

# 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:

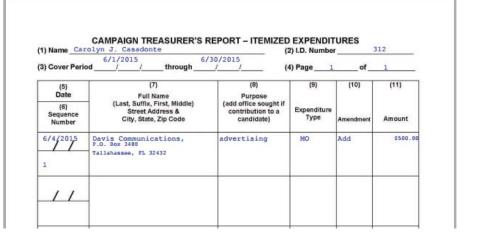
THE FRONT PAGE
IS THE
SUMMARY PAGE

(1) Carolyn J. Casadonte	OFFICE USE ONLY			
Name	ONLINE SUBMISSION [1088118]			
(2) 1645 Harrington CT				
Address (number and street)	Submitted on:			
Palmetto, FL 32317	6/4/2015 16:25:24 (eastern)			
City, State, Zip Code				
Check here if address has changed	(3) ID Number: 312			
(4) Check appropriate box(es):	(5)			
□ Candidate Office Sought County Commi	ssion. 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) Reno	rt Identifiers			
Cover Period: From 6 / 1 / 2015 To	6 / 30 /2015 Report Type: 6			
☑ Original	pecial Election Report			
(6) Contributions This Report	(7) Expenditures This Report			
	Monetary			
Cash & Checks \$,, 150 . 00	Expenditures \$ ,1 , _000 . 00			
Loans \$,,_0.00	Transfers to			
	Transfers to Office Account \$ , , 0 . 00			
Loans \$,,,	Office Account \$			
Total Monetary \$,, 150 . 00				
	Office Account \$			
Total Monetary \$,, 150 . 00	Office Account \$ , , 0 . 00			
Total Monetary \$,, 150 . 00	Office Account \$,,,			
Total Monetary \$,, 150 . 00  In-Kind \$,, 300 . 00  (9) TOTAL Monetary Contributions To Date \$,, 250 . 00  (11) Ce	Office Account \$,,			
Total Monetary \$,, 150 . 00  In-Kind \$,, 300 . 00  (9) TOTAL Monetary Contributions To Date \$,, 250 . 00  (11) Ce	Office Account \$,,			
Total Monetary \$,, 150 . 00  In-Kind \$,, 300 . 00  (9) TOTAL Monetary Contributions To Date \$,, 250 . 00  (11) Ce	Office Account \$ , , 0 00  Total Monetary \$, 1 ,000 00  (8) Other Distributions \$ , 0 00  (10) TOTAL Monetary Expenditures To Date \$, 1 ,000 00  rtification son to falsify a public record (ss. 839.13, F.S.)			
Total Monetary \$,, 150 . 00  In-Kind \$,, 300 . 00  (9) TOTAL Monetary Contributions To Date \$,, 250	Office Account \$ , , 0 00  Total Monetary \$ , 1 ,000 00  (8) Other Distributions \$ , 0 00  (10) TOTAL Monetary Expenditures To Date \$ , 1 ,000 00  ortification reson to falsify a public record (ss. 839.13, F.S.)  rect, and complete:			
Total Monetary \$,,	Office Account \$ , , 0 00  Total Monetary \$ , 1 ,000 00  (8) Other Distributions \$ , 0 00  (10) TOTAL Monetary Expenditures To Date \$ , 1 ,000 00  rtification son to falsify a public record (ss. 839.13, F.S.)  mect, and complete:  (Type name)			
Total Monetary \$,, 150 . 00  In-Kind \$,, 300 . 00  (9) TOTAL Monetary Contributions To Date \$,, 250	Office Account \$ , , 0 00  Total Monetary \$ , 1 ,000 00  (8) Other Distributions \$ , 0 00  (10) TOTAL Monetary Expenditures To Date \$ , 1 ,000 00  rtification son to falsify a public record (ss. 839.13, F.S.)  mect, and complete:  (Type name)			
Total Monetary \$	Office Account \$ , , 0 . 00  Total Monetary \$ , 1 ,000 . 00  (8) Other Distributions \$ , 0 . 00  (10) TOTAL Monetary Expenditures To Date \$ , 1 ,000 . 00  rtification son to falsify a public record (ss. 839.13, F.S.)  mect, and complete:			

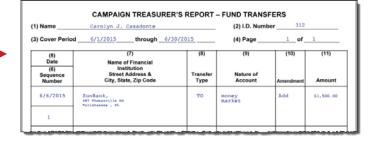
# THIS IS AN ITEMIZED LIST OF CONTRIBUTIONS

(1) Name	Carolyn J. Casadont	te			(2) I.D. Numbe	er3	12	
(3) Cover Per	6/1/2015 riod//	thr	ough6	/30/2015	(4) Pag	je	of _1	
(5) Date	(7) Full Name		(8)	(9)	(10)	(11)	(12)	
(6) Sequence Number	(Last, Suffix, First, Middle) Street Address & City, State, Zip Code	Contributor Type Occupation		Contribution Type	In-kind Description	Amendment	Amount	
5/4/2015	Barber, Anna			CA		Add	\$50.00	
L								
5/4/2015	Kirk, Marsha 344 Henderson Road Falmetto, FL 32312	I		СН		Add	\$75.00	
2								
5/4/2015	Roger, Reid	I	restaurant	IK	campaign planning dinner	Add	\$300.00	

NEXT, A LIST OF EXPENDITURES



And finally, a list of fund transfers



## 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.

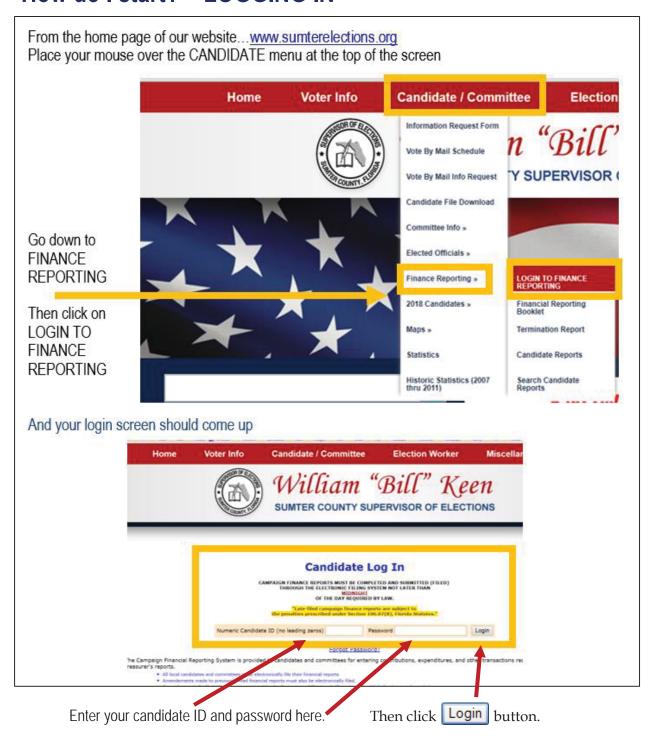
The password can be changed after you log in, if you wish.

#### 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.

#### How do I start? - LOGGING IN



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.

#### **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
  - o City, State and Zip: must be completed
- Contributor Type:
  - Candidate deposited their own money: Chose "Candidate to Themselves" and Contribution Type: LOAN
  - o If money was a contribution from other sources, choose from drop-down list
  - Contribution Type: chose from drop-down list
- Once you have completed the form, press <u>SUBMIT</u>
- Once 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)
  - o Address: must be a complete mailing address
  - o City, State and Zip: must be completed
- Purpose: Enter a Brief description
  - o Expenditure Type: choose from the drop-down list
- Once completed, press <u>SUBMIT</u>
- 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.
  - o 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
  - o Choose "Enter Contributions or Enter Expenditure" depending on what needs to be corrected
  - o On next page, click Amend item from Original Report
  - Choose entry from list and press "Amend Item"
  - o Correct item and press SUBMIT
  - Next page will show the deleted item and the added item This completes the change to the original item.
  - o From here you can change another item, add a new item, or return to Report List.

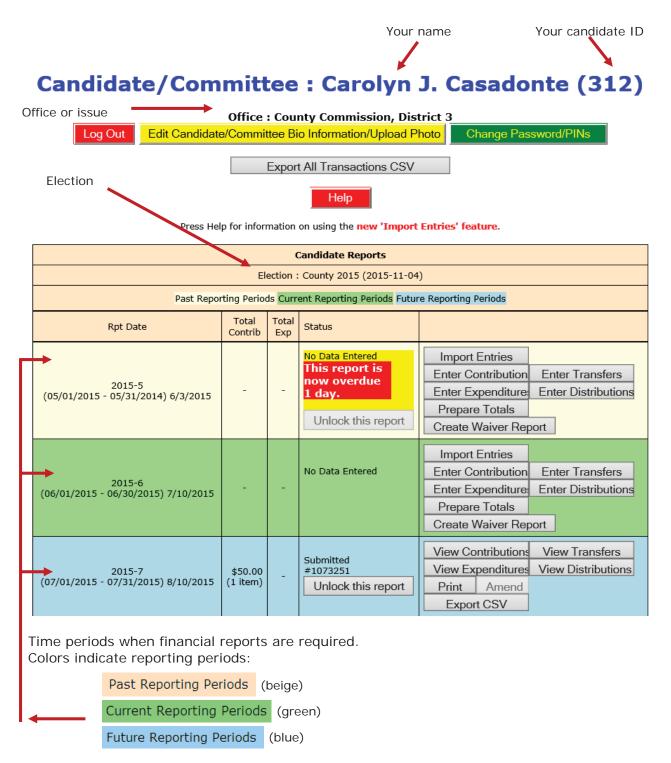


## ALWAYS MAKE SURE YOU ENTER (1) A CORRECT DATE; (2) COMPLETE & CORRECT ADDRESS FOR ALL CONTRIBUTIONS & EXPENDITURES

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

### 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*.

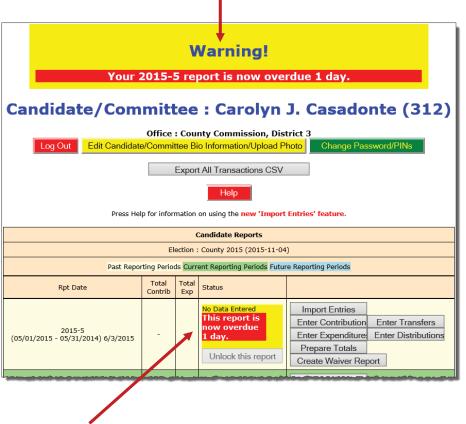


The reporting periods are color-coded to help you choose the correct period for reporting data.

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

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

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

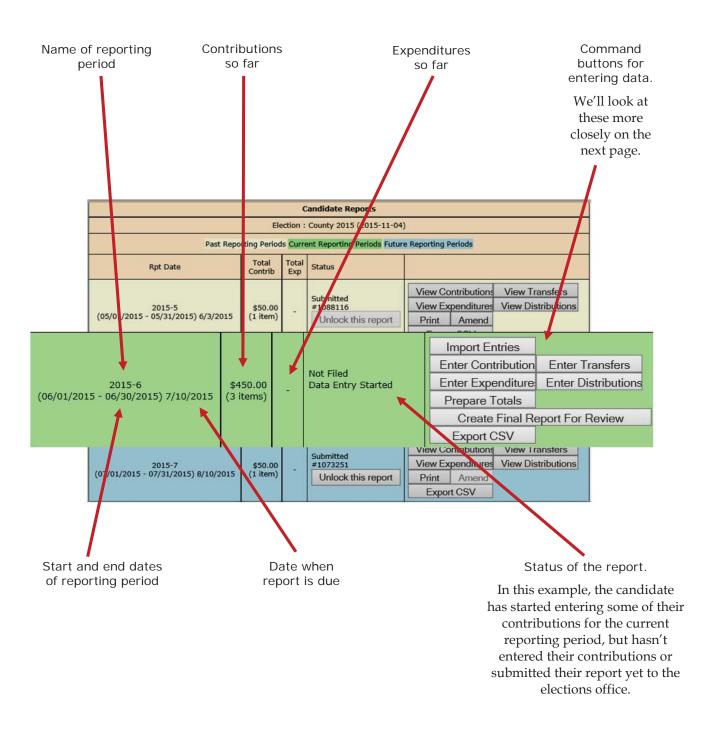


And the due/overdue report(s) will be highlighted as well.

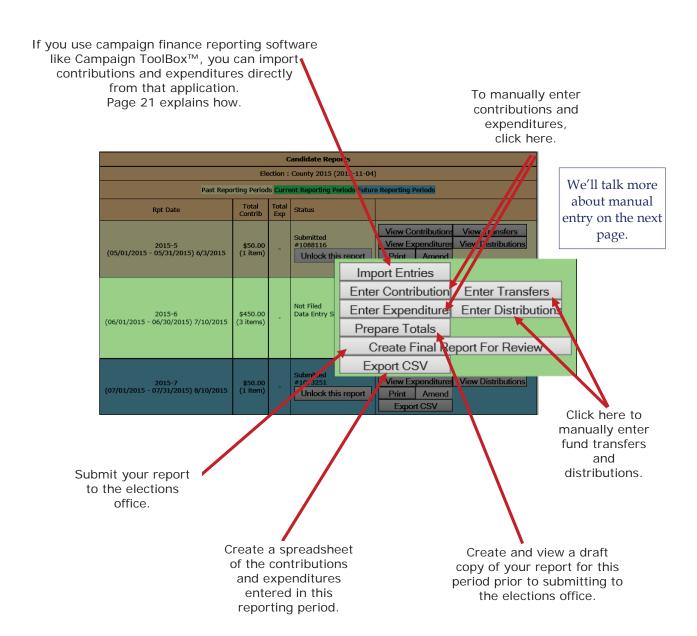
After 180 days, overdue reports are no longer highlighted as late.

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

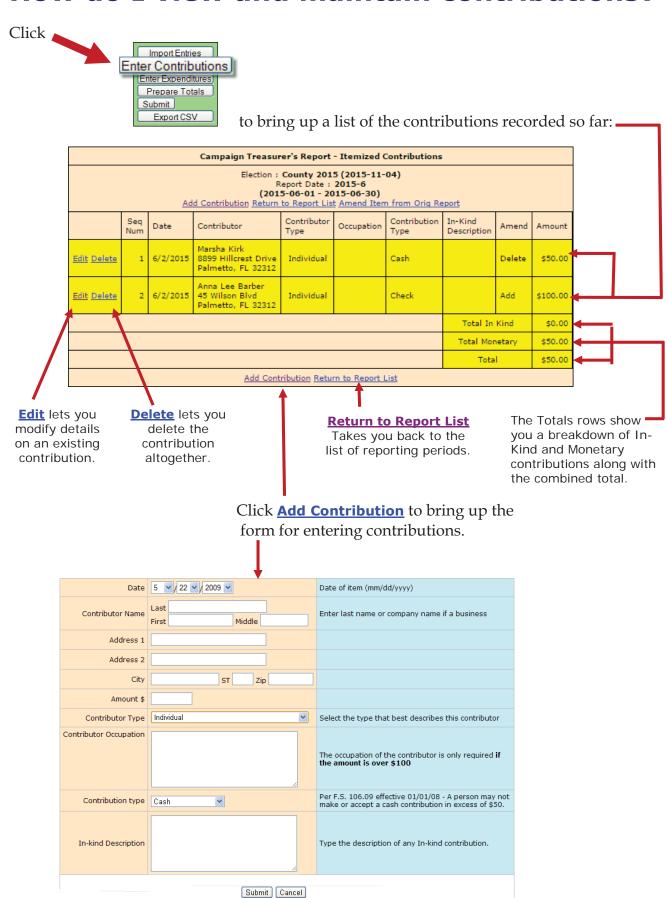
## Let's look at the current reporting period.



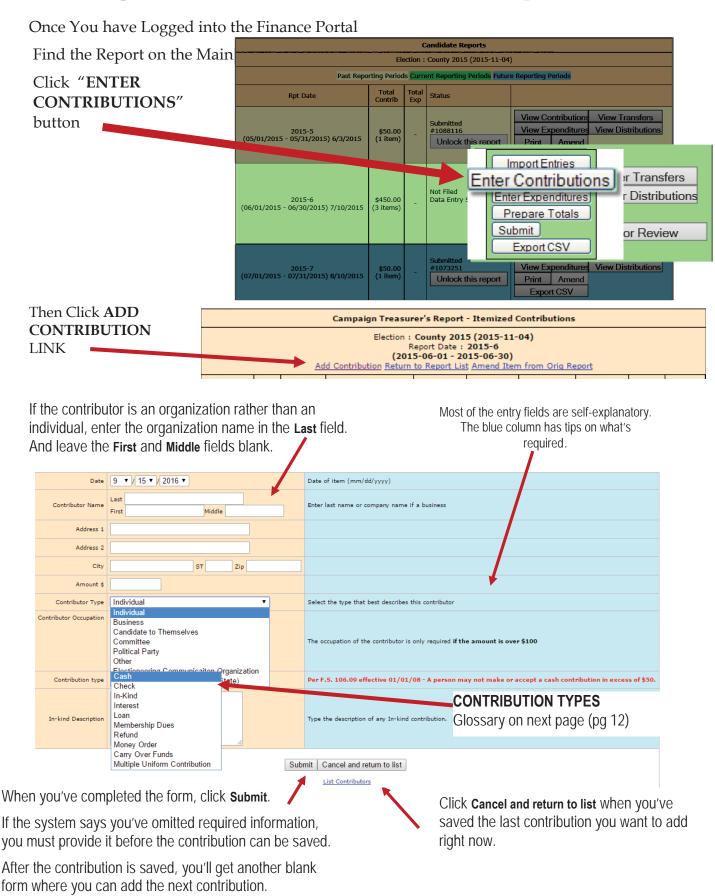
### About those command buttons...



## How do I view and maintain contributions?



## Adding a new contribution is easy.



#### 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.
Снеск	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 hazarrase.
INTEREST	the in-kind contribution. Example: Food and beverage  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.

## Adding expenditures is a similar process.

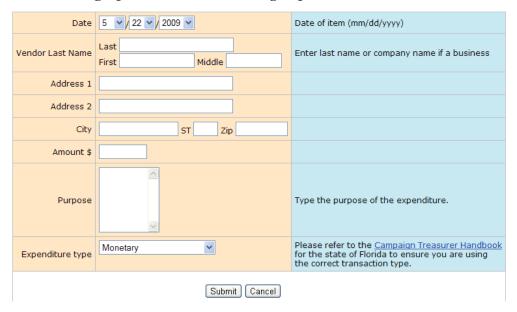
Once You Have Logged into the Finance Portal Candidate Reports Find the Report on the Main Page Election : County 2015 (2015-11-04) Click "ENTER **EXPENDITURES**" Rnt Date button Submitted #1088116 View Expenditure View Distributions 2015-5 (05/01/2015 - 05/31/2015) 6/3/2015 Unlock Import Entries Enter Contributions r Transfers Enter Expenditures Distributions 2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 Prepare Totals Submit or Review Export CSV View Expenditures View Distributions

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



Clicking **Add Expenditures** will bring up the form for entering expenditures.

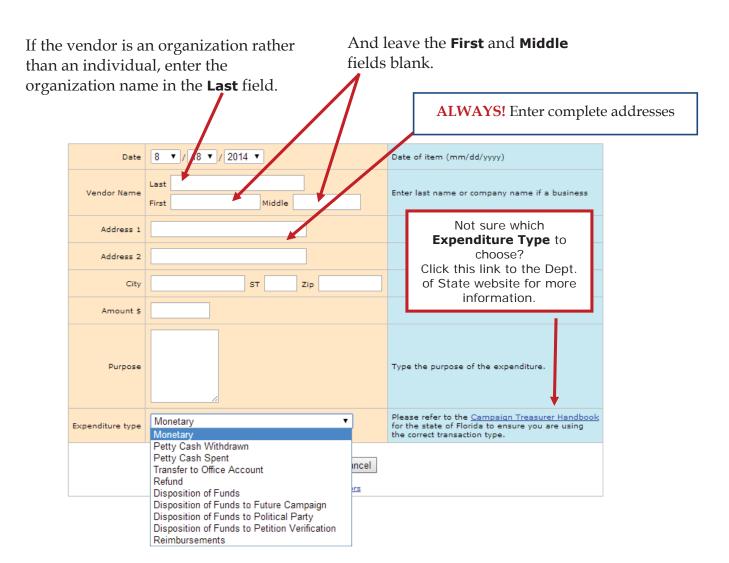
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015



Unlock this report

Export CSV

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



#### **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.

#### 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.

## A few notes about adding contributions and expenditures...

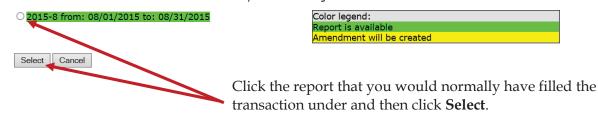
If you enter a contribution or expenditure outside of the range of the reporting period you are working with, they system will automatically try to find a reporting period that contains that date you are reporting.

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

#### Transaction Date Not In Selected Report Range

The transaction date you entered (08-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

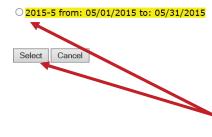


If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.

#### **Transaction Date Not In Selected Report Range**

The transaction date you entered (05-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.



Color legend: Report is available Amendment will be created

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.

#### **Transaction Date Not In Selected Report Range**

The transaction date you entered (03-04-2015) is not within the date range of the currently selected report. No report could be located that includes the date you provided. Please change the transaction date or contact our Campaign Finance Administrator for assistance.



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

## Want to see how the report is adding up? Just do a **PREVIEW**.

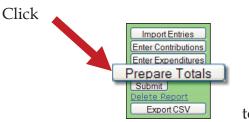
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

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:



to bring up this page:

#### **Prepare Totals**

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:

NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY.

After your review, you must use the

CREATE FINAL REPORT FOR REVIEW

button to generate your final report and then you must assign
your PINs to the report to officially file your report with our office.

Candidate: Carolyn J. Casadonte (312) Office: County Commission, District 3

Report Period 06/01/2015-06/30/2015 Due Date 7/10/2015

Contributions \$50.00 Expenditures \$0.00

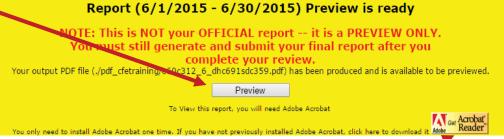
Transfers \$1,500.00 Distributions \$0.00

Click on the 'Prepare Totals' button below to prepare the report totals.

One this is done, you can Preview the report from the report menu.

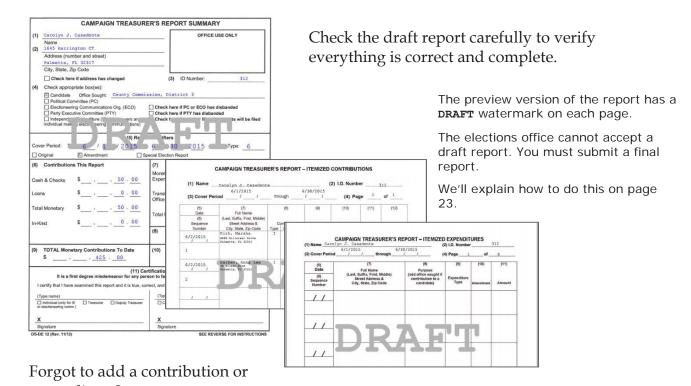
Prepare Totals Cancel

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.

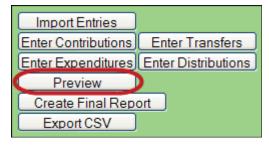
Click the Acrobat Reader icon to go to the download site.



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.

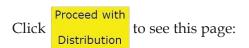
They are used only to report pro-rata amounts of an <u>already recorded expenditure</u> to provide detail for:

- 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.

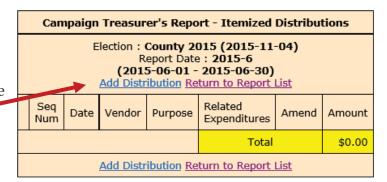
#### To record a distribution:



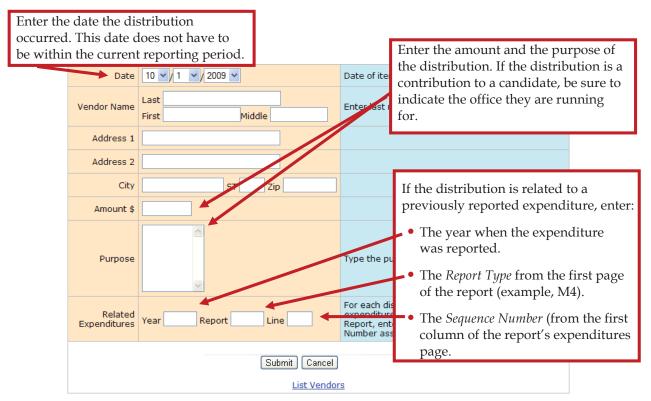
to bring up a page with describing the requirements for a distribution transaction.



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



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



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 : <b>County 2015 (2015-11-04)</b> Report Date : <b>2015-6</b> ( <b>2015-06-01 - 2015-06-30)</b> 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<sup>™</sup> 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

#### **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:

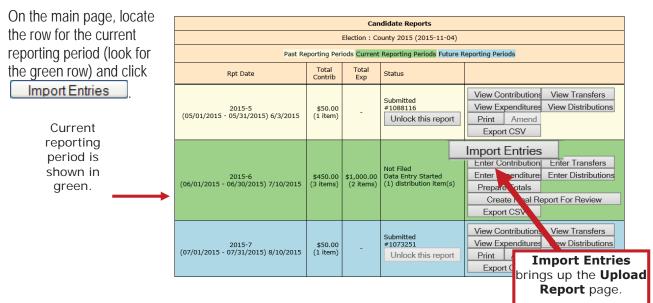
Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/

review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

## 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.

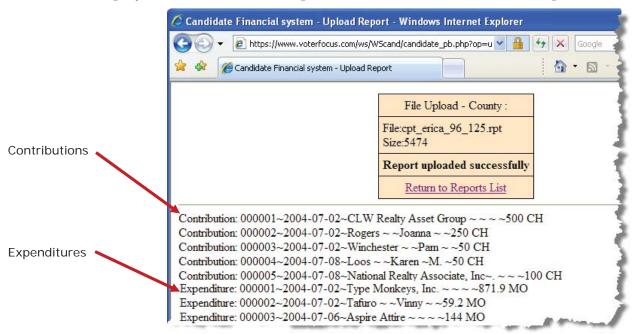
Before importing a file, verify that you have not manually entered contributions, expenditures, distributions, or fund-transfer data in to the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software.



On the **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.

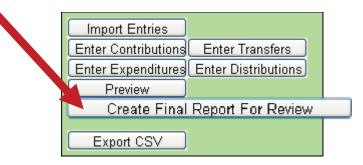
The steps you take depend on whether your county requires a hard copy of the report signed by the candidate and treasurer, or requires submission of reports "signed" by the electronic PINs of the candidate and treasurer.

Instructions for filing by electronic PIN: Go to page 24

### 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**.

#### Create Final Report For Review

Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3 Report Period 06/01/2015-06/30/2015 Due Date 7/10/2015 Contributions \$425.00 Expenditures \$500.00 Transfers \$0.00 Distributions \$0.00

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the previsions of Section 106.07(5) Florida Statutes.

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and surer using their respective electronic PIN.

Create Final Report For Review 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.

#### Report created for your final review.

Preview Report Created: 2015-07-6 10:26:09 (Eastern)

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

Reporting Period: 6 (6/1/2015 - 6/30/2015) **Electronic Signature PINs** To signify your approval of this report, enter your PIN in the appropriate field and click Assign PIN. Once both PINs have been assigned, the report will be submitted to the Supervisor of If you do not want to assign a PIN at this time, click Later. As required in F.S. 106.0705(4), I, as candidate Committee chair, certify that I have examined this report and it is true, max I have examined in a report and it is true, correct, and complete.

As required in F.S. 106.0705(4), I, as compagin treasurer for this candidate committee, certify that I have examined this report and it is true, correct, and complete.

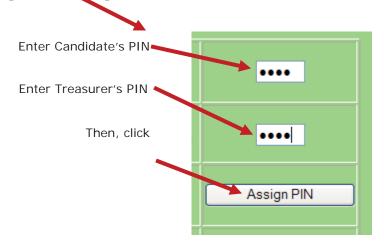
Chick Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN what the report the Supervisor of Elections.

Chick Later if you want to come back later to assign a PIN. The report is now locked and amount to more than the property of the proper cannot be modified.

Click **Undo Final Report** to remove all PINs and unlock the report. This will allow you to make modifications to the report. OFFICE USE ONLY Submitted on: 6/4/2015 16:25:24 (ea

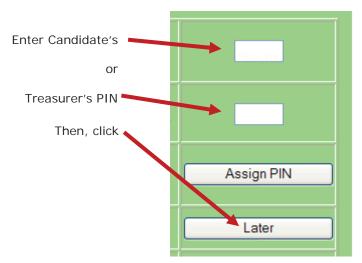
#### On the PINs page, you have 2 options:

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

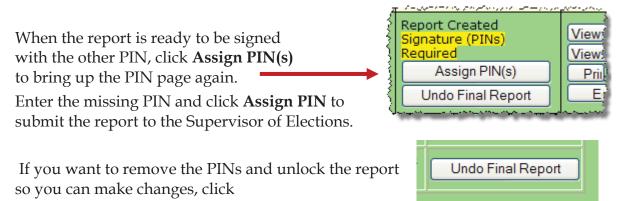


OR-

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



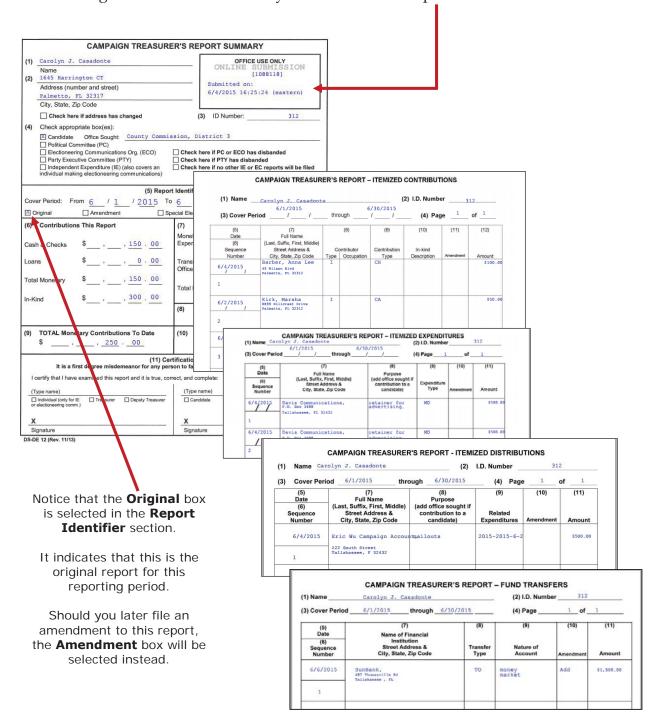
The message Required will appear in the report's **Status** column and the report will be locked, which means no changes can be made.



## Let's look at a submitted report.

The DRAFT watermarks are gone...

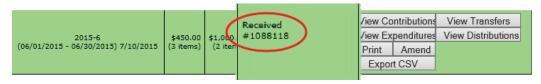
and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.



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

## 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:



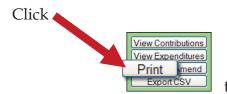
Contributions from persons with protected-address status are not shown in reports. Instead, the notation

\*\*\*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:

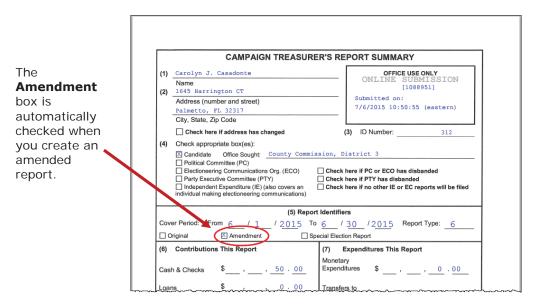


to display a PDF of the report in Acrobat Reader.

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.

## <u>AMENDMENTS</u> - changing a report that's already been filed?

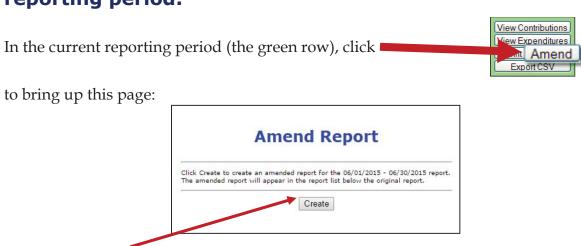
After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.



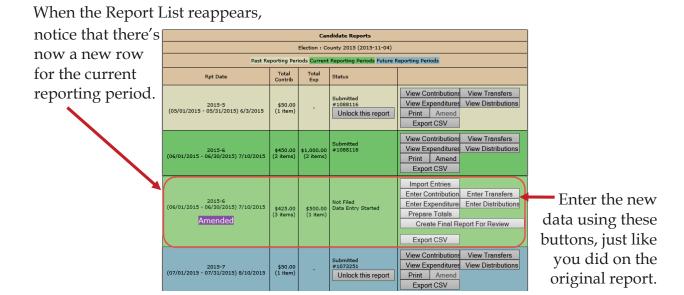
You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

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:



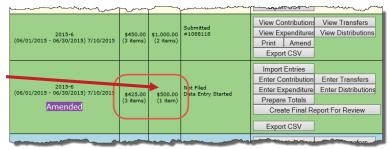
Then click | Create |



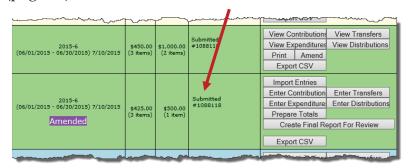
To create an amended report, you can:

- 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.

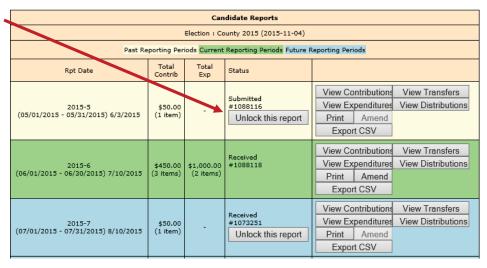


If your county requires a hard copy of amended reports, print the report (page **Error! Bookmark not defined.**), sign it, and deliver it to the elections office.

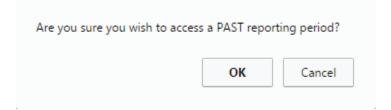
If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

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

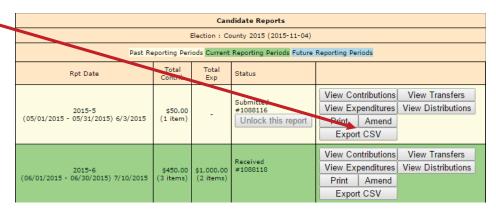
In the past reporting period (the beige row), click **Unlock this report**.



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 <u>Delete Report</u>. 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 <u>Delete Report</u> to delete it from the system.

## 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

View Expontitures

Amend

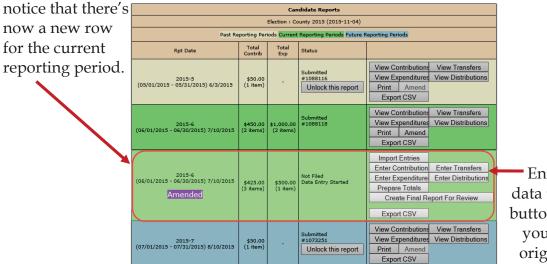
Export CSV

to bring up this page:



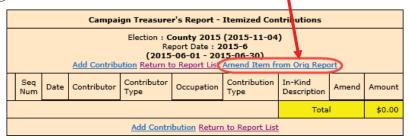
Then click | Create .

When the Report List reappears,

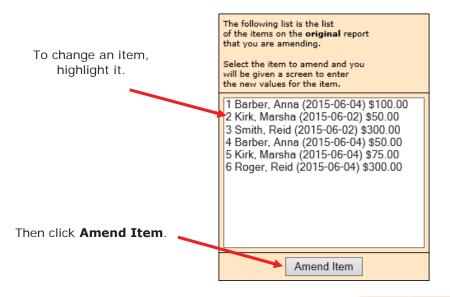


Enter the new data using these buttons, just like you did on the original report.

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



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

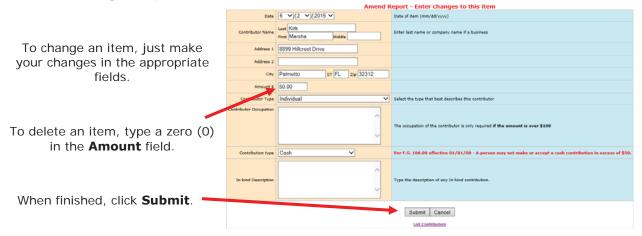


Highlight the item you want to change and click Amend Item to bring up the detail page for the item.

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

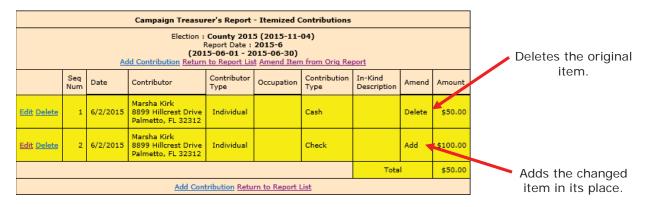
Submit .

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



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.)



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).

	F REPORT 5.07(7), F.S.)	OFFICE USE ONLY			
(PLEAS	E TYPE)	ONLIN	E SUBMISSIO		
Carolyn J. Cas	adonte	96 Identification Number (Assigned by Division of Elections) County Commission District 4 Office Sought (Include District, Circuit or Group Number)			
Candidate's Name (Las OR Political Committee 1645 Harrington Palmetto, FL 3	CCE or Party Name				
Address (Numb	er and Street)				
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.			
☐ January ☐ April	32nd day prior 18th day prior	☐ 46th day prior☐ 32nd day prior			
☐ July	☐ 4th day prior	☐ 18th day prior	☐ TERMINATION REPORT		
☐ October		☐ 4th day prior	☐ SPECIAL ELECTION		
NOTIFICATION OF NO	ACTIVITY IN CAMPAIGN	ACCOUNT FOR THE	REPORTING PERIOD OF		
	7/1/2009 throu	gh 9/30/2009	( Q3 )		
X					
Sig	nature	_	Date		
SIGNATURES REQUIRED FO	Candidate, Campaign Political Committees	Treasurer or Deputy Tre lous Existence 4)(c), F.S.) ittees	easurer (s. 106.07(5), F.S.) easurer (s. 106.07(5), F.S.)		
	here has been no activity in t	he account (no funds e	xpended or received) the filing of on the prescribed reporting date		

### 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

Click

Chapter Contributions

Enter Contributions

Enter Expenditures

Enter Distributions

Prepare Totals

Create Waiver Report

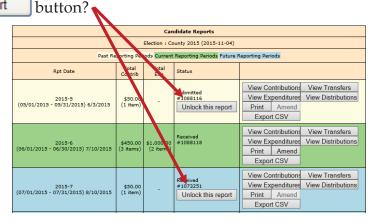
On the next page, click Create Final Report For Review

to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

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

### Why are some reports locked?

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



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

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

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



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



### How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel commaseparated 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.

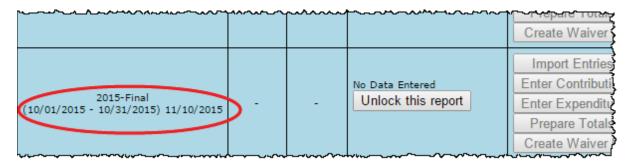
### The spreadsheet file contains this information:

- 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)

# 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.

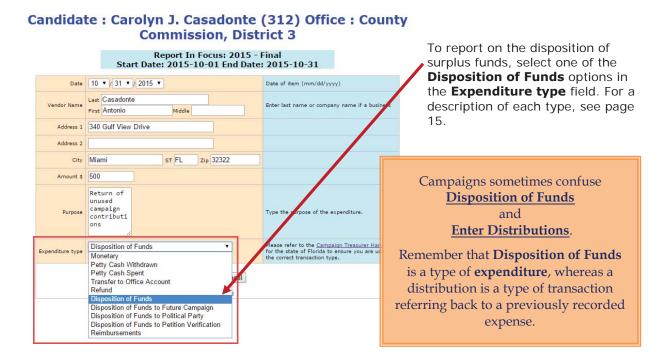
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2015-Final*, like the example here.



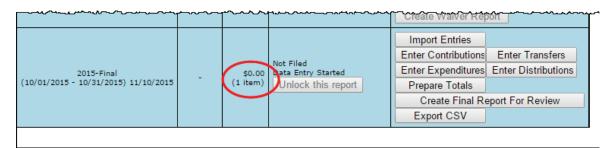
When it's time to file the termination report, its row will turn green.

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**.

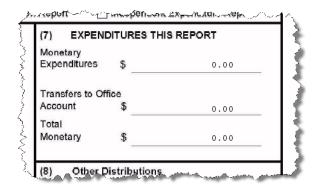


When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an "item."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

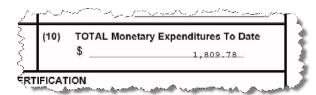


Preview the report and submit it as you have previous reports for the campaign.

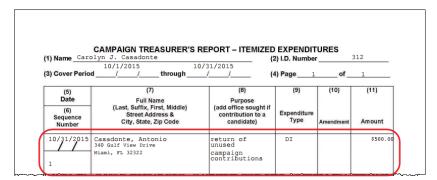
When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.



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

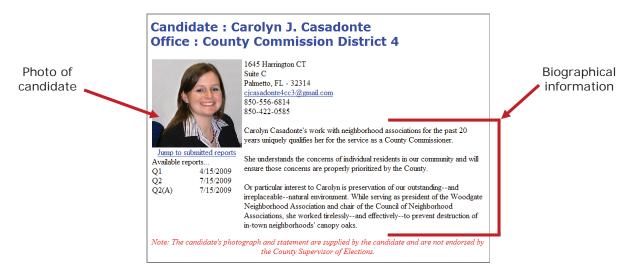


And it will appear on the Itemized Expenditure page with an expenditure type of DI.

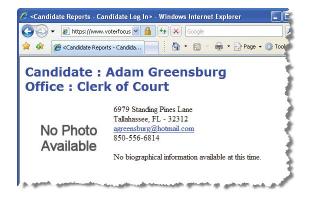


# How do I enter a photo and biographical info?

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:



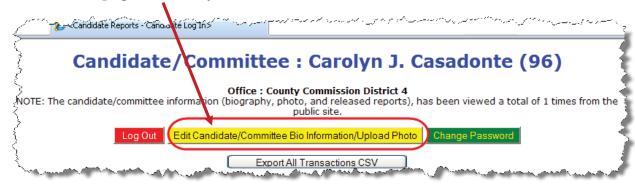
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

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.

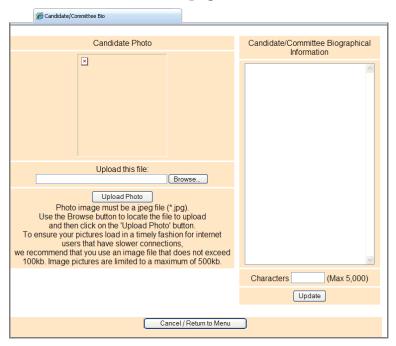
**Note** Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

#### To enter a photo:

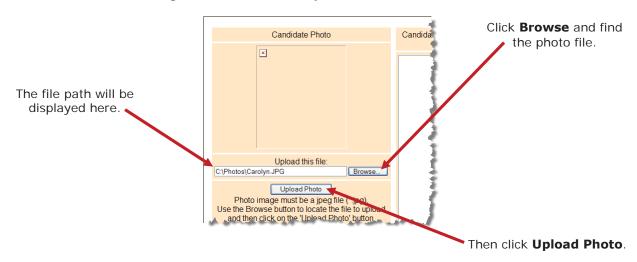
On the main page, click the yellow button.



to bring up the Candidate/Committee Bio page:



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



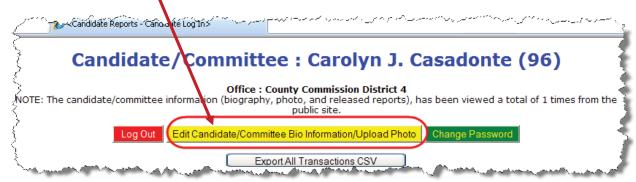
When the file has copied to the system, you'll see this message along with the photo file:



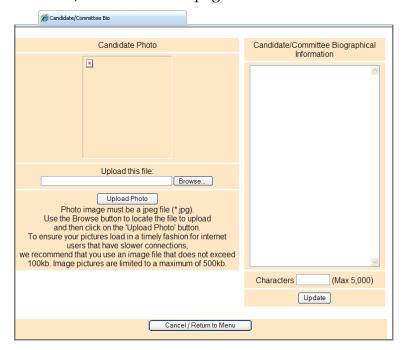
Click <u>Return to Main Menu</u> to return to the main page of the system.

#### To enter candidate or committee text:

On the main page, click the yellow button.

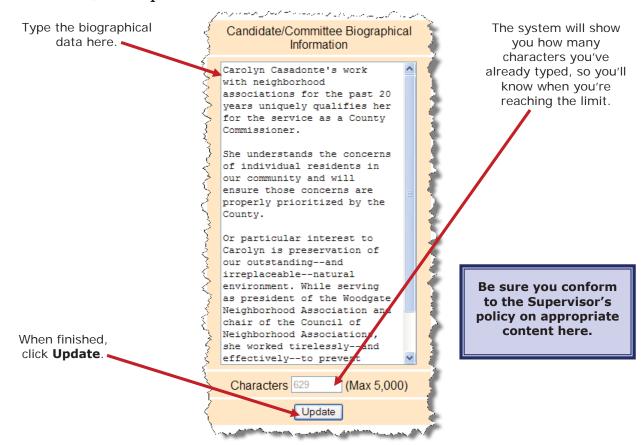


to bring up the Candidate/Committee Bio page:



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**.

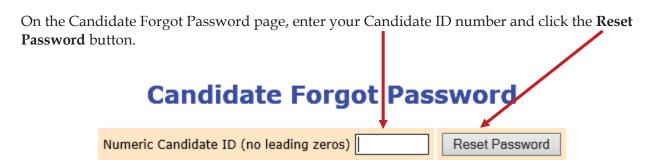


If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

### 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.





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



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:

### **Candidate Reset Password**



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

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:

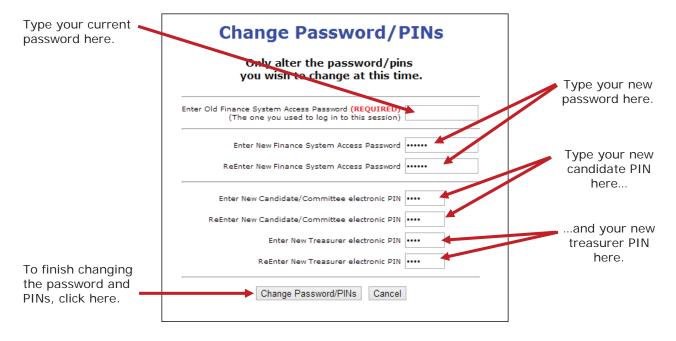


In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

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.



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



# **Campaign Contribution Limits**

### \$250 per Election per entity

- Clerk of Courts
- Sheriff
- Property Appraiser
- Tax Collector
- Supervisor of Elections
- County Commissioners
- City Commissioners

### \$1,000 per Election per entity

- Superintendent of Schools
- School Board
- County Judge
- Special Districts
- Community Development Districts

### **Contribution Types and Limits**

### **Types of Contributions:**

- In-Kind Anything of value made for the purpose on influencing an election
- Monetary includes checks, money orders, traveler's checks, credit cards, and debit cards
- Cash includes cash and cashier's checks
- Candidate to themselves
- Anonymous

### **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**

- All contributions must be deposited within 5 business days of RECEIPT.
- Collecting contributions in a government building is prohibited.
- May not collect contributions from foreign nationals who do not have a green card.

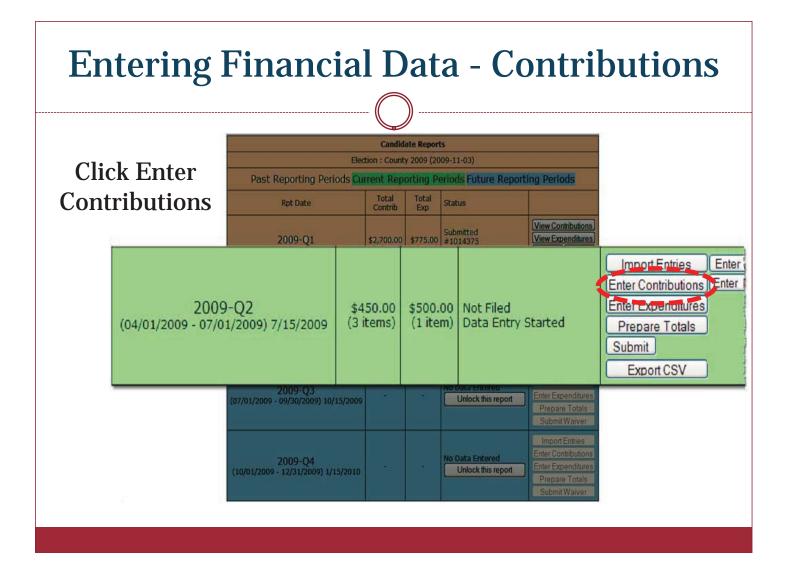
- May not solicit contributions from religious, charitable, or civic organizations.
- May not accept contributions within 5 days of an election containing their contest.
- May not collect contributions upon becoming unopposed, withdrawing, being elected, or defeated.

# **Reporting Contributions**

### Reporting requirements are the same regardless of the amount!

- Full Name
- Address
- Specific occupation or principle
   Business Type
- Amount
- Date the contribution was received

**Exception:** 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.



If no contributions have been entered this screen will appear

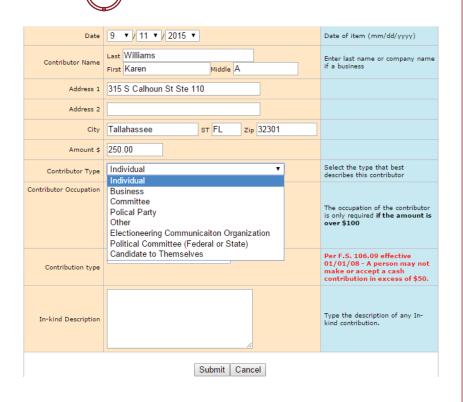


	Campaign Treasurer's Report - Itemized Contributions								
Election: 2017 Test Election (2017-11-07) Report Date: 2015-M9 (2015-09-01 - 2015-09-30) Add Contribution Fațum to Report List									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	9/11/2015	Karen A Williams 315 S Calhoun St Ste 110 Tallahassee, FL 32301	Candidate to Themselves	Government: Elections	Check			\$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

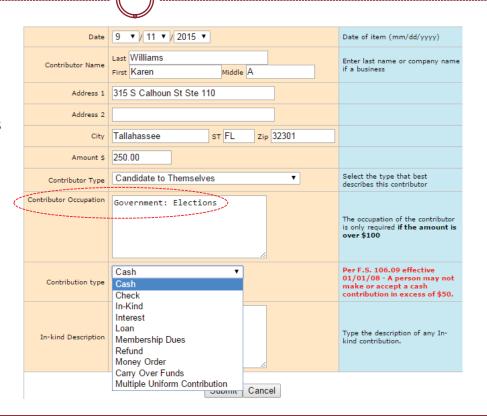
From either screen select the 'Add Contribution' link

Be sure to change the contributor type from the default, individual, if necessary.



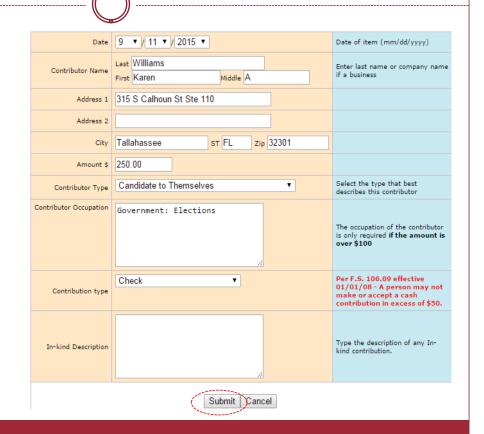
Contributor occupations are to be specific; for example, businessman is *not* permissible.

Be sure to change the contribution type from the default, cash, if necessary.



Once all the data has been entered in correctly, click submit

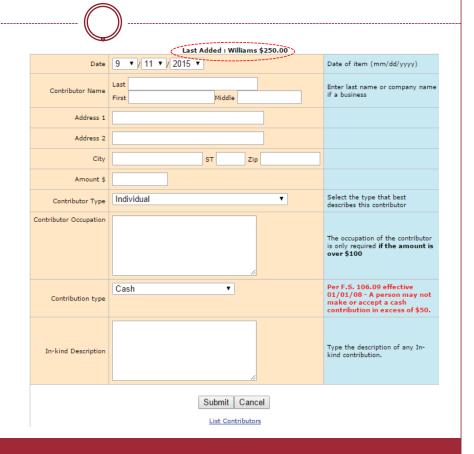
Note: If at anytime you would like to exit this screen click cancel



After submission, the screen will clear out the data and be ready for the next entry.

Submission can be confirmed via the 'Last Added' verbiage

If you are finished entering contributions click cancel





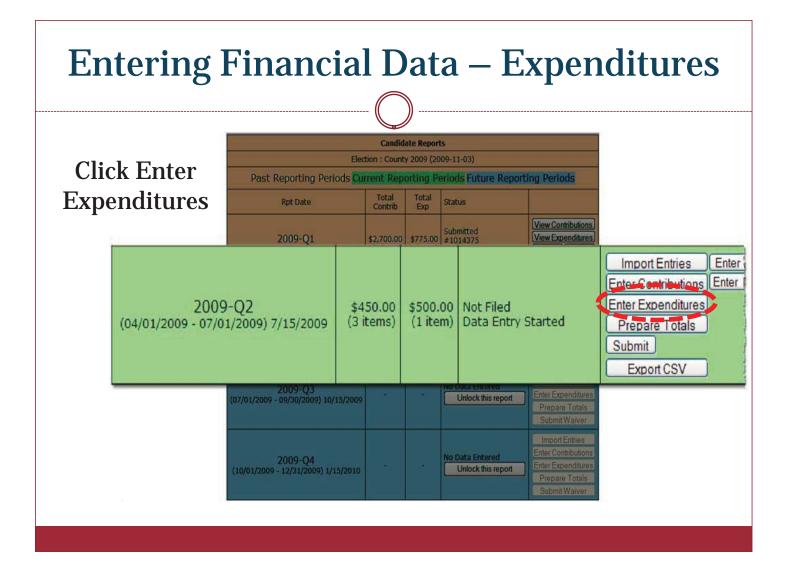
- ❖ Once cancel has been selected, you will be redirected to an itemized list of contributions.
- **❖** To return to the report list, or the homepage, click the Return to Report List link

# Campaign Expenditures

- All expenditures are to be paid by a check, or debit card, drawn on the campaign account. The use of credit cards is prohibited.
- Only the campaign treasurer or deputy treasurer may sign campaign 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





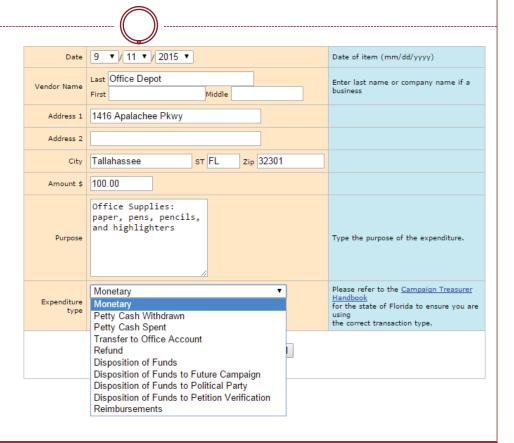
If no expenditures have been entered this screen will appear

If data has been entered an itemized listing will appear



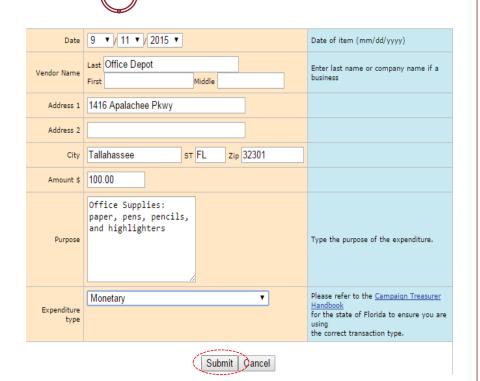
From either screen select the 'Add Expenditure' link

Be sure to change the expenditure type from the default, monetary, if necessary



Once all the data has been entered in correctly, click submit

Note: If at anytime you would like to exit this screen click cancel



After submission, the screen will clear out the data and be ready for the next entry.

Submission can be confirmed via the 'Last Added' verbiage

If you are finished entering expenditures click cancel

(Last Added : Office Depot \$100.00)								
Date	9 🔻 / 11 🔻 / 2015 🔻	Date of item (mm/dd/yyyy)						
Vendor Name	Last 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 <u>Campaign Treasurer Handbook</u> for the state of Florida to ensure you are using the correct transaction type.						
	Submit Cancel							



- ❖ Once cancel has been selected, you will be redirected to an itemized list of contributions.
- ❖ To return to the report list, or the homepage, click the Return to Report List link

# **Editing or Deleting Financial Data**



	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
Edit Delete	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								

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

### **Wavier Reports**

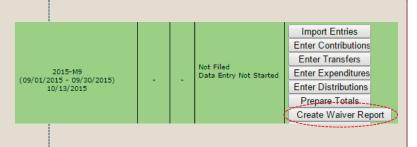
 The campaign must submit a report for every cover period, even if there has been no financial activity. • A wavier report must be filed if there is no financial activity.

Reporting Requirements

# **Waiver Reports**

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

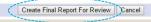
- Click Create Waiver Report
- 2. Click Create Final Report For Review
- 3. Assign PINs



#### **Create Final Report For Review**

Candidate : Karen Williams (405) Office : SOE Demo Report Period 09/01/2015-09/30/2015 Due Date 10/13/2015 Contributions \$0.00 Expenditures \$0.00 Transfers \$0.00 Distributions \$0.00

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and Treasurer using their respective electronic PIN.



# **Termination Reports**

Are due 90 days after becoming unopposed, withdrawing, being elected or defeated.

- The termination report should reflect the dissolution of campaign funds.
- When complete, the total contribution figure should equal the total expenditure figure.

Reporting Requirements

# **Termination Reports**

## **Campaign May Prior to disposing of funds:**

purchase "thank you" advertising
pay for items previously obligated
pay campaign account close-out costs

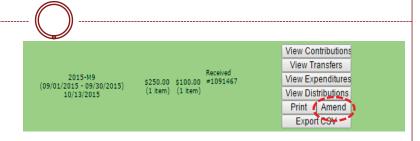
# **Termination Reports**

## **Disposition Options Under 106.141 F.S.:**

- Candidate may be reimbursed for previously reported campaign contributions and loans
- · Pay Elections office for petition verification if undue burden form was submitted
- Pay election assessment fee, if candidate qualified by petition
- Return contributions to all contributors on a pro-rata basis
- Give the funds to a Sec 501(C)(3) charitable organization
- Give the funds to the party of which the candidate was a member (not to exceed \$10,000)
- Give the funds to the political subdivision from which the candidate sought office

# Creating an Amended Report

- 1. Find the report you wish to amend on the list of reports (home screen after login).
- 2. Click 'Amend'
- 3. Click Create
- 4. There will now be an Amended Report on the list of reports



### **Amend Report**

Click Create to create an amended report for the 09/01/2015 - 09/30/2015 report. The amended report will appear in the report list below the original report.

Create



## **Amended Reports**

Click either Enter Contributions or Enter Expenditures based on the entry you need to amend or make additions to



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 Type Total In Kind S0.00

Total Monetary 50.00

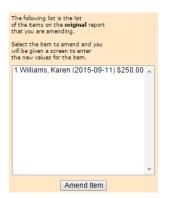
Add Contribution Return to Report List

Candidate: Karen Williams (405)

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

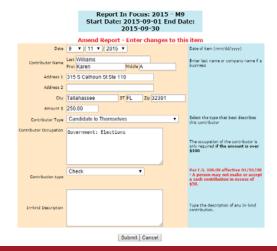
Follow the same process from the original report submission to manually enter new contributions or new expenditures

# Amending an Item from the Original Report



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

2. Make the necessary corrections and click 'Submit'



# Amending an Item from the Original Report

Once you click 'Submit' there should be *two* entries on the itemized page:

- 1. Delete
- 2. Add

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 I tem 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 Mor	netary	\$-50.00
							Tota	al	\$-50.00
Add Contribution Return to Report List									

Once you have finished making all the necessary amendments, follow the same Original Report submission process.

# **Petty Cash**

May Only Use For:	May Not Use For:
Office supplies	• Time,
• Transportation expenses	• Space,
• Other necessities	Or services from any communication media
	Campaign Finance

# **Petty Cash**

## **Petty Cash Withdraw**

- The campaign treasurer may withdraw \$100 per week after qualifying.
- Must report petty cash withdraws. This reflects the entry as an expenditure and deducts the amount on your report.

### **Petty Cash Spent**

- 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)

Campaign Finance

## Reporting Requirements

### Frequency of Treasurer Reports will increase as the Election get closer.

- Treasurer Reports are due the 10<sup>th</sup> day following the end of each calendar month.
- If the 10<sup>th</sup> day falls on a weekend or legal holiday the report will be due the following business day.
- Beginning the 60<sup>th</sup> day prior to the election, Treasurer reports will be due bi-weekly, on Fridays.
- Additional reports are due the 25<sup>th</sup> and 11<sup>th</sup> day prior to the election.

# **Reporting Requirements**

- All contributions and expenditures for the cover period must be reported.
- Both the Treasurer and Candidate must approve, by assigning their PIN, 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.

# Failure to File Treasurer's Report

## Failure to file a report will result in an automatic fine.

- \$50 per day, for the first three days (including weekends and holidays).
- \$500 per day for each day thereafter.
- \$500 per day for the report immediately preceding an election.
- The fine will not exceed 25% of the contributions or expenditures, whichever is greater.

All fines must be paid with *personal funds*, not campaign funds.

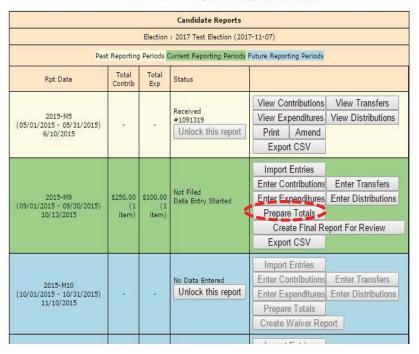
# Previewing the Treasurer's Report

**)** -----

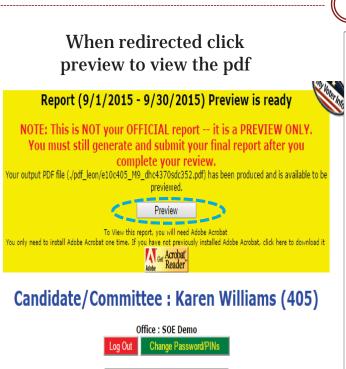
Help

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

To generate a PDF preview of your Treasurer Report before submission click Prepare Totals



# Previewing the Treasurer's Report



Export All Transactions CSV

	CAMPAIGN TREASU	JRER'S REPORT SUMMARY
(1)	Karen Williams	OFFICE USE ONLY
	Name	
(2)	103 S Franklin Blvd Apt 2	[
	Address (number and street)	
	Tallahassee, FL 32301	
	City, State, Zip Code	
	Check here if address has changed	(3) ID Number: 405
(4)	Check appropriate box(es):	(
	Political Committee (PC)	
	☐ Electioneering Communications Org. (ECO) ☐ Party Executive Committee (PTY)	☐ Check here if PC or ECO has disbanded ☐ Check here if PTY has disbanded
	Independ	
	individual makii elecuc ring mmu tions;	
		/A_H-4_L+
	(5) Re	fiers
Cov	ver Period: F 9 / 1 / 2015	9 30 2015 Type: M9
⊠ (	Original Amendment	Special Election Report
(6)	Contributions This Report	(7) Expenditures This Report
		Monetary
Cas	sh & Checks \$ , , 250 . 00	Expenditures \$ , , 100 . 00
	A - S 00	Transferrate amount
	. 00	TI Martine 10



Office : SOE Demo
Log Out Change Password/PINs

Export All Transactions CSV

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

When the report is complete and you are ready to submit it, click 'Create Final Report for Review'

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)	No Data Entered	Import Entries Enter Contributions Enter Transfers Enter Expenditures Enter Distributions Preview Create Final Report For Review Export 6.5%			

When redirected, click 'Create Final Report for Review'

### **Create Final Report For Review**

Candidate: Karen Williams (405) Office: SOE Demo
Report Period 09/01/2015-09/30/2015 Due Date 10/13/2015
Contributions \$250.00 Expenditures \$100.00
Transfers \$0.00 Distributions \$0.00

Follow these steps

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and Treasurer using their respective electronic PIN.



#### Report created for your final review.

Preview Report Created: 2015-09-11 14:22:08 (Eastern)

Scroll down to see the report

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

#### Reporting Period: M9 (9/1/2015 - 9/30/2015)

#### **Electronic Signature PINs**

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

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

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

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

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

## Home Screen When Only One PIN Has Been Assigned

Candidate/Committee : Karen Williams (405)

Office: SOE Demo

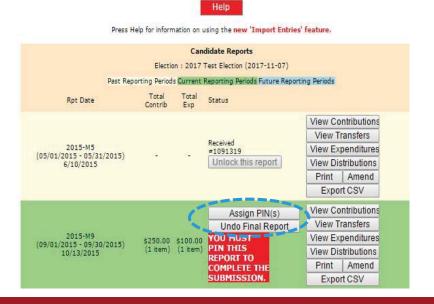
Export All Transactions CSV

Change Password/PINs

Log Out

Whoever has not assigned their PIN has two options:

- Assign their PIN to submit the report
- 2. Undo Final Report and make changes- both PINs will have to be reassigned if the final report is undone





### Enter PIN and click 'Assign PIN'

#### **Electronic Signature PINs**

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

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

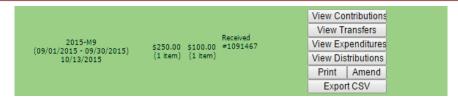
If you do not want to assign a PIN at this time, click Later

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

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

#### Candidate/Committee: Karen Williams (405)





### **Submitted Report Notes:**

- Once the Treasurer's Report has been submitted, no changes can be made to the original report. After submission, any alterations must be made with an Amended Report
- By assigning your PIN, you are affirming the accuracy and completeness of the information contained in the report
- Once the report is received by our office, the information will be available online
- If you received an anonymous contribution, you must provide a letter explaining that the contribution is anonymous and impossible to return within 10 days of submitting the report