



## Campaign Finance Frequently Asked Questions

The Department of State assembled this list from answers we have provided for many years. Because these Frequently Asked Questions and the answers are not a replacement for the law or the regulations, we have provided citations with the relevant links. Please keep in mind:

- Section 1621 refers to the Pennsylvania Election Code, which may be found at [25 P.S. §§ 3241 - 3260b](#).
- A copy of the Campaign Finance Reporting Law is online at [http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS\\_0\\_160329\\_687771\\_0\\_0\\_18/law.pdf](http://www.portal.state.pa.us/portal/server.pt/gateway/PTARGS_0_160329_687771_0_0_18/law.pdf)
- For questions, call (717) 787-5280 or email questions to [ra-stcampaignfinance@state.pa.us](mailto:ra-stcampaignfinance@state.pa.us).

### Definitions

#### *Candidate*

##### **When do I become a candidate?**

Several scenarios trigger a candidacy:

The candidate or the candidate's political committee:

- receives a contribution or
- makes an expenditure or
- gives his/her consent for any other person or committee to receive a contribution or make an expenditure to influence his/her nomination or election to office.

Please note that the candidacy exists whether or not the individual has announced his or her intention to seek a specific office at the time the contribution is received or the expenditure is made; or

The candidate files nomination petitions or nomination papers. See [§ 1621\(a\)](#).

For information on candidates for state and local party committees, look under the “registration” category under “candidacy” below.

Write-in candidates should contact the Bureau of Commissions, Elections and Legislation and/or the county election office.

#### *Contribution*

##### **What is an election contribution?**

A contribution includes:

- Any payment, donation, gift, subscription, assessment, contract, payment for services, dues, loan, forgiveness of a loan, advance or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in this Commonwealth;
- Paying debts incurred by or for a candidate or committee before or after an election;
- Purchasing tickets for events such as dinners, luncheons, rallies and all other fundraising events;
- Granting discounts or rebates not available to the general public;
- Granting discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office;
- Any payments for the benefit of any candidate;
- Any payments for the services of any person serving as an agent of a candidate or committee by a third party;
- Any receipt or use of anything of value received by a political committee from another political committee; and
- Any return on investments by a political committee.

See [§ 1621\(b\)](#).

### *Expenditure*

#### **What is election expenditure?**

Generally, it is the “payment, distribution, loan or advancement of money or any valuable thing by a candidate, political committee or other person **for the purpose of influencing the outcome of an election.**” See [§ 1621\(d\)](#). The expenditure does not have to influence a particular election; rather, the expenditure just has to be made in an effort to influence **an** election. Expenditures that are made to influence the outcome of future elections are considered election expenditures. A few examples of expenditures are listed at [4 Pa. Code § 177.1\(d\)](#), which is not an exclusive list.

### *Valuable Thing (In-kind contribution)*

#### **If I donate an item, such as a laptop computer, to a candidate for his use in the campaign, who should report this and how?**

Donations, also known as in-kind contributions, are referenced in the law as valuable things. See [§ 1621\(k\)](#). See also the definition of “contribution” at [§ 1621\(b\)](#), which includes a “valuable thing.” Reporting requirements differ based on who donates the item.

- Individuals. If an individual donates an item to a candidate, the donation is considered as a “valuable thing,” and must be valued at the fair market value. The candidate is required to report the item as an In-kind Contribution or a Valuable Thing Received on Schedule II. There is no reporting required of the individual.
- Political committees. If a political committee donates an item, then the political committee must report that as an Expenditure on Schedule III. The candidate is required to report the item as an In-kind Contribution or a Valuable Thing Received on Schedule II.

- Corporations and labor unions. A corporation or a labor union cannot make a contribution of a “valuable thing” or an “in-kind contribution” to a candidate. See [§ 1633\(a\)](#). Instead, a corporation or labor union would have to charge the candidate the fair market value for the laptop computer.

**If I provide a candidate a 20% discount on rent for an office space that I own, how is this valued and reported?**

- Individuals. If an individual owns the office space and provides a 20% discount to a candidate, the discount is considered as an “in-kind contribution” or as a “valuable thing,” which is defined at [§ 1621\(k\)](#). The candidate would be required to report the 20 % discount as an In-kind Contribution or a Valuable Thing Received on Schedule II. The candidate would then report the actual amount of the rent (80 % of the fair market value) as an Expenditure on Schedule III. There is no reporting required of the individual property owner.
- Political committees. If a political committee provides a 20% discount on rental property, then the political committee must report that 20% discount as an Expenditure on its Schedule III. The candidate would be required to report the 20 % discount as an In-kind Contribution or a Valuable Thing Received on Schedule II. The candidate would then report the actual amount of the rent (80 % of the fair market value) as an Expenditure on Schedule III.
- Corporations or labor unions. A corporation or labor union cannot make a contribution of a “valuable thing” or an “in-kind contribution” to a candidate. See [§ 1633\(a\)](#). A corporation or labor union would have to charge the candidate the fair market value for the rental property.

## **Contributions, expenditures and independent expenditures**

### ***Anonymous Contributions***

**Upon receiving an anonymous contribution, what procedure must a candidate or political committee treasurer follow?**

A candidate or treasurer should give all anonymous contributions to the State Treasurer within 20 days of its receipt. See [§ 1634\(b\)](#).

### ***Contribution Limits***

**Is there any limit to the amount of money that an individual can contribute?**

No. However, if the aggregate amount is in excess of \$100, it cannot be in cash. See [§ 1634\(c\)](#).

### ***Corporate and labor union (unincorporated association) contributions, expenditures and independent expenditures***

**May a corporation or unincorporated association (including a labor union) make a contribution to a candidate or a political committee?**

No. Corporations or unincorporated associations cannot make contributions or expenditures to candidates or political committees. See [§ 1633\(a\)](#). See also the definitions of “contribution” and “expenditure” at [§§ 1621\(b\) & \(d\)](#). The term “contribution” includes a “valuable thing,” which is defined at [§ 1621\(k\)](#).

**May a corporation or unincorporated association (including a labor union) make independent expenditures in support of or in opposition to a candidate?**

Yes. Corporations and unincorporated associations are permitted to make independent expenditures.

**Reporting the expenditure.** Corporations and unincorporated associations that make independent expenditures that expressly advocate the election or defeat of a clearly identified candidate, or question appearing on the ballot, and that exceed \$100 in the aggregate during a calendar year, must report the expenditure on an independent expenditure report. See [§ 1626\(g\)](#).

**Advertising disclaimer.** If a corporation or unincorporated association makes an independent expenditure for a general public political advertisement that expressly advocates the election or defeat of a candidate or ballot question, the advertisement must contain a disclaimer that clearly states who financed the expenditure for the communication. See [§ 1638\(a\)\(2\)](#).

Independent expenditures are defined in [§ 1621\(e\)](#). See [Citizens United v. Federal Election Commission](#), 130 S.Ct. 876 (2010), and the Department of State’s [Statement on Citizens United](#).

***Payroll deduction***

**May a corporation use payroll deduction for its individual employee contributions to the corporation’s political action committee (PAC)? Likewise, may a labor union or trade association use payroll deduction for its individual members to make contributions to its political action committee (PAC) or collect PAC funds with annual dues?**

Yes; however, if an entity is using payroll deduction, there are many important conditions to meet in order to act in compliance with the Pennsylvania Election Code. These conditions are:

- All contributions from employees or members to the PAC must be voluntary and the corporation or association must obtain such a voluntary statement from the individual donor in writing and keep it for three years. See [§§ 1633\(c\) & 1622\(c\)](#).
- The corporation or association must send the PAC the individual contributions and a list containing the following information:
  - Contributor’s name for contributions over \$10 and the date(s) of the contribution(s),
  - Contributor’s name and address and the date(s) of the contribution(s), for contributions aggregating over \$50 during the reporting period,
  - Contributor’s name, address, occupation, name of employer and the date(s) of the contribution(s) for contributions aggregating over \$250 during the reporting period.

The PAC treasurer must keep these records for 3 years.

PAC recordkeeping and reporting requirements are listed at [§§ 1622\(c\) & 1626\(b\)](#).

- All contributions must be distributed by the corporation or association to the PAC treasurer within 10 calendar days of receipt. See [§ 1622\(d\)](#).

Although corporations and associations may pay for the establishment and administration costs of running the PAC, no corporate funds may be transferred to the PAC. Only individual or partnership contributions (that do not come from corporations) may go to the PAC that come from payroll deductions or annual dues and are documented. See [§§ 1633\(a\), \(c\) & \(d\)](#).

### ***Political Committees***

#### **May a political committee incorporate and still be able to make expenditures and take contributions?**

Yes. If a political committee is formed for political purposes, it may incorporate. This is an exception to the general rule that corporations cannot make contributions or expenditures. See [§ 1633\(a\)](#). However, corporations can make independent expenditures, as noted in the Department's [Statement on Citizens United](#).

### **Disclaimers**

#### **If a candidate runs an advertisement on television and/or radio, is the candidate required to disclose who paid for the advertisements? Likewise with billboards and printed signs?**

Yes. The “disclaimer” notice pertains to all general public, political advertising. See [§ 1638](#).

#### **Are there any exceptions to the disclaimer rule for small items such as pencils?**

Yes. The disclaimer requirement does not apply to bumper stickers, pins, buttons, pens, and similar small items upon which the statement cannot be conveniently printed. See [4 Pa. Code § 181.1\(b\)](#).

### **Enforcement**

#### ***Enforcement agencies***

#### **Who enforces the campaign finance law and in what manner?**

The Attorney General or District Attorneys in a county in which a violation has occurred have concurrent powers to enforce the campaign finance provisions of the Pennsylvania Election Code. See [§ 1642](#).

The Pennsylvania Department of State's role is administrative. The Department receives filings from candidates and political committees, and is authorized to:

- Assess late filing fees. See [§ 1632](#). Note that no person may take public office until the appropriate supervisor (state or county) certifies that all campaign finance reports have been filed. See [§ 1632\(b\)](#).

- Conduct an audit by selecting via lottery three percent of all offices for which candidates file nomination petitions or papers. See [§ 1635.](#)
- Investigate and report apparent violations to the appropriate law enforcement authorities. See [§§ 1639\(6\) & \(7\).](#)

County Boards of Elections shall, for candidates and political committees filing with the Board:

- Assess late filing fees. See [§ 1632.](#) Note that no person may take public office until the appropriate supervisor (state or county) certifies that all campaign finance reports have been filed. See [§ 1632\(b\).](#)
- Investigate and report apparent violations to the appropriate law enforcement authorities. See [§§ 1639\(6\) & \(7\).](#)

### *Late fees*

#### **Are there any penalties for filing a late report?**

Yes. The fee is \$10 for each day or part of a day excluding Saturdays, Sundays and holidays that a report is overdue. An additional fee of \$10 is due for each of the first six days that a report is overdue. The maximum fee payable with respect to a single report is \$250. See [§ 1632\(a\).](#)

### *Audits*

#### **How can I request an audit?**

Within 90 days after the last day for filing a report, any five registered voters of the Commonwealth or of a political subdivision (county, municipality, etc.) may file a petition. See [§ 1636.](#) If the original report is filed with a county board of elections, the five voters must file their petition with the court of common pleas in that county. If the original report is filed with the Department, then the five voters must file their petition with the Commonwealth Court.

## **Judicial Candidates and Elections**

#### **May judicial retention candidates receive corporate or labor union contributions for their campaigns?**

No. An individual is a candidate if he or she “seeks nomination or **election** to public office.” See [§ 1621\(a\).](#) The word “election” is defined to include a retention election. See [§ 1621\(c\).](#) Corporations and labor unions are prohibited from making contributions in connection with the election of any candidate. See [§ 1633\(a\).](#)

## **Political Committees and Political Action Committees (PACs)**

### *Federal PACs*

#### **What are the registration and reporting requirements for a Federal PAC making contributions to Pennsylvania candidates for state office?**

A Federal PAC may make contributions or expenditures to Pennsylvania candidates if it is registered as a PAC with Pennsylvania. In order to register the PAC with Pennsylvania, the

committee must complete the form [Political Committee Registration Statement](#). When the PAC is registered, it must file timely reports. See [§ 1626\(j\)](#). Because the PAC in question is also a registered Federal PAC, we require, when filing the Campaign Finance Report with our office, that the PAC:

- Complete the Pennsylvania report cover page,
- Complete the Pennsylvania report expenditure page, listing all expenditures made to Pennsylvania candidates and combining all other expenditures made outside of Pennsylvania into a lump sum,
- Include the summary pages of its Federal Election Commission (FEC) report, and
- Include all contributions from the FEC Report.

## **Recordkeeping**

### ***Legal Requirements***

#### **What records and information am I required by law to keep?**

Each candidate and committee must keep records of the names and addresses of each person from whom a contribution of over \$10 has been received and a record of all other information required to be reported under the Campaign Finance Reporting Law. For example, see the sections in this FAQ regarding registration, reporting, vouchers, etc. The records are required to be kept for three years after such information is reported.

See [§ 1622\(c\)](#).

### ***Vouchers***

#### **What is a voucher?**

Vouchers are receipted bills for expenditures made for more than \$25. See [§ 1626\(c\)](#) and [4 Pa. Code § 177.2\(c\)](#). A receipted bill must contain all of the following:

- the identification of the person to whom the expenditure is made;
- the amount of the expenditure;
- the particulars of the expenditure; and
- the date the expenditure was made. [See 4 Pa. Code § 177.2\(c\)\(2\)](#).

When a receipted bill is not available, the treasurer may retain the following:

- the cancelled check (including both the front and back sides of the check) showing payment of the bill; or
- any of the following —
  - the bill, or
  - the invoice, or
  - other contemporaneous memorandum of the transaction containing the same information as in a receipted bill;
- or both. [See 4 Pa. Code § 177.2\(c\)\(3\)](#).

Vouchers must be retained for a period of three (3) years after the information is reported. See [§ 1622\(c\)](#) and the answer above regarding recordkeeping.

## **Must I file vouchers with each report?**

No. See [§ 1626\(c\)](#).

## **How may an individual obtain a voucher from a candidate or political committee?**

Any person may inspect or copy vouchers by filing a written request with the appropriate supervisor (either the state or the county) who shall notify the candidate or political committee of the voucher request. The candidate or political committee has the option of either:

- forwarding such vouchers or copies of the vouchers to the supervisor; or
- making the vouchers or copies of the vouchers available for inspection and copying to the requesting person.

The requestor must pay for the cost of copying and delivery of the vouchers. See [§ 1626\(c\)](#) and [4 Pa. Code § 177.2\(d\)](#).

## **Registration**

### ***Candidacy***

## **When do I become a candidate?**

Several scenarios trigger a candidacy:

The candidate or the candidate's political committee:

- receives a contribution or
- makes an expenditure or
- gives his/her consent for any other person or committee to receive a contribution or make an expenditure to influence his/her nomination or election to office.

Please note that:

- the candidacy exists whether or not the individual has announced his or her intention to seek a specific office at the time the contribution is received or the expenditure is made; or
- the candidate files nomination petitions or nomination papers. See [§ 1621\(a\)](#).

Write-in candidates should contact the Bureau of Commissions, Elections and Legislation and/or the county election office. (This question and answer also appears on page 1 of this document.)

## **Are individuals who run for state or local party committees exempt from campaign laws?**

Yes. Candidates for party offices do not meet the definition of a candidate, which states a candidate is an "individual seeking nomination or election to **public office**." See [§ 1621\(a\)](#).

**Do contributions from candidates to a local political party committee trigger that political party's registration with the Department if the party committee makes no expenditures to state candidates?**



No. The local party committee is only required to register with the Department if it makes expenditures to candidates who file nomination petitions with the Department. See [§§ 1626\(d\) & 1631](#).

### ***Amending a registration statement***

#### **Who must sign an amended registration statement for a political committee?**

Either the chairman or the treasurer may sign the [Registration Statement](#).

#### **May a political committee amend its registration statement by filing a letter with the supervisor (state or county)?**

Yes. The committee may amend its registration statement by filing a letter, provided that the letter contains the change or correction. See [4 Pa. Code § 176.3](#).

#### **When must an amendment to a registration statement be filed with the supervisor?**

Within 30 days of the change in registration information or within 30 days of the date on which the error is detected. See [§ 1624\(c\)](#) and [4 Pa. Code § 176.3](#).

### ***Chairman and Vice Chairman***

#### **What are the advantages of having a vice chairman?**

A political committee cannot make any contributions or expenditures if there is a vacancy in the office of chairman or treasurer. See [§ 1622\(a\)](#). Thus, if the office of chairman is vacant, and there is a vice chairman or assistant chairman, the committee can continue to make contributions and expenditures. See [4 Pa. Code §§ 176.5\(b\)\(1\) & \(d\)](#). Also see **Treasurer and Assistant Treasurer** below.

### ***Receiving Money for the Candidate or Political Committee***

#### **May an individual receive contributions on behalf of a political committee or candidate?**

Yes. However, any person receiving any contribution on behalf of a political committee or candidates must turn such contributions over to the treasurer of that committee or the candidate within 10 days of receipt. See [§ 1622\(d\)](#).

### ***Treasurer and Assistant Treasurer***

#### **Is the treasurer of a political committee the only person, aside from the candidate, who may receive and disburse funds collected on behalf of a candidate?**

No. The treasurer of a political committee formed on behalf of a candidate may appoint any number of assistant treasurers, in writing, to receive and disburse funds. See [§ 1622\(b\)](#).

#### **How would a political committee designate an assistant treasurer?**

A political committee may designate an assistant treasurer in writing, either by amending the registration statement, indicating an assistant treasurer, or by filing a letter with the appropriate supervisor (either the state or county). See [4 Pa. Code §§ 176.5\(b\)\(2\) & \(c\)](#).

### **What are the advantages of having an assistant treasurer?**

A political committee cannot make any contributions or expenditures if there is a vacancy in the office of chairman or treasurer. See [§ 1622\(a\)](#). Furthermore, all money received and disbursed by a political committee must be done through the treasurer of the committee. Thus, if the office of treasurer is vacant, and there is an assistant treasurer, the committee can continue to make contributions and expenditures. See [4 Pa. Code § 176.5\(e\)](#).

## **Reporting**

### **Who must file campaign finance reports?**

Each treasurer of a political committee and each candidate for election to public office must file with the appropriate supervisor (state or county) reports of receipts and expenditures on forms designated by the Department, if the amount received or expended or liabilities incurred exceeds \$250. See [§ 1626\(a\)](#).

### **When may a statement be filed in lieu of a campaign finance report?**

If the aggregate amount of receipts, expenditures, or liabilities incurred by a political committee or candidate does not exceed \$250 during a reporting period, then the candidate or treasurer of a political committee shall file a sworn statement with the appropriate supervisor (state or county) on the Department's form. See [§ 1626\(a\)](#).

### **What type of information must be included in a report?**

For contributions to a candidate, political committee, or political action committee (PAC), the required report detail varies by contribution thresholds:

- For each person who contributed more than \$250 in aggregate during the reporting period, the report must include the full name; mailing address; occupation and name of employer, if any, or the principal place of business, if self-employed; the amount and the date of such contribution.
- For each person who contributed in excess of \$50 during the reporting period, the report must list the full name, mailing address, amount, and date of such contribution.
- Also, the report must include the total sum of individual contributions that are \$50 or less in the aggregate during the reporting period.

For expenditures, the report must include:

- each and every expenditure,
- the date made,
- the full name and address of the person to whom it was made, and
- the purpose of the expenditure.

See [§§ 1626\(a\) & \(b\)](#).

### **Must campaign finance reports and campaign finance statements be notarized?**

Yes. See [§ 1629\(a\)](#).

### **Are campaign finance reports public records upon filing?**

Yes. See [§ 1639\(3\)](#).

### ***Filing Requirements***

#### **What are acceptable ways to file campaign finance reports?**

There are several acceptable ways to file campaign finance reports:

- on paper, using the prescribed forms;
- online via the Internet, directly from our website, along with the submission of the properly executed cover page; or
- on CD with an accompanying properly executed cover page.

Please note that all information regarding methods of filing campaign finance reports can be obtained on the Department of State's website at [www.dos.state.pa.us](http://www.dos.state.pa.us) by clicking on the Campaign Finance link.

Postmarks are acceptable as proof of timely filing when the report is postmarked by the U.S. Postal Service no later than the **day prior** to the filing deadline. See [§ 1632\(a\)](#).

#### **Where must campaign finance reports be filed?**

**Candidates for statewide, legislative, and judicial offices:** File with the Department of State and the county in which the candidate resides.

**Authorized political committees of candidates for statewide, legislative, and judicial offices:** File with the Department of State and the county in which the candidate resides.

**Political Action Committees that support statewide, legislative, and judicial offices:** File with the Department of State.

**Candidates for local office:** File with the appropriate county board of elections.

**Authorized political committees of candidates for local office:** File with the appropriate county board of elections.

**Political Action Committees that support local offices:** File with the appropriate county board of elections.

**Political Committees and Political Action Committees that support both candidates who file with the Department of State and candidates that file with a county board of elections:** File with the Department of State.

**Independent Expenditure Reports:** When the amount of an independent expenditure exceeds \$100, file the report on the next filing deadline. For independent expenditures for statewide, legislative, judicial offices and statewide questions, file with the Department of State. For

independent expenditures for local offices and local questions, file with the county board of elections.

**Issues:** Any statement or report concerning an issue to be voted on by electors of the State at large must be filed with the Department of State. Any statement or report concerning any other issue to be voted on by the electors of this Commonwealth must be filed in the county wherein the electors reside.

See [§ 1631](#).

### **When must campaign finance reports be filed?**

**Sixth Tuesday Pre-Primary or Pre-Election Reports:** Must be filed **only** by candidates for statewide office, their authorized candidate committees and any political committee or political action committee that has made an expenditure in excess of \$250 to influence the election of a statewide candidate. See [§§ 1626\(a\) & \(d\)](#).

**Second Friday Pre and Thirty Day Post-Primary or Election Reports:** Must be filed by all candidates appearing on the ballot, their authorized candidate committees and any political committee or political action committee that has made an expenditure in excess of \$250 to influence the election of such candidates. See [§§ 1626\(d\) & \(e\)](#).

**Annual Reports:** Must be filed by all candidates, political committees and contributing lobbyists that have not filed termination reports. See [§ 1627](#).

### **Are lobbyists required to file campaign reports?**

Contributing lobbyists must file, regardless of the amount, under the same provisions as a political committee. See [§ 1625](#).

### ***24 Hour Reports: Late contributions and late independent expenditure reports***

### **What are the requirements for filing late contributions and late independent expenditures (24 hour reports)?**

There are two types of filers that are required to file late (24 hour) reports.

- Any current candidate or political committee authorized by a current candidate which receives any contribution or pledge of \$500 or more, and
- Any person making an independent expenditure of \$500 or more.

Timing requirements.

- After completing the final pre-primary/pre-election report, filers must submit a report of the contribution or expenditure from that date through and including the day of the primary/election.
- All required filers must send the report of late contributions or expenditures within 24 hours of receipt of the contribution or the expenditure .

Filing 24 hour reports.

- Filers may send 24 hour reports by facsimile at 717-705-0721, or via e-mail at: [ra-stcampaignfinance@state.pa.us](mailto:ra-stcampaignfinance@state.pa.us).

- Note that the filing of reports via facsimile or e-mail applies **only** to late contribution reports. It does not apply to the filing of campaign finance reports.
- Remember to include late contribution report information on the appropriate post-primary/post-election expense report filing. See [§ 1628](#).

**Are late contributions and late independent expenditures made by different entities, which aggregate to \$500 or more within the same 24-hour period, subject to the reporting requirement of § 1628?**

No. Only contributions and expenditures made by the same entity (person or political committee) which aggregate to \$500 or more within the same 24-hour period are required to be reported. See [§ 1628](#).

### ***Amending reports***

**Can the treasurer amend a campaign finance report?**

Yes. To amend a campaign finance report that was filed previously, select “amendment report” on the reporting form and state which report is to be amended.

### ***Candidate’s own funds***

**Are candidates required to disclose their own money they spend for the campaign?**

Yes. If a candidate spends his/her own money, any money spent directly should appear as an expenditure on the candidate’s own report. If the candidate gives money to his/her campaign committee, then the committee reports it as a contribution, and the candidate reports it as an expenditure on the candidate’s own report. See [§§ 1621\(d\) and 1626\(a\)](#). If a candidate wishes to be repaid for money he/she spends for the campaign, the candidate may loan his/her money to the campaign, as described below at “candidate loans.”

**Is it possible for a candidate to have a negative cash balance?**

Yes. If a candidate spends his/her own money, any money he/she spends directly should appear as an expenditure on his/her own candidate’s report. Therefore, a candidate could have a negative cash balance.

**How would a candidate report a contribution that he/she makes to his/her campaign committee?**

If the candidate gives money to his/her campaign committee, the candidate reports it as an expenditure on his/her own candidate’s report. Then the committee reports it as a contribution on the committee report.

### ***Candidate Loans***

**If a candidate makes a contribution to his/her committee in the form of a loan, is it an expenditure for the candidate?**

Yes. The candidate reports it as an expenditure on the candidate's own report, and the committee then reports the loan as a contribution. See [§§ 1621\(b\) and \(d\)](#). Additionally, the committee would report the loan as an unpaid debt.

### ***Residual Funds (Excess Funds)***

#### **What are the requirements for residual funds of a candidate after an election or when a candidate retires from office?**

Residual funds can either be:

- Used for any expenditure to influence the outcome of an election. See [§ 1621\(d\)](#); or
- returned, pro rata, to the contributors by the candidate or treasurer of the political committee. See [§ 1630](#).

If the funds are used to influence the outcome of an election, the expenditure does not have to influence a particular election, rather, the expenditure just has to be made in an effort to influence **an** election. The funds can be made to influence the outcome of future elections generally. See [§ 1621\(d\)](#).

See [§ 1630](#) for all candidates except judicial candidates. Judicial candidates should contact the Judicial Ethics Committee of the Pennsylvania Conference of State Trial Judges at (215) 922-3232.

*Posted December 23, 2010*



**CAMPAIGN FINANCE REPORT**

(NOTE: This report must be clear and legible. It may be typed or printed in blue or black ink.)

<b>Filer Identification Number:</b>		<b>Report Filed By:</b>		CANDIDATE <sup>1.</sup>		COMMITTEE <sup>2.</sup>		LOBBYIST <sup>3.</sup>	
Name of Filing Committee, Candidate or Lobbyist:									
Street Address:									
City:					State:		Zip Code:		

  

<b>TYPE OF REPORT</b>  (place X to the right of report type)	6TH TUESDAY PRE-PRIMARY	1.	2ND FRIDAY PRE-PRIMARY	2.	30 DAY POST PRIMARY	3.	AMENDMENT REPORT?	YES	NO
	6TH TUESDAY PRE-ELECTION	4.	2ND FRIDAY PRE-ELECTION	5.	30 DAY POST ELECTION	6.	TERMINATION REPORT?	YES	NO
	ANNUAL REPORT	7.	YEAR		<b>FILING METHOD</b> ( ) CHECK ONE		PAPER	DISKETTE	

  

Name of Office Sought by Candidate:				<b>DATE OF ELECTION</b>			District Number	Office Code	Party Code	County Code
				MO.	DAY	YEAR				

(SEE INSTRUCTIONS FOR CODES)

  

<b>Summary of Receipts and Expenditures from:</b>	MO.	DAY	YEAR	To	MO.	DAY	YEAR	

  

A. Amount Brought Forward From Last Report	\$	
B. Total Monetary Contributions and Receipts (From Schedule I)	\$	
C. Total Funds Available (Sum of Lines A and B)	\$	
D. Total Expenditures (From Schedule III)	\$	
E. Ending Cash Balance (Subtract Line D from Line C)	\$	
F. Value of In-Kind Contributions Received (From Schedule II)	\$	
G. Unpaid Debts and Obligations (From Schedule IV)	\$	

**AFFIDAVIT SECTION****PART I** - If this is a **Committee** report, treasurer sign here. If this is a **Candidate** report, candidate sign here.

I swear (or affirm) that this report, including the attached schedules, on paper or computer diskette, are to the best of my knowledge and belief true, correct and complete.

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature

My commission expires

MO. DAY YR.

Signature of Person Submitting Report

Printed Name

Area Code

Daytime Telephone Number

**PART II** - If this is a report of a **Candidate's Authorized Committee**, candidate shall sign here.

I swear (or affirm) that to the best of my knowledge and belief this political committee has not violated any provisions of the Act of June 3, 1937 (P.L. 1333, No. 320) as amended.

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature

My commission expires

MO. DAY YR.

Signature of Candidate

Printed Name

Area Code

Daytime Telephone Number

**CONTRIBUTIONS AND RECEIPTS****Detailed Summary Page**

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

<b>1. UNITEMIZED CONTRIBUTIONS AND RECEIPTS - \$50.00 OR LESS PER CONTRIBUTOR</b>		
<b>TOTAL for the Reporting Period</b>	<b>(1)</b>	<b>\$</b>

<b>2. CONTRIBUTIONS \$50.01 TO \$250.00 (FROM PART A AND PART B)</b>		
Contributions Received from Political Committees (Part A)		\$
All Other Contributions (Part B)		\$
<b>TOTAL for the Reporting Period</b>	<b>(2)</b>	<b>\$</b>

<b>3. CONTRIBUTIONS OVER \$250.00 (FROM PART C AND PART D)</b>		
Contributions Received from Political Committees (Part C)		\$
All Other Contributions (Part D)		\$
<b>TOTAL for the Reporting Period</b>	<b>(3)</b>	<b>\$</b>

<b>4. OTHER RECEIPTS - REFUNDS, INTEREST EARNED, RETURNED CHECKS, ETC. (FROM PART E)</b>		
<b>TOTAL for the Reporting Period</b>	<b>(4)</b>	<b>\$</b>

<b>TOTAL MONETARY CONTRIBUTIONS AND RECEIPTS DURING THIS REPORTING PERIOD</b> <i>(Add and enter amount totals from Boxes 1, 2, 3 and 4; also enter this amount on Page 1, Report Cover Page, Item B.)</i>	\$
---	----



## PART A

**CONTRIBUTIONS RECEIVED FROM POLITICAL COMMITTEES****\$50.01 TO \$250.00**

Use this Part to itemize only contributions received from political committees  
with an aggregate value from \$50.01 to \$250.00 in the reporting period.

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
				MO.	DAY	YEAR	
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					

Enter Grand Total of Part A on Schedule I, Detailed Summary Page, Section 2.

PAGE TOTAL

\$

**PART B**  
**ALL OTHER CONTRIBUTIONS**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**\$50.01 TO \$250.00**

Use this Part to itemize all other contributions with an aggregate value from  
\$50.01 to \$250.00 in the reporting period.  
(Exclude contributions from political committees reported in Part A.)

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
				MO.	DAY	YEAR	
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
		—					

Enter Grand Total of Part B on Schedule I, Detailed Summary Page, Section 2.	PAGE TOTAL \$
--	------------------



## PART C

# CONTRIBUTIONS RECEIVED FROM POLITICAL COMMITTEES

## OVER \$250.00

Use this Part to itemize only contributions received from political committees with an aggregate value over \$250.00 in the reporting period.

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
				MO.	DAY	YEAR	
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					
Full Name of Contributing Committee							\$
Mailing Address							\$
City	State	Zip Code (Plus 4)					\$
		—					

PAGE TOTAL

Enter Grand Total of Part C on Schedule I, Detailed Summary Page, Section 3.

\$

**PART D**  
**ALL OTHER CONTRIBUTIONS**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**OVER \$250.00**

**Use this Part to itemize all other contributions with an aggregate value of  
over \$250.00 in the reporting period.  
(Exclude contributions from political committees reported in Part C.)**

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer Name				Occupation			
Employer Mailing Address/Principal Place of Business							

Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer Name				Occupation			
Employer Mailing Address/Principal Place of Business							

Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer Name				Occupation			
Employer Mailing Address/Principal Place of Business							

Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer Name				Occupation			
Employer Mailing Address/Principal Place of Business							

Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer Name				Occupation			
Employer Mailing Address/Principal Place of Business							

**Enter Grand Total of Part D on Schedule I, Detailed Summary Page, Section 3.**

**PAGE TOTAL**  
**\$**

**PART E**  
**OTHER RECEIPTS**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

**REFUNDS, INTEREST INCOME, RETURNED CHECKS, ETC.**

**Use this Part to report refunds received, interest earned, returned checks and prior expenditures that were returned to the filer.**

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						
Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						
Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						
Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						
Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						
Full Name						
Mailing Address						
City	State	Zip Code (Plus 4)	MO.	DAY	YEAR	Amount \$
		—				
Receipt Description						

**Enter Grand Total of Part E on Schedule I, Detailed Summary Page, Section 4.**

**PAGE TOTAL**

**\$**



**IN-KIND CONTRIBUTIONS AND VALUABLE THINGS RECEIVED**

USE THIS SCHEDULE TO REPORT ALL IN-KIND CONTRIBUTIONS OF VALUABLE THINGS DURING THE REPORTING PERIOD.

**Detailed Summary Page**

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

<b>1. UNITEMIZED IN-KIND CONTRIBUTIONS RECEIVED - VALUE OF \$50.00 OR LESS PER CONTRIBUTOR</b>		
TOTAL for the Reporting Period	(1)	\$

<b>2. IN-KIND CONTRIBUTIONS RECEIVED - VALUE OF \$50.01 TO \$250.00 (FROM PART F)</b>		
TOTAL for the Reporting Period	(2)	\$

<b>3. IN-KIND CONTRIBUTION RECEIVED - VALUE OVER \$250.00 (FROM PART G)</b>		
TOTAL for the Reporting Period	(3)	\$

<b>TOTAL VALUE OF IN-KIND CONTRIBUTIONS DURING THIS REPORTING PERIOD</b> <i>(Add and enter amount totals from Boxes 1, 2, and 3; also enter on Page 1, Report Cover Page, Item F.)</i>	\$
--	----

SCHEDULE II  
PART F  
**IN-KIND CONTRIBUTIONS RECEIVED**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

VALUE OF \$50.01 TO \$250.00

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Description of Contribution:							
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Description of Contribution:							
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Description of Contribution:							
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Description of Contribution:							
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Description of Contribution:							

**Enter Grand Total of Part F on Schedule II, In-Kind Contributions Detailed Summary Page, Section 2.**

**PAGE TOTAL**  
\$

SCHEDULE II  
PART G  
**IN-KIND CONTRIBUTIONS RECEIVED**  
VALUE OVER \$250.00

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

				DATE			AMOUNT
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer of Contributor				Occupation			
Employer Mailing Address/Principal Place of Business				Description of Contribution			
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer of Contributor				Occupation			
Employer Mailing Address/Principal Place of Business				Description of Contribution			
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer of Contributor				Occupation			
Employer Mailing Address/Principal Place of Business				Description of Contribution			
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer of Contributor				Occupation			
Employer Mailing Address/Principal Place of Business				Description of Contribution			
Full Name of Contributor				MO.	DAY	YEAR	\$
Mailing Address				MO.	DAY	YEAR	\$
City	State	Zip Code (Plus 4)		MO.	DAY	YEAR	\$
Employer of Contributor				Occupation			
Employer Mailing Address/Principal Place of Business				Description of Contribution			

Enter Grand Total of Part G on Schedule II, In-Kind Contributions Detailed Summary Page, Section 3.

PAGE TOTAL  
\$



SCHEDULE III  
**STATEMENT OF EXPENDITURES**

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				
To Whom Paid			MO.	DAY	YEAR	Amount \$
Mailing Address			Description of Expenditure			
City	State	Zip Code (Plus 4) —				

Enter Grand Total of Expenditures on Page 1, Report Cover Page, Item D.

PAGE TOTAL  
\$

PAGE \_\_\_\_\_ OF \_\_\_\_\_

# SCHEDULE IV STATEMENT OF UNPAID DEBTS

Use this Section to itemize all unpaid debts and obligations  
which are outstanding at the end of the reporting period.

Name of Filing Committee or Candidate	Reporting Period From _____ To _____
---------------------------------------	---

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Name of Creditor					Outstanding Balance of Debt \$	
Mailing Address	DATE DEBT INCURRED	MO.	DAY	YEAR		
City	State	Zip Code (Plus 4) —				
Description of Debt						

Enter Grand Total of Unpaid Debts on Page 1, Report Cover Page, Item G.	PAGE TOTAL \$
---	------------------



# PENNSYLVANIA CAMPAIGN FINANCE REPORT

*This Report must be typed or printed legibly in blue or black ink.*

## INSTRUCTIONS

This form is intended for the use of candidates, political committees and contributing lobbyists who are required to disclose contributions and expenditures. Candidates must file separate reports when they make expenditures or receive contributions on their own behalf and separate from their campaign committee. A candidate's report discloses contributions received and expenditures made individually by the candidate. A contributing lobbyist's report discloses only expenditures the lobbyist personally made to influence the outcome of a candidate's election.

Candidates and their authorized political committees file reports in the office where their nomination documents are filed. If the candidate's reports are filed with the Secretary of the Commonwealth, a copy of the reports filed by the candidate and the authorized committee must be filed with the County Board of Elections in the county in which the candidate resides.

## REPORT COVER PAGE

The Report Cover Page identifies the filer, the type of report and what reporting period is covered. It also summarizes the detailed contribution and expenditure sections from the body of the report.

**Filer Identification Number** - This number is assigned by the Bureau of Commissions, Elections and Legislation to candidates and committees who register and file with the Secretary of the Commonwealth. A *candidate's* filer identification number is assigned by the Bureau when the candidate files nomination petitions. A *political committee* or *lobbyist* filer identification number is assigned when the committee or lobbyist files registration documents in the Bureau.

**Report Filed By** - Please indicate which type of filer you are by checking the appropriate box on the cover page.

**Name of Filing Committee, Candidate or Lobbyist, Street Address, City, State, Zip Code** - Please enter appropriate name and address.

**Type of Report** - Please place an "X" by the applicable report type.

**Amendment Report** - Check "Yes" only if the report is being filed to correct, add to, or in some way change a report that has already been filed.

**Termination Report** - Check "Yes" only if the filer has no cash balance, no unpaid debts or obligations, and wishes to cease operation. Contributing lobbyists may file a termination report if they do not anticipate making further contributions to influence the outcome of a candidate's election.

**Filing Method** - Indicate whether the complete report is filed on paper, or if the report is filed by diskette accompanied by the signed and notarized cover sheet.

**Name of Office Sought** - If filed by a candidate or candidate's committee, indicate office sought.

**Date of Election** - If this is a pre- or post-primary/election report, indicate the date of the primary or election.

**District Number** - If filed by a candidate or candidate's committee, indicate district in which candidate is seeking office.

**Office Code, Party Code and County Code** - If filed by candidate or candidate's committee, refer to code charts at the back of this report form. Enter the corresponding **code letters** for the office sought and the political party of the candidate; enter the corresponding **code number** for the county of residence of the candidate. Candidates for local offices who file only with the County Board of Elections should enter Office Code OTH for Other Offices.

**Summary of Receipts and Expenditures** - Enter the appropriate dates of the reporting period covered.

**Amount Brought Forward From Last Report (Item A)** - The balance, if any, as of the first day of the reporting period. For committees, it is the amount reported as the ending cash balance on the previous report filed, if any.

**Items B through G** - See detailed instructions on each corresponding schedule.

**Affidavit Section** - Must be sworn to by the filer acknowledging the accuracy of the report (Part I). On reports filed by a candidate's authorized committee, the candidate must sign an additional affidavit (Part II).

**Page Number** - Calculate the total number of pages in the completed report and indicate on top of cover page. Subsequent pages should be numbered consecutively.

**Reports Filed on Diskette:** The cover page must accompany all filings, including diskette filings. Diskette filings must also meet the technical specifications of the Department. These specifications are available at [www.dos.state.pa.us](http://www.dos.state.pa.us) or by contacting the Bureau.

## SCHEDULE I

### CONTRIBUTIONS AND RECEIPTS

**Detailed Summary Page** - provides a summary of all monetary contributions and receipts during the reporting period.

Item 1: Unitemized Contributions and Receipts represents the total amount of contributions and receipts of \$50.00 or less in the aggregate *per contributor* received during the reporting period. Items 2, 3 and 4: Enter the total for each section from the corresponding schedules in the report (Part A, Part B, Part C, Part D and Part E).

Enter the total from Schedule I on the Report Cover Page, Item B.

**Definition of Contribution:** Any payment, gift, subscription, assessment, contract, payment for services, dues, loan, forbearance, advance or deposit of money or any valuable thing, to a candidate or political committee made for the purpose of influencing any election in this Commonwealth or for paying debts incurred by or for a candidate or committee before or after any election. "Contribution" shall also include the purchase of tickets for events such as dinners, luncheons, rallies and other fund-raising events; the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; and any payments provided for the benefit of any candidate, including any payments for the services of any person serving as an agent of a candidate or committee by a person other than the candidate or committee or a person whose expenditures the candidate or committee must report under the act. The word "contribution" includes any receipt or use of anything of value received by a political committee from another political committee and also includes any return on investments by a political committee. (See 25 P.S. §3241)

#### Instructions for Reporting Contributions

The *aggregate* total of contributions from an individual contributor within a reporting period determines which part of the report form should be used to disclose a contribution or receipt. The form is designed to list the dates and amounts of as many as three separate contributions from the same source in one line item.

Contributions and receipts of \$50 or less, per contributor, during the reporting period, need not be itemized on the report. The total amount of all unitemized contributions should appear on **Schedule I, Contributions and Receipts Detailed Summary Page, Line 1**. A record must be kept of the receipt dates of contributions and the names and addresses of each person from whom a contribution of over \$10 has been received.

Contributions and receipts over \$50 to \$250 - report the name of the contributor, mailing address, amount and date received on **Schedule I, Part A, "Contributions Received from Political Committees,"** or **Part B "All Other Contributions."**

Contributions and receipts over \$250 - report the name of the contributor, mailing address, occupation, employer's name and address, amount and date received on **Schedule I, Part C, "Contributions Received from Political Committees,"** or **Part D, "All Other Contributions."**

**Receipts** - Use **Part E, "Other Receipts"** to report all *other* monetary receipts or income; e.g. refunds received, interest income, returned checks and prior expenditures that were returned to the filer during the reporting period.

**Address** - In all Parts, a complete address, including zip code, must be provided. Space is provided for the Zip Code Plus Four. The State block should be completed with the U.S. Postal Service's standard two-letter abbreviation, such as PA for Pennsylvania.

**Date** - all date blocks in the report must be completed with eight digits. For instance, March 24, 2000 would appear as 03 24 2000.

**Total** - of each Part should be transferred to the appropriate section on the **Schedule I, "Contributions and Receipts Detailed Summary Page"** (Page 2 of the report form).

**Occupation and Employer** - Part D, which lists individuals who have contributed over \$250, also requires the occupation and name and address of the employer of the contributor. Report the principal place of business of any contributor who is self-employed.

## SCHEDULE II

### *IN-KIND CONTRIBUTIONS RECEIVED*

**Detailed Summary Page** - provides a summary of all in-kind contributions and valuable things received during the reporting period.

Item 1: Unitemized In-Kind Contributions Received represents the total value of in-kind contributions of \$50.00 or less, in the aggregate per contributor, received during the reporting period.

Items 2 and 3: Enter the total for each section from the corresponding schedules in the report (Part F and Part G).

Enter the page total on Page 1, Report Cover Page, Item F.

**Part F and Part G** - Use these Parts to itemize in-kind contributions from individuals or political committees according to the dollar value of the contribution. The form is designed to list the dates and amounts of as many as three separate in-kind contributions from the same source in one line item. The amount is equal to the current market value of the item or service contributed.

*Totals* of Parts F and G should be transferred to the appropriate section on the **Schedule II Detailed Summary Page**.



## **SCHEDULE III**

### ***EXPENDITURES***

**Definition of Expenditure:** The payment, distribution, loan or advancement of money or any valuable thing by a candidate, political committee or other person for the purpose of influencing the outcome of an election; the payment, distribution, loan, advance or transfer of money or other valuable thing between or among political committees; the providing of a service or other valuable thing for the purpose of influencing the outcome of a nomination or election of any person to any public office to be voted for in this Commonwealth; or the payment or providing of money or other valuable thing by any person other than a candidate or political committee, to compensate any person for services rendered to a candidate or political committee. (See 25 P.S. §3241)

#### **Instructions for Reporting Expenditures**

Pursuant to state law, the Statement of Expenditures requires the filer to report the purposes for which funds were expended, the name and address of the entity to whom the expenditure was made, and the amount and date of each expenditure.

Vouchers for all expenditures over \$25.00 must be retained by the candidate or committee treasurer and shall be available for public inspection or copying. Filers are not required to submit vouchers with reports; however, vouchers must be retained for a period of three years.

Transactions between a candidate and his/her committee should be recorded on both the candidate's and committee's reports. For example, if a candidate contributes to or loans the committee money, the amount should appear on the candidate's report as an expenditure and on the committee's report as a receipt. A loan must also be reported by the recipient on the Statement of Unpaid Debts (Schedule IV).

## **SCHEDULE IV**

### ***STATEMENT OF UNPAID DEBTS***

All unpaid debts and obligations which are outstanding at the end of the reporting period must be reported. If a debt is incurred in one reporting period and not repaid, every report filed must continue to show the outstanding debt, even though there was no activity during the current reporting period.

A debt owed to an individual may be forgiven. A copy of the letter of forgiveness from the individual to the committee must accompany the report filed by the committee in the reporting period in which the debt was forgiven. A debt that is forgiven is considered a contribution to the committee. Such contributions from corporations or unincorporated associations are prohibited by the Election Code.

## REPORT FILING DEADLINES

**Sixth Tuesday Pre-Election** - Reporting period closes 50 days prior to election day. Filed only by candidates for Statewide office and political committees/lobbyists supporting such candidates.

**Second Friday Pre-Election** - Reporting period closes 15 days prior to election day. Filed by all candidates for nomination or election and political committees/lobbyists supporting such candidates.

**Thirty Day Post-Election** - Reporting period closes 20 days after election day. File 30 days after election day. Filed by all candidates for nomination or election and political committees/lobbyists supporting such candidates.

**Annual Report** - Reporting period closes December 31. File by January 31 of the year following the reporting period. Filed by all candidates for nomination or election, political committees and contributing lobbyists.

Political committees required to file pre-election reports must also file post-election reports.

**Postmarks** - are acceptable as proof of timely filing where report is sent by first class mail and postmarked by the U.S. Postal Service no later than the day prior to the filing deadline.

**Late filing fee** - A late filing fee of \$10.00 for each day or part of the day (excluding Saturdays, Sundays and holidays) that the report is overdue, plus an additional fee of \$10.00 for the first six days that a report is overdue will be assessed.

### County Code Table:

01 Adams	24 Elk	47 Montour
02 Allegheny	25 Erie	48 Northampton
03 Armstrong	26 Fayette	49 Northumberland
04 Beaver	27 Franklin	50 Perry
05 Bedford	28 Forest	51 Philadelphia
06 Berks	29 Fulton	52 Pike
07 Blair	30 Greene	53 Potter
08 Bradford	31 Huntingdon	54 Schuylkill
09 Bucks	32 Indiana	55 Snyder
10 Butler	33 Jefferson	56 Somerset
11 Cambria	34 Juniata	57 Sullivan
12 Cameron	35 Lackawanna	58 Susquehanna
13 Carbon	36 Lancaster	59 Tioga
14 Centre	37 Lawrence	60 Union
15 Chester	38 Lebanon	61 Venango
16 Clarion	39 Lehigh	62 Warren
17 Clearfield	40 Luzerne	63 Washington
18 Clinton	41 Lycoming	64 Wayne
19 Columbia	42 McKean	65 Westmoreland
20 Crawford	43 Mercer	66 Wyoming
21 Cumberland	44 Mifflin	67 York
22 Dauphin	45 Monroe	
23 Delaware	46 Montgomery	

### Party Code Table:

REP	Republican Party
DEM	Democratic Party
CST	Constitutional Party
LIB	Libertarian Party
REF	Reform Party
OTH	Other

### Office Code Table:

GOV	Governor
LTG	Lieutenant Governor
ATT	Attorney General
AUD	Auditor General
TRE	State Treasurer
SPM	Justice of the Supreme Court
SPR	Judge of the Superior Court
CCJ	Judge of the Commonwealth Court
STS	Senator in the General Assembly
STH	Representative in the General Assembly
CPJ	Judge of the Court of Common Pleas
MCJ	Judge of the Municipal Court
TCJ	Judge of the Traffic Court
OTH	Other (Candidates for local offices who file only with the County Board of Elections)