

2017

New Jersey Election Law Enforcement Commission



Compliance Manual for Candidates

Including a Summary of Requirements, Reporting Forms and Instructions

November 2016

609.292.8700 or Toll Free Within NJ 1.888.313.ELEC (3532) • www.elec.nj.gov



How to Use This Manual

Please Read This First

The “Compliance Manual for Candidates” is applicable to candidates participating in an election. A person who is a “write-in” is considered to be a candidate and, under certain circumstances, must file reports. Persons engaging in “pre-candidacy” activity should also use this Manual. For information concerning recall elections, contact the Commission to obtain informational materials and relevant forms.

This manual is **not** applicable to continuing political committees, legislative leadership committees, or political party committees; see the “Compliance Manual for Continuing Political Committees, Legislative Leadership Committees, and Political Party Committees.”

Persons or groups who wish to form a political committee (to support or oppose a ballot question or to engage in other activity) or who make independent expenditures should contact the Commission to obtain informational materials and relevant forms. Throughout this Manual, the following abbreviations apply:

“ Commission ”	The New Jersey Election Law Enforcement Commission
The “Act”	“The New Jersey Campaign Contributions and Expenditures Reporting Act” (Citation: N.J.S.A. 19:44A-1 et seq.)
“ Regulations ”	The regulations promulgated under the “Act” (Citation: N.J.A.C 19:25-21.1 et seq.)

Help Using This Manual

Any person who wishes to receive clarification concerning any item in this Manual should contact the Commission at (609) 292-8700, or toll free in New Jersey at 1 (888) 313-ELEC (3532). The Commission’s mailing address is: NJ Election Law Enforcement Commission, P.O. Box 185, Trenton, NJ 08625-0185.

Filing Information

Filing a report means depositing the report at the Commission’s office. To be filed on time, the report must be received at the Commission’s office by 5:00 P.M. on the filing due date. Postmarks are not relevant to the consideration of the date a report is filed. When using the United States Postal Service (regular mail) to deliver reports, the following address must be used:

**New Jersey Election Law Enforcement Commission
P.O. Box 185, Trenton, New Jersey 08625-0185**

When using a commercial delivery service such as FedEx, UPS, or any other delivery service, please use the following address:

**New Jersey Election Law Enforcement Commission
28 West State Street, 13th Floor, Trenton, New Jersey 08608**

Normally, commercial delivery services provide a shipping or mailing receipt with a tracking or reference number. Keep the receipt as part of your records.

This Manual is not intended to supersede the Act and Regulations, and in the event of any inconsistency, the Act and Regulations prevail. Accordingly, it is recommended that you obtain a copy of the Regulations by contacting the Commission or by accessing them on the Commission’s website www.elec.nj.gov.

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Frequently Asked Questions

Who Must File?

Candidates for all elected public offices in the State of New Jersey must file reports of their campaign financial activity. Individuals who engage in “pre-candidacy” activity, commonly known as “testing the waters,” are defined by law as candidates. Candidates for federal office are **not** required to file reports with the Commission and should contact the Federal Election Commission. Persons running for political party positions (county committee member, state committee member, or delegates to national party conventions) are also **not** required to file reports with the Commission.

Who is a Candidate?

A candidate is an individual seeking election to a public office of this State or of a county, municipality, or school or fire district at any election. Included in this definition is an individual who runs unopposed, loses an election, withdraws from an election, or raises and/or spends money to run for elected office but never appears on the ballot. If elected to office, the officeholder remains a candidate throughout the period of time the office is held.

Are There Limits To The Amount Of Contributions That Can Be Accepted Or Made?

Yes. See the “Contribution Limit Chart for Candidates and Committees.”

How Do I Know Which Reports To File?

The forms required depend upon the amount spent and the number of candidates in a committee. This Manual provides the information needed to determine the required forms, or call the Compliance Division of the Commission for assistance.

Who Should Use This Manual?

This Manual addresses reporting by all candidates, including “write-in” and withdrawn candidates participating in the following elections: primary, general, municipal, runoff, school board, fire commission, and special. Contact the Commission if you need information concerning recall elections.

What Are the Prohibited Positions for Members Of A Committee?

- No candidate or office holder can establish, authorize the establishment of, maintain, or participate directly or indirectly in the management or control of a political committee or a continuing political committee.
- No person serving as a chairperson of a political party committee or a legislative leadership committee shall be eligible to be appointed to or serve as:

- Chairperson, campaign treasurer, or deputy campaign treasurer of a candidate committee or joint candidates committee, other than a candidate or joint candidates committee established to further the election of that person as a candidate;
- Chairperson, campaign treasurer, or deputy campaign treasurer of a political committee; or,
- Chairperson, organizational treasurer, or deputy organizational treasurer of a continuing political committee.

Are There Any Solicitation Prohibitions?

Yes, no candidate or office holder, or agent or representative thereof, may solicit campaign contributions, directly or indirectly, on property owned or leased by the State, or by any county, municipality, board of education of a school district, fire district, authority, or any other instrumentality of the State or local entity.

This solicitation prohibition **does not** apply when the public property is made available, through rent, reservation or otherwise, for the exclusive use of any group for a non-governmental purpose as a meeting location.

Does the Commission Offer Training for Candidates and/or Treasurers?

The Commission conducts informational seminars for candidates, treasurers, and other interested persons prior to the filing deadlines for certain elections. At these seminars, the Commission staff provides an overview of filing requirements and technical assistance when requested. The Commission publicly announces the dates of the sessions. Also, treasurers for gubernatorial and legislative candidates are required to receive formal training. Treasurers for gubernatorial and legislative candidates should contact the Commission for further information regarding the mandatory training program.

Appointing a Campaign Treasurer

A. Qualifications of a Campaign Treasurer

Any competent person 18 years of age or older may serve as a campaign treasurer or deputy treasurer. To serve as a treasurer, the person should maintain a resident address within the State of New Jersey. For information concerning the appointment of a treasurer who lives outside of New Jersey, contact the Compliance staff. **Appointment of a campaign treasurer does not constitute a delegation of a candidate's legal responsibility to comply with the Act and Regulations.**

A candidate may serve as his or her own campaign treasurer, deputy treasurer, or committee chairperson. A campaign treasurer may appoint a deputy campaign treasurer. If a deputy treasurer is appointed, the treasurer is required to file, no later than five days after the appointment, a "Designation of Deputy Treasurer and/or Additional Depository" (Form DX) with the Commission.

A person serving as a chairperson of a political party committee or a legislative leadership committee **can not** serve as a campaign treasurer or a deputy campaign

treasurer of a candidate committee or joint candidates committee, unless that person is furthering the election of their own candidacy.

Training for candidates and treasurers is available through the Commission's website and at the Commission's offices. Treasurers for gubernatorial and legislative candidates are required to receive formal training and should contact the Commission for further information regarding the mandatory training program.

B. Resignation, Removal, or Death of a Treasurer

The candidate or committee shall notify the Commission in writing in the case of the resignation, removal, or death of a campaign treasurer or deputy campaign treasurer within ten days of its occurrence. The candidate shall appoint a successor as soon as practicable, but in no case more than 20 days after the occurrence. Within three days of the appointment of the successor, the successor's name and address must be filed on the appropriate form (Form D-1, D-2, or DX) with the Commission.

Establishing a Campaign Depository

A. Establishing a Campaign Depository

A campaign depository is a bank account (checking, savings, or other) established by a candidate or joint candidates committee to receive contributions and make expenditures to aid or promote the nomination, election, or defeat of a candidate(s). Any bank authorized by law to transact business in New Jersey and maintaining a branch or office in New Jersey may be designated for the purpose of establishing a campaign depository. A single campaign depository may serve as the depository for more than one candidate **only** if the candidates have formed a joint candidates committee. For information concerning a campaign depository located outside of New Jersey, contact the Compliance Division of the Commission.

B. Maintaining More Than One Campaign Depository

A campaign treasurer may designate additional depositories. If an additional depository is established, the treasurer is required to file a "Designation of Deputy Treasurer and/or Additional Depository" (Form DX) no later than five days after the designation. The treasurer is required to file an amended Form DX within 10 days of the occurrence of any change in the information concerning the additional depository. **A candidate committee or joint candidates 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.**

If an additional depository is established for the limited purpose of investing campaign funds, a recognized investment institution authorized by law to transact business in New Jersey may be designated as a separate depository. Further, the invested funds are not to be used to benefit any person or enterprise in which the candidate, campaign official, or committee official has an economic interest. If a candidate or committee establishes this type of depository for the investment of its funds, this investment account must be separate from, and in addition to, the campaign depository.

C. Naming the Campaign Depository

The name of the campaign depository should be the same as the committee name. The name of the candidate committee or joint candidates committee must be the sole name under which the committee receives contributions, makes expenditures, provides political identification, and otherwise does business.

D. Tax Implications of Campaign Depositories

Candidates and committees are required to comply with federal and state laws concerning the payment of taxes. For information concerning federal tax laws, contact the Internal Revenue Service, 1111 Constitution Avenue NW, Washington, DC 20224. Also, you may review the information found at the website of the Internal Revenue Service, which has been linked, for your convenience, from the Commission's website.

For information concerning the payment of taxes in New Jersey, contact the New Jersey Department of the Treasury, Division of Taxation, 50 Barrack Street, P.O. Box 240, Trenton, NJ 08625-0240.

Establishment of a Reporting Committee

A. Naming a Committee

Single Candidate Committee

The name of a single candidate committee must contain the surname of the candidate and the office sought. For example, a candidate committee may be called "Smith for Assembly." Provided the two requisite elements are contained in the candidate committee name (surname and office sought), other language may be contained in the candidate committee name. Examples are: "Friends of Smith for Assembly" or the "Smith for Assembly Victory Committee."

Joint Candidates Committee

When naming a joint candidates committee, there are several options. The first option is to name the committee with only the surnames of the candidates, for example, "Smith, Jones, and Doe." The second option is to name the committee with the legislative district, county, or town, plus the name of the political party if the candidates are running as members of a political party, for example, "Anytown Republicans" or "Anydistrict Democrats." The third option is to name the joint candidates committee with the election district, county, or town when the candidates are not running as members of a political party. **This third option can only be used for committees participating in non-partisan elections** or for committees consisting of candidates running as independents. An example of this option is the "Anytown Committee."

As with candidate committees, provided the required elements are present, other language may be included. For example, "Smith, Jones, and Doe for Freeholder" or "Friends of Anytown Republicans" or "Anytown 2013."

The name of the joint candidates committee may not be the same as that of another political party committee or joint candidates committee. If you are unsure as to whether or not the name you selected is already being used, contact the Compliance Division of the Commission.

B. The Number of Committees in an Election

A candidate can establish a single candidate committee and/or be part of a joint candidates committee, for a maximum total of two committees per office sought in an election. While maintaining a candidate committee, or a joint candidates committee, or both, for a particular office in an election, no other candidate or joint candidates committee can be established or maintained for that office. When a candidate is running in a primary election, the candidate cannot set up a general election account until reporting for the primary election is finalized. There are two exceptions to this rule: first, if the candidate has debt or net liabilities remaining from an election; and, second, if the candidate is subject to a recount or an election contest.

A candidate cannot, during the existence of his or her candidate committee or joint candidates committee, or while that candidate is holding office, establish, authorize the establishment of, maintain, or participate directly or indirectly in the management or control of any political committee or continuing political committee.

Please note that the President of the Senate, the Speaker of the General Assembly, the Minority Leader of the Senate, and the Minority Leader of the General Assembly may each maintain a Legislative Leadership Committee in addition to the candidate and/or joint candidates committee he or she maintains.

C. Candidates for Two Different Offices

An individual who is a candidate for two or more offices in an election **is required** to establish separate candidate committees, or separate joint candidates committees, or both, for each office sought, and establish separate campaign depositories.

D. How to Establish a Single Candidate Committee

A candidate committee is a committee designated by a single candidate. A candidate committee shall be established by appointing a treasurer and opening a campaign depository for the purpose of receiving contributions and making expenditures. This depository must be established no later than the date on which that candidate first receives any contribution or makes or incurs any expenditure in connection with an election. When a candidate contributes personal funds to the campaign, those funds are contributions to the campaign and a campaign depository must be established.

No later than ten days after establishing a candidate committee, the candidate shall file the “Single Candidate Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form D-1). If any of the information contained on Form D-1 changes, the candidate must file an amended Form D-1 no later than three days after the change. If the candidate appoints a deputy treasurer or designates an additional depository, the “Designation of Deputy Treasurer and/or Additional Depository” (Form DX) must be filed with the Commission within five days of the designation or appointment. If any information contained on Form DX changes, an amendment to Form DX must be filed within ten days of the occurrence of the change.

E. How to Establish a Joint Candidates Committee

A joint candidates committee is a committee made up of two or more candidates in the same election running for the same office. The “same office”, for purposes of establishing a joint candidates committee, includes the following: the offices of Senate

and General Assembly in the same legislative district; the offices of county executive and freeholder in the same county; and, the offices of mayor and member of the municipal governing body in the same municipality. Candidates forming a joint candidates committee shall establish a committee no later than the day on which any of the candidates receive joint contributions or make or incur joint expenditures in connection with an election.

No later than ten days after establishing a joint candidates committee, the committee shall file a “Joint Candidates Committee Certificate of Organization and Designation of Campaign Treasurer and Depository” (Form D-2). When any of the candidates participating in the joint candidates committee contributes personal funds to the campaign, it is a contribution, and a campaign depository must be established. If any of the information contained on Form D-2 changes, the committee shall file an amended Form D-2 no later than three days after the change. If the joint candidates committee appoints a deputy treasurer or designates an additional depository the “Designation of Deputy Treasurer and/or Additional Depository” (Form DX) must be filed with the Commission within five days of the designation or appointment. If any information contained on Form DX changes, an amendment to Form DX must be filed within ten days of the occurrence of the change.

Note: Due to financial regulations, banks may require a Tax ID Number, Employer Identification Number or EIN. This is not an ELEC requirement. An EIN is obtained by contacting the IRS. Some banks also require you to show proof of political purpose. For this, if a copy of the certified nominating petition is unavailable or insufficient, the bank will usually accept a stamped copy of the Form D-1 or D-2. You may need to file the Form D-1 or D-2 without the bank account information and amend once the account is opened.

Reporting

A. What Period of Time Does an “Election” Cover?

For reporting purposes and for the purpose of computing contribution limits, an “election” begins with the receipt of the first contribution or the making of the first expenditure and concludes on the 17th day following the election. The primary and general elections are two separate elections. Accordingly, reports must be filed for each election, even if you raise or spend nothing or if you run unopposed.

B. When Do I Begin to Report?

Initial Election Fund Report

The timing for filing reports with the Commission depends upon the committee’s commencement of financial activity. If the committee is established **within five months or less of the due date of the 29-day pre-election report** for the election in which the candidates or joint candidates are running, the committee will file a 29-day pre-election report as the initial election fund report. However, if the committee is established **more than five months prior to the due date of the 29-day pre-election report** for the election in which the candidate or joint candidates are running, the committee must file a quarterly report as its initial election fund report. Quarterly reports are due for filing on April 15 for activity from January 1 through March 31, on July 15 for activity from April 1 to June 30, on October 15 for activity from July 1 through September 30, and on

January 15 for activity from October 1 through December 31. The initial election fund report will always begin with the reporting of the first contribution received or expenditure made in an election, including contributions received or expenditures made to determine whether or not an individual should become a candidate.

There is no Form R-1 quarterly report due in April for candidates running in the Primary election. Therefore, the 29-day pre-election Form R-1 report should reflect activity from the closing date of the January 15 quarterly report to the closing date of the 29-day pre-election report or from inception if the committee was established within five months of the 29-day due date.

Election Cycle Reports

Election cycle reports are reports filed according to the following time frame: 29 days before an election, 11 days before an election, and 20 days after the election.

Form R-1 Quarterly Reports – only required to be filed by candidates that meet the required threshold in spending.

Quarterly Reports Filed Prior to an Election

Candidates establishing committees more than five months prior to the due date of the 29-day pre-election report, must file quarterly reports.

Quarterly Reports Filed After an Election for Those Candidates Who Plan to Participate in a Future Election

Candidates who do not have debt or net liabilities from the election, or who do not have a recount or election contest, should terminate election fund reporting at the 20-day post-election report, or at the first post-election quarterly report, and designate the next election in which the candidate(s) will be participating by filing Form D-1 or Form D-2.

For example, assume an Assembly candidate ran successfully in the 2015 general election and retains campaign funds from that election. Suppose further that the candidate expects to run again for the same office when the two-year term expires. The candidate would file Form D-1 designating the 2017 primary election, and would begin to file quarterly reports on April 15, 2016, designating the 2017 primary on the reports. Quarterly reports would continue to be filed until the year in which the next election is held (in this example, 2017). During the year of the election, the last quarterly report would be due in January of 2017, and the pre- and post-election reports for the 2017 primary election would thereafter be filed.

If, at the conclusion of an election, a candidate or committee plans to participate in a future election, but has debt or net liabilities, the committee has two options: transfer the debt or net liabilities to the next election or retire the debt or net liabilities. If the debt or net liabilities are transferred to the next election, the committee must file quarterly reports on the appropriate quarterly reporting dates. If the committee plans to retire the debt or net liabilities, see “Retirement of Debt or Net Liabilities” in this Manual.

Also, if the candidate’s election results are subject to a recount or election contest, the candidate may continue to file quarterly reports for the election that is the

subject of the recount or contest. **Note: If you continue to file quarterly reports for a past election because you are retiring debt or net liabilities, or because of an election recount or contest, you must continue to observe the contribution limits for that past election.**

Quarterly Reports Filed After an Election for Those Candidates Who **Do Not** Plan to Participate in a Future Election

If a candidate does not plan to participate in a future election, the candidate should certify his or her 20-day post-election report or his or her first quarterly post-election report as the final election fund report on the last page of Form R-1 and terminate reporting for that office in that election. See “Termination of Election Fund Reporting” for certain exceptions and additional information.

Quarterly Reports Filed After an Election - Due Dates

After an election, the due date of the first quarterly report will depend upon the type of election. For the general election, April 15 is the due date for the first quarterly report. For April School Board, May Municipal, and June Runoff elections, the first quarterly report is due on October 15. For special and fire commission elections, contact the Commission for due dates.

Successful primary election candidates must file Form D-1 or D-2 and begin to file for the general election (29- and 11-day pre-election and 20-day post-election). **There is no quarterly report due between the primary and general elections on July 15 or October 15.** Rather, the 20-day post-election report for the primary election shall be designated as the final report for the primary election. If, however, a candidate loses the primary election and plans to participate in a future election, that candidate may designate some future election by filing Form D-1, or, for joint candidates, Form D-2, and begin to file quarterly reports on October 15 following the primary. A candidate who loses the primary election with no plans to participate in a future election must terminate reporting (See “Termination of Election Fund Reporting”).

C. Termination of Election Fund Reporting

A candidate or joint candidates committee should certify its 20-day post-election report or first quarterly post-election report as its final report for an election. Exceptions to this rule follow:

The committee has debt or net liabilities and will continue to raise money to pay the debt or net liabilities; or,

The candidate is maintaining the committee as a result of an election contest or recount; or,

The candidate is or will become an elected officeholder, has no intention of seeking reelection to elected public office subject to the Act, and is maintaining the committee for the purpose of paying the ordinary and necessary expenses of holding public office. Such a candidate shall **not** receive contributions on or after the date when the candidate ceases to be an officeholder, but can spend any remaining funds according to the six permissible uses. (see “Use or Disposition of Campaign Funds by Candidates and Committees”).

Before a committee can be terminated, a final "Report of Contributions and Expenditures" (Form R-1) must be certified and filed with the "Declaration of Final Report" completed (See page 11 of Form R-1). In order to terminate further reporting for an election:

There should be no remaining balance in any depository opened or maintained by the committee; or, if there is a remaining balance or assets, they must be transferred (i.e., rolled over) to a depository established for a future election, and Form D-1 or D-2 (whichever is applicable) must be filed designating the future election. If transferring remaining funds to a future election, disclose the transferred amount on the Schedule 1(D).

For example, if a candidate has \$5,000 remaining at the end of a campaign and wishes to transfer this amount to his or her next election, the last entry on the Schedule 1(D) would be "\$5,000 Transferred to the John Jones Committee, Primary 2017 Election." Once the remaining funds are reported on Schedule 1(D), a zero balance should result.

There should be no outstanding obligations; or, the remaining outstanding obligations must not exceed \$1,000 or 10 percent of the total expenditures of the committee, whichever is less. Outstanding obligations can be transferred to the committee's future election and reported on the Schedule E. The outstanding obligation must be reported on every report for the future election until it is satisfied. In the alternative, written evidence must be provided that existing obligations are likely to be discharged or forgiven.

D. Retirement of Debt or Net Liabilities

A candidate or committee that has debt or net liabilities remaining at the 20-day post-election report has two options. Outstanding "debt or net liabilities" means that the committee's outstanding liabilities are in excess of its assets. The cash balances in all the depositories of the committee and all its assets must be considered when making this determination.

The first option is to transfer the debt or net liabilities to the next election in which the candidate or committee is participating. To transfer debt or net liabilities, the treasurer must list the outstanding obligations on Schedule E of Form R-1 on the first quarterly report filed for the next election.

For example, assume Candidate Jones ended his primary election with \$5,000 in debt or net liabilities. Candidate Jones terminates reporting for the primary election by certifying the 20-day post-election report as his final report with a \$0 balance. Candidate Jones begins filing reports for the general election and reports \$5,000 in debt or net liabilities for the primary election on Schedule E of the 29-day report for the general election. The debt must continue to be reported on Schedule E until it is satisfied. Under this option, contribution limits pertinent to the general election are applicable to all contributions received, even those applied to meet debt or net liabilities carried over from the primary election.

The second option is to maintain the depository for the election in which there is debt (and raise the amount of money necessary to satisfy the debt or net liabilities) and open a new depository for the next election. Accordingly, the committee keeps the depository for the past election open and opens a new depository (and files either Form D-1 or Form D-

2) for the next election. The committee must begin to file quarterly reports for the past election as well as reports for the next election. Any contributions raised to satisfy the debt or net liabilities must adhere to the contribution limits of the past election and must comply with other requirements discussed below.

For example, assume that Candidate Jones ends his primary election campaign with \$5,000 in debt or net liabilities. Candidate Jones files an October 15 quarterly report for the primary election reporting that he raised an additional \$5,000 to satisfy the debt or net liabilities. Candidate Jones must also file all relevant reports for the general election in which he is participating.

When Candidate Jones raises the \$5,000 to satisfy the debt or net liabilities, he must observe the following requirements:

The total amount of money raised by Candidate Jones to satisfy the debt or net liabilities cannot exceed the amount of the debt or net liabilities (\$5,000), plus the reasonable and necessary expenses of fundraising for this purpose;

The contribution limits for the past election must be observed. In other words, if a person contributed \$1,000 to Candidate Jones in the past election, Candidate Jones can accept no more than an additional \$1,600 from that same contributor to satisfy the debt or net liabilities (\$2,600 is the maximum contribution limit);

Each contributor must designate in writing that the contribution is being given for the past office and past election campaign; and,

Each contribution raised for the purpose of satisfying the debt or net liabilities must be deposited in the depository that was established for the past election.

Contributions

A. What Is a Contribution?

A contribution is a transfer of money or other thing of value, made to, or on behalf of, a candidate or committee. Included in the definition of a contribution are loans, gifts, subscriptions, real property, and personal property. A contribution may be in the form of currency, check, or other negotiable instrument. A contribution may also be a non-monetary or an “in-kind” contribution. Funds or other benefits received to determine whether or not an individual should become a candidate (“testing the waters”) are contributions. Contributions are subject to limits. See the “Contribution Limit Chart for Candidates and Committees.”

A written record of all contributions (monetary, in-kind, and loans) must be made and maintained, regardless of amount. See the “Record Keeping” section of this Manual for guidance.

B. Types of Contributions - Monetary or In-Kind

Monetary Contributions

Contributions by Currency:

A candidate or joint candidates committee may accept currency contributions from a contributor of up to \$200 per election. When contributing currency, the contributor must simultaneously submit a written record to the treasurer containing the date and amount of the contribution, the name, mailing address and signature of the contributor, and, if the contributor is an individual, the name and mailing address of the contributor's employer, along with the contributor's occupation. **All currency contributions must be reported in detail, regardless of the amount.** Currency contributions must be reported either on Form R-1, or Form C-1, whichever is appropriate for your campaign.

Contributions by Check or Other Negotiable Instrument:

Contributions of greater than \$200 during an election must be made by check or other negotiable instrument (hereafter, collectively referred to as "check"). When a contribution is received by check, the contributor must be identified as follows:

The individual signing the check is the contributor when a check is drawn on a **single or joint account** which that individual owns. If, on a joint account, both owners of the account sign the check, and no other written instructions accompany the check, the amount of the check is attributed half to each person signing the check. If written instructions signed by each of the joint account owners specify a different allocation of the funds, the specified allocation applies.

For example, assume a candidate receives a check drawn on the account of "John and Mary Smith" in the amount of \$1,200, and John Smith signs the check. The candidate must report that he or she received a \$1,200 contribution from John Smith. If, in the same example, both John and Mary Smith sign the check, the candidate must report receiving a \$600 contribution from John Smith and a \$600 contribution from Mary Smith. Again, in the same example, if both John and Mary Smith sign the check, and accompany the check with written instructions, signed by both, indicating that \$500 should be allocated to John Smith and \$700 to Mary Smith, the candidate must report a \$500 contribution from John Smith and a \$700 contribution from Mary Smith. Occupation and employer information is required for both John and Mary Smith in this case.

If the check is signed by an authorized representative of a **corporation, labor organization, group, or association**, the contributor is the corporation, labor organization, group, or association. The person signing the check (i.e., the bookkeeper, or the accountant) is not the contributor. Similarly, if a check is received from a candidate committee, joint candidates committee, political party committee, continuing political committee, legislative leadership committee, or political committee, the contributor is the respective committee and not the treasurer who signed the check.

If the check is drawn on an account of an individual, but signed by the individual's **trustee or guardian**, the contributor is the individual, not the trustee or guardian.

If the check is drawn on an account of a sole proprietor that is an **unincorporated business**, the contributor is the individual who is the sole proprietor and the sole proprietor's signature must appear on the check, or on some other supporting written document. A sole proprietorship can not be a contributor.

A partnership, a limited liability partnership (LLP), or a limited liability company (LLC) may not make contributions as an entity. Therefore, if a check is drawn on an account of a **partnership** or of a limited liability company, certain additional requirements must be satisfied. See “Contributing from a Partnership, a Limited Liability Partnership, or a Limited Liability Company.”

Contributions by Electronic Transfer of Funds:

A committee may receive a contribution made by means of an electronic transfer of funds, including a credit card, provided that:

The date of receipt of the contribution is the date on which the account owner or credit card owner gives authorization that the contribution may be charged to the owner’s account or credit card;

The amount of the contribution is the total amount that the account owner or credit card owner authorizes to be charged to the account;

The account used to make the contribution must be owned by the individual contributor or other entity making the contribution; and,

The campaign treasurer must make and maintain all required records (see the section of this Manual on “Record Keeping”).

Any fees imposed on the candidate arising out of contributions by electronic transfer of funds or credit card must be reported as expenditures to the financial institution assessing the fees. Contributions received by an electronic transfer of funds or credit card must be deposited within ten days of receipt directly into a campaign depository.

Internet Contributions:

A candidate committee may accept Internet contributions. However, the committee must follow the detailed instructions set forth in Advisory Opinions 04-2001 and 02-2006. Committees receiving contributions via the Internet should be mindful that certain conditions must be met in order to comply with existing contribution and reporting requirements. Contributions must not be commingled at any time in an account with funds other than those belonging to that committee. This account must be insulated from creditors of the company that provides the Internet contribution services and must be held in escrow for the candidate.

The contribution amount received and reported must be the full amount authorized by the contributor. Any fees assessed by an Internet vendor or a financial institution must be itemized and reported as an expenditure to the vendor or institution. Treasurers shall be required to maintain a record of the name of the account from which a contribution is received as well as standard record-keeping requirements. The contributor’s occupation and employer information are required to be reported for any contribution in excess of \$300 in the aggregate.

In-Kind Contributions

An “in-kind” contribution is a contribution of goods or services contributed to a candidate or committee. A contribution received in the form of goods is reported in an amount equal to the fair market value of the goods.

For example, assume that a printer donates bumper stickers with a fair market value of \$700 to Candidate Jones. Candidate Jones must report the receipt of an in-kind contribution from the printer in the amount of \$700.

A contribution in the form of “paid personal services” is required to be reported in an amount equal to the amount of salary, compensation, or consideration for the services paid by the contributor to the individual performing the services. Paid personal services are personal, clerical, administrative, or professional services that are not paid for by the candidate or committee benefiting from the services. Upon receipt of a contribution in the form of paid personal services, the treasurer shall obtain a written statement, from the person contributing the paid personal services, setting forth the amount of compensation paid by the contributor to the individual performing the services.

Personal services provided on an unpaid, voluntary basis do not constitute a reportable contribution.

For example, a “CPA” is a certified public accountant. A CPA voluntarily sets up the books and records for the election of candidate Smith. The CPA employs several accountants, bookkeepers, and clerical personnel who perform some of the work required to maintain the financial records for Smith’s election campaign. The services of the CPA do not constitute a contribution to Smith since they are voluntary and uncompensated personal services. The value of the services of the accountants and other employees of the CPA must be reported as a contribution, subject to the contribution limits, to Smith.

C. Contributions Must Be Deposited Into the Campaign Depository Within 10 Days

All funds received by a candidate or committee must be deposited by the treasurer in the campaign depository within 10 days of the date of receipt. The date of receipt is the date on which a campaign treasurer, or any other authorized person, receives funds on behalf of the candidate or committee. Accordingly, the date of deposit should not be substituted for the date of receipt, unless the funds are received and deposited on the same day. If a candidate contributes or loans his or her own personal funds to their campaign, the funds must be deposited by the treasurer into the campaign depository.

D. Use of Personal Funds

Use of a candidate’s personal funds on behalf of his or her campaign must be deposited into the campaign depository and must be reported as either contributions or loans to the campaign in the same manner as all other contributions or loans. If the candidate intends to be reimbursed fully or partially for personal funds used on behalf of his or her campaign, then the funds must be reported both as a loan and as an outstanding obligation to the campaign if still outstanding at the end of the reporting period. **Once a candidate’s personal funds are reported as contributions, the funds cannot be later characterized as loans and be repaid to the candidate.**

There is no limit to the amount of personal funds a candidate may contribute or lend to his or her **own** campaign (except for publicly funded gubernatorial candidates). See Gubernatorial Public Financing Program Manual for more information. Also, a corporation, of which one hundred percent of the stock is owned by the candidate, or by the candidate’s spouse, child, parent, or sibling residing in the candidate’s household,

may make contributions without limit to a candidate committee established by that candidate, or to a joint candidates committee established by that candidate.

E. Contributing Personal Funds by a Candidate to Another Candidate or Committee

A candidate may make a contribution to another candidate or committee as an individual, provided that the contribution is derived from the candidate's personal assets and not derived from funds of the candidate's committee(s). See the "Contribution Limit Chart for Candidates and Committees."

If a candidate for elected federal office, or for elected office in another state, makes a contribution from his or her personal funds to a New Jersey candidate or committee, the contribution limit is the same as the limit for an individual.

F. Contributing Campaign Funds by a Candidate Committee to Another Candidate or Committee

A candidate committee may contribute to another candidate committee, political committee, continuing political committee, legislative leadership committee, or the State, county, or municipal political party committee, provided the amount of the contribution does not exceed the limit.

A candidate committee or joint candidates committee may make contributions in the same election without limit to another candidate or joint candidates committee if both the contributing and recipient committees are established by candidates who are seeking nomination or election to legislative offices within the same legislative district, or to the same offices within the same political subdivision of this State (the offices of mayor and member of the municipal governing body, or the offices of county executive in a county and members of the board of chosen freeholders in the same county).

If a contribution is received from an organization or entity that is filing campaign finance reports with the Federal Election Commission, or filing campaign finance reports in another state (and not filing reports with the Commission), the contribution limit is the same as the limit for a group or association. Similarly, if a contribution is received from a candidate committee of a candidate for federal elected office, or for elected office in another state, the contribution limit is the same as the limit for a group or association. See the "Contribution Limit Chart for Candidates and Committees."

G. Use of Campaign Funds for a Recount or for an Election Contest

When there is a recount of votes or an election contest, a new election for the purpose of computing contribution limits does not begin.

For example, Candidate Smith calls for a recount of the votes cast for his general election, and wishes to fundraise to cover some of the expenses of the recount. Contributor Jones already gave the maximum amount to Candidate Smith for the general election, but Contributor Doe only gave \$1,000. Contributor Jones would not be able to contribute any additional money to the Smith campaign, but Contributor Doe would be able to contribute up to \$1,600 ($\$1,000 + \$1,600 = \$2,600$).

H. Contributions from an Estate

A contribution drawn on an account of an estate is attributable to the decedent, and the contribution limit applicable to an individual must be used. In order for the contribution to be accepted, the contribution check must be drawn on an account of an estate that has been admitted to probate, and the will of the decedent must provide a specific bequest authorizing the contribution to the recipient candidate or committee.

I. Contributions from a Minor

A minor is any person under the age of 18 years. A contribution by a minor is attributed to the legal guardian(s) of the minor unless:

The minor is 14 years of age or older;

The contribution is made from funds comprised of the minor's earned income; and,

Sworn statements made by the minor and by the minor's legal guardian(s) are submitted with the contribution which state that the decision to contribute was solely that of the minor and that the funds used to make the contribution were comprised solely of the minor's earned income.

J. Contributions from a Partnership, a Limited Liability Partnership, or a Limited Liability Company

A partnership, a limited liability partnership (LLP), or a limited liability company (LLC) may not make contributions as an entity. A contribution drawn on the account of a partnership, limited liability partnership, or limited liability company must be signed by a partner(s) or member(s) and is a contribution from the partner or member who has signed the check or written instrument. In the case of a currency contribution, the partner or member who makes the contribution will be considered to be the contributor.

If it is the intent of the contributor that any portion of the contribution drawn on the account of a partnership, limited liability partnership, or a limited liability company is to be attributed to a partner or individual who did not sign the check or written instrument, the following written information must be received and maintained by the treasurer:

Written instructions concerning the allocation of the contribution amount to a contributing partner, or among contributing partners; and

A signed acknowledgment of the contribution from each contributing partner who has not signed the contribution check or written instrument; and

Contributor information for each contributing partner (see the "Record Keeping" section in this Manual).

K. Contributions from an Affiliated Corporation, Association, or Labor Organization

If a candidate or committee receives a contribution from a corporation, association, or labor organization, the candidate or committee must aggregate the amount of that contribution with any other contribution(s) received from the subsidiary, affiliate, branch, division, department, or local unit of that corporation, association, or labor organization. For more information on contributions received from affiliated corporations, associations, or labor organizations, review the Regulations at [N.J.A.C. 19:25-11.9](#) or contact the Compliance Division of the Commission.

L. Political Communications

A political communication is any written statement, pamphlet, advertisement, or other printed or broadcast matter meeting certain conditions. Costs of communications to voters containing an explicit appeal for votes to elect or to defeat a candidate are generally reportable as political communication expenditures.

For example, an explicit appeal for votes is “Vote for Candidate Smith” or “Defeat Candidate Jones.”

Under certain circumstances, communications made or circulated within 90 days of an election may be subject to reporting as political communications even in the absence of an explicit appeal for votes to elect or defeat a candidate. To determine whether or not a political communication is reportable, consult the Regulations at [N.J.A.C. 19:25-10.10](#) and 10.11 or contact the Compliance Division of the Commission.

Note: Governmental newsletters circulated prior to an election in which an incumbent officeholder is a candidate may contain political communications reportable to the candidate from the governmental agency.

The cost incurred by others to make a political communication coordinated with a candidate is a reportable in-kind contribution to that candidate, and the person incurring the cost of the in-kind contribution must give written notice to the candidate.

M. Anonymous Contributions or Contributions in the Name of Another

Anonymous contributions are not permitted to be made by a contributor or accepted by the candidate(s) or treasurer. Any anonymous contribution received by a candidate or committee cannot be used or expended, but is required to be returned to the donor if his, her, or its identity is known. If no donor is found, the contribution shall escheat to the State. This procedure may be accomplished by depositing the funds in the campaign account, drawing a check made payable to “Treasurer, State of New Jersey,” and forwarding the check to the Commission.

Similarly, contributions made in the name of another, or in a fictitious name, are not permitted to be made or accepted. A person is not permitted to contribute funds or property that does not actually belong to him or her, or to contribute funds that were furnished to him or her by any other person or group for the purpose of making a contribution.

A contribution is not anonymous if the identity of the contributor was known to the candidate or treasurer at the time the contribution was received, but unknown at a later time due to the loss or destruction of records. Failure to keep proper records is a violation of the Act for which penalties may be imposed.

A group contribution (a contribution made collectively by persons who are members of a contributing group) is not considered to be an anonymous contribution by any individual member of the group.

N. Prohibited Contributions

Banks, insurance corporations, public utilities, cable television corporations, as well as certain casino interests are prohibited contributors under provisions of the law outside the Commission's jurisdiction. For additional information concerning whether or not an industry or entity is a prohibited contributor, please contact the Compliance staff of the Commission.

Federal law prohibits foreign nationals from making contributions to any candidate and prohibits candidates from accepting such contributions; see 2 U.S.C., Sec. 441e. Questions concerning this prohibition should be addressed to the Federal Election Commission, 999 E Street, N.W., Washington, DC 20463, (800) 424-9530.

O. Inaugural or Other Election-Related Event

Funds given to, or received by, a candidate or committee for the costs of an inaugural or swearing-in celebratory event, or other election-related event, must be reported as contributions and are subject to the contribution limits and other reporting requirements of the Act.

P. Restrictions on Contributions by Certain Businesses

Contributions by certain business entities that have or are seeking New Jersey government contracts, a practice known as “Pay-to-Play,” are subject to restrictions. A contribution made prior to the award of a contract may disqualify a business entity from receiving a contract, and making certain reportable contributions during the term of a contract is prohibited. These restrictions apply to contracts at the State, Legislative, county, and municipal levels of government. In general, regulation of these contributions is a matter of government procurement law; for additional information, visit the Department of the Treasury’s website at www.nj.gov/treasury/ or the pertinent Legislative, county or municipal government entity for contract information. Contact the Commission at (609) 292-8700 or toll free within New Jersey at 1 (888) 313-ELEC for information concerning the reporting of a contribution.

Also, certain business entities must comply with a “Pay-to-Play” disclosure law. This law requires pre-contract disclosure of political contributions to the contracting entity. Further, business entities that have received \$50,000 or more in a calendar year through government contracts must file with the Commission an annual disclosure (Form BE, Business Entity Disclosure) on March 30th to report information for the previous year. The Form BE is required to be filed electronically. For additional information, visit the Commission’s website to view the form and instructions or contact the Compliance Division of the Commission.

Q. Loans

A loan received by a candidate or committee is a contribution, until repaid, and must be reported as a contribution from the person or entity making the loan and as an outstanding obligation. **A loan is reported as a contribution at the time it is received and must be reported as an outstanding obligation for as long as it remains unpaid.** Since a loan is a contribution, it is subject to contribution limits.

When the lender is a bank or lending institution, and the loan has been guaranteed by the candidate (using personal assets), or a third party person or entity, in the ordinary course of business, the banking or lending institution is not the contributor. Rather, the co-signer of the loan, or the person who otherwise guarantees repayment, becomes the contributor. If a loan is made by a banking or lending institution and is not guaranteed, the loan is a contribution by the bank or lending institution. Review the "Prohibited Contributions" section for additional relevant information.

When a loan exceeds \$300 in the aggregate from one source during an election, or if the loan is made in currency in any amount, the loan must be disclosed on the "Report of Contributions and Expenditures" (Form R-1) for committees filing Form R-1, or on the "Supplemental Contributor Information" (Form C-1), for committees filing either the "Candidate Sworn Statement" (Form A-1), or the "Joint Candidates Committee Sworn Statement" (Form A-2). A candidate cannot accept more than \$200 in currency.

An obligation by a contributor to pay for goods or services, which obligation is expected to be reimbursed by the committee, is reported as a contribution (subject to contribution limits) and as an outstanding obligation of the committee.

Note: A contribution made by a candidate from his or her own funds cannot be repaid to the candidate unless the contribution is reported as a loan and as an outstanding obligation.

R. Reporting of a Contribution that is more than \$300 in the Aggregate from One Source

A contribution which is more than \$300 in the aggregate from one source in an election must be reported on either the "Report of Contributions and Expenditures" (Form R-1), or the "Supplemental Contributor Information" (Form C-1). The contribution will be reported on Form R-1 if the campaign is filing Form R-1, or on Form C-1 if the campaign is filing the "Candidate Sworn Statement" (Form A-1), or the "Joint Candidates Committee Sworn Statement" (Form A-2). This procedure applies to a contribution, which, on its face is more than \$300, or when combined with another contribution from that same source, during an election, is more than \$300.

For example, a contributor may give \$275 to a campaign during an election and a few days later, during that same election, give another \$100. The contributor has given, in the aggregate, more than \$300. When a contributor gives more than \$300 in an election, the following information must be reported:

The date the contribution was received;

The amount of the contribution;

The total amount of all contributions received from that contributor in the election (aggregate), to date;

The name and mailing address of the contributor; and,

The occupation of the contributor, along with the name and address of the contributor's employer, if the contributor is an individual.

When reporting occupation information, a description of the contributor's source of income must be provided, such as "florist," "attorney," "doctor," "custodian," or "electrician." **Descriptions such as "self-employed," "owner," or "sole proprietor" do not identify occupation and are insufficient.** If the contributor does not have a source of livelihood, a description such as "retired," "student," or "none" shall be reported, but in all cases some written description shall be provided and the information **shall not be left blank**. When reporting the employer information, report the legal or trade name under which the employer does business. In the case in which a contributor's source of income is his or her own business or corporation, the employer must be reported as the legal or trade name under which the contributor does business.

For example, if Joe Smith owns his own plumbing business called "Smith's Plumbing," the name of the employer is "Smith's Plumbing." The employer's mailing address is always the address from which the business is operated. For a contributor who does not earn a source of livelihood and for which a description such as "retired," "student," or "none" was entered for the occupation, no employer address is required.

The disclosure of contributions of more than \$300 in the aggregate from one source during an election applies to all candidates, including candidates spending \$5,100 or less in an election.

Once a contributor gives more than \$300 in the aggregate during an election, all subsequent contributions by that contributor are required to be disclosed in detail as described above. A contribution may not be "netted out" to cover the costs of a fundraising event.

For example, if a dinner ticket costs \$350 and the caterer will receive \$75 of that amount for the cost of the dinner, the contribution is still \$350.

S. Reporting of Contributions of \$300 or Less

A contribution that is \$300 or less in the aggregate from one source in an election, **except for a currency contribution**, does not have to be reported by disclosing the contributor's name, address, etc. However, records must be made and maintained for every contribution (See section on "Record Keeping").

Contributions which are \$300 or less in the aggregate from one source in an election are reportable for committees filing the "Report of Contributions and Expenditures" (Form R-1) as a lump sum amount on Line 1 of Table I, "Receipts."

If a candidate or committee accepts a currency contribution in **any** amount, detailed contributor information must be reported. A candidate cannot accept more than \$200 in currency in an election from a contributor. For those candidates filing Form R-1, currency contributions are reportable on Schedule A. For candidates filing Form A-1 or Form A-2, currency contributions are reportable on Form C-1.

T. Reporting of a Contribution of more than \$1,600 from One Source Received Just Before the Election or on Election Day

If a contribution in excess of \$1,600 in the aggregate from one source is received the 13th day before the election up to and including the day of the election, the contributor's name and address, the date of receipt, and amount of the contribution, along with the name of the recipient committee, must be reported in writing within 48 hours of its receipt (48-hour contribution notice). If the contributor is an individual, report the contributor's occupation and the name and address of his or her employer. To report the contribution, use Form C-1 or other written means. The candidate or treasurer must sign the report.

A 48-hour contribution notice can be electronically filed through the Commission website or may be faxed to the Commission. The contributions reported on the 48-hour contribution notice are reportable again on the 20-day post-election report. The following fax numbers may be used to report 48-hour contribution notices:

(609) 292-7662	(609) 292-7664
(609) 292-4301	(609) 292-4416

U. Contribution Limits

All candidates and committees are subject to contribution limits. See the "Contribution Limit Chart for Candidates and Committees."

V. What if a Contribution Exceeded the Limit?

All candidates and committees must observe the contribution limits and must not knowingly accept a contribution in excess of the stated amounts.

A candidate or committee who receives a contribution in an amount exceeding the contribution limit must return that portion of the contribution that exceeds the limit within 48 hours of receipt. A written record must be made, and maintained, which includes the following:

The date the contribution was received;

The name and mailing address of the contributor;

If the contributor is an individual, the occupation of the individual and the name and mailing address of the individual's employer;

The amount of the contribution;

The amount of the contribution that exceeds the applicable contribution limit;

A photocopy of the check or written instrument received as a contribution; and,

A photocopy of the refund check issued by the committee.

A candidate or committee who refunds a contribution in whole or in part shall report the refund transaction on the required report for the reporting period in which the refund was made. If a candidate or committee does not return an excessive contribution, it may result in the finding of a knowing violation of the contribution limits.

W. Contribution Limits for Candidates Maintaining only a Joint Candidates Committee (The Equal Attribution Rule)

As previously discussed, a candidate may have a candidate committee and/or a joint candidates committee for each office sought in an election. In no case may a candidate have more than a total of two committees per office sought in an election.

If a candidate has only a joint candidates committee, a contribution may be accepted by the joint candidates committee from a contributor in an amount equal to the total number of candidates participating in the joint candidates committee, multiplied by the applicable contribution limit. The Equal Attribution Rule requires that for contribution limit purposes the amount of the contribution to the joint candidates committee must be divided equally among those joint candidates.

- **Example:** The ABC joint candidates committee consists of three candidates (candidates A, B, and C). The ABC joint candidates committee may accept \$7,800 from an individual contributor (3 candidates times \$2,600 contribution limit from an individual).

Similarly, if the ABC joint candidates committee is making a contribution to another candidate committee, joint candidates committee, political committee, continuing political committee, legislative leadership committee, or to the State, county or municipal political party committee, the ABC joint candidates committee may contribute an amount equal to the number of candidates in the committee multiplied by the applicable contribution limit.

X. Contribution Limits for Candidates Maintaining Both a Candidate and a Joint Candidates Committee (The Equal Attribution Rule)

If a candidate has both a candidate committee and a joint candidates committee for an office sought in an election, the contribution amounts received by the two committees from a contributor must be aggregated so that the applicable contribution limits are not exceeded. The Equal Attribution Rule provides that each contribution received in an election by the joint candidates committee of a candidate who has two committees must be equally attributed to each of the candidates participating in the joint candidates committee. Furthermore, the contribution amounts must be aggregated and applied to both the candidate committee and the joint candidates committee. The following examples illustrate how to apply the Equal Attribution Rule.

- **Example:** Candidates A, B, C, and D each maintain a single candidate committee. Candidates A, B, C, and D have also joined together to form the ABCD joint candidates committee. Joint candidates committee ABCD receives a contribution from an individual in the amount of \$10,400 in an election. Since there are four candidates, divide the \$10,400 by four to arrive at \$2,600 per candidate (the maximum an individual can give to a candidate per election). Therefore, no additional contributions by that individual contributor during that election (currency, monetary, in-kind, or loans) may be accepted by the ABCD committee or by any of the single candidate committees maintained by A, B, C, or D.
- **Example:** Candidates A, B, C, and D have joined together to form the ABCD joint candidates committee. Candidate A has also formed a single candidate committee. An individual contributor has made a contribution to candidate A's candidate committee in the amount of \$2,500. If the same individual contributor

makes a contribution to the ABCD joint candidates committee, the maximum contribution amount that he or she would be eligible to give to the joint candidates committee is \$400. This amount of \$400, when divided by four (the number of candidates in the joint candidates committee) would result in the contribution amount of \$100 per candidate under the Equal Attribution Rule. This \$100 to candidate A of the ABCD joint candidates committee plus the \$2,500 to candidate A's single candidate committee equals a total contribution of \$2,600, the maximum contribution allowed to candidate A by the individual contributor in that election.

Contribution Limits Chart for Candidates and Committees							
	Entities Receiving Contributions						
Entities Making Contributions	Candidate Committee*	Political Committee**	Continuing Political Committee	Legislative Leadership Committee	State Political Party Committee	County Political Party Committee	Municipal Political Party Committee
Individual to:	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Corporation or Union to:	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Association or Group to:	\$2,600 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Candidate Committee to:	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Political Committee to:	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Continuing Political Committee to:	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$25,000 per year	\$37,000 per year	\$7,200 per year
Legislative Leadership Committee to:	-	-	-	No Limits	-	-	-
State Political Party Committee to:	-	-	-	No Limits	-	-	-
County Political Party Committee to:	No limits, but from January 1 st through June 30 th of each year, a county political party committee is prohibited from making a contribution to another county political party committee and a county political party committee is prohibited from accepting a contribution from another county political party committee. A county political party committee is subject to other restrictions; see <u>N.J.A.C. 19:25-11.7</u> .						
Municipal Political Party Committee to:	-	-	-	No Limits	-	-	-
National Political Party Committee to:	\$8,200 per election	\$7,200 per election	\$7,200 per year	\$25,000 per year	\$72,000 per year	\$37,000 per year	\$7,200 per year
<p><i>A National Political Party Committee is the principal organization supporting election activities of a State political party committee, which activities include making contributions to that State political party committee pursuant to <u>N.J.S.A. 19:44A-11.4a(2)</u>. There shall be no more than a single national political party committee of a political party for each State political party committee.</i></p> <p>*Note: The contribution limit to a gubernatorial candidate is \$4,300 per election.</p> <p>**Public Question Political Committee and Independent Expenditure Only Committees may receive unlimited contributions.</p>							

Expenditures

A. Definition of an Expenditure

An expenditure includes actual disbursements made and outstanding obligations incurred, but not yet paid, by the candidate or committee. The term “expenditure” includes every transfer of money or other thing of value, any pledge, commitment, or the assumption of liability to transfer money or other thing of value. For reporting purposes, the date of the expenditure is the date when the commitment is made or when the liability is assumed, which is not necessarily the date of the disbursement.

The cost incurred in covering or carrying a news story, commentary, or editorial by any broadcasting station, newspaper, magazine, or other periodical publication is not an expenditure in most instances.

B. Expenditures for the Purpose of Determining Whether or Not to Become a Candidate

Payments or commitments made solely for the purpose of determining whether or not an individual should become a candidate are expenditures. The term “candidate” includes an individual who has received funds or other benefits or has made payments (including his or her own funds) solely for the purpose of determining whether or not he or she should become a candidate.

C. Limitations on Expenditures

There are no limits on the amount of expenditures which a candidate or committee can make in an election unless the candidate is participating in the gubernatorial public financing program. See the Gubernatorial Public Financing Program Manual or contact the Compliance Division of the Commission for more information.

D. All Expenditures Required to be Made Through the Treasurer and Campaign Depository

All expenditures are required to be made through the campaign treasurer or deputy campaign treasurer of the committee. Furthermore, all expenditures are required to be made through the campaign depository. Payment of expenditures by currency is permissible if the payment is made from the proceeds of a petty cash fund, as discussed later in this Manual.

E. Disclosure of Expenditures

Committees filing the “Report of Contributions and Expenditures” (Form R-1) must disclose all expenditures, regardless of amount. Candidates or committees filing the “Single Candidate Sworn Statement” (Form A-1) or the “Joint Candidates Committee Sworn Statement” (Form A-2) are not required to disclose expenditures, except those expenditures subject to “48-hour expenditure notice” reporting. However, records of all expenditures are required to be maintained by all candidates and committees.

An expenditure shall be reported by providing the following information:

The date the expenditure was made;

The full name and address of the payee;

The purpose of the expenditure (describe the specific election-related reason for the expenditure, such as “newspaper advertising,” “postage,” “printing of campaign fliers,” “headquarter rental,” “telephone expense,” etc.; generic, non-informative descriptions such as “operations,” “petty cash,” “expenses,” or “reimbursement” are not permitted);

The amount of the expenditure; and,

The check number.

F. Making an Expenditure of More Than \$1,600 Just Before the Election or on Election Day

If a candidate or committee makes, incurs, or authorizes an expenditure to support or defeat another 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, a “48-hour expenditure notice” must be filed. A candidate is **not** required to report a 48-hour expenditure notice if the expenditure is made to support his or her own candidacy, or to support or defeat a candidate for the same office within the same legislative district in an election, or to the same offices within the same political subdivision of this State in an election (the offices of mayor and member of the municipal governing body, or the offices of county executive in a county and members of the board of chosen freeholders in the same county).

A 48-hour expenditure notice must be reported in writing, or on Form E-1, “Supplemental Expenditure Notice” within 48 hours of the making, incurring, or authorizing of the expenditure. The notice must contain the name and mailing address of the person, firm, or organization to whom or which the expenditure was paid and the amount and purpose of the expenditure. The candidate or treasurer must sign the notice.

A 48-hour expenditure notice can be electronically filed through the Commission website or may be faxed to the Commission. If a candidate or committee is filing Form R-1, the 20-day post-election report must contain all expenditures reported on the 48-hour expenditure notice.

The following fax numbers may be used to report 48-hour expenditure notices:

(609) 292-7662	(609) 292-7664
(609) 292-4301	(609) 292-4416

G. Petty Cash Fund

A candidate or committee may expend \$100 in an election to establish a petty cash fund. The petty cash fund may be used for occasional and incidental expenses of the campaign. Also, an expenditure of \$100 or less may be made in an election to reimburse a candidate or a campaign worker who has personally incurred an occasional and incidental expense on behalf of the committee. A written record of all petty cash funds must be made and maintained. See “Record Keeping” in this Manual.

H. Expenditures Made by Debit Card

A debit card that is owned by and issued in the name of a candidate committee or joint candidates committee may be used to make an expenditure provided that the debit card draws against funds in a campaign depository. A debit card expenditure transaction is reported by providing the following information:

The name and address of the vendor from whom the purchase was made;

The date of the purchase;

A description of the purpose of the purchase, including a specific itemization of the goods or services acquired;

The amount of the purchase; and,

The use of the term “debit card” on reports filed with the Commission in place of a check number for the transaction.

I. Expenditures Made by Credit Card

If a credit card is established in the name of the reporting committee, the committee shall report the following information for **each charge**:

The name of the lending institution that issued the credit card account;

The check number, payment date, and the amount of the check issued to the credit card company;

For each purchase itemized on the credit card statement, report the following:

The name and address of the vendor from whom the purchase was made;

The date and amount of the purchase; and,

A description of the purpose of the purchase, including a description of the specific election-related information (i.e., “newspaper advertising,” “handbills,” “postage,” etc.), along with an itemization of the goods or services acquired.

***Note:** If a credit card expenditure is made on behalf of a committee and the credit card account is not established in the name of the reporting committee, the owner of the card (person or entity liable for any debt charged against the card) is deemed to have loaned the committee the amount charged, until the owner is reimbursed. Therefore, the credit card expenditure must be reported as a loan. Until reimbursement is made, the amount must also be reported as an outstanding obligation. Under these circumstances, all of the information detailed in this section is required to be reported, along with the exact name or title of the owner of the credit card account; the name of the payee; and the number, date, and amount of the reimbursement check.*

J. Street Money

Expenditures made to individuals to aid or promote a candidate or committee in an election or to promote or encourage the participation of voters in an election is commonly referred to as “street money.”

All street money expenditures must be paid by **check** drawn on the designated depository of the committee making the payment, regardless of the amount paid, and the check must be made payable to the recipient. **Payment of street money cannot be made in currency.**

Street money must be paid by check to the individual who actually performs the services. In the event that a campaign makes payment to a vendor, group, or association for the purpose of making street money disbursements, the candidate committee, or joint candidates committee retains responsibility for reporting the identity of each individual who receives any street money payment from the vendor, group, or association. The payment to the vendor, group, or association must be made by check.

Every street money expenditure must be reported as follows:

The date the expenditure was made;

The check number;

The name and address of the recipient individual (payee) who is performing the services (**do not report the social security number of the recipient**); and, the name and address of the vendor, group, association or other entity which distributes street money to other individuals. If a vendor, group, association, or other entity distributes street money to other individuals, the vendor, group, or association must make all payments by check and the name and address of every individual receiving street money, the date street money was received, and the amount of street money is required to be reported by the reporting entity that provided the street money funds;

The purpose of the expenditure, including an itemization of the specific services provided by the recipient individual (payee); and,

The amount of the expenditure.

K. Use or Disposition of Campaign Funds by Candidates and Committees

Campaign funds received by candidate and joint candidates committees may be used six permissible ways: the payment of campaign expenses, the making of donations to certain charitable organizations, transmittal to another candidate or committee, the payment of overhead and administrative expenses, the pro rata repayment of contributors, and the payment of ordinary and necessary expenses of holding public office. Each of the six categories is discussed below.

- 1.) The Payment of Campaign Expenses** - The payment of campaign expenses includes paying for or leasing items or services used in connection with an election campaign. Campaign expenses do not include those items or services which may be reasonably considered to be for the personal use of the candidate, or any person that is associated with the candidate. For a discussion of what expenses are considered to be "personal use," review the section on "Impermissible Uses of Campaign Funds" in this Manual.

The Payment of a Salary or Fee - The payment of a salary or fee for services used in connection with an election campaign is a permissible use of campaign funds. A candidate or joint candidates committee may pay a salary or fee to a

family member of a candidate who has established or who controls the committee, provided that the salary or fee paid for bona fide services received by the committee does not exceed the fair market value. A candidate cannot receive a salary from his or her candidate or joint candidates committee.

Expenses for the Use of a Vehicle - Expenses for the purchase or lease of a vehicle for campaign or officeholding travel may be paid out of campaign funds, provided that the vehicle remains an asset of the committee and the candidate or officeholder reimburses the committee at fair market value for any travel with that vehicle which was not necessitated by campaign or officeholding duties.

A candidate may receive reimbursement for the use of his or her own vehicle. The candidate must provide the committee with accurate and complete written records of the date the vehicle was used, the departure and arrival location of the travel, the mileage, and the purpose (either travel for campaign or travel for officeholding duties). Furthermore, the rate of reimbursement to the candidate or officeholder may not exceed the rate permitted by the New Jersey Department of Treasury for compensating Executive Branch employees for use of personal vehicles or the rate provided by the Internal Revenue Service for deduction of business travel mileage.

Expenses for the Use of Property Owned/Leased by a Candidate - A candidate or joint candidates committee may pay for the use of an office or other property owned by or leased from a candidate who has established or who controls the committee, provided that the office or property is used by the committee and the payment does not exceed the fair market value for the bona fide use by the committee.

Expenses for the Purchase of Goods/Services from Candidate's Business - Goods or services may be purchased from a business or other enterprise in which a candidate has a financial interest provided that the goods or services are sold at the fair market value. If goods or services are sold at less than the fair market value, the difference in value shall be reported as an in-kind contribution.

- 2.) **Donations to Charity** - A candidate or joint candidates committee may make donations to any charitable organization described in section 170(c) of the Internal Revenue Code of 1954, as amended or modified, or a non-profit organization which is exempt from taxation under section 501(c) of the Internal Revenue Code of 1954, except any charitable organization of which the candidate or a member of the candidate's family is a paid officer, director, or employee or receives compensation for goods or services provided to the organization. A member of the candidate's immediate family means the candidate's spouse, child, parent, or sibling, and the child, parent, or sibling of the candidate's spouse.
- 3.) **Contributions to Others** - A candidate or joint candidates committee may make contributions to other New Jersey candidate committees, political committees, continuing political committees, legislative leadership committees, or political party committees. Under New Jersey law, there is no restriction on a candidate committee or joint candidates committee making contributions to federal and out-of-state candidates, as well as federal and out-of-state political action committees. Consult the law of the recipient entity for the applicable requirements of that jurisdiction.

- 4.) **Payment of Overhead Expenses** - A candidate or joint candidates committee may pay overhead and administrative expenses related to its operation.
- 5.) **Pro Rata Repayment of Contributors** - Especially in the context of "winding down" and closing out a campaign fund, a candidate or joint candidates committee may repay contributors on a pro-rata basis. Contributors of \$300 or less may be excluded from repayment.
- 6.) **Ordinary and Necessary Officeholding Expenses** - Candidate committees and joint candidates committees may make expenditures for the ordinary and necessary expenses of holding public office. "Ordinary and necessary expenses of holding public office" are expenses that reasonably promote or carry out the responsibilities of a person holding elected public office.

No campaign funds may be used for expenses arising from the furnishing, staffing, or operation of an office used in connection with the officeholder's official duties as an elected public official. "Furnishing," as used here, means purchasing or leasing furniture, equipment, or other appointments that are physically situated at an office facility used in connection with the officeholder's official duties as an elected public official. "Staffing," as used here, means paying a salary or fee as compensation to any person for performing duties to assist the officeholder in carrying out the officeholder's duties as an elected public official. "Operation," as used here, means paying rent, utility or maintenance expenses incurred for an office facility used in conjunction with the officeholder's official duties as an elected public official. An officeholder may lease or purchase office furniture or equipment for his or her residence, if the office furniture or equipment are used in conjunction with the officeholder's duties.

Provided that costs are not paid for by the State of New Jersey or any political subdivision of the State, the following are examples of permissible ordinary and necessary expenses of holding public office:

- a.) Costs of communications to constituents, including:
 - i.) The production, circulation, and postage of newsletters, mailings, or other written materials for officeholding duties;
 - ii.) The sponsorship or holding of a seminar or other meeting to be attended by constituents;
 - iii.) The making of donations to charitable or non-profit organizations or activities that promote the welfare of constituents, such as the sponsorship of a neighborhood sports team;
 - iv.) The framing of honorary resolutions for constituents; and,
 - v.) The nominal purchase of memorial or get-well gifts, flowers, party favors, or similar items for constituents or other persons involved in the execution of the officeholder's duties.
- b.) The purchase of items, including:

- i.) A cellular phone, including a telephone in the vehicle used by the officeholder for official travel;
 - ii.) Signs indicating the location of the office used by the officeholder for carrying out official duties whether or not such signs are situated on the premises;
 - iii.) Janitorial supplies and other consumables for the office used in connection with the officeholder's official duties, and funding of a "petty cash" account; and,
 - iv.) Newspapers, magazines, or other periodicals used in connection with carrying out officeholding duties.
- c.) Costs of dues for membership in educational organizations related to officeholding duties and costs of registration and attendance at conferences or seminars attended in connection with officeholding duties. These costs include the reasonable expense of travel, lodging, and other subsistence.
 - d.) Costs of travel when performing officeholding duties, provided that the travel is not undertaken for any purpose resulting in a personal or financial benefit to the candidate or officeholder.

L. Expenditures for an Inaugural or Swearing-In Event

Funds expended by a candidate or committee for the purpose of paying for an inaugural or swearing-in celebratory event, or other election-related event, shall be reported by the candidate as expenditures.

M. Expenditures for a Recount or an Election Contest

Funds expended by a candidate or committee for a recount of votes or for an election contest are expenditures that must be reported in the election that is the subject of the recount or contest.

N. Use of Funds for Legal Fees

Legal fees and expenses incurred in connection with the candidate's or officeholder's personal or business affairs may not be paid from contributions. For additional information, consult the Commission's Regulations at [N.J.A.C. 19:25-6.10](#) or contact the Compliance Division of the Commission.

O. Impermissible Uses of Campaign Funds

Campaign funds may be used for the payment of campaign expenses which are not considered to be for the personal use of the candidate or other person associated with the campaign. "Personal use" means any use of contributions to pay or fulfill a commitment, obligation, or expense of any person that would arise or exist irrespective of the candidate's campaign or of the candidate's ordinary and necessary expense of holding public office. The following items are examples of personal use:

- A mortgage payment on property not owned by a candidate committee or joint candidates committee making the payment;

- A purchase, loan, or lease payment on a vehicle not owned or leased by the candidate committee or joint candidates committee making the payment (see "Vehicle Use" in this Manual);
- The purchase of clothing, household food, and personal hygiene or health items or services;
- A tuition payment, unless made for a course of study specifically related to the candidacy or officeholding duties of the candidate or officeholder who established or who controls the candidate or joint candidates committee making the payment;
- A payment for dues, fees, or gratuities paid to a country club, fitness club, or other social or fraternal association, to its employees, or to a person working on its premises, unless the payment is part of the cost of a fundraising event held on the premises; or
- The payment of a salary to a candidate by that candidate's committee or joint candidates committee.

P. Coordinated Expenditures

Whenever a committee (other than a candidate's own committee or joint candidates committee) makes an expenditure on behalf of a candidate, with the candidate's cooperation, or prior consent, or in consultation with or at the request or suggestion of the candidate, or any person acting on behalf of that candidate, the committee is required to provide immediate written notification to the affected candidate's committee(s). This type of expenditure is a "coordinated expenditure."

"Immediate written notification" means a written notice which is delivered to the candidate or the committee within 48 hours of the making or authorizing of the expenditure. The notice shall contain the following:

1. The date of the making or authorizing of the expenditure;
2. The name and address of the payee;
3. The purpose of the expenditure; and
4. The amount of the expenditure.

Q. Labeling of Political Communications ("Paid For By")

All candidates and committees subject to the Act are required to label all political communications with a political identification statement ("paid for by" language).

The term "political communication" includes a press release, pamphlet, flyer, form letter, sign, billboard, paid advertisement printed in any newspaper or other publication or broadcast on radio or television, or telephone call featuring a recorded message, or delivered or accessed by electronic means, including, but not limited to, the Internet, or any other form of advertising directed to the electorate.

The following items are exempt from the labeling requirement:

- A bona fide news item or editorial contained in any publication of bona fide general circulation;
- Small, tangible items of de minimis value commonly used in election campaigns to convey a political message, including, but not limited to, buttons, combs, and nail files; and,
- Advertising space costing no more than \$50 in a political program book purchased by a candidate or committee and distributed at a fundraising event, provided that the payment for the advertising space is subject to reporting under the Act.

The “paid for by” language must contain the name and business or residence address of the committee, person, or group, and clearly state that the committee, person or group financed or “paid for” the communication. **Note: The name and address information of a committee must be the same information that appears on the certificate of organization and designation of depository filed by the committee.** The name and address information of a person or group must be the same as that information appears in public records or a current telephone directory.

The requirement to label all communications applies to school board and write-in candidates, regardless of whether or not these candidates are required to file reports with the Commission. It also applies to communications that are in-kind contributions (see section on “In-kind Contributions” in this Manual). The following are examples of political identification statements:

- Example 1: “PAID FOR BY SMITH FOR ASSEMBLY, 1234 MAIN STREET, ANYTOWN, NJ”
- Example 2: “PAID FOR BY THE ANYTOWN REPUBLICANS, 123 MAIN STREET, ANYTOWN, NJ”

Record Keeping

The treasurer or deputy treasurer of a committee is required to make and maintain a written record of all funds and contributions received, and all expenditures made by the committee, including non-monetary contributions. The candidate is required to take all necessary steps to insure that proper records are maintained.

All records, along with an exact copy of each report as that report has been filed with the Commission, must be maintained for a period of **four years** after the date of the election to which they are relevant, or a period of four years after the transaction to which the records relate, whichever is longer.

A. Record Keeping of Contributions

A written record of all funds and contributions, including non-monetary contributions, regardless of the amount, is required to be made and maintained. This requirement includes the name and address of the contributor; the amount of the contribution; the date the contribution was received; the name of the account on which the contribution check is drawn; and, if the contributor is an individual, the occupation of the individual and the name and mailing address of the individual’s employer.

A partnership or limited liability entity is prohibited from making contributions in New Jersey. Therefore, if a contribution check is received from a partnership entity or from a limited liability entity, the following written information must be received and maintained by the campaign treasurer:

1. Written instructions concerning the allocation of the contribution amount to a contributing partner(s) or member(s);
2. A signed acknowledgment of the contribution from each contributing partner or member who has not signed the contribution check or other written instrument; and,
3. Contributor information for each contributing partner or member (see above).

B. Record Keeping of Expenditures

A written record of all expenditures, regardless of amount, is required to be made and maintained. This requirement includes the name and address of the recipient, the amount and date of the expenditure, and the purpose of the expenditure. The treasurer shall include as part of the record of each expenditure, the original receipt, invoice, bill, or other documentation for each expenditure made from each campaign depository. The treasurer is also required to make a record of which of the six enumerated categories of permissible uses of funds is applicable to the expenditure.

C. Record Keeping for Credit Card Transactions

A committee purchasing goods or services by use of a credit card is required to make and maintain a record of the following information:

1. The exact name or title of the owner of the card, and the name of the lending institution that issued the card;
2. The date of the purchase;
3. The name and address of the vendor from whom the purchase was made;
4. The purpose of the purchase; and,
5. The cost and description of the goods or services purchased.

Filing and Other Information

A. How to File a Report

Electronic Filing - Electronic filing is **mandatory** for gubernatorial and legislative candidates who raise or spend, or expect to raise or spend in excess of \$100,000 in a primary or general election. Use of the Commission's electronic filing software is required. Electronic filing is optional for all other candidates and committees.

To file electronically, a registration number and PIN are required. In addition, certain short forms, such as the D-1, D-2, DX, A-1, A-2, C-1, and E-1 can be filed electronically after you obtain your registration number and PIN. The Commission

staff encourages electronic filing of all campaign reports. Visit the Commission's website for information concerning electronic filing. For those reports filed electronically, there is no requirement to file a paper copy with the Commission.

- e.) **Filing by Fax** - Filing reports by facsimile (fax) is not accepted unless the report is a 48-hour contribution or expenditure notice. To fax a 48-hour notice, please use the following numbers:

(609) 292-7662	(609) 292-7664
(609) 292-4301	(609) 292-4416

- f.) **Filing Paper Reports** - Filing a report means depositing the report at the Commission's office. To be filed on time, the report must be physically received at the Commission's office by 5:00 P.M. on the filing due date. **Postmarks are not relevant to the consideration of the date a report is filed.** When using the United States Postal Service (regular mail) to deliver reports, the following address must be used:

**New Jersey Election Law Enforcement Commission
P.O. Box 185, Trenton, New Jersey 08625-0185**

It is important to allow enough time for the report to be physically received at the Commission's office on the filing due date.

When using a commercial delivery service such as FedEx, UPS, or any other delivery service, please use the following address and telephone number:

**New Jersey Election Law Enforcement Commission
28 West State Street, 13th Floor, Trenton, New Jersey 08608
(609) 292-8700**

Normally, commercial delivery services provide a shipping or mailing receipt with a tracking or reference number. Keep the receipt as part of your records.

An exact copy of each report filed with the Commission must be retained by each candidate for a period of four years after the date of the election to which they are relevant, or a period of four years after the transaction to which the records relate, whichever is longer. Any report or form filed with, or submitted to, the Commission, must be in black ink (no pencil) and legible. Reports or forms must be printed, and no cursive writing is permitted, except for the signature. If you choose to type or electronically generate a report or form, the lettering can be no smaller than 9-point type. An example of 9-point type follows: **Here is 9-point type.**

If you wish that the Commission return a "stamped filed copy" to your campaign, please enclose an extra copy of the report, along with a stamped, self-addressed envelope large enough for this purpose.

B. Treasurer Training Program

Treasurer Training is **mandatory** for treasurers of Gubernatorial, Senate, and Assembly candidates, and for treasurers of legislative leadership committees and the two State political party committees. Training is **optional** for treasurers of local candidates and

committees, county and local political party committees, and continuing political committees. Training is available through a website module (training can be completed on-line) or by attending a seminar. For information concerning the Treasurer Training Program, contact the Compliance staff at (609) 292-8700 or toll free within New Jersey at 1 (888) 313-ELEC, or visit ELEC's website at www.elec.nj.gov.

C. Questions About the Requirements

If you have a question about the requirements of the Act or about anything contained in this Manual, please contact the Compliance Staff of the Commission any business day, from 9:00 A.M. to 5:00 P.M. at (609) 292-8700, or toll free within New Jersey at: 1 (888) 313-ELEC (3532). You may also visit the Commission's website to obtain forms, filing dates, compliance manuals, advisory opinions, an unofficial text of the Commission's Regulations, and other important information, including electronic filing. The website address is: www.elec.nj.gov.

D. Public Inspection of Documents

Beginning in May of 1999, the Commission began to disclose reports on its website. Accordingly, most campaign reports filed from May of 1999 to the present will be available for viewing by visiting the Commission's website (www.elec.nj.gov). If you do not have access to the Internet, the Commission maintains several Internet-ready stations in its public records room. The public records room is open from 9:15 a.m. to 4:45 p.m., Monday through Friday. There is no charge to use the Internet stations. Up to 50 pages may be printed from the Commission's website free of charge; thereafter, there is a reasonable fee for each page printed.

The Commission maintains a database of contributors that can be easily searched. Simply key in the name of an individual, business, or political entity, and a list of all contributions made by the donor will appear. This database covers certain time periods and elections. Check the website for further information.

Any person may, upon completion of the "Open Public Records Act" form, request to receive or examine a photocopy of a public document filed with the Commission.

A photocopier is available for use by the public in the Commission's public records room. A reasonable fee for photocopying will be charged for photocopies or computer-generated data and is payable in advance of receipt of the documents.

E. Enforcement

Each reporting transaction (i.e., receipt of a contribution, making of an expenditure, or the occurrence of any other event which is subject to reporting requirements) that is not reported in the manner, or not filed on the date established for reporting or filing, constitutes an offense pursuant to the Act and may be subject to the penalties provided at N.J.S.A. 19:44A-22. Similarly, each record keeping transaction (i.e., receipt of a contribution, making of an expenditure, or the occurrence of any other event which is subject to record keeping requirements) that is not made or maintained in the manner required for record keeping constitutes an offense pursuant to the Act and may be subject to the penalties provided at N.J.S.A. 19:44A-22. Also, contribution limit, political identification, public financing, and other requirements of the Act must be observed and violations of those requirements may be subject to penalties pursuant to N.J.S.A. 19:44A-22 and other civil penalty provisions in the Act. The Commission is empowered to

conduct investigations, subpoena records and testimony of individuals, hold hearings, and impose monetary fines for each offense. Criminal penalties for certain willful violations are also specified in the Act. Each candidate, including a candidate who designates a joint candidates committee to file on his or her behalf, is responsible for any reporting offense by the candidate committee or designated joint candidates committee.

Filing Campaign Reports

Determining the Forms to File

In general, the forms that a candidate must file depend upon:

1. Single or Joint: Will you be filing as a single candidate or joining together with others and forming a joint candidates committee (or both)?
2. Amount of Money: How much money (if any) will be spent in the election?*

Filing as a Single Candidate	
Single Candidate + Spending Nothing	See Page 42
Single Candidate + Spending \$5,100 or Less	See Page 43
Single Candidate + Spending More Than \$5,100	See Page 44

Filing Together With Others As a Joint Candidates Committee	
Two or More Candidates + Spending Nothing	See Page 45
Two Candidates + Spending \$9,700 or Less	See Page 46
Three or More Candidates + Spending \$14,000 or Less	See Page 46
Two Candidates + Spending More Than \$9,700	See Page 47
Three or More Candidates + Spending More Than \$14,000	See Page 47

*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. **Note: The primary and general elections are separate elections. Accordingly, reports must be filed for each election, even if you raise or spend nothing or if you run unopposed.**

Reporting as a Single Candidate

Reporting by a Candidate Who Spends Nothing in an Election (File Form A-1)

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1). Contact the staff of the Commission or visit the Commission’s website to obtain further information on the personal financial disclosure statements.

If a candidate receives no contributions, makes no expenditures, and, therefore, does not establish a candidate committee, the candidate must file Form A-1 no later than 29 days before the date of the election. Form A-1 is filed once per election. The primary and general elections are considered separate elections; therefore, a report must be filed for each. **Note: school board and write-in candidates do not have the obligation to file Form A-1.**

Candidate’s personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them in the campaign depository is prohibited. Also, if a candidate receives a non-monetary contribution of goods or services made on behalf of his or her candidacy, this “in-kind” contribution is also subject to reporting. Please review the sections on “Contributions” and “Expenditures” in this Manual.

***Reporting by a Candidate Who Spends \$5,100 or Less
(File Forms D-1 and A-1; may need to file Forms C-1, E-1, DX)***

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1). Contact the staff of the Commission or visit the Commission’s website to obtain further information on the personal financial disclosure statements.

Form D-1: If a candidate plans to spend any money, including in-kind contributions, in an election, the candidate must file Form D-1 designating a treasurer and a campaign depository. Note that a candidate’s personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them in the campaign depository is prohibited. Form D-1 is filed within 10 days of receiving the first contribution or making the first expenditure.

Form A-1: The candidate must file Form A-1 (Candidate Sworn Statement) no later than 29 days before the election. Please review the sections on “Contributions” and “Expenditures” in this Manual. Form A-1 is filed once per election. The primary and general elections are considered separate elections; therefore, a report must be filed for each. **Note: school board and write-in candidates do not have the obligation to file Form A-1.**

Form C-1: Form C-1 is filed when a candidate receives a currency contribution, **regardless of the amount.** Also, 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 candidate 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 candidate 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 the making, incurring, or authorizing of the expenditure. This report can be faxed to the Commission. For more information concerning the **type of expenditure** that is subject to “48-hour expenditure notice” reporting, see “Expenditures” in this Manual.

Form DX: If the candidate appoints a deputy treasurer, or opens up an additional campaign depository, Form DX must be filed within 5 days.

Candidates and committees who are unsure if they are going to meet the R-1 threshold can follow the guidelines on this page until they go above the reporting threshold. Please note that actions to finalize count toward the expenditure threshold.

Reporting by a Candidate Who Spends More Than \$5,100 in an Election
(File Forms D-1 and R-1; may need to file Forms C-1, E-1, DX)

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1). Contact the staff of the Commission or visit the Commission's website to obtain further information on the personal financial disclosure statements.

Form D-1: If a candidate plans to spend any money, including in-kind contributions, in an election, the candidate must file Form D-1 designating a treasurer and a campaign depository. Note that a candidate's personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them in the campaign depository is prohibited. Form D-1 is filed within 10 days of the first contribution or expenditure.

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 the amount. All expenditures must be reported. **A candidate committee that establishes multiple campaign depositories must file 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 candidate 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 candidate 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 the making, incurring, or authorizing of the expenditure. This report can be faxed to the Commission. For more information concerning the **type of expenditure** that is subject to "48-hour expenditure notice" reporting, see "Expenditures" in this Manual.

Form DX: If the candidate appoints a deputy treasurer, or opens up an additional campaign depository, Form DX must be filed within 5 days.

Reporting as a Joint Candidates Committee

Reporting by Two or More Candidates Forming a Joint Candidates Committee Who Spend No Money (File Form A-2)

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1). Contact the staff of the Commission or visit the Commission’s website to obtain further information on the personal financial disclosure statements.

If two or more candidates receive no contributions and make no expenditures, the candidates must file Form A-2 no later than 29 days before the date of the election. Form A-2 is filed once per election. The primary and general elections are considered separate elections; therefore, a report must be filed for each. **Note: school board and write-in candidates do not have the obligation to file Form A-2.**

Candidate’s personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them in a campaign depository is prohibited. Also, if the candidates receive a non-monetary contribution of goods or services made on behalf of their candidacies, this “in-kind” contribution is also subject to reporting. Please review the sections on “Contributions” and “Expenditures” in this Manual.

Reporting by Two Candidates Who Spend \$9,700 or Less or by Three or More Candidates Who Spend \$14,000 or Less in an Election (File Forms D-2 and A-2; may need to file Forms C-1, E-1, DX)

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1). Contact the staff of the Commission or visit the Commission's website to obtain further information on the personal financial disclosure statements.

Form D-2: If a candidate plans to spend any money, including in-kind contributions, in an election, the candidate must file Form D-2 designating a treasurer and a campaign depository. Note that a candidate's personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them into the campaign depository is prohibited. Form D-2 is filed within 10 days of the first contribution or expenditure.

Form A-2: The candidates must file Form A-2 no later than 29 days before the election. Please review the sections on "Contributions" and "Expenditures" in this Manual. Form A-2 is filed once per election. The primary and general elections are considered separate elections; therefore, a report must be filed for each. **Note: school board and write-in candidates do not have the obligation to file Form A-2.**

Form C-1: Form C-1 is filed when the candidates receive a currency contribution, **regardless of the amount.** Also, 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 the candidates 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. 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 the candidates make, incur, or authorize 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 the making, incurring, or authorizing of the expenditure. This report can be faxed to the Commission. For more information concerning the **type of expenditure** that is subject to "48-hour expenditure notice" reporting, see "Expenditures" in this Manual.

Form DX: If the candidates appoint a deputy treasurer, or open up an additional campaign depository, Form DX must be filed within 5 days.

Candidates and committees who are unsure if they are going to meet the R-1 threshold can follow the guidelines on this page until they go above the reporting threshold. Please note that actions to finalize count toward the expenditure threshold.

Reporting by Two Candidates Who Spend More than \$9,700, or by Three or More Candidates Who Spend More Than \$14,000 in an Election

(File Forms D-2 and R-1; may need to file Forms C-1, E-1, DX)

Note: **Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1).** Contact the staff of the Commission or visit the Commission’s website to obtain further information on the personal financial disclosure statements.

Form D-2: If a candidate plans to spend any money, including in-kind contributions, in an election, the candidate must file Form D-2 designating a treasurer and a campaign depository. Note that a candidate’s personal funds used for campaign purposes are contributions and are subject to reporting. Use of personal funds for campaign purposes without first depositing them into the campaign depository is prohibited. Form D-2 is filed within 10 days of the first contribution or expenditure.

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 the amount. All expenditures must be reported. **A joint candidates committee that establishes multiple campaign depositories must file 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 the candidates 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. 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 the candidates make, incur, or authorize 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 the making, incurring, or authorizing of the expenditure. This report can be faxed to the Commission. For more information concerning the **type of expenditure** that is subject to “48-hour expenditure notice” reporting, see “Expenditures” in this Manual.

Form DX: If the candidates appoint a deputy treasurer, or open up an additional campaign depository, Form DX must be filed within 5 days.

Guide to Forms

Single Candidate			
Type	Spending Nothing	Spending \$5,100 or Less	Spending More Than \$5,100
School Board or Write-In	No Forms Required	D-1; DX, C-1, E-1 may be required	D-1, R-1; C-1, E-1, DX may be required
Recall Committee	A-4	RC-1, RC-2, A-4; C-1, E-1, DX may be required	RC-1, RC-2, R-1; C-1, E-1, DX may be required
Recall Defense Committee	A-1	RC-1, A-1; C-1, E-1, DX may be required	RC-1, R-1; E-1, DX may be required
All other Candidates	A-1	D-1, A-1; C-1, E-1, DX may be required	D-1, R-1; C-1, E-1, DX may be required

Joint Candidates			
Type	Spending Nothing	Spending \$9,700 or Less (2 Candidates) Spending \$14,000 or Less (3 or more Candidates)	Spending More Than \$9,700 (2 Candidates) Spending More Than \$14,000 (3 or more Candidates)
School Board or Write-In	No Forms Required	D-2; C-1, E-1, DX may be required	D-2, R-1; E-1, DX may be required
All other Candidates	A-2	D-2, A-2; C-1, E-1, DX may be required	D-2, R-1; C-1, E-1, DX may be required

Note: Gubernatorial and Legislative Candidates are required to file personal financial disclosure statements (Form PFD-1).



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



JOINT CANDIDATES COMMITTEE – SWORN STATEMENT

FORM A-2
FOR STATE USE ONLY

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

PLEASE TYPE OR PRINT

Joint Candidates Committee Name

Candidate Name/Office Sought

Candidate Name/Office Sought

Candidate Name/Office Sought

Candidate Name/Office Sought

Committee 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

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 candidates by this committee shall be zero, or shall not, in the aggregate, exceed \$9,700 for two candidates or \$14,000 for three or more candidates, for this election.
2. I am aware that in the event the total amount expended or to be expended on behalf of candidates by this committee, in the aggregate, exceeds \$9,700 for two candidates or \$14,000 for three or more candidates, 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 contributions from one source aggregate more than \$300, or if I receive currency (cash) contributions in any amount, I am required to report the contributions to the Commission on "Supplemental Contributor Information," Form C-1, including the identity of the source and the aggregate total of contributions, 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 the 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, I am required to notify the Commission in writing 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 the committee makes, incurs, or authorizes 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 joint candidates committee is required to designate a campaign treasurer and campaign depository not later than the date on which the committee first receives any contribution or makes any expenditure. Further, I am aware that no later than the tenth day after such designation of campaign treasurer and campaign depository, the committee is required to notify the Commission of the name and address of the campaign treasurer and of the depository by the filing of "Certificate of Organization and Designation of Campaign Treasurer and Depository," Form D-2.

Candidate 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.

CANDIDATE SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE

CANDIDATE SIGNATURE

DATE



SUPPLEMENTAL CONTRIBUTOR 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 C-1
FOR STATE USE ONLY

CONTRIBUTIONS REPORT TYPE (CHECK ONE)

- Committee spending under the R-1 reporting threshold (A-1 or A-2 filers etc.) who received a contribution in excess of \$300 in the aggregate from one source in the election, or any currency (cash) contributions.
- Committee receiving 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 (48-Hour Notice).

Amendment?
 Yes No

SECTION I. CANDIDATE, JOINT CANDIDATES, OR POLITICAL COMMITTEE INFORMATION

Candidate(s) Name		Election Date
Committee Name		Election District/Municipality
Candidate or Committee Address (Number and Street, City, State, Zip Code)		
Office Sought	County	*(Area) Day Telephone
Political Party		*(Area) Evening Telephone

SECTION II. CONTRIBUTION INFORMATION (Receipt Types: A = Currency or Check; B = In-Kind; C = Loan)

Date Received	Contributor Name		
Address (Number and Street, City, State, Zip Code)		Aggregate Amount \$	Amount \$
Occupation (If Individual)	Receipt Type	Check if Currency <input type="checkbox"/>	Description, if In-Kind Contribution
Employer Name (If Individual)		Employer Mailing Address (If Individual)	
Date Received	Contributor Name		
Address (Number and Street, City, State, Zip Code)		Aggregate Amount \$	Amount \$
Occupation (If Individual)	Receipt Type	Check if Currency <input type="checkbox"/>	Description, if In-Kind Contribution
Employer Name (If Individual)		Employer Mailing Address (If Individual)	
Date Received	Contributor Name		
Address (Number and Street, City, State, Zip Code)		Aggregate Amount \$	Amount \$
Occupation (If Individual)	Receipt Type	Check if Currency <input type="checkbox"/>	Description, if In-Kind Contribution
Employer Name (If Individual)		Employer Mailing Address (If Individual)	
Date Received	Contributor Name		
Address (Number and Street, City, State, Zip Code)		Aggregate Amount \$	Amount \$
Occupation (If Individual)	Receipt Type	Check if Currency <input type="checkbox"/>	Description, if In-Kind Contribution
Employer Name (If Individual)		Employer Mailing Address (If Individual)	

(COMPLETE THIS LINE FOR EVERY PAGE USED)	TOTAL, THIS PAGE	\$ _____
(COMPLETE THIS LINE FOR LAST PAGE USED)	GRAND TOTAL	\$ _____

Candidate or Treasurer Signature	Date
----------------------------------	------



SINGLE CANDIDATE 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)
 www.elec.state.nj.us/

FORM D-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 School Fire District Special

Amendment
 Yes 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

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

CANDIDATE CERTIFICATION

I certify that the statements on this document are true. I further certify that I have not, and will not during the existence of the candidate committee, establish, authorize the establishment of, maintain, or participate directly or indirectly in the management or control of any political committee or continuing political committee. 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)

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)

Treasurers for Gubernatorial 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# _____.



JOINT CANDIDATES COMMITTEE - CERTIFICATE OF ORGANIZATION AND DESIGNATION OF CAMPAIGN TREASURER AND DEPOSITORY

FORM D-2

FOR STATE USE ONLY

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/

PLEASE TYPE OR PRINT

Candidate Name/Office Sought	Candidate Name/Office Sought
Candidate Name/Office Sought	Candidate Name/Office Sought

Joint Candidates 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
--------	---

Election Date	Political Party, if any
---------------	-------------------------

Election Type: (CHECK ONE)
 Primary General May Municipal Run-Off School Fire District Special

Amendment
 Yes 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

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
-----------------------	---------------------------

CANDIDATE CERTIFICATION

I certify that the statements on this document are true. I further certify that I have not, and will not during the existence of the joint candidates committee, establish, authorize the establishment of, maintain, or participate directly or indirectly in the management or control of any political committee or continuing political committee. 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 (CANDIDATE)	SIGNATURE (CANDIDATE)

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)

Treasurers for Gubernatorial 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# _____.



**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.					Amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Candidate or Committee Name			Election Date			
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	

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	
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 1(D) - DISBURSEMENTS
Campaign Expenses

PAYMENT DATE	CHECK NO.	PAYEE NAME AND ADDRESS	PURPOSE	FULL AMOUNT	PRO-RATA AMOUNT THIS REPORTING ENTITY	PRO-RATA AMOUNT OTHERS
				\$	\$	\$
(COMPLETE THIS LINE FOR EVERY PAGE USED)				\$	\$	\$
(COMPLETE THIS LINE FOR LAST PAGE USED)				\$	\$	\$

SCHEDULE 2(D) - DISBURSEMENTS

Other

PAYMENT DATE	CHECK NO.	PAYEE NAME AND ADDRESS	PURPOSE	FULL AMOUNT	PRO-RATA AMOUNT THIS REPORTING ENTITY	PRO-RATA AMOUNT OTHERS
				\$	\$	\$
(COMPLETE THIS LINE FOR EVERY PAGE USED)				\$	\$	\$
(COMPLETE THIS LINE FOR LAST PAGE USED)				\$	\$	\$

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.