

# Form R-3 Instructions

1. The Form R-3 consists of 11 pages; file all pages whether or not a particular page applies to your committee.
2. File an original.
3. The filing dates are the 15th of April, July, October, and January. If any of these dates falls on a weekend or holiday, the next business day becomes the due date.
4. Make several copies of the blank Form R-3 to be sure you will have adequate blank forms for your use. Additional copies of the Form R-3 are available on the Commission's Web site ([www.elec.state.nj.us](http://www.elec.state.nj.us)) or by contacting the staff of the Commission at (609) 292-8700 or toll free within NJ at 1 (888) 313-ELEC (3532).
5. If you need to file several pages of a particular Schedule, number your pages. Example: your committee requires 15 pages of Schedule A to report its receipts. At the top of the page in the box provided, enter: Page No. 1 of 15.
6. If you have more than one depository account, use a separate schedule to report the activity of each account. Identify the account name in the box provided at the top of each schedule. However, when completing the front page and page 2 of the Form R-3, always consolidate all account activity. Every depository account must be disclosed on the Form D-3, D-4, or D-5, whichever is applicable to your committee.

## **Front Page of Form R-3**

### **Committee Name/Address**

Use committee's full name, or, if the Commission has approved an acronym, use the acronym.

### **Identification Number**

The identification number is a 14-character number assigned by the Commission. A treasurer will be given his or her committee's identification number at the time the committee is certified. The committee's identification number can always be found on the committee's mailing materials. If you are unsure about your committee's identification number, contact the staff of the Commission.

The first twelve characters of the committee's identification number will never change. The last two characters will change each year, since they reflect the calendar year of coverage. For example, the four quarters of 2011 will have a "Q" (quarter) "11" at the end of the identification number.

**Never submit a Form R-3**, or any other report, to the Commission without the identification number.

### **Committee Type**

Check the correct box that applies to your committee. There are three types of committees:

"CPC" - Continuing Political Committee

"PPC" - Political Party Committee

"LLC" - Legislative Leadership Committee

## **Amendment**

If any report needs amending, only the changed information need be filed, not the entire report. However, the first three pages of the Form R-3 must always be completed, signed by the treasurer, and filed with an amendment. The amendment box must be checked, and the quarterly report and year being amended must be indicated.

## **First Report Filed**

The “First Report Filed” box should only be checked the first time the committee is filing (after formation of the committee).

## **Report Quarter and Year**

Check the quarter that applies. Please enter the relevant calendar year. Note that the 4<sup>th</sup> quarter (January) report will indicate the subsequent calendar year.

## **Depository Information & Net Financial Summary**

The remainder of the front page of the Form R-3, as well as page 2 of the Form R-3 cannot be completed until all the Schedules are completed. Proceed to page 3.

## ***Page 2 of Form R-3***

Page 2 cannot be completed until all the Schedules are completed. Proceed to page 3.

## ***Page 3 of Form R-3***

### **Depository Summary**

The Depository Summary, when completed, should provide a complete picture of all accounts and assets of the committee.

For each bank account, enter the name and mailing address of the bank, and the account name. Enter the opening balance, deposits, disbursements and closing balance for the reporting period.

If a committee has more than one bank account within the same or another bank, the name(s) of the additional account(s) must be provided.

For other assets, enter the name and mailing address of the depository or issuer, the account name, type of asset, and the value at purchase and date of maturity (if applicable). Also, enter the opening balance, deposits, disbursements, and closing balance for the reporting period, if applicable.

If you think you will need an additional Depository Summary sheet in order to fully disclose your accounts and assets please photocopy a blank Depository Summary before completing or obtain a blank Depository Summary sheet from the Commission’s Web site.

Note: If the committee holds real property, a Real Property Schedule must be filed. Please contact the Commission for a Real Property Schedule (Page 3A) and instructions for filing.

Please note: The deposit information will not necessarily reflect or equal the information on your end-of-month statement from your financial institution.

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### **Schedule A - Itemized Receipts**

The purpose of Schedule A is to assist you with disclosing the committee's receipts. There are five receipt types:

1. Currency Contributions;
2. All Other Monetary Contributions;
3. In-kind Contributions - Expenditures Made by Others;
4. Reimbursements/Refunds of Disbursements; and,
5. Dividends/Interest.

Use a **separate** Schedule A for each receipt type and for each account.

#### **Currency Contributions**

Please review the section of the Compliance Manual on "Contributions," especially the section on "Currency Contributions" before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on "Record Keeping" periodically throughout the year to assure that proper records are being maintained.

All currency contributions, regardless of amount, must be reported on Schedule A. Note that a committee cannot accept more than \$200 in currency from a contributor in a calendar year.

After checking the box "Currency Contributions," fully identify the contributor. If the contributor is an individual, enter the contributor's:

- Name
- Address
- Occupation
- Employer name and address

Also, enter the date(s) the contribution was received, the amount(s) received this reporting period, and the aggregate amount received to date in this calendar year.

The "Receipt Description" is not completed when reporting currency contributions.

If the contributor is a corporation, business, union, association, political committee, etc., enter:

- Name or acronym, if entity has a Commission approved acronym, and
- Address

**Note:**

“Date Received” is the date a responsible member of the committee received the contribution, not the date of deposit, unless deposited on the day it is received.

“Aggregate Year-to-Date” will reflect the total amount (currency, monetary, in-kind, and loans) that the contributor has given during the calendar year.

### **All Other Monetary Contributions**

Please review the section of the Compliance Manual on “Contributions,” especially the section on “Contributions by Check or Other Negotiable Instrument” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained.

Monetary contributions in excess of \$300 per calendar year in the aggregate from one source must be reported on Schedule A. Monetary contributions of \$300 or less (**except currency**) are reportable on page 2, line 1.

After checking the box “All Other Monetary Contributions,” fully identify the contributor. If the contributor is an individual, enter the contributor’s:

- Name
- Address
- Occupation
- Employer name and address

Also, enter the date(s) the contribution was received, the amount(s) received this reporting period, and the aggregate amount received to date in this calendar year.

The “Receipt Description” is not completed when reporting monetary contributions.

If the contributor is a corporation, business, union, association, political committee, etc., enter:

- Name or acronym, if entity has a Commission approved acronym, and
- Address

### **Note:**

“Date Received” is the date a responsible member of the committee received the contribution, not the date of deposit, unless deposited on the day it is received.

“Aggregate Year-to-Date” will reflect the total amount (currency, monetary, in-kind, and loans) that the contributor has given during the calendar year. For example, assume a contributor gives \$500 during the first quarter and gives a \$700 contribution in the second quarter. The first quarter’s “Aggregate Year-to-Date” will be \$500. The “Aggregate Year-to-Date” amount for the second quarter will be \$1,200.

The “Aggregate Year-to-Date” figure will assist treasurers with the contribution limits, where applicable.

In the case of an anonymous contribution, the committee shall return the contribution to the donor if the identity is known; however, if no donor is found, the contribution shall escheat to the State. Report the

contribution on Schedule A, describe it as anonymous, and identify the check number of the payment to the State as reported on Schedule C.

### **In-Kind Contributions - Expenditures Made by Others**

Please review the section of the Compliance Manual on “Contributions,” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained. In-kind contributions (a contribution of goods or services) must be reported in a similar manner as other monetary contributions. Please check the box at the top of Schedule A, “In-kind Contributions - Expenditures Made by Others.” Remember; use a separate Schedule A for each receipt type. In-kind contributions of \$300 or less are reportable on page 2, line 11.

#### **Goods**

A contribution of goods shall be valued by using the fair market value of the goods to the committee receiving them. If the fair market value is in excess of \$300, the in-kind contribution must be reported in detail on Schedule A. Enter the name of the person, vendor, etc. who contributed the goods, the address, the date received, the amount received this reporting period, and the aggregate amount received to date in this calendar year. If the contributor of the goods is an individual, the individual’s occupation and the name and address of his/her employer shall also be provided.

Also report a description of the goods in the box “Receipt Description.” Examples of a description include: consulting, polling, printing, food and beverages for a fundraiser, etc.

Remember, the “Aggregate Year-to-Date” amount will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) received from that contributor during the calendar year.

#### **Services**

Similarly, a contribution of services is reportable; however, voluntary personal services are not a contribution.

For example, a certified public accountant (CPA) volunteers to assist the committee’s treasurer. The CPA employs several accountants and clericals to assist him. The services of the CPA do not constitute a contribution to the committee since they are voluntary personal services. However, since the CPA pays his accountants and clerical staff a salary, the value of the pro-rata salary of the accountants and clerical staff are a contribution to the committee. The value of this type of contribution shall be the actual amount of compensation paid by the CPA to his staff. The person contributing the services (CPA) shall provide to the committee’s treasurer a statement of the actual amount of compensation paid by him (CPA) to the staff performing the services.

Referring again to the above example, enter the contributor’s name (CPA), address, the date received, the amount received this reporting period, and the aggregate amount received to date in this calendar year. If the contributor of the services is an individual, enter the individual’s occupation and the name and address of his/her employer.

Also report a description of the services in the box “Receipt Description.” Examples of a description include: preparation of books and records, legal assistance, consulting, etc.

Remember, the “Aggregate Year-to-Date” amount will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) made by that contributor during the calendar year.

## Reimbursements/Refunds of Disbursements

Enter the information concerning reimbursements and refunds to the committee on Schedule A. Check the box “Reimbursements/Refunds of Disbursements.” Remember; use a separate Schedule A for each receipt type. An example of a reimbursement is a payment received by the committee from a candidate or other committee for which the filing committee provided or paid for a service, such as a telephone bank or mailing.

Examples of refunded disbursements are:

- Refund of a telephone or utility deposit;
- Refund from a radio or TV station, or from a newspaper for a prepaid advertisement never aired or printed; and,
- Refund from a vendor for overpayment.

A contribution the committee has made to a candidate or other committee may be refunded to the committee in one of two ways:

1. **The original check is not returned and the refund is made from a check from the recipient of the contribution.** Such a transaction should be reported as a receipt on Schedule A as a reimbursement/refund. This procedure applies whether or not the amount refunded is a full or only a partial refund of the contribution; or,
2. **The original check is returned uncashed.** If the filing committee has already reported the contribution it made, the refund should be recorded as a negative entry on Schedule D. See instructions for completing Schedule D.

If a contributor’s check or any other receipt check is returned to the committee due to insufficient funds (i.e., bad check), the committee must report the return under the appropriate receipt type (i.e. monetary contribution, reimbursement/refund, or dividends/interest) as a negative entry and subtract the amount of the check from the total for that type of receipt.

## Dividends/Interest

For each individual, entity, or corporation which provides any dividends or other similar receipts, the committee must provide the name and address of the individual, entity, or corporation; the date and amount of each receipt; the “Aggregate Year-to-Date” total; and the receipt description (dividend, etc.). If an individual provides the dividends, enter the occupation and the name and address of his/her employer. Please check the box “Dividends/Interest.” Remember; use a separate Schedule A for each receipt type.

For interest earned on any deposits or assets, report “Interest.” The name of the bank, depository, or issuer need not be identified. Since a separate Schedule A will be used for each account, only report the entry “Interest” along with the date and amount.

Complete Schedule A as Follows:

- Line 1: ADD the total amount of receipts for this page.
- Line 2: ADD the total amount of receipts on the last page used for each account and each receipt type. Carry the totals forward to page 2 Column A of the Form R-3, as follows:
- Currency Contributions, page 2, line 2a;

- All Other Monetary Contributions, page 2, line 2;
- In-kind Contributions-Expenditures Made by Others, page 2, line 12;
- Reimbursements/Refunds, page 2, line 6; and,
- Dividends/Interest, page 2, line 7.

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#### **Schedule B - Loans Received by Committee**

Please review the section of the Compliance Manual on “Contributions,” before completing this Schedule. There you will find detailed information concerning how to report a contribution. It is also necessary to review the section of the Compliance Manual on “Record Keeping” periodically throughout the year to assure that proper records are being maintained.

Schedule B is designed for the disclosure of loans in excess of \$300 in the aggregate from one source during the calendar year received by the committee, along with currency loans in **any amount**.

Remember:

- A loan is a contribution until repaid or forgiven;
- Continue to report the loan at each subsequent quarter until the loan is repaid or forgiven; and,
- Loans of \$300 or less (except currency loans) are reported on page 2, line 8.

A loan by an individual or entity is a contribution from that individual or entity until repaid or forgiven. However, a loan from a financial institution guaranteed by an individual or entity is a contribution from that individual or entity. Accordingly, the contribution limits chart should be consulted when an individual makes a loan.

If a loan amount in excess of the contribution limit is received, refund the portion of the loan amount that exceeds the applicable contribution limit within 48 hours of receipt. This transaction must be reported as a loan payment, and the committee should asterisk (\*) the “PAYMENTS THIS PERIOD” box and provide an explanation at the bottom of the page.

#### **Complete Schedule B as Follows:**

The name and address of the lender must be disclosed. If the lender is an individual, provide his/her occupation and the name and address of his/her employer.

If there is a guarantor to the loan, the guarantor must be reported and the contribution limit applies. A guarantor can guarantee an amount that when added with any other amount contributed by the guarantor does not exceed the contribution limit. Each guarantor shall be deemed to have contributed that portion of the total amount of the loan for which the guarantor(s) agreed to be liable. Any reduction in the amount of the loan shall reduce proportionately the amount guaranteed by each guarantor. If the agreement does not stipulate the portion of the loan for which each guarantor is liable, each guarantor shall be considered liable for the full amount of the loan. The guarantor’s name and address shall be provided on Schedule B. If the guarantor is an individual, his/her occupation and the name and address of his/her employer shall also be provided.

Also, enter the Aggregate Year-to-Date amount which will reflect the total amount of all contributions (currency, monetary, in-kind, and loans) received from that contributor during the calendar year.

**Original Loan Amount - ENTER** the amount borrowed.

**New Loans this Period - ENTER** amount of new loans.

**Total Amount of Loan Plus Interest - ENTER** total amount borrowed plus amount of interest.

**Outstanding Balance this Period - SUBTRACT** loan payments made this period from the outstanding loan balance plus any interest owed.

**Payments this Period - ENTER** the amount paid this period, check number, and date. It is not necessary to report again on Schedule C.

**Terms - ENTER** the date the loan was incurred, the date due, and the annual interest rate.

Line 1: **ADD** the total new loans this period. Complete this line on the last page used. Carry the total forward to page 2, line 9, Column A.

Line 2: **ADD** the total amount of loans, plus interest, for this period.

Line 3: **ADD** the total amount of loan payments, this period. Complete this line on the last page used. Carry the total forward to page 2, line 17, Column A.

Line 4: **SUBTRACT** line 3 from line 2 for the total of all outstanding loans plus interest. Complete this line on the last page used. Carry the total back to page 10, Schedule F, line 1.

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#### **Adjustment Schedule**

If a monetary contribution in excess of the contribution limit is inadvertently accepted by the committee, the excessive amount must be returned to the contributor. This transaction is reported on the Adjustment Schedule by reporting the:

- payment date,
- check number,
- payee name/address, and
- refunded amount.

Line 1: **ADD** the total amount of contributions. Complete this line on the last page used. Carry the total forward to page 2, line 4, Column A.

If a loan is accepted in excess of the contribution limits, the refund of the excessive portion of the loan should be reported on Schedule B as a loan payment. See instructions for Schedule B.

If an in-kind contribution is accepted in excess of the contribution limits, the refund of the excessive portion should be reported on Schedule C.



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### **Schedule C - Itemized Operating Disbursements**

Report all operating disbursements, regardless of amount, on Schedule C. Please review the section of the Compliance Manual on “Expenditures” before completing this Schedule. Note that if a committee has established more than one depository account, its expenditures must be reported on a separate Schedule C for each account, and each Schedule C must state the name of the depository account from which the expenditures were made.

For any disbursements for operations during the reporting period, the committee must provide the name and mailing address of the payee or creditor, the purpose of the disbursement, the amount disbursed this period, the date of the transaction, and the check number.

If the committee purchases an asset (i.e., a C.D., stocks, bonds, etc.), the transaction should appear on Schedule C. Disclose the financial or investment institution, the purpose (“purchase of C.D., stock,” etc.), the amount disbursed, the date, and the check number. However, since this type of transaction is not a true disbursement, **do not include the amount disbursed** in the totals on Schedule C. See instructions concerning cash on hand.

The term “purpose” means a brief statement or description of why the disbursement was made. Examples of a description include the following: salary, travel, telephone, food and beverage, printing, office supplies, postage, and payroll taxes. However, descriptions such as advance, other expenses, expense reimbursement, miscellaneous, and outside services are not adequately specific.

For any expenditure(s) incurred but not paid, see instructions for Schedule F.

#### **Special Note to LLCs**

The treasurer of an LLC should review the pertinent section of the Manual for guidance on the six categories of permissible uses of the LLC's funds.

**In addition to reporting the purpose of the disbursement, the treasurer of an LLC must also indicate, in the “purpose” box, which of the six permissible categories apply.**

Line 1: **ADD** the disbursements on this page.

Line 2: **ADD** the total amount of disbursements on the last page used from all accounts. Carry the total forward to page 2, line 14, Column A.

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### **Schedule D - Itemized Monetary Contributions Made to Candidates and Committees**

Schedule D is designed to disclose the monetary contributions (regardless of amount) made to three recipient types:

- **New Jersey Gubernatorial Candidates/Committees:** This group includes only candidates and committees participating in the New Jersey Gubernatorial races.
- **New Jersey Legislative Candidates/Committees:** This group includes only candidates and committees participating in the New Jersey Senate and General Assembly races in the 40 legislative districts.

- **All Other Candidates/Committees:** This group includes, but is not limited to, countywide and local candidates/committees, out-of-state candidates/committees, federal candidates/committees, as well as contributions between CPCs, LLCs, and PPCs.

Use a separate Schedule D for each recipient type and check the appropriate box.

For each monetary contribution, report the recipient's name and address.

Report the election date. If "New Jersey Legislative Candidates/Committees," report the legislative district (1-40). If "All Other Candidates/Committees," report the county for countywide offices and the **county and municipality** for local offices. Include the state if the recipient is out-of-state.

Contributions to out-of-state candidates and committees are not subject to the contribution limit provisions of the Act.

Report the check number(s) and date(s), as well as the amount of each contribution.

**Note:** If the filing committee has made a contribution to a candidate or committee, and the original check is returned uncashed, the return of the check should be reported as a negative entry on Schedule D, subtracting the amount from the disbursement totals.

Line 1: **ADD** all contributions made to each recipient type. For example, if you checked "New Jersey Gubernatorial Candidates/Committees" at the top of the Schedule D, line 1 should reflect the total amount of contributions on this page to that recipient type.

Line 2: Complete this line on the last page used when reporting a recipient type. Carry forward to page 2, line 15a, Column A, all contributions to "New Jersey Gubernatorial Candidates/Committees." Carry forward to page 2, line 15b, Column A, all contributions to "New Jersey Legislative Candidates/Committees." Carry forward to page 2, line 15c, Column A, all contributions to "All Other Candidates/Committees."

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### **Schedule E - Itemized Expenditures Made and Incurred on Behalf of Candidates and Committees**

Expenditures made by a committee on behalf of other candidates and committees for whom or which the reporting entity will not be reimbursed are in-kind contributions to the candidates and committees that benefit from the expenditures. Schedule E is designed for the disclosure of these expenditures to the three recipient types:

- New Jersey Gubernatorial Candidates/Committees
- New Jersey Legislative Candidates/Committees
- All Other Candidates/Committees
- Independent Expenditures

Use a separate Schedule E for each recipient type and check the appropriate box. See instructions for Schedule D for a description of the three recipient types.

For each payee to which the committee made an expenditure on behalf of candidates and committees, the committee must provide the payee's name and address, the purpose of the expenditure, the amount incurred but not paid, the amount disbursed during the reporting period, the transaction date(s) of the disbursement, and the check number(s). In addition, the committee must identify the candidates and/or committees benefiting from the expenditures and the date of the election. If "New Jersey Legislative Candidates/Committees," report the legislative district (1-40). If "All Other Candidates/Committees," report the county for countywide offices and the county and municipality for local offices. Include the state if the recipient is out-of-state. **ENTER** the pro-rated amount if more than one candidate/committee is benefiting.

The term purpose means a brief statement or description of why the disbursement was made. Examples of a description include: telephone banks, travel expenses, printing of brochures, newspaper advertising, polling, media productions, and postage. Descriptions such as campaign expenses, Election Day expenses, and reimbursements are not adequately specific.

Continue to report an amount incurred but not paid on subsequent quarterly reports until paid in full.

Line 1: **ADD** all disbursements on this page.

Line 2: Complete this line on the last page used for each recipient type. Carry forward to page 2, on line 16a, Column A, "New Jersey Gubernatorial Candidates/Committees," line 16b, Column A, "New Jersey Legislative Candidates/Committees," or line 16c, Column A, "All Other Candidates/Committees."

Line 3: **ADD** all outstanding obligations incurred/not paid on this page.

Line 4: Complete this line on the last page used for all recipient types. Carry the total back to page 10, Schedule F, line 2.

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#### **Schedule F - Debts and Obligations Owed by Committee**

Schedule F is designed to disclose all debts and obligations owed **by** the committee. Debts and obligations owed by the committee must continue to be reported on each subsequent report until satisfied or settled.

A written or oral contract or agreement becomes an "expenditure" as of the date of the contract or agreement and becomes subject to reporting as of that date. The outstanding obligation is the amount that remains unpaid at the close of the reporting period.

For debts and obligations owed **by** the committee, at the close of the reporting period, the committee must report each creditor's name and address, the amount of debt outstanding at the beginning of the period, the amount of the debt or obligation incurred **during the reporting period** (including finance charges, if any), the amount(s) of payment(s) this period, and the outstanding balance at the close of the reporting period. Payments this period should already have been itemized and reported on Schedule C.

If a debt or obligation is settled for less than the reported amount or value, the committee must include a statement of the circumstances and conditions under which the debt or obligation was extinguished and the amount paid. A debt owed by the committee which is forgiven or settled for less than the amount owed is an in-kind contribution to the committee and is reportable on Schedule A.

**Note:** Debt arising from a loan is already itemized on Schedule B; therefore, it is not necessary to itemize these debts again. Also, debt arising from obligations incurred on behalf of candidates and committees is also already itemized on Schedule E; therefore, it is not necessary to itemize these debts again. However, debts itemized on Schedules B and E will be reported as a total figure at the bottom of Schedule F.

### **Summary of Debts and Obligations**

The bottom portion of Schedule F is designed to present a total picture of all of the committee's debts and obligations.

Line 1: From Schedule B, page 5, line 4, ENTER the amount of loans outstanding.

Line 2: From Schedule E, page 9, line 4, ENTER the amount of outstanding obligations incurred/not paid on behalf of candidates/committees.

Line 3: ADD all debts/obligations reported on Schedule F on the last page used.

Line 4: ADD lines 1, 2, and 3. Carry forward to front page, line 10.

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#### **Schedule G - Debts and Obligations Owed to Committee**

For all debts and obligations owed to the committee as of the close of the reporting period, the committee must report the following: the name and address of each debtor, the date the debt or obligation was incurred, and the description of the debt or obligation. In addition, the committee must report the balance owed to it at the beginning of the reporting period, any new amount incurred during the reporting period, the total amount the committee received from the debtor during the reporting period, and the balance owed to the committee at the close of the period.

The term "description" means a brief statement of why the debt or obligation was incurred (i.e. media productions, salary, polling, supplies, postage, loans, printing of signs, or radio advertising).

Debts and obligations owed to the committee must continue to be reported on each subsequent report until extinguished or settled. When a payment is received to reduce or satisfy a debt or obligation owed to the committee, the payment must be: (1) itemized on Schedule A, Reimbursements/Refunds; and, (2) included in the "Total Amount Received This Period" Column on Schedule G. If the committee forgives a debt or obligation, the committee should itemize it on either Schedule C, if it is an operational expense, or Schedule E, if it is an expenditure on behalf of a candidate or committee.

Line 1: **ADD** all debts and obligations owed to the committee on this page.

Line 2: **ADD** the total amount of debts and obligations owed to the committee. Complete this line on the last page used. Carry forward to the front page, line 8.

### **Page 2 of Form R-3**

**Reminder: do not attempt to complete page 2 until all schedules have been completed.**

Page 2 of Form R-3 has 2 columns for reporting purposes: "This Report" (Column A) means the quarter covered by the report. "Calendar Year-To-Date" (Column B) means January 1st to the end of the quarter covered by the report.

### **Table I Receipts**

Line 1: Contributions, \$300 or Less	<b>ENTER</b> the total amount of monetary contributions received that were \$300 or less (except currency).
Line 2: Contributions, More Than \$300	From Schedule A, page 4, "All Other Monetary Contributions," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 2a: Currency Contributions	From Schedule A, page 4, "Currency Contributions," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 3: Total	<b>ADD</b> lines 1, 2 and 2a.
Line 4: Refunds of Contributions	From the Adjustment Schedule, page 6, <b>ENTER</b> the total from the last page used.
Line 5: Subtotal	<b>SUBTRACT</b> line 4 from line 3.
Line 6: Reimbursements/Refunds	From Schedule A, page 4, "Reimbursements/Refunds," <b>ENTER</b> the total from the last page used for this type of receipt.
Line 7: Dividends/Interest	From Schedule A, page 4, Dividends/Interest, <b>ENTER</b> the total from the last page used for this type of receipt.
Line 8: Loans, \$300 or Less	<b>ENTER</b> the total amount of loans received that were \$300 or less (except currency).
Line 9: Loans, More Than \$300	From Schedule B, page 5, line 1.
Line 10: Total Monetary Receipts	<b>ADD</b> lines 5 through 9.
Line 11: In-Kind Contributions, \$300 or Less	<b>ENTER</b> the total amount of in-kind contributions received which were \$300 or less. Repeat the same figure entered on Table II, Line 19.
Line 12: In-Kind Contributions, More The \$300	From Schedule A, page 4, "In-kind Contributions," <b>ENTER</b> the total from the last page used for this type of receipt. Repeat the same figure entered on Table II, Line 20.
Line 13: Gross Receipts	<b>ADD</b> lines 10, 11, and 12.

### **Table II Expenditures**

Line 14: Operating Disbursements	From Schedule C, page 7, line 2.
Line 15: Contributions from This Committee to:	
15a. NJ Gubernatorial Candidates/Committees	From Schedule D, page 8, line 2, <b>ENTER</b> the total from the last page used for this recipient type.

- 15b. NJ Legislative Candidates/Committees From Schedule D, page 8, line 2, **ENTER** the total from the last page used for this recipient type.
- 15c. All Other Candidates/Committees From Schedule D, page 8, line 2, **ENTER** the total from the last page used for this recipient type.
- Line 16: Expenditures Made on Behalf of:
- 16a. NJ Gubernatorial Candidates/Committees From Schedule E, page 9, line 2, **ENTER** the total from the last page used for this recipient type.
- 16b. NJ Legislative Candidates/Committees From Schedule E, page 9, line 2, **ENTER** the total from the last page used for this recipient type.
- 16c. All Other Candidates/Committees From Schedule E, page 9, line 2, **ENTER** the total from the last page used for this recipient type.
- Line 17: Loan Payments From Schedule B, page 5, line 3.
- Line 18: Total Monetary Expenditures **ADD** lines 14 through 17.
- Line 19: In-Kind Contributions, \$300 or Less Use the same figure entered on line 11 above (page 2).
- Line 20: In-Kind Contributions, More than \$300 Use the same figure entered on line 12 above (page 2).
- Line 21: Gross Expenditures **ADD** lines 18 through 20.

### ***Front Page of Form R-3***

**Reminder: do not attempt to complete the front page until page 2 and all the schedules are completed. The period covered should reflect the dates covered by the report.**

## **Depository Information**

### **Cash on Hand**

The term “Cash on Hand” includes: currency; balance(s) on deposit in bank(s), savings and loan institution(s), and/or any depository institution(s); traveler’s checks owned by the committee; certificates of deposit; treasury bills; and, any other committee investments valued at what the committee paid for them.

Review page 3 of the Form R-3 (Depository Summary). Include all assets when developing cash on hand.

- Line 1: Cash on Hand, January 1 See above. **ENTER** cash on hand as of January 1 of the reporting year.
- Line 2: Cash on Hand, Beginning of Reporting **ENTER** cash on hand as of the beginning of the reporting period.
- Line 3: Monetary Receipts From page 2, line 10.

