

BOARD OF SUPERVISORS OF ELECTIONS FOR THE CITY OF FREDERICK
Campaign Contributions and Expenditures Report Summary Sheet

Report Number _____

Campaign Account: _____ Report Due Date: _____

Office Sought: _____ Report Filed Date: _____

Transaction Period → This Report covers transactions beginning _____ and ending _____.
Date Date

Candidate's Name: _____

Address: _____
Street City Zip Code

Treasurer's Name: _____

Address: _____
Street City Zip Code

REPORTING DEADLINES:

1. The FIRST report shall be filed no later than NOON of the 30th day before the primary election.
2. The SECOND report shall be filed no later than NOON of the 30th day before the general election.
3. The THIRD report shall be filed no later than NOON of the 7th day before the general election.
4. The FOURTH report shall be filed within 30 days following the date of the general election.
5. A FINAL report must be filed to close a campaign finance entity in accordance with Section 7-16(d) of the City Code.
The fourth report may be deemed the final report if it is clearly marked as such.

All reports shall be complete through and including the fourth day preceding the day by which the report is to be filed.

Bank Account Name: _____ Bank Account Number: _____

Bank Account Balance* _____

* As of the report transaction ending date.

Contributions: _____ Expenditures: _____

Prior Balance: _____ + Total Contributions: _____ - Total Expenditures: _____
= **Cash Balance** _____ (Carry forward this balance to your next report).

Under penalty of perjury, we declare that we have examined this report, and to the best of our knowledge and belief it is complete and accurate.

(Date)
Signature of Candidate

(Date)
Signature of Treasurer

All Reports must bear original signatures.

FREDERICK CITY BOARD OF SUPERVISORS OF ELECTIONS

Campaign Contributions and Expenditures Report

Instructions

Step 1

- Enter your Report Number (1, 2, 3, 4 or Final)
- Enter your Campaign Account name on each page
- Enter the Report Due Date on each page
- Enter the page number and the total number of pages for the report

Step 2 – Summary Sheet

- **Office Sought** – either Mayor or Board of Aldermen
- **Report Filed Date** – the date the report is filed with the Board of Supervisors of Elections
- **Transaction Period** – starting and ending date for this reporting period. For the first report, this includes any contributions or expenditures since the closing date of the last report in the preceding election.
- **Bank Account Name and Number** – as listed with the financial institution
- **Bank Account Balance** – as of the report transaction ending date
- **Contributions** – all contributions for this reporting period
- **Expenditures** – all expenditures for this reporting period
- **Prior Balance** – the prior balance, if any, from the previous report
- **Total Contributions** – figure from Contributions line
- **Total Expenditures** – figure from Expenditures line
- **Cash Balance** – Add Prior Balance and Total Contributions and subtract Total Expenditures to get this figure
- **Candidate and Treasurer Signature** – both the candidate and treasurer must sign and date the report

Step 3 – Contributions

- **Date Received** – enter the date each contribution is received
- **Name and Address of Contributor** – enter the name and address of the contributor. Include contributions from other candidates, political parties, slates, corporations, labor unions or businesses. If the contribution is not from an individual, enter the name and address of the entity from which it is received.
- **Contribution Amount** – enter the amount of the current contribution. If the contribution is not money, describe the contribution and estimate its dollar value.
- **Check/Cash** – Put a check (✓) in the appropriate box to indicate whether the contribution was made by check or cash.
- **Totals This Page** – after completing the page, enter in the last row the total contribution amount. After completing all contribution pages, enter the grand total on the Summary Sheet.

Step 4 – Expenditures

- **Date** – enter the date the expenditure was made
- **Check No.** – enter the check number for all expenditures made from the campaign's checking account
- **Name and Address of Payee** – enter the name and address of the payee. The payee is the person or entity who is the ultimate recipient of the campaign funds.
- **Nature of Expenditure** – enter a description that best fits the type of expenditure
- **Amount** – enter the amount of the expenditure

After entering all expenditures, enter the grand total on the Summary Sheet.