# WHY IT MATTERS



# PARTICIPANTS



## Campaign Committee

***A candidate or a combination of two or more persons authorized by a candidate to receive contributions and make expenditures.***

## Major Political Party

***Any group of voters that garners and maintains at least 5% of the total vote in a gubernatorial or presidential election.***





# PARTICIPANTS

Citizens Against



## Political Action Committee *(PAC)*

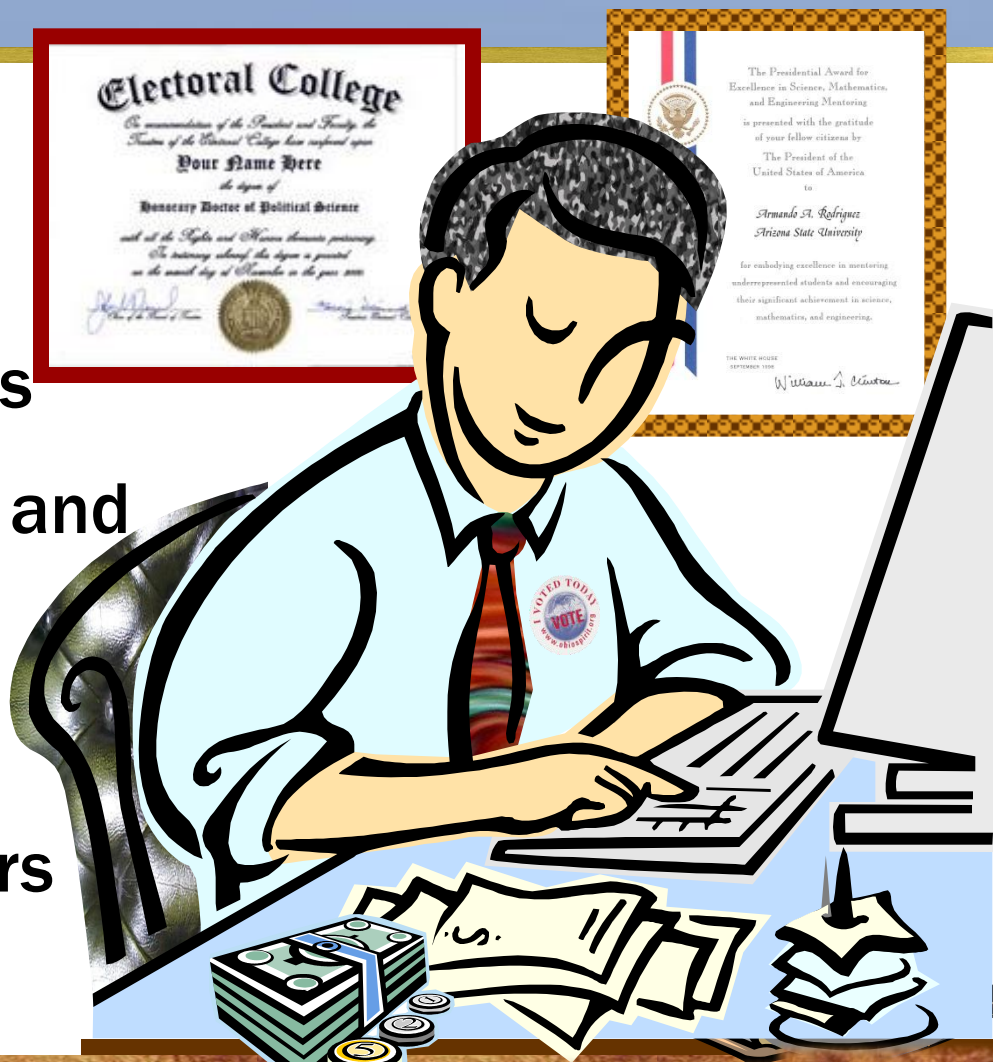
***A combination of two or more persons, whose primary or major purpose is to support or oppose candidates or to influence the results of any election through express advocacy***

## Political Contributing Entity *(PCE)*

***Any labor organization or corporation that may lawfully make contributions and expenditures and is not a PAC***

# GETTING STARTED

## PICK A TREASURER




**Someone who can be trusted to:**

- ✓ Deposit Committee Funds
- ✓ Monitor all Contributions and Expenditures
- ✓ File Reports
- ✓ Retain Records for 6 Years
- ✓ Understand the Liability

R.C. 3517.081 & 3517.10 (D); OAC 111 – 5 – 14

# GETTING STARTED

## Understand the Liability

**PICK A TREASURER**

*"The treasurer … shall keep a strict account of all contributions … and the purpose for which they were disbursed."* [R.C. 3517.10 (D)(2)]



A Treasurer should establish internal controls and procedures to ensure compliance with the law and reliability of reporting.

For example -

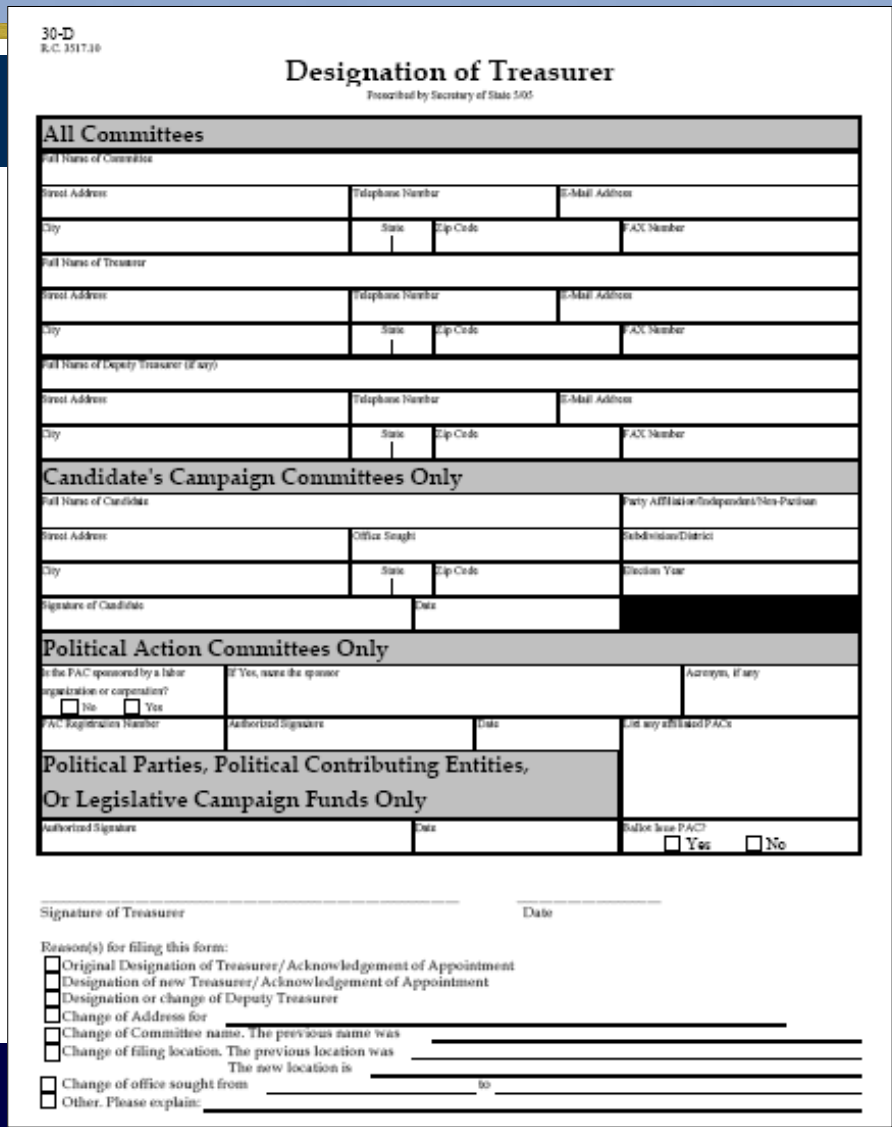
- Segregation of Duties
- Records Acquisition
- Independent Review
- Disbursement Authorization
- Physical Control

# GETTING STARTED

## FILE A *Designation of Treasurer*

- BEFORE any activity
- Full name of committee,
  Treasurer,
  Candidate
- One committee only
- Include office sought
- File at appropriate office
- Update when changes occur

R.C. 3517.10 (D)



30-D
R.C. 3517.10

**Designation of Treasurer**

Prescribed by Secretary of State 5/05

**All Committees**

Full Name of Committee

Street Address | Telephone Number | E-Mail Address

City | State | Zip Code | FAX Number

Full Name of Treasurer

Street Address | Telephone Number | E-Mail Address

City | State | Zip Code | FAX Number

Full Name of Deputy Treasurer (if any)

Street Address | Telephone Number | E-Mail Address

City | State | Zip Code | FAX Number

**Candidate's Campaign Committees Only**

Full Name of Candidate | Party Affiliation/Independent/Non-Partisan

Street Address | Office Sought | Subdivision/District

City | State | Zip Code | Election Year

Signature of Candidate | Date

**Political Action Committees Only**

Is the PAC sponsored by a labor organization or corporation? ☐ No ☐ Yes | If Yes, name the sponsor | Acronym, if any

PAC Registration Number | Authorized Signature | Date | List any affiliated PACs

**Political Parties, Political Contributing Entities, Or Legislative Campaign Funds Only**

Authorized Signature | Date | Ballot Issue PAC? ☐ Yes ☐ No

Signature of Treasurer _____ Date _____

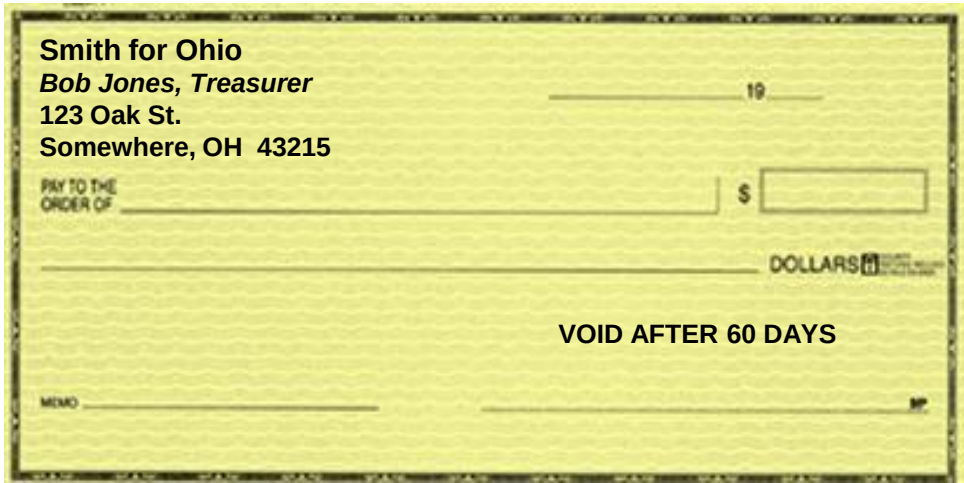
Reason(s) for filing this form:

- ☐ Original Designation of Treasurer/ Acknowledgement of Appointment
- ☐ Designation of new Treasurer/ Acknowledgement of Appointment
- ☐ Designation or change of Deputy Treasurer
- ☐ Change of Address for _____
- ☐ Change of Committee name. The previous name was _____
- ☐ Change of filing location. The previous location was _____
  The new location is _____
- ☐ Change of office sought from _____ to _____
- ☐ Other. Please explain: _____

# GETTING STARTED

## Set Up Bank Accounts

- Must be separate from any personal or business account
- Checking with debit card is acceptable, but beware
- Investment and/or savings accounts
- Tax identification number
- Restrict signing authority



# TYPES OF CANDIDATES

- **No Contributions AND No Expenditures**
  - Filing Fee Only  OAC 111 – 5 – 01
- **Small dollar activity**
  - Short Form Filing Option
  - R.C. 3517.10 (H);  OAC 111 – 5 – 10
- **Out of Pocket**
- **Local Candidate Waiver**



# OUT OF POCKET CANDIDATE

- DOT *and* reporting required
- Separate bank account *not* required, ***UNLESS*** $$ received from others
- All transactions reported as
  - In-kind Received *31-J-1*
  - Debt *31-N*
- May be eligible for either the *Local Candidate Waiver* or the *Short Form*



# LOCAL CANDIDATE WAIVER

- **Only** available to Mun. offices with < $5K in salary; Twp. Trustee or Fiscal Officer and Bd. of Ed.
- Filing presumes a committee created (DOT)
- Less than $2,000 in contributions & expenditures
- No more than $100 from any individual
  *(limitation does **NOT** apply to candidate personally)*
- Waiver expires at the end of the election year – committee must terminate or begin filing reports




R.C. 3517.10 (K); OAC 111 – 1 – 09

# REPORTING

## *Basic Types In 2011*

- Pre-primary
- Post-primary
- Semiannual
- Pre-general
- Post-general
- Annual

2011

| February | March |
|---|---|
| | |

| April | May | June |
|---|---|---|
| X | VOTE | X |

| July | August | September |
|---|---|---|
| X | | |

2012

| October | November | December | January |
|---|---|---|---|
| X | VOTE | X | X |

R.C. 3517.10 (A)

# REPORTING

## *Due Dates & Coverage*

## Election Related Filings [Primary, General, Special]

### Pre – election

filed 12th day before, covers activity through the 20th

### Post – election

filed 38th day after, covers activity through 31st day

## Non – Election Related Filings

### Semiannual

filed the last business day of July, covers through June

### Annual

filed last business day of January, covers through December

R.C. 3517.10 (A)

# REPORTING

## *When to File*

### 2011
### OHIO CAMPAIGN FINANCE REPORTING CALENDAR

SEE OHIO REVISED CODE § 3517.10 FOR COMPLETE DETAILS OF THE TIMING AND REQUIREMENTS FOR MOST CAMPAIGN FINANCE REPORTING.

| | |
|---|---|
| 2010 ANNUAL | Jan. 31, 2011 to disclose activity through Dec. 31, 2010 |
| PRE-PRIMARY | April 21, 2011 to disclose activity through April 13, 2011 |
| POST-PRIMARY | June 10, 2011 to disclose activity through June 3, 2011 |
| SEMIANNUAL[1] | July 29, 2011[2] to disclose activity through June 30, 2011 |
| PRE-GENERAL | Oct. 27, 2011 to disclose activity through Oct. 19, 2011 |
| POST-GENERAL | Dec. 16, 2011 to disclose activity through Dec. 9, 2011 |
| 2011 ANNUAL | Jan. 31, 2012 to disclose activity through Dec. 31, 2011 |

The 2010 Annual is ***not*** required of any filing entity for which a 2010 Post-General is required.

**The above deadlines are based on the primary and general election dates of *May 3, 2011* and *Nov. 8, 2011*, respectively. Campaign finance activity related to *special* elections may require reporting at on different dates. Filing entities which submit reports to a county board of elections (BOE) are encouraged to contact the BOE for special election dates and campaign finance deadlines not included on this calendar.**

PLEASE VISIT THE OHIO SECRETARY OF STATE'S WEB SITE FOR ADDITIONAL COMPLIANCE RESOURCES, *INCLUDING* ALL REPORTING FORMS & INSTRUCTIONS, ALL RELEVANT CAMPAIGN FINANCE STATUTES AND RULES.

**WWW.SOS.STATE.OH.US**

OHIO SECRETARY OF STATE
CAMPAIGN FINANCE UNIT
(614) 466-3111 OR CFINANCE@SOS.STATE.OH.US

[1] § 3517.10 (A)(4) requires the Semiannual to be filed by Statewide and County candidates in non-election years and completely exempts all Judicial candidates.
[2] § 3517.10 (A)(4) requires the Semiannual report to be filed no later than the *last business day* of July. In 2011, the *last business day* is Friday, July 29.

Rev. 10/2010 JCM

## Candidate on Ballot

### Pre-Election Reports

$1,000 threshold conts. / expends.

### Post-Election Reports

*Any* further activity

## Candidate NOT on Ballot

**Annual report REQUIRED, and the Semiannual report may be due -**

R.C. 3517.10; OAC 111 – 5 – 04

# REPORTING

## *Candidate Campaign Committees*

***Candidate for County Office*** **includes:**

**Auditor**
**Common Pleas Clerk**
**Recorder**
**Commissioner**
**Prosecuting Attorney**
**Treasurer**
**Sheriff**
**Engineer**
**Coroner**

In *non-election* years when a Post-Primary is not filed, campaign committees for these candidates *must file* the Semiannual report – regardless of financial activity level.

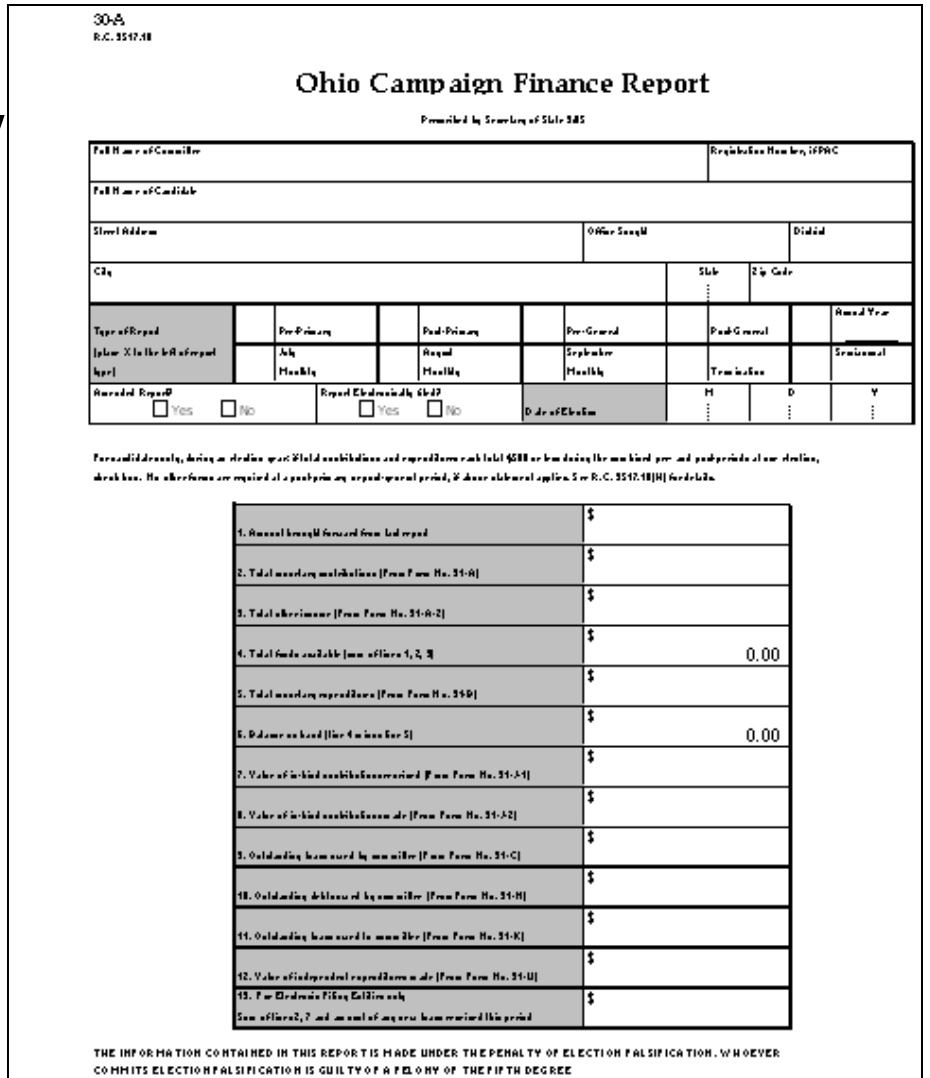
R.C. 3517.10 (A)

# REPORTING

## *Paper Cover Page*

### FORM 30-A

- ✓ Fill top section completely
- ✓ Indicate report type
- ✓ Bring correct balance forward
- ✓ Make sure lines 1 – 6 compute
- ✓ Make sure each line reflects correct totals
- ✓ Original signature



30-A
R.C. 3517.10

**Ohio Campaign Finance Report**

Prescribed by Secretary of State 3517

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Full Name of Committee | | | | | | | | | | Registration Number, if PAC | |
| Full Name of Candidate | | | | | | | | | | | |
| Street Address | | | | | | | Office Sought | | | | District |
| City | | | | | | | | | State | Zip Code | |
| Type of Report (place X to the left of report type) | | Pre-Primary | | Post-Primary | | Pre-General | | Post-General | | | Annual Year |
| | | July Monthly | | August Monthly | | September Monthly | | Termination | | | Semiannual |
| Amended Report? ☐ Yes ☐ No | | Report Electronically filed? ☐ Yes ☐ No | | | Date of Election | | M | D | Y | | |

For a candidate only, during an election year, if total contributions and expenditures each total $500 or less during the combined pre- and post-periods of one election, check box. No other forms are required at a post-primary or post-general period, if above statement applies. See R.C. 3517.10(H) for details.

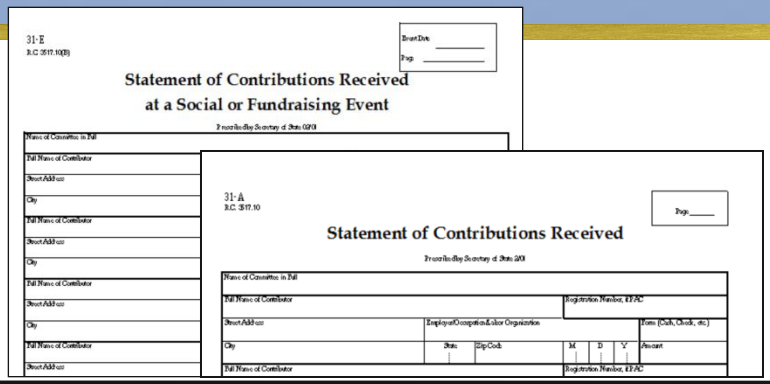
| | |
|---|---|
| 1. Amount brought forward from last report | $ |
| 2. Total monetary contributions (From Form No. 31-A) | $ |
| 3. Total other income (From Form No. 31-A-2) | $ |
| 4. Total funds available (sum of lines 1, 2, 3) | $ 0.00 |
| 5. Total monetary expenditures (From Form No. 31-B) | $ |
| 6. Balance on hand (line 4 minus line 5) | $ 0.00 |
| 7. Value of in-kind contributions received (From Form No. 31-A-1) | $ |
| 8. Value of in-kind contributions made (From Form No. 31-A-2) | $ |
| 9. Outstanding loans owed by committee (From Form No. 31-C) | $ |
| 10. Outstanding debts owed by committee (From Form No. 31-H) | $ |
| 11. Outstanding loans owed to committee (From Form No. 31-K) | $ |
| 12. Value of independent expenditures made (From Form No. 31-U) | $ |
| 13. For Electronic Filing Entities only: Sum of lines 2, 7 and amount of any new loans received this period | $ |

THE INFORMATION CONTAINED IN THIS REPORT IS MADE UNDER THE PENALTY OF ELECTION FALSIFICATION. WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

# REPORTING
## *Basic Construction*

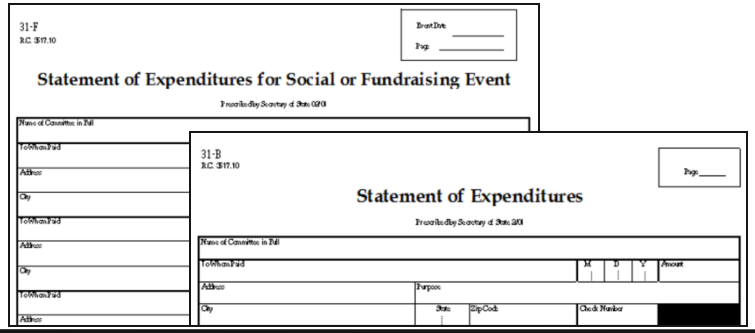
## CONTRIBUTIONS

- ✓ Regular Contributions 31 – A
- ✓ Fundraiser Contributions 31 – E



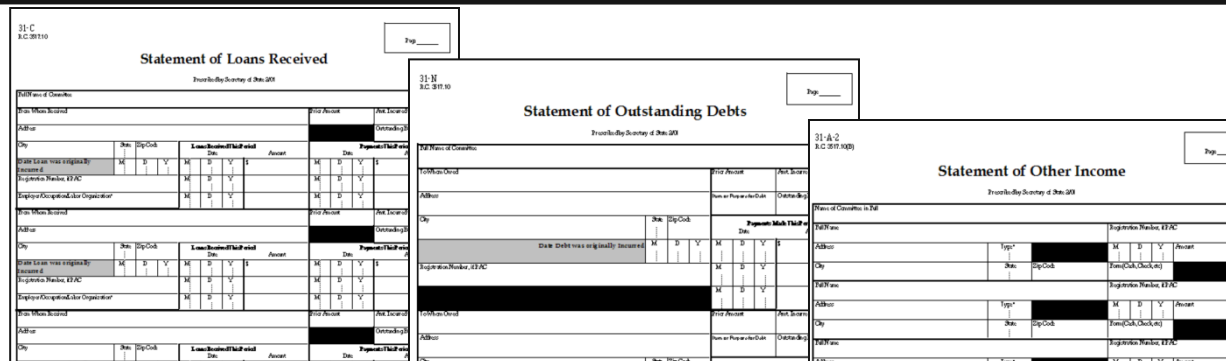

## EXPENDITURES

- ✓ Regular Expenditures 31 – B
- ✓ Fundraiser Expenditures 31 – F




## OTHERS

- ✓ Loans Received
- ✓ Debts Outstanding
- ✓ Other Income



# REPORTING

## *Contributions*

- Complete Name
- Address
- Date Received
- Amount Received
- Employer/Occupation
- Form, i.e. Cash or Check
- Statewide PAC Number
- Loans
- In – Kind






PayPal VERIFIED

VISA

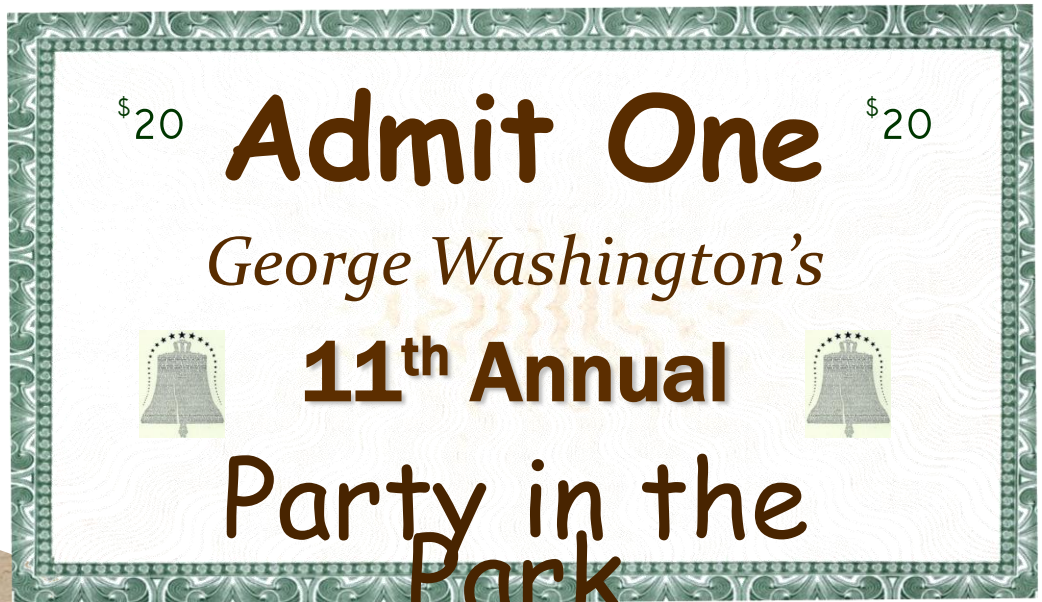
MasterCard

AMERICAN EXPRESS

# REPORTING

## *Fund-raisers*

- Contributions reported on the *Statement of Contributions Received (Form 31-A)* must be itemized - any amount
- If received at a fund-raiser & no more than $25 each may be reported as "*Contributions Received $25 or Less*" *(Form 31-E)*
- Not based on *ticket* price
- Committee must obtain all contributor data



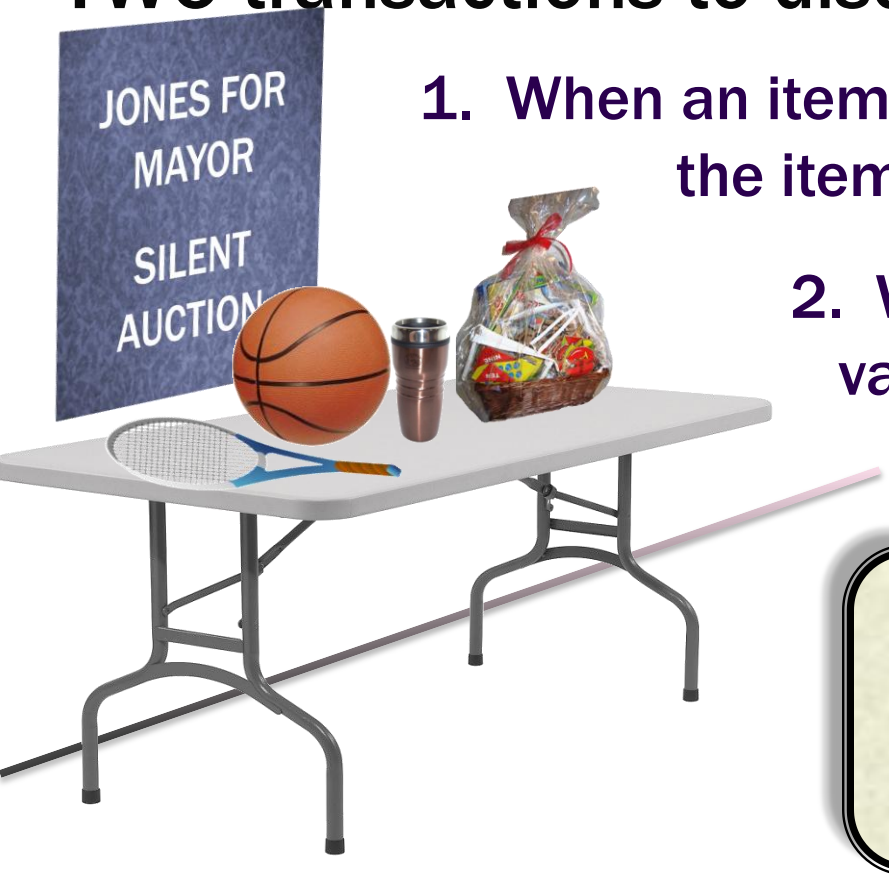

R.C. 3517.10 (B)(4)(e)

# REPORTING

## *Fund-raisers*

### AUCTIONS AND BAKE SALES

**TWO transactions to disclose: Item Donor <u>and</u> Buyer**




1. When an item is donated, the fair market value of the item is an in-kind contribution.

2. When the item is purchased, the full value of the purchase is a monetary contribution.

**<u>REMEMBER</u>**

- ✓ In-kind contributions count toward limit, and;
- ✓ Corporations may not contribute-even in-kind.

# IN-KIND CONTRIBUTIONS

## Item or Service

*EXAMPLES: stamps, printing, food, media (e. g. radio & television)*







## Beneficiary has knowledge

*coordination or consultation*

## Report on form *31-J-1*

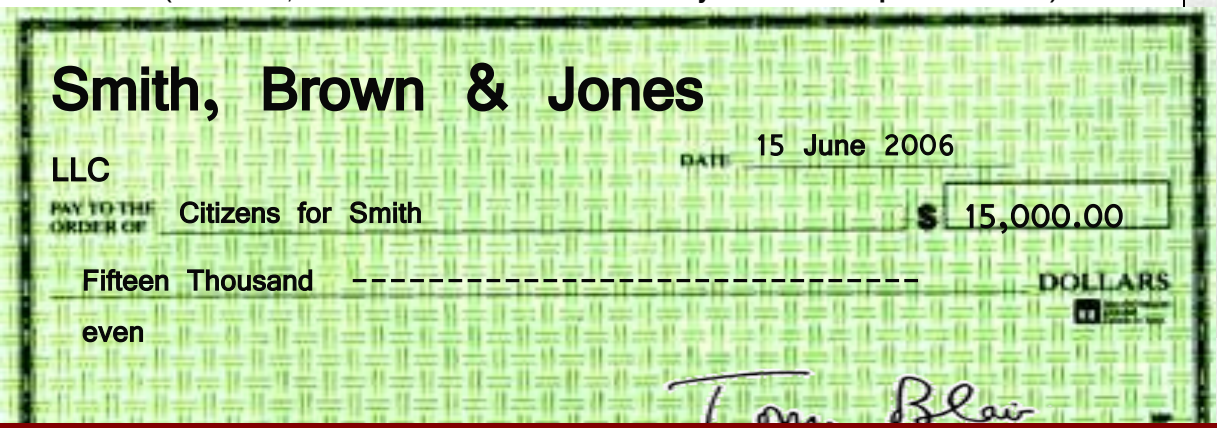
*In-Kind Contributions Received*

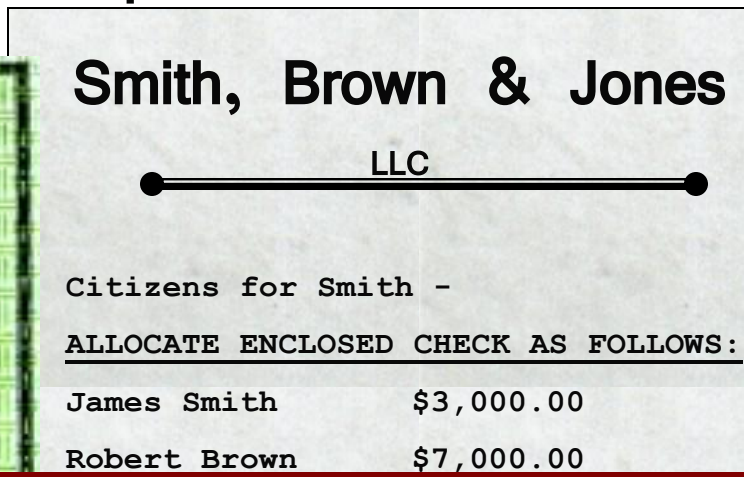
**R. C. 3517.01 (B) (16)**

# PARTNERSHIP CONTRIBUTIONS

- ✓ May use checking account to transmit contribution
- ✓ Contribution must be itemized by partner or owner
- ✓ The issuing entity must provide detailed allocation information
- ✓ If contribution does not include attribution information, it cannot be accepted, deposited or otherwise used
- ✓ Judicial candidates may accept partnership contributions

(Canon 7, administered and enforced by the Ohio Supreme Court)




R. C. 3517.10 (I), OAC 111-5-21 & OEC Adv. 96ELC-03

# NON-CONTRIBUTION TRANSACTIONS

## Disclosure Not Required

- Personal expenses of a candidate paid by the candidate
- Services provided without compensation by volunteers
- Ordinary home hospitality
- The personal expenses of a volunteer paid for by that volunteer

R. C. 3517.01 (B)(5) & 3517.08 (A)

# PUBLIC EMPLOYEE SOLICITATION

Officeholders and their employees, as well as candidates and their campaigns are prohibited from soliciting a contribution from a public employee who:

- is or will be appointed by the official or candidate
- functions in or is employed by the same department as the official

**Applies to all levels of government – Statewide AND Political Subdivision**

Additionally, no person can solicit a contribution from a public employee while the employee is:



- On the job, or
- In a public building where business is conducted.



R.C. 3501.01 & 3517.092

# PERMITTED EXPENDITURES

## To Influence an Election

- ✓ Yard signs, bumper stickers, TV and radio
- ✓ Consultants, fundraisers & other staff
- ✓ Mileage reimbursement, car or bus rental/lease
- ✓ Office supplies, telephone, computer, office space

## Charitable Contribution

IRS designated tax exempt organization per subsection –

501(c)(3) 501(c)(4) 501(c)(8) 501(c)(10), or 501(c)(19)

R. C. 3517.01 (B)(6) and 3517.08 (G)

# PERMITTED EXPENDITURES

## *CANDIDATE CAMPAIGN COMMITTEES*

## Duties of Public Office

- Expenses related to the performance of official duties that the candidate would not otherwise incur.
- OEC “but for” test
- Use of purchased item
- Fullness of disclosure



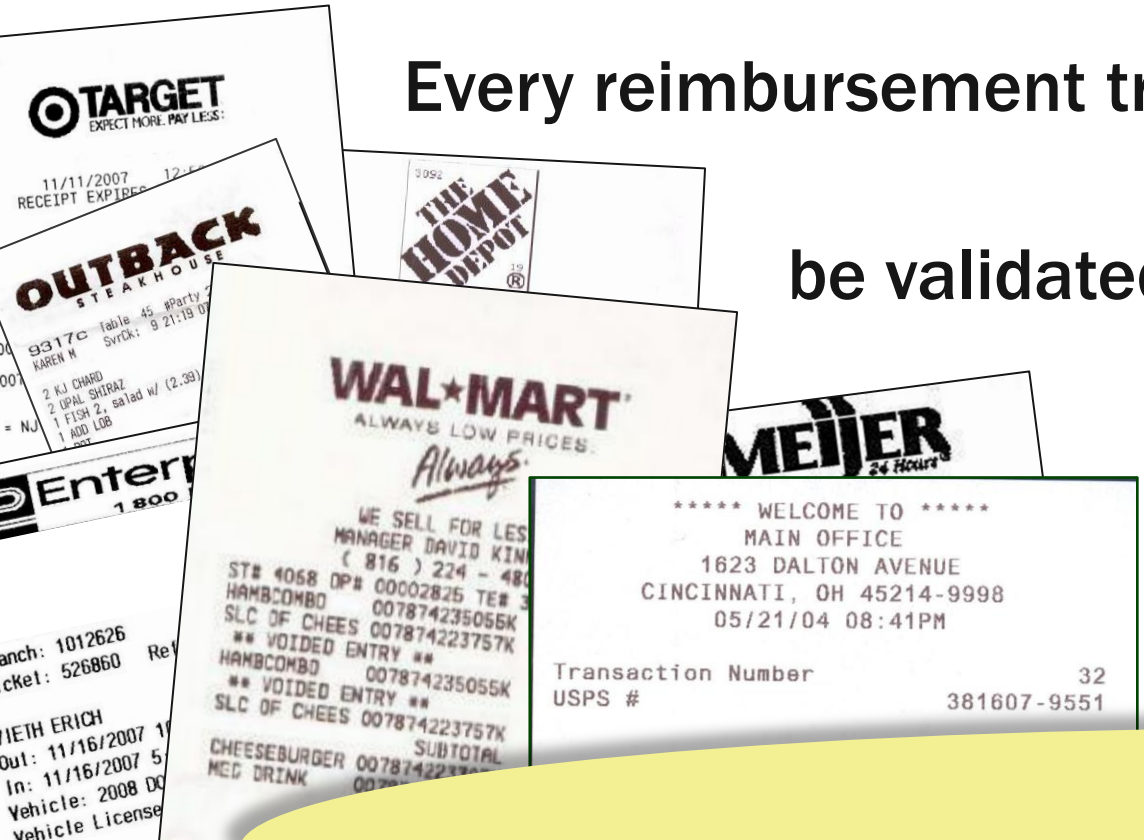

R.C. 3517.13 (O) & OEC opinions

# PERMITTED EXPENDITURES

## *CANDIDATE CAMPAIGN COMMITTEES*

## REIMBURSEMENTS

**Receipts Required to Ensure Reimbursement is *Verifiable.***




Every reimbursement transaction needs to be validated with the receipts provided by the payee.

R. C. 3517.13

# REPORTING

## *Expenditures*

**Each expenditure entry must include:**

- Complete Name
- Address

  *(except for banks & post offices)*
- Date
- Amount
- Detailed Purpose




R.C. 3517.10

# EXPENSE VERIFICATION

Every expenditure in excess of $25.00 must be verified by one of the following:

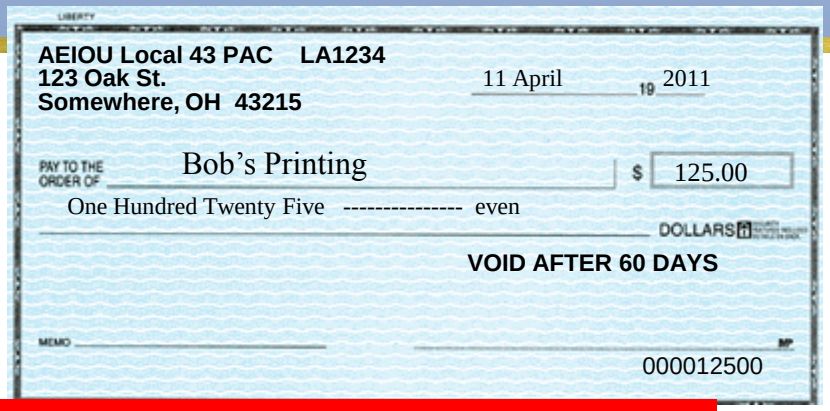
**Canceled check or,**

**PAID receipt or,**

**Bank statement,**

**so long as it provides all of the following information:**

1. **Name of the Payee, and;**
2. **Date of expenditure, and;**
3. **Amount of expenditure.**










R.C. 3517.10 (D); OAC 111 – 5 – 14; OEC Advs. 87ELC – 03 & 87ELC – 12

# ELECTION DAY
# GOTV WORKERS

- Paid Poll Watchers or GOTV Workers
- Should Pay By Check
- But, if by Cash –
  - Have Workers Sign Receipt
- Report Each Expenditure
- Each Name and Address




OAC 111-5-12(B)

# POLITICAL PARTY ACCOUNTS

**General Political** — Local Election-Related Activity

**State Candidate Fund** — Contributions to Statewide & General Assembly Candidates

*Subject to Inbound & Outbound Limits*

**Judicial** — Monetary Contributions to Judicial Candidates

**Building** — Facility-Related Costs

*Direct Corporate & Labor Support Limitedly Permitted*

**Restricted** — Tax Checkoff & General Party Infrastructure Costs

*Direct Corporate & Labor Support Limitedly Permitted*

# DISCLAIMERS

- Exempted Items
- Conspicuous Placement
- Candidate Magic Words
- Multi-piece Mail
- Internet & Email
- Telephone Banks







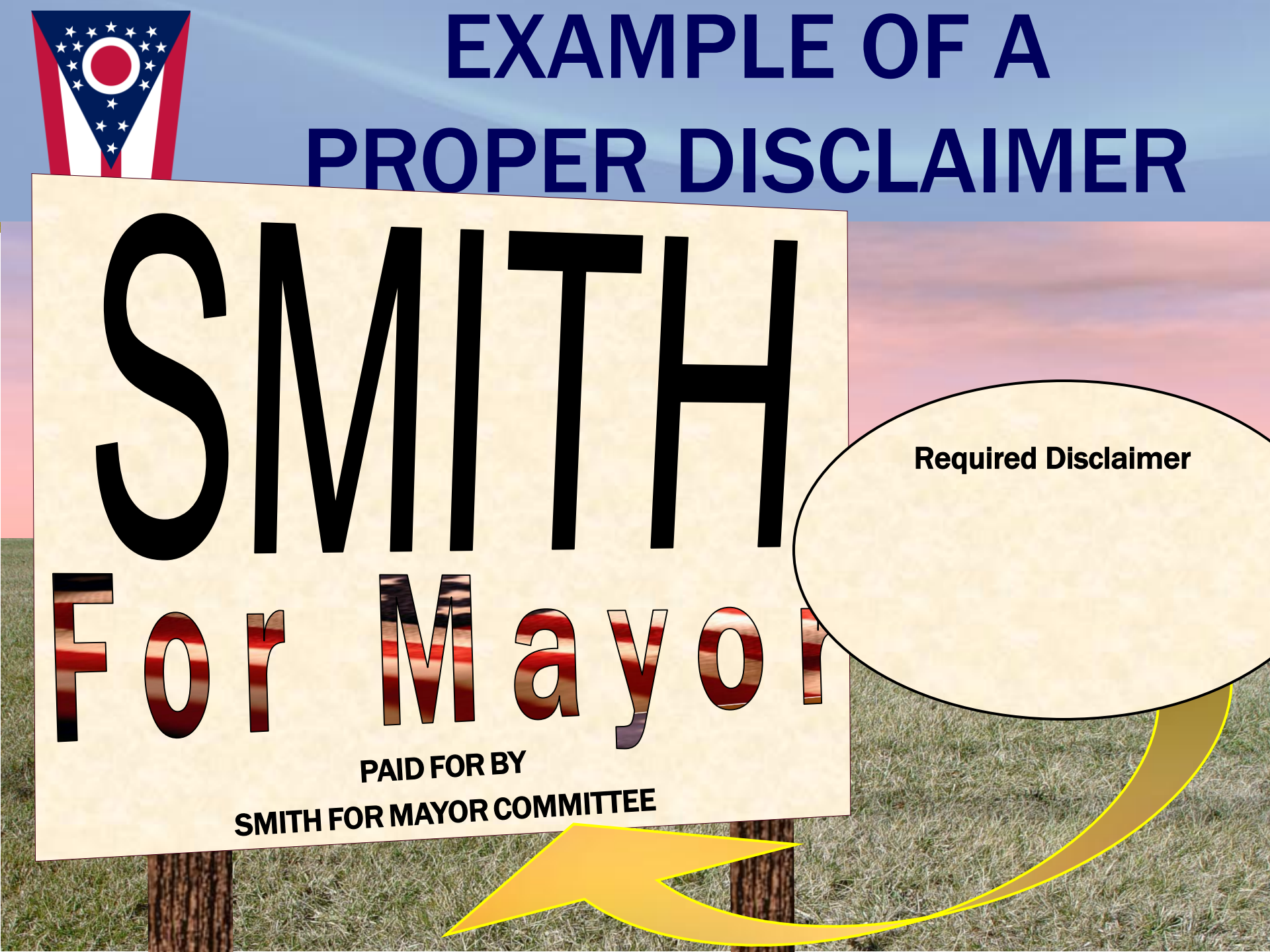







R.C. 3517.20; OEC 96ELC-10; OAC 111-5-19

# EXAMPLE OF A PROPER DISCLAIMER



# DISCLAIMERS

## *Free Social Media Sites*

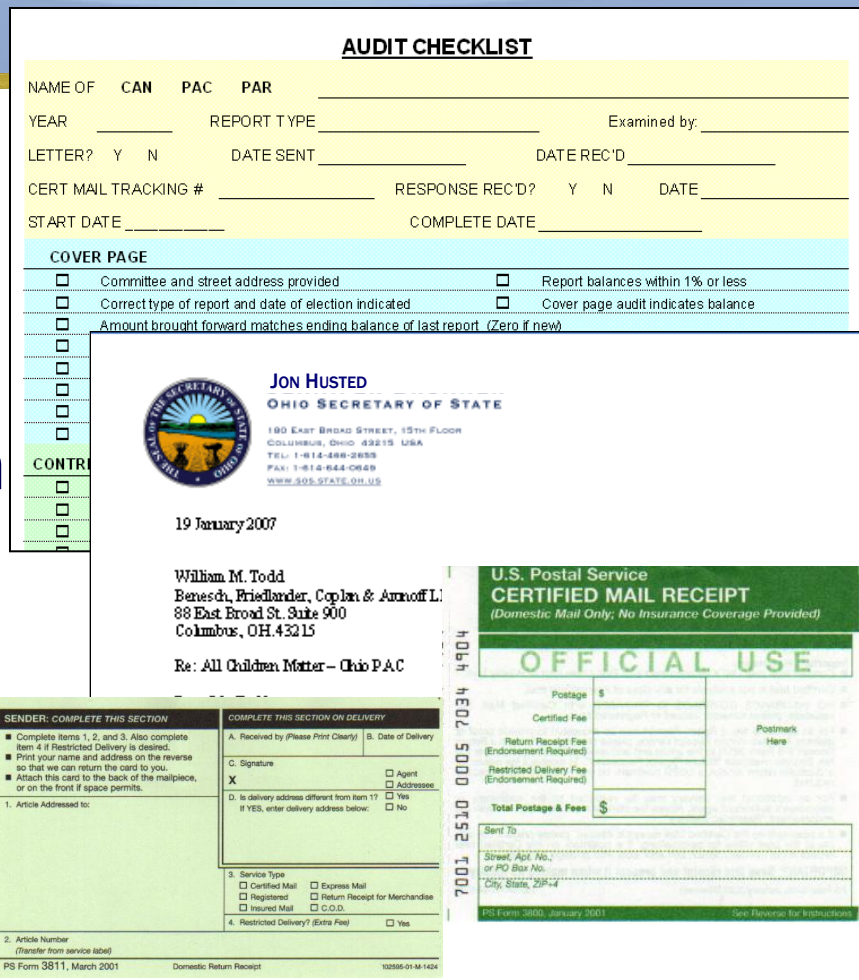
facebook YouTube twitter LinkedIn

- Must include complete Disclaimer
- Be creative when setting up
- "PAID FOR BY" on free site
- Text message updates



# AUDIT PROCESS

- Filings are examined for compliance with laws & rules
- Authority will communicate in writing via certified mail
- Statute gives 21 days to respond
- Failure to respond prompts automatic referral to OEC



**AUDIT CHECKLIST**

NAME OF CAN PAC PAR _____

YEAR _____ REPORT TYPE _____ Examined by: _____

LETTER? Y N DATE SENT _____ DATE REC'D _____

CERT MAIL TRACKING # _____ RESPONSE REC'D? Y N DATE _____

START DATE _____ COMPLETE DATE _____

COVER PAGE

- ☐ Committee and street address provided
- ☐ Correct type of report and date of election indicated
- ☐ Amount brought forward matches ending balance of last report (Zero if new)
- ☐ Report balances within 1% or less
- ☐ Cover page audit indicates balance

JON HUSTED
OHIO SECRETARY OF STATE
180 East Broad Street, 15th Floor
Columbus, Ohio 43215 USA
Tel: 1-614-466-2655
Fax: 1-614-644-0649
www.sos.state.oh.us

19 January 2007

William M. Todd
Benesch, Friedlander, Coplan & Aronoff L
88 East Broad St. Suite 900
Columbus, OH 43215

Re: All Children Matter – Ohio PAC

SENDER: COMPLETE THIS SECTION
- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

COMPLETE THIS SECTION ON DELIVERY
A. Received by (Please Print Clearly) B. Date of Delivery
C. Signature X ☐ Agent ☐ Addressee
D. Is delivery address different from item 1? ☐ Yes If YES, enter delivery address below: ☐ No

3. Service Type ☐ Certified Mail ☐ Express Mail ☐ Registered ☐ Return Receipt for Merchandise ☐ Insured Mail ☐ C.O.D.
4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label)

PS Form 3811, March 2001 Domestic Return Receipt 102595-01-M-1424

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

OFFICIAL USE

Postage $
Certified Fee
Return Receipt Fee (Endorsement Required)
Restricted Delivery Fee (Endorsement Required)
Total Postage & Fees $

Postmark Here

Sent To
Street, Apt. No., or PO Box No.
City, State, ZIP+4

PS Form 3800, January 2001 See Reverse for Instructions

7001 2510 0005 7034 4904

R.C. 3517.11

# AMENDMENTS

## *File Only When Necessary*

## File Only When the Original Report Was:

- ✓ **Incomplete** (missing address, missing employers, etc.)
- ✓ **Inaccurate** (wrong balance brought forward, wrong dates, etc.)

## Do NOT File to Report :

- ⊘ **Voided expenditures**
- ⊘ **NSF returned contributions**
- ⊘ **Corporate or excess contribution refund**



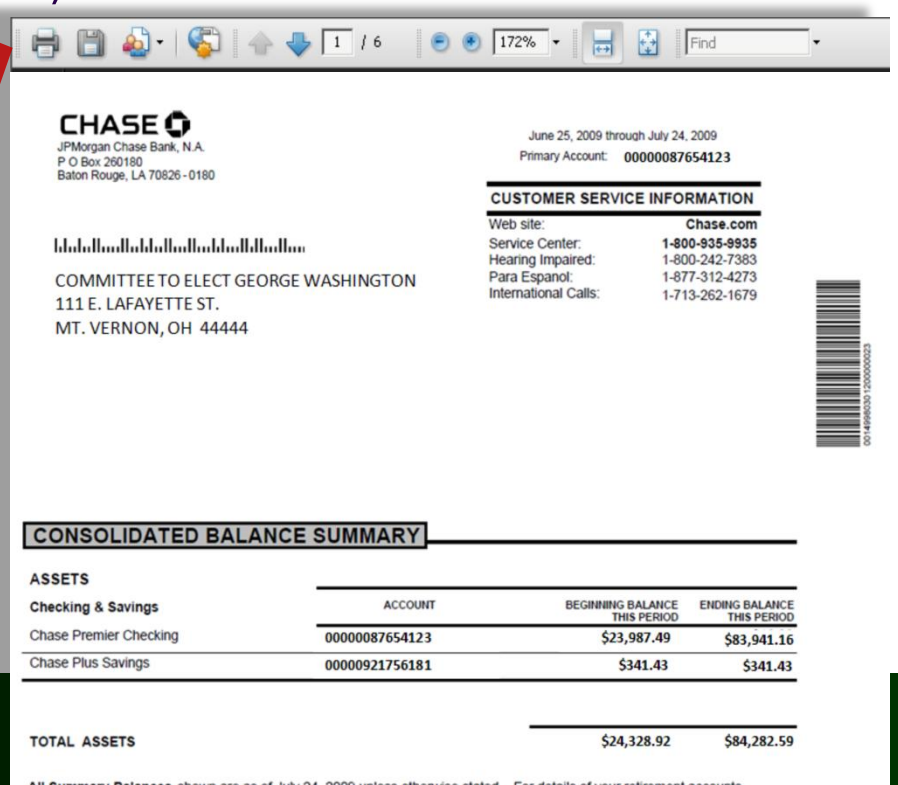

In these circumstances,
report in current period.

# RECORD RETENTION

All information must be retained for at least **six (6) years.**

This would include all statements, receipts, invoices, canceled checks, deposit slips, etc.

When available, save paperless bank statements



CHASE
JPMorgan Chase Bank, N.A.
P O Box 260180
Baton Rouge, LA 70826-0180

June 25, 2009 through July 24, 2009
Primary Account: 0000087654123

CUSTOMER SERVICE INFORMATION

| | |
|---|---|
| Web site: | Chase.com |
| Service Center: | 1-800-935-9935 |
| Hearing Impaired: | 1-800-242-7383 |
| Para Espanol: | 1-877-312-4273 |
| International Calls: | 1-713-262-1679 |

COMMITTEE TO ELECT GEORGE WASHINGTON
111 E. LAFAYETTE ST.
MT. VERNON, OH 44444

CONSOLIDATED BALANCE SUMMARY

ASSETS

| Checking & Savings | ACCOUNT | BEGINNING BALANCE THIS PERIOD | ENDING BALANCE THIS PERIOD |
|---|---|---|---|
| Chase Premier Checking | 0000087654123 | $23,987.49 | $83,941.16 |
| Chase Plus Savings | 0000921756181 | $341.43 | $341.43 |
| TOTAL ASSETS | | $24,328.92 | $84,282.59 |

OAC 111-5-14

# OHIO ELECTIONS COMMISSION

## As a Complainant

- File a notarized complaint
- Detailed allegations of specific statute violations
- Based on personal knowledge
- Attach relevant exhibits

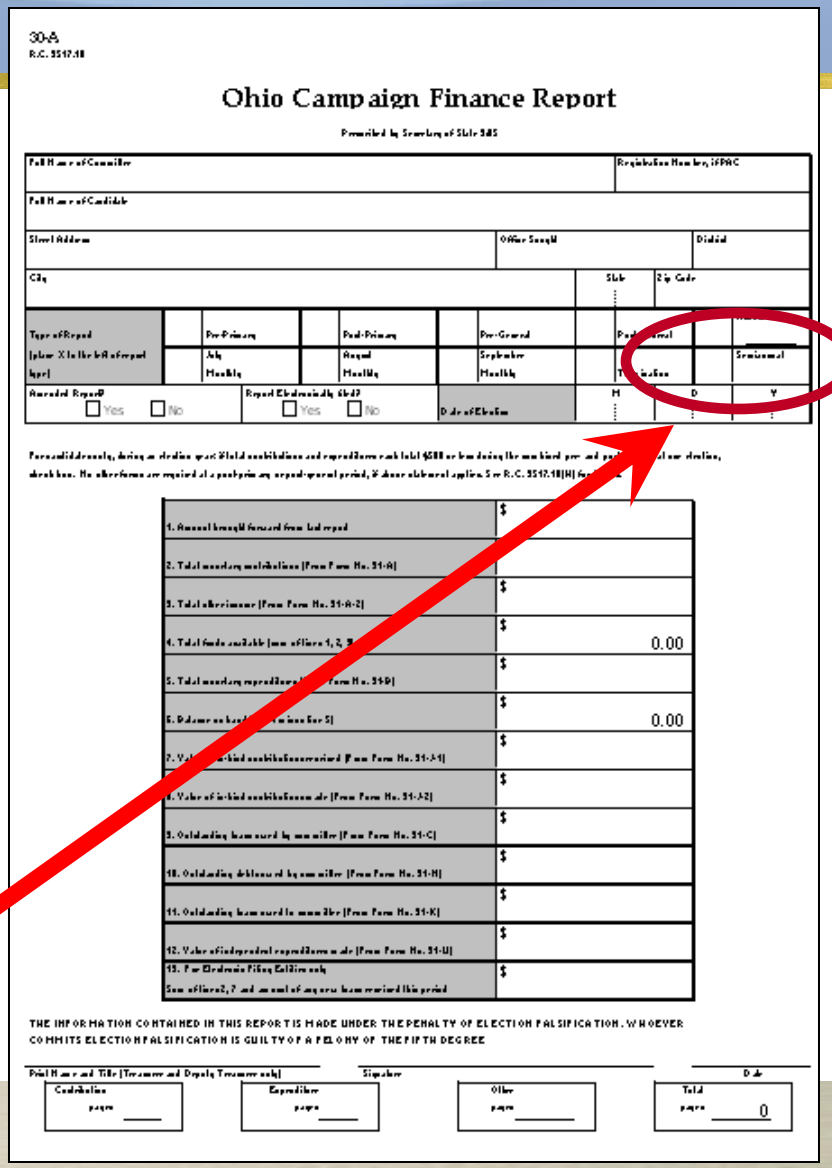
## As a Respondent

- Respond to OEC with a notarized affidavit
- Contact local BOE or SOS to get in compliance
- OEC hearing - your appearance may or may not be necessary.

R.C. 3517.152 – 3517.157

# TERMINATING

- ✓ No Balance
- ✓ No Outstanding Debts
- ✓ No Outstanding Loans
- ✓ Mark Termination Box



30-A
R.C. 3517.10

## Ohio Campaign Finance Report

Prescribed by Secretary of State 3517

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Full Name of Committee | | | | | | | | | | Registration Number (if any) | |
| Full Name of Candidate | | | | | | | | | | | |
| Street Address | | | | | | Office Sought | | | | District | |
| City | | | | | | | | State | Zip Code | | |
| Type of Report (place X in the box for the report type) | | Pre-Primary July Monthly | | Post-Primary August Monthly | | Pre-General September Monthly | | Post-General | | Semiannual | |
| Amended Report? ☐ Yes ☐ No | | Report Electronically filed? ☐ Yes ☐ No | | | Date of Election | | M | D | Y | | |

For each odd-year report, during an election year, if total contributions and expenditures each total $500 or less during the combined pre- and post-general election period, check box. No other forms are required at a pre-primary or pre-general period, if above statement applies. See R.C. 3517.10(H)(2)(a)

| | |
|---|---|
| 1. Amount brought forward from last report | $ |
| 2. Total monetary contributions (From Form No. 31-A) | |
| 3. Total other income (From Form No. 31-A-2) | $ |
| 4. Total funds available (sum of lines 1, 2, 3) | $ 0.00 |
| 5. Total monetary expenditures (From Form No. 31-B) | $ |
| 6. Balance on hand (subtract line 5 from line 4) | $ 0.00 |
| 7. Value of in-kind contributions received (From Form No. 31-A-1) | $ |
| 8. Value of in-kind contributions made (From Form No. 31-A-2) | $ |
| 9. Outstanding loans owed by committee (From Form No. 31-C) | $ |
| 10. Outstanding debts owed by committee (From Form No. 31-H) | $ |
| 11. Outstanding loans owed to committee (From Form No. 31-K) | $ |
| 12. Value of independent expenditures made (From Form No. 31-U) | $ |
| 13. For Electronic Filing Edit Use only Sum of lines 2, 7 and amount of any new loans received this period | $ |

THE INFORMATION CONTAINED IN THIS REPORT IS MADE UNDER THE PENALTY OF ELECTION FALSIFICATION. WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Print Name and Title (Treasurer and Deputy Treasurer only) | Signature | Date

| Contributions | Expenditures | Other | Total |
|---|---|---|---|
| pages ____ | pages ____ | pages ____ | pages 0 |

R.C. 3517.10 (A)

# RESOURCES

http://www.sos.state.oh.us/

- Relevant sections of Revised & Administrative Codes
- Campaign Finance Handbook
- Topical chapters
- All forms and instructions
- Other Election-related resources



# Top 10

## Common Errors

1. Blank fields – addresses, dates, etc.
2. No canceled checks provided for expenditures greater than $25
3. Received contributions from corporations
4. Cover page not calculated correctly or does not reflect contributions or expenditures reported
5. Received cash contribution greater than $100

# Top 10

## Common Errors

6. Improper use of fund-raiser itemization exemption
7. Vague purpose given for expenditure
8. Reporting contributions and expenditures dates from previous reporting periods
9. Failure to use correct balance forward
10. Failure to update DOT

# CONTACT INFORMATION

www.sos.state.oh.us/SOS/elections/boeDirectory.aspx



JON HUSTED
Ohio Secretary of State

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ELECTIONS & BALLOT ISSUES

VOTER SERVICES
CANDIDATES
ELECTIONS & BALLOT ISSUES

- Voter Information
  - About this Election
  - Where do I Vote?
  - Election Day Procedures
  - Voter Eligibility
  - Voter Registration
  - Absentee Voting
  - When You Vote, Bring I.D.
  - Provisional Voting
  - Voters With Disabilities
  - Uniformed & Overseas Citizens
  - Voting Machine Information
  - EVEREST Report
  - Elect. Violations & Voter Fraud
- Voter Information Searches
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- Online Poll Worker Training
- Boards of Elections Directory
- BOE Vacancies

Home / Elections & Ballot Issues / Boards of Elections Directory

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## County Boards Of Elections Directory

Current Vacancies in Boards of Elections Director or Deputy Director Positions

Each of Ohio's 88 counties has a Board of Elections (BOE) office that is responsible for administering local elections. A four-person board governs each BOE; with two members from each major political party. All petitions for local, legislative, and congressional district offices are filed at Boards of Elections as well as petitions for local issues and options. Campaign finance reports for local candidates, political parties, and political action committees are also filed at BOEs.

The Secretary of State's Office provides legal guidance, elections procedures, and campaign finance information to Boards of Elections; and provides training for Board of Elections members and staff.

If you would like driving directions to your county board of elections, look below and locate the "Get Directions" link beside your county board of elections (**please note - each "Get Directions" link is specific to the county board immediately listed before**).

To request a complete Ohio Boards of Elections directory, click here to e-mail our office.

A | B | C | D | E | F | G | H | J | K | L | M | N | O | P | R | S | T | U | V | W

**ADAMS COUNTY** *Get Directions*
215 N. Cross St., Room 103
West Union, OH 45693
Office Hours: 8:30 a.m. - 4:00 p.m.
(Monday - Friday)
Telephone: (937) 544-2633

**ALLEN COUNTY** *Get Directions*
204 N. Main St.
Lima, OH 45801
Office Hours: 8:30 a.m. - 4:30 p.m.
(Monday - Friday)
Telephone: (419) 223-8530

RSS Feeds

Register with our Web site and receive the latest news and voting rights updates from the Secretary of State's office. Click here to update your profile or to sign up.

Archived Newsletters

Dates / Deadlines

April 2011

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

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