# CAMPAIGN FINANCIAL STATEMENT

Short Form May Relating to Elections Held in <u>20</u>02

Please check the appropriate box to indicate which report you are filing

First or Annual:  Due last Saturday  in March or within  15 days thereafter	Pre-Primary: Due 7 - 10 days before a primary election.	Due 25 - 30 days  after a primary election.  Due 25 - 30 days  or	e-General: ne 7 - 10 days fore a general special election.	<del>-</del>
Final report: Campaig (YOU MUST FILE A S ACTION COMMITTE	STATEMENT OF DISSOLU	ind no loans or bills outstand FION WITH THIS REPORT II	ing. There will F THE FILING	IS FOR A POLITICAL
Have you had any	d any miscellaneous receipts	r campaign? s, such as refunds or interest	☐ Yes ☐ Yes ☐ Yes	SI, No SI) No SI) No
Do you have any t Have you or anyo	unpaid bills? ne else given an in-kind cor	ntribution to your campaign? E QUESTIONS, YOU MU	☐ Yes ☐ Yes ST FILL OUT	
Candidate				Phone
Residence Address (Street, Cit	ry, State, Zip)			(County)
Mailing Address (If Different)			· <u></u>	
Office		District/Circuit/Division	٦	Party
Candidate Committee/PAC <u>UPSHUR County Pepu</u> Treasurer  Linda 5. De Barr	Residence/Ma	Address(Street, City, S Buck hannon, WV illing Address (Street, City, State, Zip burg Pd., Buckhan	26201	
REPORT SUMMAR		MIZED SCHEDULES BEFOR		
Receipts	Schedule	Column A: This Period	Column t	B: Election-To-Date
<ol> <li>Itemized Contribution</li> <li>Candidate Contribution</li> <li>TOTAL RECEIPTS</li> </ol>				
Expenditures			<u> </u>	
<ul><li>4. Itemized Expenditure</li><li>5. TOTAL EXPENDITURE</li></ul>		55.00 35.00		
Cash Balance Summary				<b>0</b> 2
<ol> <li>Total Receipts (From</li> <li>Sub Total (Line 7 + Line</li> <li>Total Expenditures (From</li> <li>Ending Balance (Line</li> </ol>	ine 8) From Line 5)	334.73 -334.73 -55.00 279.73	TETAY CE STATE	RECEIVED  No. 13 MID 1

## INSTRUCTIONS FOR REPORT SUMMARY

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- 1. Fill in the election year covered by this report. Campaigns should not overlap, so keep finances from other election years separate. For candidates, an election reporting period starts when the candidate files a pre-candidacy form or files for office, and ends when all debts of that campaign are paid. Political action committees supporting several candidates or ballot issues and conducting fundraising events from year to year should begin the next election year with the last Saturday in March following an election year.
- 2. Check the box next to the description of the report being filed. You may only file a final report 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.
- 3. Answer the questions listed. If you have received any loans, had any fundraisers, have any unpaid bills, have any miscellaneous receipts (refunds, interest earned, etc.) or have given or received any in-kind contributions to your committee, you must fill out Form F-7 instead of the short form.
- 4. If filing a candidate's campaign report, fill out both the name and address for the candidate or committee. If filing a PAC report, fill out only the committee's name, address, and treasurer information.
- 5. Complete Schedules 1A-2A. AFTER you've completed the itemized report, fill in the totals from those schedules in Column A as follows:

### **RECEIPTS**

- Line 1: ITEMIZED CONTRIBUTIONS: Enter the amount from Schedule 1A that represents non-candidate contributions.
- Line 2: CANDIDATE CONTRIBUTIONS: Enter the amount from Schedule 1A that represents the amount contributed to the campaign from the candidate.
- Line 3: TOTAL RECEIPTS: Enter the total of lines 1 and 2 in Column A

## **EXPENDITURES**

- Line 4: ITEMIZED EXPENDITURES: Enter the total from Schedule 2A
- Line 5: TOTAL EXPENDITURES: Enter the total of Line 4
- 6. After entering the figures in Column A, add them to the figures in Column B and enter them for your year-to-date summary. If you're filing your first report, the figures in both Column A and B should be identical.

## CASH BALANCE SUMMARY

- Line 7: **BEGINNING BALANCE**: Enter the ending balance from your previous report. If this is your first report, the amount should be zero unless you are carrying over money left over from a previous campaign.
- Line 8: TOTAL RECEIPTS: Enter total receipts from Line 3, Column A
- Line 9: SUB TOTAL: Enter the total of Lines 6 and 7, Column A
- Line 10: TOTAL EXPENDITURES: Enter the amount from Line 5, Column A Line 11: ENDING BALANCE: Enter the difference between Line 9 and Line 10.

## WHERE TO FILE

File with the **secretary of state** if you are a candidate (or a committee, person or agent supporting candidates) for legislative office or other offices on the ballot in more than one county, or you are supporting or opposing an issue on the ballot in more than one county.

File with the county clerk if you are a candidate (or a committee, person or agent supporting candidates) for county offices, or single-county judicial circuits, or you are supporting or opposing an issue on the ballot in only one county.

File with the municipal recorder if you are a candidate (or a committee, person or agent supporting candidates) running for city office or you are supporting or opposing an issue on the ballot only in a city.

## ITEMIZED CONTRIBUTIONS(CANDIDATE & INDIVIDUAL): CASH OR CHECK RECEIPTS (SCHEDULE 1A)

\$250 or less

\$250 or more

Date	Full Name	Amount	Date		Amount
				Full Name: Address:	
				Occupation/ Business Affiliation:.	
				Full Name: Address:	
				Occupation/ Business Affiliation:.	
				Full Name: Address:	
				Occupation/ Business Affiliation:	
				Full Name: Address:	
				Occupation/ Business Affiliation:	
				TOTAL (Both columns):	

## ITEMIZED EXPENDITURES (SCHEDULE 2A)

Date	Full residence address (if person) or business address (if firm), mailing address	Purpose	Amount
5/06/02	Rose Clatter	Election Work	50.00
702	Bank one, Buckhannon, WV 26201	Service Charge	6,00
		TOTAL:	55 20

OATH OR AFFIRMATION				
State of West Virginia, County of Upshar				
I, Linda 5 De Barr swear or affirm that the attached knowledge, of all financial transactions occurring within the period covered by this star committee have not accepted any loans, had any fundraisers, or accepted or made any reporting period.	tement. I also swear or amrim that I or my campaign			
Linda S. D. Signature of Can	didate, Agent, or Treasurer			
Subscribed and sworn to before me this 12th day of June 192002				
OFFICIAL STAL  NOTARY PUBLIC STATE OF MEST MIRGINIA CAROL J. SMITH RT. 3, BOX 217-C BUCKHANNON, WV 28201 My Commission Expires July 13, 2004	My Commission expires			
BUCKHANNON, WV 28201 My Commission Expires July 13, 2004	Carry Public Signature of Notary Public			

Note: <u>All</u> notaries <u>must</u> use a rubber stamp or seal when notarizing any document. Failure to do so may lead to the revocation of the notary's commission.

## GENERAL RULES GOVERNING CONTRIBUTIONS AND THEIR REPORTING

### When a person, political committee, association or firm contributes money:

- a. Whatever the amount, you must report the full name of the person or group and the amount;
- b. If the amount totals more than \$50.00 (\$50.01 and up), it must be by check, money order, or other means of non-cash payment;
- c. If the amount of contributions received from one person or group relating to this election year totals more than \$250.00 (\$250.01 and up), you must also report the residence and mailing address, and in the case of a person, the major business affiliation and occupation;
- d. The maximum contribution allowed in connection with any campaign for nomination or election to any election to any elected office is \$1000.00 (\$1000.00 for the primary and \$1000.00 for the general election), except that a candidate may contribute any amount to his or her individual campaign committee.
- e. If a candidate spends his or her own money in the campaign, that amount must be listed as a contribution in Schedule 1A.

## When a contribution is anonymous:

- a. If you can identify the donor, you must either properly report his/her identity or return the contribution to the donor.
- b. If you cannot identify the donor, report the contribution in Schedule 1A. You must then send an amount equal to the total of the anonymous contribution(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.
- c. Do not spend anonymous contributions for your campaign.

#### When a corporation wants to contribute:

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 make political contributions in support or opposition to candidates or issues.

# INSTRUCTIONS FOR SCHEDULE 1A

- 1. Enter all contributions from the candidate, other individuals, firms, and associations. If you received contributions from a fundraising event, you must fill out Form F-7. Use the left half of the page for contributions of \$250.00 or less and the right half for contributions of more than \$250.00.
- 2. For each contribution, enter the information as follows:
  - a. The date (month/day/year) the contribution was received.
  - b. The full name of each contributor. (For an individual, give the first, middle, and last. If you can't identify the donor, write "anonymous" in this column. Report the aggregate amount of all anonymous contributions on one line.
  - c. If the contribution exceeds \$250.00 for this report or for the election-to-date, enter the occupation and major business affiliation, the complete mailing address and the residence or location address.
  - d. The amount of the contribution.
- 3. Total all contributions for the period and carry the total to Line 1 of the Report Summary. If the candidate has made any contributions, enter this total on Line 2 of the Report Summary.

# ITEMIZED EXPENDITURES General Rules and Instructions for Schedule 2A

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

If your campaign has incurred any unpaid bills for this period, you must fill out Form F-7 instead of the short form.

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

Enter the correct information for each transaction in the columns in Schedule 2A. Total all expenditures and transfer the amount to Line 5 of the Report Summary.