



CAMPAIGN FINANCE eFILING USER MANUAL

HOW TO USE AND NAVIGATE THE eFILING SYSTEM

The Campaign Finance eFiling System is an online, web-based application designed for committees that are active in City of Phoenix elections, to electronically report and file all required campaign finance related filings. All committees registered with the City of Phoenix are required to use the City's eFiling System for all campaign finance related filings.

The eFiling System provides real-time access to City of Phoenix campaign finance information for public viewing at <https://apps-secure.phoenix.gov/CampaignFinance/Search>. A user ID is not needed to use the public search function.

The system may be accessed online at <https://apps-secure.phoenix.gov/CampaignFinance/>.

NOTICE

Committees are responsible for ensuring that all campaign finance requirements have been met.
City staff cannot provide legal advice.

CONTACT US

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HOW TO SEARCH THE DATABASE

1. GO TO 'SEARCH DATABASE' WITHIN THE CAMPAIGN FINANCE APPLICATION

<https://apps-secure.phoenix.gov/CampaignFinance/Search>

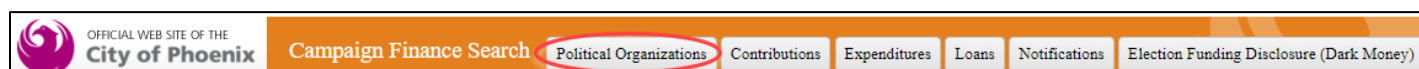
Anyone can access the eFiling System's online Public Search Database. A login is not required. It can be accessed by clicking the

"SEARCH DATABASE" link at the top left corner of the eFiling System screen or using the link provided above.



2. SEARCH FOR POLITICAL ORGANIZATIONS

Within the Search Database tab of the application, the user can navigate multiple tabs. To search for a candidate or political action committee select 'Political Organizations'



The user will be directed to a screen to search for registered Political Organizations, including their registration and termination documents.

Users may search by:

1. Committee/Org Type;
2. Political Function (for PACs only);
3. Candidate Name (for Candidate Committees only);
4. COP ID# (the Committee ID Number issued by the Phoenix City Clerk Department);
5. Committee/Org Name;
6. Chairperson's Name or;
7. Treasurer's Name.


The search will display the committee's registration information as well as a clickable PDF to view the committee's registration/termination document. Committees highlighted in pink indicate that the committee has been terminated. Committees in blue font indicate that the committee is registered as a Standing Committee.

104 Wrong for Phoenix - No 104	< Terminated >	AN ASSOCIATION OR COMBINATION OF PERSONS THAT CIRCULATES PETITIONS IN SUPPORT OF THE QUALIFICATION OF A BALLOT MEASURE	6/23/2015 2:07:01 PM	
2022 Test CAN D2	CAN-19-31	Candidate Committee		Clickable PDF >
AFSCME - PEOPLE	< Standing PAC	Political Action Committee	7/6/2017 1:50:44 PM	

Note: Standing Political Action Committees establish their status with the Arizona Secretary of State's Office. These committees are required to file campaign finance reports only with the Office of the Secretary of State.

3. SEARCH FOR CAMPAIGN FINANCE REPORT DATA


Within the Search Database tab of the application, the user can navigate multiple tabs. To search for a Campaign Finance report data, the user can search for 1) contributions, 2) expenditures or 3) loans. Notifications that were required to be filed prior to Nov. 5, 2016 are available under 'Notifications'.


 OFFICIAL WEB SITE OF THE
City of Phoenix

[Campaign Finance Search](#)
[Political Organizations](#)
[Contributions](#)
[Expenditures](#)
[Loans](#)
[Notifications](#)
[Election Funding Disclosure \(Dark Money\)](#)


Within these tabs, users may search by Committee Name, Contributor Name, Description of the contribution, COP ID #, specific dollar ranges (Amount Low and Amount High), and specific date ranges (Date Low and Date High). There is also the option to search for No Activity Reports. The search will display the committee's reports as a clickable PDF.

Committee / Org Name:	Contributor Name:	Description:	COP ID#	No Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Amount Low	Amount High	Date Low	Date High	<div style="background-color: red; color: white; padding: 5px; text-align: center;"> < Search Function </div>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="button" value="SEARCH"/> </div>				

Committee / Org Name	Contributor	Contribution Date	Amount	Reporting Period Total	Report Period	Schedule	View
Gannett Fleming, Inc. PAC	Andrew Gillespie	06/25/2021	\$ 20.00	\$ 140.00	2021 Quarter	<div style="background-color: red; color: white; padding: 5px; text-align: center;"> Clickable PDF > </div>	

4. SEARCH FOR ELECTION FUNDING DISCLOSURE (DARK MONEY) REPORTING

Within the Search Database tab of the application, the user can navigate multiple tabs. To search for Dark Money report data, the user selects the tab 'Elections Funding Disclosure (Dark Money)'.


 OFFICIAL WEB SITE OF THE **City of Phoenix**
 Campaign Finance Search
 Political Organizations
 Contributions
 Expenditures
 Loans
 Notifications
 Election Funding Disclosure (Dark Money)

The user will be navigated to the Dark Money webpage (outside of the Campaign Finance application). Scroll down to the list of Reports filed and select the link to the report under the column 'DOC ID'

Reports Filed		
DATE	NAME	DOC ID
10/22/2020	Home Builders Association of Central Arizona	240486
10/22/2020	Home Builders Association of Central Arizona	240487

CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

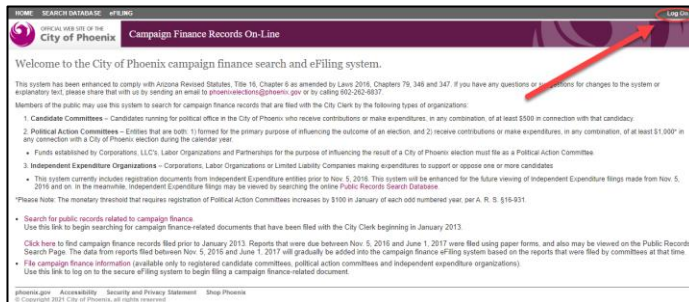
1. GO TO THE ONLINE CAMPAIGN FINANCE APPLICATION

<https://apps-secure.phoenix.gov/CampaignFinance/>

2. CREATE NEW ACCOUNT

If you have never used the City of Phoenix Campaign Finance application click 'Log On' from the top menu bar.

If you have been involved in a previous committee, the email will still be associated in the system and can be used for multiple committees. A new login is not required.

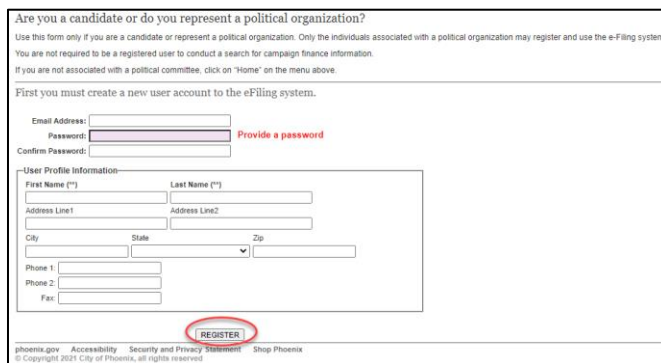
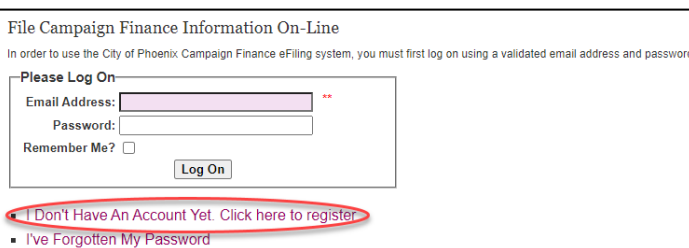


3. FILL OUT THE FORM

Select 'I Don't Have An Account Yet. Click here to register'

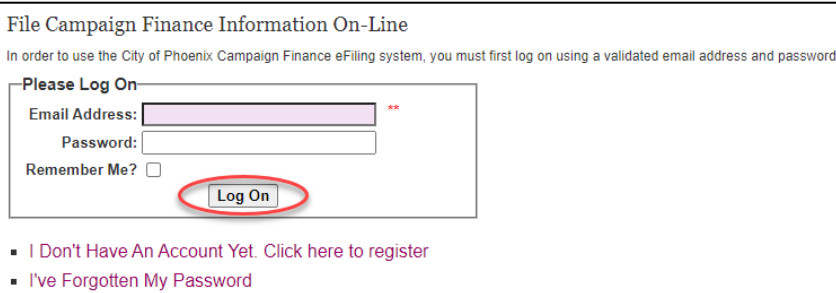
Complete the fields in the registration form and select 'REGISTER'

You should get a message saying that a confirmation email has been sent to your email. Go to your email inbox. Open the email that was sent from the City of Phoenix. Click the link inside to confirm your email. You should now be able to log in to the Campaign Finance application. If you are not seeing the e-mail after a few minutes, check your spam folder.



4. LOG ON

Enter your account email address and password and click 'Log On'.



HOW TO CREATE A COMMITTEE

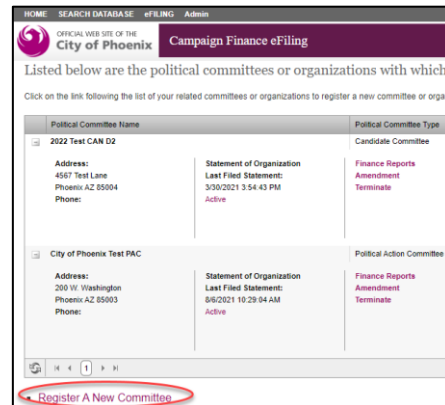
1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'REGISTER A NEW COMMITTEE'

Click 'Register a New Committee.'



3. FILL OUT THE FORM

Select 'Statement Of Organization'. Fill out your committee information and click 'Next' at the bottom to move to the next page. Per Phoenix City Code Chapter 12, Section 12-1501 (b) a unique email address must be provided for the committee, chairperson, and treasurer except in the case of a candidate committee where the candidate fills all committee roles. Continue until the page the last page and select 'PREVIEW' to review the information entered. Click 'Back' to edit the information. If a change needs to occur to a committee is currently active, **the process is to amend the Statement of Organization.**

A screenshot of the 'Statement Of Organization' form. The form has a header with the City of Phoenix logo and the title 'Statement Of Organization'. Below the header, there are instructions to 'Complete the Statement Of Organization' and 'Review and then submit the Statement of Organization'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'PREVIEW'. The 'SUBMIT' button is circled in red.

'SUBMIT' when you are done. A pop-up window will display, after reading click 'OK'. The information entered here will be auto-filled in when creating your Statement of Organization.

4. PRINT, SIGN & AND PROVIDE THE STATEMENT OF ORGANIZATION TO CITY CLERK

Select the printer button to download the committee Statement of Organization.

Sign the PDF and submit the signed document to the City Clerk's Office by mail, email or fax.



HOW TO AMEND A STATEMENT OF ORGANIZATION

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'AMENDMENT'

Click 'Amendment' for the committee Statement of Organization that needs to be changed. Note: to view the Statement of Organization click 'Active'.

Political Committee Name	Political Committee Type	Status
<input checked="" type="checkbox"/> 2022 Test CAN D2 Address: 4567 Test Lane Phoenix AZ 85004 Phone:	Candidate Committee Statement of Organization Last Filed Statement: 3/30/2021 3:54:43 PM Active Finance Reports Amendment Terminate	Current Status: Active
<input checked="" type="checkbox"/> City of Phoenix Test PAC Address: 200 W. Washington Phoenix AZ 85003 Phone:	Political Action Committee Statement of Organization Last Filed Statement: 5/6/2021 10:29:04 AM Active Finance Reports Amendment Terminate	Current Status: Active

3. FILL OUT THE FORM

Select 'Statement Of Organization'. Fill out your committee information and click 'Next' at the bottom to move to the next page. Per Phoenix City Code Chapter 12, Section 12-1501 (b) a unique email address must be provided for the committee, chairperson, and treasurer except in the case of a candidate committee where the candidate fills all committee roles. Continue until the page the last page and select 'PREVIEW' to review the information entered. Click 'Back' to edit the information. If a change needs to occur to a committee is currently active, **the process is to amend the Statement of Organization.**

'SUBMIT' when you are done. A pop-up window will display, after reading click 'OK'. The information entered here will be auto-filled in when creating your Statement of Organization.

4. PRINT, SIGN & AND PROVIDE THE STATEMENT OF ORGANIZATION TO CITY CLERK

Select the printer button to download the committee Statement of Organization.

Sign the PDF and submit the signed document to the City Clerk's Office by mail, email or fax.

HOW TO UPLOAD INFORMATION USING THE EXCEL TEMPLATE

Five campaign finance reporting schedules are available to upload data using a formatted Excel template that must be downloaded from within the eFiling application. The maximum number of entries that can be uploaded for each schedule, using the Excel template, is 4,990 entries. The schedules are:

- SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM IN-STATE INDIVIDUALS - MORE THAN \$100 DURING ELECTION CYCLE
- SCHEDULE A(1)(C) – MONETARY CONTRIBUTIONS RECEIVED FROM OUT-OF-STATE INDIVIDUALS
- SCHEDULE A(1)(E) - MONETARY CONTRIBUTIONS FROM POLITICAL ACTION COMMITTEES
- SCHEDULE B (1) - DISBURSEMENTS FOR OPERATING EXPENSES
- SCHEDULE B(2)(A) - MONETARY CONTRIBUTIONS TO CANDIDATE COMMITTEES

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'FINANCE REPORTS'

Click 'Finance Reports' for the committee the user is entering data for.



3. NAVIGATE TO THE REPORTING SCHEDULES

Navigate to the report you would like to input data into by clicking on 'Enter Data' for the Reporting Period

Reports This Cycle:				
Report Period Name	Filing Period Start	Report Due Date	Status	
Quarter 1, 2020 - PAC - AMENDMENT	1/1/2020 12:00:00 AM	2/7/2020 11:59:00 PM	In Progress	Enter Data

Name:

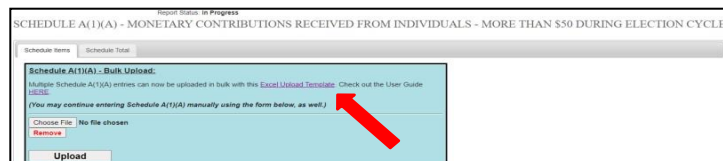
There are only five schedules available to upload data using the Excel template. All other schedules will accept entries by selecting the schedule and entering the data for each entry directly into the system, not using the template Excel.

Select one of the five reporting schedules from the list on the left side.

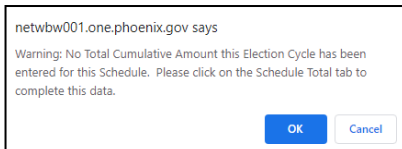


4. DOWNLOAD THE EXCEL TEMPLATE

Click on 'Excel Upload Template' to download and save the Excel template:



Click **OK** on the pop-up warning: "No total cumulative amount this election cycle has been entered for this schedule. The cumulative amount will need to be entered manually." **NOTE:** The cumulative amount for this Election Cycle must be entered manually on each of the reporting schedules after the data is uploaded using the Excel template.



The Excel template will download. Open the file, go to FILE and SAVE AS, rename the file and save it to your PC.



The templates cannot be modified other than entering the required data. Fields in red, are required fields and must contain information prior to uploading. The fields highlighted in blue are format specific, the information entered into these fields must have the specific format requested. To assist with formatting, there is a 'Format Checker' in the last column to alert the user on whether the data entered is in the correct format or if there is a formatting issue that needs to be fixed prior to uploading.

Example: Schedule A(1)(a) Template

Schedule A(1)(a) Bulk Upload Template													
Complete this schedule, save it, and upload it to the Phoenix Campaign Finance database online at https://apps-secure.phoenix.gov/CampaignFinance/													
Fields in RED are REQUIRED Fields.							Fields highlighted in BLUE are format specific. Incorrect formatting will cause the upload to be unsuccessful.						
First Name	Last Name	Address Line 1	Address Line	City	State	Zip Code	Occupation	Employer	Amount Received	Date Contribution	Cumulative Amount this	Cumulative Amount this	Format Checker
No Formatting Required	No Formatting Required	No Formatting Required	No Formatting Required	No Formatting Required	Format: Two-letter Uppercase	Format: Five-Digit	No Formatting Required	No Formatting Required	Format: Dollar Amount	Format: mm/dd/yyyy	Format: Dollar Amount	Format: Dollar Amount	(Please note: This tool only checks the FORMAT of your data, not the data itself.)
Karen	Candidate	123 E. Main St.	Apt. 123	Phoenix	AZ	85003	Manager	Business Inc.	\$500.00	1/1/2020	\$500.00	\$500.00	Looks Good!

Example of template formatting checker: Sample schedule with data entered in Excel template with correct and incorrect formatting. For the data to upload successfully all formatting issues need to be corrected prior to uploading. Example Issue: G13, incomplete zip code.

Schedule A(1)(a) Bulk Upload Template													
Complete this schedule, save it, and upload it to the Phoenix Campaign Finance database online at https://apps-secure.phoenix.gov/CampaignFinance/													
Fields in RED are REQUIRED Fields.							Fields highlighted in BLUE are format specific. Incorrect formatting will cause the upload to be unsuccessful.						
First Name	Last Name	Address Line 1	Address Line	City	State	Zip Code	Occupation	Employer	Amount Received	Date Contribution	Cumulative Amount this	Cumulative Amount this	Format Checker
No Formatting Required	No Formatting Required	No Formatting Required	No Formatting Required	No Formatting Required	Format: Two-letter Uppercase	Format: Five-Digit	No Formatting Required	No Formatting Required	Format: Dollar Amount	Format: mm/dd/yyyy	Format: Dollar Amount	Format: Dollar Amount	(Please note: This tool only checks the FORMAT of your data, not the data itself.)
Karen	Candidate	123 E. Main St.	Apt. 23	Phoenix	AZ	85003	Manager	Business Inc.	\$500.00	1/1/2020	\$500.00	\$500.00	Looks Good!
AIDDFD	CASCFSDF	123 E JONES	23	PHOENIX	AZ	85021	MANG	ASDF	\$950.00	2/1/2020	\$950.00	\$950.00	Looks Good!
KPOMADLF	UIEJNN	25034	25	PHX	AZ	85020	CVNER	ASUNVPLKA	\$523.00	1/1/2020	\$523.00	\$523.00	Looks Good!
ASDFAD	UASCKLFM	9890 N CENTRAL		phoenix	AZ	8521	UASCKMFR	IASCKFM	\$100.00	1/2/2020	\$100.00	\$100.00	Check your formatting in cell(s) G13

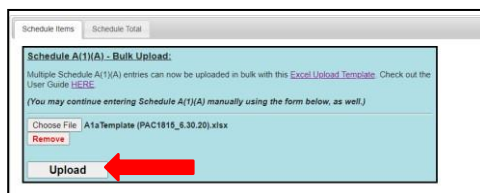
CORRECT
INCORRECT

5. BEGIN ENTERING DATA

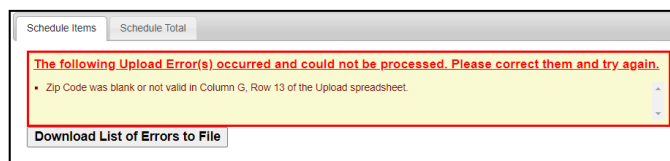
Open the saved template and begin inputting data. Once finished entering data, ensure all items on the 'FormatChecker' look good (are shaded green). Save the completed Excel file.

6. UPLOAD BULK DATA

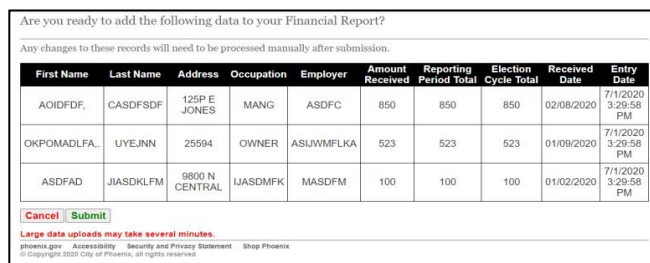
Go back to the Campaign Finance eFiling System page for that schedule online. Click on 'Choose File', select the File Name for the Excel template you completed, then 'Click Open'. The file name selected now appears next to the 'Choose File'. Click on 'Upload'.



Formatting Issue: If there is an issue with the data upload, an Upload Error message will appear along with a list of the issues identifying the Column and Row number needed to be fixed in the Excel file you completed. Return to the Excel file you completed and correct the formatting issue(s). Re-save the file. And click on 'Upload' again.



No Formatting Issues: If the data formatting is correct, a list of all the records to be uploaded will display and you will have the option to 'Cancel' or 'Submit' the data. To view the 'Cancel' or 'Submit' options, scroll to the bottom of the table.



First Name	Last Name	Address	Occupation	Employer	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date
AOIDFDF	CASDFSDF	125P E JONES	MANG	ASDFC	850	850	850	02/08/2020	7/1/2020 3:29:58 PM
OKPOMADLFA	UYEJNN	25594	OWNER	ASUJWMFLKA	523	523	523	01/09/2020	7/1/2020 3:29:58 PM
ASDFAD	JIASDKLFM	9800 N CENTRAL	IJASDMFK	MASDFM	100	100	100	01/02/2020	7/1/2020 3:29:58 PM

If you select to 'Cancel': you will go back to the Schedule currently being worked on and the uploaded data will not be uploaded.

If you select 'Submit': the data displayed on the table will be added to the schedule selected in a bulk upload. A message will display the number of records added successfully.

NOTE: Large data uploads may take several minutes. **Please do not double click the submit button**, that will duplicate the data upload. All **duplicated** uploaded records will need to be individually and manually removed by the user within the application.

7. EDIT OR REMOVE INDIVIDUAL ENTRIES

Once a successful upload is completed, the user will see the following screen with this green header message.

Schedule ItemsSchedule Total

3 Entries were successfully added to Schedule A(1)(A)!

Schedule A(1)(A) - Bulk Upload:

Multiple Schedule A(1)(A) entries can now be uploaded in bulk with this [Excel Upload Template](#). Check out the User Guide [HERE](#).
(You may continue entering Schedule A(1)(A) manually using the form below, as well.)

Choose File

No file chosen

Remove

Upload

The user may add manual entries, edit or remove records for any of the unloadable schedules within the application:

ADD NEW ENTRY

	First Name	Last Name	Address	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date	Edit
	ASDFAD	JIASDKLFM	9800 N CENTRAL, phoenix AZ 85001	\$100.00	\$100.00	\$100.00	01/02/2020	07/01/2020	
	OKPOMADLFA..	UYEJNN	25594 25, PHX AZ 85525	\$523.00	\$523.00	\$523.00	01/09/2020	07/01/2020	
	AOIDDFD,	CASDFSDF	125P E JONES 23, PHOENIX AZ 85021	\$850.00	\$850.00	\$850.00	02/08/2020	07/01/2020	
Total: \$1,473.00				Total: \$1,473.00	Total: \$1,473.00				

Display

Repeat for any other of the four template schedules with the bulk upload function. Remember to preview and file each report.

HOW TO FILE A CAMPAIGN FINANCE REPORT

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'FINANCE REPORTS'

Click 'Finance Reports' for the committee the user is entering data for.



3. NAVIGATE TO THE REPORTING SCHEDULES

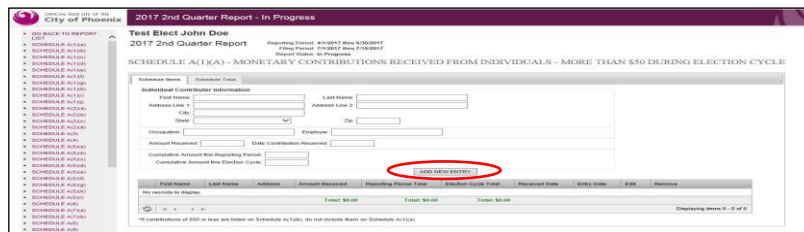
Navigate to the report you would like to input data into by clicking on 'Enter Data' for the Reporting Period Name:

Select one of the reporting schedules from the list on the left side. Note: all 'A' schedules are receipts, and all 'B' schedules are disbursements. For reference to full schedule names look to Appendix A.



4. BEGIN ENTERING DATA

Begin entering data for the campaign finance report. Data will not be saved until the user clicks the 'ADD NEW ENTRY' button toward the bottom of the page.



At the bottom of the review menu, the total calculation for that schedule will display in green font.

Total: \$500.00	Total: \$550.00	Total: \$600.00
-----------------	-----------------	-----------------

Most of the reporting schedules, there are two tabs for data entry (some may have only one tab). The first tab is the “Schedule Items” tab, where the user enters individual items or Excel uploads for a specific schedule. The second tab is the “Schedule Total” where the user will enter the Total Cumulative Amount for the Election Cycle for that schedule:

Test Elect John Doe

2017 2nd Quarter Report

Reporting Period: 4/1/2017 thru 6/30/2017

Filing Period: 7/1/2017 thru 7/15/2017

Report Status: In Progress

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items

Schedule Total

Schedule Total

Total Cumulative Amount this Election Cycle:

SAVE SCHEDULE TOTAL

If the user leaves a schedule without entering data in this tab, a warning will pop up alerting them that this schedule is incomplete. The warning allows the user to stay on the screen to enter this data or leave the screen to go to the next reporting schedule. **Please note:** A user will not be able to file their report without entering this data.

5. COMPLETE SUMMARY TABLE

After entering data into all the applicable reporting schedules, the user must scroll to the bottom of the schedule list and click ‘File This Report’. **The user is NOT officially filing the report at this point.** They are taken to a financial summary page where they can complete their report and review the data that’s already been entered.

SCHEDULE B(13)

SCHEDULE B(14)

File This Report

Enter beginning cash on hand (a), total receipts for the election cycle to date (b), and total disbursements election cycle to date (c). The eFiling System will automatically calculate the total receipts and disbursements for the reporting period based on the data entry from the individual schedules. The system will also calculate the remaining balance at the close of the reporting period.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	6363	<input type="text"/>
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	481.2	<input type="text"/>
(d) = Balance at close of reporting period	5883.80	<input type="text"/>
<input type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		

For candidate committees that are filing for the first time in the election cycle, select the cumulative report check box in the ‘FINANCIAL SUMMARY’ section:

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	150	<input type="text"/>
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	250	<input type="text"/>
(d) = Balance at close of reporting period	-100.00	<input type="text"/>
<input type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		
<input type="checkbox"/> Check here if this is the candidate committee's first cumulative report for the election cycle.		

Most of these schedule summaries are automatically calculated based on the data that was entered in the individual reporting schedules. However, the following line items must be entered manually by the user:

Schedule A Lines: 11 & 12

Line Item	Cash	Equity
11. Member Contributions (Part A & Part B)	4214.30	
12. Other Contributions (Part A & Part B)	0	
13. Total Contributions (Part A & Part B)	4214.30	
14. Other Receipts (Part A & Part B)	0	
15. Total Receipts (Part A & Part B)	4214.30	
16. Disbursements (Part A & Part B)	0	
17. Total Disbursements (Part A & Part B)	0	
18. Net Change in Cash (Part A & Part B)	4214.30	
19. Total Cash (Part A & Part B)	4214.30	
20. Total Equity (Part A & Part B)		4214.30
21. Total Assets (Part A & Part B)	4214.30	4214.30
22. Total Liabilities (Part A & Part B)	0	0
23. Total Net Worth (Part A & Part B)	4214.30	4214.30

Schedule B Lines: 4 & 13 – 15

Line Item	Cash	Equity
4. Disbursements for Operating Expenses	48.00	
13. Disbursements for Other Expenses	0	
14. Total Disbursements (Part A & Part B)	48.00	
15. Net Change in Cash (Part A & Part B)	4214.30	
16. Total Cash (Part A & Part B)	4214.30	
17. Total Equity (Part A & Part B)		4214.30
18. Total Assets (Part A & Part B)	4214.30	4214.30
19. Total Liabilities (Part A & Part B)	0	0
20. Total Net Worth (Part A & Part B)	4214.30	4214.30

6. PREVIEW REPORT

Type in the treasurer’s name and click ‘PREVIEW REPORT’ for the user the review the data entered

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

PREVIEW REPORT

Under A.R.S. § 16-926(B)(5), a campaign finance report must be certified by the committee treasurer under penalty of perjury that the contents of the report are true and correct.

A signature submitted through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law and the committee hereby waives any objection to the contrary.

By filing this report, you certify that, under penalty of perjury, you have examined the contents of this report, and the contents are true and correct.

Type Name of Treasurer: Date: 9/2/2021 **I Agree/File Report**

7. FILE REPORT

When ready to file, type in the treasurer’s name and click ‘I Agree/File Report’

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

PREVIEW REPORT

Under A.R.S. § 16-926(B)(5), a campaign finance report must be certified by the committee treasurer under penalty of perjury that the contents of the report are true and correct.

A signature submitted through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law and the committee hereby waives any objection to the contrary.

By filing this report, you certify that, under penalty of perjury, you have examined the contents of this report, and the contents are true and correct.

Type Name of Treasurer: Date: 9/2/2021 **I Agree/File Report**

HOW TO FILE A NO ACTIVITY REPORT

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



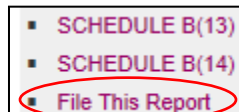
2. CLICK 'FINANCE REPORTS'

Click 'Finance Reports' for the committee the user is entering data for.



3. NAVIGATE TO FILE THIS REPORT

Scroll to the bottom of the schedule list and click 'File This Report'.



4. CHECK THE BOX TO INDICATE NO FINANCIAL ACTIVITY

Campaign Finance Report Summary and Filing		
COMMITTEE INFORMATION		
Committee Id: PAC-21-12 Committee Name: City of Phoenix Test PAC		
REPORTING PERIOD		
REPORTING PERIOD 2021 1st Quarter, Post-Election Report (PAC): February 21, 2021 to March 31, 2021		REPORT DUE April 1, 2021 to April 15, 2021
FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0.00	
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0.00	
(d) - Balance at close of reporting period	0.00	
<input checked="" type="checkbox"/> Check here if no financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		

5. FILE THE REPORT

When ready to file, type in the treasurer's name and click 'I Agree/File Report'

To preview this document, Adobe Reader must be installed. Adobe Reader can be found HERE .	
PREVIEW REPORT	
Under A.R.S. § 16-926(B)(5), a campaign finance report must be certified by the committee treasurer under penalty of perjury that the contents of the report are true and correct.	
A signature submitted through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law and the committee hereby waives any objection to the contrary.	
By filing this report, you certify that, under penalty of perjury, you have examined the contents of this report, and the contents are true and correct.	
Type Name of Treasurer:	<input type="text" value="Sample Treasurer"/> Date: 9/2/2021 <input type="button" value="I Agree/File Report"/>

HOW TO AMEND A REPORT

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'FINANCE REPORTS'

Click 'Finance Reports' for the committee the user is entering data for.



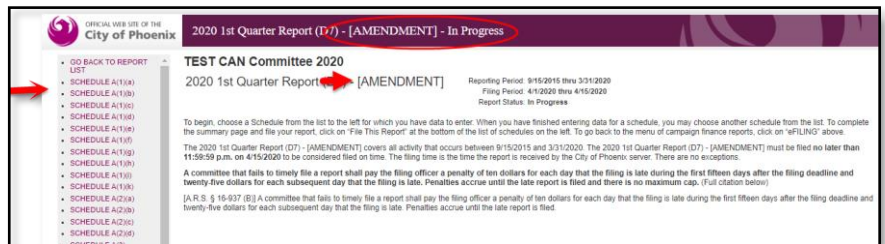
3. NAVIGATE TO THE LIST OF REPORTS FILED IN THE ELECTION CYCLE SELECTED

Select the report you would like to amend by clicking on the link under the last column to 'Amend Report'.

Report Period Name	Filing Period Start	Report Due Date	Status	Adobe PDF	View Data
2020 2nd Quarter Report	7/1/2020 12:00:00 AM	7/15/2020 11:59:59 PM	Filed	Adobe PDF	View Data Amend Report
2020 3rd Quarter Report	10/1/2020 12:00:00 AM	10/15/2020 11:59:59 PM	In Progress		Enter Data
2020 4th Quarter, Pre-Election Report	10/15/2020 12:00:00 AM	10/26/2020 11:59:59 PM	Filed	Adobe PDF	View Data Amend & File a Finance Report

4. NAVIGATE TO THE REPORTING SCHEDULES TO AMEND

Once you select to amend a report, a list of all schedules will display with the report name selected as "[AMENDMENT] In progress".



5. AMEND EXISTING DATA ON THE REPORT

To edit existing data from grid table, choose the line and click on the Edit button to view existing data and make edits. Click on the 'save changes' button once completed to update data.

Update the second tab “Schedule Total” where the user will enter the Total Cumulative Amount for the Election Cycle for that schedule:

If the user leaves a schedule without entering data in this tab, a warning will pop up alerting them that this schedule is incomplete. The warning allows the user to stay on the screen to enter this data or leave the screen to go to the next reporting schedule. **Please note:** A user will not be able to file their report without entering this data.

6. ENTER ADDITIONAL DATA

Begin entering data for the campaign finance report. Data will not be saved until the user clicks the ‘ADD NEW ENTRY’ button toward the bottom of the page.

At the bottom of the review menu, the total calculation for that schedule will display in green font.

At the bottom of the review menu, the total calculation for that schedule will display in green font.

Total: \$500.00	Total: \$550.00	Total: \$600.00
-----------------	-----------------	-----------------

Most of the reporting schedules, there are two tabs for data entry (some may have only one tab). The first tab is the “Schedule Items” tab, where the user enters individual items or Excel uploads for a specific schedule. The second tab is the “Schedule Total” where the user will enter the Total Cumulative Amount for the Election Cycle for that schedule:

If the user leaves a schedule without entering data in this tab, a warning will pop up alerting them that this schedule is incomplete. The warning allows the user to stay on the screen to enter this data or leave the screen to go to the next reporting schedule. **Please note:** A user will not be able to file their report without entering data.

7. COMPLETE SUMMARY TABLE

After entering data into all the applicable reporting schedules, the user must scroll to the bottom of the schedule list and click 'File This Report'. **The user is NOT officially filing the report.** They are taken to a financial summary page where they can complete their report and review the data that's already been entered.

- SCHEDULE B(13)
- SCHEDULE B(14)
- **File This Report**

Enter beginning cash on hand (a), total receipts for the election cycle to date (b), and total disbursements election cycle to date (c). The eFiling System will automatically calculate the total receipts and disbursements for the reporting period based on the data entry from the individual schedules. The system will also calculate the remaining balance at the close of the reporting period.

FINANCIAL SUMMARY	
Activity	Cash Activity This Reporting Period
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	0.000
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	481.2
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	5883.80
(d) = Balance at close of reporting period	

☐ Check here if no financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.

Most of these schedule summaries are automatically calculated based on the data that was entered in the individual reporting schedules. However, the following line items must be entered manually by the user:

Schedule A Lines: 11 & 12

Schedule B Lines: 4 & 13 – 15

- SCHEDULE B(13)
- SCHEDULE B(14)
- **File This Report**

SUMMARY OF DISBURSEMENTS (Schedule B)		
Disbursements	Cash	Equity
1. Disbursements for Operating Expenses	65.25	
2. Contributions Made		
(a) Candidate Committees	102.42	
(b) Political Action Committees	116.18	
(c) Political Parties	0	
(d) Political Groups	0	
(e) Corporations & Limited Liability Companies (PAC & Political Parties Only)	0	
(f) Labor Organizations (PAC & Political Parties Only)	0	
(g) Membership Organizations (PAC & Political Parties Only)	0	
(h) Membership Organizations (PAC & Political Parties Only)	0	
(i) Membership Organizations (PAC & Political Parties Only)	0	
(j) Membership Organizations (PAC & Political Parties Only)	0	
(k) Membership Organizations (PAC & Political Parties Only)	0	
(l) Membership Organizations (PAC & Political Parties Only)	0	
(m) Membership Organizations (PAC & Political Parties Only)	0	
(n) Membership Organizations (PAC & Political Parties Only)	0	
(o) Membership Organizations (PAC & Political Parties Only)	0	
(p) Membership Organizations (PAC & Political Parties Only)	0	
(q) Membership Organizations (PAC & Political Parties Only)	0	
(r) Membership Organizations (PAC & Political Parties Only)	0	
(s) Membership Organizations (PAC & Political Parties Only)	0	
(t) Membership Organizations (PAC & Political Parties Only)	0	
(u) Membership Organizations (PAC & Political Parties Only)	0	
(v) Membership Organizations (PAC & Political Parties Only)	0	
(w) Membership Organizations (PAC & Political Parties Only)	0	
(x) Membership Organizations (PAC & Political Parties Only)	0	
(y) Membership Organizations (PAC & Political Parties Only)	0	
(z) Membership Organizations (PAC & Political Parties Only)	0	
3. Value of In-Kind Contributions Provided		
(a) Candidate Committees		
(b) Political Action Committees		
(c) Political Parties		
(d) Political Groups		
(e) Corporations & Limited Liability Companies (PAC & Political Parties Only)		
(f) Labor Organizations (PAC & Political Parties Only)		
(g) Membership Organizations (PAC & Political Parties Only)		
(h) Membership Organizations (PAC & Political Parties Only)		
(i) Membership Organizations (PAC & Political Parties Only)		
(j) Membership Organizations (PAC & Political Parties Only)		
(k) Membership Organizations (PAC & Political Parties Only)		
(l) Membership Organizations (PAC & Political Parties Only)		
(m) Membership Organizations (PAC & Political Parties Only)		
(n) Membership Organizations (PAC & Political Parties Only)		
(o) Membership Organizations (PAC & Political Parties Only)		
(p) Membership Organizations (PAC & Political Parties Only)		
(q) Membership Organizations (PAC & Political Parties Only)		
(r) Membership Organizations (PAC & Political Parties Only)		
(s) Membership Organizations (PAC & Political Parties Only)		
(t) Membership Organizations (PAC & Political Parties Only)		
(u) Membership Organizations (PAC & Political Parties Only)		
(v) Membership Organizations (PAC & Political Parties Only)		
(w) Membership Organizations (PAC & Political Parties Only)		
(x) Membership Organizations (PAC & Political Parties Only)		
(y) Membership Organizations (PAC & Political Parties Only)		
(z) Membership Organizations (PAC & Political Parties Only)		
4. Independent Expenditures Made		
(a) Independent Expenditures Made		
(b) Independent Expenditures Made		
(c) Independent Expenditures Made		
(d) Independent Expenditures Made		
(e) Independent Expenditures Made		
(f) Independent Expenditures Made		
(g) Independent Expenditures Made		
(h) Independent Expenditures Made		
(i) Independent Expenditures Made		
(j) Independent Expenditures Made		
(k) Independent Expenditures Made		
(l) Independent Expenditures Made		
(m) Independent Expenditures Made		
(n) Independent Expenditures Made		
(o) Independent Expenditures Made		
(p) Independent Expenditures Made		
(q) Independent Expenditures Made		
(r) Independent Expenditures Made		
(s) Independent Expenditures Made		
(t) Independent Expenditures Made		
(u) Independent Expenditures Made		
(v) Independent Expenditures Made		
(w) Independent Expenditures Made		
(x) Independent Expenditures Made		
(y) Independent Expenditures Made		
(z) Independent Expenditures Made		
5. Aggregate of Disbursements - \$200 or Less		
6. Total Disbursements (cash, add 1, 2(a), 2(b), 2(c), 2(d), 2(e), 2(f), 2(g), 2(h), 2(i), 2(j), 2(k), 2(l), 2(m), 2(n), 2(o), 2(p), 2(q), 2(r), 2(s), 2(t), 2(u), 2(v), 2(w), 2(x), 2(y), 2(z), 4, 5)	491.25	0.00

8. PREVIEW REPORT

Type in the treasurer's name and click 'PREVIEW REPORT' for the user the review the data entered

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

PREVIEW REPORT

Under A.R.S. § 16-926(B)(5), a campaign finance report must be certified by the committee treasurer under penalty of perjury that the contents of the report are true and correct.

A signature submitted through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law and the committee hereby waives any objection to the contrary.

By filing this report, you certify that, under penalty of perjury, you have examined the contents of this report, and the contents are true and correct.

Type Name of Treasurer: Date: 9/2/2021

9. FILE REPORT

When ready to file, type in the treasurer's name and click 'I Agree/File Report'

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

PREVIEW REPORT

Under A.R.S. § 16-926(B)(5), a campaign finance report must be certified by the committee treasurer under penalty of perjury that the contents of the report are true and correct.

A signature submitted through electronic means shall have the same legal validity and enforceability as a manually executed signature or use of a paper-based recordkeeping system to the fullest extent permitted by applicable law and the committee hereby waives any objection to the contrary.

By filing this report, you certify that, under penalty of perjury, you have examined the contents of this report, and the contents are true and correct.

Type Name of Treasurer: Date: 9/2/2021

HOW TO TERMINATE A COMMITTEE

1. CLICK 'eFILING'

Click 'eFiling' in the top menu.



2. CLICK 'TERMINATE'

Click 'Terminate' for the committee the user is entering data for.

Political Committee Name	Political Committee Type	Status
<input type="checkbox"/> 2022 Test CAN D2 Address: 4567 Test Lane Phoenix AZ 85004 Phone:	Candidate Committee Statement of Organization Last Filed Statement: 3/30/2021 3:54:43 PM Active Finance Reports Amendment Terminate	Current Status: Active
<input type="checkbox"/> City of Phoenix Test PAC Address: 200 W. Washington Phoenix AZ 85003 Phone:	Political Action Committee Statement of Organization Last Filed Statement: 8/6/2021 10:29:04 AM Active Finance Reports Amendment Terminate	Current Status: Active

3. REVIEW & SUBMIT TERMINATION STATEMENT

Review the committee information, preview the Termination Statement, and select 'SUBMIT'

4. SIGN & PROVIDE TERMINATION STATEMENT TO CITY CLERK OFFICE

Select the printer button to download the committee Statement of Organization.

Sign and file the Termination Statement

Print and review the Termination Statement

Click on the printer icon below to view/print the completed Termination Statement. Review it one more time for accuracy.

Sign the PDF and submit the signed document to the City Clerk's Office by mail, email or fax.

Please Note: A Termination Statement will only be approved if the committee has

- 1) Filed required reports,
- 2) Has no outstanding campaign finance related fees or penalties, and
- 3) Any surplus monies have been disposed of and the committee has no cash on hand.

FREQUENTLY ASKED QUESTIONS ABOUT CAMPAIGN FINANCE REPORTING

WHEN DO I NEED TO REGISTER A COMMITTEE?

Candidates for office in the City of Phoenix must register as a Candidate Committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$500 in connection with that candidacy. An entity must register as a Political Action Committee if the entity: 1) is organized for the primary purpose of influencing the result of an election; and 2) knowingly receives contributions or makes expenditures, in any combination, of at least \$1,300 in connection with any election during a calendar year. A fund that is established by a Corporation, Limited Liability Company, Labor Organization or Partnership for the purpose of influencing the result of an election shall register as a Political Action Committee. Committee qualifications can be found in A.R.S. §16-905. All committees must register with each jurisdiction in which they are active.

HOW DO I REGISTER MY COMMITTEE?

Each committee must file a Statement of Organization with the City Clerk within ten days of qualifying as a committee. Once registered, the committee must file Campaign Finance Reports. Entities that form to influence the result of an election but do not meet the monetary threshold to qualify as a committee, must keep track of all contributions received and expenditures made and are required to register with a Statement of Organization if that entity does meet the monetary threshold at any time. If any information reported on the Statement of Organization changes, the committee shall file an amended Statement of Organization reporting the change within ten days after the change. *A.R.S. §16-906(C)*.

WHAT IS A STANDING COMMITTEE?

Committees active in more than one jurisdiction in this state that meet the definition of A.R.S. §16-901(48) must file a Statement of Organization with the Secretary of State **and** apply for status as a standing committee. This designation allows a committee to centrally file Campaign Finance Reports with the Secretary of State's office electronically rather than with every jurisdiction in which they are active.

A standing committee shall file a Statement of Organization with the Secretary of State and in each jurisdiction in which the committee is active, pursuant to A.R.S. §16-906(E), and only the Secretary of State shall issue an identification number for the committee.

DO I HAVE TO REPORT CONTRIBUTIONS AND EXPENDITURES?

All registered committees are required to file Campaign Finance Reports. The number of reports to be filed and when they are due depends on the type of committee you have registered. Campaign Finance Reports are filed on a Calendar Quarter basis, and Pre-Election and Post-Election reports are due in Calendar Quarters when there is an election. You must file a report whenever a report is required even if your committee did not have any activity. There is not a separate "No Activity Statement." For Political Action Committees, quarterly reports are required every quarter, even when there is no election.

Candidate Committees are only required to file Campaign Finance Reports during the 12-month period preceding the date of the potential Runoff Election for their office.

FREQUENTLY ASKED QUESTIONS ABOUT CAMPAIGN FINANCE REPORTING – CONTINUED

WHEN ARE REPORTS DUE?

Quarterly reports are due before midnight on the 15th day of the month after the Calendar Quarter ends and cannot be filed earlier than the 1st day of that same month. A.R.S. §16-927. If the filing deadline falls on a weekend or holiday, the report will be due on the next business day A.R.S. §§1-243(A) and 1-303.

A Campaign Finance Reporting schedule is attached for your reference.

WHEN MUST I START FILING CAMPAIGN FINANCE REPORTS? WHEN CAN I STOP?

Your first Campaign Finance Report will be the required report for the reporting period during which you filed your Statement of Organization. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. A.R.S. §16-927.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover everyday between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

HOW DO I FILE MY REPORT?

You must use the web-based [eFiling System](#) provided by the City Clerk. All contributions and expenditures must be entered in the system, using the appropriate campaign finance schedules. All committee members are encouraged to set up a user ID to log-in to the secure web-based eFiling system. A [Campaign Finance eFiling User Manual](#) also is available online for committees registered with the City of Phoenix. The User Manual contains a list of all campaign finance reporting schedules and their titles for reference. Both the eFiling System and the eFiling User Manual are available at Phoenix.gov/Elections.

WHO IS RESPONSIBLE FOR FILING THE CAMPAIGN FINANCE REPORT AND MAINTAINING COMMITTEE RECORDS?

The treasurer is legally responsible for the accuracy of the report and is also the custodian of the committees' books and accounts, pursuant to A.R.S. §16-907(A).

WHAT IF I HAVE NOTHING TO REPORT?

If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money during the reporting period, you are *still* required to file a Campaign Finance Report indicating the committee had no financial activity for the applicable reporting periods.

RESOURCES

City of Phoenix Campaign Finance eFiling System

<https://apps-secure.phoenix.gov/CampaignFinance/>

City of Phoenix Campaign Finance Information Public Viewing

<https://apps-secure.phoenix.gov/CampaignFinance/Search>

Arizona Revised Statutes

[Arizona Revised Statutes \(azleg.gov\)](https://azleg.gov)

Arizona Secretary of State Campaign Finance Candidate Guide

<https://azsos.gov/sites/default/files/%28FINAL%29%202020-2-4%20Campaign%20Finance%20-%20Candidate%20Handbook.pdf>

Arizona Secretary of State Campaign Finance Political Action Committee Guide

<https://azsos.gov/sites/default/files/%28FINAL%29%202020-2-4%20Campaign%20Finance%20-%20PAC%20Handbook.pdf>

APPENDIX A – CAMPAIGN FINANCE REPORT SCHEDULES

RECEIPTS	
SCHEDULE A (1)(A)	MONETARY CONTRIBUTIONS RECEIVED FROM IN-STATE INDIVIDUALS - MORE THAN \$100
SCHEDULE A (1)(B)	MONETARY CONTRIBUTIONS RECEIVED FROM IN-STATE INDIVIDUALS - \$100 OR LESS (AGGREGATE)
SCHEDULE A (1)(C)	MONETARY CONTRIBUTIONS RECEIVED FROM OUT-OF-STATE INDIVIDUALS
SCHEDULE A (1)(D)	MONETARY CONTRIBUTIONS FROM CANDIDATE COMMITTEES
SCHEDULE A (1)(E)	MONETARY CONTRIBUTIONS FROM POLITICAL ACTION COMMITTEES
SCHEDULE A (1)(F)	MONETARY CONTRIBUTIONS FROM POLITICAL PARTIES
SCHEDULE A (1)(G)	MONETARY CONTRIBUTIONS FROM PARTNERSHIPS
SCHEDULE A (1)(H)	MONETARY CONTRIBUTIONS FROM CORPORATIONS AND LLCs (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE A (1)(I)	MONETARY CONTRIBUTIONS FROM LABOR ORGANIZATIONS (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE A(1)(J)	MONETARY CONTRIBUTIONS FROM CANDIDATE'S PERSONAL MONIES (CANDIDATE COMMITTEES ONLY)
SCHEDULE A (1)(L)	REFUNDS GIVEN BACK TO CONTRIBUTORS
SCHEDULE A (2)(A)	LOANS RECEIVED
SCHEDULE A (2)(B)	FORGIVENESS ON LOANS RECEIVED
SCHEDULE A (2)(C)	REPAYMENT ON LOANS MADE
SCHEDULE A (2)(D)	INTEREST ACCRUED ON LOANS MADE
SCHEDULE A (3)	REBATES AND REFUNDS RECEIVED
SCHEDULE A (4)	INTEREST ACCRUED ON COMMITTEE MONIES
SCHEDULE A (5)(A)	IN-KIND CONTRIBUTIONS RECEIVED FROM IN-STATE INDIVIDUALS - MORE THAN \$100
SCHEDULE A (5)(B)	IN-KIND CONTRIBUTIONS RECEIVED FROM IN-STATE INDIVIDUALS - \$100 OR LESS (AGGREGATE)
SCHEDULE A (5)(C)	IN-KIND CONTRIBUTIONS FROM OUT-OF-STATE INDIVIDUALS
SCHEDULE A (5)(D)	IN-KIND CONTRIBUTIONS FROM CANDIDATE COMMITTEES
SCHEDULE A (5)(E)	IN-KIND CONTRIBUTIONS FROM POLITICAL ACTION COMMITTEES
SCHEDULE A (5)(F)	IN-KIND CONTRIBUTIONS FROM POLITICAL PARTIES
SCHEDULE A (5)(G)	IN-KIND CONTRIBUTIONS FROM PARTNERSHIPS
SCHEDULE A (5)(H)	IN-KIND CONTRIBUTIONS FROM CORPORATIONS AND LLCs (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE A (5)(I)	IN-KIND CONTRIBUTIONS FROM LABOR ORGANIZATIONS (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE A (5)(J)	IN-KIND CONTRIBUTIONS FROM CANDIDATE'S PERSONAL ASSETS OR PROPERTY
SCHEDULE A (6)	IN-KIND DONATIONS RECEIVED (NON-CONTRIBUTIONS) (POLITICAL PARTIES ONLY)
SCHEDULE A (7)(A)	EXTENSIONS OF CREDIT RECEIVED
SCHEDULE A (7)(B)	PAYMENTS ON EXTENSIONS OF CREDIT RECEIVED
SCHEDULE A (8)	JOINT FUNDRAISING / SHARED EXPENSE PAYMENTS RECEIVED
SCHEDULE A (9)	PAYMENTS RECEIVED FOR GOODS / SERVICES
SCHEDULE A (10)	OUTSTANDING ACCOUNTS RECEIVABLE / DEBTS OWED TO COMMITTEE
SCHEDULE A (11)	TRANSFER IN SURPLUS MONIES / TRANSFER OUT DEBT
SCHEDULE A (12)	MISCELLANEOUS RECEIPTS

APPENDIX A – CAMPAIGN FINANCE REPORT SCHEDULES – CONT

DISBURSEMENTS	
SCHEDULE B (1)	DISBURSEMENTS FOR OPERATING EXPENSES
SCHEDULE B (2)(A)	MONETARY CONTRIBUTIONS TO CANDIDATE COMMITTEES
SCHEDULE B (2)(B)	MONETARY CONTRIBUTIONS TO POLITICAL ACTION COMMITTEES
SCHEDULE B (2)(C)	MONETARY CONTRIBUTIONS TO POLITICAL PARTIES
SCHEDULE B (2)(D)	MONETARY CONTRIBUTIONS TO PARTNERSHIPS
SCHEDULE B (2)(E)	MONETARY CONTRIBUTIONS TO CORPORATIONS AND LLCs (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE B (2)(F)	MONETARY CONTRIBUTIONS TO LABOR ORGANIZATIONS (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE B (2)(H)	CONTRIBUTION REFUNDS RECEIVED
SCHEDULE B (3)(A)	LOANS MADE
SCHEDULE B (3)(B)	LOAN GUARANTEES MADE
SCHEDULE B (3)(C)	FORGIVENESS ON LOANS MADE
SCHEDULE B (3)(D)	REPAYMENT ON LOANS RECEIVED
SCHEDULE B (3)(E)	INTEREST ACCRUED ON LOANS RECEIVED
SCHEDULE B (4)	REBATES AND REFUNDS MADE (NON-CONTRIBUTIONS)
SCHEDULE B (5)(A)	IN-KIND CONTRIBUTIONS TO CANDIDATE COMMITTEES
SCHEDULE B (5)(B)	IN-KIND CONTRIBUTIONS TO POLITICAL ACTION COMMITTEES
SCHEDULE B (5)(C)	IN-KIND CONTRIBUTIONS TO POLITICAL PARTIES
SCHEDULE B (5)(D)	IN-KIND CONTRIBUTIONS TO PARTNERSHIPS
SCHEDULE B (5)(E)	IN-KIND CONTRIBUTIONS TO CORPORATIONS AND LLCs (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE B (5)(F)	IN-KIND CONTRIBUTIONS TO LABOR ORGANIZATIONS (PACS AND POLITICAL PARTIES ONLY)
SCHEDULE B (6)	INDEPENDENT EXPENDITURES MADE
SCHEDULE B (7)	BALLOT MEASURE EXPENDITURES MADE
SCHEDULE B (8)	RECALL EXPENDITURES MADE
SCHEDULE B (9)	SUPPORT PROVIDED TO PARTY NOMINEES (POLITICAL PARTIES ONLY)
SCHEDULE B (10)	JOINT FUNDRAISING / SHARED EXPENSE PAYMENTS MADE
SCHEDULE B (11)	REIMBURSEMENTS MADE
SCHEDULE B (12)	OUTSTANDING ACCOUNTS PAYABLE / DEBTS OWED BY COMMITTEE
SCHEDULE B (13)	TRANSFER OUT SURPLUS MONIES / TRANSFER IN DEBT
SCHEDULE B (14)	MISCELLANEOUS DISBURSEMENTS
SCHEDULE B (15)	AGGREGATE OF DISBURSEMENTS - \$250 OR LESS