Voter Focus

How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

VR SYSTEMS

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

Last update to this document: May 22, 2015

Contents

What's shown in an online financial report?

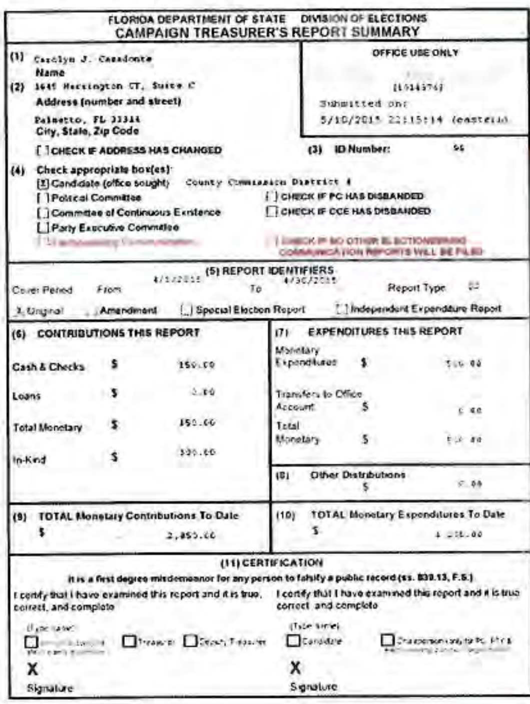
As you know, Florida law requires that candidates and political committees file monthly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives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

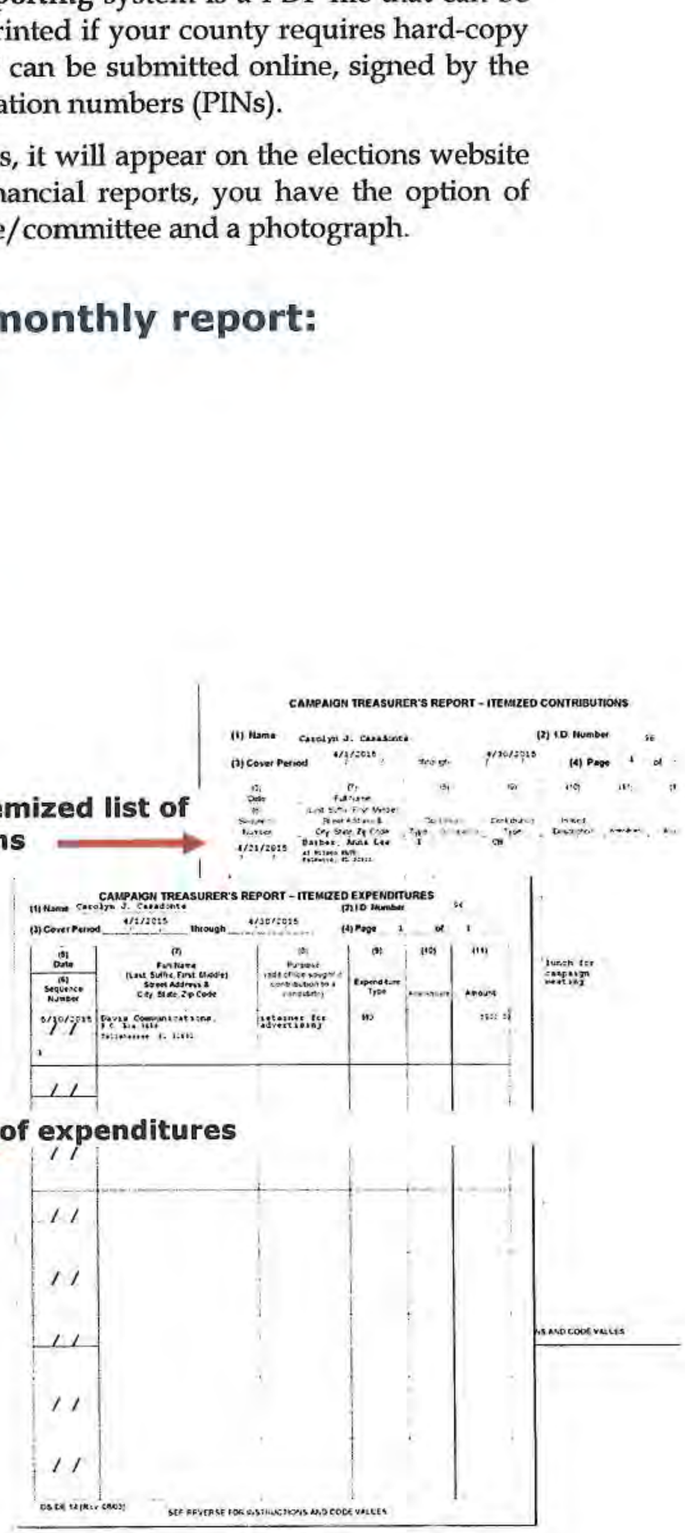
Here's an example of a monthly report:

First, there's a summary page



Then, an itemized list of contributions

Next, a list of expenditures



And finally, a list of fund transfers

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

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

(3) Cover Period 4/01/2015 through 4/30/2015 (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) Amendment	(11) Amount
4/1/2015 1	SunBank, 4771 Thomasville RD Tallahassee, FL 32312	TO	cd	Add	$1,500.00

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:

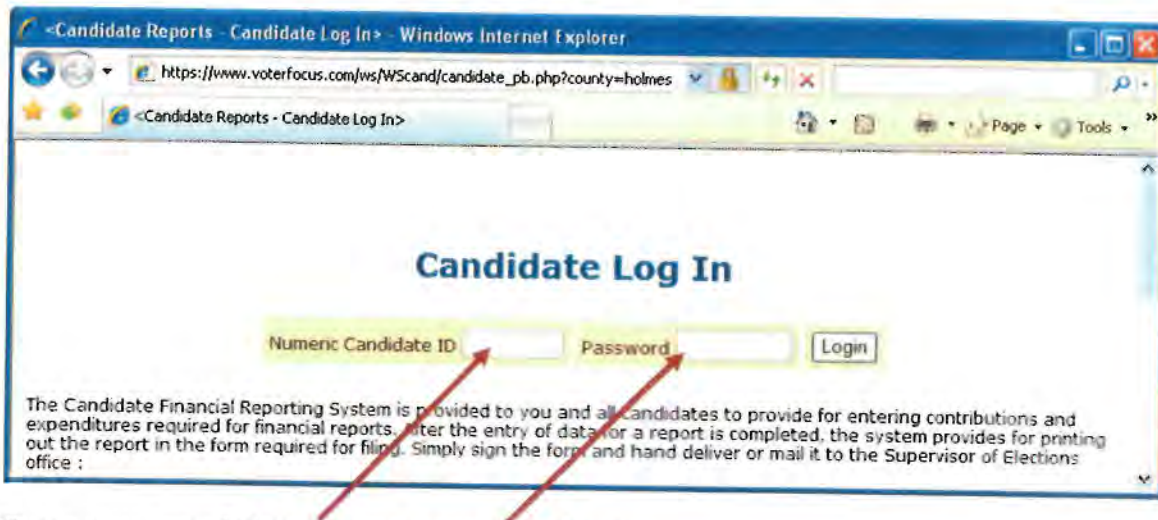
1 Type this web address into your browser:

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.

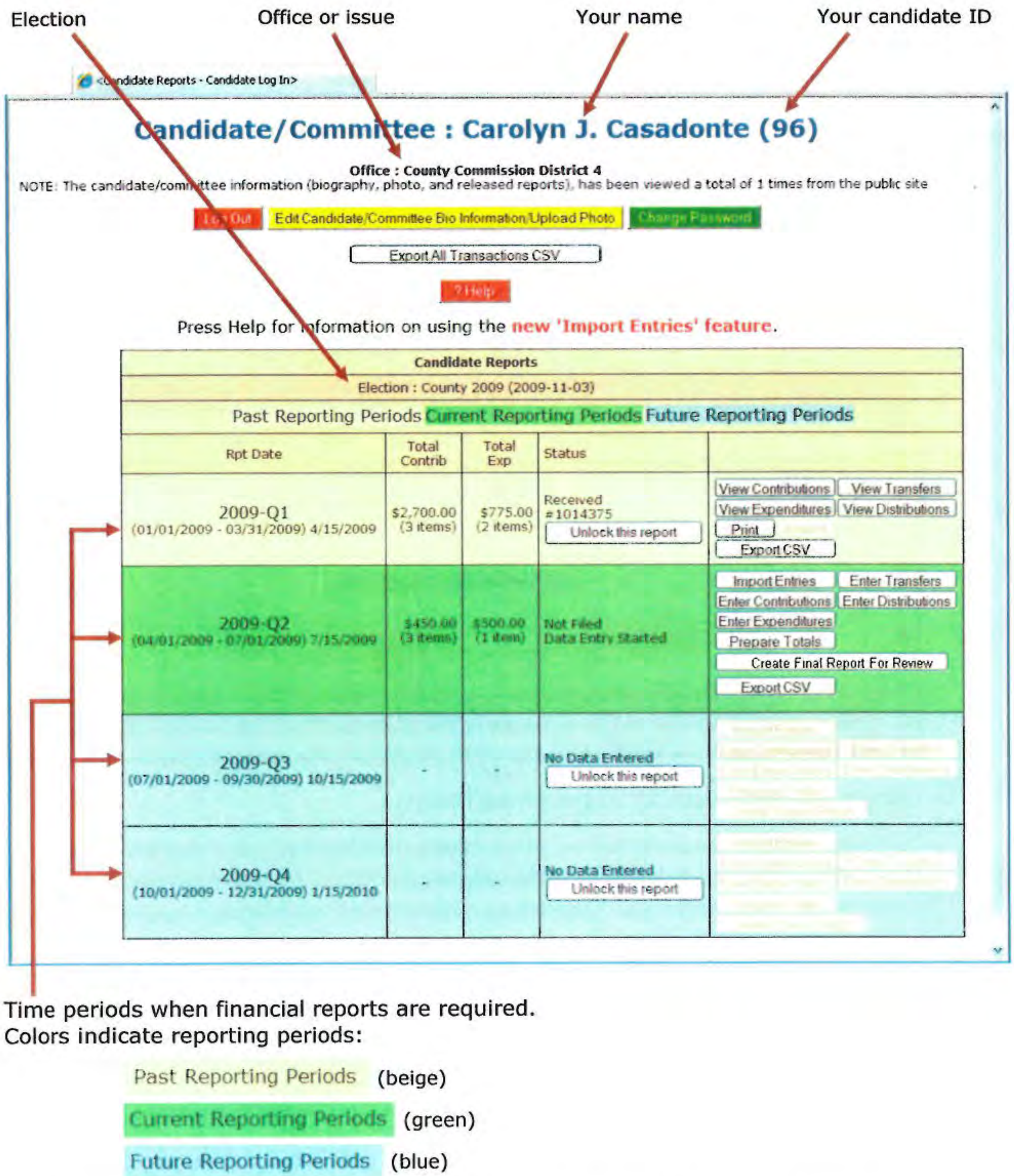
The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

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 Login.

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.*

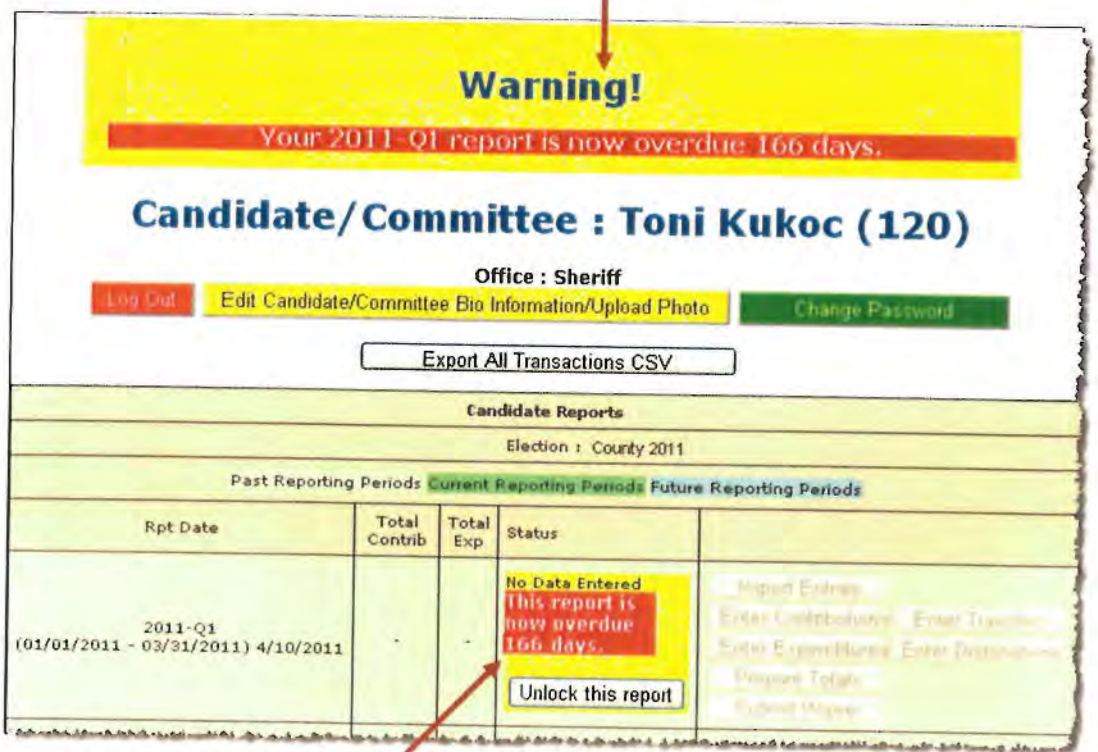


The reporting periods are color-coded to help you choose the correct period for reporting data.

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:

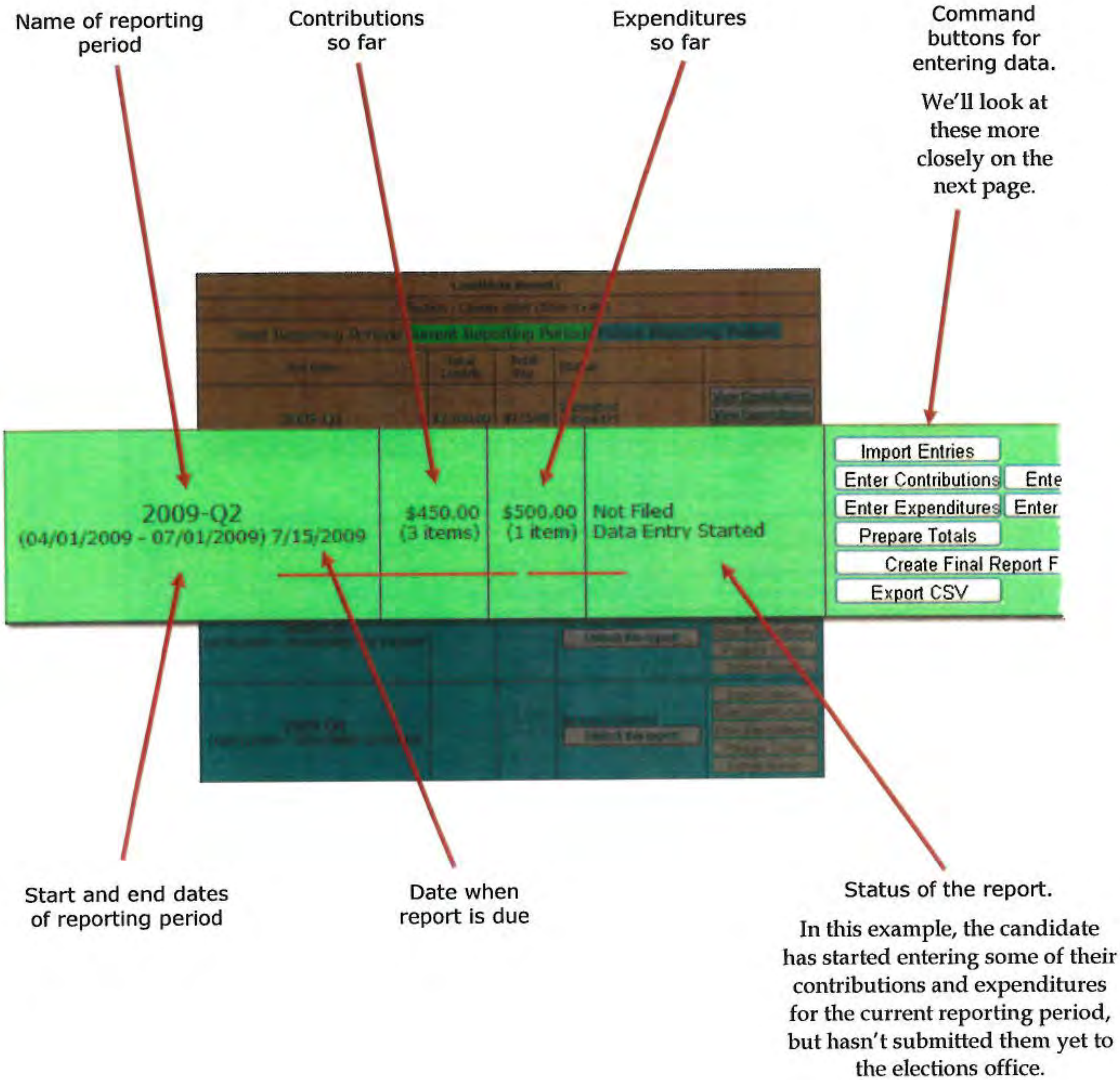


And the due/overdue report(s) will be highlighted as well.

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.

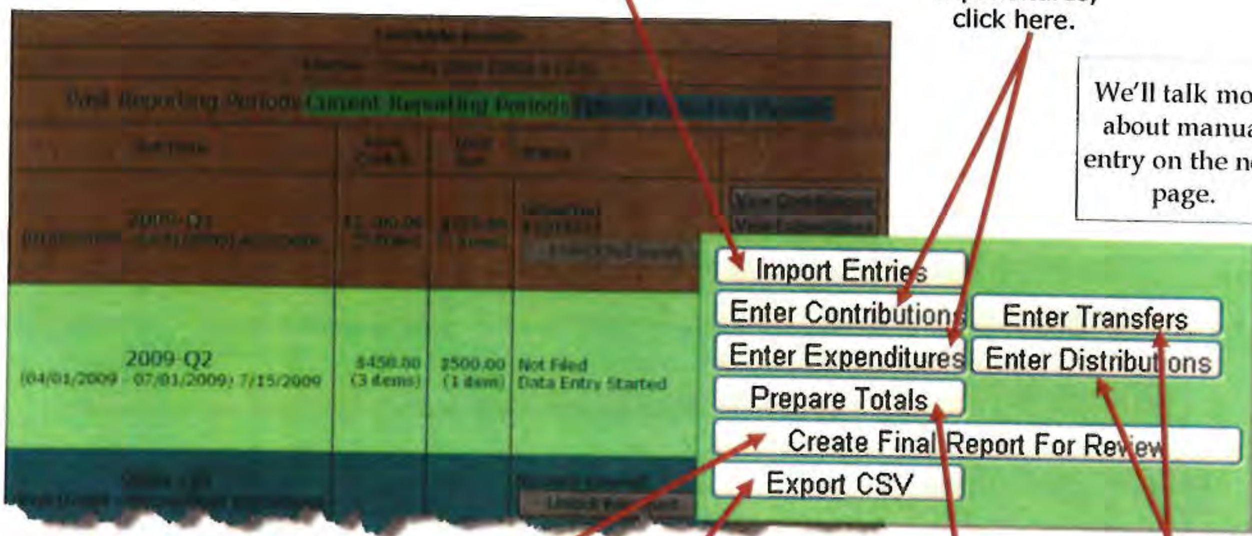


About those command buttons...

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

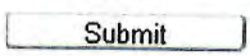
To manually enter contributions and expenditures, click here.

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



Click here to manually enter fund transfers and distributions.

Submit your report to the elections office.

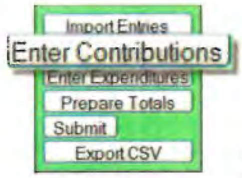


Create a spreadsheet of the contributions and expenditures entered in this reporting period.

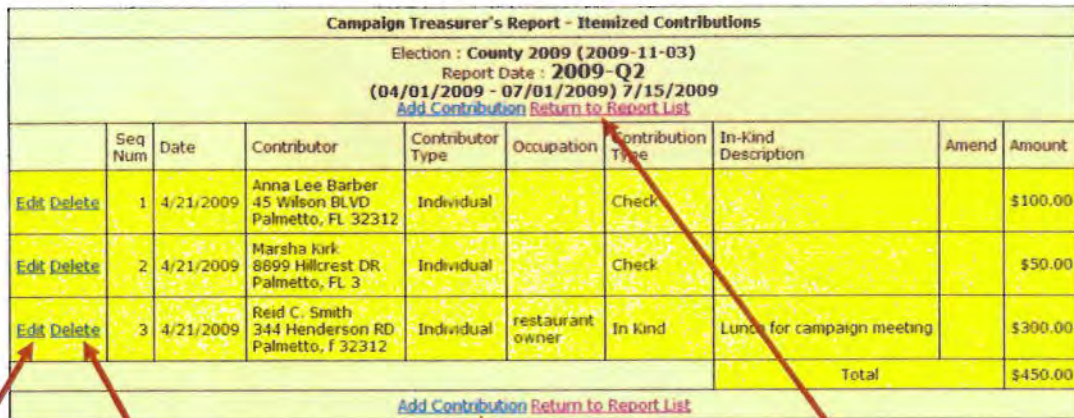
View a draft copy of your report for this period prior to submitting to the elections office.

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.

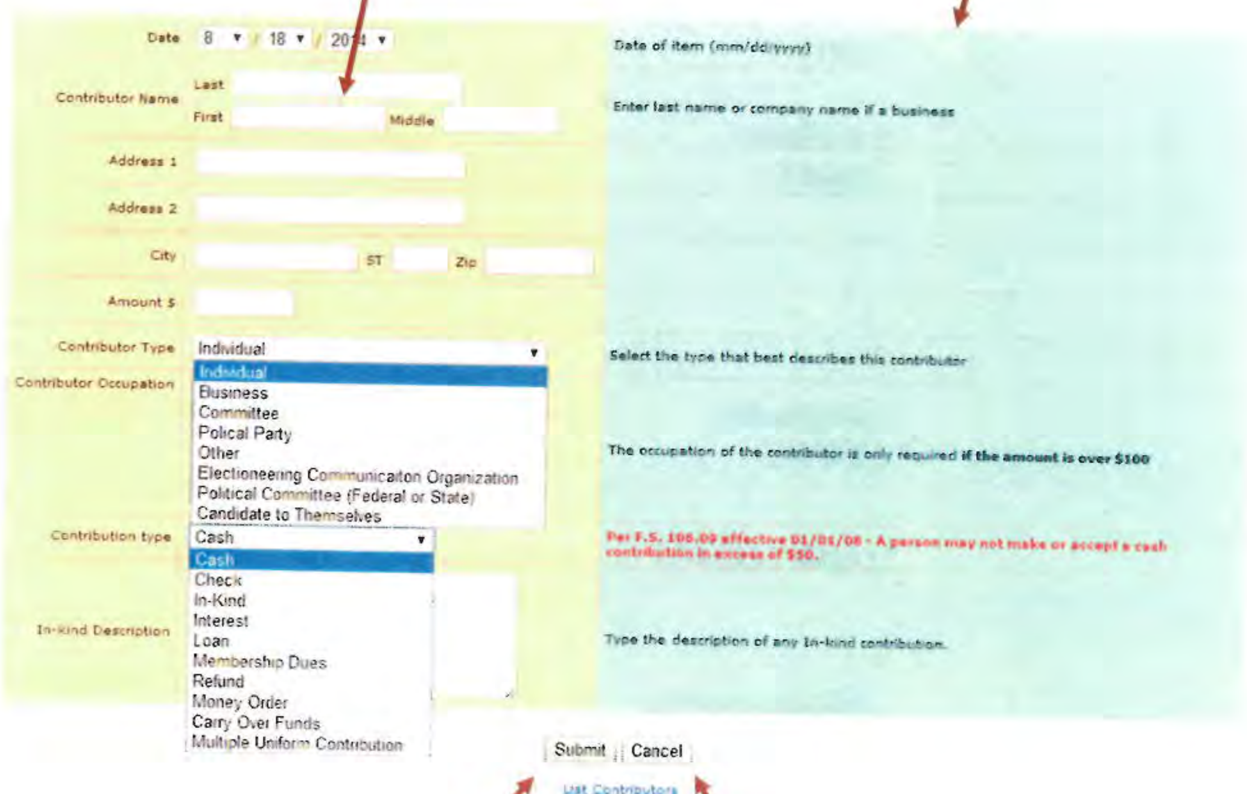
Click **Add Contribution** to bring up the form for entering contributions.

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.



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.

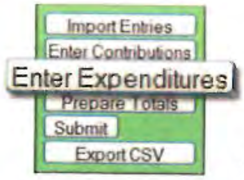
Click **Cancel** when you've saved the last contribution you want to add right now.

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: *Food and beverage*
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 retuned 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:

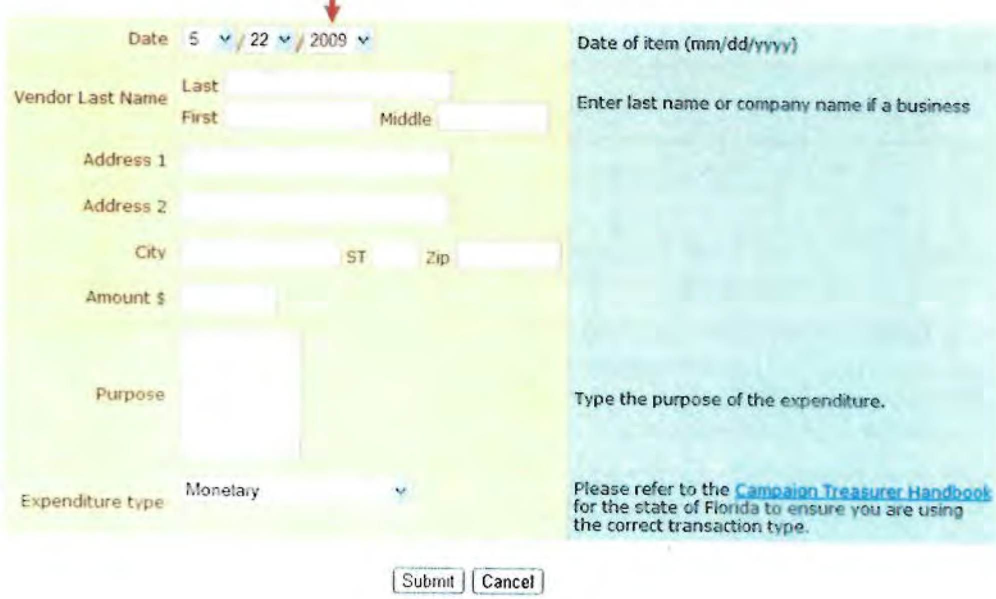
Campaign Treasurer's Report - Itemized Expenditures							
Election : **County 2009 (2009-11-03)** Report Date : **2009-Q2** **(04/01/2009 - 07/01/2009) 7/15/2009** Add Expenditure Return to Report List							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	5/10/2009	Davis Communications 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.

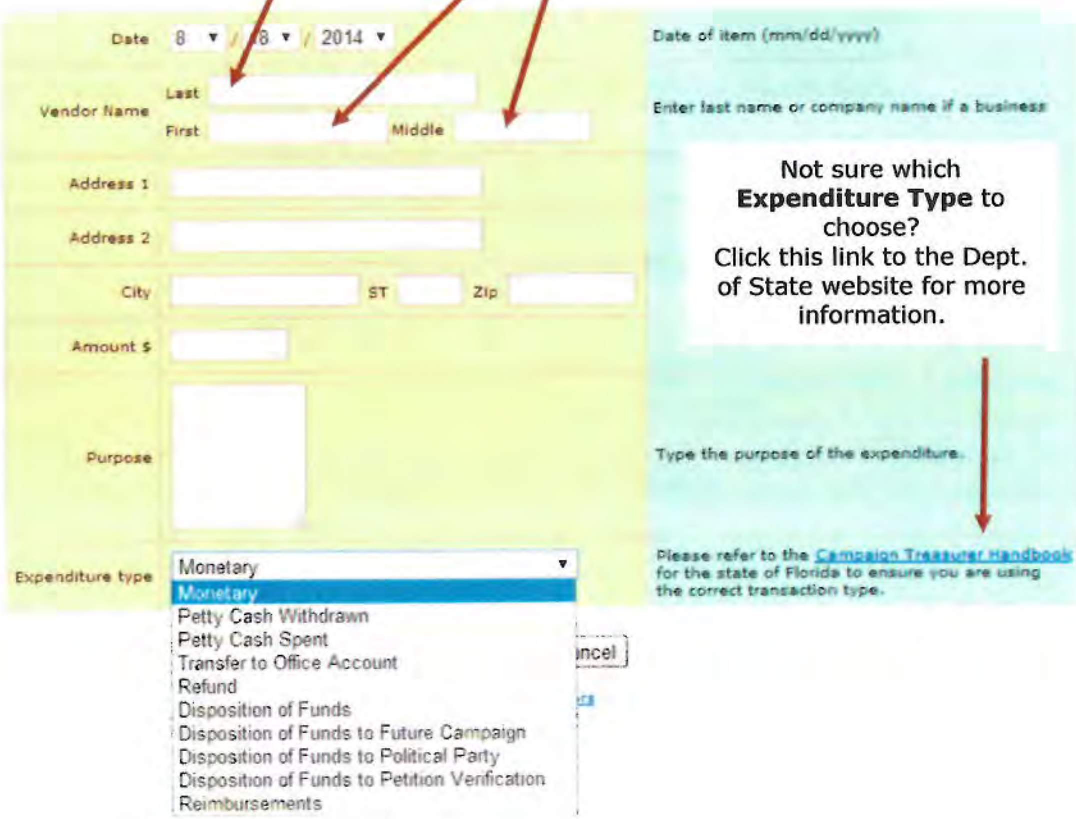
Takes you back to the Report List.

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



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.



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.

Color legend:
Amendment will be created

Select Cancel

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.

2014-1 from: 07/01/2014 to: 07/31/2014

Color legend:
Amendment will be created

Select Cancel

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.

Close

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.

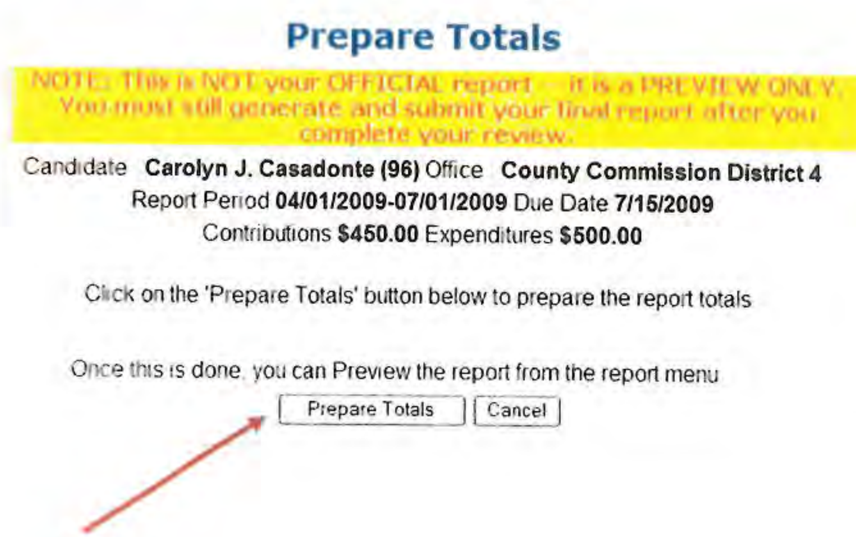
You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report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

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

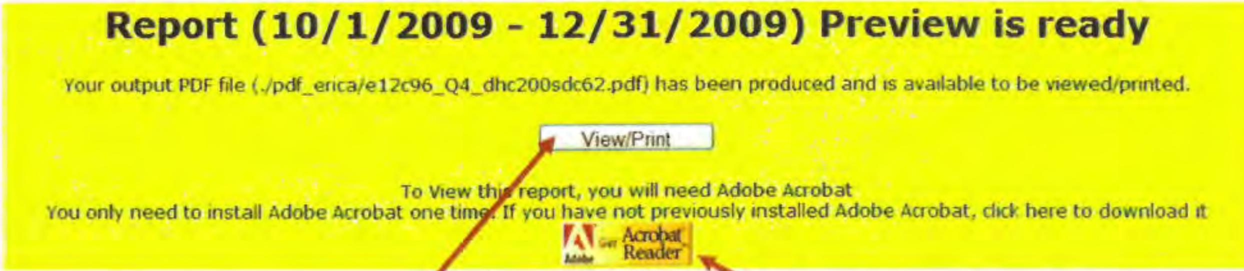
To preview your report so far:

Click

to bring up this page:

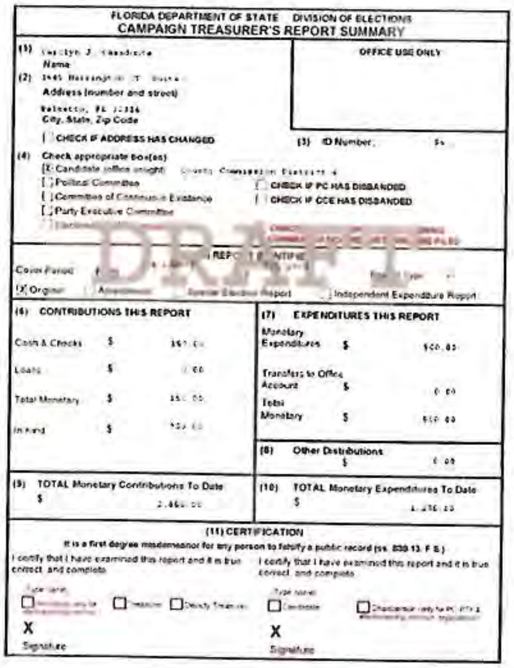


Click Prepare Totals to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:



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 View/Print in the banner to bring up a PDF of your report.


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

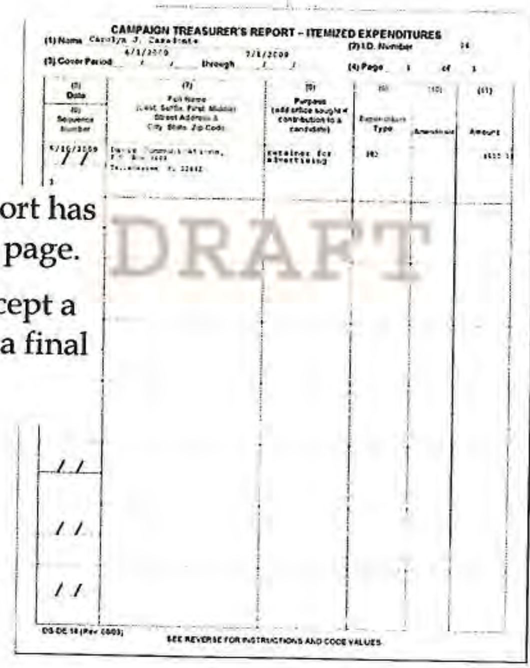
(1) Name
(2) Address (number and street)
City, State, Zip Code
CHECK IF ADDRESS HAS CHANGED
OFFICE USE ONLY
(3) ID Number
(4) Check appropriate box(es)
Candidate (office sought)
Political Committee
Committee of Continuous Existence
Party Executive Committee
CHECK IF PC HAS DISBANDED
CHECK IF CCE HAS DISBANDED
DRAFT
Cover Period
Original
Amendment
Special Election Report
Independent Expenditure Report
(6) CONTRIBUTIONS THIS REPORT
Cash & Checks $
Loans $
Total Monetary $
In-Kind $
(7) EXPENDITURES THIS REPORT
Monetary Expenditures $
Transfers to Office Account $
Total Monetary $
(8) Other Distributions $
(5) TOTAL Monetary Contributions To Date $
(10) TOTAL Monetary Expenditures To Date $
(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.
I certify that I have examined this report and it is true, correct, and complete.
X
Signature
X
Signature

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


CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS
(1) Name
(2) I.D. Number
(3) Cover Period
(4) Page
DRAFT

Forgot to add a contribution or expenditure?

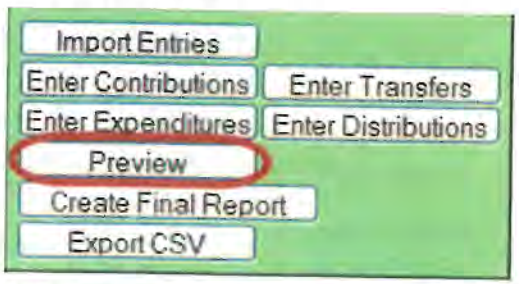
That's OK: You can continue to add them after doing the preview.


CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES
(1) Name
(2) I.D. Number
(3) Cover Period
(4) Page
Date
Sequence Number
Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code
Purpose (add office sought if contribution to a candidate)
Expenditure Type
Amendment
Amount
DRAFT
SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

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.

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



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.

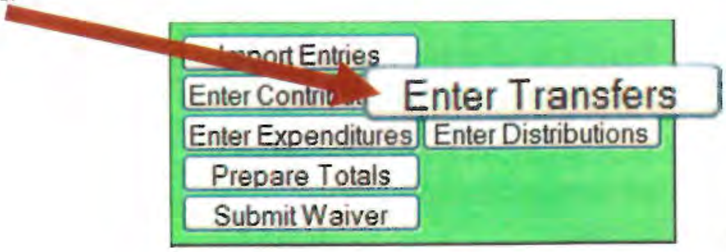
Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

What about fund transfers?

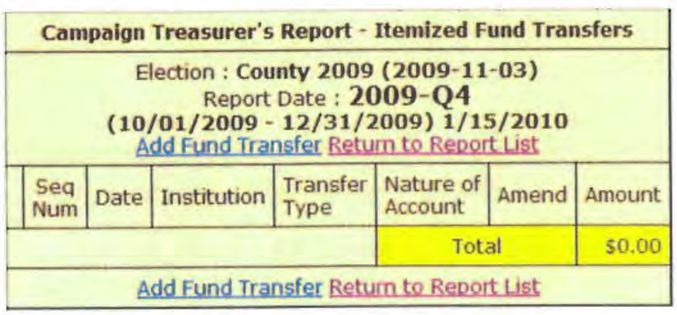
Fund transfers are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

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

Click

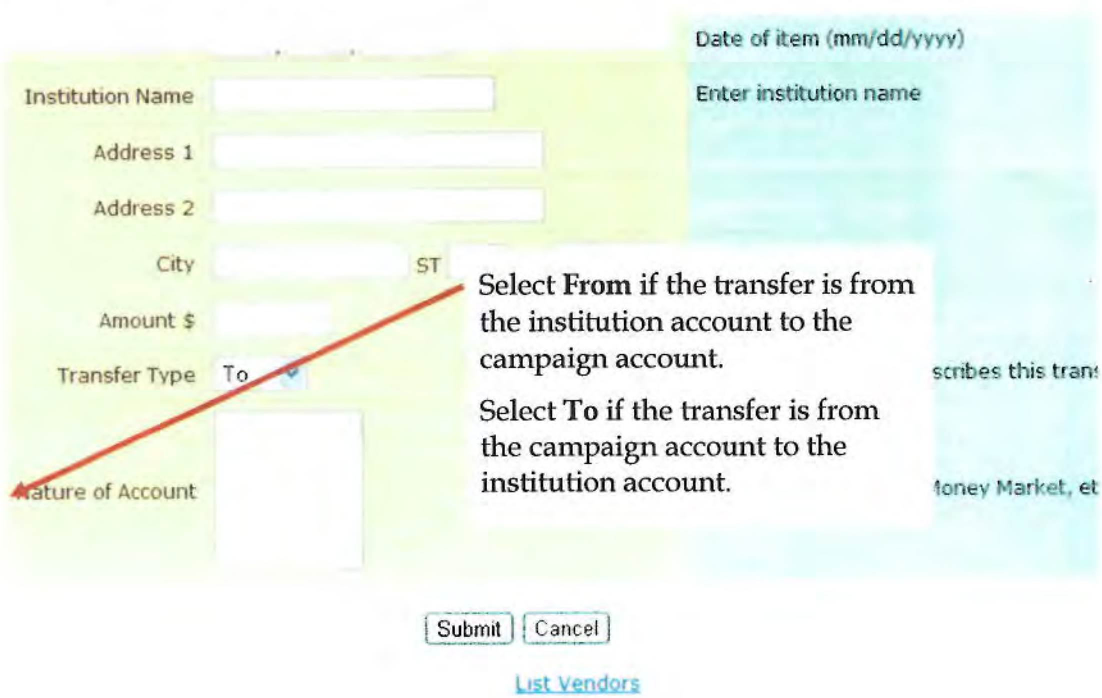


to bring up this page:



Click **Add Fund Transfer** to bring up the form for entering transfers.

Enter the financial institution where the account is held.



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

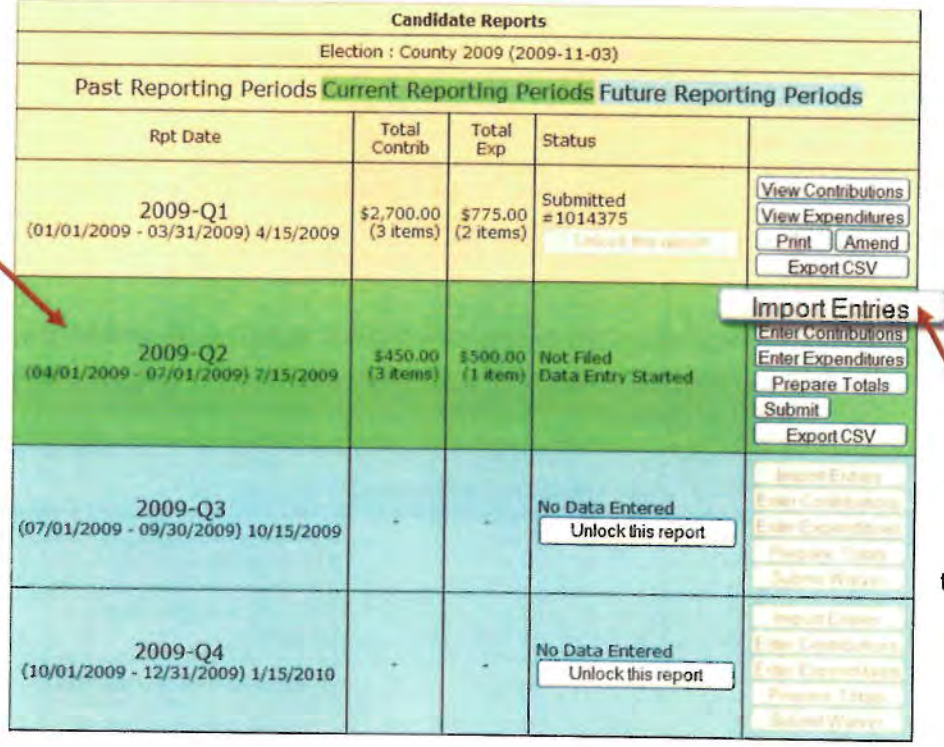
When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

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:

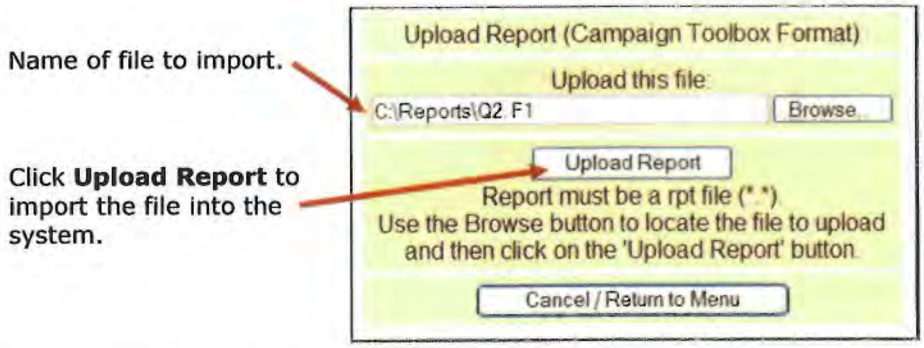
On the main page, locate the row for the current reporting period (look for the green row) and click [Import Entries].

Current reporting period is shown in green.

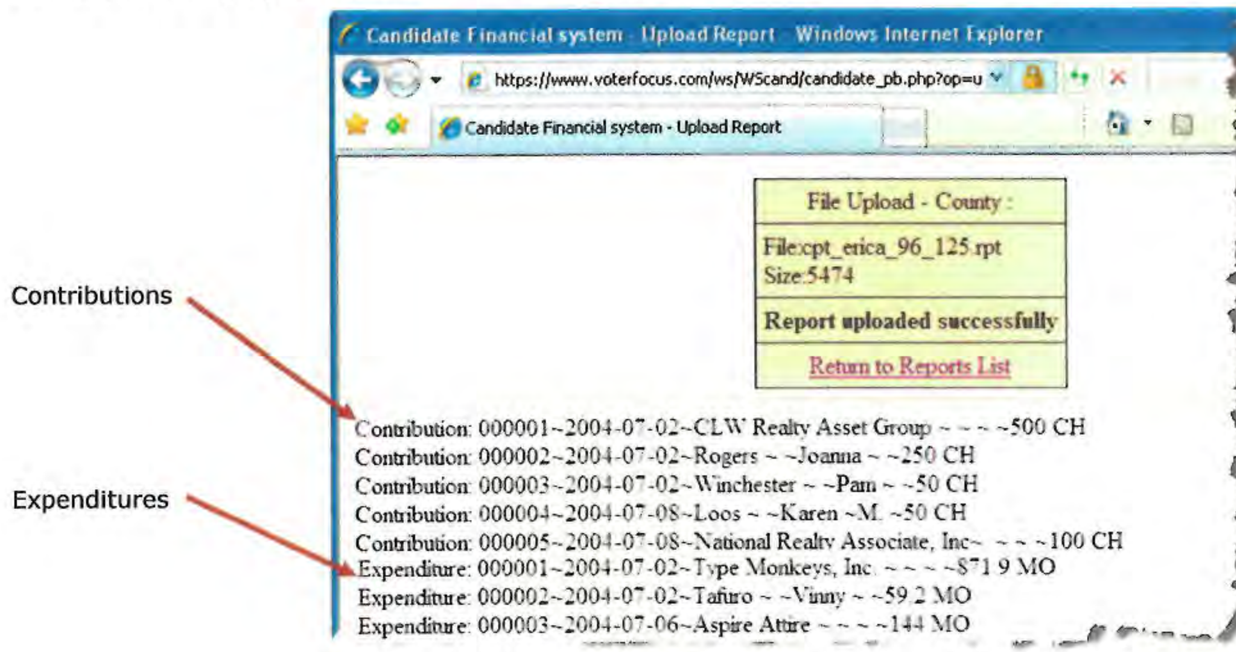


Import Entries brings up the **Upload Report** page.

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**

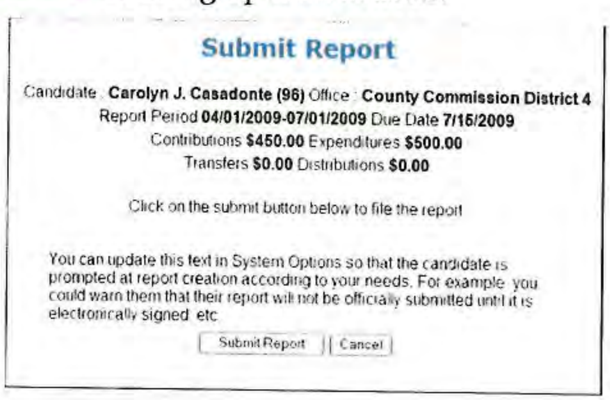
What happens when you submit a report:

- 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:



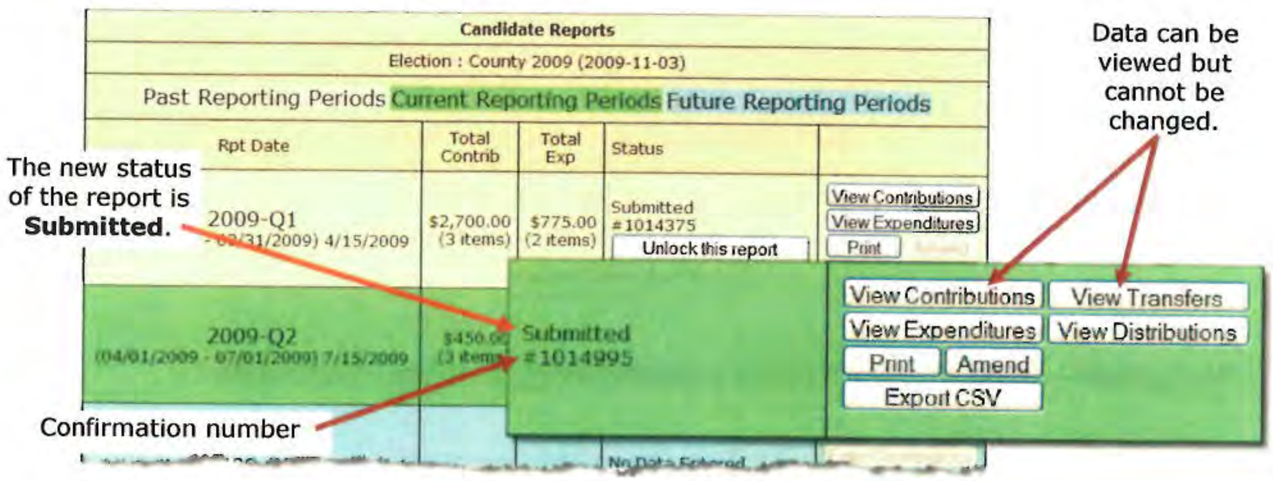
Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click [Submit Report].

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

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



To display or print the report:

Click

or [View/Print] on the banner to display the PDF.

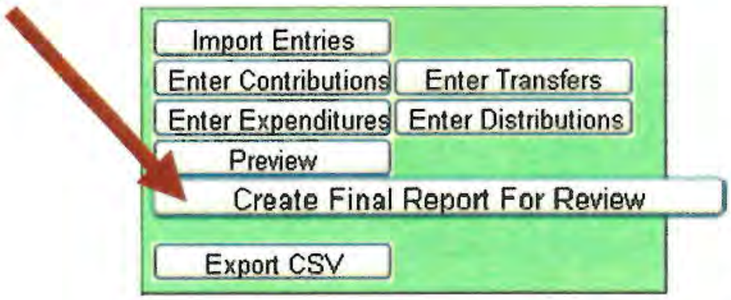
Sign the report and deliver it to the elections office prior to the deadline for this reporting period. Note that the report requires two signatures: from the candidate and from the campaign treasurer.

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



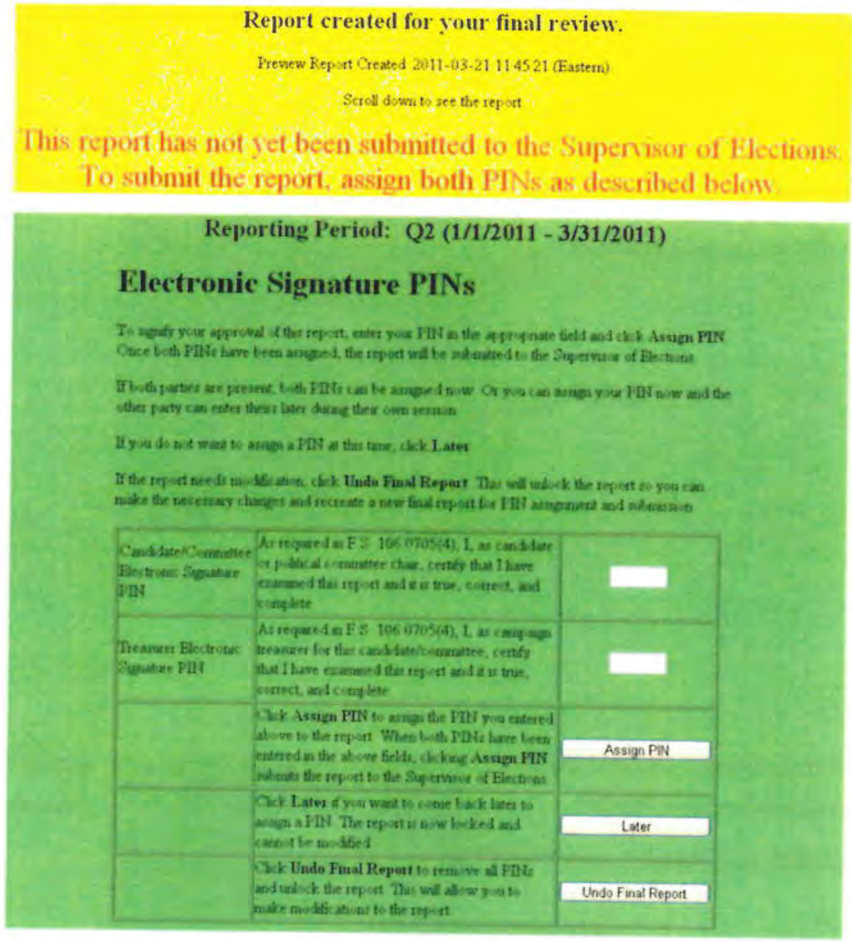
to bring up instructions:

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click [Create Final Report For Review].

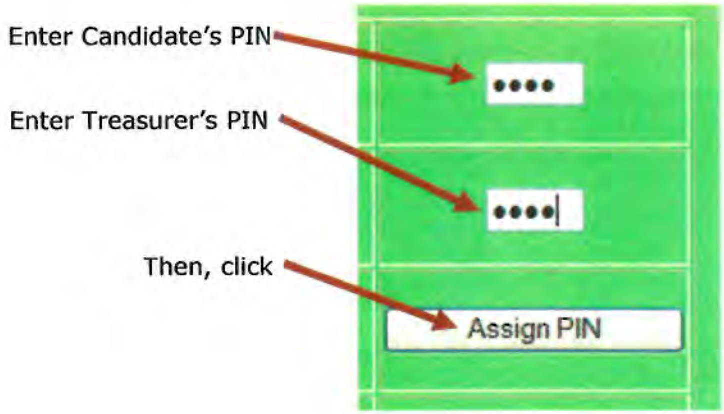
Clicking [Create Final Report For Review] brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...



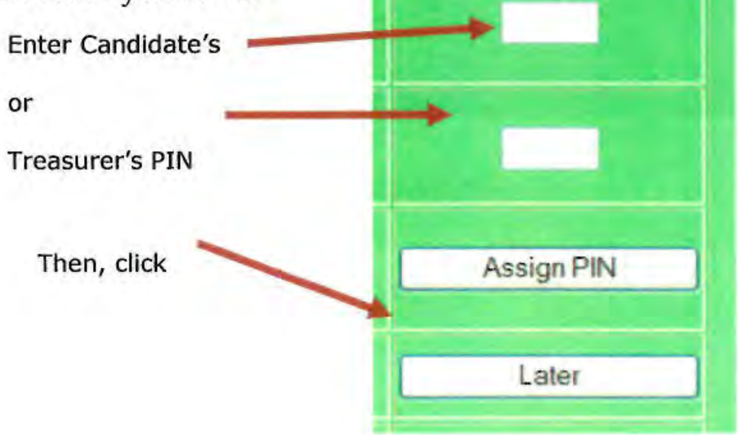
...followed by a view of the report.

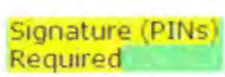
On the PINs page, you have these options:

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



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



The message 

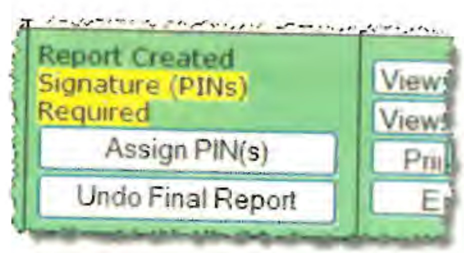
will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

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

Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.

- Click

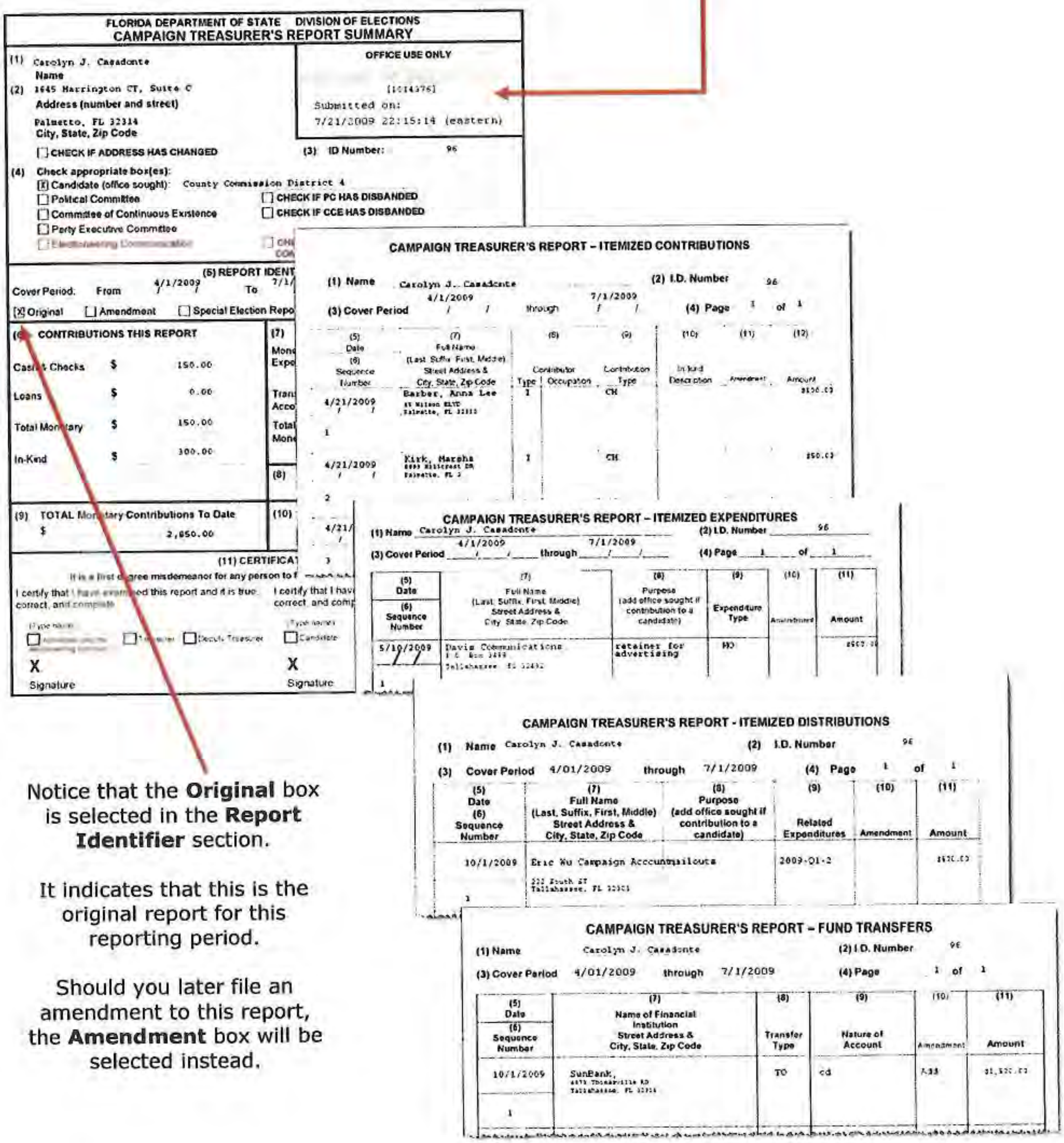
Do this if you want to remove the PINs and unlock the report so you can make changes.



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.



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

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

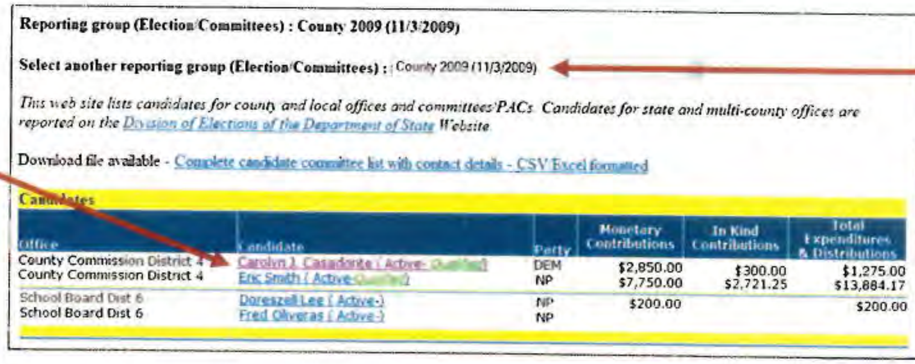
Should you later file an amendment to this report, the **Amendment** box will be selected instead.

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.

Candidate selected here.



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

Select another reporting group (Election/Committees) : County 2009 (11/3/2009)

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

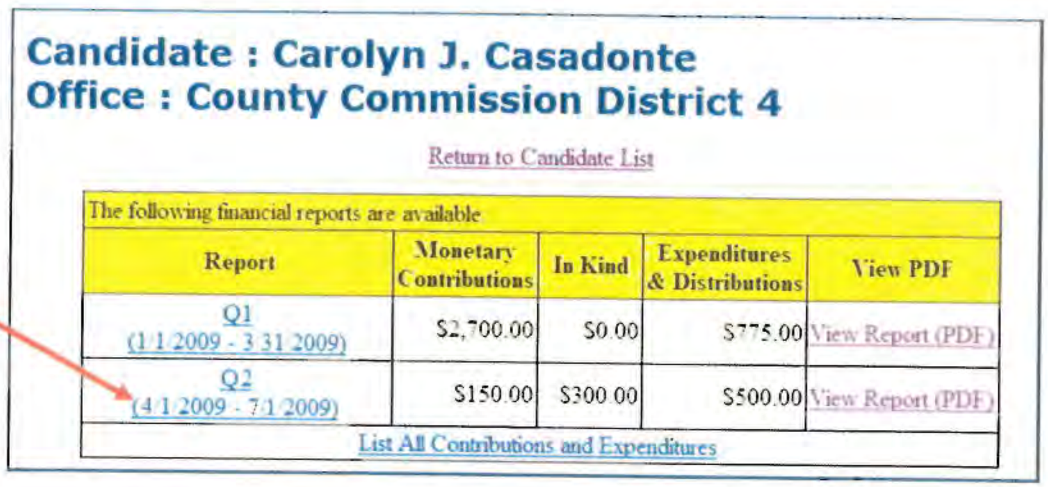
Candidates

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 Olveras (Active-)	NP			

Election selected here.

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

Newly received report is listed here.



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

Return to Candidate List

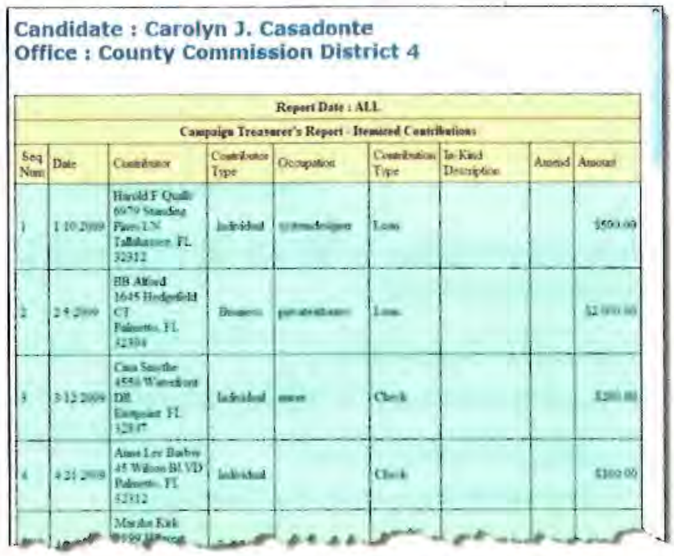
The following financial reports are available

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

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.

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:



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 

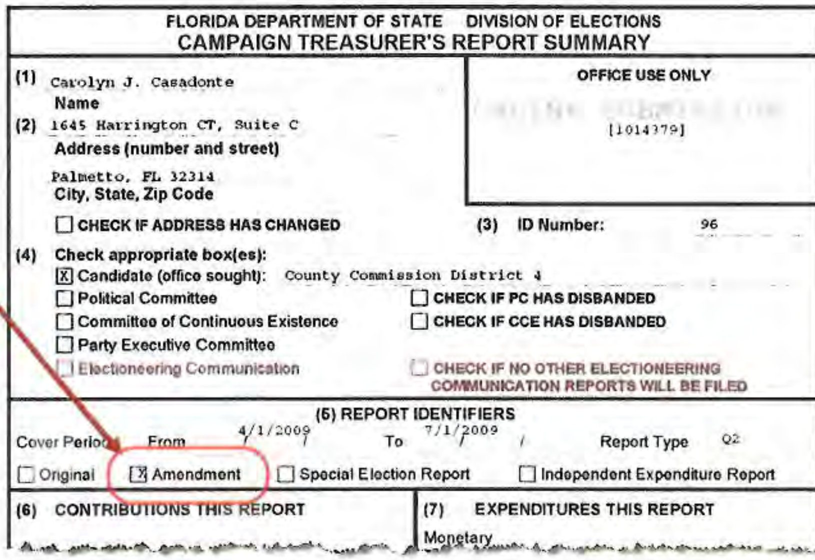
to display a PDF of the report in Acrobat Reader.

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
(2) 1645 Harrington CT, Suite C
Address (number and street)
Palmetto, FL 32314
City, State, Zip Code
☐ CHECK IF ADDRESS HAS CHANGED

OFFICE USE ONLY
[1014379]

(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
☐ Electioneering Communication ☐ CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

(5) REPORT IDENTIFIERS
Cover Period From 4/1/2009 To 7/1/2009 Report Type Q2
☐ Original ☒ Amendment ☐ Special Election Report ☐ Independent Expenditure Report

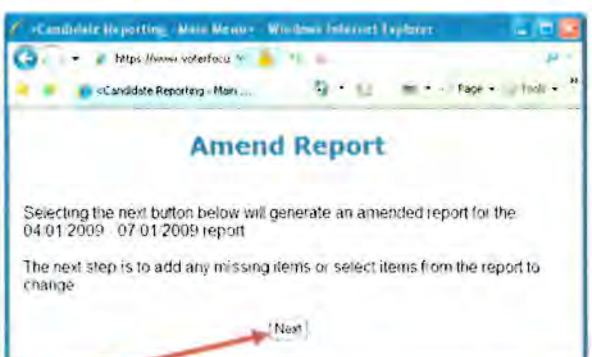
(6) CONTRIBUTIONS THIS REPORT
(7) EXPENDITURES THIS REPORT
Monetary

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:

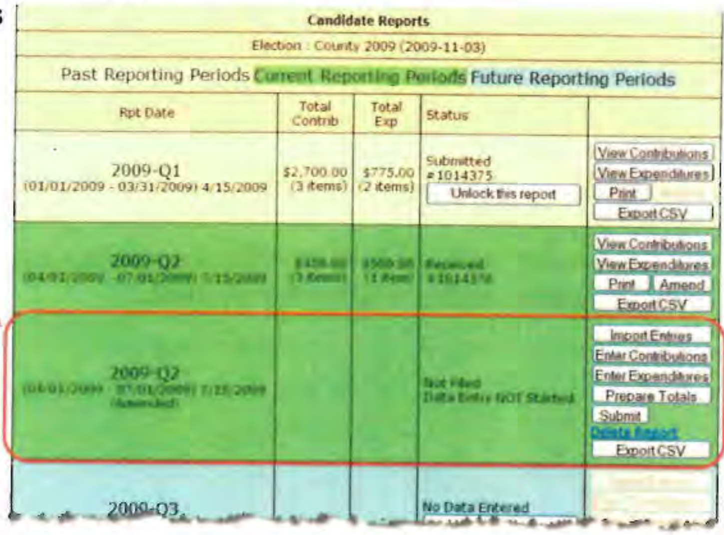
In the current reporting period (the green row), click

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.

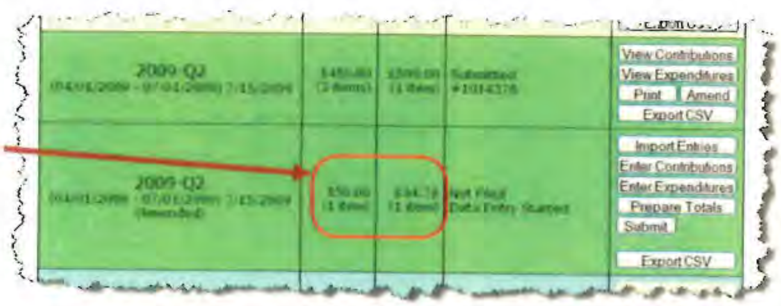


Enter the new data using these buttons, just like you did on the original report.

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.



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.

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.

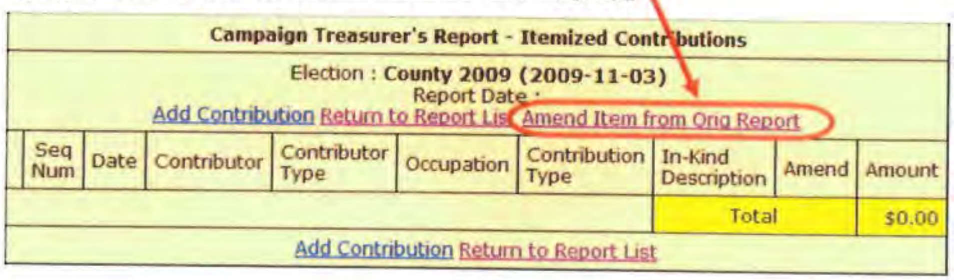
How to I change or delete an item on the original report?

(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.

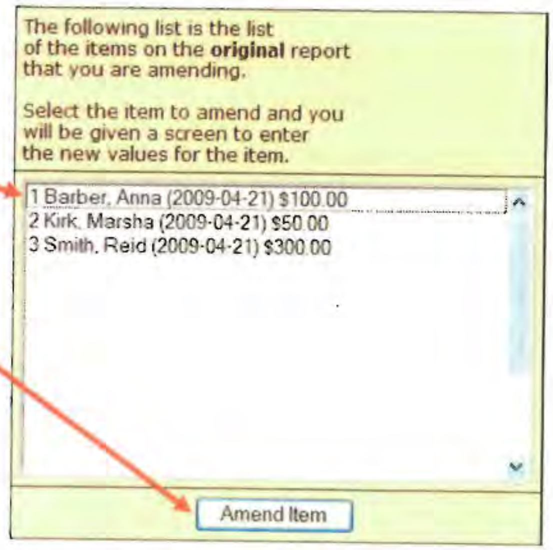
On the next page, click **Amend Item from Orig Report**.



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

To change an item, highlight it.

Then click **Amend Item**.



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

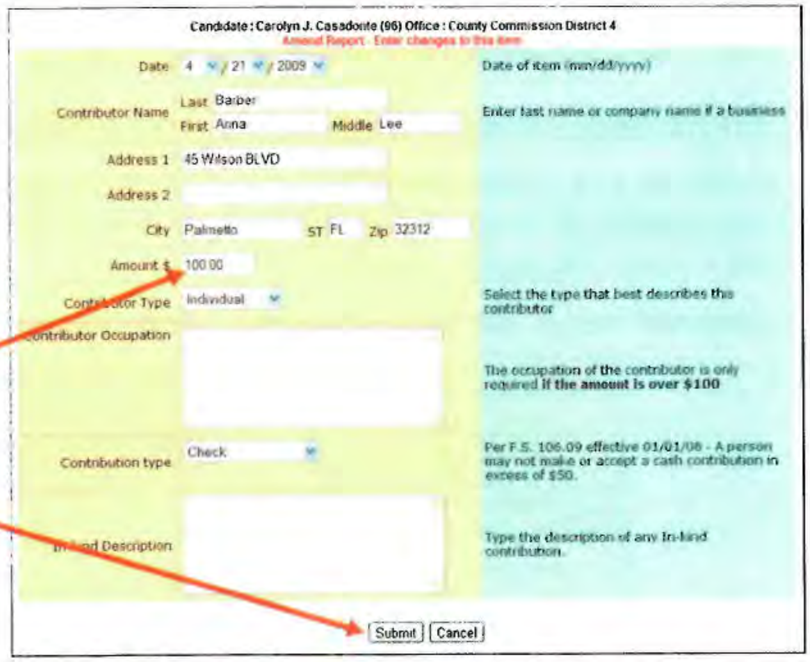
Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click [Update Amended Contribution] or [Update Amended Expenditure].

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**.



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.

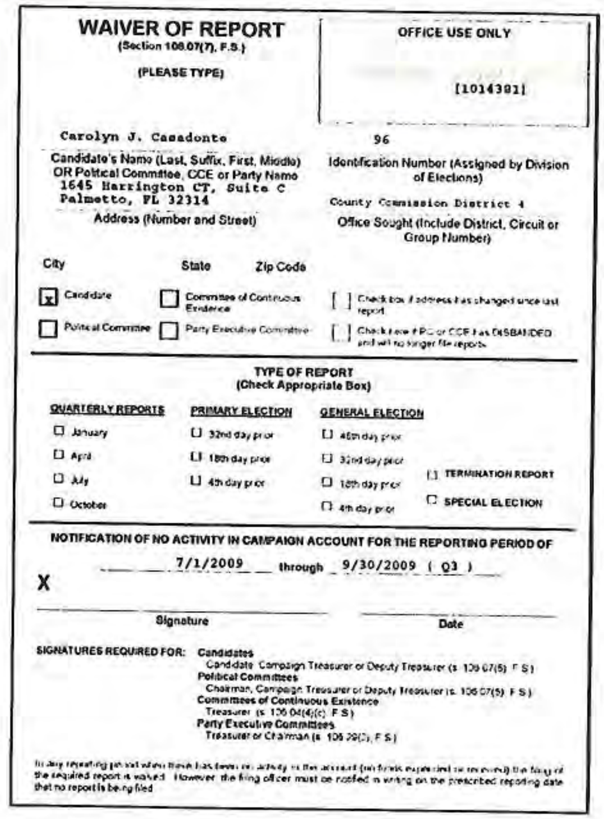
In the example here, we changed the contribution amount from $100.00 to $200.00 and added the contributor's occupation, as required by law for contributions over $100.

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
[1014381]

Carolyn J. Casadonte
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name

96
Identification Number (Assigned by Division of Elections)

1645 Harrington CT, Suite C
Palmetto, FL 32314
Address (Number and Street)

County Commission District 4
Office Sought (Include District, Circuit or Group Number)

City State Zip Code

[x] Candidate [ ] Committee of Continuous Existence [ ] Check box if address has changed since last report
[ ] Political Committee [ ] Party Executive Committee [ ] Check here if PC or CCE has DISBANDED and will no longer file reports

TYPE OF REPORT
(Check Appropriate Box)

QUARTERLY REPORTS	PRIMARY ELECTION	GENERAL ELECTION	
[ ] January	[ ] 32nd day prior	[ ] 46th day prior	
[ ] April	[ ] 18th day prior	[ ] 32nd day prior	
[ ] July	[ ] 4th day prior	[ ] 18th day prior	[ ] TERMINATION REPORT
[ ] October		[ ] 4th day prior	[ ] SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF
7/1/2009 through 9/30/2009 (Q3)

X
Signature Date

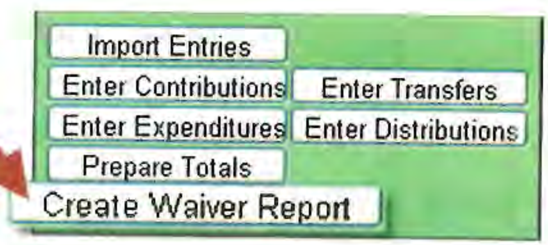
SIGNATURES REQUIRED FOR: **Candidates**
Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees
Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Committees of Continuous Existence
Treasurer (s. 106.04(4)(c), F.S.)
Party Executive Committees
Treasurer or Chairman (s. 106.29(2), F.S.)

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

To submit a waiver:

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

Click

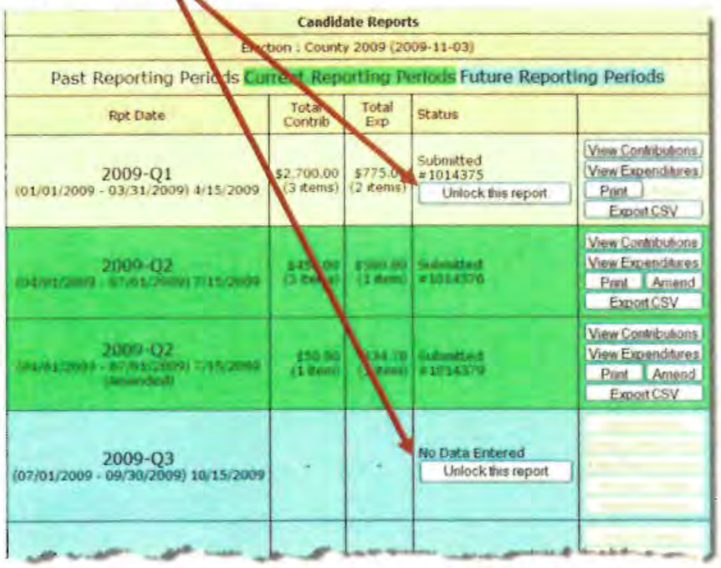


On the next page, click Create Final Report For Review to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

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?

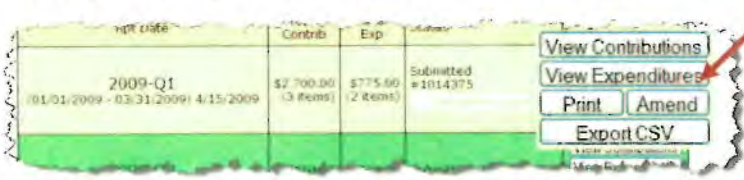
Have you noticed that reports for past and future reporting periods have an Unlock this report button?



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.



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

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.

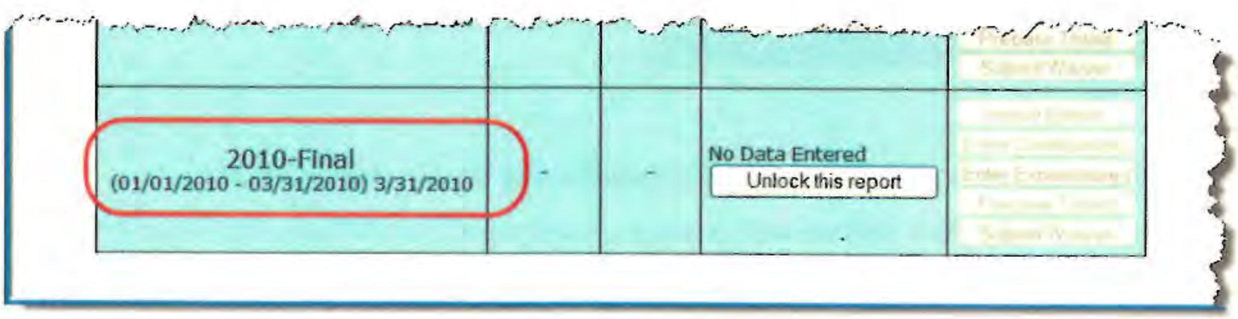
The spreadsheet file contains this information:

- 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.

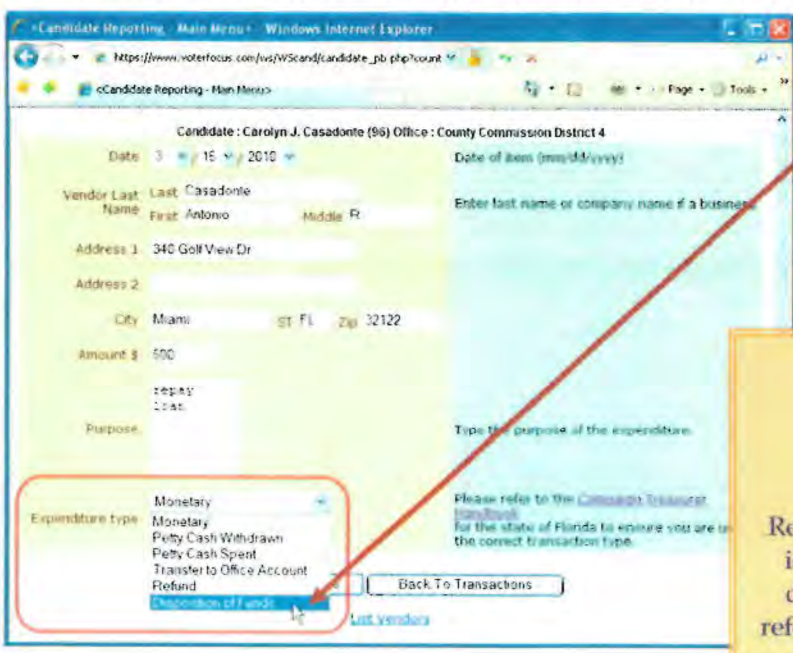
The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2012-Final*, like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

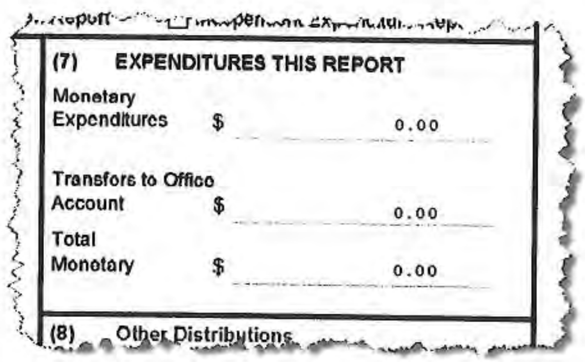
Campaigns sometimes confuse <u>Disposition of Funds</u> and <u>Enter Distributions</u>.

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.

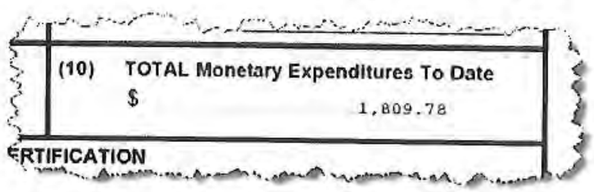
When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an "item."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

Preview the report and submit it as you have previous reports for the campaign.

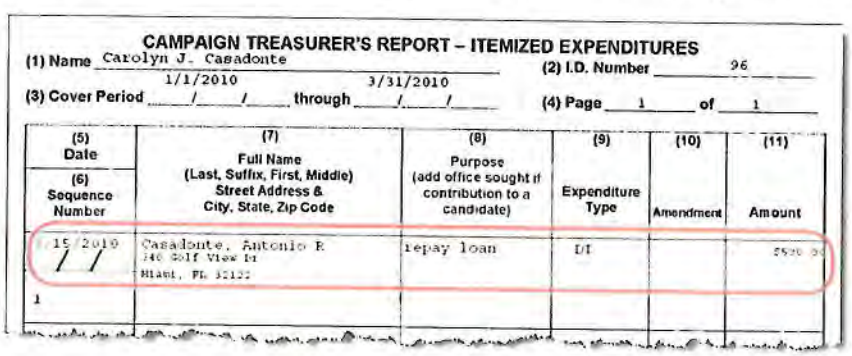
When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.



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

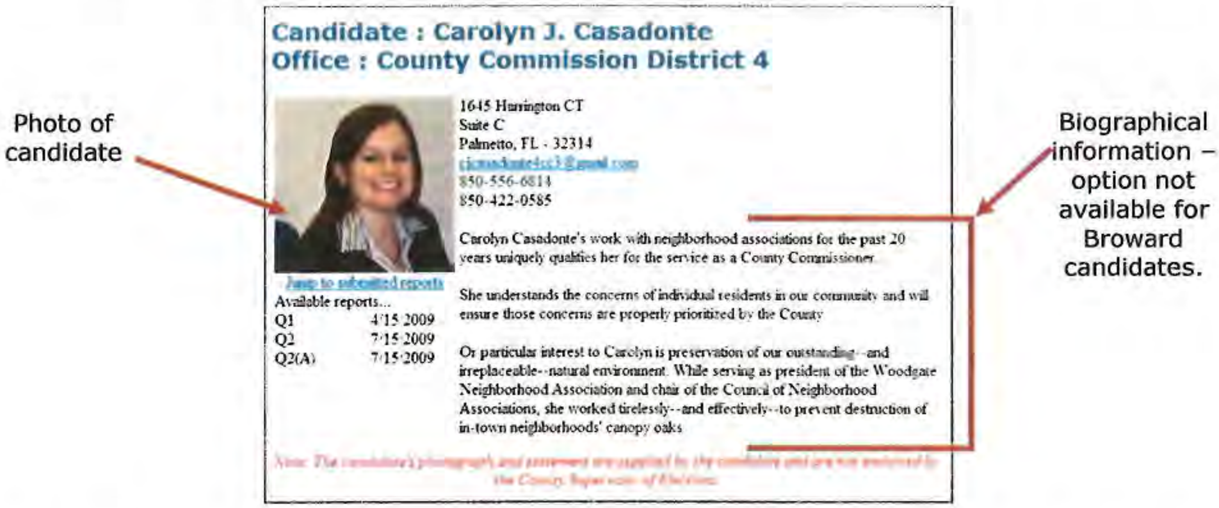


And it will appear on the Itemized Expenditure page with an expenditure type of DI.

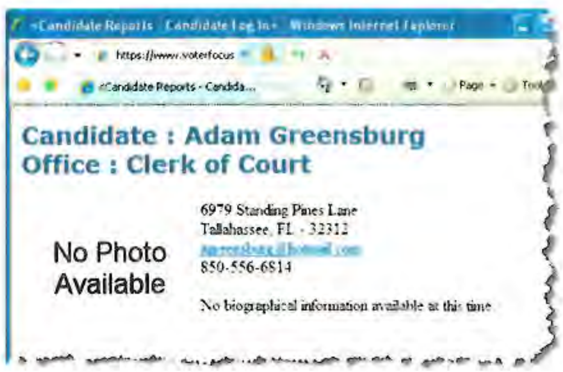


How do I enter a photo?

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.



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:



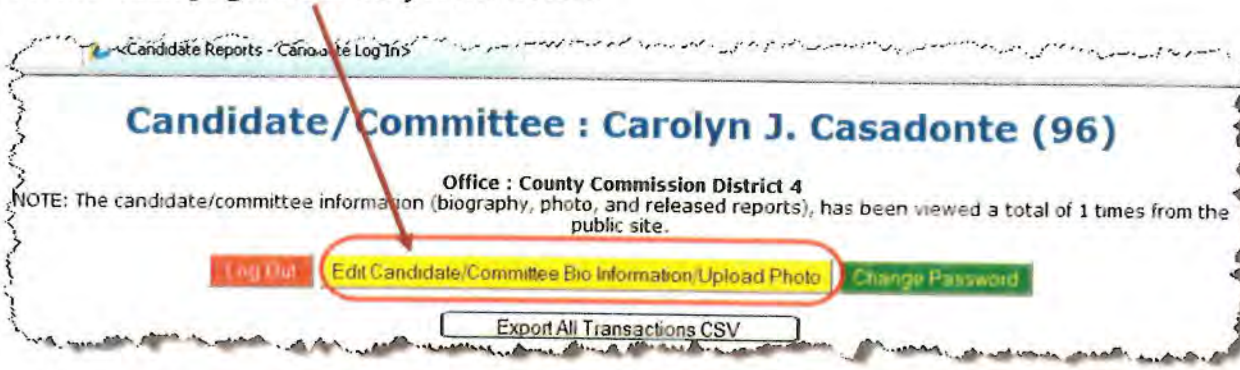
The file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

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**.

The file path will be displayed here.

Click **Browse** and find the photo file.

Then click **Upload Photo.**

When the file has copied to the system, you'll see this message al

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:

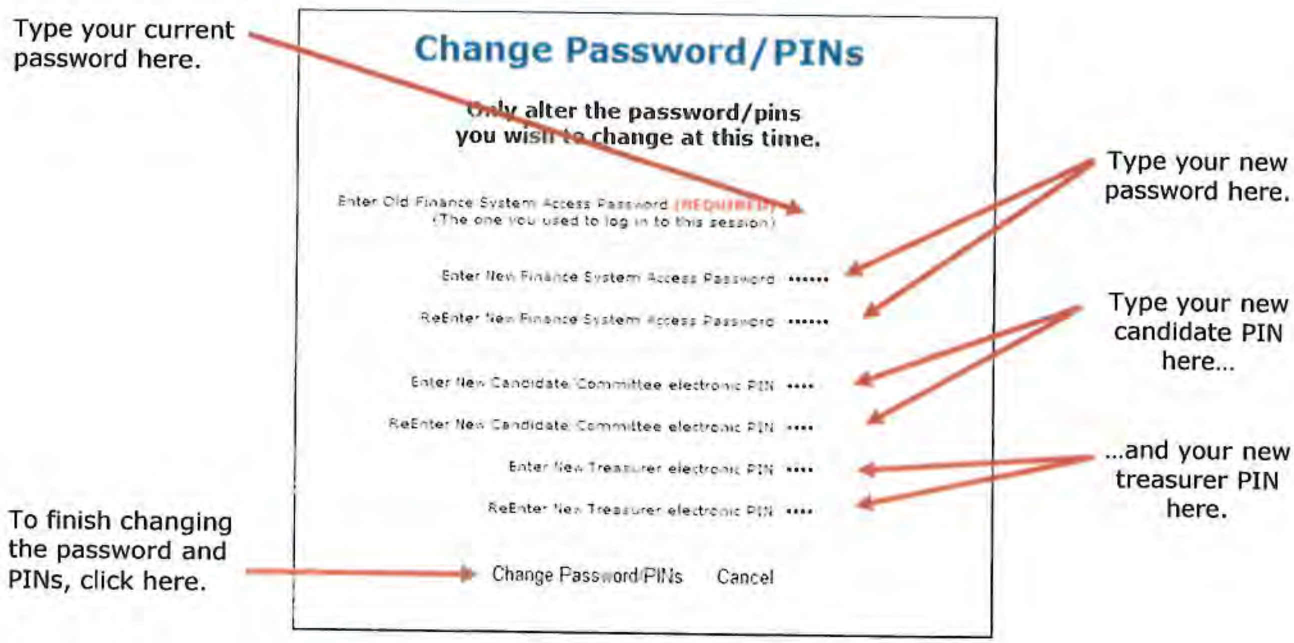
On the Report List, click **Change Password/PINs.**

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.



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 Log Out.

Click here to log out of the system.