

# Reporting Basics - Campaign Finance Disclosure Report Summary

## Page

In addition to summary information on contributions, there are various breakdowns of the summaries. For each summary field, a total for the reporting period includes all information since the last reporting period ended (or all information since the activity began for new candidates, political committees (PACs) or parties). The total for the Campaign to date is cumulative and includes the total for the current election cycle. The Campaign to Date figure should always be equal to or more than the for the reporting period.

CAMPAIGN FINANCE DISCLOSURE FORM

Page 2 of \_\_\_\_

<b>Name of candidate:</b>
<b>CONTRIBUTION and EXPENDITURE SUMMARY</b>

<b>CONTRIBUTIONS</b>
NOTE: <i>The Contributions by Candidate or Immediate Family are also included in the Contributions Over \$100 and Contributions Less Than \$100 figures below.</i>

<b>CONTRIBUTIONS BY CANDIDATE OR IMMEDIATE FAMILY*</b>	Total Contributions for this reporting period: \$ _____
	Total Contributions, Campaign to Date: \$ _____

\*Immediate family means a candidate's spouse or civil union partner, parent, grandparent, child, grandchild, sister, brother, stepparent, step-grandparent, stepchild, step-grandchild, stepsister, stepbrother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, guardian, or former guardian.

<b>CONTRIBUTIONS OVER \$100</b>	Total Contributions for this reporting period: \$ _____
	Total Contributions, Campaign to Date: \$ _____

Note: If you have received contributions over \$100, you will need to attach the Details of Contributions Over \$100 Sheet.

<b>CONTRIBUTIONS \$100 OR LESS</b>	Total Contributions for this reporting period: \$ _____
	Total number of contributors for this reporting period: _____
	Total Contributions, Campaign to Date: \$ _____
	Total number of contributors, Campaign to Date: _____

<b>GRAND TOTAL OF ALL CONTRIBUTIONS</b>
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<b>FOR THIS REPORTING PERIOD</b>	1.) A. Subtotal of non-monetary (in-kind) contributions: \$ _____
	1.) B. Subtotal of monetary contributions: \$ _____
	<b>TOTAL For This Reporting Period:</b> \$ _____
<b>CAMPAIGN TO DATE</b>	2.) A. Subtotal of non-monetary (in-kind) contributions: \$ _____
	2.) B. Subtotal of monetary contributions: \$ _____
	<b>TOTAL, Campaign to Date:</b> \$ _____

<b>EXPENDITURES</b>
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<b>GRAND TOTAL OF ALL EXPENDITURES</b>	<b>TOTAL For This Reporting Period:</b> \$ _____
	<b>TOTAL, Campaign to Date:</b> \$ _____

NOTE: If you have made expenditures for this reporting period, you will need to attach the Details of Expenditures Sheet.

<b>LOANS OR OTHER DEBT</b>
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<b>TOTAL PRIVATE LOANS OR OTHER OBLIGATIONS CURRENTLY OUTSTANDING</b>	Total Loans For This Reporting Period: \$ _____
	Total Loans, Campaign to Date: \$ _____

<b>TOTAL DEBT/OBLIGATIONS FORGIVEN</b>	Total Loans For This Reporting Period: \$ _____
	Total Loans, Campaign to Date: \$ _____

NOTE: If you have made loans or other debt outstanding or that has been forgiven, you will need to attach the Details of Loans/Other Obligations Sheet.

**Contributions By Candidate or Immediate Family** (not on Political Committee (PAC) or political party forms): Contributions by candidate or family will also be included in contributions over \$100 (if applicable), on the Details of Contributions Over \$100 page (if applicable) and in the Grand Total on this page.

**Contributions Over \$100** must also be listed on the Details of Contributions Over \$100. You only need to list the contributions over \$100 for the reporting period on the Details of Contributions Over \$100 page(s).

**Contributions \$100 or Less** are summarized with the total amount of the contributions, as well as the total number of contributors.

**Grand Total of All Contributions** should include Contributions Over \$100 and Contributions \$100 or Less figures from above.

**Grand Total of All Expenditures:** All expenditures for the reporting period must also be listed on the attached Details of Expenditures page(s).

You must attach the Details of Expenditures, Details of Contributions Over \$100 and/or Details of Debt Discharged page(s) as needed. The details pages should reflect only details from the current reporting period.