How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

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What's shown in an online financial report?

As you know, Florida law requires that candidates and political committees file monthly 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. The PDF can be printed if your county requires hard-copy filing. In 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 monthly report:

THE FRONT PAGE IS THE SUMMARY PAGE

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name

(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code

☐ **Check here if address has changed**

OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on:
6/4/2015 16:25:24 (eastern)

(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ **Check here if PC or ECO has disbanded**
☐ **Check here if PTY has disbanded**
☐ **Check here if no other IE or EC reports will be filed**

(5) Report Identifiers
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015 Report Type: 6
☒ 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	$, 1 , 000 . 00
Transfers to Office Account	$, , 0 . 00
Total Monetary	$, 1 , 000 . 00

(8) Other Distributions
$, , 0 . 00

(9) TOTAL Monetary Contributions To Date
$, , 250 . 00

(10) TOTAL Monetary Expenditures To Date
$, 1 , 000 . 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:

(Type name)
☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer
X
Signature

(Type name)
☐ Candidate ☐ Chairperson (only for PC and PTY)
X
Signature

DS-DE 12 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS

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THIS IS AN ITEMIZED LIST OF CONTRIBUTIONS

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 / / through 6/30/2015 / / (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	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015 / / 1	Barber, Anna 344 Henderson Road Palmetto, FL 32312	I		CA		Add	$50.00
6/4/2015 / / 2	Kirk, Marsha 344 Henderson Road Palmetto, FL 32312	I		CH		Add	$75.00
6/4/2015 / / 3	Roger, Reid 45 Wilson Blvd Palmetto, FL 32432	I	restaurant owner	IK	campaign planning dinner	Add	$300.00

NEXT, A LIST OF EXPENDITURES

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 / / through 6/30/2015 / / (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
6/4/2015 / / 1	Davis Communications, P.O. Box 3488 Tallahassee, FL 32432	advertising	MO	Add	$500.00
/ /					

Then, a list of distributions

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (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
6/4/2015 1	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	mailouts	2015-2015-6-2		$500.00

And finally, a list of fund transfers

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015 1	SunBank, 487 Thomasville Rd Tallahassee , FL	TO	money market	Add	$1,500.00

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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. **NOTE: This software works best with Chrome or 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:
    - a link in the Campaign Financial Reporting System (see page 17)

    or
    - www.adobe.com
  - A printer, if your county requires you to file a hard copy of the report or you want a hard copy of the report for your records.

- **A candidate ID and password**.

  This will be provided to you by the elections office.

  Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

  Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

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

- **PINs for the candidate and campaign treasurer password**.

  If your county permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 44 for instructions.)

Your county might have other requirements, so check with the elections office before you begin.

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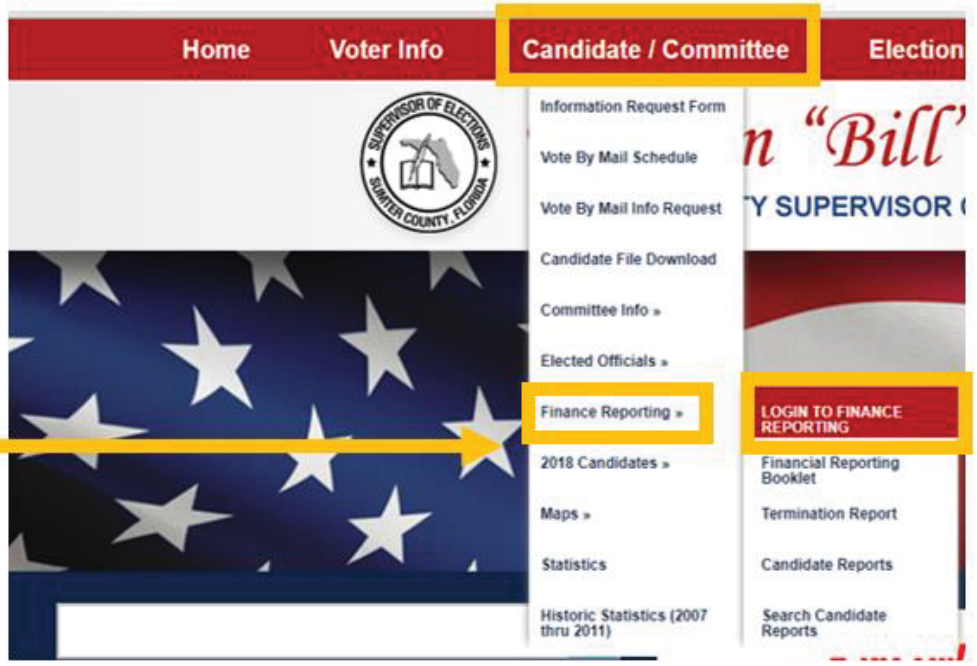
How do I start? – LOGGING IN

From the home page of our website…www.sumterelections.org
Place your mouse over the CANDIDATE menu at the top of the screen



Go down to FINANCE REPORTING

Then click on LOGIN TO FINANCE REPORTING

And your login screen should come up

Enter your candidate ID and password here.

Then click Login button.

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.

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QUICK REFERENCE GUIDE

ENTERING CONTRIBUTIONS (page 11)

- Login to Portal & Find Report - 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 SUBMIT
- Once saved, another blank form will open to add another entry. If you are done entering contributions, press "cancel" on bottom.
- You will be taken to the itemized contributions screen which shows you for each transaction entered.
- If everything looks correct and you are done entering contributions, press "Return to Report List" (main screen).

ENTERING EXPENDITURES (page 14)

- Login to Portal & Find Report - Press "Enter Expenditures"
- Press "Add Expenditure" link
- Enter date
- Vendor Name *(if company, put company name in LAST NAME field)*
  - Address: must be a complete mailing address
  - City, State and Zip: must be completed
- Purpose: Enter a Brief description
  - Expenditure Type: *choose from the drop-down list*
- Once completed, press SUBMIT
- Once saved, another blank form will open to add another entry. If you are done entering contributions, press "cancel" on bottom.
- You'll be taken to the itemized expenditures screen which shows for each transaction entered.
- If everything looks correct and you are done entering contributions, press "Return to Report List" (main screen).

SUBMITTING A REPORT (page 24)

- 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, if report is ready for filing
- 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
  - **THE AMENDED REPORT MUST BE SUBMITTED WITHIN SEVEN (7) DAYS FROM NOTICE.**

PREVIEW THE REPORT (page 17)

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

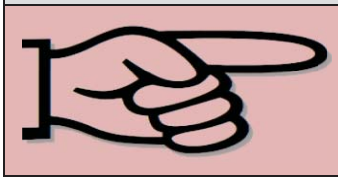
- Press "Prepare Totals"
- Press "Prepare Totals" in next window
- Press "View / Print" (brings up a PDF of your report)
- Your report has DRAFT on it, but it also shows your entries

WAIVER REPORTS (page 35)

A Waiver Report is completed when there has been no activity during a reporting period.

AMENDING A SUBMITTED REPORT (page 32)

- In the reporting period that needs to be amended, press "Amend"
- Screen will pop up regarding amending the report: Press "Next"
- When the report list reappears, look for the reporting period with "(Amend)" listed
- Enter the new data using the buttons (expenditure, contributions, etc.).
- If you need to amend an item that was on a submitted report
  - Choose "Enter Contributions or Enter Expenditure" depending on what needs to be corrected
  - On next page, click **Amend item from Original Report**
  - Choose entry from list and press "Amend Item"
  - Correct item and press SUBMIT
  - 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.



ALWAYS MAKE SURE YOU ENTER (1) A CORRECT DATE; (2) COMPLETE & CORRECT ADDRESS FOR ALL CONTRIBUTIONS & EXPENDITURES

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

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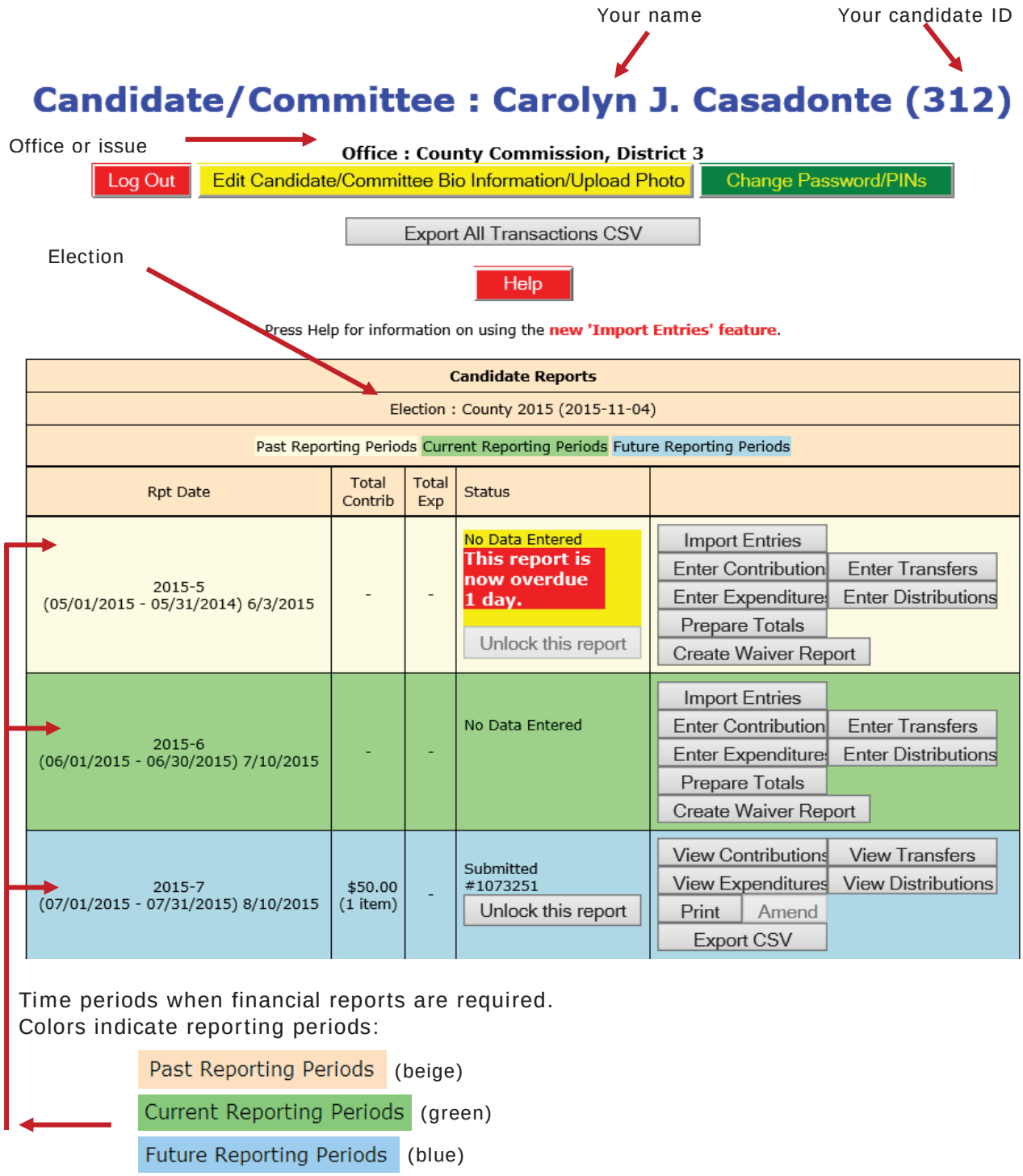
What you see when you log in.

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*.



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

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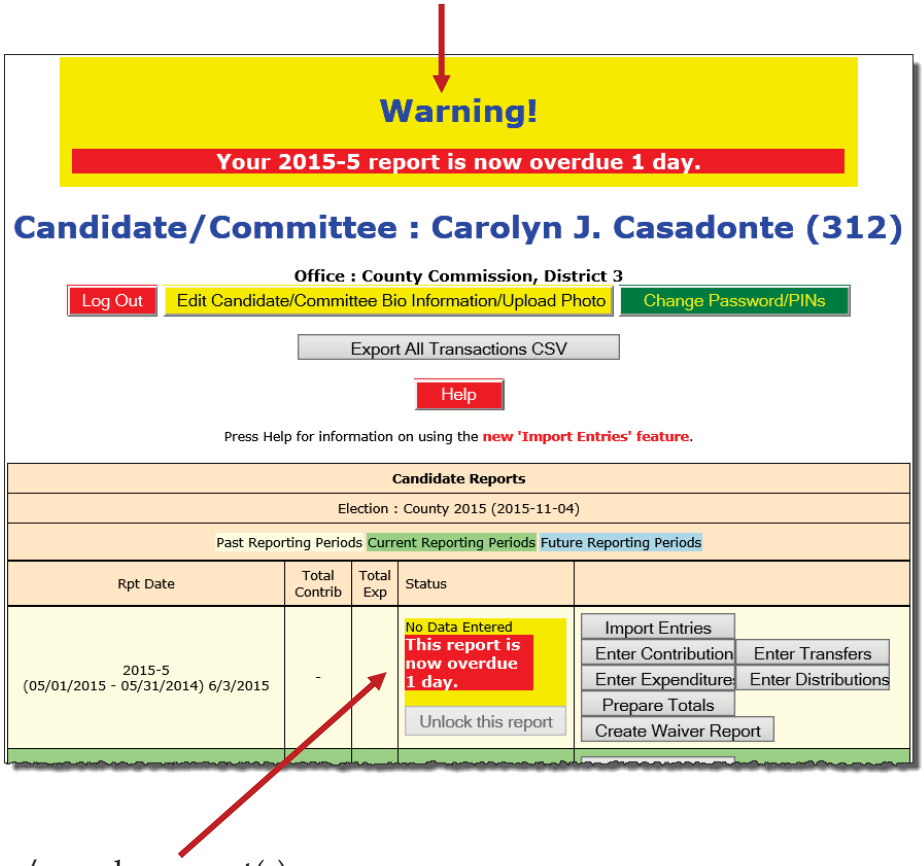
The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking Unlock this report.

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.

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Let's look at the <u>current</u> reporting period.

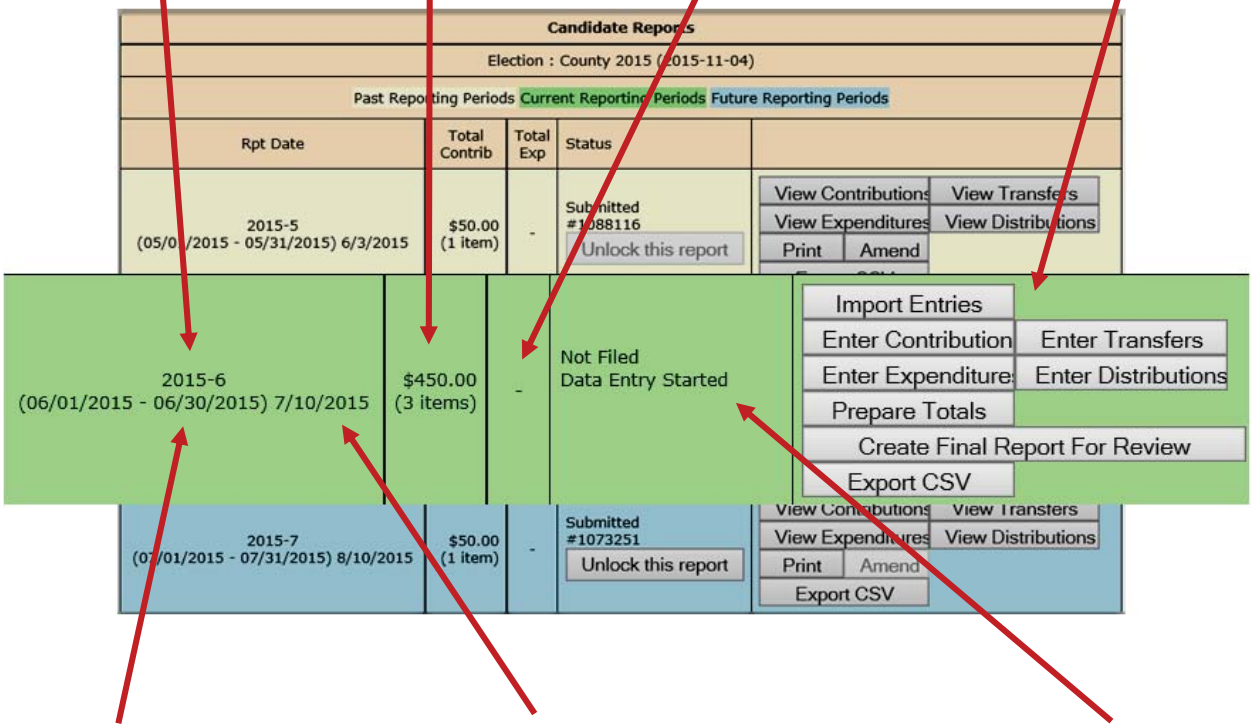
Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data.

We'll look at these more closely on the next page.



Start and end dates of reporting period

Date when report is due

Status of the report.

In this example, the candidate has started entering some of their contributions for the current reporting period, but hasn't entered their contributions or submitted their report yet to the elections office.

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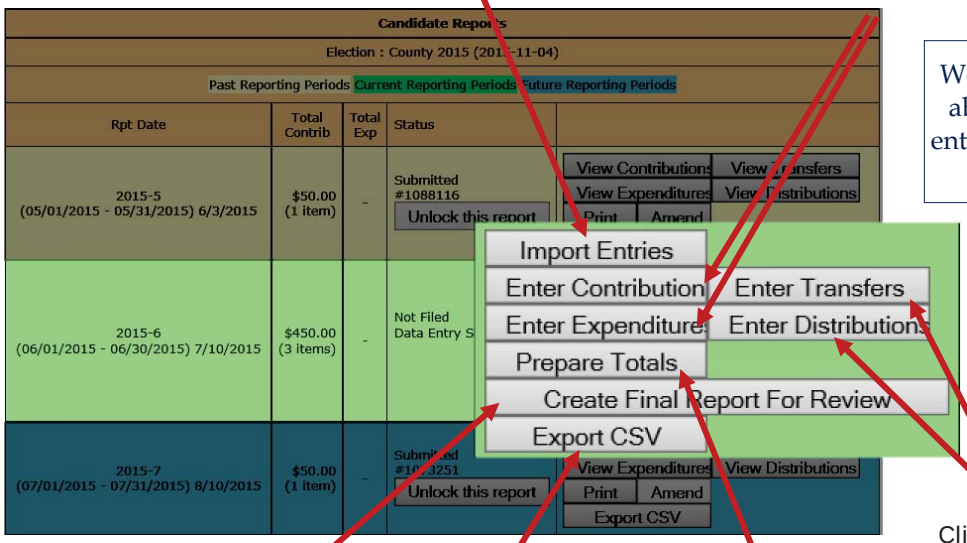
About those command buttons…

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 21 explains how.

To manually enter contributions and expenditures, click here.

We'll talk more about manual entry on the next page.



Click here to manually enter fund transfers and distributions.

Submit your report to the elections office.

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

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

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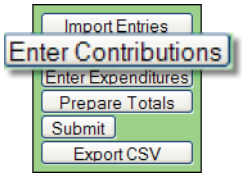
How do I view and maintain contributions?

Click



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

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	Anna Lee Barber 45 Wilson Blvd Palmetto, FL 32312	Individual		Check		Add	$100.00
							Total In Kind		$0.00
							Total Monetary		$50.00
							Total		$50.00

Add Contribution Return to Report List

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

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

The Totals rows show you a breakdown of In-Kind and Monetary contributions along with the combined total.

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

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

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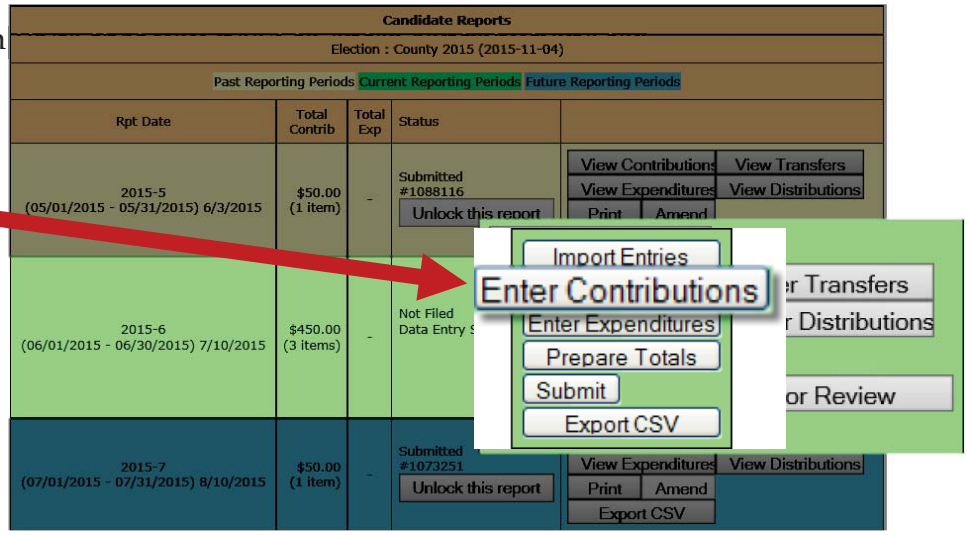
Adding a new contribution is easy.

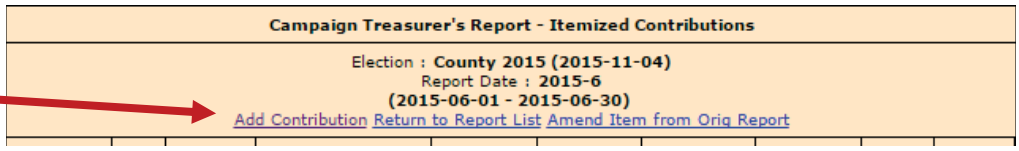
Once You have Logged into the Finance Portal

Find the Report on the Main

Click "**ENTER CONTRIBUTIONS**" button

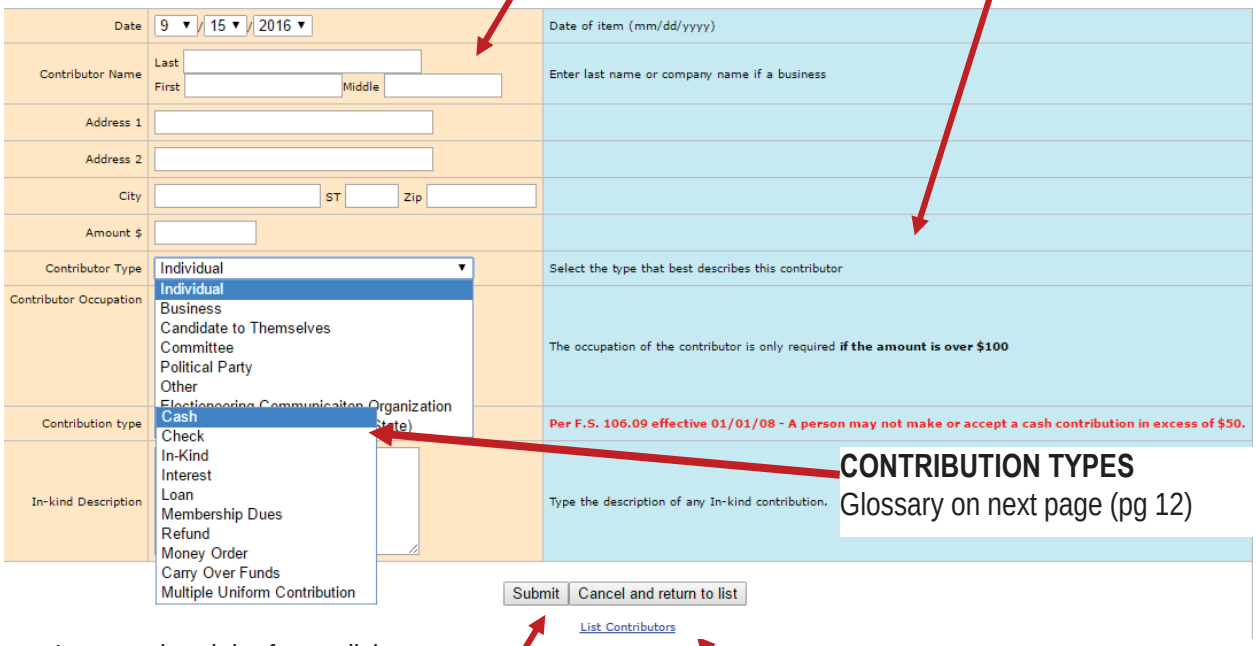


Then Click **ADD CONTRIBUTION** LINK



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

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



CONTRIBUTION TYPES
Glossary on next page (pg 12)

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 and return to list** when you've saved the last contribution you want to add right now.

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Contribution type should be one of these:

Carry Over Funds	Remaining "carry over funds" from an election that has ended. **This option is for use by candidates only.**
Cash	Cash or cashier's check.
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.).
Money Order	Contribution made by money order.
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.**

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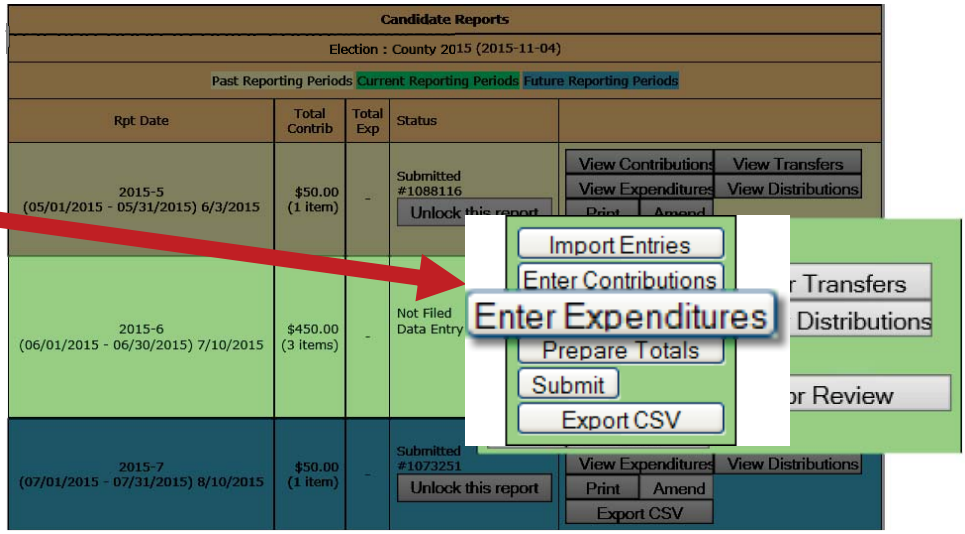
Adding expenditures is a similar process.

Once You Have Logged into the Finance Portal

Find the Report on the Main Page

Click "**ENTER EXPENDITURES**" button



this will bring up a list of the expenditures recorded so far:

From this screen you can **ADD NEW EXPENDITURES**;

and/or Edit/Delete Current Expenditures

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

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

Campaign Treasurer's Report - Itemized Expenditures

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Expenditure Return to Report List

	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.	Monetary		$500.00
					Total		$500.00

Add Expenditure Return to Report List

Clicking RETURN to REPORT LIST Takes you back to the Report List.

Clicking **Add Expenditures** will 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

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

And leave the **First** and **Middle** fields blank.

ALWAYS! Enter complete addresses

Date	8 / 8 / 2014	Date of item (mm/dd/yyyy)
Vendor 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.

Monetary
Petty Cash Withdrawn
Petty Cash Spent
Transfer to Office Account
Refund
Disposition of Funds
Disposition of Funds to Future Campaign
Disposition of Funds to Political Party
Disposition of Funds to Petition Verification
Reimbursements

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.

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

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 Future Campaign	Funds transferred to an account for a future campaign. **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.**
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.**
Monetary	General expenditure type used when a specific type does not apply.
Petty Cash Spent	Petty cash spent during a reporting period. Expenditures made from petty cash are not required to be reported individually.
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.
Refund	A refund of money from a vendor or other source. **Refunds must be entered as a negative amount.**
Reimbursements	Compensation made to a person or group by a check drawn on the campaign account for expenses incurred in connection with campaign activities.
Transfer to Office Account	Funds transferred to an office account when the candidate has been elected.

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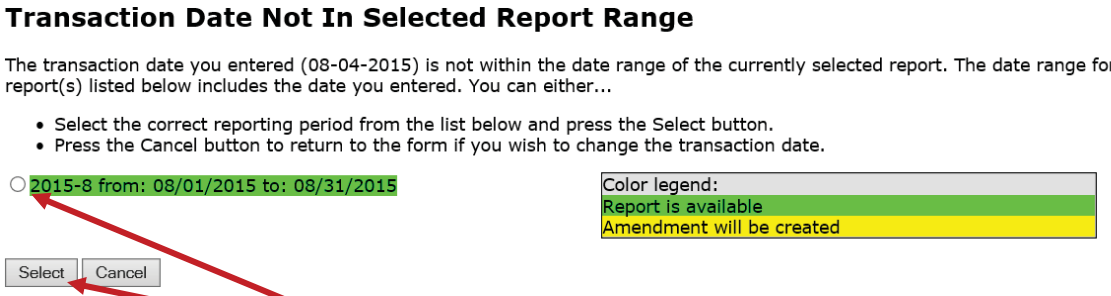
A few notes about adding contributions and expenditures…

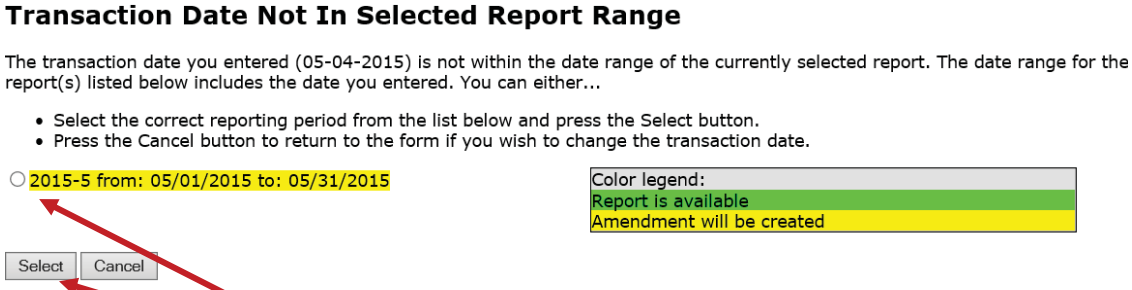
If you enter a contribution or expenditure outside of the range of the reporting period you are working with, they system will automatically try to find a reporting period that contains that date you are reporting.

If a report for that range is found, the system will let you know.



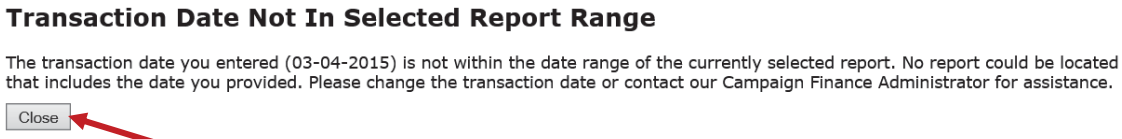
Click the report that you would normally have filled the transaction under and then click **Select**.

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.



Click the report that you would normally have filled the transaction under and then click **Select**. A confirmation message will appear letting you know that the amended report has been filed.

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



Click **Close** and then either change the transaction date or contact your county Campaign Finance Administrator for assistance.

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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.

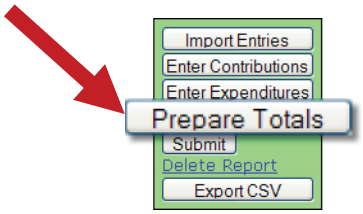
You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report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

Previewing a report

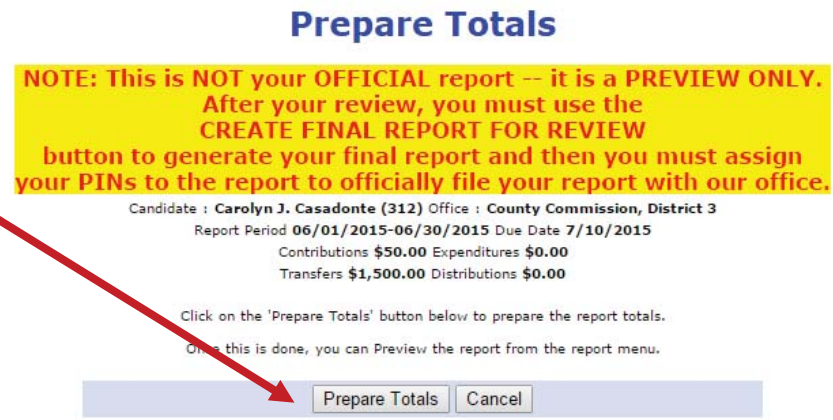
DOES NOT submit the report to the Supervisor.

To preview your report so far:

Click

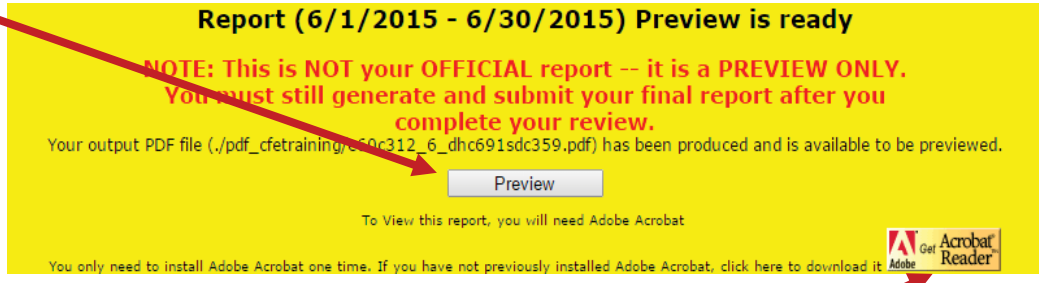


to bring up this page:



Click Prepare Totals 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:

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



If you haven't installed Acrobat Reader on your computer, you must do it now.

Click the Acrobat Reader icon to go to the download site.

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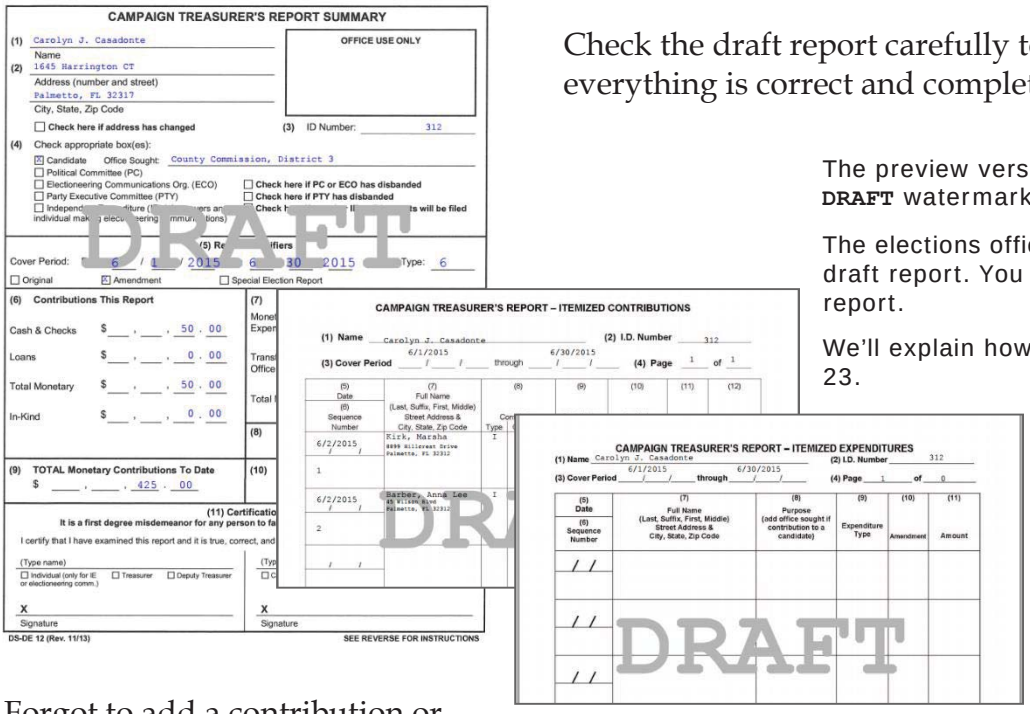


Check the draft report carefully to verify everything is correct and complete.

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

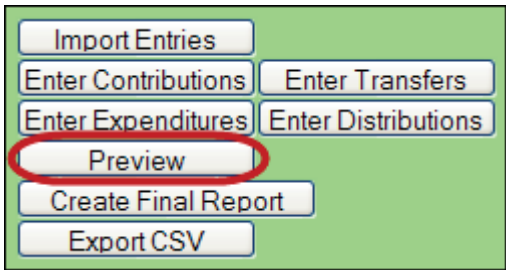
The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 23.

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

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 record a distribution?

A transaction is a distribution only if it is a:

Prepaid Distribution—Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under Enter Distributions will be reported and linked to the expenditure as they occur.

Reimbursement—Reimbursement for authorized expenses made in connection with the campaign. (For example, Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.)

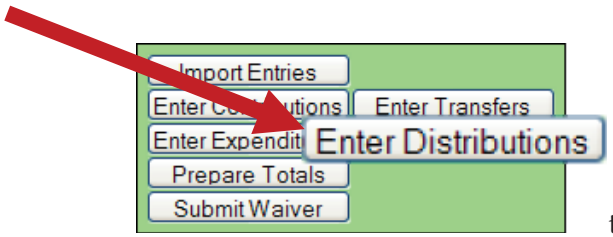
Distributions do not add to your report totals.

They are used only to report pro-rata amounts of an *already recorded expenditure* to provide detail for:

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

To record a distribution:

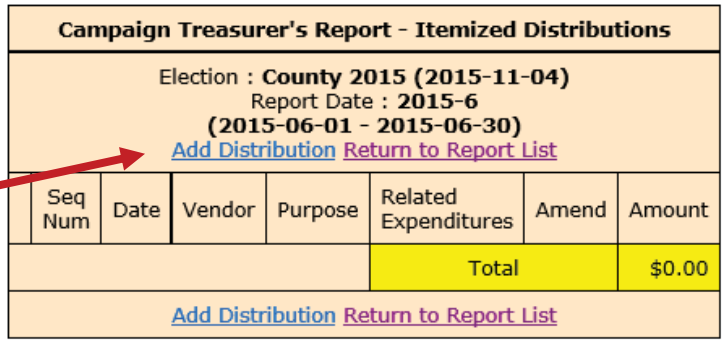
Click



to bring up a page with describing the requirements for a distribution transaction.

Click Proceed with Distribution to see this page:

Click **Add Distribution** to bring up the form for entering distributions.



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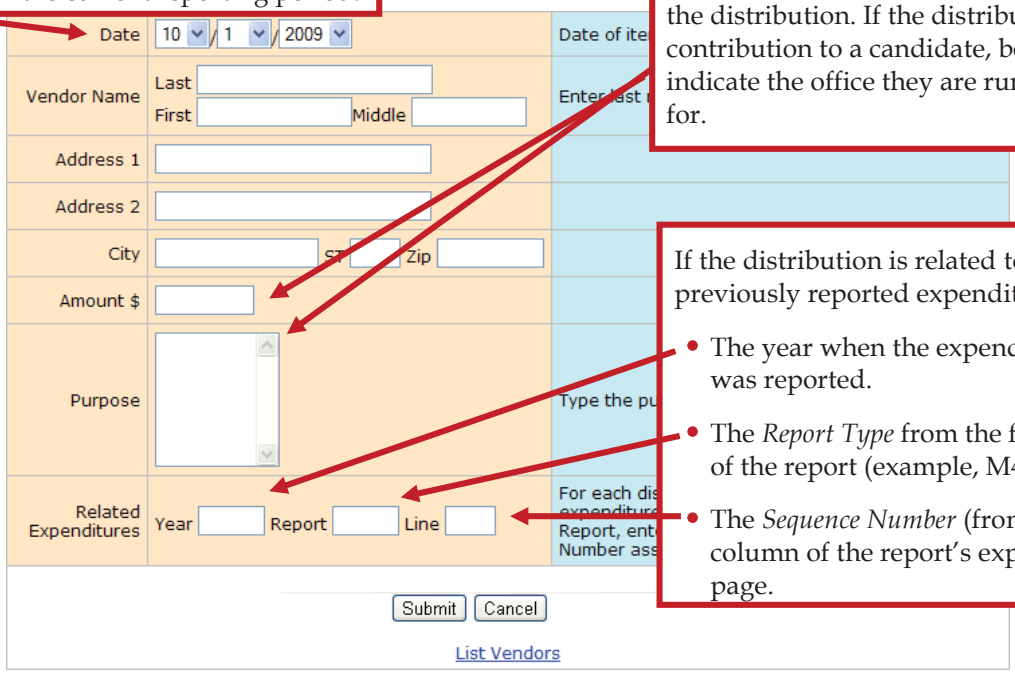
If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.

Enter the date the distribution occurred. This date does not have to be within the current reporting period.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.

If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, M4).
- The *Sequence Number* (from the first column of the report's expenditures page.



When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

Campaign Treasurer's Report - Itemized Distributions

Election : **County 2015 (2015-11-04)**
Report Date : **2015-6**
(2015-06-01 - 2015-06-30)
Add Distribution Return to Report List

	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mailouts	2015~2015-6~2		$500.00
					Total		$500.00

Add Distribution Return to Report List

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.

Import File Requirements

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

Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/

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

Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/

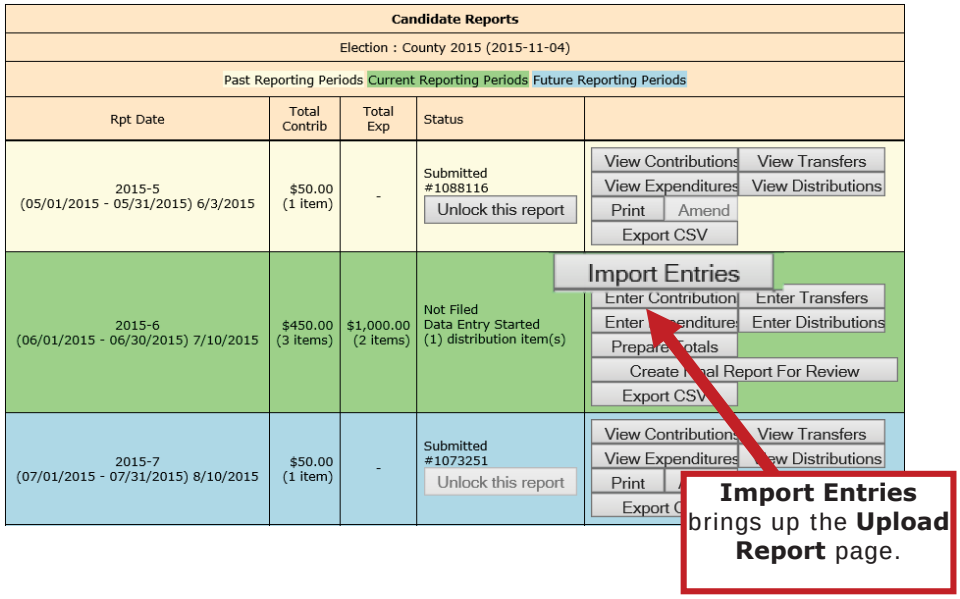
To import data for the current reporting period:

Important: When you import a file from your campaign finance reporting software, if there are existing entries in the Campaign Financial Reporting system for the reporting period you are importing entries in to, these entries will be replaced with the information from your file.

Before importing a file, verify that you have not manually entered contributions, expenditures, distributions, or fund-transfer data in to the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software.

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.



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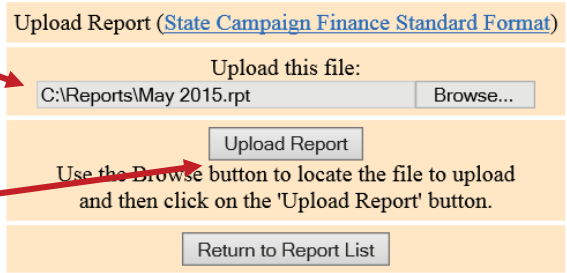
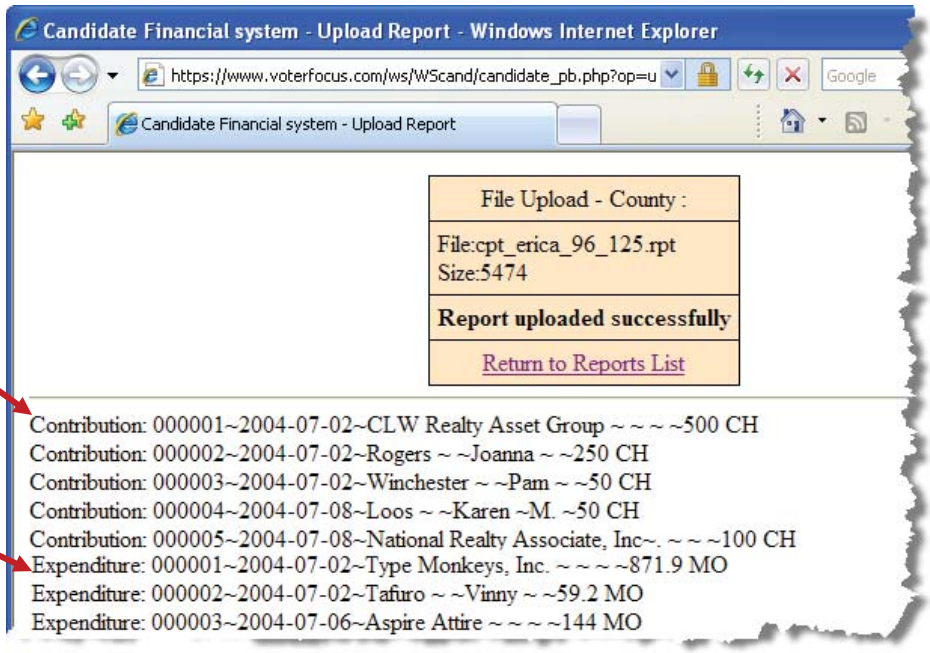
On the **Upload Report** page, click Browse... and find the file you want to import. Then click Upload Report.



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



When you've finished importing entries for the reporting period, preview, and submit the report as described on page 17.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly ***before*** you click **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 29.

The steps you take depend on whether your county requires a hard copy of the report signed by the candidate and treasurer, or requires submission of reports "signed" by the electronic PINs of the candidate and treasurer.

Instructions for filing by electronic PIN: **Go to page 24**

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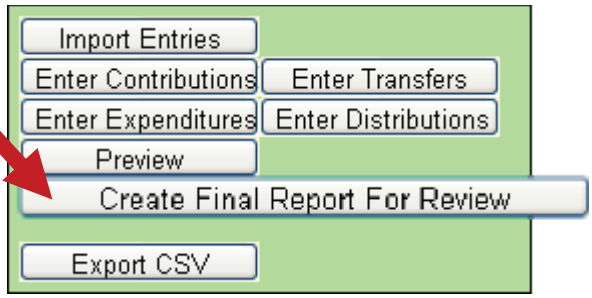
My county requires electronic reports

To finalize the report:

Click

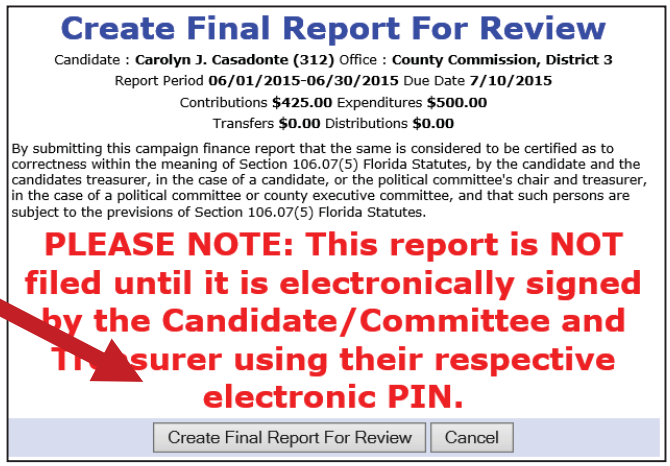


to bring up instructions:

Are your entries for this reporting period finished?

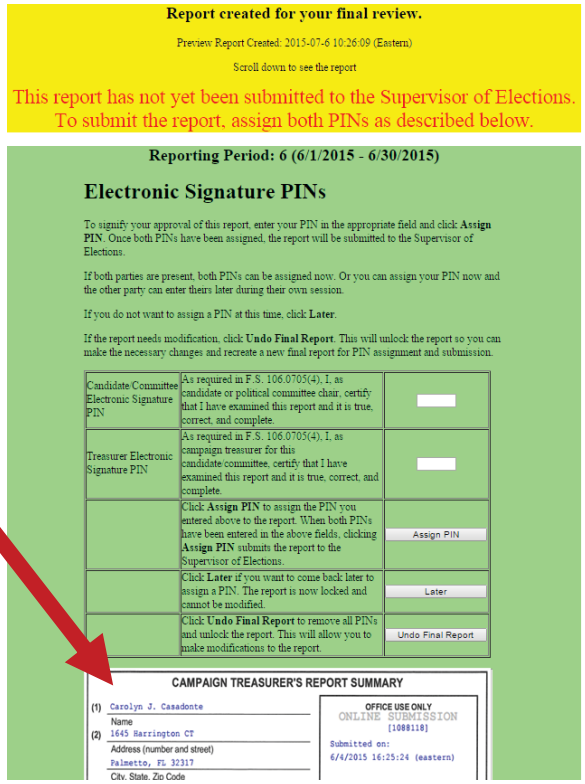
If you are ready to file, click Create Final Report For Review.

If not, click **Cancel**.



Clicking Create Final Report For Review brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...

...followed by an online view of the report.



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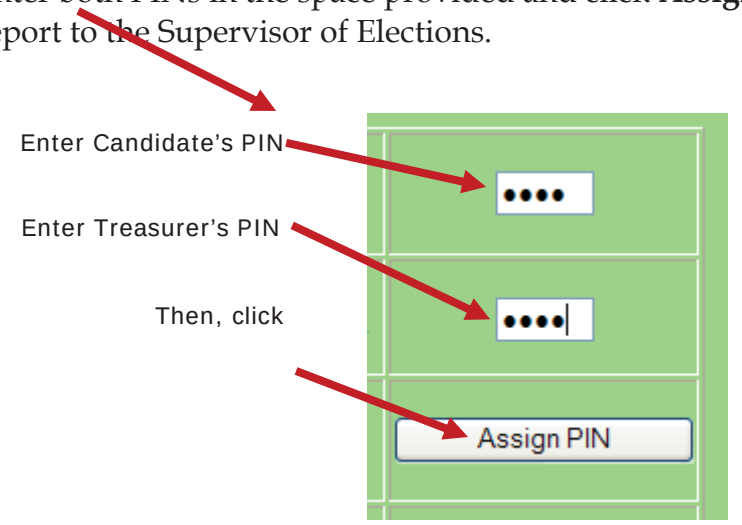
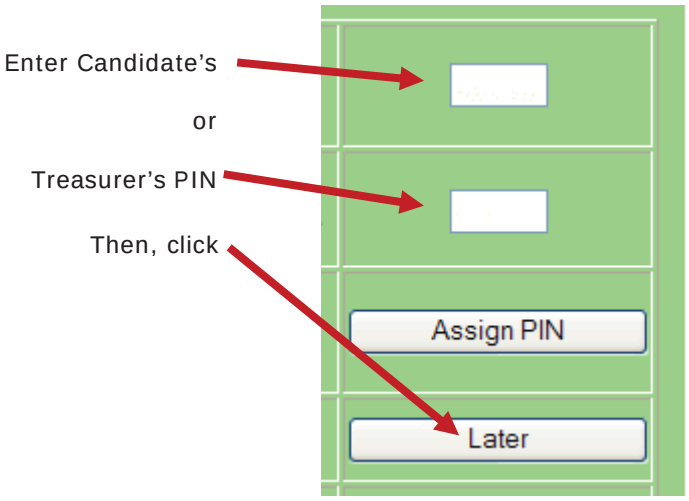
On the PINs page, you have 2 options:

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



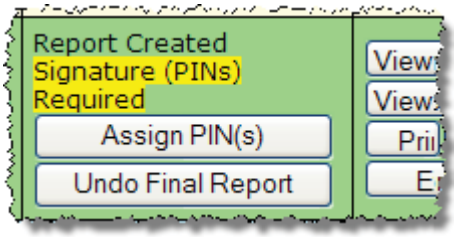
OR -

2) Enter just one of the PINs and click **Later**. This will return you to the report list.



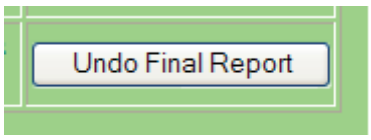
The message Signature (PINs) Required will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.



Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.

If you want to remove the PINs and unlock the report so you can make changes, click



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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.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code
☐ Check here if address has changed

OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on:
6/4/2015 16:25:24 (eastern)

(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check here if no other IE or EC reports will be filed

(5) Report Identif
Cover Period: From 6 / 1 / 2015 To 6
☒ Original ☐ Amendment ☐ Special Ele

(6) Contributions This Report
Cash & Checks $, , 150 . 00
Loans $, , 0 . 00
Total Monetary $, , 150 . 00
In-Kind $, , 300 . 00

(7) Mone Exper
Trans Office
Total

(8)

(9) TOTAL Monetary Contributions To Date
$, , 250 . 00

(10)

(11) Certificatio
It is a first degree misdemeanor for any person to fa
I certify that I have examined this report and it is true, correct, and complete:
(Type name)
☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer
X
Signature
(Type name)
☐ Candidate
X
Signature

DS-DE 12 (Rev. 11/13)

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (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	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015 / / 1	Barber, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I		CH			$100.00
6/2/2015 / / 2	Kirk, Marsha 8899 Hillcrest Drive Palmetto, FL 32312	I		CA			$50.00

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (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
6/4/2015 / / 1	Davis Communications, P.O. Box 3488 Tallahassee, FL 32432	retainer for advertising.	MO		$500.00
6/4/2015 / / 2	Davis Communications,	retainer for	MO		$500.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (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
6/4/2015 1	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	mailouts	2015-2015-6-2		$500.00

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312
(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date / (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015 1	SunBank, 487 Thomasville Rd Tallahassee , FL	TO	money market	Add	$1,500.00

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.

SEE ALSO APPENDIX I – TO SEE WHAT THE ACTUAL FORMS LOOK LIKE

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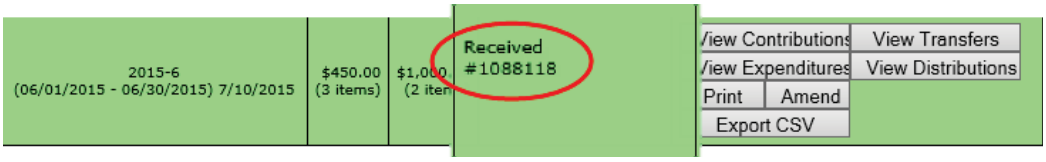
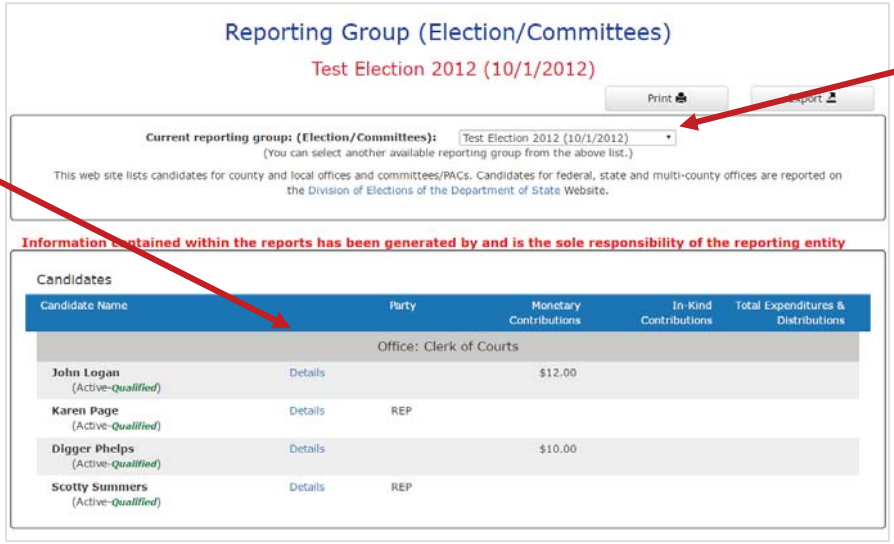
When will my report appear on the elections website?

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.



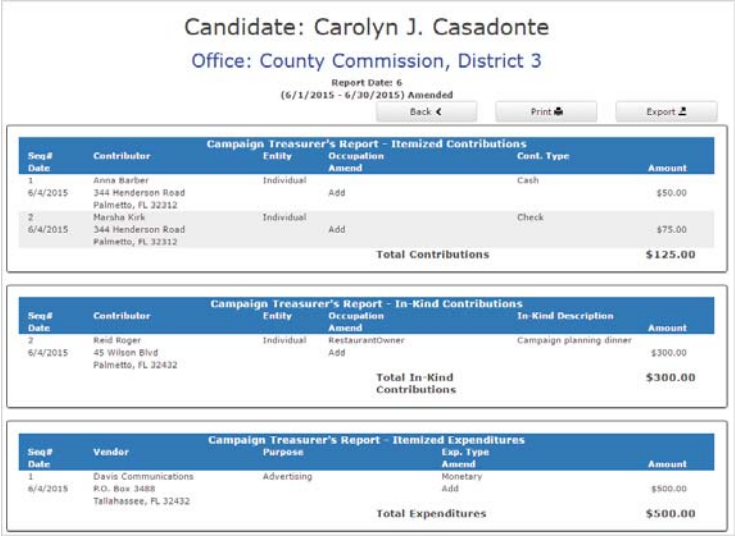
To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list—it varies by county.)



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

DID YOU KNOW?
You can also add photograph and biographical information on your page,
Refer to page 40.

Website visitors can click the report name in the **Report Views Transactions** column to to bring up a list of all transactions reported so far grouped by type:



Candidate: Carolyn J. Casadonte

Office: County Commission, District 3

Report Date: 6
(6/1/2015 - 6/30/2015) Amended

Back | Print | Export

Campaign Treasurer's Report - Itemized Contributions

Seq# Date	Contributor	Entity	Occupation Amend	Cont. Type	Amount
1 6/4/2015	Anna Barber 344 Henderson Road Palmetto, FL 32312	Individual	Add	Cash	$50.00
2 6/4/2015	Marsha Kirk 344 Henderson Road Palmetto, FL 32312	Individual	Add	Check	$75.00
			Total Contributions		$125.00

Campaign Treasurer's Report - In-Kind Contributions

Seq# Date	Contributor	Entity	Occupation Amend	In-Kind Description	Amount
2 6/4/2015	Reid Roger 45 Wilson Blvd Palmetto, FL 32432	Individual	RestaurantOwner Add	Campaign planning dinner	$300.00
			Total In-Kind Contributions		$300.00

Campaign Treasurer's Report - Itemized Expenditures

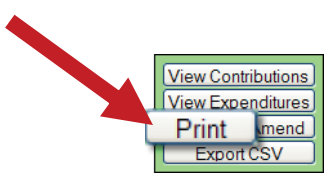
Seq# Date	Vendor	Purpose	Exp. Type Amend	Amount
1 6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Advertising	Monetary Add	$500.00
			Total Expenditures	$500.00

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 

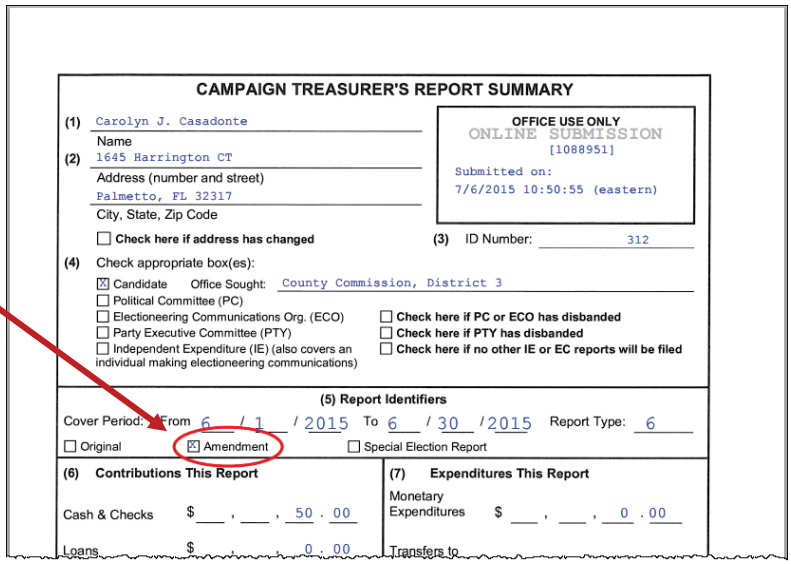
to display a PDF of the report in Acrobat Reader.

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.

AMENDMENTS - changing a report that's already been filed?

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.


CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1088951]
Submitted on:
7/6/2015 10:50:55 (eastern)

☐ Check here if address has changed
(3) ID Number: 312

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)
☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check here if no other IE or EC reports will be filed

(5) Report Identifiers
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015 Report Type: 6
☐ Original ☒ Amendment ☐ Special Election Report

(6) Contributions This Report
Cash & Checks $, , 50 . 00
Loans $, , 0 . 00

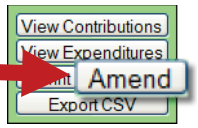
(7) Expenditures This Report
Monetary Expenditures $, , 0 . 00
Transfers to

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**.

You can create an amendment to a report for any reporting period. The steps to do this are the same for all reporting periods with one exception; for past reporting periods, you must first unlock the report following the instructions beginning on page 31.

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.

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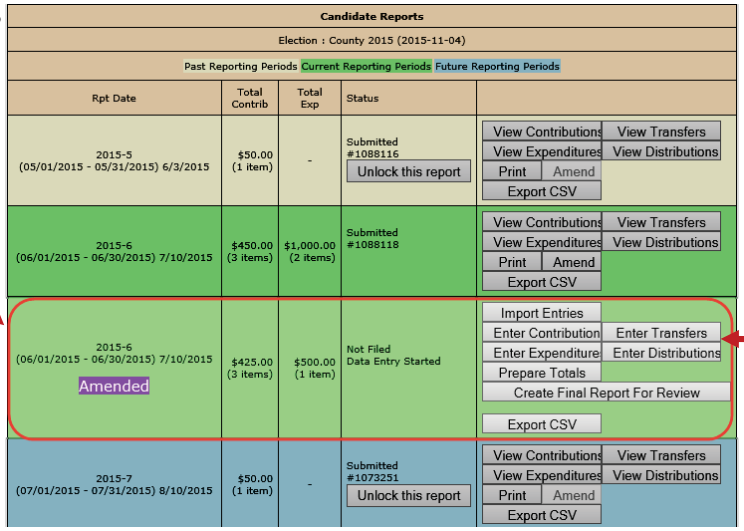
When the Report List reappears, notice that there's now a new row for the current reporting period.

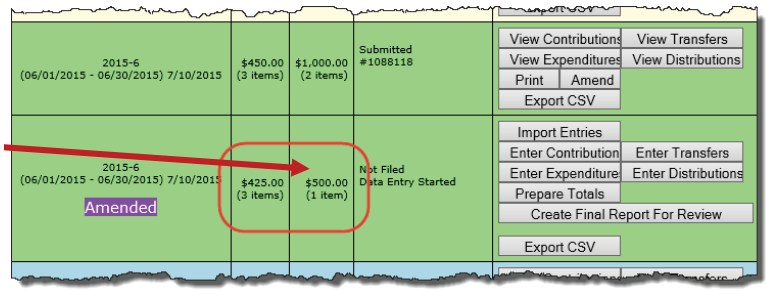


Enter the new data using these buttons, just like you did on the original report.

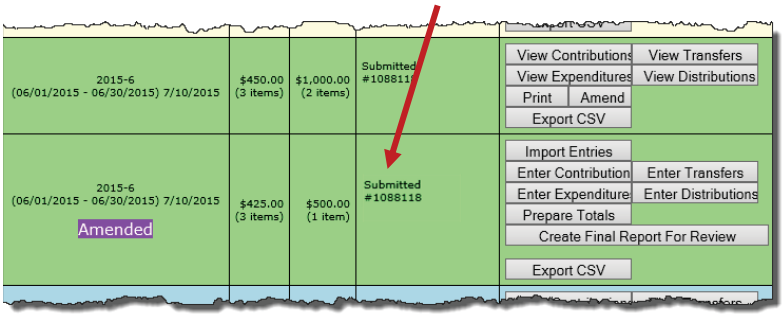
To create an amended report, you can:

- Manually enter new contributions (page 11) and expenditures (page 13).
- Import new contributions or expenditures (page 21).
- Change or delete items listed on the original report (page 32).

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 17) and submit it to the elections office (page 23). You'll see a new confirmation number for the amendment.

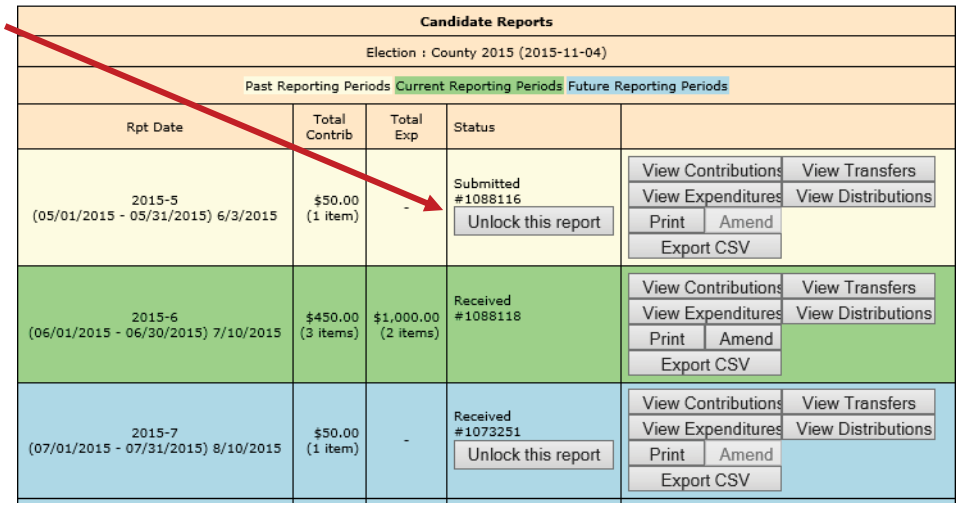


If your county requires a hard copy of amended reports, print the report (page **Error! Bookmark not defined.**), sign it, and deliver it to the elections office.

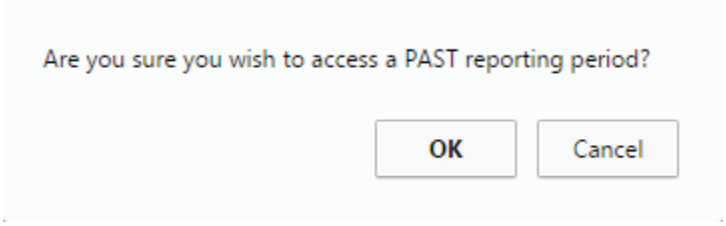
If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

To create an amendment to a report in a past reporting period:

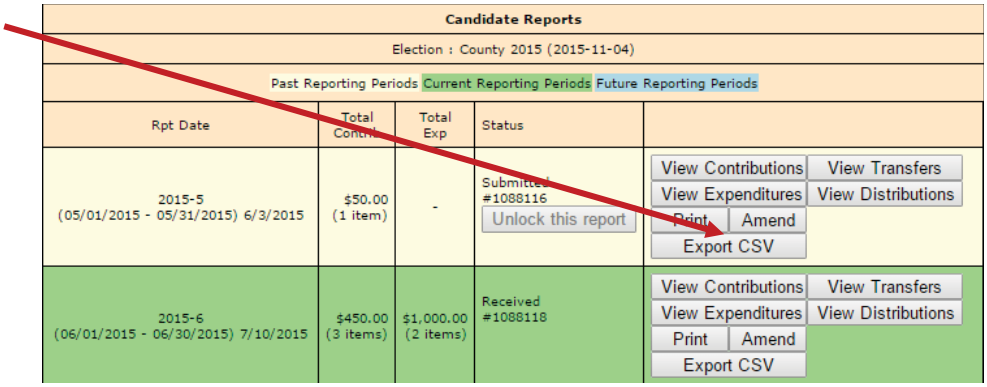
In the past reporting period (the beige row), click **Unlock this report**.



When the confirmation message appears, click **OK**.



The **Amend** button for the past reporting period becomes available.



Create an amended report following the instructions beginning on page 29.

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.

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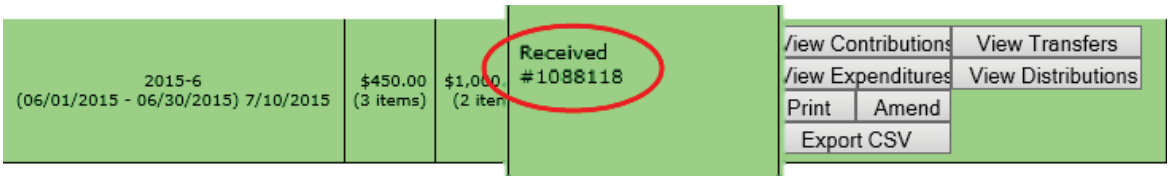
How do I change or delete an item on the original report?

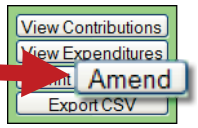
First, verify that the status of the original report is **Received**:



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

To change a contribution or expenditure:

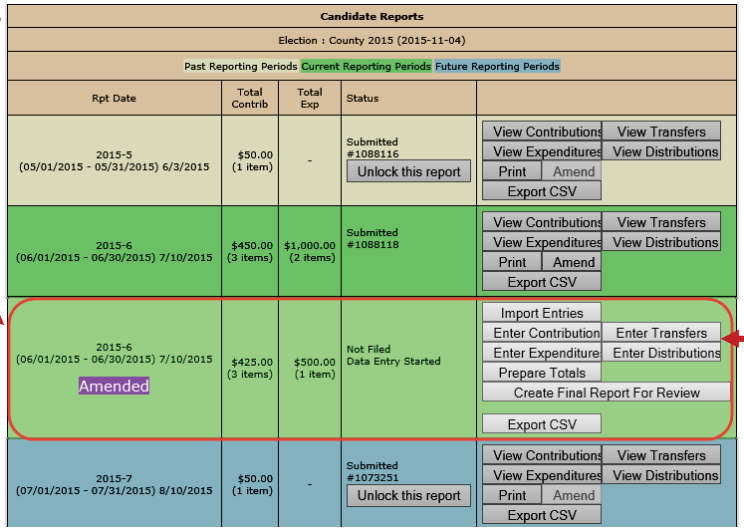
In the current reporting period (the green row), click



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.

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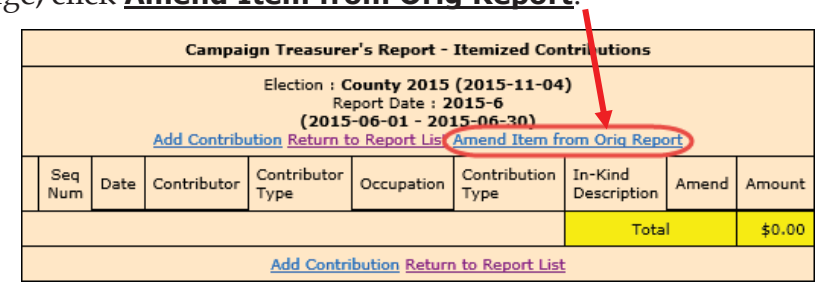
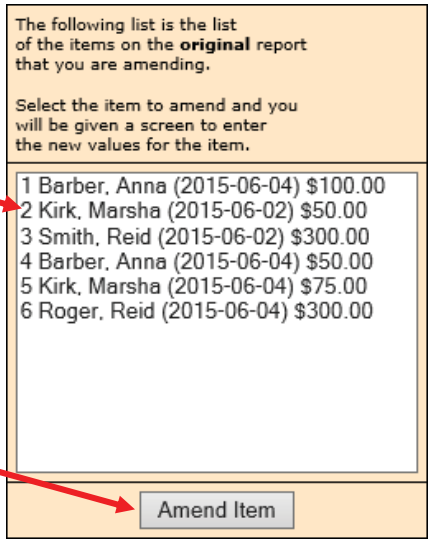
On the next page, click **Amend Item from Orig Report**.



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

To change an item, highlight it.

Then click **Amend Item**.



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

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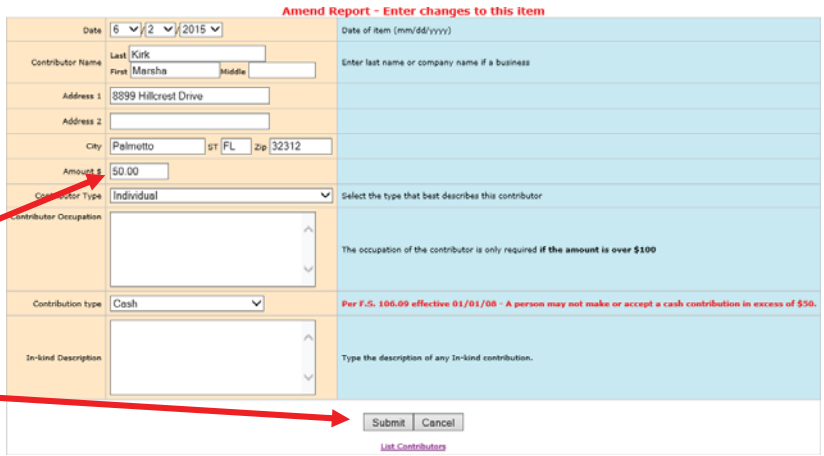
Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click Submit.

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.

WAIVER REPORTS - what if I don't have any contributions or expenditures for the period?

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

A waiver is a one-page report that you fill out and submit to the elections office.

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 (page 32).

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	[ ] SPECIAL ELECTION
[ ] October		[ ] 4th day prior	

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

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

X

Signature Date

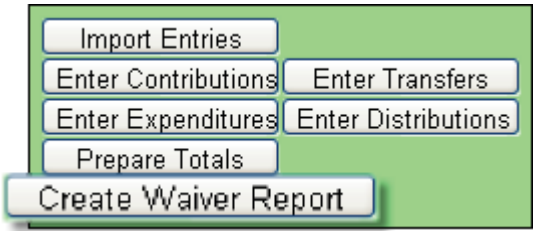
SIGNATURES REQUIRED FOR:
Candidates
Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees
Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Committees of Continuous Existence
Treasurer (s. 106.04(4)(c), F.S.)
Party Executive Committees
Treasurer 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 if your county requires electronic reports:

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

Click



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.

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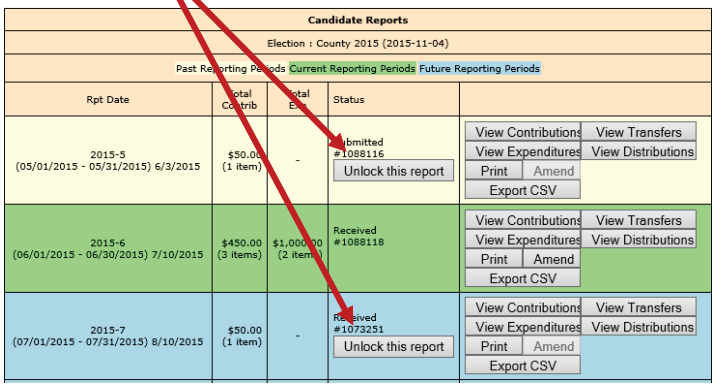
Why are some reports locked?

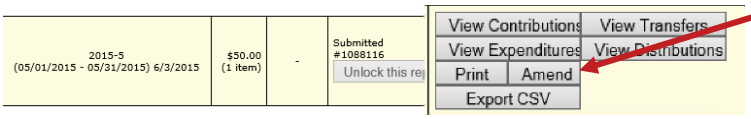
Have you noticed that reports for past and future reporting periods have an Unlock this report button?



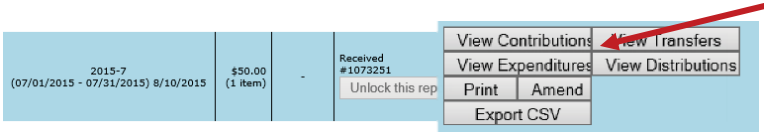
These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

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.



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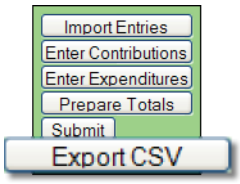
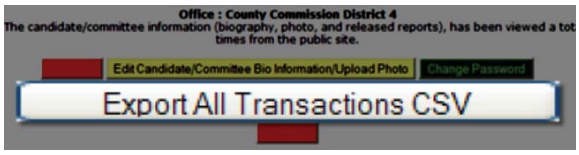
How do I export data to a spreadsheet?

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)

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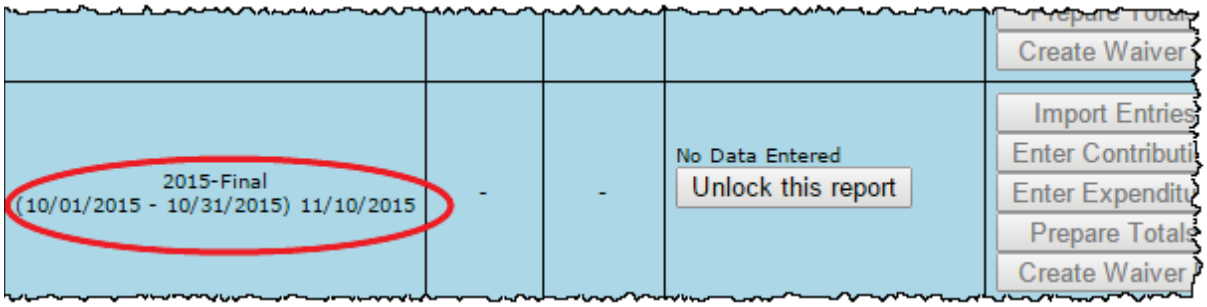
TERMINATION REPORTS: What reporting is required at campaign end?

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.

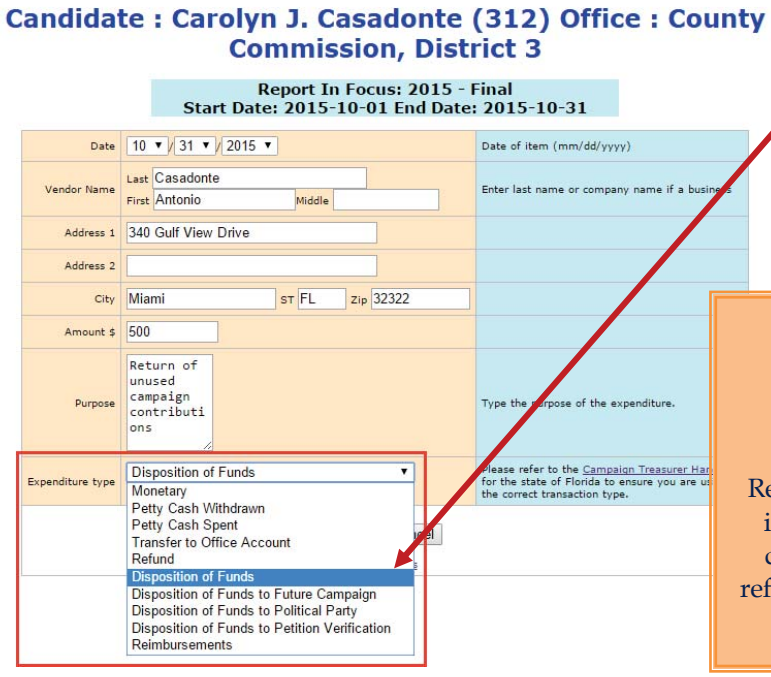
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2015-Final*, like 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 one of the **Disposition of Funds** options in the **Expenditure type** field. For a description of each type, see page 15.

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.

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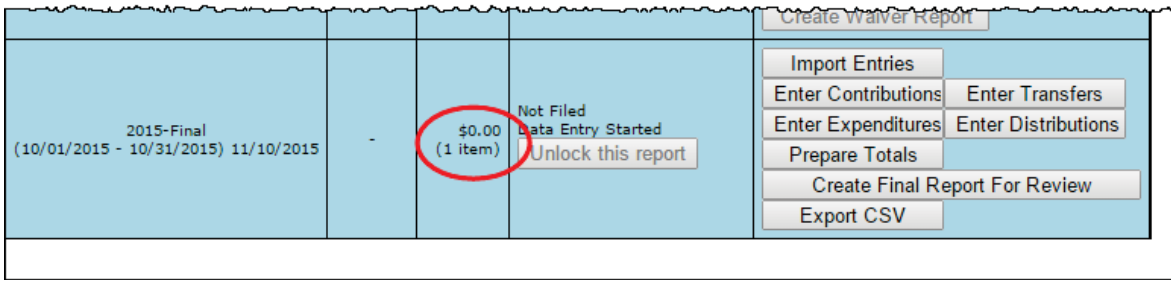
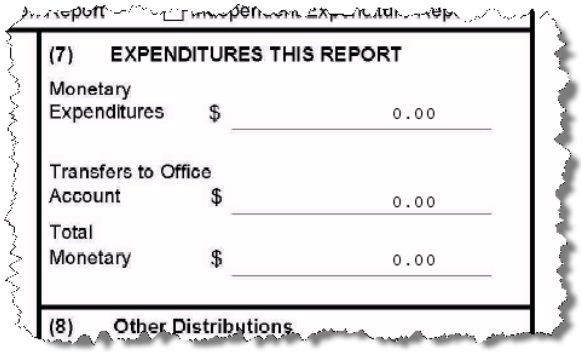
When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an "item."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

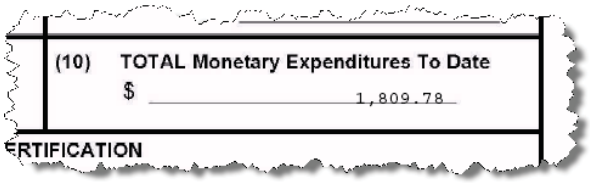


Preview the report and submit it as you have previous reports for the campaign.

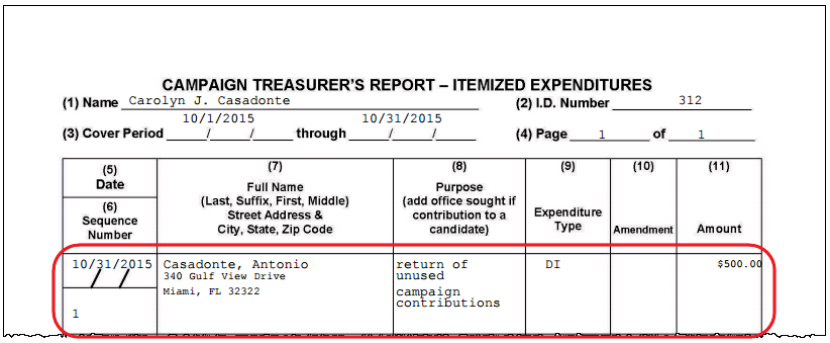
When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.



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

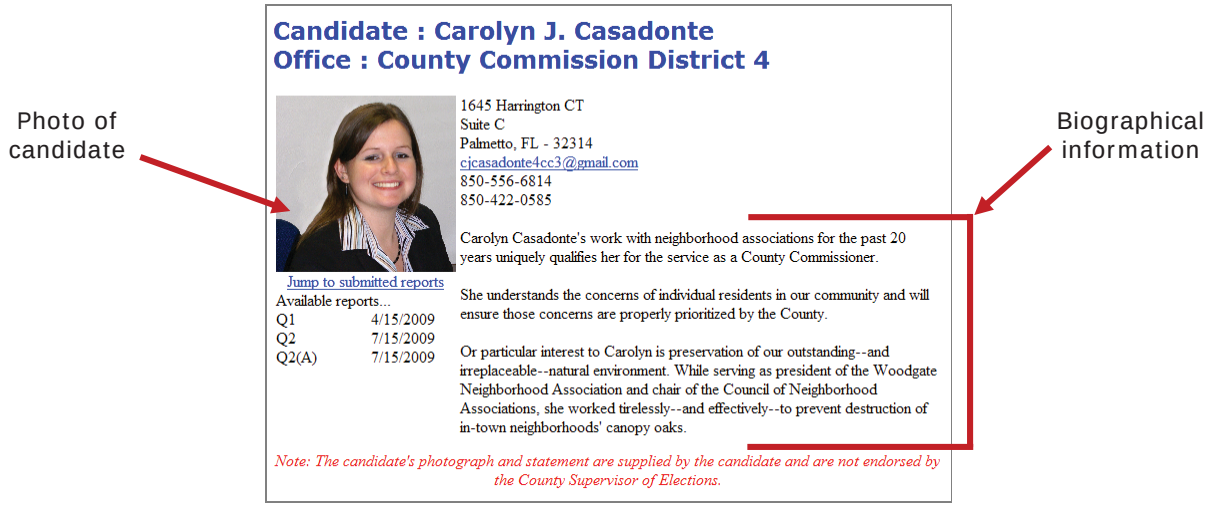


And it will appear on the Itemized Expenditure page with an expenditure type of DI.

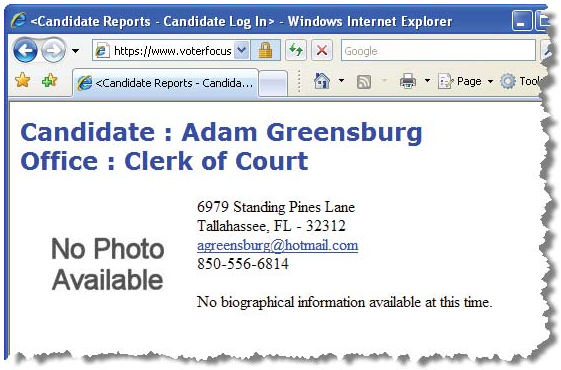


How do I enter a photo and biographical info?

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:



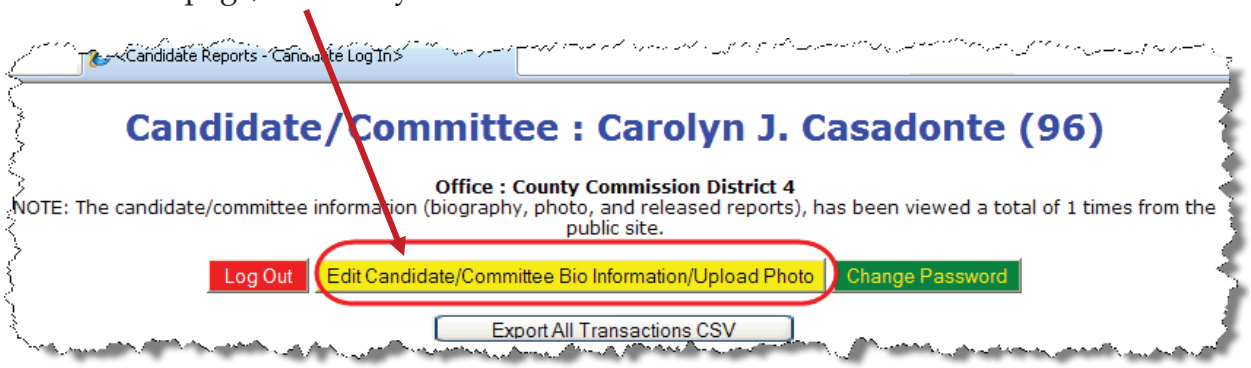
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

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.

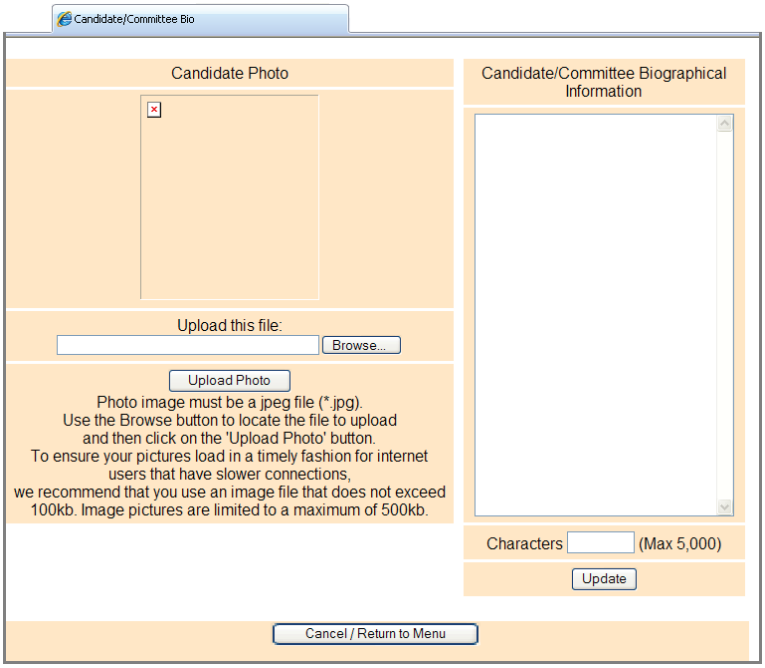
Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

To enter a photo:

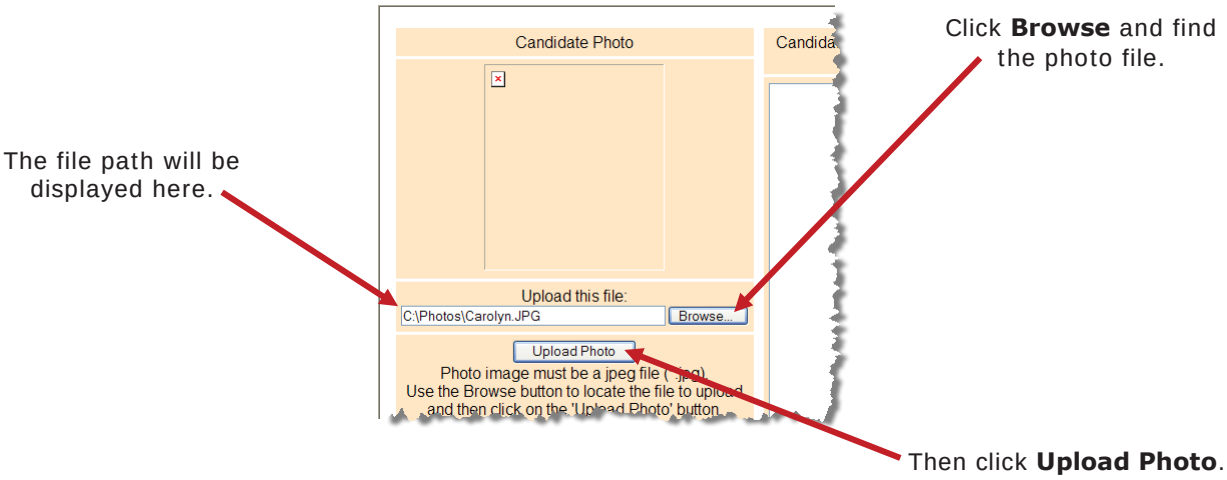
On the main page, click the yellow button.



to bring up the Candidate/Committee Bio page:



Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



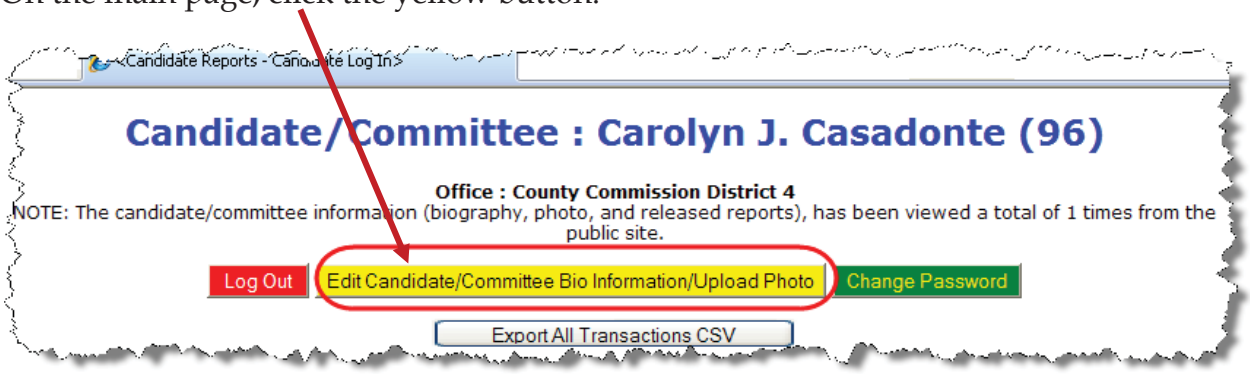
VR Systems Confidential/Proprietary Trade Secret

When the file has copied to the system, you'll see this message along with the photo file:

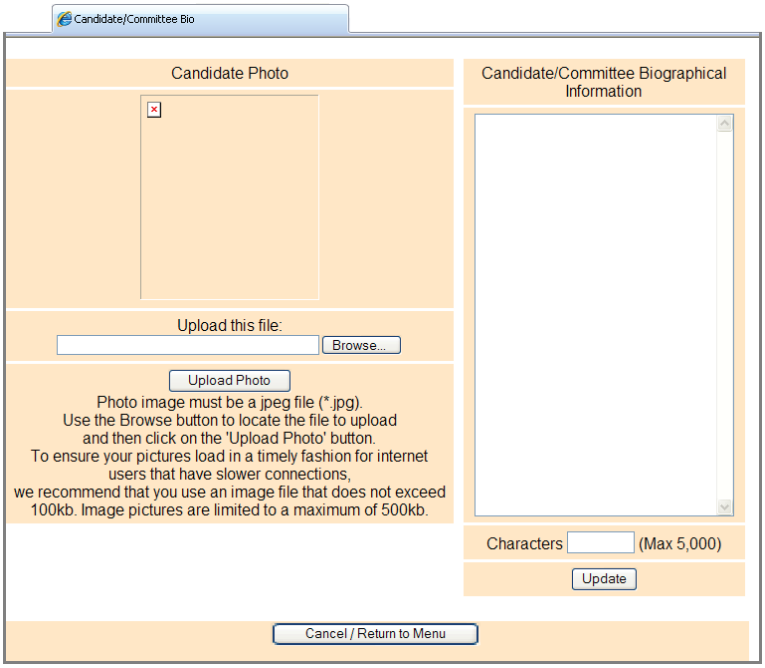
Click Return to Main Menu to return to the main page of the system.

To enter candidate or committee text:

On the main page, click the yellow button.

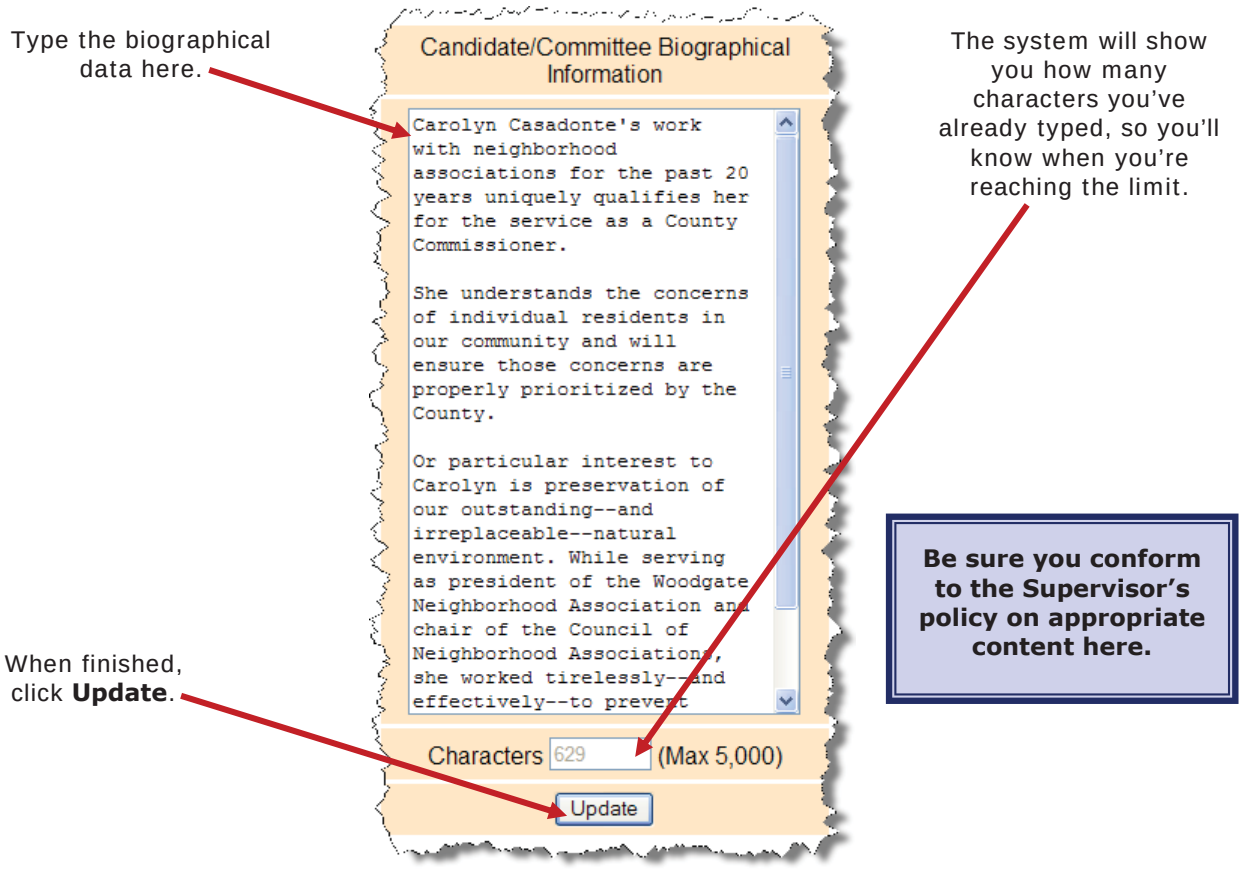


to bring up the Candidate/Committee Bio page:



In the **Candidate/Committee Biographical Information** pane, type the information you want to display to voters. You can enter up to 5,000 characters. The system will show

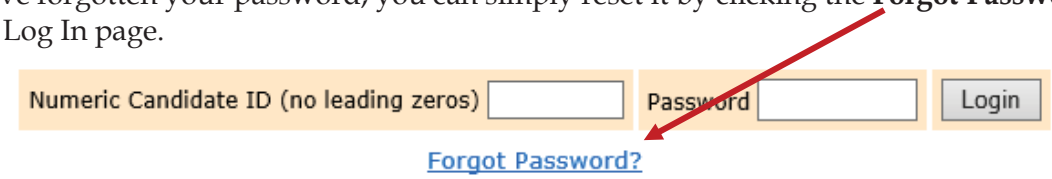
you—in the **Characters** box—how many characters you have typed so far. When you are finished, click **Update**.



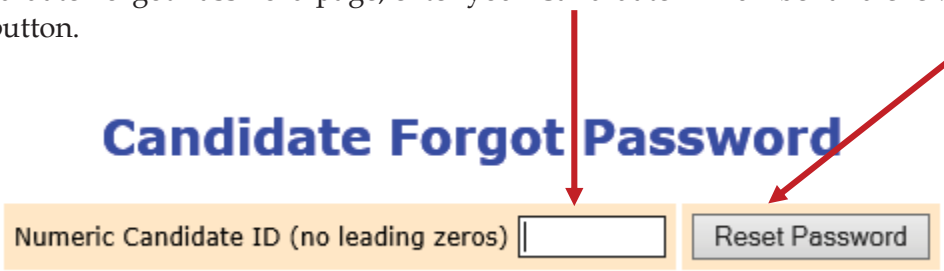
If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

What if I forgot my password?

If you've forgotten your password, you can simply reset it by clicking the **Forgot Password** link on the Log In page.

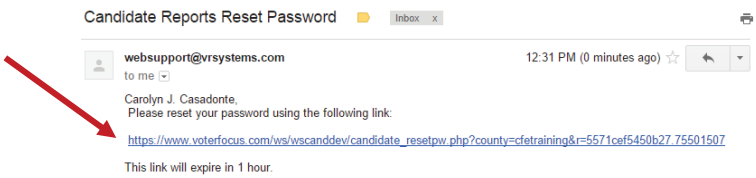


On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.



An email similar to the one below will be sent to the email address associated with your account.

Click the link provided in the email.



If for some reason there is not an email address associated with your Candidate ID, you'll need to contact the Supervisor of Elections office.

On the Candidate Reset Password page:

Enter a new password in the **New Password** field.

You'll need to enter the same password in the **Re-enter Password** field to confirm the new password.

The password can be up to 12 characters—letters and/or numbers—and is case-sensitive.

Then click the **Reset Password** button and proceed back to the Log In page.

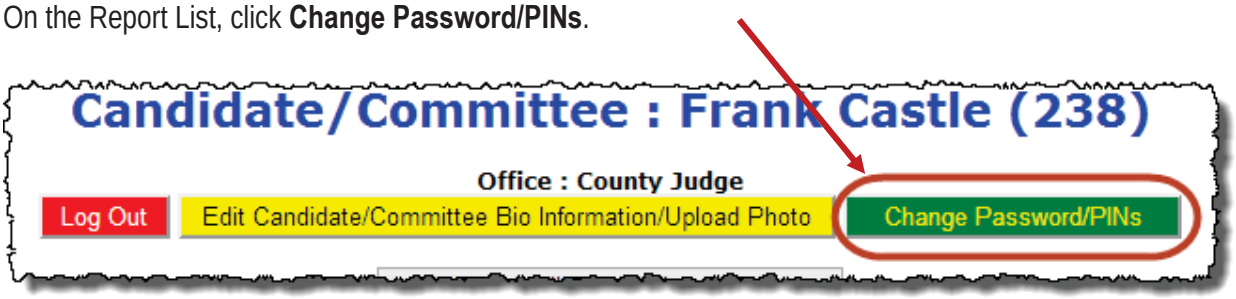
How do I change my password or PINs?

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.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.

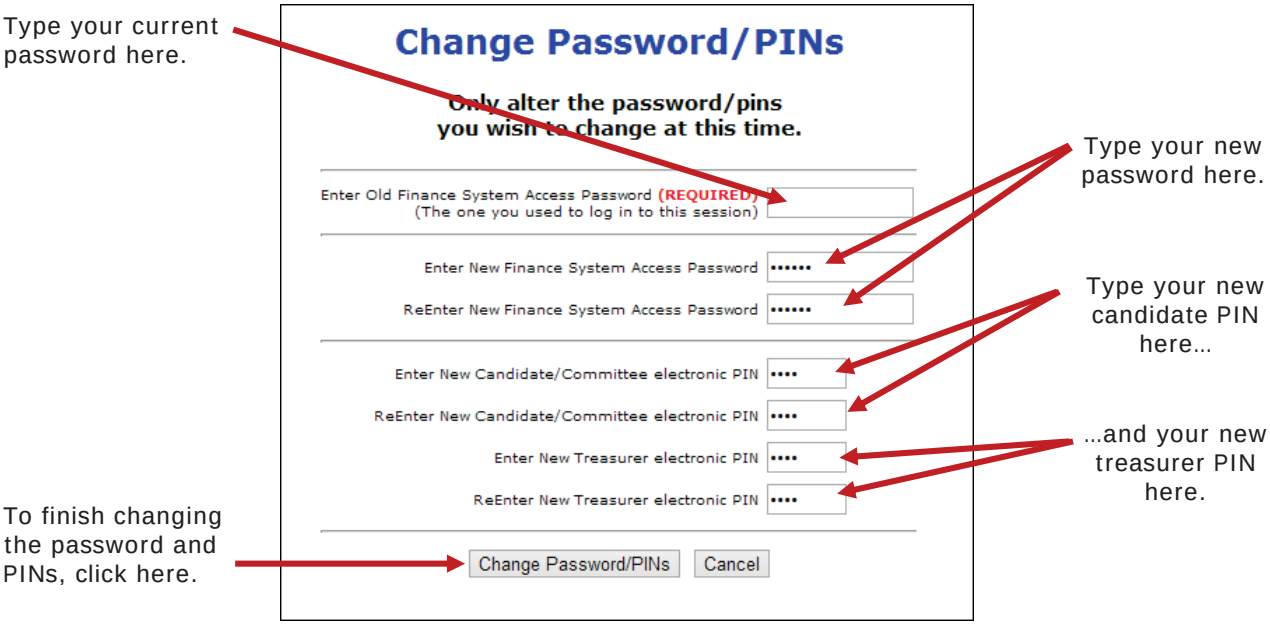


In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. The password can be up to 12 characters—letters and/or numbers—and is case-sensitive. 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.



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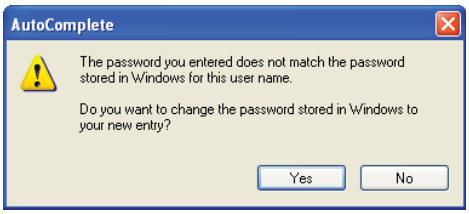
From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password, follow the instructions on page 44. If you forget your PINs, contact the elections office. They will be able to retrieve them for you.

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.

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Campaign Contribution Limits

lection per entity	$1,000 per Election per entity
rts praiser r of Elections missioners ssioners	• Superintendent of Schools • School Board • County Judge • Special Districts • Community Development Districts

Contribution Types and Limits

Contributions:

– Anything of value
ne purpose on
g an election

ry – includes checks,
ers, traveler's checks,
s, and debit cards

cludes cash and
hecks

te to themselves

ous

Special Limitations:

- In-Kind – Amount applies towards the contribution limit
- Monetary – No joint contributions ex: a couple cannot both contribute on one check
- Cash - **$50 contribution limit** per entity per election
- Candidate to Themselves – No contribution limit
- Anonymous – May not spend

Contribution Regulations

utions must be
within 5 business
CEIPT.

contributions in a
nt building is
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ollect contributions
gn nationals who do
green card.

- May not solicit contributions from religious, charitable, or civic organizations.
- May not accept contributions within 5 days of an election containing their contest.
- May not collect contributions upon becoming unopposed, withdrawing, being elected, or defeated.

Reporting Contributions

requirements are the same regardless of the amount!

upation or principle

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ntribution was **received**

<u>Exception:</u> The principle type of business or the occupations are not required if the contribution is $100 or less, or from a relative provided the relationship is reported.

ng Financial Data - Contributions

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ng Financial Data - Contributions

ions have been
reen will appear

Campaign Treasurer's Report - Itemized Contributions

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
Add Contribution Return to Report List

	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total In Kind		$0.00
							Total Monetary		$0.00
							Total		$0.00

Add Contribution Return to Report List

Campaign Treasurer's Report - Itemized Contributions

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
Add Contribution Return to Report List

utor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Williams Calhoun St Ste 110 ssee, FL 32301	Candidate to Themselves	Government: Elections	Check			$250.00
				Total In Kind		$0.00
				Total Monetary		$250.00
				Total		$250.00

Add Contribution Return to Report List

If data has been entered an itemized listing will appear

her screen select the 'Add Contribution' link

ng Financial Data - Contributions

change the
or type from
, individual,
essary.

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Contributor Name	Last Williams First Karen Middle A	Enter last name or company name if a business
Address 1	315 S Calhoun St Ste 110	
Address 2		
City	Tallahassee ST FL Zip 32301	
Amount $	250.00	
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		**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

ng Financial Data - Contributions

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type from
, cash, if
ary.

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Contributor Name	Last Williams First Karen Middle A	Enter last name or company name if a business
Address 1	315 S Calhoun St Ste 110	
Address 2		
City	Tallahassee ST FL Zip 32301	
Amount $	250.00	
Contributor Type	Candidate to Themselves	Select the type that best describes this contributor
Contributor Occupation	Government: Elections	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

ng Financial Data - Contributions

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tered in
lick submit

anytime you
to exit this
ck cancel

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Contributor Name	Last Williams First Karen Middle A	Enter last name or company name if a business
Address 1	315 S Calhoun St Ste 110	
Address 2		
City	Tallahassee ST FL Zip 32301	
Amount $	250.00	
Contributor Type	Candidate to Themselves	Select the type that best describes this contributor
Contributor Occupation	Government: Elections	The occupation of the contributor is only required **if the amount is over $100**
Contribution type	Check	**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

ng Financial Data - Contributions

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tributions
ncel

Last Added : Williams $250.00

Date	9 / 11 / 2015	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

List Contributors

ng Financial Data - Contributions

Campaign Treasurer's Report - Itemized Contributions

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
Add Contribution Return to Report List

Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
1	9/11/2015	Karen A Williams 315 S Calhoun St Ste 110 Tallahassee, FL 32301	Candidate to Themselves	Government: Elections	Check			$250.00
						Total In Kind		$0.00
						Total Monetary		$250.00
						Total		$250.00

Add Contribution Return to Report List

el has been selected, you will be redirected to an itemized list of
ons.

to the report list, or the homepage, click the Return to Report List

Campaign Expenditures

litures are to be paid
, or debit card, drawn
npaign account. The
lit cards is
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ampaign treasurer or
asurer may sign
checks.

- A candidate or other individual may be reimbursed for expenses incurred in connection with the campaign by a check drawn on the campaign account.
- In-Kind contributions may not be reimbursed.

Reporting Expenditures

Full name

Address

Amount

Date

Clear purpose of expenditure

ng Financial Data – Expenditures

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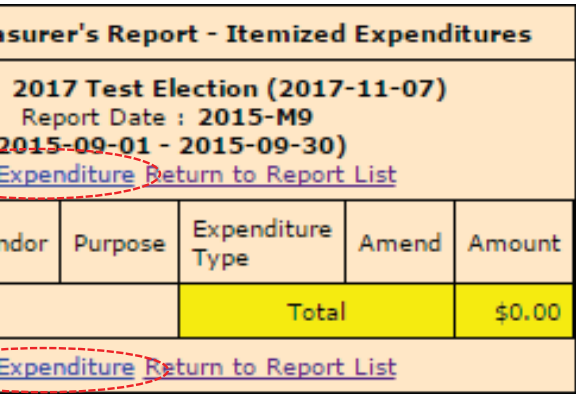
ng Financial Data – Expenditures



surer's Report - Itemized Expenditures

2017 Test Election (2017-11-07)
Report Date : **2015-M9**
2015-09-01 - 2015-09-30)
Expenditure Return to Report List

ndor	Purpose	Expenditure Type	Amend	Amount
		Total		$0.00

Expenditure Return to Report List

If no expenditures have been entered this screen will appear

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isting will
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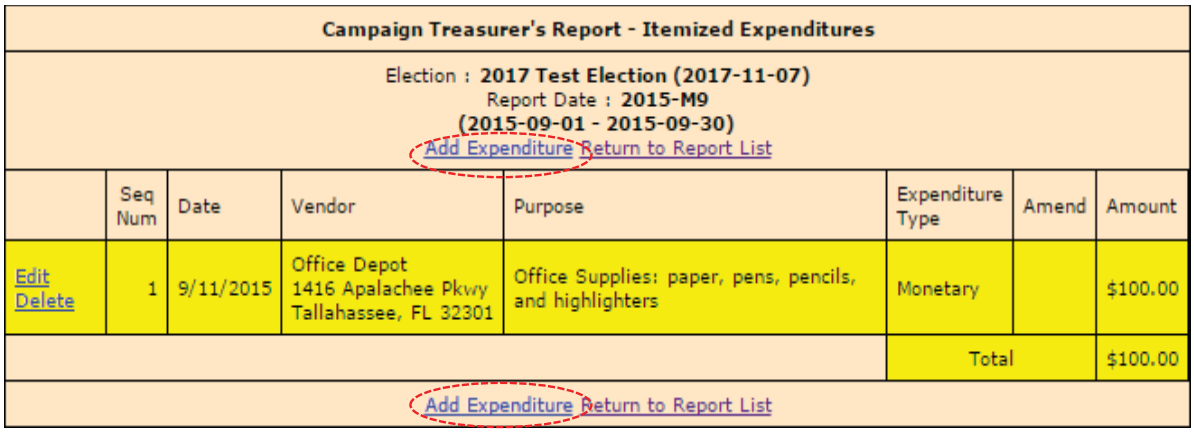

Campaign Treasurer's Report - Itemized Expenditures

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
Add Expenditure Return to Report List

	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	9/11/2015	Office Depot 1416 Apalachee Pkwy Tallahassee, FL 32301	Office Supplies: paper, pens, pencils, and highlighters	Monetary		$100.00
					Total		$100.00

Add Expenditure Return to Report List

her screen select the 'Add Expenditure' link

ng Financial Data – Expenditures

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onetary,
sary

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Vendor Name	Last Office Depot First Middle	Enter last name or company name if a business
Address 1	1416 Apalachee Pkwy	
Address 2		
City	Tallahassee ST FL Zip 32301	
Amount $	100.00	
Purpose	Office Supplies: paper, pens, pencils, and highlighters	Type the purpose of the expenditure.
Expenditure type	Monetary Monetary Petty Cash Withdrawn Petty Cash Spent Transfer to Office Account Refund Disposition of Funds Disposition of Funds to Future Campaign Disposition of Funds to Political Party Disposition of Funds to Petition Verification Reimbursements	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

ng Financial Data – Expenditures

ne data has
tered in
lick submit

anytime you
to exit this
ck cancel

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Vendor Name	Last Office Depot First Middle	Enter last name or company name if a business
Address 1	1416 Apalachee Pkwy	
Address 2		
City	Tallahassee ST FL Zip 32301	
Amount $	100.00	
Purpose	Office Supplies: paper, pens, pencils, and highlighters	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

ng Financial Data – Expenditures

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enditures
ncel

Last Added : Office Depot $100.00

Date	9 / 11 / 2015	Date of item (mm/dd/yyyy)
Vendor 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

ng Financial Data – Expenditures

Campaign Treasurer's Report - Itemized Expenditures

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
Add Expenditure Return to Report List

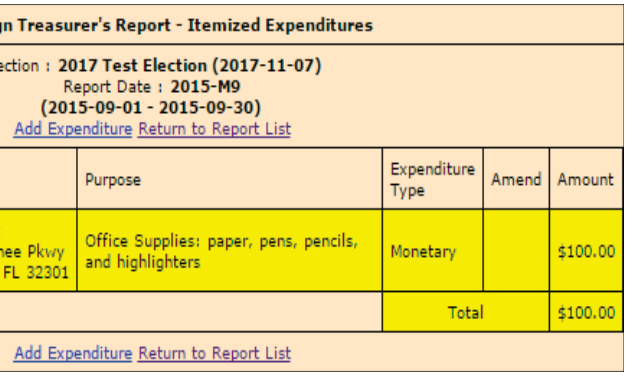
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
	1	9/11/2015	Office Depot 1416 Apalachee Pkwy Tallahassee, FL 32301	Office Supplies: paper, pens, pencils, and highlighters	Monetary		$100.00
					Total		$100.00

Add Expenditure Return to Report List

el has been selected, you will be redirected to an itemized list of
ons.

to the report list, or the homepage, click the Return to Report List

ting or Deleting Financial Data

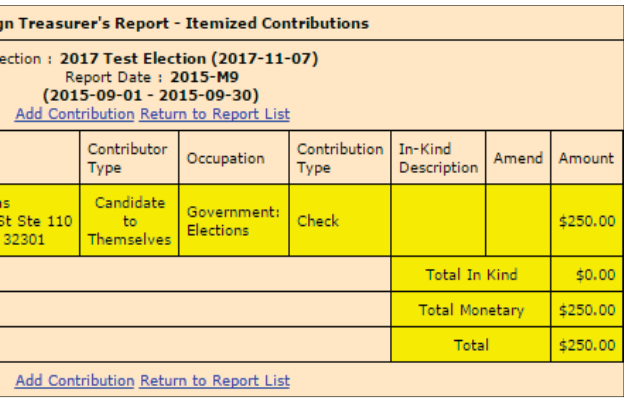


gn Treasurer's Report - Itemized Expenditures

ection : 2017 Test Election (2017-11-07)
Report Date : 2015-M9
(2015-09-01 - 2015-09-30)
Add Expenditure Return to Report List

	Purpose	Expenditure Type	Amend	Amount
nee Pkwy FL 32301	Office Supplies: paper, pens, pencils, and highlighters	Monetary		$100.00
		Total		$100.00

Add Expenditure Return to Report List



gn Treasurer's Report - Itemized Contributions

ection : 2017 Test Election (2017-11-07)
Report Date : 2015-M9
(2015-09-01 - 2015-09-30)
Add Contribution Return to Report List

	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
s St Ste 110 32301	Candidate to Themselves	Government: Elections	Check			$250.00
				Total In Kind		$0.00
				Total Monetary		$250.00
				Total		$250.00

Add Contribution Return to Report List

From the itemized listing of either contributions or expenditures you may edit or delete an entry

Wavier Reports

npaign must
a report for
over period,
there has been
ncial activity.

- A wavier report must be filed if there is no financial activity.

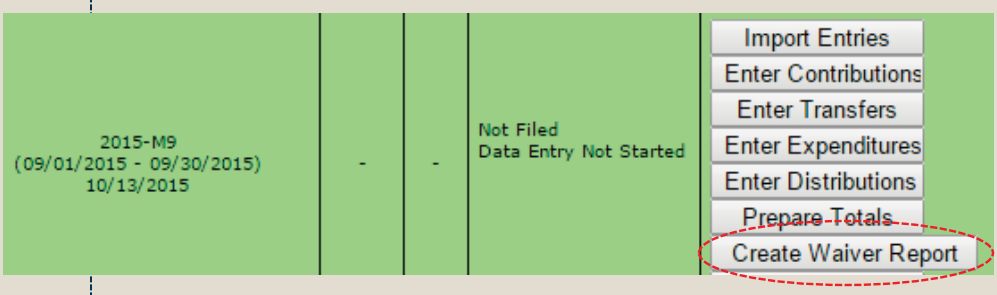
Waiver Reports

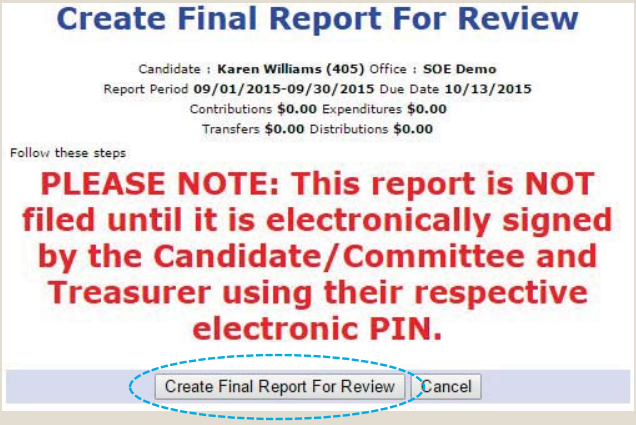
n there have been no contributions received or
expenditures made in a reporting period

Create Waiver
t

Create Final
t For Review

n PINs





Termination Reports

ys after becoming unopposed, withdrawing, being elected or defeated.

mination report
reflect the
tion of campaign

- When complete, the total contribution figure should equal the total expenditure figure.

Termination Reports

mpaign May Prior to disposing of funds:

purchase “thank you” advertising

pay for items previously obligated

pay campaign account close-out costs

Termination Reports

n Options Under 106.141 F.S.:

e may be reimbursed for previously reported campaign contributions and

tions office for petition verification if undue burden form was submitted

ion assessment fee, if candidate qualified by petition

ontributions to all contributors on a pro-rata basis

funds to a Sec 501(C)(3) charitable organization

funds to the party of which the candidate was a member (not to exceed
)

funds to the political subdivision from which the candidate sought office

Creating an Amended Report

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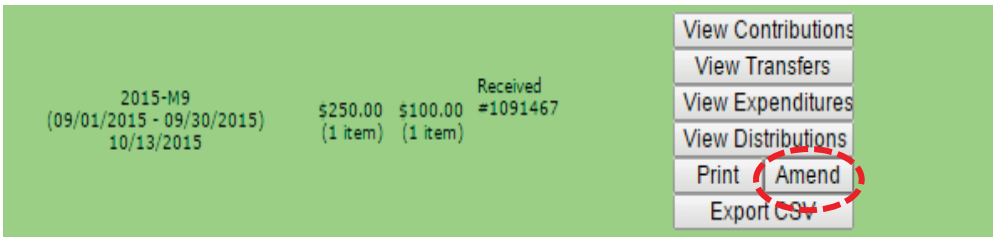

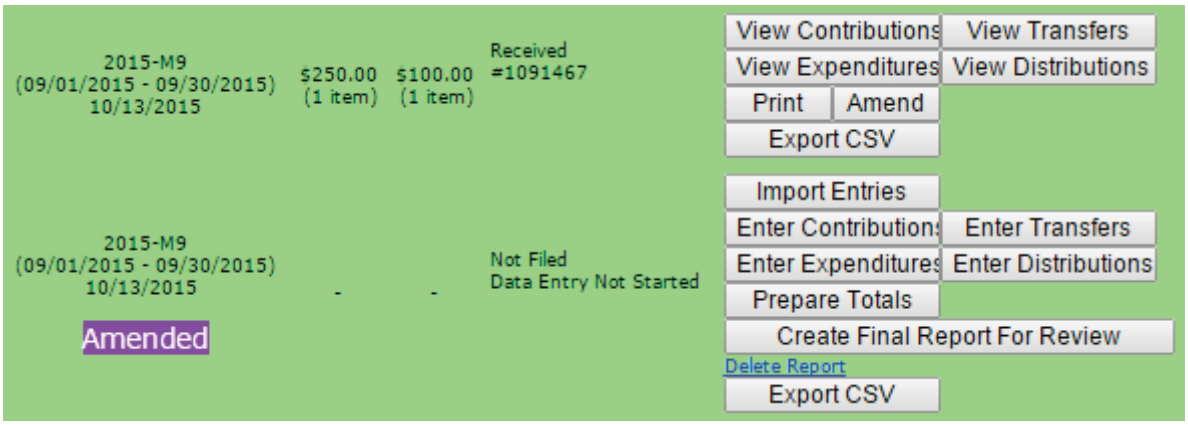

Amended Reports

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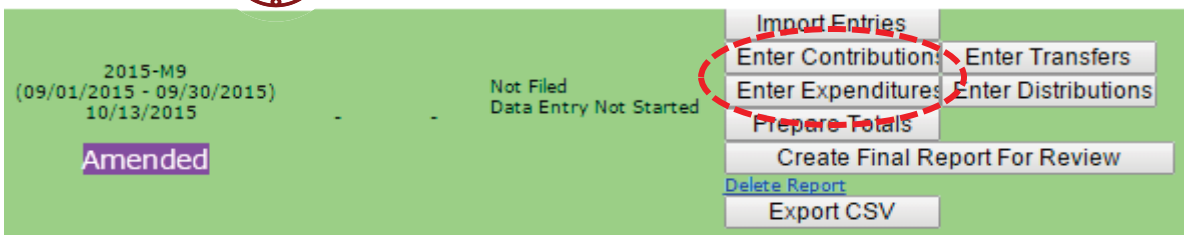
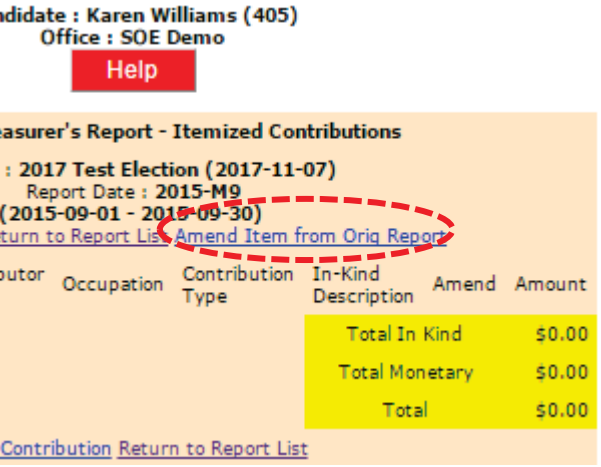
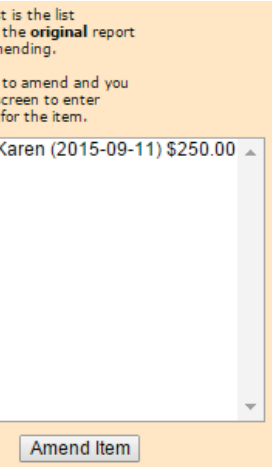




To amend an entry from the original report click the 'Amend Item from Orig Report' link

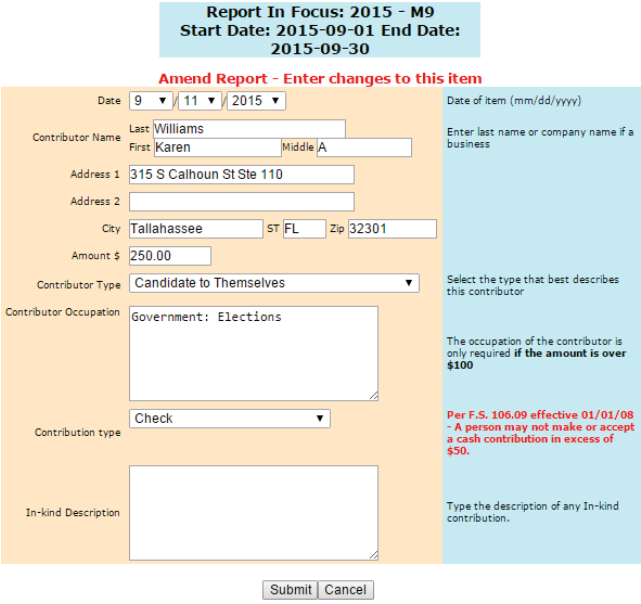
ne process from the original report submission to manually enter new contributions or new expenditures

ing an Item from the Original Report



1. Select which entry you need to amend and click 'Amend Item'

e necessary corrections and
it'



ing an Item from the Original Report

k 'Submit'
e ***two***
itemized

Campaign Treasurer's Report - Itemized Contributions

Election : **2017 Test Election (2017-11-07)**
Report Date : **2015-M9**
(2015-09-01 - 2015-09-30)
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	9/11/2015	Karen A Williams 315 S Calhoun St Ste 110 Tallahassee, FL 32301	Candidate to Themselves	Government: Elections	Check		Delete	$250.00
Edit Delete	2	9/11/2015	Karen A Williams 315 S Calhoun St Ste 110 Tallahassee, FL 32301	Candidate to Themselves	Government: Elections	Check		Add	$200.00
							Total In Kind		$0.00
							Total Monetary		$-50.00
							Total		$-50.00

Add Contribution Return to Report List

ce you have finished making all the necessary
ments, follow the same Original Report submission
process.

Petty Cash

Use For:	May Not Use For:
upplies	• Time,
ortation es	• Space,
ecessities	• Or services from any communication media

Petty Cash

n Withdraw	Petty Cash Spent
paign treasurer hdraw $100 per er qualifying. port petty cash ws. This reflects y as an ture and deducts unt on your	• Petty cash must be spent in amounts less than $100. • Must report how petty cash was spent. (Will not deduct the amount, it is only to account for how you spent the cash)

Reporting Requirements

f Treasurer Reports will increase as the Election get closer.

er Reports are
10th day
g the end of each
r month.

th day falls on a
l or legal holiday
rt will be due the
g business day.

- Beginning the 60th day prior to the election, Treasurer reports will be due bi-weekly, on Fridays.
- Additional reports are due the 25th and 11th day prior to the election.

Reporting Requirements

ributions and
itures for the
eriod must be
d.

e Treasurer and
ate must
e, by assigning
N, the reports.

- All reports must be submitted by 11:59 p.m. on the due date.
- If, after submission, there is a correction to the original report, an amended report should be filed.

ailure to File Treasurer's Report

to file a report will result in an automatic fine.

day, for the first
ys (including
ds and holidays).

r day for each
eafter.

- $500 per day for the report immediately preceding an election.
- The fine will not exceed 25% of the contributions or expenditures, whichever is greater.

es must be paid with ***personal funds***, not campaign funds.

viewing the Treasurer's Report

ate a PDF
v of your
Report before
sion click
e Totals

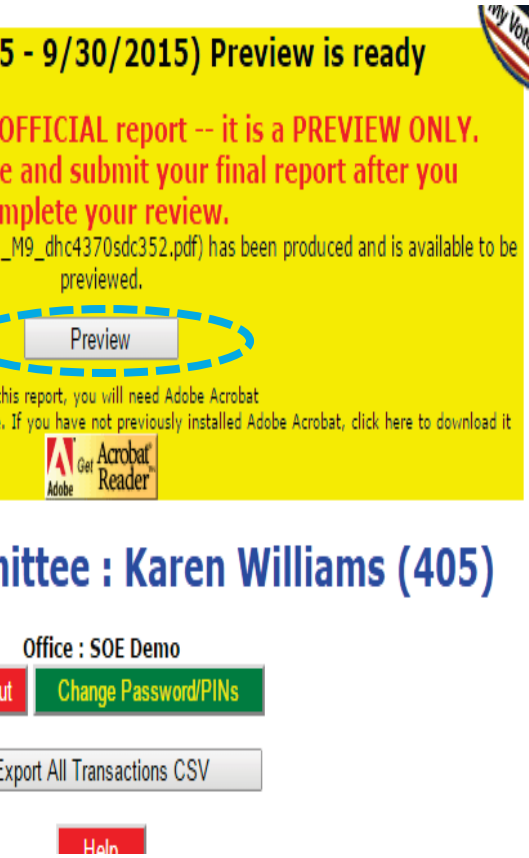
Help

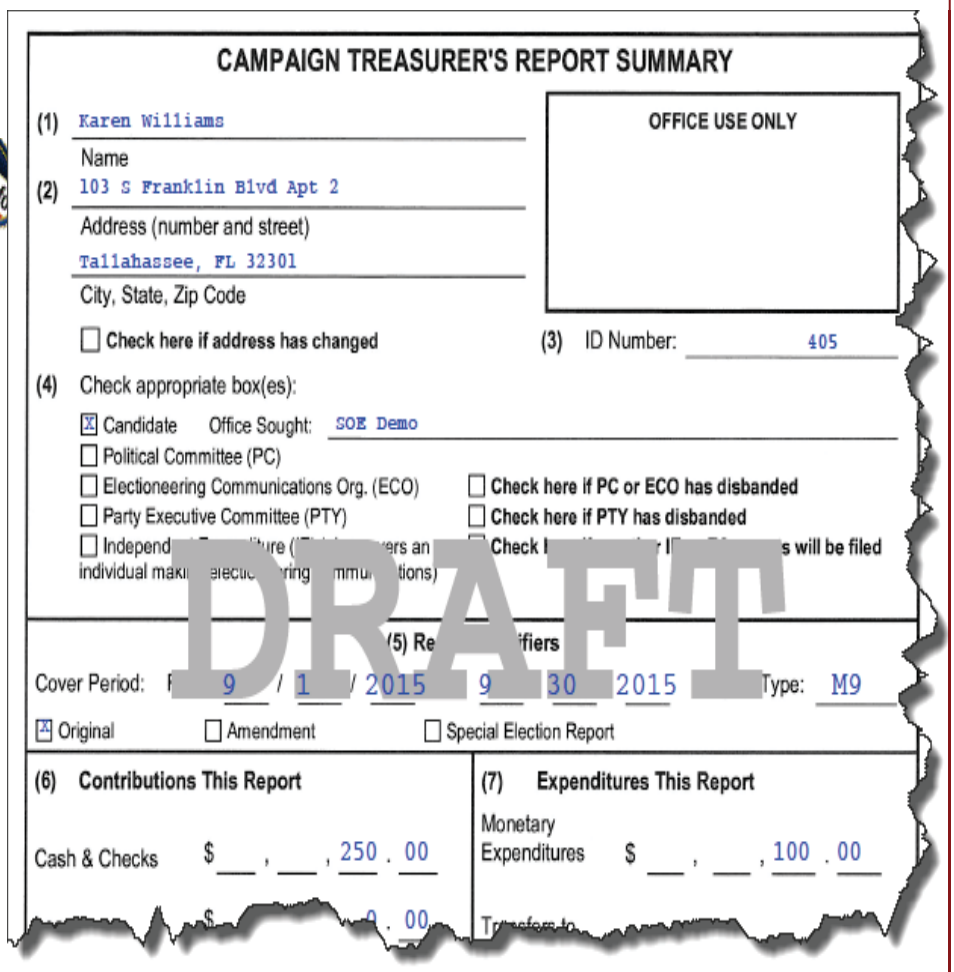
Press Help for information on using the **new 'Import Entries' feature.**

Candidate Reports				
Election : 2017 Test Election (2017-11-07)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-M5 (05/01/2015 - 05/31/2015) 6/10/2015	-	-	Received #1091319 Unlock this report	View Contributions, View Transfers, View Expenditures, View Distributions, Print, Amend, Export CSV
2015-M9 (09/01/2015 - 09/30/2015) 10/13/2015	$250.00 (1 item)	$100.00 (1 item)	Not Filed Data Entry Started	Import Entries, Enter Contributions, Enter Transfers, Enter Expenditures, Enter Distributions, Prepare Totals, Create Final Report For Review, Export CSV
2015-M10 (10/01/2015 - 10/31/2015) 11/10/2015	-	-	No Data Entered Unlock this report	Import Entries, Enter Contributions, Enter Transfers, Enter Expenditures, Enter Distributions, Prepare Totals, Create Waiver Report

viewing the Treasurer's Report

edirected click
to view the pdf





CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Karen Williams
Name

(2) 103 S Franklin Blvd Apt 2
Address (number and street)
Tallahassee, FL 32301
City, State, Zip Code

OFFICE USE ONLY

☐ Check here if address has changed

(3) ID Number: 405

(4) Check appropriate box(es):

☒ Candidate Office Sought: SOE Demo
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independ ure (ers an individual maki electi ring mmu tions)

☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check s will be filed

(5) Re fiers

Cover Period: 9 / 1 / 2015 9 30 2015 Type: M9

☒ Original ☐ Amendment ☐ Special Election Report

(6) Contributions This Report

Cash & Checks $, , 250 . 00

$ 0 . 00

(7) Expenditures This Report

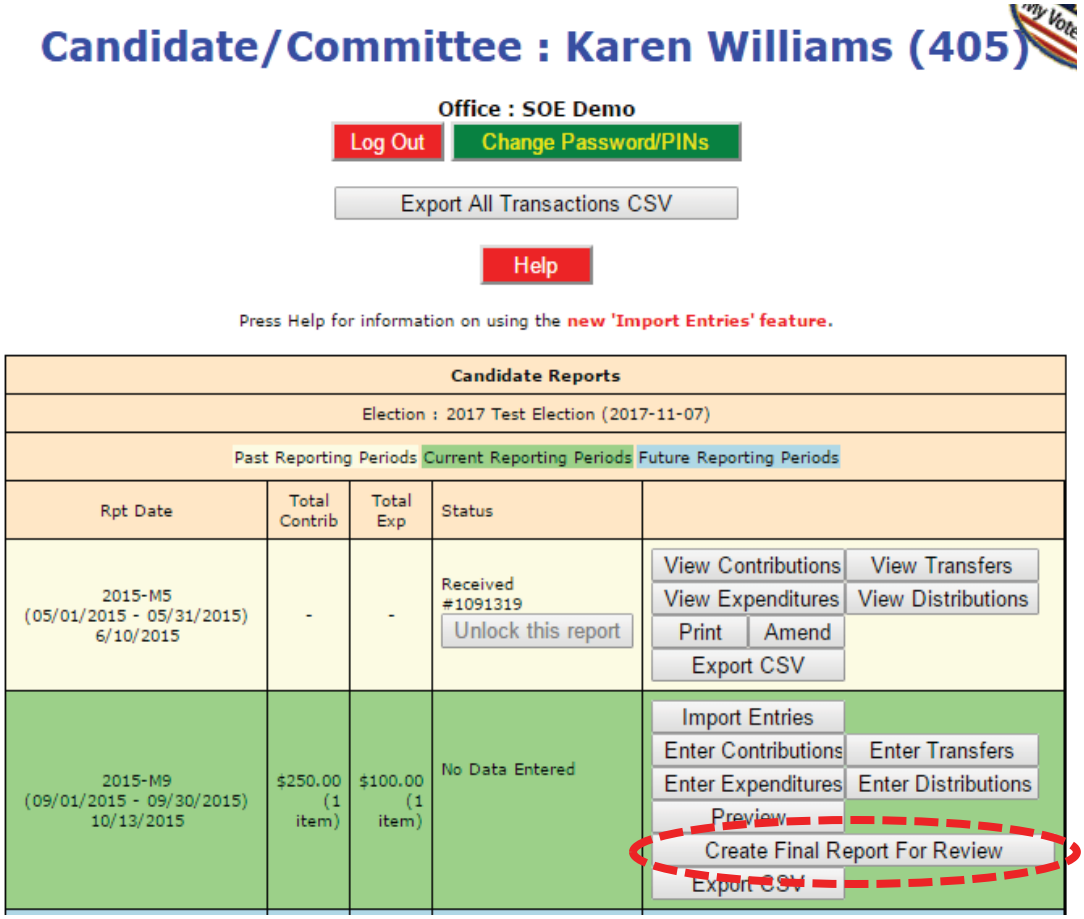
Monetary Expenditures $, , 100 . 00

Tr

DRAFT

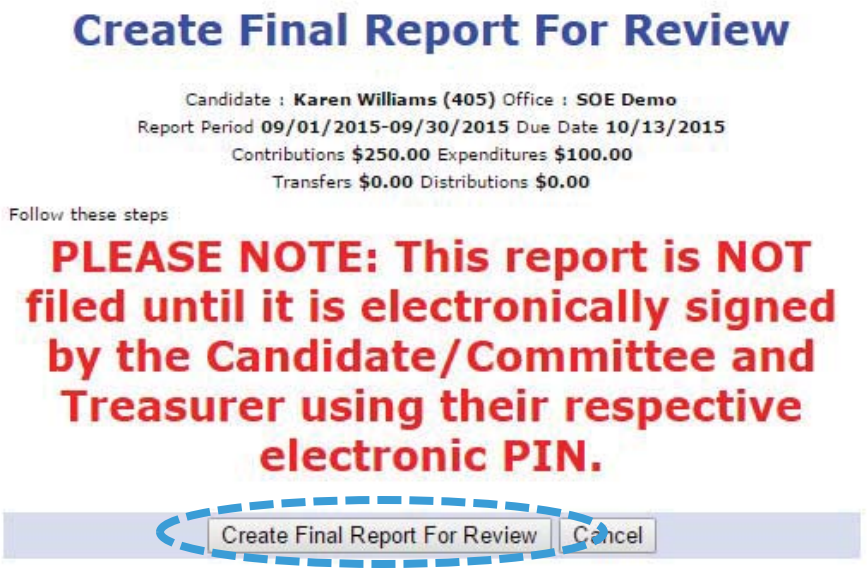
omitting the Treasurer's Report

e report is
and you are
bmit it, click
al Report for
view'

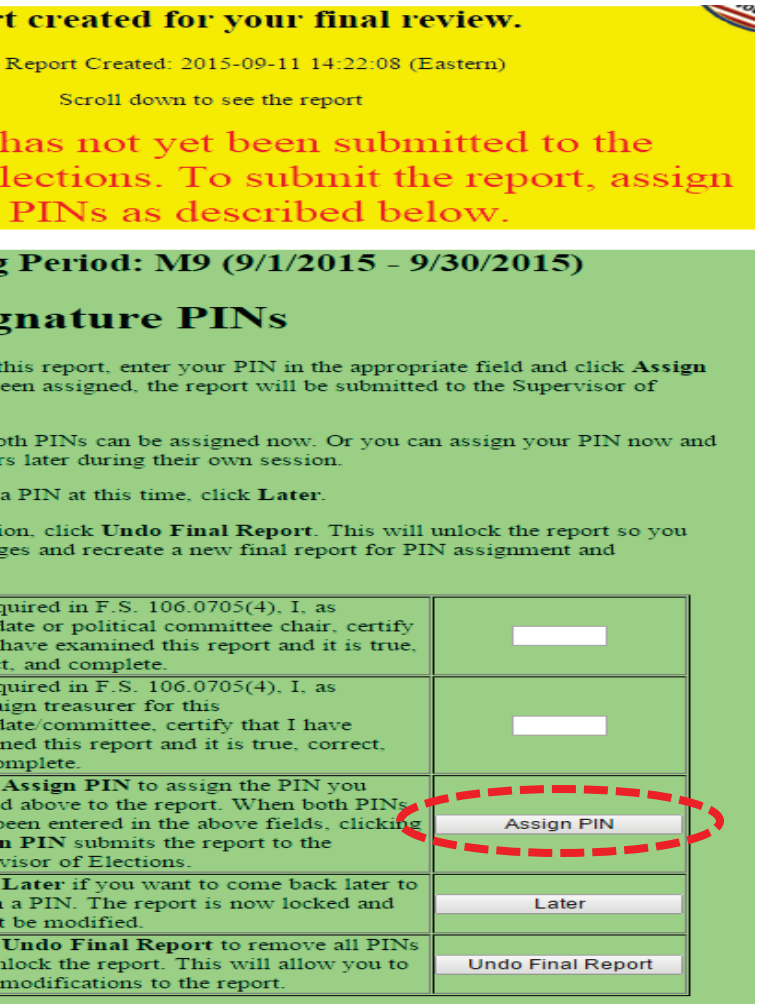


ubmitting the Treasurer's Report

redirected, click
Final Report for
Review'



omitting the Treasurer's Report



To Assign Your Pin:

1. Enter your 4 digit pin in your assigned field
2. Click 'Assign PIN'

Both the Candidate and Treasurer must assign their PINs to submit the report.

Both PINs do **not** have to be assigned at the same time.

reen When Only One PIN Has Been Assigned

not assigned
two options:

r PIN to
report

l Report and
ges- *both PINs*
e reassigned if the
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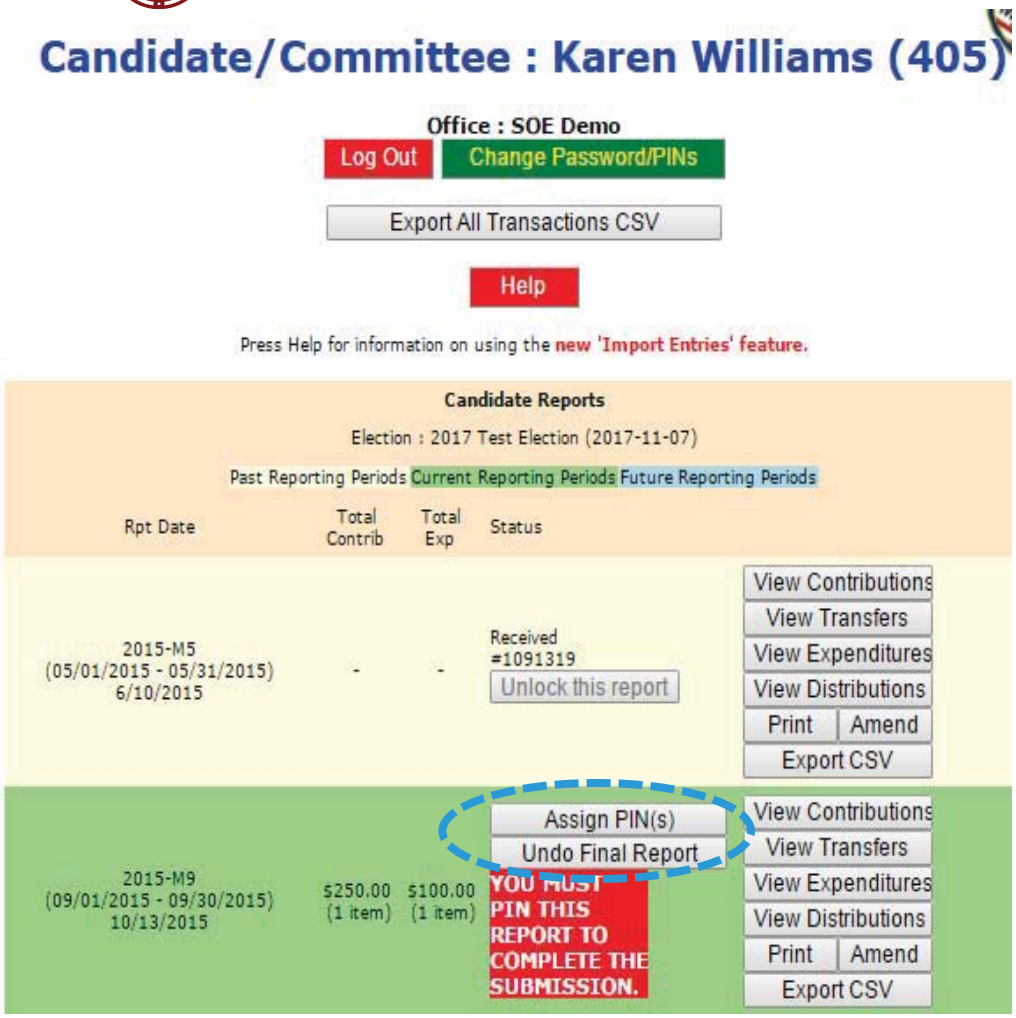


omitting the Treasurer's Report

nd click 'Assign PIN'

nature PINs

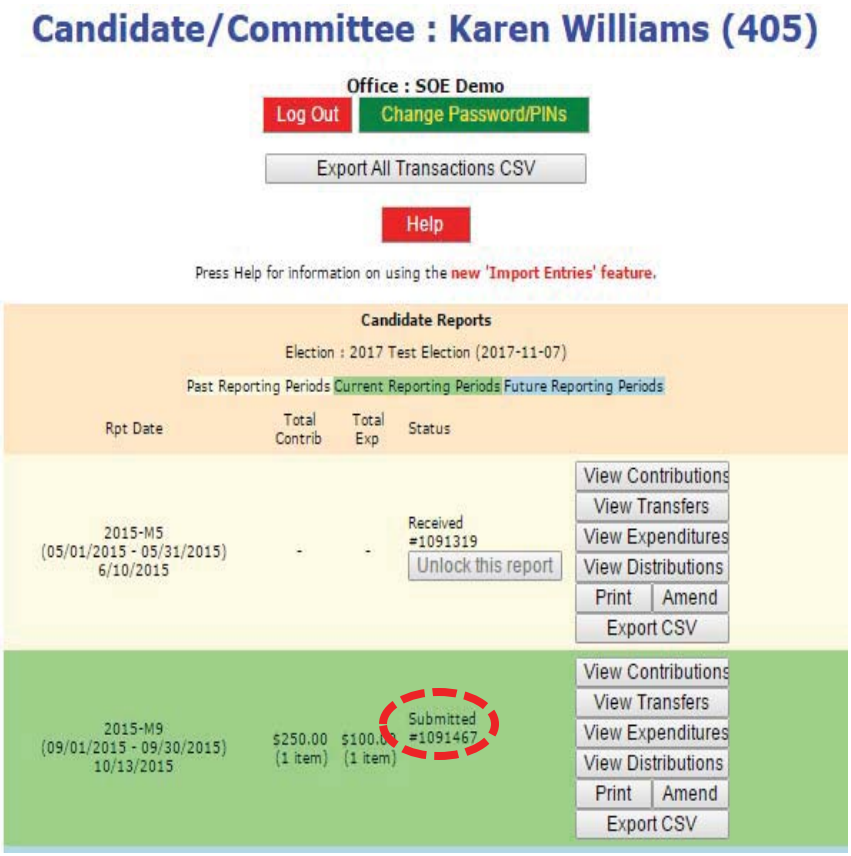
report, enter your PIN in the appropriate field and click **Assign** assigned, the report will be submitted to the Supervisor of

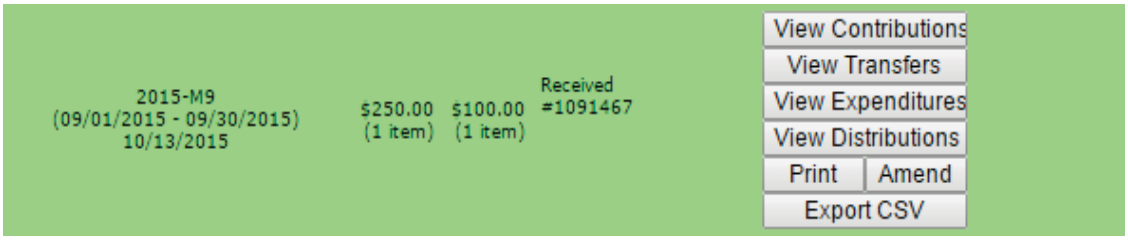
PINs can be assigned now. Or you can assign your PIN now and ater during their own session.

IN at this time, click **Later**.

click **Undo Final Report**. This will unlock the report so you and recreate a new final report for PIN assignment and

red in F.S. 106.0705(4), I, as or political committee chair, certify re examined this report and it is true, nd complete.	PIN assigned
red in F.S. 106.0705(4), I, as treasurer for this /committee, certify that I have this report and it is true, correct, plete.	
sign PIN to assign the PIN you bove to the report. When both PINs entered in the above fields, clicking **PIN** submits the report to the or of Elections.	Assign PIN
ter if you want to come back later to PIN. The report is now locked and modified.	Later
do Final Report to remove all PINs ck the report. This will allow you to difications to the report.	Undo Final Report





l Report Notes:

Treasurer's Report has been submitted, no changes can be
the original report. After submission, any alterations must be
th an Amended Report

ning your PIN, you are affirming the accuracy and completeness
formation contained in the report

report is received by our office, the information will be
online

ceived an anonymous contribution, you must provide a letter
ng that the contribution is anonymous and impossible to return
0 days of submitting the report

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) SAMPLE - Sumter County Candidate
Name

(2) 123 Main Street
Address (number and street)

Bushnell, FL 33513
City, State, Zip Code

☐ **Check here if address has changed**

OFFICE USE ONLY

(3) ID Number: XXX

(4) Check appropriate box(es):

☑ Candidate Office Sought: County Commissioner Seat # ___

☐ Political Committee (PC)

☐ Electioneering Communications Org. (ECO)

☐ Party Executive Committee (PTY)

☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

☐ **Check here if PC or ECO has disbanded**

☐ **Check here if PTY has disbanded**

☐ **Check here if no other IE or EC reports will be filed**

(5) Report Identifiers

Cover Period: From 06/01/2018 / ____ To 06/23/2018 / ____ Report Type: P1

☑ Original ☐ Amendment ☐ Special Election Report

(6) Contributions This Report

Cash & Checks	$ ___ , ___ , 4,000.00
Loans	$ ___ , ___ , ___ . ___
Total Monetary	$ ___ , ___ , ___ . ___
In-Kind	$ ___ , ___ , ___ . ___

(7) Expenditures This Report

Monetary Expenditures	$ ___ , ___ , 3,422.82
Transfers to Office Account	$ ___ , ___ , ___ . ___
Total Monetary	$ ___ , ___ , ___ . ___

(8) Other Distributions

$ ___ , ___ , ___ . ___

(9) TOTAL Monetary Contributions To Date

$ ___ , ___ , 4,000.00

(10) TOTAL Monetary Expenditures To Date

$ ___ , ___ , 3,422.82

(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:

(Type name)

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

X

Signature

(Type name)

☐ Candidate ☐ Chairperson (only for PC and PTY)

X

Signature

SEE REVERSE FOR INSTRUCTIONS

Instructions for Campaign Treasurer's Report Summary

(1) Name: full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.

(2) Address: the full address or post office box, city, state, and zip code.
☐ Check the box if the address has changed since the last report filed.

(3) ID Number: identification number assigned by the filing officer.

(4) Check the appropriate box(es).

(5) Report Identifiers

Cover Period: the dates this report covers (i.e., From 1/1/15 To 1/31/55). **Important**: use the appropriate cover period dates as published by the filing officer.

Report Type: refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a **special election** add "S" in front of the report code (i.e., SG3).

Check one of the appropriate boxes:

☐ Original: first report filed for this reporting period.

☐ Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A.

☐ Special Election Report: **Important:** once a special election report is filed, the entity is required to file all remaining reports due for the special election.

(6) Contributions This Report:

Cash and Checks: total amount for this reporting period.
Loans: total amount for this reporting period.
Total Monetary: sum of Cash and Checks and Loans.
In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.

(7) Expenditures This Report:

Monetary Expenditures: total amount of monetary expenditures for this reporting period.
Transfers to Office Account: total amount transferred to an office account by elected candidates only.
Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.

(8) Other Distributions: the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.

(9) TOTAL Monetary Contributions To Date: the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.

(10) TOTAL Monetary Expenditures To Date: the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.

(11) Type or print the required officer's name and have them sign the report:

☐ Candidate report: treasurer and candidate must sign.
☐ PC report: treasurer and chairperson must sign.
☐ PTY report: treasurer and chairperson must sign.
☐ ECO report: organization's treasurer must sign.
☐ IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)

AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name SAMPLE - Sumter County Candidate **(2) I.D. Number** XXX

(3) Cover Period 06/01/2018 / / through 06/22/2018 / / **(4) Page** 1 of XX

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
06/02/2018 / /	SAMPLE - Sumter County Candidate 123 Main Street Bushnell, FL 33513 (address will NOT show if PROTECTED)	KEY	commissioner	see KEY			4,000.00
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).

(2) The identification number assigned by the filing officer.

(3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date contribution was RECEIVED (Month/Day/Year).

(6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.

(7) Type full name and address of contributor (including city, state and zip code).

(8) Enter the type of contributor using one of the following codes:
Occupation of contributor for **contributions over $100 only**. (If a business, please indicate nature of business.)

I	Individual	
B	Business	(also includes corporations, organizations, groups, etc.)
E	Electioneering Communications Organizations	
F	Political Committee	(federal or state)
P	Political Parties	(includes federal, state and county executive committees)
O	Other	(e.g., candidate surplus funds to party, etc.)
S	Candidate to Self	

(9) Enter Contribution Type using one of the following codes:
NOTE: Cash includes cash and cashier's checks.

Code	Description
CAS	Cash or Cashier's Check
CHE	Check
COF	Carryover Funds from Previous Campaign
INK	In-Kind
INT	Interest
LOA	Loan
MO	Money Order
MUC	Multiple Uniform Contributions
RCT	Other Receipts
REF	Refund (Negative Amount Only)

(10) Type the description of any in-kind contribution received.
Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".

(11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(12) Type amount of contribution received. **Political Committees ONLY:** Multiple uniform contributions from the same person, aggregating NMT $250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name SAMPLE - Sumter County Candidate **(2) I.D. Number** XXX

(3) Cover Period 06/01/2018 / / **through** 06/22/2018 / / **(4) Page** 1 **of** XX

(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
06/18/2018	Sumter County SOE 7375 Powell Road, Suite 125 Wildwood, FL 34785	Qualifying Fee	See KEY		4,000.00
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 14 (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).

(2) Identification number assigned by the filing officer.

(3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date of expenditure (Month/Day/Year).

(6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

(7) Full name and address of entity receiving payment (including city, state and zip code).

(8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE**: This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).

(9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
DIS	Disposition of Funds
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)
DPP	Disposition of Funds to Political Party (effective 11/1/13)
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)
ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name SAMPLE - Sumter County Candidate **(2) I.D. Number** XXX

(3) Cover Period 06/01/2018 / **through** 06/22/2018 / **(4) Page** 1 **of** XX

(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	(12) Distribution Type
06/18/2018 / /	Sumter County SOE 7375 Powell Road, Suite 125 Wildwood, FL 34785	Qualifying Fee			4,000.00	
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						

DS-DE 14A (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

THIS FORM IS USED TO REPORT DISTRIBUTIONS OF GOODS OR SERVICES CONTRIBUTED TO A CANDIDATE OR COMMITTEE, INDIRECT EXPENDITURES AND REIMBURSEMENTS.

(1) Name of the entity.

(2) Identification number assigned by the filing officer.

(3) Cover period dates (e.g., 03/01/14 through 03/31/14). (See the filing officer's reporting dates calendar for appropriate cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date of distribution (Month/Day/Year).

(6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.

For example, a M1 report having 40 distributions would use sequence numbers 1 through 40. The next report (M2), comprised of 30 distributions would use sequence numbers 1 through 30. Distributions on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

(7) Full name and address of entity receiving distribution (including city, state and zip code).

(8) Purpose of distribution (if distribution is a contribution to a candidate, also type the office sought by the candidate).

(9) For each distribution that is related to an itemized expenditure previously listed on Itemized Expenditures (Form DS-DE 14), enter the Year, Report Type and Sequence Number associated with the expenditure.

***PARTY EXECUTIVE COMMITTEES ONLY - If distribution is allocable toward the contribution limits, type an "A" in this box. If distribution is nonallocable, type and "N".**

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) distribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for distributions with amendment type "ADD" will start at one plus the number of distributions in the original report. For example, amending and original M1 report that had 75 distributions, means the sequence number of the first distribution having amendment type "ADD" will be 76; the second "ADD" distribution would be 77, etc. When amending an original M2 report that had 30 distributions, the ninth "ADD" distribution would have sequence number 39.

To correct a previously submitted distribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the distribution to be corrected. In combination with the report number being amended, this sequence number will identify the distribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assigns the sequence number as described above.

(11) **Amount of distribution.**

(12) **Distribution Type**

Code	Description
PPD	Pre-paid Distribution
RMB	Reimbursements
CCP	Credit Card Purchase
INK	In-Kind Distribution