



# Application to Keep an Alternative System of Accounts

*Electoral (Political Finance) Regulations 1996*

Party/Associated Entity Details										
Name of the Party / Entity										
Agent Details										
Agent name										
Agent address (for correspondence)								Postcode		
		Telephone / mobile		Email						
Details of the alternative system of accounts										
Please attach extra sheets if there is insufficient space in any of the following sections.										
Categories of Income	When receipts are issued will they be issued physically or electronically, or are both types of receipts to be used? (please tick)				Are the records of receipts/transactions to be kept electronically? (please tick)			If Yes, what electronic record keeping program (and version) will be used? If No, is a physical receipt book to be used?		
Gifts of Money (donation)	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Gifts in kind	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Annual subscriptions	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Amounts of money, being the proceeds of fundraising ventures or functions	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Amounts of money, being the proceeds of the sale of a gift made to the party	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any other money not otherwise described	Physical	<input type="checkbox"/>	Electronic	<input type="checkbox"/>	Both	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Declaration of Agent										
I certify that the information contained in this application and its attachments* is accurate. Further I am aware that the Electoral (Political Finance) Regulations 1996 require that all receipts and records contain the following detail:										
<ul style="list-style-type: none"> <li>the date that the receipt is issued;</li> <li>the amount of income received or value of gift received;</li> <li>the form (for example: cash, cheque, electronic transfer postal order etc.) in which the income was received or description of the gift received;</li> <li>the name and address of the person, body or organisation by whom or on whose behalf the income is paid; and</li> <li>the purpose of the income or gift (for example: donation, gift in kind, fundraising, an annual subscription, any other money etc.).</li> </ul>										
<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> Signature of agent					<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> Date					
* Attachments YES      NO										