

# State of West Virginia Campaign Financial Statement (Long Form) in Relation to \_\_\_\_\_ 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.

<i>Mona S. Morgan</i> Candidate or Committee Name	<i>Mona S. Morgan</i> Candidate or Committee's Treasurer
Political Party (for candidates)	<i>Rt. 3 Box 96</i> Treasurer's Mailing Address (Street, Route or P.O. Box)
Office Sought (for candidates)	<i>Salem, WV</i> City, State, Zip Code <i>26426</i> Daytime Phone # <i>(304) 782-2073</i>

### Reporting Period (check one)

- 2003 -*
- Annual Report 2004 Calendar Year**  
(Due last Saturday in March or within 6 days thereafter. This report filed for old campaigns or year following most recent election)
- First Primary**  
(Due last Saturday in March or within 6 days thereafter. This is the first report for current election year reporting)
- Pre-primary Report**  
(Due 10 to 17 days before primary election)
- Post-primary Report**  
(Due 25 to 31 days after primary election)
- First General Report**  
(Due first Saturday in September or within 6 days thereafter)
- Pre-general Report**  
(Due 10 to 17 days before general or special election)
- Post-general Report**  
(Due 25 to 31 days after general or special election)
- 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	<i>\$ 2613.00</i>
2. Fund-raising Events - Schedule 2A	<i>Lin. D. Din, ox Boat</i>
<b>3. TOTAL CONTRIBUTIONS</b> (Add lines 1 and 2)	<i>\$ 2613.00</i>
4. Other Income - Schedule 3A	0
5. Loans received - Schedule 1B	0
<b>6. TOTAL OTHER INCOME</b> (Add lines 4 and 5)	0
7. In-kind (non-cash) contributions - Schedule 4A	0

#### CASH BALANCE SUMMARY

A. Beginning Balance (ending balance from previous report)	<i>\$ 3,970.58</i>
B. Total Receipts (Add lines 3 & 6)	<i>\$ 2,613.00</i>
C. Subtotal (Add lines A & B)	<i>\$ 6,583.58</i>
D. Total Expenditures (Line 10)	<i>\$ 2,444.92</i>
E. Ending Balance (Subtract line D from line C)	<i>\$ 4,138.66</i>

*\*Cannot be negative balance*

#### EXPENDITURES

8. Itemized Expenditures - Schedule 2B	<i>\$ 2,444.92</i>
9. Loan Repayment - Schedule 1B	0
<b>10. TOTAL EXPENDITURES</b> (Add lines 8 and 9)	<i>\$ 2,444.92</i>

#### OUTSTANDING LOANS/DEBTS

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

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

*2613.00*

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

*2444.92*



**SCHEDULE 1A**

**CONTRIBUTIONS  
OVER \$250.00**

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

DATE	<b>INDIVIDUAL CONTRIBUTOR OR COMMITTEE'S NAME</b> <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)	

**Subtotal contributions of more than \$250.00**

**Subtotal contributions of \$250.00 or less**

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OF THIS PAGE AS YOU NEED**

(Enter Total on Page 1, line 1)

**Total**

0



**SCHEDULE 3A**

**OTHER INCOME: INTEREST, REFUNDS, MISCELLANEOUS RECEIPTS**

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

Date	Source of Income	Type of Receipt	Amount
(Enter Total on Page 1, line 4)			<b>Total</b> 0

**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)			<b>Total</b> 0

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**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**

1. 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:
  - a. 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.**
  - b. new loans, the amount (Col. B), any repayments (Col. C), and the balance (Col. D.)
2. Add the amounts of all new loans (Col. B total) and carry that number to the Report Summary, Page 1, Col. A, line 5.
3. Add the amounts of all repayments (Col. C total) and carry the total to the Report Summary, Page 1, Col. A, line 9.
4. Add amounts of outstanding loans (Col. D total), and carry the total to the Report Summary, Page 1, Col. A, line 16.
5. **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	Column B		Column C		Column D
	Balance of previous loan at end of period	Amount of new loan received during period		Repayments during period		Balance outstanding at end of period
	Amount	Date	Amount	Date	Amount	Amount
1.						
2.						
3.						
4.						
5.						

0	0	0
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(Enter Totals on Report Summary, Page 1.) **Totals**

**SCHEDULE 2B**

**ITEMIZED EXPENDITURES**

(For information on Expenditures, see General Instructions, Page 5.)

Date	Full name, residence address (if a person) or business address (if a firm)	Purpose	Amount expenditure
5/3/03	Shirley Williams West Union, WV 26456	Campaign	\$ 500.00
5/3/03	County Clerk's office west	Copy Paper	3.95
5/3/03	Post Office Box	for mail	65.00
5/13/03	Tyler printing tickets	Tickets	30.47
5/14/03	Wadd. Co. 4-H Leader Assc.	preparing dinner	1040.00
7/17/03	Herald Record	Full Page Ad	252.00
6/13/03	Salem Florist	Centerpiece	26.50
9/4/03	State Republican Committee	donation	500.00
9/4/03	Jammy <del>Beamer</del> Beamer	printing tickets	14.00
10/30/03	Annie Rominger	supplies	13.00

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(Enter Total on Page 1, line 8)

**Total**

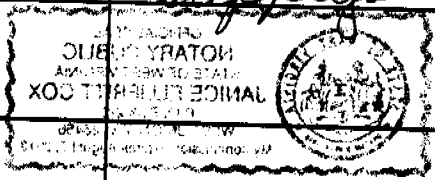
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**SCHEDULE 2B**

**ITEMIZED EXPENDITURES**

(For information on Expenditures, see General Instructions, Page 5.)

Date	Full name, residence address (if a person) or business address (if a firm)	Purpose	Amount expenditure
5/3/03	Shirley Williams	Campaign	500.00
5/3/03	Janice Cox	copy of paper	3.95
5/3/03	Post office Box	P.O. Box	65.00
5/13/03	Tyler Printing	tickets	30.47
5/14/03	Dodd Co. 4H Leaders	preparing med.	1040.00
7/17/03	Herald Record	full page add.	252.00
6/13/03	Salem Florist	centerpiece	26.50
9/4/03	State Republican Comm.	donation	500.00
9/4/03	Tammy Beamer	tickets	14.00
10/30/03	Annie Rominger	supplies	13.00



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(Enter Total on Page 1, line 8, Col. A.) **Total** 2444.92



# 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)