

CAMPAIGN FINANCE MANUAL



PALM BEACH COUNTY SUPERVISOR OF ELECTIONS

REVISED 2015

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Introduction

The Palm Beach County Supervisor of Elections office encourages the use of the Campaign Finance Program (C-Finance), for all Treasurer Reports that are filed with this office. This is an online program that is available for your use from any computer with internet access. The C-Finance program requires a username and password in order to access the program. A 'Candidate Information Sheet' must be completed and filed with our office for this purpose. The Supervisor of Elections office will enter the information into the C-Finance program and send an email to you and your campaign treasurer advising you of your username and selected password. Once you have received the email confirmation from our office you are ready to begin.

NOTE: If you do not have a username and password, you will not be able to access the C-Finance program. Please call our office and ask to speak with a member of the Candidate Department.

GETTING STARTED

Log on to www.pbcelections.org

Select **Candidate Information** on the left side of the Home page

Select **Candidate Tools**

Select **Candidate Finance Login**

The following page will appear:



county, FL Super x Candidate Finance Reporting x

https://www.pbcelections.org/cfinanceweb/login.aspx

 **Palm Beach County Candidate Finance Reporting**

Login

Password

[I forgot my password](#)

Login

To obtain candidate login information, contact Palm Beach County Supervisor of Elections at (561) 856-6200 or send an email to mailbox@pbcelections.org

System Requirements:

- You must be running a recent version of browser such as Microsoft Internet Explorer version 5.5 or higher, Firefox 1.0 or higher or Safari 1.0.
- Your browser must be set to allow usage of cookies. (By default, Internet Explorer allows usage of cookies.)

Enter your **username and password** and select **Login**

The **C-Finance Home** page will appear

In the middle of the page under '**Office Sought**' , select the office title.

Campaign finance reporting for Test Candidate \$

Selected Campaign: (please select a campaign to manage)

[Logout](#) [View Reports Summary](#)

Home

Search
Contributions
Expenditures
Fund Transfers

Help
User Manual
Useful Links

[Logout](#)

Welcome to Candidate Finance Reporting

To begin using this system, select a campaign from the list below. You may then enter contributions, expenses and fund transfers by clicking on those words in the left column.

Select the office sought from the list below:

My Campaigns		
Election Date	Office Sought	Status
Nov 08, 2016	President	Filed

My Information

Test Candidate
123 abc
Boynton Beach, 33435
elizee@pbcelections.org

Once you select the office title, the next page will ask: **What would you like to do next?**

Campaign finance reporting for Test Candidate

Election Cycle selected: Test CFinance Election

[Logout](#) [View Reports Summary](#) [Enter Contributions](#) [Enter Expenses](#) [Enter Fund Transfers](#)

Campaign selected

Home

Reports Summary

Enter
Contributions
Expenditures
Fund Transfers

View
Contributions
Expenditures
Fund Transfers

Search
Contributions
Expenditures
Fund Transfers

What would you like to do next?

- Enter a new [contribution](#), [expenditure](#) or [fund transfer](#) .
- View past [contributions](#), [expenditures](#) or [fund transfers](#).
- [Search past records](#).
- [View List of your Reports](#).

You may select your option from the middle of the page (highlighted in blue) or from the left side of the page.

ENTERING A NEW CONTRIBUTION

Fill out all the required fields.

The screenshot shows the 'Enter a Contribution' form. On the left is a green sidebar with navigation links: Home, Reports Summary, Enter (Contributions, Expenditures, Fund Transfers), View (Contributions, Expenditures, Fund Transfers), Search (Contributions, Expenditures, Fund Transfers), and Help (User Manual, Useful Links, Logout). The main form has the title 'Enter a Contribution' in red. It contains the following fields: Contribution Date (4/15/2015, with a calendar icon), Amount (\$100.00), Contribution Type (Cash, with a red arrow pointing to it and the text 'Drop down box for Contribution types'), Contributor Information (with a dropdown menu showing Cash, Check, Dues, In-kind, Interest, Loan, Refund), First Name, Middle Name, Last Name, Name Suffix, Address (1313 S Colony Drive), City (West Palm Beach), State (FL), and Zip (33415). At the bottom are 'Enter' and 'Clear' buttons. A blue arrow points to the calendar icon with the label 'Calendar'.

The **Contributor Type** also has a drop down menu to select from.

This close-up screenshot shows the 'Enter a Contribution' form with the 'Contributor Information' dropdown menu open. The dropdown menu lists the following options: Individual (highlighted in blue), -- Select --, Business (corporations, organizations, groups etc.), Committees (includes PC's, CCE's and Federal Committees), Political Parties (includes federal, state and county executive committees), Other, and Candidate to Themselves. A red arrow points to the dropdown menu with the text 'Drop down box for Contributor Type'. The form fields above and below the dropdown are partially visible, showing Contribution Date (4/15/2015), Amount (\$100.00), Contribution Type (Cash), and Address (1313 S Colony Drive).

After you have entered all the required information for your contributions, select **Enter**.

If the contribution you entered is not within the state's contribution limits, the program will advise you to **Edit, Delete, or Enter Next Contribution**.

Contribution Detail

For informational purposes: This is a cash contribution of greater than \$50, which exceeds Florida's limit on cash contributions a candidate may receive from any one contributor.

Record was saved to amendment filing: 2015-M4

Contribution Date: 4/15/2015
Contribution Amount: \$100.00
Contribution Type: CAS
Contributor Type: I
Occupation:
Inkind Description:
Contributor Address: Martha Jones
1313 S Colony Drive
West Palm Beach, FL 33415

Filing Status: In Progress

Selecting **Edit** will allow you to go back to the contribution entered and make any necessary changes.

Once the contribution is entered, and is within the Florida Statutes guidelines, a **Contribution Detail** screen will appear.

Contribution Detail

Record was saved to new filing: 2015-M5

Contribution Date: 5/5/2015
Contribution Amount: \$50.00
Contribution Type: CHE
Contributor Type: O
Occupation: Teacher
Inkind Description:
Contributor Address: Mary Smith
240 South Military Trail
West Palm Beach, FL 33415

Filing Status: In Progress

If you have more contributions you can add them at this time, or you may begin entering Expenditures.

ENTERING A NEW EXPENDITURE

On the left side of the screen under **Enter**, select **Expenditures**.

The screenshot shows the 'Enter an Expense' form. On the left is a green sidebar menu with the following items: Home, Reports Summary, Enter, Contributions, Expenditures (highlighted), Fund Transfers, View, Contributions, Expenditures, Fund Transfers, Search, Contributions, Expenditures, Fund Transfers, Help, User Manual, Useful Links, and Logout. The main form area is titled 'Enter an Expense' in red. It contains the following fields: Expenditure Date (calendar icon), Amount: \$ (text input), Expenditure Type (dropdown menu showing '-- Select --'), Purpose of expense (text input), Recipient (radio buttons for Business and Individual), Name (text input), Address (text input), City (text input), State (text input), and Zip (text input). At the bottom are 'Enter' and 'Clear' buttons.

Fill out all the required fields. There is a drop down menu for the **Expenditure Type**.

This screenshot shows the 'Enter an Expense' form with the following data entered: Expenditure Date: 04/15/2015, Amount: \$25.00, Expenditure Type: Monetary (with a dropdown menu open), Purpose of expense: -- Select --, Recipient: Monetary (selected), Name: Credit Card Payment, Address: Petty cash withdrawn, City: Petty cash spent, State: FL, and Zip: 33415. The dropdown menu for Expenditure Type is open, showing options: Monetary, Credit Card Payment, Petty cash withdrawn, Petty cash spent, Refund, Transfer to office account, and Disposition of Funds. A red arrow points to the dropdown menu with the text 'Drop down box for Expenditure Type'. The 'Enter' and 'Clear' buttons are at the bottom.

Once all the information for that expense is entered, select **Enter**.

The **Expense Detail** screen will appear.

After you have entered all the required information for your expenditure you can select **Edit**, **Delete**, or **Enter Next Expense**.

Expense Detail

Record was saved to amendment filing: 2015-M4

Expenditure Date: 4/15/2015
Amount: \$25.00
Type: MON
Purpose: Stamps
Recipient: United States Postal Service
325 Summit Blvd.
West Palm Beach, FL 33415

Filing Status: In Progress



SUBMITTING YOUR REPORT

Once you have entered all your contributions and expenditures *for that reporting period*, you are ready to submit your report. On the left side of the screen select **Reports Summary**.

Under the column heading **Report**, select the report that you need to submit (in blue). Once you have selected the report, a review screen will appear.

Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00

Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015			\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015			\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015			\$0.00	\$50.00	\$0.00	
Totals:				\$1,525.00	\$5,750.00	\$0.00	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- [Change Starting Balances](#)
- [Create Terminating Report.](#)

2015-M5 Report

Period: 5/1/2015 to 5/31/2015
Status: In Progress

[Edit Mode - Preview for Submission](#)

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount	
5/5/2015	Mary Smith	O	CHE	Teacher		\$50.00	view
1							

Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount	
1						

Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount	
1						


On the top right hand side of the screen you will see **Edit Mode-Preview for Submission**.

Once all your contributions and expenditures are entered for the reporting period, select **Preview for Submission**.



This screen will allow you to preview your report documents by selecting the pdf icon before submitting your report.

Located in the middle of the page is a grey box which states: **Submit Filing**

2015-M5 Report
 Period: 5/1/2015 to 5/31/2015
 Status: In Progress

[Edit Mode- Preview for Submission](#)
 Download

Document Preview:

 Summary Report  Contribution Report

Address has changed since last report

Submit Filing

Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
5/5/2015	Mary Smith	O	CHE	Teacher		\$50.00

Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount
------------------	------	---------	------	--------	--------

Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount
------------------	------	--------	------	--------	--------

Once your report is submitted, the following screen will appear.

Home

Reports Summary

Enter

Contributions

Expenditures

Fund Transfers

View

Contributions

Expenditures

Fund Transfers

Search

Contributions

Expenditures

Fund Transfers

Help


User Manual


Useful Links

Logout

Filing Submitted

2015-M5 Report
 Filing Status: Submitted

1.  Summary Report

2.  Contribution Report

■ [Return to Reports Summary](#)

Select the **Summary Report** icon. Print and sign the Summary Report page.

NOTE: Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.

**FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY**

<p>(1) <u>Test Candidate</u> Name</p> <p>(2) <u>123 abc</u> Address (number and street) <u>Boynton Beach, 33435</u> City, State, Zip Code</p> <p><input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED</p> <p>(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): <u>President</u> <input type="checkbox"/> Political Committee <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication</p>	<p>OFFICE USE ONLY</p> <p>(3) ID Number: _____</p> <p><input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED</p>
--	---

(5) REPORT IDENTIFIERS

Cover Period: From 5 / 1 / 2015 To 5 / 31 / 2015 Report Type MS

Original Amendment Special Election Report Independent Expenditure Report

<p>(6) CONTRIBUTIONS THIS REPORT</p> <p>Cash & Checks \$ <u>50.00</u></p> <p>Loans \$ <u>0.00</u></p> <p>Total Monetary \$ <u>50.00</u></p> <p>In-Kind \$ <u>0.00</u></p>	<p>(7) EXPENDITURES THIS REPORT</p> <p>Monetary Expenditures \$ <u>0.00</u></p> <p>Transfers to Office Account \$ <u>0.00</u></p> <p>Total Monetary \$ <u>0.00</u></p> <p>(8) Other Distributions \$ <u>0.00</u></p>
--	---

<p>(9) TOTAL Monetary Contributions To Date \$ <u>200.00</u></p>	<p>(10) TOTAL Monetary Expenditures To Date \$ <u>25.00</u></p>
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(11) CERTIFICATION

It is a first degree misdemeanor for any person to falsify a public record (as. 839.13, F.S.)

<p>I certify that I have examined this report and it is true, correct, and complete.</p> <p>(Type name) _____</p> <p><input type="checkbox"/> Individual (only for electioneering commun.) <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer</p> <p>Y _____ Signature</p>	<p>I certify that I have examined this report and it is true, correct, and complete.</p> <p>(Type name) <u>Test Candidate</u></p> <p><input checked="" type="checkbox"/> Candidate <input type="checkbox"/> Chairperson (only for PC, PTY & electioneering commun. organization)</p> <p>X _____ Signature</p>
---	---

CREATING AN AMENDMENT

Once a report is submitted and the due date for the report has passed, no changes can be made to that report without creating an amended report.

For example:

Your M4 report, which covers 04/01/2015 – 04/30/2015 has been submitted to the Supervisor of Elections office. While entering expenditures to your M5 report you realize you forgot to enter an expenditure to your past report (M4). Follow the instructions for entering an expenditure. Based upon the date of the expenditure C-Finance will create an Amendment for your M4 report.

[Home](#)

[Reports Summary](#)

Enter

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

View

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Search

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Help

[User Manual](#)

[Useful Links](#)

[Logout](#)

2015-M4 Amendment Report

Edit Mode - [Preview](#) [Submitted Report](#)

Period: 4/1/2015 to 4/30/2015
Status: Submitted

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount	
4/2/2015	Danny Smith	C	CHE		ADD	\$600.00	view
4/2/2015	George Washington	I	CHE	SOE	ADD	\$50.00	view
4/2/2015	George Washington	I	CHE	SOE	DEL	(\$500.00)	view

1

Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount	
4/15/2015	United States Postal Service	Stamps	MON	ADD	\$25.00	view

1

Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount	
1						

Follow the instructions for submitting a report. You will need to print and sign the amended report and submit it to the Supervisor of Elections office. Amendments can be made to any report at any time.

WAIVERS

A waiver must be filed for a reporting period in which you had no activity. On the left side of the screen, select **Reports Summary**.

[Home](#)

[Reports Summary](#)

Enter

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

View

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Search

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Help

[User Manual](#)

[Useful Links](#)

[Logout](#)

Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00

Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015			\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015	5/7/2015		\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015			\$0.00	\$0.00	\$0.00	Create Waiver
Totals:				\$1,525.00	\$5,700.00	\$0.00	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- [Change Starting Balances](#)
- [Create Terminating Report.](#)

Create Waiver

Under **Documents** on the right side of the screen it will read: **Create Waiver**.

Select **Create Waiver**. The following screen will appear.

Waiver

Report Type	2015-M5
Due Date	6/10/2015
Reporting Period	5/1/2015 to 5/31/2015

This filing has not been created for you since you have not entered any contributions or expenses that fall in this reporting period. If you have no transactions to report for this reporting period, then you may create a Waiver Report. Otherwise a new report will automatically be created when you enter transactions.

Create Waiver Report

Cancel

The report type, due date, and reporting period are listed on the Waiver page. If you do not have any contributions or expenditures for the reporting period listed then select **Create Waiver Report**.

Once you select Create Waiver Report, the following screen will appear.

Select **Submit Waiver**.

Waiver

Report Type	2015-M5
Due Date	6/10/2015
Reporting Period	5/1/2015 to 5/31/2015

A waiver report has been created, but not submitted yet. Please review it.



Waiver Report

Address has changed since last report

Submit Waiver

Return to Reports Summary (submit later)

Once your report has been submitted, the following screen will appear.

Filing Submitted

2015-M5 Report

Filing Status: Submitted

- 1.
- 2.



Waiver Report

- [Return to Reports Summary](#)

Select the **Waiver Report** icon. Print and sign the Waiver Report page.

NOTE: Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.

WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Test Candidate

President

Name

Office Sought

123 abc

Boynton Beach, 33435

Address

City

State

Zip Code

- Candidate Political Committee Electioneering Communications Organization
 Party Executive Committee

- Check here if address has changed since last report. Check here if PC or ECO has DISBANDED and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

- MONTHLY REPORT PRIMARY ELECTION GENERAL ELECTION OTHER REPORT TYPE

Indicate report #

M 5

Indicate report #

P _____

Indicate report #

G _____

Indicate report type and # as applicable:

- TERMINATION REPORT SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

5/1/2015 THROUGH 5/31/2015

X

Signature

Date

X

Signature

Date

REQUIRED SIGNATURES FOR: **Candidates:**
Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees:
Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Electioneering Communications Organizations:
Treasurer (s. 106.0703(4)(c), F.S.)
Party Executive Committees:
Treasurer and Chairman (s. 106.29(2), F.S.)

In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

TERMINATION REPORT

Within 90 days of becoming unopposed, withdrawing, being eliminated, or being elected to office, you must close your campaign account.

In the middle of the page under '**Office Sought**', select the office title.

Campaign finance reporting for Test Candidate \$

Selected Campaign: (please select a campaign to manage)

[Logout](#) [View Reports Summary](#)

Home

Search

- Contributions
- Expenditures
- Fund Transfers

Help

- User Manual
- Useful Links

[Logout](#)

Welcome to Candidate Finance Reporting

To begin using this system, select a campaign from the list below. You may then enter contributions, expenses and fund transfers by clicking on those words in the left column.

Select the office sought from the list below:

My Campaigns		
Election Date	Office Sought	Status
Nov 08, 2016	President	Filed

My Information

Test Candidate
123 abc
Boynton Beach, 33435
elizee@pbcelections.org

Once you select the office title, the next page will ask: ***What would you like to do next?***

- Enter a new contribution, expenditure, or fund transfer
- View past contributions, expenditures, or fund transfers
- Search past records
- View the list of your Reports
- Generate Terminating Report

Select **Generate Terminating Report**. The following message will appear. Select **OK**.



The next screen will ask you to enter a **Termination Date**. Enter the date and select **Proceed**.

If you are not sure what date to enter please call the Elections office at (561)656-6200 and speak with a member of the Candidate Department.

Termination Report

In order to create a terminating report, please indicate the date on which you terminated (withdrew, won or lost) this campaign. This will determine which past reports (if any) you need to submit.

Termination Date: ...

Proceed

Cancel

Once you have selected the correct date, the following screen will appear. If the information is correct, select **Create Termination Report**.

Termination Report

Please review the information below. If there are no mistakes, you may create your Termination Report. Otherwise, click on the 'Cancel' button to revise your information.

There are no transactions that need to be moved to the Termination Report.

Termination Date: 6/11/2015

Create Termination Report

Cancel

After you select **Create Termination Report** the following message will appear:

Home
Reports Summary
Enter
Contributions
Expenditures
Fund Transfers

Termination Report

Your Termination Report has been created. This report is due on 9/9/2015.

[Click here to return to Reports Summary](#)



Select ***Click here to return to Reports Summary***

The Reports Summary screen will appear. **Select 2015-TR** (Termination Report)

Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00							
Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015	5/15/2015	5/15/2015	\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015	5/7/2015	5/15/2015	\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015	5/7/2015	5/15/2015	\$0.00	\$0.00	\$0.00	
2015-TR	9/9/2015			\$1,000.00	\$0.00	\$0.00	
Totals:				\$2,525.00	\$5,700.00	\$0.00	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- Change Starting Balances

Once selected the following screen will appear:

Home

Reports Summary

Enter

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

View

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Search

[Contributions](#)

[Expenditures](#)

[Fund Transfers](#)

Help

[User Manual](#)

[Useful Links](#)

Logout

2015-TR Report

Edit Mode - [Preview for Submission](#)

Period: 6/1/2015 to 6/15/2015
Status: In Progress

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
1						

Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount
6/15/2015	John Doe	Office Space	MON		\$1,000.00 view
1					

Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount
1					

On the left side of the screen, under **Enter**, select **Expenditures**.

Enter all your campaign expenses necessary to close your account. The amount of your contributions and expenditures **MUST BALANCE**.

When all the campaign expenses are entered, select **Reports Summary** on the left side of the screen. This will allow you to see your contribution and expenditure balances before you submit your report.

Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00							
Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015	5/15/2015	5/15/2015	\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015	5/7/2015	5/15/2015	\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015	5/7/2015	5/15/2015	\$0.00	\$0.00	\$0.00	
2015-TR	9/9/2015			\$4,175.00	\$0.00	\$0.00	
Totals:				\$5,700.00	\$5,700.00	\$0.00	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- Change Starting Balances

If your contributions and expenditures balance, you may proceed to submitting your report.

On the Reports Summary page, select TR. Once all your contributions and expenditures are entered and your report balances, select **Preview for Submission**. If your report is complete, select **Submit Filing**.

2015-TR Report

Period: 6/1/2015 to 6/15/2015
Status: In Progress

[Edit Mode- Preview for Submission](#)

Download

Document Preview:



Summary Report



Expense Report

Address has changed since last report

Submit Filing

Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
-------------------	------	---------	------	------------	--------	--------

Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount
6/2/2015	FPL	FPL	MON		\$500.00
6/4/2015	Homeless Coalition	Donation to 501(c)(3)	DIS		\$675.00
6/12/2015	Campaign Headquarters	Thank You Cards	CCP		\$2,000.00
6/15/2015	John Doe	Office Space	MON		\$1,000.00

Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount
------------------	------	--------	------	--------	--------



After you have selected **Submit Filing**, the following message will appear:

Home
Reports Summary
Enter
Contributions
Expenditures
Fund Transfers
View
Contributions
Expenditures
Fund Transfers
Search
Contributions
Expenditures
Fund Transfers
Help
User Manual
Useful Links
Logout

Filing Submitted

TR Report

Filing Status: Submitted

1.  Summary Report
2.  Expense Report

- Return to Reports Summary

Select the **Summary Report** icon. Print and sign the Summary Report page.

NOTE: *Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.*