**OFFICE OF THE**
Ohio Secretary of State

# Audit Checklist

**For Use by Board of Elections**

**Name of:** ☐ **Candidate** ☐ **PAC** ☐ **Party** _____

Year _____ Report Type _____ Examined By: _____

**Letter?** ☐ Yes ☐ No Date Received (MM/DD/YYYY) _____

Certified Mail Tracking # _____ **Response Received?** ☐ Yes ☐ No Date (MM/DD/YYYY) _____

Start Date (MM/DD/YYYY) _____ Complete Date (MM/DD/YYYY) _____

## COVER PAGE

- ☐ Committee and street address provided
- ☐ Report balances within 1% or less
- ☐ Correct type of report and date of election indicated
- ☐ Cover page audit indicates balance
- ☐ 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

## CONTRIBUTIONS RECEIVED

- ☐ Complete contributor names provided (Initials may require clarification)
- ☐ Dates Provided
- ☐ Dates are from appropriate reporting period
- ☐ Address provided including zip codes
- ☐ Form provided, I.e. cash, check, etc.
- ☐ Amount provided
- ☐ Contributions from state PACs include registration number
- ☐ Partnership or unincorporated businesses include name of company and individual. **NO PRE-DISTRIBUTION LANGUAGE**
- ☐ Fund-raiser itemization exemption not based on ticket price (i.e. 25 tickets sold @ $10)
- ☐ No Cash contributions totaling over $100 from any source
- ☐ No corporate or non PCE labor organization contributions received (except ballot-issue committees)
- ☐ Explanation of efforts to determine identity of anonymous contributions provided
- ☐ Contributions from Officeholder employees reported on appropriate form (31-G)
- ☐ Fund-raiser contributions on proper form (31-E)
- ☐ Separate forms for each fund-raising event; no ongoing fund-raisers
- ☐ Other Income form lists all refunds, interest, uncashed checks, own committee's NSF checks and loan transfers
- ☐ Appropriate category indicated on Other Income form
- ☐ Correct total of Contributions transferred to correct cover page line
- ☐ Correct total of Other Income transferred to correct cover page line

**CROSS CHECKS**

- ☐ Contributing entities report corresponding expenditures
- ☐ Expenditures reported by recipient
- ☐ Contributing organizations registered as PAC or PCE when appropriate

**IN-KIND CONTRIBUTIONS**

- ☐ Dates provided
- ☐ Adequate description of item or service
- ☐ Complete names
- ☐ Amounts provided
- ☐ Addresses provided for in-kind received
- ☐ Totals ***not*** included in cover page monetary lines
- ☐ Complete names provided for in-kind made
- ☐ Totals transferred to appropriate lines on cover page
- ☐ Addresses provided for in-kind made
- ☐ Complete names

**EXPENDITURES**

- ☐ Dates provided
- ☐ Dates are from appropriate reporting period
- ☐ Names provided
- ☐ Addresses provided with zip codes (except for banks, post offices, utilities or gasoline companies)
- ☐ Adequate purpose provided (Expenses, Reimbursement, or Services too vague)
- ☐ Any reimbursement includes copies of receipts for verification
- ☐ Only charitable, election-related or related to duties of public office expenses made
- ☐ No personal or business use of campaign funds by candidates
- ☐ Credit card payments itemized by underlying vendors
- ☐ Total of all non-fund-raiser expenses transferred to correct cover page line
- ☐ Total of independent expenditures made transferred to last line of cover page as well vendor entry on expend
- ☐ Cancelled check or receipt copies attached for each expense over $25
- ☐ PAC checks include full name and address
- ☐ Establishment, Administrative form used only by corporate or labor organization PACs

**LOANS**

- ☐ Complete names provided
- ☐ Addresses provided
- ☐ Dates provided
- ☐ Balance equals amt outst from prior period + amount incurred this period - any payments made this period
- ☐ 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
- ☐ Total still outstanding transferred to appropriate line on cover page
- ☐ Credit card payments itemized by underlying vendors

**DEBTS**

- ☐ Complete names provided
- ☐ Addresses provided
- ☐ Dates provided
- ☐ Balance equals amt outst from prior period + amount incurred this period - any payments made this period
- ☐ 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 organization except to ballot issues

**OTHER**

- ☐ Report legible
- ☐ Corporate and labor organization contributors to issues filed a timely 30-B-1 form

**LIMITS**

- ☐ Contributions to PACs (all levels, except for ballot-issue) within applicable limit
- ☐ Expenses from PACs, PCEs and county party 'other' account to Statewide and GA candidates within limits

***See Current Limit Chart***

Audit letter must be sent by certified mail to verify receipt.
Statutory time for response to an audit is 21 Days. R.C. 3517.11

**Notes:** _____

Frank LaRose
Ohio Secretary of State

# Designation of Treasurer

Form 30-D

R.C. 3517.10

**TYPE OF FILING:** ☐ NEW ☐ UPDATE

**COMMITTEE TYPE:** ☐ Candidate ☐ PAC ☐ PCE ☐ Political Party ☐ Legislative Campaign Fund

**If update, please check the appropriate reason(s):**

- ○ Change of Committee Name. Prior Name was: _____
- ○ Change of Filing Location. Prior Location was: _____ New Location is: _____
- ○ Change of Office Sought. Previous Office Sought: _____ New Office Sought: _____
- ○ Change of Treasurer Info ☐ Designation or Change of Deputy Treasurer Info
- ○ Change of address/phone/email for: ○ Committee ○ Treasurer ○ Deputy Treasurer ○ Candidate
- ○ Other Please Explain: _____

## All Committees

| Full Name of Committee | | | PAC # (if Updated) |
|---|---|---|---|
| Street Address | City | State | Zip |
| Telephone | Email | | |
| Treasurer | Telephone | Email | |
| Street Address | City | State | Zip |
| Deputy Treasurer (if any) | Telephone | Email | |
| Street Address | City | State | Zip |

## Candidate Committees Only

| Full Name of Candidate | | | Email |
|---|---|---|---|
| Street Address | City | State | Zip |
| Office Sought | Subdivision/District | Party Affiliation/Independent/Non-Partisan | Election Year |

## Political Action Committees Only

| PAC is sponsored by: ○ Labor Organization ○ Corporation ○ Not Sponsored | If Sponsored, Name the Sponsor | Acronym Used (if any) |
|---|---|---|
| | If Ballot Issue PAC, list issue | |
| Is this a Ballot Issue PAC ○ Yes ○ No | **PACs and PCEs Only** | List any Affiliated PACs/PCEs |

| | | | |
|---|---|---|---|
| | | | |
| Signature of Treasurer or Deputy Treasurer | Date (MM/DD/YYYY) | **Signature of Candidate or Authorized Party** | Date (MM/DD/YYYY) |

# Instructions for Designation of Treasurer (DOT) Form 30-D

This form must be filed before a candidate campaign committee, political action committee (PAC), political contributing entity (PCE), legislative campaign fund or political party makes any expenditures or receives any contributions, pursuant to R.C. 3517.10(D), and acts as the official registration document for the committee. In addition, is also used to update any information related to the original designation, such as the address information, name of the committee, office sought, or to appoint a new treasurer or deputy treasurer.

For an original designation of treasurer, please select NEW. To update an existing committee's designation of treasurer, please select UPDATE, and choose which item(s) that is being updated. For all filings, please select the type of committee. **This form should be completed in its entirety each time it is submitted.**

**All Committees**
On an original designation, complete this with the name of the committee. Pursuant to RC 3517.10(D), the name of a campaign committee shall include at least the last name of the campaign committee's candidate. If there are two or more beneficiaries of a single campaign committee, the name shall include the last name of each candidate beneficiary. Sponsored PACs shall include the name of the sponsoring organization, or a clearly recognized abbreviation or acronym by which the sponsoring organization is commonly known, pursuant to OAC 111:2-1-04. A political party should distinguish the type of account being registered by adding the account type after the political party name (e.g. *XYZ Party Restricted Fund*).

For an update that is changing the committee name, this field should be completed with the **updated** name of the committee. In addition, please indicate the prior committee name in the appropriate field above.

The PAC registration number field should only be completed for **updated** filings of statewide PACs, where a PAC registration has been assigned by the Secretary of State's office.

List the address of the campaign committee and any email address that should be associated with the committee. If the committee files reports electronically, the email address will be used to transmit electronic filing information from the examining authority.

Include the full name and address of the treasurer. R.C. 3517.081 allows the committee to appoint a deputy treasurer. Include the full name and address of the deputy treasurer, if applicable.

A complete **street address** must be provided in each required address field. A post office box may be provided in addition to, but not in lieu of, the required street address (R.C. 3517.10(F)).

**Candidate Campaign Committee**
This section should be completed by candidate campaign committees only. List the full name and address of the candidate. Also list the party affiliation, office sought, and district/subdivision for that office.

**Political Action Committees**
This section should be completed by PACs only. If this is a ballot issue PAC, please list the ballot issue. If this PAC is sponsored by a labor organization, corporation, or other business entity, please list the sponsoring organization and any acronym used.

**PACs and PCEs**
This section should list any affiliated PACs and/or PCEs.

**Signature**
This form **shall** be signed by the treasurer and/or deputy treasurer when submitted, acknowledging their appointment.

If this form is being submitted by a candidate campaign committee, the candidate shall sign in the designated space. If the form is being submitted by a PAC, PCE or political party, any authorized person shall sign in the designated space.

Frank LaRose
Ohio Secretary of State

# Ohio Campaign Finance Report

**Form 30-A**

ORC 3517.10

| Committee Name | Office Sought | District |
|---|---|---|
| | | |

| Street Address | City | State | Zip |
|---|---|---|---|
| | | | |

| Candidate Name OR PAC Registration Number | Treasurer Name | Election Date (MM/DD/YYYY) |
|---|---|---|
| | | |

**Type of Report** (choose one):

☐ Annual ☐ Semiannual ☐ Pre-Primary ☐ Post-Primary ☐ Pre-General ☐ Post-General

Statewide Candidates Only:

☐ July Monthly ☐ August Monthly ☐ September Monthly

Year

| **Amended Report** | **Termination** | **Short Form Report** (R.C. 3517.10(H)) |
|---|---|---|
| ☐ No ☐ Yes | ☐ Check this box if the committee wishes to terminate with this report | ☐ Check this box if the committee is filing a short term report. See attached instructions. |

| | |
|---|---|
| **1. Amount brought forward from last report** | |
| **2. Total monetary contributions** (From Forms 31-A and 31-E) | |
| **3. Total other income** (From Form 31-A-2) | |
| **4. Total funds available** (sum of lines 1, 2, 3) | |
| **5. Total monetary expenditures** (From Forms 31-B and 31-F) | |
| **6. Balance on hand** (line 4 minus line 5) | |
| **7. Value of in-kind contributions received** (From Form 31-J-1) | |
| **8. Value of in-kind contributions made** (From Form 31-J-2) | |
| **9. Outstanding loans owed by committee** (From Form 31-C) | |
| **10. Outstanding debts owed by committee** (From Form 31-N) | |
| **11. Outstanding loans owed to committee** (From Form 31-K) | |
| **12. Value of independent expenditures made** (From Form 31-U) | |

**THIS STATEMENT IS MADE UNDER PENALTY OF ELECTION FALSIFICATION.**
**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

Signature of Treasurer or Deputy Treasurer

Date (MM/DD/YYYY)

| Contribution Pages | Expenditure Pages | Other Pages | Total Pages |
|---|---|---|---|
| | | | |

Last Updated 09/2017

## Instructions for the Ohio Campaign Finance Report (Cover Page) Form 30-A

The Ohio Campaign Finance Report, commonly referred to as the Cover Page, identifies the committee filing the report and what reporting period is covered. It also summarizes the details of the report. The cover page is not a substitute for listing detailed information on the appropriate forms, unless the committee qualifies for the Short Form Report (see below).

**Committee Information**
Complete the top section of the form with all the information required for the specific type of committee.

**Type of Report**
Select the type of report being filed and enter the appropriate year. Only statewide candidates file monthly reports, and only in the year in which they run for election.

**Amended Report**
Amended Report should be marked "No" for all original reports. The 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 corrected report with an original filing (e.g., do not attach canceled check copes from a prior report to a subsequent report).

**Terminations**
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 in the Termination section.

**Short Form Report**
If a candidate has no activity before January 1 of the year in which the candidate appears on the ballot, and spends $500 or less and receives $500 or less in that same year in which the candidate appears on the ballot, then only the cover page of the campaign finance report is required to be filed at either the post-primary or post-general filing deadline. If a candidate is filing a Short Form Report, mark the box in this section. For more information on the Short Form Report requirements, please see Chapter 2 of the Ohio Campaign Finance Handbook.

**Activity (lines 1 through 12)**
Lines 1 through 6 relate to the actual monetary transactions (contributions, other income/interest, and expenditures) that occurred during the reporting period for which the report is being filed.
**Line 1** should be the same as the ending balance on hand of the last report filed. For a newly established committee, this line will reflect $0.
**Lines 2, 3, and 5** should be completed by transferring the amounts from the corresponding forms to the Cover Page.
**Lines 4 and 6** should be computed as the form instructs. *Note:* Line 6 should never reflect a negative number, as that would indicate the committee spent more than it received.
**Lines 7 through 12** are statements of valuation for non-monetary transactions, as disclosed on the corresponding forms. These totals will not affect the Line 6 total.
If there is no activity corresponding to a line, that line total should reflect $0.

**Signatures**
A candidate campaign committee report must be signed by the treasurer or deputy treasurer. A candidate cannot sign the report unless he or she is the treasurer or deputy treasurer. PAC, PCE, political party and legislative campaign committee reports must be signed by the treasurer or deputy treasurer.

**Cover Page Numbering Guide -**
**Contribution Pages:** 31-A, 31-A-2, 31-E, 31-J-1, 31-G, 30-C, 31-P, 31-R, 31-T
**Expenditure Pages:** 31-B, 31-F, 31-J-2, 31-I, 31-M, 31-U
**Other Pages:** 30-A, 31-C, 31-N, 31-K

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Contributions Received

**Form 31-A**

ORC 3517.10

**Full Name of Committee**

| Full Name of Contributor | | | | Registration Number, if PAC |
|---|---|---|---|---|
| Street Address | Employer/Occupation/Labor Organization* | | | Form (Cash, Check, etc.) |
| City | State | Zip Code | Date (MM/DD/YYYY) | Amount |

| Full Name of Contributor | | | | Registration Number, if PAC |
|---|---|---|---|---|
| Street Address | Employer/Occupation/Labor Organization* | | | Form (Cash, Check, etc.) |
| City | State | Zip Code | Date (MM/DD/YYYY) | Amount |

| Full Name of Contributor | | | | Registration Number, if PAC |
|---|---|---|---|---|
| Street Address | Employer/Occupation/Labor Organization* | | | Form (Cash, Check, etc.) |
| City | State | Zip Code | Date (MM/DD/YYYY) | Amount |

| Full Name of Contributor | | | | Registration Number, if PAC |
|---|---|---|---|---|
| Street Address | Employer/Occupation/Labor Organization* | | | Form (Cash, Check, etc.) |
| City | State | Zip Code | Date (MM/DD/YYYY) | Amount |

| Full Name of Contributor | | | | Registration Number, if PAC |
|---|---|---|---|---|
| Street Address | Employer/Occupation/Labor Organization* | | | Form (Cash, Check, etc.) |
| City | State | Zip Code | Date (MM/DD/YYYY) | 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, 2005, would appear as 03 09 05. 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 a 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.

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Other Income

**Form 31-A-2**

R.C. 3517.10(B)

| **Full Name of Committee** | | | |
|---|---|---|---|
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |
| Full Name of Contributor | | | Registration Number, if PAC |
| Street Address | Type* Refund | Date (MM/DD/YYYY) | Form (Cash, Check, etc.) |
| City | State OH | Zip Code | Amount |

* 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 Contributions Received* - **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, 2005, would appear as 03 09 05.

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.

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Expenditures

**Form 31-B**

R.C. 3517.10

| **Full Name of Committee** | | | |
|---|---|---|---|
| To Whom Paid | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | |
| City | State OH | Zip Code | Check Number |
| To Whom Paid | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | |
| City | State OH | Zip Code | Check Number |
| To Whom Paid | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | |
| City | State OH | Zip Code | Check Number |
| To Whom Paid | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | |
| City | State OH | Zip Code | Check Number |
| To Whom Paid | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | |
| City | State OH | 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 street address.

The Date block should be completed with six digits. For example, March 9, 2001, would appear as 03 09 01.

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.

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Loans Received

**Form 31-C**

R.C. 3517.10

| **Full Name of Committee** | | | | | | |
|---|---|---|---|---|---|---|
| From Whom Received | | | | Prior Amount | Amt. Incurred this Period | |
| Street Address | | | | | Outstanding Balance | |
| City | State | Zip Code | **Loans Received This Period** | | **Payments This Period** | |
| Date Loan was Originally Incurred (MM/DD/YYYY) | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | Amount |
| Registration Number, if PAC | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | Amount |
| Employer/Occupation/Labor Organization* | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | Amount |
| From Whom Received | | | | Prior Amount | Amt. Incurred this Period | |
| Street Address | | | | | Outstanding Balance | |
| City | State | Zip Code | **Loans Received This Period** | | **Payments This Period** | |
| Date Loan was Originally Incurred (MM/DD/YYYY) | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | Amount |
| Registration Number, if PAC | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | Amount |
| Employer/Occupation/Labor Organization* | | | Date of Loan (MM/DD/YYYY) | Amount | Date of Payment (MM/DD/YYYY) | 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)]

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).

Total Prior Amount $ _____

Total Received This Period $ _____ (also record on Form 31-A-2)

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

Total Outstanding Balance $ _____ (also record on Form 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,

The Date block should be completed with six digits. For example, March 9, 2005, would appear as 03 09 05.

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.

Frank LaRose
Ohio Secretary of State

Event Date _____ Page ____

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

**Form 31-E**

R.C. 3517.10(B)

| **Full Name of Committee** | | | | |
|---|---|---|---|---|
| Full Name of Contributor | | | Registration Number, if PAC | |
| Street Address | Employer/Occupation/Labor Organization* | | Date (MM/DD/YYYY) | Amount |
| City | State | Zip Code | Form (Cash, Check, Etc | |
| Full Name of Contributor | | | Registration Number, if PAC | |
| Street Address | Employer/Occupation/Labor Organization* | | Date (MM/DD/YYYY) | Amount |
| City | State | Zip Code | Form (Cash, Check, Etc | |
| Full Name of Contributor | | | Registration Number, if PAC | |
| Street Address | Employer/Occupation/Labor Organization* | | Date (MM/DD/YYYY) | Amount |
| City | State | Zip Code | Form (Cash, Check, Etc | |
| Full Name of Contributor | | | Registration Number, if PAC | |
| Street Address | Employer/Occupation/Labor Organization* | | Date (MM/DD/YYYY) | Amount |
| City | State | Zip Code | Form (Cash, Check, Etc | |
| Full Name of Contributor | | | Registration Number, if PAC | |
| Street Address | Employer/Occupation/Labor Organization* | | Date (MM/DD/YYYY) | Amount |
| City | State | 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, 2005, would appear as 03 09 05.

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.

Frank LaRose
Ohio Secretary of State

Date _____ Page ____

# Statement of Expenditures for Social or Fund-Raising Event

**Form 31-F**
R.C. 3517.10

| **Full Name of Committee** | | | | |
|---|---|---|---|---|
| To Whom Paid | | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | | |
| City | State | Zip Code | Check Number | |
| To Whom Paid | | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | | |
| City | State | Zip Code | Check Number | |
| To Whom Paid | | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | | |
| City | State | Zip Code | Check Number | |
| To Whom Paid | | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | | |
| City | State | Zip Code | Check Number | |
| To Whom Paid | | | Date (MM/DD/YYYY) | Amount |
| Street Address | Purpose | | | |
| City | State | 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, 2001, would appear as 03 09 01.

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.

Frank LaRose
Ohio Secretary of State



# Contributors in Officeholder's Employ

**Form 31-G**
R.C. 3517.10

**Full Name of Committee**

| | | | | |
|---|---|---|---|---|
| Full Name of Contributor | | | | |
| Street Address | | | Date (MM/DD/YYYY) | Amount |
| City | State OH | Zip Code | Form (Cash, Check, etc.) | |
| Full Name of Contributor | | | | |
| Street Address | | | Date (MM/DD/YYYY) | Amount |
| City | State OH | Zip Code | Form (Cash, Check, etc.) | |
| Full Name of Contributor | | | | |
| Street Address | | | Date (MM/DD/YYYY) | Amount |
| City | State OH | Zip Code | Form (Cash, Check, etc.) | |
| Full Name of Contributor | | | | |
| Street Address | | | Date (MM/DD/YYYY) | Amount |
| City | State OH | Zip Code | Form (Cash, Check, etc.) | |

The above are employees of a unit or department under the direct supervision and control of _____ ,
Name of Officeholder

who currently holds the public office _____ .
Name of Public Office

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, 2001, would appear as 03 09 01.

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.

Frank LaRose
Ohio Secretary of State

Page ____

# In-Kind Contributions Received

**Form 31-J-1**
R.C. 3517.10

**Full Name of Committee**

| Full Name of Contributor | Employer, Occupation, Labor Organization* | Registration Number, if PAC |
|---|---|---|
| Street Address | Description of Item or Service | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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 | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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 | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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 | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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 | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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 | Date (MM/DD/YYYY) / Fair Market Value |
| City / State / 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, 2005, would appear as 03 09 05.

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 $325* 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 $325* 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.

**This amount subject to contribution limit adjustment every two years*

Frank LaRose
Ohio Secretary of State

Page ____

# In-Kind Contributions Made

**Form 31-J-2**
R.C. 3517.10

| **Full Name of Committee** | | | | |
|---|---|---|---|---|
| Recipient Committee | | | | |
| Street Address | Description of Item or Service | | Date (MM/DD/YYYY) | Fair Market Value |
| City | State OH | Zip Code | | |
| Recipient Committee | | | | |
| Street Address | Description of Item or Service | | Date (MM/DD/YYYY) | Fair Market Value |
| City | State OH | Zip Code | | |
| Recipient Committee | | | | |
| Street Address | Description of Item or Service | | Date (MM/DD/YYYY) | Fair Market Value |
| City | State OH | Zip Code | | |
| Recipient Committee | | | | |
| Street Address | Description of Item or Service | | Date (MM/DD/YYYY) | Fair Market Value |
| City | State OH | Zip Code | | |
| Recipient Committee | | | | |
| Street Address | Description of Item or Service | | Date (MM/DD/YYYY) | Fair Market Value |
| City | State OH | 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, 2001, would appear as 03 09 01.

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.)

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Loans Made

**Form 31-K**
R.C. 3517.10

**Full Name of Committee**

| To Whom Made | | | Prior Amount | Amount Loaned this Period |
|---|---|---|---|---|
| Street Address | | | [redacted] | Outstanding Balance |
| City | State | Zip Code | **Payments Received This Period** | |
| [redacted] | Date Loan Was Originally Made (MM/DD/YYYY) | | Date of Payment (MM/DD/YYYY) | Amount |
| [redacted] | [redacted] | [redacted] | Date of Payment (MM/DD/YYYY) | Amount |
| [redacted] | [redacted] | [redacted] | Date of Payment (MM/DD/YYYY) | Amount |
| To Whom Made | | | Prior Amount | Amount Loaned this Period |
| Street Address | | | [redacted] | Outstanding Balance |
| City | State | Zip Code | **Payments Received This Period** | |
| [redacted] | Date Loan Was Originally Made (MM/DD/YYYY) | | Date of Payment (MM/DD/YYYY) | Amount |
| [redacted] | [redacted] | [redacted] | Date of Payment (MM/DD/YYYY) | Amount |
| [redacted] | [redacted] | [redacted] | Date of Payment (MM/DD/YYYY) | Amount |

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)

Page 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, 2001, would appear as 03 09 01.

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 situation. 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.

Frank LaRose
Ohio Secretary of State

Page ____

# Statement of Outstanding Debts

**Form 31-N**
R.C. 3517.10

**Full Name of Committee**

| To Whom Owed | | | Prior Amount | Amount Incurred this Period |
|---|---|---|---|---|
| Street Address | | | Item or Purpose of Debt | Outstanding Balance |
| City | State | Zip Code | **Payments This Period** | |
| | Date Debt was Originally Incurred (MM/DD/YYYY) | | Date of Payment (MM/DD/YYYY) | Amount |
| Registration Number, if PAC | | | Date of Payment (MM/DD/YYYY) | Amount |
| | | | Date of Payment (MM/DD/YYYY) | Amount |
| To Whom Owed | | | Prior Amount | Amount Incurred this Period |
| Street Address | | | Item or Purpose of Debt | Outstanding Balance |
| City | State | Zip Code | **Payments This Period** | |
| | Date Debt was Originally Incurred (MM/DD/YYYY) | | Date of Payment (MM/DD/YYYY) | Amount |
| Registration Number, if PAC | | | Date of Payment (MM/DD/YYYY) | Amount |
| | | | Date of Payment (MM/DD/YYYY) | Amount |

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, 2001, would appear as 03 09 01.

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 outstanding debts should appear on line 10 on the cover page.

Frank LaRose
Ohio Secretary of State

# Contributions from a Corporation or Labor Organization Supporting or Opposing a Ballot Issue

**Form 30-B-1**

ORC 3599.03

| Name of Corporation or Labor Organization | | | |
|---|---|---|---|
| Street Address | City | State | Zip |

**Type of Report:**

☐ Pre-Primary ☐ Pre-General ☐ Pre-Special ☐ Annual Year

☐ Post-Primary ☐ Post-General ☐ Post-Special ☐ Semiannual Year

**Election Date (MM/DD/YYYY)**

## Contribution Information

| Receiving Committee | | | | Date (MM/DD/YYYY) |
|---|---|---|---|---|
| Street Address | City | State | Zip | Amount |
| Ballot Issue Description/Ballot Issue Number | | Cash/Check/Item/Service | | |

| Receiving Committee | | | | Date (MM/DD/YYYY) |
|---|---|---|---|---|
| Street Address | City | State | Zip | Amount |
| Ballot Issue Description/Ballot Issue Number | | Cash/Check/Item/Service | | |

| Receiving Committee | | | | Date (MM/DD/YYYY) |
|---|---|---|---|---|
| Street Address | City | State | Zip | Amount |
| Ballot Issue Description/Ballot Issue Number | | Cash/Check/Item/Service | | |

| Receiving Committee | | | | Date (MM/DD/YYYY) |
|---|---|---|---|---|
| Street Address | City | State | Zip | Amount |
| Ballot Issue Description/Ballot Issue Number | | Cash/Check/Item/Service | | |

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

Signature of Authorized Representative

Date (MM/DD/YYYY)

Print Name and Title

## Instructions for Contributions from a Corporation or Labor Organization Supporting or Opposing a Ballot Issue Form 30-B-1

This form is used when a corporation or labor organization makes a contribution directly to a ballot issue or levy committee. This includes either monetary or in-kind contributions. This form is filed with the Secretary of State for statewide issues. If the ballot issue or levy is not statewide, then this form should be filed with the appropriate county board(s) of elections.

The corporation or labor organization is responsible for filing this form. This form should **not** be filed by a campaign committee, PAC, political contributing entity, legislative campaign fund or political party. If a corporate-sponsored or labor organization-sponsored PAC makes a contribution, the appropriate place to report that expenditure is the PAC report.

**Filing Individual/Entity Information**
Complete the section of the form that provides the name and address of corporation or labor organization that made the contribution.

**Report Type and Election Date**
Indicate the type of report being filed and the year in which the report is being filed. Also indicate the specific election date, if any, that the issue is on the ballot for which the contribution was made.

**Contribution Information**
Indicate the committee receiving the contribution. If the contribution was in-kind, a description of the item or service should be included in the appropriate space. If the contribution was monetary, cash or check should be indicated. Complete this information for each contribution made. If necessary, attach additional sheets.

**Reporting Requirements**
A **pre-election** filing is due by 4pm 12 days before an election if $1,000 or more in contributions were made by the 20th day before the election.

A **post-election** filing is due by 4pm 38 days after the election if either:

1. Contributions were made totaling less than $1,000 by the 20th day before the election and no pre-election filing was made; or

Any contributions were made between the 20th day before the election and the 31st day after the election.

Frank LaRose
Ohio Secretary of State

# Independent Expenditures from a Corporation or Labor Organization Supporting or Opposing a Ballot Issue

**Form 30-B-2**

ORC 3517.105

| Name of Corporation or Labor Organization | | | |
|---|---|---|---|
| Street Address | City | State | Zip |

**Type of Report:**

☐ Pre-Primary ☐ Pre-General ☐ Pre-Special ☐ Annual Year

☐ Post-Primary ☐ Post-General ☐ Post-Special ☐ Semiannual Year

**Election Date (MM/DD/YYYY)**

## Independent Expenditure Information

| Ballot Issue/Issue Number | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |
| Street Address / City / State / Zip | |
| Purpose / Date (MM/DD/YYYY) / Amount | |

| Ballot Issue/Issue Number | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |
| Street Address / City / State / Zip | |
| Purpose / Date (MM/DD/YYYY) / Amount | |

| Ballot Issue/Issue Number | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |
| Street Address / City / State / Zip | |
| Purpose / Date (MM/DD/YYYY) / Amount | |

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Signature of Authorized Representative

Date (MM/DD/YYYY)

Print Name and Title

## Independent Expenditures from a Corporation or Labor Organization Supporting or Opposing a Ballot Issue Form 30-B-2

This form is used to report an independent expenditure made for or against a candidate or ballot issue by a corporation or labor organization. An independent expenditure is not made with the consent of, or coordinated with the ballot issue committee, or its agent. If the item or service provided was made with the consent of, or in coordination with, the benefiting committee, the contributing corporation or labor organization should report the contribution using Form 30-B-1.

The corporation or labor organization is responsible for filing this form. This form should **not** be filed by a campaign committee, PAC, political contributing entity, legislative campaign fund or political party. If a corporate-sponsored or labor organization-sponsored PAC makes an independent expenditure, the appropriate place to report that expenditure is the PAC report on Form 31-U.

**Filing Individual/Entity Information**
Complete the section of the form that provides the name and address of corporation or labor organization that made the independent expenditure.

**Report Type and Election Date**
Indicate the type of report being filed and the year in which the report is being filed. Also indicate the specific election date, if any, that issue is on the ballot for which the independent expenditure is being made.

**Independent Expenditure Information**
Indicate the ballot issue to which the independent expenditure relates and select whether it is being made to support or oppose the particular ballot issue. Indicate to whom the independent expenditure was made, along with the purpose of the independent expenditure, the date and the amount. Complete this information for each independent expenditure made. If necessary, attach additional sheets.

**Reporting Requirements**
A **pre-election** filing is due by 4pm 12 days before an election if $1,000 or more in independent expenditures were made by the 20th day before the election.

A **post-election** filing is due by 4pm 38 days after the election if either:

1. Independent expenditures were made totaling less than $1,000 by the 20th day before the election and no pre-election filing was made; or
2. Any independent expenditures were made between the 20th day before the election and the 31st day after the election.

Frank LaRose
Ohio Secretary of State

# Independent Expenditures made by Individuals, Partnerships or Other Entities

**Form 30-E**

ORC 3517.105

| Name of Individual, Partnership, or Other Entity | | | |
|---|---|---|---|
| Street Address | City | State | Zip |

**Type of Report:**

☐ Pre-Primary ☐ Pre-General ☐ Pre-Special ☐ Annual Year

☐ Post-Primary ☐ Post-General ☐ Post-Special ☐ Semiannual Year

**Election Date (MM/DD/YYYY)**

## Independent Expenditure Information

| Candidate or Ballot Issue | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |

| Street Address | City | State | Zip |
|---|---|---|---|
| Purpose | Date (MM/DD/YYYY) | Amount | |

| Candidate or Ballot Issue | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |

| Street Address | City | State | Zip |
|---|---|---|---|
| Purpose | Date (MM/DD/YYYY) | Amount | |

| Candidate or Ballot Issue | ☐ Support ☐ Oppose |
|---|---|
| To Whom Paid | |

| Street Address | City | State | Zip |
|---|---|---|---|
| Purpose | Date (MM/DD/YYYY) | Amount | |

Other Entities do **not** include corporations, labor organizations, campaign committees, legislative campaign funds, PACs, PCEs or political parties.

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Signature of Authorized Representative

Date (MM/DD/YYYY)

Print Name (and Title, if Applicable)

## Instructions for Independent Expenditures made by Individuals, Partnerships or Other Entities Form 30-E

This form is used to report an independent expenditure made for or against a candidate or ballot issue. An independent expenditure is not made with the consent of, or coordinated with the candidate's campaign committee, a registered PAC or ballot issue committee, a political contributing entity or its agent. If the item or service provided was made with the consent of, or in coordination with, the benefiting committee, no reporting requirement exists for the individuals, partnerships or other entities making the expenditure. For ballot issues only, independent expenditures of less than or equal to $100 were made, this form is not required to be filed.

This form stands alone and should **not** be filed by a campaign committee, PAC, political contributing entity, legislative campaign fund or political party. Registered committees that make independent expenditures should file Form 31-U. If corporations or labor organizations make independent expenditures in regards to a ballot issue, those expenditures are filed on Form 30-B-2.

**Filing Individual/Entity Information**
Complete the section of the form that provides the name and address of the individual, partnership or other entity that made the independent expenditure.

**Report Type and Election Date**
Indicate the type of report being filed and the year in which the report is being filed. Also indicate the specific election date, if any, that the candidate or issue is on the ballot for which the independent expenditure is being made.

**Independent Expenditure Information**
Indicate the candidate or ballot issue to which the independent expenditure relates and select whether it is being made to support or oppose the particular candidate or ballot issue. Indicate to whom the independent expenditure was made, along with the purpose of the independent expenditure, the date and the amount. Complete this information for each independent expenditure made. If necessary, attach additional sheets.

**Reporting Requirements**
A **pre-election** filing is due by 4pm 12 days before an election if $1,000 or more in independent expenditures were made by the 20th day before the election.

A **post-election** filing is due by 4pm 38 days after the election if either:

1. Independent expenditures were made totaling less than $1,000 by the 20th day before the election and no pre-election filing was made; or
2. Any independent expenditures were made between the 20th day before the election and the 31st day after the election.

A **Semiannual** filing is due by 4pm on the last business day of July if any independent expenditures were made between the last day reflected in the previously filed statement, if any, to the close of business on the last day of June of that year.

An **Annual** filing is due by 4pm on the last business day of January if any independent expenditures were made between the 31st day after the election of the December 31st of the reporting year.

Frank LaRose
Ohio Secretary of State

Page ____

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

**Form 31-U**

R.C. 3517.105

**Full Name of Committee**

| Candidate or Ballot Issue | ☐ Support ☐ Oppose | If Candidate, Office Sought |
|---|---|---|
| To Whom Paid | | |
| Street Address | Purpose | Date (MM/DD/YYYY) / Amount |
| City | State: OH / Zip Code | |

| Candidate or Ballot Issue | ☐ Support ☐ Oppose | If Candidate, Office Sought |
|---|---|---|
| To Whom Paid | | |
| Street Address | Purpose | Date (MM/DD/YYYY) / Amount |
| City | State: OH / Zip Code | |

| Candidate or Ballot Issue | ☐ Support ☐ Oppose | If Candidate, Office Sought |
|---|---|---|
| To Whom Paid | | |
| Street Address | Purpose | Date (MM/DD/YYYY) / Amount |
| City | State: OH / Zip Code | |

| Candidate or Ballot Issue | ☐ Support ☐ Oppose | If Candidate, Office Sought |
|---|---|---|
| To Whom Paid | | |
| Street Address | Purpose | Date (MM/DD/YYYY) / Amount |
| City | State: OH / 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, 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, 2005, would appear as 03 09 05.

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.