

**IMPORTANT! To work correctly, this form must be opened and viewed with Adobe Acrobat, not your Internet browser.**

## How To Use This Form

This version of the Contribution and Expenditure Campaign Finance Report is a fillable PDF form that includes additional features to help streamline the process of completing county and municipal C&E reports. Information can be typed, itemization pages added as needed, totals calculated with the click of a button, and e-signatures affixed. The completed form can then be saved and emailed to your County Clerk without ever needing to print.

**To use this form, Adobe Acrobat Pro, Acrobat Standard or Acrobat Reader are required.** If you do not have one of these programs installed, Acrobat Reader is available for free. After downloading this file, open and view it with Acrobat, not your Internet browser.

- To download the free Adobe Acrobat Reader program, visit the following link: <https://get.adobe.com/reader/>.
- For help changing your PDF viewer, click here: <https://www.adobe.com/acrobat/hub/how-to-change-your-default-pdf-viewer.html>.
- For additional help, the Adobe Acrobat User Guide can be viewed here: <https://helpx.adobe.com/acrobat/user-guide.html>.

**Adding Itemization Pages:** After filling out the first page of the C&E form, you can add itemization pages that correspond to the transactions you need to itemize. To do this, select the appropriate 'Add' button, as shown to the right. **IMPORTANT: Itemization pages cannot be deleted, so only add pages that you require for itemization!**

The screenshot shows a blue 'Calculate' button with a calculator icon. To its right is a table titled 'Itemization Pages' with columns 'Add' and 'Total'. The table contains three rows, each with a dollar sign, a blank space, and '0.00' in the 'Add' column, and a green plus sign and '0' in the 'Total' column. A tooltip is visible over the second row, stating 'Adds an itemization page for individual contributions.'

After confirmation, an itemization page will be added to your report further down the document. **Added pages will appear in an order that corresponds to the list on Section 5 of the first page of the report.** For example, if you add an Expenditure page and then later add an Individual Contribution page, you will find the Individual Contribution page appears above the Expenditure page.

**Calculating Totals:** Fill out information relating to your transactions in the itemization page you have added, as shown in the screenshot below:

Contributions – Individuals			
Name	Address (City, State, Zip)	Date	Amount
John Doe	123 Test Street	1/10/24	\$ 125.00

The screenshot shows the 'Calculate' button with a hand cursor over it. The 'Itemization Pages' table now shows the first row with '\$ 125.00' in the 'Add' column and '1' in the 'Total' column. The second row still shows '0.00' and '0'.

At any point while filling out itemized transactions, you may calculate the totals by selecting the 'Calculate' button from the first page, as shown at left. **IMPORTANT: You must remember to select the 'Calculate' button after finishing with your itemizations, otherwise the totals that display on the first page will be incorrect!**

**Affixing Signatures:** After you have filled all required fields, itemized your transactions, and calculated final totals, you can affix an e-signature by selecting the signature fields at the bottom of Page 1 of the form, as shown at right. If you have not previously configured an e-signature, clicking the signature field will also allow you to do that. *Note: Some counties may require you to provide an ink signature instead of an e-signature. If this applies to you, print out your C&E form and affix signatures by hand.*

The screenshot shows a blue rectangular field for a signature and a grey rectangular field for a date. The signature field is labeled 'Chairman Signature' and the date field is labeled 'Date'. A tooltip is visible over the signature field, stating 'Unsigned signature field (Click to sign)'.

With all of that completed, save the PDF. Then, either email the file to your county clerk or print it and mail or hand deliver the physical copy.

# STATEMENT OF CONTRIBUTIONS AND EXPENDITURES

## CANDIDATE AND CANDIDATE'S CAMPAIGN COMMITTEE

### W.S. 22-25-106 through 109

(IMPORTANT! This form is for Candidates and Campaign Committees supporting county and municipal candidates, school and college trustees, district attorneys, and magistrate.)

#### Who must file?

Each candidate and candidate's committee is required to file campaign finance reports within the statutory deadlines, whether the candidate is successful or not; this is to include:

- Candidates who neither receive nor spend any money during the campaign must file.
- A committee formed before or after an election is required to file before each election.
- In an odd-numbered (non-election) year, a PAC or candidate committee that has not filed a statement of termination is required to file an annual itemized statement of contributions and expenditures. WS 22-25-106(b)(ii)

#### What must be filed and when?

- A candidate/committee shall file an itemized statement of contributions and expenditures at least seven (7) days *before* the election current to any day from the eighth day up to the fourteenth day before the election. WS 22-25-106(b)(i);(a)(i)
- The candidate/committee shall file any amendments to a filed report within ten (10) days *after* a primary, general or special election. WS 22-25-106(b)(i);(a)(i)
- A committee formed after an election to defray campaign expenses incurred during a previous election, and any ongoing committee, shall file an itemized statement of contributions and expenditures on December 31<sup>st</sup> of each odd-numbered year and shall continue to make the reports until the committee terminates. WS 22-25-106(b)(ii)

#### Where do I file?

- **File:** Office of your local County Clerk.
  - Please visit <https://sos.wyo.gov/Elections/Docs/WYCountyClerks.pdf> for office information.

(Note: Statewide candidates & candidate committees file online at <https://www.wycampaignfinance.gov/>)

#### What are the filing deadlines for the 2024 election?

- **Primary Election:** Contributions & Expenditures – 7 days before the Primary: **Aug. 13, 2024**
- **General Election:** Contributions & Expenditures – 7 days before the General: **Oct. 29, 2024**
- **Non-Election Year** (*odd-numbered year*): Contributions & Expenditures: **Dec. 31<sup>st</sup>**
- **Special Election:** Contributions & Expenditures – 7 days before the election

#### Reporting requirements:

The general rule is that a candidate/committee should note and keep track of all campaign contributions no matter how small. The law only requires you to itemize contributions on this form that total \$100 or more. However, keep in mind that if you receive \$80 from a contributor who then later gives you \$30, you must report the total \$110 contribution on this form.

#### Penalty for not reporting:

A person found guilty of violating Wyoming campaign finance statutes is subject to criminal charges. Failure to file a required report could result civil penalty of up to two hundred dollars (\$200.00) per day. WS 22-25-108(f).

# Contributions & Expenditures Report

Please complete REQUIRED Sections

**FILING OFFICE: COUNTY CLERK**

Office Use Only

### 1. Reporting Period:

Statement covers period of \_\_\_\_\_ to \_\_\_\_\_.  
(mm/dd/yyyy) (mm/dd/yyyy)

### 2. Type of Report (Please select one option.):

Primary Contributions & Expenditures: <b>Aug 13, 2024</b>	Special Election
General Contributions & Expenditures: <b>Oct 29, 2024</b>	Amendment: _____
Odd-Year Contributions & Expenditures: <b>Dec 31, _____</b>	Select the report being amended

### 3. Are you terminating the committee with this report?

(Note: A committee must have retired all debts before terminating. WS 22-25-106(b)(iii))

Yes No

### 4. Candidate or Committee Information:

Name: \_\_\_\_\_ Office Sought: \_\_\_\_\_

Residential Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### 5. Contributions:

Did you have contributions or expenditures to report for this filing period? **Yes No**

*If yes, please complete A-C below by clicking the applicable '+' buttons to add pages for itemization. Click 'Calculate' at any time and when finished to show totals.*

#### A. Contributions

	Itemization Pages
	Add Total

1. Personal contributions by candidate (including immediate family)... \$ \_\_\_\_\_
2. Contributions from individuals ..... \$ \_\_\_\_\_
3. Contributions from PACs ..... \$ \_\_\_\_\_
4. Contributions from political parties ..... \$ \_\_\_\_\_
5. Anonymous contributions ..... \$ \_\_\_\_\_
6. In-kind contributions ..... \$ \_\_\_\_\_
7. Loans ..... \$ \_\_\_\_\_
8. Un-itemized contributions (defined as less than \$100) ..... \$ \_\_\_\_\_

**B. Total Contributions for this Filing Period (sum of A1-A8)** \$ \_\_\_\_\_

**C. Total Expenditures for this Filing Period** \$ \_\_\_\_\_

Total Itemization Pages:

### 6. Signature:

I certify that I have examined this statement and, to the best of my knowledge and belief, it is true, correct and complete. (If your county requires a physical signature, sign after printing)

_____ <i>Chairman Signature</i>	_____ <i>Treasurer Signature</i>	_____ <i>Candidate Signature</i>
_____ <i>Date</i>	_____ <i>Date</i>	_____ <i>Date</i>