

Campaign Finance Disclosure Statement Instructions

A sample of the campaign finance disclosure form is found in Appendix B of the guide. Additional copies of this reporting form may be obtained from the Secretary of State. Essentially the campaign financial disclosure form requires information on contributions received and expenditures made by the political committee or political party during the calendar year up to the cut off date of the reporting period. The following comments may assist proper completion of the forms.

Campaign finance disclosure statement shall include the following information:

Cover Page (Committee information, statement and signature):

- Political committee or political party name, street address, postal address, city, state, zip code, daytime and evening telephone number, and e-mail address;
- Type of campaign statement (pre-primary, pre-general, mid-year, year-end, amendment, supplement, or termination);
- If a ballot question committee, the ballot question number and whether the committee is for or against the measure;
- The statement shall include a certification that the contents of the statement is true and correct signed by the treasurer of the political committee or political party.

Schedule A (Monetary contributions from individuals):

- The total amount of contributions of one hundred dollars or less in the aggregate from one source received during the reporting period;
- The name, residence address, city, and state of each person contributing a contribution of more than one hundred dollars in the aggregate during the reporting period and the amount of the contribution. Any contribution from any political committee or political party shall be itemized. Any contribution from a federal political committee or political committee organized outside this state shall also include the name and internet website address of the filing office where campaign finance disclosure statements are regularly filed for the committee. If all of the information required is not on file, the political committee or political party may not deposit the contribution;

Schedule A - Continued (Contributions from political organizations):

- Any monetary or in-kind contribution made by the reporting political committee or political party to any political committee, political party, or nonprofit charitable organization shall be itemized;
 - *Comment: itemization is required for any contribution from a political committee or political party*

Schedule B (In-kind contributions from individuals):

- The statement shall contain the same information for in-kind contributions as for monetary contributions, and shall also include a description of the in-kind contribution;
 - *Comment: a good or service provided at no charge or for less than its fair market value is provided "in-kind". In-kind does not include the value of services provided by a person as a volunteer and the free or discounted use of any person's residence or office.*
- Upon the request of the treasurer, a person making an in-kind contribution shall provide all necessary information to the treasurer, including the value of the contribution;

Schedule C (Non-contribution income):

- A categorical description and the amount of the refunds, rebates, interest, sale of property, or other receipts not previously identified during the reporting period;

Schedule D (Administrative expenses for PAC):

- A categorical description and the amount of funds or donations by any organization to its political committee for establishing and administering the political committee and for any solicitation costs of the political committee;
 - *Comment: An organization can create a political committee and can use organization funds to establish and administer the political committee. This subdivision requires the organization describe and provide an amount for each category of expenses it has incurred for establishing and administering the committee.*

Schedule E (Expenditures by the committee):

- The expenditures made during the reporting period shall be categorized. Disbursements to consultants, advertising agencies, credit card companies, and similar firms shall be itemized into expense categories. Any contribution made by the reporting political committee or political party that is not in exchange for any item of value or service shall be itemized;
- The expenditures incurred but not yet paid during the reporting period and to whom the expenditure is owed;
 - *Comment: an expenditure has been incurred when an order for the good or service has been placed with the person or organization providing the good or service*
- The amount of each independent expenditure, as defined in this Act, made during the reporting period, the name of the candidate, public office holder, or ballot question related to the expenditure and a description of the expenditure;

Schedule F (Loans owed by the reporting committee):

- The total balance of loans owed by the political committee or political party;

- The balance of loans owed by the political committee or political party, itemized by lender's name, street address, city, and state, including the terms, interest rate, and repayment schedule of each loan;

Schedule G (Loans owed to the reporting committee):

- The total balance of loans owed to the political committee or political party;
- The amount of each loan made during the reporting period. The name, street address, city, and state of the recipient of the loan;
- The balance of each loan owed to the political committee or political party, itemized by name, street address, city, and state;

Summary Page (Balances and totals): *This page contains a summary of all the Schedules.*

- The balance of cash and cash equivalents on hand at the beginning of the reporting period;
- The total amount of all contributions received during the reporting period;
- The total amount of all in-kind contributions received during the reporting period;
- The total of refunds, rebates, interest, or other income not previously identified during the reporting period;
- The total of contributions, loans, and other receipts during the reporting period;
- The total value of loans made to any person, political committee, or political party during the reporting period;
- The total of expenditures made during the reporting period;
- The total amount of all expenditures incurred but not yet paid. An expenditure incurred but not yet paid shall be reported on each report filed after the date of receipt of goods or services until payment is made to the vendor. A payment shall be listed as an expenditure when the payment is made;
 - *Comment: an expenditure has been incurred when an order for the good or service has been placed with the person or organization providing the good or service*
- The statement shall state the cash balance on hand as of the close of the reporting period;
 - *Comment: the beginning balance must equal the ending balance from any previously filed report;*

NOTE: (Organization contributions to ballot question committees):

- If you are a ballot question committee and have received a contribution from an organization please attach a copy of Appendix E or the submission you received from the organization to this disclosure statement.