

State of West Virginia Campaign Financial Statement (Long Form) in Relation to 2008 Election Year

For political committees, list the current election year. For candidates, list the current campaign or the year of an open past campaign.

Supply all information requested. It is required by WV Code §3-8-5a.

MARSHALL COUNTY REPUBLICAN EXECUTIVE COMMITTEE		STEVEN MILLS	
Candidate or Committee Name		Candidate or Committee's Treasurer	
Political Party (for candidates)		707 GRANT STREET	
Office Sought (for candidates)		Treasurer's Mailing Address (Street, Route or P.O. Box)	
District/Division		MCMEEHEN W.D.A. 233-3597	
		City, State, Zip Code 26040	Daytime Phone #

Reporting Period (check one)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Annual Report _____ Calendar Year
(Due last Saturday in March or within 6 days thereafter. This report filed for old campaigns or year following most recent election) | <input type="checkbox"/> First Primary
(Due last Saturday in March or within 6 days thereafter. This is the first report for current election year reporting) | <input type="checkbox"/> Pre-primary Report
(Due 10 to 17 days before primary election) | <input type="checkbox"/> Post-primary Report
(Due 25 to 31 days after primary election) |
| <input checked="" type="checkbox"/> First General Report
(Due first Saturday in September or within 6 days thereafter) | <input type="checkbox"/> Pre-general Report
(Due 10 to 17 days before general or special election) | <input type="checkbox"/> Post-general Report
(Due 25 to 31 days after general or special election) | <input type="checkbox"/> Final Report
(Zero balance required. PAC must also file Form F-6 Dissolution) |
- ☐ **Amended Report** (check if applicable)
 You must also check box of appropriate reporting period
- *post general may also be final report if "0" balance*

REPORT TOTALS

Fill in totals after you complete pages for contributions, fundraisers, other income, in-kind contributions, loans, expenditures, unpaid bills.

CONTRIBUTIONS OF MONEY

Totals for this Period

1. Contributions - Schedule 1A	0 ⁰⁰ / ₁₀₀
2. Fund-raising Events - Schedule 2A	0 ⁰⁰ / ₁₀₀
3. TOTAL CONTRIBUTIONS (Add lines 1 and 2)	0 ⁰⁰ / ₁₀₀
4. Other Income - Schedule 3A	.33
5. Loans received - Schedule 1B	0 ⁰⁰ / ₁₀₀
6. TOTAL OTHER INCOME (Add lines 4 and 5)	.33
7. In-kind (non-cash) contributions - Schedule 4A	0 ⁰⁰ / ₁₀₀

CASH BALANCE SUMMARY

A. Beginning Balance (ending balance from previous report)	2205 ⁶³ / ₁₀₀
B. Total Receipts (Add lines 3 & 6)	.33
C. Subtotal (Add lines A & B)	2205 ⁹⁶ / ₁₀₀
D. Total Expenditures (Line 10)	1010 ⁰⁰ / ₁₀₀
E. Ending Balance (Subtract line D from line C)	1195 ⁹⁶ / ₁₀₀

**Cannot be negative balance*

EXPENDITURES

8. Itemized Expenditures - Schedule 2B	1,010 ⁰⁰ / ₁₀₀
9. Loan Repayment - Schedule 1B	0 ⁰⁰ / ₁₀₀
10. TOTAL EXPENDITURES (Add lines 8 and 9)	1,010 ⁰⁰ / ₁₀₀

OUTSTANDING LOANS/DEBTS

11. Unpaid Bills - Schedule 3B	0 ⁰⁰ / ₁₀₀
12. Outstanding Loans - Schedule 1B	0 ⁰⁰ / ₁₀₀
13. TOTAL DEBTS (Add lines 11 and 12)	0 ⁰⁰ / ₁₀₀

TOTAL RECEIPTS ELECTION YEAR-TO-DATE (Add line B from all reports)

\$3,248²⁸/₁₀₀

TOTAL EXPENDITURES ELECTION YEAR-TO-DATE (Add line D from all reports)

\$3,236⁷¹/₁₀₀

SCHEDULE 1A

CONTRIBUTIONS

\$250.00 OR LESS

(For information about contributions, see General Instructions, Page 3.)

[illegible]

**MAKE AS MANY COPIES
OF THIS PAGE AS YOU NEED**

Subtotal contributions of \$250.00 or less

\$ 0.00/100

SCHEDULE 1A
**CONTRIBUTIONS
OVER \$250.00**

(For information about contributions, see General Instructions, Page 3.)

DATE	INDIVIDUAL CONTRIBUTOR OR COMMITTEE'S NAME <i>By law, you must report an individual contributor's occupation and business affiliation. For a committee, you must report the affiliation (the group, association, corporation, or union with which it is connected.)</i>	AMOUNT
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	
	Full Name: Address: Contributor's job: (individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only)	

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OF THIS PAGE AS YOU NEED**

Subtotal contributions of more than \$250.00

\$ 0⁰⁰/₁₀₀

Subtotal contributions of \$250.00 or less

\$ 0⁰⁰/₁₀₀

(Enter Total on Page 1, line 1)

Total

\$ 0⁰⁰/₁₀₀

SCHEDULE 2A

FUND-RAISING EVENTS

EVENT SUMMARY

Date of Event _____	Type of Event _____
Name of Place Held _____	
Address of Place Held _____	
Total Receipts _____	Total Expenditures _____
NET RECEIPTS (Subtract total expenditures from total receipts) _____	

WARNING: ALL monies received by fundraisers must be reported under Schedule 2A, regardless of the type of fundraiser. If contributors and amounts are not listed, WV Code §3-8-5a requires that the money be turned over to the West Virginia General Revenue Fund. The only exception to this is detailed in West Virginia Code §3-8-5a and applies only to political party committees. (For additional information, see General Instructions, Page 4.)

\$250.00 OR LESS

OVER \$250.00

Date	Full Name	Amount	Date	Full Name: Address: Contributor's job: (Individual only) Where works: (Individual only) Affiliation: (Political committee only)	Amount
Subtotal contributions of less than \$250.00			Subtotal contributions of more than \$250.00		\$0 ⁰⁰ / ₁₀₀
			Subtotal contributions of \$250.00 or less		\$0 ⁰⁰ / ₁₀₀
			(Enter Total on Page 1, Line 2)		TOTAL
					\$0 ⁰⁰ / ₁₀₀

SCHEDULE 3A

OTHER INCOME: INTEREST, REFUNDS, MISCELLANEOUS RECEIPTS

(For information, see General Instructions, Page 4.)

Date	Source of Income	Type of Receipt	Amount
8/31/06	Interest From Checking Account	BANK STATEMENT	.33
(Enter Total on Page 1, line 4)			Total .33

SCHEDULE 4A

IN-KIND CONTRIBUTIONS

(For information, see General Instructions, Page 4.)

Date	Full name, address, occupation and place where works (if total contributions by individual or committee are more than \$250.00)	Description of contribution	Value (amount)
(Enter Total on Page 1, line 7)			Total \$0 ⁰⁰ / ₁₀₀

MAKE AS MANY COPIES
OF THIS PAGE AS YOU NEED.

SCHEDULE 1B

LOANS

West Virginia Code: §3-8-5f. Loans to candidates, organizations or persons for election purposes.

"Every candidate, financial agent, person or association of persons or organization advocating or opposing the nomination or election of any candidate or the passage or defeat of any issue or item to be voted upon may not receive any money or any other thing of value toward election expenses except from the candidate, his or her spouse or a lending institution. All loans shall be evidenced by a written agreement executed by the lender, whether the candidate, his or her spouse, or the lending institution. Such agreement shall state the date and amount of the loan, the terms, including interest and repayment schedule, and a description of the collateral, if any, and the full names and addresses of all parties to the agreement. A copy of the agreement shall be filed with the financial statement next required after the loan is executed."

The loan agreement **must** include all items asked for in the statute. (See above.) The loan agreement does not have to follow a certain format; generally, if all the required information is listed, any format is acceptable.

Candidates or political committees that take out a loan for the campaign through a bank or other commercial lending institution must include a copy of the loan agreement executed with that bank or institution. Candidates should not take out loans which are partially for personal use and partially for the campaign. It is almost impossible to keep reporting straight in this case.

Any money a candidate contributes to his or her campaign committee with the hope of repayment must be treated as a loan and reported in this section. When a candidate determines that no further repayment can be expected, the loan can be reported as repaid in this section by entering the amount left to repay in the repayments column and reporting the same amount as a contribution from the candidate in Schedule 1A. **These loans must be executed in writing. Caution: Candidates may not carry outstanding loans from one campaign to the next. Each campaign is separate. Funds from a current campaign cannot be used to repay a loan from a previous campaign.**

How to report loans

- Each loan for your campaign should be listed on a separate line. (Each time you loan money to the campaign or get a loan, it is considered to be a separate loan.) Include the following information on the form below:
 - loan(s) from prior reporting periods and the balance of each loan (Col. A.) If a payment was made on the loan, list that in Col. C. **Any loan that was repaid in previous reporting periods does not have to be listed.**
 - new loans, the amount (Col. B), any repayments (Col. C), and the balance (Col. D.)
- Add the amounts of all new loans (Col. B total) and carry that number to the Report Summary, Page 1, Col. A, line 5.
- Add the amounts of all repayments (Col. C total) and carry the total to the Report Summary, Page 1, Col. A, line 9.
- Add amounts of outstanding loans (Col. D total) and carry the total to the Report Summary, Page 1, Col. A, line 16.
- Attach a copy of the loan agreement for each loan received during the reporting period.**

SCHEDULE 1B

LOANS

(A copy of the loan agreement for each loan secured during this filing period must accompany this report)

Bank Loans: List name & address of financial institution Candidate or Candidate's Spouse Loans: List name, residence and mailing address of person(s) making or cosigning loan	Column A Balance of previous loan at end of period	Column B Amount of new loan received during period		Column C Repayments during period		Column D Balance outstanding at end of period
	Amount	Date	Amount	Date	Amount	Amount
1.						
2.						
3.						
4.						
5.						

(Enter Totals on Report Summary, Page 1.)

Totals

\$ 0 ⁰⁰ / ₁₀₀	\$ 0 ⁰⁰ / ₁₀₀	\$ 0 ⁰⁰ / ₁₀₀
-------------------------------------	-------------------------------------	-------------------------------------

ITEMIZED EXPENDITURES

[illegible]

1010%

UNPAID BILLS

Date	Full name, residence address (if a person) or business address (if a firm)	Purpose	Amount
<div> <div>(Enter Total on Page 1, Line 11)</div> <div>Total</div> </div>			\$0 ⁰⁰ / ₁₀₀

I, STEVEN W. MILLS, swear or affirm that the attached statement is true and correct, to the best of my knowledge, for all financial transactions occurring within the period covered by this statement.

Office Use Only

2008 SEP 29 AM 11:16

RECEIVED

STATE OF WEST VIRGINIA

CAMPAIGN FINANCIAL STATEMENT

Who must file

- All candidates for state, district, county and municipal public offices. (File Form F-7, this form.)
- All financial agents for candidates, treasurers for candidates' committees, political party committees, and political action committees. (File Form F-7, this form.)
- All persons who spend personal funds independently and without a candidate or committee's knowledge to advocate or oppose the nomination, election or defeat of any candidate. (Form F-7B)

What to report

- All money and all in-kind (non-cash) contributions received by the campaign or committee.
- All money and all things of value received as a loan to the campaign or committee, along with a copy of the loan agreement.
- All money spent by the campaign or committee for permitted activities.
- All required forms reporting employment of temporary election workers or campaign staff.
- All required forms reporting consultants, advertising agents, or persons who disperse money for candidates or committees.

Where to file

- File with the **secretary of state** if you are a candidate (or a committee, person or agent supporting candidates) for an office on the ballot in more than one county or legislative office.
- File with the **county clerk** if you are a candidate (or a committee, person or agent supporting candidates) for county office or non-legislative office entirely within a county.
- File with the **municipal recorder** if you are a candidate (or a committee, person or agent supporting candidates) running for city office.

When to file

- Candidates, their agents or committees must file all reports in the election year in which they are on the ballot, and annual reports until they repay all loans and/or disburse excess funds and file a final report. **Candidates who lose the primary election must file financial reports for the general election if they have outstanding loans or bills, or have money left in their campaign.**
- Political action committees and party executive committees must file all reports from the date they begin activity until they formally dissolve the committee by filing a final report and a Statement of Dissolution (Form F-6).
- Persons who make independent expenditures must file for any reporting period in which they have spent money.

After the campaign

To end your filing responsibilities, you must complete these steps:

1. Repay all loans, outstanding bills and disburse any excess funds (see WV Legislative Rule §146-3-7.)
2. When your campaign account has a zero balance, and all loans and bills are paid, you can file a final report. (Form F-7)
3. To file a final report, list any contributions or expenditures since your last report. Report the repayment of any loans. Mark the report as final in the appropriate box on the summary page, on Page 1 of the report.
4. For political action committees, file Form F-6, the Statement of Dissolution of a Committee, and the final campaign finance report. (Form F-7)

HOW TO COMPLETE THE CAMPAIGN FINANCE REPORT

A Step-by-Step Guide

Summary Page Candidate and Committee Information

1. **Fill in the election year covered by this report.** For candidates, this is the year you are or were on the ballot. For political committees, this will be the current election year. **(NOTE: Campaigns cannot overlap. If you want to use excess money from a past campaign, you must show the transfer of money on a reporting form. Until you file a final report for a past campaign, you must keep filing an Annual Report.)**
2. **On Page 1 of the report, list:** the candidate's name, office the candidate is seeking, and party affiliation. For political committees, list the committee's name.
3. **List information about the treasurer or financial agent:** the treasurer's name, mailing address, and daytime phone number. **NOTE:** If you have changed treasurers since filing your last report, and have not notified the office where you file your reports, you must also fill out and file Form F-5 (Notice of Change of Treasurer). **Until this is done, the former treasurer is still responsible for filing financial reports and can be held accountable if reports are not filed or if reports have errors.**
4. **Check the appropriate reporting period.** (Note: You may file a final report only if you have a zero balance and have no outstanding loans or bills. PACs that file a final report must also include a Statement of Dissolution (Form F-6).

Itemized contributions, other receipts, loans, expenditures, unpaid bills

1. **Turn to Page 2 and 3 of the report. List contributions you or your committee received.** For information about contributions, see General Instructions, page 3.
2. **Turn to Page 4 of the report. Fill in the information for Fund-raising Events.** If you have questions about fund-raising events, see General Instructions, page 4.
3. **Turn to Page 5 of the report. List all money, other than contributions, that your campaign or committee received. List in-kind contributions your campaign or committee received.** If you have questions about other receipts or in-kind contributions, see General Instructions, page 4.
4. **Turn to Page 6 of the report. If you received loans, list them here.** If you have questions about loans, see instructions at the top of page 6 in the report.
5. **Turn to Page 7 of the report. List how you spent campaign funds.** If you have questions about expenditures (how you spent your money), see General Instructions, page 5.
6. **Turn to Page 8 of the report. If you have unpaid bills, list them here.** If you have questions about unpaid bills, see General Instructions, page 5.

Summary Page numbers

1. **Fill in the totals on Page 1 of the report using numbers from the contribution, fund-raising, other receipts, in-kind contributions, loans, unpaid bills, and expenditures sections.**
2. **The numbers from the current reporting period should be listed in the first column.**
 - RECEIPTS:** Line 1: **CONTRIBUTIONS:** Enter the total from Contributions (Schedule 1A, pages 2 and 3).
Line 2: **FUND-RAISING EVENTS:** Enter the total from Fund-raising Events (Schedule 2A, page 4).
Line 3: **TOTAL CONTRIBUTIONS:** Add Line 1 to Line 2.
 - OTHER INCOME:** Line 4: **OTHER INCOME:** Enter the total from Other Income (Schedule 3A, page 5).
Line 5: **LOANS RECEIVED:** Enter total amount of new loans from Loans (Schedule 1B, page 6, Column B).
Line 6: **TOTAL OTHER INCOME:** Add Line 4 to Line 5.
Line 7: **IN-KIND CONTRIBUTIONS:** Enter total from In-Kind Contributions (Schedule 4A, page 5).
 - EXPENDITURES:** Line 8: **EXPENDITURES:** Enter the total from Expenditures (Schedule 2B, page 7).
Line 9: **LOAN REPAYMENT:** Enter the total repaid from Loans (Schedule 1B, page 6, Column C).
Line 10: **TOTAL EXPENDITURES:** Add Line 8 to Line 9.
 - OUTSTANDING:** Line 11: **UNPAID BILLS:** Enter the total from Unpaid Bills (Schedule 3B, page 8)
 - LOANS/DEBTS** Line 12: **OUTSTANDING LOANS:** Enter the total outstanding loan amount (Schedule 1B, page 6, Column D).
Line 13: **TOTAL DEBTS:** Add Line 11 to Line 12.
 - CASH BALANCE:** Line A: **BEGINNING BALANCE:** Enter the ending balance from your previous report. If this is your first report, the amount will be zero. (Money transferred from a past campaign is listed in Other Income, Schedule 3A, page 5).
Line B: **TOTAL RECEIPTS:** Add Line 3 to Line 6.
Line C: **SUBTOTAL:** Add Line A to Line B.
Line D: **TOTAL EXPENDITURES:** Enter the amount from Line 10.
Line E: **ENDING BALANCE:** Subtract Line D from Line C. This figure should equal funds in your campaign or committee's account.

Election Year-to-Date

Total Receipts Election Year-to-Date: Add line B from all previous reports for this election year. If it is your first report for this election it will equal the figure in line B. This will allow the public a quick reference to all monies entering your account.

Total Expenditures Election Year-to-Date: Add line D from all previous reports for this election cycle. If it is your first report for this election it will equal the figure in line D. This will allow the public a quick reference to all monies leaving your account.

Oath Page

Complete the oath page (Page 8). The report will not be considered complete without a signature.

GENERAL RULES GOVERNING CONTRIBUTIONS AND HOW TO REPORT THEM

Contributions - Schedule 1A

1. You must report the full name of the person or group that contributed money and the amount. **All money must be reported.**
2. If the contribution is more than \$50.00 (\$50.01 and up), the contribution cannot be cash. The contribution may be made by check, money order, credit card, or electronic fund transfer. You cannot accept foreign currency.
3. If contributions received from an individual or committee relating to an election total more than \$250.00 (\$250.01 and up), you must also report the residence and mailing address of the individual or committee. If the contributor is a person, you must also report what the contributor does to earn a living and the individual's primary employer. If the contributor is a committee, you must report the committee's affiliation (the group with which the committee is associated.)
4. **The maximum contribution allowed to any campaign for nomination or election to any office is \$1,000.00 (\$1,000.00 for the primary election and \$1,000.00 for the general election). A candidate may contribute any amount to his or her individual campaign committee.**
5. If a candidate spends his or her own money in the campaign, **that amount must be listed either as a contribution or a loan. If the money is listed as a contribution, that money cannot be returned.** If a candidate hopes to recover part of the money at the end of the campaign, **a loan must be executed in writing.** Report loans in Schedule 1B, Page 6 of the report. For more information about loans, see the instructions at the top of Page 6 of the report.

Anonymous contributions

1. If you can identify the donor, you must either report his or her identity or return the contribution to the donor.
2. If you cannot identify the donor, you must turn the money over to the State of West Virginia General Fund. Send an amount equal to the total of the anonymous contributions(s) to the State of West Virginia General Fund, c/o Secretary of State, Bldg. 1, Suite 157-K, 1900 Kanawha Blvd. East, Charleston, WV 25305-0770.
3. On your campaign finance report, list the anonymous contribution(s) and the amount(s) and date(s) on Schedule 1A, Page 2 of the report. Then, list the amount you sent from your campaign to the State of West Virginia General Fund in Schedule 2B, Page 7 of the report.
4. **DO NOT SPEND ANONYMOUS CONTRIBUTIONS FOR YOUR CAMPAIGN.**

Corporate contributions

Corporations cannot make direct political contributions. They can, however, set up a separate, segregated fund called a Political Action Committee (PAC) for the purpose of soliciting political contributions **from officers, stockholders, and administrative personnel**. These PACs can contribute to candidates and/or issues. Corporations **can** make contributions to support or oppose a ballot issue.

Political Action Committees

A Political Action Committee (PAC) may represent unions, professions, corporations, political parties, or other special interests. NOTE: PACs must be registered with the proper filing office. A PAC that is active only in a municipality files a statement of organization (Form F-4) with that municipality's clerk or recorder. A PAC that is active only in one county files a statement of organization (Form F-4) with that county's clerk. A PAC that is active in more than one county files a statement of organization (Form F-4) with the secretary of state. Reporting rules for PACs are the same as for individual contributors.

Membership organizations

Some political action committees may be considered "membership organizations" under state law. A membership organization is a group that grants certain rights and privileges to its members, such as the right to vote or hold an office within that organization, or uses a majority of its membership dues for purposes other than political purposes.

Contributions to membership organizations often take the form of payroll deductions. If the deduction (or portion of dues) which goes to the PAC or is used for political purposes equals \$25.00 or less per member during a calendar year, it can be reported by showing the amount each member paid and the number of members. For example, if the payroll deduction is \$3.00 per calendar year for 25 employees, it would be listed as : "25 employees @ \$3.00 each = \$75.00".

If the payroll deductions or dues exceed \$25.00 per member, the contributions are reported individually, the same as any other contribution. Also, if members make contributions independent of a payroll deduction or other assessment, the contribution must be listed like any other type of contribution.

FUND-RAISING EVENTS - Schedule 2A

General Rules and Instructions

Definition

A fund-raising event is "an event such as a dinner, reception, testimonial, cocktail party, auction or similar affair through which contributions are solicited or received by such means as purchase of a ticket, payment of an attendance fee or through the purchase of goods or services." (WV Code §3-8-5b). This definition also covers sales of food at bake sales or fair booths, memorabilia, T-shirts, buttons, and other items. Although raffles are commonly thought of as fundraisers, **candidates are prohibited by WV Code §47-21-2 from holding raffles.** Other organizations, such as political action committees, must have 501 (c) status with the WV Department of Tax and Revenue, and must have a license to conduct raffles. "Passing the hat" at meet-the-candidate dinners or other types of fundraisers usually brings in money anonymously. If the contributor can't be identified, the money must be turned over to the West Virginia General Fund.

How to report a fund-raising event

1. Fill out the event summary (top of Page 4 of the report). The information in the event summary is required by law. (WV Code §3-8-5a).
2. On the event summary, list the date of the event, the type of event (reception, dinner, etc.), place, address, total receipts, total expenditures, and net receipts. To get the net receipt, subtract total expenditures from total receipts.
3. List all contributors' names and amounts received. **If a contribution is more than \$250.00, or if that person or committee's total contributions to the candidate or committee for the election are more than \$250.00, you must also list the contributor's address, and in the case of a person, what that person does to earn a living, and where that person works. For a committee, list its affiliation. Contributions of more than \$50.00 cannot be cash. A contribution may be made by check, money order, credit card, or electronic fund transfer. Foreign currency cannot be used. DUPLICATE AS MANY PAGES AS YOU WILL NEED TO COMPLETE YOUR REPORT. If you use plain paper or attach a computer printout, include all required information, and number and label the pages by listing the fund-raising event and the event's date at the top of the page.**
4. List all itemized expenses (such as invitations, food, hall rentals) relating to any fund-raising events on Schedule 2B (Page 7).
5. Add total receipts from all fund-raising events. List this total on line 2 of the Report Summary.

What if I don't report all my contributions?

If your contributors' names are not listed as part of your fundraiser, they are considered to be anonymous contributions. Anonymous contributions are prohibited by state law and must be turned over to the West Virginia General Revenue Fund.

Exceptions

In 1994, the West Virginia Legislature passed a law that would allow **political party executive committees** to hold certain fundraisers without necessarily reporting individual contributions of monies received at those fundraisers. **Only fundraisers that involve the sale of food, beverages, services, novelty items, raffle tickets, or memorabilia may take advantage of this exception, as long as the total profits from such fundraisers do not exceed \$5,000 in a calendar year.** The names of individuals who spend less than \$50.00 a year do not need to be reported. Organizations that hold fundraisers need not report itemized contributions if the total profit is less than \$5000. **If individuals or organizations make purchases of more than \$50.00, or if the total profits from all such fundraisers exceed \$5000, the normal reporting requirements apply, and all names of all contributors and the amount they contributed must be reported. THIS EXCEPTION APPLIES ONLY TO POLITICAL PARTY EXECUTIVE COMMITTEES.**

OTHER INCOME - Schedule 3A

Receipts which are not contributions must also be reported. These include refunds on bills paid; interest on investments, checking accounts or savings accounts; sale of equipment; or any income not reported in contributions or in-kind contributions. If a candidate is transferring money from a past campaign to a new campaign, list the transfer of funds in this section.

IN-KIND CONTRIBUTIONS - Schedule 4A

(things of value other than money)

Contributions of things of value must be reported as in-kind contributions. Examples include: use of a car, an office or building; use of office equipment or telephones for campaign purposes; material for campaign signs; food for a fund-raising reception.

How to report an in-kind contribution:

- list the name of the contributor and the date the item was donated on Page 5 of the report. Assign a reasonable value to the contribution. If a person donates more than \$250.00, remember to include the address, what the donor does for a living, and the place where the donor works. If a committee donates more than \$250.00, include the committee's address and its affiliation. The affiliation is the group with which it is associated. (Remember that the \$1,000.00 donation limit applies also to in-kind contributions.)

LOANS - Schedule 1B

Every candidate, financial agent, person or association of persons or organization advocating or opposing the nomination or election of any candidate or the passage or defeat of any issue or item to be voted upon may not receive any money or any other thing of value toward election expenses except from the candidate, his or her spouse, or the lending institution. For each loan, the candidate or committee must include a loan agreement. Detailed instructions for completing the loan section and the loan agreement are on Page 6 of the report.

EXPENDITURES AND UNPAID BILLS - Schedules 2B and 3B

General Rules and Instructions

All expenditures made or liabilities incurred by a campaign must be reported. This requirement covers both actual payment and promises of payment.

For example, a candidate who has received a bill for \$500 worth of printing but has not paid the bill by the time the financial report is due, would report this as an **unpaid bill**. If the bill was paid by the time the report is due, the transaction would be listed as an **expenditure**.

West Virginia Code §3-8-9 lists permissible expenditures by candidates and committees. In 1986, the West Virginia Supreme Court ruled that this statute must be interpreted strictly. This means that if the item cannot be classified under §3-8-9 as a permissible expenditure, it is not allowed. To review the complete list of lawful campaign expenditures, see the 2003 edition of West Virginia Campaign Finance Laws and Regulations. Copies of the laws and rules are available from the secretary of state or your county clerk.

You must give ALL information specified in the column headings for your form to be complete.

When a lump sum payment is made to an advertising or campaign management firm which will disburse the money on behalf of the candidate, the agency must file a separate financial report under the same rules. The form for advertising agencies is F-7C. If the lump sum payment is made to an individual who is not required to file (for example, a campaign organizer who pays others to work outside the polls or to transport voters), the breakdown of who finally received the money as payment for goods or services must be included in this report.

PAYMENT OF CAMPAIGN STAFF AND ELECTION WORKERS

If you are paying people for time or expenses for your campaign, you must report those expenditures. **Workers and volunteers must fill out separate forms and return them to you before they can be paid.** The following forms must be used: F-8 (for campaign staff), F-9 (for temporary campaign workers and election day drivers), and F-11 (for reimbursement of volunteers). These forms must be attached to the campaign finance report.

Paid campaign staff means an individual employed by a candidate, party committee or political action committee who works in excess of twenty (20) hours per week on a regular and continuing basis, and who is paid a regular salary with deductions for withholding tax and social security obligations.

Paid election worker means an individual employed by a candidate, party committee, or political action committee on a temporary or irregular basis. An election worker's pay, including direct or indirect payments for expenses, shall not exceed six dollars (\$6.00) per hour up to a maximum of fifty dollars (\$50.00) per day regardless of the source or sources of the payment or the hours worked in any given day. A candidate or candidate's authorized committee can employ up to one election worker per number of precincts within the area the candidate is seeking to represent. (Example, in a delegate district with 30 precincts, 30 workers may be employed for 1 day; or three workers may be employed for 10 days; or, any variation, so long as the number of worker days does not exceed the total precincts within that delegate district.

Volunteer election worker means an individual who provides services to a candidate or committee without pay or other compensation for services, not including expenses. A volunteer can be reimbursed up to \$15.00 a day for actual expenses. Out-of-pocket expenses (such as supplies or services) for the campaign may be fully reimbursed if a receipt for the goods or services is given to the campaign. **FOR DETAILED INFORMATION ABOUT PAYMENT OF CAMPAIGN STAFF AND ELECTION WORKERS, SEE WEST VIRGINIA CODE OF STATE RULES ON CAMPAIGN FINANCE (§146-4-1.)**

PENALTIES

According to West Virginia Code §3-8-7, failure to file a financial statement is a misdemeanor, punishable by up to a year in jail, a fine of \$500, or both, in the discretion of the court. This penalty also applies to "grossly incomplete or inaccurate" financial statements. Civil penalties of \$25.00 a day for each day a report is late or grossly inaccurate may also be levied. Further, candidates that have not filed the required financial reports cannot assume the duties of their office until all required reports are properly filed.

West Virginia law allows the secretary of state (or the county clerk or municipal clerk/recorder) to review or audit financial reports in order to ensure compliance with campaign finance law. They are required to submit the names of individuals who have failed to file financial statements, or have filed incomplete or inaccurate financial statements, to the county prosecuting attorney for action.

REPORTING CYCLE FOR POLITICAL COMMITTEES

The election reporting cycle for a political action committee starts with the annual report in an election year. The cycle ends with the annual report in an off-election year. For example, for the 2004 election cycle, the first report, due March 27 through April 2, 2004, will be the first report. The last report of the 2004 election cycle will be the 2005 annual report, which is due the last Saturday in March and 6 days thereafter.

CASH BALANCE SUMMARY

The cash balance summary lists the beginning balance, total receipts for the reporting period, the total expenditures for the reporting period, and the ending balance.

For candidates, an election reporting period begins when the candidate files a pre-candidacy form or files for office. It ends when all debts and/or loans of that campaign are paid, and the campaign's cash balance is zero. The beginning balance of the first report of a campaign will be zero. If a candidate is transferring money to a campaign, do not list that transfer as the beginning balance. It is listed under the Other Income section (Schedule 3A, page 5).

NOTE: EACH CAMPAIGN MUST BE KEPT SEPARATE. IF YOU ARE TRANSFERRING MONEY FROM A PREVIOUS CAMPAIGN, FILE A REPORT FROM THAT PREVIOUS CAMPAIGN, SHOWING THE TRANSFER AS AN EXPENDITURE. LIST THE YEAR OF THE PREVIOUS CAMPAIGN AT THE TOP OF PAGE 1 OF THE REPORT, ON THE LINE "CAMPAIGN FINANCIAL STATEMENT IN RELATION TO ____ ELECTION YEAR."

The ending balance is what a candidate or political committee has left at the end of the reporting period. This cannot be a negative number. If expenditures are more than contributions and income, the candidate has two options: 1. contribute money to the campaign; 2. loan his or her personal money to the campaign or secure a loan from a spouse or financial institution for the campaign.

REPORTING PERIODS

First primary or annual report	Last Saturday in March or within six days thereafter
Pre-primary report	Ten to seventeen days before the primary election
Post-primary election	Twenty-five to thirty-one days following the primary election
First general report	First Saturday in September or within six days thereafter
Pre-general report	Ten to seventeen days before the general or special election
Post-general report	Twenty-five to thirty-one days following the general election

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