

January 2018

ELEC

RECALL PACKET

To be used with the Compliance Manual for Candidates



**New Jersey Election Law
Enforcement Commission**



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Recall and Recall Defense Committees

Who Should Use This Packet?

This informational packet addresses reporting by a recall committee (a committee formed by persons sponsoring the recall of an elected official) and recall defense committees (a committee formed by the elected official who is the subject of a recall effort).

As a general principle, the recall and recall defense committees, as well as any nominee to succeed an elected official, are treated as, and are subject to, the same organizational, reporting, contribution limits, political communication identification and other requirements as are provided for a candidate committee. **Therefore, this packet must be used in conjunction with the “Compliance Manual for Candidates.”** There are some important exceptions to this general principle, which are discussed on the following pages.

While this packet provides an overview of the requirements for complying with the campaign finance and reporting aspects of the law concerning recall elections, please consult the “Uniform Recall Election Law” at N.J.S.A. 19:27A-1 et seq., and the regulations promulgated thereunder at N.J.A.C. 19:25-14.1 et seq., for complete details.

Does the New Jersey Election Law Enforcement Commission Regulate Recall Elections?

No. The New Jersey Election Law Enforcement Commission is charged with administering campaign reporting, committee registration, contribution limits, and other requirements for recall elections. The Commission is not responsible for the administration of the recall process such as circulating petitions or balloting recall elections. Those responsibilities are assigned exclusively to the officials authorized by law to receive nominating petitions for New Jersey elective office.

Are There Contribution Limits for Recall and Recall Defense Committees?

Yes. Contribution limits for recall and recall defense committees are the limits that are applicable to a candidate committee. Consult the Contribution Limits Chart found in the “Compliance Manual for Candidates.”

Recall Committees

A “recall committee” is a committee formed by persons sponsoring the recall of an elected official, which represents the sponsors and signers of a recall petition in matters relating to the recall effort.

A recall committee cannot solicit or accept contributions in connection with a recall effort until either of the following events occurs:

- a. The recall committee serves written notice of the recall effort on the official who is the subject of the recall and the notice is made by personal service or certified mail with a copy filed with the recall election official; or,
- b. A copy of a notice of intention approved by the recall election official is served on the official who is the subject of the recall, as provided by law. (See N.J.S.A. 19:27A-7b.)

If a recall committee notifies the official who is the subject of the recall of its intention to initiate a recall effort by the method described in paragraph (a) above, it must file a notice of intention within 30 days of the date the notice is served on the official or cease the solicitation, acceptance, and expenditure of funds.

If a solicitation for signatures to a recall petition is presented to prospective petition signers by a paid print advertisement or paid mailing, or if a recall petition is presented to a prospective signer by a paid circulator, the solicitation or petition must prominently disclose (in a statement printed in at least 10-point type), the following:

- a. The full name and resident address of the person paying for the printed or personal solicitation; and,
- b. The fact that the circulator is paid.

A recall committee is required to appoint a treasurer and open a depository account for the purpose of receiving contributions and making expenditures no later than the date on which the recall committee first receives any contribution or makes or incurs any expenditure in connection with a recall effort. No later than 10 days after establishing a recall committee, the recall committee must file the “Recall or Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1), and the “Recall Committee Registration Statement” (Form RC-2).

Recall Defense Committee

A “recall defense committee” is a committee formed by the elected official who is the subject of the recall effort. A recall defense committee cannot be formed and cannot begin to solicit or accept contributions in connection with the recall effort until the elected official receives notice of the recall from the recall committee.

After receiving notice of the recall effort, the elected official must establish a recall defense committee prior to accepting contributions and making expenditures. The recall defense committee is a committee that is separate from the candidate and/or joint candidates committee the elected official may be, or was, maintaining. If the elected official is maintaining a candidate and/or joint candidates committee, an unlimited amount of funds may be transferred from the candidate and/or joint candidates committee to the recall defense committee. The recall defense committee is considered to be a committee in addition to (not in place of) the candidate and/or joint candidates committee an elected official may already be maintaining. Accordingly, an elected official’s recall defense committee can accept contributions up to the limits imposed by the Act from contributors who gave to the candidate or joint candidates committee unrelated to the recall effort and maintained by the elected official. If funds are transferred to a recall defense committee, a new election will begin with respect to the elected official's candidate and/or joint candidates committee.

A recall defense committee must open a depository account no later than the date on which a recall defense committee first receives a contribution, or transfer of funds, or makes or incurs an expenditure. The “Recall or Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1) must be filed no later than 10 days after establishing the recall defense committee.

Naming a Recall or Recall Defense Committee

The name of a recall or recall defense committee must contain the name of the elected official sought to be recalled.

Use or Disposition of Campaign Funds by Recall and Recall Defense Committees

Contributions received by a **recall committee** may only be used for the payment of campaign expenses directly related to the recall or to the passage of the question of recall, the payment of the overhead and administrative expenses related to the operation of the recall committee, or the pro-rata repayment of contributors.

Contributions received by a **recall defense committee** are to be used only for the following: the payment of campaign expenses directly related to opposing the recall effort or opposing the passage of the recall question, the payment of the overhead and administrative expenses related to the operation of the recall defense committee, and the pro-rata repayment of contributors.

Initial Election Fund Reporting by a Recall or Recall Defense Committee

A recall committee or recall defense committee must file its initial election fund report on a date that depends on when the financial activity commences. Using the date of the establishment of the recall or recall defense committee depository, the committee must file either a quarterly report or a 29-day pre-election report as its initial election fund report.

After the establishment of a recall or recall defense committee, these committees are subject to the same organizational, reporting, contribution limits, political communication identification, and other requirements as are provided for a candidate committee. The reports that are required to be filed by recall and recall defense committees are contained in this packet. Please follow the guide (“Filing Campaign Reports”) on the following pages to determine the specific forms that need to be filed by your committee.

Filing Campaign Reports

In general, the forms that a candidate must file depend upon: 1) whether the candidate will be filing for the Recall Committee or for the Recall Defense Committee and, 2) the amount of money that will be spent in the *election.

Filing as a Recall Committee	
Spending Nothing	See Page 7
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Spending More Than \$5,100	See Page 8

Filing as a Recall Defense Committee	
Spending Nothing	See Page 9
Spending \$5,100 or Less	See Page 9
Spending More Than \$5,100	See Page 10

*An election begins with the receipt of the first contribution or the making of the first expenditure for an election. The election “ends” on the 17th day following the election.

Recall Committee

Reporting by a Recall Committee That Plans to Spend Nothing in an Election (File Form A-4)

If a recall committee receives no contributions, makes no expenditures, and, therefore, does not establish a recall depository, the recall committee must file the Form A-4 no later than 29 days before the date of the election. The Form A-4 is filed once per election.

Reporting by A Recall Committee That Plans to Spend \$5,100 or Less in an Election (File Forms RC-1, RC-2, A-4; May Need to File Forms C-1, E-1, and DX)

Form RC-1 and Form RC-2

The “Recall or Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1) must be filed no later than 10 days after a recall or recall defense committee is established. The “Recall Committee Registration Statement” (Form RC-2) must be filed no later than 10 days after a recall committee is established.

Form A-4

The “Recall Committee Sworn Statement” must be filed 29 days before the Recall Election.

Form C-1

Form C-1 is filed when a committee receives a currency contribution, **regardless of the amount**. Also, the Form C-1 is filed for contributions (monetary, in-kind, or loan) in excess of \$300 in the aggregate from one source in an election. This report is filed 29 days and 11 days before the election and 20 days after the election.

The Form C-1 is also filed when a committee receives a contribution in excess of \$1,600 in the aggregate from one source starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour contribution notice” because the contribution must be reported within 48 hours of receiving the contribution. This report can be faxed to the Commission.

Form E-1

Form E-1 is filed when a committee makes, incurs, or authorizes an expenditure to support or defeat a candidate or public question in excess of \$1,600, starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour expenditure notice” because it must be reported within 48 hours of making the expenditure. This report can be faxed to the Commission.

Form DX

If the committee appoints a deputy treasurer, or opens up an additional campaign depository, the Form DX must be filed.

Recall Committee

Reporting by A Recall Committee That Plans to Spend More Than \$5,100 in an Election (File Forms RC-1, RC-2, and R-1; May Need to File Forms C-1, E-1, and DX)

Form RC-1 and Form RC-2

The “Recall or Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1) must be filed no later than 10 days after a recall or recall defense committee is established. The “Recall Committee Registration Statement” (Form RC-2) must be filed no later than 10 days after a recall committee is established.

Form R-1

Form R-1 contains schedules to report contributions received and expenditures made during an election. Each contribution in excess of \$300 (monetary, in-kind or loan) in the aggregate from one source must be reported in detail. Also, every currency contribution must be reported in detail **regardless of amount**. All expenditures must be reported. **A Recall Committee that establishes multiple campaign depositories must file a Form DX for every additional depository and must report financial activity relevant to all campaign depositories on a single Form R-1.**

Form C-1

Form C-1 is filed when a committee receives a contribution in excess of \$1,600 in the aggregate from one source starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour contribution notice” because the contribution must be reported within 48 hours of receiving the contribution. This report can be faxed to the Commission.

Form E-1

Form E-1 is filed when a committee makes, incurs, or authorizes an expenditure to support or defeat a candidate or public question in excess of \$1,600, starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour expenditure notice” because it must be reported within 48 hours of making the expenditure. This report can be faxed to the Commission.

Form DX

If the committee appoints a deputy treasurer, or opens up an additional campaign depository, the Form DX must be filed.

Recall Defense Committee

Reporting by a Recall Defense Committee That Plans to Spend Nothing in an Election (File Form A-1)

If a recall defense committee receives no contributions, makes no expenditures, and, therefore, does not establish a recall defense depository, the recall defense committee must file the Form A-1 no later than 29 days before the date of the election. The Form A-1 is filed once per election.

Reporting by A Recall Defense Committee That Plans to Spend \$5,100 or Less in an Election (File Forms RC-1 and A-1; May Need to File Forms C-1, E-1, and DX)

Form RC-1

The “Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1) must be filed no later than 10 days after a recall defense committee is established.

Form A-1

The “Candidate Sworn Statement” must be filed 29 days before the Recall Election.

Form C-1

Form C-1 is filed when a committee receives a currency contribution, **regardless of the amount**. Also, the Form C-1 is filed for contributions (monetary, in-kind, or loan) in excess of \$300 in the aggregate from one source in an election. This report is filed 29 days and 11 days before the election and 20 days after the election.

Form C-1 is also filed when a committee receives a contribution in excess of \$1,600 in the aggregate from one source starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour contribution notice” because the contribution must be reported within 48 hours of receiving the contribution. This report can be faxed to the Commission.

Form E-1

Form E-1 is filed when a committee makes, incurs, or authorizes an expenditure to support or defeat a candidate or public question, in excess of \$1,600, starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour expenditure notice” because it must be reported within 48 hours of making the expenditure. This report can be faxed to the Commission.

Form DX

If the committee appoints a deputy treasurer, or opens up an additional campaign depository, the Form DX must be filed.

Recall Defense Committee

Reporting by A Recall Defense Committee That Plans to Spend More Than \$5,100 in an Election (File Forms RC-1 and R-1; May Need to File Forms C-1, E-1, and DX)

Form RC-1

The “Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form RC-1) must be filed no later than 10 days after a recall defense committee is established.

Form R-1

Form R-1 contains schedules to report contributions received and expenditures made during an election. Each contribution in excess of \$300 (monetary, in-kind or loan) in the aggregate from one source must be reported in detail. Also, every currency contribution must be reported in detail **regardless of amount**. All expenditures must be reported. **A Recall Defense committee that establishes multiple campaign depositories must file a Form DX for every additional depository and must report financial activity relevant to all campaign depositories on a single Form R-1.**

Form C-1

Form C-1 is filed when a committee receives a contribution in excess of \$1,600 in the aggregate from one source starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour contribution notice” because the contribution must be reported within 48 hours of receiving the contribution. This report can be faxed to the Commission.

Form E-1

Form E-1 is filed when a committee makes, incurs, or authorizes an expenditure to support or defeat a candidate or public question, in excess of \$1,600, starting with the 13th day before the election up to and including the day of the election. This is called a “48-hour expenditure notice” because it must be reported within 48 hours of making the expenditure. This report can be faxed to the Commission.

Form DX

If the committee appoints a deputy treasurer, or opens up an additional campaign depository, the Form DX must be filed.



CANDIDATE – SWORN STATEMENT

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION

P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
www.elec.nj.gov

FORM A-1

FOR STATE USE ONLY

PLEASE TYPE OR PRINT

Candidate Name

Candidate Committee Name

Address (Number and Street, City, State, Zip Code)

*(Area) Day Telephone

*(Area) Evening Telephone

County

Legal Name of Election District or Municipality

Election Date

Political Party, if any

Office Sought

Election Type: (CHECK ONE)

Primary General May Municipal Run-Off Fire District Special

Amendment

Yes No

I, the undersigned, do hereby certify as follows:

- 1. The total amount expended or to be expended on behalf of my candidacy by me or by any other candidate, person, or committee shall be zero, or shall not, in the aggregate, exceed \$5,100 for this election.
2. I am aware that in the event the total amount expended or to be expended on behalf of my candidacy by me or by any other candidate, person or committee shall, in the aggregate, exceed \$5,100, I am required to file a "Report of Contributions and Expenditures," Form R-1, on each subsequent reporting date.
3. I am aware that if I receive a contribution in excess of \$300 in the aggregate from one source in an election or a currency (cash) contribution in any amount, I am required to report the contribution to the Commission on "Supplemental Contributor Information," Form C-1, including the identity of the source and the aggregate total of contributions therefrom, and, if the contributor is an individual, his/her occupation and the name and address of his/her employer.
4. I am aware that if I receive a contribution in excess of \$1,600 in the aggregate from one source starting with the 13th day before the election up to, and including, the day of the election, I am required to notify the Commission in writing on the "Supplemental Contributor Information," Form C-1, within 48 hours of receipt of the contribution and to identify the source and the aggregate amount received therefrom during the period, and, if the contributor is an individual, his/her occupation and the name and address of his/her employer.
5. I am aware that if I make, incur, or authorize an expenditure of money or other thing of value in excess of \$1,600 in the aggregate to support or defeat a candidate or public question, starting with the 13th day before the election up to and including the day of the election, I am required to notify the Commission in writing within 48 hours of the expenditure on the Form E-1, "Supplemental Expenditure Information."
6. I am aware that I, as a candidate, am required to designate a campaign treasurer and a campaign depository and that I am required to file with the Commission a "Certificate of Organization and Designation of Campaign Treasurer and Depository," Form D-1, no later than 10 days after receipt of any contribution on behalf of my candidacy or 10 days after making any expenditure on behalf of my candidacy, whichever comes first.

I certify that the statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Candidate Signature

Date



RECALL COMMITTEE – SWORN STATEMENT
NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION
P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
Web site: <http://www.elec.state.nj.us/>

FORM A-4
FOR STATE USE ONLY

PLEASE TYPE OR PRINT

Recall Committee Name

Recall Committee Address

Treasurer Name

Treasurer Address

*(Area) Day Telephone

*(Area) Evening Telephone

County

Legal Name of Election District or Municipality

Election Date

Political Party, if any

Name of Officeholder Sought to be Recalled

Election Type: (CHECK ONE)

- Municipal** **General** **School**
 Special **Other** _____

Amendment

- Yes
 No

I, the undersigned, do hereby certify as follows:

1. The total amount expended or to be expended on behalf of this committee shall be zero, or shall not, in the aggregate, exceed \$5,100 for this election.
2. I am aware that in the event the total amount expended or to be expended on behalf of this committee shall, in the aggregate, exceed \$5,100, I am required to file a "Report of Contributions and Expenditures," Form R-1, on each subsequent reporting date.
3. I am aware that if this committee receives a contribution in excess of \$300 in the aggregate from one source in the election or a currency (cash) contribution in any amount, I am required to report the contribution to the Commission on "Supplemental Contributor Information," Form C-1, including the identity of the source and the aggregate total of contributions therefrom, and, if the contributor is an individual, his/her occupation and the name and address of his/her employer.
4. I am aware that if I receive a contribution in excess of \$1,600 in the aggregate from one source starting with the 13TH day before the election up to, and including, the day of the election, I am required to notify the Commission in writing on the "Supplemental Contributor Information," Form C-1, within 48 hours of receipt of the contribution and to identify the source and the aggregate amount received therefrom during the period, and, if the contributor is an individual, his/her occupation and the name and address of his/her employer.
5. I am aware that if I make, incur, or authorize an expenditure of money or other thing of value in excess of \$1,600 in the aggregate to support or defeat a candidate or public question, starting with the 13TH day before the election up to and including the day of the election, I am required to notify the Commission in writing within 48 hours of the expenditure on the Form E-1, "Supplemental Expenditure Information."
6. I am aware that a recall committee is required to designate a campaign treasurer and a campaign depository and that I am required to file with the Commission a "Recall or Recall Defense Committee Certificate of Organization and Designation of Campaign Treasurer and Depository," (Form RC-1), and the "Recall Committee Registration Statement" (Form RC-2), no later than 10 days after a recall committee is established.

TREASURER CERTIFICATION

I certify that the statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Treasurer Signature

Date



**DESIGNATION OF DEPUTY TREASURER AND /OR
ADDITIONAL DEPOSITORY**

NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION

P.O. Box 185, Trenton, NJ 08625-0185
(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)
www.elec.state.nj.us/

FORM DX

FOR STATE USE ONLY

PLEASE TYPE OR PRINT

Deputy Treasurer Additional Depository

Candidate or Committee Name

Address (Number and Street, City, State, Zip Code)

*(Area) Day Telephone

*(Area) Evening Telephone

County

Legal Name of Election District or Municipality

Election Date

Political Party, if any

Office Sought

Election Type: (CHECK ONE)

Primary General May Municipal Run-Off School Fire District Special

Amendment

Yes No

DEPUTY TREASURER

Name

Mailing Address

City

State

Zip Code

*(Area) Day Telephone

*(Area) Evening Telephone

Resident Address

City

State

Zip Code

ADDITIONAL DEPOSITORY INFORMATION

1. Name of Bank or Depository

Mailing Address

City

State

Zip Code

(Area) Day Telephone

Account Name

Account Number

2. Name of Bank or Depository

Mailing Address

City

State

Zip Code

(Area) Day Telephone

Account Name

Account Number

LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ANY PERSON(S) AUTHORIZED TO SIGN CHECKS OR OTHERWISE MAKE TRANSACTIONS

Name

Mailing Address

City	State	Zip Code
------	-------	----------

*(Area) Day Telephone	*(Area) Evening Telephone
-----------------------	---------------------------

Name

Mailing Address

City	State	Zip Code
------	-------	----------

*(Area) Day Telephone	*(Area) Evening Telephone
-----------------------	---------------------------

Name

Mailing Address

City	State	Zip Code
------	-------	----------

*(Area) Day Telephone	*(Area) Evening Telephone
-----------------------	---------------------------

TREASURER AND DEPUTY TREASURER CERTIFICATION

I certify that the statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

_____	_____	_____
DATE	PRINT FULL NAME (TREASURER)	SIGNATURE (TREASURER)

_____	_____	_____
DATE	PRINT FULL NAME (DEPUTY TREASURER)	SIGNATURE (DEPUTY TREASURER)

Treasurers for Governatorial and Legislative candidates are required to receive training with the New Jersey Election Law Enforcement Commission. Check here if you have completed the training and enter your Treasurer Training ID#_____.

 SUPPLEMENTAL EXPENDITURE INFORMATION NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION P.O. Box 185, Trenton, NJ 08625-0185 (609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532) www.elec.nj.gov				FORM E-1 FOR STATE USE ONLY	
To be filed within 48 hours of expenditure by a candidate, joint candidates committee, or a political committee expending in excess of \$1,600 starting with the 13 th day prior to the election up to, and including, the day of the election.					
Candidate or Committee Name			Election Date		Amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Number and Street, City, State, Zip Code)					
County		Election District/Municipality		*(Area) Day Telephone	
Committee Treasurer Name			*(Area) Evening Telephone		
EXPENDITURE INFORMATION			PLEASE PRINT OR TYPE		
Payment Date	Check No.	Purpose	Amount Incurred/Not Paid \$	Amount Disbursed \$	
Full Name of Payee					
Full Mailing Address					
Expenditures on Behalf of Candidate(s)/Committee(s) (Identify Recipient)					
Candidate/Committee Full Name			Election Date	Election District or Municipality	Prorated Amount \$
Payment Date	Check No.	Purpose	Amount Incurred/Not Paid \$	Amount Disbursed \$	
Full Name of Payee					
Full Mailing Address					
Expenditures on Behalf of Candidate(s)/Committee(s) (Identify Recipient)					
Candidate/Committee Full Name			Election Date	Election District or Municipality	Prorated Amount \$
Payment Date	Check No.	Purpose	Amount Incurred/Not Paid \$	Amount Disbursed \$	
Full Name of Payee					
Full Mailing Address					
Expenditures on Behalf of Candidate(s)/Committee(s) (Identify Recipient)					
Candidate/Committee Full Name			Election Date	Election District or Municipality	Prorated Amount \$
Payment Date	Check No.	Purpose	Amount Incurred/Not Paid \$	Amount Disbursed \$	
Full Name of Payee					
Full Mailing Address					
(COMPLETE THIS LINE FOR EVERY PAGE USED)			TOTAL, THIS PAGE	\$ _____	
(COMPLETE THIS LINE FOR LAST PAGE USED)			GRAND TOTAL	\$ _____	
Candidate or Treasurer Signature				Date	

**RECALL OR RECALL DEFENSE COMMITTEE - CERTIFICATE OF ORGANIZATION
AND DESIGNATION OF CAMPAIGN TREASURER AND DEPOSITORY**

New Jersey Election Law Enforcement Commission

P.O. Box 185, Trenton, NJ 08625-0185 - (609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Web site: <http://www.elec.state.nj.us/>

FORM RC-1

PLEASE TYPE OR PRINT AND COMPLETE BOTH PAGES

CHECK ONE: <input type="checkbox"/> RECALL COMMITTEE		FOR STATE USE ONLY	
<input type="checkbox"/> RECALL DEFENSE COMMITTEE			
COMMITTEE NAME			
COMMITTEE ADDRESS (NUMBER AND STREET, CITY, STATE, ZIP CODE)			
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE		
COUNTY	LEGAL NAME OF ELECTION DISTRICT OR MUNICIPALITY		
DATE OF RECALL ELECTION	POLITICAL PARTY OF OFFICEHOLDER	OFFICE HELD	
CHECK BELOW THE LAST ELECTION AND YEAR IN WHICH THE OFFICEHOLDER PARTICIPATED:		AMENDMENT	
<input type="checkbox"/> GENERAL _____	<input type="checkbox"/> SPECIAL _____	<input type="checkbox"/> SCHOOL _____	<input type="checkbox"/> YES _____
<input type="checkbox"/> MUNICIPAL _____	<input type="checkbox"/> OTHER _____		<input type="checkbox"/> NO _____

CHAIRPERSON

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	

TREASURER

NAME		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	
RESIDENT ADDRESS		
CITY	STATE	ZIP CODE

DEPOSITORY INFORMATION

NAME OF BANK OR DEPOSITORY		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
(AREA) DAY TELEPHONE		
ACCOUNT NAME	ACCOUNT NUMBER	

LIST THE NAME(S), MAILING ADDRESS(ES) AND TELEPHONE NUMBER(S) OF ANY PERSON(S) AUTHORIZED TO SIGN CHECKS OR OTHERWISE MAKE TRANSACTIONS

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	

NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	

CHAIRPERSON/TREASURER CERTIFICATION

I certify that the statements on this document are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Date	Print Full Name (Chairperson)	Signature (Chairperson)
Date	Print Full Name (Treasurer)	Signature (Treasurer)

*Leave this field blank if your telephone number is unlisted. Pursuant to N.J.S.A. 47:1A-1.1, an unlisted telephone number is not a public record and must not be provided on this form.

RECALL COMMITTEE - REGISTRATION STATEMENT**FORM RC-2****New Jersey Election Law Enforcement Commission**

P.O. Box 185, Trenton, NJ 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Web site: <http://www.elec.state.nj.us/>

PLEASE TYPE OR PRINT AND COMPLETE BOTH PAGES

RECALL COMMITTEE NAME		FOR STATE USE ONLY
RECALL COMMITTEE ADDRESS (NUMBER AND STREET, CITY, STATE, ZIP CODE)		
*(AREA) DAY TELEPHONE	*(AREA) EVENING TELEPHONE	
COUNTY	LEGAL NAME OF ELECTION DISTRICT OR MUNICIPALITY	
DATE OF RECALL ELECTION		
ELECTION TYPE		
<input type="checkbox"/> GENERAL <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> SCHOOL <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER _____		

GENERAL ORGANIZATIONAL CATEGORY OR AFFILIATION: (CHECK ONE)

<input type="checkbox"/> BUSINESS ORGANIZATION	<input type="checkbox"/> IDEOLOGICAL GROUP
<input type="checkbox"/> LABOR ORGANIZATION	<input type="checkbox"/> CIVIC ASSOCIATION
<input type="checkbox"/> PROFESSIONAL ASSOCIATION	<input type="checkbox"/> CANDIDATE(S) FOR OR HOLDER(S) OF PUBLIC OFFICE
<input type="checkbox"/> TRADE ASSOCIATION	<input type="checkbox"/> POLITICAL PARTY (please specify) _____
	<input type="checkbox"/> OTHER _____

List the name and resident address of a New Jersey resident who has been designated by the recall committee as the agent of the recall committee to accept service of legal process. Note: If treasurer is a New Jersey resident, he/she may be designated to accept service of legal process.

NAME		
RESIDENT ADDRESS		
CITY	STATE	ZIP CODE

1. State below any information material to the economic, political, and other particular interests and objectives which the recall committee has been organized to, or does, advance.

2. List the names/ mailing addresses of the persons (other than chairperson) or entities having direct or indirect control over the affairs of the recall committee. (This section includes, but is not limited to, persons in whose name or at whose direction or suggestion the committee solicits funds.)

_____	_____
Name of Person or Entity	Mailing Address
_____	_____
	City, State, Zip Code
_____	_____
Occupation	Employer Name
_____	_____
	Employer Mailing Address
_____	_____
	City, State, Zip Code

_____	_____
Name of Person or Entity	Mailing Address
_____	_____
	City, State, Zip Code
_____	_____
Occupation	Employer Name
_____	_____
	Employer Mailing Address
_____	_____
	City, State, Zip Code

Use Additional Sheets If Necessary

3. List the names/ mailing addresses of the persons or entities not already listed in question #2 who, directly or through an agent, participated in the initial organization of the recall committee.

_____	_____
Name of Person or Entity	Mailing Address
_____	_____
	City, State, Zip Code
_____	_____
Occupation	Employer Name
_____	_____
	Employer Mailing Address
_____	_____
	City, State, Zip Code

Use Additional Sheets if Necessary

TREASURER/CHAIRPERSON SIGNATURE

_____	_____	_____
Date	Print Full Name (Treasurer)	Signature (Treasurer)
_____	_____	_____
Date	Print Full Name (Chairperson)	Signature (Chairperson)

FORM R-1	REPORT OF CONTRIBUTIONS AND EXPENDITURES		REPORT (CHECK ONE): <input type="checkbox"/> 29 - DAY PRE-ELECTION <input type="checkbox"/> 11 - DAY PRE-ELECTION <input type="checkbox"/> 20 - DAY POST-ELECTION <input type="checkbox"/> Apr. 15, _____ <input type="checkbox"/> July 15, _____ <input type="checkbox"/> Oct. 15, _____ <input type="checkbox"/> Jan. 15, _____	
NEW JERSEY ELECTION LAW ENFORCEMENT COMMISSION P.O. Box 185, Trenton, NJ 08625-0185 (609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532) www.elec.state.nj.us				
CANDIDATE OR COMMITTEE NAME				
STREET ADDRESS				
CITY		STATE	ZIP CODE	For State Use Only
COUNTY		ELECTION DISTRICT OR MUNICIPALITY		
POLITICAL PARTY, IF ANY		OFFICE SOUGHT		
ELECTION DATE	ELECTION TYPE (CHECK ONE) <input type="checkbox"/> PRIMARY <input type="checkbox"/> MAY MUNICIPAL <input type="checkbox"/> GENERAL <input type="checkbox"/> RUN-OFF		<input type="checkbox"/> SCHOOL <input type="checkbox"/> SPECIAL <input type="checkbox"/> FIRE DISTRICT	
SUMMARY TABLES DO NOT ATTEMPT TO COMPLETE TABLES I AND II UNTIL APPROPRIATE SCHEDULES HAVE BEEN COMPLETED				
TABLE I. RECEIPTS		THIS REPORT	CUMULATIVE TO DATE	
1. MONETARY CONTRIBUTIONS / LOANS OF \$300 OR LESS		\$	\$	
2. MONETARY CONTRIBUTIONS IN EXCESS OF \$300 AND ALL CURRENCY CONTRIBUTIONS [Schedule A]		\$	\$	
3. IN-KIND CONTRIBUTIONS OF \$300 OR LESS		\$	\$	
4. IN-KIND CONTRIBUTIONS IN EXCESS OF \$300 [Schedule B]		\$	\$	
5. LOANS RECEIVED IN EXCESS OF \$300 AND ALL CURRENCY LOANS [Schedule C]		\$	\$	
6. SUB TOTAL (ADD LINES 1 THRU 5)		\$	\$	
7. REFUND OF CONTRIBUTIONS [Adjustment Schedule] (-)		\$	\$	
8. TOTAL CONTRIBUTIONS		\$	\$	
9. ADD FUNDS TRANSFERRED FROM PRIOR CAMPAIGN (+)		\$	\$	
10. TOTAL RECEIPTS (ADD LINE 8 + LINE 9)		\$	\$	
TABLE II. EXPENDITURES				
1. DISBURSEMENTS - CAMPAIGN EXPENSES [Schedule 1(D)]		\$	\$	
2. DISBURSEMENTS - OTHER [Schedule 2(D)]		\$	\$	
3. DISBURSEMENTS - CONTRIBUTIONS MADE TO OTHER CANDIDATES/COMMITTEES [Schedule 3(D)]		\$	\$	
4. CONTRIBUTIONS MADE ON BEHALF OF OTHERS [Pro Rata Amount Schedules 1(D) and 2(D)]		\$	\$	
5. IN-KIND CONTRIBUTIONS OF \$300 OR LESS (TABLE I, LINE 3)		\$	\$	
6. IN-KIND CONTRIBUTIONS IN EXCESS OF \$300 (TABLE I, LINE 4)		\$	\$	
7. SUB TOTAL (ADD LINES 1 THRU 6)		\$	\$	
8. REFUNDED DISBURSEMENTS [Schedule F] (-)		\$	\$	
9. TOTAL EXPENDITURES (LINE 7 MINUS LINE 8)		\$	\$	

SCHEDULE A
Monetary Contributions in Excess of \$300 and All Currency Contributions

CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
CONTRIBUTOR NAME			EMPLOYER NAME	
CONTRIBUTOR ADDRESS			EMPLOYER ADDRESS	
	CHECK IF CURRENCY <input type="checkbox"/>	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION				
(COMPLETE THIS LINE FOR EVERY PAGE USED)			TOTAL, THIS PAGE	\$ _____
(COMPLETE THIS LINE FOR LAST PAGE USED)			GRAND TOTAL	\$ _____

SCHEDULE B
In-Kind Contributions in Excess of \$300

CONTRIBUTOR NAME		EMPLOYER NAME	
CONTRIBUTOR ADDRESS		EMPLOYER ADDRESS	
	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION			
DESCRIPTION OF IN-KIND CONTRIBUTION(S)			
CONTRIBUTOR NAME		EMPLOYER NAME	
CONTRIBUTOR ADDRESS		EMPLOYER ADDRESS	
	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION			
DESCRIPTION OF IN-KIND CONTRIBUTION(S)			
CONTRIBUTOR NAME		EMPLOYER NAME	
CONTRIBUTOR ADDRESS		EMPLOYER ADDRESS	
	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION			
DESCRIPTION OF IN-KIND CONTRIBUTION(S)			
CONTRIBUTOR NAME		EMPLOYER NAME	
CONTRIBUTOR ADDRESS		EMPLOYER ADDRESS	
	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION			
DESCRIPTION OF IN-KIND CONTRIBUTION(S)			
CONTRIBUTOR NAME		EMPLOYER NAME	
CONTRIBUTOR ADDRESS		EMPLOYER ADDRESS	
	AGGREGATE AMOUNT \$	DATE(S) RECEIVED	AMOUNT(S) RECEIVED THIS PERIOD \$
OCCUPATION			
DESCRIPTION OF IN-KIND CONTRIBUTION(S)			
(COMPLETE THIS LINE FOR EVERY PAGE USED)		TOTAL, THIS PAGE	\$
(COMPLETE THIS LINE FOR LAST PAGE USED)		GRAND TOTAL	\$

SCHEDULE C
Loans Received in Excess of \$300 and All Currency Loans

LENDER NAME		EMPLOYER NAME	
LENDER ADDRESS		EMPLOYER ADDRESS	
OCCUPATION			
CO-SIGNER NAME		EMPLOYER NAME	
CO-SIGNER ADDRESS		EMPLOYER ADDRESS	
OCCUPATION		AMOUNT(S) RECEIVED THIS PERIOD	
		\$	
DATE(S) RECEIVED	AGGREGATE AMOUNT	CHECK IF CURRENCY <input type="checkbox"/>	
	\$		
LENDER NAME		EMPLOYER NAME	
LENDER ADDRESS		EMPLOYER ADDRESS	
OCCUPATION			
CO-SIGNER NAME		EMPLOYER NAME	
CO-SIGNER ADDRESS		EMPLOYER ADDRESS	
OCCUPATION		AMOUNT(S) RECEIVED THIS PERIOD	
		\$	
DATE(S) RECEIVED	AGGREGATE AMOUNT	CHECK IF CURRENCY <input type="checkbox"/>	
	\$		
TOTAL AMOUNT OF LOANS RECEIVED THIS REPORT PERIOD		\$	

ADJUSTMENT SCHEDULE

Refund of Contributions

PAYMENT DATE	CHECK NO.	PAYEE NAME AND ADDRESS	REFUNDED AMOUNT
			\$
(COMPLETE THIS LINE FOR EVERY PAGE USED)		TOTAL, THIS PAGE	\$ _____
(COMPLETE THIS LINE FOR LAST PAGE USED)		GRAND TOTAL	\$ _____

SCHEDULE 3(D) - DISBURSEMENTS
Contributions made to other Candidates/Committees

PAYMENT DATE	CHECK NO.	RECIPIENT CANDIDATE/COMMITTEE	ADDRESS	AMOUNT
				\$
(COMPLETE THIS LINE FOR EVERY PAGE USED)				\$
COMPLETE THE FOLLOWING LINES FOR LAST PAGE USED:				
SCHEDULE 3(D) GRAND TOTAL				1. \$
ADD THE "PRO - RATA AMOUNT OTHERS" COLUMN FROM SCHEDULES 1(D) AND 2(D)				2. \$
GRAND TOTAL OF CONTRIBUTIONS MADE TO AND ON BEHALF OF CANDIDATES/COMMITTEES				3. \$

SCHEDULE E
Outstanding Obligations

Date(s)	Creditor's Name	Address	Description	Amount
				\$
TOTAL OUTSTANDING OBLIGATIONS				\$

SCHEDULE F
Refunded Disbursements

Date(s)	Check #	Full Name	Address	Description	Amount
					\$
SCHEDULE F TOTAL					\$

SCHEDULE G
Recipients of In-Kind Contributions

NAME OF RECIPIENT CANDIDATE/COMMITTEE		
MAILING ADDRESS		
OFFICE SOUGHT	ELECTION DISTRICT OR MUNICIPALITY	
CHECK NUMBER	PAYMENT DATE	AMOUNT \$
NAME OF RECIPIENT CANDIDATE/COMMITTEE		
MAILING ADDRESS		
OFFICE SOUGHT	ELECTION DISTRICT OR MUNICIPALITY	
CHECK NUMBER	PAYMENT DATE	AMOUNT \$
NAME OF RECIPIENT CANDIDATE/COMMITTEE		
MAILING ADDRESS		
OFFICE SOUGHT	ELECTION DISTRICT OR MUNICIPALITY	
CHECK NUMBER	PAYMENT DATE	AMOUNT \$
NAME OF RECIPIENT CANDIDATE/COMMITTEE		
MAILING ADDRESS		
OFFICE SOUGHT	ELECTION DISTRICT OR MUNICIPALITY	
CHECK NUMBER	PAYMENT DATE	AMOUNT \$
NAME OF RECIPIENT CANDIDATE/COMMITTEE		
MAILING ADDRESS		
OFFICE SOUGHT	ELECTION DISTRICT OR MUNICIPALITY	
CHECK NUMBER	PAYMENT DATE	AMOUNT \$

STATEMENT OF CAMPAIGN DEPOSITORY AND CAMPAIGN TREASURER

Opening Balance, this report

(Insert closing balance of last report, or, if this is the first report filed by this entity for this election, insert zero.) \$ _____

Funds Transferred from Prior Campaign

\$ _____

Deposits (Include interest)

\$ _____

Disbursements (Include bank charges)

\$ _____

Closing Balance, this Report

\$ _____

NAME OF BANK OR DEPOSITORY

NAME OF ACCOUNT

ADDRESS OF BANK OR DEPOSITORY

NAME OF TREASURER

*TELEPHONE NUMBER (DAY)

ADDRESS OF TREASURER

CERTIFICATION

I certify that the statements on this document are true, and that the contribution amounts received conform with the limitations designated by law. I am aware that if any of the statements are willfully false, I may be subject to punishment.

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (TREASURER)	SIGNATURE (TREASURER)
------	-----------------------------	-----------------------

Treasurers for Governorial and Legislative candidates are required to receive training with the New Jersey Election Law Enforcement Commission. Check here if you have completed the training and enter your Treasurer Training ID# _____

DECLARATION OF FINAL REPORT

If this is the final report, sign applicable Declaration below as well as Certification above. Chapter 65 of the Laws of 1993 requires that all filing entities continue to file reports with the Commission until all campaign business is wound up and the fund is dissolved.

I certify that all contributions or other monies received by this election fund have been disbursed, that there are no outstanding loans or other obligations, and that the election fund has wound up its business and has been dissolved.

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (CANDIDATE)	SIGNATURE (CANDIDATE)
------	-----------------------------	-----------------------

DATE	PRINT FULL NAME (TREASURER)	SIGNATURE (TREASURER)
------	-----------------------------	-----------------------

Instructions - Form R-1

Do not complete the front cover of the Form R-1 until all schedules are completed. Submit every schedule of the Form R-1 when filing the report. If there is no activity to report, enter "N/A" across the schedule.

Schedule A - Monetary Contributions in Excess of \$300 and All Currency Contributions

A candidate or committee is permitted to accept up to \$200 in currency (cash) contributions. On Schedule A, report all currency contributions, **regardless of amount. PLACE A CHECK MARK IN THE "CHECK IF CURRENCY" BOX.**

Schedule A is also used to report monetary contributions in excess of \$300 or a contribution, which, when added to another contribution from the same contributor (currency, monetary, in-kind, or loans) exceeds \$300 in the aggregate for the election. Once a contributor has contributed in excess of \$300 in an election, all subsequent monetary contributions in that election from that contributor are disclosed on Schedule A.

Review the section of the Compliance Manual on "Contributions," before completing this Schedule. It provides detailed information concerning how to report contributions. Also, review the section of the Compliance Manual on "Record Keeping" to assure that proper records are being maintained.

Report the following information:

- Contributor name and address;
- When the contributor is an individual, provide the name and address of the contributor's employer and the contributor's occupation, (these fields remain blank if the contributor is not an individual);
- The date the contribution was received;
- The amount received this period; and,
- The aggregate amount received this election.

The aggregate amount entry is designed to help you determine whether or not you have reached the contribution limit. Therefore, the aggregate amount must include the total of all receipts (currency, monetary, in-kind, or loans) contributed in an election by a contributor.

Examples:

1. Assume a contributor gives \$250 by check on two different dates during the 29-day pre-election report period. Since the aggregate contributions exceed \$300, the contributions must be reported on Schedule A of the 29-day pre-election report.
2. Assume a contributor gives \$275 by check on a date within the 29-day pre-election period, and then contributes \$250 by check on a date within the 11-day pre-election report period. The \$275 contribution should be included as part of the lump sum amount in Table I, Line 1 on the 29-day pre-election report. Since the \$250 contribution during the 11-day report period resulted in aggregate contributions from the contributor of \$525, that second (\$250) contribution must be reported on Schedule A of the 11-day pre-election report.

Any dividends or interest received as a result of the deposit or investment of campaign funds must be reported on Schedule A. Identify the name and address of the financial institution providing the dividends and/or interest, the date, and, the amount of each receipt. Indicate on Schedule A that the receipt is "Interest" or "Dividends" which are therefore not contributions subject to limits.

Monetary contributions and loans totalling \$300 or less in the aggregate from a contributor do not have to be reported on Schedule A, but the sum total of all such contributions and loans must be reported as one lump sum on Table I, Line 1. Currency contributions, regardless of amount, must be reported in detail on Schedule A.

Add the amount of contributions reported on Schedule A from the "Amount(s) Received This Period" boxes and enter the total in the "Total, This Page." Add together all pages of Schedule A and enter in "Grand Total." This "Grand Total" will be brought forward to the front cover, Table I, Line 2.

Schedule B - In-Kind Contributions In Excess of \$300

Schedule B is used to report non-monetary contributions of goods and services (that is, in-kind contributions) having a fair market value in excess of \$300 or an in-kind contribution, which, when added to another contribution from the same contributor (currency, monetary, in-kind, or loans) exceeds \$300 in the aggregate for the election.

Review the section of the Compliance Manual on "Contributions," before completing this Schedule. It provides detailed information concerning how to report contributions. Also, review the section of the Compliance Manual on "Record Keeping" to assure that proper records are being maintained.

Please provide the following:

- Contributor name and address;
- When the contributor is an individual, also provide the name and address of the contributor's employer and the contributor's occupation, (these fields remain blank if the contributor is not an individual);
- The date the contribution was received;
- The amount received this period (the fair market value of the goods or services);
- A description of the in-kind contribution; and,
- The aggregate amount received this election.

The aggregate amount entry is designed to help you determine whether or not you have reached the contribution limit. Therefore, the aggregate amount must include the total of all receipts (currency, monetary, in-kind, or loans) contributed in an election by a contributor.

The description of the goods or services must be adequate. For example, an adequate description is consulting, polling, printing, food and beverages, etc. Voluntary unpaid personal services are not in-kind contributions.

Add the amount of in-kind contributions reported on Schedule B from the "Amount(s) Received This Period" boxes and enter the total in "Total, This Page." Add together all pages of Schedule B and enter in "Grand Total." This "Grand Total" will be brought forward to the front cover, Table I, Line 4.

In-kind contributions totalling \$300 or less from a contributor do not have to be reported on Schedule B, but the sum total of all such contributions should be reported as one lump sum on Table 1, Line 3.

Note: In order to balance your report, the in-kind contributions you enter on Table I, Line 3 and Table I, Line 4 will also be reported on the Expenditures Table (Table II, Line 5 and Line 6).

Schedule C - Loans Received in Excess of \$300 and All Currency Loans

Schedule C is used to report all currency (cash) loans **regardless of amount**. If accepting a currency loan, **PLACE A CHECK MARK IN THE “CHECK IF CURRENCY” BOX**. A candidate or committee is permitted to accept up to \$200 in currency. Also, Schedule C is used to report a loan in excess of \$300 or a loan, which, when added to another contribution from the same contributor (currency, monetary, in-kind, or loans) exceeds \$300 in the aggregate for the election. Lastly, Schedule C is used to report credit card loans, which are not deposited into the campaign depository.

Review the section of the Compliance Manual on “Contributions,” before completing this Schedule. It provides detailed information concerning how to report contributions. Also, review the section of the Compliance Manual on “Record Keeping” to assure that proper records are being maintained.

Please provide the following:

- Lender name and address;
- When the lender is an individual, also provide the name and address of the lender's employer and the lender's occupation, (these fields remain blank if the lender is not an individual);
- Co-signer's name and address (if the co-signer is an individual, also provide the name and address of the co-signer's employer and the co-signer's occupation);
- The date the loan was received;
- The amount of loans received this period; and,
- The aggregate amount received this election.

The aggregate amount entry is designed to help you determine whether or not you have reached the contribution limit. Therefore, the aggregate amount must include the total of all receipts (currency, monetary, in-kind, or loans) contributed in an election by a contributor.

Note that if there is a co-signer to the loan, the contribution limit applies, until the loan is repaid. A co-signer can guarantee an amount that when added with any other amounts contributed by the co-signer does not exceed the contribution limit.

Any loans received during this reporting period or any prior reporting periods which have not been repaid are outstanding obligations and must be reported on Schedule E.

At the bottom of Schedule C, please enter the total amount of loans received during **this reporting period**. The total is brought forward to the front cover, Table I, Line 5.

If a candidate lends money to his/her own campaign, the loan must be disclosed. Personal loans made by the candidate to his/her own campaign are not subject to the contribution limits.

Loans of \$300 or less should be included in the lump sum of monetary contributions of \$300 or less (Table I, Line 1). Currency loans must be reported on the Schedule C regardless of amount. Non-deposited loans of \$300 or less (which appear on Table I, Line 1), and those in excess of \$300 (which appear on Schedule C) are totaled on the front page, however, should not be included in the depository summary on the last page.

Adjustment Schedule - Refund of Contributions

Use the Adjustment Schedule for reporting any refunded contributions, including those to adjust contributions in excess of the contribution limits or for any other reason. Enter the payment date, the check number, the name and address of the payee, and the refunded amount. All refunds should be made within 48 hours of receipt for an excessive contribution.

Remember: Contributions may be in the form of money, loans, or goods and services (in-kind). Currency cannot be accepted in excess of \$200.

Monetary

If a contribution is deposited and the aggregate contribution amount exceeds the amount allowed by law, refund the excess amount of the contribution.

Loans

Loans are subject to the contribution limits. If a loan is obtained in excess of the limits, refund the excess amount of the loan.

In-kind

In-kind contributions are goods or services that benefit a candidate or committee. An in-kind contribution is valued by applying the “fair market value” to the goods or services. After determining the fair market value, please consult the contribution limits to be sure that the limits were not exceeded. If the limits were exceeded, refund the excess amount of the contribution (by disbursement).

After totalling all refunded amounts, enter in the "Grand Total" box. The Grand Total amount is brought forward to Table I, Line 7.

Note: if you receive a contribution that you know is in excess of the contribution limit, you may simply return it; the contribution does not have to be deposited first and does not have to be reported.

Schedule 1(D) - Disbursements for Campaign Expenses

Please review the section of the Compliance Manual on “Expenditures” before completing this Schedule. All expenditures, regardless of amount, must be reported. Expenditures made to determine whether or not to become a candidate must also be reported.

On Schedule 1(D), report all disbursements for campaign expenses. A campaign expense is any expense incurred or expenditure made by a candidate or committee for the purpose of paying for, or leasing, items or services used in connection with an election campaign.

Enter the payment date, the check number, the name and address of the payee, and the purpose of the disbursement. When describing the “purpose” of the expenditure, the specific election-related reason for the expenditure must be provided, such as “newspaper advertising,” “postage,” “printing of campaign

fliers,” etc. Unsatisfactory descriptions of “purpose” would be “campaign expense,” “reimbursement,” or “operations.” Enter the full amount of the disbursement in the “Full Amount” column.

Enter the amount attributable to your campaign in the "Pro-Rata Amount This Reporting Entity" column. Next, complete the "Pro-Rata Amount Others" column by entering the amount or portion of the disbursement attributable to another candidate or committee.

At the bottom of Schedule 1(D), total the entries in each of the columns. If more than one page is required, enter the Grand Total on the last page used. When completing the front cover of the Form R-1, Table II, Line 1, **enter the Grand Total from the column** “PRO-RATA AMOUNT THIS REPORTING ENTITY.”

When added together, the "Pro-Rata Amount This Reporting Entity" and the "Pro-Rata Amount Others" must total the "Full Amount" column.

Note: candidate and joint candidates committees are prohibited from making any expenditures which may reasonably be considered for the personal benefit of the candidate or anyone associated with the candidate.

Schedule 2(D) - Disbursements - Other

Please review the section of the Compliance Manual on “Expenditures” before completing this Schedule. Schedule 2(D) should be used to report all disbursements which are not campaign expenses. Included in this category are:

1. Disbursements for the payment of ordinary and necessary expenses of holding public office,
2. Contributions to charity, and
3. All other disbursements.

Enter the payment date, the check number, the name and address of the payee, and the purpose of the disbursement. When describing the “purpose” of the expenditure, the specific election-related reason for the expenditure must be provided, such as “charitable contribution,” “postage,” “train ticket,” etc. Unsatisfactory descriptions of “purpose” would be “expenses,” “reimbursement,” or “operations.” Please enter the full amount of the disbursement, in the “Full Amount” column.

Enter the amount attributable to your campaign in the “Pro-Rata Amount This Reporting Entity” column. Next, complete the “Pro-Rata Amount Others” column by entering the amount or portion of the disbursement attributable to another candidate or committee.

At the bottom of Schedule 2(D), total the entries in each of the columns. If more than one page is required, please enter the Grand Total on the last page used. When completing the front cover of the Form R-1, Table II, Line 2, bring forward **the Grand Total from the column** “PRO-RATA AMOUNT THIS REPORTING ENTITY.”

When added together, the "Pro-Rata Amount This Reporting Entity" and "Pro-Rata Amount Others" columns must total the "Full Amount" column.

Note: candidate and joint candidates committees are prohibited from making any expenditures which may reasonably be considered for the personal benefit of the candidate or anyone associated with the candidate.

Schedule 3(D) - Disbursements - Contributions Made to Other Candidates/Committees

Enter the amount of contributions made to other candidates and committees on Schedule 3(D). Enter the payment date, the check number, the name and address of the recipient candidate or committee, and the amount.

Total the amount of contributions made to other candidates and committees and enter amount on "Total This Page." If only one page is used, enter the same amount on Line 1, "Schedule 3(D) Grand Total."

Line 1, "Schedule 3(D) Grand Total" should be brought forward to the front cover of the Form R-1 at Table II, Line 3.

Next, go back to the "Pro-Rata Amount Others" columns found on Schedules 1(D) and 2(D). Remember that the "Pro-Rata Amount Others" column is designed to separate the portion of a campaign disbursement which was for the benefit of another candidate or committee (other than this reporting entity). Enter on Line 2 of "Schedule 3(D) Disbursements" the Grand Total of both Schedules 1(D) and 2(D), "Pro-Rata Amount Others." Line 2 should be brought forward to the front cover of the Form R-1 at Table II, Line 4.

Finally, add together Line 1 and Line 2 and enter on Line 3 of "Schedule 3(D) Disbursements." Line 3 represents the Grand Total of contributions made to and on behalf of candidates and committees. **The amount on line 3 is not brought forward to the front cover of the Form R-1.**

Schedule E - Outstanding Obligations

Please review the section of the Compliance Manual on "Retirement of Debt or Net Liabilities," as well as the section on "Reporting."

Expenditures are considered to be made at the time a liability to pay is incurred. Liabilities incurred, but not paid, are reported as outstanding obligations on Schedule E. Examples of outstanding obligations are: accrued and unpaid rental expenses, contractual obligations, unpaid charges, outstanding loans, bills in dispute, and any other debts incurred. If an exact amount of an obligation is not known, the obligation should be explained and the amount should be estimated. The fact that the exact amount of an obligation cannot be determined is not reason for omitting that obligation from this Schedule.

Enter the date the obligation was incurred, the creditor's name and address, a description of the obligation, and the amount. Total all outstanding obligations.

This figure does not appear on the front cover of the Form R-1.

Note: An outstanding obligation must continue to appear on each and every subsequent report until the outstanding obligation is satisfied.

Schedule F - Refunded Disbursements

Enter on Schedule F any refunded disbursements. Examples of refunded disbursements are: a refund of a telephone deposit, a refund from a vendor for overpayment, or a refund from a radio or TV station or a newspaper for a pre-election paid ad that was not aired or printed. Enter the date the refund was received, the name and full mailing address of the source, and the amount refunded. Also, provide a short description of the refunded disbursement.

The total amount of refunded disbursements will be brought forward to Table II, Line 8.

Schedule G - Recipients of In-Kind Contributions

Schedule G should be completed by any filing entity which made an entry in the “Pro-Rata Amount Others” column in Schedules 1(D) or 2(D). Wherever an entry was made in the “Pro-Rata Amount Others” column, provide:

- The name of the recipient candidate/committee;
- The mailing address;
- The office sought, if applicable;
- The election district or municipality;
- The amount allocated to the recipient(s);
- The check number; and,
- The date of the payment.

Form R-1 Report of Contributions & Expenditures - Front Cover

The front cover of the Form R-1 cannot be completed until all other schedules have been completed.

Before completing the Summary Tables, please **complete in full** the identification fields at the top of the front page of the Form R-1:

“Candidate or Committee Name” - If filing as a single candidate or as a joint candidates committee, enter the name of your candidate or joint candidates committee. If filing as a political committee, enter the full name of the political committee.

“Street Address” - Enter the mailing address of the candidate, joint candidates, or political committee.

“City, State, Zip” - Enter the City, State, and Zip Code.

“County” - Enter the name of the County where the candidate(s) is (are) running for election, or the county where the political committee is located. If the candidate or committee encompasses more than one county (i.e., gubernatorial candidates, Statewide ballot questions, etc.), you may leave this field blank.

“Election District or Municipality” - Enter the name of the legislative district if you are running for Senate or Assembly. Candidates and committees participating in the legislative races need only put their legislative district in this field, and nothing else. For all other candidates and committees, enter the name of the municipality, school district, fire district, etc., applicable to the candidate or committee.

“Political Party” - Enter the full name of the candidate or committee’s political party affiliation, if any.

“Office Sought” - Enter the office sought by the candidate or the offices sought by the joint candidates committee.

“Election Date” - It is **critical** that you enter the date of the election which is applicable to the report. If this field is left empty, you may not be given credit for filing the report. **The most common reporting error occurs when a candidate enters a November date in the election date field, but is running in**

the primary election. The primary and general elections are separate elections, and separate reports must be filed for each election.

“Election Type” - It is important that this field be completed accurately. Check only one type of election for this field. If you are filing for a recall election, enter “special.” If you are filing for a ballot question, enter the election in which the question will appear on the ballot.

“Report” - Check the accurate report period. Check only one report period. It is unacceptable to check the box “29-day pre-election” and “April 15.” If you are unsure of what box to check, call the Compliance Staff of the Commission at (609) 292-8700 or toll free within New Jersey at 1 (888) 313-ELEC (3532) for assistance. Review the section in the Compliance Manual on “Reporting” to clarify the difference between quarterly reports and the pre-election and post-election reporting periods.

“Amendment” - Check the “yes” box **only if amending a report that was filed previously. If a report is an amendment, the report period must reflect the report period being amended. If the report being filed is not an amendment, check the “no” box.**

“This Report” Column - Use this column to report the activity which occurred during the report period for which you are filing.

“Cumulative to Date” Column - Use this column to report the total contributions received and expenditures made during the entire election. To arrive at the cumulative amount, always add the “this report” column to the “cumulative to date” column of your prior report. The two columns will be identical on the first report filed for an election.

Table I. Receipts

Line 1. Monetary Contributions of \$300 or Less (Except Currency Contributions)

Enter one lump sum amount that will reflect the total amount of all monetary contributions of \$300 or less received by the candidate or committee. This includes loans of \$300 or less. Do not report currency contributions on Line 1. See Line 2 below.

Line 2. Monetary Contributions in Excess of \$300 and All Currency Contributions (Schedule A)

Enter the “Grand Total” from Schedule A.

Line 3. In-kind Contributions of \$300 or less

Enter one lump sum amount that will reflect the total amount of all in-kind contributions of \$300 or less received by the candidate or committee. Repeat the same figure entered on Table 11, Line 5.

Line 4. In-kind Contributions In Excess of \$300 (Schedule B)

Enter the “Grand Total” from Schedule B. Repeat the same figure entered on Table 11, Line 6.

Line 5. Loans Received In Excess of \$300 and All Currency Loans (Schedule C)

Enter the “Total Amount of Loans Received This Report Period” from Schedule C. Remember that all currency loans, regardless of amount, must be reported on the Schedule C.

Line 6. Sub Total

Add together lines 1 through 5 to arrive at the line 6 sub total.

Line 7. **Refund of Contributions (Adjustment Schedule)**

Enter the amount which was disbursed for refunded contributions on line 7.

Line 8. **Total Contributions**

Subtract line 7 from line 6 and enter on line 8.

Line 9. **Add Funds Transferred from Prior Campaign**

Candidates or committees should only use line 9 on their initial report when rolling over funds from a prior election.

Line 10. **Total Receipts**

Add together line 8 and line 9 and enter on line 10.

Table II. Expenditures

Line 1. **Disbursements - Campaign Expenses**

Enter the Grand Total amount from the column "Pro-Rata Amount, This Reporting Entity."

Line 2. **Disbursements - Other**

Enter the Grand Total amount from the column "Pro-Rata Amount, This Reporting Entity."

Line 3. **Disbursements - Contributions Made to Other Candidates/Committees**

Enter line 1 of Schedule 3(D).

Line 4. **Contributions Made on Behalf of Others**

Enter line 2 of the Schedule 3(D). This is the "Pro-Rata Amount Others," Schedules 1 (D) and 2 (D).

Line 5. **In-Kind Contributions of \$300 or less**

Enter the amount from Table 1, line 3.

Line 6. **In-Kind Contributions in Excess of \$300**

Enter the amount from Table 1, line 4.

Line 7. **Sub Total**

To arrive at the sub total of disbursements, Line 7, add the amounts reported on lines 1 through 6 of Table II.

Line 8. **Refunded Disbursements**

Enter Schedule F total.

Line 9. **Total Expenditures**

Subtract line 8 from line 7 and enter on line 9.

Statement of Campaign Depository and Campaign Treasurer

Note: If the candidate or committee has more than one depository account, consolidate all account activity. The statement of campaign depository must reflect the balances, deposits, and disbursements from all depositories for the candidate or committee.

Opening Balance, this report - If this is the first report filed by this entity for this election, ENTER zero on this line. If it is a report other than a first report, ENTER the amount of the closing balance of the previous report.

Funds Transferred from Prior Campaign - ENTER the amount of funds transferred from the prior campaign (see Table I, Line 9). An entry for funds transferred from a prior campaign is made only once per election. Thereafter, this line must be blank.

Deposits - From your records of contributions and other receipts, ENTER the total funds **received for deposit** during the period covered by the current report. (Table I, Lines 1, 2, and 5, and Table II, Line 8.) PLEASE NOTE: This deposit information will not necessarily reflect or equal the information on your end-of-month statement from your financial institution.

In-kind contributions and non-deposited (credit card) loans are NOT included as deposits.

Disbursements - From your records of disbursements, ENTER all disbursements paid out of the account during the current reporting period. (Table II, Lines 1-4 and Table I, Line 7.) This entry includes all entries appearing on the adjustment schedule.

Closing Balance, this report - Add together the opening balance, the funds transferred from a prior campaign (if applicable), and the deposits. From that sum, SUBTRACT the disbursements. ENTER the remainder as the closing balance. For final reports, this amount must be zero.

Certification

For candidate committees, both candidate and treasurer must certify the report by signing and dating the report. For joint candidates committees, **all** candidates must certify the report by signing and dating the report and the treasurer must certify the report by signing and dating the report. For political committees, only the treasurer must certify the report by signing and dating the report. The certification must be signed and dated for each and every report filed, including the final report.

Treasurers for Gubernatorial and Legislative candidates are required to receive training with the New Jersey Election Law Enforcement Commission. If the treasurer has completed the training, the treasurer must enter his/her Treasurer Training Identification number.

Declaration of Final Report

Before completing this section, review the section of the compliance manual on “Termination of Election Fund Reporting.”

Complete this section only if the conditions for a final report are met. A report is final when the election fund of a candidate, joint candidates committee, or political committee, **established for a specific election**, has completed its business and has been dissolved.

If a candidate or committee has remaining funds that will be transferred or “rolled over” to a future election, the remaining funds should be reported as the final expenditure of the committee. The Form D-1 or D-2 for the next election must be filed and quarterly reports must begin to be filed for the future election. The amount of the remaining funds transferred should appear on Line 9 of Table 1 “Add Funds Transferred from Prior Campaign” on the first quarterly report for the future election. A candidate or committee is not eligible to file the Form A-1 for the same office in a future election if the candidate controls or rolls over funds from the prior election in an amount that exceeds \$5,100. Similarly, a joint candidates committee is not eligible to file the Form A-2 in an election if that committee controls or retains campaign funds from a prior election for the same office in an amount that exceeds \$9,700 for a committee with two candidates, and \$14,000 for a committee with three or more candidates.

If there are any outstanding obligations, the total amount must not exceed \$1,000, or must not exceed ten percent of the expenditures of the election fund with respect to the election, whichever amount is less; or, written evidence must be provided that any existing obligation is likely to be discharged or forgiven. All surplus funds must be disposed of for a report to be final.

At the 20-day post-election report or at the first quarterly post-election report thereafter, the “Declaration of Final Report” should be completed. If, at the 20-day post-election report, the candidate or committee has wound up its business and the election fund has been properly dissolved, check the box. No further reporting will be required for that election. If, at the 20-day post-election report the candidate or committee requires additional time to wind down its business and dissolve, the candidate or committee must file the Form R-1 at the next appropriate quarterly reporting date.

If the election fund account is going to be maintained for the purpose of retiring debt or net liabilities, another depository for a future election may be established. **Please review the section on “Retirement of Debt or Net Liabilities” in the Compliance Manual for guidance.**

Remember, however, that successful primary election candidates do not have a quarterly reporting requirement between the primary and general elections. A candidate who has won nomination in the primary election must designate the 20-day post-election report for the primary as the final report for the primary election. Once the primary election is over and the 20-day post-election report has been filed and certified as the candidate’s final report, the next report due is the 29-day pre-election report for the general election, not a July quarterly report. If a candidate or committee is unsuccessful in the primary and will not be participating in the general election, quarterly reporting will commence in October.