SPECIFIC-PURPOSE ACTION COMMITTEE

SPAC

NON-JUDICIAL

FILING INFORMATION

TEXAS ETHICS COMMISSION

SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT

FORM SPAC – INSTRUCTION GUIDE

LOCAL FILERS ONLY

For Reports Due on or after January 1, 2026

Revised January 1, 2026

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711
www.ethics.state.tx.us
(512) 463-5800 • TDD (800) 735-2989
Promoting Public Confidence in Government

FORM SPAC – INSTRUCTION GUIDE

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These instructions are for the SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC). Form SPAC includes a three-page cover sheet and Schedules A1, A2, B, C1, C2, D, E, F1, F2, F3, F4, H, I, K, T, and Form PAC-DR. All filers must submit the three-page cover sheet, but only the schedules on which there is information to report need to be included.

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GENERAL INSTRUCTIONS

These general instructions apply to all forms required to be filed under title 15, Texas Election Code, for activity that occurs on or after January 1, 2026. For a report that includes activity occurring before January 1, 2026, you must use the instructions applicable before that time, which are available on the Texas Ethics Commission's website at https://www.ethics.state.tx.us/forms/pacs/spacfrm.php.

IMPORTANT UPDATES

Increased Disclosure Thresholds

As directed by section 571.064 of the Texas Government Code, the Commission is required to annually adjust certain reporting thresholds upward to the nearest multiple of $10 in accordance with the percentage increase for the previous year in the Consumer Price Index for Urban Consumers published by the Bureau of Labor Statistics of the United States Department of Labor.

These changes will be made effective January 1st of each calendar year; the affected numbers and corresponding new thresholds are located in 1 T.A.C. §18.31, which can be found here: https://www.ethics.state.tx.us/rules/. The higher itemization thresholds will be reflected on the paper forms and in these instructions, as applicable.

Verify that you are using the correct thresholds and forms that apply to your filing. For example, if you are filing a campaign finance report or lobby activities report that is due in January of 2026, you must use the forms and instructions that are applicable to the period ending December 31, 2025.

Contributions Made Electronically Must Be Itemized

Beginning on September 1, 2019, all political contributions that are made electronically and accepted by a filer during the reporting period must be itemized in the filer's campaign finance report. This change is made by House Bill 2586, adopted by the 86th Texas Legislature.

ELECTRONIC FILING

All persons filing campaign finance reports with the Texas Ethics Commission (Commission) are required to file those reports electronically unless the person is eligible to claim an exemption. Check the Commission's website at *https://www.ethics.state.tx.us* for more detailed information about electronic filing.

FILLING OUT THE FORMS

All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, print everything other than your signature.

If you are filing with the Commission, and you are eligible to claim an exemption to electronic filing, ***you may use your own computer-generated form*** if it provides for disclosure of all the information required on the Commission's form and it is *substantially identical* in paper size,

color, layout, and format. A substitute form that is substantially identical to the Commission's prescribed form must be submitted for pre-approval by the Commission's executive director. Always file the cover sheet of the campaign finance report form. You need to file only those schedules on which you have information to report.

You must keep an exact copy of each report filed and all records necessary to complete the report for at least two (2) years after the deadline for filing the report.

If you have questions, contact our legal department at helpline@ethics.state.tx.us.

TEXAS ETHICS COMMISSION GUIDES

The Commission publishes a Campaign Finance Guide for each type of filer. These guides are designed to explain your responsibilities as a filer. The Commission encourages you to read the appropriate guide *before* you begin accepting political contributions or making or authorizing political expenditures.

PHOTOCOPIES OF FORMS

You may use photocopies of Commission forms. For example, if the space provided on Schedule A1 is insufficient, you may make copies of a blank Schedule A1 form and attach more pages as needed.

FILING DATE

For most reporting deadlines, a document is considered timely filed if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time on or before the deadline.

Pre-Election Reports: A report due 30 days before an election and a report due 8 days before an election must be *received* by the appropriate filing authority no later than the report due date.

If you are filing with the Commission, address your reports and correspondence to the Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711-2070. For hand-deliveries, the Commission's street address is 201 E. 14th Street, Sam Houston Building, 10th Floor, Austin, Texas 78701.

If the due date for a report falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day.

SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT

These instructions are for specific-purpose committees using the SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC). A complete report includes the three-page Form SPAC Cover Sheet, and any of the following schedules on which there is information to report: A1, A2, B, C1, C2, D, E, F1, F2, F3, F4, H, I, K, and T. (You are not required to file Schedule G.) A complete Dissolution Report must also include Form PAC-DR.

Note: Specific-purpose committees for supporting or opposing judicial candidates or officeholders use Form JSPAC, not Form SPAC.

GENERAL INFORMATION

Use Form SPAC to file a campaign finance report if you are a campaign treasurer for a specific-purpose committee.

Use Form SPAC for filing the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded Modified Reporting Limit report
- 10th day after campaign treasurer termination
- Dissolution report

See the instructions for sections 9 and 10 of the Cover Sheet for help in deciding which reports you should file.

DUTIES OF CAMPAIGN TREASURER

The committee's campaign treasurer is responsible for filing this form and keeping all necessary records. Failing to file a report on time or filing an incomplete report may subject the treasurer to criminal or civil penalties.

WHERE TO FILE

Generally, the campaign treasurer of the specific-purpose committee must file this form with the same authority with which the committee filed the campaign treasurer appointment (Form STA).

Specific-Purpose Committees Involved in School District Bond Elections. A specific-purpose committee created to support or oppose a measure on the issuance of bonds by a school district must file all of its campaign finance reports with the Commission. This does not affect the filing requirements for the committee's campaign treasurer appointment. The campaign treasurer of a specific-purpose committee involved in a school district bond election will file this form (Form

SPAC) with the Commission. A school district includes a junior college district or community college district.

For additional information about the filing requirements for Form STA, see the *Campaign Finance Guide for Political Committees*.

FILING A DISSOLUTION REPORT

The campaign treasurer of a specific-purpose committee may file a dissolution report if the committee does not expect to accept any more political contributions or make any more political expenditures, and if the committee does not have any remaining contributions maintained. Filing a dissolution report terminates the committee's campaign treasurer appointment and relieves the campaign treasurer of the obligation of filing any additional reports.

To dissolve the specific-purpose committee, the campaign treasurer must complete the "SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT" (Form SPAC), check the "Dissolution" box in Section 9 of the Cover Sheet and complete and attach the "POLITICAL COMMITTEE AFFIDAVIT OF DISSOLUTION" (Form PAC-DR).

For more information, see the Campaign Finance Guide for Political Committees.

COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

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1. **FILER ID**: If you filed your Form STA with the Commission, the Commission assigned a filer identification number when the initial campaign treasurer appointment (Form STA) was filed. The campaign treasurer should have received a letter acknowledging receipt of the campaign treasurer appointment and showing the committee's filer identification number. Enter this number wherever you see "Filer ID." If you do not file with the Commission, you are not required to enter a Filer ID.

2. **TOTAL PAGES FILED**: After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of page 1 only. Each side of a two-sided form counts as one page.

3. **COMMITTEE NAME**: Enter the committee's full name. Your entry here should be the same as on the committee's campaign treasurer appointment.

4. **COMMITTEE ADDRESS**: Enter the committee's complete mailing address. If the mailing address has changed since the committee last gave notice of the address, check the "Change of Address" box.

5. **CAMPAIGN TREASURER NAME**: Enter the full name of the committee's campaign treasurer.

6. **CAMPAIGN TREASURER STREET ADDRESS**: Enter the complete business or residential street address of the committee's campaign treasurer. Do not enter a P.O. Box.

7. **CAMPAIGN TREASURER MAILING ADDRESS**: Enter the complete mailing address of the committee's campaign treasurer. If the mailing address has changed since the committee last gave notice of the address, check the "Change of Address" box.

8. **CAMPAIGN TREASURER PHONE**: Enter the phone number of the campaign treasurer, including the area code and, if applicable, the extension.

9. **REPORT TYPE**: Check the box that describes the type of report you are filing, according to the descriptions below. See the instructions for section 10 for the periods covered by each type of report.

   January 15 (Semiannual) Report: All specific-purpose committees that file with the Commission must file this report by midnight Central Time on the January 15 report due date. All specific-purpose committees that file locally must file this report by 5 p.m. on the January 15 report due date.

   July 15 (Semiannual) Report: All specific-purpose committees that file with the Commission must file this report by midnight Central Time on the July 15 report due date. All specific-purpose committees that file locally must file this report by 5 p.m. on the July 15 report due date.

   30th Day Before Election Report: Specific-purpose committees that are supporting or opposing an opposed candidate or a measure in an election and did not choose the modified reporting schedule must file this pre-election report. If your committee chose modified reporting, but then exceeded a threshold ***before*** the 30th day before the election, your committee must file this report.

   A candidate is "opposed" if he or she has an opponent, including a minor party candidate, whose name is printed on the ballot. If the candidate's only opposition is a write-in candidate, he or she is not considered opposed for filing purposes. A write-in candidate is an "opposed" candidate subject to the reporting requirements if he or she accepts political contributions or makes political expenditures.

   The report is due no later than 30 days before the election. For all specific-purpose committees that file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all specific-purpose committees that file locally, this report must be ***received*** by the filing authority no later than 5 p.m. on the report due date.

   Note: Specific-purpose committees that support or oppose a candidate who is unopposed in an election are not required to file pre-election reports for that election.

   8th Day Before Election Report: Specific-purpose committees that are supporting or opposing an opposed candidate or a measure in an election and did not choose the modified reporting schedule must file this pre-election report. If your committee chose modified reporting, but then exceeded a threshold before the 8th day before the election, your committee must file this report. If your committee filed the "30th Day Before Election Report," then your committee must file this report.

See "30th Day Before Election Report" for the definition of an opposed candidate.

The report is due no later than 8 days before the election. For all specific-purpose committees that file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all specific-purpose committees that file locally, this report must be ***received*** by the filing authority no later than 5 p.m. on the report due date.

Note: Specific-purpose committees that support or oppose a candidate who is unopposed in an election are not required to file pre-election reports for that election.

Exceeded Modified Reporting Limit Report: Specific-purpose committees that chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $1,140 in contributions or $1,140 in expenditures in connection with the election must file this report within 48 hours after exceeding the $1,140 limit. (The committee must meet this deadline even if it falls on a weekend or a holiday.)

Runoff Report: Specific-purpose committees that are supporting or opposing a candidate in a runoff election and that did not choose the modified reporting schedule must file this runoff report.

The report is due no later than 8 days before the runoff election. For all specific-purpose committees that file with the Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all specific-purpose committees that file locally, this report must be ***received*** by the filing authority no later than 5 p.m. on the report due date.

Dissolution Report: You must file a Dissolution report in order to dissolve the committee. Your committee may file a Dissolution report if your committee expects to have no further reportable activity, and if your committee does not have any remaining contributions maintained. There is not a fixed deadline for this report. A Dissolution report terminates the appointment of campaign treasurer and relieves the campaign treasurer of the duty to file additional reports. This report must include a completed "POLITICAL COMMITTEE AFFIDAVIT OF DISSOLUTION" (Form PAC-DR).

10th Day After Campaign Treasurer Termination Report: A specific-purpose committee's campaign treasurer must file this report if his or her campaign treasurer appointment is terminated. This report is due no later than the 10th day after the termination occurs. If the termination takes place on the last day of a reporting period, no separate termination report is required.

Daily Pre-Election Report of Contributions (Form Daily–C PAC): A specific purpose committee may be required to file daily pre-election reports disclosing contributions during the period beginning the 9th day before an election and ending at 12 noon on the day before the election. This information is disclosed on Form Daily-C PAC. For more information, see the instructions for Form Daily-C PAC.

Legislative Special Session Report: This report is filed after a special legislative session called by the governor. You must file this report ***only if*** your specific-purpose committee

supports, opposes, or assists a statewide or legislative candidate or officeholder, and your committee accepted contributions during the period covered by the special session report. (Specific-purpose committees that support, oppose, or assist a statewide officeholder or member of the legislature may not accept political contributions during a regular legislative session.) This information must be disclosed on Form SPAC-SS. For more information, see the instructions for Form SPAC-SS.

10. **PERIOD COVERED**: A reporting period includes the start date and the end date. The report due date will be after the end of the reporting period. Generally, a report picks up where the last report left off and there should be no gaps or overlapping periods. The exception is Daily Pre-election reports and Special Session reports, which do create overlaps because you are required to report the activity twice. Consult the Commission's *Campaign Finance Guide for Political Committees* for further explanation regarding daily reports.

    First Reports: If this is the first campaign finance report that your committee has filed, the start date will be the date your campaign treasurer appointment (Form STA) was filed.

    January 15 (Semiannual) Report: The start date is July 1 of the previous year or the day after the last day covered by the last required report, whichever is later. If this is the committee's first report, see the "First Reports" section above. The end date is December 31 of the previous year.

    July 15 (Semiannual) Report: The start date is January 1 or the day after the last day covered by the last required report, whichever is later. If this is the committee's first report, see the "First Reports" section above. The end date is June 30.

    30th Day Before Election Report: The start date is the day after the last day covered by the last required report. If this is the committee's first report, see the "First Reports" section above. The end date is the 40th day before the election. (This report is not required if your committee is supporting or opposing an unopposed candidate in the election or filing under the modified reporting schedule.)

    8th Day Before Election Report: The start date is the 39th day before the election if your committee filed a 30th Day Before Election Report. Otherwise, the start date is the day after the last day covered by your committee's last required report. If this is the committee's first report, see the "First Reports" section above. The end date is the 10th day before the election. (This report is not required if your committee is supporting or opposing an unopposed candidate in the election or is filing under the modified reporting schedule.)

    Exceeded Modified Reporting Limit Report: This report is only required for specific-purpose committees who selected the modified reporting schedule but exceeded the $1,140 limit after the 30th day before the election. The start date for the report is either the day your committee appointed a campaign treasurer or the day after the last day covered by your committee's last required report, whichever is later. The end date is the day your committee exceeded the $1,140 limit for contributions or expenditures.

    Runoff Report: The start date is the 9th day before the main election if your committee filed an 8th Day Before Election Report in connection with the main election. Otherwise, the

start date is the day after the last day covered by your committee's last required report or the day your committee appointed a campaign treasurer, whichever is later. The end date is the 10th day before the runoff election. (This report is not required if your committee is eligible to file under the modified reporting schedule.)

Dissolution Report: The start date is the day after the last day covered by your committee's last required report. The end date is the day you file the dissolution report.

10th Day After Campaign Treasurer Termination Report: The start date is either the day after the last day covered by your committee's last required report or the day your committee appointed a campaign treasurer, whichever is later. The end date is the day the campaign treasurer's appointment was terminated. This report is due no later than 10 days after the campaign treasurer appointment was terminated.

If the committee did not accept any contributions or make any expenditures during this reporting period in connection with an upcoming election or recently held election, skip section 11.

11. ELECTION: If your specific-purpose committee accepted contributions or made expenditures in connection with an upcoming election or a recently held election, provide the election information. If your committee has not participated in a recently held election and do not intend to participate in an upcoming election, this section does not apply to you.

Election Date: Enter the month, day, and year of the election for which the report is filed, if known.

Committee Activity in Connection with an Upcoming Election – If the political activity in this report primarily pertains to an upcoming election, provide the date of the upcoming election in which your committee intends to participate that most immediately follows the deadline for this report.

Committee Activity in Connection with a Recently Held Election – If the political activity in this report primarily pertains to a recently held election, provide the date of the recently held election in which your committee participated that most immediately precedes the deadline for this report.

Election Type: Check the box next to the type of election that most accurately describes the upcoming or recently held election for which this report is filed.

Primary: An election held by a political party to select its nominees for office.

General: An election, other than a primary election, that regularly occurs at fixed dates.

Runoff: An election held if no candidate for a particular office receives the votes necessary to be elected in an election requiring a majority vote.

Special: An election that is neither a general election, a primary election, nor a runoff election.

Other: If none of the listed election types apply, select "Other" and enter your own description of the election for which this report is filed.

For additional information, see the *Campaign Finance Guide for Political Committees*.

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12. **COMMITTEE NAME**: Enter the name of the committee.

13. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

14. **COMMITTEE PURPOSE**: A specific-purpose political committee must identify each candidate or ballot measure supported or opposed and each officeholder assisted by the committee in this reporting period.

    Note: This information should also have been included on your committee's campaign treasurer appointment (Form STA). If there is a change in this information, you must file an amended campaign treasurer appointment (Form ASTA) to report the change within 24 hours of the change.

    Attach additional copies of this page, if necessary.

    Changing status: Sometimes a specific-purpose political committee is organized to support a particular candidate or measure but later broadens its goals to support a variety of candidates who share the group's views on a particular issue or to support a variety of measures related to an issue. In that case, the committee has become a general-purpose political committee.

    SPAC becoming a GPAC/MPAC**:** If an SPAC engages in activities that make the committee a GPAC/MPAC, the committee must file a new campaign treasurer appointment (on Form GTA) with the Commission before it may accept more than $1,110 in total political contributions or make more than $1,110 in total political expenditures as a GPAC/MPAC. On Form GTA, the committee may choose whether to file according to the regular filing schedule (filer type GPAC) or monthly filing schedule (filer type MPAC).

    In addition to filing Form GTA with the Commission, the campaign treasurer of the new GPAC/MPAC must give notice of the change in status to the filing authority with which the committee filed reports as an SPAC. This notice is due no later than the due date for the next report the committee would have had to file as an SPAC. The notice must state that the committee will file future reports as a GPAC/MPAC and that those reports will be filed with the Commission.

"SUPPORT, OPPOSE, OR ASSIST" boxes: Check the box that indicates whether your committee supported or opposed a candidate or measure or assisted an officeholder. You may add more than one entry for your committee.

"CANDIDATE, OFFICEHOLDER, OR MEASURE" boxes: Check the box that indicates whether your committee's activity related to a candidate, officeholder or measure.

CANDIDATE/OFFICEHOLDER NAME: Enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (Title and Nickname are optional).

OFFICE SOUGHT (candidate)/OFFICE HELD (officeholder): Enter the office sought by the candidate or the office held by the officeholder, as applicable.

BALLOT IDENTIFICATION #: Enter the ballot number of the measure supported or opposed by your committee, if known.

ELECTION DATE: Select the date of the election at which the ballot measure will be voted on.

DESCRIPTION: Enter a short description of the ballot measure.

15. TOTALS: Complete this section only after you have completed any applicable schedules.

Line 1- TOTAL UNITEMIZED POLITICAL CONTRIBUTIONS: Enter the total of all unitemized contributions (other than pledges, loans, guarantees of loans, or contributions made electronically) of $110 or less. Do not include any contributions itemized on Schedule A1 and A2 or any contributions made electronically. If you completed Schedules C1 or C2, do not include any of those contributions. Enter a "0" if you did not receive any unitemized contributions during the period covered.

On Schedules A1 and A2, you are required to itemize political contributions that totaled more than $110 from one person during the reporting period and any political contribution that is made electronically. (Remember*:* If the committee received contributions *totaling* more than $110 from one person during the reporting period, you are required to itemize all of those contributions, even if individual contributions were $110 or less.) You may also itemize contributions of $110 or less from one person. Do not include any itemized contributions in the total entered on line 1, regardless of amount.

Line 2- TOTAL POLITICAL CONTRIBUTIONS: Add the total contributions itemized on Schedules A1, A2, C1, or C2, to the amount you entered on line 1. Enter that total on line 2. Enter a "0" if you did not receive any contributions during the period covered.

Line 3- TOTAL UNITEMIZED POLITICAL EXPENDITURES: Enter the total of all unitemized political expenditures of $230 or less. Do not include any expenditures itemized on Schedule F1, F2, F3, F4, or H. Enter a "0" if you did not make any unitemized expenditures during the period covered.

On Schedule F1, you are required to itemize political expenditures that totaled more than $230 to one payee. (Remember*:* If the committee made expenditures *totaling* more than $230 to one person during the reporting period, you are required to itemize all of those expenditures, even if individual expenditures were $230 or less.) You may also itemize expenditures totaling $230 or less to one payee. Do not include any expenditures itemized on Schedule F1 in the total entered on line 3, regardless of amount.

On Schedule F2, you are required to itemize incurred but not yet paid political expenditures that totaled more than $230 to one payee. You may also itemize incurred political expenditures totaling $230 or less to one payee. Do not include any political or

non-political expenditures itemized on Schedule F2 in the total entered on line 3, regardless of amount.

On Schedule F4, you are required to itemize political expenditures made by a credit card that totaled more than $230 to one payee. You may also itemize political expenditures totaling $230 or less to one payee. Do not include any political or non-political expenditures itemized on Schedule F4 in the total entered on line 3, regardless of amount.

On Schedule H, you are required to itemize payments from political contributions made to certain businesses. Do not include any expenditures itemized on Schedule H in the total entered on line 3, regardless of the amount.

Line 4- TOTAL POLITICAL EXPENDITURES: Add the following:

(a) the total expenditures listed on Schedule F1;

(b) the total political expenditures listed on Schedule F2;

(c) the total political expenditures listed on Schedule F4;

(d) the total political expenditures listed on Schedule H; and

(e) the amount you entered on line 3.

Enter that total on line 4.

Enter a "0" if you did not make any expenditures during the period covered.

Line 5- TOTAL POLITICAL CONTRIBUTIONS MAINTAINED: Enter the total amount of political contributions, including interest or other income on those contributions, maintained as of the last day of the reporting period. Enter "0" if you do not maintain political contributions, including interest or other income on those contributions, as of the last day of the reporting period. This is different from the total contributions reported on line 2. Only contributions accepted during the period covered by the report are entered on line 2.

The law requires you to disclose the total amount of political contributions accepted, including interest or other income on those contributions, maintained in one or more accounts in which political contributions are deposited as of the last day of the reporting period.

The "total amount of political contributions maintained" includes: the total amount of political contributions maintained in one or more accounts, including the balance on deposit in banks, savings and loan institutions and other depository institutions; the present value of any investments that can be readily converted to cash, such as certificates of deposit, money market accounts, stocks, bonds, treasury bills, etc.; and the balance of political contributions accepted and held in any online fundraising account over which the filer can exercise control by making a withdrawal, expenditure, or transfer.

Line 6- TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS: Enter the aggregate outstanding principal amount of all loans accepted for political purposes as of the last day of the reporting period. This is different from the information reported on Schedule E. Include outstanding principal of loans accepted in this reporting period as well as outstanding principal of loans accepted previously. Enter a "0" if you did not accept any loans during the period covered and have no outstanding loans. This line must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously.

16. **SIGNATURE:** Complete this section only after you have completed all applicable sections and schedules. You must always sign a report that you file. You must complete this section even if you have no schedules to attach. ***Only the committee's campaign treasurer or the assistant campaign treasurer may sign the report***.

    If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Campaign Treasurer (Declarant)" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Campaign Treasurer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

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17. **COMMITTEE NAME**: Enter the name of the committee.

18. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

19. **SCHEDULE SUBTOTALS**: Complete this section only after you have completed all applicable schedules.

    Check the appropriate boxes to indicate which schedules are attached to your report. If a schedule is not included in the report, leave the check box blank.

    Line 1- Schedule A1: Add the total amount of contributions itemized on Schedule A1. Enter that total on line 1. Enter a "0" if you did not accept any contributions during the period covered.

    Line 2- Schedule A2: Add the total amount of non-monetary in-kind contributions itemized on Schedule A2 to the amount of unitemized non-monetary in-kind contributions accepted during the period covered. Enter that total on line 2. Enter a "0" if you did not accept any non-monetary in-kind contributions during the period covered.

    Line 3- Schedule B: Add the total amount of pledged contributions itemized on Schedule B to the amount of unitemized pledged contributions accepted during the period covered. Enter that total on line 3. Enter a "0" if you did not accept any pledged contributions during the period covered.

    Line 4- Schedule C1: Add the total amount of monetary contributions from corporations and labor organizations itemized on Schedule C1. Enter that total on line 4. Enter a "0" if you

did not accept any monetary contributions from corporations or labor organizations during the period covered.

Line 5- Schedule C2: Add the total amount of non-monetary in-kind contributions from corporations and labor organizations itemized on Schedule C2. Enter that total on line 5. Enter a "0" if you did not accept any non-monetary in-kind contributions from corporations or labor organizations during the period covered.

Line 6- Schedule D: Add the total amount of pledged contributions from corporations and labor organizations itemized on Schedule D. Enter that total on line 6. Enter a "0" if you did not accept any pledged contributions from corporations or labor organizations during the period covered.

Line 7- Schedule E: Add the total amount of loans itemized on Schedule E to the amount of unitemized loans accepted during the period covered. Enter that total on line 7. Enter a "0" if you did not accept any loans during the period covered.

Line 8- Schedule F1: Add the total amount of political expenditures from political contributions itemized on Schedule F1. Enter that total on line 8. Enter a "0" if you did not make any political expenditures during the period covered.

Line 9- Schedule F2: Add the total amount of unpaid incurred obligations itemized on Schedule F2 to the amount of unitemized unpaid obligations incurred during the period covered. Enter that total on line 9. Enter a "0" if you did not incur any unpaid obligations during the period covered.

Line 10- Schedule F3: Add the total amount of investments purchased from political contributions itemized on Schedule F3. Enter that total on line 10. Enter a "0" if you did not purchase investments from political contributions during the period covered.

Line 11- Schedule F4: Add the total amount of expenditures made by a credit card itemized on Schedule F4 to the amount of unitemized expenditures made by a credit card during the period covered. Enter that total on line 11. Enter a "0" if you did not make any expenditures by credit card during the period covered.

Line 12- Schedule H: Add the total amount of payments from political contributions to a business of the candidate or officeholder itemized on Schedule H. Enter that total on line 12. Enter a "0" if you did not make any payments from political contributions to a business of the candidate or officeholder during the period covered.

Line 13- Schedule I: Add the total amount of non-political expenditures from political contributions itemized on Schedule I. Enter that total on line 13. Enter a "0" if you did not make any non-political expenditures from political contributions during the period covered.

Line 14- Schedule K: Add the total amount of interest, credits, gains, refunds, and contributions returned to filer that were itemized on Schedule K. Enter that total on line 14. Enter a "0" if you did not have any such activity during the period covered.

For more information, see the *Campaign Finance Guide for Political Committees*.

SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS

These instructions are for specific-purpose committees using SCHEDULE A: MONETARY POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about incoming monetary political contributions accepted during the reporting period. You are not required to include contributions of an individual's personal services or travel if the individual receives no compensation from any source for the services. If your committee accepted other types of incoming funds (such as corporate or labor organization contributions, loans, or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories. (Report pledges on Schedules B and D; report corporate or labor organization contributions or support on Schedules C1 and C2; report loans and guarantees of loans on Schedule E; and report interest on Schedule K.)

Notice to Candidates and Officeholders: If the committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, the committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. For additional information, see the *Campaign Finance Guide for Political Committees*.

Itemization: You must enter incoming monetary contributions that exceed $110 from one person, and any monetary contribution made electronically, during the reporting period on this schedule. If the committee accepted two or more contributions from the same person, the total of which exceeds $110, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $110 in the period on this schedule. If you do not itemize contributions of $110 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 15, line 1.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE A1**: After you have completed Schedule A1, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID:** See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: Enter the date the committee ***accepted*** the contribution.

   Accepting a contribution is different from ***receiving*** a contribution. The committee accepts a contribution when the determination is made to accept it rather than reject it. This may or may not be the same day that the committee receives the contribution.

   Failure to make a determination about acceptance or refusal: If you fail to make a determination to accept or refuse a contribution by the end of the reporting period, the contribution is considered to have been accepted.

   Returning refused contributions: If you receive a political contribution but do not accept it, you must return the contribution not later than the 30th day after the end of the reporting

period in which the contribution was received. If you fail to do so, the contribution is considered to have been accepted.

5. **FULL NAME OF CONTRIBUTOR**: Enter the full name of the contributor. If the contributor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the contributor is an entity, enter the full name of the entity.

   "Out-of-State PAC" box: If the contributor is an out-of-state political committee, check the box. Certain restrictions apply to contributions from out-of-state PACs. The fact that a political committee has a mailing address outside of Texas does not mean that the committee is an out-of-state PAC for purposes of these restrictions. A political committee that has a campaign treasurer appointment on file in Texas is not an out-of-state PAC. A political committee that makes most of its political expenditures outside of Texas may be an out-of-state PAC. A political committee must determine if it is an out-of-state PAC.

   If the contributor is an out-of-state political committee from which the committee accepted more than $1,140 in the reporting period, (including pledges or loans from sources other than financial institutions that have been in business for more than a year) you must include one of the following with your report:

   - a copy of the out-of-state PAC's statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state PAC; or

   - a written statement, certified by an officer of the out-of-state PAC, listing the full name and address of each person who contributed more than $230 to the out-of-state PAC during the 12 months immediately preceding the contribution.

   If the contributor is an out-of-state political committee from which the committee accepted $1,140 or less (including pledges) during the reporting period, you must include one of the following with your report:

   - a copy of the out-of-state political committee's statement of organization filed as required by law with the FEC and certified by an officer of the out-of-state committee.

   - a document listing the committee's name, address and phone number; the name of the person appointing the committee's campaign treasurer; and the name, address and phone number of the committee's campaign treasurer.

   "ID #" Line (Electronic Filing Only): If you are filing your report electronically, you may enter in this field the out-of-state committee's FEC identification number. If you do not have an FEC # for the out-of-state PAC or are not filing electronically with the Commission, you must provide other documentation as explained above.

   Note: See the *Campaign Finance Guide For Political Committees* for detailed information on accepting and reporting contributions from out-of-state political committees.

6. **CONTRIBUTOR ADDRESS**: Enter the complete address of the contributor.

7. **AMOUNT OF CONTRIBUTION**: Enter the exact amount of the contribution.

8. **PRINCIPAL OCCUPATION/JOB TITLE**: A committee that supports or opposes a candidate for or assists a holder of a statewide office or legislative office must disclose the principal occupation or job title of an individual from whom the committee accepted contributions (including pledges) of $1,140 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

9. **EMPLOYER**: A committee that supports or opposes a candidate for or assists a holder of a statewide office or a legislative office must disclose the employer of an individual from whom the committee accepted contributions (including pledges) of $1,140 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

These instructions are for specific-purpose committees filing using SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about incoming non-monetary (in-kind) political contributions received during the reporting period. An in-kind contribution is a contribution of goods, services, or any other thing of value ***other than money*** that is given to your committee. You are not required to include contributions of an individual's personal services or travel if the individual receives no compensation from any source for the services. If your committee accepted other types of incoming funds (such as corporate or labor organization contributions, loans, interest or pledges), enter them on the applicable schedules associated with the categories. (Report pledges on Schedules B and D; report corporate or labor organization contributions on Schedules C1 and C2; report loans and guarantees of loans on Schedule E; and report interest on Schedule K).

Notice to Candidates and Officeholders: See the instructions for Schedule A1.

Itemization: You must enter non-monetary (in-kind) contributions of goods, services, or other things of value that exceed $110 from one person, and any non-monetary contribution made electronically, during the reporting period on this schedule. If the committee accepted two or more contributions from the same person during the reporting period, the total of which exceeds $110, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $110 in the period on this schedule. If you do not itemize contributions of $110 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 15, line 1.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE A2**: After you have completed Schedule A2, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS**: Enter the total amount of in-kind political contributions of $110 or less that you accepted during the period covered that are not itemized on this schedule. If you choose to itemize an in-kind contribution of $110 or less on this schedule, do not include it in this total. All contributions made electronically must be itemized.

5. **DATE**: See the instructions for Schedule A1, section 4.

6. **FULL NAME OF CONTRIBUTOR**: See the instructions for Schedule A1, section 5.

"Out-of-State PAC" box: See instructions for Schedule A1, section 5.

7. **CONTRIBUTOR ADDRESS**: Enter the complete address of the contributor.

8. **AMOUNT OF CONTRIBUTION**: Enter the fair market value of the in-kind contribution.

9. **IN-KIND CONTRIBUTION DESCRIPTION**: Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

   "Travel Outside of Texas" box: Check the box to indicate that the in-kind contribution was for travel outside of Texas. The description of an in-kind contribution for travel outside of Texas must include detailed information. Report this information on Schedule T.

10. **PRINCIPAL OCCUPATION/JOB TITLE**: See the instructions for Schedule A1, section 8.

11. **EMPLOYER**: See the instructions for Schedule A1, section 9.

Sections 12-16 pertain to judicial specific-purpose committees only. Do not complete these sections. If you are a judicial specific-purpose committee, use form JSPAC and the corresponding instructions.

SCHEDULE B: PLEDGED CONTRIBUTIONS

These instructions are for specific-purpose committees using SCHEDULE B: PLEDGED CONTRIBUTIONS.

Use this schedule to disclose information about pledges accepted during the reporting period for political purposes. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on contributions actually received, loans or guarantees of loans, or interest. (Report contributions actually received on Schedules A1, A2, C1, and C2, as applicable; report loans and guarantees of loans on Schedule E; and report interest on Schedule K.) Do not enter on this schedule information about pledged contributions from corporations or labor organizations. (Report such pledged contributions on Schedule D.)

If the committee accepts a pledge from a person for money, goods, services, or anything of value, that pledge is a reportable contribution and you must include the pledge on this schedule for the report covering the period in which you accept the pledge. The committee must accept the pledge before you are required to report the pledge.

A political committee that supports or opposes measures ***exclusively*** *or that is a direct campaign expenditure only committee* may accept pledged contributions from corporations and labor organizations, and must report such pledged contributions on Schedule D.

Itemization: A specific-purpose committee must itemize pledged contributions that exceed $110 in the aggregate from one person during the reporting period. If the committee received pledges totaling more than $110 from one person during the reporting period, you must itemize all of those pledges, even if individual pledges were for $110 or less. Although you are not required to do so, you may also itemize pledges totaling less than $110 from one person.

You must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary (in-kind) contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is no longer a pledge disclosed here; it becomes a contribution disclosed on the applicable contributions schedule.

Note: See the Campaign Finance Guide for more information on pledges.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE B**: After you have completed Schedule B, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID:** See the instructions for Cover Sheet, page 1, section 1.

4. **TOTAL OF UNITEMIZED PLEDGES**: Enter the total amount of pledges that the committee accepted during the period from each person that did not exceed $110 in the aggregate. Although you are not required to do so, you may also itemize pledges of $110 or

less on this schedule. If you itemize some pledges of $110 or less, do not include those pledges in the total entered here. If you choose to itemize all pledges of $110 or less, enter a "0" here.

5. **DATE**: Enter the date your committee accepted the pledge, regardless of when the pledge is actually received. You accept a pledge when you decide to accept it rather than reject it.

   Pledge accepted and received in different reporting periods: If your committee *accepts* a pledge in one reporting period and then *receives* the pledged money or other thing of value in a later reporting period, you will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. You will also disclose the receipt of the pledged money or other thing of value on the appropriate incoming funds schedule (report monetary contributions on Schedule A1; report in-kind contributions on Schedule A2; report loans on Schedule E) in the reporting period in which you received the pledge.

   Pledge received in same reporting period as accepted: If your committee receives payment of a pledged contribution in the same reporting period in which the pledge was accepted, then you will not report the pledge on this schedule. You will only disclose the contribution on the appropriate incoming funds schedule (such as monetary or non-monetary contributions, or loans). For a pledged contribution paid in the same reporting period, the date of the contribution will be the date your committee ***accepted*** the pledge, regardless of what date within the reporting period that the pledged contribution was actually ***received***.

   Pledge accepted but never received: You will disclose the pledge on this schedule in the reporting period in which you accepted the pledge. If your committee never actually receives the pledge, it is not necessary to correct your report to delete the pledge.

   Example: In June a supporter promises that he will give Juan Garcia $1,000 in the last week before the November election. Juan accepts his promise. Juan must disclose the pledge on his July 15 report covering the period in which he accepted the pledge. (Note: When he receives the $1,000, he will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which he received the money. Also, if he never receives the $1,000, he does not correct/amend his report to delete the entry for the pledge.)

6. **FULL NAME OF PLEDGOR**: Enter the full name of the person who made the pledge.

   "Out-of-State PAC" box: See the instructions for Schedule A1, section 5.

7. **PLEDGOR ADDRESS**: Enter the complete address of the person who made the pledge.

8. **AMOUNT OF PLEDGE**: Enter the exact amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

9. **IN-KIND DESCRIPTION**: If the pledge was for goods or services or any other thing of value, enter a description of the pledged goods or services or other thing of value. The

description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was pledged.

"Travel Outside of Texas" box: Check the box to indicate that the in-kind contribution was for travel outside of Texas. The description of an in-kind contribution for travel outside of Texas must include detailed information. Report this information on Schedule T.

10. **PRINCIPAL OCCUPATION OR JOB TITLE**: See the instructions for Schedule A1, section 8.

11. **EMPLOYER**: See the instructions for Schedule A1, section 9.

SCHEDULE C1: MONETARY CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for specific-purpose committee that accepts a political contribution from a corporation or labor organization. A political committee may accept a political contribution from a corporation or labor organization only if certain requirements are met. For additional information regarding the permissibility of a political committee accepting a political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about political contributions accepted during the reporting period from corporations, labor organizations, and the business associations listed below. Do not enter on this schedule information on non-monetary (in-kind) contributions, pledges, interest, loans or guarantees of loans from corporations or labor organizations. (Report non-monetary (in-kind) contributions on Schedule C2, corporate pledges on Schedule D, loans and guarantees of loans on Schedule E, and interest on Schedule K.)

Definition of Corporation: "Corporation" includes any of the following business associations:

(1) corporations that are organized under the Texas Business Corporation Act, the Texas For-Profit Corporation Law, the Texas Non-Profit Corporation Act, the Texas Nonprofit Corporation Law, federal law, or law of another state or nation; or

(2) the following associations, whether incorporated or not: banks, trust companies, savings and loan associations or companies, insurance companies, reciprocal or interinsurance exchanges, railroad companies, cemetery companies, government regulated cooperatives, stock companies, and abstract and title insurance companies.

Itemization: You are required to itemize all monetary contributions from corporations or labor organizations regardless of the amount. If your committee accepted two or more contributions from the same corporation or labor organization, enter each contribution separately.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE C1**: After you have completed Schedule C1, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID:** See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: See the instructions for Schedule A1, section 4.

5. **CORPORATION / LABOR ORGANIZATION NAME**: Enter the full name of the corporation or labor organization that made the contribution.

6. **CORPORATION / LABOR ORGANIZATION ADDRESS**: Enter the complete address of the corporation or labor organization that made the contribution.

7. **AMOUNT OF CONTRIBUTION**: Enter the exact amount of the contribution.

SCHEDULE C2: NON-MONETARY (IN-KIND) CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for a specific-purpose committee that accepts a political contribution from a corporation or labor organization. A political committee may accept a political contribution from a corporation or labor organization only if certain requirements are met. For additional information regarding the permissibility of a political committee accepting a political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about non-monetary (in-kind) political contributions accepted from corporations or labor organizations during this reporting period. Do not enter on this schedule information on monetary contributions, pledges from corporations or labor organizations, interest, loans or guarantees of loans. (Report monetary contributions from corporations or labor organizations on Schedule C1, corporate pledges on Schedule D, loans and guarantees of loans on Schedule E, and interest on Schedule K.)

Definition of Corporation: See the instructions for Schedule C1.

Itemization: You are required to itemize all non-monetary (in-kind) contributions from corporations or labor organizations regardless of the amount. If your committee accepted two or more contributions from the same corporation or labor organization, enter each contribution separately.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE C2**: After you have completed Schedule C2, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE:** See the instructions for Schedule A1, section 4.

5. **CORPORATION/LABOR ORGANIZATION NAME**: Enter the name of the corporation or labor organization that made the expenditure.

6. **CORPORATION/LABOR ORGANIZATION ADDRESS**: Enter the complete address of the corporation or labor organization that made the contribution.

7. **AMOUNT OF CONTRIBUTION:** Enter the fair market value of the non-monetary (in-kind) contribution.

8. **IN-KIND CONTRIBUTION DESCRIPTION**: See the instructions for Schedule A2, section 9.

   "Travel Outside of Texas" box: Check the box if the in-kind contribution was for travel outside of Texas. The description of an in-kind contribution for travel outside of Texas must include detailed information. Report this information on Schedule T.

SCHEDULE D: PLEDGED CONTRIBUTIONS FROM CORPORATION OR LABOR ORGANIZATION

This schedule is only for a specific-purpose committee that accepts a pledged political contribution from a corporation or labor organization. A political committee may accept a pledged political contribution from a corporation or labor organization only if certain requirements are met.

For additional information regarding the permissibility of a political committee accepting a pledged political contribution from a corporation or labor organization, see the Commission's Campaign Finance Guide for Political Committees.

Use this schedule to disclose information about pledges accepted during the period from corporations and labor organizations. You are not required to include pledges of an individual's personal services or travel if the individual receives no compensation from any source for the services. Do not enter on this schedule information on contributions actually received corporations or labor organizations, loans, or guarantees of loans. (Report corporate contributions actually received on Schedules C1 and C2, and report loans and guarantees of loans on Schedule E.)

Definition of Corporation: See the instructions for Schedule C1.

Itemization: You are required to itemize all pledges from corporations or labor organizations regardless of the amount. If your committee accepted two or more pledges from the same corporation or labor organization, enter each pledged contribution separately.

You must disclose a corporate or labor organization pledge on Schedule D in the reporting period in which you accepted the pledge. You must also disclose the receipt of the pledged corporate or labor organization contribution on Schedule C1 (used for monetary corporate or labor organization contributions) or C2 (used for non-monetary (in-kind) corporate or labor organization contributions), as applicable, in the reporting period in which you actually receive the pledged money or thing of value. If the pledge is accepted and received in the same reporting period, it is no longer a pledge disclosed here; it becomes a contribution disclosed on the applicable contributions schedule.

> Example: In June a corporate supporter promises to give a committee $1,000 in the last week before the November election. The committee accepts the corporation's promise. The committee must disclose the pledge on its July 15 report covering the period in which the committee accepted the pledge. Note: When the committee receives the $1,000, the committee will disclose it as a monetary corporate contribution on Schedule C1 of the report covering the period in which the committee received the money. Also, if the committee never receives the $1,000, the committee does not correct/amend its report to delete the entry for the pledge.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE D**: After you have completed Schedule D, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: See the instructions for Schedule B, section 4.

5. **CORPORATION / LABOR ORGANIZATION NAME**: Enter the full name of the corporation or labor organization that made the pledge.

6. **CORPORATION / LABOR ORGANIZATION ADDRESS**: Enter the complete address of the corporation or labor organization that made the pledge.

7. **AMOUNT OF PLEDGE**: Enter the exact amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

8. **IN-KIND CONTRIBUTION DESCRIPTION**: See the instructions for Schedule B, section 9.

SCHEDULE E: LOANS

These instructions are for specific-purpose committees using SCHEDULE E: LOANS.

Use this schedule to disclose information about loans, and guarantees of loans, accepted during the reporting period for political purposes.

Itemization: You must itemize loans that exceed $110 that the committee accepted during the period from one person. If the committee accepted two or more loans from the same person, the total of which exceeds $110, itemize each loan separately. You must also itemize loans that are made electronically by a person other than a financial institution, regardless of amount. Although you are not required to do so, you may also itemize on this schedule any other loans from persons other than financial institutions that do not exceed $110 for the reporting period. If you do not itemize loans of $110 and less from persons other than financial institutions on Schedule E, you must total all such loans and enter the lump sum total on line 4 of Schedule E.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE E**: After you have completed Schedule E, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **TOTAL OF UNITEMIZED LOANS**: Enter the total amount of loans accepted during the reporting period that did not exceed $110 in the aggregate per person and were not from financial institutions, unless the loans were made electronically.

   Although you are not required to do so, you may also itemize loans of $110 or less from persons other than financial institutions on this schedule. If you itemize some loans of $110 or less, do not include those loans in the total you enter here. If you choose to itemize all loans of $110 or less, enter a "0" here.

5. **DATE OF LOAN**: Enter the date the committee accepted the loan.

6. **IS LENDER A FINANCIAL INSTITUTION?:** If the committee accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, choose "Y" for yes. If the committee accepted the loan from any other source, choose "N" for no. Remember that a loan from a corporation is an illegal corporate contribution unless it is from a corporation that is a financial institution that has been legally engaged in the business of making loans for more than one year.

7. **NAME OF LENDER**: Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full first and last name and suffix (Jr., III, etc.) if applicable. If the lender is an entity, enter the full name of the entity.

   "Out-of-State PAC" box: See the instructions for Schedule A1, section 5.

8. **LENDER ADDRESS**: Enter the complete address of the person or financial institution that made the loan.

9. **LOAN AMOUNT**: Enter the principal amount of the loan.

10. **INTEREST RATE**: Enter the interest rate.

11. **MATURITY DATE**: Enter the maturity date.

12. **PRINCIPAL OCCUPATION OR JOB TITLE:** See the instructions for Schedule A1, section 8.

13. **EMPLOYER:** See the instructions for Schedule A1, section 9.

14. **DESCRIPTION OF COLLATERAL**: If there is no collateral for the loan, check the "none" box and go to Section 15. If there is collateral for the loan, enter a description of the collateral for the loan.

15. **"Check if personal funds were deposited into political account" box:** Skip to section 16. This section only applies to candidates and officeholders.

16. **GUARANTOR INFORMATION**: If there are no guarantors for the loan, check the "not applicable" box and skip sections 17 through 21. If you have no further loans to report, go to the next applicable schedule.

    Note**:** A person who guarantees all or part of a loan makes a reportable contribution in the amount of the guarantee. You must report such a contribution on this schedule, and not on the applicable contributions schedule.

17. **NAME OF GUARANTOR**: Enter the full name of the person guaranteeing the loan. If the guarantor is an individual, enter the full first and last name and suffix (Jr., III, etc.) if applicable. If the guarantor is an entity, enter the full name of the entity.

18. **GUARANTOR ADDRESS**: Enter the complete address of the guarantor.

19. **AMOUNT GUARANTEED**: Enter the exact amount of the loan that the guarantor has agreed to guarantee.

20. **PRINCIPAL OCCUPATION**: Enter the principal occupation of the guarantor.

21. **EMPLOYER**: Enter the employer of the guarantor.

SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS

These instructions are for specific-purpose committees using SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about political expenditures from political contributions that were made during the reporting period. Do not enter on this schedule unpaid incurred obligations, the purchase of investments from political contributions, expenditures made by credit card, or payments from political contributions made to certain businesses of candidates or officeholders. (Report unpaid incurred obligations on Schedule F2; report the purchase of investments from political contributions on Schedule F3; report expenditures made by credit card on Schedule F4; and report payments from political contributions made to certain businesses on Schedule H.)

See the *Campaign Finance Guide for Political Committees* for important restrictions regarding the use of political funds to rent or purchase real property.

Expenditures Made by Credit Card: You must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule H (used for payments from political contributions made to a business that a candidate or officeholder owns or controls), or Schedule I (used for nonpolitical payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

Notice to Candidates and Officeholders: See the instructions for Schedule A1.

Itemization: You must enter political expenditures made to an individual or entity during the reporting period that exceed $230 under this schedule. If the committee made more than one expenditure to the same payee during the reporting period, the total of which exceeded $230, enter each expenditure separately. Although you are not required to do so, you may report expenditures to one person that do not exceed $230 on this schedule. If you choose not to itemize expenditures of $230 and less on this schedule, you must total all unitemized expenditures and report them on the Cover Sheet, page 2, section 15, line 3.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE F1**: After you have completed Schedule F1, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE:** Enter the date the expenditure was made. Remember: expenditure obligations your committee incurred in this reporting period ***but have not yet paid*** are entered on Schedule F2. Expenditures made by credit card are entered on Schedule F4.

5. **PAYEE NAME**: Enter the full name of the person to whom the expenditure was made.

   Note: If you make an expenditure for goods or services to benefit a candidate, officeholder, or other committee, enter the name of the vendor who sold the goods or services to the committee. Do not enter the name of the person for whose benefit the committee made the expenditure. Include that information under section 8, "Purpose of Expenditure."

6. **AMOUNT**: Enter the exact amount of the expenditure.

7. **PAYEE ADDRESS**: Enter the complete address of the person to whom the expenditure was made.

8. **PURPOSE OF EXPENDITURE**: You must disclose the purpose of the expenditure in two parts: Category and Description. Merely disclosing the category of goods, services, or other thing of value for which the expenditure was made does not adequately describe the purpose of an expenditure.

   (a) Category: Select a category of goods, services, or other thing of value for which an expenditure is made. If none of the listed categories apply, select "Other" and enter your own category. Examples of acceptable categories include:

   Advertising Expense

   Accounting/Banking

   Consulting Expense

   Contributions/Donations Made By Candidate/Officeholder/Political Committee

   Credit Card Payment

   Event Expense

   Fees

   Food/Beverage Expense

   Gifts/Awards/Memorials Expense

   Legal Services

   Loan Repayment/Reimbursement

   Office Overhead/Rental Expense

   Polling Expense

   Printing Expense

   Salaries/Wages/Contract Labor

Solicitation/Fundraising Expense

Transportation Equipment and Related Expense

Travel In District

Travel Out Of District

Other (Enter your own category, if none of the listed categories apply)

(b) Description: Enter a brief statement or description of the political committee activity that was conducted by making the expenditure. The brief statement or description must include the item or service purchased and must be sufficiently specific, when considered within the context of the description of the category, to make the reason for the expenditure clear. Merely disclosing the category of goods, services, or other thing of value for which the expenditure is made does not adequately describe the purpose of an expenditure. State whether the expenditure was made to support or oppose a candidate, officeholder, political party, or ballot measure, and identify the candidate, officeholder, political party, or ballot measure. If the payment was a contribution to a candidate or officeholder, or to another committee, enter "political contribution" and identify the recipient.

"Check if travel outside of Texas" box: Check this box if the expenditure was for travel outside of Texas. The description of a political expenditure for travel outside of Texas must include detailed information. Report this information on Schedule T.

"Check if Austin, TX, officeholder living expense" box: Check this box if the expenditure is an officeholder expense for living in Austin, Texas.

For examples of acceptable ways to disclose the purpose of an expenditure, see the "Examples: Purpose of Expenditures."

9. DIRECT EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER: If the committee made a direct campaign expenditure to benefit a candidate or officeholder, enter the full name of the candidate or officeholder and the name of the office sought or held, including the district, precinct, or other designation of the office, as applicable. (Attach additional sheets to list multiple candidates.) Do not complete this section if the expenditure was not a direct campaign expenditure.

A "direct campaign expenditure" to benefit a candidate is not a "political contribution" to that candidate. A direct campaign expenditure is a campaign expenditure that the committee makes on someone else's behalf and without the prior consent or approval of that person. This is in contrast to a political contribution, which the person has the opportunity to accept or reject.

Example: If you made expenditures to prepare and distribute an endorsement letter in support of a candidate after first asking for and getting the candidate's approval, you made an **in-kind contribution**. However, if you did not get the

candidate's approval **before** you made the expenditure, you made a **direct campaign expenditure**.

SCHEDULE F2: UNPAID INCURRED OBLIGATIONS

These instructions are for specific-purpose committees filing Schedule F2: UNPAID INCURRED OBLIGATIONS.

Use this schedule to disclose information about obligations to make an expenditure that your committee incurred during the reporting period but have not yet paid. If under normal business practices, the amount of an expenditure is not known or readily ascertainable until receipt of a periodic bill, do not report it on this schedule. Do not enter on this schedule obligations that were incurred and paid during the reporting period, or other outgoing funds. (Report obligations incurred and paid during the reporting period on Schedule F1, F3, H, or I, as appropriate, and report expenditures made by credit card on Schedule F4.)

See the *Campaign Finance Guide for Political Committees* for important restrictions regarding the use of political funds to rent or purchase real property.

Itemization: Itemization requirements differ depending on whether the unpaid incurred obligation is for a political or non-political expenditure.

Unpaid Incurred Political Obligations: Your committee is required to itemize incurred expenditures that exceed $230 (in the aggregate) to a single payee. If your committee incurred two or more political expenditures to the same payee, the total of which exceeded $230, enter each incurred expenditure obligation separately Although you are not required to do so, you may also itemize on Schedule F2 incurred political expenditures to a single payee that do not exceed $230 for the reporting period. If you do not itemize incurred political expenditures of $230 and less on Schedule F2, you must total all such incurred political expenditures and enter the lump sum total on line 4 of this schedule. Your committee must also include that amount in the total unitemized political expenditures of $230 or less on the Cover Sheet, page 2, section 15, line 3.

Unpaid Incurred Non-Political Obligations: Your committee is required to itemize any non-political expenditure, regardless of the amount. If your committee incurred two or more non-political expenditures to the same payee, enter each incurred expenditure obligation separately.

Notice to Candidates and Officeholders: See the instructions for Schedule A1.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE F2**: After you have completed Schedule F2, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS**: Enter the total amount of political obligations incurred during the reporting period that do not exceed $230 in the aggregate per person, unless itemized on this schedule. You are not required to itemize

unpaid incurred political obligations of $230 or less, but if you choose to do so, do not include those unpaid incurred obligations in the total you enter here.

5. **DATE**: Enter the date the obligation was incurred.. Remember: expenditure obligations you incurred ***and*** paid during the reporting period are entered on Schedules F1, H, or I, as applicable. Expenditures made by credit card are disclosed on Schedule F4.

6. **PAYEE NAME**: Enter the full name of the payee of the expenditure obligation.

   Note: If you incurred an obligation for goods or services to benefit a candidate, officeholder, or other committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you incurred the obligation. Include that information under section 10, "Purpose of Expenditure."

7. **AMOUNT**: Enter the exact amount of the incurred expenditure obligation.

8. **PAYEE ADDRESS**: Enter the complete address of the person to whom the obligation is owed.

9. **TYPE OF EXPENDITURE**: Check only one box to indicate whether the incurred obligation was political or non-political.

   A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, ***very few*** expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.

10. **PURPOSE OF EXPENDITURE**: See the instructions for Schedule F1, section 8.

11. **DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER**: See the instructions for Schedule F1, section 9.

SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS

These instructions are for specific-purpose committees filing SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about investments purchased from political contributions during the reporting period. Do not enter on this schedule other types of outgoing funds or activity, such as political payments, unpaid incurred expenditure obligations, expenditures made by credit card, or payments from political contributions made to certain businesses of candidates or officeholders. (Report political payments on Schedule F1, report unpaid incurred expenditure obligations on Schedule F2, report expenditures made by credit card on Schedule F4; and report payments from political contributions made to certain businesses on Schedule H.)

Itemization: You must enter investments purchased with political contributions during the reporting period that in the aggregate exceed $140 on this schedule. If your committee made two or more payments to the same payee to purchase an investment during the reporting period, the total of which exceeded $140, enter each payment separately. Although you are not required to do so, you may also report investments purchased with political contributions that do not exceed $140 for the reporting period on this schedule.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE F3**: After you have completed Schedule F3, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: Enter the date your committee purchased the investment.

5. **NAME OF PERSON FROM WHOM INVESTMENT IS PURCHASED**: Enter the full name of the person or entity from whom you purchased the investment. If you purchased the investment from an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable (title is optional). If you purchased the investment from an entity, enter the full name of the entity.

6. **ADDRESS OF PERSON FROM WHOM INVESTMENT IS PURCHASED**: Enter the complete address of the person or entity from whom you purchased the investment.

7. **DESCRIPTION OF INVESTMENT**: Enter a brief statement or description of the investment (for example, "Ten shares of stock in ABC Company").

8. **AMOUNT OF INVESTMENT**: Enter the exact amount of the investment purchased.

SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD

These instructions are for specific-purpose committees filing SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD. ***Note: significant changes were made to Schedule F4 in 2024.***

Use this schedule to disclose information about expenditures made by a credit card. You must disclose expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card issuer. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule H (used for payments from political contributions made to a business that a candidate or officeholder owns or controls), or Schedule I (used for nonpolitical payments from political contributions), as applicable.

Do not enter on this schedule: political expenditures from political contributions that were paid for with cash, check, or debit card; unpaid incurred obligations; or payments from political contributions made to a business that a candidate or officeholder owns or controls on this schedule. (Report political expenditures from political contributions on Schedule F1; report unpaid incurred obligations on Schedule F2; report the purchase of investments from political contributions on Schedule F3; and report payments from political contributions made to a business that a candidate or officeholder owns or controls on Schedule H.)

For examples regarding the disclosure of expenditures made by credit card, see "Examples: Reporting Expenditures Made by Credit Card."

Itemization: Itemization requirements differ depending on whether the expenditure made by a credit card is for a political or non-political expenditure.

Political Expenditures Made by Credit Card: You must itemize political expenditures made by credit card that exceed $230 (in the aggregate) to a single payee. If you made two or more expenditures to the same payee during the reporting period, the total of which exceeded $230, enter each expenditure made by credit card separately. Although you are not required to do so, you may also report political expenditures made by credit card that do not exceed $230 in the reporting period on this schedule. If you choose not to itemize political expenditures made by credit card of $230 and less on this schedule, you must total all unitemized political expenditures and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of $230 or less on SPAC Cover Sheet, page 2, section 15, line 3.

Non-Political Expenditures Made by Credit Card: You must itemize any non-political expenditure made by credit card, regardless of the amount.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE F4**: After you have completed Schedule F4, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter your full name.

3. **FILER ID**: See instructions for Cover Sheet, page 1, section 1.

4. **TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO ALL CREDIT CARDS**: Enter the total amount of political expenditures charged to all credit cards you used during the reporting period that do not exceed $230 in the aggregate per person, unless itemized on this schedule. You are not required to itemize political expenditures made by credit card of $230 or less, but if you choose to do so, do not include those political expenditures made by credit card in the total you enter here.

5. **CREDIT CARD ISSUER:** Enter the full name of the financial institution that issued the credit card. Use a separate page of Schedule F4 for each credit card used.

Sections 6 through 9 are used to report information about each itemized expenditure made using the credit card listed in item #5 above. Each expenditure must have its own entry. If you made more than three expenditures using that same credit card during the period covered by the report, include additional pages of Schedule F4 and include the name of the credit card issuer in Item 5 on every page. Leave Item 4 blank except for the first page for that credit card issuer.

6. **PAYMENT:**

   (a) Amount Charged: Enter the exact amount of the credit card expenditure.

   "Expenditure from Corporate Funds" box: Check this box to indicate an expenditure paid in full or in part from corporations or labor organizations.

   (b) Date Expenditure Charged: Enter the date you charged the credit card.

Note: There is a special reporting rule for expenditures made by credit card. For reports due 30 days and 8 days before an election (pre-election reports) and for runoff reports, the date of the credit card expenditure is the date the credit card is used. For other reports, the date of the credit card expenditure is either the date of the charge or the date the credit card statement is received. *A filer can never go wrong by disclosing the date of the expenditure as the date of the charge.*

   (c) Date(s) Credit Card Issuer Paid: List the date(s) that you made payments to the credit card issuer during the period covered by the report for this expenditure. If you made multiple payments to the credit card issuer during the period covered by the report, list the first and last dates that you made payments.

7. **PAYEE:**

   (a) Payee Name: See instructions for Schedule F1, section 5. Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card issuer.

Note: If you made an expenditure for goods or services to benefit another candidate, officeholder, or committee, enter the name of the vendor of the goods or services. Do not enter the name of the person for whose benefit you made the expenditure. Include that information under section 8, "Purpose of Expenditure."

   (b) Payee Address: Enter the complete address of the payee of the credit card expenditure.

8. **PURPOSE OF EXPENDITURE**: Check only one box to indicate whether the credit card expenditure was political or non-political.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. As a practical matter, ***very few*** expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures.

(a) Purpose of Expenditure: See instructions for Schedule F1, section 8.

Note***:*** Do not choose "Credit Card Payment" as the category for an expenditure made by credit card when an individual, entity, or vendor receives payment from the credit card issuer. Instead, choose the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

(b) Description: See instructions for Schedule F1, section 8.

9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER: See instructions for Schedule F1, section 9.

You do not need Schedule G. Schedule G is for candidates and officeholders to report political expenditures that were made from personal funds.

SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH

These instructions are for specific-purpose committees using SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH.

Use this schedule to disclose information about payments from political contributions that were made to a business in which a candidate supported by the committee or an officeholder assisted by the committee has an interest of more than 10%, a position on the governing body, or a position as an officer. Do not enter on this schedule other payments from political contributions made during the reporting period.

See the *Campaign Finance Guide for Political Committees* for a discussion on the important restrictions on making and reporting payments from political contributions to a business in which a candidate supported by the committee or an officeholder assisted by the committee has an interest.

This schedule is for payments to a business in which a candidate supported by the committee or an officeholder assisted by the committee has one or more of the following interests or positions:

1) a participating interest of more than 10%;

2) a position on the governing body of the business; *or*

3) a position as an officer of the business.

Itemization: You must enter all payments from political contributions made to certain businesses (as defined above) made during the reporting period on this schedule, regardless of the amount.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE H**: After you have completed Schedule H, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID:** See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: Enter the date your committee made the expenditure.

5. **BUSINESS NAME**: Enter the full name of the payee (the business in which the candidate or officeholder has a participating interest or position).

6. **AMOUNT**: Enter the exact amount of the expenditure.

7. **BUSINESS ADDRESS**: Enter the complete address of the payee (the business in which the candidate or officeholder has a participating interest or position).

8. **PURPOSE OF EXPENDITURE**: See the instructions for Schedule F1, section 8.

9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER: See the instructions for Schedule F1, section 9.

SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

These instructions are for specific-purpose committees using SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about non-political expenditures from political contributions that were made during the reporting period. Do not enter other types of outgoing funds or activity on this schedule, such as political expenditures, investment purchases, or unpaid incurred expenditure obligations. (Report political expenditures, unpaid incurred obligations, investment purchases, or expenditures made by credit card on Schedules F1, F2, F3, or F4, respectively.) Also, do not report non-political expenditures from political contributions made to a business in which a candidate supported by the committee or an officeholder assisted by the committee has a participating interest of more than 10%, a position on the governing body, or a position as an officer; report those expenditures on Schedule H.

Expenditures Made by Credit Card: You must disclose non-political expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you pay the credit card bill, you must disclose the payment to the credit card issuer on Schedule F1 (used for political payments from political contributions), Schedule H (used for payments from political contributions made to a business that a candidate or officeholder owns or controls), or Schedule I (used for nonpolitical payments from political contributions), as applicable. See instructions for Schedule F4: Expenditures Made by Credit Card for more information.

Itemization: You must enter all non-political expenditures from political contributions on this schedule, regardless of the amount. A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure, as defined in section 251.001 of the Election Code. As a practical matter, ***very few*** expenditures made from political contributions are non-political expenditures. For instance, expenditures for administrative expenses, banking fees, and professional dues are typically political expenditures. Remember: you may not convert political contributions to personal use.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE I**: After you have completed Schedule I, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: Enter the date the expenditure was made.

5. **PAYEE NAME**: See the instructions for Schedule F1, section 5.

6. **AMOUNT**: Enter the exact amount of the expenditure.

7. **PAYEE ADDRESS**: Enter the complete address of the person to whom the expenditure was made.

8. PURPOSE OF EXPENDITURE: See the instructions for Schedule F1, section 8.

SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER

Use this schedule to report information regarding any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution, any proceeds from the sale of an asset purchased with a political contribution, any other gain from a political contribution, or any political contribution returned to the committee during the reporting period.

Itemization: You must enter any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution; any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $140; any other gain from a political contribution, the amount of which exceeds $140; and any political contributions previously made to a candidate, officeholder, or another political committee that were returned to your committee during the reporting period. Contributions returned to your committee must be itemized regardless of the amount of the contribution.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE K**: After you have completed Schedule K, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter your committee's full name.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **DATE**: Enter the date the credit/gain/refund/returned contribution was received or the interest was earned, as applicable.

5. **NAME OF PERSON FROM WHOM AMOUNT IS RECEIVED**: Enter the full name of the person or business from whom the interest/credit/gain/refund/returned contribution was received. If the person is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the person or business is an entity, enter the full name of the entity.

6. **ADDRESS OF PERSON FROM WHOM AMOUNT IS RECEIVED**: Enter the complete address of the person or business from whom the interest/credit/gain/refund/returned contribution was received.

7. **PURPOSE FOR WHICH AMOUNT IS RECEIVED**: Enter a brief statement or description of the purpose for which the amount was received (for example, "phone service deposit return" "returned contribution" or "interest on savings account").

   "Check if political contribution returned to filer" box: If the incoming credit/gain was originally made by you in the form of a political contribution to a candidate or other political committee and was returned to you in this reporting period, check this box. Contributions returned to your committee must be itemized regardless of the amount of the contribution.

8. AMOUNT: Enter the exact amount of the interest/credit/gain/refund/returned contribution.

SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS

These instructions are for candidates, officeholders, committees, or political parties using SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS.

Use this schedule to disclose information about contributions accepted or expenditures made during the reporting period that were used for travel outside of Texas. In addition to completing this schedule, you must also report the actual contribution or expenditure on the appropriate schedule or form. The law requires detailed information regarding in-kind contributions or political expenditures for travel outside of Texas.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **TOTAL PAGES SCHEDULE T**: After you have completed Schedule T, count the total number of pages. Each side of a two-sided form counts as one page.

2. **FILER NAME**: Enter the full name of the candidate, committee, or party on whose report you are including this schedule.

3. **FILER ID**: See the instructions for Cover Sheet, page 1, section 1.

4. **NAME OF CONTRIBUTOR / CORPORATION OR LABOR ORGANIZATION / PLEDGOR / PAYEE**: Enter the full name of the contributor / corporation or labor organization / pledgor / payee as it appears on the schedule or form on which you reported the actual contribution or expenditure.

5. **CONTRIBUTION / EXPENDITURE REPORTED ON**: Check the appropriate box for the schedule or form on which you reported the actual contribution or expenditure.

6. **DATES OF TRAVEL**: Enter the date(s) on which the travel occurred.

7. **NAME OF PERSON(S) TRAVELING**: Enter the full name of the person or persons traveling on whose behalf the travel was accepted or on whose behalf the expenditure was made.

8. **DEPARTURE CITY OR NAME OF DEPARTURE LOCATION**: Enter the name of the departure city or the name of each departure location.

9. **DESTINATION CITY OR NAME OF DESTINATION LOCATION**: Enter the name of the destination city or the name of each destination location.

10. **MEANS OF TRANSPORTATION**: Enter the method of travel (e.g., airplane, bus, boat, car, etc.).

11. **PURPOSE OF TRAVEL**: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

FORM PAC-DR: POLITICAL COMMITTEE STATEMENT OF DISSOLUTION

These instructions are for specific-purpose committees using Form PAC-DR: POLITICAL COMMITTEE STATEMENT OF DISSOLUTION. The committee's campaign treasurer must file a dissolution report in order to dissolve the committee. A dissolution report must include this form (Form PAC-DR) and the SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC) with the "Dissolution" box checked in section 9 on the cover sheet.

The campaign treasurer of a specific-purpose committee may file a dissolution report when the committee does not expect to accept any more political contributions or make any more political expenditures, and if the committee does not have any remaining contributions maintained. Filing a dissolution report terminates the specific-purpose committee's campaign treasurer appointment. The dissolution report serves as the campaign treasurer's termination report. A dissolution report must cover through the date the dissolution report is filed.

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **COMMITTEE NAME**: Enter the committee's full name.

2. **FILER ID**: If you are filing with the Commission, enter your filer identification number. If you do not file with the Commission, you are not required to enter a filer identification number.

3. **"STATEMENT OF DISSOLUTION" Statement and Signature:** Read the statement carefully and sign only if the statement applies to the committee. ***Only the committee's campaign treasurer or the assistant campaign treasurer may sign the report***.

If you are using the paper form, fill this section out by hand after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Campaign Treasurer (Declarant)" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Campaign Treasurer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

ADDITIONAL INFORMATION REGARDING EXPENDITURES

REPORTING TIPS TO AVOID COMMON PITFALLS: OUTGOING EXPENDITURES

You can never go wrong by disclosing the date the credit card was charged as the expenditure date. For 30-day and 8-day pre-election reports, the expenditure date is the date of the credit card charge, not the date of the credit card bill. For all other reports, the expenditure date may be *either* the date of the charge *or* the date of receipt of the credit card bill that includes the expenditure.

If you make an expenditure for goods or services to benefit another candidate, officeholder, or committee, disclose the vendor who sold you the goods or services as the payee. DO NOT disclose as the payee the name of the candidate, officeholder, or committee that benefitted from the expenditure. Include that person's name under the purpose description.

Did a staff worker make political payment(s) out of his or her personal funds? How you disclose the payment(s) depends on two things: 1) the aggregate total of those payments in the reporting period; and 2) whether or not you reimburse the staff worker in the same reporting period. See Examples: Reporting Staff Reimbursement.

EXAMPLES: REPORTING EXPENDITURES MADE BY CREDIT CARD

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures made by credit card and payments made to credit card companies.

Keep in mind that this reporting system is not an accounting system and duplication of expenditures is not uncommon when reporting transactions related to expenditures made by credit card.

Example #1: Candidate Using Credit Card to Make Political Expenditures and Using Political Contributions to Pay the Entire Credit Card Bill in the Same Reporting Period

A candidate for elected office uses her credit card to buy $1,000 in campaign office supplies from an office store. During the same reporting period, the candidate uses her credit card to buy $500 in political advertising signs from a sign company. During the same reporting period, the candidate makes a single payment from her political contributions account to pay the $1,500 credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form C/OH) covering the period in which she made the credit card charges and sent the payment to the credit card issuer:

1. The candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 twice, once for the $1,000 expenditure and again for the $500 expenditure.

2. For the $1,000 expenditure, the candidate reports an amount charged of $1,000 in section 6(a), the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $1,500 in section 6(c). She identifies the office store in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Office Overhead/Rental Expense," and the description is "Campaign Office Supplies." In Section 8 of the schedule, the box for "Political" is also checked.

3. For the $500 expenditure, the candidate reports an amount charged of $500 in section 6(a), the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $1,500 in section 6(c). She identifies the sign company in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising Signs." In Section 8 of the schedule, the box for "Political" is also checked.

4. For the payment to the credit card issuer: a $1,500 expenditure is reported on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as 'Payment of credit card bill for credit card expenditures."

5. Both $1,500 amounts reported on Schedules F4 and F1 are also included in the appropriate totals sections of Cover Sheet Pages 2 and 3.

Example #2: Candidate Using Credit Card to Make a Political Expenditure and Using Personal Funds to Pay the Entire Credit Card Bill in the Same Reporting Period

A candidate for *non-judicial* office uses his credit card to purchase $3,000 in political advertising materials from a print shop. During the same reporting period, the candidate makes one payment from his personal funds account to pay the entire $3,000 credit card bill.

To report that activity, the candidate would report all of the following on a campaign finance report (Form C/OH) covering the period in which he made the credit card charge and sent the payment to the credit card issuer:

1. The candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 once, for the $3,000 expenditure.

2. The candidate reports an amount charged of $3,000 in section 6(a), the date the expenditure was made in section 6(b), and the date the credit card issuer was paid $3,000 in section 6(c). He identifies the print shop in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising Materials." In Section 8 of the schedule, the box for "Political" is also checked.

3. For the payment to the credit card issuer: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising materials." If the candidate intends to seek reimbursement from political contributions, the candidate may also check the appropriate box in Section 6.

4. Both $3,000 amounts reported on Schedules F4 and G are also included in the appropriate sections of Cover Sheet Pages 2 and 3.

Example #3: Political Committee Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods

A general-purpose committee (GPAC) uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card issuer but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card issuer, it makes a $500 payment from its political contributions account.

To report the credit card charge, the committee's campaign treasurer would report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the credit card charge:

1. The GPAC fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The GPAC fills out sections 6 through 9 once, for the $500 expenditure.

2. The GPAC reports an amount charged of $500 in section 6(a), the date the expenditure was made in section 6(b), and leaves section 6(c) blank. They identify the newspaper in section 7 as the payee of the expenditure and include their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.

3. The $500 amount reported on the "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card issuer, the committee's campaign treasurer would also report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the payment to the credit card issuer:

1. The GPAC reports a $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."

2. The $500 amount reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

Example #4: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in Different Reporting Periods

A candidate for *judicial* office uses her credit card to buy $500 in political advertising in a newspaper. The candidate receives the statement from the credit card issuer but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card issuer, she makes a $500 payment from her political contributions account.

To report the credit card charge, the candidate would report all of the following on a campaign finance report (Form JC/OH) covering the period in which she made the credit card charge:

1. The judicial candidate fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The candidate fills out sections 6 through 9 once, for the $500 expenditure.

2. The judicial candidate reports an amount charged of $500 in section 6(a), the date the expenditure was made in section 6(b), and leaves section 6(c) blank. She identifies the newspaper in section 7 as the payee of the expenditure and includes their address. Section 8's category for the expenditure is "Advertising Expense," and the description is Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.

3. The $500 amount reported on the "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payment to the credit card issuer, the judicial candidate would also report all of the following on a campaign finance report (Form JC/OH) covering the period in which the payment to the credit card issuer was made:

1. The judicial candidate reports a $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."

2. The $500 amount reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

Example #5: Political Committee Using Credit Card to Make a Political Expenditure and Using Political Contributions to Make Partial Payments of the Credit Card Bill in Different Reporting Periods

A general-purpose committee (GPAC) uses its credit card to buy $5,000 in political advertising for a mailer from a printing company. The committee receives the statement from the credit card issuer and makes one or more partial payments from political contributions of $2,000 in that same reporting period. The committee pays the remaining $3,000 from political contributions to the credit card issuer in a different reporting period.

To report the credit card charge, the committee's campaign treasurer would report all of the following on a campaign finance report (Form GPAC) covering the period in which it made the credit card charge:

1. The GPAC fills out one page of the "Expenditures Made by Credit Card" Schedule (F4). The credit card issuer's name is included in section 5. The GPAC fills out sections 6 through 9 once, for the $5,000 expenditure.

2. The GPAC reports an amount charged of $5,000 in section 6(a), the date the expenditure was made in section 6(b), and reports the date (or dates) during that reporting period on which the $2,000 was paid in section 6(c). They identify the printing company in section 7 as the payee of the expenditure and include their address. Section 8's category for the expenditure is "Advertising Expense," and the description is "Political Advertising." In Section 8 of the schedule, the box for "Political" is also checked.

3. The $5,000 amount reported on "Expenditures Made by Credit Card" Schedule (F4) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3.

To report the payments to the credit card issuer, the committee's campaign treasurer would also report all of the following on a campaign finance report (Form GPAC):

1. For the $2,000 payment(s) made during the same period that the expenditure was made, the GPAC reports a $2,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."

2. For the $3,000 payment made during a different reporting period, the GPAC reports a $3,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card issuer as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Credit Card Payment," and a description as "Payment of credit card bill for political advertising."

3. The $2,000 and $3,000 amounts reported on the "Political Expenditures from Political Contributions" Schedule (F1) will also be included in the appropriate sections of Cover Sheet Pages 2 and 3 for each reporting period.

EXAMPLES: REPORTING STAFF REIMBURSEMENT

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting staff reimbursements.

When a staff member makes political payment(s) out of his or her personal funds, how you disclose the payment(s) depends on two things: 1) the aggregate total of those payments in the reporting period; and 2) whether or not you reimburse the staff worker in the same reporting period.

Example #1: The payment out of the staff worker's personal funds does not exceed $5,000 in the reporting period AND you reimburse the staff worker from political funds in the same reporting period – itemize the payment (if over the $230 itemization threshold) on Schedule F1 as if you made the expenditure directly to the vendor out of your political funds, with the name of the vendor who sold the goods or services as the payee for the expenditure. ***Do not*** disclose as the payee the name of your staff worker.

Example #2: The payment(s) out of the staff worker's personal funds are over $5,000 in the aggregate in the reporting period AND you reimburse the staff worker from political funds in the same reporting period – use a 3-step process, disclosing everything on the same report: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. DO NOT disclose as the payee the name of your staff worker; and (3) On Schedule F1, disclose the payment to your staff worker for the reimbursement of the loan.

Example #3: The payment(s) out of the staff worker's personal funds do not exceed $5,000 in the aggregate in the reporting period BUT you reimburse the staff worker from political funds in a different reporting period – use a 3-step process, disclosing steps 1 and 2 on the same report and step 3 later, when the reimbursement occurs: (1) On Schedule E, disclose the total amount paid from the staff worker's personal funds as a loan from the staff worker to your campaign; (2) On Schedule F1, itemize the payments made by your staff worker separately, with the names of the vendors who sold the goods or services to your staff worker as the payees for the expenditures. DO NOT disclose as the payee the name of your staff worker; and (3) When you reimburse your staff worker, if ever, disclose on Schedule F1 of the report covering the period in which the reimbursement occurs the payment to your staff worker for the reimbursement of the loan.

EXAMPLES: PURPOSE OF EXPENDITURES

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting the purpose of an expenditure. However, it is not, and is not intended to be, an exhaustive or an exclusive list of how a filer may permissibly report the purpose of an expenditure.

(1) Example: Candidate X is seeking the office of State Representative, District 2000. She purchases an airline ticket from ABC Airlines to attend a campaign rally within District 2000. The acceptable category for this expenditure is "travel in district." An acceptable brief description is "airline ticket to attend campaign event."

(2) Example: Candidate X purchases an airline ticket to attend a campaign event outside of District 2000 but within Texas, the acceptable category is "travel out of district." An acceptable brief description is "airline ticket to attend campaign or officeholder event."

(3) Example: Candidate X purchases an airline ticket to attend an officeholder related seminar outside of Texas. The acceptable category is "travel out of district" and an acceptable brief description is "airline ticket to attend [name of seminar] in [city,] [state]. You must also complete "Schedule T" (used to report travel outside of Texas).

(4) Example: Candidate X contracts with an individual to do various campaign related tasks such as work on a campaign phone bank, sign distribution, and staffing the office. The acceptable category is "salaries/wages/contract labor." An acceptable brief description is "contract labor for campaign services."

(5) Example: Officeholder X is seeking re-election and makes an expenditure to purchase a vehicle to use for campaign purposes and permissible officeholder purposes. The acceptable category is "transportation equipment and related expenses" and an acceptable brief description is "purchase of campaign/officeholder vehicle."

(6) Example: Candidate X makes an expenditure to repair a flat tire on a campaign vehicle purchased with political funds. The acceptable category is "transportation equipment and related expenses" and an acceptable brief description is "campaign vehicle repairs."

(7) Example: Officeholder X purchases flowers for a constituent. The acceptable category is "gifts/awards/memorials expense" and an acceptable brief description is "flowers for constituent."

(8) Example: Political Committee XYZ makes a political contribution to Candidate X. The acceptable category is "contributions/donations made by candidate/officeholder/political committee" and an acceptable brief description is "campaign contribution."

(9) Example: Candidate X makes an expenditure for a filing fee to get his name on the ballot. The acceptable category is "fees" and an acceptable brief description is "candidate filing fee."

(10) Example: Officeholder X makes an expenditure to attend a seminar related to performing a duty or engaging in an activity in connection with the office. The acceptable category is "fees" and an acceptable brief description is "attend officeholder seminar."

(11) Example: Candidate X makes an expenditure for political advertising to be broadcast by radio. The acceptable category is "advertising expense" and an acceptable brief description is "political advertising." Similarly, Candidate X makes an expenditure for political advertising to appear in a newspaper. The acceptable category is "advertising expense" and an acceptable brief description is "political advertising."

(12) Example: Officeholder X makes expenditures for printing and postage to mail a letter to all of her constituents, thanking them for their participation during the legislative session. Acceptable categories are "advertising expense" OR "printing expense" and an acceptable brief description is "letter to constituents."

(13) Example: Officeholder X makes an expenditure to pay the campaign office electric bill. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office electric bill."

(14) Example: Officeholder X makes an expenditure to purchase paper, postage, and other supplies for the campaign office. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office supplies."

(15) Example: Officeholder X makes an expenditure to pay the campaign office monthly rent. The acceptable category is "office overhead/rental expense" and an acceptable brief description is "campaign office rent."

(16) Example: Candidate X hires a consultant for fundraising services. The acceptable category is "consulting expense" and an acceptable brief description is "campaign services."

(17) Example: Candidate/Officeholder X pays his attorney for legal fees related to either campaign matters or officeholder matters. The acceptable category is "legal services" and an acceptable brief description is "legal fees for campaign" or "for officeholder matters."

(18) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting with her constituents. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting with constituents."

(19) Example: Candidate X makes food and beverage expenditures for a meeting to discuss candidate issues. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting to discuss campaign issues."

(20) Example: Officeholder X makes food and beverage expenditures for a meeting to discuss officeholder issues. The acceptable category is "food/beverage expense" and an acceptable brief description is "meeting to discuss officeholder issues."

(21) Example: Candidate/Officeholder X makes food and beverage expenditures for a meeting to discuss campaign and officeholder issues. The acceptable category is "food/beverage expense" and an acceptable description is "meeting to discuss campaign/officeholder issues.