

Compliance Investigation Report

The Geelong 500 Club

2013–14 Annual Disclosure Return

August 2015



AEC

Australian Electoral Commission

Contents

Purpose of this report.....	2
Associated entity.....	2
Compliance obligation.....	2
Power to investigate	6
Stakeholder engagement.....	3
Scope of the investigation.....	4
Relevant documents	4
The AEC's opinion	5
1. Accuracy and completeness.....	5
2. Timely lodgement.....	6
Conclusion.....	6

Released under the Freedom of Information Act 1982

Purpose of this report

This report provides the financial controller of the associated entity The Geelong 500 Club, Mr Mike Deam, with the Australian Electoral Commission's (AEC) opinion as to whether he has complied with his obligation under s.314AEA of the *Commonwealth Electoral Act 1918* (the Act).

Associated entity

The 2013–14 annual disclosure return lodged by Mr Deam identifies The Geelong 500 Club as an associated entity of the following registered political parties:

- Liberal Party of Australia
- Liberal Party of Australia (Victorian Division)
- National Party of Australia – Victoria.

Compliance obligation

Section 314AEA, Part XX of the Act, requires certain information to be provided on behalf of an associated entity within 16 weeks after the end of the financial year. Section 314AEA provides:

- (1) If an entity is an associated entity at any time during the financial year, the entity's financial controller must furnish a return to the Electoral Commission, in the approved form, within 16 weeks after the end of the financial year, setting out:
- (a) the total amount received by, or on behalf of, the entity during the financial year, together with the details required by section 314AC; and
 - (b) the total amount paid by, or on behalf of, the entity during the financial year; and
 - (c) if the entity is an associated entity at the end of the financial year—the total outstanding amount, as at the end of the financial year, of all debts incurred by or on behalf of the entity, together with the details required by section 314AE.
- (2) Amounts received or paid at a time when the entity was not an associated entity are not to be counted for the purposes of paragraphs (1)(a) and (b).
- (3) If any amount required to be set out under paragraph (1)(b):
- (a) was paid to or for the benefit of one or more registered political parties; and
 - (b) was paid for out of funds generated from capital of the associated entity;
- the return must also set out the following details about each person who contributed to that capital after the commencement of this section:
- (c) the name and address of the person;
 - (d) the total amount of the person's contributions to that capital, up to the end of the financial year.
- (4) Subsection (3) does not apply to contributions that have been set out in a previous return under this section.
- (5) Sections 314AC and 314AE apply for the purposes of paragraphs (1)(a), (b) and (c) of this section to a return for an associated entity in the same way as they apply for the purposes of paragraphs 314AB(2)(a), (b) and (c) to a return for a registered political party.

Section 314AC, in its application to an associated entity, requires that if the sum of all amounts received by, or on behalf of, the associated entity from a person or organisation during a financial year is more than the disclosure threshold, the return must include the particulars of that sum.

Section 314AE provides that if the sum of all outstanding debts incurred by, or on behalf of, the associated entity to a person or an organisation during a financial year is more than the disclosure threshold, the return must include particulars of that sum.

The disclosure threshold mentioned in s.314AC and s.314AE is indexed annually. For the 2013–14 financial year amounts above \$12 400 were required to be disclosed.

Authority to investigate

The AEC's authority to investigate whether there has been compliance with Part XX is authorised by s.316(2A) of the Act which sets out the powers of the AEC as follows:

(2A) An authorised officer may, for the purpose of finding out whether a prescribed person, the financial controller of an associated entity or the agent of a registered political party has complied with this Part, by notice served personally or by post on:

- (a) the agent or any officer of the political party; or
- (aa) the financial controller of the associated entity or any officer of the associated entity; or
- (b) the prescribed person or, if the prescribed person is a body corporate, any of its officers;

as the case may be, require the agent, financial controller, person or officer:

- (c) to produce, within the period and in the manner specified in the notice, the documents or other things referred to in the notice; or
- (d) to appear, at a time and place specified in the notice, before the authorised officer to give evidence, either orally or in writing, and to produce the documents or other things referred to in the notice.

Stakeholder engagement

The AEC's general practice, prior to commencing an investigation, is for the AEC's Funding and Disclosure Branch to contact the relevant officer of the associated entity (or political party when investigating a political party) to discuss the scope of the investigation. This contact may involve face to face meetings.

Prior to this compliance investigation commencing Mr Deam was contacted by telephone to discuss the scope of the investigation process.

It is also AEC's practice to discuss with the relevant officer of the associated entity, its opinion on compliance issues. Where there are any errors and omissions the AEC will discuss with the relevant officer how they might have occurred.

The objective of such discussions is to encourage the associated entity to examine its internal processes and systems in order to improve the accuracy of future annual disclosure returns and thereby improve compliance with Part XX of the Act.

The AEC provided a draft of this report to Mr Deam to afford him an opportunity to discuss the contents before finalising the investigation.

Scope of the investigation

The AEC's investigation was limited to those financial records which were considered to be relevant to determine the completeness and accuracy of the information disclosed in The Geelong 500 Club's annual disclosure return for the 2013–14 financial year.

The AEC does not have authority under Part XX to, and therefore did not, examine any other aspects of The Geelong 500 Club's financial operations such as the existence or effectiveness of internal controls.

Relevant documents

On 26 March 2015 the AEC issued a notice under s.316(2A) to Mr Deam to produce copies of financial records of The Geelong 500 Club in relation to its operations for the financial year 2013–14. The financial records requested were:

1. Reports from The Geelong 500 Club's accounting system:
 - a. Chart of Accounts;
 - b. Trial Balance Summary;
 - c. Aged Creditors listing as at 30 June 2014;
 - d. General Ledger Detail;
 - e. General Ledger Summary;
 - f. Bank Deposit Slips;
 - g. Sales Journal;
 - h. General Journal; and
 - i. Audit Trail.
2. Documents or other records not maintained as part of the accounting system but used in the compilation of the disclosure return, including, but not limited to:
 - a. excel spreadsheets;
 - b. extracts from any database system/s maintained in conjunction with the accounting system; and
 - c. manual records, such as deposit slips and receipts.
3. Statements of all bank/financial institutions accounts including:
 - a. any investment accounts;
 - b. loan accounts; and
 - c. broker accounts, if applicable.
4. Bank reconciliation statements for:
 - a. each account as at 30 June 2013; and
 - b. each account as at 30 June 2014.

5. Audited financial statements for the 2013–14 financial year.
6. Terms and conditions of all loans outstanding as at 30 June 2013.
7. A list of all gifts-in-kind received during the period 1 July 2013 to 30 June 2014, including the calculations of the valuation ascribed to each gift.
8. The working documents clearly demonstrating how the final total receipts, total payments and total debts figures shown on The Geelong 500 Club's 2013–14 annual disclosure return were derived.
9. A completed and signed Document Checklist to be returned with these documents.

Most of the documents requested, including the addition of an extract of the ledger from the accounting system, were supplied.

However, the following documents were not supplied because, as advised by Mr Deam, they did not exist:

- Audit trail
- Bank Deposit slips
- Manual records used in the compilation of the disclosure return.

Mr Deam also supplied Profit and Loss and Balance Sheet financial statements. These financial statements were not audited, but signed off by club members at the Annual General Meeting on 20 November 2014.

The AEC's opinion

After examining the documents provided by Mr Deam for the investigation, the AEC identified the two issues detailed below relevant to compliance with disclosure obligations under Part XX of the Act.

1. Accuracy and completeness

No discrepancies were identified between the figures reported for total receipts, total payments, total debts and receipts above the threshold i.e. more than \$12 400. Therefore the annual disclosure return lodged by Mr Deam on behalf of The Geelong 500 Club for the 2013–14 financial year complied with the requirements under s.314AEA to:

- a. report the total amount received by, or on behalf of, the entity during the financial year including the value of a gift, loan or bequest;
- b. report the total amount paid by, or on behalf of, the entity during the financial year;
- c. report the total outstanding amount as at the end of the financial year, of all debts incurred by, or on behalf of, the entity; and

- d. disclose the particulars of the sum of individual amounts received by, or on behalf of, the entity from a person or organisation during the 2013–14 financial year of more than \$12 400.

2. Timely lodgement

Subsection 314AEA(1) of the Act requires associated entities to lodge a return within 16 weeks after the end of the financial year. In order to comply with s.314AEA(1) the 2013–14 annual disclosure return should have been submitted by Mr Deam by 20 October 2014. Mr Deam lodged the 2013–14 disclosure return on 24 December 2014 being approximately two months after the required date for lodgement. The AEC acknowledges that a change in management and the timing of financial statement preparation caused this failure, and that Mr Deam is taking measures to avoid a repeat of this situation.

Conclusion

On 3 June 2015 the AEC provided Mr Deam with a draft of the report for his consideration and comment. A response was received and the feedback provided by Mr Deam has been considered by the AEC in finalising the report. The AEC is of the opinion therefore that, while Mr Deam has not completed the requirement of s.314AEA(1) to lodge the 2013–14 annual disclosure return on behalf of The Geelong 500 Club by 20 October 2014, based on the records examined, Mr Deam has complied with the disclosure requirements under Part XX of the Act in that he provided an annual disclosure return for The Geelong 500 Club for the financial year 2013–14 which accurately set out the information required to be disclosed by an associated entity under s.314AEA of the Act.

The AEC recommends that Mr Deam ensure all future Annual Disclosure returns of The Geelong 500 Club be lodged by the due date in order to fully comply with s. 314AEA(1) of the Act.

4

Andrew Gately
Acting First Assistant Commissioner

25 August 2015

REDACTION CODES

- 1 Personal Information (name) redacted.
- 2 Personal Information (date of birth) redacted.
- 3 Personal Information (photograph) redacted
- 4 Personal Information (facsimile of signature) redacted.
- 5 Personal Information (facsimile of manuscript initialling) redacted.
- 6 Personal Information (Individual's address) redacted.
- 7 Personal Information (individual's telephone number) redacted.
- 8 Personal Information (individual's opinion) redacted.
- 9 Personal Information (opinion about individual) redacted.
- 10 Personal Information (employment history) redacted.
- 11 Personal Information (qualifications) redacted.
- 12 Personal Information (health) redacted.
- 13 Business information (Bank Account details) redacted.
- 14 Business information (Billing Account details) redacted.
- 15 Legal Professional Communication redacted.
- 16 Deliberative material redacted.
- 17 Irrelevant material redacted.

Released under the Freedom of Information Act 1982