

Candidate Workshop

Chris H. Chambless
Supervisor Of Elections
www.ClayElections.com





Objectives of the Workshop

- **Introduce the SOE Candidate Support Team**
 - **The Candidate Process**
 - Filing for Office
 - Campaign Treasurer
 - Campaign Depository
 - Qualifying
 - Campaign Finance Reports
 - **Important Information to Note**
 - Political Advertising
 - Laws
 - Common Violations in Chapter 106
 - **Supervisor of Elections' Resources**
 - **Question & Answer Session**
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Your Candidate Support Team

Chris H. Chambless – Supervisor of Elections

Linda Hoover – Candidate Qualifying

Lisa Hogan– Candidate Qualifying

Lynn Gaver – Data Services & Mail Ballots

E-mail: Candidates@ClayElections.com

Website: www.ClayElections.com

Phone: (904) 269-6350



Candidate Process

Disclaimer:

This workshop is an overview of the rules and laws relating to elections. It is not intended to be a replacement for research on each candidate's part. All information is subject to change, based on legislation and state-driven directives. Any information in this session which conflicts with the applicable state or municipal law at the time, will be superseded by said law.

Note: Florida Statute 99.061(7)5(c)

The filing officer performs a ministerial function in reviewing Qualifying Papers.



Filing Documents

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.02(1), F.S.) (PLEASE PRINT OR TYPE)				
NOTE: This form must be on file with the qualifying officer before opening the campaign account.				
OFFICE USE ONLY				
1. CHECK APPROPRIATE BOXES: <input type="checkbox"/> Initial Filing of Form <input type="checkbox"/> Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party				
2. Name of Candidate (in this order: First, Middle, Last)	3. Address (include post office box or street, city, state, zip code)			
4. Telephone ()	5. E-mail address ()			
6. Office sought (include district, circuit, group number)	7. If a candidate for a nonpartisan office, check if applicable: <input type="checkbox"/> My intent is to run as a Write-in candidate.			
8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a <input type="checkbox"/> Write-in <input type="checkbox"/> No Party Affiliation <input type="checkbox"/> Party candidate.				
9. I have appointed the following person to act as my <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer				
10. Name of Treasurer or Deputy Treasurer				
11. Mailing Address	12. Telephone ()			
13. City	14. County	15. State	16. Zip Code	17. E-mail address
18. I have designated the following bank as my <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository				
19. Name of Bank	20. Address			
21. City	22. County	23. State	24. Zip Code	
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.				
25. Date	26. Signature of Candidate X			
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block) I, _____, do hereby accept the appointment designated above as: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer. X Date _____ Signature of Campaign Treasurer or Deputy Treasurer				
DS-DE 9 (Rev. 10/10) Rule 19-2.0001, F.A.C.				

DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE (Section 106.031(5), F.S.) (Please Print)	OFFICE USE ONLY
I, _____, a judicial candidate, have received _____ of the Florida Code of Judicial _____	OFFICE USE ONLY
I, _____, candidate for the office of _____, have been provided access to read and understand the requirements of Chapter 106, Florida Statutes.	OFFICE USE ONLY
X _____ Signature of Candidate	_____ Date
Each candidate for judicial office, including qualifying officer, within 10 days after filing of Campaign Depository.	
Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).	
DS-DE 83 (Rev. 03/08)	DS-DE 84 (05/11)

DS-DE 83 Statement of Candidate for Judicial Office
DS-DE 84 Statement of Candidate

 Chris H. Chambless Supervisor of Elections Clay County, Florida	
Candidate Acknowledgement	
Pursuant to Resolution No. 08/09-76, as described below, I, _____, candidate for the office of _____, have been advised of, and understand the written acknowledgement requirement regarding Electronic Filing. Furthermore, by initiating each subsection herewith mentioned in Section 4, I express my understanding of all resolution requirements as in accordance to Chapter 106, Florida Statutes.	
X _____ Signature of Candidate	_____ Date
RESOLUTION NO. 08/09-76 COMMISSIONERS OF CLAY COUNTY, FLORIDA, IMPLEMENTING THE PROVISIONS OF SECTION 106.07(2)(a)(2), FLORIDA STATUTES, PERTAINING TO ELECTRONIC FILING REQUIREMENTS FOR THE CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEE; PROVIDING DEFINITIONS; REQUIRING ELECTRONIC FILING OF CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEES; PROVIDING FOR THE ESTABLISHMENT OF AN ELECTRONIC FILING SYSTEM AND PRESCRIBING THE MINIMUM REQUIREMENTS THEREOF; REQUIRING A WRITTEN ACKNOWLEDGEMENT REGARDING CERTAIN MATTERS PERTAINING TO THE ELECTRONIC FILING SYSTEM; PROVIDING FOR THE ESTABLISHMENT OF AN ALTERNATIVE PROCEDURE FOR FILING OF CAMPAIGN FINANCE REPORTS OF LOCAL CANDIDATES AND POLITICAL COMMITTEES; AND PROVIDING AN EFFECTIVE DATE.	
Section 4. Acknowledgment. The Supervisor must require each person given a secure sign-on to the electronic filing system to sign a written statement on a form prepared by the Supervisor acknowledging the following:	
<input type="checkbox"/> (a) Campaign finance reports must be completed and filed through the electronic filing system not later than midnight of the day required by law therefore. <input type="checkbox"/> (b) Campaign finance reports not filed by midnight of the required day are deemed late-filed and are subject to the penalties prescribed under Section 106.07(9), Florida Statutes. <input type="checkbox"/> (c) Campaign finance reports filed through the electronic filing system are considered to be certified as to correctness within the meaning of Section 106.07(5), Florida Statutes, by the candidate and the candidate's treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee, and such persons are subject to the provisions of Section 106.07(5), Florida Statutes. <input type="checkbox"/> (d) The person signing the statement is responsible for protecting the sign-on credentials from disclosure, and for all filings using such credentials, unless the person has notified the Supervisor that such credentials have been compromised.	
P.O. Box 337 2417-1 S. Orange Ave. Green Cove Springs, FL 32043 (904) 269-6350 Fax (904) 264-0555	

Candidate Acknowledgement

Special District Candidates

Special District candidates are not required to file a DS-DE 9

**AFFIDAVIT OF INTENTION
SPECIAL DISTRICT CANDIDATE**

State of Florida
Clay County

I, _____, a candidate for the special
(Print name)

district of: _____ in the
(District name including district #, seat #, or group #)

General Election certify that I will not collect, solicit, or accept any contribution; be it a gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election or making an electioneering communication (106.011(5), Florida Statutes). I further certify that the only expenditure made on behalf of my candidacy will be the candidate qualifying fee or, in lieu of the qualifying fee, the signature verification fee for candidate petitions.

I certify that in the event I collect, solicit, or accept any contribution, as described above, or make a campaign expenditure; be it a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificates of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication (106.011(10), Florida Statutes) my campaign will be governed by Chapter 106, Florida Statutes.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Candidate

Date

99.061, Florida Statutes
05/13

Campaign Treasurer

Treasurer:

- Shall keep detailed accounts of all contributions and expenditures made by or on behalf of the candidate.
- Must keep accounts current within 2 days after the date of any contribution and/or expenditure.
- Shall deposit all funds received by the end of the 5th business day into the campaign depository.
- Shall preserve all accounts for a number of years equal to the term of office to which the candidate seeks election.
- Shall file regular reports of all contributions and expenditures.
- May be fined \$1,000 or more or be subjected to criminal penalties for failing to file a campaign report or filing an incomplete/inaccurate report .

Campaign Depository

Depository:

- Is designated at the same time as a treasurer is appointed (via DS- DE 9)
 - *Designating a campaign depository is merely naming the financial institution where your campaign funds will be deposited (most banks require an initial deposit to open a account and a contribution cannot be accepted prior to the candidate filing Form DS-DE 9.)*
- Must be designated prior to obtaining petition signatures for Candidates seeking to qualify by the petition process.
- Must be separate from any personal or other account and used only for depositing campaign contributions and making expenditures.
- Expenditures must be drawn by a check on this account, except when paid with petty cash.
 - *Only the treasurer /deputy treasurer can sign a campaign check.*
- Interest bearing accounts- interest should be reflected as a contribution.

Qualifying

- A one-week period in which candidates are required, by law, to file additional forms in order to have their name placed on the ballot. Those forms are:
 - Candidate Oath, Loyalty Oath, Oath of Candidate, Statement of Party
(Forms DS-DE 24, 24A, 24B, 24C, 24D, 24E, 26, or 26A)
 - Financial Disclosure Form (Form 1 or Form 6)
 - Qualifying Fee (*must be paid with Campaign check*) or Alternative Method Petition Certification
- The SOE may accept and hold qualifying papers up to 14 days before qualifying begins; they will be processed after qualifying begins.

	Judicial Candidates	Non-Judicial Candidates
SOE may accept & hold qualifying papers	Apr 18	Jun 6
Qualifying begins	May 2 Noon	Jun 20 Noon
Qualifying ends	May 6 Noon	Jun 24 Noon

Qualifying Fee & Petition Information

2016

OfficeC	Salary	Filing Fee 3%	Assessmt Fee 1%	Party Assessmt Fee (Dem/Rep) 2%	Total Fees		Registered Voters- Last Gen Election	Petitions Required 1%
					Dem/Rep	NPA		
Clerk of the Court	\$128,306	\$3,849.18	\$1,283.06	\$2,566.12	\$7,698.36	\$5,132.24	136,148	1,361
Property Appraiser	\$128,306	\$3,849.18	\$1,283.06	\$2,566.12	\$7,698.36	\$5,132.24	136,148	1,361
Sheriff	\$137,256	\$4,117.68	\$1,372.56	\$2,745.12	\$8,235.36	\$5,490.24	136,148	1,361
Supervisor of Elections	\$109,368	\$3,281.04	\$1,093.68	\$2,187.36	\$6,562.08	\$4,374.72	136,148	1,361
Tax Collector	\$128,306	\$3,849.18	\$1,283.06	\$2,566.12	\$7,698.36	\$5,132.24	136,148	1,361
Superintendent of Schools	\$128,306	\$3,849.18	\$1,283.06	\$2,566.12	\$7,698.36	\$5,132.24	136,148	1,361
School Board Dist 2 & 4	\$35,420	\$1,062.60	\$354.20	NA	\$416.80		136,148	1,361
County Court Judge Group 1 & 2	\$138,020	\$4,140.60	\$1,380.20	NA	\$5,520.80		136,148	1,361

Qualifying Fee & Petition Information

2016

Office	Salary	Filing Fee 3%	Assessmt Fee 1%	Party Assessmt Fee (Dem/Rep) 2%	Total Fees		Registered Voters- Last Gen Election	Petitions Required 1%
					Dem/Rep	NPA		
County Commission District #1	\$37,000	\$1,110.00	\$370.00	\$740.00	\$2,220.00	\$1,480.00	29,566	296
County Commission District #3	\$37,000	\$1,110.00	\$370.00	\$740.00	\$2,220.00	\$1,480.00	28,413	284
County Commission District #5	\$37,000	\$1,110.00	\$370.00	\$740.00	\$2,220.00	\$1,480.00	24,581	246
Clay County Soil & Water					\$25			25
Lake Asbury MSBD					\$25			25
Community Development Dists.					\$25			25

Petition Information

- A candidate may begin collecting petition signatures after the Appointment of Campaign Treasurer Form (DS-DE 9) has been filed with the SOE.

Note: Federal & Special District candidates are not required to file DS-DE 9 first.

- Petitions are valid only for the qualifying period immediately following filing.
- Petition format **must** adhere to DOE's Form DS-DE 104 specifications.
- Candidates are required to supply, print or make copies of their own petitions.
- Signatures may be obtained from any registered voter in the area of the office you are seeking, regardless of party affiliation.
- The SOE will determine if the correct number of valid petitions have been collected in order to waive the qualifying fee.
- The cost of verifying petitions is \$.10 per petition paid in advance by the candidate.

** If the candidate is unable to pay this, he/she may file the Oath of Undue Burden to have this fee waived.*

CANDIDATE PETITION

*Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.*

I, John Doe the undersigned, a registered voter
(print name as it appears on your voter information card)

Name of Candidate

in said state and county, petition to have the name of _____
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

Party Affiliation

Nonpartisan No party affiliation _____ Party candidate for the office of

The Office Being Sought

(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth or Voter Registration Number
(MM/DD/YY)

05/05/55 OR 123456789

Address

123 Main St.

City

Orange Park

County

Clay

State

FL

Zip Code

32073

Signature of Voter

Date Signed (MM/DD/YY)
[to be completed by Voter]

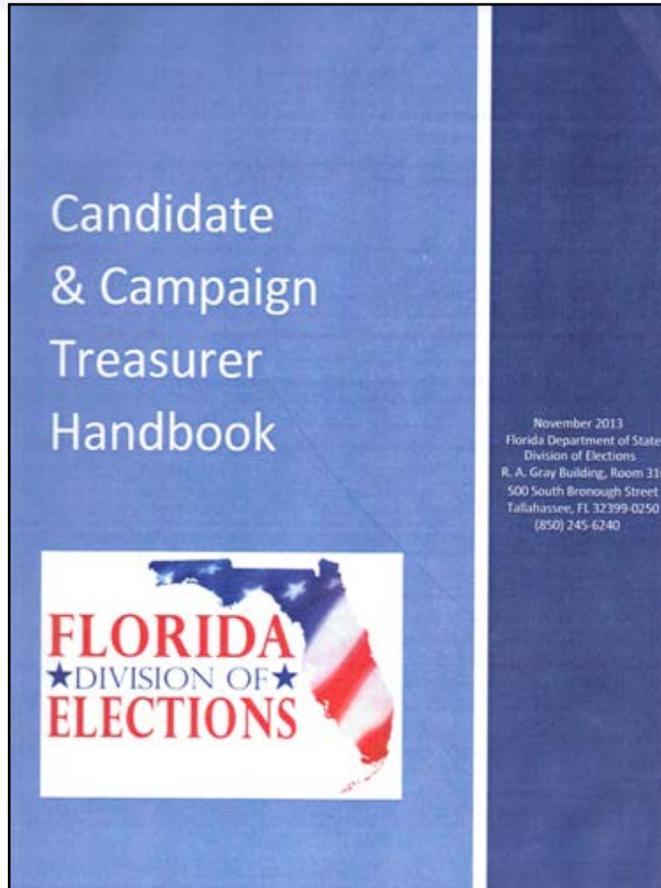
Dates to Remember

2016	Judicial Candidates	Non-Judicial Candidates
Petitions due to SOE	April 4 Noon	May 23 Noon
SOE may accept & hold qualifying papers	April 18	June 6
Written resignations due if terms of offices, or any party thereof, run concurrently with each other	April 22	June 10
Deadline for SOE to certify to the DOE the number of valid signatures for candidates seeking to qualify by the petition method	April 25	June 13
Qualifying begins	May 2 Noon	June 20 Noon
Qualifying ends	May 6 Noon	June 24 Noon
Deadline for partisan candidates to change party affiliation - 365 days before qualifying	May 3, 2015	June 21, 2015



Candidate Workshop
Online Financial Filing

Publications



Voter Focus★



How to File Financial Reports Online

*A Handbook for Candidates
& Committees*





What do I need to create reports online?

- It is **Mandatory** that all candidates filing with the Supervisor of Elections use the Electronic Filing System.
- You will be sent an email with your Password, Candidate ID Number, and two (2) Electronic Filing PIN numbers.
- You will need a computer equipped with:
 - An Internet connection.
 - A web browser configured to accept cookies and with pop-up blockers disabled
 - Adobe Acrobat Reader®.

Reporting Schedule

2015 Calendar of Reporting Dates

Cover Period	Report Code	Due Date
12/01/14 – 12/31/14	2014 M12	01/12/15
01/01/15 – 01/ 31/15	2015 M1	02/10/15
02/01/15 – 02/28/15	2015 M2	03/10/15
03/01/15 – 03/31/15	2015 M3	04/10/15
04/01/15 – 04/30/15	2015 M4	05/11/15
05/01/15 – 05/31/15	2015 M5	06/10/15
06/01/15 – 06/ 30/15	2015 M6	07/10/15
07/01/15 – 07/31/15	2015 M7	08/10/15
08/01/15 – 08/31/15	2015 M8	09/10/15
09/01/15 – 09/30/15	2015 M9	10/13/15
10/01/15 – 10/31/15	2015 M10	11/10/15
11/01/15 – 11/ 30/15	2015 M11	12/10/15
12/01/15 – 12/31/15	2015 M12	1/11/16

2016 Election Dates

Presidential Preference

March 15, 2016

Primary Election

August 30, 2016

General Election

November 8, 2016

How do I start?

Home General Information Your Elections Office



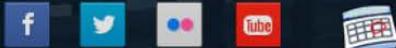
Search...

Active Registered Voters as of 04/01/15 Democrats: 31,274 Republicans: 72,825 Others: 32,226 Total: 136,325

Vista En Español Translations by Microsoft® Translator

LIVE CHAT ONLINE FONT SIZE + -

FOLLOW US ON:



4/7/2015 8:30 AM SSYR Plantation Oaks Elementary
5/5/2015 10:00 AM Fleming Island High School Registration Drive
[More Dates >>>](#)

VOTERS

- My Registration Status
- Register to Vote
- Online Address Change
- Request a Ballot
- Precinct Finder
- Early Voting Sites
- Omitted Signature Affidavit

CANDIDATES & COMMITTEES

- Active Candidates & Committees
- Search Financial Reports
- Electronic Reporting Login
- Running for Office
- Calendar of Reporting Dates
- Candidate File Access
- FAQs - Candidates

POLLWORKERS & VOLUNTEERS

- Become Poll Worker
- Adopt-A-Precinct
- Poll Worker Information Request
- FAQs - Poll Workers
- Poll Worker Materials
- Volunteer Opportunities

ELECTION INFO

- Current Election Results
- Upcoming Elections
- Constitutional Amendments
- My Representative
- Voter Turnout
- Election History
- Get the Facts



Log In

Candidate Log In

Campaign finance reports must be completed and submitted (filed) through the electronic filing system not later than midnight of the day required by law therefore, and that late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Numeric Candidate ID (no leading zeros) Password

The Campaign Financial Reporting System is provided to you and all candidates to provide for entering contributions, expenditures, and other transactions required for campaign treasurer's reports. Our official contact information is :

Clay County Supervisor of Elections
500 N. Orange Avenue
PO Box 337
Green Cove Springs, FL 32043

(904) 269-6350
Candidates@ClayElections.com

IMPORTANT: Your Browser must be set to allow the storage of "cookies" during your session. For an explanation of "cookies," please refer to Microsoft's "[What's a Cookie?](#)". Each browser has varying methods for setting this option. Please refer to your browser's documentation regarding cookie settings.

Election Office or issue Your name Your candidate ID

Candidate Reports - Candidate Log In >

Candidate/Committee : Carolyn J. Casadonte (96)

Office : County Commission District 4

NOTE: The candidate/committee information (biography, photo, and released reports), has been viewed a total of 1 times from the public site

Press Help for information on using the **new 'Import Entries' feature.**

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 <small>(01/01/2009 - 03/31/2009) 4/15/2009</small>	\$2,700.00 <small>(3 items)</small>	\$775.00 <small>(2 items)</small>	Received # 1014375 <input type="button" value="Unlock this report"/>	<input type="button" value="View Contributions"/> <input type="button" value="View Transfers"/> <input type="button" value="View Expenditures"/> <input type="button" value="View Distributions"/> <input type="button" value="Print"/> <input type="button" value="Amend"/> <input type="button" value="Export CSV"/>
2009-Q2 <small>(04/01/2009 - 07/01/2009) 7/15/2009</small>	\$450.00 <small>(3 items)</small>	\$500.00 <small>(1 item)</small>	Not Filed Data Entry Started	<input type="button" value="Import Entries"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Create Final Report For Review"/> <input type="button" value="Export CSV"/>
2009-Q3 <small>(07/01/2009 - 09/30/2009) 10/15/2009</small>	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Create Waiver Report"/>
2009-Q4 <small>(10/01/2009 - 12/31/2009) 1/15/2010</small>	-	-	No Data Entered <input type="button" value="Unlock this report"/>	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Transfers"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Enter Distributions"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Create Waiver Report"/>

Time periods when financial reports are required.
Colors indicate reporting periods.

Here's an example of a financial report.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name: Carolyn J. Casadonte
 (2) Address: 1645 Harrington CT, Suite C, Palmetto, FL 32114
 (3) ID Number: 96

OFFICE USE ONLY
 ONLINE SUBMISSION
 [1014376]

(4) Check appropriate box(es):
 Candidate (office sought): County Commission District 4
 Political Committee
 Committee of Continuous Existence
 Party Executive Committee
 Electioneering Communication
 CHECK IF ADDRESS HAS CHANGED
 CHECK IF PC HAS DISBANDED
 CHECK IF CCE HAS DISBANDED
 CHECK IF NO OTHER ELECTIC COMMUNICATION REPORTS V

(5) REPORT IDENTIFIERS
 Cover Period: From 4/1/2009 To 7/1/2009 Report
 Original Amendment Special Election Report Independent E

(6) CONTRIBUTIONS THIS REPORT
 Cash & Checks \$ 150.00
 Loans \$ 0.00
 Total Monetary \$ 150.00
 In-Kind \$ 300.00

(7) EXPENDITURES THIS REPORT
 Monetary Expenditures \$
 Transfers to Office Account \$
 Total Monetary \$

(8) Other Distributions \$

(9) TOTAL Monetary Contributions To Date \$ 2,650.00
 (10) TOTAL Monetary Expe \$

(11) CERTIFICATION
 I certify that I have examined this report and it is true, correct, and complete.
 (Type name) Individual (only for electioneering comm.) Treasurer Deputy Treasurer Candidate Chair elector
 Signature



First, there's a summary page.

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/1/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Full Name (Last, Suffix, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Occupation	(10) Contribution Type	(11) In-Kind Description	(12) Amount
4/21/2009	Badger, Anna Lee	44 Wilson Rd Palmetto, FL 32112	I		CH		150.00
4/21/2009	Kirk, Marsha	101 Woodson Rd Palmetto, FL 32112	I		CH		150.00
4/21/2009	Smith, Reid C.	141 Woodson Rd Palmetto, FL 32112	I	restaurant owner	EX		300.00

DS-DE 13 (Rev. 0803) SEE REVERSE FOR INSTRUCTIONS

Then, an itemized list of contributions.



CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Carolyn J. Casadonte (2) I.D. Number: 96
 (3) Cover Period: 4/1/2009 through 7/1/2009 (4) Page: 1 of 1

(5) Date	(6) Full Name (Last, Suffix, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amount
5/15/2009	Davis Communication, P.O. Box 3458 Tallahassee, FL 32312		retainer for advertising	NO	800.00
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 14 (Rev. 0803) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Next, a list of expenditures



Adding a New Contribution

Date: 5 / 22 / 2009

Contributor Name: Last First Middle

Address 1:

Address 2:

City: ST Zip:

Amount \$:

Contributor Type: Individual

Contributor Occupation: Business
 Committee
 Polical Party
 Other
 Committee of Continuous Existence
 Electioneering Communicaiton Organization
 Political Committee (Federal or State)
 Candidate to Themselves

Contribution type: Cash

In-kind Description: Cash
 Check
 In-Kind
 Interest
 Loan
 Membership Dues
 Refund

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name John Smith (2) I.D. Number _____

(3) Cover Period 1 / 1 / 2014 through 1 / 31 / 2014 (4) Page _____ of _____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type				
1/10/2014 / /	Smith, John 1234 Happy Pl. G.C.S. FL 32043	S Candidate	LO			\$500.00
1						
1/12/2014 / /	Burful, Ferd 1212 Green St. Middleburg, FL. 32656	I School Teacher	CK			\$150.00
2						
1/14/2014 / /	A Touch of Class 6154 Forest St. O.P. FL 32065	B Florist	CK			\$1000.00
3						
1/14/2014 / /	Brown, Robert 1425 Pine Ace. G.C.S. FL. 32043	I	CK			\$100.00
4						
1/20/2014 / /	Piggly Wiggly 2150 Highway 17 G.C.S. FL 32043	B	IK	Food for Fund Raiser		\$75.00
5						
/ /						
/ /						

DS-DE 13 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Contribution Limits

- A candidate may not receive more than \$1000 per election from any one person or business.
- A candidate's contributions to his/her own campaign are UNLIMITED.
- Contribution limit for cash or cashier's check is \$50.

Contribution Types

- **Cash or Cashier's Check**
- **Checks** – Must be made payable to candidate's campaign account.
- **Debit Cards** – Categorized as a “check” for reporting purposes.
- **Pay Pal** – List the contribution in whole, then list the fee as an expenditure.

Credit cards may be accepted for contributions, if you have the ability to accept them. You may not however, use them for purchases unless you are a statewide candidate

Adding Expenditures

Date: 5 / 22 / 2009

Vendor Last Name: Last First Middle

Address 1:

Address 2:

City: ST: Zip:

Amount \$:

Purpose:

Expenditure type:

- Monetary
- Petty Cash Withdrawn
- Petty Cash Spent
- Transfer to Office Account
- Refund
- Disposition of Funds

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: John Smith (2) I.D. Number: _____

(3) Cover Period: 1 / 1 / 14 through 1 / 31 / 14 (4) Page _____ of _____

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
1 / 1 / 14	1	Smith, John 1234 Happy Ln Orange Park, FL 32065	Reimbursement for office supplies	MON		\$500.96
1 / 10 / 14	2	ABC Media Consulting 1451 Constitutional Dr. Jacksonville, FL 32205	Media buys	MON		\$7000.00
1 / 11 / 14	3	Petty Cash	Misc	PCW		\$500.00
1 / 20 / 14	4	Petty Cash	Misc	PCS		\$156.00
1 / / /						
1 / / /						
1 / / /						
1 / / /						

DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Reporting a Distribution



You are about to enter a **Distribution** transaction. The current transaction is a **Distribution** only if it is:

- A **Credit Card Payment** - linked to the expenditure that represents payment of the credit card bill on which the purchase appears. (Reserved for Statewide Candidates Only).

or

- A **Prepaid Distribution** - used to itemize previously made lump sum payments. Example: Payment to a media consultant who will then make disbursements to various media such as a newspaper, radio or television station. The "Other Distribution" entries will document how the media consultant is spending the lump sum payment. Items will be reported and linked to the pre-paid expenditure as they occur.

or

- A **Reimbursement** - itemized reimbursement for authorized expenses made in connection with the campaign. Example: Candidate Smith paid for the cost of printing campaign signs with his own money. The signs were purchased at ABC Printing. This entry would provide the name and address of ABC Printing and how much was spent. It will be related to an expenditure showing reimbursement to the candidate.

A **Distribution** transaction does **NOT** add to your report totals - these transactions are only used to report pro-rata amounts of an already recorded Expense transaction.

NOTE: If you are dispersing funds at the end of your campaign back to contributors or other authorized entities (typically in a TR report), you should be entering an **Expense** transaction with an item type of "DI" for **Disposition of Funds**, one for each contributor. Please Cancel this page and select the **Enter Expenses** button if this is the case.

Cancel

Or

Proceed with
Distribution

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name John Smith (2) I.D. Number _____

(3) Cover Period 1 / 1 / 14 through 1 / 31 / 14 (4) Page _____ of _____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount	(12) Distribution Type
(6) Sequence Number						
1 / 1 / 14	Office Depot Address	Computer	2014 M1 (1)		\$400.00	
1						
1 / 1 / 14	Staples Address	paper	2014 M1 (1)		\$196.00	
2						
1 / 12 / 14	WCTV Address	TV Advertising	2014 M1 (2)		\$5000.00	
3						
1 / 14 / 14	TNT Direct Mail Co. Address	Flyers	2014 M1 (2)		\$2000.00	
/ /						

Political Advertising

A political advertisement is a paid expression in a communication medium prescribed in Section 106.011(4) F.S., which expressly advocates the election or defeat of a candidate.

Disclaimer not required for:

- Candidate petitions
- Items designed to be worn
- Novelty items worth less than \$10, and are not in opposition to a candidate.
- Link or graphic that directs the user to a site that does require a disclaimer.
- A message placed on a social networking website
- A text message that is less than 200 characters via a short message service.

More details are in Sec. 106.143 F.S.

Political Advertising

Disclaimers must be verbatim per Sec. 106.143, F.S.

Examples – Non-incumbent partisan candidate running for partisan office:

**Elect Jane Doe for
County Commission District 5**
Paid by Jane Doe, Rep., for County
Commission

OR

**Elect Jane Doe for
County Commission District 5**
Political Advertisement paid for and approved by
Jane Doe, Rep., for County Commission

Examples – Incumbent partisan candidate running for partisan office:

**Re-elect Jane Doe
County Commission District 5**
Paid by Jane Doe, Rep., for County
Commission

OR

**Elect Jane Doe
County Commission District 5**
Political Advertisement paid for and approved by
Jane Doe, Rep., for County Commission

Examples – Non-incumbent NPA candidate running for partisan office:

**Jane Doe for
County Commission District 5**
Paid by Jane Doe, NPA, for County
Commission

OR

**Elect Jane Doe
County Commission District 5**
Political Advertisement paid for and approved by
Jane Doe, NPA., for County Commission

Political Advertising

Disclaimers must be verbatim per Sec. 106.143, F.S.

Examples – Non-incumbent candidate running for nonpartisan office:

**Elect Jason Educator for
School Board District 2**

Paid by Jason Educator, for School Board

OR

**Elect Jason Educator for
School Board**

Political Advertisement paid for and approved by
Jason Educator, for County Commission

Examples – Incumbent candidate running for nonpartisan office:

**Re-elect Ima Teacher
School Board District 2**

Paid by Ima Teacher for School Board

OR

**Elect Ima Teacher
School Board**

Political Advertisement paid for and approved by
Ima Teacher for School Board

- District, group, or seat number is not required in ad or disclaimer.
- Elect or Re-elect is not required.
- Bumper stickers do not require the word “for” in body of ad.
- Tickets or advertising for fund raiser require disclaimer.

Laws to Be Familiar With...

Resign-to-Run (*Section 99.012(3), F.S.*)

Federal Hatch Act (*5 USC § 1501 – 1508*)

Changing Parties for Partisan Offices (*Section 99.021, F.S.*)

Changing the Designation of Office (*Section 106.021(1), F.S.*)

Statement of Solicitation (*Section 106.0701, F.S.*)

Certain Prohibited Acts (*Section 106.15, F.S.*)

Making Contributions in the Name of Another (*Section 106.08(5), F.S.*)

Solicitation from Religious/Charitable/Civic Organizations

(Section 106.08(5), F.S., and Division of Elections Opinion 04-03)

Making Malicious Statements (*Section 104.271, F.S.*)

Certifying a False Report (*Sections 106.07(5) and 106.19, F.S.*)

Limitations on Political Activity for Judicial Candidates

(Section 105.071, F.S., and Division of Elections Opinion 78-34)

Common Violations in Chapter 106

- A candidate accepting contributions or making expenditures prior to appointing a campaign treasurer and designating a campaign depository.
- Failure of the treasurer of a candidate to file regular reports of all contributions received, and all expenditures made, by or on behalf of the candidate or political committee.
- Failure of a candidate with opposition in an election or his campaign treasurer to return any contribution received on the day of the election or less than 5 days prior to the day of the election.
- Failure of a person to mark all political advertisements as a "pd. pol. adv." or a "paid political advertisement" and to identify the sponsor.

Source: Florida Elections Commission
<http://www.fec.state.fl.us/juris/index.html#106>



Supervisor of Elections' Resources

Office

- District and/or Custom Maps
- Data: Lists and labels
- Computer Access for Financial Reporting

Website

- Candidate Financial Reporting System (Electronic Filing System- *Campaign Reports*)
 - Downloadable/Interactive maps
 - File Access to: Daily Mail Ballot Status
 - Voter lists with history
 - Election Day hour-by-hour voter turnout
 - Misc. Information: Important Dates/Reporting Dates/Links/FAQs
- 



General Information

Candidate Courtesy

BCC “Blind Carbon Copy” recipients as way to prevent disclosure of recipients email address

SOE office is nonpartisan

Resourceful Links

All Candidate Forms & Publications are available at the following:

- Division of Elections’ website: <http://Elections.MyFlorida.com>.
- Supervisor of Elections’ website: www.ClayElections.com

Candidate Sign Ordinances

- **Florida Statute 106.1435**
- **Clay County Code**
Section 1. Article I of Chapter 15
- **Clay County Land Development Code**
Section 1. Subsection (g) of Section 20.7-27, Article VII,

For questions regarding Clay County ordinances please contact
Holly Parrish
Clay County Manager's Office



Questions & Answers

Remember...

The Candidate and Campaign Treasurer Handbook is your best friend!

