

REFUND FORM



This form must be completed in full and authorised by your manager, who has been given delegated authority to approve refunds.

Refund made to:

Rob Hazlett

Reason for Refund:

Return of Election Deposit - Maniototo Community Board



Attach proof of refund request

e.g. screenshot of the email requesting the refund.

If the request was over the phone state "Refund request over the Phone."

As required by legislation.



Attach copy of originating receipt

This can be requested from finance.

25
GST Reg No. 51-442-970
Received with thanks by 25/01 1
Central Otago District Council
25-07-25 9:53 Receipt no.575976
GL 10008175
R A Hazlett - Deposit -200.00
CQ EFTPOS
Ctrls - Elections de 200.00

**Attach proof of bank account here**

The bank account number must be the same as the bank account the payment was received from shown in the originating receipt. If the bank account number differs from the original there needs to be reasonable explanation, check with the Accountant or Finance Manager if reasonable.

See below.

Bank account confirmation for refund to be paid into:

Provide proof of bank account e.g.

- pre-printed deposit slip
- bank statement header, showing business name and bank account number together
- CODC bank statement transaction showing the originating bank account (obtainable from Accounts Receivable Officer)
- If originating payment was received over the counter using cash or EFTPOS a deposit slip or screenshot including the name of the account and the bank account number together is required along with a copy of the originating receipt.

Where is the refund to be applied to? Eg: Debtor/ Rates/ Water/ GL numbers	GL 10008175	NB: the account needs to be in credit before a refund can be processed.		
Amount of refund	\$200	GST included	Yes ☒	No ☐

Prepared by:**Name**

Sarah Reynolds

Signature**Date**

01/12/2025

Authorised by:**Manager Name**

Saskia Righarts

Signature**Date**

4/12/2025

Authorised form should be sent to creditors@codc.govt.nz

(Under section 112A of the Local Electoral Act 2001)



Note: This is an important document and needs to be completed in accordance with the provisions of Part 5 of the Local Electoral Act 2001. An electronic version of that legislation can be viewed from www.legislation.govt.nz
All candidates are required to complete and return a signed declaration, even if it is a NIL return.

I	Robert Alexander Hazlett
was a candidate for the following election(s) held on 11 October 2025. List all elections at which the candidate stood for election on the above date:	
Manicotti Community Board	

PART A: RETURN OF ELECTORAL DONATIONS (inclusive of GST)

DONATIONS FROM INDIVIDUALS

I, make the following return of all **electoral donations** received by me that exceed \$1,500:

Set out the following details in respect of every electoral donation received (other than an anonymous electoral donation) that, either on its own or when aggregated with all other donations made by or on behalf of the same donor for use in the same campaign, exceeds \$1,500 in sum or value:

- the name of the donor;
- the address of the donor;
- the amount of the donation or, in the case of aggregated donations, the total amount of the donations;
- the date the donation was received or, in the case of aggregated donations, the date that each donation was received.

NB: Section 103A Local Electoral Act 2001 defines "donation" as money or the equivalent of money or of goods or services or of a combination of those things used in the candidate's election campaign over \$300 in value. It excludes labour and goods and services that are provided free of charge reasonably valued at \$300 or less.

NAME and ADDRESS of DONOR	DESCRIPTION (include goods or services)*	DONATION	
		Date received	Amount
	* set out here if the donation is funded from contributions	Total	0

ANONYMOUS DONATIONS

Set out the following details in respect of every anonymous electoral donation received that exceeds \$1,500:

- the date the donation was received;
- the amount of the donation;
- the specific election campaign to which the donation was designated (see top of page);
- the amount paid to the electoral officer and the date the payment was made.

NB: Section 103A Local Electoral Act 2001 defines “anonymous” as a donation made in such a way that the candidate who receives the donation does not know the identity of the donor, and could not, in the circumstances, reasonably be expected to know the identity of the donor.

ANONYMOUS DONATION		DESCRIPTION (include goods or services)	PAID TO ELECTORAL OFFICER	
Date received	Amount		Date paid	Amount
			Total	0

Please turn page for more Electoral Donations, Electoral Expenses and Declaration

In the case of any **electoral donation funded from contributions**, set out the following details in respect of each contribution that, either on its own or when aggregated with other contributions made by the same contributor to the donation, exceeds \$1,500 in sum or value:

- NB: Section 103A Local Electoral Act 2001 defines “contributions” as money or goods or services that have been given to a donor to fund, be applied to, or included in an electoral donation (for example, contributions to trust funds or a fundraising collection).**

PART B: RETURN OF ELECTORAL EXPENSES (inclusive of GST)

Sums paid for radio broadcasting, television broadcasting, newspaper advertising, posters, pamphlets etc must be set out separately and under separate headings.

THIS FORM IS REQUIRED TO BE COMPLETED (EVEN IF IT IS A NIL RETURN) AND PROVIDED TO THE ELECTORAL OFFICER, PO BOX 3138, CHRISTCHURCH 8140 OR IRO@ELECTIONZ.COM BY WEDNESDAY 10 DECEMBER 2025

NOTE: PLEASE ATTACH ADDITIONAL SHEETS IF THERE IS INSUFFICIENT SPACE IN ANY SECTION. RECEIPTS ARE **NOT** REQUIRED TO BE RETURNED WITH THIS FORM. PLEASE RETAIN THESE FOR YOUR RECORDS ALONG WITH A COPY OF YOUR COMPLETED DECLARATION.