

ALASKA PUBLIC OFFICES COMMISSION

**POET ACCOUNT DISCLOSURE
STATEMENT**



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**2013 Municipal and State
Public Office Expense
Term Account
(POET Account)**

**Covers Activity in 2012
February 2, 2012 through February 1, 2013**

Name of Public Official _____

Address _____

Phone/Email _____

State/Municipal Office Held _____
(circle one and specify office)

Account Overview

Starting Balance

Enter Closing Balance
from previous Account Overview
or enter zero if first report.

plus (+)

**Transfer(s) from
Campaign Account or POET Reserve**

Indicate the remaining balance in the Reserve
Account after the transfer(s): _____
(amount)

minus (-)

Expenditures

Enter subtotal from
account activity page.

equals (=)

Closing Balance

CERTIFICATION: I certify that this account statement is, to the best of my knowledge, true, correct and complete.

(Signature of Public Official)

(Date)

POET and POET Reserve Information

Amount: When disbursing a campaign account under AS 15.13.116, a **legislator** and a **municipal official** may transfer all or a portion of leftover campaign funds to a public office expense term reserve ("POET Reserve") account, or a public office expense term ("POET") account.

POET Reserve: Legislators may transfer up to **\$5,000 x the number of years in their term** of office to a POET Reserve; a **municipal official** may transfer **up to \$5,000** to a POET Reserve. **Money from the POET Reserve may only be used to transfer into the POET account. Transfers from the POET Reserve to the POET account are limited to \$5,000 per year.**

Use of Money: Money in the POET account may only be used for expenses associated with the candidate's serving as a member of the legislature; mayor; member of the assembly, city council, or school board.

Disclosure: All amounts spent from the account must be disclosed annually by February 15. Each Report covers the preceding calendar year.

**REPORT DUE:
FEBRUARY 15, 2013**

For more information, please review the relevant campaign disclosure statute, AS 15.13.116, on the APOC website at www.doa.alaska.gov/apoc

Filling out the Account Activity Page

Reporting office expenses from the POET account is easy. A checkbook register should work. Simply report all transfers in and expenditures out of the account (including any interest earned and bank fees paid).

To complete this form, begin on the cover page. Enter the amount already in the account as the Starting Balance. If this is your first report, enter zero. Otherwise, the amount in the account should match the Closing Balance from your previous report.

Now turn to your Account Activity page. On this page, you should list all the activity in your POET account including transfers in and expenditures out. If you use accounting software, you may substitute a print out of your account activity **as long as the print out includes the information requested on this form.**

From your Account Activity page, subtotal all the transfers into the account from your campaign account or from your POET Reserve account. Enter that amount in the Account Overview. **If you have made transfers out of a POET Reserve Account, also disclose the amount remaining in your Reserve account at the end of the year.**

Now subtotal all the expenditures listed on your Account Activity page. All expenditures from the POET account must be disclosed and must be related to your serving in office. Enter the expenditure subtotal on the Account Overview.

On the Account Overview page, add the Starting Balance to the Transfer Subtotal, and subtract the Expenditure Subtotal to get the Closing Balance.

