


NO ACTIVITY REPORT

Registered committees must use the eFiling System to file a No Activity Report. When a committee member logs into the system, the first screen that appears lists all affiliated committees.

1. Log on to the City of Tempe Campaign Finance eFiling System. Please note your password is case sensitive.
2. Click on “Finance Reports” under the committee name.



HOME SEARCH DATABASE eFILING Admin

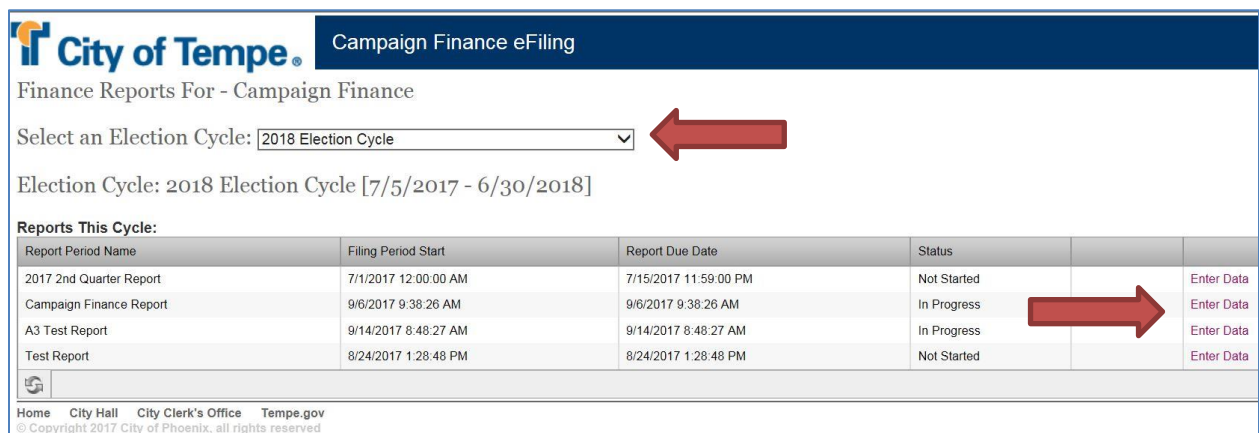
City of Tempe Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name
City Clerk Test
Address: 31 East 5th Street Second Floor Tempe AZ 85281 Phone: (480)350-4311
Statement of Organization Last Filed Statement: 8/22/2017 5:01:20 PM Active
Finance Reports Amendment Terminate

3. At the top of the screen is a dropdown menu to Select the Election Cycle. Note: To review or amend a report from a previous cycle, select the applicable Election Cycle from this dropdown menu.
4. Select the option to “Enter Data” for the appropriate Due Date reporting period.



City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle: 2018 Election Cycle

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status		
2017 2nd Quarter Report	7/1/2017 12:00:00 AM	7/15/2017 11:59:00 PM	Not Started		Enter Data
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	In Progress		Enter Data
A3 Test Report	9/14/2017 8:48:27 AM	9/14/2017 8:48:27 AM	In Progress		Enter Data
Test Report	8/24/2017 1:28:48 PM	8/24/2017 1:28:48 PM	Not Started		Enter Data

Home City Hall City Clerk's Office Tempe.gov
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- After clicking the “Enter Data” link, you will be taken to the home page of the Campaign Finance Report Schedules.
- Navigate to the Financial Summary page by clicking the “File This Report” link at the bottom of the schedule list to generate a summary of your Campaign Finance Report. By clicking this link you are NOT filing the report. A summary of the Campaign Finance Report will be generated for review.



- Check the box in the last row of the Financial Summary window “Check here if no financial activity during the reporting period. Lines (a)-(c) must be completed, but only this cover page need be filed”. Enter “0” if there is nothing to report in the field(s). Do not use the dollar symbol (\$) when entering data into these fields. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.


FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0.00	<input type="text"/>
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0.00	<input type="text"/>
(d) = Balance at close of reporting period	0.00	<input type="text"/>
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		

- (a) Committee value at the beginning of this reporting period. Enter the balance at the close of the prior reporting period. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0.00	<input type="text"/>
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0.00	<input type="text"/>
(d) = Balance at close of reporting period	0.00	<input type="text"/>
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		


- (b) Total receipts (from “Summary of Receipts”, line 13 (cash column) for the election cycle to date). Enter the amount for Total Receipts in the “Election Cycle to Date” column. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0.00	<input type="text"/>
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0.00	<input type="text"/>
(d) = Balance at close of reporting period	0.00	<input type="text"/>
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



- (c) – Total disbursements (from “Summary of Disbursements”, line 16 (cash column) for this reporting period). Enter the amount for Total Disbursements in the “Election Cycle to Date” column. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0.00	<input type="text"/>
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0.00	<input type="text"/>
(d) = Balance at close of reporting period	0.00	<input type="text"/>
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



This box may be checked or unchecked at any time in the data entry process before a report is filed.

8. After reviewing the data entered into rows a, b and c, enter the treasurer’s name (exactly as it appears on the Statement of Organization) in the box at the bottom of the page. Click the “PREVIEW REPORT” button to review a PDF of the report before filing it. **For security purposes, the report cannot be previewed or filed if the treasurer’s name is invalid.**

9. Click the “I Agree/File Report” button to file the Campaign Finance Report.

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

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 Name of Treasurer: Date: 8/29/2017

10. Once the report has been filed, the status will change from “In Progress” to “Filed” and the options to view the filed Finance Report (Adobe PDF link), “View Data” and “Amend & File a Finance Report” are available.

City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle:

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status	Adobe PDF	View Data Amend & File a Finance Report
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	Filed		