

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 '0' in the 'Total' column. A green plus sign icon is next to each row. 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. Below the signature field is a text box containing 'Unsigned signature field (Click to sign)'. Below that is a date field with the label '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.

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: **Aug 13, 2024**

Special Election

General Contributions & Expenditures: **Oct 29, 2024**

Amendment: _____

Odd-Year Contributions & Expenditures: **Dec 31, _____**

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. Political Action Committee (PAC) Information:

PAC Name: _____ Phone Number: _____

Mailing Address: _____ E-mail Address(es): _____

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.

Itemization Pages

Add Total

A. Contributions

- 1. Contributions from individuals \$ _____
- 2. Contributions from PACs \$ _____
- 3. Contributions from political parties \$ _____
- 4. Contributions from corporations, organizations, associations, etc. ... \$ _____
- 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)

Chairman Signature

Treasurer Signature

Date

Date