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CANDIDATE / SLATE OF CANDIDATES
ELECTION FINANCE STATEMENT - COVER PAGE
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- BOX 1 Candidate/Slate:** Enter the name of the candidate. For a slate of candidates, enter only the last names of the two slate members.
- Committee:** Enter the name of the campaign committee, if applicable.
- Date of Birth:** Enter the Month/Day/Year the candidate was born. For a slate of candidates, list only the date of birth of the candidate for Governor.
- KREF Filer #:** Enter the KREF filer number assigned by the Registry.
- Office Sought:** Enter the name of the office sought as shown on the campaign filing papers.
- District/Division:** Enter the district or division number, if applicable.
- County of Residence:** Enter the county name of the candidate’s main residence. For a slate of candidates, enter only the county of residence of the candidate for Governor.
- Political Party:** Enter the name of the political party affiliated with the campaign.
If non-partisan, list N/A.
- BOX 2** Enter the complete mailing address for the campaign along with a daytime telephone number and email address. Please check the box if any of this information has changed since your last filing.
- BOX 3** Enter the name and complete mailing address for the treasurer along with a daytime telephone number and email address. Please check the box if any of this information has changed since your last filing.
- BOX 4 This Statement Covers:** Enter the beginning and ending date for this statement. These dates should be consecutive from one report to the next and should **NOT** overlap (i.e., if you ended the last report on the 14th of the month, this report would start on the 15th of the month)
- BOX 5 Date of Election:** Enter the Month/Day/Year of the election covered by this statement.
- Statement relates to:** Check one of the four boxes to identify the election pertinent to this report.
- BOX 6 Type of statement:** Check one of the boxes to identify the type of statement being filed.

For the final campaign finance report, also check box “h” and fill in the Month/Day/Year the campaign account was closed and all campaign activity ceased.

For an amended report, check the appropriate box for the reporting period being amended and also check amendment box “i.”
- BOX 7 Not on Ballot or Unopposed:** If you are either not on the Ballot for this election or running unopposed, **and** will have no campaign activity (contribution/expenditures) for the election, check one of the boxes and complete the Cover Page and Summary Page only. This will terminate the campaign’s reporting requirements. Also check Box 6, Item h and enter the date.
- BOX 8 Verification:** The election finance statement must be signed and dated by either the candidate or the campaign treasurer. The name of the person signing the report must be printed or typed and that person must provide his/her authorized signature and indicate the Month/Day/Year the signature was applied.

Note that the election finance statement should only include information for the reporting period shown on the cover page. If the candidate or committee had no activity (receipts and/or expenditures) during the reporting period, complete the Cover Page and Summary Page only, checking the box “NO CHANGE SINCE LAST REPORT” on the Balance Statement portion of the Summary Page.

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SUMMARY PAGE

TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

RECEIPTS	
1a.	In Column 1, transfer the total itemized contributions from Schedule 1A, Item 4a.
1b.	In Column 1, transfer the total other receipts from Schedule 1A, Item 4c.
1c.	Record the number of <u>cash</u> contributions this period on space provided in Line 1c. In Column 1 record the total cash contributions from Schedule 1B. Individual cash contribution limit is \$100. (Note that any cash contributions which campaign records cannot attribute to a specific contributor by name and address must be classified as anonymous cash and must be reported as part of the total on Line 1d.)
1d.	Record the number of anonymous cash contributions this period in the space provided on Line 1d. Then enter the total anonymous contributions for this election in Column II. (Individual anonymous contribution limit is \$100 with a \$2,000 maximum aggregate. This information must come from the campaign's records.)
1e.	Record the number of unitemized contributions this period in the space provided on Line 1e, then in Column 1, enter the total of all unitemized (contribution by check of \$100 or less per election) monetary contributions. (This information must come from the campaign's records.)
1f.	Record the total PAC contributions from Schedule 1C, Item 4a
1g.	Record the total Executive Committee contributions from Schedule 1D, Item 3a.
1h.	Record the total Caucus Campaign Committee contributions from Schedule 1E, Item 3a.
2.	In Column 1, enter the sum total of all the above reported amounts. This figure is the total receipts for the period. In Column 2, enter the total receipts for this election.
IN-KIND CONTRIBUTIONS	
3a.	In the space provided, transfer the total itemized in-kind contributions from Schedule 1A, Item 4b. In Column 2, enter the total itemized in-kind contributions received for the election.
3b.	In the space provided, transfer the total PAC in-kind contributions from Schedule 1C, Item 4b. In Column 2, enter the total PAC in-kind contributions received for the election.
3c.	In the space provided, transfer the total Executive Committee in-kind contributions from Schedule 1D, Item 3b. In Column 2, enter the total executive committee in-kind contributions received for the election.
3d.	In the space provided, transfer the total Caucus Campaign Committee in-kind contributions from Schedule 1E, Item 3b. In Column 2, enter the total caucus campaign committee in-kind contributions received for the election.
EXPENDITURES	
4.	In Column 1, record the total expenditures for this period from Schedule 2A, Item 4. In Column 2 enter the total expenditures for this election.
DEBTS AND OBLIGATIONS	
5.	In the space provided, record the total debts owed by the candidate from Schedule 4A, Item 7.
BALANCE STATEMENT	
6.	Transfer the ending balance from the last report (ENTER -0- IF NO PREVIOUS REPORT)
7.	Transfer the total monetary receipts from Line 2, Column 1 of the Summary Page.
8.	Enter the total of Line 6 and Line 7.
9.	Transfer the total expenditure amount from Line 4, Column 1 of the Summary Page.
10.	Enter the total of Line 8 minus Line 9. This is the ending balance for this reporting period.

If this is the first election finance statement filed, copy the figures in Column 1 to Column 2.

For each subsequent election finance statement with activity, add the Column 2 figures of the prior statement with activity to the Column 1 figures of the current statement. The result is the total of Column 2 for the current statement. If no activity (receipts and/or expenditures) occurred during the reporting period, complete the Cover Page and Summary Page only, checking the box "NO CHANGE SINCE LAST REPORT" at the bottom of the Summary Page.

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ITEMIZED RECEIPTS
SCHEDULE 1A
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING SCHEDULE 1A:

- Receipts are required to be itemized when the cumulative contribution from an individual or contributing organization has exceeded \$100 during the course of an election.
- Refunds of receipts are recorded as “receipts adjustments” here on Schedule 1A and not as expenditures on Expenditures Schedule 2A.
- Refunds of amounts previously disbursed by the candidate are recorded as “expenditure adjustments” on Expenditures Schedule 2A, not as receipts on Schedule 1A.

BOX 1a Enter the name and complete address of each individual or contributing organization who has given more than \$100 per election.

BOX 1b Enter the contributor’s occupation and the name of the contributor’s employer, if applicable. (Be specific. If the contributor is self-employed, list the name under which the contributor is doing business. The term “businessman” is not acceptable.)

ADDITIONAL REQUIREMENTS ONLY FOR SLATES AND STATEWIDE CANDIDATES

Box 1c - If the contributor is married, list the contributor’s spouse’s name, occupation and employer.

Box 1d - List the marital status of the contributor (enter **S** for single or **M** for married).

BOX 2 Enter the date of receipt (Month/Day/Year) of each itemized contribution or other receipt.

BOX 3 Check one of the boxes to disclose which type of itemized receipt the campaign is reporting:

- *Direct from Candidate* for donations from the candidate to the campaign account.
- *Loan from Candidate* for a loan from the candidate to the campaign account.
- *Direct from a person or authorized entity* for a contribution received directly from an individual or contributing organization.
- *Fundraising Event* for a contribution received in conjunction with a campaign event.
- *In-Kind Contribution* for a non-monetary contribution exceeding \$100 received by the campaign.
- *Other* for a type of receipt other than those listed above along with a description of the “other” receipt.

BOX 4a Enter the amount of each monetary contribution.

BOX 4b Enter the fair market value of each in-kind contribution of goods, advertising, services, or discounts along with a detailed explanation of what was given in-kind. Be specific.

BOX 4c Enter the amount of each “other” receipt (such as interest on a checking account).

BOX 5 Enter the cumulative receipt total for the reported election cycle (which includes both monetary and in-kind contributions) from each itemized contributor as of the current contribution.

Subtotal each page of the schedule at the bottom of the page.

Total all pages of Schedule 1A on the last page of the schedule.

Record the totals from the last page of Schedule 1A to the appropriate lines in Column 1 of the Summary Page.

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CASH (ONLY), ANONYMOUS & UNITEMIZED RECEIPTS
SCHEDULE 1B
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

CASH RECEIPTS

(Individual cash contribution limit is \$100 per election. Cash receipts are attributable to a specific donor while anonymous receipts are not.)

Enter the **date** of receipt of cash contribution in Column 1.

Enter the **number** of cash contributions received on that date in Column 2.

Enter the **amount** of cash contributions received on that date in Column 3.

ANONYMOUS RECEIPTS

(Anonymous contribution limit is \$100 per contribution. Anonymous receipts are limited to \$100 per contributor up to a maximum aggregate limit of \$2,000 per election.)

Enter the **date** of receipt of anonymous contribution in Column 1.

Enter the **number** of anonymous contributions received on that date in Column 2.

Enter the **amount** of anonymous contributions received on that date in Column 3.

UNITEMIZED RECEIPTS

(Unitemized contributions by check of \$100 or less per contributor, per election)

Enter the **date** of receipt of unitemized contribution in Column 1.

Enter the **number** of unitemized contributions received on that date in Column 2.

Enter the **amount** of unitemized contributions received on that date in Column 3.

Enter the subtotal for each column, and subtotal each Schedule 1B that you complete.

Total all completed Schedule 1Bs and enter the "Total # of Contributors," and "Total Contributions this Period" for Cash,- Anonymous and Unitemized on the bottom of the last Schedule 1B.

Record the "Total # of Cash Contributors" and "Total Cash Contributions this Period," to Line 1c of the Summary Page.

Record the "Total # of Anonymous Contributors" and "Total Anonymous Contributions this Period," to Line 1d of the Summary Page.

Record the "Total # of Unitemized Contributors" and "Total Unitemized Contributions this Period," to Line 1e of the Summary Page.

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PAC RECEIPTS
SCHEDULE 1C
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

BOX 1 Enter the full name and complete address of the PAC. (Enter the official name of the PAC and not an acronym the PAC may be known to use.)

BOX 2 Enter the major business, social, or political interest represented by the PAC.

BOX 3 Enter the date of receipt (Month/Day/Year) of the PAC monetary or in-kind contribution.

BOX 4a Enter the amount of each PAC monetary contribution.

BOX 4b Enter the fair market value of each PAC in-kind contribution of goods, services, or discounts along with a description of what was given in-kind by the PAC.

BOX 5 Enter the cumulative total (which includes both monetary and in-kind contributions) from each PAC as of the current contribution.

Subtotal each page of the schedule at the bottom of the page.

Total all pages of Schedule 1C on the last page of the schedule.

**Record the totals from the last page of this schedule to the appropriate lines (1f or 3b)
in Column 1 of the Summary Page.**

Be aware that permanent committees affiliated by by-law structure or by registration are considered as one (1) committee for the purposes of applying contribution limits.

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EXECUTIVE COMMITTEE RECEIPTS
SCHEDULE 1D
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

BOX 1 Enter the full name and complete address of the executive committee.

BOX 2 Enter the date of receipt (Month/Day/Year) of the itemized executive committee monetary or in-kind contribution.

BOX 3a Enter the amount of the itemized executive committee monetary contribution.

BOX 3b Enter the fair market value of each in-kind contribution of goods, services, or discounts along with a detailed explanation of what was given in-kind by the executive committee.

BOX 4 Enter the cumulative total (which includes both monetary and in-kind contribution) from each executive committee as of the current contribution.

Subtotal each page of the schedule at the bottom of the page.

Total all pages of Schedule 1D on the last page of the schedule.

**Record the totals from the last page of this schedule to the appropriate lines (1g or 3c)
in Column 1 of the Summary Page.**

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CAUCUS CAMPAIGN COMMITTEE RECEIPTS
SCHEDULE 1E
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

BOX 1 Enter the full name and complete address of the caucus campaign committee.

BOX 2 Enter the date of receipt (Month/Day/Year) of the itemized monetary or in-kind contribution.

BOX 3a Enter the amount of the itemized caucus campaign committee monetary contribution.

BOX 3b Enter the fair market value of each in-kind contribution of goods, services, or discounts along with a description of what was given in-kind by the caucus campaign committee.

BOX 4 Enter the cumulative total (which includes both monetary and in-kind contributions) from each caucus campaign committee as of the current contribution.

Subtotal each page of the schedule at the bottom of the page.

Total all pages of Schedule 1E on the last page of the schedule.

**Record the totals from the last page of this schedule to the appropriate lines (1h or 3d)
in Column 1 of the Summary Page.**

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EXPENDITURES
SCHEDULE 2A
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TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

BOX 1 Enter the name and complete address of any person or business that receives a payment of more than \$25. If the payment is to an individual, Box 1 must also list the specific occupation of this person. If the contributor is self-employed, list the specific occupation name under which the individual is doing business. The term “businessman” is not acceptable. **Payment of any amount to a person for hauling voters must be made by check and itemized on this schedule.**

BOX 2 Enter the purpose of the expenditure. The purpose of an expenditure must be disclosed regardless of the amount. The purpose must be specific. **When a single payment is made for various types of expenses or reimbursements, each item of the total expense must be described.**

BOX 3 Enter the date of the expenditure. The date an expenditure is made must be disclosed regardless of the amount.

BOX 4 Enter the amount of the expenditure. The amount of an expenditure must always be disclosed and any expenditure in excess of \$25 must be made by check.

Subtotal each page of the schedule at the bottom of the page.

Total all pages of Schedule 2A on the last page of the schedule.

Record the “Total This Period” from the last page of this schedule to Line 4 on Column 1 of the Summary Page.

When the campaign receives a refund from an amount previously paid, it should be shown on this statement as an “expenditure adjustment” and not on Schedule 1A as an “other receipt.” The amount of the refund is subtracted from expenditures so the campaign’s cumulative expenditures are not overstated on the Summary Page.

The campaign’s repayment of a candidate loan is reported as a “receipts adjustment” on Schedule 1A, and is not reported as an expenditure on Schedule 2A.

EVENTS
SCHEDULE 3A

TOP OF EVERY PAGE

- Enter the name of the candidate, slate of candidates, or committee.
- Enter the KREF filer number assigned by the Registry.
- Enter the time period this statement covers.

BOX 1 Enter the name of the person(s) sponsoring the event and the address where the activity was held.

BOX 2 Enter a description of the event or fundraising activity that took place (i.e., bean soup dinner, fish fry, etc.).

BOX 3 Enter the date the event was held. For events held over multiple dates, such as the sale of campaign paraphernalia, enter the beginning and ending dates.

BOX 4 Enter the total receipts for the event or activity. All event receipts must **also** be itemized or be included in unitemized, cash, or anonymous cash totals on the Summary Page.

BOX 5 Enter the total cost of the event. The costs associated with each event should **also** be included as expenditures on Schedule 2A or as in-kind contributions.

Each fundraising activity or event must be listed separately. This schedule must be filed with the Election Finance Statement covering the period in which the fundraising activity or event took place, and it is for informational purposes only. All receipts in excess of \$100 must be itemized, all PAC receipts must be itemized, and all other fundraising receipts must be reported in the appropriate Receipts Schedule and included in totals reported on the Summary Page. All costs incurred in connection with the fundraising activities or events must be included on Schedule 2A, or as an in-kind contribution on the appropriate Receipts Schedule.

An Event is a testimonial affair, dinner, luncheon, rally, or similar events, mass collections and the sale of items such as buttons, hats, ties, literature and similar materials. For sale of items, list the date the sales began through the date the sales ended in Box 3.

