



**City of Annapolis**  
Office of the City Clerk  
145 Gorman Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2535

EBKoleoso@annapolis.gov • 410-263-7942 • Fax 410-280-1853 • TDD 410-263-7943 • www.annapolis.gov

## Campaign Fund Report

**This report consists of a Summary Sheet and 5 Schedules. Failure to provide all the information required by these 6 forms will be regarded as a *failure to file*. Do not number pages until entire report is completed.**

### Instructions

#### Summary sheet

- Name of candidate or committee: state complete fund name or committee name.
- Transaction period: indicate time period transactions cover (transactions through and including the day the petition is filed with the city council).
- Type of report: indicate type of report. The report may not be final as long as any cash balance, deficit or outstanding debt (including loans) exist. If the cash balance, deficit, and outstanding debt (including loans) have been eliminated and no further activity will occur, the report must be clearly marked "final." Failure to do so will cause the election office to believe that there will be further activity, continued reporting will be required and subject to daily late fees.
- Cash balance: all initial reports should have a zero opening balance, and subsequent reports should have a beginning balance equal to the closing balance of preceding reports.
- Receipts from Schedule 1: enter total receipts for transaction period from Schedule 1, column 4.
- Loans and transfers: enter total proceeds for period from Schedule 2, column 4.
- Total cash available: enter total for the transaction period.
- Disbursements from Schedule 3: enter totals of each column from Schedule 3.
- Total disbursements: total of columns 3, 4 and 5 from Schedule 3 for transaction period.
- Cash balance at end of transaction period: this amount should equal bank balance and the beginning balance for next report.
- Total outstanding obligations from Schedule 4: insert total from column 4.
- In-kind contributions from Schedule 5: insert total from column 4.
- Signatures: all reports must bear two signatures. Improperly signed reports will be considered incomplete.

#### Schedule 1 Contributions and Receipts

This form is used to report all funds received from any source; excluding transfers, loans and "in-kind" contributions. Transfers and loans are to be reported on Schedule 2. In-kind contributions are to be reported on schedule 5.

- Insert name of Fund or Committee.
- Indicate time period transactions cover.
- Columns
  - 1 List date contribution or money received
  - 2 Complete name and residence address of Payer. If corporation, give name and address of corporation.
  - 3 Description of receipt
    - Code, price per ticket, check or cash. Identify type of receipt using code table below.

Code	Description
C	Contributions of cash or check. Include check or receipt number.
T	Tickets. List price per ticket.
I	Items sold. List total gross sales.
R	Rebates, refunds or discounts.
O	Other items not covered above. If this code is used, a description is required.

- Aggregate received from Payer to date - If prior funds have been received from the contributor, record the total of all amounts received to date from such individual or organization.

4 Amount

- Report the amount received from source in column 2 for the report period.
- Total amounts in column 4 at bottom of page.

Schedule 2 Loans and Transfers

This form is used to report all funds from loans and transfers.

- Insert name of Fund or Committee.
- Indicate time period transactions cover.
- Columns
  - 1 List date proceeds of loan or transfer were received.
  - 2 List complete name and address of lender or transferor.
  - 3 Describe whether proceeds are from loans or transfers. Also, aggregate proceeds of all loans or transfers from this source.
  - 4 Report the amount of loans or transfers from this source for the report period.
- Total amounts in column 4 at bottom of page.

Schedule 3 Disbursements

- Insert name of Fund or Committee.
- Indicate time period transactions cover.
- Columns
  - 1 Date of disbursement
  - 2 Payee and address. Provide complete name and address of payee.
  - 3 Salaries and all payments other than loan payments. Record in this column all disbursements not recorded in column 4 or 5. Identify all such expenses by reference to *one* of the following codes, listing check or receipt numbers, if available.

Code	Description
S	Salaries and payroll taxes
C	Compensation for personal services
CO	Contributions to candidates or committees
FE	Field expenses - gas, meals, etc.
B	Broadcasting
PL	Publicity - literature, advertising, bill boards, etc.
R	Rent
OS	Office supplies and expenses
P	Postage
F	Fund-raising expenses
O	Other - items not covered above. If this code is used, a description is required.

4 Loan payments. Record in this column all payments of loans.

5 Transfers to other funds. Record in this column all funds which are being transferred to another fund. Name and address of treasurer is required in column 3; name of fund or committee and amount in column 5.

- Total this page. Record totals at bottom of columns 3, 4 and 5 respectively.

Schedule 4 Outstanding obligations as of end of report period

All debts, including loans, which are unpaid as of the date of this report must be recorded on Schedule 3.

- Insert name of Fund or Committee.
- Indicate time period transactions cover.
  - Columns
    - 1 Name and address. Record complete name and principal address of person or firm to whom debt or loan is owed.
    - 2 Description of debt. State purpose of debt, or if loan so state.
    - 3 Date debt incurred. Indicate date debt was incurred.
    - 4 Amount. Total amount due.
- Total column 4 at bottom of page.

Schedule 5 In-kind contributions

- Name of candidate or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 Date in-kind contribution received
  - 2 Name and address of contributor. List full name and residence address of contributor.
  - 3 Description of in-kind contributions. List the nature of any gift or service, i.e., use of office space, automobiles, aircraft, boats, mobile units or any valuable thing or service made available for use by the candidate, committee or representative of any political party to be used in promoting or aiding the success or defeat of any candidate, political party, principal or proposition submitted to a vote at any election.
  - 4 Fair market value. List the approximate fair market value of this gift or service.



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## Campaign Fund Report

### Summary of Receipts and Disbursements

Name of candidate or committee as filed with the election office	Office	Ward
<b>Bank information</b>	<u>Bank name</u>	<u>Account number</u>
1. Checking		
2. Other		

Transaction period from: \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
 Due no later than 4:30PM on the last day of each transaction period. (See Candidate Packet Memo for dates)

Final Surplus funds distributed to (4.44.040):

#### Summary of Receipts and Disbursements

1. Cash balance - beginning of transaction period	\$	
2. Receipts from Schedule 1, column 4		
3. Proceeds from Schedule 2, column 4		
4. Total cash available (Add lines 1, 2 and 3)	\$	
5. Disbursements from Schedule 3:		
Column 3	\$	
Column 4		
Column 5		
6. Total disbursements	\$	
7. Cash balance - end of transaction period (Subtract line 6 from line 4)	\$	
8. Total outstanding obligations from Schedule 4	\$	
9. In-kind contributions from Schedule 5, column 4	\$	

Under penalty of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. (If report of candidate, candidate and treasurer must sign report; if committee, treasurer and chairman must sign report.)

Candidate		Date	
Treasurer		Date	
Chairman of Committee or Slate		Date	



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Name of candidate or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

**Schedule 1 - Contributions and Receipts**

(Excluding Transfers, Loans and In-kind Contributions)

Date received	Complete name and residence address of Payer	Description of receipt. See instructions for code.				Amount
		Code *	Ticket price	Cash	Check #	
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				
		Code *	Ticket price	Cash		
				Check #		
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				
		Code *	Ticket price	Cash		
				Check #		
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				
		Code *	Ticket price	Cash		
				Check #		
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				
		Code *	Ticket price	Cash		
				Check #		
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				
		Code *	Ticket price	Cash		
				Check #		
		* T, enter price per ticket		Rcpt #		
		Aggregate amount received from Payer to date				

Total this page \$ \_\_\_\_\_



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Name of candidate or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

**Schedule 2 - Loans and Transfers**

Date received	Complete name and residence address of Payer	Description of loan or transfer	Amount
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	
		Aggregate amount of loan or transfer \$	

Total this page \$ \_\_\_\_\_



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Name of candidate or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_

**Schedule 3 - Disbursements**

1 Date	2 Payee and address	3 Salaries and all payments other than loan payments			4 Loan payments			5 Transfers to other funds (candidate or committee name required)	
		Code	Amount	Method	Amount	Method	Amount		
				Check #		Check #			
				Cash		Cash			
				Rcpt #		Rcpt #			
				Check #		Check #			
				Cash		Cash			
				Rcpt #		Rcpt #			
				Check #		Check #			
				Cash		Cash			
				Rcpt #		Rcpt #			
				Check #		Check #			
				Cash		Cash			
				Rcpt #		Rcpt #			
				Check #		Check #			
				Cash		Cash			
				Rcpt #		Rcpt #			

Totals this page \$ \_\_\_\_\_



