



CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

INSTRUCTIONS FOR SEEC FORM 30 ITEMIZED CAMPAIGN FINANCE DISCLOSURE STATEMENT

Revised July 2011

For use by
Treasurers of Exploratory and Candidate Committees for
Statewide and General Assembly Elections

SEEC MAILING ADDRESS:

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

SEEC TELEPHONE NUMBER:

MAIN NUMBER: 860-256-2940
TOLL FREE WITHIN CT: 1-866-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.

SEEC FORM 30 INSTRUCTIONS

Itemized Campaign Finance Disclosure Statement
CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION
Rev. 7/11



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 (860-256-2925).
- 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 Treasurer, Comptroller, Attorney General, State Senator or State Representative.

WHEN TO FILE THIS FORM

Standard Statements must be filed with the State Elections Enforcement Commission **by 4:30 p.m. or postmarked before midnight** of the required filing day. 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**
- **30 days following primary (candidates in primary ONLY)**
- **7th day preceding election**

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**
- **Initial Supplemental Statement**
- **Supplemental Statement**
- **Declaration of Excess Receipts or 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 four years from the date of the statement. *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.* List 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 going back to the beginning of the committee's financial activity, if this is the committee's first Itemized Disclosure Statement, 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; nor does the rule that a postal endorsement of before midnight of the required filing day 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; nor does the rule that a postal endorsement of before midnight of the required filing day 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; nor does the rule that a postal endorsement of before midnight of the required filing day apply. None of the application deadlines fall on a Saturday, Sunday, or legal holiday, so the next business day rule never applies.*

• ***Initial Supplemental Statement (90% Receipts or Expenditure Trigger)***

An Initial Supplemental Statement will be triggered in races with at least one participating candidate when:

- A non-participating candidate receives contributions, loans, or other funds which result in the committee's aggregate receipts exceeding 90% of the participating candidate's applicable expenditure limit for that race;
- A non-participating candidate makes or obligates to make an expenditure which results in the committee's aggregate expenditures exceeding 90% of the participating candidate's applicable expenditure limit;
- A participating candidate receives contributions, loans or other funds in excess of the permissible amount under the Program; or
- A participating candidate makes or obligates to make an expenditure which results in the committee's aggregate expenditures exceeding 90% of the applicable expenditure limit.

When one of these events occurs, the campaign treasurer of such committee must file with the Commission within 48 or 24 hours, which means either the day after or two days after the triggering event as outlined below. In Section 9 of the SEEC Form 30 Cover Page, the campaign treasurer should check the box for "Initial Supplemental Statement" and check the corresponding box for "Election" or "Primary," whichever is applicable.

For the applicable trigger amounts, please refer to the Commission's website www.ct.gov/seec

The period covered in the Initial 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 midnight the day before it is submitted 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 4:30 p.m. on the required filing day, (b) submitting a hard copy at the SEEC offices by 4:30 p.m., (c) by facsimile transmission at fax number **860-622-4926** by 4:30 p.m. or (d) by email at SEEC.eCris.Info@ct.gov by 4:30 p.m. on the required filing deadline day. If fax or email is the method of filing, the committee must mail an original signed statement to the SEEC immediately following the fax or email transmission on the first business day that the Post Office is open. *Because time is of the essence, the eCRIS midnight rule does not apply, nor does the rule that a postal endorsement of before midnight of the required filing day apply. The next business day rule also does not apply if the filing deadline falls on a Saturday, Sunday, or legal holiday.*

More Than 20 Days Before Primary or Election Date: Initial supplemental statements must be *filed with and received by* the Commission no later than **48 hours** after receiving the funds or making or incurring the expenditure exceeding 90% of the participating candidate's applicable expenditure limit.

20 Days or Less Before Primary or Election Date: Initial supplemental statements must be *filed with and received by* the Commission no later than **24 hours** after receiving the funds or making or incurring the expenditure exceeding 90% of the participating candidate's applicable expenditure limit.



COMPLETING THE COVER PAGE *continued*

• **Supplemental Statements**

After any campaign treasurer files the Initial Supplemental Statement (*see above*), *all treasurers of all candidates in that race, regardless of the committee's own level of receipts or expenditures*, must file either bi-weekly or weekly Thursday Supplemental Statements with the Commission. In Section 9 of the SEEC Form 30 Cover Page, the campaign treasurer should check the box for "Supplemental Statement" and check the corresponding box for "Election" or "Primary," whichever is applicable.

Each weekly or bi-weekly supplemental statement must include all financial activity of the candidate committee beginning the first day not included in the last filed disclosure statement and ending as of midnight on the Wednesday preceding the Thursday deadline.

When the Commission receives an Initial Supplemental Statement triggering weekly or bi-weekly supplemental reports, the Commission will provide notice to all candidates involved in that race. *For the applicable trigger amounts, please refer to the Commission's website www.ct.gov/seec*

The weekly or bi-weekly Thursday supplemental statements must be *filed with and received by* the Commission no later than 4:30 p.m. on each Thursday such statement is required. The Supplemental Statement must be filed with the State Elections Enforcement Commission by (a) filing using eCRIS, the Commission's electronic filing system, by 4:30 p.m. on the required filing day, (b) submitting a hard copy at the SEEC offices by 4:30 p.m., (c) by facsimile transmission at fax number **860-622-4926** by 4:30 p.m. or (d) by email at SEEC.eCris.Info@ct.gov by 4:30 p.m. on the required filing deadline day. If fax or email is the method of filing, the committee must mail an original signed statement to the SEEC immediately following the fax or email transmission on the first business day that the Post Office is open. *Because time is of the essence, the eCRIS midnight rule does not apply, nor does the rule that a postal endorsement of before midnight of the required filing day apply. The next business day rule also does not apply if the filing deadline falls on a Saturday, Sunday, or legal holiday.*

***Please Note:** When a candidate committee is filing weekly or bi-weekly reports, the requirement for filing standard reports (*i.e. July 10 or October 10 quarterly reports*) is fully satisfied if one or more supplemental statement(s) filed fully covers the standard reporting period; thus, an additional SEEC Form 30 for the July 10 or October 10 filing periods is not required.

• **Declaration of Excess Receipts or Expenditures**

"Excess receipts or expenditures" are contributions, loans or other funds received, or an expenditure 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%, 125%, 150% or 175% 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 accepting funds beyond any grants from the Citizens' Election Fund, or from incurring or making excess expenditures.* Nonetheless, should the candidate committee of a participating candidate receive impermissible funds or make an excess expenditure, supplemental reporting requirements apply.

A Declaration of Excess Receipts or Expenditures Statement must be filed with the Commission when the nonparticipating candidate's committee has received contributions, loans or other funds, or made or incurred an obligation to make an expenditure that, in the aggregate, exceed:

- 100% of the participating candidate's applicable expenditure limit;
- 125% of the participating candidate's applicable expenditure limit;
- 150% of the participating candidate's applicable expenditure limit; and
- 175% of the participating candidate's applicable expenditure limit.



COMPLETING THE COVER PAGE *continued*

Each Declaration of Excess Receipts or 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 midnight 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 Receipts or Expenditures” and check the corresponding box for “Election” or “Primary,” whichever is applicable.

If the excess funds are received or the excess expenditure exceeding 100%, 125%, 150% or 175% 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 Receipts or Expenditures Statement must be *filed with and received by* the Commission no later than **48 hours** after the excess funds are received or 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 funds are received or the excess expenditure is made or incurred 20 days or less before the primary or election day, a Declaration of Excess Receipts or 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*

The Declaration of Excess Receipts or Expenditures Statement must be *filed with and received by* the Commission by (a) filing using eCRIS, the Commission’s electronic filing system, by 4:30 p.m. on the required filing day, (b) submitting a hard copy at the SEEC offices by 4:30 p.m., (c) by facsimile transmission at fax number **860-622-4926** by 4:30 p.m. or (d) by email at SEEC.eCris.Info@ct.gov by 4:30 p.m. on the required filing deadline day. If fax or email is the method of filing, the committee must mail an original signed statement to the SEEC immediately following the fax or email transmission on the first business day that the Post Office is open. *Because time is of the essence, the eCRIS midnight rule does not apply, nor does the rule that a postal endorsement of before midnight of the required filing day apply. The next business day rule also does not apply if the filing deadline falls on a Saturday, Sunday, or legal holiday.*

- **Deficit Report**

If the type of report being filed is the first Deficit Report, the treasurer must file a statement 90 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 activity since the last filed Itemized Disclosure Statement and shall cover a period ending with the last day of the month preceding the day 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 midnight of the required filing day, (b) by submitting a hard copy at the SEEC offices by 4:30 p.m. or (c) by mailing it so that it bears a postmark before midnight 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.*

- **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.*



COMPLETING THE COVER PAGE *continued*

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 midnight of the required filing day, (b) by submitting a hard copy at the SEEC offices by 4:30 p.m. or (c) by mailing it so that it bears a postmark before midnight 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.*

A Termination Report for a Candidate Committee may be made at any time prior to a primary or an election. However, the committee of a candidate who was not successful in the primary and which had 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.

Similarly, the committee of any candidate on the ballot for an election and whose committee had a surplus must distribute the surplus by no later than 90 days after an election not held in November, or by January 31st of the year following an election held in November. The Termination Report is required to be filed no later than seven days after the distribution of surplus, by February 7th for an election held in November.

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 midnight of the required filing day, (b) by submitting a hard copy at the SEEC offices by 4:30 p.m. or (c) by mailing it so that it bears a postmark before midnight 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.

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** of this statement. 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** of this statement. 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 J2** reported on the bottom of page 8. 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 listed 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 12. 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).

Line 21:

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



COMPLETING THE SUMMARY PAGE TOTALS *continued*

Line 22:

In Column A, enter the total of **Section J3** reported on the bottom of page 9. 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 K** reported on page 10. 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).

Line 24:

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 24, Column A from prior statements since the committee's inception).

Line 25:

In Column A, enter the total of **Section M** reported on the bottom of page 11. 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 13. 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 14. 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 15.

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 15.



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 14 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 list 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 listed 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.*

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

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.



B. Itemized Contributions from Individuals *continued*

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

Principal Occupation and Name of Employer: List the individual’s principal occupation and name of employer if the contributor has given in **excess of \$100 aggregate** contributions to date.

Is this contribution associated with an event listed in Section J1?: Check the appropriate *Yes* or *No* box. If *Yes*, list the “Event #” as reported in Section J1 of this filing.

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

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.

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 \$100 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.

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

Is this contribution associated with an event listed in Section J1?: Check the appropriate *Yes* or *No* box. If *Yes*, list the “Event #” as reported in Section J1 of this filing.

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 Payments 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. * **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.

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

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

Payment Type: Indicate the purpose for which the funds were received, either *Reimbursement for shared expense* or *Payment for goods and services*.

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** at the time that 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 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*.

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.

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

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" list 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. *A candidate may not provide personal funds after applying for and receiving a grant.*

Candidates who do NOT intend to participate in the CEP – A 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 AMOUNT RECEIVED: 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

In Section F, report all anonymous contributions by recording the number of bills by denomination and the dollar amount of coins. A committee cannot accept and deposit an anonymous contribution in excess of \$15. If an anonymous contribution in excess of \$15 is received, it should be remitted immediately to the SEEC in the form in which it was received and ***NOT*** deposited into the committee's account or disclosed on this form.

Candidates who intend to PARTICIPATE in the CEP – The committee is required to remit ALL anonymous contributions to the SEEC regardless of amount.

Date Received: Record the date that the anonymous contribution was received by the committee.

Amount: Record the amount of the anonymous contribution.

\$1 bills, \$5 bills, \$10 bill and coins: Record the number of bills by denomination and the dollar amount of coins.

EXAMPLE: If the committee received \$10 in cash in the mail and the breakdown was one \$5 bill and five \$1 bills, the committee would enter the following:

\$1 bills 5 \$5 bills 1

TOTAL AMOUNT RECEIVED: Add together each anonymous contribution reported in Section F of this filing and record the total on this line and on **page 6** on the line "Total Amount of Anonymous Contributions" (Section F).

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 a 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.

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

Amount: Record the amount of the deposit.

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

TOTAL AMOUNT RECEIVED: 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 receive 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 of Receipt: 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. FUNDRAISING 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. Fundraising Event Information

In Section J1, assign a unique event number in the box marked “Fundraising Event #” for each fundraising event by entering the date in which the fundraiser was held (mmddyy) together with a letter, in alphabetical order, (A through Z) at the end of the number listed, to identify the order in which the fundraisers were held.

EXAMPLE: If two fundraisers were held on the same day, March 8, 2011, the following would be reported on the form:

1st fundraiser Event # 030811A

2nd fundraiser Event # 030811B

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

Fundraising Event #: Record the unique “Event Number” for the specific event using the format described above.

Description: Provide a brief description of the event.

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

Was this fundraising event hosted at a personal residence?: Check the appropriate *Yes* or *No* box. If the fundraiser was held at an individual’s personal residence, check off the *Yes* box, and proceed to Section J3 to complete the itemization required for “In-Kind Donations not Considered Contributions.” *See Section J3 for detailed instructions.*

Did this fundraiser include items donated by a business entity of up to \$100 or items donated by an individual of up to \$50?: Check the appropriate *Yes* or *No* box. If the fundraiser includes items donated by a business entity with a value of up to \$100, or by an individual with a value of up to \$50, check off the *Yes* box, and proceed to Section J3 to complete the itemization required for “In-Kind Donations not Considered Contributions.” *See Section J3 for detailed instructions.*

Was this fundraiser a tag sale, auction or other sale of donated items with purchases from an individual of up to \$50?: Check the appropriate *Yes* or *No* box. If the fundraiser was a tag sale, auction, or sale of donated items, check off the *Yes* box, and proceed to Section J2 to complete the itemization of receipts from “Proceeds from Tag Sale, Auction, or Other Sale of Donated Items.” *See Section J2 for detailed instructions.*

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

In Section J2, report small individual purchases from a committee tag sale, auction or a sale of donated items. The amounts reported are NOT contributions provided the total purchase of all items at the event by one individual does not exceed \$50. However, if an individual purchases an aggregate amount at a particular event in excess of \$50 per event, the entire amount is a contribution and is reported as a contribution in Section B.

EXAMPLE: John Doe purchases a CD player at the tag sale for \$40. This transaction is reported in Section J2. If, however, John Doe also purchases a chair for \$20 at the same tag sale, his aggregate purchases are now \$60 and the entire amount (\$60) is reported in Section B as an itemized contribution along with a reference to the event number.



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

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.

Last Name of Purchaser, First Name, Middle Initial, Residential Street Address, City, State, and Zip Code: Enter the individual purchaser'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.*

Method of Payment: Check the box to indicate the method of payment made by the purchaser, either *Cash, Personal Check, or Credit /Debit Card.*

Aggregate Amount of Purchases: Add the total of all of the individual's purchases at the particular event and record the total amount.

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

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

Items Purchased: List all items bought by the individual.

SUBTOTAL Section J2 – This Page: Add together the aggregate purchases for this event for each individual reported on page 8 in Section J2 and record the total.

TOTAL of additional Section J2 Pages: Total and record the amount of all additional Section J2 pages (if applicable).

TOTAL OF ALL SMALL PURCHASES FROM TAG SALES, AUCTIONS OR OTHER SALES OF DONATED ITEMS: Add together all of the amounts reported in all Section J2 pages of this filing. Record the amount on this line and on **Line 17, Column A** of the Summary Page Totals.

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 **\$50** donated by an individual for a fundraiser; goods or services donated by a business entity with a value up to **\$100** 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*); food or beverages donated by an individual for a non-fundraising event with a value of up to \$50; the cost of invitations, food or beverages voluntarily provided by an individual hosting a fundraising event at the individual's residence, provided the value is not in excess of **\$200** for a candidate committee during the election cycle.

Candidates who intend to PARTICIPATE in the CEP – Any In-Kind Donations for sale at an event received by a candidate committee that intends to participate in the CEP must be repaid at **fair market value** and reported as an expenditure before the candidate applies for a public grant. In addition, these donations will NOT be counted as qualifying contributions for grant eligibility purposes.

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.*



J3. In-Kind Donations not Considered Contributions *continued*

Donation Given By: Check the box to indicate who made the donation, either *Individual* or *Business Entity*.

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

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

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

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

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

SUBTOTAL Section J3– This Page: Add together the fair market value of each item donated reported on page 9 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.

PART III. NONMONETARY RECEIPTS

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

K. In-Kind Contributions

In Section K, list 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 are 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 – Any In-Kind Contributions received by a Candidate Committee that intends to participate in the Citizens' Election Program must be repaid at fair market value and reported as an expenditure before the candidate applies for a public grant under the Citizens' Election Program. In addition, these contributions will **NOT** be counted as qualifying contributions for eligibility purposes.



K. In-Kind Contributions *continued*

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.*

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

Type of Contributor: Check the appropriate box for the source of the In-Kind Contribution, either *Individual* or *Committee*.

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.

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

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

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 23, 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 24, Column A** of the Summary Page Totals.



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

An **organization expenditure** can **ONLY** be made by a legislative leadership, legislative caucus or party committee for the benefit of a candidate or candidate committee. Legislative leadership, legislative caucus and party committees are permitted to make organization expenditures on behalf of candidates provided the expenditure falls within the definition of “organization expenditure” as prescribed by General Statutes § 9-601(25).

Candidates who intend to PARTICIPATE in the CEP – Organization expenditures are limited in amount for candidates for State Senator or State Representative. They are also limited depending on whether the organization expenditure is made in connection with an election or primary. *Refer to the Commission’s website www.ct.gov/seec for more information.*

Name of Committee, Name of Treasurer, Street Address, City, State, and Zip Code: Enter the name of the committee, name of the treasurer and address of the legislative leadership, legislative caucus or party committee making the organization expenditure.

Date Notice Received: Record the date that the notice of the expenditure was received from the legislative leadership, legislative caucus or party committee.

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

Aggregate Donations: Add the total of all of the organization expenditures received to date from the same legislative leadership, legislative caucus or party committee and record the amount.

Description of Donation: Provide a brief description of the organization expenditure received.

Purpose of Expenditure: Check the appropriate box labeled *A*, *B*, *C*, *D*, or *E* based on the type of organization expenditure. There are five types:

A: Party Candidate Listing—includes the preparation, display, mailing, or other distribution of a party candidate listing. A party candidate listing may include the name or names of candidate(s), photographs, the office(s) sought, the office(s) currently held by the candidate(s), as well as the party enrollment of the candidate(s). It may also contain a brief statement concerning the position and philosophies of the candidate(s), as well as a biography and an encouragement to vote for such candidate(s). **Please Note:** Party candidate listings may not contain negative content about a candidate or party, or solicit funds.

B: Party Building Document—includes a document in printed or electronic form created and maintained by a legislative leadership, legislative caucus or party committee of the same party as the candidate, consisting of the following: a party platform; a copy of an issue paper; a list of registered voters and voter identification information; and information relating to the requirements of campaign financing.

C: Campaign Event—includes a campaign event at which a candidate or candidates are present.

D: Advisory Services—includes payment for the services of an advisor to provide assistance relating to campaign organization, financing, accounting, strategy, law or media.

E: Use of Office and Equipment—includes the use of headquarters, facilities, and equipment by the candidate provided there is no additional cost to the legislative leadership, legislative caucus or party committee.

TOTAL SECTION M: Add together all of the amounts reported in all Section M pages of this filing. Record the amount on this line and on **Line 25, Column A** of the Summary Page Totals.



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 a committee worker or consultant, the original purchase made by the committee worker or consultant must **also** be reported in Section R, "Itemization of Reimbursements to Committee Workers and Consultants."

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) or **Debit Card**.

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*).

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

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 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.*

Other Candidate(s) Name, Office Sought: If applicable, enter each candidate's name and office sought for whom the coordinated expenditure was made.

SEEC FORM 30 INSTRUCTIONS

Itemized Campaign Finance Disclosure Statement
CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION
Rev. 7/11



N. Expenses Paid by Committee *continued*

SUBTOTAL Section N – This Page: Add together each expense paid by the committee reported on page 12 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, list the “Event #” as reported in Section J1.

SUBTOTAL Section O – This Page: Add together each expense paid by the candidate reported on page 13 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.

SEEC FORM 30 INSTRUCTIONS

Itemized Campaign Finance Disclosure Statement
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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 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.

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

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*).

Event #: If the expenditure is associated with an event, list 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 14 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.

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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," list 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.

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

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*).

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

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate *Yes* or *No* box.

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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.*

Other Candidate(s) Name, Office Sought: If applicable, enter each candidate’s name and office sought for whom the coordinated expenditure was made.

SUBTOTAL Section Q – This Page: Add together each expense incurred but not paid by the committee reported on page 15 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 to Committee Workers and Consultants

In Section R, report each instance in which a committee worker or consultant pays a vendor for committee-related expenses. 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 committee worker or consultant in Section N “Expenses Paid by Committee.”

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 listed.

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.

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

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

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

Method of Payment: Check the box to indicate the method of payment by the committee to reimburse the worker/consultant, either **Check** (with accompanying check number) or **Debit Card**.

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

Secondary Payee, Street Address, City, State, and Zip Code: Enter the name and address of the vendor that was paid by the committee worker or consultant.

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*).

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

Is this expenditure coordinated with another candidate for which reimbursement is sought?: Check the appropriate **Yes** or **No** box.

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.*

Other Candidate(s) Name, Office Sought: If applicable, enter each candidate's name and office sought for whom the coordinated expenditure was made.

SUBTOTAL Section R – This Page: Add together each reimbursement paid by the committee reported on page 16 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.

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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 fifty dollars (\$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.

TOTAL SECTION S: Add together all of 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 860-256-2925.*

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.

***ATT:** expenditure for **attendance fee or entrance fee** for any person to a (1) fundraiser held by *any* committee; (2) an inaugural event of any candidate; (3) a charitable event; (4) an educational course or training seminar; etc. 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 sponsoring committee or 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 listed 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.** This expenditure code does not apply to the surplus distribution (SRPLS) expenditure code explained below.

CHAR: expenditure for a payment of committee funds to a tax-exempt **charitable** organization [26 U.S. Code § 501(c)(3)].

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: expenditures 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: expenditures that are **contributions 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**: expenditures 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 list 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: expenditures 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**: expenditures 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: expenditures 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: expenditures 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: expenditures for **office supplies** such as paper, pens, printer cartridges, etc.

OVHD: expenditures 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** at fair market value for goods, services or other things of value provided by that other committee as a reimbursement of a shared expense. Examples: payment for a mail list, contact list or email distribution list prepared and produced by the other committee, or for the cost of the salaries of the other committee's salaried employees who were loaned to the committee, etc. Absent payment to the other committee at fair market value for such benefits received, **within 45 days of receipt**, the committee would be receiving an **In-Kind Contribution** from the other committee. *Please Note*: **In-Kind Contributions** do not require an expenditure code because they are receipts of the committee, not expenditures. The **POC** expenditure code category must be distinguished from expenditures that are coded as **contributions to another committee (CNTRB)**.

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**

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

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

RCW: expenditures to **reimburse committee workers**, which may include a candidate. This is when the cost of payment for something needed by the committee is advanced by the committee worker and reimbursement is sought and obtained from the committee's treasurer who authorized the payment within 45 days of receipt of the paid for item. *Please Note*: Absent reimbursement to the committee worker **within 45 days of receipt** of the paid for item, the committee would be receiving an **In-Kind Contribution** from the committee worker. After making payment to the worker, reporting this item also requires full reporting of the **Secondary Payees** appearing on the payment slip of the committee worker. 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: expenditures which are **surplus distributions** in connection with the termination and dissolution of the committee.

TRVL: expenditures 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: expenditures 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: expenditures for accessing and having a presence on the **WEB**. This includes payments to develop or maintain: (a) a committee website and homepage; (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 online 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**: expenditures 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.