



**Town of Clarkdale  
Candidate Checklist  
2016 Elections  
August 30, 2016 Primary  
November 8, 2016 General**

There are two seats with four year terms for Councilmember and one seat with a four year term for Mayor on the August 30, 2016 ballot. You must designate which position you are running for on the Statement of Organization or \$500 Threshold Exemption Statement AND the Nomination Petitions.

One of the following forms **MUST** be filed with the Town Clerk **BEFORE** receiving or expending money, circulating Nomination Petitions, or distributing campaign literature:

- **A Statement of Organization for Political Committees; or**
- **\$500 Threshold Exemption Statement, if you do not anticipate contributions or expenditures to exceed \$500**

(For additional requirements and restriction refer to A.R.S. 16-903)

The following items are contained in this packet:

- \$500 Threshold Exemption Statement
- Political Committee Statement of Organization
- Non-Partisan Nomination Petitions in English and Spanish (refer to A.R.S. 16-321 for information on completion of petitions)
- Nonpartisan Nomination Paper
- Financial Disclosure Statement Form in English and Spanish
- Campaign Finance Report Forms (these must be filed if you have established a Political Committee – please use this form as an original and make copies as needed for each reporting period)
- Notice of Large Contribution
- Political Committee Annual No Activity Report
- Political Committee No Activity Statement
- Political Committee Termination Statement
- Campaign Contribution Limits (this is provided by the Secretary of State’s Office)
- Campaign Finance Report Handbook of Instructions (this is provided by the Arizona League of Cities and Towns)
- Campaign Contributions and Expenses Handbook (this is provided by the Secretary of State’s Office, the most current copy has been provided)

**In order to be on the ballot, the following properly executed forms must be submitted to the Town Clerk for the official filing of your candidacy no earlier than May 2, 2016 and no later than 5:00 P.M. on June 1, 2016.**

- **Petitions containing at least 37 signatures and not more than 54 for either a four-year Councilmember term or for a four-year Mayoral Term.**
- **A Nominating Paper, Affidavit of Qualification and Campaign Finance Laws Statement (notarized).**
- **The Local Public Officer’s Financial Disclosure Statement (notarized).**

Please contact me if you have any questions: Kathy Bainbridge, Town Clerk, (928) 639-2445, [Kathy.bainbridge@clarkdale.az.gov](mailto:Kathy.bainbridge@clarkdale.az.gov)

Candidate packet received by: \_\_\_\_\_ Signature: \_\_\_\_\_

**Political Signs:**

- A. Political – (In Accordance with Arizona Revised Statute 16-1019):
1. Maximum size equals sixteen (16) square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two (32) square feet if the sign is located in any other area.
  2. Signs may be located on private property or in public right-of-way except state highways or routes subject to the following conditions:
    - a. The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act;
    - b. The sign contains the name and telephone number or website address of the candidate or campaign committee contact person;
    - c. Installation of a sign on any structure owned by the Town is prohibited.
  3. Said signs shall not be erected earlier than sixty (60) days prior to an election nor removed later than fifteen (15) days after an election.
  4. No political signs will be permitted in public right of way in “sign free zones” as adopted by the Town Council in accordance with Arizona Revised Statute (ARS 16-1019). See Section 7-14 for a map of the ‘Political Sign Free Zones’. Refer to the Town of Clarkdale web page for a copy of the Code and “Sign Free Zone” map.

For questions regarding political signs please contact the Community Development Department at 928-639-2500.

**POLITICAL COMMITTEE  
\$500 THRESHOLD EXEMPTION STATEMENT  
(REGISTRATION OR TERMINATION)**

Election Cycle (year) <p align="center">FALL 2015</p>		Election Cycle Dates <p align="center">* thru 11/23/2015</p>			COMMITTEE ID #
Name of Committee					
Address					
City	State	Zip Code	Phone Number	E-Mail Address	
Chairman Name		Chairman Phone Number		Chairman E-Mail Address	
Treasurer Name		Treasurer Phone Number		Treasurer E-Mail Address	
<input type="checkbox"/> Candidate Committee or Exploratory Committee		Name of Candidate			Office Sought
<input type="checkbox"/> Other Political Committee		Committee Type			

**COMMITTEE REGISTRATION**

**Date:** \_\_\_\_\_

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).
- We, the undersigned, have read all of the applicable laws relating to campaign finance and reporting pursuant to A.R.S. §16-902.01(B)(6) and certify, to the best of our knowledge and belief, that the information contained in this \$500 Threshold Exemption Statement is true, correct and complete.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**COMMITTEE TERMINATION**

**Date:** \_\_\_\_\_

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed \$500 for the named election cycle, that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. (Deadline to file termination 2/23/2016).

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**POLITICAL COMMITTEE  
\$500 THRESHOLD EXEMPTION STATEMENT  
(REGISTRATION OR TERMINATION)**

Election Cycle (year) <b>SPRING 2016</b>		Election Cycle Dates * <b>thru 6/6/2016</b>		COMMITTEE ID #	
Name of Committee					
Address					
City	State	Zip Code	Phone Number	E-Mail Address	
Chairman Name		Chairman Phone Number		Chairman E-Mail Address	
Treasurer Name		Treasurer Phone Number		Treasurer E-Mail Address	
<input type="checkbox"/> Candidate Committee or Exploratory Committee		Name of Candidate			Office Sought
<input type="checkbox"/> Other Political Committee		Committee Type			

**COMMITTEE REGISTRATION** Date: \_\_\_\_\_

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).
- We, the undersigned, have read all of the applicable laws relating to campaign finance and reporting pursuant to A.R.S. §16-902.01(B)(6) and certify, to the best of our knowledge and belief, that the information contained in this \$500 Threshold Exemption Statement is true, correct and complete.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**COMMITTEE TERMINATION** Date: \_\_\_\_\_

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed \$500 for the named election cycle, that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. (Deadline to file termination 9/6/2016.)

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**POLITICAL COMMITTEE  
\$500 THRESHOLD EXEMPTION STATEMENT  
(REGISTRATION OR TERMINATION)**

Election Cycle (year) <p align="center">FALL 2016</p>				Election Cycle Dates <p align="center">* thru 11/28/2016</p>		COMMITTEE ID #	
Name of Committee							
Address							
City		State	Zip Code	Phone Number	E-Mail Address		
Chairman Name			Chairman Phone Number		Chairman E-Mail Address		
Treasurer Name			Treasurer Phone Number		Treasurer E-Mail Address		
<input type="checkbox"/> Candidate Committee or Exploratory Committee			Name of Candidate			Office Sought	
<input type="checkbox"/> Other Political Committee			Committee Type				

**COMMITTEE REGISTRATION**

**Date:** \_\_\_\_\_

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).
- We, the undersigned, have read all of the applicable laws relating to campaign finance and reporting pursuant to A.R.S. §16-902.01(B)(6) and certify, to the best of our knowledge and belief, that the information contained in this \$500 Threshold Exemption Statement is true, correct and complete.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**COMMITTEE TERMINATION**

**Date:** \_\_\_\_\_

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed \$500 for the named election cycle, that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. (Deadline to file termination 2/27/2017).

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

CITY / TOWN OF \_\_\_\_\_

POLITICAL COMMITTEE

STATEMENT OF ORGANIZATION

Titles 16 & 19 Arizona Revised Statutes

Definitions, statutory references and important information on reverse.

Initial Registration

Out of State Committee

Amended Statement

			ID#	
NAME OF POLITICAL COMMITTEE			DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP
MAILING ADDRESS (If different from above)		CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS		
DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION?      YES      NO If yes, please provide the following information:				
NAME OF SPONSORING ORGANIZATION		TYPE OF ORGANIZATION		
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE		
<b>TYPE OF POLITICAL COMMITTEE - Please check only one box:</b>				
<input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE		<input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT MEETS BOTH CRITERIA:		
<input type="checkbox"/> SEPARATE SEGREGATED FUND (A.R.S. § 16-920 (A))		1. IS ORGANIZED, CONDUCTED OR COMBINED FOR THE PRIMARY PURPOSE OF INFLUENCING THE RESULTS OF ANY ELECTION; AND 2. KNOWINGLY RECEIVES CONTRIBUTIONS OR MAKES EXPENDITURES OF MORE THAN \$500 IN CONNECTION WITH ANY ELECTION DURING A CALENDAR YEAR.		
<input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT CIRCULATES PETITIONS IN SUPPORT OF THE QUALIFICATION OF A BALLOT MEASURE  Petition Serial Number -----		<input type="checkbox"/> POLITICAL ORGANIZATION (see A.R.S. § 16-823)		
<input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT CIRCULATE A RECALL PETITION		<input type="checkbox"/> EXPLORATORY COMMITTEE		
<input type="checkbox"/> POLITICAL PARTY (see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825)		<input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe)		
<input type="checkbox"/> CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01. (You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)				
EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).				
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS		CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION		CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS		CITY	STATE	ZIP
TREASURER'S OCCUPATION		TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

A POLITICAL COMMITTEE THAT ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION (A.R.S. § 16-902(C)). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

1 \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:  
(Office sought is optional for an Exploratory Committee.)

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE		CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS	
OFFICE SOUGHT			
DI'S OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP

CANDIDATE'S (or DESIGNATING INDIVIDUAL'S) STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf for the election in 2016.

Date: \_\_\_\_\_ Candidate's or D/I's signature: \_\_\_\_\_

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(86) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means any of the following:

- a) A candidate or a candidate's campaign committee.
- b) A separate, segregated fund established pursuant to section 16-920, subsection A, paragraph 3.
- c) An association or combination of persons that circulates petitions in support of the qualification of a ballot measure, question or proposition.
- d) An association or combination of persons that circulates a petition to recall a public officer.
- e) A political party.
- f) An association or combination of persons that meets both of the following requirements:
  - i. Is organized, conducted or combined for the primary purpose of influencing the result of any election in this state or in any county, city, town or other political subdivision in this state, including a judicial retention election.
  - ii. Knowingly receives contributions or makes expenditures of more than five hundred dollars in connection with any election during a calendar year, including a judicial retention election.
- g) A political organization.
- h) An exploratory committee.

The types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual acting alone, unless that individual is a candidate, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort begun by an individual and meets the definition of a "political committee" in A.R.S. § 16-901(19) under Arizona law, the committee must register pursuant to A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort to circulate petitions in support of the effort, the association of persons must register as a political committee.

# PRINTING INSTRUCTIONS

- 1. Print the Petition form on 8½ X 11inch paper.**
- 2. The second page (instructions for circulator) must be copied on the reverse side of the petition**

Instructions to print the PDF document:

NOTE: The following document represents what the Petition form should look like. Errors can be made when printing the document, so it is important to make sure you follow certain guidelines when printing.

1. Click “print” icon from the Adobe Product, not your browser
2. Check the printer “properties”
3. Orientation – Select “landscape”
4. Make sure that “fit to page” is **NOT** checked

### Nonpartisan Nomination Petition

Put optional photo  
here

I, the undersigned, a qualified elector of the county of \_\_\_\_\_, state of Arizona, and of \_\_\_\_\_ (here name political division or district from which the nomination is sought) hereby nominate \_\_\_\_\_ who resides at \_\_\_\_\_ in the county of \_\_\_\_\_ for the office of \_\_\_\_\_ to be voted at the \_\_\_\_\_ election to be held \_\_\_\_\_, and hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

Signature	Printed name	Actual residence address, description of place of residence, or Arizona post office box address, city or town	Date of signing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



### Petición para Nominación No Partidista

Es opcional colocar una fotografía aquí

Yo, el/la abajo firmante, elector/a calificado/a del condado de \_\_\_\_\_, estado de Arizona, y de \_\_\_\_\_  
 \_\_\_\_\_(Nombre de la división o el distrito político para la/el cual se busca la nominación aquí) por este medio nomino a \_\_\_\_\_  
 \_\_\_\_\_, quien reside en \_\_\_\_\_ en el condado de \_\_\_\_\_ para el  
 cargo de \_\_\_\_\_ en la votación de la elección \_\_\_\_\_ que se llevará a  
 cabo en \_\_\_\_\_, y en esto declaro que estoy calificado/a para votar para este cargo y que no he firmado y no firmaré cualquier  
 petición de nominación para más personas que el número de candidatos necesario para llenar dicho cargo en la siguiente elección. Más aún,  
 declaro que si opto por usar un apartado postal como domicilio en esta petición, el domicilio de mi residencia no ha cambiado desde la última  
 vez que lo reporté al registrador del condado con el propósito de actualizar el archivo de mi registro electoral.

Firma	Nombre en letra de molde	Domicilio donde reside, descripción de la residencia o apartado postal en Arizona, ciudad o pueblo	Fecha de la firma
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Instrucciones para las Personas Circulando las Peticiones

1. Todas las peticiones deberán ser firmadas por la persona circulándolas.
2. No se requiere que la persona circulando las peticiones sea residente de este estado pero de otra forma debe estar calificada para registrarse para votar en este estado, y si no es residente de este estado, deberá registrarse como persona circulando peticiones con la Secretaría del Estado.
3. El nombre de la persona circulando la petición deberá estar impreso o escrito en letra de molde bajo la firma de dicha persona.
4. Se deberá incluir en la petición el domicilio residencial de la persona circulándola, si no hay calles en el domicilio, una descripción de la ubicación de la residencia.

Yo, \_\_\_\_\_ una persona a quien no se requiere que sea residente de este estado pero que de otra forma está calificada para  
(Nombre en Letra de Molde)

registrarse para votar en el condado de \_\_\_\_\_, en el estado de Arizona, verifico por este medio que cada uno de los nombres en la petición fue firmado ante mi presencia en la fecha indicada; que a mi parecer, cada firmante fue un elector calificado viviendo en el domicilio provisto como su residencia en la fecha indicada.

\_\_\_\_\_  
Firma de la Persona Circulando la Petición

\_\_\_\_\_  
Nombre Impreso o en Letra de Molde de la Persona Circulando la Petición

\_\_\_\_\_  
Domicilio Real de la Residencia de la Persona Circulando la Petición  
(Si no hay calles en el domicilio, se deberá incluir en la petición una descripción de la ubicación de la residencia)

\_\_\_\_\_  
Ciudad o Pueblo y Código Postal



STATE OF ARIZONA

NONPARTISAN
NOMINATION PAPER
AFFIDAVIT OF QUALIFICATION
CAMPAIGN FINANCE LAWS STATEMENT
[A.R.S. §§ 16-311(B), 16-905(I)(5)]

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of \_\_\_\_\_ at the General Election to be held on \_\_\_\_\_.

I will have been a citizen of the United States for \_\_\_\_\_ years next preceding my election and will have been a citizen of Arizona for \_\_\_\_\_ years next preceding my election and will meet the age requirement for the office I seek and have resided in \_\_\_\_\_ County for \_\_\_\_\_ years and in precinct \_\_\_\_\_ for \_\_\_\_\_ years before my election.

I do solemnly swear (or affirm) that, at the time of filing, I am a resident of the county, district or precinct which I propose to represent, I have no final, outstanding judgments against me of more than an aggregate of \$1,000 that arose from failure to comply with or enforcement of ARS Title 16, Chapter 6, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek, having fulfilled the constitutional and statutory requirements for holding said office.

Actual residence address or description of place of residence (city or town) (zip)

Post Office Address (city or town) (zip)

Print or type your name on the following line in the exact manner you wish it to appear on the ballot. A.R.S. § 16-311(G). LAST NAME FIRST NAME

State of \_\_\_\_\_ ) CANDIDATE SIGNATURE
County of \_\_\_\_\_ )

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal) Notary Public
I have read all applicable laws relating to campaign financing and reporting.

CANDIDATE SIGNATURE

**LOCAL PUBLIC OFFICERS**  
**FINANCIAL DISCLOSURE STATEMENT**

**GENERAL INFORMATION**

1. Who should file a financial disclosure statement?

- A. The Mayor and each member of the City/Town Council (hereafter referred to as local public officers).
- B. Every candidate for mayor and councilmember.

2. Where should a financial disclosure statement be filed?

City/Town Clerk

\_\_\_\_\_

Address

\_\_\_\_\_

3. When should a financial disclosure statement be filed?

- A. By every incumbent local public officer on or before the 31st day of January of each year, covering the previous calendar year.
- B. By every local public officer appointed to fill a vacancy within 60 days following the filling of such vacancy, covering as his annual period the twelve-month period ending with the last full month prior to the date of taking office and thereafter on or before the 31st day of January of each year.
- C. By every candidate for local public officer at the time of filing of the candidate's nomination papers for the preceding twelve-month period.

4. Violations: Penalties - A.R.S. § 38-544.

Any local public officer or candidate for local public office who knowingly fails to file a financial disclosure statement required by an ordinance, rule, resolution or regulation of the City/Town, required by A.R.S. § 38-545, or who knowingly files an incomplete financial disclosure statement, or who knowingly files a false financial disclosure statement is guilty of a class 1 misdemeanor.

Any public officer, local public officer or candidate who violates this chapter is subject to a civil penalty of fifty dollars for each day of noncompliance but not more than five hundred dollars may be imposed as prescribed in A.R.S. § 16-924.

5. Definitions: Section 1 of Resolution No. \_\_\_\_\_.

- A. "Business" includes any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.
- B. "Compensation" means anything of value or advantage, present or prospective, including the forgiveness of debt.
- C. "Controlled business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a fifty percent interest.
- D. "Dependent business" means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a ten percent interest, and during the preceding calendar year the business received from a single source more than ten thousand dollars and more than fifty per cent of its gross income.

- E. "Gift" includes any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large.
- F. "Local public officer" means a person holding an elective office of the City/Town of \_\_\_\_\_.
- G. "Member of household" means a local public officer's spouse and any minor child of whom the local public officer has legal custody.

6. Amount or Value Categories

If an amount or value is required to be reported pursuant to this section, it is sufficient to report whether the amount or value of the equity interest falls within:

- A. CATEGORY 1 -One thousand dollars to twenty-five thousand dollars.
- B. CATEGORY 2 -More than twenty-five thousand dollars to one hundred thousand dollars.
- C. CATEGORY 3 -More than one hundred thousand dollars.

7. Information that is privileged or confidential by law need not be disclosed.





(1)	(2)	(3)	(4)
Name of Controlled Business (from Item 1 (d))	Goods or Services Provided by the Business	Goods or Services Provided to the Major Customer or Client (more than \$10,000 and 25% of Gross)	Business Activity of the Major Customer or Client, if a Business
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Use additional sheet if there is more than one such major customer or client of a controlled business.)

**4. INFORMATION ON DEPENDENT BUSINESS**

A "dependent business" is so-called because over half of its income is dependent on one major customer or client. A dependent business may also be a controlled business if the public officer or members of his household also own more than a fifty percent interest in the business. If a dependent business is listed as a controlled business under Item 3, it need not be listed in this item.

Describe the goods or services provided by the business, the goods or services provided to the major customer or client and the business activity if the major customer or client is a business.

**You Need Not List:**

- The identity of any customer or client.
- The amount of income from any customer or client.
- The activities of any customer or client which is not a business.

(1)	(2)	(3)	(4)
Name of Dependent Business (from Item 1 (d))	Goods or Services Provided by the Business	Goods or Services Provided to the Major Customer or Client (more than \$10,000 and 50% of Gross)	Business Activity of the Major Customer or Client, if a Business
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Use additional sheet if there is more than one such major customer or client of a dependent business.)



6. **REAL PROPERTY OWNERSHIP IN CITY/TOWN OF \_\_\_\_\_**

List all real property interests and real property improvements located in the City/Town of \_\_\_\_\_, including location and approximate size in which you, any member of your household or a controlled or dependent business held legal title or a beneficial interest at any time during the preceding calendar year, and the value, by category, of the equity in any such property.

If you or any member of your household or a controlled or dependent business acquired or divested any such interest during the preceding calendar year, disclose the transaction made and date that it occurred. If the controlled or dependent business is in the business of dealing in real property or improvements, disclosure need not include individual parcels or transactions, but the aggregate value of all such parcels.

**You Need Not List:**

- Your primary residence.
- Property used for personal recreation by you.
- Individual parcels and transactions, if a controlled or dependent business is a dealer in real property.\*

Location and Approximate Size of Realty in City/Town	Local Public Officer or Member of Household or Business from Items 3 or 4	Value of Equity by Category	Date Acquired or #Divested
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Business dealers in real property---state only name of controlled or dependent business and aggregate value of equity interests, by category number, of all parcels held during the year.

Name of Controlled or Dependent Business Dealer in Real Property	Aggregate Value of Equity Interests by Category #
_____	_____
_____	_____
_____	_____
_____	_____

7. **DEBTS; EXCEPTIONS**

List names and addresses of creditors for all debts in excess of \$1,000 owed by you or members of your household either in your own names or in the names of any other persons at any time during the preceding calendar year.

List names and addresses of creditors to whom a controlled or dependent business owed a debt of more than \$10,000 which was also more than 30 percent of the total business indebtedness at any time during the preceding calendar year.

If the debt was incurred or discharged during the year, list whether it was incurred or discharged and the date.

**You Need Not List:**

- Debts resulting from the ordinary conduct of a business other than a controlled or dependent business.
- Credit card transactions.
- Debts on residences or recreational property exempt from disclosure.
- Retail installment contracts.
- Debts on motor vehicles not used for commercial purposes.
- Debts secured by cash values on life insurance.
- Debts owed to relatives.
- Any amounts.

PERSONAL DEBTS OVER \$1,000

Name and Address of Creditor (or Person to Whom Payments Are Made)	Date Local Public Officer or Member of Household Owing the Debt	Incurred and/or Discharged
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS DEBTS OVER \$10,000 AND 30%

Name and Address of Creditor (or Person to Whom Payments Are Made)	Date Local Public Officer or Member of Household Owing the Debt	Incurred and/or Discharged
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. **DEBTORS**

List the name of the debtor for each debt in excess of \$1,000 owed at any time during the preceding calendar year to you and members of your household or to any other person for the use or benefit of the aforementioned persons.

List the name of the debtor for each debt exceeding \$10,000 owed to a controlled or dependent business which was also more than 30 percent of the total indebtedness to the business at any time during the preceding calendar year.

Give the amount of each debt by category number.

If the debt was incurred or discharged during the year, list whether it was incurred or discharged and the date.

**You Need Not List:**

Those debts owed to you or members of your household resulting from the ordinary conduct of a business other than a controlled or dependent business.

DEBTS OVER \$1,000 OWED TO YOU PERSONALLY

Name of Debtor	Local Public Officer or Member of Household to Whom Debt is Owed	Amount by Category #	Date Incurred and/or Discharged
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DEBTS OVER \$10,000 AND 30% OWED TO YOUR BUSINESS

Name of Debtor	Name of Controlled or Dependent Business to Whom the Debt is Owed (Business from Item 3 or 4)	Amount by Category #	Date Incurred and/or Discharged
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. **GIFTS**

List each source of any gift or accumulated gifts in excess of \$500 in value received during the preceding calendar year by you, members of your household or by any other person for the use or benefit of the aforementioned persons.

**You Need Not List:**

- Gifts received by will.
- Gifts received by intestate succession.
- Gifts received from intervivos (living) trusts established by a spouse or ancestor.
- Gifts received from testamentary trusts established by a spouse or ancestor.
- Gifts received from any other member of the household or relatives to the second degree of consanguinity. (Parents, grandparents, siblings, children and grandchildren of the recipient.)
- Political campaign contributions if publicly reported as political campaign contributions.
- Amounts.

Name of Donor of Gifts over \$500

Local Public Officer or Member of Household---Recipient


10. **BUSINESS LICENSES**

List all business licenses issued, by the City/Town of \_\_\_\_\_ or by any other governmental agency which requires for its issuance the consideration of the application for such license by the \_\_\_\_\_ council of the \_\_\_\_\_ of \_\_\_\_\_, to, held by or in which you or any member of your household had an interest at any time during the preceding calendar year.

Type of License	Name in Which License is Issued	Local Public Officer or Member of Household Holding Interest, if Not Issued in Own Name	Type of Business	Location of Business

11. **LOCAL GOVERNMENT BONDS**

List all bonds, together with their value, issued by the City/Town of \_\_\_\_\_, any industrial development authority of such city or town or any nonprofit corporation organized or authorized by such city or town held at any time during the preceding calendar year by you or any member of your household, which bonds issued by a single entity had a value in excess of \$1,000.

If the bonds were acquired or divested during the year, list whether they were acquired or divested and the date.

Bonds Over \$1,000	Issuing Agency	Local Public Officer or Member of Household	Value by Category #	Date Acquired and/or Divested

**VERIFICATION**

I do solemnly swear that the foregoing Financial Disclosure Statement filed herewith is in all things true and correct and fully shows all information required to be reported by me pursuant to Resolution No. \_\_\_\_\_.

Signature of Affiant

\_\_\_\_\_

SUBSCRIBED and sworn to before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

## INFORMACION GENERAL

1. ¿Quién debería archivar una declaración de estado financiero?
  - A. El Alcalde y cada miembro del Concilio Municipal (de aquí en adelante referido como funcionario público local). (Vea definición 5.)
  - B. Cada candidato para funcionario público local.

2. ¿Dónde debería archivers una declaración de estado financiero?

SECRETARIO(A) MUNICIPAL

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3. ¿Cuándo debería archivers una declaración de estado financiero?
  - A. Por cada funcionario echado público local, en o antes del treinta-un día de Enero de cada año, cubriendo el año calendario previo.
  - B. Por cada funcionario público local nombrado a llenar una resulta, antes de 60 días siguiente al archivo de tal vacante, cubriendo como su período anual el período de doce meses terminado con el último mes completo antes de la fecha de tomar puesto y después en o antes del treinta-un día de Enero de cada año.
  - C. Por cada candidato para funcionario público local al tiempo de archivar los documentos de nominación de candidato por el período de doce meses anterior.
4. Violaciones: Penas E.R.A. 38-544.

Cualquier funcionario público local o candidato para funcionario público local quien falle archivar una declaración de estado financiero requerida por E.R.A. Sección 38-545, o quien hábilmente archiva una declaración de estado financiero falsa es culpable de una mala conducta clase 1.

Cualquier funcionario público local o candidato para funcionario público local quien infringe este capítulo está sujeto a penalidad civil de cincuenta dólares por cada día de incumplimiento pero no mas que quinientos dólares puede estar impuesto como prescrito en Sección 16-924.

5. Definiciones - Sección 1, Resolución número \_\_\_\_\_.
  - A. "Negocio" incluye cualquier empresa, organización, comercio, ocupación o profesión, sea o no sea operada como una entidad legal o para ganacia, incluyendo cualquier negocio, consorcio, corporación, compañía, ventura unida o propietario unico.
  - B. "Compensación" significa algo de valor o ventaja, presente o propectiva incluyendo el perdón de deuda.
  - C. "Negocio Controlado" significa cualquier negocio en el cual el funcionario público local o cualquier miembro de su familia tiene propiedad o empeño beneficioso, individualmente o combinado, con valor a más de cincuenta por ciento de interés.
  - D. "Negocio Dependiente" significa cualquier negocio en el cual el funcionario público local o cualquier miembro de su familia tiene propiedad o empeño beneficioso, individualmente o combinado, con valor a más de diez por ciento de interés, y durante el año calendario anterior el negocio recibio de un solo manantial más de diez mil dólares y más de cincuenta por ciento de sus entradas totales.
  - E. "Obsequio" incluye cualquier propina, descuento especial, favor, hospitalidad, servicio, oportunidad economica, préstamo o otro beneficio recibido sin consideración equivalente y no proveido a miembros del público en libertad.

F. "Funcionario Público Local" significa una persona poseyendo una oficina electiva de la Ciudad de \_\_\_\_\_.

G. "Miembro de Familia" significa la (el) esposa (o) y cualquier niño menor del cual el funcionario público local tiene custodia legal.

6. Categorías de Cantidad y Valor - Sección 2, Resolución número \_\_\_\_\_.

Si una cantidad o valor es requerido ser reportado de acuerdo con esta sección, es suficiente reportar si la cantidad o valor del interés equidad cae dentro:

A. CATEGORIA 1 -Mil dólares a veinticinco mil dólares.

B. CATEGORIA 2 -Más de veinticinco mil dólares a cien mil dólares.

C. CATEGORIA 3 -Más de cien mil dólares.

7. Información que es privilegiada o confidencial por ley no necesita ser revelada.

## DECLARACION DEL ESTADO FINANCIERA DE FUNCIONARIOS PUBLICOS LOCALES

Fecha \_\_\_\_\_

Para el año calendario \_\_\_\_\_

\_\_\_\_\_  
(o otra período, por favor especifique)

### 1. Información General

Escriba su nombre y dirección, y el nombre de cada miembro de su familia. También, escriba todos nombres bajo cuales usted y miembros de su familia hicieron negocio. Incluya negocios controlados y dependientes (vea definiciones) y indique si el negocio es controlado o dependiente o ambos.

- (a) Nombre del funcionario público local \_\_\_\_\_  
Dirección \_\_\_\_\_
- (b) Nombre de la esposa/esposo del funcionario público local \_\_\_\_\_  
\_\_\_\_\_
- (c) Miembros de su familia y/o otros personas que viven en su casa \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Nombres bajo cuales usted, su esposo/esposa y miembros de su familia (las personas escritas en (a), (b) y (c) encima) hicieron negocio.

Funcionario público local o miembro de familia	Nombre del negocio	Dirección del negocio	Negocio controlado y/o Dependiente
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 2. Compensación

Escriba los nombres y direcciones de todos sus patrones y todos otras procedencias de compensaciones en exceso de \$1,000 recibidos durante el año calendario anterior por usted, su esposo/esposa o miembros de su familia (aquellas personas escritas en 1 (a), (b), y (c) en la página 3), o recibidos por cualquier otra persona para el uso o beneficio de usted, su esposo/esposa o miembro de su familia. También, explique el tipo de negocio de cada patron y los servicios por cuales compensación fue recibida.

#### **No necesita mencionar:**

Ingresos para un negocio escrito en 1 (d), específicamente, aquellas procedencias individuales de compensación que constituyeron una porción del los ingresos brutos del negocio de cuales usted, o miembros de su familia derivaron compensación.





**5B. Relaciones Financieras**

Registre los nombres y direcciones de todos los negocios y sociedades de comercio en cual usted o cualquier miembro de su familia tuvo cargo o tuvo una relación fiduciaria en cualquier tiempo durante el año calendario anterior, junto con una descripción del puesto o relación.

A pesar de cualquier interés financiero, debería registrar todos los negocios y sociedades de comercio en cual usted o cualquier miembro de su familia es presidente, tesorero, secretario, o fideicomisario, etc. (Véase la definición de "negocio".)

Nombre y dirección del negocio o sociedad de comercio	Funcionario público local o miembro de familia	Descripción de puesto o relación
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. Interés en Propiedad en La Ciudad de**

Registre todos sus intereses en propiedad inmueble y mejoramientos de propiedad inmueble situados en la Ciudad de \_\_\_\_\_, incluyendo localización y tamaño aproximado en cual usted, cualquier miembro de su familia o un negocio controlado o dependiente tuvo título legal o un interés beneficiario en cualquier tiempo durante el año calendario anterior, y el valor, por categoría, de la equidad en cualquier tal propiedad.

Si usted o cualquier miembro de su familia o negocio controlado o dependiente adquirió o despojo tal durante el año calendario anterior, descubra la transacción hecha y la fecha en que ocurrió. Si el negocio controlado o dependiente está en el negocio de tratar en propiedad inmueble o mejoramientos, descubrimiento no necesita incluir paquetes individuales o transacciones, pero el valor agregado de todos tales paquetes.

**No necesita registrar:**

- Su residencia principal.
- Propiedad usada por usted para recreación personal.
- Paquetes individuales y transacciones, si el negocio controlado y dependiente es un comerciante en propiedad inmueble.\*

Localización y tamaño aproximado de bienes raíces situados en la Ciudad de _____	Funcionario público local o miembro de su familia o negocio de ítems 3 o 4	Valor de equidad por número de categoría	Fecha adquirida o despojada
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Comerciantes de negocio en propiedad inmueble – declare solamente el nombre del negocio controlado o dependiente y el valor agregado de intereses de equidad, por número de categoría, de todos los paquetes que tuvo durante al año.

Nombre del comerciante en propiedad  
inmueble de negocio controlado o  
dependiente

Valor agregado de  
intereses de equidad  
por numero de categoría

_____	_____
_____	_____
_____	_____
_____	_____

**7. Deudas;Excepciones**

Registre los nombres y direcciones de los acreedores para todas las deudas en exceso de \$1,000 debidas por usted o miembros de su familia ya sea en sus propios nombres o en los nombres de cualquier otras personas en cualquier tiempo durante el año calendario anterior.

Registre los nombres y direcciones de los acreedores a quién un negocio controlado o dependiente debió una deuda de más de \$10,000 que era también más de 30 por ciento de la deuda total del negocio a cualquier tiempo durante el año calendario anterior.

Si la deuda fue incurrida o descargada durante el año, registre si fue incurrida o descargada y la fecha.

**No necesita registrar:**

Deudas resultando de la conducta ordinaria de un negocio otro que un negocio controlado o dependiente.

Transacciones de carta de crédito.

Deudas en propiedad de residencia o recreación exentada de declaración.

Contratos de pagos parcial de venta por menor.

Deudas en vehículos de motor no usados para propósitos comerciales.

Deudas aseguradas por valores de fondos disponibles en seguro de vida.

Deudas debidas a parientes.

Cualquier cantidades.

**DEUDAS PERSONALES MAS DE \$1,000**

Nombre y dirección del acreedor (o la persona a quién son hechos los pagos)	Funcionario público local o miembro de la familia que debe la deuda	Fecha incurrida y/o descargada
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DEUDAS DE NEGOCIO MAS DE \$10,000 y 30%**

Nombre y dirección del acreedor (o la persona a quién son hechos los pagos)	Nombre del negocio controlado o dependiente (de ítem 3 o 4)	Fecha incurrida y/o descargada
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. **Deudores**

Registre el nombre del deudor para cada deuda en exceso de \$1,000 que durante cualquier tiempo del año calendario anterior fue debida a usted y miembros de su familia o a cualquier otra persona para el uso o beneficio de las personas susodicho.

Registre el nombre del deudor para cada deuda excediendo \$10,000 debida a un negocio controlado o dependiente que era también más de 30 por ciento de la deuda total al negocio a cualquier tiempo durante el año calendario anterior.

De la cantidad de cada deuda por número de categoría.

Si la deuda fue incurrida o descargada durante el año, registre si fue incurrida o descargada y la fecha.

**No necesita registrar:**

Aquellas deudas que se deben a usted o miembros de su familia resultando de la conducta ordinaria de un negocio otro que un negocio controlado o dependiente.

DEUDAS MAS DE \$1,000 DEBIDAS A USTED PERSONALMENTE

Nombre del deudor	Funcionario público local o miembro de familia a quién se le debe la deuda	Cantidad por número de categoría	Fecha incurrida y/o descargada
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DEUDAS MAS DE \$10,000 Y 30% DEBIDAS A SU NEGOCIO

Nombre del deudor	Nombre del negocio controlado o dependiente a quién se le debe la deuda (negocio de ítem 3 o 4)	Cantidad por número de categoría	Fecha incurrida y/o descargada
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. **Regalos**

Registre cada origen de cualquier regalo o regalos acumulados en exceso de \$500 en valor recibidos durante el año calendario anterior por usted, miembros de su familia o por cualquier otra persona para el uso o beneficio de las personas susodicho.

**No necesita registrar:**

Regalos recibidos por testamento.

Regalos recibidos por sucesión de intestado.

Regalos recibidos de combinaciones establecidas por un esposo (a) o antepasados durante su vida.

Regalos recibidos de combinaciones de testamentario establecidas por un esposo (a) o antepasados.

Regalos recibidos de cualquier miembro de la casa o pariente en el segundo grado de consanguinidad. (padres, abuelos, hermanos (as), niños y nietos del recipiente).  
 Contribuciones de campaña política si reportadas publicamente como contribuciones de campaña politica.  
 Cantidades.

El nombre del donador de regalos mas de \$500	Funcionario público local o miembro de familia – recipiente

10. **Licencias de Negocio**

Registre todas licencias de negocio expedidas por la Ciudad de \_\_\_\_\_, o por cualquier otra agencia gubernativa que requiera para su emisión la consideración de la aplicación para tal licencia por el Concilio Municipal de la Ciudad de \_\_\_\_\_, para, mantenida por o en cual usted o cualquier miembro de su familia tuvo un interés a cualquier tiempo durante el año calendario anterior.

Tipo de licencia	El nombre en cual la licencia esta expedida	Funcionario público local o miembro de familia que tiene interés si no expedida en su nombre	Tipo de negocio	Localización del negocio

11. **Bonos Del Gobierno Municipal**

Registre todos los bonos, juntos con sus valores, expedidos por la Ciudad de \_\_\_\_\_, la autoridad de desarrollo industrial de la Ciudad de \_\_\_\_\_, o por cualquier corporación de no beneficio organizada o autorizada por la Ciudad de \_\_\_\_\_, mantenidos en cualquier tiempo durante el año calendario anterior por usted o cualquier miembro de su familia, cuales bonos expedidos por una entidad sola tenían un valor en exceso de \$1,000.

Si los bonos fueron adquiridos o despojados durante el año, registre si fueron adquiridos o despojados y la fecha.

Bonos más de \$1,000	Agencia de emision	Funcionario público local o miembro de familia	Valor por número de categoría	Fecha adquiridos y/o despojados

**VERIFICACION**

Yo juro solemnemente que la declaración de Estado Financiero que aquí se registra es correcta en todo sentido y demuestra totalmente la información que se requiere de acuerdo con la Resolución numero \_\_\_\_\_.

Firma del declarante

\_\_\_\_\_

SUSCRITO y jurado ante mí por \_\_\_\_\_ este \_\_\_\_\_ día de \_\_\_\_\_ de, 20\_\_\_\_.

Notario Público

\_\_\_\_\_

Mi comisión expira:

\_\_\_\_\_

**DETAILED SUMMARY PAGE  
OF RECEIPTS AND DISBURSEMENTS**

2. ID#

1. Committee Name: \_\_\_\_\_  
 3. Report covering period from \_\_\_\_\_ Thru \_\_\_\_\_

RECEIPTS	COLUMN A THIS PERIOD	COLUMN B CAMPAIGN TO DATE
4. Contributions other than loans and in-kind:		
(a) Individuals - more than \$50 (Total from Schedule A)		
(b) Individuals - aggregate \$50 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		
20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.		
Type or Print Name of Treasurer		
Signature of Treasurer or Candidate or Designating Individual		Date

CONTRIBUTIONS more than \$50 - from INDIVIDUALS\*

SCHEDULE A

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE												
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR															
4a.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">LAST</td> <td style="width:33%;">FIRST</td> <td style="width:33%;">MI</td> </tr> <tr> <td colspan="3">STREET ADDRESS</td> </tr> <tr> <td>CITY</td> <td>STATE</td> <td>ZIP</td> </tr> <tr> <td>OCCUPATION</td> <td colspan="2">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER				
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STREET ADDRESS																
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CITY	STATE	ZIP														
OCCUPATION	EMPLOYER															
d.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">LAST</td> <td style="width:33%;">FIRST</td> <td style="width:33%;">MI</td> </tr> <tr> <td colspan="3">STREET ADDRESS</td> </tr> <tr> <td>CITY</td> <td>STATE</td> <td>ZIP</td> </tr> <tr> <td>OCCUPATION</td> <td colspan="2">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER				
LAST	FIRST	MI														
STREET ADDRESS																
CITY	STATE	ZIP														
OCCUPATION	EMPLOYER															
e.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">LAST</td> <td style="width:33%;">FIRST</td> <td style="width:33%;">MI</td> </tr> <tr> <td colspan="3">STREET ADDRESS</td> </tr> <tr> <td>CITY</td> <td>STATE</td> <td>ZIP</td> </tr> <tr> <td>OCCUPATION</td> <td colspan="2">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER				
LAST	FIRST	MI														
STREET ADDRESS																
CITY	STATE	ZIP														
OCCUPATION	EMPLOYER															
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A [If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]															

\*If contributions of \$50 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1.

CONTRIBUTIONS of \$50 or less - AGGREGATE TOTAL\*

SCHEDULE A-1

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4. Aggregate Total of Contributions of \$50 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
5. TOTAL THIS PERIOD [Transfer total to Detailed Summary Page, Line 4(b), Column A]		6. CUMMULATIVE TOTAL THIS CAMPAIGN TO DATE [Transfer total to Detailed Summary Page, Line 4(b), Column B]	

\*If contributions of \$50 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule.

# CONTRIBUTIONS FROM POLITICAL COMMITTEES

# SCHEDULE B

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	IDENTITY OF CONTRIBUTOR AND DATE RECEIVED			
4a	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B [If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]			

**CANDIDATE LOANS**

**SCHEDULE C**

1.	Committee Name	2. ID #		
3.	Report covering period from _____ thru _____			
4.	<b>LOANS MADE OR GUARANTEED BY CANDIDATE</b>	DATE RECEIVED	AMOUNT RECEIVED	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS FROM WHOM RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C [If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]			

# OTHER LOANS

# SCHEDULE C1

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	ALL OTHER LOANS	DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OR LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.			
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(a), Column A]			

EXPENDITURES FOR OPERATING EXPENSES\*

SCHEDULE D

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4b.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4c.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4d.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4e.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4f.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D [If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]		

\*Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit



# LOANS MADE BY REPORTING COMMITTEE

# SCHEDULE D-2

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	LOANS MADE BY THE REPORTING COMMITTEE	DATE LOAN MADE	AMOUNT OF THE LOAN
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 [Transfer total to Detail Summary Page Line 12, Column A]		

OFFSETS TO OPERATING EXPENSES \*

SCHEDULE D-3

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES		DATE REFUND RECEIVED	AMOUNT OF THE REFUND
NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 [If last page of Schedule D-3, [transfer total to Detailed Summary Page Line 17 Column A]		
*	Includes return of contributions made by reporting committee		

# REPAYMENT OF CANDIDATE LOANS

# SCHEDULE D-4

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

	REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detail Summary Page, Line 13(a), Column A]		

REPAYMENT OF ALL OTHER LOANS

SCHEDULE D-5

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	REPAYMENT OF ALL OTHER LOANS	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 [Transfer total to Detailed Summary Page, Line 13(b), Column A]		

# TRANSFERS TO OTHER POLITICAL COMMITTEES

# SCHEDULE D-6

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	TRANSFERS MADE BY THE REPORTING COMMITTEE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]		

# ANY OTHER DISBURSEMENT

# SCHEDULE D-7

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

	ANY OTHER DISBURSEMENTS	DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
4.	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 [Transfer total to Detailed Summary Page Line 15 Column A]		

# IN-KIND CONTRIBUTIONS and EXPENDITURES

# SCHEDULE E

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	IN-KIND CONTRIBUTIONS and EXPENDITURES	DATE	FAIR MARKET VALUE
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E [If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]		
6.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E [If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]		

DIVIDENDS, INTEREST, AND OTHER RECEIPTS

SCHEDULE F-1

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 [If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A		

OFFSETS TO CONTRIBUTIONS RECEIVED \*

SCHEDULE F-2

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED	DATE REFUND MADE	AMOUNT OF THE REFUND
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 [If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(E), Column A]		

\* Includes return of contributions received by reporting committee

# DEBTS AND OBLIGATIONS (Excluding Loans)

# SCHEDULE F-3

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	DEBTS AND OBLIGATIONS	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED				
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
5.	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 [Transfer total to Detail Summary Page Line 19, Column A]				

**POLITICAL COMMITTEE**  
**CITY OF \_\_\_\_\_**  
**CAMPAIGN FINANCE REPORT**  
**2015 August/November Regular Election**

FOR OFFICE USE ONLY

1. \_\_\_\_\_  
 Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone

2. \_\_\_\_\_  
 Sponsoring Organization or Candidate and office

\_\_\_\_\_

Name of Candidate and Office Sought (if applicable)

\_\_\_\_\_

E-Mail Address Fax #

3A. ID#

**4. REPORTING PERIOD** (Please check appropriate box)

**DUE BETWEEN**

- January 31 Report - For Period of \_\_\_\_\_\* thru December 31, 2014 ..... January 1, 2015 and February 2, 2015
- June 30 Report - For Period of January 1, 2015 thru May 31, 2015 ..... June 1, 2015 and June 30, 2015
- Pre-Primary Election Report - For Period of June 1, 2015 thru August 13, 2015 ..... August 14, 2015 and August 21, 2015
- Post-Primary Election Report - For Period of August 14, 2015 thru September 14, 2015 ..... September 15, 2015 and September 24, 2015
- Pre-General Election Report - For Period of September 15, 2015 thru October 22, 2015 ..... October 23, 2015 and October 30, 2015
- Post-General Election Report - For Period of October 23, 2015 thru November 23, 2015 ..... November 24, 2015 and December 3, 2015
- \*\*January 31, Report - For Period of November 24, 2015 thru December 31, 2016 ..... January 1, 2017 and January 31, 2017

5. SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		
5b Cash on Hand at the Beginning of this Reporting Period		
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]		

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).

\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

**POLITICAL COMMITTEE**  
**CITY OF \_\_\_\_\_**  
**CAMPAIGN FINANCE REPORT**  
**2016 March/May Regular Election**

FOR OFFICE USE ONLY

1. \_\_\_\_\_  
 Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone

2. \_\_\_\_\_  
 Sponsoring Organization or Candidate and office

\_\_\_\_\_

Name of Candidate and Office Sought (if applicable)

\_\_\_\_\_

E-Mail Address Fax #

3A. ID#

4. **REPORTING PERIOD** (Please check appropriate box) **DUE BETWEEN**

January 31 Report - For Period of \_\_\_\_\_ \* thru December 31, 2015. .... January 1, 2016 and February 1, 2016

Pre-Primary Election Report - For Period of January 1, 2016 thru February 25, 2016. .... February 26, 2016 and March 4, 2016

Post-Primary Election Report - For Period of February 26, 2016 thru March 28, 2016. .... March 29, 2016 and April 7, 2016

Pre-General Election Report - For Period of March 29, 2016 thru May 5, 2016. .... May 6, 2016 and May 13, 2016

Post-General Election Report - For Period of May 6, 2016 thru June 6, 2016. .... June 7, 2016 and June 16, 2016

\*\* January 31 Report - For Period of June 7, 2016 thru December 31, 2017. .... January 1, 2018 and January 31, 2018

5. SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		
5b Cash on Hand at the Beginning of this Reporting Period		
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]		

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).

\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

**POLITICAL COMMITTEE**  
**CITY OF \_\_\_\_\_**  
**CAMPAIGN FINANCE REPORT**  
**2016 August/November Regular Election**

FOR OFFICE USE ONLY

1. \_\_\_\_\_  
 Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone

2. \_\_\_\_\_  
 Sponsoring Organization or Candidate and office

\_\_\_\_\_

Name of Candidate and Office Sought (if applicable)

\_\_\_\_\_

E-Mail Address Fax #

3A. ID#

**4. REPORTING PERIOD** (Please check appropriate box)

**DUE BETWEEN**

- January 31 Report - For Period of \_\_\_\_\_\* thru December 31, 2015 ..... January 1, 2016 and February 1, 2016
- June 30 Report - For Period of January 1, 2016 thru May 31, 2016 ..... June 1, 2016 and June 30, 2016
- Pre-Primary Election Report - For Period of June 1, 2016 thru August 18, 2016 ..... August 19, 2016 and August 26, 2016
- Post-Primary Election Report - For Period of August 19, 2016 thru September 19, 2016 ..... September 20, 2016 and September 29, 2016
- Pre-General Election Report - For Period of September 20, 2016 thru October 27, 2016 ..... October 28, 2016 and November 4, 2016
- Post-General Election Report - For Period of October 28, 2016 thru November 28, 2016 ..... November 29, 2016 and December 8, 2016
- \*\*January 31, Report - For Period of November 29, 2016 thru December 31, 2017 ..... January 1, 2018 and January 31, 2018

5. SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		
5b Cash on Hand at the Beginning of this Reporting Period		
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]		

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).

\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

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## NOTICE OF LARGE CONTRIBUTION

**TO THE CITY/TOWN CLERK:**

Notice is hereby given to you that \_\_\_\_\_ (insert name of candidate or candidate's committee) has received a contribution of \$1000 or more from a single source less than 20 days before the election. This notice is being provided to you within 72 hours after receipt of the contribution.

**Date of Receipt:** \_\_\_\_\_

**Name of Contributor:** \_\_\_\_\_

**Amount of Contribution:** \_\_\_\_\_

\_\_\_\_\_  
Name of Candidate or Candidate's Committee

Date: \_\_\_\_\_

A.R.S. § 16-913.01. Additional reporting by candidate campaign committees; single contribution; civil penalty.

A. In addition to any other filings required by law, a candidate or a candidate's campaign committee shall give notice to the filing officer if the candidate or committee receives from a single source a contribution of at least one thousand dollars less than twenty days before the day of the election.

B. The notice prescribed by this section shall be filed within seventy-two hours after receipt of the contribution and shall include the date of receipt, the name of the contributor and the amount of the contribution. Contributions that are subject to the notice prescribed by this section shall be included in the next regular report filed pursuant to section 16-913. For the purposes of this section, the date of receipt of a contribution is the date the candidate's campaign committee obtains possession of the contribution.

C. A candidate's campaign committee that knowingly violates this section and a person who knowingly violates this section are liable in a civil action for a civil penalty of up to three times the amount improperly reported.

---

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**CITY / TOWN OF \_\_\_\_\_**  
**CANDIDATE 75 AD5 ⇨ B COMMITTEE**  
**ANNUAL NO ACTIVITY STATEMENT**

1.

---

Full Name of Committee

---

Address

---

City	State	ZIP Code	Phone Number	Email Address
------	-------	----------	--------------	---------------

2. 

---

 Candidate and Office

3. ID#
--------

The above named candidate's & } committee will remain active due to outstanding debts and does not intend to receive any contributions or make any expenditures during the year \_\_\_\_\_. If the candidate's & } committee does receive any contributions or make any expenditures during the year indicated above, the committee shall report as prescribed by A.R.S. § 16 -913(B)(C).

I, \_\_\_\_\_, certify under penalty of perjury, that this  
(Name of Treasurer or Candidate – Printed)  
statement pursuant to A.R.S. § 16-913(l) is true and complete.

---

Signature of Treasurer or Candidate

**THIS REPORT MAY BE FILED NO LATER THAN JANUARY 31 BY A CANDIDATE'S 75 AD5 ⇨ B COMMITTEE THAT REMAINS ACTIVE AFTER AN ELECTION DUE TO OUTSTANDING DEBTS.**

CITY OF \_\_\_\_\_
POLITICAL COMMITTEE
NO ACTIVITY STATEMENT

1. Full Name of Committee
Address
City ZIP Code County Phone Number

2. Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. REPORTING PERIOD DUE BETWEEN
(Please check appropriate box)

- January 31 Report - For Period of ... January 1, 2015 and February 2, 2015
June 30 Report - For Period of January 1, 2015 thru May 31, 2015 ... June 1, 2015 and June 30, 2015
Pre-Primary Election Report - For Period of ... August 14, 2015 and August 21, 2015
Post-Primary Election Report - For Period of ... September 15, 2015 and September 24, 2015
Pre-General Election Report - For Period of ... October 23, 2015 and October 30, 2015
Post-General Election Report - For Period of ... November 24, 2015 and December 3, 2015
\*\* January 31, Report - For Period of ... January 1, 2017 and January 31, 2017

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).
\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

I, \_\_\_\_\_, upon my oath and under penalty of perjury, say that this political committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and complete.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature of Candidate or Treasurer

CITY OF \_\_\_\_\_
POLITICAL COMMITTEE
NO ACTIVITY STATEMENT

1. \_\_\_\_\_
Full Name of Committee
\_\_\_\_\_
Address
\_\_\_\_\_
City ZIP Code County Phone Number

2. \_\_\_\_\_
Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. REPORTING PERIOD
(Please check appropriate box)

DUE BETWEEN

- January 31 Report - For Period of
Pre-Primary Election Report - For Period of
Post-Primary Election Report - For Period of
Pre-General Election Report - For Period of
Post-General Election Report - For Period of
\*\*January 31, Report - For Period of

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).
\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

I, \_\_\_\_\_, upon my oath and under penalty of perjury, say that this political committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and complete.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature of Candidate or Treasurer

**CITY/TOWN OF \_\_\_\_\_  
POLITICAL COMMITTEE  
NO ACTIVITY STATEMENT**

1. \_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone Number

2. \_\_\_\_\_

Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

**4. REPORTING PERIOD DUE BETWEEN**  
(Please check appropriate box)

- January 31 Report - For Period of \_\_\_\_\_ \*thru December 31, 2015 . . . . . January 1, 2016 and February 1, 2016
- June 30 Report - For Period of January 1, 2016 thru May 31, 2016 . . . . . June 1, 2016 and June 30, 2016
- Pre-Primary Election Report - For Period of June 1, 2016 thru August 18, 2016 . . . . . August 19, 2016 and August 26, 2016
- Post-Primary Election Report - For Period of August 19, 2016 thru September 19, 2016 . . . . . September 20, 2016 and September 29, 2016
- Pre-General Election Report - For Period of September 20, 2016 thru October 27, 2016 . . . . . October 28, 2016 and November 4, 2016
- Post-General Election Report - For Period of October 28, 2016 thru November 28, 2016 . . . . . November 29, 2016 and December 8, 2016
- \*\* January 31, Report - For Period of November 29, 2016 thru December 31, 2017 . . . . . January 1, 2018 and January 31, 2018

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).  
 \*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

I, \_\_\_\_\_, upon my oath and under penalty of perjury, say that this political committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate or Treasurer

CITY / TOWN OF \_\_\_\_\_  
 POLITICAL COMMITTEE  
 TERMINATION STATEMENT

A.R.S. §§ 16-914 and 16-915.01

ID#
-----

NAME OF POLITICAL COMMITTEE			
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	
NAME OF SPONSORING ORGANIZATION OR CANDIDATE AND OFFICE			
ADDRESS OF SPONSORING ORGANIZATION	EMAIL ADDRESS AND FAX #		

Select the boxes that apply:

- A.  This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. § 16-913. We further certify that the political committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

The disposition of surplus monies was submitted on the campaign finance report filed on \_\_\_\_\_

The disposition of surplus monies is reported on the attached campaign finance report.

- B.  This committee has terminated its activities in the above-named jurisdiction. The undersigned chairman and treasurer hereby attest that it is the intent of this committee to remain active in other jurisdictions and that all remaining monies of this committee shall be used in other jurisdictions.

- C.  This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

Name of Committee \_\_\_\_\_ ID # \_\_\_\_\_

We, \_\_\_\_\_, \_\_\_\_\_, certify under  
Printed name of Chairman and Printed name of Treasurer

penalty of perjury that this statement of termination pursuant to A.R.S. § 16-914 is true and complete.

\_\_\_\_\_  
 Signature of Chairman

\_\_\_\_\_  
 Signature of Treasurer

# "Clean Elections Act"

## 2015-2016 Biennial Adjustments

Pursuant to A.R.S. § 16-959(A)

Participating Candidate Expenditure & Contribution Limits for 2016 Elections

<b>Office</b>	<b>Primary Election Spending Limits</b> A.R.S. §16-961(G)	<b>General Election Spending Limits</b> A.R.S. §16-961(H)	<b>Maximum Independent Expenditure Limit</b> A.R.S. §16-941(D)	<b>Maximum Early Contributions (Aggregate)</b> A.R.S. §16-945(A)(2)	<b>Maximum Early Contributions (Individual)</b> A.R.S. §16-945(A)(1)	<b>Maximum Personal Contributions</b> A.R.S. §16-941(A)(2)
<b>Governor</b>	\$792,884	\$1,189,326	\$720	\$57,200	\$160	\$1,420
<b>Secretary Of State</b>	\$205,454	\$308,181	\$720	\$51,364	\$160	\$1,420
<b>Attorney General</b>	\$205,454	\$308,181	\$720	\$51,364	\$160	\$1,420
<b>Treasurer</b>	\$102,711	\$154,067	\$720	\$25,678	\$160	\$1,420
<b>Superintendent Of Public Instruction</b>	\$102,711	\$154,067	\$720	\$25,678	\$160	\$1,420
<b>Corporation Commissioner</b>	\$102,711	\$154,067	\$720	\$25,678	\$160	\$1,420
<b>Mine Inspector</b>	\$51,371	\$77,057	\$720	\$12,843	\$160	\$1,420
<b>Legislature</b>	\$16,044	\$24,066	\$720	\$4,011	\$160	\$720

Other Adjustments of Concern to Committees

Late Filing Penalty A.R.S. §16-942(B)		Petty Cash Account Limits A.R.S. §16-948(C)	
Statewide	Legislative	Expenditure	Balance
\$440	\$160	\$160	\$1,420

Administrative Adjustments

Commissioner Per Diem Salary A.R.S. §16-955(G)	CCEC 2015-16 Calendar Year Spending Limit Coefficient A.R.S. §16-949(A)			
\$280	\$7			

# **Campaign Finance Reports Handbook of Instructions**

**Issued by The League of Arizona Cities and Towns / May 2015**



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Table: Current Election Cycle Campaign Contributions Limits

Title 16, Chapter 6, Article 1, Arizona Revised Statutes: Link to Title 16 provided by Arizona State Legislature (<http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=16>)



## NOTICE

This instruction handbook is intended to be a useful guide to Campaign Finance Reports. Every effort has been made to present accurate and reliable information; however, this handbook may contain some inadvertent errors. The League would appreciate your notifying our office of any inaccuracies by calling us at 602-258-5786, or by sending an e-mail to us at [league@azleague.org](mailto:league@azleague.org).

Users should take note that the information in this handbook should not be considered as having the same weight and authority as Arizona Revised Statutes and established court decisions or attorney general opinions. In the event any information conflicts, this handbook is not controlling, and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any manner relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

To assist candidates and campaign committees the League has included Chapter 6, Article 1 of Title 16 of the Arizona Revised Statutes at the end of this handbook. This includes all the principal state statutes on campaign finance.

### Quick Alphabetical Index to Campaign Finance Forms by Subject

Subject Heading	Secondary Subject Heading	Form
Cash on hand, total		Front, Detailed Summary
Contributions	Contributions, \$50 or less	Schedule A-1
	Contributions, from political committees	Schedule B
	Contributions, over \$50	Schedule A
	Contributions, refunds	Schedule F-2
	Contributions to other political committee	Schedule D-7
	Contributions, total	Front, Detailed Summary
	Cumulative contributions, over \$50	Schedule A
	Cumulative contributions, \$50 or less	Schedule A-1
Debts	Debt forgiven	Schedule A, Schedule B, or Schedule E
	Debts from a previous campaign	Front, Detailed Summary
	Debts, unpaid	Schedule F-3
Disbursements	Disbursements, Miscellaneous	Schedule D-7
	Disbursements, total	Front, Detailed Summary
Discounted or reduced price for goods		Schedule E, Schedule D
Dividends and interest receipts		Schedule F-1
Expenditures	For operating expenses	Schedule D
	Independent expenditures	Schedule D-1
Forgiven loans		Schedule F-2, Schedule A or Schedule B
Independent expenditures		D-1, Detailed Summary
In-Kind contributions and expenditures		Schedule E
Joint fundraising		Schedule D-6
Loans	Forgiven by contributor	Schedule F-2, Schedule A or Schedule B
	Loans by a candidate/family	Schedule C
	Other loans received from individuals/political committees	Schedule C-1
	Repayment of all other loans	Schedule D-5
	Repayment of loans by candidate	Schedule D-4
Offsets to contributions received		Schedule F-2
Operating expenses		Schedule D
Outstanding debts owed by committee		Schedule F-3
Personal monies	Personal monies, Loans received from candidate/family	Schedule C
Political Committees	Contributions from	Schedule B
	Political Committees, Loans from	Schedule C-1
Receipts		Front, Detailed Summary
Rebates and other offsets		Schedule D-3
Refunds to contributors		Schedule F-2
Repayment of loans by candidate		Schedule D-4
Repayment of all other loans		Schedule D-5
Returning in-kind goods		Schedule F-2
Surplus from a previous campaign		Schedule D-6
Surplus funds to charity		Schedule D-7
Transfers to other political committees		Schedule D-6

# Questions & Answers

## Who must file Campaign Finance Reports?

Once you file a Statement of Organization to register a political committee, the committee must file Campaign Finance Reports. In some situations, the committee may file a No Activity Statement. (See related question.)

## What is a political committee?

Any time two or more people work together to try to get an issue on the ballot, to recall a public official, or are organized for the primary purpose of influencing the result of an election and knowingly receive or spend more than \$500 for the election, they are a “political committee” under Arizona law. In addition, a candidate is considered a political committee if the candidate accepts contributions for an elected office. All committees must register with each jurisdiction in which they are active. There is an exemption from registration for a religious assembly or institution that does not spend a substantial amount of time or assets on influencing any federal, state or local legislation or any ballot issues. The exemption does not apply if such a group is formed for a candidate election.

A new law passed in 2015 removes the separate accounting requirements required for each election (primary and general) and only one committee must be formed for the election cycle.

## How do I register my committee?

Each political committee must file either a Statement of Organization or a \$500 Threshold Exemption Statement with the filing officer (for cities and towns, the city or town clerk) in each jurisdiction in which the committee will be active before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. If the committee intends to accept contributions or make expenditures of more than \$500, the committee must file a Statement of Organization and file Campaign Finance Reports. For those expending or receiving contributions of \$500 or less per election cycle, the committee must file the \$500 Threshold Exemption Statement. If you file the \$500 Threshold Exemption Statement, you do not need to file any Campaign Finance Reports until you receive or spend more than \$500. If you do receive or spend more than \$500, you must file a Statement of Organization within 5 business days of the day you first received or spent more than \$500, and you will have to start filing Campaign Finance Reports.

A committee that files the application for an initiative or referendum must either file a statement of organization or a \$500 threshold exemption statement. The \$500 threshold exemption statement does not apply to the committee which files the application for a recall petition. Such a committee must file a statement of organization prior to circulating recall petitions.

Committees active in more than one jurisdiction in this state that meet the requirements of A.R.S. §16-901 and §16-902.01 may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. Standing political committees file Campaign Finance Reports only with the Secretary of State’s office but must still file a copy of the Statement of Organization with each jurisdiction in which they are active.

## Does a candidate who does not raise any money have to file a campaign finance report?

If a candidate does not intend to raise or spend more than \$500 in the election cycle (combined primary and general election), the candidate may file a \$500 Threshold Exemption Statement (see related question). A candidate who raises or spends more than \$500 must designate a political committee. A.R.S. §16-903(A). Each political committee must file Campaign Finance Reports, setting forth receipts and disbursements. A.R.S. §16-913(A).

## When must I start filing Campaign Finance Reports? When can I stop?

When you have to begin filing reports depends on when you file your Statement of Organization. Your first Campaign Finance Report will be the required report for the reporting period during which you filed

your Statement of Organization. The filing officer can provide you with the reporting and filing periods that are applicable for your jurisdiction. Also, the schedule of reporting periods is on the front page of the Campaign Finance Report form. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. The law sets the time periods—you cannot change them for your own convenience. A.R.S. §16-913.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

### **What if my committee receives a large single contribution?**

Additional reporting is required if a candidate or candidate committee receives a single contribution of \$1,000 or more less than 20 days before an election. Notice must be filed with the city or town clerk within 72 hours of receipt of the contribution. The notice must include the date the contribution was received, the name of the contributor and the amount of the contribution. In addition to this special reporting, such contributions are to be included in the next regularly scheduled campaign finance report.

### **Who has to fill out the Campaign Finance Report? Who can sign it?**

Anybody can fill out the Campaign Finance Report, but the treasurer is responsible for making sure it is filled out correctly, and the treasurer must sign it. For a candidate's campaign committee or an exploratory committee, the candidate or the designating individual is also responsible for making sure the report is filled out correctly, and can sign instead of the treasurer. The treasurer who signs must be the treasurer you listed on the most recent Statement of Organization. **Filing an unsigned report, or a report signed by the wrong person, is considered a failure to file, according to Arizona law.**

### **Do I have to file all of the schedules?**

If you have a report to file, but nothing to report on a particular schedule, do not include that schedule with your report. The detailed summary page tells the filing officer that nothing has changed on that schedule since your last report, and it's a waste of paper and filing space to send in blank schedules.

### **What if I have nothing to report?**

The law allows the following statements to be filed in place of Campaign Finance Reports, in limited situations.

- **No Activity Statement:** If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money (not even your own) during the reporting period, you can file a No Activity Statement instead of the Campaign Finance Report. But you still have to file one for every reporting period – by the deadline – just as if you were filing Campaign Finance Reports. And you have to keep filing those No Activity Statements, if they are applicable, until you file your Termination Statement. A.R.S. §16-913(D).
- **Annual No Activity Statement:** This report is only for candidate campaign committees. If you have a candidate's campaign committee that remains open after an election because of outstanding debts, you can file an Annual No Activity Statement stating that your committee does not intend to receive any contributions or make any expenditures during the coming year. The Report must be filed by January 31 of each year for which it applies. You do not have to file any other No Activity Statements for that calendar year unless you have activity. If you receive any contributions or make any expenditures during the year, you must file Campaign Finance Reports. A.R.S. §16-913(E).

### **What is a contribution?**

A contribution is anything of value that your committee receives. When you report contributions, they fall in the following categories.

- **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug. When your committee receives a monetary contribution, you report receiving it on Schedule A, A-1 or B. When your committee gives a monetary contribution to another committee, you report giving it on Schedule D-7.
- **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made. When your committee receives a loan, you report it on Schedule C or C-1 (depending on who gave you the loan). When you pay back all or part of the loan, you report it on Schedule D-4 or D-5. When your committee makes a loan to another committee, you report that on Schedule D-2.
- **In-kind goods and services:** This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. In-kind contributions must be reported at their fair market value -- the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of getting the whole thing, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution. The use by a candidate's committee of a distinctive trade name, trademark or trade dress item, including a logo, that is owned by a business or other entity owned by that candidate or in which the candidate has a controlling interest is an in-kind contribution that must be reported. When your committee receives an in-kind contribution, report it on Schedule E. If your committee gives an in-kind contribution, report it on Schedule D-7.

### **Can a candidate accept contributions from foreign nationals?**

Federal law prohibits the acceptance of campaign contributions made by foreign nationals. It also prohibits acceptance of contributions in the name of another. 52 U.S.C. §§ 30121 and 30122.

### **Can a candidate accept contributions from a corporation or labor organization?**

It is unlawful for a corporation, limited liability company, or a labor organization to make any contribution of money or anything of value to a candidate's campaign committee or exploratory committee. In addition, candidate campaign and exploratory committees are prohibited from accepting money from corporations, limited liability companies or labor organizations. However, a 2010 law allows corporations and labor organizations to make independent campaign expenditures to support or oppose candidates or to contribute to an independent expenditure committee.

### **Is everything my committee receives considered a contribution?**

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported. The following are the most common examples. For a complete listing, please look at A.R.S. §16-901(5)(b).

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting only if the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") and the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance).
- The time your volunteers spend working on your campaign – stuffing envelopes, knocking on doors, calling voters, etc.
- The use of meeting places that are usually used for free, such as church recreation halls
- Up to \$100 of expenses for invitations, food and beverages, spent by an adult having a fundraiser for you only if the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages.
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account

## **How do I know if contribution limits apply to my committee?**

Limits on the contributions your committee can receive only apply to candidate campaign committees and exploratory committees. In other words, Arizona law sets a maximum amount that individuals and political action committees (PACs) can give to candidates and people exploring whether to run for office. The law sets one amount for local offices, which includes municipal, county, school and special district, and legislative offices, and a different amount for statewide offices. The limits are changed by the Secretary of State every two years, usually early in the odd-numbered years. The current Election Cycle Campaign Contribution Limits chart is included in this packet.

Contributions given by a minor are considered made by the child's parents.

There are no contribution limits for non-candidate elections such as those for initiative or referendum.

## **Who has access to Campaign Finance Reports?**

All filings are public records and are open to examination once they are filed.

## **So, if contribution limits apply to my committee, what does that mean?**

First of all, it means that your committee can only receive contributions from individuals (who are U.S. citizens), partnerships and from other PACs. For example, you can receive contributions from your next-door neighbor, from people at your child's school, from people you don't even know. And you can receive contributions from other PACs, such as a committee organized to support "good government," a committee formed for "clean air," District 25 Republicans – the possibilities are endless.

Second, it means that the amount you receive from individuals and other PACs is limited. The current Election Cycle Campaign Contribution Limits chart lists who can contribute to your committee (the column on the left) and how much (the third column from the left – "Local"). How much depends on whether your committee is about getting someone elected to a local office or a statewide office. The first three rows show you how much you can receive from an individual, another PAC, or an "upper limit" political committee (often called a SuperPAC). If you are not sure who the SuperPACs are, you can check the list on the Secretary of State's Internet website ([www.azsos.gov](http://www.azsos.gov)).

Third, there is no limit on the total amount, overall, you can receive from all individuals combined or from all PACs, excluding political parties.

## **But what about using my own or my family's money?**

If you are a candidate, or a member of the candidate's family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your candidate's campaign committee. The same thing is true for a designating individual and his or her family, making contributions to his or her exploratory committee – no limits on their contributions.

If you are going to contribute your own or your family's money, watch out for two things. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your "family members" to be your parents, your grandparents, your spouse, your children, your siblings, and the parents and spouses of those people. Any family contributions must be reported on Schedule A.

Second, keep track of the total amount of the contributions that come from you and the specified family members. (And remember – a loan is a contribution!)

Campaign assets paid for with a candidate's personal monies, including signs and similar promotional materials constitute a contribution under the law and must be reported as such by the candidate's campaign committee.

## **Okay! My Campaign Finance Report is done! Where do I file it?**

City or town candidates and political committees file with the city or town clerk in each jurisdiction in which the committee is registered. Standing Political Committees file only with the Secretary of State.

## **What are the deadlines for filing my report?**

The filing officer can provide you with the filing deadlines. The deadlines for filing your Campaign Finance Reports are also listed on the Front Summary Page of the Report form. The filing officer is not required to send reminder notices before the deadlines.

## **What if the filing deadline is on a Saturday, Sunday or legal holiday?**

If the legal filing deadline falls on a weekend or holiday, then your report is due on the next working day. For example, January 31, 2015 is on a Saturday, so reports are due on the next working day, February 2, 2015.

## **What is "on-time" filing?**

Your Campaign Finance Report is considered "on time" if:

- it is received by the filing officer by 5:00 p.m. on the due date for that report. It can be received through U.S. mail, by private delivery or courier service, or hand delivery.
- you send the report certified U.S. Mail, and the postmark is on or before the filing deadline.
- for private delivery or courier service, the date of receipt or confirmation is on or before the deadline. There are no substitutions for this: you cannot use your private postage meter instead of getting a U.S. post office postmark, nor can you use the date of acceptance by a private sector delivery or courier service.

Reports submitted by facsimile will not be accepted as filed until the signed original is received.

## **How is an infraction of the campaign finance law enforced?**

The filing officer will send one "Failure to File Notice" for any report which is due. A.R.S. §16-918(A). The notice will be mailed via certified mail within fifteen days after the filing deadline. A committee is liable for a late penalty of ten dollars for each business day the report is filed late. The filing officer cannot refuse to accept a late report unless there are unpaid penalties imposed by A.R.S. §16-924. A.R.S. §16-918(B). In addition, a committee may be liable for additional penalties up to \$25 a day for each day the report is late. A.R.S. §16-918(C).

Additionally, a candidate could potentially be disqualified from being a candidate for nomination or election, including state, county, city, town, school or special districts, paid or unpaid offices [A.R.S. §16-918(F)], for five years from the date the Campaign Finance Report was due. Failure to file violations will be referred to the appropriate county, city or town attorney for enforcement.

## **Can an extension of the due date be granted for a Campaign Finance Report filing?**

No. Arizona law does not provide filing officers any authority to give extensions. It is recommended that those individuals responsible for preparing and filing Campaign Finance Reports collect financial records and keep the records of receipts and expenditures current, and not wait until the last moment.

## **What must a candidate do when he or she mistakenly accepts a contribution that is over the limit?**

A candidate who mistakenly accepts a campaign contribution (monetary or in-kind) that exceeds the statutory limit must reimburse the donor. The reimbursement is recorded on Schedule F-2.

**Is it necessary to report whenever a candidate accepts free or discounted use of office space for campaign headquarters?**

The donation of property at no cost or at a cost which is less than its fair rental value must be reported as an in-kind contribution by the candidate. The value of the contributions of free or discounted office space is its fair rental value. Corporation, limited liability companies and labor organizations are not permitted to make contributions; therefore, a candidate is unable to accept free or discounted use of office space owned by corporations, limited liability companies or labor organizations. A.R.S. §16-919.

**Can a candidate's campaign committee transfer a debt or surplus monies to a subsequent campaign committee and terminate that committee?**

Yes. A.R.S. §§16-914(A) and 16-915.01.

## **CAMPAIGN FINANCE FORMS**

- ✓ Statement of Organization
- ✓ \$500 Threshold Exemption Statement
- Campaign Finance Report Summary Pages and Schedules
  - ✓ Front Summary Schedule
  - ✓ Detailed Summary Schedule
  - ✓ Schedule A - Individual Contributions Over \$50
  - ✓ Schedule A-1 - Aggregated Individual Contributions of \$50 or Less
  - ✓ Schedule B - Contributions from Other Political Committees
  - ✓ Schedule C - Candidate Loans
  - ✓ Schedule C-1 - Other Loans
  - ✓ Schedule D - Expenditures for Operating Expenses
  - ✓ Schedule D-1 - Independent Expenditures
  - ✓ Schedule D-2 - Loans Made By The Reporting Committee
  - ✓ Schedule D-3 - Offsets to Operating Expenses
  - ✓ Schedule D-4 - Repayment of Candidate Loans
  - ✓ Schedule D-5 - Repayment of Other Loans
  - ✓ Schedule D-6 - Transfers to Other Political Committees
  - ✓ Schedule D-7 - Any Other Disbursements
  - ✓ Schedule E - In-kind Contributions and Expenditures
  - ✓ Schedule F-1 - Dividends, Interest, and Other Receipts
  - ✓ Schedule F-2 - Offsets to Contributions Received
  - ✓ Schedule F-3 Obligations
- ✓ Period No Activity Statement
- ✓ Annual No Activity Statement
- ✓ Termination Statement
- ✓ Independent Expenditure Notification Form
- ✓ Registration Form for Corporations, Limited Liability Companies and Labor Organizations
- ✓ Notice of Large Contribution

## STATEMENT OF ORGANIZATION

### ✓ What to report on this form:

This statement must be filed by all political committees that intend to receive or spend more than \$500. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-903(A). Any change in the information contained on the Statement requires the filing of an amended Statement of Organization within five business days after the change. Candidates must form a single committee for the primary and general election. Contribution limits apply to each election cycle, the combination of the primary and general.

### ✓ How to complete this schedule:

- 1 At the top, complete the name and address and other identifying information pertaining to the committee.
- 2 In the appropriate block, give the name and address of the sponsoring organization, if applicable, along with the type of organization and the relationship to the committee. A.R.S. §16-902(B).
- 3 The type of committee must be indicated.
- 4 Each committee must have a chairman and a treasurer. Complete all information requested for each of these committee officers. Note: In the case of a candidate's campaign committee, the chairman and treasurer may be the candidate.
- 5 On the back of the form, the committee must list all banks, safety deposit boxes or other depositories used by the committee. Also provide the required candidate information if applicable.
- 6 The statement must be signed and dated by the candidate, or designating individual, the chairman and the treasurer.

### ✓ Practical tip:

- ◆ Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate (or, if an exploratory committee, the name of the individual who designated the committee, pursuant to A.R.S. §16-902).
- ◆ Remember that in the case of a committee that circulates petitions in support of the qualification of a ballot measure, the committee's name must include the petition serial number. If the petition serial number is not available at time of filing, an amended statement of organization must be filed within 5 days of receiving the petition serial number.
- ◆ Remember that if a committee has a sponsoring organization, the committee's name must include the name of the sponsoring organization.
- ◆ The committee ID will be assigned by the filing officer when the Statement is filed.

CITY / TOWN OF \_\_\_\_\_

POLITICAL COMMITTEE

STATEMENT OF ORGANIZATION

Titles 16 & 19 Arizona Revised Statutes

Definitions, statutory references and important information on reverse.

Initial Registration

Out of State Committee

Amended Statement

			ID#	
NAME OF POLITICAL COMMITTEE			DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP
MAILING ADDRESS (If different from above)		CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS		
DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION?      YES      NO				
If yes, please provide the following information:				
NAME OF SPONSORING ORGANIZATION		TYPE OF ORGANIZATION		
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE		
<p><b>TYPE OF POLITICAL COMMITTEE - Please check only one box:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE (primary or general)</p> <p><input type="checkbox"/> SEPARATE SEGREGATED FUND (A.R.S. § 16-920 (A))</p> <p><input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT CIRCULATES PETITIONS IN SUPPORT OF THE QUALIFICATION OF A BALLOT MEASURE</p> <p style="margin-left: 20px;">Petition Serial Number -----</p> <p><input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT CIRCULATE A RECALL PETITION</p> <p><input type="checkbox"/> POLITICAL PARTY (see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825)</p> </div> <div style="width: 48%;"> <p><input type="checkbox"/> AN ASSOCIATION OR COMBINATION OF PERSONS THAT MEETS BOTH CRITERIA:</p> <ol style="list-style-type: none"> <li>1. IS ORGANIZED, CONDUCTED OR COMBINED FOR THE PRIMARY PURPOSE OF INFLUENCING THE RESULTS OF ANY ELECTION; AND</li> <li>2. KNOWINGLY RECEIVES CONTRIBUTIONS OR MAKES EXPENDITURES OF MORE THAN \$500 IN CONNECTION WITH ANY ELECTION DURING A CALENDAR YEAR.</li> </ol> <p><input type="checkbox"/> POLITICAL ORGANIZATION (see A.R.S. § 16-823)</p> <p><input type="checkbox"/> EXPLORATORY COMMITTEE</p> <p><input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe)</p> </div> </div>				
<p>CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01.          (You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)</p>				
<p>EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).</p>				
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS		CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION		CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS		CITY	STATE	ZIP
TREASURER'S OCCUPATION		TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

A POLITICAL COMMITTEE THAT ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION (A.R.S. § 16-902(C)). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:  
(Office sought is optional for an Exploratory Committee.)

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE		CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS	
OFFICE SOUGHT			
DI'S OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP

CANDIDATE'S (or DESIGNATING INDIVIDUAL'S) STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf for the election in 2016.

Date: \_\_\_\_\_ Candidate's or D/I's signature: \_\_\_\_\_

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(86) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_

Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means any of the following:

- a) A candidate or a candidate's campaign committee.
- b) A separate, segregated fund established pursuant to section 16-920, subsection A, paragraph 3.
- c) An association or combination of persons that circulates petitions in support of the qualification of a ballot measure, question or proposition.
- d) An association or combination of persons that circulates a petition to recall a public officer.
- e) A political party.
- f) An association or combination of persons that meets both of the following requirements:
  - i. Is organized, conducted or combined for the primary purpose of influencing the result of any election in this state or in any county, city, town or other political subdivision in this state, including a judicial retention election.
  - ii. Knowingly receives contributions or makes expenditures of more than five hundred dollars in connection with any election during a calendar year, including a judicial retention election.
- g) A political organization.
- h) An exploratory committee.

The types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual acting alone, unless that individual is a candidate, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort begun by an individual and meets the definition of a "political committee" in A.R.S. § 16-901(19) under Arizona law, the committee must register pursuant to A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort to circulate petitions in support of the effort, the association of persons must register as a political committee.

## **\$500 THRESHOLD EXEMPTION STATEMENT**

### **✓ What to report on this form:**

This statement must be filed by all political committees that intend to receive or spend \$500 or less for the election cycle. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-902.01(B). Any change in the information contained on the Statement requires the filing of an amended \$500 Threshold Exemption Statement within five business days after the change. A.R.S. §16-902.01(E).

### **✓ How to complete this schedule:**

- 1** The election cycle and election cycle dates will be supplied by the election officer.
- 2** Complete the committee ID that was assigned by the jurisdiction with which the committee is filing.
- 3** In the appropriate block, complete the name and address and other identifying information pertaining to the committee.
- 4** Identify whether the committee is a candidate committee, exploratory or other political committee as well as the candidate name and office sought or for other political committees the committee type.
- 5** Mark the box indicating that you have read the committee requirements.
- 6** The statement must be signed and dated by the chairman and treasurer of the committee. A candidate can be both.
- 7** This form is also used to terminate your committee. Check the box if termination applies and sign and date.

### **✓ Practical tips:**

Remember that personal monies must be included when calculating the amounts received or spent to stay within the \$500 threshold.

A candidate or committee filing a \$500 threshold exemption statement must file a termination statement within 90 days after the end of the election cycle or face a \$100 civil penalty.

You must maintain a record of all expenditures and contributions. This information is not required to be filed but must be available if you exceed the \$500 limit and must file regular campaign finance reports.

You must file a Statement of Organization within five business days after receiving or spending more than the \$500 limit. A.R.S. §§16-902.01 and 16-903(A).

**POLITICAL COMMITTEE  
\$500 THRESHOLD EXEMPTION STATEMENT  
(REGISTRATION OR TERMINATION)**

					COMMITTEE ID #
Election Cycle (year)		Election Cycle Dates			
		*			
Name of Committee					
Address					
City	State	Zip Code	Phone Number	E-Mail Address	
Chairman Name		Chairman Phone Number		Chairman E-Mail Address	
Treasurer Name		Treasurer Phone Number		Treasurer E-Mail Address	
<input type="checkbox"/> Candidate Committee or Exploratory Committee		Name of Candidate			Office Sought
<input type="checkbox"/> Other Political Committee		Committee Type			

**5**  **COMMITTEE REGISTRATION**

Date: \_\_\_\_\_

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).
- We, the undersigned, have read all of the applicable laws relating to campaign finance and reporting pursuant to A.R.S. §16-902.01(C)(6) and certify, to the best of our knowledge and belief, that the information contained in this \$500 Threshold Exemption Statement is true, correct and complete.

**6** \_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

**7**  **COMMITTEE TERMINATION**

Date: \_\_\_\_\_

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed \$500 for the named election cycle, that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. (Deadline to file termination \_\_\_\_\_.)

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Treasurer

\*Beginning of election cycle is 20 days after your last election.

## FRONT SUMMARY SCHEDULE

### ✓ What to report on this schedule:

The Front Summary Schedule reports an overview, by major category, of a political committee's financial activities in the current reporting period and the cumulative activity for the election cycle. [A.R.S. §§ 16-913(A) and 16-913(D)]

### ✓ Application of contribution limits:

Contribution limits may apply to the amount reported as "Surplus from Previous Campaign" on this Schedule. See instructions for completing Line 5(a), below. (A.R.S. § 16-905(I))

### ✓ How to complete this schedule:

Lines 1 and 2. Complete the committee and candidate or sponsoring organization information.

Line 3A. Include the committee ID for the jurisdiction with which the Statement is being filed and indicate if the report is for the primary or general.

Line 4. Reporting Period: Identify the reporting period by checking or marking the appropriate box.

**5** Line 5(a). Surplus from Previous Campaign Committee (Column B): If you have an exploratory or candidate's campaign committee, but did not have either one during the previous election cycle, put a zero in the "Surplus" box. If you transferred any surplus from a previous candidate's campaign or exploratory committee, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of money you can transfer from your old committee to your new committee if the old committee is from a previous election.

If you have any other kind of committee that continues from the last cycle, on the first report for the current election cycle put in the "Surplus" box the same amount listed as "Cash on Hand at Close of Reporting Period" from the most recent Report that you filed. If your committee is new, put a zero in this box. If you are a new out-of-state political committee, in "Surplus" enter the amount of money (if any) you deposited into your designated bank or financial institution to begin activity in Arizona.

**6** Line 5(b). Cash on Hand at Beginning of this Reporting Period: On the first report you file, put the same amount here that you put into the "Surplus" box. After that, put the ending balance (Line 7) of the last report you filed. A.R.S § 16-915(A)(1).

**7** Line 6(a). Debts from Previous Campaign Committee (Column B): For an exploratory or candidate's campaign committee put a zero in the "Debts" box *unless* you transferred any debts or obligations from a previous candidate's campaign or exploratory committee. If you transferred any debts, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of debt you can transfer from your old committee(s) to your new committee.

Do not add or subtract this line from any other line in the front summary schedule. For all committees, the amount you put in "Debts" stays the same on every report you file for the entire election cycle.

**8** Line 7. Cash on Hand at Close of Reporting Period: You should have the same amount in both columns here. If you don't, re-check the amounts you copied from the Detailed Summary Schedule, and re-check your addition on the other schedules. If your committee is in debt, put the amount in parentheses. If you are filing this report with your Termination Statement, you must have zeroes in both columns unless you certify that the committee will remain active in other jurisdictions.

**POLITICAL COMMITTEE**  
**CITY/TOWN OF \_\_\_\_\_**  
**CAMPAIGN FINANCE REPORT**  
**SAMPLE Election**

FOR OFFICE USE ONLY

1. \_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone

2. \_\_\_\_\_  
Sponsoring Organization or Candidate and office

\_\_\_\_\_

Name of Candidate and Office Sought (if applicable)

\_\_\_\_\_

E-Mail Address Fax #

3A. ID#

4. **REPORTING PERIOD** (Please check appropriate box) **DUE BETWEEN**

- January 31 Report** - For Period of \_\_\_\_\_ \* thru December X, 20XX ..... January X, 20XX and January X, 20XX
- Pre-Primary Election Report** - For Period of January X, 20XX thru February XX, 20XX ..... February X, 20XX and February X, 20XX
- Post-Primary Election Report** - For Period of February X, 20XX thru March X, 20XX ..... March X, 20XX and April X, 20XX
- Pre-General Election Report** - For Period of March X, 20XX thru April X, 20XX ..... April X, 20XX and May X, 20XX
- Post-General Election Report** - For Period of April X, 20XX thru June X, 20XX ..... June X, 20XX and June X, 20XX
- \*\*January 31 Report** - For Period of June X, 20XX thru December X, 20XX ..... January X, 20XX and January X, 20XX

5. SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		<b>5</b>
5b Cash on Hand at the Beginning of this Reporting Period	<b>6</b>	
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		<b>7</b>
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]	<b>8</b>	

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).

## DETAILED SUMMARY SCHEDULE

### ✓ What to report on this schedule:

The Detailed Summary Schedule reports the compilation of totals of the amounts reported on the supporting schedules submitted for the current reporting period, and adds those current period amounts to the cumulative activity for the election cycle. (A.R.S § 16-915)

### ✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

### ✓ How to complete this schedule:

**Lines 4 – 29.** On the first campaign finance report you file, the amounts in Column A “This Period” will be the same as the amounts in Column B “Campaign to Date.” For the rest of the reports, fill in Column A by putting in the totals from all the other schedules. Then, add those new Column A amounts to what you had in Column B from the last report that you filed, to get the new Column B amounts.

**Line 20.** Print (or type) the name of the person signing the report. If your committee is a candidate’s campaign or an exploratory committee, the candidate or designating individual can sign the campaign finance report instead of the treasurer. For all other committees, only the treasurer can sign the report. A.R.S. § 16-913(l).

### ✓ Practical tips:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

**DETAILED SUMMARY PAGE  
OF RECEIPTS AND DISBURSEMENTS**

1. Committee Name: \_\_\_\_\_  
 3. Report covering period from \_\_\_\_\_ Thru \_\_\_\_\_

2. ID#
--------

RECEIPTS	COLUMN A THIS PERIOD	COLUMN B CAMPAIGN TO DATE
4. Contributions other than loans and in-kind:		
(a) Individuals - more than \$50 (Total from Schedule A)		
(b) Individuals - aggregate \$50 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		
20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.		
Type or Print Name of Treasurer		
Signature of Treasurer or Candidate or Designating Individual	Date	

## **SCHEDULE A**

### **Individual Contributions Over \$50**

#### **✓ What to report on this schedule:**

On Schedule A list each monetary contribution your committee received from an individual if that contribution is more than \$50, or if that contribution (no matter how small) made the cumulative contribution your committee received from that individual total more than \$50. Use Schedule B to list contributions from political committees.

If it is lawful for your committee to accept contributions from corporations, list each monetary contribution on Schedule A if that contribution is more than \$50, or if the contribution (no matter how small) made the cumulative amount your committee received from that contributor total more than \$50. Remember that corporations may not contribute to a candidate or exploratory individual.

*Examples of monetary contributions include cash, checks, money orders, or payroll deduction deposits.*

#### **✓ Application of contribution limits:**

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors and other political committees. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook for the amounts. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions received are not subject to limits.

#### **✓ Instructions for completing this schedule:**

**Lines 4a – 4e. Contributors:** Use a separate box for each check, money order or receipt for cash contribution your committee received. List the name of the person who signed the check or money order, or who the receipt is made out to. If the check is drawn on a joint account, list only the name of the person who signed the check, not both (all) the names on the account. If you receive a contribution that says, in writing, it is from "Mr. and Mrs." put the names of the husband and wife on separate lines and show the amount the written instructions say each contributed. Be sure to fill in addresses, occupations and employers for each contributor. A.R.S § 16-915(A)(2)(a); § 16-915(A)(3)(a); § 16-915(D).

#### **✓ Practical tips:**

If you get a contribution of \$50 or less from a contributor who might later give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

Do not assume that a husband and wife will always split a contribution half and half. Ask!

**Put an asterisk (\*) by the name of an individual if the individual is contributing personal monies.**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of each page.

Be sure to put the Schedule A page numbers in the bottom right-hand corner of each page.

CONTRIBUTIONS more than \$50 - from INDIVIDUALS\*

SCHEDULE A

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE											
NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR															
4a.	<table border="1"> <tr> <td data-bbox="167 531 467 552">LAST</td> <td data-bbox="467 531 784 552">FIRST</td> <td data-bbox="784 531 971 552">MI</td> </tr> <tr> <td colspan="3" data-bbox="167 594 971 615">STREET ADDRESS</td> </tr> <tr> <td data-bbox="167 657 467 678">CITY</td> <td data-bbox="467 657 751 678">STATE</td> <td data-bbox="751 657 971 678">ZIP</td> </tr> <tr> <td data-bbox="167 720 630 741">OCCUPATION</td> <td colspan="2" data-bbox="630 720 971 741">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER			
LAST	FIRST	MI													
STREET ADDRESS															
CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
b.	<table border="1"> <tr> <td data-bbox="167 793 467 814">LAST</td> <td data-bbox="467 793 784 814">FIRST</td> <td data-bbox="784 793 971 814">MI</td> </tr> <tr> <td colspan="3" data-bbox="167 856 971 877">STREET ADDRESS</td> </tr> <tr> <td data-bbox="167 919 467 940">CITY</td> <td data-bbox="467 919 751 940">STATE</td> <td data-bbox="751 919 971 940">ZIP</td> </tr> <tr> <td data-bbox="167 982 630 1003">OCCUPATION</td> <td colspan="2" data-bbox="630 982 971 1003">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER			
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LAST	FIRST	MI													
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CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
d.	<table border="1"> <tr> <td data-bbox="167 1318 467 1339">LAST</td> <td data-bbox="467 1318 784 1339">FIRST</td> <td data-bbox="784 1318 971 1339">MI</td> </tr> <tr> <td colspan="3" data-bbox="167 1381 971 1402">STREET ADDRESS</td> </tr> <tr> <td data-bbox="167 1444 467 1465">CITY</td> <td data-bbox="467 1444 751 1465">STATE</td> <td data-bbox="751 1444 971 1465">ZIP</td> </tr> <tr> <td data-bbox="167 1507 630 1528">OCCUPATION</td> <td colspan="2" data-bbox="630 1507 971 1528">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER			
LAST	FIRST	MI													
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CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
e.	<table border="1"> <tr> <td data-bbox="167 1581 467 1602">LAST</td> <td data-bbox="467 1581 784 1602">FIRST</td> <td data-bbox="784 1581 971 1602">MI</td> </tr> <tr> <td colspan="3" data-bbox="167 1644 971 1665">STREET ADDRESS</td> </tr> <tr> <td data-bbox="167 1707 467 1728">CITY</td> <td data-bbox="467 1707 751 1728">STATE</td> <td data-bbox="751 1707 971 1728">ZIP</td> </tr> <tr> <td data-bbox="167 1770 630 1791">OCCUPATION</td> <td colspan="2" data-bbox="630 1770 971 1791">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER			
LAST	FIRST	MI													
STREET ADDRESS															
CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A [If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]														

\*If contributions of \$50 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1.

## **SCHEDULE A-1**

### **Aggregated Individual Contributions of \$50 or Less**

#### **✓ What to report on this schedule:**

On Schedule A-1, list how much money, total, your committee received from individual contributors whose contributions are \$50 or less and whose cumulative contributions to your committee are \$50 or less.

#### **✓ Application of contribution limits:**

For a candidate's campaign or exploratory committee, limits apply to contributions reported on this schedule in the same manner that the limits apply to contributions you reported on Schedule A. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contribution exceeds \$50.

For other types of political committees, the contributions received are not subject to contribution limits. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contributions exceed \$50.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

#### **✓ How to complete this schedule:**

**Line 4.** In the left column of the schedule write a description of the contribution. In the middle column write the amount of all the monetary contributions of this kind that your committee received this period. In the right column write the cumulative amount of all the monetary contributions of this kind that your committee has received. A.R.S. § 16-915(A)(3)(a).

**Lines 5 – 6.** Total the two amount columns and then be sure to move the "Total this period" and the "Cumulative Total this Campaign to Date" to the Detailed Summary Schedule.

#### **✓ Practical tips:**

If you get a contribution of \$50 or less from a contributor who later might give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

If you are reporting a large lump sum of small contributions from a fundraiser, it's a good idea to put in a brief description of the event (e.g. 100 people at pancake breakfast at \$15 per person) in case you are asked to explain it later.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule A-1 page numbers in the bottom right-hand corner of each page.

CONTRIBUTIONS of \$50 or less - AGGREGATE TOTAL\*

SCHEDULE A-1

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4. Aggregate Total of Contributions of \$50 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
5. TOTAL THIS PERIOD [Transfer total to Detailed Summary Page, Line 4(b), Column A]		6. CUMMULATIVE TOTAL THIS CAMPAIGN TO DATE [Transfer total to Detailed Summary Page, Line 4(b), Column B]	

\*If contributions of \$50 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule.

## **SCHEDULE B**

### **Contributions from Other Political Committees**

#### **✓ What to report on this schedule:**

On Schedule B, list the monetary contributions your committee received from other political committees. Do not use this schedule to list loans or in-kind contributions your committee received from other political committees. List those instead on Schedules C-1 or E.

#### **✓ Application of contribution limits:**

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from each political committee (except political parties) that contributes to your committee. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook.

The cumulative or total contribution made to a candidate's campaign or exploratory committee by a political committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, contributions your committee receives are not subject to limits.

#### **✓ How to complete this form:**

**Lines 4a – 4i. Contributions:** Use a separate box for each contribution made by a political committee. To be considered complete, all of the identifying information, including the ID#, must be given. A.R.S. §§16-902.01(C); 16-904(E)(2); 16-915(A)(2)(b); 16-915(A)(3)(b); 16-915(D).

**Line 5.** On the last page of Schedule B total the "Amount Received This Period" and the "Cumulative Total this Campaign to Date" columns. Then be sure to include these totals on the Detailed Summary Schedule.

#### **✓ Practical tip:**

Put an asterisk (\*) by the committee name if the contributing committee is certified by the Secretary of State to give at the upper limit. A candidate's campaign committee must receive a copy of the Secretary of State's certification from the contributing committee. A.R.S. §16-905(G).

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule B page numbers at the bottom of each page of this schedule.

# CONTRIBUTIONS FROM POLITICAL COMMITTEES

## SCHEDULE B

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	IDENTITY OF CONTRIBUTOR AND DATE RECEIVED			
4a	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B [If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]			

## **SCHEDULE C**

### **Candidate Loans**

#### ✓ **What to report on this schedule:**

Use Schedule C to report loans of personal money your candidate campaign or exploratory committee received from your candidate, designating individual, or a family member as defined. A.R.S § 16-901(11). This schedule is to be used only by candidate's campaign and exploratory committees. A.R.S. §16-915(A)(1)(c).

#### ✓ **Application of contribution limits:**

Limits do not apply to contributions made by a candidate and certain family members of the candidate to his or her candidate's campaign committee.

#### ✓ **How to complete this schedule:**

**Lines 4a – 4f. Loans Made or Guaranteed by Candidate:** In each box, enter the name of the candidate, designating individual or family member making the loan, and that person's address. Enter the date the loans were made, the amount given this period, and the cumulative amount.

**Line 5:** On the last page of Schedule C, enter the total of loans made or guaranteed by the candidate.

#### ✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C page numbers at the bottom of each page of this schedule.

**CANDIDATE LOANS**

**SCHEDULE C**

1.	Committee Name	2. ID #		
3.	Report covering period from _____ thru _____			
4.	<b>LOANS MADE OR GUARANTEED BY CANDIDATE</b>	<b>DATE RECEIVED</b>	<b>AMOUNT RECEIVED</b>	<b>CUMULATIVE TOTAL THIS CAMPAIGN TO DATE</b>
	NAME AND ADDRESS FROM WHOM RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C [If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]			

## SCHEDULE C-1

### Other Loans

#### ✓ What to report on this schedule:

Use Schedule C-1 to report contributions in the form of loans your committee received from individuals and political committees. "Other Loans" are loans or advances of money (other than personal monies) made to your committee with an expectation of repayment prior to the termination of the committee.

#### ✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from individuals and other political committees (except political parties). Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook.

The cumulative contribution made by an individual or a political committee to a candidate's campaign committee or exploratory committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

#### ✓ How to complete this schedule:

**Lines 4a – 4d. Other Loans:** In each box, enter the name and address of the individual making the loan, or name, ID# and address of the political committee making the loan, as well as the name and address of the endorser or guarantor of the loan. Enter the date the loan was made, the amount given this period, and the cumulative amount. A.R.S. §§ 16-915(A)(2)(d); 16-915(A)(3)(c).

**Line 5.** On the last page of Schedule C-1 enter the total of the "Amount of Loan" column.

#### ✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C-1 page numbers at the bottom of each page of this schedule.

# OTHER LOANS

# SCHEDULE C1

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	ALL OTHER LOANS	DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OR LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.			
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(a), Column A]			

## **SCHEDULE D**

### **Expenditures for Operating Expenses**

#### ✓ **What to report on this schedule:**

On Schedule D, list each payment you made to a business, an employee, or a person doing contract services for you. List only the payments you made during the current reporting period. If you got the bill and paid the bill in this reporting period, this is the only schedule you need to use. But, if you got the bill in this period but didn't pay it, you need to list the bill on Schedule F-3 (which lists unpaid debts and obligations). If you paid part of the bill, but not all, put only the amount you paid on Schedule D. The unpaid amount will show up on Schedule F-3.

*Examples of payments that go on Schedule D include, but are not limited to, monthly rent payment for office space, salary to an employee, cost of signs or literature, purchase of stamps.*

Do not use Schedule D to show payment of bills for making Independent Expenditures; instead use Schedule D-1. Do not use Schedule D to show re-payments of loans; instead use Schedule D-4 or D-5.

#### ✓ **Application of contribution limits:**

**Contribution limits do not apply to this schedule.**

#### ✓ **How to complete this schedule:**

**Lines 4a – 4f. Expenditures:** Give the name and address of the vendor (business or person) to whom you wrote the check or paid money. Put in the amount and the date you paid it, and a description of what you bought. A.R.S. §§ 16-915(A)(4)(a); 16-915(A)(5).

**Line 5.** On the last page of Schedule D enter the total of the "Amount of the Expenditure" column.

#### ✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D page numbers at the bottom of each page of this schedule.

# EXPENDITURES FOR OPERATING EXPENSES\*

## SCHEDULE D

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4b.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4c.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4d.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4e.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
4f.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D [If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]		

\*Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit

## SCHEDULE D-1 Independent Expenditures

### ✓ What to report on this schedule:

Schedule D-1 is a special schedule to use when your committee made an Independent Expenditure. On Schedule D-1, list the payments you made to a person or business for goods or services your committee used to make an "Independent Expenditure," the candidate the expenditure was meant to support or oppose, and who contributed the most to your committee.

### ✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

### ✓ How to complete this schedule:

**Lines 4a – 4c. Independent Expenditures:** For the definition of "Independent Expenditures" see A.R.S. §16-901(15). First, give the name and address of the "recipient of expenditure" (business or person) to whom you wrote the check or paid money. Enter that person's or business' address, the amount you paid, and the date you paid it. (Remember, do not list this payment on Schedule D, only list it here.) Second, write a description of what your committee did with the purchase, and check either the "benefitted" or "opposed" box. Third, fill in the information about the candidate you are trying to benefit or oppose. A.R.S. §16-915(A)(4)(h); 16-915(F).

**Line 5.** On the last page of Schedule D-1 enter the total of the "Amount of the Expenditure" column.

**6 Treasurer's certification:** The committee treasurer must sign this schedule.

**7 Top Contributors:** List the name, occupation, employer, and amount contributed by each of the three contributors who gave the most to your committee within the six months before the date the committee made the Independent Expenditure. If any other contributor gave the same amount during this time period as any of the top three contributors, the information must be provided for that contributor as well. Remember that the total amount of "contributions" includes money, outstanding loans and the value of in-kind goods and services. If any of the listed contributors is a political committee, then list the name of the political committee, ID#, and the names, occupations and employers of that committee's chairman and treasurer. A.R.S. §16-915(F)(5).

### ✓ Practical tip:

Not many committees will use this schedule, because not many committees can legally make Independent Expenditures. For example, candidates' campaign committees and exploratory committees can never make Independent Expenditures, so those committees never use this schedule. A.R.S. §16-901-15 and 16-917.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-1 page numbers at the bottom of each page of this schedule.

# INDEPENDENT EXPENDITURES\*

## SCHEDULE D-1

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	INDEPENDENT EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	IDENTIFY RECIPIENT OF EXPENDITURE AND CANDIDATE WHO IS BENEFITTED OR OPPOSED		
4a.	NAME, ADDRESS, CITY, STATE AND ZIP		
	PURPOSE AND DESCRIPTION OF PURCHASE <span style="float: right;">Benefitted    Opposed</span>		
	CANDIDATE <span style="float: right;">OFFICE SOUGHT                      YEAR OF ELECTION</span>		
4b.	NAME, ADDRESS, CITY, STATE AND ZIP		
	PURPOSE AND DESCRIPTION OF PURCHASE <span style="float: right;">Benefitted    Opposed</span>		
	CANDIDATE <span style="float: right;">OFFICE SOUGHT                      YEAR OF ELECTION</span>		
4c.	NAME, ADDRESS, CITY, STATE AND ZIP		
	PURPOSE AND DESCRIPTION OF PURCHASE <span style="float: right;">Benefitted    Opposed</span>		
	CANDIDATE <span style="float: right;">OFFICE SOUGHT                      YEAR OF ELECTION</span>		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-1 [If last page of Schedule D-1, transfer total to Detailed Summary Page Line 10, Column A]		

\*SEE A.R.S. § 16-901(15).

I certify, under penalty of perjury, that the above stated independent expenditure(s) was not made in cooperation, consultation or concert with or at the request or suggestion of any candidate or any campaign committee or agent of that candidate.

6

\_\_\_\_\_  
Signature of Treasurer

7

NAMES, OCCUPATIONS AND EMPLOYERS AND AMOUNT CONTRIBUTED BY EACH OF THE THREE TOP CONTRIBUTORS WITHIN THE LAST SIX MONTHS	AMOUNT

## **SCHEDULE D-2**

### **Loans Made by the Reporting Committee**

#### **✓ What to report on this schedule:**

Use Schedule D-2 if your committee made a loan to another political committee.

#### **✓ Application of contribution limits:**

For political organizations [defined in A.R.S. § 16-901(21)], you can contribute (including loans) to candidate campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(22)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate's campaign or exploratory committees, you cannot make contributions to another candidate's campaign or exploratory committee.

For other types of committees, limits apply to the amount your committee can give to a candidate's campaign or exploratory committee. Limits do not apply to amounts your committee gives to any other type of committee.

**Contribution limits apply to the total amount your committee contributes to a candidate's campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.**

#### **✓ How to complete this form:**

**Lines 4a – 4i. Loans Made by the Reporting Committee:** In each box, give the name, ID# and address of each committee that your committee gave a loan to during the current reporting period. Put in the date the loan was made and the amount of the loan. You do not need to report the cumulative amount your committee has given the other committee.

**Line 5.** On the last page of Schedule D-2 enter the total of the "Amount of the Loan" column.

#### **✓ Practical tip:**

When the other committee repays your committee, list that repayment on Schedule F-1 (Dividends, Interest and Other Receipts). But do not use Schedule D-2 to show any changes in the loan amount because of a re-payment; Schedule D-2 only shows new loans being made.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-2 page numbers at the bottom of each page of this schedule.

# LOANS MADE BY REPORTING COMMITTEE

## SCHEDULE D-2

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	LOANS MADE BY THE REPORTING COMMITTEE	DATE LOAN MADE	AMOUNT OF THE LOAN
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
4i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 [Transfer total to Detail Summary Page Line 12, Column A]		

## SCHEDULE D-3 Offsets to Operating Expenses

### ✓ What to report on this schedule:

On Schedule D-3, you list money you got back from a business or a person whose bill you already paid.

*Examples include, but are not limited to: getting money back from the Post Office for unused postage on your meter, getting a refund for returning unused supplies, or selling back equipment to a store or getting a full or partial refund for its rental.*

If what your committee returned was an in-kind contribution when you received it, you not only have to list the money here - on Schedule D-3 - you also have to use Schedule F-2 and Schedule A to move the amount of the contribution to the right schedule. The instructions for moving contributions from one schedule to another are on Schedule F-2.

### ✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

### ✓ How to complete this schedule:

**Lines 4a – 4f. Rebates, Refunds and Other Offsets to Operating Expenses:** Give the name and address of the person or the business who is giving you money, and a description of what it was that you returned or got a rebate on. Fill in the amount of the refund, and the date you got it. A.R.S. §§16-915(A)(3)(d) and 16-915(A)(4)(e).

**Line 5.** On the last page of Schedule D-3 enter the total of the “Amount of the Refund” column.

### ✓ Practical tip:

When your committee gets a refund, you do not have to change any amount on Schedule D. After you put the totals from Schedule D-3 on the Detailed Summary Schedule, then add and subtract on that schedule, you can see that your “Campaign to Date” expenses have gone down.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-3 page numbers at the bottom of each page of this schedule.

OFFSETS TO OPERATING EXPENSES \*

SCHEDULE D-3

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES		DATE REFUND RECEIVED	AMOUNT OF THE REFUND
NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
4f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 [If last page of Schedule D-3, [transfer total to Detailed Summary Page Line 17 Column A]		
*	Includes return of contributions made by reporting committee		

## **SCHEDULE D-4**

### **Repayment of Candidate Loans**

#### ✓ **What to report on this schedule:**

On Schedule D-4 list each loan re-payment your committee made to the candidate, designating individual, or members of his or her family. Use Schedule D-4 only to repay loans you previously listed on Schedule C.

Do not use Schedule D-4 to show that a loan (or any part of a loan) was forgiven by the candidate or family member. Instead, list the amount forgiven on Schedule F-2, Offsets to Contributions Received, then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

#### ✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

#### ✓ **How to complete this schedule:**

**Lines 4a – 4f. Repayment of Loans Made or Guaranteed by Candidate:** List the name and address of the candidate, designating individual or family member, the day the committee paid the person back, and how much was paid back.

**Line 5.** On the last page of Schedule D-4 enter the total of the “Amount of the Repayment” column.

#### ✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-4 page numbers at the bottom of each page of this schedule.

# REPAYMENT OF CANDIDATE LOANS

## SCHEDULE D-4

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

	REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
4f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detail Summary Page, Line 13(a), Column A]		

## **SCHEDULE D-5**

### **Repayment of Other Loans**

#### ✓ **What to report on this schedule:**

On Schedule D-5, list each repayment your committee made to an individual or political committee that loaned money to your committee.

Do not use Schedule D-5 to list any loan (or part of a loan) that is forgiven by the contributor. Instead, report the amount forgiven on Schedule F-2, Offsets to Contributions Received. Then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

#### ✓ **Application of contribution limits:**

Contribution limits apply to the unpaid amount of these loans. If the loan is forgiven, the amount that is forgiven is still a contribution and is subject to limits.

#### ✓ **How to complete this schedule:**

**Lines 4a – 4f. Repayment of Other Loans:** List the name and address of the contributor who loaned the money to your committee, the day the committee paid the individual back, and how much was paid back. If the contributor was a political committee, also list that committee's ID#.

**Line 5.** On the last page of Schedule D-5 enter the total of the "Amount of the Repayment" column.

#### ✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-5 page numbers at the bottom of each page of this schedule.

# REPAYMENT OF ALL OTHER LOANS

# SCHEDULE D-5

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	REPAYMENT OF ALL OTHER LOANS	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 [Transfer total to Detailed Summary Page, Line 13(b), Column A]		

## SCHEDULE D-6

### Transfers to Other Political Committees

#### ✓ What to report on this schedule:

Schedule D-6 is a special schedule that you use only to transfer money between committees when that money is not a contribution. Schedule D-6 is only used in the following special situations:

- ◆ When your committee and another committee has had a joint fundraising event, and you are cleaning up the books between the two of you. Be sure to review the law on the specifics of how you do that. A.R.S. § 16-901(5) (b)(xi).
- ◆ When your committee is a candidate's campaign committee, and you are terminating the committee from the last election cycle and moving the surplus money to the candidate's campaign committee that the candidate has set up for the next election year.
- ◆ When your committee is an exploratory committee and you are moving the surplus money to an exploratory or candidate's campaign committee that the designating individual has set up for the next election year. A.R.S. § 16-905(F).

Do not use Schedule D-6 to report refunds to contributors upon the termination of the reporting committee. Use Schedule F-2 to report those refunds to individuals.

#### ✓ Application of contribution limits:

For candidate's campaign and exploratory committees, limits apply to some transfers of surplus funds. A.R.S. § 16-905(F).

#### ✓ How to complete this schedule:

**Lines 4a – 4f. Transfers:** In each block, give the name, ID# and address of the political committee receiving the transfer, the amount transferred, and the date it occurred.

**Line 5.** On the last page of Schedule D-6 enter the total of the "Amount of the Transfer" column.

#### ✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-6 page numbers at the bottom of each page of this schedule.

# TRANSFERS TO OTHER POLITICAL COMMITTEES

## SCHEDULE D-6

2. ID#
--------

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	TRANSFERS MADE BY THE REPORTING COMMITTEE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]		

## SCHEDULE D-7

### Any Other Disbursement

#### ✓ What to report on this schedule:

On Schedule D-7 list the monetary and in-kind contributions your committee gave to other political committees. This schedule is also a “catchall” for disbursements. If your committee gave surplus funds to a 501(C)(3) charity, report that donation on this schedule.

*Examples include, but are not limited to, checks, money orders or cash given to another committee, or in-kind goods or services given to other committees, such as mailing lists, postage, or long distance telephone time.*

Do not use this schedule to report loans made to other political committees. Instead, use Schedule D-2.

#### ✓ Application of contribution limits:

For political organizations [defined in A.R.S. § 16-901(21)], you can make contributions, including loans, to candidate’s campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate’s campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee’s committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(22)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate’s campaign or exploratory committees, you cannot make contributions to another candidate’s campaign or exploratory committee.

For any other type of committee, limits apply to the amount your committee can give to candidate campaign or exploratory committees. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate’s campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

#### ✓ How to complete this form:

**Lines 4a – 4e. Other Disbursements:** List the name, ID# and address of the political committee that your committee made a contribution to, the amount of the contribution and the date it was made.

**Line 5.** On the last page of Schedule D-7 enter the total of the “Amount of the Disbursement” column.

#### ✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-7 page numbers at the bottom of each page of this schedule.

ANY OTHER DISBURSEMENT

SCHEDULE D-7

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4.	ANY OTHER DISBURSEMENTS	DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 [Transfer total to Detailed Summary Page Line 15 Column A]		

## SCHEDULE E

### In-kind Contributions and Expenditures

#### ✓ What to report on this schedule:

Use Schedule E to report contributions of in-kind goods and services (anything of value that is not money) your committee received. In-kind contributions must be reported at their fair market value - the cost that would be charged to any other person for the same goods or services. For almost every in-kind contribution, Schedule E uses a single entry to report both the contribution and the expenditure side of in-kind contributions (see “How to complete this schedule” for exception). If the contributor reduced (or discounted) the price charged to the reporting committee, the difference between the fair market price and the reduced price must be reported as an in-kind contribution. Report the discounted amount (the savings) on Schedule E, as both contribution and expenditure. Report the amount paid on Schedule D. The acquisition or use of campaign assets by a committee that are paid for with the candidate’s personal monies, including campaign signs and similar promotional materials, is a contribution and reportable by the candidate’s campaign committee as a contribution.

*Examples include, but are not limited to, design of campaign logo, wood for signs, mailing lists, stationery and envelopes.*

#### ✓ Application of contribution limits:

For candidate campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. Please refer to the current Election Cycle Campaign Contribution Limits chart in this handbook. There are no limits on the amount of money you or certain members of your family can contribute to your candidate’s campaign or exploratory committee.

The cumulative or total contribution made to a candidate’s campaign committee or exploratory committee by an individual includes the total of all money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

#### ✓ How to complete this schedule:

**Lines 4a – 4d. In-Kind Contributions and Expenditures:** In each box, enter the name and address of the individual contributor. Describe the goods or services contributed and enter the date and fair market value (or discount) of the goods and services. Check off both the contribution and expenditure boxes, unless the entry is one of the following exceptions: 1) an in-kind contribution that was received at the end of a reporting period, but not expended until the next reporting period, or 2) an in-kind contribution that was expended as part of an activity reported on Schedule D-1, Independent Expenditures.

**Lines 5 & 6. Totals:** On the last page of Schedule E enter the total amount separately for contributions and expenditures. These totals will match, unless one of the entries fell into an exception category. A.R.S. §§16-915(A)(2)(g), 16-915(A)(4)(g) and 16-915(B).]

#### ✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule E page numbers at the bottom of each page of this schedule.

# IN-KIND CONTRIBUTIONS and EXPENDITURES

# SCHEDULE E

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	IN-KIND CONTRIBUTIONS and EXPENDITURES	DATE	FAIR MARKET VALUE
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION EXPENDITURE	
	DESCRIPTION		
	OCCUPATION	EMPLOYER	
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E [If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]		
6.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E [If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]		

## **SCHEDULE F-1**

### **Dividends, Interest, and Other Receipts**

#### ✓ **What to report on this schedule:**

Use Schedule F-1 to report money your committee received that is not a contribution, such as interest or dividends paid on contributed money, or money received in repayment of loans the reporting committee made to other committees.

#### ✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

#### ✓ **How to complete this schedule:**

**Lines 4a – 4f. Dividends, Interest, and Other Forms of Receipts:** List the name and address of the bank or financial institution paying the interest or dividend, or the name and ID# of the political committee re-paying the loan. Give a description of the money received, the date and amount received. A.R.S. §§ 16-915(A)(2)(f) and 16-915(A)(3)(e).

**Line 5.** On the last page of Schedule F-1 enter the total of the “Amount of the Receipt” column.

#### ✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-1 page numbers at the bottom of each page of this schedule.

# DIVIDENDS, INTEREST, AND OTHER RECEIPTS

# SCHEDULE F-1

2. ID#
Primary
General

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 [If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A]			

## SCHEDULE F-2

### Offsets to Contributions Received

#### ✓ What to report on this schedule:

On Schedule F-2, list changes you want to make to correct or somehow change any contribution that you listed on Schedule A, A-1, B, C, C-1, or E on a prior report.

*Examples of when you may want to change the amount include, but are not limited to:*

- ✓ refunding money to a contributor who contributed over the limits;
- ✓ deducting a contribution when the check bounced, or returning in-kind goods (remember to also use Schedule D-3 to change the expenditure, too).

*Examples of when you may want to change the schedule on which a contribution is listed include but are not limited to:*

- ✓ when a contributor forgives a loan made to your committee instead of your committee repaying the loan;
- ✓ when a contributor who made smaller contributions in the past now makes a contribution that puts his or her cumulative contribution over \$50.

#### ✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

#### ✓ How to complete this schedule:

**Lines 4a – 4f. Name and address to whom refund was made:** For each contribution that you are going to change, list the name and address of the contributor (and ID# if the contributor is a political committee). Where it says “description of refund,” describe the change you are making.

**Line 5.** On the last page of Schedule F-2 enter the total of the “Amount of the Refund” column.

#### ✓ Practical tip:

When you use Schedule F-2 to change the schedule on which a contribution is listed, remember that you not only have to list the contributor and the amount on F-2, you also have to list the contributor and the amount on the new schedule where you want the contribution to show up.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-2 page numbers at the bottom of each page of this schedule.

OFFSETS TO CONTRIBUTIONS RECEIVED \*

SCHEDULE F-2

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED	DATE REFUND MADE	AMOUNT OF THE REFUND
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
4f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 [If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(E), Column A]			

\* Includes return of contributions received by reporting committee

## **SCHEDULE F-3**

### **Debts and Obligations (Excluding Loans)**

#### ✓ **What to report on this schedule:**

On Schedule F-3, list any bills your committee receives or contracts your committee signs that your committee is not going to pay off before the end of the current reporting period. Once you put a bill or contract on Schedule F-3, you must keep sending in a Schedule F-3 for each report period until your committee has finished paying off all the debts and obligations. Once your committee pays off each debt or contract, you do not have to list it anymore.

*Examples include, but are not limited to: a year's lease on office space, a contract for consultant's services, the cost of stationery you ordered.*

If the person or business to whom your committee owes the debt forgives any part of debt rather than your committee having to pay it, you have to list the amount that was forgiven as a contribution on either Schedule A, B or E. (Remember that corporations cannot give to candidate campaign or exploratory committees.)

#### ✓ **Application of contribution limits:**

For candidate campaign or exploratory committees, if a debt or obligation is forgiven rather than re-paid, any amount forgiven becomes a contribution and is subject to contribution limits.

For any other types of political committees, if a debt or obligation is forgiven rather than re-paid, the amount forgiven becomes a contribution but is not subject to contribution limits.

#### ✓ **How to complete this schedule:**

**Lines 4a – 4e. Debts and obligations:** In each block, give the name, address and ID# (if a political committee) of the vendor or contractor with whom the committee has contracted for goods or services to be paid off in subsequent reporting period(s). Describe the goods or services that engendered the debt. List the following amounts in the appropriate column:

- ✓ the outstanding debt at the beginning of the reporting period;
- ✓ the portion of debt that was incurred in the current reporting period;
- ✓ the payment made in the current reporting period; and
- ✓ the outstanding balance at the close of the reporting period. A.R.S. § 16-915(A)(6).

**Line 5.** On the last page of Schedule F-3 enter the total of the "Outstanding Balance at Close of This Period" column.

#### ✓ **Practical tip:**

Don't worry that you had to list on both Schedule D and Schedule F-3 the amount your committee paid on each debt this period. The only reason you put it on Schedule F-3 was to figure out the "Outstanding Balance at Close of this Period." Since you don't put the total of "Payment This Period" on the Detailed Summary Sheet" it won't affect the balance.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

# DEBTS AND OBLIGATIONS (Excluding Loans)

## SCHEDULE F-3

2. ID#

1. Committee Name \_\_\_\_\_

3. Report covering period from \_\_\_\_\_ thru \_\_\_\_\_

4	DEBTS AND OBLIGATIONS	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED				
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
4e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
5.	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 [Transfer total to Detail Summary Page Line 19, Column A]				

## PERIODIC NO ACTIVITY STATEMENT

### ✓ What to report on this schedule

This Statement is filed when your political committee has had no receipts and no expenditures during the reporting period. This Statement may be filed instead of the Campaign Finance Report.

### ✓ How to complete this schedule:

1. Complete the committee information.
2. Complete the information about the sponsoring organization, if applicable.
3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.
4. Identify the reporting period covered by the Statement.
5. Print the name of the person signing the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

### ✓ Practical tip:

The treasurer signing the Statement must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

Be sure the date the form is signed is entered on the appropriate line.

**SAMPLE**

FOR OFFICE USE ONLY

**CITY/TOWN OF \_\_\_\_\_  
POLITICAL COMMITTEE  
NO ACTIVITY STATEMENT**

1. \_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_

Address

\_\_\_\_\_

City                      ZIP Code                      County                      Phone Number

2. \_\_\_\_\_  
Sponsoring Organization or Candidate and office                      E-mail address                      Fax #

3. ID#

**4. REPORTING PERIOD**  
(Please check appropriate box)

**DUE BETWEEN**

- January 31 Report** - For Period of \_\_\_\_\_ \*thru December 31, 20XX ..... January 1, 20XX and January 31, 20XX
- Pre-Primary Election Report** - For Period of January 1, 20XX thru February 18, 20XX ..... February 19, 20XX and February 6, 20XX
- Post-Primary Election Report** - For Period of February 19, 20XX thru March 30, 20XX. .... March 31, 20XX and April 9, 20XX
- Pre-General Election Report** - For Period of March 31, 20XX thru April 29, 20XX ..... April 30, 20XX and May 7, 20XX
- Post-General Election Report** - For Period of April 30, 20XX thru June 8, 20XX ..... June 9, 20XX and June 18, 20XX
- \*\*January 31, Report** - For Period of June 9, 20XX thru December 31, 20XX ..... January 1, 20XX and January 31, 20XX

\*Insert date which is 21 days after date of last election (A.R.S. §16-913).

\*\*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

**5**

I, \_\_\_\_\_, upon my oath and under penalty of perjury, say that this political  
(name of treasurer or candidate- printed)  
committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a  
No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and  
complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate or Treasurer

## ANNUAL NO ACTIVITY STATEMENT

### ✓ What to report on this schedule

This Statement may only be used by a candidate campaign committee that cannot terminate because the committee has outstanding debt. If a committee files this Statement, which is due by January 31 of each year, the committee will not be required to file additional Campaign Finance Reports during the calendar year, *unless* the committee has additional receipts or expenditures.

### ✓ How to complete this schedule:

1. Complete the committee information.
2. Complete the information about the sponsoring organization, if applicable.
3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

**4** You must enter the calendar year for which this report is applicable.

**5** Print the name of the person signing the Statement, who also must sign the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

### ✓ Practical tip:

The treasurer signing the Statement must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

CITY / TOWN OF \_\_\_\_\_  
CANDIDATE CAMPAIGN COMMITTEE  
Annual No Activity Statement

1.

Full Name of Committee

Address

City State ZIP Code Phone Number Email Address

2.

3. ID#

Candidate and Office

The above named candidates campaign committee will remain active due to outstanding debts and does not intend to receive any contributions or make any expenditures during the year \_\_\_\_\_. If the candidate's campaign committee does receive any contributions or make any expenditures during the year indicated above, the committee shall report as prescribed by A.R.S. § 16 -913(B)(C).

5

I, \_\_\_\_\_, certify under penalty of perjury, that this statement pursuant to A.R.S. § 16-913(I) is true and complete.

(Name of Treasurer or Candidate – Printed)

Signature of Treasurer or Candidate

**THIS REPORT MAY BE FILED NO LATER THAN JANUARY 31 BY A CANDIDATE'S CAMPAIGN COMMITTEE THAT REMAINS ACTIVE AFTER AN ELECTION DUE TO OUTSTANDING DEBTS.**

## TERMINATION STATEMENT

### ✓ What to report on this schedule

This Statement is filed when your political committee will no longer be active in a jurisdiction in which it is registered. Once the Termination Statement is filed, the committee will not be required to file additional campaign finance reports.

### ✓ How to complete this schedule:

- 1 Complete the committee information. Complete the information about the candidate or sponsoring organization. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.
- 2 You must check one of the two applicable boxes in this section, if you have checked box A. All Receipts and Expenditures must have been reported, and if there was surplus monies, the disposition of those monies must be reported. Check the applicable box to indicate how the disposition was reported.
- 3 If the committee intends to remain active in other jurisdictions, and to use the surplus monies in those other jurisdictions, check this box.
- 4 If the committee has transferred surplus monies to a subsequent candidate's campaign committee or exploratory committee, check this box.
- 5 Print the name of the chairman and treasurer, who also must sign the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the chairman and treasurer must sign.

### ✓ Practical tip:

The chairman and treasurer signing the Statement must be the chairman and treasurer who are named on the most recent Statement of Organization that has been filed with the filing officer.

\$500 Threshold Committees must terminate using the \$500 Threshold Exemption Statement.



## INDEPENDENT EXPENDITURE NOTIFICATION FORM

### ✓ What to report on this form

This form is filed by independent expenditure entities formed by corporate or labor groups to support or oppose candidates. All expenditures of these entities that are made to influence a candidate election must be reported on this form. You must also indicate the candidate who is being supported or opposed by the expenditure. The notification form must be filed within one day of the expenditure.

### ✓ How to complete this schedule:

- 1 Complete the election cycle information and committee ID information.
- 2 Complete the information about the organization.
- 3 Complete the information on the expenditure amount.
- 4 Check one of the communication types. Choose the type that most closely matches the kind of expenditure.
- 5 Choose one of the descriptions of expenditures from the attached list of descriptions and enter it here.

### ✓ Practical tip:

The person signing the notification form must be the person authorized to make expenditures on the organization's registration form.

**CITY/TOWN OF \_\_\_\_\_**  
**INDEPENDENT EXPENDITURE NOTIFICATION FORM FOR**  
**CORPORATIONS, LIMITED LIABILITY COMPANIES, AND LABOR ORGANIZATIONS**

<b>1</b>	Election Cycle:	<b>2</b>	Committee ID	Expenditure Status: Verified: _____ Unverified: _____ Delinquent: _____	
	<input type="checkbox"/> Initial Expenditure <input type="checkbox"/> Additional Expenditure		Total Amount of Expenditures this Notification:		
Full Name of Organization					
Address			City	State	Zip Code
Phone Number			E-mail Address		

Expenditure Date:		Expenditure Amount:	
Vendor/Payee Name:			
Candidate Name:			<input type="checkbox"/> Supports <input type="checkbox"/> Opposes
<b>4</b>	Communication Type:	<input type="checkbox"/> Communications <input type="checkbox"/> Event Expenses <input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Travel <input type="checkbox"/> Overhead <input type="checkbox"/> Administration <input type="checkbox"/> Professional Services
<b>5</b>	Description of Purchase:	Please use a description from the list of subcategories provided.	

Expenditure Date:		Expenditure Amount:	
Vendor/Payee Name:			
Candidate Name:			<input type="checkbox"/> Supports <input type="checkbox"/> Opposes
Communication Type:	<input type="checkbox"/> Communications <input type="checkbox"/> Event Expenses <input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Travel <input type="checkbox"/> Overhead	<input type="checkbox"/> Administration <input type="checkbox"/> Professional Services
Description of Purchase:	Please use a description from the list of subcategories provided.		

See other side or attached form for additional expenditures for this notification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## NOTICE OF LARGE CONTRIBUTION

**TO THE CITY/TOWN CLERK:**

Notice is hereby given to you that \_\_\_\_\_ (insert name of candidate or candidate's committee) has received a contribution of \$1000 or more from a single source less than 20 days before the election. This notice is being provided to you within 72 hours after receipt of the contribution.

**Date of Receipt:** \_\_\_\_\_

**Name of Contributor:** \_\_\_\_\_

**Amount of Contribution:** \_\_\_\_\_

\_\_\_\_\_  
Name of Candidate or Candidate's Committee

Date: \_\_\_\_\_

A.R.S. § 16-913.01. Additional reporting by candidate campaign committees; single contribution; civil penalty.

A. In addition to any other filings required by law, a candidate or a candidate's campaign committee shall give notice to the filing officer if the candidate or committee receives from a single source a contribution of at least one thousand dollars less than twenty days before the day of the election.

B. The notice prescribed by this section shall be filed within seventy-two hours after receipt of the contribution and shall include the date of receipt, the name of the contributor and the amount of the contribution. Contributions that are subject to the notice prescribed by this section shall be included in the next regular report filed pursuant to section 16-913. For the purposes of this section, the date of receipt of a contribution is the date the candidate's campaign committee obtains possession of the contribution.

C. A candidate's campaign committee that knowingly violates this section and a person who knowingly violates this section are liable in a civil action for a civil penalty of up to three times the amount improperly reported.

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For SOS  
Committees  
Only

# ARIZONA Campaign Finance Guide

State Capitol  
Phoenix, Arizona



*Published by the Department of State  
Office of the Secretary of State*

July 2015

**MICHELE  
REAGAN**

*Secretary of State  
State of Arizona*



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**Disclaimer >>**

Beyond the measures discussed in this guide, this office cannot render binding legal advice or recommendations on best practices in document preparation. To the extent your question is not addressed here, we recommend you seek counsel from a qualified election attorney.

**Contact us >>**

Mailing address for all correspondence or filings:

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Secretary of State  
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MICHELE REAGAN  
Secretary of State  
State of Arizona

**An Introduction from Secretary of State Michele Reagan**

Thank you for your interest in learning more about Arizona's campaign finance system.

Below you will find pertinent information regarding campaign finance laws, contribution limits, reporting dates, and step-by-step instructions to help guide every candidate and committee through our web-based reporting system.

Additional copies of this publication may be obtained by calling the office at (602) 542-8683 or 1-877-THE VOTE. This publication may also be downloaded from our website at [www.azsos.gov/elections](http://www.azsos.gov/elections). If you need further assistance, please contact the Election Services Division.

**Election Services:**

Telephone	(602) 542-8683
Toll Free (in Arizona)	(877) 843-8683
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E-mail address	<a href="mailto:elections@azsos.gov">elections@azsos.gov</a>
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Sincerely,

MICHELE REAGAN  
Arizona Secretary of State



## CAMPAIGN CONTRIBUTION LIMITS PER CYCLE 2015-2016 ELECTION CYCLE

Effective July 3, 2015<sup>1</sup>

*These limits are subject to change by law and are current as of June 1, 2015.*

	Candidate Committees			"PACs" <sup>2</sup>		Parties
	Statewide Candidate <sup>3</sup>	Legislative Candidate	Local Candidate <sup>4</sup>	PACs that give to candidates <sup>5,6</sup>	PACs that do not give to candidates <sup>6,7</sup>	Political Parties / Political Organizations
Individual may give:	\$5,000 <sup>8</sup>	\$5,000 <sup>9</sup>	\$6,250 <sup>10</sup>	Unlimited	Unlimited	Unlimited
Partnership may give:	\$5,000 <sup>11</sup>	\$5,000 <sup>12</sup>	\$6,250 <sup>13</sup>	Unlimited	Unlimited	Unlimited
Corporation, LLC or union may give:	Prohibited <sup>14</sup>	Prohibited <sup>13</sup>	Prohibited <sup>13</sup>	Prohibited <sup>13</sup>	Unlimited <sup>15</sup>	Unlimited <sup>16</sup>
"PAC" may give:	\$5,000 <sup>17</sup>	\$5,000 <sup>18</sup>	\$6,250 <sup>19</sup>	Unlimited <sup>20</sup>	Unlimited	Unlimited
Multicandidate <sup>21</sup> "PAC" may give:	\$10,000 <sup>22</sup>	\$10,000 <sup>23</sup>	\$12,500 <sup>24</sup>	Unlimited	Unlimited	Unlimited
Political Party / Party Organization may give:	Unlimited, but party nominee may accept no more than \$80,000 <sup>25</sup>	Unlimited, but party nominee may accept no more than \$8,000 <sup>26</sup>	Unlimited, but party nominee may accept no more than \$10,000 <sup>27</sup>	Unlimited	Unlimited	Unlimited



**MICHELE REAGAN**  
Secretary of State  
State of Arizona



<sup>1</sup> Contribution limits were raised in April 2015 (HB2415). Although the Act is effective July 3, 2015, Section 7 of HB2415 applies the foregoing contribution limits retroactively to November 4, 2014.

<sup>2</sup> Political committees—other than candidates and political parties—are generically referred to as “PACs” (political action committees) in this Guide.

<sup>3</sup> The statewide contribution limit applies over a four-year election cycle for candidates seeking election to a statewide office. See A.R.S. § 16-901(8) (effective July 3, 2015). The statewide limit will continue to be biennially-adjusted pursuant to A.R.S. § 16-905(H), therefore the statewide contribution limit in effect when the contribution is made will govern contributions to candidates seeking election to statewide office.

<sup>4</sup> Local candidates include candidates for county, city, town, and school district offices.

<sup>5</sup> PACs that give to candidates include: (1) committees organized in support or opposition to one or more candidates and (2) corporate/labor separate segregated funds. See A.R.S. § 16-901(20) (effective July 3, 2015); see also A.R.S. § 16-901(19) (2014).

<sup>6</sup> PACs may operate as hybrid committees and therefore perform multiple functions—such as making direct contributions to candidates, making independent expenditures, and supporting/opposing ballot measures. Hybrid committees must be mindful of contribution limits/restrictions for particular activities and file separate reports for each type of activity.

<sup>7</sup> PACs that do not give to candidates include: (1) independent expenditure committees, (2) ballot measure committees, and (3) recall committees. See A.R.S. § 16-901(20) (effective July 3, 2015).

<sup>8</sup> A.R.S. § 16-905(B)(1). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>9</sup> A.R.S. § 16-905(A)(1). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>10</sup> A.R.S. § 16-905(A)(2).

<sup>11</sup> A.R.S. § 16-905(B)(4). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>12</sup> A.R.S. § 16-905(A)(6). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>13</sup> A.R.S. § 16-905(A)(6).

<sup>14</sup> A.R.S. §§ 16-919(A)-(B).

<sup>15</sup> A.R.S. §§ 16-920(A)(5) (ballot measures) and (A)(6) (independent expenditures). Arizona law does not permit corporations, LLCs, or unions to make direct contributions to recall committees. A.R.S. § 16-920; Op. Atty. Gen. No. I 11-003, 2011 WL 2940576 (2011).

<sup>16</sup> Corporate, LLC and union contributions to political parties cannot be used for purposes of influencing an election. A.R.S. § 16-901(5)(b)(viii); *Arizona State Democratic Party v. State*, 210 Ariz. 527 (2005).

<sup>17</sup> A.R.S. § 16-905(B)(2).

<sup>18</sup> A.R.S. § 16-905(A)(3).

<sup>19</sup> A.R.S. § 16-905(A)(4).

<sup>20</sup> A candidate committee or exploratory committee may not contribute to another candidate committee or exploratory committee except under limited conditions. See A.R.S. § 16-905(F).

<sup>21</sup> PACs authorized to give at higher limits pursuant to A.R.S. § 16-905(G), were formally known as “Super PACs.” In light of the fact that independent expenditure-only PACs are now popularly known as “Super PACs” at the federal level, the Secretary of State has determined it is no longer beneficial to refer to A.R.S. § 16-905(G) committees as “Super PACs” under state law. Accordingly, A.R.S. § 16-905(G) committees are referred to as “multicandidate PACs” in order to remain consistent with federal law. See 11 C.F.R. 100.5(e)(3).

<sup>22</sup> A.R.S. § 16-905(B)(3). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>23</sup> A.R.S. § 16-905(A)(5). Contribution limit reduced by 20% pursuant to A.R.S. § 16-941(B).

<sup>24</sup> A.R.S. § 16-905(A)(5).

<sup>25</sup> See A.R.S. §§ 16-905(B)(2)-(3) (exempting political parties from statewide PAC contribution limits); compare A.R.S. § 16-905(D) (imposing \$80,000 net limitation on how much a “nominee of a political party” may accept “from all political parties or political organizations combined”); A.R.S. § 16-941(B) (contribution limit reduced by 20%).

<sup>26</sup> See A.R.S. §§ 16-905(A)(3) & (5) (exempting political parties from legislative PAC contribution limits); compare A.R.S. § 16-905(D) (imposing \$8,000 net limitation on how much a “nominee of a political party” may accept “from all political parties or political organizations combined”); A.R.S. § 16-941(B) (contribution limit reduced by 20%).

<sup>27</sup> See A.R.S. §§ 16-905(A)(2) & (4) (exempting political parties from local PAC contribution limits); compare A.R.S. § 16-905(D) (imposing \$10,000 limitation on how much a “nominee of a political party” may accept “from all political parties or political organizations combined”).



## CAMPAIGN FINANCE REPORTING DATES 2015-2016 ELECTION CYCLE

*These limits are subject to change by law and are current as of June 1, 2015.*

Name of Report	Time Period Covered in Report <sup>28</sup>	Report Due Between <sup>29</sup>
January 31 report	November 25, 2014 through December 31, 2015	January 1, 2016 and February 1, 2016 <sup>30</sup>
June 30 report	January 1, 2016 through May 31, 2016	June 1, 2016 and June 30, 2016
Pre-Primary report	June 1, 2016 through August 18, 2016	August 19, 2016 and August 26, 2016
Post-Primary report	August 19, 2016 through September 19, 2016	September 20, 2016 and September 29, 2016
Pre-General report	September 20, 2016 through October 27, 2016	October 28, 2016 and November 4, 2016
Post-General report	October 28, 2016 through November 28, 2016	November 29, 2016 and December 8, 2016



**MICHELE REAGAN**  
*Secretary of State*  
*State of Arizona*

<sup>28</sup> A.R.S. §§ 16-913(B)-(C); 16-916(B).

<sup>29</sup> This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. For additional reporting dates, please review A.R.S. Title 16, Chapter 6, Article 2, along with materials provided by the Citizens Clean Elections Commission at [www.azcleanelections.gov](http://www.azcleanelections.gov). In addition, this table does not include filing deadlines in effect for standing political committees, as required by A.R.S. § 16-913(K). Please visit [www.azsos.gov/elections-calendar-upcoming-events](http://www.azsos.gov/elections-calendar-upcoming-events) or call 602-542-8683 for a specialized table.

<sup>30</sup> The January 31, 2016 reporting deadline has been adjusted to the next business day, February 1, 2016. A.R.S. § 16-916(D).



# CHAPTER 1

## BEFORE YOU GET STARTED

---

### When are you required to form a political committee?

A “political committee” is the basic building block of Arizona campaign finance law. Political committees may be candidates for public office, political parties, or “PACs” that conduct a variety of political activities.

Political committees must register with the Secretary of State, maintain certain financial records, and comply with various advertising and reporting requirements. Because political committees are subject to such broad regulation, it is important to understand what triggers “political committee” status under Arizona law.

As a general matter, an individual, entity or group must register as a political committee under three circumstances:

**First**, Arizona law requires certain obvious political participants to register as a political committee regardless of financial activity level.<sup>31</sup>

#### *Candidate Committees:*

- Statewide candidates for public office<sup>32</sup>
- Legislative candidates for public office<sup>33</sup>

#### *Political Action Committees (“PACs”):*

- Groups that circulate petitions to place an initiative, referendum, or recall election on the ballot<sup>34</sup>
- Corporate, LLC or union PACs (“separate segregated funds”)<sup>35</sup>

#### *Political Parties:*

- State and county political parties<sup>36</sup>
- District political parties and local party-affiliated groups (“political organizations”)<sup>37</sup>

These types of political committees must register with the Secretary of State *before* conducting certain political activity.<sup>38</sup>

**Second**, an association or group of persons must register as a political committee if they meet *both* of the following criteria:<sup>39</sup>

- The group is organized, conducted or combined for the primary purpose of influencing the result of any election; and
- The group knowingly receives contributions or makes expenditures of more than \$500 in connection with any election during a calendar year.<sup>40</sup>

Groups that meet these dual criteria are transformed into PACs, whether voluntarily or involuntarily.



Such committees might be organized for a variety of purposes, including contributing directly to candidates, making independent expenditures, or providing outside support/opposition for initiative, referendum or recall efforts.<sup>41</sup>

**Third**, a corporation, LLC or labor union that is organized primarily for the purpose of influencing an election must register as a political committee.<sup>42</sup>

\* \* \*

In summary, there are three circumstances in which an individual, group or entity may meet the definition of a “political committee” under Arizona law. Triggering political committee status is generally the point at which a political participant becomes subject to significant government regulation. Be mindful of the various avenues through which your obligation to register as a political committee may be triggered.

### What type of political committee should I form?

Once you have met the threshold requirement of becoming a political committee, you must select your political committee type and organize.

Political committees generally fall into one of three broad categories: candidate committees, political parties, and “PACs” (a catch-all category). Within each of these categories, political committees are dedicated for specific functions—such as making contributions to candidates, supporting or opposing ballot measures, or making independent expenditures.

Additionally, certain committees may qualify for a special status, such as becoming a “standing committee” or “multicandidate committee.” Other committees may qualify for an exempt status, such as a “\$500 Threshold” committee that need not report its contributions and expenditures.

The Secretary of State’s web-based campaign finance system will guide you through the registration process. Below are your options based on the type of committee you intend to form.

#### *Candidate Committees*

If you intend to set up a political committee to run for statewide or legislative office, select one of the following options:

- Candidate (Exploratory)
  - An exploratory committee is formed for the purpose of determining whether an individual will become a candidate.<sup>43</sup> One need not register an exploratory committee with the Secretary of State until the committee receives contributions or makes expenditures in excess of \$500.
- Candidate (Non-Participating)
  - Your campaign will be privately funded with contributions.
- Candidate (Participating)
  - Your campaign will be funded with publicly-funded money, dispensed by the Arizona Citizens Clean Elections Commission.<sup>44</sup>



*PACs*

Most non-candidate political committees will fall in this category. You must select your committee's function when establishing your committee:

- Independent Expenditures
- Support/Oppose (Ballot Measure)
  - You intend to support or oppose an initiative or referendum measure.
- Recall
  - You intend to support or oppose the recall of an elected official.
- Segregated Fund
  - You are a corporate, LLC, or labor union-sponsored PAC.
- Support/Oppose (Candidate)
  - You intend to make direct contributions to candidates.

Independent expenditure committees are formed for the purpose of making independent expenditures that “expressly advocate” the election or defeat of a candidate without any coordination between the independent expenditure committee, candidate and committee officers.<sup>45</sup> If it qualifies, an independent expenditure committee may be designated as a “standing committee” for reporting purposes.<sup>46</sup>

A ballot measure committee supports or opposes the qualification, passage, or defeat of a ballot measure such as an initiative or referendum.<sup>47</sup> An initiative is a law proposed by the voters. A referendum is an effort to override (veto) a law recently passed by the Legislature and signed by the Governor.<sup>48</sup>

A recall committee is a non-candidate committee organized to circulate, support or oppose a recall petition or to influence the result of a recall election.<sup>49</sup>

A separate segregated fund is a committee established by a corporation, LLC, or labor union.<sup>50</sup> Segregated funds typically make direct contributions to candidates. If it qualifies, a segregated fund may be designated as a “standing committee”<sup>51</sup> for reporting purposes and/or a “multicandidate committee”<sup>52</sup> for contribution purposes.

Finally, a political committee may be organized to support or oppose one or more candidates by making direct contributions to candidates.<sup>53</sup> If it qualifies, a candidate support/oppose committee may be designated as a “multicandidate committee” for contribution purposes.<sup>54</sup>

*Political Parties*

If the committee seeks to register as a political party, select:

- Political Party<sup>55</sup>
- Political Organization<sup>56</sup>
- New Party<sup>57</sup>



Under Arizona law, the term “political party” is technically defined as a state or county-level political party, whereas local parties and party-affiliated groups are considered “political organizations.” However, all such groups are generically considered political parties.

If they meet certain requirements, political parties and political organizations may also qualify as a “standing committee,” which consolidates reporting requirements for parties that are active in more than one Arizona jurisdiction.<sup>58</sup>

<sup>31</sup> A.R.S. §§ 16-901(20)(a)-(e), (g) (effective July 3, 2015).

<sup>32</sup> The only exception is an exploratory committee, which need not register until it receives contributions or makes expenditures in excess of \$500 A.R.S. § 16-901(10); § 16-901(20)(h) (effective July 3, 2015).

<sup>33</sup> The only exception is an exploratory committee, which need not register until it receives contributions or makes expenditures in excess of \$500 A.R.S. § 16-901(10); § 16-901(20)(h) (effective July 3, 2015).

<sup>34</sup> A.R.S. § 16-901(20)(c)-(d) (effective July 3, 2015). This will be the political committee that typically drafts the ballot measure text and/or summary, obtains a serial number from the Secretary of State’s office, circulates petitions, and acts as the official spokesman for the initiative, referendum or recall effort.

<sup>35</sup> A.R.S. §§ 16-901(20)(b) (effective July 3, 2015); 16-920(A)(3)-(4).

<sup>36</sup> A.R.S. § 16-901(22) (effective July 3, 2015).

<sup>37</sup> A.R.S. § 901(21) (effective July 3, 2015).

<sup>38</sup> Although these committees must register before accepting contributions making expenditures, distributing campaign literature or circulating petitions, such committees may file an exemption statement with the Secretary of State (in lieu of a statement of organization) if the committee intends to accept contributions or make expenditures of \$500 or less. A.R.S. § 16-902.01(A)-(B) (effective July 3, 2015). The committee must disclose basic identifying information in its exemption statement, but is otherwise exempt from filing campaign finance reports as long as it remains below the \$500 threshold.

<sup>39</sup> A.R.S. § 16-901(20)(f) (effective July 3, 2015).

<sup>40</sup> The criteria for PAC registration under A.R.S. § 16-901(20)(f)(ii) is similar to the financial threshold at which an exploratory committee must file a statement of organization. Since exploratory committees are precursors to candidate committees, they are considered under the category of “candidate committees” instead of “PACs.”

<sup>41</sup> Under the technological limitations of the current web-based system, a PAC that performs multiple functions must register separate PACs for each function: direct contributions to candidates, independent expenditures, ballot measures, or recall elections. Thus, once political committee status is triggered under A.R.S. § 16-901(20)(f) (effective July 3, 2015), a political committee must file statements of organization for each function (contributions, independent expenditures, etc.) it performs or intends to perform.

<sup>42</sup> A.R.S. § 16-914.02(K); Arizona Secretary of State Independent Expenditures Handbook, *available at* [www.azsos.gov/elections/arizona-election-laws-publications](http://www.azsos.gov/elections/arizona-election-laws-publications). Otherwise, corporate, LLC, and labor entities that do not meet the primary purpose test are subject to less rigorous registration and reporting requirements when they make independent expenditures to influence the result of a candidate election. A.R.S. § 16-914.02(A)-(D)

<sup>43</sup> A.R.S. § 16-901(10) (effective July 3, 2015). A candidate is defined as an “individual who receives or gives consent for receipt of a contribution for his nomination for an election to any office in this state other than a federal office.” A.R.S. § 16-901(2).

<sup>44</sup> Whether the candidate intends to fund his or her campaign with privately-raised or publicly-dispersed money will generally determine which campaign finance laws will govern the candidate, subject to various exceptions. If the candidate seeks to become a publicly-funded (“participating”) candidate under the Arizona Citizens Clean Election Act, please visit [www.azcleelections.gov](http://www.azcleelections.gov) for further information.

<sup>45</sup> A.R.S. §§ 16-901(15); 16-901.01; 16-911.

<sup>46</sup> A.R.S. § 16-901(24)(c)(iii) (effective July 3, 2015). A political committee with “standing committee” status must be active in more than one reporting jurisdiction in Arizona for more than one year. *Id.* A standing committee is only required to file campaign finance reports with the Secretary of State and is therefore exempt from the filing requirements of any other Arizona jurisdiction, even if the political party influences elections in those jurisdictions. A.R.S. § 16-902.01(E). Standing Committees pay an annual fee of \$250.00.



If a standing political committee makes a late filing three or more times, it will no longer be eligible to retain standing political committee status. A.R.S. § 16-918(G).

<sup>47</sup> A.R.S. § 16-901(20)(c); *see also* Ariz. Const. Art. 4, § 1; A.R.S. Title 19, Chapter 1.

<sup>48</sup> Ariz. Const. Art. 4, Pt. 1, § 1(1)-(3); A.R.S. Title 19, Chapter 1. Referenda also take the form of measures passed by the Legislature (but not signed by the Governor) and referred to the general election ballot for voter approval. Ariz. Const. Art. 4, Pt. 1, § 1(3), (15); Ariz. Const. Art. 21, § 1.

<sup>49</sup> A.R.S. § 16-901(20)(d) (effective July 3, 2015); *see also* A.R.S. Title 19, Chapter 2.

<sup>50</sup> A.R.S. § 16-920(A)(3).

<sup>51</sup> A.R.S. § 16-901(24)(c)(i). A political committee with “standing committee” status must be active in more than one reporting jurisdiction in Arizona for more than one year. *Id.* A standing committee is only required to file campaign finance reports with the Secretary of State and is therefore exempt from the filing requirements of any other Arizona jurisdiction, even if the political party influences elections in those jurisdictions. A.R.S. § 16-902.01(E). Standing Committees pay an annual fee of \$250.00. If a standing political committee makes a late filing three or more times, it will no longer be eligible to retain standing political committee status. A.R.S. § 16-918(G).

<sup>52</sup> Only established “multicandidate” political committees registered with the Secretary of State may give contributions to candidates at a higher contribution limit. To qualify, a multicandidate committee must have received contributions in the amount of \$10.00 or more from 500 contributors in the two year period before requesting multicandidate status. A.R.S. § 16-905(G). A certificate is valid for four years. *Id.*

<sup>53</sup> A.R.S. §§ 16-905(A)(3)-(5) & (B)(3).

<sup>54</sup> Only established “multicandidate” political committees registered with the Secretary of State may give contributions to candidates at a higher contribution limit. To qualify, a multicandidate committee must have received contributions in the amount of \$10.00 or more from 500 contributors in the two year period before requesting multicandidate status. A.R.S. § 16-905(G). A certificate is valid for four years. *Id.*

<sup>55</sup> A political party is defined as a “state committee as prescribed by A.R.S. § 16-825 or the county committee as prescribed by A.R.S. § 16-821 of an organization that meets the requirements for recognition as a political party pursuant to A.R.S. § 16-801 or § 16-804(A).” A.R.S. 16-901(22) (effective July 3, 2015).

<sup>56</sup> Political organizations are committees formally affiliated with a recognized political party, including a district political party, which are organized pursuant to A.R.S. § 16-823. A.R.S. § 16-901(21) (effective July 3, 2015).

<sup>57</sup> If the committee will exist for the purpose of creating a new recognized political party in Arizona, select the New Party committee. New party committees follow the same filing requirements as all other committees. Once a “new” party becomes recognized and achieves permanent ballot status pursuant to A.R.S. § 16-804, the party must amend its statement of organization to become a “political party”.

<sup>58</sup> A political committee with “standing committee” status must be active in more than one reporting jurisdiction in Arizona for more than one year. A.R.S. § 16-901(24) (effective July 3, 2015). A standing committee is only required to file campaign finance reports with the Secretary of State and is therefore exempt from the filing requirements of any other Arizona jurisdiction, even if the political party influences elections in those jurisdictions. A.R.S. § 16-902.01(E). Standing Committees pay an annual fee of \$250.00. If a standing political committee makes a late filing three or more times, it will no longer be eligible to retain standing political committee status. A.R.S. § 16-918(G).



## CHAPTER 2

### CAMPAIGN FINANCE WEB-BASED REPORTING SYSTEM GETTING STARTED—THE BASICS

To be registered as a political committee, you will either create: (1) a Statement of Organization, which is generally required for committees that raise or spend more than \$500, or (2) an Exemption Statement, which some committees are eligible to file (in lieu of a Statement of Organization) if they otherwise qualify and keep their financial activity under \$500. To begin the process:

- Go to the Arizona Secretary of State’s website at [www.azsos.gov](http://www.azsos.gov). Using the menu at the top of the webpage, click on:
  - Elections
  - Campaign Finance & Reporting
  - Make An Electronic Campaign Finance Filing



- If you need to create a new political committee, the next few steps will help you establish your committee.
- If you have an existing **User Name** and need to amend your current Statement of Organization, skip to pages 19-20.

## Establish Your Political Committee:

The next few screens will guide you through the process of entering your committee information and creating user logins for committee users.

Once your completed Statement of Organization has been filed and accepted, you will receive a confirmation email.

- Begin by selecting “**Create new Committee**”:

MICHELE REAGAN  
Secretary of State  
State of Arizona

Arizona Secretary of State

oz.gov

Elections Business Services Rules State Library About the Office

Campaign Finance - Log In Help

Login

Enter User Name:

Enter Password:

Login

Create new Committee

Create a new Corporation, LLC, or Labor Organization reporting account

Create a new individual Filer reporting account

[Forgot User Name or Password](#)

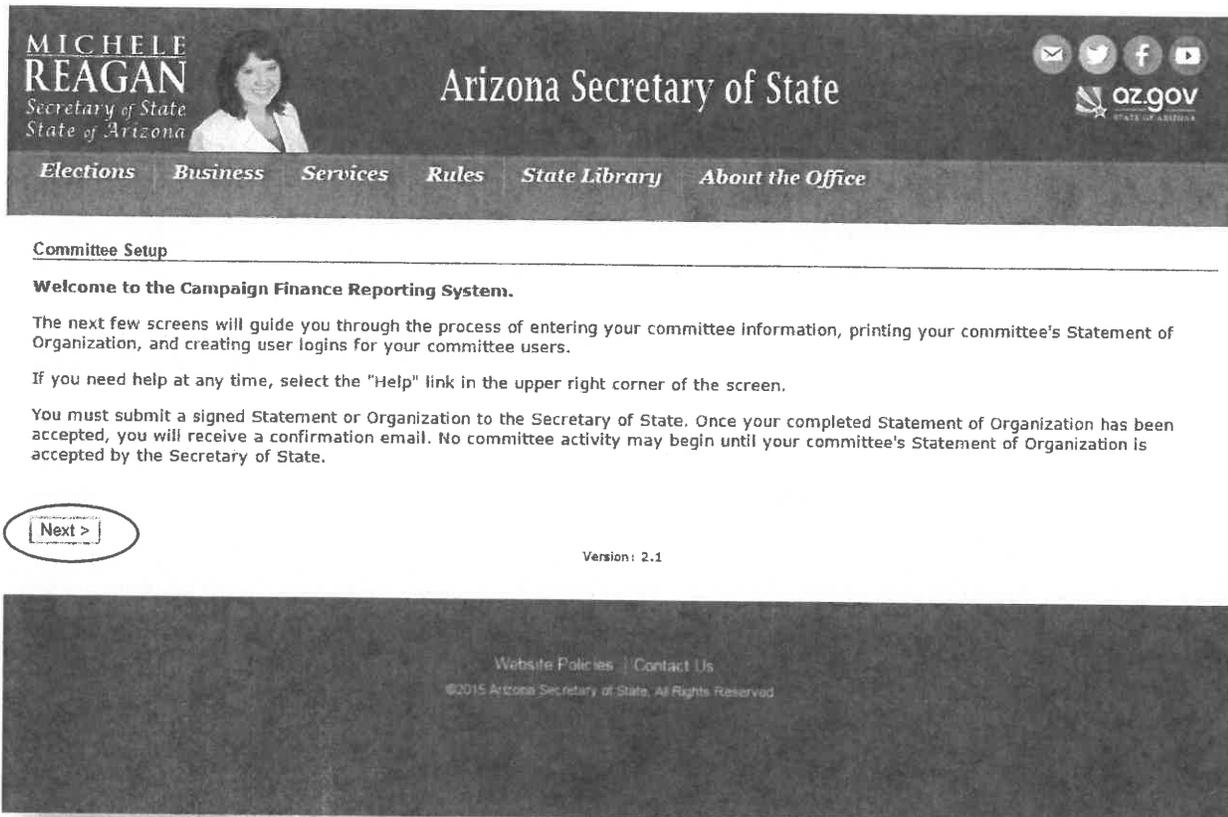
Version: 2.1

Website Policies | Contact Us

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- First, you will see a **Welcome screen**:



- Click on  to continue.



## STEP 1: Committee Setup

This screen will allow you to enter the information required to form your committee.

**Campaign Finance - Committee Setup**

Committee Type

Committee Name

Physical Address

Street

City  State  Zip

Same as Physical Address

Mailing Address

Street

City  State  Zip

Phone Number

Fax Number   
(Optional)

Email Address

Financial Institutions (Banks)

#1

#2

#3

- Use the pull down menu to select your **Committee Type**. The [Help](#) link in the upper right-hand corner of the screen will give additional information on different committee types.
- Complete the remaining informational fields. Note: various information fields may appear or disappear depending on the type of committee selected.
- Once complete, select  to continue.



Campaign Finance - Committee Setup

Committee Type	----- Select Committee Type -----
Committee Name	<div style="border: 1px solid black; padding: 2px;">                 ----- Select Committee Type -----                  \$500 Threshold (Candidate)                  \$500 Threshold (Non-Candidate)                  Candidate (Exploratory)                  Candidate (Non-participating)                  Candidate (Participating)                  Independent Expenditures                  Independent Expenditures (Standing)                  New Party                  Officeholder Expenses                  Political Organization                  Political Organization (Standing)                  Political Party                  Political Party (Standing)                  Recall                  Segregated Fund                  Segregated Fund (Standing)                  Support/Oppose (Ballot Measure)                  Support/Oppose (Candidate)             </div>
Physical Address	<input type="text"/>
Mailing Address	<input type="text"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>
Financial Institutions (Banks)	#1 <input type="text"/> #2 <input type="text"/> #3 <input type="text"/>
<input type="button" value="Next &gt;&gt;"/> <input type="button" value="Cancel"/>	

- Note: committees that *circulate petitions* for initiatives, referenda, or recall elections are eligible to register as “\$500 Threshold (Non-Candidate)” committees if they plan to raise or spend less than \$500. Otherwise, PACs need not register as “\$500 Threshold (Non-Candidate)” committees before conducting political activity because, under a new law enacted in 2015, no registration whatsoever is required for activities under \$500.<sup>59</sup>

## STEP 2: Committee Member Selection

Each committee must have a chairman and treasurer.

- For Candidate Committees, the candidate may serve as both Chairman and Treasurer.
- For ALL other committees, the chairman and treasurer must be different individuals.



The campaign finance database contains names of current and former political committee members to choose from, or you may add a new name to the database. In order to add a new name, you must first click on “Select Chairman,” “Select Treasurer,” etc.

Follow the process below for selecting a Chairman, Treasurer and Candidate. This process will vary according to whether your committee plans to raise or spend more than \$500 (which requires a Statement of Organization to be filed) or less than \$500 (which permits an Exemption Statement to be filed).

**Committee Member Setup Example: Statement of Organization for Candidate Committee**

Campaign Finance - Committee Member Setup

Committee Chairman	Select Chairman *
Committee Treasurer	Select Treasurer *
Candidate	Select Candidate *

The system already contains names and contact information for current and former political committee members.

- First, search for your Committee Members (Chairman, Treasurer, and Candidate).
- Click on the buttons as applicable:

- After selecting one, continue to the **Search for a Name** instruction (page 17).

**Committee Member Setup Example: Statement of Organization for PAC**

Campaign Finance - Committee Member Setup

Committee Chairman	Select Chairman *
Committee Treasurer	Select Treasurer *
Sponsoring Organization	Select Sponsor (Optional) *

- First, search for your Committee Members (Chairman, Treasurer, and, if applicable, Sponsoring Organization).

- Click on the buttons as applicable:

- After selecting one, continue to the **Search for a Name** instruction (page 17).



Committee Member Setup Example: Exemption Statement

Example below for Candidate Exemption Statement

Campaign Finance - Committee Member Setup

Candidate  \*

Sponsoring Organization  (Optional) \*

<< Back    Cancel    User Setup >>

Example below for Non-candidate Exemption Statement

Campaign Finance - Committee Member Setup

Sponsoring Organization  (Optional) \*

<< Back    Cancel    User Setup >>

- Note: only non-candidate committees can be sponsored. A “sponsoring organization” is any organization that establishes, administers or contributes financial support to the administration of a PAC, or that has common or overlapping membership or officers with a PAC. This typically occurs when a corporation or labor union establishes a separate segregated fund, or an out-of-state PAC or corporation establishes an Arizona-affiliated PAC.

**Search for a Name**

Last Name:  \*

Zip Code:  \*

- Once you select a committee member type, the **Search for a Name** screen will appear.
- Type in the **Last Name** and **Zip Code** of either the Candidate, Treasurer or Chairman and click  .

**Search for a Name**

Last Name:  \*

Zip Code:  \*

<input type="button" value="Select"/>	SMITH, ROBERT C		1510 WASHINGTON LN SW	Phoenix AZ 85007	<input type="button" value="Edit"/>
<input type="button" value="Select"/>	SMITH, SANDRA	ATTORNEY	TAYLOR & ASSOCIATES	814 W Roosevelt St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	Smith, Steve	talent agent	Arizona State Senate	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	smith, steve	Arizona State Senator	Arizona State Senate	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	Smith, William	Occupation	Employer	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	Smith, William	Occupation	Employer	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	Smith, William	Occupation	Employer	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>
<input type="button" value="Select"/>	Smith, William	Occupation	Employer	1700 W Washington St	Phoenix AZ 85007 <input type="button" value="Edit"/>

Can't find your name in the list? [Click here to add a new name.](#)

- If the name is found, the name will appear on the screen.
- If found, **Select** the name (Chairman, Treasurer, or, if applicable, Candidate/Sponsor).
- If name is not found, click on **“Click here to add a new name”** (link appears in blue).



**Search for a Name**

**Add a Name**

Last Name:

First Name:

Middle Name:

Suffix:

Occupation:

Employer:

Address:

City:

State:

Zip Code:

Email Address:

Phone #:

Fax #:

- The **Add a Name** window appears. To add a name, complete the required information, pressing the TAB key between fields.
- Click on .
- Note: The individual's information will now be added to the SOS Campaign Finance database.
- All required fields must be completed before a name will be added.

Campaign Finance - Committee Member Setup

Committee Chairman

Select Chairman \* EditName

Name: Smith, William

Occupation: Occupation

Employer: Employer

Address: 1700 W Washington St  
Phoenix AZ 85007

Committee Treasurer

Select Treasurer \* EditName

Name: Smith, William

Occupation: Occupation

Employer: Employer

Address: 1700 W Washington St  
Phoenix AZ 85007

Candidate

Select Candidate \* EditName

Name: Smith, William

Occupation: Occupation

Employer: Employer

Address: 1700 W Washington St  
Phoenix AZ 85007

- Complete the same process for Treasurer and Candidate.
- Click  to continue.

### STEP 3: User Setup

This step enables users to access a political committee's records. Once added, committee users are able to login to the website and perform committee functions allowed by their privilege level.

As you begin **User Setup**, please remember there must be at least one user with **administrative** privileges. A warning message will appear if none are chosen. **The creator of the account will automatically have administrative privileges.** Beyond the administrator, you may create as many additional users as you like.



Use the **Help** for information on selecting a Privilege Level.

Campaign Finance - User Selection Help

Name	Email	Privilege Level

<< Back Add New User Next >

After making the necessary changes, you will have to click on the Finished button in order for the changes to be applied.

Click on **Add New User**.

Campaign Finance - User Setup Help

Privileges: **---- Select Privilege Level ---**

Receive Alert Notifications?  (User will receive alert notifications when limits are exceeded)

Receive Filer Account Emails?  (User will receive Filer Account Emails)

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

OK Cancel

version: 2.5

Choose the privilege level from the pull down menu (**REMEMBER – THERE MUST BE AT LEAST ONE ADMINISTRATOR**).

Enter the required information and select **OK**.

**Search for a Name**

Last Name:  \*

Zip Code:  \*

Search Cancel

The **Search for a Name** window will appear for selecting the new user.

Use the same methodology from Step 2 on pp. 17-18 on how to **Search for a Name**.

Campaign Finance - User Setup

Privileges: **Administrator**

Receive Alert Notifications?  (User will receive alert notifications when limits are exceeded)

Receive Filer Account Emails?  (User will receive Filer Account Emails)

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

OK Cancel

After selecting an existing user or adding a new user, the **User Setup** screen will be displayed with the user's information.

In the **Password** field, enter a password that is at least six characters long.

In **Confirm Password**, re-type your password correctly.

Select **OK**.



Campaign Finance - User Selection

Name	Email	Privilege Level	
Smith, William	norepl@azsos.gov	Administrator	<input type="button" value="Change"/> <input type="button" value="Delete"/>

<< Back | Add New User | Next >

After making the necessary changes, you will have to click on the Finished button in order for the changes to be applied.

- The screen with added users will appear.
- To add additional users to the committee, repeat the above steps.
- If done, select Next to continue to the next step.

## STEP 4: Statement of Organization or Exemption Statement

 You have now finished creating your committee:

### Correspondence Confirmation

**Your new political committee requires you to file a Statement of Organization. State law requires that any changes to your committee require a completed Amended Statement of Organization be filed with the Secretary of State within five (5) business days.**

Mail or otherwise deliver your Statement of Organization to:

Arizona Secretary of State  
1700 W Washington Street  
Floor 7 Attn: Campaign Finance  
Phoenix, AZ 85007

The process of organizing or amending is not complete until the Secretary of State receives your completed Statement of Organization. You will be notified via email when the Statement of Organization is received.

-  You must print the Statement of Organization or Exemption Statement. Click on  to view and print the form. You may close the PDF window after printing your form and the campaign finance system will revert to the main Campaign Finance Login web page. If you close the PDF window before printing your form, you will have to complete the process again.
-  Obtain signatures of the Chairman, Treasurer, and Candidate (for candidate committees) or designating individual (for exploratory committees) on page 2. Signers for standing committee must have their signatures notarized. Your committee is not active until the Secretary of State's office receives the original Statement of Organization or Exemption Statement, which may be mailed or delivered in person, to:

Arizona Secretary of State  
Election Services Division  
1700 West Washington, Fl. 7  
Phoenix, AZ 85007-2808

Our office will review your Statement of Organization or Exemption Statement, and if accepted, your committee will receive a confirmation email (at the committee email address you provided) informing your committee that the Statement has been accepted.



Example of Statement of Organization (Page 1 of 2)



- Initial Registration
- Amended Statement
- Out of State Committee
- Standing Political Committee



STATE OF ARIZONA  
POLITICAL COMMITTEE  
STATEMENT OF ORGANIZATION

Titles 16 & 19, Arizona Revised Statutes  
Definitions, statutory references and important information on page 2.

COMMITTEE ID NUMBER  
**201600160**

NAME OF POLITICAL COMMITTEE (For ballot measure committee, name shall include official petition serial number)		DATE	
COMMITTEE TO ELECT WILLIAM SMITH		05/24/2015	
TYPE OF COMMITTEE		BALLOT MEASURE <input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE	
CANDIDATE (NON-PARTICIPATING)			
COMMITTEE ADDRESS		CITY	STATE ZIP
111 MAIN		PHOENIX	AZ 85007
COMMITTEE MAILING ADDRESS (if different from above)		CITY	STATE ZIP
111 MAIN		PHOENIX	AZ 85007
COMMITTEE TELEPHONE # (000) 000-0000	COMMITTEE FAX #	COMMITTEE EMAIL ADDRESS NAME@NAME.COM	
NAME OF SPONSORING ORGANIZATION (if applicable)		TYPE OF ORGANIZATION	
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE	
EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).			
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #
WILLIAM SMITH		(602) 555-5555	
CHAIRMAN'S ADDRESS		CITY	STATE ZIP
1700 W WASHINGTON ST		PHOENIX	AZ 85007
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S EMAIL ADDRESS	
OCCUPATION	EMPLOYER	EMAIL@EMAIL.COM	
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #
WILLIAM SMITH			
TREASURER'S ADDRESS		CITY	STATE ZIP
1700 W WASHINGTON ST		PHOENIX	AZ 85007
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S EMAIL ADDRESS	
OCCUPATION	EMPLOYER	EMAIL@EMAIL.COM	
BEFORE A COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(C). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)			
1.	2.	3.	
BANK			
FOR A CANDIDATE'S CAMPAIGN COMMITTEE OR AN EXPLORATORY COMMITTEE, PROVIDE THE FOLLOWING INFORMATION: (For Exploratory Committees party affiliation and office sought are optional.)			
NAME OF CANDIDATE OR DESIGNATING INDIVIDUAL ("DI")		ELECTION CYCLE	
WILLIAM SMITH		2016	
CANDIDATE OR DI'S TELEPHONE #	CANDIDATE OR DI'S FAX #	COUNTY OF RESIDENCE	
(000) 000-0000		MARICOPA	
CANDIDATE OR DI'S ADDRESS		CITY	STATE ZIP
1700 W WASHINGTON ST		PHOENIX	AZ 85007
CANDIDATE OR DI'S EMAIL ADDRESS	PARTY AFFILIATION	OFFICE SOUGHT	
EMAIL@EMAIL.COM	AMERICANS ELECT	STATE MINE INSPECTOR	



Example of "Statement of Organization" (Page 2 of 2)

Committee ID: 201600160  
 Date: 05/24/2015  
 Form ID: 0000330961



STATE OF ARIZONA  
 POLITICAL COMMITTEE  
 STATEMENT OF ORGANIZATION

YOUR APPLICATION IS NOT COMPLETE WITHOUT THE REQUIRED SIGNATURES BELOW:

BOX 1 All committees require the signature of both the chairman and treasurer. Standing Committees, see BOX 3 below.

**CHAIRMAN'S AND TREASURER'S STATEMENT:** We, the undersigned chairman and treasurer, have read all of the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

BOX 2 Complete and sign this additional box only if the committee is a candidate's campaign committee or exploratory committee.

**DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT:** I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: \_\_\_\_\_ D/E or Candidate's signature: \_\_\_\_\_

BOX 3 Complete and notarize this box only if the committee has been in existence for more than one year and is filing for Standing Committee status.

**STANDING POLITICAL COMMITTEE'S STATEMENT (if applicable) (A.R.S. §16-902.1):** I/we hereby declare the status of this political committee as a standing political committee.

Date: \_\_\_\_\_ Chairman's signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Treasurer's signature: \_\_\_\_\_

State of Arizona }  
 County of \_\_\_\_\_ } ss.  
 State of Arizona }  
 County of \_\_\_\_\_ } ss.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_  
 Notary Public My Commission Expires: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_  
 Notary Public My Commission Expires: \_\_\_\_\_

**DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(15)**  
 "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state.

**NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES:**  
 An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(15)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization before accepting contributions, making expenditures, distributing literature or circulating petitions. A.R.S. § 16-902.01(A).

**NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS:**  
 Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 15-114(B) and 19-222(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee. The statement of organization must be filed regardless of whether the committee intends to accept contributions or make expenditures.



## Citizens Clean Elections Commission: Publicly Funded Candidates ONLY

---

**PUBLICLY FUNDED CANDIDATES** (“participating candidates”) will initially see a notice to print an Application for Certification before printing a Statement of Organization.

- Click on  to view and print the form. After printing the form, close the PDF window and the system will return to the campaign finance screen.
- Click  to view and print the Statement of Organization.
- Click on  to view and print the form. After printing the form, close the PDF window and the campaign finance system will log out.

**IN ORDER TO BECOME A PUBLICLY FUNDED CANDIDATE**, a candidate must sign and have notarized the Application for Certification, then submit the application to the Citizen’s Clean Elections Commission (CCEC). The CCEC will review a copy of your application and accept or deny your application within seven days after submittal.

Contact the CCEC for additional information on running as a publicly funded candidate.

Citizens Clean Elections Commission  
1616 W. Adams, Suite 110  
Phoenix, AZ 85007  
(602) 364-3477  
[www.azcleanelections.gov](http://www.azcleanelections.gov)

**IMPORTANT:** Your committee will initially be created as a privately funded candidate committee, and the Statement of Organization printed in the previous step will reflect that. Once the CCEC accepts your original Application for Certification, your committee type will automatically change to publicly funded. However, publicly funded candidates do not receive CCEC funding until they qualify through the CCEC by submitting a minimum amount of nominating signatures and \$5.00 qualifying contributions.



Example of "Application for Certification" (Page 1 of 2)



- Initial Application
- Amended Application



**STATE OF ARIZONA**  
**APPLICATION FOR CERTIFICATION**  
**AS A PARTICIPATING CANDIDATE**

Pursuant to Arizona Revised Statutes §§16 -947 and 948 and AAC R2-20-104 (D)

NAME OF CANDIDATE <b>WILLIAM SMITH</b>					COMMITTEE ID NUMBER <b>201600160</b>	
OFFICE SOUGHT <b>STATE MINE INSPECTOR</b>					DATE <b>05/25/2015</b>	
PARTY AFFILIATION <b>AMERICANS ELECT</b>			ELECTION CYCLE <b>2016</b>			
CANDIDATE'S ADDRESS <b>1700 W WASHINGTON ST</b>				CITY <b>PHOENIX</b>	STATE <b>AZ</b>	ZIP <b>85007</b>
CANDIDATE'S TELEPHONE # <b>(000) 000-0000</b>		CANDIDATE'S FAX #		CANDIDATE'S EMAIL ADDRESS <b>EMAIL@EMAIL.COM</b>		
NAME OF POLITICAL COMMITTEE <b>COMMITTEE TO ELECT WILLIAM SMITH</b>						
COMMITTEE ADDRESS <b>111 MAIN</b>				CITY <b>PHOENIX</b>	STATE <b>AZ</b>	ZIP <b>85007</b>
COMMITTEE MAILING ADDRESS (if different from above) <b>111 MAIN</b>				CITY <b>PHOENIX</b>	STATE <b>AZ</b>	ZIP <b>85007</b>
COMMITTEE TELEPHONE # <b>(000) 000-0000</b>		COMMITTEE FAX #		COMMITTEE EMAIL ADDRESS <b>NAME@NAME.COM</b>		
NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16 -948)						
DESIGNATED INDIVIDUAL'S ADDRESS				CITY	STATE	ZIP
DESIGNATED INDIVIDUAL'S TELEPHONE #		DESIGNATED INDIVIDUAL'S FAX #		DESIGNATED INDIVIDUAL'S EMAIL		
LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (Do not list account numbers). (A.R.S. §16-948(A))						
NAME OF FINANCIAL INSTITUTION <b>BANK</b>						

DESIGNATED CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate \_\_\_\_\_ as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

\_\_\_\_\_  
 Candidate's Signature Date



Example of "Application for Certification" (Page 2 of 2)

Committee ID: 201600160  
 Date: 05/25/2015  
 Form ID: 0000330974

Application for Certification - Part II

**CANDIDATE AND DESIGNATED INDIVIDUAL'S STATEMENT (A.R.S. §16-947):**

I, the undersigned, upon my oath and under penalty of perjury, certify that the following statements are true and accurate to the best of my knowledge and belief.

1. I have complied with the restrictions of A.R.S. §16-941 (A) during the election cycle to date, which are as following:
  - a) Not accepted contributions other than early contributions as specified in A.R.S. §16-945;
  - b) Not made expenditures that exceed the candidate's personal money limit; and
  - c) Conducted all financial activity through a single campaign account.
2. I will continue to comply with the restrictions in paragraph 1 during the remainder of the election cycle and will:
  - a) Not make expenditures in the primary election period in excess of the adjusted primary election spending limit;
  - b) Not make expenditures in the general election period in excess of the adjusted general election spending limit; and
  - c) Return unused monies to the fund in accordance with A.R.S. § 16-953.
3. I have filed all campaign finance reports required under Title 16, Chapter 6, Article I, during the election cycle to date, and the reports are complete and accurate.
4. I agree to use all Clean Election funding for direct campaign purposes only.
5. I will file, with this application, a campaign finance report showing all campaign activity to date in the current election cycle.
6. I will comply with all requirements of the Act and Commission rules.
7. I am subject to all enforcement actions by the Commission as authorized by the Act and Commission rules.
8. I have the burden of proving that expenditures made by or on behalf of the candidate were for direct campaign purposes.
9. I will keep and furnish to the Commission all documentation relating to expenditures, receipts, funding, books, records (including bank records for all accounts), and supporting documentation and other information that the Commission may request in accordance with Commission rules.
10. I will permit an audit and examination of all receipts and expenditures including those made by the candidate, the candidate's authorized committee, or any agent or person authorized to make expenditures on behalf of the candidate or committee. The candidate and the candidate's authorized committee shall also provide any material required in connection with an audit, investigation, or examination conducted by the Commission. The candidate and authorized committee shall facilitate the audit and examination and shall pay any amounts required to be repaid.
11. I will submit the name and mailing address of the person who is entitled to receive equalizing fund payments on behalf of the candidate and the name and address of the campaign depository designated by the candidate. Changes in the information required by this paragraph shall not be effective until submitted to the Commission in a letter signed by the candidate or the committee treasurer.
12. I will pay any civil penalties included in a conciliation agreement or otherwise imposed against the candidate.
13. I will file all campaign finance reports with the Secretary of State in an electronic format in a timely manner.

State of Arizona ) County of _____ ) ss. _____ Candidate's Signature SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20_____. _____ Notary Public	State of Arizona ) County of _____ ) ss. _____ Designated Individual's Signature SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20_____. _____ Notary Public
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# CHAPTER 3

## INTRODUCTION TO THE TRANSACTION SCREENS

As you begin to use the web-based reporting system, please remember that an on-screen **Help** assistance button is available. The detailed **HELP** feature is located on each screen in the upper right hand corner and will provide “what to do next” as you become familiar with the campaign finance reporting program.

To report your committee’s campaign contributions and expenditures, the committee will utilize the following transaction screens displayed below:

**INCOME** – To record contributions, refunds and interest.

**EXPENSES** – For entering your committee’s expenses paid.

**LOANS** – For receiving or paying off loans to the committee.

**ACCOUNTS & TRANSACTIONS** – View current account balances and search for transactions

**REPORTS** – To view or file campaign finance reports.

**FILER ACCOUNT MANAGEMENT** – For maintenance to your committee information.

### INCOME- Entering Committee’s Income

Income	Expenses	Loans	Accts & Transactions	Reports	Acct Mgmt
Contribution Date:	<input type="text"/>				
Contributor Name:	<input type="text" value="Select Name"/>				
Contribution Amount:	<input type="text"/>				
Check #:	<input type="text"/>				
Receipt #:	<input type="text"/>				
Deposit batch #:	<input type="text"/>				
Event:	<input type="text"/>				
Event Date:	<input type="text"/>				
Memo:	<input type="text"/>				
<input type="button" value="Submit"/> <input type="button" value="Submit &amp; Enter Another"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

#### INCOME MENU INCLUDES:

- Contributions (“Individual Contributions” shown here)
- Refunds, Credits, and Rebates
- Interest and Dividends
- Shared Expense Payment from a Committee
- Other Income



## EXPENSES - Entering Committee's Expenses

Expenditure Date:   \*

Paid To:  \*

Amount:  \*

Expense Categories: Category:  \*

Subcategory:  \*

Check #:

Memo:

### EXPENSES MENU INCLUDES:

- Immediate Cash/Check Expenditure ("Operating Expenses" shown here)
- Purchase on Terms/Credit
- Pay on Terms/Credit
- Add Sub-Vendor to Transaction
- Expend In-Kind Contribution
- Contribute to Another Committee
- Submit \$5 Qualifying Contribution to SOS
- Pay Another Committee for Shared Expense
- Give a Refund

## LOANS

Date of Loan:   \*

Lender Name:  \*

Loan Amount:  \*

Check #:

Receipt #:

Deposit batch #:

Memo:

### LOANS MENU INCLUDES:

- Create New Loan ("Loan from Candidate/Family" shown here)
- Receive or Pay on Existing Loan
- Accrue Interest



## ACCOUNTS & TRANSACTIONS

### ACCOUNTS & TRANSACTIONS MENU INCLUDES:

- Current Account Balances (shown here)
- Search Transactions

INCOME	Activity Since Last Report			Total To Date
	Cash	Other	Total	
Personal and Family Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Individual Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Contributions from Political Committees	\$0.00	\$0.00	\$0.00	\$0.00
Business Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Small Contributions (less than \$25)	\$0.00	\$0.00	\$0.00	\$0.00
CCEC Funding and Matching	\$0.00	\$0.00	\$0.00	\$0.00
Qualifying Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Loans Made To This Committee	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts Including Interest and Dividends	\$0.00	\$0.00	\$0.00	\$0.00
Transfers From Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Cash Surplus from Previous Committee	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

EXPENDITURES	Activity Since Last Report			Total To Date
	Cash	Other	Total	
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Independent Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Contributions to Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Transfers To Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Loans Made by This Committee	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure of In-Kind Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Disposal of Surplus Cash	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Bill Payments (for previous expenditures)	\$0.00			\$0.00
<b>TOTAL CASH DISBURSED</b>	<b>\$0.00</b>			
<b>CURRENT CASH BALANCE</b>				

## REPORTING - Filing Campaign Finance Reports

### REPORTS MENU INCLUDES:

- File or View a Report (shown here)
- On Demand Trigger Report
- Amend Previous Report
- \$5 Qualifying Contribution Summary
- All Transactions Report
- Export

Reports Currently Due				
Report Due Date	Action	Report Name	Status	
10/02/2008	<input type="button" value="File"/> <input type="button" value="Preview"/>	Period Report - Post-Primary Election Report	10 Days Late	
10/23/2008	<input type="button" value="File"/> <input type="button" value="Preview"/>	Period Report - Pre-General Election Report	Due By 10/23/2008	

Upcoming Reports				
Earliest Day to File	Last Day to File	Report Name	Status	
11/25/2008	12/04/2008	Period Report - Post-General Election Report	Upcoming	

Reports Filed This Cycle				
Report Due Date	Date Filed	Report Name	Status	
01/31/2008	01/28/2008	Period Report - January 31st Report	On Time	
06/30/2008	06/29/2008	Period Report - June 30th Report	On Time	
07/01/2008	07/02/2008	Trigger Report - July #1	1 Day Late	
09/01/2008	09/01/2008	Trigger Report - September #1	On Time	
08/21/2008	08/21/2008	Period Report - Pre-Primary Election Report	On Time	



## ACCOUNT MANAGEMENT – Maintaining and Amending Committee Information

Committee Type

Committee Name

Physical Address  
 Street   
 City  State  Zip

Same as Physical Address

Mailing Address  
 Street   
 City  State  Zip

Phone Number

Fax Number   
 (Optional)

Email Address

Financial Institutions (Banks)  
 #1   
 #2   
 #3

Office Sought

Party Affiliation

Candidate County of Residence

Election

### ACCT MGMT MENU INCLUDES:

- Filer Account Management (shown here)
- User Management
- Become a Participating (Public Funded) Candidate/Apply for Funds
- Terminate Filer Account
- My User Information
- E-Qual
- County Voter Notification
- Transfer Out Primary to General
- Transfer Out General to Primary
- Transfer In Previous Filer Account's Surplus
- Transfer In Previous Filer Account's Debt
- Transfer Out Remaining Filer Account Debt
- Dispose of Remaining Filer Account Surplus

Click on “Reprint-Statement of Organization” to view and print the Amended Statement of Organization or Exemption Statement. Print the form and close the PDF window. The campaign finance system will log out.

Obtain the signatures of Chairman, Treasurer and Candidate (for candidate committees) or designating individual (for exploratory committees) on page two of the Statement of Organization. Standing committee signatures must be notarized. For an exemption statement, the Candidate or committee officer must sign page one. Your committee is not active until the Secretary of State's office receives the original Amended Statement of Organization or Exemption Statement, which may be mailed or delivered in person, to:

Arizona Secretary of State  
 Election Services Division  
 1700 West Washington, Fl. 7  
 Phoenix, AZ 85007-2808



## CHAPTER 4

### QUESTIONS & ANSWERS

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#### 1. Where else must my committee register?

All committees must register with each jurisdiction in which they are active. For example, if the committee plans to influence the results of a Maricopa County election, the committee must file a Statement of Organization or Exemption Statement with the Maricopa County Elections Department.

Regardless of the jurisdiction, however, the test for *when* a person, entity or group becomes a “political committee” remains the same, as these criteria are controlled by Arizona law and apply uniformly across all jurisdictions.<sup>60</sup>

#### 2. When must a committee amend its statement?

If you filed an Exemption Statement, you do not need to file any campaign finance reports unless and until you receive or spend more than \$500. If you do receive or spend more than \$500 (for example, the committee raises \$300 and spends \$201), you must file a Statement of Organization within five business days of the day you reach the \$500 threshold. Thereafter, the committee must file campaign finance reports in accordance with the reporting dates specified under Arizona law.<sup>61</sup>

If any information reported on the Statement of Organization changes, the political committee must file an amended Statement of Organization, reporting the change within five business days.<sup>62</sup>

#### 3. What is a standing political committee?

Committees active in more than one jurisdiction in Arizona (for more than one year) may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. This designation allows a committee to centrally file campaign finance reports with the Secretary of State’s office rather than with every jurisdiction in which they are active.

Only PACs that make independent expenditures, corporate/union PACs (separate segregated funds), and political parties (state/county parties and political organizations) are eligible for standing committee status.<sup>63</sup>

A standing political committee must file a Statement of Organization with the Secretary of State and in each jurisdiction in which the committee is active, but only the Secretary of State issues a committee identification number for the committee. The Statement of Organization must include a \$250 annual administrative fee, and the statement must be notarized by the chairman or treasurer of the standing political committee.<sup>64</sup>

#### 4. What is a contribution?

In general, a “contribution” is anything of value that your committee receives.<sup>65</sup> When you report contributions, they principally fall in the following categories:



- **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug.
- **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, which your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made.
- **In-kind goods and services:** This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. In-kind contributions must be reported at their fair market value—the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of paying the retail price, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution.

The Secretary of State cannot assist in determining the fair market value of an in-kind contribution. A committee should ascribe what it believes is the fair market value for purposes of reporting. There is no minimum threshold for reporting. A committee must report all contributions and expenditures.

**5. May a candidate accept contributions from foreign nationals?**

No. The Federal Election Campaign Act (FECA) prohibits any foreign national from contributing, donating or spending funds in connection with any federal, state, or local election in the United States—either directly or indirectly.<sup>66</sup>

**6. May a candidate accept contributions from a corporation or labor organization?**

It is unlawful for a corporation, LLC, or a labor union to make any contribution of money or anything of value to a candidate's campaign committee or exploratory committee. In addition, candidate committees and exploratory committees are likewise prohibited from accepting money from corporations, LLC or labor unions.<sup>67</sup>

However, corporations, LLC and labor unions may make independent expenditures to support or oppose candidates (as long as such expenditures are not coordinated with the candidate), or make contributions to PACs that conduct independent expenditures or support/oppose ballot measures.<sup>68</sup>

**7. How can partnerships make contributions?**

Partnerships may contribute to candidates, but these contributions are subject to unique restrictions.<sup>69</sup>

First, each partnership contribution must be “allocated to the individual partners who are contributing, as designated by the partnership.”<sup>70</sup> For example, suppose a partnership with ten partners makes a \$1,000 contribution to a statewide candidate, but only five of the partners support the candidate in question. Therefore, the partnership “allocates” the \$1,000 contribution to those five partners. An accompanying letter identifies the participating partners, including their addresses, occupations and employer information.

Since “partnership contributions from designated partners shall be combined with other contributions by that individual partner to the same recipient,” the partnership must ensure that each participating partner has



not previously (and will not by virtue of the forthcoming partnership contribution) exceed his or her personal contribution limit to the candidate in question.<sup>71</sup> In the above example, each participating partner is deemed to have contributed \$200 to the candidate ( $\$1,000 \div 5$ ). Thus, no partner could have previously contributed more than \$4,800 to that candidate in the election cycle to date—otherwise the partner's own \$5,000 contribution limit will have been exceeded.

Note, previous contributions in the partners' personal capacities *do not* count against the partnership's limit. For example, if the five participating partners had previously contributed \$1,000 each to the statewide candidate in question, that collective \$5,000 contribution does not preclude the partnership from making a contribution in its own name. In other words, while partnership contributions are attributed to their participating partners, individual partners' contributions are not attributed to the partnership.<sup>72</sup>

## 8. Is everything my committee receives considered a contribution?

No. If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported.<sup>73</sup> The following are the most common examples:

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting only if the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") and the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance).<sup>74</sup>
- The time your volunteers spend working on your campaign – stuffing envelopes, knocking on doors, calling voters, etc.<sup>75</sup>
- The use of meeting places that are usually used for free, such as church recreation halls.<sup>76</sup>
- Up to \$100 of expenses for invitations, food and beverages, spent by an individual having a fundraiser for you only if the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages.<sup>77</sup>
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account.<sup>78</sup>

## 9. How do I know if contribution limits apply to my committee?

Limits on the contributions your committee may receive only apply to candidate committees and exploratory committees.<sup>79</sup> The law sets one amount for local offices, which includes municipal, county, school district and special district, and a different amount for statewide offices and legislative offices.<sup>80</sup> The limits are adjusted by the Secretary of State every two years, usually early in the odd-numbered years.<sup>81</sup> The current Election Cycle Campaign Contribution Limits chart is included at the beginning of this guide.

## 10. Who has access to campaign finance reports?

All filings are public records and are open to examination once they are filed.



**11. May I contribute my own or my family's money?**

If you are a privately-funded candidate, or a member of the candidate's family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your campaign committee.<sup>82</sup> The same is true for an exploratory committee.

If you are going to contribute your own or your family's money, beware of two considerations. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your "family members" to be your parents, grandparents, spouse, children, siblings, and the parents and spouses of those people.<sup>83</sup>

Second, your committee must report the total amount of the contributions that come from you and the specified family members. (Remember – a loan is a contribution.)

**12. Does a candidate or political committee have to report contributions and expenditures? If so, when are they due?**

Page 5 of this Guide outlines the campaign finance reporting dates during the election cycle.

If a special or recall election is called, the Secretary of State will publish the applicable reporting dates on its website.<sup>84</sup>

Political committees file the required campaign finance reports using the Secretary of State's campaign finance reporting system.<sup>85</sup>

**13. What if a candidate or political committee does not receive or spend very much money?**

Arizona law has long provided an exemption from reporting requirements for committees with little financial activity—so-called "\$500 Threshold" committees. However, until recently, the ability to invoke this exemption was conditional upon having each and every small group pre-register with the Secretary of State (by filing an Exemption Statement) before conducting any political activity.

The Arizona Legislature amended this law in 2015. Under the new law, certain known political participants may continue to file an Exemption Statement if they intend to raise or spend less than \$500. This includes candidate committees, political parties, and corporate/union PACs (known as separate segregated funds). It also includes PACs that apply for official serial numbers and circulate petitions for initiatives, referenda or recall elections to be placed on the ballot.<sup>86</sup> The benefit of filing an Exemption Statement (in lieu of a Statement of Organization) is the exemption from regular reporting requirements.

Otherwise, no other group or association of persons is required to register or file any statement with the Secretary of State *until* they receive contributions or make expenditures of more than \$500.<sup>87</sup> This includes any group that spends money to influence an election by contributing directly to candidates, making independent expenditures, or spending money to support/oppose an initiative, referendum, or recall election.<sup>88</sup> In other words, grassroots citizens groups may conduct political activity under the \$500 threshold without the necessity of pre-registering with the Secretary of State, rendering an Exemption Statement unnecessary. Once they reach the \$500 threshold, just like any other group, a Statement of Organization must be filed within five business days.



**14. Who has to fill out a campaign finance report? Who can sign it?**

Any authorized user can fill out a campaign finance report, but the treasurer is legally responsible for ensuring the report is filled out correctly.<sup>89</sup>

**15. When must I start filing campaign finance reports? When can I stop?**

Your first campaign finance report will be the required report for the reporting period during which you filed your Statement of Organization. Even if your committee was only in existence for a few days in a reporting period, you still must file the next report.

When you can stop filing campaign finance reports depends on the date you file your Termination Statement. You must file campaign finance reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance, or by losing an election.<sup>90</sup>

Note, any committee that filed an Exemption Statement **MUST** terminate at the end of the election cycle. If such a committee fails to terminate, that committee may be subject to civil penalties.<sup>91</sup>

**16. What if I have nothing to report for a particular reporting period?**

If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money during the reporting period, you may file a condensed campaign finance report called a “no activity” report. The report will state **no activity** on the front page.<sup>92</sup>

**17. What if a candidate or political committee is not involved in a particular primary or general election?**

All reports must be filed by each active (not terminated) committee, even if the committee is not involved in the particular primary or general election.

**18. What if a candidate or political committee fails to file a required report?**

Certain penalties will apply if there is a failure to file a required report.<sup>93</sup>

The Secretary of State will send a notice to the political committee, candidate, or designating individual (on behalf of an exploratory committee) by certified mail within 15 days after the due date, stating with “reasonable particularity” the nature of the failure and a statement of the penalties.<sup>94</sup>

Penalties include, but are not limited to, a mandatory penalty for late filing of \$10 for each business day the report is late (not including weekends and holidays) up to a maximum of \$450. Penalties accrue through the date of filing the report.<sup>95</sup>



**19. What happens if a candidate or political committee doesn't file after receiving the notice from the Secretary of State?**

If the report is not filed within 15 days after receiving the notice, the penalty increases to \$25 per day, up to a maximum of \$1,000.<sup>96</sup> This penalty is assessed by the Attorney General, for which you are entitled to notice and a hearing.

In addition, a candidate who fails to file a campaign finance report (after written notice) is not eligible for any elective office for five years following the last failure to file.<sup>97</sup>

**20. What if circumstances prevent a candidate or political committee from filing a report when it was due or after the written notice of delinquency was delivered?**

During an enforcement action, a candidate or committee who files late may present a "good cause" defense in writing to the Attorney General. "Good cause" is defined to include illness or absence from the State.<sup>98</sup> If the Attorney General determines that "good cause" exists, any penalties paid when the report was filed may be returned.

**21. When may a committee file a Termination Statement?**

A political committee may terminate only when the committee chairman and treasurer file a Termination Statement with the Secretary of State certifying under penalty of perjury that (1) it will no longer receive any contributions or make any disbursements, (2) the committee has no outstanding debts or obligations, and (3) that any surplus monies have been disposed of in accordance with Arizona law.<sup>99</sup>

After filing an appropriate Termination Statement, a political committee is not required to file any subsequent reports. However, the committee is no longer eligible to accept contributions or make expenditures without filing a new Statement of Organization.

A political committee, including a standing political committee, may terminate its activities in one jurisdiction and remain active in other jurisdictions by attaching a statement to the committee's Termination Statement that (1) is signed by the committee's chairman and treasurer, (2) attests to the intent to remain active in other jurisdictions, and (3) contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions.<sup>100</sup>

Additionally, if a candidate's political committee has open documents in E-Qual—the Secretary of State's online Nomination Petition and \$5 Qualifying Contribution system—the candidate's political committee must "close" those E-Qual documents prior to submitting the Termination Statement. Please refer to the E-Qual User Manual for instructions on closing documents in E-Qual.<sup>101</sup>

**22. Where is there more information about campaign finance reporting?**

For additional information, please refer to A.R.S. Title 16, Chapter 6.

Please note, materials provided by the Secretary of State are intended to assist in meeting the requirements of Arizona campaign finance law. However, it is the candidate's or committee's responsibility to ensure that all legal requirements have been met.



- <sup>59</sup> Compare A.R.S. § 16-901(20)(c)-(d) with § 16-901(20)(f) (effective July 3, 2015); A.R.S. § 16-902.01(A)-(B) (effective July 3, 2015).
- <sup>60</sup> See Chapter 1.
- <sup>61</sup> A.R.S. § 16-902.01(B) (effective July 3, 2015). For political reporting dates, see page 5 of this Guide.
- <sup>62</sup> A.R.S. § 16-902.01(E) (effective July 3, 2015).
- <sup>63</sup> A.R.S. § 16-901(24) (effective July 3, 2015).
- <sup>64</sup> A.R.S. § 16-902.01(F) (effective July 3, 2015).
- <sup>65</sup> A.R.S. § 16-901(5).
- <sup>66</sup> 52 U.S.C. § 30121(a)
- <sup>67</sup> A.R.S. § 16-919.
- <sup>68</sup> A.R.S. §§ 16-920(A)(5)-(6); Arizona Secretary of State Independent Expenditures Handbook.
- <sup>69</sup> A.R.S. §§ 16-905(A)(6), (B)(4) (effective July 3, 2015).
- <sup>70</sup> A.R.S. §§ 16-905(A)(6), (B)(4) (effective July 3, 2015).
- <sup>71</sup> A.R.S. §§ 16-905(A)(6), (B)(4) (effective July 3, 2015).
- <sup>72</sup> With respect to partnership issues not addressed by Arizona statute, the Secretary of State will rely on analogous guidance from the Federal Election Commission. See Partnerships, available at <http://www.fec.gov/pages/brochures/partner.shtml>.
- <sup>73</sup> A.R.S. § 16-901(5)(b).
- <sup>74</sup> A.R.S. § 16-901(5)(b)(ix).
- <sup>75</sup> A.R.S. §§ 16-901(5)(b)(i), (iv).
- <sup>76</sup> A.R.S. § 16-901(5)(b)(iii).
- <sup>77</sup> A.R.S. § 16-901(5)(b)(iii).
- <sup>78</sup> A.R.S. § 16-901(5)(b)(vi).
- <sup>79</sup> A.R.S. § 16-905.
- <sup>80</sup> Contribution limits are higher for local candidates because the 20% reduction mandated by the Citizens Cleans Elections Act only applies to statewide and legislative candidates. A.R.S. § 16-941(B).
- <sup>81</sup> A.R.S. § 16-905(H).
- <sup>82</sup> A.R.S. § 16-905(N).
- <sup>83</sup> A.R.S. § 16-901(11) (effective July 3, 2015).
- <sup>84</sup> A.R.S. § 16-913(G).
- <sup>85</sup> See <https://apps.azsos.gov/apps/election/cfs/filing/Login.aspx>.
- <sup>86</sup> A.R.S. §§ 16-901(20) (a)-(e), (g)-(h); § 16-902.01(B) (effective July 3, 2015).
- <sup>87</sup> Registration is not triggered unless the group knowingly receives or spends more than \$500. A.R.S. § 16-901(20)(f) (effective July 3, 2015).
- <sup>88</sup> A.R.S. § 16-901(20)(f) (effective July 3, 2015).
- <sup>89</sup> A.R.S. §§ 16-902(C); 16-913(I).
- <sup>90</sup> A.R.S. § 16-914(B).
- <sup>91</sup> A.R.S. § 16-904(F).
- <sup>92</sup> A.R.S. § 16-913(D).
- <sup>93</sup> A.R.S. § 16-918. A “failure to file” exists if: (1) the report is not filed by the due date; or (2) a good faith effort is not made to substantially complete the report. A.R.S. § 16-918(D).
- <sup>94</sup> A.R.S. § 16-918(A).
- <sup>95</sup> A.R.S. § 16-918(B).
- <sup>96</sup> A.R.S. §§ 16-918(B); 16-924(B).
- <sup>97</sup> A.R.S. § 16-918(F).
- <sup>98</sup> A.R.S. § 16-918(E).
- <sup>99</sup> A.R.S. §§ 16-904(F), 16-914(A), 16-915.01.
- <sup>100</sup> A.R.S. § 16-914(C).
- <sup>101</sup> See <http://apps.azsos.gov/equal/>.

