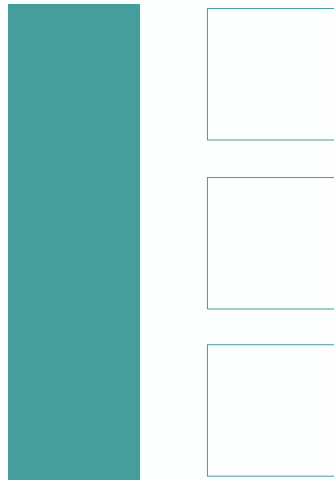




Elections ACT

Financial Disclosure Portal User Manual

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Accessibility information

Elections ACT is committed to making its information, services, events and venues as accessible to as many people as possible.

- If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone **(02) 6205 0033**.
- If English is not your first language and you require the translating and interpreting service – please telephone **13 14 50**.

National Relay Service

If you are deaf or have a hearing or speech impairment, you can call Elections ACT through the National Relay Service.

- Speak and listen users:
Phone **1300 555 727** and ask for **(02) 6205 0033**
- TTY (Type and Read) users:
Phone **133 677** then ask for **(02) 6205 0033**
- Internet relay users:
Connect to NRS (www.relayservice.com.au) then ask for **(02) 6205 0033**
- ACT Interpreter Service – for the deaf and blind – please telephone **(02) 6287 4391**.

This handbook is current as at 13 July 2026. Please consult the online version at

<https://www.elections.act.gov.au/for-political-participants>

for the most recent and updated information.

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Produced by the
ACT Electoral Commission
GPO Box 172, Canberra ACT 2601.
Phone: 02 6205 0033
Web: www.elections.act.gov.au
Email: elections@act.gov.au

Publication date: 13 July 2026

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Introduction

About this manual

This user manual provides guidance on using Elections ACT's Financial Disclosure Portal (the portal), available at www.disclosures.elections.act.gov.au. This is a new portal that aims at providing you with a more contemporary way of managing disclosure obligations, replacing the previous email-based lodgement process with a secure online platform.

The manual is intended as a practical reference for portal users and explains the portal's features and functions. It does not constitute legal advice and should not be relied upon as a definitive interpretation of the ACT's financial disclosure requirements.

Users should refer to the *Electoral Act 1992* available at www.legislation.act.gov.au for authoritative legal requirements. Where necessary, independent legal advice should be obtained.

Additional information, guidance materials, and resources on electoral funding and financial disclosure are available on the Elections ACT website at www.elections.act.gov.au/for-political-participants.

The *Electoral Act 1992* (the Act) establishes the ACT's election funding, expenditure, and financial disclosure framework. The framework includes:

- public funding of election campaign expenditure;
- limits on electoral expenditure;
- limits on anonymous gifts;
- restrictions on gifts from prohibited donors;
- restrictions on political entities receiving gifts from prohibited donors; and
- disclosure of financial transactions.

This user manual provides instructions for ACT political entities on using the Financial Disclosure Portal to meet their disclosure obligations, including 7-day gift reporting and annual return reporting.

7-Day Gift Reporting

From 1 July 2024, associated entities, MLAs, non-party MLAs, party groupings, prospective non-party candidates, and non-party candidates (collectively referred to as **political entities**) must lodge gifts disclosure within seven days of receiving:

- a gift, or multiple gifts from the same individual or organisation, totalling \$1,000 or more; and
- any additional gift from that same individual or organisation.

Annual Returns

Political entities must lodge an annual return for each financial year, including a nil return where there is nothing to report. The annual return records the party's financial activities during the reporting period and is separate from any 7-day gift disclosures submitted throughout the year.

The Act requires the entity's annual return to report all receipts (including those gifts and gift-in-kind from gift disclosure you have already made), anonymous gifts, payments and debts to their annual returns.

Annual returns must be lodged through the Financial Disclosure Portal by **31 August** following the end of the reporting period.

Benefits of Using the Financial Disclosure Portal

The Financial Disclosure Portal reduces duplicate data entry by allowing information previously disclosed through gift returns to be linked to an annual return.

Abbreviations

<i>Abbreviation</i>	<i>Meaning</i>
MLA	Member of Legislative Assembly
Political entities	Party groupings, non-party MLAs
The Act	The <i>Electoral Act 1992</i>
The portal	Financial Disclosure and Nominations portal

The portal

The portal enables regulated entities to:

- Submit disclosure information (regular gifts, annual returns, election returns);
- Amend previously lodged disclosures or nominations;
- Manage and track disclosure records; and
- Receive submission confirmations with a complete audit history.

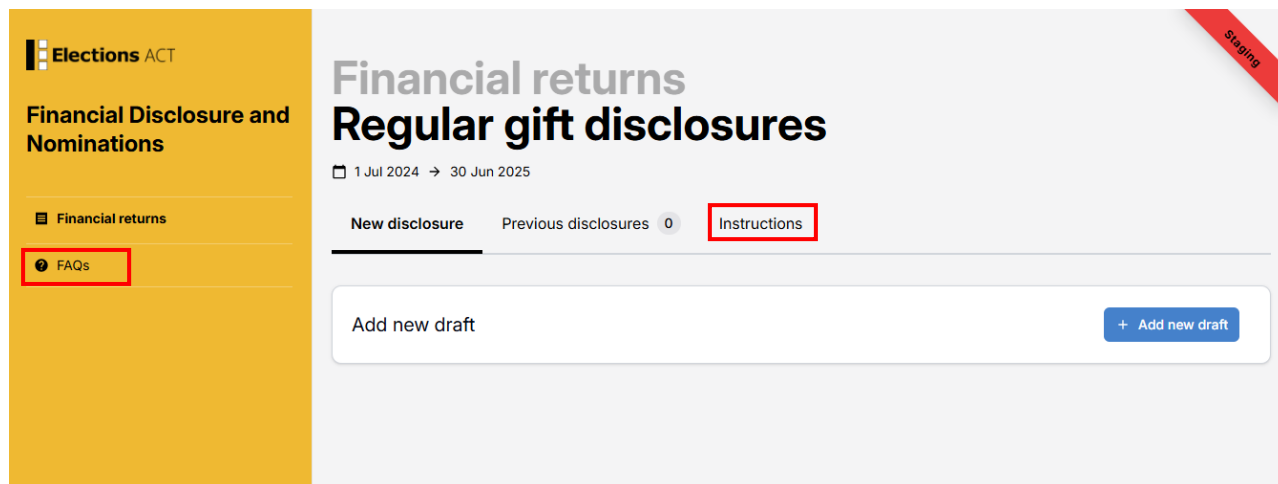
From 1 July 2026, the portal will provide the following functionality:

- Lodgement of regular gift disclosures through manual entry or bulk upload;
- Preparation and submission of annual returns, including automatic calculations and transaction linking;
- Amendment of previously submitted disclosures and returns; and
- Certification, submission, and acknowledgement of disclosures and returns.

Future functionality will include:

- Lodgement of election returns;
- Nomination of candidates by registered political parties;
- Nomination acceptance by the candidate; and
- Payment of nomination deposits.

For information on how to complete a return, select the *Instructions* or *FAQs* tab within the portal. These sections provide guidance on completing and submitting disclosure returns, including answers to common questions.



Assistance and enquiries

For assistance, contact Elections ACT at:

Phone:

(02) 6205 0033

Email:

electionsDisclosure@act.gov.au

Locality address:

ACT Electoral Commission
Nara Centre, 3 Constitution Avenue
CANBERRA CITY ACT 2601

Postal address:

ACT Electoral Commission
GPO Box 172
CANBERRA ACT 2601

Elections ACT website:

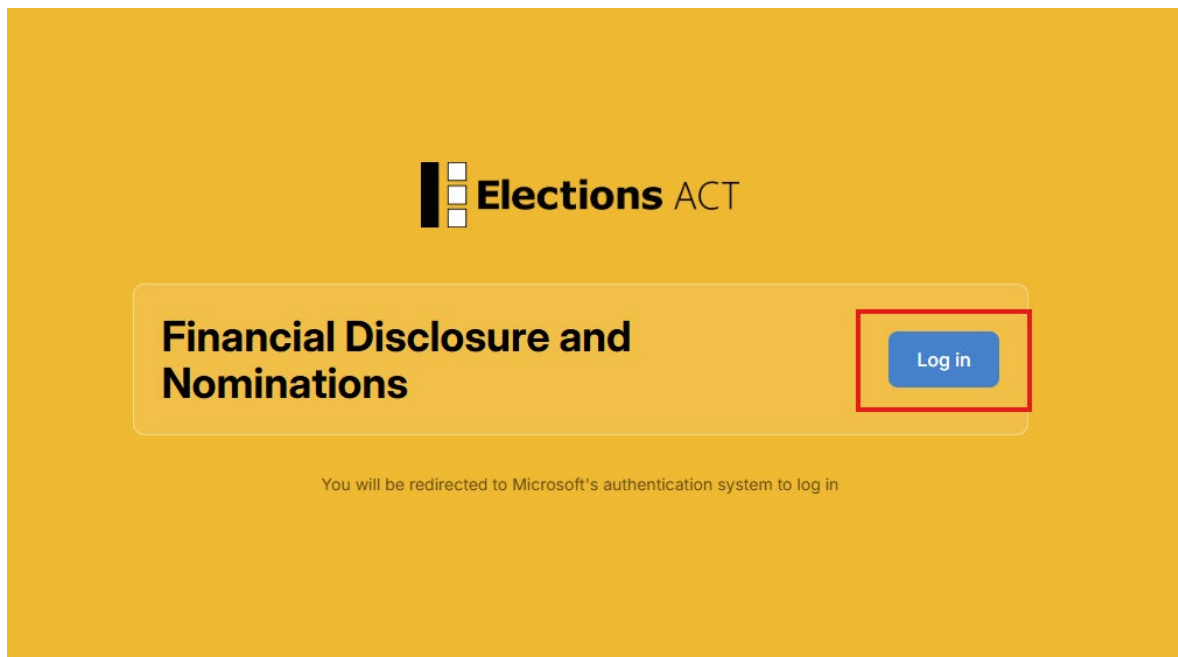
www.elections.act.gov.au

Using the portal

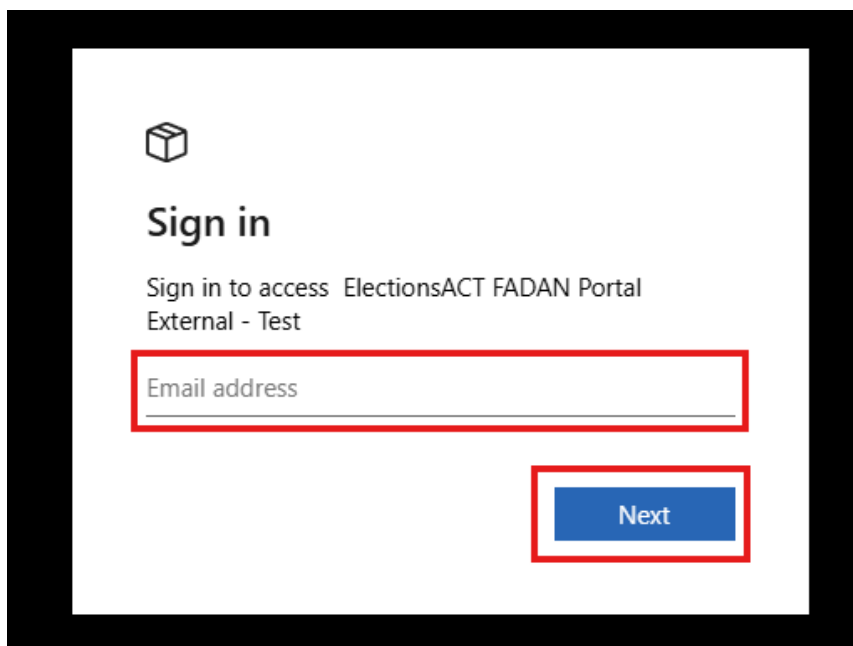
Logging into the portal

Access the portal at www.disclosures.elections.act.gov.au and select log in.

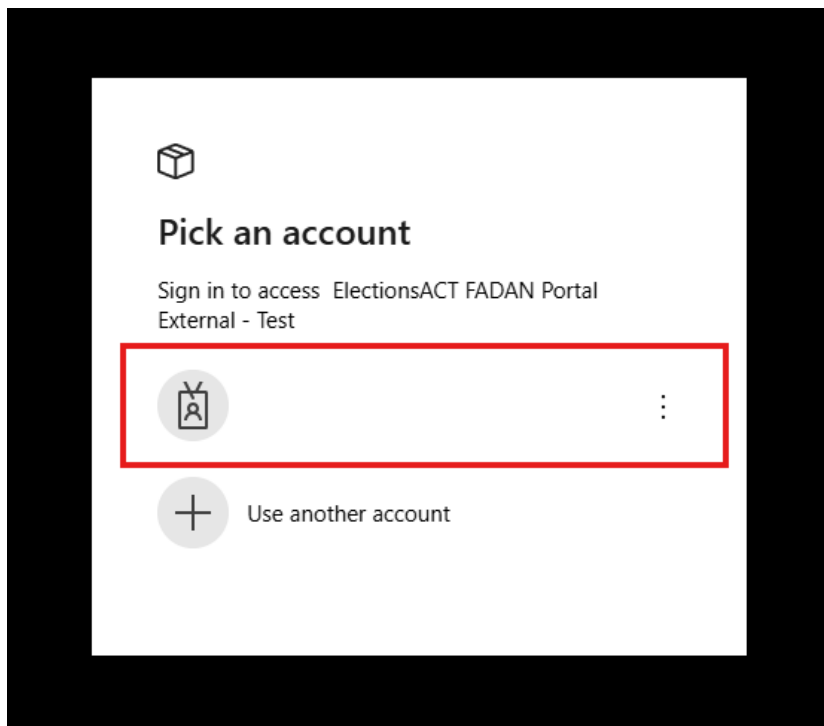
1. Click '**Log in**'.



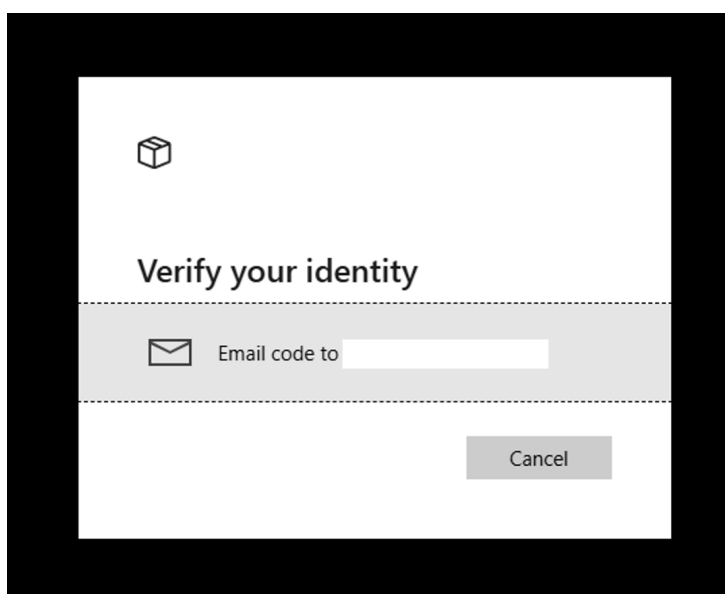
2. First-time users should enter their email address and the temporary password sent via email by Elections ACT. First-time users will be prompted to create a new password as part of the initial login process.



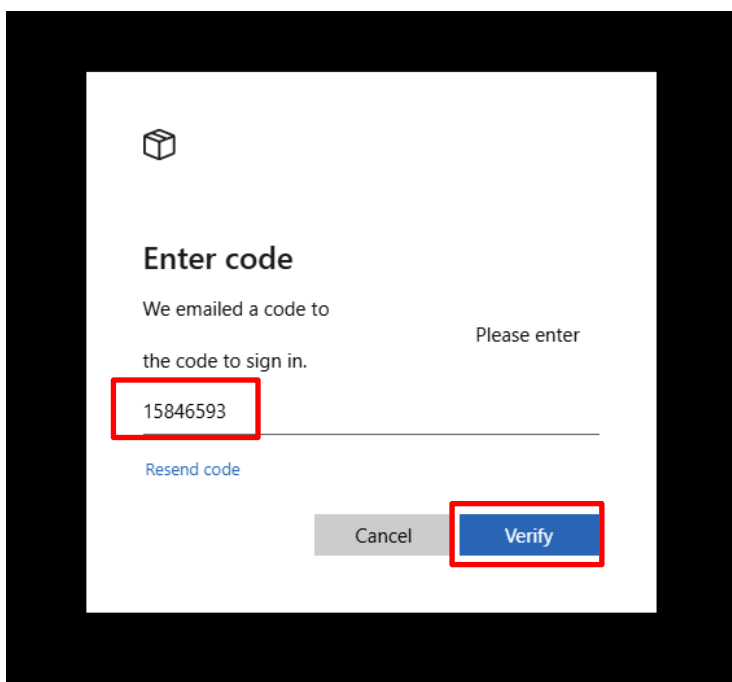
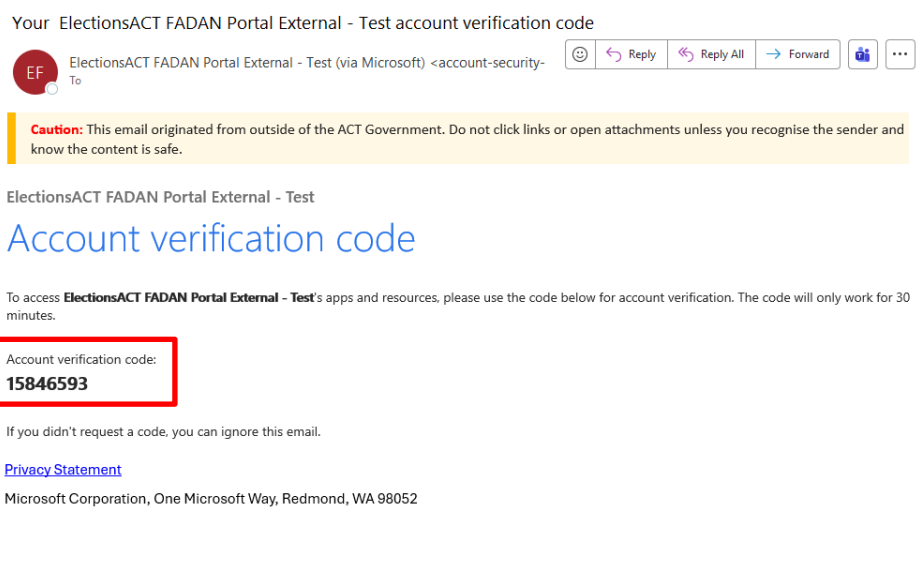
Returning users can select their account and enter their established password.



3. Users will be required to verify their identity. Click '**Email code to [your email address]**' and a one-time passcode will be sent to your nominated email address.



4. Copy this code and enter it into the field on the portal screen, then click '**Verify**'.



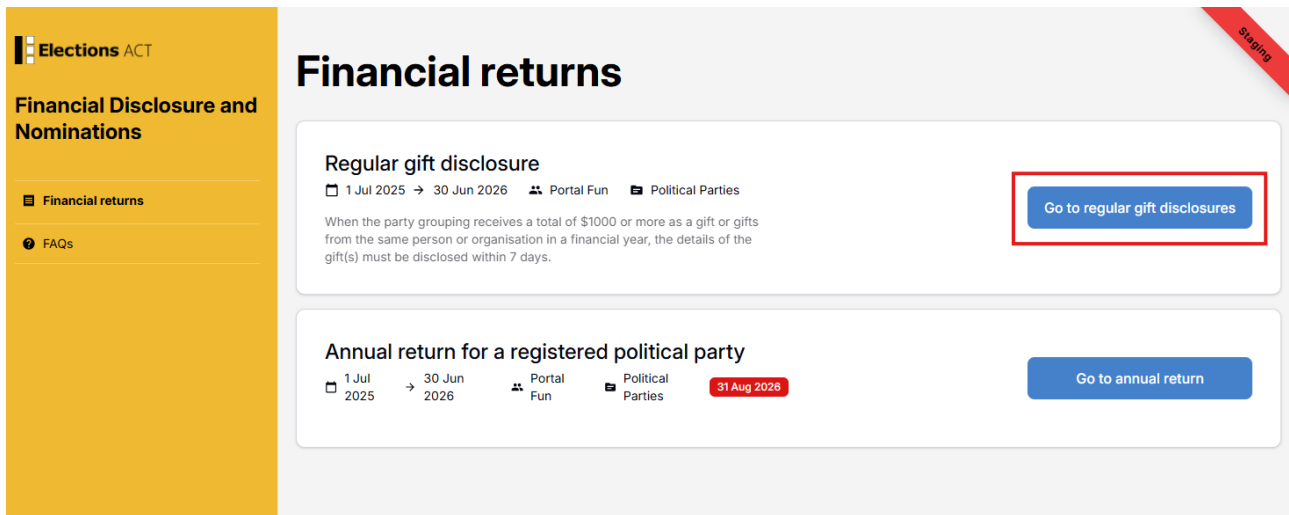
5. You will now have access to the portal.

Disclosing regular gifts

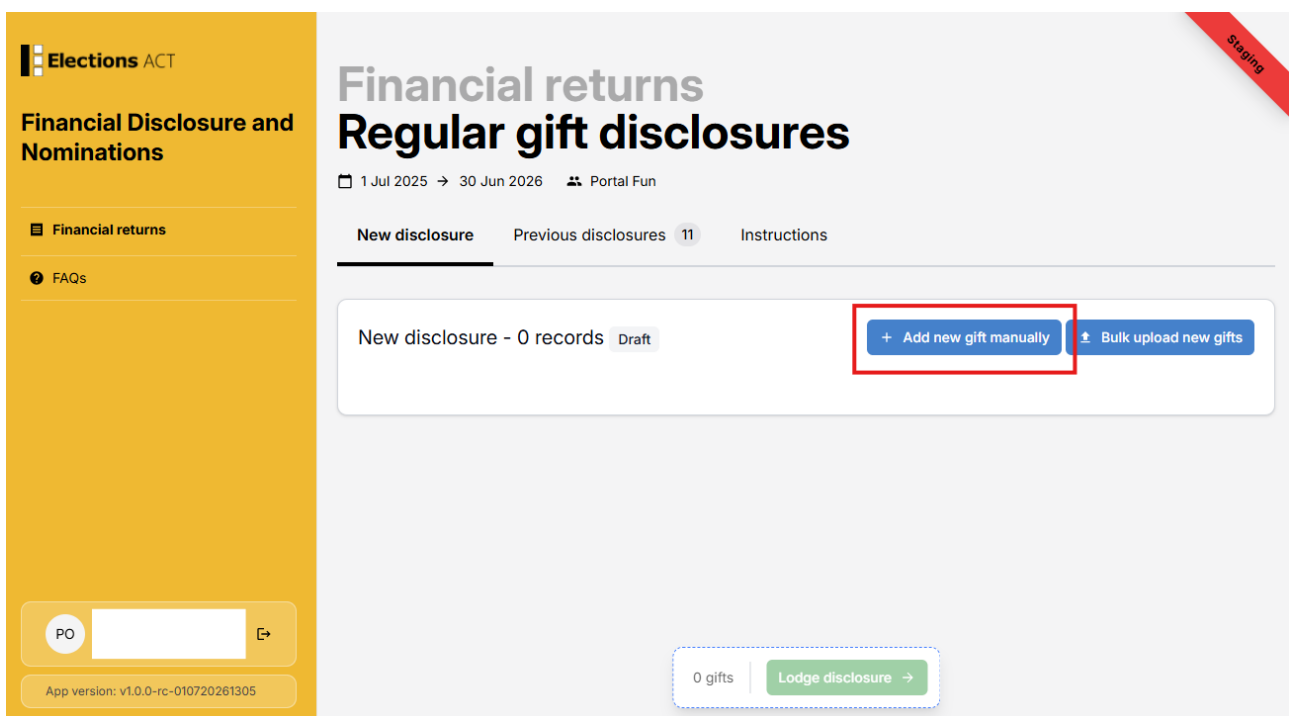
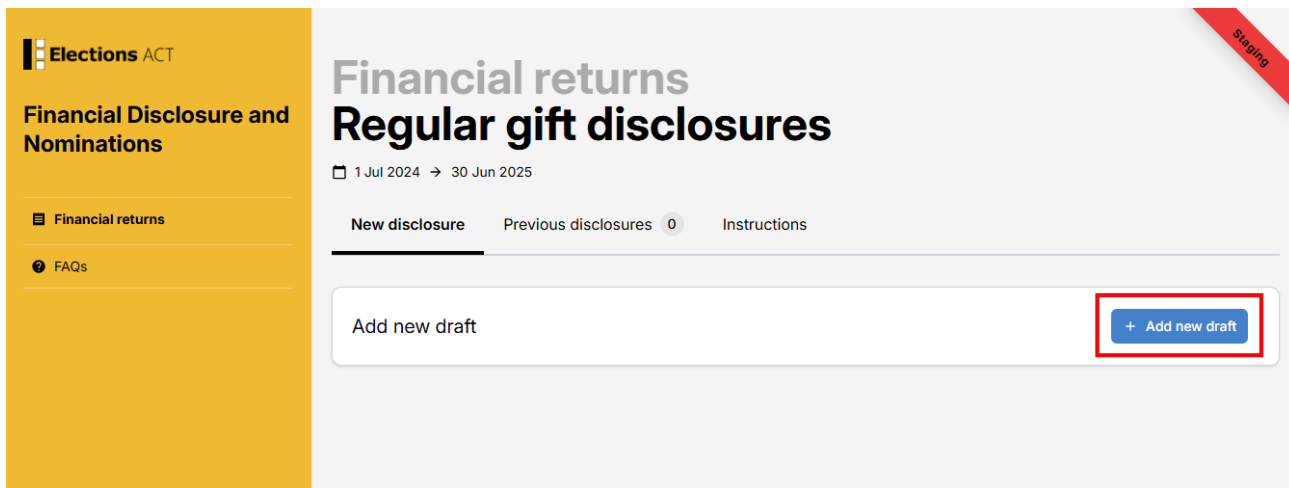
Information entered into this portal may be used to facilitate the publication of gift disclosures on the Elections ACT website where disclosure thresholds prescribed by electoral legislation are met during a reporting period. Publication will occur only after Elections ACT has undertaken appropriate compliance and verification processes.

Entering gifts manually

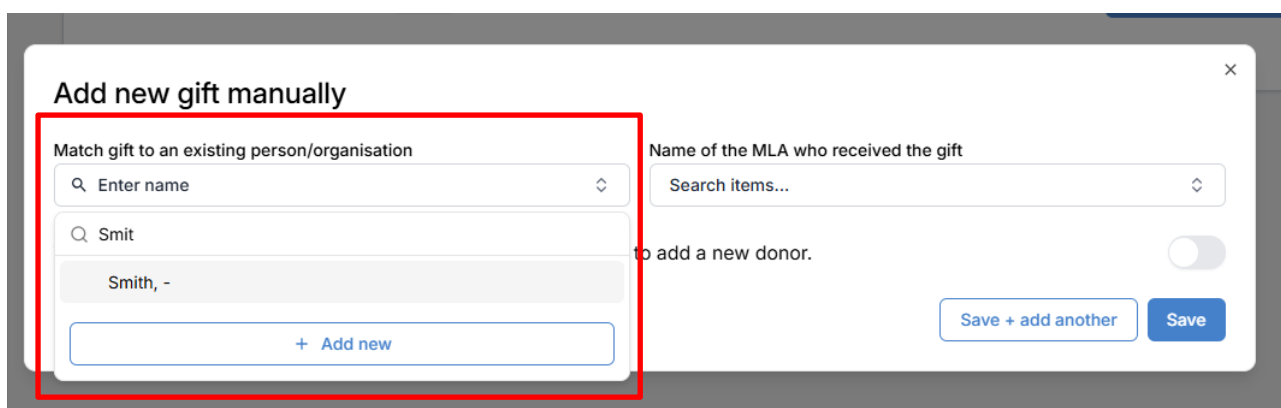
1. From the financial returns screen, click '**Go to regular gift disclosures**'.



2. Click '+ Add new draft', then '+ Add new gift manually'.

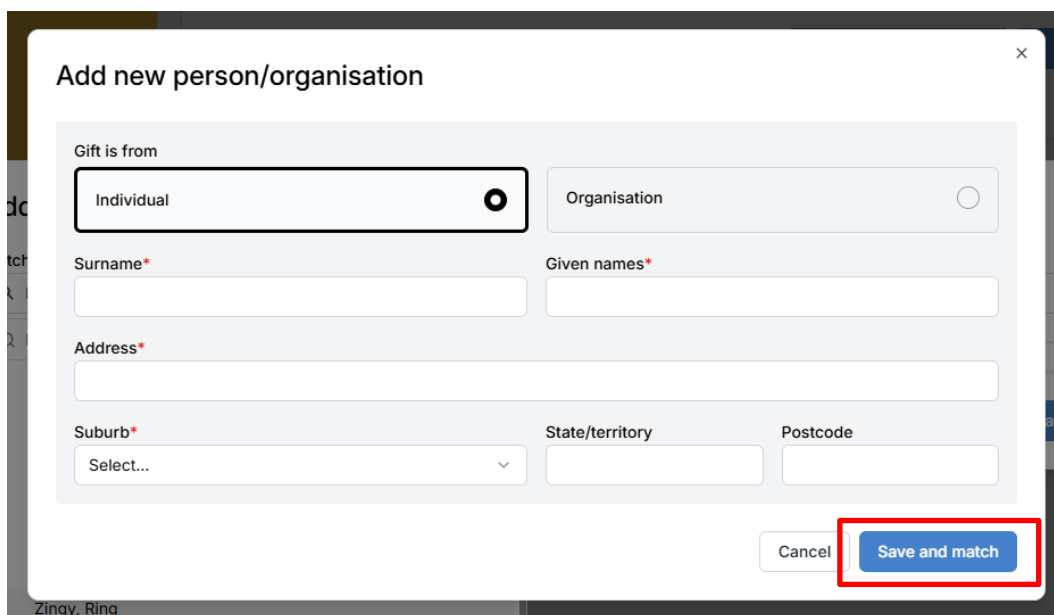


3. To select an existing donor, start typing the donor name in the 'Match gift to an existing person/organisation' field. Or select '+ Add new donor' to add a new donor.



4. When adding a new donor: Select Individual or Organisation as relevant and fill in the required details (* fields are mandatory). When complete, click '**Save and match**'.

Donors must be accurately matched to existing donor records in the system to ensure disclosure thresholds are correctly calculated for each individual or organisation.



5. Fill in the remaining gift details and click '**Save**'.

For representatives of political parties: If a gift was given directly to an MLA from your party, at this step you can select which MLA the gift was given to by clicking into the field below '**Name of the MLA who received this gift**'. By assigning the MLA who received the gift at the gift lodgement process, it will assist the party and party's aligned MLAs at annual return disclosure.

Regular gift disclosures

Add new gift manually

Match gift to an existing person/organisation

Name of the MLA who received the gift

This is an anonymous gift, and I do not have the required details to add a new donor. ☐

Gift is from

☒ Individual ☐ Organisation

Surname*

Given names*

Address

Suburb

State/territory

Postcode

Type of receipt*

☐ Gift in kind ☒ Gift of money

Date received*

Amount or value*

- If you have more than one gift to report, additional gifts can be added by repeating this same process.
- Once all your gifts are entered, click '**Lodge disclosure**'.

Financial returns

Regular gift disclosures

1 Jul 2025 → 30 Jun 2026

New disclosure Previous disclosures 0 Instructions

New disclosure - 1 records Draft

Person	Organis...	Address	Type	Amount	Date...	Status	Published			
					dd/mm					
	Qantas ...		Gift of m...	\$1,500.00	21 May 2...	Draft	☐	edit	delete	

Page Size: 100 1 to 1 of 1 Page 1 of 1

1 gifts

8. You will then be presented with a final lodgement screen, where you can review all the gifts that you are lodging in this gift disclosure. The system will highlight possible duplicate entries in your disclosure for you to confirm. If there is an error, click '**Cancel**' and make the necessary amendments and return to the final lodgement screen.

Potential duplicates
Please confirm that the following duplicate rows are correct.

Person	Organisation	Address	Type	Amount	Date received
	Qantas Airways Ltd			\$1,500.00	21 May 2026
	Qantas Airways Ltd			\$1,500.00	21 May 2026

Page Size: 100 1 to 2 of 2 < > Page 1 of 1 > >

Sign and lodge disclosure
By lodging this disclosure, you will sign as **Non-party MLA, Karen**.

☐ I, , certify that the information contained in this disclosure return is true and complete.

Date
06/07/2026

9. Once you have carefully reviewed your entries, click the checkbox to certify the disclosure return and then click '**Sign and lodge disclosure**'.

Lodge disclosure

Gifts
As per legislation, the gifts over \$1,000 will be published on the Elections ACT website.

	Person	Organisation	Address	Gift type	Amount	Date received
▼ (1)					\$1,000.00	
	Sulaj Ciao-Test		20 wentworth ave, ...	Gift of money	\$1,000.00	5 May 2026
▼ (2)					\$1,000.00	
	Jono Smith		145 mugga way , R...	Gift of money	\$500.00	13 May 2026
	Jono Smith		145 mugga way , R...	Gift of money	\$500.00	14 May 2026

Page Size: 100 1 to 2 of 2 < > Page 1 of 1 > >

Sign and lodge disclosure
By lodging this disclosure, you will sign as **Portal Fun - Agent, Oanh**.

☐ I, Portal Fun - Agent, Oanh, certify that the information contained in this disclosure return is true and complete.

Date
14/05/2026

10. Once lodged, you will receive an email confirmation as receipt of your lodgement.

Fw: Acknowledgement - Gift return submitted 14 ...



To: Elections Disclosure



4:42 PM

Yahoo Mail: Search, organise, conquer

----- Forwarded message -----

From: "ElectionsDisclosure@act.gov.au"

<ElectionsDisclosure@act.gov.au>

To:

Sent: Thu, 14 May 2026 at 4:36 pm

Subject: Acknowledgement - Gift return submitted 14 May 2026 - Portal Fun

Dear

Thank you for lodging the Gift return dated 14 May 2026 for Portal Fun. This is an automatic email to acknowledge that you have lodged the return.

Your return will be reviewed for compliance under the *Electoral Act 1992* before it is published. Elections ACT may need to contact you for further information.

Please contact Elections ACT on (02) 6205 0033 or email ElectionsDisclosure@act.gov.au if you have any questions.

This email is automated. Please do not reply.

Bulk uploading gifts

If you have multiple gifts to disclose, you may use the bulk upload function.

1. From the 'Regular gift disclosures' page, click '**+ Add new draft**' and then '**Bulk upload new gifts**'.

Financial returns

Regular gift disclosures

1 Jul 2025 → 30 Jun 2026 Portal Fun

New disclosure Previous disclosures 23 Instructions

New disclosure - 0 records Draft

+ Add new gift manually Bulk upload new gifts

0 gifts Lodge disclosure →

2. Click '**Download template**' to download the bulk upload template to your computer and complete the required information. This template must be used when bulk uploading gifts.

Bulk upload new gifts

1 Step 1 — 2 Step 2 — 3 Step 3

Upload bulk gifts spreadsheet
Save time by uploading your gifts.

❗ The uploaded file must use the Microsoft Excel template. [Download template](#)

Upload Excel spreadsheet

⬆

Drag and drop files here
.xls, .xlsx up to (max. 10MB)

Cancel Next

0 gifts | [Lodge disclosure →](#)

App version: v1.0.0-rc-260520261423

3. Upload the completed bulk upload template file by dragging and dropping the file into the **'Upload Excel spreadsheet'** area, or by clicking within the drag and drop area and locating the file on your computer, then click **'Next'**.

Bulk upload new gifts

1 Step 1 — 2 Step 2 — 3 Step 3

Upload bulk gifts spreadsheet
Save time by uploading your gifts.

❗ The uploaded file must use the Microsoft Excel template. [Download template](#)

Upload Excel spreadsheet

⬆

Drag and drop files here
.xls, .xlsx up to (max. 10MB)

Cancel **Next**

0 gifts | [Lodge disclosure →](#)

App version: v1.0.0-rc-260520261423

4. The system will attempt to match donors against existing records.

If a match cannot be made, it is usually because:

- the donor does not yet exist in the system (for example, this is the first gift received from that donor); or
- the donor details in the upload file differ from those in the existing record.

In these cases, you will need to review the unmatched records and either link them to an existing donor or create a new donor record.

Review each gift line, clicking into the **'Enter name to match'** field or **'Add new'** as relevant to match the donor.

For representatives of political parties: If a gift was given directly to an MLA from your party, at this step you can select which MLA the gift was given to by clicking into **'Enter name to match'**. By assigning the MLA who received the gift at the gift lodgement process, it will assist the party and party's aligned MLAs at annual return disclosure.

Once satisfied with your selections, click **'Next'**.

Bulk upload new gifts

Step 1 **2** Step 2 Step 3

Donor matching
We've automatically matched 0 of 2 donors to existing entities.

Donor matching
We've automatically matched 0 of 2 donors to existing entities.

Person/organisation	Address	Value	Status	MLA who received the gift
Qantas	145 Mugga Way, Red Hill...	\$200.00	Enter name to match... ▾	Enter name to match... ▾
Canberra Theatre	180 North Building, CAN...	\$400.00	Enter name to match... ▾	Enter name to match... ▾

Page Size: 100 ▾ 1 to 2 of 2 < > Page 1 of 1 > >

Previous Cancel **Next**

Bulk upload new gifts

Step 1 **2** Step 2 Step 3

Donor matching
We've automatically matched 2 of 2 donors to existing entities.

Donor matching
We've automatically matched 2 of 2 donors to existing entities.

Person/organisation	Address	Value	Status	MLA who received the gift
Qantas	145 Mugga Way, Red Hill...	\$200.00	Matched to Qantas Airways Ltd Unr	Matched to Portal Fun Minister1, Qanhs
Canberra Theatre	180 North Building, CAN...	\$400.00	Matched to Canberra Theatre Centre	Matched to Portal Fun Minister1, Qanhs

Page Size: 100 ▾ 1 to 2 of 2 < > Page 1 of 1 > >

Previous Cancel **Next**

- Once you have matched or added all donors from your bulk upload template you will be presented with a summary screen that lists all your gift information. After reviewing all the entries, press **'Finish'**.

Acknowledgement - Gift return submitted 19 May ...



ElectionsDisclosure@act.gov.



Thank you for your confirmation.

I confirm.

Please confirm receipt.

Dear

Thank you for lodging the Gift return dated 19 May 2026 for .

This is an automatic email to acknowledge that you have lodged the return.

Your return will be reviewed for compliance under the *Electoral Act 1992* before it is published. Elections ACT may need to contact you for further information.

Please contact Elections ACT on (02) 6205 0033 or email ElectionsDisclosure@act.gov.au if you have any questions.

This email is automated. Please do not reply.

Amending a gift disclosure

1. To amend a previously lodged gift, navigate to the '**Regular gift disclosures**' page and click '**Previous disclosures**'.

Financial returns

Regular gift disclosures

1 Jul 2025 → 30 Jun 2026 Portal Fun

New disclosure Previous disclosures 11 Instructions

New disclosure - 0 records Draft

+ Add new gift manually Bulk upload new gifts

2. Locate the relevant gift that you wish to amend, click '**Edit**', make the required changes and click '**Save**'.

14 May 2026 - 6 gifts

Person	Organisat...	Address	Gift type	Amount	Date r... ↓	Status	Published		
					dd/mm				
Canberra ...	180 North ...	Gift in kind	\$800.00	14 May 20...	Accepted	☒			
Qantas	120 Masc...	Gift in kind	\$490.00	14 May 20...	Accepted	☐			
Canberra ...	50 Northb...	Gift in kind	\$200.00	14 May 20...	Accepted	☐			
Qantas	145 Mugg...	Gift of mo...	\$100.00	12 May 20...	Accepted	☒			

Page Size: 100 1 to 6 of 6 Page 1 of 1

Last updated by at 2:51 PM, 15 May 2026

Update existing gift

Match gift to an existing person/organisation:

Name of the MLA who received the gift:

This is an anonymous gift, and I do not have the required details to add a new donor. ☐

Gift is from:

☐ Individual ☒ Organisation

☐ Is the organisation an unincorporated association, trust fund or funds from a foundation?

Name of organisation*: ABN:

Name of contact:

Address*:

Suburb*: State/territory: Postcode:

Type of receipt*: ☒ Gift in kind ☐ Gift of money

Date of gift received*: Value of gift*:

Gift description*: How was the gift in kind valued*:

3. The amended gift line will now show as a draft, indicating that it is no longer lodged.

▲ This disclosure has not been lodged.

18 Jun 2026 - 6 gifts

Person	Organis...	Address	Type	Amount	Date ... ↓	Status	Published			
					dd/mm					
	Qantas	120 Masc...	Gift in kind	\$490.00	14 May 2...	Accepted	☐			
	Canberra...	50 North...	Gift in kind	\$200.00	14 May 2...	Accepted	☐			
	Canberra...	180 Nort...	Gift in kind	\$950.00	13 May 2...	Draft	☐			
	Qantas	145 Mug...	Gift of m...	\$100.00	12 May 2...	Accepted	☒			

Page Size: 100 1 to 6 of 6 Page 1 of 1

Last updated by Portal Fun - Agent2, Karen at 3:57 PM, 9 Jul 2026

4. You can review the amendment history by clicking '**View history**' if required.

▲ This disclosure has not been lodged.

18 Jun 2026 - 6 gifts

Person	Organis...	Address	Type	Amount	Date ... ↓	Status	Published			
					dd/mm					
	Qantas	120 Masc...	Gift in kind	\$490.00	14 May 2...	Accepted	☐			
	Canberra...	50 North...	Gift in kind	\$200.00	14 May 2...	Accepted	☐			
	Canberra...	180 Nort...	Gift in kind	\$950.00	13 May 2...	Draft	☐			
	Qantas	145 Mug...	Gift of m...	\$100.00	12 May 2...	Accepted	☒			

Page Size: 100 1 to 6 of 6 Page 1 of 1

Last updated by Portal Fun - Agent2, Karen at 3:57 PM, 9 Jul 2026

Lodge amended disclosure →

5. Zero indicates the original lodgement, with subsequent numbering indicating the history of later amendments.

Version history

Version ↑	Date received	Date reported	Person	Organisation	Address
	dd/mm/yyyy	dd/mm/yyyy			
0	14 May 2026	6:39 PM, 14 May 2026		Canberra Theatre	180 North Building, Can...
1	14 May 2026	6:59 PM, 14 May 2026		Canberra Theatre	180 North Building, Can...
2	13 May 2026	12:44 PM, 18 Jun 2026		Canberra Theatre	180 North Building, Can...

Page Size: 100 1 to 3 of 3 Page 1 of 1

Close

6. Once satisfied with your amendment/s, click '**Lodge amended disclosure**'.

▲ This disclosure has not been lodged.

18 Jun 2026 - 6 gifts

Person	Organis...	Address	Type	Amount	Date ... ↓	Status	Published			
					dd/mm					
	Qantas	120 Masc...	Gift in kind	\$490.00	14 May 2...	Accepted	☐			
	Canberra...	50 North...	Gift in kind	\$200.00	14 May 2...	Accepted	☐			
	Canberra...	180 Nort...	Gift in kind	\$950.00	13 May 2...	Draft	☐			
	Qantas	145 Mug...	Gift of m...	\$100.00	12 May 2...	Accepted	☒			

Page Size: 100 1 to 6 of 6 Page 1 of 1

Last updated by Portal Fun - Agent2, Karen at 3:57 PM, 9 Jul 2026

Lodge amended disclosure →

7. Mark the checkbox to certify it as true and complete. Finally, '**Sign and lodge disclosure**' to complete the amendment process.

Lodge disclosure

Gifts
As per legislation, the gifts over \$1,000 will be published on the Elections ACT website.

Person	Organisation	Address	Gift type	Amount	Date received
▼ (1)	Canberra Theatre			\$850.00	
	Canberra Theatre	180 North Building, ...	Gift in kind	\$850.00	13 May 2026

Page Size: 100 1 to 1 of 1 Page 1 of 1

Sign and lodge disclosure
By lodging this disclosure, you will sign as

☒ I, , certify that the information contained in this disclosure return is true and complete.

Date
18/06/2026

Cancel **Sign & lodge disclosure**

8. You will receive an acknowledgement email to confirm that your amended return has been lodged.

----- Forwarded message -----

From: "ElectionsDisclosure@act.gov.au"

To: ↑

Cc:

Sent: Tue, 16 June 2026 at 1:18 pm

Subject: Gift - Email amendment acknowledgement of return

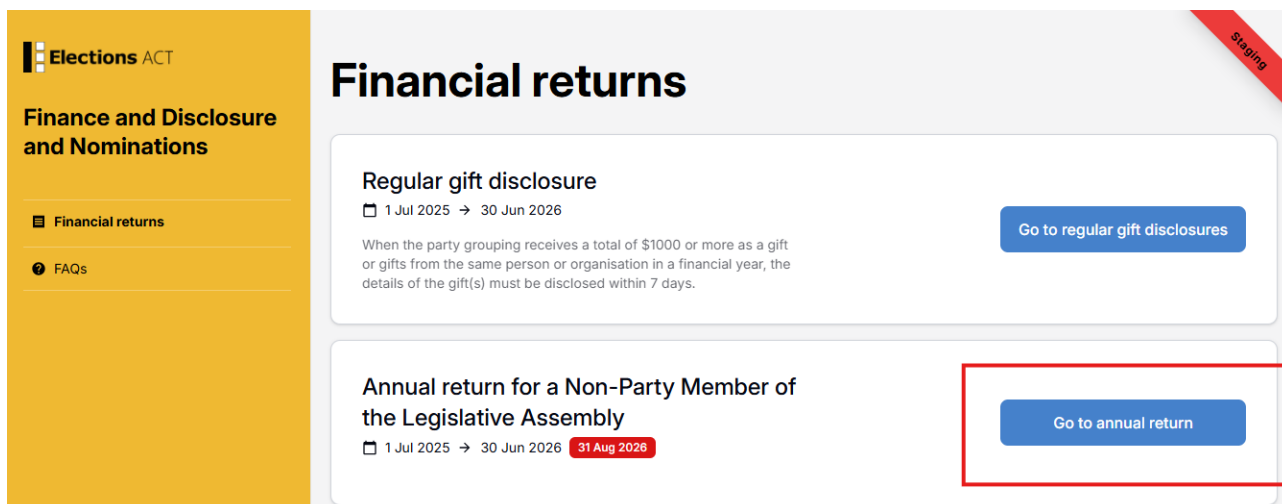
Gift - Email amendment acknowledgement of return

Lodging annual returns

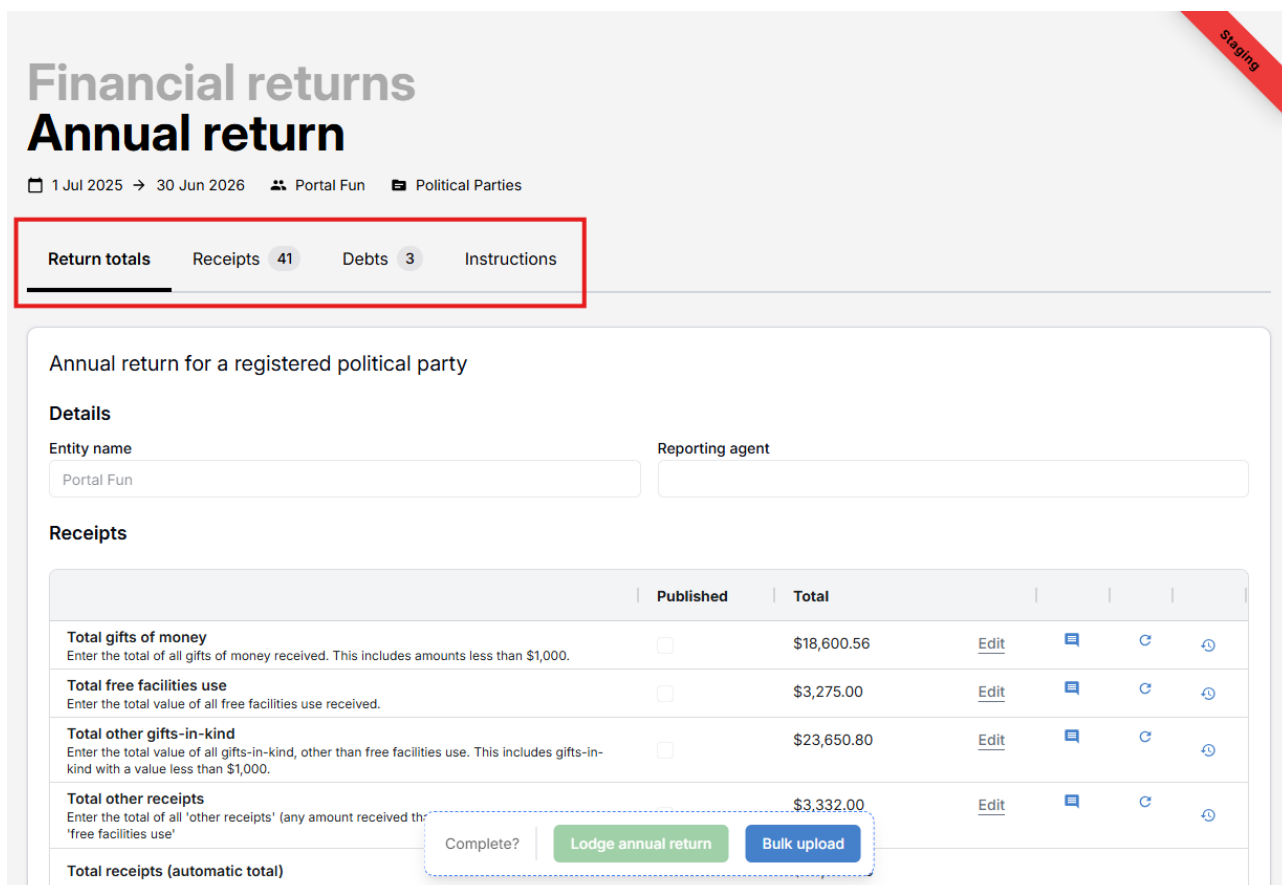
Political entities must lodge an annual return for each financial year, including a nil return where there is nothing to report. Annual returns record the entity's financial activity during the reporting period and are separate from regular gift disclosures lodged throughout the year. Information previously disclosed through gift returns can be linked to the annual return, simplifying completion of your annual return. However, additional information may need to be entered, including information on other receipts, payments, debts and annual totals.

Annual returns must be lodged through the Financial Disclosure Portal following the end of the reporting period, by 31 August.

1. From the 'Financial returns' screen, click 'Go to annual return'.



2. The annual return screen has a number of tabs. Return totals, receipts (or gifts for MLAs), debts and a tab for providing instructions on how to use an navigate the portal.



3. When you start completing your annual return you may see data pre-populated in the 'Return totals' tab. This is data from gift disclosures the party has already lodged throughout the financial year just completed. However, at this stage in the annual return process, this information is only a total figure. The annual return won't yet have the 'prescribed details' of those gifts. That is, the name and address details for gifts of an accumulated value of \$1,000 or more. For that information to come across to the annual return you need to link the gifts from the party's gift disclosures over to the annual return.

Annual return

1 Jul 2025 → 30 Jun 2026 Portal Fun Political Parties

Draft (last updated on 28 May 2026 01:45 PM)

Return totals Receipts **10** Debts **2** Instructions

Annual return for a registered political party

Details

Entity name: Portal Fun Reporting agent:

Receipts

	Published	Total				
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$2,100.00	Edit			
Total free facilities use Enter the total value of all free facilities use received.	☐	\$2,500.00	Edit			
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$1,250.00	Edit			
Total other receipts Enter the total of all 'other receipts' (any amount received that is not a 'gift,' 'gift-in-kind' or 'free facilities use')	☐	\$2,632.00	Edit			
Total receipts (automatic total)		\$8,482.00				

Anonymous gifts

Of the receipts shown above, show the amount of anonymous gifts received.

	Published	Total				
Total anonymous gifts An anonymous gift means a gift for which the receiver does not know some, or all, of the defined details (name and address). A party or MLA must not accept an anonymous gift of \$1,000 or more.	☐	\$0.00	Edit			

Complete? **Lodge annual return** Bulk upload

- To link gifts to the annual return event, click on the **'Receipts'** tab and then click **'Manage gifts'**. This action will retrieve the details of all gifts that the party reported during the financial year, saving the party from needing to manually re-enter the prescribed details of each gift. You can link gifts to the annual return by either reviewing each gift's details and clicking **'Link to return event'**, or by clicking the **'Link all'** button and linking all transactions in one go.

Note: The Electoral Act does not require a party's annual return to list the details of the gifts received by the party's MLAs. Accordingly, the portal will only retrieve gifts that have not been previously assigned as having been received by an MLA. Conversely, when an MLA links gifts through this process, only those gifts received by that MLA will be pulled across.

Annual return

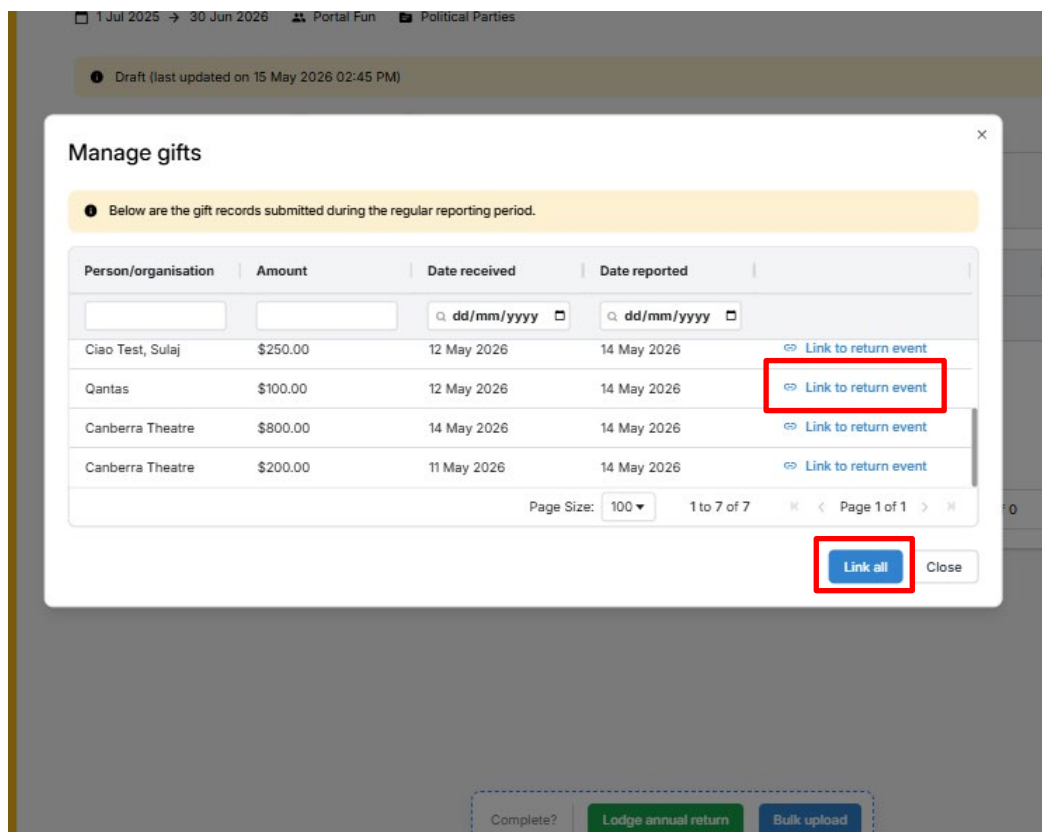
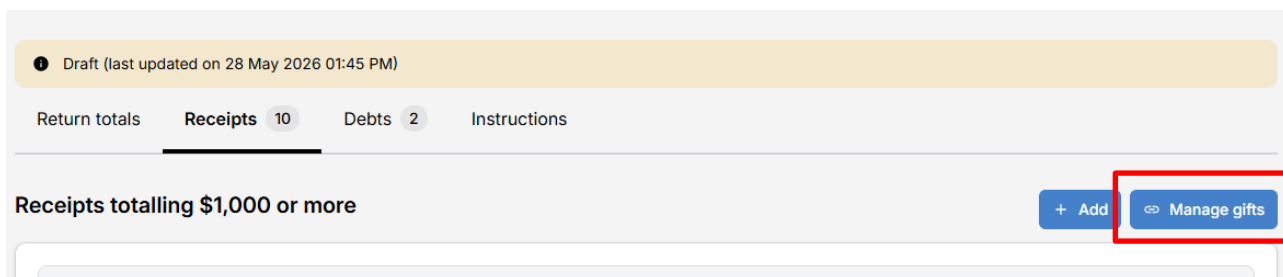
1 Jul 2025 → 30 Jun 2026 Portal Fun Political Parties

Draft (last updated on 28 May 2026 01:45 PM)

Return totals **Receipts 10** Debts **2** Instructions

Annual return for a registered political party

Details



- To add other receipts to the annual return, remain in the 'Receipts' tab and click '**+ Add**'. Fill in the required details and once satisfied, click '**Save**'.

Add new receipt manually

Match receipt to an existing person/organisation:

Name of the MLA who received the receipt:

This is an anonymous receipt, and I do not have the required details to add a new donor. ☐

Receipt is from: ☒ Individual ☐ Organisation

Surname*:

Given names*:

Address:

Suburb:

State/territory:

Postcode:

Type of receipt*: ☐ Free facilities use ☐ Receipt

Date received*:

Amount or value*:

- To add any outstanding debts as at 30 June, click the '**Debts**' tab and click '**+ Add**'. Fill in the required details and once satisfied, click '**Save**'.

Financial returns

Annual return

1 Jul 2025 → 30 Jun 2026 Portal Fun Political Parties

Disclosed (under review) - 6 Jul 2026 12:18 PM

Return totals Receipts 34 **Debts 3** Instructions

Outstanding debts as at 30 June 2026 totalling \$1,000 or more

×

Add new record

Match debt to an existing person/organisation*

Search items... ▾

Debt is to

Individual ☒

Organisation ☐

Surname*

Given names*

Address

Suburb*

State/territory

Postcode

Total amount owed*

↑

↓

Cancel

Save

7. Alternatively, you can 'bulk upload' receipts and debts by completing the bulk upload template available for download after clicking the 'Bulk upload' button from either the receipts (or gifts) tab or the Debts tab. Once you have completed and saved the template spreadsheet to your computer, drag and drop it into the upload area of the portal.
8. The system will attempt to match details in the spreadsheet to existing entity records. If a match cannot be made, it is usually because:
 - the entity does not yet exist in the system; or
 - the entity details in the upload file differ from those in the existing record, for example a typo exists in the spreadsheet.

In these cases, you will need to review the unmatched records and either link them to an existing entity or create a new entity record.

Once you've finished matching the receipts, the system will automatically bring up the debts for you to match if you have recorded any within the spreadsheet.

Annual return

1 Jul 2025 → 30 Jun 2026 Portal Fun Political Parties

Draft (last updated on 15 May 2026 05:12 PM)

Bulk upload new return

Step 1 **Step 2** Step 3 Step 4 Step 5

Donor matching

We've automatically matched 0 of 3 donors to existing entities.

Person/organisation	Address	Value	Status	MLA who received the gift
Ainslie Football Club	52 Wakefield Ave, Ainsli...	\$1,500.00	Enter name to match... or Add	Enter name to match... or Add
Agile Digital	Unit 9/18 Lonsdale St, Br...	\$2,632.00	Enter name to match... or Add	Enter name to match... or Add
Canberra Labor Club	Chandler St, Belconnen,...	\$1,000.00	Enter name to match... or Add	Enter name to match... or Add

Page Size: 100 1 to 3 of 3 Page 1 of 1

Next

facilities user

Total receipts (automatic total) \$4,530.00

Anonymous gifts

Annual return

1 Jul 2025 → 30 Jun 2026 Portal Fun Political Parties

Draft (last updated on 15 May 2026 05:12 PM)

Bulk upload new return

Step 1 **Step 2** Step 3 Step 4 Step 5

Debts

We've automatically matched 0 of 2 entities.

Person/organisation	Address	Value	Status
ATO	PO Box 3543, Albury, NSW, 2640	\$5,000.00	Enter name to match... or Add
Hesta super	Locked Bag 5007, Collins St West, VIC, ...	\$1,519.60	Enter name to match... or Add

Page Size: 100 1 to 2 of 2 Page 1 of 1

Next

facilities user

Total receipts (automatic total) \$4,530.00

- Once you have finished adding all receipts and debts, go back to the 'Return totals' tab and click the **'Re-calculate totals'** button against any relevant receipts category that you just added records against. This will recalculate the total for the category taking into consideration the new values you have just entered into the system.

However, if you haven't entered the details of **all** receipts, including gifts and debts received, **regardless of their value**, then the totals listed won't be accurate for the figure you are required to report. You are required to report the full value of all transactions across the financial year. If you have only been entering transactions of \$1,000 or more, you will need to manually adjust the totals to include all amounts regardless of value.

- To do this, click **'Edit'** next to the category you need to adjust and overwrite the value.

Receipts

	Published	Total			
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.57	Edit		
Total free facilities use Enter the total value of all free facilities use received.	☐	\$3,275.00	Edit		
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit		
Total other receipts Enter the total of all 'other receipts' (any amount received that is not a 'gift,' 'gift-in-kind' or 'free facilities use'	☐	\$3,332.00	Edit		
Total receipts (automatic total)		\$48,858.37			

Receipts

	Published	Total			
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.57	Edit		
Total free facilities use Enter the total value of all free facilities use received.	☐	3500			
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit		
Total other receipts Enter the total of all 'other receipts' (any amount received that is not a 'gift,' 'gift-in-kind' or 'free facilities use'	☐	\$3,332.00	Edit		
Total receipts (automatic total)		\$49,083.37			

- Click the '**Lodge annual return**' button, click the checkbox to certify that the return is true and correct, and then select '**Sign & lodge**' to complete the process.

Financial returns

Annual return

1 Jul 2025 → 30 Jun 2026

Portal Fun

Political Parties

Return totals

Receipts 41

Debts 3

Instructions

Annual return for a registered political party

Details

Entity name

Portal Fun

Reporting agent

Receipts

	Published	Total				
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.56	Edit	Message	Refresh	Reset
Total free facilities use Enter the total value of all free facilities use received.	☐	\$3,275.00	Edit	Message	Refresh	Reset
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit	Message	Refresh	Reset
Total other receipts Enter the total of all 'other receipts' (any amount received through 'free facilities use')	☐	\$3,332.00	Edit	Message	Refresh	Reset
Complete? Lodge annual return Bulk upload						
Total receipts (automatic total)						

Lodge

Sign and lodge disclosure

By lodging this disclosure, you will sign as

☒ I, , certify that the information contained in this disclosure return is true and complete.

Date

09/07/2026

Cancel

Sign & lodge

12. You will receive an acknowledgement email to confirm that your return has been lodged.

----- Forwarded message -----

From:

"ElectionsDisclosure@act.gov.au"
<ElectionsDisclosure@act.gov.au>

To:

Sent: Fri, 15 May 2026 at 11:06 pm

Subject: Acknowledgement - Annual
return submitted 15 May 2026 - Portal

Fun

Dear

Thank you for lodging the Annual return dated 15 May 2026 for Portal Fun. This is an automatic email to acknowledge that you have lodged the return.

Your return will be reviewed for compliance under the *Electoral Act 1992* before it is published. Elections ACT may need to contact you for further information.

Please contact Elections ACT on (02) 6205 0033 or email

Amending an annual return

1. Navigate to the annual return event.

Elections ACT

Finance and Disclosure and Nominations

- Financial returns
- FAQs

Financial returns

Regular gift disclosure
1 Jul 2025 → 30 Jun 2026
When the party grouping receives a total of \$1000 or more as a gift or gifts from the same person or organisation in a financial year, the details of the gift(s) must be disclosed within 7 days.
[Go to regular gift disclosures](#)

Annual return for a Non-Party Member of the Legislative Assembly
1 Jul 2025 → 30 Jun 2026 **31 Aug 2026**
[Go to annual return](#)

Staging

2. Navigate to the relevant tab where you need to make amendments to any receipt or debt.
3. Locate the transaction that you wish to amend and click '**Edit**'.
4. Make the required adjustments and click '**Save**'.

Financial returns

Annual return

1 Jul 2025 → 30 Jun 2026

Portal Fun

Political Parties

Draft (last updated on 7 Jul 2026 04:55 PM)

Return totals

Receipts 41

Debts 3

Instructions

Annual return for a registered political party

Details

Entity name

Portal Fun

Reporting agent

Receipts

	Published	Total				
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.57	Edit	Message	Refresh	Undo
Total free facilities use Enter the total value of all free facilities use received.	☐	\$3,275.00	Edit	Message	Refresh	Undo
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit	Message	Refresh	Undo
Total other receipts Enter the total of all 'other receipts' (any amount received through 'free facilities use')	☐		Edit	Message	Refresh	Undo

Complete?

Lodge annual return

Bulk upload

- Navigate back to the 'Return totals' tab and click '**Re-calculate totals**' for any receipt lines that were amended.

Return totals

Receipts 41

Debts 3

Instructions

Annual return for a registered political party

Details

Entity name

Reporting agent

Portal Fun

Receipts

	Published	Total				
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.57	Edit			
Total free facilities use Enter the total value of all free facilities use received.	☐	\$3,275.00	Edit			
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit			
Total other receipts Enter the total of all 'other receipts' (any amount received that is not a 'gift,' 'gift-in-kind' or 'free facilities use'	☐	\$3,332.00	Edit			
Total receipts (automatic total)		\$48,858.37				

Anonymous gifts

Complete?

Lodge annual return

Bulk upload

Of the receipts shown above, show the

- Once satisfied with your amendment/s, click '**Lodge annual return**', then the checkbox to certify that it is true and correct, then '**Sign & lodge**' to complete the process.

Annual return for a registered political party

Details

Entity name Portal Fun	Reporting agent
---	--

Receipts

	Published	Total			
Total gifts of money Enter the total of all gifts of money received. This includes amounts less than \$1,000.	☐	\$18,600.57	Edit		
Total free facilities use Enter the total value of all free facilities use received.	☐	\$3,500.00	Edit		
Total other gifts-in-kind Enter the total value of all gifts-in-kind, other than free facilities use. This includes gifts-in-kind with a value less than \$1,000.	☐	\$23,650.80	Edit		
Total other receipts Enter the total of all 'other receipts' (any amount received that is not a 'gift,' 'gift-in-kind' or 'free facilities use')	☐	\$3,332.00	Edit		
Total receipts (automatic total)		\$49,083.37			

Anonymous gifts

Of the receipts shown above, show the amount of anonymous gifts received.

Complete?

Lodge annual return

Bulk upload

Total anonymous gifts	\$0.00	Edit		
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Lodge

Sign and lodge disclosure

By lodging this disclosure, you will sign as

☒

I, , certify that the information contained in this disclosure return is true and complete.

Date

09/07/2026

Cancel

Sign & lodge

7. You will receive an acknowledgement email to confirm that your amended return has been lodged.

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