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CANDIDATES

Who is considered a Candidate?
Any individual actively seeking nomination or election to a county office.

What offices are considered county offices and require reporting to the County Clerk's Office?

- County Commissioner
- County Assessor
- County Clerk
- County Coroner
- County Prosecuting Attorney
- County Sheriff
- County Treasurer
- Magistrates running for retention (1-2220A)
- School district trustees (33-503) (in districts with 500 or more students)

When does an individual become a Candidate?
An individual becomes a Candidate when he or she does any one of the following:

a) Receives contributions or makes expenditures or reserves space or facilities with intent to promote his or her candidacy for office.
b) Announces publicly his or her intent to run for office.
c) Files an Appointment of Political Treasurer (C-1).
d) Files a Declaration of Candidacy form during the Candidate filing period.
e) Current officeholders are considered Candidates until the Candidate filing deadline for the next election for his or her office.

Can an individual inquire about support for his or her candidacy without becoming a Candidate?
According to the Attorney General's Opinion No. 77-29, "Those using personal funds to travel to various areas of the state to inquire about support for a proposed candidacy are not 'candidates' if they limit their activities to seeking advice concerning their potential candidacy. However, one becomes a 'Candidate' by either making broad based public contacts regarding his candidacy or by making any contacts aimed primarily at soliciting campaign staff, volunteers, or financing."

POLITICAL COMMITTEES

What is a Political Committee?
An individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of people become a Political Committee when any of the following occur:

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

Any entity registered with the federal election commission shall not be considered a political committee for the purposes of this chapter. (Section 67-6602(p), I.C.)

Political Committees who file with the Secretary of State do not need to file with the County Clerk.

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

A county, district or regional committee of a recognized political party is not required to file as a Political Committee with the County Clerk's Office unless the party committee has expenditures exceeding five thousand dollars ($5,000) in a calendar year. (Section 67-6602(p), I.C.)

INDEPENDENT EXPENDITURES

What is an Independent Expenditure?

"Independent expenditure" means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, "expressly advocating" means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject". (Section 67-6602(i), I.C.)

NOTE: For additional information regarding Independent Expenditures and instructions for completing the Independent Expenditure Report, see the Independent Expenditure section beginning on page 54.

ELECTIONEERING COMMUNICATION

What is an Electioneering Communication?

(1) "Electioneering communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or otherwise distributed that:

(i) Unambiguously refers to any candidate; and

(ii) Is broadcasted, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and

(iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office. (Section 67-6602(f)(1), I.C.)

NOTE: For additional information regarding Electioneering Communication and instructions for completing the Electioneering Communication Report, see the Electioneering Communication section beginning on page 60.

STATEMENT BY A NONBUSINESS ENTITY

What is a Nonbusiness Entity?

A "Nonbusiness entity" means: any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

(1) Does not have as its principal purpose the conduct of business activities for profit; and
(2) Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67 - 6602(n), I.C.)

NOTE: For additional information regarding Statement by a Nonbusiness Entity and instructions for completing the Nonbusiness Entity Report, see the Statement by a Nonbusiness Entity section beginning on page 66.

DUTIES OF A POLITICAL TREASURER

What are the duties of a Political Treasurer?

These are the key responsibilities to being a Political Treasurer.

a) Keep detailed accounts, **current within not more than seven days after the date of receiving a contribution or making an expenditure.**

b) Keep a detailed record of accounts for at least one year after the date of the election or filing of the last Campaign Financial Disclosure Report, whichever is later.

c) File the required Campaign Financial Disclosure Reports on time while reporting all required information. (See page 10 for reporting periods and due dates.)

d) Obtain the full name and complete address of any individual or organization which has made a contribution.
   1) Only those contributing more than $50 during a calendar year must be itemized on the Campaign Financial Disclosure Report.

e) Transmit any anonymous contribution of more than $50 to the State Controller for deposit in the public school fund.

f) Obtain a receipt, canceled check or an accurate copy thereof for an expenditure of $25 or more.

g) Clearly indicate on all public political advertising the person responsible for such communications.
   1) For example: Print "Paid for by Candidate X for Commissioner, John Doe Political Treasurer" on all printed materials.

Secretary of State Administrative Rule **Items Exempt from Advertising Regulation**
Campaign buttons, bumper stickers, pins, pens and similar small items upon which a disclaimer cannot be conveniently printed are not deemed to be regulated by the provisions of Section 67-6614A, Idaho Code.

h) Notify the County Clerk, in writing (fax accepted), of:
   1) Any contribution of $1,000 or more received after the 16th day, but more than 48 hours before any Primary or General Election. This notification shall be made within 48 hours after the receipt of such contribution.
      i) For information and instructions regarding the 48 Hour Notice of Contributions/Loans received, see the 48 Hour Notice of Contributions/Loans Received section beginning on page 51.
   2) Any Independent Expenditures.
      i) For information and instructions regarding the Independent Expenditure Report, see the Independent Expenditures section beginning on page 54.
   3) Any Electioneering Communication.
      i) For information and instructions regarding the Electioneering Communication Report, see the Electioneering Communication section beginning on page 60.

CERTIFYING A POLITICAL TREASURER

Who must appoint and certify a Political Treasurer?

All candidates for county office.
All political committees.

When must the Political Treasurer be appointed and certified?

A Political Treasurer must be appointed and certified **prior** to any of the following occurring:
a) Receiving any contributions;
b) Spending any funds;
c) Announcing candidacy for county office;
d) Becoming a political committee.

What are the requirements for serving as a Political Treasurer?

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

Can a Candidate serve as his or her own Political Treasurer?

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

Can a Candidate serve as a Political Treasurer for more than one Candidate and/or Political Committee?

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

How do you appoint and certify a Political Treasurer?

To appoint and certify a Political Treasurer, the Appointment and Certification of a Political Treasurer (C-1) form must be completed and filed with the County Clerk’s Office.
a) For a Candidate, this form must be signed by both the Candidate and Political Treasurer.
b) For a Political Committee, this form must be signed by both the Chairman of the Political Committee and the Political Treasurer.

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

This form can be received in several ways. It can be:
a) Requested by contacting the County Clerk’s Office.
b) Downloaded from either the County’s website or the Idaho Association of Counties’ website (www.idcounties.org).

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

The Candidate or the Chairman of the Political Committee must appoint and certify a new Political Treasurer by completing and submitting a new Appointment and Certification of a Political Treasurer (C-1) form to the County Clerk’s Office.
Contributions may not be received and expenditures may not be made until a new Political Treasurer is appointed and certified.

Appointment of Political Treasurer

C-1

CANDIDATE COMPLETING THE
APPOINTMENT OF POLITICAL TREASURER (C-1) FORM

CANDIDATE INFORMATION

1. **In the fields:**
   a) Enter the Name of the Candidate.
   b) Enter the Candidate's Home Phone Number.
   c) Enter the Candidate's Work Phone Number.
   d) Enter the Candidate's Cell Phone Number.
   e) Enter the title of the Office Sought by the Candidate.
   f) Enter the District Number of the Office Sought (if applicable).
      1) For Statewide Offices, skip this field.
      2) For Judicial Offices, only Candidates for District Judge must enter the appropriate District Number.
      3) For Senate Offices, enter the appropriate Legislative District Number.
      4) For Representative Offices, enter the appropriate Legislative District Number.
   g) Enter the Candidate's Party affiliation.
   h) Enter the Candidate's mailing address.
      1) Include the City, State and Zip Code.
   i) Enter the Candidate's email address.

CERTIFICATION AND APPOINTMENT

2. **In the fields below Certification and Appointment:**
   a) Print the Name of the Candidate on the line "I, __________, do hereby certify..."
   b) Enter the Name of the Political Treasurer.
   c) Enter the Political Treasurer's Home Phone Number.
   d) Enter the Political Treasurer's Work Phone Number.
   e) Enter the Political Treasurer's Cell Phone Number.
      1) Cell Phone Numbers are for office use only and will not be given to the public.
   f) Enter the Political Treasurer's complete mailing address.
      1) Include the City, State and Zip Code.
   g) Enter the Political Treasurer's complete address of residence.
      1) Include the City, State and Zip Code.
   h) Enter the Political Treasurer's email address.

3. **The Candidate must sign on the line designated "Signature of Candidate" prior to submitting the appointment to the County Clerk's Office.**

5. **Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**

6. **The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the County Clerk's Office.**

COMMITTEE COMPLETING THE
APPOINTMENT OF POLITICAL TREASURER (C-1) FORM

COMMITTEE INFORMATION

1. **In the fields:**
   a) Enter the Name of the Committee.
   b) Enter the Name of the Committee Chair.
   c) Enter the Committee's Party Affiliation (if applicable).
   d) Enter the Committee Chair's Home Phone Number.
   e) Enter the Committee Chair's Work Phone Number.
   f) Enter the Committee Chair's Cell Phone Number.
   g) Enter the Committee's Mailing Address.
      1) Include the City, State and Zip Code.
   h) Enter the Committee Chair's email address.

CERTIFICATION AND APPOINTMENT

2. **Select the box to indicate the type of Committee being formed. The types of Committees are:**
   a) Party: Committees affiliated with a registered Idaho political party.
   b) Miscellaneous: Committees that do not fall within any one of the other types of Committees.
   c) Measure: Committees that are designated to support or oppose Measures.
3. **In the fields below Certification and Appointment:**
   a) Print the Name of the Committee Chairman on the line "I, **___________**, do hereby certify..."
   b) Enter the Name of the Political Treasurer.
   c) Enter the Political Treasurer's Home Phone Number.
   d) Enter the Political Treasurer's Work Phone Number.
   e) Enter the Political Treasurer's Cell Phone Number.
   f) Enter the Political Treasurer's complete Mailing Address.
      1) Include the City, State and Zip Code.
   g) Enter the Political Treasurer's email address.
4. **The Committee Chair must sign on the line designated "Signature of Committee Chair" prior to submitting the appointment to the County Clerk's Office.**
5. **Print the name of the Political Treasurer on the line designated "Name of Political Treasurer."**
6. **The Political Treasurer must sign on the line designated "Signature of Political Treasurer" prior to submitting the appointment to the County Clerk's Office.**

FILING CAMPAIGN FINANCIAL DISCLOSURE REPORTS

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

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

Type of Report ………………………….	Period Report Covers ………………	Date Report is Due
Semi-Annual Report (Mid-Year) (non-active statewide Candidates only)	January 1 – June 30, 2017	July 31, 2017
Annual Report (Year End) (Statewide Candidates Only)	July 1 - December 31, 2017	January 31, 2018
Annual (2017)	January 1 – December 31, 2017	January 31, 2018
7 Day Pre-Primary	January 1 – April 29, 2018	May 8, 2018
48 Hour Notice (Primary)	April 30 – May 12, 2018	Within 48 hours after receipt of $1,000 Contribution or $1,000 Independent Expenditure
30 Day Post-Primary	April 30 – May 25, 2018	June 14, 2018
Semi-Annual Report (Mid-Year) (non-active statewide Candidates only)	January 1 – June 30, 2018	July 31, 2018
October 10 Pre-General	May 26 - September. 30, 2018	October 10, 2018
7 Day Pre-General	October 1 - October 21, 2018	October 30, 2018
48 Hour Notice (General)	October 22 – November 3, 2018	Within 48 hours after receipt of $1,000 Contribution or $1,000 Independent Expenditure
30 Day Post-General	October 22 - November 16, 2018	December 6, 2018
Annual (2018)	November 17 – December 31, 2018	January 31, 2019
Annual Report (Year End) (non active statewide Candidates only)	July 1 - December 31, 2018	January 31, 2019

IMPORTANT: Postmarks. The County Clerk will accept the date of a postmark as the date of receipt **except the 7-day Pre-Election reports,** which must be received by no later than 5:00 p.m. on the date the report is due. Reports can be faxed to the County Clerk.

FREQUENTLY ASKED REPORTING QUESTIONS

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

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

No, the 7 Day Pre-Primary and 7 Day Pre-General reports must be received in the County Clerk's Office no later than 5:00 pm on the report's due date. All other reports are timely if postmarked as of the due date of the report.

Can Campaign Financial Disclosure Reports be faxed to the County Clerk's Office?

Yes, all Campaign Financial Reports may be filed by faxing them to the County Clerk's Office. It is **not** recommended that you plan on faxing your report on the due date of the report as there is a chance the fax machine may be busy and you may have difficulty faxing your report.

Can Campaign Financial Reports be emailed to the County Clerk?

Check with your County Clerk.

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

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

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

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

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

a) For example: A Candidate or Political Committee replaced their current Political Treasurer by certifying a new Political Treasurer with the County Clerk's Office on June 20, 2018. Since the previous Political Treasurer filed the 30 Day Post-Primary report, the first report for the new Political Treasurer would be the October 10th report, which is the next required report. It would cover from May 28 through September 30. This report would be due on October 10, 2018.

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

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

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

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

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

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

Yes, a report must be filed with the County Clerk's Office of that fact. The Summary Page of the Campaign Financial Disclosure Report (C-2) is the only page required to be filed. It is the first page of the report. For information on Termination requirements, see page 9.

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

File the report on a timely basis noting that an amendment will be forthcoming. If you have any questions regarding the completion or balancing of the report, please contact the Elections Division staff of the County Clerk's Office for assistance.

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

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

No, the Sunshine Law does not allow the County Clerk to grant extensions on filing deadlines.

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

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

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

Yes, campaign financial records may be kept on the computer and campaign reports may be generated from them. If you plan to use computer generated reports in lieu of C-2 forms, **submit a sample copy to the County Clerk's Office for approval** prior to submitting any such report**.**

If I use computer generated printouts, are there any guidelines that I should follow when creating them?

Yes, below are a few guidelines to assist you in creating acceptable computer generated reports.

a) Font size must be readable and scannable (i.e. a minimum of 10 point Times New Roman or 10 point Arial).
b) Use approximately the same format as that on the C-2 forms.
    i) For any schedule to the C-2, place the data in the same order as it appears on the original form moving from left to right.
c) Clearly label all data.
    i) If using Excel, be sure the header row or title of each column prints at the top of each page.
d) Be sure to have the Calendar Year to Date amount for each contributor.
    i) The Calendar Year to Date includes the current contribution along with all previous contributions (i.e. Itemized Contributions, Un-itemized Contributions, In-Kind Contributions, and Loans).

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

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

TERMINATION OF REPORTING REQUIREMENTS

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

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

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

I have met the requirements for terminating. How do I notify the County Clerk’s Office of my termination?

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

How may campaign funds be used?

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

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

Are there ways that campaign funds may not be used?

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

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

CONTRIBUTIONS – FREQUENTLY ASKED QUESTIONS

What is considered a contribution?

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

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

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

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

Yes, the Sunshine Law in no way restricts the ability of a corporation, union, or any other person to give a Candidate or Political Committee money, goods or services.

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

No. Federal Law 441e does not allow a foreign national including partnerships, associations, corporations, organizations, or other combination of persons organized under the laws or having its principal place of business in a foreign country, to make contributions to candidates or committees or to make independent expenditures. 441e – Contributions and donations by foreign nationals – Prohibition. It shall be unlawful for a foreign national, directly or indirectly, to make a contribution or donation of money or other thing of value, or to make an express or implied promise to make a contribution or donation in connection with a Federal, State, or local election; a contribution or donation to a committee of a political party; or an expenditure, independent expenditure, or disbursement for an electioneering communication. It also makes it unlawful for a person to solicit, accept, or receive a contribution or donation from a foreign national. A foreign national means a foreign principal, which includes a government of a foreign country and a foreign political party; a person outside the United States, unless it is established that such person is an individual and a citizen of and domiciled within the United States, or that such person is not an individual and is organized under or created by the laws of the United States or of any State or other place subject to the jurisdiction of the United States and has its principal place of business within the Untied States; and a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country (section 611(b) of Title 22), except that the term "foreign national" shall not include any individual who is a citizen of the United States. It also means an individual who is not a citizen of the United States or a national of the United States and who is not lawfully admitted for permanent residence, as defined by section 1101(a) (20) of title 8.

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

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

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

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

a) If a Political Committee receives all of its funding from one person who exercises exclusive control over the distribution of the funds, the contribution is listed as a contribution from the controlling person.
b) If contributions made by a person or Political Committee whose contributions or expenditures are financed,

maintained or controlled by a trade association, labor union or collective bargaining organization, the contribution is listed as a contribution from the trade association, labor union or collective bargaining organization.

c) If two or more entities share a majority of members on their board of directors, share two or more officers, are owned or controlled by the same majority shareholder or shareholders or persons, are in a parent-subsidiary relationship or have bylaws so stating, the entities are treated as a single entity instead of separate entities.

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

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

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

Yes, contributions are limited based on who the contribution is from and who the contribution is going to. Contribution limits are set forth in Section 67-6610A, Idaho Code. For specific limit amounts, refer to the Contribution Limits table on page 19.

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

Yes, any funds or property expended or transferred to the Candidate by the Candidate's spouse or family members are subject to the contribution limits. For specific limit amounts, refer to the Contribution Limits table on page 19.

Does a contribution include items other than cash?

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

May a contribution be returned to the donor?

Yes, contributions may be returned to the individuals who donated them. If the original contribution was reported on Schedule A, the return of the contribution is reported as a negative contribution on Schedule A listing the individuals name, address and date of the return. For an example of correct reporting, see pages 31 and 32.

What are In-Kind Contributions?

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

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

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

Since In-Kind Contributions are not cash, they are reflected in both the total contributions and total expenditures. Therefore, they do not affect the actual cash balance. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 35 to 36.

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

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

a) Here is a list of often seen In-Kind Contributions and how they should be reported.
    i) A contributor buys supplies or equipment for the campaign, the In-Kind Contribution equals the amount spent on the purchase.
    ii) A contributor takes out an advertisement supporting a Candidate after collaborating with or receiving approval from the Candidate, the In-Kind Contribution equals the cost of the ad.
    iii) A contributor loans the campaign the use of a computer or copier, the In-Kind Contribution equals the cost of leasing a similar piece of equipment for the period of time in question.
    iv) A contributor prints campaign literature at a cost below the printer's normal charge for a similar job, the In-Kind Contribution equals the amount of the discount.

v) A contributor provides food or beverages for a campaign event, the In-Kind Contribution equals the amount that the business would normally expect to receive from the sale of the items.
vi) The central committee of a Political Party agrees to use its bulk mailing permit and pay the postage of a mailing supporting your candidacy. The In-Kind Contribution is only the face value of the postage costs paid by the party. Do **not** factor in the amount the party paid for the permit.

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

All in-kind transactions must be itemized, regardless of the amount, on Schedule C - In-Kind Contributions and Expenditures of the Campaign Financial Disclosure Report. For instructions on completing Schedule C - In-Kind Contributions and Expenditures, see pages 35 to 36.

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

This is considered an In-Kind Contribution from the Political Committee. It will be reported as an In-Kind Contribution. For instructions on completing the Schedule C - In-Kind Contributions and Expenditures, see pages 35 to 36.

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

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

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

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

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

Which date should be used as the Date Received?

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

Do contributions that are less than $50 need to be tracked since they are reported as Un-Itemized Contributions?

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

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

Yes, loans to Candidates are considered contributions. Loans to Candidates are subject to the contribution limits. For the contribution limits table, see page 19.

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

How are loans to a Candidate or Political Committee reported?

Loans to Candidates or Political Committees are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing the Schedule D - Loans, see pages 37 to 38.

Are purchases made with a credit card considered debt?

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 39 to 42. For instructions on completing Schedule E-1, see pages 43 to 48.

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

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

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

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

If the payment of expenses:

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

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

If you are planning a raffle or auction, please contact the County Clerk's Office to discuss the correct reporting and other requirements.

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

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

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

DESIGNATING CONTRIBUTIONS – FREQUENTLY ASKED QUESTIONS

What is designating contributions?

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

Do Candidates have to designate contributions?

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

Do Political Committees have to designate contributions?

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

What is a designated versus an undesignated contribution?

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

How does a contributor designate a contribution?

A contributor designates a contribution in writing. They can do this either by noting the designation on the check or on a signed statement that accompanies the contribution. The contribution then counts toward the donor's contribution limit for the designated election. For the Contribution Limits table, see page 19.

How is an undesignated contribution reported?

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

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

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

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

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

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

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

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

CONTRIBUTION LIMITS
(Section 67-6610A, Idaho Code)

Aggregate Contributions From	To **County** Candidate	To **Political Committees** (Including State Party Committees)
Individual*	$1,000 Per Election**	No Limits
Corporation, Political Committee, other Recognized Legal Entity***	$1,000 Per Election**	No Limits
Political Party State Central Committees	$2,000 Per Election**	No Limits
Political Party County Central Committee	$2,000 Per Election**	No Limits

* Candidate contributions are unlimited to his/her own campaign.
** Primary Election - General Election
*** Includes National Party Organizations

Contributions other than money or its equivalent are deemed to have a monetary value equivalent to the fair market value of the contribution. Services or property or rights furnished at less than their fair market value for the purpose of assisting any candidate or political committee are deemed a contribution. **A contribution of this kind shall be reported as an In-Kind contribution at its fair market value and counts toward any applicable contribution limit of the contributor.** Contributions shall not include the personal services of volunteers.

EXPENDITURES – FREQUENTLY ASKED QUESTIONS

What is considered an expenditure?

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

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

Yes, all personal funds expended by a Candidate in support of his or her own campaign must be reported. All expenditures made by a Candidate in support of his or her own campaign must be reported as contributions and/or loans to the campaign. For instructions on completing Schedule D - Loans, see pages 37 to 38.

The Candidate's campaign repays the Candidate for personal expenditures. How is this reported?

Since the personal expenditure was reported as a loan, the repayment to the Candidate is shown as a repayment on the loan from the Candidate. These repayments are reported on the Campaign Financial Disclosure Report on Schedule D - Loans. For instructions on completing Schedule D - Loans, see pages 37 to 38.

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

This is reported on Schedule B as a negative expenditure, listing the name and address of the individual or vendor along with the date the money was received as well as the amount. This shows the funds being returned to the account without the money appearing as a contribution. For an example of the correct reporting, see pages 33 to 34.

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

This is reported on Schedule B as a negative expenditure, listing the name and address of the candidate or political committee returning the funds along with the date the check was received back. For an example of the correct reporting, see page 33 to 34.

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

The Political Committee will list the individual, organization or business to whom the monetary payment was made along with the name of the Candidate(s) or Political Committee(s) benefiting from the expenditure on Schedule B - Itemized Expenditures page. For an example of the correct reporting, see page 34.

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

The Political Treasurer will list the individual, organization or business to whom the monetary payment was made. Enter the purpose of the expenditure including a list of the Candidate(s) and/or Political Committee(s) being supported or opposed by the expenditure. Be sure to identify if it is in support of or opposition of each Candidate or Committee listed. For instructions on completing Independent Expenditures report, see the Independent Expenditures section beginning on page 54.

RETIRING DEBT –FREQUENTLY ASKED QUESTIONS

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

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

Are loans considered debt?

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

Are purchases made with a credit card considered debt?

Yes, purchases made with a credit card are considered debt. Regardless of whether the credit card balance is paid when the statement is received all credit card transactions must be reported on Schedule E - Credit Cards and Debt and Schedule E-1 - Itemization of Credit Cards and Debt. For instructions on completing Schedule E, see pages 39 to 42. For instructions on completing Schedule E-1, see pages 43 to 48.

May I accept contributions to retire debt?

Yes, a Candidate with unpaid debt may accept additional contributions to retire such unpaid debt. However, the contributions can not exceed the applicable contribution limits for the election for which the debt was incurred. For the Contribution Limits table, see page 19.

Do contribution limits apply to contributions to retire debt?

Yes, contributors are still bound by the contribution limits. For the Contribution Limits table, see page 19.

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

Can undesignated contributions be applied to the retirement of debt?

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

How does the County Clerk determine if a Candidate has debt?

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

FREQUENT PROBLEMS IN REPORTING

1) **Lack of Communication between the Political Treasurer and the Candidate.** The law requires detailed accounts, current within not more than seven days after the date of receiving a contribution or making an expenditure.

2) **Information required is not complete.** The following examples are not acceptable.

Date	The month is listed but no day	Address	City only
	No date at all		Street Address only
Name	M. Smith or Mr. Smith	Purpose	None entered
	John/Mary; No last name		

3) **The Candidate or Political Committee has a new Political Treasurer,** however, the County Clerk's Office has not been notified of the change. Not only is this a violation of the law, but the wrong individual is receiving communications from the Elections Division and those using the County Clerk's mailing list.

4) **Reports are illegible** (i.e., extremely small type or completed in pencil and faxed).

5) **Attempts to fax a completed report and the line is busy.** It is important to remember that the 7 Day Pre-Election report must be received by 5:00 pm on the report's due date. **Do not** wait to fax those reports on the due date as there is a chance the fax line will be busy.

6) **Notices Disregarded:** The lack of attention by a Political Treasurer to notices sent to them by the Elections Division reminding them of reports that are upcoming, requesting additional information or corrections.

7) **Source of contribution not accurate.** The individual delivering the contribution check is listed as the contributor rather than the entity issuing the check. For example: an agent from a real estate agency delivers the check for Idaho Realtors PAC, the Political Treasurer lists the agent as the contributor rather than the Idaho Realtors PAC.

8) **A return or refund listed incorrectly.** A return or refund should be listed as a negative expenditure because it is not a contribution.

9) **Inadequate disclosure of In-Kind Contributions or Independent Expenditures.** The Candidate(s) name(s) or Political Committee(s) name(s) who benefited from the expenditure are not listed as being supported or opposed.

PENALTIES FOR VIOLATION

Section 67-6625, Idaho Code, "**Violations – Civil Fine - Misdemeanor Penalty – Prosecution - Limitation - Venue.**

(a) Any person who violates the provisions of sections 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, shall be liable for a civil fine not to exceed two hundred fifty dollars ($250) if an individual, and not more than two thousand five hundred dollars ($2,500) if a person other than an individual. The burden of proof for such civil liability shall be met by showing a preponderance of the evidence.

(b) Any person who violates section 67-6605 or 67-6621(b), Idaho Code, and any person who knowingly and willfully violates sections 67-6603 through 67-6614A, 67-6617, 67-6619, 67-6620, 67-6621(a), 67-6624, 67-6629 or 67-6630, Idaho Code, is guilty of a misdemeanor and, upon conviction, in addition to the fines set forth in subsection (a) of this section, may be imprisoned for not more than six (6) months or be both fined and imprisoned.

(c) The attorney general or the appropriate prosecuting attorney may prosecute any violations of this act.

(d) Prosecution for violation of this act must be commenced within two (2) years after the date on which the violation occurred.

(e) Venue for prosecution under the provisions of this chapter shall be in the county of residence of the defendant if the defendant is a resident of the State of Idaho, otherwise venue shall be in Ada County."

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

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

INSPECTION AND EXAMINATION BY THE COUNTY CLERK

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

The County Clerk is required to examine all filed reports within three months after the election to determine whether the reports conform to law. The County Clerk is empowered to require any person to answer in writing and under oath questions concerning the source of any contribution. (Sections 67-6615 & 67-6616, **I.C.**)

CITIZEN COMPLAINTS

Any registered voter has the right to file a complaint with the County Clerk if he or she has reason to believe that a person has violated the Sunshine Law. Complaints must be filed on form L5, which is available on request. The County Clerk will thoroughly investigate all such complaints. (Sections 67-6615 & 67-6623, I.C.)

COMPLETING THE CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SUMMARY PAGE

1. Section I:
    a) Enter the Candidate or Political Committee and Chairperson's information in the fields provided.
    b) Enter the Political Treasurer's information in the fields provided:
    c) If the Mailing address of the Candidate or Political Committee changed or that of the Political Treasurer, check the appropriate box indicating such.
2. Section II:
    a) Check the appropriate box indicating if this report is an original filing or an amendment to a previous filing.
    b) On the line "This report is for the period from _____ through ______.", enter the period that the report covers and mark the check box to the left of the appropriate report. (For reporting periods and due dates, refer to page 10.)
    c) Check the appropriate box indicating if this report is a Termination Report or not. (For termination requirements, see page 13.)
3. Section III:
    a) Mark this box ONLY if you have received NO contributions and made NO expenditures during this reporting period.
4. Section IV of the Summary Page will be completed once the Detailed Summary page is completed.

NOTE: Section IV of the Summary Page must be completed after all appropriate Schedules are completed. If you had no activity and marked the checkbox in Section III, complete Section IV and V below.

- a) Line 1: Column II, enter the Cash on Hand on January 1st of this Calendar Year.
    - i) If this is your first report, this amount will be zero. This same figure will be entered on Line 1 of all reports filed this Calendar Year.
- b) Line 2: Column I, enter the Beginning Cash Balance for this reporting period.
    - i) If this is your first report, this amount will be zero.
    - ii) This figure will be the figure that appeared on Line 6 in Column I of the previous report filed.
- c) Line 3: Column I, transfer the Total Contributions received this period from Line 5 of the Detailed Summary.
    - i) If you marked the checkbox in Section III of the Summary Page, this figure will be $0.
- d) Line 3: Column II, enter the total Contributions received this Calendar Year.
    - i) Add the Total Contributions listed on Line 3 in Column II of the last report filed with the Total Contributions listed on Line 3 Column I of this report.
- e) Line 4: Column I and Column II, add the Beginning Cash Balance on Line 2 with the Total Contributions listed on Line 3 and enter the subtotal on Line 4.
- f) Line 5: Column I, transfer the Total Expenditures made this reporting period from line 11 of the Detailed Summary.
    - i) If you marked the checkbox in Section III of the Summary Page, this figure will be $0.
- g) Line 5: Column II, enter the total Expenditures received this Calendar Year.
    - i) Add the Total Expenditures listed on Line 5 in Column II of the last report filed with the Total Expenditures listed on Line 5 Column I of this report.
- h) Line 6: Column I and Column II, subtract the Total Expenditures on Line 5 from the Subtotal on Line 4 and place the Total on Line 6.
    - i) **IMPORTANT:** The Ending Cash Balance in Column I should match the Ending Cash Balance in Column II.
- i) Line 7: Column I, transfer the Total Outstanding Balance at close of this period from Line 18 of the Detailed Summary page.

12. Section V:
    a) Print the Name of the Political Treasurer completing the report.
       i) If the Candidate or Committee Chairman completes the report, enter that name in place of the Political Treasurer.
    b) The Political Treasurer must sign the report.
       i) If the Candidate or Committee Chairman completes the report, they must sign in place of the Political Treasurer.

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

DETAILED SUMMARY PAGE

1. Enter the Name of the Candidate or Committee in the field at the top of the page.
2. In the Contributions section, enter the information regarding Un-Itemized Contributions of $50 or less.
    a) Enter the total number of contributors contributing $50 or less this reporting period on the line "# of Contributors."
    b) Enter the total dollar amount of contributions you received that were $50 or less this reporting period.

Note: In the completed example on page 26, the Candidate received 35 Un-itemized Contributions that total $1,100.00.

3. Combine the Itemized Contribution total from each Schedule A page completed. Enter the grand total on line 2.
4. Combine the In-Kind Contribution total from each Schedule C page completed. Enter the grand total on line 3.
5. Combine the Loans Received Total from each Schedule D page completed. Enter the grand total on line 4.
6. Total the Contributions section.
    a) To total, combine the Un-itemized, Itemized, and In-Kind Contributions and Loans.
7. In the Expenditures section, enter the information regarding Un-itemized Expenditures of less than $25.
    a) Enter the total number of recipients receiving less than $25 this reporting period on the line "# of Expenditures."
    b) Enter the total dollar amount of expenditures you received that were less than $25 this reporting period.

Note: In the completed example on page 26, the Candidate made 12 Un-itemized Expenditures that total $160.00.

8. Combine the Itemized Expenditure total from each Schedule B page completed. Enter the grand total on line 7.
9. Combine the In-Kind Expenditure total from each Schedule C page completed. Enter the grand total on line 8.
10. Combine the Loan Repayments total from each Schedule D page completed. Enter the grand total on line 9.
11. Combine the Debt Repayments total from each Schedule E completed. Enter the grand total on line 10.
12. Total the Expenditures section.
    a) To total, combine the Un-itemized, Itemized, and In-Kind Expenditures and Loan and Credit Card Repayments.
13. In the Loans, Credit Cards and Debt section, enter the Outstanding Balance from the previous reporting period.
    a) Enter the amount listed on line 18 of the previous campaign report filed.
14. Combine the Received and Interest Total from each Schedule D page completed. Enter the grand total on line 13.
15. Combine the Incurred Debt Total from each Schedule E page completed. Enter the grand total on line 14.
16. Subtotal the Loans, Credit Cards and Debt section.
    a) To subtotal, combine the Outstanding Balance from the previous reporting period, the New Loans Received and the New Credit Card and Debt Incurred.
17. The Loan Repayments grand total listed on line 9 must also be entered on line 16.
18. Combine the Debt Repayments Total from each Schedule E page completed. Enter the grand total on line 17.
19. Total the Loans, Credit Cards and Debt section.
    a) To total, subtract the Repayments of Loans and the Repayments of Credit Card and Debt from the Subtotal.
20. In the Pledged section, enter the information regarding Un-itemized Pledged Contributions of less than $50.
    a) Enter the total number of contributors pledging less than $50 this reporting period on the line "# of Pledges."
    b) Enter the total dollar amount of the pledged contributions that were less than $50 this reporting period.
21. Combine the Pledged Total from each Schedule F page completed. Enter the grand total on line 20.
22. Total the Pledged Contributions section.
    a) To total, add the Un-itemized Pledged Contributions and the Pledged Contributions.

DETAILED SUMMARY PAGE

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

	Total This Period
Contributions	
(1) Un-itemized Contributions ($50 and less) # of Contributors __35___	+ **$ 1,100.00**
(2) Itemized Contributions (Total of all Schedule A sheets)	+ **$ 3,887.03**
(3) In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ **$ 1,017.97**
(4) Loans (Total of all New Loan amounts from Schedule D sheets)	+ **$ 6,000.00**
(5) **Total Contributions** (Transfer this figure to page 1, Section IV, Line 3)	= **$12,005.00**

Expenditures	
(6) Un-itemized Expenditures (Less than $25) # of Expenditures __12___	+ **$ 160.00**
(7) Itemized Expenditures (Total of all Schedule B sheets)	+ **$ 1,372.00**
(8) In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ **$ 1,017.97**
(9) Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ **$ 1,192.50**
(10) Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ **$ 2,650.00**
(11) **Total Expenditures** (Transfer this figure to page 1, Section IV, Line 5)	= **$ 6,392.47**

Loans, Credit Cards and Debt	
(12) Outstanding balance from previous reporting period	+ **$ 3,536.43**
(13) New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheet)	+ **$ 6,042.50**
(14) New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ **$ 11,082.50**
(15) **Subtotal**	= **$ 20,661.43**
(16) Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- **$ 1,192.50**
(17) Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- **$ 2,650.00**
(18) **Total Outstanding Balance** at close of this period (Transfer this figure to page 1, Section IV, Line 7	= **$ 16,818.93**

Pledged Contributions	
(19) Un-itemized Pledged Contributions ($50 and less) # of Pledges __0___	+ **$ 0.00**
(20) Itemized Pledged Contributions (Total of all Schedule F sheets)	+ **$ 500.00**
(21) **Total Pledged Contributions this period**	+ **$ 500.00**

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE A - ITEMIZED CONTRIBUTIONS

IMPORTANT: Accounts kept by a Political Treasurer shall be current within not more than 7 days after the date of receiving a contribution or making an expenditure (67-6604, Idaho Code).

1. At the top of Schedule A - Itemized Contributions, enter the following information in the appropriate fields:
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule A pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule A pages.
2. For each Contribution of more than $50 in aggregate, enter the following information in the appropriate fields:
   a) The Date the contribution was received. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is designated for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 18.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor this Calendar Year.

IMPORTANT: All cash contributions that total more than $50 in aggregate during a Calendar Year must be itemized on Schedule A - Itemized Contributions. This includes contributions that are less than $50 but when added to any previous contributions from that contributor total more than $50. This includes all Itemized Contributions, Un-itemized Contributions, In-Kind Contributions and Loans.

EXAMPLE 1: Individual Contribution Limits - The Candidate's spouse contributed $500 for the Primary Election. Then on 5/13, she contributed another $500 for the Primary Election. Therefore, the spouse has reached the contribution limit and is unable to give any additional funds to the Candidate for the Primary Election. See the completed entry on Line 1 on the Schedule A example on page 30. For contribution limits, see page 19.

EXAMPLE 2: Undesignated Contributions - The check received from Dave Black was not designated for an election. Therefore, it automatically applies to the Candidate's upcoming election. See the completed entry on Line 4 on the Schedule A example on page 30. For instructions on designating contributions, see page 18.

EXAMPLE 3: Itemization of Contributions $50 or Less - A contribution from Tim White for $20 was reported as an Un-Itemized Contribution on a previous report. Therefore, the $35 contribution this period must be itemized with a Calendar Year to Date amount of $55. See the completed entry on Line 7 on the Schedule A example on page 30.

EXAMPLE 4: Contribution Limits - PAC's, Corporations and other recognized legal entities' contributions cannot exceed contribution limits. A contribution of $50 was reported in the previous reporting period as an Un-Itemized Contribution. Therefore, the $950 contribution from North Idaho PAC this reporting period must be itemized with a Calendar Year to Date amount of $1,000. See the completed entry on Line 10 on the Schedule A example on page 30. For contribution limits, see page 19.

3. Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."

4. Once all cash contributions of more than $50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.

SCHEDULE A
ITEMIZED CONTRIBUTIONS
Of more than fifty dollars ($50.00) this period

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

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check
5/ 13 / 18 ☑Primary ☐General	1. **Donna Doe** **1820 Lucky Lane** **Any town, ID 83211**	$ **500.00** $ **1,000.00** Calendar year To Date
5/ 13 / 18 ☑Primary ☐General	2. **Ann Smith** **P.O. Box 12** **Any town, ID 83211**	$ **100.00** $ **100.00** Calendar year To Date
5/ 20 / 18 ☑Primary ☐General	3. **Ann Smith** **P.O. Box 12** **Any town, ID 83211**	$ **10.00** $ **110.00** Calendar year To Date
5/ 20 / 18 ☑Primary ☐General	4. **Dave Black** **RT.1 Box 40** **Lewis, AZ 85501**	$ **100.00** $ **100.00** Calendar year To Date
5/ 21 / 18 ☑Primary ☐General	5. **William Bonney** **HCR 2** **Any town, ID 83211**	$ **200.00** $ **200.00** Calendar year To Date
5/ 25 / 18 ☑Primary ☐General	6. **Earl Parrott** **General Delivery** **Any town, ID 83211**	$ **100.00** $ **100.00** Calendar year To Date
5/ 16 / 18 ☑Primary ☐General	7. **Tim White** **413 3rd West** Any town, ID 83211	$ **35.00** $ **55.00** Calendar year To Date
5/ 17 / 18 ☑Primary ☐General	8. **Jeff Jones** **2735 Apple Street** **Any town, ID 83211**	**$ 156** $ **200** Calendar year To Date
5/ 18 / 18 ☑Primary ☐General	9. **Samantha Doe** **45035 Villa Rancho** **Coastown, CA. 99950**	$ **500.00** $ **500.00** Calendar year To Date
5/ 20 / 18 ☑Primary ☐General	10. **North Idaho PAC** **7711 South E Street** **Fairmonth, ID 83280**	$ **950.00** $ **1000.00** Calendar year To Date
	Total This Page:	$ **2,651.00**

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2, line 2

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE A – ITEMIZED CONTRIBUTIONS

1. At the top of Schedule A - Itemized Contributions, enter the following information in the appropriate fields:
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule A pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule A pages.

2. For each Contribution of more than $50 in aggregate, enter the following information in the appropriate fields:
   a) The Date the contribution was received. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is designated for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 18.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor this Calendar Year.

IMPORTANT: All cash contributions that total more than $50 in aggregate during a Calendar Year must be itemized on Schedule A - Itemized Contributions. This includes contributions that are less than $50 but when added to any previous contributions from that contributor total more than $50. This includes all Itemized Contributions, Un-itemized Contributions, In-Kind Contributions and Loans.

EXAMPLE 5: Calculating Contribution Limits - The HOW Employees React PAC made an In-Kind Contribution to the Candidate this reporting period of $698.97 and is being reported on Schedule C - In-Kind Contributions and Expenditures. The PAC then made a monetary contribution of $301.03 that is being reported on Schedule A - Itemized Contribution. The Calendar Year to Date amount for this monetary contribution is calculated by combining the In-Kind Contribution and the monetary contribution together. See the completed entry on Line 4 on the Schedule A example on page 32.

EXAMPLE 6: Returning a contribution - Mark White contributed $100 to John Doe's campaign on 2/14/16 and was reported on his Pre-Primary Report. However, it has been decided to return the contribution to Mark. A check was written to Mark White for $100 on 5/23/16 and returned to Mark. See the completed entry on Line 6 on Schedule A example on page 32.

3. Once the Schedule A - Itemized Contribution page is completed, add the contribution amount listed on each line together and place the total in the box titled "Total This Page."

4. Once all cash contributions of more than $50 in aggregate have been listed on Schedule A - Itemized Contributions page(s), combine the contribution total from each Schedule A page completed and enter the grand total of the Itemized Contributions received this reporting period on line 2 of the Detailed Summary page.

SCHEDULE A
ITEMIZED CONTRIBUTIONS
Of more than fifty dollars ($50.00) this period

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

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check
5/ 22 / 18 ☑Primary ☐General	1. Mary Jones 1111 Vista Ave Any town, ID 83211	$ 200.00 $ 200.00 Calendar year To Date
5/ 25 / 18 ☑Primary ☐General	2. Glen Taylor 845 E 22nd S Mountain Cloud, ID 83200	$ 200.00 $ 200.00 Calendar year To Date
5/ 24 / 18 ☑Primary ☐General	3. Edgar Wilson P.O. Box 576 Any town, ID 83211	$ 250.00 $ 250.00 Calendar year To Date
5/ 20 / 18 ☑Primary ☐General	4. HOW Employees React PAC P.O. Box 33 Washington, DC 21111	$ 301.03 $ 1,000.00 Calendar year To Date
5/ 24 / 18 ☑Primary ☐General	5. Thomas Kershaw Wilder Lane Plainview, ID 83400	$ 385.00 $ 385.00 Calendar year To Date
5 / 23 / 18 ☑Primary ☐General	6. Mark White P.O. Box 737 Any town, ID. 83211	$ (100.00) $ 0.00 Calendar year To Date
/ / ☑Primary ☐General	7.	$ $ Calendar year To Date
/ / ☑Primary ☐General	8.	$ $ Calendar year To Date
/ / ☑Primary ☐General	9.	$ $ Calendar year To Date
/ / ☑Primary ☐General	10.	$ $ Calendar year To Date
	Total This Page:	$ 1,236.03

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2, line 2

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE B - ITEMIZED EXPENDITURES

IMPORTANT: All expenditures of $25 or more must be itemized on Schedule B.

1. At the top of Schedule B - Itemized Expenditures, enter the following information in the appropriate fields:
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule B pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule B pages.

2. For each Expenditure of $25 or more, enter the following information in the appropriate fields:
   a) The Date the expenditure was made. (MM/DD/YY)
   b) The Full Name and Mailing Address of the Recipient.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
   d) The Amount of the expenditure.

EXAMPLE 1: Required Backup - Each expenditure in the amount of $25 or more shall have a corresponding receipt or cancelled check or an accurate copy thereof (Section 67-6612(2), I.C.). The Candidate received secretarial services from Terrific Temps. The cost of the services are reported on Schedule C - Itemized Expenditures since it is over $25. See the completed entry on Line 2 on the Schedule B example on page 34.

EXAMPLE 2: Auto Expenses - The Candidate was reimbursed for the cost of operating his car to campaign. The actual cost should be reported, however, if this cannot be readily ascertained, the cost of travel by car may be estimated at 48.5 cents per mile. See the completed entry on Line 3 on the Schedule B example on page 34.

EXAMPLE 3: Contributing In-Kind to Another Candidate - The Candidate, John Doe, paid for a coordinated Candidate brochure with two other Candidates, Katie Brown and Amanda Smith. John Doe paid for the full cost of the brochure without being reimbursed from the other Candidates. John Doe lists the expenditure on the Schedule B - Itemized Expenditures with the printing company as the recipient and lists the Candidate(s) name(s) the In-Kind Contribution was for. Then lists the expenditure purpose as both a contribution to a Candidate or PAC and as Literature Printing. The Candidates listed will be required to show the In-Kind Contribution on their Campaign Financial Disclosure Report from John Doe. See the completed entry on Line 4 on the Schedule B example on page 34.

EXAMPLE 4: Refund or Rebate - The candidate received a refund from the Daily News for overpayment for an ad in the newspaper. The refund is reported as a negative expenditure to show the funds being returned to the campaign without it appearing as a contribution from the newspaper. See the completed entry on Line 5 on Schedule B example on page 34.

EXAMPLE 5: Return of contribution sent to Another Candidate - The candidate, John Doe, sent a check as a contribution to another candidate, Jonathan King. Jonathan King returned the funds to John Doe. John Doe lists the return of funds on Schedule B - Itemized Expenditures as a negative expenditure with Jonathan King as the recipient along with the date the funds were received by John Doe. See the completed entry on Line 6 on the Schedule B example on page 34.

3. Once the Schedule B - Itemized Expenditures page is completed, add the expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."

4. Once all Expenditures of $25 or more have been listed on Schedule B - Itemized Expenditures page(s), combine the expenditure total from each Schedule B page completed and enter the grand total of the Itemized Expenditures made this reporting period on line 7 of the Detailed Summary page.

SCHEDULE B
ITEMIZED EXPENDITURES

Twenty-Five Dollars ($25.00) or more this period

Name of Candidate or Committee:

Purpose Codes

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

Date Spent	Full Name, Mailing Address and Zip Code of Recipient	Purpose Code	Cash or Check
_5_/_15_/_18_	1. **New Party Central Committee** **Box 42** **Any town, ID 83211**	**S**	**$ 800.00**
_5_/_15_/_18_	2. **Terrific Temps** **800 Brown Ave.** **Any town, ID 83211**	**W**	**$ 187.76**
_5_/_25_/_18_	3. **John Doe** **1820 Lucky Lane** **Any town ID 83211**	**A**	$ **108.78**
_5_/_15_/_18_	4. **Smart Printing (In-kind to Katie Brown/Amanda Smith)** **1930 Level Way** **Any town, ID 83211**	**C L**	**$ 500.00**
_5_/_20_/_18_	5. Daily News P.O. Box 124 Any town, ID. 83211		**$ (124.54)**
_5_/_25_/_18_	6. Jonathan King 241 S. Main Any town, ID. 83211		**$ (100.00)**
__/__/__	7.		**$**
__/__/__	8.		**$**
__/__/__	9.		**$**
__/__/__	10.		**$**
		Total This Page	$ **1,372.00**

Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2, line 7.

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE C - IN-KIND CONTRIBUTIONS AND EXPENDITURES

IMPORTANT: All In-Kind Contributions and Expenditures must be listed on Schedule C.

1. At the top of Schedule C, enter the following information in the appropriate fields:
   a) The Name of the Candidate or Political Committee and Chairperson submitting the report.
   b) The page number of this sheet and the total number of Schedule C pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule C pages.
2. Each In-Kind Contribution and Expenditure has two parts; a contribution entry and an expenditure entry. For the Contribution portion of the donation, enter the following information in the appropriate fields:
   a) The Date the In-Kind Contribution was made. (MM/DD/YY)
   b) For Candidates, mark whether the contribution is for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 18.
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the contribution.
   e) The total amount of contributions received from this contributor in this Calendar Year.
3. For the Expenditure portion of the donation, enter the following information in the appropriate fields:
   a) The Full Name and Mailing Address of the recipient of the expenditure.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Amount of the expenditure, which should match the amount of the contribution.
   c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.

EXAMPLE 1: Out-of-Pocket - The Candidate's son personally paid for car expenses and was not reimbursed from the campaign. This is considered an In-Kind Contribution from the Candidate's son. See the completed entry on Line 1 on the Schedule C example on page 36.

EXAMPLE 2: Fair Market Value: Actual Cost - Bill Smith purchased yard signs from Signs by Design for Mr. Doe. Mr. Smith was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with Bill Smith listed as the contributor and Signs by Design as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the signs (i.e. the cost of the signs paid to Signs by Design). See the completed entry on Line 2 on the Schedule C example on page 37.

EXAMPLE 3: Fair Market Value: Estimated Cost - HOW Employees React PAC paid for a survey for Mr. Doe. HOW Employees React PAC was not reimbursed by the Candidate for the purchase. This is considered an In-Kind Contribution. In this example, the contribution would be reported by Mr. Doe on Schedule C with HOW Employees React PAC listed as the contributor and Best Results as the Expenditure Recipient. The contribution and expenditure amount is the fair market value of the survey (i.e. the amount that the Candidate would have paid for a comparable survey). See the completed entry on Line 3 on the Schedule C example on page 36.

4. Once the Schedule C - In-Kind Contributions and Expenditures page is completed, complete the following:
   a) Add the expenditure amount listed on each line together and place the total in the box titled "Expenditure Total."
   b) Add the contribution amount listed on each line together and place the total in the box titled "Contributor Total."
5. Combine the Expenditure Total from each Schedule C page completed and enter the grand total of the In-Kind Expenditures made this reporting period on line 8 of the Detailed Summary page.
6. Combine the Contributor Total from each Schedule C page completed. Enter the grand total on line 3 of the Detailed Summary page.

SCHEDULE C
IN-KIND CONTRIBUTIONS and EXPENDITURES

Name of Candidate or Committee:

Purpose Codes

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

1. 5 / 25 / 18 ☑ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:** DONALD DOE 1830 LUCKY LANE ANYTOWN, ID. 83211		$ 69.00 $ 69.00 Calendar Year-To-Date
	Expenditure Name, Mailing Address and Zip Code DONALD DOE 1830 LUCKY LANE ANYTOWN, ID. 83211	$ 69.00	**Purpose Code** **A**
2. 5 / 17 / 18 ☑ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:** BILL SMITH PO BOX 27 ANYTOWN, ID. 83211		$ 250.00 $ 250.00 **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code SIGNS BY DESIGN PO BOX 27 ANYTOWN, ID. 83211	$ 250.00	**Purpose Code** **O**
3. 5 / 13 / 18 ☑ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:** HOW EMPLOYEES REACT PAC PO BOX 33 WASHINGTON, DC. 21111		$ 698.97 $ 698.97 **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code BEST RESULTS 1600 W 1100 N OLYMPIA, WA 98504	$ 698.97	**Purpose Code** **S**
4. / / ☑ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:**		$ $ **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code	$	**Purpose Code**
	Expenditure Total: **(Transfer the combined total of all Expenditures on Schedule C pages to Detailed Summary, page 2, line 8)**	$ 1,017.97	
	Contributor Total: **(Transfer the combined total of all Contributors on Schedule C pages to Detailed Summary, page 2, line 3**		$ 1,017.97

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE D - LOANS

1. Each loan to a campaign increases the campaigns cash balance. To complete Schedule D - Loans, enter the following information in the appropriate fields:

   a) The Name and Mailing Address of the Lender.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Previous Balance of the loan listed at the end of the last reporting period.
      i) If this is the first loan from this Lender, this amount will be $0.
      ii) If the Lender was listed on the last report, this figure will be transferred from the balance column on the previous report for this Lender.
   c) The Date (MM/DD/YY) and Amount of the loan received this reporting period.
   d) The Amount of any Interest accrued on the loan during this reporting period.
   e) The Date (MM/DD/YY) and Amount of any Repayments of the Loan during this reporting period.
   f) Total the Balance Outstanding at the end of this reporting period.
      i) Previous Balance + New Loan amount + Interest - Repayments = Balance Outstanding

NOTE: In the completed example on page 38, the Candidate received a $4,000 loan from his bank on May 15, 2018. Between May 15th and the end of this reporting period, interest had accrued in the amount of $42.50. The Candidate paid $1,192.50 to the bank on May 25th, which included the accrued interest. See the completed example on page 38 for correct reporting of these transactions.

IMPORTANT: If the Candidate loans personal funds to the campaign, the Candidate would be listed as the Lender.

2. Once the Schedule D - Loans page is completed, complete the following:
   a) Add the Previous Balance amount listed on each line together and place the total in the box titled “Previous Total.”
   b) Add the New Loans Received amount listed on each line together and place the total in the box titled “Received Total.”
   c) Add the Interest Accrued amount listed on each line together and place the total in the box titled “Interest Total.”
   d) Add the Repayments of Loans amount listed on each line together and place the total in the box titled “Repayments Total.”
   e) Add the Ending Balance amount listed on each line together and place the total in the box titled “Ending Balance Total.”

3. Combine the Received Total from each Schedule D page completed and enter the grand total of the Loans Received this reporting period on line 4 of the Detailed Summary page.

4. Combine the Repayments Total from each Schedule D page completed and enter the grand total of the Repayments made this reporting period on line 9 and line 16 of the Detailed Summary page.

5. Combine the Received Total and the Interest Total from each Schedule D page completed and enter the grand total on line 13 of the Detailed Summary page.

SCHEDULE D – LOANS

Name of Candidate or Committee:

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same lender listed more than once. **Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code,** even if it is repaid.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amounts in the Previous Balance column, Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. Note: Any loan that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

Name, Mailing Address and Zip Code of Lender Candidate, Individual or Business	**Previous** Balance of the loan at the end of the last reporting period	**New Loan** amount received during this reporting period	**Interest** accrued during this reporting period	**Repayments** of Loan during this reporting period	**Balance** Outstanding at the end of this reporting period
1. 1st USA Bank PO Box 123 Any town, ID. 83211	$ 0.00	Date: 05 /15 /18 Amount: $ 4,000.00	$ 42.50	Date: 05 /25 /18 Amount: $ 1,192.50	$ 2,850.00
2. John Doe 1820 Lucky Lane Any town, ID. 83211	$ 0.00	Date: 05 /10 /18 Amount: $ 2,000.00	$	Date: / / Amount: $	$ 2,000.00
3.	$	Date: / / Amount: $	$	Date: / / Amount: $	$
4.	$	Date: / / Amount: $	$	Date: / / Amount: $	$
5.	$	Date: / / Amount: $	$	Date: / / Amount: $	$
6.	$	Date: / / Amount: $	$	Date: / / Amount: $	$
7.	$	Date: / / Amount: $	$	Date: / / Amount: $	$

	Previous	**Received**	**Interest**	**Repayments**	**Ending Balance**
Previous Total:	$ 0.00				
Received Total: (Transfer the combined total of all received loans to the Detailed Summary, page 2, line 4)		$ 6,000.00			
Interest Total:			$ 42.50		
Repayments Total: (Transfer the combined total of all loan repayments to the Detailed Summary, page 2, line 9 & 16)				$ 1,192.50	
Ending Balance:					$ 4,850.00

(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2, line 13)

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE E - CREDIT CARDS and DEBT

1. Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:
   a) The Name and Mailing Address of the Creditor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   b) The Previous Balance of the debt listed at the end of the last reporting period.
      i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be $0.
      ii) If the Creditor was listed on the last report, the amount in the balance column of that report will be transferred.
   c) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of New Debt.
      i) This amount will include any accrued interest on the debt.
   d) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
   e) Total the Balance outstanding at the end of this reporting period.
      i) Previous Balance + New Debt amount - Repayments = Balance Outstanding

EXAMPLE 1: The Candidate, John Doe, incurred debt on his credit card. This debt was originally reported on a previous report as a New Debt amount and an Itemization of the New Debt. Mr. Doe has incurred additional debt on his credit card during this reporting period and made a payment. See the completed entry on Line 1 on the Schedule E example on page 40. If there has been no incurred debt on a credit card, a new entry must be listed. However, if the incurred debt is in addition to already reported debt on a credit card the new debt is added to the already reported debt.

EXAMPLE 2: The Candidate, John Doe, purchased broadcast advertising this reporting period from Media Associates. However, he has not paid the bill. See the completed entry on Line 2 on the Schedule E example on page 40.

EXAMPLE 3: The Candidate, John Doe, purchased broadcast advertising from the Walker Agency with an outstanding balance of $1,000 listed on the 7 Day Pre-Primary report. This reporting period he purchased an additional $750.00 worth of advertising and made a payment of $500.00 on the outstanding balance from the 7 Day Pre-Primary report. In this example, the Candidate must have two entries on the Schedule E page for the Walker Agency.
Entry 1: The Walker Agency is shown with a Previous Balance of $1,000. The $500.00 payment is listed in the Repayments of Debt column. The Outstanding Balance for this transaction will appear as $500.00.

Entry 2: The Walker Agency is listed a second time with a Previous Balance of $0. The $750.00 incurred amount is listed in the New Debt amount column. The Outstanding Balance for this transaction will appear as $750.00.

See the completed entries on Line 4 and 5 on the Schedule E example on page 40.

EXAMPLE 4: The Candidate, John Doe, hired Sam Smith during this reporting period to manage his campaign. Mr. Doe incurred a $1,000.00 for services rendered and made a payment of $250.00. See the completed entry on Line 6 on the Schedule E example on page 40.

2. Once the Schedule E - Credit Cards and Debt page is completed, complete the following:
   a) Add the Previous Balance amount listed on each line together and place the total in the box titled "Previous Total."
   b) Add the New Debt amount listed on each line together and place the total in the box titled "Incurred Total."
   c) Add the Repayments amount listed on each line together and place the total in the box titled "Repayments Total."
   d) Add the Ending Balance amount listed on each line together and place the total in the box titled "Ending Balance Total."
3. Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.
4. Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.

SCHEDULE E – CREDIT CARDS and DEBT

Name of Candidate or Committee:

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where the debt was incurred.

Credit Cards are considered Debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. NOTE: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

Name, Mailing Address and Zip Code of Lender Candidate, Individual or Business	**Previous** Balance of debt at the end of the last reporting period	**New Debt** amount incurred during this reporting period	**Repayments** of Debt during this reporting period	**Balance** Outstanding at the end of this reporting period
1. Mastercard, Inc. Box 6000 Williams, DE. 01234	$ 900.00	Date: 05 /25 /18 Amount: $ 832.50	Date: 05 /15 /18 Amount: $ 900.00	$ 832.50
2. Media Associates 800 Maple Ave. Any town, ID. 83211	$ 0.00	Date: 05 /15 /18 Amount: $ 7,000.00	Date: / / Amount: $	$ 7,000.00
3. Skyline Aviation 100 Main Street Every town, ID. 83210	$ 0.00	Date: 05 / 20 /18 Amount: $ 1,500.00	Date: / / Amount: $	$ 1,500.00
4. Walker Agency 200 South 9th Any town, ID. 83211	$ 1,000.00	Date: / / Amount: $	Date: 05 / 25 /18 Amount: $ 500.00	$ 500.00
5. Walker Agency 200 South 9th Any town, ID. 83211	$ 0.00	Date: 05 / 18 /18 Amount: $ 750.00	Date: / / Amount: $	$ 750.00
6. Sam Smith 2015 Dover Drive Any town, ID. 83211	$ 0.00	Date: 05 / 15 /18 Amount: $ 1,000.00	Date: 05 / 25 /18 Amount: $ 250.00	$ 750.00
	Previous	**Incurred**	**Repayments**	**Ending Balance**
Previous Total	$ 1,900.00			
Incurred Total: (Transfer combined total of all incurred debt to the Detailed Summary, page 2, line 14		$ 11,082.50		
Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2, line 10 & 17)			$ 1,650.00	
Ending Balance Total:				$ 11,332.50

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE E - CREDIT CARDS and DEBT

1. Each incurred expenditure by a campaign increases the debt owed by the campaign. To complete Schedule E, enter the following information in the appropriate fields:
   a) The name of the Candidate or Committee submitting the report
   b) The Name and Mailing Address of the Creditor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   c) The Previous Balance of the debt listed at the end of the last reporting period.
      i) If this is the first expenditure (or debt) incurred from this Creditor, this amount will be $0.
      ii) If the Creditor was listed on the last report, this figure will be the balance column on that report for this Creditor.
   d) The Date (MM/DD/YY) the agreement to make the expenditure was made and the incurred amount of the New Debt
      i) This amount will include any accrued interest on the debt.
   e) The Date (MM/DD/YY) and Amount of any Repayments of Debt during this reporting period.
   f) Total the Balance outstanding at the end of this reporting period.
      i) Previous Balance + New Debt amount - Repayments = Balance Outstanding

EXAMPLE 5: The Candidate, John Doe, listed an outstanding balance of $1,000 for Skyking Aviation on the 7 Day Pre-Primary report. Skyking Aviation is shown with a Previous Balance of $1,000. Mr. Doe did not incur any additional debt but did make a payment of $1,000 to Skyking Aviation this reporting period. See the completed entry on page 42 for correct reporting.

EXAMPLE 6: The Candidate, John Doe, listed an outstanding balance of $636.43 for All Marketing on the 7 Day Pre-Primary report. All Marketing is shown with a Previous Balance of $636.43. Mr. Doe did not incur any additional debt or make any payments to All Marketing this reporting period. See the completed entry on page 42 for correct reporting.

2. Once the Schedule E - Credit Cards and Debt page is completed, complete the following:
   a) Add the Previous Balance amount listed on each line together and place the total in the box titled “Previous Total.”
   b) Add the New Debt amount listed on each line together and place the total in the box titled “Incurred Total.”
   c) Add the Repayments amount listed on each line together and place the total in the box titled “Repayments Total.”
   d) Add the Ending Balance amount listed on each line together and place the total in the box titled “Ending Balance Total.”

3. Combine the Incurred Total from each Schedule E page completed. Enter the grand total on line 14 of the Detailed Summary page.

4. Combine the Repayments Total from each Schedule E page completed. Enter the grand total on line 10 and 17 of the Detailed Summary page.

SCHEDULE E – CREDIT CARDS and DEBT

Name of Candidate or Committee:

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where the debt was incurred.

Credit Cards are considered Debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. NOTE: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance Plus New Debt less any Repayments of Debt.

Name, Mailing Address and Zip Code of Lender Candidate, Individual or Business	**Previous** Balance of debt at the end of the last reporting period	**New Debt** amount incurred during this reporting period	**Repayments** of Debt during this reporting period	**Balance** Outstanding at the end of this reporting period
1. Skyking Aviation P.O. Box 200 Any town, ID. 83211	$ 1,000.00	Date: / / Amount: $	Date: 05 /25 /18 Amount: $ 1,000.00	$ 0.00
2. All Marketing P.O. Box 4500 Any town, WA. 98000	$ 636.43	Date: / / Amount: $	Date: / / Amount: $	$ 636.43
3.	$	Date: / / Amount: $	Date: / / Amount: $	$ _____
4.	$	Date: / / Amount: $	Date: / / Amount: $	$ _____
5.	$	Date: / / Amount: $	Date: / / Amount: $	$ ____
6.	$	Date: / / Amount: $	Date: / / Amount: $	$ _____
	Previous	**Incurred**	**Repayments**	**Ending Balance**
Previous Total	$ 1,636.43			
Incurred Total: (Transfer combined total of all incurred debt to the Detailed Summary, page 2, line 14		$ 0.00		
Repayments Total: (Transfer the combined total of all debt repayments to the Detailed Summary, page 2, line 10 & 17)			$ 1,000.00	
Ending Balance Total:				$ 636.43

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE E-1 - CREDIT CARDS and DEBT ITEMIZATION

Each new debt listed on Schedule E must have a Schedule E-1 attached. This schedule itemizes the new debt with the date incurred, who it was incurred from, the purpose and the amount. The total of itemization for each Creditor should equal the New Loan amount on Schedule E.

1. At the top of Schedule E-1, enter the following information in the appropriate fields:
   a) The name of the Candidate or Committee submitting the report.
   b) The Name of the Creditor.
   c) The page number of this sheet and the total number of Schedule E-1 pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule E-1 pages.

2. Each New Debt incurred by a campaign increases the debt owed by the campaign and must be itemized. To complete Schedule E-1 - Credit Cards and Debt Itemization, enter the following information in the appropriate fields:
   a) The Date the Debt was incurred.
   b) The Name and Mailing Address of the Expenditure.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   c) The Purpose Code, which identifies what the expenditure was for, from the Purpose Code list at the top of the page.
   d) The Amount of the incurred expenditure.

3. Once the Schedule E-1 - Credit Card and Debt Itemization page is completed, add the Expenditure amount listed on each line together and place the total in the box titled "Total This PAGE."

IMPORTANT: The total of itemizations for this Creditor should equal the new loan amount listed on Schedule E - Credit Card and Debt page for this Creditor.

NOTE: Pages 44 through 48 are examples of correct entry of E-1 forms based on the completed Schedule E examples on page 40 and 42.

SCHEDULE E-1 –
CREDIT CARD and DEBT ITEMIZATION

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

Name of Creditor from Schedule E: **MasterCard, Inc.**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
05 /15 /18	1. Computers for You 161 Main St. Any town, ID. 83211	**G**	$ 632.50
05 /25 / 18	2. Smart Printing 1930 Level; way Any town, ID. 83211	**L**	$ 200.00
/ /	3.		$
/ /	4.		$
/ /	5.		$
/ /	6.		$
/ /	7.		$
/ /	8.		$
/ /	9.		$
		Total This Page	$ 832.50

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 –
CREDIT CARD and DEBT ITEMIZATION

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

Name of Creditor from Schedule E: **Media Associates**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
05 /15 /18	1. Media Associates 800 Maple Avenue Any town, ID. 83211	**B**	$ 7,000.00
/ /	2.		$
/ /	3.		$
/ /	4.		$
/ /	5.		$
/ /	6.		$
/ /	7.		$
/ /	8.		$
/ /	9.		$
		Total This Page	$ 7,000.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 –
CREDIT CARD and DEBT ITEMIZATION

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

Name of Creditor from Schedule E: **Skyline Aviation**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
05 /20 /18	1. Skyline Aviation 100 Main St. Every town ID. 83212	**A**	$ 1,500.00
/ /	2.		$
/ /	3.		$
/ /	4.		$
/ /	5.		$
/ /	6.		$
/ /	7.		$
/ /	8.		$
/ /	9.		$
		Total This Page	$ 1,500.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 –
CREDIT CARD and DEBT ITEMIZATION

Name of Candidate or Committee:	**John Doe**
Name of Creditor from Schedule E:	**Walker Agency**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
05 /18 /18	1. Walker Agency 200 South 9th Any town, ID. 83211	**B**	$ 750.00
/ /	2.		$
/ /	3.		$
/ /	4.		$
/ /	5.		$
/ /	6.		$
/ /	7.		$
/ /	8.		$
/ /	9.		$
		Total This Page	$ 750.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1 –
CREDIT CARD and DEBT ITEMIZATION

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

Name of Creditor from Schedule E: **Sam Smith**

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
05 /15 /18	1. Sam Smith 2015 Dover Drive Any town, ID. 83211	**M**	$ 1,000.00
/ /	2.		$
/ /	3.		$
/ /	4.		$
/ /	5.		$
/ /	6.		$
/ /	7.		$
/ /	8.		$
/ /	9.		$
		Total This Page	$ 1,000.00

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

COMPLETING THE
CAMPAIGN FINANCIAL DISCLOSURE (C-2) FORM

SCHEDULE F - PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED

If you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period, you need to report them on Schedule F - Pledged Contributions.

1. At the top of Schedule F, enter the following information in the appropriate fields:
   a) The Name of the Candidate or Committee submitting the report.
   b) The page number of this sheet and the total number of Schedule F pages being completed and filed.
      i) Enter these numbers after you have completed all required Schedule F pages.

2. For each Pledged Contribution, enter the following information in the appropriate fields:
   a) For Candidates, mark whether the contribution is pledged for either the upcoming Primary or General Election.
      i) For information on designating contributions, see page 18.
   b) The Date the contribution was pledged. (MM/DD/YY)
   c) The Full Name and Mailing Address of the Contributor.
      i) First and Last Name of the Individual, or
      ii) Full Organizational Name, and
      iii) Complete Mailing Address including Zip Code.
   d) The Amount of the pledged contribution.

3. Once the Schedule F - Pledge Contributions page is completed, add the Contribution amount listed on each line together and place the total in the box titled "Total Amount of Pledged Contributions."

4. Combine the Pledged Contribution total from each Schedule F page completed. Enter the grand total on line 20 of the Detailed Summary page.

SCHEDULE F
PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED

Page of

Name of Candidate or Committee: John Doe

Directions: Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

Pledged For	Date Pledged	Full Name, Mailing Address and Zip Code of Contributor	Amount Pledged
Primary General	__5_/_24_/_18_	1. **Levi Construction** **800 Elm Street** **Any town, ID 83211**	$ **500.00**
Primary General	____/____/____	2.	$__________
Primary General	____/____/____	3.	$__________
Primary General	____/____/____	4.	$ _________
Primary General	____/____/____	5.	$ _________
Primary General	____/____/____	6.	$ _________
Primary General	____/____/____	7.	$ _________
Primary General	____/____/____	8.	$ _________
Primary General	____/____/____	9.	$ _________
Primary General	____/____/____	10.	$ _________
Primary General	____/____/____	11.	$ _________
		Total Amount of Pledged Contributions	$ 500.00

Transfer the combined total of all Schedule F to the Detailed Summary, page 2, line 20.

48 Hour Notice of Contributions/Loans Received Of $1,000 or more

C-5

48 HOUR NOTICE OF CONTRIBUTIONS/LOANS RECEIVED

Who must file a 48 Hour Notice of Contributions/Loans Received of $1,000 or more?

Each Candidate and any Measure Committee who receives a contribution of a $1,000 or more between the filing of the 7 Day Pre-Election report and more than 48 hours before any Primary or General Election.

a) Primary Election: Between April 30 and May 12, 2018
b) General Election: Between October 22 and November 3, 2018

When must the 48 Hour Notice of Contributions/Loans Received be filed?

The 48 Hour Notice must be received in the County Clerk's Office within 48 hours from the receipt of the contribution.

What does the 48 Hour Notice of Contributions/Loans Received of $1,000 or more contain?

The 48 Hour Notice of Contributions/Loans contains the Name and Address of the Candidate or Measure Committee along with the Name and Address of the contributor, the Date the contribution was received and the Amount of the contribution.

Are personal funds and In-Kind Contributions included in the 48 Hour Notice requirement?

Yes, this applies to all contributions including personal funds from the Candidate and In-Kind Contributions.

a) Note: Political Committees making last minute In-Kind Contributions have an obligation to notify affected Candidate(s) and/or Political Committee(s) immediately in order that they can file a timely 48 Hour Notice.

Does a contribution reported on a 48 Hour Notice need to be reported on another report?

Yes, all contributions reported on the 48 Hour Notice of Contributions/Loans Received must be reported on the appropriate 30 Day Post-Election report. The 48 Hour Notice of Contributions/Loans Received is only a notification of the receipt of the contribution and does not affect the balances on any of the filed Campaign Disclosure Reports.

Can a 48 Hour Notice of Contributions/Loans Received be faxed?

Yes, this report may be faxed to the County Clerk's Office at Fax (208)354-8410.

COMPLETING THE 48 HOUR NOTICE OF CONTRIBUTIONS REPORT (C-5)

1. Complete the fields regarding the Candidate or Committee submitting the report.
2. In the space provided, enter the following information regarding the contribution received:
   a) The Date the contribution was received.
   b) The Full Name and Address of the Contributor or Lender.
      i) The First and Last Name of the Individual or the Full Organization Name.
      ii) Full Organizational Name
      iii) The Complete Mailing Address, including Zip Code.
   c) The Amount of the Contribution in the appropriate field. (Options: Cash or Check, In-Kind or Loan)
3. If more than 1 contributor is being listed on this report, complete the information in step 2 for each contributor.
4. Print the Name of the Political Treasurer completing the report on the line "I, ____, hereby certify...".
   a) If the Candidate or Committee Chairman completes the report, enter their name in place of the Political Treasurer's.
5. The Political Treasurer completing the report must sign prior to submitting it to the County Clerk's Office.
   a) If the Candidate or Committee Chairman completes the report, they must sign in the place of the Political Treasurer.

Independent Expenditures

C-4 and C-7

INDEPENDENT EXPENDITURES – FREQUENTLY ASKED QUESTIONS

What is an Independent Expenditure?

"Independent expenditure" means any expenditure by a person for a communication expressly advocating the election, passage or defeat of a clearly identified candidate or measure that is not made with the cooperation or with the prior consent of, or in consultation with, or at the consent of, or in consultation with, or at the request of a suggestion of, a candidate or any agent or authorized committee of the candidate or political committee supporting or opposing a measure. As used in this subsection, "expressly advocating" means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression of such as "vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject." (Section 67-6602(i), I.C.)

Does a person in the definition of an Independent Expenditure include more than a single individual?

Yes, a person "means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons." (Section 67-6602(o), I.C.)

What does expressly advocating mean?

Expressly advocating "means any communication containing a message advocating election, passage or defeat including, but not limited to, the name of the candidate or measure, or expression such as "Vote for," "elect," "support," "cast your ballot for," "vote against," "defeat" or "reject." (Section 67-6602(i), I.C.)

Who must file an Independent Expenditure Report?

An Independent Expenditure Report must be filed by:

a) Any person not filing campaign disclosure reports with the County Clerk's Office who makes Independent Expenditures exceeding $100 in aggregate supporting or opposing any one Candidate, Political Committee or Measure. They must file the Statement of Independent Expenditures (C-4).
b) Each person, including Candidates and Political Committees, who make Independent Expenditures of $1,000 or more in aggregate after the 16th day before, but more than 48 hours before, any Primary or General Election. They must file the 48 Hour Notice of Independent Expenditures (C-7).

When must an Independent Expenditure report be filed?

Independent Expenditure (C-4) reports must be filed not less than 7 days prior to and 30 days after the Primary and General Election.

a)

Expenditures Made Between	Report is Due
January 1, 2018 – May 1, 2018	May 10, 2018
May 2, 2018 – May 27, 2018	June 16, 2018
May 28, 2018 - October 23, 2018	November 1, 2018
October 24, 2018 - November 18, 2018	December 8, 2018

When must an Independent Expenditure: 48 Hour Notice report be filed?

Independent Expenditure: 48 Hour Notice report must be filed not more than 48 hours from the time an expenditure of $1,000 in aggregate has been made after the 16th day before, but more than 48 hours before, any Primary or General Election.

a)

Expenditures Made Between	Report is Due
May 2, 2018 - May 14, 2018	Within 48 hours of expenditure
October 24, 2018 – November 5, 2018	Within 48 hours of expenditure

What does the Independent Expenditure report and the Independent Expenditure: 48 Hour Notice Report contain?

The Independent Expenditure report contains the following:

a) The Name and Address of the Individual making the Independent Expenditure;
b) The Type of Report being submitted
c) The Date of the expenditure
d) The Name and Address of any person to whom an expenditure in excess of $50 has been made in support of or in opposition to any Candidate or Issue during the reporting period;
e) The Names of Candidates or Measures supported;
f) The Names of Candidates or Measures opposed;
g) The Purpose of the expenditure;
h) The Amount of the expenditure;
i) The Total of all Expenditures made in support of or in opposition to any such Candidate or Measure.

Can an Independent Expenditure report be faxed?

Yes, this report may be faxed to the County Clerk's Office at Fax (208)354-8410.

COMPLETING THE INDEPENDENT EXPENDITURES (C-4) REPORT

To complete the Independent Expenditure Report form, follow the steps below.

1. Complete the fields regarding the individual submitting the report.

2. Identify the report being filed by checking the box to the left of the appropriate Type of Report.
   a) The report options are:
      i) 7 Day Pre-Primary Statement
      ii) 30 Day Post-Primary Statement
      iii) 7 Day Pre-General Statement
      iv) 30 Day Post-General Statement

3. In the space provided, enter the following information regarding each recipient:
   a) The Date the expenditure was made.
   b) The Full Name and Address of the recipient.
      i) The First and Last Name of the Individual or,
      ii) Full Organization Name.
      iii) The Mailing Address, including City, State and Zip Code.
   c) The Candidate and/or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column.
   d) The Purpose Code for each expenditure from the list of Purpose Codes.
   e) The Amount of the expenditure in the Amount column.

4. Enter the Total Amount of Expenditures being reported.

5. Print the Name of the Individual filing the report on the line "I, ____, hereby certify...".

6. The Individual filing the report must sign the report prior to submitting it to the County Clerk's Office.

COMPLETING THE INDEPENDENT EXPENDITURES: 48 HOUR NOTICE (C-7) REPORT

To complete the Independent Expenditure: 48 Hour Notice Report, follow the steps below.

1. Complete the fields regarding the individual or Political Committee submitting the report.

2. In the space provided, enter the following information regarding each recipient:
   a) The Date the expenditure was made.
   b) The Full Name and Address of the recipient.
      i) The First and Last Name of the Individual or the Full Organization Name.
      ii) The Mailing Address, including City, State and Zip Code.
   c) Enter the Candidate or Committee Name being supported or opposed in the Candidate/Measure Supported/Opposed column.
   d) Enter the Purpose Code for each expenditure from the list of Purpose Codes.
   e) Enter the Amount of the expenditure in the Amount column.

3. On the line titled "Total Expenditure(s)," enter the total amount of expenditures listed on the report.

4. Print the Name of the Individual filing the report on the line "I, ____, hereby certify...".

5. The Individual filing the report must sign the report prior to submitting it to the County Clerk's Office.

Electioneering Communication

C-8

ELECTIONEERING COMMUNICATIONS – FREQUENTLY ASKED QUESTIONS

What is an Electioneering Communication?

An "Electioneering Communication" means any communication broadcast by television or radio, printed in a newspaper or on a billboard, directly mailed or delivered by hand to personal residences, or telephone calls made to personal residences, or otherwise distributed that:

(i) Unambiguously refers to any candidate; and
(ii) Is broadcasted, printed, mailed, delivered, made or distributed within thirty (30) days before a primary election or sixty (60) days before a general election; and
(iii) Is broadcasted to, printed in a newspaper, distributed to, mailed to or delivered by hand to, telephone calls made to, or otherwise distributed to an audience that includes members of the electorate for such public office. (Section 67-6602(f)(1), I.C.)

Are there any exemptions to an Electioneering Communication?

An Electioneering Communication does not include:

(i) Any news articles, editorial endorsements, opinion or commentary, writings, or letter to the editor printed in a newspaper, magazine, or other periodical not owned or controlled by a candidate or political party;
(ii) Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate or political party;
(iii) Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families;
(iv) Any communication which refers to any candidate only as part of the popular name of a bill or statute;
(v) A communication which constitutes an expenditure or an independent expenditure under this chapter.

Who must file an Electioneering Communication report?

Any person who conducts or transmits any Electioneering Communication and incurs costs in excess of $100. In addition, any person that incurs costs of $1,000 or more for the purpose of electioneering must file within 48 hours.

When must an Electioneering Communication report be filed?

An Electioneering Communication must be filed:

a) Not less than 7 days prior to and 30 days after the Primary and General Election.

i)

Expenditures for Communications Appearing Between	Report is Due
April 19, 2018 – May 1, 2018	May 10, 2018
May 2, 2018 – May 27, 2018	June 16, 2018
September 4, 2018 - October 23, 2018	November 1, 2018
October 24, 2018 - November 18, 2018	December 8, 2018

b) Within 48 hours if costs incurred are $1,000 or more during the 30 day period prior to the Primary Election and 60 day period prior to the General Election.

i)

Expenditures Incurred Between	Report is Due
April 19, 2018 - May 19, 2018	Within 48 hours of expenditure
September 4, 2018 - November 3, 2018	Within 48 hours of expenditure

Does a person in the definition of an Electioneering Communication include more than a single individual?

Yes, a person "means an individual, corporation, association, firm, partnership, committee, political party, club or other organization or group of persons." (Section 67-6602(o), I.C.)

Can an Electioneering Communication report be faxed?

Yes, this report may be faxed to the County Clerk's office.

What does the Electioneering Communication report contain?

The Electioneering Communication report contains the following:

a) The Name, Address & Phone Number of the Individual reporting the Electioneering Communication.
b) The Amount spent on the communication.
c) The Names and Addresses of any person contributing $50 or more to the individual conducting or transmitting the Electioneering Communication.
d) The Names and Addresses of all recipients receiving expenditures of $25 or more

COMPLETING THE ELECTIONEERING COMMUNICATIONS (C-8) REPORT

1. Complete the fields regarding the individual, organization or Political Committee making the Electioneering Communication.

2. Select the type of report being filed by placing a check mark in the box to the left of the desired report type.
   a) For Reporting Dates see page 10.

3. Identify if this is an amended report by selecting the check box to the left of either No or Yes.

4. If this is an amended report, enter the date the original report was filed.

5. Enter the Date the Electioneering Communication was distributed.

6. Enter the Total Expenditures this Statement.

7. Enter the Total Itemized Contributions of $50 or More this statement.

8. Enter the Total Contributions this statement.

<u>Itemized Contributions</u>

9. Print the Name of the Individual, Organization or Committee filing the report on the line at the top of the page.

10. For each contributor, enter the following information in the appropriate fields:
    a) The Date the contribution was received.
    b) The Amount of the contribution.
    c) Mark whether the contribution was cash, loan or in-kind.
    d) The Name (Last Name then First Name) of the contributor.
    e) Enter the Address of the contributor.
    f) Enter the City, State and Zip Code of the contributor.

<u>Itemized Expenditures</u>

11. Print the Name of the Individual, Organization or Committee filing the report on the line at the top of the page.

12. For each expenditure, enter the following information in the appropriate fields:
    a) The Date the expenditure was made.
    b) The Amount of the expenditure.
    c) Mark whether the expenditure was Cash or In-Kind.
    d) The Name (Last Name then First Name) of the recipient.
    e) Enter the Address of the recipient.
    f) Enter the City, State and Zip Code for the recipient.
    g) Enter the type of communication distributed.
    h) Enter the Names of the Candidates that are referred to in the communication.
    i) Identify whether the communication is in support of or opposition to the Candidates listed.
       i) If it supports/opposes candidates, identify the candidates being supported and opposed.
    j) Enter the Purpose of the expenditure.

13. On the front page of the Electioneering Communication report:
    a) Print the Name of the Individual filing the report on the line "I, ____, hereby certify...".

b) The Individual filing the report must sign and date the report prior to sending it to the County Clerk’s Office.

ITEMIZED CONTRIBUTION FOR ELECTIONEERING COMMUNICATIONS ($50 OR MORE)

Name of person/entity: Stan Black

1. Date Received 04 / 10 / 18 2. Contribution Amount $ 75.00 3. ☑ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) Twigg, Melissa 5. Address P.O. Box 6 6. City/State/Zip Any town, ID. 83211

1. Date Received 04 / 10 / 18 2. Contribution Amount $ 100.00 3. ☑ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) Smith, John 5. Address 2330 Lucky Lane 6. City/State/Zip Any town, ID. 83211

1. Date Received 05 / 01 / 18 2. Contribution Amount $ 500.00 3. ☐ Cash ☐ Loan ☑ In-Kind	4. Name (last, first) Printing Press 5. Address 676 W. Bannock 6. City/State/Zip Any town, ID. 83211

1. Date Received 05 / 03 / 18 2. Contribution Amount $ 125.00 3. ☑ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) Black, Stan 5. Address 730 2nd Street 6. City/State/Zip Any town, ID. 83211

ITEMIZED EXPENDITURES FOR ELECTIONEERING COMMUNICATIONS

Name of Person/Entity ____Stan Black________________________

1. Date Expended _05_/_2_/_18_ 2. Amount $ _500.00__ ☑ Cash ☐ In-Kind	3. Name (last, first) __Printing Press________________ 4. Address ___676 W. Bannock_______________________ 5. City/State/Zip _Any town, ID. 83211_____________ 6. Method of Communication(s) _Flyer_____________ 7. Name of Candidate(s) referred to ____John Doe & Jim Johnson_ ___________________________ 8. Support ___X_____Oppose ___________ 9. Purpose of Expenditure ___Printing of Flyers__________
1. Date Expended _05_/_2_/_18_ 2. Amount $ __300.00_ ☑ Cash ☐ In-Kind	3. Name (last, first) __U.S. Post Office________________ 4. Address ___250 Lost Street_____________________ 5. City/State/Zip _Any town, ID. 83211_____________ 6. Method of Communication(s) _Flyer_____________ 7. Name of Candidate(s) referred to ____John Doe & Jim Johnson_ ___________________________ 8. Support ___X_____Oppose ___________ 9. Purpose of Expenditure ___Postage__________________
1. Date Expended ___/___/___ 2. Amount $ _________ ☐ Cash ☐ In-Kind	3. Name (last, first) _____________________________ 4. Address _____________________________________ 5. City/State/Zip _______________________________ 6. Method of Communication(s) __________________ 7. Name of Candidate(s) referred to ________________ ___________________________ 8. Support __________Oppose ___________ 9. Purpose of Expenditure ________________________
1. Date Expended ___/___/___ 2. Amount $ _________ ☐ Cash ☐ In-Kind	3. Name (last, first) _____________________________ 4. Address _____________________________________ 5. City/State/Zip _______________________________ 6. Method of Communication(s) __________________ 7. Name of Candidate(s) referred to ________________ ___________________________ 8. Support __________ Oppose ___________ 9. Purpose of Expenditure ________________________

Statement by a Non-Business Entity

C-6

NONBUSINESS ENTITY REPORT – FREQUENTLY ASKED QUESTIONS

What is a Nonbusiness Entity?

A "Nonbusiness entity" means any group (of two (2) or more individuals), corporation, association, firm, partnership, committee, club or other organization which:

(1) Does not have as its principal purpose the conduct of business activities for profit; and
(2) Received during the preceding calendar year contributions, gifts or membership fees, which in the aggregate exceeded ten percent (10%) of its total receipts for such year. (Section 67-6602(n), I.C.)

Who must file a Nonbusiness Entity report?

Any Nonbusiness Entity, domiciled in the state of Idaho, which makes expenditures in an amount exceeding $1,000 in any Calendar Year for the purpose of supporting or opposing 1 or more Candidates or measures.

a) Any Nonbusiness Entity who files with the County Clerk's Office as a Political Committee is exempt from filing these reports.

When must a Nonbusiness Entity report be filed?

Within 30 days of exceeding the $1,000 threshold.

What does the Nonbusiness Entity report contain?

The Nonbusiness Entity report contains the following:

a) The Name and Address of the Nonbusiness Entity,
b) The Name, Title and Address of the Principal Officers or Directors,
c) The Name and Address of each individual or entity who contributed through fees, dues, payments, or other considerations more than $500 in the last 2 calendar years, and
d) The Name and Address of each individual or entity who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding $500 to such entity during the current year.

If a Nonbusiness Entity makes Independent Expenditures, which exceeds the $1,000 threshold, do they need to file the Independent Expenditure Report?

Yes, a Nonbusiness Entity making Independent Expenditures that exceeds the $1,000 threshold shall file both the Statement by a Nonbusiness Entity (C-6) and the Statement of Independent Expenditures (C-4) in a timely manner. However, be aware that the filing deadlines for these reports are different.

Can a Nonbusiness Entity report be faxed?

Yes, this report may be faxed to the County Clerk's Office at Fax (208)354-8410.

COMPLETING THE NONBUSINESS ENTITY REPORT (C-6)

1. Complete the fields regarding the Nonbusiness Entity submitting the report.

2. In the space provided, enter the following information regarding the Principals of the Nonbusiness Entity:
   a) The Full Name of each Principal, including First and Last Name, along with their Title.
   b) The Address of each Principal, including the City, State and Zip Code.

3. In the space provided, enter the following information for each contributor to the Nonbusiness Entity:
   a) The Full Name of each Contributor, including First and Last Name.
   b) The Address of each Contributor, including City, State and Zip Code.

4. In the Certification section, enter the following information:
   a) The Individual completing the report must sign.
   b) Enter the Title of the individual completing the report.
   c) Enter the Date the report was signed.

APPENDIX A

BLANK DISCLOSURE REPORTS

C-1 Appointment and Certification of Political Treasurer
C-2 Campaign Disclosure Forms
Detailed Summary Page
C-4 Independent Expenditures
C-5 48 Hour Notice of Contributions/Loans Received
C-6 Statement by a Nonbusiness Entity
C-7 Independent Expenditures 48 Hour Notice
C-8 Report of Electioneering Communication
Schedule A: Itemized Contributions
Schedule B: Itemized Expenditures
Schedule C: In-Kind Contributions and Expenditures
Schedule D: Loans
Schedule E: Credit Cards and Debt
Schedule E-1: Credit Card and Debt Itemization
Schedule F: Pledged Contributions but Not Yet Received
Itemized Contributions for Electioneering Communications
Itemized Expenditures for Electioneering Communications

C-1
Rev. 1/18

APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR CANDIDATE

(Please Print or Type)

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

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

I, ______________________________, hereby certify and appoint the following individual who is a registered elector of the state of
Name of Candidate

Idaho as the political treasurer for the above named candidate or committee:

CERTIFICATION AND APPOINTMENT

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

____
Signature of Candidate

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

____
Signature of Political Treasurer

RETURN THIS FORM TO:

Clerk . L P . H H O H \,
Teton County
150 Courthouse Dr #208, Driggs, Idaho 83422
Ph (208)354-8780

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Rev. 1/18

APPOINTMENT AND CERTIFICATION OF POLITICAL TREASURER FOR COMMITTEES

(Please Print or Type)

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

Name of Committee:		
Name of Committee Chair:		Party Affiliation:
Home Phone:	Work Phone:	Cell Phone:
Committee Mailing Address:		
Committee Chair Email Address:		

I, ______________________________, hereby certify and appoint the following individual who is a registered elector of the state of
Name of Committee Chair

Idaho as the political treasurer for the above named candidate or committee:

CERTIFICATION AND APPOINTMENT

PARTY: ☐ MISCELLANEOUS: ☐ MEASURE: ☐

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

____
Signature of Candidate

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

____
Signature of Political Treasurer

RETURN THIS FORM TO:

Clerk Kim Keeley, Teton County
150 Courthouse Dr #208, Driggs, Idaho 83422
Ph (208)354-8780

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CAMPAIGN FINANCIAL DISCLOSURE REPORT
SUMMARY PAGE
(Please Print or Type)

Section I

Name of candidate or Political Committee and Chairperson		Office Sought (if candidate)	District (if any)
Mailing Address	City and Zip	Home Phone	Work Phone
Name of Political Treasurer			
Mailing Address	City and Zip	Home Phone	Work Phone

Change of address for: Candidate or Political Committee Political Treasurer

Section II TYPE OF REPORT

This filing is an: ☐ Original ☐ Amendment

This report is for the period from ______/______/_____ through ______/______/_____

☐ 7 Day Pre-Primary Report ☐ 30 Day Post-Primary Report ☐ October 10 Pre-General Report

☐ 7 Day Pre-General Report ☐ 30 Day Post-General Report ☐ Annual Report

☐ Semi Annual report (Statewide Candidates Only)

Is this a Termination Report? ☐ Yes ☐ No

Section III STATEMENT OF NO CONTRIBUTIONS OR EXPENDITURES

Directions: If you have no contributions or expenditures during this reporting period, check the box next to the statement below and sign this report. Be sure to carry forward the appropriate "Calendar Year to Date" figures in Column II, Section IV.

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

Section IV SUMMARY

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

* This same figure should be entered on Line 1 of all reports filed this calendar year.
** This is the figure on line 6 of the last Campaign Financial Disclosure Report filed. If this is your first report, this amount is 0.
Note: The closing cash balance for the current reporting period appears on the next report as beginning cash on hand.

Return This Report to:

Clerk Kim Keeley
Teton County
elections@co.teton.id.u
s Fax (208)354-8410

Section V CERTIFICATION

I, ________________________, hereby certify that the information in this report is a true, complete and correct Campaign Finance Disclosure Report as required by law.

____
Signature of Political Treasurer

DETAILED SUMMARY PAGE

Name of Candidate or Committee:

	Total This Period
Contributions	
(1) Un-itemized Contributions ($50 and less) # of Contributors _____	+ $
(2) Itemized Contributions (Total of all Schedule A sheets)	+ $
(3) In-Kind Contributions (Total of all Contribution amounts from Schedule C sheets)	+ $
(4) Loans (Total of all New Loan amounts from Schedule D sheets)	+ $
(5) **Total Contributions** (Transfer this figure to page 1, Section IV, Line 3)	= $

Expenditures	
(6) Un-itemized Expenditures ($25 and less) # of Expenditures _____	+ $
(7) Itemized Expenditures (Total of all Schedule B sheets)	+ $
(8) In-Kind Expenditures (Total of all Expenditure amounts from Schedule C sheets)	+ $
(9) Loan Repayments (Total of all Loan Repayment amounts from Schedule D sheets)	+ $
(10) Credit Card and Debt Repayments (Total of all Repayment amounts from Schedule E sheets)	+ $
(11) **Total Expenditures** (Transfer this figure to page 1, Section IV, Line 5)	= $

Loans, Credit Cards and Debt	
(12) Outstanding balance from previous reporting period	+ $
(13) New Loans received during this reporting period (Total of all New Loan amounts plus Accrued Interest from Schedule D sheet)	+ $
(14) New Credit Card and Debt incurred this reporting period (Total of all New Incurred Debt amounts from Schedule E sheets)	+ $
(15) **Subtotal**	= $
(16) Repayments of Loans made during this reporting period (Total of all Loan Repayment amounts from Schedule D sheets)	- $
(17) Repayments of Credit Card and Debt this reporting period (Total of all Debt Repayment amounts from Schedule E sheets)	- $
(18) **Total Outstanding Balance** at close of this period (Transfer this figure to page 1, Section IV, Line 7	= $

Pledged Contributions	
(19) Un-itemized Pledged Contributions ($50 and less) # of Pledges _____	+ $
(20) Itemized Pledged Contributions (Total of all Schedule F sheets)	+ $
(21) **Total Pledged Contributions this period**	+ $

INDEPENDENT EXPENDITURES

(Please note the definition of independent expenditures and Section 67-6611; Page 55)

Totaling More Than $100
Made in Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: ____ Telephone No: ____________________

Mailing Address and Zip Code: ____

TYPE OF REPORT

☐ 7 Day Pre-Primary Statement ☐ 7 Day Pre-General Statement

☐ 30 Day Post-Primary Statement ☐ 30 Day Post-General Statement

Purpose Codes

- B Broadcast Advertising (Radio, TV, Internet)
- E Event Expenses
- F Food & Refreshments
- L Literature, Brochures, Printing
- N Newspaper & Other Periodical Advertising
- O Other Advertising
- P Postage
- S Surveys & Polls
- Z Preparation & Production of Advertising

ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate or Measure Supported or Opposed	Purpose Code	Amount
/ /	1.			$_________
/ /	2.			$ _________
/ /	3.			$ _________
/ /	4.			$ _________
/ /	5.			$ _________

Total Expenditure(s): $ _________

Submit This Report To:

Clerk Kim Keeley
Teton County
elections@co.teton.id.us
Fax (208)354-8410

I ______________________, hereby certify that the information in this report is true, complete and correct.

____
Signature

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Rev. 11/17

48 HOUR NOTICE
OF CONTRIBUTIONS/LOANS RECEIVED
Of One Thousand Dollars ($1,000.00) Or More

Directions: Use this form to report any contribution of one thousand dollars ($1,000) or more received after the sixteenth (16th) day before, but not more than forty-eight hours before, any primary or general election. Notification must be made within forty-eight (48) hours after receipt of such contribution. (Section 67-6607(c), Idaho Code.)

2018 Elections	
48 Hour Notice required for contributions received:	
Primary Election	April 30, 2018 through May 12, 2018
General Election	October 22, 2018 through November35, 2018

This requirement applies to all types of contributions, including but not limited to:

- Cash contributions
- In-kind contributions
- Loans
- Contributions or personal loans made by the candidate

Name of Candidate or Committee	District (If Applicable)
Mailing Address	
City, State and Zip Code	

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check	In-Kind (Non-monetary)	Loan
___/___/___	1.	$ ________	$ ____________________	$ __________
___/___/___	2.	$ ________	$ ____________________	$ __________
___/___/___	3.	$ ________	$ ____________________	$ __________

Submit Report To:

Clerk Kim Keeley
Teton County
elections@co.teton.id.us
Fax (208)354-8410

I, ____________________________, hereby certify that the information in this
Name of Political Treasurer
report is true, complete and correct

____
Signature of Political Treasurer

STATEMENT BY A NONBUSINESS ENTITY

(Type or Print Clearly)
See Instructions at bottom of Page

Name and Address of Nonbusiness Entity

Name	Address	City	State	Zip

Name and Address of Principal Officer or Directors

Name	Address	City	State	Zip

List the name and address of each person whose fees, dues, payments or other consideration paid to the nonbusiness entity during either of the prior two (2) calendar years has exceeded $500; or who is obligated to or has agreed to pay fees, dues, payments or other consideration exceeding $500 to such entity during the current year.

Name	Address	City	State	Zip

INSTRUCTIONS

Who should file this form? Any nonbusiness entity domiciled in the State of Idaho, which makes expenditures in the amount exceeding one thousand dollars ($1,000) in any calendar year for the purpose of supporting or opposing one (1) or more candidates or measures. **(Please Note: the definition of nonbusiness entity and Section 67-6606, I.C. – Page 67)**

Filing Deadline: This statement shall be filed within thirty (30) days of exceeding the one thousand dollar ($1,000) threshold.

To Be Filed With:

Clerk Kim Keeley
Teton County
elections@co.teton.id.us
Fax (208)354-8410

Certification: I hereby certify that the information contained herein is a true, correct and complete statement in accordance with Section 67-6624, Idaho Code.

______________________ ______________________
Signature

Title ______________________ ______________________

Date ____

INDEPENDENT EXPENDITURES
48 HOUR NOTICE

(Please note the definition of independent expenditures and Section 67-6611; Page 55)

Totaling $1000 or More
Made in Support of or in Opposition to
Any One Candidate, Political Committee or Measure

Full Name: ____ Telephone No: ____________________

Mailing Address and Zip Code: ____

2018 Elections

48 Hour Notice required for expenditures made:

Primary Election – April 30, 2018 through May 12, 2018 General Election – October 22, 2018 through November 3, 2018

Purpose Codes	B	Broadcast Advertising (Radio, TV, Internet)	O	Other Advertising
	E	Event Expenses	P	Postage
	F	Food & Refreshments	S	Surveys & Polls
	L	Literature, Brochures, Printing	Z	Preparation & Production of Advertising
	N	Newspaper & Other Periodical Advertising		

ITEMIZED EXPENDITURES IN EXCESS OF FIFTY DOLLARS

Date	Full Name, Mailing Address and Zip Code of Recipient	Candidate or Measure Supported or Opposed	Purpose Code	Amount
/ /	1.			$_________
/ /	2.			$ _________
/ /	3.			$ _________
/ /	4.			$ _________
/ /	5.			$ _________

Submit This Report To:

Clerk Kim Keeley
Teton County
elections@co.teton.id.us
Fax (208)354-8410

Total Expenditure(s): $ _________

I ________________________, hereby certify that the information in this report is true, complete and correct.

____
Signature

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11/17

REPORT OF ELECTIONEERING COMMUNICATION

For use by a person who has expended $100 or more per year on electioneering communications.

Any person incurring costs of $1,000 or more must file within 48 hours of incurring costs.

Name of person/entity ______________________________

Address (Physical) ____________ City ________ State ________ Zip ______

Mailing Address ____________ City ________ State ________ Zip ______

Telephone ____________

TYPE OF REPORT:

☐ 7-day Pre-Primary ☐ 30-day Post-Primary ☐ 48 Hour Report

☐ 7-day Pre-General ☐ 30-day Post General

Is this an amended report? ☐No ☐ Yes

This amends a previous report filed on ______________________

Date of Public Distribution(s) ______________

Total Expenditures this Statement	$
Total Itemized Contributions of $50 or More this Statement	$
Total Contributions this Statement	$

I ______________ hereby certify that the information in this
Name of Individual Completing Report
report is a true, complete and correct Campaign Financial Disclosure Report as required by law.

____
Signature of Individual Completing Report

____
Date Signed

Submit Report to:

Clerk Kim Keeley
Teton County
elections@co.teton.id.us
Fax (208)354-8410

SCHEDULE A
ITEMIZED CONTRIBUTIONS

Of more than fifty dollars ($50.00) this period

Name of Candidate or Committee:

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check
__/__/__	1.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	2.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	3.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	4.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	5.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	6.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	7.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	8.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	9.	$ ____
Primary General		$ ____ Calendar year To Date
__/__/__	10.	$ ____
Primary General		$ ____ Calendar year To Date
	Total This Page:	$ ____

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2, line 2

Page of

SCHEDULE A
ITEMIZED CONTRIBUTIONS

Of more than fifty dollars ($50.00) this period

Name of Candidate or Committee:

Date Received	Full Name, Mailing Address and Zip Code of Contributor/Lender	Cash or Check
__/__/__	1.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	2.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	3.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	4.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	5.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	6.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	7.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	8.	**$** ___
Primary General		$ ___ Calendar year To Date
__/__/__	9.	$ ___
Primary General		$ ___ Calendar year To Date
__/__/__	10.	$ ___
Primary General		$ ___ Calendar year To Date
	Total This Page:	$ ___

Transfer the combined total of all Schedule A pages to the Detailed Summary on page 2, line 2

SCHEDULE B
ITEMIZED EXPENDITURES

Of Twenty-Five Dollars ($25.00) or more this period

Name of Candidate or Committee:

Purpose Codes

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

Date Spent	**Full Name, Mailing Address and Zip Code of Recipient**	**Purpose Code**	**Cash or Check**
____/____/____	1.		**$**
____/____/____	2.		**$**
____/____/____	3.		$
____/____/____	4.		**$**
____/____/____	5.		**$**
____/____/____	6.		**$**
____/____/____	7.		**$**
____/____/____	8.		**$**
____/____/____	9.		**$**
____/____/____	10.		**$**
		Total This Page	$

Transfer the combined total of all Schedule B pages to the Detailed Summary on page 2, line 7

SCHEDULE C
IN-KIND CONTRIBUTIONS and EXPENDITURES

Name of Candidate or Committee:

Purpose Codes

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

1. ___/___/___ ☐ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:**		$ _________ $ _________ **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code	$ ________	**Purpose Code**
2. ___/___/___ ☐ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:**		$ _________ $ _________ **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code	$ ________	**Purpose Code**
3. ___/___/___ ☐ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:**		$ _________ $ _________ **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code	$ ________	**Purpose Code**
4. ___/___/___ ☐ Primary ☐ General	**Contributor Name, Mailing Address & Zip Code:**		$ _________ $ _________ **Calendar Year-To-Date**
	Expenditure Name, Mailing Address and Zip Code	$ ________	**Purpose Code**
Expenditure Total: (Transfer the combined total of all Expenditures on Schedule C pages to Detailed Summary, page 2, line 8)		$ __________	
Contributor Total: (Transfer the combined total of all Contributors on Schedule C pages to Detailed Summary, page 2, line 3			$ ____________

SCHEDULE D
LOANS

Each Lender to your campaign should be listed separately. Each time a loan is received or you loan money to the campaign, it must be listed as a separate item. Each new loan from any Lender must be listed as a new item from that Lender. You may have the same lender listed more than once. **Except for a candidate making a loan to his or her own campaign, loans from any Lender cannot exceed contribution limits laid out in Section 67-6610A, Idaho Code,** even if it is repaid.

Any loan(s) with a balance(s) appearing on the last report must be listed below with the amounts in the Previous Balance column, Any new loan amounts should be listed in the New Loan column. Any interest accrued should be listed in the Interest Accrued column. If a payment was made on the loan, list it in the Repayments column. **Note: Any loan that was repaid in full in a previous reporting period does not need to be listed.** The Outstanding Balance column is the Previous Balance plus new loans and accrued interest less any repayments.

Name, Mailing Address and Zip Code of Lender Candidate, Individual or Business	**Previous** Balance of the loan at the end of the last reporting period	**New Loan** amount received during this reporting period	**Interest** accrued during this reporting period	**Repayments** of Loan during this reporting period	**Balance** Outstanding at the end of this reporting period
1.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
2.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
3.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
4.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
5.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
6.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____
7.	$	Date: / / Amount: $	$	Date: / / Amount: $	$ _____

	Previous	**Received**	**Interest**	**Repayments**	**Ending Balance**
Previous Total:	$				
Received Total: (Transfer the combined total of all received loans to the Detailed Summary, page 2, line 4)		$ _______			
Interest Total:			$ _____		
Repayments Total: (Transfer the combined total of all loan repayments to the Detailed Summary, page 2, line 9 & 16)				$ _____	
Ending Balance:					$ _____

(NOTE: Transfer the combined total of all Accrued Interest and Received Loans to the Detailed Summary, page 2, line 13)

SCHEDULE E
CREDIT CARDS and DEBT

Each incurred expense not yet paid (i.e. credit card purchases and debt) should be listed on a separate line. Each time you make purchases with a credit card or incur debt, it is considered to be a separate item. However, you will maintain a single item for each credit card and add purchases to that item. Each Creditor listed below with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where the debt was incurred.

Credit Cards are considered Debt to the campaign. Regardless of whether the credit card is repaid when the statement is received, all credit card transactions will appear on Schedule E and E-1. However, only Repayments of Debt during this reporting period appear in the Expenditure Section of the Detailed Summary Page.

Any creditor(s) with a balance(s) appearing on the last report must be listed below with the amount in the Previous Balance column. Any new debt should be listed in the New Debt column, including any accrued interest. If a payment was made on the debt, list it in the Repayments column. NOTE: Any debt that was repaid in full in a previous reporting period does not need to be listed. The Outstanding Balance column is the Previous Balance plus New Debt less any Repayments of Debt.

Name, Mailing Address and Zip Code of Lender Candidate, Individual or Business	**Previous** Balance of debt at the end of the last reporting period	**New Debt** amount incurred during this reporting period	**Repayments** of Debt during this reporting period	**Balance** Outstanding at the end of this reporting period
1.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
2.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
3.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
4.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
5.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
6.	$	Date: / / Amount: $	Date: / / Amount: $	$ ______
	Previous	**Incurred**	**Repayments**	**Ending Balance**

Previous Total $

Incurred Total:
(Transfer combined total of all incurred debt to the Detailed Summary, page 2, line 14 $

Repayments Total:
(Transfer the combined total of all debt repayments to the Detailed Summary, page 2, line 10 & 17) $

Ending Balance Total: $

SCHEDULE E-1
CREDIT CARD and DEBT ITEMIZATION

Name of Creditor from Schedule E:

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	Full Name, Mailing Address, and Zip Code of Expenditures	Purpose Code	Amount
____/____/____	1.		$ ______
____/____/____	2.		$ ______
____/____/____	3.		$ ______
____/____/____	4.		$ ______
____/____/____	5.		$ ______
____/____/____	6.		$ ______
____/____/____	7.		$ ______
____/____/____	8.		$ ______
____/____/____	9.		$ ______
		Total This Page	$ ______

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE E-1
CREDIT CARD and DEBT ITEMIZATION

Name of Creditor from Schedule E:

Each Creditor listed on Schedule E with a New Debt amount must have a Schedule E-1 accompanying it. The Schedule E-1 lists where and when the debt was incurred.

Purpose Codes

- **A.** All Travel Expenses (Airfare, Fuel, Lodging & Mileage)
- **B.** Broadcast Advertising (Radio, TV & Internet)
- **C.** Contributions to Candidates & PAC's
- **D.** Donations & Gifts
- **E.** Event Expenses
- **F.** Food & Refreshments
- **G.** General Operational Expenses
- I. Interest Accrued & Finance Charges
- **L.** Literature, Brochures, Printing
- **M.** Management Services
- **N.** Newspaper & Other Periodical Advertising
- **O.** Other Advertising (Yard Signs, Buttons, etc.)
- **P.** Postage
- **S.** Surveys & Polls
- **T.** Tickets (Events)
- **U.** Utilities
- **W.** Wages, Salaries, Benefits & Bonuses
- **Y.** Petition Circulators
- **Z.** Preparation & Production of Advertising

Date Incurred	**Full Name, Mailing Address, and Zip Code of Expenditures**	**Purpose Code**	**Amount**
____/____/____	1.		$ _____
____/____/____	2.		$ _____
____/____/____	3.		$ _____
____/____/____	4.		$ _____
____/____/____	5.		$ _____
____/____/____	6.		$ _____
____/____/____	7.		$ _____
____/____/____	8.		$ _____
____/____/____	9.		$ _____
		Total This Page	$ _____

The total of itemization for this creditor should equal the new loan amount listed on Schedule E for this creditor.

SCHEDULE F
PLEDGED CONTRIBUTIONS BUT NOT YET RECEIVED

Name of Candidate or Committee:

Directions: Complete this schedule if you were promised and agreed to accept a contribution during this reporting period but have not actually received the money, goods or services offered before the end of the reporting period. Do not include these entries on Schedule A until you actually receive the contribution.

Pledged For	Date Pledged	Full Name, Mailing Address and Zip Code of Contributor	Amount Pledged
☐Primary ☐General	____/____/____	1.	$ ______
☐Primary ☐General	____/____/____	2.	$ ______
☐Primary ☐General	____/____/____	3.	$ ______
☐Primary ☐General	____/____/____	4.	$ ______
☐Primary ☐General	____/____/____	5.	$ ______
☐Primary ☐General	____/____/____	6.	$ ______
☐Primary ☐General	____/____/____	7.	$ ______
☐Primary ☐General	____/____/____	8.	$ ______
☐Primary ☐General	____/____/____	9.	$ ______
☐Primary ☐General	____/____/____	10.	$ ______
☐Primary ☐General	____/____/____	11.	$ ______
		Total Amount of Pledged Contributions	$ ______

Transfer the combined total of all Schedule F to the Detailed Summary, page 2, line 20.

ITEMIZED CONTRIBUTION FOR ELECTIONEERING COMMUNICATIONS ($50 OR MORE)

Name of Person/Entity ________________________________

1. Date Received ___/___/___ 2. Contribution Amount $ 3. ☐ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) ____________________ 5. Address ____________________ 6. City/State/Zip ____________________

1. Date Received ___/___/___ 2. Contribution Amount $ 3. ☐ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) ____________________ 5. Address ____________________ 6. City/State/Zip ____________________

1. Date Received ___/___/___ 2. Contribution Amount $ 3. ☐ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) ____________________ 5. Address ____________________ 6. City/State/Zip ____________________

1. Date Received ___/___/ 2. Contribution Amount $ _______ 3. ☐ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) ____________________ 5. Address ____________________ 6. City/State/Zip ____________________

1. Date Received ___/___/___ 2. Contribution Amount $ 3. ☐ Cash ☐ Loan ☐ In-Kind	4. Name (last, first) ____________________ 5. Address ____________________ 6. City/State/Zip ____________________

ITEMIZED EXPENDITURES FOR ELECTIONEERING COMMUNICATIONS

Name of Person/Entity ____

1. Date Expended ___/___/___ 2. Amount $ ________ ☐ Cash ☐ In-Kind	3. Name (last, first) ________________________________ 4. Address ____ 5. City/State/Zip ___________________________________ 6. Method of Communication(s) ____________________ 7. Name of Candidate(s) referred to _______________ ____________________________ 8. Support ____________ Oppose ____________ 9. Purpose of Expenditure _______________________________

1. Date Expended ___/___/___ 2. Amount $ ________ ☐ Cash ☐ In-Kind	3. Name (last, first) ________________________________ 4. Address ____ 5. City/State/Zip ___________________________________ 6. Method of Communication(s) ____________________ 7. Name of Candidate(s) referred to _______________ ____________________________ 8. Support ____________ Oppose ____________ 9. Purpose of Expenditure _________________________

1. Date Expended ___/___/___ 2. Amount $ ________ ☐ Cash ☐ In-Kind	3. Name (last, first) ________________________________ 4. Address ____ 5. City/State/Zip ___________________________________ 6. Method of Communication(s) ____________________ 7. Name of Candidate(s) referred to _______________ ____________________________ 8. Support ____________ Oppose ____________ 9. Purpose of Expenditure _________________________

1. Date Expended ___/___/___ 2. Amount $ ________ ☐Cash ☐ In-Kind	3. Name (last, first) ________________________________ 4. Address ____ 5. City/State/Zip ___________________________________ 6. Method of Communication(s) ____________________ 7. Name of Candidate(s) referred to ______________________ ____________________________ 8. Support ____________ Oppose ____________ 9. Purpose of Expenditure _________________________

L5

__________ County Clerk

__________ County

Report of Alleged Violation of Sunshine Act

Title 67, Chapter 66, Idaho Code

Item 1. **Identification of Reporting Person**

1. Name: ____
(Last Name) (First) (Middle)

2. Home Address: ____
(Number and Street)

______________ ______________ ________ __________
(City) (County) (State) (Zip Code)

Item 2. **Identification of Person Alleged to Have Violated the Act**

1. Name: ____
(Last Name) (First) (Middle)

2. Home Address: ____
(Number and Street)

______________ ______________ ________ __________
(City) (County) (State) (Zip Code)

Item 3. **Witnesses or Other Persons Who May Have Knowledge of the Alleged Violation**

A. 1. Name: ____
(Last Name) (First) (Middle)

2. Home Address: ____
(Number and Street)

______________ ______________ ________ __________
(City) (County) (State) (Zip Code)

3. Other Descriptive Information:

(a) ____

(b) ____

(c) ____

B. 1. Name: ____
(Last Name) (First) (Middle)

2. Home Address: ____
(Number and Street)

______________ ______________ ________ __________
(City) (County) (State) (Zip Code)

3. Other Descriptive Information:

(a) ______________________________

(b) ______________________________

(c) ______________________________

Item 4. Description of Alleged Violation
(Be as specific as possible, citing dates, places, persons, and corroborative details)

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Item 5. **Signature of Reporting Person**

The above complaint is true and correct to the best of my knowledge.

Signed: ______________________________

Date: ______________________________