

# Campaign Finance Reports

Lake County Board of Elections  
105 Main St, Ste 107  
Painesville OH 44077  
440-350-2700

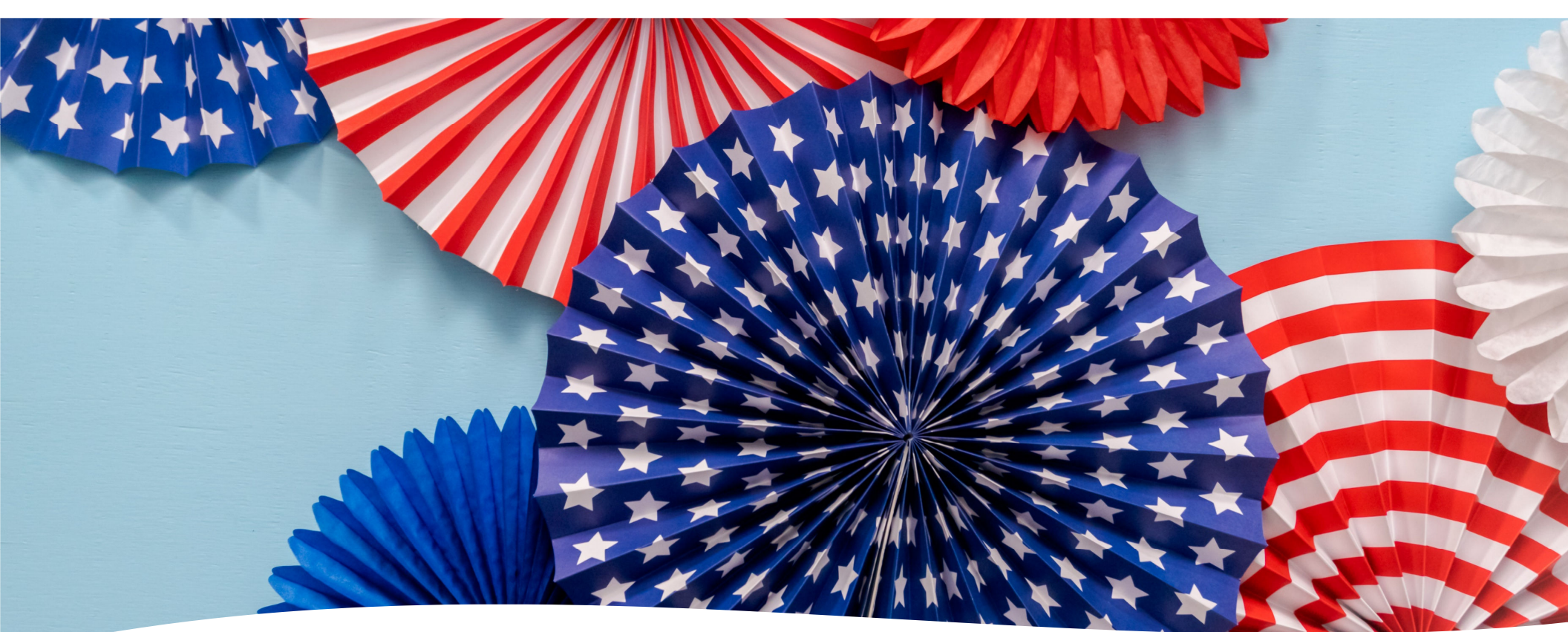


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Active Military and Overseas  
Citizens

Precinct Election Official

Upcoming Election

Board Meetings

Campaign Finance Reporting

Elected Officials

Notices

Polling Locations

Sample Ballots

Precinct Maps

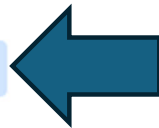
Absentee Voting Information

Election Results

Create Voter Lists and Labels

Voting Machines

Voter I.D. Requirements



# Lake County Board of Elections Website

From here you can:

- [View Campaign Finance Reports](#)
  - County level
  - State level
- [Campaign Finance Committee Information](#)
  - Filing Deadline Reminder
  - Treasurer's Checklist
  - 2024 Ohio Candidate Requirement Guide
  - Ohio Campaign Finance Handbook
  - Campaign Finance Forms
  - Campaign Finance Online Filing Info
- [BOe-file login & Learning Center](#)
- [Additional Links](#)
  - Ohio Ethics Commission
  - Ohio Campaign Finance Reporting Calendar
  - Ohio Attorney General-charitable organizations
  - Ohio Board of Professional Conduct
  - Federal Election Commission of America



## FILING FORMS

Ohio Campaign Finance forms are available as interactive PDFs.

The forms can be filled out on screen and printed and will assist with any necessary calculations.

*Instructions for completion accompany each form.*

[CAMPAIGN FINANCE REPORTING FORMS](#)

[PERMISSIVE FUNDS FORMS](#)

[BOARDS OF ELECTIONS FORMS](#)

### CAMPAIGN FINANCE REPORTING FORMS

Form Number	Form Name
<a href="#">30-A</a>	Ohio Campaign Finance Report (cover page)
<a href="#">30-B-1</a>	Contributions from a Corporation or Labor Organization Supporting or Opposing Ballot Issues
<a href="#">30-B-2</a>	Independent Expenditures from a Corporation or Labor Organization Supporting or Opposing Ballot Issues
<a href="#">30-C</a>	Two-Day Business Report
<a href="#">30-D</a>	Designation of Treasurer

Where can I find the forms I need?

Campaign finance forms are available for download via Secretary of State website (<https://www.sos.state.oh.us/campaign-finance/>) or can be filled out and printed.



# Campaign Finance Forms

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Most commonly used forms:

- 30-D Designation of Treasurer
- 30-A Ohio Campaign Finance Report Cover Sheet
- 31-A Statement of Contributions Received
- 31-A-2 Statement of Other Income
- 31-B Statement of Expenditures
- 31-C Statement of Loans Received
- 31-E Statement of Contributions Received at a Social or Fund-Raising Event
- 31-F Statement of Expenditures for Social or Fund-Raising Event
- 31-G Contributors in Officeholder's Employ
- 31-J-1 In-kind Contributions Received
- 31-J-2 In-kind Contributions Made
- 31-N Statement of Outstanding Debts

Checklist – BOE Audit Checklist

Note: Complete filing instructions are on page 2 of each form.

\* Please contact us if you have any questions about which forms to use.



# You decided to run for office. What should you do first?

## Choose a Treasurer

A treasurer is someone who can be trusted with the following duties:

- ❖ Understands the liabilities and responsibilities of being a treasurer
- ❖ Continually monitor and record all contributions and expenditures
- ❖ Deposit committee funds
- ❖ File reports in a timely manner
- ❖ Retain all records
  - ❖ Retention of 6 years is required





# Form 30-D Designation of Treasurer (DOT)

1.) A DOT should be filed BEFORE:

- ❖ Accepting ANY money (this includes monetary contributions or loans) or in-kind contributions

OR

- ❖ Spending ANY money or assuming any debts

OR

- ❖ Prior to using a Disclaimer Statement. If choosing to use any social media or distributing any literature to promote the campaign, you must use a disclosure statement (See slides # 39 - 40 for more info).

2.) A DOT should be filed when starting a new committee or amending an existing DOT.

- ❖ Amend the DOT if any of the following has changed:
  - ❖ Updating Treasurer/Deputy info
  - ❖ Changing the office sought
  - ❖ An address, phone number, email address has changed

3.) A valid filing of the DOT means it was accepted and time/date stamped at the Board of Elections Office.



# Form 30-D Designation of Treasurer (DOT)

**Frank LaRose**  
Ohio Secretary of State

**Designation of Treasurer**  
Form 30-D  
R.C. 3517.10

**TYPE OF FILING:** ☐ NEW ☐ UPDATE

**COMMITTEE TYPE:** ☐ Candidate ☐ PAC ☐ PCE ☐ Political Party ☐ Legislative Campaign Fund

**If update, please check the appropriate reason(s):**

☐ Change of Committee Name. Prior Name was: \_\_\_\_\_

☐ Change of Filing Location. Prior Location was: \_\_\_\_\_ New Location is: \_\_\_\_\_

☐ Change of Office Sought. Previous Office Sought: \_\_\_\_\_ New Office Sought: \_\_\_\_\_

☐ Change of Treasurer Info ☐ Designation or Change of Deputy Treasurer Info

☐ Change of address/phone/email for: ☐ Committee ☐ Treasurer ☐ Deputy Treasurer ☐ Candidate

☐ Other Please Explain: \_\_\_\_\_

**All Committees**

Full Name of Committee \_\_\_\_\_ PAC # (if Updated) \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Treasurer \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Deputy Treasurer (if any) \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Candidate Committees Only**

Full Name of Candidate \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Sought \_\_\_\_\_ Subdivision/District \_\_\_\_\_ Party Affiliation/Independent/Non-Partisan \_\_\_\_\_ Election Year \_\_\_\_\_

**Political Action Committees Only**

PAC is sponsored by:  
☐ Labor Organization  
☐ Corporation  
☐ Not Sponsored

If Sponsored, Name the Sponsor \_\_\_\_\_ Acronym Used (if any) \_\_\_\_\_

If Ballot Issue PAC, list issue \_\_\_\_\_

Is this a Ballot Issue PAC ☐ Yes ☐ No

**PACs and PCEs Only** List any Affiliated PACs/PCEs \_\_\_\_\_

**5**

Signature of Treasurer or Deputy Treasurer \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

Signature of Candidate or Authorized Party \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

The following needs completed:

- 1.) "Type of filing" section
- 2.) "All Committees" section
  - a) Candidate full name
    - i. first and last
  - b) Treasurer Info
    - a) Candidate can be own treasurer
    - b) Judicial committees; it is not recommended that Judges, nor any court employees serve as a treasurer
    - c) If applicable, add a deputy treasurer
- 3.) "Candidate Committees Only" section
  - a) For candidate committee
  - b) Home address must be used
  - c) Must include office sought
- 4.) "Political Action Committees Only" (PAC) section
 

Be sure to indicate if the committee is a ballot issue or non-ballot issue PAC

  - a) A Ballot issue PAC may accept corporate contributions but may **NOT** contribute to candidate committees
  - b) A non-ballot issue PAC may contribute to candidate committees but may **NOT** accept corporate contributions
- 5.) Signature section
  - a) Both treasurer and candidate must sign and date

R.C. 33517.10(D)



# Benefits to having a bank account

- § Consider where you have already established a personal bank account(s).
- § Please check for any monthly fees and clarify their purposes.
- § The committee account **MUST** be **SEPARATE** from a personal or business account.
- § Opt-in for a debit card feature.
- § Verify that online access is available for cancelled checks and bank statements.
- § All documents must be retained for six (6) years.
- § Some banks require:
  - 1.) The committees date-stamped/BOE stamped DOT.
  - 2.) EIN number obtained from the IRS prior to opening an account.

\*As a side note, bank account numbers either in full or the last four (4) digits should NOT be marked out. Verification of the account includes verifying the account number.



# When do I need to turn in a report?

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## **2025 Due Dates & Coverage**

### **Election Related Filings: Primary**

#### **Pre-election:**

Reporting period: 01/01/2025 – 04/16/2025 with report due in office by 4 pm on 04/24/2025

#### **Post-election:**

Reporting period: 04/17/2025 – 06/06/2025 with report due in office by 4 pm on 06/13/2025

### **Election Related Filings: General**

#### **Pre-election:**

Reporting period: 06/07/2025 – 10/15/2025 with report due in office by 4 pm on 10/23/2025

#### **Post-election:**

Reporting period: 10/16/2025 – 12/05/2025 with report due in office by 4 pm on 12/12/2025

### **Non-Election Related Filings: Semi-Annual & Annual**

#### **Semi-Annual:**

Reporting period: 01/01/2025 – 6/30/2025 with report due in office by 4 pm 07/31/2025

#### **Annual:**

Reporting period: 01/01/2025 – 12/31/2025 with report due in office by 4 pm 01/31/2026

*R.C. 3517.10(A)(4); OAC 111:2-4-04*

A semiannual report is not required if the campaign committee was required to file a post-primary election report in that year (because the candidate's name appeared on the ballot).

Campaign committees of candidates for judicial office are not required to file a semiannual report in any year.

An annual report must be filed by a campaign committee that was not required to file a post-general election report.

If you still are not sure if you need to file a report, please call or email.

*R.C. 3517.10(A)(4); R.C. 3517.10(A)(3);  
OAC 111:2-4-04*



# How do I know which report?



## Local Candidate Waiver vs Reports

### Local Candidate Waiver

- Have NOT accepted >\$100 from a single contributor
- Have NOT spent >\$2,000 on entire campaign

### Reports

- Have accepted >\$100 from a single contributor
- Have spent >\$2,000 on entire campaign
- Money left in the bank must be donated:
  - To another campaign, school, or 501(c)(3)
  - Or be used to pay back a (partial) loan

*OAC 111:2-1-08*

# Still think you can file a waiver?

A candidate's campaign committee may be exempt from the requirement to file campaign finance reports during an election year (except for the Designation of Treasurer form) if the candidate is running for:

- An elected municipal office that pays an annual amount of compensation of \$5,000 or less;
- A board of education office, except for state board of education office;
- An educational service center office, except for state board of education office; or
- A township trustee or township fiscal officer office.

To qualify for the Local Candidate Waiver, the campaign committee of a candidate seeking election to the office listed above must file a certificate within 10 days after filing a candidacy petition (nominating petitions, declaration of candidacy, or a declaration of intent to be a write-in candidate).

Covers activity through the post-general reporting period of the year in which the waiver is filed. After that election year, the campaign committee must either terminate or begin filing campaign finance reports.

- *Form 31-BB*

*R.C. 3517.10(K); OAC 111:2-1-08*



# Filing Fee Only Candidate



A candidate paying the filing fee from the candidate's own funds is not considered either a contribution or an expenditure that would require the filing of a Designation of Treasurer form. Thus, a candidate who receives no contributions and makes no expenditures, except for the filing fee paid from their own personal funds, is not required to file the Designation of Treasurer form and create a campaign committee. A candidate who is not required to file a Designation of Treasurer form – because no contributions will be received, or expenditures made – is not subject to the reporting requirements.

*R.C. 3517.10; OAC 111:2-4-01*



# Short Form Report

If a candidate has no activity before January 1 of the year in which they appear on the ballot, spends \$500 or less, and receives \$500 or less in the year they appear on the ballot, then only the cover page of a campaign finance report must be filed. If all of these criteria are met, the candidate may file a Short Form Report composed of only *Form 30-A*, Ohio Campaign Finance Report Cover Page, at the respective post-primary and post-general filing deadlines.

Whenever a Short Form Report is filed, the portion of the form that contains lines to reflect total amounts should be completed. If the candidate does not qualify for the Short Form Report, then a full campaign finance report must be filed.

Reference pages 2-6 & 2-7 in the Campaign Finance Handbook available from our website.



1

Committee Name		Office Sought		District
Street Address		City	State	Zip
Candidate Name OR PAC Registration Number		Treasurer Name		Election Date (MM/DD/YYYY)

2

<b>Type of report (choose one):</b>		
<input type="checkbox"/> Annual <input type="checkbox"/> Semiannual <input type="checkbox"/> Pre-Primary <input type="checkbox"/> Post-Primary <input type="checkbox"/> Pre-General <input type="checkbox"/> Post-General		
Statewide Candidates Only:		
<input type="checkbox"/> July Monthly <input type="checkbox"/> August Monthly <input type="checkbox"/> September Monthly            Year: <input type="text"/>		
Amended Report	Termination	Short Form Report (R.C. 3517.10(H))
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Check this box if the committee wishes to terminate with this report.	<input type="checkbox"/> Check this box if the committee is filing a short term report. See attached instructions.

3

1. Amount brought forward from last report	
2. Total monetary contributions (From Forms 31-A and 31-E)	
3. Total other income (From Form 31-A-2)	
4. Total funds available (sum of lines 1, 2, 3)	
5. Total monetary expenditures (From Forms 31-B and 31-F)	
6. Balance on hand (line 4 minus line 5)	
7. Value of in-kind contributions received (From Form 31-J-1)	
8. Value of in-kind contributions made (From Form 31-J-2)	
9. Outstanding loans owed by committee (From Form 31-C)	
10. Outstanding debts owed by committee (From Form 31-N)	
11. Outstanding loans owed to committee (From Form 31-K)	
12. Value of independent expenditures made (From Form 31-U)	

4

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.	
Signature of Treasurer or Deputy Treasurer	Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>
Contribution Pages	Expenditure Pages
<input type="text"/>	<input type="text"/>
Other Pages	Total Pages
<input type="text"/>	<input type="text"/>

Last Updated 09/2017

# Form 30-A Cover Sheet

## 1) Committee Information

Candidate and PAC Committees complete this section in its entirety.

## 2) Type of Report

Check which report is being filed and the year. If **amending** or **terminating**, check the appropriate box.

## 3) Activity (lines 1 – 12) relates to the monetary activity during the reporting period and amounts correlate from the form groups.

## 4) Original signature of treasurer or deputy treasurer and date



ActBlue



## Contributions & Expenditures

The process of disclosure  
How to identify the distinction



# 31-A Statement of Contributions Received

- A committee must disclose the value of all contributions it receives. All contributions must be separately itemized, except for those received at a fund-raising event. Each entry must include:
  - Complete name and address of contributor
  - Date of the contribution
  - Amount of the contribution
- Grand total of contributions are transferred to *Form 30-A*, Line 2.
- Must be reported separately, no couples may be listed. A good rule of thumb is to list the person signing the check.

**Frank LaRose**  
Ohio Secretary of State

**Statement of Contributions Received**

Form 31-A  
ORC 3517.10

**Full Name of Committee**

Name of Contributor		Registration Number, if PAC	
Street Address		Employer/Occupation/Labor Organization*	
City	State	Zip Code	Date (MM/DD/YYYY)
Amount			

Name of Contributor		Registration Number, if PAC	
Street Address		Employer/Occupation/Labor Organization*	
City	State	Zip Code	Date (MM/DD/YYYY)
Amount			

Name of Contributor		Registration Number, if PAC	
Street Address		Employer/Occupation/Labor Organization*	
City	State	Zip Code	Date (MM/DD/YYYY)
Amount			

Name of Contributor		Registration Number, if PAC	
Street Address		Employer/Occupation/Labor Organization*	
City	State	Zip Code	Date (MM/DD/YYYY)
Amount			

OAC 111:2-4-14

Full Name of Committee			
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/> Zip Code	Form (Cash, Check, Etc)	
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/> Zip Code	Form (Cash, Check, Etc)	
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/> Zip Code	Form (Cash, Check, Etc)	
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/> Zip Code	Form (Cash, Check, Etc)	
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/> Zip Code	Form (Cash, Check, Etc)	

## Form 31-E Statement of Contributions Received at a Social Event or Fund-Raising Event

- Utilize this form when accepting contributions at an event on a specific date. Comparable to other contributions enter the person's name, address, date of contribution, method of payment, and the dollar amount.
- Do not combine events. Ensure each event is transferred separately for *Form 31-A* as a line item:  
Ex: "Contributions from *Form 31-E* event  
00/00/20XX"
- Contributions of \$50 or less per person received at a specific fund-raising event may be aggregated on a single line item.
- In-kind contributions totaling \$425 or less from on contributor at a single fund-raising activity need not be itemized.\* *R.C. 3517.10(B)(4)(e)*
- A person may NOT contribute more than \$100 per election in cash. Any amount over the \$100 limit MUST be refunded. Proper paperwork (appropriate forms) must be utilized.

\*New limits per 2025 Adjusted Campaign Contribution Limits effective February 2025 - February 2027.

*R.C. 3517.01(C);OAC 111:2-4-17*



# Contributions Received via Online Payment Processors

Online payment processing applications must provide for complete reporting of all contribution disclosure requirements, including:

- Full name of contributor;
- Complete street address of contributor;
- Date of contribution;
- Full amount of contribution as authorized by contributor; and
- Contributor's employer (or, if self-employed, occupation and business name), if applicable.

The full amount of the payment **MUST** be disclosed as a contribution. Any fee associated with the processing of the contribution must be disclosed as an offsetting expenditure. The fees assessed on multiple contributions during any reporting period may be aggregated for disclosing as a single expenditure transaction. A committee that aggregates payment processing fees must attach a copy of the statement verifying the individual expenditures to the respective campaign finance statements.

Example #1:

\$100 contribution + \$2.50 fee charged to the donor = \$102.50 total contribution.

The \$102.50 is listed on Form 31-A or 31-E and the fee charged to the committee is listed on the 31-B or 31-F.

Fees charged by third-party vendors may be aggregated on a single line item so long as the monthly statement from that vendor is included with the report. Fees assessed may not always be the same amount presented to the contributor.

Monthly fees to utilize third-party vendors may also be aggregated on a single line item as long as a monthly statement or bank statement support the expenses.





## Fundraisers:

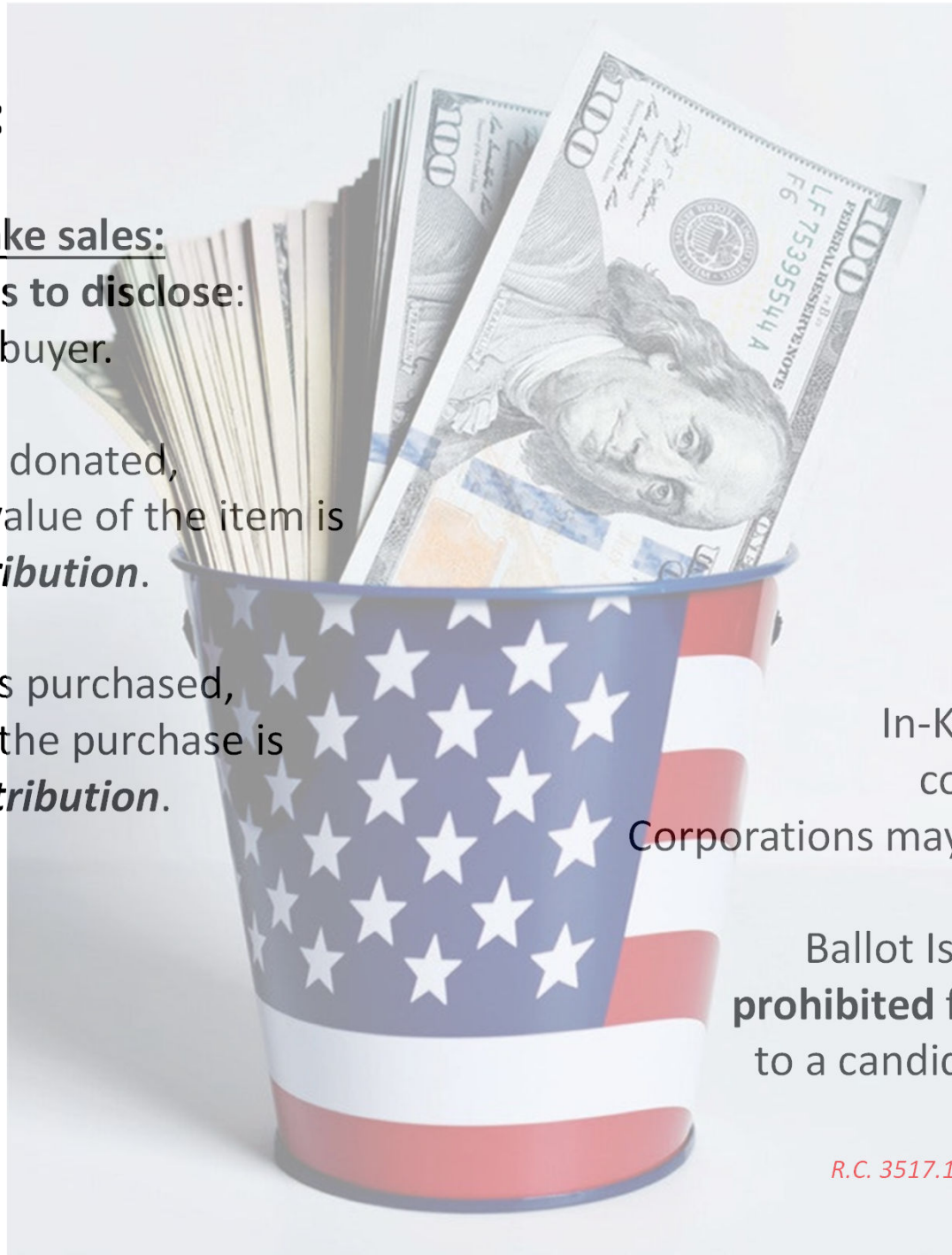
### Auctions and Bake sales:

#### Two transactions to disclose:

Item donor and buyer.

When an item is donated,  
the fair market value of the item is  
an ***In-Kind Contribution***.

When the item is purchased,  
the full value of the purchase is  
a ***monetary contribution***.



### **REMEMBER:**

In-Kind contributions  
count toward limit.

Corporations may **NOT** contribute,  
even In-Kind.

Ballot Issue PACs are also  
**prohibited** from contributing  
to a candidate's committee.

*R.C. 3517.13(O); OAC 111:2-1-03*



The use of raffles or other games of chance to raise money for a campaign committee, political action committee, political party, or any other political entity, while not specifically prohibited in the campaign finance statutes, is discouraged for many reasons.

A campaign treasurer must keep a strict account of all contributions received – regardless the amount of the contribution. Second, the raffle or other games or schemes of chance in which persons pay to play may be a lottery prohibited by Article XV, Section 6 of the Ohio Constitution or may constitute gambling in violation of R.C. 2915. In addition, political fund-raising events involving a raffle or other scheme or game of chance held on the premise of a liquor permit holder may involve a violation of OAC 4301:1-1-53 of the Ohio Department of Commerce, Division of Liquor Control.

Many fund-raising events award door prizes to some persons who attend. Giving door prizes of minimal value, such as flower arrangements, is unlikely to constitute a violation because the persons participating would have contributed regardless of the possibility of receiving a prize. But if the value of the door prize is significant enough to encourage contributors to purchase an entrance ticket in order to win the prize, then a violation may have occurred.

Questions or information on raffles and other schemes or games of chance should be referred to the county prosecutor in the county where the activity occurs.



# Keeping reports in balance....

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- When a report is completed, the balance on hand (Line 6) on the cover page should equal the balance listed on the committee's bank account statement. If the treasurer has reported all the necessary contributions and expenditures (including **service charges, interest**, and voided checks), then these balance figures should be the same.
- The treasurer must regularly and promptly reconcile bank statements with the committee's reports.



# Form 31-A-2 Statement of Other Income

A check from a contributor that was not honored by the bank should be itemized on the Statement of Expenditures.

If loans are received during a reporting period, their total is transferred to this form from the Statement of Loans Received form.

The total of all the Statement of Other Income pages should appear on line three of the cover page.

Ensure all information is provided in each block per line item.

Full Name of Committee			
Full Name of Contributor		Registration Number, if PAC	
Street Address	Type* Refund	Date (MM/DD/YYYY)	Form (Cash, Check, etc.)
City	State OH	Zip Code	Amount
Full Name of Contributor		Registration Number, if PAC	
Street Address	Type* Refund	Date (MM/DD/YYYY)	Form (Cash, Check, etc.)
City	State OH	Zip Code	Amount
Full Name of Contributor		Registration Number, if PAC	
Street Address	Type* Refund	Date (MM/DD/YYYY)	Form (Cash, Check, etc.)
City	State OH	Zip Code	Amount
Full Name of Contributor		Registration Number, if PAC	
Street Address	Type* Refund	Date (MM/DD/YYYY)	Form (Cash, Check, etc.)
City	State OH	Zip Code	Amount



# Form 31-J-1 In-Kind Contributions Received

- In-Kind Contributions Received are non-monetary contribution of goods or services for which compensation is not expected.
- Examples: decorations, catering, food, beverages, stationery, mailings & office supplies, etc.
- Made in coordination or cooperation with the candidate committee.
- Do not accept corporate contributions, unless the receiving committee is a ballot issue PAC.
- Value of item or service should be fair market value.
- Indicate if in-kind contribution was related to a fundraiser.
- Total amount counts toward contribution limits.
- Receipts and other supporting documentation not required but should be retained.
- Total of In-Kind Contributions Received are transferred to *Form 30-A*, Line 7.



## In-Kind Contributions Received

Form 31-J-1  
R.C. 3517.10

Full Name of Committee				
Full Name of Contributor		Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address		Description of Item or Service		Date (MM/DD/YYYY) Fair Market Value
City	State	Zip Code	Received at Fundraising Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name of Contributor		Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address		Description of Item or Service		Date (MM/DD/YYYY) Fair Market Value
City	State	Zip Code	Received at Fundraising Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name of Contributor		Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address		Description of Item or Service		Date (MM/DD/YYYY) Fair Market Value
City	State	Zip Code	Received at Fundraising Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name of Contributor		Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address		Description of Item or Service		Date (MM/DD/YYYY) Fair Market Value
City	State	Zip Code	Received at Fundraising Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Name of Contributor		Employer, Occupation, Labor Organization*		Registration Number, if PAC
Street Address		Description of Item or Service		Date (MM/DD/YYYY) Fair Market Value
City	State	Zip Code	Received at Fundraising Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

\* Required for contributions from individuals over \$100 to statewide and general assembly candidates. If contributor is self-employed, the occupation and name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of \$100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Page Total \$

## 31-J-1 In-Kind Contributions Received

Is considered a campaign contribution and should be reported on *Form 31-J-1*.

Candidates may donate items or money to their own campaign committees so long as they do NOT expect to be reimbursed.

Examples of items that can be donated:  
signs, stamps, paper, buttons, shirts, and more!

(If the candidate expects to be reimbursed at a later date and in another reporting period, then the amount is listed as an outstanding debt on *Form 31-N*. This is discussed in a later slide.)

Although there is no contribution limit on the amount of in-kind contributions a candidate may make to their campaign committee, in-kind amounts do count toward the \$1000 threshold for determination of whether a pre-election report must be filed.

*R.C. 3517.01(C)(16)*  
*R.C. 3517.01*

## 31-J-2 In-Kind Contributions Made

An in-kind contribution made occurs when a committee gives items or services to another committee or pays the bill for items or services for another committee's benefit. An in-kind contribution made is considered a campaign disbursement and should be reported as such on *Form 31-J-2*. If the in-kind contribution made involved the outlay of money, then a corresponding expenditure entry should appear on *Form 31-B*, or if related to an event, *Form 31-F*.

*R.C. 3517.01(C)(16)*

# Expenditures...

Form 31-B Statement of Expenditures

Form 31-F Statement of Expenditures for Social or Fund-Raising Event

## Permissible Campaign Expenses

- “Legitimate” means conforming to recognized principles or accepted rules and standards.
- “Verifiable” means able to be proven true, confirmed, or authenticated.
- “Ordinary” means taking place according to customary occurrences or procedures.
- “Necessary” means appropriate and helpful to accomplishing a particular end.

In addition, the Ohio Elections Commission has made clear that these expenses must be reasonable in cost and form.

- An expenditure is any transaction that results in funds leaving your committee’s bank account.
- These funds must be stated on *Form 31-B* or *31-F*.



# What can I spend the money on....?

- Bank related expenses, i.e. monthly fees, purchasing checks
- Processing fees for on-line services, i.e. website maintenance, third party processors for contributions
- Expenses related to the performance of official duties that the candidate would not otherwise incur
- Another candidate's committee or political party or PAC
- To influence the result of an election
  - Yard signs, bumper stickers, TV/Radio ads, consultants, fundraising expenses, staff, mileage reimbursements, office supplies/space
- Charitable contributions
  - 501 (c)(3)
- A fellow candidates committee or political party
- For duties of public office – expenses related to the performance of official duties that the candidate would not otherwise incur
- Loan payments




**Budget**

# 31-B Statement of Expenditures

The primary elements for complete disclosure of expenditures are:

- The name of the payee;
- The address of the payee;
- The date of the expenditure;
- The amount of the expenditure; and
- A detailed purpose of the expenditure.

In some cases, more information or more detailed itemization may be required.



Event Date \_\_\_\_\_ Page \_\_\_\_\_  
**Statement of Contributions Received  
at a Social or Fund-Raising Event**  
 Form 31-E  
R.C. 3517.10(B)

Full Name of Committee			
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/>	Zip Code	Form (Cash, Check, Etc)
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/>	Zip Code	Form (Cash, Check, Etc)
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/>	Zip Code	Form (Cash, Check, Etc)
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/>	Zip Code	Form (Cash, Check, Etc)
Full Name of Contributor		Registration Number, if PAC	
Street Address	Employer/Occupation/Labor Organization*	Date (MM/DD/YYYY)	Amount
City	State <input type="text"/>	Zip Code	Form (Cash, Check, Etc)

\* Required for contributions from individuals over \$100 to statewide and General Assembly candidates. If contributor is self-employed, the occupation and the name of the individual's business, if any, rather than employer should be listed. If two or more employees contribute via payroll deduction and exceed the aggregate of \$100, the labor organization of which the employees are members, if any, must also appear. [R.C. 3517.10(B)(4)]

Fill in the boxes below only on the last page for this event.  
Transfer the Total contributions for this event to form No. 31-A. Under Full Name of Contributor state "Contributions from form No. 31-E" and list the date of the event in the date column.

Total Contributions This Event

Total Expenditures This Event

Page Total \$

# Bank transfers....

---

Campaign committees may not make any refund of any contribution, unless the purpose is to refund a contribution in excess of the applicable contribution limit or to refund a contribution that has been found to be illegal.

*OEC Adv. 99ELC-03*

Bank transfers out of the campaign committee and into your personal bank account can be construed as a refund on a contribution.





# 31-F Statement of Expenditures for Social or Fund-Raising Event

Just like *Form 31-B*, all information must remain consistent.


Acceptable supporting documentation for the expenses: receipts, cancelled checks, and/or bank statements.

Transfer the total sum for each event separately to *Form 31-B*.

Ex: "Expenses from *Form 31-E* event  
00/00/20XX"

NO CASH EXPENSES.

NO BANK ACCOUNT TRANSFERS.



Date \_\_\_\_\_ Page \_\_\_\_\_

### Statement of Expenditures for Social or Fund-Raising Event

Form 31-F  
R.C. 3517.10

Full Name of Committee				
To Whom Paid		Date (MM/DD/YYYY)		Amount
Street Address		Purpose		
City	State <input type="text"/>	Zip Code	Check Number	
To Whom Paid		Date (MM/DD/YYYY)		Amount
Street Address		Purpose		
City	State <input type="text"/>	Zip Code	Check Number	
To Whom Paid		Date (MM/DD/YYYY)		Amount
Street Address		Purpose		
City	State <input type="text"/>	Zip Code	Check Number	
To Whom Paid		Date (MM/DD/YYYY)		Amount
Street Address		Purpose		
City	State <input type="text"/>	Zip Code	Check Number	
To Whom Paid		Date (MM/DD/YYYY)		Amount
Street Address		Purpose		
City	State <input type="text"/>	Zip Code	Check Number	

Transfer total expenditures for this event to Form No. 31-B. Under the "To Whom Paid" state "Expenditures from Form 31-F" and list the date of the event in the date column.

Page Total \$ \_\_\_\_\_





# Loans vs. Debts

## LOAN

Money that is given to the campaign and expects to be reimbursed.

## DEBT

Items purchased for the campaign and expect to be reimbursed but will not be reimbursed this reporting period.

*R.C. 3517.13(O); OAC 111:2-1-03*

# More info on loans

- Disclosed on *Form 31-C* Statement of Loans Received.
- Keeps a running tally of outstanding loans.
- Shows previous outstanding loans.
- New loans are transferred to *Form 31-A-2* as other income; reference slide #25.
- Must be included with every report until paid back in full or forgiven.
- Payments to the loans are transferred to *Form 31-B* as expenditures. Supporting documentation in the form of a cancelled check and/or bank statement.
- As long as a loan remains outstanding, each report filed by the campaign committee must disclose the obligation until it is paid or forgiven. \*
- Total outstanding balance is reported on *Form 30-A*, line 9.

\* Then it is considered an In-Kind Contribution

**Frank LaRose**  
Miss Secretary of State

**Statement of Loans Received**  
Form 31-C  
R.C. 3517.10

Full Name of Committee

From Whom Received

Street Address

City

State

Zip Code

Date Loan was Originally Incurred (MM/DD/YYYY)

Loans Received This Period

Payments This Period

Registration Number, if PAC

Employer/Occupation/Labor Organization

Prior Amount

Amount Incurred this Period

Outstanding Balance

**DIRECTIONS!**

\* Required for contributions from individuals over \$100 to statewide and general assembly candidates, and the name of the individual's business, if any, rather than employer should be listed. If an aggregate of \$100, the labor organization of which the employees are members, if any, should be listed.

Total Prior Amount \$

Total Received This Period \$ (also record on Form 31-A-2)

Total Payments Received this Period \$ (also record on Form 31-B)

Total Outstanding Balance \$ (also record on Form 30-A)

# And more on debts

Disclosed on *Form 31-N* Statement of Loans Received

New debts are transferred to line 10 on the cover page, *Form 30-A*

Payments made are transferred to *Form 31-B*;  
reference slide #31

When a campaign committee has received a good or service that is 60 days or more payable at the time of a reporting deadline, it must disclose the transaction within that report.

The debt, and any activity relating to it, must be in each report until the debt is repaid or forgiven by the contributor.

The debt remains on the report until it is paid.

If the debt is forgiven, the amount forgiven is considered an in-kind contribution.

Page       

**Frank LaRose**  
Ohio Secretary of State

**Statement of Outstanding Debts**  
Form 31-N  
R.C. 3517.10

Full Name of Committee		
To Whom Owed	Prior Amount	Amount Incurred this Period
Street Address	Item or Purpose of Debt	Outstanding Balance
City	State	Zip Code
Payments This Period		
Date Debt was Originally Incurred (MM/DD/YYYY)	Date of Payment (MM/DD/YYYY)	Amount
Registration Number, if PAC	Date of Payment (MM/DD/YYYY)	Amount
	Date of Payment (MM/DD/YYYY)	Amount
To Whom Owed	Prior Amount	Amount Incurred this Period
Street Address	Item or Purpose of Debt	Outstanding Balance
City	State	Zip Code
Payments This Period		
Date Debt was Originally Incurred (MM/DD/YYYY)	Date of Payment (MM/DD/YYYY)	Amount
Registration Number, if PAC	Date of Payment (MM/DD/YYYY)	Amount
	Date of Payment (MM/DD/YYYY)	Amount

## DIRECTIONS!

If a debt is forgiven, write "Forgiven" in the "Outstanding Balance" column. If a debt is made in this period to the Statement of Expenditures (Form No. 31-B), Total amount forgiven should be included in the In-Kind Contributions Received (Form No. 31-C-1). Transfer total outstanding debt amount to the cover page.

Total Payments This Period \$                      (also record on Form 31-B)

Total Outstanding Balance \$                      (also record on cover page)



# Change

## Amending a Report

File an amendment only when necessary.

When the original report is:

- 1.) Incomplete
  - a.) missing address
  - b.) missing employers, etc.
- 2.) Inaccurate
  - a.) wrong balance brought forward
  - b.) wrong dates

Do NOT file an amendment if:

- 1.) Voided expenditures
- 2.) NSF returned contributions
- 3.) Corporate or excess contribution refund



# Terminating a Campaign

Complete sections 1 & 2  
with campaign info.

Check the box in 2<sup>nd</sup> block  
indicating termination.

Section 4 will have amounts  
carried over from the report forms  
if there is money in the account.  
Otherwise, lines 1-6 should  
contain zeros.



**Frank LaRose**  
Ohio Secretary of State

**Ohio Campaign Finance Report**  
Form 38-A  
ORC 3517.10

Committee Name \_\_\_\_\_ Office Sought \_\_\_\_\_ District \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Candidate Name OR PAC Registration Number \_\_\_\_\_ Treasurer Name \_\_\_\_\_ Election Date (MM/DD/YYYY) \_\_\_\_\_

**Type of Report (choose one):**  
☐ Annual ☐ Semiannual ☐ Pre-Primary ☐ Post-Primary ☐ Pre-General ☐ Post-General  
 Statewide Candidates Only: ☐ July Monthly ☐ August Monthly ☐ September Monthly Year \_\_\_\_\_

**Amended Report** ☐ No ☐ Yes **Termination** ☐ Check this box if the committee wishes to terminate with this report **Short Form Report (R.C. 3517.10(H))** ☐ Check this box if the committee is filing a short term report. See attached instructions.

1. Amount brought forward from last report	
2. Total monetary contributions (From Forms 31-A and 31-E)	
3. Total other income (From Form 31-A-2)	
4. Total funds available (sum of lines 1, 2, 3)	
5. Total monetary expenditures (From Forms 31-B and 31-F)	
6. Balance on hand (line 4 minus line 5)	
7. Value of in-kind contributions received (From Form 31-J-1)	
8. Value of in-kind contributions made (From Form 31-J-2)	
9. Outstanding loans owed by committee (From Form 31-C)	
10. Outstanding debts owed by committee (From Form 31-N)	
11. Outstanding loans owed to committee (From Form 31-K)	
12. Value of independent expenditures made (From Form 31-U)	

THIS STATEMENT IS MADE UNDER PENALTY OF ELECTION FALSIFICATION.  
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Signature of Treasurer or Designated Representative \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

Contribution Pages \_\_\_\_\_ Expenditure Pages \_\_\_\_\_ Other Pages \_\_\_\_\_ Total Pages \_\_\_\_\_

Last Updated 09/2017

A committee must have a zero-dollar balance and no outstanding loans or debts before it can terminate. When these criteria have been met, a committee must file a final report listing all activity, if any, that has occurred since the previous report.

All reports received at the BOE office MUST be time stamped by 4 p.m. on the due date set forth by ORC.

If utilizing USPS, FedEx, UPS please be aware that these services may NOT guarantee delivery by the 4 p.m. filing deadline as prescribed by ORC.

Refer to slide #11 for due dates.

## FILING REPORTS



*R.C. 3517.10(A); (A)(1); (A)(2);(A)(3); (A)(4); OAC 11:2-4-04*

# Corrections & Amendments

- The committee must file an amended report when a correction is necessary, additional information is obtained by the committee, or when ordered by the PAC's auditing authority.
- The amendment should include either a report cover page or a cover letter specifying the name of the committee that is filing and what report is being amended.
- When an error is found, or when checks are received that could not earlier be attached to a report, the committee should file an amendment immediately. When an auditing authority requests more information or a correction to a report, the committee has 21 days to provide the information or correction.

# CORRECTION!

## OOPS!

Here is the important news you need to know about. You won't read about it anywhere else. The fact is, you need news on issues affecting you so you may make informed decisions on matters that have a major impact on your life.

We are committed to providing you with such vital information. The pages of this newspaper are filled with top news, profiles, features, commentaries, columns, reviews and much more. It's the detailed information you need to live your daily life.

And did we mention there is breaking news? We wanted to make sure we got your attention and it appears that we did. Of course, the headline must have helped a great deal. The bigger the headline, the more important the news, and today's story is no exception.

When the news is just too important to wait for it to impact your life, then it's time to look to us for the update.

This publication is the one to turn to for breaking news, weather updates, the traffic report and much more. All the news you need is all we print.

We also look at the stories behind the headlines, who did what and why, and what's behind the other thing? To get the full picture, you have to know what is going on behind the scenes, and this newspaper and our award-winning journalists put you there.

So the next time you are wondering where to turn to for the most up-to-date reporting of the news that is important to you in life and the lives of your loved ones, check out all that is happening on the front page of this paper.



# DISCLAIMERS

## What is a Disclaimer

A disclaimer is the portion of a political message that identifies the name of the entity that paid for the item on which the disclaimer appears. A readable disclaimer must appear on almost everything that is created to influence an election, including electronic messages.

*R.C. 3517.105, 3517.20; OEC Advs. 96ELC-10 and 2012ELC-04*

A complete disclaimer for a candidate's campaign committee includes the phrase, "**Paid for by,**" followed by the name of the candidate's campaign committee, in a conspicuous place.



# Social Media Disclaimers





- Facebook
- Instagram
- X (formerly Twitter)
- Nextdoor
- Reddit
- LinkedIn
- Individual websites

**SAMPLE**

## Intro

Welcome to the Facebook page for [redacted]  
[redacted].

 Page · Elected Official

 Friends For [redacted]  
is responsible for this Page

 info@[redacted].com

 [redacted].com

★ Not yet rated (0 Reviews) 

# Chapter 12: Disclaimers

## Campaign Finance Handbook

For further information about disclaimers, please consult this chapter in the handbook.

List of items not required to include a disclaimer. Pg 12-2

*OAC 111:2-4-18*

Radio and television advertisements must contain a proper disclaimer. Pg 12-4

Telephone banks/pre-recorded phone messages  
Refer to the handbook. Pg 12-4

*R.C. 3517.20(A)(12)*

Social media & Email messages

Social media posts and emails are generally subject to the disclaimer requirement. However, individual status updates or messages posted on social media websites need not contain a disclaimer so long as the committee home page properly identifies the committee. Pg 12-5

*OEC Adv. 96ELC-10; OAC 111:2-4-18*

Multi-piece mailings

If more than one piece of printed material is mailed as a single packet, then only one of the pieces of the packet – whether on the envelope or on a piece within the envelope – must contain the disclaimer of the entity responsible for the communication. Pg 12-5

*R.C. 3517.20(C)*



# A few last things...

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## **Issuance of Certificate**

A successful candidate will receive their certificate of nomination or election, as appropriate, only after complying with all campaign finance filing requirements.

*R.C. 3517.11(D)*

## **Late Reports**

When a required report is filed late, the county board of elections or the Secretary of State may refer the matter to the Ohio Elections Commission.

- 21-day notice is first formal attempt to contact candidate and treasurer via certified mail
- Referral to Ohio Elections Commission
- Chapter 15 – Ohio Elections Commission in the Candidate Handbook

*R.C. 3517.11(C)*