

# State of West Virginia Campaign Financial Statement for Elections in 2002

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>Munroe Co. Rep. Executive Comm.</i>		<i>Sylvia D. Riffe</i>	
Candidate or Committee Name		Candidate or Committee's Treasurer	
<i>Republican</i>		Treasurer's Mailing Address (Street, Route or P.O. Box)	
Political Party (for candidates)		<i>Box 277, Lindsay, WV 24951</i>	
Office Sought (for candidates)		City, State, Zip Code	Daytime Phone #

### Reporting Period (check one)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b>First Primary or Annual Report</b><br>(Due last Saturday in March or within 15 days thereafter)                      | <input type="checkbox"/> <b>Pre-primary Report</b><br>(Due 7 to 10 days before primary election)            | <input type="checkbox"/> <b>Post-primary Report</b><br>(Due 25 to 30 days after primary election)            |
| <input type="checkbox"/> <b>First General Report</b><br>(Due last Saturday in September or within 15 days thereafter preceding general election) | <input type="checkbox"/> <b>Pre-general Report</b><br>(Due 7 to 10 days before general or special election) | <input type="checkbox"/> <b>Post-general Report</b><br>(Due 25 to 30 days after general or special election) |
- Final Report** (Campaign fund has zero balance, and no loans or outstanding bills. Political Action Committees must also file a Statement of Dissolution (Form F-6) with this report.)
- Annual Report*

### REPORT SUMMARY

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

CONTRIBUTIONS OF MONEY	Column A Total for this reporting period	Column B: Election Cycle-to-Date Add Col. A to last report's Col. B
1. Contributions - Schedule 1A	—	
2. Fund-raising Events - Schedule 2A	—	
3. <b>TOTAL CONTRIBUTIONS</b> (Add lines 1 and 2)	—	
4. Other Income - Schedule 3A	—	
5. Loans received - Schedule 1B	—	
6. <b>TOTAL OTHER INCOME</b> (Add lines 4 and 5)	—	
7. In-kind (non-cash) contributions - Schedule 4A	—	

### EXPENDITURES

8. Itemized Expenditures - Schedule 2B	—	
9. Loan Repayment - Schedule 1B	—	
10. <b>TOTAL EXPENDITURES</b> (Add lines 8 and 9)	—	

### CASH BALANCE SUMMARY

11. <b>Beginning Balance</b> (From previous report)	1330	16. <b>Outstanding Loans - 1B</b>	—
12. <b>Total Receipts</b> (Add lines 3 and 6, Column A)	—	17. <b>Unpaid Bills 3B</b>	—
13. <b>Subtotal</b> (Add lines 11 and 12, Column A)	1330	18. <b>Total Debts</b>	—
14. <b>Total Expenditures</b> (Line 10, Column A)	—	(Add lines 16 and 17)	
15. <b>Ending Balance</b> (Subtract line 14 from line 13)	1330		

Note: The ending balance can't be a negative number. If you have a question about this, see General Instructions, Page 6 under Cash Balance Summary. The ending balance will be the beginning balance on your next report.



**SCHEDULE 1A**

**CONTRIBUTIONS  
OVER \$250.00**

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

<b>DATE</b>	<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>	<b>AMOUNT</b>
	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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	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**

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

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OF THIS PAGE AS YOU NEED**



**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, Col. A.) **Total**

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**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)

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OF THIS PAGE AS YOU NEED.**

(Enter Total on Page 1, line 7, Col. A.) **Total**

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# 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.						

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

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