

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 signature field with a hand cursor over it, labeled 'Chairman Signature'. Below it is a box labeled 'Unsigned signature field (Click to sign)' and a date field labeled 'Date'.

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.



Wyoming Secretary of State's Office

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(IMPORTANT! This form is for Organizations exercising their First Amendment rights under W.S. 22-25-102(k) to support or oppose candidates.)

Who must file?

Any organization exercising their first amendment rights under W.S. 22-25-102(k) by causing electioneering communications or making an independent expenditures in excess of five hundred dollars (\$500.00) must file a fully itemized **Statements of Contributions & Expenditures**.

What constitutes an Electioneering Communication or Independent Expenditure?

Per W.S. 22-25-102(c)(ii),(iii)

- "Electioneering Communication" means communications or advertisements that clearly depict a candidate or ballot proposition but do not explicitly advocate for or against the election or defeat of the candidate or ballot proposition.
- "Independent expenditure" means an expenditure that is made without consultation or coordination with a candidate or an agent of a candidate whose nomination or election the expenditure supports or whose opponent's nomination or election the expenditure opposes."

What are the reporting deadlines?

Campaign Finance Report from	FILING OFFICE	Statement of Contributions & Expenditures Filing Deadlines
Organization supporting or opposing county or local candidate, including district attorney, magistrate, school or college board	County Clerk <i>Contact information at:</i> https://sos.wyo.gov/Elections/Docs/WYCountyClerks.pdf	Primary: Aug. 13, 2024
Organization supporting or opposing statewide candidate, including legislature, state & district court judiciary	Secretary of State Election Division File online at https://www.wycampaignfinance.gov/	General: Oct. 29, 2024

Penalty for not reporting

A person found guilty of violating Wyoming campaign finance statutes is subject to misdemeanor charges. Failure to file a required report with a County Clerk could result in a two hundred dollar (\$200.00) civil penalty. Failure to file a required report with the Secretary of State could result in a five hundred dollar (\$500.00) civil penalty.

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

Special Election

General Contributions & Expenditures

Amendment: _____
Select the report being amended

3. Organization Information:

Name: _____ Phone Number: _____

Street Address: _____

City, State, Zip: _____

4. Responsible Party:

In accordance with W.S. 22-25-106 (h)(i), please list the individual acting on behalf of the Organization in making the independent expenditure: _____
Printed Name

5. Candidate Information:

Supporting or opposing the following candidate(s): _____

6. Summary for this filing period:

Click the applicable '+' buttons to add pages for itemization.
Click 'Calculate' at any time and when finished to show totals.

Itemization Pages

Add Total

Total Contributions for this Filing Period \$ _____

Total Expenditures for this Filing Period \$ _____

Total Itemization Pages:

7. 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)

Printed Name of Individual Filing Report

Signature of Individual Filing Report

Email Address

Date