



**City of Annapolis**  
Board of Supervisors of Elections  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[Elections@annapolis.gov](mailto:Elections@annapolis.gov) • 410-263-7929 • Fax 410-280-1853 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

The Board of Supervisors of Elections reserves the right to modify all 2021 City of Annapolis' Municipal Election forms and information as needed to address and comply with the precautions due to the COVID-19 Pandemic.

## Campaign Fund Report

This report consists of a Summary Sheet, 5 Schedules and a Loan Consent Form. Failure to provide all the information required by these seven forms will be regarded as a **failure to file**. Do not number pages until entire report is completed. **Within ten (10) days after the filing deadlines established by the Board of Supervisors of Elections, it is the responsibility of the candidate to file a copy of the campaign finance report to the State Board of Elections. – Local Government Article § 4-108-1**

### *Instructions*

#### Summary of Receipts and Disbursements

- Name of candidate, fund or committee: state complete fund name or committee name.
- Transaction period: indicate time period transactions cover (transactions through and including the day the petition is filed with the city council).
- Indicate if final report. The report may not be final as long as any cash balance, deficit or outstanding debt (including loans) exist. If the cash balance, deficit, and outstanding debt (including loans) have been eliminated and no further activity will occur, the report must be clearly marked "final." Failure to do so will cause the election office to believe that there will be further activity, continued reporting will be required and subject to daily late fees.
- Indicate if amended report. For filing amended reports to correct an error or deficiency in a previously submitted report.
- Cash balance: all initial reports should have a zero opening balance, and subsequent reports should have a beginning balance equal to the closing balance of preceding reports.
- Receipts from Schedule 1: enter total receipts for transaction period from Schedule 1, column 4.
- Proceeds from Schedule 2: enter total proceeds from loans and transfers for period from Schedule 2, column 4.
- Total cash available: enter total for the transaction period.
- Disbursements from Schedule 3: enter totals of each column from Schedule 3.
- Total disbursements: total of columns 4, 5 and 6 from Schedule 3 for transaction period.
- Cash balance at end of transaction period: this amount should equal bank balance and the beginning balance for next report.
- Total outstanding obligations from Schedule 4: insert total from column 4.
- In-kind contributions from Schedule 5: insert total from column 4.
- Signatures: all reports must bear two signatures. Improperly signed reports will be considered incomplete.

#### Schedule 1

Contributions and Receipts - If not applicable, please strike and initial

This form is used to report all funds received from any source; excluding transfers, loans and "in-kind" contributions. Transfers and loans are to be reported on Schedule 2. In-kind contributions are to be reported on schedule 5.

- Name of candidate, fund or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 List date contribution or money received
  - 2 Complete name and residence address of Payer. For checks from a joint account, list name of check signer, only. If corporation, give name and address of corporation.

3 Description of receipt

- Code (from table below); price per ticket; indicate form of payment: check, cash or EFT (credit card, online, mobile).

Code	Description
C	Contributions of cash, check or EFT. Include check or receipt number.
T	Tickets. List price per ticket.
I	Items sold. List total gross sales.
R	Rebates, refunds or discounts.
O	Other items not covered above. <b>If this code is used, a description is required.</b>

- **Aggregate amount received from Payer to date - If prior funds have been received from the contributor, record the TOTAL of all amounts received in the current election cycle (November 8, 2017 to date) from such individual or organization.**

4 Amount

- Report the amount received from payer in column 2 for the report period.
- Total amounts in column 4 at bottom of page.

Schedule 2 Loans and Transfers – If not applicable, please strike and initial

This form is used to report all funds from loans and transfers.

- Name of candidate, fund or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 List date proceeds of loan or transfer were received.
  - 2 List complete name and address of lender or transferor.
  - 3 Describe whether proceeds are from loans or transfers. Also, aggregate proceeds of all loans or transfers from this source.
  - 4 Indicate if a Loan Consent Form is filed with this report. **New loans require a Loan Consent Form unless the loan is from the candidate or the candidate's spouse.**
  - 5 Report the amount of loans or transfers from this source for the report period.
- Total amounts in column 4 at bottom of page.

Schedule 3 Disbursements– If not applicable, please strike and initial

- Name of candidate, fund or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 Date of disbursement
  - 2 Payee and address. Provide complete name and address of payee.
  3. Payment Method. Indicate form of payment. EFT includes credit/debit cards, ACH, online services such as PayPal.
  - 4 All payments other than loan payments and transfers to other funds. Record in this column all disbursements not recorded in columns 4 or 5. Identify all such expenses by reference to one of the following codes, listing check or receipt numbers, if available.

Code	Description
S	Salaries and payroll taxes
C	Compensation for personal services
CO	Contributions to candidates or committees
FE	Field expenses - gas, meals, etc.
B	Broadcasting
PL	Publicity - literature, advertising, bill boards, etc.
R	Rent
OS	Office supplies and expenses
P	Postage
F	Fund-raising expenses
O	Other - items not covered above. <b>If this code is used, a description is required.</b>

- 5 Loan payments. Record in this column all payments of loans.
- 6 Transfers to other funds. Record in this column all funds which are being transferred to another fund. Name and address of treasurer is required in column 2; name of fund or committee and amount in column 6.
- Total this page. Record totals at bottom of columns 4, 5 and 6 respectively.

Schedule 4 Outstanding obligations as of end of report period– If not applicable, please strike and initial

All debts, including loans, which are unpaid as of the date of this report must be recorded on Schedule 4.

- Name of candidate, fund or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 Name and address. Record complete name and principal address of person or firm to whom debt or loan is owed.
  - 2 Description of debt. State purpose of debt, or if loan so state.
  - 3 Date debt incurred. Indicate date debt was incurred.
  - 4 Amount. Total amount due.
- Total column 4 at bottom of page.

Schedule 5 In-kind contributions– If not applicable, please strike and initial

- Name of candidate, fund or committee as registered with election office.
- Indicate time period transactions cover.
- Columns
  - 1 Date in-kind contribution received
  - 2 Name and address of contributor. List full name and residence address of contributor.
  - 3 Description of in-kind contributions. List the nature of any gift or service, i.e., use of office space, automobiles, aircraft, boats, mobile units or any valuable thing or service made available for use by the candidate, committee or representative of any political party to be used in promoting or aiding the success or defeat of any candidate, political party, principal or proposition submitted to a vote at any election.
  - 4 Fair market value. List the approximate fair market value of this gift or service.

Loan Consent Form Only applicable if reporting a new loan on Schedule 2 that is not from the candidate or the candidate's spouse to the candidate's own campaign committee.

All information must be complete and fully executed by all parties. Incomplete forms will be regarded as a failure to file.



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## Campaign Fund Report Summary of Receipts and Disbursements

\_\_\_\_\_  
 Name of candidate, fund or committee as filed with the election office    Office \_\_\_\_\_    Ward \_\_\_\_\_

Bank information	<u>Bank name</u>	<u>Account number</u>
1. Checking	_____	On file with Elections Office _____
2. Other	_____	On file with Elections Office _____
	_____	On file with Elections Office _____

Transaction period from: \_\_\_\_\_ to \_\_\_\_\_

Due no later than 4:30PM on the dates specified in the Candidate Handbook

Final Report (Check if you intend to close the account.) Surplus funds distributed to (4.44.040): \_\_\_\_\_

Amended Report (Check if this is a filing of an amended report for the above transaction period.)

### Summary of Receipts and Disbursements

1. Cash balance - beginning of transaction period	\$	_____
2. Receipts from Schedule 1, column 4		_____
3. Proceeds from Schedule 2, column 4		_____
4. Total cash available (Add lines 1, 2 and 3)	\$	=====
5. Disbursements from Schedule 3:		
Column 4	\$	_____
Column 5		_____
Column 6		_____
6. Total disbursements	\$	=====
7. Cash balance - end of transaction period (Subtract line 6 from line 4)		_____
8. Total outstanding obligations from Schedule 4	\$	_____
9. In-kind contributions from Schedule 5, column 4	\$	_____

Under penalty of perjury, I declare that I have examined this report, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. (If report of candidate, candidate and treasurer must sign report; if committee, treasurer and chair must sign report.)

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Chair of Committee or Slate \_\_\_\_\_ Date \_\_\_\_\_



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Name of candidate, fund or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_ to \_\_\_\_\_

**Schedule 1 - Contributions and Receipts**

(Excluding Transfers, Loans and In-kind Contributions)

Date received	Complete name and residence address of Payer**	Description of receipt. See instructions for code.				Amount	
		Code *	Ticket price	Cash			
				Check #			
				EFT			
		* T, enter price per ticket			Rcpt #		
		"Other" Description:					
		AGGREGATE AMOUNT RECEIVED FROM PAYER TO DATE \$					
				Check #			
				EFT			
		* T, enter price per ticket			Rcpt #		
		"Other" Description:					
		AGGREGATE AMOUNT RECEIVED FROM PAYER TO DATE \$					
				Check #			
				EFT			
		* T, enter price per ticket			Rcpt #		
		"Other" Description:					
		AGGREGATE AMOUNT RECEIVED FROM PAYER TO DATE \$					
				Check #			
				EFT			
		* T, enter price per ticket			Rcpt #		
		"Other" Description:					
		AGGREGATE AMOUNT RECEIVED FROM PAYER TO DATE \$					
				Check #			
				EFT			
		* T, enter price per ticket			Rcpt #		
		"Other" Description:					
		AGGREGATE AMOUNT RECEIVED FROM PAYER TO DATE \$					

Total this page \$ \_\_\_\_\_

\*\*Note – In order to receive contributions from a Political Action Committee (PAC), the PAC must be registered as certified/qualified and active with the Maryland State Board of Elections. If a PAC directly or indirectly, expends \$51.00 or more to aid or oppose the nomination or election of a candidate, the PAC shall report a statement of contributions and expenditures to the candidate's treasurer and said statement shall be included in this report. This provision applies to any PAC located outside of the City with respect to any expenditures of funds within the City.



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Name of candidate, fund or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_ to \_\_\_\_\_

**Schedule 2 - Loans and Transfers**

Date received	Complete name and residence address of lender or transferor	Description of loan or transfer	Amount
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	
		Aggregate amount of loan or transfer \$	
		Loan Consent Form filed herewith (yes or no)	

Total this page \$ \_\_\_\_\_



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Name of candidate, fund or committee \_\_\_\_\_  
 Report period - transactions from \_\_\_\_\_ to \_\_\_\_\_

**Schedule 3 - Disbursements**

1	2		3		4		5	6	
Date	Payee and Address	Payment Method		All payments other than loan payments and transfers to other funds		Loan Payments Amount	Transfers to other funds (candidate or committee name required)		
				Code	Amount		Name	Amount	
		Check #							
		Cash							
		EFT							
		"Other" Description:							
		Check #							
		Cash							
		EFT							
		"Other" Description:							
		Check #							
		Cash							
		EFT							
		"Other" Description:							
		Check #							
		Cash							
		EFT							
		"Other" Description:							
Totals this page \$					.00	.00	.00		



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Name of candidate, fund or committee \_\_\_\_\_

Report period - transactions from \_\_\_\_\_ to \_\_\_\_\_

**Schedule 4 - Outstanding Obligations as of End of Report Period**

1	2	3	4
Name and address	Description of debt (Loans, unpaid bills, etc.)	Date debt incurred	Amount

Total this page \$ \_\_\_\_\_







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## Loan Consent Form<sup>1</sup>

### Terms of Loan

Date of Loan \_\_\_\_\_ Amount of Loan \$ \_\_\_\_\_

Funds received in the form of:  Cash  Check/Check # \_\_\_\_\_  Electronic Funds Transfer

Schedule for Repayment<sup>2</sup> \_\_\_\_\_

Please specify any other conditions associated with this loan \_\_\_\_\_

### Lender Information

Name of Lender \_\_\_\_\_

Address of Lender \_\_\_\_\_

Signature of Lender \_\_\_\_\_ Date

### Recipient Information

Name of Campaign Finance Entity \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Signature of Treasurer<sup>3</sup> \_\_\_\_\_ Date

### Consent of Candidate

I, _____,	hereby acknowledge receipt on _____
Name of Candidate	Date
of a loan in the amount of \$ _____	from _____
	Name of Lender
to _____	
	Name of Campaign Finance Entity
A copy of this consent has been supplied to the lender.	
_____ Signature of Candidate	_____ Date

<sup>1</sup>The loan consent form is not required to be filed if the loan is from the candidate or the candidate's spouse to the candidate's own campaign committee and if interest is not being charged on the loan.

<sup>2</sup> Any outstanding loans, which have not been forgiven shall be reported to the Annapolis Board of Supervisors of Elections as a campaign contribution within six months of the last election cycle.

<sup>3</sup>A non-candidate committee must provide the signature of the treasurer to acknowledge receipt of the loan Candidate committees only need to have the candidate fill out and sign the Consent of Candidate box.