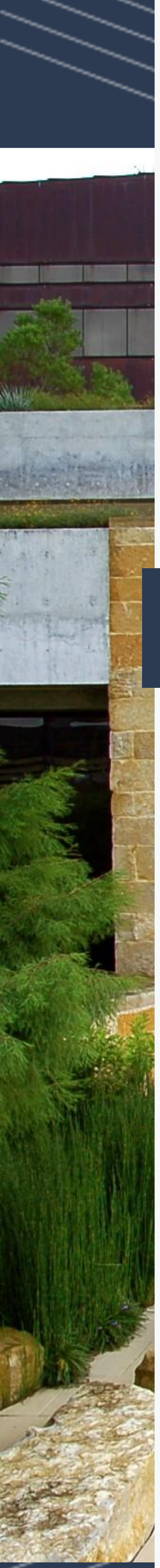
Candidate Packet

City of Austin
Office of the City Clerk

General Election
November 8, 2022



2022 CANDIDATE PACKET
TABLE OF CONTENTS

Table of Contents
https://www.austintexas.gov/edims/document.cfm?id=381402

TAB 1 - INTRODUCTION

1. Memorandum to Candidates from City Clerk
https://www.austintexas.gov/edims/document.cfm?id=381322

TAB 2 - GENERAL INFORMATION

2. Election Calendar
https://www.austintexas.gov/edims/document.cfm?id=381323

3. Runoff Election Calendar
Coming Soon!

4. Public Information Requests Memo
https://www.austintexas.gov/edims/document.cfm?id=381324

5. Sign Regulation Memo
https://www.austintexas.gov/edims/document.cfm?id=381325

6. Recycling Campaign Signs
https://www.austintexas.gov/edims/document.cfm?id=381326

7. Sign Regulations Flyer
https://www.austintexas.gov/edims/document.cfm?id=381327

8. Political Advertising –What you Need to Know
https://www.austintexas.gov/edims/document.cfm?id=381328

9. Pamphlet on Texas Ethics Commission
https://www.austintexas.gov/edims/document.cfm?id=381329

10. City and District Maps
https://www.austintexas.gov/edims/document.cfm?id=381330

TAB 3 - CAMPAIGN FINANCE

11. Annual Adjustment of Campaign Finance Limits
https://www.austintexas.gov/edims/document.cfm?id=381331

12. Appointment of A Campaign Treasurer by a Candidate Form CTA
https://www.austintexas.gov/edims/document.cfm?id=381332

13. Appointment of A Campaign Treasurer by a Candidate Form CTA-Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381333

14. Amendment: Appointment of a Campaign Treasurer by a Candidate Form ACTA
https://www.austintexas.gov/edims/document.cfm?id=381334

15. Amendment: Appointment of a Campaign Treasurer by a Candidate – ACTA- Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381335

16. Code of Fair Campaign Practices Form CFCP
https://www.austintexas.gov/edims/document.cfm?id=381336

17. Candidate Contract
https://www.austintexas.gov/edims/document.cfm?id=381337

18. Candidate and Officeholder Brochure
https://www.austintexas.gov/edims/document.cfm?id=381338

19. Candidate/Officeholder Campaign Finance Report Form C/OH
https://www.austintexas.gov/edims/document.cfm?id=381339

20. Correction Affidavit for Candidate/Officeholder Form COR-C/OH
https://www.austintexas.gov/edims/document.cfm?id=381340

21. Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381341

22. Schedule ATX 1 – Direct Campaign Expenditures
https://www.austintexas.gov/edims/document.cfm?id=381342

23. Schedule ATX 1 – Direct Campaign Expenditures – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381343

24. Schedule ATX 5 - Bundling Report
https://www.austintexas.gov/edims/document.cfm?id=381344

25. Schedule ATX 5 - Bundling Report Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381345

26. Schedule ATX 7 – Pre-Election Report - Candidates
https://www.austintexas.gov/edims/document.cfm?id=381346

27. Schedule ATX 7 – Pre-Election Report – Candidates Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381347

28. Schedule ATX 7 – Pre-Election Report – Political Action Committees
https://www.austintexas.gov/edims/document.cfm?id=381348

29. Schedule ATX 7 – Pre-Election Report – Political Action Committees Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381349

30. Schedule ATX 8 Covered Transfers
https://www.austintexas.gov/edims/document.cfm?id=381350

31. Schedule ATX 8 Covered Transfers Instructions Guide
https://www.austintexas.gov/edims/document.cfm?id=381351

32. 2022 Filing Schedule
https://www.austintexas.gov/edims/document.cfm?id=381352

33. Specific-Purpose Action Committee (SPAC) – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381353

34. General-Purpose Action Committee (GPAC) – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381354

35. Monthly Filing General-Purpose Action Committee (MPAC) – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381355

TAB 4 – ELECTRONIC FILING REQUIREMENTS

36. Electronic Filing of Campaign Reports Memo to Candidates
https://www.austintexas.gov/edims/document.cfm?id=381356

37. 2022 Electronic Filing
https://www.austintexas.gov/edims/document.cfm?id=381357

TAB 5 - APPLYING FOR A PLACE ON THE BALLOT

38. Candidacy Eligibility Memo
https://www.austintexas.gov/edims/document.cfm?id=381358

39. Application for a Place On The City of Austin General Election Ballot
https://www.austintexas.gov/edims/document.cfm?id=381359

40. Petition for a Place On The City General Election Ballot
https://www.austintexas.gov/edims/document.cfm?id=381360

41. Continuation Page for Petition for a Place On The City General Election Ballot
https://www.austintexas.gov/edims/document.cfm?id=381361

42. Instructions on Filing a Petition for a Place on the Ballot
https://www.austintexas.gov/edims/document.cfm?id=381362

TAB 6 - PERSONAL FINANCIAL INFORMATION

43. Statement of Financial Information Form - Sample
https://www.austintexas.gov/edims/document.cfm?id=381363

44. Personal Financial Statement Form PFS - Sample
https://www.austintexas.gov/edims/document.cfm?id=381364

45. Personal Financial Statement Form PFS – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381365

46. Texas Nepotism Chart
https://www.austintexas.gov/edims/document.cfm?id=381366

TAB 7 – UNEXPENDED CONTRIBUTIONS

47. Candidate/Officeholder Report of Unexpended Contributions Form C/OH-UC - Sample
https://www.austintexas.gov/edims/document.cfm?id=381367

48. Candidate/Officeholder Campaign Finance Report Form C/OH – Instruction Guide
https://www.austintexas.gov/edims/document.cfm?id=381368

TAB 8 – APPENDIX

49. Austin City Code, Charter, Article II, Section 2, Eligibility of Council Members
https://www.austintexas.gov/edims/document.cfm?id=381369

50. Austin City Code, Charter, Article II, Section 5 Term Limits
https://www.austintexas.gov/edims/document.cfm?id=381370

51. Austin City Code, Charter, Article III, Section 8, Limits on Campaign Contributions and Expenditures
https://www.austintexas.gov/edims/document.cfm?id=381371

52. Austin City Code, Chapter 2-2, Campaign Finance
https://www.austintexas.gov/edims/document.cfm?id=381372

53. Austin City Code, Chapter 2-7 Ethics and Financial Disclosure
https://www.austintexas.gov/edims/document.cfm?id=381373

54. Austin City Code, Chapter 25-10-104 Signs Prohibited in Public Right-of-Way
https://www.austintexas.gov/edims/document.cfm?id=381374

ADDITIONAL ELECTION RESOURCES

Appointment of Poll Watcher By Candidate On The Ballot Or Declared Write-In Candidate
www.sos.state.tx.us/elections/forms/pol-sub/4-16f.pdf

Campaign Finance Guide For Candidates And Officeholders Who File With Local Filing Authorities
https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf

Title 3, Election Code, Chapter 33 - Watchers, Subchapter A. Appointment
https://statutes.capitol.texas.gov/Docs/EL/pdf/EL.33.pdf

Title 9, Election Code, Chapter 141 - Candidacy For Public Office Generally, Subchapter C. Petition
https://statutes.capitol.texas.gov/Docs/EL/pdf/EL.141.pdf

Title 15, Election Code, Chapter 255 - Regulating Political Advertising and Campaign Communications
www.statutes.legis.state.tx.us/Docs/EL/pdf/EL.255.pdf

Texas Ethics Commission Additional Resources and Guides

https://www.ethics.state.tx.us/resources/guides/

https://www.ethics.state.tx.us/resources/cf/

Candidate Contract Additional Information
https://www.austintexas.gov/edims/document.cfm?id=381375

MEMORANDUM

TO: Candidates for the November 2022 City Council Election

FROM: Myrna Rios, City Clerk

DATE: April 1, 2022

SUBJECT: Election Information

The Candidates Guide is a packet containing important information and forms for anyone interested in running for Mayor or the Austin City Council. On the ballot for the November 8, 2022 election is the Mayor seat along with Council Districts 1, 3, 5, 8 and 9. Article II, Section 2 of the City Charter specifies the eligibility requirements to serve on Council. The requirements to serve as a City Council Member are:

- A candidate for city council from a council district must meet all eligibility requirements listed in the Texas Election Code, Section 141.001 and must have resided continuously in the state for 12 months and in the council district from which the member is seeking election for six months immediately preceding the regular filing deadline for a council candidate's application for a place on the ballot.

The regular filing deadline for the application for a place on the November 8, 2022 ballot is Monday, August 22, 2022 at 5 PM. Based on the filing deadline and the eligibility requirements, the relevant residency deadlines are:

- Resident of the state as of August 22, 2021; and
- Resident of the city and if appropriate the respective council district as of February 22, 2022.

The Candidates Guide and all relevant forms are available on-line at https://www.austintexas.gov/page/november-2022-election . The forms were current as of March 15, 2022; however, candidates should be aware that it is possible that the Secretary of State or the Texas Ethics Commission may update their forms without notice. Prior to using a form contained in the Guide, you should compare the date of the form in the Guide with the date of the form currently

posted on the appropriate State agency website. The web address for each form included in the Guide is listed in the Table of Contents immediately below the name of the form. While the Candidates Guide has provided website, links published in both English and Spanish, the destination website may or may not contain Spanish translations. The Guide also provide instructions on the City requirements for electronic filing of campaign finance data as required by City Code, Section 2-2-26.

The duty of the City Clerk's Office is to accept, retain and provide access to the election documents including the application for place on the ballot and campaign finance documents. The Office is not responsible for providing campaign advice or completing, correcting or ensuring the timeliness or accuracy of the documents filed. Election law, especially campaign finance law is complex. For this reason, a candidate may want to consider retaining legal counsel or an experienced campaign manager to assist you during your campaign. A candidate may email specific questions to the City Clerk's Office at Elections@austintexas.gov or calling 512-974-2210. Where ever possible, the staff will assist you in either determining the answer or direct you to the correct State agency for a response.

CITY OF AUSTIN ELECTION CALENDAR

NOVEMBER 8, 2022 GENERAL ELECTION

November 8, 2021	First date for candidates to begin soliciting campaign contributions.[1]
January 18, 2022	Deadline for filing semiannual report of campaign contributions with the City Clerk's Office (applicable to candidates, officeholders, specific-purpose and/or general-purpose political committees; required to file by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2).[2] The original due date is January 15, but is extended after the January 17 city holiday, and is moved to January 18 by 11:59pm.
May 2, 2022	Candidate packet available electronically and hardcopy from the City Clerk's Office.[3]
July 15, 2022	Deadline for filing semiannual report of campaign contributions with the City Clerk's Office (applicable to candidates, officeholders, specific- purpose and/or general-purpose political committees; required to file by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2).[4]
July 23, 2022	First day a candidate may submit an application for a place on the ballot.[5] (NOTE: A candidate must have filed a campaign treasurer appointment prior to filing an application for a place on the ballot.)[6] July 23, 2022 falls on a Saturday; therefore, the first day to submit an application for a place on the ballot in person is Monday, July 25, 2022. Regular business hours for the City Clerk's Office are Monday – Friday 8am – 5pm. The filing location is located at 301 West 2nd Street, Austin, Texas 78701; fax number is 512-974-2374; email is elections@austintexas.gov NOTE: If you are filing with a filing fee, you cannot submit your application via fax or email. [Although not specifically tied to this date, please note the following: the deadline for filing the voluntary "campaign contract" delineated in City Code section 2-2-11 is "the earlier of (1) 30 days after [an individual] becomes a candidate under the Texas Election Code; or (2) the date the candidate files for a place on the ballot." For additional information, please refer to the Texas Election Code and the City Clerk's document entitled "Candidate and Officeholder Brochure on Campaign Finance".][7]
August 22, 2022	Deadline for City Council to order an election.[8] The tentative council meeting date for ordering the November election is August 17, 2022.
August 22, 2022	Last day a candidate may file an application for a place on the ballot. <u>The deadline is 5:00 p.m.</u>[9]
August 23, 2022	City Clerk conducts drawing for order of names on ballot (scheduled for 2:00 p.m., City Hall, 301 W. 2nd Street).[10]
August 29, 2022	Deadline for a candidate to file "public statement of financial information" with the City Clerk's Office.[11]

August 29, 2022	Deadline for a candidate to withdraw candidate's name from the ballot. The deadline is 5:00 p.m.[12]
September 12, 2022	Deadline for a candidate to file the "Personal Financial Statement" form required by state statute with the City Clerk's Office.[13]
October 11, 2022	Deadline for filing report of campaign contributions and expenditures (30th Day Before Election Report), with the City Clerk's Office. This report must be filed by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2.[14&15]
October 11, 2022	Deadline to register to vote, whether voting early or on Election Day.[16]
October 24, 2022	First day of early voting by personal appearance.[17]
October 28, 2022	Last day to apply (by mail, fax or electronic transmission) for an early ballot to be voted by mail.[18]
October 31, 2022	Deadline for filing report of campaign contributions and expenditures (8th Day Before Election Report), with the City Clerk's Office. This report must be filed by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code section 2-2-29 and Chapter 2-2.[19&20]
October 30 – November 7, 2022	Period for required filings of City of Austin Pre-Election Reports by candidates or political committees who meet reporting thresholds delineated in City Code section 2-2-29. [21]
November 4, 2022	Last day of early voting by personal appearance.[22]
November 8, 2022	**ELECTION DAY**
November 22, 2022	canvassing, at Austin City Hall. Note that the earliest possible date for canvassing is the third day after the election and the latest date for canvassing is the 14th day after the election. [23]
Third day after date of final canvass	Last day for a candidate in a runoff election to withdraw from the runoff. The deadline is 5:00 p.m.[24]
Tentative date for	
January 6, 2023	Inauguration Day

1 "The campaign period for a general election begins the 365th day before the date of the general election." Austin City Code § 2-2-7(B).

A candidate may not accept contribution or make expenditures when campaign treasurer appointment is not in effect. Tex. Election Code § 253.031(a). Texas Ethics Commission's 2022 "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" states: "... the law provides that you must file a campaign treasurer appointment form with the proper filing authority before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds." https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf

2 Candidate shall file semiannual report not later than January 15. Tex. Election Code § 254.063(a) and (b). Officeholder shall file semiannual report not later than January 15. Tex. Election Code § 254.093(a) and (b). Under City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk.
https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf

3 "The city clerk shall prepare a candidate guide … [and] make the candidate guide available cost-free in hard copy at least six months before a City election. The city clerk may also make the guide available online in an electronic format this is readily reproducible. City Code § 2-2-6(A) and (B).

4 Candidate shall file semiannual report not later than July 15. Tex. Election Code § 254.063(a) and (b). Officeholder shall file semiannual report not later than July 15. Tex. Election Code § 254.093(a) and (b). Under City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk.
https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf

5 Application may not be filed earlier than the 30th day before the date of the filing deadline. Tex. Election Code § 143.007(a). Filing deadline is August 22; therefore, the first day for filing is the 30th day preceding, that being Saturday, July 23.

6 Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides as follows: "… you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA) with the proper filing authority when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures.
https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf

7 City Code section 2-2-11(A) states, a "candidate for mayor or city council may sign a contract with the City agreeing to abide by limitations on that candidate's contributions and expenditures as specified in this article in exchange for benefits provided under this chapter" which contract is required to qualify for public funds from the Austin Fair Campaign Finance Fund under City Code section 2-2-63.

8 General election must be ordered not later than the 78th day before Election Day, that being August 22. Tex. Election Code§ 3.005(c).

9 Deadline for filing is not later than 5:00 p.m. of the 78th day before Election Day, that being August 22. Tex. Election Code § 143.007(c).

10 No statutory time is mandated, as drawing for general or special elections may be conducted at any time after the filing deadline, but the City Clerk must post notice of the drawing 72 hours immediately preceding the scheduled time of the drawing. Tex. Election Code § 52.094.

11 Statement must be filed within five working days after the deadline for filing for office, that being August 22; therefore, five business days thereafter is August 29 which is the deadline for filing the required statement. City Code § 2-7-74(A).

12 May not withdraw after 5:00 p.m. of the 71st day before Election Day. Tex. Election Code § 145.092(f). Candidate's name shall be omitted from ballot if there is a timely withdrawal before 5:00 p.m. of 71st day before Election Day. Tex. Election Code § 145.094(a)(4).

13 Personal Financial Statement is required by Texas Local Government Code, Section 145.003 and must comply with sections 572.022 and 572.023 of the Texas Government Code. Tex. Local Gov't Code § 145.003. Candidate must file Personal Financial Statement with the City Clerk not later than the 20th day after the deadline for filing an application for a place on the ballot. Tex. Local Gov't Code § 145.004(c). The filing application deadline is August 22; therefore, the 20th day thereafter is Monday, September 12. Texas Local Government Code, Section 145.004(g) states that a candidate will have timely filed if the Personal Financial Statement is submitted on the last day for filing (that being September 12) or, alternatively, if the City Clerk has adopted rules and procedures to provide for electronic filing and the candidate complies, then the candidate will have timely filed if the Personal Financial Statement is filed not later than midnight of the last day for filing the statement.

14 An opposed candidate shall file two additional reports, the first being due not later than the 30th day before Election Day (or the next business day), that being Tuesday, October 11; and the second being due not later than the 8th day before Election Day (that being October 31). Tex. Election Code § 254.064(a),(b), and (c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides information under "Reports Due 30 Days and 8 Days Before an Election." https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdfUnder City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk.

15 Required reports must be received by the City Clerk by the deadline. Tex. Election Code § 254.064(b) and (c).

16 An approved voter registration application becomes effective on the 30th day after the date of the application in submitted to the voter registrar. Tex. Election Code § 13.143(a). A registration is effective for purposes of voting early if it will be effective on Election Day. Tex. Election Code § 13.143. The deadline to register to vote moves to the next business day and therefore falls on Tuesday, October 11.

17 For an election held on the uniform election date in November, the period for early voting by personal appearance would begin on the 17th day before Election Day (that being Monday, October 24). Early voting continues through the fourth day before Election Day (being November 4). Tex. Election Code § 85.001.

18 Application must be received, not postmarked before the close of regular business in the early voting clerk's office or 12:00 noon, whichever is later, on the 11th day before Election Day (that being 5:00 p.m. Friday, October 28). Tex. Election Code § 84.007(c). An application is considered to be submitted at the time of its receipt by the early voting clerk. Texas Election Code, Sec. 84.007(d). For an application for ballot by mail submitted by telephonic facsimile (fax) machine or electronic transmission (email) to be effective, the application also must be submitted by mail and received by the early voting clerk not later than the fourth business day after transmission by fax or email. Tex. Election Code § 84.007(b-1).

19 An opposed candidate shall file two additional reports, the first being due not later than the 30th day before Election Day (the deadline moves to the next business day, that being Tuesday, October 11; and the second being due not later than the 8th day before Election Day (that being October 31). Texas Election Code, Sec. 254.064(a)(b)(c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides information under "Reports Due 30 Days and 8 Days Before an Election." Under City Code 2- 2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk.

20 Required reports must be received by the City Clerk by the deadline. Tex. Election Code §254.064(b) and (c).

21 City Code § 2-2-29 and Chapter 2-2.

22 Early voting continues through the fourth day before Election Day (that being November 4). Tex. Election Code § 85.001.

23 Canvass must be held not earlier that the 3rd day after Election Day (that being November 11 for the earliest day to canvass), or later than the fourteenth day after Election Day (that being November 22 for the latest date to canvass). Tex. Election Code § 67.003(c).

24 May not withdraw after 5:00 p.m. of the third day after the final canvass for the main election. Tex. Election Code § 145.092(d). “If a runoff candidate withdraws, the remaining candidate is considered to be elected and the runoff election for that office is not held.” Tex. Election Code § 145.095.

THIS PAGE IS INTENTIONALLY BLANK

PLACEHOLDER

RUNOFF ELECTION CALENDAR

THIS PAGE IS INTENTIONALLY BLANK

City of Austin

Dear Candidate:

Thank you for your candidacy in the City of Austin election.

In order to ensure that all candidates have equal access to information during the campaign, please submit questions for City staff in writing to candidate.questions@austintexas.gov. This is the easiest way for you to get answers to questions about City services, projects, and initiatives.

When submitting your questions, please be sure to include the following information:

- Name of the candidate (if someone is inquiring on your behalf):
- E-mail
- Phone number
- District number in your inquiry

Once received, your question will be routed to the appropriate staff member(s) for response. All questions and responses will be posted online at: www.austintexas.gov/candidatequestions.

Please keep in mind that requests for specific documents such as memos, reports, e-mails or other documentation will likely require referral to the City's Law Department to be processed as a formal Public Information Request. If you need more information regarding this process please contact: candidate.questions@austintexas.gov

For more information about navigating the election process, please visit the Candidate Resources page: www.austintexas.gov/candidateresources.

The City of Austin is committed to compliance with the Americans with Disabilities Act.
Reasonable modifications and equal access to communications will be provided upon request.

Dear Candidate:

By seeking public office, you have demonstrated your commitment to Austin's vision of being the most livable city in the country. Austinites value a community that is clean and green. To that end, we ask you to ensure that your campaign follows the City Code regarding the placement of campaign signage and encourage recycling of signs after the election.

We recognize that placement of your signs is important. However, the City has a sign ordinance (Chapter 25-10 Sign Regulations) that regulates all signage, including political campaign signs. Please share the sign standards below with your staff and supporters:

Campaign Sign Placement

- Signs cannot be attached to utility poles, traffic control boxes, light poles, or traffic sign poles, and cannot be placed on public property.
- Signs cannot be placed in the median, at intersection corners, or on traffic islands.
- Signs cannot be placed between the street and the first expansion joint in a driveway, the street and the sidewalk, or the street and the utility poles.

Please see the enclosed flyer **Facts About Prohibited Signs** for more detailed information and diagrams of where signage is allowed. Signs unlawfully placed in the public right-of-way will be removed by the Austin Code Department and recycled appropriately. For questions, call 3-1-1.

Make Sure Your Signs Can Be Recycled

To ensure your signs are eligible to be recycled, please share the following information with your sign vendor before your signs are printed:

- All sizes and colors of polypropylene Coroplast™ signs will be accepted.
- Signs must not include vinyl lettering or vinyl overlays.

Free Recycling of Campaign Signs

After the election, we encourage you to have your campaign staff collect and recycle your signs for free! Austin Resource Recovery has coordinated with one of the City's contracted recycling partners, Texas Disposal Systems, to offer free recycling of campaign signs. Please see the enclosed flyer **Campaign Sign Recycling** for details.

Thank you in advance for your cooperation.

José G. Roig, Director
Austin Code Department

Ken Snipes, Director
Austin Resource Recovery

Campaign Sign Recycling

Make sure your signs can be recycled:

If you would like to recycle your signs, be sure to share the following information when you place your order for signs with your sign shop.

- All sizes and colors of polypropylene Coroplast™ signs will be accepted for recycling
- Signs must NOT have any vinyl lettering or vinyl overlays.

When distributing your signs and after the election:

Campaign signs cannot be recycled through the City's curbside recycling program. But, the City has partnered with Texas Disposal Systems and Balcones Resources to recycle campaign signs. When distributing signs to supporters tell them how to recycle their signs:

- Remove and separate stakes or hardware into a separate box
  - Metal sign stakes can be recycled at all three of our partner facilities
  - Wood sign stakes can be composted at select facilities
- Take your signs and separated wood and/or metal stakes to one of the recycling facilities below.

Signs meeting the requirements above will be accepted at:

Recycling Facility	Campaign Signs	Metal Stakes	Wood Stakes
Texas Disposal Systems 3606-C FM 1327, Creedmoor, TX 78617 (512) 421-1300 Monday through Friday, 8:00 a.m. – 3:00 p.m.	X	X	X
Balcones Resources 9301 Johnny Morris Road, Austin, TX 78724 (512) 472-3355 Monday through Friday, 7:00 a.m. – 4:00 p.m.	X	X	
City of Austin **Recycle and Reuse Drop Off Center** 2514 Business Center Drive, Austin, Texas 78744 (512) 974-4373 Monday through Friday, 9:00 a.m. – 5:00 p.m. Saturday, 7:00 a.m. – 12:00 p.m.	X	X	X

AVOID BANDIT SIGNS ON THE CAMPAIGN TRAIL

★★★ REMINDER ★★★

The City of Austin sign ordinance § 25-10 SIGN REGULATIONS includes the regulation of political **campaign signs**.

As a courtesy, if a complaint is received, the Austin Code Department will contact the candidate **one time** to remind them of the sign ordinance. Candidates will then have 48 hours to remove the sign in question. Courtesy reminders for additional complaints will not be provided.

Please note that **campaign signs cannot be placed** in the median, at intersection corners, on traffic islands, attached to utility poles, traffic sign poles, or on public property.

Austin Code will collect and dispose of all campaign signs that are not removed within 48 hours.

Questions? Email: codecommunications@austintexas.gov

AUSTINCODE DEPARTMENT

POLITICAL ADVERTISING
What You Need to Know

The Texas Election Code requires certain disclosures and notices on political advertising. The law also prohibits certain types of misrepresentation in political advertising and campaign communications. This brochure explains what you need to know to insure that your political advertising and campaign communications comply with the law.

If you are not sure what the law requires, do the cautious thing. Use the political advertising disclosure statement whenever you think it might be necessary, and do not use any possibly misleading information in political advertising or a campaign communication. If you are using political advertising or campaign communications from a prior campaign, you should check to see if the law has changed since that campaign.

Candidates for federal office should check with the Federal Election Commission at (800) 424-9530 for information on federal political advertising laws.

> **NOTICE:** This guide is intended only as a general overview of the disclosure statements that must appear on political advertising as required under Chapter 255 of the Election Code, which is distinct from political reporting requirements under Chapter 254 of the Election Code.

Texas Ethics Commission
P.O. Box 12070
Austin, Texas 78711-2070

(512) 463-5800

TDD (800) 735-2989

Visit us at *www.ethics.state.tx.us*.

Revised July 16, 2019

REQUIRED DISCLOSURE ON POLITICAL ADVERTISING

I. What Is Political Advertising?

The disclosure statement and notice requirements discussed in this section apply to "political advertising." In the law, "political advertising" is a specifically defined term. Do not confuse this special term with your own common-sense understanding of advertising.

To figure out if a communication is political advertising, you must look at what it says and where it appears. If a communication fits in one of the categories listed in Part A (below) and if it fits in one of the categories listed in Part B (below), it is political advertising.

Part A. What Does It Say?

1. Political advertising includes communications supporting or opposing a candidate for nomination or election to either a public office or an office of a political party (including county and precinct chairs).

2. Political advertising includes communications supporting or opposing an officeholder, a political party, or a measure (a ballot proposition).

Part B. Where Does It Appear?

1. Political advertising includes communications that appear in pamphlets, circulars, fliers, billboards or other signs, bumper stickers, or similar forms of written communication.

2. Political advertising includes communications that are published in newspapers, magazines, or other periodicals in return for consideration.

3. Political advertising includes communications that are broadcast by radio or television in return for consideration.

4. Political advertising includes communications that appear on an Internet website.

II. When Is a Disclosure Statement Required?

The law provides that political advertising that contains express advocacy is required to include a disclosure statement. The person who causes the political advertising to be published, distributed, or broadcast is responsible for including the disclosure statement.

The law does not define the term "express advocacy." However, the law does provide that political advertising is deemed to contain express advocacy if it is authorized by a candidate, an agent of a candidate, or a political committee filing campaign finance reports. Therefore, a disclosure statement is required any time a candidate, a candidate's agent, or a political committee authorizes political advertising.

The precise language of political advertising authorized by someone other than a candidate, the candidate's agent, or a political committee will determine if the advertising contains express advocacy and is therefore required to include a disclosure statement. Generally, the question is whether the communication expressly advocates the election or defeat of an identified candidate, or expressly advocates the passage or defeat of a measure, such as a bond election. The inclusion of words such as "vote for," "elect," "support," "defeat," "reject," or "Smith for Senate" would clearly constitute express advocacy, but express advocacy is not limited to communications that use those words. Similar phrases, such as "Cast your ballot for X," would also constitute express advocacy. Additionally, in 2007, the United States Supreme Court held that an advertisement included express advocacy or its functional equivalent "if the ad is susceptible to no reasonable interpretation other than as an appeal to vote for or against a specific candidate." FEC v. Wis. Right to Life, Inc., 551 U.S. 449 (2007). It is a question of fact whether a particular communication constitutes express advocacy. If you are not sure whether political advertising contains express advocacy, do the cautious thing and include the disclosure statement. That way, there is no need to worry about whether you have violated the law.

Remember: The concept of "express advocacy" is relevant in determining whether political advertising is required to include a disclosure statement. However, the political advertising laws governing the right-of-way notice, misrepresentation, and use of public funds by political subdivisions will apply to political advertising regardless of whether the advertising contains express advocacy.

III. What Should the Disclosure Statement Say?

A disclosure statement must include the following:

1. the words "political advertising" or a recognizable abbreviation such as "pol. adv."; and

2. the full name of one of the following: (a) the person who paid for the political advertising; (b) the political committee authorizing the political advertising; or (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate.

The disclosure statement must appear on the face of the political advertising or be clearly spoken if the political advertising is audio only and does not include written text.

The advertising should not be attributed to entities such as "Committee to Elect John Doe" unless a specific-purpose committee named "Committee to Elect John Doe" has filed a campaign treasurer appointment with the Ethics Commission or a local filing authority.

IV. Are There Any Exceptions to the Disclosure Statement Requirement?

The following types of political advertising do not need the disclosure statement:

1. t-shirts, balloons, buttons, emery boards, hats, lapel stickers, small magnets, pencils, pens, pins, wooden nickels, candy wrappers, and similar materials;

2. invitations or tickets to political fundraising events or to events held to establish support for a candidate or officeholder;

3. an envelope that is used to transmit political advertising, provided that the political advertising in the envelope includes the disclosure statement;

4. circulars or fliers that cost in the aggregate less than $500 to publish and distribute;

5. political advertising printed on letterhead stationery, if the letterhead includes the name of one of the following: (a) the person who paid for the advertising, (b) the political committee authorizing the advertising, or, (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate. (Note: There is also an exception for holiday greeting cards sent by an officeholder, provided that the officeholder's name and address appear on the card or the envelope.)

6. postings or re-postings on an Internet website if the person posting or re-posting is not an officeholder, candidate, or political committee and did not make an expenditure exceeding $100 in a reporting period for political advertising beyond the basic cost of hardware messaging software and bandwidth;

7. an Internet social media profile webpage of a candidate or officeholder, if the webpage clearly and conspicuously displays the full name of the candidate or officeholder; and

8. postings or re-postings on an Internet website if the advertising is posted with a link to a publicly viewable Internet webpage that either contains the disclosure statement or is an Internet social media profile webpage of a candidate or officeholder that clearly and conspicuously displays the candidate's or officeholder's full name.

V. What Should I Do If I Discover That My Political Advertising Does Not Contain a Disclosure Statement?

The law prohibits a person from using, causing or permitting to be used, or continuing to use political advertising containing express advocacy if the person knows it does not include the disclosure statement. A person is presumed to know that the use is prohibited if the Texas Ethics Commission notifies the person in writing that the use is prohibited. If you receive notice from the Texas Ethics Commission that your political advertising does not comply with the law, you should stop using it immediately.

If you learn that a political advertising sign designed to be seen from the road does not contain a disclosure statement or contains an inaccurate disclosure statement, you should make a good faith attempt to remove or correct those signs that have been distributed. You are not required to attempt to recover other types of political advertising that have been distributed with a missing or inaccurate disclosure statement.

VI. The Fair Campaign Practices Act.

The Fair Campaign Practices Act sets out basic rules of decency, honesty, and fair play to be followed by candidates and political committees during a campaign. A candidate or political committee may choose to subscribe to the voluntary code by signing a copy of the code and filing it with the authority with whom the candidate or committee is required to file its campaign

treasurer appointment. A person subscribing to the code may indicate that fact on political advertising by including the following or a substantially similar statement:

> **(Name of the candidate or political committee, as appropriate) subscribes to the Code of Fair Campaign Practices.**

VII. Special Notice to Political Subdivisions and School Districts.

You may not use public funds or resources for political advertising. Please see our "Publications and Guides" section of our website for more information.

ROAD SIGNS

I. When Is the "Right-Of-Way" Notice Required?

All written political advertising that is meant to be seen from a road must carry a "right-of-way" notice. It is a criminal offense to omit the "right-of-way" notice in the following circumstances:

1. if you enter into a contract or agreement to print or make written political advertising meant to be seen from a road; or

2. if you instruct another person to place the written political advertising meant to be seen from a road.

II. What Should the "Right-Of-Way" Notice Say?

Section 259.001 of the Texas Election Code prescribes the exact language of the notice:

> **NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE) TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY.**

III. Do Yard Signs Have to Have the "Right-Of-Way" Notice?

Yes. The "right-of-way" notice requirement applies to signs meant to be seen from any road. The notice requirement assures that a person responsible for placing signs is aware of the restriction on placing the sign in the right-of-way of a highway.

IV. What About Bumper Stickers?

Bumper stickers do not need the "right-of-way" notice. They do, however, need a political advertising disclosure statement.

V. Where May I Place My Signs and How Long May Signs Be Posted?

For information about exactly where you may or may not place signs, or for information regarding the length of time your signs may be posted, check with your city or county government or your homeowner's association. The Texas Ethics Commission does not have

jurisdiction over matters involving the location of signs, and the length of time that they may be posted.

MISREPRESENTATION

I. Are There Restrictions on the Contents of Political Advertising?

Political advertising and campaign communications may not misrepresent a person's identity or official title, nor may they misrepresent the true source of the advertising or communication. The election law does not address other types of misrepresentation in political advertising or campaign communications.

Note that the misrepresentation rules apply to both political advertising and campaign communications. "Campaign communication" is a broader term than "political advertising."

A "campaign communication" means "a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure."

II. Misrepresentation of Office Title.

A candidate may not represent that he or she holds an office that he or she does not hold at the time of the representation. **If you are not the incumbent in the office you are seeking, you must make it clear that you are seeking election rather than reelection by using the word "for" to clarify that you don't hold that office.** The word "for" must be at least one-half the type size as the name of the office and should appear immediately before the name of the office. For example, a non-incumbent may use the following formats:

Vote John Doe for Attorney General	**John Doe For Attorney General**

A non-incumbent may not be allowed to use the following verbiage:

Elect John Doe Attorney General	**John Doe Attorney General**

III. Misrepresentation of Identity or Source.

A person violates the law if, with intent to injure a candidate or influence the result of an election, the person misrepresents the source of political advertising or a campaign communication or if the person misrepresents his or her own identity or the identity of his or her agent in political advertising or in a campaign communication. (If someone else is doing something for you, that person is your agent.) For example, you may not take out an ad in favor of your opponent that purports to be sponsored by a notoriously unpopular group.

IV. Use of State Seal.

Only current officeholders may use the state seal in political advertising.

V. Criminal Offenses.

Be aware that many violations of the Election Code are criminal offenses. For example, unlawfully using public funds for political advertising can be a Class A misdemeanor. So can misrepresenting one's identity or office title in political advertising. For more details on these offenses and political advertising in general, see Chapter 255 of the Election Code.

Sworn Complaints

An individual may file a sworn complaint with the Ethics Commission alleging a violation of any of the laws it administers, and Sections 334.025 and 335.055, Local Government Code, concerning false and misleading campaign material supporting or opposing the authorization of a sports or community venue project. The Commission does not have the authority to enforce the Penal Code.

A sworn complaint sets in motion a process that may include a preliminary review hearing and a formal hearing, and which permits resolution of the matter at several points in the process. The Commission may ultimately resolve a sworn complaint by dismissal, referral for criminal prosecution, or imposition of a civil penalty. A final decision of the Commission in a sworn complaint process may be appealed to a district court for a trial de novo. During most stages of the process, the Commissioners and Commission staff members are required to keep the complaint confidential.

Enforcement and Investigative Powers

The Ethics Commission is authorized to undertake civil enforcement actions on its own motion or in response to a sworn complaint, hold enforcement hearings, issue orders, and impose civil penalties.

This pamphlet presents a brief overview of the Texas Ethics Commission. If you have a question about your own activities, we urge you to request an opinion from the Commission ***before*** *engaging in the activity in question. Requests to the Commission for an advisory opinion must be in writing. You may also call the Commission's Legal Department at (512) 463-5800 for informal advice.*

In compliance with the Americans With Disabilities Act, the publications of the Texas Ethics Commission are available by request in alternative formats. To request an accessible format, please contact our ADA Compliance Officer by telephone at 512-463-5800, or through RELAY Texas at 800-735-2989; or by mail in care of the Texas Ethics Commission, P. O. Box 12070, Austin, Texas 78711-2070.

The Texas Ethics Commission is an Equal Opportunity Employer and does not discriminate in providing services or employment.

Copies of this publication have been distributed in compliance with the State Depository Law, and are available for public use through the Texas State Publications Depository Program at the Texas State Library and other state depository libraries.

TEXAS ETHICS COMMISSION

Promoting Public Confidence In Government

Texas Ethics Commission
P. O. Box 12070
Austin, Texas 78711-2070

(512) 463-5800
FAX (512) 463-5777
TDD (800) 735-2989

Visit us at *https://www.ethics.state.tx.us* on the Internet.

Revised January 10, 2017

The Texas Ethics Commission

On November 5, 1991, Texas voters approved an amendment that added Article III, Section 24a, to the Texas Constitution. The constitutional amendment created the Texas Ethics Commission. The amendment set out the method by which the eight members of the Commission are to be appointed, with four of the Commissioners appointed by the Governor, two appointed by the Lieutenant Governor, and two appointed by the Speaker of the Texas House of Representatives. No more than four members may be from the same political party.

Constitutional Duties

The Texas Constitution provides that the Ethics Commission may recommend the salary of members of the Legislature, the Lieutenant Governor, and the Speaker of the House of Representatives, subject to approval by the voters at the subsequent general election for state and county officers. Also, the Commission must set the *per diem* of members of the Legislature and of the Lieutenant Governor. The Legislature is to determine the other powers and duties of the Commission.

Rulemaking

The Ethics Commission has rulemaking authority with respect to the laws it administers. Adoption of a rule requires an affirmative vote by six Commissioners.

Laws Administered By The Texas Ethics Commission

Statutory duties of the Ethics Commission are in Chapter 571 of the Government Code. The agency is responsible for administering these laws: (1) Title 15, Election Code, concerning political contributions and expenditures, and political advertising; (2) Chapter 302, Government Code, concerning the election of the Speaker of the Texas House of Representatives; (3) Chapter 303, Government Code, concerning the governor for a day and speaker's reunion day ceremonies; (4) Chapter 305, Government Code, concerning lobbyist registration, reports, and activities; (5) Chapter 572, Government Code, concerning personal financial disclosure of state officers and conduct of state officers and employees; (6) Chapter 2004, Government Code, concerning representation before state agencies; (7) Chapter 159, Local Government Code, concerning judges of statutory county courts or statutory probate courts who elect to file a financial statement with the Commission; (8) Government Code, Section 2152.064 (concerning Conflict of Interest in Certain Transactions involving the Texas Facilities Commission); and (9) Government Code, Section 2155.003 (concerning Conflict of Interest involving the Office of the Texas Comptroller of Public Accounts).

Advisory Opinions

The Commission has the authority to issue an advisory opinion in response to a request from a person subject to any of the laws it administers, as well as Chapter 36, Penal Code, concerning bribery and corrupt influence, and Chapter 39, Penal Code, concerning abuse of office. It is a defense to prosecution or the imposition of a civil penalty under any of these laws that a person reasonably relied on an advisory opinion of the Commission. The name of a person requesting an advisory opinion must be kept confidential by the Commission.

Financial Disclosure

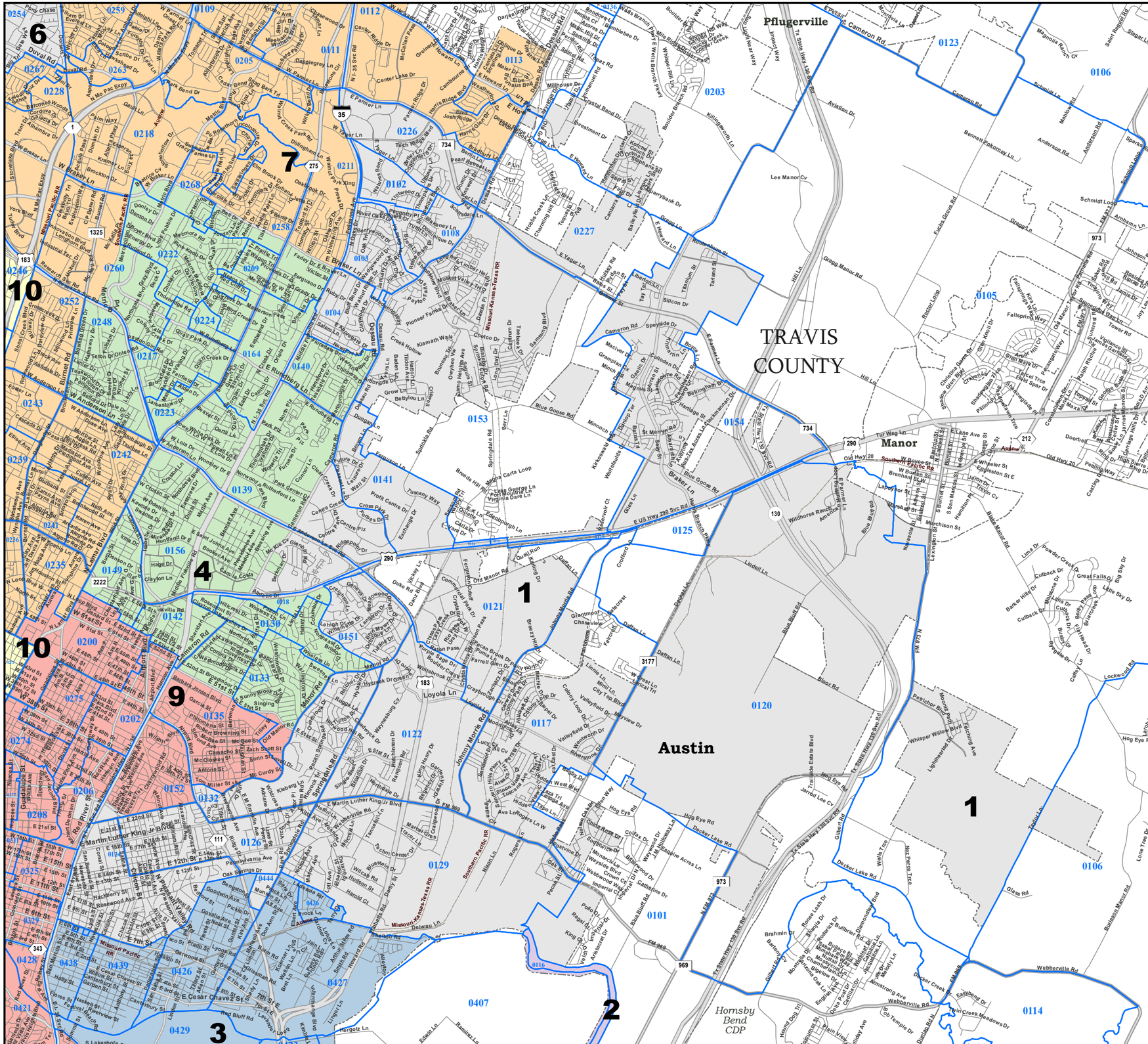
The Ethics Commission serves as a repository of required disclosure statements for state officials, candidates, political committees, lobbyists, and certain district and county judicial officers.

Training

The Ethics Commission provides, in cooperation with state agencies, a program of ethics training for state employees, and also provides training for members and members-elect of the Texas Legislature concerning compliance with laws administered by the Commission. The Commission also produces educational materials and provides training programs for other groups affected by laws administered by the Commission.

2021 ICRC Final Map

DISTRICT 1



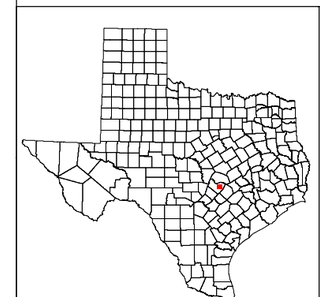
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



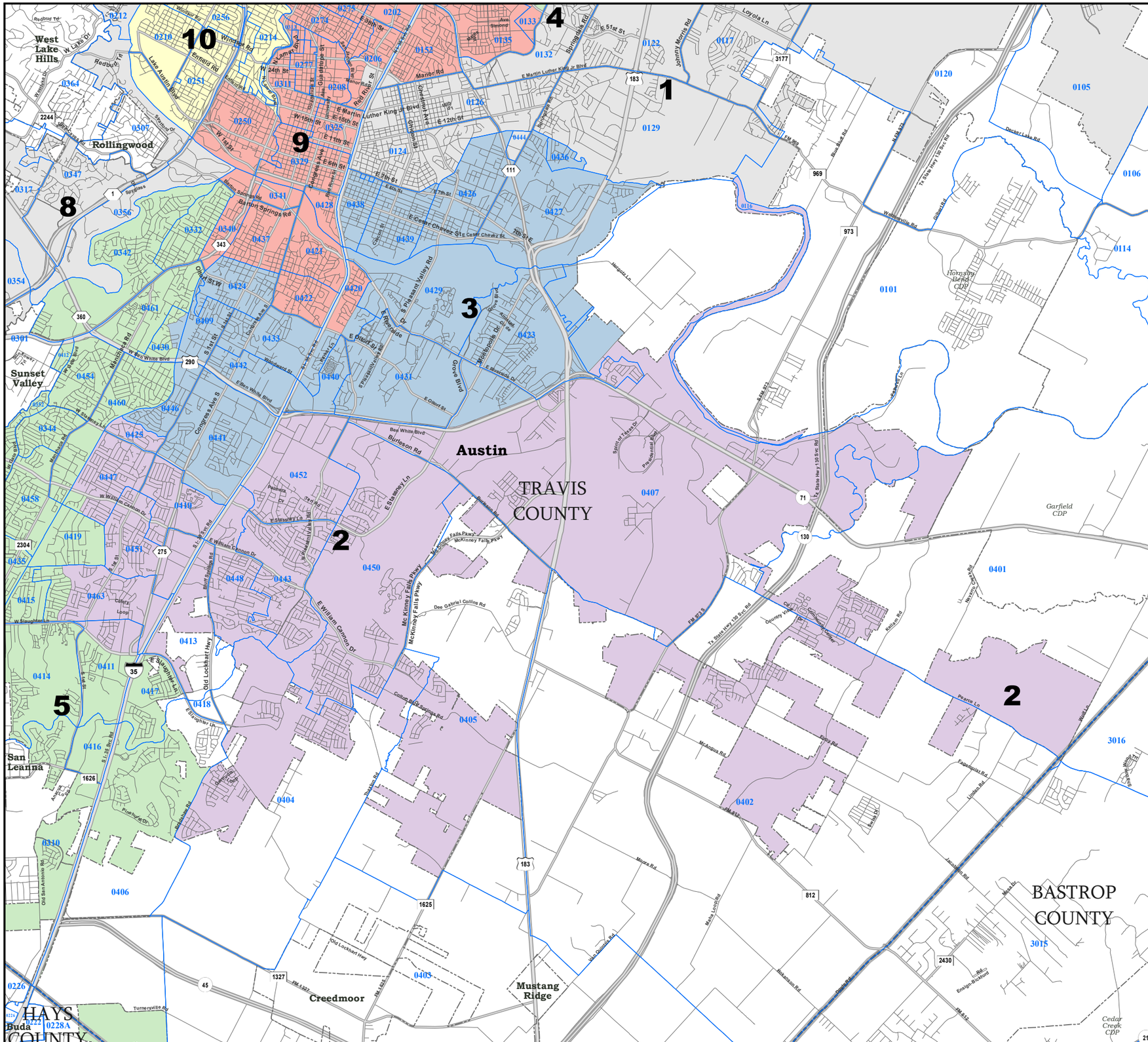
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 2



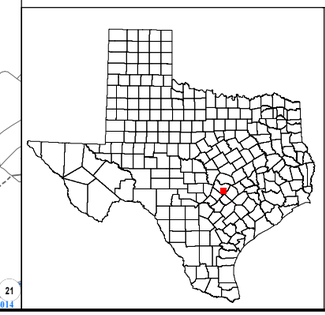
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



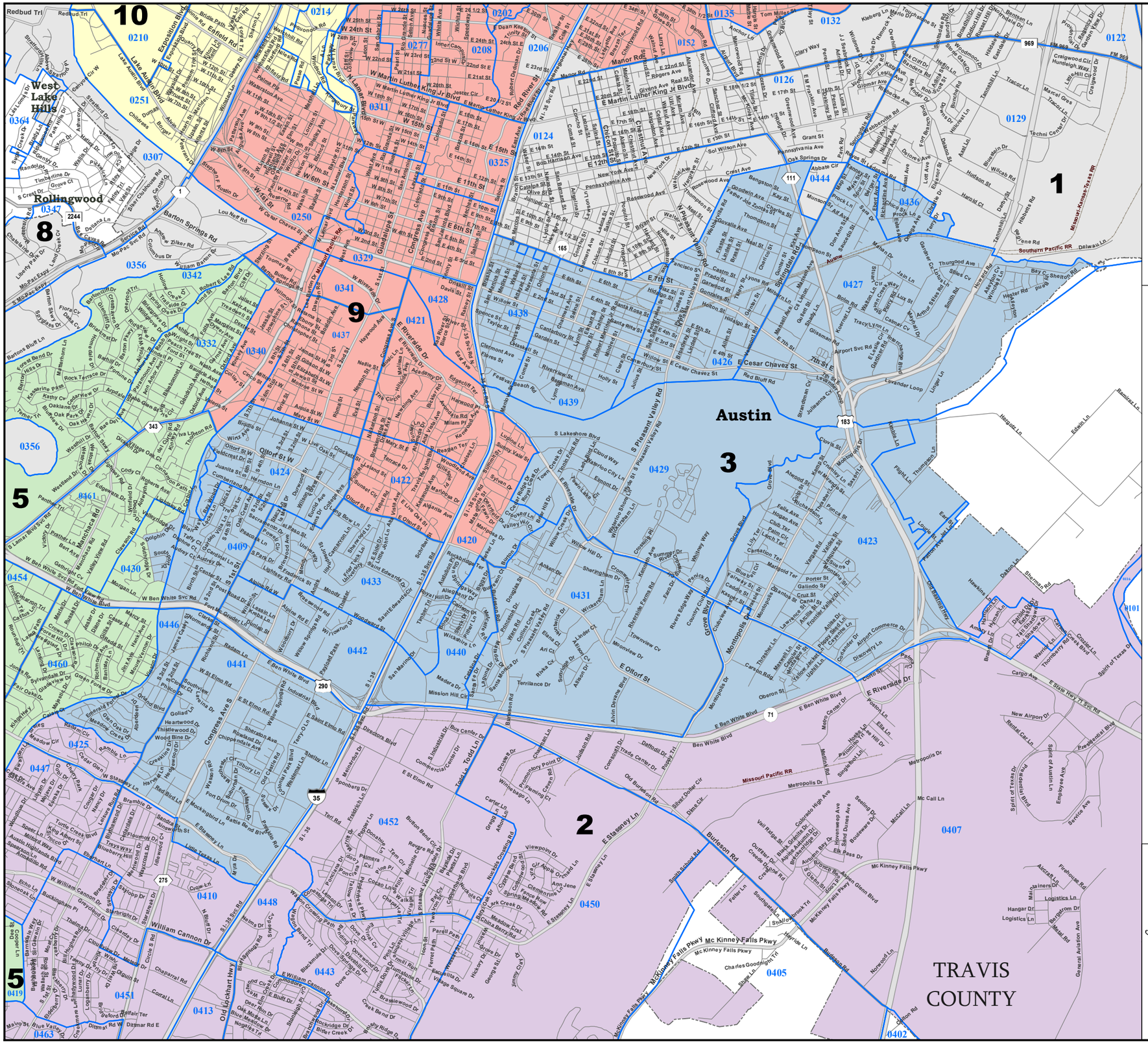
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 3



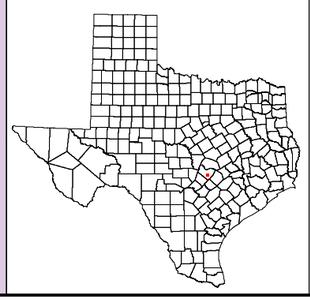
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



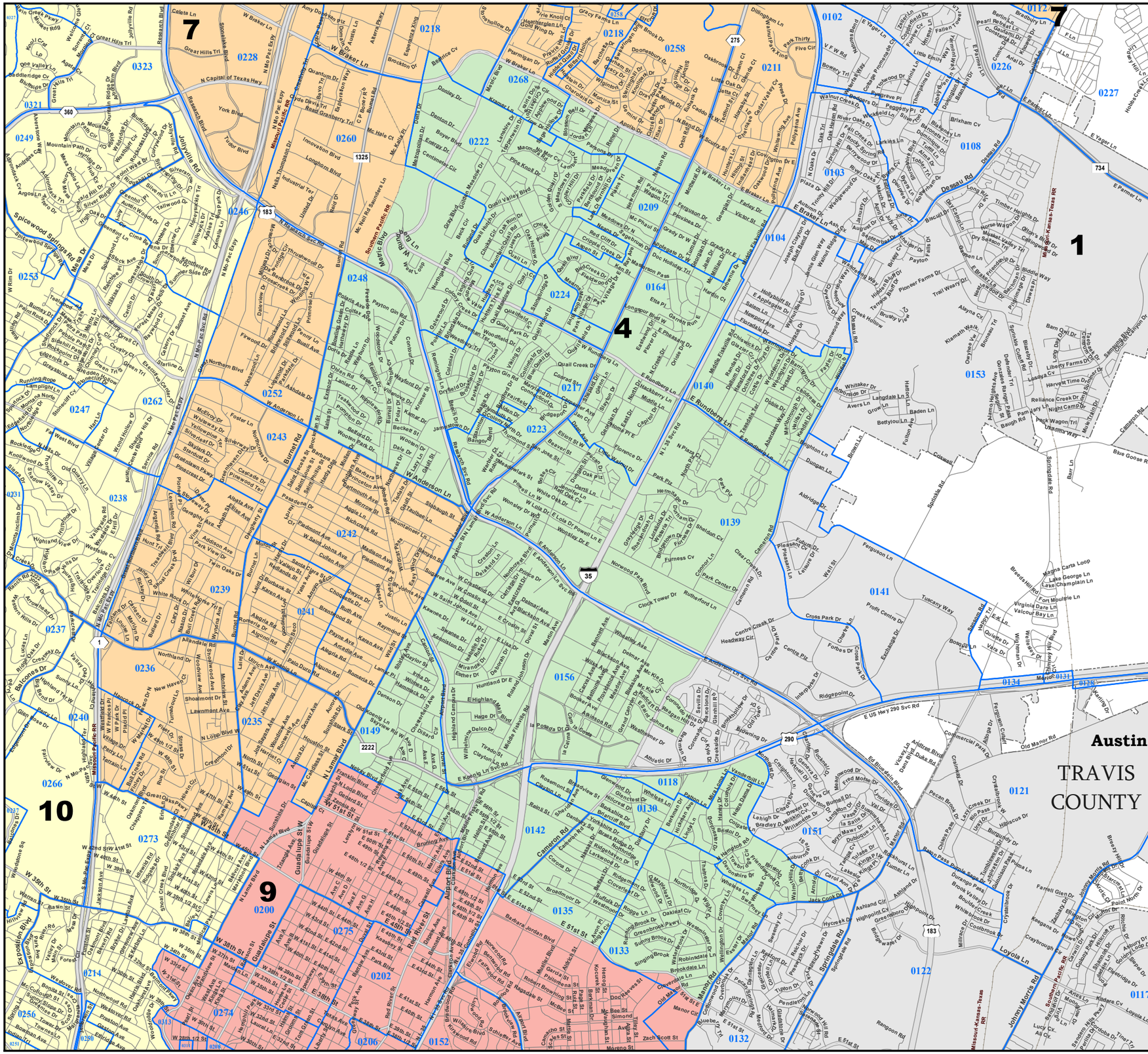
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 4



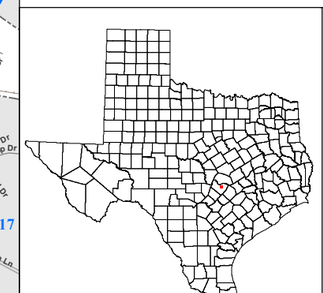
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



VTD: Voting Tabulation District

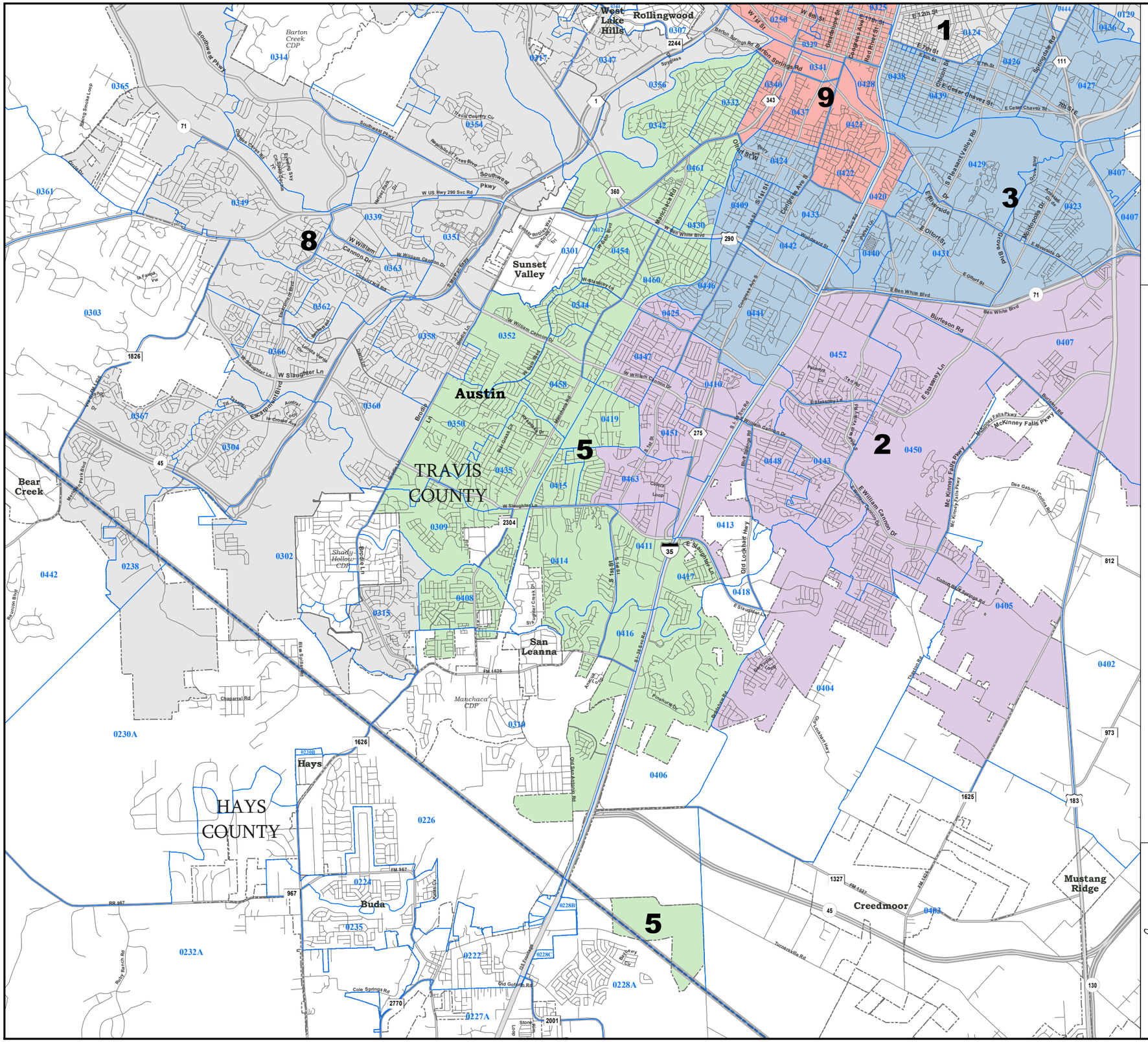
49290
2020 Census
XKORE2028 2021-10-07 16:53:39

Map ID 5202
10/08/21 11:29:10

TLC

2021 Final Map

DISTRICT 5



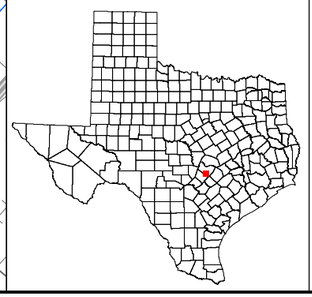
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



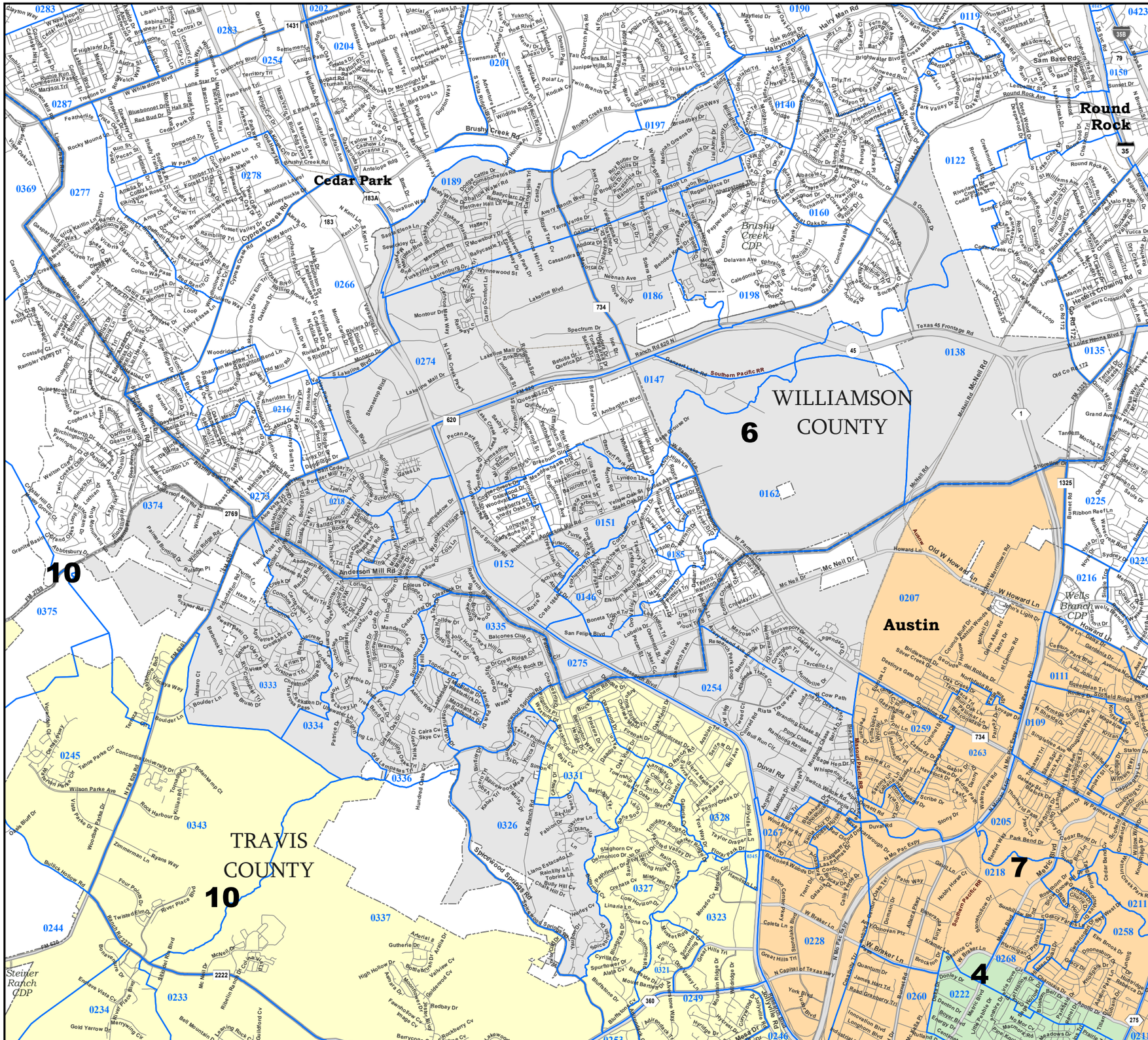
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 6



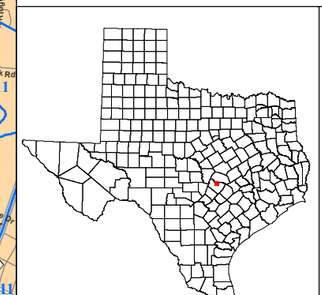
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



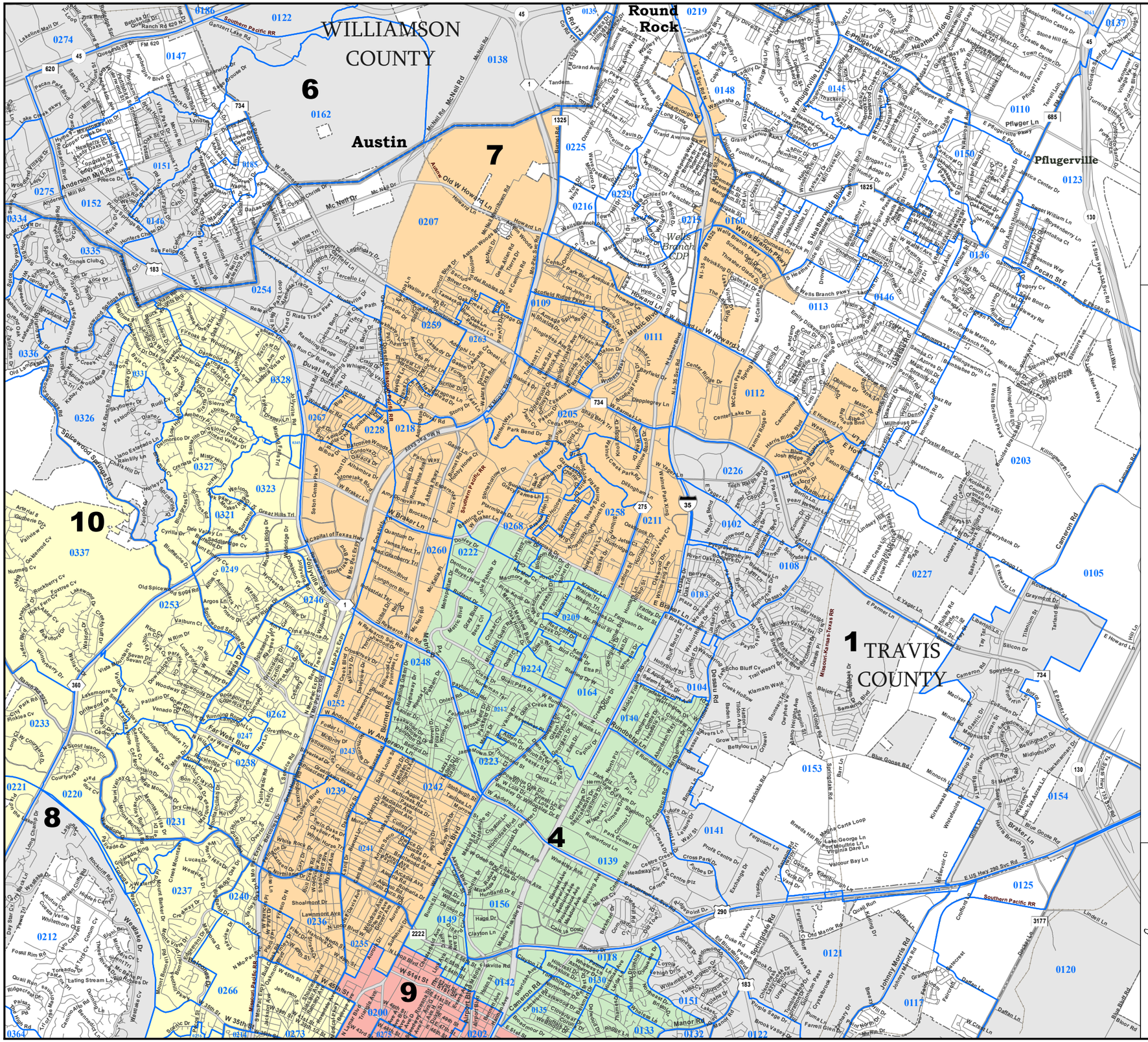
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 7



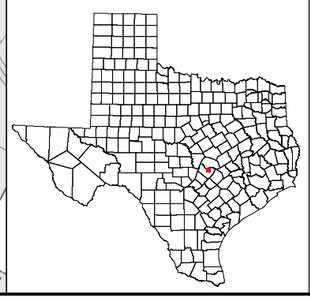
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



VTD: Voting Tabulation District

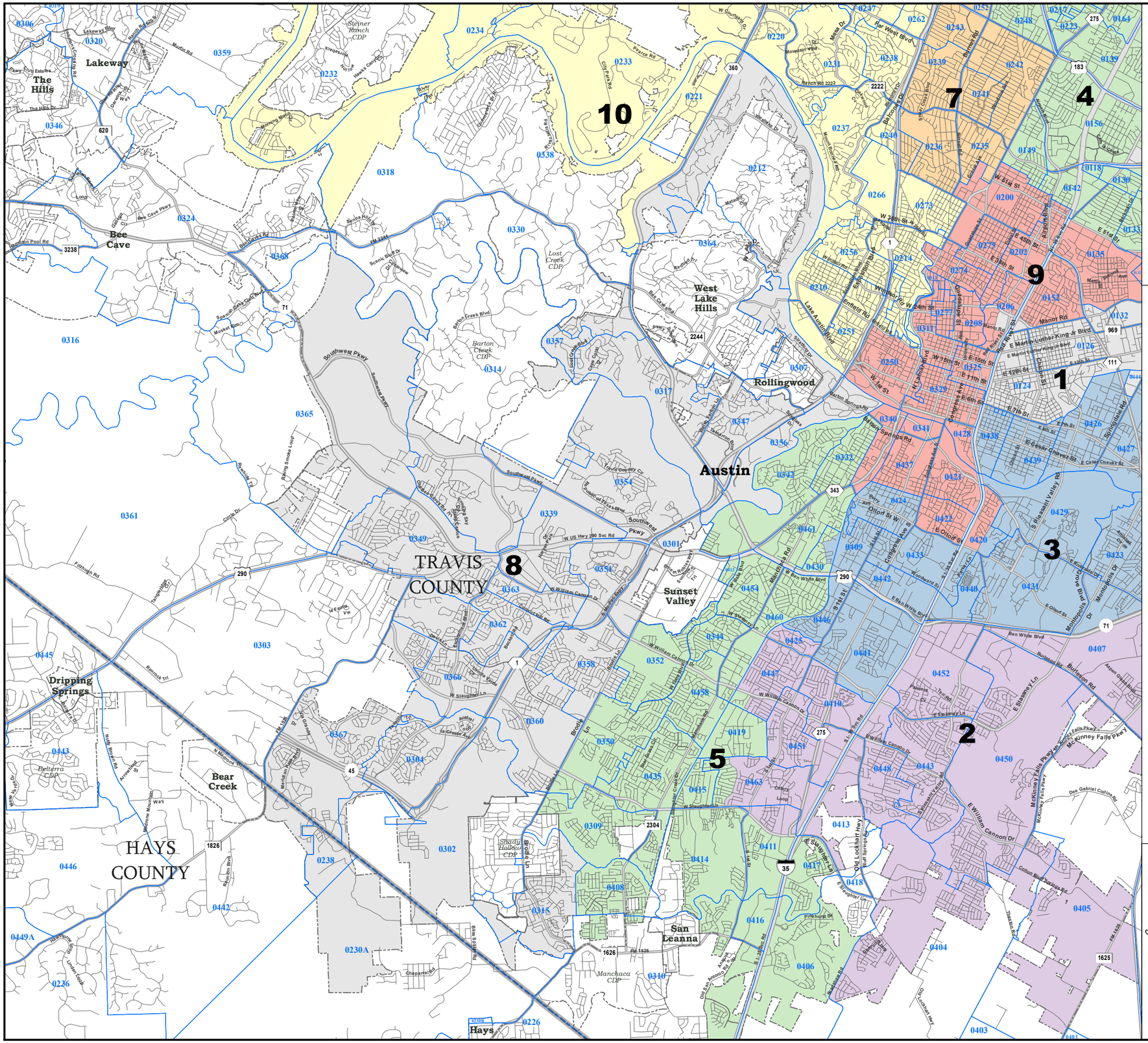
49290
2020 Census
XKORE2028 2021-10-07 16:53:39

Map ID 5202
10/08/21 11:29:10

TLC

2021 ICRC Final Map

DISTRICT 8



2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028

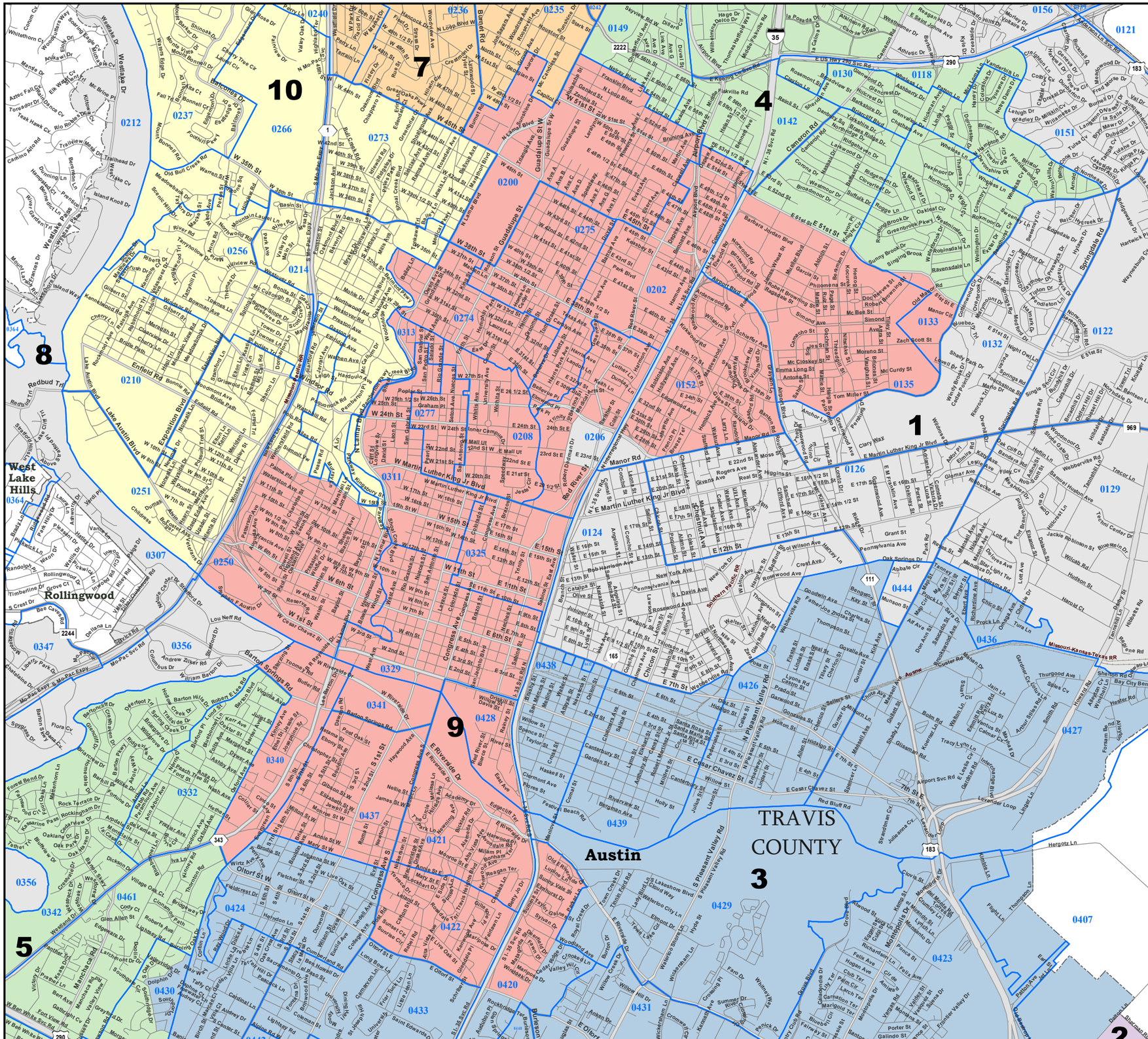
VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

2021 ICRC Final Map

DISTRICT 9



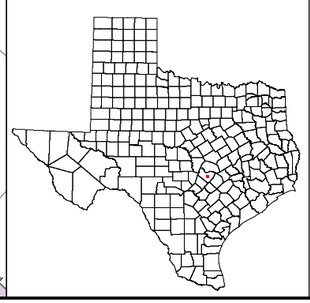
2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028



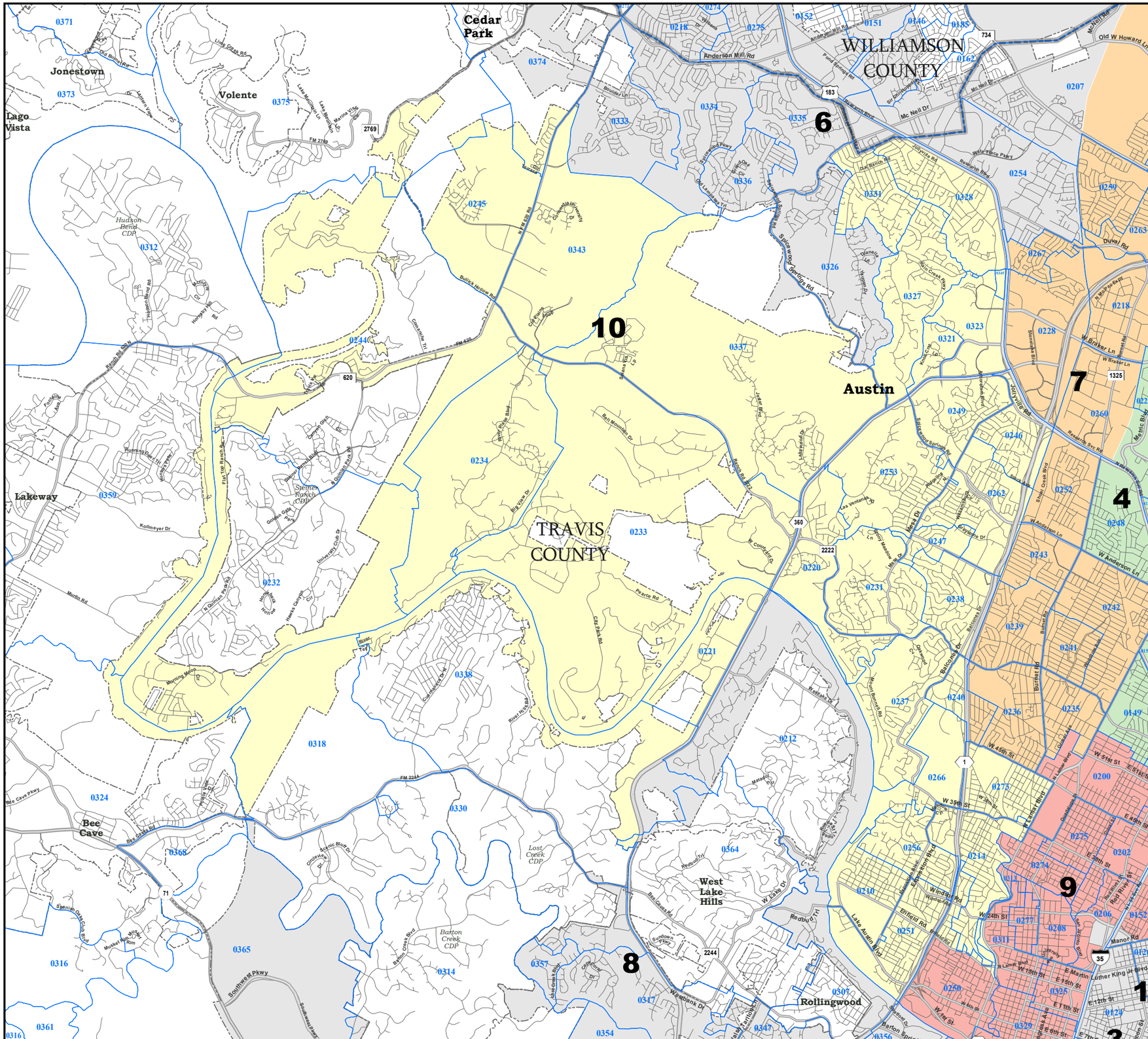
VTD: Voting Tabulation District

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

Map ID 5202
10/08/21 11:29:10

2021 ICRC Final Map

DISTRICT 10



2020 General Election VTDs

Cities

Census Designated Places (CDPs)

COUNTIES

XKORE2028

VTD: Voting Tabulation District

Map ID 5202
10/08/21 11:29:10

49290
2020 Census
XKORE2028 2021-10-07 16:53:39

MEMORANDUM

TO: Candidates for the 2022 City Council Election

FROM: Myrna Rios, City Clerk

DATE: April 1, 2022

SUBJECT: Annual Adjustment of Campaign Finance Limits

Article III Section 8(A)(1) and 8(A)(3), of the Austin City Charter, requires campaign finance limits to be modified annually with the adoption of the budget to increase or decrease in accordance with the most recently publicized federal government, Bureau of Labor Statistics Indicator, Consumer Price Index U.S. City Average (CPI-W U.S. City Average).

Article III, Section 8, reads as follows:

§ 8. LIMITS ON CAMPAIGN CONTRIBUTIONS AND EXPENDITURES. (A) Limits On

Contributions To Candidates.

(1) No candidate for Mayor or City Council and his or her campaign committee shall accept campaign contributions in excess of $400 **[see below for current index amount]** per contributor per election from any person, except for the candidate and small-donor political committees. The amount of the contribution limit shall be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government, Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W U.S. City Average) U.S. City Average. The most recently published Consumer Price Index shall be used as a base of 100 and the adjustment thereafter will be to the nearest $50.00.
[Using the current CPI, the campaign contribution limit amount is modified to $400.00.]

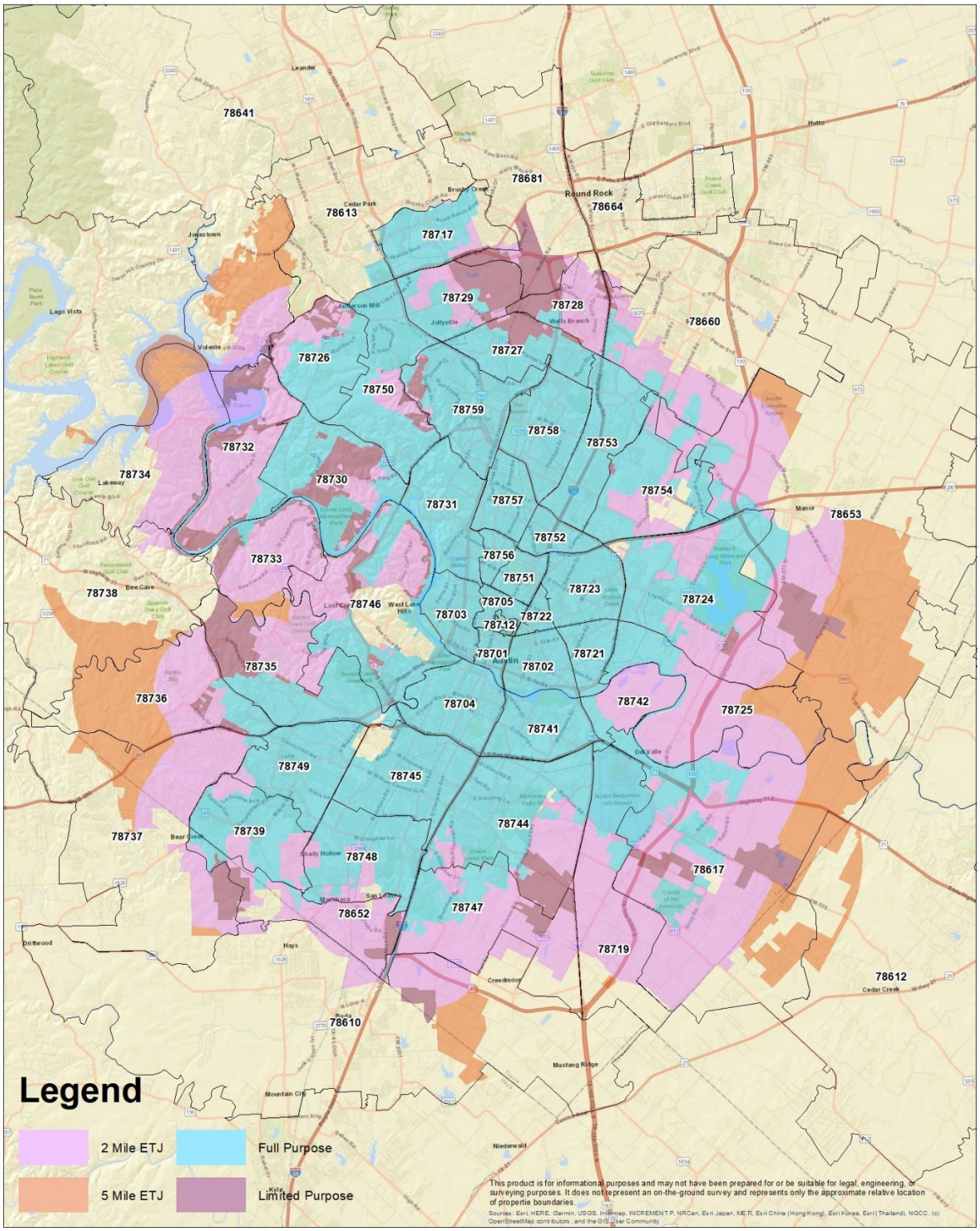
(3) No candidate and his or her committee shall accept an aggregate contribution total of more than $41,000 **[see below for current index amount]** per election, and $27,000 **[see below for current index amount]** in the case of a runoff election, from sources other than natural persons eligible to vote in a postal zip code completely or partially within the Austin city limits. The amount of the contribution limit shall be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government, Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W U.S. City Average) U.S. City Average. The most recently published Consumer Price Index shall be used as a base of 100 and the adjustment thereafter will be to the nearest $1,000.00.

[**Using the current CPI, the aggregate contribution limit is modified to $41,000 per election, and $27,000 per runoff election.]**

Attached are a list of zip codes and a map showing postal zip codes that are completely or partially within the Austin city limits. The contribution limits will be recalculated as part of the 2022 Budget adoption in August 2021. If the contribution limits are adjusted a revised memo will be distributed and posted to the Election webpage.

If you have questions, please contact the City Clerk's office at (512) 974-2210.

78610	78722	78745
78612	78723	78746
78613	78724	78747
78617	78725	78748
78640	78726	78749
78641	78727	78750
78645	78728	78751
78652	78729	78752
78653	78730	78753
78660	78731	78754
78664	78732	78756
78681	78733	78757
78701	78734	78758
78702	78735	78759
78703	78736	
78704	78737	
78705	78738	
78712	78739	
78717	78741	
78719	78742	
78721	78744	


78641
Leander
78681
Round Rock
78664
Hutto
78613
Cedar Park
78717
Jonestown
Lago Vista
78729
78728
Anderson Mill
Jollyville
Wells Branch
78660
Volente
78726
78727
78750
78759
78758
78753
78732
78734
Lakeway
78730
78731
78757
78754
Manor
78653
78752
78756
78733
78751
78723
78738
Bee Cave
Lost Pines
78746
West Lake Hills
78705
78724
78703
78722
78712
78701
78721
Austin
78702
78735
78736
78704
78742
78725
78741
Del Valle
78749
78745
78744
78737
Bear Creek
78739
Shady Hollow
78748
78617
Manchaca
San Leanna
78652
78747
Driftwood
Hays
78719
Creedmoor
78612
Cedar Creek
78610
Buda
Mustang Ridge
Mountain City
Niederwald
Kyle
Legend
2 Mile ETJ
Full Purpose
5 Mile ETJ
Limited Purpose
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of propertie boundaries.
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

See CTA Instruction Guide for detailed instructions.

1 Total pages filed:

OFFICE USE ONLY

Filer ID #

Date Received

Date Hand-delivered or Postmarked

Receipt # | Amount $

Date Processed

Date Imaged

2 CANDIDATE NAME	MS / MRS / MR	FIRST			MI	
	NICKNAME	LAST			SUFFIX	
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX;	APT / SUITE #;	CITY;	STATE;	ZIP CODE	
4 CANDIDATE PHONE	AREA CODE ( )	PHONE NUMBER		EXTENSION		
5 OFFICE HELD (if any)						
6 OFFICE SOUGHT (if known)						
7 CAMPAIGN TREASURER NAME	MS/MRS/MR	FIRST	MI	NICKNAME	LAST	SUFFIX
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS;	APT / SUITE #;	CITY;	STATE;	ZIP CODE	
9 CAMPAIGN TREASURER PHONE	AREA CODE ( )	PHONE NUMBER		EXTENSION		

10 CANDIDATE SIGNATURE

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

Signature of Candidate

Date Signed

GO TO PAGE 2

CANDIDATE MODIFIED REPORTING DECLARATION

11 CANDIDATE NAME	
12 MODIFIED REPORTING DECLARATION	

COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING

•• This declaration must be filed no later than the 30th day before the first election to which the declaration applies. ••

•• The modified reporting option is valid for one election cycle only. ••
(An election cycle includes a primary election, a general election, and any related runoffs.)

•• Candidates for the office of state chair of a political party may NOT choose modified reporting. ••

I do not intend to accept more than $940 in political contributions or make more than $940 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report.

_____ Year of election(s) or election cycle to which declaration applies

_____ Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us
or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

For more information about where to file go to:
https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php

TEXAS ETHICS COMMISSION

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA--INSTRUCTION GUIDE

Revised January 1, 2022

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 CTA—INSTRUCTION GUIDE

TABLE OF CONTENTS

GENERAL INSTRUCTIONS **1**
DUTIES OF A CANDIDATE OR OFFICEHOLDER 1
QUALIFICATIONS OF CAMPAIGN TREASURER 1
DUTIES OF A CAMPAIGN TREASURER 1
REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN 1
WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT 2
FILING WITH A DIFFERENT AUTHORITY 3
FORMING A POLITICAL COMMITTEE 4
CHANGING A CAMPAIGN TREASURER 4
AMENDING A CAMPAIGN TREASURER APPOINTMENT 4
REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS 4
TERMINATING A CAMPAIGN TREASURER APPOINTMENT 4
FILING A FINAL REPORT 4
ELECTRONIC FILING 5
GUIDES 5
SPECIFIC INSTRUCTIONS **5**
PAGE 1 5
PAGE 2 7

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.

DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than $5,000 in political contributions or made more than $5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate's campaign treasurer.

REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

(A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;

(B) the filing of an application for a place on the ballot;

(C) the filing of an application for nomination by convention;

(D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;

(E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;

(F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication;

(G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and

(H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT

The appropriate filing authority depends on the office sought or held.

a. Texas Ethics Commission. The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.*
- State Board of Education.

- A multi-county district judge* or multi-county district attorney.
- A single-county district judge.*
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.

* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

b. County Clerk. The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.

c. Local Filing Authority. If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment *and* a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.

FORMING A POLITICAL COMMITTEE

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

NOTE: *See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.*

CHANGING A CAMPAIGN TREASURER

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

AMENDING A CAMPAIGN TREASURER APPOINTMENT

If *any* of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

TERMINATING A CAMPAIGN TREASURER APPOINTMENT

You may terminate your campaign treasurer appointment at any time by:

1) filing a campaign treasurer appointment for a successor campaign treasurer, or

2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

FILING A FINAL REPORT

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make

any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (*See instructions for FORM C/OH - UC.*) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the "final" box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission's website at *http://www.ethics.state.tx.us* for information about exemptions from the electronic filing requirements.

GUIDES

All candidates should review the applicable Commission's campaign finance guide. Guides are available on the Commission's website at *http://www.ethics.state.tx.us.*

SPECIFIC INSTRUCTIONS

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

PAGE 1

1. **TOTAL PAGES FILED**: After you have completed the form, enter the total number of pages of this form and any additional pages. A "page" is one side of a two-sided form. If you are not using a two-sided form, a "page" is a single sheet.

2. **CANDIDATE NAME**: Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.

3. **CANDIDATE MAILING ADDRESS**: Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.

4. **CANDIDATE PHONE**: Enter your phone number, including the area code and extension, if applicable.

5. **OFFICE HELD**: If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.

6. **OFFICE SOUGHT**: If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.

7. **CAMPAIGN TREASURER NAME**: Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

8. **CAMPAIGN TREASURER STREET ADDRESS**: Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.

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

10. **CANDIDATE SIGNATURE**: Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

    - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.

    - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.

    - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.

    - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

PAGE 2

11. CANDIDATE NAME: Enter your name as you did on Page 1.

12. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than $940 in political contributions or make more than $940 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the $940 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The $940 maximums apply to each election within the cycle. In other words, you are limited to $940 in contributions and expenditures in connection with the primary, an additional $940 in contributions and expenditures in connection with the general election, and an additional $940 in contributions and expenditures in connection with a runoff.

EXCEEDING $940 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed $940 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the $940 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

For more information, see the Commission's campaign finance guide that applies to you.

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM ACTA
PG 1

1 CANDIDATE NAME	2 FILER ID #	3 Total pages filed:

See ACTA Instruction Guide for detailed instructions.
Use this form for changes to existing information *only*. Do not provide information previously disclosed.

4 CANDIDATE NAME	NEW	MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX
5 CANDIDATE MAILING ADDRESS	NEW	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
6 CANDIDATE PHONE	NEW	AREA CODE PHONE NUMBER EXTENSION ( )
7 OFFICE HELD (if any)	NEW	
8 OFFICE SOUGHT (if known)	NEW	
9 CAMPAIGN TREASURER NAME	NEW	MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX
10 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	NEW	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE
11 CAMPAIGN TREASURER PHONE	NEW	AREA CODE PHONE NUMBER EXTENSION ( )

OFFICE USE ONLY

Date Received	
Date Hand-delivered or Postmarked	
Receipt #	Amount $
Date Processed	
Date Imaged	

12 CANDIDATE SIGNATURE

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

Signature of Candidate _____ Date Signed _____

GO TO PAGE 2

AMENDMENT:
CANDIDATE MODIFIED REPORTING DECLARATION

13 CANDIDATE NAME	
14 MODIFIED REPORTING DECLARATION	NEW **COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING** **•• This declaration must be filed no later than the 30th day before the first election to which the declaration applies. ••** **•• The modified reporting option is valid for one election cycle only. ••** (An election cycle includes a primary election, a general election, and any related runoffs.) **•• Candidates for the office of state chair of a political party may NOT choose modified reporting. ••** I do not intend to accept more than $940 in political contributions or make more than $940 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report. _____ Year of election(s) or election cycle to which declaration applies _____ Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us
or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

For more information about where to file go to:
https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php

TEXAS ETHICS COMMISSION

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM ACTA–INSTRUCTION GUIDE

Revised January 1, 2022

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 ACTA–AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA). Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA).

If any of the information required to be reported on your CAMPAIGN TREASURER APPOINTMENT changes, you should file an amendment. Use the AMENDMENT form (Form ACTA) to report the changes. Do not use the APPOINTMENT form (Form CTA).

You must also use the AMENDMENT form to renew your option to file under the modified schedule.

Except for your name at the top of the form (and your filer account number, if you file with the Texas Ethics Commission (Commission)), enter only the information that is *different* from what is on your current campaign treasurer appointment. Do not repeat information that has not changed. The "NEW" boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a "NEW" box will replace the existing information.

SPECIFIC INSTRUCTIONS

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

PAGE 1

1. **CANDIDATE NAME**: Enter your name as it is on your current campaign treasurer appointment. Enter your name in the same way on Page 2, Section 13, of this form. If you are reporting a name change, enter your new name under Section 4.

2. **FILER ID #**: If you are filing with the Commission, you were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see "FILER ID #." If you do not file with the Ethics Commission, you are not required to enter an account number.

3. **TOTAL PAGES FILED**: After you have completed the form, enter the total number of pages of this form and any additional pages. A "page" is one side of a two-sided form. If you are not using a two-sided form, a "page" is a single sheet.

4. **CANDIDATE NAME**: Complete this section only if your name has *changed*. If your name has changed, enter your complete new name, including nicknames and suffixes (e.g., Sr., Jr., III) if applicable.

5. **CANDIDATE MAILING ADDRESS**: Complete this section only if your mailing address has *changed*. If your mailing address has changed, enter your complete new address, including zip code. This information will allow your filing authority to correspond with you.

6. **CANDIDATE PHONE**: Complete this section only if your phone number has *changed*. If your phone number has changed, enter your new phone number, including the area code and extension, if applicable.

7. **OFFICE HELD**: If you are an officeholder, complete this section only if your office has *changed*. If your office has changed, please enter the new office held. Include the district, precinct, or other designation for the office, if applicable.

8. **OFFICE SOUGHT**: If you are a candidate, complete this section only if the office you seek has *changed*. If the office has changed, please enter the office you now seek, if known. Include the district, precinct, or other designation for the office, if applicable.

Note: Changing the office you are seeking may require you to file your reports with a different filing authority. See the Campaign Finance Guide for further information on filing with a different authority.

9. **CAMPAIGN TREASURER NAME**: Complete this section only if your campaign treasurer has *changed*. If your campaign treasurer has changed, enter the full name of your new campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

Qualifications of Campaign Treasurer. A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than $5,000 in political contributions or made more than $5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision.

10. **CAMPAIGN TREASURER STREET ADDRESS**: Complete this section only if your campaign treasurer's street address has *changed*. If your campaign treasurer's street address has changed, enter the complete new address of your campaign treasurer, including the zip code. You may enter either the treasurer's new business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.

11. **CAMPAIGN TREASURER PHONE**: Complete this section only if your campaign treasurer's phone number has *changed*. If your campaign treasurer's phone number has

changed, enter the new phone number of your campaign treasurer, including the area code and extension, if applicable.

12. CANDIDATE SIGNATURE: Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

- The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.

- A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.

- A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.

- Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The *degree of consanguinity* is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. **Examples**: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

Note: The changes you have made on this form will replace the information on your previous APPOINTMENT form (Form CTA).

PAGE 2

13. CANDIDATE NAME: Enter your name as you did on Page 1, Section 1.

14. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than $940 in political contributions or make more than $940 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the $940 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semi-annual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The $940 maximums apply to each election within the cycle. In other words, you are limited to $940 in contributions and expenditures in connection with the primary, an additional $940 in contributions and expenditures in connection with the general election, and an additional $940 in contributions and expenditures in connection with a runoff.

Exceeding $940 in contributions or expenditures. If you exceed $940 in contributions or expenditures in connection with an election, you must file according to the regular schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the $940 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use another amendment form (ACTA) to renew your option to file under the modified schedule.

For more information, see the Commission's campaign finance guide that applies to you.

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP
COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

1 ACCOUNT NUMBER
(Ethics Commission Filers)

2 TYPE OF FILER

CANDIDATE ☐

If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.

POLITICAL COMMITTEE ☐

If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.

3 NAME OF CANDIDATE
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.) FIRST MI

NICKNAME LAST SUFFIX (SR., JR., III, etc.)

4 TELEPHONE NUMBER OF CANDIDATE
(PLEASE TYPE OR PRINT)

AREA CODE PHONE NUMBER EXTENSION

( )

5 ADDRESS OF CANDIDATE
(PLEASE TYPE OR PRINT)

STREET / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE

6 OFFICE SOUGHT BY CANDIDATE
(PLEASE TYPE OR PRINT)

7 NAME OF COMMITTEE
(PLEASE TYPE OR PRINT)

8 NAME OF CAMPAIGN TREASURER
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.) FIRST MI

NICKNAME LAST SUFFIX (SR., JR., III, etc.)

GO TO PAGE 2

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

(1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.

(2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.

(3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.

(4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.

(5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.

(6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.

(7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

_____ _____

Signature Date

CANDIDATE CONTRACT

This Austin Fair Campaign Contract, made (enter date of contract) _____, is between the City of Austin, and (enter Candidate's name) _____, a candidate for (enter the office sought by Candidate including place number if the office is City Council Member) _____.

In the interest of having less costly, fair election campaigns for the offices of Mayor and City Council; safeguarding the City election process and City government from undue influence; and promoting public confidence in the integrity of its government, the parties agree to this Contract as provided by the Charter, Article III, Section 8, and Chapter 2-2 of the City Code.

NOW THEREFORE**,** for good and valuable consideration, the parties agree as follows:

SECTION I

Definitions

The words and phrases in this Contract shall have the same meaning as the Charter, Article III, Section 8, the Austin Fair Campaign Ordinance, and the Texas Election Code, unless otherwise stated.

"Austin Fair Campaign Ordinance" means Chapter 2-2 of the City Code.

"Austin City Code, as amended" means the City Code.

When capitalized, "Candidate" means (enter Candidate's name) _____, a candidate for the office of (enter the office sought by Candidate, including place number if the office is City Council Member) _____.

"Charter" means the Austin Charter, Article III, Section 8.

When capitalized, "Contract" means this contract.

"Ethics Review Commission" means the Ethics Review Commission created by section 2-7-26 of the City Code.

"Funds" means money which may be available from the Austin Fair Campaign Finance Fund to qualifying candidates in a runoff election who sign this contract and agree to participate in candidate forums arranged by the Ethics Review Commission.

"Office" means the position of Mayor or City Council member.

"Opposing candidate" means a candidate other than the Candidate, who has become a candidate for the same office as the Candidate. If the Candidate is a candidate for mayor, an "opposing candidate" is any other candidate for mayor. If the Candidate is a candidate for the position of Austin City Council member, an "opposing candidate" is any other candidate for the same numbered place on the City Council.

SECTION II

Parties

The parties to this Contract are the City of Austin and the Candidate. The Candidate's contractual obligation extends to any agent of the Candidate that acts on the Candidate's behalf, or in any way assists, promotes, manages, volunteers, or is hired for the Candidate's

campaign. The Candidate's contractual obligation extends to any person who acts with the prior consent of or cooperation or strategic communication between the person and the Candidate or the Candidate's committee. The Candidate agrees that each opposing candidate who has signed a campaign contract is a beneficiary of the Candidate's compliance with the terms of this Contract, and agrees that each opposing candidate who has signed a campaign contract may enforce the terms of this Contract as a party to this Contract.

SECTION III

Construction of the Agreement

This agreement is to be construed in a manner that is consistent with the purpose and spirit of the Charter and the Austin Fair Campaign Ordinance. The Charter and the Austin Fair Campaign Ordinance are incorporated into this Contract by reference. The Candidate must follow the requirements of the Charter and the Austin Fair Campaign Ordinance.

SECTION IV

Consideration

Candidate: The Candidate agrees to be bound by the terms of this Contract in exchange for the mutual promises and obligations set forth herein, including, without limitation, the following:

(1) The opportunity to qualify for available funds from the Austin Fair Campaign Finance Fund, as provided in the Austin Fair Campaign Ordinance;

(2) The use of the statement of compliance with the Austin Fair Campaign Ordinance provided by section 2-2-14 of the City Code;

(3) The right to participate in candidate forums; and

(4) Compliance with the terms of a campaign contract by an opposing candidate who may sign one.

The Candidate accepts the foregoing as full consideration for the Candidate's obligations under this contract with the full understanding that funds might be limited, and that opposing candidates might not enter into campaign contracts.

City of Austin: The City of Austin agrees to be bound by the terms of this Contract in exchange for the mutual promises and obligations set forth herein, including, without limitation the following:

(1) The Candidate's full compliance, except as provided by section 2-2-17 of the City Code, with the limits on contributions and expenditures set forth in sections 2-2-12 and 2-2-13 of the Austin City Code, as modified by the Charter, Article III, Section 8, and

(2) The Candidate's participation in the series of forums provided by section 2-2-65 of the Austin City Code, as amended.

SECTION V

The Obligations

In exchange for the consideration stated above, the City of Austin will provide available funds to the Candidate in accordance with section 2-2-64 of the City Code. The City will use reasonable efforts to maintain funding for the Campaign Finance Fund. To the extent that funds are available from the Austin Fair Campaign Finance Fund, the Candidate shall receive a distribution of the available funds equal to that received by other qualifying candidates.

In exchange for the consideration stated above, the Candidate will comply, except as provided by section 2-2-17 of the City Code, with the limits on contributions and expenditures set forth in sections 2-2-12 and 2-2-13 of the City Code, as modified by the Charter, Article III, Section 8, will participate in three candidate forums provided by section 2-2-65 of the City Code, and will be liable for liquidated damages and enforcement sanctions as provided below.

The three candidate forums in which the signing candidate must participate are arranged by the City's Ethics Review Commission and include the following:

1) A five-minute taped statement;

2) A written candidate questionnaire; and

3) The live forum moderated by the LWVAA, for the office for which the candidate is running.

If a candidate enters into a campaign contract with the City, not participating in any of the three candidate forums listed above constitutes a violation of Section 2-2-65(A) of City Code and will result in the candidate being deemed ineligible for funds.

The Candidate has no expectation, neither implicit nor explicit, concerning the amount of matching public funds that the Candidate will be eligible for under this Contract. Furthermore, in the event that sufficient funds are not appropriated by the City Council in succeeding fiscal years, or in the event there is no money available for funds, or in the event that the Candidate is dissatisfied with the amount of money that is available for funds, the Candidate agrees that no contractual cause of action exists against the City for the Candidate's dissatisfaction.

The Candidate understands that other causes of actions may accrue against the Candidate in regard to the Candidate's campaign, and the Candidate agrees that this Contract is not intended to abridge or otherwise limit the rights of others against the Candidate in matters arising from or related to the Candidate's campaign.

This Contract imposes upon the Candidate and upon the City of Austin the duty of good faith compliance. The Candidate and the City of Austin are obligated to act in accordance with all substantive and procedural requirements of the Charter and the Austin Fair Campaign Ordinance.

SECTION VI

Term

The term of this Contract begins on the date it is signed by the Candidate and extends through the date of the election for the office sought by the Candidate, except in the event

the Candidate is in a runoff election, in which event the term of this Contract shall extend through the date of the runoff election.

Termination

This Contract cannot be terminated by either party except as provided by section 2-2-17(B) of the City Code.

SECTION VII

Liquidated Damages

The Candidate understands and agrees that the actual damages that might be sustained by the City and by opposing candidates who have signed campaign contracts by reason of the Candidate's breach of this Contract are uncertain and are difficult to ascertain. Therefore, the Candidate accepts liability for liquidated damages in the event that Candidate or a person to whom the Candidate's contractual obligation extends under Section II of this Contract acts in a manner or fails to act in a manner that breaches the Candidate's obligations under the Contract.

It is stipulated that a reasonable and just compensation to each damaged party, including the City and each opposing candidate who has signed a campaign contract, for the Candidate's breach of the contribution or expenditure limits set forth in sections 2-2-12 and 2-2-13 of the City Code, as modified by the Charter, Article III, Section 8, would be three times the amount of the excessive expenditure made, or three times the amount of the excessive contribution accepted. In addition, if the Candidate breaches this Contract, the City may recover as damages from the Candidate any amount paid to the Candidate from the Austin Fair Campaign Finance Fund.

The Candidate promises to pay, and the City of Austin and each opposing candidate who signs a campaign contract agrees to accept, in lieu of other damages, the amounts set out in this Section VII as liquidated damages, and not as a penalty, in the event of a breach of this Contract. The Candidate further agrees that the City of Austin and each opposing candidate who has signed a campaign contract shall recover reasonable attorney's fees

from the Candidate in connection with a lawsuit for liquidated damages, in the event a court of competent jurisdiction finds the Candidate has breached this Contract.

SECTION VIII

Other Enforcement and Sanctions

If the Candidate breaches this Contract, the Candidate shall not be considered as a provider of goods or services to the City of Austin under a contract for a period of four years following the date of the election in which the breach occurred, unless controlling state law requires that his or her bid or proposal be accepted by the City. The City Council may waive this ineligibility by a unanimous vote.

Enforcement

This contract shall be enforceable as a matter of contract law in the courts of the state of Texas.

SECTION IX.

Severability of Provisions

If any provision of this Contract is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, that holding (1) shall not invalidate the remainder of this Contract, (2) shall be limited to the specific parts of this Contract described in that holding, and (3) shall not affect the validity of this Agreement in any other way.

SECTION X.

Assignment Prohibited

In no event shall the Candidate assign or transfer any rights or obligations under this Contract.

SECTION XI.

Entire Agreement

This Contract supersedes all negotiations, agreements, and discussions, if any, between the City of Austin and the Candidate concerning all or any part of the subject matter of this Fair Campaign Contract.

EXECUTED AND EFFECTIVE as of the date first written above.

SIGNED AND DATED:

_____	_____
CANDIDATE NAME:	DATE
_____	_____
CITY MANAGER, or designee, for the City of Austin	DATE

CANDIDATE AND OFFICEHOLDER
CAMPAIGN FINANCE BROCHURE

DISCLAIMER

This brochure is intended to assist candidates in City of Austin elections and City of Austin officeholders. It has been prepared by the Ethics Review Commission of the City of Austin and does not necessarily represent the position of the City of Austin. The candidate or officeholder using this brochure is held responsible for knowing and obeying all laws governing campaign finance and reporting. **THIS BROCHURE IS NOT INTENDED AS LEGAL ADVICE**, nor is it an exhaustive discussion of relevant election law. Anyone using this brochure must consult his/her own attorney for interpretation and applicability of any and all election laws.

APPLICABLE CITY CHARTER AND CODE PROVISIONS

Article III, Section 8 of the Austin City Charter ("the Charter"), entitled *Limits on Campaign Contrib utions and Expenditures*, governs issues relating to campaign finance. Chapter 2-2 of the City of Austin City Code ("City Code" or "Code"), entitled *Campaign Finance*, also governs issues relating to filing and reporting requirements, contribution and expenditure limitations, accounts, campaign debt, disclosures, appointments, fund raising, limitations on use of contributions, enforcement, sanctions, records retention, and the like. In cases of apparent or actual conflict between Charter provisions and Code provisions, the Charter controls. For all City Charter and City Code provisions, see https://library.municode.com/tx/austin/codes/code_of_ordinances.

APPLICABLE STATE LAW PROVISIONS

Texas Election Code, Title 15, entitled *Regulating Political Funds and Campaigns*, Chapters 251 – 259 governs, among other matters, issues relating to campaign finance. The state statutes apply to candidates and officeholders at both the local level and the state level. This brochure does not contain such state statutes, but all candidates and officeholders are required to be aware of and comply with applicable provisions of state law.

City of Austin campaign finance laws and requirements work in conjunction with state law, and City Charter and City Code requirements must be read in light of and in harmony with state campaign finance laws and all applicable state statutes.

TEXAS ETHICS COMMISSION

Title 15 of the Texas Election Code is interpreted and administered by the Texas Ethics Commission. The Texas Ethics Commission does **not** have jurisdiction over City of Austin campaign finance requirements, nor is its staff prepared to answer inquiries about or interpret City campaign finance issues.

As to state law, the Texas Ethics Commission has excellent interpretive materials available on topics governed by state campaign finance statutes. Please refer to the online publication, *Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities* (Jan. 1, 2022); https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf.

Texas Ethics Commission attorneys and staff will respond to telephone inquiries, and may be contacted as follows:

Texas Ethics Commission
P.O. Box 12070 or Sam Houston Bldg., 10th Floor, 201 East 14th Street
Austin, TX 78711-2070 Austin, TX 78701
Telephone: 512.463.5800; TDD: 1.800.735.2989
General Information and Legal Helpline: reception@ethics.state.tx.us
Website: www.ethics.state.tx.us/

CITY OF AUSTIN ETHICS REVIEW COMMISSION

The Ethics Review Commission (ERC) is an eleven-member board of the City of Austin. It has numerous responsibilities regarding campaign finance, including but not limited to recommending guidelines for ethical standards of conduct for City officials and employees; prescribing forms for reports, statements, notices, and miscellaneous documents required by City campaign finance laws; and scheduling and overseeing public candidate forums held in connection with City elections.

City Code Chapter 2-7, Article 2, entitled *Ethics Review Commission*, provides the ERC with jurisdiction over City Code Chapter 2-2 (*Campaign Finance*) and Charter Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*). City Code § 2-7-26. The ERC hears and rules on sworn complaints of alleged violations in these areas and may impose a range of sanctions. City Code §§ 2-7-30(A)(6) and 2-7-49.

CITY OF AUSTIN CAMPAIGN FINANCE LAWS

City-imposed Additional Requirements. The City's campaign finance laws mandate reporting requirements and impose restrictions on the receipt, timing, and use of political funds that are in addition to those found in state law. Most significantly, the City Charter imposes limitations on contributions and expenditures (Article III, Section 8, Limits on Campaign Contributions and Expenditures) and imposes a requirement for filing a structured data file for campaign finance reports. City Code §2-2-26.

Candidates may voluntarily contract with the City to abide by limitations on expenditures, thereby becoming eligible to potentially receive benefits/funding under the Austin Fair Campaign Chapter of the City Code Chapter 2-2, § 2-2-1 *et. seq.*

The Austin Fair Campaign Chapter is discussed more fully below under its own subheading.

- Persons Subject to City of Austin Campaign Finance Laws. The mayor, council members, and candidates for those offices are subject to the City's campaign finance laws, requirements, and regulations. Additionally, some campaign finance laws affect political action committees, contributors, and others who participate in City elections.

- Time when Person Becomes Subject to City of Austin Campaign Finance Laws. For purposes of both City of Austin campaign finance laws and state campaign finance statutes, a person becomes a candidate – and therefore subject to campaign finance laws – when that person takes any action for the purpose of gaining election to public office. Examples of such actions include but are not limited to filing an Appointment of Campaign Treasurer form, circulating a petition for placement on the

ballot, soliciting pledges or actual contributions, or holding a press conference in which candidacy is effectively announced.

- Appointment of Campaign Treasurer Form.
    - **Filing an Appointment of Campaign Treasurer form should be the first act of a person's candidacy**.
    - The form is obtainable from, and is filed with, the City Clerk. https://www.austintexas.gov/page/campaign-finance-forms. A candidate should make certain to use the instruction booklet that accompanies the form.
    - A candidate may not begin to accept contributions or make political expenditures until the form has been correctly completed and filed.
    - A candidate may not spend personal funds for campaign purposes without first properly designating a treasurer by filing the form.
    - Filing the form does not place a candidate's name on the ballot. Please refer to the candidate guide published by the City Clerk's Office at least six months prior to the election for information about the time period for filing an application for place on the ballot. Also see https://www.austintexas.gov/department/elections.
    - Immediately upon filing the form, a candidate becomes responsible for filing required periodic reports of contributions and expenditures with the City Clerk. There are criminal and civil penalties for failure to timely file required reports. Filing required reports is the responsibility of the candidate, not the campaign treasurer.

CAMPAIGN CONTRIBUTIONS

- Definition. City Code Section 2-2-2(7) defines "contribution" in part as: "CONTRIBUTION means a direct or indirect transfer of money, goods, services, or any other thing of value, including a pledge or an agreement or other obligation incurred, whether legally enforceable or not, to make a transfer." The term does include an in-kind contribution, except for in-kind labor as defined in City Code Section 2-2-2(11). *See* TEX. ELECTION CODE § 251.001(21) (definition of "in-kind contribution"). The term includes a guarantee of a loan or extension of credit, as well as a loan or extension of credit, except that the term does not include "a loan made in the due course of business by a corporation that is legally engaged in the business of lending money and that has conducted the business continuously for more than one year before the loan is made" or "an expenditure required to be reported under Texas Government Code, Section 305.006(b)." TEX. ELECTION CODE § 251.001(2).

- City Charter Limitations on Campaign Contributions. State law imposes no limits on the size of campaign contributions. However, the Charter in Article III, Section 8 imposes the following limitations on contributions for all City elections:
    - **A candidate may authorize, establish, administer, or control only one campaign committee at one time**.

- **A candidate and the candidate's campaign committee must not accept contributions in excess of $400 (the current limit adjusted for inflation) per contributor per election from any person, except for the candidate and small-donor political committees**. Under Section 8(A) of the Charter, the amount of the contribution limit must be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W) U.S. City Average. The June 2021 Consumer Price Index released July 13, 2021, was used for the adjustment.

- A candidate and the candidate's campaign committee must not accept an aggregate contribution total of more than $41,000 **(the current limit adjusted for inflation)** per election, and $27,000 **(the current limit adjusted for inflation)** in the case of a runoff election, from sources other than natural persons eligible to vote in a postal zip code completely or partially within the Austin city limits. The amount of the contribution limit must be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W) U.S. City Average. The June 2021 Consumer Price Index released July 13, 2021, was used for the adjustment.

- **A small-donor political committee, as defined in City Charter Article III, Section 8(B)(2), must not contribute more than $1,000 per candidate per election for the offices of Mayor and City Council. Each donation accepted by a small-donor committee cannot exceed $25. *See* City Charter, Article III, Section 8(B)(1).**

- **The candidate has the responsibility of preventing violations. The candidate or the candidate's campaign committee must determine whether accepting each contribution would violate City Charter Article III, Section 8 before accepting the contribution. City Charter, Article III, Section 8(E).**

- Additional Restrictions on Accepting Contributions.

  - City-owned Buildings. A person must not make a contribution to a candidate or officeholder, and a candidate or officeholder must not solicit or accept a contribution at a City-owned building, except at a City-owned building that is available for rental to the general public and that is rented for a campaign-related event at the time the contribution is made. This prohibition does not apply to acceptance of contributions mailed to officeholders at a City mailing address. *See* City Code Section 2-2-52.

  - Cash Contributions. State law prohibits a candidate, officeholder, or special-purpose committee from accepting from a contributor in a reporting period, political contributions in cash that total more than $100. TEX. ELECTION CODE § 253.033. Checks are not considered to be cash.

    A candidate or officeholder who accepts cash contributions in connection with a City election must maintain a receipt book for cash contributions. The receipt book must list the date of any cash contributions and the contributor's name and address. However, this is not the case

if the cash contributions are received by a candidate or officeholder at one or more fundraising events having a stated ticket price of $25 per person or less. Such contributions may be aggregated if the treasurer files with the next contribution and expenditure report an affidavit stating the amount of cash proceeds received at the event and verifies that no individual made a cash contribution of more than $50 in connection with the event. *See* City Code Section 2-2-51.

- Contributions from Lobbyists. No person who is compensated to lobby the mayor or city council and who is required to register with the City as a lobbyist, and no spouse of any such person, may contribute more than $25 in a campaign period to an officeholder or candidate for mayor or city council, or to a specific-purpose political committee involved in an election for mayor or city council. *See* City Code Section 2-2-53. Lobbyists can be individuals, corporations, associations, firms, partnerships, committees, clubs, organizations, or a group of persons who are voluntarily acting in concert. For information on lobbyist registration requirements, see City Code Chapter 4-8, and more specifically, section 4-8-3. Texas law generally prohibits accepting political contributions from corporations. TEX. ELECTION CODE § 253.094; *King Street Patriots v. Texas Democratic Party*, 521 S.W.3d 729, 741-43 (Tex. 2017). For more information on the prohibition on corporate political contributions, contact the Texas Ethics Commission.

"AUSTIN FAIR CAMPAIGN CHAPTER" –VOLUNTARY CAMPAIGN CONTRACT

- Voluntary Contract. As previously stated, candidates may voluntarily contract with the City to abide by limitations on expenditures, and by completing other eligibility requirements, become eligible to potentially receive benefits/funding under the Austin Fair Campaign Chapter. City Code Chapter 2-2, Article 2 (Voluntary Limitations on Contributions and Expenditures), Sections 2-2-11 through 2-2-17.

- **Time for Signing Campaign Contract. A candidate who wishes to sign the Campaign Contract must personally execute it the earlier of (1) 30 days after becoming a candidate under the Texas Election Code; or (2) the date the candidate files for a place on the ballot. City Code § 2-2-11.**

- Campaign Contract Availability. City Code Section 2-2-11(A) states: "A candidate for mayor or city council may sign a contract with the City agreeing to abide by limitations on that candidate's contributions and expenditures as specified in this article in exchange for benefits provide under this chapter." Such contract is called the "Campaign Contract" and may be obtained from the City Clerk.

- Available Funding. City Code Section 2-2-11(C) provides as follows: "Only a candidate who signs a campaign contract with the City will qualify for public funds from the Austin Fair Campaign Finance Fund.…" Additionally, the signing candidate must agree to participate in a series of three candidate forums arranged by the City's Ethics Review Commission. Shortly after the deadline for filing an application for place on the ballot, August 22, 2022, the Ethics Review Commission will send a letter to all candidates for Mayor and City Council. The letter will invite each candidate to participate in the three required candidate forums:

  (1) a five-minute candidate video statement recorded and aired by ATXN, the City of Austin's government access channel. *See* https://www.austintexas.gov/atxn.

(2) a City Council Candidate questionnaire, which has historically been prepared by the League of Women Voters of the Austin Area (LWVAA). Each candidate's answers to the questionnaire will be published online through the LWVAA's website and will also be available on the City's website and at City of Austin Public Library branches.

(3) a live candidate forum moderated by the LWVAA. The live candidate forums will be scheduled no earlier than ten days following the deadline for filing an application for place on the ballot and (if possible) no later than October 21, 2022, the Friday before the first day of early voting (with the exception of a live candidate forum for a runoff election, if needed will occur between the election and runoff election). Each live candidate forum will be broadcast on ATXN and will be available for replay on ATXN's website archive.

- **Participation in all Three Candidate Forums Required for Receipt of Public Campaign Funds.** Candidates who enter into a campaign contract under the City's Campaign Finance Ordinance (City Code, Chapter 2-2) are required to participate in the three candidate forums (five-minute video statement, written candidate questionnaire, and the live candidate forum(s) moderated by the LWVAA). If a candidate enters into a campaign contract with the City and subsequently fails to participate in all three candidate forums, the candidate will not qualify as a candidate eligible to receive public funds from the City for a runoff election. *See* City Code Sections 2-2-63 and 2-2-65. The Austin Fair Campaign Finance Fund is found in Chapter 2-2, Article 7 of the City Code, Sections 2-2-61 through 2-2-65.

The Fair Campaign Fund provides partial public support for qualifying candidates in runoff elections. Funding is subject to availability, and is not provided to candidates in uncontested elections, recall elections, or elections to fill vacancies created by a recall election. The fund itself is comprised from monies garnered from lobbyist fees, donations, liquidated damages and criminal fines collected for violations of campaign laws, and filing fees from candidates.

- Limitations on Contributions. City Code Section 2-2-13 imposes the following limitations on contributions for those signing the Campaign Contract:

  - **Candidates for Mayor: A candidate must not accept contributions from an individual or any political committee in excess of the aggregate contribution amount set by City Charter Article III, Section 8(A)(1) for both the campaign period for the election and the campaign period for a runoff election; and more than $24,000 from political committees for a regular election, or an additional $16,000 for a runoff election.**

  - **Candidates for City Council: A candidate must not accept contributions from an individual or any political committee in excess of the aggregate contribution amount set by City Charter Article III, Section 8(A)(3) for both the campaign period for the election and the campaign period for a runoff election; and more than $15,000 from political committees for a regular election, or an additional $10,000 for a runoff election.**

- Limitations on Expenditures. City Code Section 2-2-12 imposes the following limitations on expenditures for those signing the Campaign Contract:

- **<u>Candidates for Mayor:</u> A candidate for mayor must not make expenditures in excess of $120,000 for the campaign period for the election, and an additional $80,000 for a runoff election.**

- **<u>Candidates for City Council:</u> A candidate for city council must not make expenditures in excess of $75,000 for the campaign period for the election, and an additional $50,000 for a runoff election.**

- **A candidate in a race for mayor or city council must not make expenditures from the candidate's own funds that exceed five percent of the applicable voluntary expenditure limits delineated above for an election or runoff election.**

- <u>Disclosure Statement Required.</u>

  - City Code Section 2-2-14 mandates that **a candidate who has signed a Campaign Contract** must include the following notice in all political advertising, verbatim and in a clear and conspicuous manner: **"This campaign has agreed to comply with the contribution and expenditure limits of the Austin Fair Campaign Chapter."**

  - The same City Code section also mandates that **if a candidate has not signed a Campaign Contract,** the following notice must be included in all political advertising, verbatim and in a clear and conspicuous manner: **"This campaign has not agreed to comply with the contribution and expenditure limits of the Austin Fair Campaign Chapter."**

- <u>Consequences of Violation of Campaign Contract.</u>

  - Breach of a candidate's Campaign Contract can be the result of violating the contribution or expenditure limits, authorizing the publication of political advertising without the required notice, or the like.

  - The Campaign Contract provides for liquidated damages payable to the City and to other candidates for the same office who have signed a Campaign Contract, and the amount of liquidated damages is three times the amount of the excessive expenditure made or contribution accepted. City Code § 2-2-15. Additionally, the City and each opposing candidate with standing to enforce a Campaign Contract are entitled to recover reasonable attorney's fees from the breaching party in connection with a lawsuit for liquidated damages. City Code § 2-2-15. The City may also recover from the breaching party any amount paid to that candidate from the Fair Campaign Finance Fund. The breaching party may also be barred for four years from being considered as a provider of goods or services to the City. Code § 2-2-15.

  - The Campaign Contract is enforceable as a matter of contract law in the courts. It is not intended to create criminal liability.

TIME RESTRICTIONS ON CANDIDATE FUNDRAISING

A candidate may only raise funds for an election during an authorized campaign period. City Code § 2-2-7(G). The campaign period for a general election begins 365 days[1] before the date of the general election. City Code § 2-2-7(B). The campaign period for a runoff election begins the day after the date of an election. City Code § 2-2-7(C).

RESTRICTIONS ON USE OF CONTRIBUTIONS

- State law prohibits converting contributions to personal use.
- Candidates are not required to disgorge (or distribute the balance of) campaign funds at the end of an election.[2]
- City Charter Article III, Section 8(F)(6-8) allows an officeholder to retain up to $20,000 of funds received from political contributions for the purposes of officeholder expenditures, with the provision that such funds be held in a separate account, be used only for officeholder expenditures and not for campaign expenditures, and be paid to the Fair Campaign Fund when the officeholder leaves the council.
- City Charter Article III, Section 8(F)(4) allows an unsuccessful candidate having unpaid expenses after an election, or who has unreimbursed campaign expenditures from personal funds that were made with the intent to seek reimbursement from political contributions, to solicit and accept political contributions after the election until the unpaid expenses are paid and the unreimbursed expenditures are reimbursed.
- City Charter Article III, Section 8(F)(5) allows an officeholder having unpaid expenses after an election, or who has unreimbursed campaign expenditures from personal funds that were made with the intent to seek reimbursement from political contributions, to solicit and accept political contributions after leaving office until the unpaid expenses are paid and the unreimbursed expenditures are reimbursed. An officeholder may also pay the unpaid expenses and reimburse the unreimbursed expenditures from political contributions received during a subsequent campaign.

---

[1] The 365-day campaign period was adopted by city council after a federal court struck down the 180-day campaign period (which is set forth in City Charter Article III, section 8(F)(2)). *Zimmerman v. City of Austin*, 881 F.3d 378, 392 (5th Cir. 2018).

[2] *See Zimmerman v. City of Austin*, 881 F.3d at 395 (5th Cir. 2018) (holding unconstitutional City Charter Article III, Section 8(F)(3), which required disgorgement of campaign funds).

CONTRIBUTION AND EXPENDITURE REPORTS; OTHER REPORTS

- City Code Section 2-2-2(3) defines "campaign finance report" as "a periodic report of contributions, loans, credits, interests, gains, reimbursements, and expenditures of a candidate, officeholder, or political committee required to be filed under Chapter 254, Texas Election Code, including any other matters and reports required to be disclosed under City Code Chapter 2-2".

- Under City Code Section 2-2-21 and Texas Election Code Section 254.202, candidates for mayor and city council must file campaign finance reports with the City Clerk's office. The report must include any information required by the Texas Election Code or City Code Chapter 2-2 (Campaign Finance). For example, please note that Texas Election Code Section 254.036 was amended in 2021 to require reporting of certain information related to expenditures made by credit card.

- Under City Code Section 2-2-26, a candidate, officeholder, or political committee, required by the City Code or state law to file a campaign finance report with the city clerk, must also provide the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance must be filed.

- Other Reports. As mandated by and in accordance with the Texas Election Code or City Code, a candidate must file the following:

    - A campaign treasurer appointment;

    - Semiannual sworn statements of contributions and expenditures;

    - Pre-election sworn statements of contributions and expenditures due 30 days before an election and eight days before an election (for opposed candidates);

    - Runoff reports (in the event of a runoff);

    - A final report (as a candidate);

    - Annual reports of unexpended contributions (for candidates who have unexpended contributions after having filed a final report); and

    - A report of final disposition of unexpended contributions.

    - City of Austin Pre-Election Reports

    - City of Austin Bundling Report

    - City of Austin Direct Campaign Expenditure Report

    - City of Austin Candidate and Officeholder Data File

State law also encourages candidates and political committees to subscribe to the Code of Fair Campaign Practices. TEX. ELECTION CODE Chapter 258. Subscription to the Texas Fair Campaign Practices Code is

voluntary. TEX. ELECTION CODE § 258.003. Candidates may subscribe to and file the Code of Fair Campaign Practices.

Candidates may obtain the Code of Fair Campaign Practices forms, as well as Austin Fair Campaign Chapter forms, at the City Clerk's Office at 301 West Second Street, First Floor, Austin, Texas, 78701. TEX. ELECTION CODE § 258.005; City Code § 2-2-6.

DIRECT CAMPAIGN EXPENDITURES MADE BY PERSON OTHER THAN A CANDIDATE OR A CANDIDATE'S COMMITTEE

- City Code Section 2-2-32 sets forth reporting requirements for persons other than a candidate or a candidate's committee who make expenditures for or opposing a candidate or ballot measure. An expenditure supporting or opposing the election of a candidate or ballot measure is considered independent of the candidate's campaign if pursuant to Code Section 2-2-31(A):

    1) The expenditure is made independently of the candidate and the candidate's committee;

    2) The expenditure is made without prior consent, cooperation, strategic communication, or consultation between (a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or candidate's campaign committee; and (b) the person or entity making the expenditure, or that person's agent or employee; and

    3) The expenditure is made without prior sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between: (a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or candidate's campaign committee; and (b) the person or entity making the expenditure, or that person's agent or employee.

- City Code Section 2-2-32 requires reporting of direct campaign expenditures that in the aggregate meet or exceed $500. The form identified as Schedule ATX.1, "Report of Direct Campaign Expenditures", must be filed with the City Clerk's office by every person, including political action committees other than a candidate or a candidate's committee, that makes independent expenditures of $500 or more in the aggregate to promote the election or defeat of any candidate or ballot measure in a City election. The report must be filed within the deadlines specified in Section 2-2-32 and in compliance with any other campaign finance reporting deadlines under state law or the City Code.

LENGTH OF TIME FOR RETAINING RECORDS

- City Code Section 2-2-28 requires that copies of checks, bank statements, and deposit slips must be kept for a period of five years after the close of the reporting period to which the records are applicable. Information / records necessary to prove compliance with City Code Chapter 2-2 (Campaign Finance) should also be retained for five years. *See e.g.*, Code § 2-2-22(C).

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

FORM C/OH
COVER SHEET PG 1

The C/OH Instruction Guide explains how to complete this form.

1 Filer ID
(Ethics Commission Filers)

2 Total pages filed:
20

3 CANDIDATE / OFFICEHOLDER NAME

MS / MRS / MR FIRST MI

NICKNAME LAST SUFFIX

OFFICE USE ONLY

Date Received

4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS

☐ Change of Address

ADDRESS / PO BOX; APT / SUITE #; CITY; ZIP CODE

Date Hand-delivered or Date Postmarked

Receipt # Amount

Date Processed

Date Imaged

5 CAMPAIGN TREASURER NAME

MS / MRS / MR FIRST MI

NICKNAME LAST SUFFIX

6 CAMPAIGN TREASURER ADDRESS

(Residence or Business)

STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE

7 CAMPAIGN TREASURER PHONE

AREA CODE PHONE NUMBER EXTENSION

8 REPORT TYPE

☐ January 15 ☐ 30th day before election ☐ Runoff ☐ 15th day after campaign treasurer appointment (officeholder only)

☐ July 15 ☐ 8th day before election ☐ Exceeded $500 limit ☐ Final Report (Attach C/OH-FR)

9 PERIOD COVERED

Month Day Year THROUGH Month Day Year

10 ELECTION

ELECTION DATE
Month Day Year

ELECTION TYPE
☐ Primary ☐ Runoff ☐ Other
☐ General ☐ Special

11 OFFICE

OFFICE HELD (if any)

12 OFFICE SOUGHT (if known)

GO TO PAGE 2

SAMPLE

CANDIDATE / OFFICEHOLDER REPORT: SUPPORT & TOTALS

FORM C/OH
COVER SHEET PG 2

13 C / OH NAME	**14** Filer ID (Ethics Commission Filers)

15 NOTICE FROM POLITICAL COMMITTEE(S)

☐ Additional Pages

This box is for notice of political contributions accepted or political expenditures made by political committees to support the candidate / officeholder. *These expenditures may have been made without the candidate's or officeholder's knowledge or consent.* Candidates and officeholders are required to report this information only if they receive notice of such expenditures.

COMMITTEE TYPE	COMMITTEE NAME
☐ GENERAL ☐ SPECIFIC	COMMITTEE ADDRESS
	COMMITTEE CAMPAIGN TREASURER NAME
	COMMITTEE CAMPAIGN TREASURER ADDRESS

16 CONTRIBUTION TOTALS	1.	TOTAL POLITICAL CONTRIBUTIONS OF $50 OR LESS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS), UNLESS ITEMIZED	**$**
	2.	**TOTAL POLITICAL CONTRIBUTIONS** (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS)	**$**
EXPENDITURE TOTALS	3.	TOTAL POLITICAL EXPENDITURES OF $100 OR LESS, UNLESS ITEMIZED	**$**
	4.	**TOTAL POLITICAL EXPENDITURES**	**$**
CONTRIBUTION BALANCE	5.	TOTAL POLITICAL CONTRIBUTIONS MAINTAINED AS OF THE LAST DAY OF THE REPORTING PERIOD	**$**
OUTSTANDING LOAN TOTALS	6.	TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS AS OF THE LAST DAY OF THE REPORTING PERIOD	**$**

17 AFFADAVIT

I swear, or affirm, under penalty of perjury, that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code.

_____
Signature of Candidate or Officeholder

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of_____, 20_____, to certify which, witness my hand and seal of office.

_____
Signature of officer administering | Printed name of officer administering | Title of officer administering oath

SAMPLE

CANDIDATE / OFFICEHOLDER REPORT SUPPORT & TOTALS

FORM C/OH ADDENDUM

C / OH NAME	Filer ID (Ethics Commission Filers)

17 NOTICE FROM POLITICAL COMMITTEE(S)

.. This box is for notice of political expenditures by political committees to support the candidate / officeholder. These expenditures may have been made without the candidate's or officeholder's knowledge or consent. Candidates and officeholders are required to report this information only if they receive notice of such expenditures ..

COMMITTEE TYPE	COMMITTEE NAME
☐ GENERAL	
☐ SPECIFIC	COMMITTEE ADDRESS
	COMMITTEE CAMPAIGN TREASURER NAME
	COMMITTEE CAMPAIGN TREASURER ADDRESS

NOTICE FROM POLITICAL COMMITTEE(S)

.. This box is for notice of political expenditures by political committees to support the candidate / officeholder. These expenditures may have been made without the candidate's or officeholder's knowledge or consent. Candidates and officeholders are required to report this information only if they receive notice of such expenditures ..

COMMITTEE TYPE	COMMITTEE NAME
☐ GENERAL	
☐ SPECIFIC	COMMITTEE ADDRESS
	COMMITTEE CAMPAIGN TREASURER NAME
	COMMITTEE CAMPAIGN TREASURER ADDRESS

SAMPLE

SUBTOTALS - C/OH

FORM C/OH
COVER SHEET PG 3

18 FILER NAME	**19** Filer ID (Ethics Commission Filers)

20 SCHEDULE SUBTOTALS NAME OF SCHEDULE	SUBTOTAL AMOUNT
1. ☐ SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS	$
2. ☐ SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS	$
3. ☐ SCHEDULE B: PLEDGED CONTRIBUTIONS	$
4. ☐ SCHEDULE E: LOANS	$
5. ☐ SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS	$
6. ☐ SCHEDULE F2: UNPAID INCURRED OBLIGATIONS	$
7. ☐ SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS	$
8. ☐ SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD	$
9. ☐ SCHEDULE G: POLITICAL EXPENDITURES FROM PERSONAL FUNDS	$
10. ☐ SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH	$
11. ☐ SCHEDULE I: NON-POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS	$
12. ☐ SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER	$

SAMPLE

MONETARY POLITICAL CONTRIBUTIONS

SCHEDULE A1

The Instruction Guide explains how to complete this form.

1 Total pages Schedule A1:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 Date

5 Full name of contributor ☐ out-of-state PAC (ID#:_____)

6 Contributor address; City; State; Zip Code

7 Amount of Contribution ($)

8 Principal occupation / Job title (See Instructions)

9 Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributo is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS

SCHEDULE A2

The Instruction Guide explains how to complete this form.

1 Total pages Schedule A2:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 TOTAL OF UNITEMIZED IN-KIND POLITICAL CONTRIBUTIONS $

5 Date

6 Full name of contributor ☐ out-of-state PAC (ID#:_____)

7 Contributor address; City; State; Zip Code

8 Amount of contribution ($)

9 In-kind contribution description

☐ Check if travel outside of Texas. Complete Schedule T.

10 Principal occupation / Job title (FOR NON-JUDICIAL) (See instructions)

11 Employer (FOR NON-JUDICIAL) (See instructions)

12 Contributor's principal occupation (FOR JUDICIAL)

13 Contributor's job title (FOR JUDICIAL) (See instructions)

14 Contributor's employer/law firm (FOR JUDICIAL)

15 Law firm of contributor's spouse (if any) (FOR JUDICIAL)

16 If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of contribution ($)

In-kind contribution description

☐ Check if travel outside of Texas. Complete Schedule T.

Principal occupation / Job title (FOR NON-JUDICIAL) (See instructions)

Employer (FOR NON-JUDICIAL) (See instructions)

Contributor's principal occupation (FOR JUDICIAL)

Contributor's job title (FOR JUDICIAL) (See instructions)

Contributor's employer/law firm (FOR JUDICIAL)

Law firm of contributor's spouse (if any) (FOR JUDICIAL)

If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of contribution ($)

In-kind contribution description

☐ Check if travel outside of Texas. Complete Schedule T.

Principal occupation / Job title (FOR NON-JUDICIAL) (See instructions)

Employer (FOR NON-JUDICIAL) (See instructions)

Contributor's principal occupation (FOR JUDICIAL)

Contributor's job title (FOR JUDICIAL) (See instructions)

Contributor's employer/law firm (FOR JUDICIAL)

Law firm of contributor's spouse (if any) (FOR JUDICIAL)

If contributor is a child, law firm of parent(s) (if any) (FOR JUDICIAL)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contribution is out-of-state PAC, please see instruction guide for additional reporting requirements.

SAMPLE

PLEDGED CONTRIBUTIONS

SCHEDULE B

The Instruction Guide explains how to complete this form.

1 Total pages Schedule B:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 TOTAL OF UNITEMIZED PLEDGES $

5 Date

6 Full name of pledgor ☐ out-of-state PAC (ID#:_____)

7 Pledgor Address; City; State; Zip Code

8 Amount of pledge ($)

9 In-kind description (If applicable)

☐ Check if travel outside of Texas. Complete Schedule T.

10 Principal occupation / Job title (See Instructions)

11 Employer (See Instructions)

5 Date

6 Full name of pledgor ☐ out-of-state PAC (ID#:_____)

7 Pledgor Address; City; State; Zip Code

8 Amount of pledge ($)

9 In-kind description (If applicable)

☐ Check if travel outside of Texas. Complete Schedule T.

10 Principal occupation / Job title (See Instructions)

11 Employer (See Instructions)

5 Date

6 Full name of pledgor ☐ out-of-state PAC (ID#:_____)

7 Pledgor Address; City; State; Zip Code

8 Amount of pledge ($)

9 In-kind description (If applicable)

☐ Check if travel outside of Texas. Complete Schedule T.

10 Principal occupation / Job title (See Instructions)

11 Employer (See Instructions)

5 Date

6 Full name of pledgor ☐ out-of-state PAC (ID#:_____)

7 Pledgor Address; City; State; Zip Code

8 Amount of pledge ($)

9 In-kind description (If applicable)

☐ Check if travel outside of Texas. Complete Schedule T.

10 Principal occupation / Job title (See Instructions)

11 Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributo is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

LOANS

SCHEDULE E

The Instruction Guide explains how to complete this form.

1 Total pages Schedule E:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 TOTAL OF UNITEMIZED LOANS **$**

5 Date of loan

7 Name of lender ☐ out-of-state PAC (ID#:_____)

9 Loan Amount ($)

6 Is lender a financial institution? Y N

8 Lender address; City; State; Zip Code

10 Interest Rate

11 Maturity Date

12 Principal occupation / Job title (See Instructions)

13 Employer (See Instructions)

14 Description of Collateral ☐ None

15 Check if personal funds were deposited into political account ☐ (See Instructions)

16 GUARANTOR INFORMATION ☐ not applicable

17 Name of guarantor

18 Guarantor address; City; State; Zip Code

19 Amount Guaranteed ($)

20 Principal occupation

21 Employer (See Instructions)

Date of loan

Name of lender ☐ out-of-state PAC (ID#:_____)

Loan Amount ($)

Is lender a financial institution? Y N

Lender address; City; State; Zip Code

Interest Rate

Maturity Date

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Description of Collateral ☐ None

Check if personal funds were deposited into political account ☐ (See Instructions)

GUARANTOR INFORMATION ☐ not applicable

Name of guarantor

Guarantor address; City; State; Zip Code

Amount Guaranteed ($)

Principal occupation

Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If lender is out-of-state PAC, please see instruction guide for additional reporting requirements.

SAMPLE

SCHEDULE F1

EXPENDITURE CATEGORIES FOR BOX 8(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel in District
Contributions/ Donations Made By - Candidate/Officeholder/Political Committee	Gift/Awards/Memorials Expense	Printing Expense	Travel Out of District
Credit Card Payment	Legal Services	Salaries/Wages/Contract Labor	OTHER (enter a category not listed above)

The Instruction Guide explains how to complete this form.

1 Total pages Schedule F1:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 Date	**5** Payee name	
6 Amount ($)	**7** Payee address; City; State; Zip Code	
8 **PURPOSE OF EXPENDITURE**	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
9 Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

UNPAID INCURRED OBLIGATIONS

SCHEDULE F2

EXPENDITURE CATEGORIES FOR BOX 10(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel in District
Contributions/ Donations Made By - Candidate/Officeholder/Political Committee	Gift/Awards/Memorials Expense	Printing Expense	Travel Out of District
	Legal Services	Salaries/Wages/Contract Labor	OTHER (enter a category not listed above)

The Instruction Guide explains how to complete this form.

1 Total pages Schedule F2:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 TOTAL OF UNITEMIZED UNPAID INCURRED OBLIGATIONS		**$**
5 Date	**6** Payee name	
7 Amount ($)	**8** Payee address; City; State; Zip Code	
9 TYPE OF EXPENDITURE	☐ Political ☐ Non-Political	
10 PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
11 Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
TYPE OF EXPENDITURE	☐ Political ☐ Non-Political	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS

SCHEDULE F3

The Instruction Guide explains how to complete this form.	**1** Total pages Schedule F3:
2 FILER NAME	**3** Filer ID (Ethics Commission Filers)

4 Date	**5** Name of person from whom investment is purchased
	6 Address of person from whom investment is purchased; City; State; Zip Code
	7 Description of investment
	8 Amount of investment ($)
Date	Name of person from whom investment is purchased
	Address of person from whom investment is purchased; City; State; Zip Code
	Description of investment
	Amount of investment ($)
Date	Name of person from whom investment is purchased
	Address of person from whom investment is purchased; City; State; Zip Code
	Description of investment
	Amount of investment ($)
Date	Name of person from whom investment is purchased
	Address of person from whom investment is purchased; City; State; Zip Code
	Description of investment
	Amount of investment ($)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

EXPENDITURES MADE BY CREDIT CARD

SCHEDULE F4

EXPENDITURE CATEGORIES FOR BOX 10(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel in District
Contributions/ Donations Made By - Candidate/Officeholder/Political Committee	Gift/Awards/Memorials Expense	Printing Expense	Travel Out of District
	Legal Services	Salaries/Wages/Contract Labor	OTHER (enter a category not listed above)

The Instruction Guide explains how to complete this form.

1 Total pages Schedule F4:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 TOTAL OF UNITEMIZED EXPENDITURES CHARGED TO A CREDIT CARD		**$**
5 Date	**6** Payee name	
7 Amount ($)	**8** Payee address; City; State; Zip Code	
9 TYPE OF EXPENDITURE	☐ Political ☐ Non-Political	
10 PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
11 Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
TYPE OF EXPENDITURE	☐ Political ☐ Non-Political	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T.
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

POLITICAL EXPENDITURES FROM PERSONAL FUNDS

SCHEDULE G

EXPENDITURE CATEGORIES FOR BOX 8(a)

Advertising Expense
Accounting/Banking
Consulting Expense
Contributions/ Donations Made By - Candidate/Officeholder/Political Committee
Credit Card Payment
Event Expense
Fees
Food/Beverage Expense
Gift/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 & Related Expense
Travel in District
Travel Out of District
OTHER (enter a category not listed above)

The Instruction Guide explains how to complete this form.

1 Total pages Schedule G:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 Date	**5** Payee name	
6 Amount ($) ☐ Reimbursement from political contributions intended	**7** Payee address; City; State; Zip Code	
8 **PURPOSE OF EXPENDITURE**	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
9 Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($) ☐ Reimbursement from political contributions intended	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	Category (See Categories listed at the top of this schedule)	Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

Date	Payee name	
Amount ($) ☐ Reimbursement from political contributions intended	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	Category (See Categories listed at the top of this schedule)	Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name	Office sought / Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH

SCHEDULE H

EXPENDITURE CATEGORIES FOR BOX 8(a)

Advertising Expense	Event Expense	Loan Repayment/Reimbursement	Solicitation/Fundraising Expense
Accounting/Banking	Fees	Office Overhead/Rental Expense	Transportation Equipment & Related Expense
Consulting Expense	Food/Beverage Expense	Polling Expense	Travel in District
Contributions/ Donations Made By - Candidate/Officeholder/Political Committee	Gift/Awards/Memorials Expense	Printing Expense	Travel Out of District
Credit Card Payment	Legal Services	Salaries/Wages/Contract Labor	OTHER (enter a category not listed above)

The Instruction Guide explains how to complete this form.

1 Total pages Schedule H:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 Date	**5** Business name	
6 Amount ($)	**7** Business address; City; State; Zip Code	
8 **PURPOSE OF EXPENDITURE**	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
9 Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name Office sought	Office held

Date	Business name	
Amount ($)	Business address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name Office sought	Office held

Date	Business name	
Amount ($)	Business address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category (See Categories listed at the top of this schedule)	**(b)** Description ☐ Check if travel outside of Texas. Complete Schedule T. ☐ Check if Austin, TX, officeholder living expense
Complete ONLY if direct expenditure to benefit C/OH	Candidate/Officeholder name Office sought	Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

SCHEDULE I

The Instruction Guide explains how to complete this form.

1 Total pages Schedule I:	**2** FILER NAME	**3** Filer ID (Ethics Commission Filers)
4 Date	**5** Payee name	
6 Amount ($)	**7** Payee Address; City; State; Zip	
8 **PURPOSE OF EXPENDITURE**	**(a)** Category (See instructions for examples of acceptable categories)	**(b)** Description (See instructions regarding type of information required.)
Date	Payee name	
Amount ($)	Payee Address; City; State; Zip	
PURPOSE OF EXPENDITURE	**(a)** Category (See instructions for examples of acceptable categories)	**(b)** Description (See instructions regarding type of information required.)
Date	Payee name	
Amount ($)	Payee Address; City; State; Zip	
PURPOSE OF EXPENDITURE	**(a)** Category (See instructions for examples of acceptable categories)	**(b)** Description (See instructions regarding type of information required.)
Date	Payee name	
Amount ($)	Payee Address; City; State; Zip	
PURPOSE OF EXPENDITURE	**(a)** Category (See instructions for examples of acceptable categories)	**(b)** Description (See instructions regarding type of information required.)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER

SCHEDULE K

The Instruction Guide explains how to complete this form.

1 Total pages Schedule K:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 Date	**5** Name of person from whom amount is received	**8** Amount ($)
	6 Address of person from whom amount is received; City; State; Zip Code	
	7 Purpose for which amount is received ☐ Check if political contribution returned to filer	

Date	Name of person from whom amount is received	Amount ($)
	Address of person from whom amount is received; City; State; Zip Code	
	Purpose for which amount is received ☐ Check if political contribution returned to filer	

Date	Name of person from whom amount is received	Amount ($)
	Address of person from whom amount is received; City; State; Zip Code	
	Purpose for which amount is received ☐ Check if political contribution returned to filer	

Date	Name of person from whom amount is received	Amount ($)
	Address of person from whom amount is received; City; State; Zip Code	
	Purpose for which amount is received ☐ Check if political contribution returned to filer	

Date	Name of person from whom amount is received	Amount ($)
	Address of person from whom amount is received; City; State; Zip Code	
	Purpose for which amount is received ☐ Check if political contribution returned to filer	

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

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

SCHEDULE T

The Instruction Guide explains how to complete this form.

1 Total pages Schedule T:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 Name of Contributor / Corporation or Labor Organization / Pledgor /Payee

5 Contribution / Expenditure reported on:

☐ Schedule A2 ☐ Schedule B ☐ Schedule B(J) ☐ Schedule C2 ☐ Schedule D ☐ Schedule F1
☐ Schedule F2 ☐ Schedule F4 ☐ Schedule G ☐ Schedule H ☐ Schedule COH-UC

6 Dates of Travel

7 Name of person(s) traveling

8 Departure city or name of departure location

9 Destination city or name of destination location

10 Means of transportation

11 Purpose of travel (including name of conference, seminar, or other event)

Name of Contributor / Corporation or Labor Organization / Pledgor /Payee

Contribution / Expenditure reported on:

☐ Schedule A2 ☐ Schedule B ☐ Schedule B(J) ☐ Schedule C2 ☐ Schedule D ☐ Schedule F1
☐ Schedule F2 ☐ Schedule F4 ☐ Schedule G ☐ Schedule H ☐ Schedule COH-UC

Dates of Travel

Name of person(s) traveling

Departure city or name of departure location

Destination city or name of destination location

Means of transportation

Purpose of travel (including name of conference, seminar, or other event)

Name of Contributor / Corporation or Labor Organization / Pledgor /Payee

Contribution / Expenditure reported on:

☐ Schedule A2 ☐ Schedule B ☐ Schedule B(J) ☐ Schedule C2 ☐ Schedule D ☐ Schedule F1
☐ Schedule F2 ☐ Schedule F4 ☐ Schedule G ☐ Schedule H ☐ Schedule COH-UC

Dates of Travel

Name of person(s) traveling

Departure city or name of departure location

Destination city or name of destination location

Means of transportation

Purpose of travel (including name of conference, seminar, or other event)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

FORM **C/OH - FR**

The Instruction Guide explains how to complete this form.
**** Complete only if "Report Type" on page 1 is marked "Final Report" ****

1 C/OH NAME	2 Filer ID (Ethics Commission Filers)

3 SIGNATURE

I do not expect any further political contributions or political expenditures in connection with my candidacy. I understand that designating a report as a final report terminates my campaign treasurer appointment. I also understand that I may not accept any campaign contributions or make any campaign expenditures without a campaign treasurer appointment on file.

Signature of Candidate / Officeholder

4 FILER WHO IS NOT AN OFFICEHOLDER

**** Complete A & B below only if you are not an officeholder ****

A CAMPAIGN FUNDS

Check only one:

☐ I do not have unexpended contributions or unexpended interest or income earned from political contributions.

☐ I have unexpended contributions or unexpended interest or income earned from political contributions. I understand that I may not convert unexpended political contributions or unexpended interest or income earned on political contributions to personal use. I also understand that I must file an annual report of unexpended contributions and that I may not retain unexpended contributions or unexpended interest or income earned on political contributions longer than six years after filing this report. Further, I understand that I must dispose of unexpended political contributions and unexpended interest or income earned on political contributions in accordance with the requirements of Election Code 254.204.

B ASSETS

Check only one:

☐ I do not retain assets purchased with political contributions or interest or other income from political contributions.

☐ I do retain assets purchased with political contributions or interest or other income from political contrubutions. I understand that I may not convert assets purchased with political contributions or interest or other income from political contributions to personal use. I also understand that I must dispose of assets purchased with political contributions in accordance with the requirements of Election Code, 254.204.

Signature of Candidate

5 OFFICEHOLDER

**** Complete this section only if you are an officeholder ****

☐ I am aware that I remain subject to filing requirements applicable to an officeholder who does not have a campaign treasurer on file. I am also aware that I will be required to file reports of unexpended contributions if, after filing the last required report as an officeholder, I retain political contributions, interest or other income from politicial contributions, or assets purchased with political contributions or interest or other income from political contributions.

Signature of Officeholder

SAMPLE

TEXT ANNOTATION

SAMPLE

CORRECTION/AMENDMENT AFFIDAVIT FOR CANDIDATE/OFFICEHOLDER

FORM COR-C/OH

1 Filer ID (Ethics Commission Filers)	**2** Total pages filed:	**OFFICE USE ONLY**
3 CANDIDATE / OFFICEHOLDER NAME	MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX	Date Received
4 ORIGINAL REPORT TYPE	☐ January 15 ☐ July 15 ☐ 30th day before election ☐ 8th day before election ☐ Runoff ☐ Exceeded modified reporting limit ☐ 15th day after treasurer appointment (officeholder only) ☐ Final report Other (specify) _____	Date Hand-delivered or Date Postmarked Receipt # / Amount $ Date Processed
5 ORIGINAL PERIOD COVERED	Month / Day / Year THROUGH Month / Day / Year	Date Imaged

6 EXPLANATION OF CORRECTION

7 SIGNATURE I swear, or affirm, under penalty of perjury, that this corrected report is true and correct.

Check ONLY if applicable:

☐ Semiannual reports: I swear, or affirm, that the original report was made in good faith and without an intent to mislead or to misrepre-sent the information contained in the report.

☐ Other reports: I swear, or affirm, that I am filing this corrected report not later than the 14th business day after the date I learned that the report as originally filed is inaccurate or incomplete. I swear, or affirm, that any error or omission in the report as originally filed was made in good faith.

_____
Signature of Candidate/Officeholder

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____,

20 _____, to certify which, witness my hand and seal of office.

_____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____ , on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of Candidate/Officeholder (Declarant)

Remember To Attach Any Part Of The Campaign Finance Report Form Needed To Report And Explain Corrections

sample

CORRECTION/AMENDMENT AFFIDAVIT FOR CANDIDATE/OFFICEHOLDER

All Reports: A filer who files a corrected report must submit a correction affidavit. The affidavit must identify the information that has changed.

Reports filed with Texas Ethics Commission: A corrected report (other than a report due 8 days before an election) filed with the Ethics Commission after its due date is not considered late for purposes of late-filing penalties if: (1) any error or omission in the report as originally filed was made in good faith, and (2) the person filing the report files a corrected report and a good-faith affidavit not later than the 14th business day after the date the person learns that the report as originally filed is inaccurate or incomplete.

Semiannual Reports: A semiannual report (due January 15 or July 15) that is amended/corrected before the eighth day after the original report was filed is considered to have been filed on the date the original report was filed. A semiannual report that is amended/corrected on or after the eighth day after the original report was filed is considered to have been filed on the date the original report was filed if: (1) the amendment/correction is made before any complaint is filed with regard to the subject of the amendment/correction; and (2) the original report was made in good faith and without intent to mislead or misrepresent the information contained in the report.

Attach additional pages as necessary.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Filer ID. If you file with the Ethics Commission, you should have received a letter acknowledging receipt of your campaign treasurer appointment and assigning you a Filer ID. Put that number in this box. If you do not file with the Ethics Commission, skip this box.

2. Total Pages Filed. After completing this form and any attachments, count the number of pages. Enter that number in this box. Each side of a two-sided form counts as a page. In other words, this form is two pages.

3. Candidate/Officeholder Name. Put your full name here. Enter your name in the same way as on the report you are correcting.

4. Original Report Type. Mark the type of report you are correcting.

5. Original Period Covered. Enter the period covered by the report you are correcting. The year is important because filers sometimes correct reports years after filing the original.

6. Explanation of Correction. Attach any part of the campaign finance report form needed to report and explain corrections. Explain why there was an error on the original report. Also explain what information is being corrected and how the new information is different from the information on the original report. (Use additional pages if you need more space.) You may also use this area to request a waiver or reduction of a late-filing penalty and state the basis of your request.

7. Signature. 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 Candidate/Officeholder” (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say “Signature of Candidate/Officeholder (Declarant)” (an electronic signature is not acceptable), and fill out the unsworn declaration section.

Sample

TEXAS ETHICS COMMISSION

CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

FORM C/OH – INSTRUCTION GUIDE

(PAPER FILERS ONLY)

To Report Activity Occurring on or after January 1, 2022

Revised January 1, 2022

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 C/OH – INSTRUCTION GUIDE

TABLE OF CONTENTS

These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH) and all schedules that are filed with it. FORM C/OH includes a three-page cover sheet and Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. Candidates or officeholders filing a Final Report should also attach Form C/OH-FR. All filers must submit the cover sheet, but only the schedules on which there is information to report need to be included.

GENERAL INSTRUCTIONS 3
IMPORTANT UPDATES 3
ELECTRONIC FILING 3
FILLING OUT THE FORMS 3
TEXAS ETHICS COMMISSION GUIDES 4
PHOTOCOPIES OF FORMS 4
FILING DATE 4
FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT 5
GENERAL INFORMATION 5
COMPLETING THE COVER SHEET 7
PAGE 1 7
PAGE 2 13
PAGE 3 15
SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS 17
SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS 19
SCHEDULE B: PLEDGED CONTRIBUTIONS 21
SCHEDULE E: LOANS 24
SCHEDULE F1: POLITICAL EXPENDITURES FROM POLITICAL CONTRIBUTIONS 27
SCHEDULE F2: UNPAID INCURRED OBLIGATIONS 30
SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS 32
SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD 33
SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS 35
SCHEDULE H: PAYMENT FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH 37
SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS 38
SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER 39
SCHEDULE T: IN-KIND CONTRIBUTIONS OR POLITICAL EXPENDITURES FOR TRAVEL OUTSIDE OF TEXAS 40
FORM C/OH-FR: DESIGNATION OF FINAL REPORT 41
GENERAL INFORMATION 41
COMPLETING THE FORM 42
ADDITIONAL INFORMATION REGARDING EXPENDITURES 43
EXAMPLES: REPORTING EXPENDITURES MADE BY CREDIT CARD 43
EXAMPLES: PURPOSE OF EXPENDITURES 46
EXAMPLES: REPORTING EXPENDITURES FROM PERSONAL FUNDS 48
EXAMPLES: REPORTING STAFF REIMBURSEMENT 50

GENERAL INSTRUCTIONS

These general instructions apply to all C/OH forms required to be filed under title 15, Texas Election Code, for activity that occurs on or after January 1, 2022. For a report that includes activity occurring before January 1, 2022, you must use the instructions applicable before calendar year 2022, which are available on the Texas Ethics Commission's website at https://www.ethics.state.tx.us/forms/coh/cohfrm.php.

IMPORTANT UPDATES

Increased Disclosure Thresholds

On January 1, 2020, the Texas Ethics Commission began adjusting certain reporting thresholds to account for inflation. As directed by section 571.064 of the Texas Election Code, the Commission is required to annually adjust these 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. Accordingly, one or more thresholds will generally be adjusted each year, depending upon the figures in the index.

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.

Please 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 2021, you must use the forms and instructions that are applicable to the period ending December 31, 2020.

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. Please check the Commission's website at *https://www.ethics.state.tx.us* for information about exemptions from the electronic filing requirement.

FILLING OUT THE FORMS

All reports filed on paper must be either handwritten in ink or typewritten. If you complete the report by hand, please 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, please call our office at (512) 463-5800.

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, please 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 East 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.

FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH). A complete report includes the Form C/OH cover sheet, and any of the following schedules on which there is information to report: A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. A complete Final Report must also include Form C/OH-FR.

Note: Judicial candidates and officeholders must use a different form, Form JC/OH.

GENERAL INFORMATION

Use Form C/OH 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
- 15th day after officeholder campaign treasurer appointment
- Final Report

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

OFFICEHOLDER ACTIVITY

An officeholder may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. However, an officeholder must have a campaign treasurer appointment on file before the officeholder may make campaign expenditures or accept campaign contributions.

DUTIES OF CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

DUTIES OF CAMPAIGN TREASURER

State law does not impose any reporting or record-keeping obligations on a candidate's campaign treasurer.

WHERE TO FILE

This form is filed with the same filing authority with which you were required to file your Campaign Treasurer Appointment (Form CTA). If you are an officeholder who does not have a campaign treasurer appointment on file, file your reports with the same authority with which a candidate for your office must file the campaign treasurer appointment.

FILING A FINAL REPORT

For filing purposes, you are a "candidate" as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a Final Report of contributions and expenditures. A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports ***as a candidate***. If you are an officeholder at the time of filing a Final Report, you may be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are officeholders who file locally, who do not have a campaign treasurer appointment on file, ***and*** who do not exceed $940 in contributions or expenditures during the reporting period.

If you are not an officeholder at the time of filing a Final Report ***and*** if you have surplus funds or retain assets purchased with political funds, you will be required to file annual reports of Unexpended Contributions. (*See instructions for Form C/OH-UC.*)

To file a Final Report, you must complete the "C/OH CAMPAIGN FINANCE REPORT" (Form C/OH), check the "final" box in section 9 on the Cover Sheet, and complete and attach the "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH- FR).

COMPLETING THE COVER SHEET

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

PAGE 1

1. **FILER ID:** If you are filing with the Commission, you were assigned a filer identification number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your Filer ID. 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. **CANDIDATE/OFFICEHOLDER NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

4. **CANDIDATE/OFFICEHOLDER MAILING ADDRESS:** Enter your complete mailing address. If your mailing address has changed since you last gave notice of your address, check the "Change of Address" box.

5. **CANDIDATE/OFFICEHOLDER PHONE:** Enter your phone number including the area code, and your extension, if applicable.

Sections 6 - 8 pertain to a candidate's campaign treasurer. If you are an officeholder who does not have a campaign treasurer appointment on file, skip these sections.

6. **CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

7. **CAMPAIGN TREASURER ADDRESS:** Enter the complete address of your campaign treasurer.

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

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 Report: All candidates and most officeholders must file a semiannual report by January 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, ***and*** who do not exceed $940 in contributions or expenditures during the reporting period.

   All candidates and officeholders who file with the Commission must file this report by midnight Central Time on the January 15 report due date. All candidates and officeholders who file locally must file this report by 5 p.m. on the January 15 report due date.

Note: Anyone who has a campaign treasurer appointment (Form CTA) on file must file semiannual reports, even after an election has ended and even if the filer lost the election. To end this semiannual filing requirement, the filer must cease campaign activity and file a Final Report. (See "Final Report" below for more information.)

July 15 Report: All candidates and most officeholders must file a semiannual report by July 15. The only officeholders who are not required to file this report are officeholders who file locally, who do not have a campaign treasurer appointment on file, ***and*** who do not exceed $940 in contributions or expenditures during the reporting period.

See "January 15 Report" above for more information on filing requirements and deadlines for semiannual reports.

30th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting, but then exceeded a threshold before the 30th day before the election, the candidate must file this report.

The report is due no later than 30 days before the election. For all candidates and officeholders who 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 candidates and officeholders who file locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

You are an "opposed" candidate if you have an opponent, including a minor party candidate, whose name is printed on the ballot. If your only opposition is a write-in candidate, you are not considered opposed for filing purposes. If you are a write-in candidate, you are an "opposed" candidate subject to the reporting requirements if you accept political contributions or make political expenditures. Candidates who are unopposed in an election are not required to file pre-election reports for that election.

8th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting but then exceeded a threshold before the 8th day before the election, the candidate must file this report.

The report is due no later than 8 days before the election. For all candidates and officeholders who 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 candidates and officeholders who file locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

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

Runoff Report: Opposed candidates who are participating in a runoff election and who 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 candidates and officeholders who file with Commission, this report must be received by the Commission no later than midnight Central Time on the report due date. For all candidates and officeholders who file

locally, this report must be received by the filing authority no later than 5 p.m. on the report due date.

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

Exceeded Modified Reporting Limit Report: Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $940 in contributions or $940 in expenditures in connection with the election must file this Exceeded Modified Reporting Limit report within 48 hours after exceeding the $940 limit. The candidate must meet this deadline even if it falls on a weekend or a holiday.

15th Day After Campaign Treasurer Appointment Report (Officeholders Only): An officeholder must file this report if he or she appoints a campaign treasurer after a period of not having a campaign treasurer appointment (Form CTA) on file. For all officeholders who file with Commission, this report is due no later than midnight Central Time on the 15th day after an officeholder files Form CTA with the Commission. For all officeholders who file locally, this report is due no later than 5 p.m. on the 15th day after an officeholder files Form CTA with the filing authority. It is not required of officeholders who are merely changing their campaign treasurer. It is not required of an officeholder who files locally if the officeholder did not exceed $940 in either contributions or expenditures during the period covered by the report. Candidates who are not officeholders do not file this report.

Final Report: A person who has a campaign treasurer appointment on file may file this report when he or she does not expect to accept any further campaign contributions or make or authorize any further campaign expenditures. There is not a fixed deadline for this report. This report must have a completed "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH-FR) attached.

A candidate must have a CTA on file to accept campaign contributions or make campaign expenditures, including contributions intended to offset campaign debts or expenditures made to pay campaign debts. A candidate who intends to continue campaign activity should not file a Final Report.

A Final Report terminates a candidate's CTA and relieves the candidate from any additional filing obligations as a candidate. Officeholders who file a Final Report will still be subject to the filing requirements applicable to officeholders. A person who is not an officeholder but who has surplus political funds or assets after filing a Final Report will be required to file annual Unexpended Contribution reports. (See "Form C/OH-FR: Designation of Final Report" for more information.) A candidate or officeholder who does not have a CTA on file may still be required to file a personal financial statement (PFS).

Filing a Final Report does not relieve a candidate of responsibility for any delinquent reports or outstanding civil penalties.

<u>Daily Pre-Election Report of Contributions</u>: A candidate or officeholder who files with the Commission 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 can be disclosed on Form C/OH-T. For more information, please see the instructions for Form C/OH-T.

Legislative Special Session Report: A candidate or officeholder who files with the Commission and who accepts a political contribution during the period beginning on the date the governor signs the proclamation calling a special legislative session and continuing through the date of final adjournment is required to file a report after a special session of the legislature. This information can be disclosed on Form C/OH-SS. For more information, please see the instructions for Form C/OH-SS.

10. PERIOD COVERED: A reporting period includes the start date and the end date. The ***due date*** for filing will generally be ***after*** the end of the period. Generally, a report picks up where the last report left off, and there should be no gaps or overlapping periods. The exceptions are Daily Pre-election reports, which do create overlaps because you are required to report the activity twice.

First Reports: If this is the first report of contributions and expenditures that you have filed, the beginning date will depend on the date your campaign treasurer appointment (Form CTA) was filed or the date you took office.

- If you are a candidate (a person who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed.
- If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the start date for your first report will be the date you took office.

January 15th Semiannual Report: The start date is July 1 of the previous year or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please see the "First Reports" section above. The end date is December 31 of the previous year.

July 15th Semiannual Report: The start date is January 1 or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please 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 your last required report. If this is the first report you have filed, please see the "First Reports" section above. The end date is the 40th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

8th Day Before Election Report: The start date is the 39th day before the election if you filed a 30th Day Before Election Report. If you did not file the 30th Day Before Election Report, the day after the last day covered by your last required report is the start date. If this is the first report you have filed, please see the "First Reports" section above. The end date is the 10th day before the election. This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.

Runoff Report: The start date is the 9th day before the main election if you filed an 8th Day Before Election Report. Otherwise, the start date is the day after the last day covered by your last required report or the day you appointed a campaign treasurer,

whichever is later. The end date is the 10th day before the runoff election. This report is not required for candidates who are filing under the modified reporting schedule.

Exceeded Modified Reporting Limit Report: The start date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The end date is the day you exceeded the $940 limit for contributions or expenditures.

15th Day After Campaign Treasurer Appointment Report (Officeholders Only): The start date is either the day after the last day covered by your last required report or the day you began serving an appointment to elective office. The end date is the day before the campaign treasurer appointment was filed. This report is due no later than 15 days after the campaign treasurer appointment was filed.

Final Report: The start date is the day after the last day covered by your last required report. The end date is the day the final report is filed.

If you are an officeholder without a campaign treasurer appointment on file, or if you have a campaign treasurer appointment on file but you are not a candidate in an upcoming election and were not a candidate in a recent election, you may skip Section 11.

11. ELECTION: If you are a candidate in an upcoming election or were a candidate in a recently held election, provide the following information concerning the upcoming or recent election.

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

Candidate in an Upcoming Election: If the political activity in the report primarily pertains to an upcoming election, provide the date of the upcoming election in which you intend to participate as a candidate that most immediately follows the deadline for this report.

Candidate in 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 you participated as a candidate 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 election for which this report is filed.

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

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

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

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

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

12. OFFICE HELD: If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.

13. OFFICE SOUGHT: If you are a candidate in an upcoming election, please enter the office you seek. If you were a candidate in a recently held election, but were unsuccessful or are not currently an officeholder, please enter the office you sought during the election that most immediately precedes the deadline for this report. Include the district, precinct, or other designation for the office, if applicable.

14. NOTICE FROM POLITICAL COMMITTEE(S): Complete this section if you received notice from a political committee that it accepted political contributions or made political expenditures on your behalf. You are required to disclose the receipt of such a notice in the report covering the period in which you receive the notice. If you have not received such notice, you may skip this section.

The political committee is required to include in the notice the full name and address of the committee, the full name and address of the committee's campaign treasurer, and a statement indicating whether the committee is a general-purpose committee or a specific-purpose committee. If the notice also describes the expenditure, do not include the description in this section.

"Additional Pages" box: If you received notice from more than one committee, check this box and attach an additional page listing the names and addresses of the other committees and of their campaign treasurers.

Committee Type:

"General" box: Check this box if the notice is from a general-purpose committee.

"Specific" box: Check this box if the notice is from a specific-purpose committee.

Committee Name: Enter the full name of the committee as reported in the notice.

Committee Address: Enter the address of the committee as reported in the notice.

Committee Campaign Treasurer Name: Enter the name of the committee's campaign treasurer as reported in the notice.

Committee Campaign Treasurer Address: Enter the address of the committee's campaign treasurer as reported in the notice.

PAGE 2

15. C/OH (CANDIDATE/OFFICEHOLDER) NAME: Enter your full name.

16. FILER ID: See instructions for section 1.

17. TOTALS: Complete this section only after you have completed all 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 $90 or less. Do not include any contributions itemized on Schedules A1 or A2 or any contribution made electronically. 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 $90 from one person and any political contribution that is made electronically. You also may itemize contributions of $90 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 listed on Schedules A1 and A2 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 $190 or less. Do not include any expenditures itemized on Schedules F1, F2, F3, F4, G, or H. Enter a "0" if you did not make any unitemized expenditures during the period covered.

On Schedule F1, you were required to itemize political expenditures that totaled more than $190 to one payee. You also had the option of itemizing expenditures totaling $190 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 were required to itemize incurred but not yet paid political expenditures that totaled more than $190 to one payee. You also had the option of itemizing incurred political expenditures totaling $190 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 were required to itemize political expenditures made by a credit card that totaled more than $190 to one payee. You also had the option of itemizing political expenditures totaling $190 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 G, you were required to itemize political expenditures from personal funds if you intend to seek reimbursement from political contributions. Do not include any expenditures itemized on Schedule G in the total entered on line 3, regardless of amount.

On Schedule H, you were 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 amount.

Line 4- Total Political Expenditures: Add the following:

(a) the total expenditures itemized on Schedule F1;

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

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

(d) the total political expenditures itemized on Schedule G;

(e) the total political expenditures itemized on Schedule H; and

(f) 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.

The total amount of political contributions maintained does ***not*** include personal funds that the filer intends to use for political expenditures, *unless* the personal funds have been disclosed as a loan to your campaign and deposited into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Any unexpended funds from such a loan are required to be included in the total amount of political contributions maintained as of the last day of the reporting period.

Note: Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

Line 6- Total Principal Amount of All Outstanding Loans: Enter the aggregate outstanding principal amount of all loans accepted for campaign or officeholder purposes as of the last day of the reporting period. Enter a "0" if you did not accept any loans during the period covered and have no outstanding loans as of the last day of the reporting period. This is different from the information reported on Schedule E. This line must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously.

18. 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 candidate or officeholder filing the report 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 Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Candidate/Officeholder (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

PAGE 3

19. **C/OH (CANDIDATE/OFFICEHOLDER) NAME:** Enter your full name.

20. FILER ID: See instructions for section 1.

21. 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 to the amount of unitemized monetary political contributions accepted during the period covered. 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 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 4. Enter a "0" if you did not accept any loans during the period covered.

Line 5- Schedule F1: Add the total amount of political expenditures from political contributions itemized on Schedule F1 to the amount of unitemized political expenditures from political contributions made during the period covered. Enter that total on line 5. Enter a "0" if you did not make any political expenditures from political contributions during the period covered.

Line 6- 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 6. Enter a "0" if you did not incur any unpaid obligations during the period covered.

Line 7- Schedule F3: Enter the total amount of investments purchased from political contributions itemized on Schedule F3. Enter a "0" if you did not purchase any investments from political contributions during the period covered.

Line 8- 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 8. Enter a "0" if you did not make any expenditures by credit card during the period covered.

Line 9- Schedule G: Add the total amount of political expenditures from personal funds itemized on Schedule G to the amount of unitemized political expenditures from personal funds made during the period covered. Enter that total on line 9. Enter a "0" if you did not make any political expenditures from personal funds during the period covered.

Line 10- Schedule H: Enter the total amount of payments from political contributions to a business of the candidate or officeholder itemized on Schedule H. 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 11- Schedule I: Enter the total amount of non-political expenditures from political contributions itemized on Schedule I. Enter a "0" if you did not make any non-political expenditures from political contributions during the period covered.

Line 12- Schedule K: Enter the total amount of interests, credits, gains, refunds, and contributions returned to the filer itemized on Schedule K. Enter a "0" if you did not have any such activity during the period covered.

SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about monetary campaign and officeholder contributions accepted during the reporting period. Do not enter on this schedule information on non-monetary, in-kind contributions, pledges, loans, or guarantees of loans. Once you actually receive pledged money, it must be reported on Schedule A1. (Report non-monetary, in-kind contributions on Schedule A2; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

Itemization: You must enter incoming monetary contributions that exceed $90 from one person, and any monetary contribution made electronically, during a reporting period on this schedule. If you accepted two or more contributions from the same person, the total of which exceeds $90, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $90 in the period on this schedule. If you do not itemize contributions of $90 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, 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 your full name.

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

4. **DATE:** Enter the date you ***accepted*** the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.

5. **FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor. If the contributor is an individual, enter the full first and last name, and suffix (Jr., III, etc.) if applicable. 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 you accepted more than $940 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 written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than $190 to the out-of-state political committee during the 12 months immediately preceding the contribution; ***or***

- 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.

If the contributor is an out-of-state political committee from which you accepted $940 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; ***or***

- 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 Federal Election Commission (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.

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

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

8. **PRINCIPAL OCCUPATION OR JOB TITLE:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $940 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

9. **EMPLOYER:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $940 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 candidates and officeholders using SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about non-monetary, in-kind campaign and officeholder 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 campaign. 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. Do not enter on this schedule information on monetary political contributions, pledges, loans, or guarantees of loans. Once you actually receive a pledged in-kind contribution, it must be reported on Schedule A2. (Report monetary contributions on Schedule A1; report pledges on Schedule B; report loans and guarantees of loans on Schedule E.)

Itemization: You must enter non-monetary (in-kind) contributions of goods, services, or other things of value that exceed $90 from one person, and any non-monetary contribution made electronically, during a reporting period on this schedule. If you accepted two or more non-monetary contributions from the same person, the total of which exceeds $90, enter each contribution separately. Although you are not required to do so, you may also report contributions from one person that do not exceed $90 in the period on this schedule. If you do not itemize contributions of $90 and less on this schedule, you must total all such contributions and report them on the Cover Sheet, page 2, section 17, 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 your full name.

3. **FILER ID:** See 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 $90 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 $90 or less on this schedule, do not include it in this total. All contributions made electronically must be itemized.

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

6. **FULL NAME OF CONTRIBUTOR:** See 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 your report to understand what was contributed.

   "Travel Outside of Texas" box: If the contribution was for travel outside of Texas, please check the box and *report this information on Schedule T.*

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

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

Sections 12-16 pertain to judicial candidates and officeholders only. Do not complete these sections. If you are a judicial candidate or officeholder, please use form JC/OH and the corresponding instructions.

SCHEDULE B: PLEDGED CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE B: PLEDGED CONTRIBUTIONS.

Use this schedule to disclose information about pledges accepted during the reporting period for campaign or officeholder 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. (Report contributions actually received on Schedule A1 or Schedule A2, as applicable; report loans and guarantees of loans on Schedule E.)

If you accept a pledge from a person to give you 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.

Itemization: You must itemize pledges that exceed $90 in the aggregate from one person during the reporting period. If you received pledges totaling more than $90 from one person during the reporting period, you must itemize all of those pledges, even if individual pledges were for $90 or less. Although you are not required to do so, you may also itemize pledges for $90 or less 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 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 not required to be reported on Schedule B.

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 your full name.

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

4. **TOTAL OF UNITEMIZED PLEDGES:** Enter the total amount of pledges that you accepted during the period that did not exceed $90 in the aggregate per person. Although you are not required to do so, you may also itemize pledges of $90 or less on this schedule. If you itemize some pledges of $90 or less, do not include those pledges in the total entered here. If you choose to itemize all pledges of $90 or less, do not enter a total amount here.

5. **DATE:** Enter the date you ***accepted*** the pledge. Accepting a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it.

   <u>Pledge accepted and received in different reporting periods:</u> If you accept a pledge in one reporting period and then receive 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 you receive a pledge in the same reporting period in which it was accepted, then you will not report the pledge on this schedule. You will only disclose the contribution on the appropriate incoming funds schedule (report monetary contributions on Schedule A1; report in-kind contributions on Schedule A2; report loans on Schedule E). The date of the contribution will be the date you accepted the pledged contribution, regardless of when 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 you never actually receive 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 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 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 your report to understand what was pledged.

   "Travel Outside of Texas" box: If the pledged contribution was an in-kind contribution for travel outside of Texas, please check the box and *report this information on Schedule T.*

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

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

You do not need Schedules C1-4 and D. These schedules are for political committees to report contributions from corporations and labor organizations. Candidates and officeholders are generally prohibited from accepting such contributions.

SCHEDULE E: LOANS

These instructions are for candidates and officeholders using SCHEDULE E: LOANS.

Use this schedule to disclose information about loans and guarantees of loans accepted during the reporting period for campaign or officeholder purposes. This schedule must also be used to disclose deposits of personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. This schedule may also be used to disclose political expenditures from personal funds.

> Loans to Your Campaign from Your Personal Funds: You may disclose political expenditures from personal funds as a loan to your campaign on Schedule E. Outgoing political expenditures made from that loan must then be disclosed as if they were made from political contributions. The amount you disclose as a loan from yourself in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $100,000 loan to your campaign if the amount actually spent from your personal funds in the reporting period was $5,000. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan. (You may also disclose political expenditures from personal funds on Schedule G. See the Schedule G instructions below for more information.)
>
> Personal Funds Deposited into a Political Account: If you deposit personal funds in an account in which political contributions are held, you must disclose the deposited amount as a loan on Schedule E and check the box indicating "Personal Funds Deposited into Political Account." Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction. Disclose the outgoing political expenditures made from that loan as if they were made from political contributions. When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1. The reimbursement may not exceed the amount disclosed as a loan.

Itemization: You must itemize loans (including loans from personal funds) that exceed $90 that you accepted during the period from one person. If you accepted two or more loans from the same person, the total of which exceeds $90, itemize each loan separately. You must also itemize loans that are made electronically by a person other than a financial institution. Although you are not required to do so, you may also itemize any other loans that do not exceed $90.

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 your full name.

3. **FILER ID:** See 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 $90 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 itemize loans of $90 or less from persons other than financial institutions on this schedule. If you itemize some loans of $90 or less, do not include those loans in the total you enter here. If you choose to itemize all loans of $90 or less, enter a "0" here.

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

6. **IS LENDER A FINANCIAL INSTITUTION?:** If you accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, circle "Y" for yes. If you accepted the loan from any other source, circle "N" for no. A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Candidates and officeholders may not accept corporate contributions.

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 instructions for Schedule A1, section 5.

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

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:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of each individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $940 or more during the reporting period. Other types of filers are not required to report this information but may do so.

13. **EMPLOYER:** Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the full name of the employer of an individual from whom the candidate or officeholder has accepted a loan (including a pledge of a loan) of $940 or more during the reporting period. Other types of filers are not required to report this information but may do so.

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:** Check this box *only if* the loan is a deposit of your personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Political expenditures made from that loan, and any subsequent expenditures to reimburse the candidate or officeholder, must be reported as if they were made from political contributions. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

16. **GUARANTOR INFORMATION:** If there are no guarantors for the loan, check the "Not Applicable" box and go to the next loan. If you have no further loans to report, go to the next applicable schedule.

    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 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 dollar 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 candidates and officeholders 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, political expenditures made from personal funds, the purchase of investments from political contributions, expenditures made by credit card, or payments from political contributions made to a business that you own or control. (Report unpaid incurred obligations on Schedule F2; report expenditures from personal funds on Schedule G; 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 a business that you own or control on Schedule H.)

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 company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), 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.

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

Itemization: You must enter expenditures paid to one individual or entity during a reporting period that in the aggregate exceed $190 on this schedule. If you made more than one expenditure to the same payee, the total of which exceeded $190, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed $190 in the period on this schedule. If you choose not to itemize expenditures of $190 and less on this schedule, you must total all unitemized expenditures and report them on the Cover Sheet, page 2, section 17, 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 your full name.

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

4. **DATE:** Enter the date the expenditure payment was made. Remember: Expenditure obligations you 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 another candidate, officeholder, or committee, enter the name of the vendor who sold you 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."

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 is 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

(b) Description: Enter a brief statement or description of the candidate or officeholder activity that is 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.

For examples of acceptable ways to disclose the purpose of an expenditure, please see the "Examples: Purpose of Expenditures" on page 46.

"Check if travel outside of Texas" box: Check this box if the expenditure is for travel outside of Texas. The description of a political expenditure for travel outside of the state of Texas must include detailed information. Please 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.

9. DIRECT CAMPAIGN EXPENDITURE TO BENEFIT CANDIDATE/OFFICEHOLDER: If you made a direct campaign expenditure to benefit another 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 another candidate is not a "political contribution" to that other candidate. A direct campaign expenditure is a campaign expenditure that you make 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 candidates and officeholders using SCHEDULE F2: UNPAID INCURRED OBLIGATIONS.

Use this schedule to disclose information about obligations to make an expenditure that you incurred during the reporting period but have not yet paid. 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, G, H, or I as appropriate, and report expenditures made by credit card on Schedule F4.)

See the *Campaign Finance Guide for Candidates and Officeholders* 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: You must enter political obligations incurred but not yet paid to one individual or entity during a reporting period that in the aggregate exceed $190 on this schedule. If you incurred more than one obligation to the same payee, the total of which exceeded $190, enter each expenditure separately. Although you are not required to do so, you may also report political obligations incurred to one person that do not exceed $190 in the period on this schedule. If you choose not to itemize incurred political obligations of $190 and less on this schedule, you must total all unitemized obligations and report them in section 4 of this Schedule. You must also include that amount in the total unitemized political expenditures of $190 or less on C/OH Cover Sheet, page 2, section 17, line 3.
>
> Unpaid Incurred Non-Political Obligations: You must enter non-political obligations incurred but not yet paid to one individual or entity during a 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 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 your full name.

3. **FILER ID:** See 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 $190 in the aggregate per person, unless itemized on this schedule. You are not required to itemize unpaid incurred political obligations of $190 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. Obligations you incurred ***and*** paid during the reporting period are not entered on this schedule.

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

   Note: If you incurred an obligation 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 incurred the obligation. Include that information under section 10, "Purpose of Expenditure."

7. **AMOUNT:** Enter the exact amount of the incurred 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 instructions for Schedule F1, section 8.

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

SCHEDULE F3: PURCHASE OF INVESTMENTS FROM POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using 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 political expenditures from political contributions, unpaid incurred obligations, expenditures made by credit card, political expenditures made from personal funds, or payments from political contributions made to a business that you own or control. (Report political expenditures from political contributions on Schedule F1; report unpaid incurred obligations on Schedule F2; report expenditures made by credit card on Schedule F4; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that you own or control on Schedule H.)

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

Itemization: You must enter investments purchased with political contributions during a reporting period that in the aggregate exceed $120 on this schedule. Although you are not required to do so, you may also report investments purchased with political contributions that do not exceed $120 in the 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 your full name.

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

4. **DATE:** Enter the date you 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 amount of the investment purchased.

SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD

These instructions are for candidates and officeholders using SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD.

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 company. When you pay the credit card bill, you must disclose the payment to the credit card company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), or Schedule I (used for nonpolitical payments from political contributions), as applicable.

Do not enter on this schedule political expenditures from political contributions, unpaid incurred obligations, political expenditures made from personal funds, or payments from political contributions made to a business that you own or control. (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; report expenditures from personal funds on Schedule G; and report payments from political contributions made to a business that you own or control on Schedule H.)

For examples regarding the disclosure of expenditures made by credit card, please see "Examples: Reporting Expenditures Made by Credit Card" on page 43.

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 $190 (in the aggregate) to a single payee. If you made two or more expenditures to the same payee, the total of which exceeded $190, 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 $190 in the reporting period on this schedule. If you choose not to itemize political expenditures made by credit card of $190 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 $190 or less on C/OH Cover Sheet, page 2, section 17, 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 A CREDIT CARD:** Enter the total amount of political expenditures charged to a credit card during the reporting period that do not exceed $190 in the aggregate per person, unless itemized on this schedule. You are not required to itemize political expenditures made by credit card of $190 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. **DATE:** Enter the date you made the expenditure by 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.*

6. **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 company. You do not report the name of the credit card company on this schedule.

   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 10, "Purpose of Expenditure."

7. **AMOUNT:** Enter the amount of the credit card expenditure.

8. **PAYEE ADDRESS:** Enter the complete address of the payee of the credit card expenditure.

9. **TYPE 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.

10. **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 company. Instead, choose the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

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

SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS

These instructions are for candidates and officeholders using SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS.

You may use this schedule to disclose information about political expenditures from personal funds that were made during the reporting period. Alternatively, you may choose to disclose political expenditures from personal funds as a loan on Schedule E (see the Schedule E instructions above for more information). Do not enter on this schedule information about personal funds deposited in an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. (Report the deposit of personal funds into a political account as a loan on Schedule E.)

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 company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), 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.

If you intend to seek reimbursement ***in any amount*** from political contributions for a political expenditure made from personal funds, you must either report the expenditure on Schedule E or itemize the expenditure on this schedule and check the box in Section 6 to indicate that you intend to seek reimbursement from political contributions. ***You may not correct a report to allow reimbursement.*** When you reimburse yourself, disclose the reimbursement as an outgoing political expenditure on Schedule F1.

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

Itemization: If you choose to report political expenditures from personal funds on this schedule, you must itemize political expenditures paid to one individual or entity during a reporting period that in the aggregate exceed $190 on this schedule. If you made more than one expenditure to the same payee, the total of which exceeded $190, enter each expenditure separately. Although you are not required to do so, you may also report expenditures to one person that do not exceed $190 in the period on this schedule. You must total all political expenditures from personal funds that you do not itemize on this schedule and include them in the total of unitemized political expenditures on the C/OH Cover Sheet, page 2, section 17, line 3.

Officeholder expenditures from personal funds for which you do not intend to seek reimbursement are not required to be reported on this schedule or included in the total of unitemized political expenditures.

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

1 TOTAL PAGES SCHEDULE G: After you have completed Schedule G, 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. **DATE:** Enter the date the expenditure was made.

5. **PAYEE NAME:** See instructions for Schedule F1, section 7.

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

   "Reimbursement from Political Contributions Intended" box: Check this box if you intend to reimburse yourself for the expenditure. (In order to be reimbursed from political contributions in any amount for an expenditure made out of personal funds, you must itemize the expenditure on this schedule and check this box or you must report the expenditure as a loan to yourself on Schedule E.)

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

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

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

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

These instructions are for candidates and officeholders 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 you have 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 Candidates and Officeholders* for a discussion on the important restrictions on making and reporting payments from political contributions to a business in which you have an interest.

This schedule is for payments to a business in which you have 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) of a candidate or officeholder 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 your full name.

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

4. **DATE:** Enter the date you made the payment.

5. **BUSINESS NAME:** Enter the full name of the business to which you made the payment.

6. **AMOUNT:** Enter the dollar amount of the payment.

7. **BUSINESS ADDRESS:** Enter the complete address of the business to which you made the payment.

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

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

SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS

These instructions are for candidates and officeholders using SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS.

Use this schedule to disclose information about non-political expenditures from political contributions made during the reporting period. Do not enter political expenditures on this schedule. Also, do not enter non-political expenditure obligations you incurred in this reporting period but have not yet paid or non-political expenditures made by credit card. (Report unpaid incurred obligations on Schedule F2; report expenditures made by a credit card on Schedule F4.)

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 company on Schedule F1 (used for political payments from political contributions), Schedule G (used for political payments from personal funds), Schedule H (used for payments from political contributions made to a business that you own or control), 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 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. 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 your full name.

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

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

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

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

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

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

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

These instructions are for candidates and officeholders using 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 or an asset purchased with a political contribution, any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $120, and any other gain from a political contribution received during the reporting period.

Itemization: You must enter interest, credits, gains, refunds and returned contributions received during a reporting period that in the aggregate exceed $120 on this schedule. Although you are not required to do so, you may also report any credit/gain/refund, or interest that does not exceed $120 in the period on this schedule.

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 full name.

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

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

6. **ADDRESS OF PERSON FROM WHOM AMOUNT IS RECEIVED:** Enter the complete address of the person or business from whom the credit/gain/refund/returned contribution or interest 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 another candidate or political committee and was returned to you in this reporting period, check this box.

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

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

These instructions are for candidates and officeholders 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. 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 the state 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:** If you are filing with the Commission, enter your filer account number. If you do not file with the Commission, you are not required to enter a filer account number.

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 dates 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 C/OH-FR: DESIGNATION OF FINAL REPORT

These instructions are for candidates and officeholders using Form C/OH-FR: C/OH REPORT: DESIGNATION OF FINAL REPORT. A final report must include this form (Form C/OH-FR) and the CAMPAIGN FINANCE REPORT (Form C/OH) with the "Final Report" box checked on page 1, section 9. It must also include Schedules A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T, as applicable.

GENERAL INFORMATION

For filing purposes, you are a "candidate" as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate.

If you do not have an appointment of campaign treasurer on file, you may not accept ***campaign*** contributions or make ***campaign*** expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept ***officeholder*** contributions and make ***officeholder*** expenditures.

The effect of filing a final report differs depending on whether you are an officeholder at the time you file a final report.

Officeholders Filing a Final Report: You will not have to worry about surplus political funds and assets until you cease to be an officeholder. You may still be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are local officeholders who do not exceed $940 in contributions or $940 in expenditures during the reporting period.

If you cease to be an officeholder at a time when you do not have a campaign treasurer appointment on file, and you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions after filing the last required report as an officeholder, you ***must*** file an annual report of unexpended contributions not earlier than January 1 and not later than January 15 of each year following the year in which you filed the last required report as an officeholder. You may not retain these unexpended funds longer than six years after the date you ceased to be an officeholder. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide.

Non-Officeholders Filing a Final Report: You will no longer be required to file reports ***unless*** you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions. If you retain any of those items, you must file an annual report of unexpended contributions not earlier than January 1 and not later than January 15 of each year after the year in which you filed your final report. You may not retain these unexpended funds longer than six years after the date of filing a final report. For information about important restrictions regarding the use and reporting of unexpended contributions, see the Campaign Finance Guide.

COMPLETING THE FORM

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

1. **C/OH NAME:** Enter your full name.

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

3. **SIGNATURE:** You must sign this section to indicate that you understand the consequences of filing a final report.

4. **FILER WHO IS NOT AN OFFICEHOLDER:** Complete this section if you are not an officeholder at the time of filing your final report. Be sure to check the appropriate box in both sections A and B and sign on the "Signature" line.

5. **OFFICEHOLDER:** Complete this section if you are an officeholder at the time of filing your final report. You must check the box to indicate awareness of further filing requirements.

ADDITIONAL INFORMATION REGARDING EXPENDITURES

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.

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

A candidate for 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 company:

1. For the credit card charges: a $1,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Office Overhead/Rental Expense," and a description as "Campaign Office Supplies." In Section 9 of the schedule, the box for "Political" is also checked. The candidate also reports the $500 expenditure on the "Expenditures Made by Credit Card" Schedule and identifies the sign company as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Signs." In Section 9 of the schedule, the box for "Political" is also checked.

2. For the payment to the credit card company: a $1,500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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."

3. Both $1,500 amounts reported on each schedule will also be 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 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 a payment from his personal funds account to pay the $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 company:

1. For the credit card charge: a $3,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Materials." In Section 9 of the schedule, the box for "Political" is also checked.

2. For the payment to the credit card company: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card company 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.

3. Both $3,000 amounts reported on each schedule will also be 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 uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, 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. A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

2. 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 company, 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 company:

1. A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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 company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, 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. A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

2. 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 company, the 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 company was made:

1. A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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.

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." The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement 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." The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement 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 method for the purpose of this expenditure is by selecting the "travel out of district" category and completing the "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." The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement 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 statement 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 statement 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 statement 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 brief statement is “meeting to discuss campaign/officeholder issues.”

EXAMPLES: REPORTING EXPENDITURES FROM PERSONAL FUNDS

This list is for illustrative purposes only. It is intended to provide helpful information and to assist filers in reporting expenditures from personal funds.

If you intend to seek reimbursement of any amount from political contributions for a political expenditure made from your personal funds, you must report the expenditure in one of three ways. 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 from personal funds.

Method #1: Itemize the expenditure on the "Political Expenditures Made from Personal Funds" schedule (Schedule G) and check the box to indicate that you intend to seek reimbursement from political contributions. You may not correct a report to allow reimbursement without subjecting yourself to a possible penalty. When you reimburse yourself, which could be months or years later, report the reimbursement on the "Political Expenditures" schedule (Schedule F1).

> **Example:** On December 1, 2007, Candidate A spends $500 of her own personal funds to purchase political advertising signs. She reports the expenditure to the vendor on Schedule G and checks the box to indicate that reimbursement is intended. One year later, Candidate A reimburses herself from political contributions. She reports the reimbursement on Schedule F1. Candidate A is the payee and the purpose of the expenditure is to reimburse herself for a political expenditure made from personal funds on December 1, 2007.

If you intend to seek reimbursement from political contributions for a political expenditure of any amount made from personal funds, you must itemize the expenditure on Schedule G.

Method #2: Report the political expenditures made from your personal funds as a loan to your campaign on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, F4, or H as appropriate). Do NOT report political expenditures made from the loan on Schedule G.

The amount you report as a loan in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $100,000 loan to your campaign if the amount actually spent from personal funds in the reporting period was $5,000. When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1.

> **Example:** In one reporting period, Candidate B spends $5,000 of his own personal funds to purchase political advertising materials. He spends $3,000 at Business One and $2,000 at Business Two. He reports the expenditures as a $5,000 loan on Schedule E and then itemizes each of the two expenditures as a political expenditure on Schedule F1. A year later, Candidate B reimburses himself from political contributions by disclosing the reimbursement on Schedule F1. He reports the reimbursement on Schedule F1. The payee in this instance is Candidate B, the category of the expenditure is "Loan Repayment/Reimbursement," and "political expenditure made from personal funds reported as a loan" is an acceptable brief description.

Method #3: Deposit personal funds in an account in which your political contributions are maintained and report that amount as a loan on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan as if they were made from political funds (report on Schedules F1, F2, F3, or H as appropriate). When you reimburse yourself, which could be months or years later, report the reimbursement on the Schedule F1. The reimbursement may not exceed the amount reported as a loan. Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction.)

> **Example:** In one reporting period, Candidate C opens a campaign bank account and deposits $5,000 of her own personal funds into the account. She makes one $3,000 expenditure for political advertising. Candidate C has no other activity in the reporting period. She reports the $5,000 as a loan on Schedule E, itemizes the $3,000 expenditure for the political advertising on Schedule F1, and includes the remaining $2,000 on her contributions maintained at the end of the reporting period total. A year later, Candidate C reimburses herself from political contributions by disclosing the reimbursement on Schedule F1. The payee in this instance is Candidate C, the category of expenditure is "Loan Repayment/Reimbursement," and "political expenditure made from personal funds reported as a loan" is an acceptable brief description.

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 – You will simply itemize the payment (if over the $190 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 – You will 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 – You will 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.

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

Report of Direct Campaign Expenditures:ATX.1
COVERSHEET

1 INDIVIDUAL OR ORGANIZATION NAME	TITLE; FIRST; MI LAST; SUFFIX	PAGE # ACCOUNT #
		OFFICE USE ONLY
2 INDIVIDUAL OR ORGANIZATION ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE ☐ (CHECK IF FILER'S HOME ADDRESS)	Date Received Receipt # HD / PM Amount
3 INDIVIDUAL FILER EMPLOYER & OCCUPATION	FILER OCCUPATION FILER EMPLOYER	Date Processed
4 COMMITTEE TREASURER NAME	TITLE; FIRST; MI; LAST; SUFFIX	Date Imaged
5 COMMITTEE TREASURER ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	
6 MEMO		

SAMPLE

Expenditure

FORM ATX1EXPEND

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX1EXPEND:

4 MEMO		
5 PAYEE NAME	LAST FIRST MI	
6 PAYEE ADDRESS	Payee address; apartment/suit#; City; State; Zip Code	
7 EXPENDITURE DETAILS	**(a)** Category	**(b)** Description
	(c) Date	**(d)** Amount ($)
8 Complete ONLY if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

Expenditure

FORM ATX1EXPEND

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX1EXPEND:

4 MEMO		
5 PAYEE NAME	LAST FIRST MI	
6 PAYEE ADDRESS	Payee address; apartment/suit#; City; State; Zip Code	
7 EXPENDITURE DETAILS	**(a)** Category	**(b)** Description
	(c) Date	**(d)** Amount ($)
8 Complete ONLY if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

Expenditure

FORM ATX1EXPEND

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX1EXPEND:

4 MEMO		
5 PAYEE NAME	LAST FIRST MI	
6 PAYEE ADDRESS	Payee address; apartment/suit#; City; State; Zip Code	
7 EXPENDITURE DETAILS	**(a)** Category	**(b)** Description
	(c) Date	**(d)** Amount ($)
8 Complete ONLY if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

Contribution

FORM ATX1CONTRIB

The Instruction Guide explains how to complete this form.

1 Total pages Schedule ATX1:

2 FILER NAME

3 Filer ID (Ethics Commission Filers)

4 MEMO

5 Date

6 Full name of contributor ☐ out-of-state PAC (ID#:_____)

7 Contributor address; City; State; Zip Code

8 Amount of Contribution ($)

9 Principal occupation / Job title (See Instructions)

10 Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

Date

Full name of contributor ☐ out-of-state PAC (ID#:_____)

Contributor address; City; State; Zip Code

Amount of Contribution ($)

Principal occupation / Job title (See Instructions)

Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributo is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

Report of Direct Campaign Expenditures:
ATX.1
AFFIDAVIT

This information serves as the electronic signature of the person legally responsible for filing this report.

I swear or affirm under penalty of perjury that each direct campaign expenditure was made without prior consent, cooperation, strategic communication, consultation, or sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between an affected candidate, the candidate's campaign staff, the candidate's campaign committee, or an agent or employee of the candidate or the committee, and the person making the expenditure, or that person's agent or employee.

I further swear or affirm under penalty of perjury that this Report of Direct Campaign Expenditures is in all things true and correct and fully shows all information required to be reported by me pursuant to City Code Section 2-2-32.

Signature of Filer

SAMPLE

Report of Direct Campaign Expenditures: Schedule ATX.1

(Previously "Independent Expenditures not by a Candidate")

Instruction Guide

This report must be filed by persons (as defined in § 2-2-2(17) of the City Code, which includes corporations and political committees) **other than a candidate or a candidate's campaign committee**, who make one or more direct campaign expenditures in a City election that in the aggregate meet or exceed $500.

A **direct campaign expenditure** is an expenditure for an electioneering communication or for express advocacy, as defined in City Code Section § 2-2-31, that is made:

1. independently of any candidate and any candidate's campaign committee;
2. without prior consent, cooperation, strategic communication, or consultation between:
   (a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or candidate's campaign committee; and
   (b) the person or entity making the expenditure, or that person's agent or employee; and
3. without prior sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between:
   (a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or any candidate's campaign committee; and
   (b) the person or entity making the expenditure, or that person's agent or employee.

An individual or organization must file this report with the Office of the City Clerk each time the aggregate $500 expenditure threshold is met. The filing of one **Schedule ATX.1: Report of Direct Campaign Expenditures** does not excuse the filing of a subsequent report each time this threshold is met.

The deadlines for timely filing of this report are:

1. If the expenditure is made before the 60th day before the date of the election, no later than the fifth business day after the date of the expenditure.
2. If the expenditure is made on or after the 60th day before the date of the election and before the ninth day before the date of the election, no later than the second business day after the date of the expenditure.
3. If the expenditure is made on or after the ninth day before the date of the election, no later than 5 p.m. on the first business day after the date of the expenditure.

Note that the City of Austin's requirement for reporting direct campaign expenditures does not supersede, modify or replace any reporting requirements established by the Texas Ethics Commission (TEC). Individuals, committees, or corporations who file an **ATX.1: Report of Direct Campaign Expenditures** with the City may be subject to additional reporting requirements established by the TEC. It is incumbent upon the filer to be aware of and comply with all reporting requirements for direct campaign expenditures established by governing bodies external to the City.

Report of Direct Campaign Expenditures: Schedule ATX.1

(Previously "Independent Expenditures not by a Candidate")

Instruction Guide

Electronic Filing of Schedule ATX.1 Data

All direct campaign expenditures disclosed on the **ATX.1: Report of Direct Campaign Expenditures** must be reported electronically. Since July 2020, the **ATX.1: Report of Direct Campaign Expenditures** have been submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at: **https://austintexas.ethicsefile.com/EthFile/**

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link: **https://cityofaustin.formstack.com/forms/campaign_finance_contact_form**

Required fields are highlighted in **red** below. Failure to complete the required field will result in an error in the E-Filing System's error check. You will not be able to file your report until all high errors have been resolved in the E-Filing System.

Page 1: Filer Information

Filer Employer and Occupation: If the filer is an individual, provide the filer's employer and occupation. *For Individuals filing an ATX.1, Filer Employer and Occupation are required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Individual or Organization Address: The mailing or street address of the individual, committee, or organization that made the direct campaign expenditure. *The Individual or Organization Address is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Committee Treasurer Name: For political committees, the full name of the committee's treasurer.

Committee Treasurer Address: For political committees, the mailing or street address of the committee's treasurer.

Expenditure Information

Provide the following information for each direct campaign expenditure.

Payee Name: The full name of the individual or name of the company, political committee, organization, or group to whom the expenditure was made. *This Payee Name is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Payee Address: The payee's street or mailing address, including city, state and zip code. *This Payee Address is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Expenditure Details

Category: The category code of goods, services, or other thing of value for which the expenditure was made. *This Expenditure Category is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Description: If the Category is "Other," a description of the goods, services, or other thing of value for which the expenditure was made.

Expenditure Amount: The amount of the expenditure. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Expenditure Date: The date on which the payment was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Candidates and/or ballot measures supported or opposed

Provide the following information for each candidate, officeholder, or ballot measure supported or opposed by each direct campaign expenditure. Filers must report at least one candidate/ballot measure supported or opposed.

Candidate's Last Name or Measure Name: For ballot measures supported or opposed, the name of each measure. For candidates or officeholders, the last name of each individual supported or opposed by the expenditure. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Candidate's First Name: The first name of each candidate or officeholder supported or opposed by the expenditure, if applicable.

Office Sought: The office sought by each candidate or officeholder supported or opposed by the expenditure, if applicable.

Office Held: The current office held by each officeholder supported or opposed by the expenditure, if applicable.

Contribution Information

Effective **September 1, 2016** information related to contributions must be reported if the individual or organization making a direct campaign expenditure has accepted a contribution during the current election reporting cycle.

For each contributor who made contributions in an aggregate amount of $500 or more during the current election reporting cycle that have not previously been reported, the following information must be provided for each accepted contribution.*

Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group who made the contribution. *The Contributor Name is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *The Contributor Address is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *The Contributor Employer and Occupation are required. A blank value in these fields will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contribution Details

Contribution Date: The date on which each contribution was accepted. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contribution Amount: The amount of each contribution. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Affidavit

1. **Affidavit:** Input your E-Filing System password and select the box next to the affidavit language, "I swear, or affirm, under penalty of perjury that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code."

* A person, as defined in City Code § 2-2-2(17), who pays for a direct campaign expenditure exclusively from a segregated bank account must only report information regarding contributions made to that segregated bank account. A segregated bank account is a bank account maintained by a person who makes one or more direct campaign expenditures, consisting of funds that were paid directly to that account by persons other than the person that controls it, and used by that person to make direct campaign expenditures. See Ordinance 20160623-020 for additional details.

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

Candidate Bundling Report: Schedule ATX.5

Attach to C/OH Coversheet

Identify each person registered or required to register under City Code, Chapter 4-8 (Regulation of Lobbyists) who is employed by, or compensated to lobby by: (1) any bundler, (2) a business association through which the bundler does business, or (3) the bundler's employer.

Lobbyist First Name	Lobbyist Last Name	Lobbyist Street Address	Lobbyist City/State/Zip

SAMPLE

Candidate Bundling Report: Schedule ATX.5

Attach to C/OH Coversheet

List each individual bundler and the contributions bundled in Sections 1-4. For additional bundlers, click "Add Another Bundler Page" below.

1 **BUNDLER NAME**	Bundler Title Bundler First Name Bundler Last Name Bundler Suffix
2 **BUNDLER ADDRESS**	Bundler Address/ PO Box Bundler Apartment or Suite Number Bundler City Bundler State Bundler Zip Code Bundler Employer Bundler Occupation
3 **AMOUNT BUNDLED**	($) Total Amount Bundled

4 Itemize each contribution bundled by the bundler listed above

Contributor Last Name	Contributor First Name	Contributor Employer and Occupation	Contribution Amount ($)	Contribution Date (yyyymmdd)	Appears on Schedule

Add Another Bundler Page

SAMPLE

Candidate Bundling Report: Schedule ATX.5

Attached to Candidate's Campaign Finance Report (C/OH)

Instruction Guide

City Code, Section 2-2-22 requires a candidate for whom a bundler has bundled contributions **to report the contributions on the candidate's Campaign Finance Report (C/OH),** that discloses the following information:

1. The name and address of each bundler who has bundled for the candidate;
2. The bundler's occupation and the name of the bundler's employer;
3. The name, address, occupation and employer of each individual contributor whose contribution was bundled by the bundler;
4. The amount contributed by each individual contributor whose contribution was bundled by the bundler;
5. The total amount the bundler has bundled for the candidate during the reporting period; and
6. The name of each person registered or required to register under Chapter 4-8 (*Regulation of Lobbyist*) who is employed by, or compensated to lobby by:
    a. The bundler;
    b. A business associated through which the bundler does business; or
    c. The bundler's employer.

Electronic Filing of Schedule ATX.5 Data

All bundled contributions disclosed on the **ATX.5: Candidate Bundling Report** must be reported electronically. Since July 2020, the **ATX.5: Candidate Bundling Report** have been submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at: **https://austintexas.ethicsefile.com/EthFile/**

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link:
https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Bundler Information

This section must to be completed for each person/bundler who has solicited and obtained campaign contributions on a candidate's behalf of $200 or more per person from five (5) or more individuals during the reporting period. (This requirement does not apply to an individual who raises $5,000 or less for a candidate through a fundraising event held at the individual's residence.) The information must include:

- The full name of the bundler.
- The bundler's street or mailing address including city, state and zip code.
- The employer and occupation of the bundler.
- The total amount of contributions bundled.
- Identification of each contribution reported on the candidate's Campaign Finance Report (C/OH) that is a part of the bundle.

Lobbyist Information

This section is to be completed for each person registered or required to register as a lobbyist under City Code, Chapter 4-8 (Regulation of Lobbyists). The information must include:

- The first and last name of the lobbyist.
- The lobbyist's street address, city, state, and zip code.

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

Pre-Election Report Candidates and Officeholders:ATX.7 COVERSHEET

1 Filer ID	(Ethics Commission Filers)	**2** Total pages filed:
3 CANDIDATE / OFFICEHOLDER NAME	MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX	**OFFICE USE ONLY** Date Received
4 CANDIDATE / OFFICEHOLDER MAILING ADDRESS ☐ Change of Address	ADDRESS / PO BOX; APT / SUITE #; CITY; ZIP CODE	Date Hand-delivered or Date Postmarked Receipt # Amount Date Processed Date Imaged
5 CAMPAIGN TREASURER NAME	MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX	
6 CAMPAIGN TREASURER ADDRESS (Residence or Business)	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE	
7 OFFICE INFORMATION	OFFICE HELD (if any)	**12** OFFICE SOUGHT (if known)

SAMPLE

Contribution

FORM **COHATX7CONTRIB**

1 FILER NAME	2 Filer ID (Ethics Commission Filers)	3 Total pages Schedule COHATX7CONTRIB:

4 Date	5 Full name of contributor ☐ out-of-state PAC (ID#:_____)	7 Amount of Contribution ($)	8 In-kind contribution
	6 Contributor address; City; State; Zip Code		

9 Principal occupation / Job title (See Instructions)	10 Employer (See Instructions)

Date	Full name of contributor ☐ out-of-state PAC (ID#:_____)	Amount of Contribution ($)	In-kind contribution
	Contributor address; City; State; Zip Code		

Principal occupation / Job title (See Instructions)	Employer (See Instructions)

Date	Full name of contributor ☐ out-of-state PAC (ID#:_____)	Amount of Contribution ($)	In-kind contribution
	Contributor address; City; State; Zip Code		

Principal occupation / Job title (See Instructions)	Employer (See Instructions)

Date	Full name of contributor ☐ out-of-state PAC (ID#:_____)	Amount of Contribution ($)	In-kind contribution
	Contributor address; City; State; Zip Code		

Principal occupation / Job title (See Instructions)	Employer (See Instructions)

Date	Full name of contributor ☐ out-of-state PAC (ID#:_____)	Amount of Contribution ($)	In-kind contribution
	Contributor address; City; State; Zip Code		

Principal occupation / Job title (See Instructions)	Employer (See Instructions)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributo is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

Loans

FORM COHATX7LOAN

1 FILER NAME	**2** Filer ID (Ethics Commission Filers)	**3** Total pages Schedule COHATX7LOAN:
3 LOAN DATE		
4 LOAN AMOUNT		
LOAN DATE		
LOAN AMOUNT		
LOAN DATE		
LOAN AMOUNT		

SAMPLE

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

Expenditure

FORM **COHATX7EXPEND**

1 FILER NAME	**2** Filer ID (Ethics Commission Filers)	**3** Total pages Schedule COHATX7EXPEND:
4 Date	**5** Payee name	
6 Amount ($)	**7** Payee address; City; State; Zip Code	
8 PURPOSE OF EXPENDITURE	**(a)** Category	**(b)** Description
Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category	**(b)** Description
Date	Payee name	
Amount ($)	Payee address; City; State; Zip Code	
PURPOSE OF EXPENDITURE	**(a)** Category	**(b)** Description

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

Pre-Election Report Candidates and Officeholders

AFFIDAVIT

This information serves as the electronic signature of the person legally responsible for filing this report.

By signature below, I swear or affirm under penalty of perjury that the Pre-Election Report filed with this signature is in all things true and correct and fully shows all information required to be reported by me pursuant to City Code Section 2-2-29 for the reporting period indicated.

Signature of Filer

SAMPLE

Form Instructions
Pre-Election Report - Candidates and Officeholders
Form ATX.7COH

The Pre-Election Report by Candidates and Officeholders must be completed by any candidate who accepts contributions that total more than $10,000; makes loans from personal funds to the candidate's campaign totaling more than $10,000; or makes expenditures from personal funds in support of the campaign totaling more than $10,000 during the period beginning the 9th day before the date of an election and ending at 5p.m. on the day before the date of an election. The report must be filed with the City Clerk no later than 11:59 p.m. on the first business day after each date that one or more of the above reporting thresholds are met.

Electronic Filing of ATX.7COH Data

The Pre-Election Report by Candidates and Officeholders must be reported electronically. Since July 2020, the **Pre-Election Report – Candidates and Officeholders Form ATX.7COH** have been submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at:
https://austintexas.ethicsefile.com/EthFile/

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link:
https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Required fields are highlighted in **red** below. Failure to complete the required field will result in an error in the E-Filing System's error check. You will not be able to file your report until all high errors have been resolved in the E-Filing System.

The Pre-Election Report by Candidates/Officeholders consists of a coversheet and three individual schedules:

- ATX.7E: Loans Made from Personal Funds
- ATX.7G: Expenditures Made from Personal Funds
- ATX.7A: Pre-Election Report of Contributions

Form Instructions
Pre-Election Report - Candidates and Officeholders
Form ATX.7COH

ATX.7COH Coversheet Filer Information

Filer Address: The filer's full mailing or street address including city, state, and zip code.

Campaign Treasurer Name: The full name of the filer's campaign treasurer.

Campaign Treasurer Address: The mailing or street address of the filer's campaign treasurer, including city, state, and zip code.

Reporting Period: The date on which the reporting period for this period starts, and the date on which the reporting period for this report ends. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Office Information: The office currently sought and/or the office currently held by the filer, if applicable.

ATX.7A Contribution Information

For each contribution accepted by the filer during the reporting period, the following information must be provided.

Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *If the contribution amount is $200 or more, the Contributor Employer and Occupation field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contribution Details: For each contribution, the following information must be provided:

a. Contribution Date: The date on which the contribution was accepted. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Contribution Amount: The amount of the contribution, or the market value of an in-kind contribution. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

c. In-Kind contribution Description: For an in-kind contribution, a description of the contribution.

Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Form Instructions
Pre-Election Report - Candidates and Officeholders
Form ATX.7COH

ATX.7E Loans from Personal Funds

For each loan made from personal funds by the filer to his or her campaign during the reporting period, the following information must be provided.

Loan Date: The date on which the loan was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Loan Amount: The principal amount of the loan. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

ATX.7G Expenditures Made from Personal Funds

For each expenditure from personal funds made by the filer during the reporting period, the following information must be provided.

To report a Direct Campaign Expenditure as defined in City Code 2-2-31, use form ATX.1: Repot of Direct Campaign Expenditures.

Payee Name: The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Payee Address: The payee's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Expenditure Details: For each expenditure, the following information must be provided:

Expenditure Date: The date on which the payment was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Expenditure Amount: The amount of the payment. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Category: The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Description: If the Category is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.

ATX.7COH Affidavit

Affidavit: Input your E-Filing System password and select the box next to the affidavit language.

☐ Office Use Only

Pre-Election Report
Political Committees
Form ATX.7PAC

Use this form to report contributions received and expenditures made between the 9th day before the Election and the day before the Election that have met the monetary thresholds identified in City Code 2-2-29. For detailed instructions on how to complete this form, see the **Pre-Election Report: Political Committees Instruction Guide**

1 **COMMITTEE NAME**	Committee Name*
2 **COMMITTEE ADDRESS**	Address/ PO Box; Apartment or Suite Number; City; State; Zip Code
3 **COMMITTEE TREASURER NAME**	Title; First Name; Middle Initial; Nickname; Last Name; Suffix
4 **COMMITTEE TREASURER ADDRESS**	Address/ PO Box; Apartment or Suite Number; City; State; Zip Code
5 **REPORTING PERIOD**	Start Date (yyyymmdd)* **THROUGH** End Date (yyyymmdd)*

* Indicates a required field

SAMPLE

Pre-Election Report
Political Committees
Form ATX.7PAC

6	
SCHEDULES ATTACHED *Check box for each form attached*	☐ Schedule ATX.7A - Pre-Election Report of Contributions ☐ Schedule ATX.7F - Pre-Election Report of Expenditures

SAMPLE

AFFIDAVIT

By signature below, I certify that the Pre-Election Report filed herewith is in all things true and correct and fully shows all information required to be reported by me pursuant to City Code, Section 2-2-29 for the reporting period indicated.

_____

Signature of Affiant

Pre-Election Report of Contributions: Schedule ATX.7A

(Attach to Form ATX.7PAC Coversheet)

Itemize each contribution in Sections 1-3.
For additional contributions, click "Add Another Contribution Page" below.

* Indicates a required field

1 **CONTRIBUTOR NAME** ☒ Contributor is an individual	Contributor Title Contributor First Name* Organization Name or Contributor Last Name, as applicable* Contributor Suffix
2 **CONTRIBUTOR ADDRESS AND EMPLOYER**	Contributor Address/ PO Box* Contributor Apartment or Suite Number Contributor City* Contributor State* Contributor Zip Code* Contributor Employer Contributor Occupation Per City Code 2-2-29(d), employer and occupation are required for individuals whose contribution is $200 or more
3 **CONTRIBUTION DETAILS**	Contribution Date (yyyymmdd)* ($) Contribution Amount* In-Kind Contribution Description, if applicable

Add Another Contribution Page

SAMPLE

Pre-Election Report of Expenditures: Schedule ATX.7F

(Attach to Form ATX.7PAC Coversheet)

Expenditure

Itemize each expenditure in Sections 1-3.
For additional expenditures, click "Add Another Expenditure Page" below.

Note: To report a Direct Campaign Expenditure as defined in City Code 2-2-31, use form **ATX.1: Report of Direct Campaign Expenditures**

* Indicates a required field

1 **PAYEE NAME** ☐ Payee is an individual	Organization Name or Payee Last Name, as applicable*
2 **PAYEE ADDRESS**	Payee Address/ PO Box* Payee Apartment or Suite Number Payee City* Payee State* Payee Zip Code*
3 **EXPENDITURE DETAILS**	Category* ($) Expenditure Amount* Description (If Category is "Other") Expenditure Date*

Add Another Expenditure Page

SAMPLE

Form Instructions
Pre-Election Report - Political Committees
Form ATX.7PAC

The Pre-Election Report by Political Committees must be completed by any political committee that accepts contributions that total more than $2,500; or makes expenditures that total more than $1,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election. The report must be filed with the City Clerk no later than 11:59 p.m. on the first business day after each date that one or both of the reporting thresholds are met.

Electronic Filing of ATX.7PAC Data

The Pre-Election Report by Political Committees must be reported electronically. Since July 2020, the **Pre-Election Report – Political Committees Form ATX.7PAC** have been submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at:
https://austintexas.ethicsefile.com/EthFile/

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link:
https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Required fields are highlighted in **red** below. Failure to complete the required field will result in an error in the E-Filing System's error check. You will not be able to file your report until all high errors have been resolved in the E-Filing System.

The Pre-Election Report by Political Committees consists of a coversheet and two Schedules:

- Schedule ATX.7A: Pre-Election Report of Contributions
- Schedule ATX.7F: Pre-Election Report of Expenditures

ATX.7PAC Coversheet Committee Information

Committee Address: The committee's street or mailing address, including city, state, and zip code.

Committee Treasurer Name: The full name of the committee's treasurer.

Committee Treasurer Address: The mailing or street address, including city, state, and zip code, of the committee's treasurer.

Reporting Period: The date on which the reporting period for this report starts, and the date on which the reporting period for this report ends. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Form Instructions
Pre-Election Report - Political Committees
Form ATX.7PAC

Schedule ATX.7A Contribution Information

For each contribution accepted by the committee during the reporting period, the following information must be provided.

Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *If the contribution amount is $200 or more, the Contributor Employer and Occupation field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contribution Details: For each contribution, the following information must be provided:

a. Contribution Date: The date on which the contribution was accepted. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Contribution Amount: The amount of the contribution, or the market value of an in-kind contribution. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

c. In-Kind Contribution Description: For an in-kind contribution, a description of the contribution.

Form Instructions
Pre-Election Report - Political Committees
Form ATX.7PAC

Schedule ATX.7F Expenditure Information

For each expenditure made by the committee during the reporting period, the following information must be provided.

To report a Direct Campaign Expenditures as defined in City Code 2-2-31, use form ATX.1: Report of Direct Campaign Expenditures.

Payee Name: The payee's full name (for individuals) or the name of the company, political committee, organization, or group (for entities). *The Payee Name field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Payee Address: The payee's street or mailing address, including city, state and zip code. *These fields are required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Expenditure Details: For each expenditure, the following information must be provided:

a. Category: The category code of goods, services, or other thing of value for which an expenditure is made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Expenditure Amount: The amount of the payment. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

c. Description: If the category code is "Other," a description of the category of goods, services, or other thing of value for which an expenditure is made.

d. Expenditure Date: The date on which the payment was made. *This field is required. A blank value in this field will result in an error in the E-Filing System's error check and you will not be able to file your report.*

ATX.7PAC Affidavit

Affidavit: Input your E-Filing System password and select the box next to the affidavit language.

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

Report of Covered Transfers Supporting Direct Campaign Expenditures: ATX.8

COVER SHEET

1 INDIVIDUAL OR ORGANIZATION NAME	TITLE; FIRST; MI LAST; SUFFIX	PAGE # ACCOUNT #
2 INDIVIDUAL OR ORGANIZATION ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE ☐ (CHECK IF FILER'S HOME ADDRESS)	
3 INDIVIDUAL FILER EMPLOYER & OCCUPATION	FILER OCCUPATION FILER EMPLOYER	
4 COMMITTEE TREASURER NAME	TITLE; FIRST; MI; LAST; SUFFIX	
5 COMMITTEE TREASURER ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	
6 MEMO		

OFFICE USE ONLY

Date Received	
Receipt #	
HD / PM	Amount
Date Processed	
Date Imaged	

SAMPLE

ATX.8 Transfers Made

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX8EXPEND:

3 MEMO		
4 RECIPIENT NAME	LAST FIRST MI	
5 RECIPIENT ADDRESS	RECIPIENT ADDRESS APARTMENT/SUITE# CITY STATE ZIPCODE	
6 TRANSFER DETAILS	**(a)** TRANSFER DATE	**(b)** TRANSFER AMOUNT ($)
	(c) PURPOSE AND DESCRIPTION OF TRANSFER	
7 Complete <u>ONLY</u> if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

ATX.8 Transfers Made

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX8EXPEND:

3 MEMO		
4 RECIPIENT NAME	LAST FIRST MI	
5 RECIPIENT ADDRESS	RECIPIENT ADDRESS APARTMENT/SUITE# CITY STATE ZIPCODE	
6 TRANSFER DETAILS	**(a)** TRANSFER DATE	**(b)** TRANSFER AMOUNT ($)
	(c) PURPOSE AND DESCRIPTION OF TRANSFER	
7 Complete <u>ONLY</u> if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

ATX.8 Transfers Made

1 FILER NAME	**2** FILER ID	**3** Total pages Schedule ATX8EXPEND:

3 MEMO		
4 RECIPIENT NAME	LAST FIRST MI	
5 RECIPIENT ADDRESS	RECIPIENT ADDRESS APARTMENT/SUITE# CITY STATE ZIPCODE	
6 TRANSFER DETAILS	**(a)** TRANSFER DATE	**(b)** TRANSFER AMOUNT ($)
	(c) PURPOSE AND DESCRIPTION OF TRANSFER	
7 Complete <u>ONLY</u> if candidate or ballot measure suported/opposed	**(a)** Candidate/Officeholder name LastName; Suffix; FirstName; Title	**(b)** Ballot measure supported/opposed (CHECK IF BALLOT MEASURE)
	(c) Office sought	**(d)** Office held

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

SAMPLE

ATX.8 CONTRIBUTIONS RECIEVED

FORM **ATX8CONTRIB**

The Instruction Guide explains how to complete this form.

1 FILER NAME			**2** Filer ID (Ethics Commission Filers)
3 MEMO			
4 Contributor Name	**5** Contributor Title; Contributor First Name; Contributor Last Name; Organization Name; Contributor Suffix		
6 Contributor Address and Employer	Contributor address; City; State; Zip Code; Apartment or Sutie Number; Contributor Employer; Contributor Occupation		
7 Contribution Details	Contribution Date		Contribution Amount($)
Contributor Name	Contributor Title; Contributor First Name; Contributor Last Name; Organization Name; Contributor Suffix		
Contributor Address and Employer	Contributor address; City; State; Zip Code; Apartment or Sutie Number; Contributor Employer; Contributor Occupation		
7 Contribution Details	Contribution Date		Contribution Amount($)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributon is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

ATX.8 CONTRIBUTIONS RECIEVED

FORM **ATX8CONTRIB**

The Instruction Guide explains how to complete this form.

1 FILER NAME			**2** Filer ID (Ethics Commission Filers)
3 MEMO			
4 Contributor Name	**5** Contributor Title; Contributor First Name; Contributor Last Name; Organization Name; Contributor Suffix		
6 Contributor Address and Employer	Contributor address; City; State; Zip Code; Apartment or Sutie Number; Contributor Employer; Contributor Occupation		
7 Contribution Details	Contribution Date		Contribution Amount($)
Contributor Name	Contributor Title; Contributor First Name; Contributor Last Name; Organization Name; Contributor Suffix		
Contributor Address and Employer	Contributor address; City; State; Zip Code; Apartment or Sutie Number; Contributor Employer; Contributor Occupation		
7 Contribution Details	Contribution Date		Contribution Amount($)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributon is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

ATX.8 CONTRIBUTIONS RECIEVED

FORM ATX8CONTRIB

The Instruction Guide explains how to complete this form.

1 FILER NAME			**2** Filer ID (Ethics Commission Filers)
3 MEMO			
4 Contributor Name	**5** Contributor Title; Contributor First Name; Contributor Last Name; Organization Name; Contributor Suffix		
6 Contributor Address and Employer	Contributor address; City; State; Zip Code; Apartment or Sutie Number; Contributor Employer; Contributor Occupation		
7 Contribution Details	Contribution Date		Contribution Amount($)

ATTACH ADDITIONAL COPIES OF THIS SCHEDULE AS NEEDED

If contributon is out-of-state PAC, please see instruction guide for additional reporting requiremetns.

SAMPLE

Report of Covered Transfers Supporting Direct Campaign Expenditures Declaration:

AFFIDAVIT

This information serves as the electronic signature of the person legally responsible for filing this report.

By signature below, I swear or affirm under penalty of perjury that the Report of Covered Transfers Supporting Direct Campaign Expenditures filed with this signature is in all things true and correct and fully shows all information required to be reported by me pursuant to City Code Section 2-2-34.

Signature of Filer

SAMPLE

Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8

Instruction Guide

This report must be filed by persons (as defined in § 2-2-2(17) of the City Code, which includes corporations and political committees) who make one or more covered transfers in a City election that in the aggregate meet or exceed $500. This reporting requirement only applies to covered transfers made by the filer on or after February 1, 2017.

A **covered transfer** is any contribution by a person to another person if the first person:

1. designates, requests, or suggests that the contribution be used for:
    a. direct campaign expenditures (as defined in § 2-2-31(A) of the City Code); or
    b. making a transfer to another person for the purpose of making or paying for direct campaign expenditures;
2. made the contribution in response to a solicitation or other request for a contribution for:
    a. the making of or paying for direct campaign expenditures; or
    b. making a contribution to another person for the purpose of making or paying for direct campaign expenditures; or
3. engaged in discussions with the recipient of the contribution regarding:
    a. the making of or paying for direct campaign expenditures; or
    b. making a contribution to another person for the purpose of making or paying for direct campaign expenditures.

A **covered transfer** does not include:

1. a contribution made by a person if that person prohibited, in writing, the use of that contribution for political contributions, direct campaign expenditures, or covered transfers, and if the person receiving the contribution did not use the contribution for political contributions, direct campaign expenditures, or covered transfers;
2. a contribution made by a person in a commercial transaction in the ordinary course of any trade or business conducted by that person;
3. a contribution made by a person in the form of an investment made by that person; or
4. a contribution made by a person who has not received a contribution from another person during the current election reporting cycle.

An individual or organization must file this report with the Office of the City Clerk each time the aggregate $500 covered transfer threshold is met. The filing of one **Schedule ATX.8: Report of Covered Transfers Supporting Direct Campaign Expenditures** does not excuse the filing of a subsequent report each time this threshold is met.

The deadlines for timely filing of this report are:

1. If the transfer is made before the 60th day before the date of the election, no later than the fifth business day after the date of the transfer.
2. If the transfer is made on or after the 60th day before the date of the election and before the ninth day before the date of the election, no later than the second business day after the date of the transfer.
3. If the transfer is made on or after the ninth day before the date of the election, no later than 5 p.m. on the first business day after the date of the transfer.

Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8

Instruction Guide

Note that the City of Austin's requirement for reporting covered transfers does not supersede, modify or replace any reporting requirements established by the Texas Ethics Commission (TEC). Individuals, committees, or corporations who file an **ATX.8: Report of Covered Transfers Supporting Direct Campaign Expenditures** with the City may be subject to additional reporting requirements established by the TEC. It is incumbent upon the filer to be aware of and comply with all reporting requirements for direct campaign expenditures established by governing bodies external to the City.

Electronic Filing of Schedule ATX.8 Data

All covered transfers supporting direct campaign expenditures disclosed on the **ATX.8: Report of Covered Transfers Supporting Direct Campaign Expenditures** must be reported electronically. Since July 2020, the **ATX.8: Report of Covered Transfers Supporting Direct Campaign Expenditures** have been submitted to the City Clerk using the City of Austin Electronic Filing System, called the E-Filing System, located at:
https://austintexas.ethicsefile.com/EthFile/

To gain access to the E-Filing System, a filer must fill out and submit the Campaign Finance Contact Form. The form can be filled out and submitted online by the following link:
https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Required fields are highlighted in **red** below. Failure to complete the required field will result in an error in the E-Filing System's error check. You will not be able to file your report until all high errors have been resolved in the E-Filing System.

Filer Information

Filer Employer and Occupation: If the filer is an individual, provide the filer's employer and occupation. *For Individuals filing an ATX.8, Filer Employer and Occupation are required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Individual or Organization Address: The mailing or street address of the individual, committee, or organization that made the covered transfer. *The Individual or Organization Address is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Committee Treasurer Name: For political committees, the full name of the committee's treasurer.

Committee Treasurer Address: For political committees, the mailing or street address of the committee's treasurer.

Information Regarding Transfers Made

Provide the following information for each transfer of funds (covered transfer) made by the filer.

Recipient Name: The full name of the individual or name of the company, political committee, organization, or group to whom the transfer was made. *A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Recipient Address: The recipient's street or mailing address, including city, state, and zip code. *The Recipient Address is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Transfer Details

a. Transfer Date: The date on which the transfer was made. *This field is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Transfer Amount: The amount of the transfer. *This field is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

c. Purpose and Description: A brief explanation of the purpose and description of the transfer made. *The Purpose and description are required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Candidates and/or ballot measures supported or opposed

If known, provide the following information for each candidate, officeholder, or ballot measure supported or opposed by the intended direct campaign expenditure.

a. Candidate's Last Name or Measure Name: For ballot measures supported or opposed, the name of each measure. For candidates or officeholders, the last name of each individual supported or opposed by the intended expenditure.

b. Candidate's First Name: The first name of each candidate or officeholder supported or opposed by the intended expenditure, if applicable.

c. Office Sought: The office sought by each candidate or officeholder supported or opposed by the intended expenditure, if applicable.

d. Office Held: The current office held by each officeholder supported or opposed by the intended expenditure, if applicable.

Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8

Instruction Guide

Information Regarding Contributions Received

Under certain circumstances, a filer who reports a covered transfer must also include information in the report regarding contributions received by the filer. This reporting requirement only applies to contributions received by the filer on or after February 1, 2017.

A filer is required to report contribution information only if the filer has received $500 or more in contributions in aggregate from a particular contributor during the current election reporting cycle, which is the two-year period beginning on the date following the most recent City general election. If the $500 aggregate threshold is met for a particular contributor at the time that a filer reports a covered transfer, then the filer must include the following information regarding each contribution received from that contributor in the report, subject to certain exceptions and other criteria which are set forth in more detail in City Code § 2-2-34(C)(8). **If the $500 contribution threshold is not met for any contributor, then leave this page blank.**

Contributor Name: The contributor's full name (for individuals) or the name of the company, political committee, organization, or group who made the contribution. *The Contributor Name is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Address: The contributor's street or mailing address, including city, state, and zip code. *The Contributor Address is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contributor Employer and Occupation: If the contributor is an individual, provide the contributor's employer and occupation. *The Contributor Employer and Occupation are required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Contribution Details

a. Contribution Date: The date on which each contribution was accepted. *This field is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

b. Contribution Amount: The amount of each contribution. *This field is required. A blank value will result in an error in the E-Filing System's error check and you will not be able to file your report.*

Declaration

Declaration: Input your E-Filing System password and select the box next to the declaration language.

REPORTS WITH SPECIFIC DEADLINES			
DUE DATE	**REPORT/FORM NAME**	**PERIOD COVERED**	**NOTES**
Wednesday, July 15, 2022	**July 15th - Semi-Annual Report** **Candidate/Officeholder Campaign Finance Report - Form C/OH** **Must be filed electronically at:** **https://austintexas.ethicsefile.com/EthFile/**	From: January 1, 2022, or the date of campaign treasurer appointment, or the day after the date the last report ended. To: June 30, 2022	**Since July 15, 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically.** **This form is required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** **https://cityofaustin.formstack.com/forms/campaign_finance_contact_form** **Texas Ethics Commission – Instruction Guide:** https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf **Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA:** **https://www.ethics.state.tx.us/data/forms/coh/cta.pdf** **Required by Tex. Election Code Sec. 254.093 and Sec. 1.006** **ATX 5 -Bundling Report must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of $200 or more per person from five or more individuals during the reporting period. This Report must be filed electronically with the C/OH Form. Required by City Code 2-2-22.**

Saturday, July 23, 2022 – Monday, August 22, 2022 (at 5:00pm) **The first day to file in person is Monday, July 25, 2022**	**Application for place on the Ballot** Provided by the Office of the City Clerk.	N/A	**Deadline to submit the application is the 78th day prior to election day at 5:00 p.m.** NOTE: A candidate must have filed a campaign treasurer appointment prior to filing an application for a place on the ballot. Please note that Regular business hours for the Office of the City Clerk are Monday - Friday, 8 a.m. to 5 p.m. The filing location is the Office of the City Clerk located at 301 W. Second Street, Austin, Texas 78701; Fax number (512) 974-2374. Please note the following: the deadline for filing the voluntary "campaign contract" delineated in City Code 2-2-11 is "the earlier of (1) 30 days after he or she becomes a candidate under the Texas Election Code [§§ 141.031, 141.040 and Chapter143]; or (2) the date the candidate files for a place on the ballot." For additional information, please refer to the Texas Election Code and the City Clerk's document entitled "Candidate and Officeholder Brochure on Campaign Finance.
Monday, August 29, 2022 Candidates only – Incumbents are not required to refile.	**Statement of Financial Information (SFI) (City Form)** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**From: January 1, 2021** **To: December 31, 2021**	This form is due not later than five working days after the deadline for filing for their respective offices. Incumbents are not required to file. Required by City Code, 2-7-74 **This form is required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form

Monday, September 12, 2022 Candidates only – Incumbents are not required to refile.	**Personal Financial Statement (PFS)** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**From: January 1, 2021** **To: December 31, 2021**	This form is due by the 20th day after the deadline for filing an application for a place on the ballot. The Deadline for filling an application is Aug. 22, 2022. **Since July 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Required by Texas Government Code, Sec. 572.021, Sec 572.026, 572.029; Tex. Local Gov't Code Sec.145.004 (a)-(c).
Tuesday, October 11, 2022	**30th Day Pre-Election Report** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**From: July 1, 2022,** or **From:** The date of campaign treasurer appointment, or the day after the date the last report ended. **To: September 29, 2022** The end date is the 40th day before the election.	**Since July 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Must be filed by "opposed" candidates if the candidate did not choose the modified reporting schedule or choose the modified reporting schedule but then exceeded the threshold before the 30th day before the election. Tex. Election Code § 254.064.

			Texas Ethics Commission – Instruction Guide: https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf **Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA:** https://www.ethics.state.tx.us/data/forms/coh/cta.pdf Required by Texas Government Code Sec. 254.093 and Sec. 1.006 **ATX 5 -Bundling Report must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of $200 or more per person from five or more individuals during the reporting period. This Report must be filed electronically with the C/OH Form.** Required by City Code 2-2-22.
Monday, October 31, 2022	**8th Day Pre-Election Report** **Candidate/Officeholder Campaign Finance Report - Form C/OH** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**From: July 1, 2022,** or The date of campaign treasurer appointment, or the day after the date the last report ended. **To: Saturday, October 29, 2022** The end date is the 10th day before the election. The deadline falls on a weekend, therefore the deadline moves to Monday, October 31.	**Since July 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Must be filed by "opposed" candidates if the candidate did not choose the modified reporting schedule or choose the modified reporting schedule but then exceeded the threshold before the 8th day before the election. Tex. Election Code § 254.064. **Texas Ethics Commission – Instruction Guide:** https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf

			Must have filed an Appointment of a Campaign Treasurer By a Candidate Form CTA: https://www.ethics.state.tx.us/data/forms/coh/cta.pdf Required by Texas Government Code Sec. 254.093 and Sec. 1.006 **ATX 5 -Bundling Report must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of $200 or more per person from five or more individuals during the reporting period. This Report must be filed electronically with the C/OH Form.** Required by City Code 2-2-22.
Monday, October 31, 2022 thru Monday, November 7, 2022 As required during the period of the 9th day before the election.	**ATX- Pre-Election Report (ATX7) Candidates and Officeholders** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**October 30 thru November 7, 2022**	**Since July 2020 filing deadline all ATX Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Must be filed by any candidate who accepts contributions that total more than $10,000; loans from personal funds that total more than $10,000; expenditures from personal funds that total more than $10,000 during the reporting period. City Code § 2-2-29(A).

Monday, October 31, 2022 thru Monday, November 7, 2022 As required during the period of the 9th day before the election.	**ATX- Pre-Election Report (ATX7) Political Action Committees** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	**October 30 thru November 7, 2022**	**Since July 2020 filing deadline all ATX Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Must be filed by any political action committee who accepts contributions that total more than $2,500; or makes expenditures that total more than $1,000 during the reporting period. City Code § 2-2-29(D).

ADDITIONAL REPORTS THAT MAY BE REQUIRED			
DUE DATE	**REPORT/FORM NAME**	**PERIOD COVERED**	**NOTES**
Requirement: file before accepting campaign contributions or authorizing campaign expenditures before submitting a filing. This form is also used if you are planning to change your Campaign Treasurer. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.	**Appointment of a Campaign Treasurer (CTA)** https://www.ethics.state.tx.us/data/forms/coh/cta.pdf **Amended Appointment of a Campaign Treasurer (ACTA)** https://www.ethics.state.tx.us/data/forms/coh/acta.pdf	Required before receiving contributions. If you are a candidate (a person who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed. If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the start date for your first report will be the date you took office.	Note: If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers. Please note the following: the deadline for filing the voluntary "campaign contract" delineated in City Code 2-2-11 is "the earlier of (1) 30 days after he or she becomes a candidate under the Texas Election Code [§§ 141.031, 141.040 and Chapter 143]; or (2) the date the candidate files for a place on the ballot." For additional information, please refer to the Texas Election Code and the City Clerk's document entitled "Candidate and Officeholder Brochure on Campaign Finance.

Due 48 hours after exceeding the $500 limit	**<u>Exceeded $500 Limit Report</u>** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	The **start** date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The **end** date is the day you exceeded the $500 limit for contributions or expenditures.	**Since July 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $500 in contributions or $500 in expenditures in connection with the election must file this Exceeded $500 Limit report within 48 hours after exceeding the $500 limit. The candidate must meet this deadline even if it falls on a weekend or a holiday. **Texas Ethics Commission – Instruction Guide:** https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf **ATX 5 -Bundling Report must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of $200 or more per person from five or more individuals during the reporting period. This Report must be filed electronically with the C/OH Form.** Required by City Code 2-2-22.
There is not a fixed deadline for this report. Required when a Candidate/Officeholder does not expect to accept any further campaign contributions or to make any further campaign expenditures	**<u>Candidate/Officeholder Campaign Finance Report (Contribution and Expenditure Form): Final Report</u>** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/	The **start** date is the day after the last day covered by your last required report. The **end** date is the day the final report is filed	**Since July 2020 C/OH Report all Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number**

			for the electronic filing system please submit the campaign finance contact form: https://cityofaustin.formstack.com/forms/campaign_finance_contact_form A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. It is required when a Candidate/Officeholder does not expect to accept any further campaign contributions; make any further campaign expenditures; or expects no reportable activity in connection with the candidacy. Tex. Election Code §254.065(a). To file a Final Report, you must complete the "C/OH CAMPAIGN FINANCE REPORT" (Form C/OH), check the "final" box in section 9 on the Cover Sheet, and complete and attach the "C/OH REPORT: DESIGNATION OF FINAL REPORT" (Form C/OH-FR). **Texas Ethics Commission – Instruction Guide:** https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide22.pdf **ATX 5 -Bundling Report must be filed for each person/bundler who has solicited and obtained campaign contributions on behalf of the filer of $200 or more per person from five or more individuals during the reporting period. This Report must be filed electronically with the C/OH Form.** Required by City Code 2-2-22.
1. If the expenditure is made before the 60th day before the date of the election, the report must be filed with the City Clerk no later than the fifth business day after the date of the expenditure. 2. If the expenditure is made on or after the 60th day before the date of the election and before the 9th day before the date of the election, the report must be filed	**Report of Direct Campaign Expenditures: Schedule ATX.1** This report is for persons (including corporations and political committees) other than candidates or campaign committees who made direct campaign expenditures exceeding $500 in the aggregate for the purpose of promoting the election or defeat of any candidate or the passage or defeat of any ballot measure		**Since July 2020 filing deadline all ATX Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:**

no later than the second business day after the date of the expenditure. 3. If the expenditure is made on or after the 9th day before the date of the election, the report must be filed no later the first business day after the date of the expenditure.	Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/		https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Required by City Code, Section 2-2-32(C)
1. If the transfer is made before the 60th day before the date of the election, the report must be filed with the City Clerk no later than the fifth business day after the date of the transfer. 2. If the transfer is made on or after the 60th day before the date of the election and before the 9th day before the date of the election, the report must be filed no later than the second business day after the date of the transfer. 3. If the transfer is made on or after the 9th day before the date of the election, the report must be filed no later the first business day after the date of the transfer.	**Report of Covered Transfers Supporting Direct Campaign Expenditures: Schedule ATX.8** Must be filed electronically at: https://austintexas.ethicsefile.com/EthFile/		**Since July 2020 filing deadline all ATX Campaign Finance Reports will be required to be filed electronically per instructions by the City Clerk's Office. Instructions for using the City of Austin Electronic Filing Application are available from the City Clerk's Office. Please contact the City Clerk's Office at 512-974-2210 for more information about the electronic filing system.** **To request an account and user identification number for the electronic filing system please submit the campaign finance contact form:** https://cityofaustin.formstack.com/forms/campaign_finance_contact_form Required by City Code, Section 2-2-34

SPECIFIC-PURPOSE ACTION COMMITTEE

SPAC

NON-JUDICIAL

FILING INFORMATION

SPAC: Manage My Profile – Maintain Addresses

This screen displays a table with the address information currently on file with the City of Austin, Electronic Filing System (COA-EFS) for your filer account. You should file a campaign treasurer appointment (Form STA) with the City of Austin and the current treasurer's address information and assistant treasurer's address information, if applicable, is also displayed. *Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.*

When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form ASTA) with the City of Austin. You may provide up to three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any. To add a new address, click the Add button located below the list.

Addresses on SPAC Reports: The addresses marked with an asterisk (*) in the address table on this screen will be entered on the reports you file using this filing application. The address you enter as the **Filer Mailing Address** will be used for the "Committee Address" on the Cover Sheet of your reports. The address you enter as the **Treasurer Street Address** will be used for the "Campaign Treasurer Street Address" and the **Treasurer Mailing Address** will be used for the "Campaign Treasurer Mailing Address" on the Cover Sheet of your reports.

Filer/Treasurer/Chair: This column displays the person for which the address applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A specific-purpose committee that files with the City of Austin is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant

treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer. (Specific-purpose committees *who file only with a local authority may not* appoint an assistant campaign treasurer.)

Chair: Not applicable for SPAC.

Address Type: This column displays the general type of address: **Mailing, Street,** or **Other.** You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Address, City, State: These columns display the information on file for the address type.

Action: This column shows the action(s) applicable for the address type:

Mailing: To change a Mailing address, click the **Edit** button. To remove a Treasurer Mailing address, click the **Delete** button. (Note: The Filer Mailing Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Street: This is the residential or business street address. To change a Street address, click the **Edit** button. To remove a Street address, click the **Delete** button. (Note: The Treasurer Street Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Other: This is an optional address you may provide as back-up contact information. To change this address, click the **Edit** button. To remove this address, click the **Delete** button. To add a new address, click the **Add** button located below the list.

SPAC: Manage My Profile – Address Entry

Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.

When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form ASTA) with the City of Austin. You may provide up to

three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any.

Editing an Address:

Filer/Treasurer/Chair *(Display Only):* This information may not be edited. The person (Filer, Treasurer, or Assistant Treasurer) whose address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address Type *(Display Only):* This information may not be edited. The general type (Mailing, Street, or Other) of the address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the displayed person and address type. If you are entering a Mailing address, use the Street Address 1 field to enter a P.O. Box.

Adding an Address:

Filer/Treasurer/Chair: Only valid choices are shown in the drop-down list. If your committee does not have an assistant campaign treasurer on file, then you will not see Assistant Treasurer as a valid choice. Select the type of person for which the address you are adding applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A specific-purpose committee that files with the City of Austin is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer. (Specific-purpose committees who file only with a local authority may not appoint an assistant campaign treasurer.)

Chair: Not applicable for SPAC.

Address Type: Only valid choices (address types not currently on file) are shown in the drop-down list as available to add. You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Mailing: This is the mailing address.

Street: This is the residential or business street address.

Other: This is an optional address you may provide as back-up contact information.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the selected person and address type. If you are entering a mailing address, use the Street Address 1 field to enter a P.O. Box.

SPAC: Manage My Reports

Click on the Start a New Report button to start a new report for an upcoming deadline. Based on several factors (including today's date, your filing records in the COA-EFS database, and the filing schedule), the filing application will suggest the next report it appears you are required to file. Then you will have the opportunity to start the suggested report or start a different report by clicking on the Other Report Options button.

Other Report Options:

• Start a Corrected Report: Selecting this option and clicking the **Start Report** button will return you to the Reports page, where you can find the original report you need to correct under Filed Reports and click on the Correct/Update button.

• Start a Dissolution Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "Dissolution Report" selected, where you can enter the period covered and then continue the report.

• Start a 10 Day After Treasurer Termination Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "10 Day After Treasurer Termination Report " selected, where you can enter the period covered and then continue the report. For more information, see Report Types.

• Start a Different Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with no report type selected, where you can choose the report type and enter the period covered and then continue entering the report.

In-Progress Reports shows you the following information about the report(s) you have started in the COA-EFS filing application but ***have not yet filed:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding an In-Progress Report. Click on the **Continue Working** button to go to the report's Worksheet Summary and enter activity on the applicable schedules.

You may also click on the **Print** button to print a copy of an in-progress report in PDF format or click on the **Delete** button to delete an in-progress report. *Note:* If you click "Delete" you will be asked "Are you sure?" and have a chance to confirm your action. If you click "yes" to confirm, the entire report will be deleted and unrecoverable.

You may also click on the **Upload File** button if you entered your contribution or expenditure data in a separate spreadsheet and need to upload the file into

an in-progress report in the COA-EFS filing application. For more information, see the Import/Export Guide.

Missing/Late Reports shows you the following information about the report(s) that, according to COA-EFS records, you ***were required to file with the COA-EFS by a certain deadline but have not yet filed. Note:*** You may be subject to a late-filing penalty (late fine) for a required report that is not filed by the filing deadline.

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Missing/Late Report. Click on the **Start Report** button to start a missing report. Once you start the report, the action button will be disabled but the report will continue to display in your Missing/Late Reports list until you file the missing report. If you start the report and need more than one entry session to complete and file it, a copy of the report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

Filed Reports shows you the following information about the report(s) you ***have successfully filed with the COA-EFS:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also

search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Filed Report. You may click on the **Print** button to print a copy of the filed report in PDF format.

If you discover an error or omission in a filed report, you may click on the **Correct/Update** button to start a Corrected Report. Once you start a Corrected Report, that action button will be removed but the original report will continue to display in your Filed Reports list. If you start a Corrected Report and need more than one entry session to complete and file it, the Corrected Report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

SPAC: Cover Sheet – Report Type & Period Covered

What kind of report do you want to file? (Report Type): You can only select one of these report types for this report. If you need to file more than one of these report types, you must file each as a separate report. You can select one of the following report types as a stand-alone report or in combination with the "Dissolution" or "10th Day After Campaign Treasurer Termination" reports below, if applicable. Read the information concerning each of the report types. Select the radio button for the report type that applies to the event for which you are filing.

January 15th Semiannual Report: All specific-purpose committees must file a semiannual report. A report filed with the COA-EFS is due by midnight Central Time on the January 15th due date.

July 15th Semiannual Report: All specific-purpose committees must file a semiannual report. A report filed with the COA-EFS is due by midnight Central Time on the July 15th 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. (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.) The report is due no later than 30 days before the election and must be received by the appropriate filing authority no later than the report due date. A report filed with the COA-EFS is due by midnight Central Time on the due date.

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. (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.) If your committee filed the "30th Day Before Election Report," then your committee must file this report. The report is due no later than 8 days before the election and must be received by the appropriate filing authority no later than the report due date. A report filed with the COA-EFS is due by midnight Central Time on the due date.

Exceeded $500 Limit Report: Specific-purpose committees that chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $500 in contributions or $500 in expenditures in connection with the election must file this Exceeded $500 Limit report within 48 hours after exceeding the $500 limit.

Runoff Report: Specific-purpose committees that are supporting or opposing a candidate in a runoff election and 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 and must be received by the appropriate filing authority no later than the report due date. A report filed with the COA-EFS is due by midnight Central Time on the due date.

Less Commonly Filed Reports: These reports are only required if you meet certain criteria. You can select one of the following report types as a stand-alone report or in combination with one of the reports listed above, if

applicable. Select the radio button for one of these less commonly filed reports only if the report type applies to the event for which you are filing.

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. 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. (In this case, the Dissolution report serves as the treasurer's termination report.)

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 is filed. If the termination takes place on the last day of a reporting period and the proper report for that period is filed, no separate termination report is required.

Other Reports: These other reports are only required in certain circumstances and cannot be combined with other report types. Read the information concerning each of the report types. Select the radio button for one of these other reports only if the report type applies to the event for which you are filing.

For the City of Austin reporting requirements go to
http://austintexas.gov/page/campaign-finance-forms

Period Covered: The filing application will calculate the period covered for your report based on the report type you select. You can modify the start and end dates as long as your modified start date does not precede the filing application calculated start date and your modified end date does not extend past the filing application calculated end date. If you need to report activity outside of the filing application calculated date range for this report, you will need to file multiple reports.

A reporting period includes the Start date and the End date. The report due date will be after the end of the period. Generally, a report picks up where the last report left off and there should be no gaps or overlapping periods.

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

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

July 15th Semiannual Report Period: The start date is January 1 or the day after the last day covered by your committee's last required report, whichever is later. If this is the first report your committee has filed, please see the "First Reports" section above. The ending date is June 30.

30th Day Before Election Report Period: The start date is the day after the last day covered by your committee's last required report. If this is the first report your committee has filed, please 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 Period: The start date is the 39th day before the election if your committee was required to file a 30th Day Before Election Report. If your committee was not required to file the 30th Day Before Election Report, the start date is the day after the last day covered by your committee's last required report. If this is the first report your committee has filed, please 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 $500 Limit Report Period: (This report is only required for specific-purpose committees who selected the modified reporting schedule but exceeded the $500 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 $500 limit for contributions or expenditures. (See "Exceeded $500 Limit Report" in the "Report Type" section above for more information.)

Runoff Report Period: 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 Period: 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 Period: 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.

SPAC: Cover Sheet – Election Information

Election Information: *(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 does 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 this 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: Indicate the type of election that most accurately describes the election for which this report is filed.

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 vote necessary to be elected in an election requiring a majority vote.

Special – An election that is neither a general election nor 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.

SPAC: Cover Sheet – Committee Purpose

Committee Purpose: Your specific-purpose committee is required to 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.

Changing Status? Sometimes a specific-purpose political committee (SPAC) 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 (GPAC). Tell Me More About Committees Changing Status

Subject: Select whether your committee's activity relates to a candidate, officeholder, or measure. You may add more than one subject entry for your committee.

Purpose: Indicate whether your committee supported or opposed the candidate or measure. *Note:* If Officeholder is selected, the purpose of "assist" will always be selected. You may add more than one purpose entry for your committee.

Candidate or Officeholder Information: *(These fields will be activated only if "Candidate" or "Officeholder" is selected for the Subject of your committee's activity.)*

Candidate or Officeholder Name (First, Last, Title, Suffix, or Nickname): Enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (Title and Nickname are optional).

Office Sought or Held: Enter the office sought by the candidate or the office held by the officeholder, as applicable.

Measure Information: *(These fields will be activated only if "Measure" is selected for the Subject of your committee's activity.)*

Measure/Ballot ID: 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 of Measure: Enter a short description of the ballot measure.

SPAC: Worksheet Summary

Worksheet Summary is a new page in the filing application designed to help you keep track of the schedules required for this report and the activity you enter. If you indicated by answering "Yes" on the previous **Reporting Period Activities** screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Return to Cover Sheet button: Click on this button to go to the beginning of this report's **Cover Sheet** (report type and period covered). You may also go to the cover sheet by clicking on the link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Walk me through all schedules button: Click on this button to be guided through a series of questions to determine whether or not your committee may have activity to disclose on a report schedule. This option takes you through ALL the schedules in the report from beginning to end. During the walk-through, any schedules that you choose to "work on this later" will be flagged with a check mark in the **Work on Later** column on the **Worksheet Summary** screen.

Report Totals button: Click on this button to go to this report's **Subtotals** and **Totals** pages, where you can view the calculated totals of activity entered in this report and enter lump sum totals for unitemized contributions, pledges, loans, and expenditures.

Upload File button: Click on this button to import your contribution and expenditure data into the filing application.

Worksheet Summary Grid: The reporting schedules/categories are organized into three main areas:

• Incoming Funds – any money coming into your committee's political account(s);

• Outgoing Funds – any payments going out of your committee's political account(s); and

• Additional Activity – other types of activity, such as non-monetary (in-kind) contributions, pledged contributions, or unpaid incurred expenditure obligations.

Under each main area, the information is displayed in the following columns:

Category: This column displays the name and letter code of each schedule/category you may possibly need for this report. (For example, the name of the first schedule is Monetary Political Contributions and the letter code for that schedule is A1.) If you indicated on a previous screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Walk Thru: Click this link to be guided through a series of questions to help you determine whether or not your committee may have activity to disclose on a particular report schedule. This option allows you to walk-through a single schedule only. During the walk-through, if you choose to "work on this later" the schedule will be flagged with a check mark in the Work on Later column.

Count: This column keeps a running tally and displays the number of transactions you have entered and saved for a particular schedule/category.

Sub-Total: This column displays the total amount of transactions you have entered and saved plus any lump sum total you entered on the **Schedule Subtotals** page for a particular schedule/category.

Action: To begin entering activity for a particular schedule/category, click on "Start" in this column. After you have saved your first transaction, the link that you click on changes to "Continue" in this column.

Work on Later: If you choose to do a "walk thru" of all schedules or one particular schedule, any schedules that you choose to "work on this later" will be flagged with a check mark in this column. Once you enter and save data

on a checked schedule, the check mark will be removed; but remember, you can always enter information on any category/schedule, as needed, until you file the report.

SPAC: Schedule A1

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming ***monetary*** contributions on Schedule A1. (Non-monetary (in-kind) contributions are now entered on Schedule A2.)

Schedule A1 is used to itemize incoming monetary political contributions that exceed $50 from one person during the reporting period. If your committee accepted other types of incoming funds (such as loans or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Notice to Candidates and Officeholders: If committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. *NOTE:* Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. A specific-purpose committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1, C2, and D. If a committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

Contributions List: After you enter and save your first contribution, the filing application will begin a list of all contributions entered on Schedule A1 for this

report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out-of-state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee *accepted* the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the amount of the contribution.

Itemize box: Checking this box indicates that this contribution will be itemized on Schedule A1. The automatic default is to itemize. Your committee is required to itemize contributions that exceed $50 in the aggregate from a single contributor. If your committee accepted two or more monetary contributions from the same person, the total of which exceeds $50, enter each contribution separately and be sure the box is checked for each entry.

Contributions of $50 or less. Although you are not required to do so, you may also itemize on Schedule A1 monetary contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize monetary contributions of $50 and less on Schedule A1, you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule A1.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation/Job Title: A committee that supports or opposes a candidate for or assists a holder of a city office or legislative office must disclose the principal occupation or job title of an individual from whom the committee accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Employer: A committee that supports or opposes a candidate for or assists a holder of a city office or a legislative office must disclose the employer of an individual from whom the committee accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

SPAC: Schedule C1

Enter only incoming **monetary** corporate or labor organization contributions on Schedule C1. (Non-monetary (in-kind) corporate or labor organization contributions are now entered on Schedule C2).

Schedules C1 and C2 are only for specific-purpose committees that support or oppose measures *exclusively.* Such committees also use Schedule D to disclose corporate or labor organization pledged contributions. If a committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

Schedule C1 is used by political committees that support or oppose measures exclusively to itemize all monetary political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization monetary contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds (such as loans or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contributions List: After you enter and save your first corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule C1 for this report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the amount of the contribution.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all contributions from corporations and labor organizations, regardless of the amount. If your committee accepted two or more contributions from the same corporate contributor, enter each contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

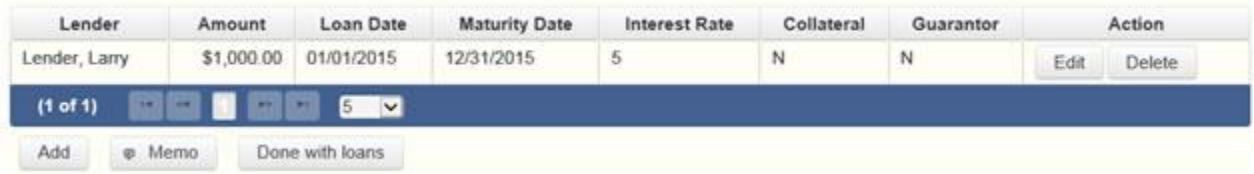
Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

SPAC: Schedule E

Schedule E is used to itemize loans made for political purposes by financial institutions or individuals. You must itemize all loans that your committee accepted during the reporting period from financial institutions regardless of the amount. Additionally, you must itemize loans exceeding $50 from one person that your committee accepted during the reporting period.

NOTE: Only a specific-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution.

Loans List: After you enter and save your first loan, the filing application will begin a list of all loans entered on Schedule E for this report. The list will display columns showing pertinent information for each loan:



Lender	Amount	Loan Date	Maturity Date	Interest Rate	Collateral	Guarantor	Action
Lender, Larry	$1,000.00	01/01/2015	12/31/2015	5	N	N	Edit Delete

(1 of 1) 5

Add Memo Done with loans

The loans list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered loan. To enter a new loan, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding loan(s) entered on this schedule.

Loan Date: Enter the date your committee accepted the loan.

Maturity Date: Enter the maturity date of the loan.

Loan Amount: Enter the principal amount of the loan.

Itemize box: Checking this box indicates that this loan will be itemized on Schedule E. The automatic default is to itemize. Your committee is required to itemize all loans from financial institutions, regardless of the amount. Additionally, you must itemize loans exceeding $50 from one person that you accepted during the reporting period. If you accepted two or more loans from the same person, the total of which exceeds $50, enter each loan separately.

Loans of $50 or less from persons other than financial institutions: Although you are not required to do so, you may itemize on this schedule loans from persons other than financial institutions that do not exceed $50 for the reporting period. If you do not itemize loans of $50 and less from persons other than financial institutions on Schedule E, you must total all such loans and enter the lump sum total on the Schedule Subtotals page of this report.

Interest Rate: Enter the interest rate of the loan.

From Individual or Entity? Indicate whether the lender is an individual or an entity.

Loans from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of lender.)*

Is the Lender an out-of-state PAC? Check this box only if the lender is an out-of-state political committee (PAC). Certain restrictions apply to contributions (including loans) 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted loans from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you

must timely file a paper copy of the required information at the time you file your electronic report.

Lender Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the lender is an entity, enter the full name of the entity.

Lender Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that made the loan.

Was collateral used for this loan? If there is no collateral for this loan, click on NO. If there is collateral for this loan, click on YES and describe the collateral in the Collateral Description box.

Is this a guaranteed loan? If there are no guarantors for this loan, click on NO. If there are one or more guarantors, click on YES. This will activate the button labeled **“Enter Guarantor(s)"** at the bottom of the screen. Click on that button to enter guarantor information.

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 under “Enter Guarantor(s)" on Schedule E, and not on the contributions schedule.

Is this loan from a financial institution?

(This field will be activated only if "Entity" is selected for the type of lender.) If your committee accepted a loan from a corporation that has been legally engaged in the business of making loans for more than one year, click on YES. If the loan was from any other source, click on NO.

NOTE: A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Only a specific-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.

Lender Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of lender.)*

Lender Principal Occupation: A committee that supports or opposes a candidate for or assists an officeholder of a city office in the executive branch or a legislative office must disclose the principal occupation or job title of each individual from whom the committee has accepted a loan (including a pledge of a loan) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Lender Employer: A committee that supports or opposes a candidate for or assists an officeholder of a city office in the executive branch or a legislative office must disclose the full name of the employer of each individual from whom the committee has accepted a loan (including a pledge of a loan) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

SPAC: Schedule E – Guarantor Entry

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 here under "Guarantor Information" on Schedule E, and not on the contributions schedule.

Guaranteed Amount: Enter the dollar amount of the loan that the guarantor has agreed to guarantee.

From Individual or Entity? Indicate whether the guarantor is an individual or an entity.

Name of Guarantor (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that guaranteed the loan. If the guarantor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the guarantor is an entity, enter the full name of the entity.

Guarantor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that guaranteed the loan.

Guarantor Principal Occupation: *(This field will be activated only if "Individual" is selected for the type of guarantor.)* Enter the principal occupation of the guarantor.

Guarantor Employer: *(This field will be activated only if "Individual" is selected for the type of guarantor.)* Enter the employer of the guarantor.

SPAC: Schedule K

Investments purchased with political contributions, which were previously disclosed on Schedule K, are now disclosed on the new Schedule F3 (Purchase of Investments from Political Contributions).

Political contributions that your committee previously made to a candidate, officeholder, or another political committee and were returned to your committee are now disclosed on Schedule K. (Returned contributions were previously disclosed on Schedule J, which is no longer available.)

Schedule K is used to itemize the following types of incoming funds that your committee received during the reporting period:

• Any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, the amount of which exceeds $100;

• Any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $100;

• Any other gain from a political contribution, the amount of which exceeds $100; and

• Any political contributions previously made to a candidate, officeholder, or another political committee that were returned to your committee during the reporting period. *NOTE:* Contributions returned to your committee *must be itemized regardless of the amount of the contribution*.

Although you are not required to do so, you may also itemize on Schedule K any credit, gain, refund, or interest that does not exceed $100. Contributions returned to your committee must be itemized regardless of the amount of the contribution. Unlike other schedules, you are NOT required to enter a lump sum total of unitemized Schedule K activity on the **Schedule Subtotals** page of this report.

Credits List: After you enter and save your first credit/gain/refund/returned contribution or interest, the filing application will begin a list of all credits/gains/refunds/returned contributions or interest entered on Schedule K

for this report. The list will display columns showing pertinent information for each credit/gain/refund/returned contribution or interest:

The credits list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit/gain/refund/returned contribution or interest. To enter a new credit/gain/refund/returned contribution or interest, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding any credit/gain/refund/returned contribution or interest entered on this schedule.

From Individual or Entity? Indicate whether the person or business from whom the credit/gain/refund/returned contribution or interest was received is an individual or an entity.

Credit Date: Enter the date the credit/gain/refund/returned contribution was received or the interest was earned, as applicable.

Credit Amount: Enter the exact dollar amount of the credit/gain/refund/returned contribution or interest.

Itemize box: The automatic default is to itemize. You are required to itemize contributions returned to your committee, regardless of the amount of the contribution. You are also required to itemize any other credit, gain, refund, or interest that exceeds $100. If your committee received two or more credits, gains, refunds, or interest from the same person, the total of which exceeded $100, enter each credit, gain, refund, or interest separately.

Credit/Gain/Refund/Interest of $100 or less. Although you are not required to do so, you may also itemize on Schedule K a credit, gain, refund, or interest that does not exceed $100 for the reporting period. All such credits entered here will be itemized and appear on Schedule K.

Name of Person from whom Amount is Received (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom the credit/gain/refund/returned contribution or interest 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.

Address of Person from whom Amount is Received (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom the credit/gain/refund/returned contribution or interest was received.

Purpose for which amount 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 this incoming credit/gain was originally made by your committee in the form of a political contribution to a candidate, officeholder, or another political committee and was returned to your committee in this reporting period, check this box. *NOTE:* Contributions returned to your committee *must be itemized regardless of the amount of the contribution.*

SPAC: Schedule F1

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only outgoing political ***payments*** made from political contributions on Schedule F1. (Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2).

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee uses political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F1 is used to itemize outgoing political payments made from political contributions that exceed $100 to one individual or entity during the reporting period. If your committee had other types of outgoing funds or activity (such as investment purchases or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the

applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Important Restrictions Regarding The Use Of Political Funds To Rent Or Purchase Real Property

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Political Expenditures List: After you enter and save your first political expenditure, the filing application will begin a list of all political expenditures entered on Schedule F1 for this report. The list will display columns showing pertinent information for each payee:

The political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide

additional explanation regarding expenditure payment(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are now entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: Checking this box indicates that this payment will be itemized on Schedule F1. The automatic default is to itemize. Your committee is required to itemize payments that exceed $100 (in the aggregate) to a single payee. If your committee made two or more political payments to the same payee, the total of which exceeded $100, enter each payment separately and be sure the box is checked for each entry.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F1 political payments to a single payee that do not exceed $100 for the reporting period. If you do not itemize payments of $100 and less on Schedule F1, you must total all such political payments and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such payments here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F1.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the committee activity conducted by making the political payment. 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. State whether the expenditure was 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.

Expenditure For Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule H

Schedule H is used to itemize outgoing payments from political contributions that your specific-purpose committee made to a business in which a candidate supported by your committee or an officeholder assisted by your 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;

3) a position as an officer of the business.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee uses political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Itemize such payments on this Schedule H and not on Schedule F1 (used for monetary political expenditure payments). If your committee had other types of outgoing funds or activity (such as investment purchases, other political expenditures, or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Important Restrictions Regarding Payments To A Business Of The Candidate Or Officeholder

Payment from Political Contributions to Business of C/OH List: After you enter and save your first payment, the filing application will begin a list of all payments entered on Schedule H for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Printing Expense	H	Printing Company	$1,000.00	02/05/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The payments from political contributions to a business of C/OH list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered payment. To enter a new payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding payment(s) entered on this schedule.

Expense Date: Enter the date your committee made the expenditure payment.

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: The box is always checked on this schedule. You are required to itemize payments from political contributions that your committee made to a business in which a candidate or officeholder supported or assisted by your committee has an interest of more than 10%, a position on the governing body, or a position as an officer, regardless of the amount. If your committee made two or more such political payments to the same payee, enter each payment separately.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

Entity Name: Enter the full name of the payee (the business in which the candidate or officeholder has a participating interest or position).

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee (the business in which the candidate or officeholder has a participating interest or position).

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the committee activity that is conducted by making the political payment. 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.

Expenditure For Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info"

button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule I

Schedule I is used to itemize outgoing non-political payments made from political contributions, regardless of the amount. If your committee had other types of outgoing funds or activity (such as political expenditures, investment purchases, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

NOTE: 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 and *should not* be disclosed on Schedule I. Remember that you may not convert political contributions to personal use.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Payments to a Business of Candidate or Officeholder: Do not report on this schedule non-political expenditures from political contributions that your specific-purpose committee 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 types of expenditures on Schedule H. See the Schedule H Page Help for more information about these types of expenditures.

Non-Political Expenditures List: After you enter and save your first non-political expenditure, the filing application will begin a list of all non-political expenditures entered on Schedule I for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Action
Other	I	Payee, Paul	$1,000.00	01/01/2015		Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The non-political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Non-political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are disclosed on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: This box is always checked on this schedule. You are required to itemize all non-political expenditures from political contributions regardless of the amount. If your committee made two or more non-political payments to the same payee, enter each payment separately.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the payment is made. If none of the listed categories apply, select "Other" and enter your own category. Remember, as a practical matter, very few expenditures made from political contributions are non-political expenditures.

Description: Enter a brief statement or description of the committee activity conducted by making the payment. 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.

SPAC: Schedule F3

Schedule F3 is a new schedule used to disclose information about investments of over $100 purchased by your committee with political contributions. Prior to January 1, 2015, this activity was disclosed on Schedule K (used for other incoming funds earned or returned to your committee's political account).

Schedule F3 is used to itemize any investment your committee purchased with political funds during the reporting period, the amount of which exceeds $100. If your committee had other types of outgoing funds or activity (such as political expenditures from political funds or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Purchased Investments List: After you enter and save your first investment purchased with political contributions, the filing application will begin a list of all purchased investments entered on Schedule F3 for this report. The list will display columns showing pertinent information for each payee:

The purchased investments list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered investment purchased with political contributions. To enter a new purchased investment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding purchased investment(s) entered on this schedule.

From Individual or Entity? Indicate whether the person from whom your committee purchased the investment is an individual or an entity.

Expense Date: Enter the date your committee purchased the investment.

Expense Amount: Enter the amount paid for the investment.

Itemize box: The box is always checked on this schedule. You are required to itemize investments that exceed $100. If your committee made two or more payments to the same payee to purchase an investment, the total of which exceeded $100, enter each payment separately.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F3 a political payment to purchase an investment that does not exceed $100 for the reporting period. All such payments entered here will be itemized and appear on Schedule F3.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom your committee purchased the investment. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom your committee purchased the investment.

Description: Enter a brief statement or description of the investment (for example, “ten shares of stock in ABC Company”).

SPAC: Schedule A2

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming ***non-monetary (in-kind)*** contributions of goods, services, or other thing of value on Schedule A2. (Monetary contributions are now entered on Schedule A1.)

Schedule A2 is used to itemize incoming non-monetary (in-kind) political contributions of goods, services, or other thing of value that exceed $50 from one person during the reporting period. If your committee accepted other types of incoming funds or activity (such as pledges, monetary contributions, corporate or labor organization contributions or support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from your committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person your committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. Only a specific-purpose committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1, C2, and D. If a

committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

Contribution of Personal Services or Travel: 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.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) contribution, the filing application will begin a list of all contributions entered on Schedule A2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out-of-state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee *accepted* the non-monetary (in-kind) contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: Checking this box indicates that this in-kind contribution will be itemized on Schedule A2. The automatic default is to itemize. You are required to itemize contributions that exceed $50 (in the aggregate) from a single contributor. If your committee accepted two or more contributions from the same person, the total of which exceeds $50, enter each contribution separately and be sure the box is checked for each entry

Contributions of $50 or less. Although you are not required to do so, you may also itemize on Schedule A2 non-monetary (in-kind) contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize in-kind contributions of $50 and less on Schedule A2, you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such in-kind contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule A2.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation / Job Title: A committee that supports or opposes a candidate for or assists an officeholder of a city office or legislative office must report the principal occupation or job title of an individual from whom the committee accepted contributions (including pledges) of $500 or more during

the reporting period. In other circumstances, filers are not required to report this information but may do so.

Employer: A committee that supports or opposes a candidate for or assists an officeholder of a city office or a legislative office must report the employer of an individual from whom the committee accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule B

As always, you must disclose a pledge on Schedule B in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, you must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary contributions), as applicable, in the reporting period in which your committee actually receives 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 supporter promises that he will give a committee $1,000 in the last week before the November election. The committee accepts his promise. The committee must disclose the pledge on its July 15 report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which it 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.)

Schedule B is used to itemize pledges (monetary or in-kind) that exceed $50 from one person during the reporting period. If your committee accepted monetary incoming funds (such as contributions, loans, or interest) or received non-monetary (in-kind) contributions, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from the committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Pledged Contributions: Do not enter on this schedule pledged contributions your committee accepted from corporations or labor organizations. Only a specific-purpose committee that *supports or opposes measures exclusively* may accept contributions from corporations or labor organizations and must report such contributions on Schedules C1, C2, and D. If a committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

Pledge of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution, the filing application will begin a list of all contributions entered on Schedule B for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered pledge. To enter new pledged contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding pledged contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor who made the pledge is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out-of-state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report it. (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.)

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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge accepted and received in the same reporting period: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 a committee $1,000 in the last week before the November election. The committee accepts his promise. The committee must disclose the pledge on its July 15 report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which it 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: Checking this box indicates that this pledge will be itemized on Schedule B. The automatic default is to itemize. You are required to itemize pledges that exceed $50 (in the aggregate) from a single contributor. If your committee accepted two or more pledges from the same person, the total of which exceeds $50, enter each pledge separately and be sure the box is checked for each entry.

Pledges of $50 or less: Although you are not required to do so, you may also itemize on Schedule B pledges that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize pledges of $50 and less on Schedule B, you must total all such pledges and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such pledges here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule B.

Contributor Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person who made the pledge. 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person who made the pledge.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation / Job Title: A committee that supports or opposes a candidate for or assists an officeholder of a city office or legislative office must report the principal occupation or job title of an individual from whom the committee accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Employer: A committee that supports or opposes a candidate for or assists an officeholder of a city office or a legislative office must report the employer of an individual from whom the committee accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledge contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule C2

Enter only incoming **non-monetary** (in-kind) corporate or labor organization contributions on Schedule C2. (Monetary corporate or labor organization contributions are now entered on Schedule C1).

Schedules C1 and C2 are only for specific-purpose committees that support or oppose measures *exclusively*. Such committees also use Schedule D to disclose corporate or labor organization pledged contributions. If a committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

Schedule C2 is used to itemize all non-monetary (in-kind) political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization non-monetary (in-kind) contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, pledges, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule C2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all non-monetary (in-kind) contributions from corporations and labor organizations, regardless of the amount. If your committee accepted

two or more in-kind contributions from the same corporate contributor, enter each in-kind contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule D

Schedule D is only for specific-purpose committees that support or oppose measures *exclusively*. Such committees also use Schedules C1 and C2 to disclose corporate or labor organization monetary and non-monetary (in-kind) contributions. If a committee supports or opposes a candidate or assists an officeholder, the committee may not accept corporate or labor organization contributions.

As always, you must disclose a corporate or labor organization pledge on Schedule D in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, 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 corporate or labor organization contributions), as applicable, in the reporting period in which your committee actually receives 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.)

Schedule D is used to itemize all pledges (monetary or in-kind) from corporations or labor organizations accepted by your committee during the reporting period. You must itemize all such corporate or labor organization pledges, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, non-monetary (in-kind) contributions, corporate or labor organization support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Pledge of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution from a corporation or labor organization, the filing application will begin a list of all contributions entered on Schedule D for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new pledges, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You

may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report 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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which your committee received the pledge.

Pledge accepted and received in the same reporting period: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 your committee 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 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all pledges from corporations and labor organizations, regardless of the amount. If your committee accepted two or more pledges from the same corporate contributor, enter each pledge separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the pledge.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the pledge.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledged contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule F2

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only expenditure obligations that your committee has ***incurred but not yet paid*** on Schedule F2. (Political expenditures that were *paid* in this reporting period are disclosed on Schedule F1. Non-political expenditures that were paid in this reporting period are disclosed on Schedule I.) Expenditures made by credit card are disclosed on schedule F4 (used for expenditures made by credit card).

Effective January 1, 2015, you must also disclose when your committee actually pays the incurred expenditure. You must disclose the outgoing payment on Schedule F1 or I, as applicable, in the reporting period in which your committee pays the expenditure.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit

card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

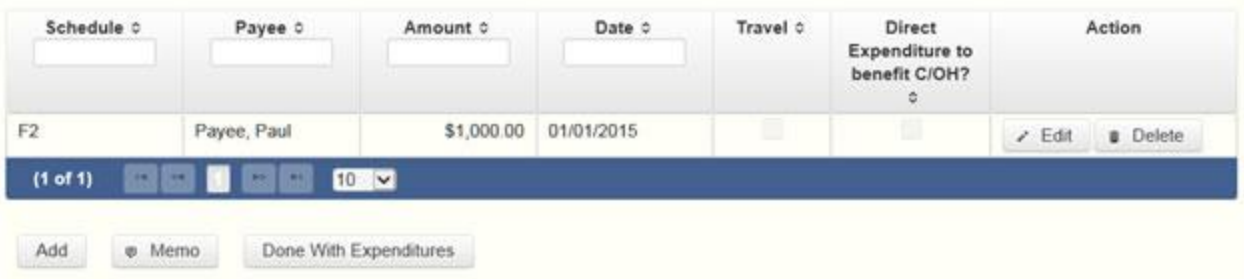
Schedule F2 is used to itemize political expenditures your committee has incurred but not yet paid that exceed $100 to one individual or entity during the reporting period. Also use this schedule to itemize any non-political expenditures your committee has incurred but not yet paid during the reporting period, regardless of the amount. If your committee had other outgoing funds (such as investment purchases or political payments from political funds), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from your committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that your committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. NOTE: Such notices are not required if your committee is the principal political committee of a political party.

Important Restrictions Regarding The Use Of Political Funds To Rent Or Purchase Real Property

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Unpaid Incurred Obligations List: After you enter and save your first unpaid incurred obligation, the filing application will begin a list of all unpaid incurred obligations entered on Schedule F2 for this report. The list will display columns showing pertinent information for each payee:



Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
F2	Payee, Paul	$1,000.00	01/01/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The unpaid incurred obligations list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered unpaid incurred obligation. To enter a new unpaid incurred obligation, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding unpaid incurred obligation(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee incurred the expenditure obligation. (Remember: Expenditure obligations your committee incurred *and paid* in this reporting period are entered on Schedule F1 or I, as applicable and expenditures made by credit card are disclosed on Schedule F4.)

Tell Me More About Incurred Expenditure Obligations

Expense Amount: Enter the amount of the incurred expenditure obligation.

Itemize box: Checking this box indicates that this incurred expenditure will be itemized on Schedule F2. The automatic default is to itemize Your committee is required to itemize incurred political expenditures that exceed $100 (in the aggregate) to a single payee. Your committee is required to itemize any non-political incurred expenditure, regardless of the amount. If your committee incurred two or more political expenditures to the same payee, the total of which exceeded $100, enter each incurred expenditure obligation separately and be sure the box is checked for each entry.

Incurred Political Expenditure Obligations of $100 or less. 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 $100 for the reporting

period. If you do not itemize incurred political expenditures of $100 and less on Schedule F2, you must total all such incurred political expenditures and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such incurred political expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F2.

Type of Expenditure: Select whether the incurred expenditure was political or non-political. ***NOTE: 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 that you may not convert political contributions to personal use.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the incurred expenditure is an officeholder expense for living in Austin, Texas.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the expenditure obligation. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Description: Enter a brief statement or description of the committee activity that is conducted by making the incurred 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. State whether the

expenditure was to support or oppose a candidate, officeholder, political party, or ballot measure, and identify the candidate, officeholder, political party, or ballot measure. If your incurred expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule F4

Schedule F4 is a new schedule used to disclose information about expenditures made by credit card. Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card company. (When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule.)

Schedule F4 is used to itemize expenditures your committee made by credit card that exceed $100 to one individual or entity during the reporting period. If your committee had outgoing funds (such as investment purchases or political payments from political funds), or obligations that your committee has incurred but not yet paid, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page. See Expenditures Made by Credit Card for more information.

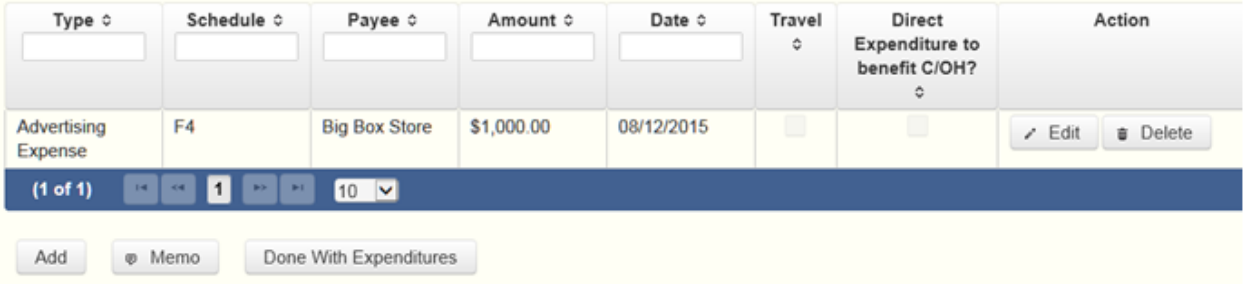
Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from your committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that your committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose

committee. NOTE: Such notices are not required if your committee is the principal political committee of a political party.

Important Restrictions Regarding The Use Of Political Funds To Rent Or Purchase Real Property

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Expenditures Made By Credit Card List: After you enter and save your first expenditure made by credit card, the filing application will begin a list of all credit card expenditures entered on Schedule F4 for this report. The list will display columns showing pertinent information for each payee:



Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Advertising Expense	F4	Big Box Store	$1,000.00	08/12/2015			Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The expenditures made by credit card list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit card expenditure. To enter a new credit card expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding credit card expenditure(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Note: Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Expense Date: Enter the date your committee made the expenditure by 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.* See Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures for more information.

Expense Amount: Enter the amount of the credit card expenditure.

Itemize box: Checking this box indicates that this credit card expenditure will be itemized on Schedule F4. The automatic default is to itemize. You are required to itemize political expenditures made by credit card that exceed $100 (in the aggregate) to a single payee. You are required to itemize any non-political expenditure made by credit card, regardless of the amount. If your committee made two or more expenditures to the same payee, the total of which exceeded $100, enter each expenditure made by credit card separately and be sure the box is checked for each entry.

Credit Card Expenditures of $100 or less. Although you are not required to do so, you may also itemize on Schedule F4 political expenditures made by credit card to a single payee that do not exceed $100 for the reporting period. If you do not itemize political expenditures made by credit card of $100 and less on Schedule F4, you must total all such credit card expenditures and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such credit card expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F4.

Check if Austin, TX officeholder living expense: For credit card expenditures made on or after July 1, 2014, check this box only if the expenditure is an officeholder expense for living in Austin, Texas.

Type of Expenditure: Select whether the credit card expenditure was political or non-political. ***NOTE: 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 that you may not convert political contributions to personal use.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the credit card expenditure. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity. ***Note:*** Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Note: Do not select “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 company. Instead, select the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

Description: Enter a brief statement or description of the committee activity that is conducted by making the credit card 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. If your credit card expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

SPAC: Schedule Subtotals

Schedule Subtotals is a new page of the reporting form intended to supplement the report totals (cover sheet, page 2). This page displays the calculated **Subtotal** for each report schedule, based on the amounts you entered on the schedule entry screen (reported itemized and reported unitemized) and any other unitemized total you enter as a lump sum amount here (user entered lump sum unitemized).

You are always required to itemize or report detailed information for contributions, expenditures, and loans over a certain monetary threshold. The thresholds vary depending on the type of activity (see "Itemization Thresholds" below). For smaller contributions, expenditures, and loans that do not exceed the threshold (in the aggregate from a single source), you may report them in one of two ways: 1) add them all together and enter the unitemized total as a lump sum; OR 2) enter the detailed information on the schedule entry screen (and choose to itemize or not).

Itemized transactions: You chose to enter the detailed information on the schedule entry screen AND the "itemize" box is checked. The filing application calculates the sum of the entries for each schedule and the amount is displayed in the **Reported Itemized** column for the applicable schedule.

Unitemized transactions: Depending on your choice of entry, your unitemized transactions are shown under one of the following columns:

Reported Unitemized – You chose to enter the detailed information on the schedule entry screen and the "itemize" box is NOT checked. The transaction will remain unitemized, unless you manually check the "itemize" box or you enter additional transactions from/to the same source which cause the aggregate total to exceed the itemization threshold.

User Entered Lump Sum Unitemized – You chose not to enter the detailed information, but rather to enter the total of all your unitemized transactions as a lump sum for the applicable schedule. You must manually enter the lump sum total. DO NOT INCLUDE in a lump sum total any transactions for which you chose to enter detailed information.

Itemization Thresholds for Each Schedule: *To return to the instructions for each schedule, click on the applicable link.*

Monetary Political Contributions (A1) - You are not required to itemize contributions (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Monetary Contributions from Corporation or Labor Organization (C1) – *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all monetary contributions from a corporation or labor organization.

Loans (E) – You are not required to itemize loans (in the aggregate from a single source) of $50 or less from a person other than a financial institution. If not entered on this schedule, you must enter a lump sum. You must itemize all loans from a financial institution regardless of the amount.

Interest, Credits, Gains, Refunds, and Contributions Returned to Filer (K) – You are not required to itemize any credit, gain, refund, or interest (in the aggregate from a single source) of $100 or less, other than contributions returned to your committee. You must itemize all returned contributions, regardless of the amount. You are not required to enter a lump sum for this schedule.

Political Expenditures from Political Contributions (F1) – You are not required to itemize political expenditures (in the aggregate to a single payee) of $100 or less. If not entered on this schedule, you must enter a lump sum.

Payment from Political Contributions to the Business of C/OH (H) – There is no itemization threshold for this schedule. You must itemize all such payments.

Non-political Expenditures from Political Contributions (I) - There is no itemization threshold for this schedule. You must itemize all non-political expenditures from political contributions.

Purchase of Investments from Political Contributions (F3) – You are not required to itemize investments (in the aggregate from a single source) of $100 or less. You are not required to enter a lump sum for this schedule.

Non-monetary (In-kind) Political Contributions (A2) – You are not required to itemize contributions (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Pledged Contributions (B) – You are not required to itemize pledges (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Non-monetary (in-kind) Contributions from Corporation or Labor Organization (C2) - *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all non-monetary contributions from a corporation or labor organization.

Pledged Contributions from Corporation or Labor Organization (D) - *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all monetary and non-monetary pledges from a corporation or labor organization.

Unpaid Incurred Obligations (F2) – You are not required to itemize incurred but not yet paid political expenditures (in the aggregate to a single payee) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all incurred but not yet paid non-political expenditures, regardless of the amount.

Expenditures Made by Credit Card (F4) – You are not required to itemize political expenditures made by credit card (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all non-political expenditures made by credit card, regardless of the amount.

SPAC: Out-of-State Travel Information

Non-monetary (In-kind) Contribution or Political Expenditure for Travel Outside of Texas: In addition to the required information you enter on the applicable political contribution or expenditure schedule, the description of an in-kind contribution, in-kind pledge, or political expenditure for travel outside of the state of Texas must include other detailed information. The required additional detailed information you enter on this screen will be included in your report on **Schedule T**.

Travel Information List: After you enter and save additional travel information for an in-kind contribution, in-kind pledge, or political expenditure, the filing application will begin a list of all travel information entered for each in-kind contribution, in-kind pledge, or expenditure. The filing application will

display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering detailed travel information. The list will display columns showing pertinent information for each travel entry:

Last Name	First Name	Transportation Type	Departure City	Arrival City	Departure Date	Arrival Date	Action
Candidate	Carl	Commercial Airplane	Austin	New York	03/25/2015	03/26/2015	Edit Delete

(1 of 1) 1 10

Add Memo Done With Travel

The travel information list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete previously entered travel information. To enter additional travel information for this in-kind contribution, in-kind pledge, or expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding travel information entered on this schedule.

Note: At the top of the entry screen, the filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering additional travel information. If you need to enter travel information for a different in-kind contribution, in-kind pledge, or expenditure, check the “Expenditure for Out of State travel” box on the entry screen for the in-kind contribution, in-kind pledge, or expenditure that you wish to edit, and click on the **Enter Travel Info** button that activates when you check the box.

Name of Person Traveling (First, Last, Title, Suffix): Enter the full name of the person or persons traveling on whose behalf the in-kind contribution or pledge was accepted or the expenditure was made. Enter the person's name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional).

Entering multiple persons traveling. If you need to enter multiple persons traveling for this trip, enter the name of the first person and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another person in the "Name" fields and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all persons traveling on this trip.

Transportation Type: Select the method of travel (i.e. airplane, automobile, railroad, boat, etc.). If none of the listed transportation types apply, select "Other" and enter your own transportation type.

Departure City: Enter the name of the departure city or the name of each departure location.

Entering multiple departure locations. If you need to enter multiple departure locations for this trip, enter the first location and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another departure location in the "Departure City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all departure locations for this trip.

Arrival City: Enter the name of the arrival (destination) city or the name of each destination location.

Entering multiple destination locations. If you need to enter multiple destination locations for this trip, enter the first location and complete the rest of the fields on the screen. Then select "Save and Duplicate" at the bottom of the screen, which will allow you to enter another destination location in the "Arrival City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all destination locations for this trip.

Departure Date: You are required to disclose the dates on which the travel occurred. Enter the departure date in this field.

Arrival Date: You are required to disclose the dates on which the travel occurred. Enter the arrival date in this field.

Travel Purpose: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

SPAC: Report Totals (Cover Sheet, Page 2)

You are required to include in your campaign finance report the following total amounts of contributions, expenditures, and loans:

1. Total Unitemized Political Contributions of $50 or less (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized contribution amounts shown on the Subtotals page under **Monetary Contributions (A1) and Non-Monetary (In-kind) Contributions (A2)** for:

Reported Unitemized (contributions of $50 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (contributions of $50 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

2. Total Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political contributions you accepted in the reporting period. It includes the total amount shown on Line 1 (total unitemized contributions of $50 or less) plus the total **Reported Itemized** (contributions which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Monetary Contributions (A1), Monetary Contributions from Corporation or Labor Organization (C1), Non-Monetary (In-kind) Contributions (A2), and Non-monetary (In-kind) Contributions from Corporation or Labor Organization (C2)**.

3. Total Unitemized Political Expenditures of $100 or less: *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized political expenditure amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), and Expenditures Made by Credit Card (F4)** for:

Reported Unitemized (expenditures of $100 or less in the aggregate to a payee for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (expenditures of $100 or less in the aggregate to a payee which you entered as a lump sum instead of detailing on the schedule entry screen).

4. Total Political Expenditures: *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political expenditures you made in the reporting period. It includes the total amount shown on Line

3 (total unitemized political expenditures of $100 or less) plus the total Reported Itemized (expenditures which you itemized on the schedule entry screen) amounts shown on the Subtotals page under Political Expenditures (F1), Unpaid Incurred Obligations (F2), Expenditures Made by Credit Card (F4), and Payment from Political Contributions to a Business of C/OH (H).

5. Total Political Contributions Maintained as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* 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 "0.00" if your committee does not maintain political contributions, including interest or other income earned 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.

6. Total Principal Amount of all Outstanding Loans as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* Enter the aggregate outstanding principal amount of all loans accepted for political purposes as of the last day of the reporting period. Enter "0.00" if your committee did not accept any loans during the period covered and has no outstanding loans as of the last day of the reporting period. The "total outstanding loans" must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously. (This is different from the information reported on Loans (Schedule E) Only loans accepted during the period covered by the report are entered on Schedule E.)

7. Total Unitemized Pledges: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total on Schedule B and not on Cover Sheet page 2.)* This is the sum total of the unitemized pledge amounts shown on the Subtotals page under **Pledged Contributions (B)** for:

Reported Unitemized (pledges of $50 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (pledges of $50 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

8. Total Unitemized Loans: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total on Schedule E and not on Cover Sheet page 2.)* This is the sum total of the unitemized loan amounts shown on the Subtotals page under **Loans (E)** for:

Reported Unitemized (loans of $50 or less in the aggregate from a lender (other than a financial institution) for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (loans of $50 or less in the aggregate from a lender (other than a financial institution) which you entered as a lump sum instead of detailing on the schedule entry screen).

SPAC: Report Error Check

Report Error Check is a tool to assist you in fulfilling your reporting requirements. The Error Check details errors and omissions in the data entry; it does not verify that the report has satisfied all legal requirements. You should review the applicable COA-EFS Guide and the filing application PAGE HELP to ensure that ALL required information is included before you file your report.

If the Error Check finds errors in your report, the errors will be listed for you in a table on this screen. You can also click the View as PDF button to view the error list as an Adobe Acrobat .PDF file (requires Adobe Acrobat reader or equivalent viewer to view) or click the View as Excel button to view the error list in a Microsoft Excel spreadsheet.

The errors list includes the following information:

Severity: The error records are ranked in terms of severity:

HIGH: These are major omissions in information that indicate non-compliance with certain reporting requirements (such as not entering the amount of total political contributions maintained as of the last day of the reporting period under Report Totals). This information is considered very important and you MUST CORRECT these errors in order to file the report.

LOW or MEDIUM: These are omissions or errors in other information that indicate non-compliance with certain reporting requirements (such as not entering address information for a contributor or payee). You should correct these errors to be in legal compliance with your reporting requirements. You may, however, choose to accept these errors and file the report as is. NOTE: If you file the report with errors, you could be subject to a sworn complaint for reporting violations.

Tracking Information: This column shows the transaction (contribution, loan, etc.) containing the error and other information to help you identify the transaction.

Error Record: This column shows the name of the data field containing the error and provides a link directly to the entry screen where the error is located. After correcting the error and saving the transaction, you may run the Error Check again by clicking the **Check For Errors** link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Message: This column provides a brief explanation of the required information that is missing or in error.

SPAC: Correction Affidavit

A filer who files a corrected report must submit a **Correction Affidavit**. The affidavit must identify the information that has changed. The affidavit also provides check boxes for your use in swearing to certain statutory provisions regarding the corrected report, if applicable.

Explanation of Correction: Use this box to explain why there were error(s) on the original report, what information is being corrected, and how the new information is different from the information on the original report. You may

also use this area to request a waiver or reduction of a late-filing penalty for this correction, if any, and state the basis of your request.

Sworn Statement Check Boxes: Check the box next to any and all applicable statements.

For Any Corrected Report: Check this box if you are filing this corrected report not later than the 14th business day after the date you learned that the report as originally filed is inaccurate or incomplete and any error or omission in the report as originally filed was made in good faith.

A corrected report (other than an 8th Day Before Election Report) filed with the COA-EFS after its due date is not considered late for purposes of late-filing penalties if the report meets this "14th business day in good faith" statutory provision.

A correction to an 8th Day Before Election Report must also meet the "14th business day in good faith" statutory provision; however, the corrected report could be subject to a late-filing penalty unless the report as originally filed substantially complies with the applicable law as determined by the City of Austin. The person responsible for filing the report may request a waiver or reduction of any late-filing penalty assessed.

For Corrections to Semiannual Reports: Effective September 1, 2011, a Semiannual Report (due January 15 or July 15) that is amended/corrected before the eighth day after the original report was filed is considered to have been filed on the date the original report was filed. A Semiannual Report that is amended/corrected on or after the eighth day after the original report was filed is considered to have been filed on the date the original report was filed if: (1) the amendment/correction is made before any complaint is filed with regard to the subject of the amendment/correction; and (2) the original report was made in good faith and without intent to mislead or misrepresent the information contained in the report.

Correction Tables: Any corrections made to this report are listed in a table below according to the type of correction (added, updated, or deleted). Only the applicable table(s) will display. If you make additional changes before you file the report, those changes will be reflected here.

Added Record Table: This table contains any new records you entered in this corrected report that were not previously disclosed in the original report.

Updated Record Table: This table contains any records you changed in this corrected report that were previously disclosed incorrectly in the original report.

Deleted Record Table: This table contains any records you deleted in this corrected report that were previously disclosed in error in the original report.

Each table includes columns with the following information:

Record Type and Tracking Information: Shows the type of transaction (contribution, loan, expenditure, etc.) that you added, updated, or deleted, and other information to help you identify the transaction.

Record Detail: Shows the specific data you added, updated, or deleted to help you identify the transaction.

SPAC: Dissolution Report Affidavit

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. There is not a fixed deadline for this report. A Dissolution report terminates the appointment of campaign treasurer (Form STA) and relieves the campaign treasurer of the duty to file additional reports. (In this case, the Dissolution report serves as the treasurer's termination report.) A Dissolution report does not relieve the campaign treasurer of his or her responsibility for any delinquent reports or outstanding civil penalties. ***Remember:*** A political committee may not make or authorize political expenditures or accept political contributions without having a campaign treasurer appointment (STA) on file.

Dissolution Report Affidavit: This page includes the Dissolution report affidavit language. You must agree to and acknowledge the affidavit to indicate that you understand the consequences of filing a Dissolution report. To do so, select the radio button next to the statement, "I agree to and acknowledge the above affidavit."

If your committee intends to have additional campaign activity and is not ready to file a Dissolution report, select the radio button next to the statement, "I do not agree to the above affidavit." You will have some options as to how you wish to continue:

Continue Working on a Different Report Type: *(This option is only available if you started the Dissolution report in combination with another report type.)* Selecting this option will return you to the “Cover Sheet” screen. From here, you can select “Clear This Report?” if you do not wish to file a Dissolution report at this time.

Go Back to My Reports Page: Selecting this option will return you to the “Manage My Reports” screen without creating the Dissolution report. From here, you can continue working on an in-progress report or start a new report.

Return to Dissolution Report Affidavit: Selecting this option will return you to the Dissolution Report Affidavit screen. From here, you can choose to agree to the Dissolution report affidavit in order to continue with the Dissolution report.

SPAC: Appendix

CHANGE OF STATUS

A change in political activity may mean that a political committee has changed from a specific-purpose political committee (SPAC) to a general-purpose political committee (GPAC/MPAC) or vice versa. If this happens, the committee is subject to new filing requirements.

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 COA-EFS before it may accept more than $500 in total political contributions or make more than $500 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 COA-EFS, the campaign treasurer of the new GPAC/MPAC must give notice of the change in status to the filing authority with whom 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 COA-EFS.

GPAC/MPAC becoming an SPAC. A GPAC or MPAC that chooses to limit its activities to the activities of an SPAC must file a new campaign treasurer

appointment (on Form STA) with the appropriate filing authority. See "Where to File an Appointment of Campaign Treasurer" in the PAC guide. Further, the new SPAC may not make expenditures in an election supporting or opposing a candidate for a statewide office, the State Legislature, the State Board of Education, a multi-county district office, or a judicial district office unless it has had its appointment of campaign treasurer as an SPAC on file for at least 30 days before the election.

In addition to filing a new Form STA with the appropriate filing authority, the campaign treasurer of the new SPAC must give notice to the COA-EFS of the change in status. This notice must be given to the COA-EFS no later than the due date for the next report the committee would have had to file with the City of Austin if the committee had not become an SPAC. The notice must state that the committee will file future reports as an SPAC and must identify the filing authority with which those reports will be filed.

Use Of Political Funds To Rent Or Purchase Real Property

A candidate or officeholder or a specific-purpose committee for supporting, opposing, or assisting a candidate or officeholder is prohibited from using political funds to purchase real property or to pay the interest on or principal of a note for the purchase of real property.

A candidate or officeholder a specific-purpose committee for supporting, opposing, or assisting a candidate or officeholder may not knowingly make or authorize a payment from political funds for the rental or purchase of real property from: (1) a person related to the candidate or officeholder within the second degree of consanguinity or affinity as determined under Chapter 573, Government Code; or (2) a business in which the candidate or officeholder (or a person related to the candidate or officeholder within the second degree of consanguinity or affinity) has a participating interest of more than 10 percent, holds a position on the governing body, or serves as an officer. Elec. Code § 253.038 (a-1). This restriction applies to a payment made from political funds on or after September 1, 2007, without regard to whether the payment was made under a lease or other agreement entered into before that date.

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.

Staff Reimbursement Examples:

Case #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 – You will simply itemize the payment (if over the $100 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.

Case #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 – You will 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.

Case #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 – You will 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 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement 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 method for the purpose of this expenditure is by selecting the “travel out of district” category and completing the “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.”

The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement 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 statement 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 statement 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 statement 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 brief statement is “meeting to discuss campaign/officeholder issues.”

Payments To A Business Of The Candidate Or Officeholder

A candidate or officeholder or a specific-purpose committee supporting, opposing, or assisting a candidate or officeholder is required to report payments from political funds to a business in which the candidate or officeholder has a participating interest of more than 10 percent; a position on the governing body of the business; or a position as an officer of a business.

A candidate or officeholder or a specific-purpose committee supporting, opposing, or assisting a candidate or officeholder may not make a payment to such a business if the payment is for personal services rendered by the candidate or officeholder or by the spouse or dependent child of the candidate or officeholder. (Nor may the specific-purpose committee make payments out of political contributions directly to the candidate or officeholder (or to the candidate's or officeholder's spouse or dependent children) for personal services rendered to the committee by the candidate or officeholder or by the candidate's or officeholder's spouse or dependent children.) Other payments to such a business are permissible only if the payment does not exceed the amount necessary to reimburse the business for actual expenditures made by the business. See generally Ethics Advisory Opinion No. 35 (1992).

A candidate or officeholder or a specific-purpose committee for supporting, opposing, or assisting a candidate or officeholder may not make or authorize a payment from political funds for the rental or purchase of real property from such a business. A candidate or officeholder or a specific-purpose committee for supporting, opposing, or assisting a candidate or officeholder may not knowingly make or authorize a payment from political funds for the rental or purchase of real property from: (1) a person related to the candidate or officeholder within the second degree of consanguinity or affinity as determined under Chapter 573, Government Code; or (2) a business in which the candidate or officeholder (or a person related to the candidate or officeholder within the second degree of consanguinity or affinity) has a participating interest of more than 10 percent, holds a position on the governing body, or serves as an officer. Elec. Code §253.038 (a-1). This restriction applies to a payment made from political funds on or after

September 1, 2007, without regard to whether the payment was made under a lease or other agreement entered into before that date.

Incurred Expenditure Obligations

The date of an expenditure is not necessarily the date that goods or services are received. It is the date on which you incur the obligation to make a payment, as long as the amount of the payment is "readily determinable." Generally, you know the amount of an expenditure (and therefore it is readily determinable) when the obligation is incurred, but in some cases you may not know the amount until the receipt of a periodic bill. An amount is readily determinable if the vendor can provide the amount at your request.

Example 1: On June 29th, a filer orders political signs. On July 16th, the filer receives the invoice for the signs. The date of the expenditure is June 29th, if on that date the vendor can provide the amount the filer will owe the vendor for the signs. Filers should request a vendor to provide the amount of an obligation at the time the obligation is incurred and disclose that unpaid incurred obligation on Schedule F2 in the July 15 semiannual report covering the period in which the unpaid obligation is incurred. (Note: When the filer makes the payment, he will disclose it as an outgoing payment on Schedule F1 in the report covering the period in which he pays the expenditure.)

Example 2: A filer maintains a campaign office. The filer does not know the cost of the office's June utilities until she receives the periodic monthly bill on July 16th. The filer will not disclose the expense as an unpaid incurred obligation on Schedule F2 in the July 15 semiannual report, since the amount was not readily determinable until after the end of the semiannual reporting period.

Expenditures Made by Credit Card

Beginning on September 1, 2015, all expenditures made by credit card must be reported on a new schedule: "Expenditures Made by Credit Card" Schedule (F4). This requirement applies to filers of electronic and paper campaign finance reports, including candidates, officeholders, political committees, political parties, and direct campaign expenditure filers.

When a credit card is used to make a reportable expenditure, the expenditure must be reported on the new schedule by identifying the name and address of the vendor who sold the goods or services, **NOT** the credit card company that issued the credit card. The date, amount, and purpose of the expenditure must also be disclosed, in addition to other information.

Once the credit card bill is paid, the payment must also be reported using the appropriate existing disbursement schedule (e.g., Schedule F1, Schedule G, Schedule H, or Schedule I) by identifying the credit card company that receives the payment. The date, amount, and purpose of the payment must also be disclosed, in addition to other information.

Please see the following examples of reporting expenditures made by credit card:

Example 1: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in the Same Reporting Period:

A candidate for *non-judicial* office uses her credit card to buy $1,000 in campaign office supplies from an office store. During the same reporting period, the candidate makes a payment from her political contributions account to pay the $1,000 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 she made the credit card charge and sent the payment to the credit card company:

- For the credit card charge: a $1,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Office Overhead/Rental Expense," and a description as "Campaign Office Supplies." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $1,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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 campaign office supplies."

- Both $1,000 amounts reported on each schedule will also be included in the appropriate 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 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 a payment from his personal funds account to pay the $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 company:

- For the credit card charge: a $3,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Materials." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card company 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.

- Both $3,000 amounts reported on each schedule will also be 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 uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, 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:

- A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

- 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 company, 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 company:

- A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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."

- 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 company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, 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:

- A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

- 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 company, the 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 company was made:

- A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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."

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.

SPAC: Glossary

A

Accepting a Contribution: A political committee must report contributions that the committee has accepted. Receipt is different from acceptance. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received. (A decision to accept a contribution made during the period covered by a Legislative Special Session report must be made by the third day after the contribution is received.)

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.

B

C

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.

D

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 made 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 your committee made an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

E

F

Financial Institution: A corporation that has been legally engaged in the business of making loans for more than one year.

Full Name of the Contributor: Texas law does not allow anonymous contributions. Even if you do not itemize a contribution, you must maintain a record of all the information related to a contribution for two years after the deadline for filing the report. You must also identify the actual source of a contribution, not an intermediary.

G

H

I

J

K

L

M

Modified Reporting: On the campaign treasurer appointment (Form STA), there is an option to choose "modified reporting" for the next election cycle. A specific-purpose committee must make this selection at least 30 days before the first election to which the selection applies. Modified reporting excuses a specific-purpose committee from filing 30-day and 8-day pre-election reports and a runoff report. The committee campaign treasurer's obligation to file semi-annual reports, daily special pre-election reports (formerly known as

telegram reports), or special session reports, if applicable, is not affected by selecting the modified reporting schedule. A specific-purpose committee that supports or opposes an opposed candidate or a measure in an election is eligible for modified reporting only if the committee does not intend to exceed either $500 in contributions or $500 in expenditures in connection with an election cycle.

A selection to file on the modified reporting schedule lasts for an entire election cycle. In other words, the selection is valid for a primary, a primary runoff, and a general election (as long as the committee does not exceed one of the $500 thresholds).

If a specific-purpose committee chooses modified reporting on Form STA, but then exceeds one of the thresholds before the 30th day before the election, the committee is no longer eligible for modified reporting and must file reports 30 days and 8 days before the election.

If a specific-purpose committee chooses modified reporting, but then exceeds one of the thresholds after the 30th day before the election, the committee must file an "Exceeded $500" report within 48 hours of exceeding the threshold. At that point, the committee is no longer eligible for modified reporting and must file according to the regular filing schedule.

N

Non-Political Expenditure: 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. Examples of non-political expenditures:

• Charitable donation, if you receive no benefit in return

• A political committee uses political contributions to pay a lobbyist to work on legislative matters

O

Officeholder Expenditure: A payment or agreement to pay certain expenses in connection with an officeholder's duties or activities, if the expenses are not reimbursable with public money.

Austin, Texas Officeholder Living Expense: refers to payments made to defray ordinary and necessary expenses incurred in connection with the performance of duties or activities as a public officeholder, including payment of rent, utility, and other reasonable housing or household expenses incurred in maintaining a residence in Travis County by members of the legislature who do not ordinarily reside in Travis County. Examples include:

• Rent for Austin apartment

• Phone line and internet access for Austin apartment

• Installation expense of security system at officeholder apartment

Opposed Candidate: A candidate is an "opposed" candidate if the candidate 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, the candidate is not considered opposed for filing purposes. Note: If the candidate is a write-in candidate, the candidate is an "opposed" candidate for filing application.

P

Pledge: a promise to transfer money, goods, services, or other things of value. A pledge is not a reportable contribution, unless it is accepted.

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.)

Political Contribution: Any transfer of or *promise to transfer* money, goods, services, or other thing of value, including a loan, that is given to a political committee with the intent that it be used either:

(1) in connection with a campaign for elective office or on a measure to be submitted to the voters; or

(2) to defray expenses in connection with an officeholder’s duties or activities, provided that the expenditures are not reimbursable from public money.

A donation of money to a political committee at a fundraiser is a monetary contribution.

A contribution of goods or services is a non-monetary (in-kind) contribution. Examples of non-monetary (in-kind) contributions are:

• Donation of office space

• Donation of an item to be auctioned at a fundraiser

• Donation of a mailing list

• Donation of material and labor for printing campaign signs

A political contribution in the form of a pledge must be reported on the appropriate schedule. For example, a promise to give you money after the election to pay debts incurred in connection with the election is a pledge.

A loan from an incorporated financial institution that has been in business for more than a year is not considered to be a contribution, but you must report any such loans taken out for political purposes on the appropriate schedule.

Q

R

S

T

U

Unopposed Candidate: A candidate is an "unopposed" candidate if the candidate's name is the only name printed on the ballot for the office the candidate seeking. The candidate is also considered unopposed for filing purposes if the candidate's only opposition is a write-in candidate. Note: If the candidate is a write-in candidate, the candidate is an "opposed" candidate for filing purpose.

V

W

X

Y

Z

GENERAL-PURPOSE ACTION COMMITTEE

GPAC

FILING INFORMATION

GPAC: Manage My Profile – Maintain Addresses

This screen displays a table with the address information currently on file with the City of Austin, Electronic Filing System (COA-EFS) for your filer account. You should file a campaign treasurer appointment (Form GTA) with the City of Austin and the current treasurer's address information and assistant treasurer's address information, if applicable, is also displayed. *Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.*

When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form AGTA) with the City of Austin. You may provide up to three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any. To add a new address, click the Add button located below the list.

Addresses on GPAC Reports: The addresses marked with an asterisk (*) in the address table on this screen will be entered on the reports you file using this filing application. The address you enter as the **Filer Mailing Address** will be used for the "Committee Address" on the Cover Sheet of your reports. The address you enter as the **Treasurer Street Address** will be used for the "Campaign Treasurer Street Address" and the **Treasurer Mailing Address** will be used for the "Campaign Treasurer Mailing Address" on the Cover Sheet of your reports.

Filer/Treasurer/Chair: This column displays the person for which the address applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A general-purpose committee is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer.

Chair: Not applicable for GPAC.

Address Type: This column displays the general type of address: **Mailing, Street,** or **Other.** You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Address, City, State: These columns display the information on file for the address type.

Action: This column shows the action(s) applicable for the address type:

Mailing: To change a Mailing address, click the **Edit** button. To remove a Treasurer Mailing address, click the **Delete** button. (Note: The Filer Mailing Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Street: This is the residential or business street address. To change a Street address, click the **Edit** button. To remove a Street address, click the **Delete** button. (Note: The Treasurer Street Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Other: This is an optional address you may provide as back-up contact information. To change this address, click the **Edit** button. To remove this address, click the **Delete** button. To add a new address, click the **Add** button located below the list.

GPAC: Manage My Profile – Address Entry

Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.

Any changes you make to your filer or treasurer address(es) in the filing application will also update your information on file with the COA-EFS. When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form AGTA) with the City of Austin. You may provide up to three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any.

Editing an Address:

Filer/Treasurer/Chair *(Display Only):* This information may not be edited. The person (Filer, Treasurer, or Assistant Treasurer) whose address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address Type *(Display Only):* This information may not be edited. The general type (Mailing, Street, or Other) of the address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the displayed person and address type. If you are entering a Mailing address, use the Street Address 1 field to enter a P.O. Box.

Adding an Address:

Filer/Treasurer/Chair: Only valid choices are shown in the drop-down list. If your committee does not have an assistant campaign treasurer on file, then you will not see Assistant Treasurer as a valid choice. Select the type of person for which the address you are adding applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A general-purpose committee is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant campaign treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer.

Chair: Not applicable for GPAC.

Address Type: Only valid choices (address types not currently on file) are shown in the drop-down list as available to add. You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Mailing: This is the mailing address.

Street: This is the residential or business street address.

Other: This is an optional address you may provide as back-up contact information.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the selected person and address type. If you are entering a mailing address, use the Street Address 1 field to enter a P.O. Box.

GPAC: Manage My Reports

Click on the Start a New Report button to start a new report for an upcoming deadline. Based on several factors (including today's date, your filing records in the COA-EFS database, and the filing schedule), the filing application will suggest the next report it appears you are required to file. Then you will have the opportunity to start the suggested report or start a different report by clicking on the Other Report Options button.

Other Report Options:

• Start a Corrected Report: Selecting this option and clicking the Start Report button will return you to the Reports page, where you can find the original report you need to correct under Filed Reports and click on the Correct/Update button.

• Start a Dissolution Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "Final Report" selected, where you can enter the period covered and then continue the report.

• Start a 10 Day After Treasurer Termination Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with 10 Day After Treasurer Termination Report " selected, where you can enter the period covered and then continue the report. For more information, see Report Types.

• Start a Different Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered

page with no report type selected, where you can choose the report type and enter the period covered and then continue entering the report.

In-Progress Reports shows you the following information about the report(s) you have started in the COA-EFS filing application but ***have not yet filed:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding an In-Progress Report. Click on the **Continue Working** button to go to the report's Worksheet Summary and enter activity on the applicable schedules.

You may also click on the **Print** button to print a copy of an in-progress report in PDF format or click on the **Delete** button to delete an in-progress report. ***Note:*** If you click "Delete" you will be asked "Are you sure?" and have a chance to confirm your action. If you click "yes" to confirm, the entire report will be deleted and unrecoverable.

You may also click on the **Upload File** button if you entered your contribution or expenditure data in a separate spreadsheet and need to upload the file into an in-progress report in the COA-EFS filing application. For more information, see the Import/Export Guide.

Missing/Late Reports shows you the following information about the report(s) that, according to COA-EFS records, you ***were required to file with the COA-EFS by a certain deadline but have not yet filed. Note:*** You may be subject to a late-filing penalty (late fine) for a required report that is not filed by the filing deadline.

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Missing/Late Report. Click on the **Start Report** button to start a missing report. Once you start the report, the action button will be disabled but the report will continue to display in your Missing/Late Reports list until you file the missing report. If you start the report and need more than one entry session to complete and file it, a copy of the report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

Filed Reports shows you the following information about the report(s) you ***have successfully filed with the COA-EFS:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Filed Report. You may click on the **Print** button to print a copy of the filed report in PDF format.

If you discover an error or omission in a filed report, you may click on the **Correct/Update** button to start a Corrected Report. Once you start a Corrected Report, that action button will be removed but the original report will continue to display in your Filed Reports list. If you start a Corrected Report and need more than one entry session to complete and file it, the Corrected Report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

GPAC: Cover Sheet – Report Type & Period Covered

What kind of report do you want to file? (Report Type): You can only select one of these report types for this report. If you need to file more than one of these report types, you must file each as a separate report. You can select one of the following report types as a stand-alone report or in combination with the "Dissolution" or "10th Day After Campaign Treasurer Termination" reports below, if applicable. Read the information concerning each of the report types. Select the radio button for the report type that applies to the event for which you are filing.

January 15th Semiannual Report: All general-purpose committees filing under the regular filing schedule must file a semiannual report with COA-EFS by midnight Central Time on the January 15 report due date.

July 15th Semiannual Report: All general-purpose committees filing under the regular filing schedule must file a semiannual report with the COA-EFS by midnight Central Time on the July 15 report due date.

30th Day Before Election Report: All general-purpose committees filing under the regular filing schedule that accept political contributions or make political expenditures in connection with an election must file this pre-election report. The report is due no later than 30 days before the election and must be received by the COA-EFS no later than midnight Central Time on the report due date.

8th Day Before Election Report: All general-purpose committees filing under the regular filing schedule that accept political contributions or make political expenditures in connection with an election must file this pre-election report. Additionally, if your committee filed a “30th Day Before Election” report, then your committee must file this report. The report is due no later than 8 days before the election and must be received by the COA-EFS no later than midnight Central Time on the report due date.

Runoff Report: All general-purpose committees filing under the regular filing schedule that accept political contributions or make political expenditures in connection with a runoff election must file this report. The report is due no later than 8 days before the runoff election and must be received by the COA-EFS no later than midnight Central Time on the report due date.

Less Commonly Filed Reports: These reports are only required if you meet certain criteria. You can select one of the following report types as a stand-alone report or in combination with one of the reports listed above, if applicable. Select the radio button for one of these less commonly filed reports only if the report type applies to the event for which you are filing.

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. 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. (In this case, the Dissolution report serves as the treasurer's termination report.)

10th Day After Campaign Treasurer Termination Report: A general-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 is filed. If the termination takes place on the last day of a reporting period and the proper report for that period is filed, no separate termination report is required.

Other Reports: These other reports are only required in certain circumstances and cannot be combined with other report types. Read the information concerning each of the report types. Select the radio button for one of these other reports only if the report type applies to the event for which you are filing.

For the City of Austin reporting requirements go to
http://austintexas.gov/page/campaign-finance-forms

Period Covered: The filing application will calculate the period covered for your report based on the report type you select. You can modify the start and end dates as long as your modified start date does not precede the filing application calculated start date and your modified end date does not extend past the filing application calculated end date. If you need to report activity outside of the filing application calculated date range for this report, you will need to file multiple reports.

A reporting period includes the Start date and the End date. The report due date will be after the end of the period. Generally, a report picks up where the last report left off and there should be no gaps or overlapping periods. **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 GTA) was filed.

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

July 15th Semiannual Report Period: The start date is January 1 or the day after the last day covered by your committee's last required report, whichever is later. If this is the first report your committee has filed, please see the "First Reports" section above. The ending date is June 30.

30th Day Before Election Report Period: The start date is the day after the last day covered by your committee's last required report. If this is the first report your committee has filed, please see the "First Reports" section above. The end date is the 40th day before the election.

8th Day Before Election Report Period: The start date is the 39th day before the election if your committee was required to file a 30th Day Before Election Report. If your committee was not required to file the 30th Day Before Election Report, the start date is the day after the last day covered by your committee's last required report. If this is the first report your committee has filed, please see the "First Reports" section above. The end date is the 10th day before the election.

Runoff Report Period: 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.

Dissolution Report Period: 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 Period: 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.

Alternative Reporting Requirement for Some Committees:

Higher Contribution Itemization Threshold box: If your committee qualifies for the higher itemization threshold you may choose to itemize incoming political contributions that exceed $100 (instead of $50) from one person for this reporting period by checking this box.

GPAC: Cover Sheet – Election Information

Election Information: *(If your general-purpose committee accepted contributions or made expenditures in connection with an upcoming election or a recently held election, provide the election information.)*

Election Date: Enter the month, day, and year of the election for which this 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: Indicate the type of election that most accurately describes the election for which this report is filed.

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 vote necessary to be elected in an election requiring a majority vote.

Special – An election that is neither a general election nor 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.

GPAC: Cover Sheet – Committee Activity

Committee Activity: Your committee is required to identify each candidate or ballot measure supported or opposed and each officeholder assisted by the committee in this reporting period.

Changing Status? Sometimes a general-purpose political committee (GPAC or MPAC) may choose to limit its activities to supporting or opposing a particular candidate or measure. In that case, the committee may have become a specific-purpose political committee (SPAC). Tell Me More About Committees Changing Status

Subject: Select whether your committee's activity relates to a candidate, officeholder, or measure. If the committee's activity relates to all candidates or officeholders of a certain political party, select either "Candidates of Political Party" or "Officeholders of Political Party."

Purpose: Indicate whether your committee supported or opposed the candidate or measure. Note: If Officeholder is selected, the purpose of "assist" will always be selected. You may add more than one purpose entry for your committee.

Candidate or Officeholder Information: (These fields will be activated only if "Candidate" or "Officeholder" is selected for the Subject of your committee's activity.)

Candidate or Officeholder Name (First, Last, Title, Suffix, or Nickname): Enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (Title and Nickname are optional).

Office Sought or Held: Enter the office sought by the candidate or the office held by the officeholder, as applicable.

Measure Information: *(These fields will be activated only if "Measure" is selected for the Subject of your committee's activity.)*

Measure/Ballot ID: Enter the ballot number of the measure supported or opposed by your committee.

Election Date: Select the date of the election at which the ballot measure will be voted on.

Description of Measure: Enter a short description of the ballot measure.

Party Information: *(This field will be activated only if "Candidates of Political Party" or "Officeholders of Political Party" is selected for the Subject of your committee's activity.)*

Party Name: If your committee's activity relates to all candidates or officeholders of a certain political party, enter the name of the party here.

GPAC: Worksheet Summary

Worksheet Summary is a new page in the filing application designed to help you keep track of the schedules required for this report and the activity you enter. If you indicated by answering "Yes" on the previous **Reporting Period Activities** screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Return to Cover Sheet button: Click on this button to go to the beginning of this report's Cover Sheet (report type and period covered). You may also go to the cover sheet by clicking on the link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Walk me through all schedules button: Click on this button to be guided through a series of questions to determine whether or not your committee may have activity to disclose on a report schedule. This option takes you through ALL the schedules in the report from beginning to end. During the walk-through, any schedules that you choose to "work on this later" will be flagged with a check mark in the **Work on Later** column on the **Worksheet Summary** screen.

Report Totals button: Click on this button to go to this report's **Subtotals** and **Totals** pages, where you can view the calculated totals of activity entered in this report and enter lump sum totals for unitemized contributions, pledges, loans, and expenditures.

Upload File button: Click on this button to import your contribution and expenditure data into the filing application.

Worksheet Summary Grid: The reporting schedules/categories are organized into three main areas:

• Incoming Funds – any money coming into your committee's political account(s);

• Outgoing Funds – any payments going out of your committee's political account(s); and

• Additional Activity – other types of activity, such as non-monetary (in-kind) contributions, pledged contributions, or unpaid incurred expenditure obligations.

Under each main area, the information is displayed in the following columns:

Category: This column displays the name and letter code of each schedule/category you may possibly need for this report. (For example, the name of the first schedule is Monetary Political Contributions and the letter code for that schedule is A1.) If you indicated on a previous screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Walk-Thru: Click this link to be guided through a series of questions to help you determine whether or not your committee may have activity to disclose on a particular report schedule. This option allows you to walk-through a single

schedule only. During the walk-through, if you choose to "work on this later" the schedule will be flagged with a check mark in the Work on Later column.

Count: This column keeps a running tally and displays the number of transactions you have entered and saved for a particular schedule/category.

Sub-Total: This column displays the total amount of transactions you have entered and saved plus any lump sum total you entered on the **Schedule Subtotals** page for a particular schedule/category.

Action: To begin entering activity for a particular schedule/category, click on "Start" in this column. After you have saved your first transaction, the link that you click on changes to "Continue" in this column.

Work on Later: If you choose to do a "walk-thru" of all schedules or one particular schedule, any schedules that you choose to "work on this later" will be flagged with a check mark in this column. Once you enter and save data on a checked schedule, the check mark will be removed; but remember, you can always enter information on any category/schedule, as needed, until you file the report.

GPAC: Schedule A1

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming **monetary** contributions on Schedule A1. (Non-monetary (in-kind) contributions are now entered on Schedule A2).

Schedule A1 is used by a general-purpose committee to itemize incoming monetary political contributions that exceed $50 (or $100 if committee qualifies) from one person during the reporting period. If your committee accepted other types of incoming funds (such as corporate or labor organization contributions or support, loans, or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice

must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee). NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1 and C2. A corporation or labor organization may provide monetary or non-monetary support to a general-purpose committee to: 1) finance the establishment or administration of a general-purpose committee, or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families. A general-purpose committee must report such support on Schedules C3 and C4.

Contributions List: After you enter and save your first contribution, the filing application will begin a list of all contributions entered on Schedule A1 for this report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee accepted the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the amount of the contribution.

Itemize box: Checking this box indicates that this contribution will be itemized on Schedule A1. The automatic default is to itemize. Your committee is required to itemize contributions that exceed $50 in the aggregate from a single contributor (or $100 if committee qualifies). If your committee accepted two or more monetary contributions from the same person, the total of which exceeds $50 (or $100 if committee qualifies), enter each contribution separately and be sure the box is checked for each entry.

Contributions of $50 or less (or $100 if committee qualifies). Although you are not required to do so, you may also itemize on Schedule A1 monetary contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize monetary contributions of $50 and less on Schedule A1 (or $100 if committee qualifies), you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule A1.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation: You must enter the contributor's principal occupation in this field.

Employer (Optional): You may enter the employer of the contributor in this field.

GPAC: Schedule C1

Enter only incoming **monetary** corporate or labor organization contributions on Schedule C1. (Non-monetary (in-kind) corporate or labor organization contributions are now entered on Schedule C2.)

Schedule C1 and C2 are only for general-purpose committees that support or oppose measures *exclusively*. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

Schedule C1 is used by political committees that support or oppose measures exclusively to itemize all monetary political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization monetary contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds (such as loans or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contributions List: After you enter and save your first corporate or labor organization contribution, the filing application will begin a list of all

contributions entered on Schedule C1 for this report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the amount of the contribution.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all contributions from corporations and labor organizations, regardless of the amount. If your committee accepted two or more contributions from the same corporate contributor, enter each contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

GPAC: Schedule E

Schedule E is used by a general-purpose committee to itemize loans exceeding $50 from one person that your committee accepted during the reporting period for political purposes. If your committee accepted two or more loans from the same person, the total of which exceeds $50, enter each loan separately. You must also itemize all loans that your committee accepted during the reporting period from financial institutions regardless of the amount.

NOTE: Only a general-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.

Loans List: After you enter and save your first loan, the filing application will begin a list of all loans entered on Schedule E for this report. The list will display columns showing pertinent information for each loan:

Lender	Amount	Loan Date	Maturity Date	Interest Rate	Collateral	Guarantor	Action
Lender, Larry	$1,000.00	01/01/2015	12/31/2015	5	N	N	Edit Delete

(1 of 1) 5

Add Memo Done with loans

The loans list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered loan. To enter a new loan, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding loan(s) entered on this schedule.

Loan Date: Enter the date your committee accepted the loan.

Maturity Date: Enter the maturity date of the loan.

Loan Amount: Enter the principal amount of the loan.

Itemize box: Checking this box indicates that this loan will be itemized on Schedule E. The automatic default is to itemize. Your committee is required to itemize all loans from financial institutions, regardless of the amount. Additionally, your committee must itemize loans exceeding $50 from one person that your committee accepted during the reporting period. If your

committee accepted two or more loans from the same person, the total of which exceeds $50, enter each loan separately.

Loans of $50 or less from persons other than financial institutions: Although you are not required to do so, you may itemize on this schedule loans from persons other than financial institutions that do not exceed $50 for the reporting period. If you do not itemize loans of $50 and less from persons other than financial institutions on Schedule E, you must total all such loans and enter the lump sum total on the Schedule Subtotals page of this report.

Interest Rate: Enter the interest rate of the loan.

From Individual or Entity? Indicate whether the lender is an individual or an entity.

Loans from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of lender.)*

Is the Lender an out of state PAC? Check this box only if the lender is an out-of-state political committee (PAC). Certain restrictions apply to contributions (including loans) 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted loans from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Lender Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the lender is an entity, enter the full name of the entity.

Lender Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that made the loan.

Was collateral used for this loan? If there is no collateral for this loan, click on NO. If there is collateral for this loan, click on YES and describe the collateral in the Collateral Description box.

Is this a guaranteed loan? If there are no guarantors for this loan, click on NO. If there are one or more guarantors, click on YES. This will activate the button labeled "Enter Guarantor(s)" at the bottom of the screen. Click on that button to enter guarantor information.

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 under **"Enter Guarantor(s)"** on Schedule E, and not on the contributions schedule.

Is this loan from a financial institution? *(This field will be activated only if "Entity" is selected for the type of lender.)* If your committee accepted a loan from a corporation that has been legally engaged in the business of making loans for more than one year, click on YES. If the loan was from any other source, click on NO.

NOTE: A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Only a general-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.

Lender Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of lender.)*

Lender Principal Occupation: You must enter the lender's principal occupation in this field.

Lender Employer (optional): You may enter the employer of the lender in this field.

GPAC: Schedule E – Guarantor Entry

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 here under **"Enter Guarantor(s)"** on Schedule E, and not on the contributions schedule.

Guaranteed Amount: Enter the dollar amount of the loan that the guarantor has agreed to guarantee.

From Individual or Entity? Indicate whether the guarantor is an individual or an entity.

Name of Guarantor (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that guaranteed the loan. If the

guarantor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the guarantor is an entity, enter the full name of the entity.

Guarantor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that guaranteed the loan.

Guarantor Principal Occupation: *(This field will be activated only if "Individual" is selected for the type of guarantor.)* Enter the principal occupation of the guarantor.

Guarantor Employer: *(This field will be activated only if "Individual" is selected for the type of guarantor.)* Enter the employer of the guarantor.

GPAC: Schedule K

Investments purchased with political contributions, which were previously disclosed on Schedule K, are now disclosed on the new Schedule F3 (Purchase of Investments from Political Contributions).

Political contributions that your committee previously made to a candidate, officeholder, or another political committee and were returned to your committee are now disclosed on Schedule K. (Returned contributions were previously disclosed on Schedule J, which is no longer available.)

Schedule K is used to itemize the following types of incoming funds that your committee received during the reporting period:

• Any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, the amount of which exceeds $100;

• Any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $100;

• Any other gain from a political contribution, the amount of which exceeds $100; and

• Any political contributions previously made to a candidate, officeholder, or another political committee that were returned to your committee during the

reporting period. *NOTE:* Contributions returned to your committee must be itemized regardless of the amount of the contribution.

Although you are not required to do so, you may also itemize on Schedule K any credit, gain, refund, or interest that does not exceed $100. Contributions returned to your committee must be itemized regardless of the amount of the contribution. Unlike other schedules, you are NOT required to enter a lump sum total of unitemized Schedule K activity on the **Schedule Subtotals** page of this report.

Credits List: After you enter and save your first credit/gain/refund/returned contribution or interest, the filing application will begin a list of all credits/gains/refunds/returned contributions or interest entered on Schedule K for this report. The list will display columns showing pertinent information for each credit/gain/refund/returned contribution or interest:

The credits list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit/gain/refund/returned contribution or interest. To enter a new credit/gain/refund/returned contribution or interest, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding any credit/gain/refund/returned contribution or interest entered on this schedule.

From Individual or Entity? Indicate whether the person or business from whom the credit/gain/refund/returned contribution or interest was received is an individual or an entity.

Credit Date: Enter the date the credit/gain/refund/returned contribution was received or the interest was earned, as applicable.

Credit Amount: Enter the exact dollar amount of the credit/gain/refund/returned contribution or interest.

Itemize box: The automatic default is to itemize. You are required to itemize contributions returned to your committee, regardless of the amount of the contribution. You are also required to itemize any other credit, gain, refund, or interest that exceeds $100. If your committee received two or more credits, gains, refunds, or interest from the same person, the total of which exceeded $100, enter each credit, gain, refund, or interest separately.

Credit/Gain/Refund/Interest of $100 or less. Although you are not required to do so, you may also itemize on Schedule K a credit, gain, refund, or interest that does not exceed $100 for the reporting period. All such credits entered here will be itemized and appear on Schedule K.

Name of Person from whom Amount is Received (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom the credit/gain/refund/returned contribution or interest 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.

Address of Person from whom Amount is Received (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom the credit/gain/refund/returned contribution or interest was received.

Purpose for which amount 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 this incoming credit/gain was originally made by your committee in the form of a political contribution to a candidate, officeholder, or another political committee and was returned to your committee in this reporting period, check this box. *NOTE:* Contributions returned to your committee *must be itemized regardless of the amount of the contribution*.

GPAC: Schedule F1

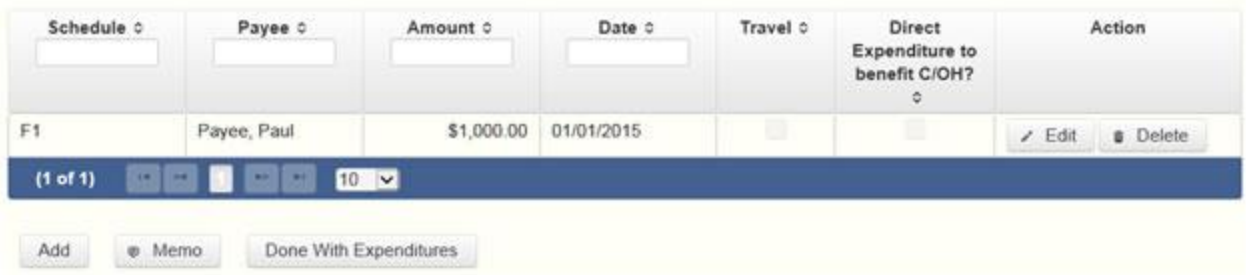
Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only outgoing political ***payments*** made from political contributions on Schedule F1. (Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2).

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee uses political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F1 is used by a general-purpose committee to itemize outgoing political payments made from political contributions that exceed $100 to one individual or entity during the reporting period. If your committee had other types of outgoing funds or activity (such as investment purchases or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Political Expenditures List: After you enter and save your first political expenditure, the filing application will begin a list of all political expenditures entered on Schedule F1 for this report. The list will display columns showing pertinent information for each payee:



The political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are now entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: Checking this box indicates that this payment will be itemized on Schedule F1. The automatic default is to itemize. Your committee is required to itemize payments that exceed $100 (in the aggregate) to a single payee. If your committee made two or more political payments to the same payee, the total of which exceeded $100, enter each payment separately and be sure the box is checked for each entry.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F1 political payments to a single payee that do not exceed $100 for the reporting period. If you do not itemize payments of $100 and less on Schedule F1, you must total all such political payments and enter the lump sum total on the Totals page of this report. If you enter information

about such payments here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F1.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the committee activity that is conducted by making the political payment. 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. State whether the expenditure was 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.

Expenditure For Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

Example: If your committee made an expenditure to prepare and distribute an endorsement letter in support of a candidate and your committee *did not get the candidate's approval* before you made the expenditure, your committee made a direct campaign expenditure. However, if your committee asked for and received the candidate's approval before making the expenditure, your committee made an in-kind contribution to the candidate.

GPAC: Schedule I

Schedule I is used to itemize outgoing non-political expenditure payments made from political contributions, regardless of the amount. If your committee had other types of outgoing funds or activity (such as political expenditures, investment purchases, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

A non-political expenditure is an expenditure that is neither a campaign expenditure nor an officeholder expenditure. ***NOTE: 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 and *should not* be disclosed on Schedule I.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Non-Political Expenditures List: After you enter and save your first non-political expenditure, the filing application will begin a list of all non-political expenditures entered on Schedule I for this report. The list will display columns showing pertinent information for each payee:

The non-political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Non-political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are disclosed on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: This box is always checked on this schedule. You are required to itemize all non-political expenditures from political contributions regardless of the amount. If your committee made two or more payments to the same payee, enter each payment separately.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the payment is made. If none of the listed categories apply, select "Other" and enter your own category. Remember, as a practical matter, very few expenditures made from political contributions are non-political expenditures.

Description: Enter a brief statement or description of the committee activity conducted by making the payment. 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.

GPAC: Schedule F3

Schedule F3 is a new schedule used to disclose information about investments purchased by your committee with political contributions. Prior to January 1, 2015, this activity was disclosed on Schedule K (used for other incoming funds earned or returned to your committee's political account).

Schedule F3 is used to itemize any investment your committee purchased with political funds during the reporting period, the amount of which exceeds $100. If your committee had other types of outgoing funds or activity (such as political payments or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Purchased Investments List: After you enter and save your first investment purchased with political contributions, the filing application will begin a list of all purchased investments entered on Schedule F3 for this report. The list will display columns showing pertinent information for each payee:

The purchased investments list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered investment purchased with political contributions. To enter a new purchased investment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding purchased investment(s) entered on this schedule.

From Individual or Entity? Indicate whether the person from whom your committee purchased the investment is an individual or an entity.

Expense Date: Enter the date your committee purchased the investment.

Expense Amount: Enter the amount paid for the investment.

Itemize box: The automatic default is to itemize. You are required to itemize investments that exceed $100. If your committee made two or more payments to the same payee to purchase an investment, the total of which exceeded $100, enter each payment separately.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F3 a political payment to purchase an investment that does not exceed $100 for the reporting period. All such payments entered here will be itemized and appear on Schedule F3.

Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom your committee purchased the investment. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom your committee purchased the investment.

Description: Enter a brief statement or description of the investment (for example, “ten shares of stock in ABC Company”).

GPAC: Schedule A2

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming **non-monetary** (in-kind) contributions on Schedule A2. (Monetary contributions are now entered on Schedule A1).

Schedule A2 is used by a general-purpose committee to itemize incoming non-monetary (in-kind) political contributions that exceed $50 (or $100 if committee qualifies) from one person during the reporting period. If your committee accepted other types of incoming funds or activity (such as pledges, monetary contributions, corporate or labor organization contributions or support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1 and, C2. A corporation or labor organization may provide monetary or non-monetary support to a general-

purpose committee to: 1) finance the establishment or administration of a general-purpose committee, or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families. A general-purpose committee must report such support on Schedules C3 and C4.

Contribution of Personal Services or Travel: 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.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) contribution, the filing application will begin a list of all contributions entered on Schedule A2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information,

you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee *accepted* the non-monetary (in-kind) contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: Checking this box indicates that this in-kind contribution will be itemized on Schedule A2. The automatic default is to itemize. Your committee is required to itemize contributions that exceed $50 in the aggregate from a single contributor (or $100 if committee qualifies). If your committee accepted two or more non-monetary (in-kind) contributions from the same person, the total of which exceeds $50 (or $100 if committee qualifies), enter each contribution separately and be sure the box is checked for each entry.

Contributions of $50 or less (or $100 if committee qualifies). Although you are not required to do so, you may also itemize on Schedule A2 non-monetary (in-kind) contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize non-monetary (in-kind) contributions of $50 and less on Schedule A2 (or $100 if committee qualifies), you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule A2.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation: You must enter the contributor's principal occupation in this field.

Employer (Optional): You may enter the employer of the contributor in this field.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

GPAC: Schedule B

As always, you must disclose a pledge on Schedule B in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, you must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary contributions), as applicable, in the reporting period in which your committee actually receives 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 supporter promises that he will give a committee $1,000 in the last week before the November election. The committee accepts his promise. The committee must disclose the pledge on its July 15 report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 of the report covering the period in which it 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.)

Schedule B is used by a general-purpose committee to itemize pledges (monetary or in-kind) that exceed $50 from one person during the reporting period. If your committee accepted other types of incoming funds

or activity (such as monetary contributions, non-monetary (in-kind) contributions, corporate or labor organization contributions or support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Pledged Contributions: Do not enter on this schedule pledged contributions your committee accepted from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept pledged contributions from corporations or labor organizations and must report such pledged contributions on Schedule D.

Pledge of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution, the filing application will begin a list of all contributions entered on Schedule B for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered pledge. To enter new pledges, click the Add button located

below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding pledge(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor of the pledge is an individual or an entity.

Contributions from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the

out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report 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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 your committee 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 a committee $1,000 in the last week before the November election. The committee accepts his promise. The committee must disclose the pledge on its July 15 report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: Checking this box indicates that this pledge will be itemized on Schedule B. The automatic default is to itemize. Your committee is required to itemize pledges that exceed $50 (in the aggregate) from a single contributor. If your committee accepted two or more pledges from the same person, the total of which exceeds $50, enter each pledge separately and be sure the box is checked for each entry.

Pledges of $50 or less: Although you are not required to do so, you may also itemize on Schedule B pledges that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize pledges of $50 and less on Schedule B, you must total all such pledges and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such pledges here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule B.

Contributor Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person who made the pledge. 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor of the pledge.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Employer (Optional): You may enter the employer of the contributor of the pledge in this field.

Principal Occupation: You must enter the pledge contributor's principal occupation in this field.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledged contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

GPAC: Schedule C2

Enter only incoming **non-monetary** (in-kind) corporate or labor organization contributions on Schedule C2. (Monetary corporate or labor organization contributions are now entered on Schedule C1.)

Schedule C1 and C2 are only for general-purpose committees that support or oppose measures *exclusively*. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

Schedule C2 is used to itemize all non-monetary (in-kind) political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization non-monetary (in-kind) contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, pledges, loans, or interest), enter them on

the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule C2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all non-monetary (in-kind) contributions from corporations and labor organizations, regardless of the amount. If your committee accepted two or more in-kind contributions from the same corporate contributor, enter each in-kind contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

GPAC: Schedule C3

Enter only incoming **monetary** corporate or labor organization support on Schedule C3. (Non-monetary corporate or labor organization support is now entered on Schedule C4.)

Schedules C3 and C4 are only for a general-purpose committee that accepted corporate or labor organization support. Other general-purpose committees that *support or oppose measures exclusively* and accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations use Schedules C1 and C2 to disclose such corporate or labor organization contributions.

Schedule C3 is used to itemize all monetary payments made by corporations or labor organizations to:

• finance the establishment or administration of your committee; or

• finance the solicitation of political contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families.

You must itemize all such corporate or labor organization monetary support payments, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as pledges, non-monetary (in-kind) contributions, loans, or interest) enter them on the

applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Monetary Support List: After you enter and save your first monetary payment made by a corporation or labor organization in support of your committee, the filing application will begin a list of all monetary support payments entered on Schedule C3 for this report. The list will display columns showing pertinent information for each monetary support payment:

The monetary support list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered monetary support payment. To enter a new monetary support payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding monetary support payment(s) entered on this schedule.

Date: Enter the date of the monetary payment made by the corporation or labor organization in support of your committee.

Payments Made By Credit Card: There is a special reporting rule for payments 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 a payment made by credit card is the date the credit card is used. For other reports, the date of a payment made by credit card 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 payment as the date of the charge.*

Amount: Enter the amount of the payment made by the corporation or labor organization in support of your committee.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all monetary support from corporations and labor

organizations, regardless of the amount. If your committee accepted support in two or more payments from the same corporation or labor organization, enter each payment separately.

Entity Name: Enter the name of the corporation or labor organization that provided the monetary support to your committee.

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that provided the monetary support to your committee.

GPAC: Schedule C4

Enter only incoming **non-monetary** corporate or labor organization support on Schedule C4. (Monetary corporate or labor organization support is now entered on Schedule C3.)

Schedules C3 and C4 are only for a general-purpose committee that accepted corporate or labor organization support. Other general-purpose committees that *support or oppose measures exclusively* and accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations use Schedules C1 and C2 to disclose such corporate or labor organization contributions.

Schedule C4 is used to itemize all non-monetary support provided by corporations or labor organizations to:

• finance the establishment or administration of your committee; or

• finance the solicitation of political contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families.

You must itemize all such corporate or labor organization non-monetary support, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, pledges, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Non-Monetary Support List: After you enter and save your first non-monetary support entry, the filing application will begin a list of all non-

monetary support entered on Schedule C4 for this report. The list will display columns showing pertinent information for each non-monetary support entry:

The non-monetary support list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete previously entered non-monetary support provided by a corporation or labor organization to your committee. To enter a new non-monetary support entry, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding non-monetary support entered on this schedule.

Date: Enter the date the corporation or labor organization provided non-monetary support to your committee. The payment date is the date the corporation or labor organization incurs the obligation to make a payment. The payment date is not necessarily the date goods or services are received. It is the date on which the obligation to make a payment is incurred, as long as the amount of the payment is “readily determinable”. Generally, the amount of a payment is known (and therefore readily determinable) when the obligation is incurred, but in some cases the amount is not known until the receipt of a bill.

Amount: Enter the fair-market value of the non-monetary support provided to your committee by a corporation or labor organization.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all non-monetary support from corporations or labor organizations regardless of the amount. If your committee accepted two or more instance of non-monetary support from the same corporation or labor organization, enter each non-monetary support separately.

Entity Name: Enter the name of the corporation or labor organization that provided non-monetary support to your committee.

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that provided non-monetary support to your committee.

GPAC: Schedule D

This schedule is only for general-purpose committees that support or oppose measures *exclusively*. Such committees also use Schedules C1 and C2 to disclose corporate or labor organization monetary and non-monetary (in-kind) contributions. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

As always, you must disclose a corporate or labor organization pledge on Schedule D in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, 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 corporate or labor organization contributions), as applicable, in the reporting period in which your committee actually receives 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.)

Schedule D is used to itemize all pledges (monetary or in-kind) from corporations or labor organizations accepted by your committee during the reporting period. You must itemize all such corporate or labor organization pledges, regardless of the amount, on this schedule. If your committee

accepted other types of incoming funds or activity (such as monetary contributions, non-monetary (in-kind) contributions, corporate or labor organization support, loans, or interest), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Pledge of Personal Services or Travel: 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 service.

Pledged Contributions List: After you enter your first pledged corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule D for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new pledges, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report 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 (such as monetary or

non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 your committee 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 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all pledges from corporations and labor organizations, regardless of the amount. If your committee accepted two or more pledges from the same corporate contributor, enter each pledge separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the pledge.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the pledge.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledged contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

GPAC: Schedule F2

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only expenditure obligations that your committee has **incurred but not yet paid** on Schedule F2. (Political expenditures that were *paid* in this reporting period are disclosed on Schedule F1. Non-political expenditures that were paid in this reporting period are disclosed on Schedule I.) Expenditures made by credit card are disclosed on schedule F4 (used for expenditures made by credit card).

Effective January 1, 2015, you must also disclose when your committee actually pays the incurred expenditure. You must disclose the outgoing payment on Schedule F1 or I as applicable, in the reporting period in which your committee pays the expenditure.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F2 is used by a general-purpose committee to itemize political expenditures the committee has incurred but not yet paid that exceed $100 to one individual or entity during the reporting period. Also use this schedule to itemize any non-political expenditures your committee has incurred but not yet paid during the reporting period, regardless of the amount. If your committee had other outgoing funds (such as investment purchases or political payments from political funds), or expenditures made by credit card, enter them on the

applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee). NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Unpaid Incurred Obligations List: After you enter and save your first unpaid incurred obligation, the filing application will begin a list of all unpaid incurred obligations entered on Schedule F2 for this report. The list will display columns showing pertinent information for each payee:

The unpaid incurred obligations list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered unpaid incurred obligation. To enter a new unpaid incurred obligation, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding unpaid incurred obligation(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee incurred the expenditure obligation. (Remember: Political expenditure obligations your committee incurred *and paid* in this reporting period are entered on Schedule F1 obligations you incurred *and* paid in this reporting period are entered on Schedule F1 and expenditures made by credit card are disclosed on Schedule F4.)

Tell Me More About Incurred Expenditure Obligations

Expense Amount: Enter the amount of the incurred expenditure obligation.

Itemize box: Checking this box indicates that this incurred expenditure will be itemized on Schedule F2. The automatic default is to itemize. Your committee required to itemize incurred political expenditures that exceed $100 (in the aggregate) to a single payee. Your committee is required to itemize any non-political expenditure, regardless of the amount. If your committee incurred two or more political expenditures to the same payee, the total of which exceeded $100, enter each incurred political expenditure obligation separately and be sure the box is checked for each entry.

Incurred Political Expenditure Obligations of $100 or less. 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 $100 for the reporting period. If you do not itemize incurred political expenditures of $100 and less on Schedule F2, you must total all such incurred political expenditures and enter the lump sum total on the Totals page of this report. If you enter information about such incurred political expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F2.

Type of Expenditure: Select whether the incurred expenditure was political or non-political. ***NOTE: 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.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the incurred expenditure is an officeholder expense for living in Austin, Texas.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the expenditure obligation. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Description: Enter a brief statement or description of the committee activity that is conducted by making the incurred 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. State whether the expenditure was to support or oppose a candidate, officeholder, political party, or ballot measure, and identify the candidate, officeholder, political party, or ballot measure. If your incurred expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

Example: If your committee made an expenditure to prepare and distribute an endorsement letter in support of a candidate and your committee *did not get*

the candidate's approval before you made the expenditure, your committee made a direct campaign expenditure. However, if your committee asked for and received the candidate's approval before making the expenditure, your committee made an in-kind contribution to the candidate.

GPAC: Schedule F4

Schedule F4 is a new schedule used to disclose information about expenditures made by credit card. Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card company. (When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule.)

Schedule F4 is used to itemize expenditures your committee made by credit card that exceed $100 to one individual or entity during the reporting period. If your committee had outgoing funds (such as investment purchases or political payments from political funds), or obligations that your committee has incurred but not yet paid, enter them on the applicable schedules associated with the categories shown on the Worksheet Summary page. See Expenditures Made by Credit Card for more information.

Notice to Candidates and Officeholders: If your committee makes political expenditures or accepts political contributions in support of a candidate or officeholder, your committee must provide written notice to the candidate or officeholder who benefits from your committee's activity. The notice must be given before the end of the reporting period during which your committee made the political expenditures or accepted the political contributions. The notice must inform the person that your committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a specific-purpose committee. NOTE: Such notices are not required if your committee is the principal political committee of a political party.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Expenditures Made By Credit Card List: After you enter and save your first expenditure made by credit card, the filing application will begin a list of all credit card expenditures entered on Schedule F4 for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Advertising Expense	F4	Big Box Store	$1,000.00	08/12/2015			Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The expenditures made by credit card list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit card expenditure. To enter a new credit card expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding credit card expenditure(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Note: Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Expense Date: Enter the date your committee made the expenditure by 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.* See Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures for more information.

Expense Amount: Enter the amount of the credit card expenditure.

Itemize box: Checking this box indicates that this credit card expenditure will be itemized on Schedule F4. The automatic default is to itemize. You are required to itemize political expenditures made by credit card that exceed $100 (in the aggregate) to a single payee. You are required to itemize any non-political expenditure made by credit card, regardless of the amount. If your committee made two or more expenditures to the same payee, the total of which exceeded $100, enter each expenditure made by credit card separately and be sure the box is checked for each entry.

Credit Card Expenditures of $100 or less. Although you are not required to do so, you may also itemize on Schedule F4 political expenditures made by credit card to a single payee that do not exceed $100 for the reporting period. If you do not itemize political expenditures made by credit card of $100 and less on Schedule F4, you must total all such credit card expenditures and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such credit card expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F4.

Check if Austin, TX officeholder living expense: For credit card expenditures made on or after July 1, 2014, check this box only if the expenditure is an officeholder expense for living in Austin, Texas.

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

Type of Expenditure: Select whether the credit card expenditure was political or non-political. *NOTE: 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.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the credit card expenditure. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity. *Note:* Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Note: Do not select “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 company. Instead, select the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

Description: Enter a brief statement or description of the committee activity that is conducted by making the credit card 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. If your credit card expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

Example: If your committee made an expenditure to prepare and distribute an endorsement letter in support of a candidate and your committee did not get the candidate’s approval before it made the expenditure, your committee made a direct campaign expenditure. However, if your committee asked for and received the candidate’s approval before making the expenditure, your committee made an in-kind contribution to the candidate.

GPAC: Out-of-State Travel Information

Non-monetary (In-kind) Contribution or Political Expenditure for Travel Outside of Texas: In addition to the required information you enter on the applicable political contribution or expenditure schedule, the description of an in-kind contribution, in-kind pledge, or political expenditure for travel outside of the state of Texas must include other detailed information. The required additional detailed information you enter on this screen will be included in your report on **Schedule T**.

Travel Information List: After you enter and save additional travel information for an in-kind contribution, in-kind pledge, or political expenditure, the filing application will begin a list of all travel information entered for each in-kind contribution, in-kind pledge, or expenditure. The filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering detailed travel information. The list will display columns showing pertinent information for each travel entry:

Last Name	First Name	Transportation Type	Departure City	Arrival City	Departure Date	Arrival Date	Action
Candidate	Carl	Commercial Airplane	Austin	New York	03/25/2015	03/26/2015	Edit Delete

(1 of 1) 1 10

Add Memo Done With Travel

The travel information list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete previously entered travel information. To enter additional travel information for this in-kind contribution, in-kind pledge, or expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding travel information entered on this schedule.

Note: At the top of the entry screen, the filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering additional travel information. If you need to enter travel information for a different in-kind contribution, in-kind pledge, or expenditure, check the "Expenditure for Out of State travel" box on the entry screen for the in-kind

contribution, in-kind pledge, or expenditure that you wish to edit, and click on the **Enter Travel Info button** that activates when you check the box.

Name of Person Traveling (First, Last, Title, Suffix): Enter the full name of the person or persons traveling on whose behalf the in-kind contribution or pledge was accepted or the expenditure was made. Enter the person's name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional).

Entering multiple persons traveling. If you need to enter multiple persons traveling for this trip, enter the name of the first person and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another person in the "Name" fields and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all persons traveling on this trip.

Transportation Type: Select the method of travel (i.e. airplane, automobile, railroad, boat, etc.). If none of the listed transportation types apply, select "Other" and enter your own transportation type.

Departure City: Enter the name of the departure city or the name of each departure location.

Entering multiple departure locations. If you need to enter multiple departure locations for this trip, enter the first location and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another departure location in the "Departure City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all departure locations for this trip.

Arrival City: Enter the name of the arrival (destination) city or the name of each destination location.

Entering multiple destination locations. If you need to enter multiple destination locations for this trip, enter the first location and complete the rest of the fields on the screen. Then select "Save and Duplicate" at the bottom of the screen, which will allow you to enter another destination location in the "Arrival City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all destination locations for this trip.

Departure Date: You are required to disclose the dates on which the travel occurred. Enter the departure date in this field.

Arrival Date: You are required to disclose the dates on which the travel occurred. Enter the arrival date in this field.

Travel Purpose: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

GPAC: Schedule Subtotals

Schedule Subtotals is a new page of the reporting form intended to supplement the report totals (cover sheet, page 2). This page displays the calculated **Subtotal** for each report schedule, based on the amounts you entered on the schedule entry screen (reported itemized and reported unitemized) and any other unitemized total you enter as a lump sum amount here (user entered lump sum unitemized).

You are always required to itemize or report detailed information for contributions, expenditures, and loans over a certain monetary threshold. The thresholds vary depending on the type of activity (see "Itemization Thresholds" below). For smaller contributions, expenditures, and loans that do not exceed the threshold (in the aggregate from a single source), you may report them in one of two ways: 1) add them all together and enter the unitemized total as a lump sum; OR 2) enter the detailed information on the schedule entry screen (and choose to itemize or not).

Note: If your committee qualifies and chooses to use the $100 itemization threshold for contributions disclosed in this report, you must check the Higher Contribution Itemization Threshold box on the **Cover Sheet** page.

Itemized transactions: You chose to enter the detailed information on the schedule entry screen AND the "itemize" box is checked. The filing application calculates the sum of the entries for each schedule and the amount is displayed in the **Reported Itemized** column for the applicable schedule.

Unitemized transactions: Depending on your choice of entry, your unitemized transactions are shown under one of the following columns:

Reported Unitemized – You chose to enter the detailed information on the schedule entry screen and the "itemize" box is NOT checked. The transaction will remain unitemized, unless you manually check the "itemize" box or you enter additional transactions from/to the same source which cause the aggregate total to exceed the itemization threshold.

User Entered Lump Sum Unitemized – You chose not to enter the detailed information, but rather to enter the total of all your unitemized transactions as a lump sum for the applicable schedule. You must manually enter the lump sum total. DO NOT INCLUDE in a lump sum total any transactions for which you chose to enter detailed information.

Itemization Thresholds for Each Schedule: *To return to the instructions for each schedule, click on the applicable link.*

Monetary Political Contributions (A1) – You are not required to itemize contributions (in the aggregate from a single source) of $50 or less (or $100 or less if committee qualifies). If not entered on this schedule, you must enter a lump sum.

Monetary Contributions from Corporation or Labor Organization (C1) - This schedule is only for political committees that support or oppose measures exclusively. There is no itemization threshold for this schedule. You must itemize all monetary contributions from a corporation or labor organization.

Loans (E) – You are not required to itemize loans (in the aggregate from a single source) of $50 or less from a person other than a financial institution. If not entered on this schedule, you must enter a lump sum. You must itemize all loans from financial institutions regardless of the amount.

Interest, Credits, Gains, Refunds, and Contributions Returned to Filer (K) – You are not required to itemize any credit, gain, refund, or interest (in the aggregate from a single source) of $100 or less, other than contributions returned to your committee. You must itemize all returned contributions, regardless of the amount. You are not required to enter a lump sum for this schedule.

Political Expenditures from Political Contributions (F1) – You are not required to itemize political expenditures (in the aggregate to a single payee) of $100 or less. If not entered on this schedule, you must enter a lump sum.

Non-political Expenditures from Political Contributions (I) – There is no itemization threshold for this schedule. You must itemize all non-political expenditures from political contributions.

Purchase of Investments from Political Contributions (F3) – You are not required to itemize investments (in the aggregate from a single source) of $100 or less. You are not required to enter a lump sum for this schedule.

Non-monetary (In-kind) Political Contributions (A2) – You are not required to itemize contributions (in the aggregate from a single source) of $50 or less (or $100 or less if committee qualifies). If not entered on this schedule, you must enter a lump sum.

Pledged Contributions (B) - You are not required to itemize pledges (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Non-monetary (in-kind) Contributions from Corporation or Labor Organization (C2) - *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all non-monetary contributions from a corporation or labor organization.

Monetary Support from Corporation or Labor Organization (C3) – *This schedule is only for general-purpose political committees that accept support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families.* There is no itemization threshold for this schedule. You must itemize all such monetary payments made by a corporation or labor organization in support of your committee.

Non-monetary Support from Corporation or Labor Organization (C4) – *This schedule is only for general-purpose political committees that accept support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families.* There is no itemization threshold for this schedule. You must itemize all such non-monetary support accepted from a corporation or labor organization.

Pledged Contributions from Corporation or Labor Organization (D) – *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all monetary and non-monetary pledges from a corporation or labor organization.

Unpaid Incurred Obligations (F2) – You are not required to itemize incurred but not yet paid political expenditures (in the aggregate to a single payee) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all incurred but not yet paid non-political expenditures, regardless of the amount.

Expenditures Made by Credit Card (F4) – You are not required to itemize political expenditures made by credit card (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all non-political expenditures made by credit card, regardless of the amount.

GPAC: Report Totals (Cover Sheet, Page 2)

You are required to include in your committee's campaign finance report the following total amounts of contributions, expenditures, and loans:

1. Total Unitemized Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized contribution amounts shown on the Subtotals page under **Monetary Contributions (A1) and Non-Monetary (In-kind) Contributions (A2)** for:

Reported Unitemized (contributions of $50 or less (or $100 or less if committee qualifies) in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (contributions of $50 or less (or $100 or less if committee qualifies) in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

Note: If your committee qualifies and chooses to use the $100 itemization threshold for contributions disclosed in this report, you must check the Higher Contribution Itemization Threshold box on the **Cover Sheet** page.

2. Total Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political contributions you accepted in the reporting period. It includes the total amount shown on Line 1 (total unitemized contributions of $50 or less or $100 or less if committee qualifies) plus the total **Reported Itemized** (contributions which you itemized on the

schedule entry screen) amounts shown on the Subtotals page under **Monetary Contributions (A1), Monetary Contributions from Corporation or Labor Organization (C1), Non-Monetary (In-kind) Contributions (A2), Non-monetary (In-kind) Contributions from Corporation or Labor Organization (C2), Monetary Support from Corporation or Labor Organization (C3), and Non-monetary Support from Corporation or Labor Organization (C4)**.

3. Total Unitemized Political Expenditures of $100 or less: *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized political expenditure amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), and Expenditures Made by Credit Card (F4)** for:

Reported Unitemized (expenditures of $100 or less in the aggregate to a payee for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (expenditures of $100 or less in the aggregate to a payee which you entered as a lump sum instead of detailing on the schedule entry screen).

4. Total Political Expenditures: *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political expenditures you made in the reporting period. It includes the total amount shown on Line 3 (total unitemized political expenditures of $100 or less) plus the total **Reported Itemized** (expenditures which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), and Expenditures Made by Credit Card (F4)**.

5. Total Political Contributions Maintained as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* 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 "0.00" if your committee does not maintain political contributions, including interest or other income earned 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.

6. Total Principal Amount of all Outstanding Loans as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* Enter the aggregate outstanding principal amount of all loans accepted for political purposes as of the last day of the reporting period. Enter "0.00" if your committee did not accept any loans during the period covered and has no outstanding loans as of the last day of the reporting period. The "total outstanding loans" must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously. (This is different from the information reported on Loans (Schedule E). Only loans accepted during the period covered by the report are entered on Schedule E.)

7. Total Unitemized Pledges: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total on Schedule B and not on Cover Sheet page 2.)* This is the sum total of the unitemized pledge amounts shown on the Subtotals page under **Pledged Contributions (B)** for:

Reported Unitemized (pledges of $50 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (pledges of $50 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

8. Total Unitemized Loans: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total*

on Schedule E and not on Cover Sheet page 2.) This is the sum total of the unitemized loan amounts shown on the Subtotals page under **Loans (E)** for:

Reported Unitemized (loans of $50 or less in the aggregate from a lender (other than a financial institution) for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (loans of $50 or less in the aggregate from a lender (other than a financial institution) which you entered as a lump sum instead of detailing on the schedule entry screen).

GPAC: Report Error Check

Report Error Check is a tool to assist you in fulfilling your reporting requirements. The Error Check details errors and omissions in the data entry; it does not verify that the report has satisfied all legal requirements. You should review the applicable COA-EFS Guide and the filing application PAGE HELP to ensure that ALL required information is included before you file your report.

If the Error Check finds errors in your report, the errors will be listed for you in a table on this screen. You can also click the View as PDF button to view the error list as an Adobe Acrobat .PDF file (requires Adobe Acrobat reader or equivalent viewer to view) or click the View as Excel button to view the error list in a Microsoft Excel spreadsheet.

The errors list includes the following information:

Severity: The error records are ranked in terms of severity:

HIGH: These are major omissions in information that indicate non-compliance with certain reporting requirements (such as not entering the amount of total political contributions maintained as of the last day of the reporting period under Report Totals). This information is considered very important and you MUST CORRECT these errors in order to file the report.

LOW or MEDIUM: These are omissions or errors in other information that indicate non-compliance with certain reporting requirements (such as not entering address information for a contributor or payee). You should correct these errors to be in legal compliance with your reporting requirements. You may, however, choose to accept these errors and file the report as is. NOTE:

If you file the report with errors, you could be subject to a sworn complaint for reporting violations.

Tracking Information: This column shows the transaction (contribution, loan, etc.) containing the error and other information to help you identify the transaction.

Error Record: This column shows the name of the data field containing the error and provides a link directly to the entry screen where the error is located. After correcting the error and saving the transaction, you may run the Error Check again by clicking the **Check For Errors** link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Message: This column provides a brief explanation of the required information that is missing or in error.

GPAC: Correction Affidavit

A filer who files a corrected report must submit a **Correction Affidavit**. The affidavit must identify the information that has changed. The affidavit also provides check boxes for your use in swearing to certain statutory provisions regarding the corrected report, if applicable.

Explanation of Correction: Use this box to explain why there were error(s) on the original report, what information is being corrected, and how the new information is different from the information on the original report. You may also use this area to request a waiver or reduction of a late-filing penalty for this correction, if any, and state the basis of your request.

Sworn Statement Check Boxes: Check the box next to any and all applicable statements.

For Any Corrected Report: Check this box if you are filing this corrected report not later than the 14th business day after the date you learned that the report as originally filed is inaccurate or incomplete and any error or omission in the report as originally filed was made in good faith.

A correction to an 8th Day Before Election Report must also meet the "14th business day in good faith" statutory provision, however, the corrected report could be subject to a late-filing penalty unless the report as originally filed substantially complies with the applicable law as determined by the City of

Austin. The person responsible for filing the report may request a waiver or reduction of any late-filing penalty assessed.

For Corrections to Semiannual Reports: Effective September 1, 2011, a Semiannual Report (due January 15 or July 15) that is amended/corrected before the eighth day after the original report was filed is considered to have been filed on the date the original report was filed. A Semiannual Report that is amended/corrected on or after the eighth day after the original report was filed is considered to have been filed on the date the original report was filed if: (1) the amendment/correction is made before any complaint is filed with regard to the subject of the amendment/correction; and (2) the original report was made in good faith and without intent to mislead or misrepresent the information contained in the report.

Correction Tables: Any corrections made to this report are listed in a table below according to the type of correction (added, updated, or deleted). Only the applicable table(s) will display. If you make additional changes before you file the report, those changes will be reflected here.

Added Record Table: This table contains any new records you entered in this corrected report that were not previously disclosed in the original report.

Updated Record Table: This table contains any records you changed in this corrected report that were previously disclosed incorrectly in the original report.

Deleted Record Table: This table contains any records you deleted in this corrected report that were previously disclosed in error in the original report.

Each table includes columns with the following information:

Record Type and Tracking Information: Shows the type of transaction (contribution, loan, expenditure, etc.) that you added, updated, or deleted, and other information to help you identify the transaction.

Record Detail: Shows the specific data you added, updated, or deleted to help you identify the transaction.

GPAC: Dissolution Report Affidavit

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. There is not a fixed deadline for this report. A Dissolution report terminates the appointment of campaign treasurer (Form GTA) and relieves the campaign treasurer of the duty to file additional reports. (In this case, the Dissolution report serves as the treasurer's termination report.) A Dissolution report does not relieve the campaign treasurer of his or her responsibility for any delinquent reports or outstanding civil penalties. ***Remember:*** A political committee may not make or authorize political expenditures or accept political contributions without having a campaign treasurer appointment (GTA) on file.

Dissolution Report Affidavit: This page includes the Dissolution report affidavit language. You must agree to and acknowledge the affidavit to indicate that you understand the consequences of filing a Dissolution report. To do so, select the radio button next to the statement, "I agree to and acknowledge the above affidavit."

If your committee intends to have additional campaign activity and is not ready to file a Dissolution report, select the radio button next to the statement, "I do not agree to the above affidavit." You will have some options as to how you wish to continue:

Continue Working on a Different Report Type: *(This option is only available if you started the Dissolution report in combination with another report type.)* Selecting this option will return you to the "Cover Sheet" screen. From here, you can select "Clear This Report?" if you do not wish to file a Dissolution report at this time.

Go Back to My Reports Page: Selecting this option will return you to the "Manage My Reports" screen without creating the Dissolution report. From here, you can continue working on an in-progress report or start a new report.

Return to Dissolution Report Affidavit: Selecting this option will return you to the Dissolution Report Affidavit screen. From here, you can choose to agree to the Dissolution report affidavit in order to continue with the Dissolution report.

GPAC: Appendix

Change Of Status

A change in political activity may mean that a political committee has changed from a specific-purpose political committee (SPAC) to a general-purpose

political committee (GPAC/MPAC) or vice versa. If this happens, the committee is subject to new filing requirements.

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 City of Austin before it may accept more than $500 in total political contributions or make more than $500 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 City of Austin, the campaign treasurer of the new GPAC/MPAC must give notice of the change in status to the filing authority with whom 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 City of Austin.

GPAC/MPAC becoming an SPAC. A GPAC or MPAC that chooses to limit its activities to the activities of an SPAC must file a new campaign treasurer appointment (on Form STA) with the appropriate filing authority. See "Where to File an Appointment of Campaign Treasurer" in the PAC guide. Further, the new SPAC may not make expenditures in an election supporting or opposing a candidate for a statewide office, the State Legislature, the State Board of Education, a multi-county district office, or a judicial district office unless it has had its appointment of campaign treasurer as an SPAC on file for at least 30 days before the election.

In addition to filing a new Form STA with the appropriate filing authority, the campaign treasurer of the new SPAC must give notice to the City of Austin of the change in status. This notice must be given to the City of Austin no later than the due date for the next report the committee would have had to file with the City of Austin if the committee had not become an SPAC. The notice must state that the committee will file future reports as an SPAC and must identify the filing authority with which those reports will be filed.

Alternative Reporting Requirement for Some Committees

For a report due on or after September 1, 2005, a general-purpose committee with less than $20,000 in total political contributions maintained as of the last day of the preceding reporting period may choose to itemize incoming monetary political contributions that exceed $100 (instead of $50) from one person during the reporting period. If your committee qualifies for the higher itemization threshold, you may select it by checking the box on the **Cover Sheet** page of the report.

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.

Staff Reimbursement Examples:

Case #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 – You will simply itemize the payment (if over the $100 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.

Case #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 – You will 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.

Case #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 – You will 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 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement 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 method for the purpose of this expenditure is by selecting the “travel out of district” category and completing the “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.” The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement 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 statement 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 statement 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 statement 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 brief statement is “meeting to discuss campaign/officeholder issues.”

Incurred Expenditure Obligations

The date of an expenditure is not necessarily the date that goods or services are received. It is the date on which you incur the obligation to make a payment, as long as the amount of the payment is "readily determinable." Generally, you know the amount of an expenditure (and therefore it is readily determinable) when the obligation is incurred, but in some cases you may not know the amount until the receipt of a periodic bill. An amount is readily determinable if the vendor can provide the amount at your request.

Example 1: On June 29th, a filer orders political signs. On July 16th, the filer receives the invoice for the signs. The date of the expenditure is June 29th, if on that date the vendor can provide the amount the filer will owe the vendor for the signs. Filers should request a vendor to provide the amount of an obligation at the time the obligation is incurred and disclose that unpaid incurred obligation on Schedule F2 in the July 15 semiannual report covering the period in which the unpaid obligation is incurred. (Note: When the filer makes the payment, he will disclose it as an outgoing payment on Schedule F1 in the report covering the period in which he pays the expenditure.)

Example 2: A filer maintains a campaign office. The filer does not know the cost of the office's June utilities until she receives the periodic monthly bill on July 16th. The filer will not disclose the expense as an unpaid incurred obligation on Schedule F2 in the July 15 semiannual report, since the amount

was not readily determinable until after the end of the semiannual reporting period.

Expenditures Made by Credit Card

Beginning on September 1, 2015, all expenditures made by credit card must be reported on a new schedule: "Expenditures Made by Credit Card" Schedule (F4). This requirement applies to filers of electronic and paper campaign finance reports, including candidates, officeholders, political committees, political parties, and direct campaign expenditure filers.

When a credit card is used to make a reportable expenditure, the expenditure must be reported on the new schedule by identifying the name and address of the vendor who sold the goods or services, **NOT** the credit card company that issued the credit card. The date, amount, and purpose of the expenditure must also be disclosed, in addition to other information.

Once the credit card bill is paid, the payment must also be reported using the appropriate existing disbursement schedule (e.g., Schedule F1, Schedule G, Schedule H, or Schedule I) by identifying the credit card company that receives the payment. The date, amount, and purpose of the payment must also be disclosed, in addition to other information.

Please see the following examples of reporting expenditures made by credit card:

Example 1: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in the Same Reporting Period:

A candidate for *non-judicial* office uses her credit card to buy $1,000 in campaign office supplies from an office store. During the same reporting period, the candidate makes a payment from her political contributions account to pay the $1,000 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 she made the credit card charge and sent the payment to the credit card company:

- For the credit card charge: a $1,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Office Overhead/Rental Expense," and a description as "Campaign Office Supplies." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $1,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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 campaign office supplies."

- Both $1,000 amounts reported on each schedule will also be included in the appropriate 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 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 a payment from his personal funds account to pay the $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 company:

- For the credit card charge: a $3,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Materials." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card company 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.

- Both $3,000 amounts reported on each schedule will also be 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 uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, 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:

- A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

- 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 company, 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 company:

- A $500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company 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.”

- 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 company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, 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:

- A $500 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising.” In Section 9 of the schedule, the box for “Political” is also checked.

- 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 company, the 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 company was made:

- A $500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company 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.”

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.

GPAC: Glossary

A

Accepting a Contribution: A committee must report contributions that the committee has accepted. Receipt is different from acceptance. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

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.

B

C

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.

D

Direct Campaign Expenditure: A "direct campaign expenditure" to benefit a candidate or officeholder is not a "political contribution" to that candidate or officeholder. A direct campaign expenditure is a campaign expenditure made 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 an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a **direct campaign expenditure**. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

E

F

Financial Institution: A corporation that has been legally engaged in the business of making loans for more than one year.

Full Name of the Contributor: Texas law does not allow anonymous contributions. Even if you do not itemize a contribution, you must maintain a record of all the information related to a contribution for two years after the deadline for filing the report. You must also identify the actual source of a contribution, not an intermediary.

G

H

I

J

K

L

M

N

Non-Monetary Support: Support provided by a corporation or labor organization through the use of goods or services to either establish or administer your committee, or solicit contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families. Examples of non-monetary support include:

• The use of corporate or labor organization office space

• The use of a corporate or labor organization mailing list

• The use of any other corporate or labor organization asset

Non-Political Expenditure: 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. Examples of non-political expenditure:

• Charitable donation, if you receive no benefit in return

• A political committee uses political contributions to pay a lobbyist to work on legislative matters

O

Officeholder Expenditure: A payment or agreement to pay certain expenses in connection with an officeholder's duties or activities, if the expenses are not reimbursable with public money.

Austin Texas Officeholder Living Expense: refers to payments made to defray ordinary and necessary expenses incurred in connection with the performance of duties or activities as a public officeholder, including payment of rent, utility, and other reasonable housing or household expenses incurred in maintaining a residence in Travis County by members of the legislature who do not ordinarily reside in Travis County. Examples include:

• Rent for Austin apartment

• Phone line and internet access for Austin apartment

• Installation expense of security system at officeholder apartment

P

Pledge: a promise to transfer money, goods, services, or other things of value. A pledge is not a reportable contribution, unless it is accepted.

Political Contribution: Any transfer of or promise to transfer money, goods, services, or other thing of value, including a loan, that is given to a committee with the intent that it be used either:

(1) in connection with a campaign for elective office or a measure to be submitted to the voters; or

(2) to defray expenses in connection with an officeholder's duties or activities, provided that the expenditures are not reimbursable from public money

A donation of money to a political committee at a fundraiser is a monetary contribution.

A contribution of goods or services is a non-monetary (in-kind) contribution. Examples of non-monetary (in-kind) contributions are:

• Donation of office space

• Donation of an item to be auctioned at a fundraiser

• Donation of a mailing list

• Donation of material and labor for printing campaign signs

A political contribution in the form of a pledge must be reported on the appropriate schedule. For example, a promise to give you money after the election to pay debts incurred in connection with the election is a pledge.

A loan from an incorporated financial institution that has been in business for more than a year is not considered to be a contribution, but you must report any such loans taken out for campaign or officeholder purposes on the appropriate schedule.

Q

R

S

T

U

V

W

X

Y

Z

MONTHLY FILING GENERAL PURPOSE ACTION COMMITTEE

MPAC

FILING INFORMATION

MPAC: Manage My Profile – Maintain Addresses

This screen displays a table with the address information currently on file with the City of Austin, Electronic Filing System (COA-EFS) for your filer account. You should file a campaign treasurer appointment (Form GTA) with the City of Austin and the current treasurer's address information and assistant treasurer's address information, if applicable, is also displayed. *Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.*

When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form AGTA) with the City of Austin. You may provide up to three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any. To add a new address, click the Add button located below the list.

Addresses on MPAC Reports: The addresses marked with an asterisk (*) in the address table on this screen will be entered on the reports you file using this filing application. The address you enter as the **Filer Mailing Address** will be used for the "Committee Address" on the Cover Sheet of your reports. The address you enter as the **Treasurer Street Address** will be used for the "Campaign Treasurer Street Address" and the **Treasurer Mailing Address** will be used for the "Campaign Treasurer Mailing Address" on the Cover Sheet of your reports.

Filer/Treasurer/Chair: This column displays the person for which the address applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A general-purpose committee is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer.

Chair: Not applicable for MPAC.

Address Type: This column displays the general type of address: **Mailing, Street,** or **Other.** You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Address, City, State: These columns display the information on file for the address type.

Action: This column shows the action(s) applicable for the address type:

Mailing: To change a Mailing address, click the **Edit** button. To remove a Treasurer Mailing address, click the **Delete** button. (Note: The Filer Mailing Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Street: This is the residential or business street address. To change a Street address, click the **Edit** button. To remove a Street address, click the **Delete** button. (Note: The Treasurer Street Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Other: This is an optional address you may provide as back-up contact information. To change this address, click the **Edit** button. To remove this address, click the **Delete** button. To add a new address, click the **Add** button located below the list.

MPAC: Manage My Profile – Address Entry

Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.

Any changes you make to your filer or treasurer address(es) in the filing application will also update your information on file with the COA-EFS. When you make any changes to your treasurer information in the filing application, you will also need to update your information by filing an amended appointment form (Form AGTA) with the City of Austin. You may provide up to three addresses (Mailing, Street and Other) for the filer, treasurer, and assistant treasurer, if any.

Editing an Address:

Filer/Treasurer/Chair *(Display Only)*: This information may not be edited. The person (Filer, Treasurer, or Assistant Treasurer) whose address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address Type *(Display Only):* This information may not be edited. The general type (Mailing, Street, or Other) of the address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the displayed person and address type. If you are entering a Mailing address, use the Street Address 1 field to enter a P.O. Box.

Adding an Address:

Filer/Treasurer/Chair: Only valid choices are shown in the drop-down list. If your committee does not have an assistant campaign treasurer on file, then you will not see Assistant Treasurer as a valid choice. Select the type of person for which the address you are adding applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Assistant Treasurer: The individual listed as assistant campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin. *Note:* A general-purpose committee is not required to appoint an assistant campaign treasurer but may do so. An assistant treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant campaign treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer.

Chair: Not applicable for MPAC.

Address Type: Only valid choices (address types not currently on file) are shown in the drop-down list as available to add. You must have at least one address for the filer. You must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Mailing: This is the mailing address.

Street: This is the residential or business street address.

Other: This is an optional address you may provide as back-up contact information.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the selected person and address type. If you are entering a mailing address, use the Street Address 1 field to enter a P.O. Box.

MPAC: Manage My Reports

Click on the Start a New Report button to start a new report for an upcoming deadline. Based on several factors (including today's date, your filing records in the COA-EFS database, and the filing schedule), the filing application will suggest the next report it appears you are required to file. Then you will have the opportunity to start the suggested report or start a different report by clicking on the Other Report Options button.

Other Report Options:

• Start a Corrected Report: Selecting this option and clicking the **Start Report** button will return you to the Reports page, where you can find the original report you need to correct under Filed Reports and click on the Correct/Update button.

• Start a Missing Report: Selecting this option and clicking the **Start Report** button will return you to the Reports page, where you can find the missing report you need to file under Missing/Late Reports and click on the Start Report button. If you do not see the report you need to file in the list, click the **Start a New Report** button again, choose **Other Report Options**, and select the option to Start a Different Report.

• Start a Dissolution Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "Dissolution Report" selected, where you can enter the period covered and then continue the report.

• Start a 10 Day After Treasurer Termination Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and

Period Covered page with "10 Day After Treasurer Termination Report " selected, where you can enter the period covered and then continue the report. For more information, see Report Types.

• Start a Different Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with no report type selected, where you can choose the report type and enter the period covered and then continue entering the report.

In-Progress Reports shows you the following information about the report(s) you have started in the COA-EFS filing application but ***have not yet filed:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (Monthly, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as Monthly and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding an In-Progress Report. Click on the **Continue Working** button to go to the report's Worksheet Summary and enter activity on the applicable schedules.

You may also click on the **Print** button to print a copy of an in-progress report in PDF format or click on the **Delete** button to delete an in-progress report. *Note:* If you click "Delete" you will be asked "Are you sure?" and have a chance to confirm your action. If you click "yes" to confirm, the entire report will be deleted and unrecoverable.

You may also click on the **Upload File** button if you entered your contribution or expenditure data in a separate spreadsheet and need to upload the file into

an in-progress report in the COA-EFS filing application. For more information, see the Import/Export Guide.

Missing/Late Reports shows you the following information about the report(s) that, according to COA-EFS records, you ***were required to file with the COA-EFS by a certain deadline but have not yet filed. Note:*** You may be subject to a late-filing penalty (late fine) for a required report that is not filed by the filing deadline.

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (Monthly, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as Monthly and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Missing/Late Report. Click on the **Start Report** button to start a missing report. Once you start the report, the action button will be disabled but the report will continue to display in your Missing/Late Reports list until you file the missing report. If you start the report and need more than one entry session to complete and file it, a copy of the report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

Filed Reports shows you the following information about the report(s) you ***have successfully filed with the COA-EFS***:

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also

search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (Monthly, Dissolution, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as Monthly and Dissolution, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Filed Report. You may click on the **Print** button to print a copy of the filed report in PDF format.

If you discover an error or omission in a filed report, you may click on the **Correct/Update** button to start a Corrected Report. Once you start a Corrected Report, that action button will be removed but the original report will continue to display in your Filed Reports list. If you start a Corrected Report and need more than one entry session to complete and file it, the Corrected Report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

MPAC: Cover Sheet – Report Type & Period Covered

What kind of report do you want to file? (Report Type): You can only select one monthly report type. If you need to file more than one monthly report, you must file each as a separate report. You can select one of the monthly reports as a stand-alone report or in combination with the "Dissolution" or "10th Day After Campaign Treasurer Termination" reports below, if applicable. Read the information concerning each of the report types.

Monthly Report: All general-purpose committees filing under the monthly filing schedule must file a report with COA-EFS by midnight Central Time on the 5th of each month to cover the previous month's activities. Select the month from the drop-down menu that corresponds to the applicable filing deadline. For example, if you are filing the monthly report due on July 5th, choose the July report, even though the report covers activity that occurred

during May and June. (See “Period Covered” section below for more information.)

Less Commonly Filed Reports: These reports are only required if you meet certain criteria. You can select one of the following report types as a stand-alone report or in combination with one of the reports listed above, if applicable. Select the radio button for one of these less commonly filed reports only if the report type applies to the event for which you are filing.

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. 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. (In this case, the Dissolution report serves as the treasurer's termination report.)

10th Day After Campaign Treasurer Termination Report: A general-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 is filed. If the termination takes place on the last day of a reporting period and the proper report for that period is filed, no separate termination report is required.

Other Reports: These other reports are only required in certain circumstances and cannot be combined with other report types. Read the information concerning each of the report types. Select the radio button for one of these other reports only if the report type applies to the event for which you are filing.

For the City of Austin reporting requirements go to http://austintexas.gov/page/campaign-finance-forms

Period Covered: The filing application will calculate the period covered for your report based on the report type you select. You can modify the start and end dates as long as your modified start date does not precede the filing application calculated start date and your modified end date does not extend past the filing application calculated end date. If you need to report activity outside of the filing application calculated date range for this report, you will need to file multiple reports.

A reporting period includes the Start date and the End date. The report due date will be after the end of the period. Generally, a report picks up where the last report left off and there should be no gaps or overlapping periods. ***First Reports.*** If this is the first campaign finance report that your committee has filed, the start date depends on the date the committee filed its initial campaign treasurer appointment (Form GTA) and when it chose to file under the monthly filing schedule.

Before 25th of the Month: If your committee filed its initial campaign treasurer appointment (Form GTA) before the 25th of the month and chose to file monthly at that time, the beginning date is the date the initial campaign treasurer appointment was filed. The ending date is the 25th day of the same month.

Example: A general-purpose committee files its initial campaign treasurer appointment and chooses monthly filing on May 15. It's first monthly report is due June 5, covering the period beginning May 15 and ending May 25.

On or After 25th of the Month: If your committee filed its initial campaign treasurer appointment (Form GTA) on or after the 25th of the month, and chose to file monthly at that time, the beginning date is the date the initial campaign treasurer appointment was filed. The ending date is the 25th day of the next month.

Example: A general-purpose committee files its initial campaign treasurer appointment and chooses monthly filing on May 27. Its first monthly report is due July 5, covering the period beginning May 27 and ending June 25.

Committee Changes to Monthly Filing: If your committee has been filing under the regular filing schedule, and chooses monthly filing between January 1 and January 15 of a particular year, the beginning date for the first monthly report (due February 5) is January 1. The ending date is January 25. Note: To change to monthly filing a general-purpose committee must deliver written notice to the City of Austin between January 1 and January 15.

Monthly Reports: The start date is the 26th of one month or the day after the last day covered by the last required report, whichever is later. If this is the first report your committee has filed, please see the "First Reports" section above. The ending date is the 25th of the next month.

Dissolution Report Period: The start date is the day after the last day covered by your committee's last required report. If this is the first report your

committee has filed, please see the "First Reports" section above. The end date is the day you file the dissolution report.

10th Day After Campaign Treasurer Termination Report Period: 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.

Alternative Reporting Requirement for Some Committees:

Higher Contribution Itemization Threshold box: If your committee qualifies for the higher itemization threshold you may choose to itemize incoming political contributions that exceed $20 (instead of $10) from one person for this reporting period by checking this box.

MPAC: Cover Sheet – Committee Activity

Committee Activity: Your committee is required to identify each candidate or ballot measure supported or opposed and each officeholder assisted by the committee in this reporting period.

Changing Status? Sometimes a general-purpose political committee (MPAC or GPAC) may choose to limit its activities to supporting or opposing a particular candidate or measure. In that case, the committee may have become a specific-purpose political committee (SPAC). Tell Me More About Committees Changing Status

Subject: Select whether your committee's activity relates to a candidate, officeholder, or measure. If the committee's activity relates to all candidates or officeholders of a certain political party, select either "Candidates of Political Party" or "Officeholders of Political Party."

Purpose: Indicate whether your committee supported or opposed the candidate, or measure. Note: If Officeholder is selected, the purpose of "assist" will always be selected. You may add more than one purpose entry for your committee.

Candidate or Officeholder Information: *(These fields will be activated only if "Candidate" or "Officeholder" is selected for the Subject of your committee's activity.)*

Candidate or Officeholder Name (First, Last, Title, Suffix, or Nickname): Enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (Title and Nickname are optional).

Office Sought or Held: Enter the office sought by the candidate or the office held by the officeholder, as applicable.

Measure Information: *(These fields will be activated only if "Measure" is selected for the Subject of your committee's activity.)*

Measure/Ballot ID: Enter the ballot number of the measure supported or opposed by your committee.

Election Date: Select the date of the election at which the ballot measure will be voted on.

Description of Measure: Enter a short description of the ballot measure.

Party Information: *(This field will be activated only if "Candidates of Political Party" or "Officeholders of Political Party" is selected for the Subject of your committee's activity.)*

Party Name: If your committee's activity relates to all candidates or officeholders of a certain political party, enter the name of the party here.

MPAC: Worksheet Summary

Worksheet Summary is a new page in the filing application designed to help you keep track of the schedules required for this report and the activity you enter. If you indicated by answering "Yes" on the previous **Reporting Period Activities** screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Return to Cover Sheet button: Click on this button to go to the beginning of this report's Cover Sheet (report type and period covered). You may also go to the cover sheet by clicking on the link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Walk me through all schedules button: Click on this button to be guided through a series of questions to determine whether or not your committee may have activity to disclose on a report schedule. This option takes you through ALL the schedules in the report from beginning to end. During the walk-

through, any schedules that you choose to "work on this later" will be flagged with a check mark in the **Work on Later** column on the **Worksheet Summary** screen.

Report Totals button: Click on this button to go to this report's **Subtotals** and **Totals** pages, where you can view the calculated totals of activity entered in this report and enter lump sum totals for unitemized contributions, pledges, loans, and expenditures.

Upload File button: Click on this button to import your contribution and expenditure data into the filing application.

Worksheet Summary Grid: The reporting schedules/categories are organized into three main areas:

• Incoming Funds – any money coming into your committee's political account(s);

• Outgoing Funds – any payments going out of your committee's political account(s); and

• Additional Activity – other types of activity, such as non-monetary (in-kind) contributions, pledged contributions, or unpaid incurred expenditure obligations.

Under each main area, the information is displayed in the following columns:

Category: This column displays the name and letter code of each schedule/category you may possibly need for this report. (For example, the name of the first schedule is Monetary Political Contributions and the letter code for that schedule is A1.) If you indicated on a previous screen that your committee has activity to report, those schedules/categories are highlighted in green in the grid.

Walk-Thru: Click this link to be guided through a series of questions to help you determine whether or not your committee may have activity to disclose on a particular report schedule. This option allows you to walk-through a single schedule only. During the walk-through, if you choose to "work on this later" the schedule will be flagged with a check mark in the Work on Later column.

Count: This column keeps a running tally and displays the number of transactions you have entered and saved for a particular schedule/category.

Sub-Total: This column displays the total amount of transactions you have entered and saved plus any lump sum total you entered on the **Schedule Subtotals** page for a particular schedule/category.

Action: To begin entering activity for a particular schedule/category, click on "Start" in this column. After you have saved your first transaction, the link that you click on changes to "Continue" in this column.

Work on Later: If you choose to do a "walk-thru" of all schedules or one particular schedule, any schedules that you choose to "work on this later" will be flagged with a check mark in this column. Once you enter and save data on a checked schedule, the check mark will be removed; but remember, you can always enter information on any category/schedule, as needed, until you file the report.

MPAC: Schedule A1

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming **monetary** contributions on Schedule A1. (Non-monetary (in-kind) contributions are now entered on Schedule A2).

Schedule A1 is used by a general-purpose committee filing monthly to itemize incoming monetary political contributions that exceed $10 (or $20 if committee qualifies) from one person during the reporting period. If your committee accepted other types of incoming funds (such as corporate or labor organization contributions or support, loans, or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such

notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1 and C2. A corporation or labor organization may provide monetary or non-monetary support to a general-purpose committee to: 1) finance the establishment or administration of a general-purpose committee, or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families. A general-purpose committee must report such support on Schedules C3 and C4.

Contributions List: After you enter and save your first contribution, the filing application will begin a list of all contributions entered on Schedule A1 for this report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out of State Political Committees *These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee accepted the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the amount of the contribution.

Itemize box: Checking this box indicates that this contribution will be itemized on Schedule A1. The automatic default is to itemize. As a general-purpose committee filing monthly, your committee is required to itemize contributions that exceed $10 in the aggregate from a single contributor (or $20 if committee qualifies). If your committee accepted two or more monetary contributions from the same person, the total of which exceeds $10 (or $20 if committee qualifies), enter each contribution separately and be sure the box is checked for each entry.

Contributions of $10 or less (or $20 if committee qualifies). Although you are not required to do so, you may also itemize on Schedule A1 monetary contributions that do not exceed $10 (in the aggregate) for the reporting period. If you do not itemize monetary contributions of $10 and less on Schedule A1 (or $20 if committee qualifies), you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page, but the entry will not appear on Schedule A1.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation: You must enter the contributor's principal occupation in this field.

Employer (Optional): You may enter the employer of the contributor in this field.

MPAC: Schedule C1

Enter only incoming monetary corporate or labor organization contributions on Schedule C1. (Non-monetary (in-kind) corporate or labor organization contributions are now entered on Schedule C2.)

Schedule C1 and C2 are only for general-purpose committees that support or oppose measures *exclusively*. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

Schedule C1 is used by political committees that support or oppose measures exclusively to itemize all monetary political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization monetary contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds (such as loans or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contributions List: After you enter and save your first corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule C1 for this report. The list will display columns showing pertinent information for each contribution:

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the amount of the contribution.

Itemize box: This box is always checked on this schedule. Your committee is 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.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

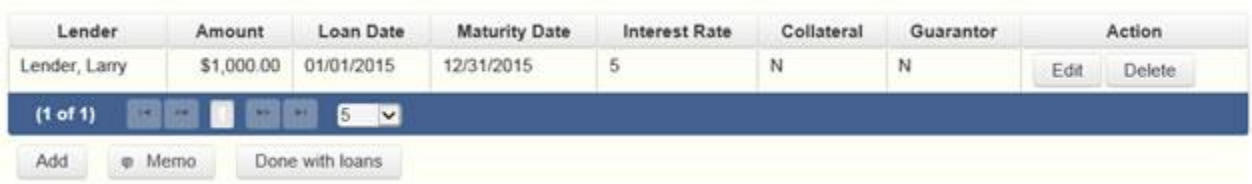
MPAC: Schedule E

Schedule E is used by a general-purpose committee filing monthly to itemize loans exceeding $10 from one person that your committee accepted during the reporting period for political purposes. If your committee accepted two or

more loans from the same person, the total of which exceeds $10, enter each loan separately. You must also itemize all loans from financial institutions, regardless of the amount.

NOTE: Only a general-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.

Loans List: After you enter and save your first loan, the filing application will begin a list of all loans entered on Schedule E for this report. The list will display columns showing pertinent information for each loan:



Lender	Amount	Loan Date	Maturity Date	Interest Rate	Collateral	Guarantor	Action
Lender, Larry	$1,000.00	01/01/2015	12/31/2015	5	N	N	Edit Delete

(1 of 1) 5

Add Memo Done with loans

The loans list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered loan. To enter a new loan, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding loan(s) entered on this schedule.

Loan Date: Enter the date your committee accepted the loan.

Maturity Date: Enter the maturity date of the loan.

Loan Amount: Enter the principal amount of the loan.

Itemize box: Checking this box indicates that this loan will be itemized on Schedule E. The automatic default is to itemize. Your committee is required to itemize all loans from financial institutions, regardless of the amount. Additionally, as a general-purpose committee filing monthly, your committee must itemize loans exceeding $10 from one person that your committee accepted during the reporting period. If your committee accepted two or more loans from the same person, the total of which exceeds $10, enter each loan separately.

Loans of $10 or less from persons other than financial institutions: Although you are not required to do so, you may itemize on this schedule loans from persons other than financial institutions that do not exceed $10 for the reporting period. If you do not itemize loans of $10 and less from persons other than financial institutions on Schedule E, you must total all such loans and enter the lump sum total on the Schedule Subtotals page of this report.

Interest Rate: Enter the interest rate of the loan.

From Individual or Entity? Indicate whether the lender is an individual or an entity.

Loans from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of lender.)*

Is the Lender an out of state PAC? Check this box only if the lender is an out-of-state political committee (PAC). Certain restrictions apply to contributions (including loans) 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted loans from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Lender Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the lender is an entity, enter the full name of the entity.

Lender Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that made the loan.

Was collateral used for this loan? If there is no collateral for this loan, click on NO. If there is collateral for this loan, click on YES and describe the collateral in the Collateral Description box.

Is this a guaranteed loan? If there are no guarantors for this loan, click on NO. If there are one or more guarantors, click on YES. This will activate the button labeled **"Enter Guarantor(s)"** at the bottom of the screen. Click on that button to enter guarantor information.

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 under **"Enter Guarantor(s)"** on Schedule E, and not on the contributions schedule.

Is this loan from a financial institution? *(This field will be activated only if "Entity" is selected for the type of lender.)* If your committee accepted a loan from a corporation that has been legally engaged in the business of making loans for more than one year, click on YES. If the loan was from any other source, click on NO.

NOTE: A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Only a general-purpose committee for *supporting or opposing measures exclusively* may accept a loan from a corporation other than a financial institution that has been legally engaged in the business of making loans for more than one year.

Lender Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of lender.)*

Lender Principal Occupation: You must enter the lender's principal occupation in this field.

Lender Employer (optional): You may enter the employer of the lender in this field.

MPAC: Schedule E - Guarantor Entry

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 here under "Guarantor Information" on Schedule E, and not on the contributions schedule.

Guaranteed Amount: Enter the dollar amount of the loan that the guarantor has agreed to guarantee.

From Individual or Entity? Indicate whether the guarantor is an individual or an entity.

Name of Guarantor (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that guaranteed the loan. If the guarantor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the guarantor is an entity, enter the full name of the entity.

Guarantor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that guaranteed the loan.

Guarantor Principal Occupation: *(This field will be activated only if "Individual" is selected for the type of guarantor.)* Enter the principal occupation of the guarantor.

Guarantor Employer: (This field will be activated only if "Individual" is selected for the type of guarantor.) Enter the employer of the guarantor.

MPAC: Schedule K

Investments purchased with political contributions, which were previously disclosed on Schedule K, are now disclosed on the new Schedule F3 (Purchase of Investments from Political Contributions).

Political contributions that your committee previously made to a candidate, officeholder, or another political committee and were returned to your committee are now disclosed on Schedule K. (Returned contributions were previously disclosed on Schedule J, which is no longer available.)

Schedule K is used to itemize the following types of incoming funds that your committee received during the reporting period:

• Any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, the amount of which exceeds $100;

• Any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $100;

• Any other gain from a political contribution, the amount of which exceeds $100; and

• Any political contributions previously made to a candidate, officeholder, or another political committee that were returned to your committee during the reporting period. NOTE: Contributions returned to your committee must be itemized regardless of the amount of the contribution.

Although you are not required to do so, you may also itemize on Schedule K any credit, gain, refund, or interest that does not exceed $100. Contributions

returned to your committee must be itemized regardless of the amount of the contribution. Unlike other schedules, you are NOT required to enter a lump sum total of unitemized Schedule K activity on the Schedule Subtotals page of this report.

Credits List: After you enter and save your first credit/gain/refund/returned contribution or interest, the filing application will begin a list of all credits/gains/refunds/returned contributions or interest entered on Schedule K for this report. The list will display columns showing pertinent information for each credit/gain/refund/returned contribution or interest:

The credits list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit/gain/refund/returned contribution or interest. To enter a new credit/gain/refund/returned contribution or interest, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding any credit/gain/refund/returned contribution or interest entered on this schedule.

From Individual or Entity? Indicate whether the person or business from whom the credit/gain/refund/returned contribution or interest was received is an individual or an entity.

Credit Date: Enter the date the credit/gain/refund/returned contribution was received or the interest was earned, as applicable.

Credit Amount: Enter the exact dollar amount of the credit/gain/refund/returned contribution or interest.

Itemize box: The automatic default is to itemize. You are required to itemize contributions returned to your committee, regardless of the amount of the contribution. You are also required to itemize any other credit, gain, refund, or interest that exceeds $100. If your committee received two or more credits,

gains, refunds, or interest from the same person, the total of which exceeded $100, enter each credit, gain, refund, or interest separately.

Credit/Gain/Refund/Interest of $100 or less. Although you are not required to do so, you may also itemize on Schedule K a credit, gain, refund, or interest that does not exceed $100 for the reporting period. All such credits entered here will be itemized and appear on Schedule K.

Name of Person from whom Amount is Received (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom the credit/gain/refund/returned contribution or interest 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.

Address of Person from whom Amount is Received (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom the credit/gain/refund/returned contribution or interest was received.

Purpose for which amount 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 this incoming credit/gain was originally made by your committee in the form of a political contribution to a candidate, officeholder, or another political committee and was returned to your committee in this reporting period, check this box. NOTE: Contributions returned to your committee *must be itemized regardless of the amount of the contribution*.

MPAC: Schedule F1

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only outgoing political ***payments*** made from political contributions on Schedule F1. (Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2).

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule

F4 and *not* on this schedule. When your committee uses political contributions to pay the credit card bill, you will disclose the payment on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F1 is used by a general-purpose committee filing monthly to itemize outgoing political payments made from political contributions that exceed $10 to one individual or entity during the reporting period. If your committee had other types of outgoing funds or activity (such as investment purchases or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Political Expenditures List: After you enter and save your first political expenditure, the filing application will begin a list of all political expenditures entered on Schedule F1 for this report. The list will display columns showing pertinent information for each payee:

Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
F1	Payee, Paul	$1,000.00	01/01/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure

payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are now entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: Checking this box indicates that this payment will be itemized on Schedule F1. The automatic default is to itemize. As a general-purpose committee filing monthly, your committee is required to itemize payments that exceed $10 (in the aggregate) to a single payee. If your committee made two or more political payments to the same payee, the total of which exceeded $10, enter each payment separately and be sure the box is checked for each entry.

Payments of $10 or less. Although you are not required to do so, you may also itemize on Schedule F1 political payments to a single payee that do not exceed $10 for the reporting period. If you do not itemize payments of $10 and less on Schedule F1, you must total all such political payments and enter the lump sum total on the Totals page of this report. If you enter information about such payments here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F1.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the committee activity conducted by making the political payment. 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. State whether the expenditure was 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.

Expenditure For Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Schedule F3

Schedule F3 is a new schedule used to disclose information about investments purchased by your committee with political contributions. Prior to January 1, 2015, this activity was disclosed on Schedule K (used for other incoming funds earned or returned to your committee’s political account).

Schedule F3 is used to itemize any investment your committee purchased with political funds during the reporting period, the amount of which exceeds $100. If your committee had other types of outgoing funds or activity (such as political payments or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Purchased Investments List: After you enter and save your first investment purchased with political contributions, the filing application will begin a list of all purchased investments entered on Schedule F3 for this report. The list will display columns showing pertinent information for each payee:

The purchased investments list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered investment purchased with political contributions. To enter a new purchased investment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding purchased investment(s) entered on this schedule.

From Individual or Entity? Indicate whether the person from whom your committee purchased the investment is an individual or an entity.

Expense Date: Enter the date your committee purchased the investment.

Expense Amount: Enter the amount paid for the investment.

Itemize box: The automatic default is to itemize. Your committee is required to itemize investments that exceed $100. If your committee made two or more payments to the same payee to purchase an investment, the total of which exceeded $100, enter each payment separately.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F3 a political payment to purchase an investment that does not exceed $100 for the reporting period. All such payments entered here will be itemized and appear on Schedule F3.

Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom your committee purchased the investment. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom your committee purchased the investment.

Description: Enter a brief statement or description of the investment (for example, “ten shares of stock in ABC Company”).

MPAC: Schedule I

Schedule I is used to itemize outgoing non-political expenditure payments made from political contributions, regardless of the amount. If your committee had other types of outgoing funds or activity (such as political expenditures, investment purchases, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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 and *should not* be disclosed on Schedule I.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Non-Political Expenditures List: After you enter and save your first non-political expenditure, the filing application will begin a list of all non-political expenditures entered on Schedule I for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Action
Other	I	Payee, Paul	$1,000.00	01/01/2015		Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The non-political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date your committee made the expenditure payment. (Remember: Non-political expenditure obligations your committee incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all non-political expenditures from political contributions regardless of the amount. If your committee made two or more payments to the same payee, enter each payment separately.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and

suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the payment is made. If none of the listed categories apply, select "Other" and enter your own category. Remember, as a practical matter, very few expenditures made from political contributions are non-political expenditures.

Description: Enter a brief statement or description of the committee activity conducted by making the payment. 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.

MPAC: Schedule A2

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming **non-monetary** (in-kind) contributions on Schedule A2. (Monetary contributions are now entered on Schedule A1).

Schedule A2 is used by a general-purpose committee filing monthly to itemize incoming non-monetary (in-kind) political contributions that exceed $10 (or $20 if committee qualifies) from one person during the reporting period. If your committee accepted other types of incoming funds or activity (such as pledges, monetary contributions, corporate or labor organization contributions or support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and it must include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee). NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Contributions or Support: Do not enter on this schedule contributions or support your committee received from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations and must report such contributions on Schedules C1 and C2. A corporation or labor organization may provide monetary or non-monetary support to a general-purpose committee to: 1) finance the establishment or administration of a general-purpose committee, or 2) solicit contributions to a general-purpose committee from the employees, stockholders, or members of the corporation or labor organization and their families. A general-purpose committee must report such support on Schedules C3 and C4.

Contribution of Personal Services or Travel: 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.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) contribution, the filing application will begin a list of all contributions entered on Schedule A2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a

previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date your committee *accepted* the non-monetary(in-kind) contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: Checking this box indicates that this in-kind contribution will be itemized on Schedule A2. The automatic default is to itemize. As a general-purpose committee filing monthly, your committee is required to itemize contributions that exceed $10 in the aggregate from a single contributor (or $20 if committee qualifies). If your committee accepted two or more non-monetary (in-kind) contributions from the same person, the total of which exceeds $10 (or $20 if committee qualifies), enter each contribution separately and be sure the box is checked for each entry.

Contributions of $10 or less (or $20 if committee qualifies). Although you are not required to do so, you may also itemize on Schedule A2 non-monetary (in-

kind) contributions that do not exceed $10 (in the aggregate) for the reporting period. If you do not itemize non-monetary (in-kind) contributions of $10 and less on Schedule A2 (or $20 if committee qualifies), you must total all such contributions and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule A2.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation: You must enter the contributor's principal occupation in this field.

Employer (Optional): You may enter the employer of the contributor in this field.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Schedule B

As always, you must disclose a pledge on Schedule B in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, you must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary

contributions), as applicable, in the reporting period in which your committee actually receives 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: On June 20 a supporter promises that he will give a monthly committee $1,000 on October 20. The committee accepts his promise. The committee must disclose the pledge on its July 5 monthly report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 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.)

Schedule B is used by a general-purpose committee filing monthly to itemize pledges (monetary or in-kind) that exceed $10 from one person during the reporting period. If your committee accepted other types of incoming funds or activity (such as monetary contributions, non-monetary (in-kind) contributions, corporate or labor organization contributions or support, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. NOTE: Such notices are not required if the committee is the principal political committee of a political party.

Corporate or Labor Organization Pledged Contributions: Do not enter on this schedule pledged contributions your committee accepted from corporations or labor organizations. A political committee that *supports or opposes measures exclusively* may accept pledged contributions from corporations or labor organizations and must report such pledged contributions on Schedule D.

Pledge of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution, the filing application will begin a list of all contributions entered on Schedule B for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor of the pledge is an individual or an entity.

Contributions from Out of State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

Is the Contributor an out of state PAC? Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over $500 in a reporting period from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept $500 or less in a reporting period from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If your committee accepted contributions from an out-of-state PAC and you do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report 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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 your committee accepted the pledge. If your committee never actually receives the pledge, it is not necessary to correct your report to delete the pledge.

Example: On June 20 a supporter promises that he will give a monthly committee $1,000 on October 20. The committee accepts his promise. The committee must disclose the pledge on its July 5 monthly report covering the period in which it accepted the pledge. (Note: When the committee receives the $1,000, the committee will disclose it as a monetary contribution on Schedule A1 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: Checking this box indicates that this pledge will be itemized on Schedule B. The automatic default is to itemize. As a general-purpose committee filing monthly, your committee is required to itemize pledges that exceed $10 (in the aggregate) from a single contributor. If your committee accepted two or more pledges from the same person, the total of which exceeds $10, enter each pledge separately and be sure the box is checked for each entry.

Pledges of $10 or less: Although you are not required to do so, you may also itemize on Schedule B pledges that do not exceed $10 (in the aggregate) for the reporting period. If you do not itemize pledges of $10 and less on Schedule B, you must total all such pledges and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such pledges here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule B.

Contributor Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person who made the pledge. 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor of the pledge.

Contributor Principal Occupation and Employer Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Employer (Optional): You may enter the employer of the contributor of the pledge in this field.

Principal Occupation: You must enter the pledge contributor's principal occupation in this field.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledged contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Schedule C2

Enter only incoming **non-monetary** (in-kind) corporate or labor organization contributions on Schedule C2. (Monetary corporate or labor organization contributions are now entered on Schedule C1.)

Schedule C1 and C2 are only for general-purpose committees that support or oppose measures *exclusively*. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

Schedule C2 is used to itemize all non-monetary (in-kind) political contributions accepted from corporations or labor organizations during this reporting period. You must itemize all such corporate or labor organization non-monetary (in-kind) contributions, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, pledges, loans, or interest), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) corporate or labor organization contribution, the filing application will begin a list of all contributions entered on Schedule C2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top

of each column. You may also use the Memo button to provide additional explanation regarding contribution(s) entered on this schedule.

Contribution Date: Enter the date your 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.

Contribution Amount: Enter the fair market value of the non-monetary (in-kind) contribution.

Itemize box: This box is always checked on this schedule. Your committee is 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 in-kind contributions from the same corporation or labor organization, enter each in-kind contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the contribution.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the contribution.

In-kind Description: Enter a description of the non-monetary (in-kind) contribution. The description should be sufficiently detailed to allow a person reviewing the committee's report to understand what was contributed.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Schedule C3

Enter only incoming **monetary** corporate or labor organization support on Schedule C3. (Non-monetary corporate or labor organization support is now entered on Schedule C4.)

Schedules C3 and C4 are only for a general-purpose committee that accepted corporate or labor organization support. Other general-purpose committees that *support or oppose measures exclusively* and accept monetary and non-monetary (in-kind) contributions from corporations or labor organizations use Schedules C1 and C2 to disclose such corporate or labor organization contributions.

Schedule C3 is used to itemize all monetary payments made by corporations or labor organizations to:

• finance the establishment or administration of your committee; or

• finance the solicitation of political contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families.

You must itemize all such corporate or labor organization monetary support payments, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as pledges, non-monetary (in-kind) contributions, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Monetary Support List: After you enter and save your first monetary payment made by a corporation or labor organization in support of your committee, the filing application will begin a list of all monetary support payments entered on Schedule C3 for this report. The list will display columns showing pertinent information for each monetary support payment:

The monetary support list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered monetary support payment. To enter a new monetary support payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at

the top of each column. You may also use the Memo button to provide additional explanation regarding monetary support payment(s) entered on this schedule.

Date: Enter the date of the monetary payment made by the corporation or labor organization in support of your committee.

Payments Made By Credit Card: There is a special reporting rule for payments 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 a payment made by credit card is the date the credit card is used. For other reports, the date of a payment made by credit card 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 payment as the date of the charge.*

Amount: Enter the amount of the payment made by the corporation or labor organization in support of your committee.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all monetary payments from corporations or labor organizations regardless of the amount. If your committee accepted support in two or more payments from the same corporation or labor organization, enter each payment separately.

Entity Name: Enter the name of the corporation or labor organization that provided the monetary support to your committee.

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that provided the monetary support to your committee.

MPAC: Schedule C4

Enter only incoming **non-monetary** corporate or labor organization support on Schedule C4. (Monetary corporate or labor organization support is now entered on Schedule C3.)

Schedules C3 and C4 are only for a general-purpose committee that accepted corporate or labor organization support. Other general-purpose committees that *support or oppose measures exclusively* and accept monetary and non-monetary (in-kind) contributions from corporations or labor

organizations use Schedules C1 and C2 to disclose such corporate or labor organization contributions.

Schedule C4 is used to itemize all non-monetary support provided by corporations or labor organizations to:

• finance the establishment or administration of your committee; or

• finance the solicitation of political contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families.

You must itemize all such corporate or labor organization non-monetary support, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, pledges, loans, or interest) enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Non-Monetary Support List: After you enter and save your first non-monetary support entry, the filing application will begin a list of all non-monetary support entered on Schedule C4 for this report. The list will display columns showing pertinent information for each non-monetary support entry:

The non-monetary support list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete previously entered non-monetary support provided by a corporation or labor organization to your committee. To enter a new non-monetary support entry, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding non-monetary support entered on this schedule.

Date: Enter the date the corporation or labor organization provided non-monetary support to your committee. The payment date is the date the corporation or labor organization incurs the obligation to make a payment. The payment date is not necessarily the date goods or services are received. It is the date on which the obligation to make a payment is incurred, as long as the amount of the payment is "readily determinable". Generally, the amount of a payment is known (and therefore readily determinable) when the obligation is incurred, but in some cases the amount is not known until the receipt of a bill.

Amount: Enter the fair-market value of the non-monetary support provided to your committee by a corporation or labor organization.

Itemize box: This box is always checked on this schedule. Your committee is required to itemize all non-monetary support from corporations or labor organizations regardless of the amount. If your committee accepted two or more instances of non-monetary support from the same corporation or labor organization, enter each non-monetary support separately.

Entity Name: Enter the name of the corporation or labor organization that provided non-monetary support to your committee.

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that provided non-monetary support to your committee.

MPAC: Schedule D

This schedule is only for general-purpose committees that support or oppose measures *exclusively*. Such committees also use Schedules C1 and C2 to disclose corporate or labor organization monetary and non-monetary (in-kind) contributions. Other general-purpose committees that receive support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families use Schedules C3 and C4 to disclose such support.

As always, you must disclose a corporate or labor organization pledge on Schedule D in the reporting period in which your committee accepted the pledge. Effective January 1, 2015, 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 corporate or labor organization contributions), as applicable, in the

reporting period in which your committee actually receives 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: On June 20 a corporate supporter promises to give a monthly committee $1,000 on October 20. The committee accepts the corporation's promise. The committee must disclose the pledge on its July 5 monthly 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.)

Schedule D is used to itemize all pledges (monetary or in-kind) from corporations or labor organizations accepted by your committee during the reporting period. You must itemize all such corporate or labor organization pledges, regardless of the amount, on this schedule. If your committee accepted other types of incoming funds or activity (such as monetary contributions, non-monetary (in-kind) contributions, corporate or labor organization support, loans, or interest), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Pledge of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution from a corporation or labor organization, the filing application will begin a list of all pledges entered on Schedule D for this report. The list will display pertinent information for each contribution:

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered contribution. To enter new pledges, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding pledged contribution(s) entered on this schedule.

Pledge Date: Enter the date your committee *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. Note that your committee must accept a pledge before you are required to report 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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge received in same reporting period as accepted: If your committee receives a pledge in the same reporting period in which it 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). The date of the contribution will be the date your committee accepted the pledged contribution, regardless of when 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 your committee accepted the pledge. If your committee never actually receives the pledge, it is not necessary to correct your report to delete the pledge.

Example: On June 20 a corporate supporter promises to give a monthly committee $1,000 on October 20. The committee accepts the corporation's promise. The committee must disclose the pledge on its July 5 monthly 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of any pledged goods or services or other thing of value, as applicable.

Itemize box: This box is always checked on this schedule. Your committee is 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 contribution separately.

Contributor Name (Entity Name): Enter the full name of the corporation or labor organization that made the pledge.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the corporation or labor organization that made the pledge.

In-Kind Description: If the pledge was for goods or services or any other thing of value, enter a description of the in-kind pledge of 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.

In-kind Contribution For Out-of-State Travel? Check this box if the in-kind pledged contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Schedule F2

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only expenditure obligations that your committee has **incurred but not yet paid** on Schedule F2. (Political expenditures that were *paid* in this reporting period are disclosed on Schedule F1. Non-political expenditures that were paid in this reporting period are disclosed on Schedule I. Expenditures made by credit card are disclosed on schedule F4 (used for expenditures made by credit card).)

Effective January 1, 2015, you must also disclose when your committee actually pays the incurred expenditure. You must disclose the outgoing payment on Schedule F1 or I as applicable, in the reporting period in which your committee pays the expenditure.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When your committee pays the credit card bill, you will disclose the payment on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F2 is used by a general-purpose committee filing monthly to itemize political expenditures the committee has incurred but not yet paid that exceed $10 to one individual or entity during the reporting period. Also use this schedule to itemize any non-political expenditures your committee has incurred but not yet paid during the reporting period, regardless of the amount. If your committee had other outgoing funds (such as investment purchases or political payments from political funds), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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. The notice must be given before the end of the reporting period during which the committee made the political expenditures or accepted the political contributions. The notice must inform the person that the committee has made political expenditures or accepted political contributions on his or her behalf, and include the full name and address of the political committee and its campaign treasurer and an indication that the committee is a general-purpose committee. *NOTE:* Such notices are not required if the committee is the principal political committee of a political party.

Unpaid Incurred Obligations List: After you enter and save your first unpaid incurred obligation, the filing application will begin a list of all unpaid incurred obligations entered on Schedule F2 for this report. The list will display columns showing pertinent information for each payee:

Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
F2	Payee, Paul	$1,000.00	01/01/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The unpaid incurred obligations list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered unpaid incurred obligation. To enter a new unpaid incurred obligation, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding unpaid incurred obligation(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Tell Me More About Incurred Expenditure Obligations

Expense Amount: Enter the amount of the incurred expenditure obligation.

Itemize box: Checking this box indicates that this incurred expenditure will be itemized on Schedule F2. The automatic default is to itemize. As a general-purpose committee filing monthly, your committee is required to itemize incurred political expenditures that exceed $10 (in the aggregate) to a single payee. Your committee is required to itemize any non-political expenditure, regardless of the amount. If your committee incurred two or more political expenditures to the same payee, the total of which exceeded $10, enter each incurred political expenditure obligation separately and be sure the box is checked for each entry.

Incurred Political Expenditure Obligations of $10 or less. 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 $10 for the reporting period. If you do not itemize incurred political expenditures of $10 and less on Schedule F2, you must total all such incurred political expenditures and enter

the lump sum total on the Totals page of this report. If you enter information about such incurred political expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F2.

Type of Expenditure: Select whether the incurred expenditure was political or non-political. ***NOTE: 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.

Check if Austin, TX officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the incurred expenditure is an officeholder expense for living in Austin, Texas.

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

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the expenditure obligation. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Description: Enter a brief statement or description of the committee activity that is conducted by making the incurred 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. State whether the

expenditure was to support or oppose a candidate, officeholder, political party, or ballot measure, and identify the candidate, officeholder, political party, or ballot measure. If your incurred expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the **"Enter Travel Info" button** that activates when you check the box. This information will be included in your report on Schedule T.

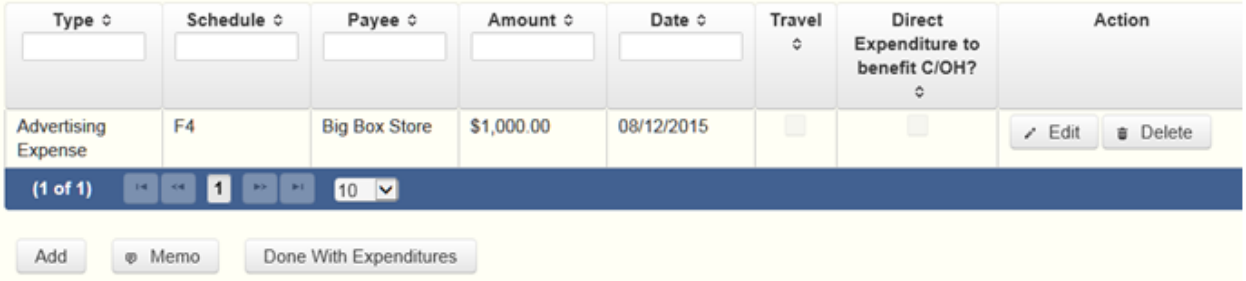
MPAC: Schedule F4

Schedule F4 is a new schedule used to disclose information about expenditures made by credit card. Effective September 1, 2015, you must disclose committee expenditures charged to a credit card on this schedule and identify the individual, entity, or vendor who receives payment from the credit card company. (When your committee pays the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule.)

Schedule F4 is used to itemize expenditures your monthly committee made by credit card that exceed $10 to one individual or entity during the reporting period. If your committee had outgoing funds (such as investment purchases or political payments from political funds), or obligations that your committee has incurred but not yet paid, enter them on the applicable schedules associated with the categories shown on the Worksheet Summary page. See Expenditures Made by Credit Card for more information.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Expenditures Made By Credit Card List: After you enter and save your first expenditure made by credit card, the filing application will begin a list of all credit card expenditures entered on Schedule F4 for this report. The list will display columns showing pertinent information for each payee:



Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Advertising Expense	F4	Big Box Store	$1,000.00	08/12/2015			Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The expenditures made by credit card list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered credit card expenditure. To enter a new credit card expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding credit card expenditure(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Note: Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Expense Date: Enter the date your committee made the expenditure by 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.* See Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures for more information.

Expense Amount: Enter the amount of the credit card expenditure.

Itemize box: Checking this box indicates that this credit card expenditure will be itemized on Schedule F4. The automatic default is to itemize. You are required to itemize political expenditures made by credit card that exceed $10

(in the aggregate) to a single payee. You are required to itemize any non-political expenditure made by credit card, regardless of the amount. If your committee made two or more expenditures to the same payee, the total of which exceeded $10, enter each expenditure made by credit card separately and be sure the box is checked for each entry.

Credit Card Expenditures of $10 or less. Although you are not required to do so, you may also itemize on Schedule F4 political expenditures made by credit card to a single payee that do not exceed $10 for the reporting period. If you do not itemize political expenditures made by credit card of $10 and less on Schedule F4, you must total all such credit card expenditures and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such credit card expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F4.

Check if Austin, TX officeholder living expense: For credit card expenditures made on or after July 1, 2014, check this box only if the expenditure is an officeholder expense for living in Austin, Texas.

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

Type of Expenditure: Select whether the credit card expenditure was political or non-political. *NOTE: 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.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the credit card expenditure. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity. *Note:* Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.

Examples of Acceptable Ways to Report Expenditure Purpose

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

Note: Do not select “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 company. Instead, select the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

Description: Enter a brief statement or description of the committee activity that is conducted by making the credit card 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. If your credit card expenditure was a contribution to a candidate or officeholder, or to another committee, enter “political contribution” and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

MPAC: Out-of-State Travel Information

Non-monetary (In-kind) Contribution or Political Expenditure for Travel Outside of Texas: In addition to the required information you enter on the applicable political contribution or expenditure schedule, the description of an in-kind contribution, in-kind pledge, or political expenditure for travel outside of the state of Texas must include other detailed information. The required additional detailed information you enter on this screen will be included in your report on Schedule T.

Travel Information List: After you enter and save additional travel information for an in-kind contribution, in-kind pledge, or political expenditure,

the filing application will begin a list of all travel information entered for each in-kind contribution, in-kind pledge, or expenditure. The filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering detailed travel information. The list will display columns showing pertinent information for each travel entry:

Last Name	First Name	Transportation Type	Departure City	Arrival City	Departure Date	Arrival Date	Action
Candidate	Carl	Commercial Airplane	Austin	New York	03/25/2015	03/26/2015	Edit Delete

(1 of 1) 1 10

Add Memo Done With Travel

The travel information list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete previously entered travel information. To enter additional travel information for this in-kind contribution, in-kind pledge, or expenditure, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding travel information entered on this schedule.

Note: At the top of the entry screen, the filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering additional travel information. If you need to enter travel information for a different in-kind contribution, in-kind pledge, or expenditure, check the “Expenditure for Out of State travel” box on the entry screen for the in-kind contribution, in-kind pledge, or expenditure that you wish to edit, and click on the **Enter Travel Info** button that activates when you check the box.

Name of Person Traveling (First, Last, Title, Suffix): Enter the full name of the person or persons traveling on whose behalf the in-kind contribution or pledge was accepted or the expenditure was made. Enter the person's name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional).

Entering multiple persons traveling. If you need to enter multiple persons traveling for this trip, enter the name of the first person and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another person in the "Name" fields

and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all persons traveling on this trip.

Transportation Type: Select the method of travel (i.e. airplane, automobile, railroad, boat, etc.). If none of the listed transportation types apply, select "Other" and enter your own transportation type.

Departure City: Enter the name of the departure city or the name of each departure location.

Entering multiple departure locations. If you need to enter multiple departure locations for this trip, enter the first location and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another departure location in the "Departure City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all departure locations for this trip.

Arrival City: Enter the name of the arrival (destination) city or the name of each destination location.

Entering multiple destination locations. If you need to enter multiple destination locations for this trip, enter the first location and complete the rest of the fields on the screen. Then select "Save and Duplicate" at the bottom of the screen, which will allow you to enter another destination location in the "Arrival City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all destination locations for this trip.

Departure Date: You are required to disclose the dates on which the travel occurred. Enter the departure date in this field.

Arrival Date: You are required to disclose the dates on which the travel occurred. Enter the arrival date in this field.

Travel Purpose: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

MPAC: Schedule Subtotals

Schedule Subtotals is a new page of the reporting form intended to supplement the report totals (cover sheet, page 2). This page displays the calculated **Subtotal** for each report schedule, based on the amounts you

entered on the schedule entry screen (reported itemized and reported unitemized) and any other unitemized total you enter as a lump sum amount here (user entered lump sum unitemized).

You are always required to itemize or report detailed information for contributions, expenditures, and loans over a certain monetary threshold. The thresholds vary depending on the type of activity (see "Itemization Thresholds" below). For smaller contributions, expenditures, and loans that do not exceed the threshold (in the aggregate from a single source), you may report them in one of two ways: 1) add them all together and enter the unitemized total as a lump sum; OR 2) enter the detailed information on the schedule entry screen (and choose to itemize or not).

Note: If your committee qualifies and chooses to use the $20 itemization threshold for contributions disclosed in this report, you must check the Higher Contribution Itemization Threshold box on the **Cover Sheet** page.

Itemized transactions: You chose to enter the detailed information on the schedule entry screen AND the "itemize" box is checked. The filing application calculates the sum of the entries for each schedule and the amount is displayed in the **Reported Itemized** column for the applicable schedule.

Unitemized transactions: Depending on your choice of entry, your unitemized transactions are shown under one of the following columns:

Reported Unitemized – You chose to enter the detailed information on the schedule entry screen and the "itemize" box is NOT checked. The transaction will remain unitemized, unless you manually check the "itemize" box or you enter additional transactions from/to the same source which cause the aggregate total to exceed the itemization threshold.

User Entered Lump Sum Unitemized – You chose not to enter the detailed information, but rather to enter the total of all your unitemized transactions as a lump sum for the applicable schedule. You must manually enter the lump sum total. DO NOT INCLUDE in a lump sum total any transactions for which you chose to enter detailed information.

Itemization Thresholds for Each Schedule: *To return to the instructions for each schedule, click on the applicable link*.

Monetary Political Contributions (A1) – You are not required to itemize contributions (in the aggregate from a single source) of $10 or less (or $20 or

less if committee qualifies). If not entered on this schedule, you must enter a lump sum.

Monetary Contributions from Corporation or Labor Organization (C1) – This schedule is only for political committees that support or oppose measures exclusively. There is no itemization threshold for this schedule. You must itemize all monetary contributions from a corporation or labor organization.

Loans (E) – You are not required to itemize loans (in the aggregate from a single source) of $10 or less from a person other than a financial institution. If not entered on this schedule, you must enter a lump sum. You must itemize all loans from financial institution regardless of the amount.

Interest, Credits, Gains, Refunds, and Contributions Returned to Filer (K) – You are not required to itemize any credit, gain, refund, or interest (in the aggregate from a single source) of $100 or less, other than contributions returned to your committee. You must itemize all returned contributions, regardless of the amount. You are not required to enter a lump sum for this schedule.

Political Expenditures from Political Contributions (F1) – You are not required to itemize political expenditures (in the aggregate to a single payee) of $10 or less. If not entered on this schedule, you must enter a lump sum.

Purchase of Investments from Political Contributions (F3) – You are not required to itemize investments (in the aggregate from a single source) of $100 or less. You are not required to enter a lump sum for this schedule.

Non-political Expenditures from Political Contributions (I) – There is no itemization threshold for this schedule. You must itemize all non-political expenditures from political contributions.

Non-monetary (In-kind) Political Contributions (A2) – You are not required to itemize contributions (in the aggregate from a single source) of $10 or less (or $20 or less if committee qualifies). If not entered on this schedule, you must enter a lump sum.

Pledged Contributions (B) - You are not required to itemize pledges (in the aggregate from a single source) of $10 or less. If not entered on this schedule, you must enter a lump sum.

Non-monetary (in-kind) Contributions from Corporation or Labor Organization (C2) – *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all non-monetary contributions from a corporation or labor organization.

Monetary Support from Corporation or Labor Organization (C3) – *This schedule is only for general-purpose political committees that accept support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families.* There is no itemization threshold for this schedule. You must itemize all such monetary payments made by a corporation or labor organization in support of your committee.

Non-monetary Support from Corporation or Labor Organization (C4) - *This schedule is only for general-purpose political committees that accept support from corporations or labor organizations to establish or administer the committee or to solicit contributions to the committee from the employees, stockholders, or members of the corporation or labor organization and their families.* There is no itemization threshold for this schedule. You must itemize all such non-monetary support accepted from a corporation or labor organization.

Pledged Contributions from Corporation or Labor Organization (D) – *This schedule is only for political committees that support or oppose measures exclusively.* There is no itemization threshold for this schedule. You must itemize all monetary and non-monetary pledges from a corporation or labor organization.

Unpaid Incurred Obligations (F2) – You are not required to itemize incurred but not yet paid political expenditures (in the aggregate to a single payee) of $10 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all incurred but not yet paid non-political expenditures, regardless of the amount.

Expenditures Made by Credit Card (F4) – You are not required to itemize political expenditures made by credit card (in the aggregate from a single source) of $10 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all non-political expenditures made by credit card, regardless of the amount.

MPAC: Report Totals (Cover Sheet, Page 2)

You are required to include in your committee's campaign finance report the following total amounts of contributions, expenditures, and loans:

1. Total Unitemized Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized contribution amounts shown on the Subtotals page under **Monetary Contributions (A1) and Non-Monetary (In-kind) Contributions (A2)** for:

Reported Unitemized (contributions of $10 or less (or $20 or less if committee qualifies) in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (contributions of $10 or less (or $20 or less if committee qualifies) in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

Note: If your committee qualifies and chooses to use the $20 itemization threshold for contributions disclosed in this report, you must check the Higher Contribution Itemization Threshold box on the **Cover Sheet** page.

2. Total Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political contributions you accepted in the reporting period. It includes the total amount shown on Line 1 (total unitemized contributions of $10 or less or $20 or less if committee qualifies) plus the total **Reported Itemized** (contributions which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Monetary Contributions (A1), Monetary Contributions from Corporation or Labor Organization (C1), Non-Monetary (In-kind) Contributions (A2), Non-monetary (In-kind) Contributions from Corporation or Labor Organization (C2), Monetary Support from Corporation or Labor Organization (C3), and Non-monetary Support from Corporation or Labor Organization (C4)**.

3. Total Unitemized Political Expenditures of $10 or less: *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized political expenditure amounts shown on the Subtotals page

under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), and Expenditures Made by Credit Card (F4)** for:

Reported Unitemized (expenditures of $10 or less in the aggregate to a payee for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (expenditures of $10 or less in the aggregate to a payee which you entered as a lump sum instead of detailing on the schedule entry screen).

4. Total Political Expenditures: *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political expenditures you made in the reporting period. It includes the total amount shown on Line 3 (total unitemized political expenditures of $10 or less) plus the total **Reported Itemized** (expenditures which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), and Expenditures Made by Credit Card (F4).**

5. Total Political Contributions Maintained as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* 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 "0.00" if your committee does not maintain political contributions, including interest or other income earned 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.

6. Total Principal Amount of all Outstanding Loans as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* Enter the aggregate outstanding principal amount of all loans accepted for political purposes as of the last day of the reporting period. Enter "0.00" if your committee did not accept any loans during the period covered and has no outstanding loans as of the last day of the reporting period. The "total outstanding loans" must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously. (This is different from the information reported on Loans (Schedule E). Only loans accepted during the period covered by the report are entered on Schedule E.)

7. Total Unitemized Pledges: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total on Schedule B and not on Cover Sheet page 2.)* This is the sum total of the unitemized pledge amounts shown on the Subtotals page under **Pledged Contributions (B)** for:

Reported Unitemized (pledges of $10 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (pledges of $10 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

8. Total Unitemized Loans: *(The total amount is automatically calculated based on your entries. Note: A printed copy of your report will display this total on Schedule E and not on Cover Sheet page 2.)* This is the sum total of the unitemized loan amounts shown on the Subtotals page under **Loans (E)** for:

Reported Unitemized (loans of $10 or less in the aggregate from a lender (other than a financial institution) for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (loans of $10 or less in the aggregate from a lender (other than a financial institution) which you entered as a lump sum instead of detailing on the schedule entry screen).

MPAC: Report Error Check

Report Error Check is a tool to assist you in fulfilling your reporting requirements. The Error Check details errors and omissions in the data entry; it does not verify that the report has satisfied all legal requirements. You should review the applicable COA-EFS Guide and the filing application PAGE HELP to ensure that ALL required information is included before you file your report.

If the Error Check finds errors in your report, the errors will be listed for you in a table on this screen. You can also click the View as PDF button to view the error list as an Adobe Acrobat .PDF file (requires Adobe Acrobat reader or equivalent viewer to view) or click the View as Excel button to view the error list in a Microsoft Excel spreadsheet.

The errors list includes the following information:

Severity: The error records are ranked in terms of severity:

HIGH: These are major omissions in information that indicate non-compliance with certain reporting requirements (such as not entering the amount of total political contributions maintained as of the last day of the reporting period under Report Totals). This information is considered very important and you MUST CORRECT these errors in order to file the report.

LOW or MEDIUM: These are omissions or errors in other information that indicate non-compliance with certain reporting requirements (such as not entering address information for a contributor or payee). You should correct these errors to be in legal compliance with your reporting requirements. You may, however, choose to accept these errors and file the report as is. NOTE: If you file the report with errors, you could be subject to a sworn complaint for reporting violations.

Tracking Information: This column shows the transaction (contribution, loan, etc.) containing the error and other information to help you identify the transaction.

Error Record: This column shows the name of the data field containing the error and provides a link directly to the entry screen where the error is located. After correcting the error and saving the transaction, you may run the Error Check again by clicking the **Check For Errors** link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Message: This column provides a brief explanation of the required information that is missing or in error.

MPAC: Correction Affidavit

A filer who files a corrected report must submit a **Correction Affidavit**. The affidavit must identify the information that has changed. The affidavit also provides check boxes for your use in swearing to certain statutory provisions regarding the corrected report, if applicable.

Explanation of Correction: Use this box to explain why there were error(s) on the original report, what information is being corrected, and how the new information is different from the information on the original report. You may also use this area to request a waiver or reduction of a late-filing penalty for this correction, if any, and state the basis of your request.

Sworn Statement Check Boxes: Check the box next to the statement, if applicable.

For Any Corrected Report: Check this box if you are filing this corrected report not later than the 14th business day after the date you learned that the report as originally filed is inaccurate or incomplete and any error or omission in the report as originally filed was made in good faith.

A corrected monthly report filed with the COA-EFS after its due date is not considered late for purposes of late-filing penalties if the report meets this "14th business day in good faith" statutory provision.

Correction Tables: Any corrections made to this report are listed in a table below according to the type of correction (added, updated, or deleted). Only the applicable table(s) will display. If you make additional changes before you file the report, those changes will be reflected here.

Added Record Table: This table contains any new records you entered in this corrected report that were not previously disclosed in the original report.

Updated Record Table: This table contains any records you changed in this corrected report that were previously disclosed incorrectly in the original report.

Deleted Record Table: This table contains any records you deleted in this corrected report that were previously disclosed in error in the original report.

Each table includes columns with the following information:

Record Type and Tracking Information: Shows the type of transaction (contribution, loan, expenditure, etc.) that you added, updated, or deleted, and other information to help you identify the transaction.

Record Detail: Shows the specific data you added, updated, or deleted to help you identify the transaction.

MPAC: Dissolution Report Affidavit

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. There is not a fixed deadline for this report. A Dissolution report terminates the appointment of campaign treasurer (Form GTA) and relieves the campaign treasurer of the duty to file additional reports. (In this case, the Dissolution report serves as the treasurer's termination report.) A Dissolution report does not relieve the campaign treasurer of his or her responsibility for any delinquent reports or outstanding civil penalties. ***Remember:*** A political committee may not make or authorize political expenditures or accept political contributions without having a campaign treasurer appointment (GTA) on file.

Dissolution Report Affidavit: This page includes the Dissolution report affidavit language. You must agree to and acknowledge the affidavit to indicate that you understand the consequences of filing a Dissolution report. To do so, select the radio button next to the statement, "I agree to and acknowledge the above affidavit."

If your committee intends to have additional campaign activity and is not ready to file a Dissolution report, select the radio button next to the statement, "I do not agree to the above affidavit." You will have some options as to how you wish to continue:

Continue Working on a Different Report Type: *(This option is only available if you started the Dissolution report in combination with another report type.)* Selecting this option will return you to the "Cover Sheet" screen. From here, you can select "Clear This Report?" if you do not wish to file a Dissolution report at this time.

Go Back to My Reports Page: Selecting this option will return you to the "Manage My Reports" screen without creating the Dissolution report. From here, you can continue working on an in-progress report or start a new report.

Return to Dissolution Report Affidavit: Selecting this option will return you to the Dissolution Report Affidavit screen. From here, you can choose to agree to the Dissolution report affidavit in order to continue with the Dissolution report.

MPAC: Appendix

Change Of Status

A change in political activity may mean that a political committee has changed from a specific-purpose political committee (SPAC) to a general-purpose political committee (GPAC/MPAC) or vice versa. If this happens, the committee is subject to new filing requirements.

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 City of Austin before it may accept more than $500 in total political contributions or make more than $500 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 City of Austin, the campaign treasurer of the new GPAC/MPAC must give notice of the change in status to the filing authority with whom 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 City of Austin.

GPAC/MPAC becoming an SPAC. A GPAC or MPAC that chooses to limit its activities to the activities of an SPAC must file a new campaign treasurer appointment (on Form STA) with the appropriate filing authority. See "Where to File an Appointment of Campaign Treasurer" in the PAC guide. Further, the new SPAC may not make expenditures in an election supporting or opposing a candidate for a statewide office, the State Legislature, the State Board of Education, a multi-county district office, or a judicial district office unless it has

had its appointment of campaign treasurer as an SPAC on file for at least 30 days before the election.

In addition to filing a new Form STA with the appropriate filing authority, the campaign treasurer of the new SPAC must give notice to the City of Austin of the change in status. This notice must be given to the City of Austin no later than the due date for the next report the committee would have had to file with the City of Austin if the committee had not become an SPAC. The notice must state that the committee will file future reports as an SPAC and must identify the filing authority with which those reports will be filed.

Alternative Reporting Requirement for Some Committees

For a report due on or after September 1, 2005, a general-purpose committee filing monthly with less than $20,000 in total political contributions maintained as of the last day of the preceding reporting period may choose to itemize incoming monetary political contributions that exceed $20 (instead of $10) from one person during the reporting period. If your committee qualifies for the higher itemization threshold, you may select it by checking the box on the **Cover Sheet** page of the report.

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.

Staff Reimbursement Examples:

Case #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 – You will simply itemize the payment (if over the $100 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.

Case #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 – You will 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.

Case #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 – You will 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 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement 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.” The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement 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 method for the purpose of this expenditure is by selecting the “travel out of district” category and completing the “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.” The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement 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 statement 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 statement 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 statement 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 brief statement is “meeting to discuss campaign/officeholder issues.”

Incurred Expenditure Obligations

The date of an expenditure is not necessarily the date that goods or services are received. It is the date on which you incur the obligation to make a payment, as long as the amount of the payment is "readily determinable." Generally, you know the amount of an expenditure (and therefore it is readily determinable) when the obligation is incurred, but in some cases you may not

know the amount until the receipt of a periodic bill. An amount is readily determinable if the vendor can provide the amount at your request.

Example 1: On June 29th, a committee orders political signs. On July 16th, the committee receives the invoice for the signs. The date of the expenditure is June 29th, if on that date the vendor can provide the amount the committee will owe the vendor for the signs. Filers should request a vendor to provide the amount of an obligation at the time the obligation is incurred and disclose that unpaid incurred obligation on Schedule F2 in the August 5 monthly report covering the period (June 26 through July 25) in which the unpaid obligation is incurred. (Note: When the committee makes the payment, the committee will disclose it as an outgoing payment on Schedule F1 in the report covering the period in which it pays the expenditure.)

Example 2: A committee maintains a political office. The committee does not know the cost of the office's June utilities until it receives the periodic monthly bill on July 16th. The filer will not disclose the expense as an unpaid incurred obligation on Schedule F2 in the August 5 monthly report, since the amount was not readily determinable until after the end of the reporting period.

Expenditures Made by Credit Card

Beginning on September 1, 2015, all expenditures made by credit card must be reported on a new schedule: "Expenditures Made by Credit Card" Schedule (F4). This requirement applies to filers of electronic and paper campaign finance reports, including candidates, officeholders, political committees, political parties, and direct campaign expenditure filers.

When a credit card is used to make a reportable expenditure, the expenditure must be reported on the new schedule by identifying the name and address of the vendor who sold the goods or services, **NOT** the credit card company that issued the credit card. The date, amount, and purpose of the expenditure must also be disclosed, in addition to other information.

Once the credit card bill is paid, the payment must also be reported using the appropriate existing disbursement schedule (e.g., Schedule F1, Schedule G, Schedule H, or Schedule I) by identifying the credit card company that receives the payment. The date, amount, and purpose of the payment must also be disclosed, in addition to other information.

Please see the following examples of reporting expenditures made by credit card:

Example 1: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in the Same Reporting Period:

A candidate for *non-judicial* office uses her credit card to buy $1,000 in campaign office supplies from an office store. During the same reporting period, the candidate makes a payment from her political contributions account to pay the $1,000 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 she made the credit card charge and sent the payment to the credit card company:

- For the credit card charge: a $1,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Office Overhead/Rental Expense," and a description as "Campaign Office Supplies." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $1,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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 campaign office supplies."

- Both $1,000 amounts reported on each schedule will also be included in the appropriate 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 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 a payment from his personal funds account to pay the $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 company:

- For the credit card charge: a $3,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Materials." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card company 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.

- Both $3,000 amounts reported on each schedule will also be 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 uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, 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:

- A $500 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising.” In Section 9 of the schedule, the box for “Political” is also checked.

- 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 company, 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 company:

- A $500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company 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.”

- 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 company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, 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:

- A $500 expenditure on the “Expenditures Made by Credit Card” Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as “Advertising Expense,” and a description as “Political Advertising.” In Section 9 of the schedule, the box for “Political” is also checked.

- 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 company, the 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 company was made:

- A $500 expenditure on the “Political Expenditures from Political Contributions” Schedule (F1). The schedule identifies the credit card company 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.”

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.

MPAC: Glossary

A

Accepting a Contribution: A committee must report contributions that the committee has accepted. Receipt is different from acceptance. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received.

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.

B

C

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.

D

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 made 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 an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a **direct campaign expenditure.** However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

E

F

Financial Institution: A corporation that has been legally engaged in the business of making loans for more than one year.

Full Name of the Contributor: Texas law does not allow anonymous contributions. Even if you do not itemize a contribution, you must maintain a record of all the information related to a contribution for two years after the deadline for filing the report. You must also identify the actual source of a contribution, not an intermediary.

G

H

I

J

K

L

M

N

Non-Monetary Support: Support provided by a corporation or labor organization through the use of goods or services to either establish or administer your committee, or solicit contributions to your committee from the employees, stockholders, or members of the corporation or labor organization and their families. Examples of non-monetary support include:

• The use of corporate or labor organization office space

• The use of a corporate or labor organization mailing list

• The use of any other corporate or labor organization asset

Non-Political Expenditure: 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. Examples of non-political expenditures:

• Charitable donation, if you receive no benefit in return

• A political committee uses political contributions to pay a lobbyist to work on legislative matters

O

Officeholder Expenditure: A payment or agreement to pay certain expenses in connection with an officeholder's duties or activities, if the expenses are not reimbursable with public money.

Austin Texas Officeholder Living Expense: refers to payments made to defray ordinary and necessary expenses incurred in connection with the performance of duties or activities as a public officeholder, including payment of rent, utility, and other reasonable housing or household expenses incurred in maintaining a residence in Travis County by members of the legislature who do not ordinarily reside in Travis County. Examples include:

• Rent for Austin apartment

• Phone line and internet access for Austin apartment

• Installation expense of security system at officeholder apartment

P

Pledge: a promise to transfer money, goods, services, or other things of value. A pledge is not a reportable contribution, unless it is accepted.

Political Contribution: Any transfer of or promise to transfer money, goods, services, or other thing of value, including a loan, that is given to a committee with the intent that it be used either:

(1) in connection with a campaign for elective office or a measure to be submitted to the voters; or

(2) to defray expenses in connection with an officeholder's duties or activities, provided that the expenditures are not reimbursable from public money

A donation of money to a political committee at a fundraiser is a monetary contribution.

A contribution of goods or services is a non-monetary (in-kind) contribution. Examples of non-monetary (in-kind) contributions are:

• Donation of office space

• Donation of an item to be auctioned at a fundraiser

• Donation of a mailing list

• Donation of material and labor for printing campaign signs

A political contribution in the form of a pledge must be reported on the appropriate schedule. For example, a promise to give you money after the election to pay debts incurred in connection with the election is a pledge.

A loan from an incorporated financial institution that has been in business for more than a year is not considered to be a contribution, but you must report any such loans taken out for campaign or officeholder purposes on the appropriate schedule.

Q

R

S

T

U

V

W

X

Y

Z

MEMORANDUM

TO: Candidates for the City Council Election

FROM: Myrna Rios, City Clerk

DATE: April 1, 2022

SUBJECT: **New:** City of Austin E-Filing System for Campaign Finance Reporting

Pursuant to City Code, a candidate, officeholder, political committee, entity, or person required by City Code or state law to file a campaign finance report with the City Clerk shall file required reports. You are receiving this message because you are either filing campaign finance reports with our office or still have an "active" campaign treasurer form on file.

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

If you expect no further reportable activity to occur, the campaign treasurer may file a dissolution report which relieves the campaign treasurer of obligation of filing additional reports. Information on dissolving a campaign is available at https://www.ethics.state.tx.us/forms/coh/cohfrm.php. All reports including a dissolution report would be required to be filed electronically.

Attached is an informational flyer on the Electronic Filing System, instructions for requesting an account and dates for upcoming training sessions.

If you have questions you may email the Clerk's Office at efiling@austintexas.gov or call 512-974-2210.

The City Clerk's Office has launched an online electronic filing system, called the E-Filing System, for all filers (officeholders, candidates, political action committees and anyone required to file the Schedule ATX.1 or Schedule ATX 8). **All filers must electronically file all campaign finance reports.**

The new E-Filing System will streamline the filing process by allowing filers to file their reports from any location at their convenience by providing built in validation checks to reduce errors on the reports and eliminate the requirement for filers to submit a separate data file.

Who must use the E-Filing System

All filers must electronically file all campaign finance reports.

Filers will be able to file the following reports using the E-Filing System:

- Texas Ethics Commission Candidate/Officeholder Campaign Finance Report (C/OH Forms)
    - Semi-Annual Report (C/OH Form) for Candidates, Officeholders and PACs
    - 30th Day Pre-Election Report (C/OH Form) for Candidates, Officeholders and PACs
    - 8th Day Pre-Election Report (C/OH Form) for Candidates, Officeholders and PACs
    - Candidate/Officeholder Report of Unexpended Contributions
    - C/OH Final Report
    - 15th Day after Campaign Treasurer Appointment Report
    - Exceeded $500 Limit Report
- Texas Ethics Commission Correction Affidavit for Candidate/Officeholder (COR-C/OH Form)
- Statement of Financial Information (SFI) for Candidates and Officeholders
- Personal Financial Statement (PFS) for Candidates and Officeholders
- Schedule ATX 1 – Direct Campaign Expenditures
- Schedule ATX 5 – Bundling Report
- Schedule ATX 7 – Pre-Election Report – Candidates
- Schedule ATX 7 – Pre-Election Report – Political Action Committees
- Schedule ATX 8 – Report of Covered Transfers Supporting Direct Campaign Expenditures (for anyone required to file)
- *Schedule ATX.6 Exemption Statement is no longer required*

Requesting an Account for the E-Filing System

In order to file electronically and obtain an E-Filing account and password, candidates and political action committees will need to submit the following two forms to the City Clerk's Office:

- Appointment of a Campaign Treasurer by a Candidate (CTA)
- Campaign Finance Contact Form

The CTA form will still be required to be submitted to the City Clerk's Office. The CTA form can be accessed by the following link: https://www.ethics.state.tx.us/forms/coh/cohfrm.php.

The Campaign Finance Contact Form can be filled out and submitted online by the following link: https://cityofaustin.formstack.com/forms/campaign_finance_contact_form. In order to prevent any delay in filing your report, please submit the Contact Form at least one business day in advance of filing your campaign finance report.

Once both forms have been submitted, the City Clerk's Office will create a user account in the E-Filing System for the filer. The filer will receive an email from donotreply@ethicsefile.com email address with the filer's "Filer ID" and full login information.

The E-Filing System can be accessed by the following link: https://austintexas.ethicsefile.com/EFLFilerWeb/pages/login/statewideLogin.

MEMORANDUM

TO: Candidates for the November 2022 Mayoral and City Council Election

FROM: Myrna Rios, City Clerk

DATE: April 1, 2022

SUBJECT: Candidacy Requirements for the City of Austin

City of Austin City Charter Article II, Section 2 and Texas Election Code, Section 141.001 outline the eligibility requirements for public office. *See also* Tex. Election Code § 141.003. To be eligible to be a candidate for, or elected or appointed to, a public elective office, a person must:

1) be a United States citizen;
2) be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;
3) have not been determined by a final judgment of a court exercising probate jurisdiction to be:
   - totally mentally incapacitated; or
   - partially mentally incapacitated without the right to vote;
4) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
5) have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the date of the regular filing deadline for a candidate's application for a place on the ballot; and
6) on the date described by the preceding item "5)", be registered to vote in the territory from which the office is elected.

Texas Election Code, Section 143.007(a) states that an application may not be filed earlier than the 30th day before the date of the filing deadline. Texas Election Code, Section 143.007(c) states that for an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

Any candidate filing for a place on the ballot must be registered to vote in the territory from which the office is elected (registered to vote within the City of Austin in the mayor's race or registered to vote within the council district boundaries for council member races). Voter registration is effective on the 30th day after the date the voter registration application is submitted to the voter registrar.

Any citizen interested in running for City Council who is not currently a registered voter in the district for which he or she is running must **submit a voter registration application** to the appropriate County Voter Registrar's Office **at least 30 days prior to filing an application for place on the ballot**. Any candidate who is a registered voter is encouraged to confirm his or her voter registration information to ensure that the voter registration information is current and accurate. Information on becoming a registered voter can be located at:

Travis County: https://tax-office.traviscountytx.gov/voters

Williamson County: http://www.wilco.org/Departments/Elections/Voter-Registration

Hays County: https://hayscountytx.com/departments/elections/

2-26
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2021

APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL[1] Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT

TO: City Secretary/Secretary of Board **(name of election)**

I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)	**INDICATE TERM** ☐ FULL ☐ UNEXPIRED
FULL NAME (First, Middle, Last)	**PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT***
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)	**PUBLIC MAILING ADDRESS (Optional)** (Address for which you receive campaign related correspondence, if available.)

CITY	STATE	ZIP	CITY	STATE	ZIP

PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.)	OCCUPATION (Do not leave blank)	DATE OF BIRTH	VOTER REGISTRATION VUID NUMBER[2] (Optional)
		/ /	

TELEPHONE CONTACT INFORMATION (Optional)

Home: Office: Cell:

FELONY CONVICTION STATUS (You MUST check one)	LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN	
	IN THE STATE OF TEXAS	IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED
☐ I have not been finally convicted of a felony.		
☐ I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application.[3]	_____ year(s) _____ month(s)	_____ year(s) _____ month(s)

*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate)_____, who being by me here and now duly sworn, upon oath says:

"I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."

X _____

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____, _____, by _____.
(day) (month) (year) (name of candidate)

_____ _____
Signature of Officer Authorized to Administer Oath[4] Printed Name of Officer Authorized to Administer Oath

_____ Notarial or Official Seal
Title of Officer Authorized to Administer Oath

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
☐ CASH ☐ CHECK ☐ MONEY ORDER ☐ CASHIERS CHECK OR ☐ PETITION IN LIEU OF A FILING FEE.

This document and $_____ filing fee or a nominating petition of _____ pages received. ☐ **Voter Registration Status Verified**

_____/_____/_____ _____/_____/_____ **(See Section 1.007)** _____
Date Received Date Accepted Signature of Filing Officer or Designee

Print Reset

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

[1]An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

[2]Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml

[3]Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)
One of the following documents must be submitted with this application.
Judicial Clemency under Texas Code of Criminal Procedure 42A.701
Executive Pardon under Texas Code of Criminal Procedure 48.01
Restoration of Rights under Texas Code of Criminal Procedure 48.05

[4]All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

2-26
Prescribed by Secretary of State
Section 141.031, Chapters 143 and 144, Texas Election Code
09/2021

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL[1] El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DE_____
Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo **(nombre de la elección)**
Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación.

CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.)	**INDIQUE TÉRMINO** ☐ TÉRMINO COMPLETO ☐ TÉRMINO INCOMPLETO
NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido)	**ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA***
DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.)	**DIRECCIÓN DE CORREO PÚBLICO (Opcional)** (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.)

CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL

DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.)	**OCUPACIÓN (No deje este espacio en blanco)**	**FECHA DE NACIMIENTO** / /	**VUID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE[2] (Opcional)**

INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional)
Hogar: Trabajo: Celular:

ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una)	**DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA**	
☐ No he sido finalmente condenado por un delito grave. ☐ He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud.[3]	**EN EL ESTADO DE TEXAS** _____ año(s) _____ mes(es)	**EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO** _____ año(s) _____ mes(es)

*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.

Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato)_____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice:

"Yo, (nombre del candidato) _____, del condado de _____,

Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas."

X _____
FIRMA DEL CANDIDATO

Jurado y suscrito ante mí este día _____ de_____ del _____por _____.
(día) (mes) (año) (nombre de candidato)

_____
Firma del oficial autorizado para administrar el juramento[4]

_____
Nombre del oficial autorizado para administrar juramentos en letra de molde
Notarial o sello oficial

_____
Título del oficial autorizado para administrar el juramento

TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:
☐ CASH ☐ CHECK ☐ MONEY ORDER ☐ CASHIERS CHECK OR ☐ PETITION IN LIEU OF A FILING FEE.
This document and $_____ filing fee or a nominating petition of _____ pages received. ☐ **Voter Registration Status Verified**

_____/_____/_____ _____/_____/_____ **(See Section 1.007)** _____
Date Received Date Accepted Signature of Filing Officer or Designee

Imprimir Limpiar

INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78° dia antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

[1]Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

[2]La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la Division de Elecciones de la Secretaría de Estado para obtener información adicional. http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml

[3]La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)
Se debe enviar uno de los siguientes documentos con esta solicitud:
Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701
Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01
Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

[4]Todos lo los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

AW2-16
Prescribed by Secretary of State
Sections 141.063, 142.007,
Texas Election Code 2/09

PETITION FOR A PLACE ON THE CITY GENERAL ELECTION BALLOT

(PETICIÓN PARA QUE SU NOMBRE ESTE PUESTO EN LA BOLETA DE LA ELECCIÓN GENERAL DE LA CIUDAD)

Name of Circulator _____ Page ____ of ____

Signing the petition of more than one candidate for the same office in the same election is prohibited.
(Se prohibe firmar la petición de más de un candidato para el mismo puesto oficial en la misma elección.)

COMPLETE ALL BLANKS. ***(LLENE TODOS LOS ESPACIOS EN BLANCO.)***

You are hereby requested to place the name indicated below on the ballot for the next general election for the City of _____ for the office indicated.
(Por la presente se la solicita que el nombre del individuo indicado abajo esté puesto en la boleta para la próxima elección general de la Ciudad de _____ para el puesto oficial indicado.)

Name *(Nombre)*[1]	Address *(Dirección)*	Office sought *(Puesto oficial solicitado)*[2]

Date Signed *(Fecha de Firma)*	Signature *(Firma)*	Printed Name *(Nombre en letra de molde)*	Street Address (Including City, Texas, Zip) *(Dirección de Residencia (Incluye Ciudad, Estado, Código Postal))*	County *(Condado)*	Voter VUID Number[3] *(Núm. de VUID de Votante)*	Date of Birth[3] *(Fecha de Nacimiento)*

AFFIDAVIT OF CIRCULATOR *(DECLARACION JURADA DE LA PERSONA QUE HACE CIRCULAR LA PETICION)*

STATE OF TEXAS *(ESTADO DE TEJAS)* COUNTY OF *(CONDADO DE)* _____ BEFORE ME, the undersigned, on this ___/___/___ (date) personally appeared *(ANTE MI, el/la suscrito(a), en este (fecha) compareció)* _____, (name of person who circulated petition) – *(nombre de la persona que hizo circular la petición)* who being duly sworn, deposes and says: "I called each signer's attention to the above statements and read them to the signer before the signer affixed their signature to the petition. I witnessed the affixing of each signature. The correct date of signing is shown on the petition. I verified each signer's registration status and believe that each signature is the genuine signature of the person whose name is signed and that the corresponding information for each signer is correct." *(quien, habiendo prestado el juramento correspondiente, declaró y dijo: "Llamé la atención de cada firmante sobre la declaración citada y se la lei antes de que la suscribiera. Atestigüé cada firma, y la fecha correcta de las firmas consta en la petición. Verifiqué la situación de cada firmante en lo concerniente a su inscripción y creo que cada firma es la auténtica de la persona cuyo nombre aparece firmado y que son exactos los datos correspondientes a cada firmante.")* SWORN TO AND SUBSCRIBED BEFORE ME THIS DATE *(JURADO Y SUSCRITO ANTE MI, CON ESTA FECHA)*

(SEAL)

X _____
Signature of circulator *(Firma de la persona que hizo circular la petición)*

X _____
Signature of officer administering oath *(Firma del/de la funcionario(a) que le tomó juramento)*

X _____
Title of officer administering oath *(Titulo oficial del/de la funcionario(a) que le tomó juramento)*

INSTRUCTIONS AND FOOTNOTES ON BACK *(AL DORSO: INSTRUCCIONES Y ANOTACIONES)*

Print Reset

AW2-16 (2/09)

INSTRUCTIONS (Petition in City Election)

The petition shall be filed with the same officer with whom an application for a place on the ballot for the office being sought is to be filed and must be filed at the same time as such application.

The petition may consist of several parts, and each part may consist of several pages. The statement in the box at the head of the page must appear at the head of each page of signatures. The affidavit at the bottom of the page must accompany each part but is not required for each page of signatures.

The person or persons who circulate the petition must be administered the affidavit by the proper officer.

INSTRUCCIONES: (Petición para elección de la ciudad)

Esta petición deberá presentarse ante el mismo oficial a quien se solicite inscripción el la boleta para el puesto que se busca y al mismo tiempo que la solicitud correspondiente.

La petición puede estar dividida en diversas secciones y cada sección a su vez puede constar de varias páginas. La declaración que está en el cuadro que encabeza el formulario deberá aparecer al principio de cada hoja que contenga firmas. La declaración jurada que aparece al pie del formulario deberá incluirse con cada sección de la petición; no se exige que aparezca en cada página de firmas.

La(s) persona(s) que haga(n) circular la petición deberá(n) firmar la declarción jurada ante el oficial correspondiente.

FOOTNOTES

[1] Insert Candidate's name.
[2] Insert office title, including any place number or other distinguishing number.
[3] Either the voter registration certificate number or the date of birth is required.
[4]All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary, and the Secretary of State of Texas.

ANOTACIONES

[1] Indicar el nombre del candidate.
[2] Indicar el cargo oficial e incluir el número de su lugar en la boleta o cualquier otro número distintivo.
[3] Su número de certificado de registro de votante o su fecha de nacimiento es necesario.
[4]Todo juramento, testimonio o afirmación hecho dentro de este Estado se podrá administrar y se podrá dar un certificado del hecho por un juez, escribano, o comisionado de alguna corte de registro, un notario público, un juez de paz, secretario de la ciudad, y el Secretario del Estado de Texas.

CONTINUATION PAGE FOR PETITION FOR A PLACE ON THE CITY GENERAL ELECTION BALLOT

Name *(Nombre)*	**Address** *(Dirección)*	**Office sought** *(Puesto oficial solicitado)*

Signing the petition of more than one candidate for the same office in the same election is prohibited. *(Se prohibe firmar la petición de más de un candidato para el mismo puesto oficial en la misma elección.)*

Date Signed *(Fecha de Firma)*	**Signature** *(Firma)*	**Printed Name** *(Nombre en Letra de Molde)*	**Street Address(City,Texas, Zip)** *(Dirección de Residencia(Ciudad, Tejas, Código Postal)*	**County** *(Condado)*	**Voter Registration Number** *(Núm. de Registro de Votante)*	**Date of Birth** *(Fecha de Nacimiento)*

INSTRUCTIONS FOR FILING A PETITION IN LIEU OF THE FILING FEE FOR A PLACE ON THE BALLOT

The City Charter, Article III, Section 4 requires a filing fee of $500.00. Texas Election Code, Section 143.005(c) requires a city to provide candidates an alternative to the filing fee. Therefore, in lieu of the filing fee, the City of Austin provides that a candidate may file his/her application for a place on the ballot along with a petition. The petition must contain the appropriate number of valid signatures [*see below*]. For council districts, a valid signature is one from any qualified voter within that particular district. The required number of valid signatures is determined through reference to Texas Election Code, Section 143.005(d)(2).

Listed below is the numbers of signatures required for the November 8, 2022 Election:

Mayor: 1,584 signatures

District 1: 144 signatures

District 3: 122 signatures

District 5: 187 signatures

District 8: 189 signatures

District 9: 209 signatures

Texas Election Code, Section 141.066 states:

- Signing more than one petition is prohibited.
- The following statement must appear at the top of each page of a petition: "Signing the petition of more than one candidate for the same office in the same election is prohibited."
- A signature on a candidate's petition is invalid if the signer signed the petition subsequent to signing a petition of another candidate for the same office in the same election.

Completing the Petition

1. The name of the person circulating the petition must be listed in the section in the upper right-hand corner. Indicate the number of pages being submitted. The circulator may make as many copies as needed of the blank petition page and the continuation page.

2. The next section of the petition must contain the following information:
   - City: Austin
   - Name of the candidate
   - Address: Candidate’s address
   - Office sought: The Mayor or the specific Council District including District number.

3. The next section contains the signer's information. Please encourage signers to write as legibly as possible. The signature of the voter is required to be in the signer's own handwriting.

   The following should be provided for each signer:
   - Date the petition was signed.
   - Signature of signer.
   - Printed name of signer.
   - Street address including the name of the city, state and zip code.
     Ditto marks [" "] can be used if the city, state and zip code are the same as the line above. The name of the city should be written out at least on the first signature line.
   - County (Hays, Travis or Williamson).
   - Voter registration number.
   - Date of birth.

   (Either the voter registration number or date of birth must be provided. It is recommended that both be provided to ensure the correct signature is validated.)

4. At the bottom of the form, the Affidavit of Circulator must be completed and must be notarized by a Notary. The Affidavit of the Circulator must be attached to the petition pages circulated by that individual. **This section must be completed for each circulator. If the circulator has multiple pages of signatures, one affidavit for all of the pages is acceptable provided the signatures are collected prior to the date of the notarized affidavit.**

Verification of Signatures

Upon receipt of the petition, the City Clerk's office will verify the signatures to ensure the signatures are valid and the petition is sufficient. If the number of valid signatures is equal to or <u>more</u> than the amount required by state law, the petition is declared valid. If the number of valid signatures is <u>less</u> than the amount required by state law, the petition is declared invalid. It is recommended that a person collect <u>more</u> than the required number of signatures to ensure the petition is valid. Once the validation process has been completed, the candidate will be notified of the results.

If the petition is declared invalid and the deadline for a candidate to file an application for a place on the ballot has not passed, another application may be filed along with a payment of the $500.00 filing fee or submission of a new petition.

STATEMENT OF FINANCIAL INFORMATION

FORM SFI
COVER SHEET

1 NAME	TITLE; FIRST; MI FirstName NICKNAME; LAST; SUFFIX LastName	PAGE # 17 ACCOUNT # 00090768
2 ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP MailAdd1 MailAdd2 MailAdd City, TX 11111 [X] (CHECK IF FILER'S HOME ADDRESS)	**OFFICE USE ONLY** Date Received ELECTRONICALLY FILED 03/28/2022 Receipt # HD / PM Amount Date Processed Date Imaged
3 Spouse or Domestic Partner whose financial activity you are reporting SPOUSE	SpouseFN SpouseLN MailAdd1 MailAdd2 MailAdd City, TX 11111 SpouseOccupation	

4 REASON FOR FILIING STATEMENT

- [ ] MAYOR
- [ ] CITY COUNCIL MEMBER
- [ ] CITY STAFF/EMPLOYEE
- [X] CANDIDATE
- [ ] BOARD MEMBER

This form should be filed by the following City officials -- Mayor, City Council Members, and Candidates -- for the period of January 1 through December 31, 2021.
Filing Deadlines:
Mayor & Council Members must file the statement (covering the previous calendar year) not later than April 30 of each year.

Except that outgoing Mayor & Council Members who have not been re-elected must file the statement (covering the previous calendar year) not later than the 30th day after the end of their term in office.

Candidates must file the statement (covering the previous calendar year) within five working days after the deadline for filing for their respective offices.

Except that incumbent Candidates are not required to refile if an identical statement covering the previous calendar year has already been filed.

For all filers: Statements must be received by the City Clerk on the day stated above. When the deadline falls on a Saturday, Sunday, or City holiday, the deadline is extended to the next day which is not a Saturday, Sunday, or City holiday.

This statement must be signed under oath. In reporting information required by this form, a City official shall include the same information as it pertains to his or her spouse or domestic partner, by separate listing. However, a separate report for the City official's spouse or domestic partner is not required.

Sample

OCCUPATION INCOME

PART 1

List all sources of occupational income that exceeded 10% of your gross income or $5,000 in salary, bonuses, commissions or professional fees, or $20,000 in payment for goods, products or non-professional services per source.

1 NAME OF EMPLOYER OR SOURCE OF INCOME	
2 BUSINESS ADDRESS	ADDRESS CITY STATE ZIP CODE
3 NATURE OF OCCUPATION OR BUSINESS	
4 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

5 MEMO

Sample

SELF-EMPLOYMENT/PROFESSIONAL CORP./SMALL BUSINESS INCOME

PART 2

If you are a self-employed solo practitioner or if you had at least 5% interest in a partnership, professional corporation or other entity through which you do business, list the names and addresses of clients or customers from whom you or this partnership, professional corporation, or entity received 10% or more of gross income or $5,000 in salary, bonuses, commissions or professional fees; or $20,000 in payment for goods, products or non professional services during the reporting period.

1	NAME OF CLIENT OR CUSTOMER	
2	ADDRESS	ADDRESS CITY STATE ZIP CODE

3 MEMO

Sample

NON-OCCUPATION INCOME

PART 3

List all sources of income which exceeded either $5,000 or were in excess of 10% of your gross income received from interest, dividends, royalties, rents, trust disbursements or other non-occupational sources.

1 NAME OF SOURCE	
2 NATURE OF INCOME	
3 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount
4 MEMO	

Sample

GIFTS

PART 4

Identify any source (person, business entity or other organization) of a gift of any money or other thing of value exceeding $100 or identify any source who gave you a series of gifts the total value of which exceeds $100. You need not report campaign contributions which are reported as required by other law and you need not report gifts received from the following relatives: Spouse, Children, Children-in-law, Parents, Parents-in-Law, Grandchildren, Grandchildren-in-Law, Grandparents, Grandparents-in-Law, Brothers, Brothers-in-Law, Sisters, Sisters-in-Law, Uncles, Uncles-in-Law, Aunts, Aunts-in-Law, Nephews, Nephews-in-Law, Nieces, Nieces-in-Law, First Cousins, or First Cousins-in-Law.

1 NAME OF SOURCE OF GIFT	
2 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

3 MEMO

Sample

OTHER BUSINESS OWNERSHIPS/INTERESTS

PART 5

List the names of any corporation, partnership, limited partnership, or other entity in which you held, owned, acquired, or sold stock, or any other equity ownership having a value exceeding $5,000 or equivalent to 5% or more of the stock or equity in the entity, at any time during the reporting period.

1	NAME OF COMPANY OR ENTITY	
2	MEMO	

Sample

BONDS/NOTES/COMMERCIAL PAPER

PART 6

List and describe all bonds, notes and other commercial paper which you held, owned, acquired or sold at any time during the reporting period if the combined face value of the bonds, notes and commercial paper exceeded $5,000.

1 DESCRIPTION OF COMMERCIAL PAPER	
2 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

3 MEMO

Sample

OTHER INCOME SOURCES

PART 7

List all other income or revenue in excess of $5,000 per source.

1 NAME OF SOURCE	
2 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

3 MEMO

Sample

REAL PROPERTY OWNERSHIP OR SALE

PART 8

List and describe all real property in which you hold any legal or beneficial interest, including real property for which you have entered into a contract for sale. The description should be sufficient to locate the property, and include the street address if any, and the present use of the property.

1	STREET ADDRESS OF PROPERTY	ADDRESS CITY STATE ZIP CODE
2	DESCRIPTION OF PROPERTY	
3	PRESENT USE OF PROPERTY	

4 MEMO

Sample

REAL PROPERTY, BUSINESS ENTITY

PART 9

List and describe all real property held, owned, acquired or sold, or under a contract for sale, by a corporation, partnership, limited partnership, professional corporation, or other entity in which you own or control at least a 5% interest. The description should be sufficient to locate the property and include a street address, if any, and the present use of the property.

1	STREET ADDRESS OF PROPERTY	ADDRESS CITY STATE ZIP CODE
2	DESCRIPTION OF PROPERTY	
3	PRESENT USE OF PROPERTY	

4 MEMO

Sample

LOANS AS LENDOR/CREDITOR

PART 10

List all loans and extensions of credit in excess of $5,000 on which you are the lender or creditor, including the name of the debtor and the rate of interest, if any.

1 NAME OF BORROWER/DEBTOR	
2 RATE OF INTEREST, IF ANY	
3 CATEGORY OR AMOUNT	☐ At Least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At Least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

4 MEMO

Sample

GUARANTOR/CO-SIGNER TO LOANS/TRANSACTIONS

PART 11

List all loans or transactions in excess of $5,000 on which you are a guarantor or co-signer, including the names of the borrower and lender.

1 NAME OF LENDER/CREDITOR/OBLIGEE	
2 NAME OF BORROWER/DEBTOR	
3 RATE OF INTEREST, IF ANY	
4 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

5 MEMO

Sample

LOANS/DEBTS/FINANCIAL LIABILITIES (PERSONAL)

PART 12

List all loans, debts, and other financial liabilities you have which are in excess of $5,000 which are presently outstanding or which existed at any time during the reporting period.

1 NAME OF LENDER/CREDITOR/OBLIGEE	
2 RATE OF INTEREST, IF ANY	
3 DATE OBLIGATION WAS INCURRED	
4 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

5 MEMO

Sample

LOANS/DEBTS/FINANCIAL LIABILITIES (BUSINESS)

PART 12B

List all loans, debts, and other financial liabilities in excess of $5,000 of any corporation, partnership, limited partnership, professional corporation or other entity in which you own or control at least a 5% interest, which are presently outstanding or which existed at any time during the reporting period.

1 NAME OF LENDER/CREDITOR/OBLIGEE	
2 RATE OF INTEREST, IF ANY	
3 DATE OBLIGATION WAS INCURRED	
4 CATEGORY OR AMOUNT	☐ At least $1 but less than $10,000 ☐ At least $10,000 but less than $20,000 ☐ At least $20,000 but less than $50,000 ☐ At least $50,000 but less than $75,000 ☐ At least $75,000 but less than $100,000 ☐ $100,000 or more, report to nearest $100,000 ☐ Enter an Amount

5 MEMO

Sample

BOARDS OF DIRECTORS (MEMBERSHIP & POSITION)

PART 13

List all boards of directors of which you are a member and the offices or executive positions which you hold in corporations, partnerships, limited partnerships, professional corporations, or other entities, including non-business entities. (Do not include positions on corporations or other entities owned by the City of Austin or created by the City Council.)

1 NAME OF ORGANIZATION	
2 POSITION HELD	

3 MEMO

Sample

STATEMENT OF FINANCIAL INFORMATION

PARTS MARKED "NOT APPLICABLE" BY FILER

- ☐ N/A Part 1 - Occupation Income
- ☐ N/A Part 2 - Self-employment/Professional Corp./Small Business Income
- ☐ N/A Part 3 - Non-Occupation Income
- ☐ N/A Part 4 - Gifts
- ☐ N/A Part 5 - Other Business Ownership/Interests
- ☐ N/A Part 6 - Bonds/Notes/Commercial Paper
- ☐ N/A Part 7 - Other Income Sources
- ☐ N/A Part 8 - Real Property Ownership or Sale
- ☐ N/A Part 9 - Real Property, Business Entity
- ☐ N/A Part 10 - Loans as Lender/Creditor
- ☐ N/A Part 11 - Guarantor/Co-Signer to Loans/Transactions
- ☐ N/A Part 12 - Loans/Debts/Financial Liabilities (Personal)
- ☐ N/A Part 12b - Loans/Debts/Financial Liabilities (Business)
- ☐ N/A Part 13 - Boards of Directors (Membership & Position)

Sample

STATEMENT OF FINANCIAL INFORMATION AFFIDAVIT

This information serves as the electronic signature of the person legally responsible for filing this report.

Under penalty of perjury, I swear or affirm that the preceding Financial Statement of Information is in all things true and correct and fully shows all information required to be reported pursuant to City Code Section 2-7-72 for the reporting period indicated.

FirstName LastName

Signature of Filer

Sample

CITY OF AUSTIN

OFFICE OF THE CITY CLERK

All reports and associated data are required to be submitted to the City Clerk using the City of Austin Electronic Filing System located at: https://austintexas.ethicsefile.com/EthFile/. The Clerk's Office no longer accepts hard copy reports.

PERSONAL FINANCIAL STATEMENT

FORM PFS
COVER SHEET
PAGE 1

Filed in accordance with chapter 572 of the Government Code.

Use FORM PFS--INSTRUCTION GUIDE when completing this form.

PAGE #

ACCOUNT #

OFFICE USE ONLY

Date Received

Receipt #

HD / PM | Amount

Date Processed

Date Imaged

1	NAME	TITLE; FIRST; MI NICKNAME; LAST; SUFFIX
2	ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP ☐ (CHECK IF FILER'S HOME ADDRESS)
3	TELEPHONE NUMBER	AREA CODE PHONE NUMBER; EXTENSION
4	REASON FOR FILIING STATEMENT	☐ CANDIDATE _____ (INDICATE OFFICE) ☐ ELECTED OFFICER _____ (INDICATE OFFICE) ☐ APPOINTED OFFICER _____ (INDICATE AGENCY) ☐ EXECUTIVE HEAD _____ (INDICATE AGENCY) ☐ FORMER OR RETIRED JUDGE SITTING BY ASSIGNMENT ☐ STATE PARTY CHAIR _____ (INDICATE PARTY) ☐ OTHER _____ (INDICATE POSITION)

5 Family members whose financial activity you are reporting (see instructions).

SPOUSE _____

DEPENDENT CHILD 1. _____

2. _____

3. _____

In Parts 1 through 18, you will disclose your financial activity during the preceding calendar year. In Parts 1 through 14, you are required to disclose not only your own financial activity, but also that of your spouse or a dependent child (see instructions).

SAMPLE

PERSONAL FINANCIAL STATEMENT

ADDITIONAL DEPENDENT CHILDREN

FORM PFS
COVER SHEET ADDENDUM

SAMPLE

5 Family members whose financial activity you are reporting (see instructions).

DEPENDENT CHILDREN (continued from Cover Sheet)

DEPENDENT CHILD 4. _____

5. _____

6. _____

SOURCES OF OCCUPATIONAL INCOME

PART 1A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD ☐ (Check if Filer's Home Address) EMPLOYER ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE POSITION HELD
☐ SELF-EMPLOYED	NATURE OF OCCUPATION

INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD ☐ (Check if Filer's Home Address) EMPLOYER ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE POSITION HELD
☐ SELF-EMPLOYED	NATURE OF OCCUPATION

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

SOURCES OF OCCUPATIONAL INCOME

PART 1A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 INFORMATION RELATES TO	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 EMPLOYMENT ☐ EMPLOYED BY ANOTHER	NAME AND ADDRESS OF EMPLOYER / POSITION HELD ☐ (Check if Filer's Home Address) EMPLOYER ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE POSITION HELD
☐ SELF-EMPLOYED	NATURE OF OCCUPATION

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

RETAINERS

PART 1B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

This section concerns fees received as a retainer by you, your spouse, or a dependent child (or by a business in which you, your spouse, or a dependent child have a "substantial interest") for a claim on future services in case of need, rather than for services on a matter specified at the time of contracting for or receiving the fee. Report information here only if the value of the work actually performed during the calendar year did not equal or exceed the value of the retainer. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 FEE RECEIVED FROM	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 FEE RECEIVED BY	NAME OF BUSINESS ☐ FILER OR FILER'S BUSINESS _____ ☐ SPOUSE OR SPOUSE'S BUSINESS _____ ☐ DEPENDENT CHILD _____ OR CHILD'S BUSINESS _____
4 FEE AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

RETAINERS

PART 1B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

This section concerns fees received as a retainer by you, your spouse, or a dependent child (or by a business in which you, your spouse, or a dependent child have a "substantial interest") for a claim on future services in case of need, rather than for services on a matter specified at the time of contracting for or receiving the fee. Report information here only if the value of the work actually performed during the calendar year did not equal or exceed the value of the retainer. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 FEE RECEIVED FROM	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 FEE RECEIVED BY	NAME OF BUSINESS ☐ FILER OR FILER'S BUSINESS _____ ☐ SPOUSE OR SPOUSE'S BUSINESS _____ ☐ DEPENDENT CHILD _____ OR CHILD'S BUSINESS _____
4 FEE AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

STOCK

PART 2

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each business entity in which you, your spouse, or a dependent child held or acquired stock during the calendar year and indicate the category of the number of shares held or acquired. If some or all of the stock was sold, also indicate the category of the amount of the net gain or loss realized from the sale. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	BUSINESS ENTITY	NAME
3	STOCK HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	NUMBER OF SHARES	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ LESS THAN 10K ☐ 10,000 OR MORE
5	IF SOLD ☐ NET GAIN ☐ NET LOSS	

BUSINESS ENTITY	NAME
STOCK HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
NUMBER OF SHARES	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ LESS THAN 10K ☐ 10,000 OR MORE
IF SOLD ☐ NET GAIN ☐ NET LOSS	

BUSINESS ENTITY	NAME
STOCK HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
NUMBER OF SHARES	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ LESS THAN 10K ☐ 10,000 OR MORE
IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

STOCK

PART 2

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each business entity in which you, your spouse, or a dependent child held or acquired stock during the calendar year and indicate the category of the number of shares held or acquired. If some or all of the stock was sold, also indicate the category of the amount of the net gain or loss realized from the sale. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	BUSINESS ENTITY	NAME
3	STOCK HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	NUMBER OF SHARES	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ LESS THAN 10K ☐ 10,000 OR MORE
5	IF SOLD ☐ NET GAIN ☐ NET LOSS	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

BONDS, NOTES & OTHER COMMERCIAL PAPER

PART 3

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List all bonds, notes, and other commercial paper held or acquired by you, your spouse, or a dependent child during the calendar year. If sold, indicate the category of the amount of the net gain or loss realized from the sale. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	DESCRIPTION OF INSTRUMENT	
3	HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	IF SOLD ☐ NET GAIN ☐ NET LOSS	
	DESCRIPTION OF INSTRUMENT	
	HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	IF SOLD ☐ NET GAIN ☐ NET LOSS	
	DESCRIPTION OF INSTRUMENT	
	HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	IF SOLD ☐ NET GAIN ☐ NET LOSS	
	DESCRIPTION OF INSTRUMENT	
	HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	IF SOLD ☐ NET GAIN ☐ NET LOSS	
	DESCRIPTION OF INSTRUMENT	
	HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

MUTUAL FUNDS

PART 4

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each mutual fund and the number of shares in that mutual fund that you, your spouse, or a dependent child held or acquired during the calendar year and indicate the category of the number of shares of mutual funds held or acquired. If some or all of the shares of a mutual fund were sold, also indicate the category of the amount of the net gain or loss realized from the sale. For more nformation, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 MUTUAL FUND	NAME
3 SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4 NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ 5,000 to 9,999 ☐ 10,000 OR MORE
5 IF SOLD ☐ NET GAIN ☐ NET LOSS	

MUTUAL FUND	NAME
SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ 5,000 to 9,999 ☐ 10,000 OR MORE
IF SOLD ☐ NET GAIN ☐ NET LOSS	

MUTUAL FUND	NAME
SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ 5,000 to 9,999 ☐ 10,000 OR MORE
IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

MUTUAL FUNDS

PART 4

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each mutual fund and the number of shares in that mutual fund that you, your spouse, or a dependent child held or acquired during the calendar year and indicate the category of the number of shares of mutual funds held or acquired. If some or all of the shares of a mutual fund were sold, also indicate the category of the amount of the net gain or loss realized from the sale. For more nformation, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	MUTUAL FUND	NAME
3	SHARES OF MUTUAL FUND HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	NUMBER OF SHARES OF MUTUAL FUND	☐ LESS THAN 100 ☐ 100 TO 499 ☐ 500 TO 999 ☐ 1,000 TO 4,999 ☐ 5,000 to 9,999 ☐ 10,000 OR MORE
5	IF SOLD ☐ NET GAIN ☐ NET LOSS	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

INCOME FROM INTEREST, DIVIDENDS, ROYALTIES & RENTS

PART 5

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each source of income you, your spouse, or a dependent child received in excess of that was derived from interest, dividends, royalties, and rents during the calendar year and indicate the category of the amount of the income. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4 AMOUNT	

SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
AMOUNT	

SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

INCOME FROM INTEREST, DIVIDENDS, ROYALTIES & RENTS

PART 5

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List each source of income you, your spouse, or a dependent child received in excess of that was derived from interest, dividends, royalties, and rents during the calendar year and indicate the category of the amount of the income. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 SOURCE OF INCOME ☐ Publicly held corporation	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 RECEIVED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4 AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

PERSONAL NOTES AND LEASE AGREEMENTS

PART 6

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each guarantor of a loan and each person or financial institution to whom you, your spouse, or a dependent child had a total financial liability of more than in the form of a personal note or notes or lease agreement at any time during the calendar year and indicate the category of the amount of the liability. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
3	LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	GUARANTOR	
5	AMOUNT	

PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
GUARANTOR	
AMOUNT	

PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
GUARANTOR	
AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

PERSONAL NOTES AND LEASE AGREEMENTS

PART 6

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each guarantor of a loan and each person or financial institution to whom you, your spouse, or a dependent child had a total financial liability of more than in the form of a personal note or notes or lease agreement at any time during the calendar year and indicate the category of the amount of the liability. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	PERSON OR INSTITUTION HOLDING NOTE OR LEASE AGREEMENT	
3	LIABILITY OF	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	GUARANTOR	
5	AMOUNT	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

INTERESTS IN REAL PROPERTY

PART 7A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all beneficial interests in real property held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale. For an explanation of "beneficial interest" and other specific directions for completing this section, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 STREET ADDRESS ☐ NOT AVAILABLE ☐ CHECK IF FILER'S HOME ADDRESS	STREET ADDRESS, INCLUDING CITY, COUNTY, AND STATE
4 DESCRIPTION ☐ LOTS ☐ ACRES	NUMBER OF LOTS OR ACRES AND NAME OF COUNTY WHERE LOCATED
5 NAMES OF PERSONS RETAINING AN INTEREST ☐ NOT APPLICABLE (SEVERED MINERAL INTEREST)	
6 IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

INTERESTS IN REAL PROPERTY

PART 7A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all beneficial interests in real property held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale. For an explanation of "beneficial interest" and other specific directions for completing this section, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 STREET ADDRESS ☐ NOT AVAILABLE ☐ CHECK IF FILER'S HOME ADDRESS	STREET ADDRESS, INCLUDING CITY, COUNTY, AND STATE
4 DESCRIPTION ☐ LOTS ☐ ACRES	NUMBER OF LOTS OR ACRES AND NAME OF COUNTY WHERE LOCATED
5 NAMES OF PERSONS RETAINING AN INTEREST ☐ NOT APPLICABLE (SEVERED MINERAL INTEREST)	
6 IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

INTEREST IN BUSINESS ENTITIES

PART 7B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all beneficial interests in business entities held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale.
For an explanation of "beneficial interest" and other specific directions for completing this section, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
3 DESCRIPTION	NAME AND ADDRESS ☐ (Check if Filer's Home Address)
4 IF SOLD ☐ NET GAIN ☐ NET LOSS	
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION	NAME AND ADDRESS ☐ (Check if Filer's Home Address)
IF SOLD ☐ NET GAIN ☐ NET LOSS	
HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION	NAME AND ADDRESS ☐ (Check if Filer's Home Address)
IF SOLD ☐ NET GAIN ☐ NET LOSS	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

INTEREST IN BUSINESS ENTITIES

PART 7B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all beneficial interests in business entities held or acquired by you, your spouse, or a dependent child during the calendar year. If the interest was sold, also indicate the category of the amount of the net gain or loss realized from the sale.
For an explanation of "beneficial interest" and other specific directions for completing this section, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME	FILER ID
2 HELD OR ACQUIRED BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____	
3 DESCRIPTION	NAME AND ADDRESS ☐ (Check if Filer's Home Address)	
4 IF SOLD ☐ NET GAIN ☐ NET LOSS		

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

GIFTS

PART 8

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any person or organization that has given a gift worth more than to you, your spouse, or a dependent child, and describe the gift. The description of a gift of cash or a cash equivalent, such as a negotiable instrument or gift certificate must include a statement of the value of the gift. Do not include: 1) expenditures required to be reported by a person required to be registered as a lobbyist under chapter 305 of the Government Code; 2) political contributions reported as required by law; or 3) gifts given by a person related to the recipient within the second degree by consanguinity or affinity. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 DONOR	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4 DESCRIPTION OF GIFT	

DONOR	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
DESCRIPTION OF GIFT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

GIFTS

PART 8

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any person or organization that has given a gift worth more than to you, your spouse, or a dependent child, and describe the gift. The description of a gift of cash or a cash equivalent, such as a negotiable instrument or gift certificate must include a statement of the value of the gift. Do not include: 1) expenditures required to be reported by a person required to be registered as a lobbyist under chapter 305 of the Government Code; 2) political contributions reported as required by law; or 3) gifts given by a person related to the recipient within the second degree by consanguinity or affinity. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 DONOR	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
3 RECIPIENT	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4 DESCRIPTION OF GIFT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

TRUST INCOME

PART 9

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each source of income received by you, your spouse, or a dependent child as beneficiary of a trust and indicate the category of the amount of income received. Also identify each asset of the trust from which the beneficiary received more than in income, if the identity of the asset is known. For more information, see FORM PFS--INSTRUCTION GUIDE

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	SOURCE	NAME OF TRUST
3	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	INCOME	
5	ASSETS FROM WHICH OVER $500 WAS RECEIVED ☐ UNKNOWN	

SOURCE	NAME OF TRUST
BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
INCOME	
ASSETS FROM WHICH OVER $500 WAS RECEIVED ☐ UNKNOWN	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

TRUST INCOME

PART 9

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each source of income received by you, your spouse, or a dependent child as beneficiary of a trust and indicate the category of the amount of income received. Also identify each asset of the trust from which the beneficiary received more than in income, if the identity of the asset is known. For more information, see FORM PFS--INSTRUCTION GUIDE

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	SOURCE	NAME OF TRUST
3	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
4	INCOME	
5	ASSETS FROM WHICH OVER $500 WAS RECEIVED ☐ UNKNOWN	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

BLIND TRUSTS

PART 10A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each blind trust that complies with section 572.023(c) of the Government Code. See FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 NAME OF TRUST	
3 TRUSTEE	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
4 BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
5 FAIR MARKET VALUE	
6 DATE CREATED	

NAME OF TRUST	
TRUSTEE	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
FAIR MARKET VALUE	
DATE CREATED	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

BLIND TRUSTS

PART 10A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each blind trust that complies with section 572.023(c) of the Government Code. See FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	NAME OF TRUST	
3	TRUSTEE	NAME AND ADDRESS ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE
4	BENEFICIARY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
5	FAIR MARKET VALUE	
6	DATE CREATED	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

TRUSTEE STATEMENT

PART 10B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

An individual who is required to identify a blind trust on Part 10A of the Personal Financial Statement must submit a statement signed by the trustee of each blind trust listed on Part 10A. The portions of section 572.023 of the Government Code that relate to blind trusts are listed below.

1 NAME OF TRUST		
2 TRUSTEE NAME		
3 FILER ON WHOSE BEHALF STATEMENT IS BEING FILED	FILER NAME	FILER ID

4 TRUSTEE STATEMENT

I affirm, under penalty of perjury, that I have not revealed any information to the beneficiary of this trust except information that may be disclosed under section 572.023 (b)(8) of the Government Code and that to the best of my knowledge, the trust complies with section 572.023 of the Government Code.

Trustee Signature

#xA7 572.023. Contents of Financial Statement in General

(b) The account of financial activity consists of:

(8) identification of the source and the category of the amount of all income received as beneficiary of a trust, other than a blind trust that complies with Subsection (c), and identification of each trust asset, if known to the beneficiary, from which income was received by the beneficiary in excess of $500;

(14) identification of each blind trust that complies with Subsection (c), including:

(A) the category of the fair market value of the trust;
(B) the date the trust was created;
(C) the name and address of the trustee; and
(D) a statement signed by the trustee, under penalty of perjury, stating that:

(i) the trustee has not revealed any information to the individual, except information that may be disclosed under Subdivision (8); and
(ii) to the best of the trustee#xCABCs knowledge, the trust complies with this section.

(c) For purposes of Subsections (b)(8) and (14), a blind trust is a trust as to which:

(1) the trustee:

(A) is a disinterested party;
(B) is not the individual;
(C) is not required to register as a lobbyist under Chapter 305;
(D) is not a public officer or public employee; and
(E) was not appointed to public office by the individual or by a public officer or public employee the individual supervises; and

(2) the trustee has complete discretion to manage the trust, including the power to dispose of and acquire trust assets without consulting or notifying the individual.

(d) If a blind trust under Subsection (c) is revoked while the individual is subject to this subchapter, the individual must file an amendment to the individual#xCABCs most recent financial statement, disclosing the date of revocation and the previously unreported value by category of each asset and the income derived from each asset.

SAMPLE

OWNERSHIP OF BUSINESS ASSOCIATIONS

PART 11A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
3 BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
4 HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

OWNERSHIP OF BUSINESS ASSOCIATIONS

PART 11A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
3 BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
4 HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

OWNERSHIP OF BUSINESS ASSOCIATIONS

PART 11A

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
3 BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
4 HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
BUSINESS TYPE	☐ Corporation ☐ Limited Partnership ☐ Profesional Association ☐ Firm ☐ Limited Liability Partnership ☐ Joint Venture ☐ Partnership ☐ Professional Corporation ☐ Other _____
HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

ASSETS OF BUSINESS ASSOCIATIONS

PART 11B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all assets of each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership and indicate the category of the amount of the assets. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME	FILER ID
2 BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)	
3 BUSINESS TYPE		
4 HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____	
5 ASSETS	DESCRIPTION	CATEGORY
	COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY	

SAMPLE

ASSETS OF BUSINESS ASSOCIATIONS

PART 11B

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all assets of each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership and indicate the category of the amount of the assets. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

LIABILITIES OF BUSINESS ASSOCIATIONS

PART 11C

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all liabilities of each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership and indicate the category of the amount of the assets. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1 FILER INFORMATION	FILER NAME FILER ID
2 BUSINESS ASSOCIATION	NAME AND ADDRESS ☐ (Check If Filer's Home Address)
3 BUSINESS TYPE	
4 HELD, ACQUIRED, OR SOLD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
5 LIABILITIES	DESCRIPTION CATEGORY

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

LIABILITIES OF BUSINESS ASSOCIATIONS

PART 11C

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Describe all liabilities of each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership and indicate the category of the amount of the assets. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

BOARDS AND EXECUTIVE POSITIONS

PART 12

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List all boards of directors of which you, your spouse, or a dependent child are a member and all executive positions you, your spouse, or a dependent child hold in corporations, firms, partnerships, limited partnerships, limited liability partnerships, professional corporations, professional associations, joint ventures, other business associations, or proprietorships, stating the name of the organization and the position held. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	ORGANIZATION	
3	POSITION HELD	
4	POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

ORGANIZATION	
POSITION HELD	
POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

ORGANIZATION	
POSITION HELD	
POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

ORGANIZATION	
POSITION HELD	
POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

ORGANIZATION	
POSITION HELD	
POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

BOARDS AND EXECUTIVE POSITIONS

PART 12

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List all boards of directors of which you, your spouse, or a dependent child are a member and all executive positions you, your spouse, or a dependent child hold in corporations, firms, partnerships, limited partnerships, limited liability partnerships, professional corporations, professional associations, joint ventures, other business associations, or proprietorships, stating the name of the organization and the position held. For more information, see FORM PFS--INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME FILER ID
2	ORGANIZATION	
3	POSITION HELD	
4	POSITION HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

EXPENSES ACCEPTED UNDER HONORARIUM EXCEPTION

PART 13

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any person who provided you with necessary transportation, meals, or lodging, as permitted under section 36.07(b) of the Penal Code, in connection with a conference or similar event in which you rendered services, such as addressing an audience or participating in a seminar, that were more than perfunctory. Also provide the amount of the expenditures on transportation, meals, or lodging. You are not required to include items you have already reported as political contributions on a campaign finance report, or expenditures required to be reported by a lobbyist under the lobby law (chapter 305 of the Government Code). For more information, see FORM PFS--INSTRUCTION GUIDE.

1	FILER INFORMATION	FILER NAME / FILER ID
2	PROVIDER	NAME AND ADDRESS
3	AMOUNT	
	PROVIDER	NAME AND ADDRESS
	AMOUNT	
	PROVIDER	NAME AND ADDRESS
	AMOUNT	
	PROVIDER	NAME AND ADDRESS
	AMOUNT	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

EXPENSES ACCEPTED UNDER HONORARIUM EXCEPTION

PART 13

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any person who provided you with necessary transportation, meals, or lodging, as permitted under section 36.07(b) of the Penal Code, in connection with a conference or similar event in which you rendered services, such as addressing an audience or participating in a seminar, that were more than perfunctory. Also provide the amount of the expenditures on transportation, meals, or lodging. You are not required to include items you have already reported as political contributions on a campaign finance report, or expenditures required to be reported by a lobbyist under the lobby law (chapter 305 of the Government Code). For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 PROVIDER	NAME AND ADDRESS	
3 AMOUNT		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

INTEREST IN BUSINESS IN COMMON WITH LOBBYIST

PART 14

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association, other than a publicly-held corporation, in which you, your spouse, or a dependent child, and a person registered as a lobbyist under chapter 305 of the Government Code that both have an interest. For more information, see FORM PFS--INSTRUCTION GUIDE.

1	FILER INFORMATION	FILER NAME / FILER ID
2	BUSINESS ENTITY	NAME AND ADDRESS
3	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	BUSINESS ENTITY	NAME AND ADDRESS
	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	BUSINESS ENTITY	NAME AND ADDRESS
	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	BUSINESS ENTITY	NAME AND ADDRESS
	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____
	BUSINESS ENTITY	NAME AND ADDRESS
	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

INTEREST IN BUSINESS IN COMMON WITH LOBBYIST

PART 14

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association, other than a publicly-held corporation, in which you, your spouse, or a dependent child, and a person registered as a lobbyist under chapter 305 of the Government Code that both have an interest. For more information, see FORM PFS--INSTRUCTION GUIDE.

1	FILER INFORMATION	FILER NAME / FILER ID
2	BUSINESS ENTITY	NAME AND ADDRESS
3	INTEREST HELD BY	☐ FILER ☐ SPOUSE ☐ DEPENDENT CHILD _____

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

FEES RECEIVED FOR SERVICES RENDERED TO A LOBBYIST OR LOBBYIST'S EMPLOYER

PART 15

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Report any fee you received for providing services to or on behalf of a person required to be registered as a lobbyist under chapter 305 of the Government Code, or for providing services to or on behalf of a person you actually know directly compensates or reimburses a person required to be registered as a lobbyist. Report the name of each person or entity for which the services were provided, and indicate the category of the amount of each fee. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED		
3 FEE CATEGORY		

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED	
FEE CATEGORY	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

FEES RECEIVED FOR SERVICES RENDERED TO A LOBBYIST OR LOBBYIST'S EMPLOYER

PART 15

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Report any fee you received for providing services to or on behalf of a person required to be registered as a lobbyist under chapter 305 of the Government Code, or for providing services to or on behalf of a person you actually know directly compensates or reimburses a person required to be registered as a lobbyist. Report the name of each person or entity for which the services were provided, and indicate the category of the amount of each fee. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 PERSON OR ENTITY FOR WHOM SERVICES WERE PROVIDED		
3 FEE CATEGORY		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

REPRESENTATION BY LEGISLATOR BEFORE STATE AGENCY

PART 16

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

This section applies only to members of the Texas Legislature. A member of the Texas Legislature who represents a person for compensation before a state agency in the executive branch must provide the name of the agency, the name of the person represented, and the category of the amount of the fee received for the representation. For more information, see FORM PFS--INSTRUCTION GUIDE.

Note: Beginning September 1, 2003, legislators may not, for compensation, represent another person before a state agency in the executive branch. The prohibition does not apply if: (1) the representation is pursuant to an attorney/client relationship in a criminal law matter; (2) the representation involves the filing of documents that involve only ministerial acts on the part of the agency; or (3) the representation is in regard to a matter for which the legislator was hired before September 1, 2003.

1 FILER INFORMATION	FILER NAME	FILER ID
2 STATE AGENCY		
3 PERSON REPRESENTED		
4 FEE CATEGORY		

STATE AGENCY	
PERSON REPRESENTED	
FEE CATEGORY	

STATE AGENCY	
PERSON REPRESENTED	
FEE CATEGORY	

STATE AGENCY	
PERSON REPRESENTED	
FEE CATEGORY	

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

REPRESENTATION BY LEGISLATOR BEFORE STATE AGENCY

PART 16

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

This section applies only to members of the Texas Legislature. A member of the Texas Legislature who represents a person for compensation before a state agency in the executive branch must provide the name of the agency, the name of the person represented, and the category of the amount of the fee received for the representation. For more information, see FORM PFS--INSTRUCTION GUIDE.

Note: Beginning September 1, 2003, legislators may not, for compensation, represent another person before a state agency in the executive branch. The prohibition does not apply if: (1) the representation is pursuant to an attorney/client relationship in a criminal law matter; (2) the representation involves the filing of documents that involve only ministerial acts on the part of the agency; or (3) the representation is in regard to a matter for which the legislator was hired before September 1, 2003.

1 FILER INFORMATION	FILER NAME	FILER ID
2 STATE AGENCY		
3 PERSON REPRESENTED		
4 FEE CATEGORY		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

BENEFITS DERIVED FROM FUNCTIONS HONORING PUBLIC SERVANT

PART 17

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Section 36.10 of the Penal Code provides that the gift prohibitions set out in section 36.08 of the Penal Code do not apply to a benefit derived from a function in honor or appreciation of a public servant required to file a statement under chapter 572 of the Government Code or title 15 of the Election Code if the benefit and the source of any benefit over $50 in value are: 1) reported in the statement and 2) the benefit is used solely to defray expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or a political subdivision. If such a benefit is received and is not reported by the public servant under title 15 of the Election Code, the benefit is reportable here. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 SOURCE OF BENEFIT	NAME AND ADDRESS	
3 BENEFIT		
SOURCE OF BENEFIT	NAME AND ADDRESS	
BENEFIT		
SOURCE OF BENEFIT	NAME AND ADDRESS	
BENEFIT		

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

BENEFITS DERIVED FROM FUNCTIONS HONORING PUBLIC SERVANT

PART 17

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Section 36.10 of the Penal Code provides that the gift prohibitions set out in section 36.08 of the Penal Code do not apply to a benefit derived from a function in honor or appreciation of a public servant required to file a statement under chapter 572 of the Government Code or title 15 of the Election Code if the benefit and the source of any benefit over $50 in value are: 1) reported in the statement and 2) the benefit is used solely to defray expenses that accrue in the performance of duties or activities in connection with the office which are nonreimbursable by the state or a political subdivision. If such a benefit is received and is not reported by the public servant under title 15 of the Election Code, the benefit is reportable here. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 SOURCE OF BENEFIT	NAME AND ADDRESS	
3 BENEFIT		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

LEGISLATIVE CONTINUANCES

PART 18

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any legislative continuance that you have applied for or obtained under section 30.003 of the Civil Practice and Remedies Code, or under another law or rule that requires or permits a court to grant continuances on the grounds that an attorney for a party is a member or member-elect of the legislature.

1	FILER INFORMATION	FILER NAME FILER ID
1	NAME OF PARTY REPRESENTED	
2	DATE RETAINED	
3	STYLE, CAUSE NUMBER, COURT & JURISDICTION	
4	DATE OF CONTINUANCE APPLICATION	
5	WAS CONTINUANCE GRANTED?	☐ YES ☐ NO

NAME OF PARTY REPRESENTED	
DATE RETAINED	
STYLE, CAUSE NUMBER, COURT & JURISDICTION	
DATE OF CONTINUANCE APPLICATION	
WAS CONTINUANCE GRANTED?	☐ YES ☐ NO

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

LEGISLATIVE CONTINUANCES

PART 18

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify any legislative continuance that you have applied for or obtained under section 30.003 of the Civil Practice and Remedies Code, or under another law or rule that requires or permits a court to grant continuances on the grounds that an attorney for a party is a member or member-elect of the legislature.

1 FILER INFORMATION	FILER NAME	FILER ID
1 NAME OF PARTY REPRESENTED		
2 DATE RETAINED		
3 STYLE, CAUSE NUMBER, COURT & JURISDICTION		
4 DATE OF CONTINUANCE APPLICATION		
5 WAS CONTINUANCE GRANTED?	☐ YES ☐ NO	

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

CONTRACTS TO SELL GOODS OR SERVICES TO A GOVERNMENTAL ENTITY OR GOVERNMENTAL ENTITY CONTRACTOR

PART 19

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

List the parties to all contractors in the amount of $2500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independtly or in conjunction with, has at least 50% ownership. For more information, see FORM PFS - INSTRUCTION GUIDE.

When reporting information about a dependent child's activity, indicate the child about whom you are reporting by providing the number under which the child is listed on the Cover Sheet.

1	FILER INFORMATION	FILER NAME	FILER ID
2	FILER PARTIES	☐ FILER ☐ SPOUSE ☐ DEPENDENT _____	
3	GOVERNMENTAL PARTIES		
4	BUSINESS PARTIES		

SAMPLE

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

BOND COUNSEL SERVICES PROVIDED BY A LEGISLATOR

PART 20

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each issuance for which you served as bond counsel. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 ISSUER NAME		
3 ISSUANCE DATE		
4 ISSUANCE AMOUNT		
5 FEES PAID TO FILER YES ☐ NO ☐		
6 FEES PAID TO FILER'S FIRM YES ☐ NO ☐	NAME AND ADDRESS OF FIRM ☐ (Check if Filer's Home Address)	

ISSUER NAME	
ISSUANCE DATE	
ISSUANCE AMOUNT	
FEES PAID TO FILER YES ☐ NO ☐	
FEES PAID TO FILER'S FIRM YES ☐ NO ☐	NAME AND ADDRESS OF FIRM ☐ (Check if Filer's Home Address)

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

BOND COUNSEL SERVICES PROVIDED BY A LEGISLATOR

PART 20

If the requested information is not applicable, indicate that on Page 2 of the Cover Sheet, **and DO NOT include this page in the report.**

Identify each issuance for which you served as bond counsel. For more information, see FORM PFS--INSTRUCTION GUIDE.

1 FILER INFORMATION	FILER NAME	FILER ID
2 ISSUER NAME		
3 ISSUANCE DATE		
4 ISSUANCE AMOUNT		
5 FEES PAID TO FILER YES ☐ NO ☐		
6 FEES PAID TO FILER'S FIRM YES ☐ NO ☐	NAME AND ADDRESS OF FIRM ☐ (Check if Filer's Home Address)	

ISSUER NAME	
ISSUANCE DATE	
ISSUANCE AMOUNT	
FEES PAID TO FILER YES ☐ NO ☐	
FEES PAID TO FILER'S FIRM YES ☐ NO ☐	NAME AND ADDRESS OF FIRM ☐ (Check if Filer's Home Address)

COPY AND ATTACH ADDITIONAL PAGES AS NECESSARY

SAMPLE

PERSONAL FINANCIAL STATEMENT

PARTS MARKED "NOT APPLICABLE" BY FILER

FORM PFS
COVER SHEET
PAGE 2

On this page, indicate any Parts of Form PFS that are not applicable to you. If you do not place a check in a box, then pages for that Part must be included in the report. ***If you place a check in a box, do NOT include pages for that Part in the report.***

6 PARTS NOT APPLICABLE TO FILER

- ☐ N/A Part 1A - Sources of Occupational Income
- ☐ N/A Part 1B - Retainers
- ☐ N/A Part 2 - Stock
- ☐ N/A Part 3 - Bonds, Notes & Other Commercial Paper
- ☐ N/A Part 4 - Mutual Funds
- ☐ N/A Part 5 - Income from Interest, Dividends, Royalties & Rents
- ☐ N/A Part 6 - Personal Notes and Lease Agreements
- ☐ N/A Part 7A - Interests in Real Property
- ☐ N/A Part 7B - Interests in Business Entities
- ☐ N/A Part 8 - Gifts
- ☐ N/A Part 9 - Trust Income
- ☐ N/A Part 10A - Blind Trusts
- ☐ N/A Part 10B - Trustee Statement
- ☐ N/A Part 11A - Business Associations
- ☐ N/A Part 11B - Assets of Business Associations
- ☐ N/A Part 11C - Liabilities of Business Associations
- ☐ N/A Part 12 - Boards and Executive Positions
- ☐ N/A Part 13 - Expenses Accepted Under Honorarium Exception
- ☐ N/A Part 14 - Interest in Business in Common with Lobbyist
- ☐ N/A Part 15 - Fees Received for Services Rendered to a Lobbyist or Lobbyist's Employer
- ☐ N/A Part 16 - Representation by Legislator Before State Agency
- ☐ N/A Part 17 - Benefits Derived from Functions Honoring Public Servant
- ☐ N/A Part 18 - Legislative Continuances
- ☐ N/A Part 19 - Contracts with Governmental Entity
- ☐ N/A Part 20 - Bond Counsel Services Provided by a Legislator

SAMPLE

PERSONAL FINANCIAL STATEMENT AFFIDAVIT

The law requires the personal financial statement to be verified. Without proper verification, the statement is not considered filed.

The verification page on a personal statement filed electronically with the Texas Ethics Commission must have the electronic signature of the individual required to file the personal financial statement.

The verification page on a personal financial statement filed with an authority other than the Texas Ethics Commission must have the signature of the individual required to file the personal financial statement as wells as the signature and stamp or seal of office of a notary public or other person authorized by law to administer oaths and affirmations.

I swear, or affirm, under penalty of perjury, that this financial statement

and includes all information required to be reported by me under chapter 572 of the Government Code.

_____

Signature of Filer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of_____, 20_____, to certify which, witness my hand and seal of office.

_____

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

SAMPLE

TEXT ANNOTATION

SAMPLE

PERSONAL FINANCIAL INFORMATION

PFS

FILING INFORMATION

PFS: Manage My Profile – Maintain Addresses

This screen displays a table with the address information currently on file with the City of Austin, Electronic Filing System (COA-EFS) for your filer account. The COA-EFS will use this address information to send you correspondence that cannot be sent by email. *Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.*

Any changes you make to your filer address(es) in the filing application will also update your information on file with the COA-EFS. You may provide up to three addresses (Mailing, Street and Other). To add a new address, click the **Add** button located below the list.

Addresses on PFS Reports: The address you enter as the **Filer Mailing Address** will be used for the "Address" on the Cover Sheet of your reports.

> **Filer/Treasurer/Chair:** This column displays the person for which the address applies:
>
> **Filer:** The individual who is required to file reports.
>
> **Treasurer:** Not applicable for PFS.
>
> **Chair:** Not applicable for PFS.

Address Type: This column displays the general type of address: **Mailing, Street,** or **Other**. You must have the **Mailing** address for the filer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses.

Address, City, State: These columns display the information on file for the address type.

Action: This column shows the action(s) applicable for the address type:

> **Mailing:** To change the Mailing address, click the **Edit** button. The Filer Mailing Address may not be deleted.
>
> **Street:** This is the residential or business street address. To change the Street address, click the **Edit** button. To remove the Street address, click the **Delete** button. To add the Street address, click the **Add** button located below the list.
>
> **Other:** This is an optional address you may provide as back-up contact information. To change this address, click the **Edit** button. To remove this address, click the **Delete** button. To add this address, click the **Add** button located below the list.

PFS: Manage My Reports

Click on the **Start a New Report button** to start a brand-new report. Do not select this option to correct a previously filed electronic report or to continue working on a report that is already in-progress. The “Manage My Reports” and “Reports” tab will display a list of reports that have already been filed electronically (“Filed Reports”), as well as reports that you are currently working on (“In-Progress Reports”).

In-Progress Reports shows you the following information about the report(s) you have started in the COA-EFS filing application but ***have not yet filed:***

> **Report:** This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.
>
> **Report Type:** This column displays the general type of report. If a report is a Corrected Report, the Report Type is followed by a "(C)".
>
> **Period Covered/Year:** This column displays the calendar year covered by a report.
>
> **Action:** This column displays the action(s) you may take regarding an **In-Progress Report**. Click on the **Continue Working** button to go to the report's Worksheet Summary and enter activity on the applicable parts.
>
> You may also click on the **Print** button to print a copy of an in-progress report in PDF format or click on the **Delete** button to delete an in-progress report. ***Note:*** If you click "Delete" you will be asked "Are you sure?" and have a chance to confirm your action. If you click "yes" to confirm, the entire report will be deleted and unrecoverable.
>
> You may also click on the **Upload Data** button to upload data from a spreadsheet regarding: stocks (Part 2); bonds, notes, and other commercial paper (Part 3); and mutual funds (Part 4). See the Import Guide for additional information regarding the import process and templates.

Missing/Late Reports shows you the following information about the report(s) that, according to COA-EFS records, you ***were required to file with the COA-EFS by a certain deadline but have not yet filed. Note:*** You may be subject to a late-filing penalty (late fine) for a required report that is not filed by the filing deadline.

> **Report:** This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.
>
> **Report Type:** This column displays the general type of report. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a Missing/Late Report. Click on the **Start Report** button to start a missing report. Once you start the report, the action button will be disabled but the report will continue to display in your **Missing/Late Reports** list until you file the missing report. If you start the report and need more than one entry session to complete and file it, a copy of the report will appear in your **In-Progress Reports** list for you to continue working on the next time you return to this screen.

Filed Reports shows you the following information about the report(s) you ***have successfully filed with the COA-EFS:***

Report: This column displays the unique Report Number that the COA-EFS filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Filed Date: This column displays the date the report was filed with the COA-EFS.

Action: This column displays the action(s) you may take regarding a **Filed Report**. You may click on the **Print** button to print a copy of the filed report in PDF format.

If you discover an error or omission in a filed report, you may click on the **Correct/Update** button to start a Corrected Report. Once you start a Corrected Report, that action button will be removed but the original report will continue to display in your **Filed Reports** list. If you start a Corrected Report and need more than one entry session to complete and file it, the Corrected Report will appear in your **In-Progress Reports** list for you to continue working on the next time you return to this screen.

PFS: Deadline Extension Request

If your PFS report is due on the regular annual April 30th filing deadline, you may request a 60 calendar day extension to this filing deadline. You can request this extension beginning March 1st through midnight Central Time on the night of the April 30th annual filing deadline. *Note:* If April 30th falls on a weekend or holiday, the annual filing deadline is automatically extended to the next business day.

Extensions are not allowed for PFS reports due on any alternate deadlines.

If you have not yet filed your PFS report, when you log into the PFS filing application from March 1st through the April 30th annual filing deadline, you will see an Apply for Extension button on your "Manage My Reports" page.

To apply for the filing deadline extension, click on the Apply for Extension button. If you qualify for the extension, your request will be automatically granted. You will see a message on your screen stating "Your PFS extension request has been approved. Your PFS report covering calendar year 2015 is due July 1, 2016." You will receive an email notification to your primary email address on file confirming that your extension has been granted.

After your PFS filing deadline extension request has been granted, you will no longer see the Apply for Extension button on your "Manage My Reports" page. However, you will continue to see the "Your PFS extension request has been approved. Your PFS report covering calendar year 2015 is due July 1, 2016." statement at the top of your "Manage My Reports" page to remind you of the new filing deadline.

If you are not eligible for the extension and you click on the Apply for Extension button, you will see a message on your screen stating "No filer event found. Extension cannot be granted at this time".

For more information on the PFS filing deadline extension, see the Helpful Hints for Filing Your Personal Financial Statement brochure.

PFS: Cover Sheet – Calendar Year & Reason for Filing

This page is designed to help you fill in the required cover sheet information. For information regarding who is required to file a PFS, the period covered, filing deadlines, and other general information see the General Instructions in the Appendix.

Period Covered: In most cases, the personal financial statement covers activity for the entire calendar year ***preceding*** the year the statement is due. For example, a personal financial statement due in 2005 covers activity occurring between and including January 1 and December 31, 2004.

New Appointees: An appointed city official, appointee filling a vacancy in elective office, or the department executive head must file a PFS during the first year of his or her appointment. For these newly appointed officials, the period covered by the first required personal financial statement is determined by the date the official is appointed to the office. A new appointee's first personal financial statement covers the entire calendar year ***preceding the year of appointment*** rather than preceding the year the statement is due. For example, a person appointed city official effective December 15, 2008, is required to file a personal financial statement due January 14, 2009. This personal financial statement covers activity occurring

between and including January 1 and December 31, 2007. The PFS will cover activity for the entire calendar year preceding the year the statement is due.

Select Year: Select the year for filing the PFS from the dropdown menu.

Reason for Filing: Select the appropriate reason for filing the PFS from the dropdown menu and enter the corresponding office title.

If you are unsure whether you are required to file a PFS, please see the appendix for Personal Financial Statement Frequently Asked Questions and the General Instructions.

Candidate: If you are a candidate for an elected office, check this title and indicate which office you seek. Identify the office completely, including the district or place name, if applicable.

Elected Official: If you are an elected officeholder, select this title and indicate which office you hold. Identify the office completely, including the district or place name, if applicable.

Example: Frank is running for council office district 2. He should select "Candidate" and write "Council Member, District 2" to indicate the office he seeks. Jane is the judge for Austin Municipal Court. She will select "Elected Official" and write "Judge, Austin Municipal Court."

Executive Head: If you are the executive head of a city department, select this title and indicate the department.

PFS: Family Members

Names of Family Members Whose Financial Activity You Are Reporting: In Parts 1 through 18, you will disclose information about your financial activity during the preceding calendar year. In Parts 1 through 12, and 14, you are required to disclose not only your own financial activity, but also that of your spouse or a dependent child in which you have an ownership interest (e.g., community property). You are also required to disclose the separate financial activity (e.g., separate property) of your spouse or a dependent child if you had actual control over that financial activity, notwithstanding a partition agreement. *See* Texas Ethics Commission Rule § 40.2.

Note: *If you have no financial activity to report for a dependent child,* ***do not*** *enter that child's name into this report.*

Family Members List: Click the Add button to enter information about a family member for whom you will be reporting financial activity. After you enter and save your first family member, the application will begin a list of all family members on this section of the report. The list will display columns showing each family member:

Name	Relation	Action
Sam Spouse	SPOUSE	Edit Delete
John Doe	DEPENDENT	Edit Delete

(1 of 1) 1 5

Add Done with Family Members

The family members list will be the first screen you see each time you return to this section. From this list you will be able to Edit or Delete a previously entered family member. To enter a new family member, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Note: *If you have no financial activity to report for a dependent child,* ***do not*** *enter that child's name into this report.*

Spouse or Dependent Child? Indicate whether the family member is your spouse or a dependent child.

Dependent Child. If you are reporting any financial activity for a dependent child on this financial statement, enter the child's full name here. If you are reporting information about more than one dependent child, please list the children separately on the appropriate lines. A child (including an adopted child or a step-child) is considered a dependent if you provided more than 50 percent of the child's support during a calendar year.

PFS: Worksheet Summary

Worksheet Summary is a new page in the filing application designed to help you keep track of the parts required for this report and the activity you enter. If you indicated by answering "Yes" on the previous **Walk Thru** screen that you have activity to report, those parts/categories are highlighted in green in the grid.

Part: This column displays all categories of financial activity and the designated number of each part/category you may possibly need for this report. (For example, the name of the first category is Sources of Occupational Income and the designated number for that schedule is PART 1.) If you indicated on a previous screen that you have activity to report for a certain part/category, those parts/categories are highlighted in green in the grid.

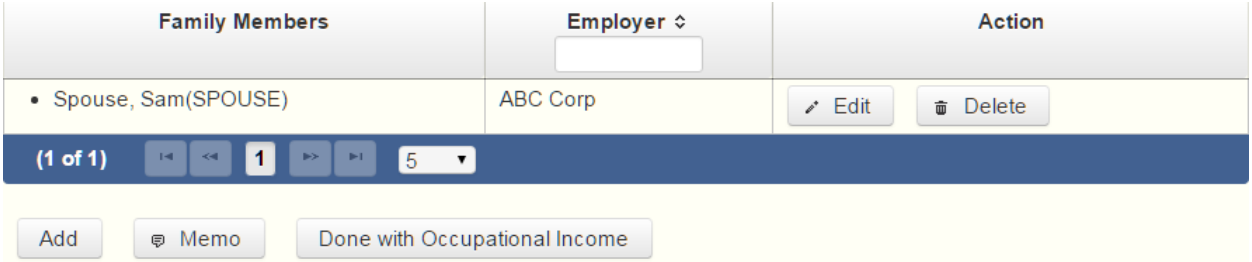
Number of Entries: This column keeps a running tally and displays the number of entries you have entered and saved for a particular part/category.

Action: To begin entering activity for a particular part/category, click on "Start" in this column. After you have saved your first transaction, the link that you can click changes from “Start” to "Continue" in this column.

PFS: Part 1A Sources of Occupational Income

Complete this part for each source of occupational income. Occupational income refers to income derived from current occupational activity rather than income received as a pension or from a retirement plan associated with past occupational activity. Information about retirement funds or income may be reportable under some other category. *See* Ethics Advisory Opinion No. 392.

Sources of Occupational Income List: After you enter and save your first occupation, the filing application will begin a list of all employers entered on Part 1A for this report. The list will display columns showing each employer:



The sources of occupational income list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered employer or occupation. To enter new employers or occupations, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding occupation(s) entered on this part.

To whom does the information relate? Indicate whether the source of income relates to you, your spouse, or a dependent child. Note: You can only enter occupation information for one person at a time.

Self Employed? If the individual is self employed, check the box and provide the nature of the occupation, e.g., attorney, carpenter, etc.

Name of Employer: If the individual is employed by another, provide the name and address of the employer and the position held.

Street Address: Enter the street address of the employer. If you are listing your home address here, please indicate this by placing a check in the box provided.

Position Held: If the individual is employed by another, provide the position held during the period covered by the report.

PFS: Part 1B Retainers

Part 1B Retainers asks for information about fees received by you, your spouse, or a dependent child, or received by a business in which you, your spouse, or a dependent child have a "substantial interest," as a retainer for a claim on future services in case of need, rather than fees for services on a matter specified at the time of contracting for or receiving the fee. Report such retainers only in cases in which the value of the amount of work actually performed during the calendar year did not equal or exceed the value of the retainer.

Example: Last year you received a retainer for $15,000 for consulting services in case of need. You ended up providing $5,000 worth of services during the calendar year. You should report the entire $15,000 retainer on this year's financial statement, which covers last year's activity.

Substantial Interest. An individual has a substantial interest in a business entity if the individual:

(1) has a controlling interest in the business entity;

(2) owns more than 10 percent of the voting interest in the business entity;

(3) owns more than $25,000 of the fair market value of the business entity;

(4) has a direct or indirect participating interest by shares, stocks, or otherwise, regardless of whether voting rights are included, in more than 10 percent of the profits, proceeds, or capital gains of the business entity;

(5) is a member of the board of trustees or other governing board of the business entity;

(6) serves as an elected official of the business entity; or

(7) is an employee of the business entity.

Disclosing Confidential Information. City officials who are physicians are not required to include on their financial disclosure reports a patient's identity because that information is made confidential by the Medical Practices Act. *See* Ethics Advisory Opinion No. 21. The commission has declined to extend this exception to accountants who would be reporting information regulated by the Public Accountancy Act. *See* Ethics Advisory Opinion No. 22 (Public Accountancy Act does not make a client's identity confidential and therefore does not conflict with financial disclosure requirements). The commission has also indicated that this exception would not be extended to attorneys in cases where disclosing a client's identity would not reveal a confidential communication. *See id.*

Retainers List: After you enter and save your first retainer, the filing application will begin a list of all retainers entered on Part 1B for this report. The list will display columns showing each person providing a retainer:

Family Members	Retainer Name	Retainer Amount	Action
• Sam Spouse(SPOUSE)	Carlos, Client	$5,000 - $9,999	Edit Delete

(1 of 1) 1 5

Add Memo Done with Retainers

The retainers list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered retainer. To enter new retainers, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding any retainer entered on this part.

To whom does the information relate? Indicate whether the retainer was received by you, your spouse, or a dependent child. Note: You can only enter information for one person at a time.

Retainer Received from Individual or Entity? Indicate whether the retainer was received from an individual or an entity and provide the full name and address of the individual or entity from whom the retainer fee was received.

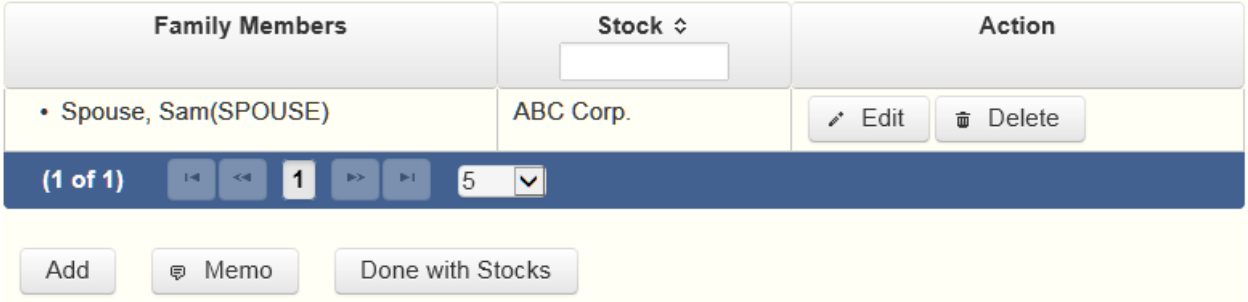
Name of business receiving retainer (if applicable): If the retainer was received by a business in which you, your spouse, or a dependent child has a "substantial interest," provide the name of the business.

Amount of Retainer: Check the appropriate fee category for the amount received.

PFS: Part 2 Stock

Part 2 Stock is for information about business entities in which you, your spouse, or a dependent child held or acquired stock. If stocks are held in a managed investment account for which the filer does not make investment decisions but where the filer retains ownership of the individual stocks in the account, the filer is still required to disclose the individual stocks held in the account. *See* Ethics Advisory Opinion No. 326. However, if the stocks are held in a fund, of which the filer owns shares of the fund, the filer is required to report only the ownership of the fund (see Part 4, Mutual Funds). *Id*.

Stocks List: After you enter and save your first stock, the filing application will begin a list of all stocks entered on Part 2 for this report. The list will display columns showing each stock:



The stocks list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered stock. To enter new stocks, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding stock(s) entered on this part.

Who held/acquired the stock? Indicate whether the stock was held or acquired by you, your spouse, or a dependent child.

Name of Business Entity Stock that was held or acquired: Enter the full name of the business entity in which the stock was held or acquired.

Number of Shares: If the number of shares held or acquired fluctuated during the year, indicate the category for the greatest number of shares held or acquired during the year.

Were Stocks Sold? Complete this section if any of the indicated stock was sold during the year. Check whether the sale resulted in a net gain or a net loss and indicate the amount of the net gain or net loss by checking the appropriate monetary category. If you had several transactions involving stock of a particular entity, indicate the net gain or net loss resulting from those transactions for the year. You do not have to show the net gain or net loss from each sale of stock in the same business entity.

PFS: Part 3 Bonds, Notes, and Other Commercial Paper

Part 3 Bonds, Notes, and Other Commercial Paper is for information about bonds, notes, and other commercial paper held or acquired by you, your spouse, or a dependent child. Create a separate entry for each bond, note, or other commercial instrument held or acquired.

Financial Instrument List: After you enter and save your bond, note, or other commercial paper, the filing application will begin a list of financial instruments entered on Part 3 for this PFS. The list will display columns showing each financial instrument:

Family Members	Instrument	Action
• Doe Jr., John(DEPENDENT)	$5,000 U.S. Treasury Bond	Edit Delete

(1 of 1) 1 5

Add Memo Done with Instruments

The financial instrument list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete previously entered bonds, notes, and other commercial paper. To enter a new financial instrument, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who held or acquired the instrument: Check the appropriate box indicating whether the bond, note, or other commercial paper was held or acquired by you, your spouse, or a dependent child.

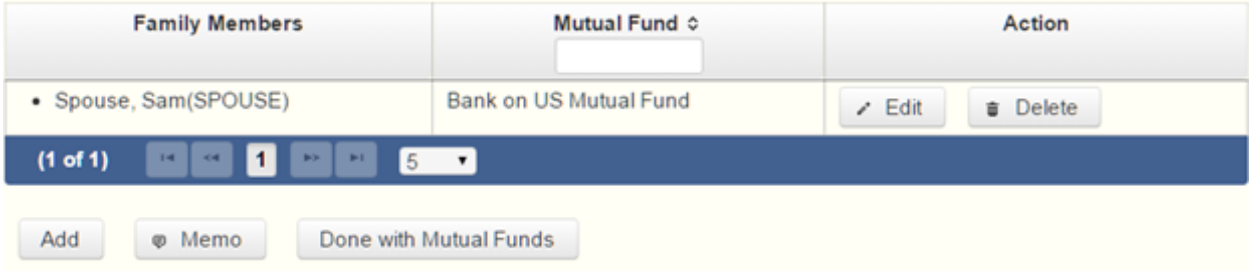
Description of the Instrument: Briefly describe the instrument. Note: **Commercial Paper** includes any type of negotiable instrument, such as certificates of deposit (CDs), money market certificates, treasury bills, or bills of exchange.

Were the instruments sold? Indicate whether the commercial instrument was sold. Check whether the sale resulted in a net gain or a net loss and indicate the amount of the net gain or net loss by selecting the appropriate monetary category.

PFS: Part 4 Mutual Funds

Part 4 Mutual Funds is for information about shares of mutual funds held or acquired by you, your spouse, or a dependent child. Create a separate entry for each mutual fund in which shares were held or acquired. If you are disclosing ownership of a mutual fund, you are not also required to disclose ownership of the stocks contained in the fund on Part 3, Stocks. *See* Ethics Advisory Opinion No. 326.

Mutual Funds List: After you enter and save your first mutual fund, the filing application will begin a list of mutual funds entered on Part 4 for this PFS. The list will display columns showing each mutual fund:



The mutual funds list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered mutual fund. To enter a new mutual fund, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who held or acquired the mutual fund shares: Check the appropriate box indicating whether the shares in the mutual fund were held or acquired by you, your spouse, or a dependent child.

Name of Mutual Fund: Enter the name of the mutual fund in which shares were held or acquired.

Number of shares: Select the appropriate category for the number of mutual fund shares held or acquired. If the number of shares held or acquired fluctuated during the year, indicate the category for the greatest number of shares held or acquired during the year.

Were mutual funds sold? Indicate whether any of the shares of the mutual fund were sold during the year. Select "Yes" if any of the indicated shares of the mutual fund were sold during the year. Check whether the sale resulted in a net gain or a net loss and indicate the amount of the net gain or net loss by checking the appropriate monetary category. If you had several transactions involving shares of the mutual fund, indicate the net gain or net loss resulting from those transactions. You do not have to show the net gain or net loss from each sale of shares of the mutual fund.

PFS: Part 5 Income from Interest, Dividends, Royalties, and Rents

If you, your spouse, or a dependent child received ***more than $500 from any source*** in interest, dividend, royalty, or rent income, identify the source of the income and the category of the amount received. Complete a separate entry for each source of interest, dividend, royalty, or rent income.

Sources of Income List: After you enter and save your first source of income from interest, dividends, royalties, or rents, the filing application will begin a list of such properties entered on Part 5 for this PFS. The list will display columns showing each source of income:

Family Members	Source of Income	Amount	Action
• Spouse, Sam(SPOUSE)	ABC Bank	Less Than $5,000	Edit Delete

(1 of 1) 1 5

Add Memo Done with Interest Dividends

The sources of income list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered source of income. To enter a new source of income, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who received the income? Check the appropriate box indicating whether the income was received by you, your spouse, or a dependent child.

Name of Source of Income in excess of $500: Provide the name and address of the source of income. If the source of income is a publicly held corporation, an address is not required. You will need to check the **Yes** option to indicate the corporation is publicly held.

Amount of income: Check the appropriate monetary category for the amount of received.

PFS: Part 6 Personal Notes and Lease Agreements

Complete this section if at any time during the year you, your spouse, or a dependent child owed a financial obligation ***in excess of $1,000*** to a person or financial institution on a personal note or notes or a lease agreement. Complete a separate entry for each person or institution holding a personal note or lease agreement covered by this section.

Personal Notes and Lease Agreements List: After you enter and save your first personal note or lease agreement, the filing application will begin a list of such properties entered on Part 6 for this PFS. The list will display columns showing each note or lease agreement:

Family Members	Holder	Action
• Spouse, Sam(SPOUSE)	Lender, Larry	Edit Delete

(1 of 1) 1 5

Add Memo Done With Personal Notes

The personal notes and lease agreements list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered note or

lease agreement. To enter a new note or lease agreement, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Financial liability of: Check the appropriate box indicating whether the personal note or lease agreement is the liability of you, your spouse, or a dependent child.

Who is the person or institution holding a personal note or lease agreement that had a total financial liability of more than $1,000? Identify the person or institution (for example, "Zebu National Bank", "Echidna Mortgage Company") holding the personal note or lease agreement on which you, your spouse, or a dependent child owed the obligation. Indicate whether the person is an individual or an entity and provide the full name.

Who is the Guarantor? If the obligation was a loan, identify the guarantor of the loan, if any. Indicate whether the guarantor is an individual or an entity and provide the full name.

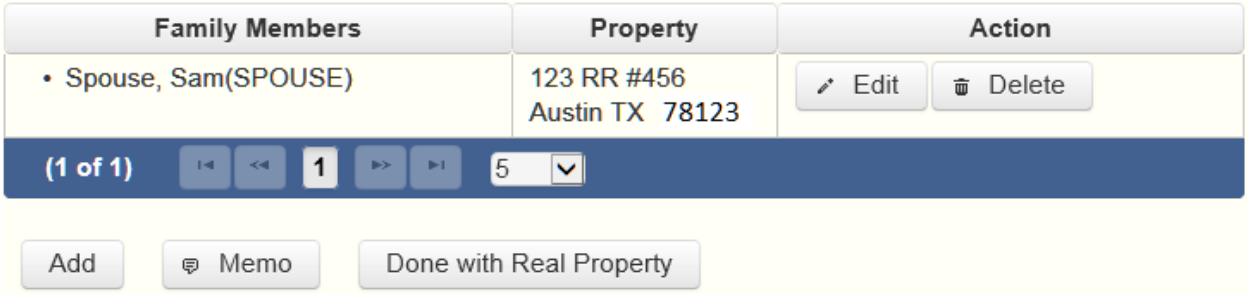
Amount: Check the appropriate monetary category for the amount of the liability. If the amount of the liability fluctuated throughout the year, select the category that represents the highest balance at any point throughout the year.

PFS: Part 7A Interests In Real Property

Part 7A Interests In Real Property is for reporting beneficial interests held or acquired in real property. Refer to the following definition when completing this section:

Beneficial Interest. A beneficial interest may be either legal or equitable title (such as when a creditor takes the legal title as security for the repayment of a debt). Report items held by a trust of which you are a beneficiary under Part 9 rather than under this section.

Real Property List: After you enter and save the first piece of real property in which you, your spouse, or a dependent child held or acquired a beneficial interest, the filing application will begin a list of such properties entered on Part 7A for this PFS. The list will display columns showing each property:



The real property list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered property. To enter a new property, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who Held or Acquired the beneficial interest? Check the appropriate box indicating whether the interest is held or acquired by you, your spouse, or a dependent child.

Does this property have a street address? Enter the street address of the real property, if applicable, and include the city, county, and state where the real property is located. If the property does not have a street address, you must provide the number of lots or acres, as applicable, and the name of each county in which the lots or acres are located.

Is this your home address?" Indicate whether or not the address of the property is your home address.

Property description: If the property does not have a street address, you must provide the number of lots or acres, as applicable, and the name of each county in which the lots or acres are located.

Do any other persons or entities retain interest? List the names of any persons retaining an interest in the real property other than you, your spouse, or a dependent child. The requirement to list the names of persons retaining an interest in real property does not apply to a severed mineral interest.

Example: If you own a house and make mortgage payments, you would list the house in this section and list the mortgage holder as another person retaining an interest in the property.

Was the property sold? Complete this item only if the interest was sold during the year. Check whether the sale resulted in a net gain or a net loss and indicate the amount of the net gain or net loss by checking the appropriate monetary category.

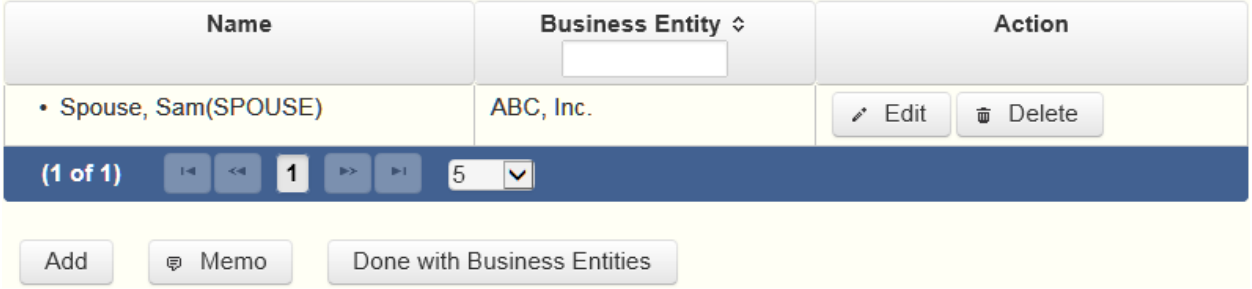
PFS: Part 7B Interests In Business Entities

Part 7B Interests In Business Entities is for reporting beneficial interests held or acquired in business entities. Refer to the following definitions when completing this section:

Beneficial Interest. A beneficial interest may be either legal or equitable title (such as when a creditor takes the legal title as security for the repayment of a debt). Report items held by a trust of which you are a beneficiary under Part 9 rather than under this section.

Business Entity. A business entity is a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized by law through which business for profit is conducted.

Business Entities List: After you enter and save your first business entity in which you, your spouse, or a dependent child held or acquired a beneficial interest, the filing application will begin a list of such businesses entered on Part 7B for this PFS. The list will display columns showing each business entity:



The business entities list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered business entity. To enter a new business entity, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who Held or Acquired the interest: Check the appropriate box indicating whether the interest is held or acquired by you, your spouse, or a dependent child.

Name of Business Entity: Provide the name of the business entity.

Business Entity Address: Provide the address of the business entity. If you are listing your home address here, please indicate this by placing a check in the box provided.

Were the interest(s) sold? Complete this item only if the interest was sold during the year. Check whether the sale resulted in a net gain or a net loss and indicate the amount of the net gain or net loss by checking the appropriate monetary category.

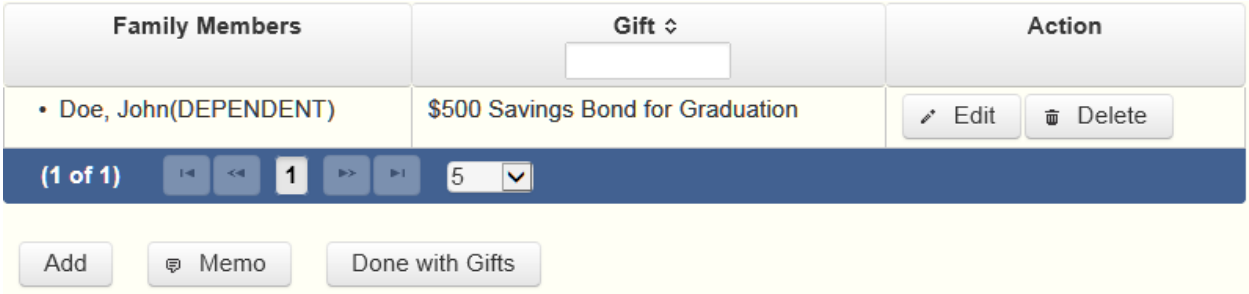
PFS: Part 8 Gifts

Part 8 Gifts is for reporting gifts worth more than $250 received by you, your spouse, or a dependent child, other than: 1) a gift required to be reported by a lobbyist as a lobby expenditure, 2) a political contribution, or 3) a gift from a person related to you within the second degree by consanguinity or affinity. The term "gift" in Government Code section 572.023(b)(7) is broader than the term "gift" in Penal Code chapter 36 (bribery and gift laws) or

in Government Code chapter 305 (lobby law). *See* Ethics Advisory Opinion No. 71. Some examples of gifts that may require disclosure include a reception to honor a state officer (*see* Ethics Advisory Opinion No. 415), items of value provided to an officer at a charitable fundraiser (*see* Ethics Advisory Opinion No. 71), gifts to a state official's child for a birthday, bar or bat mitzvah, quinceanera, or christening (*see* Ethics Advisory Opinion No. 421), and waiver of a symposium fee (*see* Ethics Advisory Opinion No. 29), *but not* provision of facilities for use by a city official's child for an event that is a required part of a school-sponsored activity (*see* Ethics Advisory Opinion No. 428).

Gifts from Relatives. A parent, child, brother, sister, grandparent, or grandchild is related to you within the second degree by ***consanguinity***. Individuals related to you within the second degree by ***affinity*** include the spouse of anyone related to you within the second degree by consanguinity, and anyone related to your spouse within the second degree by consanguinity. You are not required to report gifts from these individuals.

Gift List: After you enter and save your first gift, the filing application will begin a list of the gifts entered on Part 8 for this PFS. The list will display columns showing each gift:



The gifts list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered gift. To enter a new gift, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who received the gift? Check the appropriate box indicating whether the gift was given to you, your spouse, or a dependent child. If the gift was given to more than one person, check as many boxes as apply.

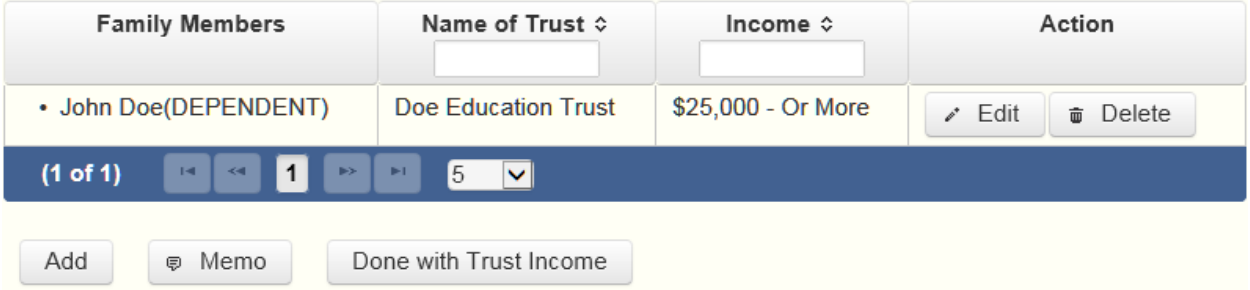
From Individual or Entity? Check the appropriate box to indicate whether the gift was given by an entity or an individual and provide the full name and address of the person or entity giving the gift.

Describe the gift: Provide a description of a gift. A gift of cash or a cash equivalent, such as a negotiable instrument or gift certificate, must include a statement of the value of the gift.

PFS: Part 9 Trust Income

Complete this section if you, your spouse, or a dependent child received any income as a beneficiary of a trust, other than a blind trust, the definition of which is included in the PART 10A of these page helps. Identify the trust by name and indicate the category of the amount received.

Trusts List: After you enter and save your first trust, the filing application will begin a list of trusts entered on Part 9 for this PFS. The list will display columns showing each trust:



The trusts list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered trust. To enter a new trust, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Beneficiary of Income: Check the appropriate box indicating whether you, your spouse, or a dependent child is the beneficiary of the trust.

Name of Trust: Provide the name of the trust.

Income: Check the appropriate monetary category to indicate the amount of income received by the beneficiary.

Assets from which over $500 was received: Identify each asset of the trust from which more than $500 in income was received, *if you know the identity of the asset*. Accordingly, you are not required to identify the assets of a blind trust.

PFS: Part 10A Blind Trusts

Complete this section if you, your spouse, or a dependent child is the beneficiary of a blind trust, as defined by section 572.023(c) of the Government Code. You must also submit a statement signed by the trustee of each blind trust listed under this section. See Part 10B for more information.

Section 572.023(c) of the Government Code. A blind trust is a trust as to which:

(1) the trustee:

(A) is a disinterested party;

(B) is not the individual;

(C) is not required to register as a lobbyist under Chapter 305 [of the Government Code];

(D) is not a public officer or public employee; and

(E) was not appointed to public office by the individual or by a public official or public employee the individual supervises; and

(2) has complete discretion to manage the trust, including the power to dispose of and acquire trust assets without consulting or notifying the individual.

Blind Trusts List: After you enter and save your first blind trust, the filing application will begin a list of blind trusts entered on Part 10A for this PFS. The list will display columns showing each blind trust:

Family Members	Name of Trust	Market Value	Action
• Sam Spouse(SPOUSE)	XYZ Blind Trust	$25,000 - Or More	Edit Delete

(1 of 1) 1 5

Add Memo Done with Blind Trusts

The blind trusts list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered blind trust. To enter a new blind trust, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Who is the Beneficiary? Check the appropriate box indicating whether you, your spouse, or a dependent child is the beneficiary of the blind trust.

Name of Trust: Provide the name of the blind trust.

What was the date the trust was created? Provide the date the blind trust was created.

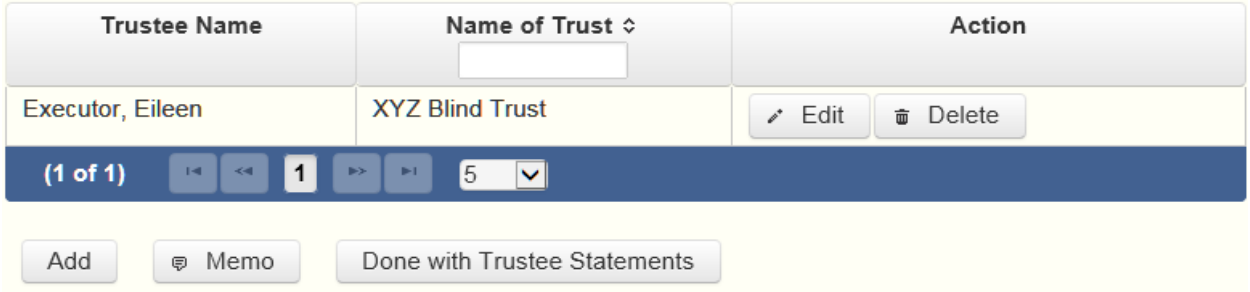
Trustee Name: Provide the full name and address of the trustee of the blind trust.

What is the Fair Market Value of the Trust? Check the appropriate monetary category to indicate the fair market value of the blind trust.

PFS: Part 10B Trustee Statement

You must submit a statement signed by the trustee of each blind trust listed under Part 10A. The statement can be downloaded from the software. You must print the statement, have it signed by the trustee, scan the statement and save in a pdf format, and then upload the statement in Part 10B.

Trustee Statements List: After you enter, upload, and save your first trustee statement, the filing application will begin a list of the trustee statements entered on Part 10B for this PFS. The list will display columns showing each trustee statement:



The trustee statements list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered blind trust trustee statement. To enter a new trustee statement, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Name of Trust: Select the name of the blind trust for which you are submitting the trustee statement. You must first enter the blind trust information under Part 10A in order to complete this section.

Trustee Name: Provide the full name and address of the trustee of the blind trust.

Name of person on whose behalf statement is being filed: Provide the name of the person on whose behalf the trustee statement is being filed. For example, if you are reporting a blind trust of which your spouse is the beneficiary, the trustee statement is being filed on behalf of your spouse, so you would enter your spouse's full name.

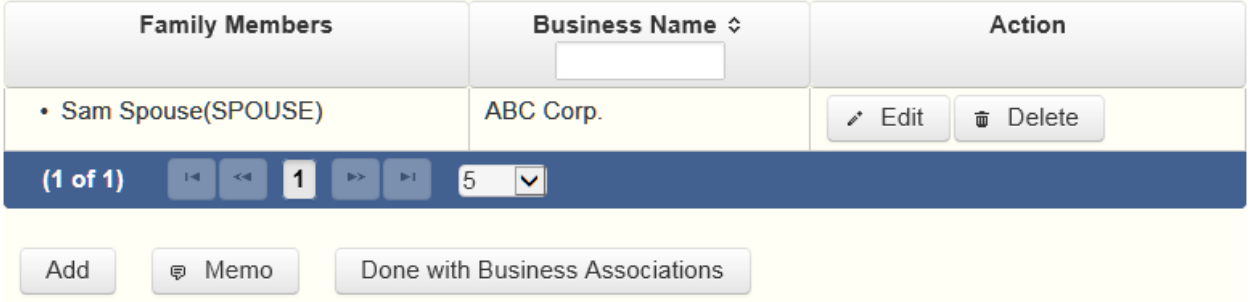
Download a blank Trustee Statement form from the COA-EFS website: Click this link to download the trustee statement. Once the trustee signs the statement, you must scan the form and upload it on Part 10B.

https://www.ethics.state.tx.us/data/forms/pfs/pfs_trustee_statement.pdf

PFS: Part 11A Ownership of Business Associations

Complete this section if you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership of a corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association. Part 11A is separate from Part 11B and Part 11C of the PFS. Part 11B pertains to assets of the business and Part 11C pertains to liabilities of the business. All businesses you reference in Part 11B and Part 11C must first be entered and saved in Part 11A.

Business Associations List: After you enter and save the information regarding a business association, the filing application will begin a list of all such business associations entered on Part 11A for this PFS. The list will display columns showing pertinent information for the business association:



The business associations list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered business association. To enter a new business association, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry. Click the Done with Business Associations to move forward to the next part you selected on the Walk Thru for this PFS.

Held/Acquired/Sold By: Check the appropriate box indicating whether the ownership was held, acquired, or sold by you, your spouse, or a dependent child.

Type of Business: Select the business type from the dropdown menu. If you do not see the business type in the list of options in the dropdown menu, then select "Other Business Association" at the bottom of the list and enter a short description of the business type in the data entry box that pops up.

Complete this process for each business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership. From this page you can add another business by clicking the Save and Add Another button. You can return to the business associations list by clicking the Back to Business Associations button.

Complete this process for each business association in which you, your spouse, or a dependent child held, acquired, or sold 5 percent or more of the outstanding ownership. From this page you can add another business by clicking the Save and Add Another button. You can return to the business associations list by clicking the Back to Business Associations button.

PFS: Part 11B Assets of Business Associations

Complete this section if you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership of a corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association. All business association ownerships must be entered into Part 11A. Part 11B pertains to assets of the business association and Part 11C pertains to liabilities of the business association.

Business Association: Select the business association from the dropdown menu. If the business is not listed in the dropdown menu, go back to Part 11A and enter the business association.

Description of Asset: Describe each asset of the business association and check the appropriate monetary category. Click the Save and Add Another button to add more assets associated with this business. Click the Back button to return to the list of assets associated with this business. Click the Done with Asset Description to move forward to the next part you selected on the Walk Thru for this PFS.

Assets List: After you enter the first asset, the filing application will begin a list of all assets of that business. The list will display columns showing pertinent information for each asset:

Business Association	Asset Desc	Category	Action
ABC Corp.	Transport van	$10,000 - $24,999	Edit Delete

(1 of 1) 1 5

Add Done with Business Association Assets

From the assets list, you will be able to Edit or Delete a previously entered asset. To enter an asset, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. Click the Done with Business Association Assets button to move forward to the next part you selected on the Walk Thru for this PFS.

Complete this process for each business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership for which you must disclose business assets.

PFS: Part 11C Liabilities of Business Associations

Complete this section if you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership of a corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association. Part 11B pertains to assets of the corporation or partnership and Part 11C pertains to liabilities of the corporation or partnership.

Business Association: Select the business association from the dropdown menu. If the business is not listed in the dropdown menu, go back to Part 11A and enter the business association.

Description of Liability: Describe each liability of the business association and check the appropriate monetary category. Click the Save and Add Another button to add more liabilities associated with this business. Click the Back button to return to the list of liabilities associated with this business. Click the Done with Business Association Liabilities button to move forward to the next part you selected on the Walk Thru for this PFS.

Liabilities List: After you enter the first liability, the filing application will begin a list of all liabilities entered for that business. The list will display columns showing pertinent information for each liability:

From the liabilities list, you will be able to Edit or Delete a previously entered liability. To enter a liability, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. Click the Done with Business Association Liabilities button to move forward to the next part you selected on the Walk Thru for this PFS.

Complete this process for each business association in which you, your spouse, or a dependent child held, acquired, or sold 50 percent or more of the outstanding ownership for which you must disclose business liabilities.

PFS: Part 12 Boards and Executive Positions

Part 12 Boards and Executive Positions is for information about all boards of directors of which you, your spouse, or a dependent child are a member and all executive positions held in

corporations, firms, partnerships, limited partnerships, limited liability partnerships, professional corporations, professional associations, joint ventures, or other business associations or proprietorships.

Non-Profits. This section applies to boards of directors and executive positions with non-profit as well as for-profit entities.

Compensated Service. If you, your spouse, or a dependent child received payment for positions listed in this section, you may also be required to list the entity under PART 1A. SOURCES OF OCCUPATIONAL INCOME.

Boards and Executive Positions List: After you enter and save the information regarding the first board or executive position held by you, your spouse, or a dependent child, the filing application will begin a list of all such positions entered on Part 12 for this PFS. The list will display columns showing pertinent information for each entry:

The Boards and Executive Positions list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered board or executive position. To enter a new board or executive position, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Held By: Check the appropriate box to indicate whether the position is held by you, your spouse, or a dependent child.

Organization: Provide the name of the organization.

Position Held: Provide the position held in the organization.

PFS: Part 13 Expenses Accepted Under Honorarium Exception

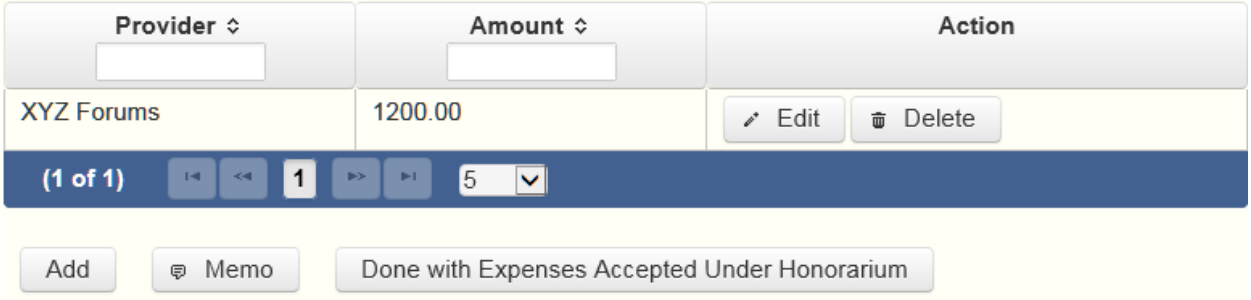
Generally, section 36.07 of the Penal Code prohibits a public servant from accepting an honorarium in consideration for providing services he or she would not have been asked to provide but for his or her official position. The provision does not, however, prohibit the acceptance of necessary transportation, lodging, or meals in connection with a conference or

similar event at which the public servant renders services, such as addressing an audience or participating in a seminar, that are more than merely perfunctory.

If someone provided you with transportation, meals, or lodging under this provision, identify the donor and provide the amount of expenditures made. You may have to contact the donor to obtain the amount.

Political Contributions and Lobby Expenditures. You are not required to list items you or another candidate have already reported on a campaign finance report or items required to be reported by a lobbyist as lobby expenditures. *See* Ethics Advisory Opinion No. 401.

Expenses List: After you enter and save the information regarding an expense you accepted under the honorarium exception, the filing application will begin a list of all such expenses entered on Part 13 for this PFS. The list will display columns showing pertinent information for each expense:



The expenses list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered expense. To enter a new expense, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Amount of Expenses: Provide the amount of the expenses.

Who was the Provider? Indicate whether the person making the expenditures was an individual or an entity and provide the full name and address of the individual or entity.

PFS: Part 14 Interest in Business in Common with A Lobbyist

Complete this section by identifying any corporation, firm, partnership, limited partnership, limited liability partnership, professional corporation, professional association, joint venture, or other business association, other than a publicly held corporation, in which both you, your spouse, or a dependent child, and a person registered as a lobbyist under chapter 305 of the Government Code, have an interest.

If someone provided you with transportation, meals, or lodging under this provision, identify the donor and provide the amount of expenditures made. You may have to contact the donor to obtain the amount.

Interest. Please note that the statute applies if you, your spouse, or a dependent child, and a lobbyist both have "an interest" in the business. The interest does not have to be a "substantial interest" as in Part 1B in order to trigger the reporting requirement. Please note that for purposes of this section, a person who is an employee of a business entity is considered to have an interest in that business entity.

Business List: After you enter and save the information regarding the business in which you, your spouse, or a dependent child and a lobbyist both have an interest, the filing application will begin a list of all such businesses entered on Part 14 for this PFS. The list will display columns showing pertinent information for each entry:

The business list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered business. To enter a new business, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding an entry.

Interest held by: Check the appropriate box to indicate whether you, your spouse, or a dependent child have an interest in a business entity in common with a person registered as a lobbyist.

Name of Entity: Provide the full name and address of the partnership, joint venture, or other business association in which you, your spouse, or a dependent child, and a person registered as a lobbyist have an interest.

PFS: Part 15 Fees Received For Services Rendered to a Lobbyist or Lobbyist's Employer

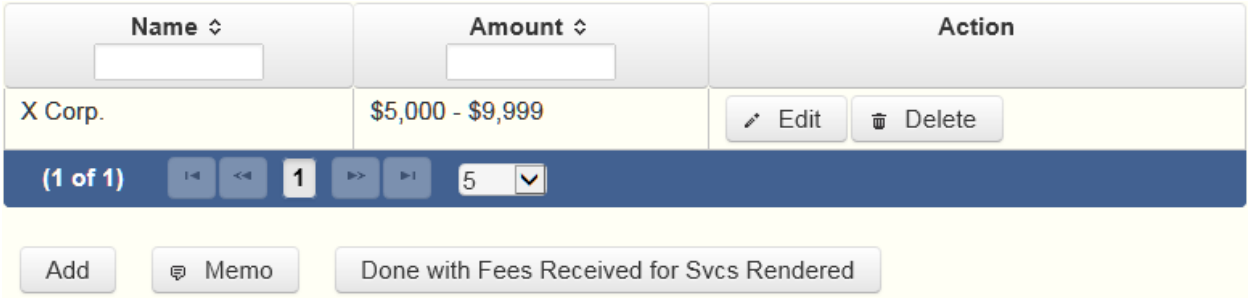
If you received a fee for providing services to or on behalf of a person required to be registered as a lobbyist under chapter 305, Government Code, or for providing services to or on behalf of a

person you ***actually know*** directly compensates or reimburses such a person, you must complete this section by providing the name of the person for whom you provided the services and the category of the amount of the fee you received. You are not required to disclose in this section fees received by your spouse for services rendered by your spouse although such fees may be required to be disclosed in Part 1. *See* Ethics Advisory Opinion No. 252. You are not required to disclose fees received from a business entity by which you are employed unless the business entity is merely an alter ego of the city official. *See* Ethics Advisory Opinion No. 333.

Actual Knowledge. You "actually" know that someone directly compensates or reimburses a person required to be registered as a lobbyist if you personally know that the person does so or you could readily determine that fact by contacting the person or the Texas Ethics Commission. *See* Ethics Advisory Opinion No. 333 (1996).

Disclosing Confidential Information. City officials who are physicians are not required to include on their financial disclosure reports a patient's identity because that information is made confidential by the Medical Practices Act. *See* Ethics Advisory Opinion No. 21. The commission has declined to extend this exception to accountants who would be reporting information regulated by the Public Accountancy Act. *See* Ethics Advisory Opinion No. 22 (Public Accountancy Act does not make a client's identity confidential and therefore does not conflict with financial disclosure requirements). The commission has also indicated that this exception would not be extended to attorneys in cases where disclosing a client's identity would not reveal a confidential communication. *See id*.

Fees Received List: After you enter and save the information regarding the first fee you received for providing services to or on behalf of a person required to be registered as a lobbyist, the filing application will begin a list of all such fees on Part 15 for this PFS. The list will display columns showing pertinent information for each fee:



The fees received list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered fee you received for providing services to or on behalf of a person required to be registered as a lobbyist. To enter a fee received, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use

the Memo button to provide additional explanation regarding a fee you received for services rendered to a lobbyist or a lobbyist's employer.

Who was the person or entity for whom the services were provided? Indicate whether the person for whom you provided services was an individual or an entity and enter the individual or entity's full name.

Fee Category: Check the appropriate fee category for the amount received.

PFS: Part 16 Representation By Legislator Before State Agency

This section applies only to members of the Texas Legislature. If you represented a person for compensation before a state agency in the executive branch, you must provide the name of the agency, the name of the person represented, and the category of the amount of the fee received for the representation.

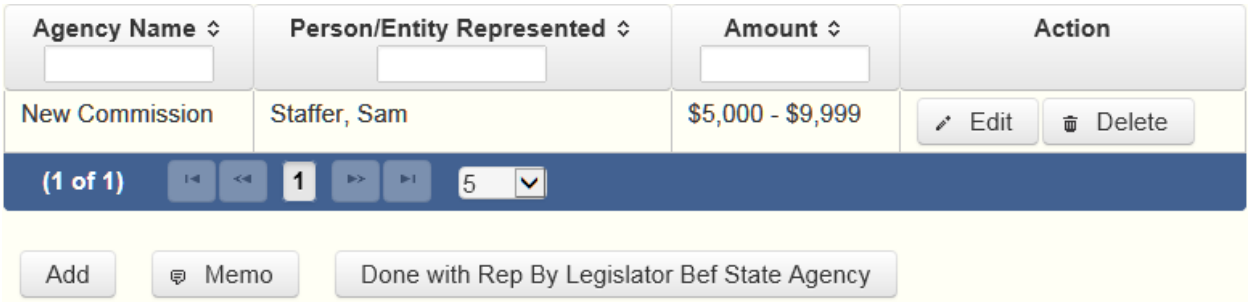
NOTE: Legislators may not, for compensation, represent another person before a state agency in the executive branch. The prohibition does not apply if:

1. the representation is pursuant to an attorney/client relationship in a criminal law matter;

2. the representation involves the filing of documents that involve only ministerial acts on the part of the agency; or

3. the representation is in regard to a matter for which the legislator was hired before September 1, 2003.

Representation List: After you enter and save the information regarding the first person whom you represented for compensation before a city department in the executive branch, the filing application will begin a list of all such persons entered on Part 16 for this PFS. The list will display columns showing pertinent information for each person:



The representation list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered person you represented. To enter a new person, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also

use the Memo button to provide additional explanation regarding a person you represented before a city department in the executive branch and entered on part 16.

What is the name of the department: Select the appropriate city department from the drop-down menu.

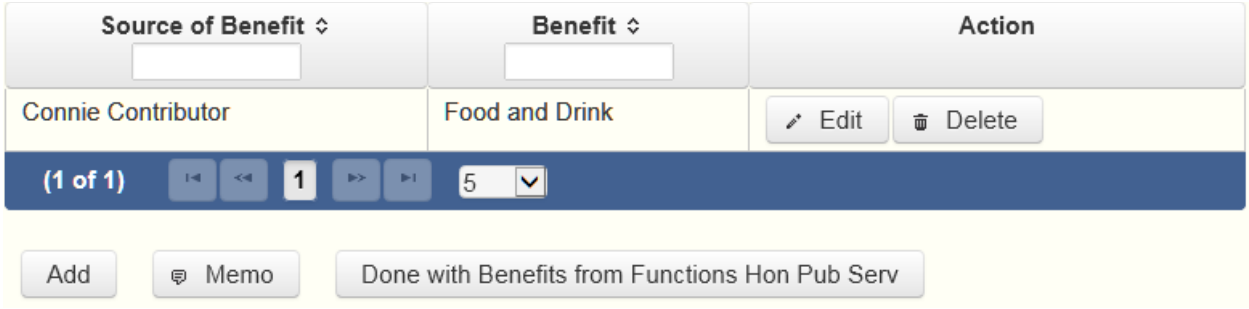
Who was the person or entity represented? Indicate whether the person you represented was an individual or an entity and provide the individual or entity's full name.

Fee Category: Check the appropriate fee category for the amount received.

PFS: Part 17 Benefits Derived From Functions Honoring Public Servant

Section 36.10 of the Penal Code provides that the gift prohibitions set out in Section 36.08 of the Penal Code do not apply to a benefit derived from a function in honor or appreciation of a public servant required to file a statement under chapter 572, Government Code, or title 15 of the Election Code, if: 1) the benefit and the source of any benefit over $50 in value are reported in the statement; and 2) the benefit is used solely to defray expenses that accrue in the performance of duties or activities in connection with the office that are non-reimbursable by the city. If such a benefit is received and is not reported by the public servant in a campaign finance report under title 15 of the Election Code, the benefit is reportable here.

Benefits List: After you enter and save your first benefit derived from functions honoring a public servant, the filing application will begin a list of all benefits entered on Part 17 for this PFS. The list will display columns showing pertinent information for each benefit:



The benefits list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered benefit. To enter new benefits, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding benefits entered on Part 17.

Source of Benefit: Provide the full name and address of the person or entity that is the source of the benefit.

Benefit: Describe the benefit received.

PFS: Part 18 Legislative Continuances

Complete this section if you are a member or member-elect of the Texas Legislature and are licensed to practice law and represent a party to a civil or criminal case for compensation and on behalf of that party's behalf you have applied for or obtained a legislative continuance under section 30.003 of the Civil Practice and Remedies Code, or under another law or rule that requires or permits a court to grant a continuance on the grounds that an attorney for a party is a member or member-elect of the legislature.

Legislative Continuances List: After you enter and save your first legislative continuance, the filing application will begin a list of all legislative continuances entered on Part 18 for this PFS. The list will display columns showing pertinent information for each legislative continuance:

Continuance #	Continuance Desc	Continuance Application Date	Action
100000004	Client v. Defendant, CV-12345678, County Court #3, Travis County	02/03/2015	Edit Delete

(1 of 1) 1 5

Add Memo Done with Legislative Continuances

The legislative continuances list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered legislative continuance. To enter new continuances, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding entries on this part.

Was Continuance Granted? Indicate whether the court granted the legislative continuance.

Date Retained: Provide the date on which you were retained to represent the party.

Date of Continuance Application: Provide the date on which you applied for a continuance.

Name of Party Represented: Indicate whether the party on whose behalf you applied for or obtained a continuance was an entity or an individual and provide the full name of the entity or individual.

Style, Cause Number, Court, and Jurisdiction: Provide the style and cause number of the action in which the continuance was sought and the court and jurisdiction in which the action was pending when the continuance was sought.

PFS: Part 19 Contracts To Sell Goods or Services to a Governmental Entity or Governmental Entity Contractor

Complete this section if, during the calendar year:

(1) You, your spouse, or your dependent child, or any business entity of which you, your spouse, or your dependent child had at least 50 percent ownership interest, was a party to one or more written contracts, AND

(2) All of the following apply to the contracts:

(A) The contracts were for the sale of goods or services in the amount of $2,500 or more.

(B) The aggregate cost of the goods or services under the contracts exceeds $10,000 in the calendar year.

(C) The contracts were with either:

a governmental entity, or

a person who contracts with a governmental entity, if the individual or entity described in (1) performed work arising out of the contract, subcontract, or agreement for a fee.

If this part applies, you must provide the following information for each of the contracts.

NOTE: This part does not require the disclosure of an employment contract between a school district or open-enrollment charter school and an employee of the district or school. This part does not apply to an individual who complies with any applicable requirements of Sections 51.954 (relating to disclosure of sponsors of research in public communications) and 51.955 (Prohibited State Agency Actions Related to Disclosure of Publicly Funded Research), Education Code, and Section 2252.908 of the Government Code (Disclosure of Interested Parties), in an individual capacity or as a member or employee or an entity to which those sections apply.

List the parties to all contracts in the amount of $2,500 or more if the aggregate of goods or services sold under all written contracts exceeds $10,000 in which you, your spouse, or a dependent child, or any business entity of which you, your spouse, or a dependent child, independently or in conjunction with, has at least 50% ownership.

Contracts List: After you enter and save your first contract with a governmental entity, the filing application will begin a list of all contracts entered on Part 19 for this PFS. The list will display columns showing pertinent information for each contract:

Family Members	Governmental Entity or Governmental Contractor	Action
• Spouse, Sam(SPOUSE)	XYZ ISD XYZ ISD Contractors For Hire, LLC	Edit Delete

(1 of 1) 1 5

Add Memo Done with Contracts

The contracts list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered contract. To enter a new contract, click the Add button located below the list. Click the Done with Contracts button to move forward to the next part you selected on the Walk Thru for this PFS. You may also use the Memo button to provide additional explanation regarding entries on this part.

Who is party to this contract? Indicate whether the parties to this contract are you, your spouse, or a dependent child. If more than one person is party to this contract, check as many boxes as apply.

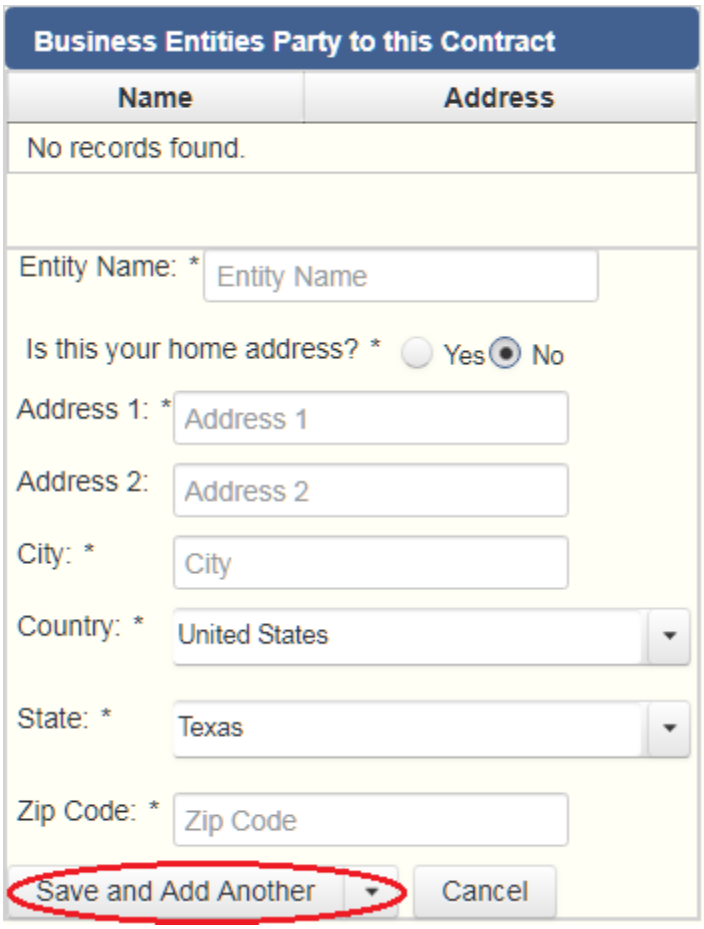
Do parties to this contract include a business entity? If you enter "Yes" to this question, click the Add button to enter your business associated with this contract into the "Business Entities Party to this Contract" table.

Business Entities Party to this Contract

Name	Address	Action
No records found.		

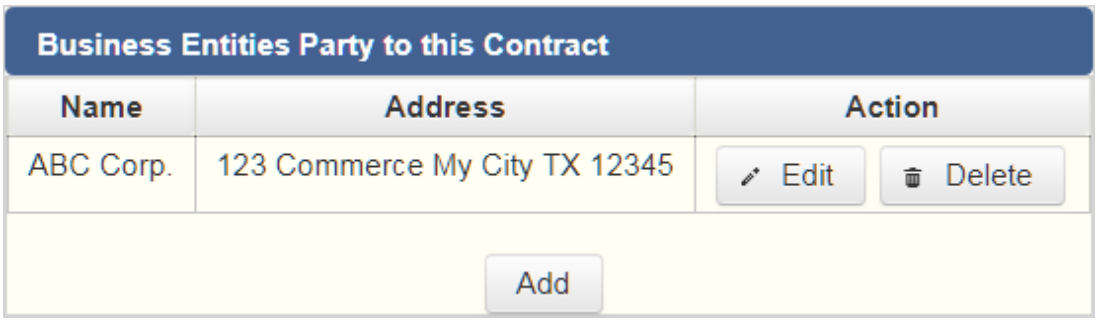
Add

The table will expand so that you can add your business information:



NOTE: You must save each business entity you enter into this table by clicking on the Save and Add Another *option at the bottom of the table. If you do not save this entry in this table using this method, this data will not be saved.*

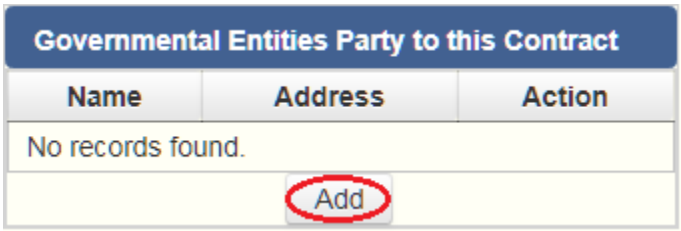
After you enter and save your first business in this table, the filing application will begin a list of all your businesses that are associated with this specific contract. The list will display columns showing pertinent information for each business you listed:



From this list, you will be able to Edit or Delete a previously entered business. To enter new businesses, click the Add button located below the list.

You must enter at least one governmental entity or at least one contractor for a governmental entity that is party to this contract.

Do parties to this contract include a governmental entity? If you enter "Yes" to this question, click the Add button to enter the governmental entity that is a party to this contract into the "Governmental Entities Party to this Contract" table.



The table will expand so that you can add your governmental entity information:

Enter the government entity name and address.

NOTE: You must save each governmental entity you enter into this table by clicking on the Save and Add Another *option at the bottom of the table. If you do not save this data in this table using this method, this entry will not be saved.*

After you enter and save your first government entity for this specific contract in this table, the filing application will begin a list of all your government entities party to this specific contract. The list will display columns showing pertinent information for each government entity you listed:

Governmental Entities Party to this Contract

Name	Address	Action
XYZ ISD	1234 Main My City TX 12345	Edit Delete

Add

From this list, you will be able to Edit or Delete a previously entered governmental entity. To enter new governmental entities, click the Add button located below the list.

You must enter at least one governmental entity or at least one contractor for a governmental entity that is party to this contract.

Do parties to this contract include a contractor for a governmental entity? If you enter "Yes" to this question, click the Add button at the bottom of the "Governmental Contractors Party to this Contract" table to enter information about the contractor to this table.

Governmental Contractors Party to this Contract

Contractor Name	Governmental Entity	Contractor Address	Action
No records found.			

Add

The table will expand so that you can add the contractor information:

Enter whether the contractor is an individual or an entity. If the contractor is an individual, enter the contractor's name and address, then enter the governmental entity that the contractor has partnered with. If the contractor is an entity, enter the contractor company name and address, then enter the governmental entity that the contracting company has partnered with.

NOTE: You must save each contractor you enter into this table by clicking on the Save and Add Another *option at the bottom of the table. If you do not save this data in this table using this method, this entry will not be saved.*

After you enter and save your first contractor for this specific contract in this table, the filing application will begin a list of all your contractors party to this specific contract. The list will display columns showing pertinent information for each contractor you listed:

Governmental Contractors Party to this Contract			
Contractor Name	Governmental Entity	Contractor Address	Action
Contractors For Hire, LLC	XYZ ISD	123 First Avenue My City TX 12345	Edit Delete
		Add	

From this list, you will be able to Edit or Delete a previously entered contractor. To enter new contractors, click the Add button located below the list.

Complete this process for each contract that you are required to disclose. From this page you can add another contract by clicking the Save and Add Another button. You can return to the contracts list by clicking the Back to Contracts button. Click the Done with Contracts button to move forward to the next part you selected on the Walk Thru for this PFS.

PFS: Part 20 Bond Counsel Services Provided by a Legislator

Complete this section if you are a member of the Texas Legislature who provided bond counsel services to an issuer as defined by Section 1201.002(1) of the Texas Government Code.

Bond Counsel Services List: After you enter and save your first bond counsel service, the filing application will begin a list of all bond counsel services entered on Part 20 for this PFS. The list will display columns showing pertinent information for each bond counsel service:

Name of Issuer	Issuance Date	Issuance Amount	Action
My City, Texas	10/01/2018	52000000.00	Edit Delete
(1 of 1) 1 5			

Add Memo Done with Bond Counsel Services

The bond counsel services list will be the first screen you see each time you return to this part. From this list, you will be able to Edit or Delete a previously entered bond counsel service. To enter new services, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. Click the Done with Bond Counsel Services button to return to the Walk Thru for this PFS. You may also use the Memo button to provide additional explanation regarding entries on this part.

Name of Issuer: Provide the name of the issuer.

Date of Issuance: Provide the date of the issuance.

Amount of Issuance: Provide the amount of the issuance.

Were you paid to provide this service? Complete this section if you were paid to provide this service. Check the appropriate fee category for the amount of fees you were paid for providing this service.

Were fees paid to your firm? Complete this section if your firm was paid to provide this service.

Name of firm: Enter the name of your firm that was paid to provide this service.

Fees paid to your firm: Check the appropriate fee category for the amount of fees paid to your firm.

Complete this process for each bond counsel service you provided. From this page you can add another service by clicking the Save and Add Another button. You can return to the bond counsel services list by clicking the Back to Bond Counsel Services button. Click the Done with Bond Counsel Services button to return to the Worksheet Summary for this PFS.

PFS: Report Error Check

Report Error Check is a tool to assist you in fulfilling your reporting requirements. The Error Check details errors and omissions in the data entry; it does not verify that the report has satisfied all legal requirements. You should review the applicable COA-EFS Guide and the filing application PAGE HELP to ensure that ALL required information is included before you file your report.

If the Error Check finds errors in your report, the errors will be listed for you in a table on this screen. You can also click the View as PDF button to view the error list as an Adobe Acrobat .PDF file (requires Adobe Acrobat reader or equivalent viewer to view) or click the View as Excel button to view the error list in a Microsoft Excel spreadsheet.

The errors list includes the following information:

Severity: The error records are ranked in terms of severity:

HIGH: These are major omissions in information that indicate non-compliance with certain reporting requirements (such as not uploading the Trustee Statement for a Blind Trust). This information is considered very important and you MUST CORRECT these errors in order to file the report.

LOW or MEDIUM: These are omissions or errors in other information that indicate non-compliance with certain reporting requirements (such as not entering address information for a business association). You should correct these errors to be in legal compliance with your reporting requirements. You may, however, choose to accept these errors and file the report as is. NOTE: If you file the report with errors, you could be subject to a sworn complaint for reporting violations.

Tracking Information: This column shows the transaction (retainer information, blind trust, etc.) containing the error and other information to help you identify the transaction.

Error Record: This column shows the name of the data field containing the error and provides a link directly to the entry screen where the error is located. After correcting the error and saving the transaction, you may run the Error Check again by clicking the **Check For Errors** link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Message: This column provides a brief explanation of the required information that is missing or in error.

PFS: Correction Affidavit

A filer who files a corrected report must submit a **Correction Affidavit**. The affidavit must identify the information that has changed. The affidavit also provides a check box for your use in swearing to certain statutory provisions regarding the corrected report, if applicable.

Explanation of Correction: Use this box to explain why there were error(s) on the original report, what information is being corrected, and how the new information is different from the information on the original report. You may also use this area to request a waiver or reduction of a late-filing penalty for this correction, if any, and state the basis of your request.

Sworn Statement Check Box: Check this box if you are filing this corrected report not later than the 14th business day after the date you learned that the report as originally filed is inaccurate or incomplete and any error or omission in the report as originally filed was made in good faith.

Correction Tables: Any corrections made to this report are listed in a table below according to the type of correction (added, updated, or deleted). Only the applicable table(s) will display. If you make additional changes before you file the report, those changes will be reflected here.

Added Record Table: This table contains any new records you entered in this corrected report that were not previously disclosed in the original report.

Updated Record Table: This table contains any records you changed in this corrected report that were previously disclosed incorrectly in the original report.

Deleted Record Table: This table contains any records you deleted in this corrected report that were previously disclosed in error in the original report.

Each table includes columns with the following information:

Record Type and Tracking Information: Shows the type of transaction that you added, updated, or deleted, and other information to help you identify the transaction.

Record Detail: Shows the specific data you added, updated, or deleted.

PFS: Appendix

General Instructions

Every year, appointed officers and executive heads of some state agencies, board members and executive heads of river authorities, members of the Texas Legislature, statewide elected officers, justices of a court of appeals, district judges, district or criminal district attorneys must **electronically** file a personal financial statement (PFS) with the Texas Ethics Commission.

If you have questions about whether you are required to file this form, please visit our website, at http://austintexas.gov/department/campaign-finance-reports . The website also provides access to Chapter 572 of the Government Code, Commission rules, filing schedules, and personal financial statement brochures.

WHO IS REQUIRED TO FILE?

The mayor, city council members, city manager and city attorney are the only city staff that is required to file a PFS statement as required by Texas Government Code Sec. 572.021, Sec 572.026, Tex. Election Code Sec. 145.004(a)-(c), and Sec. 1.006.

Other Local Filers. Other local officers, candidates, or even employees may also be required to file a personal financial statement with a local filing authority. Some of those filing authorities may choose to use the Texas Ethics Commission Form PFS. Consult chapter 159 of the Local Government Code for additional information.

Municipalities With Populations of 100,000 or More. The mayor, members of the governing body, the municipal attorney, and the city manager of municipalities with a population of 100,000 or more are required to file personal financial statements with the clerk or secretary of the municipality. The Texas Ethics Commission does not have jurisdiction over this filing requirement. See chapter 145 of the Local Government Code for additional information.

COMPLETING THE FORM

All Personal Financial Statements filed with the COA must be filed electronically.

WHAT NOT TO INCLUDE

Please note that personal financial statements are public records. Do not include unrequired information that is confidential or proprietary, such as your social security number, driver's license number, or copies of your tax returns.

PERIOD COVERED

In most cases, the personal financial statement covers activity for the entire calendar year ***preceding*** the year the statement is due. For example, a personal financial statement due in 2005 covers activity occurring between and including January 1 and December 31, 2004.

New Appointees. For a newly appointed officer, the period covered by the first required personal financial statement is determined by the date the officer is appointed to the office. A new appointee's first personal financial statement covers the entire calendar year ***preceding the year of appointment*** rather than preceding the year the statement is due. For example, a person appointed to serve on a board effective December 15, 2008, is required to file a personal financial statement due January 14, 2009. This personal financial statement covers activity occurring between and including January 1 and December 31, 2007.

FILING DEADLINES

Annual Statement. The regular filing deadline for the annual personal financial statement is **April 30** for non-candidates.

A candidate for an elected office, check this title and indicate which office you seek. Identify the office completely, including the district or place name, if applicable.

Candidate must file Personal Financial Statement with the City Clerk not later than the 20th day after the deadline for filing an application for a place on the ballot. Tex. Local Gov't Code § 145.004(c).

TIMELY FILINGS

A personal financial statement required to be filed with the COA must be filed by **midnight Central Time Zone** on the last day for filing the report under the law requiring the filing of the report.

EXTENSION OF THE APRIL 30TH DEADLINE

Sec. 145.004 (e) of the Local Government Code states: A municipal officer or a person who is appointed to a municipal office may request the clerk or secretary of the municipality to grant an extension of not more than 60 days for filing the statement. The clerk or secretary shall grant the request if it is received before the filing deadline or if the officer's physical or mental incapacity prevents the officer from filing the statement or requesting an extension before the filing deadline. The clerk or secretary may not grant more than one extension to a person in one year except for good cause shown.

COA-EFS CORRECTION INFORMATION

If you discover after the filing deadline that the personal financial statement you filed was incorrect or incomplete, you must file a corrected financial statement. Correction to electronically filed reports must be using the electronic filing application. See the Correction Affidavit Page Help for further information.

RECORDS RETENTION

The commission recommends that you retain a copy of a filed financial disclosure statement and the supporting documentation for at least two years after the deadline for filing the statement. *See* Ethics Advisory Opinion No. 236.

Personal Financial Statement -- Frequently Asked Questions

See the commission's frequently asked PFS questions on the commission website.

Disclosure of Financial Activity

Ethics Commission Rule § 40.2. Disclosure of Financial Activity

For purposes of Section 572.023 of the Government Code, a filer's personal financial statement must include:

(1) the filer's financial activity in which the filer held an ownership interest, including but not limited to community property; and

(2) the financial activity of the filer's spouse and dependent children if the filer exercised or held the right to exercise any degree of legal or factual control over the activity, notwithstanding a partition agreement.

PFS: Glossary

A

Appointed officer: For the purposes of this report an "Appointed officer" means:

(A) the secretary of state;

(B) an individual appointed with the advice and consent of the senate to the governing board of a state-supported institution of higher education;

(C) an officer of a state agency who is appointed for a term of office specified by the Texas Constitution or a statute of this state, excluding an appointee to a vacated elective office; or

(D) an individual who is a member of the governing board or commission of a state agency, who is not appointed, and who is not otherwise:

(i) an elected officer;

(ii) an officer described by Paragraphs (A) through (C); or

(iii) an executive head of a state agency.

B

Blind Trust: A trust as to which:

(1) the trustee:

(A) is a disinterested party;

(B) is not the individual;

(C) is not required to register as a lobbyist under Chapter 305;

(D) is not a public officer or public employee; and

(E) was not appointed to public office by the individual or by a public officer or public employee the individual supervises; and

(2) the trustee has complete discretion to manage the trust, including the power to dispose of and acquire trust assets without consulting or notifying the individual.

Business Entity: Any entity recognized by law through which business for profit is conducted, including a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, or trust.

C

City Official: means the mayor, members of the city council and their aides, Municipal Court Judges (including Substitute Judges), city manager, Assistant city managers, city clerk, Deputy city clerks, city attorney, Deputy city attorneys, Treasurer, Comptroller, City Auditor, Purchasing Officer, the initial and subsequent commissioners of the Conventions and Visitors Commission, all department heads, deputy department heads, and where no deputy department head serves, the first principal assistant of such department, and spouses of each, and spouses of and the members of the City boards and commissions described in Section 2-7-72(C) (Reports). City appointees to other governmental bodies may be required to file financial information statements without being deemed City officials under Section 2-7-2 (Definitions).

D

Dependent Child: An individual's child, including an adopted child or stepchild, is the individual's dependent during a calendar year in which the individual provides more than 50 percent of the child's support.

E

F

G

H

I

Issuer: means:

(A) an agency, authority, board, body politic, department, district, instrumentality, municipal corporation, political subdivision, public corporation, or subdivision of this state; or

(B) a nonprofit corporation acting for or on behalf of an entity described by (A)

J

K

L

M

N

O

P

Q

R

S

Substantial Interest: An individual has a substantial interest in a business entity if the individual:

(1) has a controlling interest in the business entity;

(2) owns more than 10 percent of the voting interest in the business entity;

(3) owns more than $25,000 of the fair market value of the business entity;

(4) has a direct or indirect participating interest by shares, stock, or otherwise, regardless of whether voting rights are included, in more than 10 percent of the profits, proceeds, or capital gains of the business entity;

(5) is a member of the board of directors or other governing board of the business entity;

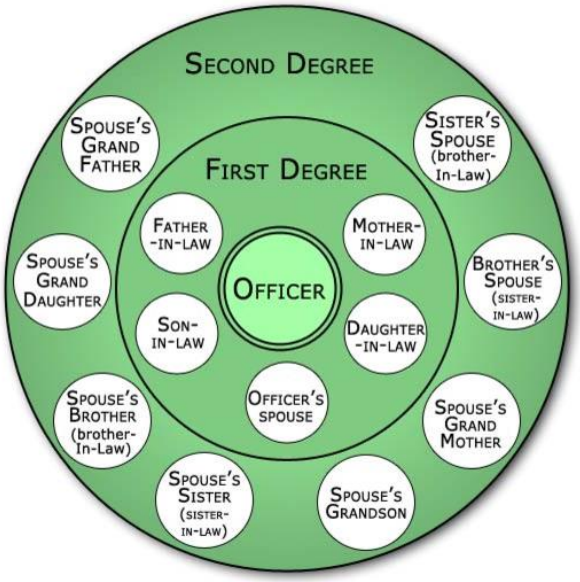
(6) serves as an elected officer of the business entity; or

(7) is an employee of the business entity.

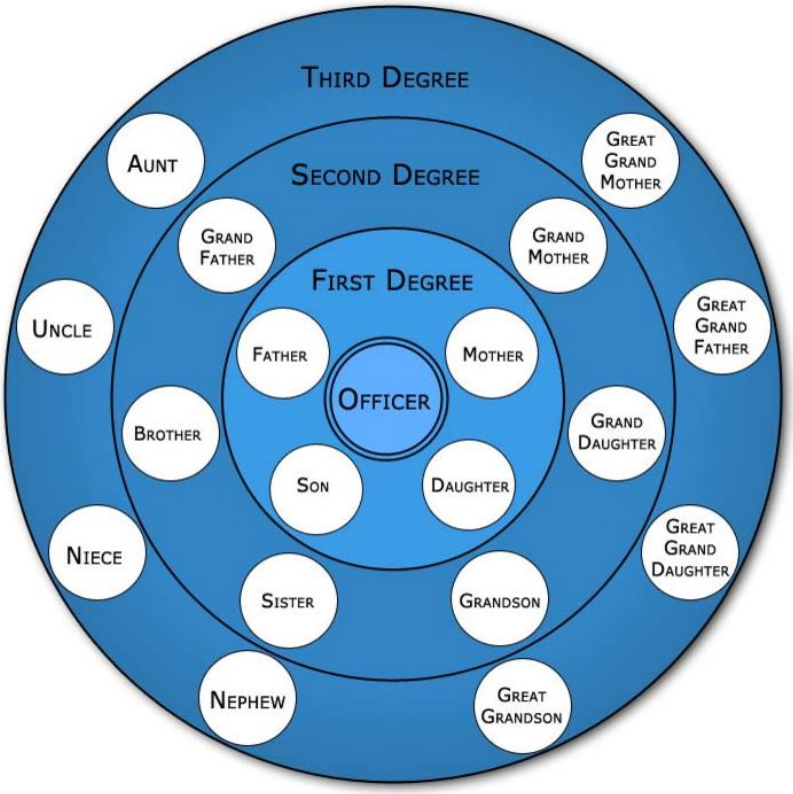
NEPOTISM CHART

The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood

CANDIDATE / OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS

FORM C/OH-UC
COVER SHEET PG 1

The C/OH-UC Instruction Guide explains how to complete this form.

1 Filer ID (Ethics Commission Filers)

2 CANDIDATE / OFFICEHOLDER NAME	MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX	**OFFICE USE ONLY** Date Received
3 CANDIDATE / OFFICEHOLDER ADDRESS ☐ change of address	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	Date Hand-delivered or Date Postmarked Receipt # / Amount $
4 REPORT TYPE	☐ Annual ☐ Final Disposition	Date Processed
5 PERIOD COVERED	Month Day Year / / THROUGH Month Day Year / /	Date Imaged
6 TOTALS	1. TOTAL AMOUNT OF UNEXPENDED POLITICAL CONTRIBUTIONS AS OF DECEMBER 31 OF THE PREVIOUS YEAR.	$
	2. TOTAL AMOUNT OF INTEREST AND OTHER INCOME EARNED ON UNEXPENDED POLITICAL CONTRIBUTIONS DURING THE PREVIOUS YEAR.	$

7 SIGNATURE I swear, or affirm, under penalty of perjury, that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code.

_____
Signature of Candidate/Officeholder

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____ , on the _____ day of _____, 20_____.
(month) (year)

_____
Signature of Candidate/Officeholder (Declarant)

C/OH REPORT OF UNEXPENDED CONTRIBUTIONS: EXPENDITURES

FORM C/OH-UC
PG 2

8 C/OH NAME	9 Filer ID (Ethics Commission Filers)

10 Date	11 Payee name 12 Payee address; City; State; Zip Code	13 Amount ($)

14 Purpose of expenditure (See instructions regarding type of information required.) ☐ Check if travel outside of Texas. Complete Schedule T.	15 Is expenditure a contribution to a candidate, officeholder, or political committee? ☐ Yes ☐ No

Date	Payee name Payee address; City; State; Zip Code	Amount ($)

Purpose of expenditure (See instructions regarding type of information required.) ☐ Check if travel outside of Texas. Complete Schedule T.	Is expenditure a contribution to a candidate, officeholder, or political committee? ☐ Yes ☐ No

Date	Payee name Payee address; City; State; Zip Code	Amount ($)

Purpose of expenditure (See instructions regarding type of information required.) ☐ Check if travel outside of Texas. Complete Schedule T.	Is expenditure a contribution to a candidate, officeholder, or political committee? ☐ Yes ☐ No

Date	Payee name Payee address; City; State; Zip Code	Amount ($)

Purpose of expenditure (See instructions regarding type of information required.) ☐ Check if travel outside of Texas. Complete Schedule T.	Is expenditure a contribution to a candidate, officeholder, or political committee? ☐ Yes ☐ No

ATTACH ADDITIONAL COPIES OF THIS FORM AS NEEDED

C/OH

Electronic Filing System Help Documentation

FILING INFORMATION

Contents

C/OH: Manage My Profile – Maintain Addresses 4
C/OH: Manage My Profile – Address Entry 5
C/OH: Manage My Reports 6
Other Report Options: 6
C/OH: Cover Sheet – Report Type & Period Covered 9
C/OH: Cover Sheet – Candidate/Officeholder Information 15
C/OH: Cover Sheet – Notices From PACs 16
C/OH: Worksheet Summary 17
C/OH: Schedule A1 18
C/OH: Schedule E 21
C/OH: Schedule E – Guarantor Entry 25
C/OH: Schedule K 26
C/OH: Schedule F1 27
C/OH: Schedule G 30
C/OH: Schedule H 33
C/OH: Schedule I 35
C/OH: Schedule F3 37
C/OH: Schedule A2 39
C/OH: Schedule B 42
C/OH: Schedule F2 46
C/OH: Schedule F4 49
C/OH: Schedule Subtotals 52
C/OH: Report Totals (Cover Sheet, Page 2) 54
C/OH: Out-Of-State Travel Information 57
C/OH: Direct Expenditure – Candidate Information 59
C/OH: Report Error Check 60
C/OH: Correction Affidavit 61
C/OH: Final Report Affidavit 62
C/OH: Final Report Officeholder Status 64
C/OH: Appendix 65

Final Disposition of Unexpended Contributions. 65
Examples of Reporting Expenses from Personal Funds 66
Use of Political Funds to Rent or Purchase Real Property 68
Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures 68
Examples Of Expenditures.....69
Payments To A Business Of The Candidate Or Officeholder 72
Incurred Expenditure Obligations.....72
Expenditures Made by Credit Card 73
Glossary.....77

C/OH: Manage My Profile – Maintain Addresses

This screen displays a table with the address information currently on file with the City of Austin Electronic Filing System (COA-EFS) for your filer account. If you have filed a campaign treasurer appointment (Form CTA) with the Austin City Clerk's Office, the treasurer's address information currently on file is also displayed. The COA-EFS will use this address information to send you correspondence that cannot be sent by email. *Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.*

Any changes you make to your filer or treasurer address(es) in the filing application will also update your information on file with the COA-EFS. You may provide up to three addresses (Mailing, Street and Other) for both the filer and the treasurer. To add a new address, click the Add button located below the list.

Addresses on C/OH Reports: The addresses marked with an asterisk (*) in the address table on this screen will be entered on the reports you file using this filing application. The address you enter as the **Filer Mailing Address** will be used for the "Candidate/Officeholder Mailing Address" on the Cover Sheet of your reports. If you have a campaign treasurer appointment on file, the address you enter as the **Treasurer Street Address** will be used for the "Campaign Treasurer Address" on the Cover Sheet of your reports.

Filer/Treasurer/Chair: This column displays the person for which the address applies:

> **Filer:** The individual, committee, or entity that is required to file reports.
>
> **Treasurer:** The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.
>
> **Chair:** Not applicable for C/OH.

Address Type: This column displays the general type of address: **Mailing, Street,** or **Other**. You must have at least one address for the filer. If you have an active campaign treasurer appointment on file, you must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Address, City, State: These columns display the information on file for the address type.

Action: This column shows the action(s) applicable for the address type:

> **Mailing:** To change a Mailing address, click the **Edit** button. To remove a Treasurer Mailing address, click the **Delete** button. (Note: The Filer Mailing Address may not be deleted.) To add a new address, click the **Add** button located below the list.
>
> **Street:** This is the residential or business street address. To change a Street address, click the **Edit** button. To remove a Street address, click the **Delete** button. (Note: The

Treasurer Street Address may not be deleted.) To add a new address, click the **Add** button located below the list.

Other: This is an optional address you may provide as back-up contact information. To change this address, click the **Edit** button. To remove this address, click the **Delete** button. To add a new address, click the **Add** button located below the list.

C/OH: Manage My Profile – Address Entry

Please note: It is important for you to keep this information up to date so that you do not miss any notices regarding your filing requirements.

Any changes you make to your filer or treasurer address(es) in the filing application will also update your information on file with the COA-EFS. You may provide up to three addresses (Mailing, Street and Other) for both the filer and the treasurer or chair, as applicable.

Editing an Address:

Filer/Treasurer/Chair *(Display Only)*: This information may not be edited. The person (Filer or Treasurer) whose address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address Type *(Display Only)*: This information may not be edited. The general type (Mailing, Street, or Other) of the address you are editing is displayed, based on your selection on the "Maintain Addresses" screen.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the displayed person and address type. If you are entering a Mailing address, use the Street Address 1 field to enter a P.O. Box.

Adding an Address:

Filer/Treasurer/Chair: Only valid choices are shown in the drop-down list. If you do not have an active campaign treasurer appointment (Form CTA) on file, then you will not see Treasurer as a valid choice. Select the type of person for which the address you are adding applies:

Filer: The individual, committee, or entity that is required to file reports.

Treasurer: The individual listed as campaign treasurer on the most recent campaign treasurer appointment form filed with the City of Austin.

Chair: Not applicable for C/OH.

Address Type: Only valid choices (address types not currently on file) are shown in the drop-down list as available to add. You must have at least one address for the filer. If you have an active campaign treasurer appointment on file, you must also have at least one address for the treasurer. You may also provide additional addresses as back-up contact information. You may provide a maximum of three addresses for each person.

Mailing: This is the mailing address.

Street: This is the residential or business street address.

Other: This is an optional address you may provide as back-up contact information.

Address (Street Address 1, Street Address 2, City, Country, State, Zip Code): Enter the complete address for the selected person and address type. If you are entering a mailing address, use the Street Address 1 field to enter a P.O. Box.

C/OH: Manage My Reports

Click on the **Start a New Report** button to start a new report for an upcoming deadline. Based on several factors (including today's date, your filing records in the COA-EFS database, and the filing schedule), the filing application will suggest the next report it appears you are required to file. Then you will have the opportunity to start the suggested report or start a different report by clicking on the **Other Report Options** button.

Other Report Options:

• **Start a Corrected Report**: Selecting this option and clicking the **Start Report** button will return you to the Reports page, where you can find the original report you need to correct under Filed Reports and click on the Correct/Update button.

• **Start a Final Report**: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "Final Report" selected, where you can enter the period covered and then continue the report.

• **Start a 15 Day After Treasurer Appointment Report (certain officeholders only):** Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with "15 Day After Treasurer Appointment Report" selected, where you can enter the period covered and then continue the report. *Note:* This report type is only required of an officeholder who appoints a campaign treasurer after a period of not having a campaign treasurer appointment (Form CTA) on file. For more information, see Report Types.

• Start a Different Report: Selecting this option and clicking the **Start Report** button will go to the Cover Sheet Report Type and Period Covered page with no report type selected, where you can choose the report type and enter the period covered and then continue entering the report.

In-Progress Reports shows you the following information about the report(s) you have started in the electronic filing system but have not yet filed:

Report: This column displays the unique Report Number that the electronic filing system assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Final, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Final, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding an **In-Progress Report.** Click on the **Continue Working** button to go to the report's Worksheet Summary and enter activity on the applicable schedules.

You may also click on the **Print** button to print a copy of an in-progress report in PDF format or click on the **Delete** button to delete an in-progress report. *Note:* If you click "Delete" you will be asked "Are you sure?" and have a chance to confirm your action. If you click "yes" to confirm, the entire report will be deleted and unrecoverable.

You may also click on the **Upload File** button if you entered your contribution or expenditure data in a separate spreadsheet and need to upload the file into an in-progress report in the electronic filing system. For more information, see the Import/Export Guide.

Missing/Late Reports shows you the following information about the report(s) that, according to COA-EFS records, you ***were required to file with the COA-EFS by a certain deadline but have not yet filed.***

Report: This column displays the unique Report Number that the electronic filing system assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from

newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Final, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Final, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a **Missing/Late Report.** Click on the **Start Report** button to start a missing report. Once you start the report, the action button will be disabled but the report will continue to display in your Missing/Late Reports list until you file the missing report. If you start the report and need more than one entry session to complete and file it, a copy of the report will appear in your In-Progress Reports list for you to continue working on the next time you return to this screen.

Filed Reports shows you the following information about the report(s) you ***have successfully filed with the COA-EFS:***

Report: This column displays the unique Report Number that the electronic filing application assigns to each report at the time you start the report. The higher the number, the more recent the report. Reports are sorted by the Report Number in descending order (from newest to oldest). You can also search the list by entering the search number in the field at the top of the column.

Report Type: This column displays the general type of report (January 15, 30th day before election, Runoff, Final, etc.). For more information, see Report Types. If a report is a combination of Report Types, such as July 15 and Final, both report types are displayed in that report's row. If a report is a Corrected Report, the Report Type is followed by a "(C)".

Period Covered/Year: This column displays the start and end dates of the period covered by a report.

Action: This column displays the action(s) you may take regarding a **Filed Report.** You may click on the **Print** button to print a copy of the filed report in PDF format.

If you discover an error or omission in a filed report, you may click on the **Correct/Update** button to start a Corrected Report. Once you start a Corrected Report, that action button will be removed but the original report will continue to

display in your **Filed Reports** list. If you start a Corrected Report and need more than one entry session to complete and file it, the Corrected Report will appear in **your In-Progress Reports** list for you to continue working on the next time you return to this screen.

C/OH: Cover Sheet – Report Type & Period Covered

What kind of report do you want to file? (Report Type): You can only select one of these report types for this report. If you need to file more than one of these report types, you must file each as a separate report. You can select one of the following report types as a stand-alone report or in combination with the "Final" or "15 Day After Treasurer Appointment" reports below, if applicable. Read the information concerning each of the report types. Select the radio button for the report type that applies to the event for which you are filing.

January 15th Semiannual Report: All candidates and officeholders who file with the COA-EFS must file a semiannual report by midnight Central Time on the January 15 report due date. Note: Anyone who has a campaign treasurer appointment (Form CTA) on file must file semiannual reports, even after an election has ended and even if the filer lost the election. To end this semiannual filing requirement, the filer must cease campaign activity and file a Final report. (See "Final Report" below for more information.)

July 15th Semiannual Report: All candidates and officeholders who file with the COA-EFS must file a semiannual report by midnight Central Time on the July 15 report due date. Note: Anyone who has a campaign treasurer appointment (Form CTA) on file must file semiannual reports, even after an election has ended and even if the filer lost the election. To end this semiannual filing requirement, the filer must cease campaign activity and file a Final report. (See "Final Report" below for more information.)

30th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting, but then exceeded a threshold before the 30th day before the election, the candidate must file this report. (Note: Candidates who are unopposed in an election are not required to file pre-election reports for that election.) The report is due no later than 30 days before the election and must be received by the COA-EFS no later than midnight Central Time on the report due date.

8th Day Before Election Report: Opposed candidates in an election who did not choose the modified reporting schedule must file this pre-election report. If an opposed candidate chose modified reporting but then exceeded a threshold before the 8th day before the election, the candidate must file this report. (Note: Candidates who are unopposed in an election are not required to file pre-election reports for that

election.) The report is due no later than 8 days before the election and must be received by the COA-EFS no later than midnight Central Time on the report due date.

Exceeded $500 Limit Report: Candidates who chose to file under the modified reporting schedule but then, after the 30th day before the election, exceeded $500 in contributions or $500 in expenditures in connection with the election must file this Exceeded $500 Limit report within 48 hours after exceeding the $500 limit.

Runoff Report: Candidates who are participating in a runoff election and 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 and must be received by the COA-EFS no later than midnight Central Time on the report due date.

Less Commonly Filed Reports: These reports are only required if you meet certain criteria. You can select one of the following report types as a stand-alone report or in combination with one of the reports listed above, if applicable. Select the radio button for one of these less commonly filed reports only if the report type applies to the event for which you are filing.

Final Report: You may file a Final report if you have a campaign treasurer appointment (Form CTA) on file with the COA-EFS and meet all of the following: 1) do not expect to accept any more campaign contributions or make or authorize any more campaign expenditures, 2) expect to take no further action to get elected to a public office, and 3) do not intend to continue accepting contributions to pay campaign debts. There is not a fixed deadline for this report.

Important Things to Know Before Filing a Final Report:

- You must have a CTA on file to accept contributions to offset campaign debts or to pay campaign debts. If you intend to continue this campaign activity, do not file a final report at this time.

- A final report will terminate your CTA and relieve you from any additional filing obligations as a candidate. If you are an officeholder, you will still be subject to the filing requirements applicable to officeholders. If you are not an officeholder but have surplus political funds or assets, you will be required to file annual Unexpended Contribution reports. (See Unexpended Contributions under "Other Reports" for more information.)

- Terminating a CTA does not relieve you of your responsibility for any delinquent reports or outstanding civil penalties.

- A candidate who does not have a CTA on file is still required to file a personal financial statement (PFS) in accordance with chapter 572 of the Government

Code. You can set up a PFS filer type with COA-EFS to file PFS using this filing application, if applicable.

15 Day After Treasurer Appointment Report (For Officeholders Only): An officeholder must file this report if he or she appoints a campaign treasurer after a period of not having a campaign treasurer appointment (Form CTA) on file. This report is due no later than midnight Central Time on the 15th day after an officeholder files Form CTA with the COA-EFS. It is not required of officeholders who are merely changing their campaign treasurers. Candidates who are not officeholders do not file this report.

Other Reports: These other reports are only required in certain circumstances and cannot be combined with other report types. Read the information concerning each of the report types. Select the radio button for one of these other reports only if the report type applies to the event for which you are filing.

Daily Pre-election Report of Contributions: Daily Pre-election reports are time-sensitive reports due during the period beginning the 9th day before an election and ending at 12 noon on the day before the election. If you are an opposed candidate in an election for statewide office; district office filled by voters of more than one county; judicial district office filled by voters of only one county; State Board of Education; state senator; or state representative, you must file a Daily report each time you accept contribution(s) from a single source that in the aggregate total more than $1,000 during the Daily report period. You may be required to file more than one Daily report during the Daily report period. A Daily report must be received by the COA-EFS no later than midnight Central Time the first business day after the date you accepted the contribution that triggered the reporting requirement. *Note:* Contributions disclosed on a Daily report must be disclosed again on the next required report. Don't worry; the filing application will automatically copy contributions from any Daily report you file into your next required report.

Legislative Special Session Report: This report is filed after a special legislative session called by the governor. You must file this report ONLY IF you are a statewide or legislative candidate or officeholder who accepted contributions during the period covered by the Special Session report. (Statewide officeholders and members of the legislature may not accept political contributions during a regular legislative session. This restriction does not apply during a special session.) The Special Session report must be filed no later than 30 days after the date of final adjournment and must cover the period beginning on the date the governor signs the proclamation calling the special session and ending on the date of final adjournment of the special session. You are not required to file a separate Special Session report if another report is due no later than the 10th day after the date on which the Special Session report would be due.

If you do not accept any contributions during the period covered by the Special Session report, you are not required to file the report. (This is an exception from the usual requirement that you must file a report even if you have no activity to report.)

A Special Session report is a report of contributions only, not expenditures. Contributions reported on a Special Session report must be reported again on your next regular report. (Don't worry; the filing application will automatically copy contributions from any Special Session report you file into your next required report.) In addition, you must include on your next regular report any expenditures that occurred during the period covered by the Special Session report.

Unexpended Contributions Report-Annual (For Former Candidates and Former Officeholders without a Campaign Treasurer Appointment on File): You must file this report if one of the following descriptions applies to you:

> (1) You filed a final report as a candidate at a time when you were not an officeholder, and you had unexpended political contributions, interest, assets, or other money earned from political contributions at the time you filed the final report; or
>
> (2) You ceased to be an officeholder at a time when you did not have a campaign treasurer on file, and you had unexpended political contributions, interest, assets, or other money earned from political contributions at the time you ceased to be an officeholder.

If you are a former candidate or officeholder with unexpended funds or assets, you must file an annual Unexpended Contributions report by midnight Central Time on January 15 following each year in which you maintained unexpended contributions or assets. You must continue to file annual Unexpended Contribution reports until you have disposed of all your unexpended contributions or assets. (See "Unexpended Contributions Report-Final" below for more information about the report of final disposition.) Proper Ways to Dispose of Unexpended Funds and Assets

Unexpended Contributions Report-Final (For Former Candidates and Former Officeholders without a Campaign Treasurer Appointment on File): You must file Unexpended Contribution reports if one of the following descriptions applies to you:

> (1) You filed a final report as a candidate at a time when you were not an officeholder, and you had unexpended political contributions, interest, assets, or other money earned from political contributions at the time you filed the final report; or
>
> (2) You ceased to be an officeholder at a time when you did not have a campaign treasurer on file, and you had unexpended political contributions, interest,

assets, or other money earned from political contributions at the time you ceased to be an officeholder.

(See "Unexpended Contributions Report-Annual" above for more information about the annual reports.) Once you have disposed of all your political contributions or assets, you will file an "Unexpended Contributions-Final" report. You may not retain unexpended contributions or assets longer than 6 years after the date you filed your final report or ceased being an officeholder, as applicable. The latest possible date for filing a "final disposition" report of unexpended contributions is 30 days after the end of that six-year period. Proper Ways to Dispose of Unexpended Funds and Assets

Period Covered: The filing application will calculate the period covered for your report based on the report type you select. You can modify the start and end dates as long as your modified start date does not precede the filing application calculated start date and your modified end date does not extend past the filing application calculated end date. If you need to report activity outside of the filing application calculated date range for this report, you will need to file multiple reports.

A reporting period includes the Start date and the End date. The report due date will be after the end of the period. Generally, a report picks up where the last report left off and there should be no gaps or overlapping periods. The exceptions are Daily Pre-election reports and Special Session reports, which do create overlaps because you are required to report the activity twice.

First Reports. If this is the first campaign finance report that you have filed, the start date will depend on the date your campaign treasurer appointment (Form CTA) was filed or the date you took office.

- If you are a candidate (an individual who has filed a Form CTA) and you are filing your first report, the start date will be the date your Form CTA was filed.

- If you are an officeholder who was appointed to an elective office and who did not have a Form CTA on file at the time of the appointment, the beginning date for your first report will be the date you took office.

January 15th Semiannual Report Period: The start date is July 1 of the previous year or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please see the "First Reports" section above. The end date is December 31 of the previous year.

July 15th Semiannual Report Period: The start date is January 1 or the day after the last day covered by your last required report, whichever is later. If this is the first report you have filed, please see the "First Reports" section above. The ending date is June 30.

30th Day Before Election Report Period: The start date is the day after the last day covered by your last required report. If this is the first report you have filed, please see the "First Reports" section above. The end date is the 40th day before the election. (This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.)

8th Day Before Election Report Period: The start date is the 39th day before the election if you were required to file a 30th Day Before Election Report. If you were not required to file the 30th Day Before Election Report, the start date is the day after the last day covered by your last required report. If this is the first report you have filed, please see the "First Reports" section above. The end date is the 10th day before the election. (This report is not required for unopposed candidates or candidates who are filing under the modified reporting schedule.)

Exceeded $500 Limit Report Period: (This report is only required for candidates who selected the modified reporting schedule but exceeded the $500 limit after the 30th day before the election.) The start date for the report is either the day you appointed your campaign treasurer or the day after the last day covered by your last required report, whichever is later. The end date is the day you exceeded the $500 limit for contributions or expenditures. (See "Exceeded $500 Limit Report" in the "Report Type" section above for more information.)

Runoff Report Period: The start date is the 9th day before the main election if you 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 last required report or the day you appointed a campaign treasurer, whichever is later. The end date is the 10th day before the runoff election. (This report is not required for candidates who are filing under the modified reporting schedule.)

Final Report Period: The start date is the day after the last day covered by your last required report. The end date is the day you file the final report.

15 Day After Treasurer Appointment Report Period (Officeholders Only): The start date is either the day after the last day covered by your last required report or the day you began serving an appointment to elective office. The end date is the day before the campaign treasurer appointment was filed. This report is due no later than 15 days after the campaign treasurer appointment was filed.

Daily Pre-election Report Period: The start date is the day you accepted the contribution(s) that triggered the reporting requirement. The end date is the day you file the report. A Daily report must be received by the COA-EFS no later than midnight Central Time the first business day after the date you accepted the contribution that triggered the reporting requirement. (See Daily Pre-election Report of Contributions in the "Report Type" section for more information.)

Legislative Special Session Report Period: (This report is only required if you are a statewide or legislative candidate or officeholder who accepted contributions during the period covered by the Special Session report.) The start date is the day the governor signs the proclamation calling the special legislative session. The end date is the day of final adjournment of the special legislative session. (See Legislative Special Session Report in the "Report Type" section for more information.)

Unexpended Contributions Report-Annual Period: If this is the first Unexpended Contributions-Annual report you have filed, the start date is the day after the day you filed your Final Report. The start date for all other Unexpended Contributions-Annual reports is January 1 of the previous year. The end date for all Unexpended Contributions-Annual reports is December 31 of the previous year. (See Unexpended Contributions Report-Annual in the "Report Type" section for more information.) Proper Ways to Dispose of Unexpended Funds and Assets

Unexpended Contributions Report-Final Period: If this is an Unexpended Contributions-Final report, the start date is the day after the period covered by your most recent Unexpended Contributions-Annual report. The end date is the date you file the Unexpended Contributions-Final report. (See Unexpended Contributions Report-Final in the "Report Type" section for more information.) Proper Ways to Dispose of Unexpended Funds and Assets

C/OH: Cover Sheet – Candidate/Officeholder Information

Office Held: If you are an officeholder, enter the office you currently hold.

> **District/Place:** Enter the district, precinct, or other designation for the office, if applicable.

Office Sought: If you are a candidate in an upcoming election, enter the office you seek. If you were a candidate in a recently held election, enter the office you recently sought.

> **District/Place:** Enter the district, precinct, or other designation for the office, if applicable.

Election Information: *(If you are a candidate in an upcoming election or were a candidate in a recently held election, provide the election information. If you are a candidate or officeholder who 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 this report is filed, if known.

Candidate in 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 you intend to participate as a candidate that most immediately follows the deadline for this report.

Candidate in 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 you participated as a candidate that most immediately precedes the deadline for this report.

Election Type: Indicate the type of election that most accurately describes the election for which this report is filed.

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 vote necessary to be elected in an election requiring a majority vote.

Special – An election that is neither a general election nor 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.

C/OH: Cover Sheet – Notices From PACs

Notice from Political Committee(s): Complete this section if you received notice from a political committee that it accepted political contributions or made political expenditures on your behalf. You are required to disclose the receipt of such a notice in the report covering the period in which you receive the notice. The committee is required to include the following information in the notice. If the notice also includes other information, such as a description of the contribution or expenditure, you are not required to include that information in this section.

Committee Type: Indicate whether the committee that sent the notice is a specific-purpose committee (SPAC) or a general-purpose committee (GPAC).

Committee Name: Enter the full name of the committee that sent the notice

Committee Address (Street Address, City, Country, State, Zip Code): Enter the complete address of the committee that sent the notice.

PAC Treasurer Name (First, Last): Enter the full name of the campaign treasurer of the committee that sent the notice.

PAC Treasurer Address (Street Address, City, Country, State, Zip Code): Enter the complete address of the campaign treasurer of the committee that sent the notice.

C/OH: Worksheet Summary

Worksheet Summary is a new page in the filing application designed to help you keep track of the schedules required for this report and the activity you enter. If you indicated by answering "Yes" on the previous **Reporting Period Activities** screen that you have activity to report, those schedules/categories are highlighted in **green** in the grid.

Return to Cover Sheet button: Click on this button to go to the beginning of this report's **Cover Sheet** (report type and period covered). You may also go to the cover sheet by clicking on the link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Walk me through all schedules button: Click on this button to be guided through a series of questions to determine whether-or-not you may have activity to disclose on a report schedule. This option takes you through ALL the schedules in the report from beginning to end. During the walk-through, any schedules that you choose to "work on this later" will be flagged with a check mark in the **Work on Later** column on the **Worksheet Summary** screen.

Report Totals button: Click on this button to go to this report's **Subtotals** and **Totals** pages, where you can view the calculated totals of activity entered in this report and enter lump sum totals for unitemized contributions, pledges, loans, and expenditures.

Upload File button: Click on this button to import your contribution and expenditure data into the filing application.

Worksheet Summary Grid: The reporting schedules/categories are organized into three main areas:

- **Incoming Funds** – any money coming into your political account(s);
- **Outgoing Funds** – any payments going out of your political account(s); and
- **Additional Activity** – other types of activity, such as non-monetary (in-kind) contributions, pledged contributions, or unpaid incurred expenditure obligations.

Under each main area, the information is displayed in the following columns:

Category: This column displays the name and letter code of each schedule/category you may possibly need for this report. (For example, the name of the first schedule is Monetary Political

Contributions and the letter code for that schedule is A1.) If you indicated on a previous screen that you have activity to report, those schedules/categories are highlighted in green in the grid.

> **Walk Thru:** Click this link to be guided through a series of questions to help you determine whether or not you may have activity to disclose on a particular report schedule. This option allows you to walk-through a single schedule only. During the walk-through, if you choose to "work on this later" the schedule will be flagged with a check mark in the Work on Later column.

Count: This column keeps a running tally and displays the number of transactions you have entered and saved for a particular schedule/category.

Sub-Total: This column displays the total amount of transactions you have entered and saved plus any lump sum-total you entered on the **Schedule Subtotals** page for a particular schedule/category.

Action: To begin entering activity for a particular schedule/category, click on "Start" in this column. After you have saved your first transaction, the link that you click on changes to "Continue" in this column.

Work on Later: If you choose to do a "walk thru" of all schedules or one particular schedule, any schedules that you choose to "work on this later" will be flagged with a check mark in this column. Once you enter and save data on a checked schedule, the check mark will be removed; but remember, you can always enter information on any category/schedule, as needed, until you file the report.

C/OH: Schedule A1

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming ***monetary*** contributions on Schedule A1. (Non-monetary (in-kind) contributions are now entered on Schedule A2.)

Schedule A1 is used to itemize incoming monetary political contributions that exceed $50 from one person during the reporting period. If you accepted other types of incoming funds (such as loans or interest) or non-monetary contributions (such as in-kind contributions or pledges), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contributions List: After you enter and save your first contribution, the filing application will begin a list of all contributions entered on Schedule A1 for this report. The list will display columns showing pertinent information for each contribution:

Date	Contributor	Amount	Action
01/01/2015	Contributor, Connie	$1,000.00	Edit Delete

(1 of 1) 5

Add Memo Done with Contributions

The contribution list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered contribution. To enter new contributions, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

> **Is the Contributor an out-of-state PAC?** Check this box only if the contributor is an out-of-state political committee (PAC). 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.
>
> **PAC FEC #:** If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).
>
> If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.
>
> **Browse to Upload PDF.** Attach a copy of one of the following required documents in PDF format to be included with your report:
>
> If you accept over **$500 in a reporting period** from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept **$500 or less in a reporting period** from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If you accepted contributions from an out-of-state PAC and do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date you *accepted* the contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.

Contribution Amount: Enter the amount of the contribution.

Itemize box: Checking this box indicates that this contribution will be itemized on Schedule A1. The automatic default is to itemize. You are required to itemize contributions that exceed $50 (in the aggregate) from a single contributor. If you accepted two or more contributions from the same contributor, the total of which exceeded $50, enter each contribution separately and be sure the box is checked for each entry.

Contributions of $50 or less. Although you are not required to do so, you may also itemize on Schedule A1 monetary contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize monetary contributions of $50 and less on Schedule A1, you must total all such contributions and enter the lump sum-total on the **Schedule Subtotals** page of this report. If you enter information about such contributions here and remove the check from the "Itemize" box, the system will include the amount on the Totals page but the entry will not appear on Schedule A1.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Employer and Occupation Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation or Job Title: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Employer: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

C/OH: Schedule E

Schedule E is used to itemize loans made for campaign or officeholder purposes by financial institutions or individuals, and loans to your campaign from personal funds. You must itemize all loans that you accepted during the reporting period from financial institutions regardless of the amount. Additionally, you must itemize loans exceeding $50 from one person that you accepted during the reporting period.

Loans to Your Campaign from Your Personal Funds: If you make a political expenditure from personal funds and intend to seek reimbursement of any amount, the simplest way to disclose the expenditure is to use Schedule G (see the Schedule G Page Help for more information). Another way is to disclose political expenditures from personal funds as a loan to your campaign on Schedule E. Outgoing political expenditures made from that loan must then be disclosed on Schedule F1. Remember: The amount you disclose as a loan from yourself in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $100,000 loan to your campaign if the amount actually spent from your personal funds in the reporting period was $5,000. When you reimburse yourself, which could be months or years later, disclose the reimbursement as another outgoing political expenditure on Schedule F1. (Note: The reimbursement may not exceed the amount disclosed as a loan.)

Personal Funds Deposited into a Political Account: If you choose to deposit personal funds in an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code, disclose the deposited amount as a loan on Schedule E and check the box indicating "Personal Funds Deposited into Political Account." (Note: Personal funds deposited in an account in which political contributions are held are subject to the personal use restriction.) Disclose the outgoing political expenditures made from that loan on Schedule F1. When you reimburse yourself, which could be months or years later, disclose the reimbursement as another outgoing political expenditure on Schedule F1. (Note: The reimbursement may not exceed the amount disclosed as a loan.)

Examples of Reporting Expenses from Personal Funds

Loans List: After you enter and save your first loan, the filing application will begin a list of all loans entered on Schedule E for this report. The list will display columns showing pertinent information for each loan:

Lender	Amount	Loan Date	Maturity Date	Interest Rate	Collateral	Guarantor	Action
Lender, Larry	$1,000.00	01/01/2015	12/31/2015	5	N	N	Edit Delete

(1 of 1) 1 5

Add Memo Done with loans

The loans list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered loan. To enter a new loan, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding loan(s) entered on this schedule.

Loan Date: Enter the date you accepted the loan.

Maturity Date: Enter the maturity date of the loan.

Loan Amount: Enter the principal amount of the loan.

> **Itemize box:** Checking this box indicates that this loan will be itemized on Schedule E. The automatic default is to itemize. You are required to itemize all loans from financial institutions, regardless of the amount. Additionally, you must itemize loans exceeding $50 from one person that you accepted during the reporting period. If you accepted two or more loans from the same person, the total of which exceeds $50, enter each loan separately.
>
> **Loans of $50 or less from persons other than financial institutions:** Although you are not required to do so, you may itemize on this schedule loans from persons other than

financial institutions that do not exceed $50 for the reporting period. If you do not itemize loans of $50 and less from persons other than financial institutions on Schedule E, you must total all such loans and enter the lump sum-total on the **Schedule Subtotals** page of this report.

Interest Rate: Enter the interest rate of the loan.

From Individual or Entity? Indicate whether the lender is an individual or an entity.

Loans from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of lender.)*

Is the Lender an out of state PAC? Check this box only if the lender is an out-of-state political committee (PAC). Certain restrictions apply to contributions (including loans) 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept over **$500 in a reporting period** from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept **$500 or less in a reporting period** from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If you accepted loans from an out-of-state PAC and do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Lender Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or financial institution that made the loan. If the lender is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the lender is an entity, enter the full name of the entity.

Lender Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or financial institution that made the loan.

Personal Funds Deposited in Political Account? Check this box only if the loan is a deposit of your personal funds into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Political expenditures made from that loan, and any subsequent expenditures to reimburse the candidate or officeholder, must be reported on Schedule F1. The reimbursement may not exceed the amount reported as a loan. ***NOTE:*** Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

Was collateral used for this loan? If there is no collateral for this loan, click on NO. If there is collateral for this loan, click on YES and describe the collateral in the **Collateral Description** box.

Is this a guaranteed loan? If there are no guarantors for this loan, click on NO. If there are one or more guarantors, click on YES. This will activate the button labeled **"Enter Guarantor(s)"** at the bottom of the screen. Click on that button to enter guarantor information.

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 under **"Enter Guarantor(s)"** on Schedule E and not on Schedule A1 (used for monetary contributions).

Is this loan from a financial institution? If you accepted the loan from a corporation that has been legally engaged in the business of making loans for more than one year, click on YES. If the loan was from any other source, click on NO. ***NOTE:*** A loan from a corporation that has not been legally engaged in the business of making loans for more than one year is a corporate contribution. Candidates and officeholders may not accept corporate contributions.

Lender Employer and Occupation Information *(These fields will be activated only if "Individual" is selected for the type of lender.)*

Lender Principal Occupation or Job Title: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted loans (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Lender Employer: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted loans (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

C/OH: Schedule E – Guarantor Entry

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 here under **"Enter Guarantor(s)"** on Schedule E when you receive the loan and not on Schedule A1 (used for monetary contributions).

Guaranteed Amount: Enter the dollar amount of the loan that the guarantor has agreed to guarantee.

From Individual or Entity? Indicate whether the guarantor is an individual or an entity.

Guarantor Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person guaranteeing the loan. If the guarantor is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the guarantor is an entity, enter the full name of the entity.

Guarantor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the guarantor.

Guarantor Employer and Occupation Information *(These fields will be activated only if "Individual" is selected for the type of Guarantor)*

Guarantor Principal Occupation: Enter the principal occupation of the guarantor.

Guarantor Employer: Enter the employer of the guarantor.

C/OH: Schedule K

Investments purchased with political contributions, which were previously disclosed on Schedule K, are now disclosed on the new Schedule F3.

Schedule K is used to itemize the following types of incoming funds that you received during the reporting period:

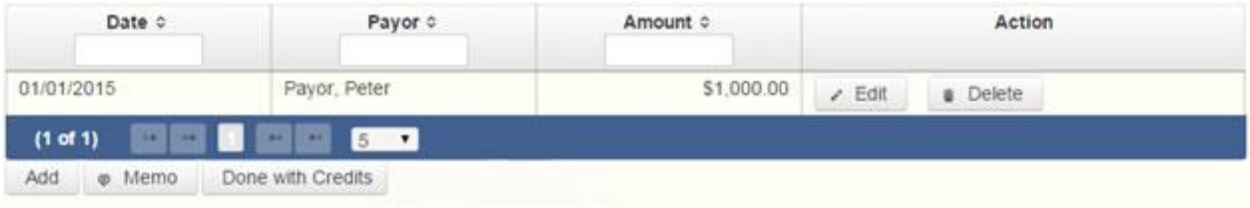
- Any credit, interest, rebate, refund, reimbursement, or return of a deposit fee resulting from the use of a political contribution or an asset purchased with a political contribution, the amount of which exceeds $100;

- Any proceeds of the sale of an asset purchased with a political contribution, the amount of which exceeds $100; and

- Any other gain from a political contribution, the amount of which exceeds $100.

Although you are not required to do so, you may also itemize on Schedule K any of these types of incoming funds that do not exceed $100. Unlike other schedules, you are NOT required to enter a lump sum-total of unitemized Schedule K activity on the Schedule Subtotals page of this report.

Credits List: After you enter and save your first credit/gain/refund/returned contribution or interest, the filing application will begin a list of all credits/gains/refunds/returned contributions or interest entered on Schedule K for this report. The list will display columns showing pertinent information for each credit/gain/refund/returned contribution or interest:



The credits list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered credit/gain/refund/returned contribution or interest. To enter a new credit/gain/refund/returned contribution or interest, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding any credit/gain/refund/returned contribution or interest entered on this schedule.

From Individual or Entity? Indicate whether the person or business from whom the credit/gain/refund or interest was received is an individual or an entity.

Credit Date: Enter the date the credit/gain/refund was received or the interest was earned, as applicable.

Credit Amount: Enter the exact dollar amount of the credit/gain/refund or interest.

> **Itemization:** The automatic default is to itemize. You are required to itemize any credit, gain, refund, or interest that exceeds $100. If you received two or more credits, gains, refunds, or interest from the same person, the total of which exceeded $100, enter each credit, gain, refund, or interest separately.
>
> **Credit/Gain/Refund/Interest of $100 or less.** Although you are not required to do so, you may also itemize on Schedule K a credit, gain, refund, or interest that does not exceed $100 for the reporting period. All such credits entered here will be itemized and appear on Schedule K.

Name of Person from whom Amount is Received (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom the credit/gain/refund or interest 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.

Address of Person from whom Amount is Received (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom the credit/gain/refund or interest was received.

Purpose for which amount 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 this incoming credit/gain was originally made by you in the form of a political contribution to another candidate or political committee and was returned to you in this reporting period, check this box.

C/OH: Schedule F1

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only outgoing political ***payments*** made from political contributions on Schedule F1. (Political expenditure obligations you incurred in this reporting period *but have not yet paid* are now entered on Schedule F2.)

Effective September 1, 2015, you must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you use political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F1 is used to itemize outgoing campaign or officeholder payments made from political contributions that exceed $100 to one individual or entity during the reporting period. If you had other types of outgoing funds (such as investment purchases, political expenditures from personal funds, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the Worksheet Summary page.

Important Restrictions Regarding the Use of Political Funds to Rent or Purchase Real Property

Political Expenditures List: After you enter and save your first political expenditure, the filing application will begin a list of all political expenditures entered on Schedule F1 for this report. The list will display columns showing pertinent information for each payee:

Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
F1	Payee, Paul	$1,000.00	01/01/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered expenditure payment. To enter a new expenditure payment, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date you made the expenditure payment. (Remember: Political expenditure obligations you incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are now entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

Itemize box: Checking this box indicates that this payment will be itemized on Schedule F1. The automatic default is to itemize. You are required to itemize payments that exceed $100 (in the aggregate) to a single payee. If you made two or more political payments to the same payee, the total of which exceeded $100, enter each payment separately and be sure the box is checked for each entry.

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule F1 political payments to a single payee that do not exceed $100 for the reporting period. If you do not itemize payments of $100 and less on Schedule F1, you must total all such political payments and enter the lump sum-total on the **Schedule Subtotals** page of this report. If you enter information about such payments here and remove the check from the "Itemize" box, the system will include the amount on the Totals page but the entry will not appear on Schedule F1.

Check if Austin, TX, officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the political payment. 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. If your payment was a contribution to another candidate or officeholder, or to a committee, enter “political contribution” and identify the recipient.

Expenditure for Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-

state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

Direct Expenditure to Benefit C/OH? Check this box if the payment was a direct campaign expenditure to benefit another candidate or officeholder (C/OH). The description of a direct campaign expenditure to benefit another C/OH must include additional information about the C/OH. To enter the required information, click on the "Enter Candidate Info" button that activates when you check the box. This information will be included in your report on Schedule F1. Do not complete this section if the expenditure was not a direct campaign expenditure.

> **Example:** If you made an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

C/OH: Schedule G

Schedule G is used to itemize outgoing campaign or officeholder payments made from your personal funds during the reporting period. If you had other types of outgoing funds (such as investment purchases, political expenditures from political contributions, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Expenditures Made By Credit Card: Effective September 1, 2015, you must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you use political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Reimbursement from Political Funds. If you intend to seek reimbursement *in any amount* from political contributions for a political expenditure made from personal funds, you must either itemize the expenditure here (Schedule G) and check the box to indicate that you intend to seek reimbursement or itemize the expenditure as a loan to yourself on Schedule E. The political expenditure from personal funds must be properly disclosed in the report covering the period in which the expenditure is made. ***You may not correct a report to allow reimbursement.*** If you deposit personal funds in an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code, you must report the deposited amount as a loan on Schedule E. See the Schedule E Page Help for additional information.

Officeholder Expenditures: An officeholder is not required to disclose officeholder expenditures from personal funds, if the officeholder does not intend to seek reimbursement of those expenditures from political funds.

Important Restrictions Regarding the Use of Political Funds to Rent or Purchase Real Property

Political Expenditures from Personal Funds List: After you enter and save your first political expenditure from personal funds, the filing application will begin a list of all political expenditures from personal funds entered on Schedule G for this report. The list will display columns showing pertinent information for each payee.

Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Reimbursement from political contributions intended	Action
Advertising Expense	G	Payee, Paul	$1,000.00	01/01/2015				Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The political expenditures from personal funds list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered expenditure payment. To enter a new expenditure payment, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date you made the political payment from personal funds.

> **Reimbursement from Political Contributions Intended box:** Check this box if you intend to reimburse yourself for this payment made out of your personal funds. (In order to be reimbursed from political contributions *in any amount*, you must itemize the political payment on this schedule and check this box, or you must itemize the expenditure as a loan to yourself on Schedule E.)

Expense Amount: Enter the amount of the political payment from personal funds.

> **Itemize box:** Checking this box indicates that this payment will be itemized on Schedule G. The automatic default is to itemize. Even if you do not intend to seek reimbursement, you are required to itemize political payments made from personal funds that exceed

$100 (in the aggregate) to a single payee. If you made two or more political payments to the same payee, the total of which exceeded $100, enter each payment separately and be sure the "itemize" box is checked for each entry. (*Exception:* You are not required to report officeholder expenditures from personal funds if you do not intend to seek reimbursement from political contributions.)

Payments of $100 or less. Although you are not required to do so, you may also itemize on Schedule G political payments made from personal funds to a single payee that do not exceed $100 for the reporting period, even if you do not intend to seek reimbursement. If you do not itemize political payments made from personal funds of $100 and less on Schedule G, you must total all such political payments made from personal funds (except for officeholder expenditures for which you do not intend to seek reimbursement) and enter the lump sum total on the **Schedule Subtotals** page of this report. If you enter information about such payments here and remove the check from the "Itemize" box, the system will include the amount on the Totals page but the entry will not appear on Schedule G.

Check if Austin, TX, officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category.

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the political payment. 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. If your payment was a contribution to another candidate or officeholder, or to a committee, enter “political contribution” and identify the recipient.

Expenditure for Out-of-State Travel? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.

Direct Expenditure to Benefit C/OH? Check this box if the payment was a direct campaign expenditure to benefit another candidate or officeholder (C/OH). The description of a direct campaign expenditure to benefit another C/OH must include additional information about the C/OH. To enter the required information, click on the "Enter Candidate Info" button that activates when you check the box. This information will be included in your report on Schedule G. Do not complete this section if the expenditure was not a direct campaign expenditure.

> **Example:** If you made an expenditure to prepare and distribute an endorsement letter in support of another candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

C/OH: Schedule H

Schedule H is used to itemize outgoing campaign or officeholder payments to a business in which you have 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;

3) a position as an officer of the business.

Expenditures Made by Credit Card: Effective September 1, 2015, you must disclose expenditures charged to a credit card on Schedule F4 and *not* on this schedule. When you use political contributions to pay the credit card bill, you will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Itemize such payments on this Schedule H and not on Schedule F1 (used for monetary political expenditures). If you had other types of outgoing funds (such as investment purchases, other political expenditures, or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Important Restrictions Regarding Payments to a Business of the Candidate or Officeholder

Payment from Political Contributions to Business of C/OH List: After you enter and save your first payment, the filing application will begin a list of all payments entered on Schedule H for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Printing Expense	H	Printing Company	$1,000.00	02/05/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The payments from political contributions to a business of C/OH list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered payment. To enter a new payment, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding payment(s) entered on this schedule.

Expense Date: Enter the date you made the expenditure payment.

Expense Amount: Enter the amount of the expenditure payment.

> **Itemize box:** The box is always checked on this schedule. You are required to itemize payments from political contributions that were made to a business in which you have an interest of more than 10%, a position on the governing body, or a position as an officer, regardless of the amount. If you made two or more such political payments to the same payee, enter each payment separately.

Check if Austin, TX, officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the expenditure payment is an officeholder expense for living in Austin, Texas.

Entity Name: Enter the full name of the payee (the business in which you have a participating interest or position).

Entity Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee (the business in which you have a participating interest or position).

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the political payment is made. If none of the listed categories apply, select "Other" and enter your own category

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the political payment. 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.

> **Expenditure for Out-of-State Travel**? Check this box if the payment was an expenditure for travel outside of the state of Texas. The description of a political payment for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.
>
> **Direct Expenditure to Benefit C/OH?** Check this box if the payment was a direct campaign expenditure to benefit another candidate or officeholder (C/OH). The description of a direct campaign expenditure to benefit another C/OH must include additional information about the C/OH. To enter the required information, click on the **"Enter Candidate Info"** button that activates when you check the box. This information will be included in your report on Schedule H. Do not complete this section if the expenditure was not a direct campaign expenditure
>
> > **Example:** If you made an expenditure to prepare and distribute an endorsement letter in support of another candidate and you *did not* get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

C/OH: Schedule I

Schedule I is used to itemize non-political expenditure payments made from political funds, regardless of the amount. If you had other types of outgoing funds (such as political expenditures from political or personal funds, investment purchase, or unpaid incurred expenditure obligations), or expenditures made by credit card, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

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 and *should not* be disclosed on Schedule I. Remember that you may not convert political contributions to personal use.

Expenditures Made By Credit Card: Effective September 1, 2015, 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 will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Payments to a Business of Candidate or Officeholder: Do not report on this schedule non-political expenditures from political contributions made to a business in which you have a participating interest of more than 10%, a position on the governing body, or a position as an officer. Report those types of expenditures on Schedule H. See the Schedule H Page Help for more information about these types of expenditures.

Non-Political Expenditures List: After you enter and save your first non-political expenditure, the filing application will begin a list of all non-political expenditures entered on Schedule I for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Action
Other	I	Payee, Paul	$1,000.00	01/01/2015		Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The non-political expenditures list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered expenditure payment. To enter a new expenditure payment, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding expenditure payment(s) entered on this schedule.

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date you made the expenditure payment. (Remember: Non-political expenditure obligations you incurred in this reporting period *but have not yet paid* are now entered on Schedule F2 and expenditures made by credit card are entered on Schedule F4.)

Expense Amount: Enter the amount of the expenditure payment.

> **Itemize box:** The box is always checked on this schedule. You are required to itemize non-political payments from political contributions, regardless of the amount. If you

made two or more such non-political payments to the same payee, enter each payment separately.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure*

Examples of Acceptable Ways to Report Expenditure Purpose

Category: Select a category of goods, services, or other thing of value for which the payment is made. If none of the listed categories apply, select "Other" and enter your own category. Remember, as a practical matter, very few expenditures made from political contributions are non-political expenditures.

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the political payment. 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.

C/OH: Schedule F3

Schedule F3 is a new schedule used to disclose information about investments of over $100 purchased with political contributions. Prior to January 1, 2015, this activity was disclosed on Schedule K (used for other incoming funds earned or returned to your political account).

Schedule F3 is used to itemize any investment purchased in the reporting period with political funds, the amount of which exceeds $100. If you had other types of outgoing funds (such as political expenditures from political or personal funds, or unpaid incurred expenditure obligations), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Purchased Investments List: After you enter and save your first investment purchased with political contributions, the filing application will begin a list of all purchased investments entered on Schedule F3 for this report. The list will display columns showing pertinent information for each payee:

Schedule	Payee	Amount	Date	Action
F3	Payee, Paul	$1,000.00	01/01/2015	Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The purchased investments list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered investment purchased with political contributions. To enter a new purchased investment, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding purchased investment(s) entered on this schedule.

From Individual or Entity? Indicate whether the person from whom you purchased the investment is an individual or an entity.

Expense Date: Enter the date you purchased the investment.

Expense Amount: Enter the amount paid for the investment.

> **Itemize box:** The box is always checked on this schedule. You are required to itemize investments that exceed $100. If you made two or more payments to the same payee to purchase an investment, the total of which exceeded $100, enter each payment separately.
>
> **Payments of $100 or less.** Although you are not required to do so, you may also itemize on Schedule F3 a political payment to purchase an investment that does not exceed $100 for the reporting period. All such payments entered here will be itemized and appear on Schedule F3.

Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person or business from whom you purchased the investment. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person or business from whom you purchased the investment.

Description: Enter a brief statement or description of the investment (for example, “ten shares of stock in ABC Company”).

C/OH: Schedule A2

Schedule A is now split into two schedules: Schedule A1 and Schedule A2. Enter only incoming ***non-monetary (in-kind)*** contributions of goods, services, or other thing of value on Schedule A2. (Monetary contributions are now entered on Schedule A1.)

Schedule A2 is used to itemize incoming non-monetary (in-kind) political contributions of goods, services, or other thing of value that exceed $50 from one person during the reporting period. If you accepted other types of incoming funds (such as monetary contributions, pledges, loans or interest), enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contribution of Personal Services or Travel: 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.

Non-Monetary Contributions List: After you enter and save your first non-monetary (in-kind) contribution, the filing application will begin a list of all contributions entered on Schedule A2 for this report. The list will display pertinent information for each contribution:

The non-monetary contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered contribution. To enter new contributions, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

> **Is the Contributor an out-of-state PAC?** Check this box only if the contributor is an out-of-state political committee (PAC). 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.

PAC FEC #: If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).

If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.

Browse to Upload PDF. Attach a copy of one of the following required documents in PDF format to be included with your report:

If you accept **over $500 in a reporting period** from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept **$500 or less in a reporting period** from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

- 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.

NOTE: If you accepted contributions from an out-of-state PAC and do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Contribution Date: Enter the date you *accepted* the non-monetary (in-kind) contribution. Accepting a contribution is different from receiving a contribution. You accept a contribution

when you decide to accept it rather than reject it. This may or may not be the same day that you receive the contribution.

Contribution Amount: Enter the fair market value of the in-kind contribution.

Itemize box: Checking this box indicates that this in-kind contribution will be itemized on Schedule A2. The automatic default is to itemize. You are required to itemize contributions that exceed $50 (in the aggregate) from a single contributor. If you accepted two or more contributions from the same contributor, the total of which exceeded $50, enter each contribution separately and be sure the box is checked for each entry.

> **Contributions of $50 or less.** Although you are not required to do so, you may also itemize on Schedule A2 in-kind contributions that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize in-kind contributions of $50 and less on Schedule A2, you must total all such contributions and enter the lump sum total on the **Schedule Subtotals** page of this report. If you enter information about such in-kind contributions here and remove the check from the "Itemize" box, the system will include the amount on the Totals page but the entry will not appear on Schedule A2.

Contributor Name (First, Last, Title, Suffix; or Entity Name): 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.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the contributor.

Contributor Employer and Occupation Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Principal Occupation or Job Title: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Employer: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

In-kind Description: Enter a description of the in-kind contribution. The description should be sufficiently detailed to allow a person reviewing your report to understand what goods or services were contributed.

> **In-kind Contribution for Out-of-State Travel?** Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on the **"Enter Travel Info"** button that activates when you check the box. This information will be included in your report on Schedule T.

C/OH: Schedule B

As always, you must disclose a pledge on Schedule B in the reporting period in which you accepted the pledge. Effective January 1, 2015, you must also disclose the receipt of the pledged contribution on Schedule A1 (used for monetary contributions) or A2 (used for non-monetary 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 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.)

Schedule B is used to itemize pledges (monetary or in-kind) that exceed $50 from one person during the reporting period. If you accepted monetary incoming funds (such as contributions, loans, or interest) or received non-monetary (in-kind) contributions, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Contribution of Personal Services or Travel: 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.

Pledged Contributions List: After you enter your first pledged contribution, the filing application will begin a list of all contributions entered on Schedule B for this report. The list will display pertinent information for each contribution:

Date	Pledgor	Amount	Travel	Action
01/01/2015	Pledgor, Paula	$1,000.00		Edit Delete

(1 of 1) 5

Add Memo Done with Pledges

The pledged contributions list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered contribution. To enter new contributions, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding contribution(s) entered on this schedule.

From Individual or Entity? Indicate whether the contributor who made the pledge is an individual or an entity.

Contributions from Out-of-State Political Committees *(These fields will be activated only if "Entity" is selected for the type of contributor.)*

> **Is the Contributor an out-of-state PAC?** Check this box only if the contributor is an out-of-state political committee (PAC). 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.
>
> **PAC FEC #:** If the out-of-state PAC is registered with the Federal Election Commission (FEC), enter the PAC's FEC identification number (FEC #).
>
> If you do not have an FEC # for the out-of-state PAC, you must provide other documentation as explained below.
>
> **Browse to Upload PDF.** Attach a copy of one of the following required documents in PDF format to be included with your report:
>
> If you accept **over $500 in a reporting period** from an out-of-state PAC (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 Federal Election Commission (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 $100 to the out-of-state PAC during the 12 months immediately preceding the contribution.

If you accept **$500 or less in a reporting period** from an out-of-state PAC (including pledges), 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 Federal Election Commission (FEC) and certified by an officer of the out-of-state PAC; or

• 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.

NOTE: If you accepted contributions from an out-of-state PAC and do not enter the FEC # or attach a PDF copy of the required information, you must timely file a paper copy of the required information at the time you file your electronic report.

Pledge Date: Enter the date you *accepted* the pledge. *Accepting* a pledge is different from receiving a contribution. You accept a pledge when you decide to accept it rather than reject it. (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.)

Pledge accepted and received in different reporting periods: If you *accept* a pledge in one reporting period and then *receive* 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 (such as monetary or non-monetary contributions, or loans) in the reporting period in which you received the pledge.

Pledge accepted and received in the same reporting period: If you receive a pledge in the same reporting period in which it 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). The date of the contribution will be the date you accepted the pledged contribution, regardless of when 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 you never actually receive 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.)

Pledge Amount: Enter the amount of the pledge or the fair market value of the pledged goods or services or other thing of value, as applicable.

Itemize box: Checking this box indicates that this pledge will be itemized on Schedule B. The automatic default is to itemize. You are required to itemize pledges that exceed $50 (in the aggregate) from a single contributor. If you accepted two or more pledges from the same contributor, the total of which exceeded $50, enter each pledge separately and be sure the box is checked for each entry.

Pledges of $50 or less. Although you are not required to do so, you may also itemize on Schedule B pledges that do not exceed $50 (in the aggregate) for the reporting period. If you do not itemize pledges of $50 and less on Schedule B, you must total all such pledges and enter the lump sum total on the Schedule Subtotals page of this report. If you enter information about such pledges here and remove the check from the "Itemize" box, the system will include the amount on the Totals page but the entry will not appear on Schedule B.

Contributor Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the person who made the pledge. If the contributor of the pledge is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the contributor of the pledge is an entity, enter the full name of the entity.

Contributor Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the person who made the pledge.

Contributor Employer and Occupation Information *(These fields will be activated only if "Individual" is selected for the type of contributor.)*

Employer: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the employer of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of

$500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

Principal Occupation or Job Title: Candidates for and holders of statewide offices in the executive branch and candidates for and holders of legislative offices must disclose the principal occupation or job title of an individual from whom the candidate or officeholder has accepted contributions (including pledges) of $500 or more during the reporting period. In other circumstances, filers are not required to report this information but may do so.

In-kind Description: Enter a description of the in-kind pledge of goods, services, or other thing of value. The description should be sufficiently detailed to allow a person reviewing your report to understand what goods or services were pledged.

> **In-kind Contribution for Out-of-State Travel**? Check this box if the in-kind contribution was for travel outside of the state of Texas. The description of an in-kind contribution or pledge for out-of-state travel must include additional detailed information. To enter the required information, click on **the "Enter Travel Info" button** that activates when you check the box. This information will be included in your report on Schedule T.

C/OH: Schedule F2

Schedule F is now split into two schedules: Schedule F1 and Schedule F2. Enter only expenditure obligations that you have **incurred but not yet paid** on Schedule F2. (Political expenditures that were *paid* in this reporting period are disclosed on Schedule F1 (used for political payments from political funds) or Schedule G (used for political payments from personal funds), as applicable. Non-political expenditures that were paid in this reporting period are disclosed on Schedule I.) Expenditures made by credit card are disclosed on schedule F4 (used for expenditures made by credit card).

Effective January 1, 2015, you must also disclose when you actually pay the incurred expenditure. You must disclose the outgoing payment on Schedule F1, G, or I, as applicable, in the reporting period in which you pay the expenditure.

Expenditures Made By Credit Card: Effective September 1, 2015, 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 will disclose the payment to the credit card company on the appropriate disbursements schedule. See Expenditures Made by Credit Card for more information.

Schedule F2 is used to itemize political expenditures you have incurred but not yet paid that exceed $100 to one individual or entity during the reporting period. Also use this schedule to itemize any non-political expenditures you have incurred but not yet paid during the reporting period, regardless of the amount. If you had outgoing funds (such as investment purchases or political payments from political or personal funds), or expenditures made by credit card, enter

them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page.

Important Restrictions Regarding the Use of Political Funds to Rent or Purchase Real Property

Unpaid Incurred Obligations List: After you enter and save your first unpaid incurred obligation, the filing application will begin a list of all unpaid incurred obligations entered on Schedule F2 for this report. The list will display columns showing pertinent information for each payee:

Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
F2	Payee, Paul	$1,000.00	01/01/2015			Edit Delete

(1 of 1) 10

Add Memo Done With Expenditures

The unpaid incurred obligations list will be the first screen you see each time you return to this schedule. From this list, you will be able to Edit or Delete a previously entered unpaid incurred obligation. To enter a new unpaid incurred obligation, click the Add button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the Memo button to provide additional explanation regarding unpaid incurred obligation(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Expense Date: Enter the date you incurred the expenditure obligation. (Remember: expenditure obligations you incurred and paid in this reporting period are entered on Schedule F1, G, or I, as applicable and expenditures made by credit card are entered on Schedule F4.)

Tell Me More About Incurred Expenditure Obligations

Expense Amount: Enter the amount of the incurred expenditure obligation.

> **Itemize box:** Checking this box indicates that this incurred expenditure will be itemized on Schedule F2. The automatic default is to itemize. You are required to itemize political expenditures that exceed $100 (in the aggregate) to a single payee. You are required to itemize any non-political expenditure, regardless of the amount. If you incurred two or more political expenditures to the same payee, the total of which exceeded $100, enter

each incurred expenditure obligation separately and be sure the box is checked for each entry.

Expenditure Obligations of $100 or less. 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 $100 for the reporting period. If you do not itemize incurred political expenditures of $100 and less on Schedule F2, you must total all such incurred political expenditures and enter the lump sum total on the **Schedule Subtotals** page of this report. If you enter information about such incurred political expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F2.

Type of Expenditure: Select whether the incurred expenditure was political or non-political. ***NOTE: 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 that you may not convert political contributions to personal use.

Check if Austin, TX, officeholder living expense: For expenditures made on or after July 1, 2014, check this box only if the incurred expenditure is an officeholder expense for living in Austin, Texas.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the expenditure obligation. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the incurred 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. If

your incurred expenditure was a contribution to another candidate or officeholder, or to a committee, enter "political contribution" and identify the recipient.

Expenditure For Out-of-State Travel? Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the **"Enter Travel Info"** button that activates when you check the box. This information will be included in your report on Schedule T.

Direct Expenditure to Benefit C/OH? Check this box if the expenditure was a direct campaign expenditure to benefit another candidate or officeholder (C/OH). The description of a direct campaign expenditure to benefit another C/OH must include additional information about the C/OH. To enter the required information, click on the **"Enter Candidate Info" button** that activates when you check the box. This information will be included in your report on Schedule F2. Do not complete this section if the expenditure was not a direct campaign expenditure..

Example: If you made an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

C/OH: Schedule F4

Schedule F4 is a new schedule used to disclose information about expenditures made by credit card. Effective September 1, 2015, 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 company. (When you pay the credit card bill, you will enter the payment to the credit card company on the appropriate disbursements schedule.)

Schedule F4 is used to itemize expenditures you made by credit card that exceed $100 to one individual or entity during the reporting period. If you had outgoing funds (such as investment purchases or political payments from political or personal funds), or obligations that you have incurred but not yet paid, enter them on the applicable schedules associated with the categories shown on the **Worksheet Summary** page. See Expenditures Made by Credit Card for more information.

Important Restrictions Regarding the Use of Political Funds to Rent or Purchase Real Property

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

Expenditures Made By Credit Card List: After you enter and save your first expenditure made by credit card, the filing application will begin a list of all credit card expenditures entered on

Schedule F4 for this report. The list will display columns showing pertinent information for each payee:

Type	Schedule	Payee	Amount	Date	Travel	Direct Expenditure to benefit C/OH?	Action
Advertising Expense	F4	Big Box Store	$1,000.00	08/12/2015			Edit Delete

(1 of 1) 1 10

Add Memo Done With Expenditures

The expenditures made by credit card list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** a previously entered credit card expenditure. To enter a new credit card expenditure, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding credit card expenditure(s) entered on this schedule.

Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures

To Individual or Entity? Indicate whether the payee is an individual or an entity.

Note: Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Expense Date: Enter the date you made the expenditure by 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.* See Reporting Tips to Avoid Common Pitfalls: Outgoing Expenditures for more information.

Expense Amount: Enter the amount of the credit card expenditure.

> **Itemize box:** Checking this box indicates that this credit card expenditure will be itemized on Schedule F4. The automatic default is to itemize. You are required to itemize political expenditures made by credit card that exceed $100 (in the aggregate) to a single payee. You are required to itemize any non-political expenditure made by credit card, regardless of the amount. If you made two or more expenditures to the

same payee, the total of which exceeded $100, enter each expenditure made by credit card separately and be sure the box is checked for each entry.

Credit Card Expenditures of $100 or less. Although you are not required to do so, you may also itemize on Schedule F4 political expenditures made by credit card to a single payee that do not exceed $100 for the reporting period. If you do not itemize political expenditures made by credit card of $100 and less on Schedule F4, you must total all such credit card expenditures and enter the lump sum-total on **the Schedule Subtotals** page of this report. If you enter information about such credit card expenditures here and remove the check from the "Itemize" box, the filing application will include the amount on the Totals page but the entry will not appear on Schedule F4.

Check if Austin, TX, officeholder living expense: For credit card expenditures made on or after July 1, 2014, check this box only if the expenditure is an officeholder expense for living in Austin, Texas.

Type of Expenditure: Select whether the credit card expenditure was political or non-political. ***NOTE: 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 that you may not convert political contributions to personal use.

Payee Name (First, Last, Title, Suffix; or Entity Name): Enter the full name of the payee of the credit card expenditure. If the payee is an individual, enter the full name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional). If the payee is an entity, enter the full name of the entity. ***Note:*** Disclose the name of the vendor who sold you the goods or services as the payee, NOT the credit card company. You do not report the name of the credit card company on this schedule.

Payee Address (Street Address, Country, City, State, Zip Code): Enter the complete address of the payee of the expenditure obligation.

Expenditure Purpose. *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 is made does not adequately describe the purpose of an expenditure.*

Examples of Acceptable Ways to Report Expenditure Purpose

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

Note: Do not select “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

company. Instead, select the category that corresponds to the goods, services, or other thing of value purchased from the individual, entity, or vendor.

Description: Enter a brief statement or description of the candidate or officeholder activity that is conducted by making the credit card 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. If your credit card expenditure was a contribution to another candidate or officeholder, or to a committee, enter "political contribution" and identify the recipient.

> **Expenditure For Out-of-State Travel?** Check this box if the expenditure was for travel outside of the state of Texas. The description of a political expenditure for out-of-state travel must include additional detailed information. To enter the required information, click on the "Enter Travel Info" button that activates when you check the box. This information will be included in your report on Schedule T.
>
> **Direct Expenditure to Benefit C/OH?** Check this box if the expenditure was a direct campaign expenditure to benefit another candidate or officeholder (C/OH). The description of a direct campaign expenditure to benefit another C/OH must include additional information about the C/OH. To enter the required information, click on the "Enter Candidate Info" button that activates when you check the box. This information will be included in your report on Schedule F4. Do not complete this section if the expenditure was not a direct campaign expenditure.
>
>> **Example:** If you made an expenditure to prepare and distribute an endorsement letter in support of another candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

C/OH: Schedule Subtotals

Schedule Subtotals is a new page of the reporting form intended to supplement the report totals (cover sheet, page 2). This page displays the calculated Subtotal for each report schedule, based on the amounts you entered on the schedule entry screen (reported itemized and reported unitemized) and any other unitemized total you enter as a lump sum amount here (user entered lump sum unitemized).

You are always required to itemize or report detailed information for contributions, expenditures, and loans over a certain monetary threshold. The thresholds vary depending on the type of activity (see "Itemization Thresholds" below). For smaller contributions, expenditures, and loans that do not exceed the threshold (in the aggregate from a single

source), you may report them in one of two ways: 1) add them all together and enter the unitemized total as a lump sum; OR 2) enter the detailed information on the schedule entry screen (and choose to itemize or not).

Itemized transactions: You chose to enter the detailed information on the schedule entry screen AND the "itemize" box is checked. The filing application calculates the sum of the entries for each schedule and the amount is displayed in the **Reported Itemized** column for the applicable schedule.

Unitemized transactions: Depending on your choice of entry, your unitemized transactions are shown under one of the following columns:

> **Reported** Unitemized – You chose to enter the detailed information on the schedule entry screen and the "itemize" box is NOT checked. The transaction will remain unitemized, unless you manually check the "itemize" box or you enter additional transactions from/to the same source which cause the aggregate total to exceed the itemization threshold.
>
> **User Entered Lump Sum Unitemized** – You chose not to enter the detailed information, but rather to enter the total of all your unitemized transactions as a lump sum for the applicable schedule. You must manually enter the lump sum total. DO NOT INCLUDE in a lump sum total any transactions for which you chose to enter detailed information.

Itemization Thresholds for Each Schedule: To return to the instructions for each schedule, click on the applicable link.

Monetary Political Contributions (A1) – You are not required to itemize contributions (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Loans (E) – You are not required to itemize loans (in the aggregate from a single source) of $50 or less from a person other than a financial institution. If not entered on this schedule, you must enter a lump sum. You must itemize all loans from a financial institution regardless of the amount.

Interest, Credits, Gains, Refunds, and Contributions Returned to Filer (K) – You are not required to itemize such activity (in the aggregate from a single source) of $100 or less. You are not required to enter a lump sum for this schedule.

Political Expenditures from Political Contributions (F1) – You are not required to itemize political expenditures (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum.

Political Expenditures from Personal Funds (G) - You are not required to itemize political expenditures (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum. (Note: You are required to itemize political expenditures from personal funds in any amount, if you intend to seek reimbursement from political contributions.)

Payment from Political Contributions to the Business of a C/OH (H) – There is no itemization threshold for this schedule. You must itemize all such payments.

Non-political Expenditures from Political Contributions (I) – There is no itemization threshold for this schedule. You must itemize all non-political expenditures from political contributions.

Purchase of Investments from Political Contributions (F3) – You are not required to itemize investments (in the aggregate from a single source) of $100 or less. You are not required to enter a lump sum for this schedule.

In-kind Political Contributions (A2) – You are not required to itemize contributions (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Pledged Contributions (B) – You are not required to itemize pledges (in the aggregate from a single source) of $50 or less. If not entered on this schedule, you must enter a lump sum.

Unpaid Incurred Obligations (F2) – You are not required to itemize incurred but not yet paid political expenditures (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all incurred but not yet paid non-political expenditures, regardless of the amount.

Expenditures Made by Credit Card (F4) – You are not required to itemize political expenditures made by credit card (in the aggregate from a single source) of $100 or less. If not entered on this schedule, you must enter a lump sum. You are required to itemize all non-political expenditures made by credit card, regardless of the amount.

C/OH: Report Totals (Cover Sheet, Page 2)

You are required to include in your campaign finance report the following total amounts of contributions, expenditures, and loans:

1. Total Unitemized Political Contributions of $50 or less (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum-total of the unitemized contribution amounts shown on the Subtotals page under **Monetary Contributions (A1) and Non-Monetary (In-kind) Contributions (A2)** for:

Reported Unitemized (contributions of $50 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (contributions of $50 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

2. Total Political Contributions (other than pledges, loans or guarantees of loans): *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political contributions you accepted in the reporting period. It includes the total amount shown on Line 1 (total unitemized contributions of $50 or less) plus the total **Reported Itemized** (contributions which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Monetary Contributions (A1) and Non-Monetary (In-kind) Contributions (A2).**

3. Total Unitemized Political Expenditures of $100 or less: *(The total amount is automatically calculated based on your entries.)* This is the sum total of the unitemized political expenditure amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), Expenditures Made by Credit Card (F4), and Political Expenditures from Personal Funds (G)** for:

Reported Unitemized (expenditures of $100 or less in the aggregate to a payee for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus

User Entered Lump Sum Totals (expenditures of $100 or less in the aggregate to a payee which you entered as a lump sum instead of detailing on the schedule entry screen).

4. Total Political Expenditures: *(The total amount is automatically calculated based on your entries.)* This is the sum total of all political expenditures you made in the reporting period. It includes the total amount shown on **Line 3** (total unitemized political expenditures of $100 or less) plus the total **Reported Itemized** (expenditures which you itemized on the schedule entry screen) amounts shown on the Subtotals page under **Political Expenditures (F1), Unpaid Incurred Obligations (F2), Expenditures Made by Credit Card (F4), Political Expenditures from Personal Funds (G), and Payment from Political Contributions to a Business of C/OH (H).**

5. Total Political Contributions Maintained as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* 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 "0.00" if you do not maintain political contributions, including interest or other income earned 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 and 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.

> **Personal Funds:** The "total amount of political contributions maintained" does **NOT** include personal funds that you intend to use for political expenditures, unless the personal funds have been disclosed as a loan to your campaign and deposited into an account in which political contributions are held as permitted by section 253.0351(c) of the Election Code. Any unexpended funds from such a loan at the end of the reporting period are required to be included in the "total amount of political contributions maintained." Note: Personal funds deposited in an account in which political contributions are held are subject to the personal use restrictions.

6. Total Principal Amount of all Outstanding Loans as of the Last Day of the Reporting Period: *(The total amount is a required field that **you must manually enter** here.)* Enter the aggregate outstanding principal amount of all loans accepted for campaign or officeholder purposes as of the last day of the reporting period. Enter "0.00" if you did not accept any loans during the period covered and have no outstanding loans as of the last day of the reporting period. The "total outstanding loans" must include outstanding principal of loans made in this reporting period as well as outstanding principal of loans made previously. (This is different from the information reported on Loans (Schedule E). Only loans accepted during the period covered by the report are entered on Schedule E.)

7. Total Unitemized Pledges: *(The total amount is automatically calculated based on your entries. Note: a printed copy of your report will display this total on Schedule B and not on Cover Sheet page 2.)* This is the sum total of the unitemized pledge amounts shown on the Subtotals page under **Pledged Contributions (B)** for:

> **Reported Unitemized** (pledges of $50 or less in the aggregate from a contributor for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus
>
> **User Entered Lump Sum Totals** (pledges of $50 or less in the aggregate from a contributor which you entered as a lump sum instead of detailing on the schedule entry screen).

8. Total Unitemized Loans: *(The total amount is automatically calculated based on your entries. Note: a printed copy of your report will display this total on Schedule E and not on Cover Sheet*

page 2.) This is the sum total of the unitemized loan amounts shown on the Subtotals page under **Loans (E)** for:

> **Reported Unitemized** (loans of $50 or less in the aggregate from a lender (other than a financial institution) for which you entered detailed information on the schedule entry screen and did not check the "itemize" box); plus
>
> **User Entered Lump Sum Totals** (loans of $50 or less in the aggregate from a lender (other than a financial institution) which you entered as a lump sum instead of detailing on the schedule entry screen).

C/OH: Out-Of-State Travel Information

Non-monetary (In-kind) Contribution or Political Expenditure for Travel Outside of Texas: In addition to the required information you enter on the applicable political contribution or expenditure schedule, the description of an in-kind contribution, in-kind pledge, or political expenditure for travel outside of the state of Texas must include other detailed information. The required additional detailed information you enter on this screen will be included in your report on **Schedule T.**

Travel Information List: After you enter and save additional travel information for an in-kind contribution, in-kind pledge, or political expenditure, the filing application will begin a list of all travel information entered for each in-kind contribution, in-kind pledge, or expenditure. The filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering detailed travel information. The list will display columns showing pertinent information for each travel entry:

The travel information list will be the first screen you see each time you return to this schedule. From this list, you will be able to **Edit** or **Delete** previously entered travel information. To enter additional travel information for this in-kind contribution, in-kind pledge, or expenditure, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column. You may also use the **Memo** button to provide additional explanation regarding travel information entered on this schedule.

Note: At the top of the entry screen, the filing application will display the name of the contributor or payee, as applicable, the date, and the amount of the in-kind contribution, in-kind pledge, or expenditure for which you are entering additional travel information. If you need to enter travel information for a different in-kind contribution, in-kind pledge, or expenditure, check the “Expenditure for Out of State travel” box on the entry screen for the in-kind contribution, in-kind pledge, or expenditure that you wish to edit, and click on the **Enter Travel Info** button that activates when you check the box.

Name of Person Traveling (First, Last, Title, Suffix): Enter the full name of the person or persons traveling on whose behalf the in-kind contribution or pledge was accepted or the expenditure was made. Enter the person's name, first, last, and suffix (Jr., III, etc.) if applicable (title is optional).

> **Entering multiple persons traveling.** If you need to enter multiple persons traveling for this trip, enter the name of the first person and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another person in the "Name" fields and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all persons traveling on this trip.

Transportation Type: Select the method of travel (i.e. airplane, automobile, railroad, boat, etc.). If none of the listed transportation types apply, select "Other" and enter your own transportation type.

Departure City: Enter the name of the departure city or the name of each departure location.

> **Entering multiple departure locations.** If you need to enter multiple departure locations for this trip, enter the first location and complete the rest of the fields on the screen. Then click "Save and Duplicate" at the bottom of the screen, which will allow you to enter another departure location in the "Departure City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all departure locations for this trip.

Arrival City: Enter the name of the arrival (destination) city or the name of each destination location.

> **Entering multiple destination locations**. If you need to enter multiple destination locations for this trip, enter the first location and complete the rest of the fields on the screen. Then select "Save and Duplicate" at the bottom of the screen, which will allow you to enter another destination location in the "Arrival City" field and preserve or change the information for the other fields, as needed. Repeat the process until you have entered all destination locations for this trip.

Departure Date: You are required to disclose the dates on which the travel occurred. Enter the departure date in this field.

Arrival Date: You are required to disclose the dates on which the travel occurred. Enter the arrival date in this field.

Travel Purpose: Enter the campaign or officeholder purpose of the travel, including the name of a conference, seminar, or other event.

C/OH: Direct Expenditure – Candidate Information

Direct Expenditures to Benefit a Candidate/Officeholder: If you made a direct campaign expenditure payment to benefit another candidate or officeholder, you must include additional information about the candidate/officeholder. Do not complete this section if the expenditure was not a direct campaign expenditure.

> **Example**: If you made an expenditure to prepare and distribute an endorsement letter in support of a candidate and *you did not get the candidate's approval* before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

Direct Expenditure Candidate Information List: After you enter and save candidate information for a direct campaign expenditure, the filing application will begin a list of all the candidate information entered for this expenditure. The filing application will display the payee name, date, and amount of the expenditure for which you are entering detailed candidate information. The list will display columns showing pertinent information for each candidate information entry:

The direct expenditure candidate information list will be the first screen you see each time you return to the "Enter Candidate Info" entry screen. From this list, you will be able to **Edit** or **Delete** previously entered candidate information. To enter information regarding additional candidates for this expenditure, click the **Add** button located below the list. You can also sort the list in ascending or descending order by clicking on the column header in which you are interested or search the list by entering the search word in the field at the top of each column.

Note: At the top of the entry screen, the filing application will display the payee name, date, and amount of the expenditure for which you are entering detailed candidate information. If you need to enter candidate information for a different direct campaign expenditure, check the "Direct Expenditure to Benefit C/OH" box on the entry screen for the expenditure that you wish to edit, and click on the **Enter Candidate Info** button that activates when you check the box.

Candidate Name (First, Last, Title, Suffix): Enter the full name of the candidate or officeholder who benefits from the direct expenditure. The title is optional.

> **Entering multiple candidates benefited**. If you need to enter information for multiple candidates benefited by this expenditure, enter the name of the first candidate and complete the rest of the fields on the screen. Then click "Save and Add Another" at the bottom of the screen, which will save the current entry and allow you to enter information for another candidate. Repeat the process until you have entered all candidates benefited by this expenditure.

Office Held: Enter the office currently held by the candidate or officeholder who benefits from the expenditure, if applicable.

District/Place: Enter the district, precinct, or other designation of the office currently held by the candidate or officeholder who benefits from the expenditure, if applicable.

Office Sought: Enter the office sought by the candidate or officeholder who benefits from the expenditure.

District/Place: Enter the district, precinct, or other designation of the office sought by the candidate or officeholder who benefits from the expenditure, if applicable.

C/OH: Report Error Check

Report Error Check is a tool to assist you in fulfilling your reporting requirements. The Error Check details errors and omissions in the data entry; it does not verify that the report has satisfied all legal requirements. You should review the applicable COA-EFS Guide and the filing application PAGE HELP to ensure that ALL required information is included before you file your report.

If the Error Check finds errors in your report, the errors will be listed for you in a table on this screen. You can also click the **View as PDF** button to view the error list as an Adobe Acrobat .PDF file (requires Adobe Acrobat reader or equivalent viewer to view) or click the **View as Excel** button to view the error list in a Microsoft Excel spreadsheet.

The errors list includes the following information:

Severity: The error records are ranked in terms of severity:

HIGH: These are major omissions in information that indicate non-compliance with certain reporting requirements (such as not entering the amount of total political contributions maintained as of the last day of the reporting period under Report Totals). This information is considered very important and you MUST CORRECT these errors in order to file the report.

LOW or MEDIUM: These are omissions or errors in other information that indicate non-compliance with certain reporting requirements (such as not entering address information for a contributor or payee). You should correct these errors to be in legal compliance with your reporting requirements. You may, however, choose to accept these errors and file the report as is. NOTE: If you file the report with errors, you could be subject to a sworn complaint for reporting violations.

Tracking Information: This column shows the transaction (contribution, loan, etc.) containing the error and other information to help you identify the transaction.

Error Record: This column shows the name of the data field containing the error and provides a link directly to the entry screen where the error is located. After correcting the error and saving the transaction, you may run the Error Check again by clicking the **Check For Errors** link in the Report Menu navigation sidebar always displayed down the left side of your screen.

Message: This column provides a brief explanation of the required information that is missing or in error.

C/OH: Correction Affidavit

A filer who files a corrected report must submit a **Correction Affidavit**. The affidavit must identify the information that has changed. The affidavit also provides check boxes for your use in swearing to certain statutory provisions regarding the corrected report, if applicable.

Explanation of Correction: Use this box to explain why there were error(s) on the original report, what information is being corrected, and how the new information is different from the information on the original report.

Sworn Statement Check Boxes: Check the box next to any and all applicable statements.

For Any Corrected Report: Check this box if you are filing this corrected report not later than the 14th business day after the date you learned that the report as originally filed is inaccurate or incomplete and any error or omission in the report as originally filed was made in good faith.

A corrected report (other than an 8th Day Before Election Report or a Daily Pre-election Report) filed with the COA-EFS after its due date is not considered late for purposes of

late-filing penalties if the report meets this "14th business day in good faith" statutory provision.

A correction to an 8th Day Before Election Report must also meet the "14th business day in good faith" statutory provision; however, the corrected report could be subject to a late-filing penalty unless the report as originally filed substantially complies with the applicable law as determined by the Ethics Commission.

For Corrections to Semiannual Reports: Effective September 1, 2011, a Semiannual Report (due January 15 or July 15) that is amended/corrected before the eighth day after the original report was filed is considered to have been filed on the date the original report was filed. A Semiannual Report that is amended/corrected on or after the eighth day after the original report was filed is considered to have been filed on the date the original report was filed if: (1) the amendment/correction is made before any complaint is filed with regard to the subject of the amendment/correction; and (2) the original report was made in good faith and without intent to mislead or misrepresent the information contained in the report.

Correction Tables: Any corrections made to this report are listed in a table below according to the type of correction (added, updated, or deleted). Only the applicable table(s) will display. If you make additional changes before you file the report, those changes will be reflected here.

Added Record Table: This table contains any new records you entered in this corrected report that were not previously disclosed in the original report.

Updated Record Table: This table contains any records you changed in this corrected report that were previously disclosed incorrectly in the original report.

Deleted Record Table: This table contains any records you deleted in this corrected report that were previously disclosed in error in the original report.

Each table includes columns with the following information:

Record Type and Tracking Information: Shows the type of transaction (contribution, loan, expenditure, etc.) that you added, updated, or deleted, and other information to help you identify the transaction.

Record Detail: Shows the specific data you added, updated, or deleted.

C/OH: Final Report Affidavit

You may file a Final report if you have a campaign treasurer appointment (Form CTA) on file with the COA-EFS and meet all of the following: 1) do not expect to accept any more campaign contributions or make or authorize any more campaign expenditures, 2) expect to take no

further action to get elected to a public office, and 3) do not intend to continue accepting contributions to pay campaign debts. There is not a fixed deadline for this report.

Important Things to Know Before Filing a Final Report:

• You must have a CTA on file to accept contributions to offset campaign debts or to pay campaign debts. If you intend to continue this campaign activity, *do not* file a Final report at this time.

• A Final report will terminate your CTA and relieve you from any additional filing obligations *as a candidate*. If you are an officeholder, you will still be subject to the filing requirements applicable to officeholders. If you are not an officeholder but have surplus political funds or assets, you will be required to file annual Unexpended Contribution reports. (*See* Final Disposition of Unexpended Contributions for more information.)

• Terminating a CTA does not relieve you of your responsibility for any delinquent reports or outstanding civil penalties.

• A candidate who does not have a CTA on file is still required to file a personal financial statement (PFS) in accordance with chapter 572 of the Government Code. You can set up a PFS filer type with COA-EFS to file PFS using this filing application, if applicable.

Final Report Affidavit: This page includes the Final report affidavit language. You must agree to and acknowledge the affidavit to indicate that you understand the consequences of filing a Final report. To do so, select the radio button next to the statement, "I agree to and acknowledge the above affidavit."

If you intend to have additional campaign activity and are not ready to file a Final report, select the radio button next to the statement, "I do not agree to the above affidavit." You will have some options as to how you wish to continue:

Continue Working on a Different Report Type: *(This option is only available if you started the Final report in combination with another report type.)* Selecting this option will return you to the "Cover Sheet" screen. From here, you can select "Clear This Report?" if you do not wish to file a Final report at this time.

Go Back to My Reports Page: Selecting this option will return you to the "Manage My Reports" screen without creating the Final report. From here, you can continue working on an in-progress report or start a new report.

Return to Final Report Affidavit: Selecting this option will return you to the Final Report Affidavit screen. From here, you can choose to agree to the Final report affidavit in order to continue with the Final report.

C/OH: Final Report Officeholder Status

Are you currently an officeholder? If you are an officeholder at the time of filing your Final Report, select "Yes." Otherwise, select "No."

You Are an Officeholder at the Time of Filing a Final Report: You are still required to file semiannual reports for any period during which you are an officeholder, regardless of whether you have a campaign treasurer appointment (Form CTA) on file.

You will not have to worry about surplus political funds and assets until you cease to be an officeholder. If you cease to be an officeholder at a time when you do not have a campaign treasurer appointment (Form CTA) on file, *and you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions after filing the last required report as an officeholder*, you must file an Annual Report of Unexpended Contributions not earlier than January 1 and not later than January 15 of each year following the year in which you filed the last required report as an officeholder. You may not retain these unexpended funds longer than six years after the date you ceased to be an officeholder. ***Remember**: You may not convert unexpended political contributions, unexpended interest or income earned on political contributions, or assets purchased with political contributions or interest or other income from political contributions to personal use*. Proper Ways to Dispose of Unexpended Funds and Assets

You Are Not an Officeholder at the Time of Filing a Final Report: You will no longer be required to file reports *unless you retain political contributions, interest or other income from political contributions, or assets purchased with political contributions or interest or other income from political contributions.* If you retain any of those items, you must file an Annual Report of Unexpended Contributions not earlier than January 1 and not later than January 15 of each year after the year in which you filed your Final report. You may not retain these unexpended funds longer than six years after the date of filing a Final report. *Remember: You may not convert unexpended political contributions, unexpended interest or income earned on political contributions, or assets purchased with political contributions or interest or other income from political contributions to personal use*. Proper Ways to Dispose of Unexpended Funds and Assets

Unexpended Contributions & Retained Assets *(These fields will be activated only if you indicated that you are not currently an officeholder.)*

Select the applicable radio buttons to indicate that you either do or do not retain unexpended contributions, unexpended interest or income earned from political contributions, or assets purchased with political contributions or interest or other income from political contributions. See You Are Not an Officeholder at the Time of Filing a Final Report for more information.

Officeholder Statement: Check the box next to this statement *only if* you are a current officeholder. Checking this box indicates that you understand your filing responsibilities as an officeholder. See You Are an Officeholder at the Time of Filing a Final Report for more information.

C/OH: Appendix

Final Disposition of Unexpended Contributions.

The obligation to file annual Unexpended Contributions reports ends when the former candidate or officeholder files a report of "final disposition" of unexpended contributions.

A former candidate or former officeholder has six years from the date of filing a Final report or leaving office (whichever is later) to dispose of surplus funds and assets. The latest possible date for filing a "final disposition" report of unexpended contributions is 30 days after the end of that six-year period. At the end of the six-year period, a former candidate or officeholder must dispose of surplus assets or funds in one of the following ways:

> (1) You may give them to the political party with which you were affiliated when your name was last on the ballot.
>
> (2) You may give them to a candidate or a political committee. If you do so, however, you must report the contribution twice as described below.
>
> > ***Extra Reporting of a Contribution To Candidate Or Committee****.* If you contribute unexpended contributions or assets to another candidate or committee, you must report the contribution twice. You must include the contribution on your annual Unexpended Contributions Report. You must also report the contribution on Form ASIFSPAC. You must file the ASIFSPAC report with the filing authority with whom the candidate or political committee files reports by the date by which the candidate or political committee receiving the contribution must report the receipt of the contribution.
> >
> > ***NOTE****:* You will need a separate ASIFSPAC filer ID to file Form ASIFSPAC using the filing application. Contact COA-EFS for assistance in setting up an ASIFSPAC filer ID.

(3) You may give them to the comptroller for deposit in the state treasury to be used to finance primary elections.

(4) You may give them to one or more persons from whom you received political contributions, but the total returned to any person may not exceed the aggregate amount accepted from that person during the last two years during which you were accepting political contributions.

(5) You may give them to a recognized charitable organization formed for educational, religious, or scientific purposes that is exempt from taxation under Section 501(c)(3), Internal Revenue Code of 1986, and its subsequent amendments.

(6) You may give them to a public or private post-secondary educational institution or an institution of higher education as defined by Section 61.003(8), Education Code, for the purpose of assisting or creating a scholarship program.

A former candidate or former officeholder may dispose of unexpended contributions or assets in this manner at any time during the six-year period. A former candidate or former officeholder who has disposed of all surplus funds and assets must file an Unexpended Contributions "final disposition" report. This report may be filed as soon as the former candidate/officeholder has disposed of all funds.

Extra Reporting for Contribution to Candidate or Committee

If you contributed unexpended contributions or assets to another candidate or committee, you must report the contribution twice. You must include the contribution on your Annual Report. You must also report the contribution on form AS IF-Specific Purpose Committee Campaign Finance Report (AS IF-SPAC). You must file the AS IF-SPAC report with the filing authority with whom the candidate or political committee files reports by the date by which the candidate or political committee receiving the contribution must report the receipt of the contribution.

NOTE: You will need a separate ASIFSPAC filer ID to file the ASIFSPAC report using the filing application. Please contact the COA-EFS for help in establishing an ASIFSPAC filer ID.

Examples of Reporting Expenses from Personal Funds

Spending your own money on your campaign? Avoid common reporting errors! If you intend to seek reimbursement of any amount from political contributions for a political expenditure made from your personal funds, report the expenditure in one of three ways. Method 3 is a new method that will become available on September 28, 2011. We think that Method #1 is the simplest method. 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 from personal funds.

Method #1: Itemize the expenditure on the “Political Expenditures from Personal Funds” schedule (Schedule G) and check the box to indicate that you intend to seek reimbursement from political contributions. (You may not correct a report to allow reimbursement without subjecting yourself to a possible penalty.) When you reimburse yourself, which could be months or years later, report the reimbursement on the “Political Expenditures” schedule (Schedule F1).

> **Example**: On December 1, 2007, Candidate A spends $500 of her own personal funds to purchase political advertising signs. She reports the expenditure to the vendor on Schedule G and checks the box to indicate that reimbursement is intended. One year later, Candidate A reimburses herself from political contributions. She reports the reimbursement on Schedule F1. Candidate A is the payee and the purpose of the expenditure is to reimburse herself for a political expenditure made from personal funds on December 1, 2007.

We stress that if you intend to seek reimbursement from political contributions for a political expenditure of any amount made from personal funds, you must itemize the expenditure on Schedule G.

Method #2: Report the political expenditures made from your personal funds as a loan to your campaign on the “Loans” schedule (Schedule E). Next, report the political expenditures made from that loan on the “Political Expenditures” schedule (Schedule F1). Remember, the amount you report as a loan in a reporting period may NOT exceed the amount you actually spent from personal funds in that reporting period. In other words, do not report a $100,000 loan to your campaign if the amount actually spent from personal funds in the reporting period was $5,000. When you reimburse yourself, which could be months or years later, report the reimbursement on Schedule F1.

> **Example**: In one reporting period, Candidate B spends $5,000 of his own personal funds to purchase political advertising materials. He spends $3,000 at Business One and $2,000 at Business Two. He reports the expenditures as a $5,000 loan on Schedule E and then itemizes each of the two expenditures as a political expenditure on Schedule F1. A year later, Candidate B reimburses himself from political contributions. He reports the reimbursement on Schedule F1. The payee in this instance is Candidate B, the category of the expenditure is “Loan Repayment/Reimbursement,” and “political expenditure made from personal funds reported as a loan” is an acceptable brief description.

Method #3: Deposit personal funds in an account in which your political contributions are maintained and report that amount as a loan on the "Loans" schedule (Schedule E). Next, report the political expenditures made from that loan on the "Political Expenditures" schedule (Schedule F1). When you reimburse yourself, which could be months or years later, report the

reimbursement on Schedule F1. (Note that the reimbursement may not exceed the amount reported as a loan. Also note that personal funds deposited in an account in which political contributions are held are subject to the personal use restriction.)

> **Example**: In one reporting period, Candidate C opens a campaign bank account and deposits $5,000 of her own personal funds into the account. She makes one $3,000 expenditure for political advertising. Candidate C has no other activity in the reporting period. She reports the $5,000 as a loan on Schedule E, itemizes the $3,000 expenditure for the political advertising on Schedule F1, and includes the remaining $2,000 on her contributions maintained at the end of the reporting period total. A year later, Candidate C reimburses herself from political contributions by disclosing the reimbursement on Schedule F1. The payee in this instance is Candidate C, the category of expenditure is "Loan Repayment/Reimbursement," and "political expenditure made from personal funds reported as a loan" is an acceptable brief description.

Use of Political Funds to Rent or Purchase Real Property

A candidate or officeholder is prohibited from using political funds to purchase real property or to pay the interest on or principal of a note for the purchase of real property.

A candidate or officeholder may not knowingly make or authorize a payment from political funds for the rental or purchase of real property from: (1) a person related to the candidate or officeholder within the second degree of consanguinity or affinity as determined under Chapter 573, Government Code; or (2) a business in which the candidate or officeholder (or a person related to the candidate or officeholder within the second degree of consanguinity or affinity) has a participating interest of more than 10 percent, holds a position on the governing body, or serves as an officer. Elec. Code § 253.038(a-1). This restriction applies to a payment made from political funds on or after September 1, 2007, without regard to whether the payment was made under a lease or other agreement entered into before that date.

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.

> ***Staff Reimbursement Examples:***
>
> ***Case #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 – You will simply itemize the payment (if over the $100 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.
>
> ***Case #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 – You will 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.
>
> ***Case #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 – You will 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 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." The candidate activity that is accomplished by making the expenditure is to attend a campaign rally. An acceptable brief statement 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." The candidate activity that is accomplished by making the expenditure is to attend a campaign event. An acceptable brief statement 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 method for the purpose of this expenditure is by selecting the "travel out of district" category and completing the "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." The candidate activity that is accomplished by making the expenditure is to compensate an individual working on the campaign. An acceptable brief statement 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 statement 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 statement 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 statement 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 brief statement is “meeting to discuss campaign/officeholder issues.”

Payments To A Business Of The Candidate Or Officeholder

A candidate or officeholder is required to report payments from political funds to a business in which the candidate or officeholder has a participating interest of more than 10 percent; a position on the governing body of the business; or a position as an officer of a business.

A candidate or officeholder may not make a payment to such a business if the payment is for personal services rendered by the candidate or officeholder or by the spouse or dependent child of the candidate or officeholder. (Nor may a candidate or officeholder use political contributions to pay directly for such personal services.) Other payments to such a business are permissible only if the payment does not exceed the amount necessary to reimburse the business for actual expenditures made by the business. See generally Ethics Advisory Opinion No. 35 (1992).

A candidate or officeholder may not make or authorize a payment from political funds for the rental or purchase of real property from such a business. A candidate or officeholder may not knowingly make or authorize a payment from political funds for the rental or purchase of real property from: (1) a person related to the candidate or officeholder within the second degree of consanguinity or affinity as determined under Chapter 573, Government Code; or (2) a business in which the candidate or officeholder (or a person related to the candidate or officeholder within the second degree of consanguinity or affinity) has a participating interest of more than 10 percent, holds a position on the governing body, or serves as an officer. Elec. Code § 253.038(a-1). This restriction applies to a payment made from political funds on or after September 1, 2007, without regard to whether the payment was made under a lease or other agreement entered into before that date.

Incurred Expenditure Obligations

The date of an expenditure is not necessarily the date that goods or services are received. It is the date on which you incur the obligation to make a payment, as long as the amount of the payment is "readily determinable." Generally, you know the amount of an expenditure (and therefore it is readily determinable) when the obligation is incurred, but in some cases you may not know the amount until the receipt of a periodic bill. An amount is readily determinable if the vendor can provide the amount at your request.

Example 1: On June 29th, a filer orders political signs. On July 16th, the filer receives the invoice for the signs. The date of the expenditure is June 29th, if on that date the vendor can provide the amount the filer will owe the vendor for the signs. Filers should request a vendor to provide the amount of an obligation at the time the obligation is incurred and disclose that unpaid incurred obligation on Schedule F2 in the July 15 semiannual report covering the period in which the unpaid obligation is incurred. (Note: When the filer makes the payment, he will disclose it as an outgoing payment on Schedule F1 in the report covering the period in which he pays the expenditure.)

Example 2: A filer maintains a campaign office. The filer does not know the cost of the office's June utilities until she receives the periodic monthly bill on July 16th. The filer will not disclose the expense as an unpaid incurred obligation on Schedule F2 in the July 15 semiannual report, since the amount was not readily determinable until after the end of the semiannual reporting period.

Expenditures Made by Credit Card

Beginning on September 1, 2015, all expenditures made by credit card must be reported on a new schedule: "Expenditures Made by Credit Card" Schedule (F4). This requirement applies to filers of electronic and paper campaign finance reports, including candidates, officeholders, political committees, political parties, and direct campaign expenditure filers.

When a credit card is used to make a reportable expenditure, the expenditure must be reported on the new schedule by identifying the name and address of the vendor who sold the goods or services, **NOT** the credit card company that issued the credit card. The date, amount, and purpose of the expenditure must also be disclosed, in addition to other information.

Once the credit card bill is paid, the payment must also be reported using the appropriate existing disbursement schedule (e.g., Schedule F1, Schedule G, Schedule H, or Schedule I) by identifying the credit card company that receives the payment. The date, amount, and purpose of the payment must also be disclosed, in addition to other information.

Please see the following examples of reporting expenditures made by credit card:

Example 1: Candidate Using Credit Card to Make a Political Expenditure and Using Political Contributions to Pay the Credit Card Bill in the Same Reporting Period:

A candidate for *non-judicial* office uses her credit card to buy $1,000 in campaign office supplies from an office store. During the same reporting period, the candidate makes a payment from her political contributions account to pay the $1,000 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 she made the credit card charge and sent the payment to the credit card company:

- For the credit card charge: a $1,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the office store as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Office Overhead/Rental Expense," and a description as "Campaign Office Supplies." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $1,000 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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 campaign office supplies."

- Both $1,000 amounts reported on each schedule will also be included in the appropriate 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 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 a payment from his personal funds account to pay the $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 company:

- For the credit card charge: a $3,000 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the print shop as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising Materials." In Section 9 of the schedule, the box for "Political" is also checked.

- For the payment to the credit card company: a $3,000 expenditure on the "Political Expenditures Made from Personal Funds" Schedule (G). The schedule identifies the credit card company 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.

- Both $3,000 amounts reported on each schedule will also be 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 uses its credit card to buy $500 in political advertising in a newspaper. The committee receives the statement from the credit card company but does not send a payment until after the reporting period ends. When the committee sends a payment to the credit card company, 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:

- A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

- 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 company, 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 company:

- A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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."

- 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 company but does not send a payment until after the reporting period ends. When the candidate sends a payment to the credit card company, 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:

- A $500 expenditure on the "Expenditures Made by Credit Card" Schedule (F4). The schedule identifies the newspaper as the payee of the expenditure and includes the address, date, amount, a category of the expenditure as "Advertising Expense," and a description as "Political Advertising." In Section 9 of the schedule, the box for "Political" is also checked.

- 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 company, the 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 company was made:

- A $500 expenditure on the "Political Expenditures from Political Contributions" Schedule (F1). The schedule identifies the credit card company 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."

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.

C/OH: Glossary

A

Accepting a Contribution: A candidate or officeholder must report contributions that he or she has accepted. Receipt is different from acceptance. A decision to accept a contribution must be made by the end of the reporting period during which the contribution is received. (A decision to accept a contribution made during the period covered by a Legislative Special Session report must be made by the third day after the contribution is received.)

> **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.

AS IF-SPAC: AS IF-Specific Purpose Committee Campaign Finance Report

B

C

COA-EFS: City of Austin Electronic Filing System

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.

D

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 made 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 an expenditure to prepare and distribute an endorsement letter in support of a candidate and you did not get the candidate's approval before you made the expenditure, you made a direct campaign expenditure. However, if you asked for and received the candidate's approval before making the expenditure, you made an in-kind contribution to the candidate.

E

F

Financial Institution: A corporation that has been legally engaged in the business of making loans for more than one year.

Full Name of the Contributor: Texas law does not allow anonymous contributions. Even if you do not itemize a contribution, you must maintain a record of all the information related to a contribution for two years after the deadline for filing the report. You must also identify the actual source of a contribution, not an intermediary.

G

H

I

J

K

L

M

Modified Reporting: On the campaign treasurer appointment (Form CTA), there is an option to choose "modified reporting" for the next election cycle. A candidate must make this selection at least 30 days before the first election to which the selection applies. Modified reporting excuses an opposed candidate from filing 30-day and 8-day pre-election reports and a runoff

report. An opposed candidate is eligible for modified reporting only if the candidate does not intend to exceed either $500 in contributions or $500 in expenditures in connection with an election cycle.

A selection to file on the modified reporting schedule lasts for an entire election cycle. In other words, the selection is valid for a primary, a primary runoff, and a general election (as long as the candidate does not exceed one of the $500 thresholds).

If an opposed candidate chooses modified reporting on Form CTA, but then exceeds one of the thresholds before the 30th day before the election, the candidate is no longer eligible for modified reporting and must file reports 30 days and 8 days before the election.

If an opposed candidate chooses modified reporting, but then exceeds one of the thresholds after the 30th day before the election, the candidate must file an "Exceeded $500" report within 48 hours of exceeding the threshold. At that point, the candidate is no longer eligible for modified reporting and must file according to the regular filing schedule.

N

Non-Political Expenditure: 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.

> **Examples of Non-Political Expenditures:** (1) a charitable donation, if you receive no benefit in return; (2) payments to a lobbyist to work on legislative matters.

O

Officeholder Expenditure: A payment or agreement to pay certain expenses in connection with an officeholder's duties or activities, if the expenses are not reimbursable with public money.

> **Austin, Texas Officeholder Living Expense:** refers to payments made to defray ordinary and necessary expenses incurred in connection with the performance of duties or activities as a public officeholder, including payment of rent, utility, and other reasonable housing or household expenses incurred in maintaining a residence in Travis County by members of the legislature who do not ordinarily reside in Travis County. Examples include:
>
> - Rent for Austin apartment
> - Phone line and internet access for Austin apartment
> - Installation expense of security system at officeholder apartment

Opposed Candidate: You are an "opposed" candidate if you have an opponent, including a minor party candidate, whose name is printed on the ballot. If your only opposition is a write-in candidate, you are not considered opposed for filing purposes. Note: If you are a write-in candidate, you are an "opposed" candidate for filing purposes.

P

Pledge: a promise to transfer money, goods, services, or other things of value. A pledge is not a reportable contribution, unless it is accepted.

> ***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.)

Political Contribution: Any transfer of or promise to transfer money, goods, services, or other thing of value, including a loan, that is given to a candidate or officeholder with the intent that it be used either:

> (1) in connection with a campaign for elective office or on a measure to be submitted to the voters; or
>
> (2) to defray expenses in connection with an officeholder's duties or activities, provided that the expenditures are not reimbursable from public money.

A donation of money to a candidate/officeholder at a fundraiser is a monetary contribution.

A contribution of goods or services is a non-monetary (in-kind) contribution. Examples of non-monetary (in-kind) contributions are:

- Donation of office space
- Donation of an item to be auctioned at a fundraiser
- Donation of a mailing list
- Donation of material and labor for printing campaign signs

A political contribution in the form of a pledge must be reported on the appropriate schedule. For example, a promise to give you money after the election to pay debts incurred in connection with the election is a pledge.

A loan from an incorporated financial institution that has been in business for more than a year is not considered to be a contribution, but you must report any such loans taken out for campaign or officeholder purposes on the appropriate schedule.

Q

R

S

T

U

Unopposed Candidate: You are an "unopposed" candidate if your name is the only name printed on the ballot for the office you are seeking. You are also considered unopposed for filing purposes if your only opposition is a write-in candidate. Note: If you are a write-in candidate, you are an "opposed" candidate for filing purposes.

V

W

X

Y

Z

§ 2. ELIGIBILITY OF COUNCIL MEMBERS.

(A) A candidate for mayor must meet all eligibility requirements of state law and must have resided continuously in the state for 12 months and in the city for six months immediately preceding the regular filing deadline for a mayoral candidate's application for a place on the ballot. If the mayor ceases to reside in the city, the mayor automatically resigns.

(B) A candidate for city council from a council district must meet all eligibility requirements of state law and must have resided continuously in the state for 12 months and in the council district from which the member is seeking election for six months immediately preceding the regular filing deadline for a council candidate's application for a place on the ballot. If a council member elected from a council district ceases to reside in the district as the boundaries of the district were drawn at the time of the council member's election, the council member automatically resigns.

Amendment note:*Section 2 appears as added at the election of November 6, 2012. A former § 2 concerned the qualifications for Council members; had previously been amended at the election of April 1, 1978; and was repealed at the election of November 6, 2012.*

§ 5. TERM LIMITS.

(A) Except as provided in subsection (C), a person may not be elected to or serve in the office of mayor for more than two consecutive terms, and a person who has held the office of mayor for more than two years of a term to which some other person was elected mayor may not be elected to the office of mayor more than once in succession.

(B) Except as provided in subsection (C), a person may not be elected to, or serve on, the city council in a position other than mayor for more than two consecutive terms, and a person who has held a position other than mayor for more than two years of a term to which some other person was elected to the position may not be elected to a position other than mayor more than once in succession.

(C) A person subject to a term limit with respect to an office may become a candidate for the office and serve if elected if the person's application to be a candidate for the office is accompanied by a petition requesting that the person be authorized to be a candidate and the petition is signed by at least five per cent of the qualified voters of the territory from which the office is elected.

Amendment note:*Section 5 appears as amended at the election of November 6, 2012, and later renumbered by Ord. 20121213-004. As former § 3, this section was added at the election of May 7, 1994, and had previously been amended at the election of May 13, 2006. Former subsection (D) concerned city officials elected prior to April 30, 2006. and expired on the date that no one subject to its provisions continued to serve in the office of Mayor or Council member.*

Source: Ord. No. 20180809-113 , Pt. 7, 8-20-18/election of 11-6-18.

§ 8. LIMITS ON CAMPAIGN CONTRIBUTIONS AND EXPENDITURES.

(A) Limits On Contributions To Candidates.

(1) No candidate for mayor or city council and his or her campaign committee shall accept campaign contributions in excess of $300 per contributor per election from any person, except for the candidate and small-donor political committees. The amount of the contribution limit shall be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W U.S. City Average) U.S. City Average. The most recently published Consumer Price Index on May 13, 2006, shall be used as a base of 100 and the adjustment thereafter will be to the nearest $50.00.

(2) Each candidate may authorize, establish, administer, or control only one campaign committee at one time.

(3) No candidate and his or her committee shall accept an aggregate contribution total of more than $30,000.00 per election, and $20,000.00 in the case of a runoff election, from sources other than natural persons eligible to vote in a postal zip code completely or partially within the Austin city limits. The amount of the contribution limit shall be modified each year with the adoption of the budget to increase or decrease in accordance with the most recently published federal government Bureau of Labor Statistics Indicator, Consumer Price Index (CPI-W U.S. City Average) U.S. City Average. The most recently published Consumer Price Index on May 13, 2006, shall be used as a base of 100 and the adjustment thereafter will be to the nearest $1,000.00.

(B) Small-Donor Political Committees.

(1) A small-donor political committee is a political committee which has accepted no more than $25.00 from any contributor during any calendar year, has had at least 100 contributors during either the current or previous calendar year, has been in existence for at least six months, and has never been controlled by a candidate.

(2) Such a committee shall not contribute more than $1,000.00 per candidate per election for the offices of mayor and city council.

(C) Coordinated Expenditures.

Any expenditure supporting the election of a candidate or opposing the election of an opponent made with the prior consent of the candidate or his or her committee, or with cooperation or strategic communication between the candidate or his or her committee and the person making the expenditure, is considered a contribution and an expenditure.

(D) Contributions Considered To Be From One Committee.

Contributions made by separate political committees established, administered, maintained, or controlled by the same person or persons, including any parent, subsidiary, branch, division, department or local unit of the person, or by groups of those persons, shall be considered to be made by a single political committee.

(E) Responsibility Of Candidate To Prevent Violations.

The candidate, or his or her committee, shall determine whether accepting each contribution would violate this section before accepting the contribution.

(F) Time Restrictions On Candidate Fundraising; Officeholder Accounts.

(1) In this section terms have the same meaning as they have in Title 15 of the Texas Election Code. The term "officeholder account" means an account in which funds described by subsection (F)(4) must be kept. "Officeholder" means the mayor or a council member.

(2) An officeholder, a candidate for mayor or city council, or an officeholder's or candidate's committee may not solicit or accept a political contribution except during the last 180 days before an election for mayor or council member or in which an officeholder faces recall.

(3) Except as provided by subsection (F)(6), no later than the 90th day after an election, or if a candidate is in a runoff election no later than the 90th day after the runoff, a candidate or officeholder shall distribute the balance of funds received from political contributions in excess of any remaining expenses for the election:

(a) to the candidate's or officeholder's contributors on a reasonable basis,

(b) to a charitable organization, or

(c) to the Austin Fair Campaign Fund.

(4) An unsuccessful candidate who, after an election, has unpaid expenses remaining, or who has unreimbursed campaign expenditures from personal funds that were made with the intent to seek reimbursement from political contributions, may solicit and accept political contributions after the election until the unpaid expenses are paid and the unreimbursed expenditures are reimbursed.

(5) An officeholder who, after an election, has unpaid expenses remaining, or who has unreimbursed campaign expenditures from personal funds that were made with the intent to seek reimbursement from political contributions, may solicit and accept political contributions after leaving office until the unpaid expenses are paid and the unreimbursed expenditures are reimbursed. An officeholder may also pay the unpaid expenses and reimburse the unreimbursed expenditures from political contributions received during a subsequent campaign.

(6) An officeholder may retain up to $20,000.00 of funds received from political contributions for the purposes of officeholder expenditures.

(7) An officeholder shall keep funds retained under subsection (F)(6) in an account separate from any other funds including personal funds of the officeholder and any other political funds of the officeholder. The funds kept in an officeholder account may be used only for officeholder expenditures. The funds kept in an officeholder account may not be used for campaign expenditures. The funds kept in an officeholder account may not exceed $20,000.00 at any time.

(8) When an officeholder leaves the council, the funds remaining in an officeholder account must be paid to the Austin Fair Campaign Fund.

(G) Applicability To Council Members. Any incumbent mayor or council member is subject to the regulations applied to candidates for the office he or she holds.

(H) Criminal or Civil Litigation Fund.

Nothing in this article applies to the solicitation, acceptance, or use of contributions for:

(1) defending a criminal action or prosecuting or defending a civil action brought by or against the person in the person's status as a candidate or officeholder; or

(2) participating in an election contest or participating in a civil action to determine a person's eligibility to be a candidate for, or elected or appointed to, a public office in this state.

(I) Enforcement. The city council may by ordinance adopt penalties and enforcement procedures for violations of this article.

(J) Severability.

If any provision of this section, or the application of that provision to any persons or circumstances, shall be held invalid, then the remainder of this section, to the extent that it can be given effect, and the application of that provision to persons or circumstances other than those to which it was held invalid, shall not be affected thereby, and to this extent the provisions of this section are severable.

Amendment note:*Section 8 appears as amended at the election of May 13, 2006. This section was added at the election of November 4, 1997. It took effect on November 7, 1997, the date of the canvass.*

Source: Ord. No. 20180809-113 , Pt. 7, 8-20-18/election of 11-6-18.

CHAPTER 2-2. CAMPAIGN FINANCE.

ARTICLE 1. GENERAL PROVISIONS.

§ 2-2-1 DECLARATION OF POLICY AND LEGISLATIVE FINDINGS.

(A) The short name of this chapter is the Austin Fair Campaign Chapter.

(B) The proper operation of a representative democracy requires that elected public officials exercise independent judgment, act impartially, and remain responsible to the people.

(C) The City election process and city government should be protected from potential undue influence by individuals and groups making large contributions to the election campaigns of candidates for mayor and city council.

(D) The City election process and city government should be protected from even an appearance of undue influence by individuals or groups contributing to candidates for mayor and city council.

(E) The public should have justified confidence in the integrity of its government.

(F) Limitations on contributions of money, services, and materials by individuals or groups to candidates for City office will promote public confidence.

(G) Citizen participation in the operation of City election campaigns will enhance a broad based electoral process accountable to all citizens rather than a privileged few.

(H) The public should have timely access to accurate information regarding the sources of funding for direct campaign expenditures in City elections in order to enable voters to make informed decisions and give proper weight to different speakers and messages.

(I) Enactment of this chapter is an appropriate exercise of the City's authority as a home rule municipality under Texas law, and that the benefits of this chapter will include a more efficient, less costly election process and more responsive, effective city government.

(J) This chapter is enacted based on these findings, in furtherance of these policies, and is a narrowly tailored remedy to address the compelling government interests of preventing corruption or the appearance of corruption, preserving the individual citizen's confidence in government, and ensuring the integrity of the City's election system.

Source: Ord. 20080925-079;Ord. No. 20160623-020, Pt. 1, 7-3-16.

§ 2-2-2 DEFINITIONS.

In this chapter:

(1) CAMPAIGN or CAMPAIGN COMMITTEE means the principal, authorized political committee of a candidate for City office.

(2) CAMPAIGN CONTRACT means a contract between a candidate for mayor or city council and the City as provided by this chapter.

(3) CAMPAIGN FINANCE REPORT means a periodic report of contributions, loans, credits, interest, gains, reimbursements, and expenditures of a candidate, officeholder, or political committee required to be filed under Chapter 254, Texas Election Code, including any other matters and reports required to be disclosed under this chapter.

(4) CAMPAIGN PERIOD means the time period allowed in City Charter Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*) and Section 2-2-7 of this chapter.

(5) CAMPAIGN TREASURER means the individual designated by a candidate, officeholder, or political committee under the Texas Election Code, including a candidate acting as his or her own campaign treasurer.

(6) CANDIDATE means:

(a) a candidate for mayor or city council;

(b) a candidate's campaign committee; and

(c) related to Article 4 (*Direct Campaign Expenditures*), a person who has, or has had during an election or runoff election, authority to act on behalf of the candidate or candidate's campaign.

(7) CONTRIBUTION means a direct or indirect transfer of money, goods, services, or any other thing of value, including a pledge or an agreement or other obligation incurred, whether legally enforceable or not, to make a transfer. The term does not include an expenditure required to be reported under Section 305.006(b), Texas Government Code. In-kind labor, as defined in this chapter, is not a contribution.

(8) ELECTION or CITY ELECTION means the process by which an individual (whether opposed or unopposed) seeks election to City office, or an election for a ballot measure.

(9) EXPENDITURE means a payment of money or other thing of value, including an agreement made or other obligation incurred, whether legally enforceable or not, to make a payment. The term includes political expenditures made from the personal funds of a candidate or officeholder.

(10) INDIVIDUAL means a natural person, and cannot mean a corporation or other entity.

(11) IN-KIND LABOR means the value of personal services provided without compensation by any individual who volunteers on behalf of a candidate or political committee.

(12) LOAN means an agreement for the transfer of funds from a lender to a candidate, officeholder, or political committee with terms of repayment. The term includes the deposit of personal funds by a candidate or officeholder into an account in which political contributions are held.

(13) LOBBY or LOBBYING has the same meaning set out in City Code Chapter 4-8 (*Regulation of Lobbyists*).

(14) OFFICEHOLDER means an individual holding the office of mayor or City councilmember.

(15) OFFICEHOLDER ACCOUNT means an account maintained by an officeholder as permitted by the Texas Election Code to make officeholder expenditures, whether or not maintained as a segregated fund.

(16) OFFICEHOLDER EXPENDITURE means a payment made or obligation incurred by an officeholder when the payment or obligation is for officeholder purposes authorized by this chapter. The term includes political expenditures made from the personal funds of an officeholder.

(17) PERSON means an individual, corporation, partnership, labor union, or labor organization, or any unincorporated association, firm, committee, club, or other organization or group of persons, including a political committee organized under the Texas Election Code, not limited to the definition in Section 1-1-2 (*General Definitions*) of the Code.

(18) POLITICAL ADVERTISING has the meaning set out in the Texas Election Code.

(19) POLITICAL COMMITTEE means a specific purpose political committee or general purpose political committee as defined in the Texas Election Code.

(20) QUALIFYING CANDIDATE means a candidate who has signed a campaign contract under this chapter and who has met the requirements under this chapter to qualify for funds from the Austin Fair Campaign Finance Fund.

(21) REPORTING PERIOD means a period established under Chapter 254, Texas Election Code, and this chapter, for filing of campaign finance reports.

(22) RUNOFF ELECTION means an election following an election in which no candidate receives a majority of the votes cast.

(23) STRATEGIC COMMUNICATION means a communication regarding advertising, campaign strategies, and voter groups between the candidate, candidate's campaign committee, or their agents or employees and any of the persons, agents, or employees of the entity making expenditures.

Source: Ord. 20080925-079; Ord. 20090618-048; Ord. 20120802-069;Ord. No. 20160407-006, Pt. 1, 4-18-16;Ord. No. 20160623-020, Pt. 2, 7-3-16; Ord. No.20171005-029, Pt. 1, 10-16-17.

§ 2-2-3 CONFORMITY WITH TEXAS ELECTION CODE.

(A) Terms not defined in this chapter but defined in the Texas Election Code shall have the meanings assigned to them in the Texas Election Code.

(B) The starting and ending dates of reporting periods and the due dates of contribution and expenditure reports for City elections shall continue to be governed by the Texas Election Code.

(C) Under this chapter, candidates, officeholders, and political committees participating in City elections may be required to make additional disclosures, to file additional notices, and to comply with certain restrictions not set out in the Texas Election Code.

(D) If there is a conflict between this chapter and the Texas Election Code or other state law, state law prevails. The requirements set out in this chapter are cumulative of those in the Texas Election Code, and nothing in this chapter shall be construed to limit obligations imposed by the Texas Election Code.

Source: Ord. 20080925-079.

§ 2-2-4 CONFORMITY WITH CONSTITUTIONAL AND CHARTER PROVISIONS; SEVERABILITY.

(A) This chapter shall comply in all respects with applicable provisions of the United States Constitution, the Texas Constitution, and the City Charter.

(B) If any provision of this chapter is declared by a court of law to be illegal, void, invalid, unconstitutional, or in violation of the City Charter, the provisions of Code Section 1-1-12 (*Severability*) shall be given a liberal construction to maintain the effectiveness of all other provisions of this chapter.

Source: Ord. 20080925-079.

§ 2-2-5 OFFENSES AND PENALTY.

(A) Except as provided in Subsection (B), a person who knowingly violates this chapter or a provision of City Charter Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*) commits a Class C misdemeanor punishable in accordance with Section 1-1-99 (*Offenses; General Penalty*) by a fine not to

exceed $500. Each expenditure, contribution, or other action in violation of this chapter constitutes a separate offense.

(B) This section does not apply to Article 2 (*Voluntary Limitations on Contributions and Expenditures*), except as otherwise specifically provided in that article.

(C) The remedies authorized under this chapter are cumulative of other remedies available under state and federal law.

Source: Ord. 20080925-079.

§ 2-2-6 CANDIDATE GUIDE.

(A) The city clerk shall prepare a candidate guide to current city election provisions, including:

(1) the City Charter, Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*);

(2) City Code Chapter 2-2 (*Campaign Finance*);

(3) copies of reporting forms required by state law; and

(4) copies of reporting and disclosure forms required by this chapter.

(B) The city clerk shall make the candidate guide available cost-free in hard copy at least six months before a City election. The city clerk may also make the guide available online in an electronic format that is readily reproduceable.

(C) The city clerk shall give each candidate filing a designation of campaign treasurer or for a place on the ballot and a prospective candidate a copy of the candidate guide.

Source: Ord. 20080925-079.

§ 2-2-7 COMMENCEMENT OF CAMPAIGN PERIOD.

(A) A general election, special election, and runoff election each have a separate campaign period for purposes of City Charter Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*) and this chapter. The contribution limits set forth in City Charter Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*) apply separately to each general election, runoff election, and special election.

(B) The campaign period for a general election begins the 365th day before the date of the general election.

(C) The campaign period for a runoff election begins the day after the date of an election at which no candidate receives the majority of the votes.

(D) The campaign period for a special election, including a recall election, begins the day after the date the council calls the special election.

(E) An unsuccessful candidate may only solicit or accept political contributions after an election to the extent authorized by City Charter, Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*), Subsection (F)(4).

(F) An officeholder may only solicit or accept political contributions after an election to the extent authorized by City Charter, Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*), Subsection (F)(5).

(G) A candidate may only raise funds for an election during an authorized campaign period.

Source: Ord. 20090618-048; Ord. No.20171005-029, Pt. 2, 10-16-17.

§ 2-2-8 TERMINATION OF INACTIVE CAMPAIGN TREASURER APPOINTMENT.

(A) In this section, "inactive candidate" or "inactive political committee" means a candidate or political committee that:

(1) has not filed a required report under Texas Election Code, Chapter 254 (*Political Reporting*), for more than one year since the last reporting deadline;

(2) in the case of a candidate, has not been elected to an office for which a candidate is required to file a campaign treasurer appointment with the city clerk; and

(3) has not filed:

(a) a final report under Texas Election Code, Section 254.065 (*Final Report*) or 254.125 (*Final Report of Committee for Supporting or Opposing Candidate or Measure*); or

(b) a dissolution report under Texas Election Code, Section 254.126 (*Dissolution Report of Committee for Assisting Officeholder*) or 254.159 (*Dissolution Report*).

(B) The city clerk may terminate the campaign treasurer appointment of an inactive candidate or inactive political committee.

(C) Before the city clerk may terminate a campaign treasurer appointment under this section, the city council must consider and approve the proposed termination in a regularly scheduled open meeting.

(D) Before the city clerk may terminate a campaign treasurer appointment under this section the city clerk must provide written notice to the affected candidate or committee of:

(1) the proposed termination of the candidate's or committee's campaign treasurer appointment;

(2) the date, time, and place of the meeting at which the city council will consider the proposed termination; and

(3) the effect of termination of the candidate's or committee's campaign treasurer appointment.

(E) The termination of a campaign treasurer appointment under this section takes effect on the 30th day after the date of the meeting at which the city council votes to terminate the appointment. Following that meeting, the city clerk shall promptly notify the affected candidate or political committee that the appointment has been terminated. The notice must state the effective date of the termination.

Source: Ord. 20120308-003.

ARTICLE 2. VOLUNTARY LIMITATIONS ON CONTRIBUTIONS AND EXPENDITURES.

§ 2-2-11 VOLUNTARY CAMPAIGN CONTRACT.

(A) A candidate for mayor or city council may sign a contract with the City agreeing to abide by limitations on that candidate's contributions and expenditures as specified in this article in exchange for benefits provided under this chapter.

(B) A candidate must personally sign the campaign contract the earlier of:

(1) 30 days after he or she becomes a candidate under the Texas Election Code; or

(2) the date the candidate files for a place on the ballot.

(C) Only a candidate who signs a campaign contract with the City will qualify for public funds from the Austin Fair Campaign Finance Fund under Article 7 of this chapter (*Austin Fair Campaign Finance Fund*).

(D) A candidate who signs a campaign contract must report a contribution or expenditure during the first reporting period in which it is made and apply the contribution or expenditure to the candidate's voluntary limits. The candidate must file the campaign finance report's data as provided in Section 2-2-26 (*Filing of Campaign Finance Report Data*).

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 2, 4-18-16.

§ 2-2-12 CANDIDATES' EXPENDITURE LIMITATIONS.

(A) A candidate who signs a campaign contract under this chapter shall not, during the campaign period, make expenditures exceeding the following limits:

(1) candidates for mayor: expenditures of $120,000 and an additional $80,000 in a runoff election; and

(2) candidates for city council: expenditures of $75,000 and an additional $50,000 in a runoff election.

(B) A candidate in a race for mayor or city council shall not make expenditures from his or her own funds that exceed five percent of the applicable voluntary expenditure limits in this section for an election or runoff election. An expenditure by a candidate is an expenditure by his or her campaign. A candidate shall report expenditures from personal funds consistent with state law and this chapter.

(C) If a candidate has signed a campaign contract under this chapter, expenditures on behalf of the candidate other than direct campaign expenditures, as defined in Article 4 (*Direct Campaign Expenditures*), shall apply to the candidate's voluntary expenditure limits.

(D) A candidate makes an expenditure subject to this article on the date that:

(1) a payment is actually made; or

(2) an agreement requiring payment is entered into; or

(3) an obligation to make a payment is incurred.

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 3, 4-18-16.

§ 2-2-13 CANDIDATES' CONTRIBUTION LIMITS.

(A) Except as provided in Subsection (B), a candidate who signs a campaign contract under this chapter shall not accept contributions from an individual or any political committee exceeding the following limits:

(1) Candidates for mayor:

(a) aggregate contributions of more than the amount set by City Charter Article III, Section 8(A)(1) for both the campaign period for the election and the campaign period for a runoff election; and

(b) more than $24,000 in contributions in a campaign period from political committees for a regular election or an additional $16,000 for a runoff election.

(2) Candidates for city council:

(a) aggregate contributions of more than the amount set by City Charter Article III, Section 8(A)(3), for both the campaign period for the election and the campaign period for a runoff election; and

(b) more than $15,000 in contributions in a campaign period from political committees for a regular election or an additional $10,000 for a runoff election.

(B) A candidate for mayor or city council may spend personal funds on his or her own campaign up to the applicable five percent expenditure limits set out in Section 2-2-12 (*Candidates' Expenditure Limitations*). An expenditure from personal funds shall be reported in a manner consistent with state law and this chapter.

(C) A candidate accepts a contribution subject to this Article on the date that:

(1) it is accepted under the Texas Election Code;

(2) an agreement is made to accept the contribution; or

(3) an obligation is incurred to accept a transfer.

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 4, 4-18-16.

§ 2-2-14 DISCLOSURE OF COMPLIANCE WITH CHAPTER.

(A) A candidate who signs a campaign contract shall include the following notice in all political advertising: "This campaign has agreed to comply with the contribution and expenditure limits of the Austin Fair Campaign Chapter."

(B) Except to the extent prohibited by the Federal Communications Act, a candidate who chooses not to sign a campaign contract shall include the following notice in all political advertising: "This campaign has not agreed to comply with the contribution and expenditure limits of the Austin Fair Campaign Chapter."

(C) The disclosures required by this section shall be clear and conspicuous:

(1) On printed political advertising, the disclosure shall be printed in sufficient type and size to be clearly readable, in two highly contrasting colors such as dark text on a light background, but in no case smaller than eight point font;

(2) On other forms of political advertising, including internet advertisement, television, and radio, the disclosure shall provide the reader, viewer, or listener with actual notice of the disclosure; and

(3) A disclaimer is not clear and conspicuous if it is difficult to read or hear, or if the placement is easily overlooked.

(D) The requirements of subsections (A) through (C) do not apply to bumper stickers, pins, buttons, pens, apparel, and similar small or impractical items upon which the notice cannot be conveniently printed.

(E) A candidate or other campaign representative who authorizes the publication of political advertising without the notice required by this section commits an offense.

Source: Ord. 20080925-079; Ord. 20100819-034.

§ 2-2-15 LIQUIDATED DAMAGES.

Each campaign contract shall provide for liquidated damages payable to the City and to other candidates for the same office who sign a campaign contract, in substantially the following form:

"The actual damages that may be sustained by the City and by another candidate by reason of a candidate's breach of a campaign contract are uncertain and would be difficult to determine. The parties stipulate that a reasonable and just compensation to each damaged party, including the City and another candidate, for a candidate's breach of the contribution or expenditure limits in a campaign contract would be three times the amount or value of the excessive expenditure made or contribution accepted. In addition, the City may recover as damages from a candidate who breaches a campaign contract of the amount paid to that candidate from the Austin Fair Campaign Finance Fund.

"A candidate who signs a campaign contract shall promise to pay, and the City and each other candidate for the same office who signs a campaign contract shall agree to accept, in lieu of other damages, the amounts set out in this section as liquidated damages, and not as a penalty, in the event of a breach of the campaign contract. The City and each candidate with standing to enforce the campaign contract shall recover reasonable attorney's fees from the breaching party in connection with a lawsuit for liquidated damages."

Source: Ord. 20080925-079.

§ 2-2-16 OTHER ENFORCEMENT AND SANCTIONS.

(A) A candidate who breaches the terms of a campaign contract shall not be considered as a provider of goods or services to the City under a contract for a period of four years following the date of the election in which the breach occurs, unless controlling state law requires that his or her bid or proposal be accepted by the City. The city council may waive this ineligibility by a unanimous vote.

(B) This article is enforceable as a matter of contract law in the courts of the state of Texas. Except for a violation of the required notice provisions of Section 2-2-14 (*Disclosure of Compliance with Chapter*), this article is not intended to create criminal liability.

Source: Ord. 20080925-079.

§ 2-2-17 WAIVER OF VOLUNTARY LIMITS.

(A) A candidate who signs a campaign contract need not comply with the voluntary contribution and expenditure limits and may continue to use on campaign advertising the statement of compliance with the Austin Fair Campaign Chapter if:

(1) another candidate who signed a campaign contract has exceeded the voluntary contribution and expenditure limits at the time of filing a contribution and expenditure report;

(2) one or more candidates files for the same City office who by the filing deadline has not entered into a campaign contract or filed a notice of intent, under the Texas Election Code, to raise and spend less than $500; or

(3) direct campaign expenditures, as defined in Article 4 (*Direct Campaign Expenditures*), in a race for the same council office by one person exceed $10,000 at any time before the election.

(B) A candidate who signed a campaign contract may, up to the end of the filing period for a place on the ballot, elect to opt out of the contract if another candidate has filed a designation of campaign treasurer for that office and has not within 30 days signed a campaign contract or a notice of intent, under the Texas Election Code, to raise and spend less than $500. If a candidate opts out of a contract, he or she may continue to use the disclaimer provided for in Section 2-2-14, but shall not be eligible to receive funds from the Austin Fair Campaign Finance Fund.

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 5, 4-18-16.

ARTICLE 3. DISCLOSURES AND FILING PROCEDURES FOR CONTRIBUTION AND EXPENDITURE REPORTS.

§ 2-2-21 ADDITIONAL INFORMATION REQUIRED ON ALL CAMPAIGN FINANCE REPORTS FILED WITH THE CITY.

(A) In addition to the information required under the Texas Election Code, a campaign finance report filed with the city clerk by a candidate, office holder, and political committee involved in a City election shall include the following information:

(1) for all individual contributions of $200 or more in a reporting period, disclosure of the occupation of the contributor and the name of the contributor's employer; and

(2) in disclosing expenditures, the nature and purpose of any payment over $50 to a consultant or contractor, including a general description of the goods or services provided to the campaign.

(B) The requirements described in Subsection (A) also apply to the structured data file provided to the city clerk by a candidate, office holder, or political committee with each campaign finance report, as prescribed by Section 2-2-26 (*Filing of Campaign Finance Report Data*).

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 6, 4-18-16.

§ 2-2-22 FUNDRAISING AND BUNDLING BY INTERMEDIARIES.

(A) In this section:

(1) BUNDLER means a person who bundles campaign contributions. The term does not apply to an individual whose only fundraising activity is a fundraising event held at the individual's residence if the event raises funds in an aggregate amount of less than $5,000.

(2) BUNDLING means the soliciting and obtaining, during a campaign period, contributions on behalf of a candidate of $200 or more per person from five or more persons.

(B) For each reporting period in which a candidate for whom a bundler has bundled contributions must file a report of contributions and expenditures, the candidate must also file a separate report with the City Clerk disclosing:

(1) the name and address of each bundler who has bundled for the candidate;

(2) the bundler's occupation and the name of the bundler's employer; and

(3) the name, address, occupation and employer of each individual contributor whose contribution was bundled by the bundler;

(4) the amount contributed by each individual contributor whose contribution was bundled by the bundler;

(5) the total amount the bundler has bundled for the candidate during the reporting period; and

(6) the name of each person registered or required to register under Chapter 4-8 (*Regulation of Lobbyists*) employed by, or compensated to lobby, by:

(a) the bundler;

(b) a business association through which the bundler does business; or

(c) the bundler's employer.

(C) A candidate who receives bundled contributions shall notify each bundler of the requirements of this section. A bundler shall provide to each candidate, at the time the bundler delivers bundled contributions to the candidate, the information necessary for the candidate to report the information required by this

section. The failure of a bundler to provide the information required by this subsection does not excuse any failure by a candidate to report the required information.

(D) Except as may be further limited by Subsection (E), a person who is registered, who is required to register, or who is employed by a person who is registered or required to register under Chapter 4-8 (*Regulation of Lobbyists*) may not bundle contributions totaling more than five times the contribution limit set by Article III, Section 8(A)(1) of the City Charter for any one candidate in a campaign period.

(E) This subsection applies only to a business association that is registered or required to register under Chapter 4-8 (*Regulation of Lobbyists*), that is owned in whole or in part by a person registered or required to register under Chapter 4-8 (*Regulation of Lobbyists*), that employs a person registered or required to register under Chapter 4-8 (*Regulation of Lobbyists*), or that compensates another person to lobby on a municipal question of interest to the business association. Partners, shareholders, principals, employees, and persons who conduct business through the same business association, are considered to be a single bundler for the purpose of this subsection. The total amount bundled by all the partners, shareholders, principals, employees, and persons who conduct business through the same business association when added together may not exceed ten times the contribution limit set by Article III, Section 8(A)(1) of the City Charter for the entire business association for any one candidate in a campaign period.

Source: Ord. 20080925-079; Ord. 20100819-034; Ord. 20120426-088.

§ 2-2-23 POLITICAL COMMITTEES.

(A) A specific purpose committee that makes contributions or expenditures in connection with a City election must file a campaign finance report with the city clerk as prescribed by the Texas Election Code and this chapter. In addition to the required report, a specific purpose committee must file each campaign finance report's data as provided in Section 2-2-26 (*Filing of Campaign Finance Report Data*).

(B) A general purpose committee that makes contributions or expenditures in connection with a City election must file with the city clerk a copy of each campaign finance report filed with the Texas Ethics Commission. This requirement shall apply to all reporting periods in which the general purpose committee makes 50 percent or more of its expenditures in connection with a City election, or makes an expenditure of $2,500 or more in connection with a City election. The filing date for filing with the city clerk is the date established under the Texas Election Code for filing with the Texas Ethics Commission. In addition to a copy of each campaign finance report filed with the Texas Ethics Commission, a general purpose committee must file the campaign finance report's data as provided in Section 2-2-26 (*Filing of Campaign Finance Data*).

(C) A general purpose political committee that makes more than 50 percent of its expenditures in a reporting period in connection with a City election, or makes an expenditure of $2,500 or more in connection with a City election, or intends to do so, shall file with the city clerk as a notice of intent an original or a copy of its current "Appointment of a Campaign Treasurer" not later than the 60th day before making a contribution or expenditure in connection with a City election. At the written request of the general purpose political committee, the original filing with the city clerk of the "Appointment of a Campaign Treasurer" may serve as a notice of intent to participate in future City elections.

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 7, 4-18-16.

§ 2-2-24 RETURNED CONTRIBUTIONS.

A candidate, officeholder, or candidate's campaign committee returning a contribution shall comply with the following requirements:

(A) after a contribution has been deposited in a financial institution account, a partial or full refund must be paid by cashier's check;

(B) copies of returned checks, refund checks, and any related correspondence must be retained by the campaign treasurer in accordance with Section 2-2-28 (*Retention of Records*); and

(C) any contribution received and accepted, but refunded to the contributor, must be disclosed as both a contribution and an expenditure on the applicable contribution and expenditure report.

Source: Ord. 20080925-079.

§ 2-2-25 REPEALED.

Editor's note(s)—Ord. No. 20160407-006, Pt. 8, effective April 18, 2016 , repealed § 2-2-25, which pertained to annual reconciliation filing by candidates and campaign committees. See Code Comparative Table for complete derivation.

§ 2-2-26 FILING OF CAMPAIGN FINANCE REPORT DATA.

(A) A candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed.

(B) The city manager, in consultation with the city clerk, shall maintain for the use of the city clerk a Web site that allows public access to a searchable and downloadable database capable of executing queries.

(C) The city clerk must upload a data file into the database exactly as the file is received, except that the city clerk may not upload a data file that does not comply with the city clerk's technical specifications. A filer who provides a non-compliant data file to the city clerk shall resubmit the data in the required format. A data file that must be resubmitted is timely filed if resubmitted no later than the next business day after the date that the city clerk notifies the filer that the data file is non-compliant.

(D) The city clerk shall upload the data related to a campaign finance report to the database available from the City's Web site on the first business day after the date that the city clerk accepts the data file. The city clerk shall post a campaign finance report to the City's Web site on the first business day after the date that the city clerk receives the report.

(E) This ordinance is cumulative of, and does not supersede, another requirement of law regarding the deadline, filing, form, signing, or acknowledgement of a campaign finance report. A person who must file a report under this chapter shall file the report with the city clerk.

(F) A data file has the same records retention period as the associated campaign finance report.

(G) The requirement under this section to provide to the city clerk a structured data file containing the contents of each campaign finance report does not apply to a candidate or officeholder running for re-election if:

(1) the due date for the campaign finance report falls within the campaign period;

(2) the candidate or officeholder running for re-election has not raised and does not intend to raise more than $10,000 in contributions during the campaign period; and

(3) the candidate or officeholder running for re-election files a signed statement with the city clerk stating that the candidate or officeholder running for re-election has not raised and does not intend to raise more than $10,000 in contributions during a campaign period.

(H) If contributions to a candidate or officeholder running for re-election who has signed an exemption statement under this subsection exceed $10,000, the candidate or officeholder running for re-election shall provide to the city clerk:

(1) a data file for each subsequent campaign finance report that the candidate or officeholder is required to file; and

(2) a data file for each prior campaign finance report that was due during the campaign period before the contributions to the candidate or officeholder exceeded $10,000, to be provided to the city clerk no later than the next campaign finance report filing deadline after the contributions to the candidate or officeholder exceed $10,000.

(I) An exemption under this subsection from providing a data file associated with a required campaign finance report does not exempt the candidate from filing the campaign finance report.

Source: Ord. 20080925-079; Ord. 20090521-017; Ord. 20120426-087;Ord. No. 20120927-091, Pt. 1, 10-8-12;Ord. No. 20150806-004, Pt. 3, 8-17-15/2-1-16;Ord. No. 20160407-006, Pt. 9, 4-18-16.

Editor's note(s)—Section 2-2-26(B) takes effect on February 1, 2016.

§ 2-2-27 RESERVED.

Editor's note(s)—Ord. No. 20160407-006, Pt. 10, effective April 18, 2016 , repealed § 2-2-27, which pertained to disclosure of loans from a candidate or officeholder and expenditures from the funds of a candidate or officeholder. See Code Comparative Table for complete derivation.

§ 2-2-28 RETENTION OF RECORDS.

A candidate or officeholder subject to this chapter must:

(A) maintain copies of checks, bank statements, and deposit slips for a period of five years after the close of the reporting period to which the records are applicable;

(B) make them available to the Ethics Review Commission, on request, within the five year retention period.

Source: Ord. 20080925-079.

§ 2-2-29 PRE-ELECTION REPORTS.

(A) This section applies to:

(1) a candidate who accepts contributions that total more than $10,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election;

(2) a candidate who loans personal funds to the candidate's campaign totaling $10,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election;

(3) a candidate who makes expenditures from personal funds in support of the candidate's campaign totaling $10,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election;

(4) a political committee that accepts contributions that total more than $2,500 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election; and

(5) a political committee that makes expenditures that total more than $1,000 during the period beginning the 9th day before the date of an election and ending at 5 p.m. on the day before the date of an election.

(B) A candidate or political committee described in Subsection (A) shall file a pre-election report with the city clerk no later than 5 p.m. on the first business day after each date that one or more of the reporting thresholds prescribed by Subsection (A) are met. The filing of one pre-election report does not excuse the filing of a subsequent report each time the reporting thresholds prescribed by Subsection (A) are met.

(C) A candidate described in Subsection (A) shall file a pre-election report with the city clerk that includes the following information:

(1) the name of the candidate;

(2) an itemization of contributions, including:

(a) the name and address of each contributor making a contribution of more than $50;

(b) the amount of each contribution;

(c) the date each contribution was accepted;

(d) a description of any in-kind contribution; and

(e) for each contribution of $200 or more, the occupation of the contributor and the name of the contributor's employer.

(3) an itemization of loans from personal funds, including:

(a) the amount of each loan; and

(b) the date each loan.

(4) an itemization of expenditures from personal funds, including:

(a) the full name and address of the payee to whom each expenditure was made;

(b) the date and amount of each expenditure; and

(c) the purpose and description of each expenditure.

(D) A political committee described in Subsection (A) shall file a pre-election report with the city clerk that includes the following information:

(1) the name of the political committee;

(2) an itemization of contributions, including:

(a) the name and address of each contributor making a contribution of more than $50;

(b) the amount of each contribution;

(c) the date each contribution was accepted;

(d) a description of any in-kind contribution; and

(e) for each contribution of $200 or more, the occupation of the contributor and the name of the contributor's employer.

(3) an itemization of expenditures, including:

(a) the amount of each expenditure over $50;

(b) the full name and address of the payee to whom each expenditure was made;

(c) the date of each expenditure; and

(d) the purpose and description of each expenditure.

(E) In addition to the pre-election report, a candidate or political committee described in Subsection (A) must file the pre-election report's data as required in Section 2-2-26 (*Filing of Campaign Finance Report Data*).

(F) The city clerk shall post each pre-election report on the City's Web site no later than 5 p.m. on the first business day after the date that the city clerk receives the report and accepts the associated data file.

(G) All information reported on a pre-election report must also be reported on the candidate's or political committee's subsequent campaign finance report.

Source: Ord. No. 20120524-078;Ord. No. 20160407-006, Pt. 11, 4-18-16.

ARTICLE 4. DIRECT CAMPAIGN EXPENDITURES.

§ 2-2-31 DEFINITIONS.

In this article:

(A) DIRECT CAMPAIGN EXPENDITURE means an expenditure for an electioneering communication or for express advocacy, as those terms are defined in this Article, that is made:

(1) independently of any candidate and any candidate's campaign committee;

(2) without prior consent, cooperation, strategic communication, or consultation between:

(a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or candidate's campaign committee; and

(b) the person or entity making the expenditure, or that person's agent or employee; and

(3) without prior sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between:

(a) any candidate, any candidate's campaign staff, any candidate's campaign committee, or an agent or employee of any candidate or any candidate's campaign committee; and

(b) the person or entity making the expenditure, or that person's agent or employee.

(B) ELECTIONEERING COMMUNICATION means a communication that:

(1) costs, or is part of a series of communications that in the aggregate cost, $500 or more;

(2) refers to:

(a) a clearly identified candidate by:

(i) containing the candidate's name, nickname, or image; or

(ii) making an unambiguous reference to the candidate or to the candidate's status as a candidate, challenger, or incumbent; or

(b) a clearly identified ballot measure, by containing:

(i) the measure's number;

(ii) a description of the measure; or

(iii) an unambiguous reference to the measure;

(3) is disseminated by publication, broadcast, Internet, a mass mailing, a telephone bank, or a billboard;

(4) is made later than the 61st day before the date of an election in which the candidate or the ballot measure appears on the ballot; and

(5) is capable of reaching at least:

(a) 5,000 people eligible to vote in the election; or

(b) two percent of the number of registered voters eligible to vote in the election.

(C) ELECTION REPORTING CYCLE means the two-year period beginning on the date following the most recent City general election.

(D) EXPRESS ADVOCACY means a communication, activity, goods, services, or any other thing of value that refers to a clearly identified candidate or ballot measure that:

(1) expressly advocates the election or defeat of the candidate, or passage or defeat of the ballot measure, including using such language as "Vote for," "Re-elect," "Cast your ballot against," "Cast your ballot for," "Defeat," "Vote Down," or "No More Funds for X;" or

(2) is susceptible to no reasonable interpretation other than as an appeal to vote for or against a specific candidate or ballot measure.

(E) SEGREGATED BANK ACCOUNT means a bank account maintained by a person who makes one or more direct campaign expenditures or covered transfers, consisting of funds that were paid directly to such account by persons other than the person that controls the account, used by that person to make direct campaign expenditures or covered transfers. A person who pays for direct campaign expenditures or covered transfers exclusively from a segregated bank account must only report information regarding contributions made to that account under Sections 2-2-32 (*Reporting of Direct Campaign Expenditures*), 2-2-33 (*Disclosure Statement Required*), and 2-2-34 (*Reporting of Covered Transfers*).

Source: Ord. 20120802-069;Ord. No. 20160407-006, Pt. 13, 4-18-16; Ord. No. 201660623-020, Pt. 3, 7-3-16.

§ 2-2-32 REPORTING OF DIRECT CAMPAIGN EXPENDITURES.

(A) A person who makes one or more direct campaign expenditures in a City election that in the aggregate meet or exceed $500 shall report:

(1) the full name and address of the person who makes the expenditure;

(2) if the person who makes the expenditure is an individual, the individual's occupation and employer;

(3) the full name and address of the person to whom each expenditure is made;

(4) the date and amount of each expenditure;

(5) the purpose and description of each expenditure;

(6) in the case of an expenditure for express advocacy, the name of each candidate, including the office held and office sought as applicable, whose election or defeat the expenditure advocates, or each ballot measure the passage or defeat of which the expenditure advocates;

(7) in the case of an expenditure for an electioneering communication, the name of each candidate, including the office held and office sought as applicable, to whom the communication refers or each ballot measure to which the communication refers; and

(8) except as provided in subsection (A)(8)(c), if the person making the expenditure has accepted a contribution from another person during the current election reporting cycle:

(a) in the case of an expenditure exclusively paid for by funds contained in a segregated bank account, for each contributor to the account who made contributions in an aggregate amount of $500 or more during the current election reporting cycle that have not previously been reported under this subsection:

(i) the full name and address of the contributor;

(ii) if the contributor is an individual, the individual's occupation and employer; and

(iii) the date and amount of each contribution received; or

(b) in the case of an expenditure paid for by funds other than funds contained in a segregated bank account, for each contributor who made contributions in an aggregate amount of $500 or more during the current election reporting cycle that have not previously been reported under this subsection:

(i) the full name and address of the contributor;

(ii) if the contributor is an individual, the individual's occupation and employer; and

(iii) the date and amount of each contribution received.

(c) A person is not required to report a contribution under subsections (A)(8)(a) or (A)(8)(b) if:

(i) the contributor specified in writing that the contribution was not to be used for political contributions or direct campaign expenditures at the time that the contribution was made to the person making the expenditure, and the person making the expenditure did not use the contribution for political contributions or direct campaign expenditures;

(ii) the person making the expenditure received the contribution in a commercial transaction in the ordinary course of any trade or business conducted by the person; or

(iii) the person making the expenditure received the contribution from investments made by the person.

(B) A person making a report required by subsection (A) shall include in the report a sworn statement that each direct campaign expenditure was made without prior consent, cooperation, strategic communication, consultation, or sharing of material information regarding the communication's content, intended audience, timing, or method of dissemination between an affected candidate, the candidate's campaign staff, the candidate's campaign committee, or an agent or employee of the candidate or the committee, and the person making the expenditure, or that person's agent or employee.

(C) The report required by subsection (A) shall be made:

(1) if the expenditure is made before the 60th day before the date of the election, no later than the fifth business day after the date of the expenditure;

(2) if the expenditure is made on or after the 60th day before the date of the election and before the ninth day before the date of the election, no later than the second business day after the date of the expenditure; or

(3) if the expenditure is made on or after the ninth day before the date of the election, no later than 5 p.m. on the first business day after the date of the expenditure.

(D) A person making a report required by subsection (A) shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the report. The data file must be provided to the city clerk no later than the date that the associated report must be filed.

(E) The data file must comply with specifications and be on media determined by the city clerk. A filer who provides a non-compliant data file to the clerk shall resubmit the data in the required format. A data file that must be resubmitted is timely filed if resubmitted no later than the next business day after the date that the clerk notifies the filer that the data file is non-compliant.

(F) Information reported under this section by a political committee or a person subject to Section 254.261 (*Direct campaign expenditure exceeding $100*) of the Texas Election Code must also be reported on the political committee's or person's next campaign finance report, if required by state law.

Source: Ord. 20120802-069;Ord. No. 20160407-006, Pt. 14, 4-18-16;Ord. No. 20160623-020, Pt. 4, 9-1-16.

Editor's note(s)—This section is effective September 1, 2016. Part 7 of Ordinance No. 20160623-020 states, "A person who makes one or more expenditures that are reportable under section 2-2-32 (Reporting of Direct Campaign Expenditures) must only report contributions received after August 31, 2016.

§ 2-2-33 DISCLOSURE STATEMENT REQUIRED.

(A) Except as provided by subsections (C) and (D), in addition to any other disclosure statement required by law, a person making the expenditure for a political advertisement, electioneering communication, or express advocacy, paid for in whole or in part by a direct campaign expenditure, using funds other than funds in a segregated bank account must conspicuously disclose on the communication the names of the five largest contributors who have each made contributions in an aggregate amount of $500 or more to the person making the direct campaign expenditure during the current election reporting cycle.

(B) Except as provided by subsections (C) and (D), in addition to any other disclosure statement required by law, a person making the expenditure for a political advertisement, electioneering communication, or express advocacy, paid for in whole or in part by a direct campaign expenditure, using exclusively funds in a segregated bank account must conspicuously disclose on the communication the names of the five largest contributors to the account who have each made contributions in an aggregate amount of $500 or more to the person making the direct campaign expenditure during the current election reporting cycle.

(C) A contributor's name is not subject to disclosure under this section if:

(1) the contributor specified that the contribution was not to be used for political contributions or direct campaign expenditures at the time that the contributor made the contribution to the person making the expenditure, and the person making the expenditure did not use the contribution for political contributions or direct campaign expenditures;

(2) the person making the expenditure received the contribution in a commercial transaction in the ordinary course of any trade or business conducted by the person; or

(3) the person making the expenditure received the contribution from investments made by the person.

(D) The disclosure requirements of this section do not apply to:

(1) bumper stickers, pins, buttons, pens, apparel, and similar small items upon which the names cannot be conveniently printed; or

(2) circulars or flyers that cost in the aggregate less than $500 to publish and distribute.

(E) The disclosure required by this section shall be clear and conspicuous:

(1) on printed material, the disclosure shall be printed in sufficient type and size to be clearly readable, in two highly contrasting colors such as dark text on a light background, but in no case smaller than eight point font; and

(2) on other forms of communication, including internet advertisement, television, and radio, the disclosure shall provide the reader, viewer, or listener with actual notice of the disclosure.

(F) A disclosure is not clear and conspicuous if it is difficult to read, view, or hear, or if the placement is easily overlooked.

Source: Ord. 20120802-069;Ord. No. 20160407-006, Pt. 15, 4-18-16;Ord. No. 20160623-020, Pt. 5, 7-3-2016.

§ 2-2-34 REPORTING OF COVERED TRANSFERS.

(A) In this section, "covered transfer" means any contribution by a person to another person if the first person:

(1) designates, requests, or suggests that the contribution be used for:

(a) direct campaign expenditures; or

(b) making a transfer to another person for the purpose of making or paying for direct campaign expenditures;

(2) made the contribution in response to a solicitation or other request for a contribution for:

(a) the making of or paying for direct campaign expenditures; or

(b) making a contribution to another person for the purpose of making or paying for direct campaign expenditures; or

(3) engaged in discussions with the recipient of the contribution regarding:

(a) the making of or paying for direct campaign expenditures; or

(b) making a contribution to another person for the purpose of making or paying for direct campaign expenditures.

(B) The term "covered transfer" does not mean:

(1) a contribution made by a person if that person prohibited, in writing, the use of that contribution for political contributions, direct campaign expenditures, or covered transfers, and if the person receiving the contribution did not use the contribution for political contributions, direct campaign expenditures, or covered transfers;

(2) a contribution made by a person in a commercial transaction in the ordinary course of any trade or business conducted by that person;

(3) a contribution made by a person in the form of an investment made by that person; or

(4) a contribution made by a person who has not received a contribution from another person during the current election reporting cycle.

(C) A person who makes one or more covered transfers in a City election that in the aggregate meet or exceed $500 shall report:

(1) the full name and address of the person who makes the transfer;

(2) if the person who makes the transfer is an individual, the individual's occupation and employer;

(3) the full name and address of the person to whom each transfer is made;

(4) the date and amount of each transfer;

(5) the purpose and description of each transfer;

(6) in the case of a transfer made for a direct campaign expenditure for express advocacy, if known at the time that the transfer is reported, the name of each candidate, including the office held and office sought as applicable, whose election or defeat the expenditure advocates, or each ballot measure the passage or defeat of which the expenditure advocates;

(7) in the case of a transfer made for an electioneering communication, if known at the time that the transfer is reported, the name of each candidate, including the office held and office sought as applicable, to whom the communication refers or each ballot measure to which the communication refers; and

(8) except as provided in subsection (C)(8)(c), when the person making the transfer has accepted a contribution from another person during the current election reporting cycle:

(a) in the case of a transfer exclusively paid for by funds contained in a segregated bank account, for each contributor to the account who made contributions in an aggregate amount of $500 or more during the current election reporting cycle that have not previously been reported under this subsection:

(i) the full name and address of the contributor;

(ii) if the contributor is an individual, the individual's occupation and employer; and

(iii) the date and amount of each contribution received; or

(b) in the case of a transfer paid for by funds other than funds contained in a segregated bank account, for each contributor who made contributions in an aggregate amount of $500 or more during the current election reporting cycle that have not previously been reported under this subsection:

(i) the full name and address of the contributor;

(ii) if the contributor is an individual, the individual's occupation and employer; and

(iii) the date and amount of each contribution received.

(c) A person is not required to report a contribution under subsections (C)(8)(a) or (C)(8)(b) if:

(i) the contributor specified in writing that the contribution was not to be used for political contributions, direct campaign expenditures, or covered transfers at the time that the contribution was made to the person making the transfer, and the person making the transfer did not use the contribution for political contributions, direct campaign expenditures, or covered transfers;

(ii) the person making the transfer received the contribution in a commercial transaction in the ordinary course of any trade or business conducted by the person; or

(iii) the person making the transfer received the contribution from investments made by the person.

(D) The report required by subsection (C) shall be made:

(1) if the transfer is made before the 60th day before the date of the election, no later than the fifth business day after the date of the transfer;

(2) if the transfer is made on or after the 60th day before the date of the election and before the ninth day before the date of the election, no later than the second business day after the date of the transfer; or

(3) if the transfer is made on or after the ninth day before the date of the election, no later than 5 p.m. on the first business day after the date of the transfer.

(E) A person making a report required by subsection (C) shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the report. The data file must be provided to the city clerk no later than the date that the associated report must be filed.

(F) The data file must comply with specifications and be on media determined by the city clerk. A filer who provides a non-compliant data file to the clerk shall resubmit the data in the required format. A data file that must be resubmitted is timely filed if resubmitted no later than the next business day after the date that the clerk notifies the filer that the data file is non-compliant.

(G) Information reported under this section by a political committee or a person subject to Section 254.261 (*Direct campaign expenditure exceeding $100*) of the Texas Election Code must also be reported on the political committee's or person's next campaign finance report, if required by state law.

(H) It is an affirmative defense to prosecution pursuant to section 2-2-34(C) that the person who makes the transfer:

(1) prohibits, in writing, the use of that transfer for political contributions, direct campaign expenditures, or covered transfers if the person receiving the contribution did not use the contribution for political contributions, direct campaign expenditures, or covered transfers;

(2) makes the transfer in a commercial transaction in the ordinary course of any trade or business conducted by that person;

(3) is making an investment; or

(4) has not received a contribution from another person during the current election reporting cycle.

Source: Ord. No. 20160623-020, Pt. 6, 2-1-17 .

Editor's note(s)—This section is effective February 1, 2017. Part 7 of Ordinance No. 20160623-020 states, "A person who makes one more transfers that are reportable under Section 2-2-34 (Reporting of Covered Transfers) must only report covered transfers made and contributions received after January 31, 2017.

§ 2-2-35 RETENTION OF RECORDS.

A person subject to this article shall:

(A) maintain copies of checks, bank statements, and deposit slips for a period of five years after:

(1) the date of any report, made under Sections 2-2-32 (*Reporting of Direct Campaign Expenditures*) or 2-2-34 (*Reporting of Covered Transfers*), to which the records are applicable; or

(2) the date of any disclosure, made under Section 2-2-33 (*Disclosure Statement Required*), to which the records are applicable; and

(B) make the records available to the Ethics Review Commission, on request, within the five-year retention period.

Source: Ord. No. 20160623-020, Pt. 6, 7-3-16 .

ARTICLE 5. OFFICEHOLDER ACCOUNTS.

§ 2-2-41 PERMITTED EXPENDITURES FROM OFFICEHOLDER ACCOUNTS.

A City officeholder may maintain an officeholder account in accordance with the Texas Election Code. In addition to any restrictions existing under the Texas Election Code, expenditures from an officeholder account are specifically limited to the following purposes: compensation of the officeholder's staff; office supplies; travel expenses related to City matters; meals; purchase and lease of office equipment; staff training, development and recruiting; newsletters; contributions to charitable organizations; membership dues; nonpolitical advertising; contributions to not-for-profit organizations; and expenditures for telephones and telephone services incurred by the officeholder in performing a duty or engaging in an activity in connection with the office. Nothing in this section shall be interpreted to restrict an officeholder's ability to make campaign contributions, as defined by the Texas Election Code, from an officeholder account.

Source: Ord. 20080925-079.

§ 2-2-42 RESERVED.

Editor's note(s)—Ord. No. 20160407-006, Pt. 17, effective April 18, 2016 , repealed § 2-2-42, which pertained to annual reconciliation of campaign debt. See Code Comparative Table for complete derivation.

§ 2-2-43 RESERVED.

Editor's note(s)—Ord. No. 20160407-006, Pt. 18, effective April 18, 2016 , repealed § 2-2-43, which pertained to existence of campaign debt. See Code Comparative Table for complete derivation.

ARTICLE 6. RESTRICTIONS ON CONTRIBUTIONS.

§ 2-2-51 RESTRICTIONS ON CASH CONTRIBUTIONS.

(A) Except as provided in Subsection (B), a candidate or officeholder who accepts cash contributions in connection with a City election must maintain a receipt book for cash contributions, listing the date of any cash contribution and the contributor's name and address. If a candidate or officeholder has not accepted cash contributions aggregating more than $500 per reporting period, he or she must provide a receipt within five days of receiving the contribution to each cash contributor whose contribution exceeds $50. Once a candidate or officeholder has accepted cash contributions aggregating more than $500 per reporting period, he or she shall provide a receipt to each subsequent cash contributor within five days of the contribution.

(B) This section does not apply to cash contributions received by a candidate or officeholder at one or more fundraising events having a stated ticket price of $25 per person or less. Cash contributions received at the fundraising events may be aggregated for City reporting purposes, if the candidate or the officeholder, and the treasurer, file with the next contribution and expenditure report an affidavit stating the amount of cash proceeds received at the event and verifying that no individual made a cash contribution of more than $50 in connection with the event.

Source: Ord. 20080925-079.

§ 2-2-52 RESTRICTIONS ON CONTRIBUTIONS AT CITY-OWNED BUILDINGS.

(A) Except as provided in Subsection (B), a person shall not make a contribution to a candidate or officeholder and a candidate or officeholder shall not solicit or accept a contribution at a City-owned building, except at a

City-owned building that is available for rental to the general public and that is rented for a campaign related event at the time the contribution is made.

(B) This section does not prohibit contributions mailed to a candidate or officeholder at a City mailing address.

Source: Ord. 20080925-079.

§ 2-2-53 RESTRICTIONS ON CONTRIBUTIONS BY LOBBYISTS.

(A) The city council finds that the practice of lobbying for compensation creates a unique relationship between candidates and officeholders on the one hand, and lobbyists on the other. To preserve public confidence in the electoral process, to diminish the appearance of impropriety and special influence, and to minimize the role of political contributions in the legislative and regulatory processes and the awarding of public contracts, it is appropriate to prohibit persons who lobby the city council from making contributions to candidates for mayor and city council and to officeholders. Accordingly, no person who is compensated to lobby the city council and who is required to register with the City as a lobbyist, and no spouse of the person, may contribute more than $25 in a campaign period to an officeholder or candidate for mayor or city council, or to a specific purpose political committee involved in an election for mayor or city council.

(B) A lobbyist may contribute to the Austin Fair Campaign Fund created under this chapter.

Source: Ord. 20080925-079.

§ 2-2-54 RESTRICTIONS ON CONTRIBUTIONS TO AND EXPENDITURES BY SPECIFIC-PURPOSE POLITICAL COMMITTEE.

(A) Except as provided in Subsection (C), a specific-purpose political committee supporting or opposing a candidate in a city election may not:

(1) accept a contribution of more than the contribution limit established in City Charter Article III, Section 8(A)(1) (*Limits on Campaign Contributions and Expenditures*); or

(2) accept an aggregate contribution total of more than the amount set by City Charter Article III, Section 8(A)(3) (*Limits on Campaign Contributions and Expenditures*) from sources other than natural persons eligible to vote in a postal zip code completely or partially within the Austin city limits.

(B) A specific-purpose political committee supporting or opposing a candidate in a City election that receives a contribution prohibited by Subsection (A) may not accept the contribution and must refuse and return the contribution not later than the end of the reporting period during which the contribution is received. If a specific-purpose political committee subject to this section has received an aggregate contribution total of more than the amount set by Subsection (A)(2), it may not make an expenditure in a City election until it has returned the contributions of more than the allowed amount.

(C) This subsection does not limit a specific-purpose political committee's aggregate contribution total from natural persons eligible to vote in a postal zip code completely or partially within the Austin city limits.

Source: Ord. 20080925-079.

§ 2-2-55 RESTRICTIONS ON USE OF EXISTING FUNDS FROM POLITICAL COMMITTEES, CANDIDATES, AND OFFICEHOLDERS.

(A) Except as provided in Subsection (B), a City election candidate may not use a political contribution to make a campaign expenditure for City office if the contribution was accepted while the candidate:

(1) was a candidate for an office other than a City office; or

(2) held an office other than a City office, unless the person had become a candidate for city office.

(B) This section does not apply to a contribution raised in compliance with the timing, dollar amount, and source restriction in this Chapter and City Charter, Article III, Section 8 (*Limits on Campaign Contributions and Expenditures*), calculated on a last-in, first-out basis, which means that the last funds received are eligible for consideration for campaign expenditures.

Source: Ord. 20080925-079.

§ 2-2-56 RESTRICTIONS ON CREATION OF CAMPAIGN COMMITTEE.

A candidate may only authorize one campaign committee.

Source: Ord. 20080925-079.

§ 2-2-57 RESTRICTIONS ON EXPENDITURES BY AFFILIATED PERSON.

A person who is considered a candidate under Section 2-2-2(5)(c) (*Definitions*), shall not make an expenditure from funds that have not been lawfully accepted by a candidate or a candidate's campaign committee.

Source: Ord. 20080925-079.

ARTICLE 7. AUSTIN FAIR CAMPAIGN FINANCE FUND.

§ 2-2-61 ESTABLISHMENT.

This Article establishes a separate City account known as the Austin Fair Campaign Finance Fund. The fund provides partial public support for qualifying candidates. The fund shall also be used to offset the cost of administering the City's lobbying ordinance, the costs of handling disclosure filings, and the costs of administering the Austin Fair Campaign Chapter. To effect the purposes of this chapter, all funds in the separate account at the time of a City election are to be appropriated for distribution to qualifying candidates in any runoff elections. If there are no qualifying candidates in runoff elections, funds so appropriated shall be returned to the separate account.

Source: Ord. 20080925-079.

§ 2-2-62 FUNDING FOR AUSTIN FAIR CAMPAIGN FINANCE FUND.

(A) The City staff shall maintain a plan setting out financing options for the funding of the Austin Fair Campaign Finance Fund. The staff is directed to include in the financing plan the following options for dedicated or appropriated funds:

(1) the registration fee for persons required to register as compensated lobbyists under Chapter 4-8 (*Regulation of Lobbyists*) of the City Code;

(2) donations from individuals and business entities;

(3) liquidated damages and criminal fines collected for violations of campaign contracts or this chapter;

(4) when technically feasible, a $1 voluntary check-off on City utility bills; and

(5) all filing fees paid to the City by candidates for mayor and city council.

Source: Ord. 20080925-079;Ord. No. 20160922-005, Pt. 5, 6-1-17.

Editor's note(s)—Ordinance No. 20160922-005 takes effect on June 1, 2017.

§ 2-2-63 QUALIFYING CANDIDATES.

To become a qualifying candidate eligible to receive public funds from the Austin Fair Campaign Finance Fund, a candidate for mayor or city council must sign a campaign contract, and agree to participate in specified debates arranged by the City Ethics Review Commission.

Source: Ord. 20080925-079.

§ 2-2-64 FUNDING FOR QUALIFYING CANDIDATES.

(A) To the extent that funds are available from the Austin Fair Campaign Finance Fund, a qualifying candidate in a runoff election shall receive an equal distribution of the available funds in the Austin Fair Campaign Finance Fund. If no candidate in a runoff election is eligible, the funds will be reserved for future elections.

(B) Funding from the Austin Fair Campaign Finance Fund shall be distributed to qualifying candidates in a runoff election under the following procedure and formula:

(1) on request, the city clerk shall state the available balance in the Austin Fair Campaign Finance Fund;

(2) funds for a city runoff election shall be made available as soon as practicable after the results of the city general election are certified; and

(3) the city clerk shall review the "30-day before election", "8-day before election" and "pre-election" campaign finance reports and any supporting materials filed by qualifying candidates seeking public funds to verify compliance with the expenditure limits of the candidate's campaign contract.

(C) Funding from the Austin Fair Campaign Finance Fund shall not be made available to candidates in uncontested elections, recall elections, or elections to fill vacancies created by a recall election.

Source: Ord. 20080925-079;Ord. No. 20160407-006, Pt. 19, 4-18-16.

§ 2-2-65 OTHER CONSIDERATIONS FOR CAMPAIGN CONTRACT.

(A) A candidate who signs a campaign contract must participate in a series of candidate forums, whether or not the candidate qualifies for funds.

(B) The Ethics Review Commission shall produce not fewer than three forums for each contested race as follows:

(1) one forum must air on public access television; and

(2) other forums may be produced and made available to the public by radio, broadcast, publication on the Internet, or other means approved by the commission.

(C) The City shall make recordings of audio or video forums available to the public at all branches of the City library.

(D) The City may purchase advertising promoting the candidate forums.

(E) The Ethics Review Commission shall establish equitable guidelines to coordinate and produce the candidate forums.

Source: Ord. 20080925-079.

CHAPTER 2-7. ETHICS AND FINANCIAL DISCLOSURE.

ARTICLE 1. GENERAL PROVISIONS.

§ 2-7-1 DECLARATION OF POLICY.

(A) It is the policy of the City that the proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all City officials and employees is adopted.

(B) This code has the following four purposes:

(1) To encourage high ethical standards in official conduct by City officials and employees;

(2) To establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City;

(3) To require disclosure by such of official and employees of private financial or other interests in matters affecting the City; and

(4) To serve as a basis for disciplining those who refuse to abide by its terms.

(C) The provisions of this chapter shall not apply to political contributions, loans, expenditures, reports or regulation of political campaigns or the conduct of candidates in such campaigns.

Source: 1992 Code Section 2-3-1; Ord. 031204-9; Ord. 031211-11.

§ 2-7-2 DEFINITIONS.

In this chapter:

(1) AFFECTED means in the case of a person, entity or property, means reasonably likely to be subject to a direct economic effect or consequence, either positive or negative, as a result of the vote or decision in question. For instance, a person or entity owning real property, entering into a contract with the City, or seeking a permit or franchise is "affected" by votes or decisions such as zoning of the property, approval of the contract, or granting of the permit. Affected does not include those persons or entities who are subject to an indirect or secondary effect from official action. Creditors, independent contractors, or guarantors of a person "affected" by a vote or decision are not also deemed to be "affected" by virtue of their relationship with the affected person. The vote or decision need not be the only producing cause of the economic effect or consequence reasonably likely to result. In determining whether a person, entity or property is or was "affected by" a vote or decision, it shall not be necessary to prove the actual existence or occurrence of an economic effect or consequence if such effect or consequence would be reasonably expected to exist or occur. Additionally, a vote or decision to place a matter on a ballot is deemed to affect a person, entity or property to the same extent that the results of the election would effect the person, entity or property.

(2) CITY EMPLOYEE or EMPLOYEE means any person employed by the City but does not include independent contractors hired by the City.

(3) CITY OFFICIAL or OFFICIAL, unless otherwise expressly defined, means the mayor, members of the city council, municipal court judges (including substitute judges), city manager, assistant city managers, city clerk, deputy city clerks, city attorney, deputy city attorneys, all department heads or deputy department heads, whether such person is salaried, hired or elected, and all other persons holding positions designated by the City Charter, as it may be amended from time to time. City official, unless otherwise expressly defined, includes individuals appointed by the mayor and city council to all City commissions, committees, boards, task forces, or other City bodies unless specifically exempted from this chapter by the city council.

(4) DECISION means any ordinance, resolution, contract, franchise, formal action or other matter voted on by the city council or other City board or commission, as well as the discussions or deliberations of the council, board, or commission which can or may lead to a vote or formal action by that body. A decision of a City employee means any action in which the employee exercises discretionary authority, including but not limited to the issuance of permits, imposition or collection of fines or fees, authorizations for expenditures, and other non-ministerial acts.

(5) DISCRETIONARY AUTHORITY means the power to exercise any judgment in a decision or action.

(6) ENTITY means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law through which business may be conducted, but does not include a governmental body.

(7) HARM means anything reasonably regarded as loss, disadvantage, or injury, including harm to another person in whose welfare the person affected has an interest.

(8) INCIDENTAL INTEREST means an interest in a person, entity or property which is not a substantial interest and which has insignificant value, or which would be affected only in a de minimis fashion by a decision. This chapter does not establish dollar limits on the terms "insignificant value" and "de minimis," which shall have their usual meanings and be subject to interpretation on a case by case basis.

(9) LIMITED OR DE MINIMIS USE means use of City facilities, time, equipment or supplies that:

(a) does not interfere with or impede the job performance or productivity of the City official or employee;

(b) does not interfere with or impede the City's conduct of official business;

(c) is not used for a personal benefit, as defined in Section 2-3-5*(Powers and Duties)*;

(d) is too small, minor or insignificant to have an economic impact; and

(e) is used in accordance with the law, including the City Charter, Article XII, Section 2 prohibiting the use of City resources for election campaigning.

(10) MINISTERIAL ACT means an act performed in a prescribed manner and not requiring the exercise of any judgment or discretion.

(11) REMOTE INTEREST means an interest of a person or entity, including a City official or employee, who would be affected in the same way as the general public. The interest of a councilmember in the property tax rate, general City fees, City utility charges, or a comprehensive zoning ordinance or similar decisions is incidental to the extent that the councilmember would be affected in common with the general public.

(12) SUBSTANTIAL INTEREST means an interest in another person or an entity if: the interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of $5,000 or more of the equity or market value of the entity; or funds received by the person from the other person or entity either during the previous 12 months or the previous calendar year equaled or exceeded $5,000 in salary, bonuses, commissions or professional fees or $20,000 in payment for goods, products or nonprofessional services, or 10 percent of the person's gross income during that period, whichever is less; the person serves as a corporate officer or member of the board of directors or other governing board of the for-profit entity other than a corporate entity owned or created by the city council; or the person is a creditor, debtor, or guarantor of the other person or entity in an amount of $5,000 or more except that a home mortgage loan for the person's homestead or a loan or lease of a personal automobile shall not be deemed a substantial interest in the creditor or guarantor if entered into at a market rate with a commercial lending institution before the previous 12 months.

(13) SUBSTANTIAL INTEREST IN REAL PROPERTY means an interest in real property which is an equitable or legal ownership with a market value of $5,000 or more.

Source: 1992 Code Section 2-3-2; Ord. 031204-9; Ord. 031211-11; Ord. 20110428-047; Ord. No.20170209-005, Pt. 5, 2-20-17; Ord. No.20181213-014, Pt. 1, 12-24-18.

ARTICLE 2. ETHICS REVIEW COMMISSION.

§ 2-7-26 FUNCTIONS.

The Ethics Review Commission has jurisdiction over this chapter, Section 2-1-24 (*Conflict of Interest and Recusal*), Chapter 2-2 (*Campaign Finance*), Chapter 4-8 (*Regulation of Lobbyists*), and Article III, Section 8, of the City Charter (*Limits on Campaign Contributions and Expenditures*). The commission shall hear and rule on sworn complaints alleging violations of the provisions within the commission's jurisdiction. The city manager shall provide funding for all necessary and reasonable functions of the commission in fulfilling the commission's duties.

Source: 1992 Code Section 2-3-26; Ord. 031204-9; Ord. 031211-11; Ord. 20080214-012; Ord. 20120426-084; Ord. No.20170209-005, Pt. 6, 2-20-17.

§ 2-7-27 LIMIT ON THE COMMISSION'S JURISDICTION.

Notwithstanding any other provision of the City Code, the Ethics Review Commission may not hear or initiate a sworn complaint alleging a violation of Article 4 (*Code of Ethics*) against an employee described in Section 2-3-5(L)(2), including a member of the City's classified municipal civil service system or a member of a state civil service system.

Source: Ord. No. 20150129-021, Pt. 1, 2-9-15 ; Ord. No. 20190328-037 , Pt. 2, 4-8-19.

§ 2-7-28 (RESERVED)

§ 2-7-29 REPORTS.

On an annual basis, the city manager shall provide a report to the commission of training regarding this chapter that is provided to newly appointed board and commission members and to newly employed City employees.

Source: Ord. No. 20170209-005 , Pt. 7, 2-20-17.

Editor's note(s)—Ord. No. 20170209-005 , Pt. 7, adopted February 20, 2017, repealed the former § 2-7-29, and enacted a new § 2-27-29 as set out herein. The former § 2-7-29 pertained to reports; opinions. See Code Comparative Table for complete derivation.

§ 2-7-30 DUTIES.

(A) The Ethics Review Commission shall, in addition to its other duties:

(1) prescribe forms for reports, statements, notices, and other documents required by the provisions within the commission's jurisdiction;

(2) prepare and publish materials explaining the duties of individuals subject to the provisions within the commission's jurisdiction;

(3) accept and file any information voluntarily supplied that exceeds the requirements of the provisions within the commission's jurisdiction;

(4) preserve statements and reports filed with the commission for a period of five years from the date of receipt;

(5) review the provisions within the commission's jurisdiction and make appropriate recommendations to the city council concerning the provisions within the commission's jurisdiction, and perform an annual review and evaluation of the dollar limits established in Chapter 2-2 (*Campaign Finance*) and make recommendations to the city council as to those limits;

(6) conduct hearings in accordance with the provisions of this chapter and the commission's rules on sworn complaints alleging violations of the provisions within the commission's jurisdiction; and

(7) schedule and oversee the forums among candidates in City elections provided for in Chapter 2-2 (*Campaign Finance*).

(B) The commission may:

(1) prepare reports and studies to advance the purposes of the provisions within the commission's jurisdiction;

(2) request the city council and city manager to provide such assistance as it may require in the discharge of its duties; and

(3) review statements and reports filed under provisions within the commission's jurisdiction in order to obtain compliance with the provisions.

Source: 1992 Code Section 2-3-30; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084; Ord. No.20170209-005, Pt. 8, 2-20-17.

§ 2-7-31 STAFFING.

(A) The Ethics Review Commission shall be assigned staff by the city attorney to assist in its duties.

(B) When complaints are filed related to the mayor, city councilmembers, city manager, city attorney, department heads and deputies, independent legal counsel shall be utilized to advise the commission and participate in hearings.

(C) (1) A City official or employee may request, and the city attorney shall thereupon promptly issue, a confidential written opinion concerning the meaning or effect of a section, word, or requirement of this chapter as it affects the official or employee, except that the city attorney will not issue a written opinion regarding a matter related to a complaint currently pending before the commission.

(2) If a complaint is subsequently filed with the commission about any specific action, omission, or alleged conflict of interest which has been the subject, whole or in part, of a city attorney's opinion, the independent legal counsel shall act as commission attorney on said complaints.

(D) The city clerk shall make the reporting and complaint forms and information developed by the Commission available to the public and shall assist citizens in complying with filing procedures.

Source: 1992 Code Section 2-3-31; Ord. 031204-9; Ord. 031211-11; Ord. 20060209-003; Ord. No.20170209-005, Pt. 9, 2-20-17.

§ 2-7-32 RULES.

The Ethics Review Commission may adopt, amend, and rescind rules of procedure to carry out the provisions of this chapter. Such rules shall be consistent with this chapter and other applicable law.

Source: 1992 Code Section 2-3-32; Ord. 031204-9; Ord. 031211-11.

ARTICLE 3. VIOLATIONS; COMPLAINT AND HEARING PROCEDURES.

§ 2-7-41 COMPLAINTS.

(A) In this article:

(1) COMPLAINANT means a person filing a sworn complaint.

(2) RESPONDENT means a person who is alleged in a sworn complaint to have violated a provision within the jurisdiction of the Ethics Review Commission:

(3) IDENTIFIED PERSON means a person, other than the respondent, who is identified by name in a sworn complaint as being involved in the alleged inappropriate conduct.

(B) A complaint alleging a violation of a provision within the jurisdiction of the Ethics Review Commission shall specify each code section or charter provision alleged to have been violated. A complaint must state that the facts alleged are true and factual to the best knowledge of the person filing the complaint and be sworn to before a person authorized by law to administer an oath.

(C) A complaint alleging a violation within the jurisdiction of the commission must be filed with the city clerk not later than the second anniversary of the date of the action alleged as a violation, and may not be filed afterward.

(D) On the sworn complaint of any person filed with the city clerk's office or on the commission's own initiative, the commission shall consider possible violations of a provision within the jurisdiction of the commission by City officials and employees, former City officials and employees, candidates for election to City offices, and other persons subject to the provisions set forth in Section 2-7-26 (*Functions*). The commission may not consider complaints against its own members.

(E) A complainant must disclose in the complaint filed with the commission evidence actually known to the complainant tending to negate guilt or mitigate the seriousness of the offense. Further, the complainant must disclose to the commission and the respondent any additional evidence discovered during the complaint process that negates guilt or mitigates the seriousness of the offense until the commission has taken final action on the complaint.

(F) A city official or employee may not reveal information relating to the filing or processing of a complaint, except as required for the performance of the official's or employee's official duties, or as required by law.

All papers and communications relating to a complaint must be treated as confidential unless required to be made public under the Public Information Act (Chapter 552 of the *Texas Government Code*) or other applicable law. Investigations conducted by the Office of the City Auditor or any other City department must be conducted in a confidential manner and records of any such investigations are confidential to the extent permitted by law.

(G) Not later than the fifth working day after the city clerk receives a sworn complaint, the city clerk shall acknowledge the receipt of the complaint to the complainant and provide a copy of the complaint to the city attorney, the chair of the commission, and the respondent. The city clerk shall also send a copy of the complaint to any identified person whose contact information is listed on the complaint form.

(H) Not later than the fifth working day after receipt of a complaint from the city clerk, the chair of the commission shall make an initial determination as to whether the complaint is within the commission's jurisdiction.

(1) If the chair determines that a complaint is within the commission's jurisdiction, the chair shall set the complaint for a preliminary hearing not later than the 60th day after the chair's initial determination, unless agreed to by the parties or by a vote of the commission. The commission may overturn the chair's initial jurisdictional determination at the preliminary hearing.

(a) Not later than the 10th working day prior to the meeting, the chair shall cause a written notice of the date of the preliminary hearing to be sent to the complainant, the respondent, and any identified person whose contact information is listed on the complaint form or is reasonably ascertainable.

(b) For good cause, the chair may postpone a scheduled preliminary hearing on the request of the complainant, the respondent, or an identified person.

(2) If the chair determines that a complaint is not within the commission's jurisdiction, the commission shall review the chair's determination and may overturn the chair's determination.

(a) Not later than the fifth working day after the chair determines that a complaint is not within the commission's jurisdiction, the chair shall cause a written notification of the initial determination to be sent to the complainant, the respondent, and any identified person whose contact information is listed on the complaint form or is reasonably ascertainable.

(b) If the commission determines that a complaint is not within its jurisdiction, not later than the 10th working day after the commission's determination, the chair shall cause a written notification of the commission's final jurisdictional determination to be sent to the complainant, the respondent, and any identified person whose contact information is listed on the complaint form or is reasonably ascertainable.

(i) If the commission determines that a complaint is not within the commission's jurisdiction, the commission may refer the complaint to the city auditor for possible investigation.

(ii) If the commission refers a complaint to the city auditor under this subsection, the written notification required under subsection (F)(2)(b) shall state that the commission has referred the complaint to the city auditor for possible investigation.

(c) If the commission overturns the chair's initial determination and determines that a complaint is within the commission's jurisdiction, the chair shall set the complaint for a preliminary hearing not later than the 60th day after the commission's determination, unless agreed to by the parties or by a vote of the commission. Subsection (F)(1)(a) and (b) shall govern the sending of notices and granting of postponements.

(I) The commission may consider a possible violation of a provision within the jurisdiction of the commission on the commission's own initiative. Not later than the 10th working day after the commission's decision to

consider a possible violation, the commission shall draft a written complaint specifying each code section or charter provision alleged to have been violated, shall file a copy of the complaint with the city clerk, and shall provide a copy of the complaint to the city attorney, the respondent, and any identified person whose contact information is obtained by the commission. A complaint initiated by the commission need not be sworn.

(1) The chair shall set the complaint for preliminary hearing not later than the 60th day after the complaint is filed with the city clerk, unless agreed to by the respondent or by a vote of the commission.

(2) Not later than the 10th working day prior to the meeting, the chair shall cause a written notice of the date of the preliminary hearing to be sent to the respondent and to any identified person whose contact information has been obtained by the commission.

(3) For good cause, the chair may postpone a scheduled preliminary hearing under this subsection on the request of the respondent or an identified person.

(J) A member of the commission may not take any part in a deliberation, vote, or decision regarding a sworn complaint alleging a violation by the council member that nominated the commission member.

Source: 1992 Code Section 2-3-41; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084;Ord. No. 20160922-005, Pt. 2, 6-1-17; Ord. No.20170209-005, Pt. 10, 2-20-17; Ord. No.20170209-005, Pt. 11, 6-1-17; Ord. No.20180510-014, Pt. 1, 5-21-18.

§ 2-7-42 DEFENSE OF OFFICIAL OR EMPLOYEE BY CITY ATTORNEY.

In the event a complaint is filed with the Ethics Review Commission against any official or employee of the City, alleging a violation of Article 4 (*Code of Ethics*), if the official or employee reasonably believed the conduct charged was not prohibited by Article 4 (*Code of Ethics*) and acted in reasonable reliance upon a public opinion rendered by the city attorney, the city attorney shall be authorized to represent the official or employee before the commission, or to employ and pay private counsel to represent the official or employee before the commission.

Source: 1992 Code Section 2-3-42; Ord. 031204-9; Ord. 031211-11.

§ 2-7-43 PROHIBITION OF EX PARTE COMMUNICATIONS.

After a complaint has been filed and during the pendency of a complaint before the Ethics Review Commission, a member of the commission may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the complaint, except at a meeting of the commission. This prohibition does not prohibit a communication by a city employee with the commission in the performance of the city employee's official duties.

Source: 1992 Code Section 2-3-43; Ord. 031204-9; Ord. 031211-11; Ord. No.20180510-014, Pt. 2, 5-21-18.

§ 2-7-44 PRELIMINARY HEARING.

(A) The issue at a preliminary hearing shall be the existence of reasonable grounds to believe that a violation of a provision within the jurisdiction of the Ethics Review Commission has occurred. The complainant, or the legal counsel for the Ethics Review Commission in cases considered on the commission's own initiative, shall state the alleged violation and shall describe in narrative form the testimony and other evidence which would be presented to prove the alleged violation as stated in the written complaint. Statements at a preliminary hearing shall be under oath, but there shall be no cross-examination or requests for persons or evidence

issued for the hearing. Members of the commission may question the complainant, legal counsel for the commission, or the respondent.

(B) The respondent shall have the opportunity to respond but is not required to attend or make any statement. The respondent may describe in narrative form the testimony and other evidence which would be presented to disprove the alleged violation. If the respondent agrees that a violation has occurred, the respondent may so state and the commission may consider the appropriate sanction or prosecution.

(C) The complainant and the respondent shall have the right of representation by counsel.

(D) At the conclusion of the preliminary hearing, the commission shall decide whether a final hearing should be held. If the commission determines that there are reasonable grounds to believe that a violation within the jurisdiction of the commission has occurred, the commission shall schedule a final hearing. If the commission does not determine that there are reasonable grounds to believe that a violation has occurred, the complaint is dismissed. A decision to conduct a final hearing is not a finding that a violation has occurred.

(E) The commission, at any time during the preliminary hearing, may also dismiss a complaint if the complaint does not allege conduct which would be a violation of a provision within the jurisdiction of the commission. Before a complaint is dismissed for failure to allege a violation, the complainant or the legal counsel for the commission shall be permitted one opportunity, within a period to be specified, to revise and resubmit the complaint.

(F) The complainant, legal counsel for the commission, and the respondent may ask the commission at a preliminary hearing to request certain persons and evidence for a final hearing, if one is scheduled.

Source: 1992 Code Section 2-3-44; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084; Ord. No.20170209-005, Pt. 12, 2-20-17.

§ 2-7-45 FINAL HEARING.

(A) Unless otherwise agreed to by the parties or by a vote of the commission, the final hearing shall be held not later than the 60th day after the determination by the commission that there are reasonable grounds to believe that a violation within the jurisdiction of the commission has occurred.

(B) For good cause, the chair may postpone a scheduled final hearing on the request of the complainant, the respondent, or an identified person.

(C) The complainant and respondent must attend a final hearing. If the respondent fails to attend, the commission may proceed with the final hearing at the commission's discretion.

(D) The issue at a final hearing shall be whether a violation within the jurisdiction of the commission has occurred. The commission shall make its determination based on the preponderance of the credible evidence in the record. All parties and witnesses shall make their statements under oath.

(E) If the commission determines that a violation has occurred, the commission shall state the commission's findings in writing, shall identify each code section or charter provision that has been violated, and, not later than the 10th working day after the final hearing, the chair shall cause a copy of the commission's findings to be sent to the complainant, if any, to the respondent, to any identified person whose contact information is listed on the complaint form or is reasonably ascertainable, and to the city clerk.

Source: 1992 Code Section 2-3-45; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084; Ord. No.20170209-005, Pt. 13, 2-20-17.

§ 2-7-46 OATHS AND REQUESTS FOR INFORMATION.

(A) Subject to the limitations in this section, if a complaint proceeds to a final hearing, the commission may subpoena or request witnesses to attend and testify, administer oaths and affirmations, take evidence, and subpoena or request the production of books, papers, records, or other evidence needed for the performance of the commission's duties or exercise of its powers, including its duties and powers of investigation.

(B) Before the commission may issue a subpoena, the commission shall submit a written request for a person to appear before them, for the production of documents, or for any other evidence. All city officials and employees will cooperate with the commission to assist it in carrying out its charge, and must supply requested testimony and documents if the documents are public records as set forth in the Public Information Act (Chapter 552 of the *Texas Government Code*) or other applicable law. Identifying information about any informant or witness in documents provided to the commission must be redacted.

(C) The commission may issue a subpoena on its own or upon request of a complainant or respondent. If requested by a party to the complaint, the party must make a sworn request and state that the party in good faith believes that such item or testimony exists. The party must provide a detailed description of any requested items or testimony sufficient to be able to identify the items or information; must state that the party has attempted to obtain such items or information otherwise; and, that the party in good faith believes that the person or entity whose name and address is specified in the sworn request does possess or control the requested item or information.

(D) Any subpoena issued by the commission is subject to the following requirements:

(1) the subpoena may only be served within the Austin-Round Rock Metropolitan Statistical Area defined as Travis, Williamson, Bastrop, Hays, Burnet, and Caldwell;

(2) may not be served on a current City employee;

(3) may not be served on current or former staff in the Law Department or outside legal counsel retained by the City; and,

(4) may not include a request for documentation which the city could withhold under the Public Information Act (Chapter 552 of the *Texas Government Code*).

(E) Objection to subpoena. If a subpoena is issued upon the request of a party to the complaint, a person may object to a subpoena within seven working days after receiving the subpoena. Objections to subpoenas must be in writing and submitted to the city clerk. Not later than the fifth working day after the city clerk receives the objection, the city clerk shall acknowledge the receipt of the objection to the subpoena and provide a copy of the objection to the city attorney, the chair of the commission, the complainant and the respondent. If the commission issued the subpoena upon request of the complainant or respondent, the complainant or respondent shall within three working days after receipt of the objection provide a written response to the city clerk. The city clerk shall provide notice of receipt of a response to the objection in the same manner as receipt of an objection as set forth in this subsection. The commission shall rule on the objection. If a person to whom the subpoena is properly issued fails to object to a subpoena within the time specified in this section, the person waives any objection to the subpoena.

(F) Appeal. A person that is a party to the complaint or subject of a subpoena may appeal the commission's decision on an objection to a subpoena to the Audit and Finance Committee of the City Council by filing an appeal with the City Clerk's office no later than ten days after the commission's decision. The request for an appeal must include a concise statement detailing the reasons the person believes the commission's decision should be overruled. The City Clerk will distribute the request for an appeal in the same manner described in subsection (E) above. The staff assigned to the commission will place the appeal on the next available

committee agenda in accordance with the council's committee meeting procedures. The committee may vote to adopt, reject or modify the decision of the commission. A member of the Council may not take any part in a deliberation, vote, or decision regarding a subpoena issued to the council member or is issued in a complaint alleging a violation by the council member or a member of their staff.

(G) The commission may request assistance from the city auditor with the investigation of allegations in a complaint.

(H) The commission may consider the city auditor's investigation at a final hearing on a complaint.

Source: 1992 Code Section 2-3-46; Ord. 031204-9; Ord. 031211-11; Ord. No.20170209-005, Pt. 14, 2-20-17; Ord. No.20180510-014, Pt. 3, 5-21-18.

§ 2-7-47 PROSECUTION.

If the Ethics Review Commission determines that a violation of a provision subject to a criminal penalty has occurred, the commission shall deliver a copy of the commission's findings to the complainant, if any, the respondent, and the city attorney and may recommend prosecution or set forth requirements to be complied with in order that voluntary compliance may be had and final determination obtained.

Source: 1992 Code Section 2-3-47; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084; Ord. No.20170209-005, Pt. 15, 2-20-17.

§ 2-7-48 SANCTIONS.

(A) This section applies only to violations other than violations of Chapter 2-2 (*Campaign Finance*) and Article III, Section 8, of the City Charter (*Limits on Campaign Contributions and Expenditures*).

(B) If the Ethics Review Commission determines that a violation of Sections 2-7-62 (*Standards of Conduct*), 2-7-63 (*Prohibition on Conflict of Interest*), 2-7-64 (*Disclosure of Conflict of Interest*), and 2-7-65 (*Substantial Interest of Relative*) occurred, it shall proceed directly to determination of the appropriate sanction(s). A violation of Sections 2-7-62 (*Standards of Conduct*), 2-7-63 (*Prohibition on Conflict of Interest*), 2-7-64 (*Disclosure of Conflict of Interest*), 2-7-65 (*Substantial Interest of Relative*), 2-7-46 (*Oaths and Requests for Information*), and subsection (D) of Section 2-7-41 (*Complaints*) shall not be subject to criminal penalties under the City Code. The commission may receive additional testimony or statements before considering sanctions but is not required to do so. If the respondent acted in reliance upon a public written opinion of the city attorney, the commission shall consider that fact.

(C) If the commission determines that a violation has occurred, the commission may impose or recommend the following sanctions:

(1) A letter of notification is the appropriate sanction when the violation is clearly unintentional, or when the respondent's conduct complained of was made in reliance on a public written opinion of the city attorney. A letter of notification must advise the respondent of any steps to be taken to avoid future violations. The commission may direct a letter of notification to any official or employee covered by this chapter.

(2) A letter of admonition is the appropriate sanction if the commission finds that the violation is minor or may have been unintentional, but calls for a more substantial response than a letter of notification. The commission may admonish any official or employee covered by this chapter.

(3) A reprimand is the appropriate sanction when the commission finds that a violation has been committed intentionally or through disregard of this chapter. The commission may reprimand any official or employee covered by this chapter. A reprimand directed to a City official shall also be sent to

the city council. A reprimand directed to an employee shall be sent to the city manager and included in said employee's personnel file.

(4) A recommendation of removal from office or a recommendation of suspension from office, including a recommendation for the length of a suspension, is the appropriate sanction when the commission finds that a serious or repeated violation of this chapter has been committed intentionally or through culpable disregard of this chapter. A recommendation regarding an unsalaried City official or a salaried official appointed by the city council shall be transmitted by the commission to the city council. The final authority to carry out a recommendation regarding an unsalaried City official or of a salaried official appointed by the city council is the city council. A recommendation regarding a City employee shall be directed by the commission to the city manager. The final authority to carry out a recommendation regarding a city employee is the city manager.

(5) A letter of censure or a recommendation of recall is the appropriate sanction when the commission finds that a serious or repeated violation of this chapter has been committed intentionally or through culpable disregard of this chapter by an elected City official. A letter of censure or a recommendation of recall directed to an elected City official shall be transmitted by the commission to the city clerk, published by the city clerk in a local newspaper of the largest general circulation, and shall be sent by the commission to the city council.

Source: 1992 Code Section 2-3-48; Ord. 031204-9; Ord. 031211-11; Ord. 20120426-084; Ord. No.20180510-014, Pt. 4, 5-21-18.

§ 2-7-49 CAMPAIGN VIOLATIONS.

(A) This section applies to violations of Chapter 2-2 (*Campaign Finance*) and Article III, Section 8, of the City Charter (*Limits on Campaign Contributions and Expenditures*).

(B) If the Ethics Review Commission determines that a violation of a provision to which this section applies has probably occurred:

(1) the commission may recommend that the city attorney prosecute the violation;

(2) request the appointment of a special prosecutor in cases where it finds this action necessary, with funding provided by the City; or

(3) if the commission finds that the violation is minor, clerical, or may have been unintentional, the commission may recommend that the violation not be prosecuted or be prosecuted only if the violation is not corrected.

(C) The commission may consider a violation's severity, frequency, or intentional nature.

(D) If a respondent is an entity, the commission may find that an individual has violated a provision subject to the section.

(E) This section does not require the commission to make a recommendation with respect to a complaint.

(F) The commission may draft and publish a letter of notification, a letter of admonition, a reprimand, or a letter of censure to a respondent found to have violated a provision subject to this section. The Commission shall apply the criteria in Section 2-7-48 (*Sanctions*) to determine the appropriate sanction to impose.

(G) This section does not limit the prosecutorial discretion of the city attorney.

Source: Ord. 20120426-084;Ord. No. 20160922-005, § 3, 6-1-17; Ord. No.20170209-005, Pt. 16, 2-20-17.

Editor's note(s)—Ordinance No. 20160922-005 takes effect on June 1, 2017. Ord. No. 20170209-005 , Pt. 16 which amended subsection (F) takes effect February 20, 2017.

§ 2-7-50 LOBBYING VIOLATIONS.

(A) This section applies to violations of Chapter 4-8 (*Regulation of Lobbyists*).

(B) For an allegation in a complaint relating to a violation of Chapter 4-8, the commission shall hold only a preliminary hearing, and shall not hold a final hearing.

(C) The commission shall refer an allegation for which the commission finds a reasonable basis to believe that there may be a violation to the city attorney for prosecution.

(D) This section does not limit the prosecutorial discretion of the city attorney.

Source: Ord. No. 20160922-005, Pt. 4, 6-1-17 .

Editor's note(s)—Ordinance No. 20160922-005 takes effect on June 1, 2017.

ARTICLE 4. CODE OF ETHICS.

§ 2-7-61 CONDUCTING BUSINESS THROUGH PARTNERSHIPS, PROFESSIONAL CORPORATIONS, AND OTHER ENTITIES.

If a City official or employee is a member of a partnership or professional corporation, or conducts business through another entity, a substantial interest of the partnership, professional corporation, or entity shall be deemed to be a substantial interest of the City official or employee if:

(A) the partnership or professional corporation has fewer than 20 partners or shareholders;

(B) regardless of the number of partners or shareholders, the official or employee has an equity interest, share, or draw equal to or greater than five percent of the capital or revenues of the partnership, professional corporation, or other entity; or

(C) with regard to the partnership, professional corporation, or other entity's substantial interest in a client, the official has personally acted within the preceding 24 months in a professional or fiduciary capacity for that client.

Source: 1992 Code Section 2-3-61; Ord. 031204-9; Ord. 031211-11.

§ 2-7-62 STANDARDS OF CONDUCT.

(A) No City official or employee shall transact any business in his official capacity with any entity in which he has a substantial interest.

(B) No City official or employee shall formally appear before the body of which the official or employee is a member while acting as an advocate for himself or any other person, group, or entity.

(C) No salaried City official or employee shall represent, for compensation, any other person, group or entity before any department, commission, board or committee of the City.

(D) No salaried City official or employee shall represent, directly or indirectly, any other person, group or entity in any action or proceeding against the interests of the City, or in any litigation in which the City or any department, commission, or board or committee thereof is a party; provided, however, that nothing herein shall limit the authority of the city attorney and his staff to represent the City, its boards, commissions,

committees and officers and particularly the Human Rights Commission in the discharge of their duties, including equal employment opportunity cases.

(E) No salaried City official or employee shall represent, directly or indirectly, any person, group or entity in any action or proceeding in the municipal courts of the City which was instituted by a City official or employee in the course of official duties.

(F) No City official shall represent any person, group or entity in any action or proceeding in the municipal courts of the City which was instituted by or arising from a decision of a board, commission, committee, task force or other body on which the official serves.

(G) (1) General Rule. No City official or employee shall accept or solicit the following:

(a) Any gift or favor, that might reasonably tend to improperly influence that individual in the discharge of official duties or that the official or employee knows or should know has been offered with the intent to improperly influence or improperly reward official conduct; or

(b) Any gift or favor of which the known or apparent value exceeds $50 or any gift of cash or a negotiable instrument.

(2) Special Applications. The general rule does not apply to the following:

(a) Attendance to a convention, conference, symposium, training program or similar event, provided there is a City-related business purpose for the official or employee to attend or participate in an official capacity, and the attendance or participation is appropriate for the performance of that individual's official duties.

(b) Admission to an event or discounted admission, if there is a City-related business purpose for the official or employee to attend or participate in an official capacity, and the attendance or participation is appropriate for the performance of that individual's official duties.

(c) A voluntary gift or favor given by a City official or employee to another City official or employee, including food and drink to be shared among employees; except a supervisor may not accept a gift or favor from an employee under the supervisor's supervision unless the gift is given voluntarily by the employee on an occasion of personal significance, or at a time when gifts are traditionally given or exchanged, and the value of the gift is fairly appropriate for the occasion.

(H) (1) No City official or employee shall solicit or accept other employment to be performed or compensation to be received while still a City official or employee, if the employment or compensation could reasonably be expected to impair independence in judgment or performance of City duties.

(2) If a City official or employee accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official or employee might reasonably be expected to act, investigate, advise, or make a recommendation, the official or employee shall disclose that fact to the board or commission on which he serves or to his supervisor and shall take no further action on matters regarding the potential future employer.

(I) A salaried City official or employee may not use the official's or the employee's official position to secure a special privilege or exemption for the official or the employee, to secure a special privilege or exemption for another person, to harm another person, or to secure confidential information for a purpose other than official responsibilities.

(J) No City official or employee shall use City facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public, or to the extent that facilities, equipment or supplies are allowed to be used in a limited or de minimis manner in accordance with City policy.

(K) No City official or employee shall accept remuneration, directly or indirectly, for campaign work relating to an item placed on the ballot if that individual served on the body which exercised discretionary authority in the development of the ballot item and participated in the discussion or voted on the item.

(L) No salaried City official and certain City employees to include the mayor, councilmembers, the city manager, assistant city managers, the city clerk, deputy city clerks, council aides, municipal court clerk, deputy municipal court clerks, municipal judges (including substitute judges), the city auditor, assistants to the city auditor, the city attorney, deputy city attorneys, assistant city attorneys, purchasing agents and those employees with the authority to purchase or contract for the City, all department heads, deputy department heads, and the spouse of each of the above, shall solicit nor propose on a contract, enter into a contract or receive any pecuniary benefit from any contract with the City. This prohibition does not include any employment contract which may be authorized for the official, a contract of sale for real property or a contract for services which are available to all citizens.

(M) For a period of two years after leaving office, a former mayor or councilmember may not solicit or propose on a contract with the City or enter into a contract with the City for the sale to the City of any goods or services other than real estate. This subsection does not apply to a former mayor or councilmember who had a business relationship with the City in the six months immediately preceding taking the office of mayor or councilmember if the solicitation or proposal is on behalf of the same business.

(N) For a period of two years after leaving office, a former mayor or councilmember, members of their family, or anyone acting on their behalf, may not sell or lease any real estate to the City unless the city council has designated the property for acquisition and would otherwise have to acquire the property through its power of eminent domain.

(O) A City official or employee may not engage in fraud or abuse, as defined in City Code Chapter 2-3 (*City Auditor*).

Source: 1992 Code Section 2-3-62; Ord. 031204-9; Ord. 031211-11; Ord. 20110428-047; Ord. No.20170209-005, Pts. 17, 18, 2-20-17; Ord. No.20181213-014, Pt. 2, 12-24-18.

§ 2-7-63 PROHIBITION ON CONFLICT OF INTEREST.

(A) A City official or employee may not participate in a vote or decision on a matter affecting a natural person, entity, or property in which the official or employee has a substantial interest; provided, however, that this provision shall not prohibit any member of the city council from participating in a discussion relating to a petition certified to the city council by the city clerk which petition seeks the recall of said member of the city council.

(B) A City official or employee who serves as a corporate officer or member of the board of directors of a nonprofit entity may not participate in a vote or decision regarding funding by or through the City for the entity. This subsection does not apply to a City official or employee who:

(1) serves as a corporate officer or member of the board of directors of a nonprofit entity that is owned by the City or created by the city council; or

(2) as a duty of office or as a job assignment, serves as a corporate officer or member of the board of directors of a nonprofit entity as a representative of the City.

(C) Where the interest of a City official or employee in the subject matter of a vote or decision is remote or incidental, the City official or employee may participate in the vote or decision and need not disclose the interest.

(D) Nothing in this chapter shall prohibit the city council from participating in a vote or decision relating to salaries, terms of office or travel budgets of city councilmembers.

(E) If a member of the city council participates in a vote or decision on a contract for the purchase by the City of any goods or services from a person or entity in which the member has a substantial interest, the contract is voidable by the City.

(F) A document prepared by the City that solicits bids or proposals from vendors, service providers, or other persons shall provide notice of the provisions of this section.

Source: 1992 Code Section 2-3-63; Ord. 031204-9; Ord. 031211-11; Ord. 20110428-047.

§ 2-7-64 DISCLOSURE OF CONFLICT OF INTEREST.

(A) A City official shall disclose the existence of any substantial interest he may have in a natural person, entity or property which would be affected by a vote or decision of the body of which the City official is a member or that he serves as a corporate officer or member of the board of directors of a nonprofit entity for which a vote or decision regarding funding by or through the City is being considered.

(B) To comply with this section, a councilmember or unsalaried City official, prior to the vote or decision, either shall file an affidavit as required by Chapter 171 (*Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments*) of the Local Government Code or, if not so required, shall publicly disclose in the official records of the body the nature and extent of such interest.

(C) To comply with this section, a City employee shall notify in writing his supervisor of any substantial interest he may have in a natural person, entity or property which would be affected by an exercise of discretionary authority by the City employee and a supervisor shall reassign the matter.

Source: 1992 Code Section 2-3-64; Ord. 031204-9; Ord. 031211-11; Ord. 20110428-047.

§ 2-7-65 SUBSTANTIAL INTEREST OF RELATIVE.

(A) A substantial interest of a spouse of a City official or employee shall be deemed to apply to that official or employee for the purposes of Sections 2-7-63 (*Prohibition on Conflict of Interest*) and 2-7-64 (*Disclosure of Conflict of Interest*) concerning disclosure and recusal or reassignment.

(B) If the spouse of a City official or employee does business through a partnership or other entity, the substantial interests of that partnership or entity shall not be deemed under Section 2-7-61 (*Conducting Business Through Partnerships, Professional Corporations, and Other Entities*) to apply to the City official or employee.

(C) A City official or a City employee may not participate in a vote or decision affecting a substantial interest of a person to whom the official or employee is related in the first or second degree of consanguinity or affinity. This subsection does not apply to a substantial interest of a relative based on the relative's employment by a governmental body.

(D) For the purposes of Subsection (C): A relative other than a spouse has a substantial interest if:

(1) the person owns 10 percent or more of the voting stock or shares of the entity or owns either 10 percent or more or $15,000 or more of the fair market value of the entity; or

(2) funds received by the person from the entity exceed 10 percent of the person's gross income for the previous year; or

(3) the person has a substantial interest in real property if the interest is an equitable or legal ownership in real property with a fair market value of $2,500 or more.

Source: 1992 Code Section 2-3-65; Ord. 031204-9; Ord. 031211-11; Ord. 20110428-047.

§ 2-7-66 MISUSE OF OFFICIAL INFORMATION.

No former City official or former employee shall use any confidential information to which he had access by virtue of his official capacity and which has not been made public concerning the property, operations, policies, or affairs of the City, to advance any personal financial interest.

Source: 1992 Code Section 2-3-66; Ord. 031204-9; Ord. 031211-11.

§ 2-7-67 RESTRICTIONS ON PROVIDING REPRESENTATION OF OTHERS.

(A) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(1) BEFORE THE CITY means before the city council, a board or commission, or a City official or employee.

(2) CASE, PROJECT OR MATTER means to refer to specific cases, projects or regulatory matters, rather than generic policies, procedures or legislation of general application. For instance, the zoning process or site plan review process is not a "case, project or matter" within the meaning of this section; however, a specific zoning case or site plan would constitute a "case, project or matter" subject to the restrictions imposed in this section. It is not the intent of this chapter, and this chapter shall not be construed, to proscribe the practice of any profession or occupation by former City officials and employees.

(3) REPRESENT means all communications with and appearances before the City in which the City is asked to make a decision, as that term is defined in this chapter. The term represent does not include communications and appearances involving only ministerial action on the part of the City.

(B) A City employee in a position which involves significant decision-making, advisory, or supervisory responsibility, or a City official who leaves the service or employment of the City shall not, within 12 months after leaving that employment or service, represent any other person or entity in any formal or informal appearance, if the City official or employee has received or shall receive remuneration from the person, entity or members of the entity being represented:

(1) before the City concerning a case, project or matter over which the person exercised discretionary authority as a City employee or official; or

(2) before any other agency on a case, project or matter over which the person exercised discretionary authority as a City employee or official.

(C) A former City employee or official who is subject to the requirements of Subsection (B) shall, during the 24 months after leaving the service or employment of the City, disclose his previous position and responsibilities with the City and the work performed, if any, as a City employee or official regarding the matter for which he is appearing before the City whenever he represents any other person or entity in any formal or informal appearance before the City.

(D) In any formal or informal appearance before the City, a person representing a person or entity which employs a former City official or employee who had discretionary authority over the project or matter for which the person or entity is appearing before the City shall disclose any former involvement of such former City official or employee in the project or matter. This disclosure requirement shall be in effect for 24 months after the former City official or City employee leaves City service or employment.

(E) This section shall become effective from and after February 1, 1987. This section shall not apply to persons who left the service or employment of the City prior to February 1, 1987.

Source: 1992 Code Section 2-3-67; Ord. 031204-9; Ord. 031211-11.

ARTICLE 5. FINANCIAL DISCLOSURE.

§ 2-7-71 DEFINITIONS.

In this article:

(1) CITY OFFICIAL means the mayor, members of the city council and their aides, Municipal Court Judges (including Substitute Judges), city manager, Assistant city managers, city clerk, Deputy city clerks, city attorney, Deputy city attorneys, Treasurer, Comptroller, City Auditor, Purchasing Officer, the initial and subsequent commissioners of the Conventions and Visitors Commission, all department heads, deputy department heads, and where no deputy department head serves, the first principal assistant of such department, and spouses of each, and spouses of and the members of the City boards and commissions described in Section 2-7-72(C) (*Reports*). City appointees to other governmental bodies may be required to file financial information statements without being deemed City officials under Section 2-7-2 (*Definitions*).

(2) SPOUSE of a City official includes a domestic partner, which means an individual who lives in the same household and shares common resources of life in a close, personal, intimate relationship with the City official if under Texas law the individual would not be prevented from marrying the City official on account of age, consanguinity, or prior undissolved marriage to another. A domestic partner may be of the same, or opposite, gender as the City official.

Source: 1992 Code Section 2-3-71; Ord. 031204-9; Ord. 031211-11; Ord. 20071129-011.

§ 2-7-72 REPORTS.

(A) Not later than July 30 of the year 2020, each City official shall file with the city clerk a public statement of financial information covering January 1 through December 31 of the previous calendar year. Not later than August 24 of the year 2020, the mayor and members of the city council and spouses shall also file with the city clerk an updated statement of financial information which shall cover January 1 through June 30 of the current calendar year. The updated statement shall only include any change in a "substantial interest" or "substantial interest in real property" as defined in Section 2-7-2 (*Definitions*) since the last filed statement. For an outgoing mayor or council member who has not been re-elected, not later than the 30th day after the end of a mayor's or council member's term, the mayor or council member shall file with the city clerk a statement of financial information covering January 1 through December 31 of the previous calendar year.

(B) Any nonelected City officials covered by Section 2-7-71 (*Definitions*) who are appointed or hired shall file an initial statement of financial information for the previous calendar year by the latter of the following dates: within 30 days of being hired or appointed or by May 29, 2020. Thereafter, such person shall, within the time limits provided by this article, file a statement of financial information for the full appropriate reporting period. However, any salaried, nonelected City official who on or after March 17, 2020 resigns or is terminated for any reason shall file with the city clerk a public statement of financial information which shall cover the current year to the date of resignation or termination by the latter of the following dates: on or before the last day of employment as a salaried, nonelected City official or by May 29, 2020. A salaried, nonelected City official who is resigning or otherwise terminating employment shall not be required to file a public statement of financial information for the time period beyond the last day of employment of the year

in which the resignation or termination occurred. On or before the last day of employment, or by May 29, 2020 if the termination date occurs between March 17, 2020 and May 29, 2020, the salaried, nonelected City official shall also file a statement of financial information for the previous year if one has not been submitted prior to the employee's termination date.

Note: Subsections (A) and (B) above shall remain in effect until 11:59 p.m. on August 31, 2020.

Note: Effective September 1, 2020, Subsections (A) and (B) above are repealed and replaced with the following:

(A) Not later than April 30 of each year, each City official shall file with the city clerk a public statement of financial information covering January 1 through December 31 of the previous calendar year. Not later than July 31 of each year, the mayor and members of the city council and spouses shall also file with the city clerk an updated statement of financial information which shall cover January 1 through June 30 of the current calendar year. The updated statement shall only include any change in a "substantial interest" or "substantial interest in real property" as defined in Section 2-7-2 (*Definitions*) since the last filed statement. For an outgoing mayor or council member who has not been re-elected, not later than the 30th day after the end of a mayor's or council member's term, the mayor or council member shall file with the city clerk a statement of financial information covering January 1 through December 31 of the previous calendar year.

(B) Any non-elected City officials covered by Section 2-7-71 (*Definitions*) who are appointed or hired shall file an initial statement of financial information for the previous calendar year within 30 days of being hired or appointed. Thereafter, such person shall, within the time limits provided by this article, file a statement of financial information for the full appropriate reporting period. However, on or before the last day of employment, any salaried, non-elected City official who resigns or is terminated for any reason shall file with the city clerk a public statement of financial information which shall cover the current year to the date of resignation or termination. A salaried, non-elected City official who is resigning or otherwise terminating employment shall not be required to file a public statement of financial information for the time period beyond the last day of employment of the year in which the resignation or termination occurred. On or before the last day of employment, the terminating non-elected salaried City official shall also file a statement of financial information for the previous year if one has not been submitted prior to the employment termination date.

(C) The members of the following boards and commissions shall report the information required by Subsection (E):

(1) Arts Commission;

(2) Board of Adjustment;

(3) Environmental Commission;

(4) Historic Landmark Commission;

(5) Housing Authority of the City of Austin;

(6) Parks and Recreation Board;

(7) Planning Commission;

(8) Public Safety Commission;

(9) Zero Waste Advisory Commission;

(10) Water and Wastewater Commission;

(11) Urban Renewal Agency; and

(12) Zoning and Platting Commission; and

(13) Community Development Commission.

(D) In addition to other required information, the mayor and members of the city council shall report the amount or category of information as designated in Section 2-7-73 (*Categories*), for any item reported under Subsection (E)(1), (3), (4), (6), (7), (10), (11) or (12).

(E) A City official shall include the following information by separate listing in the required statement of financial information, such information to include the source of income or assets and liabilities of their spouses but shall not require a separate report by such official's spouse:

(1) All sources of occupational income which exceed 10 percent of the official's gross income or $5,000 in salary, bonuses, commissions or professional fees; or $20,000 in payment for goods, products or nonprofessional services, excluding the amount but including the name and address of the employer or source of income, and the nature of the occupation or business of each source.

(2) If the official is a self-employed solo practitioner, or if the official owns or controls at least a five percent interest in a partnership, professional corporation or other entity through which the official does business, the official shall report the names and addresses of the clients or customers from whom the official, partnership, professional corporation, or other entity received at least 10 percent of its gross income or $5,000 in salary, bonuses, commissions or professional fees; or $20,000 in payment for goods, products or nonprofessional services of gross income during the reporting period.

(3) An itemized list of all sources of income from interest, dividends, royalties, rents, trust disbursements, or other non-occupational sources, excluding the amount, but identifying the source, for each such source exceeding either 10 percent of the official's gross income or $5,000.

(4) The identification of any person, business entity or other organization from whom the City official reporting has received a gift or favor of any money or other thing of value in excess of $100, or a series of gifts from the same source during the reporting period the total value of which exceeds $100, excluding the value of the gift, but including the identification of the source. Excluded from this requirement are campaign contributions which are reported as required by state statute and gifts received from the following relatives:

(a) spouse;

(b) children;

(c) parents;

(d) grandchildren;

(e) grandparents;

(f) brothers;

(g) sisters;

(h) uncles;

(i) aunts;

(j) nephews;

(k) nieces;

(l) first cousins;

(m) children-in-law;

(n) parents in-law;

(o) grandchildren-in-law;

(p) grandparents-in-law;

(q) brothers-in-law;

(r) sisters-in-law;

(s) uncles-in-law;

(t) aunts-in-law;

(u) nephews-in-law;

(v) nieces-in-law; and

(w) first cousins-in-law.

(5) The name of any corporation, partnership, limited partnership, or other entity in which the official held, owned, acquired, or sold stock or other equity ownership having a value exceeding $5,000 or equivalent to five percent or more of the stock or equity in the entity.

(6) A description, excluding the face amount, of all bonds, notes and other commercial paper which the official held, owned, acquired, or sold at any time during the reporting period if the combined face value of the bond, notes and commercial paper exceeds $5,000.

(7) Any other income or revenue of the official in excess of $5,000, including a description of sources, but excluding amounts.

(8) An itemized list of all real property in which the official holds any legal or beneficial interest, including real property for which the official has entered into a contract for sale, and including a description sufficient to locate the property, stating the state address, if any, and the present use of the property.

(9) An itemized list of all real property held, owned, acquired, sold or under contract for sale by a corporation, partnership, limited partnership, professional corporation, or other entity in which the official owns or controls at least a five percent interest, including a description sufficient to locate the property, stating the street address, if any, and the present use of the property.

(10) All loans and extensions of credit exceeding $5,000 on which the official is lender or creditor, excluding the amount of the loan or extension of credit but including the name of the debtor and the rate of interest, if any.

(11) All loans or transactions exceeding $5,000 on which the official is a guarantor or co-signor, excluding the amount of the loan or guarantee, but including the names of the borrower and lender.

(12) All loans to, debts of, and other financial liabilities of the official which are in excess of $5,000 and all loans to, debts of and other financial liabilities of any corporation, partnership, limited partnership, professional corporation or other entity in which the official owns or controls at least five percent interest, which liabilities exceed $5,000. For all debts, loans and liabilities presently outstanding or which existed at any time during the reporting period, the official shall state when the liability was incurred, the rate of interest being charged, if any, and the name of the lender, creditor or obligee, but not the amount of the liability.

(13) All boards of directors of which the official is a member and the offices or executive positions which the official holds in corporations, partnerships, limited partnerships, professional corporations or other entities, including non-business entities, stating for each the name of the entity and the position held. There shall be excluded from this item positions on corporations or other entities owned by the City or created by the city council.

(F) If, during a reporting period, the mayor or member of the city council has accepted the offer of any trip or excursion from a person or entity other than the City, then he shall report the following to the city clerk before embarking on such a trip or excursion:

(1) the name of the sponsor;

(2) the place or places to be visited;

(3) the purpose of such a trip or excursion; and

(4) the date and duration of any such trip or excursion.

Within 15 days of return from such a trip or excursion, the mayor or Councilmember shall report to the city clerk the approximate value of such a trip or excursion.

(G) If any City official or City employee has accepted any item by way of gift or loan on behalf of the City, such gift or loan must be promptly reported to the city manager or his designee who shall have the gift or loan inventoried as City property in the case of a gift, or as a loan to the City in the case of a loan.

Source: 1992 Code Section 2-3-72; Ord. 031204-9; Ord. 031211-11; Ord. 20071129-011; Ord. 20090618-047; 20090723-097; Ord. 20090827-021; 20120126-049;Ord. No. 20141211-204, Pt. 25, 7-1-15; Ord. No.20170209-005, Pt. 19, 2-20-17;Ord. No. 20141211-204, Pt. 25, 7-1-15;Ord. No. 201808030-066, Pt. 3, 9-10-18; Ord. No.20200409-062, Pts. 1—3, 4-20-20.

§ 2-7-73 CATEGORIES.

Where a monetary amount or value of income of an asset is required to be reported by the mayor or members of the city council, the exact amount need not be reported. The statement may instead include the category of amount as follows:

(A) Category I: $1 to less than $10,000;

(B) Category II: At least $10,000 but less than $20,000;

(C) Category III: At least $20,000 but less than $50,000;

(D) Category IV: At least $50,000 but less than $75,000;

(E) Category V: At least $75,000 but less than $100,000; and

(F) Category VI: $100,000 or more, report to nearest $100,000.

Source: 1992 Code Section 2-3-73; Ord. 031204-9; Ord. 031211-11.

§ 2-7-74 FINANCIAL DISCLOSURE BY CANDIDATES.

(A) Non-incumbent candidates for election to City offices shall file a public statement of financial information for the previous year with the city clerk within five working days after the deadline for filing for their respective offices. Incumbent candidates for election to City offices shall file a public statement of financial information for the previous year with the city clerk within five working days after the deadline for filing for their respective offices; provided that if such financial statement for the appropriate reporting period has already been filed pursuant to this article, such incumbent candidate shall not be required to refile an identical statement.

(B) Incumbent and non-incumbent candidates for election to City offices shall file the same information as is required by the mayor and members of the city council under this article.

Source: 1992 Code Section 2-3-74; Ord. 031204-9; Ord. 031211-11.

§ 2-7-75 SWORN FINANCIAL DISCLOSURE STATEMENTS.

(A) All public statements of financial information required by this article shall be sworn to and shall constitute public records.

(B) A statement of financial information may be filed electronically under procedures to be determined by the city clerk. By filing electronically a person required to file a statement of financial information states on oath before the city clerk that the facts stated in the statement of financial information are true to the best of the person's knowledge or belief.

(C) A statement of financial information that is filed with the city clerk is considered to be under oath by the person required to file the statement regardless of the absence of or defect in the affidavit of verification, including a signature. This subsection applies to a statement of financial information that is filed electronically or otherwise.

Source: 1992 Code Section 2-3-75; Ord. 031204-9; Ord. 031211-11; Ord. 20060608-013.

§ 2-7-76 FILING DATES FOR STATEMENTS.

Statements required by this article shall be received by the city clerk by 11:59 p.m. on the last day required. When the last day falls on a Saturday or Sunday, or on an official City holiday as established by city council, the deadline for receipt by the city clerk is extended to 11:59 p.m. of the next day which is not a Saturday or Sunday or official City holiday.

Source: 1992 Code Section 2-3-76; Ord. 031204-9; Ord. 031211-11; Ord. No.20170209-005, Pt. 20, 2-20-17; Ord. No.20190619-172, Pt. 8, 7-1-19.

§ 2-7-77 FAILURE TO FILE FINANCIAL DISCLOSURE REPORTS.

For provisions concerning the removal of certain City officials for failure to file financial disclosure reports, see Section 2-1-21 (*Eligibility Requirements and Removal*).

Source: 1992 Code Section 2-3-77; Ord. 031204-9; Ord. 031211-11.

§ 2-7-99 OFFENSES; PENALTY.

(A) A person commits an offense if the person fails to comply with a subpoena under Section 2-7-46 (*Oaths and Requests for Information*).

(B) A person commits an offense if the person violates Section 2-7-66 (*Misuse of Official Information*), Section 2-7-67 (*Restrictions on Providing Representation of Others*), or Article 5 (*Financial Disclosure*) of this Chapter.

(C) An offense under this section is punishable as a Class C misdemeanor as provided in Section 1-1-99 (*Offenses; General Penalty*).

(D) A culpable mental state is not required, and need not be proved, for an offense under this section.

Source: 1992 Code Section 2-3-999; Ord. 031204-9; Ord. 031211-11; Ord. 20111110-052; Ord. No.20170209-005, Pt. 21, 2-20-17.

ARTICLE 6. ANTI-LOBBYING AND PROCUREMENT.[1]

§ 2-7-101 FINDINGS; PURPOSE.

(A) The council finds that persons who enter a competitive process for a city contract voluntarily agree to abide by the terms of the competitive process, including the provisions of this article.

(B) The council finds that it is in the City's interest:

(1) to provide the most fair, equitable, and competitive process possible for selection among potential vendors in order to acquire the best and most competitive goods and services; and

(2) to further compliance with State law procurement requirements.

(C) The council intends that:

(1) each response is considered on the same basis as all others; and

(2) respondents have equal access to information regarding a solicitation, and the same opportunity to present information regarding the solicitation for consideration by the City.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-102 APPLICABILITY.

(A) This article applies to all solicitations except:

(1) City social service funding;

(2) City cultural arts funding;

(3) federal, state or City block grant funding;

(4) the sale or rental of real property;

(5) interlocal contracts or agreements; and

(6) solicitations specifically exempted from this article by council.

(B) Absent an affirmative determination by the council, the purchasing officer has the discretion to apply this article to any other competitive process.

(C) City Code Section 1-1-99 (*Offenses; General Penalty*) does not apply to this article.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

[1]Editor's note(s)—Ord. No. 20180614-056 , Pt. 1, effective June 25, 2018, repealed the former Art. 6, §§ 2-7-101—2-7-111, and enacted a new Art. 6 as set out herein. The former Art. 6 pertained to similar subject matter. See Code Comparative Table for complete derivation.

§ 2-7-103 DEFINITIONS.

In this article:

(1) AGENT means a person authorized by a respondent to act for or in place of the respondent in order to communicate on behalf of that respondent. Each of the following is presumed to be an agent:

(a) a current full-time or part-time employee, owner, director, officer, member, or manager of a respondent;

(b) a person related within the first degree of consanguinity or affinity to a current full-time or part-time employee, owner, director, officer, member, or manager of a respondent;

(c) a person related within the first degree of consanguinity or affinity to the respondent, if a respondent is an individual person; and

(d) a lobbyist, attorney, or other legal representative of the respondent that has been retained by the respondent with respect to the subject matter of either the solicitation or the respondent's response to the solicitation.

(2) AUTHORIZED CONTACT PERSON means a City employee designated in a City solicitation as the point of contact for all purposes for that solicitation.

(3) CITY EMPLOYEE is defined in Section 2-7-2 (*Definitions*), and further includes an independent contractor hired by the City with respect to the solicitation.

(4) CITY OFFICIAL is defined in Section 2-7-2 (*Definitions*).

(5) NO-LOBBYING PERIOD means the period of time beginning at the date and time a solicitation is published and continuing through the earliest of the following:

(a) the date the last contract resulting from the solicitation is signed;

(b) 60 days following council authorization of the last contract resulting from the solicitation; or

(c) cancellation of the solicitation by the City.

(6) PURCHASING OFFICER means the City employee authorized to carry out the purchasing and procurement functions and authority of the City.

(7) RESPONSE means a written offer or submission in reply to a solicitation.

(8) RESPONDENT means a person or entity that has timely submitted or subsequently timely submits a response to a City solicitation, even if that person subsequently withdraws its response or has been disqualified by the City for any reason. Respondent includes:

(a) a subsidiary or parent of a respondent;

(b) a joint enterprise, joint venture, or partnership with an interest in a response and in which a respondent is a member or is otherwise involved, including any partner in such joint enterprise, joint venture, or partnership; and

(c) a subcontractor to a respondent in connection with that respondent's response.

(9) SOLICITATION means an opportunity to compete to conduct business with the City that requires council approval under City Charter Article VII Section 15 (*Purchase Procedure*), and includes, without limitation:

(a) an invitation for bids;

(b) a request for proposals;

(c) a request for qualifications;

(d) a notice of funding availability; and

(e) any other competitive solicitation process for which the purchasing officer, in the purchasing officer's sole discretion, affirmatively determines this article should apply in accordance with Section 2-7-102(B).

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-104 RESTRICTION ON LOBBYING.

Subject to the exclusions in Section 2-7-105 (*Permitted Communications*), during a no-lobbying period:

(1) a respondent or an agent shall not communicate directly with a City official or a City employee, or both in order to:

(a) provide substantive information about any respondent or response with respect to the solicitation to which the communication relates;

(b) encourage the City to reject one or more of the responses to the solicitation to which the communication relates;

(c) convey a complaint about the solicitation to which the communication relates; or

(d) ask any City official or City employee to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking action on any vote, decision, or agenda item regarding the solicitation to which the communication relates;

(2) a City official shall not contact or communicate with a respondent regarding a response or the solicitation to which the no-lobbying period applies;

(3) a City employee, other than the authorized contact person, shall not contact or communicate with a respondent regarding a response or the solicitation to which the no-lobbying period applies.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-105 PERMITTED COMMUNICATIONS.

The following communications are permitted under this article at any time:

(1) any communication between a respondent or agent and any authorized contact person, including, without limitation and in accordance with regulation, any complaint concerning the solicitation;

(2) any communication between a respondent or agent and any person to the extent the communication relates solely to an existing contract between a respondent and the City, even when the scope, products, or services of the current contract are the same or similar to those contained in an active solicitation;

(3) any communication between a respondent or an agent and a City employee to the extent the communication relates solely to a non-substantive, procedural matter related to a response or solicitation;

(4) any communication required by or made during the course of a formal protest hearing related to a solicitation;

(5) any communication between a respondent or an agent and the City's Small and Minority Business Resources Department, that solely relates to compliance with Chapters 2-9A through 2-9D (*Minority-Owned and Women-Owned Business Enterprise Procurement Program*) of the City Code;

(6) any communication between an attorney representing a respondent and an attorney authorized to represent the City, to the extent the communication is permitted by the Texas Disciplinary Rules of Professional Conduct;

(7) any communication made by a respondent or an agent to the applicable governing body during the course of a meeting properly noticed and held under Texas Government Code Chapter 551 (*Open Meetings Act*);

(8) any communication between a respondent or an agent and a City employee whose official responsibility encompasses the setting of minimum insurance requirements for the solicitation to which the communication relates, to the extent the communication relates solely to the insurance requirements established by the City in the solicitation; and

(9) any contribution or expenditure as defined in Chapter 2-2 (*Campaign Finance*).

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-106 MODIFICATION OF RESTRICTION.

The purchasing officer may waive, modify, or reduce the requirements in Section 2-7-104 (*Restrictions on Lobbying*) in order to allow respondents to communicate with a City employee or a City official other than the authorized contact person when the purchasing officer determines, in writing, that the solicitation must be conducted in an expedited manner, including but not limited to a solicitation conducted for reasons of health or safety under the shortest schedule possible with no extensions. Any such modification authorized by the purchasing officer shall be stated in the solicitation.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-107 NOTICE.

(A) Each solicitation shall include a notice advising respondents and prospective respondents:

(1) of the requirements of this article;

(2) that any communication initiated by a City employee or City official, other than the authorized contact person, during the no-lobbying period regarding a response or the solicitation may result in a violation of Section 2-7-104(1) if the respondent subsequently lobbies that City employee or City official.

(B) The purchasing officer, or a City employee designated by the purchasing officer, shall provide weekly written notice, accessible to all City employees and City officials, of each solicitation for which the no-lobbying period is in effect.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-108 DISCLOSURE OF VIOLATION.

A City official or a City employee other than the authorized contact person that becomes aware of a violation of Section 2-7-104 (*Restrictions on Lobbying*) shall notify the authorized contact person in writing as soon as practicable.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-109 ENFORCEMENT.

(A) A respondent that has been disqualified pursuant to Section 2-7-110(A) may appeal such disqualification to a subcommittee that is less than a quorum of the Ethics Review Commission established in Chapter 2-7, Article 2 (*Ethics Review Commission*), whose decision on appeal shall be final and binding. Any appeal must be filed in the manner prescribed by the Ethics Review Commission within 5 calendar days of the notice given by the purchasing officer pursuant to Section 2-7-110(B).

(B) The purchasing officer shall waive a violation of Section 2-7-104(1) if the violation was solely the result of communications initiated by a City official or a City employee other than the authorized contact person.

(C) The purchasing officer has the authority to enforce this article through rules promulgated in accordance with Chapter 1-2 (*Adoption of Rules*), which at a minimum shall include a notice and protest process for respondents disqualified pursuant to Section 2-7-110 (*Disqualification; Contract Voidable*), including:

(1) written notice of the disqualification imposed pursuant to Section 2-7-110 (*Disqualification; Contract Voidable*);

(2) written notice of the right to protest the disqualification imposed; and

(3) written notice of the right to request an impartial hearing process.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 2-7-110 DISQUALIFICATION; CONTRACT VOIDABLE.

(A) If the purchasing officer finds that a respondent has violated Section 2-7-104(1), the respondent is disqualified from participating in the solicitation to which the violation related.

(B) The purchasing officer shall promptly provide written notice of disqualification to a disqualified respondent.

(C) If a respondent is disqualified from participating in a solicitation as a result of violating Section 2-7-104(1) and the solicitation is cancelled for any reason, that respondent is also disqualified from submitting a response to any reissue of the same or similar solicitation for the same or similar project. For the purposes of this section, the purchasing officer may determine whether any particular solicitation constitutes a "same or similar solicitation for the same or similar project".

(D) If a respondent violates Section 104(1) and is awarded a contract resulting from the solicitation to which the violation relates, the City may void that contract.

(E) Respondents that violate Section 2-7-104(1) three or more times during a five year period may be subject to debarment from participating in any new contracts with the City for a period of up to three years.

Source: Ord. No. 20180614-056 , Pt. 1, 6-25-18.

§ 25-10-104 SIGNS PROHIBITED IN PUBLIC EASEMENTS AND RIGHT-OF-WAY.

(A) A person may not cause or authorize a sign to be installed, used, or maintained on or over public right-of-way or other public property, including any public easement or other public encumbrance over private property, except as authorized by this chapter.

(B) The primary beneficiary of any sign installed in violation of this section is presumed to have authorized or caused the installation, use, or maintenance of the sign in violation of this section and commits an offense.

(C) Proof of a culpable mental state is not required for conviction of an offense under this section.

(D) An offense under this section is punishable by a fine of not less than:

(1) $ 50 for a first conviction;

(2) $ 200 for a second conviction within any 24-month period; and

(3) $ 400 for a third or subsequent conviction within any 24-month period.

(E) To determine the minimum fine under Subsection (D), one or more fines assessed during a 24-hour period beginning at midnight and ending at 11:59 p.m. constitute a single conviction.

(F) A person who commits an offense under Subsection (A) shall remove the object. In addition to other enforcement remedies, a person who fails to remove an object within 48 hours after being notified of the offense in writing by an authorized City representative is subject to a civil penalty of $200 per day for every day or part of a day the object is in place.

(G) The city manager may remove a sign or other advertising device installed, used, or maintained on or over any public property or public right-of-way in violation of this chapter. Notice is not required to be given to the owner or beneficiary of a sign removed under this section, either before the removal or before the disposition or destruction of the sign.

(H) This section does not prohibit the installation, use, or maintenance in the right-of-way of:

(1) a sidewalk sign;

(2) a projecting sign in the downtown sign district;

(3) a street banner;

(4) a wall sign that is mounted flat against the building and extends not more than 18 inches from the facade of a building and into right-of-way; or

(5) a sign installed by a governmental agency for a governmental purpose.

(I) A sign installed, used, or maintained on or over public property or public right-of-way is presumed to be abandoned, unless the sign is authorized by this chapter. Chapter 9-1 (*Abandoned Property And Vehicles*) does not apply to a sign abandoned under this section.

(J) The remedies authorized under this section are cumulative. If the City files a civil or criminal action, it is not precluded from pursuing any other action or remedy.

Source: Section 13-2-864; Ord. 990225-70; Ord. 031030-11; Ord. 031211-11; Ord. 040422-49; Ord. 20100610-064; Ord. No. 20170817-072 , Pt. 6, 8-28-17.

Candidate Contract Additional Information

Austin City Code

§ 2-2-11 - VOLUNTARY CAMPAIGN CONTRACT.

(A) A candidate for mayor or city council may sign a contract with the City agreeing to abide by limitations on that candidate's contributions and expenditures as specified in this article in exchange for benefits provided under this chapter.

(B) A candidate must personally sign the campaign contract the earlier of:

(1) 30 days after he or she becomes a candidate under the Texas Election Code; or

(2) the date the candidate files for a place on the ballot.

(C) Only a candidate who signs a campaign contract with the City will qualify for public funds from the Austin Fair Campaign Finance Fund under Article 7 of this chapter (Austin Fair Campaign Finance Fund).

(D) A candidate who signs a campaign contract must report a contribution or expenditure during the first reporting period in which it is made and apply the contribution or expenditure to the candidate's voluntary limits. The candidate must file the campaign finance report's data as provided in Section 2-2-26 (Filing of Campaign Finance Report Data).

Texas Election Code

Under Section 251.001(1), a person becomes a candidate by taking “affirmative action,” which includes filing a campaign treasurer appointment (CTA). However, in practicality, it is difficult, if not impossible, for the City Clerk to calculate the date an individual filed the CTA, because a campaign treasurer appointment may be active for several years, and individuals are not required to file an updated CTA before each election. Therefore, the 30-day time period cannot be calculated for individuals with active CTAs. That being the case, the City’s Clerk’s office has set the deadline for individuals to sign the campaign contract as the date the person files an application for a place on the ballot.