How to File Financial Reports Online
A HANDBOOK FOR CANDIDATES & COMMITTEES

MARCH 2017

How to File Financial Reports Online

A Handbook for Candidates & Committees

PROCESS OF REPORTING

- ID and Password is given once proper paperwork has been filed with SOE office
- Treasurer will log into finance program (link can be found on Supervisor's website)
- Treasurer will enter contributions and expenditures in the "green" current reporting period – always making sure date is correct for each entry
- To **Preview** report
    - Prepare totals, prepare totals (again)
    - Press PREVIEW (top of screen)
    - Draft report will be shown
- Treasurer continues entering transactions until the end of reporting period
- To Submit a Report
    - Create Final Report for Review, Create Final Report For Review (again)
    - Treasurer and Candidate or Committee person reviews report for completeness and correctness (scroll down to see report)
    - If complete and correct, PINS are entered and "Assign PIN" button is pressed to file the report
    - Once report is accepted, an email will be sent stating it was accepted.
    - If the report needs to be amended (address left off etc.), treasurer or candidate will receive an email stating the report needs to be amended. By law, the Treasurer has 7 days to submit a correct (amended) report.
    - Fines for submitting a late report is paid from candidate's personal funds.

CANDIDATES: The last report that is filed is called the Termination Report (TR). Each candidate will be sent a letter as to the name of that termination report and when it will be due.

Contents

Brief Instructions

Web Address: Go to www.sumterelections.org

- Left side links: choose LOGIN TO FINANCE REPORTING under Finance Reporting heading
- Enter ID and Password, press "login"
- Current reporting period is shaded GREEN

ENTERING CONTRIBUTIONS (page 11)

- Press "Enter Contributions"
- Press "Add Contribution" link
- Enter date
- Contributor Name (if company, put company name in LAST NAME field)
    - Address: this has to be a complete mailing address
    - City, State and Zip: must be completed
- Contributor Type:
    - Candidate deposited their own money: Chose "Candidate to Themselves" and Contribution Type: LOAN
    - If money was a contribution from other sources, choose from drop-down list
    - Contribution Type: chose from drop-down list
- Once you have completed the form, press <u>SUBMIT</u>

Once it is saved, you will get another blank form where you can add another entry. If you are done entering contributions, press "cancel" on bottom.

The program will take you to the itemized contributions screen which allows you to view what you have entered for each transaction. If everything looks correct and you are done entering contributions, press "Return to Report List" (main screen).

ENTERING EXPENDITURES (page 14)

- Press "Enter Expenditures"
- Press "Add Expenditure" link
- Enter date
- Vendor Name (if company, put company name in LAST NAME field)
    - Address: this has to be a complete mailing address
    - City, State and Zip: must be completed
- Purpose:
    - Brief description
- Expenditure Type: choose from the drop-down list
- Once you have completed the form, press <u>SUBMIT</u>

Once it is saved, you will get another blank form where you can add another entry. If you are done entering expenditures, press "cancel" on bottom.

The program will take you to the itemized expenditures screen which allows you to view what you have entered for each transaction. If everything looks correct and you are done entering expenditures, press "Return to Report List" (main screen).

ALWAYS MAKE SURE YOU ENTER A COMPLETE and CORRECT ADDRESS,
WHEN ENTERING YOUR CONTRIBUTIONS AND EXPENDITURES

If Division of Elections audits your records, they MUST have legit addresses in order to contact your contributors and/or vendors.

WAIVER REPORT (page 24)

- When there has been no activity during a reporting period a Waiver Report will be generated and submitted.

PREVIEW THE REPORT (page 17)

Previewing a report does **not** submit the report to our office

- Press "Prepare Totals"
- Press "Prepare Totals" in next window
- Press "View / Print" (brings up a PDF of your report)
- Your report has DRAFT on it, but it also shows your entries

SUBMITTING A REPORT (page 21)

- Once you have prepared the totals and have reviewed your report and it is complete and correct.
- On main report list screen: press "Create Final Report For Review"
- Press "Create Final Report for Review" again
- Enter Candidate/Committee Electronic Signature PIN: 1111
- Enter Treasurer Electronic Signature PIN: 2222
- Press "Assign PIN" – submits report to elections office
- Once the elections office gets email that the report was submitted, it will be reviewed and accepted.
  - However, if the report needs to be amended, treasurer / candidate will be notified via email and the amended report must be submitted within seven days from notice.

AMENDING A SUBMITTED REPORT (page 26)

- In the Reporting Main Screen, choose the reporting period that needs to be amended by pressing **"Amend"**
- Screen will pop up [Amend Report]: Press "Create"
- When the report list reappears, look for the reporting period with "Amended" listed under the reporting date / covered period (left column) – page 27
- Enter the new data using the buttons (expenditure, contributions, etc).
- If you need to amend an item that was on a submitted report – page 28
  - Choose "Enter Contributions or Enter Expenditure" depending on what needs to be corrected
  - On next page, click **Amend item from Orig Report**
  - Choose entry from list and press "Amend Item"
  - Correct item and press <u>SUBMIT</u>
  - Next page will show the deleted item and the added item
  - This completes the change to the original item. From here you can change another item, add a new item, or return to Report List.

What do I need to create reports online?

- **A computer equipped with:**
  - An Internet connection.
  - A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
  - Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from: www.adobe.com

- **ID and password**
  - This will be provided to you by the elections office after necessary forms have been filed and clocked in.
  - Candidates need a new ID each time they run for office, even when they are running for reelection to the same office.

  The password can be changed after you log in, if you wish.

- **PINs for submitted report**

  Sumter County requires electronic submission of financial reports.
  - Two 4-digit PINs will be provided to you by the elections office.

What’s shown in an online financial report?

As you know, Florida law requires that candidates and political committees file quarterly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate / committee. The Voter Focus Campaign Financial Reporting system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the Campaign Financial Reporting system is a PDF file that can be viewed in Adobe® Acrobat® Reader. Counties that accept electronic filing, the PDF can be submitted online, signed by the candidate’s and treasurer’s electronic personal identification numbers (PINs).

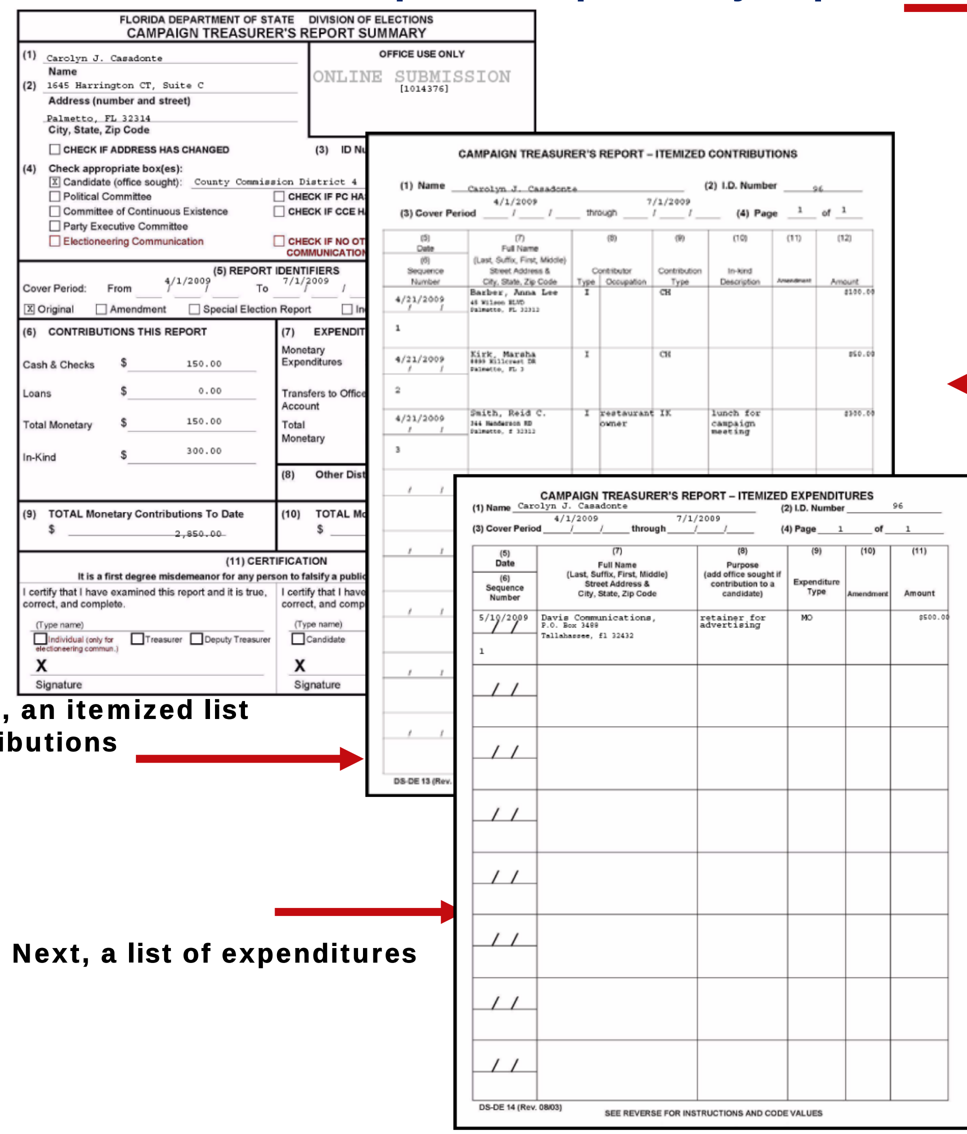
Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public. Along with the financial reports, you have the option of providing a short description (or “bio”) of the candidate/committee and a photograph.

Here’s an example of a quarterly report:

First, there’s a summary page

Then, an itemized list of contributions

Next, a list of expenditures



FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte — Name
(2) 1645 Harrington CT, Suite C — Address (number and street)
Palmetto, FL 32314 — City, State, Zip Code

OFFICE USE ONLY: ONLINE SUBMISSION [1014376]

(4) Check appropriate box(es): [X] Candidate (office sought): County Commission District 4

(5) REPORT IDENTIFIERS — Cover Period: From 4/1/2009 To 7/1/2009 — [X] Original

(6) CONTRIBUTIONS THIS REPORT

Cash & Checks	$ 150.00
Loans	$ 0.00
Total Monetary	$ 150.00
In-Kind	$ 300.00

(9) TOTAL Monetary Contributions To Date $ 2,850.00

(11) CERTIFICATION

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name / Street Address & City, State, Zip Code	(8) Type	Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
4/21/2009 1	Barber, Anna Lee, Palmetto, FL 32312	I		CH			$100.00
4/21/2009 2	Kirk, Marsha, Palmetto, FL 3	I		CH			$50.00
4/21/2009 3	Smith, Reid C., Palmetto, F 32312	I	restaurant owner	IK	lunch for campaign meeting		$300.00

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name / Street Address & City, State, Zip Code	(8) Purpose	(9) Expenditure Type	(10) Amendment	(11) Amount
5/10/2009 1	Davis Communications, P.O. Box 3488, Tallahassee, Fl 32432	retainer for advertising	MO		$500.00

DS-DE 14 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

How do I start?

Log into the Campaign Financial Reporting system like this:
Type this web address into your browser: www.sumterelections.org

Press the Enter key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:

1 Enter your candidate ID and password here.

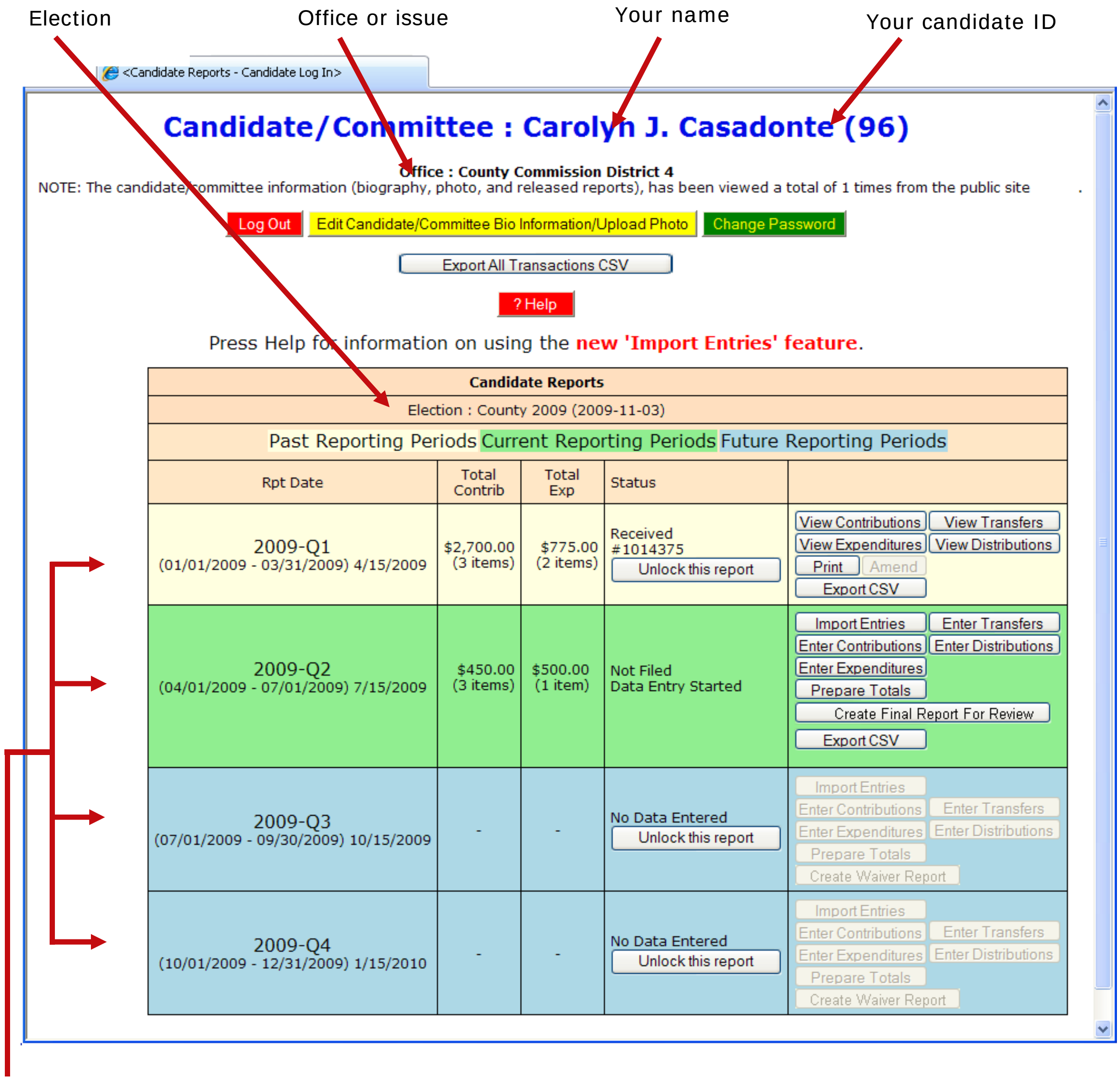
The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

By the way...you can change your password once you get on the system. We'll explain how to do this on page 38.

2 Click Login.

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.



Time periods when financial reports are required.
Colors indicate reporting periods:

Past Reporting Periods (beige)

Current Reporting Periods (green)

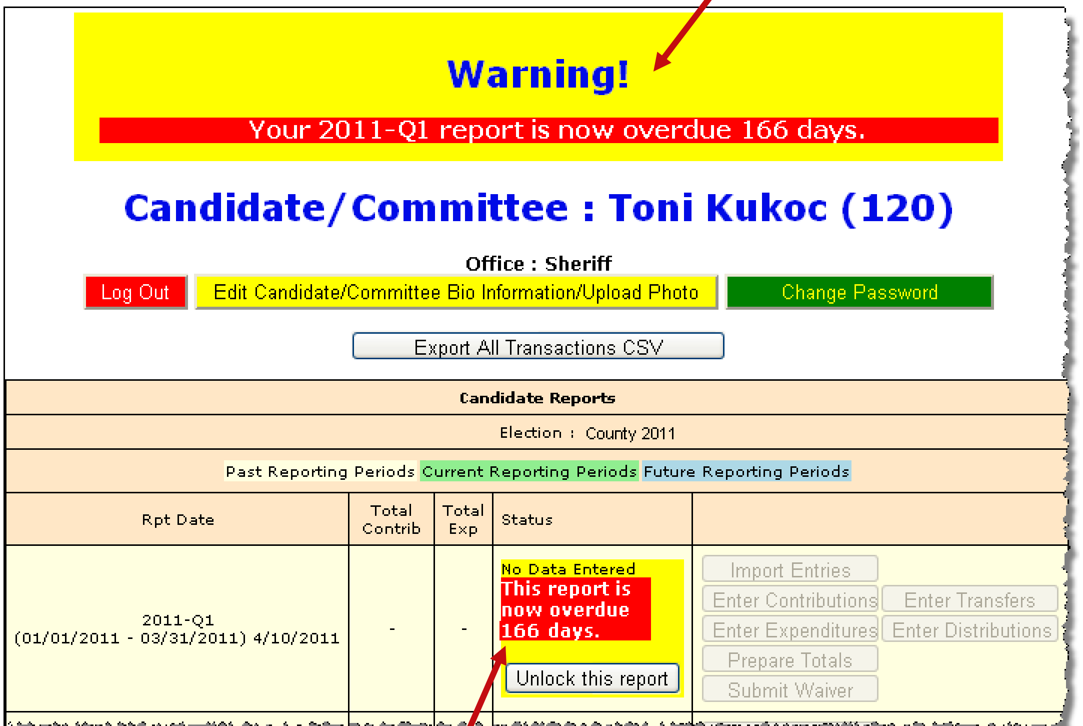
Future Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking Unlock this report.

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

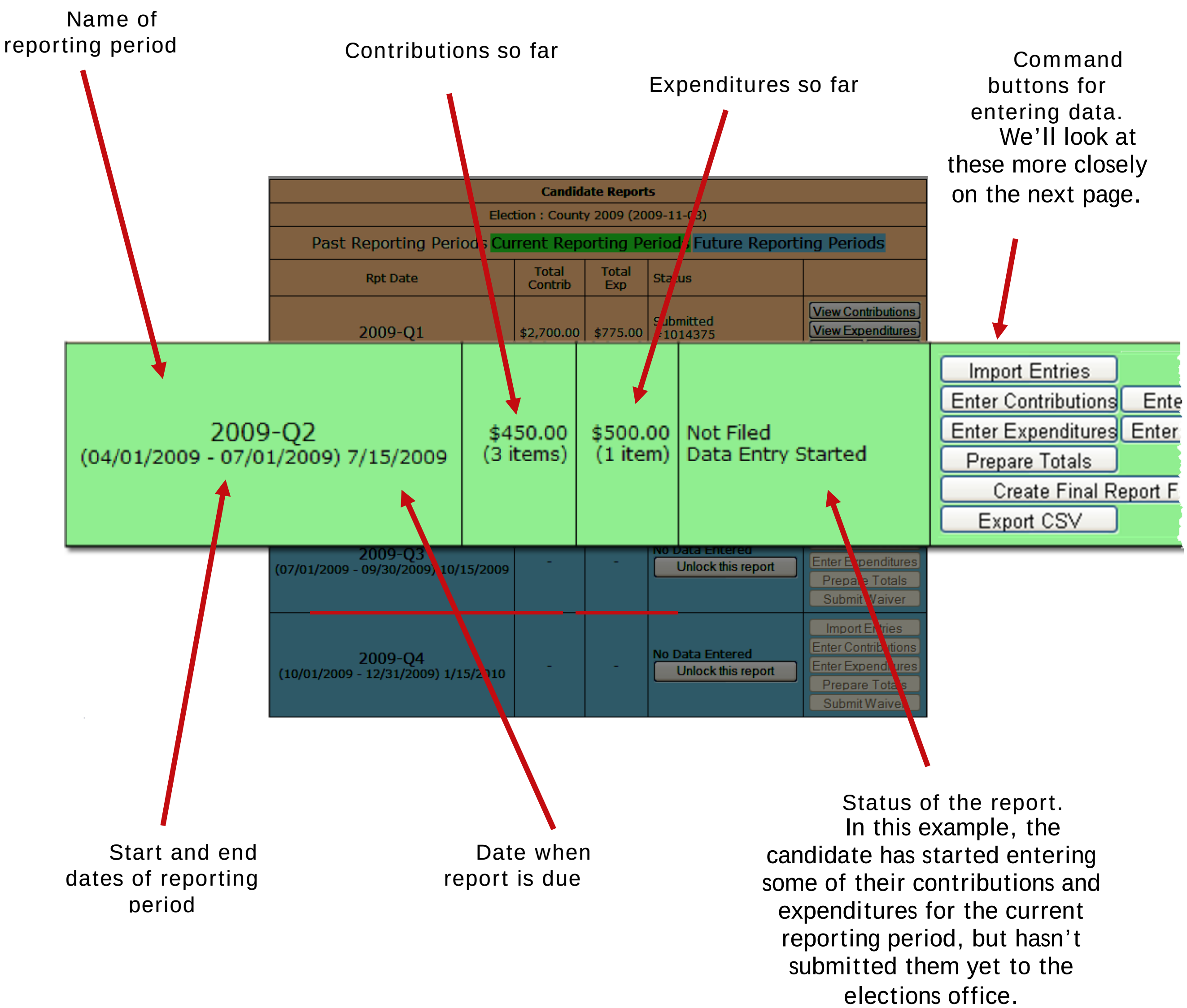


And the due/overdue report(s) will be highlighted as well.

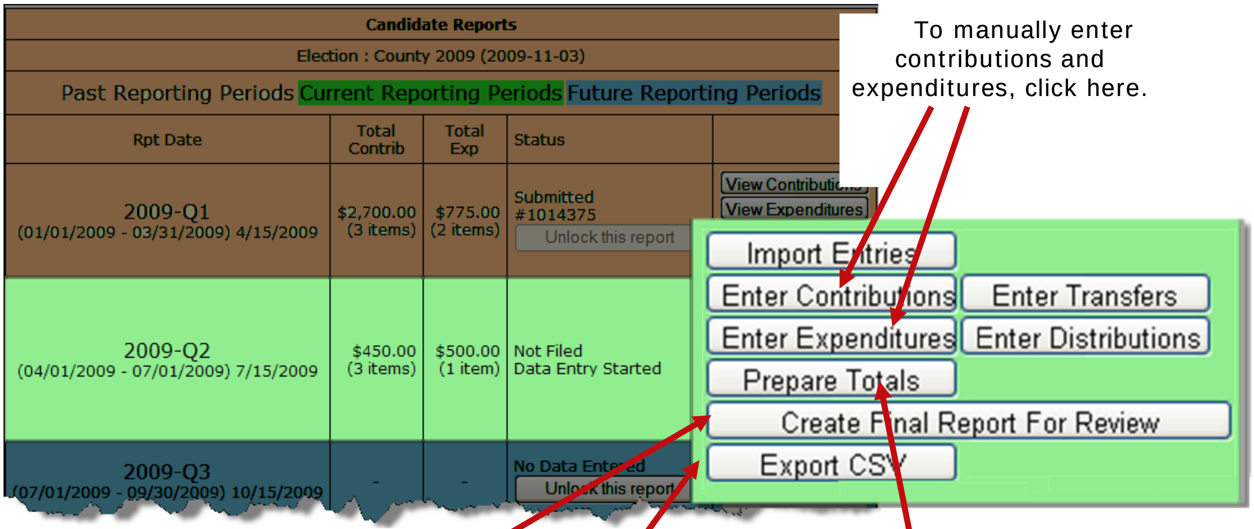
After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

Let's look at the current reporting period.



About those command buttons...



To manually enter contributions and expenditures, click here.

Submit your report to the elections office.

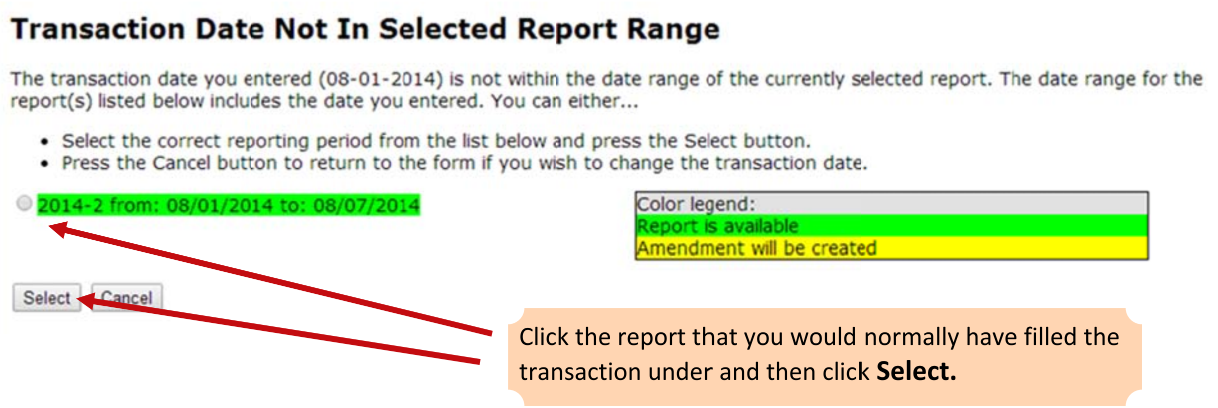
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

View a draft copy of your report for this period prior to submitting to the elections office.

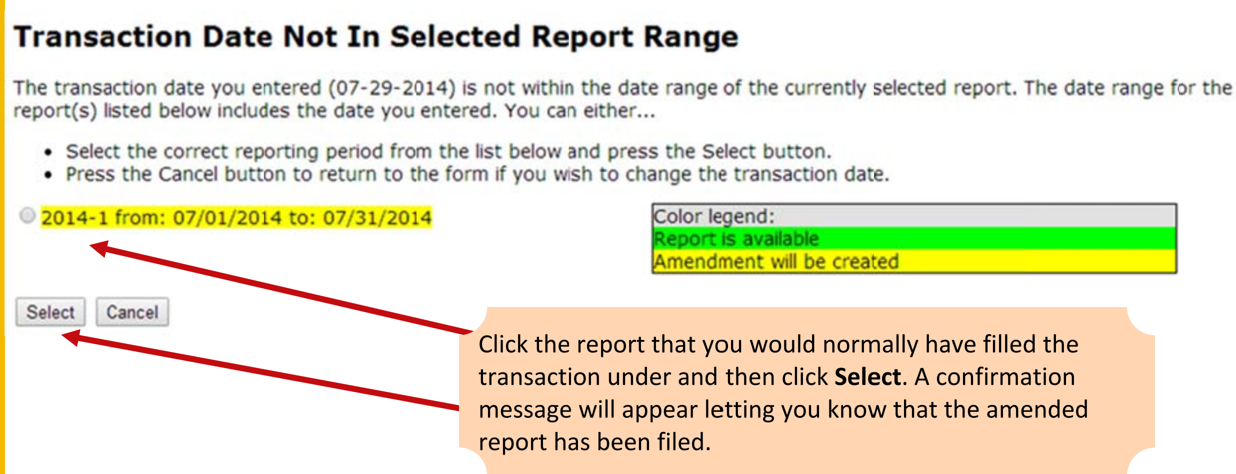
ALWAYS MAKE SURE YOU ENTER THE CORRECT DATE on EACH TRANSACTION!

A few notes about adding contributions and expenditures…

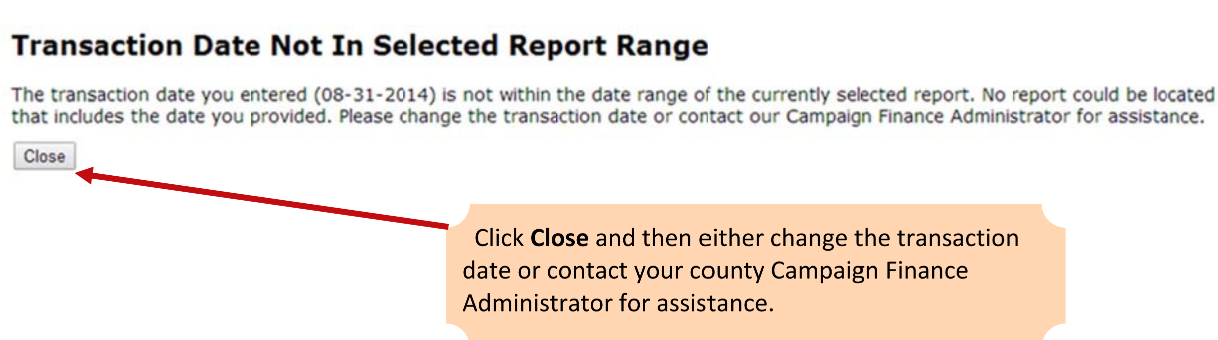
- If you enter a contribution or expenditure outside of the range of the reporting period you are working with, the system will automatically try to find a reporting period that contains that date you are reporting.
- If a report for that range is found, the system will let you know.



- If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.

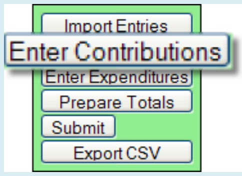


- If no report exists that includes the date you are trying to report on, the system will let you know that too.



Contributions

Click



to bring up a list of the contributions recorded so far:

Campaign Treasurer's Report - Itemized Contributions

Election : **County 2009 (2009-11-03)**
Report Date : **2009-Q2**
(04/01/2009 - 07/01/2009) 7/15/2009
Add Contribution Return to Report List

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check			$100.00
Edit Delete	2	4/21/2009	Marsha Kirk 8899 Hillcrest DR Palmetto, FL 3	Individual		Check			$50.00
Edit Delete	3	4/21/2009	Reid C. Smith 344 Henderson RD Palmetto, f 32312	Individual	restaurant owner	In Kind	Lunch for campaign meeting		$300.00
							Total		$450.00

Add Contribution Return to Report List

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Click **Add Contribution** to bring up the form for entering contributions.

Return to Report List
Takes you back to the list of reporting periods.

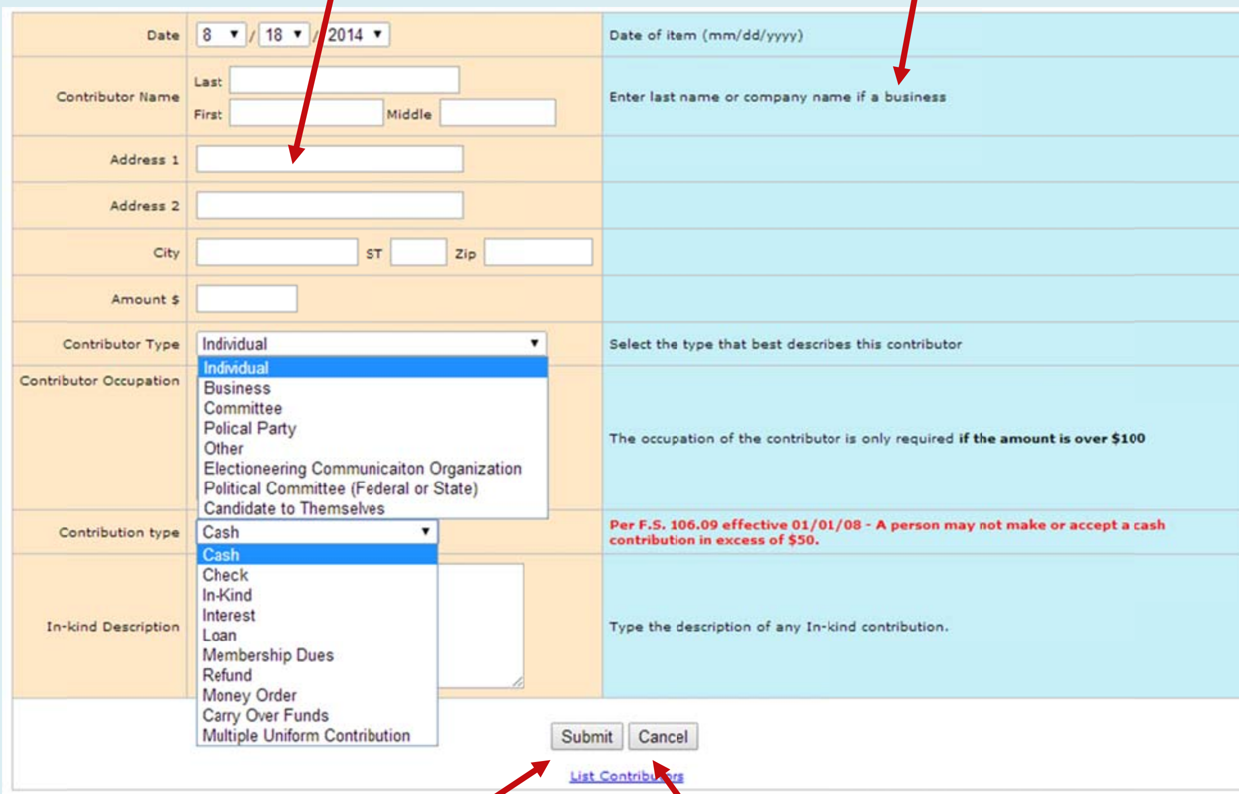
Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation		The occupation of the contributor is only required **if the amount is over $100**
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of $50.
In-kind Description		Type the description of any In-kind contribution.

Submit Cancel

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field (leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.



Date	8 / 18 / 2014	Date of item (mm/dd/yyyy)
Contributor Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Contributor Type	Individual Individual Business Committee Polical Party Other Electioneering Communicaiton Organization Political Committee (Federal or State) Candidate to Themselves	Select the type that best describes this contributor
Contributor Occupation		The occupation of the contributor is only required **if the amount is over $100**
Contribution type	Cash Cash Check In-Kind Interest Loan Membership Dues Refund Money Order Carry Over Funds Multiple Uniform Contribution	**Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of $50.**
In-kind Description		Type the description of any In-kind contribution.

Submit Cancel

List Contributors

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

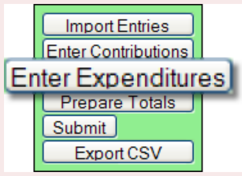
Click **Cancel** when you've saved the last contribution you want to add right now.

Contribution type **should be one of these:**

Cash	Cash or cashiers check.
Carry Over Funds	Remaining “carry over funds” from an election that has ended. **This option is for use by candidates only.**
Check	Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer.
In-kind	An item of value other than money or volunteer services. **In-kind Description:** Enter a specific description of the in-kind contribution. Example: *Food and beverage*
Interest	Money earned on campaign or interest-bearing accounts.
Loan	Money loaned to the campaign rather than given outright.
Membership Dues	Membership dues regardless of the form (cash, check, etc.).
Multiple Uniform Contributions	Multiple uniform contributions from the same person **This option is for use by committees only.**
Refund	Bad checks or contributions returned (in whole or in part) to the contributor. **Refunds must be entered as a negative amount.**
Money Order	Contribution made by money order.

Expenditures

Click



to bring up a list of the expenditures recorded so far:

Campaign Treasurer's Report - Itemized Expenditures

Election : **County 2009 (2009-11-03)**
Report Date : **2009-Q2**
(04/01/2009 - 07/01/2009) 7/15/2009
Add Expenditure Return to Report List

	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	5/10/2009	Davis Communications P.O. Box 3488 Tallahassee, fl 32432	Retainer for advertising	Monetary		$500.00
					Total		$500.00

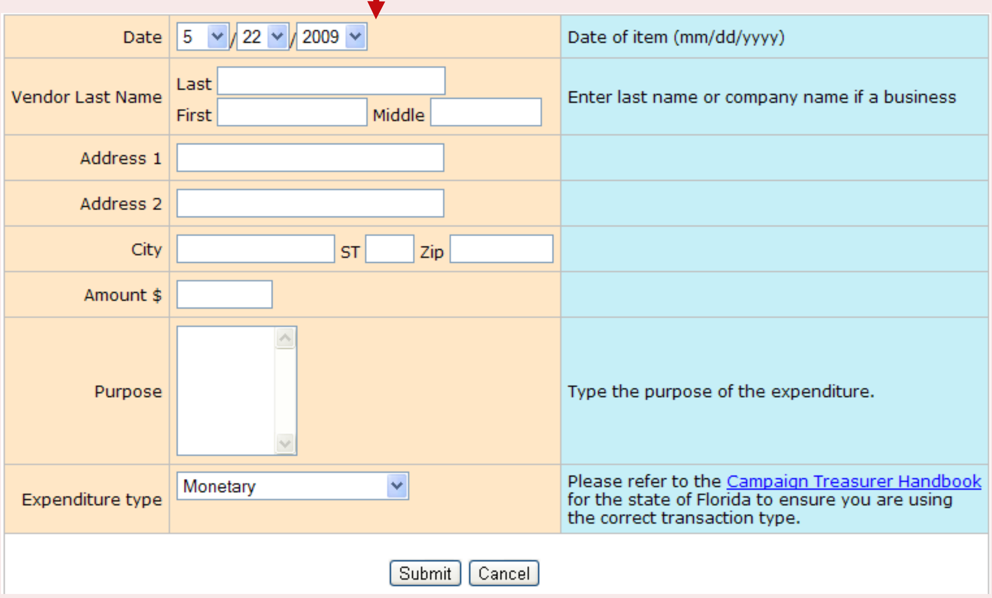
Add Expenditure Return to Report List

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.

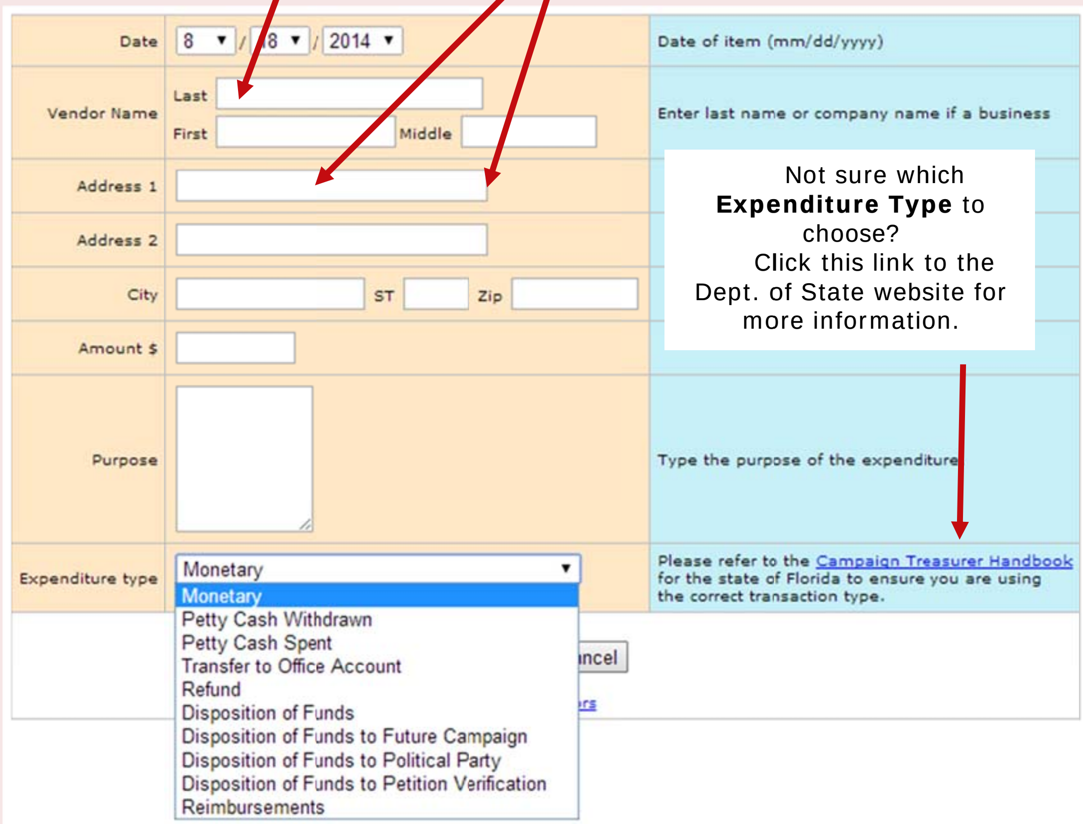


Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last First Middle	Enter last name or company name if a business
Address 1		
Address 2		
City	ST Zip	
Amount $		
Purpose		Type the purpose of the expenditure.
Expenditure type	Monetary	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

Submit Cancel

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

ALWAYS! Enter complete addresses



Not sure which **Expenditure Type** to choose?
Click this link to the Dept. of State website for more information.

About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

Petty Cash Spent **does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.

Expenditure type **should be one of these:**

Monetary	General expenditure type used when a specific type does not apply.
Petty Cash Withdrawn	Petty cash withdrawn during a reporting period. Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.
Petty Cash Spent	Petty cash spent during a reporting period. Expenditures made from petty cash are not required to be reported individually.
Refund	A refund of money from a vendor or other source. **Refunds must be entered as a negative amount.** **TERMINATION REPORT NOTE**: If you get a refund (i.e.; bond for signs), you will enter the amount as a negative in the expenditures". (example: -100.00) *per Kristi Bronson - DOE*
Transfer to Office Account	Funds transferred to an office account when the candidate has been elected.
Disposition of Funds	Pro-rata refunds to contributors, donations to charitable organizations, donations to the State general revenue fund, or the return of matching funds to the State. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Disposition of Funds to Political Party	Funds given to the political party that the candidate is a member of. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**
Disposition of Funds to Petition Verification	Funds transferred to pay for previously unpaid petition verification fees. **Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**

Want to see how the report is adding up? Just do a preview.

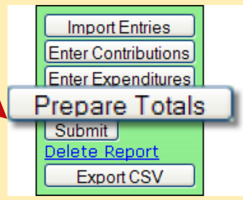
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

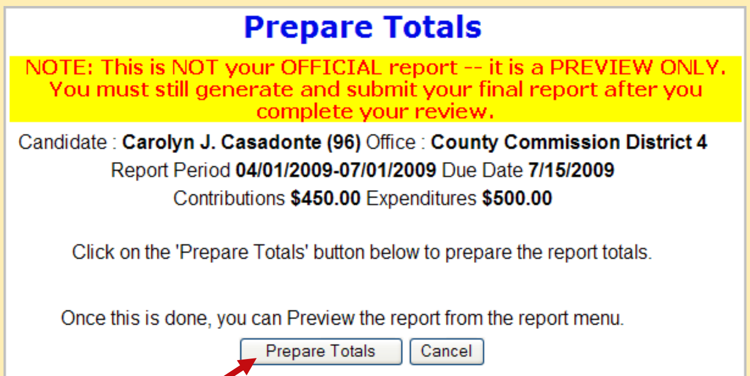
Previewing a report DOES NOT submit the report to the Supervisor.

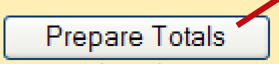
To preview your report so far:

Click

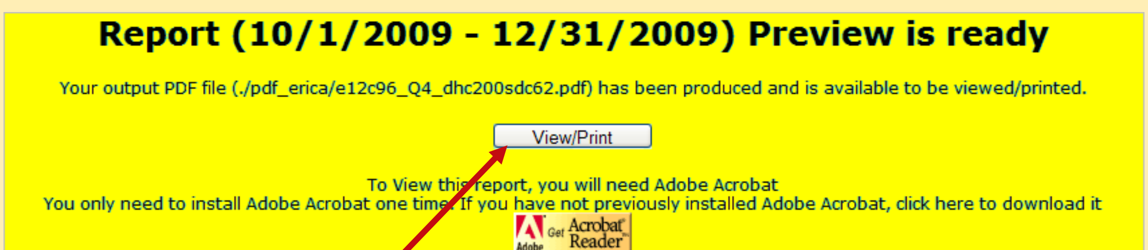


to bring up this page:



Click 

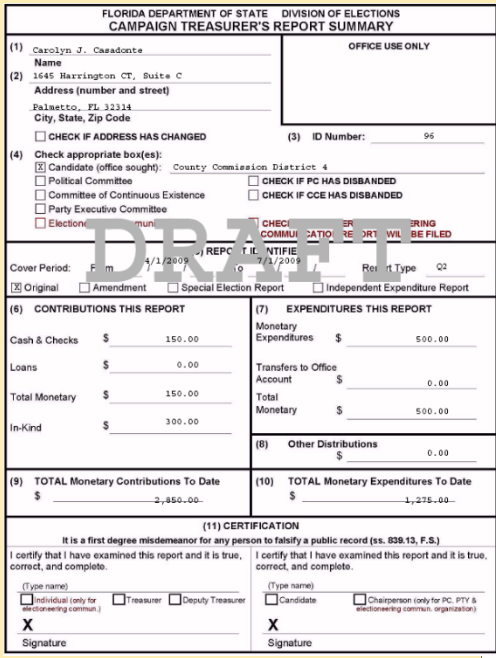
to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:



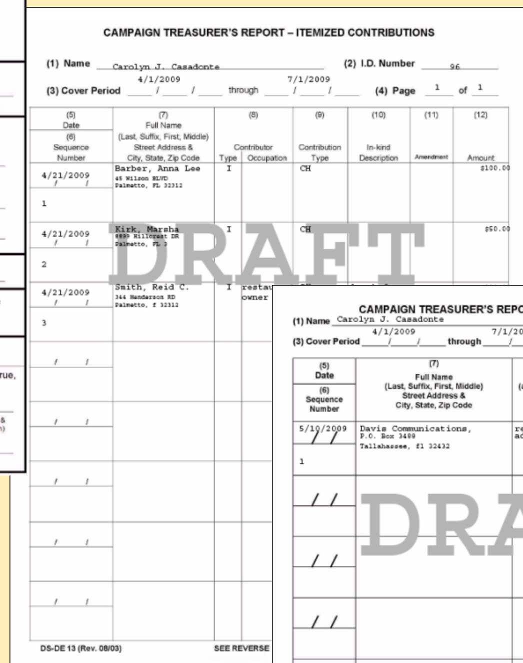
If you haven't installed Acrobat Reader on your machine, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click 

in the banner to bring up a PDF of your report.

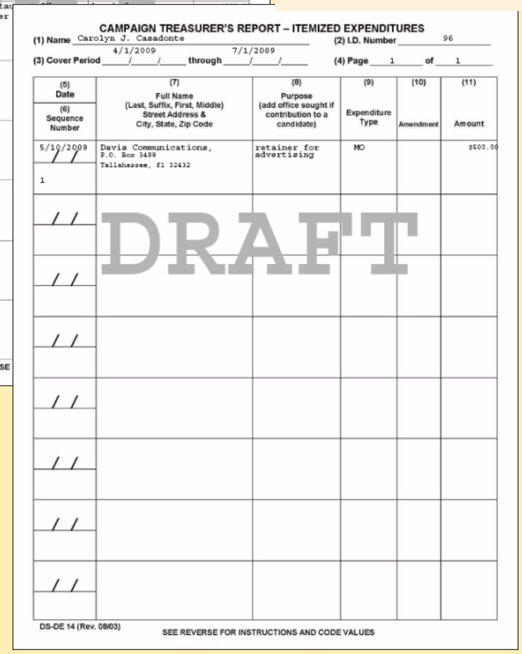


Check the draft report carefully to verify everything is correct and complete.



Forgot to add a contribution or expenditure?

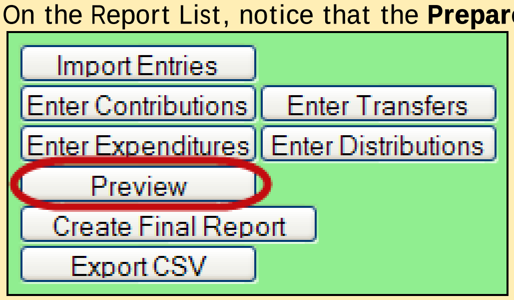
You can continue to add them after doing the preview.



The preview version of the report has a **DRAFT** watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.



You can click **Preview** at any time you want to look at the report. If transactions are added, the button label will switch back to **Prepare Totals**, which means you need to total the new transactions into the report before you can preview it again.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

Don't worry if you happen to import the same file more than once. The system will import only the transactions it doesn't already have. It won't duplicate existing transactions.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specification:

http://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#fileSpec

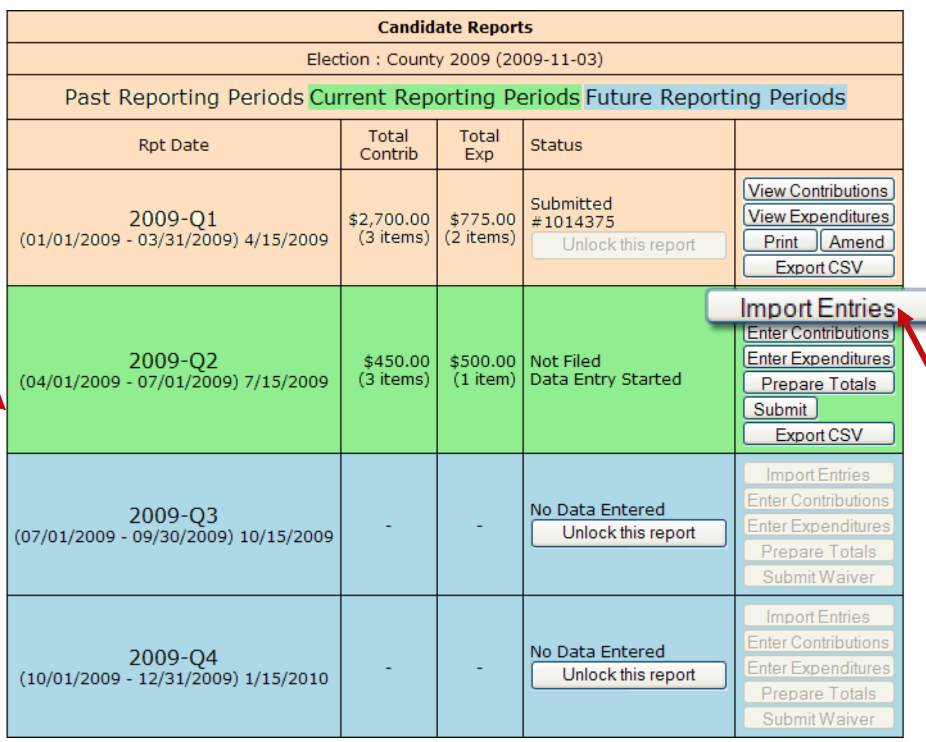
For a list of State-approved software vendors for electronic filing, see:

https://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#software

To import data for the current reporting period:

On the main page, locate the row for the current reporting period (look for the green row) and click Import Entries.

Current reporting period is shown in green.



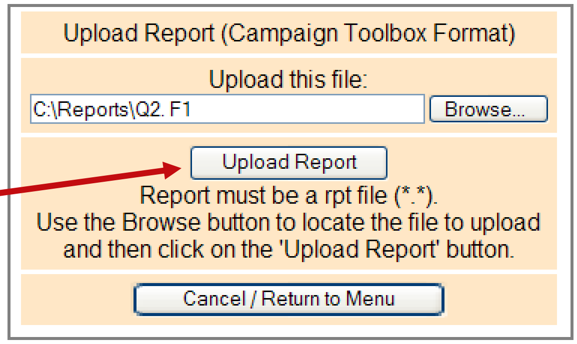
Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	$2,700.00 (3 items)	$775.00 (2 items)	Submitted #1014375 Unlock this report	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	$450.00 (3 items)	$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver

Import Entries brings up the **Upload Report** page.

On the **Upload Report** page, click Browse... and find the file you want to import. Then click Upload Report .

Name of file to import.

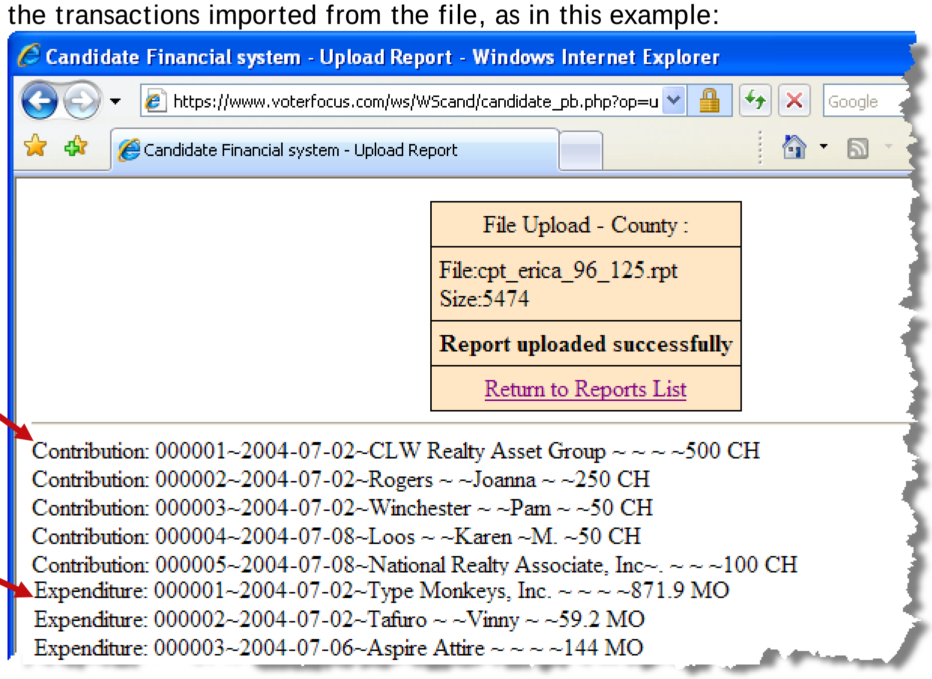
Click **Upload Report** to import the file into the system.



You'll see a display of the transactions imported from the file, as in this example:

Contributions

Expenditures



When you've finished importing entries for the reporting period, preview and submit the report as described in pages 16 through 23.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 19.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 19.

Submit Your Report

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly *before* you **Submit Your Report**. Once you have submitted your report, it closes the report. Once you have done this, the report cannot be changed, although it can be amended.

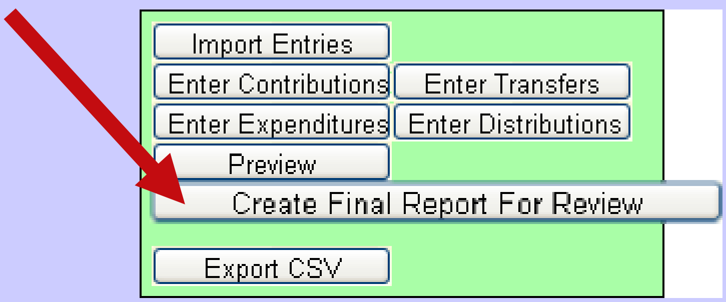
What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office.

If the county has your email address in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

To finalize the report:

Click



to bring up instructions:

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you pressed [Create Final Report For Review], brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted…

Report created for your final review.

Preview Report Created: 2011-03-21 11:45:21 (Eastern)

Scroll down to see the report

This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.

Reporting Period: Q2 (1/1/2011 - 3/31/2011)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate/Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	1111
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate/committee, certify that I have examined this report and it is true, correct, and complete.	2222
	Click **Assign PIN** to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking **Assign PIN** submits the report to the Supervisor of Elections.	Assign PIN
	Click **Later** if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	Later
	Click **Undo Final Report** to remove all PINs and unlock the report. This will allow you to make modifications to the report.	Undo Final Report

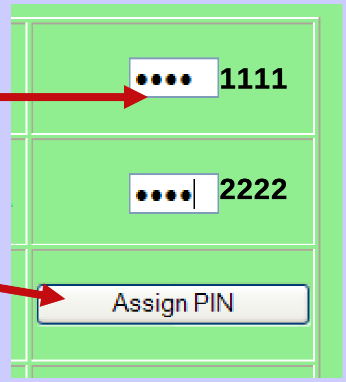
…followed by a view of the report.

On the PINs page:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

Enter Candidate's PIN

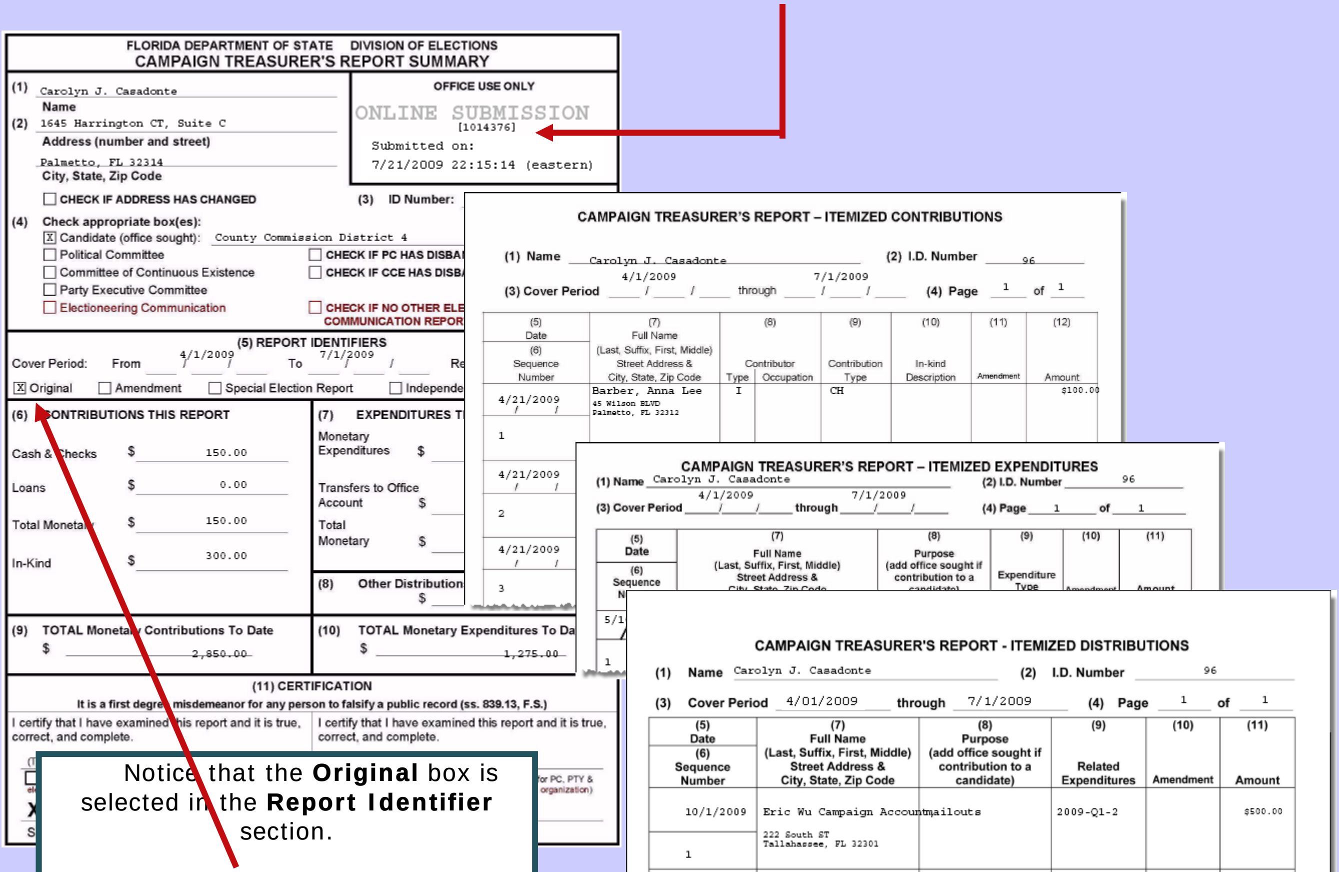
Then, click



Enter Treasurer's PIN

Let's look at a submitted report.

The DRAFT watermarks are gone… and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.



FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT, Suite C
Address (number and street)
Palmetto, FL 32314
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1014376]
Submitted on:
7/21/2009 22:15:14 (eastern)

CHECK IF ADDRESS HAS CHANGED
(3) ID Number:
(4) Check appropriate box(es):
[X] Candidate (office sought): County Commission District 4
Political Committee
Committee of Continuous Existence
Party Executive Committee
Electioneering Communication

(5) REPORT IDENTIFIERS
Cover Period: From 4/1/2009 To 7/1/2009
[X] Original · Amendment · Special Election Report

(6) CONTRIBUTIONS THIS REPORT
Cash & Checks $ 150.00
Loans $ 0.00
Total Monetary $ 150.00
In-Kind $ 300.00

(7) EXPENDITURES THIS REPORT
Monetary Expenditures $
Transfers to Office Account $
Total Monetary $
(8) Other Distributions $

(9) TOTAL Monetary Contributions To Date $ 2,850.00
(10) TOTAL Monetary Expenditures To Date $ 1,275.00

(11) CERTIFICATION
It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)
I certify that I have examined this report and it is true, correct, and complete.

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS
(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
4/21/2009 1	Barber, Anna Lee 45 Wilson BLVD Palmetto, FL 32312	I		CH			$100.00
4/21/2009 2							
4/21/2009 3							

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES
(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS
(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/01/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
10/1/2009 1	Eric Wu Campaign Account 222 South ST Tallahassee, FL 32301	mailouts	2009-Q1-2		$500.00

Notice that the **Original** box is selected in the **Report Identifier** section.

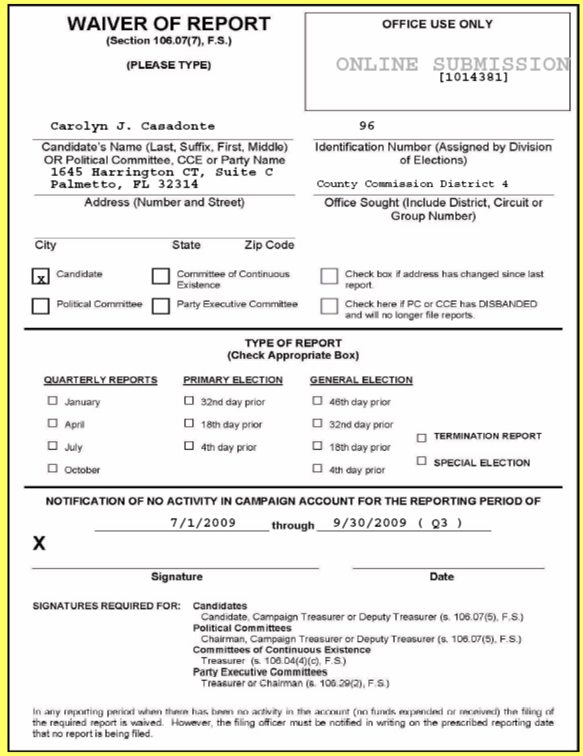
It indicates that this is the original report for this reporting period.

Should you later file an amendment to this report, the **Amendment** box will be selected instead.

Waiver Report – No activity within covered period

You must submit a **Waiver of Report**.

A waiver is a one-page report that is generated (when you don't have any activity during a reporting period).



WAIVER OF REPORT
(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

ONLINE SUBMISSION
[1014381]

Carolyn J. Casadonte
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name

96
Identification Number (Assigned by Division of Elections)

1645 Harrington CT, Suite C
Palmetto, FL 32314
Address (Number and Street)

County Commission District 4
Office Sought (Include District, Circuit or Group Number)

City State Zip Code

[x] Candidate
[ ] Committee of Continuous Existence
[ ] Check box if address has changed since last report.
[ ] Political Committee
[ ] Party Executive Committee
[ ] Check here if PC or CCE has DISBANDED and will no longer file reports.

TYPE OF REPORT
(Check Appropriate Box)

QUARTERLY REPORTS	PRIMARY ELECTION	GENERAL ELECTION	
☐ January	☐ 32nd day prior	☐ 46th day prior	
☐ April	☐ 18th day prior	☐ 32nd day prior	☐ TERMINATION REPORT
☐ July	☐ 4th day prior	☐ 18th day prior	
☐ October		☐ 4th day prior	☐ SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

7/1/2009 through 9/30/2009 (Q3)

X

Signature Date

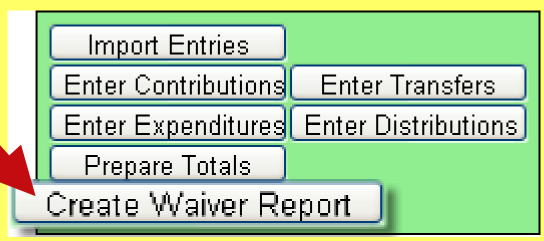
SIGNATURES REQUIRED FOR:
Candidates
Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees
Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Committees of Continuous Existence
Treasurer (s. 106.04(4)(c), F.S.)
Party Executive Committees
Treasurer or Chairman (s. 106.29(2), F.S.)

In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

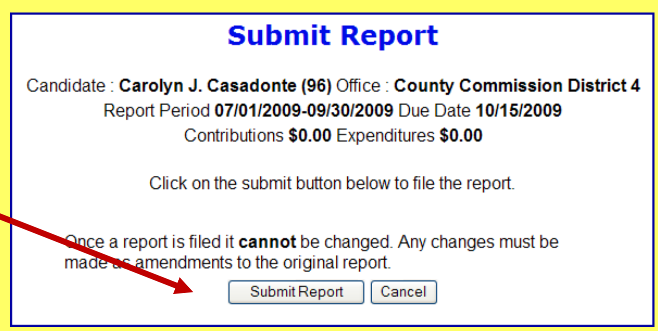
To submit a waiver report:

On the Report List, find the reporting period you want to submit a waiver for.

Click



On the next page, click **Submit Report**.



On the next page, click Create Final Report For Review to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

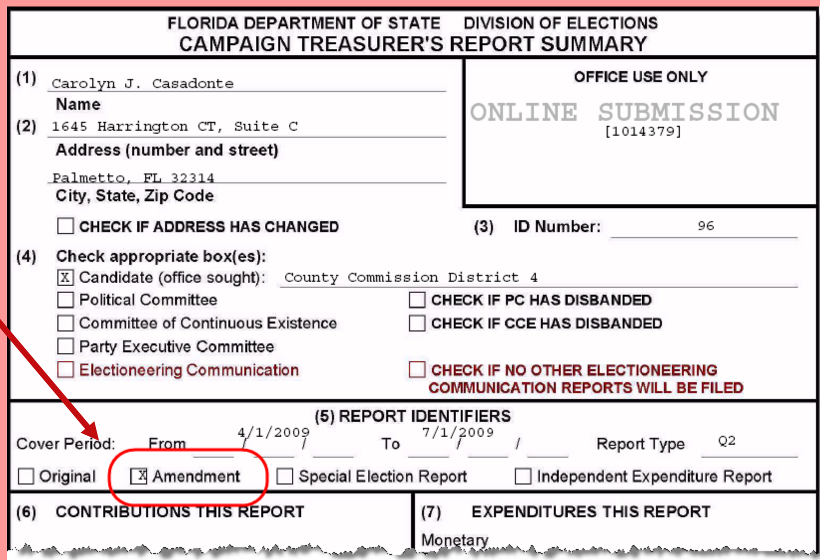
Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report.

Amending a Submitted Report

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

The **Amendment** box is automatically checked when you create an amended report.


FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT, Suite C
Address (number and street)
Palmetto, FL 32314
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1014379]

☐ CHECK IF ADDRESS HAS CHANGED
(3) ID Number: 96

(4) Check appropriate box(es):
☒ Candidate (office sought): County Commission District 4
☐ Political Committee ☐ CHECK IF PC HAS DISBANDED
☐ Committee of Continuous Existence ☐ CHECK IF CCE HAS DISBANDED
☐ Party Executive Committee
☐ Electioneering Communication ☐ CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

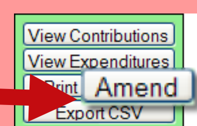
(5) REPORT IDENTIFIERS
Cover Period: From 4/1/2009 To 7/1/2009 Report Type Q2
☐ Original ☒ Amendment ☐ Special Election Report ☐ Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT
(7) EXPENDITURES THIS REPORT
Monetary

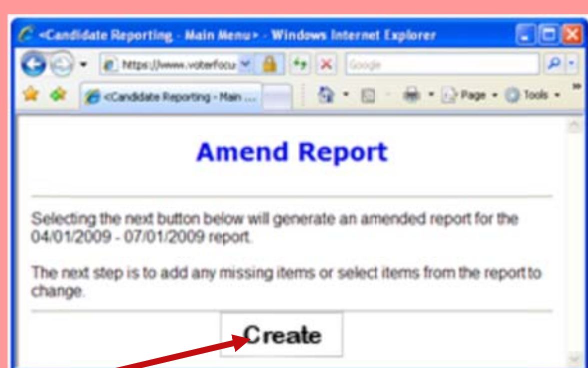
You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click

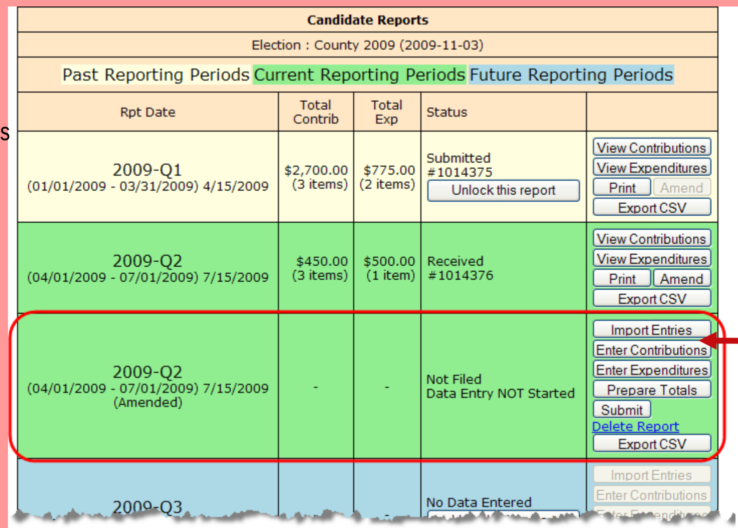


to bring up this page:



Then click CREATE

When the Report List reappears … notice that there's now a new row for the current reporting period.

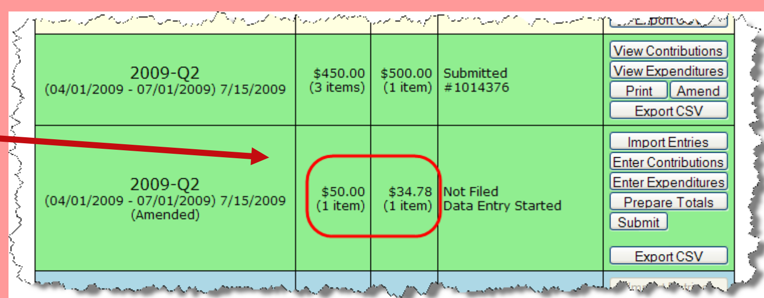


Enter the new data using these buttons, just like you did on the original report.

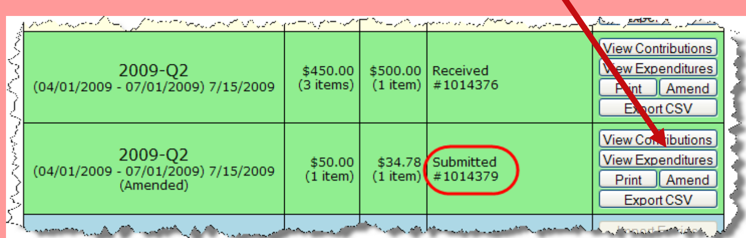
To create an amended report, you can:

- Manually enter new contributions (page 11) and expenditures (page 13).
- Import new contributions or expenditures (page 19).
- Change or delete items listed on the original report (page 28).

The totals of items on the amended report are displayed just as they were for the original report.



When you are finished entering items, preview the report (page 16) and submit it to the elections office (page 21). You'll see a new confirmation number for the amendment.

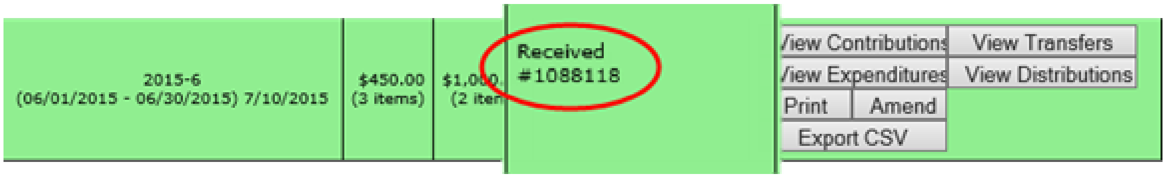


Oops! I didn't mean to create an amended report!

That sometimes happens. If you begin creating an amended report, notice that the list of commands on the Report List includes the command **Delete Report**. To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click **Delete Report** to delete it from the system.

How to I change or delete an ITEM on the original report?

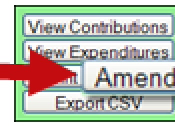
First, verify that the status of the original report is **Received**:



To change data that was entered on the original report, the original report's status must be **Received**.

To change a contribution or expenditure:

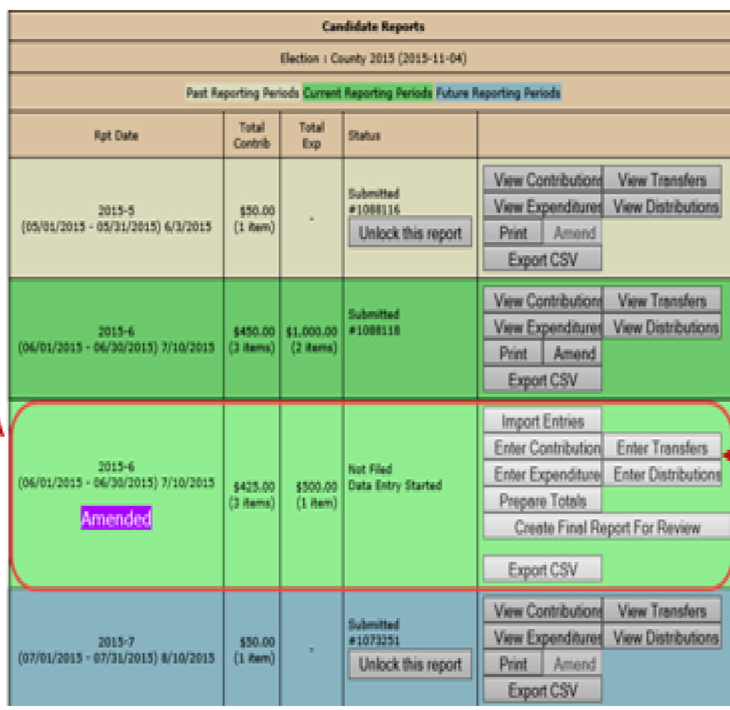
In the current reporting period (the green row), click



to bring up this page:

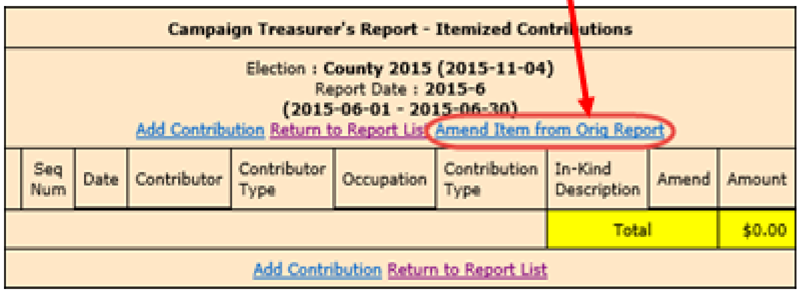
Then click Create.

When the Report List reappears, notice that there's now a new row for the current reporting period.

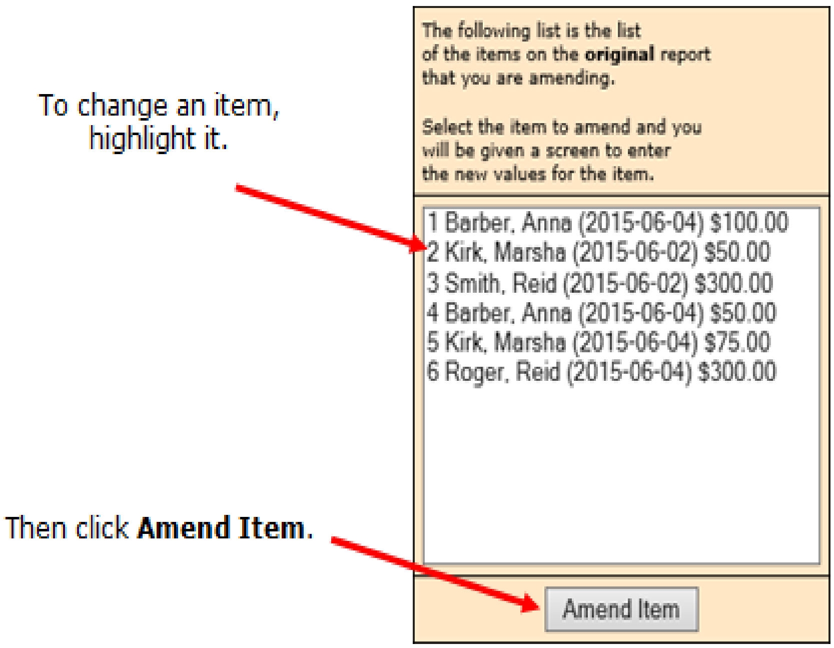


Enter the new data using these buttons, just like you did on the original report.

On the next page, click **Amend Item from Orig Report**.



to bring up a list of items (for example, contributions) reported in the current month:



Highlight the item you want to change and click Amend Item to bring up the detail page for the item.

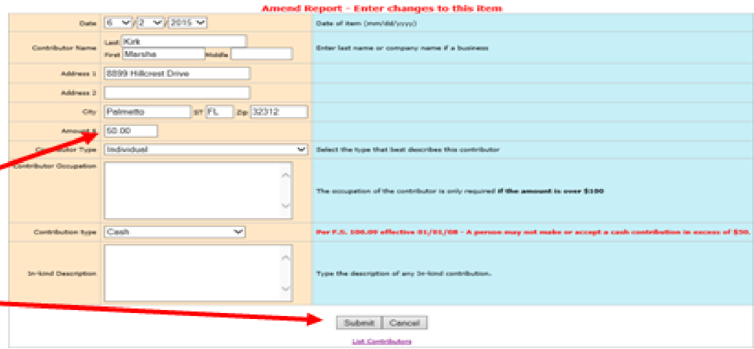
Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click Submit.

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.



On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

Campaign Treasurer's Report - Itemized Contributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Contribution Return to Report List Amend Item from Orig Report

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	$50.00
Edit Delete	2	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Check		Add	$100.00
							Total		$50.00

Add Contribution Return to Report List

Deletes the original item.

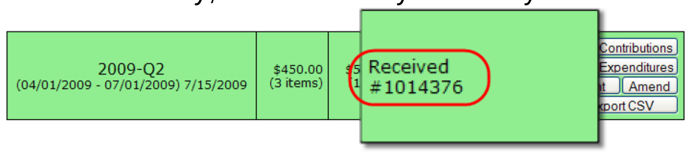
Adds the changed item in its place.

In the example here, we changed the contribution amount from $50.00 in cash to $100.00 by check.

This completes the change to the original item. From here, you can change another item, add a new item, or return to the Report List.

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.



To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list—it varies by county.)

Your candidate page will list all reports that the elections office has released to the website:

Did you know?...A photograph and biographical information can also appear on your page, if you choose to provide them. We'll explain how to do this on page 36.

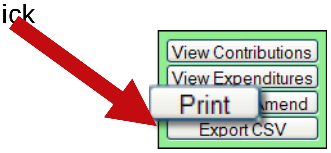
Website visitors can click **View Report (PDF)** to see the report in PDF format or **List All Contributions and Expenditures** to bring up a list of all transactions reported so far:

Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise your Supervisor of Elections.

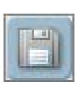
How do I save a copy of the report on my computer?

A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

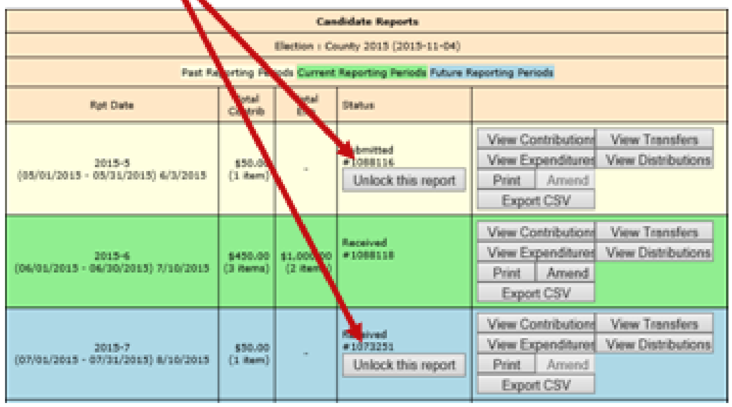
Click 

to display a PDF of the report in Acrobat Reader.

Click  . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name: names assigned by the system are cryptic.

Why are some reports locked?

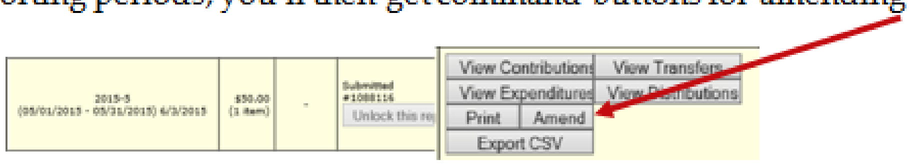
Have you noticed that reports for past and future reporting periods have an Unlock this report button?



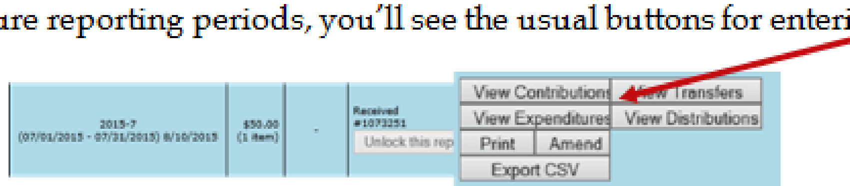
These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click Unlock this report.

For past reporting periods, you'll then get command buttons for amending the report.



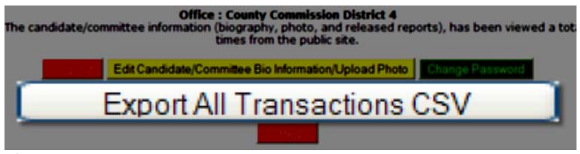
And for future reporting periods, you'll see the usual buttons for entering data.



How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:

collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.
When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

How do I record a distribution?

Distributions are not typically used by local candidates.

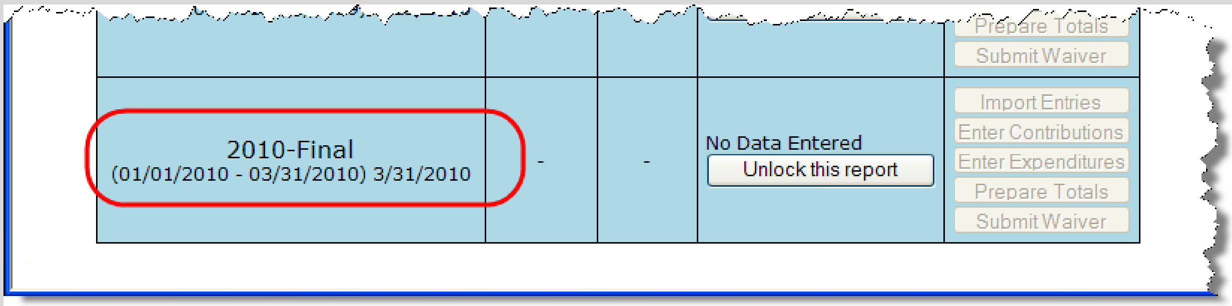
What about fund transfers?

Fund transfers are typically used only by candidates for state and federal offices.

Final Report – what is it?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

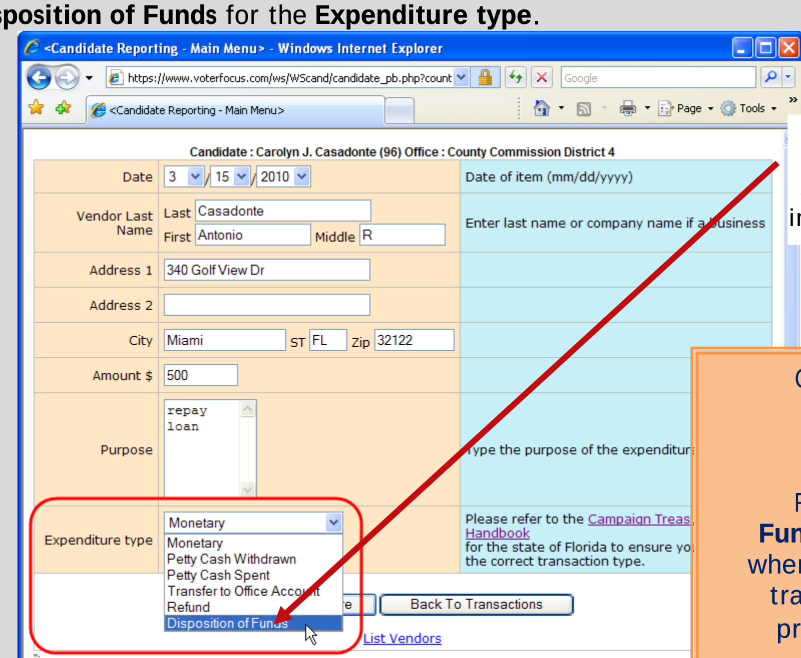
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2012-Final*, like the example here.



When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

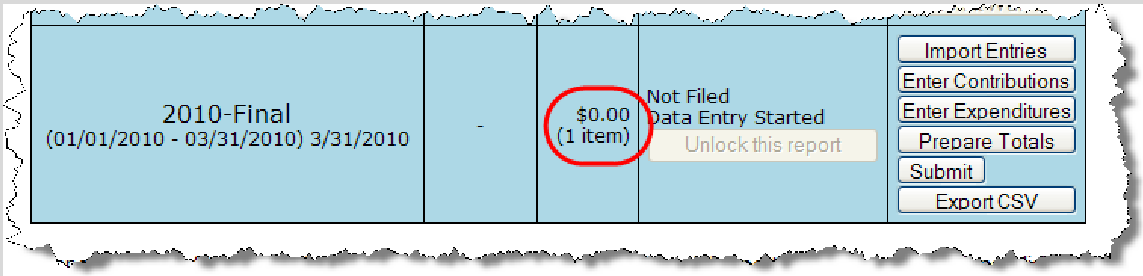
If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.



To report on the disposition of surplus funds, select **Disposition of Funds** in the **Expenditure type** field.

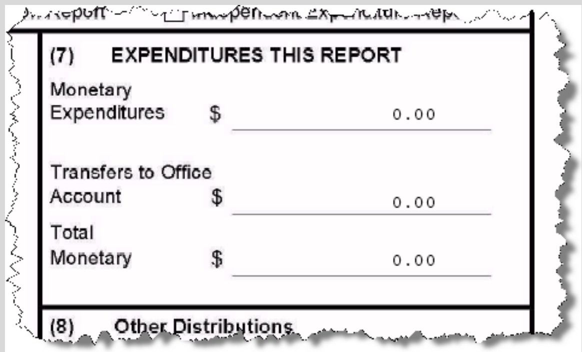
Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**. Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.

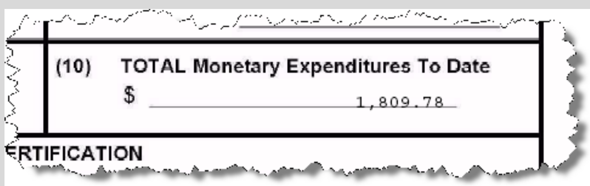


Preview the report and submit it as you have previous reports for the campaign.

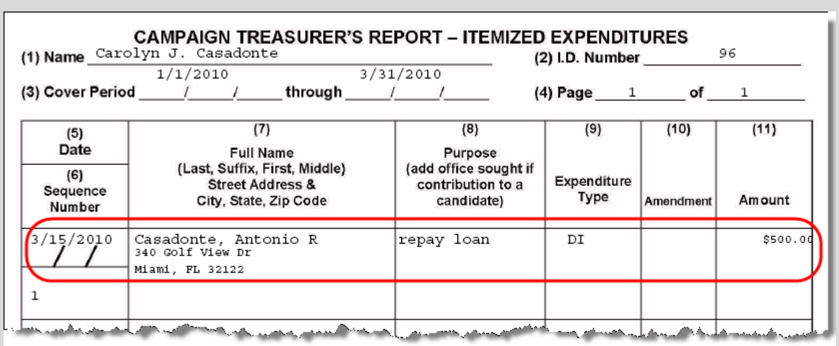
When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.



But the amount will be included in box 10 of the Summary Report.



And it will appear on the Itemized Expenditure page with an expenditure type of DI.



CAMPAIGN TREASURER’S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 96

(3) Cover Period 1/1/2010 through 3/31/2010 (4) Page 1 of 1

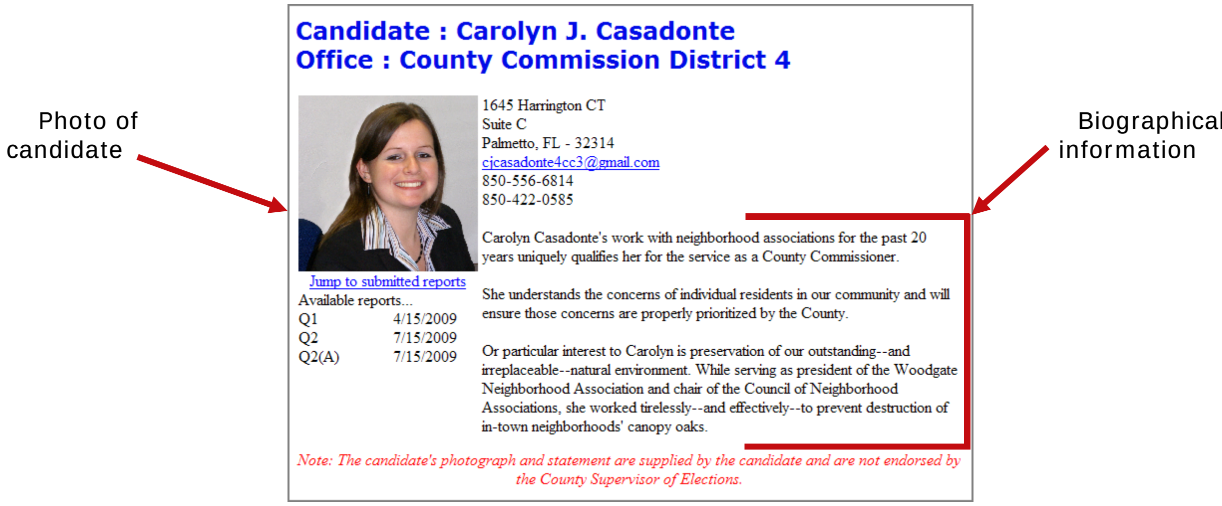
(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
3/15/2010 1	Casadonte, Antonio R 340 Golf View Dr Miami, FL 32122	repay loan	DI		$500.00

TERMINATION REPORT NOTE: If you get a refund (i.e.; bond for signs), you will enter the amount as a negative in the “expenditures”. (example: -100.00)

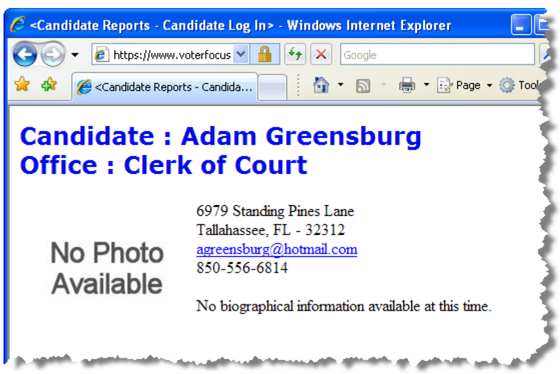
per Kristi Bronson – DOE (email dated 4/20/15)

How do I enter a photo and biographical info?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.



A photo and text about the candidate or committee are nice to have, but they are not required. If you don't provide them, here is what voters will see:

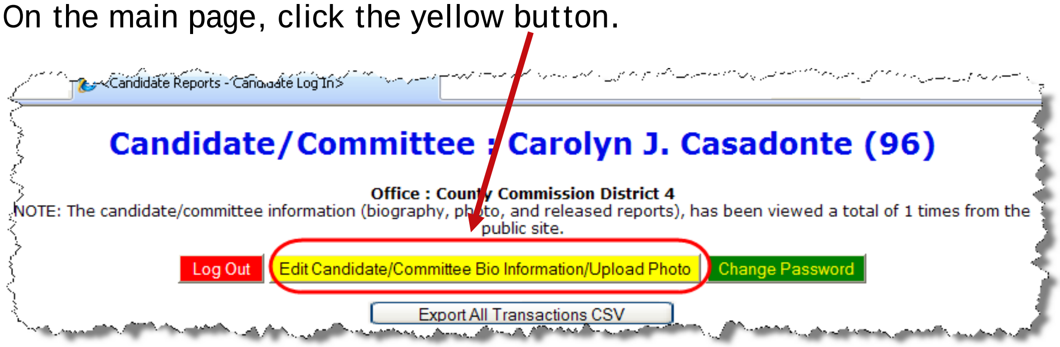


The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

To enter a photo or text:

On the main page, click the yellow button.



How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

Your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish. **Remember** any new passwords or PINs that you change.

To change your password: **On the Report List, click** Change Password/PINs**.**

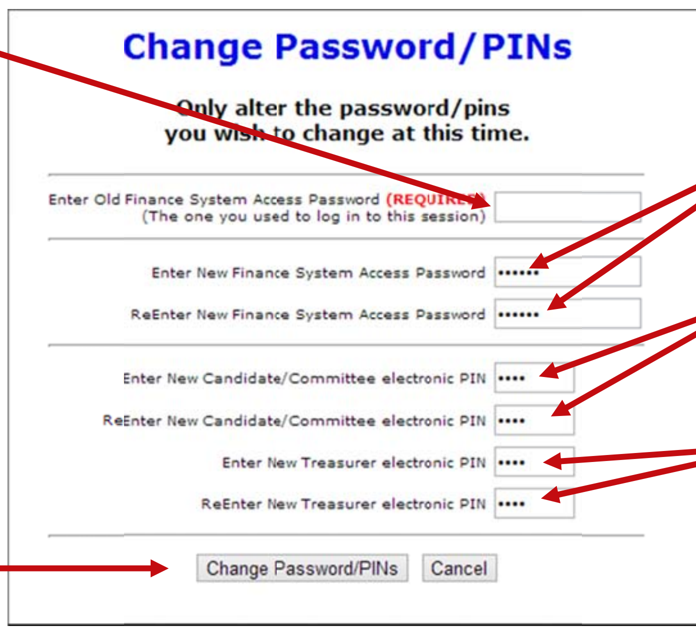
In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.



Type your new password here.

Type your new candidate PIN here…

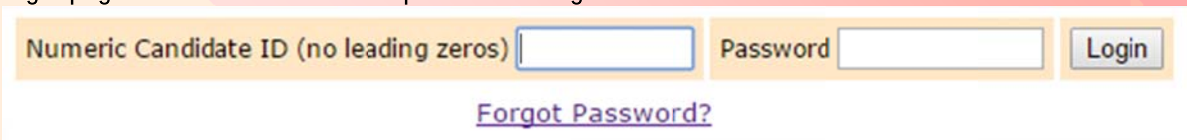
…and your new treasurer PIN here.

To finish changing the password and PINs, click here.

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:

Password Recovery

The login page has been enhanced to provide a "Forgot Password" link…



Process change:

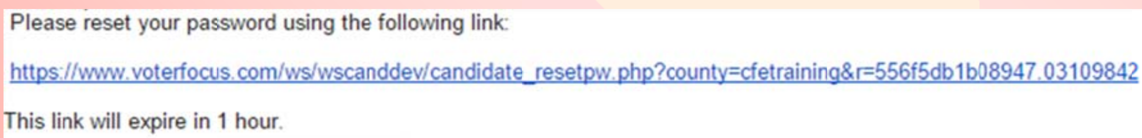
At the reporting user's option, they can use the link underneath the Candidate login to initiate the forgotten password process. This results in the following display...

After a user enters in his/her ID and presses the "Reset Password" button, a reset link will be sent to the email associated with the account.

If candidate did NOT give SOE an email, candidate will be required to call SOE.

A user with an email address on record will have 1 hour to locate the email and complete the password reset process.

The user will receive the following email...



Clicking the link will take them to the following page where they can enter a new password...

and then proceed back to the login page.

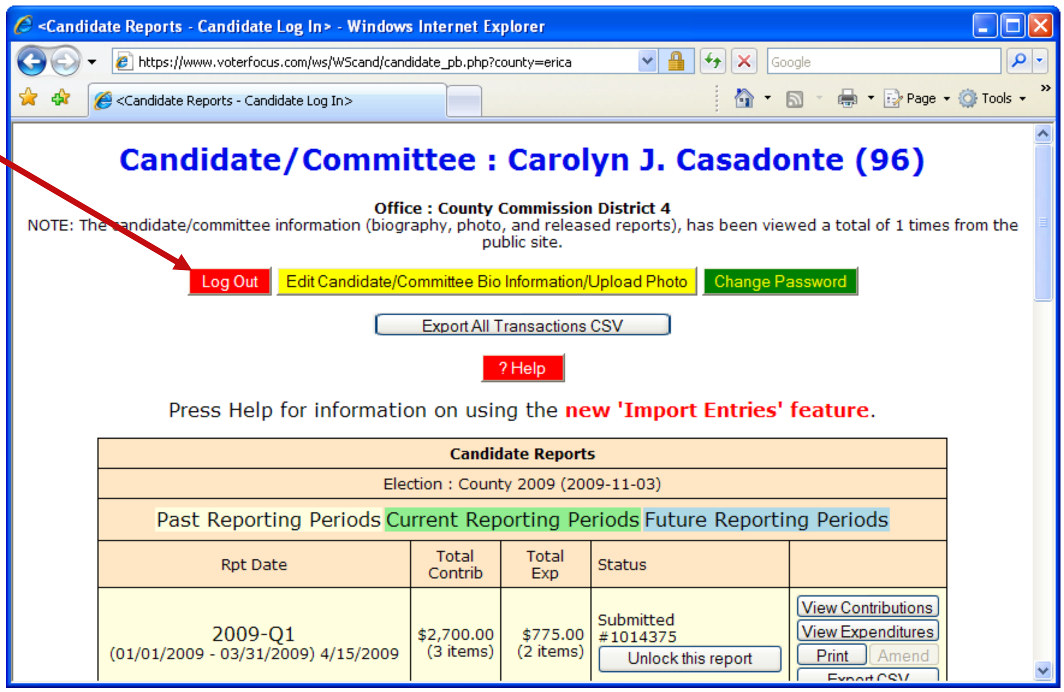
Don’t forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click **Log Out**.

Click here to log out of the system



In-Kind Display Update

During Transaction Entry:

Notice the new "Total In-Kind" line below...

Campaign Treasurer's Report - Itemized Contributions

Election : **2010 CANDIDATES (2010-11-02)**
Report Date : **Q4 (10/01/2009 - 12/31/2009) 1/11/2010**
Add Contribution Return to Report List

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	12/31/2015	John Smith 123 Main St Fort Myers, FL 33901	Individual		In Kind	PAPER		$50.00
Edit Delete	2	12/31/2015	John Smith 123 Main St Fort Myers, FL 33901	Individual		Check			$100.00
							Total InKind		$50.00
							Total Monetary		$100.00
							Total		$150.00

Add Contribution Return to Report List

On the Public Display of Transactions:

Notice the new "In-Kind" Contribution section.

153	4/30/2015	1000 PBIA STE 127 WEST PALM BEACH, FL 33406	Individual	BUSINESS OWNER	Check		$1,000.00
154	4/30/2015	BASIL BERNARD 113 NIGHTHAWK AVE PLANTATION, FL 33324	Individual	BUSINESS OWNER	Check		$100.00
					Total Contributions		**$91,645.00**

Campaign Treasurer's Report - In-Kind Contributions

Seq Num	Date	Contributor	Contributor Type	Occupation	In-Kind Description	Amend	Amount
1	2/25/2015	BECKER & POLIAKOFF, P.A. 1 E BROWARD BLVD STE 1800 FT LAUDERDALE, FL 33301	Business	ATTORNEY	refreshments for fundr		$691.90
2	2/25/2015	BECKER & POLIAKOFF, P.A. 1 E BROWARD BLVD STE 1800 FT LAUDERDALE, FL 33301	Business	ATTORNEY	POSTAGE FOR EVENT		$200.00

Updated 6/10/15

	SUBMITTED	RPT NAME	STARTS	ENDS	DUE DATE	Days from Election
Monthly		2016-M12	12/01	12/31	01/10/17	Monthly
		2017-M1	01/01	01/31	02/10	Monthly
		2017-M2	02/01	02/28	03/10	Monthly
		2017-M3	03/01	03/31	04/10	Monthly
		2017-M4	04/01	04/30	05/10	Monthly
		2017-M5	05/01	05/31	06/12	Monthly
		2017-M6	06/01	06/24	07/10	Monthly
		2017-M7	07/01	07/31	08/10	Monthly
		2017-M8	08/01	08/31	09/11	Monthly
		2017-M9	09/01	09/30	10/10	Monthly
		2017-M10	10/01	10/31	11/13	Monthly
		2017-M11	11/01	11/30	12/11	Monthly
		2017-M12	12/01	12/31	01/10/18	Monthly
		2018-M1	01/1/18	01/31	02/12	Monthly
		2018-M2	02/01	02/28	03/12	Monthly
		2018-M3	03/01	03/31	04/10	Monthly
		2018-M4	04/01	04/30	05/10	Monthly
		2018-M5	05/01	05/31	06/11	Monthly
Primary		2018-P1	06/01	06/22	06/29	60th Day
		2018-P2	06/23	07/06	07/13	46th Day
		2018-P3	07/07	07/20	07/27	32nd Day
		2018-P4	07/21	07/27	08/03	25th Day
		2018-P5	07/28	08/03	08/10	18th Day
		2018-P6	08/04	08/10	08/17	11th Day
		2018-P7	08/11	08/23	08/24	4th Day
General		2018-G1	08/24	08/31	09/07	60th Day
		2018-G2	09/01	09/14	09/21	46th Day
		2018-G3	09/15	09/28	10/05	32nd Day
		2018-G4	09/29	10/05	10/12	25th Day
		2018-G5	10/06	10/12	10/19	18th Day
		2018-G6	10/13	10/19	10/26	11th Day
		2018-G7	10/20	11/01	11/02	4th Day
Final		2018-TRQ	06/01	09/20	09/20	Final
		2018-TRP	08/24	11/26	11/26	Final
		2018-TRG	11/02	02/04	02/04/19	Final

REPORT CHECKOFF SHEET- Once the DS-DE 9 form is filed, the candidate is required to file campaign finance reports online. Reports are due by 11:59PM on the day in which they are due. Any fines incurred because of late filings are paid from the personal account, NOT the campaign account.