

# **Campaign Finance Reports Handbook of Instructions**



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## NOTICES

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

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

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

## Quick Alphabetical Index to Campaign Finance Forms by Subject

Subject Heading	Secondary Subject Heading	Form
Cash on hand, total		Front, Detailed Summary
Contributions	Contributions, \$25 or less	Schedule A-1
	Contributions, from political committees	Schedule B
	Contributions, over \$25	Schedule A
	Contributions, refunds	Schedule F-2
	Contributions to other political committee	Schedule D-7
	Contributions, total	Front, Detailed Summary
	Cumulative contributions, over \$25	Schedule A
	Cumulative contributions, \$25 or less	Schedule A-1
Debts	Debt forgiven	Schedule A, Schedule B, or Schedule E
	Debts from a previous campaign	Front, Detailed Summary
	Debts, unpaid	Schedule F-3
Disbursements	Disbursements, Miscellaneous	Schedule D-7
	Disbursements, total	Front, Detailed Summary
Discounted or reduced price for goods		Schedule E, Schedule D
Dividends and interest receipts		Schedule F-1
Expenditures	For operating expenses	Schedule D
	Independent expenditures	Schedule D-1
Forgiven loans		Schedule F-2, Schedule A or Schedule B
Independent expenditures		D-1, Detailed Summary
In-Kind contributions and expenditures		Schedule E
Joint fundraising		Schedule D-6
Loans	Forgiven by contributor	Schedule F-2, Schedule A or Schedule B
	Loans by a candidate/family	Schedule C
	Other loans received from individuals/political committees	Schedule C-1
	Repayment of all other loans	Schedule D-5
	Repayment of loans by candidate	Schedule D-4
Offsets to contributions received		Schedule F-2
Operating expenses		Schedule D
Outstanding debts owed by committee		Schedule F-3
Personal monies	Personal monies, Loans of received from candidate/family	Schedule C
Political Committees	Contributions from	Schedule B
	Political Committees, Loans from	Schedule C-1
Receipts		Front, Detailed Summary
Rebates and other offsets		Schedule D-3
Refunds to contributors		Schedule F-2
Repayment of loans by candidate		Schedule D-4
Repayment of all other loans		Schedule D-5
Returning in-kind goods		Schedule F-2
Surplus from a previous campaign		Schedule D-6
Surplus funds to charity		Schedule D-7
Transfers to other political committees		Schedule D-6

# Questions & Answers

## Who must file Campaign Finance Reports?

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

## What is a political committee?

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

## How do I register my committee?

Each political committee must file either a Statement of Organization or a \$500 Threshold Exemption Statement with the filing officer (for cities and towns, the city or town clerk) in each jurisdiction in which the committee will be active before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. If the committee intends to accept contributions or make expenditures of more than five hundred dollars, the committee must file a Statement of Organization and file campaign finance reports; if the committee does not intend to accept contributions or make expenditures in excess of \$500, the committee may file the \$500 Threshold Exemption Statement. If you file the \$500 Threshold Exemption Statement, you do not need to file any Campaign Finance Reports unless you later receive or spend more than \$500. If you do receive or spend more than \$500, you must file a Statement of Organization within 5 business days of the day you first received or spent more than \$500, and you will have to start filing Campaign Finance Reports.

Committees active in more than one jurisdiction in this state that meet the requirements of A.R.S. §16-901 and §16-902.01 may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. Standing political committees file campaign finance reports only with the Secretary of State’s office.

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

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

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

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

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

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

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

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

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

## What if I have nothing to report?

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

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

## What is a contribution?

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

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

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

Federal law prohibits the acceptance of campaign contributions made by foreign nationals. It also prohibits acceptance of contributions in the name of another. 2 U.S.C. §§ 441e and 441f.

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

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

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

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

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

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

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

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

## **Who has access to campaign finance reports?**

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

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

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

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

Third, it means that the total amount you can receive from some categories of contributors is limited. Look again at the current Contribution Limits chart. The fourth row down sets a limit on how much, overall, your committee can receive from all PACs except political parties. Once you have received that much, you can’t take another dollar from another PAC.

This can get complicated, because contributions from political organizations [defined in A.R.S. §16-901(20)] – which are registered political committees – count toward both the total that all PACs can give at any time during the campaign, and the total that political parties and organizations can give after the primary.

There is no limit on the total amount, overall, you can receive from all individuals combined.

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

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

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

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

### **Okay! My campaign finance report is done! Where do I file it?**

City or town candidates and political committees file with the city or town clerk in each jurisdiction in which the committee is registered. County candidates and political committees, as well as school board and special district candidates, file with the county elections officer. Standing Political Committees file only with the Secretary of State.

If you are using the Secretary of State’s software program, print the report for the treasurer to sign, and then submit the signed report.

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

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

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

If the legal filing deadline falls on a weekend or holiday, then your report is due on the next working day. For example, January 31, 2004 is on a Saturday, so reports are due on the next working day, February 2, 2004.

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

Your campaign finance report is considered "on time" if:

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

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

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

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

Additionally, a candidate could potentially be disqualified from being a candidate for nomination or election, including state, county, city, town, school or special districts, paid or unpaid offices [A.R.S. §§16-918(F) and 16-942(C)], for five years from the date the campaign finance report was due. Failure to File violations will be referred to the appropriate county, city or town attorney for enforcement.

## **Can an extension of the due date be granted for a campaign finance report filing?**

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

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

A candidate who mistakenly accepts a campaign contribution (monetary or in-kind) that exceeds the statutory limit must reimburse the donor.

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

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

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

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

## **CAMPAIGN FINANCE FORMS**

- ✓ Statement of Organization
- ✓ \$500 Threshold Exemption Statement
- Campaign Finance Report Summary Pages and Schedules
  - ✓ Front Summary Schedule
  - ✓ Detailed Summary Schedule
  - ✓ Schedule A - Individual Contributions Over \$25
  - ✓ Schedule A-1 - Aggregated Individual Contributions of \$25 or Less
  - ✓ Schedule B - Contributions from Other Political Committees
  - ✓ Schedule C - Candidate Loans
  - ✓ Schedule C-1 - Other Loans
  - ✓ Schedule D - Expenditures for Operating Expenses
  - ✓ Schedule D-1 - Independent Expenditures
  - ✓ Schedule D-2 - Loans Made By The Reporting Committee
  - ✓ Schedule D-3 - Offsets to Operating Expenses
  - ✓ Schedule D-4 - Repayment of Candidate Loans
  - ✓ Schedule D-5 - Repayment of Other Loans
  - ✓ Schedule D-6 - Transfers to Other Political Committees
  - ✓ Schedule D-7 - Any Other Disbursements
  - ✓ Schedule E - In-kind Contributions and Expenditures
  - ✓ Schedule F-1 - Dividends, Interest, and Other Receipts
  - ✓ Schedule F-2 - Offsets to Contributions Received
  - ✓ Schedule F-3 Obligations
- ✓ Period No Activity Statement
- ✓ Annual No Activity Report
- ✓ Termination Statement
- ✓ Independent Expenditure Notification Form

# STATEMENT OF ORGANIZATION

## ✓ What to report on this form:

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

## ✓ How to complete this schedule:

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

## ✓ Practical tip:

- ◆ Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate (or, if an exploratory committee, the name of the individual who designated the committee, pursuant to A.R.S. §16-903).
- ◆ Remember that in the case of a ballot measure committee, the committee's name must include the petition serial number and whether the committee supports or opposes the measure. If the petition serial number is not available at time of filing, an amended statement of organization must be filed within 5 days of receiving the petition serial number.
- ◆ Remember that if a committee has a sponsoring organization, the committee's name must include the name of the sponsoring organization.
- ◆ The committee ID will be assigned by the filing officer when the Statement is filed.
- ◆ The notary section of the statement is only used when registering a standing political committee with the Secretary of State.

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

**POLITICAL COMMITTEE**

**STATEMENT OF ORGANIZATION**

*Titles 16 & 19 Arizona Revised Statutes*

*Definitions, statutory references and important information on reverse.*

Initial Registration

Out of State Committee

Amended Statement

ID#

NAME OF POLITICAL COMMITTEE			DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP
MAILING ADDRESS (If different from above)		CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS		

DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION?  YES  NO  
If yes, please provide the following information:

NAME OF SPONSORING ORGANIZATION	TYPE OF ORGANIZATION
ADDRESS OF SPONSORING ORGANIZATION	RELATIONSHIP TO POLITICAL COMMITTEE

**TYPE OF POLITICAL COMMITTEE - Please check only one box:**

- |   |  |
|---|--|
| <input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE   | <input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES    |
| <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION  | <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES |
| <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE<br>Petition Serial Number _____ Support <input type="checkbox"/> Oppose <input type="checkbox"/> | <input type="checkbox"/> POLITICAL ORGANIZATION (see A.R.S. § 16-823)                              |
| <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL ELECTION   | <input type="checkbox"/> EXPLORATORY COMMITTEE   |
| <input type="checkbox"/> POLITICAL PARTY see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825)   | <input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe)<br>_____                        |

CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01.  
(You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)

EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).

NAME OF COMMITTEE CHAIRMAN	CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS	CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER	TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS	CITY	STATE	ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

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

5

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

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

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE	CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS
--	--

OFFICE SOUGHT

DI's OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP
-----------------------------	------	-------	-----

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

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

6

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(B6) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

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

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

**DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19)** "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

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

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

# \$500 THRESHOLD EXEMPTION STATEMENT

## ✓ What to report on this form:

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

## ✓ How to complete this schedule:

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

## ✓ Practical tips:

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

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

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

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



## FRONT SUMMARY SCHEDULE

### ✓ What to report on this schedule:

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

### ✓ Application of contribution limits:

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

### ✓ How to complete this schedule:

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

Line 3A. Include the committee ID for the jurisdiction with which the Statement is being filed.

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

5

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

If you have any other kind of committee that continues from the last cycle, on the first report for the current election cycle put in the "Surplus" box the same amount listed as "Cash on Hand at Close of Reporting Period" from the most recent Report that you filed. If your committee is new, put a zero in this box. If you are a new out-of-state political committee, in "Surplus" enter the amount of money (if any) you deposited into your designated bank or financial institution to begin activity in Arizona. For all committees, the amount you put in "Surplus" stays the same on every report you file for the entire election cycle. A.R.S. § 16-915(A)(4)(b)(1).

6

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

7

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

Do not add or subtract this line from any other line in the front summary schedule. For all committees, the amount you put in "Debts" stays the same on every report you file for the entire election cycle. A.R.S. § 16-915(A)(4)(b)(1).

8

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

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

FOR OFFICE USE ONLY

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

\_\_\_\_\_

Address

\_\_\_\_\_

City ZIP Code County Phone

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

\_\_\_\_\_

Name of Candidate and Office Sought (if applicable)

\_\_\_\_\_

E-Mail Address Fax #

3A. ID#

4. **REPORTING PERIOD** (Please check appropriate box) **DUE BETWEEN**
- January 31 Report - For Period of \_\_\_\_\_ \* thru December X, 20XX ..... January X, 20XX and January X, 20XX
- Pre-Primary Election Report - For Period of January X, 20XX thru February XX, 20XX ..... February X, 20XX and February X, 20XX
- Post-Primary Election Report - For Period of February X, 20XX thru March X, 20XX ..... March X, 20XX and April X, 20XX
- Pre-General Election Report - For Period of March X, 20XX thru April X, 20XX ..... April X, 20XX and May X, 20XX
- Post-General Election Report - For Period of April X, 20XX thru June X, 20XX ..... June X, 20XX and June X, 20XX
- \*\* January 31 Report - For Period of June X, 20XX thru December X, 20XX ..... January X, 20XX and January X, 20XX

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

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

## DETAILED SUMMARY SCHEDULE

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

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

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

Contribution limits do not apply to this schedule.

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

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

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

### ✓ **Practical tips:**

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

**DETAILED SUMMARY PAGE  
OF RECEIPTS AND DISBURSEMENTS**

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

2. ID#

<b>RECEIPTS</b>	<i>COLUMN A THIS PERIOD</i>	<i>COLUMN B CAMPAIGN TO DATE</i>
4. Contributions other than loans and in-kind:		
(a) Individuals - more than \$25 (Total from Schedule A)		
(b) Individuals - aggregate \$25 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
<b>QUALIFYING CONTRIBUTION RECEIPTS</b>		
Qualifying Contributions of \$5 from Individuals (Total from Schedule A2).		
<b>DISBURSEMENTS</b>		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		

20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type or Print Name of Treasurer

Signature of Treasurer or Candidate or Designating Individual

Date

# SCHEDULE A

## Individual Contributions Over \$25

### ✓ What to report on this schedule:

On Schedule A list each monetary contribution your committee received from an individual if that contribution is more than \$25, or if that contribution (no matter how small) made the cumulative contribution your committee received from that individual total more than \$25. Use Schedule B to list contributions from political committees.

If it is lawful for your committee to accept contributions from corporations, list each monetary contribution on Schedule A if that contribution is more than \$25, or if the contribution (no matter how small) made the cumulative amount your committee received from that contributor total more than \$25. Remember that corporations may not contribute to a candidate or exploratory individual.

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

### ✓ Application of contribution limits:

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. For contributions you received from a political party or organization, limits also depend on whether you are the party's nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook for the amounts. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee, but if those contributions exceed amounts listed on the current Election Cycle Campaign Contribution Limits chart, you need to notify the filing officer, and, if you are a candidate, you need to notify all other candidates for that office and those candidates' political committees for each instance that the limits are exceeded. A.R.S. §16-905(F) and (G). If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you received from the date you received the notice equals the amount of personal money contributed by your opponent. A.R.S. §16-905(F)(3).

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

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

### ✓ Instructions for completing this schedule:

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

### ✓ Practical tips:

If you get a contribution of \$25 or less from a contributor who might later give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

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

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

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

**CONTRIBUTIONS more than \$25 - from INDIVIDUALS\***

**SCHEDULE A**

2. ID #

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

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

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR			
4a.	LAST <span style="float: right;">FIRST MI</span>			
	STREET ADDRESS			
	CITY <span style="float: right;">STATE ZIP</span>			
	OCCUPATION <span style="float: right;">EMPLOYER</span>			
b.	LAST <span style="float: right;">FIRST MI</span>			
	STREET ADDRESS			
	CITY <span style="float: right;">STATE ZIP</span>			
	OCCUPATION <span style="float: right;">EMPLOYER</span>			
c.	LAST <span style="float: right;">FIRST MI</span>			
	STREET ADDRESS			
	CITY <span style="float: right;">STATE ZIP</span>			
	OCCUPATION <span style="float: right;">EMPLOYER</span>			
d.	LAST <span style="float: right;">FIRST MI</span>			
	STREET ADDRESS			
	CITY <span style="float: right;">STATE ZIP</span>			
	OCCUPATION <span style="float: right;">EMPLOYER</span>			
e.	LAST <span style="float: right;">FIRST MI</span>			
	STREET ADDRESS			
	CITY <span style="float: right;">STATE ZIP</span>			
	OCCUPATION <span style="float: right;">EMPLOYER</span>			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A <i>[If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]</i>			

\*If contributions of \$25 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

## **SCHEDULE A-1**

### **Aggregated Individual Contributions of \$25 or Less**

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

On Schedule A-1, list how much money, total, your committee received from individual contributors whose contributions are \$25 or less and whose cumulative contributions to your committee are \$25 or less.

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

For a candidate's campaign or exploratory committee, limits apply to contributions reported on this schedule in the same manner that the limits apply to contributions you reported on Schedule A. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contribution exceeds \$25.

For other types of political committees, the contributions received are not subject to contribution limits. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contributions exceed \$25.

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

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

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

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

#### ✓ **Practical tips:**

If you get a contribution of \$25 or less from a contributor who later might give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

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

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

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

**CONTRIBUTIONS of \$25 or less - AGGREGATE TOTAL\***

**SCHEDULE A-1**

2. ID #

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

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

**4. Aggregate Total of Contributions of \$25 or less**

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

\*If contributions of \$25 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

## **SCHEDULE B**

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

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

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

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

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from each political committee (except political parties) that contributes to your committee, and to how much you can receive from all political committees. The amounts depend on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. A.R.S § 16-901(B)(C) and (D).

If you are an opponent of a candidate whose contribution of personal money has exceeded the limit, the contributions you receive from political committees are not subject to limits until the amount of money you have received (from individuals or political committees) equals the amount of personal monies contributed by your opponent from the date you received the notice. A.R.S. §16-905(F)(3).

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

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

#### ✓ **How to complete this form:**

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

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

#### ✓ **Practical tip:**

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

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

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

# CONTRIBUTIONS FROM POLITICAL COMMITTEES

# SCHEDULE B

2. ID #

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

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

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

## **SCHEDULE C**

### **Candidate Loans**

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

Use Schedule C to report loans of personal money your candidate campaign or exploratory committee received from your candidate, designating individual, or a family member as defined. A.R.S § 16-901(10). This schedule is to be used only by candidate's campaign and exploratory committees. A.R.S. §16-915(A)(1)(c).

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

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

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

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

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

#### ✓ **Practical tip:**

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

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

**CANDIDATE LOANS**

**SCHEDULE C**

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

## **SCHEDULE C-1**

### **Other Loans**

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

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

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

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from individuals and other political committees (except political parties), as well as an overall limit on how much your committee can receive from political committees. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. If you are an opponent of a candidate whose contribution of personal money has exceeded the personal money limits, the contributions you receive from political committees are not subject to limits until the amount you receive from the date you received the notice (from individuals or political committees) equals the amount of personal monies contributed by the candidate.

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

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

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

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

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

#### **✓ Practical tip:**

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

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

# OTHER LOANS

# SCHEDULE C1

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

2. ID #

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

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

## **SCHEDULE D**

### **Expenditures for Operating Expenses**

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

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

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

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

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

Contribution limits do not apply to this schedule.

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

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

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

#### **✓ Practical tip:**

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

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

# EXPENDITURES FOR OPERATING EXPENSES\*

## SCHEDULE D

2. ID #

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

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

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

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

## SCHEDULE D-1 Independent Expenditures

### ✓ What to report on this schedule:

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

### ✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

### ✓ How to complete this schedule:

**Lines 4a – 4c. Independent Expenditures:** First, give the name and address of the "recipient of expenditure" (business or person) to whom you wrote the check or paid money. Enter that person's or business' address, the amount you paid, and the date you paid it. (Remember, do not list this payment on Schedule D, only list it here.) Second, write a description of what your committee did with the purchase, and check either the "benefited" or "opposed" box. Third, fill in the information about the candidate you are trying to benefit or oppose. A.R.S. §16-901(14); 16-915(A)(4)(h); 16-915(F).

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

6

**Treasurer's certification:** The committee treasurer must sign this schedule. A.R.S. §16-915(F)(6).

7

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

### ✓ Practical tip:

Not many committees will use this schedule, because not many committees can legally make Independent Expenditures. For example, candidates' campaign committees and exploratory committees can never make Independent Expenditures, so those committees never use this schedule. A.R.S. §16-901-14 and 16-917.

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

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



## **SCHEDULE D-2**

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

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

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

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

For political organizations [defined in A.R.S. § 16-901(20)], you can contribute (including loans) to candidate campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

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

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

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

#### **✓ How to complete this form:**

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

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

#### **✓ Practical tip:**

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

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

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

# LOANS MADE BY REPORTING COMMITTEE

# SCHEDULE **D-2**

2. ID #

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

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

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

## **SCHEDULE D-3**

### **Offsets to Operating Expenses**

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

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

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

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

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

Contribution limits do not apply to this schedule.

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

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

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

#### ✓ **Practical tip:**

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

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

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

**OFFSETS TO OPERATING EXPENSES \***

**SCHEDULE D-3**

2. ID #

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

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

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

## **SCHEDULE D-4**

### **Repayment of Candidate Loans**

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

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

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

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

Contribution limits do not apply to this schedule.

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

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

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

#### ✓ **Practical tip:**

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

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

# REPAYMENT OF CANDIDATE LOANS

## SCHEDULE **D-4**

2. ID #

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

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

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

## **SCHEDULE D-5**

### **Repayment of Other Loans**

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

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

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

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

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

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

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

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

#### **✓ Practical tip:**

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

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

# REPAYMENT OF ALL OTHER LOANS

# SCHEDULE **D-5**

2. ID #

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

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

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

## **SCHEDULE D-6**

### **Transfers to Other Political Committees**

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

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

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

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

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

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

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

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

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

#### ✓ **Practical tip:**

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

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

# TRANSFERS TO OTHER POLITICAL COMMITTEES

## SCHEDULE **D-6**

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

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

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

4	<b>TRANSFERS MADE BY THE REPORTING COMMITTEE</b>	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]

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## **SCHEDULE D-7**

### **Any Other Disbursement**

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

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

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

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

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

For political organizations [defined in A.R.S. § 16-901(20)], you can make contributions, including loans, to candidate’s campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate’s campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee’s committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

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

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

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

#### **✓ How to complete this form:**

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

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

#### **✓ Practical tip:**

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

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

# ANY OTHER DISBURSEMENT

# SCHEDULE **D-7**

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

2. ID # \_\_\_\_\_

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

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

## SCHEDULE E

### In-kind Contributions and Expenditures

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

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

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

#### ✓ Application of contribution limits:

For candidate campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. There are no limits on the amount of money you or certain members of your family can contribute to your candidate’s campaign or exploratory committee, but if those contributions exceed the amount on the current Election Cycle Campaign Contribution Limits chart, you need to notify the filing office, and, if you are a candidate, you need to notify all other candidates and their committees. If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you have received equals the amount of personal money contributed by your opponent.

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

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

#### ✓ How to complete this schedule:

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

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

#### ✓ Practical tip:

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

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

# IN-KIND CONTRIBUTIONS and EXPENDITURES

# SCHEDULE E

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

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

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

4	<b>IN-KIND CONTRIBUTIONS and EXPENDITURES</b>	DATE	FAIR MARKET VALUE						
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN								
4a.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="padding: 5px;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2" style="padding: 5px;">DESCRIPTION</td> </tr> <tr> <td style="padding: 5px;">OCCUPATION</td> <td style="padding: 5px;">EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
b.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="padding: 5px;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2" style="padding: 5px;">DESCRIPTION</td> </tr> <tr> <td style="padding: 5px;">OCCUPATION</td> <td style="padding: 5px;">EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
c.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="padding: 5px;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2" style="padding: 5px;">DESCRIPTION</td> </tr> <tr> <td style="padding: 5px;">OCCUPATION</td> <td style="padding: 5px;">EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
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NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]</i>								
6.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]</i>								

## **SCHEDULE F-1**

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

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

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

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

Contribution limits do not apply to this schedule.

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

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

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

#### ✓ **Practical tip:**

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

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

# DIVIDENDS, INTEREST, AND OTHER RECEIPTS

# SCHEDULE F-1

2. ID #

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

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

4	<b>DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS</b>	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 *(If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A)*

## **SCHEDULE F-2**

### **Offsets to Contributions Received**

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

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

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

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

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

- ✓ *when a contributor forgives a loan made to your committee instead of your committee repaying the loan;*
- ✓ *when a contributor who made smaller contributions in the past now makes a contribution that puts his or her cumulative contribution over \$25.*

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

Contribution limits do not apply to this schedule.

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

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

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

#### ✓ **Practical tip:**

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

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

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

**OFFSETS TO CONTRIBUTIONS RECEIVED \***

**SCHEDULE F-2**

2. ID #

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

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

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

\* Includes return of contributions received by reporting committee

## **SCHEDULE F-3**

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

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

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

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

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

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

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

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

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

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

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

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

#### ✓ **Practical tip:**

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

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

# DEBTS AND OBLIGATIONS (Excluding Loans)

## SCHEDULE F-3

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

2. ID #

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

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

## PERIOD NO ACTIVITY STATEMENT

### ✓ What to report on this schedule

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

### ✓ How to complete this schedule:

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

5

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

### ✓ Practical tip:

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

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

SAMPLE

FOR OFFICE USE ONLY

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

1. Full Name of Committee
Address
City ZIP Code County Phone Number
2. Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. REPORTING PERIOD
(Please check appropriate box)

DUE BETWEEN

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

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

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

5

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

Date

Signature of Candidate or Treasurer

## ANNUAL NO ACTIVITY REPORT

### ✓ What to report on this schedule

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

### ✓ How to complete this schedule:

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

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

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

### ✓ Practical tip:

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

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

1.

\_\_\_\_\_  
Full Name of Committee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP Code Phone Number Email Address

2.  
\_\_\_\_\_  
Candidate and Office

3. ID#  
\_\_\_\_\_

The above named candidate's political committee will remain active due to outstanding debts and does not intend to receive any contributions or make any expenditures during the year \_\_\_\_\_. If the candidate's political committee does receive any contributions or make any expenditures during the year indicated above, the committee shall report as prescribed by A.R.S. § 16.913(B)(C).

5

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

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

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

## TERMINATION STATEMENT

### ✓ What to report on this schedule

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

### ✓ How to complete this schedule:

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

**4** You must check all applicable boxes in this section. All Receipts and Expenditures must have been reported, and if there was surplus monies, the disposition of those monies must be reported. Check the applicable box to indicate how the disposition was reported.

**5** If the committee intends to remain active in other jurisdictions, and to use the surplus monies in those other jurisdictions, check this box.

**6** If the committee has transferred surplus monies to a subsequent candidate's campaign committee or exploratory committee, check this box.

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

### ✓ Practical tip:

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

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

*A.R.S. §§ 16-914 and 16-915.01*

ID#
-----

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

**Select the boxes that apply:**

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

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

- 4**  The disposition of surplus monies was submitted on the campaign finance report filed on: \_\_\_\_\_
- The disposition of surplus monies is reported on the attached campaign finance report.

- 5** **B.**  This committee has terminated its activities in the above-named jurisdiction. The undersigned chairman and treasurer hereby attest that it is the intent of this committee to remain active in other jurisdictions and that all remaining monies of this committee shall be used in other jurisdictions.
- 6** **C.**  This committee has transferred the committee's debts and obligations to a subsequent committee.

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

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

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

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

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

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

# INDEPENDENT EXPENDITURE NOTIFICATION FORM

## ✓ What to report on this form

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

## ✓ How to complete this schedule:

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

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

<b>1</b> Election Cycle: _____ <input type="checkbox"/> Initial Expenditure <input type="checkbox"/> Additional Expenditure		Committee ID: _____ Total Amount of Expenditures this Notification: _____	Expenditure Status: Verified: _____ Unverified: _____ Delinquent: _____	

<b>2</b> Full Name of Organization _____				
Address _____		City _____	State _____	Zip Code _____
Phone Number _____		E-mail Address _____		

<b>3</b>	Expenditure Date: _____	Expenditure Amount: _____
	Vendor/Payee Name: _____	
	Candidate Name: _____	<input type="checkbox"/> Supports <input type="checkbox"/> Opposes
<b>4</b>	Communication Type: <input type="checkbox"/> Communications <input type="checkbox"/> Travel <input type="checkbox"/> Professional Services <input type="checkbox"/> Event Expenses <input type="checkbox"/> Overhead <input type="checkbox"/> Administration <input type="checkbox"/> Miscellaneous	
	<b>5</b> Description of Purchase: Please use a description from the list of subcategories provided.	

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2011-2012 ELECTION CYCLE CAMPAIGN CONTRIBUTION LIMITS

CONTRIBUTION LIMITS ADJUSTED MARCH 3, 2011, PURSUANT TO A.R.S. § 16-905(H)

**A.R.S. § 16-905(H) REQUIRES CAMPAIGN CONTRIBUTIONS  
LIMITS BE ADJUSTED BIENNIALLY. [CLICK HERE](#) TO VISIT  
THE SECRETARY OF STATE'S WEBSITE FOR THE  
UPDATED LIMITS.**

<b>CAMPAIGN CONTRIBUTION LIMITS</b>	<b>NON-STATEWIDE OFFICES</b> Candidate or Authorized Candidate's Committee		<b>STATEWIDE OFFICES</b> Candidate or Authorized Candidate's Committee
	<b>LOCAL</b>	<b>LEGISLATIVE</b>	
<b>Individual's</b> contribution to a candidate A.R.S. §16-905(A)(1) A.R.S. §16-905(A)(2) A.R.S. §16-905(B)(1)	\$430	\$424	\$872
<b>Political Committee's</b> contribution to a candidate A.R.S. §16-905(A)(3) A.R.S. §16-905(A)(4) A.R.S. §16-905(B)(2)	\$430	\$424	\$872
<b>Committees certified</b> by the Secretary of State to give at the upper limit <b>"Super PAC"</b> A.R.S. §16-905(G) A.R.S. §16-905(A)(5) A.R.S. §16-905(B)(3)	\$2,170	\$1,736	\$4,352
<b>Combined total</b> from all Political Committees other than political parties A.R.S. §16-905(C)	\$10,880	\$14,032	\$86,952
<b>Nominee's total</b> from political party and all political organizations combined A.R.S. §16-905(D)	\$10,880	\$8,704	\$86,952
<b>Total contributed by an individual</b> to candidates and committees who give to candidates A.R.S. §16-905(E)	\$6,100 in a calendar year		