: "Save Draft" and "Submit". The "Save Draft" button is highlighted with a red border.

Your draft returns are accessible by choosing **Drafts** from the sidebar.

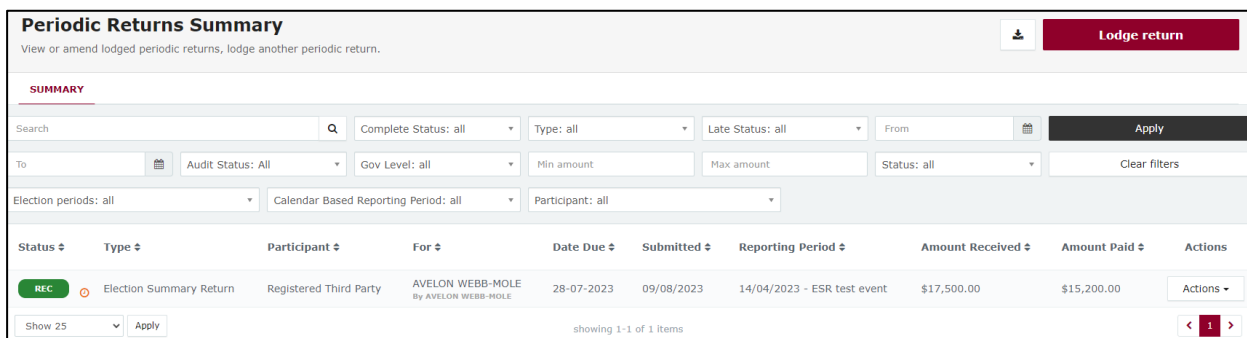
13. Select **Submit** to lodge the return.



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



15. Your return will appear in your Periodic Returns page, as well as on the public Reports page.



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

SUMMARY

Search Complete Status: all Type: all Late Status: all From

To Audit Status: All Gov Level: all Min amount Max amount Status: all

Election periods: all Calendar Based Reporting Period: all Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Third Party	AVELON WEBB-MOLE BY AVELON WEBB-HOLE	28-07-2023	09/08/2023	14/04/2023 - ESR test event	\$17,500.00	\$15,200.00	Actions

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

10. 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 existing gifts and expenditure.
- **Periodic Returns** – displays existing election summary returns.

To request an amended return in EDS, please use the following instructions.

1. Locate the return that you wish to amend from My Submissions or Periodic Returns of EDS. 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

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

The screenshot shows a table with columns for Receiver and Amount. The first row shows John Smith with an amount of \$1,000.00. The Actions column for this row has a dropdown menu open, with the 'Request to amend' option highlighted by a red box and a red arrow pointing to it. The dropdown menu also includes options for View, Mark gift as returned, and Request to delete.

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions View Mark gift as returned Request to amend Request to delete

3. 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.

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.

Cancel Request to amend

4. 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

11. 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.

Note: This function can only be used by gift recipients. If a gift you made was returned to you, only the original recipient of the gift can mark it as returned in EDS.

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

1. Locate the return for the gift that you wish to mark as returned from the My Submissions page of EDS.
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

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

The screenshot shows a filter section at the top with 'True Source: all', 'Min amount', and 'Calendar Based Reporting Period: all'. Below is a table with columns: Receiver, Amount, and Actions. The first row shows 'John Smith' with an amount of '\$1,000.00'. The 'Actions' dropdown menu is open, showing options: View, Mark gift as returned (highlighted with a red box), Request to amend, and Request to delete. A red arrow points to the 'Mark gift as returned' option.

- 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.

Confirm to mark gift as returned

Returned to*
Barbie Jackson

Date returned*
20/07/2023

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

Upload Files

Cancel Mark gift as returned

- A returned symbol (↺) will appear next to the gift's listing in the My Submissions page of EDS and on the public Gift Map and Reports pages.

Both you 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