

STATE OF GEORGIA CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

INSTRUCTIONS AND FORMS

For the public disclosure of campaign contributions received and expenditures made by public officers, candidates or their campaign committees and other committees formed by organizations and other persons supporting candidates for all State, County and Municipal offices.

1. Who Must File This Report:

- A. Public officers and candidates or their campaign committee for the following offices:
1. State Offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Commissioner of Insurance, Commissioner of Agriculture, State School Superintendent, Commissioner of Labor and Public Service Commissioners, District Attorneys, members of the Georgia House of Representatives and Georgia Senate and all Constitutional Judicial Officers. [O.C.G.A. 21-5-34(a)(1)(A)]
 2. County Offices [O.C.G.A. 21-5-34(a)(3)]
 3. Municipal Offices [O.C.G.A. 21-5-34(a)(4)]
- B. Organizations or Persons, other than candidates of their campaign committees, which support candidates. O.C.G.A. 21-5-31(a)

2. Grace Periods:

5-day grace period in filing the required reports except that the Grace Period shall be 2 days for required reports prior to run-off primaries or run-off elections.

3. Where to File:

- A. State Officers and Candidates for State Office or Campaign Committees:** [OCGA 21-5-34 (a)(1)(A)]
File original report with: Secretary of State Elections Division
1104 West Tower, 2 Martin Luther King Jr. Drive
Atlanta, Georgia 30334
- B. Candidates and Members of the General Assembly:** [OCGA 21-5-34 (a)(1)(A)]
File original report with: Secretary of State Elections Division
1104 West Tower, 2 Martin Luther King Jr. Drive
Atlanta, Georgia 30334
File a copy with: Election Superintendent in county of residence*
- C. County Officers and Candidates for County Offices or their Campaign Committees** [OCGA 21-5-34 (a)(3)]
File with: Election Superintendent in county of residence*
- D. Municipal Officers and Candidates for Municipal Offices or their Campaign Committees** [OCGA 21-5-34 (a)(4)]
File with: Municipal clerk, or if there is none, with the chief executive of the municipality
- E. Non-Candidate Campaign Committees, Organizations or Persons Supporting Candidates as required to file by O.C.G.A. 21-5-31 (a)**
File with: Where the candidate(s) they support file
- F. Electronic Filing**

In addition to filing the original paper copy with the filing officer, certain offices are now required to file their reports electronically with the Secretary of State. [OCGA 21-5-34.1] Beginning **February 1, 2001, Constitutional offices, Supreme Court, Court of Appeals, and PSC candidates who have raised or spent a minimum of \$20,000 in an election cycle** must file electronically. For candidates under the threshold listed, electronic filing is permitted and encouraged.

4. For more information:

Please contact the **State Ethics Commission at (404) 463-1980.**

Please Note: Pursuant to OCGA 21-5-34 (c)(2)(C), during the period of time between the last report due prior to the date of any state-wide primary or state-wide election for which the candidate is qualified and the date of such primary or election, all contributions of \$1,000.00 or more must be reported within 48 hours of receipt to the location where the original disclosure report for such candidate or committee was filed and also reported on the next succeeding regularly scheduled campaign contribution disclosure report. Please complete the 48-HOUR REPORT FORM if this situation arises.

* In counties in which the board of elections does not maintain an office open to the public during normal business hours for five days a week, the report is filed with the Probate Judge.

Do Not Forget to Notarize!!!

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It is the back of the Cover Sheet Instructions.

Instructions for Campaign Contribution Disclosure Report

SUMMARY REPORT

Reporting Period: Covers the time since your most recent disclosure report filing through midnight of the due date of this filing.

Reporting Cycle: Reporting cycle shall commence on January 1 of the year in which an election for the office sought is to be held and shall conclude:

- a) At the expiration of the term of office if such candidate is elected and does not seek reelection or election to some other office; or
- b) On December 31 of election year if candidate was unsuccessful; or
- c) If candidate is successful and seeks reelection or seeks election to some other office, the current reporting cycle ends when the reporting cycle for reelection or the reporting cycle for another office sought begins.

CONTRIBUTIONS RECEIVED

- (1) Check only one box in **Line 1**. If no contributions have been received during the reporting period, there is no need to complete the "Listed Contributions Received" page.
- (2) On **Line 2**,
 - a. If this is the first disclosure report filed in connection with current office sought, enter 0; or
 - b. If this is your first report of the reporting cycle, **Enter 0** in the **in-kind** column and list the total funds left over at year end of previous cycle (if you are running for the same office) in the **cash amount** column (net balance), if any; or
 - c. If this filing is the second or subsequent filing of this Reporting Cycle, list totals from **line 6** of previous report in both the **in-kind** and **cash amount** columns.
- (3) For contributions of **\$101 or more**, enter the total amount of In-kind contributions and the total of cash contributions received this period on **Line 3**. All contributions received of \$101 or more must be listed on the "Listed Contributions Received" page.
- (4) For contributions of **less than \$101**, enter the total amount of such In-kind contributions and the total of such cash contributions received this period on **Line 4**. Please note that Common Source contributions must be aggregated on the "Listed Contributions Received" page(s).
- (5) On **Line 5**, enter first the total of In Kind contributions and then separately the total of Cash contributions. (**Line 3 + Line 4**)
- (6) On **Line 6**, enter the amount of cash contributions to date. (**Line 2 + Line 5 Cash Amount**)

EXPENDITURES MADE

- (7) Check only one box in **Line 7**. If no expenditures have been made during the reporting period, there is no need to complete the "Listed Expenditures Made" page.
- (8) On **Line 8** enter the total expenditures made and reported prior to this reporting period. This figure will be the total expenditures to date taken from **Line 12** of your most recently filed report. If this is your first report of the reporting cycle, enter 0.
- (9) For expenditures of **\$101 or more**, enter the total amount of individual expenditures made this period on **Line 9**. All expenditures made of \$101 or more must be entered on "Listed Expenditures Made" page.
- (10) For expenditures of **less than \$101**, enter the total amount of such expenditures made this period on **Line 10**.
- (11) On **Line 11**, enter the total expenditures made this period. (**Line 9 + Line 10**)
- (12) On **Line 12**, enter the amount of expenditures made to date. (**Line 8 + Line 11**)
- (13) On **Line 13**, enter the Net Balance (of Cash) on Hand at the end of this reporting period. (**Subtract line 12 from "Cash Amount" in line 6**).

Do Not Forget to Notarize!!!

CAMPAIGN CONTRIBUTION DISCLOSURE SUMMARY REPORT

Full name of (check only one box and complete):

Public Officer or Candidate: _____

Other Person or Organization required to file report: _____

Contributions Received

1	<u>I have:</u> No contributions to report. The following contributions, including Common Source, to report:																			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">In-Kind Estimated Value</th> <th style="width: 25%; text-align: center;">Cash Amount</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> 2 A. If this is the first time to file a disclosure report for the current office sought, <u>ENTER 0</u> in both columns (one time only); or B. If this is the first report of this Reporting Cycle*, <u>ENTER 0</u> in the in-kind column and list any <u>net balance on hand</u> brought forward from the previous reporting cycle in the cash amount column (line 13 of previous report, or total funds left over at year end of previous cycle.); or C. If this filing is the <u>second or subsequent filing of this Reporting Cycle</u>, list totals from line 6 of previous report in both the in-kind and cash amount columns. </td> <td style="vertical-align: top; text-align: center;"> If this is the first report of the Reporting Cycle* <u>Enter 0</u>. </td> <td></td> </tr> <tr> <td style="vertical-align: top;">3</td> <td style="vertical-align: top;">Total amount of all contributions of <u>\$101.00 or more</u> received in this reporting period. Each such contribution must be listed on the "Listed Contributions Received" page!</td> <td></td> </tr> <tr> <td style="vertical-align: top;">4</td> <td style="vertical-align: top;">Total amount of all separate contributions of <u>less than \$101.00</u> each that were received in this reporting period. "Common Source" contributions must be aggregated on the "Listed Contributions Received" page!</td> <td></td> </tr> <tr> <td style="vertical-align: top;">5</td> <td style="vertical-align: top;">Total contributions reported this period (line 3 + 4).</td> <td></td> </tr> <tr> <td style="vertical-align: top;">6</td> <td style="vertical-align: top;">Total contributions to date (line 2 + 5). <u>Total to be carried forward to next report of this reporting cycle*</u>.</td> <td></td> </tr> </tbody> </table>		In-Kind Estimated Value	Cash Amount	2 A. If this is the first time to file a disclosure report for the current office sought , <u>ENTER 0</u> in both columns (one time only); or B. If this is the first report of this Reporting Cycle*, <u>ENTER 0</u> in the in-kind column and list any <u>net balance on hand</u> brought forward from the previous reporting cycle in the cash amount column (line 13 of previous report, or total funds left over at year end of previous cycle.); or C. If this filing is the <u>second or subsequent filing of this Reporting Cycle</u> , list totals from line 6 of previous report in both the in-kind and cash amount columns.	If this is the first report of the Reporting Cycle* <u>Enter 0</u> .		3	Total amount of all contributions of <u>\$101.00 or more</u> received in this reporting period. Each such contribution must be listed on the "Listed Contributions Received" page!		4	Total amount of all separate contributions of <u>less than \$101.00</u> each that were received in this reporting period. "Common Source" contributions must be aggregated on the "Listed Contributions Received" page!		5	Total contributions reported this period (line 3 + 4).		6	Total contributions to date (line 2 + 5). <u>Total to be carried forward to next report of this reporting cycle*</u> .	
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6	Total contributions to date (line 2 + 5). <u>Total to be carried forward to next report of this reporting cycle*</u> .																			

Expenditures Made

7	<u>I have:</u> No expenditures to report. The following expenditures to report:	
8	Total expenditures made and reported prior to this reporting period (line 12 of previous report). IF THIS IS THE FIRST REPORT OF THIS REPORTING CYCLE*, <u>ENTER 0</u>	
9	Total amount of all expenditures of <u>\$101.00 or more</u> made in this reporting period. Each such expenditure must be listed on the "Listed Expenditures Made" page!	
10	Total amount of all separate expenditures of <u>less than \$101.00</u> each that were made in this reporting period.	
11	Total expenditures reported this period (line 9 + 10).	
12	Total expenditures to date (line 8 + 11). <u>Total to be carried forward to next report of this reporting cycle*</u> .	
13	Net Balance On Hand (subtract line 12 from "Cash Amount" in line 6).	

*O.C.G.A. § 21-5-34(b)(1)(D)(ii)

A reporting cycle shall commence on January 1 of the year in which an election is to be held for the public office to which a candidate seeks election and shall conclude:

(I) At the expiration of the term of office if such candidate is elected and does not seek reelection or election to some other office;

(II) On December 31 of the year in which such election was held if such candidate is unsuccessful; or

(III) If such candidate is successful and seeks reelection or seeks election to some other office the current reporting cycle shall end when the reporting cycle for reelection or for some other office begins

Do Not Forget to Notarize!!!

Instructions for Campaign Contribution Disclosure Report **Listed Contributions Received of \$101.00 or More**

- (1) List candidate's or public officer's full name or name of non-candidate campaign committee. Check either 'original' or 'amendment' box.
- (2) For contributions of \$101.00 or more, list the contributors in **alphabetical order** including the full name and mailing address.
- (3) For each contribution of \$101.00 or more, list the date of receipt (not date of deposit but the actual date that the contribution was received), the occupation and employer of the contributor.
- (4) Pursuant to OCGA 21-5-41(d), each candidate and campaign committee shall designate on their disclosure reports the election for which a contribution has been accepted. For Example: Primary, General, Special Runoff, etc.
- (5) List amount of contribution(s).
- (6) List the estimated value if it is an in-kind contribution. Valuation should reflect what the goods or services would have cost if obtained commercially through an arms length transaction. List the description of any in-kind contribution received. In-Kind Contributions include gifts, subscriptions, memberships, or anything of value conveyed or transferred.

WARNING: THE MAKING AND ACCEPTANCE OF ANONYMOUS CONTRIBUTIONS IS PROHIBITED PURSUANT TO OCGA 21-5-30 (e)!

State of Georgia - Campaign Contribution Disclosure Report Listed Contributions Received of \$101.00 or More

(1) Name _____

- Original
- Amendment

Number *	(2) Full Name of Contributor & Mailing Address (PAC affiliation if applies)	(3) Contributor			(4) Contribution Accepted for which Election	(5) Cash Amount	(6) In-Kind Contributions	
		Date Contribution Received	Occupation	Employer			Estimated Value	Description
[]		_/_/___			\$	\$		
[]		_/_/___			\$	\$		
[]		_/_/___			\$	\$		
[]		_/_/___			\$	\$		
[]		_/_/___			\$	\$		
[]		_/_/___			\$	\$		

Page Total** : \$ _____ \$ _____

The Act requires all public officers, candidates, and campaign committees to list contributions received and expenditures made which are individually \$101 or more and to disclose the total amount of all contributions received and expenditures made which are individually less than \$101.

* For your convenience this column is provided so that you may number your entries. This may be of value in electronic filing, or should you need to amend in the future.

**For the convenience of those persons preparing this document manually, we have included a place to add page totals. The use of page totals will make the completion of the summary page easier.

Instructions for Campaign Contribution Disclosure Report
Listed Expenditures of \$101.00 or More

- (1) List candidate's or public officer's full name or name of non-candidate campaign committee. Check either 'original' or 'amendment' box.
- (2) For expenditures of \$101.00 or more, **alphabetically** list full name and mailing address of each recipient.
- (3) List date of expenditure (Month/Day/Year)
- (4) If recipient is an individual, list occupation OR place of employment
- (5) List general purpose of expenditure with such detail as it shows the expenditure is for a purpose lawfully authorized for campaign funds.
- (6) List amount of expenditure.

State of Georgia - Campaign Contribution Disclosure Report

Listed Expenditures Made of \$101.00 or More

(1) Name _____

- Original
- Amendment

Number *	(2) List Name and Mailing Address of Recipient	(3) Date of expenditure	(4) Occupation or Place of Employment	(5) Expenditure Purpose	(6) Amount
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$
<input type="checkbox"/>		_/_/___			\$

Page Total**: \$ _____

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Page _____ of _____