

DO'S AND DON'TS FOR CAMPAIGN TREASURER'S REPORTS

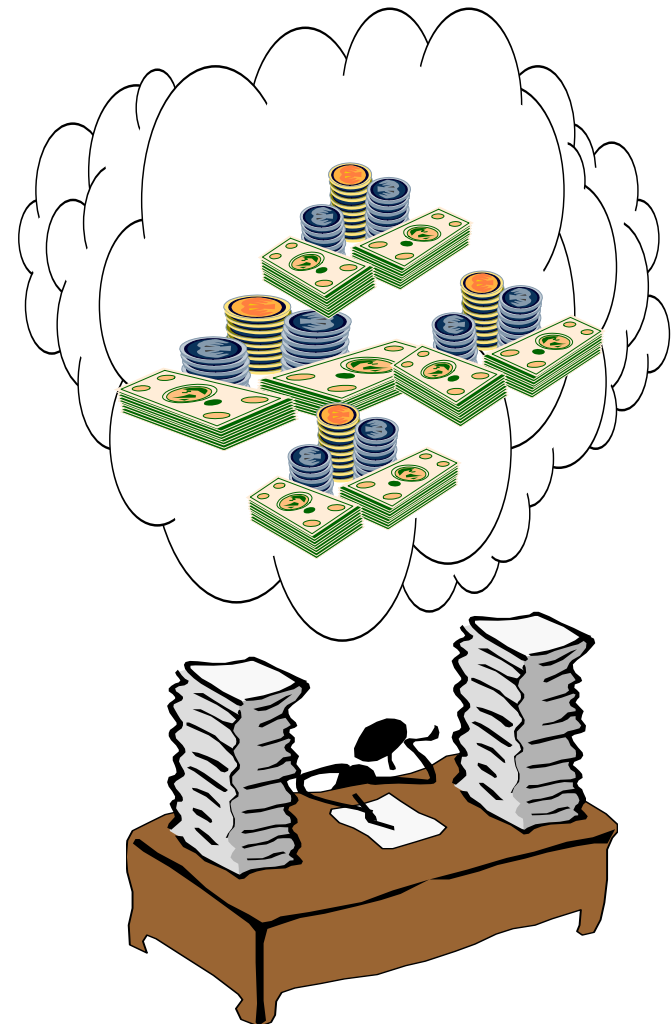
Regulations regarding filing of Campaign Treasurer's Reports are specific and must be adhered to by all Candidates, Committees and their Treasurers. Specific instructions and guidelines may be found in:

- ⇒ Chapter 106 Florida Statutes
- ⇒ Handbook for Candidates
- ⇒ Handbook for Treasurers

If you cannot find answers to your question in any of the above publications, contact:

Loredana Kalalghchy. City Clerk.
City of Cocoa Beach
(321) 868-3235
E:mail: lkalaghchy@cityofcocoabeach.com

If you do not adhere to the filing requirements set down by statute, amendments will be required and in some cases fines will be levied that must be paid for from **personal** funds.



DO

- ↪ File Appointment of Campaign Treasurer and Depository **before** opening campaign account and accepting contributions or making expenditures.
- ↪ **Make sure the campaign account is separate from any personal or other account and used only for campaign purposes.**
- ↪ Imprint campaign checks with the statement “*Campaign Account of (Name of Candidate)*”.
- ↪ Report OCCUPATIONS or PRINCIPAL TYPE OF BUSINESS for all contributions over \$100.
- ↪ Report REFUNDS as negative expenditures. Reporting as contributions artificially inflates contribution figures.
- ↪ Report **Total** Petty Cash Withdrawn and **Total** Petty Cash Spent for each reporting period.
- ↪ Be sure that BOTH the candidate and campaign treasurer sign the campaign treasurer’s report summary page.
- ↪ Use sequence numbers on itemized contribution and expenditure pages – check numbers are not required.
- ↪ Report all information required on the report form. Missing information will result in an amendment request from the Elections Office.
- ↪ **READ INSTRUCTIONS included on the back of the Campaign Treasurer’s Report Form.**

DO NOT

- ↪ Accept contributions or make expenditures until after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.
- ↪ Make expenditures in excess of contributions.
- ↪ Accept contributions in excess of legal limits.
- ↪ Accept contributions to cover outstanding expenses after the election.
- ↪ Accept cash contributions in excess of \$100.
- ↪ Report contributions from multiple contributors UNLESS the check is signed by both parties. Contributions are considered received only from person signing the check.
- ↪ Report REFUNDS as CONTRIBUTIONS.
- ↪ Fax Campaign Treasurer’s Reports.
- ↪ Expend anonymous contributions. Amount of contribution must be reported and donated to a charitable cause at the end of the campaign.
- ↪ Accept contributions less than five days prior to a primary in which the candidate has opposition.
- ↪ Make, solicit or accept contributions in a building owned by a governmental entity.