

OFFICES ON 2018 PRIMARY BALLOT

US SENATE

US HOUSE OF REPRESENTATIVES

STATE SENATOR (10TH SENATORIAL DISTRICT)

HOUSE OF DELEGATES (28TH & 42ND DELEGATE DISTRICT)

COUNTY COMMISSION (CENTRAL DISTRICT)

SHERIFF (UNEXPIRED TERM)

BOARD OF EDUCATION (NON-PARTISAN RACE)

CONSERVATION DISTRICT SUPERVISOR (NON-PARTISAN RACE)

STATE EXECUTIVE COMMITTEE

DISTRICT EXECUTIVE COMMITTEES
(CONGRESSIONAL, SENATORIAL & DELEGATE)

COUNTY EXECUTIVE COMMITTEE

STATE OF WEST VIRGINIA
Candidate's Certificate of Announcement for 2018 Elections
(W. Va. Code §3-5-7)

THIS FORM MUST BE COMPLETE IN ORDER TO BE ACCEPTED. READ INSTRUCTIONS CAREFULLY.

(1) **Date of Election:**

Primary - May 8, 2018 General - November 6, 2018 Unexpired Term

(2) **Name of Office Sought:** _____

(3) **District:** _____

(4) **Candidate's Legal Name:** _____
(First, middle and last name)

(5) **Candidate's Name to Appear on Ballot:** _____
(Limited to 25 characters)

(6) **I am a Resident and Legally Qualified Voter of the County of:** _____

(6)(a) **Magisterial District** (if applicable): _____

(7) **Current Residence Address**
(Specific address where candidate resides at time of filing):

(8) **Mailing Address**
(If different from residence address above):

Daytime Phone (for public use) Email Address (for public use)

Campaign Phone (for public use) Campaign Website

Campaign Committee Name (if applicable)

(9) **For Partisan Elections only:**
I am a Member of and Affiliated with the Following Political Party:_____. By filling out this space, I hereby certify and attest that I am a member of and affiliated with this political party as evidenced by my current voter's registration and I have not been registered as a member of another political party within sixty (60) days of this date, pursuant to W. Va. Code §3-5-7(d)(6).

I swear and affirm that I am a candidate for this office in good faith, that I am eligible and qualified to hold this office and that the information provided on this form is true.

Candidate's Signature (Must be notarized) Date

(Notary Public Use Only)

State of _____, County of _____

Subscribed and sworn to before me this _____

day of _____, 20_____.



Signature of Notary Public or official authorized to give oaths

Instructions for completing Candidate's Certificate of Announcement

Any candidate who seeks nomination or election to an office to be filled by election in any primary or general election within the state shall file a complete certificate of announcement, under oath, and pay the required fee with the proper filing officer and within the required time.
[W. Va. Code §3-5-7]

- (1) The date of the election in which the candidate seeks to appear on the ballot.
- (2) The name of the office sought.
- (3) The district name.
- (4) The legal name of the candidate. This must include first, middle and last name.
- (5) The exact name the candidate desires to appear on the ballot, subject to limitations prescribed in W. Va. Code §3-5-13 and WV CSR §153-14. (Use no more than 25 characters.)
- (6) The county of residence and a statement that the candidate is a legally qualified voter of that county.
- (6) (a) The magisterial district of residence for candidates elected from magisterial districts or under magisterial district limitations. Magisterial district name required only for candidates for County Commission.
- (7) The specific address designating the location at which the candidate resides at the time of filing, including number and street or rural route and box number, and city, state and zip code.
- (8) Mailing address, if different than residence address.
- (9) **For Partisan Elections only:** The name of the candidate's political party, as registered. The candidate must not have been registered as a voter affiliated with any other political party for a period of sixty (60) days before the date of the filing announcement. (Board of Education and Conservation District Supervisor candidates are not required to list political affiliation)

****IMPORTANT REMINDER****

YOU ARE SWEARING TO THE TRUTH OF THE INFORMATION PROVIDED AND YOUR SIGNATURE MUST BE NOTARIZED

OTHER IMPORTANT REMINDERS:

- ▶ Pay the appropriate filing fee in the appropriate office.
- ▶ **File your certificate of announcement within the filing period.** Filings received before January 8, 2018 will be returned. Filings for all offices must be **received** by the correct filing officer or postmarked by the U.S. Postal Service no later than midnight, January 27, 2018.
- ▶ **Do not file for more than one office.** If you file for more than one office and do not withdraw from all but one before the close of the filing period, you will not be placed on the ballot for any office.
- ▶ **Your position on the ballot will be decided by RANDOM DRAWING at 9:00 A.M. FEBRUARY 20, 2018.** Each county clerk in the state will begin a drawing for ballot positions for all offices at this time. You or your representative may attend.

THIS IS YOUR NOTICE OF THE BALLOT DRAWING

- ▶ **If you decide to withdraw, you must do so by filing an application by the deadline.** The law sets February 13, 2018 (third Tuesday following the close of candidate filing) as the last day for your withdrawal to be **received** by the filing officer to remove your name from the primary election ballot.
- ▶ **File your personal financial disclosure form with the West Virginia Ethics Commission.** You should receive the ethics form when you file this certificate. If not, contact the Ethics Commission at 558-0664. This disclosure is due within 10 days after you file your certificate of announcement. Candidates for federal office and executive committee are not required to file.

| | | | |
|---|-----------------------------------|--|---------|
| U.S. Senate | \$1,740.00 | State Executive Committee | \$20.00 |
| U.S. House of Representatives | \$1,740.00 | District Executive Committee | \$5.00 |
| State Senate | \$200.00 | (Congressional, Senatorial & Delegate) | |
| House of Delegates | \$100.00 | County Executive Committee | \$10.00 |
| County Commission | Contact the County Clerk's Office | | |
| Board of Education | \$25.00 | | |
| Conservation District Supervisor | \$10.00 | | |
| Greater Huntington Park & Recreation District | \$10.00 | | |

FILING FEES* BY OFFICE:

* Filing fees are based on figures available at time of printing.

PLEASE RETURN THIS FORM TO YOUR COUNTY CLERK OFFICE BY FEBRUARY 12, 2016. YOUR NAME WILL NOT BE INCLUDED ON THE AUDIO BALLOT IF IT IS NOT RETURNED BY THIS DATE.

Pronunciation Instructions

- In the “NAME ON BALLOT” column, enter the name as it appears on your ballot (First, Middle Last).
- In the “PRONOUNCED AS” column, enter the breakdown of syllables within the name, using rhyming words for each syllable that match the proper pronunciation of the name. If possible, rhyme the entire name. When this is not an option, please rhyme each syllable accordingly. Be sure to capitalize the syllables of the name that are annunciated.
- Please do not pick and choose pronunciations by apparent difficulty. Names that may appear commonplace may have inflections not standard to the name. This will help to alleviate many timely corrections.
- Please see the below example for details:

| NAME ON BALLOT | PRONOUNCED AS |
|-------------------|---|
| Monte Anthony | Monte (Rhyme: Jaunty) |
| Robert Maniscalco | Maniscalco (Rhyme: Mana – Falco) |
| Sue Jahn | Jahn (Rhyme: fawn) ‘J’ = ‘H’ sound Hawn |
| Tangipahoa | TANgi (Rhyme: Tangiers) Pa (Rhyme: Paw) HO (Like the garden tool HOE) A (Rhyme: Sud) |
| Tanya Smither | Tan (Rhyme: Taught, not Tan) ya |
| Tim Beauprez | Beauprez (Rhyme: hooray) |
| William Mishaud | Mishaud (Rhyme: ME-show) ‘d’ is silent |

Candidate Name: _____

Office: _____ District: _____

| NAME AS IT IS TO APPEAR ON BALLOT | PRONOUNCED AS |
|-----------------------------------|---------------|
| | |

CODE OF FAIR CAMPAIGN PRACTICES

STATE ELECTION COMMISSION

Gary A. Collias, Chair

Taylor B. Downs

Vincent P. Cardi

Vacant

Mac Warner, Secretary of State (Ex-Officio Member)

The State Election Commission and the Secretary of State invite you to subscribe and adhere to the Code of Fair Campaign Practices. If you decide to participate and are running for a county office, please file this document with your county clerk; for a statewide, legislative or judicial office, please file with the Secretary of State.

THIS CODE IS VOLUNTARY; HOWEVER, IT HAS BEEN AUTHORIZED BY CHAPTER 3, ARTICLE 1B OF THE W. Va. CODE

There are basic principles of decency, honesty and fair play which every candidate for public office in the United States has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise the constitutional right to a free choice and the will of the people may be fully and clearly expressed on the issues before the country. THEREFORE:

- I SHALL CONDUCT this campaign openly and publicly, discussing the issues as I see them, presenting positions and policies with sincerity and frankness, and criticizing without fear or favor of the record and policies of candidates or political parties which merit such criticism.
- I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- I SHALL COMDEMN the use of campaign advertising or communication of any sort which misrepresents, distorts, or otherwise falsifies the facts regarding any candidate or issue raised in my campaign.
- I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical disability, or age.
- I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our system or free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder, prevent or discourage any eligible person from registering to vote, or from voting, or which is intended to affect voting through the buying of influence or votes.
- I SHALL NOT COERCE election help or campaign contributions for myself or my committee or for any other candidate or any ballot issue from my employees or from any person under my authority, influence or control.
- I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support on behalf of or in opposition to any candidacy deriving from any individual or group which resorts to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate or associate who violates any provisions of this code or the laws governing elections.
- I PERSONALLY SUPPORT a limit on campaign expenditures that when reasonable, sufficient and fairly applied, does not limit or restrict the expression of ideas of the candidate or others on behalf of the candidate, but instead challenges individuals to engage in open dialogue on the issues rather than merely to purchase the excessive repetition of images and slogans.
- ACCORDINGLY, IF I AM A CANDIDATE for one of the offices listed below, I will, in conjunction with the committee or committees organized on my behalf, adhere to the following limits on campaign spending specified for the office I seek.

| | <u>PRIMARY</u> | <u>GENERAL</u> |
|--------------------------|----------------|----------------|
| Governor | \$1,000,000 | \$1,000,000 |
| Constitutional Officers | 150,000 | 150,000 |
| Supreme Court of Appeals | 150,000 | 150,000 |
| State Senate | 50,000 | 50,000 |
| House of Delegates | 25,000 | 25,000 |
| Circuit Judge | 50,000 | 50,000 |

Expenditures which do not exceed the limits designated for the primary election may not be added to the limits for the general election.

I SHALL DEFEND AND UPHOLD the right of every qualified voter to full and equal participation in the electoral process.

I, the undersigned, a candidate for election to public office in the State of West Virginia, or the chairperson of a political committee supporting one or more candidates for election, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct this campaign in accordance with the above principles and practices. I understand that subscription and adherence to the code is voluntary.

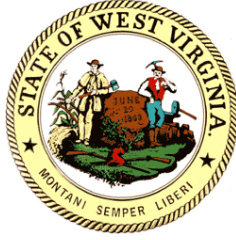
Date

Signature

Committee for/Committee Name

Address and City

Names of individuals signing this Code will be provided to the public.



Return completed form to:
ellen.m.briggs@wv.gov or
WV Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301

West Virginia Ethics Commission Financial Disclosure Statement

Contact Information and Signature Sheet

(This Sheet will not be made public or placed on the Internet.)

Please print clearly

Filer's last name: _____ First name: _____
Spouse's last name: _____ First name: _____
County: _____
Mailing address: _____

Email: _____

Daytime telephone: (____) _____

Signature and Acknowledgement

I hereby acknowledge, under penalty of perjury, that the information contained in my attached Financial Disclosure Statement, including all attached worksheets, is to the best of my knowledge true, correct and complete.

Filer's signature: _____ Date: _____

Name: _____

Return completed form to:
ellen.m.briggs@wv.gov
WV Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301



Candidate information, if applicable
County : _____
Candidate for: _____
Date you filed for candidacy: _____
District or circuit, if applicable _____

West Virginia Ethics Commission Financial Disclosure Statement

Revised: 12-9-16

Directions

- Please read and answer **every question**—even if your answer is “N/A” (not applicable). Incomplete original Statements will be returned to you for completion or correction.
- You must file a new Financial Disclosure Statement each year you hold or run for a public position.
- If this is your annual filing, the Statement is due by February 1.
- If you are a new appointee, this Statement is due within 30 days of the date of your appointment.
- If you are a candidate for public office, this Statement is due within 10 days of filing your *Certificate of Announcement*.
- The information you provide on this Statement covers the prior calendar year.
- You may attach additional pages to this form if necessary.

1. Name of Filer and Spouse

Filer’s last name _____ First name _____
 Spouse’s last name _____ First name _____
 County of residence _____
 Business (employment) address _____

 City/state/zip _____

2. Elective Office

Do you currently hold a county, circuit or state elected office? **Yes** ____ **No** ____
 If yes, title of office: _____
 Are you a candidate, or do you plan to become a candidate for public office in the next election? **N/A** ____ **Yes** ____ **No** ____
 If yes, for what office: _____ Date you filed for candidacy: _____

3. Positions on State Boards, Commissions or Agencies

List all State Boards, Commissions or Agencies on which you now serve or have served in the past 12 months through appointment by the Governor. Mark here if N/A

Name: _____

4. Business Names

List all names under which you and/or your spouse conduct or do business. If you or your spouse are self-employed, list the name or names under which you or your spouse conducts the business, trade, sole proprietorship or profession.

Mark here if no business names to report

| |
|---|
| self <input type="checkbox"/> spouse <input type="checkbox"/> |
| |
| self <input type="checkbox"/> spouse <input type="checkbox"/> |
| |
| self <input type="checkbox"/> spouse <input type="checkbox"/> |
| |

5. Employment

For you and your spouse, list the name and address of each full-time or part-time employer(s) during the preceding calendar year. Include all employment with city, county or state government as well as employment in the private sector. Provide your job title and a general description of your job duties. For purposes of this question, an employer is one who provides you with a W-2 form. This does not include self-employment if listed elsewhere on the Financial Disclosure Statement.

Mark here if neither you nor your spouse were employed during the past year.

| | Employer Name and Address | Job title and duties of your position |
|---|---------------------------|---------------------------------------|
| self <input type="checkbox"/> spouse <input type="checkbox"/> | 1. | |
| | | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | 2. | |
| | | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | 3. | |
| | | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | 4. | |
| | | |

6. 20% Gross Income Categories for you and your spouse

Did you or your spouse receive more than 20% of your gross income during the past calendar year from any one or more of the categories listed below? Yes _____ No _____ If yes, mark with an 'X' all categories that apply to you and/or your spouse.

| <i>self</i> <i>spouse</i> | <i>self</i> <i>spouse</i> | <i>self</i> <i>spouse</i> |
|---|--|---|
| <u>COMPANIES</u> | <u>MINING</u> | <u>GOVERNMENT</u> |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Surface mining | <input type="checkbox"/> City or town |
| <input type="checkbox"/> Beer, wine or liquor (or distributor) | <input type="checkbox"/> Mining equipment | <input type="checkbox"/> County |
| <input type="checkbox"/> Brokerage/Financial Advisor | <input type="checkbox"/> Deep mining | <input type="checkbox"/> State |
| <input type="checkbox"/> Cable television | <u>OIL OR GAS</u> | <u>ASSOCIATIONS OR ORGANIZATIONS</u> |
| <input type="checkbox"/> Chemical | <input type="checkbox"/> Retail | <input type="checkbox"/> Labor Association/Organization |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Wholesale | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Exploration | <input type="checkbox"/> Association that promotes gaming or lottery |
| <input type="checkbox"/> Interstate transportation | <input type="checkbox"/> Production & Drilling | <input type="checkbox"/> Association of public employees or public officials |
| <input type="checkbox"/> Intrastate transportation | <u>UTILITIES</u> | <input type="checkbox"/> Trade Association or Organization |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Electric | <u>OTHER</u> |
| <input type="checkbox"/> Media | <input type="checkbox"/> Gas | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Promotional | <input type="checkbox"/> Telephone | <input type="checkbox"/> Hospitals or other health care providers |
| <input type="checkbox"/> Race tracks | <input type="checkbox"/> Water | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Recreation | <u>FINANCIAL</u> | <input type="checkbox"/> Legal service providers |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Banks, Savings & Loan Assoc. | <input type="checkbox"/> Lobbying |
| <input type="checkbox"/> Timber | <input type="checkbox"/> Loan or Finance Companies | |
| <input type="checkbox"/> Wholesale | | |
| <input type="checkbox"/> Waste disposal | | |

Name: _____

7. For-Profit Business

List the name and address of each for-profit business on which either you or your spouse serves on the Board of Directors or as an officer. Describe the type of business.

Mark here if neither you nor your spouse serve on a Board of Directors or is an officer of a for-profit business.

| Name and address of the business | Description of the business |
|---|-----------------------------|
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| | |

8. Non-Profit Organization

List the name and address of each non-profit organization on which either you or your spouse serves on the Board of Directors or as an officer. Describe the non-profit organization.

Mark here if neither you nor your spouse serve on a Board of Directors or is an officer of a non-profit organization.

| Name and address of the organization | Description of the non-profit |
|---|-------------------------------|
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| | |

9. Sales or Contracts with State, County or Local Government

During the past calendar year, did you or your spouse have any sales or contracts with any unit of state, county or local government? **Yes** _____ **No** _____ (Sales or contracts for goods or services may be either direct or through a partnership, corporation or association in which either you or your spouse owned or controlled more than 10 percent.)

If yes, identify the government agency that purchased the goods or services, and describe the nature of the goods or services. (See the instruction sheet for more information about the Ethics Act’s prohibition against having an interest in a public contract under W. Va. Code § 6B-2-5(d).)

| Name of Government organization | Description of goods or services provided |
|--|---|
| self <input type="checkbox"/> spouse <input checked="" type="checkbox"/> Example: State of WV DHHR | Foster home placement studies |
| self <input checked="" type="checkbox"/> spouse <input type="checkbox"/> Example: Clay County Sheriff’s Department | Rental of garage space for patrol cars |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |

10. Adult Children – Public Employment

List the name and business address of any adult child or step-child employed by any unit of state, county or local government.

Mark here if this question does not apply to you.

| Name of child or step-child | Business address |
|-----------------------------|------------------|
| | |
| | |
| | |

Name: _____

11. DEBTS

A. Owed to others: List the names of all persons residing or transacting business in the state who you owe more than \$5,000 (in the aggregate) on the date of this Statement. Include debts you owe in the name of any other person and debts on which you are a cosigner.

You **DO NOT** have to report:

1. Debts to immediate family members, parents or grandparents
2. Home mortgages for your primary and secondary residences
3. Loans for autos maintained for the use of your immediate family
4. Student loans
5. Debts resulting from the ordinary conduct of your business, profession or occupation
6. Debts to a financial institution or to a credit card company

If any debt over \$5,000, which is otherwise non-reportable, required the approval of the state or any of its political subdivisions, or if a loan was obtained from the "Linked Deposit Program" (W. Va. Code § 12-1A-1 et seq.), you must list the debt.

Mark here if you owe no debts as described above.

B. Owed to you: List the names of all persons residing or transacting business in the state who owe you, in the aggregate, more than \$5,000 on the date of this Statement (either in your name or any other person's name for your use or benefit.)

You **DO NOT** have to report:

1. Debts from immediate family members, parents or grandparents
2. Debts resulting from the ordinary conduct of your business, profession or occupation
3. Demand or saving accounts in banks, savings and loan associations, or other similar depositories
4. Loans by you to any business in which you have an ownership interest

Mark here if you had no debts owed to you as described above.

12. GIFTS

A **gift** is anything with monetary value, including meals and beverages. If you, your spouse, and/or any of your dependents received one or more gifts whose total value is more than \$100 from a person, business or organization which has a direct and immediate interest in a governmental activity over which you have control, then list the name of each giver UNLESS it falls into one of the exceptions listed below. "Total value" includes the cumulative fair market value of all gifts from the same source, directly or indirectly, during the previous calendar year.

Gifts from the following sources need **NOT** be reported:

1. your spouse, child, grandchild, parents or grandparents
2. a trust established by your spouse, child, grandchild or ancestor
3. a will or lawful inheritance in the absence of a will
4. a registered lobbyist (*registered lobbyists report these expenditures on the Lobbyist Schedule A form with their Lobbyist Activity Reporting forms*)

Mark here if you received no gifts as described above.

Name: _____

This page applies to questions 13 and 14 on the next page.

**** If you are an elected official, candidate or state or higher education employee, you do not need to complete Worksheet A. You must, however, answer questions 13 and 14 about you and your spouse.**

**** All other filers:** If you have been appointed to serve on a State Board, Commission or Agency by the Governor and receive no compensation for your service, you may not be required to report certain financial information about your spouse. Complete Worksheet A to determine if this spousal exemption applies. You still must report your own income and business information in questions 13 and 14.

Worksheet A (for questions 13 and 14)

Part 1. Are you a State Board, Commission or Agency member appointed by the Governor?

YES _____ Continue to Part 2.

NO _____ **DO NOT** complete parts 2 or 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

Part 2. Do you hold another office or employment position that requires you to file this Financial Disclosure Statement?

YES _____ **DO NOT** complete part 3 on this page. Continue to questions 13 and 14 on the next page and answer the questions for both you and your spouse.

NO _____ Continue to Part 3.

Part 3. Complete this section to determine if you are exempt from disclosing certain financial information about your spouse in questions 13 and 14 on the next page.

List the name of the State Board, Commission or Agency of which you are an appointed member:

Board name: _____

Check each box that applies:

1. There is no compensation, per diem, salary or other payment authorized by state law for serving on this Board or Commission. (Excluding travel or expense reimbursement) Note: The test is not whether you decline compensation but whether it is authorized by code, statute or law.
2. Neither my spouse nor a business with which he or she is associated is regulated by the State Board, Commission or Agency on which I serve by appointment. ("Associated" is defined as a business in which your spouse, or his or her immediate family member, is a director, officer, owner, employee, compensated agent or holder of stock which constitutes five percent or more of the total outstanding stocks of any class. "Immediate family member" means dependent children, grandchildren or parents.)
3. Neither my spouse nor a business with which he or she is associated has a contract with, or receives any grants or appropriations from, the State Board, Commission or Agency on which I (the filer) serve.

➔ If you have checked all three boxes in Part 3 above, then answer questions 13 and 14 on the next page as they pertain only to you.

➔ If you did not check all three boxes in Part 3, you must answer questions 13 and 14 in their entirety as they pertain to both you and your spouse.

Name: _____

13. ALL sources of income over \$1,000 including employment - (To determine if you must disclose income information about your spouse, refer to Worksheet A)

- a. List every source or category of income or employment over \$1,000 received by you and/or your spouse during the preceding calendar year in your name, or by any other person for your use or benefit. Include employment even if listed elsewhere on this Statement.
- b. Include distributions received from retirement and pension accounts.
- c. Do not list specific names of clients or customers. *For example*, if you are a lawyer or an insurance agent, do not list the names of your clients.
- d. Do not disclose actual dollar amounts of income, only the source.

Indicate if the income was received by you or your spouse by marking the appropriate box in the chart below.

| Categories of income over \$1,000 | Description (or job title) |
|---|--------------------------------------|
| <i>self X spouse</i> <i>Example: Social Security</i> | <i>U.S. Government</i> |
| <i>self X spouse X</i> <i>Example: Sold real estate</i> | <i>Sold residence in Beckley</i> |
| <i>self X spouse</i> <i>Example: Farming/timber</i> | <i>Sold timber from my farm</i> |
| <i>self spouse X</i> <i>Example: Employment</i> | <i>Teacher, Mingo County schools</i> |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |
| self <input type="checkbox"/> spouse <input type="checkbox"/> | |

14. Business and/or Property Interests - (To determine if you must disclose business or property interests of your spouse, refer to Worksheet A)

List the name and address of each business in which, during the past calendar year, you or your spouse held an interest with a fair market value of \$10,000 or more including, but not limited to: non-publicly owned businesses, publicly or privately traded stocks, bonds or securities, including those held in self-directed retirement accounts, and commercial real estate. (For purposes of this question, DO NOT include mutual funds or specific holdings in mutual funds or retirement accounts. However, distributions from retirement accounts must be reported in question 13 if they are greater than over \$1,000 annually.) Attach additional sheets if necessary.

Mark here if neither you nor your spouse had any interest in a business or real estate as described above.

| |
|--|
| <i>self spouse X</i> <i>Example: Jones Coal Hauling, 123 Main Street, Placeville WV</i> |
| <i>self X spouse</i> <i>Example: Stonefront Apartment Building, 123 Main Street, Charleston WV 25312</i> |
| <i>self X spouse X</i> <i>Example: Acme Bank Stock, 788 Water Street, Cincinnati OH 34343</i> |
| self <input type="checkbox"/> spouse <input type="checkbox"/> |
| self <input type="checkbox"/> spouse <input type="checkbox"/> |
| self <input type="checkbox"/> spouse <input type="checkbox"/> |

IMPORTANT DATES FOR THE 2018 PRIMARY ELECTION

January 1 through May 2, 2018

- Receive Applications for Absentee Ballots from Military or Overseas Voters

January 8 through January 27, 2018

- Candidate Filing Period

February 13, 2018

- Candidate Withdraw Deadline

February 12 – May 2, 2018

- Accept Applications for Absente Ballot by Eligible Voters

February 20, 2018

- Drawing for Ballot Position begins at 9:00 AM in the County Commission Room

April 6, 2018

- First Campaign Finance Report or Annual Report Due

April 17, 2018

- Voter Registration Deadline

April 27, 2018

- Pre-Primary Campaign Financial Reports Due

April 25 – May 5, 2018

- Early Voting Period which includes two Saturdays (April 28th & May 5th)

May 2, 2018

- Deadline to receive Absentee Ballot Request Forms.

May 7, 2018

- Last day to Hand-Deliver Absentee Ballots

May 8, 2018

- Primary Election Day (Polls open at 6:30 AM and close at 7:30 PM)

May 14, 2018

- Canvass Returns & declare results

June 18, 2017

- Post Primary Financial Statements Due

Division of Highways Rules for the Placement of Political Signs

Please keep the following rules in mind when displaying campaign materials:

- Signs or posters cannot be placed on or above a Division of Highways right of way, which normally stretches 20 feet from the center line of a public road. Distances do vary, however, so please contact the West Virginia Division of Highways if you are uncertain (304) 558-3505.
- Signs or posters near rights of way must comply with the outdoor advertising statute in Chapter 17, Article 19, Section 1 of the West Virginia Code, and must also conform to any to any municipal ordinances regulating outdoor advertising.
- Signs or posters cannot be placed on Division of Highways traffic control signs nor block such signs, and cannot obscure the view of any connecting road or intersection.
- Signs or Posters cannot be placed on elements in nature, such as rocks or trees.
- Avoid placing material on fence posts, utility poles, or other stationary objects on private property with consent of the property owners.
- Political overhead banners cannot be erected over any county, state, or federal highway.

To: All candidates filing for a county office
From: Donald J. Evans, County Clerk
RE: Campaign Finance Reporting
Date: January 2, 2018

Who Must File Campaign Finance Reports?

WV Code requires every candidate, pre-candidate and elected official to file campaign finance reports.

Exceptions

Candidates running for Executive Committees are not required to file campaign finance reports.

Types of Campaign Finance Reporting Forms

There are three different types of Campaign Finance Reports that can be filed. They are the “Long” form, “Short” form and the “Waiver”. The type of form you must file depends on your particular situation. Please see requirements for each form below.

- **Long Campaign Finance Form-** If a candidate or his or her committee answers YES to any of the following questions, he or she must file the Long Form.
 - ❖ Have you or your committee received any loans?
 - ❖ Have you or your committee held any fundraisers?
 - ❖ Have you or your committee received any miscellaneous receipts, such as refunds or checking account interest?
 - ❖ Do you or your committee have any unpaid bills or loans?
 - ❖ Have you or anyone else given an in-kind contribution to your campaign?
 - ❖ Have you or your committee given or received a transfer of excess campaign funds?
- **Short Form Campaign Finance Form-** This form is to be used by candidates or candidate’s committee that do not have transactions beyond simple contributions and expenditures.
- **Waiver Form-** A “waiver” form may be filed in place of the First Primary and/or the First General Campaign Finance Report if the total amount of all financial activity equals less than \$500.00 since the last report filed. The First General Campaign Finance Report may be waived if the total amount of all financial activity equals less than \$500.00 since the last report filed and there are no outstanding loans to report.

You will receive these forms at the time you file for office. If you should need additional forms please contact the Clerk’s Office or visit www.monroecountywv.net.

For additional information on filing Campaign Finance Reports and exactly what has to be reported, please review the booklet titled “2018 Running for Office in West Virginia” published by the WV Secretary of State’s Office.

The following is a schedule of when Campaign Finance Reports must be filed with the County Clerk's Office for the May 2018 Primary Election. The "Report Due" date is actually the date the report is due and is not a postmark date. If you mail your report, allow ample time for the report to be received by the Clerk's Office by the actual due date.

| Report Name | Transaction Period | Report Due |
|---------------|---|------------------------|
| Primary/First | The date you filed through March 30th | April 6 th |
| Pre-Primary | March 31 st through April 22 nd | April 27 th |
| Post-Primary | April 23 rd through May 20 th | June 18 th |

Late Reporting

If you submit a late report, in accordance with WV Code, you will be subject to a fine of \$25.00 per day.

Failure to File Report

If a candidate nominated in the Primary Election fails to file their campaign finance report by the eighty fourth (84th) day before the General Election, he or she will be disqualified and will not appear on the General Election ballot.

State of West Virginia STATEMENT OF WAIVER

For Candidates, Political Action Committees, or Political Party Executive Committees Exempt From Filing An Annual, First Primary or First General Campaign Finance Report

Candidates and committees who are not required to file a financial report may submit a Statement of Waiver. The purpose of this Statement of Waiver is to report that the candidate or committee is not required to submit a financial statement.

To qualify for a waiver a candidate or committee, the total of all financial transactions relating to an election may not exceed \$500 during the reporting period. W. Va. Code §3-8-5(b)(1) and §3-8-5(b)(4)

Please check appropriate box to indicate which report you are filing:

Annual Report _____ **Calendar Year**
Due last Saturday in March or within 6
days thereafter

2018 Primary-First
Due **March 31-April 8, 2018**

2018 General-First
Due **September 24-28, 2018**

Candidate/Political Committee

Candidate or Committee Name: _____ Election Year: _____

Office Sought: (if applicable) _____ District/Division: (if applicable) _____

Treasurer's Name: _____ Phone: _____

Mailing Address: _____

I, _____, hereby certify that the campaign/committee for which I am responsible for filing campaign finance reports is exempt from filing this report as described in W. Va. Code §3-8-5(b)(1) or §3-8-5(b)(4).

Signature of Candidate or Treasurer: _____ Date: _____

Where to file this form:

Secretary of State—For statewide and legislative candidates, judicial candidates, and committees that support or oppose candidates in more than one county

County Clerk—For county offices and committees that support candidates only in one county

Municipal Recorder/Clerk—For municipal offices and committees that support or oppose candidates on a municipal election ballot.



Published by:
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State Capitol
Charleston, WV 25305-0770
1-866-767-8683
elections@wvsos.com
www.wvsos.com

OFFICIAL FORM F-12
REVISED 9/17

State of West Virginia Campaign Financial Statement (Short Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

**IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU CANNOT USE THIS FORM.
YOU MUST USE THE LONG FORM (FORM F-7) TO FILE YOUR CAMPAIGN FINANCE REPORT.**

1. Has your committee received any loans ?
2. Has your committee held any fundraisers?
3. Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
4. Does your committee have any unpaid bills?
5. Have you or anyone else given an in-kind contribution to your campaign?
6. Has your committee given or received a transfer of excess campaign funds?

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

CASH BALANCE SUMMARY

| | | | |
|--|---|--|--|
| Beginning Balance (ending balance from previous report) 1. | | | |
| Total Contributions (from page 2) 2. | + | | |
| Subtotal (lines 1+2) 3. | = | | |
| Total Expenditures (from page 2) 4. | | | |
| Ending Balance (line 3-4) | | | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 2 from all reports)

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 4 from all reports)

**Cannot have a negative ending balance*

CONTRIBUTIONS

\$250 or Less

| Date | Full Name | Amount |
|------|-----------|--------|
| | | |
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| | | |
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More than \$250

| Date | Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | Amount |
|------|---|--------|
| | | |
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| | | |
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Total Contributions:
(add both columns)

ITEMIZED EXPENDITURES

| Date | Full name, residence address (if person); business address (if ven- | Purpose | Amount |
|------|---|---------|--------|
| | | | |
| | | | |
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Total Expenditures:

OATH OR AFFIRMATION

I, _____, swear or affirm that the attached statement is true and correct, to the best of my knowledge, of all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Treasurer, or Agent

Date _____

Office Use Only

Received by: _____

State of West Virginia Campaign Financial Statement (Short Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

**IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU CANNOT USE THIS FORM.
YOU MUST USE THE LONG FORM (FORM F-7) TO FILE YOUR CAMPAIGN FINANCE REPORT.**

1. Has your committee received any loans ?
2. Has your committee held any fundraisers?
3. Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
4. Does your committee have any unpaid bills?
5. Have you or anyone else given an in-kind contribution to your campaign?
6. Has your committee given or received a transfer of excess campaign funds?

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

CASH BALANCE SUMMARY

| | | | |
|--|---|--|--|
| Beginning Balance (ending balance from previous report) 1. | | | |
| Total Contributions (from page 2) 2. | + | | |
| Subtotal (lines 1+2) 3. | = | | |
| Total Expenditures (from page 2) 4. | | | |
| Ending Balance (line 3-4) | | | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 2 from all reports)

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 4 from all reports)

**Cannot have a negative ending balance*

CONTRIBUTIONS

\$250 or Less

| Date | Full Name | Amount |
|------|-----------|--------|
| | | |
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More than \$250

| Date | Full Name: Address: | Amount |
|------|---|--------|
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |

Total Contributions:
(add both columns)

ITEMIZED EXPENDITURES

| Date | Full name, residence address (if person); business address (if ven- | Purpose | Amount |
|------|---|---------|--------|
| | | | |
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Total Expenditures:

OATH OR AFFIRMATION

I, _____, swear or affirm that the attached statement is true and correct, to the best of my knowledge, of all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Treasurer, or Agent

Date _____

Office Use Only

Received by: _____

State of West Virginia Campaign Financial Statement (Short Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

**IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU CANNOT USE THIS FORM.
YOU MUST USE THE LONG FORM (FORM F-7) TO FILE YOUR CAMPAIGN FINANCE REPORT.**

1. Has your committee received any loans ?
2. Has your committee held any fundraisers?
3. Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
4. Does your committee have any unpaid bills?
5. Have you or anyone else given an in-kind contribution to your campaign?
6. Has your committee given or received a transfer of excess campaign funds?

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

CASH BALANCE SUMMARY

| | | | |
|--|---|--|--|
| Beginning Balance (ending balance from previous report) 1. | | | |
| Total Contributions (from page 2) 2. | + | | |
| Subtotal (lines 1+2) 3. | = | | |
| Total Expenditures (from page 2) 4. | | | |
| Ending Balance (line 3-4) | | | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 2 from all reports)

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 4 from all reports)

**Cannot have a negative ending balance*

CONTRIBUTIONS

\$250 or Less

| Date | Full Name | Amount |
|------|-----------|--------|
| | | |
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| | | |
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More than \$250

| Date | Full Name: Address: Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | Amount |
|------|---|--------|
| | | |
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Total Contributions:
(add both columns)

ITEMIZED EXPENDITURES

| Date | Full name, residence address (if person); business address (if ven- | Purpose | Amount |
|------|---|---------|--------|
| | | | |
| | | | |
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Total Expenditures:

OATH OR AFFIRMATION

I, _____, swear or affirm that the attached statement is true and correct, to the best of my knowledge, of all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Treasurer, or Agent

Date _____

Office Use Only

Received by: _____

State of West Virginia Campaign Financial Statement (Short Form) in Relation to 2018 Election Year

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W. Va. Code §3-8-5b

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1. Has your committee received any loans ?
2. Has your committee held any fundraisers?
3. Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
4. Does your committee have any unpaid bills?
5. Have you or anyone else given an in-kind contribution to your campaign?
6. Has your committee given or received a transfer of excess campaign funds?

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

FIRST-PRIMARY
Due March 31-April 6, 2018

PRE-PRIMARY
Due April 23-27, 2018

POST-PRIMARY
Due May 21-June 1, 2018

FIRST-GENERAL
Due September 24-28, 2018

PRE-GENERAL
Due October 22-26, 2018

POST-GENERAL
Due Nov. 19-Dec. 18, 2018

ANNUAL REPORT
Due in _____ calendar year
Due last Saturday in March or
within 6 days thereafter.

FINAL REPORT
Zero balance required PAC must file
Dissolution (Form F-6)

AMENDED REPORT
Must also check box of appropriate
reporting period.

REPORT TOTALS

CASH BALANCE SUMMARY

| | | | |
|--|---|--|--|
| Beginning Balance (ending balance from previous report) 1. | | | |
| Total Contributions (from page 2) 2. | + | | |
| Subtotal (lines 1+2) 3. | = | | |
| Total Expenditures (from page 2) 4. | | | |
| Ending Balance (line 3-4) | | | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 2 from all reports)

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE

(Add line 4 from all reports)

**Cannot have a negative ending balance*

CONTRIBUTIONS

\$250 or Less

| Date | Full Name | Amount |
|------|-----------|--------|
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More than \$250

| Date | Full Name: Address: | Amount |
|------|---|--------|
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |
| | Full Name: Address: | |
| | Contributor's job: (individual) Employer: (individual) Affiliation: (political committee) | |

Total Contributions:
(add both columns)

ITEMIZED EXPENDITURES

| Date | Full name, residence address (if person); business address (if ven- | Purpose | Amount |
|------|---|---------|--------|
| | | | |
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| | | | |
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Total Expenditures:

OATH OR AFFIRMATION

I, _____, swear or affirm that the attached statement is true and correct, to the best of my knowledge, of all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Treasurer, or Agent

Date _____

Office Use Only

Received by: _____

State of West Virginia Campaign Financial Statement (Long Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

RECEIPTS OF FUNDS

Totals for this Period

| | | |
|--|----------|--|
| Contributions (Page 3) | | |
| Monetary Contributions from all Fund-Raising Events (Page 4) | + | |
| Receipt of a Transfer of Excess Funds (Page 8) | + | |
| Total Monetary Contributions | = | |
| In-Kind Contributions (Page 5) | + | |
| Total Contributions | + | |

| | | |
|-------------------------|----------|--|
| Other Income (Page 5) | | |
| Loans Received (Page 6) | + | |
| Total Debts: | = | |

OUTSTANDING LOANS & DEBTS

| | | |
|----------------------------|----------|--|
| Unpaid Bills (Page 9) | | |
| Outstanding Loans (Page 6) | + | |
| Total Debts: | = | |

CASH BALANCE SUMMARY

| | | |
|---|----------|--|
| Beginning Balance (ending balance from previous report) | | |
| Total Monetary Contributions | + | |
| Total Other Income | + | |
| Subtotal a. | = | |

| | | |
|--|----------|--|
| Total Expenditures (Page 7) | | |
| Total Disbursements of Excess Funds (Page 8) | + | |
| Repayment of Loans (Page 6) | + | |
| Subtotal b. | = | |

| | | |
|--|---|--|
| Ending Balance (Subtotal a. - Subtotal b.) | | |
| | = | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

TOTAL EXPENDITURES ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

Contributions of
\$250 or Less

Check if additional pages
have been attached.

| DATE | CONTRIBUTOR'S FULL NAME OR COMMITTEE'S NAME | AMOUNT |
|------|---|--------|
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MAKE COPIES OF THIS PAGE AS NEEDED

Subtotal of contributors of \$250 or less

| |
|--|
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|--|

**CONTRIBUTIONS OF
MORE THAN \$250**

*Check if additional pages
have been attached.*

| DATE | INDIVIDUAL CONTRIBUTOR OR COMMITTEE'S INFORMATION | AMOUNT |
|------|---|--------|
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |

**MAKE COPIES OF THIS
PAGE AS NEEDED**

Subtotal of all contributions of more than \$250

Subtotal of all contributions of \$250 or less (from page 2)

TOTAL CONTRIBUTIONS

| | |
|---|--|
| | |
| + | |
| = | |

FUNDRAISING EVENTS

Check if additional pages have been attached.

All monetary contributions received at a fundraiser must be reported in the Event Summary below.

If contributor's name and amount are not listed, the contribution must be turned over to the West Virginia General Revenue Fund.

The only exception to this rule may apply to political party executive committees. (WV Code §3-8-5a)

EVENT SUMMARY

| | |
|--|---|
| Date of Event _____ Type of Event _____ Name of Place Held _____ Address of Place Held _____ _____ | Monetary Contributions _____ Expenditures (from pg. 7) - _____ NET RECEIPTS = _____ Total In-Kind Contributions Related to Fundraiser (from pg. 5) _____ |
|--|---|

Contributions of \$250 or Less

Contributions of more than \$250

| Date | Full Name | Amount |
|------|-----------|--------|
| | | |
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| Date | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | Amount |
|------|--|--------|
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| Subtotal of contributions of more than \$250: | |
| Subtotal of contributions of \$250 or less: | |
| Total Contributions: | |

Subtotal of contributions of \$250 or less:

OTHER INCOME: INTEREST, REFUNDS, MISCELLANEOUS RECEIPTS

| Date | Source of Income | Type of Receipt | Amount |
|------|------------------|-----------------|--------|
| | | | |
| | | | |
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Total Other Income:

| |
|--|
| |
|--|

IN-KIND CONTRIBUTIONS

| Date | Name and Contributor Information | Description of Contribution | Value |
|------|----------------------------------|-----------------------------|-------|
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| | | | |

Total In-Kind Contributions:

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LOANS

West Virginia Code §3-8-5f Loans to candidates, organizations or persons for election purposes.

“No candidate, financial agent, person or association of persons or organization advocating or opposing the nomination or election of any candidate or the passage or defeat of any issue or item to be voted upon may receive any money or any other thing of value as a loan toward election expenses except from the candidate, his or her spouse or a lending institution. All loans shall be evidenced by a written agreement executed by the lender, whether the candidate, his or her spouse, or the lending institution. Such agreement shall state the date and amount of the loan, the terms, including interest and repayment schedule, and a description of the collateral, if any, and the full names and addresses of all parties to the agreement. A copy of the agreement shall be filed with the financial statement next required after the loan is executed.”

The loan agreement **must** include all items asked for in the statute. The loan agreement does not have to follow a certain format; generally, if all required information is listed, any format is accepted.

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1. Each loan for your campaign must be listed on a separate line. Each time you loan money to the campaign, it is considered a separate loan. Include the following information on the form below:

- Loans from previous reporting periods, and the balance of each loan;
- Any payments made on loans;
- New loans.

2. Attach a copy of the loan agreement for every new loan received during this reporting period.

LOANS

| Bank Loans: List name & address of financial institution Candidate Loans: List name, residence address and mailing address of person making or cosigning loan. | Column A Balance of previous loan at end of period Amount | Column B Amount of new loan received during period Date Amount | Column C Repayments during period Date Amount | Column C Outstanding balance at end of period Date Amount |
|---|--|---|---|---|
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| Totals: | | Loans Received | Repayment of Loans | Outstanding Loans |
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ITEMIZED EXPENDITURES

Check if additional pages have been attached.

| Date | Name of Person or Vendor and Address | Purpose | Amount |
|------|--------------------------------------|---------|--------|
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Total Expenditures:

RECEIPT OF A TRANSFER OF EXCESS FUNDS

Check if additional pages have been attached.

| Date | Candidate Committee Name and Year | Amount |
|--|-----------------------------------|--------|
| | | |
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| | | |
| Total Receipts of Transfer of Excess Funds: | | |

DISBURSEMENT OF EXCESS FUNDS

| Date | Candidate Committee Name and Year Disbursing Excess Funds | Purpose of Disbursement | Amount |
|---|---|-------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Disbursements of Excess Funds: | | | |

UNPAID BILLS

Check if additional pages have been attached.

| Date | Owed to Whom | Purpose | Amount |
|----------------------------|--------------|---------|--------|
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| Total Unpaid Bills: | | | |

OATH/AFFIRMATION

I, _____, swear or affirm that the attached statement is true and accurate, to the best of my knowledge, for all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Financial Agent or Treasurer

Date _____, 20____

| |
|--|
| <p style="text-align: center;">Office Use Only</p> <p>Received By: _____</p> |
|--|

State of West Virginia Campaign Financial Statement (Long Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

RECEIPTS OF FUNDS

Totals for this Period

| | | |
|--|---|--|
| Contributions (Page 3) | | |
| Monetary Contributions from all Fund-Raising Events (Page 4) | + | |
| Receipt of a Transfer of Excess Funds (Page 8) | + | |
| Total Monetary Contributions | = | |
| In-Kind Contributions (Page 5) | + | |
| Total Contributions | + | |

| | | |
|-------------------------|---|--|
| Other Income (Page 5) | | |
| Loans Received (Page 6) | + | |
| Total Debts: | = | |

OUTSTANDING LOANS & DEBTS

| | | |
|----------------------------|---|--|
| Unpaid Bills (Page 9) | | |
| Outstanding Loans (Page 6) | + | |
| Total Debts: | = | |

CASH BALANCE SUMMARY

| | | |
|---|---|--|
| Beginning Balance (ending balance from previous report) | | |
| Total Monetary Contributions | + | |
| Total Other Income | + | |
| Subtotal a. | = | |

| | | |
|--|---|--|
| Total Expenditures (Page 7) | | |
| Total Disbursements of Excess Funds (Page 8) | + | |
| Repayment of Loans (Page 6) | + | |
| Subtotal b. | = | |

| | | |
|--|---|--|
| Ending Balance (Subtotal a. - Subtotal b.) | | |
| | = | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

TOTAL EXPENDITURES ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

**CONTRIBUTIONS OF
MORE THAN \$250**

*Check if additional pages
have been attached.*

| DATE | INDIVIDUAL CONTRIBUTOR OR COMMITTEE'S INFORMATION | AMOUNT |
|------|---|--------|
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |

**MAKE COPIES OF THIS
PAGE AS NEEDED**

Subtotal of all contributions of more than \$250

Subtotal of all contributions of \$250 or less (from page 2)

TOTAL CONTRIBUTIONS

| |
|---|
| |
| + |
| = |

FUNDRAISING EVENTS

Check if additional pages have been attached.

All monetary contributions received at a fundraiser must be reported in the Event Summary below.

If contributor's name and amount are not listed, the contribution must be turned over to the West Virginia General Revenue Fund.

The only exception to this rule may apply to political party executive committees. (WV Code §3-8-5a)

EVENT SUMMARY

| | |
|--|---|
| Date of Event _____ Type of Event _____ Name of Place Held _____ Address of Place Held _____ _____ | Monetary Contributions _____ Expenditures (from pg. 7) - _____ NET RECEIPTS = _____ Total In-Kind Contributions Related to Fundraiser (from pg. 5) _____ |
|--|---|

Contributions of \$250 or Less

Contributions of more than \$250

| Date | Full Name | Amount |
|------|-----------|--------|
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| Date | | Amount |
|------|--|--------|
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |

| | |
|--|--|
| Subtotal of contributions of more than \$250: | |
| Subtotal of contributions of \$250 or less: | |
| Total Contributions: | |

Subtotal of contributions of \$250 or less:

OTHER INCOME: INTEREST, REFUNDS, MISCELLANEOUS RECEIPTS

| Date | Source of Income | Type of Receipt | Amount |
|------|------------------|-----------------|--------|
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Total Other Income:

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IN-KIND CONTRIBUTIONS

| Date | Name and Contributor Information | Description of Contribution | Value |
|------|----------------------------------|-----------------------------|-------|
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Total In-Kind Contributions:

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LOANS

West Virginia Code §3-8-5f Loans to candidates, organizations or persons for election purposes.

“No candidate, financial agent, person or association of persons or organization advocating or opposing the nomination or election of any candidate or the passage or defeat of any issue or item to be voted upon may receive any money or any other thing of value as a loan toward election expenses except from the candidate, his or her spouse or a lending institution. All loans shall be evidenced by a written agreement executed by the lender, whether the candidate, his or her spouse, or the lending institution. Such agreement shall state the date and amount of the loan, the terms, including interest and repayment schedule, and a description of the collateral, if any, and the full names and addresses of all parties to the agreement. A copy of the agreement shall be filed with the financial statement next required after the loan is executed.”

The loan agreement **must** include all items asked for in the statute. The loan agreement does not have to follow a certain format; generally, if all required information is listed, any format is accepted.

Any money a candidates contributes to his or her campaign committee with the hope of repayment must be treated as a loan and reported in this section. When a candidate determines that no further repayments can be expected, the loan can be reported as repaid in the sections by entering the amount left to repay in the repayments column and reporting the same amount as a contribution from the candidate on Page 2.

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1. Each loan for your campaign must be listed on a separate line. Each time you loan money to the campaign, it is considered a separate loan. Include the following information on the form below:

- Loans from previous reporting periods, and the balance of each loan;
- Any payments made on loans;
- New loans.

2. Attach a copy of the loan agreement for every new loan received during this reporting period.

LOANS

| Bank Loans: List name & address of financial institution Candidate Loans: List name, residence address and mailing address of person making or cosigning loan. | Column A Balance of previous loan at end of period Amount | Column B Amount of new loan received during period Date Amount | | Column C Repayments during period Date Amount | | Column C Outstanding balance at end of period Date Amount |
|---|--|---|---------------------------|---|--------------------------|---|
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| Totals: | | Loans Received | Repayment of Loans | | Outstanding Loans | |
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ITEMIZED EXPENDITURES

*Check if additional pages
have been attached.*

| Date | Name of Person or Vendor and Address | Purpose | Amount |
|------|--------------------------------------|---------|--------|
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Total Expenditures:

RECEIPT OF A TRANSFER OF EXCESS FUNDS

Check if additional pages have been attached.

| Date | Candidate Committee Name and Year | Amount |
|--|-----------------------------------|--------|
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| Total Receipts of Transfer of Excess Funds: | | |

DISBURSEMENT OF EXCESS FUNDS

| Date | Candidate Committee Name and Year Disbursing Excess Funds | Purpose of Disbursement | Amount |
|---|---|-------------------------|--------|
| | | | |
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| Total Disbursements of Excess Funds: | | | |

UNPAID BILLS

Check if additional pages have been attached.

| Date | Owed to Whom | Purpose | Amount |
|----------------------------|--------------|---------|--------|
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| Total Unpaid Bills: | | | |

OATH/AFFIRMATION

I, _____, swear or affirm that the attached statement is true and accurate, to the best of my knowledge, for all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Financial Agent or Treasurer

Date _____, 20____

| |
|------------------------|
| Office Use Only |
| Received By: _____ |

State of West Virginia Campaign Financial Statement (Long Form) in Relation to 2018 Election Year

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.

W. Va. Code §3-8-5b

Committee or Candidate Name: _____

Committee's Treasurer: _____

Treasurer's Mailing Address: _____

Treasurer's Daytime Phone: _____

PLEASE SELECT REPORTING PERIOD

- | | | |
|---|---|---|
| <input type="checkbox"/> FIRST-PRIMARY Due March 31-April 6, 2018 | <input type="checkbox"/> PRE-PRIMARY Due April 23-27, 2018 | <input type="checkbox"/> POST-PRIMARY Due May 21-June 1, 2018 |
| <input type="checkbox"/> FIRST-GENERAL Due September 24-28, 2018 | <input type="checkbox"/> PRE-GENERAL Due October 22-26, 2018 | <input type="checkbox"/> POST-GENERAL Due Nov. 19-Dec. 18, 2018 |
| <input type="checkbox"/> ANNUAL REPORT Due in _____ calendar year Due last Saturday in March or within 6 days thereafter. | <input type="checkbox"/> FINAL REPORT Zero balance required PAC must file Dissolution (Form F-6) | <input type="checkbox"/> AMENDED REPORT Must also check box of appropriate reporting period. |

REPORT TOTALS

RECEIPTS OF FUNDS

Totals for this Period

| | | |
|--|---|--|
| Contributions (Page 3) | | |
| Monetary Contributions from all Fund-Raising Events (Page 4) | + | |
| Receipt of a Transfer of Excess Funds (Page 8) | + | |
| Total Monetary Contributions | = | |
| In-Kind Contributions (Page 5) | + | |
| Total Contributions | + | |

| | | |
|-------------------------|---|--|
| Other Income (Page 5) | | |
| Loans Received (Page 6) | + | |
| Total Debts: | = | |

OUTSTANDING LOANS & DEBTS

| | | |
|----------------------------|---|--|
| Unpaid Bills (Page 9) | | |
| Outstanding Loans (Page 6) | + | |
| Total Debts: | = | |

CASH BALANCE SUMMARY

| | | |
|---|---|--|
| Beginning Balance (ending balance from previous report) | | |
| Total Monetary Contributions | + | |
| Total Other Income | + | |
| Subtotal a. | = | |

| | | |
|--|---|--|
| Total Expenditures (Page 7) | | |
| Total Disbursements of Excess Funds (Page 8) | + | |
| Repayment of Loans (Page 6) | + | |
| Subtotal b. | = | |

| | | |
|--|---|--|
| Ending Balance (Subtotal a. - Subtotal b.) | | |
| | = | |

TOTAL CONTRIBUTIONS ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

TOTAL EXPENDITURES ELECTION YEAR-TO-DATE
(Add total contributions from all reports)

**CONTRIBUTIONS OF
MORE THAN \$250**

*Check if additional pages
have been attached.*

| DATE | INDIVIDUAL CONTRIBUTOR OR COMMITTEE'S INFORMATION | AMOUNT |
|------|---|--------|
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |
| | Full Name: Address: residential and mailing (if different) Contributor's occupation :(individual contributor only) Where contributor works: (individual contributor only) Affiliation: (political committee only) | |

**MAKE COPIES OF THIS
PAGE AS NEEDED**

Subtotal of all contributions of more than \$250

Subtotal of all contributions of \$250 or less (from page 2)

TOTAL CONTRIBUTIONS

| |
|---|
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| + |
| = |

FUNDRAISING EVENTS

Check if additional pages have been attached.

All monetary contributions received at a fundraiser must be reported in the Event Summary below.

If contributor's name and amount are not listed, the contribution must be turned over to the West Virginia General Revenue Fund.

The only exception to this rule may apply to political party executive committees. (WV Code §3-8-5a)

EVENT SUMMARY

| | |
|-----------------------------|--|
| Date of Event _____ | Monetary Contributions _____ |
| Type of Event _____ | Expenditures (from pg. 7) - _____ |
| Name of Place Held _____ | NET RECEIPTS = _____ |
| Address of Place Held _____ | Total In-Kind Contributions Related to Fundraiser _____ (from pg. 5) |

Contributions of \$250 or Less

Contributions of more than \$250

| Date | Full Name | Amount |
|------|-----------|--------|
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| Date | | Amount |
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| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |
| | Full Name: Address: Contributor's Job: (individual only) Where contributor works: (individual only) Affiliation (PAC only) | |

| | |
|---|--|
| Subtotal of contributions of more than \$250: | |
| Subtotal of contributions of \$250 or less: | |
| Total Contributions: | |

Subtotal of contributions of \$250 or less:

OTHER INCOME: INTEREST, REFUNDS, MISCELLANEOUS RECEIPTS

| Date | Source of Income | Type of Receipt | Amount |
|------|------------------|-----------------|--------|
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Total Other Income:

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IN-KIND CONTRIBUTIONS

| Date | Name and Contributor Information | Description of Contribution | Value |
|------|----------------------------------|-----------------------------|-------|
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Total In-Kind Contributions:

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LOANS

West Virginia Code §3-8-5f Loans to candidates, organizations or persons for election purposes.

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- Loans from previous reporting periods, and the balance of each loan;
- Any payments made on loans;
- New loans.

- Attach a copy of the loan agreement for every new loan received during this reporting period.

LOANS

| Bank Loans: List name & address of financial institution Candidate Loans: List name, residence address and mailing address of person making or cosigning loan. | Column A | Column B | | Column C | | Column C | |
|---|---|--|--------|---------------------------|--------|--------------------------------------|--------|
| | Balance of previous loan at end of period | Amount of new loan received during period | | Repayments during period | | Outstanding balance at end of period | |
| | Amount | Date | Amount | Date | Amount | Date | Amount |
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| Totals: | | Loans Received | | Repayment of Loans | | Outstanding Loans | |
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ITEMIZED EXPENDITURES

Check if additional pages have been attached.

| Date | Name of Person or Vendor and Address | Purpose | Amount |
|------|--------------------------------------|---------|--------|
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Total Expenditures:

RECEIPT OF A TRANSFER OF EXCESS FUNDS

Check if additional pages have been attached.

| Date | Candidate Committee Name and Year | Amount |
|--|-----------------------------------|--------|
| | | |
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| Total Receipts of Transfer of Excess Funds: | | |

DISBURSEMENT OF EXCESS FUNDS

| Date | Candidate Committee Name and Year Disbursing Excess Funds | Purpose of Disbursement | Amount |
|---|---|-------------------------|--------|
| | | | |
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| Total Disbursements of Excess Funds: | | | |

UNPAID BILLS

Check if additional pages have been attached.

| Date | Owed to Whom | Purpose | Amount |
|----------------------------|--------------|---------|--------|
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| Total Unpaid Bills: | | | |

OATH/AFFIRMATION

I, _____, swear or affirm that the attached statement is true and accurate, to the best of my knowledge, for all financial transactions occurring within the period covered by this statement, as required by West Virginia Code §3-8-5a.

_____ Signature of Candidate, Financial Agent or Treasurer

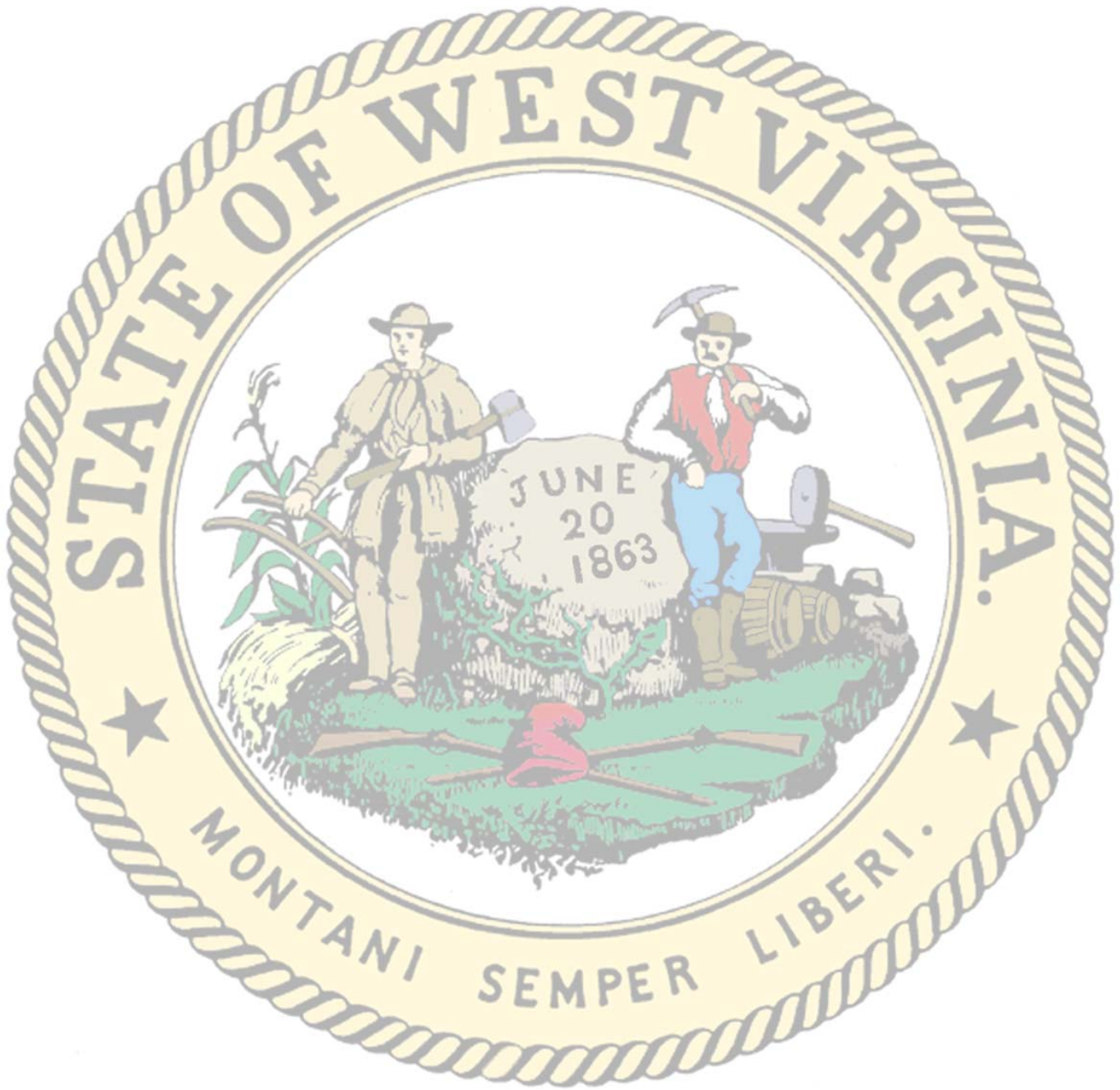
Date _____, 20____

Office Use Only

Received By: _____

2016 BEST PRACTICES GUIDE FOR

CAMPAIGN FINANCE



WEST VIRGINIA SECRETARY OF STATE'S OFFICE
ELECTIONS DIVISION

Getting Started

(a) Every candidate, treasurer, person and association of persons, organization of any kind, including every corporation, directly, or by an independent expenditure, supporting a political committee established pursuant to paragraph (C), subdivision (1), subsection (b), section eight of this article or engaging in other activities permitted by this section and also including the treasurer or equivalent officer of the association or organization, expressly advocating the election or defeat of a clearly identified candidate for state, district, county or municipal office, and the treasurer of every political committee shall keep detailed accounts of every sum of money or other thing of value received by him or her, including all loans of money or things of value and of all expenditures and disbursements made, liabilities incurred, by the candidate, financial agent, person, association or organization or committee, for political purposes, or by any of the officers or members of the committee, or any person acting under its authority or on its behalf. (WV Code §3-8-5)

Who must file campaign finance reports?

- **Pre-candidates** for future offices
- All Existing **Candidate Committees**
- **Political Action Committees**
- **Political Party Executive Committees**
- **Legislative Caucus Committees**
- **Inaugural Committees**

What must be reported?

- **Monetary Contributions** (Money)
- **In-Kind Contributions** (Non-cash contributions of value)
- **Loans Received**
- **Expenditures**
- **Unpaid Bills**
- Transactions Due to a **Fund-raising Event**
- All **Other Income** (Returned checks or contributions, interest on bank accounts, etc.)
- Uses of **Excess Funds**

Every candidate, pre-candidate and elected official is required to file campaign finance reports until the committee is closed. Candidates running for or elected to executive committee positions are not required to file campaign finance statements.

There are two important time periods for campaign finance reports:

- The **transaction period** is the specific time period committees must track all contributions and expenditures for their campaign finance reports.
- Financial activity tracked during each transaction period must be recorded on the campaign financial statement and submitted during the appropriate **time period in which the report is due**.

Naming a Treasurer

A treasurer must be designated in writing at least 28 days before an election. If a candidate does not appoint a treasurer at least 28 days before an election, the candidate must serve as treasurer. Candidates for judicial offices may not be the treasurer for their own campaign.

All funds for a political committee are the responsibility of the treasurer, and all reporting requirements and financial transactions must be made through the committee's treasurer. Agents of the committee may make transactions on behalf of the committee and have the treasurer reimburse the transaction for the lawful expenses incurred by the agent. An agent may also accept contributions for the committee; however, the contributions must pass through the hands of the treasurer to ensure the contributions meet the acceptable criteria of a lawful contribution.

A treasurer or financial agent may resign, but a new treasurer must be designated before the resignation is official. The old treasurer continues to be responsible for the committee's finances until the new treasurer is appointed. The appointment is not official until a Change of Treasurer form is submitted to the proper filing office.

Record Keeping

Candidates and all persons supporting, aiding or opposing the nomination, election or defeat of any candidate shall keep for a period of **six months** records of receipts and expenditures which are made for political purposes.

What must be tracked?

Every committee "shall keep detailed accounts of every sum of money or other thing of value received by him or her, including all loans of money or things of value, and of all expenditures and disbursements made, liabilities incurred, by the candidate, financial agent, person, association or organization or committee, for political purpose or by any officers or members of the committee or any person acting under its authority or its behalf." (WV Code §3-8-5)

Records must include (but are not limited to):

- Contributions of money
- Contributions of items of value as an in-kind contribution
- Loans received by the committee and the loan agreement
- Amount of loans repaid by the committee
- Expenditures from the committee's funds
- Bills that have yet to be paid, including payments for staff
- Transactions related to fundraising events
- Usage of excess funds and receipts of excess funds

Opening a Candidate Committee

The Certificate of Announcement

At the time of filing your Certificate of Announcement, you must also pay a filing fee. If you are filing with the Secretary of State, this fee may be paid by check, credit card, cash or money order. Personal checks may be used; however, if the check is returned for insufficient funds, your candidacy will not be certified. Checks should be made payable to the Secretary of State's Office. Many of the filing fees are based on the salary of the position you are seeking. If the salary of the position you seek changes, the filing fee will change accordingly.

Please contact your County Clerk for specific fees for county offices and the type of payment they can accept.

For the 2016 election cycle, candidates must file a Certificate of Announcement during the period of:

Monday, January 11, 2016 through midnight on Saturday, January 30, 2016.

The Certificate of Announcement cannot be accepted prior to January 11, 2016. If the form is filed or postmarked before January 11, 2016, it will be returned and must be filed only during the proper filing period. Filings that are mailed must be post marked by the U.S. Postal Service no later than midnight on January 30, 2016. If you use an express shipping service (UPS, FedEx, DHL, etc.) your filing must be **received** by midnight on January 30, 2016. Dates provided by these services are not equivalent to postmarks.

Where to File:

Secretary of State for any Federal office, Statewide office, State Senate, House of Delegates or Judicial office (excluding Magistrate), or if you are running for an office on the ballot in more than one county.

County Clerk for any County Office.

Municipal Recorder for a candidate running for municipal office.

- Filing the Certificate of Announcement in the proper location is of the highest of importance. If the document is improperly filed, your ability to run for office could be seriously jeopardized. **Late filings cannot be accepted for any reason.**

Starting a Political Action Committee (PAC)

Who Must Register

A group must register as a PAC if they are:

- Soliciting contributions or spending funds in support or opposition of candidates or political parties in an election.
- A corporation planning to organize to solicit contributions and spend funds in support or opposition of candidates or political parties in an election.

To register as a Political Action Committee in West Virginia, you must file a Statement of Organization with the Secretary of State's Office, County Clerk's Office, or the Municipal Clerk's Office.

PACs must file their Statement of Organization no later than 28 days before the election in which the PAC will be active.

When organizing your committee, you must designate a treasurer to be responsible for the finances. **Your organization may not receive or spend funds for political purposes if a treasurer has not been designated.**

The Statement of Organization must include the signatures of the chairperson and the treasurer of the committee. The treasurer who is designated will remain the treasurer until a new treasurer is designated.

Groups of individuals organizing for the purpose of issue advocacy only are not required to register as a PAC.

Corporate Political Action Committees

Although some types of corporate political activity are prohibited, a corporation may set up a corporate PAC. The corporation may solicit funds to a separate segregated fund to be used for political purposes only. Corporate PACs are regulated by the same rules and regulations as Non-Corporate PACs with these additional prohibitions:

- Receiving contributions from any other person than its stockholders and their immediate families and its executive or administrative personnel and their immediate families.
- Giving money or anything of value belonging to the corporation to the corporation's PAC.

- Using money gained by job discrimination, financial reprisal or physical force or money gained by a commercial transaction.
- Individuals soliciting a contribution at the time of the solicitation failing to inform those being solicited of their right not to contribute without punishment.

Contributions

Contribution Limitations

The contribution amounts that an individual may give to any committee are set by West Virginia State Code §3-8-12 to be valued at **\$1,000 per primary election** and **\$1,000 per general election**. It is unlawful for the committee to accept any contributed funds which exceed the contribution limit. Excess contributions must be returned to the contributor. All items of value (cash and in-kind contributions) given to a committee are counted toward this limitation of \$1,000. A candidate may contribute as much as they desire to their own campaign; however they cannot be reimbursed unless it is a loan, rather than a contribution.

Reporting Contributions

Contributions of \$250.00 or less must include the name of the contributor and the date the contribution was received by the committee.

Contributions over \$250.00 must include the name of the contributor, date the contribution was received by the committee, the contributor's occupation, the contributor's place of employment, or the affiliation of the political committee if it is not an individual.

Cash Contributions

The maximum cash contribution a committee may receive from a contributor is \$50. The name of the contributor and date of contribution must be recorded. All contributions over \$50 must be by means other than cash. Cash contributions over the amount of \$50 must be returned to the contributor.

Loans

A candidate, spouse of a candidate or a lending institution may give a loan to the candidate's committee. When a candidate committee takes a loan, even if it is from the candidate, must include a copy of the loan agreement for each loan with the next campaign finance report that is due. The loan agreement must state the date, amount, interest amount (if any), description of collateral, and full names and addresses of all persons involved in the loan.

A loan by the candidate to his or her committee may be forgiven. Loans from a spouse or lending institution may not be forgiven. If a loan is to be forgiven by a candidate to the committee, the loan should then be considered as a contribution from the candidate to the candidate's committee. To report the forgiving of a loan, the amount of the loan will be reported as a contribution to the committee from the candidate and the loan will be paid for, indicating that the committee no longer carries the liability.

In-Kind Contributions

An **in-kind** contribution is a contribution to a committee which is something of value, with the exception of money. Examples of in-kind contributions are food, drink and entertainment costs that are associated with a fund-raising event, the use of a cell phone, use of a car, discounts of a price, use of a home for a fund-raiser, etc. These contributions are to be reported at the fair market value of the use of the resources, and are subject to the contribution limits of the individual giving the contribution.

Other Income

Other income includes refunds on bills paid, interest on bank account, sale of equipment or any income not reported as a contribution or in-kind contribution.

Fund-Raisers (WV Code §3-8-1a)

A fund-raising event is “an event such as a dinner, reception, testimonial, cocktail party, auction or similar affair through which contributions are solicited or received by such means as the purchase of a ticket, payment of an attendance fee or by the purchase of goods or services.” (West Virginia Code §3-8-1a)

Fund-raising events are to be reported separately from other transactions, with those transactions being grouped by fund-raising event. A total Net Receipt of Funds must also be accounted for.

Raffles

Although raffles are a common way for a charitable organization to raise money, candidate committees and political action committees are prohibited from holding a raffle by West Virginia Code §47-21-2. Political Party Executive Committees are the only political organizations that can hold a raffle after obtaining a license. To organize a raffle the group must have a license from the West Virginia Tax Department.

Anonymous Contributions (WV Code §3-8-5a(j))

“Passing the hat” at a meet-the-candidate dinner or other type of fundraiser is used to bring in contributions anonymously. If a contribution is received anonymously, and the contributor cannot be identified, the money must be turned over to the State of West Virginia General Revenue Fund.

All contributions must be identified with the full name of the person or group which gave the donation. If the identification of the donor of a contribution cannot be determined, the donation must be given to the State of West Virginia General Fund. Send an amount equal to the anonymous contribution to the West Virginia Secretary of State’s office.

Political Contributions

Active Political committees are restricted to the types of contributions they may give and receive. The capacity to give or receive a contribution is dependent on the type of committee established. Below you will find a list of possible contribution types and if the contributions are acceptable to the committee.

As a State Candidate you may give up to \$1,000 to:

Executive Committee
Legislative Caucus Committee

As a State Candidate you may receive up to \$1,000 from:

State PAC
Executive Committee
Federal Committee
Corporation PAC

As a State Candidate you may NOT give money to the following:

Another State Candidate
PAC
Federal Committee

As a State Candidate you may NOT receive money from an Independent Expenditure PAC.

Persons Entering Into State Contract

...no person entering into any contract with the state or its subdivisions, or any department or agency of the state, either for rendition of personal services or furnishing any material, supplies or equipment or selling any land or building to the state, or its subdivisions, or any department or agency of the state, if payment for the performance of the contract or payment for the material, supplies, equipment, land or building is to be made, in whole or in part, from public funds may not, during the period of negotiation for or performance under the contract or furnishing of materials, supplies, equipment, land or buildings, directly or indirectly, make any contribution to any political party, committee or candidate for public office or to any person for political purposes or use; nor may any person or firm solicit any contributions for any purpose during any period. (WV Code §3-8-12(d))

Code of Fair Campaign Practices (WV Code §3-1B-5)

At the time of filing for office, you will have an opportunity to subscribe to the Code of Fair Campaign Practices. The code is a voluntary pledge to adhere to a few guidelines which will create an atmosphere of campaigning that is constructive, ethical, and good-natured. The code has been in existence since 1995.

Highlights of the Code Include:

- A pledge to adhere to campaign spending limitations
- To conduct your campaign openly and publicly
- To condemn false advertising or communications which are not fact
- To not coerce individuals under your authority to give contributions or election help
- To defend and uphold the right of every qualified voter to full and equal participation in the electoral process

Voluntary Contribution Limitations

| | <u>PRIMARY</u> | <u>GENERAL</u> |
|------------------------|----------------|----------------|
| Governor | \$1,000,000 | \$1,000,000 |
| Constitutional Officer | \$ 150,000 | \$ 150,000 |
| Supreme Court | \$ 50,000 | \$ 50,000 |
| Circuit Judge | \$ 50,000 | \$ 50,000 |
| State Senate | \$ 50,000 | \$ 50,000 |
| House of Delegates | \$ 25,000 | \$ 25,000 |

Contributions which do not exceed the limits designated for the primary election may not be added to the limits for the general election.

Voluntary Subscription to the Code

To subscribe to and to adhere to the Code of Fair Campaign Practices is voluntary. In no event may any person be required to adhere to or endorse the code.

In the event that an opponent to a subscribing candidate of the Code of Fair Campaign Practices exceeds the campaign spending limitations, the candidate who has subscribed to the code who has not exceeded the spending limitations shall be automatically released from the portion of the code establishing the campaign spending limitations.

Expenditures

All expenditures must be reported. Detailed accounts of all expenditures, disbursements made and liabilities incurred must be reported.

Money spent out-of-pocket on an election must be reported as an expenditure. If money is spent on behalf of a candidate, and is not reimbursed by the committee, it must be reported as an in-kind contribution, and is subject to contribution limitations.

An active candidate's committee (before the election date of the candidate) cannot give donations to other candidates committees or Political Action Committees. This activity is not permitted by West Virginia Code §3-8-9.

All expenditures must be made at a rate and an amount which is "proper and reasonable" to the services purchased.

An expenditure made is to be reported on the date in which the check is written or transfer of funds takes place.

Required information for all expenditures:

- The name of the person or business to which the expenditure was given
- The date of the transaction
- The purpose of the transaction
- The amount of the expenditure

Allowable Expenditures

A candidate or political committee may make expenditures only for the following purposes:

- Office expenses, overhead costs for headquarters, and for costs related to postage.
- Candidates who do not have headquarters may purchase or rent filing cabinets, other office equipment and furnishings, computers, computer hardware and software, scanners, typewriters, calculators, audio visual equipment
- Paid legitimate advertisements for the promotion of the candidate on the ballot
- Costs related to public meetings and political conventions such as food, drink, and entertainment
- Necessary traveling and hotel expenses
- Costs incurred with petitions for nomination of candidates
- Lists of registered voters, investigating an individual's right to vote and conducting proceedings to prevent unlawful registration or voting
- Taking voters to the polls

- Securing publication in newspapers, radio, and television broadcasting of information that is relevant to an election
- Conducting a public opinion poll or polls
- Legitimate advertising agency services
- The purchase of memorials, flowers or citations by political party executive committees or political action committees representing a political party
- The purchase of nominal, noncash expressions of appreciation following the close of the polls of an election or within thirty days thereafter
- The payment of dues or subscriptions to any national, state, local, or legislative caucus committee of any political party
- To employ persons to perform functions enumerated in WV Code §3-8-9, either on a full-time, part-time, or temporary basis.

Political Advertisements

All political advertisements and materials must have a disclaimer on them identifying who the advertising was paid for or on behalf of. When putting a disclaimer on the advertisement you must state the name of the person or committee authorizing its publication.

Unpaid Bills

All liabilities incurred by a committee must be reported. This includes all bills, or promises of payment that have been left unpaid at the end of the reporting period. A listing of unpaid bills will ensure that the committee does not ever have a negative ending cash balance, but still shows all transactions that have taken place. The transaction date of an unpaid bill will be the date that the vendor provides a bill for payment.

Excess Funds

After a candidate withdraws from an election, loses in a primary, loses in a general election or wins the election, the funds in possession of the committee that amount to more than the liabilities incurred for the election are considered Excess Campaign Funds. No person may receive or utilize excess campaign assets for personal economic gain. (WV CSR §146-3-7)

Completing the Campaign Finance Report

Determining What Form to Use

The **Long Form Campaign Financial Statement** includes all activities that required by WV Code §3-8-5a. If a committee answers YES to any of the following questions, a **Long Form** must be used:

- Has your committee received any loans?
- Has your committee held any fundraisers?
- Has your committee received any miscellaneous receipts, such as refunds or checking account interest?
- Does your committee have any unpaid bills or loans?
- Have you or anyone else given an in-kind contribution to your campaign?
- Has your committee given or received a transfer of excess campaign funds?
- Has your PAC made any Independent Expenditures within this reporting period?

The **Short Form Campaign Financial Statement** is designed to accommodate committees that do not have transactions beyond simple contributions and expenditures; it does not cover any other reporting requirements, such as loans and in-kind contributions, which are required by WV Code §3-8-5a.

Both the short and long finance forms require both the candidate or committee name and the treasurer's contact information. The candidate, agent, or treasurer must also sign the oath or affirmation at the end of the form.

Reporting Periods

- The reporting period during the election cycle to which the financial report applies must be indicated: primary-first, pre-primary, post-primary, general-first, pre-general, or post-general.
- Each election cycle reporting period covers a certain time span during the election cycle for which candidates and committees must report financial transactions.
- These reports are to be filed in succession of one another.

Additional Report Types

- **Annual Report:** Due annually, during off election years. Candidate and committees open during a non-election cycle must check the box for the annual report and fill in the calendar year.
- **Amended Report:** Filed to replace a previously submitted report to correct information. Both the amended report box and the reporting period that will be amended must be clearly marked.

- **Final Report:** Filed to close your account. The final report box must be marked. If the report is submitted during a required reporting period, the reporting period must also be noted. The committee's ending balance must be zero if filing a final report.

2016 Election Year Campaign Finance Reporting Schedule

| <u>REPORT</u> | <u>TRANSACTION PERIOD</u> | <u>REPORT DUE</u> |
|--|---------------------------------------|---|
| 2016 Annual/ Primary-First | March 28, 2015 – March 25, 2016 | March 26, 2016 – April 1, 2016 |
| Pre-Primary | March 26, 2016 – April 24, 2016 | April 25, 2016 – April 29, 2016 |
| Post-Primary | April 25, 2016 – May 22, 2016 | May 23, 2016 – June 21, 2016 |
| General-First | May 23, 2016 – September 25, 2016 | September 26, 2016 – September 30, 2016 |
| Pre-General | September 26, 2016 – October 23, 2016 | October 24, 2016 – October 28, 2016 |
| Post-General | October 24, 2016 – November 20, 2016 | November 21, 2016 – December 19, 2016 |
| 2017 Annual | November 21, 2016 – March 24, 2017 | March 25, 2017 – March 31, 2017 |
| ** 2017 Annual for candidates in past elections with open campaign accounts and pre-candidates for future elections: | | |
| | March 26, 2016 – March 24, 2017 | March 25, 2017 – March 31, 2017 |

2016 Election Year Campaign Finance Reporting Schedule for Candidates Elected on the Primary Ballot

| <u>REPORT</u> | <u>TRANSACTION PERIOD</u> | <u>REPORT DUE</u> |
|----------------------|----------------------------------|---------------------------------|
| 2015 Annual | March 29, 2014 – March 27, 2015 | March 28, 2015 – April 3, 2015 |
| General-First | March 28, 2015 – March 25, 2016 | March 26, 2016 – April 1, 2016 |
| Pre-General | March 26, 2016 – April 24, 2016 | April 25, 2016 – April 29, 2016 |
| Post-General | April 25, 2016 – May 22, 2016 | May 23, 2016 – June 21, 2016 |
| 2017 Annual | May 23, 2016 – March 24, 2017 | March 25, 2017 – March 31, 2017 |
| 2018 Annual | March 25, 2017 – March 30, 2018 | March 31, 2018 – April 6, 2018 |

Reporting Contributions of \$250 or Less

For each contribution of \$250 or less, the committee must include (1) the full name of the individual, association, or committee donating; (2) the amount of the contribution; and (3) the date the contribution was made.

Reporting Contributions of Over \$250

Once contributions from an individual, association, or committee reach an accumulated total of more than \$250 during an election cycle, the committee must collect and record additional information on the campaign finance report.

Required information from contributors of more than \$250:

- Full name
- Amount of contribution
- Date the contribution was made
- Residential and mailing addresses

Individual contributors only:

- Occupation (e.g., attorney, doctor, homemaker, retired)
- Employer (this is the contributor's primary employer; if self-employed it should be noted; if homemaker or retired, "not applicable" may be used)

Political committees only:

- Political affiliation of the committee (or if the donation comes from a business-affiliated PAC, the business that the PAC is sponsored by)

Reporting a Fund-Raising Event

If a committee hosts a fund-raising event, such as a dinner or reception for the purpose of raising money for the campaign, the *Long Form Campaign Financial Statement* must be used to report committee finances.

Fund-Raising Event: All contributions received at a fundraising event must only be reported on the fund-raising events page of the campaign financial statement. Committees must report contributor information under the same requirements for reporting contributions as outlined above.

Total Monetary Contributions: Total of money received (cash or check) in connection with this particular fund-raising event.

Total Expenditures: All committee funds spent in relation to the fund-raising event. These expenditures are to be listed on the itemized expenditures page of the campaign financial statement.

Net Receipts: The total amount of funds accumulated in relation to the fund-raising minus all committee expenses.

In-Kind Contribution: A donation of goods or services used toward the fund-raising event that can be assigned a monetary value. In-kind contributions must be itemized in the in-kind contributions section of the campaign financial statement.

Reporting Other Income and In-Kind Contributions

If the committee receives “other income” or an in-kind contribution, the *Long Form Campaign Financial Statement* must be used to report the committee finances.

Other Income: Income that does not fit the definition of a contribution, such as interest on a bank account, refunds, or the sale of equipment. Information required for the other income category includes the date of the receipt, source of the income, the type of receipt (brief description), and the amount of the transaction.

In-Kind Contributions: a donation of goods or services used toward the campaign. The amount of an in-kind contribution should be reported at the fair market value of the goods received or services rendered. The committee should include the full name of the contributor, date of the transaction, description of the contribution, and the value. If the value of the contribution is over \$250, additional contributor information is required: address, occupation and employer if it is an individual, and affiliation if it is a PAC.

Reporting Loans

If a loan is taken for a candidate’s committee, the information required on the loans page of the *Long Form Campaign Financial Statement* must be completed, and a copy of the loan agreement must be included with the same financial statement.

The following information must be reported on outstanding loans:

- The name and address of the bank, candidate, or candidate’s spouse making the loan;
- The balance of the loan carried from the previous report;
- The amount of all new loans received during this period;
- Repayments made during the reporting period;
- The outstanding balance at the end of the reporting period for each loan listed.

Reporting Expenditures

All expenditures made by a political committee must be reported. The following information is required for all expenditures:

- Date of the expenditure – the date the check is written or the money is transferred to any person to pay for goods or services rendered.
- Name and address of person or vendor to whom the expenditure was given.
- Purpose – The purpose of the expense must be a reason outlined in §3-8-9 of West Virginia code.

Online Campaign Finance Reporting System (CFRS)

Our new online Campaign Finance Reporting System (CFRS) is available for any committees that file campaign finance reports with the Secretary of State's office. Candidates for Governor, Secretary of State, Attorney General, Auditor, Treasurer, Commissioner of Agriculture and Supreme Court of Appeals must file campaign finance reports electronically.

With the CFRS, you can record, sort and submit your campaign finance reports online without organizing, transferring totals to other pages, and tallying totals in the report yourself. The CFRS will not allow many errors to occur and will correct most unnecessary mistakes you may otherwise overlook by mistake.

Submitting your campaign finance reports online will eliminate errors in math, transferring balances between reports, and entering information in the incorrect area of your report. At the touch of a button, you can file your report with the Secretary of State's office, no longer leaving your committee wondering if the reports have been filed accurately.

Please contact the Secretary of State's office if you are interested in using our CFRS.

Late, Incomplete or Inaccurate Statements

If a financial report has not been submitted in a timely manner, your committee may be subject to the penalty provisions of West Virginia Code §3-8-7. If a report is submitted early, it cannot be accepted. A report which is submitted early will not include all financial transactions until the completion of the final day of the reporting period.

Some incomplete or inaccurate reports will also need to be returned to the committee. If a report is returned to your committee, late penalties may be issued until the report is submitted to the proper filing official. The most common incomplete or inaccurate statements that are returned include:

- Committee name and election year are not accurate
- Wrong reporting period box marked
- Contributions and expenditures not for the indicated reporting period
- Final report indicated with an ending balance, unpaid bills or loans
- Oath or Affirmation not signed or not signed by an appropriate person

Penalty Provisions

According to West Virginia Code §3-8-7, failure to file a financial statement is a misdemeanor, punishable by up to a year in jail, a fine of \$500 or both, at the discretion of the court. This penalty also applies to "grossly incomplete or inaccurate" financial statements. Civil penalties of \$25 a day for each day a report is late or grossly inaccurate may also be levied. Candidates who have not filed the required campaign finance reports for the Primary Election will not be placed on the General ballot. Candidates that have not filed the required financial reports for the General Election cannot assume the duties of their office until all required reports are properly filed.

West Virginia law allows the Secretary of State (or the County Clerk or Municipal Recorder) to review or audit financial reports in order to ensure compliance with campaign finance laws. They are required to submit the names of individuals who have failed to file financial statements, or have filed incomplete or inaccurate financial statements, to the county prosecuting attorney for action.

Record Keeping

Candidates “and all persons supporting, aiding or opposing the nomination, election or defeat of any candidate shall keep for a period of **six months** records of receipts and expenditures which are made for political purposes.” (WV Code §3-8-2)

After the Election

After a candidate withdraws from an election, loses in a primary, loses in a general election or wins the election, the funds in possession of the committee that amount to more than the liabilities incurred for the election are considered **Excess Campaign Funds**. No person may receive or utilize excess campaign assets for personal economic gain. (WV CSR§146-3-7)

Allowable Uses of Excess Campaign Funds

The **only** allowable expenditures of excess campaign funds are outlined here:

- **Transfer of funds from a candidate’s committee to the same candidate’s committee for a subsequent election year**
A new committee must be formed or a Pre-Candidacy Statement filed for the subsequent election year prior to making the transfer of funds. There is no limitation of the amount of funds that may be transferred.
- **Contribution to another candidate’s committee, political action committee, or a local executive committee**
The limit on these contributions is \$1,000 per cycle.
- **Contribution to any state political party executive committee or a legislative caucus committee**
The limit on this contribution is \$15,000.
- **Return of contributions on a pro-rata basis to each donor.**
- **Transfer to any national or local committee of any political party**
The limit on these contributions is \$1,000.

- **Offsetting any usual and customary expense incurred in connection with the duties as a holder of public office**

Any items purchased will become the property of the State, or the district, county, or municipality of the office that is held. Although “usual and customary expense” is not defined, there must be some evidence of a common usage for their purpose.

- **Making a charitable contribution**

There is no monetary limitation for charitable contributions.

Closing the Committee

A committee is considered to be open until a Final Report is filed stating that the committee has no outstanding loans, bills, and an ending balance of zero. Any Final Report which does not meet these criteria will be returned. A Final Report does not need to be filed during a specific reporting period, but must include all activity up to date of the report being filed. Once a Final Report is filed the committee may not raise or spend any funds. A new candidate committee must be created for every election cycle in which a candidate is running for office.

Dissolution of a PAC

In addition to having no unpaid bills or a balance of funds at the time of submitting a Final Report, a political action committee must file a Notice of Dissolution of a Political Committee form. This form affirms the committee will no longer accept contributions or make expenditures, and cease activity as a political committee. This form must be filed at the same time the Final Report is submitted to the proper filing office to finalize the dissolution of a PAC.

Independent Expenditures

Any paid advertisement that is done without the “consultation or coordination” of a candidate or a candidate’s committee is considered an independent expenditure. A disclaimer must be present on all independent expenditures stating “Paid for by (committee or individual’s name)” and also that the advertisement “is not authorized by any candidate or candidate’s committee.”

There is no limit on the amount of funds that can be spent on Independent Expenditures. However, there is an additional reporting requirement for these expenditures. Any individual or organization making independent expenditures must follow the reporting dates set by West Virginia Code §3-8-5.

Any individual, PAC, corporation, or executive committee may make an “independent expenditure” in an attempt to influence the election or defeat of a candidate for office. This expenditure must be made without the consultation or coordination of the candidate or candidate’s committee to be considered independent. If the expenditure is made in consultation or coordination with the candidate or candidate’s committee, the expenditure will be considered an in-kind contribution to the candidate’s committee and will be limited to the \$1,000 contribution limits.

In addition to reports due during regular reporting periods, any individual or organization must file additional reports when making a:

- \$1,000 single time/aggregate expenditure made within a calendar year,
- \$500 or more expenditure for any county office or single county judicial candidate within 15 days and before 12 hours of an election,
- \$1,000 or more expenditure for any statewide, legislative or multi county judicial candidate within 15 days and before 12 hours of an election, or
- \$10,000 or more anytime expenditure.

All independent expenditures must have a “clear and conspicuous public notice” identifying the person who paid for the expenditure and that it had not been authorized by any candidate or candidate’s committee.

Electioneering Communications

Any communication defined as electioneering communications must have a disclaimer clearly stating “Paid for by (committee name)”. If the Electioneering Communication is an Independent Expenditure, the communication must also include that “it is not authorized by any candidate or candidate’s committee.” If the communication is made for television, it must be spoken clearly and appear on the screen at the end of the advertisement.

All independent expenditures and electioneering communications reports will be posted on the Secretary of State’s website at www.wvsos.com.

Supreme Court Public Campaign Financing

The West Virginia Legislature has created a program using public monies to finance some campaigns for elected office. This program is known as the West Virginia Supreme Court of Appeals Public Financing Campaign Program.

The public financing option is only available to candidates the Justice of the West Virginia Supreme Court seat that is up for election in 2016.

Participation is voluntary for any candidate who chooses to receive the public monies. Public monies are provided only to qualified candidates. Candidates accepting public monies cannot raise and spend other contributions. Rules, laws, and explanation of the program may be found on the Secretary of State's website under "Elections" and "2016 West Virginia Supreme Court of Appeals Public Campaign Financing Program Information."

Division of Highways Rules for the Placement of Political Signs

Signs or posters cannot be placed on or above a Division of Highways right of way, which normally stretches 20 feet from the center line of a public road. Distances do vary, however, so please contact the West Virginia Division of Highways if you are uncertain.

Signs or posters near rights of way must comply with the outdoor advertising statute in Chapter 17, Article 19, Section 1 of the West Virginia Code, and must also conform to any municipal ordinances regulating outdoor advertising.

Signs or posters cannot be placed on Division of Highways traffic control signs nor block such signs, and cannot obscure the view of any connecting road or intersection.

Signs or posters cannot be placed on elements in nature, such as rocks or trees.

Avoid placing materials on fence posts, utility poles, or other stationary objects on private property without consent of the property owners.

Political overhead banners cannot be erected over any county, state or federal highway.

2016 Election Campaign Finance Deadlines for West Virginia Candidates and Political Committees

as required by §3-8-5 of the W.Va. Code

| REPORT | REPORTING PERIOD | REPORT DUE | EXEMPTIONS |
|---|---|---|---|
| Primary - First Report (2016 candidates & political committees) | March 28, 2015 through March 25, 2016 | March 26, 2016 through April 1, 2016 | Candidates and political committees in which the total of all financial transactions during the reporting period does not exceed \$500 may submit a waiver. |
| 2016 Annual Report (for candidates in past elections with open campaign accounts & pre-candidates for future elections) | March 28, 2015 through March 25, 2016 | March 26, 2016 through April 1, 2016 | |
| Pre-Primary Report | March 26, 2016 through April 24, 2016 | April 25, 2016 through April 29, 2016 | No exemptions. All 2016 candidates and political committees must file a report. |
| Post-Primary Report | April 25, 2016 through May 22, 2016 | May 23, 2016 through June 21, 2016 | No exemptions. All 2016 candidates and political committees must file a report. |
| General - First Report | May 23, 2016 Through September 25, 2016 | September 26, 2016 through September 30, 2016 | Candidates and political committees in which the total of all financial transactions during the reporting period does not exceed \$500 and in which there are no outstanding loans or unpaid bills may submit a waiver. |
| Pre-General Report | September 26, 2016 through October 23, 2016 | October 24, 2016 through October 28, 2016 | No exemptions. All 2016 candidates with open campaigns must file a report. All committees must file report. |
| Post-General Report | October 24, 2016 through November 20, 2016 | November 21, 2016 through December 19, 2016 | No exemptions. All 2016 candidates with open campaigns must file a report. All committees must file a report. |
| 2017 Annual Report (2016 candidates & political committees) | November 21, 2016 through March 24, 2017 | March 25, 2017 through March 31, 2017 | Candidates and political committees in which the total of all financial transactions during the reporting period does not exceed \$500 may submit a waiver. |
| 2017 Annual Report (for candidates in past elections with open campaign accounts & pre-candidates for future elections.) | March 26, 2016 through March 24, 2017 | March 25, 2017 through March 31, 2017 | |

Office of the West Virginia Secretary of State
State Capitol Complex
1900 Kanawha Boulevard East
Building 1, Suite 157-K
Charleston, WV 25304
304-558-6000 or 1-866-767-8683
www.wvsos.com
elections@wvsos.com

State of West Virginia

NOTICE OF WITHDRAWAL OF CANDIDACY

Please note: For the primary election, this request must be received by the appropriate filing officer by the close of business on the third Tuesday following the close of candidate filing. For the general election, this request must be received no later than the close of business 84 days before the election.

I hereby give notice that I am no longer a candidate for the office listed below. I request that my name be officially removed from the ballot for the election in which I am a candidate.

I certify that my committee will no longer accept any contributions or make expenditures unless in accordance with the provisions of West Virginia Code 3-8-10 and the West Virginia Code of State Rules, Title 146, Series 3, Article 7.

| | | |
|-------------------|---------------|----------------------------------|
| Name of Candidate | Election Year | Election Type (Primary, General) |
|-------------------|---------------|----------------------------------|

Committee Name

| | |
|---------------|--------------------|
| Office sought | District/ Division |
|---------------|--------------------|

| | |
|--|------|
| Signature of candidate (Must be notarized) | Date |
|--|------|

STATE OF WEST VIRGINIA
COUNTY OF _____

The foregoing instrument was acknowledged before me on _____

(seal) My Commission Expires _____

Notary Public

- | | |
|----------------|--|
| Where to file: | <ul style="list-style-type: none">• Secretary of State — For all Legislative candidates, supreme court, circuit court and family court candidates and candidates on the ballot in more than one county.• County Clerk — For candidates on the ballot in only one county.• Municipal Clerk/Recorder — For candidates on the ballot in one municipality. |
|----------------|--|



Prescribed by:
The Office of the Secretary of State
Building 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305
(304) 558-6000
www.wvsos.com

OFFICIAL FORM C-9
REVISED 05/16

State of West Virginia TREASURER DESIGNATION For Candidate's Committee

Beginning in 2018, all candidates that file Campaign Finance reports with the Secretary of State must file electronically.
W. Va. Code §3-8-5b

I, _____, a candidate in the election year _____ for the office of _____ in the _____ district, hereby designate the following person who has agreed to serve as treasurer to be responsible for the campaign financial activity in relation to my or the above office:

Campaign Committee Name: _____

Treasurer Name: _____

Mailing Address: _____

Daytime Phone Number: _____

Email Address: _____

- Check here to enroll your committee in the Campaign Finance Reporting Systems which will allow you to file the committee's finances via an internet service provided by the Secretary of State. **This service is only available for committees that file with the Secretary of State.**

It is the responsibility of the treasurer to read and comply with all campaign finance laws, regulations, and other related materials. I understand that every financial transaction related to my Precandidacy or candidacy is subject to the requirements of the WV Code and the Rules & Regulations promulgated by the Secretary of State, including all reporting requirements. **This document will serve as the oath for all electronically filed reports associated with the above listed campaign, if applicable.**

Signature of Candidate

Date

Signature of Treasurer

Date



Published by:
Secretary of State's Office
State Capitol
Charleston, WV 25305-0770
1-866-767-8683
elections@wvsos.com
www.wvsos.com

File this form with **Secretary of State** if a candidate for statewide, legislative, or judicial office.
File this form with **County Clerk** if a candidate for county office.
File this form with **Municipal Clerk/Recorder** if a candidate for municipal (city of town) office.

**OFFICIAL FORM F-3
REVISED 9/17**

State of West Virginia

Notice of Change of Treasurer for a Campaign Committee, Political Action Committee, or Party Executive Committee

Beginning in 2018, all candidates that file Campaign Finance Reports with the Secretary of State must file electronically.
W. Va. Code §3-8-5b

Committee Name: _____

Authorized Person Making Appointment: _____

Authorized person making appointment please fill out the following:

I hereby notify you that _____ who previously served as

Name of previous treasurer

treasurer of the above committee has resigned effective _____ and that the following

Date

person has agreed to serve in that capacity beginning _____.

Date

Name of New Treasurer: _____

Mailing Address: _____

Email: _____ Phone: _____

Signature of Person Making Appointment: _____

New treasurer please read and sign below:

- Check here to enroll your committee in the Campaign Finance Reporting System which will allow you to file the committee's finances through an internet service provided by the Secretary of State's office. **This service is only available for committees that file with the Secretary of State.**

The person listed on this forms has agreed to serve as treasurer of this committee. The treasurer acknowledges that he or she is personally responsible for filing the statutorily required campaign finance reports until a Change of Treasurer Notice (Form F-5) is submitted to the office that receives this form, or until the committee files a Notice of Dissolution (Form F-6). **This document will serve as the oath for all electronically filed reports associated with the above listed campaign, if applicable.**

Signature of New Treasurer: _____ Date: _____



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File this form with **Secretary of State** if a candidate for statewide, legislative, or judicial office.

File this form with **County Clerk** if a candidate for county office.

File this form with **Municipal Clerk/Recorder** if a candidate for municipal (city or town) office.

OFFICIAL FORM F-5
REVISED 9/17

