



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		Electronic	Both	Yes		No	
Gifts in kind	Physical		Electronic	Both	Yes		No	
Annual subscriptions	Physical		Electronic	Both	Yes		No	
Amounts of money, being the proceeds of fundraising ventures or functions	Physical		Electronic	Both	Yes		No	
Amounts of money, being the proceeds of the sale of a gift made to the party	Physical		Electronic	Both	Yes		No	
Any other money not otherwise described	Physical		Electronic	Both	Yes		No	
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">the date that the receipt is issued;the amount of income received or value of gift received;the form (for example: cash, cheque, electronic transfer postal order etc.) in which the income was received or description of the gift received;the name and address of the person, body or organisation by whom or on whose behalf the income is paid; andthe purpose of the income or gift (for example: donation, gift in kind, fundraising, an annual subscription, any other money etc.).								
<input type="text"/>					<input type="text"/>			
Signature of agent					Date			
* Attachments YES NO								