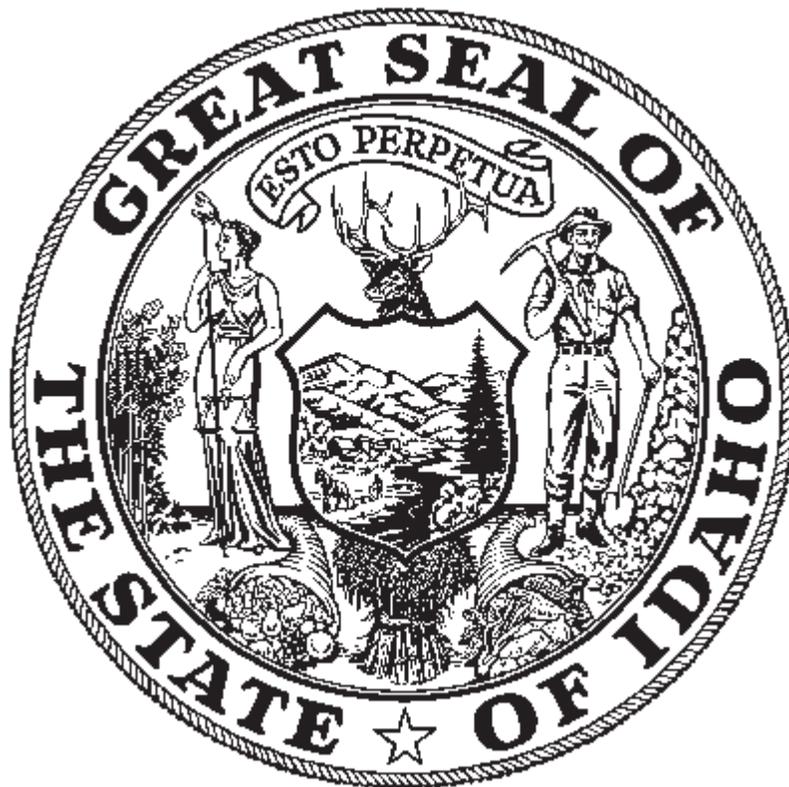


2018  
Campaign Disclosure Manual  
for  
Candidates  
and  
Political Committees



Prepared Under the Authority of  
Lawrence Denney  
Secretary of State  
Idaho





**STATE OF IDAHO**  
OFFICE OF THE SECRETARY OF STATE  
LAWERENCE DENNEY

Dear Fellow Citizens:

The Campaign Disclosure provisions of the Sunshine Law for Political Funds and Lobbyist Activity Disclosure, enacted in 1974 through the initiative process, require candidates for state office and certain political organizations to report their campaign related financial activities to the Secretary of State.

This manual has been prepared in order to assist those who are required to report per the Campaign Disclosure provisions. We encourage you to offer any suggestions you may have that will improve the forms or administrative procedures necessary to perform the provisions of the Sunshine Law.

Public disclosure as part of the voting process is very important to Idaho's citizens. Therefore, I want to thank the candidates and political committees for their diligent work in adhering to the Campaign Disclosure provisions.

Sincerely,

Lawerence Denney  
Secretary of State



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# INTRODUCTION

The Sunshine Law for Political Funds and Lobbyist Activity Disclosure was enacted in 1974 through the initiative process. The Secretary of State has the responsibility of administering Idaho's Sunshine Law for Campaign Disclosure. Since the implementation, the Secretary of State's Office has strived to increase accessibility to all of Idaho's citizens.

This guide has been created to aid Candidates and Political Action Committees in meeting the requirements of the Sunshine Law.

Images from scanned campaign reports from Candidates and Political Action Committees, an online searchable database containing information from each campaign report, blank reporting forms and sunshine manuals can be found at [www.sos.idaho.gov/elect/finance/index.html](http://www.sos.idaho.gov/elect/finance/index.html). General election information can be found on the Secretary of State's website at [www.sos.idaho.gov/elect/index.html](http://www.sos.idaho.gov/elect/index.html). Questions regarding the Sunshine Law and Election Laws along with requests for information, manuals, forms and filed reports can be directed to:

Lawrence Denney  
Secretary of State  
Attn: Election Division  
PO Box 83720  
Boise, ID 83720-0080  
Phone: (208) 334-2852  
Fax: (208) 334-2282  
Email: [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov)



## REQUIRED REPORTING

### Who is required to report to the Secretary of State?

The Sunshine Law requires both Candidates and Political Committees to submit Campaign Finance Reports online to the Secretary of State. Candidates need an approved exemption form filed with the Secretary of State's Office to allow other forms of filing.

### Along with those reports, other items are required to be reported under specific circumstances. These include:

- 48 Hour Notice of Contributions
- Independent Expenditures
- Electioneering Communications
- Statement of a Nonbusiness Entity

### Candidates

Any individual actively seeking nomination or election to a state office is considered a candidate, and is subject to the Campaign Finance reporting requirements.

### When does an individual become a Candidate?

An individual becomes a candidate when he or she does any of the following:

- Receives contributions, makes expenditures or reserves space or facilities with the intent to promote their candidacy for office.
- Announces publicly their intent to run for office.
- Files an Appointment of Political Treasurer (C-1) Form.
- Files a Declaration of Candidacy form during the candidate filing period.

**Note:** Current officeholders are considered candidates until the candidate filing deadline for the next election for his or her office.

### Can an individual inquire about support for his or her candidacy without becoming a candidate?

According to the Attorney General's Opinion No. 77-29, "Those using personal funds to travel to various areas of the state to inquire about support for a proposed candidacy are not "candidates" if they limit their activities to seeking advice concerning their potential candidacy. However, one becomes a "Candidate" by either making broad based public contacts regarding his candidacy or by making any contacts aimed primarily at soliciting campaign staff, volunteers, or financing."

### What offices are considered state offices and require reporting to the Secretary of State?

- Governor
- Secretary of State
- Lieutenant Governor
- Judge of the District Court
- Judge of the Appellate Court
- Justice of the Supreme Court
- State Senator
- State Treasurer
- State Controller
- Attorney General
- State Representative
- Superintendent of Public Instruction

## Political Committees

Any individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of people become a Political Committee once certain conditions are met.

### How does a group become a Political Committee?

A group becomes a Political Committee when any of the following occur:

- They are specifically designed to support or oppose any candidate or measure
- They received contributions and make expenditures in an amount exceeding five hundred dollars (\$500) in any calendar year for the purpose of supporting or opposing one (1) or more candidates and/or measures.

**Note: Any entity registered with the Federal Election Commission shall not be considered a political committee for the purpose of this manual. (Section 67-6602(p)(2), I.C.)**

### When does a recognized local party committee become a Political Committee?

A county, district or regional committee of a recognized political party is not required to file as a Political Committee with the Secretary of State unless the party committee has expenditures exceeding five thousand dollars (\$5,000) in a calendar year.

## POLITICAL TREASURERS

### What are the duties of a Political Treasurer?

The key responsibilities to being a Political Treasurer are:

- Keep detailed accounts current, within **not more than seven days after the date of receiving a contribution or making an expenditure.**
- Keep the detailed record of accounts for at least one year after the date of the election or filing of the last Campaign Financial Disclosure Report, whichever is later.
- File the required Campaign Financial Disclosure Reports on time while reporting all required information. *(See page 24 for reporting periods and dates)*
- Obtain the full name and complete address of any individual or organization which has made a contribution.
  - 1) Anyone who donates more than \$50 during a calendar year, at one time or in multiple payments, must be itemized on the Campaign Financial Disclosure Report
- Transmit any anonymous contribution of more than \$50 to the State Controller for deposit in the public school fund.
- Obtain a receipt, canceled check or an accurate copy thereof for an expenditure of \$25 or more.
- Clearly indicate on all public political advertising the person responsible for such communications.
  - 1) For example: Print "Paid for by Candidate X for Senate, John Doe Political Treasurer" on all printed materials

#### **Secretary of State Administrative Rule Items Exempt From Advertising Regulation**

Campaign buttons, bumper stickers, pins, pens and similar small items upon which a disclaimer cannot be conveniently printed are not deemed to be regulated by the provisions of Section 67-6614A, Idaho Code.

- Notify the Secretary of State in the required format of:
  - 1) Any contribution of \$1,000 or more received after the 16th day before, but more than 48 hours before any Primary or General Election. This notification shall be made within 48 hours after the receipt of such contribution.
  - 2) Any Independent Expenditures.
  - 3) Any Electioneering Communication.

*Note: For information and instructions on how to file any of these reports, please see the section starting on page.*

## Certifying a Political Treasurer

All candidates for state offices (see “what offices are considered state offices” on page 1) and all Political Committees must appoint and certify a Political Treasurer.

---

### When must the Political Treasurer be appointed and certified?

A Political Treasurer must be appointed and certified prior to any of the following occurring:

- Receiving any contributions,
- Spending any funds,
- Announcing candidacy for state office, or
- Becoming a Political Committee

### What are the requirements for serving as a Political Treasurer?

The only requirement for serving as a Political Treasurer is that the individual must be registered to vote in the state of Idaho.

### Can a candidate serve as his or her own Political Treasurer?

Yes, a candidate may serve as his or her own Political Treasurer. However it is recommended that the candidate keep campaign funds separate from personal funds (i.e. separate bank accounts)

### Can an individual serve as a Political Treasurer for more than one candidate and/or Political Committee?

Yes, an individual may serve as the Political Treasurer for more than one candidate and/or Political Committee. However, they need to keep separate records and accounts for each candidate and/or Political Committee.

### How do you appoint and certify a Political Treasurer?

To appoint and certify a Political Treasurer, the Appointment and Certification of Political Treasurer (C-1) form must be completed and filed with the Secretary of State's Office.

- For a candidate, this form must be signed by both the candidate and the Political Treasurer.
- For a Political Committee, this form must be signed by both the chairman of the Political Committee and the Political Treasurer.

### Where can the Appointment and Certification of a Political Treasurer (C-1) be found?

This form can be received several ways. It can be:

- Downloaded as either a printable or fillable PDF file from the Secretary of State's website at [www.sos.idaho.gov/elect/finance/index.html](http://www.sos.idaho.gov/elect/finance/index.html)
- Requested by contacting the Elections Division in the Secretary of State's Office at:  
Phone: (208) 334-2852  
Fax: (208) 334-2282  
Email: [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov)

### What happens if a Political Treasurer resigns, is removed or dies?

The candidate or the chairman of the Political Committee must appoint and certify a new Political Treasurer by completing and submitting a new Appointment and Certification of Political Treasurer (C-1) Form to the Secretary of State's Office.

**Note:** Contributions may not be received and expenditures may not be made until a new Political Treasurer is appointed and certified.





ONLINE APPOINTMENT OF  
POLITICAL TREASURER  
C-1



# INTRODUCTION TO ONLINE APPOINTMENT OF POLITICAL TREASURER

The online appointment of political treasurer has been created to assist in the filing of your Campaign Treasurer. This application has been developed to resemble the current Appointment of Political Treasurer filing form and schedules.

This section of the Campaign Disclosure Manual for Candidates and Political Committees has been created as a step by step instruction manual for appointing your campaign treasurer through our new Online Campaign Registration Application.

You will enter the Candidate or Political Action Committee's information, as well as appoint and certify the and the Political Campaign Treasurer through the online application.

If a candidate or committee is unable to file an online report, they must submit an Online Filing Exemption Request by Candidate or Committee (E-1C) Form and have it approved by the Secretary of State's Office prior to filing a paper report.

Per Idaho Statute Title 67 Chapter 66 Section [67-6623 (8)] To require and prescribe methods for the online filing of reports with the secretary of state to ensure prompt publication of reports on the secretary of state's website. The secretary of state may, on an individual basis, grant a hardship waiver and accept a report required by this chapter in another format specified by the secretary of state.

**If you have any questions regarding the user of this application, please contact the Elections Division of the Secretary of State's Office.**

**elections@sos.idaho.gov  
(208) 334-2852**

# CANDIDATE COMPLETING THE APPOINTMENT OF POLITICAL TREASURER C-1 FORM

## Candidate Information

- Enter the name of the candidate.
- Enter the candidate's home phone number
- Enter the candidate's work phone number.
- Enter the candidate's cell phone number.
- Enter the title of the office sought by the candidate.
- Enter the District number and seat of the office sought (if applicable).
  - 1. For Statewide Offices, skip this field.
  - 2. For Judicial Offices, only candidates for District Judge must enter the appropriate District Number
  - 3. For Senate Offices, enter the appropriate Legislative District number
  - 4. For Representative Offices, enter the appropriate Legislative District number and seat designation (i.e. A or B).
- Enter the candidate's Party Affiliation.
- Enter the candidate's full mailing address.
- Enter the candidate's email address.
- Print the name of the candidate on the line "I, \_\_\_\_\_, do hereby certify..."

## Certification and Appointment

In the fields below the Certification and Appointment text:

- Enter the name of the Political Treasurer.
- Enter the Political Treasurer's home phone number.
- Enter the Political Treasurer's work phone number.
- Enter the Political Treasurer's cell phone number.
- Enter the Political Treasurer's complete mailing and physical home address to verify voter registration.
- Enter the Political Treasurer's email address. – **REQUIRED**
- Print the name of the Political Treasurer on the line designated "Name of Political Treasurer".

*Note: The candidate must sign on the line designated "Signature of Candidate and the Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submittal to the Secretary of State's Office.*



Click her to clear form.

C-1C  
Rev. 1/16

STATE OF IDAHO  
OFFICE OF THE SECRETARY OF STATE  
LAWRENCE DENNEY

### APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATE

(Please Print or Type)

Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Name of Candidate:		
Home Phone:	Work Phone:	Cell Phone:
Office Sought:	District Number:	Party:
Candidate Mailing Address:		
Candidate email address:		

I, John Doe, do hereby certify and appoint the following individual who is a registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:

Name of Candidate

#### CERTIFICATION AND APPOINTMENT

Name of Political Treasurer:		
Home Phone:	Work Phone:	Cell Phone:
Treasurer Mailing Address:		
Treasurer Residence Address:		
Treasurer email address:		

John Doe  
Signature of Candidate

I, Jane Doe, do hereby accept the appointment as political treasurer for the above named candidate.

Name of Political Treasurer

Jane Doe  
Signature of Political Treasurer

RETURN THIS FORM TO:  
Lawrence Denney Secretary of State Elections Division  
PO Box 83720 Boise, ID 83720-0080  
(208) 334-2852 Fax: (208) 334-2282

## COMMITTEE COMPLETING THE APPOINTMENT OF POLITICAL TREASURER C-1 FORM

### Committee Information

- Enter the name of the committee.
- Enter the name of the committee chairman.
- Enter the affiliation of the committee, if applicable.
- Enter the chairman's home phone number
- Enter the chairman's work phone number.
- Enter the chairman's cell phone number.
- Enter the committee's full mailing address.
- Enter the chairman's email address.
- Print the name of the chairman on the line "I, \_\_\_\_\_, do hereby certify..."

### Certification and Appointment

In the fields below the Certification and Appointment text:

- Select if the committee is affiliated with a political party, measure, or is a miscellaneous committee.
- Enter the name of the Political Treasurer.
- Enter the Political Treasurer's home phone number.
- Enter the Political Treasurer's work phone number.
- Enter the Political Treasurer's cell phone number.
- Enter the Political Treasurer's complete mailing and physical home address to verify voter registration.
- Enter the Political Treasurer's email address. – **REQUIRED**
- Print the name of the Political Treasurer on the line "Name of Political Treasurer".

*Note: The chairman must sign on the line designated "Signature of Chairman" and the Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submittal to the Secretary of State's Office.*



Click her to clear form.

C-1P  
Rev. 1/16

STATE OF IDAHO  
OFFICE OF THE SECRETARY OF STATE  
LAWRENCE DENNEY

### APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR COMMITTEES

(Please Print or Type)

Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Name of Committee:		
Name of Committee Chairman:	Party Affiliation:	
Home Phone:	Work Phone:	Cell Phone:
Committee Mailing Address:		
Chairman email address:		

I, James Jones, do hereby certify and appoint the following individual who is a registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:

Name of Committee Chairman

#### CERTIFICATION AND APPOINTMENT

Party:       Miscellaneous:       Measure:

Name of Political Treasurer:		
Home Phone:	Work Phone:	Cell Phone:
Treasurer Mailing Address:		
Treasurer Residence Address:		
Treasurer email address:		

James Jones

Signature of Chairman

I, Mary Jones, do hereby accept the appointment as political treasurer for the above named candidate.

Name of Political Treasurer

Mary Jones

Signature of Political Treasurer

RETURN THIS FORM TO:  
Lawrence Denney Secretary of State Elections Division  
PO Box 83720 Boise, ID 83720-0080  
(208) 334-2852 Fax: (208) 334-2282

# GETTING STARTED

Welcome to the Idaho Secretary of State's Online Appointment of Political Treasurer. This application is designed to make appointing Political Treasurers for Candidates and Political Action Committee's (PAC's) faster and more convenient.

## ACCESS THE CAMPAIGN TREASURER REGISTRATION APPLICATION

In order for a Candidate or Committee to access the Appointment of Political Treasure Application they must create or have already created an account with our online application systems.

### Accessing the Log In Screen

To access the online reporting application,

1. Open an internet browser such as Internet Explorer, Google Chrome, Firefox, etc.
2. Navigate to [www.sos.idaho.gov/CampaignRegistration/Login.aspx](http://www.sos.idaho.gov/CampaignRegistration/Login.aspx).

The **Log In** screen will be displayed.

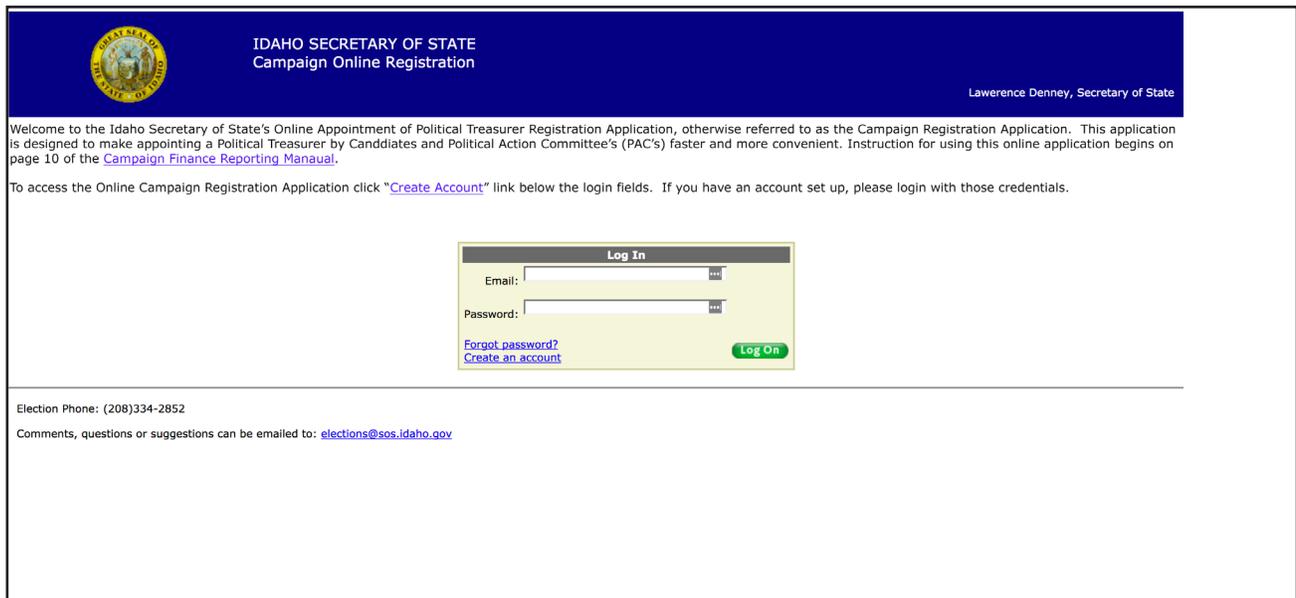


Figure 1 – Log In screen

### Log Into the Application

On the Log In screen,

1. Click on "Create Account" below the login text fields if you have not previously registered or enter your email address and password that you have previously registered.

**Create New Account:**

Enter your email address:

Please type your email address again:

Next

*Figure 2 – Create New Account*

- a. Enter your email address on the first line and confirm your email address on the second line. (See *Figure 2 - Create New Account, above*)
- b. The system will automatically generate a temporary password, which you will retrieve from the email address you have entered. (See *Figure 3 – Create New Account, below*)

**Create New Account**

Your account has been created and a temporary password has been sent to your email! Please go to your email account to retrieve it.

Continue

*Figure 3 – Create New Account*

2. Click the **Log On** pushbutton or hit the '**Enter**' key on your keyboard to log into the application.

If this is the first time you have signed into the Online Campaign Registration Application, you will be directed to the **First Time Security Question** screen. (See "*Figure 4 - First Time Security Question screen*" on page 16.) Proceed to "**First Time Signing In and Changing Passwords**" on page 16.

If you have previously signed into the Online Campaign Registration Application, you will be directed to the **Create a New Appointment** screen. (See "*Figure 8 - Create New Appointment screen*" on page 19.) Proceed to "**Create a New Appointment**" on page 19.

**NOTE:** If you forget your password, you may reset the password online by following the steps for "**Forgot Password**" on page 18 or by contacting the Elections Division of the Secretary of State's Office to have it reset for you.

**Please be aware that the Secretary of State's Office staff does not have access to Password information. Therefore, if you forget your password, it must be reset.**

## FIRST TIME SIGNING IN AND CHANGING PASSWORDS

The first time you sign into the Online Campaign Registration Reporting Application, you are required to select three (3) security questions.

After using the temporary password to sign into the application, you should change your password to ensure the security of your Online Campaign Registration account. Change the password to something that you will easily remember but would not be easily guessed by others. Passwords are case sensitive and may consist of letters, numbers and special characters.

### First Time Security Questions

The first time you sign into the Online Campaign Registration Application, you are required to select three (3) security questions. These security questions will be used if you forget your password and wish to re-set it using the Forgot Password Link on the **Log In** screen.

IDAHO SECRETARY OF STATE  
Campaign Online Registration

Lawrence Denney, Secretary of State

LOG OFF

This is your first time login. Please select THREE questions below and give us the answer.  
In the case you forget your password, we will use them to authenticate your identity.

Question 1:

Answer:

Question 2:

Answer:

Question 3:

Answer:

Save

Figure 4 – First Time Security Questions screen

### Selecting Security Questions

On the First Time Security Questions screen,

1. Select a question from the Question 1 drop-down box.
2. Type your response to the question selected in the answer box below the question.
3. Repeat steps 1 and 2 to select the Question 2 and Question 3 security questions and to enter your responses.
4. Click the **Save** pushbutton.

The **Create New Appointment** screen will be displayed. (See “Figure 8 - Create New Appointment screen” on page 19.) If you logged in using a temporary password, proceed to “**Changing your Password**” page 18. If you are ready to begin your filing, proceed to “**Registering a Political Treasurer**” on page 19.

## Changing Your Password

You are responsible for the security of your password and any information submitted to the Secretary of State's Office through the Online Campaign Finance Application using your account. Do not share your password with others. It is a good idea to change your password from time to time or when you believe someone knows what your password is. Remember, passwords are case sensitive and may consist of letters, numbers and special characters.

## Accessing the Change your Password Link

On the Treasurer Records screen,

1. Click on the **Change Password** link. (See "Figure 5 - Change Password screen" below.)

The **Change Password** screen is displayed.



Change Password:

Current password:

New password:

Please type new password again:

Next

Figure 5 – Change Password screen

## Entering a new Password

On the Change Password screen,

1. Enter your temporary or current password into the Current password field.
2. Enter your new password into the New password field.
  - a. Passwords are case sensitive and may consist of letters, numbers and special characters.
3. Re-enter your new password into the third field to confirm that it is typed correctly.
4. Click the **Next** pushbutton to save the new password. The **Change Password Successful** screen is displayed.
5. Click the **Continue** pushbutton.

You will be returned to the **Log In** screen (See "Figure 1 - Log In screen" on page 14) to sign in using your new password and complete the password change.

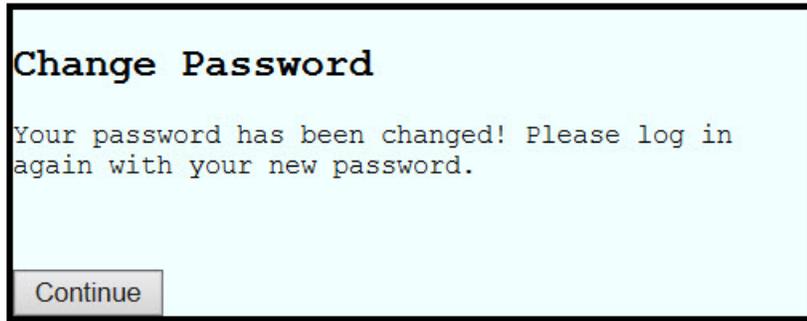


Figure 6 – Change Password Successful screen

## Completing the Password Change

On the Log In screen (See “Figure 1 - Log In screen” on page 14),

1. Enter your email address that was provided to create your account in the Email Address field.
2. Enter your new password into the Password field.
3. Click the **Log On** pushbutton or hit the ‘**Enter**’ key to log into the application.

The **Create a New Appointment** screen is displayed. (See “Figure 8 - Create a New Appointment screen” on page 19.) To begin your filing, proceed to “**Registering a Political Treasurer**” on page 19.

## FORGOT PASSWORD

If you forget your password, you can either reset it through the Online Campaign Registration Application or you may contact the Elections Division staff to request your password be reset. Please be aware that the Secretary of State’s Office staff does not have access to Password information. Therefore, if you forget your password, it must be reset.

## Accessing the Forgot Password Link

On the Log In screen (See “Figure 1 - Log In screen” on page 10),

1. Click the **Forgot Password** link.

The **Forgotten your Password** screen is displayed.

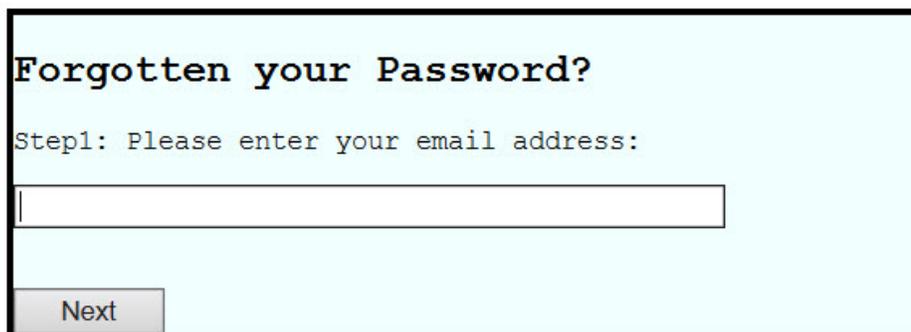


Figure 7 – Forgotten Password screen

## Identify Your Log In

On the Forgotten your Password screen,

1. Enter your email address that was provided on the C-1 form in the Email Address field.
1. Click on the **Next** pushbutton. The screen is refreshed with Step 2.
2. Enter the correct response to the first Security Question presented.
3. Click on the **Next** pushbutton. The screen is refreshed with Step 3.
4. Enter the correct response to the second Security Question presented.

Upon verifying that your responses are correct, the application will display a message indicating that a temporary password is being emailed to you. Once received, you may sign into the Online Campaign Registration Application using your temporary password as instructed in **“Log Into the Application”** on page 14.

# REGISTERING A POLITICAL TREASURER

You will now begin the process of appointing a Political Treasurer for the Candidate and/or Political Action Committee (PAC). A Political Treasurer may be registered for more than one Candidate and/or PAC.

## ACCESS THE CAMPAIGN REGISTRATION REPORTING APPLICATION

Access and log into the Online Campaign Registration Reporting Application, as instructed under the heading **“Access the Campaign Registration Reporting Application”** on page 14. You will be directed to the Create a New Appointment screen as the candidate or committee for which you will be appointing a treasurer. If you are a political treasurer and a candidate and/or PAC, you will be able to appoint yourself to one or more Candidates or PAC’s.



Figure 8 – Create New Appointment Screen

## CREATING A NEW APPOINTMENT OF POLITICAL TREASURER

It is not required for an assignment of a political treasurer to be started and completed at one time. The system will retain the entered data until you certify and submit the filing. This allows you to enter data over a period of time without losing any saved information.

## Create a New Appointment

Once signed into the Online Campaign Registration Application, you must verify the campaign information. If you have previously entered this information the system will retain and automatically populate it. You may change any of the information, except the email address because it is your user name.

### Verifying the campaign information

On the **Campaign Account Information** screen (See *Figure 9 - Campaign Account Information Screen*),

1. Verify or complete all required information for the campaign. These fields are all marked with a red asterisk.
2. Enter the Treasurer's email address.
3. Re-enter the Treasurer's email address for verification.
  - a. You may click "My residences is the same as my mailing address" checkbox to automatically populate the fields for residence.
  - b. You may click "I am also the treasurer and have the same email address" checkbox to appoint yourself as the treasurer.
4. Click "Save and Proceed" pushbutton to proceed to the next step.



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Campaign Online Registration

Lawrence Denney, Secretary of State

You logged in as taithanhpham@yahoo.com | [Main Menu](#) | [Change Password](#) | [LOG OFF](#)

#### CAMPAIGN ACCOUNT INFORMATION

We loaded your information from your login email, please make any change and provide your treasurer's email address.  
Name and Address of Candidate or Committee Chairman (\* indicates required fields)

<b>First Name:</b>	John *	<b>Middle Name:</b>	
<b>Last Name:</b>	Doe *	<b>Suffix:</b>	
<b>Mailing Line1:</b>	123 Main Street *	<b>Mailing Line2:</b>	Ste. 201
<b>Mailing City:</b>	Boise *	<b>Mailing State:</b>	ID *
<b>Mailing Zipcode:</b>	83702 *	<b>Mailing Country:</b>	USA
<b>Residence Line1:</b>	456 First Ave	<b>Residence Line2:</b>	
<b>Residence City:</b>	Coeur d'aleone	<b>Residence State:</b>	ID
<b>Residence Zip:</b>	83814	<b>Residence Country:</b>	USA
<b>Home Phone:</b>	208-987-6543	<b>Business Phone:</b>	208-123-4567 * Format: ###-###-####
<b>Cell Phone:</b>	208-456-7891	<b>Campaign's Email Address:</b>	taithanhpham@yahoo.com *
<b>Treasurer's Email Address:</b>			
<b>Retype Treasurer's Email Address:</b>			

We disabled the copy/paste for the 'retype email textbox'.

My residence is the same as my mailing address.  
 I am also the treasurer and have the same email address.

[Save and proceed to registration](#) [Clear](#)

Election Phone: (208)334-2852  
Comments, questions or suggestions can be emailed to: [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov)

Figure 9 – Campaign Account Information Screen

## Select Candidate or PAC's Office and Party

Once the Treasurer email has been submitted, you will be forwarded on to the campaign candidate or PAC selection screen.

### Select Candidate or PAC's Office and Party

On the **Appointment and Certification of Political Treasurer** screen (See *Figure 10 - Appointment and Certification of Political Treasurer, below.*),

1. Select either the "Candidate" or "Political Action Committee" radio button.
2. Select the office sought under the drop down menu.
  - a. If applicable, select the district for the office being sought.
3. Select the Party affiliation under the drop down menu.
4. Click "Save" pushbutton to proceed to the next step.

**APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATES/COMMITTEES**

Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Select which type of campaign:

Candidate

Political Action Committee

File No: **N/A**

**Candidate's name and address (\* indicates required fields)**

<b>First Name:</b> John	<b>Middle Name:</b>
<b>Last Name:</b> Doe	<b>Suffix:</b> ▾
<b>Mailing Line1:</b> 123 Main Street	<b>Mailing Line2:</b> Ste. 201
<b>Mailing City:</b> Boise	<b>Mailing State:</b> ID ▾
<b>Mailing Zipcode:</b> 83702	<b>Mailing Country:</b> USA
<b>Office Sought:</b> ▾*	<b>District Number:</b> ▾*(This field might be required.)
<b>Party:</b> ▾*	

Please provide the office name, district (if required) and party.

Save

Figure 10 – Appointment and Certification of Political Treasurer

## Treasurer Certification and Appointment

The treasurer will receive an email (unless you have appointed yourself) which will give them instructions to login to the appointment you have created in the last steps. They will need to verify their information, and provide an electronic signature.

### Verifying the Treasurer information

On the **Certification and Appointment** screen (See Figure 11 - Appointment and Certification of Political Treasurer for Candidates/Committees Screen, below.),

1. Verify or complete all required information for the campaign. These fields are all marked with a red asterisk.
2. Enter electronic signature for the Political Treasurer.
3. Click "Save" pushbutton to proceed to the next step.

**CERTIFICATION AND APPOINTMENT**

Name of Political Treasurer:

<b>First Name:</b> <input type="text" value="Jane"/>	<b>Middle Name:</b> <input type="text"/>
<b>Last Name:</b> <input type="text" value="Doe"/>	<b>Suffix:</b> <input type="text" value=""/>
<b>Mailing Line1:</b> <input type="text" value="123 Main Street"/>	<b>Mailing Line2:</b> <input type="text" value="Ste. 201"/>
<b>Mailing City:</b> <input type="text" value="Boise"/>	<b>Mailing State:</b> <input type="text" value="ID"/>
<b>Mailing Zipcode:</b> <input type="text" value="83702"/>	<b>Mailing Country:</b> <input type="text" value="USA"/>
<b>Residence Line1:</b> <input type="text" value="700 W Jefferson St"/>	<b>Residence Line2:</b> <input type="text" value="Ste. 201"/>
<b>Residence City:</b> <input type="text" value="Boise"/>	<b>Residence State:</b> <input type="text" value="ID"/>
<b>Residence Zipcode:</b> <input type="text" value="83702"/>	<b>Residence Country:</b> <input type="text" value="USA"/>

I, **Jane Doe** , do hereby accept the appointment as political treasurer for the above named candidate or committee.

Signature of Political Treasurer:

I, **John Doe** , do hereby certify and appoint the above individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

*Figure 11 – Appointment and Certification of Political Treasurer Screen*

## Completing the Appointment

Once the Treasurers signature has been saved the appointment can be completed with the Candidate or PAC's final signature confirming the appointment. Once the appointment has been confirmed you will not be able to amend online, you will have to contact the elections office.

### Completing the Appointment

On the **Certification and Appointment** screen (See Figure 12- Appointment and Certification of Political Treasurer for Candidates/Committees Screen, page 23),

1. Certify that the appointed Political Treasurer is a registered elector in the State of Idaho by adding the electronic signature for the Candidate or Political Action Committee.

2. Click "Submit pushbutton to proceed to the next step.
3. View the PDF of the Appointment and Certification of Political Treasurer file. (See Figure 13 – Appointment and Certification of Political Treasurer for Candidate File, below.) For instructions on how to print and/or save the PDF document see page 153.

I, **John Doe**, do hereby certify and appoint the above individual who is a registered elector of the State of Idaho as the political treasurer for the above named candidate or committee:

Signature of Candidate or Committee:

Figure 12 – Appointment and Certification of Political Treasurer Screen

File No: 8439

18 APR 03 AM 08:27  
SECRETARY OF STATE  
STATE OF IDAHO  
C-1C  
Rev. 1/16

STATE OF IDAHO  
OFFICE OF THE SECRETARY OF STATE  
LAWRENCE DENNEY  
**APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER  
FOR CANDIDATE**  
(Please Print or Type)

Pursuant to Section 67-6603 (c1), Idaho Code. No Contribution shall be received or expenditure made by or on behalf of a candidate or political committee until he or she appoints a political treasurer and certifies the name and address of the treasurer to the Secretary of State.

Name of Candidate: <b>John Doe</b>		
Home Phone: 208-123-7894	Work Phone: 208-123-7894	Cell Phone:
Office Sought: <b>Attorney General</b>	District Number:	Party: <b>Constitution</b>
Candidate Mailing Address: 123 Main Street, Boise, ID 83702		
Candidate email address: john@gmail.com		

I, John Doe, do hereby certify and appoint the following individual who is a registered elector of the state of Idaho as the political treasurer for the above named candidate or committee:

Name of Candidate

**CERTIFICATION AND APPOINTMENT**

Name of Political Treasurer: <b>Jane Doe</b>		
Home Phone: 208-987-6543	Work Phone: 208-987-6543	Cell Phone:
Treasurer Mailing Address: 456 State Street, Boise, ID 83702		
Treasurer Residence Address: 456 State Street, Boise, ID 83702		
Treasurer email address: jane@gmail.com		

I, Jane Doe, do hereby accept the appointment as political treasurer for the above named candidate.

Name of Political Treasurer

John Doe  
Signature of Candidate

Jane Doe  
Signature of Political Treasurer

RETURN THIS FORM TO:  
Lawrence Denney Secretary of State Elections Division  
PO Box 83720 Boise, ID 83720-0980  
(208) 334-2852 Fax: (208) 334-2282

Figure 13 – Appointment and Certification of Political Treasurer File

## Dates and Deadlines for Reporting

Now that you have completed the appointment of Political Treasurer for the Candidate or Political Action Committee, you will need to take adhere to the dates and deadlines for filing your campaign finance reports. Please review the Campaign Finance Disclosure Reporting Dates schedule listed on page 24.

## CAMPAIGN FINANCE DISCLOSURE REPORTING DATES

Below is the schedule of reporting periods and the due dates for filing Campaign Financial Disclosure Reports for 2017 and 2018. These dates are set pursuant to the provisions of Sections 67-6607 and 67-6608, Idaho Code.

### Primary Election - May 15, 2018 General Election - November 6, 2018

Type of Report .....	Reporting Period.....	Due Date
Semi-Annual Report (Mid-Year) (non active statewide Candidates only)	January 1 - June 30, 2017 .....	July 31, 2017
Annual Report (Year End) (Statewide Candidates only)	July 1 - December 31, 2017 .....	January 31, 2017
Annual (2017) .....	January 1 - December 31, 2017 .....	January 31, 2018
7 Day Pre-Primary .....	January 1 - April 29, 2018.....	May 8, 2018
48 Hour Notice (Primary)	April 30 - May 12.....	Within 48 hours after receipt of \$1,000 Contribution or \$1,000 Independent Expenditure
30 Day Post-Primary .....	April 30 - May 25.....	June 15, 2018
Semi-Annual Report (Mid-Year) (non active statewide Candidates only)	January 1 - June 30, 2018 .....	July 31, 2018
October 10 Pre-General .....	May 26 - September 30 .....	October 10, 2018
7 Day Pre-General.....	October 1 - October 21 .....	October 30, 2018
48 Hour Notice (General)	October 22 - November 3 .....	Within 48 hours after receipt of \$1,000 Contribution or \$1,000 Independent Expenditure
30 Day Post-General .....	October 22 - November 16 .....	December 6, 2018
Annual (2016) .....	November 17 - December 31, 2018 .	January 31, 2019
Annual Report (Year End) (non active statewide candidates only)	July 1 - December 31, 2018.....	January 31, 2019

**IMPORTANT:** All reports must be received in the office of the Secretary of State by 5:00 pm on the date the report is due.

## FREQUENTLY ASKED REPORTING QUESTIONS

Although it is the responsibility of the Political Treasurer to be aware of all filing deadlines and to report on a timely basis, it is the policy of the Secretary of State's Office to send the Political Treasurer a reminder concerning the date a report is due. However, this is only a courtesy and a missing reminder will not be accepted as a reason for a late report.

### **Are all Campaign Disclosure Reports (C-2) timely if postmarked by the due date?**

No, the reports must be received in the Secretary of State's Office no later than 5:00 pm on the report's due date.

### **Can Campaign Financial Disclosure Reports be submitted online to the Secretary of State?**

Yes, all Campaign Financial Reports must be filed online through the Secretary of State's online filing application at <http://www.sos.idaho.gov/DisclosureReports/Login.aspx> which can also be found on the Campaign Finance webpage. The use of this application requires the political treasurer to provide an email address for a secure online account for completing the report and electronically signing the completed report. Candidates and Committees unable to file an online report must submit an Online Filing Exemption request by the Candidate or Committee (E-1C) form and have it approved by the Secretary of State's Office prior to filing a paper report.

### **Can Campaign Financial Disclosure Reports be faxed to the Secretary of State?**

Yes, all Campaign Financial Reports may be filed by faxing them to the Secretary of State's Office at (208) 334-2282. It is not recommended that you plan on faxing your report on the due date of the report as there is a chance the fax machine may be busy and you may have difficulty faxing your report.

### **Can Campaign Financial Disclosure Reports be emailed to the Secretary of State?**

Yes, all Campaign Financial Reports exempt from the online filing must be filed by emailing a scanned copy of them to the Secretary of State's Office at [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov). You must include a scanned image of the signature by the Political Treasurer for the report to be accepted.

### **I am a Political Treasurer of a new Candidate or Political Committee. What period does my first report cover and when is it due?**

For a Political Treasurer of a new Candidate or Political Committee, the first Campaign Financial Disclosure report will cover from the date the Political Treasurer was certified through the last day of that reporting period. This report will be due on the first due date after certification.

- a) For example: A new Candidate or Political Committee certifies a Political Treasurer on March 1, 2018. Since March 1st falls within the 7 Day Pre-Primary reporting period of January 1 through April 30th, the first report would be the 7 Day Pre-Primary report. It would cover from the day the Political Treasurer was certified (March 1, 2018) through the end of the reporting period (April 29th, 2018) and would be due on May 8, 2018.

### **I am a Political Treasurer who is replacing a Political Treasurer. What period does my first report cover and when is it due?**

For a Political Treasurer who is replacing a previous Political Treasurer for a Candidate or Political Committee, the first report for the new Political Treasurer covers from the first day of the current reporting period through the last day of the reporting period.

- a) For example: A Candidate or Political Committee replaced their current Political Treasurer by certifying a new Political Treasurer with the Secretary of State's Office on June 20, 2018. Since the previous Political Treasurer filed the 30 Day Post-Primary report, the first report for the new Political Treasurer would be the October 10th report, which is the next required report. It would cover from May 25 through September 30. This report would be due on October 10, 2018.

**I am a Political Treasurer who is continuing my appointment for a non-statewide Candidate or a Political Committee from the last election cycle. What period does my next report cover and when is it due?**

For a Political Treasurer of a non-statewide Candidate or a Political Committee who is continuing his or her appointment from the last election cycle, the first report for this election cycle is the 2017 Annual. It covers from January 1, 2017 through December 31, 2017. This report is due January 31, 2018.

- a) All non-statewide Candidates and Political Committees with either ongoing campaign funds or have debt appearing on their post-election reports are within this category and are required to continue to file Campaign Financial Disclosure Reports.

**I am a Political Treasurer for a Candidate who was defeated in the Primary Election, do I need to continue to file Campaign Disclosure Reports?**

Yes, any Candidate who was defeated in the Primary Election but showed an unexpended balance of contributions or a campaign debt must continue to file annual reports until there is no unexpended balance of contributions or debt. **Note:** Candidates who ran for a statewide office are required to file semi-annual reports.

**Does a Campaign Financial Disclosure Report need to be filed if there have been no contributions or expenditures in the reporting period?**

Yes, a report must be filed with the Secretary of State's Office of that fact. The Summary Page of the Campaign Financial Disclosure Report (C-2) is the only page required to be filed. It is the first page of the report. For information on Termination requirements, see page 51.

**What should I do as a Political Treasurer if I am unable to balance a report that is due?**

File the report on a timely basis noting that an amendment will be forthcoming. If you have any questions regarding the completion or balancing of the report, please contact the Elections Division staff for assistance at [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov) or call (208) 334-2852.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**May I receive an extension on the due date to file a report?**

No, the Sunshine Law does not allow the Secretary of State to grant extensions on filing deadlines.

- a) If the Political Treasurer is unable to file the report as required, the Candidate or Chairman of the Political Committee may file the report on behalf of the Political Treasurer.
- b) If there are questions by the Political Treasurer for either the Candidate or Committee Chairman regarding the filing of the Campaign Financial Disclosure Report but have not been answered, file the report with a note that an amendment will be forthcoming.

**Note:** The filing of a late report is a violation of the law and the payment of a fine may be required.

**Can computer printouts be used in lieu of C-2 forms?**

No, but most sections of the report may be uploaded from .csv spreadsheets.

**May a Candidate or Political Committee transfer assets for the purpose of earning interest?**

Yes, a Candidate or Political Committee may transfer assets for the purpose of earning interest. However, the amount transferred should not be reported on the campaign report when it is transferred out of or into the campaign account since the money is still considered part of the campaign's assets. The interest earned on the investment must be listed as a contribution from the investment. Any service charge associated with this investment must be reported as an expenditure.

## TERMINATION OF REPORTING - FREQUENTLY ASKED QUESTIONS

### When and under what circumstances can the reporting requirements be terminated?

Candidates and Political Committees may terminate reporting requirements **only** upon reaching a zero balance on Line 6 and have no outstanding debt on Line 7 of the Summary Page of the Campaign Financial Disclosure Report.

**Note:** No Candidate or Measure Committee may terminate prior to an election in which they are involved.

### I have met the requirements for terminating. How do I notify the Secretary of State's Office of my termination?

Termination of a Candidate or Political Committee's reporting requirement is accomplished by filing a "Termination Report." A Termination Report is filed by marking the "Yes" check box to the right of "Is this a Termination Report" on the Summary Page of the Campaign Financial Disclosure Report (C-2). This may be done on a regular report or any time during the year as an annual report.

### How may campaign funds be used?

Contributions **may be used** in any of the following ways:

- a) In connection with the campaign of a Candidate,
- b) Ordinary and necessary expenses incurred in connection with the duties of the individual as an officeholder,
- c) Donations to non-profit organizations,
- d) Donations to national, state or local party committees,
- e) Donations to state and local Candidates, or
- f) Donations to Political Committees.

### Are there ways that campaign funds may not be used?

Contributions **cannot be used** in the following ways:

- a) Any personal use,
- b) Home mortgage, rent or utility payment,
- c) Clothing purchases except for items of de minimis value such as campaign shirts or hats,
- d) A non-campaign or officeholder related automobile expense,
- e) A country club membership,
- f) A vacation or other non-campaign related trip,
- g) A tuition payment,
- h) Admission to a sporting event, concert, theater or other form of entertainment not associated with an election campaign,
- i) Dues, fees and other payments to a health club or recreational facility, or
- j) Meals, groceries or other food expense, except for tickets to meals that the Candidate attends solely for the purpose of enhancing the candidacy of another person or meal expenses which are incurred as part of a campaign activity or as part of a function that is related to the Candidate's or officeholder's responsibilities.

## CONTRIBUTIONS - FREQUENTLY ASKED QUESTIONS

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

“Contribution” includes any advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, subscription or transfer of money or anything of value, and any contract, agreement, promise or other obligation, whether or not legally enforceable, to make a contribution, in support of or in opposition to any candidate, political committee or measure.” (Section 67-6602(c), I.C.)

### **Does a contribution include money or items supplied by the Candidate?**

Yes, any personal funds or property of a Candidate expended or transferred to cover expenses incurred in support of the Candidate are considered a contribution to the Candidate’s campaign. They must be reported as contributions from the Candidate. However, the payment of the filing fee is excluded unless paid for from campaign funds.

### **May a Candidate or Political Treasurer accept corporate and union contributions?**

Yes, the Sunshine Law in no way restricts the ability of a corporation, union, or any other person to give a Candidate or Political Committee money, goods or services, except when calculating the year to date total of the contribution or the donors name. Refer to the next question.

### **May a Candidate or Political Treasurer accept contributions from individuals, businesses or organizations in foreign countries?**

No, Federal Law 441e does not allow a foreign national including partnerships, associations, corporations, organizations, or other combination of persons organized under the laws of or having its principal place of business in a foreign country, to make contributions to candidates or committees or to make independent expenditures.

441e - Contributions and donations by foreign nationals - Prohibition - It shall be unlawful for a foreign national, directly or indirectly, to make a contribution or donation of money or other thing of value, or to make an express or implied promise to make a contribution or donation, in connection with a Federal, State, or a local election; a contribution or donation to a committee of a political party; or an expenditure, independent expenditure, or disbursement for an electioneering communication. It also makes it unlawful for a person to solicit, accept, or receive a contribution or donation from a foreign national. A foreign national means a foreign principal, which includes a government of a foreign country and a foreign political party; a person outside the United States, unless it is established that such person is an individual and a citizen of and domiciled within the United States, or that such person is not an individual and is organized under or created by the laws of the United States or of any State or other place subject to the jurisdiction of the United States and has its principal place of business within the United States; and a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country (section 611(b) of Title 22), except that the term “foreign national” shall not include any individual who is a citizen of the United States. It also means an individual who is not a citizen of the United States or a national of the United States and who is not lawfully admitted for permanent residence, as defined by section 1101(a)(20) of title 8.

### **May a Candidate or Political Treasurer accept anonymous contributions or report a contribution as anonymous?**

No contribution shall be made and no expenditure shall be incurred, directly or indirectly, in a fictitious name, anonymously or by one (1) person through an agent, relative or other person in such a manner as to conceal the identity of the source of the contribution (67-6614, Idaho Code). In accordance with 67-6610, Idaho Code, if any contribution exceeds \$50 and the contributor can’t be ascertained, the political treasurer shall immediately transfer the donation to the state controllers office for deposit into the public school fund.

**A Political Committee, organization or corporation makes a contribution to a Candidate or to another Political Committee. How is that listed on the recipient's Campaign Financial Disclosure Report (C-2) form?**

A contribution from a Political Committee, organization or corporation is listed as a contribution from that entity. However, there are exceptions to this rule. They are:

- a) If a Political Committee receives all of its funding from one person who exercises exclusive control over the distribution of the funds, the contribution is listed as a contribution from the controlling person.
- b) If contributions made by a person or Political Committee whose contributions or expenditures are financed, maintained or controlled by a trade association, labor union or collective bargaining organization, the contribution is listed as a contribution from the trade association, labor union or collective bargaining organization.
- c) If two or more entities share a majority of members on their board of directors, share two or more officers, are owned or controlled by the same majority shareholder or shareholders or persons, are in a parent-subsidary relationship or have bylaws so stating, the entities are treated as a single entity instead of separate entities.

**Is there a limit on personal funds or property a Candidate may contribute to his or her own campaign?**

No, contribution limits set forth in section 67-6610A are not applicable to a Candidate. A Candidate may contribute as much as he or she would like to for his or her own campaign.

**Are there limits on contributions that a Candidate may receive other than from the Candidate themselves?**

Yes, contributions are limited based on who the contribution is from and who the contribution is going to. Contribution limits are set forth in Section 67-6610A. For specific limit amounts, refer to the Contribution Limits table on page 33.

**Does the contribution limits apply to money or items supplied by the Candidate's spouse or family members?**

Yes, any funds or property expended or transferred to the Candidate by the Candidate's spouse or family members are subject to the contribution limits. For specific limit amounts, refer to the Contribution Limits table on page 33.

**Does a contribution include items other than cash?**

Yes, contributions other than money or its equivalent are deemed to have a cash value equivalent to the fair market value of the item. These are considered In-Kind Contributions and must be reported as such.

**May a contribution be returned to the donor?**

Yes, contributions may be returned to the individuals who donated them. If the original contribution was reported on Schedule A, the return of the contribution is reported as a negative contribution on Schedule A listing the individual's name, address and date of the return. For an example of correct reporting, see pages 180 through 183.

**What are In-Kind Contributions?**

In-Kind Contributions are contributions other than money or its equivalent.

- a) These donations are deemed to have a monetary value equivalent to the fair market value of the contribution.
- b) Services, property or rights furnished at less than the fair market value are deemed a contribution.  
**A contribution of this kind shall be reported as an In-Kind Contribution at its fair market value and will count toward any applicable contribution limit for the contributor.**

**How does an In-Kind Contribution affect my cash balance?**

Since In-Kind Contributions are not cash, they are reflected in both the total contributions and total expenditures. Therefore, they do not affect the actual cash balance. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 186 to 187.

### **How is the value of an In-Kind Contribution determined?**

The overriding principle governing the value of an In-Kind Contribution is the amount a well-informed buyer or lessee, would pay; and the amount a well-informed seller, or lessor, would accept.

- a) Here is a list of often seen In-Kind Contributions and how they should be reported.
  - i) A contributor buys supplies or equipment for the campaign, the In-Kind Contribution equals the amount spent on the purchase.
  - ii) A contributor takes out an advertisement supporting a Candidate after collaborating with or receiving approval from the Candidate, the In-Kind Contribution equals the cost of the ad.
  - iii) A contributor loans the campaign the use of a computer or copier, the In-Kind Contribution equals the cost of leasing a similar piece of equipment for the period of time in question.
  - iv) A printer prints campaign literature at a cost below the printer's normal charge for a similar job, the In-Kind Contribution equals the amount of the discount.
  - v) A business provides food or beverages for a campaign event, the In-Kind Contribution equals the amount that the business would normally expect to receive from the sale of the items.
  - vi) The central committee of a Political Party agrees to use its bulk mailing permit and pay the postage of a mailing supporting your candidacy. The In-Kind Contribution is only the face value of the postage costs paid by the party. Do **not** factor in the amount the party paid for the permit.

### **Since the itemization requirement for contributions is \$50 and the itemization requirement for expenditures is \$25, how do we determine if we need to itemize In-Kind Contributions?**

All in-kind transactions must be itemized, regardless of the amount, on Schedule C - In-Kind Contributions and Expenditures of the Campaign Financial Disclosure Report. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 186 to 187.

### **I am the Political Treasurer for a Candidate. A Political Committee has paid for printing costs or other services. How is that reported on the Candidate's Campaign Financial Disclosure Report (C-2) form?**

This is considered an In-Kind Contribution from the Political Committee. It will be reported as an In-Kind Contribution. For instructions on completing the Schedule C - In-Kind Contributions and Expenditures, see pages 186 to 187.

### **May a Candidate receive contributions if he or she is not a Political Treasurer?**

Statutorily, all contributions should be received by the Political Treasurer, not the Candidate. However, if a Candidate receives a contribution, they should immediately transfer the contribution to the Political Treasurer.

### **Which date should be used as the Date Received?**

The Date Received is the date that the Political Treasurer received the contribution. If the contribution is received by the Candidate, the date the Candidate received the contribution should be listed as the Date Received.

### **Do contributions that are less than \$50 need to be tracked since they are reported as Unitemized Contributions?**

Yes, all contributions should be tracked. The Political Treasurer should have the full name and address of all contributors. Once a contributor exceeds \$50 in a calendar year, their contributions above \$50 are itemized on Schedule A - Itemized Contributions of the Campaign Financial Disclosure Report.

### **Are loans to a Candidate considered contributions and subject to contribution limits?**

Yes, loans to Candidates are considered contributions. Loans to Candidates are subject to the contribution limits. For the contribution limits table, see page 33.

- a) Repayments made on the loans reduce the amount of the contribution.
- b) Loans that exceed the contribution limits are a violation of the law even if they are repaid in full.
- c) Loans from the Candidate do not have contribution limits.

**How are loans to a Candidate or Political Committee reported?**

Loans to Candidates or Political Committees are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing the Schedule D - Loans, see pages 188 to 189.

**Are purchases made with a credit card considered debt?**

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 190 to 193. For instructions on completing Schedule E-1, see pages 194 to 197.

**If a volunteer provides an open house, are the expenses and home hospitality considered a contribution?**

If the cost of the ordinary home hospitality and incidental expenses by the volunteer are:

- a) Not over \$25, it is not considered a contribution.
- b) Is over \$25, it is considered a contribution from the individual and must be reported as such.

**I am a Political treasurer for a current office holder (i.e., a Candidate). A lobbyist is paying for various expenses for the office holder or Candidate. Does this need to be reported on the Candidate's Campaign Financial Disclosure Report form?**

If the payment of expenses:

- a) **Is not** in support of the Candidate's campaign, it **does not need** to be reported on the Candidate's report. It is the responsibility of the lobbyist to report the expenditure.
- b) **Is in** support of the Candidate's campaign, it **does need** to be reported on the Candidate's report.

**A candidate or Political Committee is planning on holding a raffle or auction. How is this reported?**

If you are planning a raffle or auction, please contact the Secretary of State's Office's Election Division at (208) 334-2852 to discuss the correct reporting and other requirements.

**I am a Political Treasurer for a Candidate, including current office holders, or Political Committee. A lobbyist donates a check or cash to the campaign. How should this be reported on our Campaign Financial Disclosure Report (C-2)?**

This contribution should be reported on the Candidate or Political Committee's Campaign Financial Disclosure Report. It needs to be determined if the contribution is from the lobbyist themselves or from the employer of the lobbyist.

- a) If the contribution is from one of the lobbyist's employers, the contribution should be reported on Schedule A and list the employer's name.
- b) If the contribution is from the lobbyist, the contribution should be reported on Schedule A and list the lobbyist's name.

**What is designating contributions?**

Designating contributions is the identification of whether the contribution is to be used toward the upcoming Primary or General Election for the determination of contribution limits.

**Do Candidates have to designate contributions?**

Yes, Candidates must identify whether the contribution is to be used toward the Primary or General Election.

**Do Political Committees have to designate contributions?**

No, a Political Committee is not required to designate contributions as they do not have contribution limits.

## DESIGNATING CONTRIBUTIONS - FREQUENTLY ASKED QUESTIONS

### What is a designated versus an undesignated contribution?

- a) A designated contribution is one that the contributor **has** identified as being for a specific election.
- b) An undesignated contribution is one that the contributor **has not** identified as being for a specific election.

### How does a contributor designate a contribution?

A contributor designates a contribution in writing. They can do this either by noting the designation on the check or on a signed statement that accompanies the contribution. The contribution then counts toward the donor's contribution limit for the designated election. For the Contribution Limits table, see page 33.

### How is an undesignated contribution reported?

An undesignated contribution is automatically designated for the Candidate's upcoming election. Any undesignated contribution counts toward the donor's contribution limit for the upcoming election.

- a) For example: A contributor makes an undesignated contribution of a \$100 to a Legislative Candidate who has won the Primary Election. The contribution is received prior to the General Election. This contribution counts toward the contributor's contribution limit for the General Election.

### May the Candidate or Political Treasurer designate an undesignated contribution for a specific election?

No, only a contributor may designate a contribution for a specific election. All undesignated contributions count toward the contributor's contribution limit for the next upcoming election.

### Can a Candidate's campaign solicit donations for a specific election?

Yes, a Candidate's campaign may solicit contributions for a specific election. The campaign should supply contributors with a form that clearly states the election to which the contribution will apply. This form must be signed and returned with the contribution to the Candidate's Political Treasurer.

### How long must a copy of the contribution designations be kept?

Contribution designations must be kept for at least one year after the date of the election to which the contribution is referring to. It is the responsibility of the Political Treasurer to maintain these records.

## CONTRIBUTION LIMITS

(Section 67-6610A, Idaho Code)

Aggregate Contributions From	To <b>Legislative</b> Authorized Candidate Committee	To <b>Statewide</b> Authorized Candidate Committee	To <b>PAC or State</b> Party Committee
<b>Individual</b> (*other than Candidate)	\$1,000 **Per Election	\$5,000 **Per Election	No Limits
<b>***Corporation, PAC, other Recognized Legal Entity**</b>	\$1,000 **Per Election	\$5,000 **Per Election	No Limits
<b>State Central Committees</b>	\$2,000 **Per Election	\$10,000 **Per Election	No Limits
<b>County Central Committees</b>	\$2,000 **Per Election	\$5,000 **Per Election	No Limits

\* Candidate contributions unlimited to his/her campaign

\*\* Primary - General

\*\*\* Includes National Party Organizations

**The contribution limits for the state legislature shall apply to judicial district offices.**

Contributions other than money or its equivalent are deemed to have a monetary value equivalent to the fair market value of the contribution. Services, property or rights furnished at less than their fair market value for the purpose of assisting any candidate or political committee are deemed a contribution.

**A contribution of this kind shall be reported as an In-Kind Contribution at its fair market value and counts toward any applicable contribution limit of the contributor.** Contributions shall not include the personal services of volunteers.

## EXPENDITURES - FREQUENTLY ASKED QUESTIONS

### **What is considered an expenditure?**

An expenditure includes “any payment, contribution, subscription, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make an expenditure. The term “expenditure” also includes a promise to pay, a payment or a transfer of anything of value in exchange of goods, services, property, facilities or anything of value for the purpose of assisting, benefiting or honoring any public official or candidate, or assisting in furthering or opposing any election campaign.” (Section 67-6602(h), I.C.)

### **Must personal expenditures made by a Candidate in support of his or her own campaign be reported?**

Yes, all personal funds expended by a Candidate in support of his or her own campaign must be reported and are reported as either expenditures with a matching contribution for the same amount or as loans to the campaign. For instructions on completing Schedule D - Loans, see pages 188 to 189.

### **The Candidate’s campaign repays the Candidate for personal expenditures. How is this reported?**

Since the personal expenditure was reported as a loan, the repayment to the Candidate is shown as a repayment on the loan from the Candidate. These repayments are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing Schedule D - Loans, see pages 188 to 189.

### **A Candidate, or Political Committee has received a refund of deposit, a rebate from a vendor, or a return of over payment from a vendor. How is this reported?**

This is reported on Schedule B as a negative expenditure, listing the name and address of the individual or vendor along with the date the money was received as well as the amount. This shows the funds being returned to the account without the money appearing as a contribution. For an example of the correct reporting, see pages 184 to 185.

### **A Candidate, or Political Committee has received their check back that was intended as a contribution to another candidate or committee. How is this reported?**

This is reported on Schedule B as a negative expenditure, listing the name and address of the candidate or political committee returning the funds along with the date the check was received back. For an example of the correct reporting, see page 184 to 185.

### **Our Political Committee paid for printing costs or other services for a Candidate or other Political Committee. How should we report that on OUR report?**

The Political Committee will list the individual, organization or business to whom the monetary payment was made along with the name of the Candidate(s) or Political Committee(s) benefiting from the expenditure on Schedule B - Itemized Expenditures page. For an example of the correct reporting, see pages 184 to 185.

### **A reporting Candidate or Political Committee made an Independent Expenditure. How should it be reported?**

The Political Treasurer will list the individual, organization or business to whom the monetary payment was made. Enter the purpose of the expenditure including a list of the Candidate(s) and/or Political Committee(s) being supported or opposed by the expenditure. Be sure to identify if it is in support of or opposition of each Candidate or Committee listed. For instructions on completing an Independent Expenditures report, see the Independent Expenditures section beginning on page 209. Also note the additional reporting period for Independent Expenditures occurring during the 48 hour notice period. See page 210 for reporting periods and due dates.

### **What is considered debt and how is the debt amount figured?**

Debt means any unpaid monetary obligation incurred as listed on the reports filed through the post election period minus any cash balance reported on the post-election report.

## RETIRING DEBT - FREQUENTLY ASKED QUESTIONS

### Are loans considered debt?

Yes, outstanding loans are considered debt and must be reported on Schedule D - Loans.

### Are purchases made with a credit card considered debt?

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received, all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 190 to 193. For instructions on completing Schedule E-1, see pages 194 to 197.

### May I accept contributions to retire debt?

Yes, a Candidate with unpaid debt may accept additional contributions to retire such unpaid debt. However, the contributions can not exceed the applicable contribution limits for the election for which the debt was incurred. For the Contribution Limits table, see pages 33.

### Do contribution limits apply to contributions to retire debt?

Yes, contributors are still bound by the contribution limits. For the Contribution Limits table, see page 33.

- a) For example: A Legislative Candidate incurred debt during the last General Election. A contributor donated \$500 before the last General Election. The individual would like to donate additional funds toward the incurred debt. In this example, the individual could contribute up to \$500 and designate it toward the last General Election.

### Can undesignated contributions be applied to the retirement of debt?

Yes, although all undesignated contributions are automatically designated for the Candidate's upcoming election, the Candidate may use those funds to retire debt.

### How does the Secretary of State determine if a Candidate has debt?

All previously filed reports document any campaign debt. All debt and payment on debt must be reported on the Campaign Financial Disclosure Report on Schedule D - Loans and Schedule E - Credit Cards and Debt.

## FREQUENT PROBLEMS IN REPORTING

- 1) **Lack of communication between the Political Treasurer and the Candidate.** The law requires detailed accounts, current within not more than seven days after the date of receiving a contribution or making an expenditure.
- 2) **Information required is not complete.** The following examples are not acceptable.

Date	The month is listed but no day	Address	City only
	No date at all		Street Address only
Name	M. Smith or Mr. Smith	Purpose	None entered
	John/Mary; No last name		
- 3) **The Candidate or Political Committee has a new Political Treasurer,** however, the Secretary of State's Office has not been notified of the change. Not only is this a violation of the law, but the wrong individual is receiving communications from the Elections Division and those using the Secretary of State's mailing list.
- 4) **Reports are illegible** (i.e., extremely small type or completed in pencil and faxed). All manually submitted reports must be clearly written. All Candidate and Political Committee reports are scanned and posted on the Secretary of State's website upon receipt. Those scanned images may be viewed at: <http://www.sos.idaho.gov/elect/finance/2018/index.html>

- 5) **Attempts to submit a completed report and the line is busy.** It is important to remember that the 7 Day Pre-Election report must be received by 5:00 pm on the report's due date. **Do not** wait to submit those reports on the due date as there is a chance the fax line will be busy.
- 6) **Notices disregarded:** The lack of attention by a Political Treasurer to notices sent to them by the Elections Division reminding them of reports that are upcoming, requesting additional information or corrections.
- 7) **Source of contribution not accurate.** The individual delivering the contribution check is listed as the contributor rather than the entity issuing the check. For example: an agent from a real estate agency delivers the check for the Realtors PAC, the Political Treasurer lists the agent as the contributor rather than the Realtors PAC.
- 8) **A return or refund listed incorrectly.** A return or refund should be listed as a negative expenditure because it is not a contribution.
- 9) **Inadequate disclosure of In-Kind Contributions or Independent Expenditures.** The Candidate(s) name(s) or Political Committee(s) name(s) who benefited from the expenditure are not listed as being supported or opposed.

<b>PENALTIES FOR VIOLATION</b>
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Section 67-6625, Idaho Code, “**Violations - Civil Fine - Misdemeanor Penalty - Prosecution - Limitation - Venue.**

- (a) Any person who violates the provisions of section 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, shall be liable for a civil fine not to exceed two hundred fifty dollars (\$250) if an individual, and not more than two thousand five hundred dollars (\$2,500) if a person other than an individual. The burden of proof for such civil liability shall be met by showing a preponderance of the evidence.
- (b) Any person who violates section 67-6605 or 67-6621(b), Idaho Code, and any person who knowingly and willfully violates section 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, is guilty of a misdemeanor and, upon conviction, in addition to the fines set forth in subsection (a) of this section, may be imprisoned for not more than six (6) months or be both fined and imprisoned.
- (c) The attorney general or the appropriate prosecuting attorney may prosecute any violations of this act.
- (d) Prosecution for violation of this act must be commenced within two (2) years after the date on which the violation occurred.
- (e) Venue for prosecution under the provisions of this chapter shall be in the county of residence of the defendant if the defendant is a resident of the state of Idaho, otherwise venue shall be in Ada county.”

Section 67-6625A, Idaho Code, “**Late Filing Of Statement Or Report - Fees.** If any person fails to file a report or statement on or before a specified date, he shall be liable in an amount of fifty dollars (\$50.00) **per day** after the deadline until the statement or report is filed, to the secretary of state. Liability need not be enforced by the secretary of state if on an impartial basis he determines that the late filing was not willful and that enforcement of the liability will not further the purposes of the act, except that no liability shall be waived if a statement or report is not filed within five (5) days after receiving written notice of the filing requirement from the secretary of state.

The remedy provided in this section is cumulative and does not exclude any other remedy or penalty prescribed in section 67-6625, Idaho Code.”

## **INSPECTION AND EXAMINATION BY THE SECRETARY OF STATE**

The Secretary of State is required by the Sunshine Law to inspect each report two days after it is filed and to notify any Political Treasurer who fails to file a report or files a report which does not conform to law. The Secretary of State must also notify a Political Treasurer when a complaint is filed alleging that a report does not conform to law or has not been filed.

The Secretary of State is required to examine all filed reports within three months after the election to determine whether the reports conform to law. The Secretary of State is empowered to require any person to answer in writing and under oath or affirmation any questions concerning the source of any contribution. (Sections 67-6615 and 67-6616, Idaho Code)

## **CITIZEN COMPLAINTS**

Any registered voter has the right to file a complaint with the Secretary of State if he or she has reason to believe that a person has violated the Sunshine Law. Complaints must be filed on form L-5, which is available on request. The Secretary of State will thoroughly investigate all such complaints. (Sections 67-6615 and 67-6623, Idaho Code)



ONLINE  
CAMPAIGN FINANCE  
APPLICATION



# INTRODUCTION TO ONLINE CAMPAIGN FINANCE

The online campaign finance entry has been created to assist in the filing of your Campaign Finance Reports. This application has been developed to resemble the current Campaign Finance filing form and schedules.

This section of the Campaign Disclosure Manual for Candidates and Political Committees has been created as a step by step instruction manual for reporting your campaign finance activity through our new Online Campaign Finance Application.

You can enter the contributions, expenditures, in-kind contributions and expenditures, loans, credit cards and debt and pledged contributions data through the online application. Also available instead of data entry, you can upload a Comma Separated Values (CSV) text file for Schedule A - Itemized Contributions, Schedule B - Itemized Expenditures and Schedule C - In-Kind Contributions and Expenditures.

Per Idaho Statute Title 67 Chapter 66 Section [67-6623 (8)] To require and prescribe methods for the online filing of reports with the secretary of state to ensure prompt publication of reports on the secretary of state's website. The secretary of state may, on an individual basis, grant a hardship waiver and accept a report required by this chapter in another format specified by the secretary of state.

**If you have any questions regarding the user of this application, please contact the Elections Division of the Secretary of State's Office.**

**elections@sos.idaho.gov  
(208) 334-2852**

# GETTING STARTED

Welcome to the Idaho Secretary of State's Online Campaign Finance Reporting Application. This application is designed to make reporting by Political Treasurers for Candidates and Political Action Committee's (PAC's) faster and more convenient.

## ACCESS THE CAMPAIGN FINANCE REPORTING APPLICATION

In order for a Political Treasurer to access the Online Campaign Finance Reporting Application, a C-1 Form: Appointment and Certification of Political Treasurer must have been completed and submitted to our office. The Political Treasurer must have provided an email address when completing the C-1 form to use for logging into the application. Once this form is received with a valid email address, an information email will be sent to the Political Treasurer containing a temporary password for initial access to the online application.

### Accessing the Log In Screen

To access the online reporting application,

1. Open an internet browser such as Internet Explorer, Google Chrome, Firefox, etc.
2. Navigate to [www.sos.idaho.gov/DisclosureReports/Login.aspx](http://www.sos.idaho.gov/DisclosureReports/Login.aspx).

The **Log In** screen will be displayed.

The screenshot shows the login interface for the Idaho Secretary of State's Campaign Financial Disclosure Report. At the top left is the Idaho State Seal. To its right, the text reads "IDAHO SECRETARY OF STATE Campaign Financial Disclosure Report". Further right, it identifies "Lawrence Denney, Secretary of State". Below this header, a welcome message states: "Welcome to the Idaho Secretary of State's Online Campaign Finance Reporting Application. This application is designed to make reporting by Political Treasurers for Candidates and Political Action Committee's (PAC's) faster and more convenient. Instructions for using the on-line application begin on page 73 of the [Campaign Finance Reporting Manual](#)." This is followed by a paragraph explaining that a C-1 Form must be completed and submitted, and that an information email with a temporary password will be sent upon receipt. Below this, it provides contact information: "To access the Online Campaign Finance Reporting application, contact the Secretary of State's Office at [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov) for a user ID and temporary password." The central part of the screen features a "Log In" form with two input fields: "Email Address:" and "Password:". Below the "Password:" field is a blue link for "Forgot password?". A green "Log On" button is positioned to the right of the "Password:" field. At the bottom of the page, it lists "Elections Phone: (208)334-2852" and provides the email address [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov) for comments, questions, or suggestions.

Figure 14 – Log In screen

### Log Into the Application

On the Log In screen,

1. Enter your email address that was provided on the C-1 form or when you created your online account in the Email Address field.

2. Enter your password into the Password field.
  - a. Passwords are case sensitive and may consist of letters, numbers and special characters.
  - b. Temporary passwords should be changed.
3. Click the **Log On** pushbutton or hit the '**Enter**' key on your keyboard to log into the application.

If this is the first time you have signed into the Online Campaign Finance Application, the Online Lobbyist Registration Application or the Online Lobbyist Reporting Application, you will be directed to the **First Time Security Question** screen. (See "Figure 15 - First Time Security Question screen" on page 44.) Proceed to "**First Time Signing In and Changing Passwords**" below.

If you have previously signed into the Online Campaign Finance Application, the Online Lobbyist Registration Application or the Online Lobbyist Reporting Application, you will be directed to the **Treasurer Records** screen that will show the Treasurer Record Table. (See "Figure 19 - Treasurer Records screen" on page 47.) Proceed to "**Entering and Submitting the Campaign Finance Disclosure Report**" on page 47.

**NOTE:** If you forget your password, you may reset the password online by following the steps for "**Forgot Password**" on page 46 or by contacting the Elections Division of the Secretary of State's Office to have it reset for you.

***Please be aware that the Secretary of State's Office staff does not have access to Password information. Therefore, if you forget your password, it must be reset.***

## **FIRST TIME SIGNING IN AND CHANGING PASSWORDS**

The first time you sign into the Online Campaign Finance Reporting Application, you are required to select three (3) security questions.

After using the temporary password to sign into the application, you should change your password to ensure the security of your Online Campaign Finance Reporting account. Change the password to something that you will easily remember but would not be easily guessed by others. Passwords are case sensitive and may consist of letters, numbers and special characters.

### **First Time Security Questions**

The first time you sign into the Online Campaign Finance Reporting Application, you are required to select three (3) security questions. These security questions will be used if you forget your password and wish to re-set it using the Forgot Password Link on the **Log In** screen.

Figure 15 – First Time Security Questions screen

## Selecting Security Questions

On the First Time Security Questions screen,

1. Select a question from the Question 1 drop-down box.
2. Type your response to the question selected in the answer box below the question.
3. Repeat steps 1 and 2 to select the Question 2 and Question 3 security questions and to enter your responses.
4. Click the **Save** pushbutton.

The **Treasurer Records** screen will be displayed. (See “*Figure 19 - Treasurer Record screen*” on page 47.) If you logged in using a temporary password, proceed to “**Changing your Password**” below. If you are ready to begin your filing, proceed to “**Entering and Submitting the Campaign Finance Disclosure Report**” on page 47.

## Changing Your Password

You are responsible for the security of your password and any information submitted to the Secretary of State’s Office through the Online Campaign Finance Application using your account. Do not share your password with others. It is a good idea to change you password from time to time or when you believe someone knows what your password is. Remember, passwords are case sensitive and may consist of letters, numbers and special characters.

## Accessing the Change your Password Link

On the Treasurer Records screen,

1. Click on the **Change Password** link. (See “*Figure 19 - Treasurer Record screen*” on page 47.)

The **Change Password** screen is displayed.

Change Password:

Current password:

New password:

Please type new password again:

Next

Figure 16 – Change Password screen

## Entering a new Password

On the Change Password screen,

1. Enter your temporary or current password into the Current password field.
2. Enter your new password into the New password field.
  - a. Passwords are case sensitive and may consist of letters, numbers and special characters.
3. Re-enter your new password into the third field to confirm that it is typed correctly.
4. Click the **Next** pushbutton to save the new password. The **Change Password Successful** screen is displayed.
5. Click the **Continue** pushbutton.

You will be returned to the **Log In** screen (See “Figure 14 - Log In screen” on page 42) to sign in using your new password and complete the password change.

Change Password

Your password has been changed! Please log in again with your new password.

Continue

Figure 17 – Change Password Successful screen

## Completing the Password Change

On the Log In screen (See “Figure 14 - Log In screen” on page 42),

1. Enter your email address that was provided on the C-1 form or when you created your online account in the Email Address field.

2. Enter your new password into the Password field.
3. Click the **Log On** pushbutton or hit the **'Enter'** key to log into the application.

The **Treasurer Record** screen is displayed. (See *"Figure 19 - Treasurer Record screen"* on page 47.) To begin your filing, proceed to ***"Entering and Submitting the Campaign Finance Disclosure Report"*** on page 49.

## FORGOT PASSWORD

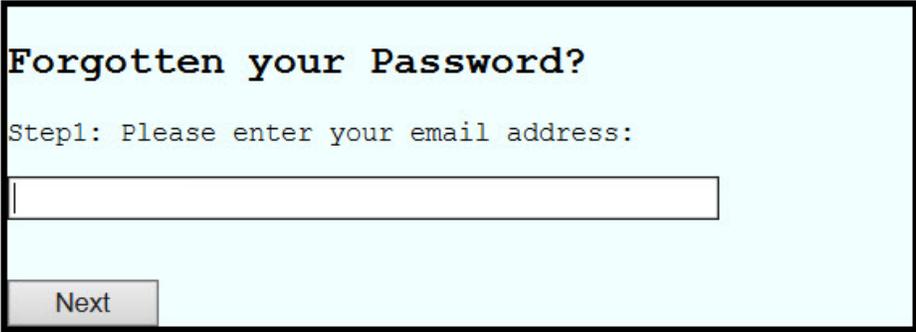
If you forget your password, you can either reset it through the Online Campaign Finance Reporting Application or you may contact the Elections Division staff to request your password be reset. Please be aware that the Secretary of State's Office staff does not have access to Password information. Therefore, if you forget your password, it must be reset.

### Accessing the Forgot Password Link

On the Log In screen (See *"Figure 14 - Log In screen"* on page 42),

1. Click the **Forgot Password** link.

The **Forgotten your Password** screen is displayed.



Forgotten your Password?

Step1: Please enter your email address:

Next

*Figure 18 – Forgotten Password screen*

### Identify Your Log In

On the Forgotten your Password screen,

1. Enter your email address that was provided on the C-1 form in the Email Address field.
1. Click on the **Next** pushbutton. The screen is refreshed with Step 2.
2. Enter the correct response to the first Security Question presented.
3. Click on the **Next** pushbutton. The screen is refreshed with Step 3.
4. Enter the correct response to the second Security Question presented.

Upon verifying that your responses are correct, the application will display a message indicating that a temporary password is being emailed to you. Once received, you may sign into the Online Campaign Finance Reporting Application using your temporary password as instructed in ***"Log Into the Application"*** on page 42.

# ENTERING AND SUBMITTING THE CAMPAIGN FINANCE DISCLOSURE REPORT

Only the Political Treasurer has access to the Candidate and/or Political Action Committee (PAC) that they are currently registered for. A Political Treasurer may be registered for more than one Candidate and/or PAC.

## ACCESS THE CAMPAIGN FINANCE REPORTING APPLICATION

Access and log into the Online Campaign Finance Reporting Application, as instructed under the heading “**Access the Campaign Finance Reporting Application**” on page 42. You will receive the **Treasurer Record** screen to select the candidate or committee for which you will be entering and submitting a report. If you are a political treasurer for more than one candidate and/or PAC, the Treasurer Record Table will list each candidate or PAC for which you are currently registered as Political Treasurer.

Select	Year	Candidate/Committee Name	Treasurer LastName	Treasurer FirstName
<a href="#">Select</a>	2016	John Doe	Doe	Jane

Figure 19 – Treasurer Record screen

## STARTING OR CONTINUING THE ENTRY OF A CAMPAIGN FINANCE REPORT

It is not required for a report to be started and completed at one time. The system will retain the entered data until you certify and submit the filing. This allows you to enter data over a period of time without losing any saved information.

Reports may only be started in chronological order. The application will display the reporting period currently available for entry. You will not be allowed to skip a report or submit a report out of order.

### Select the Candidate or Committee for Entry

Once signed into the Online Campaign Finance Reporting Application, you must select the Candidate or PAC for which you will be entering data.

#### Selecting the Candidate or Committee for Entry

On the **Treasurer Record** screen,

1. Click the **Select** link to the left of the Candidate or PAC Name.

The **Treasurer Report List** screen is displayed showing the next reporting period along with a table displaying any reports to date with a status of “In Progress” or “Submitted.”



Treasurer Records | Treasurer Reports | Change Password | Log Off

**Treasurer Report List for: John Doe**

To begin a new report, select the desired reporting period and click on the 'New Report' push button.

Reporting Period:

**7 Day Pre-Primary**

New Report

To continue a report that is in progress, click on the Select link to the left of the desired report.  
To view a submitted report, click on the pdf icon below.

Select	Year	Reporting Period	Report Status	PDF View
<a href="#">Select</a>	2016	First Annual	In progress	

Figure 20 – Treasurer Report List screen

## Select the Reporting Period for Entry

You can either begin a new report for the next reporting period or select a report with an “In Progress” status to continue entry.

### Select the Next Reporting Period

On the **Treasurer Report List** screen,

1. The next reporting period is displayed beneath the Reporting Period heading with the radio button selected.
2. Click on the **New Report** pushbutton.

The C-2 form entry screen is displayed with the **Summary** tab selected. (See “Figure 21 - Summary Tab” on page 49.)

### Select a Currently Active Report to Complete

On the **Treasurer Report List** screen in the Reports Table,

1. Click the **Select** link to the left of the desired reporting period, which shows “In-Progress” in the Report Status column.

The C-2 form entry screen is displayed with the **Summary** tab selected. (See “Figure 21 - Summary Tab” on page 49.) Previously entered data will be displayed on the appropriate tabs.



IDAHO SECRETARY OF STATE  
Campaign Financial Disclosure Report

Lawrence Denney, Secretary of State

Treasurer Records | Treasurer Reports | Change Password | Log Off

Summary | Details | Schedule A | Schedule B | Schedule C | Schedule D | Schedule E | Schedule E1 | Schedule F | Submit

**SUMMARY PAGE**

**Section I**

Name of Candidate	Office Sought	District (any)
<b>John Doe</b>	<b>State Senator</b>	<b>30</b>
Mailing Address Line1	Mailing Address Line2	City State Zipcode
<b>1820 Lucky Lane</b>		<b>Anytown ID 83211</b>
Home Phone	Work Phone	Email Address
<b>(208) 888-2000</b>	<b>(208) 888-8800</b>	

Name of Political Treasurer  
**Jane Doe**

Mailing Address Line1	Mailing Address Line2	City	State	Zipcode
<b>1820 Lucky Lane</b>		<b>Anytown</b>	<b>ID</b>	<b>83211</b>
Home Phone	Work Phone	Email Address		
<b>(208) 888-2000</b>		<b>vote_for_doe@anyip.com</b>		

Note: If you need to make changes to any contact information listed above, please complete a new [C-1: Appointment and Certification of Political Treasurer](#) and submit it to our office.

**Section II TYPE OF REPORT**

This filing is an:  Original  
 Reporting Period: **First Annual**  
 This report is for the period from: 01/01/2015 through 12/31/2015  
 Is this a Termination Report:  Yes  No

**Section III STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES**

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and go to **Section V** to submit this report. Be sure to carry forward the appropriate 'Calendar Year To Date' figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

**Section IV SUMMARY**

Note: We have recalculated all figures for you from your entered schedules.

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).	<b>COLUMN I This Period</b>	<b>COLUMN II Calendar Year to Date</b>
Line 1: Cash on Hand January 1, This Calendar Year*	<b>XXXXXX</b>	<b>\$0.00</b>
Line 2: Enter Beginning Cash Balance**	<b>\$0.00</b>	<b>XXXXXX</b>
Line 3: Total Contributions (Enter amount from line 5, page 2)	<b>\$0.00</b>	<b>\$0.00</b>
Line 4: Subtotal(Add lines 1, 2 and 3)	<b>\$0.00</b>	<b>\$0.00</b>
Line 5: Total Expenditures (Enter amount from line 11, page 2)	<b>\$0.00</b>	<b>\$0.00</b>
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	<b>\$0.00</b>	<b>\$0.00</b>
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	<b>\$0.00</b>	

\*This same figure should be entered on line 1 of all reports filed this calendar year.

\*\*This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

Note: The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

Next

Figure 21 – Summary Tab

## COMPLETING THE SUMMARY TAB

The **Summary** tab is the equivalent of the Summary Page on the Campaign Finance Reporting form (C-2). This tab contains Sections I, II, III and IV of the Summary Page. Section V of the Campaign Finance Reporting form (C-2), which is the Certification by the Political Treasurer, is found on the **Submit** tab and will be discussed later.

### Summary Tab - Section I - Verify Filing Contact Information

The contact information contained in Section I is automatically filled in based on the information submitted on the C-1: Appointment and Certification of Political Treasurer. You should verify the contact information contained in Section I. If any information needs to be updated, you will be required to submit a new C-1: Appointment and Certification of Political Treasurer form to our office signed by the Candidate or Chairman of the PAC and the Political Treasurer.

<b>Section I</b>				
Name of Candidate	Office Sought	District (any)		
<b>John Doe</b>	<b>State Senator</b>	<b>30</b>		
Mailing Address Line1 <b>1820 Lucky Lane</b>	Mailing Address Line2 <b>Anytown</b>	City State Zipcode <b>ID 83211</b>		
Home Phone <b>(208) 888-2000</b>	Work Phone <b>(208) 888-8800</b>	Email Address		
Name of Political Treasurer <b>Jane Doe</b>				
Mailing Address Line1 <b>1820 Lucky Lane</b>	Mailing Address Line2 <b>Anytown</b>	City State Zipcode <b>ID 83211</b>		
Home Phone <b>(208) 888-2000</b>	Work Phone	Email Address <b>vote_for_doe@anyip.com</b>		

Note: If you need to make changes to any contact information listed above, please complete a new [C-1: Appointment and Certification of Political Treasurer](#) and submit it to our office.

*Figure 22 – Summary Tab - Section I - Candidate*

<b>Section I</b>				
Name of Political Committee	Name of Chair Person			
<b>Citizens for Change Committee</b>	<b>James Jones</b>			
Mailing Address Line1 <b>1800 W Lincoln</b>	Mailing Address Line2 <b>Anytown</b>	City State Zipcode <b>ID 83211</b>		
Home Phone <b>(208) 444-1000</b>	Work Phone <b>(208) 444-1111</b>	Email Address		
Name of Political Treasurer <b>Mary Jones</b>				
Mailing Address Line1 <b>1800 W Lincoln</b>	Mailing Address Line2 <b>Anytown</b>	City State Zipcode <b>ID 83211</b>		
Home Phone <b>(208) 444-1000</b>	Work Phone <b>(208) 444-2222</b>	Email Address <b>citizens_for_change_Committee@anyip.com</b>		

Note: If you need to make changes to any contact information listed above, please complete a new [C-1: Appointment and Certification of Political Treasurer](#) and submit it to our office.

*Figure 23 – Summary Tab - Section I - Political Action Committee*

## Summary Tab - Section II - Type of Report

In Section II, the filing type of Original, the Reporting Period and the Reporting Period Dates are automatically filled in based on the report type selected on the **Treasurer Report List** screen. The Termination Report question defaults to “No”. However, if this report is a termination report, you may designate this report as such prior to submitting the filing, see **“Terminating Filing Requirements”** below. If this is not a termination report, proceed to **“Summary Tab - Section III - Statement of No Contributions or Expenditures”** on page 52.

<b>Section II</b>	<b>TYPE OF REPORT</b>
This filing is an: <input checked="" type="checkbox"/> Original	
Reporting Period: <b>First Annual</b>	
This report is for the period from: 01/01/2015 through 12/31/2015	
Is this a Termination Report: <input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 24 – Summary Tab - Section II

**IMPORTANT:** Filing requirements may only be terminated once the account has reached a zero balance and there is no outstanding debt reported on Line 7 on the Summary tab. For questions determining the ability to terminate your filing requirements or how to write off personal debt, please contact the Elections Division at: [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov) or at (208) 334-2852.

### Terminating Filing Requirements

On the **Summary** tab under the Section II heading,

1. Click the radio button to the left of “Yes” next to the question “Is this a Termination Report”. (See **“Figure 24 - Summary Tab - Section II”** above.) This change, once submitted, terminates your filing requirements with the Secretary of State’s Office.

To continue with your report, proceed to **“Summary Tab - Section III - Statement of No Contributions or Expenditures”** below.

## Summary Tab - Section III - Statement of No Contributions or Expenditures

If no contributions have been received and no expenditures made during the reporting period, you can mark this certification and complete your filing without having to review any other schedule tab. Proceed to **“Certify No Contributions or Expenditures”** on page 52.

If you have received any contributions or made any expenditures, including any personal expenditures by the candidate for their campaign, you must report them on the appropriate schedule tabs. You can proceed to **“Summary Tab - Section IV - Summary”** below.

## Certify No Contributions or Expenditures

On the **Summary** tab under the Section III heading,

1. Click the checkbox to the left of the statement “I hereby certify that I have received no contributions and have made no expenditures during this reporting period.”

You will be immediately moved to the **Submit** tab. (See “*Figure 195 - Submit Tab*” on page 151.) Proceed to “**Certifying, Electronically Signing and Submitting the Report**” on page 151.

### **Section III STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES**

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and go to **Section V** to submit this report. Be sure to carry forward the appropriate 'Calendar Year To Date' figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

*Figure 25 – Summary Tab - Section III*

## Summary Tab - Section IV - Summary

Section IV on the Summary tab is automatically calculated for you based on either the original beginning balance if this is your first year filing or on previous reports submitted to our office and either the Certification on Section III of the **Summary** tab or the data entered on the subsequent schedule tabs for the current reporting period. Therefore, you will not be required to enter any figures into this section of the **Summary** tab. They are calculated for you.

### Verify Beginning Balances

On the **Summary** tab under the Section IV heading,

1. Verify that the figure listed on “Line 1: Cash on Hand January 1, This Calendar Year” is correct.
  - a. Depending on the reporting year, this figure is either \$0 if this is your first reporting period or is the ending balance on the last Annual Report filed with our office. This figure is automatically carried forward.
2. Verify that the figure listed on “Line 2: Enter Beginning Cash Balance” is correct.
  - a. Depending on the reporting period, this figure is either \$0 if this is your first year reporting or the ending balance on the last report filed with our office.

To continue with your report, proceed to “**Summary Tab - Continue to Next Tab**” on page 53.

**Section IV SUMMARY**

Note: We have recalculated all figures for you from your entered schedules.

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	<b>COLUMN I This Period</b>	<b>COLUMN II Calendar Year to Date</b>
Line 1: Cash on Hand January 1, This Calendar Year*	XXXXXX	\$0.00
Line 2: Enter Beginning Cash Balance**	\$0.00	XXXXXX
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$0.00	\$0.00
Line 4: Subtotal(Add lines 1, 2 and 3)	\$0.00	\$0.00
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$0.00	\$0.00
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$0.00	\$0.00
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$0.00	\$0.00

\*This same figure should be entered on line 1 of all reports filed this calendar year.

\*\*This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

**Note:** The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

Figure 26 – Summary Tab - Section IV

**Summary Tab - Continue to Next Tab**

Once you have verified the information contained on the Summary tab, you are ready to move to the **Details** tab.

**Move to the Details Tab**

On the **Summary** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**

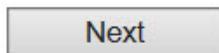


Figure 27 – Summary Tab - Next pushbutton

2. Click on the **Details** tab at the top of the page.



Figure 28 – Tabs Image - Details

The **Summary** tab is displayed to enter unitemized contributions, unitemized expenditures and unitemized pledged contributions.

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

Note: Enter Unitemized Contributions, Unitemized Expenditures and Unitemized Pledged Contributions on this page. The other figures will be calculated from your schedules for this reporting period.

**DETAILED SUMMARY**

Name of Candidate or Committee: **John Doe**  
 Reporting Period: **First Annual**

		Total This Period
<b>Contributions</b>		
<b>1) Unitemized Contributions (\$50 and less)</b>	# of Contributors <input type="text" value="0"/>	+ \$0.00
<b>2) Itemized Contributions (Total of all Schedule A sheets)</b>		+ \$0.00
<b>3) In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)</b>		+ \$0.00
<b>4) Loans (Total of all New Loan amounts from Schedule D sheets)</b>		+ \$0.00
<b>5) Total Contributions (Transfer this figure to page 1, Section IV, Line 3)</b>		= \$0.00
<b>Expenditures</b>		
<b>6) Unitemized Expenditures (less than \$25)</b>	# of Expenditures <input type="text" value="0"/>	+ \$0.00
<b>7) Itemized Expenditures (Total of all Schedule B sheets)</b>		+ \$0.00
<b>8) In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)</b>		+ \$0.00
<b>9) Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)</b>		+ \$0.00
<b>10) Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)</b>		+ \$0.00
<b>11) Total Expenditures (Transfer this figure to page 1, Section IV, Line 5)</b>		= \$0.00
<b>Loans, Credit Cards and Debt</b>		
<b>12) Outstanding Balance from previous reporting period</b>		+ \$0.00
<b>13) New Loans received during this reporting period</b>		+ \$0.00
(Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)		
<b>14) New Credit Card and Debt incurred this reporting period</b>		+ \$0.00
(Total of all New Incurred Debt amounts from Schedule E sheets)		
<b>15) Subtotal</b>		= \$0.00
<b>16) Repayments of Loans made during this reporting period</b>		- \$0.00
(Total of all Loan Repayment amounts from Schedule D sheets)		
<b>17) Repayments of Credit Card and Debt this reporting period</b>		- \$0.00
(Total of all Debt Repayment amounts from Schedule E sheets)		
<b>18) Total Outstanding Balance at close of this period</b>		= \$0.00
(Transfer this figure to page 1, Section IV, Line 7)		
<b>Pledged Contributions</b>		
<b>19) Unitemized Pledged Contributions (\$50 and less)</b>	# of Pledges <input type="text" value="0"/>	+ \$0.00
<b>20) Itemized Pledged Contributions this Period</b>		+ \$0.00
(Total of all Schedule F sheets)		
<b>21) Total Pledged Contribution this period</b>		= \$0.00

Figure 29 – Details Tab

## COMPLETING THE DETAILS TAB

The **Details** tab is the equivalent of the Detailed Summary Page on the Campaign Finance Reporting form (C-2). This tab contains the summary information for Contributions, Expenditures, Loans, Credit Cards and Debt and Pledged Contributions. The only information that can be filled in on this tab are the Unitemized Contributions, Unitemized Expenditures and the Unitemized Pledged Contributions. All other figures are automatically calculated based on the data entered on each of the subsequent schedule tabs.

Unitemized Contributions, Unitemized Expenditures and Unitemized Pledges are contributions, expenditures and pledged contributions that do not meet the threshold for itemization on the appropriate schedule. These unitemized figures need to be entered on this tab.

### Unitemized Contributions

All contributions received, regardless of the amount, must be reported on your campaign finance report. Contributions over \$50 or that exceed \$50 in aggregate in a calendar year must be itemized with the donor's name, address, date of the contribution and the amount of the contribution on the **Schedule A** tab - Itemized Contributions. However, contributions of \$50 or less may be reported as Unitemized Contributions, which only requires the total number of contributions of \$50 or less and the total amount of these contributions.

**NOTE:** The itemization requirement is for any donation of more than \$50 in a calendar year from a contributor. If a contributor donates \$50 or less and then contributes again, which when added to the first contribution totals more than \$50, the second contribution is required to be itemized on the Schedule A tab - Itemized Contributions listing the donor's name, address, date of the second contribution, the amount of the second contribution and the Calendar Year to Date amount that includes the total of both contributions.

### Entry of Unitemized Contributions

On the **Details** tab beneath the Contributions heading,

1. Enter the total number of Unitemized Contributions in the field to the right of “# of Contributors.”
2. Enter the total amount of the Unitemized Contributions in the amount field to the right of the “# of Contributors.”

Contributions		
<b>1) Unitemized Contributions(\$50 and less)</b>	# of Contributors <input style="width: 50px; text-align: center;" type="text" value="0"/>	+ \$0.00 <input style="width: 50px;" type="text"/>

*Figure 30 – Details Tab - Unitemized Contributions*

### Unitemized Expenditures

All expenditures made, regardless of the amount, must be reported on your campaign finance report, including a candidates use of person funds for campaign expenses. Expenditures of \$25 or more must be itemized with the recipient's name, address, date of the expenditure, the amount and the appropriate purpose code(s)

on the **Schedule B** tab - Itemized Expenditures. However, expenditures of less than \$25 may be reported as Unitemized Expenditures, which only requires reporting the total number of expenditures of less than \$25 and the total amount of these expenditures.

### Entry of Unitemized Expenditures

On the **Details** tab beneath the Expenditures heading,

1. Enter the total number of Unitemized Expenditures in the field to the right of “# of Expenditures.”
2. Enter the total amount of the Unitemized Expenditures in the amount field to the right of the “# of Expenditures.”

Expenditures		
<b>6)</b> Unitemized Expenditures(less than \$25)	# of Expenditures <input type="text" value="0"/>	+ <input type="text" value="\$0.00"/>

Figure 31 – Details Tab - Unitemized Expenditures

### Unitemized Pledged Contributions

All pledged contributions, regardless of the amount, must be reported on your campaign finance report. Pledged Contributions are a promise of a future contribution. Pledged contributions over \$50 or that exceed \$50 in aggregate in a calendar year, must be itemized with the donor’s name, address, date of the pledged contribution and the amount on the **Schedule F** tab - Pledged Contributions But Not Yet Received. However, pledged contributions of \$50 or less may be reported as Unitemized Pledged Contributions, which only requires reporting the total number of pledged contributions of \$50 or less and the total amount of these pledged contributions.

**NOTE:** The itemization requirement is for any donation of more than \$50 in a calendar year from a contributor. If a contributor donates \$50 or less and then pledges to contribute again, which when added to the first contribution totals more than \$50, the pledged contribution is required to be itemized on the Schedule F tab - Pledged Contributions but not yet Received listing the prospective donor’s name, address, date of the pledged contribution, the amount of the pledged contribution and the Calendar Year to Date amount that includes the total of both the first contribution and the pledged contribution.

### Entry of Unitemized Pledged Contributions

On the **Details** tab beneath the Pledged Contributions heading,

1. Enter the total number of Unitemized Pledged Contributions in the field to the right of “# of Pledges.”
2. Enter the total amount of the Unitemized Pledged Contributions in the amount field to the right of the “# of Pledges.”

Pledged Contributions		
<b>19)</b> Unitemized Pledged Contributions(\$50 and less)	# of Pledges <input type="text" value="0"/>	+ <input type="text" value="\$0.00"/>

Figure 32 – Details Tab - Unitemized Pledged Contributions

## Save the Details Tab

After entry of your Unitemized Contributions, Unitemized Expenditures and Unitemized Pledged Contributions, you need to save your work before moving to the another tab.

**IMPORTANT:** If you don't save your entries before leaving the Details tab, your figures will default back to 0.

### Saving the Details Tab

On the **Details** tab,

1. Click on the **Save** pushbutton at the bottom of the page.



Figure 33 – Details Tab - Pushbuttons

**NOTE:** If you have no other entries for any of the Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

## Moving Tabs

After saving the unitemized contributions, expenditures and pledged contribution figures, you can proceed to the **Schedule A** tab, go back to the **Summary** tab or if you have no entries for any of the Schedules, you can complete your report.

### Moving to the Schedule A Tab

On the **Details** tab,

1. Click on the **Next** pushbutton at the bottom of the page. (See **“Figure 33- Details Tab - Pushbuttons”** above.) **-OR-**
2. Click on the **Schedule A** tab at the top of the page.



Figure 34 – Tabs Image - Schedule A

### Moving to the Summary Tab

On the **Details** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See **“Figure 33 - Details Tab - Pushbuttons”** above.) **-OR-**

2. Click on the **Summary** tab at the top of the page. (See *“Figure 34 - Tabs Image - Schedule A”* on page 57.)

## Completing the Report

If you have no other entries for any of the Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

## Update Saved Information on the Details Tab

After saving the figures for the Unitemized Contributions, Unitemized Expenditures and Unitemized Pledged Contributions, you may update the fields at any time.

## Updating Saved Information

On the **Details** tab,

1. Update the figures as necessary.
2. Click on the **Save** pushbutton at the bottom of the page. (See *“Figure 33 - Details Tab - Pushbuttons”* on page 57.)

The new data is saved to the database.

# COMPLETING SCHEDULE A ITEMIZED CONTRIBUTIONS TAB

Contributions over \$50 or that exceed \$50 in aggregate in a calendar year must be itemized with the donor's name, address, date of the contribution and the amount of the contribution along with a calendar year to date amount. These contributions are in the form of cash, check or money orders. Contributions that are non-monetary are reported on the **Schedule C** tab - In-Kind Contributions and Expenditures. Loans to the campaign are reported on the **Schedule D** tab - Loans. All Itemized Contributions are entered on the **Schedule A** tab - Itemized Contributions.

Itemized Contributions may be data entered using the entry fields on the **Schedule A** tab or may be uploaded as a Comma Separated Values (CSV) text file. To data enter the itemized contributions begin at **"Data Entry of Itemized Contributions"** on page 60. To upload the CSV file in the approved format, begin at **"Upload of Itemized Contributions"** on page 69.

**NOTE:** The itemization requirement is for any donation of more than \$50 in a calendar year from a contributor. If a contributor donates \$50 or less and then contributes again, which when added to the first contribution totals more than \$50, the second contribution is required to be itemized on the **Schedule A** tab - Itemized Contributions listing the donor's name, address, date of the second contribution, the amount of the second contribution and the Calendar Year to Date amount that includes the total of both contributions.


IDAHO SECRETARY OF STATE  
Campaign Financial Disclosure Report
Lawrence Denney, Secretary of State

[Treasurer Records](#) | [Treasurer Reports](#) | [Change Password](#) | [Log Off](#)

Summary
Details
Schedule A
Schedule B
Schedule C
Schedule D
Schedule E
Schedule E1
Schedule F
Submit

**SCHEDULE A**  
**ITEMIZED CONTRIBUTIONS**  
of more than Fifty Dollars(\$50.00)this period.

Name of Candidate or Committee: **John Doe**  
Reporting Period: **First Annual**

*Note: Click the address book icon to search for a person or a company name.  
Enter a new name and address in the address book if nothing was found.*

Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
<input type="text"/> <input type="radio"/> Primary <input type="radio"/> General		\$ <input type="text"/> \$ <input type="text"/> Calendar Year-To-Date
<input type="button" value="Clear"/> <input type="button" value="Save"/>		

Upload status:

Figure 35 – Schedule A Tab

## DATA ENTRY OF ITEMIZED CONTRIBUTIONS

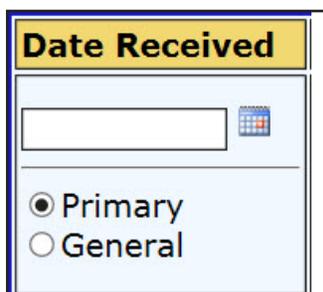
The Schedule A tab allows you to enter each Itemized Contribution by using the entry fields, which includes a search for contributor names. This entry has been formatted to resemble the Schedule A - Itemized Contributions paper form to allow for an easy transition from the paper filing to electronic filing.

All contributions over \$50 or that exceed \$50 in aggregate in a calendar year must be itemized on the **Schedule A** tab. For examples of reporting itemized contributions, refer to the completed examples on pages 180 through 183 in the **Completing the Campaign Financial Disclosure Report (C-2)** section.

### Entry of the Date and Type of the Contribution

On the Schedule A tab beneath the Date Received heading,

1. Enter the date the contribution was received in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the right of the Date Received field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the Date Received field.
2. Select whether the Contribution was designated for the Primary or General Election. *(For information determining the designation of a contribution, see “Designating Contributions - Frequently Asked Questions” on page 32.)*
  - a. For Political Action Committee’s (PAC’s), the election designation is grayed out due to the lack of contribution limits for PAC’s.



The image shows a screenshot of a web form. At the top, there is a yellow header box with the text "Date Received" in bold black font. Below this header is a white rectangular area containing a text input field. To the right of the input field is a small blue calendar icon. Below the input field and icon are two radio button options: "Primary" with a selected radio button, and "General" with an unselected radio button.

Figure 36 – Schedule A Tab - Date Received

### Selection of the Contributor’s Name

When entering contributions, you have the ability to pick contributor names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

## Selecting the Contributor's Name

On the Schedule A tab beneath the Full Name, Mailing Address and Zip Code of Contributor heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.

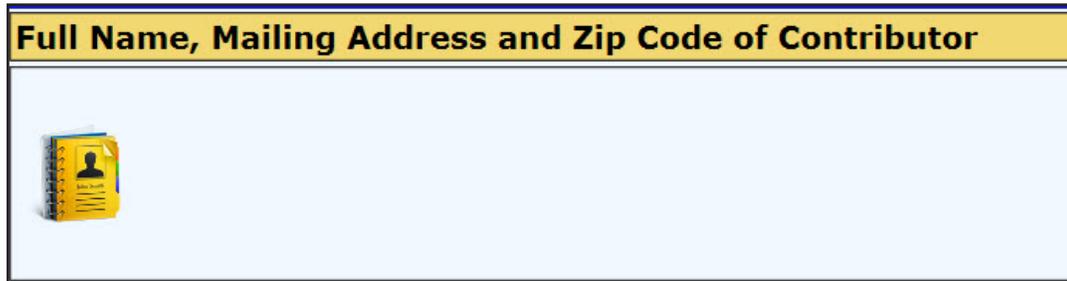


Figure 37 – Schedule A Tab - Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

## Searching the Contributor's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. *(See the Note above regarding searching for names using the wild card.)*
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

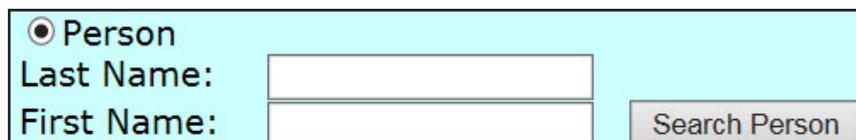
A screenshot of a search form. At the top left, there is a radio button with the label "Person" next to it. Below this, there are two input fields: "Last Name:" followed by a text box, and "First Name:" followed by a text box. To the right of the "First Name" input field is a grey button labeled "Search Person".

Figure 38 – Schedule A Tab - Person Search

**NOTE:** All contributions from candidates are reported by doing a “Person” search for the candidate’s name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate’s appear in the database as a Person. If you have questions regarding this, please contact the Election’s Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 61 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

Figure 39 – Schedule A Tab - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New									

Figure 40 – Schedule A Tab - Person Name Search Results

- b. To add a new Person name, if it is not available for selection:
  - i. Select the ‘Person’ Radio Button.
  - ii. Enter the Last Name.
  - iii. Enter the First Name.

- iv. Optionally enter the Middle Name.
- v. Optionally select the Suffix from the Suffix drop-down list. The options are II, III, IV, Jr and Sr.
- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
- viii. Enter the City.
- ix. Enter the State.
- x. Enter the Zip Code.
- xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person

Last Name:  Search Person

First Name:  Search Person

Company

Name:  Search Company

Clear Search Close Window

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 41 – Schedule A Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button.
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data! Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>						
<input type="button" value="Save as New"/>	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 42 – Schedule A Tab - New Company Name

- The Person or Company name selected or entered is placed in the Full Name, Mailing Address and Zip Code of Contributor field on the **Schedule A** tab.

Full Name, Mailing Address and Zip Code of Contributor	
	<p><b>Adams, Alice</b>  <b>1958 Morris Rd</b>  <b>Apt 23</b>  <b>Boise, ID 83702</b></p>

Figure 43 – Schedule A Tab - Contributor Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a contributor name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

- Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another contributor name.

<input type="button" value="Clear Search"/>	<input type="button" value="Close Window"/>
---	---

Figure 44 – Schedule A Tab - Clear Search and Close Window Pushbuttons

## Close the Search Window

To return to the **Schedule A** tab without selecting a contributor name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “*Figure 42 - Schedule A Tab - Clear Search and Close Window Pushbuttons*” on page 64.)

The **Name Search** screen is closed and you are returned to the **Schedule A** tab.

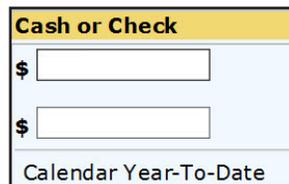
## Contribution Amount and Calendar Year To Date

When entering contributions, you need to enter the contribution amount as well as the Calendar Year to Date amount. The Calendar Year to Date amount is an accumulation of all contributions from the individual, company or PAC, which includes cash contributions, in-kind contributions (i.e. non-monetary contributions) as well as any loans to the campaign.

### Entry of the Contribution Amount and Calendar Year To Date

On the **Schedule A** tab beneath the Cash or Check heading,

1. Enter the amount of the contribution being reported in the top amount field.
2. Enter the Calendar Year to Date amount in the bottom amount field just above the Calendar Year-to-Date heading.



Cash or Check	
\$	<input type="text"/>
\$	<input type="text"/>
Calendar Year-To-Date	

Figure 45 – Schedule A Tab - Contribution Amount

## Clear the Entry

An itemized contribution entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See “*Delete the Entry*” on page 36 for instructions.)

### Clearing the Entry

On the **Schedule A** tab beneath the Cash or Check heading,

1. Click on the **Clear** pushbutton. (See “*Figure 46 - Schedule A Tab - Clear and Save Pushbuttons*” on page 66.)

The entry fields are cleared for entry of a new contribution.

The screenshot shows a form titled "Cash or Check" with a yellow header. Below the header are two input fields for monetary values. The first field contains "\$ 100.00" and the second field contains "\$ 125.00" with a small 'x' icon to its right. Below these fields is a section labeled "Calendar Year-To-Date". At the bottom of the form are two buttons: "Clear" and "Save".

Figure 46 – Schedule A Tab - Clear and Save Pushbuttons

## Save the Contribution Entry

After each entry of a contribution, you must save your work before adding another contribution or moving to another tab. You can't change the information for a contribution once you have saved it. You would need to delete the contribution and enter it again. (See **"Delete the Entry"** on page 68 for instructions.)

### Saving the Contribution Entry

On the **Schedule A** tab beneath the Calendar Year-To-Date heading,

1. Click on the **Save** pushbutton. (See *"Figure 46 - Schedule A Tab - Clear and Save Pushbuttons" above.*)

The screen is refreshed and the entry is displayed in the contribution list below the entry fields.

**NOTE:** Continue entering contributions by beginning again at "Entry of the Date and Type of the Contribution" on page 60 for each additional contribution received.

If you are ready to move to the next tab to continue entry of your report, proceed to "Moving Tabs" on page 67.

If you have no entries for any of the other Schedules, you can proceed to "Completing the Report - Reviewing the Details and Summary Tabs" on page 148.

Last Name	FirstName	Company Name	ElectionType	DateReceived	Amount	YTDAmount	Delete
<a href="#">Coleman</a>	Howard		Primary	07/07/2015	\$60.00		<a href="#">Delete</a>
<a href="#">Gibbs</a>	Teresa		Primary	07/07/2015	\$50.00		<a href="#">Delete</a>
<a href="#">Gibbs</a>	Jordan		Primary	07/07/2015	\$50.00		<a href="#">Delete</a>
<a href="#">Lane</a>	Erika		Primary	07/07/2015	\$50.00		<a href="#">Delete</a>
<a href="#">Lane</a>	Gregory		Primary	07/07/2015	\$50.00	\$60.00	<a href="#">Delete</a>
		<a href="#">U-Can Industries</a>	Primary	07/07/2015	\$500.00		<a href="#">Delete</a>
<a href="#">Aston</a>	Marge		Primary	07/07/2015	\$75.00		<a href="#">Delete</a>
<a href="#">Morgan</a>	Sam		Primary	07/07/2015	\$100.00		<a href="#">Delete</a>
<a href="#">Brown</a>	Nick		Primary	07/07/2015	\$100.00	\$110.00	<a href="#">Delete</a>
		<a href="#">North Idaho PAC</a>	Primary	07/07/2015	\$50.00		<a href="#">Delete</a>
<b>Page Total:</b>					<b>\$1,085.00</b>		
<b>Grand Total:</b>					<b>\$1,685.00</b>		

Page: 1 [2](#)

Figure 47 – Schedule A Tab - Contribution List

## Moving Tabs

After entering all of the itemized contributions, you can proceed to the Schedule B tab, go back to the **Details** tab or if you have no entries for any of the other Schedules, you can complete your report.

### Moving to the Schedule B Tab

On the **Schedule A** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 48 – Schedule A Tab - Pushbuttons

2. Click on the **Schedule B** tab at the top of the page.



Figure 49 – Tabs Image - Schedule B

The **Schedule B** tab is displayed to enter itemized expenditures.

### Move to the Details Tab

On the **Schedule A** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “Figure 48 - Schedule A Tab - Pushbuttons” above.) **-OR-**
2. Click on the **Details** tab at the top of the page. (See “Figure 49 - Tabs Image - Schedule B” above.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

## Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 148.

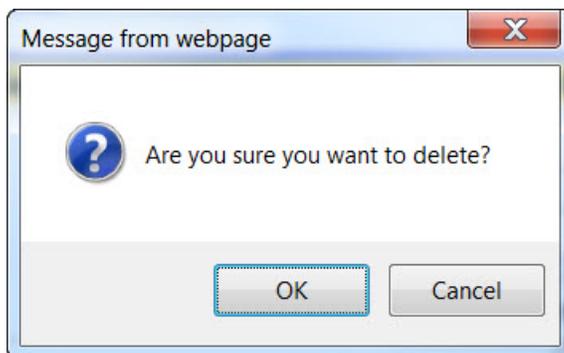
## Delete the Entry

A saved contribution may be deleted prior to submitting your filing. If a contribution is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule A** tab in the contribution list,

1. Locate the contribution to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See “*Figure 47 - Schedule A Tab - Contribution List*” on page 67.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.



*Figure 50 – Schedule A Tab - Delete Confirmation pop-up window*

3. Click on the **OK** pushbutton to complete the delete process.

The contribution entry is deleted from the database.

## UPLOAD OF ITEMIZED CONTRIBUTIONS

A Comma Separated Values (CSV) text file may be uploaded to the database via the upload process. However, the text file must be formatted with specific headings and required data as required (See **“Campaign Finance Specification for File Uploads”** on page 169 for details). For your quick reference, below are the required data fields with their headings for Schedule A - Itemized Contributions. All fields are required to be included in the file but some fields are optional and may be left blank.

**NOTE:** .csv file header names must match **exactly** as listed below. If not, you will experience an error.

Header Name	Field Description
CompanyName	The company name of the contributor if not a person.
LastName	The last name of the contributor if a person.
FirstName	The first name of the contributor if a person.
MiddleName	The middle name or initial of the contributor if a person.
Suffix	The suffix of the contributor if a person: Jr, Sr, I, II, III (Optional text)
Address	Address of contributor.
Suite	Suite #, Floor #, Apt #, Room #. (Optional text)
City	Name of city.
State	Two letter state code (e.g. ID for Idaho).
ZipCode	Five digit or 5+4 digit ZIP code.
DateReceived	The date the contribution was received.
Amount	Dollar amount contributed.
YTDAmount	Year to date dollar amount contributed.
ElectionType	Either P or G. This is required for candidates, but political action committees may leave this blank.

*Table 1 – Schedule A - CSV File field headings and descriptions*

### Browse for the File for Upload of Itemized Contributions

On the Schedule A tab beneath the entry fields,

1. Click on the **Browse** pushbutton.

The **Choose File to Upload** pop-up window is displayed.



*Figure 51 – Schedule A Tab - Browse Link*

### Select the File for Upload of Itemized Contributions

On the Choose File to Upload pop-up window,

1. Locate the Itemized Contribution CSV file on your hard drive or network drive.
2. Click on the Itemized Contribution CSV file.

The file name is displayed in the File Name field at the bottom of the **Choose File to Upload** pop-up window.

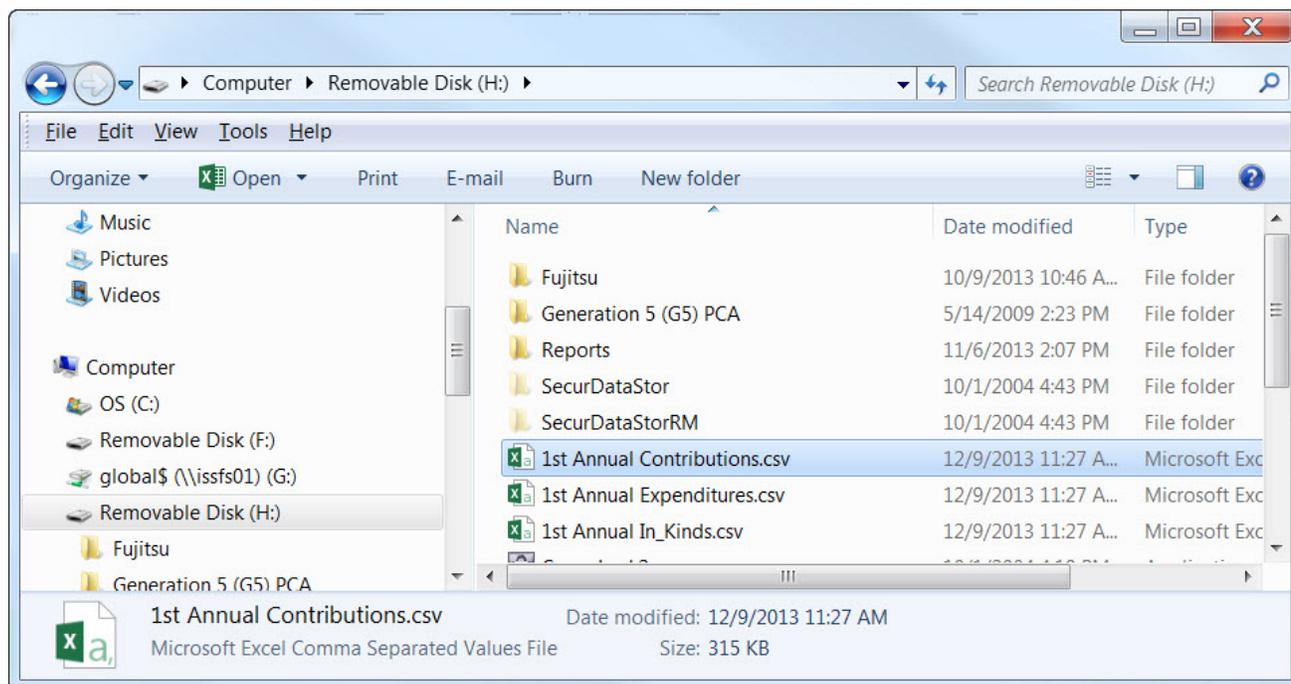


Figure 52 – Schedule A Tab - CSV Contribution File Selected

### Open the File for Upload of Itemized Contributions

On the Choose File to Upload pop-up window,

1. Click on the **Open** pushbutton at the bottom of the **Choose File to Upload** pop-up window. (See “Figure 52 - Schedule A Tab - CSV Contribution File Selected” above.)

The file location and file name are displayed in the Upload field on the **Schedule A** tab.



Figure 53 – Schedule A Tab - CSV File Ready for Upload

### Begin the Upload Process of Itemized Contributions

On the Schedule A tab,

1. Click on the **Upload** pushbutton at the bottom of the **Schedule A** tab. (See “Figure 53 - Schedule A Tab - CSV File Ready for Upload” above.)

The file is Uploaded to the **Schedule A** tab. This process may take a few seconds to a few minutes depending on the number of contributions being uploaded.



*Figure 54 – Schedule A Tab - Uploading File Processing Message*

### **Upload Process Complete**

Once the file has been processed and uploaded to the database, the data is displayed in the entry list at the bottom of the **Schedule A** tab - Itemized Contributions as if it had been data entered individually through the online application. Individual entries may be deleted, if necessary, as instructed in “**Delete the Entry**” on page 68.

# COMPLETING SCHEDULE B ITEMIZED EXPENDITURES TAB

Expenditures of \$25 or more must be itemized with the recipient's name, address, date the expenditure was made, the amount of the expenditure and the appropriate purpose code(s). These expenditures are in the form of cash or check payments. Expenditures made on a credit card or expenses that are incurred but not yet paid are reported on the **Schedule E** tab and the corresponding **Schedule E1** tab. All Itemized Expenditures are entered on the **Schedule B** tab - Itemized Expenditures.

Itemized expenditures may be data entered using the entry fields on the **Schedule B** tab or may be uploaded as a Comma Separated Values (CSV) text file. To data enter the itemized expenditures begin at **"Data Entry of Itemized Expenditures"** below. To upload the CSV file in the approved format, begin at **"Upload of Itemized Expenditures"** on page 82.

**IDAHO SECRETARY OF STATE**  
Campaign Financial Disclosure Report

Lawrence Denney, Secretary of State

Treasurer Records | Treasurer Reports | Change Password | Log Off

Summary | Details | Schedule A | **Schedule B** | Schedule C | Schedule D | Schedule E | Schedule E1 | Schedule F | Submit

**SCHEDULE B**  
**ITEMIZED EXPENDITURES**  
Twenty-Five Dollars(\$25.00) or more this period.

**Purpose Codes**

<b>A</b> All Travel Expensives (Airfare, Fuel, Lodging & Mileage)	<b>N</b> Newspaper & Other Periodical Advertising
<b>B</b> Broadcast Advertising (Radio, TV, Internet & Telephone)	<b>O</b> Other Advertising (Yard Signs, Buttons, etc.)
<b>C</b> Contributions to Candidates & PAC's	<b>P</b> Postage
<b>D</b> Donations & Gifts	<b>S</b> Surveys & Polls
<b>E</b> Event Expenses	<b>T</b> Tickets (Events)
<b>F</b> Food & Refreshments	<b>U</b> Utilities
<b>G</b> General Operational Expenses	<b>W</b> Wages, Salaries, Benefits & Bonuses
<b>H</b> Independent Expenditures	<b>Y</b> Petition Circulators
<b>L</b> Literature, Brochures, Printing	<b>Z</b> Preparation & Production of Advertising

Name of Candidate or Committee: **John Doe**  
Reporting Period: **7 Day Pre-Primary**

*Note: Click the address book icon to search for a person or a company name. Enter a new name and address in the address book if nothing was found.*

Date Spent	Full Name, Mailing Address and Zip Code of Recipient	Purpose Code	Cash or Check
<input type="text"/>	<input type="text"/>	(1) <input type="checkbox"/> Required (2) <input type="checkbox"/> Optional (3) <input type="checkbox"/> Optional	\$ <input type="text"/>
Explanation: (Optional)		Support Text (Optional)	Oppose Text: (Optional)
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Save"/>			

Upload status:

Figure 55 – Schedule B Tab

## DATA ENTRY OF ITEMIZED EXPENDITURES

The Schedule B tab allows you to enter each Itemized Expenditure by using the entry fields, which includes a search for recipient names. This entry has been formatted to resemble the Schedule B - Itemized Expenditures paper form to allow for an easy transition from the paper filing to electronic filing.

All expenditures of \$25 or more must be itemized on the **Schedule B** tab.

## Entry of the Date of the Expenditure

On the Schedule B tab beneath the Date Spent heading,

1. Enter the date the expenditure was made in the date field.
  - a. Data enter the date (MM/DD/YYYY). **OR**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the right of the Date Spent field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the Date Spent field.



Figure 56 – Schedule B Tab - Date Spent

## Selection of the Recipient's Name

When entering expenditures, you have the ability to pick names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

## Selecting the Recipient's Name

On the **Schedule B** tab beneath the Full Name, Mailing Address and Zip Code of Recipient heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.



Figure 57 – Schedule B Tab - Address Book

### Searching the Recipient's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. *(See the Note on page 73 regarding searching for names using the wild card.)*
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

The image shows a light blue form with a radio button labeled "Person" which is selected. Below it are two input fields: "Last Name:" and "First Name:". To the right of the "First Name" field is a grey button labeled "Search Person".

Figure 58 – Schedule B Tab - Person Search

**NOTE:** All expenditures to candidate campaigns are reported by doing a "Person" search for the candidate's name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate's appear in the database as a Person. If you have questions regarding this, please contact the Election's Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for "Company". The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. *(See the Note on page 73 regarding searching for names using the wild card.)* The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

The image shows a light blue form with a radio button labeled "Company" which is selected. Below it is an input field labeled "Name:". To the right of the "Name" field is a grey button labeled "Search Company".

Figure 59 – Schedule B Tab - Company Search

**NOTE:** All PAC's filed with the Secretary of State's Office are already available in the database for selection. If you are unsure of the PAC's name as it is filed in the Secretary of State's Office, please contact the Election's Division for assistance.

2. Select the name or add a new name.

a. To select a name from the list:

i. Click on the **Select** pushbutton to the left of the name desired.

Select	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
	Adams	Al			PO Box 123		Boise	ID	83702
Save as New									

Figure 60 – Schedule B Tab - Person Name Search Results

b. To add a new Person name, if it is not available for selection:

i. Select the 'Person' Radio Button.

ii. Enter the Last Name.

iii. Enter the First Name.

iv. Optionally enter the Middle Name.

v. Optionally select the Suffix from the Suffix drop-down list. The options are II, III, IV, Jr and Sr.

vi. Enter the Street Address or Mailing Address in the Line 1 field.

vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.

viii. Enter the City.

ix. Enter the State.

x. Enter the Zip Code.

xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 61 – Schedule B Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button.
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data!</b>						
<b>Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>						
Save as New	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 62– Schedule B Tab - New Company Name

- 3. The Person or Company name selected or entered is placed in the Full Name, Mailing Address and Zip Code of Recipient field on the **Schedule B** tab.

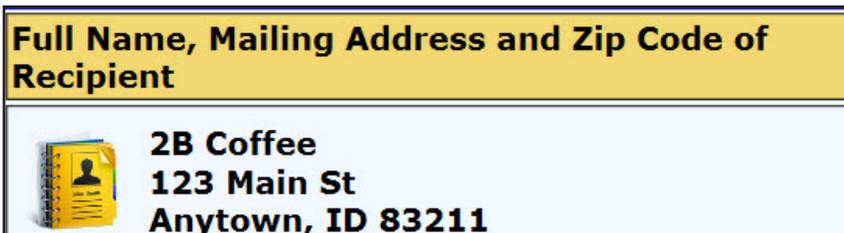


Figure 63 – Schedule B Tab - Expenditure Name Selected

## Clear the Search Fields

The search fields may be cleared before selecting a recipient. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

### Clearing the Entry

On the **Name Search** screen,

1. Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another recipient name.

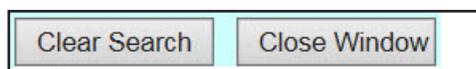


Figure 64 – Schedule B Tab - Clear Search and Close Window Pushbuttons

## Close the Search Window

To return to the **Schedule B** tab without selecting a recipient name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “Figure 64 - Schedule B Tab - Clear Search and Close Window Pushbuttons” above.)

The **Name Search** screen is closed and you are returned to the **Schedule B** tab.

## Purpose Codes

Purpose codes identify the category of the expenditure. This identifies what the money was used for. When entering expenditures, you must enter at least one purpose code for each expenditure. You can enter up to three purpose codes for one expenditure. The list of purpose codes are listed at the top of the **Schedule B** tab.

### Entry of the Purpose Code(s)

On the **Schedule B** tab beneath the Purpose Code heading,

1. Select the purpose code from the drop-down to the right of “(1)”.
  - a. The list of purpose codes appears at the top of the **Schedule B** tab for easy reference.

2. Optionally select a second purpose code from the drop-down to the right of “(2)”.
3. Optionally select a third purpose code from the drop-down to the right of “(3)”.

Figure 65 – Schedule B Tab - Purpose Code

## Expenditure Amount

### Entry of the Expenditure Amount

On the **Schedule B** tab beneath the Cash or Check heading,

1. Enter the amount of the expenditure being reported in the amount field.

Figure 66 – Schedule B Tab - Expenditure Amount

## Optional Explanation and Support and Opposed Text

You can enter a brief explanation of the expenditure. This is used when additional information would be necessary or when reporting Independent Expenditures or Electioneering Communications.

When entering expenditures that were made as Independent Expenditures or Electioneering Communications from the account, you need to enter the name of the candidate or measure receiving support or being opposed.

### Entry of the Optional Explanation

On the **Schedule B** tab beneath the Explanation heading,

1. Optionally enter an explanation of the expenditure being entered in the explanation field.

Figure 67 – Schedule B Tab - Expenditure Explanation (Optional)

### Entry of the Optional Support and Opposed Text

On the **Schedule B** tab beneath the Support Text and Opposed Text headings,

1. Optionally enter the candidate or measure being supported or opposed in the appropriate text fields.



Figure 68 – Schedule B Tab - Support/Oppose Text Fields

## Clear the Entry

An itemized expenditure entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See **“Delete the Entry”** on page 81 for instructions.)

### Clearing the Entry

On the **Schedule B** tab beneath the Opposed Text (Optional) heading,

1. Click on the **Clear** pushbutton.

The entry fields are cleared for entry of a new expenditure.

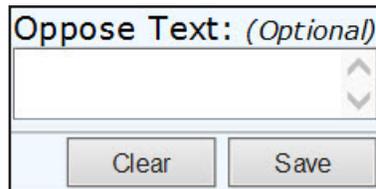


Figure 69 – Schedule B Tab - Clear and Save Pushbuttons

## Save the Expenditure Entry

After each entry of an expenditure, you must save your work before adding another expenditure or moving to another tab. You can't change the information for an expenditure once you have saved it. You would need to delete the expenditure and enter it again. (See **“Delete the Entry”** on page 81 for instructions.)

### Saving the Expenditure Entry

On the **Schedule B** tab beneath the Opposed Text heading,

1. Click on the **Save** pushbutton. (See **“Figure 69 - Schedule B Tab - Clear and Save Pushbuttons”** above.)

The screen is refreshed and the entry is displayed in the expenditure list below the entry fields.

**NOTE:** Continue entering expenditures by beginning again at **“Entry of the Date of the Expenditure”** on page 73 for each additional expenditure made.

If you are ready to move to the next tab to continue entry of your report, proceed to **“Moving Tabs”** on page 80.

If you have no entries for any of the other Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

Last Name	First Name	Company Name	DateSpent	Amount	Code	Delete
		<a href="#">Terrific Temps</a>	07/03/2015	\$54.00	W	<a href="#">Delete</a>
		<a href="#">Mo's Fuel</a>	06/16/2015	\$68.91	A	<a href="#">Delete</a>
		<a href="#">Smart Printing</a>	07/02/2015	\$256.76	L	<a href="#">Delete</a>
		<a href="#">Sport's Hardware</a>	06/13/2015	\$26.34	O	<a href="#">Delete</a>
		<a href="#">Smart Printing</a>	06/21/2015	\$187.45	L	<a href="#">Delete</a>
		<a href="#">Mo's Fuel</a>	06/29/2015	\$35.74	A	<a href="#">Delete</a>
		<a href="#">2B Coffee</a>	06/21/2013	\$13.94	F	<a href="#">Delete</a>
		<a href="#">Zippy Internet Service</a>	06/13/2015	\$41.39	G	<a href="#">Delete</a>
		<a href="#">Terrific Temps</a>	06/08/2015	\$75.00	W	<a href="#">Delete</a>
		<a href="#">Mo's Fuel</a>	07/07/2015	\$36.53	A	<a href="#">Delete</a>
<b>Page Total:</b>				<b>\$796.06</b>		
<b>Grand Total:</b>				<b>\$1,510.00</b>		

Page: 1 [2](#)

Figure 70 – Schedule B Tab - Expenditure List

## Moving Tabs

After entering all of the itemized expenditures, you can proceed to the **Schedule C** tab, go back to the **Schedule A** tab or if you have no entries for any other schedules, you can complete your report.

### Moving to the Schedule C Tab

On the **Schedule B** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 71– Schedule B Tab - Pushbuttons

2. Click on the **Schedule C** tab at the top of the page.



Figure 72 – Tabs Image - Schedule C

The **Schedule C** tab is displayed to enter In-Kind Contributions and Expenditures.

### Moving to the Schedule A Tab

On the **Schedule B** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “Figure 71 - Schedule B Tab - Pushbuttons” above.) **-OR-**
2. Click on the **Schedule A** tab at the top of the page. (See “Figure 70 - Tabs Image - Schedule C” above.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

## Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 148.

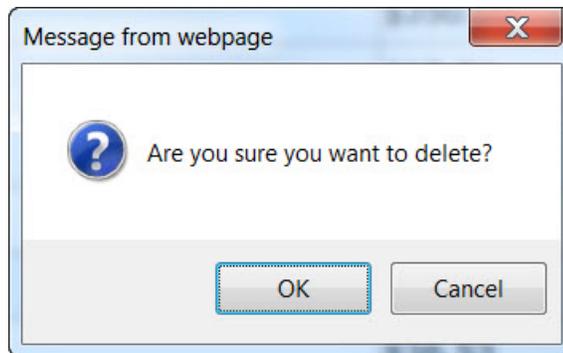
## Delete the Entry

A saved expenditure may be deleted prior to submitting your filing. If an expenditure is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule B** tab in the expenditure list,

1. Locate the expenditure to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See “*Figure 70 - Schedule B Tab - Expenditure List*” on page 80.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.



*Figure 73 – Schedule B Tab - Delete Confirmation pop-up window*

3. Click on the **OK** pushbutton to complete the delete process.

The expenditure entry is deleted from the database.

## UPLOAD OF ITEMIZED EXPENDITURES

A Comma Separated Values (CSV) text file may be uploaded to the database via the upload process. However, the text file must be formatted with specific headings and required data as required (See **“Campaign Finance Specification for File Uploads”** on page 169 for details). For your quick reference, below are the required data fields with their headings for Schedule B - Itemized Expenditures. All fields are required to be included in the file but some fields are optional and may be left blank.

Header Name	Field Description
CompanyName	The company name of the recipient if not a person.
LastName	The last name of the recipient if a person.
FirstName	The first name of the recipient if a person.
MiddleName	The middle name or initial of the recipient if a person.
Suffix	The suffix of the recipient if a person: Jr, Sr, I, II, III. (Optional text)
Address	Address of recipient.
Suite	Suite #, Floor #, Apt #, Room #. (Optional text)
City	Name of city.
State	Two letter state code (e.g. ID for Idaho).
ZipCode	Five digit or 5+4 digit ZIP code.
DateSpent	Date the money was spent for the expenditure.
Amount	Dollar amount of the expenditure.
PurposeCode1	Required letter code, one of A, B, C, D, E, F, G, I, L, M, N, O, P, S, T, U, W, Y, or Z.
PurposeCode2	Optional letter code.
PurposeCode3	Optional letter code.
Explanation	Optional explanation of the expenditure, for use when reporting independent expenditures.
SupportText	Optional text, for use when reporting independent expenditures.
OpposeText	Optional text, for use when reporting independent expenditures.

*Table 2 – Schedule B - CSV File field headings and descriptions*

### Browse for the File for Upload of Itemized Expenditures

On the **Schedule B** tab beneath the entry fields,

1. Click on the **Browse** pushbutton.

The **Choose File to Upload** pop-up window is displayed.



*Figure 74 – Schedule B Tab - Browse Link*

## Select the File for Upload of Itemized Expenditures

On the **Choose File to Upload** pop-up window,

1. Locate the Itemized Expenditure CSV file on your hard drive or network drive.
2. Click on the Itemized Expenditure CSV file.

The file name is displayed in the File Name field at the bottom of the **Choose File to Upload** pop-up window.

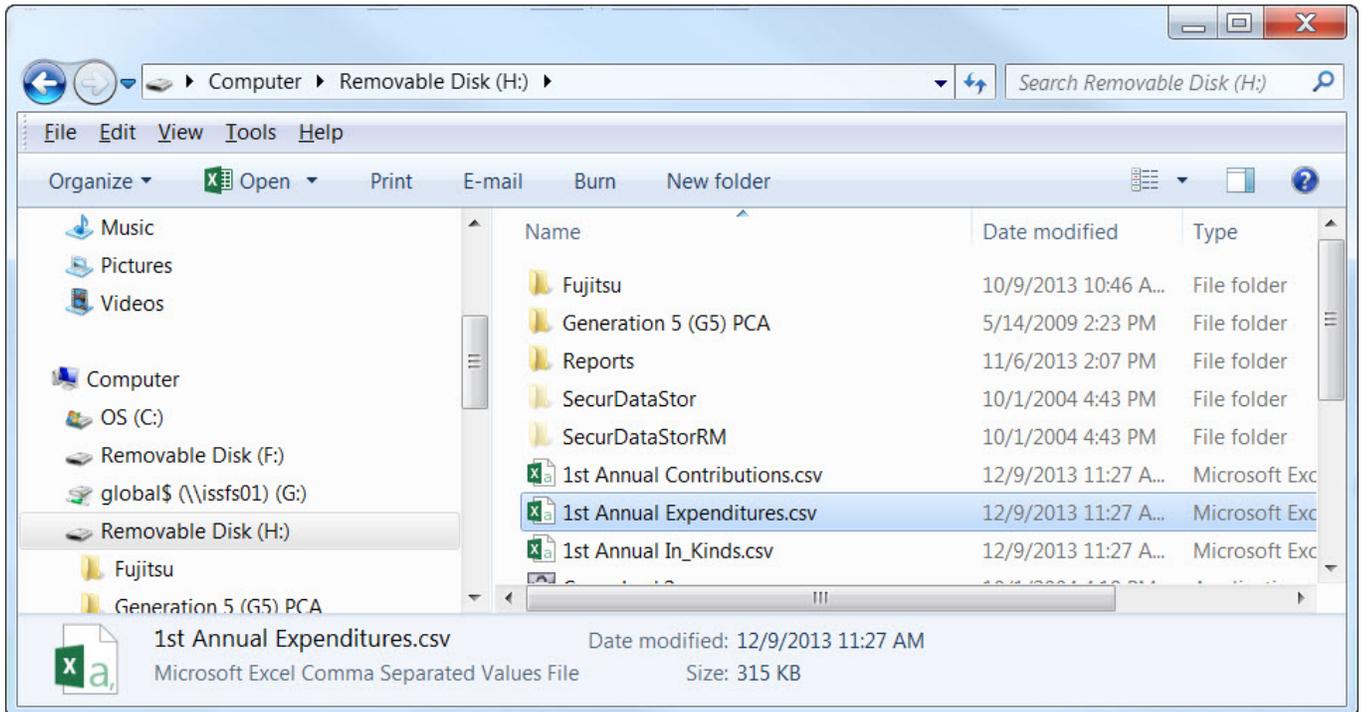


Figure 75 – Schedule B Tab - CSV Expenditure File Selected

## Open the file for Upload of Itemized Expenditures

On the **Choose File to Upload** pop-up window,

1. Click on the **Open** pushbutton at the bottom of the **Choose File to Upload** pop-up window. (See “Figure 75 - Schedule B Tab - CSV File Selected” above.)

The file location and file name are displayed in the Upload field on the **Schedule B** tab.



Figure 76 – Schedule B Tab - CSV File Ready for Upload

## Begin the Upload Process of Itemized Expenditures

On the **Schedule B** tab,

1. Click on the **Upload** pushbutton at the bottom of the **Schedule B** tab. (See “*Figure 76 - Schedule B Tab - CSV File Ready for Upload*” on page 83.)

The file is Uploaded to the **Schedule B** tab. This process may take a few seconds to a few minutes depending on the number of expenditures being uploaded.



*Figure 77 – Schedule B Tab - Uploading File Processing Message*

## Upload Process Complete

Once the file has been processed and uploaded to the database, the data is displayed in the entry list at the bottom of the **Schedule B** tab - Itemized Expenditures as if it had been data entered individually through the online application. Individual entries may be deleted, if necessary, as instructed in “**Delete the Entry**” on page 81.

# COMPLETING SCHEDULE C IN-KIND CONTRIBUTIONS AND EXPENDITURES TAB

In-Kind Contributions are contributions other than money or its equivalent. These donations are deemed to have a monetary value equivalent to the fair market value of the contribution. Services, property or rights furnished at less than the fair market value are deemed a contribution. A contribution of this kind shall be reported as an In-Kind Contribution at its fair market value and will count toward any applicable contribution limit for the contributor. For information regarding In-Kind Contributions see the Frequently Asked Questions regarding In-Kind Contributions on pages 29 to 30.

Since In-Kind Contributions are not cash contributions, they are reflected in both the total contributions and total expenditures. Therefore, they do not affect the actual cash balance of the account. All In-Kind Contributions and Expenditures, regardless of the amount, must be itemized on the **Schedule C** tab - In-Kind Contributions and Expenditures.

In-Kind Contributions and Expenditures may be data entered using the entry fields on the **Schedule C** tab or may be uploaded as a Comma Separated Values (CSV) text file. To data enter the In-Kind Contributions and Expenditures begin at **“Data Entry of In-Kind Contributions and Expenditures”** on page 86. To upload the CSV file in the approved format, begin at **“Upload of In-Kind Contributions and Expenditures”** on page 100.

Summary	Details	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule E1	Schedule F	Submit
---------	---------	------------	------------	------------	------------	------------	-------------	------------	--------

**SCHEDULE C**  
**IN-KIND CONTRIBUTIONS and EXPENDITURES**

**Purpose Codes**

<p><b>A</b> All Travel Expensives (Airfare, Fuel, Lodging &amp; Mileage)</p> <p><b>B</b> Broadcast Advertising (Radio, TV, Internet &amp; Telephone)</p> <p><b>C</b> Contributions to Candidates &amp; PAC's</p> <p><b>D</b> Donations &amp; Gifts</p> <p><b>E</b> Event Expenses</p> <p><b>F</b> Food &amp; Refreshments</p> <p><b>G</b> General Operational Expenses</p> <p><b>H</b> Independent Expenditures</p> <p><b>L</b> Literature, Brochures, Printing</p>	<p><b>N</b> Newspaper &amp; Other Periodical Advertising</p> <p><b>O</b> Other Advertising (Yard Signs, Buttons, etc.)</p> <p><b>P</b> Postage</p> <p><b>S</b> Surveys &amp; Polls</p> <p><b>T</b> Tickets (Events)</p> <p><b>U</b> Utilities</p> <p><b>W</b> Wages, Salaries, Benefits &amp; Bonuses</p> <p><b>Y</b> Petition Circulators</p> <p><b>Z</b> Preparation &amp; Production of Advertising</p>
---	--

Name of Candidate or Committee: **John Doe**

Reporting Period: **First Annual**

Note: Click the address book icon to search for a person or a company name.  
Enter a new name and address in the address book if nothing was found.

Date	Contributor Name, Mailing Address and Zip Code	Value
<input type="text"/> <input type="checkbox"/> Primary <input type="checkbox"/> General		\$ <input type="text"/> \$ <input type="text"/> Calendar Year-To-Date

Expenditure Name, Mailing Address and Zip Code	Purpose Code	Value
	(1) <input type="text"/> Required (2) <input type="text"/> Optional (3) <input type="text"/> Optional	\$ <input type="text"/>
Explanation: (Optional) <input type="text"/>	Support Text: (Optional) <input type="text"/>	Oppose Text: (Optional) <input type="text"/>

Upload status:

Figure 78 – Schedule C Tab

## DATA ENTRY OF IN-KIND CONTRIBUTIONS AND EXPENDITURES

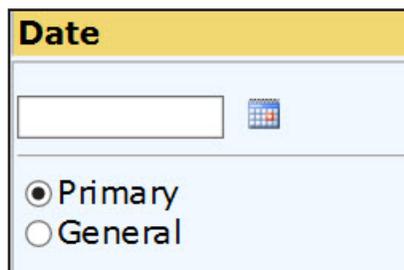
The **Schedule C** tab allows you to enter each In-Kind Contribution and Expenditure by using the entry fields, which includes a search for the contributor and recipient names. This entry has been formatted to resemble the Schedule C - In-Kind Contributions and Expenditures paper form to allow for an easy transition from the paper filing to electronic filing.

All In-Kind Contributions and Expenditures, regardless of the amount, must be itemized on the **Schedule C** tab.

### Entry of the Date and Type of the In-Kind Contribution

On the **Schedule C** tab beneath the Date heading,

1. Enter the date the In-Kind Contribution was received in the date field, which is also used as the expenditure date.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the right of the Date field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the Date field.
2. Select whether the In-Kind Contribution was designated for the Primary or General Election. (*For information determining the designation of a contribution, see “Designating Contributions - Frequently Asked Questions” on page 32.*)
  - a. For Political Action Committee’s (PAC’s), the election designation is grayed out due to the lack of contribution limits for PAC’s.



The image shows a form section titled "Date". It features a text input field with a calendar icon to its right. Below the input field are two radio button options: "Primary" (which is selected) and "General".

Figure 79 – Schedule C Tab - Date Received

### Selection of the Contributor’s Name

When entering in-kind contributions, you have the ability to pick names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

## Selecting of the Contributor's Name

On the **Schedule C** tab beneath the Contributor Name, Mailing Address and Zip Code heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.

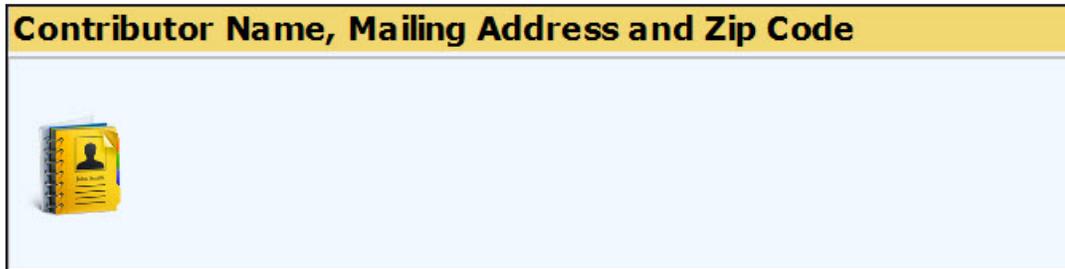


Figure 80 – Schedule C Tab - Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

## Searching the Contributor's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. (See the Note above regarding searching for names using the wild card.)
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

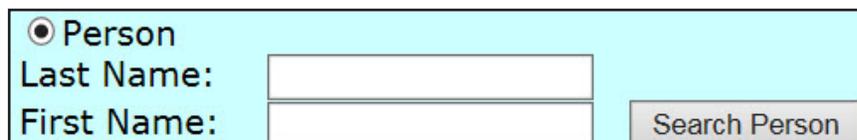
A screenshot of a search form. At the top left, there is a radio button with the label "Person" next to it, which is selected. Below this are two input fields: "Last Name:" and "First Name:". To the right of these fields is a grey button labeled "Search Person".

Figure 81 – Schedule C Tab - Person Search

**NOTE:** All contributions from candidates are reported by doing a “Person” search for the candidate’s name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate’s appear in the database as a Person. If you have questions regarding this, please contact the Election’s Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 55 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

Figure 82 – Schedule C Tab - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New									

Figure 83 – Schedule C Tab - Person Name Search Results

- b. To add a new Person name, if it is not available for selection:
  - i. Select the ‘Person’ Radio Button.
  - ii. Enter the Last Name.
  - iii. Enter the First Name.

- iv. Optionally enter the Middle Name.
- v. Optionally select the Suffix from the Suffix drop-down. The options are II, III, IV, Jr and Sr.
- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other required address information in the Line 2 field.
- viii. Enter the City.
- ix. Enter the State.
- x. Enter the Zip Code.
- xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 84 – Schedule C Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button.
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data!</b>					
<b>Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>					
<input type="button" value="Save as New"/>	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 85 – Schedule C Tab - New Company Name

- The Person or Company name selected or entered is placed in the Contributor Name, Mailing Address and Zip Code field on the **Schedule C** tab.

Contributor Name, Mailing Address and Zip Code	
	<b>Adams, Al</b> <b>PO Box 123</b> <b>Boise, ID 83702</b>

Figure 86 – Schedule C Tab - Contributor Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a contributor name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

- Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another contributor name.

<input type="button" value="Clear Search"/>	<input type="button" value="Close Window"/>
---	---

Figure 87 – Schedule C Tab - Clear Search and Close Window Pushbuttons

## Close the Search Window

To return to the **Schedule C** tab without selecting a contributor name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “Figure 87 - Schedule C Tab - Clear Search and Close Window Pushbuttons” on page 90.)

The **Name Search** screen is closed and you are returned to the **Schedule C** tab.

## In-Kind Contribution, Expenditure Amount and Calendar Year To Date

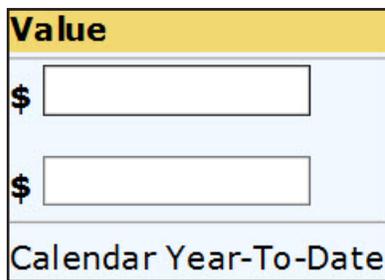
When entering In-Kind Contributions and Expenditures, you need to enter the in-kind contribution/expenditure amount as well as the Calendar Year to Date amount. The In-Kind Contribution and Expenditure amounts are entered in the single Value field. Also, the date of the In-Kind is only required to be entered once.

The Calendar Year to Date amount is an accumulation of all contributions from the individual, company or PAC, which includes cash contributions, in-kind contributions (i.e. non-monetary donations) as well as loans to the campaign.

### Entry of the In-Kind Contribution and Expenditure Amount and Calendar Year To Date

On the **Schedule C** tab beneath the Value heading,

1. Enter the amount of the in-kind contribution being reported in the top amount field.
2. Enter the Calendar Year to Date amount in the bottom amount field just above the Calendar Year-to-Date heading.



The screenshot shows a form with a yellow header labeled "Value". Below the header are two input fields, each preceded by a dollar sign (\$) and a small square icon. The top input field is for the in-kind contribution amount, and the bottom input field is for the Calendar Year to Date amount. Below the second input field is the text "Calendar Year-To-Date".

Figure 88 – Schedule C - Value

## Selection of the Recipient's Name

When entering the recipient's name for in-kind expenditures, you have the ability to pick names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

When entering In-Kind Contributions and Expenditures, the recipient name may be the same as the contributor name or it may be different. If the contributor is donating something that they already had, the contributor name and recipient name will be the same. However, if the contributor purchased an item then the recipient name will be the name of the business or person that they purchased the item from.

## Selecting of the Recipient's Name (i.e. Expenditure Name)

On the **Schedule C** tab beneath the Expenditure Name, Mailing Address and Zip Code heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.



Figure 89 – Schedule C Tab - Expenditure Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

## Searching the Recipient's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The “Person” radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. (See the Note above regarding searching for names using the wild card.)
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

<input checked="" type="radio"/> Person		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	<input type="button" value="Search Person"/>

Figure 90 – Schedule C Tab - Person Search

**NOTE:** All expenditures to candidate campaigns are reported by doing a “Person” search for the candidate’s name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate’s appear in the database as a Person. If you have questions regarding this, please contact the Election’s Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 92 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

The screenshot shows a search form with a light blue background. At the top left, there is a radio button labeled "Company" which is selected. Below it is a text input field labeled "Name:" followed by a "Search Company" button.

Figure 91 – Schedule C Tab - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

The screenshot shows a search results window with a light blue background. At the top, it says "Select Person or Company to search for. Use '% ' as a wildcard if needed: ?". There are two radio buttons: "Person" (unselected) and "Company" (selected). Below the "Person" section are fields for "Last Name:" and "First Name:" with a "Search Person" button. Below the "Company" section is a "Name:" field containing "2b coffee" and a "Search Company" button. At the bottom left are "Clear Search" and "Close Window" buttons. Below this is a table with columns: "Select", "CompanyName", "Line1", "Line2", "City", "State", and "Zipcode". The first row shows "2B Coffee" with address "123 Main St", city "Boise", state "ID", and zip "83701". Below the table is a "Save as New" button and several empty input fields.

Select	CompanyName	Line1	Line2	City	State	Zipcode
<a href="#">Select</a>	2B Coffee	123 Main St		Boise	ID	83701
<a href="#">Save as New</a>	<input type="text"/>					

Figure 92 – Schedule C Tab - Company Name Search Results

- b. To add a new Person name, if it is not available for selection:

- i. Select the 'Person' Radio Button.
- ii. Enter the Last Name.
- iii. Enter the First Name.
- iv. Optionally enter the Middle Name.
- v. Optionally select the Suffix from the Suffix drop-down. The options are II, III, IV, Jr and Sr.
- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number Floor Number, Room Number or other required address information in the Line 2 field.
- viii. Enter the City.
- ix. Enter the State.
- x. Enter the Zip Code.
- xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person

Last Name:

First Name:

Company

Name:

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 93 – Schedule C Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button.
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:  Search Person

Company  
 Name:  Search Company

Clear Search Close Window

Company Name	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data! Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>					
Save as New	Midas Touch Car Wash	1879 N Gold Water St		Boise	ID 83701

Figure 94 – Schedule C Tab - New Company Name

- The Person or Company name selected or entered is placed in the Expenditure Name, Mailing Address and Zip Code field on the **Schedule C** tab.

Expenditure Name, Mailing Address and Zip Code	
	<b>2B Coffee 123 Main St Boise, ID 83701</b>

Figure 95 – Schedule C Tab - Expenditure Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a recipient. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

- Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another recipient name.

Clear Search	Close Window
--------------	--------------

Figure 96 – Schedule C Tab - Clear Search and Close Window Pushbuttons

## Close the Search Window

To return to the **Schedule C** tab without selecting a recipient name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “Figure 96 - Schedule C Tab - Clear Search and Close Window Pushbuttons” on page 95.)

The **Name Search** screen is closed and you are returned to the **Schedule B** tab.

## Purpose Codes

Purpose codes identify the category of the in-kind expenditure. This identifies what the in-kind donation was used for. When entering in-kind expenditures, you must enter at least one purpose code for each in-kind expenditure. You can enter up to three purpose codes for one expenditure. The list of purpose codes are listed at the top of the **Schedule C** tab.

### Entry of the Purpose Code(s)

On the **Schedule C** tab beneath the Purpose Code heading,

1. Select the purpose code from the drop-down to the right of “(1)”.
  - a. The list of purpose codes appears at the top of the **Schedule C** tab for easy reference.
2. Optionally select a second purpose code from the drop-down to the right of “(2)”.
3. Optionally select a third purpose code from the drop-down to the right of “(3)”.

Purpose Code	
(1)	<input type="text" value="v"/> Required
(2)	<input type="text" value="v"/> Optional
(3)	<input type="text" value="v"/> Optional

Figure 97 – Schedule C Tab - Purpose Code

## Entry of the In-Kind Expenditure Amount

The expenditure amount is auto-filled based on the amount listed in the In-Kind Contribution amount field.

Value
\$ <input type="text"/>

Figure 98 – Schedule C Tab - Expenditure Value

## Optional Explanation and Support and Opposed Text

You can enter a brief explanation of the in-kind expenditure. This is used when additional information would be necessary or when reporting Independent Expenditures and Electioneering Communications.

When entering in-kind contributions/expenditures that were made in support of or opposition to a candidate or measure, you need to enter the name of the candidate or measure being supported or being opposed.

### Entry of the Optional Explanation

On the **Schedule C** tab beneath the Explanation heading,

1. Optionally enter an explanation of the expenditure being entered in the explanation field.

A screenshot of a text input field with the label "Explanation: (Optional)" in blue text. The field is empty and has a light blue border. A small up/down arrow icon is visible on the right side of the field.

Figure 99 – Schedule C Tab - Expenditure Explanation (Optional)

### Entry of the Optional Support and Opposed Text

On the **Schedule C** tab beneath the Support Text and Opposed Text headings,

1. Optionally enter the candidate or measure being supported or opposed in the appropriate text fields.

A screenshot of two side-by-side text input fields. The left field is labeled "Support Text (Optional)" and the right field is labeled "Oppose Text: (Optional)". Both fields are empty and have a light blue border. Small up/down arrow icons are visible on the right side of each field.

Figure 100 – Schedule C Tab - Support/Oppose Text Fields

## Clear the Entry

An In-Kind Contribution and Expenditure entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See **“Delete the Entry”** on page 99 for instructions.)

### Clearing the Entry

On the **Schedule C** tab beneath the Opposed Text (Optional) heading,

1. Click on the **Clear** pushbutton.

The entry fields are cleared for entry of a new In-Kind Contribution and Expenditure.

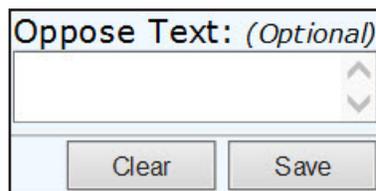
A screenshot of a text input field with the label "Oppose Text: (Optional)" in blue text. The field is empty and has a light blue border. Below the field are two pushbuttons: "Clear" and "Save".

Figure 101 – Schedule C Tab - Clear and Save Pushbuttons

## Save the In-Kind Contribution and Expenditure Entry

After each entry of an In-Kind Contribution and Expenditure, you must save your work before adding another In-Kind donation or moving to another tab. You can't change the information for an in-kind contribution and expenditure once you have saved it. You would need to delete the in-kind entry and enter it again. (See **“Delete the Entry”** on page 138 for instructions.)

### Saving the In-Kind Contribution and Expenditure Entry

On the **Schedule C** tab beneath the Opposed Text heading,

1. Click on the **Save** pushbutton. (See **“Figure 101 - Schedule C Tab - Clear and Save Pushbuttons”** on page 97.)

The screen is refreshed and the entry is displayed in the in-kind contributions and expenditures list below the entry fields.

**NOTE:** Continue entering In-Kind contributions and expenditures by beginning again at **“Entry of the Date and Type of the In-Kind Contribution”** on page 86 for each additional In-Kind donation.

If you are ready to move to the next tab to continue entry of your report, proceed to **“Moving Tabs”** below.

If you have no entries for any of the other Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

Contributor Person	Contributor Company	Recipient Person	Recipient Company	Election	Date	Value	Code	Delete
Jameson			2B Coffee	Primary	07/11/2015	\$21.00	E	Delete
<b>Page Total:</b>						<b>\$21.00</b>		
<b>Grand Total:</b>						<b>\$21.00</b>		

Page: 1

Figure 102 – Schedule C Tab - In-Kind Contribution and Expenditure List

## Moving Tabs

After entering all of the in-kind contributions and expenditures, you can proceed to the **Schedule D** tab, go back to the **Schedule B** tab or if you have no entries for any other schedules, you can complete your report.

### Move to the Schedule D Tab

On the **Schedule C** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 103 – Schedule C Tab - Pushbuttons

2. Click on the **Schedule D** tab at the top of the page.



Figure 104 - Tabs Image - Schedule D

The **Schedule D** tab is displayed to enter Loans.

### Move to the Schedule B Tab

On the **Schedule C** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “*Figure 90 - Schedule C Tab - Pushbuttons*” on page 98.) **-OR-**
2. Click on the **Schedule B** tab at the top of the page. (See “*Figure 104 - Tabs Image - Schedule D*” on page 98.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

### Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 148.

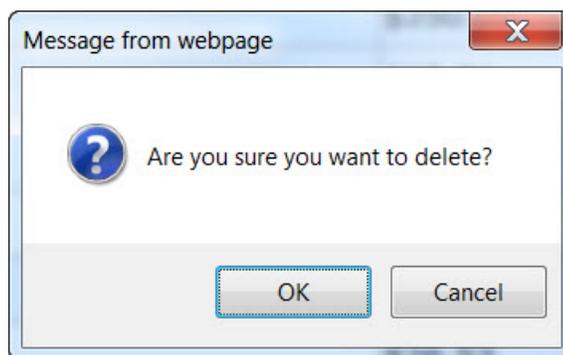
### Delete the Entry

A saved in-kind contribution and expenditure may be deleted prior to submitting your filing. If an in-kind contribution and expenditure is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule C** tab in the in-kind contribution and expenditure list,

1. Locate the in-kind contribution and expenditure to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See “*Figure 102 - Schedule C Tab - In-Kind Contribution and Expenditure List*” on page 98.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.



*Figure 105 – Schedule C Tab - Delete Confirmation pop-up window*

3. Click on the **OK** pushbutton to complete the delete process.

The in-kind contribution and expenditure entry is deleted from the database.

## UPLOAD OF IN-KIND CONTRIBUTIONS AND EXPENDITURES

A Comma Separated Values (CSV) text file may be uploaded to the database via the upload process. However, the text file must be formatted with specific headings and required data as required (See **“Campaign Finance Specification for File Uploads”** on page 169 for details). For your quick reference, below are the required data fields with their headings for Schedule C - In-Kind Contributions and Expenditures. All fields are required to be included in the file but some fields are optional and may be left blank.

Header Name	Field Description
ContributorCompanyName	The company name of the contributor if not a person.
ContributorLastName	The last name of the contributor if a person.
ContributorFirstName	The first name of the contributor if a person.
ContributorMiddleName	The middle name or initial of the contributor if a person.
ContributorSuffix	The suffix of the contributor if a person: Jr, Sr, I, II, III. (Optional text)
ContributorAddress	Address of contributor.
ContributorSuite	Suite #, Floor #, Apt #, Room #. (Optional text)
ContributorCity	Name of city.
ContributorState	Two letter state code (e.g. ID for Idaho).
ContributorZipcode	Five digit or 5+4 digit ZIP code.
RecipientCompanyName	The company name of the recipient if not a person.
RecipientLastName	The last name of the recipient if a person.
RecipientFirstName	The first name of the recipient if a person.
RecipientMiddleName	The middle name or initial of the recipient if a person.
RecipientSuffix	The suffix of the recipient if a person: Jr, Sr, I, II, III.
RecipientAddress	Address of recipient.
RecipientSuite	Suite #, Floor #, Apt #, Room #.
RecipientCity	Name of city.
RecipientState	Two letter state code (e.g. ID for Idaho).
RecipientZipcode	Five digit or 5+4 digit ZIP code.
InKindDate	Date transaction took place
ItemValue	Dollar amount value of transaction.
YTDAmount	Year to date dollar amount transacted.
ElectionType	Either P or G. This is required for candidates, but political action committees may leave this blank.
PurposeCode1	Required letter code, one of A, B, C, D, E, F, G, I, L, M, N, O, P, S, T, U, W, Y, Z
PurposeCode2	Optional letter code.
PurposeCode3	Optional letter code.
Explanation	Optional explanation of the expenditure, for use when reporting independent expenditures.
SupportText	Optional text, for use when reporting independent expenditures.
OpposeText	Optional text, for use when reporting independent expenditures.

*Table 3 – Schedule C - CSV File field headings and descriptions*

## Browse for the File for Upload of In-Kind Contributions and Expenditures

On the **Schedule C** tab beneath the entry fields,

1. Click on the **Browse** pushbutton.

The **Choose File to Upload** pop-up window is displayed.



Figure 106 – Schedule C Tab - Browse Link

## Select the File for Upload of In-Kind Contributions and Expenditures

On the **Choose File to Upload** pop-up window,

1. Locate the In-Kind Contribution and Expenditure CSV file on your hard drive or network drive.
2. Click on the In-Kind Contribution and Expenditure CSV file.

The file name is displayed in the File Name field at the bottom of the **Choose File to Upload** pop-up window.

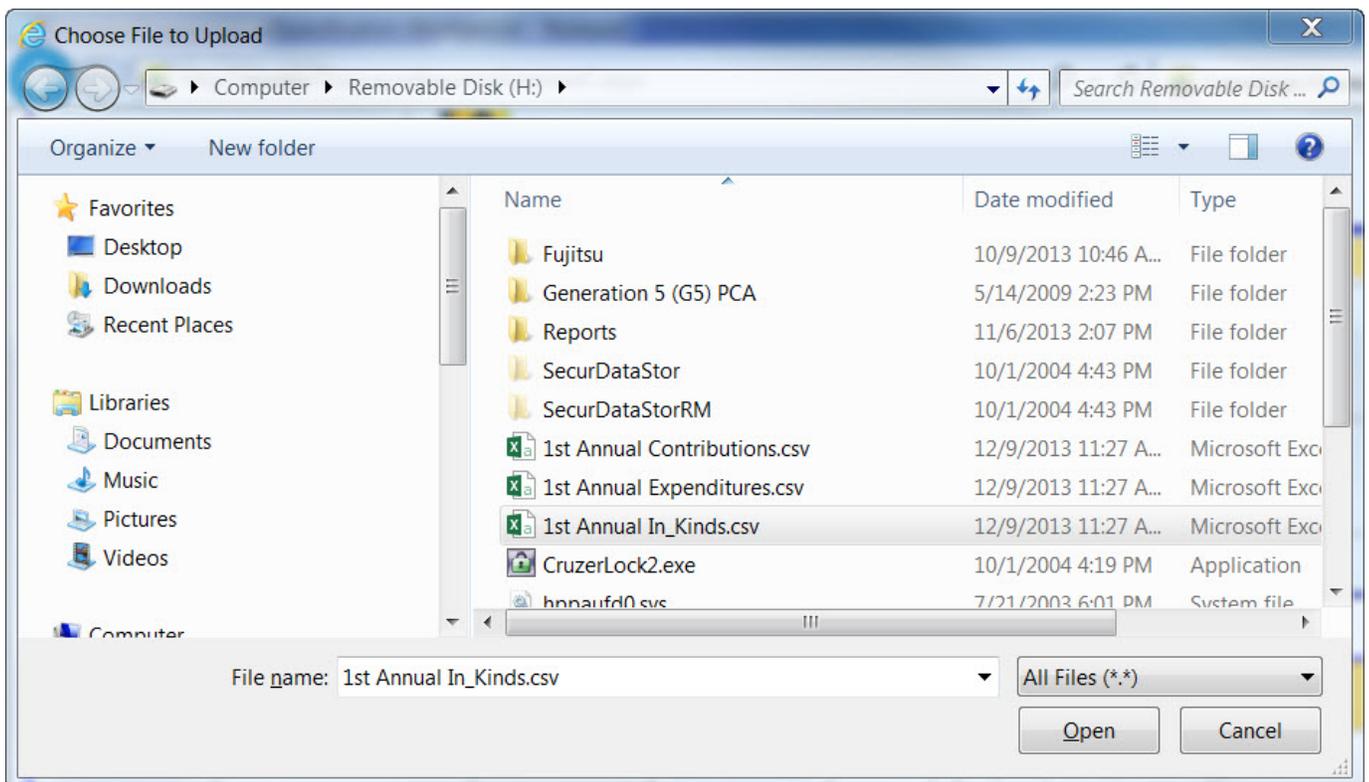


Figure 107 – Schedule C Tab - CSV In-Kind File Selected

## Open the file for Upload of In-Kind Contributions and Expenditures

On the **Choose File to Upload** pop-up window,

1. Click on the **Open** pushbutton at the bottom of the **Choose File to Upload** pop-up window. (See “*Figure 107 - Schedule C Tab - CSV In-Kind File Selected*” on page 101.)

The file location and file name are displayed in the Upload field on the **Schedule C** tab.



Figure 108 – Schedule C Tab - CSV File Ready for Upload

## Begin the Upload Process of In-Kind Contributions and Expenditures

On the **Schedule C** tab,

1. Click on the **Upload** pushbutton at the bottom of the **Schedule B** tab. (See “*Figure 108 - Schedule C Tab - CSV File Ready for Upload*” above.)

The file is Uploaded to the **Schedule C** tab. This process may take a few seconds to a few minutes depending on the number of In-Kind Contributions and Expenditures being uploaded.



Figure 109 – Schedule C Tab - Uploading File Processing Message

## Upload Process Complete

Once the file has been processed and uploaded to the database, the data is displayed in the entry list at the bottom of the **Schedule C** tab - In-Kind Contributions and Expenditures as if it had been data entered individually through the online application. Individual entries may be deleted, if necessary, as instructed in “*Delete the Entry*” on page 99.

# COMPLETING SCHEDULE D - LOANS TAB

All loans to the campaign and repayments of loans must be reported with the Lender's name, address, date of the new loan or repayment and the amount. Loans are monetary donations that are expected to be repaid to the lender. Generally loans are made by the candidate personally or by a banking institution. However, others may contribute loans as well. However, candidates receiving loans must be aware of the contribution limits as loans are considered contributions to the candidate and are included in determining whether a contributor has met the contribution limit. All Loans are entered on the **Schedule D** tab - Loans.

Currently, loans to a campaign must be data entered using the entry fields on the **Schedule D** tab. There is no upload function for Loans.

**NOTE:** Except for interest accrued on the loan, each loan disbursement and loan repayment must be reported separately. You cannot enter an accumulation of new loan disbursements or repayments that occurred during the reporting period in one entry. You must report the date and amount of each new loan amount and each loan repayment separately.

Summary	Details	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule E1	Schedule F	Submit
<b>SCHEDULE D-LOANS</b>									
Name of Candidate or Committee: <b>John Doe</b>									
Reporting Period: <b>First Annual</b>									
<small>Note: Click the address book icon to search for a person or a company name.          Enter a new name and address in the address book if nothing was found.</small>									
Lender Name, Mailing Address and Zipcode (Candidate, Individual or Business)	Previous Loan Balance	New Loan Amount	Accrued Interest	Loan Repayments	Outstanding Balance				
	\$ <input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="Save"/>							
					<input type="button" value="Previous"/> <input type="button" value="Next"/>				

Figure 110 – Schedule D Tab - No Outstanding Loans

If you have already reported loans to the campaign, your lender(s) along with the current outstanding balance will appear at the bottom of the data entry fields for selection.

Summary	Details	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule E1	Schedule F	Submit
---------	---------	------------	------------	------------	------------	------------	-------------	------------	--------

**SCHEDULE D-LOANS**

Name of Candidate or Committee: **John Doe**  
Reporting Period: **7 Day Pre-Primary**

*Note: Click the address book icon to search for a person or a company name.  
Enter a new name and address in the address book if nothing was found.*

Lender Name, Mailing Address and Zipcode (Candidate, Individual or Business)	Previous Loan Balance	New Loan Amount	Accrued Interest	Loan Repayments	Outstanding Balance
	\$ <input type="text"/>	 <input type="text"/> \$ <input type="text"/>	\$ <input type="text"/>	 <input type="text"/> \$ <input type="text"/>	\$ <input type="text"/>
<input type="button" value="Clear"/>					<input type="button" value="Save"/>
<i>You have to provide information for each loan which still has balance from the last reporting from the list of lenders below:</i>					
Doe, John 1820 Lucky Lane Anytown, ID 83211	\$500.00	<input type="button" value="Select"/>			

Figure 111 – Schedule D Tab - Outstanding Loans

## Data Entry of Loans

The **Schedule D** tab allows you to enter each Loan transaction by using the entry fields, which includes a search for Lender names. This entry has been formatted to resemble the Schedule D - Loans paper form to allow for an easy transition from the paper filing to electronic filing.

All loan transactions must be itemized on the **Schedule D** tab.

## Selection of the Lender’s Name

When entering loans, you have the ability to pick lender names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

If you are entering a loan for a new Lender, proceed to **“Selecting a Lender’s Name for a New Loan”** on page 105. If you are adding loan disbursements or repayments to a lender who you have already reported loans for, proceed to **“Selecting a Lender’s Name for a Current Loan”** on page 108.

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

## Selecting a Lender's Name for a New Loan

On the **Schedule D** tab beneath the Lender Name, Mailing Address and Zip Code (Candidate, Individual or Business) heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.

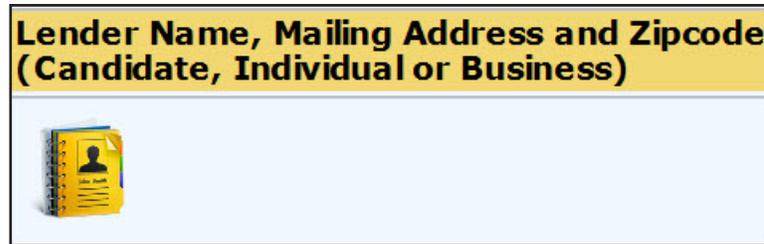


Figure 112 – Schedule D Tab - Address Book

## Searching the Lender's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. (See the Note on page 104 regarding searching for names using the wild card.)
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

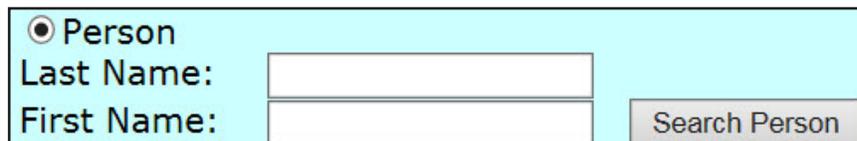
The image shows a search form with a light blue background. At the top left, there is a radio button with the label "Person" next to it. Below this are two input fields: "Last Name:" and "First Name:". To the right of the "First Name:" field is a grey button labeled "Search Person".

Figure 113 – Schedule D Tab - Person Search

**NOTE:** All loans from a candidate are reported by doing a "Person" search for the candidate's name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate's appear in the database as a Person. If you have questions regarding this, please contact the Election's Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for "Company". The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the

company or political action committee. (See the Note on page 104 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.

- iii. Click on the **Search Company** pushbutton.

Figure 114 – Schedule D Tab - Company Search

**NOTE:** All PAC's filed with the Secretary of State's Office are already available in the database for selection. If you are unsure of the PAC's name as it is filed in the Secretary of State's Office, please contact the Election's Division for assistance.

- 2. Select the name or add a new name.

- a. To select a name from the list:

- i. Click on the **Select** pushbutton to the left of the name desired.

Select	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
<a href="#">Select</a>	Adams	Al			PO Box 123		Boise	ID	83702
<a href="#">Save as New</a>	<input type="text"/>								

Figure 115 – Schedule D Tab - Person Name Search Results

- b. To add a new Person name, if it is not available for selection:

- i. Select the 'Person' Radio Button.
- ii. Enter the Last Name.
- iii. Enter the First Name.
- iv. Optionally enter the Middle Name.
- v. Optionally select the Suffix from the Suffix drop-down list. The options are II, III, IV, Jr and Sr.
- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
- viii. Enter the City.

- viii. Enter the State.
- ix. Enter the Zip Code.
- x. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

Select	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
<a href="#">Select</a>	Adams	Al			PO Box 123		Boise	ID	83702
<input type="button" value="Save as New"/>	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 116 – Schedule D Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button.
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data!</b>						
<b>Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>						
<input type="button" value="Save as New"/>	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 117 – Schedule D Tab - New Company Name

3. The Person or Company name selected or entered is placed in the Lender Name, Mailing Address and Zip Code (Candidate, Individual or Business) field on the **Schedule D** tab.

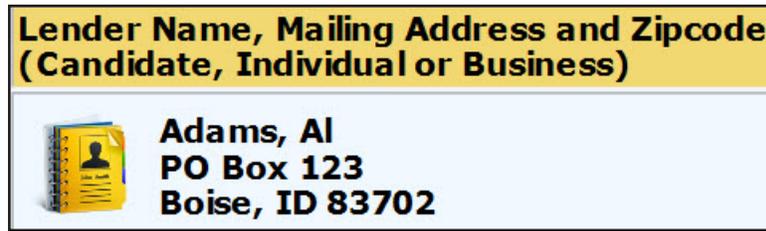


Figure 118 – Schedule D Tab - Lender Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a lender name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

1. Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another lender name.



Figure 119 – Schedule D Tab - Clear Search and Close Window Pushbuttons

### Close the Search Window

To return to the **Schedule D** tab without selecting a lender name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

#### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See "Figure 119 - Schedule D Tab - Clear Search and Close Window Pushbuttons" above.)

The **Name Search** screen is closed and you are returned to the **Schedule D** tab.

### Selecting a Lender's Name for a Current Loan

On the **Schedule D** tab beneath the data entry fields,

1. Click on the **Select** pushbutton to the right of the name of the current Lender and the previous loan balance amount. (See "Figure 120 - Schedule D Tab - Selecting Lender with a Previous Loan Balance" on page 109.)

The **Schedule D** tab refreshes and displays the Lender’s name and address in the Lender Name, Mailing Address and Zipcode (Candidate, Individual or Business) field and places the Previous Loan Balance in the Previous Loan Balance field.

Lender Name, Mailing Address and Zipcode (Candidate, Individual or Business)	Previous Loan Balance	New Loan Amount	Accrued Interest	Loan Repayments	Outstanding Balance
 <b>Doe, John</b> 1820 Lucky Lane Anytown, ID 83211	\$ 500.00 x	<input type="text"/> \$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> \$ <input type="text"/>	\$ <input type="text"/>
<input type="button" value="Clear"/>					<input type="button" value="Save"/>
<i>You have to provide information for each loan which still has balance from the last reporting from the list of lenders below:</i>					
Doe, John 1820 Lucky Lane Anytown, ID 83211	\$500.00	<input type="button" value="Select"/>			

Figure 120 – Schedule D Tab - Selecting Lender with Previous Loan Balance

## Previous Loan Amount

When entering loans, the amount of the previous loan for the selected lender must be listed.

### Entry of the Previous Loan Amount

On the **Schedule D** tab beneath the Previous Loan Balance heading,

1. If this lender was reported on the last campaign report, this amount is automatically filled in for you. If this is a new lender, enter the beginning balance as \$0

**Previous Loan Balance**

\$

Figure 121 – Schedule D Tab - Previous Loan

## New Loan Amount

If you are receiving either a new loan or an additional loan disbursement from a lender, you must enter the new amount of the loan for the selected lender as well as the date the loan was received. You must list each loan disbursement amount as an individual loan item. Do not combine loan disbursements into one large disbursement if you did not receive the funds that way.

If you are simply making a loan repayment and have received no additional loan disbursements from the lender, you may skip the New Loan Amount fields and can go directly to **“Loan Repayments”** on page 110.

### Entry of the New Loan Amount and Date

On the **Schedule D** tab beneath the New Loan Amount heading,

1. Enter the date the new loan was received in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.

- i. Click on the Calendar icon to the left of the date field to display a calendar in a small pop-up window.
  - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
  - iii. Click on the desired date on the calendar to insert the selected date into the date field.
2. Enter the new loan amount in the amount field.

Figure 122 – Schedule D Tab - New Loan Date and Amount

## Accrued Interest

Interest accrued on the loan during the reporting period is reported as a lump sum on the **Schedule D** tab - Loans.

### Entry of the Accrued Interest on the Loan

On the **Schedule D** tab beneath the Accrued Interest heading,

1. Enter the amount of the interest that accrued on the loan during the reporting period.

Figure 123 – Schedule D Tab - Accrued Interest

## Loan Repayments

Each repayment on a loan must be itemized to include the amount of the repayment as well as the date the repayment was made. You must list each repayment amount as an individual loan item. Do not combine loan repayments into one large repayment if you did not repay the loan that way.

### Entry of the Loan Repayment Amount and Date

On the **Schedule D** tab beneath the Loan Repayments heading,

1. Enter the date the loan repayment was made in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.

- i. Click on the Calendar icon to the left of the date field to display a calendar in a small pop-up window.
  - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
  - iii. Click on the desired date on the calendar to insert the selected date into the date field.
2. Enter the loan repayment amount in the amount field.

Figure 124 – Schedule D Tab - Loan Repayments

## Outstanding Loan Balance

The Outstanding Loan Balance is automatically calculated based on the figures listed in the Previous Loan Amount, New Loan Amount, Accrued Interest and Loan Repayments fields. Therefore, you will not be required to enter this figure. However, you should verify that the figure is correct.

Figure 125 – Schedule D Tab - Outstanding Loan Balance

## Clear the Entry

A loan entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See **“Delete the Entry”** on page 113 for instructions.)

### Clearing the Entry

On the **Schedule D** tab beneath the Loan Repayments heading,

1. Click on the **Clear** pushbutton.

The entry fields are cleared for entry of a new loan transaction.

Figure 126 – Schedule D Tab - Clear

## Save the Loan Entry

After each entry of a loan disbursement or repayment, you must save your work before adding another loan entry or moving to another tab. You can't change the information for a loan entry once you have saved it. You would need to delete the loan entry and enter it again. (See **“Delete the Entry”** on page 113 for instructions.)

### Saving the Loan Entry

On the **Schedule D** tab beneath the Outstanding Balance heading,

1. Click on the **Save** pushbutton.

The screen is refreshed and the entry is displayed in the Lender List below the entry fields.

Figure 127– Schedule D Tab - Save

**NOTE:** Continue entering loan transactions by beginning again at **“Selection of Lender’s Name”** on page 104 for each additional loan transaction.

If you are ready to move to the next tab to continue entry of your report, proceed to **“Moving Tabs”** on page 113.

If you have no entries for any of the other Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

Last Name	First Name	Company Name	Previous Balance	Lend Date/Amount	Interest	Repayment Date/Amount	CurrentBalance	Delete
<a href="#">Doe</a>	John		\$500.00			07/17/2015 \$500.00	\$0.00	<a href="#">Delete</a>
<a href="#">Doe</a>	John		\$0.00	05/15/2015 \$500.00			\$500.00	<a href="#">Delete</a>
		<b>Page Total:</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	
		<b>Grand Total:</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	

Page: 1

Figure 128 – Schedule D Tab - Loan List

## Moving Tabs

After entry of all of the loan transactions, you can proceed to the **Schedule E** tab, go back to the **Schedule C** tab or if you have no entries for any of the other Schedules, you can complete the report.

### Moving to the Schedule E Tab

On the **Schedule D** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 129 – Schedule D Tab - Pushbuttons

2. Click on the **Schedule E** tab at the top of the page.



Figure 130 – Tabs Image - Schedule E

The **Schedule E** tab is displayed to enter Credit Card and Debt transactions.

### Moving to the Schedule C Tab

On the **Schedule D** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “Figure 129 - Schedule D Tab - Pushbuttons” above.) **-OR-**
2. Click on the **Schedule C** tab at the top of the page. (See “Figure 130 - Tabs Image - Schedule E” above.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

## Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 148.

## Delete the Entry

A saved loan entry may be deleted prior to submitting your filing. If a loan transaction is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule D** tab in the lender list,

1. Locate the loan entry to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See “Figure 128 - Schedule D Tab - Loan List” on page 112.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.

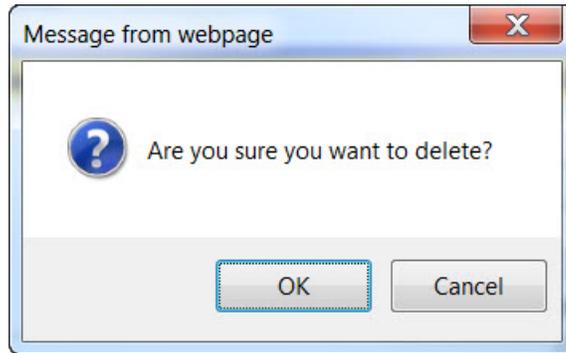


Figure 131 – Schedule D Tab - Delete Confirmation pop-up window

3. Click on the **OK** pushbutton to complete the delete process.

The loan entry is deleted from the database.

## Browse for the File for Outstanding Loan Balance

On the **Schedule D** tab beneath the entry fields,

1. Click on the **Browse** pushbutton.

The **Choose File to Upload** pop-up window is displayed.



Figure 132 – Schedule D Tab - Browse Link

## Select the File for Outstanding Loan Balance

On the **Choose File to Upload** pop-up window,

1. Locate the Loan CSV file on your hard drive or network drive.
2. Click on the Loan CSV file.

The file name is displayed in the File Name field at the bottom of the **Choose File to Upload** pop-up window.

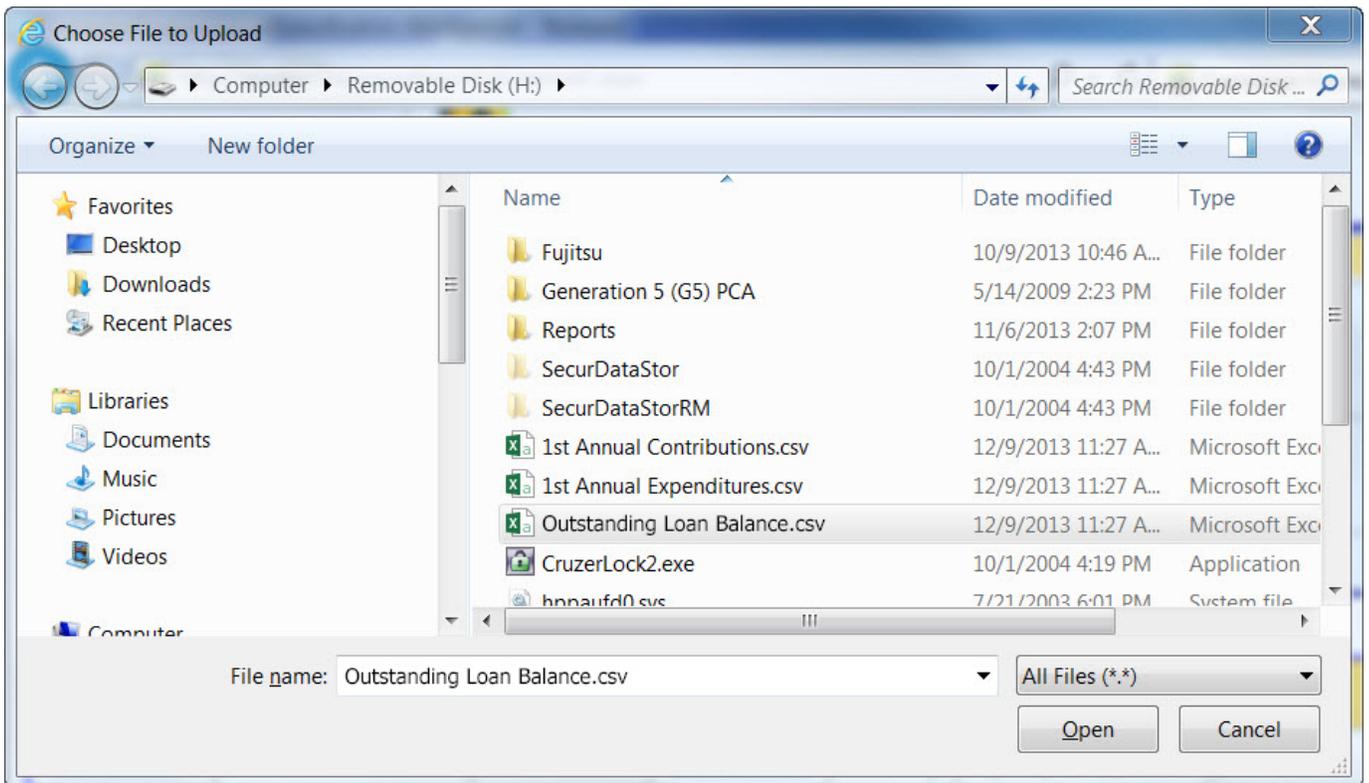


Figure 133 – Schedule D Tab - Loan.csv File Selected

**NOTE:** Your .csv format must match these headers **exactly** or you will experience an error. (See Figure 120 - CSV Format below.)

Header Name	Field Description
CompanyName	The company name if not a person.
LastName	The last name if a person.
FirstName	The first name if a person.
MiddleName	The middle name or initial of the person.
Suffix	The suffix of the person: Jr, Sr, I, II, III .(Optional text)
Address	Address.
Suite	Suite #, Floor #, Apt #, Room # (Optional text)
City	Name of city.
State	Two letter state code. (e.g. ID for Idaho).
Zipcode	Five digit or 5+4 digit ZIP code.
Country	The Country.
PreviousBalance	Previous Balance if exists.
LendDate	The date the loan was funded.
Interest	Interest on the loan.
RepaymentDate	The date the loan was repaid.
RepaymentAmount	The amount repaid including interest.
CurrentBalance	Balance currently owed.

Figure 134 - CSV Format

## Open the file for Upload of Outstanding Loan Balance

On the **Choose File to Upload** pop-up window,

1. Click on the **Open** pushbutton at the bottom of the **Choose File to Upload** pop-up window. (See “Figure 133 - Schedule D Tab - Loan.csv File Selected” on page 115)

The file location and file name are displayed in the Upload field on the **Schedule C** tab.

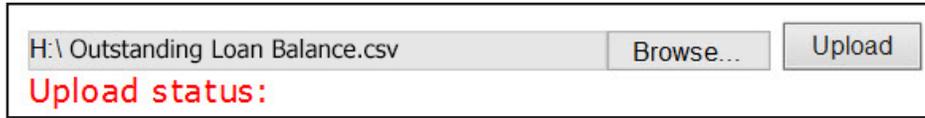


Figure 135 – Schedule D Tab - CSV File Ready for Upload

## Begin the Upload Process of Outstanding Loan Balance

On the **Schedule D** tab,

1. Click on the **Upload** pushbutton at the bottom of the **Schedule D** tab. (See “Figure 135 - Schedule C Tab - CSV File Ready for Upload” above.)

The file is Uploaded to the **Schedule D** tab. This process may take a few seconds to a few minutes depending on the number of loans being uploaded.



Figure 136 – Schedule D Tab - Uploading File Processing Message

## Upload Process Complete

Once the file has been processed and uploaded to the database, the data is displayed in the entry list at the bottom of the **Schedule D** tab - Outstanding Loan Balance as if it had been data entered individually through the online application. Individual entries may be deleted, if necessary, as instructed in “**Delete the Entry**” on page 113.

# COMPLETING SCHEDULE E CREDIT CARDS AND DEBT TAB

If a credit card is used by the campaign, including a personal credit card by the candidate, all credit card transactions must be reported on Schedule E and Schedule E1. Also reported on these schedules are incurred debt, which would include an agreement of payment such as a printing order or advertising. All credit card use and debt that is incurred and all repayments are reported on the **Schedule E** tab and the corresponding **Schedule E1** tab.

**NOTE:** When reporting credit card debt or incurred debt on **Schedule E**, you can report the new debt by statement date so that you have one entry for all of the debt incurred during the statement period, which is then itemized on the **Schedule E1** tab with entries that include the specific date, amount and location of the incurred debt. However, repayments must be reported individually on the Schedule E tab. If you have any questions regarding how to report credit cards and other debt, please contact the Elections Division staff.

Currently, Credit Card and Debt transactions must be data entered using the entry fields on the **Schedule E** tab and corresponding **Schedule E1** tab. There is no upload function for Credit Cards and Debt.

Summary	Details	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule E1	Schedule F	Submit
<b>SCHEDULE E-CREDIT CARDS and DEBT</b>									
Name of Candidate or Committee: <b>John Doe</b>									
Reporting Period: <b>First Annual</b>									
<small>Note: Click the address book icon to search for a person or a company name. Enter a new name and address in the address book if nothing was found.</small>									
Creditor Name, Mailing Address and Zipcode (Candidate, Individual or Business)	Previous Debt Balance	New Debt Amount	Debt Repayments	Outstanding Balance					
	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>					
				<input type="button" value="Clear"/>	<input type="button" value="Save"/>				
					<input type="button" value="Previous"/>	<input type="button" value="Next"/>			

Figure 137 – Schedule E Tab

## DATA ENTRY OF CREDIT CARDS AND DEBT

The **Schedule E** tab allows you to enter credit cards and debt by using the entry fields, which includes a search for Creditor names. This entry has been formatted to resemble the Schedule E - Credit Cards and Debt paper form to allow for an easy transition from the paper filing to electronic filing.

All credit card and debt transactions must be reported on the **Schedule E** tab, with a corresponding Schedule E1 for any new debt.

## Selection of the Creditor's Name

When entering credit cards and debt, you have the ability to pick creditors names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

### Selecting the Creditor's Name

On the **Schedule E** tab beneath the Creditor Name, Mailing Address and Zip Code (Candidate, Individual or Business) heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.



Figure 138 – Schedule E Tab - Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

### Searching the Creditor's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. (See the Note on page above regarding searching for names using the wild card.)
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.



Figure 139 – Schedule E - Person Search

**NOTE:** All contributions from candidates are reported by doing a “Person” search for the candidate’s name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate’s appear in the database as a Person. If you have questions regarding this, please contact the Election’s Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 118 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.



Figure 140 – Schedule E - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:  Search Person

Company  
 Name:  Search Company

Clear Search Close Window

	CompanyName	Line1	Line2	City	State	Zipcode
Select	Mastercard	PO Box 60119		City Of Industry	CA	91716
Select	Mastercard	PO Box 59906		Palatine	IL	60094
Save as New	<input type="text"/>					

Figure 141 – Schedule E - Company Name Search Results

- b. To add a new Person name, if it is not available for selection:
  - i. Select the 'Person' Radio Button.
  - ii. Enter the Last Name.
  - iii. Enter the First Name.
  - iv. Optionally enter the Middle Name.
  - v. Optionally select the Suffix from the Suffix drop-down. The options are II, III, IV, Jr and Sr.
  - vi. Enter the Street Address or Mailing Address in the Line 1 field.
  - vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - viii. Enter the City.
  - ix. Enter the State.
  - x. Enter the Zip Code.
  - xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:  Search Person

Company  
 Name:  Search Company

Clear Search Close Window

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	1958 Morris Rd		Boise	ID	83702

Figure 142 – Schedule E - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the Save as New pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person

Last Name:

First Name:  Search Person

Company

Name:  Search Company

Clear Search Close Window

	CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data!</b>						
<b>Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>						
Save as New	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 143 – Schedule E Tab - New Company Name

3. The Person or Company name selected or entered is placed in the Creditor Name, Mailing Address and Zip Code (Candidate, Individual or Business) field on the **Schedule E** Tab.

<b>Creditor Name, Mailing Address and Zipcode (Candidate, Individual or Business)</b>	
	<b>Mastercard PO Box 60119 City of Industry, CA 91716</b>

Figure 144 – Schedule E Tab - Creditor Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a creditor name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

## Clearing the Entry

On the **Name Search** screen,

1. Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another creditor name.



Figure 145 – Schedule E Tab - Clear Search and Close Window Pushbuttons

## Close the Search Window

To return to the **Schedule E** tab without selecting a creditor's name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

### Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See "Figure 145 - Schedule E Tab - Clear Search and Close Window Pushbuttons" above.)

The **Name Search** screen is closed and you are returned to the **Schedule E** tab.

## Previous Debt Balance

When entering Credit Cards and Debt, you must enter the amount of the previous debt for a creditor as reported on the last campaign report filed or entering the beginning balance of \$0 if this is debt for a new creditor.

### Entry of the Previous Debt Balance

On the **Schedule E** tab beneath the Previous Debt Balance heading,

1. Enter the amount of the previous debt balance in the amount field. If this is debt from a new creditor or is new debt from a previous creditor who has been fully repaid, this amount is \$0.

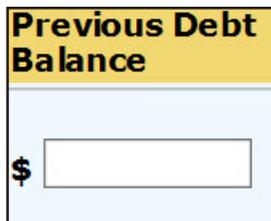
A form element with a yellow header containing the text 'Previous Debt Balance'. Below the header is a light blue rectangular area containing a white input field. To the left of the input field is a dollar sign (\$) symbol.

Figure 146 – Schedule E Tab - Previous Debt Balance

## New Debt Amount

If you have accrued new debt or additional debt from a creditor, you must enter the new debt amount for the selected creditor as well as the date the debt was incurred and must include an itemization of the debt on **Schedule E1** to show the specific debt items. However, if this is a credit card, you may use a single new debt entry for each month's statement showing the date the statement was received and the debt incurred during that time period.

**NOTE:** When new debt is incurred, you must also have a Schedule E1 itemization. Schedule E1 itemizations should match the amount listed in the new debt amount field. For new debt on a credit card, you must list each item charged to the credit card on Schedule E1, which must total the amount incurred.

If you are simply making a payment on the debt and have not incurred new debt from the creditor, you may skip the New Debt Amount fields and go directly to **"Debt Repayments"** on page 124.

### Entry of the New Debt Amount and Date

On the **Schedule E** tab beneath the New Debt Amount heading,

1. Enter the date the new debt was incurred in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the left of the date field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the date field.
2. Enter the new debt amount in the amount field.



Figure 147 – Schedule E Tab - New Debt Amount

## Debt Repayments

Each repayment on a debt must be itemized to include the amount of the repayment as well as the date the payment was made. You must list each repayment amount as an individual entry. Do NOT combine loan repayments into one large repayment if you did not repay the loan that way.

### Entry of the Debt Repayment Amount and Date

On the **Schedule E** tab beneath the Debt Repayments heading,

1. Enter the date the debt repayment was made in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the left of the date field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the date field.
2. Enter the debt repayment amount in the amount field.

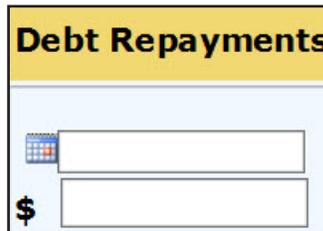


Figure 148 – Schedule E Tab - Debt Repayments

## Outstanding Balance

The Outstanding Balance is automatically calculated based on the figures listed in the Previous Debt Balance, New Debt Amount and Debt Repayments fields. Therefore you will not be required to enter this figure. However, you should verify that this figure is correct.



Figure 149 – Schedule E Tab - Outstanding Balance

## Clear the Entry

A debt entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See **“Delete the Entry”** on page 128 for instructions.)

### Clearing the Entry

On the **Schedule E** tab beneath the Debt Repayments heading,

1. Click on the Clear pushbutton.

The entry fields are cleared for entry of a new debt transaction.

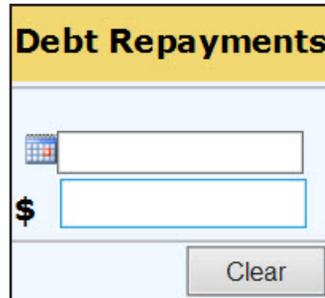
A screenshot of a software interface titled "Debt Repayments". The title is in a yellow header bar. Below the header, there are two input fields. The first field has a calendar icon to its left. The second field has a dollar sign (\$) to its left. At the bottom right of the form is a button labeled "Clear".

Figure 150 – Schedule E Tab - Clear Pushbutton

## Save the Debt Entry

After each entry of a new debt or repayment, you must save your work before adding another debt entry or moving to another tab. You can't change the information for a debt transaction once you have saved it. You would need to delete the entry and enter it again. (See **“Delete the Entry”** on page 128 for instructions.)

### Saving the Debt Entry

On the **Schedule E** tab beneath the Outstanding Balance heading,

1. Click on the **Save** pushbutton.

The screen is refreshed and the entry is displayed in the debt table below the entry fields.

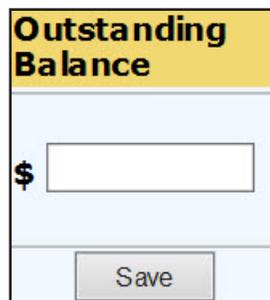
A screenshot of a software interface titled "Outstanding Balance". The title is in a yellow header bar. Below the header, there is one input field with a dollar sign (\$) to its left. At the bottom of the form is a button labeled "Save".

Figure 151 – Schedule E Tab - Save Pushbutton

**NOTE:** All new debt must be accompanied by Schedule E1, to continue to complete the corresponding Schedule E1, proceed to “Corresponding Schedule E1 Entry” below.

If you only entered a repayment, proceed to “Moving Tabs” on page 127.

*Note: Hover your cursor above the 'Last Name' or 'Company Name' column on each row to see the row detail. Click the 'Delete' link to remove this debt from your schedule. Click the 'Itemize' to itemize this new debt amount on Schedule E1. **The row with the red cell indicates you have not itemized your new debt on schedule E1 or your total itemization amount on Schedule E1 is not matching with the debt amount on Schedule E. You can not submit the report until your figures on both schedules are matched.***

Last Name	First Name	Company Name	Previous Balance	Debt Date/Amount	Repayment Date/Amount	Current Balance	Total Itemization Amount	Delete	Schedule E1
		<a href="#">All Marketing</a>	\$0.00	06/10/2015 \$636.43		\$636.43		<a href="#">Delete</a>	<a href="#">Itemize</a>
		<a href="#">Skyking Aviation</a>	\$0.00	06/11/2015 \$1,000.00		\$1,000.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		<a href="#">Walker Agency</a>	\$0.00	05/11/2015 \$1,000.00		\$1,000.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		<a href="#">Mastercard</a>	\$0.00	06/10/2015 \$900.00		\$900.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		<b>Page Total:</b>	<b>\$0.00</b>	<b>\$3,536.43</b>	<b>\$0.00</b>	<b>\$3,536.43</b>			
		<b>Grand Total:</b>	<b>\$0.00</b>	<b>\$3,536.43</b>	<b>\$0.00</b>	<b>\$3,536.43</b>			

Page: 1

Figure 152 – Schedule E Tab - Debt List

## Corresponding Schedule E1 Entry

Each new debt entry must have a corresponding Schedule E1 to report the individual transactions contained in the new debt. You will see that the Total Itemization Amount column will appear red until the corresponding Schedule E1 has been entered and matches the amount in the new debt amount which appears in the Debt Date/Amount column. You will not be able to submit your report until your figures match on both Schedule E and Schedule E1.

To get to the **Schedule E1** tab, you must open the schedule from the **Schedule E** tab. You will access the **Schedule E1** tab for each new debt transaction reported on the **Schedule E** tab.

### Opening Schedule E1 Itemization

On the **Schedule E** tab in the debt list,

1. Click on the **Itemize** link to the right of the debt being itemized under the Schedule E1 heading.

Note: Hover your cursor above the 'Last Name' or 'Company Name' column on each row to see the row detail. Click the 'Delete' link to remove this debt from your schedule. Click the 'Itemize' to itemize this new debt amount on Schedule E1. **The row with the red cell indicates you have not itemized your new debt on schedule E1 or your total itemization amount on Schedule E1 is not matching with the debt amount on Schedule E. You can not submit the report until your figures on both schedules are matched.**

Last Name	First Name	Company Name	Previous Balance	Debt Date/Amount	Repayment Date/Amount	CurrentBalance	TotalItemizationAmount	Delete	ScheduleE1
		All Marketing	\$0.00	06/10/2015 \$636.43		\$636.43		<a href="#">Delete</a>	<a href="#">Itemize</a>
		Skyking Aviation	\$0.00	06/11/2015 \$1,000.00		\$1,000.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		Walker Agency	\$0.00	05/11/2015 \$1,000.00		\$1,000.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		Mastercard	\$0.00	06/10/2015 \$900.00		\$900.00		<a href="#">Delete</a>	<a href="#">Itemize</a>
		<b>Page Total:</b>	<b>\$0.00</b>	<b>\$3,536.43</b>	<b>\$0.00</b>	<b>\$3,536.43</b>			
		<b>Grand Total:</b>	<b>\$0.00</b>	<b>\$3,536.43</b>	<b>\$0.00</b>	<b>\$3,536.43</b>			

Page: 1

Figure 153 – Schedule E Tab - Itemization Link

The **Schedule E1** tab is displayed listing the Schedule E entry that was selected for itemization and the entry fields for the itemized transactions. Proceed to **“Completing Schedule E-1 - Credit Cards and Debt Itemization Tab”** on page 129.

## Moving Tabs

After entry of all of the debt transactions, you can proceed to the **Schedule F** tab, go back to the **Schedule D** tab or if you have no entries for any of the other Schedules, you can complete your report.

### Moving to the Schedule F Tab

On the **Schedule F** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 154 – Schedule E Tab - Pushbuttons

2. Click on the **Schedule F** tab at the top of the page.



Figure 155 – Tabs Image - Schedule F

The **Schedule F** tab is displayed to enter itemized pledged contributions.

### Moving to the Schedule D Tab

On the **Schedule E** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “Figure 154 - Schedule E Tab - Pushbuttons” above.) **-OR-**
2. Click on the **Schedule D** tab at the top of the page. (See “Figure 155 - Tabs Image - Schedule F” above.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

## Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

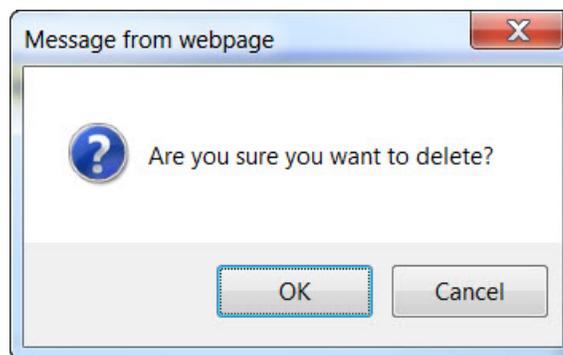
## Delete the Entry

A saved debt entry may be deleted prior to submitting your filing. If a debt transaction is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule E** tab in the debt list,

1. Locate the debt entry to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See *“Figure 152 - Schedule E Tab - Debt List”* on page 126.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.



*Figure 156 – Schedule E Tab - Delete Confirmation pop-up window*

3. Click on the **OK** pushbutton to complete the delete process.

The debt entry is deleted from the database.

# COMPLETING SCHEDULE E-1 CREDIT CARDS AND DEBT ITEMIZATION TAB

New debt must be itemized with the recipient's name, address, date the debt was incurred, the amount and the purpose code. For debt incurred by using a credit card, this itemization will match your credit card statement to report each credit card transaction. For other debt, this itemization will usually list the creditor again.

Currently, Credit Card and Debt itemizations must be data entered using the entry fields on the **Schedule E1** tab. There is no upload function for Credit Cards and Debt Itemization.


Lawrence Denney, Secretary of State

IDAHO SECRETARY OF STATE  
Campaign Financial Disclosure Report

[Treasurer Records](#) | [Treasurer Reports](#) | [Change Password](#) | [Log Off](#)

Summary | Details | Schedule A | Schedule B | Schedule C | Schedule D | Schedule E | Schedule E1 | Schedule F | Submit

**SCHEDULE E-1-CREDIT CARDS and DEBT ITEMIZATION**

**Purpose Codes**

<p><b>A</b> All Travel Expensives (Airfare, Fuel, Lodging &amp; Mileage)</p> <p><b>B</b> Broadcast Advertising (Radio, TV, Internet &amp; Telephone)</p> <p><b>C</b> Contributions to Candidates &amp; PAC's</p> <p><b>D</b> Donations &amp; Gifts</p> <p><b>E</b> Event Expenses</p> <p><b>F</b> Food &amp; Refreshments</p> <p><b>G</b> General Operational Expenses</p> <p><b>H</b> Independent Expenditures</p> <p><b>L</b> Literature, Brochures, Printing</p>	<p><b>N</b> Newspaper &amp; Other Periodical Advertising</p> <p><b>O</b> Other Advertising (Yard Signs, Buttons, etc.)</p> <p><b>P</b> Postage</p> <p><b>S</b> Surveys &amp; Polls</p> <p><b>T</b> Tickets (Events)</p> <p><b>U</b> Utilities</p> <p><b>W</b> Wages, Salaries, Benefits &amp; Bonuses</p> <p><b>Y</b> Petition Circulators</p> <p><b>Z</b> Preparation &amp; Production of Advertising</p>
---	--

Name of Candidate or Committee: **John Doe**

Reporting Period: **First Annual**

Name of Creditor from Schedule E: **All Marketing**

Creditor Address: **PO Box 4500  
Anytown ID 83211**

New Debt Amount: **\$636.43**

*Note: Click the address book icon to search for a person or a company name.  
Enter a new name and address in the address book if nothing was found.*

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code	Amount
<input type="text"/>		<p>(1) <input type="text"/> Required</p> <p>(2) <input type="text"/> Optional</p> <p>(3) <input type="text"/> Optional</p>	\$ <input style="width: 80px;" type="text"/>
Explanation: <i>(Optional)</i> <input style="width: 100%; height: 20px;" type="text"/>		<input type="button" value="Clear"/> <input type="button" value="Save"/>	

Figure 157 – Schedule E1 Tab - Itemization Tab

## Data Entry of Credit Cards and Debt Itemizations

The **Schedule E1** tab allows you to enter credit cards and debt itemization by using the entry fields, which includes a search for Creditor names. This entry has been formatted to resemble the Schedule E-1 - Credit Cards and Debt Itemization paper form to allow for an easy transition from the paper filing to electronic filing.

All credit card and debt itemizations must be reported on the **Schedule E1** tab.

## Date Incurred

You must enter the date the individual debt item was incurred. If you are entering credit card transaction items, this is the date that appears on your credit card statement for the individual transaction.

### Entry of the Date Incurred

On the **Schedule E1** tab beneath the Date Incurred heading,

1. Enter the date the transaction occurred in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the right of the date field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the Date Incurred field.

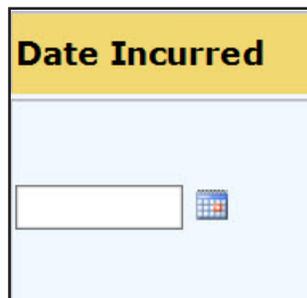


Figure 158 – Schedule E1 Tab - Date Incurred

## Selection of the Recipient's Name

When entering debt itemizations, you have the ability to pick recipient names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

### Selecting of the Recipient's Name

On the **Schedule E1** tab beneath the Full Name, Mailing Address and Zip Code of Expenditure heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed with the default for a person search.



Figure 159 – Schedule E1 Tab - Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

### Searching the Recipient's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The “Person” radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. *(See the Note above regarding searching for names using the wild card.)*
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

Person  
Last Name:   
First Name:

Figure 160 – Schedule E1 Tab - Person Search

**NOTE:** All expenditures to candidate campaigns are reported by doing a “Person” search for the candidate's name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate's appear in the database as a Person. If you have questions regarding this, please contact the Election's Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 131 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

Figure 161 – Schedule E1 Tab - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

	CompanyName	Line1	Line2	City	State	Zipcode
Select	2B Coffee	123 Main St		Boise	ID	83701
Save as New						

Figure 162 – Schedule E1 Tab - Company Name Search Results

- b. To add a new Person name, if it is not available for selection:
  - i. Select the ‘Person’ Radio Button
  - ii. Enter the Last Name.
  - iii. Enter the First Name.
  - iv. Optionally enter the Middle Name.
  - v. Optionally select the Suffix from the Suffix drop-down. The options are II, III, IV, Jr and Sr.

- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
- viii. Enter the City.
- ix. Enter the State.
- x. Enter the Zip Code.
- xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person

Last Name:  Search Person

First Name:  Search Person

Company

Name:  Search Company

Clear Search Close Window

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 163 – Schedule E1 Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:  Search Person

Company  
 Name:  Search Company

Clear Search Close Window

CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data! Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>					
Save as New	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text" value="Boise"/>	ID	<input type="text" value="83701"/>

Figure 164 – Schedule E1 Tab - New Company Name

- The Person or Company name selected or entered is placed in the Full Name, Mailing Address and Zip Code of Expenditure field on the **Schedule E1** tab.

Full Name, Mailing Address and Zip Code of Expenditure	
	<b>2B Coffee 123 Main St Boise, ID 83701</b>

Figure 165 – Schedule E1 Tab - Expenditure Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

- Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another recipient name.

Clear Search	Close Window
--------------	--------------

Figure 166 – Schedule E1 Tab - Clear Search and Close Window Pushbuttons

### Close the Search Window

To return to the **Schedule E1** tab without selecting a name, you need to close the search window. However, do NOT use the close button on the browser as this will close the application itself.

## Close the Search Window

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “Figure 166 - Schedule E1 Tab - Clear Search and Close Window Pushbuttons” on page 134.)

The **Name Search** screen is closed and you are returned to the **Schedule E1** tab.

## Purpose Codes

Purpose codes identify the category of the expenditure. This identifies what the money was used for. When entering **Schedule E1** itemizations, you must enter at least one purpose code for each itemization. You can enter up to three purpose codes for one itemization. The list of purpose codes are listed at the top of the **Schedule E1** tab.

### Entry of the Purpose Code(s)

On the **Schedule E1** tab beneath the Purpose Code heading,

1. Select the purpose code from the drop-down to the right of “(1)”.
  - a. The list of purpose codes appears at the top of the **Schedule E1** tab for easy reference.
2. Optionally select a second purpose code from the drop-down to the right of “(2)”.
3. Optionally select a third purpose code from the drop-down to the right of “(3)”.

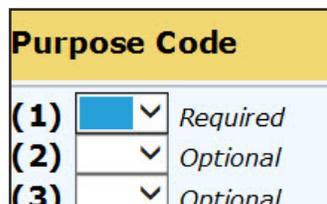


Figure 167 – Schedule E1 Tab - Purpose Code

## Transaction Amount

### Entry of the Transaction Amount

On the **Schedule E1** tab beneath the Amount heading,

1. Enter the amount of the transaction being reported in the amount field.

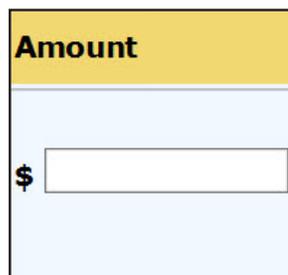


Figure 168 – Schedule E1 Tab - Amount

## Optional Explanation

You can enter a brief explanation of the transaction. This is used when additional information would be necessary or when reporting Independent Expenditures or Electioneering Communications.

When entering expenditures that were made as Independent Expenditures or Electioneering Communications, you need to enter the name of the candidate or measure receiving support or being opposed.

### Entry of the Optional Explanation

On the **Schedule E1** tab beneath the Explanation heading,

1. Optionally enter an explanation of the transaction being entered in the explanation field.

A screenshot of a software interface showing a text input field. The field is labeled "Explanation: (Optional)" and contains a blank space. To the right of the field is a vertical scroll bar with up and down arrowheads.

Figure 169 – Schedule E1 Tab - Expenditure Explanation (Optional)

## Clear the Entry

An itemization entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See **“Delete the Entry”** on page 138 for instructions.)

### Clearing the Entry

On the **Schedule E1** tab beneath the Amount heading,

1. Click on the **Clear** pushbutton.

The entry fields are cleared for entry of a new itemization.

A screenshot of a software interface showing a form titled "Amount". The form has a yellow header with the word "Amount" in bold. Below the header is a text input field with a dollar sign (\$) to its left. At the bottom of the form are two pushbuttons: "Clear" and "Save".

Figure 170 – Schedule E1 Tab - Clear and Save Pushbuttons

## Save the Itemization Entry

After each itemization entry, you must save your work before adding another itemization or moving to another tab. You can't change the information for an itemization once you have saved it. You would need to delete the itemization and enter it again. (See **“Delete the Entry”** on page 138 for instructions.)

## Saving the Itemization Entry

On the **Schedule E1** tab beneath the Amount heading,

1. Click on the **Save** pushbutton. (See “Figure 170 - Schedule E1 Tab - Clear and Save Pushbuttons” on page 136.)

The screen is refreshed and the entry is displayed in the Itemization List below the entry fields.

**NOTE:** Continue entering itemizations by beginning again at “**Entry of the Date Incurred**” on page 130 for each additional itemization.

If you are ready to move to the next tab to continue entry of your report, proceed to “**Moving Tabs**” below.

If you have no entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 116.

Last Name	First Name	Company Name	Date Incurred	Amount	Code	Delete
		<a href="#">All Marketing</a>	05/21/2015	\$636.43	B	<a href="#">Delete</a>
<b>Page Total:</b>				<b>\$636.43</b>		
<b>Grand Total:</b>				<b>\$636.43</b>		

Page: 1

Figure 171 – Schedule E1 Tab - Itemization List

## Moving Tabs

After entry of all of the itemizations for the new debt, you can either proceed to the **Schedule F** tab, go back to the **Schedule E** tab to either enter a new Creditor or select the next entry for itemization or if you have no entries for any other Schedule, you can complete your report.

### Moving to the Schedule E Tab

On the **Schedule E1** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 172 – Schedule E1 Tab - Pushbuttons

2. Click on the **Schedule F** tab at the top of the page.



Figure 173 – Tabs Image - Schedule F

The **Schedule F** tab is displayed to enter Pledged Contributions.

## Moving to the Schedule E Tab

On the **Schedule E1** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See “*Figure 172 - Schedule E1 Tab - Pushbuttons*” on page 137.) **-OR-**
2. Click on the **Schedule E** tab at the top of the page. (See “*Figure 173 - Tabs Image - Schedule F*” on page 137.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

## Completing the Report

If you have no other entries for any of the other Schedules, you can proceed to “**Completing the Report - Reviewing the Details and Summary Tabs**” on page 148.

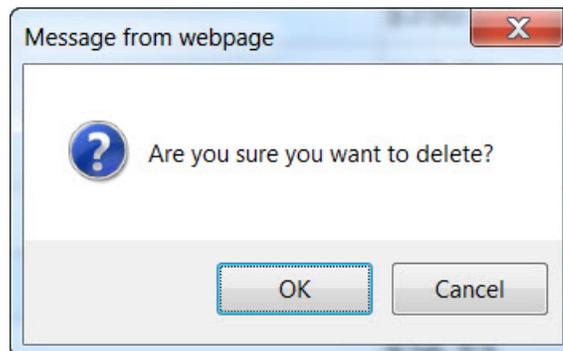
## Delete the Entry

A saved itemization entry may be deleted prior to submitting your filing. If the itemization is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule E1** tab in the itemization list,

1. Locate the entry to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See “*Figure 171 - Schedule E1 Tab - Itemization List*” on page 137.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.



*Figure 174 – Schedule E1 Tab - Delete Confirmation pop-up window*

3. Click on the **OK** pushbutton to complete the delete process.

The itemization entry is deleted from the database.

# COMPLETING SCHEDULE F PLEGGED CONTRIBUTIONS BUT NOT YET RECEIVED TAB

Pledged contributions over \$50 or that exceed \$50 in aggregate in a calendar year must be itemized with the prospective donor’s name, address, date of the pledged contribution and the amount of the pledged contribution along with a Calendar Year to Date amount. These contributions are promised contributions. All Itemized Pledged Contributions are entered on the **Schedule F** tab - Pledged Contributions But Not Yet Received.

Currently, pledged contributions to a campaign must be data entered using the entry fields on the **Schedule F** tab. There is no upload function for pledged contributions.

**NOTE:** The itemization requirement is for any donation of more than \$50 in a calendar year from a contributor. If a contributor donates \$50 or less and then pledges to contribute again, which when added to the first contribution totals more than \$50, the pledged contribution is required to be itemized on the Schedule F tab - Pledged Contributions but not yet Received listing the prospective donor’s name, address, date of the pledged contribution, the amount of the pledged contribution and the Calendar Year to Date amount that includes the total of both the first contribution and the pledged contribution.

Summary	Details	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	Schedule E1	Schedule F	Submit
<b>SCHEDULE F PLEGGED CONTRIBUTIONS BUT NOT YET RECEIVED</b>									
Name of Candidate or Committee: <b>John Doe</b> Reporting Period: <b>First Annual</b>									
<i>Note: Click the address book icon to search for a person or a company name.          Enter a new name and address in the address book if nothing was found.</i>									
<b>Date Received</b>	<b>Full Name, Mailing Address and Zip Code of Contributor</b>						<b>Cash or Check</b>		
<input style="width: 100%;" type="text"/> <input checked="" type="radio"/> Primary <input type="radio"/> General							\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	
							Calendar Year-To-Date		
							<input type="button" value="Clear"/> <input type="button" value="Save"/>		
					<input type="button" value="Previous"/>	<input type="button" value="Next"/>			

*Figure 175 – Schedule F Tab*

## DATA ENTRY OF ITEMIZED PLEGGED CONTRIBUTIONS

The **Schedule F** tab allows for you to enter each Itemized Pledged Contribution by using the entry fields, which includes a search for contributor names. This entry has been formatted to resemble the Schedule F - Pledged Contributions But Not Yet Received paper form to allow for an easy transition from the paper filing to electronic filing.

All pledged contributions over \$50 or that exceed \$50 in aggregate in a calendar year must be itemized on

the **Schedule F** tab.

## Entry of the Date and Type of the Pledged Contribution

On the **Schedule F** tab beneath the Date Received heading,

1. Enter the date the contribution was pledged (i.e. received) in the date field.
  - a. Data enter the date (MM/DD/YYYY). **-OR-**
  - b. Select the date by using the Calendar icon.
    - i. Click on the Calendar icon to the right of the Date Received field to display a calendar in a small pop-up window.
    - ii. Use the arrows to the left and right of the month to change the calendar to the desired month.
    - iii. Click on the desired date on the calendar to insert the selected date into the Date Received field.
2. Select whether the Pledged Contribution was designated for the Primary or General Election. (*For information on determining the designation of a contribution, see “Designating Contributions - Frequently Asked Questions” on page 32.*)
  - a. For Political Action Committee’s (PAC’s), the election designation is grayed out due to the lack of contribution limits for PAC’s.

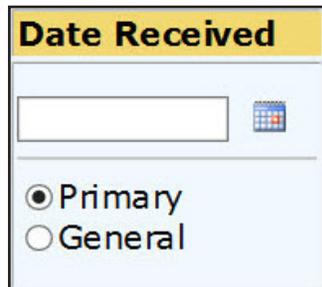
The image shows a screenshot of a web form. At the top, there is a yellow header with the text "Date Received". Below this header is a white text input field. To the right of the input field is a small calendar icon. Below the input field and icon are two radio button options: "Primary" (which is selected) and "General".

Figure 176 – Schedule F Tab - Date Received

## Selection of the Pledged Contributor’s Name

When entering pledged contributions, you have the ability to pick contributor names from our database to decrease your entry time. However, if the name you are searching for is not found in the database, you can add the name for use.

### Selecting the Pledged Contributor’s Name

On the **Schedule F** tab beneath the Full Name, Mailing Address and Zip Code of Contributor heading,

1. Click on the Address Book icon to activate the name search. The **Name Search** screen is displayed

with the default for a person search.

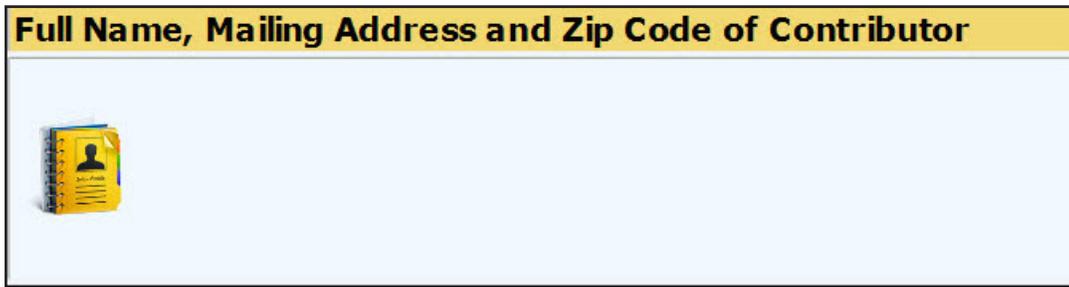


Figure 177 – Schedule F Tab - Address Book

**NOTE:** When searching names, the more of the name that is entered, the fewer results you will receive. You can also search using a wild card by including the % in the search field. This Wild Card search allows you to be more general in your search so that you can find the correct entry. For example:

- You can search for the last name of Smith and a partial first name with the wild card of Jon%. The application displays the names in the database that has last name of Smith and a first name beginning with Jon, which would include Jon and Jonathan.
- You can Search for Idaho%, which will display all of the records in the database that begins with Idaho.

### Searching the Pledged Contributor's Name

On the **Name Search** screen,

1. Search:
  - a. For a person:
    - i. The "Person" radio button is already selected.
    - ii. In the Last Name field, enter a complete last name or partial last name with the % wild card. The more specific you are the fewer names will appear in the search results section. (See the Note above regarding searching for names using the wild card.)
    - iii. Optionally enter the individual's complete first name or partial first name with the % wild card in the First Name field.
    - iv. Click on the **Search Person** pushbutton.

<input checked="" type="radio"/> Person		
Last Name:	<input type="text"/>	
First Name:	<input type="text"/>	<input type="button" value="Search Person"/>

Figure 178 – Schedule F Tab - Person Search

**NOTE:** All pledged contributions from candidates are reported by doing a “Person” search for the candidate’s name. Do NOT add a candidate committee after searching for a Company or Committee. All candidate’s appear in the database as a Person. If you have questions regarding this, please contact the Election’s Division for assistance.

- b. For a Company or Political Action Committee (PAC):
  - i. Select the radio button for “Company”. The screen refreshes and activates the Name Field.
  - ii. In the Name field, enter a complete name or partial name with the % wild card of the company or PAC. (See the Note on page 109 regarding searching for names using the wild card.) The more specific you are the fewer names will appear in the search results section.
  - iii. Click on the **Search Company** pushbutton.

Figure 179 – Schedule F Tab - Company Search

**NOTE:** All PAC’s filed with the Secretary of State’s Office are already available in the database for selection. If you are unsure of the PAC’s name as it is filed in the Secretary of State’s Office, please contact the Election’s Division for assistance.

- 2. Select the name or add a new name.
  - a. To select a name from the list:
    - i. Click on the **Select** pushbutton to the left of the name desired.

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New									

Figure 180 – Schedule F Tab - Person Name Search Results

- b. To add a new Person name, if it is not available for selection:
  - i. Select the ‘Person’ Radio Button
  - ii. Enter the Last Name.
  - iii. Enter the First Name.

- iv. Optionally enter the Middle Name.
- v. Optionally select the Suffix from the Suffix drop-down list. The options are II, III, IV, Jr and Sr.
- vi. Enter the Street Address or Mailing Address in the Line 1 field.
- vii. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
- viii. Enter the City.
- ix. Enter the State.
- x. Enter the Zip Code.
- xi. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:

Company  
 Name:

	LastName	FirstName	MiddleName	Suffix	Line1	Line2	City	State	Zipcode
Select	Adams	Al			PO Box 123		Boise	ID	83702
Save as New	<input type="text" value="Adams"/>	<input type="text" value="Alice"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1958 Morris Rd"/>	<input type="text"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83702"/>

Figure 181 – Schedule F Tab - New Person Name

- c. To add a new Company name, if it is not available for selection:
  - i. Select the 'Company' Radio Button
  - ii. Enter the Company Name.
  - iii. Enter the Street Address or Mailing Address in the Line 1 field.
  - iv. Enter the Suite Number, Apartment Number, Floor Number, Room Number or other address information in the Line 2 field.
  - v. Enter the City.
  - vi. Enter the State.
  - vii. Enter the Zip Code.
  - viii. Click on the **Save as New** pushbutton to the left of the data entered.

Select Person or Company to search for. Use '%' as a wildcard if needed: ?

Person  
 Last Name:   
 First Name:  Search Person

Company  
 Name:  Search Company

Clear Search Close Window

CompanyName	Line1	Line2	City	State	Zipcode
<b>No result found! Click 'Clear Search' button to reload the address data! Create your new address entry by filling in the boxes below and click the button 'Save as New'</b>					
Save as New	<input type="text" value="Midas Touch Car Wash"/>	<input type="text" value="1879 N Gold Water St"/>	<input type="text" value="Boise"/>	<input type="text" value="ID"/>	<input type="text" value="83701"/>

Figure 182 – Schedule F Tab - New Company Name

- The Person or Company name selected or entered is placed in the Full Name, Mailing Address and Zip Code of Contributor field on the **Schedule F** tab.

Full Name, Mailing Address and Zip Code of Contributor	
	<b>Adams, Alice</b> <b>1958 Morris Rd</b> <b>Apt 23</b> <b>Boise, ID 83702</b>

Figure 183 – Schedule F Tab - Contributor Name Selected

### Clear the Search Fields

The search fields may be cleared before selecting a contributor name. If your search did not display results as expected, you can clear the results to conduct another search or you can simply change the original search criteria.

#### Clearing the Entry

On the **Name Search** screen,

- Click on the **Clear Search** pushbutton just below the Search fields.

The entry fields are cleared for searching another contributor name.

Clear Search	Close Window
--------------	--------------

Figure 184 – Schedule F Tab - Clear Search and Close Window Pushbuttons

### Close the Search Window

To return to the **Schedule F** tab without selecting a contributor name, you need to close the search window.

However, do NOT use the close button on the browser as this will close the application itself.

### *Close the Search Window*

On the **Name Search** screen,

1. Click on the **Close Window** pushbutton just below the Search fields. (See “*Figure 184 - Schedule F Tab - Clear Search and Close Window Pushbuttons*” on page 144.)

The **Name Search** screen is closed and you are returned to the **Schedule F** tab.

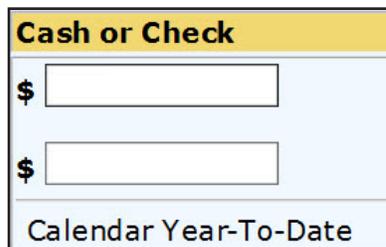
## **Pledged Contribution Amount and Calendar Year To Date**

When entering pledged contributions, you need to enter the pledged contribution amount as well as the calendar year to date amount. The Calendar Year to Date amount is an accumulation of all contributions from the individual, company or PAC, which includes cash contributions, in-kind contributions (i.e. non-monetary contributions) as well as loans to the campaign.

### **Entry of the Pledged Contribution Amount and Calendar Year To Date**

On the **Schedule F** tab beneath the Cash or Check heading,

1. Enter the amount of the pledged contribution being entered in the top amount field.
2. Enter the Calendar Year to Date amount in the bottom amount field just above the Calendar Year-to-Date heading.



The screenshot shows a form titled "Cash or Check" with a yellow header. Below the header are two input fields, each preceded by a dollar sign (\$). The bottom input field is positioned above a label that reads "Calendar Year-To-Date".

*Figure 185 – Schedule F Tab - Pledged Contribution Amount*

## **Clear the Entry**

A pledged contribution entry may be cleared before saving. If an entry is found to be incorrect after saving, you must delete the entry and enter it again. (See “**Delete the Entry**” on page 147 for instructions.)

### **Clearing the Entry**

On the **Schedule F** tab beneath the Cash or Check heading,

1. Click on the **Clear** pushbutton.

The entry fields are cleared for entry of a new pledged contribution.

**Cash or Check**

\$ 100.00

\$ 125.00 ×

Calendar Year-To-Date

Clear Save

Figure 186 – Schedule F Tab - Clear and Save Pushbuttons

## Save the Pledged Contribution Entry

After each entry of a pledged contribution, you must save your work before adding another pledged contribution or moving to another tab. You can't change the information for a pledged contribution once you have saved it. You would need to delete the pledged contribution and enter it again. (See **“Delete the Entry”** on page 147 for instructions.)

### Saving the Pledged Contribution Entry

On the **Schedule F** tab beneath the Calendar Year-To-Date heading,

1. Click on the **Save** pushbutton. (See **“Figure 168 - Schedule F Tab - Clear and Save Pushbuttons”** on above.)

The screen is refreshed and the entry is displayed in the pledged contributions list below the entry fields.

**NOTE:** Continue entering pledged contributions by beginning again at **“Entry of the Date and Type of the Pledged Contribution”** on page 140 for each additional pledged contribution.

If you have no entries for any of the other Schedules, you can proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

Last Name	FirstName	Company Name	ElectionType	DateReceived	Amount	YTDAmount	Delete
<a href="#">Torres</a>	Sue		Primary	07/07/2015	\$500.00		<a href="#">Delete</a>
<b>Page Total:</b>					<b>\$500.00</b>		
<b>Grand Total:</b>					<b>\$500.00</b>		

Page: 1

Figure 187 – Schedule F Tab - Pledged Contribution List

## Moving Tabs

After entry of all of the itemized pledged contributions, you can either proceed to the **Submit** tab, go back to the **Schedule E** tab or you can complete your report.

### Moving to the Submit Tab

On the **Schedule F** tab,

1. Click on the **Next** pushbutton at the bottom of the page. **-OR-**



Figure 188 – Schedule F Tab - Pushbuttons

2. Click on the **Submit** tab at the top of the page.



Figure 189 – Tabs Image - Submit

The **Submit** tab is displayed to certify and submit your report. (Proceed to **“Completing the Report - Reviewing the Details and Submit Tabs”** on page 148 for instructions on submitting your report.)

### Moving to the Schedule E1 Tab

On the **Schedule F** tab,

1. Click on the **Previous** pushbutton at the bottom of the page. (See *“Figure 188 - Schedule F Tab - Pushbuttons”* above.) **-OR-**
2. Click on the **Schedule E1** tab at the top of the page. (See *“Figure 189 - Tabs Image - Submit”* above.)

**NOTE:** You can also navigate to any tab by clicking on the desired tab at the top of the page.

### Completing the Report

If you are ready to review your report and submit it, proceed to **“Completing the Report - Reviewing the Details and Summary Tabs”** on page 148.

### Delete the Entry

A saved pledged contribution may be deleted prior to submitting your filing. If a pledged contribution is entered incorrectly, the entry must be deleted and re-entered.

### Deleting the Entry

On the **Schedule F** tab in the pledged contribution list,

1. Locate the pledged contribution to be deleted by scrolling through the entries or by clicking the page number links below the list of entries. (See *“Figure 187 - Schedule F Tab - Pledged Contribution List”* on page 146.)
2. Click on the **Delete** link to the right of the entry being deleted. The delete confirmation pop-up window is displayed.

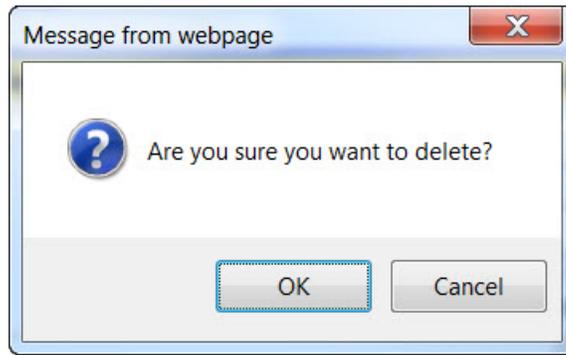


Figure 190 – Schedule F Tab - Delete Confirmation pop-up window

3. Click on the **OK** pushbutton to complete the delete process.

The pledged contribution entry is deleted from the database.

## COMPLETING THE REPORT - REVIEWING THE DETAILS AND SUMMARY TABS

It is strongly recommended that you review the Details tab prior to submitting your report to verify that you have entered all of your data correctly. Once you have reviewed the Details tab, it is also recommended that you review the Summary Tab to verify that your Ending Cash Balance on Line 6 matches your bank balance and your Outstanding Debt on Line 7 matches your total debt.

### REVIEWING THE DETAILS TAB

The **Details** tab auto-completes based on the entries listed on **Schedule A** tab - Itemized Contributions, **Schedule B** tab - Itemized Expenditures, **Schedule C** tab - In-Kind Contributions and Expenditures, **Schedule D** tab - Loans, **Schedule E** tab - Credit Cards and Debt, and **Schedule F** tab - Pledged Contributions.

#### Access the Details Tab

On any Schedule tab,

1. Click on the **Details** tab at the top of the page. (See “Figure 191 - Tabs Image - Submit” on page 149.)

The **Details** tab is displayed.



IDAHO SECRETARY OF STATE  
Campaign Financial Disclosure Report

Lawrence Denney, Secretary of State

Treasurer Records | Treasurer Reports | Change Password | Log Off

Summary | Details | Schedule A | Schedule B | Schedule C | Schedule D | Schedule E | Schedule E1 | Schedule F | Submit

Note: Enter Unitemized Contributions, Unitemized Expenditures and Unitemized Pledged Contributions on this page. The other figures will be calculated from your schedules for this reporting period.

**DETAILED SUMMARY**

Name of Candidate or Committee: **John Doe**  
Reporting Period: **First Annual**

		Total This Period
<b>Contributions</b>		
<b>1) Unitemized Contributions (\$50 and less)</b>	# of Contributors <input type="text" value="5"/>	+ \$125.00
<b>2) Itemized Contributions (Total of all Schedule A sheets)</b>		+ \$1,685.00
<b>3) In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)</b>		+ \$21.00
<b>4) Loans (Total of all New Loan amounts from Schedule D sheets)</b>		+ \$500.00
<b>5) Total Contributions (Transfer this figure to page 1, Section IV, Line 3)</b>		= \$2,331.00

<b>Expenditures</b>		
<b>6) Unitemized Expenditures (less than \$25)</b>	# of Expenditures <input type="text" value="0"/>	+ \$0.00
<b>7) Itemized Expenditures (Total of all Schedule B sheets)</b>		+ \$1,510.00
<b>8) In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)</b>		+ \$21.00
<b>9) Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)</b>		+ \$500.00
<b>10) Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)</b>		+ \$0.00
<b>11) Total Expenditures (Transfer this figure to page 1, Section IV, Line 5)</b>		= \$2,031.00

<b>Loans, Credit Cards and Debt</b>		
<b>12) Outstanding Balance from previous reporting period</b>		+ \$0.00
<b>13) New Loans received during this reporting period</b>		+ \$500.00
(Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)		
<b>14) New Credit Card and Debt incurred this reporting period</b>		+ \$3,536.43
(Total of all New Incurred Debt amounts from Schedule E sheets)		
<b>15) Subtotal</b>		= \$4,036.43
<b>16) Repayments of Loans made during this reporting period</b>		- \$500.00
(Total of all Loan Repayment amounts from Schedule D sheets)		
<b>17) Repayments of Credit Card and Debt this reporting period</b>		- \$0.00
(Total of all Debt Repayment amounts from Schedule E sheets)		
<b>18) Total Outstanding Balance at close of this period</b>		= \$3,536.43
(Transfer this figure to page 1, Section IV, Line 7)		

<b>Pledged Contributions</b>		
<b>19) Unitemized Pledged Contributions (\$50 and less)</b>	# of Pledges <input type="text" value="0"/>	+ \$0.00
<b>20) Itemized Pledged Contributions this Period</b>		+ \$500.00
(Total of all Schedule F sheets)		
<b>21) Total Pledged Contribution this period</b>		= \$500.00

Previous | Save | Next

Figure 191 – Details Tab - Completed

## Review the Details Tab Totals

On the **Details** tab,

1. Verify that the expected totals appear in the Contributions section, the Expenditures section, the Loans, Credit Cards and Debt section, and the Pledged Contributions section.
2. If any total is not listed as expected, you will need to return to the appropriate Schedule Tab and make the necessary corrections by adding additional entries or deleting incorrect entries.
3. If the totals are correct, move to the Summary Tab.

## Moving to the Summary Tab

On the **Details** tab,

1. Click on the **Previous** pushbutton at the bottom of the **Details** tab. **-OR-**



*Figure 192 – Details Tab - Pushbuttons*

2. Click on the **Summary** tab at the top of the page.



*Figure 193 – Tabs Image - Summary*

## REVIEWING THE SUMMARY TAB

The **Summary** tab auto-completes based on the original beginning balance, the previous report and/or the last annual report along with the totals listed on the **Details** tab - Detailed Summary of the current reporting period.

## Review the Summary Tab Totals

On the **Summary** tab (See “*Figure 194 - Summary Tab - Section IV Summary - Completed*” on page 151.),

1. Verify that the expected totals appear on the **Summary** tab on Line 3: Total Contributions and Line 5: Total Expenditures.
  - a. If either total is not listed as expected, you will need to return to the appropriate Schedule Tab and make the necessary corrections by adding additional entries or deleting incorrect entries.
2. Verify that the total on Line 6: Ending Cash Balance is correct and balances to your account.
3. Verify that the total debt listed on Line 7: Outstanding Debt to Date is correct and balances to your statements from your lenders and creditors.
4. If the totals are correct, proceed to “**Moving to the Submit Tab**” on page 151.

**Section IV SUMMARY**

Note: We have recalculated all figures for you from your entered schedules.

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	<b>COLUMN I This Period</b>	<b>COLUMN II Calendar Year to Date</b>
Line 1: Cash on Hand January 1, This Calendar Year*	XXXXXX	\$0.00
Line 2: Enter Beginning Cash Balance**	\$0.00	XXXXXX
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$2,331.00	\$2,331.00
Line 4: Subtotal(Add lines 1, 2 and 3)	\$2,331.00	\$2,331.00
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$2,031.00	\$2,031.00
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$300.00	\$300.00
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$3,536.43	

\*This same figure should be entered on line 1 of all reports filed this calendar year.

\*\*This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

**Note:** The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

Figure 194 – Summary Tab - Section IV Summary - Completed

**Moving to the Submit Tab**

On the **Summary** tab,

1. Click on the **Submit** tab at the top of the page.

The **Submit** tab is displayed for certification and submission. Proceed to **“Certifying, Electronically Signing and Submitting the Report”** below.



Figure 195 – Tabs Image - Submit

**CERTIFYING, ELECTRONICALLY SIGNING AND SUBMITTING THE REPORT**

After reviewing that the totals on the Details tab and the Summary tab are correct, you are ready to submit the report.

**Submitting the Report - Submit Tab**

The **Submit** tab contains the certification language and the submit pushbutton. Do NOT submit the report until you are sure you have reported everything as required.

Figure 196– Submit Tab

## Certify the Report

On the **Submit** tab,

1. Click on the checkbox to the right of the Treasurer’s Name, this acts as your signature and is the same as signing the paper report.

The **Submit** pushbutton is activated for use.

I, **Jane Doe** , hereby certify that the information in this report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Figure 197 – Submit Tab - Certification Checkbox

## Submit the Report

On the **Submit** tab,

1. Click on the **Submit** pushbutton at the bottom of the page.

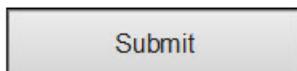


Figure 198 – Submit Tab - Submit Pushbutton

You are returned to the Treasurer Reports List page. Your report is now filed with the Secretary of State’s Office. It is recommended that you print a copy for your records. To print a copy or to save the PDF file, proceed to **“Printing or Saving the Completed Report”** on page 153.



[Treasurer Records](#) | [Treasurer Reports](#) | [Change Password](#) | [Log Off](#)

**Treasurer Report List for: John Doe**

To begin a new report, select the desired reporting period and click on the 'New Report' push button.

Reporting Period:

**7 Day Pre-Primary**

To continue a report that is in progress, click on the Select link to the left of the desired report.  
To view a submitted report, click on the pdf icon below.

Select	Year	Reporting Period	Report Status	PDF View
	2016	First Annual	Completed	

Figure 199 – Treasurer Reports - Completed Report

## PRINTING OR SAVING THE COMPLETED REPORT

It is strongly recommended to either print a copy of the completed report or save a copy of the PDF file for your records. This PDF file is what will be posted online to the Secretary of State’s Campaign Finance webpage for disclosure reports in PDF format.

### Viewing the Completed PDF File

The PDF file may be printed for your records or saved for future reference. This report includes the Date and Time Stamp from the Secretary of State’s Office showing when the report was officially submitted.

**NOTE:** The following steps and figures may be different depending upon the browser you are using and version. The steps and figures below are received when using Internet Explorer 11 and Windows 7.

### Opening the PDF File

On the **Treasurer Reports** screen in the Reports table (See “Figure 199 - Treasurer Reports - Completed Report” above.)

1. Click on the PDF icon to the right of the Reporting Period submitted. Internet Explorer displays the “Do you want to open or save the file?” message (See Figure 200 - Save or Open Message on page 154). To open the report for printing, proceed to “**Printing the PDF File**” on page 154. To save the PDF file, proceed to “**Saving the PDF File**” on page 155.



Figure 200 – Save or Open Message

## Printing the PDF File

### Open the PDF File in Adobe Acrobat Reader

On the **Save or Open Message** pop-up window,

1. Click on the Open pushbutton.

The report is displayed in the Adobe Acrobat Reader window.

**NOTE:** Depending upon the browser you are using and the version along with the version of Adobe Reader, the PDF file may display within your browser rather than in a separate Adobe Acrobat Reader window.

### Open the Print Dialog Box in Adobe Acrobat Reader

To display **Print Dialog** pop-up window, in the Adobe Acrobat Reader window:

1. Click on the Printer Icon. **-OR-**
  - b. If the PDF file is displayed within the browser window, click on the printer icon in the browser window.
2. Click on the **File** menu then select **Print** from the displayed menu.

The **Print Dialog** pop-up window is displayed.

**NOTE:** The Print Dialog pop-up window may be different than “Figure 201 - Printer Dialog Pop-Up Window” on page 155 as it will be specific to the printer you are using.

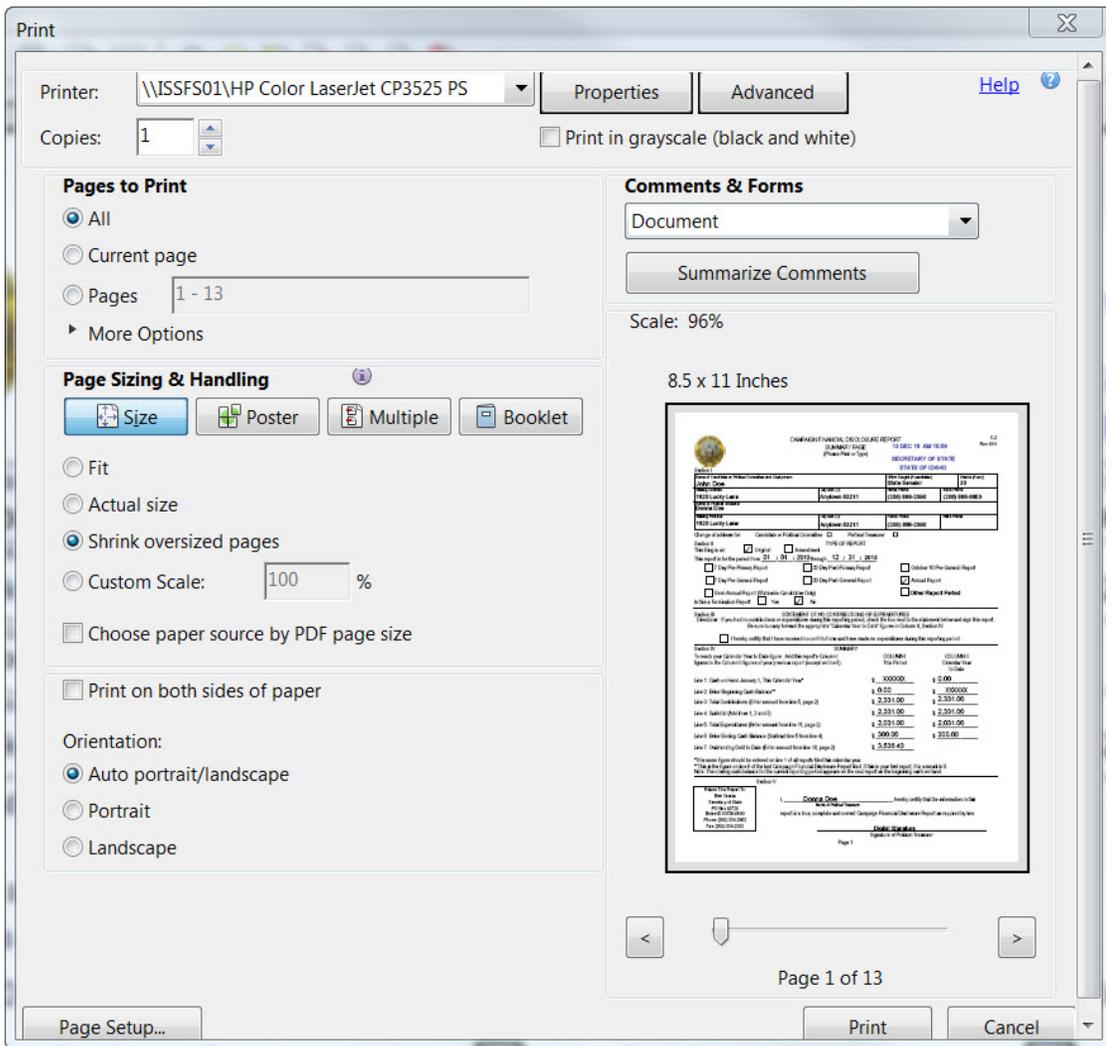


Figure 201 – Print Dialog Pop-Up Window

## Complete the Printing in Adobe Acrobat Reader

In the **Print Dialog** pop-up window:

1. Select the printer you would like to use.
2. Click on the **Print** pushbutton at the bottom of the pop-up window.

The PDF file is sent to the selected printer.

## Saving the PDF File

### Save the PDF File

On the **Save or Open Message** pop-up window,

1. Click on down arrow to the right of the Save pushbutton and a Save menu is displayed.

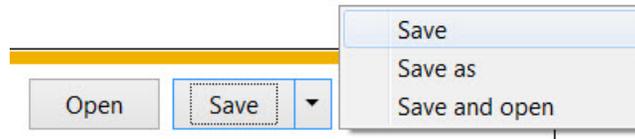


Figure 202 – Save Menu

2. Select **Save As** from the menu.

The **Save As** pop-up window is displayed.

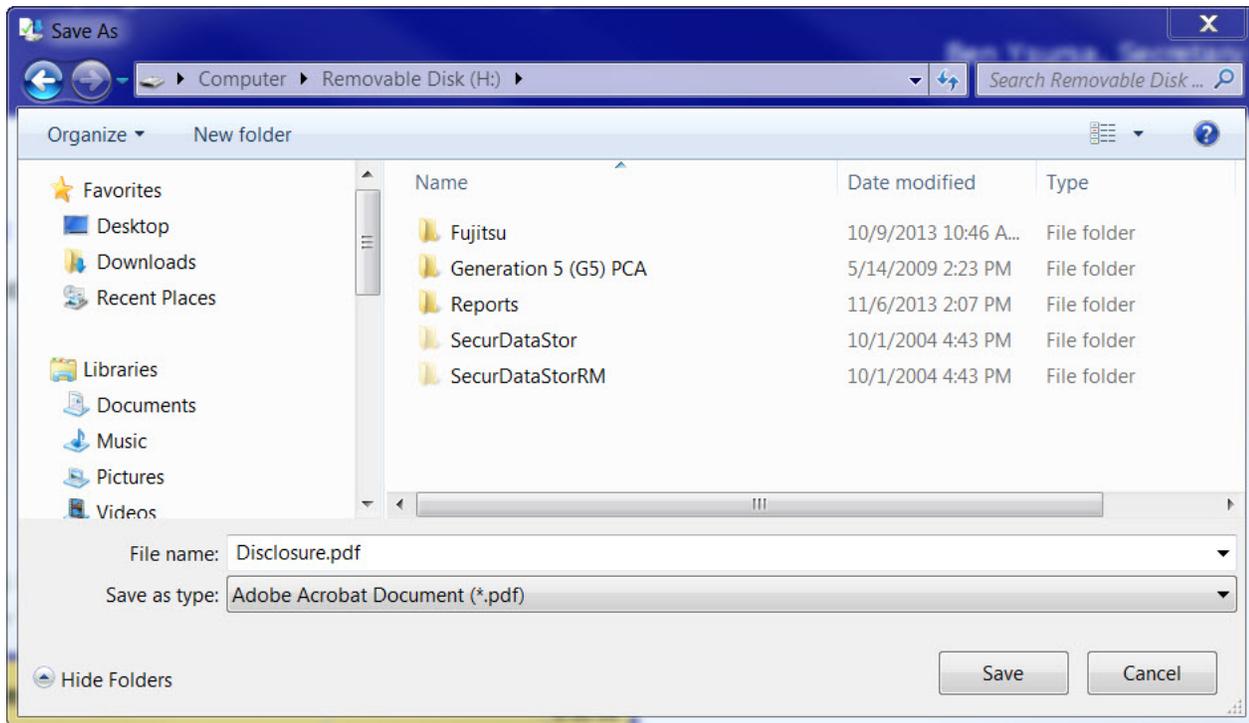


Figure 203 – Save Pop-Up Window

## Saving the PDF File

In the **Save As** pop-up window:

1. Locate the folder or drive where you want to save the file.
2. Change the File Name, as desired, in the File Name field.
3. Do NOT change the file type drop down from Adobe Acrobat Document (\*.PDF).
4. Click on the **Save** pushbutton.

The PDF file is saved in the selected location.

# COMPLETING AN AMENDMENT TO THE CAMPAIGN FINANCE REPORT

In order to keep all records accurate it may be necessary for you to complete an amendment to your previously submitted Campaign Finance Report. You may amend your Campaign Finance Report once it has been received and approved by the Office of the Secretary of State. The “Amend pushbutton” (See Figure 201 - Amend Pushbutton) will not be enabled until the Campaign Finance Report has been fully received and processed by the Secretary of State’s Office. **This process can take up to one business day.** Please be aware that you may not be able to immediately amend a report that you have just submitted.

## ACCESSING THE AMENDMENT FUNCTION

Access and log into the Online Campaign Finance Reporting Application, as instructed under the heading “**Access the Campaign Finance Reporting Application**” on page 42. You will receive the Treasurer Record screen to select the report you wish to amend.

### Start the Amendment

On the Treasurer Record screen,

1. Click on the **Amend** pushbutton next to the report name. (See “Figure 201 - Amend Pushbutton”.)

Select	Year	Reporting Period	Report Status	Report Item	PDF View	Amendment	Amended Count
	2018	First Annual	Completed	1		<a href="#">Amend</a>	0
<a href="#">Select</a>	2018	7 Day Pre-Primary	In progress	1			0

Figure 201 - Amend Pushbutton

2. You will receive an amendment confirmation warning. This warning states that if you have other approved reports after the amended report and if your changes would affect the balances carried forward in those reports, then those reports will also be considered amended as well.

Select “Yes” to continue with the amendment. If you select “No” nothing will be altered. (See Figure 204 - Amendment Warning”.)

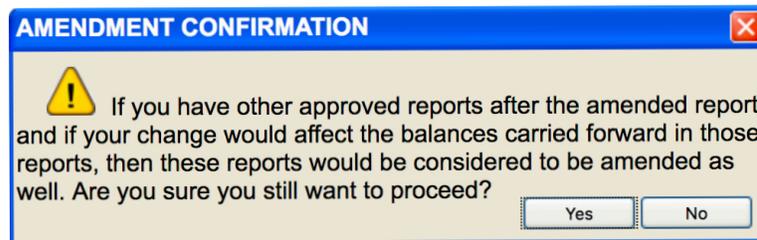


Figure 204 - Amend Warning

## Process the Amendment

After you have accepted the Amendment Warning, you will see the Summary screen. You will see at the top of the screen above the tabs “***This is the 1st amendment report.***” This denotes the amendment count that you are currently working on. If you are amending a report for a second time, this would state is is the 2nd amendment, and so forth. (See *Figure 205 - 1st Amendment Note.*)



Figure 205 - 1st Amendment Note

## Completing the Amendment

Once you have completed all of the changes to Schedules A through F you are ready to submit the amendment.

### On the Submit screen,

1. Click on the **Checkbox** next to your name, certifying the information that you have entered into the report.
2. Click the Submit pushbutton to complete the amendment process. (See *Figure 206 - Submit Amendment.*)

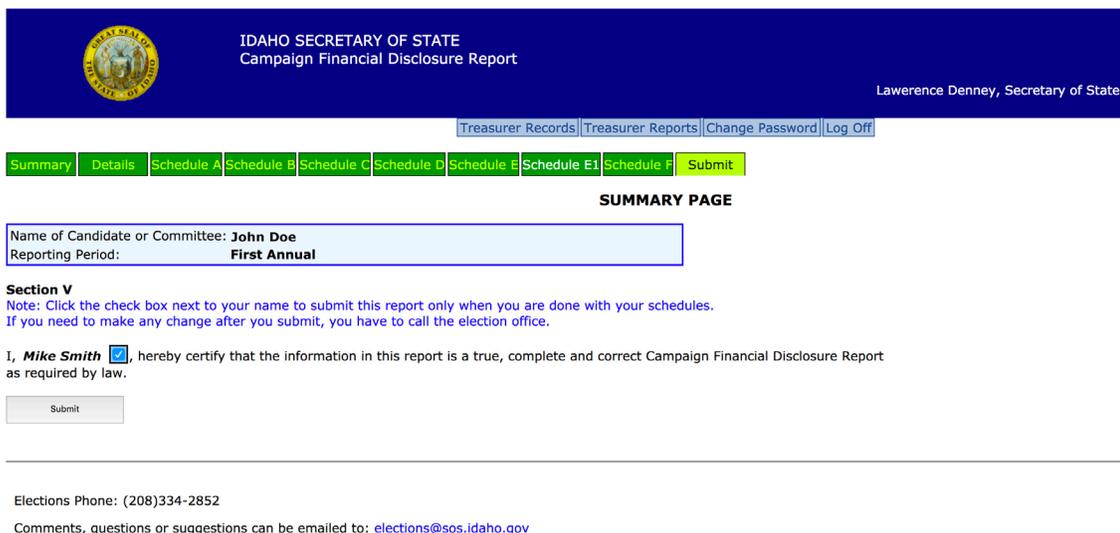


Figure 206 - Submit Amendment

## PRINTING OR SAVING THE COMPLETED AMENDED REPORT

It is strongly recommended to either print a copy of the completed report or save a copy of the PDF file for your records. This PDF file is what will be posted online to the Secretary of State's Campaign Finance webpage for disclosure reports in PDF format.

### Viewing the Completed PDF File

The PDF file may be printed for your records or saved for future reference. This report includes the Date and Time Stamp from the Secretary of State's Office showing when the report was officially submitted.

**NOTE:** The following steps and figures may be different depending upon the browser you are using and version. The steps and figures below are received when using Internet Explorer 11 and Windows 7.

### Opening the PDF File

On the **Treasurer Reports** screen in the Reports table (See *"Figure 199 - Treasurer Reports - Completed Report"* on page 153.),

1. Click on the PDF icon to the right of the Reporting Period submitted. Internet Explorer displays the **"Do you want to open or save the file?"** message (See *Figure 207 - Save or Open Message*). To open the report for printing, proceed to **"Printing the PDF File"** below. To save the PDF file, proceed to **"Saving the PDF File"** on page 161.



*Figure 207 – Save or Open Message*

### Printing the PDF File

#### Open the PDF File in Adobe Acrobat Reader

On the **Save or Open Message** pop-up window,

1. Click on the Open pushbutton.

The report is displayed in the Adobe Acrobat Reader window.

**NOTE:** Depending upon the browser you are using and the version along with the version of Adobe Reader, the PDF file may display within your browser rather than in a separate Adobe Acrobat Reader window.

#### Open the Print Dialog Box in Adobe Acrobat Reader

To display **Print Dialog** pop-up window, in the Adobe Acrobat Reader window:

1. Click on the Printer Icon. **-OR-**

b. If the PDF file is displayed within the browser window, click on the printer icon in the browser window.

2. Click on the **File** menu then select **Print** from the displayed menu.

The **Print Dialog** pop-up window is displayed.

**NOTE:** The Print Dialog pop-up window may be different than “Figure 194 - Printer Dialog Pop-Up Window” below as it will be specific to the printer you are using.

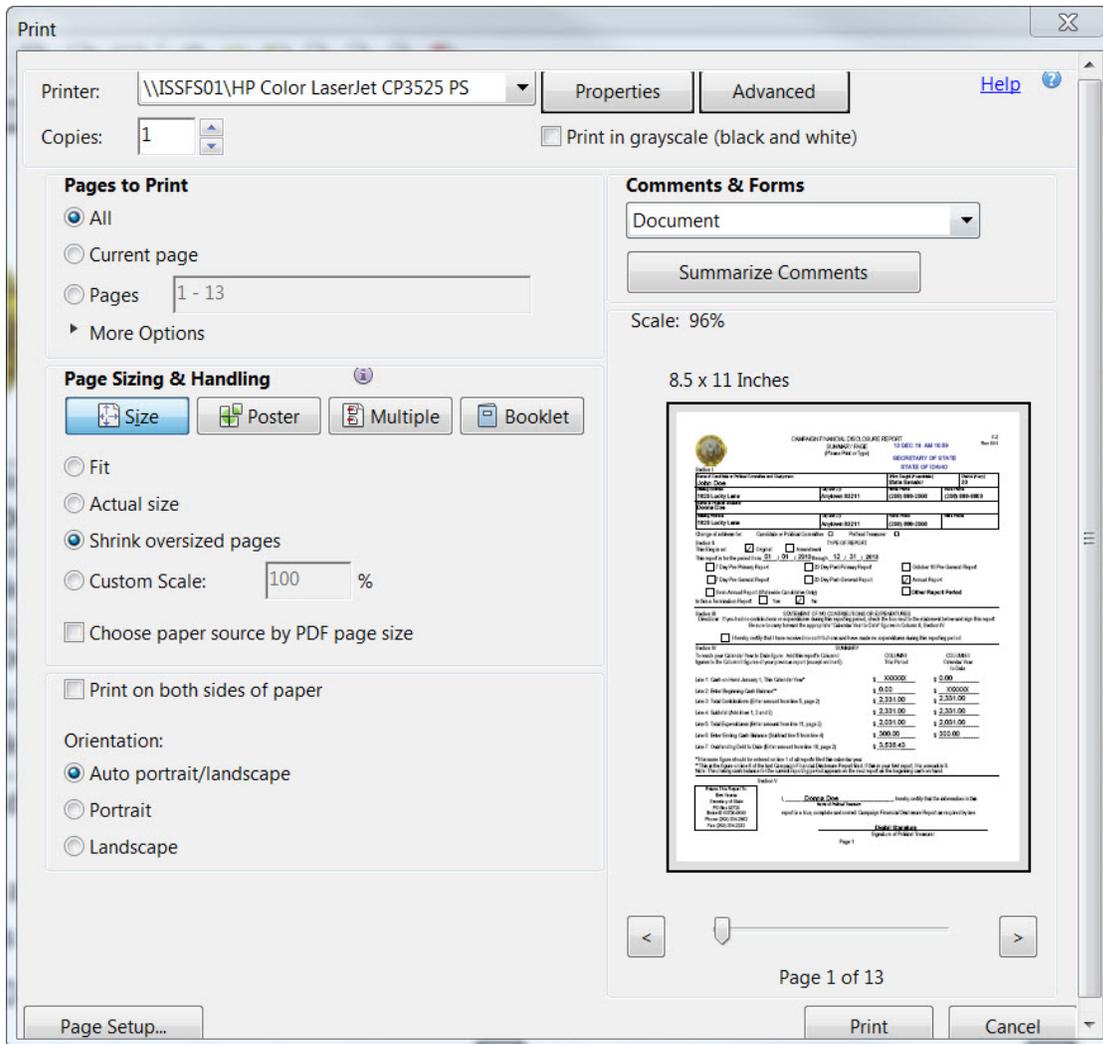


Figure 208 – Print Dialog Pop-Up Window

## Complete the Printing in Adobe Acrobat Reader

In the **Print Dialog** pop-up window:

1. Select the printer you would like to use.
2. Click on the **Print** pushbutton at the bottom of the pop-up window.

The PDF file is sent to the selected printer.

## Saving the PDF File

### Save the PDF File

On the **Save or Open Message** pop-up window,

1. Click on down arrow to the right of the Save pushbutton and a Save menu is displayed.



Figure 209 – Save Menu

2. Select **Save As** from the menu.

The **Save As** pop-up window is displayed.

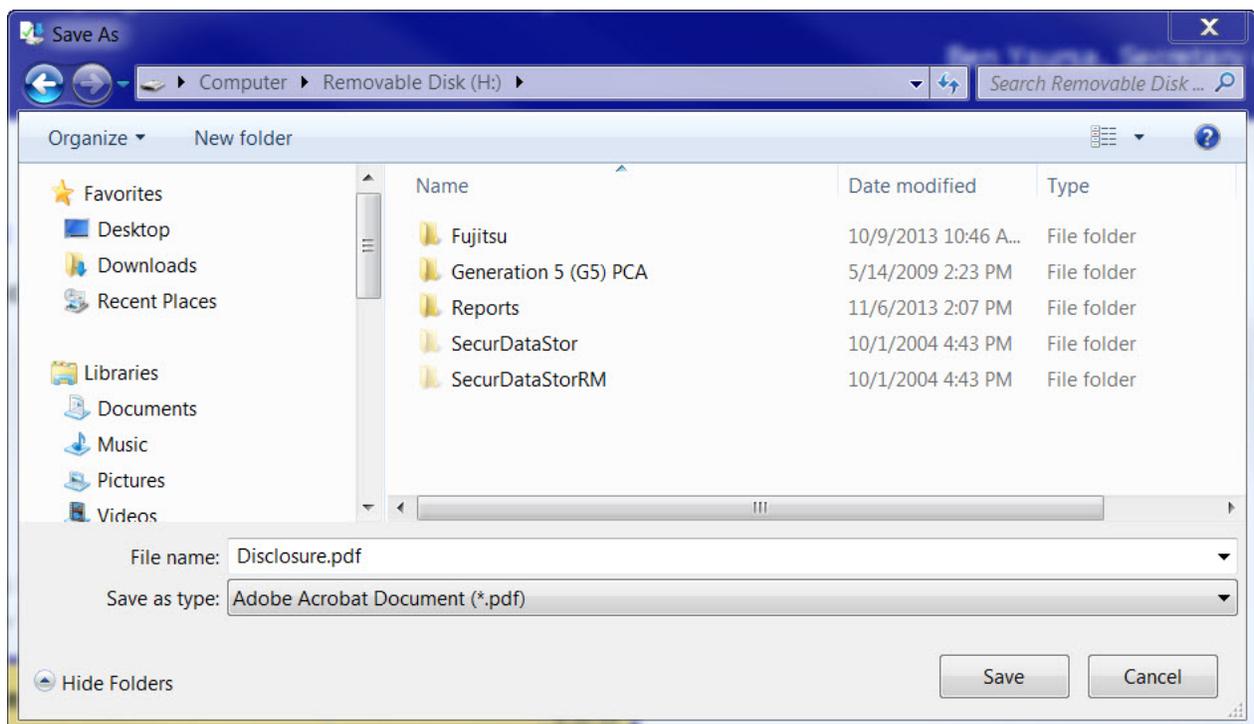


Figure 210 – Save Pop-Up Window

### Saving the PDF File

In the **Save As** pop-up window:

1. Locate the folder or drive where you want to save the file.
2. Change the File Name, as desired, in the File Name field.
3. Do NOT change the file type drop down from Adobe Acrobat Document (\*.PDF).
4. Click on the **Save** pushbutton.

The PDF file is saved in the selected location.

# Sample of the Completed Online Report



## CAMPAIGN FINANCIAL DISCLOSURE REPORT

C-2

SUMMARY PAGE  
(Please Print or Type)

15 JUL 21 PM 03:21

SECRETARY OF STATE  
STATE OF IDAHO

**Section I**

Name of Candidate or Political Committee and Chairperson <b>John Doe</b>		Office Sought (if candidate) <b>S Senator</b>	District (if any) <b>30</b>
Mailing Address <b>1820 Lucky Lane</b>	City and Zip <b>Anytown 83211</b>	Home Phone <b>2088882000</b>	Work Phone <b>2088888800</b>
Name of Political Treasurer <b>Jane Doe</b>			
Mailing Address <b>1820 Lucky Lane</b>	City and Zip <b>Anytown 83211</b>	Home Phone <b>2088882000</b>	Work Phone

Change of address for: Candidate or Political Committee  Political Treasurer

**Section II**

TYPE OF REPORT

This filing is an:  Original  Amendment  
 This report is for the period from 01 / 01 / 2018 through 12 / 31 / 2018

- 7 Day Pre-Primary Report     
  30 Day Post-Primary Report     
  October 10 Pre-General Report  
 7 Day Pre-General Report     
  30 Day Post-General Report     
  Annual Report  
 Semi-Annual Report (Statewide Candidates Only)

Is this a Termination Report:  Yes  No

**Section III**

STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

**Section IV**

SUMMARY

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	COLUMN I This Period	COLUMN II Calendar Year to Date
Line 1: Cash on Hand January 1, This Calendar Year*	\$ <u>XXXXXX</u>	\$ <u>0.00</u>
Line 2: Enter Beginning Cash Balance**	\$ <u>0.00</u>	\$ <u>XXXXXX</u>
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$ <u>2,331.00</u>	\$ <u>2,331.00</u>
Line 4: Subtotal (Add lines 1, 2 and 3)	\$ <u>2,331.00</u>	\$ <u>2,331.00</u>
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$ <u>2,031.00</u>	\$ <u>2,031.00</u>
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$ <u>300.00</u>	\$ <u>300.00</u>
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$ <u>3,536.43</u>	

\*This same figure should be entered on line 1 of all reports filed this calendar year.

\*\*This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

Note: The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

**Section V**

Return This Report To:  
 Lawrence Denney  
 Secretary of State  
 PO Box 83720  
 Boise ID 83720-0080  
 Phone: (208) 334-2852  
 Fax: (208) 334-2282

I, Jane Doe, hereby certify that the information in this  
Name of Political Treasurer

report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Digital Signature

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

# Sample of the Completed Online Report Detail Summary

# Sample of the Completed Online Report Schedule A

## DETAILED SUMMARY

Name of Candidate or Committee: **John Doe**



**Schedule A**  
**Itemized Contributions**  
**of more than Fifty Dollars (\$50.00) in this period**

	Total This Period
Contributions	
1 Unitemized Contributions (\$50 and less) # of Contributors <u>5</u>	+ \$125.00
2 Itemized Contributions (Total of all Schedule A sheets)	+ \$1,685.00
3 In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ \$21.00
4 Loans (Total of all New Loan amounts from Schedule D sheets)	+ \$500.00
5 Total Contributions (Transfer this figure to page 1, Section IV, Line 3)	= \$2,331.00

Expenditures	
6 Unitemized Expenditures (Less than \$25) # of Expenditures <u>0</u>	+ \$0.00
7 Itemized Expenditures (Total of all Schedule B sheets)	+ \$1,510.00
8 In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ \$21.00
9 Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ \$500.00
10 Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ \$0.00
11 Total Expenditures (Transfer this figure to page 1, Section IV, Line 5)	= \$2,031.00

Loans, Credit Cards and Debt	
12 Outstanding Balance from previous reporting period	+ \$0.00
13 New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)	+ \$500.00
14 New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ \$3,536.43
15 Subtotal	= \$4,036.43
Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- \$500.00
Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- \$0.00
18 Total Outstanding Balance at close of this period (Transfer this figure to page 1, Section IV, Line 7)	= \$3,536.43

Pledged Contributions	
19 Unitemized Pledged Contributions (\$50 and less) # of Pledges <u>0</u>	+ \$0.00
20 Itemized Pledged Contributions this Period (Total of all Schedule F sheets)	+ \$500.00
21 Total Pledged Contributions this period	= \$500.00

Name of Candidate or Committee: <b>John Doe</b>		Reporting Period: <b>First Annual</b>	
Date	Election Type	Contributor	Amount
07/07/2015	Primary	Doe, Jane 1820 Lucky Lane Anytown, ID 83211	\$500.00
07/07/2015	Primary	Smith, Ann PO Box 12 Anytown, ID 83211	\$100.00
07/07/2015	Primary	North Idaho PAC 7711 South E Street Fairmonth, ID 83281	\$50.00
07/07/2015	Primary	Brown, Nick PO Box 98 Anytown, ID 83211	\$100.00
07/07/2015	Primary	Morgan, Sam 7877 W Hollow Lane Anytown, ID 83211	\$100.00
07/07/2015	Primary	Aston, Marge 9233 N 17th Street Anytown, ID 83211	\$75.00
07/07/2015	Primary	U-Can Industries PO Box 9799 Anytown, ID 83211	\$500.00
07/07/2015	Primary	Lane, Gregory 5585 Sierra Way Anytown, ID 83211	\$50.00
07/07/2015	Primary	Lane, Erika 5585 Sierra Way Anytown, ID 83211	\$50.00
07/07/2015	Primary	Gibbs, Jordan PO Box 96 Anytown, ID 83211	\$50.00
07/07/2015	Primary	Gibbs, Teresa PO Box 96 Anytown, ID 83211	\$50.00
07/07/2015	Primary	Coleman, Howard 7877 S Pine Anytown, ID 83211	\$60.00
<b>Grand Total:</b>			<b>\$1,685.00</b>

# Sample of the Completed Online Report

## Schedule B - Page 1



**Schedule B**  
**Itemized Expenditures**  
 Twenty-Five Dollars (\$25.00) or more this period

Name of Candidate or Committee: **John Doe**  
 Reporting Period: **First Annual**

Date	Recipient	Amount	Code	Optional
06/06/2015	New Party Central Committee PO Box 42 Anytown, ID 83211	\$700.00	S	Explanation: Support: Oppose:
07/07/2015	2B Coffee 123 Main St Anytown, ID 83211	\$13.94	F	Explanation: Support: Oppose:
07/07/2015	Mo's Fuel 143 Lucky Lane Anytown, ID 83211	\$36.53	A	Explanation: Support: Oppose:
06/08/2015	Terrific Temps 800 Brown Ave Anytown, ID 83211	\$75.00	W	Explanation: Support: Oppose:
06/13/2015	Zippy Internet Service PO Box 55 Anytown, ID 83211	\$41.39	G	Explanation: Support: Oppose:
06/21/2013	2B Coffee 123 Main St Anytown, ID 83211	\$13.94	F	Explanation: Support: Oppose:
06/29/2015	Mo's Fuel 143 Lucky Lane Anytown, ID 83211	\$35.74	A	Explanation: Support: Oppose:
06/21/2015	Smart Printing 1930 Level Way Anytown, ID 83211	\$187.45	L	Explanation: Support: Oppose:
06/13/2015	Sport's Hardware 1786 Level Way Anytown, ID 83211	\$26.34	O	Explanation: Support: Oppose:
07/02/2015	Smart Printing 1930 Level Way	\$256.76	L	Explanation: Support:

# Sample of the Completed Online Report

## Schedule B - Page 2

07/03/2015	Terrific Temps 800 Brown Ave Anytown, ID 83211	\$54.00	W	Explanation: Support: Oppose:
<b>Grand Total:</b>		<b>\$1,510.00</b>		

## Sample of the Completed Online Report Schedule C



### Schedule C In-Kind Contributions and Expenditures



### Schedule D - Loans

## Sample of the Completed Online Report Schedule D

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	<b>First Annual</b>

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	<b>First Annual</b>

Date	Contributor	Recipient	Amount	Code	Optional
07/11/2015	Jameson, Nathan 9823 W Horizon Lane Anytown, ID 83211	2B Coffee 123 Main St Anytown, ID 83211	\$21.00	E	Explanation: Support: Oppose:
<b>Grand Total:</b>			<b>\$21.00</b>		

Lender	Previous	Date	Amount	Interest	PmtDate	Payment	Current
Doe, John 1820 Lucky Lane Anytown, ID 83211	\$0.00	05/15/2015	\$500.00				\$500.00
Doe, John 1820 Lucky Lane Anytown, ID 83211	\$500.00				07/17/2015	\$500.00	\$0.00
<b>Grand Total</b>			<b>\$500.00</b>	<b>\$0.00</b>		<b>\$500.00</b>	<b>\$500.00</b>

Sample of the Completed Online Report  
Schedule E



Schedule E  
Credit Cards and Debt

Name of Candidate or Committee:		John Doe				
Reporting Period:		First Annual				
Creditor	Previous	Date	Amount	PmtDate	Payment	Current
Mastercard PO Box 60119 City Of Industry, CA 91716	\$0.00	06/10/2015	\$900.00			\$900.00
Walker Agency 200 South 9th Anytown, ID 83211	\$0.00	05/11/2015	\$1,000.00			\$1,000.00
Skyking Aviation PO Box 200 Anytown, ID 83211	\$0.00	06/11/2015	\$1,000.00			\$1,000.00
All Marketing PO Box 4500 Anytown, ID 83211	\$0.00	06/10/2015	\$636.43			\$636.43
<b>Grand Total</b>	<b>\$0.00</b>		<b>\$3,536.43</b>		<b>\$0.00</b>	<b>\$3,536.43</b>

Sample of the Completed Online Report  
Schedule E1 - Page 1



Schedule E1  
Credit Cards and Debt Itemization

Name of Candidate or Committee:		John Doe		
Reporting Period:		First Annual		
Name of Creditor from Schedule E:		Mastercard PO Box 60119 City Of Industry, CA 91716		
New Debt Amount:		\$900.00		
Date	Recipient	Amount	Code	Optional
05/04/2015	Smart Printing 1930 Level Way Anytown, ID 83211	\$300.00	Z	
05/06/2015	Zippy Internet Service PO Box 55 Anytown, ID 83211	\$110.56	G	
05/14/2015	Sport's Hardware 1796 Level Way Anytown, ID 83211	\$124.38	O	
05/15/2015	Mo's Fuel 143 Lucky Lane Anytown, ID 83211	\$55.06	A	
05/23/2015	Central College 9683 College Blvd Anytown, ID 83211	\$310.00	E	
<b>Grand Total:</b>		<b>\$900.00</b>		

## Sample of the Completed Online Report Schedule E1 - Page 2



### Schedule E1 Credit Cards and Debt Itemization

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	First Annual
Name of Creditor from Schedule E:	<b>Walker Agency 200 South 8th Anytown, ID 83211</b>
New Debt Amount:	<b>\$1,000.00</b>

Date	Recipient	Amount	Code	Optional
05/22/2015	Walker Agency 200 South 8th Anytown, ID 83211	\$1,000.00	B	
<b>Grand Total:</b>		<b>\$1,000.00</b>		

## Sample of the Completed Online Report Schedule E1 - Page 3



### Schedule E1 Credit Cards and Debt Itemization

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	First Annual
Name of Creditor from Schedule E:	<b>Skyking Aviation PO Box 200 Anytown, ID 83211</b>
New Debt Amount:	<b>\$1,000.00</b>

Date	Recipient	Amount	Code	Optional
05/22/2015	Skyking Aviation PO Box 200 Anytown, ID 83211	\$1,000.00	A	
<b>Grand Total:</b>		<b>\$1,000.00</b>		

Sample of the Completed Online Report  
Schedule E1 - Page 4



Schedule E1  
Credit Cards and Debt Itemization

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	First Annual
Name of Creditor from Schedule E:	<b>All Marketing PO Box 4500 Anytown, ID 83211</b>
New Debt Amount:	<b>\$636.43</b>

Date	Recipient	Amount	Code	Optional
05/21/2015	All Marketing PO Box 4500 Anytown, ID 83211	\$636.43	B	
<b>Grand Total:</b>		<b>\$636.43</b>		

Sample of the Completed Online Report  
Schedule F



Schedule F  
Pledged Contributions But Not Yet Received

Name of Candidate or Committee:	<b>John Doe</b>
Reporting Period:	First Annual

Date	Election Type	Contributor	Amount	YTDA amount
07/07/2015	Primary	Torres, Sue PO Box 798 Anytown, ID 83211	\$500.00	
<b>Grand Total:</b>			<b>\$500.00</b>	

## CAMPAIGN FINANCE SPECIFICATION FOR FILE UPLOADS

The Online Campaign Finance Application currently allows for uploading of CSV (Comma Separated Values) text files for Schedule A - Itemized Contributions, Schedule B - Itemized Expenditures and Schedule C - In-Kind Contributions and Expenditures. You can use the upload process for any or all of the three schedules.

The CSV file is a text file consisting of a single header line followed by one or more data lines. Each line consists of text data separated by the comma character.

### Example:

```
LastName,FirstName,MiddleName,Suffix,FileDate,Amount  
Smith,John,M.,,11/30/2015,$4.00  
Jones,Tom,,,12/1/2015,$5000.00
```

**NOTE: If the data contains commas, the data must be quoted. Spreadsheet programs such as Excel handle this automatically when you save the Excel sheet in a CSV format.**

## General Requirements for CSV Files

The following requirements are for all CSV Files.

1. You must have a separate file for each Schedule for upload.
2. The headers must be present and spelled exactly as defined below and are specific for each schedule. Each header defines a column of data that will be added to the database when uploaded. Although the headers are in an order that follows the paper schedule form, it is not required that the columns in your text file match this order as long as the header name matches what is listed below. Extra columns with unrecognized column header names may be present but will be ignored.

**NOTE: If any required header is missing from your file, the upload will be terminated and the file will be rejected. An error message will be displayed beneath the Upload field identifying the reason the file is rejected.**

If data is optional, it may be left blank.

### Example:

```
To omit Mr. Smith's middle name and suffix  
Smith,John,,,12/1/3015,$5000.00
```

3. The column data must line up with the appropriate column header. There can be no missing or extra commas in the data.
4. There must be either a person name or a company name. Do **NOT** list both a person name and company name in a single entry (i.e. data line).
  - a. You must still have all the column headers (i.e. CompanyName, LastName, FirstName, Middle-Name, Suffix). However, if you include a name in the LastName column, then the CompanyName column must be blank for that row, and if you include a name in the CompanyName column then the LastName column must be blank for that row.

5. Enter at least the Last Name and First Name of the person when entering a person. However, if a person only has a single name, the FirstName, MiddleName and Suffix columns may be left blank.
6. Please do not include punctuation (i.e. periods or commas) in names for people or companies. However, do include a hyphen if the individual hyphenates their name.
7. The Company Name column should include companies, non-profit organizations, Political Action Committees (PAC's), and other organization types. This column should include any entity that is not a person.
8. The suffix must be either blank, or one of II, III, IV, Jr, Sr (No period for Jr/Sr).
9. Dates must be formatted as a normal month/day/year, e.g. 11/20/2015. For Excel, use the Date format for date columns.
10. Dollar amounts must be a number with two decimal places. The dollar sign is optional.

**Example:**

\$4.50  
1,999.99  
1000.00

11. Addresses must include data in the following fields. However, Suite is optional and may be left blank.
  - a. Address
  - b. City
  - c. State
  - d. ZipCode
12. No foreign addresses are allowed in the upload file. Please contact the Elections Division of the Secretary of State's Office regarding foreign addresses.

**Additional Requirements for Contributions and In-Kind Contributions**

1. The election type must be a single letter, one of P or G, or blank. P is for primary and G is for general. Candidates must have a code for each contributor. Political action committees may leave this blank.

**Additional Requirements for Expenditures and In-Kind Expenditures**

1. Purpose codes must be a single letter listed below.

Code	Description
A	All Travel Expenses (Airfare, Fuel, Lodging and Mileage)
B	Broadcast Advertising
C	Contributions to Candidates and PAC's
D	Donations and Gifts
E	Event Expenses
F	Food and Refreshments
G	General Operational Expenses
I	Interest Accrued and Finance Charges
L	Literature, Brochures, Printing

Code	Description
M	Management Services
N	Newspaper and Other Periodical Advertising
O	Other Advertising (Yard Signs, Buttons, etc.)
P	Postage
S	Surveys and Polls
T	Tickets (Events)
U	Utilities
W	Wages, Salaries, Benefits and Bonuses
Y	Petition Circulators
Z	Preparation and Production of Advertising

- The first purpose code is required. The second and third purpose code are optional and may be left blank.

## Rejection of the File

Here are possible reasons for a file to be rejected.

- The data is missing a header.
- If there is an error during the processing of each row.
  - Possible row errors:
    - Missing or extra columns (as defined by the header line).
    - Missing data for a required column.
    - Having both a company name and a person name.
    - A date column not in date format.
    - A dollar amount column not in dollar format.
    - The wrong letter code for a purpose code or election type.

## Header Requirements

Each schedule requires a separate CSV file for uploading. Therefore, you will need three separate files if you plan on uploading data for Schedule A - Itemized Contributions, Schedule B - Itemized Expenditures and Schedule C - In-Kind Contributions and Expenditures.

The specific headers for each file are detailed below.

## Schedule A - Itemized Contributions

These are the specific headers for Schedule A - Itemized Contributions. The Header Name column contains the name of each column and must be included in the file exactly as it appears. All fields are required to be included in the file but some fields are optional and may be left blank.

<b>Header Name</b>	<b>Field Description</b>
CompanyName	The company name of the contributor if not a person.
LastName	The last name of the contributor if a person.
FirstName	The first name of the contributor if a person.
<b>Header Name</b>	<b>Field Description</b>
MiddleName	The middle name or initial of the contributor if a person.
Suffix	The suffix of the contributor if a person: Jr, Sr, I, II, III (Optional text)
Address	Address of contributor.
Suite	Suite #, Floor #, Apt #, Room #. (Optional text)
City	Name of city.
State	Two letter state code (e.g. ID for Idaho).
ZipCode	Five digit or 5+4 digit ZIP code.
DateReceived	The date the contribution was received.
Amount	Dollar amount contributed.
YTDAmount	Year to date dollar amount contributed.
ElectionType	Either P or G. This is required for candidates, but political action committees may leave this blank.

## Schedule B - Itemized Expenditures

These are the specific headers for Schedule B - Itemized Expenditures. The Header Name column contains the name of each column and must be included in the file exactly as it appears. All fields are required to be included in the file but some fields are optional and may be left blank.

<b>Header Name</b>	<b>Field Description</b>
CompanyName	The company name of the recipient if not a person.
LastName	The last name of the recipient if a person.
FirstName	The first name of the recipient if a person.
MiddleName	The middle name or initial of the recipient if a person.
Suffix	The suffix of the recipient if a person: Jr, Sr, I, II, III. (Optional text)
Address	Address of recipient.
Suite	Suite #, Floor #, Apt #, Room #. (Optional text)
City	Name of city.
State	Two letter state code (e.g. ID for Idaho).
ZipCode	Five digit or 5+4 digit ZIP code.
DateSpent	Date the money was spent for the expenditure.
Amount	Dollar amount of the expenditure.
PurposeCode1	Required letter code, one of A, B, C, D, E, F, G, I, L, M, N, O, P, S, T, U, W, Y, or Z.
PurposeCode2	Optional letter code.
PurposeCode3	Optional letter code.
Explanation	Optional explanation of the expenditure, for use when reporting independent expenditures.
SupportText	Optional text, for use when reporting independent expenditures.
OpposeText	Optional text, for use when reporting independent expenditures.

## Schedule C - In-Kind Contributions and Expenditures

These are the specific headers for Schedule C - In-Kind Contributions and Expenditures. The Header Name column contains the name of each column and must be included in the file exactly as it appears. All fields are required to be included in the file but some fields are optional and may be left blank.

Header Name	Field Description
ContributorCompanyName	The company name of the contributor if not a person.
ContributorLastName	The last name of the contributor if a person.
ContributorFirstName	The first name of the contributor if a person.
ContributorMiddleName	The middle name or initial of the contributor if a person.
ContributorSuffix	The suffix of the contributor if a person: Jr, Sr, I, II, III. (Optional text)
ContributorAddress	Address of contributor.
ContributorSuite	Suite #, Floor #, Apt #, Room #. (Optional text)
ContributorCity	Name of city.
ContributorState	Two letter state code (e.g. ID for Idaho).
ContributorZipcode	Five digit or 5+4 digit ZIP code.
RecipientCompanyName	The company name of the recipient if not a person.
RecipientLastName	The last name of the recipient if a person.
RecipientFirstName	The first name of the recipient if a person.
RecipientMiddleName	The middle name or initial of the recipient if a person.
RecipientSuffix	The suffix of the recipient if a person: Jr, Sr, I, II, III. (Optional text)
RecipientAddress	Address of recipient.
RecipientSuite	Suite #, Floor #, Apt #, Room #. (Optional text)
RecipientCity	Name of city.
RecipientState	Two letter state code (e.g. ID for Idaho).
RecipientZipcode	Five digit or 5+4 digit ZIP code.
InKindDate	Date transaction took place
ItemValue	Dollar amount value of transaction.
YTDAmount	Year to date dollar amount transacted.
ElectionType	Either P or G. This is required for candidates, but political action committees may leave this blank.
PurposeCode1	Required letter code, one of A, B, C, D, E, F, G, I, L, M, N, O, P, S, T, U, W, Y, Z
PurposeCode2	Optional letter code.
PurposeCode3	Optional letter code.
Explanation	Optional explanation of the expenditure, for use when reporting independent expenditures.
SupportText	Optional text, for use when reporting independent expenditures.
OpposeText	Optional text, for use when reporting independent expenditures.

## Schedule D - Loans

These are the specific headers for Schedule D - Loans. The Header Name column contains the name of each column and must be included in the file exactly as it appears. All fields are required to be included in the file but some fields are optional and may be left blank.

<b>Header Name</b>	<b>Field Description</b>
CompanyName	The company name if not a person.
LastName	The last name if a person.
FirstName	The first name if a person.
MiddleName	The middle name or initial of the person.
Suffix	The suffix of the person: Jr, Sr, I, II, III .(Optional text)
Address	Address.
Suite	Suite #, Floor #, Apt #, Room # (Optional text)
City	Name of city.
State	Two letter state code. (e.g. ID for Idaho).
Zipcode	Five digit or 5+4 digit ZIP code.
Country	The Country.
PreviousBalance	Previous Balance if exists.
LendDate	The date the loan was funded.
Interest	Interest on the loan.
RepaymentDate	The date the loan was repaid.
RepaymentAmount	The amount repaid including interest.
CurrentBalance	Balance currently owed.

# COMPLETING THE CAMPAIGN FINANCIAL DISCLOSURE RE- PORT C-2

An Online Filing Exemption Request Form (E-1C) must be filed and approved with the Secretary of State's Office prior to filing paper forms.

Blank campaign disclosure forms can be obtained:

(1) downloaded as a fillable or printable PDF file from the Secretary of State's webpage at:  
[www.sos.idaho.gov/elect/finance/index.html](http://www.sos.idaho.gov/elect/finance/index.html)

(2) by mail or telephone request to:

Secretary of State  
Elections Division  
PO Box 83720  
Boise ID 83720-0080  
(208) 334-2852

\* To be mailed or faxed to you.

# COMPLETING THE CAMPAIGN FINANCIAL DISCLOSURE C2 FORM

## SUMMARY PAGE

1. Section I:
  - a) Enter the Candidate or Political Committee and Chairperson's information in the fields provided.
  - b) Enter the Political Treasurer's information in the fields provided:
  - c) If the Mailing Address of the Candidate or Political Committee changed or that of the Political Treasurer, check the appropriate box indicating such.
2. Section II:
  - a) Check the appropriate box indicating if this report is an original filing or an amendment to a previous filing.
  - b) On the line "This report is for the period from \_\_\_\_\_ through \_\_\_\_\_.", enter the period that the report covers and mark the check box to the left of the appropriate report. (For reporting periods and due dates, refer to page 24.)
  - c) Check the appropriate box indicating if this report is a Termination Report or not. (For termination requirements, see page 51.)
3. Section III:
  - a) Mark this box ONLY if you have received NO contributions and made NO expenditures during this reporting period.
4. Section IV of the Summary Page will be completed once the Detailed Summary page is completed.  
**Note:** Section IV of the Summary Page must be completed after all appropriate Schedules are completed. If you had no activity and marked the checkbox in Section III, complete Section IV and V below.
  - a) Line 1: Column II, enter the Cash on Hand on January 1st of this Calendar Year.
    - i) If this is your first report, this amount will be zero. This same figure will be entered on Line 1 of all reports filed this Calendar Year.
  - b) Line 2: Column I, enter the Beginning Cash Balance for this reporting period.
    - i) If this is your first report, this amount will be zero.
    - ii) This figure will be the figure that appeared on Line 6 in Column I of the previous report filed.
  - c) Line 3: Column I, transfer the Total Contributions received this period from Line 5 of the Detailed Summary.
    - i) If you marked the checkbox in Section III of the Summary Page, this figure will be \$0.
  - d) Line 3: Column II, enter the total Contributions received this Calendar Year.
    - i) Add the Total Contributions listed on Line 3 in Column II of the last report filed with the Total Contributions listed on Line 3 Column I of this report.
  - e) Line 4:
    - i) Column I, add the Beginning Cash Balance on Line 2 with the Total Contributions listed on line 3 and enter the subtotal on Line 4.
    - ii) Column II, add the Cash on Hand January 1 on Line 1 with the Total Contributions listed on Line 3 and enter the subtotal on Line 4.
  - f) Line 5: Column I, transfer the Total Expenditures made this reporting period from line 11 of the Detailed Summary.
    - i) If you marked the checkbox in Section III of the Summary Page, this figure will be \$0.
  - g) Line 5: Column II, enter the total Expenditures received this Calendar Year.
    - i) Add the Total Expenditures listed on Line 5 in Column II of the last report filed with the Total Expenditures listed on Line 5 Column I of this report.
  - h) Line 6: Column I and Column II, subtract the Total Expenditures on Line 5 from the Subtotal on Line 4 and place the Total on Line 6.
    - i) **Important:** The Ending Cash Balance in Column I should match the Ending Cash Balance in Column II.
  - i) Line 7: Column I, transfer the Total Outstanding Balance at close of this period from Line 18 of the Detailed Summary page.
5. Section V:
  - a) Print the Name of the Political Treasurer completing the report.
    - i) If the Candidate or Committee Chairman completes the report, enter their name in place of the Political Treasurer.
  - b) The Political Treasurer must sign the report.
    - i) If the Candidate or Committee Chairman completes the report, they must sign in place of the Political Treasurer.



**CAMPAIGN FINANCIAL DISCLOSURE REPORT**  
**SUMMARY PAGE**  
(Please Print or Type)

C-2  
Rev. 12/14

**Section I**

Name of Candidate or Political Committee and Chairperson <b>John Doe</b>		Office Sought (if candidate) <b>State Senate</b>	District (if any) <b>30</b>
Mailing Address <b>1820 Lucky Lane</b>	City and Zip <b>Anytown 83211</b>	Home Phone <b>(208) 888-2000</b>	Work Phone <b>(208) 888-8800</b>
Name of Political Treasurer <b>Jane Doe</b>			
Mailing Address <b>1820 Lucky Lane</b>	City and Zip <b>Anytown 83211</b>	Home Phone <b>(208) 888-2000</b>	Work Phone

Change of address for: Candidate or Political Committee  Political Treasurer

**Section II**

**TYPE OF REPORT**

This filing is an:  Original  Amendment

This report is for the period from **5/2/18** through **5/27/18**

- 7 Day Pre-Primary Report       30 Day Post-Primary Report       October 10 Pre-General Report
- 7 Day Pre-General Report       30 Day Post-General Report       Annual Report
- Semi-Annual Report (Statewide Candidates Only)

Is this a Termination Report:  Yes  No

**Section III**

**STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES**

Directions: If you had no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

I hereby certify that I have received no contributions and have made no expenditures during this reporting period.

**Section IV**

**SUMMARY**

To reach your Calendar Year to Date figure: Add this report's Column I figures to the Column II figures of your previous report (except on line 6).

	COLUMN I This Period	COLUMN II Calendar Year to Date
Line 1: Cash on Hand January 1, This Calendar Year*	\$ <u>XXXXXX</u>	\$ <u>0.00</u>
Line 2: Enter Beginning Cash Balance**	\$ <u>300.00</u>	\$ <u>XXXXXX</u>
Line 3: Total Contributions (Enter amount from line 5, page 2)	\$ <u>12,005.00</u>	\$ <u>14,336.00</u>
Line 4: Subtotal (Add lines 1, 2 and 3)	\$ <u>12,305.00</u>	\$ <u>14,336.00</u>
Line 5: Total Expenditures (Enter amount from line 11, page 2)	\$ <u>6,392.47</u>	\$ <u>8,423.47</u>
Line 6: Enter Ending Cash Balance (Subtract line 5 from line 4)	\$ <u>5,912.53</u>	\$ <u>5,912.00</u>
Line 7: Outstanding Debt to Date (Enter amount from line 18, page 2)	\$ <u>16,818.93</u>	

\*This same figure should be entered on line 1 of all reports filed this calendar year.

\*\*This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.

Note: The closing cash balance for the current reporting period appears on the next report as the beginning cash on hand.

**Section V**

Return This Report To:  
Lawrence Denney  
Secretary of State  
PO Box 83720  
Boise ID 83720-0080  
Phone: (208) 334-2852  
Fax: (208) 334-2282

I, Jane Doe, hereby certify that the information in this  
Name of Political Treasurer  
report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

*Jane Doe*  
Signature of Political Treasurer

## DETAILED SUMMARY PAGE

1. Enter the Name of the Candidate or Committee in the field at the top of the page.
2. In the Contributions section, enter the information regarding Unitemized Contributions of \$50 or less.
  - a) Enter the total number of contributors contributing \$50 or less this reporting period on the line “# of Contributors.”
  - b) Enter the total dollar amount of contributions you received that were \$50 or less this reporting period.**Note:** In the completed example on page 179, the Candidate received 35 Unitemized Contributions that total \$1,100.00.
3. Combine the Itemized Contribution total from each Schedule A page completed. Enter the grand total on line 2.
4. Combine the In-Kind Contribution total from each Schedule C page completed. Enter the grand total on line 3.
5. Combine the Loans Received total from each Schedule D page completed. Enter the grand total on line 4.
6. Total the Contributions section.
  - a) To total, combine the Unitemized, Itemized, and In-Kind Contributions and Loans.
7. In the Expenditures section, enter the information regarding Unitemized Expenditures of less than \$25.
  - a) Enter the total number of recipients receiving less than \$25 this reporting period on the line “# of Expenditures.”
  - b) Enter the total dollar amount of expenditures you received that were less than \$25 this reporting period.**Note:** In the completed example on page 179, the Candidate made 12 Unitemized Expenditures that total \$160.00.
8. Combine the Itemized Expenditure total from each Schedule B page completed. Enter the grand total on line 7.
9. Combine the In-Kind Expenditure total from each Schedule C page completed. Enter the grand total on line 8.
10. Combine the Loan Repayments total from each Schedule D page completed. Enter the grand total on line 9.
11. Combine the Debt Repayments total from each Schedule E completed. Enter the grand total on line 10.
12. Total the Expenditures section.
  - a) To total, combine the Unitemized, Itemized, and In-Kind Expenditures and Loan and Credit Card Repayments.
13. In the Loans, Credit Cards and Debt section, enter the Outstanding Balance from the previous reporting period.
  - a) Enter the amount listed on line 18 of the previous campaign report filed.
14. Combine the Received and Interest Total from each Schedule D page completed. Enter the grand total on line 13.
15. Combine the Incurred Debt Total from each Schedule E page completed. Enter the grand total on line 14.
16. Subtotal the Loans, Credit Cards and Debt section.
  - a) To subtotal, combine the Outstanding Balance from the previous reporting period, the New Loans Received and the New Credit Card and Debt Incurred.
17. The Loan Repayments total listed on line 9 must also be entered on line 16.
18. The Debt Repayments total listed on line 10 must also be entered on line 17.
19. Total the Loans, Credit Cards and Debt section.
  - a) To total, subtract the Repayments of Loans and the Repayments of Credit Card and Debt from the Subtotal.
20. In the Pledged section, enter the information regarding Unitemized Pledged Contributions of \$50 or less.
  - a) Enter the total number of contributors pledging \$50 or less this reporting period on the line “# of Pledges.”
  - b) Enter the total dollar amount of the pledged contributions that were \$50 or less this reporting period.
21. Combine the Pledged Total from each Schedule F page completed. Enter the grand total on line 20.
22. Total the Pledged Contributions section.
  - a) To total, add the Unitemized Pledged Contributions and the Pledged Contributions.

## DETAILED SUMMARY

Name of Candidate or Committee: John Doe

		Total This Period
<b>Contributions</b>		
①	Unitemized Contributions (\$50 and less)                      # of Contributors <u>35</u>	+ \$ 1,100.00
②	Itemized Contributions (Total of all Schedule A sheets)	+ \$ 3,887.03
③	In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ \$ 1,017.97
④	Loans (Total of all New Loan amounts from Schedule D sheets)	+ \$ 6,000.00
⑤	<b>Total Contributions</b> (Transfer this figure to page 1, Section IV, Line 3)	<b>= \$ 12,005.00</b>

<b>Expenditures</b>		
⑥	Unitemized Expenditures (Less than \$25)                      # of Expenditures <u>12</u>	+ \$ 160.00
⑦	Itemized Expenditures (Total of all Schedule B sheets)	+ \$ 1,372.00
⑧	In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ \$ 1,017.97
⑨	Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ \$ 1,192.50
⑩	Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ \$ 2,650.00
⑪	<b>Total Expenditures</b> (Transfer this figure to page 1, Section IV, Line 5)	<b>= \$ 6,392.47</b>

<b>Loans, Credit Cards and Debt</b>		
⑫	Outstanding Balance from previous reporting period	+ \$ 3,536.43
⑬	New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheets)	+ \$ 6,042.50
⑭	New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ \$ 11,082.50
⑮	Subtotal	= \$ 20,661.43
⑯	Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- \$ 1,192.50
⑰	Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- \$ 2,650.00
⑱	<b>Total Outstanding Balance at close of this period</b> (Transfer this figure to page 1, Section IV, Line 7)	<b>= \$ 16,818.93</b>

<b>Pledged Contributions</b>		
⑲	Unitemized Pledged Contributions (\$50 and less)                      # of Pledges <u>0</u>	+ \$ 0.00
⑳	Itemized Pledged Contributions this Period (Total of all Schedule F sheets)	+ \$ 500.00
㉑	<b>Total Pledged Contributions this period</b>	<b>= \$ 500.00</b>

## SCHEDULE A - ITEMIZED CONTRIBUTIONS

**Important:** Accounts kept by a Political Treasurer shall be current within not more than 7 days after the date of receiving a contribution or making an expenditure (67-6604, Idaho Code).

1. At the top of Schedule A - Itemized Contributions, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Political Committee submitting the report.
  - b) The page number of this sheet and the total number of Schedule A pages being completed and filed.
    - i) Enter these numbers after you have completed all required Schedule A pages.
2. For each Contribution of more than \$50 in aggregate, enter the following information in the appropriate fields:
  - a) The Date the contribution was received. (MM/DD/YY)
  - b) For Candidates, mark whether the contribution is designated for either the upcoming Primary or General Election.
    - i) For information on designating contributions, see page 32.
  - c) The Full Name and Mailing Address of the Contributor.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - d) The Amount of the contribution.
  - e) The total amount of contributions received from this contributor this Calendar Year.

**Important:** All cash contributions that total more than \$50 in aggregate during a Calendar Year must be itemized on Schedule A - Itemized Contributions. This includes contributions that are less than \$50 but when added to any previous contributions from that contributor total more than \$50. This includes all Itemized Contributions, Unitemized Contributions, In-Kind Contributions and Loans.

**Example 1:** Individual Contribution Limits - The Candidate's spouse contributed \$500 for the Primary Election. Then on 5/13, she contributed another \$500 for the Primary Election. Therefore, the spouse has reached the contribution limit and is unable to give any additional funds to the Candidate for the Primary Election. See the completed entry on Line 1 on the Schedule A example on page 181. For contribution limits, see page 32.

**Example 2:** Undesignated Contributions - The check received from Dave Black was not designated for an election. Therefore, it automatically applies to the Candidate's upcoming election. See the completed entry on Line 4 on the Schedule A example on page 181. For instructions on designating contributions, see page 32.

**Example 3:** Itemization of Contributions \$50 or Less - A contribution from Tim White for \$20 was reported as an Unitemized Contribution on a previous report. Therefore the \$35 contribution this period must be itemized with a Calendar Year to Date amount of \$55. See the completed entry on Line 7 on the Schedule A example on page 181.

**Example 4:** Contribution Limits - PAC's, Corporations and other recognized legal entities' contributions cannot exceed contribution limits. A contribution of \$50 was reported in the previous reporting period as an Unitemized Contribution. Therefore, the \$950 contribution from North Idaho PAC this reporting period must be itemized with a Calendar Year to Date amount of \$1,000. See the completed entry on Line 10 on the Schedule A example on page 181. For contribution limits, see page 33.

3. Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."
4. Once all cash contributions of more than \$50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.

**SCHEDULE A**  
**ITEMIZED CONTRIBUTIONS**  
of more than Fifty Dollars (\$50.00) this period

Name of Candidate or Committee: John Doe

	Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
1	5 / 13 / 18	1. Jane Doe 1820 Lucky Lane Anytown, ID 83211	\$ 500.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 1,000.00 Calendar Year-To-Date
	5 / 13 / 18	2. Ann Smith PO Box 12 Anytown, ID 83211	\$ 100.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 100.00 Calendar Year-To-Date
	5 / 20 / 18	3. Ann Smith PO Box 12 Anytown, ID 83211	\$ 10.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 110.00 Calendar Year-To-Date
2	5 / 20 / 18	4. Dave Black Route 1, Box 40 Lewis, AZ 85501	\$ 100.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 100.00 Calendar Year-To-Date
	5 / 21 / 18	5. William Bonney HCR 2 Anytown, ID 83211	\$ 200.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 200.00 Calendar Year-To-Date
	5 / 25 / 18	6. Earl Parrott General Delivery Anytown, ID 83211	\$ 100.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 100.00 Calendar Year-To-Date
3	5 / 16 / 18	7. Tim White 413 3rd West Anytown, ID 83211	\$ 35.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 55.00 Calendar Year-To-Date
	5 / 17 / 18	8. Jeff Jones 2735 Apple Street Anytown, ID 83211	\$ 156.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 200.00 Calendar Year-To-Date
	5 / 18 / 18	9. Samantha Doe 45035 Villa Rancho Coastown, CA 99950	\$ 500.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 500.00 Calendar Year-To-Date
4	5 / 20 / 18	10. North Idaho PAC 7711 South E Street Fairmonth, ID 83280	\$ 950.00
	<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General		\$ 1,000.00 Calendar Year-To-Date
<b>Total This Page:</b>			<b>\$ 2,651.00</b>

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.

**Example 5:** Calculating Contribution Limits - The HOW Employees React PAC made an In-Kind Contribution to the Candidate this reporting period of \$698.97 and is being reported on Schedule C - In-Kind Contributions and Expenditures. The PAC then made a monetary contribution of \$301.03 that is being reported on Schedule A - Itemized Contributions. The Calendar Year to Date amount for this monetary contribution is calculated by combining the In-Kind Contribution and the monetary contribution together. See the completed entry on Line 4 on the Schedule A example on page 183.

**Example 6:** Returning a contribution - Mark White contributed \$100 to John Doe's campaign on 2/14/16 and was reported on his Pre-Primary Report. However, it has been decided to return the contribution to Mark. A check was written to Mark White for \$100 on 5/23/16 and returned to Mark. See the completed entry on Line 6 on Schedule A example on page 183.

3. Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."
4. Once all cash contributions of more than \$50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.

**SCHEDULE A**  
**ITEMIZED CONTRIBUTIONS**  
of more than Fifty Dollars (\$50.00) this period

Name of Candidate or Committee: John Doe

Date Received	Full Name, Mailing Address and Zip Code of Contributor	Cash or Check
5 / 22 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	1. Mary Jones 1111 Vista Avenue Anytown, ID 83211	\$ 200.00 \$ 200.00 Calendar Year-To-Date
5 / 25 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	2. Glen Taylor 845 E 22nd Street Mountain Cloud, ID 83200	\$ 200.00 \$ 200.00 Calendar Year-To-Date
5 / 24 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	3. Edgar Wilson PO Box 576 Anytown, ID 83211	\$ 250.00 \$ 250.00 Calendar Year-To-Date
5 / 20 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	4. HOW Employees React PAC PO Box 33 Washington, DC 21111	\$ 301.03 \$ 1,000.00 Calendar Year-To-Date
5 / 24 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	5. Thomas Kershaw Wilder Lane Plainview, ID 83400	\$ 385.00 \$ 385.00 Calendar Year-To-Date
5 / 23 / 18 <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	6. Mark White PO Box 737 Anytown, ID 83211	\$ (100.00) \$ 0.00 Calendar Year-To-Date
/ / <input type="checkbox"/> Primary <input type="checkbox"/> General	7.	\$ \$ Calendar Year-To-Date
/ / <input type="checkbox"/> Primary <input type="checkbox"/> General	8.	\$ \$ Calendar Year-To-Date
/ / <input type="checkbox"/> Primary <input type="checkbox"/> General	9.	\$ \$ Calendar Year-To-Date
/ / <input type="checkbox"/> Primary <input type="checkbox"/> General	10.	\$ \$ Calendar Year-To-Date
<b>Total This Page:</b>		<b>\$ 1,236.03</b>

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2 line 2.

## SCHEDULE B - ITEMIZED EXPENDITURES

**IMPORTANT:** All expenditures of \$25 or more must be itemized on Schedule B.

1. At the top of Schedule B - Itemized Expenditures, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Political Committee submitting the report.
  - b) The page number of this sheet and the total number of Schedule B pages being completed and filed.
    - i) Enter these numbers after you have completed all required Schedule B pages.
2. For each Expenditure of \$25 or more, enter the following information in the appropriate fields:
  - a) The Date the expenditure was made. (MM/DD/YY)
  - b) The Full Name and Mailing Address of the Recipient.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
  - d) The Amount of the expenditure.

**EXAMPLE 1:** Required Backup - Each expenditure in the amount of \$25 or more shall have a corresponding receipt or cancelled check or an accurate copy thereof (67-6612(2), Idaho Code). The Candidate received secretarial services from Terrific Temps. The cost of the services are reported on Schedule B - Itemized Expenditures since it is over \$25. See the completed entry on Line 2 on the Schedule B example on page 35.

**EXAMPLE 2:** Auto Expenses - The Candidate was reimbursed for the cost of operating his car to campaign. The actual cost should be reported, however, if this cannot be readily ascertained, the cost of travel by car may be estimated at 55.5 cents per mile. See the completed entry on Line 3 on the Schedule B example on page 185.

**EXAMPLE 3:** Contributing In-Kind to Another Candidate - The Candidate, John Doe, paid for a coordinated Candidate brochure with two other Candidates, Katie Brown and Amanda Smith. John Doe paid for the full cost of the brochure without being reimbursed from the other Candidates. John Doe lists the expenditure on the Schedule B - Itemized Expenditures with the printing company as the recipient and lists the Candidate(s) name(s) the In-Kind Contribution was for. Then lists the expenditure purpose as both a contribution to a Candidate or PAC and as Literature Printing. The Candidates listed will be required to show the In-Kind Contribution on their Campaign Financial Disclosure Report from John Doe. See the completed entry on Line 4 on the Schedule B example on page 185.

**EXAMPLE 4:** Refund or Rebate - The candidate received a refund from the Daily News for overpayment for an ad in the newspaper. The refund is reported as a negative expenditure to show the funds being returned to the campaign without it appearing as a contribution from the newspaper. See the completed entry on Line 5 on Schedule B example on page 185.

**EXAMPLE 5:** Return of contribution sent to Another Candidate - The candidate, John Doe, sent a check as a contribution to another candidate, Jonathan King. Jonathan King returned the funds to John Doe. John Doe lists the return of funds on Schedule B - Itemized Expenditures as a negative expenditure with Jonathan King as the recipient along with the date the funds were received by John Doe. See the completed entry on Line 6 on the Schedule B example on page 185.

3. Once the Schedule B - Itemized Expenditures page is completed, add the expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."
4. Once all Expenditures of \$25 or more have been listed on Schedule B - Itemized Expenditures page(s), combine the expenditure total from each Schedule B page completed and enter the grand total of the Itemized Expenditures made this reporting period on line 7 of the Detailed Summary page.

**SCHEDULE B  
ITEMIZED EXPENDITURES**

Twenty-Five Dollars (\$25.00) or more this period

Name of Candidate or Committee: **John Doe**

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>A All Travel Expenses (Airfare, Fuel, Lodging &amp; Mileage)</li> <li>B Broadcast Advertising (Radio, TV, Internet &amp; Telephone)</li> <li>C Contributions to Candidates &amp; PAC's</li> <li>D Donations &amp; Gifts</li> <li>E Event Expenses</li> <li>F Food &amp; Refreshments</li> <li>G General Operational Expenses</li> <li>H Independent Expenditures</li> <li>L Literature, Brochures, Printing</li> <li>M Management Services</li> </ul> | <ul style="list-style-type: none"> <li>N Newspaper &amp; Other Periodical Advertising</li> <li>O Other Advertising (Yard Signs, Buttons, etc.)</li> <li>P Postage</li> <li>S Surveys &amp; Polls</li> <li>T Tickets (Events)</li> <li>U Utilities</li> <li>W Wages, Salaries, Benefits &amp; Bonuses</li> <li>Y Petition Circulators</li> <li>Z Preparation &amp; Production of Advertising</li> </ul> |
|--|--|

	Date Spent	Full Name, Mailing Address and Zip Code of Recipient	Purpose Code(s)	Cash or Check
	5 / 15 / 18	1. New Party Central Committee Box 42 Anytown, ID 83211	S	800.00 \$ _____
1	5 / 15 / 18	2. Terrific Temps 800 Brown Avenue Anytown, ID 83211	W	187.76 \$ _____
2	5 / 25 / 18	3. John Doe 1820 Lucky Lane Anytown, ID 83211	A	108.78 \$ _____
3	5 / 15 / 18	4. Smart Printing (In-Kind to Katie Brown & Amanda Smith) 1930 Level Way Anytown, ID 83211	C L	500.00 \$ _____
4	5 / 20 / 18	5. Daily News PO Box 124 Anytown, ID 83211	N	(124.54) \$ _____
5	5 / 25 / 18	6. Jonathan King 241 S Main Anytown, ID 83211	C	(100.00) \$ _____
	/ /	7.		\$ _____
	/ /	8.		\$ _____
	/ /	9.		\$ _____
	/ /	10.		\$ _____
<b>Total This Page:</b>				<b>\$ 1,372.00</b>

Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2 line 7.

## SCHEDULE C - IN-KIND CONTRIBUTIONS AND EXPENDITURES

**Important:** All In-Kind Contributions and Expenditures must be listed on Schedule C.

1. At the top of Schedule C, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Political Committee submitting the report.
  - b) The page number of this sheet and the total number of Schedule C pages being completed and filed.
    - i) Enter these numbers after you have completed all required Schedule C pages.
2. Each In-Kind Contribution and Expenditure has two parts; a contribution entry and an expenditure entry. For the Contribution portion of the donation, enter the following information in the appropriate fields:
  - a) The Date the In-Kind Contribution was made. (MM/DD/YY)
  - b) For Candidates, mark whether the contribution is for either the upcoming Primary or General Election.
    - i) For information on designating contributions, see page 32.
  - c) The Full Name and Mailing Address of the Contributor.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - d) The Amount of the contribution.
  - e) The total amount of contributions received from this contributor in this Calendar Year.
3. For the Expenditure portion of the donation, enter the following information in the appropriate fields:
  - a) The Full Name and Mailing Address of the recipient of the expenditure.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - b) The Amount of the expenditure, which should match the amount of the contribution.
  - c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.

**Example 1:** Out-of-Pocket - The Candidate's son personally paid for car expenses and was not reimbursed from the campaign. This is considered an In-Kind Contribution from the Candidate's son. See the completed entry on Line 1 on the Schedule C example on page 187.

**Example 2:** Fair Market Value: Actual Cost - Bill Smith purchased yard signs from Signs by Design for Mr. Doe. Mr. Smith was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with Bill Smith listed as the contributor and Signs by Design as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the signs (i.e. the cost of the signs paid to Signs by Design). See the completed entry on Line 2 on the Schedule C example on page 187.

**Example 3:** Fair Market Value: Estimated Cost - HOW Employees React PAC paid for a survey for Mr. Doe. HOW Employees React PAC was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with HOW Employees React PAC listed as the contributor and Best Results as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the survey (i.e. the amount that the Candidate would have paid for a comparable survey). See the completed entry on Line 3 on the Schedule C example on page 187.

4. Once the Schedule C - In-Kind Contributions and Expenditures page is completed, complete the following:
  - a) Add the expenditure amount listed on each line together and place the total in the box titled "Expenditure Total."
  - b) Add the contribution amount listed on each line together and place the total in the box titled "Contributor Total."
5. Combine the Expenditure Total from each Schedule C page completed and enter the grand total of the In-Kind Expenditures made this reporting period on line 8 of the Detailed Summary page.
6. Combine the Contributor Total from each Schedule C page completed. Enter the grand total on line 3 of the Detailed Summary page.

**SCHEDULE C**  
**IN-KIND CONTRIBUTIONS and EXPENDITURES**

Name of Candidate or Committee: John Doe

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- |   |   |
|---|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage)  | N Newspaper & Other Periodical Advertising      |
| B Broadcast Advertising (Radio, TV, Internet & Telephone) | O Other Advertising (Yard Signs, Buttons, etc.) |
| C Contributions to Candidates & PAC's                     | P Postage                                       |
| D Donations & Gifts                                       | S Surveys & Polls                               |
| E Event Expenses  | T Tickets (Events)                              |
| F Food & Refreshments                                     | U Utilities                                     |
| G General Operational Expenses                            | W Wages, Salaries, Benefits & Bonuses           |
| H Independent Expenditure                                 | Y Petition Circulators                          |
| L Literature, Brochures, Printing                         | Z Preparation & Production of Advertising       |
| M Management Services                                     |   |

<b>1</b>	1. <u>05 / 25 / 18</u> <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	Contributor Name, Mailing Address and Zip Code Donald Doe 1830 Lucky Lane; Anytown, ID 83211	\$ 69.00 \$ 69.00 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Donald Doe 1830 Lucky Lane; Anytown, ID 83211	\$ 69.00 Purpose Code(s) A
<b>2</b>	2. <u>05 / 17 / 18</u> <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	Contributor Name, Mailing Address and Zip Code Bill Smith PO Box 27; Anytown, ID 83211	\$ 250.00 \$ 250.00 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Signs by Design PO Box 27; Anytown, ID 83211	\$ 250.00 Purpose Code(s) O
<b>3</b>	3. <u>05 / 13 / 18</u> <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General	Contributor Name, Mailing Address and Zip Code How Employees React PAC PO Box 33; Washington, DC 21111	\$ 698.97 \$ 698.97 Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code Best Results 1600 W 1100 N; Olympia, WA 98504	\$ 698.97 Purpose Code(s) S
	4. <u> / / </u> <input type="checkbox"/> Primary <input type="checkbox"/> General	Contributor Name, Mailing Address and Zip Code	\$ \$ Calendar Year-To-Date
		Expenditure Name, Mailing Address and Zip Code	\$ Purpose Code(s)
Expenditure Total: (Transfer the combined total of all Expenditures on Schedule C pages to the Detailed Summary, page 2 line 8)			\$ 1,017.97
Contributor Total: (Transfer the combined total of all Contributors on Schedule C pages to the Detailed Summary, page 2 line 3)			\$ 1,017.97

## SCHEDULE D - LOANS

1. Each loan to a campaign increases the campaigns cash balance. To complete Schedule D - Loans, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Committee submitting the report.
  - b) The Name and Mailing Address of the Lender.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - c) The Previous Balance of the loan listed at the end of the last reporting period.
    - i) If this is the first loan from this Lender, this amount will be \$0.
    - ii) If the Lender was listed on the last report, this figure will be transferred from the balance column on the previous report for this Lender.
  - d) The Date (MM/DD/YY) and Amount of the loan received this reporting period.
  - e) The Amount of any Interest accrued on the loan during this reporting period.
  - f) The Date (MM/DD/YY) and Amount of any Repayments of the Loan during this reporting period.
  - g) Total the Balance Outstanding at the end of this reporting period.
    - i)  $\text{Previous Balance} + \text{New Loan amount} + \text{Interest} - \text{Repayments} = \text{Balance Outstanding}$

**Note:** In the completed example on page 189, the Candidate received a \$4,000 loan from his bank on May 15, 2016. Between May 15th and the end of this reporting period, interest had accrued in the amount of \$42.50. The Candidate paid \$1,192.50 to the bank on May 25th, which included the accrued interest. See the completed example on page 189 for correct reporting of these transactions.

**Important:** If the Candidate loans personal funds to the campaign, the Candidate would be listed as the Lender.

2. Once the Schedule D - Loans page is completed, complete the following:
  - a) Add the Previous Balance amount listed on each line together and place the total in the box titled "Previous Total."
  - b) Add the New Loans Received amount listed on each line together and place the total in the box titled "Received Total."
  - c) Add the Interest Accrued amount listed on each line together and place the total in the box titled "Interest Total."
  - d) Add the Repayments of Loans amount listed on each line together and place the total in the box titled "Repayments Total."
  - e) Add the Ending Balance amount listed on each line together and place the total in the box titled "Ending Balance Total."
3. Combine the Received Total from each Schedule D page completed and enter the grand total of the Loans Received this reporting period on line 4 of the Detailed Summary page.
4. Combine the Repayments Total from each Schedule D page completed and enter the grand total of the Repayments made this reporting period on line 9 and line 16 of the Detailed Summary page.
5. Combine the Received Total and the Interest Total from each Schedule D page completed and enter the grand total on line 13 of the Detailed Summary page.

## SCHEDULE D - LOANS

Name of Candidate or Committee: **John Doe**

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same Lender listed more than once. Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code, even if it is repaid in full.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. Note: Any loan that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

Name, Mailing Address and Zip Code of Lender (Candidate, Individual or Business)	Previous Balance of loan at the end of the last reporting period	New Loan amount received during this reporting period	Interest accrued during this reporting period	Repayments of Loan during this reporting period	Balance outstanding at the end of this reporting period
1. 1st USA Bank PO Box 123 Anytown, ID 83211	0.00	Date: <u>5 / 15 / 18</u> Amount: \$ <u>4,000.00</u>	42.50	Date: <u>5 / 25 / 18</u> Amount: \$ <u>1,192.50</u>	2,850.00
2. John Doe 1820 Lucky Lane Anytown, ID 83211	0.00	Date: <u>5 / 10 / 18</u> Amount: \$ <u>2,000.00</u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	2,000.00
3.		Date: <u>    /    /    </u> Amount: \$ <u>            </u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	
4.		Date: <u>    /    /    </u> Amount: \$ <u>            </u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	
5.		Date: <u>    /    /    </u> Amount: \$ <u>            </u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	
6.		Date: <u>    /    /    </u> Amount: \$ <u>            </u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	
7.		Date: <u>    /    /    </u> Amount: \$ <u>            </u>		Date: <u>    /    /    </u> Amount: \$ <u>            </u>	
	Previous	Received	Interest	Repayments	Ending Balance

Previous Total: \$ 0.00

Received Total: \$ 6,000.00  
(Transfer the combined total of all received loans to the Detailed Summary, page 2 line 4)

Interest Total: \$ 42.50

Repayments Total: \$ 1,192.50  
(Transfer the combined total of all loan repayments to the Detailed Summary, page 2 line 9 & 16)

Ending Balance Total: \$ 4,850.00

(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2 line 13)

## SCHEDULE E - CREDIT CARDS and DEBT

1. Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Committee submitting the report.
  - b) The Name and Mailing Address of the Creditor.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - c) The Previous Balance of the debt listed at the end of the last reporting period.
    - i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be \$0.
    - ii) If the Creditor was listed on the last report, the amount in the balance column of that report will be transferred.
  - d) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of New Debt.
    - i) This amount will include any accrued interest on the debt.
  - e) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
  - f) Total the Balance outstanding at the end of this reporting period.
    - i)  $\text{Previous Balance} + \text{New Debt amount} - \text{Repayments} = \text{Balance Outstanding}$

**Example 1:** The Candidate, John Doe, incurred debt on his credit card. This debt was originally reported on a previous report as a New Debt amount and an Itemization of the New Debt. Mr. Doe has incurred additional debt on his credit card during this reporting period and made a payment. See the completed entry on Line 1 on the Schedule E example on page 181. If there has been no incurred debt on a credit card, a new entry must be listed. However, if the incurred debt is in addition to already reported debt on a credit card the new debt is added to the already reported debt.

**Example 2:** The Candidate, John Doe, purchased broadcast advertising this reporting period from Media Associates. However, he has not paid the bill. See the completed entry on Line 2 on the Schedule E example on page 181.

**Example 3:** The Candidate, John Doe, purchased broadcast advertising from the Walker Agency with an outstanding balance of \$1,000 listed on the 7 Day Pre-Primary report. This reporting period he purchased an additional \$750.00 worth of advertising and made a payment of \$500.00 on the outstanding balance from the 7 Day Pre-Primary report. In this example, the Candidate must have two entries on the Schedule E page for the Walker Agency.

Entry 1: The Walker Agency is shown with a Previous Balance of \$1,000. The \$500.00 payment is listed in the Repayments of Debt column. The Outstanding Balance for this transaction will appear as \$500.00.

Entry 2: The Walker Agency is listed a second time with a Previous Balance of \$0. The \$750.00 incurred amount is listed in the New Debt amount column. The Outstanding Balance for this transaction will appear as \$750.00.

See the completed entries on Line 4 and 5 on the Schedule E example on page 181.

**Example 4:** The Candidate, John Doe, hired Sam Smith during this reporting period to manage his campaign. Mr. Doe incurred a \$1,000.00 for services rendered and made a payment of \$250.00. See the completed entry on Line 6 on the Schedule E example on page 181.

2. Once the Schedule E - Credit Cards and Debt page is completed, complete the following:
  - a) Add the Previous Balance amount listed on each line together and place the total in the box titled "Previous Total."
  - b) Add the New Debt amount listed on each line together and place the total in the box titled "Incurred Total."
  - c) Add the Repayments amount listed on each line together and place the total in the box titled "Repayments Total."
  - e) Add the Ending Balance amount listed on each line together and place the total in the box titled "Ending Balance Total."
3. Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.
4. Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.

## SCHEDULE E - CREDIT CARDS and DEBT

Name of Candidate or Committee: **John Doe**

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. Note: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

	Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business)	Previous Balance of debt at the end of the last reporting period	New Debt amount incurred during this reporting period	Repayments of Debt during this reporting period	Balance outstanding at the end of this reporting period
1	1. Mastercard Inc Box 6000 Williams, DE 01234	900.00	Date: <u>5 / 25 / 18</u> Amount: \$ <u>832.50</u>	Date: <u>5 / 15 / 18</u> Amount: \$ <u>900.00</u>	832.50
2	2. Media Associates 800 Maple Avenue Anytown, WA 98000	0.00	Date: <u>5 / 15 / 18</u> Amount: \$ <u>7,000.00</u>	Date: <u>   /   /   </u> Amount: \$ <u>          </u>	7,000.00
	3. Skyline Aviation 100 Main Street Everytown, ID 83210	0.00	Date: <u>5 / 20 / 18</u> Amount: \$ <u>1,500.00</u>	Date: <u>   /   /   </u> Amount: \$ <u>          </u>	1,500.00
3	4. Walker Agency 200 South 9th Anytown, ID 83211	1,000.00	Date: <u>   /   /   </u> Amount: \$ <u>          </u>	Date: <u>5 / 25 / 18</u> Amount: \$ <u>500.00</u>	500.00
3	5. Walker Agency 200 South 9th Anytown, ID 83211	0.00	Date: <u>5 / 18 / 18</u> Amount: \$ <u>750.00</u>	Date: <u>   /   /   </u> Amount: \$ <u>          </u>	750.00
4	6. Sam Smith 2015 Dover Drive Anytown, ID 83211	0.00	Date: <u>5 / 15 / 18</u> Amount: \$ <u>1,000.00</u>	Date: <u>5 / 25 / 18</u> Amount: \$ <u>250.00</u>	750.00
	Previous Total:	\$ 1,900.00	Incurred	Repayments	Ending Balance
			Incurred Total: (Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14)	Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17)	
			\$ 11,082.50	\$ 1,650.00	
				Ending Balance Total:	\$ 11,332.50

## SCHEDULE E - CREDIT CARDS and DEBT

1. Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Committee submitting the report.
  - b) The Name and Mailing Address of the Creditor.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - c) The Previous Balance of the debt listed at the end of the last reporting period.
    - i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be \$0.
    - ii) If the Creditor was listed on the last report, this figure will be the balance column on that report for this Creditor.
  - d) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of the New Debt.
    - i) This amount will include any accrued interest on the debt.
  - e) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
  - f) Total the Balance outstanding at the end of this reporting period.
    - i)  $\text{Previous Balance} + \text{New Debt amount} - \text{Repayments} = \text{Balance Outstanding}$

**Example 5:** The Candidate, John Doe, listed an outstanding balance of \$1,000 for Skyking Aviation on the 7 Day Pre-Primary report. Skyking Aviation is shown with a Previous Balance of \$1,000. Mr. Doe did not incur any additional debt but did make a payment of \$1,000 to Skyking Aviation this reporting period. See the completed entry on line 1 on the Schedule E example on page 43 for correct reporting.

**Example 6:** The Candidate, John Doe, listed an outstanding balance of \$636.43 for All Marketing on the 7 Day Pre-Primary report. All Marketing is shown with a Previous Balance of \$636.43. Mr. Doe did not incur any additional debt or make any payments to All Marketing this reporting period. See the completed entry on line 2 on the Schedule E example on page 183 for correct reporting.

2. Once the Schedule E - Credit Cards and Debt page is completed, complete the following:
  - a) Add the Previous Balance amount listed on each line together and place the total in the box titled "Previous Total."
  - b) Add the New Debt amount listed on each line together and place the total in the box titled "Incurred Total."
  - c) Add the Repayments amount listed on each line together and place the total in the box titled "Repayments Total."
  - d) Add the Ending Balance amount listed on each line together and place the total in the box titled "Ending Balance Total."
3. Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.
4. Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.

## SCHEDULE E - CREDIT CARDS and DEBT

Name of Candidate or Committee: **John Doe**

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Credit Cards are considered debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. Note: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

5

6

Name, Mailing Address and Zip Code of Creditor (Candidate, Individual or Business)	Previous Balance of debt at the end of the last reporting period	New Debt amount incurred during this reporting period	Repayments of Debt during this reporting period	Balance outstanding at the end of this reporting period
1. Skyking Aviation PO Box 200 Anytown, ID 83211	1,000.00	Date: _____ Amount: _____ \$ _____	Date: <u>5</u> / <u>25</u> / <u>18</u> Amount: _____ \$ <u>1,000.00</u>	0.00
2. All Marketing PO Box 4500 Anytown, WA 98000	636.43	Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	636.43
3.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
4.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
5.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	
6.		Date: _____ Amount: _____ \$ _____	Date: _____ Amount: _____ \$ _____	

	Previous	Incurred	Repayments	Ending Balance
Previous Total:	\$ 1,636.43	Incurred Total: (Transfer the combined total of all incurred debt to the Detailed Summary, page 2 line 14)	Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2 line 10 & 17)	Ending Balance Total:
		\$ 0.00	\$ 1,000.00	\$ 636.43

## SCHEDULE E-1 - CREDIT CARDS and DEBT ITEMIZATION

Each new debt listed on Schedule E must have a Schedule E-1 attached. This schedule itemizes the new debt with the date incurred, who it was incurred from, the purpose and the amount. The total of itemization for each Creditor should equal the New Loan amount on Schedule E.

1. At the top of Schedule E-1, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Committee submitting the report.
  - b) The Name of the Creditor.
  - c) The page number of this sheet and the total number of Schedule E-1 pages being completed and filed.
    - i) Enter these numbers after you have completed all required Schedule E-1 pages.
2. Each New Debt incurred by a campaign increases the debt owed by the campaign and must be itemized. To complete Schedule E-1 - Credit Cards and Debt Itemization, enter the following information in the appropriate fields:
  - a) The Date the Debt was incurred.
  - b) The Name and Mailing Address of the Expenditure.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - b) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
  - c) The Amount of the incurred expenditure.
3. Once the Schedule E-1 - Credit Card and Debt Itemization page is completed, add the Expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."

**Important:** The total of itemizations for this Creditor should equal the new loan amount listed on Schedule E - Credit Card and Debt page for this Creditor.

**Note:** Pages 195 through 197 are examples of correct entry of E-1 forms based on the completed Schedule E examples on page 191 and 193.

**SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION**

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Mastercard Inc**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- |   |   |
|---|---|
| A All Travel Expenses (Airfare, Fuel, Lodging & Mileage)  | M Management Services                           |
| B Broadcast Advertising (Radio, TV, Internet & Telephone) | N Newspaper & Other Periodical Advertising      |
| C Contributions to Candidates & PAC's                     | O Other Advertising (Yard Signs, Buttons, etc.) |
| D Donations & Gifts                                       | P Postage                                       |
| E Event Expenses  | S Surveys & Polls                               |
| F Food & Refreshments                                     | T Tickets (Events)                              |
| G General Operational Expenses                            | U Utilities                                     |
| H Independent Expenditure                                 | W Wages, Salaries, Benefits & Bonuses           |
| I Interest Accrued & Finance Charges                      | Y Petition Circulators                          |
| L Literature, Brochures, Printing                         | Z Preparation & Production of Advertising       |

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code(s)	Amount
5 / 15 / 18	1. Computers for You 101 Main Street Anytown, ID 83211	G	\$ 632.50
5 / 25 / 18	2. Smart Printing 1930 Level Way Anytown, ID 83211	L	\$ 200.00
/ /	3.		\$
/ /	4.		\$
/ /	5.		\$
/ /	6.		\$
/ /	7.		\$
/ /	8.		\$
/ /	9.		\$
<b>Total This Page:</b>			<b>\$ 832.50</b>

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Media Associates**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- A All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- B Broadcast Advertising (Radio, TV, Internet & Telephone)
- C Contributions to Candidates & PAC's
- D Donations & Gifts
- E Event Expenses
- F Food & Refreshments
- G General Operational Expenses
- H Independent Expenditure
- I Interest Accrued & Finance Charges
- L Literature, Brochures, Printing
- M Management Services
- N Newspaper & Other Periodical Advertising
- O Other Advertising (Yard Signs, Buttons, etc.)
- P Postage
- S Surveys & Polls
- T Tickets (Events)
- U Utilities
- W Wages, Salaries, Benefits & Bonuses
- Y Petition Circulators
- Z Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code(s)	Amount
5 / 15 / 18	1. Media Associates 800 Maple Ave Anytown, ID 83211	B	\$ 7,000.00
/ / /	2.		\$
/ / /	3.		\$
/ / /	4.		\$
/ / /	5.		\$
/ / /	6.		\$
/ / /	7.		\$
/ / /	8.		\$
/ / /	9.		\$
Total This Page:			\$ 7,000.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 - CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee: **John Doe**

Name of Creditor from Schedule E: **Skyline Aviation**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes (Enter up to 3 purpose codes per Expenditure.)

- A All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- B Broadcast Advertising (Radio, TV, Internet & Telephone)
- C Contributions to Candidates & PAC's
- D Donations & Gifts
- E Event Expenses
- F Food & Refreshments
- G General Operational Expenses
- H Independent Expenditure
- I Interest Accrued & Finance Charges
- L Literature, Brochures, Printing
- M Management Services
- N Newspaper & Other Periodical Advertising
- O Other Advertising (Yard Signs, Buttons, etc.)
- P Postage
- S Surveys & Polls
- T Tickets (Events)
- U Utilities
- W Wages, Salaries, Benefits & Bonuses
- Y Petition Circulators
- Z Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address and Zip Code of Expenditure	Purpose Code(s)	Amount
5 / 20 / 18	1. Skyline Aviation 100 Main Street Everytown, ID 83212	A	\$ 1,500.00
/ / /	2.		\$
/ / /	3.		\$
/ / /	4.		\$
/ / /	5.		\$
/ / /	6.		\$
/ / /	7.		\$
/ / /	8.		\$
/ / /	9.		\$
Total This Page:			\$ 1,500.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.



## **SCHEDULE F - PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED**

If you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period, you need to report them on Schedule F - Pledged Contributions.

1. At the top of Schedule F, enter the following information in the appropriate fields:
  - a) The Name of the Candidate or Committee submitting the report.
  - b) The page number of this sheet and the total number of Schedule F pages being completed and filed.
    - i) Enter these numbers after you have completed all required Schedule F pages.
2. For each Pledged Contribution, enter the following information in the appropriate fields:
  - a) For Candidates, mark whether the contribution is pledged for either the upcoming Primary or General Election.
    - i) For information on designating contributions, see page 32.
  - b) The Date the contribution was pledged. (MM/DD/YY)
  - c) The Full Name and Mailing Address of the Contributor.
    - i) First and Last Name of the Individual, or
    - ii) Full Organizational Name, and
    - iii) Complete Mailing Address including Zip Code.
  - d) The Amount of the pledged contribution.
3. Once the Schedule F - Pledge Contributions page is completed, add the Contribution amount listed on each line together and place the total in the box titled "Total Amount of Pledged Contributions."
4. Combine the Pledged Contribution total from each Schedule F page completed. Enter the grand total on line 20 of the Detailed Summary page.

**SCHEDULE F**  
**PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED**

Name of Candidate or Committee: John Doe

Directions: Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

Pledged For	Date Pledged	Full Name, Mailing Address and Zip Code of Contributor	Amount Pledged
<input type="checkbox"/> Primary <input checked="" type="checkbox"/> General	5 / 24 / 18	1. Margaret Smith PO Box 154 Anytown, ID 83211	500.00
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	2.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	3.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	4.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	5.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	6.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	7.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	8.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	9.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	10.	
<input type="checkbox"/> Primary <input type="checkbox"/> General	/ /	11.	

Total Amount of Pledged Contributions: \$ 500.00

Transfer the combined total of all Schedule F pages to the Detailed Summary on page 2 line 20.



48 HOUR NOTICE OF  
CONTRIBUTIONS/LOANS RECEIVED  
OF \$1,000 OR MORE  
C-5



## **48 HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED**

### **Who must file a 48 Hour Notice of Contributions/Loans Received of \$1,000 or more?**

Each Candidate and any Committee who receives a contribution of a \$1,000 or more between the filing of the 7 Day Pre-Election report and more than 48 hours before any Primary or General Election.

- a) Primary Election: Between April 30 and May 25, 2018
- b) General Election: Between October 22 and November 16, 2018

### **When must the 48 Hour Notice of Contributions/Loans Received be filed?**

The 48 Hour Notice must be received in the Secretary of State's Office within 48 hours from the receipt of the contribution.

### **What does the 48 Hour Notice of Contributions/Loans Received of \$1,000 or more contain?**

The 48 Hour Notice of Contributions/Loans contains the Name and Address of the Candidate or Committee along with the Name and Address of the contributor, the Date the contribution was received and the Amount of the contribution.

### **Are personal funds and In-Kind Contributions included in the 48 Hour Notice requirement?**

Yes, this applies to all contributions including personal funds from the Candidate and In-Kind Contributions.

**Note:** Political Committees making last minute In-Kind Contributions have an obligation to notify the affected

Candidate(s) and/or Committee(s) immediately in order that they can file a timely 48 Hour Notice.

### **Does a contribution reported on a 48 Hour Notice need to be reported on another report?**

Yes, all contributions reported on the 48 Hour Notice of Contributions/Loans Received must be reported on the appropriate 30 Day Post-Election report. The 48 Hour Notice of Contributions/Loans Received is only a notification of the receipt of the contribution and does not affect the balances on any of the filed Campaign Disclosure Reports.

### **Can a 48 Hour Notice of Contributions/Loans Received be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

<p style="text-align: center;"><b>COMPLETING THE 48 HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED (C-5)</b></p>
---

1. Complete the fields regarding the Candidate or Committee submitting the report.
2. In the space provided, enter the following information regarding the contribution received:
  - a) The Date the contribution was received.
  - b) The Full Name and Address of the Contributor or Lender.
    - i) The First and Last Name of the Individual or
    - ii) Full Organizational Name, and
    - iii) The Complete Mailing Address, including Zip Code.
  - c) The Amount of the Contribution in the appropriate field. (Options: Cash or Check, In-Kind or Loan)
3. If more than 1 contributor is being listed on this report, complete the information in step 2 for each contributor.
4. Print the Name of the Political Treasurer completing the report on the line "I, \_\_\_\_\_, hereby certify...".
  - a) If the Candidate or Committee Chairman completes the report, enter their name in place of the Political Treasurer's.
5. The Political Treasurer completing the report must sign prior to submitting it to the Secretary of State's Office.
  - a) If the Candidate or Committee Chairman completes the report, they must sign in the place of the Political Treasurer.



## 48 HOUR NOTICE OF CONTRIBUTIONS / LOANS RECEIVED of \$1,000 or more

C-5  
Rev. 01/15

Directions: Use this form to report any contribution of one thousand dollars (\$1,000) or more, received after the sixteenth (16) day before, but more than forty-eight (48) hours before, any primary or general election. Notification must be made within forty-eight (48) hours after receipt of such contribution. (Sec. 67-6607(c), I.C.)

2018 Elections	
48 Hour Notice required for contributions:	
Primary Election	April 30, 2018 through May 12, 2018
General Election	October 21, 2018 through November 3, 2018

This requirement applies to all types of contributions, including but not limited to:

- cash contributions
- in-kind contributions
- loans
- contributions or personal loans made by the candidate

Name of Candidate or Committee: John Doe	District (if applicable) 30
Mailing Address: 1820 Lucky Lane	
City and Zip Code: Anytown, ID 83211	

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check	In-Kind (non-monetary)	Loan
10/24/18	Daniel Doe 1. 2300 Ace Road Anytown, ID 83211	\$ 1,000.00	\$ _____	\$ _____
____	2.	\$ _____	\$ _____	\$ _____
____	3.	\$ _____	\$ _____	\$ _____

**RETURN THIS FORM TO:**  
Lawrence Denney  
Secretary of State  
Elections Division  
PO Box 83720  
Boise, ID 83720-0080  
(208) 334-2852  
Fax: (208) 334-2282

I, Jane Doe, hereby certify that the information in this  
Name of Political Treasurer  
 report is a true, complete and correct.

*Jane Doe*  
 \_\_\_\_\_  
 Signature of Political Treasurer

## ADDITIONAL REPORTS FREQUENTLY ASKED QUESTIONS

### INDEPENDENT EXPENDITURES

#### What is an Independent Expenditure?

“Independent expenditure” means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, “expressly advocating” means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as “vote for,” “elect,” “support,” “cast your ballot for,” “vote against,” “defeat” or “reject.” (Section 67-6602(i), I.C.)

**NOTE: For additional information regarding Independent Expenditures and instructions for completing the Independent Expenditure Reports, see the Independent Expenditures Section beginning on page 55.**

### ELECTIONEERING COMMUNICATION

#### What is an Electioneering Communication?

(1) “Electioneering Communication” means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

- (i) Unambiguously refers to any candidate; and
- (ii) Is broadcasted, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and
- (iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office. (Section 67-6602(f)(1), I.C.)

**NOTE: For additional information regarding Electioneering Communications and instructions for completing the Electioneering Communication Report, see the Electioneering Communication section beginning on page 63.**

### STATEMENT BY A NONBUSINESS ENTITY

#### What is a Nonbusiness Entity?

A “Nonbusiness entity” means any group of two (2) or more individuals, corporation, association, firm, partnership, committee, club or other organization which:

- (1) Does not have as its principal purpose the conduct of business activities for profit; and
- (2) Received during the preceding or current calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67-6602(n), I.C.)

**NOTE: For additional information regarding the Statement by a Nonbusiness Entity and instructions for completing the Nonbusiness Entity Report, see the Statement by a Nonbusiness Entity section beginning on page 69.**





INDEPENDENT EXPENDITURES  
C-4 AND C-7

## INDEPENDENT EXPENDITURES - FREQUENTLY ASKED QUESTIONS

### **What is an Independent Expenditure?**

“Independent expenditure” means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, “expressly advocating” means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as “vote for,” “elect,” “support,” “cast your ballot for,” “vote against,” “defeat” or “reject.” (Section 67-6602(i), I.C.)

### **Does a person in the definition of an Independent Expenditure include more than a single individual?**

Yes, a person “means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons.” (Section 67-6602(o), I.C.)

### **What does expressly advocating mean?**

Expressly advocating “means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as “vote for,” “elect,” “support,” “cast your ballot for,” “vote against,” “defeat” or “reject.” (Section 67-6602(i), I.C.)

### **Who must file an Independent Expenditure Report?**

An Independent Expenditure Report must be filed by:

- a) Any person not filing campaign disclosure reports with the Secretary of State’s Office who makes Independent Expenditures exceeding \$100 in aggregate supporting or opposing any one Candidate, Political Committee or Measure. They must file the Statement of Independent Expenditures (C-4).
- b) Each person, including Candidates and Political Committees, who make Independent Expenditures of \$1,000 or more in aggregate after the 16th day before, but more than 48 hours before, any Primary or General Election. They must file the 48 Hour Notice of Independent Expenditures (C-7).

### **When must an Independent Expenditure report be filed?**

Independent Expenditure (C-4) reports must be filed not less than 7 days prior to and 30 days after the Primary and General Election.

a) <u>Expenditures Made Between</u>	<u>Report is Due</u>
January 1, 2018 - April 29, 2018	May 8, 2018
April 30, 2018 - May 25, 2018	June 15, 2018
May 26, 2018 - October 21, 2018	October 30, 2018
October 22, 2018 - November 16, 2018	December 6, 2018

### **When must an Independent Expenditure: 48 Hour Notice report be filed?**

Independent Expenditure: 48 Hour Notice report must be filed not more than 48 hours from the time an expenditure of \$1,000 in aggregate has been made after the 16th day before, but more than 48 hours before, any Primary or General Election.

a) <u>Expenditures Made Between</u>	<u>Report is Due</u>
April 30, 2018 - May 12, 2018	Within 48 hours of expenditure
October 21, 2018 - November 3, 2018	Within 48 hours of expenditure

**What does the Independent Expenditure report and the Independent Expenditure: 48 Hour Notice Report contain?**

The Independent Expenditure report contains the following:

- a) The Name and Address of the Individual making the Independent Expenditure;
- b) The Type of Report being submitted;
- c) The Date of the expenditure;
- d) The Name and Address of any person to whom an expenditure in excess of \$50 has been made in support of or in opposition to any Candidate or Measure during the reporting period;
- e) The Names of Candidates or Measures supported;
- f) The Names of Candidates or Measures opposed;
- g) The Purpose of the expenditure;
- h) The Amount of the expenditure; and
- i) The Total of all Expenditures made in support of or in opposition to any such Candidate or Measure.

**Can an Independent Expenditure report be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

**COMPLETING THE INDEPENDENT EXPENDITURES (C-4) REPORT**

To complete the Independent Expenditure Report form, follow the steps below.

- 1. Complete the fields regarding the individual submitting the report.
- 2. Identify the report being filed by checking the box to the left of the appropriate Type of Report.
  - a) The report options are:
    - i) 7 Day Pre-Primary Statement
    - ii) 30 Day Post-Primary Statement
    - iii) 7 Day Pre-General Statement
    - iv) 30 Day Post-General Statement
- 3. In the space provided, enter the following information regarding each recipient:
  - a) The Date the expenditure was made.
  - b) The Full Name and Address of the recipient.
    - i) The First and Last Name of the Individual or,
    - ii) Full Organizational Name, and
    - iii) The Complete Mailing Address, including Zip Code.
  - c) The Candidate and/or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column and whether it is support or opposition.
  - d) The Purpose Code for each expenditure from the list of Purpose Codes.
  - e) The Amount of the expenditure in the Amount column.
- 4. Enter the Total Amount of Expenditures being reported.
- 5. Print the Name of the Individual filing the report on the line "I, \_\_\_\_\_, hereby certify...".
- 6. The Individual filing the report must sign the report prior to submitting it to the Secretary of State's Office.



# INDEPENDENT EXPENDITURES

C-4  
Rev. 1/15

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

## Totaling More Than \$100 Made In Support of or in Opposition to Any One Candidate, Political Committee or Measure

Full Name: Citizens for Change Committee Telephone No.: (208) 444-1000

Mailing Address and Zip Code: 1800 W Lincoln Ave; Anytown, ID 83211

### TYPE OF REPORT

- 7 Day Pre-Primary Statement       7 Day Pre-General Statement  
 30 Day Post Primary Statement       30 Day Post-General Statement

### Purpose Codes

- B Broadcast Advertising (Radio, TV, Internet & Telephone)    O Other Advertising (Yard Signs, Buttons, etc.)  
E Event Expenses    P Postage  
F Food & Refreshments    S Surveys & Polls  
L Literature, Brochures, Printing    Z Preparation & Production of Advertising  
N Newspaper & Other Periodical Advertising

### ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate/Measure Supported/Opposed	Purpose Code(s)	Amount
5 / 2 / 18	1. About the Town News PO Box 40 Anytown, ID 83211	Support John Doe Oppose Janet Jet	L	\$ 2500.00
__ / __ / __	2.			\$ _____
__ / __ / __	3.			\$ _____
__ / __ / __	4.			\$ _____
__ / __ / __	5.			\$ _____

#### RETURN THIS FORM TO:

Lawrence Denney  
Secretary of State  
Elections Division  
PO Box 83720  
Boise, ID 83720-0080  
(208) 334-2852  
Fax: (208) 334-2282

Total Expenditure(s): \$ 2500.00

I, Mary Jones, hereby certify that the information in this report is true, complete and correct.

Mary Jones  
Signature

<p style="text-align: center;"><b>COMPLETING THE INDEPENDENT EXPENDITURES: 48 HOUR NOTICE (C-7) REPORT</b></p>
--

To complete the Independent Expenditure: 48 Hour Notice Report, follow the steps below.

1. Complete the fields regarding the individual or Political Committee submitting the report.
2. In the space provided, enter the following information regarding each recipient:
  - a) The Date the expenditure was made.
  - b) The Full Name and Address of the recipient.
    - i) The First and Last Name of the Individual or
    - ii) Full Organizational Name, and
    - iii) The Complete Mailing Address, including Zip Code.
  - c) Enter the Candidate or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column and whether it is support or opposition.
  - d) Enter the Purpose Code for each expenditure from the list of Purpose Codes.
  - e) Enter the Amount of the expenditure in the Amount column.
3. On the line titled "Total Expenditure(s)," enter the total amount of expenditures listed on the report.
4. Print the Name of the Individual filing the report on the line "I, \_\_\_\_\_, hereby certify...".
5. The Individual filing the report must sign the report prior to submitting it to the Secretary of State's Office.



# INDEPENDENT EXPENDITURES 48 HOUR NOTICE

C-7  
Rev. 01/15

(Please note the definition of independent expenditure and Section 67-6611, Idaho Code - reverse side)

Totaling \$1000 or More  
Made in Support of or in Opposition to  
Any One Candidate, Political Committee or Measure

Full Name: Citizens for Change Committee Telephone No.: (208) 444-1000

Mailing Address and Zip Code: 1800 W Lincoln; Anytown, ID 83211

### 2018 Elections

48 Hour Notice required for expenditures made:

Primary Election -- April 30, 2018 through May 13th, 2018

General Election -- October 21, 2018 through November 3, 2018

#### Purpose Codes

- B Broadcast Advertising (Radio, TV, Internet & Telephone)
- E Event Expenses
- F Food & Refreshments
- L Literature, Brochures, Printing
- N Newspaper & Other Periodical Advertising
- O Other Advertising (Yard Signs, Buttons, etc.)
- P Postage
- S Surveys & Polls
- Z Preparation & Production of Advertising

### ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate/Measure Supported/Opposed	Purpose Code	Amount
5 / 12 / 18	1. State Newspaper PO Box 70 Anytown, ID 83211	Support John Doe	N	\$ 1000.00
5 / 12 / 18	2. Anytown Newspaper 101 Main Street Anytown, ID 83211	Support John Doe	N	\$ 500.00
__ / __ / __	3.			\$ _____
__ / __ / __	4.			\$ _____
__ / __ / __	5.			\$ _____

**RETURN THIS FORM TO:**  
 Lawrence Denney  
 Secretary of State  
 Elections Division  
 PO Box 83720  
 Boise, ID 83720-0080  
 (208) 334-2852  
 Fax: (208) 334-2282

Total Expenditure(s): \$ 1500.00

I, Mary Jones, hereby certify that the information in this  
Name  
report is true, complete and correct

*Mary Jones*

Signature





STATEMENT BY A NONBUSINESS ENTITY  
C-6

## NONBUSINESS ENTITY REPORT - FREQUENTLY ASKED QUESTIONS

### **What is a Nonbusiness Entity?**

A "Nonbusiness entity" means any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

- (1) Does not have as its principal purpose the conduct of business activities for profit; and
- (2) Received during the preceding or current calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67-6602(n), I.C.)

### **Who must file a Nonbusiness Entity report?**

Any Nonbusiness Entity, which is not a political committee as defined in Section 67-6602(p), Idaho Code, making expenditures in or directed to voters in the state of Idaho in an amount exceeding \$1,000 in any Calendar Year for the purpose of supporting or opposing one (1) or more candidates or measures. (Section 67-6606, I.C.)

- a) Any Nonbusiness Entity who files with the Secretary of State's Office as a Political Committee is exempt from filing these reports.

### **When must a Nonbusiness Entity report be filed?**

Within 30 days of exceeding the \$1,000 threshold.

### **What does the Nonbusiness Entity report contain?**

The Nonbusiness Entity report contains the following:

- a) The Name and Address of the Nonbusiness Entity,
- b) The Name, Title and Address of the Principal Officer(s) or Director(s),
- c) The Name and Address of each individual or entity who contributed through fees, dues, payments, or other considerations more than \$500 in the last 2 calendar years, and
- d) The Name and Address of each individual or entity who has paid or has agreed to pay fees, dues, payments or other consideration exceeding \$500 to such entity during the current year.

### **If a Nonbusiness Entity makes Independent Expenditures which exceeds the \$1,000 threshold, do they need to file the Independent Expenditure Report?**

Yes, a Nonbusiness Entity making Independent Expenditures that exceeds the \$1,000 threshold shall file both the Statement by a Nonbusiness Entity (C-6) and the Statement of Independent Expenditures (C-4) in a timely manner. However, be aware that the filing deadlines for these reports are different.

### **Can a Nonbusiness Entity report be faxed?**

Yes, this report may be faxed to the Secretary of State's Office at (208) 334-2282.

## COMPLETING THE NONBUSINESS ENTITY REPORT (C-6)

1. Complete the fields regarding the Nonbusiness Entity submitting the report.
2. In the space provided, enter the following information regarding the Principals of the Nonbusiness Entity:
  - a) The Full Name of each Principal, including First and Last Name, along with their Title.
  - b) The Address of each Principal, including the City, State and Zip Code.
3. In the space provided, enter the following information for each contributor to the Nonbusiness Entity:
  - a) The Full Name of each Contributor, including First and Last Name.
  - b) The Address of each Contributor, including City, State and Zip Code.
4. In the Certification section, enter the following information:
  - a) The Individual completing the report must sign.
  - b) Enter the Title of the individual completing the report.
  - c) Enter the Date the report was signed.



# STATEMENT BY A NONBUSINESS ENTITY

C-6  
Rev. 1/15

(Type or print clearly)  
See instructions at bottom of page

Name and Address of Nonbusiness Entity				
Name	Address	City	State	Zip
Tree Toppers Association	720 Ash Ave	Anytown	ID	83211

Name and Address of Principal Officer or Directors				
Name	Address	City	State	Zip
Paul Bunyon, Director	1300 Oak Street	Anytown	ID	83211
Dick Dowdy, Director	1100 Elm Street	Anytown	ID	83211
Charles Black, Director	800 Walnut Ave	Anytown	ID	83211

List the name and address of each person whose fees, dues, payments or other consideration paid to the nonbusiness entity during either of the prior two (2) calendar years has exceeded \$500; or who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding \$500 to such entity during the current year.

Name	Address	City	State	Zip
Forest Products, Inc.	PO Box 640	Anytown	ID	83211
Timber Toppers, Inc.	100 Lof Lane	Anytown	ID	83211
Jones & Associates	PO Box 3	Anytown	MT	59600

INSTRUCTIONS	
<p><b>Who should file this form?</b> Any nonbusiness entity, domiciled in the State of Idaho, which makes expenditures in an amount exceeding one thousand dollars (\$1,000) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures. <b>(Please note the definition of nonbusiness entity and Section 67-6606, Idaho Code - reverse side.)</b></p> <p><b>Filing Deadline:</b> This statement shall be filed within thirty (30) days of exceeding the one thousand dollars (\$1,000) threshold.</p> <p><b>To Be Filed With:</b> Lawrence Denney, Secretary of State PO Box 83720 Boise ID 83720-0080 (208) 334-2852 Fax: (208) 334-2282</p>	<p><b>Certification:</b> I hereby certify that the information contained herein is a true, complete, and correct statement in accordance with Section 67-6624, Idaho Code.</p> <p style="text-align: center;"><u>Paul Bunyon</u></p> <p>Signature _____</p> <p>Director _____</p> <p>Title _____</p> <p><b>6/15/2018</b></p> <p>Date _____</p>



ELECTIONEERING COMMUNICATION  
C-8

# ELECTIONEERING COMMUNICATIONS - FREQUENTLY ASKED QUESTIONS

## What is an Electioneering Communication?

An "Electioneering Communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

- (i) Unambiguously refers to any candidate; and
- (ii) Is broadcast, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and
- (iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office. (Section 67-6602(f)(1), I. C.)

## Are there any exemptions to an Electioneering Communication?

An Electioneering Communication does not include:

- (i) Any news articles, editorial endorsements, opinion or commentary, writings, or letter to the editor printed in a newspaper, magazine, or other periodical not owned or controlled by a candidate or political party;
- (ii) Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate or political party;
- (iii) Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families;
- (iv) Any communication which refers to any candidate only as part of the popular name of a bill or statute;
- (v) A communication which constitutes an expenditure or an independent expenditure under this chapter.

(Section 67-6602(f)(2), I. C.)

## Who must file an Electioneering Communication report?

Any person who conducts or transmits any Electioneering Communication and incurs costs in excess of \$100. In addition, any person that incurs costs of \$1,000 or more for the purpose of electioneering must file within 48 hours.

## When must an Electioneering Communication report be filed?

An Electioneering Communication must be filed:

- a) Not less than 7 days prior to and 30 days after the Primary and General Election.
  - i) 

<u>Expenditures for Communications Appearing Between</u>	<u>Report is Due</u>
April 15, 2018 - April 29, 2018	May 8, 2018
April 30, 2018 - May 25, 2018	June 15, 2018
September 2, 2018 - October 21, 2018	October 30, 2018
October 22, 2018 - November 16, 2018	December 6, 2018
- b) Within 48 hours if costs incurred are \$1,000 or more during the 30 day period prior to the Primary Election and 60 day period prior to the General Election.
  - i) 

<u>Expenditures Incurred Between</u>	<u>Report is Due</u>
April 15, 2018 - May 13, 2018	Within 48 hours of expenditure
September 2, 2018 - November 3, 2018	Within 48 hours of expenditure

## Does a person in the definition of an Electioneering Communication include more than a single individual?

Yes, a person "means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons." (Section 67-6602(o), I.C.)

## Can an Electioneering Communication report be faxed?

Yes, this report must be faxed to the Secretary of State's Office at (208) 334-2282, or emailed to [elections@sos.idaho.gov](mailto:elections@sos.idaho.gov).

### **What does the Electioneering Communication report contain?**

The Electioneering Communication report contains the following:

- a) The Name, Address and Phone Number of the Individual reporting the Electioneering Communication.
- b) The Amount spent on the communication.
- c) The Names and Addresses of any person contributing more than \$50 to the individual conducting or transmitting the Electioneering Communication.
- d) The Names and Addresses of all recipients receiving expenditures of \$25 or more.

## **COMPLETING THE ELECTIONEERING COMMUNICATIONS (C-8) REPORT**

1. Complete the fields regarding the Individual, Organization or Political Action Committee making the Electioneering Communication.
2. Select the type of report being filed by placing a check mark in the box to the left of the desired report type.
  - a) For Reporting Dates, see page 24.
3. Identify if this is an amended report by selecting the check box to the left of either No or Yes.
4. If this is an amended report, enter the date that the original report was filed.
5. Enter the Date the Electioneering Communication was distributed.
6. Enter the Total Expenditures this Statement.
7. Enter the Total Itemized Contributions of \$50 or More this Statement.
8. Enter the Total Contributions this Statement.

### Itemized Contributions

9. Print the Name of the Individual, Organization or Political Action Committee filing the report on the line at the top of the page.
10. For each contributor, enter the following information in the appropriate fields:
  - a) The Date the contribution was received.
  - b) The Amount of the contribution.
  - c) Mark whether the contribution was cash, loan or in-kind.
  - d) The Name (Last Name then First Name) of the contributor.
  - e) Enter the Address of the contributor.
  - f) Enter the City, State and Zip Code of the contributor.

### Itemized Expenditures

11. Print the Name of the Individual, Organization or Political Action Committee filing the report on the line at the top of the page.
12. For each expenditure, enter the following information in the appropriate fields:
  - a) The Date the expenditure was made.
  - b) The Amount of the expenditure.
  - c) Mark whether the expenditure was Cash or In-Kind.
  - d) The Name (Last Name then First Name) of the recipient.
  - e) Enter the Address of the recipient.
  - f) Enter the City, State and Zip Code for the recipient.
  - g) Enter the type of communication distributed, (ie, flyer, billboard, radio ad, telephone calls, newspaper ad, etc).
  - h) Enter the Names of the Candidates that are referred to in the communication.
  - i) Identify whether the communication is in support of or opposition to the Candidates listed.
    - i) If the communication supports one candidate while opposing another, identify the candidate being supported and the candidate being opposed.
  - j) Enter the Purpose of the expenditure.
13. On the front page of the Electioneering Communication report:
  - a) Print the Name of the Individual filing the report on the line "I, \_\_\_\_\_, hereby certify...".
  - b) The Individual filing the report must sign and date the report prior to sending it to the Secretary of State's Office.



### REPORT OF ELECTIONEERING COMMUNICATION

For use by a person who has expended \$100 or more per year on electioneering communications.

Any person incurring costs of \$1,000 or more must file within 48 hours of incurring costs.

Name of person/entity Stan Black

Address (Physical) 730 2nd Street City Anytown State ID Zip 83211

Mailing Address PO Box 141 City Anytown State ID Zip 83211

Telephone (208) 444-8080

#### TYPE OF REPORT

- 7 Day Pre-Primary Report       30 Day Post-Primary Report       48 Hour Report
- 7 Day Pre-General Report       30 Day Post-General Report

Is this an amended report?     No     Yes

This amends a previous report filed on \_\_\_\_\_

Date of Public Distribution(s) May 15, 2018

Total Expenditures this Statement	\$	800.00
Total Itemized Contributions of \$50 or More this statement	\$	800.00
Total Contributions this statement	\$	800.00

I, Stan Black, hereby certify that the information in this  
Name of Individual Completing Report  
 report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

Return This Report To:  
 Lawrence Denney  
 Secretary of State  
 PO Box 83720  
 Boise ID 83720-0080  
 phone: (208) 334-2852  
 fax: (208) 334-2282

Stan Black  
 Signature of Individual Completing Report

May 6, 2018  
 Date Signed

# Itemized Contributions for Electioneering Communication (\$50 or more)

Name of person/entity: Stan Black

1. Date Received <u>4</u> / <u>10</u> / <u>18</u>	4. Name (last, first) <u>Twigg, Melissa</u>
2. Contribution Amount \$ <u>75</u>	5. Address <u>PO Box 6</u>
3. <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip <u>Anytown, ID 83211</u>

1. Date Received <u>4</u> / <u>10</u> / <u>18</u>	4. Name (last, first) <u>Smith, John</u>
2. Contribution Amount \$ <u>100</u>	5. Address <u>2330 Lucky Lane</u>
3. <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip <u>Anytown, ID 83211</u>

1. Date Received <u>5</u> / <u>1</u> / <u>18</u>	4. Name (last, first) <u>Printing Press</u>
2. Contribution Amount \$ <u>500</u>	5. Address <u>676 W Bannock Dr</u>
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input checked="" type="checkbox"/> In-Kind	6. City/State/Zip <u>Anytown, ID 83211</u>

1. Date Received <u>5</u> / <u>3</u> / <u>18</u>	4. Name (last, first) <u>Black, Stan</u>
2. Contribution Amount \$ <u>125</u>	5. Address <u>730 2nd Street</u>
3. <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip <u>Anytown, ID 83211</u>

1. Date Received <u>  </u> / <u>  </u> / <u>  </u>	4. Name (last, first) _____
2. Contribution Amount \$ _____	5. Address _____
3. <input type="checkbox"/> Cash <input type="checkbox"/> Loan <input type="checkbox"/> In-Kind	6. City/State/Zip _____

## Itemized Expenditures for Electioneering Communication

Name of person/entity: Stan Black

1. Date Expended <u>5 / 2 / 18</u>	3. Name (last, first) <u>Printing Press</u>
2. Amount  \$ <u>500</u> cash <input type="checkbox"/> in-kind <input checked="" type="checkbox"/>	4. Address <u>676 W Bannock Dr</u> 5. City/State/Zip <u>Anytown, ID 83211</u> 6. Method of Communication(s) <u>Flyer</u> 7. Name of Candidate(s) referred to <u>John Doe</u> 8. Support <input checked="" type="checkbox"/> Oppose <input type="checkbox"/> 9. Purpose of Expenditure <u>Printing Flyers</u>

1. Date Expended <u>5 / 2 / 18</u>	3. Name (last, first) <u>USPS</u>
2. Amount  \$ <u>300</u> cash <input checked="" type="checkbox"/> in-kind <input type="checkbox"/>	4. Address <u>250 Lost Street</u> 5. City/State/Zip <u>Anytown, ID 83211</u> 6. Method of Communication(s) <u>Flyer</u> 7. Name of Candidate(s) referred to <u>John Doe</u> 8. Support <input checked="" type="checkbox"/> Oppose <input type="checkbox"/> 9. Purpose of Expenditure <u>Postage</u>

1. Date Expended <u> / /</u>	3. Name (last, first) _____
2. Amount  \$ _____ cash <input type="checkbox"/> in-kind <input type="checkbox"/>	4. Address _____ 5. City/State/Zip _____ 6. Method of Communication(s) _____ 7. Name of Candidate(s) referred to _____ 8. Support <input type="checkbox"/> Oppose <input type="checkbox"/> 9. Purpose of Expenditure _____

1. Date Expended <u> / /</u>	3. Name (last, first) _____
2. Amount  \$ _____ cash <input type="checkbox"/> in-kind <input type="checkbox"/>	4. Address _____ 5. City/State/Zip _____ 6. Method of Communication(s) _____ 7. Name of Candidate(s) referred to _____ 8. Support <input type="checkbox"/> Oppose <input type="checkbox"/> 9. Purpose of Expenditure _____

