

CAMPAIGN TREASURER'S REPORT ITEMIZED EXPENDITURES AND DISTRIBUTION

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

Expenditures (Use separate sheets for Expenditures and Distributions. Do not combine sequence numbers with Distributions.)

Distributions (Use separate sheets for Expenditures and Distributions. Do not combine sequence numbers with Expenditures.)

(5) Date	(7) Full Name (L, Suffix, F, M) Full Street Address City, State, Zip Code	(8) Purpose (add office sought for candidate contributions)	(9) Expenditure Type	(10) Related Expenditures	(11) Amended	(12) Amount
(6) Seq Num						
/ /						
/ /						
/ /						
/ /						
/ /						

**Campaign Treasurer's Report
Expenditures and Distributions
INSTRUCTIONS**

- (1) **Name:** type full name of the candidate, political committee, committee of continuous existence, party executive committee, electioneering communication organization or individual, or person making an independent expenditure.
- (2) **ID Number:** type identification number assigned by the Division of Elections.
- (3) **Cover Period:** type the dates this report covers (i.e., 1/1/05 – 3/31/05). **Important:** use the appropriate cover period dates as printed in the *Calendar of Election and Reporting Dates*.
- (4) **Page:** type the current page number followed by the total number of pages of expenditures **OR** distributions in this report (i.e., for Expenditures Page 1 of 3 and for Distributions Page 1 of 3).
- (5) **Date:** type the date the expenditure or distribution was made.
- (6) **Seq Num:** each individual expenditure or distribution must contain a sequence number. This number combines with the report types and detail entries to uniquely identify a specific expenditure or distribution (i.e., the Q1 report contains 75 expenditures. Number these sequence numbers 1 through 75. If the Q1 report is amended, any new (previously unreported) expenditures must be numbered 76, etc. Any amended expenditures must be numbered with the same sequence number as on the original Q1 report. The Q2 report contains 40 expenditures. Number these sequence numbers 1 through 40).
- (7) **Full Name and Address:** type the full name, **address**, including city, state, and zip code to whom each expenditure or distribution is made.
- (8) **Purpose:** type the specific purpose for each expenditure or distribution. **Important:** If the expenditure or distribution is to a candidate type the candidate's identification number and office south code. If the expenditure or distribution is for an issue type the issue code. (**Identification numbers, office sought codes, and issue codes are available on the Division of Elections website at <http://election.dos.state.fl.us>.**)
- (9) **Expenditure Type:** type the correct code from the list below to identify each expenditure type:
- | | |
|--|---|
| Expenditure Type Codes | MON – Monetary |
| DIS – Disposition of funds (candidates TR report only) | PCS – Petty cash spent |
| ECC – Electioneering communication re: candidate | PCW – Petty cash withdrawn |
| ECI – Electioneering communication re: issue | TOA – Transfer to an office account (candidates only) |
| IEC – Independent expenditure re: candidate | REF – Refund |
| IEI – Independent expenditure re: issue | |
- (10) **Related Expenditures:** for each distribution related to previously reported expenditure, type the year, report type, and sequence number of the original related expenditure.
Party executive committees only: if the distribution is allocable toward the contribution limits type an "A" in this box; if not type an "N."
- (11) **Amended:** on amended reports **only** type either ADD or DEL as indicated below for each amendment:
ADD – indicates an entry is new (previously unreported). The sequence number will begin with the next sequential number from the original report (i.e., the Q1 report contains 75 expenditures. Number these sequence numbers 1 through 75. On the Q1 amended report, any new expenditures added must be numbered 76, etc., and enter ADD in the **Amended** column).
DEL – indicates a previously reported entry needs to be corrected (i.e., sequence number 3 on the original Q1 needs to be deleted. On the amended report enter the same sequence number, all other required data, and enter DEL in the **Amended** column. If this same entry needs to be reentered with corrections, on the next entry line type the next sequential number from the original report, all other required data, and enter ADD in the **Amended** column).
- (12) **Amount:** type the full amount of each expenditure or distribution made.

DISTRIBUTION EXAMPLE

(5) Date	(7) Full Name (L, Suffix, F, M) Full Street Address City, State, Zip Code	(8) Purpose (add office sought for candidate contributions)	(9) Expenditure Type	(10) Related Expenditures	(11) Amended	(12) Amount
02/02/05	John Doe Campaign account 222 South Street Tallahassee, FL 32399	Mailout STA 4	MON	2004 Q4 75 A		\$500.00
1						