

## **SECTION 2**

- a. Warning regarding Campaign Treasurer's Reports
- b. Memorandum regarding fines for late Campaign Treasurer's Reports
- c. Deadline for accepting campaign contributions (DE 00-01 Division of Elections)
- d. Election cycle reporting calendar
- e. FORM DS-DE 12, 13, 14 Campaign Treasurer's Report Summary with instructions (4 copies included)
- f. FORM DS-DE 87 Waiver of Report
- g. FORM DS-DE 2 Contributions Returned
- h. FORM DS-DE 73 Campaign Loans Report
- i. FORM DS-DE 73A Campaign Loans Report Itemized
- j. FORM DS-DE 86 Request for Return of Contributions



## **WARNING!!**

### **CAMPAIGN TREASURER'S REPORTS**

For your information on candidate qualifying, enclosed you will find a copy of frequently asked questions, the Candidate and Campaign Treasurer Handbook and a Candidate Handbook. This material is important to you as a candidate, and should be studied thoroughly as it lists the responsibilities of candidates and campaign treasurers in detail.

You may **not** accept any contributions or make any expenditure toward your campaign until you have appointed a campaign treasurer and deputy treasurer and designated a campaign depository and filed the information with this office. Please use the enclosed DS-DE 9 forms for such appointments. Also, be aware you have ten days to file the Statement of Candidate.

The cutoff date for accepting contributions for any reporting period is Thursday, midnight. (This includes your own money to the campaign.) You are still allowed to spend money if you have monies on deposit in your campaign account.

Also, let me remind and caution you of your campaign treasurer's report which is due in this office by 5:00 p.m. on each due date (and we cannot accept the report in the office after 5:00 p.m.). If you mail your report, it must have a postmark of the due date on the envelope. We urge you to get a receipt of mailing to prove you mailed the report. If we receive the report and it does not have the correct postmark, we have no choice by law, other than to process the fine procedure. If a report is late the Friday **preceding the election**, there is a \$500.00 (five hundred dollar) fine for each late day, not to exceed 25% of the total receipts or expenditures whichever is greater. Any fines shall be paid from the **candidate's personal funds**, NOT from the campaign account.

Jacqueline Poole  
City Clerk



# MEMORANDUM

TO: Candidates for City Commission

FROM: Jacqueline Poole, City Clerk

SUBJECT: Fines for late Campaign Treasurer's Reports and Reporting Schedule

Date: January 11, 2024

Any candidate failing to file a report on the designated due date shall be subject to a fine. The fine shall be \$50 per day for the first three (3) days late and, thereafter, \$500 per day for each late day, not to exceed 25% percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding the election, the fine shall be \$500 per day for each late day, not to exceed 25% percent of the total receipts or expenditure, whichever is greater, for the period covered by the late report. **Fines are paid from personal funds of the candidate and not from the candidate's campaign fund. All reports are considered late if not received by 5:00 p.m. on the dates indicated.**

## CAMPAIGN TREASURER'S REPORTING SCHEDULE:

<u>DUE DATES</u>	<u>CODE</u>	<u>PERIOD COVERED</u>
03/08/2024 (Friday)	M1	Qualifying – 03/01/2024
03/22/2024 (Friday)	M2	03/02/2024 – 03/15/2024
03/29/2024 (Friday)	M3	03/16/2024 – 03/28/2024
See below	TR	FINAL REPORT

**FOR CANDIDATES WHO SUBMITTED DS-DE 9 PRIOR TO QUALIFYING TREASURER REPORTS ARE DUE ON FEBRUARY 9<sup>TH</sup> AND MARCH 8<sup>TH</sup>.**

**UN-OPPOSED CANDIDATES:** FINAL REPORT DUE 90 DAYS AFTER QUALIFYING

**OPPOSED CANDIDATES:** FINAL REPORT DUE BY **JULY 2, 2024**

**\*All reports will be considered late if not received by 5:00 p.m. on the dates indicated.**

DE 00-01 - January 21, 2000

Deadline for Accepting Campaign Contributions  
§106.08(3)(a), Fla. Stat., Ch. 77-175, s. 48, Laws of Fla.

*TO: The Honorable Alex Diaz de la Portilla, 1481 N.W. 22nd Street, Miami, Florida 33142*

*Prepared by: Division of Elections*

This opinion is pursuant to your request for an advisory opinion from the Division of Elections regarding the "cut-off" date for accepting campaign contributions. You are a candidate for State Senate District 34. Therefore, pursuant to section 106.23(2), Florida Statutes, the Division has authority to render this opinion to you. You have asked:

What is the last day on which a candidate with opposition can receive campaign contributions for a Tuesday election pursuant to the plain meaning of section 106.08(3)(a), Florida Statutes?

Section 106.08(3)(a), Florida Statutes, reads:

Any contribution received by a candidate with opposition in an election or by the campaign treasurer or deputy campaign treasurer of such candidate on the day of that election or less than five days prior to the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

The answer to your specific question requires the interpretation of the phrase "on the day of that election or less than five days prior to the day of that election." That language was adopted by the legislature and became law in 1977. *Ch. 77-175, s. 48, Laws of Fla.*

In 1978, the Division of Elections issued two opinions interpreting this language. DE 78-44 and DE 78-45. In Division of Elections Opinion 78-44, the Division stated,

[t]he cut-off of contributions for all candidates, including those unopposed, is the fifth day preceding the general election. In 1978, no contributions may be received by any candidate, campaign treasurer, or deputy campaign treasurer later than the fifth day before the general election, or November 2, 1978."

The effect of this opinion was to construe the language of section 106.08(3)(a), Florida Statutes, to mean that for a Tuesday election the deadline for receiving a contribution is midnight on the Thursday preceding that election.

In Division of Elections Opinion 78-45, the Division stated, "any candidate may not receive contributions after the fifth day preceding an election in which he or she participates regardless of whether or not the candidate's name actually appears on the ballot."

This interpretation of section 106.08(3)(a), Florida Statutes, was extant until Division of Elections Opinion 97-03, in 1997. In this opinion, the Division interpreted section 106.08(3)(a), Florida Statutes, to mean that, "any contribution received after midnight of the day prior to the fifth day (midnight Wednesday) is a contribution received less than five full days preceding the election on Tuesday." (Emphasis added.) It must be noted that while DE 97-03 offered an interpretation that was inconsistent with DE 78-44 and DE 78-45, neither of the 1978 opinions were specifically rescinded by DE 97-03.



The existence of valid but inconsistent opinions creates a potential for confusion among candidates who are in good faith trying to comply with the election laws.

After review of the interpretations of section 106.08(3)(a), Florida Statutes, set forth in the 1978 opinions and the 1997 opinion, the Division hereby rescinds DE 97-03. As indicated above, the language of this section has been in effect since 1977. The Division is unaware of any statutory changes or case law interpreting this section that would have required the Division to amend the interpretation of section 106.08(3)(a), Florida Statutes, set forth in DE 78-44 and DE 78-45. Further, the interpretation of this section in these opinions is consistent with the general rules of statutory construction discussed below.

In the computation of time, it is a general rule that a day is to be considered an indivisible unit or period of time. Fractions of a day are not considered in the computation of time and the day on which an act is done must be excluded or included in its entirety. *See Op. Atty. Gen. Fla. 57-132 (1957) and 55 Fla. Jur. 2d, Time § 11 (1984)*. Using this rule of computation, the time period "less than 5 days" would begin on the fourth full day prior to the election.

It is also a general rule of statutory construction that penal statutes must be strictly construed in favor of the person accused of violating the statute. A strict construction is a narrow construction, confirming the operation of the statute to matters affirmatively, definitely, or specifically within its terms, or to cases that fall fairly within its letter or the plain import of its language. *49 Fla. Jur. 2d, Statutes § 187 (1984)*. As a violation of section 106.08(3), Florida Statutes, may result in criminal prosecution, it is a penal statute. *See § 106.08(7)(a), Fla. Stat.* Under a narrow construction of section 106.08(3)(a), Florida Statutes, contributions received on the fifth day prior to an election are not contributions received "less than five days" prior to the election.

Finally, it is a general rule of statutory construction that where a statute is clear and unambiguous, a court or agency is not free to add words to steer it to a meaning and a limitation which its plain wording does not supply. *See James Talcott, Inc. v. Bank of Miami Beach, 143 So.2d 657 (Fla. 3<sup>rd</sup> DCA 1962)*. As such, it is inappropriate to insert the word "full" into the phrase "less than five days" where the plain wording of the statute does not suggest this meaning.

## SUMMARY

If a candidate is opposed on the ballot in an election, the last day the candidate may accept a campaign contribution is midnight of the fifth day prior to an election. If an election is on a Tuesday, this day is midnight the immediately preceding Thursday. Anything received after that time must be returned by the candidate.

**ELECTION CYCLE  
CALENDAR OF  
REPORTING  
DATES FOR:  
CITY OF BARTOW**



**MUNICIPAL  
ELECTION:  
APRIL 2, 2024**

**INFORMATION**

**CONTACT:**

**CITY**

**CLERK'S**

**OFFICE**

**(863) 534-0100**

**JPOOLE.CLERKS@CITYOFBARTOW.NET**



**ELECTION DATE:**

**April 2, 2024**

**FILING OFFICER**

All reports required of a candidate shall be filed with the officer before whom the candidate is required by law to qualify.



**QUALIFYING DATES**

**PER CITY CHARTER  
FIRST FULL WEEK OF  
FEBRUARY 2024**



## FILING CAMPAIGN REPORTS

Consistent with Division of Elections Formal Opinion 98-03, for municipal elections in which no municipal primary is held, the only applicable reporting dates other than monthly reports are those reports due on the 25<sup>th</sup>, 11<sup>th</sup>, and 4<sup>th</sup> days preceding the municipal general election.

## WAIVER OF REPORT

Section 106.07(7), 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 may be waived by notifying the filing officer in writing on the prescribed reporting date that no report is being filed. **A WAIVER OF REPORT FORM IS IN YOUR CANDIDATE PACKET.**

## DEADLINE FOR FILING

Reports shall be filed no later than 5:00 p.m. on the day designated. Any report postmarked by the U.S. Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A certificate of mailing obtained from and dated by the U.S. Postal Service at the time of mailing, or receipt from an established courier service, which bears a date on or before the date on which the report is due, shall be proof of mailing in a timely manner.

## PENALTY FOR LATE FILING

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding the election, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

## REPORT SCHEDULE

DUE DATES	CODE	PERIOD COVERED
03/08/24	M1	Qualifying – 03/01/24
03/22/24	M2	03/02/24 – 03/15/24
03/29/23	M3	03/16/24 – 03/28/24

## TERMINATION REPORT

Each candidate shall, within 90 days after having become unopposed, withdrawn his or her candidacy, been eliminated or elected to office, shall dispose of funds in his or her campaign account and file a final report.

## FINAL REPORT DUE AFTER QUALIFYING – UNOPPOSED CANDIDATES:

90 days after qualifying

## FINAL REPORT DUE AFTER ELECTION

July 2, 2024

**CAMPAIGN TREASURER'S REPORT SUMMARY**(1) \_\_\_\_\_  
Name(2) \_\_\_\_\_  
Address (number and street)\_\_\_\_\_  
City, State, Zip Code☐ Check here if address has changed

OFFICE USE ONLY
-----------------

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):

☐ Candidate Office Sought: \_\_\_\_\_☐ Political Committee (PC)☐ Electioneering Communications Org. (ECO)☐ Party Executive Committee (PTY)☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)☐ Check here if PC or ECO has disbanded☐ Check here if PTY has disbanded☐ Check here if no other IE or EC reports will be filed**(5) Report Identifiers**

Cover Period: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Report Type: \_\_\_\_\_

☐ Original☐ Amendment☐ Special Election Report**(6) Contributions This Report**

Cash &amp; Checks \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Loans \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Total Monetary \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

In-Kind \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

**(7) Expenditures This Report**

Monetary Expenditures \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Transfers to Office Account \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

Total Monetary \$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

**(8) Other Distributions**

\$ \_\_\_\_ , \_\_\_\_ , \_\_\_\_ . \_\_\_\_

**(9) 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:

(Type name) \_\_\_\_\_

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer**X** \_\_\_\_\_

Signature

(Type name) \_\_\_\_\_

☐ Candidate ☐ Chairperson (only for PC and PTY)**X** \_\_\_\_\_

Signature



### Instructions for Campaign Treasurer's Report Summary

- (1) **Name:** full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.
  - (2) **Address:** the full address or post office box, city, state, and zip code.  
☐ Check the box if the address has changed since the last report filed.
  - (3) **ID Number:** identification number assigned by the filing officer.
  - (4) **Check the appropriate box(es).**
  - (5) **Report Identifiers**  
**Cover Period:** the dates this report covers (i.e., From 1/1/15 To 1/31/55). **Important:** use the appropriate cover period dates as published by the filing officer.  
**Report Type:** refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a **special election** add "S" in front of the report code (i.e., SG3).  
**Check one of the appropriate boxes:**  
☐ Original: first report filed for this reporting period.  
☐ Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A.  
☐ Special Election Report: **Important:** once a special election report is filed, the entity is required to file all remaining reports due for the special election.
  - (6) **Contributions This Report:**  
Cash and Checks: total amount for this reporting period.  
Loans: total amount for this reporting period.  
Total Monetary: sum of Cash and Checks and Loans.  
In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.
  - (7) **Expenditures This Report:**  
Monetary Expenditures: total amount of monetary expenditures for this reporting period.  
Transfers to Office Account: total amount transferred to an office account by elected candidates only.  
Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.
  - (8) **Other Distributions:** the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.
  - (9) **TOTAL Monetary Contributions To Date:** the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
  - (10) **TOTAL Monetary Expenditures To Date:** the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.
  - (11) **Type or print the required officer's name and have them sign the report:**  
☐ Candidate report: treasurer and candidate must sign.  
☐ PC report: treasurer and chairperson must sign.  
☐ PTY report: treasurer and chairperson must sign.  
☐ ECO report: organization's treasurer must sign.  
☐ IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)
- AMENDMENT REPORTS:** An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.

# CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type      Occupation		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
____ / ____ / ____							
____ / ____ / ____							
____ / ____ / ____							
____ / ____ / ____							
____ / ____ / ____							
____ / ____ / ____							
____ / ____ / ____							

## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).
- (2) The identification number assigned by the filing officer.
- (3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date contribution was RECEIVED (Month/Day/Year).
- (6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.  
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.
- (7) Type full name and address of contributor (including city, state and zip code).
- (8) Enter the type of contributor using one of the following codes:  
Occupation of contributor for **contributions over \$100 only**. (If a business, please indicate nature of business.)

I	Individual	
B	Business	(also includes corporations, organizations, groups, etc.)
E	Electioneering Communications Organizations	
F	Political Committee	(federal or state)
P	Political Parties	(includes federal, state and county executive committees)
O	Other	(e.g., candidate surplus funds to party, etc.)
S	Candidate to Self	

- (9) Enter Contribution Type using one of the following codes:

**NOTE: Cash includes cash and cashier's checks.**

Code	Description
CAS	Cash or Cashier's Check
CHE	Check
COF	Carryover Funds from Previous Campaign
INK	In-Kind
INT	Interest
LOA	Loan
MO	Money Order
MUC	Multiple Uniform Contributions
RCT	Other Receipts
REF	Refund (Negative Amount Only)

- (10) Type the description of any in-kind contribution received.  
**Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".**
- (11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.  
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.  
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.
- (12) Type amount of contribution received. **Political Committees ONLY**: Multiple uniform contributions from the same person, aggregating NMT \$250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.



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## CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name \_\_\_\_\_

(2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

(4) Page \_\_\_\_\_ of \_\_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

- (1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).
- (2) Identification number assigned by the filing officer.
- (3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)
- (4) Page numbers (e.g., 1 of 3).
- (5) Date of expenditure (Month/Day/Year).
- (6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

- (7) Full name and address of entity receiving payment (including city, state and zip code).
- (8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE:** This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).
- (9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
DIS	Disposition of Funds
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)
DPP	Disposition of Funds to Political Party (effective 11/1/13)
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)
ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

- (10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.



**WAIVER OF REPORT**

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name

Office Sought

Address

City

State

Zip Code

☐ Candidate☐ Political Committee☐ Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

☐ Check here if address has changed since last report.☐ Check here if PC has DISBANDED and will no longer file reports.**TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)**☐ QUARTERLY REPORT☐ PRIMARY ELECTION☐ GENERAL ELECTION☐ OTHER REPORT TYPE

Indicate report #

M\_\_\_\_\_

Indicate report #

P\_\_\_\_\_

Indicate report #

G\_\_\_\_\_

Indicate report type and #  
as applicable:

\_\_\_\_\_

☐ TERMINATION REPORT☐ SPECIAL ELECTION**NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF**

THROUGH

X

Signature

Date

X

Signature

Date

**REQUIRED SIGNATURES FOR:****Candidates:**

Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

**Political Committees:**

Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

**Party Executive Committees:**

Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, 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.

**CONTRIBUTIONS RETURNED**

(Section 106.07(4)(c), F.S.)

(PLEASE TYPE)

**OFFICE USE ONLY**

This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.

☐ Candidate☐ Committee or Organization

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Full Name and Address of Contributor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Full Name and Address of Contributor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Full Name and Address of Contributor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Full Name and Address of Contributor:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amount of Contribution: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

**I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.**

\_\_\_\_\_  
 Type or Print Name of Candidate, Treasurer or Chairman

**X**

\_\_\_\_\_  
 Signature

# CAMPAIGN LOANS REPORT

(Section 106.075, F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

This report applies to all candidates ELECTED to office who had loans exceeding \$500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election. All such loans must be reported to the filing officer within 10 days after the candidate's election to office.

Full Name of Newly Elected Official

Office

Mailing Address

City

State

Zip Code

I CERTIFY THAT I HAVE EXAMINED THIS REPORT  
AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Newly Elected Official

**X**

Signature

## CAMPAIGN LOANS REPORT ITEMIZED

Page \_\_\_\_\_ of \_\_\_\_\_

(PLEASE TYPE)

<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>	<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>
<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>	<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>
<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>	<p>FULL NAME AND ADDRESS OF LENDER:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OCCUPATION: _____</p> <p>AMOUNT OF LOAN: _____</p> <p>DATE RECEIVED: _____</p>



**REQUEST FOR RETURN OF CONTRIBUTION**

(Section 106.021, F.S.)

(PLEASE TYPE)

I, \_\_\_\_\_,  
hereby request that the pro rata share of my contribution to the  
campaign of \_\_\_\_\_ as a  
candidate for the office of \_\_\_\_\_  
be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

**X**\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Street Address\_\_\_\_\_  
City\_\_\_\_\_  
State\_\_\_\_\_  
Zip Code