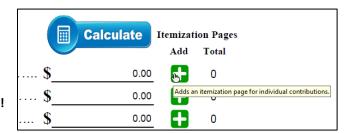
How To Use This Form

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 <u>required</u>. 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.

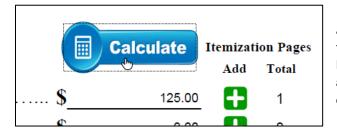
Adding Itemization Pages: After filling out the first page of the C&E form, you can add itemization pages that correspond to the transactions you need to itemize. To do this, select the appropriate 'Add' button, as shown to the right. IMPORTANT: Itemization pages cannot be deleted, so only add pages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



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.

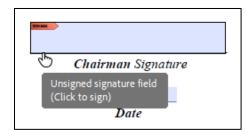
Calculating Totals: Fill out information relating to your transactions in the itemization page you have added, as shown in the screenshot below:

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



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.*



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

Herschler Building East Suite 100 and 101 122 West 25th Street Cheyenne, WY 82002-0020 Ph. 307.777.5860

Email: <u>Elections@wyo.gov</u>

(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 Contact information at: 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.

ORGANIZATION (1st Amendment Independent Expenditures)

Contributions & Expenditures Report

Please complete REQUIRED Sections

FILING OFFICE: COUNTY CLERK
Office Use Only

1. Donousto a Dono do	
. Reporting Period:	
Statement covers period of to _	••
Type of Report (Please select one option.):	
Primary Contributions & Expenditures	Special Election
General Contributions & Expenditures	Amendment:
	Select the report being amended
Organization Information:	
Name:	Phone Number:
Street Address:	
City, State, Zip:	
. Responsible Party:	
In accordance with W.S. 22-25-106 (h)(i), please list	t the individual acting on behalf of the Organization
in making the independent expenditure:	
	Printed Name
. Candidate Information:	
Supporting or opposing the following candidate(s):	:
. Summary for this filing period:	
Click the applicable '+' buttons to add pages for itemi	ization
Click 'Calculate' at any time and when finished to sho	itemization rages
Total Contributions for this Filing Per	riod \$
Total Expenditures for this Filing Per	iod \$
	Total Itemization Pages:
. 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)	ure, sign after printing)
Printed Name of Individual Filing Report	Signature of Individual Filing Report
Email Address	