State of Nebraska
Accountability and Disclosure Commission

P.O. BOX 95086
Lincoln, Nebraska 68509
nadc.nol.org

11th Floor, State Capitol
Phone (402) 471-2522
Fax (402) 471-6599

March 30, 2009

Cathy Danahy
Nebraska State Records Board
440 S. 8th St., Suite 210
Lincoln, Nebraska
INTEROFFICE

Dear Ms. Danahy:

Please find enclosed an Application for State Records Board Grant to Improve Access to Public Information. The application is accompanied by the following:

1. Concept Document: Online Campaign Filings;
2. Resource Estimate-NADC Form B-1; and
3. Copy of NADC Form B-1.

Thank you for the opportunity to apply for a grant from the State Records Board. If I can provide anything else, please don't hesitate to contract me.

Sincerely,

Frank J Daley, Jr

Frank J. Daley, Jr
Executive Director

Nebraska State Records Board
440 S 8th St Ste 210
Lincoln, NE 68508
(402) 471-2745

John A. Gale
Chairman

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (State Agency)

The Nebraska State Records Board is sponsoring a grant program for state agencies for the development of programs and technology to improve electronic access to state government information and services. Grants will be awarded for one time funding of small projects (not to exceed $25,000). The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. State agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

Grant Criteria

Projects requesting funding must meet criteria #1-3. In addition, criteria #4-6 will be considered when reviewing funding requests:

1. Enhance the delivery of state government agency services and improve access to those services.
2. Meet the state's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: http://www.nitc.state.ne.us/standards/index.html under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: http://www.nebraska.gov/index.phtml?section=business and the One-Stop Online Business Registration System at: https://www.nebraska.gov/osbr/cgi/domestic.cgi?/OSBRApplication/init/init/None
4. Improve the efficiency of state agency operations.
5. Facilitate collaboration between local, state and federal agencies and other public institutions (if applicable).
6. Support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov.

Grant applications will be considered by the Board at their quarterly meetings. For application due dates, Board meeting dates and any other questions about the process, please contact Cathy Danahy, Executive Director, at cathy.danahy@sos.ne.gov or (402) 471-2745.

State agencies desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information must complete the following application and follow any procedures outlined.

NOTE: All successful candidates will be required to submit a written project report to the State Records Board at the conclusion of their project.

If you need additional space for your answers please attach any documentation necessary. *Applications not completed in full will be returned to the requesting agency for completion and resubmission.*

I. GRANT SUMMARY

1. **Name of agency applying for grant:** Nebraska Accountability and Disclosure Commission_____

2. **Title of project:** Online Campaign Statement Filings__

3. **Brief description of project:**

   Candidate committees and ballot question committees are required to file periodic reports disclosing campaign receipts and campaign expenditures. See §§49-1455, 49-1459, 49-1461, and 49-1462 of the State Statutes. These reports are known as campaign statements and are filed on NADC Form B-1 with the Nebraska Accountability and Disclosure Commission. The purpose of this project is to provide a method for candidate committees and ballot question committees to file their campaign statements (NADC Form B-1) electronically.

   Currently campaign statements are completed and filed on paper. The NADC staff manually enters the data from the paper reports into an existing data base. The information is then posted on the NADC website. This creates a resource strain on the NADC. In addition, manual data entry increases the potential for data error. Agency efficiency will be improved by the use of electronic filing.

   Below, in brief, are the Benefits of this Project:

   - Significant staff time dedicated to data entry will be freed up for other duties.
   - Filings made electronically can be posted on the website and made public immediately.
   - Date entry error is avoided.
   - Filers have a more convenient option for filing with safeguards to avoid common errors made on paper filings.

4. **Grant request amount $ 25,000**

5. **Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.**
   No

II. GRANT DETAIL

1. **Please describe the project in detail (you may attach this description).**
   See attached Concept Document for specifics on the Project.

2. **Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

   There are three primary beneficiaries of this project: filers, the general public and the NADC.

   There are approximately 250 candidate committees and 20 ballot question committees in existence at any one time. All candidate committees and ballot question committees file campaign statements at least once per year. In a year in which a candidate is seeking election or re-election, the candidate committee may file up to 7 campaign statements. In a year in which a ballot question committee is seeking to qualify a question to appear on the ballot, the committee may file up to 11 campaign statements. In an election year there is the potential for approximately 1,000 candidate campaign statements being filed and for approximately 95 ballot question committee campaign statements being filed. This project will streamline the process for both the agency and the filer. Without the delay of manual data entry the information contained in each campaign statement will be posted on the agency website. The information becomes publicly accessible more quickly than previously possible. The filer will not need to be concerned with the task of physically creating a document and physically transmitting the document to Lincoln.

3. **Timeline for implementation (*a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.***

   It is intended that this project be launched on January 31st, 2010.

4. **State agency contribution to project (labor, equipment etc.).**
   The NADC currently has an established database that will continue to be utilized as the main repository for data received electronically through the online submission of filing statements. In addition to the ongoing support of the database NADC also has committed to maintaining and providing the process for posting the information on their Web site. NADC will also continue to provide the personnel required to review and vet the information before insertion into the data base.

5. **Is other funding available for this project (explain)?**

   There are no other available funds to support this program.

6. **Does the project require additional statutory authority (explain)?**

   No

7. **Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).**

   See attached Resource Estimate for Nebraska.gov.

8. **Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?**

   The grant money is requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a database into which campaign finance information is entered. It currently displays this information on its website. The agency proposes by way of an addendum to the master contract between the Nebraska State Records Board and Nebraska.gov, to receive support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

9. **Please describe how this project will enhance the delivery of state agency services or access to those services.**

   As stated in question 2 there are three primary beneficiaries that will see enhanced access as a result of this project.

   Filers:
   Each filer will benefit by having an additional filing option not previously available to them. An additional benefit for filers filing online will be that the filers will be given more time to file because they will no longer be required to mail in their statements. This allows each filer to submit much closer to the deadline. The contemplated program will also include safeguards which will help filers avoid common errors.

   Agency:
   The agency will benefit significantly because the data from reports will not need to be re-entered by NADC staff. This will save a great deal of time and effort for NADC while also helping to lower the error rate that is inherent during any data entry process. Currently, the agency has no choice but to perform this function

since it is required by law to post this information on its website. See §49-1464 of the State Statutes.

Public:
The public will benefit from both the timeliness and accuracy of the data being provided. This system will allow the data in each of the statements submitted online to reach the public view more quickly than previously possible.

10. Please describe how this project will improve the efficiency of state agency operations.

Agency efficiency will be greatly improved through this project. Nebraska.gov has already provided adequate back end functionality to house this data but a significant limitation to getting this information is the large amount of manual intervention required to populate this data into the system. Currently the NADC personnel manually enter the information from these forms. With the potential for 1,095 eight page filings in an election year, the agency is anticipating that these personnel resources will be able to be reallocated to other duties as necessary. This will greatly improve the NADC's efficiency with relation to this and other obligations to serve the public.

As previously stated this new online eGovernment service will allow this information to be processed more quickly than previously possible. This time savings is a critical step in improving NADC's ability to speak directly to the public's need for greater government transparency.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

N/A

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

N/A

13. Does the project involve the licensing, permitting or regulation of business? If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal and the One-Stop Online Business registration system.

This project does not involve licensing, permitting, or regulating of business.

III. <u>TECHNICAL INFORMATION</u>

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

   N/A

2. **Address any technical issues with the proposed technology including:**

   - **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines (NITC standards and guidelines are located at: http://www.nitc.state.ne.us/standards/).**
   - **Compatibility with existing institutional and/or statewide infrastructure.**
   - **Reliability, security and scalability (future needs for growth or adaptation).**

   The application will not interface directly with any other state systems.

   Nebraska.gov is PCI/DSS, and SOX compliant, and adheres to all NITC standards.

   Nebraska.gov provides a state –of-the-art data center facility designed to securely and cost-effectively host government Web applications. Nebraska.gov's hosting environment is Cyber trust certified, and all applications are submitted to a vulnerability scan yearly in order to protect data. In addition Nebraska.gov has a comprehensive disaster recovery plan including redundancies, back-up power sources, and an alternate processing facility.

3. **Describe how the project will comply with the State's Technology Access Clause: http://www.nitc.state.ne.us/standards/index.html under 2. Accessibility Architecture.**

   Nebraska.gov programmers and web designers comply with all Section 508 standards.

4. **Describe how technical support will be provided.**

   Nebraska.gov will provide technical support for the application. A support phone number will be available through the application, that users can call to reach a customer support representative during regular business hours. A support email address is also made available for users to submit bug reports and questions at any time.
   Nebraska.gov also provides continuing technical support for the application in the form of providing bug fixes, enhancements and updates upon request.
   Data center support is available 24 hours a day/7 days a week.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application:

Frank Daley

Phone # 402-471-2522 **E-mail** FRANK.DALEY@NEBRASKA.GOV

Signed this 30th **day of** March, 2009

Frank J Daley, Jr

Agency Director

Please return to:

Cathy Danahy
Nebraska State Records Board
440 S 8th St. Suite 210
Lincoln, NE 68508
(402) 471-2745

(Last updated 04/29/2008)

Concept Document

Online Campaign Statement Filings

Project Manager: Zywiec, Jessica
Date: 3/9/2009

Table of Contents

Nebraska.gov Information

Executive Sponsor:

General Manager, Brent Hoffman

Support Contact Information:

Email: ne-support@nicusa.com
Phone: 402.471.7810
Fax: 402.471.7817

Partner Information

Partner Description

Nebraska Accountability and Disclosure Commission (NADC)
11th Floor of the State Capital
P.O. Box 95086
Lincoln, NE 68509
Phone: (402) 471-2522

The Nebraska Accountability and Disclosure Commission is an independent agency of the State of Nebraska. The Commission administers and enforces the State's campaign finance laws, its laws lobbying, and its conflict of interest laws.

Partner Executive Sponsor

Frank Daley
Executive Director
Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-2522
Email: frank.daley@nebraska.gov

Primary Partner Project Contact Information

Frank Daley
Executive Director
Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-2522
Email: frank.daley@nebraska.gov

Serena Dunn
Administrative Assistant
Nebraska Accountability and Disclosure Commission (NADC)
Phone: (402) 471-0844
Email: serena.dunn@nebraska.gov

Project Overview

Candidate committees and ballot question committees are required to file periodic reports disclosing campaign receipts and campaign expenditures. See §§49-1455, 49-1459, 49-1461, and 49-1462 of the State Statutes. These reports are known as campaign statements and are filed on NADC Form B-1 with the Nebraska Accountability and Disclosure Commission. The purpose of this project is to provide a method for candidate committees and ballot question committees to file their campaign statements (NADC Form B-1) electronically.

When a candidate raises, receives or expends more than $5,000 in a calendar year, he or she is required to register the committee with NADC by filing a Statement of Organization. Once the candidate committee is formed, the committee must file periodic campaign statements. A ballot question committee is a political committee formed for the purpose of supporting or opposing the qualification, passage or defeat of a ballot question. The committee must register with NADC within 10 days after raising, receiving or expending more than $5,000 in a calendar year. Once registered, ballot questions committees file periodic campaign statements (Form B-1) disclosing receipts and expenditures.

By adding the NADC B-1 form online, agency efficiency will be improved. First, for those reports filed electronically, there is no need for manual data entry. This will have the effect of freeing personnel for other duties. Second, without the delay of manual data entry, the information contained in campaign statements can be made available to the public more quickly. The Agency has already established the data base to receive the electronically filed information and the website on which to display the information. It will also provide their personnel to view and vet the information before insertion into the data base.

This project will have a beneficial effect on filers in that it will give them an additional filing option. Electronic filing will also make it easier for filers to complete their filings closer to the due date, without incurring late fees or penalties. Allowing Candidates and Ballot Question Committees to file campaign statements on line would speed up their internal process, and allow more time for other tasks. Agency will provide users with training on the new system if needed. Because the information submitted electronically will not need to be entered into the data base manually, the NADC will have the ability to make this information accessible to the public more quickly. This, in essence, enhances the NADC's ability to provide services.

Current Solution

Currently the agency receives paper copies of filings and enters them into the database using the administrative interface developed by Nebraska.gov. Once entered into the database the filings are immediately available in the on line search system.

NADC has no formal matrix to show the current process. Three staff members are directly involved in the processing of paper campaign statements filed by candidate committees and ballot question committees. During peak filing times, 80 hours per week of employee time is used to process the statements. Immediately prior to and during peak filing times, 30 hours of employee time is used to answer phone calls and assist customers in person. The employee hours spent entering and processing the statements, would decrease by having the committees file electronically. The electronically filed documents received during the business day could then be entered into the data base within the hour instead of 1 to 2 business days.

Proposed Solution – Statement of Scope

Project Scope:

This project is intended to offer Candidate committees and Ballot question committees the ability to file their Campaign Statements electronically with the NADC.

Primary Functionality

1.) Provide a method by which users can register to file on line, once approved, the users will have access to web versions of the form they would normally file by paper.
2.) Allow users to select the NADC B-1 form for Candidate and Ballot Question Committees to file.
3.) Allow users to enter the information requested and submit the filing directly to the agency.
4.) Allow NADC administrators to approve and edit Form B-1 information submitted by filers as necessary.

Constraints:

1.) The committees will still register through paper with the NADC upon formation of a Candidate committee or Ballot question committee.
2.) An administrative side has already been created for previous NADC forms. This allows NADC the ability to print the completed forms for their files. Forms printed out from electronic filing need not match precisely the appearance of forms used by hard copy filers. However, all statutorily required information must be included. The print out must be such that a member of the public can view paper filings and electronic filings without having to develop a separate expertise.

Assumptions:

1). Nebraska.gov will have the ability to insert the NADC Form B-1 information into the NADC database.

Target Audience

NADC Form B-1 (Campaign Statement for Candidate committees and Ballot question committees)

- 250 Candidate Committees
- 20 Ballot Question Committees

Candidate committees may file up to 7 campaign statements in a year, in which a candidate is seeking election or re-election. In an election year there is a potential for approximately 1,000 candidate campaign statements.

Ballot question committees may file up to 11 campaign statements in a year, in which a ballot question committee is seeking to qualify a question to appear on the ballot. In an election y ear, there is a potential for approximately 95 ballot question committee campaign statements.

There tends to be more committees in even numbered years because these are statewide election years.

Pricing Structure

Cost to Agency to Develop Application:

NADC is applying for a State Records Board grant to fund this project. The grant money is requested because the NADC is a small agency which has an obligation to make a significant amount of information available to the press and public on a timely basis. Even so, good projects must be evaluated in light of available funding. Sustaining this project is already contemplated in the current and proposed budget. The agency currently has and uses a data base into which campaign finance information is entered. It currently displays this information on its website. The agency, by way of an addendum to the master contract between the Secretary of State and Nebraska.gov, receives support services from Nebraska.gov. To the extent that continuing technical support is required, it would be obtained through the addendum to the master contract.

Cost to user to file online:

The online filings will be free to users unless the filing is late. In the case of late filing the user will be charged a late fee.

Current Technical Environment

1. **Are there one or more internal-facing applications in place for this service?**
   ☒ **Yes** ☐ **No**
   If yes, please answer these related questions:

   On which system architecture does it/they reside?
   ☐ **Mainframe** ☒ **Midrange** ☐ **Standalone** ☐ **Other**

   What technologies are/were used to build the internal-facing application(s)?
   Perl/CGI and Oracle Database

2. **Is there a database to hold records related to this service?** ☒ **Yes** ☐ **No**

If yes, what type of database (i.e. DB2, Oracle, MS SQL, proprietary, other, none)?
Oracle

Where does the data reside?
☐ **Agency** ☐ **Division of Information Technology** ☒ **Other NIC Central Data Center in Virginia**

Who supports the database?
☒ **Agency** ☐ **Division of Information Technology** ☐ **Other:**

Can you provide us with the database schema? ☒ **Yes** ☐ **No**

3. **Is any of the following sensitive personal information collected or stored in the database or presented to users?** *(Please check all that apply)*

	Collected from user	Stored in database	Presented to users	Transmitted to 3rd Party
First and last name	☒	☒	☒	☒
Date of Birth	☐	☐	☐	☐
Address	☒	☒	☐	☐
Social Security/Tax ID Number	☐	☐	☐	☐
Driver License Number	☐	☐	☐	☐
Credit/debit card number(s)	☐	☐	☐	☐
Bank account number(s)	☐	☐	☐	☐
Password	☒	☒	☒	☒

Additional Deliverables

Nebraska.gov will deliver the following:

- Education on latest Web protocol items, such as accessibility compliance, Web usability standards
- Marketing assistance for agency services
- Secure hosting of service/application within the Nebraska Interactive Central Data Center (CDC) environment
- 24 hours a day, 7 days a week technical support for SOS
- Customer support for application-related questions during normal business hours as well as dedicated email support and toll-free, 800 number support.

Approval

By signing below, the agency affirms that the desired project meets the preliminary specifications as defined within this Concept Document and the agency grants permission to Nebraska.gov to proceed with review and evaluation of the project. Furthermore, all parties agree that development of the application described herein shall not commence prior to creation and approval of the Functional Specifications by all stakeholders.

All parties explicitly acknowledge that no terms regarding acceptance criteria, time for performance, cost to the agency or users, services, deliverables, nor the work plan, may be changed or altered in any way without the agreement of all signatories below.

Frank Daley — 3/29/09
Frank Daley
Executive Director - NADC

Date

3/29/09
Brent Hoffman
Nebraska Interactive LLC - General Manager

Date

NEBRASKA.GOV

RESOURCE ESTIMATE - NADC FORM B-1

Based upon the estimate from Nebraska.gov's previous projects on providing a method for NADC forms to be filed electronically, the estimate for project management and development of this project is as follows:

Role:	**Estimate:**
Project Management:	130 Hours
Development:	465 Hours
Creative Services:	65 Hours

Rates for Non-State Entities

Role:	**Estimate:**	Hourly Rate:	Total:
Project Management:	130 Hours	$73.00	$9490.00
Development:	465 Hours	$81.00	$37665.00
Creative Services:	65 Hours	$65.00	$4225.00
		TOTAL:	$51380.00

Rates for State Partners:

Role:	**Estimate:**	Hourly Rate:	Total:
Project Management:	130 Hours	$40.00	$5200.00
Development:	465 Hours	$55.00	$25575.00
Creative Services:	65 Hours	$50.00	$3575.00
		TOTAL:	$34350.00

Since NADC is a State Partner the "Rates for State Partners" will apply.

This document serves as an estimate. Given the size and complexity of the NADC Form B-1, this project is expected to use the above resources. This will involve more time spent on planning and development, which exceeds the grant limit of $25,000. However, since Nebraska.gov operates on the self-funded model, they will absorb the difference in costs. Nebraska.gov proposes an Addendum for a yearly payment by NADC to Nebraska.gov for hosting/maintenance.

Hours for this project will be logged on a daily basis and overall costs will be monitored throughout the lifecycle of the development process.

NEBRASKA ACCOUNTABILITY AND DISCLOSURE COMMISSION 11th Floor, State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522 BEFORE COMPLETING THIS FORM READ THE FILING REQUIREMENTS ON PAGES 9, 10 & 11	**CAMPAIGN STATEMENT** **Candidate and Ballot Question Committees** NADC FORM B-1	POSTMARK DATE MICROFILM NUMBER OFFICE USE ONLY

- All political committees required to register with the Commission must file periodic Campaign Statements (See Filing Requirements on pages 9 and 10).
- Attach all schedules (A-D) and type or print all information.
- Late filing fee for filing this statement after the due date is $25 for each day the statement remains not filed, not to exceed $750.
- Persons who fail to file this report or otherwise do not comply with the reporting provisions of the law are subject to penalties.

ITEM 1 NAME OF COMMITTEE AND COMMITTEE TREASURER ☐ **Check here if any information in Item 1 is new**

Committee Name ______________________ Telephone No. ( )

Address ______________________

STREET ADDRESS OR RURAL ROUTE CITY STATE ZIP CODE

Treasurer ______________________

Home Address ______________________ Home Telephone No. ( )

Business Address ______________________ Business Telephone No. ( )

ITEM 2 DATE OF ELECTION FOR WHICH STATEMENT IS FILED: ______________________

MONTH DAY YEAR

ITEM 3 NATURE OF FILING (Check appropriate box)

Primary Election Campaign Statements	General Election Campaign Statements	Other Campaign Statements
☐ Thirty days before election	☐ Thirty days before election	☐ Amended Statement for ______
☐ Ten days before election	☐ Ten days before election	☐ Annual statement due January 31st
☐ Forty days after election	☐ Seventy days after election	☐ Final Statement - Attach A-2 Statement of Dissolution

Additional Ballot Question Campaign Statements - Statewide ballot question committees only

☐ Last day of calendar month in which petition is filed with the Secretary of State

☐ Monthly Report for ______________________

MONTH

☐ Thirty days after the deadline for filing petitions with the Secretary of State

ITEM 4 REPORTING PERIOD (See Instructions pages 9 and 11)

THIS STATEMENT COVERS A PERIOD FROM ______________________ TO ______________________

MONTH DAY YEAR MONTH DAY YEAR

ITEM 5 NATURE OF COMMITTEE

☐ Candidate - Office Sought ______________________

(INCLUDE DISTRICT NUMBER WHERE APPLICABLE)

☐ Ballot Question - Ballot Issue ______________________

The following summary sections require the reporting of total receipts and expenditures of the committee and the balance of cash on hand at the beginning and end of the reporting period. All contributions and expenditures must be reported here including in-kind contributions and expenditures, pledges and loans (see definitions on pages 9 and 10). Schedules A through D require additional disclosures as specified for each schedule.

SUMMARY OF RECEIPTS

1. PREVIOUS RECEIPTS REPORTED FOR THIS ELECTION PERIOD (If this is the 1st statement filed for the primary election or an annual statement enter zero)				$0.00
2. CASH CONTRIBUTIONS THIS PERIOD FROM:	(A) Candidate's Own Funds	$0.00		
	(B) Other Individuals	$0.00		
	(C) All Other Sources*	$0.00		
3. LOANS RECEIVED THIS PERIOD* (Schedule C, Section 1, Line 2)		$0.00		
4. INTEREST & OTHER INVESTMENT INCOME RECEIVED THIS PERIOD		$0.00		
TOTAL CASH RECEIVED THIS PERIOD (Line 2(A,B, & C) Plus Lines 3 and 4)		$0.00		
5. DEDUCT LOAN REPAYMENTS (Schedule C, Section 1, Line 3)		$0.00		
6. NET CASH RECEIVED THIS PERIOD (Total Cash Minus Line 5)			$0.00	
7. IN-KIND CONTRIBUTIONS THIS PERIOD (Contributions Other than cash.) FROM:	(A) Candidate	$0.00		
	(B) Other Individuals	$0.00		
	(C) All Other Sources	$0.00		
TOTAL IN-KIND CONTRIBUTIONS (To line 15 Below)			$0.00	
8. UNPAID PLEDGES THIS PERIOD FROM:	(A) Candidate	$0.00		
	(B) Other Individuals	$0.00		
	(C) All Other Sources	$0.00		
TOTAL UNPAID PLEDGES			$0.00	
9. NET RECEIPTS THIS PERIOD (Lines 6 Plus 7 Plus 8)				$0.00
10. TOTAL RECEIPTS FOR THE ELECTION PERIOD TO DATE (Line 1 Plus Line 9)				$0.00
OTHER INFORMATION				
11. LOANS REPAID BY THIRD PARTIES THIS PERIOD		$0.00		
12. LOANS FORGIVEN THIS PERIOD		$0.00		

SUMMARY OF EXPENDITURES

13. PREVIOUS EXPENDITURES REPORTED FOR THIS ELECTION PERIOD (If this is the 1st statement filed for the primary election or an annual statement enter zero)			$0.00
14. CASH EXPENDITURES THIS PERIOD	$0.00		
15. IN-KIND EXPENDITURES THIS PERIOD (From Line 7 Above)		$0.00	
16. TOTAL EXPENDITURES THIS PERIOD (Line 14 Plus Line 15)			$0.00
17. TOTAL EXPENDITURES FOR THE ELECTION PERIOD TO DATE (Line 13 + Line 16)			$0.00

CASH BALANCE SUMMARY

18. CASH ON HAND AT BEGINNING OF PERIOD (From Line 25 of Prior Report)	$0.00
19. CASH RECEIVED IN PAYMENT OF PLEDGES REPORTED IN A PRIOR PERIOD	$0.00
20. CASH RECEIPTS THIS PERIOD (From Line 6 Above)	$0.00
21. SUBTOTAL (Lines 18 Plus 19 Plus 20)	$0.00
22. CASH EXPENDITURES THIS PERIOD (From Line 14 Above)	$0.00
23. SUBTOTAL (Line 21 Minus Line 22)	$0.00
24. ADJUSTMENTS FOR CASH RECEIPTS (OR EXPENDITURES) NOT INCLUDED ELSEWHERE*	$0.00
25. CASH ON HAND AT CLOSE OF THIS PERIOD (Line 23 Plus or Minus Line 24)	$0.00
26. VALUE OF INVESTMENTS HELD BY COMMITTEE AT CLOSE OF PERIOD	$0.00
27. TOTAL CASH AND CASH EQUIVALENTS AT CLOSE OF PERIOD (Lines 25 & 26)	$0.00

***NOTE:** Line 2 (C) - Be reminded that candidates for certain state offices are subject to aggregate contribution limits (See p.9).
Line 3 - Be reminded of new restrictions on loans (See p.9).
Line 24 - Be reminded to include an explanation of all adjustments. Use Section 2 of Schedule C on page 5 or the space provided on page 8.

Schedule A - Contributions Over $250 Received from the Candidate or Other Individuals*

List all individuals from whom contributions totaling more than $250 were received during the period covered by the report and all individuals who have contributed a cumulative total of over $250 during the election period. **(Include contributions of over $250 received from the candidate.)** All contributions from the same donor must be listed under the same name. In the first column list the name and address of each individual who has contributed a cumulative total of over $250 during the election period. In the next column, list the date(s) of the contributions, except those which have been previously reported. In Column A, list the total amount of the contributions received to date during the election period as of the beginning of the reporting period from each of the individuals listed. If you are filing your **first Campaign Statement for the Primary Election or an annual statement, this column will show zero.** If you are filing your **second election Campaign Statement or any subsequent election statement, this column must include amounts listed on previous election Campaign Statements.** In Columns B, C, and D, list the contributions received during this period. In Column E, list the total contributions received from each of the individuals listed for the election period to date. (E.g., An individual who gave $150 during the Primary Election and $125 during the General Election **would have his or her contributions accumulated and would be reported on this schedule.)**

Name, Street Address or Rural Route, City and State of Each Individual Who Contributed a Cumulative Total of Over $250 During the **Election Period**	Date of Each Contribution **Not Previously Listed**	Total Contributions Previously Reported **During the Election Period** A +	Cash Contributions This Period B +	In-Kind Contributions This Period C +	Unpaid Pledges This Period D =	Total Contributions **Election Period to Date** E
NOTE: DESCRIBE IN-KIND CONTRIBUTIONS IN THE FIRST COLUMN OR THE SPACE PROVIDED ON PAGE 8.						
-REFERENCE CANDIDATE COMMITTEE TREASUER'S GUIDE FOR EXAMPLES-						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00

***REMINDER:** All individuals who contributed a cumulative total of more than $250 **during the election period**, must be listed, **including those shown on previous Campaign Statements** filed for this election period.

(COMMITTEE NAME) (DATE OF STATEMENT)

Schedule B - Contributions Over $250 Received from all Sources except Individuals*

List all businesses, political committees and other entities which contributed more than $250 during the period covered by the report and those which have contributed a cumulative total of over $250 during the election period.(Do not include contributions from individuals. Contributions from individuals should be listed on Schedule A.) All contributions from the same donor must be listed under that donor. In the first column list the name and address of each business, political committee or other entity which contributed a cumulative total of over $250 during the election period. In the next column, list the date(s) of the contributions, except those which have been listed on previous reports. In Column A, list the total amount of the contributions received to date during the election period as of the beginning for the reporting period from each of the donors listed. If you are filing your **first Campaign Statement for the Primary Election or an annual statement, this column will show zero.** If you are filing your **second Campaign Statement for the election or any subsequent election statement, this column must include amounts listed on previous election Campaign Statements.** In Columns B, C, and D, list the contributions received during this period. In Column E, list the total contributions received from each of the donors listed for the election period to date. (E.g., A PAC which gave $150 during the Primary Election and $125 during the General Election **would have its contributions listed as the cumulative total contributed during the election is over $250.**)

Name, Street Address or Rural Route, City and State of Each Contributor (except individuals) Who Contributed a Cumulative Total of Over $250 During the **Election Period**	Date of Each Contribution **Not Previously Listed**	Total Contributions Previously Reported **During the Election Period** A +	Cash Contributions This Period B +	In-Kind Contributions This Period C +	Unpaid Pledges This Period D =	Total Contributions **Election Period to Date** E
NOTE: CONTRIBUTIONS FROM POLITICAL COMMITTEES MUST ALSO INCLUDE THE NAME OF THE TREASURER OF THE CONTRIBUTING COMMITTEE. IN-KIND CONTRIBUTIONS MUST BE DESCRIBED IN THE FIRST COLUMN OR IN THE SPACE PROVIDED ON PAGE 8.						
-REFERENCE CANDIDATE COMMITTEE TREASUER'S GUIDE FOR EXAMPLES-						
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00

***REMINDER:** All candidates for the Legislature, and all candidates for other covered elective offices (under the CFLA), are subject to **mandatory** limits on contributions from sources other than individuals during the election period. It is important that candidates for these offices be aware of and comply with these limits.

Schedule C - Section 1: Schedule of Loans

All loans the committee received or made must be listed. List full name and address of each lender, guarantor and co-signer of loans over $250. List the full name and address of any third party making a payment of over $250 on a loan. Interest paid by the committee should not be reported on this Schedule but in the Summary of Expenditures and if over $250, on Schedule D, Section 1.

Section 1: Funds Borrowed

Name and Street Address or Rural Route of Lender and any Guarantors and Co-Signers	Date	Unpaid Balance From Prior Period A +	Amount Received This Period B -	Amount Repaid This Period C -	Amount Forgiven This Period D -	Amount Paid by Third Party This Period E =	Unpaid Balance F
							$0.00
							$0.00
							$0.00

1. Unpaid Balance from Last Report	$0.00					
2. Loans Received (**To Summary of Receipts, Line 3**)		$0.00				
3. Loans Repaid **(To Summary of Receipts, Line 5)**			$0.00			
4. Amount Forgiven (**To Summary of Receipts, Line 12**)...				$0.00		
5. Amount Paid by Third Party **(To Summary of Receipts, Line 11)**					$0.00	
6. Unpaid Balance..						$0.00

REMINDER: There are limits on the amount of loans which candidate committees may accept. See **SPECIAL NOTE TO CANDIDATE COMMITTEES** on page 9 of the instructions.

SCHEDULE C - Section 2: Miscellaneous Transactions

List all transactions not otherwise reported on Schedules A, B, or D. Include funds transferred back to the official committee depository from savings or investment accounts. Also include funds received from the sale of equipment or other assets of the committee.

Date	Amount	Nature (See Key)	Description
		Choose C Choose C Choose C Choose C Choose C Choose C	

KEY: A - Adjustment to Cash Balance B- Anonymous Contributions* C - Other

*NOTE: Anonymous contributions are those contributions from donors of unknown identity. Contributions of $50 or less received as a result of fundraising events or from the sale of political merchandise are not considered anonymous contributions.

No committee, or other person, shall accept or expend an anonymous contribution. If an anonymous contribution is received, if shall not knowingly be deposited but shall be given to a tax exempt charitable organization. The charitable organization receiving the contribution shall provide the person with a receipt. (Attach receipt.)

(COMMITTEE NAME) (DATE OF STATEMENT)

Schedule D - Section 1: Expenditures of Over $250 this Period*

List all expenditures by the committee during this reporting period which were over $250. If more than one payment was made during the reporting period to the same payee, the expenditures must be listed if the total payments during the reporting period were over $250. *Expenditures to the same payee in different reporting periods should not be accumulated.* Expenditures to the same person must be listed under the same name. If the committee engages the services of an advertising agency or reimburses the candidate or other agents of the committee for expenses they incurred on behalf of the committee, list the payments the committee made to the advertising agency or other person and the payments which were made by the advertising agency or other committee agent. (E.g., If the candidate makes payments to a newspaper for advertising and is later reimbursed by the committee, report the payments made to the candidate and the payments made by the candidate to the newspaper. Include the name of the newspaper, and the amount and date of each of the expenditures by the candidate and a description of the purpose of the expenditures.)

Name, Street Address , City and State of Each Payee to Whom Expenditures of Over $250 Were Made During the Reporting Period	Purpose of Each Expenditure (Include a Brief Description)	Date of Each Expenditure **This Reporting Period**	Amount of Expenditures This Reporting Period A +	Amount of In-kind Expenditures This Reporting Period B =	Total Cash and In-Kind Expenditures **This Reporting Period** C
-REFERENCE CANDIDATE COMMITTEE TREASUER'S GUIDE FOR EXAMPLES-					
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00

***REMINDER:** Candidates for the Legislature and for other covered elective offices (under the CFLA) who have agreed to abide by the spending limits must insure that they do not exceed the applicable spending limit. Candidates for these offices who have not agreed to abide by the spending limits must insure that they do not exceed their maximum estimated expenditure on file with the Commission.

Schedule D - Section 2: Unpaid Bills and Other Accrued Expenses

List all unpaid bills, accounts payable and other payments owed by the committee, i.e., accrued expenses for goods, materials, services or facilities received, for which payment has not been made as of the closing date of this statement. Include any amounts owed to the candidate if the candidate intends to seek reimbursement from the committee. If the exact amount of an unpaid bill is unknown, report a reasonable estimate of the amount owed. Loans are not to be reported in this Schedule. Loans are reportable in Section 1 of Schedule C.

IMPORTANT: Candidates for the Legislature and for other covered elective offices (under the CFLA) are reminded that for the purposes of determining if a candidate agreeing to abide by the spending limits has complied with the applicable limit, unpaid bills and accrued expenses are considered expenditures. Candidates for these offices who have not agreed to abide by these limits are reminded that for the purpose of determining if a candidate has exceeded the estimate of maximum expenditures on file with the Commission, unpaid bills and accrued expenses are considered expenditures.

PROVIDE THE ITEMIZED INFORMATION BELOW FOR AMOUNTS KNOWN OR ESTIMATED TO EXCEED $250.

Date of Billing or Account Incurred	Name and Street Address or Rural Route of Creditor	Description of Goods, Services or Facilities Received	Amount Unpaid
		Total of Itemized Unpaid Bills and Other Accrued Expenses	$0.00
		Total of Unpaid Bills and Other Accrued Expenses of $250 or Less	$0.00
		Total of All Unpaid Bills and Other Accrued Expenses	$0.00

(COMMITTEE NAME) (DATE OF STATEMENT

This space is provided for information continued from other schedules or explanation of adjustments and for changes to your committee's Statement of Organization (NADC Form A-1).

VERIFICATIONS (This item must be completed before filing will be accepted.)

TREASURER'S VERIFICATION

I, ____ , state that I have used all reasonable
(NAME OF TREASURER)

diligence in the preparation of this Campaign Statement, and to my knowledge it is true, correct and complete.

______________________________ ______________________________
(DATE) (SIGNATURE OF TREASURER)

CANDIDIATE'S VERIFICATION (For Candidate Committees Only)

I, ____ , state that I have used all reasonable
(NAME OF CANDIDATE)

diligence in the preparation of this Campaign Statement, and to my knowledge it is true, correct and complete.

______________________________ ______________________________
(DATE) (SIGNATURE OF CANDIDATE)

Filing Requirements

SPECIAL NOTE TO CANDIDATE COMMITTEES

IMPORTANT REMINDER: A candidate committee shall not accept more than $15,000 in loans prior to or during the first 30 days after the formation of the committee. After the first 30-day period, the committee shall not accept loans which exceed 50% of the total contributions, other than loans, received by the committee as of the date of the receipt of the loan. Existing candidate committees are subject to the 50/50 aggregate ratio of loans to other contributions. Section 49-1446.04 Nebraska Statutes.

CANDIDATES FOR CONSTITUTIONAL OFFICES AND THE LEGISLATURE: Candidates for certain state-wide offices are subject to the provisions of the Campaign Finance Limitation Act. Candidates receiving public funds have additional reporting requirements. The Act provides *voluntary* expenditure limitations and *mandatory* aggregate contribution limits. Candidates who have agreed to abide by the applicable spending limits should carefully monitor their expenditures. A candidate who has not agreed to abide by the spending limits should not exceed the estimated maximum expenditures which he or she has on file with the Commission. The expenditure limits, which apply to the election period for each covered office, are as follows.

- $1.5 million - Governor
- $150,000 - Attorney General, Auditor of Public Accounts, State Treasurer, Secretary of State
- $73,000 - State Legislature
- $50,000 - Board of Education, Board of Regents, Public Service Commission.

Candidate must limit their spending for the Primary Election to fifty percent of the limits shown above.

Aggregate contribution limits, applicable to all contributions except those received from individuals, are applicable during the election period for each covered office. The aggregate contribution limit is equal to fifty percent of the expenditure limits shown above.

Sections 32-1601 through 32-1614, Nebraska Statutes.

The committee treasurer must keep detailed accounts, records, bills and receipts to substantiate the information reported in Campaign Statements.

Contributions - the committee must keep a record of each person or committee from whom a contribution (cash, in-kind, unpaid pledge, loan, etc.) is received even though such individual identification may not be required in periodic reports.

Expenditures - the committee must keep a record of each person to whom an expenditure (cash, in-kind, unpaid pledge, loan, etc.) is made even though such individual identification may not be required in periodic reports. The law provides certain restrictions on the use of campaign funds. Reference sections 49-1446.01, 49-1446.02 and 49-1479, Revised Statutes of Nebraska.

A Treasurer's Guide published by the Nebraska Accountability and Disclosure Commission provides additional information regarding reporting requirements and instructions for completing Campaign Statements. This publication may be obtained at no charge by contacting the Commission office.

WHO MUST FILE:

Committees required to register with the Commission must make all required filings. If your committee is not required to register with the Commission, Election and Annual Campaign Statements are not required. Filing NADC Form A-1 (Statement of Organization of a Political Committee) registers your committee. *Complete the checklist on Page 10 to determine your filing requirements.*

Election Campaign Statements must be filed by all political committees which support or oppose one or more candidates or ballot questions.

Annual Campaign Statements must be filed by all political committees on or before January 31 of each year except the year following an election year in which the committee filed Campaign Statements. The closing date for annual Campaign Statements is December 31. See also PERIOD COVERED BY REPORT.

WHEN TO FILE

Election Campaign Statements

Primary Election	**Closing Date**	**Due Date**
1st statement	35 days before Primary	30 days before Primary
2nd statement	15 days before Primary	10 days before Primary
Post election statement	35 days after Primary	40 days after Primary

General Election	**Closing Date**	**Due Date**
1st statement	35 days before General	30 days before General
2nd statement	15 days before General	10 days before General
Post election Statement	December 31 of election year	70 days after General
Annual Campaign Statements	December 31 of each year	January 31 of following year.

Additional Campaign Statement Filing Requirements for State-wide Ballot Question Committees - If your ballot question committee is supporting or opposing a state-wide petition effort pursuant to the provisions of Chapter 32 of the Revised Statutes of Nebraska, the following additional Campaign Statements must be filed.

On the last day of the calendar month in which the petition is filed with the Secretary of State.

On the last day of each month after the month in which the petition is filed with the Secretary of State, except for the month during which the signed petitions must be filed.

The 30th day after the deadline for filing petitions with the Secretary of State.

The closing date for each report is five days before the date the report is due.

NOTE: Lincoln and Omaha City Elections - some of the reporting Dates specified in this section do not apply to city elections in Lincoln or Omaha. Candidates and committees should consult special Commission bulletins for the reporting dates for these elections.

PERIOD COVERED BY REPORT

The reporting period begins with the day after the closing date of the committee's last Campaign Statement and ends with the closing date of the Campaign Statement due. If the committee has never filed a Campaign Statement before, begin with the date money was first raised, received, or expended.

WHERE TO FILE

Candidate Committees: File with the Commission.
Ballot Question Committees: File with the Commission.

NOTE: LB242, Laws 2001 eliminated the requirement to file a copy of campaign statements with the county clerk or election commissioner.

OTHER FILING REQUIREMENTS

Statement of Organization of a Political Committee (NADC FORM A-1): Filing NADC Form A-1 registers your committee. See Filing Requirement Checklists, Page 10, for further information.

Changes to any of the information required in the committee's Statement of Organization are required to be reported by the date your next Campaign Statement is required to be filed. Use the space provided on page 8 to report any changes.

Report of Late Contribution (NADC Form B-5): Any contribution of $1,000 or more received during the 14 days immediately preceding the election and not reported on the pre-election Campaign Statement must be reported on NADC Form B-5 (Report of Late Contribution) within 2 days of receipt. All late contributions must also be reported on the post-election Campaign Statement.

Report of Earmarked Contribution (NADC Form B-3): Any *registered* committee which acts as an intermediary or agent in transferring an earmarked contribution must report the contribution on NADC Form B-3 (Report of Earmarked Contribution) by the date of the next Campaign Statement required to be filed after the intermediary/agent committee receives the earmarked contribution or pledge of contribution. Attach From B-3 to this Campaign Statement.

Any *unregistered* committee which acts as an intermediary or agent in transferring an earmarked contribution directly or indirectly from a contributor to the recipient candidate or political committee must report the contribution on NADC Form B-3 (Report of Earmarked Contribution). The report must be filed and the contribution forwarded to the recipient candidate or committee within 10 days of receipt by the intermediary/agent.

Filing Requirements Checklist

ELECTION CAMPAIGN STATEMENTS:

To use this checklist, first determine whether your committee has registered with the Commission by filing NADC Form A-1 (Statement of Organization of a Political Committee). Then answer the following questions. Unregistered committees begin with question 1. Registered committees begin with question 3. If you don't know, or have any doubts about the status of your committee, contact the Commission office.

A **registered committee** has a Statement of Organization of a Political Committee (NADC Form A-1) on file with the Commission.

An **unregistered committee** does not have a Statement of Organization of a Political Committee (NADC Form A-1) on file with the Commission.

Incumbents: Committees of incumbent officeholders are not permitted to dissolve unless certain criteria are met. If you are an incumbent and you had a registered committee when elected, you probably still have a registered committee.

Unregistered Committees (No Form A-1 filed) start here

1. Have your raised or expended over $5,000 in a calendar year, including, in the case of a candidate committee, any personal funds of the candidate?

   ☐ Yes. Continue with question 2.
   ☐ No. Stop here. You are not required to register your committee with the Commission until you have raised or expended over $5,000 in a calendar year.

2. Have you registered your committee with the Commission by filing NADC Form A-1 (Statement of Organization of a Political Committee)?

   ☐ Yes. Continue with question 3.
   ☐ No. File Form A-1 with the NADC and continue with question 3.

Registered Committees Start Here

3. Is your committee supporting or opposing any candidate(s) or ballot question(s) in this election?

   ☐ Yes. You must file Election Campaign Statements. See **WHEN TO FILE.**
   ☐ No. You do not need to file Election Campaign Statements. You will need to file an Annual Campaign Statement for the calendar year. See **ANNUAL CAMPAIGN STATEMENTS.**

ANNUAL CAMPAIGN STATEMENTS

To determine whether your committee must file an Annual Campaign Statement, answer the following question:

1. Did your committee file Election Campaign Statements in connection with an election in the calendar year which precedes the January 31 due date for the Annual Statement?

   ☐ Yes. Stop here. No Annual Campaign Statement is required.
   ☐ No. You must file an Annual Campaign Statement on or before January 31. See **PERIOD COVERED BY REPORT.**

Definitions

Contribution: A payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, donation, pledge or promise of money or anything of ascertainable monetary value to a person made for the purpose of influencing the nomination or election of a candidate, or for the qualification , passage, or defeat of a ballot question. (An offer or tender of a contribution is not a contribution if expressly and unconditionally rejected or returned.) Contribution shall include the purchase of tickets or payment of an attendance fee for events such as dinners, luncheons, rallies, testimonials, and similar fund raising events; and an individual's own money or property other than the individual's homestead used on behalf of that individual's candidacy; and the granting of discounts or rebates by broadcast media and newspapers not extended on an equal basis to all candidates for the same office.

In-kind Contributions: Goods, materials, services and other things of value provided to the committee (such as use of office space, printing, or telephone bank) or payments made by others for expenses incurred by or on behalf of the committee.

Pledge: An oral or written promise of a future payment of money or anything of ascertainable monetary value.

Anonymous Contribution: Contributions from donors of unknown identity, with the exception of contributions which are $50 or less received as a result of fundraising events or from the sale of political merchandise.

Earmarked Contribution: A designation, instruction, or encumbrance, including those which are direct or indirect, express or implied, or oral or written, which results in any part of a contribution or expenditure, including any in-kind expenditure made in exchange for a contribution, being made to or expended on behalf of a candidate or a committee.

Contribution shall not include the Following: (a) Volunteer personal services provided without compensation, or payment of costs incurred of less than $250 in a calendar year by an individual for personal travel expenses, if the costs are voluntarily incurred without any understanding or agreement that the costs shall be, directly or indirectly, repaid; (b) Amounts received pursuant to a pledge or promise to the extent that the amounts were previously reported as a contribution; (c) Food and beverages, not to exceed $50 in value during a calendar year, which are donated by an individual and for which reimbursement is not given.

Ballot question: means any question which is submitted or which is intended to be submitted to a popular vote at an election, including initiative, referendum, recall, judicial retention, or bond issue whether or not it qualifies for the ballot.

Election: A primary, general, special, or other election held in this state or a convention or caucus of a political party held in this state to nominate a candidate. *Election includes a vote on a ballot question.*

Expenditure: A payment, donation, loan, pledge, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate, or the qualification, passage , or defeat of a ballot question. (An offer or tender of an expenditure is not an expenditure if expressly and unconditionally rejected or returned). Expenditure shall include a contribution or a transfer of anything of ascertainable monetary value for purposes of influencing the nomination or election of any candidate or the qualification, passage, or defeat of a ballot question.

Business: Any corporation, partnership, limited liability company, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint-stock company, receivership, trust, activity or entity.

All reference to "Commission" shall mean the Nebraska Accountability and Disclosure Commission.

Statutory Authority: Section 49-1455, Nebraska Statutes.

Instructions for Completing Campaign Statements

The following items are noted to assist you in proper completion of your Campaign Statement. See also the **Candidate Committee Treasurer's Guide** for completed sample forms and details. If you would like assistance in completing your statement, please contact the Commission Office.

NOTE: Lincoln and Omaha City Elections - the instructions specified in this section relating to the Summary of Receipts and Expenditures and the reporting of contributions of over $250 **do not** apply to city elections in Lincoln or Omaha. Committees supporting or opposing candidates or ballot questions in the Lincoln Elections or Omaha are required to report total receipts and expenditures and contributions of more than $250 per reporting period and cumulatively for the combined Primary and General Election periods.

ITEM 4 - REPORTING PERIOD (Page 1)

The beginning date depends on whether you have previously filed Campaign Statements.

- Committees that have previously filed Campaign Statement(s) begin with the day following the close-out date of the last Campaign Statement filed.
- Committees that have **not** previously filed a Campaign Statement begin with the day money was **first raised, received, or spent.**

The period **ending** date is 5 days before the day the statement is due, except for the post election statement for the General Election which has a closing date of December 31.

ITEM 5 - NATURE OF COMMITTEE (Page 1)

Candidate Committees should be sure to include the District or Subdivision number, if any, under **Office Sought.**

SUMMARY OF RECEIPTS AND SUMMARY OF EXPENDITURES

Election Campaign Statements are cumulative for the election period including both the Primary and General Elections. **Receipts** and **Expenditures** begin with **zero** on the 1st Primary Election Statement. DO NOT carry over Receipts and Expenditures from an annual Campaign Statement to the 1st Primary Campaign Statement. Annual Campaign Statements should not carry forward receipts and expenditures from Election Campaign Statements.

SUMMARY OF RECEIPTS (Page 2)

Line 1: "Previous Receipts Reported for this Election."

- 1st Primary Statement: Line 1 should be **zero.**
- 2nd and Post Primary and 1st, 2nd and Post General Statements: Line 1 should be the amount from "Total Receipts Election to Date" (Line 10) of the **previous** Campaign Statement filed by the committee.
- Annual Statements: Line 1 should be **zero**

NOTE: Never carry a previous **Cash Balance** over to any line in the Summary of Receipts.

SUMMARY OF EXPENDITURES (Page 2)

Line 13: "Previous Expenditures Reported for this Election:"

- 1st Primary Statement:: Line 13 should be **zero.**
- 2nd and Post Primary and 1st, 2nd and Post General Statements: Line 13 should be the amount from "Total Expenditures Election to Date" (Line 17) of the **previous** Campaign Statement.
- Annual Statements: Line 13 should be **zero.**

CASH BALANCE SUMMARY (Page 2)

Line 18: "Cash on Hand at Beginning of Period:"

- If the committee has **not** previously filed a Campaign Statement, begin with **zero.**
- If the committee has previously filed a Campaign Statement, carry over the balance of "Cash on Hand at Close of this Period" from the **previous** Statement.

SCHEDULES A & B - CONTRIBUTIONS OVER $250 RECEIVED DURING THIS ELECTION PERIOD (Pages 3 & 4)

- Add together all contributions including in-kind, received from the same donor during the Primary and General elections. If the total received during the election period goes over $250, report **all** the contributions on the statement due.
- All contributors shown on the 1st Election Statement must be repeated on the 2nd Election Statement, and all on the 2nd must be repeated on the Post Election Statement, **even if** no new contributions are received.
- Carry over contributions shown on the Post-Primary Statement to the 1st General Statement. Annual Campaign Statements should not include contributors listed on election Campaign Statements.

IN-KIND CONTRIBUTIONS/EXPENDITURES

An in-kind contribution is also considered an expenditure of the committee just as if the committee had received money and used it to purchase the goods or services donated to it.

- Report in-kind contributions worth over $250 on Schedule A or B. Describe the goods or services received on the Schedule or on p.8.
- Report in-kind expenditures worth over $250 to **the same vendor** on Schedule D. Example: Several people split the bill for a fundraiser which was over $250. The committee must report an in-kind expenditure to the club or person who received payment.

SCHEDULE C - LOANS (Page 5)

Outstanding loans should be carried over from Campaign Statement to Campaign Statement until the loans are shown as paid or forgiven. See **Candidate Committee Treasurer's Guide.**

SCHEDULE D, SECTION 1 - EXPENDITURES IN EXCESS OF $250 (Page 6)

- List and **describe** all expenditures over $250 - a label is not enough. "Rent" is a label - a description would include what was rented, its use, and the time period involved. All travel expenditure descriptions should include the date, purpose, and method of travel, and departure and destination points.

SCHEDULE D, SECTION 2 - UNPAID BILLS AND OTHER ACCRUED EXPENSES (Page 7)

Items shown on Schedule D-2 (accounts payable) must be carried over from Campaign Statement to Campaign Statement until paid. When payments are made, they are reportable in the Summary of Expenditures and on Schedule D-1 over $250.

NOTE: Amounts owed to individuals for expenses which will be reimbursed late should be estimated if the exact amount is not known.

DON'T FORGET TO COMPLETE THE VERIFICATION SECTIONS ON PAGE 8

NOTE: Candidates for State Legislature and other covered elective offices (under the CLFA) Special instructions may apply. Contact the Commission office for details.