Exhibit 3 to
CFA Contract No. _____

CITY OF TUCSON ♦ 2021 ELECTIONS

CAMPAIGN FINANCE
RECORD KEEPING MANUAL
FOR CANDIDATES

PREPARED BY THE OFFICE OF THE CITY CLERK
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September 2014

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DUTIES OF THE TREASURER

The duties of the treasurer of a political committee and committee recordkeeping are set forth in A.R.S. § 16-907. Some of the key duties include the following:

- Authorize (or have a designated agent authorize) any expenditure for or on behalf of the political committee, and any withdrawal or disbursement from a designated account.
- Deposit all receipts received by the political committee in a designated account.
- Segregate all monies of the political committee from, and not commingle them with, the monies of any individual.
- Obtain the original signature of each contributor.
- Make (or have a designated agent make) "best efforts" to obtain any missing information for contributions received that are required to be itemized on a campaign finance report (see page 12).

  NOTE: The Best Efforts process cannot be utilized for missing signatures of contributors.
- Report on an amended report any information required for the identification of a contributor that is received by the political committee after the contribution has been disclosed on a campaign finance report.
- Be the custodian of the political committee's books and accounts, keeping an account of all contributions or other monies received, identification of contributors, all expenditures, and all periodic or other statements for each designated account of the political committee.
- Preserve all records and copies of all finance reports required to be filed for two (2) years after the filing of the finance report covering the receipts and disbursements evidenced by the records. Candidates who sign campaign contracts must preserve all financial records, including but not limited to invoices, receipts, canceled checks and other supporting documentation for all contributions received, including those not eligible for receipt of public matching funds, and all expenditures made must be retained for two (2) years following the last day of the campaign period.
- On request of the Attorney General, County Attorney, City Attorney, or Campaign Finance Administrator, provide any of the records the treasurer is required to keep.

ORGANIZATION

A few things to keep in mind when organizing your records:

- You must keep a copy of each check or cash receipt attached to the corresponding contribution card. **Do not photocopy cash.**
- You must provide a cash receipt to any contributor who donates cash.
- In-kind contributions have to be documented and reported similar to monetary contributions, including issuing a receipt.
- You must keep copies of checks for expenses attached to the corresponding invoice.
- You should be able to reconcile each bank statement to your campaign finance report(s).

  IMPORTANT NOTE: Period K in the Campaign Finance Software is flexible to allow you to run reports for specific time periods. This is designed to assist with balancing the reports to the bank statements.
- Keep a copy of any contract with paid campaign staff, to be presented to the Campaign Finance Administrator for audit purposes.
- Receipts from electronic money transmitters (such as PayPal or Piryx) must identify the individual contributor for each transaction.

NOTE: See Appendix for samples and the Campaign Finance Software Guide.

CONTRIBUTIONS

CONTRIBUTIONS (MONETARY)

- **Checks or Money Orders:** Keep two copies of all contribution checks and other monetary instruments, such as money orders.
    - One copy will go with the contribution card and one will go with the deposit slip.

- **Cash Contributions:** You will need a 3-part cash receipt book.
    - Give the original receipt to the cash contributor.
    - Keep one receipt in your contribution records attached to contribution card.
    - Keep an additional copy of the receipt with your deposit slip.
    - Do NOT make copies of cash.

State Law and City of Tucson Rules and Regulations require specific information be kept for each contributor

For every contribution – complete a contribution card with the candidate's name listed or other document with the following information:

- copy of check received or cash receipt
- contributor's name
- family relationship (if applicable)
- date received
- amount received
- check number (if applicable)
- physical home address (for City contributor), city, state, zip code
- daytime phone number (for City contributor)
- occupation AND employer
- original signature of the contributor (this includes cash contributions)
- Political Committees must be registered with the City and must provide their City-assigned committee ID number (except for Standing Committees, which must provide a copy of their State registration form)
- Qualified Political Committees, or committees with Mega Pac status (formerly known as SuperPACs) must provide a copy of their Secretary of State certification issued pursuant to A.R.S. § 16-914(B).

All of the above information is required without regard to the size of the contribution or whether it is a monetary or non-monetary contribution.

SAMPLE CONTRIBUTION CARD

(*Insert Name of the Candidate and Office Sought)*
First and Last Name(s) of Contributor(s) _____
*If Family Member, what is Relationship:*_____
Date Received: _____
Amount of donation: $_____ Payment Type :_____

*Home Address: _____
City: _____ State: _____ Zip: _____
*Daytime Telephone: _____
Employer: _____ Occupation: _____
** Signature(s**)** of Contributor(s): _____ / _____
Date Deposited: _____ Deposit ID #: _____

*City contributors must list their home address and daytime phone number.

Original signatures are required from **all contributors, including those making joint contributions.

NOTE: *Candidates must have the original signatures of every person who makes any type of contribution, including joint contributions.* If a candidate receives a joint contribution, that is, a single check that includes contributions from more than one person, the signature of each contributor must be secured, either on the check or on the contribution receipt (or envelope).

File contribution cards in alphabetical order by last name. There must be a copy of the corresponding check or cash receipt attached to each card.

ELECTRONIC CONTRIBUTIONS

The use of an electronic money transmitter (such as PayPal™ or Piryx™) for contributions is allowable only when in compliance with the procedures set forth in Section 4.10 of the Campaign Finance Administration Rules and Regulations. These procedures should be carefully reviewed prior to setting up the campaign's account with the money transmitter. Contributions that are not accepted and processed in accordance with those procedures will be ineligible for public matching funds.

DEPOSITS

- **Deposit** contributions in the designated bank account within five (5) business days of receipt. Keep a copy of all deposit slips in chronological order (numbering the deposit slips will assist in maintaining order as well as provide the candidate with a Deposit ID#).
- **Keep copies** of all checks, cash contribution receipts, or other instruments representing monetary receipts, grouped together with the associated deposit slip. **REMEMBER**, this is in addition to keeping a copy of each check attached to the corresponding contribution card.

- Anonymous and prohibited contributions must be disbursed within five (5) business days. Anonymous contributions must be deposited with the Campaign Finance Administrator. Prohibited contributions must be returned to the contributor.

CANDIDATE CONTRIBUTIONS AND LOANS

A candidate can make a contribution to their own campaign to assist in establishing eligibility. The contribution will count as one of the required contributions of ten dollars ($10) or more. However, contributions from the candidate will not be matched by public funds. A candidate may contribute personal monies up to three percent (3%) of the expenditure limit to their own campaign.

A candidate may make a loan to their own political committee. However, the loan together with the candidate's personal monies cannot exceed in the aggregate three percent (3%) of the expenditure limitation for the campaign period.

IMPORTANT NOTE: A loan is a contribution to the committee to the extent it remains unpaid. It is reported on Schedule C of the campaign finance report for that period. A candidate loan becomes an expenditure of the committee upon repayment and must be reported on Schedule D-4 of the campaign finance report for that period.

IN-KIND (NON-MONETARY) CONTRIBUTIONS AND EXPENDITURES

Goods or services donated to a candidate's campaign are reported as both in-kind contributions and in-kind expenditures. ***Keep a receipt or other written record***, including the name, original signature, address, occupation, and employer of the contributor, description of the goods or services, and the fair market value of the in-kind contribution. *Follow the guidelines required for monetary contributions.*

In-Kind Example

- Candidate receives a contribution of office supplies with a value of two hundred dollars ($200).

  Make sure the individual or organization is eligible to make a contribution. (For example, foreign nationals cannot contribute to a candidate's campaign.)

  Keep a record of the contribution. Create a receipt or other written record itemizing the transaction, including the original signature of the contributor. This contribution would count toward two hundred dollars ($200) of the contributor's allowable contribution limit. *It also is an expenditure* and counts toward the expenditure limit per the candidate's Campaign

Finance Contract. The City of Tucson's Campaign Finance Software will automatically record the expenditure when the contribution is entered.

PUBLIC MATCHING FUNDS

- All public-matching funds the committee receives must be accounted for and reported on campaign finance reports.
- Keep a receipt for all deposits of funds received from the City of Tucson.
- Attach the voucher portion of the check received from the City to the deposit slip.

DISBURSEMENTS

Candidates need to be aware that all debts and obligations must be reported at the time they are incurred. This includes items such as television ad time purchased well in advance of the election for which the ads will appear. The debts are reported at the time the obligation is made in the appropriate campaign finance report. The payments made against the debt are reported at the time they are made on the appropriate campaign finance report schedule. The payments are added into the total expenditures for the period and count towards the expenditure limit for candidates who sign Campaign Finance Contracts.

PAYING INVOICES

The Campaign Finance Administration Rules and Regulations require candidates to keep copies of invoices.

All invoices should be kept in chronological date order, by date billed. It's also a good idea to limit the number of persons authorized to expend funds on behalf of the campaign. This limitation will give a clearer picture of actual expenditures made. Keep a separate chronological file of all outstanding invoices.

PAYMENTS BY CHECK

- Pay all invoices by check. An exception can be made for small expenditures made with petty cash (see petty cash section for more detail.)
- Keep a checkbook register recording all disbursements made from the committee's account including expenditure payments, loan repayments, and bank charges. Record the date, payee name, purpose, check number, and amount.
- Annotate each invoice with the date paid and the check number.

DEBIT CARD PURCHASES

If purchases are made with a debit card, maintain billing statements or receipts that show the payments to the vendors.

PETTY CASH

Small expenditures may be made from a cash fund. A petty cash fund of $100 or less is suggested. All petty cash expenditures should be entered in a petty cash journal, which serves as a chronological record of all deposits into and withdrawals from petty cash. Journal entries must include the individual's name, date of payment, amount, purpose, and name and address of the vendor, along with the attached receipt.

Ensure that all of the petty cash purchases are also reported as expenditures.

SAMPLE PETTY CASH JOURNAL

Date	Amt	Purchaser	Purpose	Vendor Name	Vendor Address	Approved by

REIMBURSEMENTS

Candidates and their treasurers must monitor campaign officials and volunteers who make purchases or pay for services with the intention of getting a reimbursement by the campaign. Anyone who makes an expenditure on behalf of the candidate or political committee must be reimbursed promptly. In these cases, the Campaign Finance Administrator will consider the purchase to be a loan to the campaign unless the reimbursement is made within three (3) working days, and loans are contributions until they are repaid. The cost of the goods or services purchased by the agent of the campaign must be added to any other loan or contribution made to the campaign by the same person, and cannot exceed the contribution limit. Use caution when authorizing people to make those types of transactions, particularly close to Election Day. It is easy to lose track without proper documentation and exceed the contribution or expenditure limits.

Reimbursement Example

- Joe, a campaign volunteer, buys needed office supplies at Office Max and asks to be reimbursed (this cannot exceed the contribution limitation).

Joe must turn in the original receipt for reimbursement. Follow the normal office procedures to obtain permission to write Joe a check. The expenditure must be reported as a check written to Joe, noting what was purchased and where.

ITEMIZATION OF EXPENDITURES FOR "CONSULTANTS"

It is common for campaign committees to engage consultants who provide full services and to pay a lump sum to the consultant who then pays the vendors; however, reports must still identify the vendors, goods and services obtained, and the cost. This is important because it establishes that funds all go the direct campaign purposes. *Example: The campaign committee receives an invoice from a consulting firm in the amount of $3,750. Here are two examples on how to itemize this expenditure on the Campaign Finance Report Schedule D, both are acceptable.*

SAMPLE 1:

Schedule D

Reporting Period: d

EXPENDITURES FOR OPERATING EXPENSES

NAME & ADDRESS	DESCRIPTION	DATE	CHECK#	AMOUNT THIS PERIOD	CUMULATIVE THRU THIS PERIOD
XYZ Consulting Firm 123 N. Central Tucson, AZ 85700	XYZ Consulting $1,000 Graphics Firm $500 Candid Photos $250 Direct Mailhouse $2,000	8/01/15	1085	$3,750.00	$3,750.00
			Expenditure Total:	$3,750.00	$3,750.00

SAMPLE 2:

Schedule D

Reporting Period: d

EXPENDITURES FOR OPERATING EXPENSES

NAME & ADDRESS	EXPENSE DESCRIPTION	DATE	CHECK#	AMOUNT THIS PERIOD	CUMULATIVE THRU THIS PERIOD
1. XYZ Consulting Firm 123 N. Central Tucson, AZ 85700	Consulting Fee	8/01/15	1085	$1,000.00	$1,000.00
			Expenditure Total:	$1,000.00	$1,000.00
2. Graphics Firm 123 N. Grand Tucson, AZ 85700	Graphic Design (Paid by XYZ Consulting)	8/01/15	1085	$ 500.00	$ 500.00
			Expenditure Total:	$ 500.00	$ 500.00
3. Candid Photos 123 N. Maple Tucson, AZ 85700	Photography (Paid by XYZ Consulting)	8/01/15	1085	$ 250.00	$ 250.00
			Expenditure Total:	$ 250.00	$ 250.00
4. Direct Mailhouse 123 N. Maple Tucson, AZ 85	Printing, Postage & Mailout fees (Paid by XYZ Consulting)	8/01/15	1085	$2,000.00	$2,000.00
			Expenditure Total:	$2,000.00	$2,000.00
			TOTALS:	$3,750.00	$3,750.00

<u>IMPORTANT NOTE:</u> Goods and services purchased in excess of the amount the campaign has received in contributions will cause the campaign to go into debt. The candidate would then run the risk of violating state campaign finance laws and their Campaign Finance Contract with the City.

GATHERING INFORMATION

BEST EFFORTS

Candidates must use their best efforts to get all required information for any incomplete contribution (any contribution for which the contributor's address, occupation, employer or committee identification number have not been obtained and are not in possession of the candidate). At least one effort must be made to obtain the missing information by a written request sent to the contributor or by oral contact with the contributor, and it must be documented in writing.

All requests must clearly ask for the missing information and inform the contributor that the candidate is required by State law to obtain the mailing address, occupation and employer of each individual and the mailing address and identification number of each political committee.

After printing the Campaign Finance Report, check the "best efforts" box. This will allow you to indicate which contributors are missing complete information. Copies of correspondence and notes regarding attempts to contact the contributor must be attached to the Campaign Finance Report.

The following is suggested wording for correspondence to contributors:

> *"Thank you for your contribution to [insert name of campaign committee]. We are required by State law to ask for the mailing address, residence location or street address, occupation and primary employer of all contributors. Please contact us with this information as soon as possible."*

Note: Best efforts does not cure missing original signatures.

AUDITS

Audits are performed to determine compliance with the contribution and expenditure limits and other requirements, and to determine eligibility for public matching funds. A post-election audit is also required. During an audit you will be required to produce all financial records for the campaign. Notice will be given to the committee when an audit is to be performed. Compliance with the request for records will be required within one day of receipt of the notice.

Before the Audit:

- Make sure the bank balance agrees with the original bank statement.
- Also make sure the bank balance agrees with the Campaign Finance Report(s). You should be prepared to answer any questions about large or unusual items and completeness of your check register, breaks in sequence, duplicates, etc.
- **The total deposits in the committee records should equal the total amount of contributions on the Campaign Finance Report.**
- Records must be complete, organized, and accurate or the audit will be suspended. Public Matching Funds will not be disbursed until successful completion of the audit, as determined by the Campaign Finance Administrator.

POST ELECTION REQUIREMENTS

REPORTING REQUIREMENTS

If, following the Primary or General Election in which the candidate is elected or defeated, the candidate has unexpended campaign contributions, any surplus must be returned to the City Election Campaign Account until the full amount of public matching funds disbursed has been returned. Any remaining unexpended campaign contributions shall be disposed of pursuant to A.R.S. § 16-933. All unexpended campaign contributions must be disbursed no later than the first Monday in December following the election per the City Charter, Ch XVI, Subch. B, Sec. 5 (b).

- Any funds remaining after reimbursement to the Election Campaign Account may be expended according to State Law (A.R.S. § 16-933).
- Goods with a value over two hundred dollars ($200), any part of which have been purchased with public funds and have a useful value extending beyond the end of the campaign period, will revert to the City.

RECORDS RETENTION

Candidates are required by law to keep records of campaign contributions and expenditures for two (2) years after the end of the campaign period.

TERMINATION STATEMENT

Prior to filing a termination statement, the post-election audit must be completed. Upon completion of the post-election audit, all campaign committees must file a termination statement with the Campaign Finance Administrator no later than 120 days following the election wherein the candidate is elected or defeated.

A political committee may terminate only when the chairperson and treasurer file a Termination Statement with the Campaign Finance Administrator. The committee must certify under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-933.

The committee must also file a Campaign Finance Report stating the manner of disposition of the surplus, the name and address of each recipient of surplus monies, and the date and amount of each disposition of surplus monies.

After the filing of the above reports, no subsequent reports are necessary, and no further receipts or disbursements may occur without filing a new Statement of Organization.

RECORD KEEPING CHECKLIST

Check and/or Cash Contributions

When a check and/or cash is received, process it as follows:

- Review contributions for complete contributor information. Make your best efforts to obtain the missing information (see page 12).
- For joint contributions, make sure all contributors have signed the check and/or each contributor has signed the contribution card. If you do not have all signatures, the contribution must be processed as received from the person whose signature is present.
- Photocopy all contribution checks and/or other monetary instruments, such as money orders. *Do not photocopy cash*.

  For **check** contributions:

  - Attach a copy of the check to the contribution card, filed alphabetically by last name.
  - Attach another copy of the check to the deposit slip, filed chronologically.

  For **cash** contributions:

  - Give the original receipt to the cash contributor.
  - Attach a copy of the receipt to the contribution card, filed alphabetically by last name.
  - Attach another copy of the receipt to the deposit slip, filed chronologically.
  - Do NOT photocopy cash.
- Promptly enter contributor and contribution information into the Campaign Finance Software.
- Prepare deposit slip. While you might not make deposits every day, you must deposit all contributions within five (5) business days of the date they were received.
- Number the deposit slips and file in numerical order. Numbering the deposit slips and filing a copy of each check or cash contribution receipt with the corresponding deposit slip will assist you during the audit process.

Electronic Contributions

- Print the email sent by the campaign website when a contributor begins the donation process by entering the required information on the campaign's website.
- Print the email received from the money transmitter confirming that the financial transaction has been completed and match it up to the email received from the campaign website.

- Once the contributor account is created in the Campaign Finance Software, the total electronic contribution should be entered into the appropriate schedule (1, A, or A-1).
- The money transmitter should be entered as a vendor into the Campaign Finance Software. For each contributor, the fee/transaction charge should be entered under schedule D-7 ("Other Disbursement"). The contributor's name should be entered into the description field.

NOTE: Any contribution that does not contain all of the required information, including the sworn statement, will not be matched with public matching funds.

In-Kind Contributions

- Obtain the signature of the contributor on the receipt or contribution card.
- Keep a receipt or other written record of the contribution in the same manner as for monetary contributions.
- Enter contributor and contribution information into the Campaign Finance Software as an In-Kind contribution (Schedule E). The software will automatically record it as a contribution and as an expenditure.

Paying Invoices

- Record the check in your checkbook register. Enter the check date, the payee name, check number, the amount, and the purpose of the expenditure.
- On the invoice, write the date and check number used to make the payment.
- Promptly enter payee and payment information into the Campaign Finance Software.
- File invoices chronologically using a separate folder for each filing period.
- For debit card payments, file the bank statement itemizing the vendors.

Petty Cash Payments

- Record in the checkbook register transfers into petty cash.
- Record in the petty cash journal transfers into and disbursements from petty cash, and attach all receipts.

Reimbursements by Check

- If you write a check to reimburse someone for making a purchase, you should record itemized expenditure information in the same manner as for other expenditures and loans, if reimbursement is not made within 3 working days.

PRACTICAL TIPS FOR FILING REPORTS

1. Contact the Campaign Finance Administrator to discuss any questions before submitting a report.

2. When filing campaign finance reports, plan on spending fifteen to twenty minutes with City Clerk staff reviewing the report.

3. In order to be properly filed, make sure that signatures of the treasurer, candidate, chairperson and preparer are notarized.

4. A "Political Committee No Activity Statement" must be filed when there are no contributions or expenditures during a required reporting period.

5. Reports must be filed until a Termination Statement is filed with the Campaign Finance Administrator.

6. Make sure reports are filed on time. State law requires that penalties be assessed for late filings.

7. Under state law, the committee treasurer must retain a copy of the reports for a period of two (2) years after the date of filing.

8. Reports are filed in the public record's section of the City Clerk's office. Copies are available for twenty-five cents per image.

9. Reports may be viewed on the City Clerk's website: www.tucsonaz.gov/clerks.

APPENDIX

SAMPLE DOCUMENTATION FOR CONTRIBUTIONS AND DEPOSITS

Campos for Mayor Committee

Deposit Total: 60.00

DATE: July 19 2014	
CURRENCY	20.00
COINS	0
Total Cash	20.00
CHECKS	
Check No.	Amount
6163	10.00
4040	10.00
2033	10.00
83652	10.00
Total Checks	40.00
Total Cash	20.00
Deposit Total	60.00

Deposit #2

Sample Deposit Slip

CASH RECEIPT

Date 7/15/14 001373

Received From Juanita Garcia

Address 1111 E. Hawthorne St
Tucson, AZ 85710

Dollars $ 10.00

For Contribution to Campos for Ward 5

ACCOUNT			HOW PAID		
AMT. OF ACCOUNT			CASH	10	00
AMT. PAID			CHECK		
BALANCE DUE			MONEY ORDER		

By Della Rogers, Treas

Campos for Ward 5

First and Last Name(s) of Contributor(s) Juanita Garcia

If Family Member, what is Relationship: _____

Date Received: 7/15/14

Amount of donation: $10.00 Payment Type : Cash Rcpt No 1373

*Home Address: 1111 E. Hawthorne St

City: Tucson State: AZ Zip: 85710

*Daytime Telephone: 555-0066

Employer: Raytheon Occupation: Engineer

** Signature(s) of Contributor(s): Juanita Garcia /

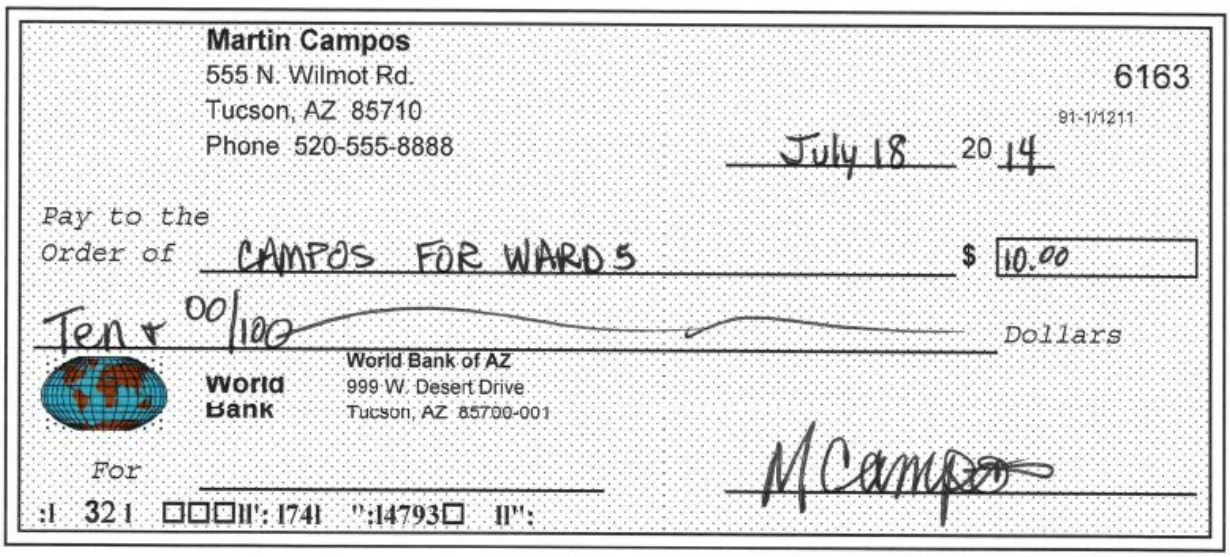
Date Deposited: 7/19/14 Deposit ID #: 2

*City contributors must list their home address and daytime phone number.

Sample Cash Contribution

Sample Anonymous Contribution
(Please DO NOT Copy Cash)

Deposit #2



Martin Campos
555 N. Wilmot Rd.
Tucson, AZ 85710
Phone 520-555-8888

6163

91-1/1211

July 18 20 14

Pay to the Order of CAMPOS FOR WARD 5 $ 10.00

Ten + 00/100 Dollars

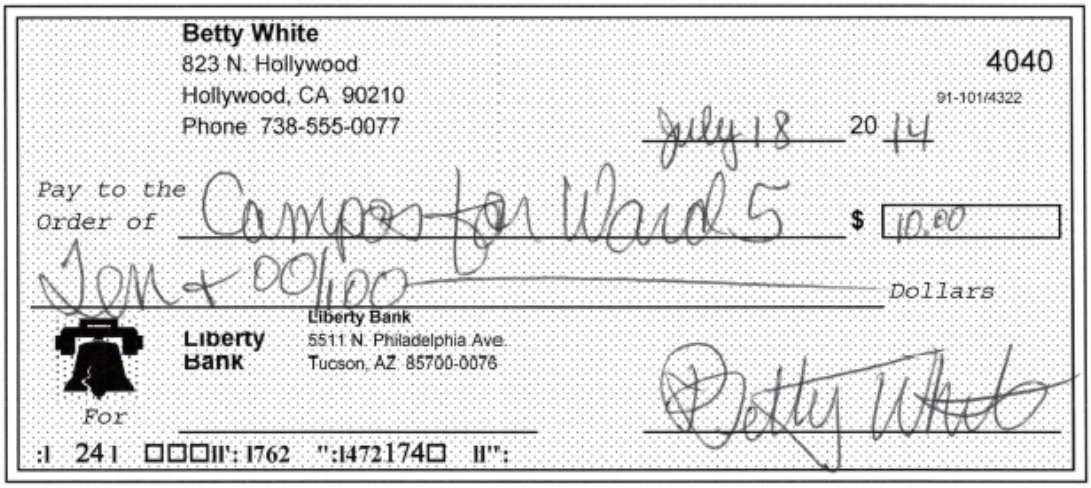
World Bank
World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For

M Campos

:I 32 I □□□II': I74I ":14793□ II":

Sample Contribution From Candidate



Betty White
823 N. Hollywood
Hollywood, CA 90210
Phone 738-555-0077

4040

91-101/4322

July 18 20 14

Pay to the Order of Campos for Ward 5 $ 10.00

Ten + 00/100 Dollars

Liberty Bank
5511 N. Philadelphia Ave.
Tucson, AZ 85700-0076

Liberty Bank

For

Betty White

:I 24 I ⊡⊡⊡II': I762 ":I472174⊡ II":

Campos for Ward 5

First and Last Name(s) of Contributor(s) Betty White

If Family Member, what is Relationship:

Date Received: 7/18/14

Amount of donation: $ 10.00 Payment Type : Check No 4040

*Home Address: 823 N. Hollywood

City: Hollywood State: CA Zip: 90210

*Daytime Telephone: 738-555-0077

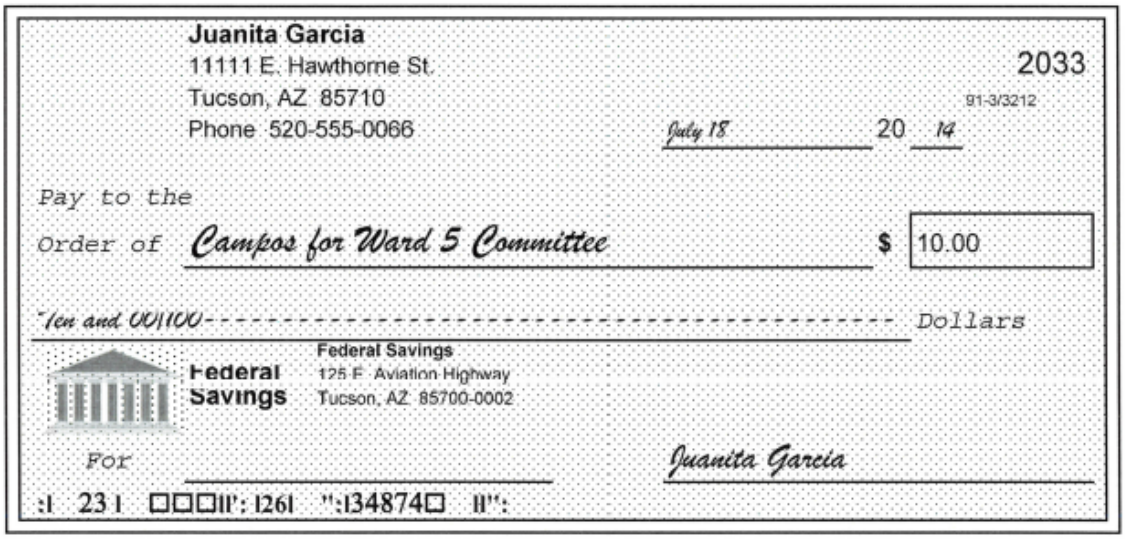
Employer: Various Occupation: Actress

** Signature(s) of Contributor(s): Betty White /

Date Deposited: 7/19/14 Deposit ID #: 2

*City contributors must list their home address and daytime phone number.

Sample Contribution by Check
(1 of 2)



Juanita Garcia
11111 E. Hawthorne St.
Tucson, AZ 85710
Phone 520-555-0066

2033
91-3/3212

July 18 20 14

Pay to the
Order of Campos for Ward 5 Committee $ 10.00

Ten and 00/100 ---------- Dollars

Federal Savings
Federal Savings
125 E. Aviation Highway
Tucson, AZ 85700-0002

For

Juanita Garcia

:I 23 I ☐☐☐II': I26I ":I34874☐ II":

Campos for Ward 5

First and Last Name(s) of Contributor(s) Juanita Garcia
If Family Member, what is Relationship:
Date Received: 7/18/14
Amount of donation: $10.00 Payment Type : Check No. 2033

*Home Address: 11111 E. Hawthorne St
City: Tucson State: AZ Zip: 85710
*Daytime Telephone: 555-0066
Employer: Raytheon Occupation: Engineer
** Signature(s) of Contributor(s): Juanita Garcia /
Date Deposited: 7/19/14 Deposit ID #: 2
*City contributors must list their home address and daytime phone number.

Sample Contribution by Check
(2 of 2)

ABC Political Action Committee
3232 N. Stone Ave.
Tucson, AZ 85333
Phone 520-555-1188

83652
91-1/1211

18-Jul 20 14

Pay to the Order of Campos for Ward 5 $ 10.00

Ten and no/100's ---------- Dollars

World Bank
World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For ABC Treasurer

:1 ▣71 □□□11': 1491 ":18724□ 11":

Campos for Ward 5

First and Last Name(s) of Contributor(s) ABC PAC 10-999-CT
If Family Member, what is Relationship:
Date Received: 7/18/14
Amount of donation: $10.00 Payment Type :

*Home Address: 3232 N. Stone Av
City: Tucson State: AZ Zip: 85333
*Daytime Telephone: 555-1188
Employer: Occupation:
** Signature(s) of Contributor(s): ABC treasurer /
Date Deposited: 7/19/14 Deposit ID #: 2
*City contributors must list their home address and daytime phone number.

Sample PAC Contribution

SAMPLE DOCUMENTATION FOR DISBURSEMENTS

INVOICE

Big SIGNS
8355 E. Broadway
Tucson, AZ 85710
(520) 555-6565

BILL TO:
Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710

INVOICE # 58963

DATE: 4-Aug-14

PREPARED BY: Bill Jones

TERMS: 30 days

DESCRIPTION	UNIT PRICE	TOTAL
Banner for Fundraiser (9' x 3') Martin Campos the Peoples Choice Paid for by Campos for Ward 5 Committee Order due by August 15, 2014	10.00	10.00
	BALANCE DUE	**10.00**

Paid - Check No 101
8/4/14
dr

Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710
Phone 520-888-5555

101
91-1/1211

Aug 4 20 14

Pay to the Order of Big Signs $ 10.00

Ten + 00/100 Dollars

World Bank
World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For Invoice 58963-Banner

Della Rogers, Treas

:1 271 □□□11': 1891 ":1475174□ 11":

Sample Expenditure Records

INVOICE

Big SIGNS
8355 E. Broadway
Tucson, AZ 85710
(520) 555-6565

BILL TO:
Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710

INVOICE # 59622

DATE: 4-Aug-14

PREPARED BY: Bill Jones	**TERMS:** 30 days

DESCRIPTION	UNIT PRICE	TOTAL
Yard Signs (4) Martin Campos the Peoples Choice Paid for by Campos for Ward 5 Committee Order due by August 15, 2014	5.00	20.00
	BALANCE DUE	**20.00**

Paid - Check No 102
8/4/14
dr

Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710
Phone 520-888-5555

102
91-1/1211

Aug 4 20 14

Pay to the Order of Big Signs $ 20.00

Twenty + 00/100 Dollars

World Bank
World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For Inv 59622 - Yard Signs

Della Rogers, Treas

:1 271 ⑆⑆⑆⑈: 1891 ":1475174⑆ ⑈":

INVOICE

BILL TO:
Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710

Big SIGNS
8355 E. Broadway
Tucson, AZ 85710
(520) 555-6565

INVOICE # 59647

DATE: 26-Aug-14

PREPARED BY: Bill Jones	**TERMS:** 30 days

DESCRIPTION	UNIT PRICE	TOTAL
Billboards (4) Martin Campos the Peoples Choice Paid for by Campos for Ward 5 Committee Order due by September 15, 2014	500.00	2000.00
	BALANCE DUE	**2000.00**

Paid $500.00 8/26/14 Check No 103 dr

Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710
Phone 520-888-5555

103
91-1/1211

Aug 26 2014

Pay to the Order of Big Signs $ 500.00

Five Hundred & 00/100 Dollars

World Bank
World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For INV 59647 1st Pay Billboards Della Rogers, Treas

:1 271 □□□II': 1891 ":1475174□ II":

INVOICE

BILL TO:
Campos for Ward 5 Committee
555 N. Wilmot Rd
Tucson, AZ 85710

Wing Tips Consulting Services
10510 W. Plaza del Nuevo
Tucson, AZ 85700
(520) 555-1010

INVOICE # 2453

DATE: 2-Aug-14

PREPARED BY: Jacob Barns	**TERMS:** 30 Days

DESCRIPTION	UNIT PRICE	TOTAL
Consulting services provided to campaign for July, 2014		500
	BALANCE DUE	500

Paid - Check No 104
8/2/14
dr

Campos for Ward 5 Committee
555 N. Wilmot Rd.
Tucson, AZ 85710
Phone 520-888-5555

104
91-1/1211

Aug 2 2014

Pay to the Order of Wing Tips Consulting $ 500.00

Five Hundred + 00/100 Dollars

World Bank of AZ
999 W. Desert Drive
Tucson, AZ 85700-001

For Inv 2453 - July Svcs

Della Rogers, Treas

:1 271 ⑆⑆⑆⑈: 1891 ":1475174⑆ ⑈":

SAMPLE CONTRACT (FOR PAID CAMPAIGN STAFF)

CONTRACT

This contract is between Martin Campos, Candidate for City Council, Ward 5, and Adam Pearson:

1. Mr. Pearson will begin work on August 1, 2015 for the Campos for Ward 5 Committee and will serve until the end of the campaign.
2. Mr. Pearson will be paid $500.00 per month for his services. Payment to Mr. Pearson will be made by the 5th of every month.
3. Mr. Pearson will be responsible for the following services:
    a. Coordinating volunteers to walk through neighborhoods distributing candidate flyers;
    b. Determining locations for campaign signs and ensuring signs are posted;
    c. Obtaining volunteers for phone bank.

Dated this 3rd day of July, 2015.

Martin Campos, Candidate **Adam Pearson**

State of Arizona)
)
County of Pima)

Subscribed and sworn to (or affirmed) before me this 3rd day of July, 20 15.

SEAL

SAMPLE NOTARY

My Comm. Exp. Jan 28, 2017

Sample Notary Public Signature
Notary Public

CAMPAIGN FINANCE SOFTWARE GUIDE

CAMPAIGN FINANCE SOFTWARE GUIDE

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GETTING STARTED

The City of Tucson is providing its Campaign Finance Software to candidates who sign campaign contracts and their committees – free-of-charge – to assist in completing and filing campaign finance reports in a timely manner. If users of this application have any questions regarding its use or content, they should contact the City Clerk's Office at (520) 791-4213.

Minimum System Requirements:

- Administrative rights to install software on the computer to be used
- Windows 98 or later
- 30GB hard drive space for application files

Installing the Software

Insert CD into Drive. Open the "READ ME" file for installation instructions.

The software works on the premise that all transactions (*contributions and expenditures*) originate from one of six possible sources:

1. Individual
2. Family member
3. Committee
4. Vendor
5. Candidate
6. Anonymous or prohibited

The software requires you to enter the contact information for a transaction into one of these categories. Once entered, the record will be available for further transactions. **Note: Candidate information is entered in the Campaign Information screen. Anonymous and Prohibited transactions do not have contact information.*

The software tracks your campaign transactions and allows you to create reports to file with the City Clerk's Office.

MAIN SCREEN

The main screen consists of several menus, toolbars and a status bar. All items in the menus are available by simply clicking the associated icon on the toolbar, except for Transactions.

Along the top of the main screen, you will find the available menus. Directly below the menu exists the toolbar. The status bar, located horizontally along the bottom of the screen, displays the currently selected period along with its date range, the actual date and time. This is helpful in making sure you are entering information for the correct period.

TOOLBAR

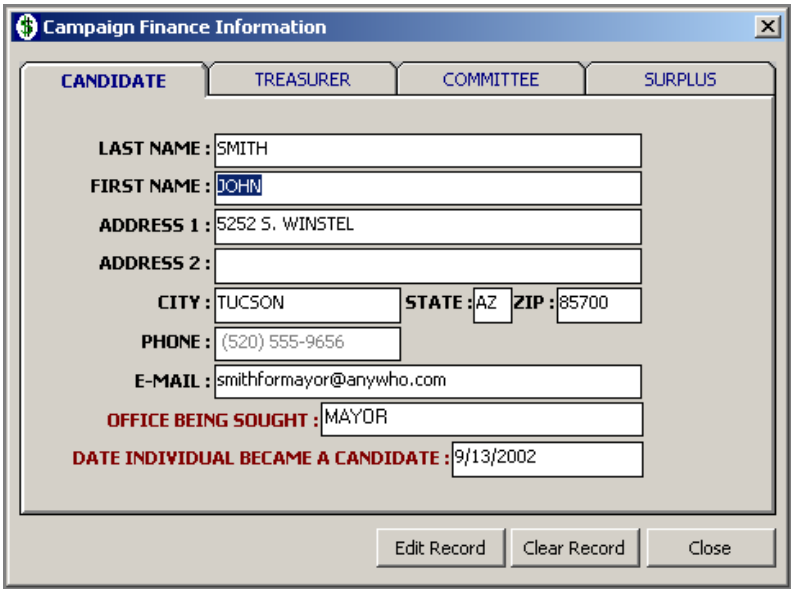
Holding your mouse cursor over a button on the toolbar will display its caption.

From left to right, the tool bar icons include:

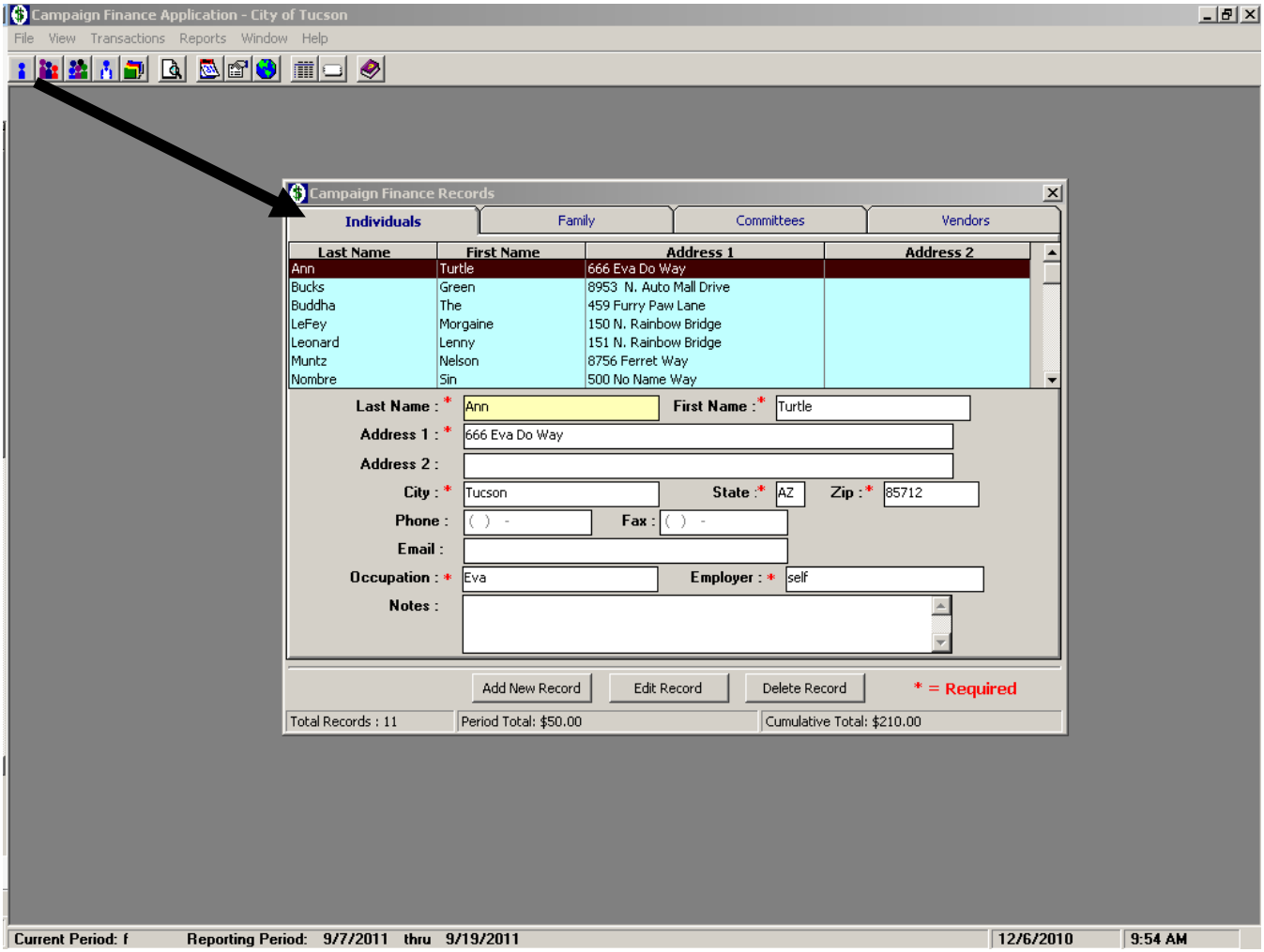
- Individual records
- Family records
- Committee records
- Vendor records
- Accounts
- Preview
- Reporting Period
- Campaign information **(this must be completed first)**
- Link to City Clerk's Office Campaign Finance Home Page
- Reports
- Label wizard
- Help file

CAMPAIGN INFORMATION

This screen allows you to enter Candidate, Treasurer and Committee information. It also allows you to enter any surplus funds left over from a previous campaign. **This step must be completed before entering any other data.**



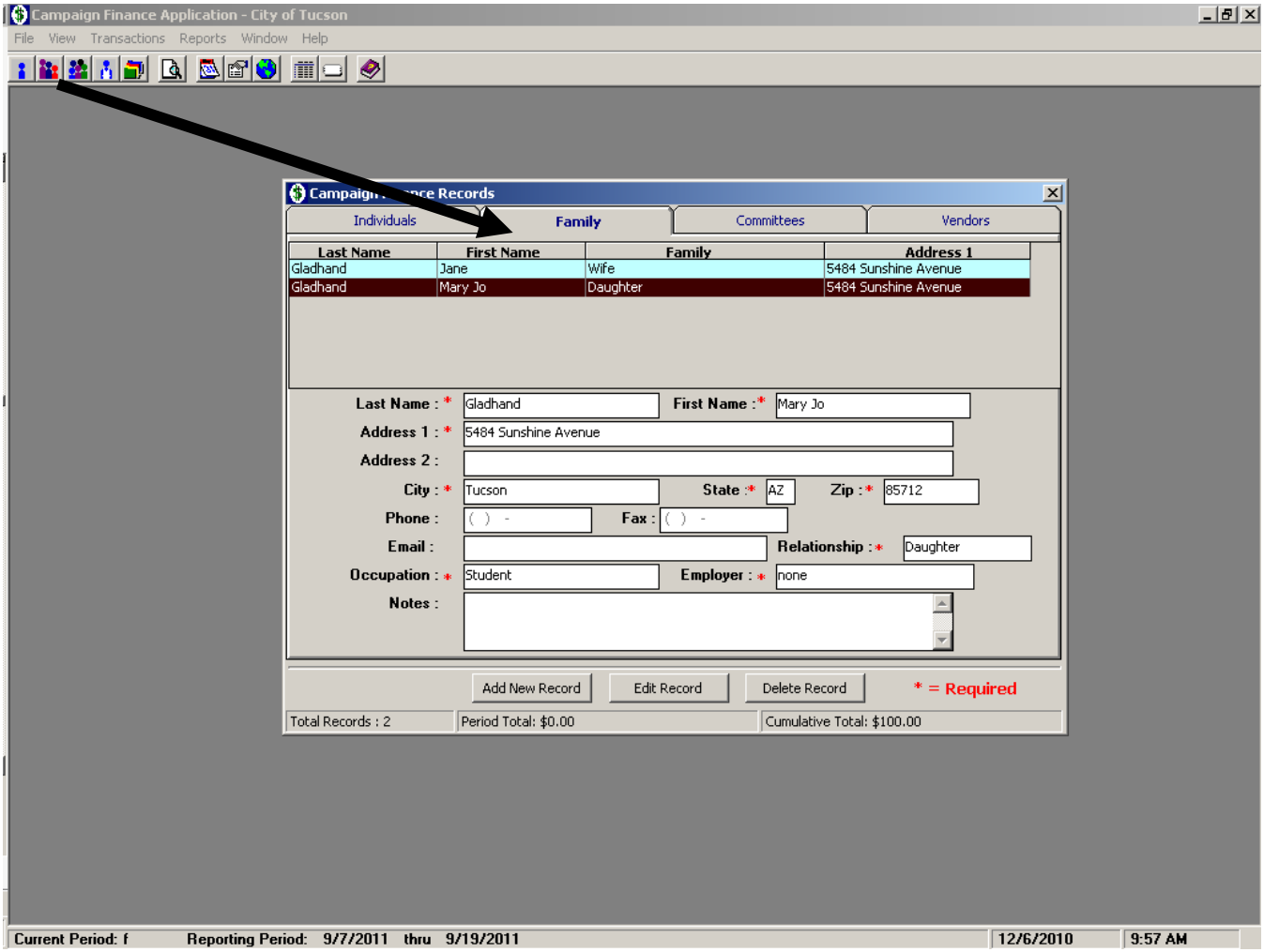
INDIVIDUAL CAMPAIGN FINANCE RECORDS



Contact information must be entered before any transactions can be recorded. Remember that each contributor must disclose their occupation and employer; the entry cannot be saved without this information.

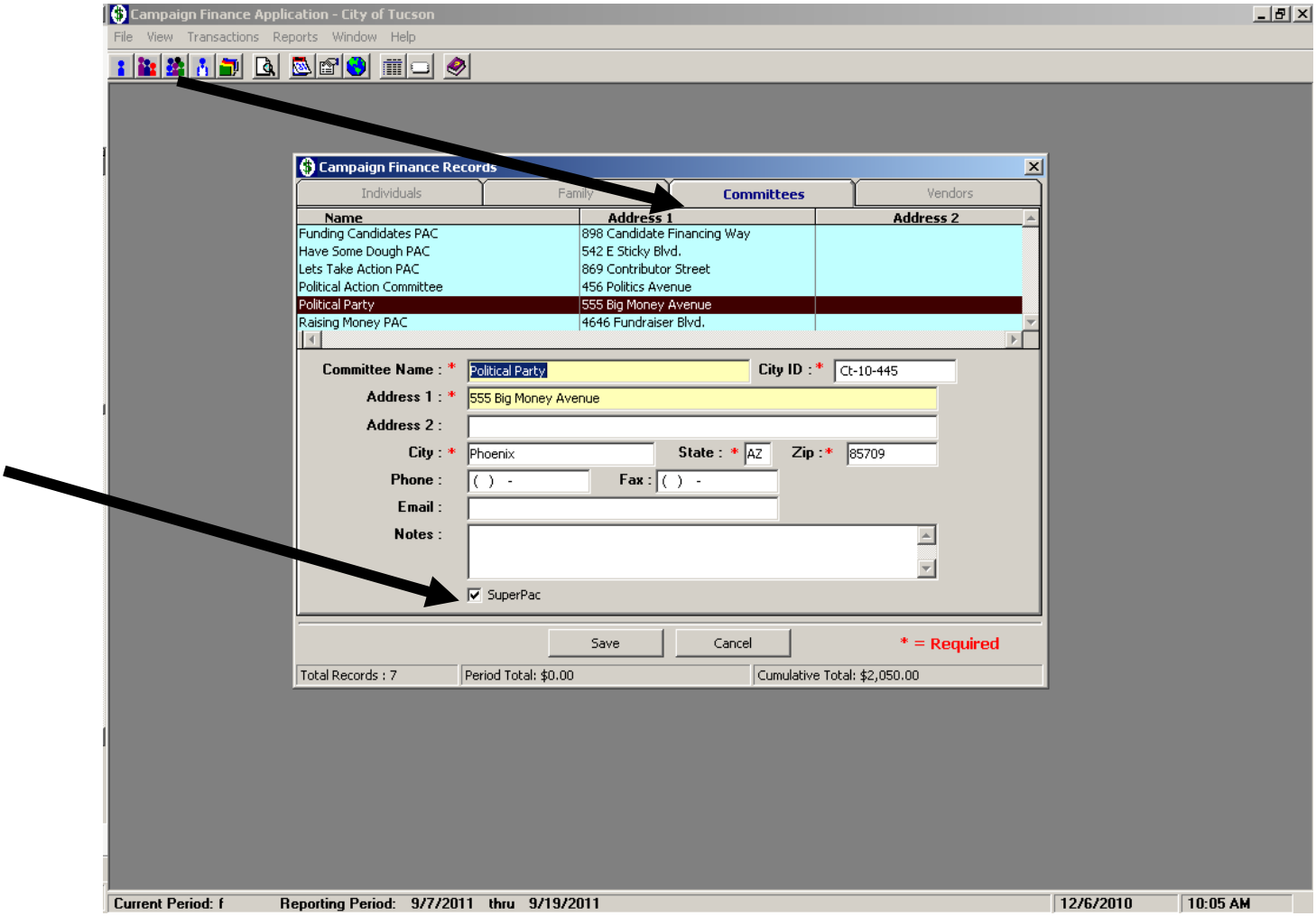
NOTE: Email addresses are not displayed on reports, nor on labels.

FAMILY CAMPAIGN FINANCE RECORDS



Contact information for family members is entered separately from individuals. The family relationship must be indicated. As with all contributions, the contributor's occupation and employer must be disclosed.

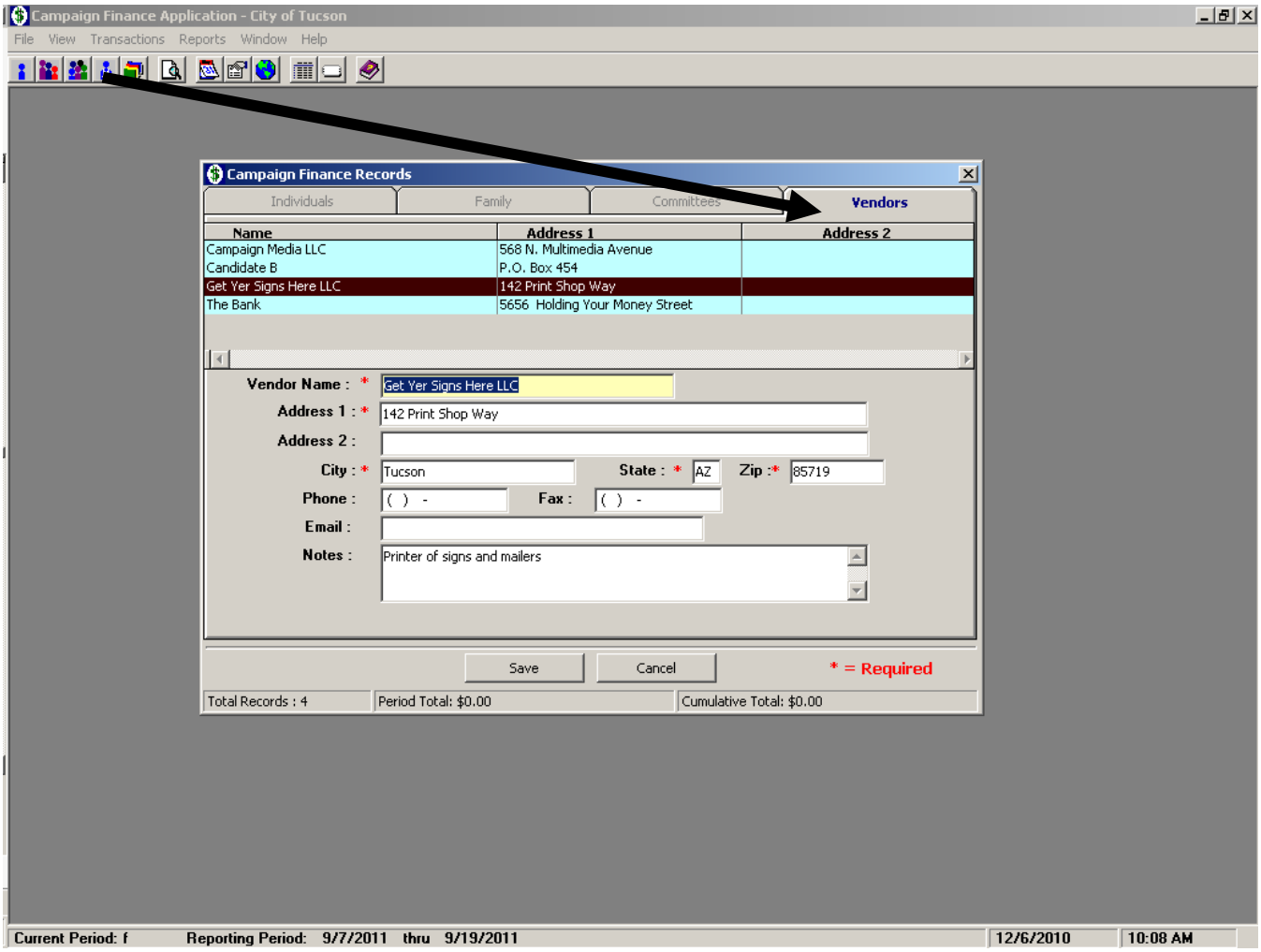
COMMITTEE CAMPAIGN FINANCE RECORDS



See page 4 for information required for contributions from Political Committees.

If the contributor is a SuperPac, check the button under the Notes entry to allow for a larger contribution limit.

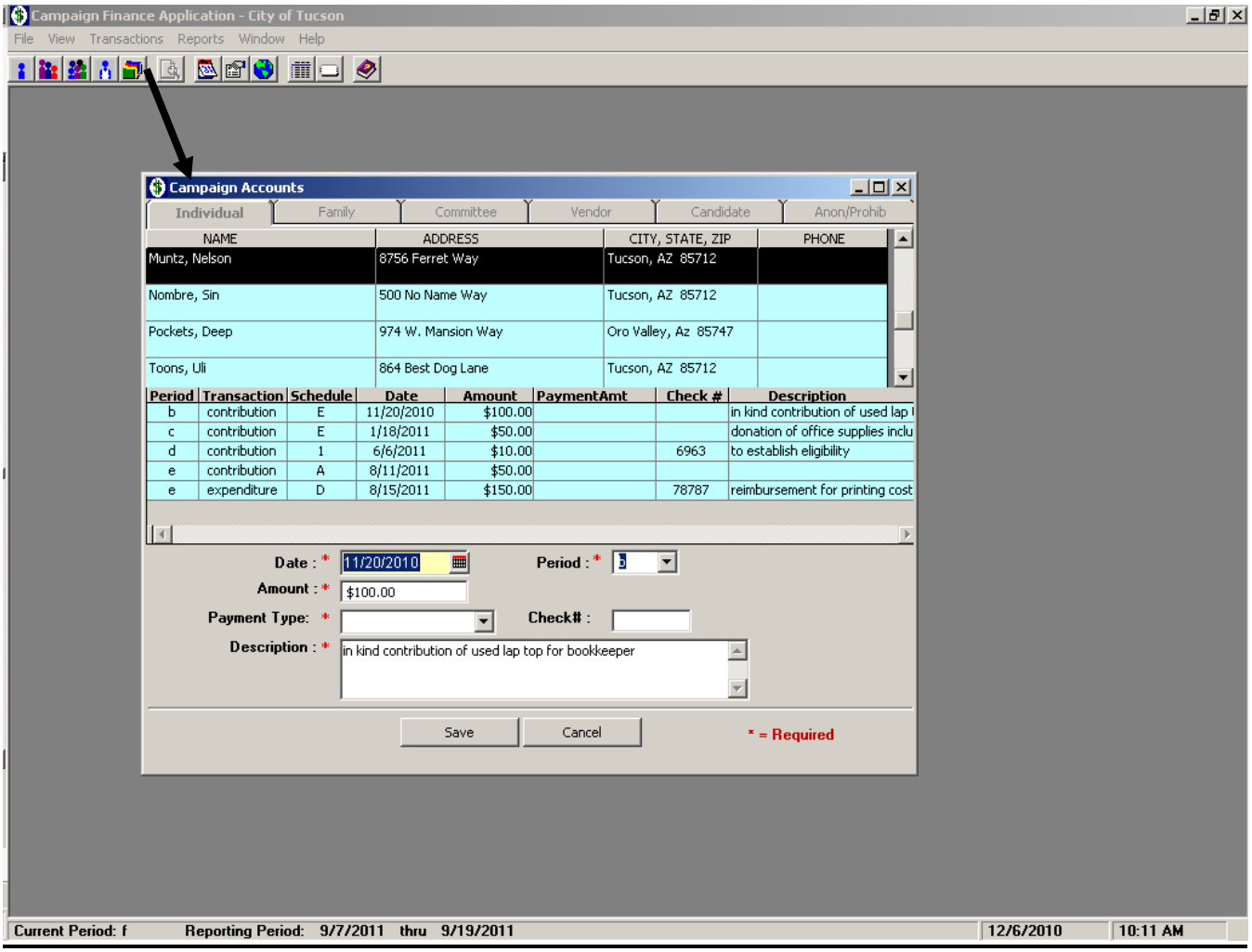
VENDOR CAMPAIGN FINANCE RECORDS



Contact information must be entered before any transactions can be recorded, including payments or debts to vendors.

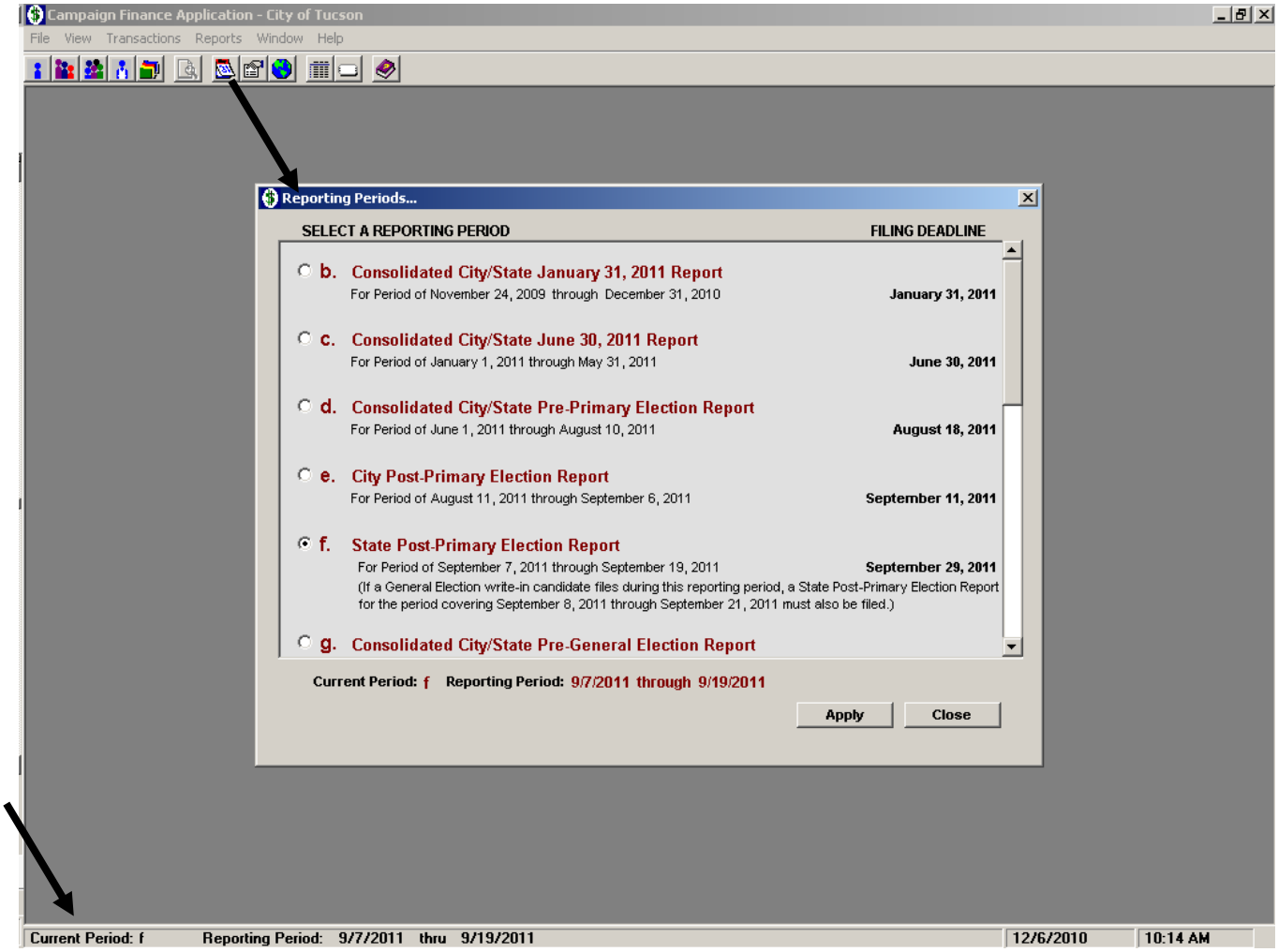
CAMPAIGN ACCOUNTS

This screen shows a summary of transactions that have been entered into the database for all contacts. This screen also allows you to edit any transactions that have been incorrectly entered.



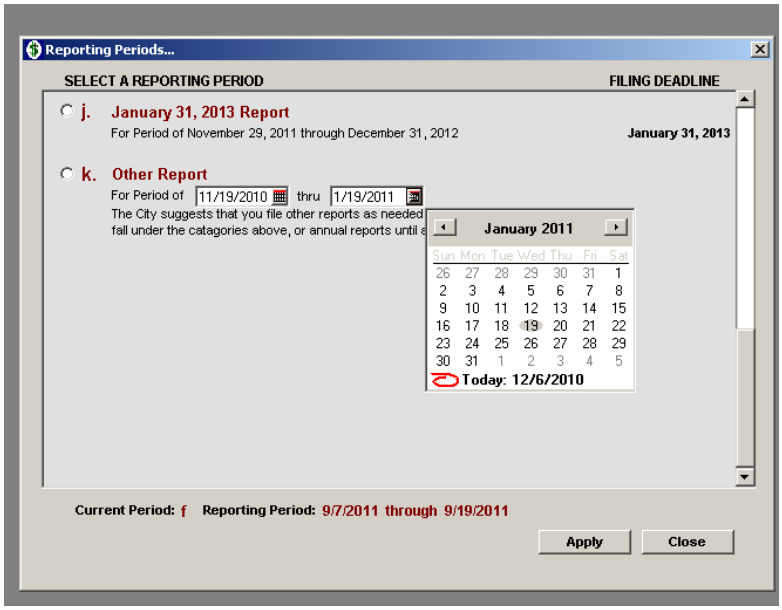
REPORTING PERIODS

This screen allows you to select and change the working period of the campaign. **Before entering transactions, make sure you are in the appropriate reporting period**. The status bar at the bottom of the screen will show the selected reporting period. As you change periods, all transactions are allocated to the specific date ranges. This screen also provides useful information regarding filing dates for each period.



~~NOTE: Reporting Period "a" is the Statement to Establish Eligibility and is not assigned a specific date range. This statement may be filed in conjunction with any other period prior to the deadline for establishing eligibility. For more information on printing the Statement to Establish Eligibility, see the Reports Screen page of this manual.~~

Period K in the Campaign Finance Software is flexible to allow you to run reports for specific time periods. This is designed to assist with balancing the reports to the bank statements.

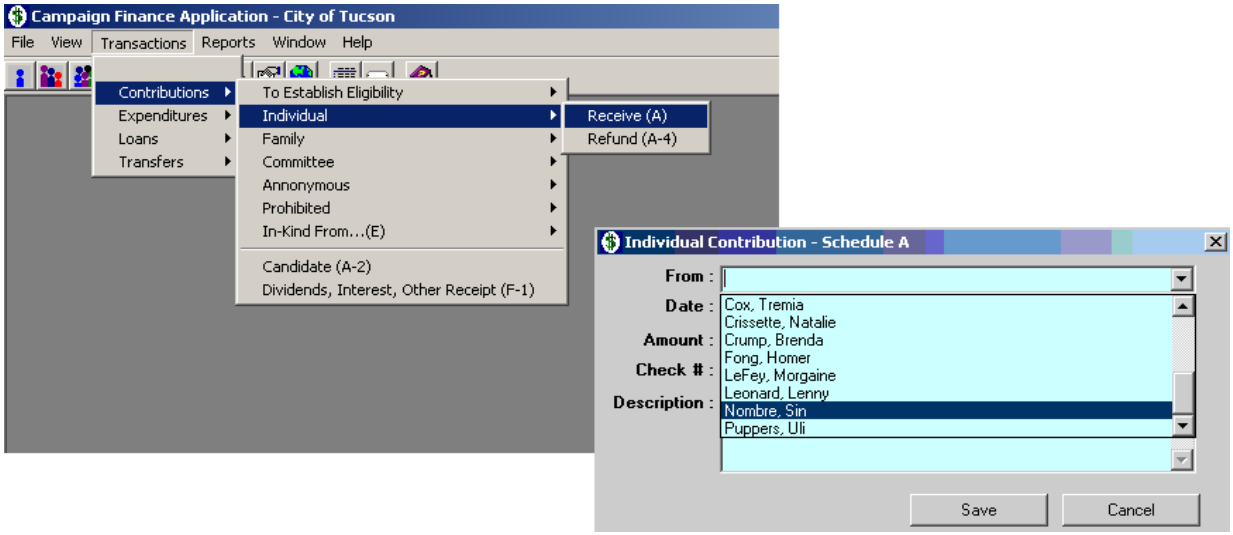


CONTRIBUTION ENTRY

To receive or refund contributions, **make sure you are in the correct reporting period** and then choose Transactions from the main menu. Except for Anonymous and Prohibited contributions, the records that were entered into the database become available in the drop-down box of the contribution screen.

The following choices are available for Contributions:

- To Establish Eligibility – Schedule 1 Contributions from Individual City Residents
- Individual – Schedule A Contributions from Individuals & Schedule A-4 Offsets to Contributions
- Family – Schedule A-1 Family Contributions & Schedule A-4 Offsets to Contributions
- Committee – Schedule B Contributions from Political Committees & Schedule A-4 Offsets to Contributions
- Anonymous – Schedule A-3 Anonymous and Prohibited Contributions & F-2 Offsets to Contributions Received
- Prohibited – Schedule A-3 Anonymous and Prohibited Contributions & F-2 Offsets to Contributions Received
- In-Kind – Schedule E In-Kind Contributions and Expenditures
- Candidate – Schedule A-2 Contributions from Candidate
- Dividends, Interest, Other Receipts – Schedule F-1 Dividends, Interest and Other Receipts



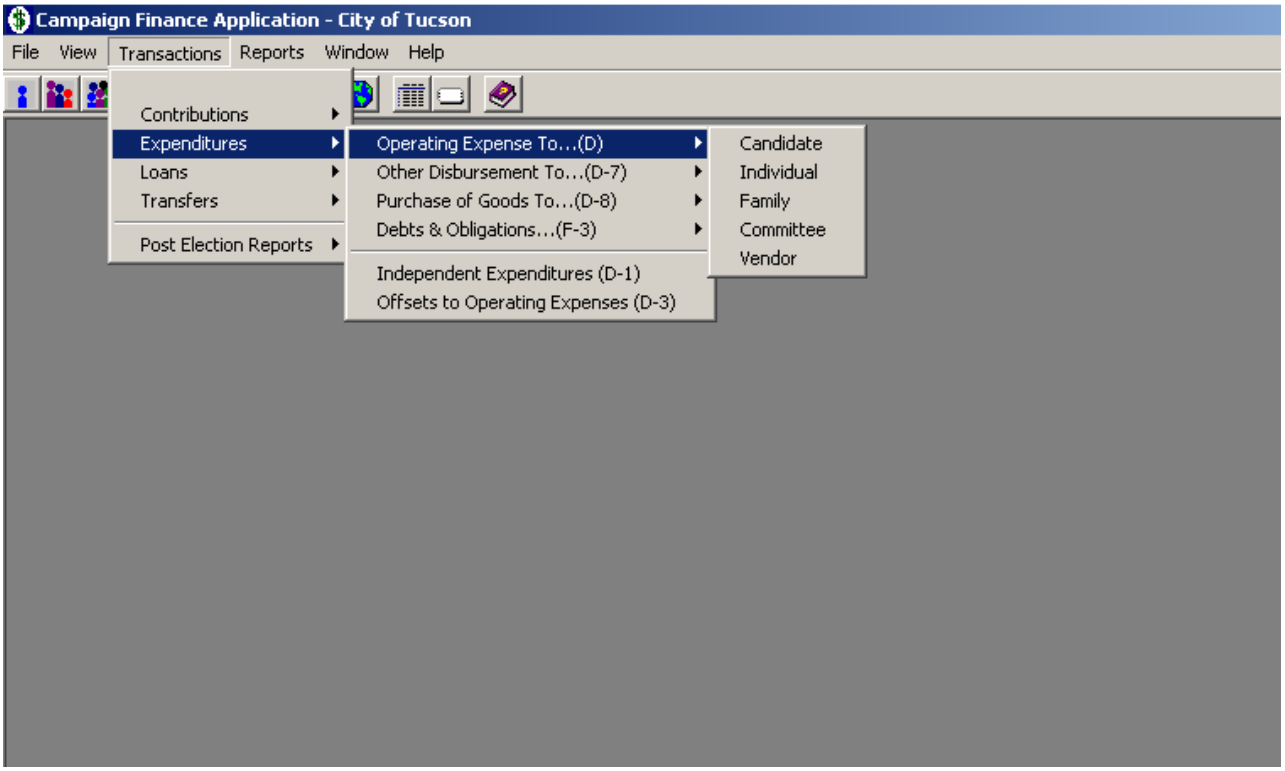
Except for In-Kind, each of these options will allow you to enter a contribution received or refunded. If In-Kind contributions are received, you must choose the appropriate contributor type from the submenu.

EXPENDITURE ENTRY

To record expenditures, **make sure you are in the correct reporting period** and then choose Transactions from the main menu. The records that were entered into the database become available in the drop-down box of the expenditure screen.

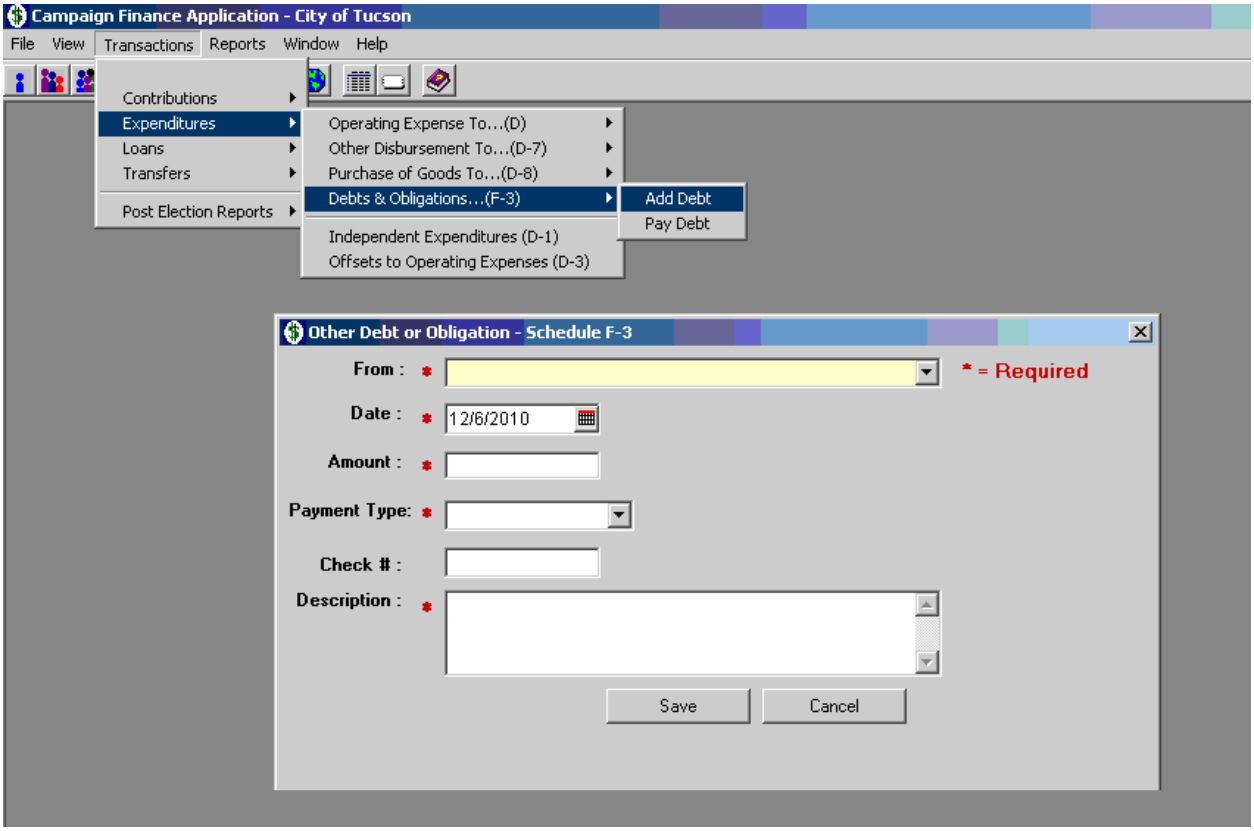
The following choices are available for Expenditures:

- Operating Expense – Schedule D Expenditures for Operating Expenses
  Most Committee expenditures will be entered into Schedule D
- Other Disbursement – Schedule D-7 Any Other Disbursements
  Joint expenditures and transaction fees for electronic contributions should be recorded on Schedule D-7
- Purchase of Goods – Schedule D-8 Purchase of Goods
- Debts and Obligations – Schedule F-3 Debts and Obligations
- Independent Expenditures – Cannot be used by Public Matching Funds Candidates
- Offsets to Operating Expenses – Schedule D-3 Offsets to Operating Expenses



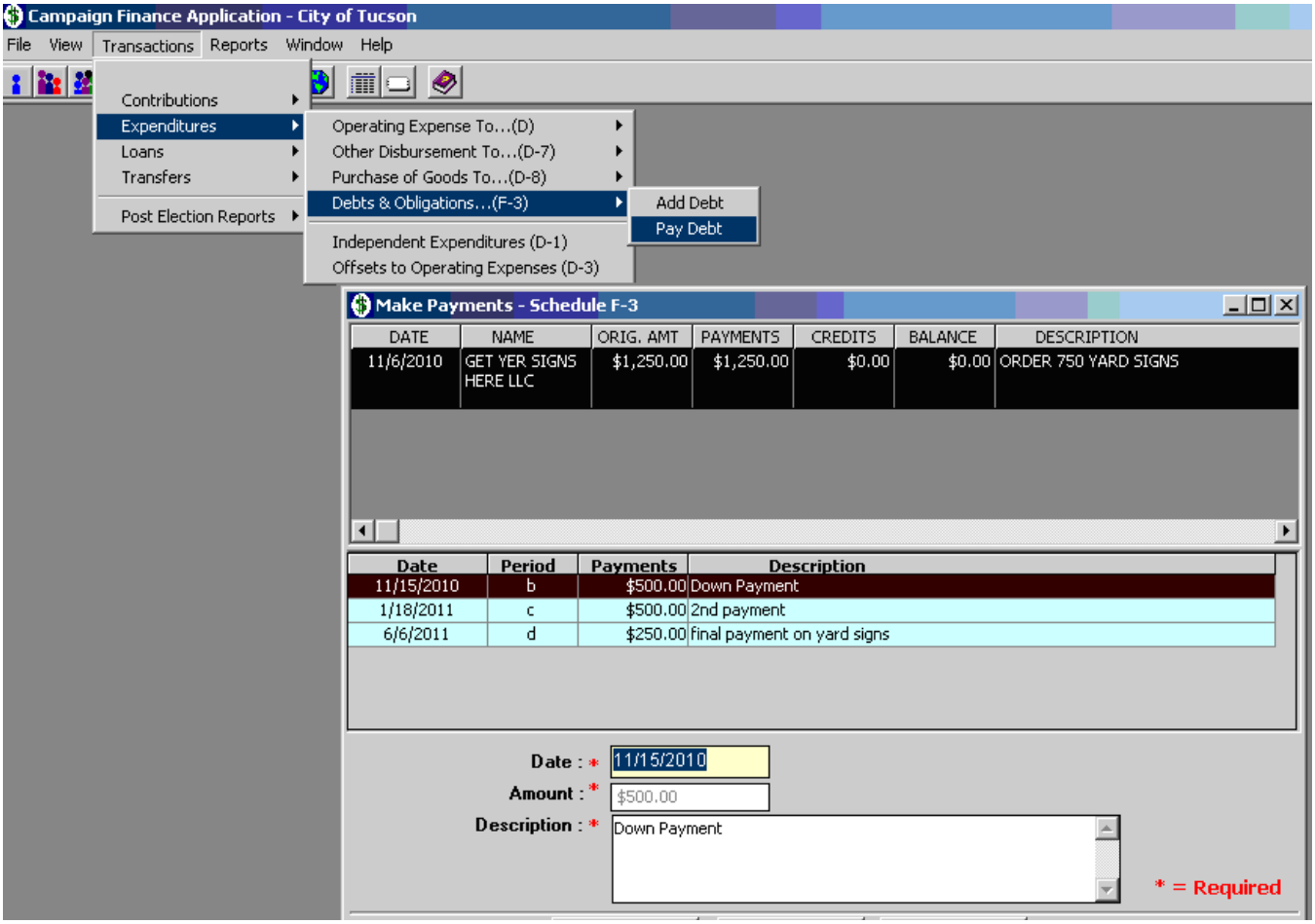
DEBTS AND OBLIGATIONS ENTRY

To add a debt or other obligation, **make sure you are in the correct reporting period** and then choose Transactions from the main menu. Choose Add Debt; the drop down menu will show the list of vendors who have contact information.



PAYMENT ON DEBTS AND OBLIGATIONS

To pay a debt or other obligation, **make sure you are in the correct reporting period** and then choose Transactions from the main menu. Choose Pay Debt; the drop down menu will show the list of vendors who have outstanding debt owed by the committee.



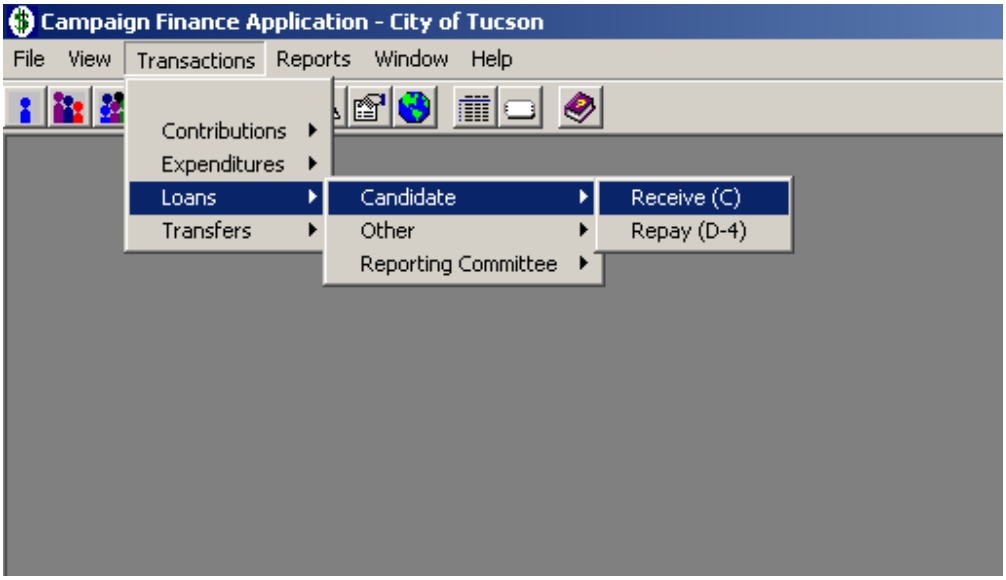
For the payment of a debt, enter the check number or debit card transaction information in the Description field. The expenditure (payment on the debt) must **also** be entered as an Operating Expense (Schedule D).

LOAN ENTRY

To record loans, **make sure you are in the correct reporting period** and then choose Transactions from the main menu.

The following choices are available for Loans:

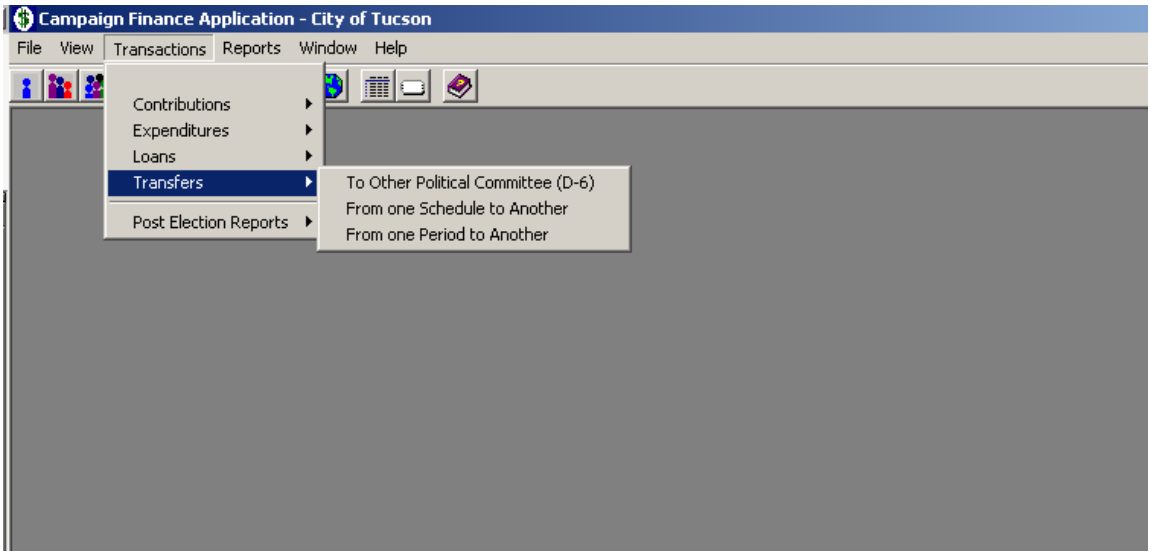
- Candidate
- Other
- Reporting Committee - This selection cannot be used by public matching funds candidates.



IMPORTANT NOTE: A loan is a contribution to the committee to the extent it remains unpaid. It is reported on Schedule C of the campaign finance report for that period. A candidate loan becomes an expenditure of the committee upon repayment and must be reported on Schedule D-4 of the campaign finance report for that period.

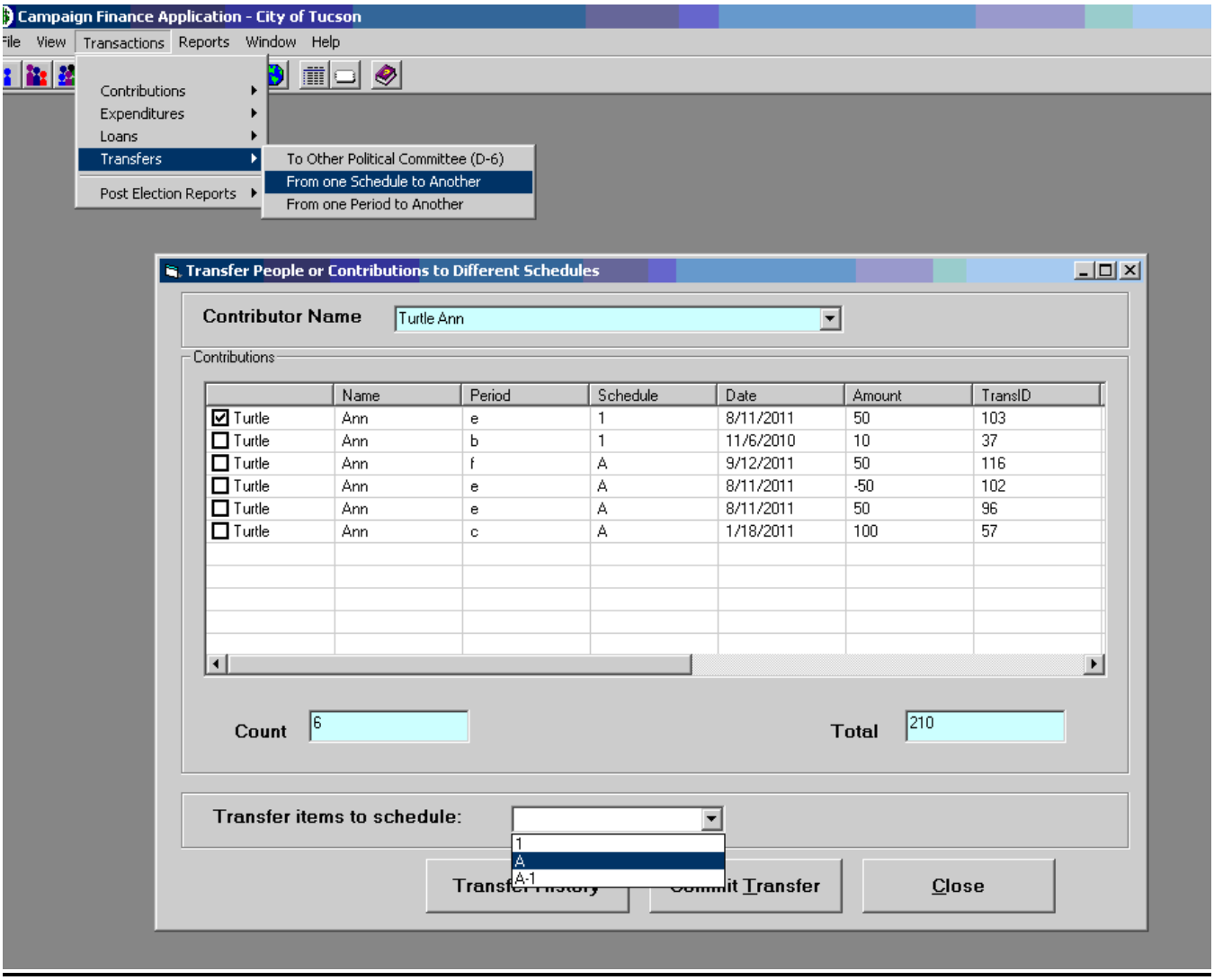
TRANSFER TO OTHER POLITICAL COMMITTEE

Transfers to Other Political Committees cannot be used by public matching funds candidates.



TRANSFERS TO OTHER SCHEDULES

This feature was designed to allow the bookkeeper to correctly report contributions that may have been entered into the wrong schedule.



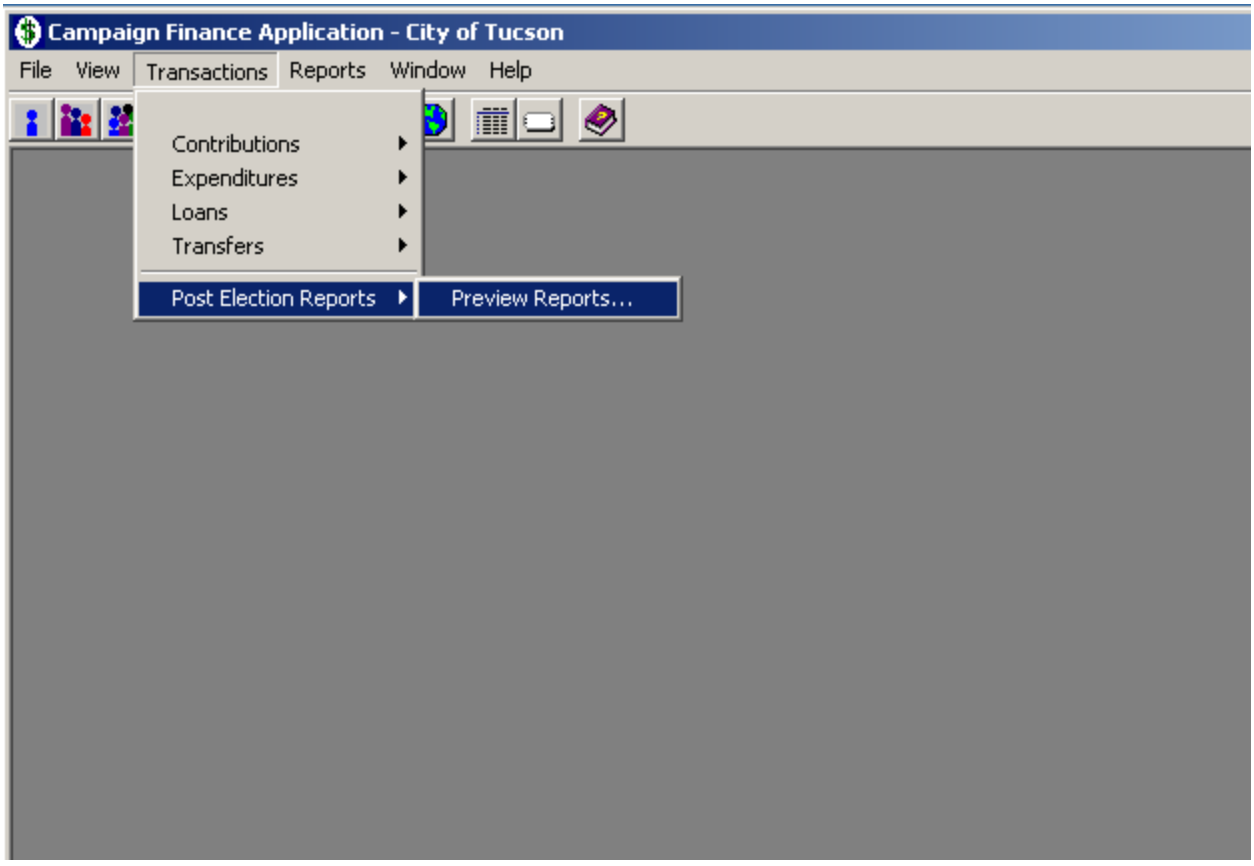
1) Choose the individual whose transaction was incorrectly entered and requires transferring to a different schedule in the same reporting period.
2) Select the transaction to be transferred.
3) Choose the correct schedule in which the contribution should be reported.
4) Choose Commit Transfer. This will produce a report which must be printed and attached to the campaign finance report.

A Transfer History report can be run to review all of the schedule transfers that have occurred during the campaign.

POST-ELECTION REPORTS

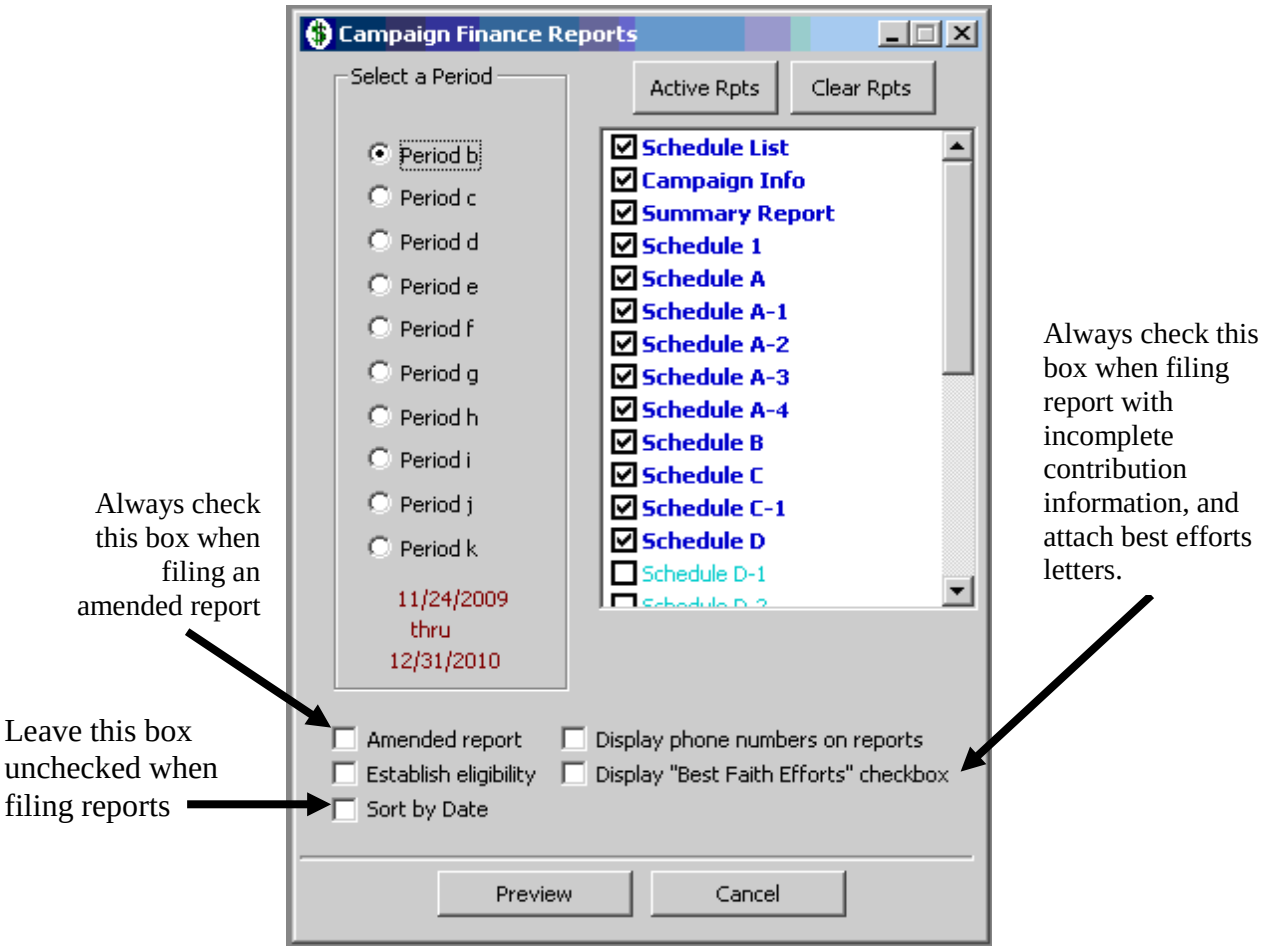
This selection is used for the completion of the Post-Election Reports – Schedules G & G1.

Please contact the City Clerk's Office regarding the filing of these reports.



REPORTS SCREEN

The reports screen allows you to preview several contribution and expenditure reports. You can select the specific period and apply several filters for each report. Selecting "Clear Rpts" will uncheck all of the selections so you can choose specific schedule(s) to preview/print. Or, by selecting "Active Rpts," you can view only those reports containing data. You only need to file active reports; blank schedules do not need to be filed.



When you are ready to file your Statement to Establish Eligibility, check the Establish Eligibility box and print your Campaign Finance Report for the current period.

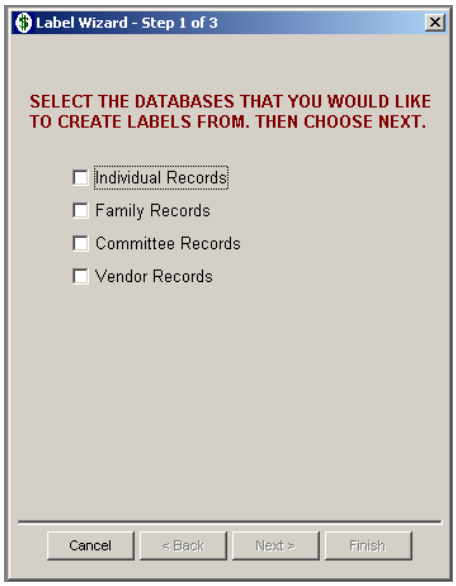
When printing reports for submission to the auditor, please check the Display Phone Numbers on Reports box. Other reports filed with the City Clerk's Office should not have phone numbers included. These reports are public records.

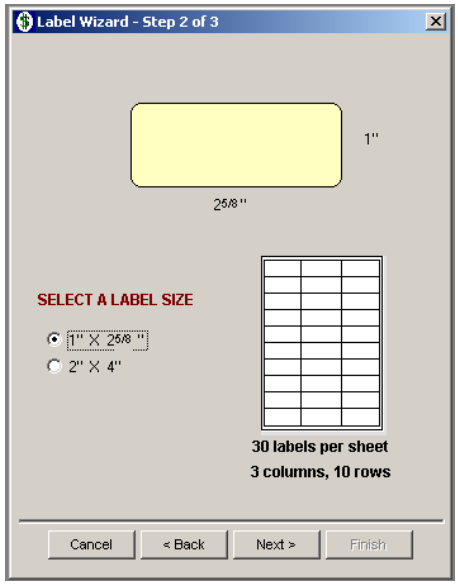
If totals don't match on your report, check that transactions were entered in the correct reporting period. See the Campaign Accounts screen for a summary of transactions, to compare dates entered and reporting periods selected. Corrections may be made from the Campaign Accounts screen.

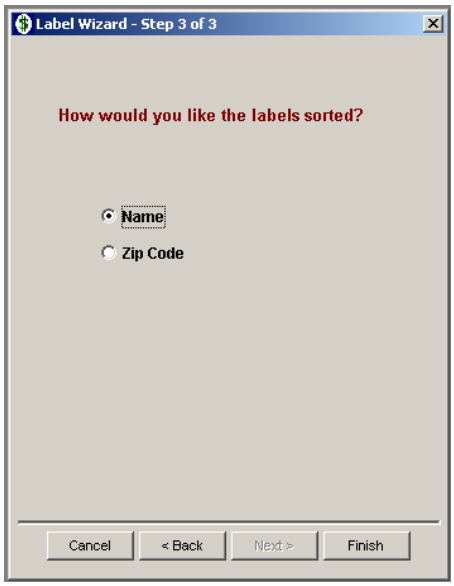
LABEL WIZARD

This screen allows you print labels derived from your entered data:

- Select the database;
- Choose your label size; then
- Select a sort order.







Information from each record will be displayed as follows:

Last Name, First Name
Street Address
City, State Zip Code

OFFICE OF CITY CLERK
CITY OF TUCSON

STATEMENT OF UNDERSTANDING

CFA

I, the undersigned, understand that I have received the City of Tucson Campaign Finance Software CD, and am required to have my own access to a computer and printer capable of supporting the software. The City Clerk is not responsible for maintenance or repair of equipment or software, or for the correction of errors made by candidates or committees, either in the installation or use of the CD-ROM provided, or in the reports produced.

_____
Signature

_____
Printed Name

_____
Political Committee

_____
Treasurer Email

_____
Date