TREASURER'S CHECKLIST

For Use in Completion of Ohio Campaign Finance Reports

DESIGNATION OF TREASURER (Form 30-D To Be Filled Out Completely Each Time)

[ ] Filed prior to contributions received or expenditures made
[ ] Name and street address of entity provided
[ ] Office, election year, party, subdivision and district indicated *(Candidates only)*
[ ] Name and street address of treasurer provided
[ ] Corporate or labor organization sponsorship indicated *(PACs only)*
[ ] Reason for filing form indicated
[ ] Candidate's original signature *(campaign committee)* or officer *(PAC/party)*
[ ] Last name of candidate included in committee name *(candidate's only)*
[ ] Information on Designation of Treasurer updated if change occurs
[ ] Committee, other than candidate's authorized committee, does not include candidate name
[ ] Connected organization included in PAC name *(PACs only)*

COVER PAGE (Form 30-A)

[ ] 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)*
[ ] Totals on all report lines equal corresponding form totals
[ ] Total of independent expenditures made included in total expenditure line
[ ] Math computations on lines 1 through 6 done correctly
[ ] Positive number or zero balance on hand
[ ] Termination marked only if zero balance, zero debts and zero loans
[ ] Original signature of designated treasurer or deputy treasurer
[ ] Total number and type of pages provided

CONTRIBUTIONS RECEIVED (Forms 31-A, 31-E, 31-G, 31-P, etc)

[ ] Complete contributor names provided *(Initials allowed if that is how contributor is typically known)*
[ ] Individual contributions not reported under two names, i.e. "John & Jane Doe"
[ ] Dates provided
[ ] Dates are from appropriate reporting period
[ ] Addresses provided *(Political parties are exempt)*
[ ] Form provided, i.e. cash, check, etc.
[ ] Amount provided
[ ] Contributions received from statewide PACs have reported registration number
[ ] Contributions on a partnership or unincorporated business account reported the name of the partner or owner making the contribution - **must be allocated among 1 or more persons.**
[ ] Fund-raiser itemization exemption not based on ticket price
[ ] No cash contributions totaling over $100 from any source
[ ] No corporate or non PCE labor organization contributions received (Except to ballot issues)
[ ] Explanation of efforts to determine identity of anonymous contributions provided
[ ] Contributions from Officeholder's Employees on Form 31-G when necessary.
[ ] Fund-raiser contributions on proper form (31-E)
[ ] Separate forms for each fund-raising event; no ongoing fund-raisers
[ ] Page totals correct
[ ] Correct total of Contributions transferred to correct cover page line

Statewide and General Assembly Committees Only

[ ] No employee contributions
[ ] Employer or occupation included for contributors over $100. If contributor is self employed, the name of the business, if any, also included.
[ ] No contributions retained in excess of limits; see chart
[ ] Notice filed if personal funds threshold reached; see chart
[ ] Excess funds disposed of in a timely and correct manner; see chart
[ ] Unpaid debt properly reported; see chart
[ ] Two day business statement filed if threshold reached within 19 days of general election; see chart *(Statewide Candidates Only)*

OTHER INCOME (Form 31-A-2)

[ ] Other Income form lists all refunds, interest, uncashed checks, committee NSF checks and loan transfers
[ ] Appropriate category indicated on Other Income form
[ ] Correct total of Other Income transferred to correct cover page line

EXPENDITURES (Forms 31-B, 31-F, 31-I, etc.)

[ ] Dates provided
[ ] Dates are from appropriate reporting period
[ ] Payee Names provided
[ ] Street addresses provided with zip codes (except for banks, post offices, utilities or gasoline companies)
[ ] Adequate purpose provided (*Expenses, Reimbursement*, or *Services* too vague)
[ ] Only charitable or election-related expenses made *(PACs only)*
[ ] No personal or business use of campaign funds by candidates
[ ] Credit card payments itemized by underlying vendors/Proper documentation attached
[ ] Page totals correct
[ ] Total of all expenditures transferred to correct cover page line
[ ] Total of independent expenditures made transferred to last line of cover page as well as being included in total expenditures made line
[ ] Copies of canceled checks or paid receipts attached for each expense over $25
(Bank statements will satisfy this element IF the vendor name, amount and date are clearly itemized)
[ ] PAC checks include full name and address. PAC Number included if State PAC
[ ] Establishment, Solicitation & Administrative expenses (form 31-I) filed (*sponsored PACs only)*

IN-KIND CONTRIBUTIONS (Forms 31-J-1 & 31-J-2)

[ ] Dates provided
[ ] Complete names
[ ] Addresses provided for in-kind received
[ ] No corporate or labor organization contributions received *(Except to ballot issues)*
[ ] Complete names provided for in-kind made
[ ] Employer or occupation included for contributors over $100 *(When required)*
[ ] Street addresses provided for in-kind made
[ ] Adequate description of item or service
[ ] Amounts provided
[ ] Totals not included in cover page monetary lines
[ ] Correct totals transferred to appropriate lines on cover page

LOANS (Forms 31-C & and 31-K)

[ ] Complete names provided
[ ] Addresses provided
[ ] Dates provided
[ ] Balance equals amount outstanding from previous period **plus** amount incurred this period **minus** any payments made this period
[ ] Page totals correct
[ ] Total payments made transferred to Statement of Expenditures
[ ] Total payments received from Loans Made transferred to Statement of Other Income
[ ] Total of new loans transferred to Statement of Other Income (form 31-A-2)
[ ] Total still outstanding transferred to appropriate line on cover page

DEBTS (Form 31-N)

[ ] Complete names provided
[ ] Addresses provided
[ ] Dates provided
[ ] Outstanding balance equals amount outstanding from previous period **plus** amount incurred this period **minus** payments made this period
[ ] Page totals correct
[ ] Total payments made transferred to Statement of Expenditures
[ ] Total forgiven included on in-kind received line of cover page
[ ] No debts forgiven by corporations or labor organizations except to ballot issues

OTHER

[ ] Current SOS prescribed, or approved alternative, forms used
[ ] Establishment, Solicitation & Administrative expenses (form 31-I) filed (*sponsored PACs only)*
[ ] Report filed electronically if required

NOTES:

30-D
R.C. 3517.10

Designation of Treasurer

Prescribed by Secretary of State 07/05

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
- ☐ Change of 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: _____

Designation of Treasurer — Form 30-D

A Designation of Treasurer form must be filed before a candidate's campaign committee, political action committee (PAC), political contributing entity (PCE), legislative campaign fund or political party makes any expenditures or receives any contributions. It is recommended that candidates who do not anticipate receiving or spending anything also file this form. [R.C. 3517.10(D)]

This form has been designed so that candidates' campaign committees, legislative campaign committees, political action committees, political contributing entities and political parties all use the same form. Each type of committee should complete the top third of the form. Note that a street address, not a post office box is required in all addresses.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

A candidate, legislative campaign committee, PAC, PCE or political party registers by filing a Designation of Treasurer form. Thereafter, the form is used to update basic information. For example, if a committee has already registered, but subsequently changes its address, the Designation of Treasurer form is used to update the information. In addition to address changes, the form can be used to update a committee name change, a treasurer or deputy treasurer change, change of place of filing or to indicate that a candidate is running for a different office. The appropriate box at the bottom of the form should be marked to reflect why the form is being filed. The form should be completed in full each time it is filed.

A Designation of Treasurer form should not be filed as part of a report. It is a separate filing. It is not required whenever a report is filed.

Political action committees filing with the secretary of state that have not yet been assigned a registration number may leave that block empty.

The name of a candidate's campaign committee must include the last name of the candidate. A candidate may have only one campaign committee.

If a committee wishes to change its place of filing, it does not have to terminate the committee. For example, a candidate or PAC may decide to change its focus from the local level to the statewide level. The committee may send an original Designation of Treasurer form to register with the new place of filing, while sending a photocopy of the form to the old place of filing so that no further reports are expected at the prior location. The box indicating a change in the place of filing should be checked.

A PAC must indicate whether it is a "ballot-issue PAC."

Candidates must, and the treasurers should, sign their Designation of Treasurer forms. Any authorized person may sign PAC, PCE and political party forms.

When a treasurer or deputy treasurer resigns or is replaced, a revised Designation of Treasurer form should be filed immediately. The fact that the previous treasurer's name is no longer listed will indicate that he or she no longer holds the position.

30-A
R.C. 3517.10

Ohio Campaign Finance Report

Prescribed by Secretary of State 3/05

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 candidates only, during an election year: if total contributions and expenditures each total $500 or less during the combined pre- and post-periods at one election, check box ☐
No other forms are required for 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)	$	.
5. Total monetary expenditures (From Form No. 31-B)	$	.
6. Balance on hand (line 4 minus line 5)	$	.
7. Value of in-kind contributions received (From Form No. 31-J-1)	$	.
8. Value of in-kind contributions made (From Form No. 31-J-2)	$	.
9. Outstanding loans owed by committee (From Form No. 31-C)	$	.
10. Outstanding debts owed by committee (From Form No. 31-N)	$	.
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.

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

Contribution pages_____	Expenditure pages_____	Other pages_____	Total pages_____

Ohio Campaign Finance Report (Cover Page) — Form 30-A

This form has been designed so that candidates' campaign committees, legislative campaign committees, political action committees (PACs), political contributing entities (PCE) and political parties all use the same form.

Cover pages identify who filed the report and what reporting period is covered. They also summarize the details inside the report. Do not use the cover page as a substitute for listing information on the appropriate form. For example, do not explain about receiving interest on the cover page; report the interest on the Other Income form. Candidates who qualify may file a Cover Page only report per R.C. 3517.10(H).

The registration number of a statewide PAC should appear on each report, addendum or piece of correspondence.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The Amended Report box should be marked "Yes" only if the report is being filed to correct, add to, or in some way change a report that has already been filed. Do not combine a correction report (addendum) with an original filing. For example, do not attach canceled check copies from a prior report to a subsequent report.

The Report Electronically Filed box should be marked if the report was filed electronically.

The cover page is the means by which a committee may terminate. If the committee has no debts, no loans and no balance on hand, and the committee wishes to close, mark the box next to the word "termination."

Only statewide candidates file monthly reports. They do so only in the year in which they run for election. The first report filed by a committee should reflect a zero on line 1 (amount brought forward). Otherwise, line 1 should be the same amount that appeared on line 6 (ending balance on hand) of the last previously filed report. Do not list a different amount with an explanation. Any discrepancy between the last ending balance and the current amount brought forward must be accounted for by an addendum. The ending balance on hand should not be a negative number. This would indicate that your committee has spent more funds than it has received.

The monetary totals on Lines 1 through 6 should include only contribution, expenditure and loan activity that transpired through the committee's separate bank account(s).

A candidate's report must be signed by the treasurer or deputy treasurer. If a treasurer was not appointed, the candidate is the treasurer. It may be helpful to designate a deputy treasurer in the event that the treasurer is not available to sign the report at the time of a filing deadline. The candidate cannot sign the report unless he or she is the treasurer or deputy treasurer [R.C. 3517.081, 3517.10(C), (D)].

PAC, PCE political party and legislative campaign committee reports must be signed by either a treasurer or deputy treasurer.

The original signature of the treasurer or deputy treasurer must appear.

Electronic Filing Entities Only - State PACs, state PCEs, political parties, legislative campaign committees and campaign committees of general assembly and judge of a court of appeals candidates must list on line 13, the sum of lines 2, 7 and the amount of any new loans received this period. This calculation is necessary to determine the amount of total contributions for purposes of deciding if a committee has reached the electronic filing thresholds in R.C. 3517.106.

Cover Page numbering guide
Contribution pages - Forms 31-A, 31-E, 31-J-1, 31-G, 30-C, 31-P, 31-R, 31-T
Expenditure pages - Forms 31-B, 31-F, 31-J-2, 31-I, 31-M, 31-U
Other pages - Forms 30-A, 31-C, 31-N, 31-K

Receipt pages are not included in the Total Pages. The pages of the report should be numbered consecutively in the top right corner with the Cover as page one.

31-A
R.C. 3517.10

Page _____

Statement of Contributions Received

Prescribed by Secretary of State 03/05

Name of Committee in Full					
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount
Full Name of Contributor				Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
City	State	Zip Code	M D Y		Amount

* Required for contributions from individuals over $100 to statewide and general assembly candidates. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of $100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Page Total $ _____

Statement of Contributions Received — Form 31-A

The Statement of Contributions lists all money received except interest income, loans, refunds or prior expenditures that are returned to the committee [R.C. 3517.10(B), (D)].

Every contributor's name, address and amount contributed must be listed except contributions of $25 or less received at specific fund-raising events. The treasurer must still keep records of these contributions even if they are not required in the report.

Political parties are exempt from listing contributor addresses.

If a contribution is received via periodic payroll deduction, the committee may list the aggregate dollar amount received during the reporting period in the Amount field. As the date received, the committee may use the date range of the pay period or the date of the last pay period in which the contribution was received.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The date of a contribution is the date that an agent of the committee receives the contribution. It is not the date of deposit or the date on the check.

A complete street address including a zip code must be provided. The form in which the contribution is received must be indicated, such as check, cash or money order. Cash means currency or coin.

A contribution received from a statewide PAC must list its registration number. A contribution from a Federal PAC may include the Federal PAC registration number. The registration number block may also be used to list that a contribution was received from a political contributing entity (PCE) or local PAC, neither of which have a registration number.

Legal professional associations and other professional associations that have incorporated and limited liability corporations are not "corporations" under R.C. 3599.03 and are not prohibited from contributing to partisan elections [OEC Adv. No. 96-03].

For reporting purposes, these entities are considered unincorporated associations or, if applicable, partnerships. If a contribution is received from a partnership, unincorporated business or unincorporated association, the name of the person making the contribution as well as the company name must be provided.

You should not list the names of two contributors in the Full Name of the Contributor field. Each contribution received from individuals must be attributed to a single person. When a check has more than one individual listed on it, ask who the actual contributor is or list the person who signed the check. (O.A.C. 111-5- 21)

Contributors may not remain anonymous by request. If a contributor does not want to be identified, the contribution should not be made. However, if an anonymous contribution is received, efforts must be made by the committee to identify the contributor.

If the efforts are unsuccessful, the contribution should have an explanation of the circumstances that caused it to be anonymous and a description of the efforts made to determine the contributor's identity. This information should appear in the address portion of the contribution page entry. If fund-raising events are held during a reporting period, the total amount of contributions received during each event is transferred to this form from the Statement of Contributions for a Social or Fund-Raising Event. If public officeholders receive employee contributions, other than at a fund-raising event, the total should be transferred to this form from the Contributors in Officeholder's Employ form. A transfer is done by placing the words "Total contributions from Form no. 31-E," or "Total employee contributions," as appropriate to the situation, in one of the lines marked Full Name of Contributor.

The total of all the Statement of Contributions pages should appear on line two of the cover page. The Employer/Occupation/Labor Organization block must be used by statewide or general assembly candidates when they have received individual contributions greater than $100. If the contributor is self-employed, the occupation and the name of the individual's business, if any, rather than the employer, should be provided. However, all filers may use the block for contributions received in any amount from a partnership or unincorporated business when the name of the person as well as the business is required to be provided.

31-A-2
R.C. 3517.10(B)

Page _____

Statement of Other Income

Prescribed by Secretary of State 2/01

Name of Committee in Full				
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	
Full Name			Registration Number, if PAC	
Address	Type*		M D Y	Amount
City	State	Zip Code	Form (Cash, Check, etc.)	

* Place the two letter code in the Type block (one letter per square) which indicates the nature of the Other Income Received; RE for a refund, uncashed check or the committee's own insufficient funds check received, IN for any investment or interest income earned by the committee, SA for the sale of committee assets, or LN for payments received on a loan made.

Page Total $ _____

Statement of Other Income — Form 31-A-2

The Statement of Other Income lists all interest income, the total of all loans received in the current reporting period, refunds and all prior expenditures that are returned to the committee.

A complete street address including zip code, should be provided. Bank entries need only the city and state. The form in which the contribution is received must be indicated, such as check, cash or money order. Cash means currency or coin.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The Type block should reflect one of the two letter codes. "RE" should appear if the Other Income consists of a refund, an uncashed check or the committee's own insufficient funds check. "IN" should appear if the Other Income consists of investment or interest income earned by the committee. "SA" should appear if the Other Income has been received from the sale of committee assets. "LN" should appear if the Other Income consists of payments on a loan.

A check from a contributor that was not honored by the bank should be itemized on the Statement of Expenditures.

If loans are received during a reporting period, their total is transferred to this form from the Statement of Loans Received form. If payments are received on loans owed to the committee, their total is transferred to this form from the Statement of Loans Received form.

The total of all the Statement of Other Income pages should appear on line three of the cover page.

31-B
R.C. 3517.10

Statement of Expenditures

Page _____

Prescribed by Secretary of State 2/01

Name of Committee in Full				
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	
To Whom Paid			M D Y	Amount
Address	Purpose			
City	State	Zip Code	Check Number	

Page Total $ _____

Statement of Expenditures — Form 31-B

The Statement of Expenditures lists the purpose for which funds were used, the name and address of the entity to which the expenditure was made, and the amount and date of each expenditure [R.C. 3517.10(B)].

The date listed for each expense should be the date that a check or other payment instrument is mailed, handed over or transmitted. List each payee's complete address.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The Purpose block should list the specific reason that the expense was made; purposes such as "expense" or "miscellaneous" are vague, and therefore, not acceptable.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Check Number block should be completed with the number of the committee check used to make the expenditure. Expenditures made by personal check should not be listed on this form.

Copies of canceled checks or receipts for all expenses more than $25 must be attached to the report. A copy of the bank statement may be used for bank charges more than $25. In the event that the report is due before checks are available, note within the report which checks are outstanding. As soon as the checks are available, they should be filed as an addendum to the report. The addendum should either bear a cover letter or a report cover page clearly indicating what committee is filing and what type of addendum is being filed. Do not wait until the next reporting period to file the addendum to the former report. Do not attach checks from one report to a report from a different reporting period.

If expenses are billed to a credit card, the Statement of Expenditures should not reflect only a single entry to the credit card company. Each underlying date, recipient, amount and purpose must appear. If the committee uses a credit card, a copy of the itemized billing statement or credit card receipt should be attached in addition to a copy of the canceled check to the credit card company.

The administrative, establishment and solicitation expenses paid by a corporate or labor organization sponsor of a PAC should not be listed on this form. (See Form no. 31-I.)

An internal transfer of committee funds or an investment purchase such as a certificate of deposit should not be shown as an expenditure. The money still belongs to the committee and has only been moved into a different account. The campaign finance law does not prohibit committee investments, although such investments may not be in the name of a candidate.

A check from a contributor that is returned because of insufficient funds should be itemized on this form, stating the name, address, amount and reason.

The total expenditures for each fund-raising event should be transferred to this form. A transfer is done by placing the words, "Expenditures from Form 31-F" in the To Whom Paid block along with the amount in the amount block.

Any independent expenditures made by a campaign committee, political party, legislative campaign committee, PAC or political contributing entity must be itemized on Form 31-U.

The total of all Statement of Expenditures pages should appear on line 5 of the cover page.

31-C
R.C. 3517.10

Page _____

Statement of Loans Received

Prescribed by Secretary of State 3/05

Full Name of Committee

From Whom Received | Prior Amount | Amt. Incurred this Period

Address | | Outstanding Balance

City | St ate | Zip Code

Date Loan was originally Incurred M D Y

Registration Number, if PAC

Employer/Occupation/Labor Organization*

Loans Received This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

Payments This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

From Whom Received | Prior Amount | Amt. Incurred this Period

Address | | Outstanding Balance

City | St ate | Zip Code

Date Loan was originally Incurred M D Y

Registration Number, if PAC

Employer/Occupation/Labor Organization*

Loans Received This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

Payments This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

From Whom Received | Prior Amount | Amt. Incurred this Period

Address | | Outstanding Balance

City | St ate | Zip Code

Date Loan was originally Incurred M D Y

Registration Number, if PAC

Employer/Occupation/Labor Organization*

Loans Received This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

Payments This Period

Date			Amount
M	D	Y	$
M	D	Y	
M	D	Y	

* Required for contributions from individuals over $100 to statewide and general assembly candidates. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of $100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

If a loan is forgiven, write "Forgiven" in the "Outstanding Balance" space. Transfer total of all loans received this period to the Statement of Other Income (Form No. 31-A-2). Transfer total of all payments made in this period to the Statement of Expenditures (Form No. 31-B). Transfer Outstanding Balance to the Cover page (Form No. 30-A).

[1] Total prior amount $_____

[2] Total received this period $_____ (To Form No. 31-A-2)

[3] Total payments this period $ _____ (To Form No. 31-B)

[4] Total Outstanding Balance $ _____ (To Form No. 30-A)

Statement of Loans Received — Form 31-C

The Statement of Loans Received is used when money is loaned to a committee that is to be repaid. A loan is put into the committee's separate bank account. If money is owed on an item or service, it is a debt, not a loan and should be reported on the Statement of Outstanding Debt (Form 31-N). Funds loaned to a committee by the candidate that are still outstanding at the end of a reporting period must be reported on this form in order for the candidate to be repaid at a later date. Amounts listed as a contribution cannot be listed later as loans. [R.C. 3517.01(B)(5), 3517.13(O)].

The loan form tracks the status of an incoming loan from the time it is first received until it is either repaid or forgiven. For example, if a loan is received in one reporting period and not repaid for several years, every time a report is filed the loan will appear as outstanding even if there was no current period activity.

Additional loans received from and payments made to the same source should be reflected in the original loan box. If a $1,000 loan was previously received from an individual and then subsequently an additional $500 loan was received from the same source, the additional loan should be reported in the Loans Received this Period block of the original loan. It should not be listed as a new loan.

The Date Originally Incurred space will remain the same every time the loan appears.

When a loan is first received, the Prior Amount block will be blank. Thereafter, the Amount Incurred This Period space will generally be left blank unless interest or additional loans from the same source are added onto the outstanding balance of a loan. If a loan is forgiven, write the word "Forgiven" in the Outstanding Balance space.

If a loan is received from a state or FSL PAC, write the PAC registration number in the PAC Registration Number block.

If the campaign committee of a statewide or general assembly candidate receives a loan over $100 from an individual, the employer/occupation/ labor organization block must be completed. If the individual is self-employed, the occupation and the name of the individual's business, if any, rather than the employer must be listed.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, use 'OH' for Ohio.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The total amount of all new loans received within the reporting period must be transferred to the Statement of Other Income (Form 31-A-2). The total of all payments made during the reporting period is transferred to the Statement of Expenditures (Form 31-B). A transfer is done by placing the words "Loan transfer from Form no. 31-C" in one of the lines marked Full Name or "Total loan payments made from Form no. 31-C" in one of the lines marked To Whom Paid, as appropriate to the situation. The total of all outstanding loans owed by the committee should appear on line 9 on the cover page.

31-E
R.C. 3517.10(B)

Event Date _____
Page _____

Statement of Contributions Received at a Social or Fund-Raising Event

Prescribed by Secretary of State 03/05

Name of Committee in Full

Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor			Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*		M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	

* Required for contributions from individuals over $100 to statewide and General Assembly candidates. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of $100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Fill in the boxes below only on the last page for this event.
Transfer the Total contributions for this event to form No. 31-A. Under Full Name of Contributor state "Contributions from form No. 31-E" and list the date of the event in the date column

Total contributions this event

Total expenditures this event.

Page Total $ _____

Statement of Contributions Received at a Social or Fund-Raising Event — Form 31-E

The Statement of Contributions for a Social or Fund-Raising Event form is used when a specific event is held on a specific date. It is not uncommon for activity from one event to appear in more than one report because the dates sometimes overlap a reporting deadline [R.C. 3517.10(B)].

The date that the event was held should appear on the line at the top of the page labeled Event Date.

The treasurer is responsible for tracking everything received and expended regardless of whether it must appear within the report. "Passing the hat" or similar practices should not be used unless detailed records are kept. Treasurers are responsible for ensuring that anyone collecting contributions is properly trained to obtain names, addresses, amounts and dates relevant to all contributions. Pursuant to an investigation, the board of elections or secretary of state may request to see an itemized list of all contributors [R.C. 3517.10(D)].

Political parties are exempt from listing contributor addresses.

Ongoing efforts to raise funds, such as continuous sales of T-shirts or cookbooks, are not fund-raising events. All contributions from such methods should appear on the general Statement of Contributions and are not exempt from itemization.

Fund-raising events may not be combined. Each fund-raising event must be reported on its own Statement of Contributions Received at a Social or Fund-Raising Event form and Statement of Expenditures for Social or Fund-Raising Event form.

The names and street address of contributors who give a total of $25 or less at a particular fund-raising event do not have to be itemized in the report. Such an entry should read "Contributors of $25 or less."

Do not report selling "30 tickets at $10 each." There is no way to determine how many tickets one person purchased from a statement based on ticket price [R.C. 3517.10(B)(4)(e)].

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

A contribution received from a statewide PAC must list its registration number. A contribution from a Federal PAC may include the Federal PAC registration number. The registration number block may also be used to list that a contribution was received from a political contributing entity (PCE) or local PAC, both of which do not have a registration number.

The Employer/Occupation/Labor Organization block must be used by Statewide or General Assembly candidates when they have received individual contributions greater than $100. If the contributor is self-employed, the occupation and the name of the individual's business, if any, rather than the employer, should be provided. However, all filers may use the block for contributions received in any amount from a partnership or unincorporated business when the name of the person as well as the business is required to be provided.

If public officeholders receive employee contributions relative to an event, the total should be transferred to this form from the Contributors in Officeholders' Employ form. In either case, the contribution should be counted only once.

At the bottom of the fund-raising form is a place to summarize the monetary activity of the event. Only one set of these "summary boxes" should be completed per event during a reporting period. Place the total of all the money received relative to that particular event during the reporting period in the first box. The total contributions received during the event should be transferred to the Statement of Contributions Received (Form 31-A) along with the date of the event. The second box should list the total of the money spent on that event during the reporting period.

31-F
R.C. 3517.10

Event Date _____

Page _____

Statement of Expenditures for Social or Fund-Raising Event

Prescribed by Secretary of State 2/01

Name of Committee in Full						
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			
To Whom Paid			M	D	Y	Amount
Address	Purpose					
City	Sta te	Zip Code	Check Number			

Transfer total expenditures for this event to Form No. 31-B. Under the "To Whom Paid" state "Expenditures from Form 31-F" and list the date of the event in the date column.

Page Total $ _____

Statement of Expenditures for Social or Fund Raising Event — Form 31-F

The Statement of Expenditures for Social or Fund-Raising Events is used when a specific event is held on a specific date. All money spent at the event is listed on this form. Include all expenses that were incurred in relation to the event even if the money is spent before or after the actual date of the fund-raiser. It is not uncommon for activity from one event to appear in more than one report because the dates overlap a reporting deadline [R.C. 3517.08(E), 3517.10(B)(4)(e)].

A street address including a zip code should appear for each expense. Post office entries need only the city and state.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Check Number block should be completed with the number of the committee check used to make the expenditure. Expenditures made by personal check should not be listed on this form.

The total spent at the fund-raiser should be transferred to the second summary box on a Statement of Contributions for a Social or Fund-Raising Event. The total of the fund-raising event expenses should also be transferred to the general Statement of Expenditures.

Copies of canceled checks or receipts for all expenses more than $25 must be attached to the report. In the event that the report is due before checks are available, they should be filed as an addendum to the report. The addendum should either bear a cover letter or a report cover page clearly indicating what committee is filing and what type of addendum is being filed. Do not wait until the next reporting period to file the addendum to the former report. Do not attach checks from one report to a report from a different reporting period.

If expenses are billed to a credit card, the Statement of Expenditures should not reflect only a single entry to the credit card company. Each underlying date, recipient, amount and purpose must appear. If the committee uses a credit card, a copy of the itemized billing statement or credit card receipt should be attached in addition to a copy of the canceled check to the credit card company.

The total of the expenses for each fund-raising event should be transferred to the general Statement of Expenditures.

31-G
R.C. 3517.10

Page _____

Contributors in Officeholder's Employ

Prescribed by Secretary of State 2/01

Name of Committee in Full				
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	
Full Name of Contributor				
Street Address			M D Y	Amount
City	Sta te	Zip Code	Form (Cash, Check, etc.)	

The above are employees of a unit or department under the direct supervision and control of _____, who currently holds the public office of_____. I hereby affirm that each contribution was voluntarily made.

_____(Signature of Treasurer or Deputy Treasurer)

Transfer total employee contributions to Form No. 31-A or 31-E, if received at a social or fundraising event. Under "Full Name of Contributor" state "Total employee contributions from form No. 31-G."

Page Total $ _____

Contributors in Officeholder's Employ — Form 31-G

All employees in any unit or department under the candidate's direct supervision and control that donate to that candidate must be listed on this form. The form contains a place for the treasurer or deputy treasurer to sign indicating that each contribution was voluntary. As a general rule, this need to separately list employees refers only to employees over whom the officeholder has exclusive rights to appoint and terminate [R.C. 3517.10(C), 75 OAG 017].

No statewide or legislative elected officers, statewide or legislative candidates, their campaign committees, or any other person or entity shall knowingly solicit or accept a contribution on behalf of that candidate or that candidate's campaign committee from employees whose appointing authority is or would be that statewide or legislative official or who are or would be employed by the same public agency, department, division or office as the statewide or legislative official [R.C. 3517.092(B), (C)].

No county elected officers and candidates, their campaign committees or any other person or entity, shall knowingly solicit such contributions. Voluntary contributions may be accepted [R.C. 3517.092].

Public employees may not be solicited for contributions while performing their official duties or while they are in those areas of a public building where official business is transacted or conducted. The term "public employee" does not include any person holding an elective office [R.C. 3517.092(F)].

Some county boards of election will accept computer printouts of employees from the county auditor's office to fulfill the needs of this form if a statement signed by the treasurer is attached attesting to the voluntary nature of each contributor. The treasurer should first check with the county board of elections to determine if this is acceptable.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The total on these pages is transferred to a Statement of Contributions for a Social or Fund-Raising Event if received in connection with an event. Otherwise, it is transferred to a regular Statement of Contributions Received.

31-J-1
R.C. 3517.10

Page _____

In-Kind Contributions Received

Prescribed by Secretary of State 03/05

Name of Committee in Full			
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO
Full Name of Contributor	Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address	Description of Item or Service		M D Y Fair Market Value
City	Sta te	Zip Code	Received at Fundraising Event? ☐ YES ☐ NO

* Required for contributions from individuals over $100 to statewide and general assembly candidates. If contributor is self-employed, the occupation and name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of $100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Page Total $ _____

In-Kind Contributions Received — Form 31-J-1

The In-Kind Contributions Received form is used to report when the committee receives items or services. For example, if someone donates postage stamps for use by the committee, the form would show on what date they were received, the name and street address of who gave them, that it was stamps that were received and the fair market value. The date that should be used is the date on which the item was received or benefit occurred [R.C. 3517.01(B)(5), 3517.10(B)(4)].

This form is also used when items or services are purchased by the candidate or someone else on behalf of the committee and for which reimbursement is not requested or desired ("out of pocket" expenses).

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

In-kind contributions from a person that do not reach an aggregate of $250 relative to a particular fund-raising event do not need to be itemized. Write in the Full Name of the Contributor box, "In-Kind Contributions Received at a Fund-Raising Event $250 or less," the amount and date.

The Employer/Occupation/Labor Organization block must be used by statewide or general assembly candidates when they have received individual contributions greater than $100. If the contributor is self-employed, the occupation and the name of the individual's business, if any, rather than the employer, should be provided. However, all filers may use the block for contributions received in any amount from a partnership or unincorporated business when the name of the person as well as the business is required to be provided.

In-kinds should not be included in monetary totals reflected on lines 1 through 6 of the cover page. Contributions of items or services to candidates' committees or ballot issues that were not coordinated in some manner with the committee are not considered to be in-kind contributions and should not be reported by the recipient. The donor reports them as independent expenditures.

The total of all in-kind contributions received should appear on line 7 on the cover page.

31-J-2
R.C. 3517.10

Page _____

In-Kind Contributions Made

Prescribed by Secretary of State 2/01

Name of Committee in Full

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Recipient Committee

Address | Description of Item or Service | M D Y | Fair Market Value

City | State | Zip Code

Page Total $ _____

In-Kind Contributions Made — Form 31-J-2

The In-Kind Contributions Made form is used to report that an item or service was given to another committee or used for its benefit. An in-kind contribution occurs when the contributor gives up something or accepts the bill for something.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Fair Market Value is either the amount of money spent on the item or service given to another committee or the value the item or service would cost if purchased.

Contributions of items or services to a candidate's committee or a ballot issue that were not coordinated in some manner with the recipient are not considered to be in-kind contributions. The donor should report them as independent expenditures.

The total of all in-kinds made should be transferred to line 8 on the cover page. In-kinds made usually are not included in monetary totals reflected on lines 1 through 6 of the cover page. (Example, committee A gives committee B a computer they no long use.) However if the in-kind item involved the outlay of money, then a corresponding expenditure entry should appear on the Statement of Expenditures form. (Example, committee A buys a computer and gives it to committee B.)

31-K
R.C. 3517.10

Page _____

Statement of Loans Made

Prescribed by Secretary of State 2/01

Full Name of Committee

To Whom Made | Prior Amount | Amt. Loaned this Period

Address | Outstanding Balance

City | State | Zip Code

Payments Received This Period

Date Loan was Originally Made M D Y

Date M D Y | Amount $

Date M D Y

Date M D Y

To Whom Made | Prior Amount | Amt. Loaned this Period

Address | Outstanding Balance

City | State | Zip Code

Payments Received This Period

Date Loan was Originally Made M D Y

Date M D Y | Amount $

Date M D Y

Date M D Y

To Whom Made | Prior Amount | Amt. Loaned this Period

Address | Outstanding Balance

City | State | Zip Code

Payments Received This Period

Date Loan was Originally Made M D Y

Date M D Y | Amount $

Date M D Y

Date M D Y

If a loan is forgiven, write "Forgiven" in the "Outstanding Balance" space. Transfer total of all loans made this period to the Statement of Expenditures (Form No. 31-B). Transfer total of all payments received in this period to the Statement of Other Income (Form No. 31-A-2). Transfer Total Outstanding Balance to the cover page.

Total Loans this Period $ _____ (also record on Form 31-B)

Total Outstanding Balance $ _____ (also record on cover page)

Total Payments Received this Period $ _____ (also record on Forms 31-A-2)

Statement of Loans Made — Form 31-K

The Statement of Loans Made form is used only if money is loaned to another committee. It tracks the status of the loan from the time it is first made until it is either repaid or forgiven. For example, if a loan is given in one reporting period and not repaid, then every time a report is filed the loan will appear as outstanding, even though there was no activity during the current period.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The total of all new loans made should be transferred to the Statement of Expenditures. The total of all payments received should be transferred to the Statement of Other Income. A transfer is done by placing the words "Total of loans made from Form no. 31-K" or "Total loan payments received from Form no. 31-K," as appropriate to the situa¬tion. If the loan is forgiven, write "Forgiven" in the Outstanding Balance space. The total of all outstanding loans made should appear on line 11 on the cover page.

31-N
R.C. 3517.10

Page _____

Statement of Outstanding Debts

Prescribed by Secretary of State 2/01

Full Name of Committee

To Whom Owed				Prior Amount			Amt. Incurred this Period		
Address				Item or Purpose of Debt			Outstanding Balance		
City	Sta te	Zip Code		**Payments This Period**					
				Date			Amount		
Date Debt was originally Incurred	M	D	Y	M	D	Y	$		
Registration Number, if PAC				M	D	Y			
				M	D	Y			
To Whom Owed				Prior Amount			Amt. Incurred this Period		
Address				Item or Purpose of Debt			Outstanding Balance		
City	Sta te	Zip Code		**Payments This Period**					
				Date			Amount		
Date Debt was originally Incurred	M	D	Y	M	D	Y	$		
Registration Number, if PAC				M	D	Y			
				M	D	Y			
To Whom Owed				Prior Amount			Amt. Incurred this Period		
Address				Item or Purpose of Debt			Outstanding Balance		
City	Sta te	Zip Code		**Payments This Period**					
				Date			Amount		
Date Debt was originally Incurred	M	D	Y	M	D	Y	$		
Registration Number, if PAC				M	D	Y			
				M	D	Y			

If a debt is forgiven, write "Forgiven" in the "Outstanding Balance" column. Transfer total of all payments made in this period to the Statement of Expenditures (Form No. 31-B). Total amount forgiven should be included in the In-Kind Contributions Received (Form No. 31-J-1). Transfer total outstanding debt amount to the cover page.

Total Payments this Period $ _____ (also record on Form 31-B)

Total Outstanding Balance $ _____ (also record on cover page)

Statement of Outstanding Debts — Form 31-N

Outstanding debts occur when money is owed at the end of the reporting period for items or services, and the invoice has been outstanding for 60 days or more. This 60-day rule is applicable only to vendors and is based on standard billing cycles, not on setting aside or holding of invoices by creditors. If at the end of a reporting period a candidate's committee owes the candidate money for items given more than 60 days previously, the debt must be listed as outstanding or the candidate cannot later be repaid [R.C. 3517.13(O)].

The debt form tracks the status of each debt from the time it is first incurred until it is either repaid or forgiven. If a debt is incurred in one reporting period and not repaid, every report filed must continue to show the outstanding debt even though there was no activity during the current period. A corporation engaged in business can only forgive a debt owed by a ballot issue committee. Forgiveness of a debt owed by a non-ballot issue committee would be a contribution by the corporation and therefore illegal (R.C. 3599.03)

The Date Originally Incurred space will remain the same however many times the same debt appears in different reports.

When a debt is first incurred, the Prior Amount block will be blank. Thereafter, the Amount Incurred this Period space will generally be left blank unless an additional charge is added to the outstanding balance of a debt.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

Date blocks should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

If a debt is forgiven, write the word "Forgiven" in the Outstanding Balance space.

The total of all payments made during the reporting period is transferred to the Statement of Expenditures (Form 31-B). The total of all debts forgiven is transferred to the In-Kind Contributions Received form. The total of all out¬standing debts should appear on line 10 on the cover page.

31-P
R.C. 3517.108

Page _____

Contributions for Debt Retirement

Prescribed by Secretary of State 03/05

Name of Committee in Full							
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	
Full Name of Contributor	Employer/Occupation/Labor Organization*		Registration Number, if PAC				
Street Address	Name of Creditor		Enter date of Contribution below			Amount	
City	Sta te	Zip Code	M	D	Y	Amount Debt Remaining	

* Required for contributions from individuals over $100 to statewide and general assembly candidates. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of $100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Page Total $ _____

Contributions For Debt Retirement — Form 31-P

This form is for use by statewide and general assembly candidates only.

Contributions received for the purpose of retiring specific debts must be kept in a separate bank account from other funds.

Contributions received to retire debt may only be accepted during the election period immediately following the election period during which the obligation was incurred. (R.C. 3517.108)

Each contribution received must indicate toward which debt it will be applied. This is reflected by completion of the name of creditor block.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The sum of all contributions for Debt Retirement should be transferred to the Statement of Contributions Received Form No. 31-A. Under Full Name of Contributor on Form 31-A, state "Contributions for Debt Retirement."

Excess funds remaining after the debt(s) is paid can be donated to a 501(c) nonprofit charity or refunded to the contributors. It cannot be donated to the Ohio Elections Commission Fund. Contributions for Debt Retirement may only be made by individuals, PACs, political contributing entities and the campaign committees of other candidates.

31-U
R.C. 3517.105

Page _____

Independent Expenditures Made by a Campaign Committee, PAC, Political Contributing Entity, Political Party or Legislative Campaign Fund

Prescribed by Secretary of State 07/05

Name of Committee in Full						
Candidate or Ballot Issue	☐ Support ☐ Oppose	If Candidate, Office Sought				
To Whom Paid						
Address	Purpose		M	D	Y	Amount
City	State	Zip Code				
Candidate or Ballot Issue	☐ Support ☐ Oppose	If Candidate, Office Sought				
To Whom Paid						
Address	Purpose		M	D	Y	Amount
City	State	Zip Code				
Candidate or Ballot Issue	☐ Support ☐ Oppose	If Candidate, Office Sought				
To Whom Paid						
Address	Purpose		M	D	Y	Amount
City	State	Zip Code				
Candidate or Ballot Issue	☐ Support ☐ Oppose	If Candidate, Office Sought				
To Whom Paid						
Address	Purpose		M	D	Y	Amount
City	State	Zip Code				
Candidate or Ballot Issue	☐ Support ☐ Oppose	If Candidate, Office Sought				
To Whom Paid						
Address	Purpose		M	D	Y	Amount
City	State	Zip Code				

Page Total $ _____

Independent Expenditures Made by a Campaign Committee, PAC, Political Party or Legislative Campaign Fund — Form 31-U

For purpose of this form, an independent expenditure is an expenditure for or against a candidate or ballot issue that is not made with the consent of, or coordinated with, the candidate's campaign committee, a registered PAC, a political contributing entity or its agent. If the item or service provided was made with the consent of, or coordinated in some manner with, the recipient of the benefit, it should instead be reported as an in-kind contribution [R.C. 3517.01(B)(17)].

Any expenditure by a political party for the purpose of financing communications advocating the election or defeat of a candidate for judicial office must be reported as an independent expenditure on this form. [R.C. 3517.105(D)]

This form is filed as part of a committee's campaign finance report. Different forms exist for individuals or groups that are not otherwise required to file campaign finance reports.

The Candidate or Ballot Issue block should reflect the name of the person or ballot issue that is being supported or opposed.

The To Whom Paid block and the address should reflect the name and address of the vendor from whom the goods or services were purchased.

The Date block should be completed with six digits. For example, March 9, 2009, would appear as 03 09 09.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The total of all independent expenditures made appears both on the last line of the cover page and as a transfer to Form 31-B for inclusion in the total amount of expenditures.