

COMMONWEALTH ELECTORAL ACT 1918 – SECTION 316(2A)**NOTICE TO PRODUCE DOCUMENTS
DISCLOSURE RETURN 2011–12**

To: Ms Susanne Mitchell
Party Agent
National Party of Australia
PO Box 6190
KINGSTON ACT 2604

I, Anna Jurkiewicz an authorised officer within the meaning of section 316 of the *Commonwealth Electoral Act 1918* (the Act), for the purpose of finding out whether you, as the party agent of the National Party of Australia (the Party) have complied with Part XX of the Act, hereby require you, pursuant to s 316(2A) of the Act, to produce the information referred to below within the period and in the manner specified in this notice.

Information to be produced in relation to Financial Year ending 30 June 2012

1. Reports from the Party's accounting system in electronic format.
 - a. *Attachment A* to this Notice lists the reports, the file format required and instructions on how to download and provide the data.
2. Statements of all bank / financial institutions accounts including:
 - a. any investment accounts
 - b. loan accounts; and
 - c. broker accounts, if applicablefor the period from 1 July 2011 to 31 July 2012 (i.e. **13 Months**).
3. Bank reconciliation statements for:
 - a. each accounts at 30 June 2011; and
 - b. each accounts at 30 June 2012
4. Audited financial statements for the 2011–12 financial year.
5. Terms and conditions of all loans outstanding as at 30 June 2012.
6. A list of gifts-in-kind received during the period 1 July 2011 to 30 June 2012, including their valuation.
7. The working documents clearly demonstrating how the final total receipts, total payments and total debts figures shown on the Party's 2011–12 annual disclosure return were derived.

8. Any other document or record forming part of the Party's accounting records not covered in *Attachment A* but which was used in the compilation of the disclosure return. Wherever possible these documents and records are to be provided in electronic format.

Timing and manner of production

You are required to produce the documents referred to in this notice to:

Anna Jurkiewicz
Australian Electoral Commission
West Block Offices, Queen Victoria Terrace
PARKES ACT 2600

by **5pm, Monday 25 March 2013**

Refusal or failure to comply with this notice

It is an offence for you to refuse or fail to comply with this notice to the fullest extent capable – s.316(5) and (5A). It is also an offence to supply false or misleading evidence in purported compliance with this notice – s.316(6).

Dated: 25 February 2013

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Anna Jurkiewicz
Funding and Disclosure

An authorised officer for the purposes of section 316 of the Act

Attachment A

TECHNICAL SPECIFICATION FOR COMPUTER DATA – MYOB

Your office informed us that the Party uses MYOB accounting system to record all its financial transactions. The AEC uses IDEA audit software to assist in the review process and interrogation of data. The steps below provide you with guidance on how to prepare and provide the data.

Step 1: Required reports from the accounting system

- a. Chart of Accounts
- b. Trial Balance Summary
- c. Aged Trial Balance
- d. General Ledger [Detail]
- e. General Ledger [Summary]
- f. Bank Deposit Slip
- g. Sales Journal
- h. General Journal
- i. Audit Trail
- j. Any other report used in the compilation of information included in the disclosure return

Step 2: Extract reports

For extraction from the MYOB system the above reports must be set to cover the period from 1 July 2011–30 June 2012 ensuring that no other range limits are applied to these reports and no other editing is performed on the data. Where the accounting system provides an option of producing reports with or without account numbers ensure that all reports are set to include account numbers.

The key steps to extract each of the above reports:

- a. Open the report
- b. Restrict to the financial year 2011–12
- c. From **Send to** menu select format **Simple Text File** and from the **Save as Type** menu select **Text Files (*.TXT)**
- d. Encrypt the data. This is an optional step, but strongly recommended by AEC.
- e. If you do not have your own encryption software:
 - save the reports in a location of your choice prior to encrypting the data (e.g. your local desktop)
 - open encryption procedure manual at <http://www.aec.gov.au/encryption>
 - follow the instructions in the encryption document which provides details of how to save, encrypt, burn and password protect* the data

- f. Copy the data to CD-ROM or DVD (we do not recommend copying the data to USB sticks/thumb drives or attaching it to email since these media are less secure)

*Please ensure the password/pass-phrase used to encrypt the data is NOT transported with the CD-ROM/DVD. We will contact you to obtain the password from you directly once the data has been received.

Step 3: Deliver the data

To ensure the secure delivery of the data, it is recommended that the data is either:

- delivered by 'safe hands' courier; or
- posted via *Registered Mail*.

AEC's postal address

PO Box 6172
KINGSTON ACT 2604

or

AEC's physical address

West Block Offices
Queen Victoria Terrace
PARKES ACT 2600

Enquiries: for further assistance please contact Anna Jurkiewicz on (02) 6271 4745 or by email at fad@aec.gov.au.