

## INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT SUMMARY

<b>(1)</b>	Type full name of candidate, political committee, committee of continuous existence, party executive committee, or individual or organization filing an electioneering communication report.																		
<b>(2)</b>	Type the address (include city, state, and zip code). You may use a post office box If the address has changed since the last report filed, check the appropriate box.																		
<b>(3)</b>	Type identification number assigned by the Division of Elections.																		
<b>(4)</b>	<p>Check one of the appropriate boxes:</p> <p style="margin-left: 20px;">Candidate (type office sought - include district, circuit, or group numbers)</p> <p style="margin-left: 20px;">Political Committee</p> <p style="margin-left: 20px;">Committee of Continuous Existence</p> <p style="margin-left: 20px;">Party Executive Committee</p> <p style="margin-left: 20px;">Electioneering Communication</p> <p>If PC or CCE has disbanded and will no longer file reports, check appropriate box.</p> <p>If individual or organization will no longer file electioneering communication reports, check appropriate box.</p>																		
<b>(5)</b>	Type the cover period dates (e.g., From 07/01/03 To 09/30/03) Enter the report type using one of the following abbreviations (see <i>Calendar of Election and Reporting Dates</i> ). If report is for a <b>special election</b> , add "S" in front of the report code (e.g., SG3).																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">Quarterly Reports</th> <th style="width: 50%; text-align: center;">General Election Reports</th> </tr> <tr> <td>January Quarterly ..... Q4</td> <td>46<sup>th</sup> Day Prior ..... G1</td> </tr> <tr> <td>April Quarterly ..... Q1</td> <td>32<sup>nd</sup> Day Prior ..... G2</td> </tr> <tr> <td>July Quarterly ..... Q2</td> <td>18<sup>th</sup> Day Prior ..... G3</td> </tr> <tr> <td>October Quarterly ..... Q3</td> <td>4<sup>th</sup> Day Prior ..... G4</td> </tr> <tr> <th style="text-align: center;">Primary Reports</th> <th style="text-align: center;">90-Day Termination Reports (Candidates Only)</th> </tr> <tr> <td>32<sup>nd</sup> Day Prior ..... F1</td> <td>Termination Report ..... TR</td> </tr> <tr> <td>18<sup>th</sup> Day Prior ..... F2</td> <td></td> </tr> <tr> <td>4<sup>th</sup> Day Prior ..... F3</td> <td></td> </tr> </table>		Quarterly Reports	General Election Reports	January Quarterly ..... Q4	46 <sup>th</sup> Day Prior ..... G1	April Quarterly ..... Q1	32 <sup>nd</sup> Day Prior ..... G2	July Quarterly ..... Q2	18 <sup>th</sup> Day Prior ..... G3	October Quarterly ..... Q3	4 <sup>th</sup> Day Prior ..... G4	Primary Reports	90-Day Termination Reports (Candidates Only)	32 <sup>nd</sup> Day Prior ..... F1	Termination Report ..... TR	18 <sup>th</sup> Day Prior ..... F2		4 <sup>th</sup> Day Prior ..... F3	
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<p>Check one of the appropriate boxes:</p> <p style="margin-left: 20px;">Original (first report filed for this reporting period)</p> <p style="margin-left: 20px;">Amendment (an amendment to a previously filed report)</p> <p style="margin-left: 20px;">Special Election Report</p> <p style="margin-left: 20px;">Independent Expenditure Report (see Section 106 071, F.S.)</p>																			
<b>(6)</b>	Type the amount of all contributions this report:																		
<p>Cash &amp; Checks</p> <p>Loans</p> <p>Total Monetary (sum of Cash &amp; Checks and Loans)</p> <p>In-kind (a fair market value must be placed on the contribution at the time it is given)</p>																			
<b>(7)</b>	Type the amount of all expenditures this report:																		
<p>Monetary Expenditures</p> <p>Transfers to Office Account (elected candidates only)</p> <p>Total Monetary (sum of Monetary Expenditures and Transfers to Office Account)</p>																			
<b>(8)</b>	Type the amount of other distributions (goods & services contributed to a candidate or other committee by a PC, CCE or PTY).																		
<b>(9)</b>	Type the amount of TOTAL monetary contributions to date (parties keep cumulative totals for 2 year periods at a time (e.g., 01/01/02 – 12/31/03). Candidates keep cumulative totals from the time the campaign depository is opened through the termination report).																		
<b>(10)</b>	Type the amount of TOTAL monetary expenditures to date (parties keep cumulative totals for 2 year periods at a time (e.g., 01/01/02 – 12/31/03). Candidates keep cumulative totals from the time the campaign depository is opened through the termination report).																		
<b>(11)</b>	Type or print the required officer's name and have them sign the report:																		
<p>Candidate report (treasurer &amp; candidate must sign)</p> <p>PC report (treasurer &amp; chairperson must sign)</p> <p>CCE report (treasurer must sign)</p> <p>PTY report (treasurer &amp; chairperson must sign)</p> <p>Electioneering Communication report (individual or organization's treasurer &amp; chairperson must sign)</p>																			
<p><b>AMENDMENT REPORTS:</b> An amendment report summary should summarize only contributions, expenditures, distributions, &amp; fund transfers being reported as additions or deletions. Read the instructions for the sequence number &amp; amendment type fields on the back of forms DS-DE 13, 14, 14A and 94. The Division will summarize all reports submitted for each reporting period and for the filer to date.</p>																			