Documents you must provide

Copies of:

- ☐ **Bank** statements for the **whole accounting period** — these must include the name of the account holder, BSB and account number.
- ☐ **Accommodation or nursing home** invoices or statements.
- ☐ **Receipts** for **single** expenses or purchases **over $1,000**.
- ☐ **Receipts** for **large combined expenses more than $500** and **less than $1,000**. For example, holidays, education, or respite care.

Documents you may need to provide

Copies of:

- **Dividend, trust statements** and/or **statement of share investment/s valuation.**
- **Statement of adjustments** that is, property settlement for sale/purchase of property.
- **Superannuation account summaries** or **statements**.
- **Sale or purchase contract notes for shares** or **investments.**
- **Mortgage statements, loan agreements** or **credit card statements.**
- **Centrelink** Pension Income Statement.

All supporting documents **must** contain the name of the **represented person.**

Annual administration fee

If the represented person's average fortnightly income is above the threshold stated in the letter, you must pay the administration fee each year to VCAT.

The amount payable for the annual administration fee is located on the attached letter.

The fee must be paid from the represented person's funds.

If paying the fee may cause financial hardship to the represented person, you can apply to waive or reduce the fee on the ABA form.

Joint administrators

If you represent a person with another administrator, only one fee must be paid.

All administrators must acknowledge the contents of the ABA by completing the Acknowledgment section of the form.

Before you submit the ABA

Check:

- ☐ Mandatory supporting documents and records have been uploaded or attached
- ☐ Pay the annual administration fee before 30 September, if it applies
- ☐ You have a copy of the ABA for your records. If you submit online you will only be able to print a summary.

Need help or have further questions?

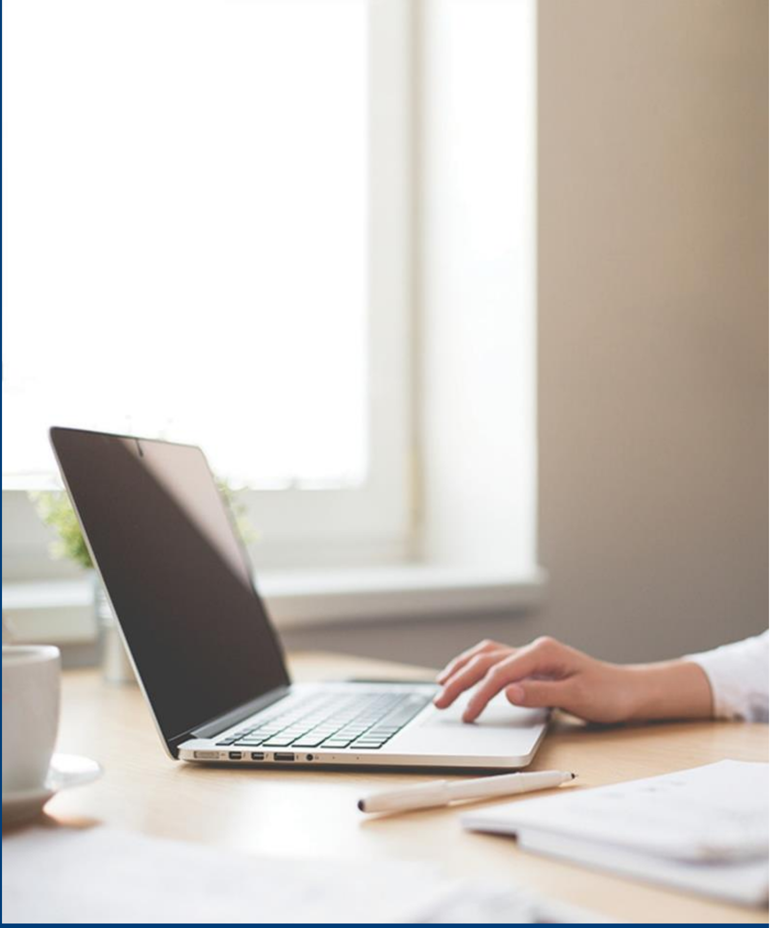
Visit **vcat.vic.gov.au/aba**

Email **humanrights@courts.vic.gov.au**

Phone **1300 01 8228 (Option 2)**

Monday to Friday

VCAT Victorian Civil & Administrative Tribunal



Completing an Account by Administrator (ABA)

VCAT Victorian Civil & Administrative Tribunal

An **ABA** is a legal document that details and balances the financial affairs of a represented person who is subject to a VCAT Administration Order.

Administrators are legally required to complete and submit an ABA to VCAT by 30 September each year.

Getting started

Complete the ABA online at **vcat.vic.gov.au/aba**
Contact us if you can’t lodge the ABA online.

First-time users

You need an email address to create an online account.

You will also need the Administrator Reference Number that is on your VCAT letter.

Already have an account

Log into your account and follow the prompts.

Forgot your password

Select ‘Forgotten your password?’ on the login screen.

You will receive an email with a link to change your password.

Administrator Reference Number

This is a unique 16-digit number that VCAT assigns to your ABA.

The number changes each year. A new number is in the letter VCAT sends you each year about the ABA.

If you haven’t received your VCAT letter, call 1300 01 8228 (press option 2) Monday to Friday.

Information to provide

Administrator and represented person details

Details of all appointed administrators must be provided.

If you have submitted an ABA online in previous years, check that pre-populated details are still current and correct.

Bank accounts

Include all bank accounts held individually or jointly, including term deposits.

If there are no bank accounts to list, enter $0.00 for the amount and 0 in the BSB and account details.

Income, expenditure, assets and liabilities

Include all amounts for the **whole accounting period**, which is usually the full financial year — that is, 1 July to 30 June. Check the exact accounting period in the VCAT Administration Order.

Funds received includes pensions, salary, allowances or supplements that appear in bank statements, investment income, trust funds, family contributions, and sales of properties.

Expenditure includes expenses for food, medical, utilities, loans/gifts, accommodation, legal fees, education, transport, travel, respite care and so on.

Assets include investments, shares, personal belongings, prepaid funeral plans and properties.

Liabilities or debts include outstanding loans, mortgages, and credit card debts.

When the ABA does not balance in the Financial Summary section

A 5 per cent margin applies if the ABA does not balance.

If the margin is over 5 per cent, go back and check all the information you have entered.

If the ABA still does not balance, you must explain why in the form.

Supporting documents

You must support monetary amounts you enter in the form with evidence, such as statements, invoices, receipts, and agreements.

It is better to provide as much documentation as you can or we may ask you to provide more information.

Do not attach or send receipts for **small items under $500**. For example, small receipts for food, medicine, shopping, transport, and so on.

Turn over for a **full list of documents** that can apply to your ABA.

Tips to upload and attach documents

- Individual files must be under **10MB**.
- Do not provide links to files on the cloud, such as Dropbox or Google Drive.
- VCAT **cannot** convert these file types.
- Do not upload files that are protected with password or security codes.