

A woman with curly hair and glasses, wearing a purple blazer, is looking down at a document. An older man with white hair, glasses, and a mustache, wearing a grey suit and a red lanyard, is also looking at the document. They are both smiling slightly. The background is a blurred office setting. A purple gradient overlay covers the bottom half of the image.

SECTION 5

**FINANCIAL
REPORTING**



\$342.1M
**AGENCY
BUDGET**

\$122.8M
**AGENCY
ASSETS**

\$36.2M
**AGENCY
LIABILITIES**

In this section

94 Financial performance summary

The AEC's 2016–17 financial results were influenced by election expenditure. The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2016–17 financial statements.

The AEC's financial reporting consists of a financial performance summary, together with the financial statements and supporting notes.

The financial performance summary provides a snapshot of the AEC's deficit, surplus, balance sheet and net asset information.

The financial statements consist of the auditor's report, the Electoral Commissioner and Chief Finance Officer statement, and various financial statements and administered schedules. Further information on the financial performance of the AEC is provided in the notes section.

Financial performance summary

The AEC's 2016–17 financial results are positive, with spending well within allocated funding and an operating surplus achieved at the end of the year. The AEC's operating surplus was \$36.0 million compared to an operating deficit of \$25.0 million in 2015–16. The 2016–17 result was influenced by election expenditure for the 2016 federal election held on 2 July 2016.

The statement of financial position as at 30 June 2017 shows total assets of \$122.8 million and total liabilities of \$36.2 million for a net asset position of \$86.7 million. Total assets and liabilities have decreased from the previous year as all balances related to the 2016 federal election have been received and/or paid.

The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2016–17 financial statements.

No significant issues of non-compliance in relation to the finance law were reported to the Special Minister of State in 2016–17. This included any failure to comply with the duties of accountable authorities (section 15–19 of the PGPA Act), significant fraudulent activity and other serious breaches (section 25–29 of the PGPA Act).

However, the current funding model presents an ongoing challenge for the AEC and poses significant risk in managing the increasing complexity of federal elections and the ongoing growth in the size of the electoral roll. Improved business practices and information technology efficiencies throughout the reporting year have assisted the AEC's positive financial position. However, the increasing complexity of federal electoral events, and the need to modernise the AEC's legacy IT systems will require further investment at a point in the future.

List of financial statements

96	Certification
99	Primary financial statements
99	Statement of comprehensive income for the period ended 30 June 2017
100	Statement of financial position as at 30 June 2017
101	Statement of changes in equity for the period ended 30 June 2017
103	Cash flow statement for the period ended 30 June 2017
104	Administered schedule of comprehensive income for the period ended 30 June 2017
104	Administered schedule of assets and liabilities as at 30 June 2017
105	Administered reconciliation schedule
106	Administered cash flow statement for the period ended 30 June 2017
107	Overview
109	Notes to the financial statements
109	1. Funding
109	1.1 Revenue from Government
111	1.2 Own-source revenue and gains
112	1.3 Special accounts
112	1.4 Net cash appropriation arrangements
113	2. Departmental financial position and managing uncertainties
113	2.1 Financial instruments
114	2.2 Other financial assets
115	2.3 Non-financial assets
119	2.4 Other payables and provisions
120	2.5 Contingent assets and liabilities
121	3. People and relationships
121	3.1 Employee benefits
121	3.2 Employee provisions
122	3.3 Key management personnel remuneration
123	3.4 Related party disclosures
124	4. Other information
124	4.1 Expenses
126	5. Items administered on behalf of Government
126	5.1 Administered – expenses
126	5.2 Administered – income
127	5.3 Administered – assets and liabilities
127	5.4 Administered – financial instruments
127	5.5 Administered – contingent assets and liabilities

Certification

Auditors report



INDEPENDENT AUDITOR'S REPORT

To the Special Minister of State

Opinion

In my opinion, the financial statements of the Australian Electoral Commission for the year ended 30 June 2017:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Australian Electoral Commission as at 30 June 2017 and its financial performance and cash flows for the year then ended.

The financial statements of the Australian Electoral Commission, which I have audited, comprise the following statements as at 30 June 2017 and for the year then ended:

- Statement by Electoral Commissioner and Chief Finance Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the Financial Statements.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Australian Electoral Commission in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* to the extent that they are not in conflict with the *Auditor-General Act 1997* (the Code). I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Australian Electoral Commission, the Electoral Commissioner is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Electoral Commissioner is also responsible for such internal control as the Electoral Commissioner determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Electoral Commissioner is responsible for assessing the Australian Electoral Commission's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Electoral Commissioner is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Serena Buchanan
Executive Director

Delegate of the Auditor-General

Canberra
12 September 2017

Statement by the Electoral Commissioner and Chief Finance Officer

AUSTRALIAN ELECTORAL COMMISSION	
STATEMENT BY ELECTORAL COMMISSIONER AND CHIEF FINANCE OFFICER	
In our opinion, the attached financial statements for the year ended 30 June 2017 comply with subsection 42(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.	
In our opinion, at the date of this statement, there are reasonable grounds to believe that the Australian Electoral Commission will be able to pay its debts as and when they fall due.	
Signed.....  Tom Rogers Electoral Commissioner 12 September 2017	Signed.....  Stephen Blackburn Chief Finance Officer 12 September 2017

Primary financial statements

Statement of comprehensive income for the period ended 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	3.1	152,607	104,562	194,868
Suppliers	4.1A	135,675	159,515	114,356
Depreciation and amortisation	2.3A	9,229	9,326	8,719
Finance costs	2.4B	22	20	85
Write-down and impairment of assets	4.1B	1,502	(4)	–
Losses from asset disposals	2.3A	658	23	–
Total expenses		299,693	273,442	318,028
OWN-SOURCE INCOME				
Own-source revenue				
Sale of goods and rendering of services	1.2A	18,235	15,224	10,952
Other revenue	1.2B	219	447	85
Total own-source revenue		18,454	15,671	11,037
Total own-source income		18,454	15,671	11,037
Gains				
Other gains	1.2C	48	–	–
Total gains		48	–	–
Net (cost of) services		(281,191)	(257,771)	(306,991)
Revenue from Government				
Revenue from Government	1.1A	317,187	232,757	313,347
Surplus/(Deficit) on continuing operations		35,996	(25,014)	6,356
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		(311)	1,885	–
Total other comprehensive income		(311)	1,885	–
Total comprehensive income/(loss)	1.4	35,685	(23,129)	6,356

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Statement of comprehensive income

At the time that appropriations were agreed there was a significant amount of uncertainty around expenditure due to the level of election reform that the AEC was required to undertake in the delivery of the 2016 federal election. As a result, the AEC's employee expenses are lower than budgeted and supplier expenses are higher than budgeted. The AEC's revenue is higher than budgeted as additional funds were also appropriated to the AEC during the year to support a possible plebiscite. For these reasons the AEC incurred a higher than budgeted surplus.

Statement of financial position as at 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	2.1A	4,220	17,932	891
Receivables for goods and services	2.1A	1,687	2,116	2,305
Appropriations receivable	2.2A	83,179	74,030	24,596
Other receivables	2.2B	674	4,417	493
Total financial assets		89,760	98,495	28,285
Non-financial assets				
Leasehold improvements	2.3A	8,424	10,359	12,104
Plant and equipment	2.3A	6,603	7,696	5,793
Computer software	2.3A	9,071	14,402	14,153
Intellectual property	2.3A	1,912	2,161	–
Inventories	2.3B	3,909	14,599	3,055
Lease incentive		–	38	–
Other non-financial assets	2.3C	3,135	7,077	2,068
Total non-financial assets		33,054	56,332	37,173
Total assets		122,814	154,827	65,458
LIABILITIES				
Payables				
Suppliers	2.1A	5,506	72,637	7,786
Other payables	2.4A	3,947	11,249	5,119
Total payables		9,453	83,886	12,905
Provisions				
Employee provisions	3.2	25,130	24,611	24,085
Other provisions	2.4B	1,570	1,525	1,561
Total provisions		26,700	26,136	25,646
Total liabilities		36,153	110,022	38,551
Net assets		86,661	44,805	26,907
EQUITY				
Contributed equity		60,373	54,202	60,373
Asset revaluation surplus		22,674	22,985	21,100
Retained earnings		3,614	(32,382)	(54,566)
Total equity		86,661	44,805	26,907

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Statement of financial position

The AEC's total assets are higher than budgeted due to an increase in appropriation revenue receivable. The AEC's expenditure was not as high as originally budgeted and due to a change in approach to the scrutiny of Senate ballot papers and the uncertainty around the extent of election reforms at the 2016 federal election, a higher than anticipated surplus was achieved. The AEC also received additional appropriation to support a possible plebiscite during 2016–17.

Statement of changes in equity for the period ended 30 June 2017

	2017 \$'000	2016 \$'000	Original Budget \$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	54,202	43,190	54,202
Adjusted opening balance	<u>54,202</u>	<u>43,190</u>	<u>54,202</u>
Transactions with owners			
Contributions by owners			
Departmental Capital Budget	6,171	11,012	6,171
Total transactions with owners	<u>6,171</u>	<u>11,012</u>	<u>6,171</u>
Closing balance as at 30 June	<u>60,373</u>	<u>54,202</u>	<u>60,373</u>
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	(32,382)	(7,368)	(60,922)
Adjusted opening balance	<u>(32,382)</u>	<u>(7,368)</u>	<u>(60,922)</u>
Comprehensive income			
Surplus/(deficit) for the period	35,996	(25,014)	6,356
Total comprehensive income	<u>35,996</u>	<u>(25,014)</u>	<u>6,356</u>
Closing balance as at 30 June	<u>3,614</u>	<u>(32,382)</u>	<u>(54,566)</u>
ASSET REVALUATION RESERVE			
Opening balance			
Balance carried forward from previous period	22,985	21,100	21,100
Adjusted opening balance	<u>22,985</u>	<u>21,100</u>	<u>21,100</u>
Comprehensive income			
Other comprehensive income	(311)	1,885	–
Total comprehensive income	<u>(311)</u>	<u>1,885</u>	<u>–</u>
Closing balance as at 30 June	<u>22,674</u>	<u>22,985</u>	<u>21,100</u>
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	44,805	56,922	14,380
Adjusted opening balance	<u>44,805</u>	<u>56,922</u>	<u>14,380</u>
Comprehensive income			
Surplus/(deficit) for the period	35,996	(25,014)	6,356
Other comprehensive income	(311)	1,885	–
Total comprehensive income	<u>35,685</u>	<u>(23,129)</u>	<u>6,356</u>
Transactions with owners			
Contributions by owners			
Departmental Capital Budget	6,171	11,012	6,171
Total transactions with owners	<u>6,171</u>	<u>11,012</u>	<u>6,171</u>
Closing balance as at 30 June	<u>86,661</u>	<u>44,805</u>	<u>26,907</u>

The above statement should be read in conjunction with the accompanying notes.

ACCOUNTING POLICY

Equity injections

Amounts appropriated which are designated as ‘equity injections’ for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

BUDGET VARIANCES COMMENTARY

Statement of changes in equity

The AEC incurred a higher than anticipated surplus in 2016–17 due to a change in approach to the scrutiny of Senate ballot papers and the uncertainty around the extent of election reforms at the 2016 federal election.

Cash flow statement for the period ended 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		311,069	201,225	298,272
Sales of goods and rendering of services		19,984	18,000	10,952
Net GST received		19,604	4,547	–
Total cash received		350,657	223,772	309,224
Cash used				
Employees		157,530	95,600	194,868
Suppliers		206,335	125,925	114,356
Total cash used		363,865	221,525	309,224
Net cash (used by)/from operating activities		(13,208)	2,247	–
INVESTING ACTIVITIES				
Cash used				
Purchase of property, plant and equipment		1,800	4,227	6,171
Purchase of intangibles		1,844	5,313	–
Total cash used		3,644	9,540	6,171
Net cash (used by) investing activities		(3,644)	(9,540)	(6,171)
FINANCING ACTIVITIES				
Cash received				
Contributed equity		–	3,989	6,171
Departmental Capital Budget		3,140	20,345	–
Total cash received		3,140	24,334	6,171
Net cash from financing activities		3,140	24,334	6,171
Net (decrease)/increase in cash held		(13,712)	17,041	–
Cash and cash equivalents at the beginning of the reporting period		17,932	891	891
Cash and cash equivalents at the end of the reporting period	2.1A	4,220	17,932	891

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Cash flow statement

The AEC's operating cash used was higher than budgeted due to costs incurred in 2015–16 in preparation for the 2016 federal election on 2 July 2016 not being paid until 2016–17. The financing cash received is lower than budgeted due to delays in the commencement of a number of capital projects that will be delivered during 2016–17.

Administered schedules

Administered schedule of comprehensive income for the period ended 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
NET COST OF SERVICES				
EXPENSES				
Other expenses	5.1A	62,883	392	76,000
Total expenses		62,883	392	76,000
INCOME				
Revenue				
Non-taxation revenue				
Electoral fines/penalties	5.2A	3,746	369	2,000
Candidate deposits	5.2A	–	25	–
Other	5.2A	–	10	–
Total non-taxation revenue		3,746	404	2,000
Total revenue		3,746	404	2,000
Net contribution by services		(59,137)	12	(74,000)
(Deficit)/surplus		(59,137)	12	(74,000)

This schedule should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Schedule of comprehensive income

The AEC's administered expenditure was lower than budgeted as payments to political parties from the 2016 federal election were not as high as anticipated. The AEC's administered revenue was higher than anticipated due to electoral fines and penalties for the 2016 federal election being higher than anticipated.

Administered schedule of assets and liabilities as at 30 June 2017

	Notes	2017 \$'000	2016 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	5.3A	3,560	2,282	–
Total financial assets		3,560	2,282	–
Total assets administered on behalf of Government		3,560	2,282	–
LIABILITIES				
Payables				
Suppliers	5.3B	–	14	–
Total payables		–	14	–
Total liabilities administered on behalf of Government		–	14	–
Net assets		3,560	2,268	–

This schedule should be read in conjunction with the accompanying notes.

Administered reconciliation schedule

	2017 \$'000	2016 \$'000
Opening assets less liabilities as at 1 July	2,268	1
Net cost of/(contribution by) services:		
Income	3,748	2,699
Expenses	(63,815)	(420)
Transfers from/(to) Australian Government:		
Appropriation transfers from Official Public Account (OPA)		
Special appropriations (limited)		
Payments to entities other than corporate Commonwealth entities	65,105	392
Appropriation transfers to OPA		
Transfers to OPA	(3,746)	(404)
Closing assets less liabilities as at 30 June	3,560	2,268

This schedule should be read in conjunction with the accompanying notes.

ACCOUNTING POLICY

Administered cash transfers to and from the Official Public Account

Revenue collected by the AEC for use by the Government rather than the AEC is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. Conversely, cash is drawn from the OPA to make payments under parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the entity on behalf of the Government and reported as such in the Administered cash flow statement and in the Administered reconciliation schedule.

Administered cash flow statement for the period ended 30 June 2017

	2017 \$'000	2016 \$'000
OPERATING ACTIVITIES		
Cash received		
Electoral fines/penalties	3,746	369
Candidate deposits	–	25
Other	2	2,305
Total cash received	<u>3,748</u>	<u>2,699</u>
Cash used		
Political parties/candidates	63,710	372
Refund of electoral fines/penalties	105	34
Total cash used	<u>63,815</u>	<u>406</u>
Net cash flows (used by)/from operating activities	<u>(60,067)</u>	<u>2,293</u>
Cash from Official Public Account		
Appropriations	65,105	392
Total cash from Official Public Account	<u>65,105</u>	<u>392</u>
Cash to Official Public Account		
Appropriations	(3,746)	(404)
Total cash to Official Public Account	<u>(3,746)</u>	<u>(404)</u>
Cash and cash equivalents at the beginning of the reporting period	2,268	1
Cash and cash equivalents at the end of the reporting period	<u>3,560</u>	<u>2,282</u>

This schedule should be read in conjunction with the accompanying notes.

Overview

Basis of preparation

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a. Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR) for reporting periods ending on or after 1 July 2015; and
- b. Australian accounting standards and interpretations – Reduced disclosure requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

The 2016 federal election was held on the 2nd of July 2016. Costs related to this incurred in 2016–17 are included in the Statement of financial position and Statement of comprehensive income.

New Australian accounting standards

Standard	Effective date	Summary of changes
AASB 124 Related Party Disclosures	1 July 2016	The standard applies to not-for-profit public sector entities for 2016–17. This will require the disclosure of remuneration for key management personnel and the disclosure of transactions with related parties.

All other new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on the AEC's financial statements.

Accounting judgements and estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of any assets or liabilities within the next reporting period.

Taxation

The AEC is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Reporting of administered activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Except where otherwise stated, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian accounting standards.

In accordance with changes to the FRR, special account cash balances held in AEC bank accounts and in the Official Public Account are included in the Administered schedule of assets and liabilities, Administered cash flow statement, and Administered reconciliation schedule for the first time this financial year. Previous year comparatives have also been amended (2017: \$1.338 million; 2016: \$2.268 million).

Events after the reporting period

Departmental

There are no events after the reporting date that will materially affect the financial statements.

Administered

There are no events after the reporting date that will materially affect the financial statements.

Notes to the financial statements

1. Funding

This section identifies the AEC's funding structure and the funds available to the AEC.

1.1 Revenue from Government

ACCOUNTING POLICY

Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue from Government when the AEC gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

1.1A: Revenue from Government

	Notes	2017 \$'000	2016 \$'000
Departmental appropriation – operating ¹	1.1B	308,187	122,520
Departmental appropriation – advance to Finance Minister	1.1B	–	101,237
Departmental special appropriations	1.1D	9,000	9,000
Total revenue from Government		317,187	232,757

1. Prior year appropriation of nil (2016: \$0.799 million) is included in departmental appropriation – operating in note 1.1A but excluded in note 1.1B.

1.1B: Annual appropriations (recoverable GST exclusive)

	2017 \$'000	2016 \$'000
Ordinary annual services		
Annual appropriation		
Operating		
Operating ¹	308,187	121,721
Advance to the Finance Minister	–	101,237
Section 74 receipts of PGPA Act	18,754	16,749
Total operating appropriation	326,941	239,707
Capital budget	6,171	11,012
Total	333,112	250,719
Appropriation applied		
Operating	(320,823)	(208,974)
Capital		
Departmental Capital Budget	(3,140)	(20,345)
Equity injections	–	(3,989)
Total capital appropriation applied	(3,140)	(24,334)
Total appropriation applied	(323,963)	(233,308)
Variance²	9,149	17,411

1. Prior year appropriation of nil (2016: \$0.799 million) is included in departmental appropriation – operating in note 1.1A but excluded in note 1.1B.
2. \$3.0 million of the variance of \$9.1 million outlined in Table 1.1B relates to DCB funding. This amount will be drawn down in 2017–18 as capital accruals are paid and delayed works are completed. The remaining \$6.1 million of the variance relates to operating expenditure and is in line with the AEC's budgeted surplus for the financial year.

1.1C: Unspent annual appropriations (recoverable GST exclusive)

	2017 \$'000	2016 \$'000
DEPARTMENTAL		
Cash and cash equivalents		
Appropriation Act 1 – 2016–17 – Cash	4,220	–
Appropriation Act 1 – 2015–16 – Cash ¹	–	17,932
Total cash and cash equivalents	4,220	17,932
Appropriations receivable		
Appropriation Act 1 – 2016–17	76,308	–
Appropriation Act 3 – 2016–17	3,840	–
Supply Act 1 – 2016–17 – Departmental Capital Budget	3,031	–
Appropriation Act 1 – 2015–16	–	74,030
Total appropriations receivable	83,179	74,030
Total departmental	87,399	91,962

1. The AEC's cash balance at 30 June 2016 was higher than normal due to amounts being drawn down close to the end of the financial year to fund election payments early in the 2016–17 financial year.

1.1D: Special appropriations (recoverable GST exclusive)

Authority	Appropriation applied	
	2017 \$'000	2016 \$'000
<i>Commonwealth Electoral Act 1918 (Departmental)</i>	9,000	9,000
<i>Commonwealth Electoral Act 1918 (Administered)</i>	65,105	357
<i>Public Governance, Performance and Accountability Act 2013 – s77 Repayment of Receipts</i>	–	34
Total special appropriations applied	74,105	9,391

No entities spent money from the Consolidated Revenue Fund on behalf of the AEC.

1.2 Own-source revenue and gains

1.2A: Sale of goods and rendering of services

	2017 \$'000	2016 \$'000
Own-source revenue		
Sale of goods	10,720	10,501
Rendering of services	7,515	4,723
Total sale of goods and rendering of services	18,235	15,224

ACCOUNTING POLICY

Revenue from the sale of goods is recognised when:

- a. the risks and rewards of ownership have been transferred to the buyer; and
- b. the AEC retains no managerial involvement or effective control over the goods.

The stage of completion of contracts at the reporting date is determined by reference to the proportion of costs incurred to date compared with the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other revenue

	2017 \$'000	2016 \$'000
Other	55	278
Resources received free of charge		
Remuneration of auditors	85	85
Other	79	84
Total other revenue	219	447

ACCOUNTING POLICY

Resources received free of charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

1.2C: Other gains

	2017 \$'000	2016 \$'000
Makegood gains	48	–
Total other gains	48	–

1.3 Special accounts

	2017 \$'000	2016 \$'000
Services for Other Entities And Trust Monies (SOETM)¹		
Balance brought forward from previous period	2,268	1
Increases	2	2,295
Total increases	2	2,295
Available for payments	2,270	2,296
Decreases		
Administered	932	28
Total administered	932	28
Total decreases	932	28
Total balance carried to the next period	1,338	2,268
Balance represented by:		
Cash held in AEC bank accounts	53	–
Cash held in the official public account	1,285	2,268

1. Appropriation: *Public Governance, Performance and Accountability Act 2013* section 80.

Establishing Instrument: *Financial Management and Accountability Act 1997* section 20.

Purpose: for the expenditure of monies temporarily held in trust or otherwise for the benefit of a person other than the Commonwealth. For example, candidate deposits.

1.4 Net cash appropriation arrangements

	2017 \$'000	2016 \$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations	44,914	(13,803)
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(9,229)	(9,326)
Total comprehensive income/(loss) – as per the Statement of comprehensive income	35,685	(23,129)

2. Departmental financial position and managing uncertainties

This section analyses the AEC's assets used to conduct its operations and the operating liabilities incurred as a result, and how the AEC manages financial risks related to these and its operating environment. Employee-related information is disclosed in the People and relationships section.

2.1 Financial instruments

2.1A: Categories of financial instruments

	2017 \$'000	2016 \$'000
FINANCIAL ASSETS		
Loans and receivables		
Cash on hand or on deposit	4,220	17,932
Receivables		
Receivables for goods and services	1,697	2,118
Less impairment allowance	(10)	(2)
Total receivables	1,687	2,116
Total loans and receivables	5,907	20,048
Total financial assets	5,907	20,048
FINANCIAL LIABILITIES		
Financial liabilities measured at amortised cost		
Supplier payables	5,506	72,637
Total financial liabilities measured at amortised cost	5,506	72,637
Total financial liabilities	5,506	72,637

Credit terms for goods and services were within 30 days (2016: 30 days). Settlement of suppliers payable is usually made within 30 days.

Increase in impairment allowance for the period of \$8,000 (2016: \$5,000 decrease) has been recognised in relation to loans and receivables and included in the net cost of service. No amounts have been written off or recovered/reversed.

ACCOUNTING POLICY

Financial assets

The AEC classifies its financial assets in the following categories:

- a. financial assets at fair value through profit or loss;
- b. held-to-maturity investments;
- c. available-for-sale financial assets; and
- d. loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as ‘loans and receivables’. Loans and receivables are measured at amortised cost using the effective interest method less impairment.

Cash is recognised at its nominal amount. Cash and cash equivalents include:

- a. cash on hand;
- b. demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value; and
- c. cash in special accounts.

Effective interest method

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Impairment of financial assets

Financial assets are assessed for impairment at the end of each reporting period.

Financial assets held at amortised cost – if there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset’s carrying amount and the present value of estimated future cash flows discounted at the asset’s original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of comprehensive income.

Financial liabilities

Financial liabilities are classified as either financial liabilities ‘at fair value through profit or loss’ or other financial liabilities. Financial liabilities are recognised and derecognised upon ‘trade date’.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

2.2 Other financial assets

2.2A: Appropriation receivable

	2017 \$'000	2016 \$'000
Appropriation receivables	83,179	74,030
Total appropriation receivable	83,179	74,030

ACCOUNTING POLICY

Refer to Note 1.1.

2.2B: Other receivables

	2017 \$'000	2016 \$'000
Statutory receivables	674	4,417
Total other receivables	674	4,417

Other receivables are not past due or impaired.

ACCOUNTING POLICY

Statutory receivables are amounts owed to the AEC from the Australian Taxation Office in relation to the refund of GST collected.

2.3 Non-financial assets

2.3A: Reconciliation of the opening and closing balances of property, plant and equipment and intangibles for 2017

	Leasehold improvements \$'000	Plant & equipment \$'000	Computer software ¹ \$'000	Intellectual property \$'000	Total \$'000
As at 1 July 2016					
Gross book value	10,994	7,696	56,675	2,304	77,669
Accumulated depreciation, amortisation and impairment	(635)	–	(42,273)	(143)	(43,051)
Total as at 1 July 2016	10,359	7,696	14,402	2,161	34,618
Additions					
Purchase	770	1,434	804	–	3,008
Revaluations and impairments recognised in other comprehensive income	(365)	130	–	–	(235)
Impairments recognised in net cost of services	–	–	(1,494)	–	(1,494)
Depreciation and amortisation	(2,331)	(2,470)	(4,179)	(249)	(9,229)
Other movements					
Asset transfers	–	462	(462)	–	–
Disposals	(9)	(649)	–	–	(658)
Total as at 30 June 2017	8,424	6,603	9,071	1,912	26,010
Total as at 30 June 2017 represented by					
Gross book value	8,424	6,603	54,248	2,304	71,579
Accumulated depreciation, amortisation and impairment	–	–	(45,177)	(392)	(45,569)
Total as at 30 June 2017	8,424	6,603	9,071	1,912	26,010

1. The carrying amount of computer software included \$2,607,247 of purchased software and \$6,462,732 of internally generated software.

No indicators of impairment were found for property, plant and equipment and intangibles (2016: nil).

No property, plant and equipment and intangibles are expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated in this note. On 30 June 2017, an independent valuer conducted the revaluations.

A revaluation decrement of \$364,976.43 for leasehold improvements (2016: \$656,757 increment) was debited to the asset revaluation surplus by asset class and included in the equity section of the Statement of financial position. A revaluation increment for provision for restoration of \$249,331 (2016: nil) was credited to the asset revaluation surplus. An increment of \$129,513 for property, plant

and equipment (2016: \$1,202,475) was credited to the asset revaluation surplus and included in the equity section of the statement of financial position.

Contractual commitments for the acquisition of plant, equipment and intangible assets

At 30 June 2017, there were no significant contractual commitments for the acquisition of plant, equipment and intangible assets.

Fair value measurement^{1, 2, 3}

The following tables provide an analysis of assets and liabilities that are measured at fair value. The remaining assets and liabilities disclosed in the Statement of financial position do not apply the fair value hierarchy.

	Fair value measurements at the end of the reporting period	
	2017 \$'000	2016 \$'000
Non-financial assets		
Leasehold improvements	8,424	10,359
Plant and equipment	6,603	7,696

1. There are no non-recurring fair value measurements.
2. There are no changes in valuation techniques.
3. The remaining assets and liabilities reported by the AEC are not measured at fair value in the Statement of financial position.

ACCOUNTING POLICY

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor’s accounts immediately prior to the restructuring.

Asset recognition threshold

Purchases of plant and equipment are recognised initially at cost in the Statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to ‘makegood’ provisions in property leases taken up by the AEC where there exists an obligation to restore the property to its original condition. These costs are included in the value of the AEC’s leasehold improvements with a corresponding provision for restoration recognised.

Revaluations

Following initial recognition at cost, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the AEC, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2017	2016
Leasehold improvements	Lesser of lease term/useful life	Lesser of lease term/useful life
Plant and equipment	5 to 10 years	5 to 10 years
IT equipment	3 to 5 years	3 to 5 years

Impairment

All assets were assessed for impairment at 30 June 2017. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the AEC were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Intangibles

The AEC’s intangibles comprise internally developed software, purchased software and intellectual property for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets are amortised on a straight-line basis over its anticipated useful life. The useful life of the AEC’s software is 1 to 10 years (2016: 1 to 10 years) and the useful life of the AEC’s intellectual property is 0 to 4 years (2016: 0 to 4 years).

All intangible assets were assessed for indications of impairment as at 30 June 2017.

2.3B: Inventories

	2017 \$'000	2016 \$'000
Inventories held for distribution	3,909	14,599
Total inventories	3,909	14,599

During 2017, \$8.8 million of inventory held for use at the next federal election was recognised as an expense as the 2016 federal election occurred on 2 July 2016 (2016: \$2.6 million).

ACCOUNTING POLICY

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- a. raw materials and stores – purchase cost on a first-in-first-out basis; and
- b. finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis.

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

2.3C: Other non-financial assets

	2017 \$'000	2016 \$'000
Prepayments	3,135	7,077
Total other non-financial assets	3,135	7,077

No indicators of impairment were found for other non-financial assets (2016: nil).

2.4 Other payables and provisions

2.4A: Other payables

	2017 \$'000	2016 \$'000
Salaries and wages	492	6,086
Superannuation	398	1,060
Separations and redundancies	433	–
Lease incentives	2,255	2,779
Straight-line leases	369	524
Unearned revenue	–	800
Total other payables	3,947	11,249

ACCOUNTING POLICY

Parental Leave Payments Scheme

Amounts received under the Parental Leave Payments Scheme by the AEC not yet paid to employees were presented gross as cash and a liability (payable). The total amount received under this scheme was \$81,862 (2016: \$181,357).

Employee benefits

Refer to Note 3.2.

Leases

Refer to Note 4.1A.

Unearned revenue

Unearned revenue relates to payments in advance for services provided to the Department of Foreign Affairs and Trade on a reciprocal basis.

2.4B: Other provisions

	Provision for restoration \$'000
As at 1 July 2016	1,525
Additional provisions made	17
Amounts used	–
Amounts reversed	(70)
Revaluation of provision	76
Unwinding of discount or change in discount rate	22
Total as at 30 June 2017	1,570

The AEC currently has 31 (2016: 34) agreements for the leasing of premises which have provisions requiring the AEC to restore the premises to their original condition at the conclusion of the lease. The AEC has made a provision to reflect the present value of this obligation.

2.5 Contingent assets and liabilities

Contingent assets

At 30 June 2017, the AEC had no contingent assets (2016: nil).

Contingent liabilities

At 30 June 2017, the AEC had no contingent liabilities (2016: nil).

Quantifiable contingencies

At 30 June 2017, the AEC had no quantifiable contingencies (2016: nil).

Unquantifiable contingencies

At 30 June 2017, the AEC had no unquantifiable contingencies (2016: nil).

Significant remote contingencies

The AEC has no significant remote contingencies (2016: nil).

ACCOUNTING POLICY

Contingent liabilities and contingent assets are not recognised in the Statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

3. People and relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

3.1 Employee benefits

	2017 \$'000	2016 \$'000
Wages and salaries	128,594	83,154
Superannuation:		
Defined contribution plans	8,436	7,032
Defined benefit plans	6,978	5,892
Leave and other entitlements	7,803	7,100
Separation and redundancies	796	1,384
Total employee benefits	152,607	104,562

3.2 Employee provisions

	2017 \$'000	2016 \$'000
Leave	25,130	24,611
Total employee provisions	25,130	24,611

ACCOUNTING POLICY

Liabilities for short-term employee benefits and termination benefits expected within 12 months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period, minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for long service leave has been determined by reference to the shorthand method as at 30 June 2017. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

The AEC’s staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS Accumulation Plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance’s administered schedules and notes.

The AEC makes employer contributions to the employees’ defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The AEC accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions.

3.3 Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the AEC, directly or indirectly, including any director (whether executive or otherwise) of the AEC. The AEC has determined the key management personnel to be the Electoral Commissioner, Deputy Electoral Commissioner and the two First Assistant Commissioners. Key management personnel remuneration is reported in the table below:

	2017 \$'000	2016 \$'000
Short-term employee benefits	1,478	1,275
Post-employment benefits	387	233
Other long-term employee benefits	133	113
Total key management personnel remuneration expenses¹	1,998	1,621

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister’s remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the AEC.

The total number of key management personnel that are included in the above table are 7 (2016: 5).

During the year, the number of positions included in key management personnel was 4.5 (2016:4). As 2016–17 was an election year, AEC was approved an additional 0.5 of a key management personnel position during 2016–17.

3.4 Related party disclosures

The AEC is an Australian Government controlled entity. Related parties to the AEC are key management personnel including the Portfolio Minister and Executive, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Significant transactions with related parties can include:

- the payments of grants or loans;
- purchases of goods or services;
- receipts to provide services;
- payments for superannuation; and
- asset purchases, sales transfers or leases.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that there are no related party transactions to be separately disclosed.

4. Other information

This section includes additional financial information that is either required by AAS or the PGPA FRR or is relevant to assist users in understanding the financial statements.

4.1 Expenses

4.1A: Suppliers

	2017 \$'000	2016 \$'000
Goods and services supplied or rendered		
Consultants	2,312	10,335
Contractors	35,110	14,876
Travel	4,378	5,583
IT services	19,809	20,611
Inventory	8,786	383
Furniture and venue hire	8,919	6,737
Property	9,046	8,502
Mail and freight	18,062	13,747
Advertising	2,313	49,695
Printing	6,071	5,485
Legal costs	327	1,132
Other	5,508	6,999
Total goods and services supplied or rendered	120,641	144,085
Goods supplied	53,104	79,641
Services rendered	67,537	64,444
Total goods and services supplied or rendered	120,641	144,085
Other suppliers		
Operating lease rentals	12,295	14,982
Lease restoration	15	(842)
Workers compensation expenses	2,724	1,290
Total other suppliers	15,034	15,430
Total suppliers	135,675	159,515

Leasing commitments

The AEC in its capacity as a lessee, leases office accommodation and storage that are effectively non-cancellable. The lease payments can be varied periodically to take account of an annual Consumer Price Index increase, a fixed increase or a market increase. Commitments are GST inclusive where relevant.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:

	2017 \$'000	2016 \$'000
Within 1 year	14,432	15,977
Between 1 to 5 years	30,076	28,765
More than 5 years	2,569	6,082
Total operating lease commitments	47,077	50,824

ACCOUNTING POLICY

Operating lease payments are expensed on a straight-line basis, which is representative of the pattern of benefits derived from the leased assets.

4.1B: Write-down and impairment of assets

	2017 \$'000	2016 \$'000
Impairment on financial instruments	8	(4)
Impairment on intangible assets	1,494	–
Total write-down and impairment of assets	1,502	(4)

5. Items administered on behalf of Government

This section analyses the activities that the AEC does not control but administers on behalf of the Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

5.1 Administered – expenses

5.1A: Other expenses

	2017 \$'000	2016 \$'000
Refunds – electoral fines/penalties	105	34
Political party funding	62,778	358
Total other expenses	62,883	392

5.2 Administered – income

5.2A: Fees and fines

	2017 \$'000	2016 \$'000
Non-taxation revenue		
Electoral fines/penalties	3,746	369
Candidate deposits	–	25
Other	–	10
Total fees and fines	3,746	404

ACCOUNTING POLICY

All administered revenues are revenues relating to ordinary activities performed by the AEC on behalf of the Australian Government. As such, administered appropriations are not revenues of the individual entity that oversees distribution or expenditure of the funds as directed.

Fines are charged for non-voters of federal elections, by-elections and referendums. Administered fee revenue is recognised when received.

Each nomination for the Senate and the House of Representatives must be accompanied by a deposit.

5.3 Administered – assets and liabilities

5.3A: Cash and cash equivalents

	2017 \$'000	2016 \$'000
Cash on hand or on deposit	2,222	14
Cash on hand – special account	53	–
Cash held at the OPA – special account	1,285	2,268
Total cash and cash equivalents	3,560	2,282

5.3B: Suppliers

	2017 \$'000	2016 \$'000
Trade creditors and accruals	–	14
Total suppliers	–	14

Settlement of suppliers payable is usually made within 30 days.

5.4 Administered – financial instruments

	2017 \$'000	2016 \$'000
Financial assets		
Loans and receivables		
Cash on hand or on deposit	2,222	14
Cash on hand – special account	53	–
Cash held at the OPA – special account	1,285	2,268
Total loans and receivables	3,560	2,282
Total financial assets	3,560	2,282
Financial Liabilities		
Financial liabilities measured at amortised cost		
Trade creditors and accruals	–	14
Total financial liabilities measured at amortised cost	–	14
Total financial liabilities	–	14

Receivables (net) are expected to be recovered within 12 months (2016: within 12 months)

Credit terms for goods and services were within 30 days (2015: 30 days). Settlement of suppliers payable is usually made within 30 days.

5.5 Administered – contingent assets and liabilities

There are no administered contingencies, remote or quantifiable, for the AEC (2016: nil).