CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

INSTRUCTIONS FOR

SEEC FORM 30

ITEMIZED CAMPAIGN FINANCE DISCLOSURE STATEMENT

Revised May 2016

For use by

Treasurers of Exploratory and Candidate Committees for

Statewide and General Assembly Elections

SEEC MAILING ADDRESS:

STATE ELECTIONS ENFORCEMENT COMMISSION
CAMPAIGN FINANCE DISCLOSURE UNIT—3RD FLOOR
20 TRINITY STREET
HARTFORD, CONNECTICUT 06106-1628

SEEC TELEPHONE NUMBER:

MAIN NUMBER: 860-256-2940

TOLL FREE WITHIN CT: 866-SEEC-INFO

SEEC WEBSITE ADDRESS: www.ct.gov/seec

eCRIS enables campaign treasurers of exploratory and candidate committees for Statewide office and General Assembly to electronically submit required committee registration information and campaign finance statements.

See the Commission's website www.ct.gov/seec for more information.

GENERAL INSTRUCTIONS

- Type or print clearly all information in black or blue pen. **Please do not use pencil**.
- SEEC staff is available to answer legal compliance questions and advise on how to complete this form (860-256-2940).
- If additional pages are needed to complete all information required in each section of the form, please reproduce the "Additional Page" for the appropriate section (found in back of SEEC Form 30), and attach the page(s) to the section.
- *Candidate, Exploratory and Political Slate Committees for Municipal Offices and Judge of Probate*: **Use SEEC Form 20**
- *Political and Party Committees*: **Use SEEC Form 20**

WHERE TO FILE THIS FORM

File with the State Elections Enforcement Commission ONLY (20 Trinity Street, Hartford, CT 06106, Attn. Campaign
Finance Disclosure Unit – 3rd Floor):

- Exploratory Committees and Candidate Committees for Governor, Lieutenant Governor, Secretary of the State, State

WHEN TO FILE THIS FORM

Standard Statements filed with the State Elections Enforcement Commission must be filed by hand delivery or delivered by the United States Postal Service, a courier service or a parcel service and **received by 5:00 p.m.** of the required filing day **OR** filed electronically, **no later than 11:59 p.m.** on the required filing day. *See the Commission's website* **www.ct.gov/seec** *for information on filing with eCRIS*. If the due date falls on a Saturday, Sunday, or legal holiday, the report is due on the next business day.

- **January 10th**
- **April 10th**
- **July 10th**
- **October 10th**
- **7th day preceding primary** (*required only if there is no participating candidate in the race*)
- **30 days following primary** (*candidates in primary ONLY)*
- **7th day preceding election** (*required only if there is no participating candidate in the race*)

Nonstandard statements have a variety of filing rules. *See specific instructions pages 2—6.*

- **Initial Itemized Statement accompanying application for Public Grant**
- **Additional Itemized Statement in further support of application for Public Grant**
- **Post Primary Itemized Statement accompanying request for General Election Grant**
- **Supplemental Statement**
- **Declaration of Excess Expenditures**
- **Deficit Report**
- **Termination Report**
- **Amendment**

LATE FILING PENALTY

A late filing penalty of $100 is charged for statements filed late ***for any reason***. The fee is the personal liability of the treasurer and cannot be paid from committee funds. In addition, if a late statement is not filed within 21 days after notification of a missed filing date, the treasurer is liable for a minimum penalty of $200, and may be liable for a fine of not more than $2,000 or imprisonment for not more than one year or both.

Additionally, if a treasurer fails to file a timely (a) Initial Supplemental Statement, (b) Weekly Supplemental Statement, or (c) Declaration of Excess Receipts or Expenditures, a civil penalty of up to $1,000 may be imposed against the treasurer for the first failure and a penalty of up to $5,000 may be imposed for each subsequent failure.

RECORD KEEPING

The treasurer ***must*** keep internal records to substantiate each entry on the statement. Records must be maintained for no less than four years. *See* General Statutes § 9-607 (f) for record keeping requirements. The treasurer should also maintain copies of all statements filed.

COMPLETING THE COVER PAGE

1. **Name of Committee**: Provide full name of the committee as registered with the Commission.

2. **Type of Committee**: Check the appropriate box indicating what type of committee is making this filing.

3. **Treasurer Name**: Provide the full name of the treasurer. This should be the same person who is the appointed treasurer and properly registered with the Commission.

4. **Treasurer Address**: Provide the full and complete residential address of the treasurer.

5. **Election Date**: Provide the date of the election for which the committee was organized.

6. **Office Sought**: *To be completed by Candidate Committees ONLY*. Record the name of the public office sought by the candidate (e.g. Governor).

7. **District Number**: Provide the district number, if applicable, for the office being sought by the candidate.

8. **Candidate Name**: Provide the full name of the candidate.

9. **Type of Report**: Check the appropriate box to indicate what type of report is being filed. Filing Deadlines for standard reports can be found on the Commission's website **www.ct.gov/seec**

Additional information on non-standard reports is described below:

- ***Initial Itemized Statement Accompanying an Application for Public Grant***
  This report must accompany a participating candidate's application for grant under the Citizens' Election Program. Application deadlines from mid-May to mid-October, as well as Commission meeting dates, are published on the Commission's website **www.ct.gov/seec**

  This statement is required to cover a period beginning with the first day not included in the committee's last filed Itemized Disclosure Statement or, if this is the committee's first Itemized Disclosure Statement, going back to the beginning of the committee's financial activity. The filing shall be complete as of three days before the statement is submitted to the SEEC; however, the period covered may be extended to two days or one day before the submission date to the SEEC.

  This statement must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 5:00 p.m. on the required filing day or (b) by submitting a hard copy at the SEEC offices by 5:00 p.m. *The eCRIS midnight rule does not apply. None of the application deadlines fall on a Saturday, Sunday, or legal holiday, so the next business day rule never applies.*

- ***Additional Itemized Statement in Further Support of an Application for Public Grant***
  This statement may be filed to provide the SEEC with additional supporting transactions that were outside of the period covered in the Initial Itemized Statement Accompanying an Application for Public Grant. This type of report includes additional contributions or expenditures not previously included in the Initial Itemized Statement Accompanying an Application for Public Grant where the SEEC was unable to approve the committee's application for grant on the basis of the information provided in this initial statement. The same application deadlines from mid-May to mid-October found on the Commission's website **www.ct.gov/seec**, as well as Commission meeting dates, apply to these additional statements. This statement must cover a period beginning with the first day not included in the Initial Itemized Statement Accompanying an Application for Public Grant and shall be complete as of three days before the statement is submitted to the SEEC; however, the period covered may be extended to two days or one day before the submission date to the SEEC.

  This statement must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 5:00 p.m. on the required filing day or (b) by submitting a hard copy at the SEEC offices by 5:00 p.m. *The eCRIS midnight rule does not apply. None of the application deadlines fall on a Saturday, Sunday, or legal holiday, so the next business day rule never applies.*

COMPLETING THE COVER PAGE *continued*

- ***Post Primary Itemized Statement Accompanying Request for General Election Grant***

  This statement may be filed by the declared winner of the primary by the Secretary of the State whose Application for Public Grant for the primary was received by the SEEC and granted. After winning the primary, a candidate who has received a Primary Grant has the right to ask for a full General Election Grant; however, the committee's balance as of the primary date must be disclosed in order for the SEEC to determine the amount of the General Election Grant to be issued. The disclosure statement is required to cover a period beginning with the first day not included in the last filed Itemized Disclosure Statement and be complete as of midnight of the primary date.

  This statement must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 5:00 p.m. on the required filing day or (b) by submitting a hard copy at the SEEC offices by 5:00 p.m. *The eCRIS midnight rule does not apply. None of the application deadlines fall on a Saturday, Sunday, or legal holiday, so the next business day rule never applies.*

- ***Weekly Supplemental Statements***

  Public Act 11-48 created a new weekly filing requirement for races in which there is at least one participating candidate. These weekly filings replace the 90% supplemental statements required in 2008 and 2010 for such races.

  Under the new law, for races where there is at least one participating candidate, there are now weekly supplemental statements due on Thursdays leading up to the primary (if applicable) and due on Thursdays leading up to the general election as is described in more detail below.

  Primary

  If you are in a primary race with at least one participating candidate, the committee's first Weekly Supplemental Statement is due the **second Thursday following the July 10th statement**. An additional Weekly Supplemental Statement will be due each subsequent Thursday until the date of the primary. This means the final Weekly Supplemental Statement will be due the Thursday prior to the primary. A committee responsible for filing these weekly supplemental statements is **not** required to file the 7th Day Preceding Primary statement.

  General Election

  If you are in a general election race with at least one participating candidate, the committee's first Weekly Supplemental Statement is due the **second Thursday following the October 10th statement**. An additional Weekly Supplemental Statement will be due each subsequent Thursday until the date of the election. This means the final Weekly Supplemental Statement will be due the Thursday prior to the election. A committee responsible for filing these weekly supplemental statements is **not** required to file the 7th Day Preceding Election statement.

  In Section 9 of the SEEC Form 30 Cover Page, the campaign treasurer should check the box for "Weekly Supplemental Statement" and check the corresponding box for "Election" or "Primary," whichever is applicable.

  The period covered in each Weekly Supplemental Statement must include the financial activity of the candidate committee beginning the first day not covered in the last disclosure statement filed by the treasurer, and ending as of 11:59 pm two days before it is submitted to the SEEC.

  The Weekly Supplemental Statements must be filed with the State Elections Enforcement Commission by hand delivery or delivered by the United States Postal Services, a courier services or a parcel service by 5:00 p.m. on the required filing day or must be filed using eCRIS, the Commission's electronic filing system, by 11:59 p.m. on the required filing day.

> **EXAMPLE**: The committee's first Weekly Supplemental Statement for the primary is due on July 24, 2014. The reporting period will include activity from July 1, 2014 (the first day not covered by the July 10th standard filing) to 11:59 pm on July 22, 2014 (two days prior to the filing deadline for the first Weekly Supplemental Statement).

COMPLETING THE COVER PAGE *continued*

- ***Declaration of Excess Expenditures***

  "Excess expenditures" are expenditures made, or obligated to be made, by any candidate in a primary or general election that includes a participating candidate, which in the aggregate exceeds 100% of the applicable expenditure limit for a participating major party candidate in that race.

  Participating candidates who have received public grant funds from the Program are prohibited from incurring or making excess expenditures. Nonetheless, should the candidate committee of a participating candidate make an excess expenditure, supplemental reporting requirements apply as follows:

  If the excess expenditure exceeding 100% of the participating candidate's applicable expenditure limit is made or incurred more than 20 days before the primary or election day, a Declaration of Excess Expenditures Statement must be filed with and received by the Commission no later than 48 hours after the excess expenditure is made or incurred, which means two days after the triggering event. For the applicable trigger amounts, please refer to the Commission's website **www.ct.gov/seec**

  If the excess expenditure is made or incurred 20 days or less before the primary or election day, a Declaration of Excess Expenditures Statement must be filed with and received by the Commission no later than 24 hours after the excess funds are received or the excess expenditure is made or incurred, which means the day after the triggering event. For the applicable trigger amounts, please refer to the Commission's website **www.ct.gov/seec**

  Each Declaration of Excess Expenditures Statement must include all financial activity of the candidate committee beginning the first day not covered in the last filed disclosure statement, and ending as of 11:59 p.m. the day before it is submitted to the SEEC. In Section 9 of the SEEC Form 30 Cover Page, the campaign treasurer should check the box for "Declaration of Excess Expenditures" and check the corresponding box for "Election" or "Primary," whichever is applicable.

  The Declaration of Excess Expenditure Statement must be filed with the State Elections Enforcement Commission by hand delivery or delivered by the United States Postal Services, a courier services or a parcel service by 5:00 p.m. on the required filing day or must be filed using eCRIS, the Commission's electronic filing system, by 11:59 p.m. on the required filing day.

  The next business day rule also does not apply if the filing deadline falls on a Saturday, Sunday, or legal holiday.

  Candidates who do NOT intend to participate in the CEP – Pursuant to Public Act 11-48, nonparticipating candidates who are in races with at least one participating candidate are **no longer required** to file a Declaration of Excess Expenditures Statement.

- ***Deficit Report***

  If the type of report being filed is the first Deficit Report, the treasurer must file a statement 120 days after an election or primary not held in November, or on February 7th of the year following an election held in November. The treasurer is required to file an additional Deficit Report on the 7th day of the month immediately following an increase or decrease in the deficit that is greater than $500 from the last filed Itemized Disclosure Statement. The treasurer is required to report all financial activity beginning the first day not covered in the last filed disclosure statement, and ending as of 11:59 p.m. the last day of the month preceding the date of the filing.

  The Deficit Report must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 11:59 p.m. of the required filing day, (b) by hand delivery to the SEEC offices or delivery by the United States Postal Service, a courier service or a parcel service by 5:00 p.m. of the required filing day. *If the due date falls on a Saturday, Sunday, or legal holiday, it is due on the next business day.*

COMPLETING THE COVER PAGE *continued*

- ***Termination Report***

  If the type of report being filed is a Termination Report for an Exploratory Committee, it must accompany the SEEC Form 5 "Exploratory Committee Notice of Intent to Dissolve" **within 15 days** of the candidate's public declaration for a particular office or on becoming a candidate for a particular office by either (a) being endorsed by a party, or (b) becoming eligible for a position on the ballot at an election or primary. For further information on public declarations, please refer to the Commission's website **www.ct.gov/seec**. Any distribution of surplus must accompany the SEEC Form 5 filing and it must be made to the candidate's candidate committee if the candidate has declared for an office in the same election cycle that was under consideration while an exploratory committee. A candidate committee must be formed **within ten days** of becoming a candidate. For candidates intending to participate in the Citizens' Election Program, the distribution of surplus must be in accordance with Program rules.

  A Termination Report by an Exploratory Committee must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 11:59 p.m. of the required filing day, (b) by hand delivery to the SEEC offices or delivery by the United States Postal Service, a courier service or a parcel service by 5:00 p.m. of the required filing day. *If the due date falls on a Saturday, Sunday, or legal holiday, it is due on the next business day.*

  Public Act 11-48 created new Termination Report filing deadlines dependent on whether or not a committee has been notified by Commission staff that it will be audited, as follows:

  Unsuccessful Primary Candidates

  The committee of a candidate who was not successful in the primary, which **has not** been notified by Commission staff that it will be audited, and which has a surplus must distribute or expend its surplus no later than **90 days** following the primary. The Termination Report is required to be filed no later than seven days after the distribution of surplus. If an unsuccessful primary candidate committee **has** been noticed that it will be audited, then it must distribute its surplus no later than **120 days** after the primary and file a Termination Report no later than seven days after the distribution.

  Elections held in November

  The committee of any candidate on the ballot for a November election, which **has not** been notified by Commission staff that it will be audited, and whose committee had a surplus must distribute the surplus by **March 31st** of the year following the election. The Termination Report is required to be filed no later than seven days after the distribution of surplus. If a candidate committee in the November election **has** been noticed that it will be audited, then it must distribute its surplus by no later than **June 30th** and file a Termination Report no later than seven days after the distribution.

  Elections not held in November

  The committee of any candidate on the ballot for an election that is not held in November, which **has not** been notified by Commission staff that it will be audited, and which has a surplus must distribute or expend its surplus no later than **90 days** following the election. The Termination Report is required to be filed no later than seven days after the distribution of surplus. If a candidate committee in a non-November election **has** been noticed that it will be audited, then it must distribute its surplus by no later than **120 days** after the election and file a Termination Report no later than seven days after the distribution.

  A Termination Report by a Candidate Committee must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 11:59 p.m. of the required filing day, (b) by hand delivery to the SEEC offices or delivery by the United States Postal Service, a courier service or a parcel service by 5:00 p.m. of the required filing day. *If the due date falls on a Saturday, Sunday, or legal holiday, it is due on the next business day.*

- ***Amendment***

  This report refers to an edit of all or part of a previous statement for the period noted in Section 9 of the SEEC Form 30 Cover Page. **When filing Amendments, please include the Cover Page, Summary Page Totals and any pages that have been amended.**

COMPLETING THE COVER PAGE *continued*

10. **Period Covered**: Enter the beginning and ending dates which this statement covers. The Beginning Date must cover the financial activity of the committee beginning the first day *not included* on the last filed Itemized Disclosure Statement. For an **original** filing, these dates may not overlap dates covered in a previously filed report. For an **amendment**, these dates should be the same as the dates specified in the original filed report being amended.

If you have previously completed the **SEEC Form 21** (Short Form) and must now file this **SEEC Form 30** because the committee has exceeded $1,000 in receipts or expenditures, the period covered must include *all* of the reportable transactions since the inception of the committee. *Filing Deadlines for standard reports can be found on the Commission's website* **www.ct.gov/seec**

11. **Certification**: This form must be signed by the appointed and properly registered treasurer or deputy treasurer. In addition, print his or her name and the date. This certification statement must be complete and accurate. Penalties may be imposed for missing or inaccurate information.

COMPLETING THE SUMMARY PAGE TOTALS

Please Note: At the top of the Summary Page Totals and every page that follows, report the **Name of Committee** and the **Type of Report** in the appropriate boxes.

Name of Committee: Provide the committee's name as registered with the Commission for reference purposes.

Type of Report: Enter the type of report being filed as marked in Section 9 of the Cover Page, such as "July 10."

> In Column B, the term **aggregate** refers to the **total** amount received or expended, as the case may be, for the category of receipt or expenditure from the inception of the committee through the close of the reporting period for both Exploratory Committees and Candidate Committees.
>
> **EXAMPLE**: Line 14, Column B would reflect the total amount of individual contributions received since the committee was formed.

Line 12:
In Column B, enter a balance of zero (0) because that was the balance at the time of the committee's inception.

Line 13:
In Column A, enter the cash balance on hand at the beginning of the reporting period. The beginning balance of this statement should correspond with the **ending** balance of the last **previously** filed SEEC Form 30. If this is the committee's first disclosure statement, then the balance entered will be zero.

Line 14:
In Column A, enter the total sum of **Sections A and B** reported on the bottom of page 3. In Column B, enter the total received since the committee's inception (add all amounts entered on Line 14, Column A from prior statements since the committee's inception).

Line 15:
In Column A, enter the total sum of **Sections C1 and C2** reported on the bottom of page 4. In Column B, enter the total since the committee's inception (add all amounts entered on Line 15, Column A from prior statements since the committee's inception).

Line 16:
In Column A, enter the total of monetary receipts in **Sections D through I** of this statement; bring the total forward from the Summary of Other Monetary Receipts on the bottom of page 6. In Column B, enter the total since the committee's inception (add all amounts entered on Line 16, Column A from prior statements since the committee's inception).

Line 17:
In Column A, enter the total of **Section J1** reported on the bottom of page 7. In Column B, enter the total since the committee's inception (add all amounts entered on Line 17, Column A from prior statements since the committee's inception).

Line 18:
In both Columns A and B, add the amounts reported on Lines 14 through 17 and enter the total on Line 18.

Line 19:
For Column A, add the amount reported on Line 18 to the amount entered on Line 13, and enter the total.
For Column B, add the amount reported on Line 18 to the amount entered on Line 12, and enter the total.

Line 20:
In Column A, enter the total of committee expenditures that have been paid in this period in **Section N** on the bottom of page 11. In Column B, enter the total since the committee's inception (add all amounts entered on Line 20, Column A from prior statements since the committee's inception).

COMPLETING THE SUMMARY PAGE TOTALS *continued*

Line 21:
In both Columns A and B, subtract the amount on Line 20 from the amount on Line 19 and enter the total.

Line 22:
In Column A, enter the total of **Section J3** reported on the bottom of page 8. In Column B, enter the total since the committee's inception (add all amounts entered on Line 22, Column A from prior statements since the committee's inception). *In-Kind donations that are not considered contributions do not affect the committee's cash balance.*

Line 23:
In Column A, enter the total of **Section J4** reported on the bottom of page 9. In Column B, enter the total since the committee's inception (add all amounts entered on Line 23, Column A from prior statements since the committee's inception). *In-Kind donations that are not considered contributions do not affect the committee's cash balance.*

Line 24:
In Column A, enter the total of **Section K** reported on page 10. In Column B, enter the total since the committee's inception (add all amounts entered on Line 24, Column A from prior statements since the committee's inception).

Line 25:
In Column A, enter the total of **Section L** reported on the bottom of page 10. In Column B, enter the total since the committee's inception (add all amounts entered on Line 25, Column A from prior statements since the committee's inception).

Line 26:
In Column A, enter the total unpaid beginning loan balance which is currently outstanding.

Line 26a:
In Column A, enter the total of **Section D** reported on page 5. In Column B, enter the total since the committee's inception (add all amounts entered on Line 26a, Column A from prior statements since the committee's inception).

Line 26b:
In Column A, enter any interest charged or penalties assessed on the loan, which increases the total amount owed to the lender, since the last statement. In Column B, enter the total since the committee's inception (add all amounts entered on Line 26b, Column A from prior statements since the committee's inception).

Line 26c:
In Column A, enter any payments made this period on the outstanding committee loan balance (*which will be reported in Section N, "Expenses Paid by Committee," with the code* LOAN). In Column B, enter the total since the committee's inception (add all amounts entered on Line 26c, Column A from prior statements since the committee's inception).

Line 26d:
For both Columns A and B, add Lines 26 through 26b, and then subtract Line 26c from that amount.

Line 27:
In Column A, enter the total of **Section O** reported on the bottom of page 12. In Column B, enter total since the committee's inception (add all amounts entered on Line 27, Column A from prior statements since the committee's inception).

Line 28:
In Column A, enter the total of **Section P** reported on the bottom of page 13. In Column B, enter total since the committee's inception (add all amounts entered on Line 28, Column A from prior statements since the committee's inception).

Line 29:
In Column A, enter the total of **Section Q** reported on the bottom of page 14.

Line 29a:
In Column A, enter the total of all outstanding expenses incurred from prior reporting periods which are still unpaid as of this reporting period, plus any amounts reported this period. This amount is also reported on the last line in **Section Q** on the bottom of page 14.

PART I. MONETARY RECEIPTS

Part I requires the treasurer to disclose all contributions and other funds received by the committee in Sections A through I, dependent upon the source, amount and nature of the monetary receipt. Treasurers must deposit contributions and other funds within 20 days of receipt.

A. Total Contributions from Small Contributors

In Section A, enter the total amount received from *small contributors* for the period covered by this statement. A *small contributor* is an **individual** who has contributed **$50 or less** to date. A treasurer is **permitted** to itemize each contribution, irrespective of amount, and report all of the individual contributors in **Section B**, "Itemized Contributions from Individuals." If you have itemized a contribution in Section B, **do not** disclose this contribution in Section A. Internal documentation of the names and addresses of small contributors reported in Section A must be kept by the treasurer in order to determine when an individual has exceeded the $50 threshold. All such internal records are subject to audit by the Commission.

Any contributions that have exceeded the $50 threshold must be itemized in Section B.

> **EXAMPLE**: John Doe contributed $20 in a previous period and that amount was included in the total reported in Section A of the previous filing. In the current reporting period, John Doe has contributed an additional $40; therefore his total contributions in the aggregate are $60. John Doe is no longer considered a small contributor and the contribution must be reported in Section B along with all of the other required information for that section. His contribution for the period would be reported as $40 and his aggregate contributions to date reported as $60.

> **Candidates who intend to PARTICIPATE in the CEP** – Candidates who intend to participate in the Citizens' Election Program (CEP) must itemize all contributions in **Section B** in order for the Commission to determine whether the contribution is counted toward eligibility for the grant.

Total Contributions from Small Contributors - Received this Period ONLY: Enter the total amount from small contributors received for the period.

Section B. Itemized Contributions from Individuals

In Section B, enter monetary contributions from individuals that are in **excess of $50** *in the aggregate* to date. Each contribution must be reported separately. A treasurer is **permitted** to itemize each contribution, irrespective of amount.

> **Candidates who intend to PARTICIPATE in the CEP** – Candidates who intend to participate in the Citizens' Election Program (CEP) must itemize contributions in Section B in order for the Commission to determine whether the contribution is counted toward eligibility for the grant. The **Contribution ID #** reported with each transaction on the statement should also be written on the copies of all internal documents for determination of which contributions will be deemed qualifying for the purposes of receiving a public grant.

Last Name, **First Name**, **Middle Initial**, **Residential Street Address**, **City**, **State**, and **Zip Code**: Enter the name and *residential* street address for each contributor. The treasurer may enter an alternate address in lieu of an individual's residential address *only* if the contributor has made known to the treasurer that the contributor is in the Address Confidentiality Program pursuant to General Statutes § 54-240(a) or has protected address status under General Statutes § 1-217. *Business Addresses or Post Office Boxes are not acceptable for residential street address.*

Contribution ID #: Assign a unique Contribution ID # to the contribution. Contribution ID # will begin with the number 0001 and continue sequentially until the termination of the committee. Each SEEC Form 30 should begin with the next sequential number where the previously filed report left off.

Principal Occupation and **Name of Employer**: Record the individual's principal occupation and name of employer if the contributor has given in **excess of $50** *aggregate* contributions to date.

B. Itemized Contributions from Individuals *continued*

Is the contributor a principal of a state contractor or prospective state contractor? Indicate which branch or branches of government the contract is with: Check the appropriate box for each question.

Is contributor a lobbyist, spouse or dependent child of a lobbyist?: Check the appropriate ***Yes*** or ***No*** box.

Amount of Contribution: Record the amount of the individual contribution.

Is this contribution associated with an event reported in Section J1?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, record the "Event #" as reported in Section J1.

Method of Contribution: Note the manner in which the transaction was received, either ***Cash***, ***Personal Check***, ***Money Order*** or ***Credit /Debit Card***.

Date Received: Record the date that the transaction was **received by the committee**. This date may differ from the date written on the check.

Aggregate Contributions: Add the total of all of the individual's contributions to date and record the amount. *"To date" is the total since the committee's inception.* When determining the aggregate contribution amount from an individual, the amount of "In-Kind Contributions" entered in **Section K** must also be included in the total. If the contributor has given in excess of **$50 aggregate** contributions to date, enter the contributor's principal occupation and name of employer (*see above*).

SUBTOTAL Section B – This Page: Add together each individual contribution reported on page 3 in Section B and record the total.

TOTAL of additional Section B Pages: Total and record the amount of all additional Section B pages (if applicable).

TOTAL OF ALL CONTRIBUTIONS FROM INDIVIDUALS: Add together all of the amounts reported in Section A and all Section B pages of this filing. Record the amount on this line and on **Line 14**, **Column A** of the Summary Page Totals.

C1. Contributions from Other Committees

In Section C1, report all **monetary** contributions received from **other committees** during this period.

> **Candidates who intend to PARTICIPATE in the CEP** – Contributions from committees do not count as qualifying contributions and must be refunded.

Name of Committee, **Name of Treasurer**, **Address**, **City**, **State**, and **Zip Code**: Enter the donor committee's full committee name (or acronym if known), address and name of its treasurer.

Is this contribution associated with an event reported in Section J1?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, record the "Event #" as reported in Section J1.

Amount of Contribution: Record the amount of the committee's contribution.

Date Received: Record the date that the contribution was received by the committee. This date may differ from the date written on the check.

Aggregate Contributions: Add together the total of all of the committee's contributions to date and record the amount. When determining the aggregate contribution amount, include the amount of "In-Kind Contributions" entered in **Section K** in the aggregate total.

C2. Reimbursements or Surplus Distribution from other Committees

In Section C2, report monetary receipts from other committees during this period that are **NOT** contributions. These are generally reimbursements from other committees for shared expenses. If applicable, report the surplus distribution from the candidate's terminating exploratory committee in this section. **** Please Note***: Monies received from an ongoing committee that is terminating are considered contributions and must be reported in Section C1 "Contributions from Other Committees."

Examples of shared expenses include: A candidate committee's reimbursement of another candidate committee for its *pro rata* share of the expense associated with operating a joint headquarters or purchasing a joint advertisement.

> **Candidates who intend to PARTICIPATE in the CEP** – There are specific rules relating to reimbursements and payments for candidates who intend to participate in the CEP. *Refer to the Commission's website* **www.ct.gov/seec** *for more information.*

Name of Committee, **Name of Treasurer**, **Address**, **City**, **State**, and **Zip Code**: Enter the other committee's full name (or acronym if known) and address, and the name of its treasurer.

Date Received: Record the date that the funds were received by the committee. This date may differ from the date written on the check.

Expenditure #: If payment type is *reimbursement for shared expense*, record the Expenditure # as assigned in applicable expenditure section (Sections N—S).

Payment Type: Indicate the purpose for which the funds were received, either ***Reimbursement for shared expense*** or ***Surplus distribution from exploratory committee***.

Amount of Receipt: Record the amount of the reimbursement or payment.

Description: Provide a brief description of the transaction.

SUBTOTAL Section C – This Page: Add together the amount of each monetary receipt reported on page 4 in Section C1 and C2 and record the total.

TOTAL of additional Section C Pages: Total and record the amount of all additional Section C pages (if applicable).

TOTAL OF ALL COMMITTEE CONTRIBUTIONS AND RECEIPTS: Add together all of the amounts reported in all Section C pages of this filing. Record the amount on this line and on **Line 15**, **Column A** of the Summary Page Totals.

D. Loans Received this Period

In Section D, report separately each loan received during this period. Proper documentation and recordkeeping is critical when receiving loans from any source. All loans should be documented, whether formally or informally, in a manner that expresses the terms of the loan (i.e. loan term, interest, payment amounts, etc.).

> **Candidates who intend to PARTICIPATE in the CEP** – A candidate committee may borrow up to an aggregate of $1,000 **only** from financial institutions. Further, the loan amount is not considered a qualifying contribution. An individual, political committee or party committee may only co-sign or guarantee a loan to the maximum amount of $500. **All** loans must be repaid **in full** by the time the candidate committee applies for a grant from the Citizens' Election Fund.

> **Candidates who do NOT intend to participate in the CEP** – A loan from an individual or another committee is considered a contribution until the loan is repaid and the amount of the loan must be within the permissible limits for the contributor. A loan from a bank is **NOT** a contribution, provided it is made in the ordinary course of business. A non-participating candidate's loan to his/her ***candidate committee*** is also **NOT** a contribution and may be unlimited in amount; however, a candidate's loan to his/her ***exploratory committee*** **IS** subject to the same contribution limits as any other individual who loans money to the committee.

D. Loans Received this Period *continued*

Name of Lender, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the lender of the loan.

Source of Loan: Check the appropriate box for the source of the loan, either ***Bank***, ***Individual***, ***Candidate*** or ***Other***.

Date of Receipt: Record the date that the loan was received by the committee.

Is there a Cosigner or Guarantor of this loan?: Check the appropriate ***Yes*** or ***No*** box.

Name of Cosigner/Guarantor, **Street Address**, **City**, **State**, and **Zip Code**: If applicable, enter the name and address of the Cosigner/Guarantor of the loan.

Amount Received: Record the amount of the loan.

TOTAL SECTION D: Add together each individual loan reported in Section D of this filing and record the total on this line and on **Line 26a** of the Summary Page Totals. This total must also be reported on **page 6** on the line "Total Loans Received this Period" (Section D).

Additionally, if a candidate forgives a loan which was made to his or her own candidate committee, the proper reconciliation must be made as follows:

1. On **Line 26d** of the Summary Page Totals, reflect the amount of outstanding loans once the candidate has forgiven their portion; if the candidate is the only lender to the committee, this balance would be zero.

2. In **Section O**, "Campaign Expenses Paid by Candidate" report the candidate's name as payee and the amount which is going to be forgiven and the date the loan was forgiven as the date of payment. Also enter in the description field "loan forgiven" and the date the original loan was made.

E. Personal Funds of the Candidate Received this Period — *Candidate Committees Only*

In Section E, report a candidate's donation of his or her personal funds into the committee's account **without** the expectation of repayment. The donation of funds with the expectation of repayment is a loan from the candidate and must be reported in **Section D** "Loans Received this Period."

Candidates who intend to PARTICIPATE in the CEP – The amount that a candidate may donate to his or her committee is limited by the office which he or she is seeking (a candidate for Governor may only provide personal funds not to exceed $20,000; for Lieutenant Governor, Attorney General, State Comptroller, State Treasurer, or Secretary of State not to exceed $10,000; for State Senator not to exceed $2,000; for State Representative not to exceed $1,000). The candidate's personal funds do **NOT** constitute a qualifying contribution and the candidate committee's initial public funds grant is **REDUCED** by the amount of allowable personal funds the candidate provided the committee.

Candidates who do NOT intend to participate in the CEP – A non-participating candidate may donate an unlimited amount of funds to his or her ***candidate committee*** and it is **NOT** a contribution; however, funds given to a candidate's ***exploratory committee*** **ARE** contributions and are subject to the same contribution limits as any other individual and are reported in Section B.

E. Personal Funds of the Candidate Received this Period *continued*

Date of Receipt: Record the date that the personal funds were received by the committee. This date may differ from the date written on the check.

Method of Payment: Check the appropriate box indicating the way in which the personal funds were received, either ***Cash***, ***Personal Check***, or ***Credit /Debit Card***.

Amount: Record the amount of the receipt.

TOTAL SECTION E: Add together each receipt of personal funds from the candidate reported in Section E of this filing and record the total on this line and on **page 6** on the line "Total Amount of Personal Funds of the Candidate Received this Period" (Section E).

F. Anonymous Contributions

Per Public Act 11-48, Anonymous Contributions
may no longer be deposited in *any* amount.

If a committee receives an anonymous contribution, the campaign treasurer shall immediately remit the contribution to the State Elections Enforcement Commission for deposit in the General Fund.

G. Interest from Deposits in Authorized Accounts

In Section G, record all interest earned on any committee account during the period.

> **Candidates who intend to PARTICIPATE in the CEP** – Candidates participating in the CEP may ***NOT*** maintain more than one single checking account and may ***NOT*** place funds in a savings or investment account. In addition, candidates may not spend the interest earned on grants received. All interest earned on the committee's checking account must be remitted to the Citizens' Election Fund prior to the termination of the committee. Treasurers are urged to distribute the interest at the time it is earned to avoid any possibility of making an excess expenditure.

Name of Institution, **Street Address**, **City**, **State**, and **Zip Code**: Enter the banking institution's name and address.

Date Received: Record the date that the interest was credited to the committee's account.

Amount: Record the amount of the deposit.

TOTAL SECTION G: Add together the interest earned reported in Section G of this filing and record the total on this line and on **page 6** on the line "Total Amount of Interest from Deposits in Authorized Accounts (Section G)."

H. Public Grant Funds Received from Citizens' Election Fund

Section H is to be used ONLY by qualified candidate committees participating in the Citizens' Election Program who received grant funds.

Purpose of Grant: Check the appropriate box which describes the purpose of the grant, either ***Initial***, ***Grant Adjustment*** or ***Supplemental/ Post Election Deficit***.

Grant Cycle: Check the appropriate box, either ***Primary***, ***General Election***, or ***Special Election***.

Date Received: Record the date that the public grant funds were received by the committee.

Amount: Record the amount of the public grant funds received.

TOTAL SECTION H: Add together each receipt of public grant funds reported in Section H of this filing and record the total on this line and on the bottom of **page 6** on the line "Public Grant Funds Received from the Citizens' Election Fund" (Section H).

I. Miscellaneous Monetary Receipts not Considered Contributions

In Section I, record miscellaneous monetary receipts **NOT** considered contributions. Examples include rebates, credits, receipt of a "penny test" from the Commission, and refunds.

Candidates who intend to PARTICIPATE in the CEP – There are strict rules limiting the sources of money that can be deposited into the account of a participating candidate who has received an initial grant. Treasurers of qualified candidate committees that have received public grant funds and who subsequently receive miscellaneous monetary receipts in the form of rebates, credits, refunds, or any other characterization must contact the Commission.

Name, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the person or entity responsible for issuing the funds to the committee.

Date of Transaction: Record the date that the funds were received by the committee.

Amount Received: Record the amount of the funds.

Description: Describe the reason for the monetary receipt. **EXAMPLE**: Refund of security deposit from banquet hall.

TOTAL SECTION I: Add together each miscellaneous monetary receipt reported in Section I of this filing and record the total on this line and on the bottom of **page 6** on the line "Total Miscellaneous Monetary Receipts not Considered Contributions" (Section I).

Summary of Other Monetary Receipts

TOTAL OF OTHER MONETARY RECEIPTS NOT CONSIDERED CONTRIBUTIONS: Add the subtotals of Sections D through I of this filing and record the total. Enter this total on **Line 16**, **Column A** of the Summary Page Totals.

PART II. EVENT ACTIVITY

Part II requires the treasurer to disclose information concerning the types of events conducted by the committee to raise funds or to promote the candidate committee.

J1. Event Information

In Section J1, assign a unique event number in the box marked "Event #" for each event by entering the date in which the event was held (mmddyy) together with a letter, in alphabetical order (A through Z), at the end of the date reported, to identify the order in which the events were held. If there is only one event held on a single day, the letter assigned will be "A."

> **EXAMPLE**: If two events were held on the same day, March 8, 2014, the following would be reported on the form:
>
> 1st fundraiser Event # 030814A
>
> 2nd fundraiser Event # 030814B

The purpose of assigning this unique number is to link the committee's receipts and expenditures associated with this particular event.

Event #: Record the unique "Event Number" for the specific event using the format described above.

Description: Provide a brief description of the event.

Was this a fundraising event?: Check the appropriate ***Yes*** or ***No*** box to indicate whether or not the event was a fundraiser.

Street Address, **City**, **State**, and **Zip Code**: Enter the address of the venue where the event was held.

Was this event hosted at a personal residence?: Check the appropriate ***Yes*** or ***No*** box. If the event was held at an individual's personal residence, check the ***Yes*** box, and proceed to Section J4 to complete the itemization required for any "In-Kind Donations Not Considered Contributions Associated with a House Party." S*ee Section J4 for detailed instructions*.

If this event was a fundraiser, **did this fundraiser include items donated by a business entity of up to $200 or items donated by an individual of up to $100?**: Check the appropriate ***Yes*** or ***No*** box. If the fundraiser includes goods or services donated by a business entity with a value of up to $200, or items donated by an individual with a value of up to $100, check the ***Yes*** box, and proceed to Section J3 to complete the itemization required for "In-Kind Donations not Considered Contributions." S*ee Section J3 for detailed instructions*.

Subpart 1: If this event was a fundraiser, **was this fundraiser a tag sale, auction or other sale of donated items with purchases from an individual of up to $100?**: Check the appropriate ***Yes*** or ***No*** box. If the event was a tag sale, auction, or other sale of donated items, check the ***Yes*** box, and enter the total receipts from the sale of donated items. The receipts are NOT contributions provided the total purchase of all items by one individual **does not exceed $100 per event**. However, if an individual purchases an aggregate amount at a particular event in excess of $100, *the entire amount is a contribution* and is reported as a contribution in **Section B**. ***Please Note****: These receipts are no longer required to be itemized—See Public Act 11-48*.

> **EXAMPLE**: John Doe purchases an MP3 player at the tag sale for $40. This transaction is reported in Section J1. If however, John Doe also purchases a table for $65 at the same tag sale, his aggregate purchases are now $105 and the entire amount ($105) is reported in Section B as an itemized contribution along with a reference to the event number assigned in Section J1.

> **Candidates who intend to PARTICIPATE in the CEP** – All such purchases are not qualifying contributions for purposes of eligibility to participate in the CEP and either must be refunded to the purchasers or remitted to the Citizens' Election Fund in order to qualify for the public grant.

SUBTOTAL Section J1—Subpart 1 Total Receipts from Sale of Donated Items – This Page: Add together the total receipts from small purchases in Section J1, Subpart 1 for each event reported on page 7 and record the total.

J1. Event Information *continued*

TOTAL of additional Section J1 Pages: Total and record the amount of all additional Section J1 pages (if applicable).

TOTAL OF ALL SMALL PURCHASES FROM TAG SALES, AUCTIONS OR OTHER SALE OF DONATED ITEMS: Add together all of the amounts reported in all Section J1 pages of this filing. Record the amount on this line and on **Line 17**, **Column A** of the Summary Page Totals.

~~J2. Proceeds from Tag Sale, Auction or Other Sale of Donated Items~~

Per Public Act 11-48, effective January 1, 2012 committees are no longer required to itemize small individual purchases from a committee tag sale, auction, or sale of donated items. *See new reporting requirements in Section J1*.

J3. In-Kind Donations not Considered Contributions

In Section J3, report the donation of items to a committee in connection with a fundraising affair that are NOT contributions.

These items include: Personal property with a value up to **$100** donated by an individual for a fundraiser and goods or services donated by a business entity with a value up to **$200** for a fundraiser (*the business must be in the business of selling those items, i.e. a package store can donate a bottle of wine*).

> **Candidates who intend to PARTICIPATE in the CEP** – These donations are **NOT** counted as qualifying contributions for grant eligibility purposes. Any In-Kind Donations for sale at an event must be **repaid** at **fair market value** and reported as an expenditure in Section N before the candidate applies for a public grant.

Name of Donor, **Street Address**, **City**, **State**, and **Zip Code**: Enter the donor's name and residential address. The treasurer may enter an alternate address in lieu of an individual's residential address *only* if the contributor has made known to the treasurer that the contributor is in the Address Confidentiality Program pursuant to General Statutes § 54-240(a) or has protected address status under General Statutes § 1-217. *Business Addresses or Post Office Boxes are not acceptable for residential street address.*

Donation Given By: Check the box to indicate who made the donation, either ***Individual***, ***Business Entity*** or ***Sole Proprietorship***. "**Business entity**" includes the following...Stock corporations, banks, insurance companies, business associations… partnerships, joint ventures, private foundations...trusts or estates...corporations… "**Sole proprietorship**" includes sole proprietorships and solely owned professional corporations.

Description of Donation: Provide a brief description of the item(s) donated.

Fair Market Value of Donation: Record the fair market value of the donation.

Date Received: Record the date that the donated item(s) was received by the committee.

Event #: Use the "Event #" originally reported in Section J1 to indicate the unique "event number."

Aggregate Value for this Event: Record the aggregate fair market value of all donations made for this event by this donor.

SUBTOTAL Section J3– This Page: Add together the fair market value of each item donated reported on page 8 in Section J3 and record the total.

TOTAL of additional Section J3 Pages: Total and record the amount of all additional Section J3 pages (if applicable).

TOTAL OF ALL IN-KIND DONATIONS NOT CONSIDERED CONTRIBUTIONS: Add together all of the amounts reported in all Section J3 pages of this filing. Record the amount on this line and on **Line 22**, **Column A** of the Summary Page Totals.

J4. In-Kind Donations Not Considered Contributions Associated with a House Party

In Section J4, report the donation of items to a committee by the **host(s) of a house party** held at a personal residence. This event may either be a fundraising affair or a non-fundraiser (meet and greet).

These items include: The cost of invitations, food or beverages voluntarily provided to a candidate committee by an individual hosting an event at the individual's residence or community room at the residence, provided the cumulative value is not in excess of **$400** with respect to any single event (or $800 with respect to an event hosted by two or more individuals at a host's residence). Note that, an individual is limited to $800 in cumulative value of total expenses per election cycle in the case of multiple parties held for the same candidate committee.

While the host(s) must generally pay for all costs associated with the event in order to make use of the house party exemption, a candidate or committee may pay for a portion or all of the costs of the invitation for the event. Such invitation costs paid for by the committee do NOT count against the $400/$800 aggregate limits.

If the event is NOT a fundraising affair, attendees of the event are allowed to bring food or beverages to the event without these donations being considered a contribution so long as they do not exceed **$50** in value. *Treasurers must no longer itemize the receipt of such food and beverage provided for a non-fundraiser as long as the aggregate value of the food and beverage does not exceed $50.*

> **Candidates who intend to PARTICIPATE in the CEP** – These donations are **NOT** counted as qualifying contributions for grant eligibility purposes and must fall within the specified limits in order to avoid an impermissible In-Kind Contribution.

> **Candidates who do NOT intend to PARTICIPATE in the CEP** – These donations must fall within the specified limits in order for them not to count against an individual's contribution limit. If the donations exceed the house party exception limits, the **entire amount** is considered an In-Kind Contribution and reported in **Section K** "In-Kind Contributions."

Name of Host, **Street Address**, **City**, **State**, and **Zip Code**: Enter the host's name and residential address. The treasurer may enter an alternate address in lieu of an individual's residential address *only* if the contributor has made known to the treasurer that the contributor is in the Address Confidentiality Program pursuant to General Statutes § 54-240(a) or has protected address status under General Statutes § 1-217. *Business Addresses or Post Office Boxes are not acceptable for residential street address.*

Is this event supporting more than one candidate?: Check the appropriate *Yes* or *No* box to indicate whether or not the house party was supporting more than one candidate. If ***Yes***, complete Itemization in **Addendum J4**:

Record the **Event #** as assigned in Section J1.

Candidate Name: Report the other candidate(s') name(s) who the event is supporting.

Description of Donation: Provide a brief description of the item(s) donated.

Fair Market Value of Donation: Record the fair market value of the donated items (food, beverage, invitation, etc.).

Event #: Use the "Event #" originally reported in Section J1 to indicate the unique "event number."

Aggregate Value of this Event: All hosts record the aggregate fair market value of all house party related expenses made **by all hosts** for this event.

Aggregate Value for all Events—this host/candidate: Record the aggregate fair market value of all house party related expenses made **by this host** to the candidate committee for the election cycle.

SUBTOTAL Section J4 – This Page: Add together the fair market value of all house party related expenses reported on page 9 in Section J4 and record the total.

TOTAL of additional Section J4 Pages: Total and record the amount of all additional Section J4 pages (if applicable).

TOTAL OF ALL IN-KIND DONATIONS NOT CONSIDERED CONTRIBUTIONS ASSOCIATED WITH A HOUSE PARTY: Add together all of the amounts reported in all Section J4 pages of this filing. Record the amount on this line and on **Line 23**, **Column A** of the Summary Page Totals.

PART III. NONMONETARY RECEIPTS

In Part III, the treasurer is required to disclose In-Kind Contributions and refundable deposits to the telephone company.

K. In-Kind Contributions

In Section K, report separately each In-Kind Contribution received by the committee during the period covered by this statement. In-Kind Contributions include the provision of goods, services, or other items at no charge or at less than fair market value, to the committee. *Volunteer services by individuals are not considered In-Kind Contributions*.

Organization Expenditures are not considered In-Kind Contributions and may be reported in **Section M** of this form.

The contribution limits and restrictions which apply to a particular contributor apply to the combination of monetary ***and*** non-monetary contributions. Monetary and In-Kind Contributions made by the same contributor must be *aggregated* together to determine if the contribution limit has been exceeded.

> **EXAMPLE**: John Doe's contribution limit to an Exploratory Committee for State Representative is $250. If John Doe contributes $200 worth of stationery to the committee (an In-Kind Contribution), he may only make an additional $50 contribution to the committee during the election cycle, whether in the form of a monetary contribution or a contribution In-Kind, or any combination thereof.

> **Candidates who intend to PARTICIPATE in the CEP** – These contributions will **NOT** be counted as qualifying contributions for eligibility purposes. Any In-Kind Contributions received must be **repaid** at **fair market value** and reported as an expenditure in Section N before the candidate applies for a public grant.

Name, **Street Address**, **City**, **State**, and **Zip Code**: Enter the contributor's name and address. The treasurer may enter an alternate address in lieu of an individual's residential address *only* if the contributor has made known to the treasurer that the contributor is in the Address Confidentiality Program pursuant to General Statutes § 54-240(a) or has protected address status under General Statutes § 1-217. *Business Addresses or Post Office Boxes are not acceptable for residential street address.*

Is this contribution associated with an event reported in Section J1?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, record the "Event #" as reported in Section J1.

Description of In-Kind Contribution: Provide a brief description of the In-Kind Contribution.

Is contributor a lobbyist, **spouse**, **or dependent child of a lobbyist?**: Check the appropriate ***Yes*** or ***No*** box for each question.

Is the contributor a principal of a state contractor or prospective state contractor? Indicate which branch or branches of government the contract is with: Check the appropriate box for each question.

Fair Market Value of this Contribution: Record the fair market value of the donated item.

Type of Contributor: Check the appropriate box for the source of the In-Kind Contribution, either ***Individual***, ***Committee*** or ***Sole Proprietorship***. "**Sole proprietorship**" includes sole proprietorships and solely owned professional corporations.

Date Received: Record the date that the In-Kind Contribution was received by the committee.

K. In-Kind Contributions *continued*

Aggregate Contributions: Add the total of all contributions to date and record the amount. When determining the aggregate contribution amount from an individual, the total of the individual's *monetary* contributions as reported in Sections A and B must *also* be included in this total. When determining the aggregate contribution amount from a committee, the total of the committee's *monetary* contributions as reported in Section C1 must *also* be included in this total.

SUBTOTAL Section K – This Page: Add together each In-Kind Contribution reported on page 10 in Section K and record the amount.

TOTAL of additional Section K Pages: Total and record the amount of all additional Section K pages (if applicable).

TOTAL OF ALL IN-KIND CONTRIBUTIONS: Add together all of the amounts reported in all Section K pages of this filing. Record the amount on this line and on **Line 24**, **Column A** of the Summary Page Totals.

L. Refundable Deposit to Telephone Company

Section L refers only to a refundable deposit by an **individual** from personal funds to benefit the committee, *not deposits made by the committee*. If the committee made the deposit to the Telephone Company, it is reported in **Section N** as an expense of the committee and the refund of the deposit is reported in **Section I** "Miscellaneous Monetary Receipts not Considered Contributions."

If the deposit is non-refundable to the individual, it is an In-Kind Contribution and must be reported in **Section K**.

Last Name of Individual, **First Name**, **Middle Initial**, **Residential Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the individual who made the deposit from their personal funds.

Date Deposit Made: Record the date that the deposit was made using the individual's personal funds.

Name of Telephone Company, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the telephone company to which the refundable deposit was paid.

Amount of Deposit: Record the amount of the deposit.

TOTAL SECTION L: Record the total amount for Section L of this filing on this line and on **Line 25**, **Column A** of the Summary Page Totals.

~~M. Non-Monetary Receipts of Organization Expenditures Made By Legislative Leadership, Legislative Caucus and Party Committees~~

Per Public Act 11-48, effective January 1, 2012 committees are no longer required to itemize receipt of organization expenditures from Legislative Leadership, Legislative Caucus or Party Committees.

PART IV. EXPENDITURES

In Part IV the treasurer is required to itemize each expenditure, whether it has been paid during the period *or* incurred but not yet paid.

N. Expenses Paid by Committee

In Section N, separately report each expenditure made from the committee's single checking account during the period covered in this statement. Each time a committee issues a check or uses the committee debit card it **must** be reported here.

If the expense is a *reimbursement* to the treasurer, committee worker or consultant, the ***original purchase*** made by the treasurer, committee worker or consultant must **also** be reported in **Section R**, "Itemization of Reimbursements and Secondary Payees."

If the expense is a *reimbursement* to the candidate, the ***original purchase*** made by the candidate must **also** be reported in **Section O**, "Campaign Expenses Paid by Candidate."

When a committee coordinates an expenditure with another candidate or candidates, an indication must be made to identify if reimbursement is sought.

> **Candidates who intend to PARTICIPATE in the CEP** – Candidates who are participating in the CEP are subject to additional restrictions concerning uses of campaign funds. *Refer to the Commission's website* **www.ct.gov/seec** *for more information.*

Name of Payee, **Street Address**, **City**, **State**, and **Zip Code**: Enter the payee's name and address.

Date of Payment: Record the date that the payment was made by the committee.

Method of Payment: Check the box to indicate the method of payment, either ***Check*** (with accompanying check number), ***Debit Card*** or ***Electronic Funds Transfer (EFT)***. EFT's are direct debit payments, sometimes called electronic checks, for which a business debits the bank account for payment for goods or services. *If a non-participating candidate committee makes a purchase using the committee credit card, the expenditure is reported in* ***Section P****.*

Purpose of Expenditure: Note the purpose of the expenditure using the Expenditure Code Addendum attached (*pages 28-30)*.

Description: Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the Expenditure Code Addendum attached (*pages 28-30)*.

Amount: Record the amount of the expenditure.

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, assign an **Expenditure #** and complete Itemization in **Addendum N** (*see instructions below*).

> If the expenditure is made in cooperation or consultation with another candidate, the expenditure is considered "coordinated." An unreimbursed "**coordinated expenditure**" is a prohibited In-Kind Contribution to the recipient committee, and must be reported as such by the recipient committee. If the committee making the coordinated expenditure is seeking reimbursement for that expense, then check that particular box. Reimbursement from the benefiting committee must be received within a reasonable time in order to avoid making a prohibited In-Kind Contribution. *The Commission has said 45 days is reasonable.*

Expenditure #: *To be completed only when the expenditure is coordinated with another candidate for which reimbursement is sought*. Assign a unique Expenditure #, beginning with the number 0001 and continue sequentially. The purpose of assigning this unique number is to link the committee's expenditure with their itemization in Section N Addendum (*see instructions below*).

Event #: If the expenditure is associated with an event, record the "Event #" as reported in Section J1.

N. Expenses Paid by Committee *continued*

If this expenditure is coordinated with another candidate for which reimbursement is sought, complete the **Section N Addendum**:

Record the **Expenditure #** as assigned in Section N. Record the total **amount** of the expenditure.

Candidate Name; **Office Sought**: Report the other candidate(s') name(s) and office(s) sought with whom the coordinated expenditure was made.

SUBTOTAL Section N – This Page: Add together each expense paid by the committee reported on page 11 in Section N and record the total.

TOTAL of additional Section N Pages: Total and record the amounts of all additional Section N pages (if applicable).

TOTAL OF ALL EXPENSES PAID BY COMMITTEE: Add together all of the amounts reported in all Section N pages of this filing. Record the amount on this line and on **Line 20**, **Column A** of the Summary Page Totals.

O. Campaign Expenses Paid by Candidate

In Section O, report any expenses paid by the candidate this period. Each candidate must submit to the campaign treasurer an accounting of any campaign expense paid directly from their personal funds by the close of the reporting period during which these payments were made. Any expense, irrespective of amount, for which the candidate seeks reimbursement must be reported.

Report the committee check used to actually reimburse the candidate in Section N "Expenses Paid by Committee."

Please Note: A candidate who is making expenditures on behalf of an exploratory committee is required to be reimbursed by that committee or these expenses are considered contributions and must be within the applicable aggregate limits for an individual contributing to an exploratory committee. *See the Commission's website* **www.ct.gov/seec** *for contribution limits*.

> **Candidates who intend to PARTICIPATE in the CEP** – Failure to reimburse the candidate may cause the candidate to exceed limits on the provision of personal funds and render the committee ineligible to participate in the Citizens' Election Program.

Name of Payee, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the vendor that the candidate paid directly.

Date of Payment: Record the date that the expenditure was made by the candidate.

Is reimbursement claimed?: Check the appropriate ***Yes*** or ***No*** box.

Amount: Record the amount of the expenditure.

Purpose of Expenditure: Note the purpose of the expenditure by using the Expenditure Code Addendum attached (*pages 28-30)*.

Description: Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the Expenditure Code Addendum attached (*pages 28-30)*.

Event #: If the expenditure is associated with an event, record the "Event #" as reported in Section J1.

SUBTOTAL Section O – This Page: Add together each expense paid by the candidate reported on page 12 in Section O and record the total.

TOTAL of additional Section O Pages: Total and record the amount of all additional Section O pages (if applicable).

TOTAL OF ALL EXPENSES PAID BY CANDIDATE: Add together all of the amounts reported in all Section O pages of this filing. Record the amount on this line and on **Line 27**, **Column A** of the Summary Page Totals.

O. Campaign Expenses Paid by Candidate *continued*

***Please Note**: If a candidate is seeking reimbursement and is not paid in the same period in which the expense is reported, the debt to the candidate is an outstanding expense and must be reported in **Section Q** "Expenses Incurred by Committee but Not Paid During this Period." In addition, a candidate who did not originally seek reimbursement for expenses **cannot** change this indication later if the election has already been held. If, however, a candidate who is seeking reimbursement for expenses is not paid in full by the committee, the amount can be forgiven by the candidate at any time, without any outstanding obligation owed to the candidate by the committee.

Candidates who intend to PARTICIPATE in the CEP – With respect to candidates who intend to participate in the CEP, remember that the failure to reimburse the candidate may cause the candidate to exceed the Program limits on the provision of personal funds and render the committee ineligible to participate in the CEP.

P. Expenses Incurred on Committee Credit Card

In Section P, report each expense paid with the committee-issued credit card by an authorized cardholder (i.e. treasurer or deputy treasurer). *Payments made using the committee* **debit card** *must be reported in Section N.*

Each credit card charge is to be disclosed **in the reporting period in which it is incurred**, even if payment has been made within the same reporting period. If an outstanding balance remains on the credit card, the committee must report this balance in **Section Q** as an expense incurred and not yet paid. *See detailed instructions in Section Q.*

Candidates who intend to PARTICIPATE in the CEP – A committee-issued credit card is **NOT** permitted for qualified candidate committees participating in the CEP that have received a grant.

Name of Issuing Institution: Enter the name of the financial institution that issued the credit card.

Type of Credit Card: Check the appropriate box to denote the type of credit card.

Name of Vendor, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the vendor being paid with the committee credit card.

Date of Transaction: Record the date that the credit card purchase was made by the committee.

Purpose of Expenditure: Note the purpose of the expenditure using the Expenditure Code Addendum attached (*pages 28-30)*.

Description: Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the Expenditure Code Addendum attached (*pages 28-30)*.

Amount: Record the amount of the expense paid with the committee credit card.

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, assign an **Expenditure #** and complete Itemization in **Addendum P** (*see instructions below*).

Expenditure #: *To be completed only when the expenditure is coordinated with another candidate for which reimbursement is sought*. Assign a unique Expenditure #, beginning with the number 0001 and continue sequentially. The purpose of assigning this unique number is to link the committee's expenditure with their itemization in Section P Addendum (*see instructions below*).

If this expenditure is coordinated with another candidate for which reimbursement is sought, complete the **Section P Addendum**:

Record the **Expenditure #** as assigned in Section P. Record the total **amount** of the expenditure.

Candidate Name; **Office Sought**: Report the other candidate(s') name(s) and office(s) sought with whom the coordinated expenditure was made.

P. Expenses Incurred on Committee Credit Card *continued*

Event #: If the expenditure is associated with an event, record the "Event #" as reported in Section J1.

SUBTOTAL Section P – This Page: Add together each expense paid with the committee credit card reported on page 13 in Section P and record the total.

TOTAL of additional Section P Pages: Total and record the amount of all additional Section P pages (if applicable).

TOTAL OF ALL EXPENSES INCURRED ON COMMITTEE CREDIT CARD: Add together all of the amounts reported in all Section P pages of this filing. Record the amount on this line and on **Line 28, Column A** of the Summary Page Totals.

Q. Expenses Incurred by Committee but Not Paid During this Period

In Section Q, separately report each expense **incurred but not paid** at the close of the reporting period covered by this statement. When uncertain of the exact amount of the expense, the treasurer should make a good faith estimate of the amount incurred. If there is an outstanding balance on a committee credit card, the outstanding amount must be reported in this section with the issuing institution as the creditor. A committee worker to whom the committee owes a reimbursement or payment for services rendered should also be reported in this section.

When a committee incurs an expense that benefits a different candidate or candidates, an indication must be made to identify if reimbursement is sought.

If a **candidate** forgives an outstanding expense which was made to his or her own candidate committee, proper reconciliation must be made as follows:

1. On line 29a of the Summary Page Totals, reflect the total amount of the outstanding expenses once the candidate has forgiven their portion; if the candidate is the only outstanding expense to the committee, this balance would be zero.

2. In Section O, "Campaign Expenses Paid by Candidate," report the candidate's name as payee and the amount which is forgiven and the date the expense(s) were forgiven as the date of payment.

Candidates who intend to PARTICIPATE in the CEP – A candidate who intends to participate in the CEP who forgives an outstanding expense which was made to benefit his or her own candidate committee will be deemed to have provided personal funds to the committee. Personal funds are strictly limited. *Refer to the Commission's website* **www.ct.gov/seec** *for more information.*

Name of Creditor, **Street Address**, **City**, **State**, and **Zip Code**: Enter the creditor's name and address.

Date Incurred: Record the date that the expense was incurred by the committee.

Purpose of Expenditure: Note the purpose of the expense incurred using the Expenditure Code Addendum attached (*pages 28-30)*.

Description: Provide a brief description of the expenditure. Certain expenditure codes **require** a description as set forth in the Expenditure Code Addendum attached (*pages 28-30)*.

Amount Incurred: Record the amount of the expense incurred (*estimate or actual*).

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, assign an **Expenditure #** and complete Itemization in **Addendum Q** (*see instructions below*).

Q. Expenses Incurred by Committee but Not Paid During this Period *continued*

If the expenditure is made in cooperation or consultation with another candidate, the expenditure is considered "coordinated." An unreimbursed "**coordinated expenditure**" is a prohibited In-Kind Contribution to the recipient committee, and must be reported as such by the recipient committee. If the committee making the coordinated expenditure is seeking reimbursement for that expense, then check that particular box. Reimbursement from the benefiting committee must be received within a reasonable time in order to avoid making a prohibited In-Kind Contribution. *The Commission has said 45 days is reasonable.*

Expenditure #: *To be completed only when the expenditure is coordinated with another candidate for which reimbursement is sought*. Assign a unique Expenditure #, beginning with the number 0001 and continue sequentially. The purpose of assigning this unique number is to link the committee's expenditure with their itemization in Section Q Addendum (*see instructions below*).

If this expenditure is coordinated with another candidate for which reimbursement is sought, complete the **Section Q Addendum**:

Record the **Expenditure #** as assigned in Section P. Record the total **amount** of the expenditure.

Candidate Name; **Office Sought**: Report the other candidate(s') name(s) and office(s) sought with whom the coordinated expenditure was made.

Event #: If the expenditure is associated with an event, record the "Event #" as reported in Section J1.

SUBTOTAL Section Q – This Page: Add together each expense incurred but not paid by the committee reported on page 14 in Section Q and record the total.

TOTAL of additional Section Q Pages: Total and record the amount of all additional Section Q pages (if applicable).

TOTAL OF ALL EXPENSES INCURRED BY COMMITTEE DURING THIS PERIOD BUT NOT PAID: Add together all of the amounts reported in all Section Q pages of this filing. Record the amount on this line and on **Line** 29, **Column A** of the Summary Page Totals.

Previously reported Expenses Unpaid and still Outstanding: Record the amount of previously reported unpaid expenses that remain unpaid at the close of the reporting period. Record the amount on this line.

TOTAL OF ALL EXPENSES INCURRED BY COMMITTEE BUT NOT PAID: Add the total of expenses incurred by the committee but not paid. Record the amount on this line and on **Line 29a, Column A** of the Summary Page Totals.

R. Itemization of Reimbursements and Secondary Payees

In Section R, report each instance in which the treasurer or a committee worker or consultant pays a vendor for committee-related expenses with their own personal funds. Whether a committee writes a single check to reimburse an individual for combined expenses, or multiple checks to reimburse the individual for each expense, the committee must report **each expense** made by the committee worker or consultant separately.

Report the committee check used to actually reimburse the treasurer, committee worker or consultant in Section N "Expenses Paid by Committee."

R. Itemization of Reimbursements and Secondary Payees *continued*

EXAMPLE: John Doe purchased $100 of lumber at Home Depot to make lawn signs, and $50 in stamps from U.S.P.S. The committee reimbursed him for those expenses using committee check number 102.

1. The payment to John Doe is reported in **Section N**, "Expenses Paid by Committee" with John Doe as the payee, together with the purpose of the expenditure coded as "RCW," the amount of $150, and committee check number 102 reported.

2. In **Section R**, "Itemization of Reimbursements to Committee Workers and Consultants" the treasurer would report John Doe as the name of the worker/consultant, Home Depot as the name of the secondary payee, along with Home Depot's address, the date that John Doe paid Home Depot, and the amount of $100 as paid to Home Depot by John Doe.

3. For the next entry in **Section R**, John Doe's name would again be reported as the name of worker, U.S.P.S. as the name of the secondary payee along with U.S.P.S.'s address, the date that John Does paid U.S.P.S., the amount of $50 as paid to U.S.P.S. by John Doe.

Name of Worker/Consultant: Enter the name of the worker or consultant being reimbursed.

Date of Payment to Vendor: Record the date that the committee worker or consultant paid the vendor.

Name of Vendor Paid by Committee Worker/Consultant, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the vendor that was paid by the committee worker or consultant.

Payment to Reimburse Committee Worker/Consultant as reported in Section N: Check the box to indicate the method of payment **by the committee to reimburse** the worker/consultant, either ***Check*** (with accompanying check number), ***Debit Card*** or ***Electronic Funds Transfer (EFT)***. EFT's are direct debit payments, sometimes called electronic checks, for which a business debits the bank account for payment for goods or services.

Purpose of Expenditure: Note the purpose of the expenditure made by the committee worker or consultant by using the Expenditure Code Addendum attached (*pages 28-30)*.

Description of Purchase: Provide a brief description of the item purchased from the vendor by the committee worker or
consultant. Certain expenditure codes **require** a description as set forth in the Expenditure Code Addendum attached (*pages 28-30)*.

Amount: Record the amount of the expenditure reported for this transaction.

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate ***Yes*** or ***No*** box. If ***Yes***, assign an **Expenditure #** and complete Itemization in **Addendum R** (*see instructions below*).

If the expenditure is made in cooperation or consultation with another candidate, the expenditure is considered "coordinated." An unreimbursed "**coordinated expenditure**" is a prohibited In-Kind Contribution to the recipient committee, and must be reported as such by the recipient committee. If the committee making the coordinated expenditure is seeking reimbursement for that expense, then check that particular box. Reimbursement from the benefiting committee must be received within a reasonable time in order to avoid making a prohibited In-Kind Contribution. *The Commission has said 45 days is reasonable.*

Expenditure #: *To be completed only when the expenditure is coordinated with another candidate for which reimbursement is sought*. Assign a unique Expenditure #, beginning with the number 0001 and continue sequentially. The purpose of assigning this unique number is to link the committee's expenditure with their itemization in Section R Addendum (*see instructions below*).

R. Itemization of Reimbursements to Committee Workers and Consultants *continued*

If this expenditure is coordinated with another candidate for which reimbursement is sought, complete the **Section R Addendum**:

Record the **Expenditure #** as assigned in Section P. Record the total **amount** of the expenditure.

Candidate Name; **Office Sought**: Report the other candidate(s') name(s) and office(s) sought with whom the coordinated expenditure was made.

Event #: If the expenditure is associated with an event, record the "Event #" as reported in Section J1.

SUBTOTAL Section R – This Page: Add together each reimbursement paid by the committee reported on page 15 in Section R and record the total.

TOTAL of additional Section R Pages: Total and record the amount of all additional Section R pages (if applicable).

TOTAL OF ALL REIMBURSEMENTS TO COMMITTEE WORKERS DURING THIS PERIOD: Add together the amounts reported in all Section R pages of this filing. Record the amount on this line.

S. Surplus Distribution of Equipment and Furniture

Section S is to be used for committee assets transferred, distributed or sold during this period. Assets include furniture, enhanced voter lists and office equipment. Each item should be reported separately, unless the committee transfers, distributes, or sells a multiple of the same item (i.e. 15 reams of paper).

Prior campaign assets such as lawn signs and campaign paraphernalia are not required to be reported and may be stored for use in future elections. As a general rule, a committee does not need to report the transfer or distribution of items that were originally purchased for less than $50.

EXAMPLE: The Committee to Elect John Smith purchased a desk for their campaign headquarters for $100. At the end of the campaign, the committee sold the desk to the Loomis Town Committee for $75.

1. The original payment for the desk ($100) by the Committee to Elect John Smith is recorded in **Section N**, "Expenses Paid by Committee" at the time of purchase.

2. The sale of the desk is reported in **Section S**, "Surplus Distribution of Equipment and Furniture " with the Loomis Town Committee reported as the Recipient ($100).

3. The payment for the desk ($75) by the Loomis Town Committee is reported in **Section I**, "Miscellaneous Monetary Receipts not Considered Contributions."

4. The proceeds from the sale of the desk are included in the Committee's surplus distribution in **Section N**, "Expenses Paid by Committee."

Name of Recipient, **Street Address**, **City**, **State**, and **Zip Code**: Enter the name and address of the individual or entity that received the asset.

Original Purchase Amount of Item: Record the original purchase amount of the item. If this is a sale, the monetary proceeds must also be reported in Section I, "Miscellaneous Monetary Receipts Not Considered Contributions."

Description of Item: Provide a brief description of the item.

S. Surplus Distribution of Equipment and Furniture *continued*

SUBTOTAL Section S – This Page: Add together each distribution of surplus by the committee reported on page 16 in Section S and record the total.

TOTAL of additional Section S Pages: Total and record the amount of all additional Section S pages (if applicable).

TOTAL OF ALL SURPLUS DISTRIBUTION OF EQUIPMENT AND FURNITURE DURING THIS PERIOD: Add together the amounts reported in all Section S pages of this filing. Record the amount on this line.

EXPENDITURE CODE ADDENDUM

For use with Sections N, O, P, Q & R of the SEEC Form 30

Asterisk * adjacent to the left of the Expenditure Code indicates that **Description Field** is **Mandatory**

Warning: ***The existence of a particular expenditure code does not mean that such expenditure is lawful. To determine lawfulness, treasurers must read the committee guide applicable to their type of committee or contact the State Elections Enforcement Commission at 860-256-2940***.

Advertising: Each expenditure code beginning with "**A-**" is to be used to identify the delivery method for paid advertising, which includes advertising to solicit committee funds. Include the costs for ***both*** the **development *and*** the **delivery** of the message. A payment to a professional consultant to develop a message should be coded to the main advertising delivery method below, ***not*** as **Professional Consultant** (**CNSLT**), which is a code that should only be used when no other expenditure code applies. If a single advertising message is developed for several of the delivery mechanisms listed below, use **A-OTH** for the cost of developing the message and then use the applicable code for the payments associated with the several delivery methods used. ***Please Note***: The one **exception** to this advertising rule is when advertising content includes, as part of the message, an invitation to individuals to attend a fundraising event in return for a contribution or attendance fee. **Fundraising Event** advertising must be coded **FNDR** (*see explanation below*) irrespective of the advertising delivery method.

A-DM: expenditure to **advertise** through **direct mail**.

A-MAG: expenditure to **advertise** through a **magazine**.

A-NEWS: expenditure to **advertise** through a **newspaper**.

A-ATM: expenditure to advertise using an **automated telephone/fax message**, or an **automated telemarketing message**.

A-PH-BNK: expenditure for the use of **phone banks**, where people are speaking as distinguished from pre-recorded messages (*above*) and polls and surveys (*below*).

A-RAD: expenditure to **advertise** on **radio**.

A-SIGN: expenditure for the cost of preparing, printing, producing or distributing lawn or billboard **signs** visible from any street or highway.

A-TV: expenditure to **advertise** on **television**.

A-WEB: expenditure to advertise on the **World Wide Web**. This includes webcasting (sending audio and/or video live over the internet), or any other form of advertising on the web. *See* **WEB** *for other web-related expenditures*.

A-OTH: expenditure for any **other advertising**, not listed above, like the cost of (a) posters, stickers, streamers, banners, etc. for distribution on or in buildings or vehicles (i.e. cars, buses, boats, aircraft, etc.); (b) campaign paraphernalia, such as pins, hats, potholders, tee shirts and other campaign giveaway items; (c) audio messages and the cost of transmitting them by speakers from vehicles or buildings; (d) ads placed in ad books, in schools or civic organizations' ad book pamphlets or bulletins; or (e) ads placed in ad books for fundraising events held by other committees under the ad book exception to contribution.

***ATT**: expenditure for **attendance fee or entrance fee** for any person, such as to a charitable event or an educational course or training seminar. In the text box of the **Description Field**, which is **mandatory** under this expenditure category, identify the name and address of the individual who is attending the event as well as the date and location of the event and the name of the entity sponsoring the event.

BNK: expenditure to record any payment of **bank fees, interest charges, or penalties** assessed by the bank on the committee's checking account only. Similar fees assessed by a credit card company should be reported under credit card charges in Section P of the SEEC Form 30, entitled "Expenses Incurred on Committee Credit Card."

CCP: expenditure to record **any payment of the credit card bill**, including partial payments, finance charges, and mid-cycle payments. See Section P of the SEEC Form 30, entitled "Expenses Incurred on Committee Credit Card," to record actual charges made against the credit card account, including any finance charges.

CEF: expenditure to record any payment to the State of Connecticut's **Citizens' Election Fund** (**CEF**). **Checks should be made payable to the Citizens' Election Fund and sent to the State Elections Enforcement Commission, 20 Trinity Street, Hartford, CT 06106.** When a committee is distributing its surplus to the CEF, the surplus distribution (**SRPLS**) expenditure code should be used.

CHAR: expenditure for a payment of committee funds to a tax-exempt **charitable** organization [26 U.S. Code § 501(c)(3)]. When a committee is distributing its surplus to a charity, the surplus distribution (**SRPLS**) expenditure code should be used.

EXPENDITURE CODE ADDENDUM

For use with Sections N, O, P, Q & R of the SEEC Form 30

Asterisk * adjacent to the left of the Expenditure Code indicates that **Description Field** is **Mandatory**

CNSLT: expenditure to a professional **consultant**. Professional consultants are individuals or entities that are paid by the committee as independent contractors for their professional advice. They are not salaried employees and they are not individuals who are serving the committee as volunteers. Examples: management firms, public relations firms, lawyers and accountants, etc. However, for payments to professional consultants who design polls and surveys, or advertising messages, use the more specific code (ex. **A-DM**, **A-OTHR**, **POLLS**). If the payment to a professional consultant includes costs paid or incurred to some other vendor, following completion of the entry of this expenditure, go immediately to Section R, "Itemization of Reimbursements to Committee Workers and Consultants," and follow the instructions for reporting of **Secondary Payees**.

CNTRB: expenditure that is a **contribution to another committee**. The expenditure of a committee's funds to make a contribution to another committee is to be distinguished from an expenditure of committee funds to **pay the other committee** (**POC**) for shared expenses. *See explanation of* **POC** *below*.

EFV**: expenditure for **equipment, furniture, and vehicles**. Record only the portion of the cost that is actually paid. Cost includes any costs associated with the delivery or installation of the item. Equipment includes computers, printers, phones, etc. The text box of the **Description Field**, which is **mandatory** in this situation, must report the item, and whether the expenditure is a purchase, rental or lease. ***Please Note: Vehicles may only be leased and may not be purchased.

FOOD: expenditure paid directly to a vendor for food and beverage, **except** if the vendor is paid for these items in association with the committee's own sponsored **fundraiser** (*see* **FNDR** *below*) or the committee's own sponsored **inaugural event** (*see* **INAUG** *below*).

FNDR**: expenditure associated with holding a committee **fundraising event** (i.e. payments to restaurants, hotels, caterers, food and beverage vendors, invitations, entertainers performing at the event, paid speakers, etc.). Advertising content that includes as part of the message invitations to individuals to attend a committee fundraising event in return for a contribution or attendance fee must be coded **FNDR** irrespective of the advertising delivery method. ***Please Note: This expenditure category **must *not* include** expenditures of the committee's funds for the **attendance fees** (**ATT**) **of any persons** attending another entity's fundraising event.

***GIFT**: record the purchase of any item that is to be given as a **gift** to any individual or entity. Gifts to committee workers are generally limited to an aggregate of $100 per recipient. *For committees that have received a CEP grant, the limit is $5 per recipient.* The text box of the **Description Field**, which is **mandatory** in this situation, must identify the item purchased as well as the name and address of the individual or entity who is the recipient of the committee's gift.

INAUG: expenditure relating to the committee's costs for hosting an **inaugural event** for the committee's own candidate. This code does not include expenditures by the committee for attendance fees of individuals to another committee's inaugural event, which must be coded as an **attendance fee** (*see* **ATT** *above*).

LOAN: expenditure to record the payment of the committee's **LOAN**, whether principal, interest or both. ***Please Note***: Any penalties assessed for non-payment on a loan, if not paid by the payment due date, must be disclosed as additional "Expenses Incurred by Committee but not Paid During This Period" in Section Q of the SEEC Form 30.

OFFICE: expenditure for **office supplies** such as paper, pens, printer cartridges, etc.

OVHD: expenditure of **overhead operating** costs, including the cost of renting office space, parking spaces, repairing or servicing office furniture and equipment used in connection with committee activities, related insurance, utility payments for committee headquarters, subscriptions and similar overhead operating expenses.

PETTY: expenditure to replenish the committee's **petty cash fund**.

POC: expenditures to record a **payment to another committee** for a reimbursement of a shared expense. ***Please Note***: The committee must reimburse the other committee within a reasonable amount of time to avoid it becoming an in-kind contribution. The Commission has said that a reimbursement received **within 45 days** of the date of the expenditure will not be considered an in-kind contribution.

POLLS: expenditure associated with **conducting polls and surveys**. This category is to be distinguished from phone banks (**A-PH-BNK**) because the information is not just delivered to the public but opinion is carefully being sought and collected from the public in some manner to produce a poll or survey result or report. If a professional consultant is both designing ***and*** conducting the poll or survey, use **POLLS** as the expenditure code, not **CNSLT** (*see above*).

POST: expenditure for **postage**, such as stamps, bulk mail permits, post office boxes and envelopes, United Parcel Service, Federal Express, etc.

EXPENDITURE CODE ADDENDUM

For use with Sections N, O, P, Q & R of the SEEC Form 30

Asterisk * adjacent to the left of the Expenditure Code indicates that **Description Field** is **Mandatory**

PRNT: expenditure associated with the costs of **printing,** photocopying or reproducing literature, stationery, invitations and the like.

RMB: expenditure to **reimburse consultants or committee workers**, which may include a **candidate or treasurer**. This is when the cost of payment for something needed by the committee is advanced by the committee worker and reimbursement is sought. ***Please Note***: the committee must reimburse within a reasonable time to avoid it becoming an in-kind contribution. The commission has said that reimbursement within 45 days of the expenditure will not be considered an in-kind contribution. After making payment to the worker or consultant, reporting this item also requires full reporting of the **Secondary Payees** appearing on the payment slip of the committee worker or consultant. Go immediately to Section R, "Itemization of Reimbursements to Committee Workers and Consultants," and follow the instructions for reporting of Secondary Payees. ***Further Note***: When reimbursing the candidate, report the purchase in Section O of the SEEC Form 30, entitled "Campaign Expenses Paid by the Candidate."

REF: **refunds** are expenditures of any committee funds that were deposited into the committee's checking account and then returned to a contributor or any other revenue source for any reason.

SRPLS: expenditure which is a **surplus distribution** in connection with the termination and dissolution of the committee.

TRVL: expenditure for an individual's **transportation** costs and **lodging** authorized by the treasurer, such as the cost of gasoline, other transportation fare, and lodging. The cost of **attending** any event should be coded as **attendance** (*see* **ATT** *above*) and **any separate payment** for **food** outside the cost of the attendance fee should be coded as **FOOD**.

WAGE: expenditure for **wages and benefits** paid to the committee's staff. This is to be distinguished from payments to professional consultants (**CNSLT**) who are independent contractors.

WEB: expenditure for accessing and having a presence on the **WEB**. This includes payments to develop or maintain: (a) a committee website; (b) an internet provider; (c) a domain name on the internet; (d) payments to a merchant account processor or a payment gateway provider to enable the committee to receive credit and debit card contributions over the internet; and (e) similar costs relating to use of the internet. This is not to be used for any costs related to advertising on the web (*see* **A-WEB** *above*).

***MISC**: expenditure of **Miscellaneous** items that are not listed above. The text box of the **Description Field**, which is mandatory in this situation, must explain in narrative form, with sufficient clarity, the purpose of this expenditure.

If additional pages are needed to complete all information required in each section of the form, please reproduce the "Additional Page" for the appropriate section, and attach the page(s) to the section.

Additional Pages are located at the back of the SEEC Form 30.