



Lake County Board of Elections
Campaign Finance Reports

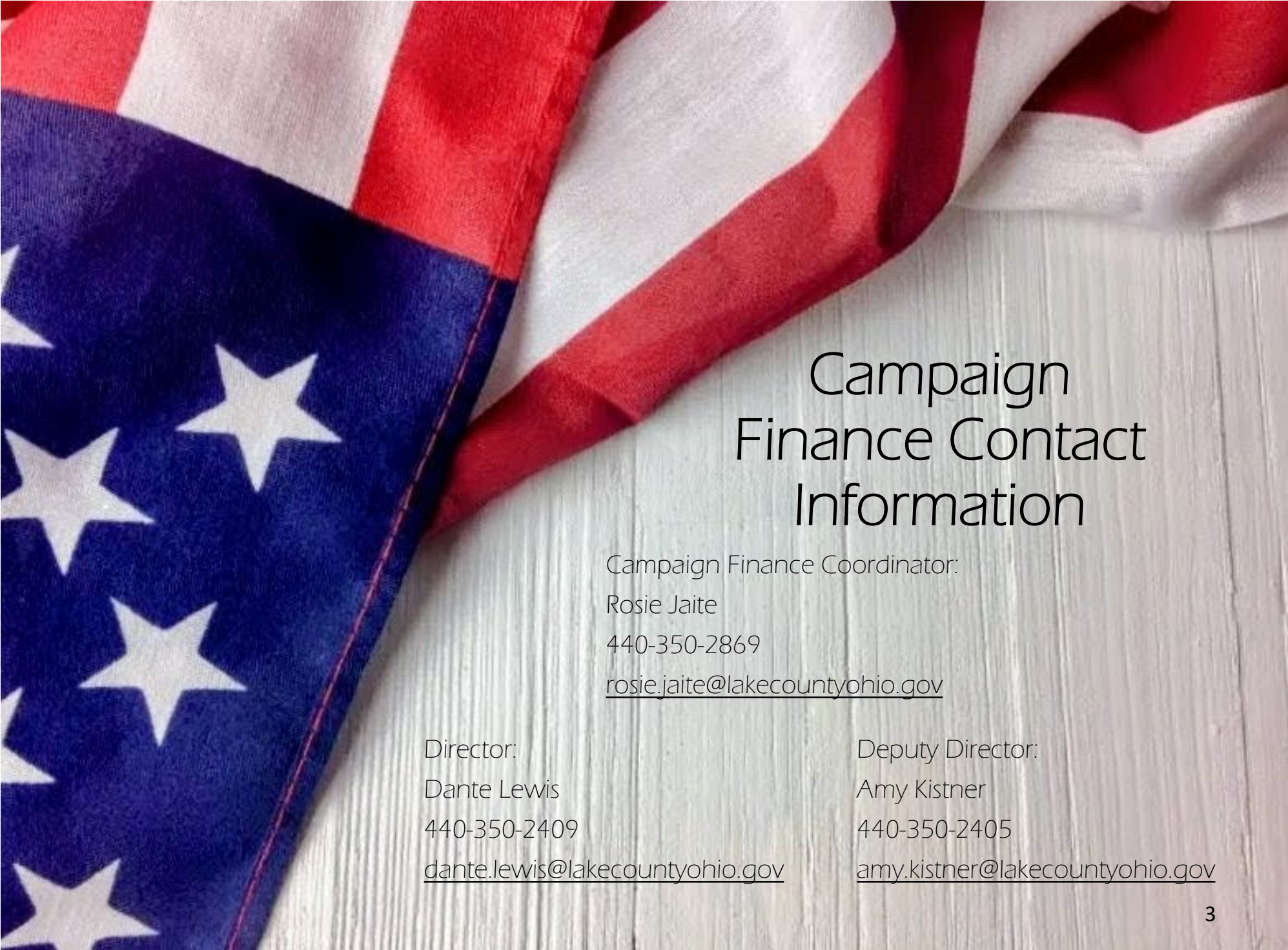
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Updated 02/11/2026



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An American flag is draped across the top left of the page, with its stars and stripes clearly visible. The background of the page is a light-colored, vertically-grained wood texture.

Campaign Finance Contact Information

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**Board of
Elections**



Home

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



Visit our website,
<https://www.lakecountyohio.gov/boe>
for more information!

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
30-A	Ohio Campaign Finance Report (cover page)
30-B-1	Contributions from a Corporation or Labor Organization Supporting or Opposing Ballot Issues
30-B-2	Independent Expenditures from a Corporation or Labor Organization Supporting or Opposing Ballot Issues



*Where can I find
the forms I need?*

- Campaign finance forms are available for download via link to the Secretary of State's website.
- An Excel workbook is also available for download from our website.



Campaign Finance 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
 - 31-U Independent Expenditures Made by a Campaign Committee, PAC, Political Party or Legislative Campaign Fund
- 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.*



Treasurer of the Committee

A treasurer is an individual entrusted with the following duties:

- ❖ Understands the legal liabilities and responsibilities of the position
- ❖ Accurately monitors and records all contributions and expenditures
- ❖ Deposits committee funds in a timely manner
- ❖ Files required reports by established deadlines
- ❖ Retains all campaign finance records
 - ❖ Records must be retained for a minimum of six (6) years

A close-up photograph of a desk with a computer keyboard, a pen, and a stack of coins and paper money. The keyboard is in the background, slightly out of focus. In the foreground, there is a stack of coins and a few paper bills, including a one-dollar bill. The lighting is warm and focused on the desk items.

Form 30-D Designation of Treasurer (DOT)

- Must be filed before the committee may:
 - Accept contributions
 - Make any expenditures
 - Engage in campaign activity
- Must be received in the office to be considered valid.
- After filing the DOT:
 - Open a campaign bank account
 - Obtain EIN number
- A DOT amendment is required if any of the following information changes:
 - Treasurer or Deputy Treasurer information
 - Office sought
 - Address, phone number, or email address

Completing the 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
 - i. Candidate can be own treasurer
 - ii. Judicial committees; it is not recommended that Judges, nor any court employees serve as a treasurer
 - iii. 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
- 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 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 committee's date-stamped/BOE stamped DOT.
 - 2.) EIN number obtained from the IRS prior to opening an account.

*Please 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.





- Campaigning is defined as anyone who has intent to influence an election.
 - An advertisement or item that might, even in part, be bought with the intent of influencing a current or future election or to build or maintain name recognition are reportable and must bear a disclaimer. This would include items bought with the personal funds of the candidate or officeholder. Examples include items distributed at public events, such as high school basketball program ads or free items. *OEC Adv. 89-04*
- Individuals
 - Any individual acting completely alone is not required to place a disclaimer on a political communication. Candidates are not considered individuals for purposes of the disclaimer requirement and must include a disclaimer on all political communication unless the item is specifically exempted by rule or given an exemption by the Secretary of State.
- Candidate Campaign Committee Disclaimer Wording
 - 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: place in your bio or tag line so that when a person views the profile it is visible.
 - The name of the committee used in a disclaimer must always match the name of the committee on the most recently filed Designation of Treasurer form. *R.C. 3517.20; OEC Adv. 2012ELC-04*

Local Candidate Waiver VS Filing a Report

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**



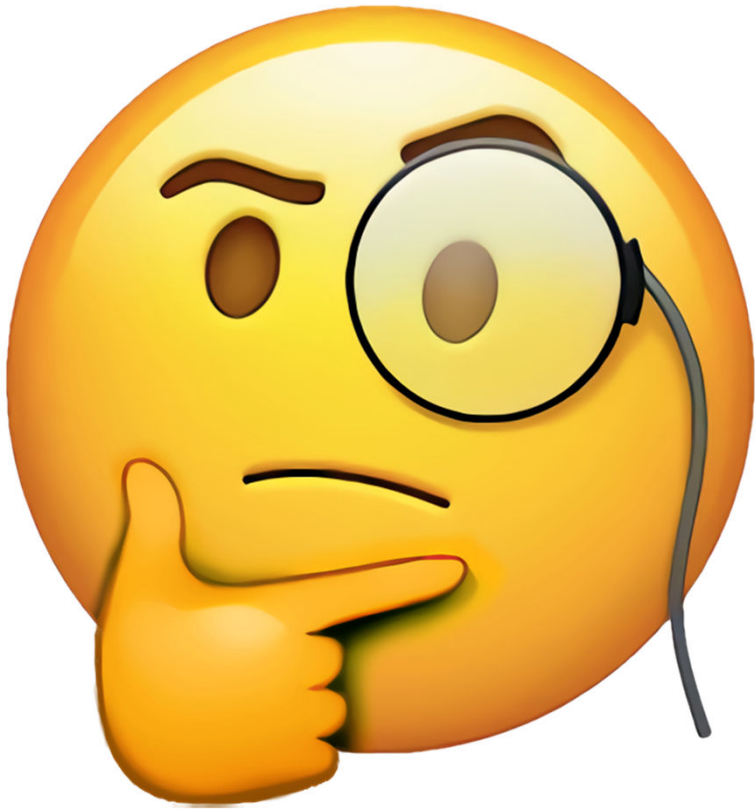
Filing Fee Only Candidate



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

When do I need to turn in a report?



2026 Due Dates & Coverage

Election Related Filings: Primary

Pre-election:

Reporting period: 01/01/2026 – 04/15/2026 with report due in office by 4 pm on 04/23/2026

Post-election:

Reporting period: 04/16/2026 – 06/05/2026 with report due in office by 4 pm on 06/12/2026

Election Related Filings: General

Pre-election:

Reporting period: 06/06/2026 – 10/14/2026 with report due in office by 4 pm on 10/22/2026

Post-election:

Reporting period: 10/15/2026 – 12/04/2026 with report due in office by 4 pm on 12/11/2026

Non-Election Related Filings: Semi-Annual & Annual

Semi-Annual:

Reporting period: 01/01/2026 – 6/30/2026 with report due in office by 4 pm 07/31/2026

Annual:

Reporting period: 01/01/2026 – 12/31/2026 with report due in office by 4 pm 01/29/2027

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



How do I know which report to file?

- 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.
- Please call or email if you are not sure if you need to file a report.

R.C. 3517.10(A)(4); R.C. 3517.10(A)(3);

OAC 111:2-4-04

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.

R.C. 3517.10(H)



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

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 <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.
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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

WHOMEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

Signature of Treasurer or Deputy Treasurer	Date (MM/DD/YYYY)
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Contribution Pages	Expenditure Pages	Other Pages	Total Pages
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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



Reporting Contributions

Individual Contributions

- Contributions from individuals must be reported on Form 31-A
- Contributions received at a fundraising event must be reported on Form 31-E, along with the date of the event

Disclosure Requirements

- A committee must disclose the full value of all contributions received
- All contributions must be separately itemized, except those received at a fundraising event *
- Each itemized entry must include:
 - Contributor's complete name and address
 - Date of the contribution
 - Amount of the contribution

Additional Reporting Rules

- Couples may NOT be listed jointly
 - A best practice is to list the individual who signed the check
- Contributors may not remain anonymous, even at their request

Form 31-E Follow-Up

- List the date of the fundraising event on Form 31-E
- Total amounts from Form 31-E are carried over to Form 31-A as:
"Contributions from Form 31-E — [event date]"



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

- 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 one 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.

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.

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.

Payment Processors



- When accepting a contribution via online payment processor you must still provide all the information about that donor.
- The donor has the option of paying the fees or passing them on to the committee.
- Ex. #1
 - \$100.00 contribution
 - I don't want to pay the fee of \$5.00 (listed on 31-B/F)
 - Total contribution = \$100.00 (listed on 31-A/E)
- Ex. #2
 - \$100.00 contribution
 - I will pay the fee of \$5.00 (listed on 31-B/F)
 - Total contribution = \$105.00 (listed on 31-A/E)
- Any fee associated with the processing of the contribution must be disclosed as an offsetting expenditure.
- Please include the statement from the vendor (Donor Box, PayPal, Stripe, etc.) when aggregating fees for the event.
- Fees assessed may not be the same amount presented to the contributor.

May accept the following types of funds:

- ✓ monetary contributions
- ✓ loans
- ✓ in-kind contributions

-All funds **MUST** be deposited into the committee's campaign bank account!

-Order checks and a debit card.

-Ensure this account is **NOT** connected to any personal accounts and vice versa.

PAC, Candidate, Ballot Issue PAC

Contributions from Corporations



- Ballot issue PACs may accept contributions from corporations
 - Candidates may NOT
 - Common question:
 - May a candidate accept a contribution from a Ballot Issue PAC?
- Important Filing Note:
 - Form 30-B-1 should NOT be filed with the campaign finance report.
 - The treasurer's responsibility ends after the form is given to the corporation.
- Definition of a Corporation (Ohio Law):
 - A business that has filed articles of incorporation under R.C. 1701



Allowable Business Contributions

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.

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.

If a contribution does not include attribution (specific) information, it should not be accepted.

Corpora Associa Contri

Corporations are prohibited from contributing to any candidate, political action committee, and certain political party funds. This prohibition applies to the provision of corporate funds or property to a candidate or campaign committee.

RC 3599.03



List of Acceptable contributions for Judges

Judicial candidates may accept contributions from:

- Individuals age seven (7) years and older
- Political Action Committees (PAC) & Political Contributing Entities (PCE)
- Business entities including:
 - Limited Liability Companies (LLCs)
 - Limited Partnerships (LPs)
 - Limited Liability Partnerships (LLPs)
 - Limited Liability Partnership Assoc (LPAs)
 - Professional Associations (PAs)
- Important Restrictions:
 - Corporations are NOT permitted to make direct contributions to judicial candidates
 - Attribution is not required for contributions to judicial candidates
- Contribution Timeframe:
 - Contributions may be accepted no earlier than 180 days before the first Tuesday after the first Monday in May of the general election year



Judicial Contribution Limits

CONTRIBUTION LIMITS
*Effective for 2025 Election Cycle and
 Subsequent Election Cycles*

CANDIDATE FOR:	INDIVIDUAL		ORGANIZATION		POLITICAL PARTY	
	Primary*	General	Primary*	General	Primary*	General
Supreme Court Chief Justice and Justice	\$5,000	\$5,000	\$9,100	\$9,100	\$247,500	\$453,900
Court of Appeals	\$1,700	\$1,700	\$5,000	\$5,000	\$49,500	\$99,200
Common Pleas, Municipal, and County Court more than 750,000	\$800	\$800	\$5,000	\$5,000	\$49,500	\$99,200
750,000 or less	\$800	\$800	\$5,000	\$5,000	\$41,300	\$82,400

*Primary limits apply only if the judicial candidate has a contested primary. If there is no contested primary, the general election limits apply throughout the permissible fundraising period.

Fundraisers:

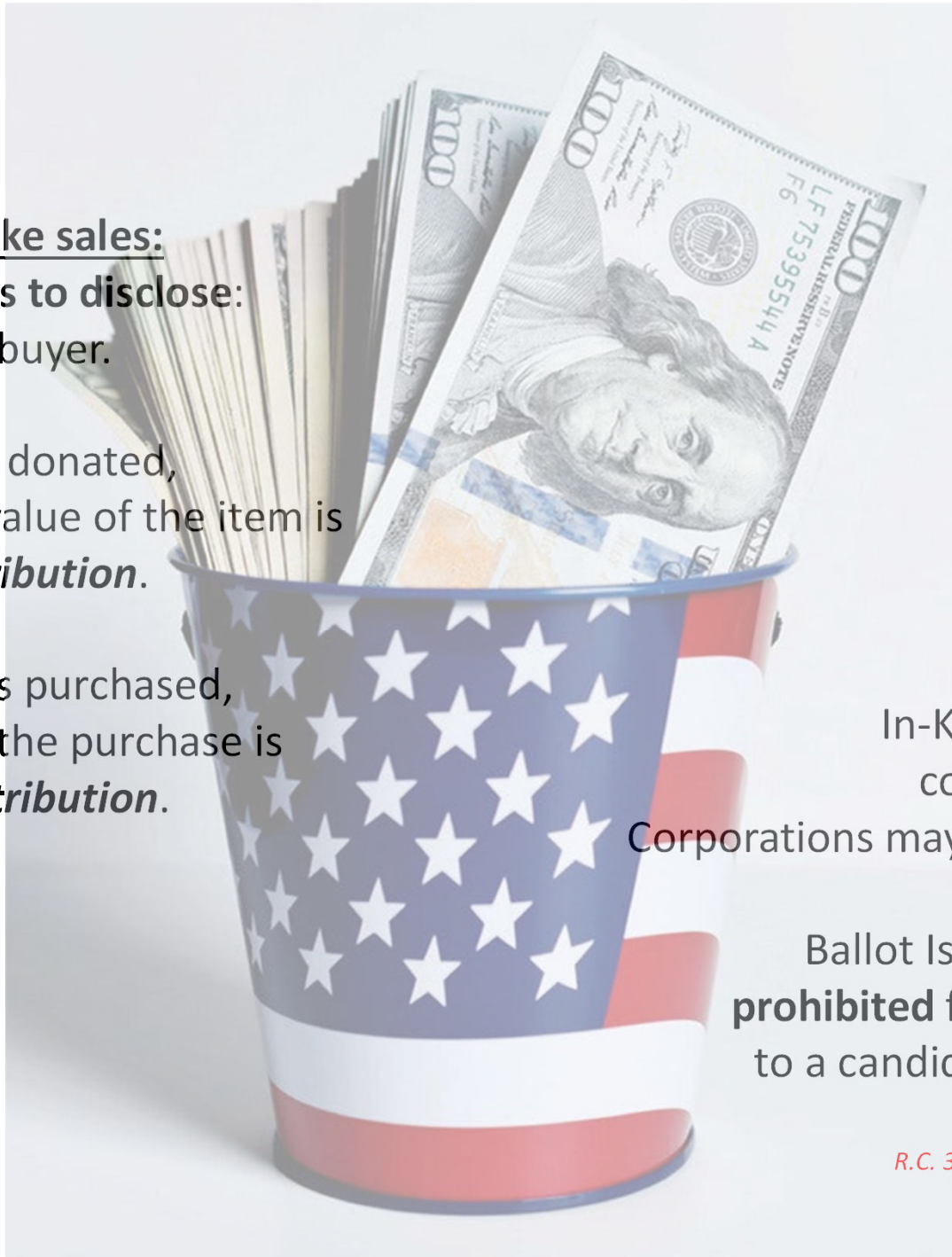
Auctions and Bake sales:

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.

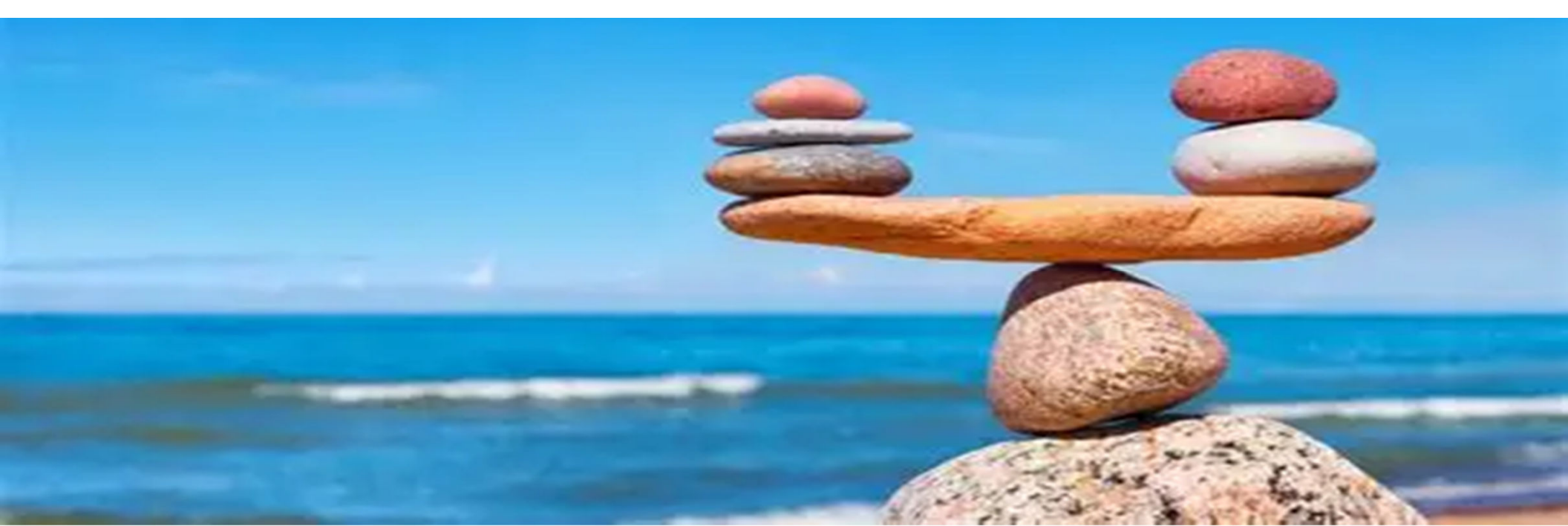
A campaign treasurer must keep a strict account of all contributions received – regardless, the amount of the contribution. Second, the raffle or other games or schemes of chance in which persons pay to play may be a lottery prohibited by Article XV, Section 6 of the Ohio Constitution or may constitute 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.



SOS Advisory No. 94-04

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.



Balance

- The balance on hand (Line 6) on the cover page = the balance listed on the committee's bank account statement.
- What do I include?
- Statements vs. Reports
- What do you do when the amounts don't match?



Form 31-A-2 Statement of Other Income

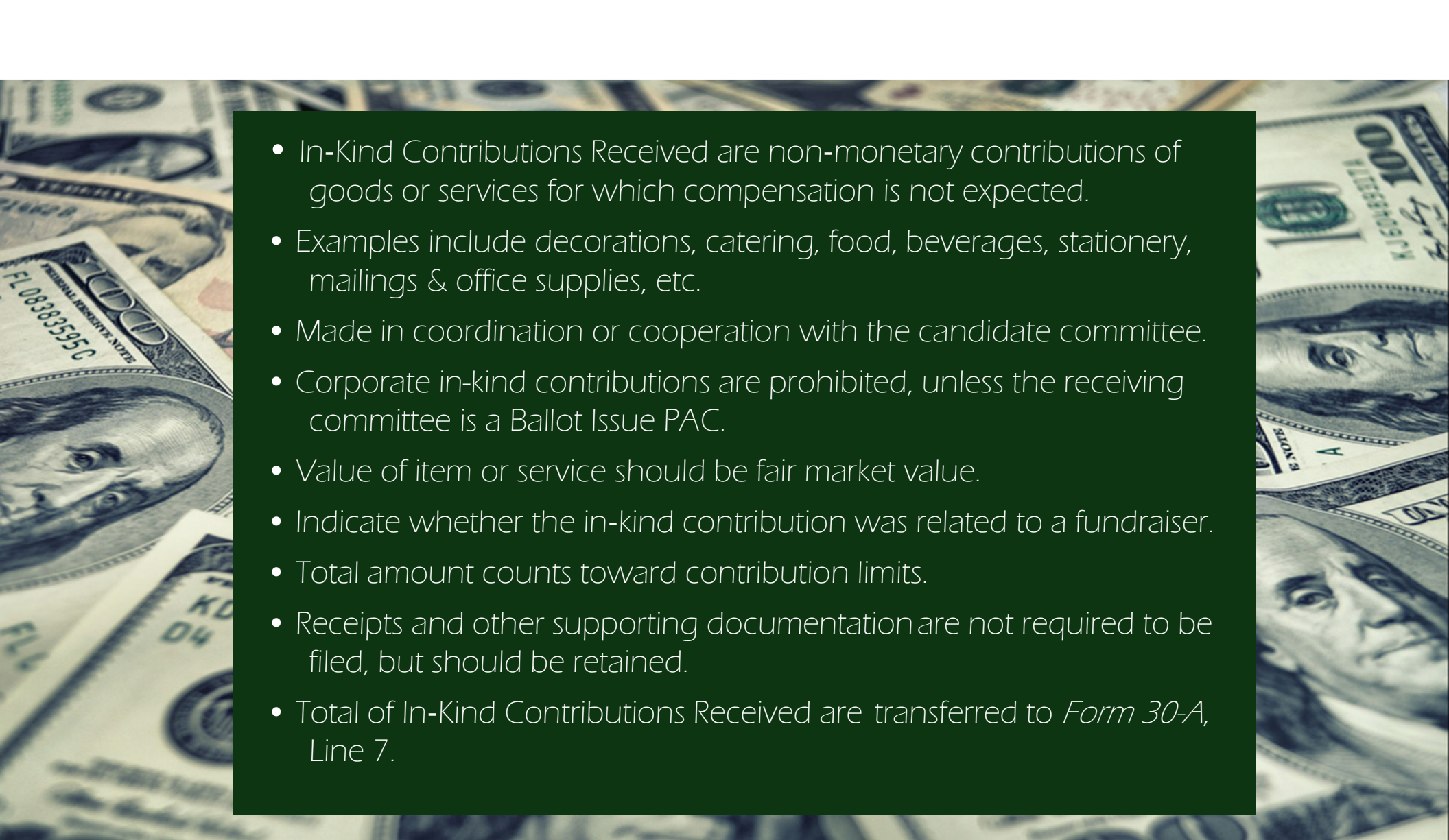
A check from a contributor that was not honored by the bank should be itemized on the Statement of Expenditures.

Interest earned by the committee bank account or investment.

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.

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

In-Kind Contributions Received 31-J-1

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)



EXPENSES

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



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

31-B Statement of Expenditures

- Yard signs
- Facebook page/ads
- Postcards/postage
- In-kind contributions
 - Your committee
 - Another committee
- Monthly bank fees
- Website maintenance
- Third party processors
- Reimbursements
 - ORC 3517.13 (O)
- Much more!
- <\$25???

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;
- A detailed purpose of the expenditure.

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



R.C. 3517.10(B)(5)

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

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

The campaign may NOT advance funds in any form (e.g., cash or check) to a candidate, employee, or volunteer; the expense must be incurred BEFORE reimbursement.

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



EXPENDITURE



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.



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

VS

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

Additional loan information

- 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 #34.
- Must be included with every report until paid back in full or forgiven. *
- Payments to the loans are transferred to *Form 31-B* as an expenditure. 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.
- Directions are on the bottom of the form.

* If there is a remaining loan balance, then a letter needs to be written from the guarantor stating the balance of the loan is forgiven.



Disclosed on *Form 31-N* Statement of Outstanding Debts

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

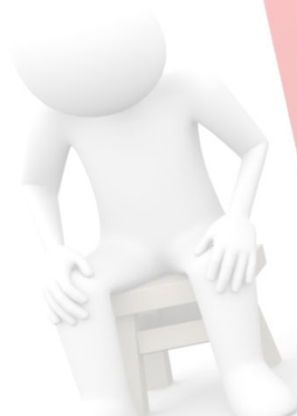
When a campaign committee has received a good or service that is 60 days or more payable at the time of a reporting deadline, it must disclose the transaction within that report.

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.

More
information
on



DEBT



CORRECTIVE

ACTION

AMENDMENTS

File an Amendment When:

Correction needed | New information obtained | Ordered by auditing authority |
Incomplete report | Missing address/employer, etc.

Must Include:

Report cover page or cover letter identifying the committee & report amended

Deadline:

Immediately upon discovery | 21 days if requested by auditing authority

Not Required For:

Voided expenditures | NSF contributions | Corporate/excess refunds

Terminating a Campaign Committee

Complete sections 1 & 2 with campaign info.

Check the box in 2nd 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	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.

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 Deputy Treasurer

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 #15 for due dates.

FILING REPORTS



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

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].

i Page · Elected Official

i Friends For [redacted]
is responsible for this Page

e info@[redacted].com

globe r[redacted].com

star Not yet rated (0 Reviews) **i**

Ch. 12 Disclaimers

Items not requiring disclaimers (Pg 12-2)

Radio & TV ads must have disclaimers (Pg 12-4)

Telephone calls - Refer to the handbook (Pg 12-4)

Social media & Email Disclaimers (Pg 12-5)

-Posts and emails generally need disclaimers

-Status updates exempt if homepage identified

Multi-piece mailing disclaimers (Pg 12-5)

- (1) OAC 111:2-4-18
- (3) R.C. 3517.20(A)(12)
- (4) OEC Adv. 96ELC-10;
OAC 111:2-4-18
- (5) R.C. 3517.20(C)





Two Final Topics

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 Public Integrity Division
- Chapter 15 – Ohio Elections Commission in the Candidate Handbook

R.C. 3517.11(C)

That wraps up the content.
Please call or email me with questions.