

2020 Candidate Workshop

For Candidates Who File
with the IRC Supervisor of Elections Office



IMPORTANT: Information in this presentation is subject to change upon passage of new legislation



**This Power Point Presentation
is available via our website:**

www.VoteIndianRiver.com

2020 Elections

Presidential Preference Primary Election: March 17, 2020
Book Closing: February 18, 2020

Primary Election: August 18, 2020
Book Closing: July 20, 2020

General Election: November 3, 2020
Book Closing: October 5, 2020

PLEASE REVIEW YOUR HANDOUT: 2020 ELECTIONS DATES CALENDAR



Becoming a Candidate

Becoming a candidate is a two-part process:

- ✓ Filing for office
- ✓ Qualifying for office

Becoming a Candidate

Two forms are required to become a candidate:

- **DS-DE 9:** Appointment of Campaign Treasurer
Designation of Campaign Depository for Candidates
- **DS-DE 84:** Statement of Candidate

FILING FOR OFFICE

Filing Officer: SOE

The SOE is the filing officer

Exception: municipal candidates

IRC Candidate Requirements

Prior to submitting the DS-DS 9 form, IRC candidates must be:

- Registered voter in IRC
- Legal resident of the district they are representing when assuming office

Exception: School board and write-in candidates must be legal residents of their district at qualifying

DS-DE 9 Form:

Appointment of Campaign Treasurer Designation
of Campaign Depository for Candidates

Candidates must:

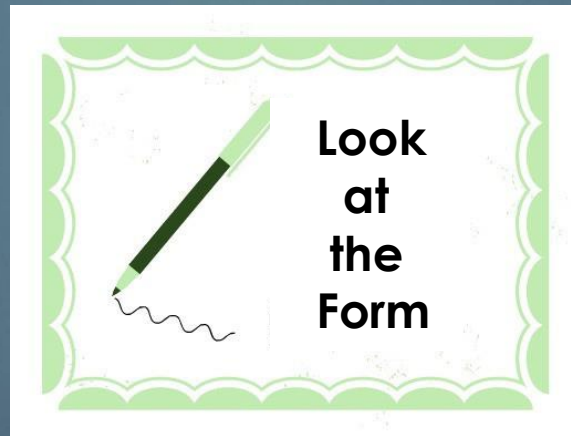
- Designate a primary campaign depository
- Appoint a treasurer and/or deputy treasurer(s)
- File with the SOE office *prior* to opening a bank account
(Banks require a clocked-in copy of the form)

Prior to Submission of DS-DE 9

DO NOT:

- Accept contributions
- Make expenditures
- Accept signed petitions

**PLEASE LOOK AT YOUR
NEXT HANDOUT PAGE**



Who signs the DS-DE 9?

- Candidate
- Campaign Treasurer
- Deputy Treasurer(s)

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.021(1), F.S.)				
(PLEASE PRINT OR TYPE)				
NOTE: This form must be on file with the qualifying officer before opening the campaign account.				
OFFICE USE ONLY				
1. CHECK APPROPRIATE BOX(ES): <input type="checkbox"/> Initial Filing of Form Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party				
2. Name of Candidate (in this order: First, Middle, Last)		3. Address (include post office box or street, city, state, zip code)		
4. Telephone ()	5. E-mail address			
6. Office sought (include district, circuit, group number)		7. If a candidate for a <u>nonpartisan</u> office, check if applicable: <input type="checkbox"/> My intent is to run as a Write-In candidate.		
8. If a candidate for a <u>partisan</u> office, check block and fill in name of party as applicable: My intent is to run as a <input type="checkbox"/> Write-In <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> _____ Party candidate.				
9. I have appointed the following person to act as my <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer				
10. Name of Treasurer or Deputy Treasurer				
11. Mailing Address			12. Telephone ()	
13. City	14. County	15. State	16. Zip Code	17. E-mail address
18. I have designated the following bank as my <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository				
19. Name of Bank		20. Address		
21. City	22. County	23. State	24. Zip Code	
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.				
25. Date		26. Signature of Candidate X ←		
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block) I, _____, do hereby accept the appointment (Please Print or Type Name) designated above as: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer. Date _____ X ← Signature of Campaign Treasurer or Deputy Treasurer				

Filling Out the DS-DE 9

- Form must be signed and dated by the candidate and treasurers (no more than 3 deputy treasurers)
- Depository must be a Florida authorized bank, savings & loan, or credit union
- May open a separate interest bearing account

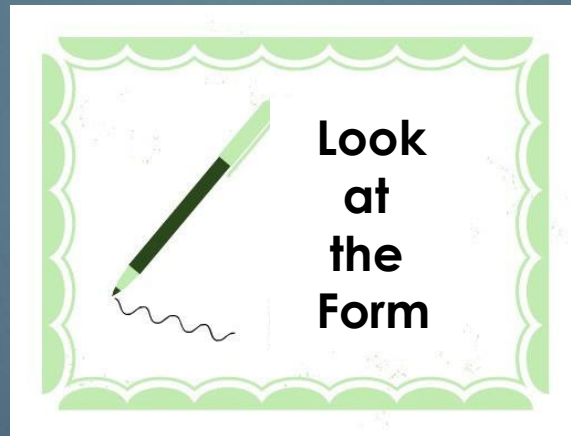
Candidates: Consider being a treasurer or deputy treasurer in order to sign campaign checks

What if my treasurer resigns?

Resignation or removal of a treasurer and/or deputy treasurer:

- Must be in writing
- Not effective until filed with the SOE

**PLEASE LOOK AT YOUR
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DS-DE 84 Form

Statement of Candidate

STATEMENT OF CANDIDATE (Section 106.023, F.S.) (Please print or type)	OFFICE USE ONLY
<p>I, _____,</p> <p>candidate for the office of _____;</p> <p>have been provided access to read and understand the requirements of</p> <p>Chapter 106, Florida Statutes.</p>	
<p>X _____</p> <p>Signature of Candidate</p>	<p>_____</p> <p>Date</p>
<p>Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).</p>	

DS-DE 84 (05/11)

DS-DE 84

Candidate has access to, read and understands the requirements of Chapter 106, F.S. (campaign finance)

Must file within 10 days of filing the DS-DE 9

QUALIFYING FOR OFFICE

3 Ways to Qualify as a Candidate

- Pay a qualifying fee
- Petition process
- Write-in candidate



Qualifying Officer: SOE

The responsibilities of the SOE officer are ministerial in nature only. The SOE officer does not determine whether the contents of the documents are accurate, but will:

- Examine the face of qualifying papers
- Review documents to determine they are properly completed
- Accept documents if in proper order

April Pre-Qualifying & Qualifying Weeks

Offices that Qualify with the Florida Division of Elections:

- US Senator
- US Representative
- State Attorney
- Public Defender
- Judicial candidates (except County Court Judges)

Office that Qualifies with IRC SOE:

- County Court Judges

Pre-qualifying: April 6 through April 17, 2020

Qualifying: Noon, April 20 through Noon, April 24, 2020

June Pre-Qualifying & Qualifying Weeks

Offices that Qualify with the Florida Division of Elections:

- Statewide
- Multi-County candidates (Sebastian Inlet Taxing District)

Offices that Qualify with IRC SOE:

- Constitutional Officers
- County Commissioners
- School Board
- IRC Hospital District
- IRC Soil & Water Management
- IRC Mosquito Control



Pre-qualifying: May 26 through June 5, 2020

Qualifying: Noon, June 8 through Noon, June 12, 2020

Law that may affect candidates

Resign to Run

- **No person** may qualify as a candidate for more than one public office, if the terms or any part thereof run concurrently with each other
- **No officer** may qualify as a candidate for another if the terms or any part thereof run concurrently with each other without resigning from the office he or she presently holds

— F.S. 99.012

If questions, seek DOE opinion

Political Party Candidates

Political party candidates may:

- Not have been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify
- Run as a no-party affiliate without changing party affiliation



Qualifying Fees

Qualifying fees are based on the salary of the office sought. As of July 1, 2019, the fees are:

- Partisan candidates: 6%
- Non-partisan candidates: 4%



Exception: Fee is \$25 for special district candidates

Qualifying Fees

Office	Annual Salary	3% Filing Fee	1% Election Assessment	2 % Party Assessment	Total Qualifying Fee
Clerk of Court	\$129,783.00	\$3,893.49	\$1,297.83	\$2,595.66	\$7,786.98
County Commission	\$64,339.00	\$1,930.17	\$643.39	\$1,286.78	\$3,860.34
Property Appraiser	\$129,783.00	\$3,893.49	\$1,297.83	\$2,595.66	\$7,786.98
Sheriff	\$139,211.00	\$4,176.33	\$1,392.11	\$2,784.22	\$8,352.66
Supervisor of Elections	\$129,783.00	\$3,893.49	\$1,297.83	\$2,595.66	\$7,786.98
Tax Collector	\$129,783.00	\$3,893.49	\$1,297.83	\$2,595.66	\$7,786.98
School Board	\$35,607.00	\$1,068.21	\$356.07	\$0.00	\$1,424.28
Hospital District	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Soil and Water	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
Mosquito Control	\$4,800.00	\$0.00	\$0.00	\$0.00	\$25.00

How do I pay fees?

Campaign check signed by the campaign treasurer or deputy treasurer

Candidates may sign the check if they are a treasurer or deputy treasurer

Not acceptable: Cashiers check, personal check or money order

Exception: Personal check is OK for special district candidates

The image shows a sample 'Campaign Check' form. At the top right, it says '1936'. The title 'Campaign Check' is centered at the top. Below the title, there are several fields: 'DATE' with a line for writing the date, 'PAY TO THE ORDER OF' with a line for writing the payee, and a dollar sign followed by a box for the amount. Below these, there is a line for 'DOLLARS' and a small lock icon with the text 'Security Features Details on back'. At the bottom, there is a line for 'FOR' and a MICR line with the numbers '0000000186', '000000529', and '1000'.

Returned fees

Fees are returned if the candidate:

- Withdraws prior to the last date to qualify
- Deceases prior to the last date to qualify, then the candidate's beneficiary is entitled to the fee
- Fails to qualify

Petition Process

- No qualifying fee
- 1,134 valid petitions
(Based on 1% of active voters in the 2018 general election)
- Submit petitions to:
Local candidates: IRC SOE office



Petition Verification Fees

- Fee is .10¢ per petition
- Fee can be paid by:
 - ✓ Campaign check
 - ✓ Petty cash
 - ✓ Third party, reimbursed by campaign
- Candidate is responsible for providing an accurate count
- Payment is required when submitting petitions
- All petitions submitted to SOE are verified

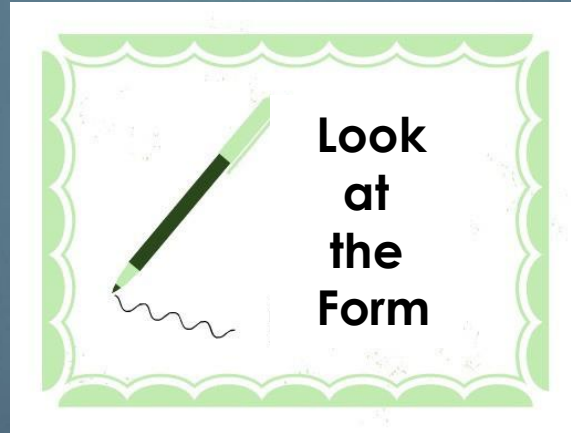
Petition Due Date

Deadlines for submitting petitions for verification:

- ✓ **April qualifying:**
Noon, March 23, 2020
- ✓ **June qualifying:**
Noon, May 11, 2020



**PLEASE LOOK AT YOUR
NEXT HANDOUT PAGE**



Petitions:

Form DS-DE 104

Petitions must contain:

- Name of candidate
- Party designation
- Office, including district, circuit, group or seat number, if applicable



Petition Requirements

Valid petitions must be signed by **registered voters** and include:

- ✓ Name
- ✓ Date of birth or voter registration number
- ✓ Address, including city and county
- ✓ Signature and date signed

DS-DE 104

CANDIDATE PETITION			
<p><i>Notes:</i> - All information on this form becomes a public record upon receipt by the Supervisor of Elections. - It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes] - If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.</p>			
I, _____		the undersigned, a registered voter	
(print name as it appears on your voter information card)			
in said state and county, petition to have the name of *		_____	
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]			
<input type="checkbox"/> *	Nonpartisan	<input type="checkbox"/> *	No party affiliation
<input type="checkbox"/> *	_____ Party candidate for the office of		
* _____			
(insert title of office and include district, circuit, group, seat number, if applicable)			
Date of Birth or Voter Registration Number		Address	
(MM/DD/YY)			
City		County	State
		Indian River	FL
Zip Code			
Signature of Voter		Date Signed (MM/DD/YY)	
		[to be completed by Voter]	

Rule 1S-2.045, F.A.C.

DS-DE 104 (Eff. 09/11)

Be sure
to verify
the
date
of
birth
for
accuracy

Certificate of Petition Qualifying



Leslie R. Swan
Supervisor of Elections
Indian River County

PETITION CERTIFICATION
FOR
PETITION PROCESS OF QUALIFYING

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

DATE: _____

I, Leslie Swan, Supervisor of Elections of Indian River County, Florida, do hereby certify that

_____, Candidate for Indian River County _____, submitted

_____petition signatures.

I further certify that _____ of those signatures were qualified electors in Indian River County.

Leslie Rossway Swan
Supervisor of Elections

Issued when 1,134 valid
petitions are verified

Oath of Undue Burden:

DS-DE 19A

Candidate must file “Oath of Undue Burden”

No charge for verification of signatures



Write-In Candidate

- Not required to pay a qualifying fee or submit petitions
- Must comply with finance laws
- Must reside in the district at qualifying
- Qualify for general election ballot only
- Name will not appear on ballot

Qualifying Forms

- Candidate oath (SOE will provide correct oath)
- Name on oath is name printed on the ballot
- Party affiliation
- Properly notarized



Nickname on Candidate Oath

- First name, shortened version of first name or nickname:
 - ✓ Rob” instead of “Robert” is OK
 - ✓ Robert “Rob” Smith is OK
 - ✓ Robert “Buzz” Smith is OK
- May not use descriptive information, such as esquire, doctor, reverend, etc.

Financial Disclosure Forms:

Form 1 and Form 6

- SOE will provide proper form
- Form 1 requires less information
- Form 6 requires detailed information



The image shows a magnifying glass focusing on a financial statement, likely a Profit and Loss statement, which is placed over a calculator. The financial statement is divided into sections: Cost of Sales, Operating Expenses, and General/Administrative. The Cost of Sales section includes Beginning inventory, Plus goods purchased/manufactured, Total goods available, Less ending inventory, Total cost of goods sold, and Gross profit (loss). The Operating Expenses section includes Selling (Salaries and wages, Commissions, Advertising, Depreciation, Total selling expenses) and General/Administrative (Salaries and wages, Employee benefits, Payroll taxes, Insurance, Rent, Utilities, Depreciation). The General/Administrative section is further divided into Current Month and Year to Date columns. The calculator is a standard handheld calculator with a display screen and buttons for numbers, operations, and functions like ON, AC, M-, M+, CE, and a numeric keypad.

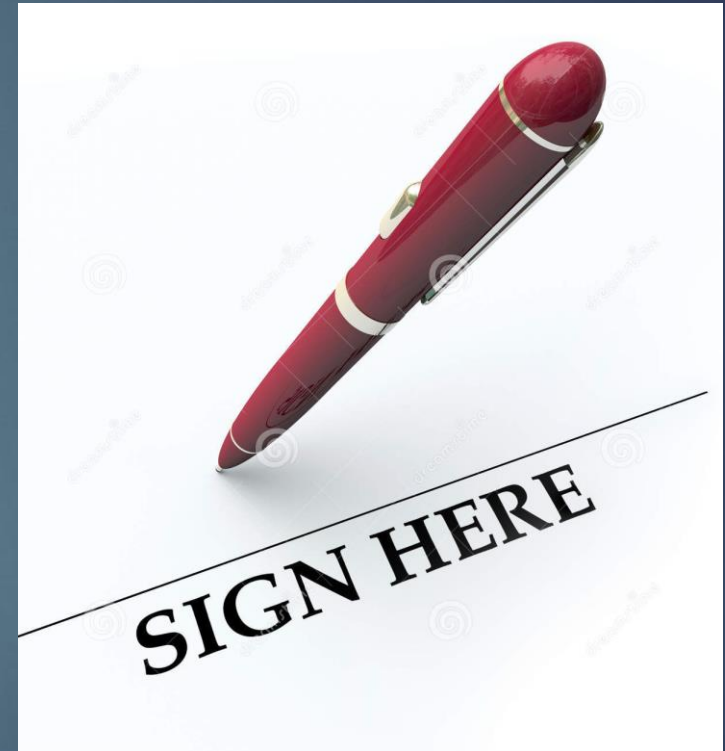
	1,070,000	1	1,920,000	1
Cost of Sales	Amount	% of Sales	Amount	% of Sales
Beginning inventory	540,000	1	45,000	0
Plus goods purchased/manufactured	123,000	0	250,000	0
Total goods available	200,000	0	295,000	0
Less ending inventory	38,000	0	200,000	0
Total cost of goods sold	20,000	0	95,000	0
Gross profit (loss)	1,050,000	1	1,825,000	1
Operating Expenses	Amount	% of Sales	Amount	% of Sales
Selling				
Salaries and wages	122,000		32,000	0
Commissions	112,000		22,000	0
Advertising	335		37,000	
Depreciation	0		0	
Total selling expenses	122,000	1	91,000	
General/Administrative				
Salaries and wages	13,000	0		
Employee benefits	33,000			
Payroll taxes	70,000			
Insurance				
Rent				
Utilities				
Depreciation				

Why Financial Disclosure Forms?

- Only a snap shot of “financial situation” to disclose certain assets and sources of income
- Not the same as a “financial statement”
- Monitors potential conflicts of interest
- Deters activity that may result in conflict of interest

More Qualifying Forms

- Public test notification
- Poll watcher information
- Political signage information
- Candidate handbook
- Canvassing board dates



Qualifying ends and the fun begins

- Qualifying ends June 12, 2020 at noon
- Qualifying for judicial candidates ends April 24, 2020 at noon



No corrections can be made to qualifying papers after the close of qualifying

CAMPAIGN FINANCE RULES

Campaign Treasurer

- Campaign treasurer should have some basic bookkeeping and computer skills
- It is imperative that the campaign treasurer reviews every bank statement when it is received
- Maintain accurate record keeping

Treasurer's Duties

Keep Detailed Accounts

- Deposit funds within 5 business days
- Bank slip must include the name of each contributor
- Preserve accounts (term of office = years preserved)



Record all Transactions

All transactions must be recorded in the campaign finance report:

- Contributions
- Expenditures
- Bank fees
- Other fees, such as Pay Pal service fees



Be Aware

Campaign reports must be filed on time by the treasurer or deputy treasurer

Fined for:

- Not filing a report

Fines must be paid from candidate's personal funds

Campaign accounts can be inspected before, during or after an election by a DOE or FEC representative.

When are reports due?

- Reports* are due on the 10th day following the end of each calendar month after filing for office
- Frequency of reports increases after the qualifying period



*Statewide candidates should check with the DOE for reporting dates

Fines are Hefty for Late Reports

First 3 days: \$50 per day

After first 3 days: \$500 per day

Reports immediately preceding primary and general elections: \$500 per day



Fines cannot exceed 25% of total receipts or expenditures, whichever is greater.

Fines must be paid within 20 days of notice of payment due.

**No contributions or expenditures
in reporting period?**

Required to file a “Waiver Report”

Incomplete Reports

- All reports are accepted on a conditional basis
- We will notify you if a report is incomplete
- Addendum is due within 7 days
- Addendum must include updated information to complete the report

CAMPAIGN FINANCE: CONTRIBUTIONS

What is considered a contribution?

A gift, subscription, conveyance, deposit, loan, payment or distribution of money or anything of value, including contributions in-kind, made for the purpose of influencing the results of an election



Contribution exceptions

Exceptions include:

- ✓ Services by volunteers (no compensation)
- ✓ Editorial endorsements

All contributions must be reported, regardless of whether it's .50¢ or \$1,000

Reporting Contributions

Reporting for each contribution, must list:

- Full name
- Address
- Specific occupation (individual), if contribution is more than \$100
- Principal type of business (corporation), if contribution is more than \$100
- Amount
- Date

Be sure to report any transfer of funds or loans

Contribution limits for candidates

- **\$1,000** for the following candidates:
 - ✓ **Countywide Office**
 - ✓ **County Court Judge**
 - ✓ **Special District**
 - ✓ **City or Town Council**

When to Stop Accepting Contributions

Candidates may not accept contributions after he or she:

- Withdraws his or her candidacy
- Is defeated
- Becomes unopposed
- Is elected

Contribution Limit Exceptions

Exception: Contribution limits do not apply to contributions by a candidate to his or her own campaign



REMEMBER!

**The primary and general elections
are separate elections**

Debit and Credit Card Contributions

A candidate may accept contributions via:

- Credit card
- Debit card
- Money order



Categorized as a “check” for reporting purposes

Cash Contributions

A cash contribution may not exceed \$50 per election



Note: Money orders and traveler's checks are not considered "cash"

In-Kind Contributions

Anything of value made for the purpose of influencing the results of an election

Candidates may give unlimited in-kind donations to their own campaign

In-kind contributions:

- Must be reported using a fair market value
- Are subject to contribution limits

Exceptions to In-kind Contributions

- Personal services provided without compensation by volunteers
- Independent expenditures, as defined in Section 106.011(5)F.S.
- Endorsements of three or more candidates by political committees or parties

Anonymous Contributions

- Must be reported as an anonymous contribution
- A letter should be submitted to the filing officer explaining the circumstances surrounding acceptance of an anonymous contribution
- Candidate cannot spend the anonymous contribution, but at the end of the campaign, can donate funds to the appropriate entity under 106.141 F.S.



Joint Accounts

When a candidate receives a contribution in the form of a check drawn on a joint account, the person signing the check is considered the contributor

Note: Only the person, not the couple, who signs the check should be reported in the itemized contributions section of the campaign treasurer's report.

Fundraisers

- All monies and contributions received from campaign fundraisers are campaign contributions
- Subject to contribution limits



Unauthorized Contributions

Any contribution received on the day of the election or less than five days before the day of the election must be returned to the contributor and may not be used or expended by or on behalf of the candidate

Form DS-DE 2:

Returning Contributions

If the contribution has been deposited into the campaign account:

- Report the contribution returned on Form DS-DE 2
- Write a check from the campaign account to the contributor for the amount of the contribution

CONTRIBUTIONS RETURNED (Section 106.07(4)(b), F.S.) (PLEASE TYPE)		OFFICE USE ONLY
<small>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.</small>		
<input type="checkbox"/> Candidate <input type="checkbox"/> Committee or Organization		
Full Name: _____		
Full Address: _____		
Full Name and Address of Contributor: _____ _____ _____	Full Name and Address of Contributor: _____ _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	Date Returned: _____	
Full Name and Address of Contributor: _____ _____ _____	Full Name and Address of Contributor: _____ _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	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		
DS-DE 2 (Rev. 07/10)		

Returning Contributions

- Report returned contributions
- Use the itemized contribution report to record the contribution type as “refund”
- Returned contributions are reported as a negative

Changing Designated Office

Candidates who change the designated office for which they are a candidate must:

- Submit a new Form DS-DE 9 and a written statement to the SOE filing officer
- Notify all contributors in writing of intent to seek a different office

Changing Designated Office

- Offer to return pro rata and, upon request, return the contribution within 30 days of the notification
- Use the contribution if the donor does not request the contribution be returned within the 30-day period

Note: The amount of the prior contribution for the former office counts toward the contribution limit for the new office

Form DS-DE 86:

Request for Return of Contribution

If a contributor would like a refund, use the DS-DE 86 form to request the return of the contribution

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

DS-DE 86 (Rev. 09/95)

Loans

- Loans are considered contributions and are subject to contribution limitations

Exception: Loans made by a candidate to his or her own campaign are not subject to contribution limits

- A candidate making a loan to his or her campaign may be reimbursed for the loan at any time the campaign account has sufficient funds
- Loans must be reported on the campaign treasurer's report

Form DS-DE 73:

Campaign Loans Report

All personal loans exceeding \$500 in value, made in the 12 months preceding a candidate's election to office, must file the DS-DE 73 form

Any person who makes a contribution to pay all or part of a loan incurred in the 12 months preceding the election, to be used for the campaign, may not contribute more than the amount allowed by law

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 _____			
I CERTIFY THAT I HAVE EXAMINED AND IT IS TRUE, CORRECT AND Type or Print Name of Newly Elected Official _____ <input checked="" type="checkbox"/> Signature _____			
DS-DE 73 (Rev. 08/03)			

CAMPAIGN LOANS REPORT ITEMIZED Page _____ of _____ (PLEASE TYPE)			
FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____		FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____	
FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____		FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____	
FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____		FULL NAME AND ADDRESS OF LENDER: _____ _____ _____ OCCUPATION: _____ AMOUNT OF LOAN: _____ DATE RECEIVED: _____	

DS-DE 73A (Rev. 08/03)

CAMPAIGN FINANCE: EXPENDITURES

Campaign Finance: Expenditures

An expenditure is a purchase, payment, distribution, loan, advance or transfer of funds for the purpose of influencing the results of an election

Campaign Expenditures

A candidate must:

- Pay all campaign expenditures with a campaign check (except petty cash)
- Pay all expenses upon final delivery and acceptance of goods and services
- Pay for public utilities when bill is received (utility companies must charge a deposit to meet all anticipated charges during a billing period)

Campaign Account

Campaign accounts must contain:

- Name of the candidate or committee within it
- Name of bank
- Account number



Campaign Checks

Checks must contain as a minimum the following information:

- Exact amount of expenditure
- Signature of campaign treasurer/deputy treasurer, who is responsible for accuracy of all checks
- Exact purpose of expenditure
- Name of the payee

Name of the campaign account of the candidate or political committee

November 16 , 2019

Pay To The Order of

A-1 Sign Company

\$ 150.00

One Hundred and Fifty and 00/100

Dollars

Hometown Bank

Hometown, FL 01234

FOR Sign Materials

Signature of Campaign Treasurer

Information may be typed or hand printed on starter checks provided by the bank until printed checks arrive

Debit cards

Debit cards may be used for campaign expenditures:

- Must be from the same bank as the designated primary depository
- Must be issued in the name of the treasurer, deputy treasurer or authorized user
- Must contain the name of the candidate
- No more than three debit cards shall be issued
- Cannot receive cash back

Debit Card Receipts

All debit card receipts must contain:

- Last four digits of the debit card number
- Exact amount of the expenditure
- Name of payees
- Signature of authorized user (treasurer, etc.)
- Exact purpose of expenditure
- If not included on the receipt, information may be handwritten



Credit Cards

Candidates who qualify with the IRC Supervisor of Elections may not obtain a campaign credit card



Expenditures

IMPORTANT: No candidate, campaign manager, treasurer or deputy treasurer shall authorize any expenses, unless there are:

- Sufficient funds on deposit in the primary depository account to pay the full amount of the expenditure
- Sufficient funds to honor all other checks drawn on the account
- Sufficient funds for authorized expenses that have not been paid

Reporting Expenditures

Each report must contain:

- Full name
- Address
- Amount
- Date
- Purpose of expenditure
- Total amount withdrawn from total spent from petty cash
- Total sum of expenditures during the reporting period

Reimbursements

- A candidate or other individual may be reimbursed for expenses by a check drawn on the campaign account
- All reimbursement must be reported

Reimbursing Expenses

Example: Candidate Smith paid for printing of campaign signs with his own money

This type of reimbursement will require two entries:

Entry #1: Itemized expenditures

A check to reimburse Mr. Smith for the cost for printing campaign signs would be recorded as a reimbursement

Entering Expenditures For Reimbursement

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Leslie Rossway Swan (2) I.D. Number 398
(3) Cover Period 11/1/2019 through 11/30/2019 (4) Page 1 of 1

(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					
11/12/2019 / /	Swan, Leslie 1234 Beachland Boulevard Vero Beach, FL 32963	postcards & postage	RM		\$3,101.00
1					
/ /					

Reimbursing Expenses

Entry #2: Distributions

This entry designates the individual who paid for the campaign signs

Note: The distribution line item only explains the reason for the purchase and does not add to your report totals

Entering Distribution

Corresponds to Reimbursement

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Leslie Rossway Swan (2) I.D. Number 398
(3) Cover Period 11/1/2019 through 11/30/2019 (4) Page 1 of 1

(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) Related Expenditures	(10) Amendment	(11) Amount
(6) Sequence Number					
11/12/2019	All Service Graphics, Inc., 1020 West Eau Gallie Blvd. Melbourne, FL 32935	postcards & postage	2019-M11-1		\$3,101.00
1					

Fundraisers

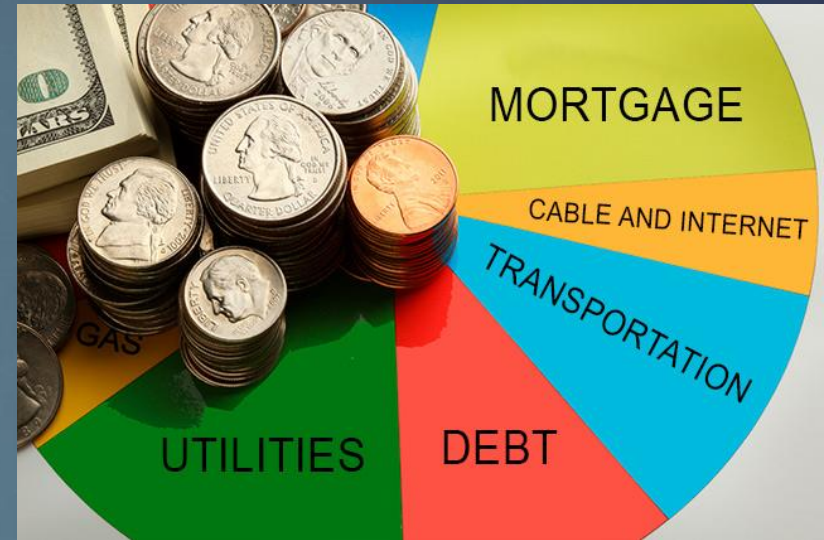
All expenses incurred from a campaign fundraiser are campaign expenditures



Living Expenses

A candidate and/or spouse of a candidate may not use campaign funds to defray normal living expenses

Only expenses incurred during the campaign for transportation, meals, and lodging may be reimbursed



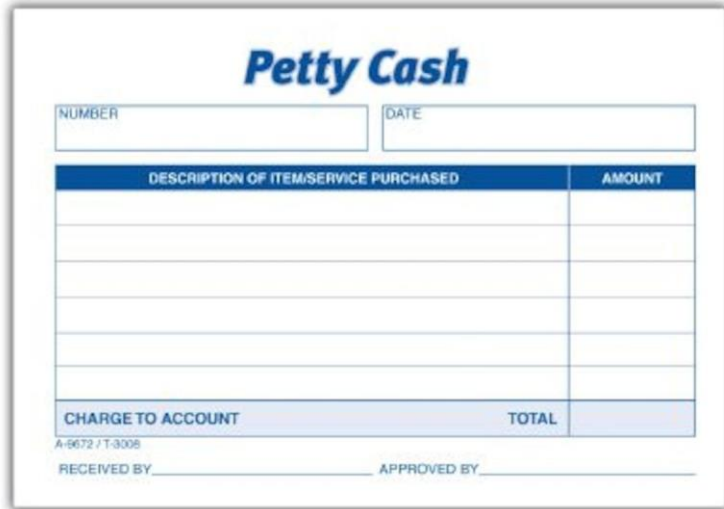
Petty Cash Funds

- Campaign treasurer may provide a petty cash fund
- Campaign treasurer must write a check drawn on the primary campaign account for petty cash
- Petty cash may only be used for office supplies, transportation expenses, and other necessities

Petty Cash Limits

A candidate must:

- Spend petty cash only in amounts less than \$100
- Report total amount withdrawn or spent from petty cash per report period
- Keep complete records of petty cash



The image shows a 'Petty Cash' form template. At the top, the title 'Petty Cash' is written in a bold, blue, sans-serif font. Below the title, there are two input fields: 'NUMBER' on the left and 'DATE' on the right. The main body of the form is a table with two columns: 'DESCRIPTION OF ITEM/SERVICE PURCHASED' and 'AMOUNT'. The table has several rows for entries. At the bottom of the table, there are two summary rows: 'CHARGE TO ACCOUNT' and 'TOTAL'. Below the table, there are two lines for signatures: 'RECEIVED BY' and 'APPROVED BY'. The form is enclosed in a thin black border.

Petty Cash	
NUMBER	DATE
DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT
CHARGE TO ACCOUNT	TOTAL

A-6672 / T-3008
RECEIVED BY _____ APPROVED BY _____

Reporting Petty Cash Expenditures

- Each expenditure does not have to be reported individually
- Do not mix cash contributions with petty cash
- Do not use petty cash for the purchase of time, space or services from any communications media

Petty Cash Maximums

From the date a candidate appoints his or her campaign treasurer, until the last day of qualifying for the office:

- Petty cash maximum is \$500 per calendar quarter

After qualifying is over and until the election:

- Petty cash maximum is \$100 per week for local candidates

Using Campaign Funds After Election

Campaign funds may be used after election night as long as the candidate obligates the funds before election night

Otherwise, the candidate would have to use his or her own funds (for example, to hold a victory party)

Disposing Surplus Funds

Any candidate required to dispose of funds may, before such disposition, be reimbursed by the campaign, in full or in part, for any reported:

- Contributions to the campaign by the candidate
- Loans to the campaign by the candidate

Expending Surplus Funds

Once a candidate withdraws, becomes unopposed, is eliminated or elected to office, he or she may only expend funds from the campaign account by:

- Purchasing “thank you” advertising for up to 75 days after candidate withdraws, becomes unopposed, eliminated or elected to office
- Paying for items that were obligated before candidate withdrew, became unopposed, was eliminated, or elected to office

Expending Surplus Funds

Expend surplus funds by:

- Paying for expenditures necessary to close down the campaign office and prepare final campaign reports
- Giving funds to the county executive committee of a political party per 106.141F.S.

Surplus Funds and Termination Reports

Within 90 days of withdrawing as a candidate, becoming unopposed, elected or eliminated:

- A termination report must be filed
- Funds must be dispersed
- Account must be closed



Dispersing Funds

The most common ways for funds to be dispersed is:

- Return pro rata to each contributor the funds that have not been spent or obligated
- Donate the excess funds to a 501(c)(3) charity or organization

Note: F.S. 106.141 outlines other means to disperse surplus campaign funds

Refund Checks

If a refund check is received after all surplus funds have been disposed of:

- The check may be endorsed by the candidate and the refund disposed of pursuant to Section 106.141 F.S.
- An amended termination report must be filed with the filing officer


Affidavit of Undue Burden Reimbursement

If a candidate filed an Affidavit of Undue Burden (unable to pay the fee for petition verification), he or she must reimburse any waived petition verification fees to the state or local government

CANDIDATE FINANCE REPORTING

Filing Campaign Reports

- Start by keeping your bank statements current and balanced
- Keep current with your campaign contributions and expenditures in the campaign reporting module



Do not forget to list any bank charges or other expenses on your campaign finance reports that are automatically deducted from your account

Filing Candidate Reports Online

- Reports must be submitted via VoteIndianRiver.com, the SOE website
- When the data entry is complete, the report is submitted using electronic signature(s)
- Reports will be released on the SOE website when they are accepted by the SOE officer

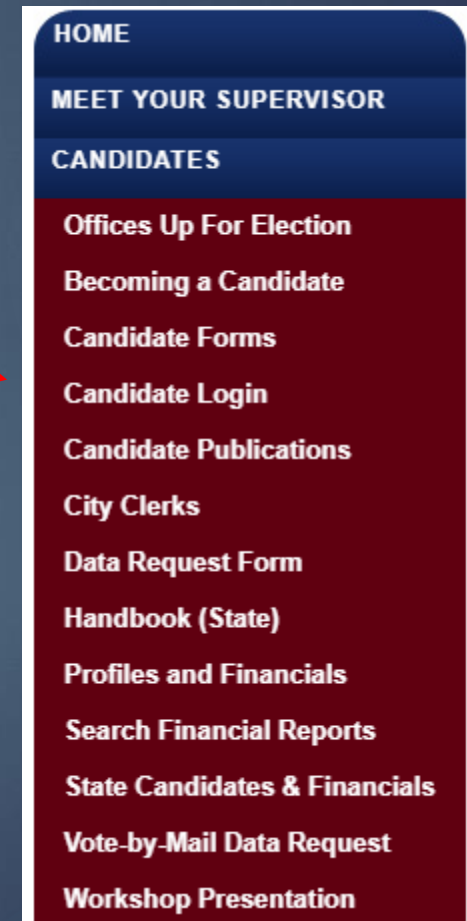
Filing Candidate Reports Online

When you file for office, you will be provided with:

- Candidate ID number
- Candidate password
- Candidate PIN (for electronic signature)
- Treasurer PIN (for electronic signature)
- “How to File Financial Reports” Manual

Filing Reports

- Go to SOE website: VoteIndianRiver.com
- In the candidate section, click on candidate login



Candidate/Committee Log In

Don't forget that the report IS NOT LEGALLY FILED until the electronically filed and electronically signed report is received by the elections office. This must be done on or before the due date of the report. **If the report is delinquent, you are subject to a fine.**

Once the report is electronically received by the elections office, the elections office will publish the data entered by you on the web site.

Using the system is very easy and there is no cost to you.

Use the Candidate ID, Candidate Password, Candidate/Treasurer signature PIN number provided by the Supervisor of Elections office to log in to the Financial Reporting System.

Numeric ID (no leading zeros)

Password

Login

Entering contributions and expenditures

Export All Transactions CSV

Help

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : General Election (2018-11-06)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2017-M12 (12/01/2017 - 12/31/2017) 1/10/2018	-	-	No Data Entered	<div>Import Entries</div> <div>Enter ContributionsEnter Transfers</div> <div>Enter ExpendituresEnter Distributions</div> <div>Prepare Totals</div> <div>Create Waiver Report</div>

- Choose the reporting period
- Enter contributions, expenditures, distributions, etc.

NOTE: The **RED** Help button is a step-by-step tutorial for “How to File Finance Reports Online”

Entering Contributions

Date	12 ▾ / 15 ▾ / 2017 ▾	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual ▾	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash ▾	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution.

Submitting Entries

Click “submit” after each entry

When finished with all entries for your session, select “cancel and return to list”


Contributor Name	First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual <input type="text"/>	Select the type that best describes this contributor
Contributor Occupation	Individual Business Candidate to Themselves Committee Political Party Other Electioneering Communication Organization (State)	The occupation of the contributor is only required
Contribution type	Cash Check In-Kind Interest Loan Membership Dues Refund Money Order Carry Over Funds Multiple Uniform Contribution	Per F.S. 106.09 effective 01/01/08 - A person
In-Kind Description	<input type="text"/>	Type the description of any in-kind contribution.
		Submit Cancel and return to list

Entering Expenditures

Date	12 ▼ / 15 ▼ / 2017 ▼	Date of item (mm/dd/yyyy)
Vendor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	Monetary ▼	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

Finalizing the report

When done entering all information for the reporting period, select “prepare totals”

 <div data-bbox="186 815 777 886">2015-6 (06/01/2015 - 06/30/2015) 7/10/2015</div>	-	-	No Data Entered	<div data-bbox="1480 701 1832 758">Import Entries</div> <div data-bbox="1480 758 1832 815">Enter Contribution</div> <div data-bbox="1480 815 1832 872">Enter Expenditures</div> <div data-bbox="1480 872 1832 929">Prepare Totals</div> <div data-bbox="1480 929 1921 986">Create Waiver Report</div> <div data-bbox="1857 758 2186 815">Enter Transfers</div> <div data-bbox="1857 815 2186 872">Enter Distributions</div>
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Previewing the Report

A “draft” allows you to preview the report

Check the draft report carefully to verify everything is correct and complete.

The preview version of the report has a **DRAFT** watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 29.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name: Carolyn J. Sawadsky
(2) Address (number and street): 1400 Kensington ST
Tulsa, OK 74117
City, State, Zip Code
☐ Check here if address has changed
(3) ID Number: 112
(4) Check appropriate box(es):
☐ Candidate ☐ Office Sought: County Commissioner, District 5
☐ Political Committee (PC)
☐ Electioneering Communications Only (ECO)
☐ Party Executive Committee (PET)
☐ Independent Candidate (IC)
☐ Individual Name (Individual Reporting)
(5) Cover Period: 6/1/2015 through 6/30/2015
☐ Original ☐ Amendment ☐ Special Election Report
(6) Contributions This Report
Cash & Checks \$ 50.00
Loans \$ 0.00
Total Monetary \$ 50.00
Invited \$ 0.00
(7) TOTAL Monetary Contributions To Date \$ 473.00
(8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)
(11) Certificate
I certify that I have examined this report and it is true, correct, and
☐ I am not a candidate for office
☐ I am not a candidate for office
☒ I am a candidate for office
Signature: _____ Date: _____
Signature: _____ Date: _____
SEE REVERSE FOR INSTRUCTIONS

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Carolyn J. Sawadsky
(2) ID Number: 112
(3) Cover Period: 6/1/2015 through 6/30/2015
(4) Page: 1 of 1
(5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)
(11) Certificate
I certify that I have examined this report and it is true, correct, and
☐ I am not a candidate for office
☐ I am not a candidate for office
☒ I am a candidate for office
Signature: _____ Date: _____
Signature: _____ Date: _____
SEE REVERSE FOR INSTRUCTIONS

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Carolyn J. Sawadsky
(2) ID Number: 112
(3) Cover Period: 6/1/2015 through 6/30/2015
(4) Page: 1 of 1
(5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)
(11) Certificate
I certify that I have examined this report and it is true, correct, and
☐ I am not a candidate for office
☐ I am not a candidate for office
☒ I am a candidate for office
Signature: _____ Date: _____
Signature: _____ Date: _____
SEE REVERSE FOR INSTRUCTIONS

Forgot to add a contribution or expenditure?


That's OK: You can continue to add them after doing the preview.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.

Import Entries
Enter Contributions Enter Transfers
Enter Expenditures Enter Distributions
Preview
Create Final Report

To finalize the report:

Click



Import Entries	
Enter Contributions	Enter Transfers
Enter Expenditures	Enter Distributions
Preview	
Create Final Report For Review	
Export CSV	

to bring up instructions:

Create Final Report For Review

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**
Contributions **\$425.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the provisions of Section 106.07(5) Florida Statutes.

**PLEASE NOTE: This report is NOT
filed until it is electronically signed
by the Candidate/Committee and
Treasurer using their respective
electronic PIN.**

Create Final Report For Review Cancel

Electronic Signature

Your PIN is your
electronic signature

This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.

Reporting Period: 6 (6/1/2015 - 6/30/2015)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	Click Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casabene
Name
(2) 1645 Harrington Ct
Address (number and street)
Lakewood, FL 32307
City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
[1088138]
Submitted on:
6/8/2015 16:25:24 (western)

...followed by an online view of the report.

Electronic signature

You must enter:

- Candidate's PIN
- Treasurer's PIN

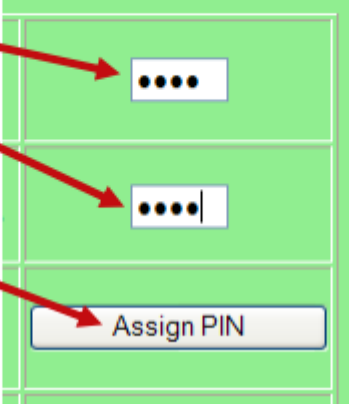
Always select
“Assign PIN”

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

Enter Candidate's PIN

Enter Treasurer's PIN

Then, click



The image shows a screenshot of a web form with a light green background. It contains two input fields for PINs, each with four dots and a cursor. Below these is a button labeled "Assign PIN". Three red arrows point from the text labels on the left to the corresponding elements in the form: the first arrow points to the top PIN field, the second to the bottom PIN field, and the third to the "Assign PIN" button.

Creating a Final Report

The final report appears
and “draft” is gone

Notice the submitted
date and time

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name: Carolyn J. Casadonte
(2) Address (number and street): 1645 Harrington CT
Palmetto, FL 32317
City, State, Zip Code
☐ Check here if address has changed
(3) ID Number: 312
OFFICE USE ONLY
ONLINE SUBMISSION
[1088118]
Submitted on: 6/6/2015 16:25:24 (eastern)

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electronic Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electronic 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 Identifier
Cover Period: From 6/1/2015 To 6/30/2015
☒ Original ☐ Amendment ☐ Special Election

(6) Contributions This Report
Cash: Checks \$ 150.00
Loans \$ 0.00
Total Monetary \$ 150.00
In-Kind \$ 300.00
(7) Total Monetary Contributions To Date \$ 250.00

(8) Certification
It is a first degree misdemeanor for any person to file a report that is false, incorrect, or incomplete.
I certify that I have examined this report and it is true, correct, and complete.
(Type name) Carolyn J. Casadonte (Type name) Carolyn J. Casadonte
☒ Individual (only for IE or electronic communications) ☐ Treasurer ☐ Deputy Treasurer or electronic communications
Signature Carolyn J. Casadonte Signature Carolyn J. Casadonte
DS-DE 12 (Rev. 10/13)

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 312
(3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

(5) Date	(6) Full Name (Last, Suffix, First, Middle) Sequence Number	(7) Contributor City, State, Zip Code	(8) Type	(9) Occupation	(10) Contribution Type	(11) In-Kind Description	(12) Amount
6/5/2015	1	GARDNER, ADAM LEW 40 Kilmer Road Palmetto, FL 32317	1		CR		100.00
6/2/2015	2	ELIE, MARISA 222 South Street Palmetto, FL 32317	1		CR		100.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 312
(3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

(5) Date	(6) Full Name (Last, Suffix, First, Middle) Sequence Number	(7) Purpose (add office sought if contribution to a candidate)	(8) Expenditure Type	(9) Amount	(10) Related Expenditures	(11) Amount
6/4/2015	1	DAVIS Communications, P.O. Box 3488 Palmetto, FL 32317	1	100.00		100.00
6/4/2015	2	DAVIS Communications, P.O. Box 3488 Palmetto, FL 32317	1	100.00		100.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 312
(3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

(5) Date	(6) Full Name (Last, Suffix, First, Middle) Sequence Number	(7) Purpose (add office sought if contribution to a candidate)	(8) Related Expenditures	(9) Amount	(10) Amount	(11) Amount
6/6/2015	1	Elie Wm Campaign Account/Hailstone 222 South Street Palmetto, FL 32317	2015-2015-6-0	100.00		100.00

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 312
(3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

Report Received

Notice that the report has been received on the reports page

Upon SOE approval, the report will be released on the SOE website

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Received #1088118	View Contributions	View Transfers
				View Expenditures	View Distributions
				Print	Amend
				Export CSV	

Modifying a report

You can always change a report by filing an amended report for a current or a past reporting period

POLITICAL ADVERTISING

Political Advertising

A political advertisement is a paid expression in a communications media prescribed in Section 106.011(15) F.S., which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue

Political advertisements include radio, TV, newspaper, campaign literature, mail or messages other than the spoken word in direct conversation

Advertising Disclaimers

Advertising disclaimers are required for political ads that are paid for by a candidate and published or circulated

Disclaimers must be verbatim per Section 106.143 F.S.



Reminder: All candidates receive a copy of the Florida Election Code when filing

Political Ads Paid for by Candidate

If published, displayed or circulated before or on election day, political advertisements must state:

- “Political advertisement paid for and approved by name of candidate, party affiliation, for office sought,” or
- “Paid for by name of candidate, party affiliation, for office sought”

Section 106.143(1)(a)(1), F.S

Disclaimer Exceptions

There are many exceptions to disclaimer requirements in advertising under Section 106.143 F.S., such as:

- Items designed to be worn by a person
- Novelty items having a retail value of \$10 or less which support, but do not oppose, a candidate



Pens/Pencils



Golf Balls



Balloons

Disclaimer Exceptions

Any candidate running for an office with a district, group or seat number does not have to indicate the district, group or seat number in a political advertisement

Refer to 106.143 (1-10) F.S. for all disclaimer requirements

Definitions

Incumbent: Candidate who is currently holding office

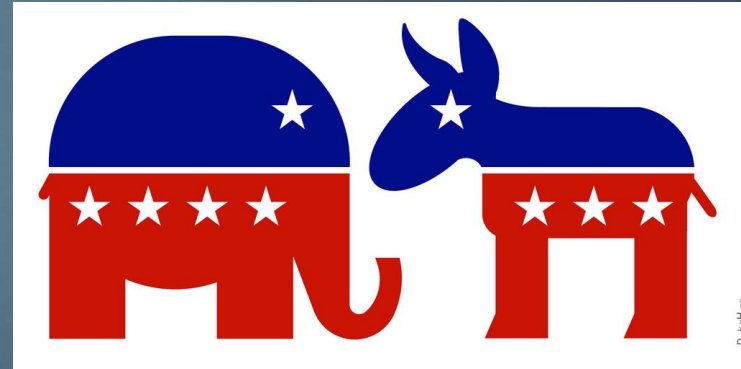
Non Incumbent: Candidate who is running for an office and does not currently hold the position

Partisan candidate: Candidate who can campaign and qualify for office with a political party affiliation

Non Partisan candidate: Candidate who is prohibited from campaigning and qualifying for office with a political party affiliation

Running for a Partisan Office?

In political advertisements, candidates must state the name of the political party for which they seek



Section 106.143(3) F.S.

Incumbent Candidates

- The word “re-elect” in an advertisement may only be used for an incumbent candidate

Example: Re-elect Jane Doe for ...

Section 106.143(6)F.S.

RE-ELECT
JANE DOE
For County Commissioner
District 1

Political advertisement paid for and approved by Jane Doe, Democrat, for County Commissioner District 1

Non-incumbent Candidates

- Non-incumbent candidates must use the word “for” in advertisements so that incumbency is not implied

Example: Elect John Doe **for** ...

Section 106.143(6)F.S.

ELECT
JOHN DOE
Sheriff

Paid by John Doe, Republican, **for** Sheriff

No-Party Candidates

- Candidates for a partisan office running with no party affiliation must state that the candidate has no party affiliation

Example: Susan Smith, **no party affiliation**, for...

Section 106.143(3) F.S

ELECT
Susan Smith
For Tax Collector

Political advertisement paid for and approved by
Susan Smith, **No Party Affiliation**, for Tax Collector

Write-in Candidates

- Write-in candidates must state “write-in candidate” in advertisements

Example: Mike Lester, **write-in candidate** for...

Section 106.143(1) F.S

ELECT
Jane Doe
For Property Appraiser

Political advertisement paid for and approved by
Mike Lester, **write-in candidate**, for Property Appraiser

Fundraisers

Any tickets or advertising for campaign fundraisers must comply with the disclaimer requirements in Section 106.143 F.S.

Political Advertisement Endorsements

An ad placed by an organization in support of a candidate must be approved by the candidate

Since the organization paid for the ad, it is considered an in-kind donation to the candidate, and must:

- State who supported and paid for the ad
- Include “in-kind” in the ad
- Be approved by the candidate, who must provide a written statement of authorization

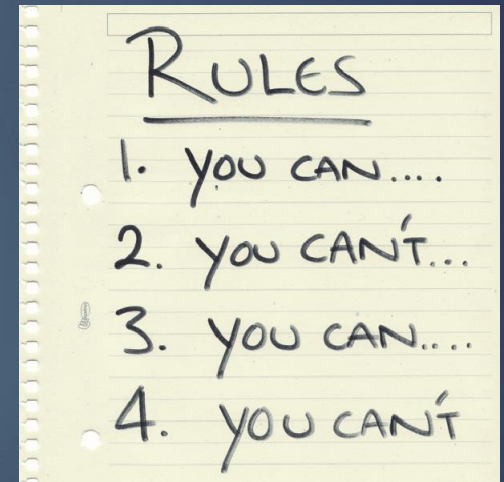


Section 106.143(5) F.S.

Political Advertisement Endorsements

The endorsement does not apply to an editorial endorsement advocating the candidacy of its nominees by any:

- Newspaper
- Radio
- TV station
- Other recognized news medium publication by a party committee



Section 106.143(4)(a) F.S.

Advertising in Another Language

May provide any disclaimers
required in the language used
in the advertisement



Section 106.143(9) F.S.

Closed Captioning

Each candidate, political party and political committee must use closed captioning and descriptive narrative, or must file a written statement with the qualifying SOE officer with reason for not doing so

Section 106.165, F.S.

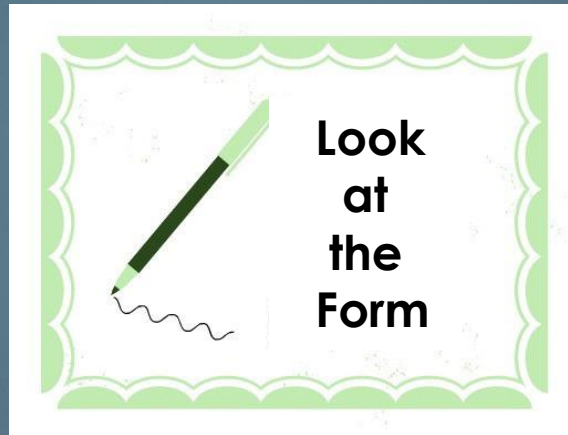
Telephone Solicitation

- Caller must identify the persons or organization sponsoring the call by stating “paid for by” or “paid for on behalf of”
- No telephone call shall state or imply that the caller represents any organization unless given the approval in writing



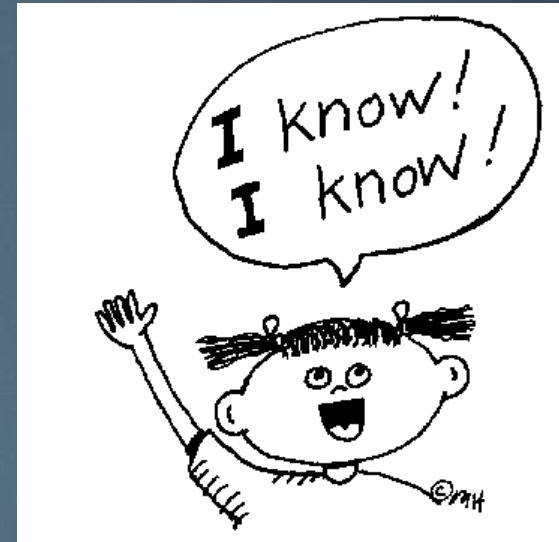
Section 106.147, F.S.

**PLEASE LOOK AT YOUR NEXT
HANDOUT PAGE**



Q & A

Q. A candidate running for a partisan office is placing and paying for an advertisement in a local newspaper to promote his or her campaign. What disclaimer is necessary in the ad?



Q & A

A. “Political advertisement paid for and approved by name of candidate, party affiliation, office sought”

OR

“Paid by name of candidate, party affiliation, office sought”

Campaign Signage

- Each municipality and the county has sign ordinances
- On election day, sign-related complaints (outside the **150' no-solicitation zone**) must be directed to the code enforcement unit assigned to the specific voting area
- The SOE is not be responsible for any signs left or posted outside the 150' no-solicitation zone

More about signage

Code enforcement officers can provide information on local permits and/or sign regulations for:

- Fellsmere
- Indian River County
- Indian River Shores
- Sebastian
- Town of Orchid
- Vero Beach

POLL WATCHERS

Poll Watchers

- Candidates and political parties may have one poll watcher in each polling room or early voting site at any one time
- All members of the public may observe opening and closing procedures
- Deadlines for election day poll watcher designations must be submitted prior to noon of the second Tuesday preceding the election

Poll Watchers

- For early voting sites, designations must be submitted prior to noon, at least 14 days before early voting begins
- Poll watchers shall be approved by the SOE no later than 7 days before early voting begins or election day

VOTE-BY-MAIL BALLOTS

Vote-by-Mail Ballots

Can I obtain a list of who has requested a vote-by-mail ballot?

Vote-by-mail ballot request information is confidential and exempt from public disclosure, unless you are one of the following:

- Canvassing board member
- Election official
- Political party or official thereof
- Qualified candidate who is opposed in an upcoming election
- Registered political committee



Vote-by-Mail Ballot Information Request Form

Indian River County Supervisor of Elections
4375 43rd Avenue, Vero Beach, FL 32967
Phone (772) 226-3440 | Fax (772) 770-5367
VoteIndianRiver.com

Vote-by-mail ballot request information is confidential and exempt from public disclosure under Florida Statutes 101.62(3), except to the following persons or entities that may obtain and use it for political purposes: voter requesting the ballot, a canvassing board, an election official, a political party or official thereof, a candidate who has filed qualification papers and is opposed in an upcoming election, and registered political committees for political purposes only.

To access this information, check your qualifying category below:

- ☐ **Voter** (only to access their own ballot information) ☐ **Canvassing Board** ☐ **Election Official**
☐ **Political party or official** ☐ **Candidate** (qualified and opposed) ☐ **Registered political committee**

Requester's Name: _____ Title/ Officer: _____

Name of Committee: _____

Contact Number: _____ Email: _____

Signature of person requesting information: _____ Date: _____

I affirm that I am a person authorized by Florida Statutes, 101.62(3) to receive this information.

Vote-by-Mail Request Information Data

Election(s)	Mail Out Type	Voter Status	Party
<input type="checkbox"/> Municipal <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special	<input type="checkbox"/> Initial mail out requests only <input type="checkbox"/> All mail out requests for election cycle (initial mail out and daily mail outs)	<input type="checkbox"/> All Voters <input type="checkbox"/> Domestic <input type="checkbox"/> Military <input type="checkbox"/> Overseas <input type="checkbox"/> Military & Overseas	<input type="checkbox"/> All Parties <input type="checkbox"/> Republican <input type="checkbox"/> Democratic <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> Other: _____

Data Delivery	Data Format
<input type="checkbox"/> CD <input type="checkbox"/> Email	<input type="checkbox"/> Excel Spreadsheet Format <input type="checkbox"/> Text Format

Special Instructions:

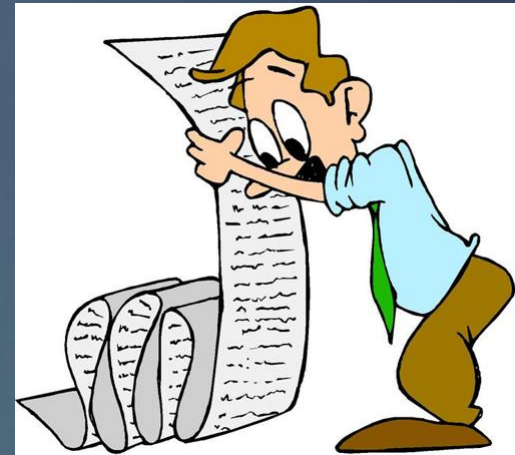
**If file is too large, data can only be saved on a CD*

Note: Data files on CDs and emails are in comma delimited ASCII format unless specified. First row contains headers. For ease of interpretation, data shall be imported into a suitable database program such as Microsoft Access or Excel. The Supervisor of Elections cannot provide technical support beyond this information.

Look at your
next handout

Requesting Registered Voter Information

- Payment for any requested list must be paid by cash or check
- We do not accept credit cards or debit cards for payment



Why would I need this list?

- Walk a neighborhood house-by-house
- Send flyers to registered voters
- Send flyers to households
- Review previous voting history



Registered Voter Information Request Form

Indian River County Supervisor of Elections

4375 43rd Avenue, Vero Beach, FL 32967

Phone (772) 266-3440 | Fax (772) 770-5367

VoteIndianRiver.com

Your Vote Is Your Voice...Speak Up!

Sort Order	Data Delivery Preference
<input type="checkbox"/> Alpha by Name	Digital Media \$15.00
<input type="checkbox"/> Alpha by Precinct	<input type="checkbox"/> CD <input type="checkbox"/> Email
<input type="checkbox"/> Alpha by Residence (walking list)	<i>*If file is too large, data can only be saved on a CD</i>
<input type="checkbox"/> Household	Paper Printout \$ 0.15 per page
	<input type="checkbox"/> Paper Printout

Payment of cash or check accepted. Make checks payable to "Supervisor of Elections"

Please select all that apply:

<input type="checkbox"/> All registered voters in Indian River County
<input type="checkbox"/> All registered voters in District: (Mosquito, Soil & Water Conservation, etc.)
<input type="checkbox"/> Voters in Precinct(s):
Age range:
Party: <input type="checkbox"/> All <input type="checkbox"/> Republican <input type="checkbox"/> Democrat <input type="checkbox"/> No Party <input type="checkbox"/> Other(s)
Gender: <input type="checkbox"/> All <input type="checkbox"/> Males <input type="checkbox"/> Females
Race: <input type="checkbox"/> All <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian/ Pacific Islander
<input type="checkbox"/> Hispanic <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> White, non-Hispanic

Requester's Name: _____
Signature: _____
Address: _____
City, State, Zip: _____
Cell Phone: _____
Home Phone: _____
Email: _____

Special Instructions:

Save file in Excel ☐ YES ☐ NO

Note: Data files on CDs and emails are in comma delimited ASCII format unless specified. First row contains headers. For ease of interpretation, data shall be imported into a suitable database program such as Microsoft Access or Excel. The Supervisor of Elections cannot provide technical support beyond this information.

Look at your
next handout

List Categories

Lists of registered voters from Indian River County are formatted in Excel and can be sorted by:

- Name
- Precinct
- Residence
- Household
- Specific district
- Specific age range
- Gender
- Race
- Party



ETHICAL CONDUCT

Speaking at Public Meetings

- Candidates may not pay money or give anything of value for speaking at a political meeting to further their candidacy
- Candidates may not make any contribution in the name of another, directly or indirectly

Contribution Solicitation

- Candidates may not solicit contributions from or make contributions in exchange for political support to any religious, charitable, political party, civic or other organizations established primarily for the public good

Use of Campaign Funds

A candidate may use campaign funds to purchase tickets, admission to events, or advertisements from the following groups:

- Religious
- Charitable
- Political party
- Civic



Memberships

Candidates may continue membership in and, if they have been a member for more than six months, make donations to the following groups:

- Religious
- Charitable
- Political party
- Civic



Malicious Statements

A candidate may not, with actual malice, make any false statement about an opposing candidate

This is a felony of the third degree per Section 04.271 F.S.



Election Night Results

Election night voting results are released after the polls are closed:

- Early voting totals and vote-by-mail ballot totals are released within 30 minutes
- Election day results are updated every 45 minutes thereafter

Candidate Responsibilities

As the candidate, you are responsible for all aspects of your campaign



Polling Place Etiquette

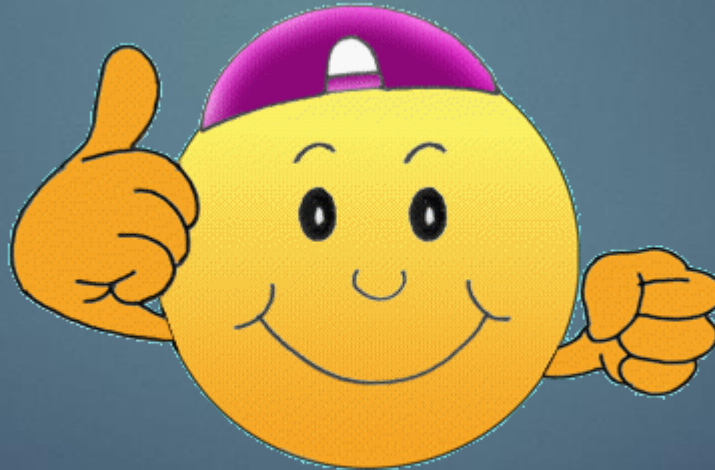
Candidates and campaign volunteers, please take time to look around the polling sites before you leave on election day and pick up any remaining signs, flyers, trash, etc.

Our office is very fortunate to have such nice facilities available for us to rent on election day



Thank You and
Good Luck!

GO FOR IT !



GOOD LUCK !

A Few Additional Bits of Information for Judicial Candidates



Judicial Candidate Limitations

Judicial candidates shall not participate in any partisan political party activities except:

- Register to vote as a member of any political party
- Voting in any party primary contest

Judicial Candidate Limitations

Judicial Candidates shall not:

- **Campaign as a member of any political party**
- **Make political speeches other than on the candidate's own behalf**
- **Make contributions to a political party fund**
- **Solicit or accept contributions for any political party**

Judicial Candidate Limitations

Limitations on political activity:

- **Make contributions to a political party fund**
- **Solicit or accept contributions for any political party**