



# VR★ | Voter Focus

## How to File Financial Reports Online

A HANDBOOK FOR CANDIDATES & COMMITTEES

**This document was prepared in part using material provided to the City of Miami by VR Systems Inc. Such material is confidential and a proprietary trade secret. The software is also a proprietary trade secret. Software and software documentation are therefore not subject to open disclosure under Florida Public Records laws.**

### **How to File Financial Reports Online: A Handbook for Candidates & Committees**

Last update to this document: December 1, 2016

The content of this document is confidential and a proprietary trade secret. It is therefore not subject to open disclosure under Florida Public Records laws.

This document is provided solely for the use of licensed users of Voter Focus. The content, in whole or in part, is not to be disclosed to any unauthorized person.

The information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of VR Systems Inc.

Campaign ToolBox is a trademark of Adjutant Workshop, Inc.

© 1995-2016 VR Systems Inc. All rights reserved.

**THIS PAGE INTENTIONALLY LEFT BLANK**

# Contents

<b>What's shown in an online financial report?.....</b>	<b>1</b>
<b>What do I need to create reports online? .....</b>	<b>3</b>
<b>How do I start? .....</b>	<b>4</b>
<b>What you see when you log in.....</b>	<b>5</b>
<b>Let's look at the current reporting period. ....</b>	<b>7</b>
<b>About those command buttons.....</b>	<b>8</b>
<b>How do I view and maintain contributions? .....</b>	<b>9</b>
<b>Adding a new contribution is easy.....</b>	<b>10</b>
<b>Adding expenditures is a similar process. ....</b>	<b>12</b>
<b>A few notes about adding contributions and expenditures.....</b>	<b>16</b>
<b>Want to see how the report is adding up? Just do a preview. ....</b>	<b>17</b>
<b>How do I record a distribution?.....</b>	<b>20</b>
<b>What about fund transfers?.....</b>	<b>23</b>
<b>How do I import data from my campaign application? .....</b>	<b>25</b>
<b>Finished entering all data? Then submit the report. ....</b>	<b>28</b>
<b>My city requires electronic reports .....</b>	<b>29</b>
<b>Let's look at a submitted report. ....</b>	<b>33</b>
<b>When will my report appear on the elections website? .....</b>	<b>34</b>
<b>How do I save a copy of the report on my computer? .....</b>	<b>36</b>
<b>What about changing a report that's already been filed? .....</b>	<b>37</b>
<b>Oops! I didn't mean to create an amended report! .....</b>	<b>40</b>
<b>How do I change or delete an item on the original report? .....</b>	<b>41</b>
<b>What if I don't have any contributions or expenditures for the period?.....</b>	<b>44</b>
<b>Why are some reports locked? .....</b>	<b>45</b>
<b>How do I export data to a spreadsheet? .....</b>	<b>46</b>
<b>What reporting is required at campaign end? .....</b>	<b>47</b>
<b>What if I forgot my password? .....</b>	<b>49</b>
<b>How do I change my password or PINs? .....</b>	<b>50</b>
<b>Don't forget to log out!.....</b>	<b>52</b>

# What's shown in an online financial report?

As you know, Florida law requires that candidates and political committees file monthly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the **Campaign Financial Reporting** system is a PDF file that can be viewed in Adobe® Acrobat® Reader. The PDF can be printed if your city requires hard-copy filing. In cities that accept electronic filing, the PDF can be submitted online, signed by the candidate's and treasurer's electronic personal identification numbers (PINs).

Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public.

## Here's an example of a monthly report:

First, there's a summary page

**CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Carolyn J. Casadonte  
Name  
2645 Harrington CT  
Address (number and street)  
Palmetto, FL 32317  
City, State, Zip Code  
 Check here if address has changed

(2) OFFICE USE ONLY  
ONLINE SUBMISSION  
[1088118]  
Submitted on:  
6/4/2015 16:25:24 (eastern)

(3) ID Number: 312

(4) Check appropriate box(es):  
 Candidate Office Sought: County Commission, District 3  
 Political Committee (PC)  
 Electioneering Communications Org. (ECO)  Check here if PC or ECO has disbanded  
 Party Executive Committee (PTY)  Check here if PTY has disbanded  
 Independent Expenditure (IE) (also covers an individual making electioneering communications)  Check here if no other IE or EC reports will be filed

(5) Report Identifiers  
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015  
 Original  Amendment  Special Election Report

(6) Contributions This Report  
Cash & Checks \$ 150.00  
Loans \$ 0.00  
Total Monetary \$ 150.00  
In-Kind \$ 300.00

(7) Expenditures This Report  
Monetary Expenditures \$ \_\_\_\_\_  
Transfers to Office Account \$ \_\_\_\_\_  
Total Monetary \$ \_\_\_\_\_

(8) Other Distributions \$ \_\_\_\_\_

(9) TOTAL Monetary Contributions To Date \$ 250.00  
(10) TOTAL Monetary Expenditures \$ 1.00

(11) Certification  
It is a first degree misdemeanor for any person to falsify a public record (e.g. I certify that I have examined this report and it is true, correct, and complete:  
(Type name)  Individual (only for IE or electioneering comm.)  Treasurer  Deputy Treasurer  Candidate  Chair  
Signature X Signature \_\_\_\_\_

DS-DE 12 (Rev. 11/13) SEE REV

Then, an itemized list of contributions

**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)	(7) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Occupation	(10) Contribution Type	(11) In-kind Description	(12) Amount
6/4/2015	Barber, Anna	241 Sanderson Street Palmetto, FL 32312	I		CA	Add	950.00
6/4/2015	Kirk, Marsha	244 Sanderson Street Palmetto, FL 32312	I		CA		
6/4/2015	Roper, Reid	41 Wilson Road Palmetto, FL 32312	I	restaurant	IE	CO	50.00
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /

DS-DE 13 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS A

Next, a list of expenditures

**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)	(7) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
6/4/2015	Davis Communications, P.O. Box 1180 Tallahassee, FL 32302		advertising	NO	Add	8500.00
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /	/ /	/ /

DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, a list of distributions

**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	(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
6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, FL 32302	mailouts	2015-2015-6-2		\$500.00
1					

And finally, a list of fund transfers

**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

(5) Date	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015	SunBank, 487 Thomastown Rd Tallahassee, FL	TO	money market	Add	\$1,500.00
1					

# What do I need to create reports online?

- **A computer equipped with:**

- An Internet connection.
- A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
- Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
  - a link in the Campaign Financial Reporting System (see page 18)
  - or
  - [www.adobe.com](http://www.adobe.com)
- A printer, if your city requires you to file a hard copy of the report or you want a hard copy of the report for your records.

- **A candidate ID and password.**

This will be provided to you by the elections office.

Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

Committees of continuous existence typically are allowed to keep the same ID, but this varies from municipality to municipality. Some municipalities prefer to assign committees of continuous existence a new ID for each election.

The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password.**

If your city permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 49 and 50 for instructions.)

**Your city might have other requirements, so check with the elections office before you begin.**

# How do I start?

## Log into the Campaign Financial Reporting system like this:

- 1 Type this web address into your browser:

**https://www.voterfocus.com/ws/WScand/candidate\_pb.php?county=muncitymiami**

You can enter lowercase or uppercase letters...the letter case doesn't matter here.

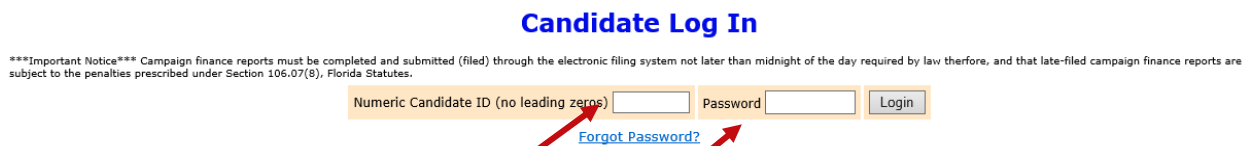
- 2 Press the **Enter** key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:

**Candidate Log In**

\*\*\*Important Notice\*\*\* Campaign finance reports must be completed and submitted (filed) through the electronic filing system not later than midnight of the day required by law therefore, and that late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Numeric Candidate ID (no leading zeros)	<input type="text"/>	Password	<input type="password"/>	Login
---	----------------------	----------	--------------------------	-------

[Forgot Password?](#)



- 3 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

**By the way...**you can change your password once you get on the system. We'll explain how to do this on page 49.

- 4 Click .

Your city may require that you change your password the first time you log in. If that is the case, after you click **Login**, you will see the Candidate Reset Password page:

**Candidate Reset Password**

The administrator has required that you reset your password upon first login.

New Password	<input type="password"/>
Re-enter Password	<input type="password"/>
<input type="button" value="Reset Password"/>	

Enter a new password in the **New Password** field.

You'll need to enter the same password in the **Re-enter Password** field to confirm the new password.



Enter a new password in the fields and then click **Reset Password**. On the Candidate Log In page, re-enter your candidate ID and your new password and click Login again.

# What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.

Election                      Office or issue                      Your name                      Your candidate ID

## Candidate/Committee : Carolyn J. Casadonte (312)

Office : County Commission, District 3

Log Out
Edit Candidate/Committee Bio Information/Upload Photo
Change Password/PINs

Export All Transactions CSV

Help

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

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2014) 6/3/2015	-	-	<div style="background-color: #FFFF00; padding: 5px; border: 1px solid black;">                         No Data Entered  <b>This report is now overdue 1 day.</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; width: fit-content;">                             Unlock this report                         </div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Import Entries</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>Enter Contribution</span> <span>Enter Transfers</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>Enter Expenditure</span> <span>Enter Distributions</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 60%;">Prepare Totals</div> <div style="border: 1px solid black; padding: 2px; width: 60%;">Create Waiver Report</div>
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	-	-	No Data Entered	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Import Entries</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>Enter Contribution</span> <span>Enter Transfers</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>Enter Expenditure</span> <span>Enter Distributions</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 60%;">Prepare Totals</div> <div style="border: 1px solid black; padding: 2px; width: 60%;">Create Waiver Report</div>
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 <div style="border: 1px solid black; padding: 2px; margin-top: 5px; width: fit-content;">                         Unlock this report                     </div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>View Contributions</span> <span>View Transfers</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>View Expenditures</span> <span>View Distributions</span> </div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; display: flex; justify-content: space-between;"> <span>Print</span> <span>Amend</span> </div> <div style="border: 1px solid black; padding: 2px; width: 60%;">Export CSV</div>

Time periods when financial reports are required.  
Colors indicate reporting periods:

Past Reporting Periods

 (beige)

Current Reporting Periods

 (green)

Future Reporting Periods

 (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.



The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking [Unlock this report](#).

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

The screenshot shows a user interface for a candidate report. At the top, a yellow banner with a red border contains the text "Warning! Your 2015-5 report is now overdue 1 day." Below this, the candidate's name "Carolyn J. Casadonte (312)" is displayed in blue. The office is listed as "County Commission, District 3". There are several buttons: "Log Out" (red), "Edit Candidate/Committee Bio Information/Upload Photo" (yellow), "Change Password/PINs" (green), "Export All Transactions CSV" (grey), and "Help" (red). A message below the buttons says "Press Help for information on using the new 'Import Entries' feature." The main section is titled "Candidate Reports" and shows "Election : County 2015 (2015-11-04)". There are three tabs: "Past Reporting Periods" (grey), "Current Reporting Periods" (green), and "Future Reporting Periods" (blue). A table below shows reporting periods. The row for "2015-5 (05/01/2015 - 05/31/2014) 6/3/2015" is highlighted in yellow. The "Status" column for this row contains a red box with the text "No Data Entered This report is now overdue 1 day." and a grey button "Unlock this report". To the right of the table is a menu with buttons: "Import Entries", "Enter Contribution", "Enter Transfers", "Enter Expenditure", "Enter Distributions", "Prepare Totals", and "Create Waiver Report".

And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

**If a report is overdue, you need to take immediate action to file the report.**

# Let's look at the current reporting period.

Name of reporting period      Contributions so far      Expenditures so far      Command buttons for entering data.

We'll look at these more closely on the next page.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods <b>Current Reporting Periods</b> Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	-	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Start and end dates of reporting period      Date when report is due      Status of the report.

In this example, the candidate has started entering some of their contributions for the current reporting period, but hasn't entered their expenditures or submitted their report yet to the elections office.

# About those command buttons...

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 25 explains how.

To manually enter contributions and expenditures, click here.

We'll talk more about manual entry on the next page.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures View Transfers View Distributions Print Amend
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	-	Not Filed Data Entry S	<div style="border: 1px solid black; padding: 5px;">           Import Entries            Enter Contribution            Enter Expenditures            Prepare Totals            Create Final Report For Review            Export CSV         </div>
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Expenditures View Distributions Print Amend Export CSV

Submit your report to the elections office.

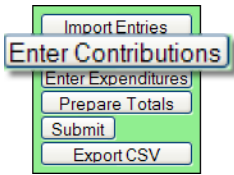
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

Create and view a draft copy of your report for this period prior to submitting to the elections office.

Click here to manually enter fund transfers and distributions.

# How do I view and maintain contributions?

Click



to bring up a list of the contributions recorded so far:

Campaign Treasurer's Report - Itemized Contributions									
Election : <b>County 2015 (2015-11-04)</b>									
Report Date : <b>2015-6</b>									
<b>(2015-06-01 - 2015-06-30)</b>									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a> <a href="#">Amend Item from Orig Report</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	\$50.00
<a href="#">Edit</a> <a href="#">Delete</a>	2	6/2/2015	Anna Lee Barber 45 Wilson Blvd Palmetto, FL 32312	Individual		Check		Add	\$100.00
								Total In Kind	\$0.00
								Total Monetary	\$50.00
								Total	\$50.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

**Edit** lets you modify details on an existing contribution.

**Delete** lets you delete the contribution altogether.

**Return to Report List** Takes you back to the list of reporting periods.

The Totals rows show you a breakdown of In-Kind and Monetary contributions along with the combined total.

Click **Add Contribution** to bring up the form for entering contributions.

Date	5 / 22 / 2009	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.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

# Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.

Date	9 / 15 / 2016	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	Business Candidate to Themselves Committee Political Party Other Electioneering Communication Organization	The occupation of the contributor is only required <b>if the amount is over \$100</b>
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 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.
<input type="button" value="Submit"/> <input type="button" value="Cancel and return to list"/>		
<a href="#">List Contributors</a>		

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

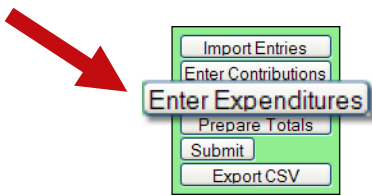
Click **Cancel and return to list** when you've saved the last contribution you want to add right now.

Contribution type should be one of these:

<b>Carry Over Funds</b>	Remaining “carry over funds” from an election that has ended. <b>This option is for use by candidates only.</b>
<b>Cash</b>	Cash or cashiers check.
<b>Check</b>	Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer.
<b>In-kind</b>	An item of value other than money or volunteer services. <b>In-kind Description:</b> Enter a specific description of the in-kind contribution. Example: <i>Food and beverage</i>
<b>Interest</b>	Money earned on campaign or interest-bearing accounts.
<b>Loan</b>	Money loaned to the campaign rather than given outright.
<b>Membership Dues</b>	Membership dues regardless of the form (cash, check, etc.).
<b>Money Order</b>	Contribution made by money order.
<b>Multiple Uniform Contributions</b>	Multiple uniform contributions from the same person <b>This option is for use by committees only.</b>
<b>Refund</b>	Bad checks or contributions returned (in whole or in part) to the contributor. <b>Refunds must be entered as a negative amount.</b>

# Adding expenditures is a similar process.

Click



to bring up a list of the expenditures recorded so far:

Campaign Treasurer's Report - Itemized Expenditures							
Election : <b>County 2015 (2015-11-04)</b>							
Report Date : <b>2015-6</b>							
<b>(2015-06-01 - 2015-06-30)</b>							
<a href="#">Add Expenditure</a> <a href="#">Return to Report List</a>							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.	Monetary		\$500.00
						Total	\$500.00
<a href="#">Add Expenditure</a> <a href="#">Return to Report List</a>							

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last 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 <a href="#">Campaign Treasurer Handbook</a> for the state of Florida to ensure you are using the correct transaction type.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

The form contains the following fields and sections:

- Date:** 8 / 8 / 2014
- Vendor Name:** Last, First, Middle
- Address 1:** [Text Field]
- Address 2:** [Text Field]
- City:** [Text Field] ST [Text Field] Zip [Text Field]
- Amount \$:** [Text Field]
- Purpose:** [Text Area]
- Expenditure type:**
  - Monetary
  - Monetary
  - Petty Cash Withdrawn
  - Petty Cash Spent
  - Transfer to Office Account
  - Refund
  - Disposition of Funds
  - Disposition of Funds to Future Campaign
  - Disposition of Funds to Political Party
  - Disposition of Funds to Petition Verification
  - Reimbursements

Annotations include:

- Red arrows pointing to the 'Last', 'First', and 'Middle' fields.
- A red-bordered box around the 'Expenditure type' dropdown with the text: "Not sure which **Expenditure Type** to choose? Click this link to the Dept. of State website for more information."
- A red arrow pointing from the box to the 'Purpose' field.

### About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

***Petty Cash Spent* does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.



Expenditure type

should be one of these:

**Disposition of Funds**

Pro-rata refunds to contributors, donations to charitable organizations, donations to the State general revenue fund, or the return of matching funds to the State.

**Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**

**Disposition of Funds to Future Campaign**

Funds transferred to an account for a future campaign.

**Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**

**Disposition of Funds to Petition Verification**

Funds transferred to pay for previously unpaid petition verification fees.

**Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**

**Disposition of Funds to Political Party**

Funds given to the political party that the candidate is a member of.

**Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.**

**Monetary**

General expenditure type used when a specific type does not apply.

<b>Petty Cash Spent</b>	<p>Petty cash spent during a reporting period.</p> <p>Expenditures made from petty cash are not required to be reported individually.</p>
<b>Petty Cash Withdrawn</b>	<p>Petty cash withdrawn during a reporting period.</p> <p>Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.</p>
<b>Refund</b>	<p>A refund of money from a vendor or other source.</p> <p><b>Refunds must be entered as a negative amount.</b></p>
<b>Reimbursements</b>	<p>Compensation made to a person or group by a check drawn on the campaign account for expenses incurred in connection with campaign activities.</p>
<b>Transfer to Office Account</b>	<p>Funds transferred to an office account when the candidate has been elected.</p>

# A few notes about adding contributions and expenditures...

If you enter a contribution or expenditure outside of the range of the reporting period you are working with, the system will automatically try to find a reporting period that contains that date you are reporting.

If a report for that range is found, the system will let you know.

## Transaction Date Not In Selected Report Range

The transaction date you entered (08-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-8 from: 08/01/2015 to: 08/31/2015

Color legend:

Report is available

Amendment will be created

Select Cancel

Click the report that you would normally have filled the transaction under and then click **Select**.

If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.

## Transaction Date Not In Selected Report Range

The transaction date you entered (05-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-5 from: 05/01/2015 to: 05/31/2015

Color legend:

Report is available

Amendment will be created

Select Cancel

Click the report that you would normally have filled the transaction under and then click **Select**. A confirmation message will appear letting you know that the amended report has been filed.

If no report exists that includes the date you are trying to report on, the system will let you know that too.

## Transaction Date Not In Selected Report Range

The transaction date you entered (03-04-2015) is not within the date range of the currently selected report. No report could be located that includes the date you provided. Please change the transaction date or contact our Campaign Finance Administrator for assistance.

Close

Click **Close** and then either change the transaction date or contact your city Campaign Finance Administrator for assistance.

# Want to see how the report is adding up? Just do a preview.

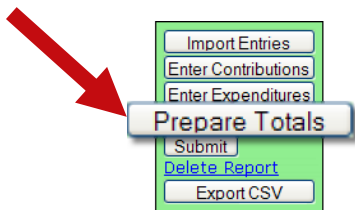
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor/City Clerk. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

**Previewing a report DOES NOT submit the report to the Supervisor/City Clerk.**

**To preview your report so far:**

Click



to bring up this page:

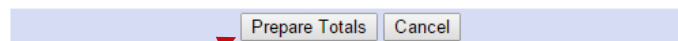
## Prepare Totals

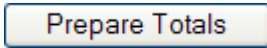
**NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY. After your review, you must use the CREATE FINAL REPORT FOR REVIEW button to generate your final report and then you must assign your PINS to the report to officially file your report with our office.**

Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3  
Report Period 06/01/2015-06/30/2015 Due Date 7/10/2015  
Contributions \$50.00 Expenditures \$0.00  
Transfers \$1,500.00 Distributions \$0.00

Click on the 'Prepare Totals' button below to prepare the report totals.

Once this is done, you can Preview the report from the report menu.



Click  to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:

**Report (6/1/2015 - 6/30/2015) Preview is ready**

**NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY.  
You must still generate and submit your final report after you  
complete your review.**

Your output PDF file (./pdf\_cfetraining/e60c312\_6\_dhc691sdc359.pdf) has been produced and is available to be previewed.

Preview

To View this report, you will need Adobe Acrobat

You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it



If you haven't installed Acrobat Reader on your computer, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click  in the banner to bring up a PDF of your report.

**CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Carolyn J. Casadonte  
Name

(2) 1645 Harrington Ct  
Address (number and street)  
Palmetto, FL 32317  
City, State, Zip Code

Check here if address has changed (3) ID Number: 312

(4) Check appropriate box(es):  
 Candidate Office Sought: County Commission, District 3  
 Political Committee (PC)  
 Electioneering Communications Org. (ECO)  Check here if PC or ECO has disbanded  
 Party Executive Committee (PTY)  Check here if PTY has disbanded  
 Independent Candidate (Individuals are not eligible for this type of report)  
 Independent Candidate (Individuals are not eligible for this type of report)

Cover Period: 6/1/2015 through 6/30/2015 Type: 6

Original  Amendment  Special Election Report

(6) Contributions This Report  
 Cash & Checks \$ 50.00  
 Loans \$ 0.00  
 Total Monetary \$ 50.00  
 In-Kind \$ 0.00

(9) TOTAL Monetary Contributions To Date  
 \$ 425.00

(11) Certification  
 I certify that I have examined this report and it is true, correct, and  
 (Type name) X  
 Individual (only for EC or electioneering comm.)  Treasurer  Deputy Treasurer  
 Signature \_\_\_\_\_

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 28.

**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

(8) Date	(7) Full Name (Last, Suffix, First, Middle)	(9) Street Address & City, State, Zip Code	(10) Type	(11) Amount
6/2/2015	RICK, Macchia	888 Billmore Drive Palmetto, FL 32312		
6/2/2015	BARBER, Anna Lea	888 Billmore Drive Palmetto, FL 32312		
/ /				
/ /				
/ /				

**CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES**

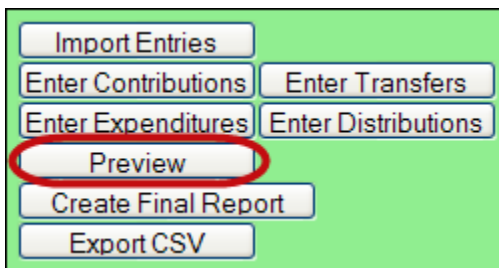
(1) Name Carolyn J. Casadonte (2) I.D. Number 312  
 (3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 0

(8) Date	(7) Full Name (Last, Suffix, First, Middle)	(9) Purpose (Add office sought if contribution to a candidate)	(10) Expenditure Type	(11) Amount
/ /				
/ /				
/ /				
/ /				

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**.



You can click **Preview** at any time you want to look at the report. If transactions are added, the button label will switch back to **Prepare Totals**, which means you need to total the new transactions into the report before you can preview it again.

# How do I record a distribution?

## A transaction is a distribution only if it is a:

**Credit Card Payment**—Linked to the expenditure that represents payment of the credit card bill on which the purchase appears. *Only statewide candidates may use this type of distribution.*

Each purchase made with the credit card will be itemized under  and linked to the expenditure that represents payment of the credit card bill on which the purchase appears. The credit card may be used only for travel-related expenses.

**Prepaid Distribution**—Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under  will be reported and linked to the expenditure as they occur.

**Reimbursement**—Reimbursement for authorized expenses made in connection with the campaign. (For example, Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.)

## **Distributions do not add to your report totals.**

**They are used only to report pro-rata amounts of an already recorded expenditure to provide detail for:**

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

## To record a distribution:

Click

A screenshot of a software menu with several options: 'Import Entries', 'Enter Contributions', 'Enter Transfers', 'Enter Expenditures', 'Enter Distributions', 'Prepare Totals', and 'Submit Waiver'. A red arrow points to the 'Enter Distributions' option, which is highlighted with a blue border.

to bring up a page describing the requirements for a distribution transaction.

Click

Proceed with  
Distribution

to see this page:

Campaign Treasurer's Report - Itemized Distributions						
Election : <b>County 2015 (2015-11-04)</b>						
Report Date : <b>2015-6</b>						
<b>(2015-06-01 - 2015-06-30)</b>						
<a href="#">Add Distribution</a> <a href="#">Return to Report List</a>						
Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
				Total		\$0.00
<a href="#">Add Distribution</a> <a href="#">Return to Report List</a>						

Click [Add Distribution](#) to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.

Enter the date the distribution occurred. This date does not have to be within the current reporting period.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.

If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, M4).
- The *Sequence Number* (from the first column of the report's expenditures page).

A screenshot of the 'Enter Distributions' form. The form includes fields for Date (10/1/2009), Vendor Name (Last, First, Middle), Address 1, Address 2, City, State, Zip, Amount \$, Purpose, and Related Expenditures (Year, Report, Line). There are 'Submit' and 'Cancel' buttons at the bottom, and a 'List Vendors' link. Red arrows point from text boxes to the Date, Amount, Purpose, and Related Expenditures fields.



When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

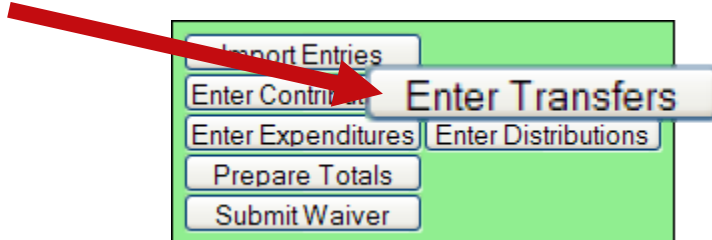
Campaign Treasurer's Report - Itemized Distributions							
Election : <b>County 2015 (2015-11-04)</b> Report Date : <b>2015-6</b> <b>(2015-06-01 - 2015-06-30)</b> <a href="#">Add Distribution Return to Report List</a>							
	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mailouts	2015~2015-6~2		\$500.00
						Total	\$500.00
<a href="#">Add Distribution Return to Report List</a>							

# What about fund transfers?

*Fund transfers are typically used only by candidates for state and federal offices.*

*They are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.*

Click



to bring up this page:

Campaign Treasurer's Report - Itemized Fund Transfers							
Election : <b>County 2015 (2015-11-04)</b>							
Report Date : <b>2015-6</b>							
<b>(2015-06-01 - 2015-06-30)</b>							
<a href="#">Add Fund Transfer</a> <a href="#">Return to Report List</a>							
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amend	Amount	
					Total	\$0.00	
<a href="#">Add Fund Transfer</a> <a href="#">Return to Report List</a>							

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

Enter the financial institution where the account is held.

Date	10 / 1 / 2009	Date of item (mm/dd/yyyy)
Institution Name	<input type="text"/>	Enter institution name
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"/>	
Transfer Type	To	Select the type that describes this transfer
Nature of Account	<input type="text"/>	Certificate of Deposit, Money Market, etc. //
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
<a href="#">List Vendors</a>		

When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

# How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

## Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specifications:

**[Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/](https://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/)**

For a list of State-approved software vendors for electronic filing, see:

**[Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/](https://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/)**

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

## To import data for the current reporting period:

**Important:** When you import a file from your campaign finance reporting software, if there are existing entries in the Campaign Financial Reporting system for the reporting period you are importing entries in to, these entries will be replaced with the information from your file.

Before importing a file, verify that you have not manually entered contributions, expenditures, distributions, or fund-transfer data in to the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software.

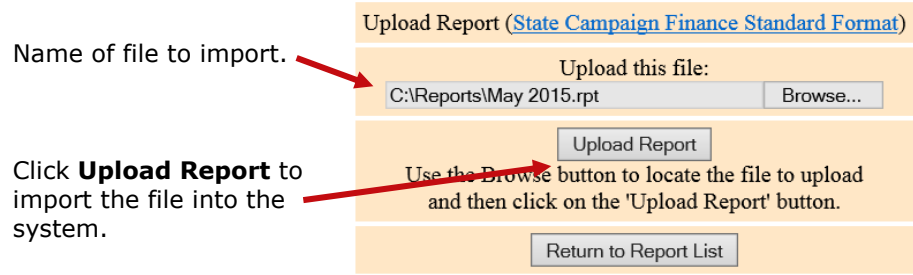
On the main page, locate the row for the current reporting period (look for the green row) and click [Import Entries](#).

Current reporting period is shown in green.

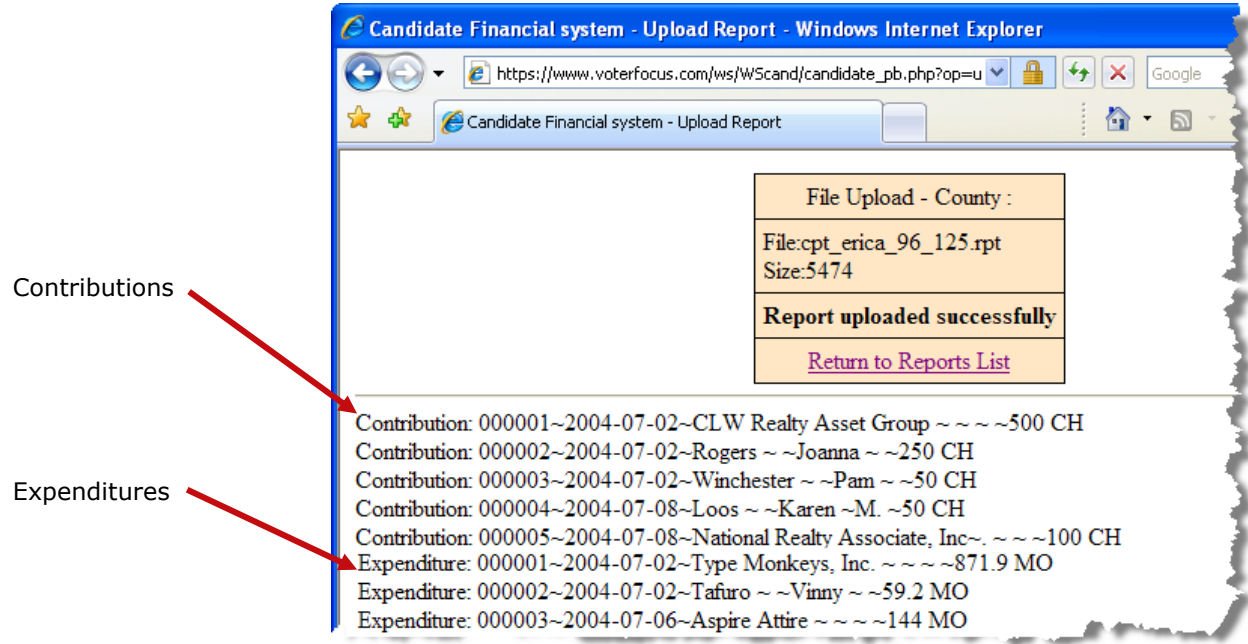
Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods <b>Current Reporting Periods</b> Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 <a href="#">Unlock this report</a>	<a href="#">View Contributions</a> <a href="#">View Transfers</a> <a href="#">View Expenditures</a> <a href="#">View Distributions</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Not Filed Data Entry Started (1) distribution item(s)	<b><a href="#">Import Entries</a></b> <a href="#">Enter Contribution</a> <a href="#">Enter Transfers</a> <a href="#">Enter Expenditure</a> <a href="#">Enter Distributions</a> <a href="#">Prepare Totals</a> <a href="#">Create Final Report For Review</a> <a href="#">Export CSV</a>
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 <a href="#">Unlock this report</a>	<a href="#">View Contributions</a> <a href="#">View Transfers</a> <a href="#">View Expenditures</a> <a href="#">View Distributions</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>

**Import Entries** brings up the **Upload Report** page.

On the **Upload Report** page, click **Browse...** and find the file you want to import. Then click **Upload Report**.



You'll see a display of the transactions imported from the file, as in this example:



When you've finished importing entries for the reporting period, preview, and submit the report as described on page 17.

**To import data for a past reporting period:**

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 26.

**To import data for a future reporting period:**

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 25.

# Finished entering all data? Then submit the report.

## **IMPORTANT**

Make sure you have entered ALL contributions and expenditures correctly *before* you click **Submit Report**.

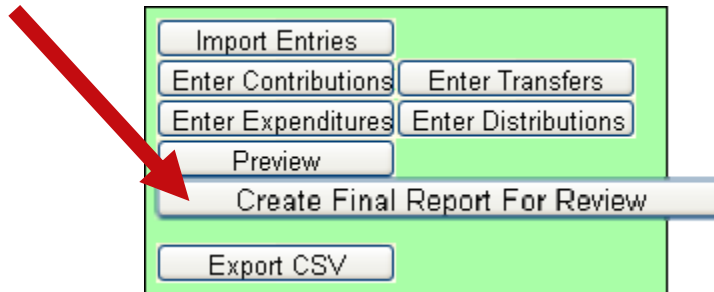
Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 37.

# My city requires electronic reports

## To finalize the report:

Click



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

## Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click **Create Final Report For Review**.



Clicking **Create Final Report For Review** brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...

**Report created for your final review.**  
Preview Report Created: 2015-07-6 10:26:09 (Eastern)  
Scroll down to see the report

**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 <b>Assign PIN</b> to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking <b>Assign PIN</b> submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click <b>Later</b> 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 <b>Undo Final Report</b> 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**

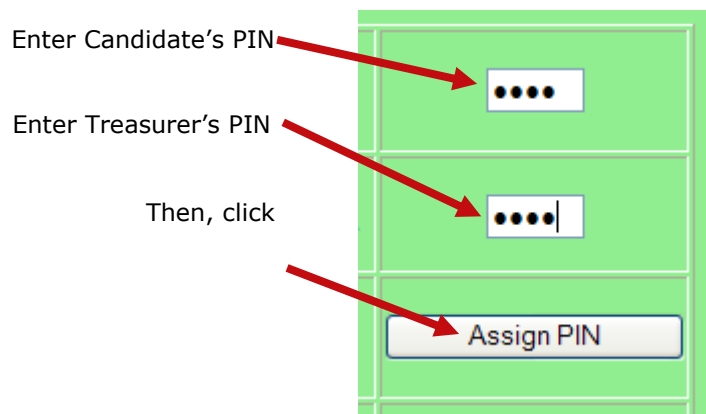
(1) <u>Carolyn J. Casadonte</u> Name	<b>OFFICE USE ONLY</b> <b>ONLINE SUBMISSION</b> [1088118]  Submitted on: 6/4/2015 16:25:24 (eastern)
(2) <u>1645 Harrington Ct</u> Address (number and street)	
<u>De Bette, FL 32317</u> City, State, Zip Code	



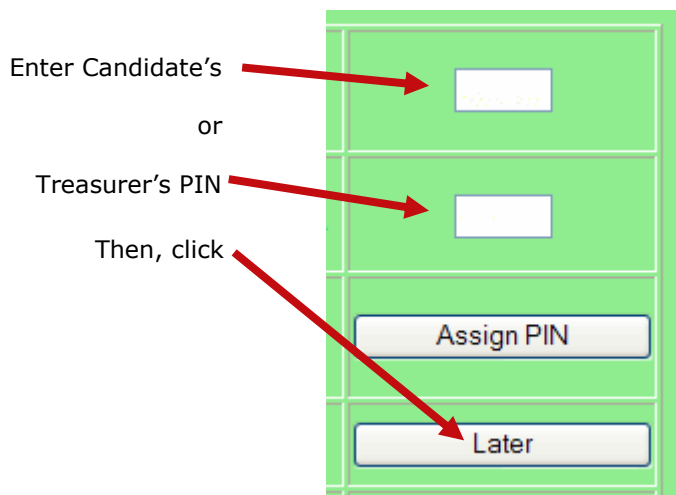
**...followed by an online view of the report.**

## On the PINs page, you have these options:

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



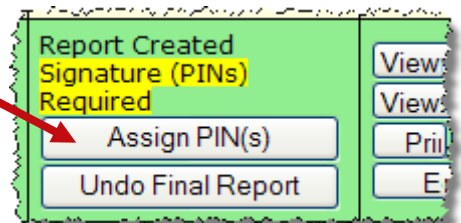
- Enter just one of the PINs and click **Later**. This will return you to the report list.



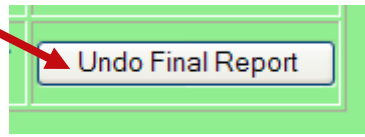
The message **Signature (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.

Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.



- If you want to remove the PINs and unlock the report so you can make changes, click



# Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.

**CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Carolyn J. Casadonte  
Name

(2) 1645 Harrington CT  
Address (number and street)  
Palmetto, FL 32317  
City, State, Zip Code

Check here if address has changed (3) ID Number: 312

(4) Check appropriate box(es):  
 Candidate Office Sought: County Commission, District 3  
 Political Committee (PC)  
 Electioneering Communications Org. (ECO)  Check here if PC or ECO has disbanded  
 Party Executive Committee (PTY)  Check here if PTY has disbanded  
 Independent Expenditure (IE) (also covers an individual making electioneering communications)  Check here if no other IE or EC reports will be filed

(5) Report Identifier  
Cover Period: From 6 / 1 / 2015 To 6

Original  Amendment  Special Ele

(6) Contributions This Report

Cash Checks	\$	, 150 . 00
Loans	\$	, 0 . 00
Total Monetary	\$	, 150 . 00
In-Kind	\$	, 300 . 00
(9) TOTAL Monetary Contributions To Date	\$	, 250 . 00

(7) Money Expended  
Trans Office  
Total  
(8)

(11) Certification  
It is a first degree misdemeanor for any person to falsify this report.  
I certify that I have examined this report and it is true, correct, and complete:  
(Type name)  Individual (only for IE or electioneering comm.)  Treasurer  Deputy Treasurer  Candidate  
 Signature

DS-DE 12 (Rev. 11/13)

**OFFICE USE ONLY  
ONLINE SUBMISSION  
[1088118]**

Submitted on:  
6/4/2015 16:25:24 (eastern)

**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) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
6/4/2015	1	Baibler, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I	CR			1100.00
6/2/2015	2	Kirk, Marsha 8899 Millcreek Drive Palmetto, FL 32312	I	CA			500.00

**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) Sequence Number	(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
6/4/2015	1	Davis Communications, P.O. Box 3480 Tallahassee, FL 32342	retainer for advertising.	MO		5500.00
6/4/2015	2	Davis Communications, P.O. Box 3480	retainer for advertising.	MO		5500.00

**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) Sequence Number	(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
6/4/2015	1	Eric Wu Campaign Account	mailouts	2015-2015-6-2		5500.00

**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

(5) Date	(6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015	1	SunBank, 487 Thomasville Rd Tallahassee, FL	TO	money market	Add	\$1,500.00

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

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

Should you later file an amendment to this report, the **Amendment** box will be selected instead.

# When will my report appear on the elections website?

That depends on your city's procedures. Most municipalities 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 city 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)	<b>Received #1088118</b>	View Contributions	View Transfers
				View Expenditures	View Distributions
				Print	Amend
				Export CSV	

To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list – it varies by municipality.)

Candidate selected here.

Election selected here.

**Reporting Group (Election/Committees)**  
Test Election 2012 (10/1/2012)

Print Report

Current reporting group: (Election/Committees): Test Election 2012 (10/1/2012)  
(You can select another available reporting group from the above list.)

This web site lists candidates for county and local offices and committees/PACs. Candidates for federal, state and multi-county offices are reported on the Division of Elections of the Department of State Website.

Information contained within the reports has been generated by and is the sole responsibility of the reporting entity

Candidates				
Candidate Name	Party	Monetary Contributions	In-Kind Contributions	Total Expenditures & Distributions
Office: Clerk of Courts				
<b>John Logan</b> <small>(Active-Qualified)</small>	<a href="#">Details</a>	\$12.00		
<b>Karen Page</b> <small>(Active-Qualified)</small>	<a href="#">Details</a>	REP		
<b>Digger Phelps</b> <small>(Active-Qualified)</small>	<a href="#">Details</a>	\$10.00		
<b>Scotty Summers</b> <small>(Active-Qualified)</small>	<a href="#">Details</a>	REP		

Your candidate page will list all reports that the elections office has released to the website:

**Candidate: Carolyn J. Casadonte**  
**Office: County Commission, District 3**

Back ◀ Print 🖨️ Export All 📄

List All Contributions and Expenditures

Show only financial reports (Hides bio)

Available reports...	<b>Contact Information:</b>
6 7/10/2015	1645 Harrington CT
6 7/10/2015	Suite C
7 8/10/2015	Palmetto, FL - 32317
	jremes@vrsystems.com

**The following financial reports are available:**

Report	Monetary Contributions	In Kind Contributions	Expenditures and Distributions	Print Report
View Transactions				
6 (6/1/2015 - 6/30/2015)	\$150.00	\$300.00	\$1,000.00	Print
6 (6/1/2015 - 6/30/2015) Amended	\$125.00	\$300.00	\$500.00	Print
7 (7/1/2015 - 7/31/2015)	\$50.00	\$0.00	\$0.00	Print

Candidate qualifying forms and miscellaneous documents

The newly received report is listed here.

Display list of all campaign transactions.

Website visitors can click the report name in the **Report Views Transactions** column to bring up a list of all transactions reported so far grouped by type:

**Candidate: Carolyn J. Casadonte**  
**Office: County Commission, District 3**

Report Date: 6 (6/1/2015 - 6/30/2015) Amended

Back ◀ Print 🖨️ Export 📄

**Campaign Treasurer's Report - Itemized Contributions**

Seq#	Contributor	Entity	Occupation	Cont. Type	Amount
1	Anna Barber 344 Henderson Road Palmetto, FL 32312	Individual	Add	Cash	\$50.00
2	Marsha Kirk 344 Henderson Road Palmetto, FL 32312	Individual	Add	Check	\$75.00
<b>Total Contributions</b>					<b>\$125.00</b>

**Campaign Treasurer's Report - In-Kind Contributions**

Seq#	Contributor	Entity	Occupation	In-Kind Description	Amount
2	Reid Roger 45 Wilson Blvd Palmetto, FL 32432	Individual	RestaurantOwner	Campaign planning dinner	\$300.00
<b>Total In-Kind Contributions</b>					<b>\$300.00</b>

**Campaign Treasurer's Report - Itemized Expenditures**

Seq#	Vendor	Purpose	Exp. Type	Amount
1	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Advertising	Monetary	\$500.00
<b>Total Expenditures</b>				<b>\$500.00</b>

Contributions from persons with protected-address status are not shown in reports. Instead, the notation **\*\*\*Protected\*\*\*** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise the Miami-Dade Supervisor of Elections.

VR Systems Confidential/Proprietary Trade Secret

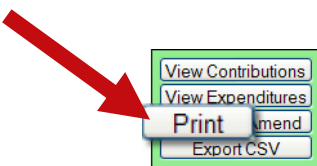
35

# How do I save a copy of the report on my computer?


A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

## To save copy of the report to your computer:

Click



to display a PDF of the report in Acrobat Reader.

Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name; names assigned by the system are cryptic.

# What about changing a report that's already been filed?

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

The **Amendment** box is automatically checked when you create an amended report.

**CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Carolyn J. Casadonte  
Name

(2) 1645 Harrington Ct  
Address (number and street)  
Palmetto, FL 32317  
City, State, Zip Code

Check here if address has changed

(3) ID Number: 312

**OFFICE USE ONLY  
ONLINE SUBMISSION  
[1088951]**  
Submitted on:  
7/6/2015 10:50:55 (eastern)

(4) Check appropriate box(es):  
 Candidate Office Sought: County Commission, District 3  
 Political Committee (PC)  
 Electioneering Communications Org. (ECO)  Check here if PC or ECO has disbanded  
 Party Executive Committee (PTY)  Check here if PTY has disbanded  
 Independent Expenditure (IE) (also covers an individual making electioneering communications)  Check here if no other IE or EC reports will be filed

(5) Report Identifiers  
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015 Report Type: 6  
 Original  Amendment  Special Election Report

(6) Contributions This Report  
Cash & Checks \$ 50.00  
Loans \$ 0.00

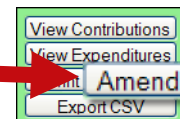
(7) Expenditures This Report  
Monetary Expenditures \$ 0.00  
Transfers to

You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

You can create an amendment to a report for any reporting period. The steps to do this are the same for all reporting periods with one exception; for past reporting periods, you must first unlock the report following the instructions beginning on page 39.

## To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click



to bring up this page:

**Amend Report**

Click Create to create an amended report for the 06/01/2015 - 06/30/2015 report. The amended report will appear in the report list below the original report.

Then click .



When the Report List reappears, notice that there's now a new row for the current reporting period.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 <b>Amended</b>	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Enter the new data using these buttons, just like you did on the original report.

To create an amended report, you can:

- Manually enter new contributions (page 10) and expenditures (page 12).
- Import new contributions or expenditures (page 25).
- Change or delete items listed on the original report (page 41).

The totals of items on the amended report are displayed just as they were for the original report.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 <b>Amended</b>	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV

When you are finished entering items, preview the report (page 17) and submit it to the elections office (page 28). You'll see a new confirmation number for the amendment.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 <b>Amended</b>	\$425.00 (3 items)	\$500.00 (1 item)	Submitted #1088118	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV

If you need to change a report after submitting the amendment, talk to the elections office. Some municipalities require a second amended report. Other municipalities have different procedures.

## To create an amendment to a report in a past reporting period:

In the past reporting period (the beige row), click **Unlock** this report.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods <b>Current Reporting Periods</b> Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV View Transfers View Distributions
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 Expenditures Print Export CSV View Transfers View Distributions
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV View Transfers View Distributions

When the confirmation message appears, click **OK**.

Are you sure you wish to access a PAST reporting period?

The **Amend** button for the past reporting period becomes available.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods <b>Current Reporting Periods</b> Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV View Transfers View Distributions <b>Amend</b>
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 Expenditures Print Export CSV View Transfers View Distributions

Create an amended report following the instructions beginning on page 37.

# Oops! I didn't mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command [Delete Report](#). To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click [Delete Report](#) to delete it from the system.

# How do I change or delete an item on the original report?

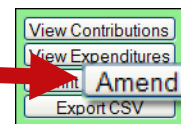
First, verify that the status of the original report is **Received**:

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

To change data that was entered on the original report, the original report's status must be **Received**.

## To change a contribution or expenditure:

In the current reporting period (the green row), click



to bring up this page:

### Amend Report

---

Click Create to create an amended report for the 06/01/2015 - 06/30/2015 report. The amended report will appear in the report list below the original report.

---

Then click .

When the Report List reappears, notice that there's now a new row for the current reporting period.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 <input type="button" value="Unlock this report"/>	View Contributions View Expenditures Print Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures Print Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073231 <input type="button" value="Unlock this report"/>	View Contributions View Expenditures Print Export CSV

Enter the new data using these buttons, just like you did on the original report.

On the next page, click **Amend Item from Orig Report**.

Campaign Treasurer's Report - Itemized Contributions								
Election : <b>County 2015 (2015-11-04)</b>								
Report Date : <b>2015-6</b>								
<b>(2015-06-01 - 2015-06-30)</b>								
<a href="#">Add Contribution</a> <a href="#">Return to Report Lis</a> <a href="#">Amend Item from Oriq Report</a>								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total	\$0.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>								

to bring up a list of items (for example, contributions) reported in the current month:

To change an item, highlight it.

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

1	Barber, Anna (2015-06-04)	\$100.00
2	Kirk, Marsha (2015-06-02)	\$50.00
3	Smith, Reid (2015-06-02)	\$300.00
4	Barber, Anna (2015-06-04)	\$50.00
5	Kirk, Marsha (2015-06-04)	\$75.00
6	Roger, Reid (2015-06-04)	\$300.00

Then click **Amend Item**.

Highlight the item you want to change and click  to bring up the detail page for the item.

Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.

**Amend Report - Enter changes to this item**

Date	6/2/2015	Date of item (mm/dd/yyyy)	
Contributor Name	Last: Kirk First: Marsha Middle:	Enter last name or company name if a business	
Address 1	8899 Hillcrest Drive		
Address 2			
City	Palmetto	st: FL	zip: 32312
Amount	50.00		
Contributor Type	Individual	Select the type that best describes this contributor	
Contributor Occupation		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		Type the description of any In-kind contribution.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <a href="#">List Contributors</a>			

On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2015 (2015-11-04)									
Report Date : 2015-6									
(2015-06-01 - 2015-06-30)									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a> <a href="#">Amend Item from Orig Report</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	\$50.00
<a href="#">Edit</a> <a href="#">Delete</a>	2	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Check		Add	\$100.00
<b>Total</b>									\$50.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

Deletes the original item.

Adds the changed item in its place.

In the example here, we changed the contribution amount from \$50.00 in cash to \$100.00 by check.

This completes the change to the original item. From here, you can change another item, add a new item, or return to the Report List.

# What if I don't have any contributions or expenditures for the period?

You must submit a **Waiver of Report**.

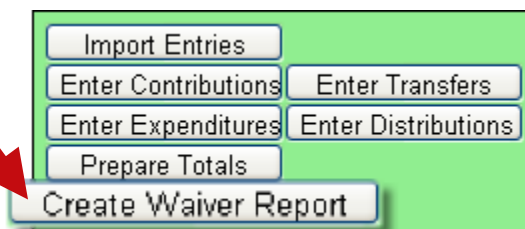
A waiver is a one-page report that you fill out and submit to the elections office.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY  ONLINE SUBMISSION [1014381]
Carolyn J. Casadonte		96
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington CT, Suite C Palmetto, FL 32314		Identification Number (Assigned by Division of Elections)
Address (Number and Street)		County Commission District 4
City	State	Zip Code
<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Committee of Continuous Existence	<input type="checkbox"/> Check box if address has changed since last report.
<input type="checkbox"/> Political Committee	<input type="checkbox"/> Party Executive Committee	<input type="checkbox"/> Check here if PC or CCE has DISBANDED and will no longer file reports.
TYPE OF REPORT (Check Appropriate Box)		
<b>QUARTERLY REPORTS</b>	<b>PRIMARY ELECTION</b>	<b>GENERAL ELECTION</b>
<input type="checkbox"/> January	<input type="checkbox"/> 32nd day prior	<input type="checkbox"/> 48th day prior
<input type="checkbox"/> April	<input type="checkbox"/> 18th day prior	<input type="checkbox"/> 32nd day prior
<input type="checkbox"/> July	<input type="checkbox"/> 4th day prior	<input type="checkbox"/> 18th day prior
<input type="checkbox"/> October		<input type="checkbox"/> 4th day prior
		<input type="checkbox"/> TERMINATION REPORT
		<input type="checkbox"/> SPECIAL ELECTION
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF		
X <u>7/1/2009</u> through <u>9/30/2009</u> ( <u>Q3</u> )		
Signature		Date
SIGNATURES REQUIRED FOR: Candidates Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Political Committees Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Committees of Continuous Existence Treasurer (s. 106.04(4)(c), F.S.) Party Executive Committees Treasurer or Chairman (s. 106.29(2), F.S.)		
<small>In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.</small>		

## To submit a waiver if your city requires electronic reports:

On the Report List, find the reporting period that you want to submit a waiver for.

Click



On the next page, click **Create Final Report For Review** to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

# Why are some reports locked?

Have you noticed that reports for past and future reporting periods have an

**Unlock this report** button?

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions
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 Expenditures Print Amend Export CSV View Transfers View Distributions
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions

These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click

**Unlock this report**.

For past reporting periods, you'll then get command buttons for amending the report.

2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions
--	---------------------	---	---	--

And for future reporting periods, you'll see the usual buttons for entering data.

2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Amend Export CSV View Transfers View Distributions
---	---------------------	---	--	--

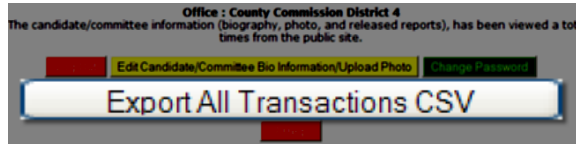


# How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

## The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

# What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It should also show how any surplus funds were disposed of.

The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2015-Final*, like the example here.

				Prepare Total Create Waiver
			No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Total Create Waiver
	2015-Final (10/01/2015 - 10/31/2015) 11/10/2015	-	-	

When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.

## Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3

**Report In Focus: 2015 - Final**  
Start Date: 2015-10-01 End Date: 2015-10-31

Date	10 / 31 / 2015	Date of item (mm/dd/yyyy)
Vendor Name	Last: Casadonte First: Antonio Middle:	Enter last name or company name if a business
Address 1	340 Gulf View Drive	
Address 2		
City	Miami ST FL Zip 32322	
Amount \$	500	
Purpose	Return of unused campaign contributions	Type the purpose of the expenditure.
Expenditure type	Disposition of Funds Monetary Petty Cash Withdrawn Petty Cash Spent Transfer to Office Account Refund Disposition of Funds Disposition of Funds to Future Campaign Disposition of Funds to Political Party Disposition of Funds to Petition Verification Reimbursements	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

To report on the disposition of surplus funds, select one of the **Disposition of Funds** options in the **Expenditure type** field. For a description of each type, see page 14.

Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**. Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List – in the **Total Exp** column – although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.

2015-Final (10/01/2015 - 10/31/2015) 11/10/2015	-	\$0.00 (1 item)	Not Filed Data Entry Started Unlock this report	Create Waiver Report
				Import Entries Enter Contributions    Enter Transfers Enter Expenditures    Enter Distributions Prepare Totals Create Final Report For Review Export CSV

Preview the report and submit it as you have previous reports for the campaign. When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.

<b>(7) EXPENDITURES THIS REPORT</b>	
Monetary Expenditures	\$ 0.00
Transfers to Office Account	\$ 0.00
Total Monetary	\$ 0.00
<b>(8) Other Distributions</b>	

But the amount will be included in box 10 of the Summary Report.

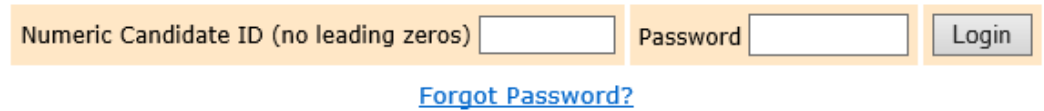
<b>(10) TOTAL Monetary Expenditures To Date</b>
\$ 1,809.78
<b>CERTIFICATION</b>

And it will appear on the Itemized Expenditure page with an expenditure type of DI.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name <u>Carolyn J. Casadonte</u>			(2) I.D. Number <u>312</u>		
(3) Cover Period <u>10/1/2015</u> through <u>10/31/2015</u>			(4) Page <u>1</u> of <u>1</u>		
(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
10/31/2015	Casadonte, Antonio 340 Gulf View Drive Miami, FL 32322	return of unused campaign contributions	DI		\$500.00
1					

# What if I forgot my password?

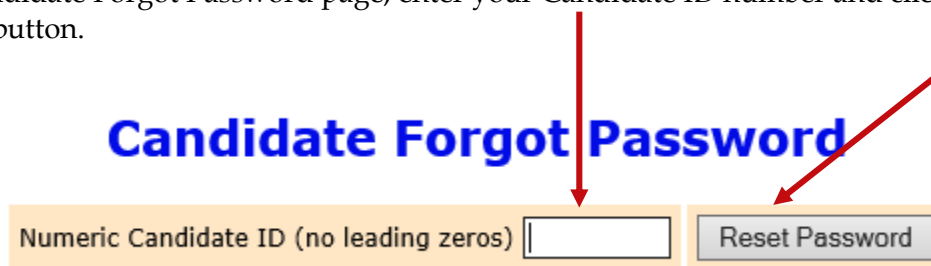
If you've forgotten your password, you can simply reset it by clicking the **Forgot Password** link on the Log In page.



Numeric Candidate ID (no leading zeros)  Password

[Forgot Password?](#)

On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.

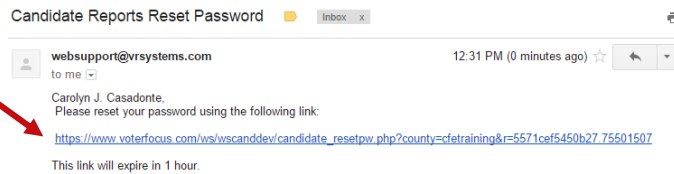


## Candidate Forgot Password

Numeric Candidate ID (no leading zeros)

An email similar to the one below will be sent to the email address associated with your account.

Click the link provided in the email.



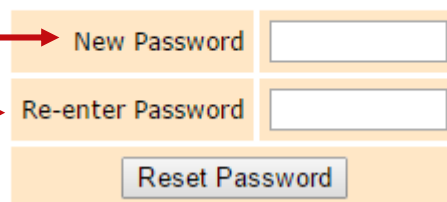
**If for some reason there is not an email address associated with your Candidate ID, you'll need to contact the Supervisor of Elections office.**

On the Candidate Reset Password page:

## Candidate Reset Password

Enter a new password in the **New Password** field.

You'll need to enter the same password in the **Re-enter Password** field to confirm the new password.



The password can be up to 12 characters – letters and/or numbers – and is case-sensitive.

Then click the **Reset Password** button and proceed back to the Log In page.

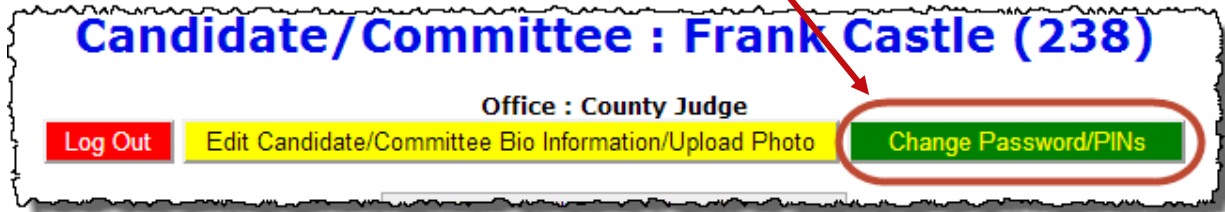
# How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your city required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

## To change your password:

On the Report List, click **Change Password/PINs**.



In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. The password can be up to 12 characters – letters and/or numbers – and is case-sensitive. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

### Change Password/PINs

**Only alter the password/pins you wish to change at this time.**

Enter Old Finance System Access Password **(REQUIRED)**  
(The one you used to log in to this session)

Enter New Finance System Access Password

ReEnter New Finance System Access Password

Enter New Candidate/Committee electronic PIN

ReEnter New Candidate/Committee electronic PIN

Enter New Treasurer electronic PIN

ReEnter New Treasurer electronic PIN

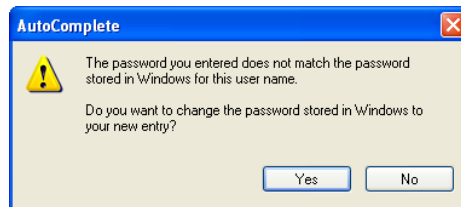
Type your new password here.

Type your new candidate PIN here...

...and your new treasurer PIN here.

To finish changing the password and PINs, click here.

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password, follow the instructions on page 49. If you forget your PINs, contact the elections office. They will be able to retrieve them for you.

# Don't forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

## To log out of the system:

On the Report List, click .

Click here to log out of the system.

