FEC DISCLOSURE FORM 3X

Report of Receipts and Disbursements for Other Than an Authorized Committee (Filed by party committees and political action committees (PACs))

Use FEC FORM 3X to file your report. Listed below are the summary pages and schedules of FEC FORM 3X, with an explanation of what each discloses. Detailed instructions are included on the back of each form. These forms may be duplicated.

FEC FORM 3X: Summary Page –Identifies the committee; discloses the committee's total receipts and disbursements for the reporting period and the calendar year to date.

FEC FORM 3X: Detailed Summary Page – Summarizes receipts and disbursements by type of activity; shows reporting period and calendar year to date totals for each type of activity.

FEC FORM 3X: Schedules

A: Provides detailed information for each receipt that is required to be itemized. Use a separate Schedule A to support each line number that appears on the Detailed Summary Page.

B: Provides detailed information for each disbursement that is required to be itemized. Use a separate Schedule B to support each line number that appears on the Detailed Summary Page.

C: Shows all loans, endorsements and loan guarantees the committee receives or makes.

C-1: Shows all loans and lines of credit made by lending institutions to the committee.

D: Shows debts and obligations owed to or by the committee that are required to be disclosed.

E: Shows all independent expenditures made during the reporting period. Schedule may also be used to separately disclose last-minute independent expenditures of $1,000 or more made between the 20th day and 24 hours before the date of an election. (Used by PACs only.)

F: Shows all coordinated party expenditures. (Used by party committees only.)

H1: Shows method of allocation for shared federal and nonfederal administrative expenses and generic voter drive costs.

H2: Shows allocation ratios for shared federal and nonfederal activity, including individual fundraising events, exempt activities, and direct candidate support appearing on the report.

H3: Shows transfers from nonfederal accounts to federal accounts for the purpose of paying allocable expenses.

H4: Shows disbursements for shared federal and nonfederal activity.

FEC DISCLOSURE FORM 3X, Page 2

Illegible and Non-FEC Forms

- Illegible reports and reports submitted on non-FEC forms are not acceptable and must be refiled.

Computerized Filing

- FEC FORM 3X may be filed in a computerized format, but the Commission must approve the computerized format before the report is filed. Submit sample formats to the Reports Analysis Division.

Faxing Forms

- Reports may not be filed by FAX because original signatures are required.

Other Forms and Their Uses

The forms listed below are also available. When ordering, please order by form number.

FEC FORM 1: *Statement of Organization* – Used by all political committees to register under the federal election law.

FEC FORM 1M: *Notification of Multicandidate Status* – Used by PACs and party committees to notify the Commission of their status as a multicandidate committee.

FEC FORM 7: *Report of Communications Costs by Corporations and Membership Organizations* – Used by corporations and labor organizations to disclose internal partisan communication costs that exceed $2,000 for an election.

FEC FORM 8: *Debt Settlement Plan* – Used by terminating committees to disclose the terms of debt settlements.

To request additional forms, call the Information Division at 800/424-9530 or 202/219-3420.

REPORT OF RECEIPTS AND DISBURSEMENTS

For Other Than An Authorized Committee
(Summary Page)

USE FEC MAILNG LABEL OR TYPE OR PRINT

1. NAME OF COMMITTEE (in full)

ADDRESS (number and street) ☐ Check if different than previously reported

CITY, STATE and ZIP CODE

2. FEC IDENTIFICATION NUMBER

3. ☐ This committee has qualified as a multicandidate committee. (see FEC FORM 1M)

4. TYPE OF REPORT

(a) ☐ April 15 Quarterly Report

☐ July 15 Quarterly Report

☐ October 15 Quarterly Report

☐ January 31 Year End Report

☐ July 31 Mid Year Report (Non-election Year Only)

☐ Termination Report

Monthly Report Due On:

☐ February 20	☐ June 20	☐ October 20
☐ March 20	☐ July 20	☐ November 20
☐ April 20	☐ August 20	☐ December 20
☐ May 20	☐ September 20	☐ January 31

☐ Twelfth day report preceding ________________________
(Type of Election)
election on _______________ in the State of ___________

☐ Thirtieth day report following the General Election on
_______________ in the State of _______________.

(b) Is this Report an Amendment? ☐ YES ☐ NO

SUMMARY	COLUMN A This Period	COLUMN B Calendar Year-to-Date
5. Covering Period ____________________ through _____________________		
6. (a) Cash on Hand January 1, 19_____		$
(b) Cash on Hand at Beginning of Reporting Period	$	
(c) Total Receipts (from Line 19)	$	$
(d) Subtotal (add Lines 6(b) and 6(c) for Column A and Lines 6(a) and 6(c) for Column B)	$	$
7. Total Disbursements (from Line 30)	$	$
8. Cash on Hand at Close of Reporting Period (subtract Line 7 from Line 6(d))	$	$
9. Debts and Obligations Owed **TO** the Committee (Itemize all on Schedule C and/or Schedule D)	$	
10. Debts and Obligations Owed **BY** the Committee (Itemize all on Schedule C and/or Schedule D)	$	

For further information contact:
Federal Election Commission
999 E Street, NW
Washington, DC 20463
Toll Free 800-424-9530
Local 202-219-3420

I certify that I have examined this Report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Treasurer

Signature of Treasurer

Date

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing this Report to the penalties of 2 U.S.C. §437g.

FEC FORM 3X
(revised 9/93)

INSTRUCTIONS FOR PREPARING FEC FORM 3X

(revised 9/93)

WHO MUST FILE

Any political committee which is not an authorized committee is required to file periodic Reports of Receipts and Disbursements on FEC FORM 3X.

ALL POLITICAL COMMITTEES AUTHORIZED IN WRITING BY A CANDIDATE FOR THE OFFICE OF PRESIDENT OR VICE PRESIDENT MUST FILE ON FEC FORM 3P.

ALL POLITICAL COMMITTEES AUTHORIZED BY A CANDIDATE FOR THE HOUSE OF REPRESENTATIVES OR SENATE MUST FILE ON FEC FORM 3.

WHEN TO FILE

All political committees required to file on FEC FORM 3X must file either: election and non-election year reports as specified in (A) below; or monthly reports as specified in (B) below.

(A) Election Year and Non-Election Year Reports

In any calendar year in which there is a "Regular" November General Election, the following reports are required:

- Quarterly reports must be filed no later than April 15, July 15, October 15 and January 31 of the following calendar year. Each such report must disclose all transactions from the last report filed through the last day of the calendar quarter. A quarterly report is not required to be filed if a pre-election report is required to be filed during the period beginning on the 5th day and ending on the 15th day after the close of the calendar quarter.

- Pre-election reports must be filed no later than the 12th day before any primary or general election in which the committee supports (i.e., makes contributions to or expenditures on behalf of) or opposes a candidate and must include all transactions from the closing date of the last report filed through the 20th day before the election. A 12 Day Pre-election Report sent by certified or registered mail must be mailed no later than the 15th day before the election. A pre-primary election report is not required where the contribution(s) or expenditure(s) has been disclosed on a previous report.

- All committees must file a 30 Day Post-general Election Report. A 30 Day Post-general Election Report must be filed no later than 30 days after the general election and include all transactions from the closing date of the last report filed through the 20th day after the general election.

In any other calendar year, the following reports are required:

- A Mid Year Report must be filed no later than July 31 and include transactions beginning January 1 and ending June 30.

- A Year End Report must be filed no later than January 31 of the following calendar year and include transactions beginning July 1 and ending December 31.

(B) Monthly Reports

Monthly reports must be filed no later than 20 days after the last day of the month and must disclose all transactions from the last report filed through the last day of the month. In lieu of the monthly reports due in November and December for a year in which there is a "Regular" November General Election, a 12 Day Pre-general Election Report must be filed including all transactions from the closing date of the last report filed through the 20th day before the election and a 30 Day Post-general Election Report must be filed including all transactions from the closing date of the pre-election report through the 20th day after the general election. A Year End Report must be filed no later than January 31 of the following calendar year and include transactions from the closing date of the Post-general Election Report through the last day of the calendar year.

A political committee may elect to change the frequency of its reporting from quarterly and semi-annually under (A) to monthly under (B) or vice versa. A committee may change its filing frequency only after notifying the Commission in writing of its intention at the time it files a required report under its current filing frequency. The committee will then be required to file the next required report under its new filing frequency. A committee may change its filing frequency no more than once per calendar year.

A document is timely filed upon delivery to the appropriate office (see "Where To File") by the close of the prescribed filing date or upon deposit as registered or certified mail in an established U.S. Post Office and postmarked no later than midnight of the day the report is due, except that Pre-election Reports so mailed must be postmarked no later than midnight of the 15th day before the date of the election. Reports and statements sent by first class mail must be received by the appropriate office by the close of business of the prescribed filing date to be timely filed.

WHERE TO FILE

An original and any amendments to an original report must be filed as follows:

- Committees which support or oppose only a candidate(s) for the Senate must file with the Secretary of the Senate, Office of Public Records, 232 Hart Senate Office Building, Washington, D.C. 20510-7116.

- All other committees must file with the Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20463.

- Political committees filing FEC FORM 3X must file with the Secretary of State (or appropriate State officer) of each State a copy of that portion of the report applicable to candidates seeking election in that State.

OVERVIEW OF RECORDKEEPING & REPORTING REQUIREMENTS

A political committee may use any recordkeeping or accounting system which will enable it to comply with the Act. The Commission recommends that the recordkeeping or accounting system of a political committee keep a separate accounting for each of the various categories of receipts and disbursements on the Detailed Summary Page. This separate accounting will assist the political committee in filling out the reporting forms, since separate reporting schedules are required for each category. The reporting schedules should be filled out so that totals can be derived for each category. The total figures should be carried forward to the Detailed Summary Page and then (where appropriate) from the Detailed Summary Page to the Summary Page.

TREASURER'S RESPONSIBILITIES

A copy of this Report must be preserved by the treasurer of the political committee for a period of not less than three years from the date of filing. The treasurer of the political committee is personally responsible for the timely and complete filing of the report and the accuracy of any information contained in it.

LINE BY LINE INSTRUCTIONS

It is recommended that committees complete the Detailed Summary Page before completing the Summary Page.

LINE 1 Please use the mailing label we sent you. If your address has changed or you do not have a label, print or type the complete name and mailing address of your committee. (Note: If your mailing label has a mistake on it simply mark through and correct any errors on it.)

LINE 2 Enter the FEC Identification Number assigned to the committee.

LINE 3 Check this box if the political committee has qualified as a "multicandidate committee" and has filed FORM 1M. A committee qualifies as a "multicandidate committee" when it:

(i) has been registered with the Commission, Clerk of the House of Representatives or Secretary of the Senate for at least six months;

(ii) has received contributions for Federal elections from more than 50 persons; and

(iii) (except for any State political party organization) has made contributions to five or more Federal candidates; **or**

(iv) satisfies requirements (i)-(iii) by affiliation with another committee.

LINE 4(a) Check the appropriate box for "Type of Report". If the report is a 12 Day Pre-election or 30 Day Post-general Election Report, supply the type of election (primary, general, convention, special or run-off), the date of the election, and the State in which the election is held.

LINE 4(b) If this is an original report, check the "NO" box. If this is an amendment to a previous report, check the "YES" box.

LINE 5 Enter the coverage dates for this report. All activity from the ending coverage date of the last report filed must be included.

LINE 6(a) Enter the total amount of cash on hand at the beginning of the calendar year. The term "cash on hand" includes: currency; balance on deposit in banks, savings and loan institutions, and other depository institutions; traveler's checks owned by the committee; certificates of deposit, treasury bills and other committee investments valued at cost.

LINE 6(b) Enter the total amount of cash on hand at the beginning of the reporting period.

LINE 6(c) Transfer the amounts from Column A and Column B of Line 19 to the corresponding Columns on Line 6(c).

LINE 6(d) Add Lines 6(b) and 6(c) to derive the figure for Column A, and add Lines 6(a) and 6(c) to derive the figure for Column B.

LINE 7 Transfer the amounts from Column A and Column B of Line 30 to the corresponding Columns on Line 7.

LINE 8 For both Column A and Column B subtract Line 7 from Line 6(d) to derive the figure (which should be the same for both columns) for cash on hand at the close of the reporting period of Line 8.

LINE 9 Transfer the total amount of debts and obligations owed **TO** the committee from Schedule C or D.

LINE 10 Transfer the total amount of debts and obligations owed **BY** the committee from Schedule C or D.

DETAILED SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS
PAGE 2, FEC FORM 3X

(revised 1/1/91)

NAME OF COMMITTEE

REPORT COVERING PERIOD
FROM TO:

I. Receipts	COLUMN A Total This Period	COLUMN B Calendar Year	
11. Contributions (other than loans) From:			
a. Individual/Persons Other Than Political Committees			
i. Itemized (use Schedule A)			11(a)(i)
ii. Unitemized			11(a)(ii)
iii. Total (add i and ii) ➤			11(a)(iii)
b. Political Party Committees			11(b)
c. Other Political Committees (such as PACs)			11(c)
d. Total Contributions (add a iii, b and c) ➤			11(d)
12. Transfers From Affiliated/Other Party Committees			12
13. All Loans Received			13
14. Loan Repayments Received			14
15. Offsets To Operating Expenditures (Refunds, Rebates, etc.)			15
16. Refunds of Contributions Made to Federal Candidates and Other Political Committees			16
17. Other Federal Receipts (Dividends, Interest, etc.)			17
18. Transfers from Nonfederal Account for Joint Activity			18
19. Total Receipts (add 11d, 12, 13, 14, 15, 16, 17, and 18) ➤			19
20. Total Federal Receipts (subtract line 18 from line 19) ➤			20
II. Disbursements			
21. Operating Expenditures:			
a. Shared Federal/Non-Federal Activity (from Schedule H4)			
i. Federal Share			21(a)(i)
ii. Non-Federal Share			21(a)(ii)
b. Other Federal Operating Expenditures			21(b)
c. Total Operating Expenditures (add a i, a ii, and b) ➤			21(c)
22. Transfers to Affiliated/Other Party Committees			22
23. Contributions to Federal Candidates/Committees and Other Political Committees			23
24. Independent Expenditures (use Schedule E)			24
25. Coordinated Expenditures Made by Party Committees (2 U.S.C. 441a(d)) (use Schedule F)			25
26. Loan Repayments Made			26
27. Loans Made			27
28. Refunds of Contributions To:			
a. Individuals/Persons Other Than Political Committees			28(a)
b. Political Party Committees			28(b)
c. Other Political Committees (such as PACs)			28(c)
d. Total Contribution Refunds (add a, b and c) ➤			28(d)
29. Other Disbursements			29
30. Total Disbursements (add 21c, 22, 23, 24, 25, 26, 27, 28d, and 29) ➤			30
31 Total Federal Disbursements (subtract line 21 a ii from line 30) ➤			31
III. Net Contributions/Operating Expenditures			
32. Total Contributions (other than loans)(from line 11d)			32
33. Total Contribution Refunds (from line 28d)			33
34. Net Contributions (other than loans)(subtract line 33 from 32)			34
35. Total Federal Operating Expenditures (add 21 a i and 21 b) ➤			35
36. Offsets to Operating Expenditures (from line 15)			36
37. Net Operating Expenditures (subtract line 36 from 35) ➤			37

INSTRUCTIONS FOR DETAILED SUMMARY PAGE — FEC FORM 3X

(revised 1/1/91)

A political committee must report the total amount of receipts and disbursements during the reporting period and during the calendar year for each category of receipts and disbursements on FEC FORM 3X. The committee's full name and the coverage dates of the report must be entered in the appropriate blocks. If there are no receipts or disbursements for a particular category for a reporting period or calendar year, enter "0".

To derive the "Calendar Year-to-Date" figure for each category, the political committee should add the "Calendar Year-to-Date" total from the previous report to the "Total This Period" from Column A for the current report. For the first report filed for a calendar year, the "Calendar Year-to-Date" figure is equal to the "Total This Period" figure.

LINE 11(a)(i) Enter the total amount of **contributions (other than loans) from individuals,** partnerships, and other persons who are not political committees that are required to be itemized on Schedule A. For each such person who has made one or more contributions during the calendar year aggregating in excess of $200, the committee must itemize on Schedule A and provide the identification (full name, mailing address, occupation and name of employer) of the person, date and amount of each contribution aggregating in excess of $200 and the aggregate year-to-date total.

LINE 11(a)(ii) Enter the total amount of all contributions from individuals/persons other than political committees not required to be itemized on Schedule A.

LINE 11(a)(iii) Add Lines 11(a)(i) and 11(a)(ii) to derive the figure for Column A. For the Column B figure, see above instructions on how to calculate the Calendar Year-to-Date figure.

LINE 11(b) For political committees, enter the total amount of **contributions (other than loans) from political party committees** on Line 11(b). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution and the aggregate year-to-date total. Political party committees should use Line 12.

LINE 11(c) Enter the total amount of **contributions (other than loans) from other political committees** on Line 11(c). These contributions must be itemized on Schedule A, regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, date and amount of the contribution and the aggregate year-to-date total. Do not abbreviate committee names.

LINE 11(d) For both Column A and Column B add Lines 11(a)(iii), 11(b) and 11(c) to derive the figures for Line 11(d).

LINE 12 Political party committees must enter the total amount of **transfers from other party committees** on Line 12. All other political committees must enter the total amount of transfers from other affiliated committees on Line 12. (See also 11 CFR 102.5 and 102.6.) Loans and loan repayments received from other political party committees or affiliated committees (as appropriate) must be included on Line 12, and not on Line 13. These transfers must be itemized on Schedule A, regardless of the amount. For each transfer provide the identification (full name and mailing address) of the committee, date and amount of the transfer and the aggregate year-to-date total.

LINE 13 Enter the total amount of **loans received** (other than loans from affiliated/other party committees) on Line 13. All loans received by the committee must be itemized on Schedule A, regardless of the amount. For each loan, provide the identification (full name, mailing address and, where applicable, occupation and name of employer) of the person making the loan, date and amount of the loan and the aggregate year-to-date total. The committee must also provide on Schedule C the identification of any endorser or guarantor and the amount of the endorsement or guarantee. (See also instructions for Schedule C.)

LINE 14 Enter the total amount of **loan repayments received** (other than loan repayments from affiliated/other party committees) on Line 14. All loan repayments received by the committee must be itemized on Schedule A, regardless of the amount. For each loan repayment, provide the identification of the person making the loan repayment, date and amount of the loan repayment and the aggregate year-to-date total.

LINE 15 Enter the total amount of **offsets to operating expenditures** (including refunds, rebates, and returns of deposits) on Line 15. For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 16 Enter the total amount of **refunds of contributions made to Federal candidates and other political committees** on Line 16. If the original check was passed through the account of the recipient committee and a check for the refund is written on the recipient committee's account, the refund must be itemized as a receipt on Schedule A, regardless of the amount, and the amount of the refund must be included in the total figure for Line 16. For each contribution refund received, provide the full name and address of the Federal candidate or political committee, date and amount of the refund and the aggregate year-to-date total. DO NOT use this line if the original check is returned uncashed. The return must be reported as a negative entry on Schedule B and subtracted from the total amount for Line 23.

LINE 17 Enter the total amount of **other receipts** (including dividends and interest) on Line 17. For each person who provides any dividends, interest or other receipts aggregating in excess of $200 for the calendar year, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of $200 and the aggregate year-to-date total.

LINE 18 Transfers from Nonfederal Account for Joint Activity: Enter the total of any transfers from non-federal accounts brought to the federal account or a separate allocation account in order to pay for shared federal/non-federal activity. Only committees with separate federal and non-federal accounts who undertake shared activity effecting both types of campaign should report transfers among these accounts. The total transfers for this period come from the last page of Schedule H3 which itemizes any such transfers made for shared activity.

LINE 19 Total Receipts: For both Column A and Column B add the totals on Lines 11(d), 12, 13, 14, 15, 16, 17, and 18 to derive the figures for Line 19.

LINE 20 Total Federal Receipts: This line represents the difference between total receipts reported on line 19 and the sum of any transfers into the federal account by non-federal account(s) for shared activity. The value is equal to line 19 minus line 18.

LINE 21 *Note: Line 21(a) is required only for those committees undertaking activity which is shared among federal and non-federal accounts. Committees with no non-federal accounts, or who do not undertake activities which are shared among federal and non-federal accounts complete only lines 21(b) and (c). All operating expenses for those purely federal committees should be included on line 21(b).*

Operating Expenditures: Enter the total amount of operating expenditures and shared federal/non-federal activity on the appropriate line under line 21. Examples of operating expenditures are: salaries, travel, rent and telephones. Committees report only those operating expenditures paid for from committee funds. Enter the federal portion of all operating expenses for shared federal and non-federal activity on line 21(a)(i). This is equal to the federal share value from the bottom of the last page of Schedule H4 for this period. These shared activities must be itemized on Schedule H4 regardless of amount. Line 21(a)(ii) contains the sum of the non-federal share of operating expenses for shared federal and non-federal activity. This value also is brought forward from the last page of Schedule H4 for this period. Enter on Line 21(b) the sum of all other federal operating expenditures, including those itemized on Schedule B as well as any unitemized federal operating expenditures. For each person who receives payments for operating expenditures aggregating in excess of $200 for the calendar year, the committee must provide on Schedule B the full name and mailing address, date and amount of the expenditure.

LINE 22 Political party committees must enter the total amount of **transfers to all other political party committees** on Line 22. All other political committees must enter the total amount of transfers to other affiliated committees on Line 22. Loans and loan repayments made to other political party committees or affiliated committees (as appropriate) must be included on Line 22, not on Line 26 or 27. These transfers must be itemized on Schedule B, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date, amount and state that the purpose of the disbursement is a "transfer".

LINE 23 Enter the total amount of **contributions to Federal candidates and other political committees** on Line 23. These contributions must be itemized on Schedule B, regardless of the amount. DO NOT include transfers reported on Line 22 on this line. Contributions made to non-Federal candidates should not be entered on this line, but on Line 29. For each contribution to a Federal candidate or political committee, provide the full name and address of the political committee or candidate, date and amount of the contribution and, in the case of a candidate or authorized committee provide under "Purpose" the office sought by the candidate. (Including State and congressional district, where applicable.)

LINE 24 Enter the total amount of **independent expenditures** on Line 24. Note: Political party committees may not make independent expenditures in connection with a general election. (See also instructions for Schedule E.)

LINE 25 For political party committees, enter the total amount of **coordinated expenditures** made by the committee pursuant to 2 U.S.C. 441a(d) on Line 25. Note: Political committees which are not political party committees may not make coordinated expenditures. (See also instructions for Schedule F.)

LINE 26 Enter the total amount of **loan repayments made** on Line 26. All loan repayments made must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date, amount, and state that the purpose of the disbursement is a "loan repayment".

LINE 27 Enter the total amount of **loans made** (excluding transfers reported on Line 22) on Line 27. For each loan made by the committee provide the full name and mailing address of the person, date and amount of the loan, and state that the purpose of the disbursement is a "loan".

LINE 28(a) Enter the total amount of **contribution refunds to individuals/persons other than political committees** on Line 28(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A, the committee must provide on Schedule B the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund".

LINE 28(b) Enter the total amount of **contribution refunds to political party committees** on Line 28(b). All such refunds must be itemized on Schedule B, regardless of the amount. For each contribution refund, provide the full name, mailing address, date, amount and state that the purpose of the disbursement is a "contribution refund".

LINE 28(c) Enter the total amount of **contribution refunds to other political committees** on Line 28(c). (See instructions for Line 28(b) for other reporting requirements.)

LINE 28(d) For both Column A and Column B add the totals on Lines 28(a), 28(b) and 28(c) to derive the figures for Line 28(d).

LINE 29 Enter the total amount of **other disbursements** (including contributions to non-Federal candidates) on Line 29. For each such person who receives any disbursement(s) not otherwise disclosed where the aggregate amount or value is in excess of $200, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 30 For Column A and Column B add the totals on Lines 21(d), 22, 23, 24, 25, 26, 27, 28(d) and 29 to derive the figures for Line 30.

LINE 31 Total Federal Disbursements. Subtract from line 30 (total disbursements) the total non-federal share of disbursements from Line 21(a)(ii).

LINES 32-37 Enter the figures requested and complete the calculations as noted.

Use separate schedule(s) for each category of the Detailed Summary Page	PAGE OF FOR LINE NUMBER

SCHEDULE A **ITEMIZED RECEIPTS**

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (in Full)

A. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
B. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
C. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
D. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
E. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
F. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		
G. Full Name, Mailing Address and ZIP Code	Name of Employer	Date (month, day, year)	Amount of Each Receipt this Period
	Occupation		
Receipt For: ☐ Primary ☐ General ☐ Other (specify):	Aggregate Year-to-Date $		

SUBTOTAL of Receipts This Page (optional)	
TOTAL This Period (last page this line number only)	

INSTRUCTIONS FOR PREPARING SCHEDULE A

The Detailed Summary Page is broken down into various categories of receipts. Use Schedule A to list each receipt required to be itemized. DO NOT combine more than one category of receipts on the same Schedule A. Instead, use a separate Schedule A for each category of receipts. The line number of the Detailed Summary Page to which each Schedule A pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block. For each receipt required to be itemized during the reporting period, the political committee must provide the identification, date and amount of the receipt, and the aggregate year-to-date total.

The term "identification" means, in the case of an individual, his or her full name, including: first name, middle name or initial, if available, and last name; mailing address; occupation; and the name of his or her employer; and, in the case of any other person, the person's full name and address. Do not abbreviate committee names.

The occupation and name of employer is only required to be provided for receipts from individuals. "Occupation" means the principal job title or position of an individual and whether or not self-employed. "Employer" means the organization or person by whom an individual is employed, and not the name of his or her supervisor.

Authorized committees must indicate the election for which the receipt was given. In the event the receipt was given for an election other than the current primary or general election, the "Other" block must be checked and the type of election specified (i.e., "General 1986," "Primary 1986"). The "receipt for" block does not apply to political committees which are not authorized committees. The "aggregate year-to-date" total must be given for each receipt and must equal the total amount that the person has given to the committee for that particular category of receipts for the calendar year. If a receipt is the only receipt from a person during the calendar year, the aggregate year-to-date total must still be entered.

The "Total This Period" amount (the last line on Schedule A) must be added to all other receipts for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

If a contribution is received from a business entity or is drawn on what is or appears to be a business account, the political committee must determine that the contribution is not from a corporation, government contractor, or other prohibited source. If the contribution is from a prohibited source, it must be refunded within thirty days of its receipt.

A contribution which appears to be excessive, either on its face or when aggregated with other contributions from the same person, may be returned or deposited into a campaign depository but not used. If deposited, the contributor may be asked if a joint contribution was intended and, if so, to submit a written reattribution of the contribution signed by each contributor. The contributor may also be asked to redesignate the contribution for a different election if such a contribution would otherwise be permissible. If no redesignation or reattribution is received, the excessive contribution must be refunded within sixty days of its receipt. Both redesignations and reattributions are to be reported as memo entries on the report covering the period in which the committee receives the redesignations or reattributions. Indicate how the contributions(s) was reported initially, followed by the redesignated or reattributed entry(ies). See 11 CFR 104.8 for the reporting of these types of contributions.

Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election.

Contributions In-Kind. Contributions in-kind (i.e., goods and services provided to a political committee) are treated as any other contribution and must be reported and itemized under the appropriate category of receipts. For example, a contribution in-kind from an individual must be itemized on Schedule A and reported under the category for "Contributions From Individuals/Persons Other Than Political Committees." The value of each contribution in-kind must be entered in the "Amount of Each Receipt This Period" column. The amount or value of the contribution in-kind is the difference between the usual and normal charge for the goods or services at the time of the contribution and the amount charged the political committee. The "aggregate year-to-date" total must include the total amount of all contributions which the person has contributed to the committee during the calendar year. The item must be labeled "contribution in-kind" and include the nature of the contribution (e.g., consulting , polling, etc.). Each contribution in-kind must also be reported in the same manner as an operating expense on Schedule B and include in the total for "Operating Expenditures" (NOTE: A political committee which makes a contribution in-kind only reports it as a disbursement and itemizes the transaction on Schedule B with a notation "contribution in-kind." The purpose of the expenditure (e.g., consulting, polling, etc.) and the aggregated year-to-date amount must also be provided. The committee receiving the contribution in-kind must report it as both a receipt and an expenditure.)

Contributions of stocks, bonds, art objects, and other similar items to be liquidated must be reported as follows:

(1) If the item has not been liquidated at the close of the reporting period, the committee must record as a memo entry (not as cash) on Schedule A the item's fair market value on the date received, including the name and mailing address (and when in excess of $200, the occupation and name of the employer) of the contributor. The total amount of items to be liquidated must be entered under "Total This Period" on the last line of Schedule A. This amount must NOT be carried forward to the Detailed Summary Page.

(2) When the item is sold, the committee must report the proceeds and include them in the appropriate categories on the Detailed Summary Page. It must also report the (i) name and mailing address (and, where in excess of $200, the occupation and name of employer) of the purchaser on Schedule A, if purchased directly from the committee (the purchaser is considered to have made a contribution to the committee); and (ii) the identification of the original contributor on Schedule A.

Exempt Legal or Accounting Services. Legal or accounting services rendered to or on behalf of an authorized committee of a candidate or any other political committee are not contributions or expenditure and are not, therefore, subject to the contribution limitations and prohibitions, if the person paying for the services is the regular employer of the individual rendering the services and if the services are solely to ensure compliance with the Act.

The political committee must itemize as a memo entry on a separate Schedule A each person who provides legal or accounting services to the political committee in an aggregate value or amount in excess of $200 within the calendar year, together with the date of receipt and amount or value of the exempt legal or accounting services, and state that the receipt is for "exempt legal or accounting service." The total amount of exempt legal or accounting services must be entered on the line for "Total This Period" on the bottom of Schedule A, but the total amount may not be carried forward to any category or line number on the Detailed Summary Page.

Earmarked Contributions. For each earmarked contribution received (regardless of the amount), the political committee must report on Schedule A the name and address of the original contributor, the date of receipt and the amount of the contribution and, if the original contributor makes contributions aggregating in excess of $200 to the political committee during the calendar year, the occupation and name of employer. If the contribution passes through the political committee's account and is forwarded to another political committee or Federal candidate, the conduit committee must disclose each contribution, regardless of the amount, on both Schedule A and Schedule B and include the amount under the appropriate category of receipts and disbursements. If the contribution was passed on in the form of the contributor's check, the conduit must disclose each contribution on a separate Schedule A attached to the conduit's (intermediary) next report and the amounts of such contributions are not required to be included in the totals for the appropriate categories of receipts and disbursements. If a political committee is not a conduit, but is the intended recipient, the political committee must report each conduit through which the earmarked contribution passed, including the name and address of the conduit, and whether the contribution was passed on in cash, by the contributor's check, or by the conduit's check. If the conduit exercises direction and control over the contribution, the earmarked contribution must also be attributed to the contribution limitations of the conduit.

Checks Returned Due to Insufficient Funds. If a contributor's check is returned to the political committee due to insufficient funds and the receipt of the check was previously reported, the political committee must report the return under the appropriate category of receipts as a negative entry and net out the amount of the check from the total for that category. If the original receipt of the check was itemized on Schedule A, the return of the check must also be itemized as a negative entry on Schedule A. If the receipt of the check was never reported, the return of the check should not be reported.

Check Refunded to the Committee. A contribution may be refunded to the committee in one of two ways:

(1) The original check is returned uncashed. If the contribution was reported, the refund should be reported as a negative entry on Schedule B, and the amount of the contribution refund subtracted from the disbursement totals on the line of the Detailed Summary Page that it was reported on.

(2) The original check is not returned and the refund is made by a check from the recipient of the contribution. Such a transaction should be reported as a receipt on Schedule A for the appropriate line of the Detailed Summary Page. This procedure is applicable regardless of whether the amount refunded is the full or only a partial refund of the contribution or whether the contribution was previously reported.

Best Efforts. When the treasurer of a political committee shows that best efforts have been used to obtain, maintain and submit the information required, the committee shall be considered in compliance with the Act.

With regard to reporting the identification of each person whose contribution(s) to the committee and its affiliated committees aggregate in excess of $200 in a calendar year, the treasurer will not be deemed to have exercised best efforts to obtain the required information unless he or she has made at least one effort per solicitation either by written request or by an oral request documented in writing to obtain the information from the contributor. The best effort shall consist of a clear request for the information (i.e., name, mailing address, occupation, name of employer) which informs the contributor that the reporting of the information is required by law.

SCHEDULE B ITEMIZED DISBURSEMENTS

Use separate schedule(s) for each category of the Detailed Summary Page	PAGE OF FOR LINE NUMBER

Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (in Full)

A. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
B. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
C. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
D. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
E. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
F. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
G. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
H. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period
I. Full Name, Mailing Address and ZIP Code	Purpose of Disbursement Disbursement for: ☐ Primary ☐ General ☐ Other (specify)	Date (month, day, year)	Amount of Each Disbursement This Period

SUBTOTAL of DisbursementsThis Page (optional)	
TOTAL This Period (last page this line number only)	

INSTRUCTIONS FOR PREPARING SCHEDULE B

The Detailed Summary Page is broken down into various categories of disbursements. Use Schedule B to list each disbursement required to be itemized. DO NOT combine more than one category of disbursements on the same Schedule B. Instead, use a separate Schedule B for each category of disbursements. The line number of the Detailed Summary Page to which each Schedule B pertains should be identified in the upper right corner of each Schedule. In addition, the committee's full name must be entered in the appropriate block.

For each disbursement required to be itemized during the reporting period, the political committee must provide the full name, mailing address, date, amount, and purpose of the disbursement.

The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, statements or descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of an expenditure. If the disbursement is a "loan repayment," "contribution refund," or other similar category of disbursement (other than an operating expenditure), the name of the category of disbursement (i.e., "loan repayment," etc.) is sufficient to meet the requirement for reporting the purpose of an expenditure.

For disbursements that are contributions to Federal candidates, or authorized committees, the committee must include under "Purpose of Disbursement" the name of the candidate and office sought (including State and congressional district, where applicable) and the aggregate year-to-date total of contributions made to that candidate or committee in the purpose of disbursement box.

For each contribution to a Federal candidate or authorized committee indicate in the election check-off box the election for which the contribution was made. Contributions to a candidate or authorized committee which are not designated by the contributor for a specific election must be counted toward the contributor's limitation for the next election after the contribution is made. Contributions may be made for a past election only to the extent that the recipient has net debts outstanding from that particular election. In the event the contribution was made for an election prior to the current election cycle, the "Other" box must be checked and the type of election specified (e.g., "General 1986," "Primary 1986"). The election check-off boxes provided for each itemized entry on Schedule B should not be used when itemizing operating expenditures.

The "Total This Period" amount (the last line on Schedule B) must be added to all other disbursements for that category which are not itemized and carried forward to Column A of the corresponding line of the Detailed Summary Page.

CONTRIBUTIONS IN-KIND RECEIVED

Contributions in-kind received by the committee which are itemized on Schedule A must also be itemized as an operating expenditure on Schedule B. In addition, in the "Purpose of Disbursement" box include the notation "Contribution In-Kind," and the nature of the expenditure (e.g., consulting, polling, etc.).

SCHEDULE C
(Revised 3/80)

LOANS

Page _____of_____for
LINE NUMBER ______
(Use separate schedules
for each numbered line)

Name of Committee (in Full)

A. Full Name, Mailing Address and ZIP Code of Loan Source Election: ■ Primary ■ General ■ Other (specify):	**Original Amount of Loan**	**Cumulative Payment To Date**	**Balance Outstanding at Close of This Period**
Terms: Date Incurred______________ Date Due_______________ Interest Rate_______%(apr) ■ Secured			
List All Endorsers or Guarantors (if any) to Item A			
1. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		
2. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		

B. Full Name, Mailing Address and ZIP Code of Loan Source Election: ■ Primary ■ General ■ Other (specify):	**Original Amount of Loan**	**Cumulative Payment To Date**	**Balance Outstanding at Close of This Period**
Terms: Date Incurred______________ Date Due_______________ Interest Rate_______%(apr) ■ Secured			
List All Endorsers or Guarantors (if any) to Item B			
1. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		
2. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		
3. Full Name, Mailing Address and ZIP Code	Name of Employer Occupation Amount Guaranteed Outstanding: $		

SUBTOTALS This Period This Page (optional) ....

TOTALS This Period (last page in this line only) ....

Carry outstanding balance only to LINE 3, Schedule D, for this line. If no Schedule D, carry forward to appropriate line of Summary.

INSTRUCTIONS FOR PREPARING SCHEDULE C

A loan is a contribution at the time it is made and is a contribution to the extent it remains unpaid. A LOAN WHICH EXCEEDS THE CONTRIBUTION LIMITATIONS IS UNLAWFUL WHETHER OR NOT IT IS REPAID. The aggregate amount loaned to a candidate or committee by another individual or political committee, when added to other contributions from that individual or political committee to that candidate or committee, shall not exceed the contribution limitations. A loan, to the extent it is repaid, is no longer a contribution. All loans to a political committee (regardless of amount) must be disclosed on the first report filed with the Commission after the date the loan is made.

When filling out Schedule C, the committee must enter its full name in the box at the top of the page.

DO NOT combine loans owed TO the committee with those owed BY the committee on the same Schedule C. Instead, use a separate Schedule C. Each loan should be reported separately until extinguished.

LOANS OWED BY THE COMMITTEE

When a loan is received by the committee, it must be itemized on Schedule A and must also be disclosed on Schedule C (see also instructions for Schedule A for itemizing loans received by the committee). For each loan owed BY the reporting committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) full name, mailing address and zip code of the creditor; (2) if the committee is an authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) if an intermediary is reported as the source of the loan, the original source of the loan (which must be disclosed in the first box for endorsers and guarantors with a notation that the person identified is the original source); (2) the date the obligation was incurred; (3) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line); (4) the actual rate of interest charged on each loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (5) check the box if the loan has been secured.

In instances where the loan has endorsers or guarantors, the following information must be supplied: (1) the identification of each endorser or guarantor, and (2) the amount of the endorsement or guarantee outstanding at the close of the reporting period. The term "identification" means (a) in the case of an individual, his or her full name, mailing address, occupation, and name of employer; and (b) in the case of any other person, the person's full name and address

Loans owed BY the committee must continue to be reported on each subsequent report until repaid. When a payment is made to reduce or extinguish the amount of a loan owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension for repayment is granted, this should be reported on the first report after the extension is made.

If a loan is settled for less than the reported amount, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A loan owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution. The total amount of loans owed BY the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

LOANS OWED TO THE COMMITTEE

When a loan is made by the committee, it must be itemized on Schedule B and must also be disclosed on Schedule C (see also instructions for Schedule B for itemizing loans made by the committee). For each loan owed TO the committee at the close of the reporting period, the committee must report certain basic information on Schedule C in the appropriate boxes: (1) the full name, mailing address and zip code of each debtor; (2) if the loan was made by a political committee other than an authorized committee and was made to a Federal candidate or authorized committee, the election to which the loan applies (i.e., primary, general or other); (3) the original amount of the loan; (4) the cumulative payment to date on the loan; and (5) the outstanding balance at the close of the reporting period (i.e., the remaining unpaid portion of the loan).

Certain additional information must be entered on Schedule C in the box entitled TERMS: (1) the date the obligation was incurred; (2) the date the loan is due or the amortization schedule (if there is no due date or amortization schedule, enter "None" on the appropriate line; (3) the actual rate of interest charged on the loan (if the loan does not bear an interest rate, enter "None" on the appropriate line); and (4) check the box if the loan has been secured. Loans owed TO the committee must continue to be reported on each subsequent report until repaid. When a payment is received to reduce or extinguish a loan owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Cumulative Payment to Date" column on Schedule C. If any extension of repayment is granted or made, this should be reported on the first report after the extension is made.

The total amount of loans owed TO the committee at the close of the reporting period must be entered on the line for "Total This Period" on the bottom of the last page and transferred to Line 3 of the last page of Schedule D. If no debts or obligations are reported on Schedule D, carry the outstanding balance forward to the Summary Page.

MISCELLANEOUS

Loans by Financial Institutions. A loan of money by a State bank, a federally chartered depository institution (including a national bank) or a depository institution whose deposits and accounts are insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Administration is not a contribution by the lending institution if the loan is made in accordance with applicable banking laws and regulations and is made in the ordinary course of business. A loan will be deemed to be made in the ordinary course of business if it: bears the usual and customary interest rate of the lending institution for the category of loan involved; is made on a basis that assures repayment; is evidenced by a written instrument; and is subject to a due date or an amortization schedule.

Candidate Loans. If a candidate personally receives a loan from a financial institution or other person, which is loaned or given to the campaign or used in the campaign, the candidate's principal campaign committee must disclose all information with respect to that loan. The financial institution or other person must be listed as the original source of the loan and the candidate listed as an intermediary. Loans obtained by an individual prior to becoming a candidate for use in connection with that individual's campaign must be reported as an outstanding loan owed TO the lender by the candidate's principal campaign committee, if the loan is outstanding at the time the individual becomes a candidate.

Loans by Political Committees. If a political committee makes a loan TO any person, the loan shall be subject to the contribution limitations. Repayment to the political committee of the principal amount of the loan is not a contribution by the debtor to the lender committee. The repayment must be made with funds which are permissible under the Act. The payment of interest to the committee by the debtor is a contribution only to the extent that the interest paid exceeds a commercially reasonable rate prevailing at the time the loan is made. All payments of interest must be made from funds which are permissible under the Act.

Endorsers and Guarantors. A loan is a contribution by each endorser or guarantor. Each endorser or guarantor shall be deemed to have contributed that portion of the total amount of the loan for which he or she agreed to be liable in a written agreement. Any reduction in the unpaid balance of the loan shall reduce proportionately the amount endorsed or guaranteed by each endorser or guarantor in such written agreement. In the event that such agreement does not stipulate the portion of the loan for which each endorser or guarantor is liable, the loan shall be considered a loan by each endorser or guarantor in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors.

Loan Repayments. Each committee must disclose all loan payments received or made by the committee. When a loan repayment is **received by** a committee, the repayment must be itemized on Schedule A and included in the "Cumulative Payment to Date" column on Schedule C. When a loan repayment is **made by** a committee, the repayment must be itemized on Schedule B and included in the "Cumulative Payment to Date" column on Schedule C. For a political committee other than an authorized committee, the total amount of loan repayments received and the total amount of loan repayments made must be disclosed on the appropriate lines of the Detailed Summary Page. For authorized committees, the total amount of loan repayments of loans made or guaranteed by the candidate and the total amount of loan repayments of all other loans must be disclosed on the appropriate lines of the Detailed Summary Page.

SCHEDULE C-1
Federal Election Commission
Washington, D.C. 20463

Supplementary for Information found on Page ___ of Schedule C

LOANS AND LINES OF CREDIT FROM LENDING INSTITUTIONS

NAME OF COMMITTEE (IN FULL)	FEC IDENTIFICATION NUMBER	
FULL NAME, MAILING ADDRESS AND ZIP CODE OF LENDING INSTITUTION (LENDER)	AMOUNT OF LOAN	INTEREST RATE (APR)
	DATE INCURRED OR ESTABLISHED	DATE DUE

A. Has loan been restructured? ☐ No ☐ Yes If yes, date originally incurred: _____________

B. If line of credit, amount of this draw: _____________ ; total outstanding balance: _____________

C. Are other parties secondarily liable for the debt incurred?
☐ No ☐ Yes (Endorsers and guarantors must be reported on Schedule C.)

D. Are any of the following pledged as collateral for the loan: real estate, personal property, goods, negotiable instruments, certificates of deposit, chattel papers, stocks, accounts receivable, cash on deposit, or other similar traditional collateral?
☐ No ☐ Yes If yes, specify: ________________________________

What is the value of this collateral? ________________________________

Does the lender have a perfected security interest in it? ☐ No ☐ Yes

E. Are any future contributions or future receipts of interest income, pledged as collateral for the loan?

☐ No ☐ Yes If yes, specify: ________________________ What is the estimated value? ____________

A depository account must be established pursuant to 11 CFR 100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B). Date account established: _____________ Location of account: ________________________________

F. If neither of the types of collateral described above was pledged for this loan, or if the amount pledged does not equal or exceed the loan amount, state the basis upon which this loan was made and the basis on which it assures repayment.

G. COMMITTEE TREASURER		DATE
TYPED NAME	SIGNATURE	

H. Attach a signed copy of the loan agreement.

I. TO BE SIGNED BY THE LENDING INSTITUTION:

I. To the best of this institution's knowledge, the terms of the loan and other information regarding the extension of the loan are accurate as stated above.

II. The loan was made on terms and conditions (including interest rate) no more favorable at the time than those imposed for similar extensions of credit to other borrowers of comparable credit worthiness.

III. This institution is aware of the requirement that a loan must be made on a basis which assures repayment, and has complied with the requirements set forth at 11 CFR 100.7(b)(11) and 100.8(b)(12) in making this loan.

AUTHORIZED REPRESENTATIVE		TITLE	DATE
TYPED NAME	SIGNATURE		

INSTRUCTIONS FOR SCHEDULE C-1

Background: FEC Regulations on Loans from Lending Institutions

Schedule C-1 seeks information on loans—including lines of credit—from lending institutions such as state or federally chartered banks, federally insured savings and loan associations or federally insured credit unions. The purpose of Schedule C-1 is to verify that a loan or line of credit does not result in a prohibited contribution from the lending institution, a violation of the federal campaign finance law.

Under FEC regulations at 11 CFR 100.7(b)(11) and 100.8(b)(12), a loan "made in accordance with applicable banking laws" and "in the ordinary course of business" is not considered a contribution if certain conditions are met. One of these conditions is that the loan "is made on a basis which assures repayment." Schedule C-1 documents whether or not the loan complies with these requirements.

Who Must File Schedule C-1

A political committee that obtains a loan or line of credit from a bank or other lending institution must file Schedule C-1. An authorized committee of a candidate must also file Schedule C-1 if the candidate obtains a loan or line of credit from a bank or other lending institution and the borrowed funds are used for campaign purposes. 11 CFR 104.3(d)(1). (See Schedule C instructions on Candidate Loans.)

When to File Schedule C-1

A Schedule C-1 must be filed for each loan and each line of credit obtained from a lending institution. 11 CFR 104.3(d)(1).

Loans. A committee must file a Schedule C-1 with its next report when it first obtains a loan and in succeeding reporting periods each time the terms of the loan are restructured. 11 CFR 104.3(d)(1) and (3). (A restructured loan is considered a new loan.)

Lines of Credit. A committee must file a Schedule C-1 with its next report when a line of credit is established and in succeeding reporting periods each time any draws are made on the line of credit and each time the line of credit is restructured to change the repayment terms. 11 CFR 104.3(d)(1) and (3).

Reporting Loans and Lines of Credit on Schedules A and C

Schedule A. When a candidate or committee obtains a loan, the committee must itemize the receipt on a Schedule A for the appropriate line number. However, a line of credit is itemized on Schedule A only when the candidate or committee obtains funds by making a draw on the credit.

Schedule C. As with all loans, loans from lending institutions (including lines of credit) must be continuously disclosed on Schedule C, starting with the first report due after the committee obtains the loan and continuing with each report thereafter until the loan is repaid.

Line-by-Line Instructions

Schedule C Cross-Reference. Enter the Schedule C page number where information on the loan or line of credit appears.

Name of Committee Obtaining Loan. Enter the full name of the reporting committee.

Identification Number. Enter the reporting committee's FEC identification number. If the committee is newly registered and has not yet obtained a number, enter "not yet assigned."

Name/Address of Lender. Enter the full name, address and zip code of the lending institution.

Loan Amount. Enter the amount of the loan or line of credit. If reporting a restructured loan or line of credit, enter the amount under the new terms. 11 CFR 104.3(d)(1)(i) and (3).

Interest Rate. Enter the annual percentage rate (APR) of interest on the loan or each draw on the line of credit. If reporting a restructured loan or line of credit, enter the interest rate under the new terms. 11 CFR 104.3(d)(1)(ii) and (3).

Date Incurred or Established. Enter the date the candidate or committee incurred the debt by signing the loan agreement (the original agreement or a restructured agreement, as appropriate). 11 CFR 104.3(d)(1)(i) and (3).

Due Date. Enter the date on which full repayment of the loan or line of credit is due (under the original agreement or a restructured agreement, as appropriate). 11 CFR 104.3(d)(1)(ii) and (3).

A. Restructured Loans. Check yes if the loan or line of credit has been restructured to change the terms; enter the date on which the original loan or line of credit was incurred. 11 CFR 104.3(d)(3).

B. Draws on Line of Credit. If reporting a draw on a line of credit, enter the amount of the draw and the outstanding balance owed on the line of credit (cumulative draws less any repayments made). 11 CFR 104.3(d)(1)(ii).

C. Secondary Sources of Repayment. Check yes if the loan or line of credit was endorsed or guaranteed by secondary parties. 11 CFR 104.3(d)(1)(iii). Information on endorsers and guarantors must be disclosed on Schedule C. (Note that guarantees and endorsements of loans are considered contributions; see Schedule C instructions.)

D. Traditional Collateral. Check yes if the loan or line of credit was obtained using traditional sources of collateral, and list the specific assets that were pledged. Enter the total fair market value of the collateral as of the date of the loan agreement. Indicate whether the lender has a perfected security interest in the collateral. 11 CFR 104.3(d)(1)(iii). (Note that a perfected security interest is a requirement under FEC regulations. 11 CFR 100.7(b)(11)(i)(A)(*1*) and 100.8(b)(12)(i)(A)(*1*).)

E. Future Receipts as Collateral. Check yes if the loan or line of credit was obtained using future receipts as collateral; list the types of receipts that were pledged; and enter their estimated amount. 11 CFR 104.3(d)(1)(iii). Enter the date the separate account was established for the deposit of pledged receipts. (A depository account is required under 11 CFR 100.7(b)(11)(i)(B) and 100.8(b)(12)(i)(B).) Provide the full name and address of the depository institution where the account was established.

F. Other Means of Obtaining Loan. Complete this section if "no" was checked in sections C, D, and E or if the amount cosigned and/or pledged for the loan or line of credit is less than the loan amount. If so, state the basis upon which the loan was made and the basis on which it assures repayment. 11 CFR 104.3(d)(1)(iv).

G. Treasurer's Signature and Date. The committee treasurer (or properly designated assistant treasurer) must sign and date the form; the signer's name should be printed or typed beside the signature.

H. Copy of Loan Agreement. Attach a copy of the signed agreement. 11 CFR 104.3(d)(2).

I. Lender Certification. An authorized representative of the lending institution must sign and date the form to certify that the lender has complied with items I through III. 11 CFR 104.3(d)(1)(v). The representative's name should be printed or typed beside his or her signature. The representative's title must also be entered.

SCHEDULE D
(Revised 3/80)

DEBTS AND OBLIGATIONS
Excluding Loans

Page _____of_____for
LINE NUMBER ______
(Use separate schedules for each numbered line)

Name of Committee (in Full)	Outstanding Balance Beginning This Period	Amount Incurred This Period	Payment This Period	Outstanding Balance at Close of This Period
A. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				
B. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				
C. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				
D. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				
E. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				
F. Full Name, Mailing Address and ZIP Code of Debtor or Creditor				
Nature of Debt (Purpose):				

1) SUBTOTALS This Period This Page (optional)	
2) TOTALS This Period (last page in this line only)	
3) TOTAL OUTSTANDING LOANS from Schedule C (last page only)	
4) ADD 2) and 3) and carry forward to appropriate line of Summary Page (last page only)	

INSTRUCTIONS FOR PREPARING SCHEDULE D

When filling out Schedule D, the committee must enter its full name in the box at the top of the page.

DO NOT combine debts and obligations owed to the committee with those owed by the committee on the same Schedule D. Instead, use a separate Schedule D.

DEBTS AND OBLIGATIONS OWED BY THE COMMITTEE (Other Than Loans)

For debts and obligations owed BY the reporting committee at the close of the reporting period and which are required to be disclosed, the committee must report the full name and mailing address of each creditor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period (including any finance charges), the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt and obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing).

A written contract (including a media contract), promise, or agreement to make an expenditure which has not been paid for by the committee is an expenditure as of the date the contract, promise or obligation is made and is subject to the reporting requirements. Accounts payable and written contracts, promises, or agreements to make expenditures, in amounts of $500 or less, need not be disclosed until outstanding for sixty days or more.

Debts and obligations owed BY the committee must continue to be reported on each subsequent report until extinguished or settled in a manner permitted by Federal Election Commission regulations (see 11 CFR Part 116 for settlement of corporate debts). When a payment is made to reduce or extinguish an obligation owed BY the committee, the payment must be itemized on Schedule B, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. If a debt or obligation is settled for less than the reported amount or value, the reporting committee must include a statement as to the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A debt owed BY a political committee which is forgiven or settled for less than the amount owed is a contribution unless the debt is forgiven or settled in accordance with 11 CFR Part 116. The extension of credit by any person for a length of time beyond normal business or trade practice is a contribution, unless the creditor has made a commercially reasonable attempt to collect the debt. The total amount of debts and obligations owed BY the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed BY the committee from Schedule C. The total amount of debts and obligations owed BY the committee (including loans) must be carried forward to the Summary Page.

DEBTS AND OBLIGATIONS OWED TO THE COMMITTEE (Other Than Loans)

For each debt and obligation owed TO the committee at the close of the reporting period, the committee must report: the full name and mailing address of each debtor, the amount of the debt outstanding at the beginning of the period, the amount of the debt or obligation incurred this period, the payment(s) this period to retire the debt or obligation, the outstanding balance at the close of the reporting period and the nature or purpose of the debt or obligation. The terms "nature" or "purpose" mean a brief statement or description of why the debt or obligation was incurred (e.g., media, salary, polling, supplies, mailing). Written contracts or agreements (such as signed pledge cards), or oral promises to make contributions are not required to be reported.

Debts and obligations owed TO the committee must continue to be reported on each subsequent report until extinguished. When a payment is received to reduce or extinguish a debt or obligation owed TO the committee, the payment must be itemized on Schedule A, reported on the appropriate line of the Detailed Summary Page, and included in the "Payment This Period" column on Schedule D. The total amount of debts and obligations owed TO the committee during the reporting period must be entered at the bottom of the last page under "Total This Period" and added to the total loans owed TO the committee from Schedule C. The total amount of debts and obligations owed TO the committee (including loans) must be carried forward to the Summary Page.

SCHEDULE E

ITEMIZED INDEPENDENT EXPENDITURES

(See Reverse Side for Instructions)

Name of Committee (in Full)

Full Name, Mailing Address & ZIP Code of Each Payee	Purpose of Expenditure	Date (month, day, year)	Amount	Name of Federal Candidate supported or opposed by the expenditure & office sought
				☐ Support ☐ Oppose
				☐ Support ☐ Oppose
				☐ Support ☐ Oppose
				☐ Support ☐ Oppose
				☐ Support ☐ Oppose
				☐ Support ☐ Oppose

(a) **SUBTOTAL** of Itemized Independent Expenditures . . . . $ ______________

(b) **SUBTOTAL** of Unitemized Independent Expenditures . . . . $ ______________

(c) **TOTAL** Independent Expenditures . . . . $ ______________

Under penalty of perjury I certify that the independent expenditures reported herein were not made in cooperation, consultation, concert with, or at the request or suggestion of any condidate or any authorized committee or agent of such candidate or authorized committee. Furthermore, these expenditures did not involve the financing of dissemination, distribution, or republication in whole or in part of any campaign materials prepared by the candidate, his campaign committee, or their agent.

Subscribed and sworn to before me this ______________ day of

__________________________ , 19 ________

My Commission expires:

________________________ ________________________

NOTARY PUBLIC

______________________________ ______________

Signature Date

INSTRUCTIONS FOR PREPARING SCHEDULE E

GENERAL

DEFINITION

The term "independent expenditure" means: "an expenditure for a communication by a person expressly advocating the election or defeat of a clearly identified candidate which is made without cooperation or consultation with any candidate, or any authorized committee or agent of such candidate, and which is not made in concert with, or at the request or suggestion of, any candidate, or any authorized committee or agent of such candidate."

WHO MUST FILE

Any political committee which makes independent expenditures must report these expenditures on Schedule E during the reporting period in which they were made.

Any independent expenditures aggregating $1,000 or more made after the 20th day, but more than 24 hours, before 12:01 A.M. of the day of the election, must be reported within 24 hours after the independent expenditure is made. The report must include all of the information required on Schedule E and be filed with the appropriate office.

LINE BY LINE INSTRUCTIONS

For Schedule E, the committee must enter the full name of the committee and the FEC Identification Number in the appropriate boxes at the top of the page. For each person who receives a payment or disbursement during the calendar year aggregating in excess of $200 in connection with an independent expenditure, the reporting committee must provide on Schedule E the full name, mailing address and zip code of the payee receiving any disbursement, the date and amount of any independent expenditure aggregating in excess of $200, and the purpose of the independent expenditure (e.g., radio, television, newspaper). In addition, the committee must provide the name of the candidate, the office sought by the candidate (including State and Congressional District, where applicable), and whether the independent expenditure was in support of, or in opposition to, the candidate. A subtotal of itemized expenditures must be disclosed on Line (a) of the last Schedule E filed. A subtotal of independent expenditure not required to be itemized must also be disclosed on Line (b) of the last Schedule E filed.

The total of all independent expenditures (Line (c)) is carried forward to the appropriate line of the Detailed Summary Page.

CERTIFICATION AND NOTARIZATION

The treasurer of any political committee which makes an independent expenditure must sign Schedule E and certify under penalty of perjury that the expenditure was in fact an "independent expenditure."

Additionally, Schedule E must be notarized.

NOTE: Any other person (other than a political committee) who makes an independent expenditure must file on FEC FORM 5.

SCHEDULE F

ITEMIZED COORDINATED EXPENDITURES MADE BY POLITICAL PARTY COMMITTEES OR DESIGNATED AGENTS(S) ON BEHALF OF CANDIDATES FOR FEDERAL OFFICE (2 U.S.C. §441a(d))

(To be used only by Political Committees in the General Election)

Name of Political Committee (in Full)

Has your Committee been designated to make coordinated expenditures by a political party committee? ☐ YES ☐ NO
If YES, name the designating committee:

Full Name, Mailing Address and ZIP Code of Subordinate Committee

Full Name, Mailing Address and ZIP Code of Each Payee	Name of Federal Candidate Supported, State, District & Office Sought	Purpose of Expenditure	Date (month, day, year)	Amount
	Aggregate General Election Expenditure for this Candidate—$			
Full Name, Mailing Address and ZIP Code of Each Payee	Name of Federal Candidate Supported, State, District & Office Sought	Purpose of Expenditure	Date (month, day, year)	Amount
	Aggregate General Election Expenditure for this Candidate—$			
Full Name, Mailing Address and ZIP Code of Each Payee	Name of Federal Candidate Supported, State, District & Office Sought	Purpose of Expenditure	Date (month, day, year)	Amount
	Aggregate General Election Expenditure for this Candidate—$			
Full Name, Mailing Address and ZIP Code of Each Payee	Name of Federal Candidate Supported, State, District & Office Sought	Purpose of Expenditure	Date (month, day, year)	Amount
	Aggregate General Election Expenditure for this Candidate—$			
SUBTOTAL of Expenditures This Page (optional)				
TOTAL This Period (last page this line number only)				

INSTRUCTION FOR PREPARING SCHEDULE F

DEFINITION AND LIMITATIONS

The Federal Election Campaign Act provides political party committees with special spending limits on behalf of their candidates in the General Election (2 U.S.C.§441a (d)). These special spending limits do not apply in primary elections, are not contributions to the candidate and are not contributions in-kind reported on Schedule B. These spending limits are separate from expenditures made by the candidate's authorized committee(s). Expenditures made under 2 U.S.C. §441a(d) are reported by the political party committee or designated agent and not by the candidate or the candidate's authorized committee(s) on whose behalf the expenditure was made.

National party political committees are subject to separate limits for Presidential, Senate and House general elections. State party political committees are subject to separate limits for Senate and House general elections, but may not make any separate expenditures in the Presidential general election, unless designated by the national committee of the political party. Within a State, committees subordinate to a State party political committee (county, city, local, etc.) are included within the State party political committee limits.

The formulas for the party spending limits are as follows:

President: $0.02 times the national Voting Age Population, adjusted to reflect the latest cost-of-living increase.

Senate: The greater of: (a) $0.02 times the state Voting Age Population, adjusted to reflect the latest cost-of-living increase; or (b) $20,000, adjusted to reflect the latest cost-of-living increase.

*House: $10,000 adjusted to reflect the latest cost-of-living increase.

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*In the case of a candidate for election to the House of Representatives from a State which is entitled to only one Representative, the Senate party spending limits are applicable.

WHO MUST FILE

Any political party committee or designated agent which makes coordinated expenditures must itemize each expenditure on Schedule F. For each coordinated expenditure; provide the full name and mailing address of the payee, date and amount of the expenditure, the purpose of the expenditure (e.g., polling, campaign consulting, media preparation, etc.) and the name of the office sought by (including State and Congressional district, when applicable) the candidate on whose behalf the expenditure was made. In addition, the committee must provide the amount of coordinated expenditures made on behalf of each candidate for the general election. Expenditures made on behalf of more than one candidate should be attributed to each candidate in proportion to, and should be reported to reflect, the benefit reasonably expected to be derived.

DESIGNATED AGENTS

The national committee of a political party may make expenditures for candidates through any designated agent including any State or subordinate party political committees.

The State party political committee may designate as agents any subordinate committee (county, city, local, etc.). The State party political committee shall be responsible for insuring that the expenditures of the entire party organization within the State are within the limitations, including receiving reports from any subordinate committee making expenditures, and filing consolidated reports showing all expenditures in the State.

Committees reporting to the Commission for designated agents should use a separate Schedule F for each agent. Expenditures made by designated agents should not be included in the reporting committee's totals on the Detailed Summary Page. The figure carried forward to the Detailed Summary Page should be the amount of coordinated expenditures made by the reporting committee.

SCHEDULE H1
(revised 5/93)

METHOD OF ALLOCATION FOR SHARED FEDERAL AND NON-FEDERAL ADMINISTRATIVE EXPENSES AND GENERIC VOTER DRIVE COSTS

NAME OF COMMITTEE

NATIONAL PARTY COMMITTEES

FIXED FEDERAL PERCENTAGE (CHECK THE APPROPRIATE LINE AND ENTER % IN BOX TO RIGHT) .... %

■ PRESIDENTIAL YEAR (65%)
■ ALL OTHER YEARS (60%)

HOUSE AND SENATE PARTY CAMPAIGN COMMITTEES

■ **MINIMUM FEDERAL PERCENTAGE** (65%) (IF CHECKED, ENTER 65% IN BOX TO RIGHT) .... %

OR

■ **FUNDS EXPENDED:**

- ESTIMATED DIRECT CANDIDATE SUPPORT — FEDERAL .... %
- ESTIMATED DIRECT CANDIDATE SUPPORT — NON-FEDERAL .... %

ADJUSTMENTS TO FUNDS EXPENDED:

ACTUAL DIRECT CANDIDATE SUPPORT — FEDERAL .... $ .... %
ACTUAL DIRECT CANDIDATE SUPPORT — NON-FEDERAL .... $

NOTE: FUNDS EXPENDED MUST BE USED IF THE FEDERAL PROPORTION IS GREATER THAN 65% IN ANY YEAR.

SEPARATE SEGREGATED FUNDS AND NON-CONNECTED COMMITTEES

FUNDS EXPENDED:

- ESTIMATED DIRECT CANDIDATE SUPPORT — FEDERAL .... %
- ESTIMATED DIRECT CANDIDATE SUPPORT — NON-FEDERAL .... %

ADJUSTMENTS TO FUNDS EXPENDED:

ACTUAL DIRECT CANDIDATE SUPPORT — FEDERAL .... $ .... %
ACTUAL DIRECT CANDIDATE SUPPORT — NON-FEDERAL .... $

STATE AND LOCAL PARTY COMMITTEES

BALLOT COMPOSITION

CHECK ALL OFFICES APPEARING ON THE NEXT GENERAL ELECTION BALLOT:

		NUMBER OF POINTS
1. PRESIDENT	■ (1 POINT)	
2. U.S. SENATE	■ (1 POINT)	
3. U.S. CONGRESS	■ (1 POINT)	
4. SUBTOTAL — FEDERAL (ADD 1, 2, AND 3)		
5. GOVERNOR	■ (1 POINT)	
6. OTHER STATEWIDE OFFICE(S)	■ (1 OR 2 POINTS)	
7. STATE SENATE	■ (1 POINT)	
8. STATE REPRESENTATIVE	■ (1 POINT)	
9. LOCAL CANDIDATES	■ (1 OR 2 POINTS)	
10. EXTRA NON-FEDERAL POINT	■ (1 POINT)	
11. SUBTOTAL — NON-FEDERAL (ADD 5, 6, 7, 8, 9, AND 10)		
12. TOTAL POINTS (LINE 4 PLUS LINE 11)		

FEDERAL ALLOCATION = LINE 4 DIVIDED BY LINE 12 .... %

INSTRUCTIONS FOR PREPARING THE METHOD OF ALLOCATION SCHEDULE H1

(To Be Used For Shared Federal and Non-Federal Administrative Expenses and Generic Voter Drive Costs)

(revised 5/93)

WHO MUST FILE

Any political committee that is active in both federal and non-federal elections, and that has established separate federal and non-federal accounts, may either make all payments for shared activity with federally permissible funds, or may allocate expenses for its shared activities between its federal and non-federal accounts, according to specified allocation methods. Committees that choose to allocate shared expenses must report the allocation methods and ratios used on the Method of Allocation Schedule. The categories of expense referred to on this Schedule include administrative expenses and the costs of generic voter drives.

DEFINITION

The term "generic voter drive" means any voter identification, voter registration, or get-out-the-vote drive, or any other activity that urges the general public to register, vote or support candidates of a particular party or associated with a particular issue, without mentioning a specific candidate.

LINE BY LINE INSTRUCTIONS AND WHEN TO FILE

The committee's full name must be entered in the appropriate block.

National party committees, other than the House and Senate Campaign Committees, are to allocate 65% of their administrative expenses and generic voter drive costs to their federal accounts in presidential election years, and 60% in all other years. The committee must file the Method of Allocation Schedule with its first FEC Form 3X submitted each year, and must indicate on the Schedule which federal percentage will be applied that year.

The House and Senate Campaign Committees of the national parties are to allocate their administrative expenses and generic voter drive costs according to the "funds expended method" (see 11 CFR 106.5(c)), with a minimum of 65% to be allocated to their federal accounts each year. The Method of Allocation Schedule must accompany the first FEC Form 3X filed by the committee in each federal election cycle, and must indicate the estimated percentage of costs to be allocated to its federal and non-federal accounts for that two-year cycle, or whether the minimum federal percentage will be applied. If the committee subsequently adjusts its estimated allocation ratio based on the actual federal and non-federal disbursements made, then an amended copy of the Method of Allocation Schedule must be filed for each reporting period in which an adjustment occurred, indicating the adjusted federal and non-federal percentages and amounts in the appropriate boxes.

State and local party committees must allocate their administrative expenses and generic voter drive costs according to the "ballot composition method." (See 11 CFR 106.5(d)). By checking the appropriate boxes on the Method of Allocation Schedule (H1), committees calculate a federal allocation percentage based on the ratio of points for federal offices expected on the ballot to the total points for federal and non-federal offices expected on the ballot in the next general federal election (plus one extra nonfederal point). In calculating this ratio, committees may count only one point for each federal and each non-federal candidate category listed in lines 1 through 9 of the Schedule, with the following exceptions: (1) Each state and local party committee may count a maximum of two non-federal points for the category of "Other Statewide Candidates" if more than one such office is expected on the ballot in the next regularly scheduled general election. (2) A local party committee may count a maximum of two non-federal points for the category of "Local Candidates" if more than one such office is expected on the ballot in that committee's district in any regularly scheduled election during the two-year Congressional election cycle. However, a state party committee may count only one point for the "Local Candidates" category if any such office is expected on the ballot in any district of the state in any regularly scheduled election during the two-year Congressional election cycle.

On line 10, all state and local party committees are entitled to include an extra non-federal point in their ratios, regardless of the make-up of the ballot.

All state and local party committees must file Schedule H1 with their first FEC Form 3X submitted each year. If a committee subsequently files an amended Schedule H1 that counts a point for an office that was not previously included in its ratio, it should include a note of explanation for the change.

Note: State and local party committees in states that do not hold federal and non-federal elections in the same year must calculate separate allocation ratios for their administrative expenses and their generic voter drive costs. The ratio for generic voter drive costs is to be based on the ballot expected in the calendar year, while the ratio for administrative expenses is to be based on the ballot expected during the two-year federal election cycle. Therefore, such committees must file two Method of Allocation Schedules: one with the first FEC Form 3X submitted each calendar year; and the other with the first FEC Form 3X submitted in each federal election cycle. The committee should indicate on each Schedule the category of expense to which the reported federal percentage applies.

Nonconnected committees and separate segregated funds are to allocate their administrative expenses and generic voter drive costs according to the "funds expended method." (See11 CFR 106.6(c)). The Method of Allocation Schedule must accompany the first FEC Form 3X filed by the committee in each federal election cycle, and must indicate the estimated percentage of costs to be allocated to its federal and non-federal accounts for that cycle. If the committee subsequently adjusts its estimated allocation ratio based on the actual federal and non-federal disbursements made, then an amended copy of the Method of Allocation Schedule must be filed for each reporting period in which an adjustment occurred, indicating the adjusted federal and non-federal percentages and amounts in the appropriate boxes.

Note: The administrative expenses of a separate segregated fund are not allocated if paid for by the committee's connected organization.

SCHEDULE H2
(effective 1/1/91)

ALLOCATION RATIOS

PAGE	OF

NAME OF COMMITTEE

ALLOCATION RATIOS FOR INDIVIDUAL FUNDRAISING EVENTS, EXEMPT ACTIVITIES, AND SHARED DIRECT CANDIDATE SUPPORT APPEARING ON THIS REPORT.

Methods of allocation:

I. **FUNDRAISING** activities are allocated using the "funds received method" where the federal proportion of expenses must equal the federal proportion of monies raised.

II. **EXEMPT** activities are allocated using the "time and space method" where the federal proportion of disbursements is based on the proportion of time or space devoted to federal candidates.

III. Shared **DIRECT CANDIDATE** support activities are allocated according to benefit expected to be derived, where the federal proportion of disbursements is based on the benefit derived by federal candidates from the activity.

NAME OF ACTIVITY OR EVENT	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %
NAME OF ACTIVITY OR EVENT ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED	FEDERAL %	NON-FEDERAL %

ACTIVITY IS: .... ■ FUNDRAISING .... ■ EXEMPT .... ■ DIRECT CANDIDATE SUPPORT
CHECK IF THE RATIO IS: .... ■ NEW .... ■ REVISED .... ■ SAME AS PREVIOUSLY REPORTED

INSTRUCTIONS FOR PREPARING THE ALLOCATION RATIOS SCHEDULE H2

(To Be Used For Shared Federal and Non-Federal Fundraising, Exempt Activity, and Direct Candidate Support)

(effective 1/1/91)

WHO MUST FILE

Any political committee that is active in both federal and non-federal elections, and that has established separate federal and non-federal accounts, may either make all payments for shared activity with federally permissible funds, or may allocate expenses for its shared activities between its federal and non-federal accounts, according to specified allocation methods. Committees that choose to allocate expenses for shared activities must report the allocation ratios used for each activity on the Allocation Ratios Schedule. The categories of allocable activity referred to on this Schedule include (1) fundraising events through which both federal and non-federal funds are collected by one committee; (2) state and local party exempt activities, when conducted in conjunction with non-federal election activities; and (3) activities providing direct candidate support to both specific federal and specific non-federal candidates.

METHODS OF ALLOCATION

(1) Fundraising expenses are to be allocated according to the "funds received method," whereby allocation is based on the ratio of funds received by the committee's federal account as compared to the total funds received by all of the committee's accounts from each shared fundraising event. Detailed instructions for calculating this ratio are contained in 11 CFR 106.5(f) (for party committees) and 11 CFR 106.6(d) (for nonconnected committees and separate segregated funds).

(2) The costs of state and local party exempt activities are to be allocated according to a ratio based on the time or space devoted in each exempt communication to federal candidates or elections as compared to the total time or space devoted to all federal and non-federal candidates or elections. Detailed instructions for calculating this ratio are contained in 11 CFR 106.5(e).

(3) The costs of direct candidate support activities are to be allocated according to a ratio based on the benefit expected to be derived by each candidate. Detailed instructions for calculating this ratio are contained in 11 CFR 106.1(a).

LINE BY LINE INSTRUCTIONS

The committee must enter the name of each activity or event in the appropriate blocks.

Note: Each individual fundraising event, exempt activity, or activity providing direct candidate support must be assigned a unique identifying title or code. The exact title or code must be used consistently throughout a committee's reports when disclosing transactions related to that activity or event.

The committee must enter the percentage of costs allocated to its federal account and its non-federal account for each individual activity or event. These percentages are to be calculated according to the appropriate allocation method for each category of activity.

For each individual activity or event, the committee must indicate whether it is a fundraising event, an exempt activity, or an activity providing direct candidate support. If the event represents activity for more than one category, the committee must list each category on a separate line. The committee must also indicate whether the allocation ratio is new, revised or the same as previously reported for that activity or event.

WHEN TO FILE

The Allocation Ratios Schedule must accompany each FEC Form 3X filed by a committee that discloses a disbursement for a shared federal and non-federal fundraising event, exempt activity, or activity providing direct candidate support.

RECEIPT SCHEDULE H3
(effective 1/1/91)

TRANSFERS FROM NON-FEDERAL ACCOUNTS

PAGE	OF
FOR LINE 18	

NAME OF COMMITTEE		TOTAL AMOUNT TRANSFERRED
NAME OF ACCOUNT	DATE OF RECEIPT	$

	BREAKDOWN OF TRANSFER RECEIVED		
	ADMIN./VOTER DRIVE AMOUNT	DIRECT FUND–RAISING AMOUNT	EXEMPT ACTIVITY/DIRECT CANDIDATE SUPPORT
i) Total Administrative/Voter Drive			
ii) Direct Fundraising (List Events-Amount for Each)			
a)			
b)			
c)			
d)			
e) Total Amount Transferred For Direct Fundraising			
iii) Exempt Activity/Direct Candidate Support (List Events-Amount For Each)			
a)			
b)			
c)			
d)			
e) Total Amount Transferred For Exempt Activity/Direct Candidate Support			

NAME OF ACCOUNT	DATE OF RECEIPT	$

	BREAKDOWN OF TRANSFER RECEIVED		
	ADMIN./VOTER DRIVE AMOUNT	DIRECT FUND–RAISING AMOUNT	EXEMPT ACTIVITY/DIRECT CANDIDATE SUPPORT
i) Total Administrative/Voter Drive			
ii) Direct Fundraising (List Events-Amount for Each)			
a)			
b)			
c)			
d)			
e) Total Amount Transferred For Direct Fundraising			
iii) Exempt Activity/Direct Candidate Support (List Events-Amount For Each)			
a)			
b)			
c)			
d)			
e) Total Amount Transferred For Exempt Activity/Direct Candidate Support			

	TOTALS FOR BREAKDOWN OF TRANSFER RECEIVED			
	ADMIN./VOTER DRIVE AMOUNT	DIRECT FUND–RAISING AMOUNT	EXEMPT ACTIVITY/DCS	
SUBTOTAL THIS PAGE				
TOTAL THIS PERIOD				

INSTRUCTIONS FOR PREPARING RECEIPT SCHEDULE H3

(To Be Used to Show Transfers From Non-Federal Accounts to Federal Accounts For The Purpose of Paying Allocable Expenses)

(effective 1/1/91)

WHO MUST FILE

Any political committee that is active in both federal and non-federal elections, and that has established separate federal and non-federal accounts, may either make all payments for shared activity with federally permissible funds, or may allocate expenses for its shared activities between its federal and non-federal accounts, according to specified allocation methods. A committee that chooses to allocate shared expenses must pay the bills for those expenses from either its federal account or from a separate allocation account, which is also a federal account subject to the FECA's reporting requirements. The committee may transfer funds from its non-federal account to either of these federal accounts, solely for the purpose of paying the non-federal share of allocable expenses. All such transfers must occur not more than 10 days before or 30 days after the payments for which they are intended are made, and must be itemized on Receipt Schedule H3. This Schedule is used only in support of Line 18 of the Detailed Summary Page. All other federal account receipts should be itemized, as required, on Schedule A.

LINE BY LINE INSTRUCTIONS

The committee must enter its full name, the name of the non-federal account from which each transfer is made, and the date and total amount of the transfer in the appropriate blocks.

Each transfer from a non-federal account to a federal account may include funds intended to pay for more than one allocable activity. Therefore, the committee must indicate on lines i) through iii) the purposes for which each transfer is made, and the amount designated for each such purpose. Line i) will list the total amount to be used for administrative expenses and generic voter drive costs; line ii) will list the amount to be used for each fundraising event; and line iii) will list the amount to be used for each exempt activity or for direct candidate support. Each fundraising event, exempt activity, or activity providing direct candidate support must be identified by the unique title or code assigned to it on the Allocation Ratios Schedule H2.

Subtotals must be computed at the bottom of each page for the transfers itemized on that page. The "Total This Period" for the column "Total Amount Transferred" is carried forward to Line 18 of the Detailed Summary Page.

WHEN TO FILE

Receipt Schedule H3 must be filed for each reporting period in which any funds are transferred from a non-federal account to a federal account for the purpose of paying the non-federal share of a committee's allocable expenses.

DISBURSEMENT SCHEDULE H4
(effective 1/1/91)

JOINT FEDERAL/NON-FEDERAL ACTIVITY SCHEDULE

PAGE	OF
FOR LINE 21a	

NAME OF COMMITTEE

A. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
B. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
C. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
D. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
E. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
F. FULL NAME, MAILING ADDRESS & ZIP CODE	PURPOSE/EVENT	DATE	TOTAL AMOUNT	FEDERAL SHARE	NON-FEDERAL SHARE
CATEGORY: ■ ADMINISTRATIVE/VOTER DRIVE ■ FUNDRAISING ■ EXEMPT EVENT YEAR-TO-DATE: $ ■ DIRECT CANDIDATE SUPPORT					
SUBTOTAL OF JOINT FEDERAL AND NON-FEDERAL ACTIVITY THIS PAGE					
TOTAL THIS PERIOD (last page for each line only)(Fed. share to 21 a i and non-Fed. share to 21 a ii)					
TOTAL THIS PERIOD FOR THE NON-FEDERAL SHARE (used for line 31 of the detailed summary page)					

INSTRUCTIONS FOR PREPARING DISBURSEMENT SCHEDULE H4

(To Be Used For Joint Federal/Non-Federal Activity)

(effective 1/1/91)

WHO MUST FILE

Any political committee that is active in both federal and non-federal elections, and that has established separate federal and non-federal accounts, may either make all payments for shared activity with federally permissible funds, or may allocate expenses for its shared activities between its federal and non-federal accounts, according to specified allocation methods. A committee that chooses to allocate shared expenses must pay the bills for those expenses from either its federal account or from a separate allocation account, which is also a federal account subject to the FECA's reporting requirements. The committee may transfer funds within specified time limits from its non-federal account to cover the non-federal share of the allocated expense. The committee must itemize each allocated disbursement made from its federal account or separate allocation account on Disbursement Schedule H4. Only disbursements supporting Line 21(a), Joint Activity, of the Detailed Summary Page should be reported on Disbursement Schedule H4. Disbursements supporting Line 21(b), Other Federal Operating Expenditures, of the Detailed Summary Page should be itemized on Schedule B, as required. All other disbursements from the federal account should also be itemized, as required, on Schedule B.

LINE BY LINE INSTRUCTIONS

The committee's full name must be entered in the appropriate block of each page.

For each disbursement itemized during the reporting period, the committee must provide the payee's full name and mailing address, the date, and the purpose or event for which the disbursement was made.

Note: Purpose or Event:

(a) The term "purpose" means a brief statement or description of why the disbursement was made. Examples of adequate descriptions include the following: dinner expenses, media, salary, polling, travel, party fees, phone banks, travel expenses, travel expense reimbursement, and catering costs. However, descriptions such as "advance," "election day expenses," "other expenses," "expense reimbursement," "miscellaneous," "outside services," "get-out-the-vote," and "voter registration," would not meet the requirement for reporting the purpose of a disbursement.

(b) If the disbursement was for an exempt activity, a shared fundraising event, or shared federal and non-federal candidate support, the activity or event must be identified by the unique title or code assigned to it on the Allocation Ratios Schedule H2, along with the purpose for which the disbursement was made.

The category of activity for which each disbursement is made must be identified by checking the appropriate box. A disbursement representing payment for more than one category of activity is reported as a memo entry followed by a break down of the disbursement by category of activity, with the appropriate boxes checked. The committee must also enter the aggregate amount of all disbursements made year-to-date for each category of activity or individual event. For exempt activity, fundraising, and direct candidate support, a separate aggregate amount must be reported for each individual event. For administrative expenses and generic voter drive activity, one aggregate amount for all disbursements in that category is sufficient.

The total amount of each disbursement must be entered in the appropriate box. For each disbursement for shared administrative expenses and generic voter drive costs, fundraising, or exempt activities, the committee must enter the total amounts allocated to the federal and non-federal accounts in the appropriate boxes. For administrative expenses and generic voter drive costs, the federal and non-federal shares are derived from the percentages stated on the Method of Allocation Schedule H1. For the costs of fundraising, exempt activity or direct candidate support, these amounts are derived from the percentages stated for each event on the Allocation Ratios Schedule H2.

If an allocated disbursement was made, in whole or in part, for direct candidate support (e.g. an in-kind contribution benefiting both specific federal and specific non-federal candidates), the federal share of the disbursement must be disclosed on Schedule B, supporting Line 23, 24, or 25 of the Detailed Summary Page, as appropriate. The "Federal Share" box on Schedule H4 should contain a reference to both Schedule B and the appropriate line number of the Detailed Summary Page on which this information is reported. The non-federal share of the disbursement must be entered in the "Non-Federal Share" box on Schedule H4.

Subtotals for each page and totals for the reporting period must be computed for the total amount of disbursements, and for the total federal and non-federal shares. The "Total This Period" for the federal share and the non-federal share are carried forward to Line 21(a)(i) and 21(a)(ii), respectively, of the Detailed Summary Page.

The "Total This Period" for the non-federal share is used to compute the total federal disbursements on Line 31 of the Detailed Summary Page.

WHEN TO FILE

Disbursement Schedule H4 must be filed for each reporting period in which disbursements are made from a committee's federal account or separate allocation account in payment for allocated expenses.