



# Campaign Finance Reports

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

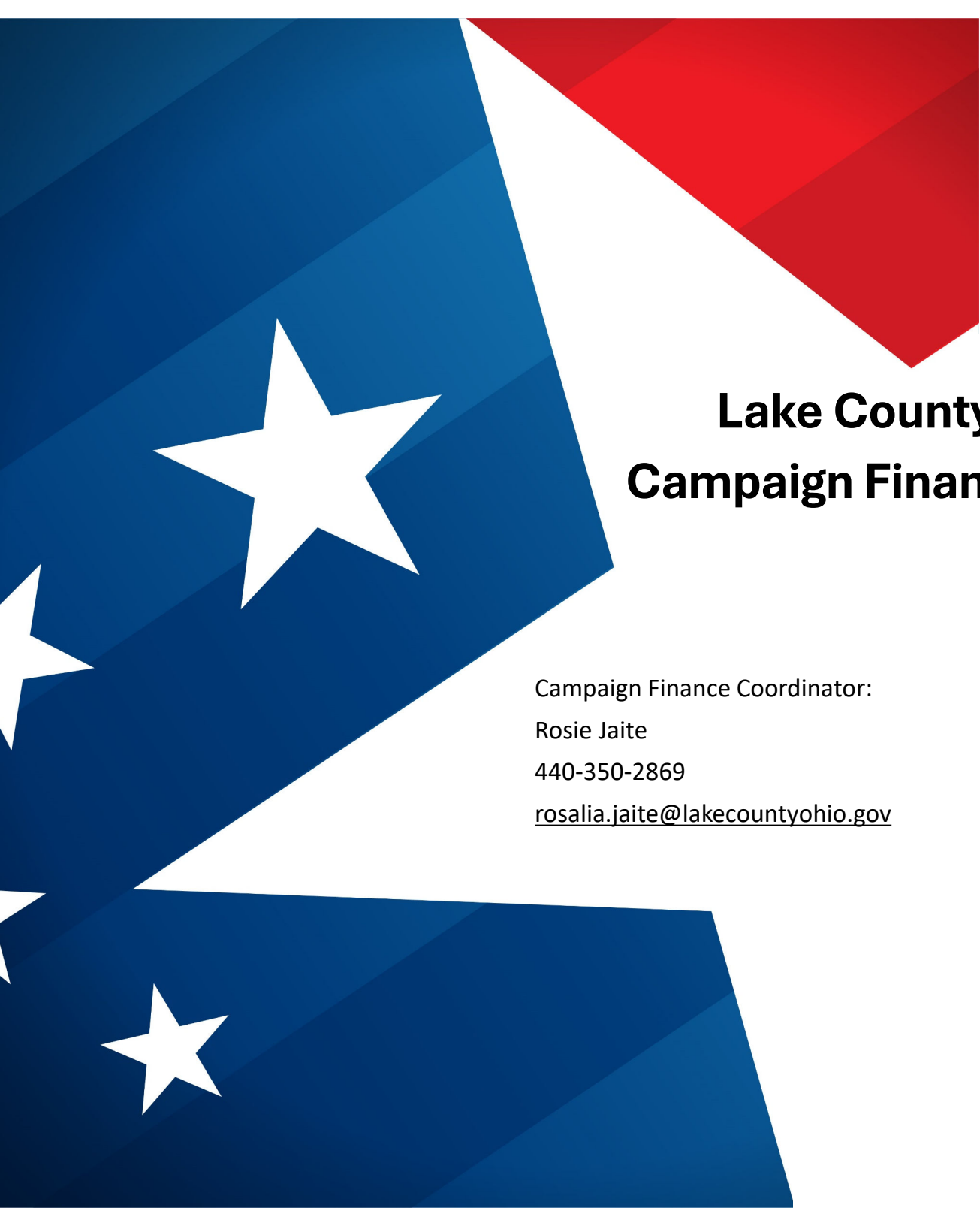


PAC/Ballot Issue PAC Version

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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

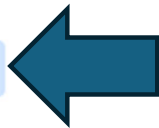
Absentee Voting Information

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
- Candidate Campaign Finance Report Guidebook
- PAC Campaign Finance Report Guidebook
- [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
  - Campaign Finance Statutes & Administrative Rules
  - Contribution Limit Report
  - Contribution Limits

# 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

Most frequently 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
- 31-U Ind. Exp. Made by a Campaign Comm., PAC, Political Party, etc
- 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.

# What is a PAC?



A combination of two or more persons, the primary or major purpose of which is to support or oppose any candidate, political party, or issue, or to influence the result of any election through express advocacy.

*R.C. 3517.01(C)(8); OAC 111:2-1-02(K)(1)*

PACs organized only to support or oppose a ballot issue are considered a **Ballot Issue Committee**.

A ballot issue committee, sometimes called a ballot issue PAC, is a political action committee that is organized to support or oppose a proposed or certified ballot issue or question. Ballot issues include constitutional amendments, proposed laws, liquor options, initiatives, referenda, and charter amendments.

# Ballot Issue PACs



May accept direct corporate and labor organization contributions. Aside from the committee's reporting requirements, corporate and labor organization contributors are required to disclose their activity by filing a *Form 30-B-1, Contributions from a Corporation or Labor Organization Supporting or Opposing Ballot Issues*. The corporation or labor organization must file by the same deadlines and at the same filing location as the ballot issue committee.



Ballot issue committees make no contributions to or expenditures on behalf of a political party, campaign committee, legislative campaign fund, political action committee, or political contributing entity and are not subject to contribution limits.

*R.C. 3517.102(D)(2)*



Corporations or labor organizations making independent expenditures in support of or opposition to a ballot issue or question must file *Form 30-B-2, Independent Expenditures from a Corporation or Labor Organization Supporting or Opposing Ballot Issues*. This form must be filed at the county board of elections for local issues or at the Secretary of State's Office for statewide issues.



Campaign Committees, PACs, PCEs, or political parties making independent expenditures in support of or opposition to a ballot issue or question must complete *Form 31-U, Independent Expenditures Made by a Campaign Committee, PAC, Political Party, or Legislative Campaign Fund*, as part of the committee's next required campaign finance report.



Individuals, partnerships, or other entities making more than \$100 in independent expenditures in support of or opposition to a ballot issue or question must file *Form 30-E, Independent Expenditures Made by Individuals, Partnerships, or Other Entities*. This form must be filed at the county board of elections for local issues or at the Secretary of State's Office for statewide issues. No report is required if \$100 or less was expended.

# You decided to start a Political Action Committee. 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

*R.C. 3517.081 & 3517.10(D); OAC 111-5-14*

*R.C. 3517.10(C), (D); OAC 111:2-4-13*



# 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 # 40-41 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
  - ❖ Missing information
  - ❖ 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 \_\_\_\_\_

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 or PAC committee 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
- 4.) "Political Action Committees Only" (PAC) section
 

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

  - 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) The treasurer must sign and date

R.C. 33517.10(D)



# Benefits to having a bank account

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- § 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?



## **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 PAC was required to file a post-primary election report in that year (because the PACs issue appeared on the ballot).

An annual report must be filed by a PAC 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?

# General Rules

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The treasurer and any appointed deputy treasurer are legally responsible for campaign finance reporting requirements.

A treasurer needs to ensure that the balance on hand on the cover page equals the balance on the committee's bank statement. Further ensuring the account is balanced in a timely fashion.

A treasurer also needs to acknowledge any affiliations with corporations and possibly another PAC/PCE.

Checks used to make contributions or expenditures must contain the full name and address of the PAC.

The treasurer must regularly and promptly reconcile bank statements with the committee's reports.

If all the necessary contributions and expenditures (including **service charges, interest,** and voided checks), balance the figures should be the same.



## Ohio Campaign Finance Report

Form 30-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)

<b>Type of Report</b> (choose one): <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		
Amended Report <input type="checkbox"/> No <input type="checkbox"/> Yes	Termination <input type="checkbox"/> Check this box if the committee wishes to terminate with this report	Short Form Report (R.C. 3517.10(H)) <input type="checkbox"/> 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)	

<b>THIS STATEMENT IS MADE UNDER PENALTY OF ELECTION FALSIFICATION.</b> <b>WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.</b>			
Signature of Treasurer or Deputy Treasurer	Date (MM/DD/YYYY)		
Contribution Pages	Expenditure Pages	Other Pages	Total Pages

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**

# Contributions & Expenditures

The process of disclosure  
How to identify the distinction



ActBlue



# 31-A Statement of Contributions Received

- A PAC 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
  - 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.
- If the PAC files electronically and receives a contribution in excess of \$100, they must include the name of the contributor's current employer, or business name if self-employed.
- Consult the contribution limit chart available on-line for amounts that a PAC may contribute or accept.
- Corp's are prohibited from contributing to PAC's. This applies to the provision of corporate funds or property to a candidate or campaign committee.\*\*

				Registration Number, if PAC
Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
State	Zip Code	Date (MM/DD/YYYY)	Amount	
				Registration Number, if PAC
Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
State	Zip Code	Date (MM/DD/YYYY)	Amount	
				Registration Number, if PAC
Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
State	Zip Code	Date (MM/DD/YYYY)	Amount	
				Registration Number, if PAC
Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
State	Zip Code	Date (MM/DD/YYYY)	Amount	
				Registration Number, if PAC
Employer/Occupation/Labor Organization*				Form (Cash, Check, etc.)
State	Zip Code	Date (MM/DD/YYYY)	Amount	

Individuals over \$100 to statewide and general assembly candidates. If contributor is an individual, the name of the individual's business, if any, rather than employer should be listed. If two or more contributions are received from the same individual, the aggregate of \$100, the labor organization of which the contributor is a member, must also appear. [R.C. 3517.10(B)(4)]



## Contributions (Non-ballot issue)

- ❖ Corporations are prohibited from contributing to political action committees. This prohibition applies to the provision of corporate funds or property to a candidate or campaign committee.  
*R.C. 3599.03*
- ❖ Professional associations (e.g., physicians, architects & dentists) under *R.C. 1785*, limited liability companies under *R.C. 1705*, or partnerships as defined by *R.C. 1776 through 1783*, are not “corporations” under R.C. 3599.03. These entities are considered either partnerships or unincorporated business associations.  
*R.C. 3517.10(I); OAC 111:2-4-20; OEC Adv. 96ELC-03*
- ❖ Contributions received from partnerships or unincorporated associations must reflect both the name of the entity and the individual contributing. Incorporated professional associations and limited liability companies are considered unincorporated associations or, if applicable, partnerships.  
*R.C. 3517.10(I); OAC 111:2-4-20; OEC Adv. 96ELC-03*
- ❖ To determine the status of a business or a corporation registered in Ohio, you may contact the Secretary of State’s Business Services Division at 877.767.3453. Also, the complete database of business entity filings is available and can be searched at the Secretary of State’s website. Follow the links for Businesses and Business Search. This link can also be found from our website under Campaign Finance.

# Deposit of Contributions or Other Income

The ballot issue committee must deposit all contributions in an account within 30 days of receipt or return the contribution to the donor. A contribution that is clearly illegal must be returned and not deposited. A contribution that appears on its face to be legal (e.g., not from a foreign national, corporation, or deposited but the contribution limits) may be deposited and used by the committee.

Contributions that appear questionable may be deposited but not spent. The treasurer must make a good-faith effort to determine the legality of the contribution. If, within 30 days of receipt, it cannot be determined that the contribution is legal, then it must be returned.

If a contribution is kept that is later found to be illegal, then the committee must refund it within 10 days of the discovery.

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)	



# 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 *Form 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.



The background of the slide is a dense, overlapping pattern of colorful paper fans. The fans are in various colors including red, orange, yellow, green, blue, purple, and pink. They are arranged in a way that creates a vibrant, textured effect.

# Fundraisers:

## **Raffles & Auctions:**

**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.*

*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.



# 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.



## Statement of Other Income

Page:

Form 31-A-2

R.C. 3517.10(B)

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

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.

# 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/postage, signs & office supplies, etc.
- Made in coordination or cooperation with the PAC.
- 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.

\*\*More information later

ORC 3517.01(C)(16)



## 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-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)*

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

In-kind contributions totaling \$400 or less from one contributor at a single fundraising activity are not required to be itemized. These contributions should be reported as a single line item with an aggregate amount on *Form 31-J-1, Statement of In-Kind Contributions Received*. In all events, the treasurer must keep itemized records of all contributions, in case such records requested by the auditing authority.

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

# 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.

*OEC Adv. 87ELC-4*

# Permitted Use of Funds

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- A ballot issue committee may use its contributions only in ways that match the definition of expenditure, as defined in *R.C. 3517.01(C)(6)*, or to refund excess or illegal contributions. A ballot issue committee may spend money in a manner intended to influence an election or to make a charitable contribution. Charitable contributions are those made to a charity designated as exempt from federal income taxation under subsection 501(a) and described in subsections 501(c)(3), 501(c)(4), 501(c)(8), 501(c)(10), or 501(c)(19) of the Internal Revenue Code, or to any charity approved by advisory opinion of the Ohio Elections Commission.
- **Because a ballot issue committee may accept corporate contributions, a ballot issue committee may not contribute to a candidate's campaign committee, a political party, legislative campaign fund, PAC, or PCE.**
- Questions about a ballot issue committee's use of public property or tax monies to support or oppose an issue or question should be referred to the prosecutor or auditor of that jurisdiction.

*R.C. 3517.08(G)*

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

- May use the funds to influence the results of an election
  - Spending money
  - In-kind contributions
- 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 PAC would not otherwise incur
- 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)
- 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....

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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 <div style="border: 1px solid black; width: 20px; height: 15px; margin: 2px; text-align: center;">▼</div>	Zip Code	Check Number	
To Whom Paid			Date (MM/DD/YYYY)	Amount
Street Address		Purpose		
City	State <div style="border: 1px solid black; width: 20px; height: 15px; margin: 2px; text-align: center;">▼</div>	Zip Code	Check Number	
To Whom Paid			Date (MM/DD/YYYY)	Amount
Street Address		Purpose		
City	State <div style="border: 1px solid black; width: 20px; height: 15px; margin: 2px; text-align: center;">▼</div>	Zip Code	Check Number	
To Whom Paid			Date (MM/DD/YYYY)	Amount
Street Address		Purpose		
City	State <div style="border: 1px solid black; width: 20px; height: 15px; margin: 2px; text-align: center;">▼</div>	Zip Code	Check Number	
To Whom Paid			Date (MM/DD/YYYY)	Amount
Street Address		Purpose		
City	State <div style="border: 1px solid black; width: 20px; height: 15px; margin: 2px; text-align: center;">▼</div>	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.

Page



**Frank LaRose**  
Ohio Secretary of State

**Statement of Loans Received**

Form 31-C  
R.C. 3517.10

<b>Full Name of Committee</b>							
From Whom Received						Prior Amount	Amt. Incurred this Period
Street Address							Outstanding Balance
City	State	Zip Code	<b>Loans Received This Period</b>		<b>Payments This Period</b>		
Date Loan was Originally Incurred (MM/DD/YYYY)			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	
Registration Number, if PAC			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	
Employer/Occupation/Labor Organization*			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	
From Whom Received						Prior Amount	Amt. Incurred this Period
Street Address							Outstanding Balance
City	State	Zip Code	<b>Loans Received This Period</b>		<b>Payments This Period</b>		
Date Loan was Originally Incurred (MM/DD/YYYY)			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	
Registration Number, if PAC			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	
Employer/Occupation/Labor Organization*			Date of Loan (MM/DD/YYYY)	Amount	Date of Payment (MM/DD/YYYY)	Amount	

\* 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 businesses are owned and operated, list each business and exceed the aggregate of \$100, the labor organization of which the employees are members, if any.

**DIRECTIONS!**

If a loan is forgiven, write "Forgiven" in the "Outstanding Balance" space. Transfer total of all loans received this period to the Statement of Other Income (Form No. 31-A-2). Transfer total of all payments made in this period to the Statement of Expenditures (Form No. 31-B). Transfer Outstanding Balance to the Cover page (Form No. 30-A).

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 <input type="text"/>	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 <input type="text"/>	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. Transfer total of all payments 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-L-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.) mistakes need correcting
- b.) obtains additional information
- c.) when ordered by the PAC's auditing authority
- d.) missing information

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 detail-packed 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 campaign committee includes the phrase, “**Paid for by,**” followed by the name of the 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

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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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## **Membership**

Membership in a PAC is determined by the rules and bylaws of the PAC. For the purpose of disclaimer requirements, a person is a member of a political action committee if the person makes one or more contributions to the PAC.

*R.C. 3517.105, 3517.20; OAC 111:2-1-02*

## **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)*