FILING APOC CAMPAIGN DISCLOSURE REPORTS

Alaska Public Offices Commission

2010

OVERVIEW

This training is meant to provide basic information to candidates and/or campaigns about completing and filing campaign disclosure reports. Topics that will be covered include:

- Recordkeeping Requirements
- Required Reports/2010 Due Dates
- Completing APOC Forms

RECORDKEEPING REQUIREMENTS

- Under AS 15.13.111, campaign records must be kept for 6 years from the date of the election for which the information was reported.
- State candidates not elected to office, or a person who has left state elected office, may submit their records electronically to APOC for preservation for the requisite period of time.

REQUIRED REPORTS

The purpose of disclosure reports is to give the public a snapshot of your campaign activity during a specific report period. A typical campaign cycle has five reporting periods.

- Year Start Report Period
- 30 Day Report Period
- 7 Day Report Period
- 24 Hour Report Period
- Year End Report Period

YEAR START REPORT
Due February 15, 2010

The Year Start Report covers the activity from the beginning of your campaign through February 1st.

- If you do not file either a Letter of Intent with APOC or a Declaration of Candidacy with the Division of Elections or your Municipal Clerk's Office by February 1, you will not be required to file this report.

30 DAY REPORT
Due 30 Days Prior to the Election

- **State Primary**

  Covers Feb. 2 – July 23 ~ **Due July 26**
- **State General** (if you participated in Primary)

  Covers Aug. 15 – Oct. 1 ~ **Due October 4**
- **State General** (if you did not participate in Primary)

  Covers Feb. 2 – Oct. 1 ~ **Due October 4**
- **Statewide Municipal**

  Covers Feb. 2 – Sept. 3 ~ **Due September 6***

* Due date falls on a state holiday, reports will be considered timely if filed the day immediately following the holiday (September 7)

CANDIDATE LOANS / CONTRIBUTIONS TO THE CAMPAIGN

- Candidates can contribute or loan any amount of their own money or anything of value to their campaign.
- If they intend to repay themselves after the election, **they must notify APOC within 5 days** of putting their money into the campaign (this includes weekends).
- The candidate’s money is still reportable as a contribution to the campaign.

- In the 33 days prior to the election, candidates cannot give or loan their campaigns more than $5000 ~ the 33 day mark is the final day of the 30 Day Reporting Period.
- Candidates are limited as to the amounts that they can recover after the election, depending on the office sought.
    - Gubernatorial Candidates = **$25,000**
    - Legislative Candidates = **$10,000**
    - Municipal Candidate = **$5,000**

7 DAY REPORT
Due 7 Days Prior to the Election

- **State Primary**

  Covers July 24 – Aug. 14 ~ **Due August 17**

- **State General**

  Covers Oct. 2 – Oct. 23 ~ **Due October 26**

- **Statewide Municipal**

  Covers Sept. 4 – Sept. 25 ~ **Due September 28**

24 HOUR REPORTS
Due During the 9 days Prior to the Election

- In the 9 days before an election, campaigns must report within 24 hours, the date, contributor name, and amount of all monetary and non-monetary contributions over $250 from a single source.
- This could be one contribution of $250.01, or it could be a series of contributions. For example, if John Doe contributes $100 on the first day during the 24 hour report period, and then he contributes another $150.01 on the second day, then the campaign needs to report both contributions by the third day.

IMPORTANT 24 HOUR REPORT POINTS

- You must fax, hand-carry, or phone in 24-hour reports – DO NOT MAIL!
- Campaigns may need to report every day during that period, or they might not have to report at all.
- Contributions reported in 24-hour reports, must be fully disclosed on the year end reports, to include all required information (date received, pmt type, name, address and employer/occupation).

24 HOUR REPORTS
Due Within 24 Hours During the 9 Days Prior to the Election

- **State Primary~24 Hour Reporting Period**
  August 15 – August 23
- **State General~24 Hour Reporting Period**
  October 24 – November 1
- **Statewide Municipal~24 Hour Reporting Period**
  September 24 – October 4

YEAR END (FINAL) REPORT Due By February 15, 2011

The Year End Report covers the activity from 10 days prior to the election through the close out of your campaign, bringing the cycle to an end.

- You can file this report at anytime after you have paid any final expenses and disbursed any leftover funds from your campaign account, **you do not need to wait until February 15.**

YEAR END REPORT
Due By February 15, 2011

- **State Primary**

  Covers Aug. 15 – End of Campaign

- **State General**

  Covers Oct. 24 – End of Campaign

- **Statewide Municipal**

  Sept. 26 – End of Campaign

FILING REPORTS ELECTRONICALLY

- The first thing you will need to do is complete an Agreement For Use Of Electronic Filing Software/Excel.
- Return the completed agreement to our office via mail, fax, hand-delivery, or email (pdf).
- This agreement acts as the certification for your reports and must be signed.

Agreement For Use Of Electronic Filing Software/Excel

Alaska Public Offices Commission
2221 E. Northern Lights Blvd., Rm.128
Anchorage, AK 99508
Ph.: (907) 276-4176 Fax: (907) 276-7018
www.doa.alaska.gov/apoc

APOC

Agreement for Use of Electronic Filing Software / Excel

APOC: The Alaska Public Offices Commission agrees to provide the Electronic Filing Spreadsheets to candidates and treasurers at no charge. The Alaska Public Offices Commission also agrees to provide a template and documentation on how to use Excel spreadsheets. Staff further agrees to provide support during regular office hours.

APOC will make all reports that are filed electronically available to the public through its on-line database as soon as the reports are received through electronic media. All other reports will be available to the public in paper format upon request.

Using the APOC Electronic Filing Software/Excel spreadsheet does not waive the candidate/treasurer's responsibility to comply with the **reporting requirements and deadlines** of the campaign disclosure law.

FILER: The candidate/treasurer agrees to file the electronic file of the required the report on or before the report deadline. The candidate/treasurer will generate and submit, by email, an electronic report. Timeliness of the electronically-filed report is determined based on **when the report is received by APOC**. Filers should anticipate any lag time in the operation of mail servers.

By signing this agreement, the candidate/treasurer agrees to the terms described above and certifies that all electronic campaign disclosure reports submitted to the Alaska Public Offices Commission are true, correct and complete. This document is used in lieu of a signed cover sheet.

Name of Candidate or Group, And Treasurer: ______________________________

Email Address (Required) ______________________________

Date ______________ Signature ______________________________

~~Please Check One: ELFS~~ N/A ______ APOC Excel Spreadsheets ______

Include BOTH Candidate and Treasurer Names

Primary Email Address for Contact Purposes

Note: ELFS No Longer Available

Date

Signature

Excel Format

Excel Spreadsheets

- The Excel Spreadsheets can be found on our Home Page at: www.doa.alaska.gov/apoc
- There are five spreadsheets that make up one report
  - "Sample Campaign Spreadsheet" – Cover
  - "Sample Summary Spreadsheet" – Summary
  - "Sample Contributions Spreadsheet" - Income
  - "Sample Expenditures Spreadsheet" – Expenses
  - "Sample Debts Spreadsheet" - Debts

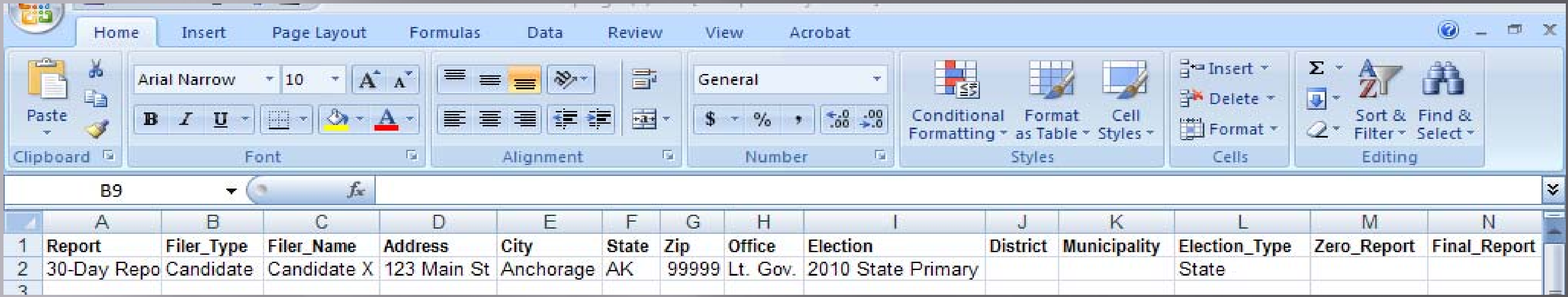
Download Samples / Save to Your Computer

- Click on each sample spreadsheet to open the file.
- Once the spreadsheet is open, save it to your computer.
- When naming the file, choose a name that clearly identifies which spreadsheet and what report it covers, for example “30-Day Cover Page.”

Use the Correct File Format

- When saving the spreadsheets, you will need to save them as a “CSV (comma delimited) (*.csv)” file type.
- Sample information is included for each spreadsheet to show how the information should be listed.
- Review the sample data, but be sure to delete it before finalizing and filing your report.
- When entering amounts, do not use commas or dollar signs.

CAMPAIGN COVER SHEET



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Report	Filer_Type	Filer_Name	Address	City	State	Zip	Office	Election	District	Municipality	Election_Type	Zero_Report	Final_Report
2	30-Day Repo	Candidate	Candidate X	123 Main St	Anchorage	AK	99999	Lt. Gov.	2010 State Primary			State		

Column	Information to be Reported
A	Report Being Filed
B	Type of Filer
C – G	Candidate's Name and Address
H	Office Sought
I/L	Election/ Election Type
J - K	District and/or Municipality – if applicable
M -N	Zero/Final Report – if applicable

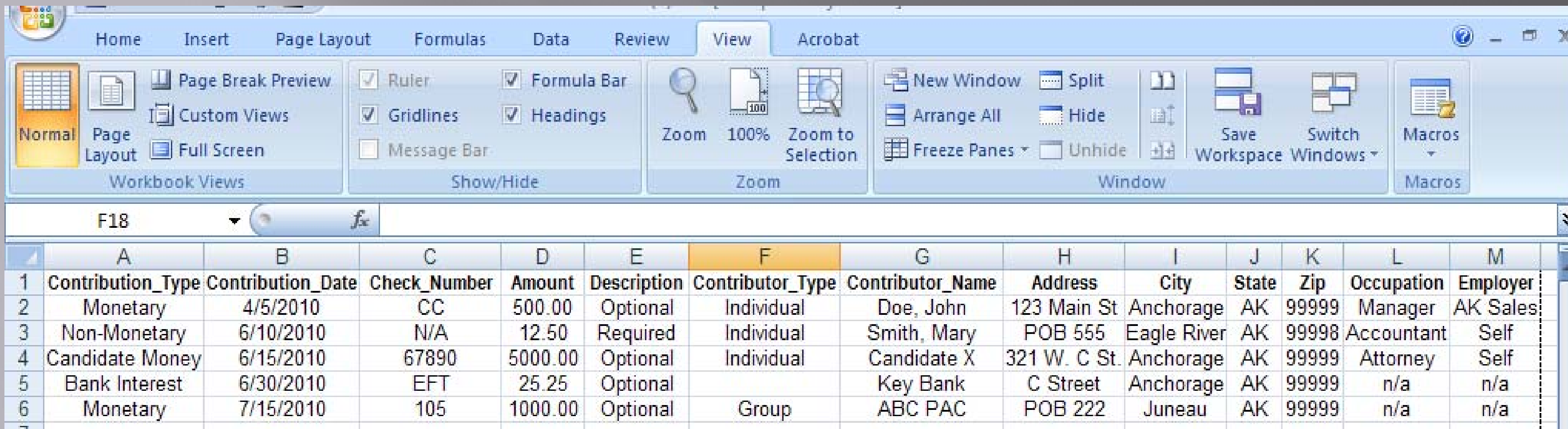
NO ACTIVITY BOX (Also called a Zero Report)

- If a campaign has no activity, you may enter an X in this box. This means that the campaign had no income, no paid expenditures, and no debts incurred during the reporting period (this includes rebates, refunds, bank interest, or bank fees).
- If you are filing a Zero Report, this is the only page that your report will consist of.

FINAL REPORT BOX

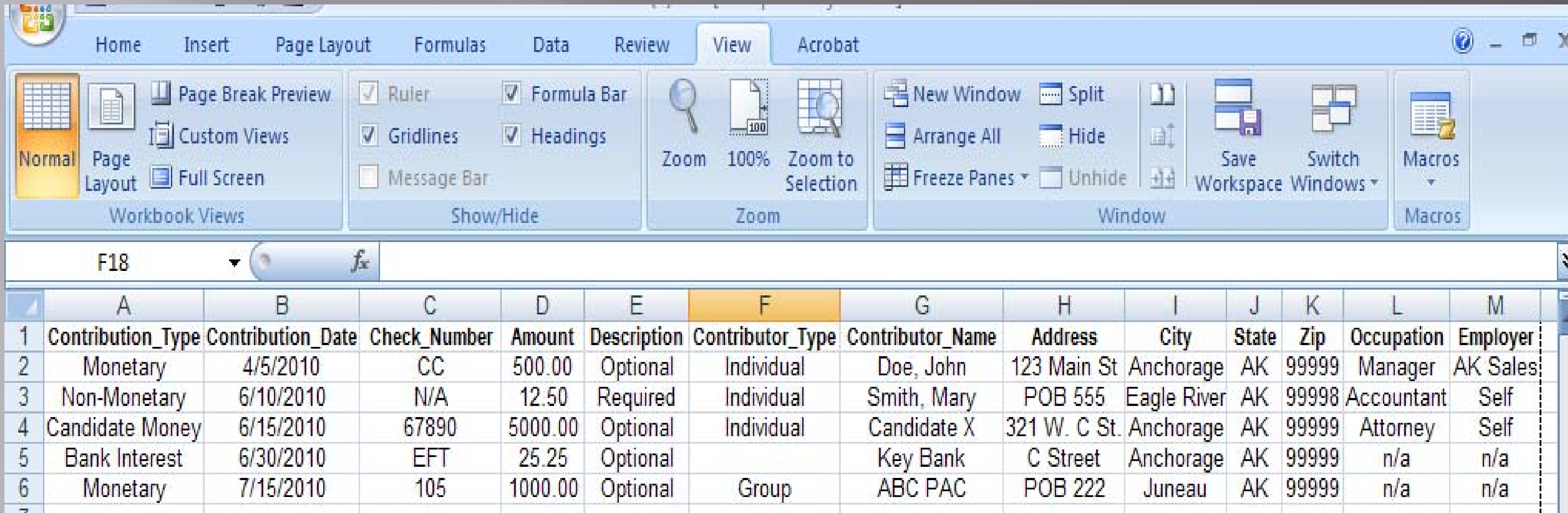
- Enter an X in this box if this is your last report for your campaign AND you have dispersed all leftover campaign funds; your closing cash on hand should be zero.
- If you are transferring remaining campaign funds to a future campaign, you should list that as your final expense.
- While we don't require you to physically close the account, we do require that you close the campaign account on paper.

CAMPAIGN CONTRIBUTIONS



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Contribution_Type	Contribution_Date	Check_Number	Amount	Description	Contributor_Type	Contributor_Name	Address	City	State	Zip	Occupation	Employer
2	Monetary	4/5/2010	CC	500.00	Optional	Individual	Doe, John	123 Main St	Anchorage	AK	99999	Manager	AK Sales
3	Non-Monetary	6/10/2010	N/A	12.50	Required	Individual	Smith, Mary	POB 555	Eagle River	AK	99998	Accountant	Self
4	Candidate Money	6/15/2010	67890	5000.00	Optional	Individual	Candidate X	321 W. C St.	Anchorage	AK	99999	Attorney	Self
5	Bank Interest	6/30/2010	EFT	25.25	Optional		Key Bank	C Street	Anchorage	AK	99999	n/a	n/a
6	Monetary	7/15/2010	105	1000.00	Optional	Group	ABC PAC	POB 222	Juneau	AK	99999	n/a	n/a

Column	Information to be Reported
A	Monetary, Non-Monetary, Candidate Money, or Interest
B	Date Received
C	Payment Method (Check #, Cash, CC, Non-Mon)
D	Contribution Amount (No Commas or Dollar Signs)
E	Description Required Only For Non-Monetary
F	Contributor Type (Individual, Group, PAC)



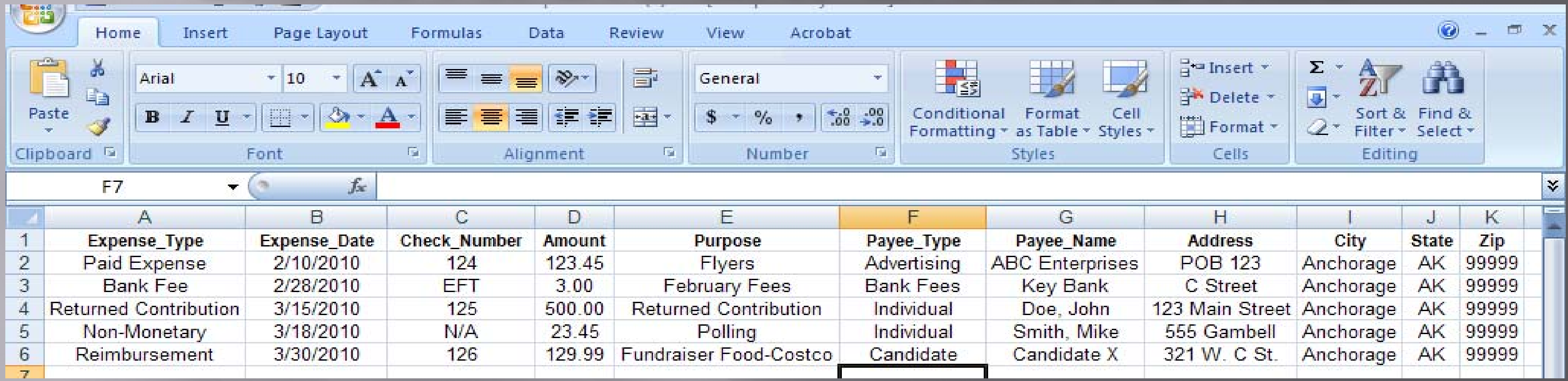
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Contribution_Type	Contribution_Date	Check_Number	Amount	Description	Contributor_Type	Contributor_Name	Address	City	State	Zip	Occupation	Employer
2	Monetary	4/5/2010	CC	500.00	Optional	Individual	Doe, John	123 Main St	Anchorage	AK	99999	Manager	AK Sales
3	Non-Monetary	6/10/2010	N/A	12.50	Required	Individual	Smith, Mary	POB 555	Eagle River	AK	99998	Accountant	Self
4	Candidate Money	6/15/2010	67890	5000.00	Optional	Individual	Candidate X	321 W. C St.	Anchorage	AK	99999	Attorney	Self
5	Bank Interest	6/30/2010	EFT	25.25	Optional		Key Bank	C Street	Anchorage	AK	99999	n/a	n/a
6	Monetary	7/15/2010	105	1000.00	Optional	Group	ABC PAC	POB 222	Juneau	AK	99999	n/a	n/a

Column	Information to be Reported
G	Contributor Name (Do Not Split Into 2 Columns!)
H – K	Contributor Address (Keep in Separate Columns!)
L	Occupation of Contributor (Required over $50)
M	Employer (Required over $50)

Important Points About Contributions

- Anonymous contributions are prohibited and must be given to the Department of Revenue.
- Returned contributions must still be reported.
- Candidates cannot accept a cash contribution in excess of $100 from an individual.
- A Contribution from a joint checking account is considered to be made by the signer of the check, if it is meant to be from both parties, they must both sign the check.

CAMPAIGN EXPENDITURES



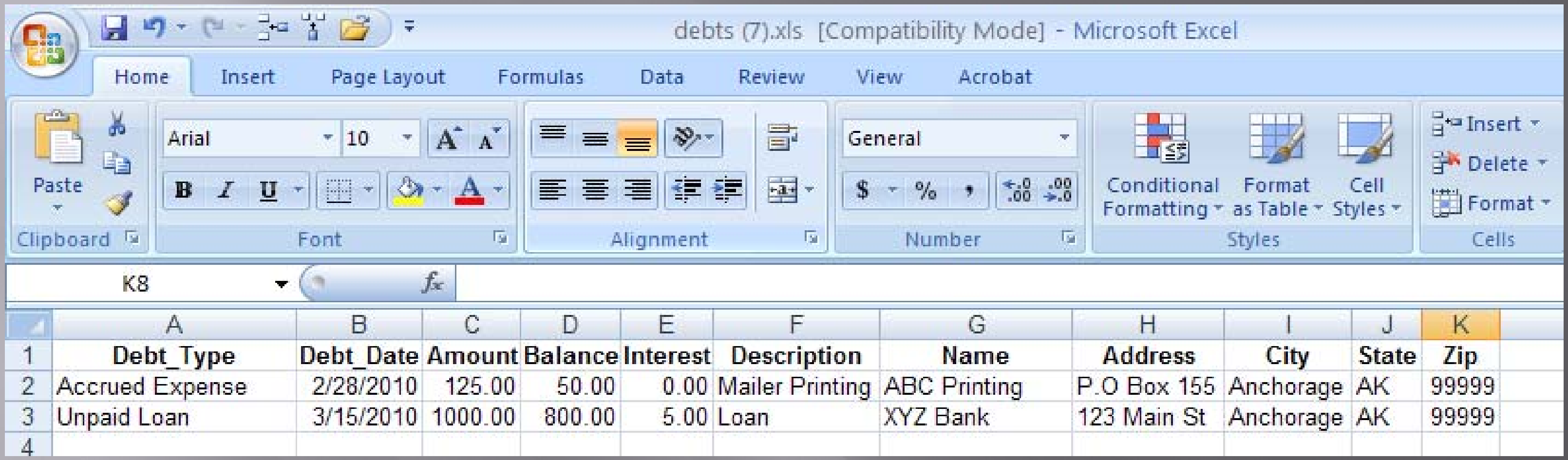
	A	B	C	D	E	F	G	H	I	J	K
1	Expense_Type	Expense_Date	Check_Number	Amount	Purpose	Payee_Type	Payee_Name	Address	City	State	Zip
2	Paid Expense	2/10/2010	124	123.45	Flyers	Advertising	ABC Enterprises	POB 123	Anchorage	AK	99999
3	Bank Fee	2/28/2010	EFT	3.00	February Fees	Bank Fees	Key Bank	C Street	Anchorage	AK	99999
4	Returned Contribution	3/15/2010	125	500.00	Returned Contribution	Individual	Doe, John	123 Main Street	Anchorage	AK	99999
5	Non-Monetary	3/18/2010	N/A	23.45	Polling	Individual	Smith, Mike	555 Gambell	Anchorage	AK	99999
6	Reimbursement	3/30/2010	126	129.99	Fundraiser Food-Costco	Candidate	Candidate X	321 W. C St.	Anchorage	AK	99999

Column	Information to be Reported
A	Expense Type (Paid, Fee, Non-Monetary)
B	Date of Expense
C	Payment Method (Cash, Check #, DC, Non-Mon)
D	Payment Amount (No Commas or Dollar Signs)
E	Description of What Was Purchased (include descriptions of any Non-Monetary Contributions here)
F	Used to Further Describe Expense (Optional)
G	Vendor Name (Keep in One Column)
H – K	Vendor Address (Keep in Separate Columns!)

Important Expenditure Points

- If you have incurred an expense but have not paid for it, that is reported on the Debts Page.
- If you spend more than $100 in CASH, you must get a receipt from the vendor.
- Non-Monetary contributions are reported on BOTH the Income and Expense schedules. Be sure to include a description of the Non-Monetary contribution in the Purpose column.

CAMPAIGN DEBTS



	A	B	C	D	E	F	G	H	I	J	K
1	Debt_Type	Debt_Date	Amount	Balance	Interest	Description	Name	Address	City	State	Zip
2	Accrued Expense	2/28/2010	125.00	50.00	0.00	Mailer Printing	ABC Printing	P.O Box 155	Anchorage	AK	99999
3	Unpaid Loan	3/15/2010	1000.00	800.00	5.00	Loan	XYZ Bank	123 Main St	Anchorage	AK	99999
4											

Column	Information to be Reported
A	Accrued Expense, Debt, Loan, etc.
B	Date the Debt is Incurred
C	Original Amount of Debt
D	Balance Remaining
E	Interest (if applicable)
F	Description of Debt (Mailer Printing)
G-K	Name and Address of Creditor

IMPORTANT DEBT POINTS

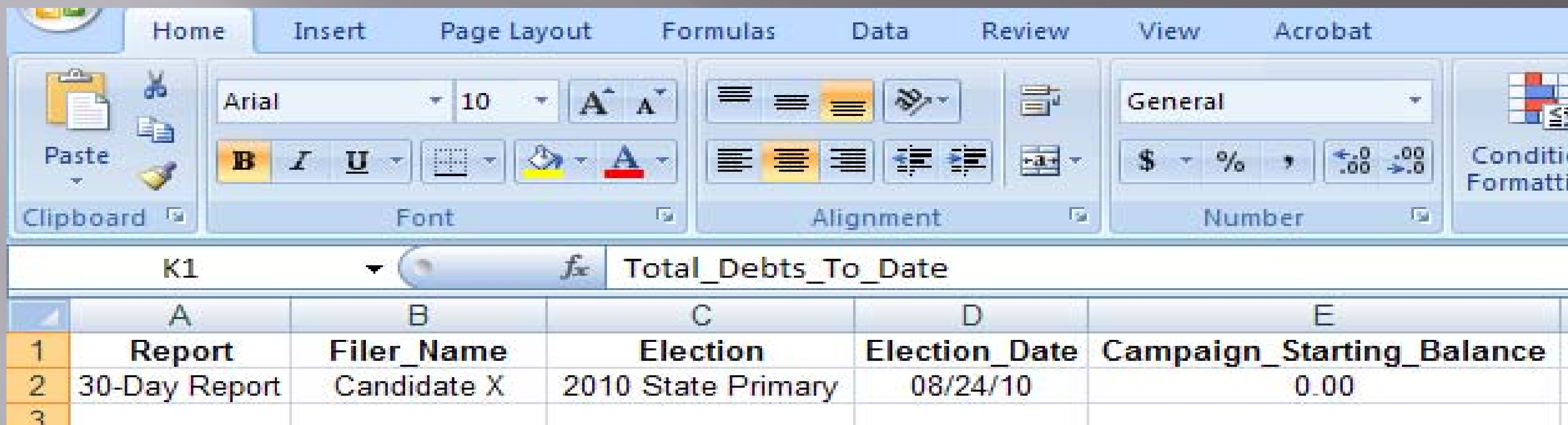
- Once you order or otherwise commit to purchasing an item, you must report it.
- If you have not paid for the item by the end of the reporting period it is reported as a Debt.
- Payments made on Debts are recorded on the Expense schedule.
- Continue re-listing Debts while there is an outstanding amount owed.
- When the balance of the Debt is zero it is no longer included on the Debts schedule.

CAMPAIGN SUMMARY PAGE

- The Summary Page provides a snapshot of the campaign's activity within the reporting period for which you are filing the report and also for the entire campaign.
- If this is your first campaign report, then the figures will be the same for the "this period" columns and the "to date" columns.
- If this is not your first report, you will need your totals from your last report to complete the "to date" columns.

SUMMARY PAGE NOTE:

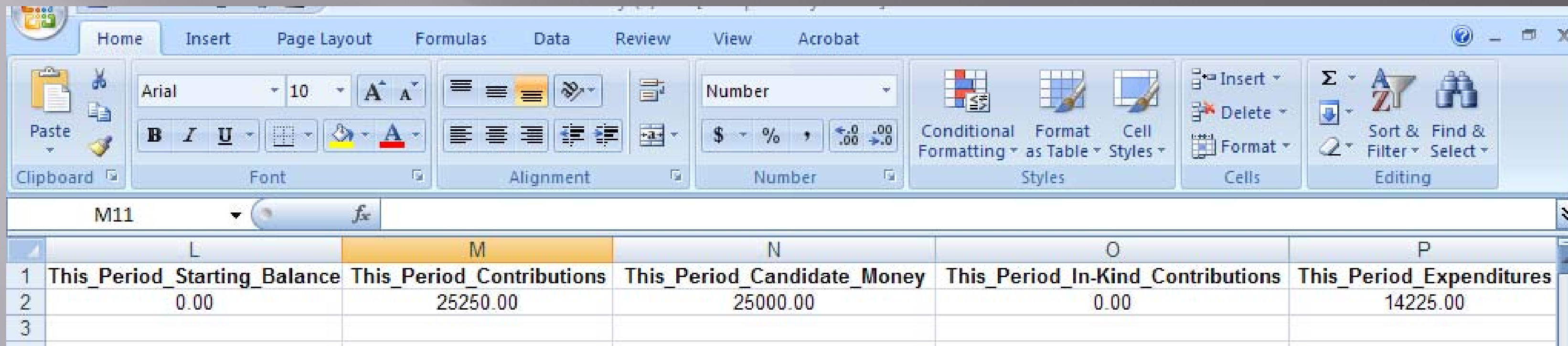
- The Summary Page can be very confusing in the Excel format. Because it is designed to be uploaded to our database, it is not set up in a very user-friendly format.
- There are instructions on our website that will guide you through what is required for each column.
- However, for your convenience, you may also submit your summary page in a written format.



Column	Information to be Reported
A	Enter report being filed
B	Enter the candidate name
C	Enter election cycle for report
D	Date of election for which you are reporting
E	Enter the campaign's starting balance.

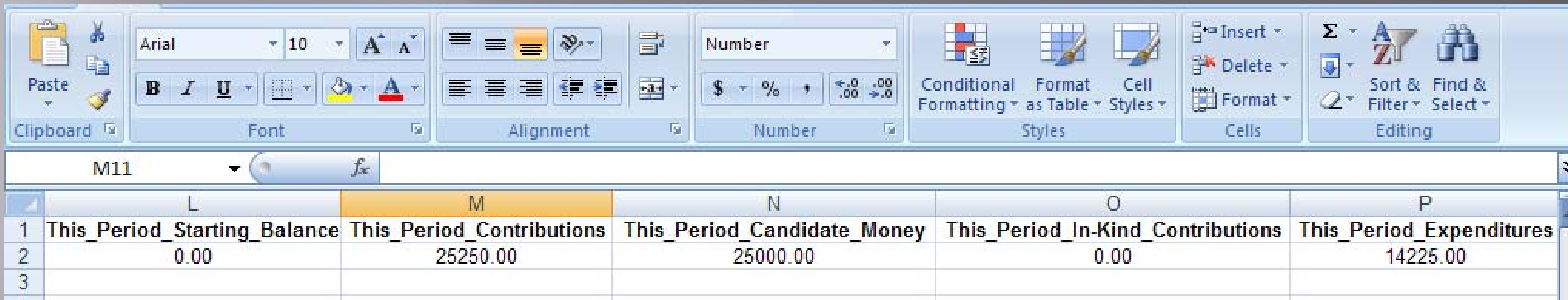
CAMPAIGN STARTING BALANCE (Beginning Cash on Hand)

- Column E should be the campaign's beginning cash on hand.
- This number will remain the same for all reports in an election cycle, it is simply where your campaign started from.
- This number should either be zero, or if you were a candidate in a prior election, and you transferred leftover funds to a future campaign account, you will enter that amount here.



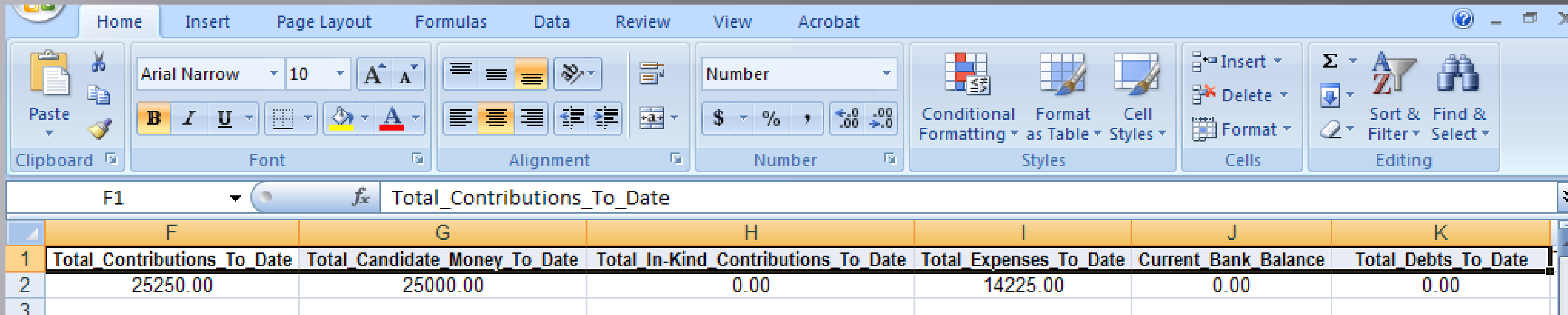
	L	M	N	O	P
1	This_Period_Starting_Balance	This_Period_Contributions	This_Period_Candidate_Money	This_Period_In-Kind_Contributions	This_Period_Expenditures
2	0.00	25250.00	25000.00	0.00	14225.00
3					

Column	Information to be Reported
L	Enter the campaign's starting balance for this report period. If this is your first report, this may be zero, or an amount transferred from a previous campaign account. If this is not your first report, this amount should be your closing cash on hand from Column J of your last report.
M	Enter the total contributions for this report period. This total should include the candidate's own money and any non-monetary contributions and also match the total from your Income Schedule



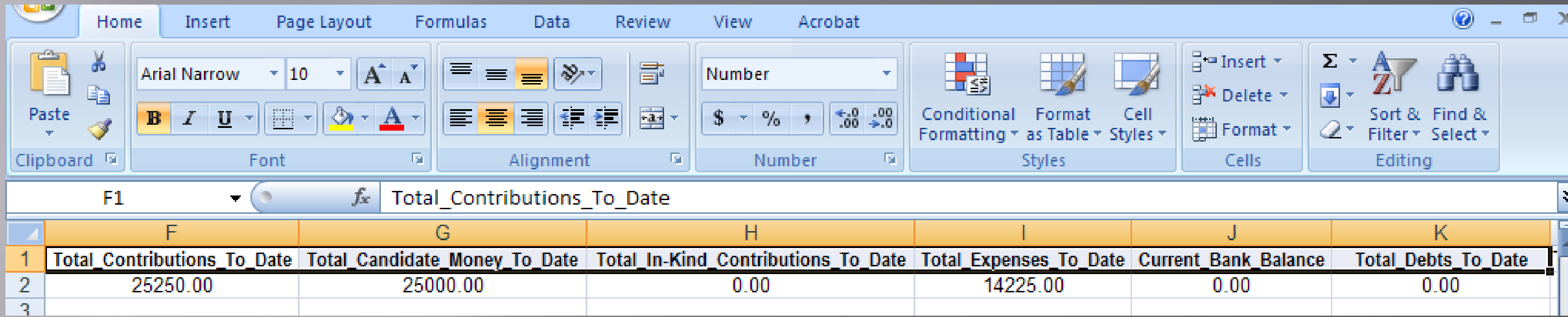
	L	M	N	O	P
1	This_Period_Starting_Balance	This_Period_Contributions	This_Period_Candidate_Money	This_Period_In-Kind_Contributions	This_Period_Expenditures
2	0.00	25250.00	25000.00	0.00	14225.00
3					

Column	Information to be Reported
N	Total amount of the candidate's personal funds contributed during this report period. This column is optional as it should already be reported on your Income Schedule and in your contributions total in Column M.
O	Total amount of non-monetary contributions received for this report period. Again this column is optional as it should already be reported on your Income Schedule and in your this period contributions in Column M.
P	Total Expenses paid during this report period, should match your Expense Schedule.



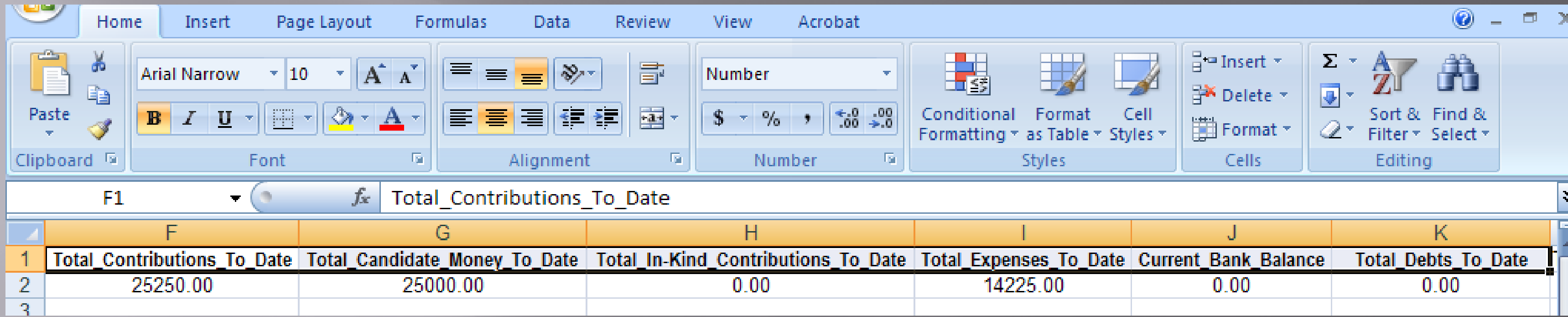
	F	G	H	I	J	K
1	Total_Contributions_To_Date	Total_Candidate_Money_To_Date	Total_In-Kind_Contributions_To_Date	Total_Expenses_To_Date	Current_Bank_Balance	Total_Debts_To_Date
2	25250.00	25000.00	0.00	14225.00	0.00	0.00
3						

Column	Information to be Reported
F	If this is your first report, it will be the same amount from Column M. If it is not, you will add the amount you entered in Column F of your previous report with Column M of this report.
G	If this is your first report, it will be the same amount from Column N. If it is not, you will add the amount you entered in Column G of your previous report with Column N of this report. This column is optional as it should already be reported on your Income Schedule and in your contributions total in Column F.



	F	G	H	I	J	K
1	Total_Contributions_To_Date	Total_Candidate_Money_To_Date	Total_In-Kind_Contributions_To_Date	Total_Expenses_To_Date	Current_Bank_Balance	Total_Debts_To_Date
2	25250.00	25000.00	0.00	14225.00	0.00	0.00
3						

Column	Information to be Reported
H	If this is your first report, it will be the same amount from Column O. If it is not, you will add the amount you entered in Column H of your previous report with Column O of this report. This column is optional as it should already be reported on your Income Schedule and in your contributions total in Column F.
I	If this is your first report, it will be the same amount from Column P. If it is not, you will add the amount you entered in Column I of your previous report with Column P of this report.



	F	G	H	I	J	K
1	Total_Contributions_To_Date	Total_Candidate_Money_To_Date	Total_In-Kind_Contributions_To_Date	Total_Expenses_To_Date	Current_Bank_Balance	Total_Debts_To_Date
2	25250.00	25000.00	0.00	14225.00	0.00	0.00

Column	Information to be Reported
J	Closing cash on hand. Take your Starting Balance and add This Period Contributions and then minus This Period Expenditures **[Column L (+) Column M (-) Column P]**
K	Enter any outstanding debts owed at the time of the report. If a debt has already been paid in full, do not list it as a debt as it should already be reported in your total expenses. If you did not incur any new debts during the period, but you still have remaining balances on debts from a prior reporting period, enter that total here.

FILING YOUR REPORT

- Once you have completed and saved all of your report schedules, you will attach them to an email to our Reports inbox at: doa.apoc.reports@alaska.gov
- In the subject line, list the candidate's name, and which report you are filing (Candidate X – 30-Day Report).

APOC CONTACT INFORMATION

Anchorage Office

2221 E. Northern Lights Blvd., Rm. 128

Anchorage, AK 99508

(907) 276-4176 / (800) 478-4176

(907) 276-7018 –Fax

Juneau Office

240 Main Street, #500

P.O. Box 110222

Juneau, AK 99811

(907) 465-4864

(907) 465-4832 – Fax

Information Email: apoc@alaska.gov

Reports Email: doa.apoc.reports@alaska.gov

REMINDERS

- Contact APOC staff with any questions!
- Keep a copy of your email and your completed report for your records!
- If you are missing reportable information, be sure to file the report by the deadline, you can amend the report at any time!

CIVIL PENALTIES

- Civil Penalties can be assessed for late-filed or incomplete reports.
- From $10 to $50/Day for
  - Year Start Report
  - 30-Day Report
  - Year End Report
- From $50 to $500/Day for
  - 7-Day Reports
  - 24-Hour Reports