

Voter Focus

How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

How to File Financial Reports Online: A Handbook for Candidates & Committees

The content of this document is confidential and a proprietary trade secret. It is therefore not subject to open disclosure under Florida Public Records laws.

This document is provided solely for the use of licensed users of Voter Focus. The content, in whole or in part, is not to be disclosed to any unauthorized person.

The information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of VR Systems Inc.

Campaign ToolBox is a trademark of Adjutant Workshop, Inc.

Last update to this document: May 22, 2015

© 1995-2015 VR Systems Inc. All rights reserved.

Contents

What's shown in an online financial report?	1
What do I need to create reports online?	3
How do I start?.....	4
What you see when you log in.....	5
Let's look at the current reporting period.....	7
About those command buttons.....	8
How do I view and maintain contributions?	9
Adding a new contribution is easy.....	10
Adding expenditures is a similar process.....	12
A few notes about adding contributions and expenditures... ..	15
Want to see how the report is adding up? Just do a preview.....	16
What about fund transfers?	19
How do I import data from my campaign application?	21
Finished entering all data? Then submit the report.	24
My county requires electronic reports	27
Let's look at a submitted report.....	31
When will my report appear on the elections website?.....	32
How do I save a copy of the report on my computer?.....	34
What about changing a report that's already been filed?	35
Oops! I didn't mean to create an amended report!	37
How to I change or delete an item on the original report?	38
What if there is no activity for the period?	40
Why are some reports locked?	41
How do I export data to a spreadsheet?.....	42
What reporting is required at campaign end?.....	43
How do I enter a photo?	45
How do I change my password or PINs?	48
Don't forget to log out!.....	50

What's shown in an online financial report?

As you know, Florida law requires that candidates and political committees file monthly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the **Campaign Financial Reporting** system is a PDF file that can be viewed in Adobe® Acrobat® Reader. The PDF can be printed if your county requires hard-copy filing. In counties that accept electronic filing, the PDF can be submitted online, signed by the candidate's and treasurer's electronic personal identification numbers (PINs).

Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public. Along with the financial reports, you have the option of providing a short description (or "bio") of the candidate/committee and a photograph.

Here's an example of a monthly report:

First, there's a summary page

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Name Carolyn J. Casadonte	OFFICE USE ONLY Submitted on: 5/10/2015 22:15:14 (eastern)
(2) Address (number and street) 1611 Hecington Ct, Suite C Palmetto, FL 33324 City, State, Zip Code	(3) ID Number: 56
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED (4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought) County Commission District 4 <input type="checkbox"/> Political Committee <input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> CHECK IF NO OTHER ELECTORAL/REGISTRATION REPORTS WILL BE FILED	
(5) REPORT IDENTIFIERS Cover Period From 4/1/2015 To 4/30/2015 Report Type: 00 <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT	(7) EXPENDITURES THIS REPORT
Cash & Checks \$ 350.00	Monetary Expenditures \$ 100.00
Loans \$ 0.00	Transfers to Office Account \$ 0.00
Total Monetary \$ 350.00	Total Monetary \$ 100.00
In-Kind \$ 300.00	(8) Other Distributions \$ 0.00
(9) TOTAL Monetary Contributions To Date \$ 2,850.00	(10) TOTAL Monetary Expenditures To Date \$ 4,000.00
(11) CERTIFICATION It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.) I certify that I have examined this report and it is true, correct, and complete. <input type="checkbox"/> Candidate <input type="checkbox"/> Treasurer <input type="checkbox"/> County Treasurer <input checked="" type="checkbox"/> Candidate <input type="checkbox"/> Chairperson for PC, PFC, or Party Executive Committee Signature: _____ Signature: _____	

Then, an itemized list of contributions

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS			
(1) Name	Carolyn J. Casadonte	(2) ID Number	56
(3) Cover Period	4/1/2015 through 4/30/2015	(4) Page	4 of 4
(5) Date	4/1/2015	(6) Full Name	Carolyn J. Casadonte
(7) Source	John Smith, P.O. Box 1234, Palmetto, FL 33324	(8) Amount	100.00
(9) Nature	Contributed	(10) Type	Other
(11) Date	4/21/2015	(12) Name	John Smith
(13) Address	P.O. Box 1234, Palmetto, FL 33324	(14) City	Palmetto
(15) State	FL	(16) Zip	33324

Next, a list of expenditures

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name	Carolyn J. Casadonte	(2) ID Number	56	(3) Cover Period	4/1/2015 through 4/30/2015
(4) Date	4/1/2015	(5) Full Name	Carolyn J. Casadonte	(6) Amount	100.00
(7) Source	John Smith, P.O. Box 1234, Palmetto, FL 33324	(8) Nature	Contributed	(9) Type	Other
(10) Date	4/21/2015	(11) Name	John Smith	(12) City	Palmetto
(13) Address	P.O. Box 1234, Palmetto, FL 33324	(14) State	FL	(15) Zip	33324

And finally, a list of fund transfers

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name Carolyn J. Casadance (2) I.D. Number 96

(3) Cover Period 4/01/2015 through 4/30/2015 (4) Page 1 of 1

(5) Date	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
4/1/2015	SunBank, 4875 Thimbleville RD Tallahassee, FL 32310	TO	cd	A43	\$1,500.00
1					

What do I need to create reports online?

- **A computer equipped with:**

- An Internet connection.
- A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
- Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
 - a link in the Campaign Financial Reporting System (see page 17)or
 - www.adobe.com

- **A candidate ID and password.**

This will be provided to you by the elections office.

Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password.**

Electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 48 for instructions.)

Your county might have other requirements, so check with the elections office before you begin.

How do I start?

Log into the Campaign Financial Reporting system like this:

- 1 Type this web address into your browser:

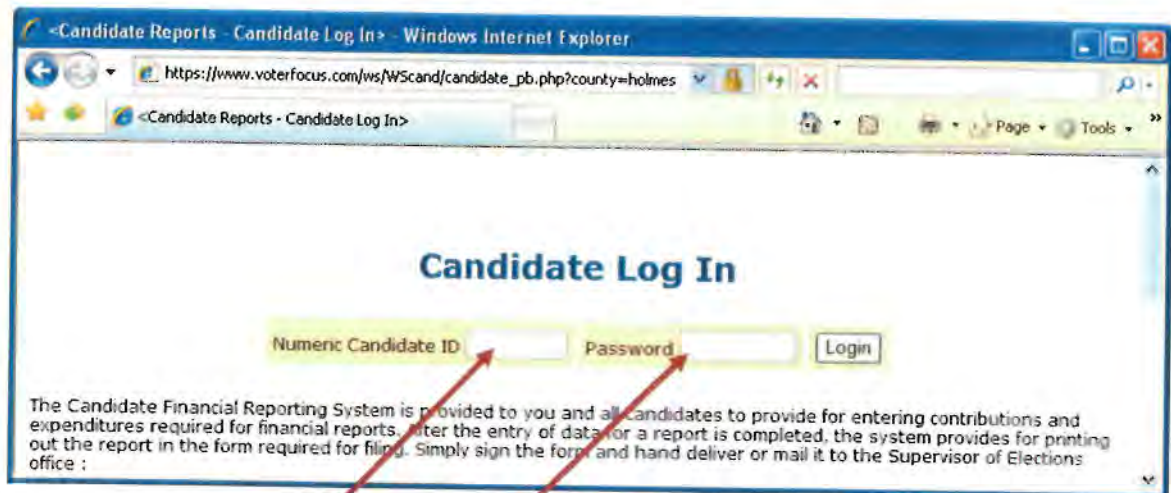
https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=<county>

replacing the text **<county>** with your county name. You can enter lowercase or uppercase letters...the letter case doesn't matter here.

For example, if your county is Broward, you would enter:

https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=broward

- 2 Press the **Enter** key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:



- 3 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

By the way...you can change your password once you get on the system.
We'll explain how to do this on page 48.

- 4 Click .

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.

Election **Office or issue** **Your name** **Your candidate ID**

Candidate Reports - Candidate Log In

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

Log Out Edit Candidate/Committee Bio Information/Upload Photo Change Password

Export All Transactions CSV

? Help

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 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print 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	Import Entries Enter Transfers Enter Contributions Enter Distributions Enter Expenditures Prepare Totals Create Final Report For Review Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	

Time periods when financial reports are required.
Colors indicate reporting periods:

Past Reporting Periods (beige)

Current Reporting Periods (green)

Future Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking [Unlock this report](#).

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

Warning!
Your 2011-Q1 report is now overdue 166 days.

Candidate/Committee : Toni Kukoc (120)
Office : Sheriff

[Log Out](#) [Edit Candidate/Committee Bio Information/Upload Photo](#) [Change Password](#)
[Export All Transactions CSV](#)

Candidate Reports
Election : County 2011

Past Reporting Periods **Current Reporting Periods** Future Reporting Periods

Rpt Date	Total Contrib	Total Exp	Status
2011-Q1 (01/01/2011 - 03/31/2011) 4/10/2011			No Data Entered This report is now overdue 166 days. Unlock this report

And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

Let's look at the current reporting period.

Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data. We'll look at these more closely on the next page.

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started
--	-----------------------	----------------------	---------------------------------

Start and end dates of reporting period

Date when report is due

Status of the report.

In this example, the candidate has started entering some of their contributions and expenditures for the current reporting period, but hasn't submitted them yet to the elections office.

About those command buttons...

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 211 explains how.

To manually enter contributions and expenditures, click here.

We'll talk more about manual entry on the next page.

The screenshot shows a software interface with a table of reporting periods and a green callout box containing the following buttons:

- Import Entries
- Enter Contributions
- Enter Expenditures
- Prepare Totals
- Create Final Report For Review
- Export CSV
- Enter Transfers
- Enter Distributions

Submit your report to the elections office.

Submit

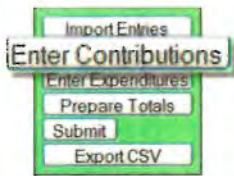
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

Click here to manually enter fund transfers and distributions.

View a draft copy of your report for this period prior to submitting to the elections office.

How do I view and maintain contributions?

Click



to bring up a list of the contributions recorded so far:

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									

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Return to Report List Takes you back to the list of reporting periods.

Click **Add Contribution** to bring up the form for entering contributions.

Date: 5 / 22 / 2009

Date of item (mm/dd/yyyy)

Contributor Name: Last First Middle
Enter last name or company name if a business

Address 1
 Address 2

City ST Zip

Amount \$

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: 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
Type the description of any in-kind contribution.

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.

The screenshot shows a web form for adding a contribution. The form is divided into two main sections: a light yellow section for contributor information and a light blue section for contribution details. The yellow section includes fields for Date (8/18/2014), Contributor Name (Last, First, Middle), Address 1, Address 2, City, State (ST), Zip, Amount \$, Contributor Type (Individual selected), Contributor Occupation (Individual selected), Contribution type (Cash selected), and In-kind Description. The blue section includes a date field, a note to enter the last name or company name, a dropdown for contributor type, a note that occupation is only required for amounts over \$100, a red warning about cash contributions over \$50, and a field for in-kind description. At the bottom, there are 'Submit' and 'Cancel' buttons, and a link for 'List Contributors'. Red arrows point from the text annotations to the corresponding fields in the form.

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

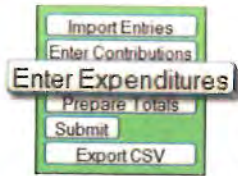
Click **Cancel** when you've saved the last contribution you want to add right now.

Contribution type should be one of these:

Cash (CAS)	Cash or cashier's check.
Check (CHE)	Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer.
Money Order (MO)	Contribution made by money order.
In-kind (INK)	An item of value other than money or volunteer services. In-kind Description: Enter a specific description of the in-kind contribution. Example: <i>Food and beverage</i>
Interest (INT)	Money earned on campaign or interest-bearing accounts.
Loan (LOA)	Money loaned to the campaign by the candidate.
Membership Dues	Membership dues regardless of the form (cash, check, etc.). This option is for use by committees only.
Multiple Uniform Contributions	Multiple uniform contributions from the same person This option is for use by committees only.
Refund (REF)	Contribution checks returned by the bank for NSF or UNC funds. Refunds must be entered as a negative amount. Or deposits issued by the campaign for services or goods returned unused.

Adding expenditures is a similar process.

Click



to bring up a list of the expenditures recorded so far:

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							

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.

Date 5 / 22 / 2009

Date of item (mm/dd/yyyy)

Vendor Last Name Last First Middle

Enter last name or company name if a business

Address 1

Address 2

City ST Zip

Amount \$

Purpose

Type the purpose of the expenditure.

Expenditure type Monetary

Please refer to the [Campaign Treasurer Handbook](#) for the state of Florida to ensure you are using the correct transaction type.

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Date 8 / 8 / 2014

Date of item (mm/dd/yyyy)

Vendor Name Last First Middle

Enter last name or company name if a business

Address 1

Address 2

City ST Zip

Amount \$

Purpose

Type the purpose of the expenditure.

Expenditure type Monetary

- Monetary
- Petty Cash Withdrawn
- Petty Cash Spent
- Transfer to Office Account
- Refund
- Disposition of Funds
- Disposition of Funds to Future Campaign
- Disposition of Funds to Political Party
- Disposition of Funds to Petition Verification
- Reimbursements

Please refer to the [Campaign Treasurer Handbook](#) for the state of Florida to ensure you are using the correct transaction type.

Not sure which Expenditure Type to choose? Click this link to the Dept. of State website for more information.

About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

***Petty Cash Spent* does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.

Expenditure type should be one of these:

Monetary (MON)

General expenditure type used when a specific type does not apply.

Petty Cash Withdrawn (PCW)

Petty cash withdrawn during a reporting period.

Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.

Petty Cash Spent (PCS)

Petty cash spent during a reporting period.

Expenditures made from petty cash are not required to be reported individually.

Refund (REF)

A refund of money from a vendor or other source.

Refunds must be entered as a negative amount.

Transfer to Office Account (TOA)

Funds transferred to an office account when the candidate has been elected.

Disposition of Funds

Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.

A few notes about adding contributions and expenditures...

If you enter a contribution or expenditure outside of the range of the reporting period you are working with, the system will automatically try to find a reporting period that contains that date you are reporting.

If a report for that range is found, the system will let you know.

Transaction Date Not In Selected Report Range

The transaction date you entered (08-01-2014) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.



Click the report that you would normally have filled the transaction under and then click Select.

If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.

Transaction Date Not In Selected Report Range

The transaction date you entered (07-29-2014) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.



Click the report that you would normally have filled the transaction under and then click Select. A confirmation message will appear letting you know that the amended report has been filed.

If no report exists that includes the date you are trying to report on, the system will let you know that too.

Transaction Date Not In Selected Report Range

The transaction date you entered (08-31-2014) is not within the date range of the currently selected report. No report could be located that includes the date you provided. Please change the transaction date or contact our Campaign Finance Administrator for assistance.



Click Close and then either change the transaction date or contact your county Campaign Finance Administrator for assistance.

Want to see how the report is adding up? Just do a preview.

Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

Previewing a report DOES NOT submit the report to the Supervisor.

To preview your report so far:

Click



to bring up this page:

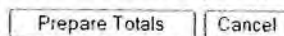
Prepare Totals

NOTE: This is NOT your OFFICIAL report - it is a PREVIEW ONLY. You must still generate and submit your final report after you complete your 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**

Click on the 'Prepare Totals' button below to prepare the report totals

Once this is done, you can Preview the report from the report menu



Click to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:

Report (10/1/2009 - 12/31/2009) Preview is ready


Your output PDF file (./pdf_eric/e12c96_Q4_dhc200sdc62.pdf) has been produced and is available to be viewed/printed.

View/Print

To view this report, you will need Adobe Acrobat
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it



If you haven't installed Acrobat Reader on your machine, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click  in the banner to bring up a PDF of your report.

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

(1) Candidate Name
 (2) 1465 Massachusetts St Suite 4
 Valrico, FL 33484
 City, State, Zip Code
 CHECK IF ADDRESS HAS CHANGED

(3) ID Number: 54

OFFICE USE ONLY

Check appropriate boxes:
 Candidate (fill in only) County: CHARLOTTE Election: 4
 Political Committee
 Committee of Candidates - Evidence
 Party Executive Committee
 [unclear]

REPT: PREVIEW FINAL

Cover Period: 6/1/2019 through 7/1/2019

(X) Origin: Amendment Revised Balance Report Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT		(7) EXPENDITURES THIS REPORT	
Cash & Checks	\$ 167.00	Monetary Expenditures	\$ 100.00
Liabilities	\$ 0.00	Transfers to Office Account	\$ 0.00
Total Monetary	\$ 167.00	Exts Monetary	\$ 0.00
In-kind	\$ 0.00	Other Distributions	\$ 0.00
(8) TOTAL Monetary Contributions To Date	\$ 2,460.00	(10) TOTAL Monetary Expenditures To Date	\$ 1,210.00

(11) CERTIFICATION
 It is a first degree misdemeanor for any person to falsify a public record (s. 830.11, F.S.)
 I certify that I have examined this report and it is true, correct and complete.
 Candidate Treasurer County Treasurer
 Signature

Check the draft report carefully to verify everything is correct and complete.

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Carolyn J. Casarola (2) ID Number: 54
 (3) Cover Period: 6/1/2019 through 7/1/2019 (4) Page: 1 of 1

(5) Date	(6) Full Name	(7) Purpose	(8) Amount	(9) Type	(10) Amount
6/1/2019	Carolyn J. Casarola	Contribution to Campaign	167.00	CASH	167.00

The preview version of the report has a DRAFT watermark on each page. The elections office cannot accept a draft report. You must submit a final report.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Carolyn J. Casarola (2) ID Number: 54
 (3) Cover Period: 6/1/2019 through 7/1/2019 (4) Page: 1 of 1

(5) Date	(6) Full Name	(7) Purpose	(8) Amount	(9) Type	(10) Amount
6/1/2019	Carolyn J. Casarola	Expenditure for advertising	100.00	CASH	100.00

On the Report List, notice that the Prepare Totals button is now labeled Preview.

Import Entries
 Enter Contributions Enter Transfers
 Enter Expenditures Enter Distributions
Preview
 Create Final Report
 Export CSV

You can click Preview at any time you want to look at the report. If transactions are added, the button label will switch back to Prepare Totals, which means you need to total the new transactions into the report before you can preview it again. Click Cancel when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

What about fund transfers?

Fund transfers are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Typically, but not always, used only by candidates for state and federal offices.

Click

A screenshot of a software menu with a green background. The menu items are: Report Entries, Enter Contributions, Enter Transfers (highlighted with a red arrow), Enter Expenditures, Enter Distributions, Prepare Totals, and Submit Waiver.

to bring up this page:

Campaign Treasurer's Report - Itemized Fund Transfers						
Election : County 2009 (2009-11-03)						
Report Date : 2009-Q4						
(10/01/2009 - 12/31/2009) 1/15/2010						
Add Fund Transfer Return to Report List						
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amend	Amount
					Total	\$0.00
Add Fund Transfer Return to Report List						

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

Enter the financial institution where the account is held.

A screenshot of a web form for entering fund transfers. The form includes fields for Institution Name, Address 1, Address 2, City, State (ST), Amount \$, and Nature of Account. A dropdown menu for 'Transfer Type' is set to 'To'. A red arrow points to this dropdown. A text box explains the options: 'Select From if the transfer is from the institution account to the campaign account.' and 'Select To if the transfer is from the campaign account to the institution account.' Below the form are 'Submit' and 'Cancel' buttons, and a link for 'List Vendors'.

When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specification:

<http://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#fileSpec>

For a list of State-approved software vendors for electronic filing, see:

<https://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#software>

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

Don't worry if you happen to import the same file more than once. The system will import only the transactions it doesn't already have. It won't duplicate existing transactions.

To import data for the current reporting period:

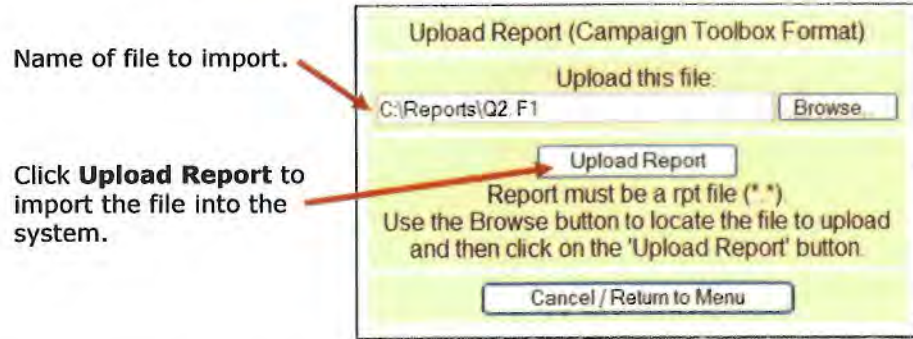
On the main page, locate the row for the current reporting period (look for the green row) and click .

Current reporting period is shown in green.

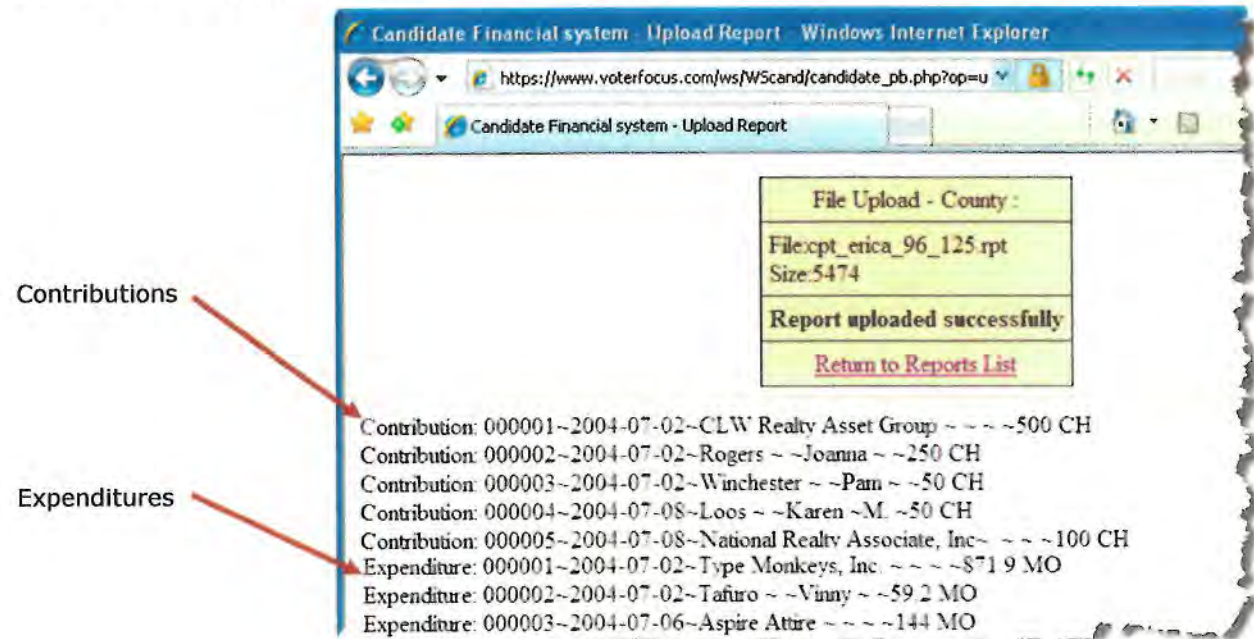
Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 <input type="button" value="Unlock this report"/>	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/> <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 Contributions"/> <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="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"/>
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"/>

Import Entries brings up the Upload Report page.

On the **Upload Report** page, click **Browse...** and find the file you want to import. Then click **Upload Report**.



You'll see a display of the transactions imported from the file, as in this example:



When you've finished importing entries for the reporting period, preview and submit the report as described on page 16.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 22.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 21.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly *before* you click **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 35.

The steps you take requires submission of reports "signed" by the electronic PINs of the candidate and treasurer (the PINs are the same number).

Instructions for filing by electronic PIN: Go to page 27

What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office.

To finalize the report:

Click



to bring up instructions:

Submit Report

Candidate: **Carolyn J. Casadonte (96)** Office: **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/16/2009**
Contributions **\$450.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

Click on the submit button below to file the report

You can update this text in System Options so that the candidate is prompted at report creation according to your needs. For example, you could warn them that their report will not be officially submitted until it is electronically signed, etc.

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click .

Clicking returns you to the Report List with green banners at the top indicating submission.

Report Submission Confirmed: #1014995

filed: 2009-10-1 16:39:10 (eastern)

Report (4 / 1 / 2009 - 7 / 1 / 2009) Submitted

Your output PDF file (/pdf_encave12c96_Q4_dhc2009dc62.pdf) has been produced and is available to be viewed/printed.

To View this report, you will need Adobe Acrobat. You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it.

Notice that the report's status is now **Submitted**. You'll also see a confirmation number. And, the command buttons have changed.

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 (01/31/2009 - 04/30/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted # 1014375	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/> <input type="button" value="Print"/> <input type="button" value="Unlock this report"/>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)		Submitted # 1014995	<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"/>

The new status of the report is **Submitted**. (points to Submitted status in Q2 row)

Confirmation number (points to # 1014995 in Q2 row)

Data can be viewed but cannot be changed. (points to buttons in Q2 row)

To display or print the report:

Click

or

on the banner to display the PDF.

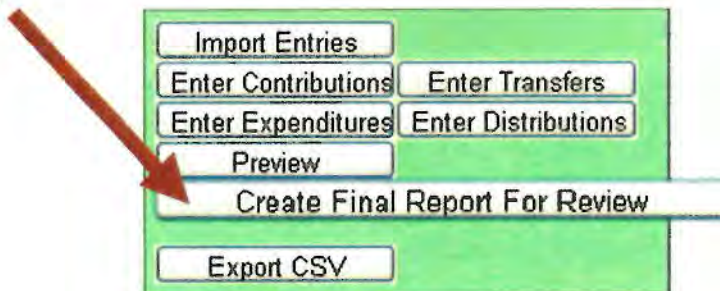
Sign the report and deliver it to the elections office prior to the deadline for this reporting period. Note that the report requires two signatures: from the candidate and from the campaign treasurer.

If the county has your email address in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

My county requires electronic reports

To finalize the report:

Click



to bring up instructions:

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 **7/16/2009**
Contributions **\$460.00** Expenditures **\$600.00**
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.

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click .

Clicking **Create Final Report For Review** brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...

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 the 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**.

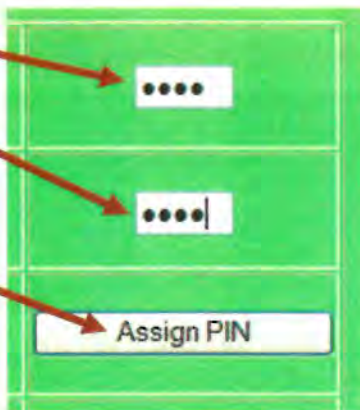
If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

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 the 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"/>

...followed by a view of the report.

On the PINs page, you have these options:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.



Enter Candidate's PIN

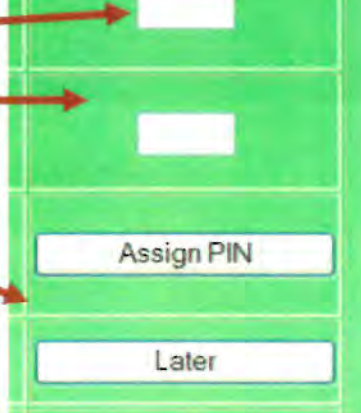
Enter Treasurer's PIN

Then, click

Assign PIN

The screenshot shows a green-bordered form with three sections. The top section contains a text input field with four dots, labeled 'Enter Candidate's PIN'. The middle section contains another text input field with four dots and a cursor, labeled 'Enter Treasurer's PIN'. The bottom section contains a white button with the text 'Assign PIN', labeled 'Then, click'.

- Enter just one of the PINs will return you to the report list. and click **Later**. This report list.



Enter Candidate's

or

Treasurer's PIN

Then, click

Assign PIN

Later

The screenshot shows a green-bordered form with four sections. The top section contains a text input field, labeled 'Enter Candidate's'. The second section contains the word 'or'. The third section contains another text input field, labeled 'Treasurer's PIN'. The fourth section contains a white button with the text 'Assign PIN', labeled 'Then, click'. The bottom section contains another white button with the text 'Later'.

The message **Signature (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the

Enter the **PIN** to submit Elections.

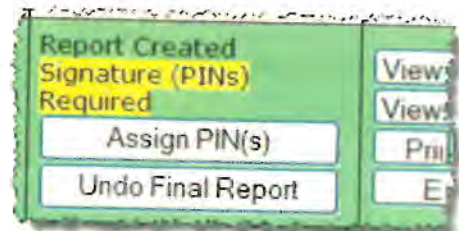


PIN page again.

missing PIN and click **Assign** the report to the Supervisor of

- Click

Do this if you want to remove the PINs and unlock the report so you can make changes.



Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.

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

(1) Name: Carolyn J. Casadonte
 (2) Address (number and street): 1645 Harrington CT, Suite C, Palmetto, FL 32314
 CHECK IF ADDRESS HAS CHANGED
 (3) ID Number: 96

(4) Check appropriate box(es):
 Candidate (office sought): County Commission District 4
 Political Committee CHECK IF PC HAS DISBANDED
 Committee of Continuous Existence CHECK IF CCE HAS DISBANDED
 Party Executive Committee
 Electorating Commission CHM COM

(5) REPORT IDENTIFIER
 Cover Period: From 4/1/2009 To 7/1/2009
 Original Amendment Special Election Report

(6) CONTRIBUTIONS THIS REPORT

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contribution Type	(9) In-Kind Description	(10) Amount
4/21/2009	1	Basber, Anna Lee 31 WILSON BLVD Palmetto, FL 32314	CH		2100.00
4/21/2009	2	Yick, Marsha 2700 BISHOP RD Palmetto, FL 3	CH		150.00

(9) TOTAL Monetary Contributions To Date: \$ 2,850.00

(11) CERTIFICATION
 I certify that I have examined this report and it is true, correct, and complete.
 I am the Treasurer I am the Candidate
 Signature: _____ Signature: _____

OFFICE USE ONLY

Submitted On: 7/21/2009 22:15:14 (eastern)
 (3) ID Number: 96

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/1/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contribution Type	(9) In-Kind Description	(10) Amount
4/21/2009	1	Basber, Anna Lee 31 WILSON BLVD Palmetto, FL 32314	CH		2100.00
4/21/2009	2	Yick, Marsha 2700 BISHOP RD Palmetto, FL 3	CH		150.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/1/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amount
5/10/2009	1	Davis, Communicat ions 1 E. Ave 3499 Tallahassee, FL 32302	retainer for advertising	HO	2500.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/01/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amount
10/1/2009	1	Eric Wu Campaign Accountants 222 South 27 Tallahassee, FL 32301		2009-01-2	2100.00

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/01/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amount
10/1/2009	1	SunBank, 4875 THORNTON RD Tallahassee, FL 32314	TO	cd	21,337.00

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

Should you later file an amendment to this report, the **Amendment** box will be selected instead.

When will my report appear on the elections website?

That depends on your county's procedures. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect. Broward County reserves the right to review reports before releasing them to the public.



To get to your candidate page, website visitors select your name from the list of candidates running in a selected election.

Reporting group (Election/Committees) : County 2009 (11/3/2009)

Select another reporting group (Election/Committees) : County 2009 (11/3/2009) ← Election selected here.

This web site lists candidates for county and local offices and committees/PACs. Candidates for state and multi-county offices are reported on the *Division of Elections of the Department of State Website*.

Download file available - [Complete candidate committee list with contact details - CSV Excel formatted](#)

Candidate selected here. →

Office	Candidate	Party	Monetary Contributions	In Kind Contributions	Total Expenditures & Distributions
County Commission District 4	Carolyn J. Casadonte (Active - Qualified)	DEM	\$2,850.00	\$300.00	\$1,275.00
County Commission District 4	Eric Smith (Active - Qualified)	NP	\$7,750.00	\$2,721.25	\$13,884.17
School Board Dist 6	Doreszell Lee (Active -)	NP	\$200.00		\$200.00
School Board Dist 6	Fred Oliveras (Active -)	NP			

Your candidate page will list all reports that the elections office has released to the website:

Candidate : Carolyn J. Casadonte
Office : County Commission District 4

[Return to Candidate List](#)

The following financial reports are available

Report	Monetary Contributions	In Kind	Expenditures & Distributions	View PDF
Q1 (1/1/2009 - 3/31/2009)	\$2,700.00	\$0.00	\$775.00	View Report (PDF)
Q2 (4/1/2009 - 7/1/2009)	\$150.00	\$300.00	\$500.00	View Report (PDF)

[List All Contributions and Expenditures](#)

Newly received report is listed here. →

Did you know?...A photograph can also appear on your page, if you choose to provide them. We'll explain how to do this on page 45.

Display list of all campaign transactions.

1 2009)	\$150.00	\$300.00	\$500.00	View Report (PDF)
List All Contributions and Expenditures				

Display the report in PDF format.

Website visitors can click **View Report (PDF)** to see the report in PDF format or **List All Contributions and Expenditures** to bring up a list of all transactions reported so far:

Candidate : Carolyn J. Casadonte
Office : County Commission District 4

Report Date : ALL

Campaign Treasurer's Report - Itemized Contributions

Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In Kind Description	Amount
1	1/10/2009	Harold F Qualls 6979 Standing Farms LN Tallahassee, FL 32312	Individual	retiree	Loan		\$500.00
2	2/4/2009	BB Alfred 1645 Hedgefield CT Palmetto, FL 32309	Business	private	Loan		\$2,000.00
3	3/12/2009	Carla Smith 4556 Waverly DR Egmont FL 32347	Individual	none	Check		\$200.00
4	4/21/2009	Alan Lee Babby 45 Wilson Bl VD Palmetto, FL 32312	Individual		Check		\$100.00
		Maria Kirk 9999 Hwy					

Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise your Supervisor of Elections.

NOTE: In order for the "Protected" status to work correctly, the contributor's name must be exactly the same as the voter database. If the voter is registered as John Q. Public, but the contribution entry is listed as Jack Public, the protected status will not appear.

How do I save a copy of the report on my computer?


A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

Click



to display a PDF of the report in Acrobat Reader.

Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name: names assigned by the system are cryptic.

What about changing a report that's already been filed?

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

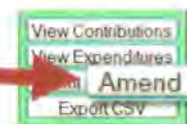
The **Amendment** box is automatically checked when you create an amended report.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Carolyn J. Casadonte Name	OFFICE USE ONLY
(2) 1645 Harrington CT, Suite C Address (number and street) Palmetto, FL 32314 City, State, Zip Code	[1014379]
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED	(3) ID Number: 96
(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): County Commission District 4 <input type="checkbox"/> Political Committee <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication	<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
(6) REPORT IDENTIFIERS	
Cover Period From 4/1/2009 To 7/1/2009 Report Type Q2	
<input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT	(7) EXPENDITURES THIS REPORT Monetary

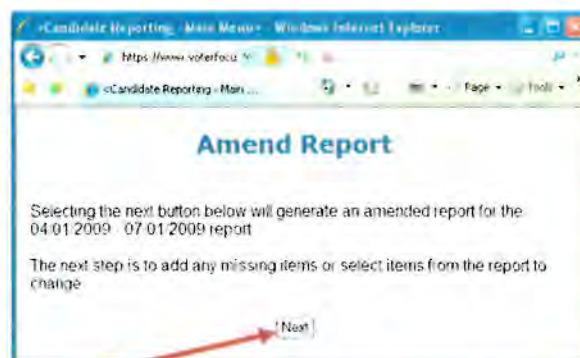
You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click



to bring up this page:



Then click **Next**.

When the Report List reappears, notice that there's now a new row for the current reporting 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 (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 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	

Enter the new data using these buttons, just like you did on the original report.

To create an amended report, you can:

- Manually enter new contributions (page 10) and expenditures (page 12).
- Import new contributions or expenditures (page 21).
- Change or delete items listed on the original report (page 38).

The totals of items on the amended report are displayed just as they were for the original report.

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Submitted # 1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$94.75 (1 item)	Not Filed Data Entry NOT Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Export CSV

When you are finished entering items, preview the report (page 16) and submit it to the elections office (page 24). You'll see a new confirmation number for the amendment.

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)	\$50.00 (1 item)	\$94.75 (1 item)	Submitted # 1014379	View Contributions View Expenditures Print Amend Export CSV

If your county requires a hard copy of amended reports, print the report (page 26), sign it, and deliver it to the elections office.

If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

Oops! I didn't mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command Delete Report. To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click Delete Report to delete it from the system.

How to I change or delete an item on the original report?

(The original report cannot be changed to alter, add or delete an item, but an amendment can be submitted.

To change a contribution or expenditure:

On the Report List, locate the row for the amended report and click [Enter Contributions](#) or [Enter Expenditures](#), depending on the type of item you want to change. In the example here, we are changing a contribution.

On the next page, click **Amend Item from Orig Report**.

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								

to bring up a list of items (for example, contributions) reported in the current quarter:

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](#)

Highlight the item you want to change and click [Amend Item](#) to bring up the detail page for the item.

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

or .

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in 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 the 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 01/01/06 - 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.

On the next page, 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. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

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									

Deletes the original item.

Adds the changed item in its place.

In the example here, we changed the contribution amount from \$100.00 to \$200.00 and added the contributor's occupation, as required by law for contributions over \$100.

This completes the change to the original item. From here you can change another item, add a new item, or return to the Report List.

What if I don't have any contributions or expenditures for the period?

You must submit a Waiver of Report.

A waiver is a one-page report that you fill out and submit to the elections office.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY
Carolyn J. Casadonte Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington Cir, Suite C Palmetto, FL 32314 Address (Number and Street)		96 Identification Number (Assigned by Division of Elections)
City	State	Zip Code
<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Committee of Continuous Existence	<input type="checkbox"/> Check box if address has changed since last report
<input type="checkbox"/> Political Committee	<input type="checkbox"/> Party Executive Committee	<input type="checkbox"/> Check box if P.C. or CCE has DISBANDED and will no longer file reports
TYPE OF REPORT (Check Appropriate Box)		
QUARTERLY REPORTS <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> October	PRIMARY ELECTION <input type="checkbox"/> 32nd day prior <input type="checkbox"/> 18th day prior <input type="checkbox"/> 4th day prior	GENERAL ELECTION <input type="checkbox"/> 45th day prior <input type="checkbox"/> 32nd day prior <input type="checkbox"/> 18th day prior <input type="checkbox"/> 4th day prior
<input type="checkbox"/> TERMINATION REPORT <input type="checkbox"/> SPECIAL ELECTION		
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF <input checked="" type="checkbox"/> 7/1/2009 through 9/30/2009 (Q3)		
Signature		Date
SIGNATURES REQUIRED FOR: Candidates Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Political Committees Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Committee of Continuous Existence Treasurer (s. 106.04(4)(c), F.S.) Party Executive Committees Treasurer or Chairman (s. 106.26(1), F.S.)		
<small>If any reporting period where there has been no activity in the account (no funds deposited or received) the filing of the required report is waived. However, the filing officer must so indicate in writing on the prescribed reporting date that no report is being filed.</small>		

To submit a waiver:

On the Report List, find the reporting period you want to submit a waiver for.

Click

Import Entries	
Enter Contributions	Enter Transfers
Enter Expenditures	Enter Distributions
Prepare Totals	
Create Waiver Report	

On the next page, click **Create Final Report For Review** to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Why are some reports locked?

Have you noticed that reports for past and future reporting periods have an **Unlock this report** button?

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)	\$775.60 (2 items)	Submitted #1014375	View Contributions View Expenditures Print Export CSV Unlock this report
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$200.00 (1 item)	Submitted #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.70 (0 items)	Submitted #1014379	View Contributions View Expenditures Print Amend Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009			No Data Entered	Unlock this report

These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click **Unlock this report**.

For past reporting periods, you'll then get command buttons for amending the report.

2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.60 (2 items)	Submitted #1014375	View Contributions View Expenditures Print Amend Export CSV
--	-------------------------	-----------------------	-----------------------	--

And for future reporting periods, you'll see the usual buttons for entering data.

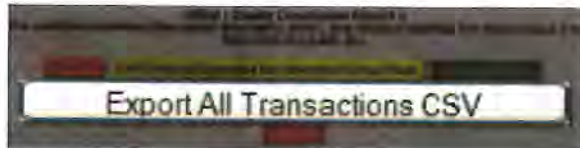
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009			No Data Entered	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver
---	--	--	-----------------	--

How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

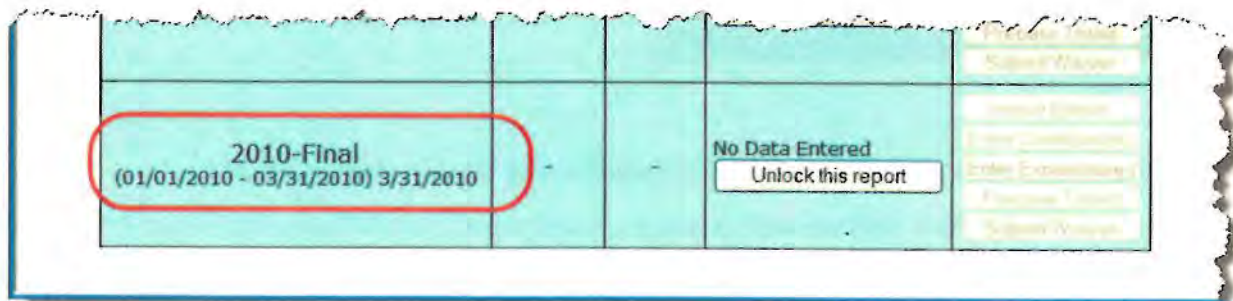
The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

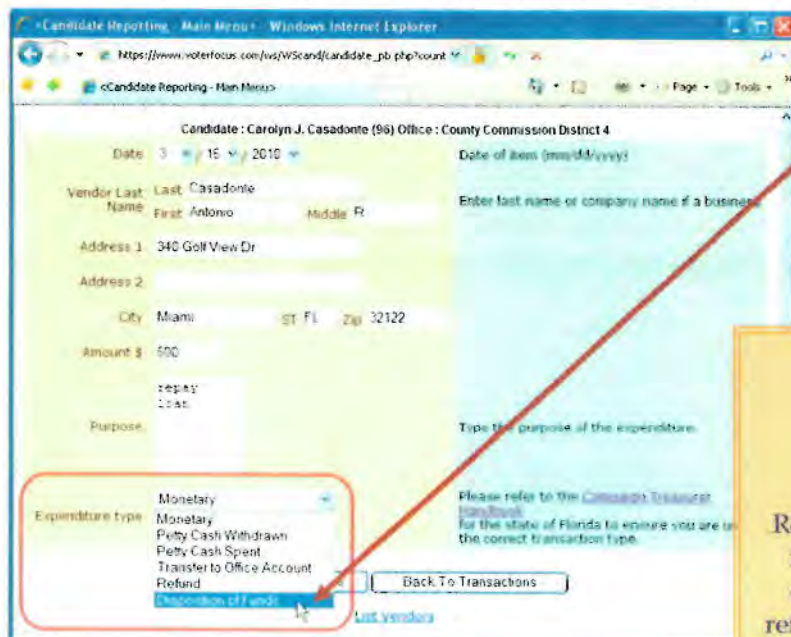
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2012-Final*, like the example here.



When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.



To report on the disposition of surplus funds, select **Disposition of Funds** in the **Expenditure type** field.

Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**.

Remember that **Disposition of Funds** is a type of expenditure, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List – in the **Total Exp** column – although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.



Preview the report and submit it as you have previous reports for the campaign. When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.

(7) EXPENDITURES THIS REPORT	
Monetary Expenditures	\$ 0.00
Transfers to Office Account	\$ 0.00
Total Monetary	\$ 0.00
(8) Other Distributions	

But the amount will be included in box 10 of the Summary Report.

(10) TOTAL Monetary Expenditures To Date	\$ 1,809.78
--	-------------

And it will appear on the Itemized Expenditure page with an expenditure type of DI.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES						
(1) Name Carolyn J. Casadonte			(2) I.D. Number 96			
(3) Cover Period 1/1/2010 through 3/31/2010			(4) Page 1 of 1			
(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
15 / 2010	1	Casadonte, Antonio R 340 Golf View Dr Miami, FL 33122	repay loan	DI		2520.00

How do I enter a photo?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.

Candidate : Carolyn J. Casadonte
Office : County Commission District 4

1645 Harrington CT
Suite C
Palmetto, FL - 32314
ccasadonte3@gmail.com
850-556-6814
850-422-0585

Carolyn Casadonte's work with neighborhood associations for the past 20 years uniquely qualifies her for the service as a County Commissioner.

[View submitted reports](#)

Available reports...	
Q1	4-15-2009
Q2	7-15-2009
Q2(A)	7-15-2009

She understands the concerns of individual residents in our community and will ensure those concerns are properly prioritized by the County.

Of particular interest to Carolyn is preservation of our outstanding--and irreplaceable--natural environment. While serving as president of the Woodgate Neighborhood Association and chair of the Council of Neighborhood Associations, she worked tirelessly--and effectively--to prevent destruction of in-town neighborhoods' canopy oaks.

Note: The candidate's photograph and statement are supplied by the candidate and are not endorsed by the County Supervisor's Office.

Photo of candidate

Biographical information – option not available for Broward candidates.

A photo of the candidate is nice to have, but it is not required. If you do not provide it, here is what voters will see:

Candidate : Adam Greensburg
Office : Clerk of Court

6979 Standing Pines Lane
Tallahassee, FL - 32312
agreensburg@hotmail.com
850-556-6814

No Photo Available

No biographical information available at this time.

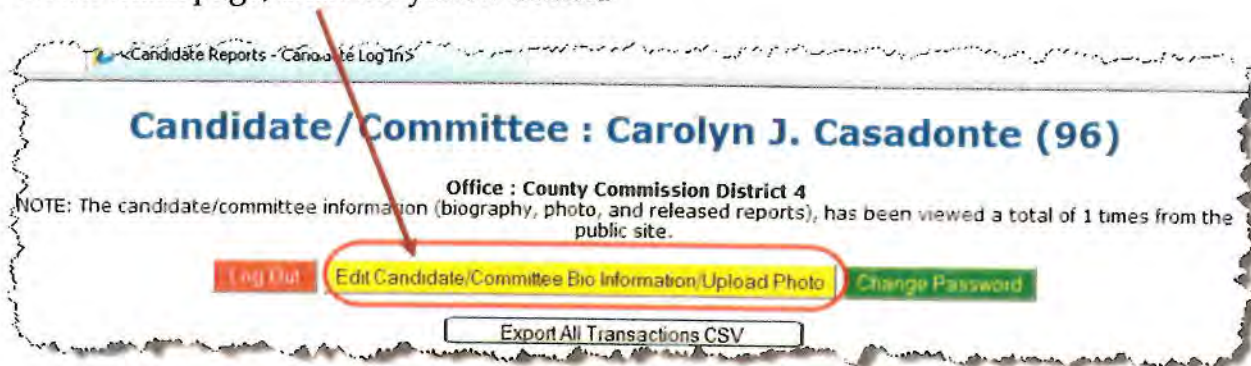
The file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

The system will not accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

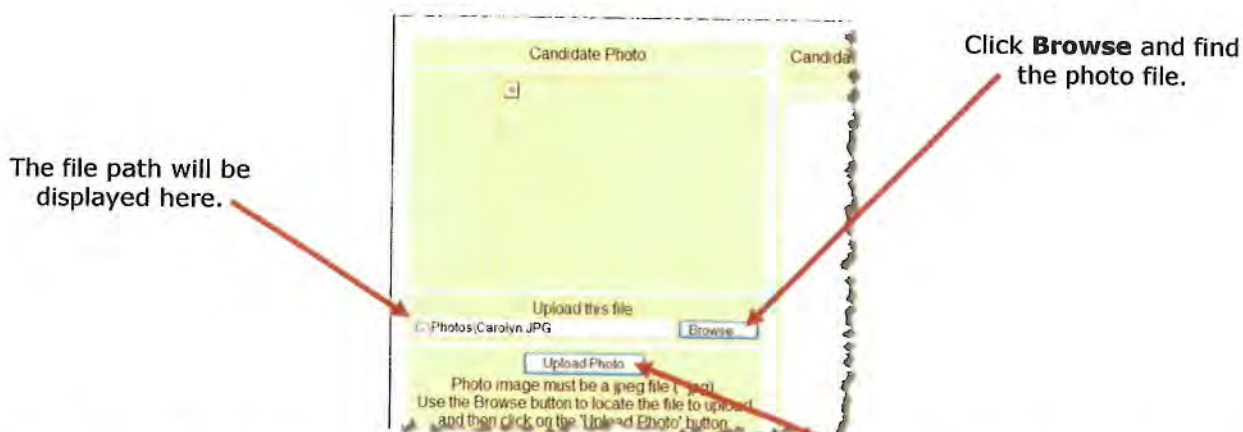
Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

To enter a photo:

On the main page, click the yellow button.



Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



When the file has copied to the system, you'll see this message and then click **Upload Photo**.



Click [Return to Main Menu](#) to return to the main page of the system.

If you ever want to change the photo, just return to the Candidate/Committee Bio page and upload a different photo.

To see how your photo and bio appear to voters, enter this address in your web browser, replacing **<broward>** with your county name:

https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=<broward>

You might not see your photo immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.



In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

Change Password/PINs

Only alter the password/pins you wish to change at this time.

Enter Old Finance System Access Password **(REQUIRED)**
(The one you used to log in to this session)

Enter New Finance System Access Password

ReEnter New Finance System Access Password

Enter New Candidate/Committee electronic PIN

ReEnter New Candidate/Committee electronic PIN

Enter New Treasurer electronic PIN

ReEnter New Treasurer electronic PIN

Type your new password here.

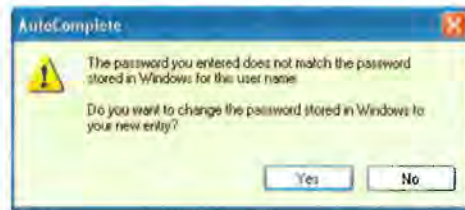
Type your new candidate PIN here...

...and your new treasurer PIN here.

To finish changing the password and PINs, click here.

Change Password/PINs Cancel

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



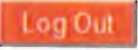
Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password or PINs, contact the elections office. They will be able to retrieve it for you.

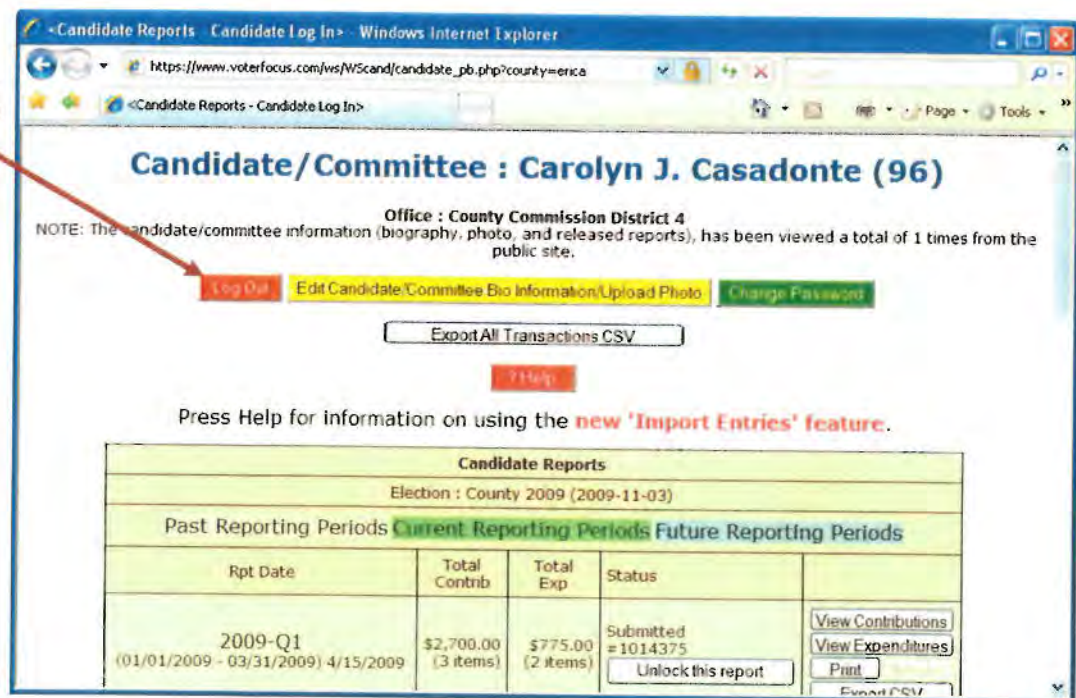
Don't forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click .

Click here to log out of the system.



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.

[Log Out](#) [Edit Candidate/Committee Bio Information/Upload Photo](#) [Change Password](#)

[Export All Transactions CSV](#)

[? Help](#)

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)	Submitted = 1014375	View Contributions View Expenditures Print Export CSV

