



CANDIDATE WORKSHOP

Ion Sancho, Supervisor of Elections

Agenda

- 🇺🇸 Campaign Finance
- 🇺🇸 Campaign Report Filing Dates
- 🇺🇸 Campaign Advertising
- 🇺🇸 Solicitation of Voters
- 🇺🇸 Poll Watchers
- 🇺🇸 Early Voting
- 🇺🇸 Absentee Ballot Information
- 🇺🇸 Available Data
- 🇺🇸 Questions
- 🇺🇸 *TUTORIAL: Filing Campaign Reports*

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- Candidates are required to report all:
 - ▣ Contributions
 - ▣ Expenditures
- Contributions include:
 - ▣ money (checks, credit cards, debit cards, and cash up to \$50)
 - ▣ third party loans
 - ▣ in-kind contributions
- Contributions are limited to:
 - ▣ \$1000 per election per donor
 - ▣ **\$250 per election per donor for Leon County Commission and Constitutional Office Candidates (per county charter)**
 - ▣ \$50 in cash per donor
 - ▣ \$100 from non-emancipated minor
- There are no limitations on contributions made by the candidate to their own campaign.
- In-kind contributions made by the candidate may not be monetarily reimbursed at the end of the campaign if funds remain.
- **Occupations listed for contributions may not state “businessman.” You must list the specific job title for each contributor.**

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- For business contributions, the specific principal type of business conducted must be listed. (i.e. real estate, construction, banking) *(F.S. 106.07(4)(a)(1))*
- Contributions may not be accepted by the campaign upon the candidate:
 - becoming unopposed at the end of the qualifying period
 - withdrawing from the race
 - being elected to office
 - being defeated in an election *(F.S. 106.08(3)(b))*
- Candidates or their representatives cannot accept donations within 5 days of an election containing their contest.
 - Defined by Division of Elections advisory opinion as Thursday at midnight prior to the election
- Unauthorized Contributions:
 - must be returned to contributor
 - may not be used or expended by or on behalf of candidate *(F.S. 106.08(3)(a))*
- Anonymous Contributions:
 - must be reported as anonymous contribution
 - candidate must provide a cover letter explaining that the contribution is anonymous and impossible to return within 10 days of submitting the report on which it is listed
 - do not spend contribution
 - at the end of the campaign, donate the contribution to an appropriate entity under section *(F.S. 106.141)*
- All campaign contributions must be deposited within 5 business days of receipt. *(F.S. 106.05)*
- Accepting a contribution in a government building is prohibited. *(F.S. 106.15(4))*

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- It is a violation to solicit contributions from or make donations to religious, charitable, or civic organizations unless,
 - ▣ the candidate has been a member or regular donor of such for at least six months
 - ▣ it involves the purchase of tickets, admission to an event, or purchasing an advertisement.
- Campaign expenditure reports must be complete, including:
 - ▣ payee's full name and address
 - "Jane Doe, Tallahassee, FL" is not sufficient
 - ▣ amount of expenditure
 - ▣ date
 - ▣ purpose of payment (clear and specific)
- Use of credit cards, including personal cards, are prohibited in local races.
 - ▣ use checks or debit card drawn on campaign account
- If a reimbursement is made on the expenditure side, an entry on the contribution side must also be listed for that corresponding item.
- Do not pay for items out of your own funds and then reimburse yourself. If you are out and do not have a campaign check or debit card to use, you must list the item as an in-kind contribution.
 - ▣ REMEMBER, in-kind contributions may not be monetarily reimbursed.

Campaign Account of ME (for) (Municipal Name) (district or ward)		Date _____	00001 12-123
PAY TO THE ORDER OF _____		\$ _____	
_____ DOLLARS			
Bank of Florida Candidate Town FL 12345	<i>Signature of Campaign Treasurer or Deputy Treasurer</i> _____		
FOR _____			

Campaign Checks

See 106.11(1)(b), F.S. for the exact criteria which must be printed on campaign checks

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- After qualifying, a treasurer may withdraw up to \$100 per week from Petty Cash.
- Petty Cash funds must be spent in amounts less than \$100 and:
 - may only be used for office supplies, transportation expenses and other necessities
 - may not be used for the purchase of time, space or services from any communications media
- Reporting Petty Cash:
 - candidate must report total amount withdrawn and total amount spent each reporting period. This will include entries on the expenditure side of the report
 - candidate does not have to report each expenditure from petty cash individually, however...
 - complete records of petty cash expenditures must be kept

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- Failure to submit a completed campaign finance report electronically by midnight on the date due will result in the Supervisor of Elections declaring the report “delinquent”.
- Do not submit any report prior to the period closing.
- A campaign finance report may be amended any time after its submission.
- Failure to file the campaign finance report with the Supervisor of Elections Office by the required date will result in an automatic fine!
 - \$50 per day for the first 3 days late (including weekends), then
 - \$500 per day, not to exceed 25% of total contributions or expenditures, whichever is greater
 - \$500 per day, not to exceed 25% as shown above, is automatic on report immediately preceding Primary or General Election
 - All fines must be paid from **personal funds**, not the campaign account!

CAMPAIGN FINANCE & REPORTING REQUIREMENTS



- After the election is over, money in the campaign account may be used to:
 - purchase “thank you” advertising
 - pay for items previously obligated
 - pay campaign account close-out costs
 - dispose of funds under *Ch. 106.141, F.S.*
- *Ch. 106.141* provides for the following:
 - candidate may be reimbursed for previously reported campaign contributions and loans
 - pay Elections office for petition verification if undue burden form was submitted
 - pay election assessment fee, if candidate qualified by petition
 - return contributions to all contributors on a pro-rata basis
 - give the funds to a Sec 501(C)(3) charitable organization
 - give the funds to the party of which the candidate was a member (not to exceed \$10,000)
 - give the funds to the political subdivision from which the candidate sought office
- Candidates have 90 days following their election, loss or withdrawal to file a final termination report with the Elections Office.

2014 Campaign Report Filing Dates

For candidates,
political
committees,
and
independent
expenditure
organizations.

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
6/1/2014-6/20/2014	2014-P1	6/27/2014
6/21/2014-7/4/2014	2014-P2	7/11/2014
7/5/2014-7/18/2014	2014-P3	7/25/2014
7/19/2014-7/25/2014	2014-P4	8/1/2014
7/26/2014-8/1/2014	2014-P5	8/8/2014
8/2/2014-8/8/2014	2014-P6	8/15/2014
8/9/2014-8/21/2014	2014-P7	8/22/2014
8/22/2014-8/29/2014	2014-G1	9/5/2014
8/30/2014-9/12/2014	2014-G2	9/19/2014
9/13/2014-9/26/2014	2014-G3	10/3/2014
9/27/2014-10/3/2014	2014-G4	10/10/2014
10/4/2014-10/10/2014	2014-G5	10/17/2014
10/11/2014-10/17/2014	2014-G6	10/24/2014
10/18/2014-10/30/2014	2014-G7	10/31/2014

2014 Campaign Termination Reports

For candidates,
political
committees,
and
independent
expenditure
organizations.

Unopposed after Qualifying: Judicial Candidates	7/31/2014
Unopposed after Qualifying: Non-Judicial Candidates	9/18/2014
Elected or Eliminated after the Primary Election	11/24/2014
Elected or Eliminated after the General Election	2/2/2015

Campaign Advertising

- Any political advertisement that is paid for by a candidate and that is published, displayed, or circulated must prominently state:
 - ▣ that it is a paid political advertisement
 - ▣ who paid for and approved it
 - ▣ the candidate's name
 - ▣ the candidate's party affiliation if it is a partisan office
 - ▣ the office sought
 - EXAMPLE: *"Political advertisement paid for and approved by . . . (name of candidate) . . . (party affiliation) . . . for (office sought)."*
- Exceptions to this rule include:
 - ▣ items designed to be worn
 - ▣ novelty items which support, but do not oppose, a candidate
- Campaign fundraiser tickets must have additional language which must appear in addition to the basic disclaimer:
 - ▣ *"The purchase of a ticket for, or a contribution to, the campaign fund raiser is a contribution to the campaign of.."*
 - (Remember, you must get the name, address, and business of contributor buying the ticket.)

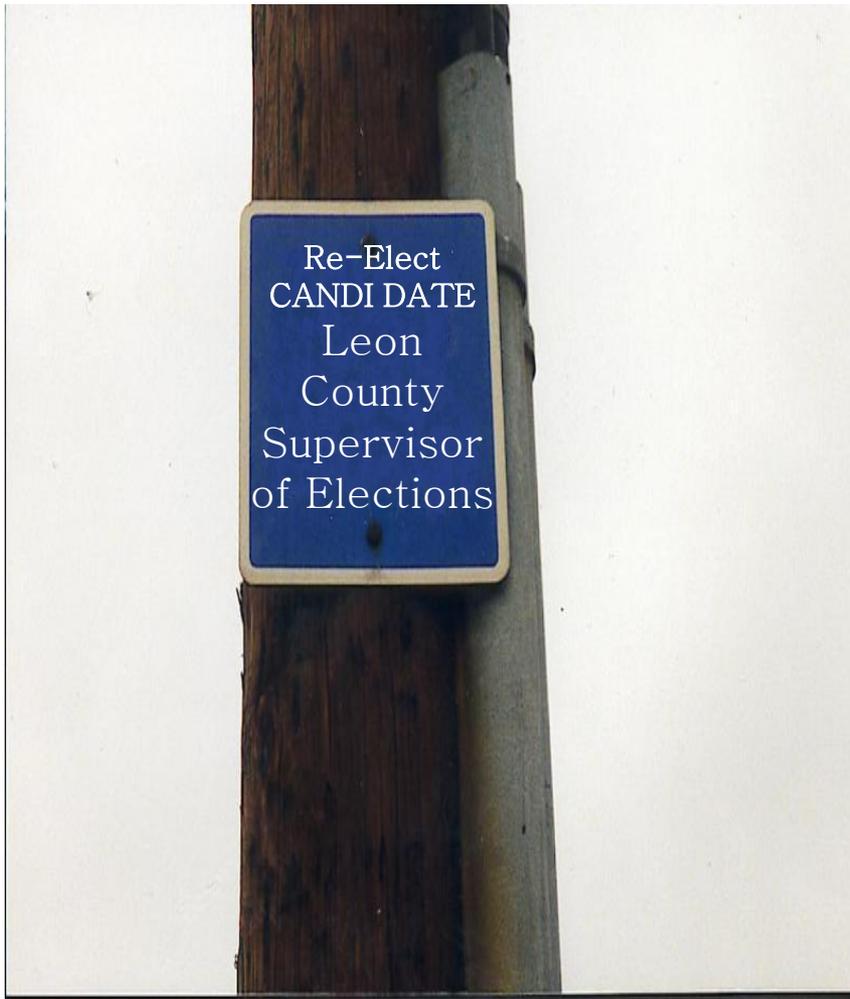
Campaign Advertising Requirements

ILLEGAL SIGN

Pursuant to *Chapter 479*, no political campaign advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or **above** any state or county road right-of-way.
(*F.S.106.1435(3)*)



Campaign Advertising Requirements



- Illegal Sign
 - ▣ No sign may be erected on utility poles

Campaign Advertising Requirements

Campaign signs are not allowed in the ground at polling places.

Individuals may hold signs while they are at the polling site, but any signs left unattended at a polling site will be removed. *For example:*

Vehicles with signs affixed to them

Pick-up trucks with signs in the bed of the truck



Campaign Advertising Requirements

- Only candidates running for an office currently held may use the word “re-elect”
- Candidates running for offices they do not currently occupy must use the word “for” between their name and the office sought.
- No persons running for office may represent or claim they have the support of a person or organization unless approval in writing has been received from such.
- All political signs, bumper stickers, or other material advocating the support or opposition of a candidate or issue are illegal if placed on:
 - State road right-of-ways
 - County road right-of-ways
 - City road right-of-ways (prohibited by Tallahassee city ordinance)
 - National Forest land
- Signs may only be erected on private property with the owner’s permission and must NOT be placed on public right of ways.

Campaign Advertising Requirements

- All TV ads must include closed captioning, descriptive narrative and the printed political disclaimer.
- All campaign telephone calls made by volunteer or paid workers must:
 - Identify the name of person or organization sponsoring the call
 - state the call was “paid for by” or “paid for on behalf of”
- No telephone caller may state they represent any person or organization unless they have written approval from such entity for such representation.
- No telephone caller shall state or imply they represent a non-existent person or organization.
- A message placed on an information system accessible by computer by more than one person (other than an internal communication) must include a statement disclosing all information required of political advertisements under section *106.143, F.S.*

Solicitation Voters

- ❑ No person or group may solicit voters inside the polling place.
- ❑ No person or group may solicit voters within 100 feet of the entrance to the polling place or early voting site.



Solicitation Voters

- The words “solicit” or “solicitation” includes such things as:
 - ▣ asking someone for his or her vote;
 - ▣ asking for someone’s opinion;
 - ▣ asking for a contribution;
 - ▣ distributing any political or campaign material or handout;
 - ▣ asking someone for his or her signature on a petition;
 - ▣ conducting a poll [note exception below];
- The **only exception** to the no-solicitation law applies to the media or others who are allowed to conduct exit-polling activities. They may approach voters only *after* voters leave the polling place.

F.S. 102.031(4)

Poll Watchers

To designate poll watchers, you must submit a form with each potential poll watcher listed, along with the date of birth or voter ID number, resident address, the precinct or early voting location in which he/she will watch, before the deadline. The campaign or political party may only have one approved poll watcher at any time inside a polling place or early voting location. Poll watchers must abide by the rules of conduct provided by the Supervisor of Elections.

Poll Watcher applications and instructions are available during the qualifying period and at www.LeonVotes.org



3 Ways to **VOTE**

-  **1 Early Voting**
-  **2 By Mail Ballot**
-  **3 At your Precinct**

Early Voting Locations



- 1. Woodville Community Center**
8000 Old Woodville Road
- 2. Ft. Braden Branch Library**
16327 Blountstown Highway
- 3. Northeast Branch Library**
5513 Thomasville Road
- 4. Eastside Branch Public Library**
1583 Pedrick Road
- 5. Leon County Courthouse**
*301 South Monroe St
First Floor Plaza*
- 6. Lake Jackson Community Center**
3840 N Monroe St
- 7. Smith-Williams Service Center**
2295 Pasco St



Early Voting Dates 2014



PRIMARY ELECTION (AUGUST 26)

Begins Saturday August 16th through Saturday August 23rd @ 7 locations

- Courthouse EV hours 8-4
- Ft. Braden, NE Library, Eastside Library, Woodville, Lake Jackson, Smith Williams EV hours 10-6

GENERAL ELECTION (NOVEMBER 4)

Begins Monday October 20th through Saturday November 1st @ 7 locations

- Courthouse EV hours, 8-5
- Ft. Braden, NE Library, Eastside Library, Woodville, Lake Jackson, Smith Williams EV hours 9-6
- Saturday Nov 1st EV hours may be extended



Absentee Ballot Requirements

- Absentee ballots are due to the Supervisor of Elections Office on Calhoun St. by 7 p.m. on Election Day.
- An elector may designate, in writing, a person to pick up a ballot on their behalf, beginning four days prior to the day of an election.
- A person may pick up a maximum of two absentee ballots per election for others (excluding immediate family).

Supervisor of Elections
Leon County, Florida - Phone 850-606-8683

Search Election Places
Search Layer: Polling Places
Polling Place or Pct Num [Example: Gospel]
Search Clear

Welcome to the Supervisor of Elections Map Viewer

This Site was developed in cooperation with:

SUPERVISOR OF ELECTIONS LEON COUNTY, FL
TALLAHASSEE-LEON COUNTY GIS FLORIDA

AND

POWERED BY
TLCGIS

MAP DISCLAIMER
NOTE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

Click to continue

Facts, Figures and Maps



A Live Mapping website is available at:

www.leonvotes.org/map

(or accessible from our main website)

Website Tools



Supervisor of Elections
Leon County, Florida - Phone 850-606-8683

Map Tools: SEARCH, FIND ADDRESS, BOOK MARKS, DRAW MEASURE, LAYERS

Map Style: Aerial, Topo, Streets

PRECINCT NUMBER: 5251

- POLL LOCATION: Morningside Baptist Church
- COUNTY COMMISSION: 5
- SCHOOL BOARD: 2
- CITY: 0
- CONGRESSIONAL: 2
- SENATE: 3
- HOUSE: 9

Zoom to

Latitude: 30.466118 Longitude: -84.151577

0.5 mi
1 km

POWERED BY LEGIS

User Controlled Layers



Supervisor of Elections
Leon County, Florida - Phone 850-606-8683

SEARCH FIND ADDRESS BOOK MARKS DRAW MEASURE **LAYERS**

Map Contents

Layer Visibility

- Current Pcts and Districts
 - Precincts
 - County Commission
 - School Board
 - US Congress 2012
 - FL Senate 2012
 - FL House 2012
 - City Limits
- Previous Pcts and Districts
 - Previous Precincts (2010)
 - County Commission (2002)
 - School Board (2002)
 - US Congress (2002)
 - District 2

Latitude:30.456543 Longitude:-84.205053

Voter Information



- Two types of voter information:
 - ▣ Looking “backward”:
 - Voter history data shows who and how they voted (voted early, by absentee or at the polls).
 - Can be customized by SOE or full delivery.
 - Utilize website [Voter Data order form](#).
 - Data can be emailed to you, normally in 24-48 hours or less.
 - Free of charge if emailed.
 - [Voter Data Guide](#) will be included with file.
 - Voting history update takes 10 days post-election.

Voter Data Order form

Supervisor of Elections, Leon County FL
Voter Data Order Form



Name*

Office/Organization

Email*

Email (additional)

Phone*

Date* 

File Delivery*

Precinct/Districts*

Party*

Race*

Gender*

*I would like voter email addresses included** Yes No 

*Registration Date Query**

*Data Sort Options**

*Past Voting History**

Voter Information



- Two types of voter information:
 - ▣ Looking “forward”:
 - Mail Ballot requests (restricted access).
 - Requires signature and [Mail Ballot Data request form](#).
 - List of voters receiving ballots (names, address, party).
 - Can be customized for your race (district, party).
 - Retrieved from SOE website.
 - Initial ballot run is the largest, then daily delivery until the ballot request deadline.
 - No cost if you choose the digital delivery option.
 - ▣ Estimated *July 9th* for the August 26th Primary Election
 - ▣ Estimated *September 9th* for the November 4th General Election

QUESTIONS?



TUTORIAL: FILING CAMPAIGN REPORTS

Filing Campaign Reports

- Our office requires the electronic filing of campaign treasurer reports to:
 - ▣ Make campaign contributions and expenditures readily available to the public
 - ▣ Provide candidates the ability to view opponents' reports.
- Each filed candidate will be assigned a **username** and **password** for the system.
 - ▣ The system is free to the candidate and can be accessed at LeonVotes.org
- Requirements for accessing the online reporting system are:
 - ▣ PC, MAC or other computer
 - ▣ Internet connection
 - ▣ Web browser such as Internet Explorer
 - ▣ Printer
 - ▣ Adobe Acrobat Reader (free download)

Logging In



<Candidate Reports - Candidate Log In> - Windows Internet Explorer

https://www.voterfocus.com/ws/W5cand/candidate_pb.php?county=holmes

<Candidate Reports - Candidate Log In>

Candidate Log In

Numeric Candidate ID Password

The Candidate Financial Reporting System is provided to you and all candidates to provide for entering contributions and expenditures required for financial reports. After the entry of data for a report is completed, the system provides for printing out the report in the form required for filing. Simply sign the form and hand deliver or mail it to the Supervisor of Elections office :

- Type in the *Candidate ID* number and *Password* supplied to you by the Supervisor of Elections Office in the spaces provided.
- Click the button.
 - We strongly suggest changing your password the first time you log in.
 - You are responsible for remembering your new password

Reporting Periods

You will see a list of reporting periods.

Find the line with the appropriate period.

Current reports due are shaded in green

Your data must fall within the dates listed.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future period.

If you need to enter past or future data, you can easily unlock the report by clicking

Candidate/Committee : Carolyn J. Casadonte (96)

Office : County Commission District 4

NOTE: The candidate/committee information (biography, photo, and released reports), has been viewed a total of 1 times from the public site

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Received #1014375 <input type="button" value="Unlock this report"/>	<input type="button" value="View Contributions"/> <input type="button" value="View Transfers"/> <input type="button" value="View Expenditures"/> <input type="button" value="View Distributions"/> <input type="button" value="Print"/> <input type="button" value="Amend"/> <input type="button" value="Export CSV"/>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<input type="button" value="Import Entries"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit"/> Delete Report <input type="button" value="Export CSV"/>
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>

Entering Financial Report Data

- Begin entering your financial data by clicking either **Enter Contributions** or **Enter Expenditures** for the appropriate report period.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1	\$2,700.00	\$775.00	Submitted #1014375	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<input type="button" value="Import Entries"/> <input type="button" value="Enter"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit"/> <input type="button" value="Export CSV"/>
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit Waiver"/>

Entering Contributions

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit"/> <input type="button" value="Export CSV"/>
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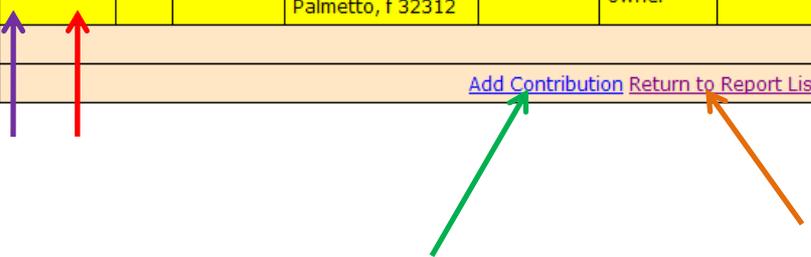
- Click enter contributions

- A list of contributions recorded so far will appear.

- ▣ Select *Edit*, *Delete* to edit existing or

- ▣ Select *Add Contribution* *Return to Report List*.

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2009 (2009-11-03)									
Report Date : 2009-Q2									
(04/01/2009 - 07/01/2009) 7/15/2009									
Add Contribution Return to Report List									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check			\$100.00
Edit Delete	2	4/21/2009	Marsha Kirk 8899 Hillcrest DR Palmetto, FL 3	Individual		Check			\$50.00
Edit Delete	3	4/21/2009	Reid C. Smith 344 Henderson RD Palmetto, f 32312	Individual	restaurant owner	In Kind	Lunch for campaign meeting		\$300.00
Total									\$450.00
Add Contribution Return to Report List									



Adding a Contribution

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	Individual Business Committee Polical Party Other	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	Cash Check In-Kind Interest Loan Membership Dues Refund	Type the description of any In-kind contribution.

- Enter all required information into the appropriate area of the form.
- If the contributor is a company, enter the entire company name in the **Last name** field and leave the **First and Middle name** fields blank.
- Be sure to change the **Contributor Type** and **Contribution Type** from the default value if necessary.
- Select **submit** when you have completed the form. You will then see a blank form for the next entry.
- Select **cancel** when you have saved your last contribution.

Entering Expenditures

- Click enter expenditures

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<input type="button" value="Import Entries"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit"/> <input type="button" value="Export CSV"/>
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- A list of expenditures recorded so far will appear

- Select *Edit*, *Delete* or *Add Expenditure*

- Or select *Return to Report List*

Campaign Treasurer's Report - Itemized Expenditures							
Election : County 2009 (2009-11-03) Report Date : 2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 Add Expenditure Return to Report List							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	5/10/2009	Davis Communications P.O. Box 3488 Tallahassee, fl 32432	Retainer for advertising	Monetary		\$500.00
Total							\$500.00
Add Expenditure Return to Report List							

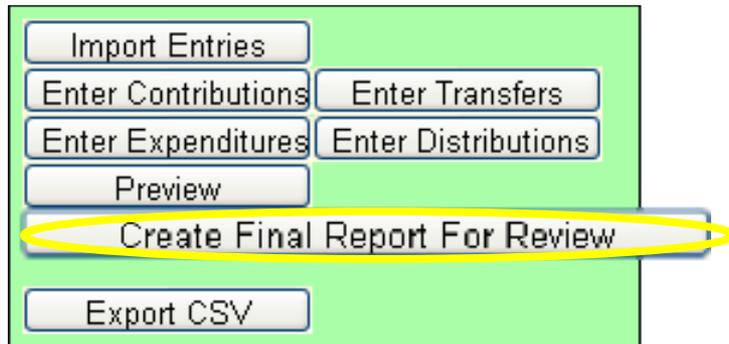


Adding an Expenditure

- Enter all required information into the appropriate area of the form.
- If the vendor is a company, enter the entire company name in the **Last name** field and leave the **First and Middle name** fields blank.
- For more information on selecting an expenditure type, select the *Campaign Treasurer Handbook* link.
- Select **submit** when you have completed the form. You will then see a blank form for the next entry.
- Select **cancel** when you have saved your last expenditure.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	Monetary Monetary Petty Cash Withdrawn Petty Cash Spent Transfer to Office Account Refund Disposition of Funds	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

Submitting the Report



Import Entries

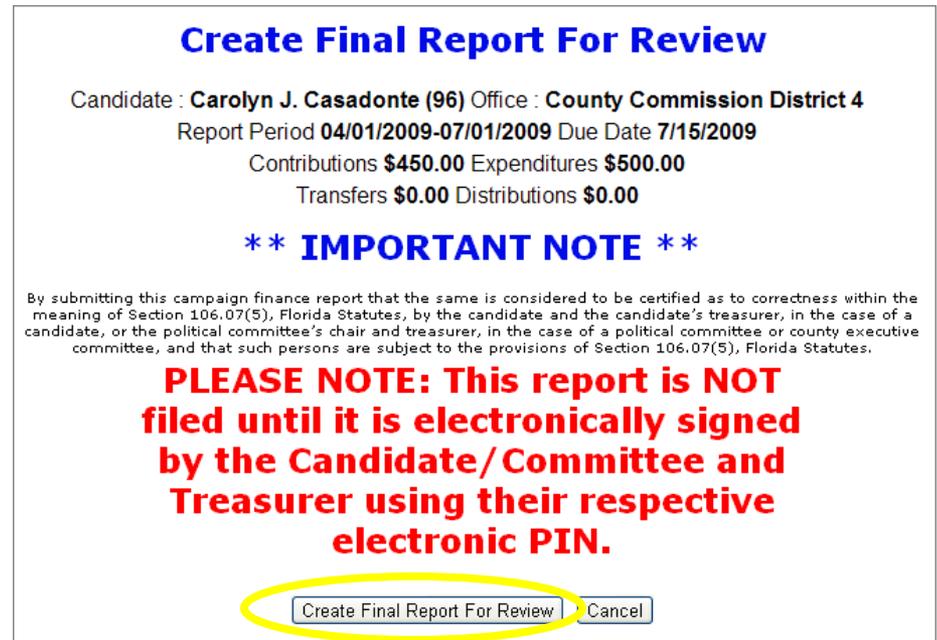
Enter Contributions Enter Transfers

Enter Expenditures Enter Distributions

Preview

Create Final Report For Review

Export CSV



Create Final Report For Review

Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/15/2009**
Contributions **\$450.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

**** IMPORTANT NOTE ****

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5), Florida Statutes, by the candidate and the candidate's treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and Treasurer using their respective electronic PIN.

Create Final Report For Review Cancel

- Review your contributions and expenditures for the report period you are filing, making sure each entry is accurate and complete.
- Click **Create Final Report For Review** to bring up instructions
- Then click the **Create Final Report For Review** button ONLY when everything is correct and you are ready to submit the report.

Submitting the Report

- Clicking **Create Final Report for Review** brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted
- Enter both the **Candidate PIN** and the **Treasurer PIN** in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

Report created for your final review.

Preview Report Created: 2011-03-21 11:45:21 (Eastern)

Scroll down to see the report

**This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.**

Reporting Period: Q2 (1/1/2011 - 3/31/2011)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

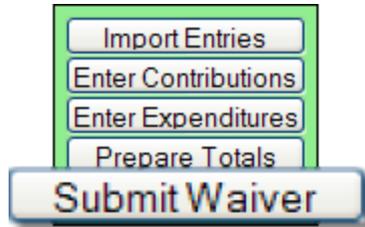
If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate/Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate/committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	Click Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

Submitting the Report

- Once a report is submitted, no changes can be made to the original report. After submission, any changes must be made as amendments to the original report.
- **REMEMBER:** By accepting the Candidate ID and Password issued by the Elections Office, both the candidate and campaign treasurer affirm the information being submitted has been reviewed for accuracy.
- Once the electronic report has been received by our office, the report will be released for viewing on our website.
- If you received an anonymous contribution, you must provide a letter explaining that the contribution is anonymous and impossible to return within 10 days of submitting the report.

Submitting a Waiver



Submit Report

Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
Report Period **07/01/2009-09/30/2009** Due Date **10/15/2009**
Contributions **\$0.00** Expenditures **\$0.00**

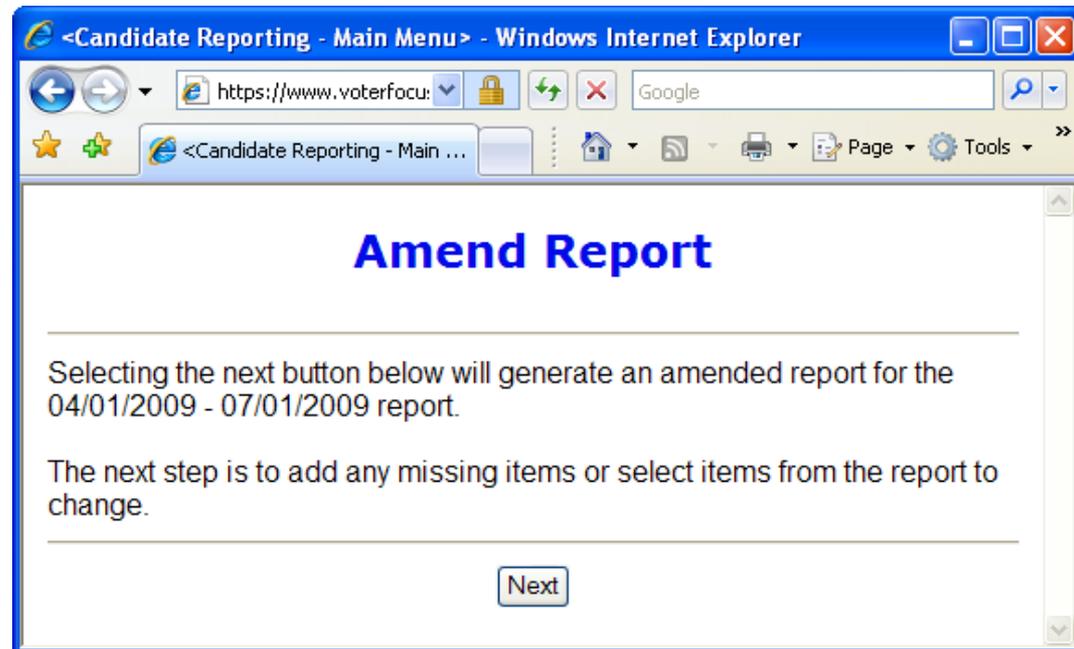
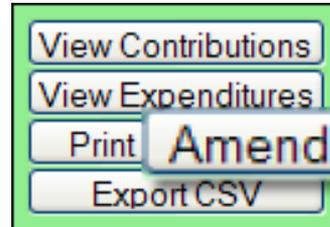
Click on the submit button below to file the report.

Once a report is filed it **cannot** be changed. Any changes must be made as amendments to the original report.

- If you have had no campaign activity during a reporting period (received no contributions nor made any expenditures), you must submit a waiver for that period.
- Click the **Submit Waiver** button
- Then click **Submit Report** once when you are ready to submit the waiver for the reporting period.
- Note, both the contributions and expenditures are \$0.00 when a waiver is submitted.
- Just as submitting a report, once a waiver is submitted, no changes can be made. After submission, if you find you did have contributions or expenditures for a period, you must file an amendment for that period.

Amending a Report

- Log In using your Candidate ID number and password.
- Find the line containing the correct report that needs to be amended.
 - ▣ NOTE: A report must have been submitted before it can be amended
- Click on the **Amend** button
- Then click **Next**



Amending a Report

- You will notice a report has been added for the same time period you selected with the addition of the word (Amended)

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Received #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	-	-	Not Filed Data Entry NOT Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Delete Report Export CSV
2009-Q3	-	-	No Data Entered	Import Entries Enter Contributions Enter Expenditures

Amending a Report

Manually entering new contributions or expenditures

- Select either **Enter Contributions** or **Enter Expenditures** based on the type of entry you need to amend
- Follow the same process from the original report submission to manually enter new contributions or new expenditures

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Received #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	-	-	Not Filed Data Entry NOT Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Delete Report Export CSV
2009-Q3			No Data Entered	Import Entries Enter Contributions Enter Expenditures

Amending a Report

Changing a contribution or expenditure

- Select either **Enter Contributions** or **Enter Expenditures** based on the type of entry you need to amend
- Then select **Amend Item from Orig Report**
- Select the item that needs to be amended and click **Amend Item**

Campaign Treasurer's Report - Itemized Contributions								
Election : County 2009 (2009-11-03)								
Report Date :								
Add Contribution Return to Report List Amend Item from Orig Report								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total	\$0.00
Add Contribution Return to Report List								

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

1 Barber, Anna (2009-04-21) \$100.00	▲
2 Kirk, Marsha (2009-04-21) \$50.00	
3 Smith, Reid (2009-04-21) \$300.00	

[Amend Item](#)

Amending a Report

Changing a contribution or expenditure

- Type the changes where they are needed.
- If you want to delete the contribution or expenditure, simply zero-out the Amount field.
- When finished, click **Submit**

Candidate : Carolyn J. Casadonte (96) Office : County Commission District 4
Amend Report - Enter changes to this item

Date	4 / 21 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last Barber First Anna Middle Lee	Enter last name or company name if a business
Address 1	45 Wilson BLVD	
Address 2		
City	Palmetto ST FL Zip 32312	
Amount \$	100.00	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation		The occupation of the contributor is only required if the amount is over \$100
Contribution type	Check	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description		Type the description of any In-kind contribution.

Submit Cancel

Amending a Report

- You now have two entries (in yellow) representing the changed item:
- The first entry deletes the item as it was filed in the original report. (**Delete in the Amend column**)
- The second entry adds the item with the changed values. (**Add in the Amend column**)

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2009 (2009-11-03) Report Date : 2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended) Add Contribution Return to Report List Amend Item from Orig Report									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check		Delete	\$100.00
Edit Delete	2	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual	dentist	Check		Add	\$200.00
								Total	\$100.00
Add Contribution Return to Report List									

Submitting an Amended Report

- An amended report must be submitted in the same manner as the original report.
- If you have any questions regarding the electronic submission of a report, please contact the Supervisor of Elections Office.

QUESTIONS?



Thank you for coming!

Remember

You as the candidate are responsible for all aspects of your campaign!

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