

**BOARD OF SUPERVISORS OF ELECTIONS FOR THE CITY OF FREDERICK
Campaign Contributions and Expenditures Report**

Summary Sheet

Report Filed Date: _____ Office Sought: _____

Campaign Account: _____

- 1st Report Due by noon on Monday, August 16, 2021
All transactions from opening of account or last report through August 12, 2021
- 2nd Report Due by noon on Monday, October 4, 2021
All transactions from August 13, 2021 through September 30, 2021
- 3rd Report Due by noon on Tuesday, October 26, 2021
All transactions from October 1, 2021 through October 22, 2021
- 4th Report Due by close of business on Thursday, December 2, 2021
All transactions from October 23, 2021 through November 28, 2021

Received Stamp - Legal Dept. Use Only

- Final Report To close campaign finance entity: the 4th report may be deemed final if this is also checked.
All transactions from last report through disposal of remaining funds (see §7-24 of City Code)
Bank account must be closed.

Candidate's Name: _____

Address: _____
Street
City
Zip Code

Treasurer's Name: _____

Address: _____
Street
City
Zip Code

Financial Institution: _____

Prior Balance:	\$	
+ Total Contributions:	\$	Total In-Kind Contributions: \$
- Total Expenditures:	\$	
= Balance:	\$	← (Carry forward this balance to your next report)

Under penalty of perjury, we declare that we have examined this report, and to the best of our knowledge and belief it is complete and accurate.

Signature of Candidate

Signature of Treasurer

(Date)

(Date)

In-Kind Contributions

Campaign Account: _____

Date Received	Name and Address of Contributor	Description of Contribution	Value of In-Kind Donation
TOTALS THIS PAGE			

BOARD OF SUPERVISOR OF ELECTIONS FOR THE CITY OF FREDERICK
Campaign Contributions and Expenditures Report

Instructions

Step 1 – Summary Sheet

- **Report Filed Date** – the date the report is filed with the Board of Supervisors of Elections
- **Office Sought** – either Mayor or Alderman
- **Campaign Account** – name of the campaign finance entity
- **Report Number** – indicate which report you are filing by checking the appropriate box
- **Candidate and Treasurer Information** – enter names and addresses
- **Financial Institution** – name of bank where account is held
- **Prior Balance** – the prior balance, if any, from the previous report
- **Total Contributions** – all monetary contributions for this reporting period
- **Total Expenditures** – all expenditures for this reporting period
- **Balance** – add Prior Balance and Total Contributions and subtract Total Expenditures to get this figure
- **Total In-Kind Contributions** – all in-kind contributions from this reporting period
- **Candidate and Treasurer Signature** – both the candidate and treasurer must sign and date the report

Step 2 – Contributions

- **Report Number** – 1, 2, 3, 4, Final, or Annual
- **Date Received** – enter the date each contribution is received
- **Name and Address of Contributor** – enter the name and address of the contributor (Include contributions from other candidates, political parties, slates, corporations, labor unions or businesses. If the contribution is not from an individual, enter the name and address of the entity from which it is received.)
- **Contribution Amount** – the amount of the current contribution (**Do not enter In-kind Contributions on this sheet.**)
- **Totals This Page** – after completing the page, enter in the last row the total cash contribution amount; grand total of all cash contribution pages is entered on the Summary Sheet

Step 3 – Expenditures

- **Report Number** – 1, 2, 3, 4, Final, or Annual
- **Date** – enter the date the expenditure was made
- **Name and Address of Payee** – enter the name and address of the payee (The payee is the person or entity who is the recipient of the campaign funds.)
- **Nature of Expenditure** – enter a description that best fits the type of expenditure
- **Amount** – enter the amount of the expenditure
- **Totals This Page** – after completing the page, enter in the last row the total expenditure amount; grand total of all expenditure pages is entered on the Summary Sheet

Step 4 – In-Kind Contributions

- **Report Number** – 1, 2, 3, 4, Final, or Annual
- **Date Received** – enter the date in-kind contribution was made
- **Name and Address of Contributor** – enter the name and address of the contributor
- **Description of Contribution** – enter a description of the item or event
- **Value of In-Kind Donation** – enter the estimated value of the item or event
- **Totals This Page** – after completing the page, enter in the last row the total in-kind contribution amount; grand total of all in-kind contribution pages is entered on the Summary Sheet

Step 5

- Enter the page numbers and total number of pages for the report