

Election Notice

The next municipal election for the City of Garden City will be held on Tuesday, November 3, 2015, to elect a Mayor (currently held by Tennyson Holder) and three (3) members of City Council; District 2 (currently held by Don Bethune), District 3 (currently held by Bruce Campbell), and District 4 (currently held by Rosetta Cody).

Qualifying

Qualifying for the 2015 Municipal Election will begin on Monday, August 31, 2015 at 8:30 a.m. and conclude on Thursday, September 3, 2015 at 4:00 p.m. in the office of the Clerk of Council at Garden City City Hall, 100 Central Avenue. The qualifying fee for Mayor is \$180.00 and the qualifying fee for City Councilmember is \$108.00. The qualifying fee shall be paid to the Clerk of Council (Qualifying Officer) at the time the Notice of Candidacy Affidavit is filed by the candidate.

Polling Places for this Election Are:

7-01	GARDEN CITY SENIOR CENTER	78 VARNEDOE AVENUE
7-05	WOODLAWN BAPTIST CHURCH	407 TALMADGE AVENUE
8-13	SAVANNAH CHRISTIAN SCHOOL	1599 CHATHAM PARKWAY
8-15	GARDEN CITY RECREATION CENTER	160B PRISCILLA D. THOMAS WAY

The deadline for registering to vote in this election is October 5, 2015.

To obtain detailed information on absentee voting, contact:
 CHATHAM COUNTY VOTER REGISTRATION OFFICE
 1117 EISENHOWER DRIVE, SUITE E
 P.O. BOX 13757
 SAVANNAH, GA. 31416
 PHONE: (912) 790-1520 FAX: (912) 790-1519

Running for Office

The Mayor and City Council serve four year staggered terms. The purpose of this provision is to ensure that at no time is the City Council composed of a full panel of freshmen members. There are presently no term limits for these positions. In order to qualify for the positions of Mayor or City Councilmember, you must meet the following requirements.

Garden City Charter Requirements:

Eligibility - Section 2.02. (a)

- No person shall be eligible to serve as council member unless he or she has been a resident of Garden City, Georgia for a period of (1) one year immediately prior to the date of the election of the mayor or member of council.
- Shall reside in Garden City during his or her period of service.
- Shall be registered and qualified to vote in Chatham County elections, and qualified as required by law to vote in municipal elections in Garden City.
- Shall meet the qualifications required of a member of the Georgia House of Representatives, as are now or may in the future be prescribed by the Constitution of Georgia.
 - Must be a citizen of the United States.
 - Shall be at least 21 years of age

- Shall have been a citizen of Georgia for at least two years.

Qualifications for the City Council Members - Section 5.14

- (a) No persons shall be a member of city council if that person is ineligible for such office pursuant to O.C.G.A. Code Section 45-2-1 of the O.C.G.A., any other general law applicable to that office, or any provision of this charter.
- (b) ***As a Member of the City Council from a District:***
- In order to be elected or appointed as a member of the city council from a district, that person must have resided in that council district for a least (6) six months prior to the election or appointment thereto and, if elected must receive a plurality of votes cast for that office in that district only and not at large. Only electors who are residents of the council district may vote for a member of the council for that district.
 - At the time of qualifying for election as a member of the city council for a council district, each candidate for such office shall specify the council district for which that person is a candidate.
 - A person elected or appointed as a member of the city council from a council district must continue to reside in that district during that person's term of office or that office shall become vacant.
- ✚ Reference the Garden City Council District Map www.gardencity-ga.gov to determine your district.
- (c) ***As Mayor (At-Large):***
- In order to be elected or appointed as Mayor, a person must have resided in the city for at least one year prior to election or appointment thereto and, if elected, must receive a plurality of votes cast for that office in the entire city.
 - The mayor must continue to reside within the city during that person's term of office or that office shall become vacant.

Georgia Law Requirements:

- Shall not have been convicted and sentenced for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude.

Georgia Constitution Requirements:

- Must be a registered voter.
- Shall not have been convicted of a felony involving moral turpitude.
- Shall not be the holder of public funds illegally.

Definition(s):

Felony involving moral turpitude – is one “constituting intentional violation of stature expressing moral judgment of the community against prohibited conduct.” (1998 op. Att’y Gen. No. 68-352)

Council meetings are held on the first and third Monday of each month, and workshops on the second and fourth Monday. Special called Council meetings and workshops are also called on an as-needed basis. Elected officials take office at the first council meeting in the January following the election. Once elected, the Mayor and all members of Council must continue to reside in the City of Garden City during their periods of service and remain registered voters.

Compensation for elected officials is as follows: Mayor receives \$500 per month and members of City Council \$300 per month.

Forms/Reports/Publications

As a candidate you have registration, reporting, and record keeping requirements. If you fail to timely file, you could be subject to statutory late fees. Provided below is a breakdown of the registration forms and reports that a candidate running for public office must file under the Campaign Finance Act.

Forms/Reports:

- 1) **Notice of Candidacy Affidavit** – Must be filed at the time of qualifying to run for public office.
- 2) **Declaration of Intention to Accept Campaign Contributions – Form DOI1** – Must be filed BEFORE accepting campaign contributions.
- 3) **Registration Form for a Candidate’s Campaign Committee** – Must be filed if you have designated someone to file your reports or if anyone is collecting your contributions or expending your contributions, you have a campaign committee.
- 4) **Personal Financial Disclosure Statement (PFD)** – Must be filed no later than the fifteenth (15th) day following the date of qualifying as a candidate.
- 5) **Campaign Contribution Disclosure Report (Local)** – Must be filed September 30, October 25, and December 31.
- 6) **Two Business Day Report (TBD)** – Must be filed within two-business days of receipt of all contributions (including loans) of \$1,000 or more.
- 7) **Affidavit of a Candidate’s Intent Not to Exceed \$2,500 in Contributions and/or Expenditures** – Must be filed by a candidate who does not intend to accept during such election cycle a combined total of contributions exceeding \$2,500 for the campaign not make combined total of expenditures exceeding \$2,500 for the campaign in such election cycle.

Publications:

The following informational/educational publications are provided to assist you in achieving compliance with the Campaign Finance Act.

(a) The Campaign Finance Act as it applies to Candidates & Public Officials

(b) Georgia Government Transparency & Campaign Finance Commission Candidate’s 2015 Planner

Interested candidates should familiarize themselves with the reporting requirements and guidelines set forth by the Georgia Government Transparency Campaign Finance Commission at www.ethics.ga.gov.

TO: _____
Superintendent of Elections
of _____ County/Municipality
State of Georgia

**NOTICE OF CANDIDACY AND AFFIDAVIT
(COUNTY/MUNICIPALITY)**

I, the undersigned, being first duly sworn on oath, do depose and say: my name is _____
_____;

my residence address is _____
(Street Number) (Street)

(City) (County) (State) (Zip Code)

my post office address is _____;

my telephone number is _____
(Business) (Home)

my profession, business, or occupation (if any) is _____;

the name of my precinct is _____; I am an elector of the county/municipality of my
residence eligible to vote in the election in which I am a candidate; the name of the office I am seeking is

(Circuit, District, or Post if Applicable); my date of birth is _____; I have been a legal resident

of the State of Georgia for _____ consecutive years; I have been a legal resident of _____ county for
_____ consecutive years; I have been a legal resident of my district (if applicable) for _____ consecutive years;

I have been a legal resident of my circuit (if applicable) for _____ consecutive years; I am a citizen of the United States;

I am eligible to hold such office; that I am a candidate for such office in the _____ to be held on the
(Election)
_____ day of _____, 20_____;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted that my civil rights have been restored; and at least ten years have elapsed from the date of completion of the sentence without subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec. II, paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

(Signature of Candidate)

Sworn to and subscribed before me this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires _____

(Required by Ga. Election Code O.C.G.A. § 21.2.132.)

I desire that my name appear on the ballot as follows
(the surname of the candidate shall be as it appears
on the candidate's voter registration card) :

Should I be elected, I desire that my name appear on official
documents as follows:

(Please Print)

(Please Print)

(over)

Check only one

1. I am running in a special election for a partisan office and my party affiliation is _____.

I am running as a nonpartisan candidate.

I am running as an independent candidate.

I am the nominee of the _____ Party (Body) nominated by:

Convention (Certified copy of the minutes of the convention attested by the Chairman and Secretary of the convention is being filed herewith);

Other (Specify method of nomination and statute and party rule governing and allowing such method of nomination):

2. I am required to file the above Notice followed by a nomination petition containing at least _____ valid signatures due _____.

I am not required to submit a nomination petition pursuant to O.C.G.A. § 21-2-132, because I am:

Running as a nonpartisan candidate.

Running as an incumbent.

Running in a special election.

Running for a state-wide office nominated by a duly constituted political body convention.

3. I hereby tender check/money order in the amount of \$ _____.

NAME OF BANK: _____

CHECK NUMBER: _____

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-132(g), in lieu of paying the qualifying fee.

NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR THE OFFICE FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.

CLERK OF SUPERIOR COURT	O.C.G.A. § 15-6-50(b)(2)
JUDGE OF THE PROBATE COURT	O.C.G.A. § 15-9-2(a)(2)
SHERIFF	O.C.G.A. § 15-16-1(c)(2)
CORONER	O.C.G.A. § 45-16-1(b)(2)
TAX RECEIVER	O.C.G.A. § 48-5-210(b)(2)
TAX COLLECTOR	O.C.G.A. § 48-5-210(b)(2)
TAX COMMISSIONER	O.C.G.A. § 48-5-210(b)(2)

Georgia Government Transparency & Campaign Finance Commission

DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS

FORM DOI

INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1	Today's Date: _____	
2	Candidate (full name): _____ Address: _____ City, State, Zip: _____ Telephone (optional): _____ Email : _____	
3	Select Office Type: <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal Name of Office Sought or Held: _____ (include district, post, or judicial circuit if applicable)	Party Affiliation (optional): <input type="checkbox"/> Democrat <input type="checkbox"/> Non Partisan <input type="checkbox"/> Republican <input type="checkbox"/> Other
4	Incumbent: _____	Next Election Year: _____

Complete sections 5 and 6 ONLY if you have a campaign committee.
This information does not register a campaign committee. (Please use Form RC to register.)

5	Campaign Committee Chairperson (full name): _____ Address: _____ City, State, Zip: _____ Email : _____	
6	Treasurer (full name): _____ Address: _____ City, State, Zip: _____ Email : _____	

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

Signature of Candidate

Date

STATEWIDE STATE LEVEL FILERS MAIL TO:

Georgia Government Transparency and Campaign Finance Commission | 200 Piedmont Avenue S.E. | Suite 1402 - West Tower | Atlanta Georgia, 30334

LOCAL LEVEL FILERS: file with your local filing entity.

Georgia Government Transparency & Campaign Finance Commission

REGISTRATION FORM FOR A CANDIDATES CAMPAIGN COMMITTEE

Any substantive changes to the registration information of a committee must be updated within 7 business days

FORM RC

INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1	Today's Date: _____	Select Form Type: <input type="checkbox"/> Original <input type="checkbox"/> Amended
2	Committee (Full Name): _____ Address: _____ _____ City, State, Zip: _____ Telephone Number (optional): _____ Email: _____	
3	Campaign Committee Chairperson (full name): _____ Address: _____ _____ City, State, Zip: _____ Email : _____	
4	Treasurer (full name): _____ Address: _____ _____ City, State, Zip: _____ Email : _____	
5	Candidate (full name): _____ Address: _____ _____ City, State, Zip: _____ Email : _____	
6	Select Office Type: <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal Name of Office Sought or Held: _____ (include district, post, or judicial circuit if applicable)	Party Affiliation (optional): <input type="checkbox"/> Democrat <input type="checkbox"/> Non Partisan <input type="checkbox"/> Republican <input type="checkbox"/> Other
7	Incumbent: _____	Next Election Year: _____

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

Signature of Person Registering Committee

Date

STATE OF GEORGIA PERSONAL FINANCIAL DISCLOSURE STATEMENT

200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334
| 404-463-1980 | www.ethics.ga.gov

Use Earlier of Post Mark
or Hand Delivered Date

Original Amendment (Enter date of statement being amended) _____

Date of this Statement: _____ Covering Calendar Year: _____

Name of Public Officer or Candidate: _____
First Middle Last

Mailing Address: _____
Street or P.O. Box City County State Zip code

Telephone Number: (Office/Home) _____ (E-Mail) _____

Name of Public Office Held or Sought: _____ Filer ID: _____
(Filer ID that begins with the letter "F")

Check One:

- Elected City or County Officer Candidate for City or County Office

WHO FILES A FINANCIAL DISCLOSURE STATEMENT:

Each public officer holding office in Georgia, and each person who qualifies as a candidate for election as a public officer for one of the offices listed below, and all others on the following list.

- (A) Every constitutional officer;
- (B) Every elected state official;
- (C) The executive head of every state department or agency, whether elected or appointed;
- (D) Each member of the General Assembly;
- (E) Every elected county official, every elected county or area school superintendent, and every elected member of a county or area board of education; and
- (F) Every elected municipal officer.

WHEN TO FILE A FINANCIAL DISCLOSURE STATEMENT:

Public Officer: A Financial Disclosure Statement is filed not before January 1 and not later than July 1 of each year that a public officer holds office (except the year of election). The information to be provided shall be that from the preceding calendar year.

If the public officer chooses not to run for re-election or for another public office no Financial Disclosure Statement need be filed in the year qualifying to succeed him takes place. A public officer shall not be deemed to hold the office in a year in which the public officer holds office for less than 15 days.

Candidate for Public Office: A Financial Disclosure Statement covering the period of the preceding calendar year shall be filed no later than the fifteenth day following the date of qualifying as a candidate. Candidates for state wide office file not later than seven days after qualifying for office. Only one Financial Disclosure Statement is required per calendar year.

Special requirements for State Wide Candidates: Candidates for a public office elected state wide must file their Financial Disclosure Statements not later than seven days after qualifying or filing a notice of candidacy. State wide candidates must disclose more information than other candidates for public office and the additional disclosure sections required of state wide candidates must be completed in the year of election filing.

WHERE TO FILE A FINANCIAL DISCLOSURE STATEMENT:

State /Statewide Office: Georgia Government Transparency & Campaign Finance Commission

County: County Election Superintendent

Municipality: City Clerk or Chief Executive Officer

SECTION I MONETARY FEES

RECEIVED

(This section to be completed by Public Officers only)

Identify each monetary fee or honorarium accepted from speaking engagements, participation in seminars, discussion panels, or other activities that directly relate to the official duties of, or to the office of the public officer, with a statement identifying the fee or honorarium and the person from whom it was accepted. (You may attach additional sheets of paper if necessary.)

I received:

- No monetary fee or honorarium.
- Monetary fee(s) or honoraria as shown below.

**Identify Fee or Honorarium
And Amount Accepted**

Identifying Information of Person from Who Accepted

**SECTION II FIDUCIARY
POSITIONS**

Name all fiduciary positions held by the candidate for public office or the public officer at any time during the covered year. (You may expand this section if necessary to include all positions.) A **fiduciary position** is any position imposing a duty to act primarily for another's benefit as officer, director, manager, partner, guardian, or other designations of general responsibility of a business entity. A fiduciary position may be a paid or unpaid position. A **business entity** is any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether profit or nonprofit. (You may attach additional sheets of paper if necessary.)

I held:

- No fiduciary positions in any business entity.
- Fiduciary positions in the following business entity(ies).

IDENTIFY:

1. Title of each position.
2. Name and address of business entity.
3. Principal activity of each business entity.

Business entity #1

Business entity #2

Business entity #3

Business entity #4

SECTION III
DIRECT OWNERSHIP INTERESTS IN BUSINESS ENTITY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify the name, address and principal activity of any business entity and the office held by and the duties of the candidate for public office or public officer within a business entity any time during the covered year in which a direct ownership interest: (A) Is more than 5 percent of the total interest in the business; or (B) Has a net fair market value of more than \$5,000.00. (You may attach additional sheets of paper if necessary.)

I held:

- No direct ownership interests in any business entity.
- Direct ownership interests in the following business entity(ies).

IDENTIFY:

1. Name and address of business entity.
2. Principal activity of business entity.
3. The office held by the candidate or the public officer within the business entity.
4. The duties of the candidate or the public officer within such business entity.

Business entity #1

Ownership Interests

Check One or Both If Applicable

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #2

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #3

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #4

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

Business entity #5

- Ownership interest is more than 5%
- Ownership interest has a net fair market value of more than \$5,000.00

SECTION IV
DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify each tract of real property in which the candidate for public office or public officer has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00. "Fair market" value means the appraised value of the property for ad valorem tax purposes. (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

I had:

- No ownership interests with a fair market value in excess of \$5,000.00
- Ownership interests with a fair market value in excess of \$5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

The Value of this tract is

- Between \$5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

SECTION V
SPOUSE'S DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Identify each tract of real property in which the filer's spouse has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00 (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

My spouse had:

- No ownership interests with a fair market value in excess of \$ 5,000.00
- Ownership in the following tracts with a fair market value in excess of 5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- Between \$ 5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #2

The Value of this tract is

- Between \$ 5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #3

The Value of this tract is

- Between \$ 5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #4

The Value of this tract is

- Between \$ 5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

Property #5

The Value of this tract is

- Between \$ 5,000 and \$100,000
- Between \$100,000.01 and \$200,000
- More than \$200,000

**SECTION VI
EMPLOYMENT AND FAMILY MEMBERS**

Filer's Occupation _____
Filer's Employer _____
Employer's Address _____
Employer's Principal Activity _____

Filer's Spouse's Name _____
Spouse's Occupation _____
Spouse's Employer _____
Address of Spouse's Employer _____
Principal Activity of Spouse's Employer _____

**SECTION VII
INVESTMENT INTERESTS**

List the name of any investment (do not list individual stocks and bonds that are held by mutual funds), in which the filer (either individually or with any other legal or natural person or entity) owns a direct ownership interest that:

1. Is more than 5 percent of the total interests in such business or investment, or
2. Has a net fair market value of more than \$5,000.00.

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

**SECTION VIII
KNOWN BUSINESS OR INVESTMENT INTERESTS OF SPOUSE AND DEPENDENT CHILDREN**

Identify any business or investment known to the filer in which the filer's spouse or dependent children have a direct ownership interest (either individually or with any other legal or natural person or entity) which interest:

1. is more than 5 percent of the total interest in the business or investment,
2. has a net fair market value exceeding \$10,000.00, or
3. is one in an entity for which the filer's spouse or a dependent child serves as an officer, director, equitable partner, or trustee.

(Do not list individual stocks and bonds that are held by mutual funds.)

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION IX
ANNUAL PAYMENTS RECEIVED
FROM THE STATE OF GEORGIA
(This section to be completed by Public Officers only)

Identify all annual payments in excess of \$10,000.00 received by the public officer, or by any business entity identified in Section III above, from the State or any agency, department, commission or authority created by the State, and authorized and exempted from disclosure under O.C.G.A. § 45-10-25.

I received:

- No annual payments in excess of \$10,000.00 from any State entity.
- Annual payments in excess of \$10,000.00 from the below named State entity(ies).

IDENTIFY:

1. Name and address of State entity making the payments.
2. Amount of annual payment.
3. The general nature of the consideration rendered for the payment(s).

State entity source #1

State entity source #2

VERIFICATION BY OATH OR AFFIRMATION

State of Georgia _____ County of _____

I, the undersigned, being duly sworn (affirm), depose and say that the information in this statement is complete, true, and correct.

Sworn to and subscribed before me on
_____, 20____.

Signature of Notary Public

Signature of Candidate or Public Officer

PENALTIES: Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Ethics in Government Act shall be guilty of a misdemeanor.

My Commission expires _____.

Campaign Contribution Disclosure Report

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

<p>1. Report Type <small>(Select One)</small></p> <p><input type="checkbox"/> Original</p> <p><input type="checkbox"/> Amendment</p> <p>Amendment # _____</p>	<p>2. Filing is being made on behalf of (Select One):</p> <p>Candidate or Public Official Office Held or Sought _____ <small>(Include county, municipality, district, post or judicial circuit)</small></p> <p>Filer ID _____ <small>(Filer ID that begins with the letter "C")</small></p> <p>Organization or Person Other than Candidate's Campaign Committee Committee Name: _____</p> <p>Filer ID: _____ <small>(Filer ID that begins with the letter "NC")</small></p>	<p>Use Earlier of Post Mark or Hand Delivered Date</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div>
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3. Identifying and Contact Information

(1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee *Today's Date*

(3) _____
Mailing Address *City* *State* *Zip Code*

(4) _____ and/or _____
Primary Contact Phone Number *E-Mail*

(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? Yes No

(6) If yes, is the committee registered with the Commission? Yes No

(7) If yes, complete the following: _____
Name of Committee Chairperson | *Name of Committee Treasurer*

4. Period for which you are Reporting

You Must Check Only One Box

My Non Election Year	My Election Year	Run-Offs <small>(Report required only if you are in a Run-Off Election)</small>	Special Election
<input type="checkbox"/> January 31, ____ (year) <input type="checkbox"/> June 30, ____ (year)	<input type="checkbox"/> January 31, ____ (year) <input type="checkbox"/> March 31, ____ (year) <input type="checkbox"/> June 30, ____ (year) <input type="checkbox"/> September 30, ____ (year) <input type="checkbox"/> October 25, ____ (year) <input type="checkbox"/> Dec. 31, ____ (year)	<input type="checkbox"/> 6 days before Primary Run-Off ____ (year) <input type="checkbox"/> 6 days before General Run-Off ____ (year) <input type="checkbox"/> 6 days before Special Primary Run-Off ____ (year) <input type="checkbox"/> 6 days before Special Run-Off ____ (year)	<input type="checkbox"/> 15 days before Special Primary, ____ (year) <input type="checkbox"/> 15 days before Special, ____ (year) <input type="checkbox"/> Dec. 31, ____ (year)
<p>Supplemental Reporting</p> <input type="checkbox"/> June 30, ____ (year) <input type="checkbox"/> December 31, ____ (year) <p><small>*Persons leaving office with excess funds until such funds are expended as provided in the Act *Unsuccessful candidates with excess funds, or who receive contributions to retire debt incurred, until such funds are expended, or such unpaid debts are satisfied (December 31 filing only)</small></p>			

State of _____ County of _____

I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20_____

Signature of Notary Public

Commission Expiration

a. Signature of Candidate

b. Organization/Chairperson/Treasurer

State of Georgia
Campaign Contribution Disclosure Report
Summary Report

CONTRIBUTIONS RECEIVED

1	<input type="checkbox"/> I have no contributions to report. <input type="checkbox"/> I have the following contributions, including Common Source, to report:	In-Kind Estimated Value	Cash Amount
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		

EXPENDITURES MADE

7	<input type="checkbox"/> I have no expenditures to report. <input type="checkbox"/> I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		

INVESTMENTS

13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		

TOTAL NET BALANCE ON HAND

15	Net balance on hand. (Line 6 - 12 + 14)		
----	--	--	--

* O.C.G.A. 21-5-3(10) : Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

State of Georgia
Campaign Contribution Disclosure Report
Outstanding Indebtness

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)
Public Officer/Candidate/Other Than Candidate Committee Name

State of Georgia Campaign Contribution Disclosure Report Itemized Contributions

Must list contributions received by a single contributor for which the aggregate total more than \$100.00.

Note: Loans are no longer reported in "Itemized Contributions" section. See Loan Reporting section below.

Full Name of Contributor Mailing Address (Affiliation of Committee if any)	Contributor		Election Cycle**	Cash Amount	In-Kind Contributions
	Received Date	Occupation & Employer			Estimated Value
					Description
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer			Description
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer			Description
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					
First Name or Business Name	Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name					
Address					
Address2	<input type="checkbox"/> Monetary	Employer			Description
City	<input type="checkbox"/> In-Kind				
State	<input type="checkbox"/> Common Source				
Zip	<input type="checkbox"/> Credit Received on Loan				
Aff. Comm.					

Itemized Contributions Page Total \$ _____ \$ _____

CFC-CCDR 1/14

First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
First Name or Business Name		Date	Occupation	<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address2		<input type="checkbox"/> Monetary	Employer			Description
City		<input type="checkbox"/> In-Kind				
State	Zip	<input type="checkbox"/> Common Source				
Aff. Comm.		<input type="checkbox"/> Credit Received on Loan				
Itemized Contributions Page Total \$ _____ \$ _____						

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

Loan Reporting

Name of Lender & Mailing Address	1.Date of Loan 2.Amount of Loan 3.Election Cycle**	Person(s) responsible for repayment of loan & Mailing Address	1.Occupation & 2.Place of Employment 3.Fiduciary Relationship***
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Address	3. <input type="checkbox"/> Public Officer <input type="checkbox"/> Candidate <input type="checkbox"/> Other Than Candidate Committee Name
Address2		Address2	
City		City	
State Zip		State Zip	
Lender Name (First Name, Business, Inst.)	1.	First Name	1.
Lender Last Name	2.	Last Name	2.
Address	3. <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special <input type="checkbox"/> Special Primary <input type="checkbox"/> Run-Off Primary <input type="checkbox"/> Run-Off General <input type="checkbox"/> Run-Off Special <input type="checkbox"/> Run-Off Special Primary	Address	3. <input type="checkbox"/> Public Officer <input type="checkbox"/> Candidate <input type="checkbox"/> Other Than Candidate Committee Name
Address2		Address2	
City		City	
State Zip		State Zip	
Reference: OCGA § 21-5-34(b)(1)		Loan Page Total \$ _____	

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

CFC-CCDR1/14

State of Georgia Campaign Contribution Disclosure Report Itemized Expenditures

Must list expenditures made to a single recipient for which the aggregate total more than \$100.00.

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name					
Last Name		Date	Occupation		
Address					
Address2		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
City					
State	Zip				
First Name					
Last Name			Date		
Address					
Address2		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
City					
State	Zip				
First Name					

Page Total \$ _____

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)
Public Officer/Candidate/Other Than Candidate Committee Name

CFC-CCDR 1/14

List Name and Mailing Address of Recipient		Exp. Date Exp. Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		<input type="checkbox"/> Expenditure <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Refund <input type="checkbox"/> Reimbursement <input type="checkbox"/> Credit Card <input type="checkbox"/> 3rd Party <input type="checkbox"/> Deferred Payment <input type="checkbox"/> Payment on Deferred Expense <input type="checkbox"/> Investment	Employer		
Address2					
City					
State	Zip				

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)Public Officer/Candidate/Other Than Candidate Committee Name Page Total \$ _____

State of Georgia Campaign Contribution Disclosure Report Investments Statement

1. Investment Name	Account #
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions

<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>

2. Investment Name	Account #
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions

<u>Date</u>	<u>Person(s) Involved in Transaction</u>	<u>Value of investment purchased</u>	<u>Value of investment sold</u>	<u>Profit</u>	<u>Loss</u>

<u>Total value of investments at beginning of reporting period \$</u>	Page Total Cash Dividends: \$ _____
<u>Total value of investments at end of reporting period \$</u>	Page Total Interest Paid Out: \$ _____
<u>Total difference in value \$</u>	Page Total Profit: \$ _____
	Page Total Loss: \$ _____

State of Georgia
Campaign Contribution Disclosure Report
Addendum Statement

The Addendum Statement should be used for explanation of any additional information needed to complete an accurate filing of this report.
Information that is to be reported in the body of the report **should not** be listed on Addendum Statement.

State of Georgia

Two Business Days Report of Contributions Received

MUST BE SENT VIA FACSIMILE (404-463-1988) OR ELECTRONIC TRANSMISSION.
 ANY FACSIMILE FILING SHALL ALSO HAVE AN IDENTICAL ELECTRONIC FILING WITHIN FIVE BUSINESS DAYS FOLLOWING THE TRANSMISSION OF SUCH FACSIMILE FILING.

To be used to report contributions (including loans) of \$1,000 or more,
 IF RECEIVED BETWEEN LAST REPORT DUE BEFORE AN ELECTION AND THE ELECTION.

Must be reported within two business days of receipt!

Use Earlier of Post
 Mark or Hand
 Delivered Date

Identifying Informant:

Candidate or Committee Name Office Sought E-Mail

Filer ID (begins with the letter "C")

Mailing Address (number and street) City State Zip

Full Name of Contributor Mailing Address (PAC Affiliation if applies)	Contributor		Election	Amount
	Received Date Contribution Type*	Occupation & Employer		

* Monetary, In-Kind or Loan

I certify and affirm that I have examined this report, and say that the information in this report is complete, true, and correct. Further I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed. I further affirm that I understand that the above contribution(s) must also be reported on the next succeeding regularly scheduled campaign contribution disclosure report.

Name of Candidate Chairman Treasurer

Signature

Date

STATE OF GEORGIA

Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Ave SE, Suite 1402-West Tower, Atlanta, GA 30334

AFFIDAVIT OF A CANDIDATE'S INTENT NOT TO EXCEED \$2,500 IN CONTRIBUTIONS AND/OR EXPENDITURES

Per O.C.G.A. §21-5-34(d)(d.1)(1),

_____ is a candidate for /public officer of
(Full Name of Candidate)

_____ in _____
(Office Sought/or Held) (City or County)

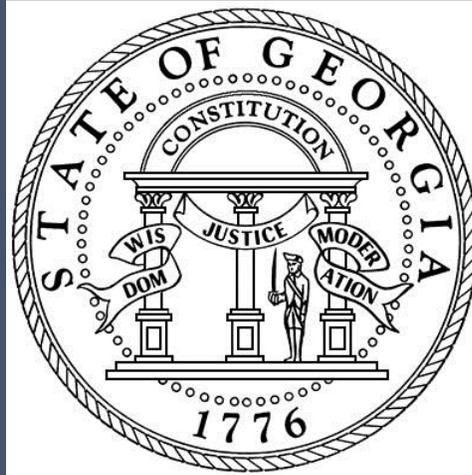
By submitting this form I am affirming that I, the above named candidate, do not intend to accept during this election cycle* a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500. If the above named candidate does not exceed \$2,500.00 in contributions or expenditures then the candidate SHALL not have to file a report under O.C.G.A. §21-5-34 (c).

I understand that if I, the above named candidate, exceed the \$2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 then I, the above named candidate, SHALL be required to file only the June 30 and October 25 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 during the calendar year of such qualifying, then I, the above named candidate SHALL be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

. *"Election cycle" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

State of Georgia County of _____
I, the undersigned, being duly sworn, do swear or affirm, certify and say that this affidavit and the information hereinabove is true, complete and correct to the best of my knowledge and belief.
Sworn to and subscribed before me on _____, _____
Signature of Notary Public Signature of Candidate/Chairman/Treasurer filing Affidavit
My Commission expires on _____, _____
Notary Seal



The Campaign Finance ACT
as it applies to
Candidates & Public Officials

GEORGIA GOVERNMENT TRANSPARENCY
& CAMPAIGN FINANCE COMMISSION

200 Piedmont Ave
Suite 1402-West Tower
Atlanta GA 30334
404-463-1980
404-463-1988
GAethics@ethics.ga.gov
www.ethics.ga.gov

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Definitions

Reference: O.C.G.A. §21-5-3

(1) "**Business entity**" means any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether for profit or nonprofit.

(2) "**Campaign committee**" means the candidate, person, or committee which accepts contributions or makes expenditures designed to bring about the nomination or election of an individual to any elected office. The term "campaign committee" also means any person or committee which accepts contributions or makes expenditures designed to bring about the recall of a public officer holding elective office or to oppose the recall of a public officer holding elective office or any person or any committee which accepts contributions or makes expenditures designed to bring about the approval or rejection by the voters of any proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state or in a county or a municipal election in this state.

(3) "**Campaign Contribution Disclosure Report**" means a report filed with the commission by a candidate or the chairperson or treasurer of a campaign committee setting forth all expenditures of more than \$100.00 and all contributions of more than \$100.00, including contributions and expenditures of lesser amounts when the aggregate amount thereof by or to a person is more than \$100.00 for the calendar year in which the report is filed. Such report shall also include the total amount of all individual contributions received or expenditures made of less than \$100.00 each. The first report required in the calendar year of the election shall contain all such expenditures made and all such contributions received by the candidate or the committee in prior years in support of the campaign in question.

(4) "**Candidate**" means an individual who seeks nomination for election or election to any public office, whether or not such an individual is elected; and a person shall be deemed to seek nomination or election if such person has taken necessary action under the laws of this state to qualify such person for nomination for election or election or has received any contributions or made any expenditures in pursuit of such nomination or election or has given such person's consent for such person's campaign committee to receive contributions or make expenditures with a view to bringing about such person's nomination for election or election to such office.

(5) "**Commission**" means the Georgia Government Transparency and Campaign Finance Commission created under Code Section 21-5-4.

(6) "**Connected organization**" means any organization, including any business entity, labor organization, membership organization, or cooperative, which is not a political

action committee as defined in this Code section, but which, directly or indirectly, establishes or administers a political action committee or which provides more than 40 percent of the funds of the political action committee for a calendar year.

(7) "**Contribution**" means a gift, subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value conveyed or transferred for the purpose of influencing the nomination for election or election of any person for office, bringing about the recall of a public officer holding elective office or opposing the recall of a public officer holding elective office, or the influencing of voter approval or rejection of a proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state or in a county or a municipal election in this state. The term specifically shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis. The term "contribution" shall include other forms of payment made to candidates for office or who hold office when such fees and compensation made can be reasonably construed as a campaign contribution designed to encourage or influence a candidate or public officer holding elective office. The term "contribution" shall also encompass transactions wherein a qualifying fee required of the candidate is furnished or paid by anyone other than the candidate.

(8) "**Direct ownership interest**" means the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned or held by a spouse of such person if such interest is held jointly or as tenants in common between the person and spouse.

(9) "**Election**" means a primary election; run-off election, either primary or general; special election; or general election. The term "election" also means a recall election.

(10) "**Election cycle**" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

(11) "**Election year**" shall be construed and applied separately for each elective office and means for each elective office the calendar year during which a regular or special election to fill such office is held.

(12) "**Expenditure**" means a purchase, payment, distribution, loan, advance, deposit, or any transfer of money or anything of value made for the purpose of influencing the nomination for election or election of any person, bringing about the recall of a public officer holding elective office or opposing the recall of a public officer holding elective office, or the influencing of voter approval or rejection of a proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state or in a county or a municipal election in this state. The term

specifically shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis. The term "expenditure" shall also include the payment of a qualifying fee for and on behalf of a candidate.

(13) "**Fiduciary position**" means any position imposing a duty to act primarily for the benefit of another person as an officer, director, manager, partner, guardian, or other designation of general responsibility of a business entity.

(14) "**Gift**" means any gratuitous transfer to a public officer or any member of the family of the public officer or a loan of property or services which is not a contribution as defined in paragraph (7) of this Code section and which is more than \$100.00.

(15) "**Independent committee**" means any committee, club, association, partnership, corporation, labor union, or other group of persons, other than a campaign committee, political party, or political action committee, which receives donations during a calendar year from persons who are members or supporters of the committee and which expends such funds either for the purpose of affecting the outcome of an election for any elected office or to advocate the election or defeat of any particular candidate.

(16) "**Intangible property**" means property which is not real property and which is held for profit and includes stocks, bonds, interest in partnerships, choses in action, and other investments but shall not include any ownership interest in any public or private retirement or pension fund, account, or system and shall not include any ownership interest in any public or private life insurance contract or any benefit, value, or proceeds of such life insurance contract.

(16.1) "**Investment**" means the investment of money or capital to gain interest or income.

(17) "**Member of the family**" means a spouse and all dependent children.

(17.1) "**Nonelection year**" shall be construed and applied separately for each elective office and means for each elective office any calendar year during which there is no regular or special election to fill such office.

(17.2) "**Nonprofit organization**" means a corporation, foundation, or other legal entity, no part of the net earnings of which inures to the benefit of any private shareholder or individual holding an interest in such entity.

(18) "**Ordinary and necessary expenses**" shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except as restricted under sub-section (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not

limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

(19) "**Person**" means an individual, partnership, committee, association, corporation, limited liability company, limited liability partnership, trust, professional corporation, or other business entity recognized in the State of Georgia, labor organization, or any other organization or group of persons.

(20) "**Political action committee**" means:

(A) Any committee, club, association, partnership, corporation, labor union, or other group of persons which receives donations during a calendar year from persons who are members or supporters of the committee and which contributes funds to one or more candidates for public office or campaign committees of candidates for public office; and

(B) A "**separate segregated fund**" as defined in Code Section 21-5-40. Such term does not include a candidate campaign committee.

(21) "**Public employee**" means every person employed by the executive, legislative, or judicial branch of state government, or any department, board, bureau, agency, commission, or authority thereof.

(22) "**Public officer**" means:

(A) Every constitutional officer;

(B) Every elected state official;

(C) The executive head of every state department or agency, whether elected or appointed;

(D) Each member of the General Assembly;

(E) The executive director of each state board, commission, council, or authority and the members thereof;

(F) Every elected county official and every elected member of a local board of education; and

(G) Every elected municipal official.

(23) "**Qualifying officer**" means a person who qualifies a candidate for an election.

(24) "**Reporting period**" means the period of time beginning the day after the last report due date, excluding any grace period, through the due date of the next report.

Definitions of Contributions by Public Agencies

Reference: O.C.G.A. § 21-5-30.2

(a) Except as otherwise provided in this subsection, the definitions set forth in Code Section 21-5-3 shall be applicable to the provisions of this Code section. As used in this Code section, the term:

(1) "**Agency**" means:

- (A) Every state department, agency, board, bureau, commission, and authority;
- (B) Every county, municipal corporation, school district, or other political subdivision of this state;
- (C) Every department, agency, board, bureau, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of this state; and
- (D) Every city, county, regional, or other authority established pursuant to the laws of this state.

(2) "**Contribution**" means a gift, subscription, membership, loan, forgiveness of debt, advance or deposit of money, or anything of value conveyed or transferred by or on behalf of an agency, without receipt of payment therefore, to any campaign committee, political action committee, or political organization or to any candidate for campaign purposes.

(3) "**Elector**" means any person who shall possess all of the qualifications for voting now or hereafter prescribed by the laws of this state and who shall have registered in accordance with Chapter 2 of this title.

(4) "**Political action committee**" means any committee, club, association, partnership, corporation, labor union, or other group of persons which receives donations aggregating in excess of \$1,000.00 during a calendar year from persons who are members or supporters of the committee and which distributes these funds as contributions to one or more campaign committees of candidates for public office. Such term does not mean a campaign committee.

(5) "**Political organization**" means an affiliation of electors organized for the purpose of influencing or controlling the policies and conduct of government through the nomination of candidates for public office and, if possible, the election of its candidates to public office.

(6) "**Public meeting place**" means any county, municipal, or other public building suitable and ordinarily used for public gatherings.

(b) No agency and no person acting on behalf of an agency shall make, directly or indirectly, any contribution to any campaign committee, political action committee, or political organization or to any candidate; but nothing in this Code section shall prohibit the furnishing of office space, facilities, equipment, goods, or services to a public officer for use by the public officer in such officer's fulfillment of such office.

(c) No campaign committee, political action committee, or political organization or candidate shall accept a contribution in violation of subsection (b) of this Code section.

(d) Nothing contained in this Code section shall be construed to:

- (1) Affect the authority of the State Personnel Board regarding the regulation of certain political activities of public employees in the classified service of the state merit system;
- (2) Affect the authority of any agency regarding the regulation of the political activities of such agency's employees;
- (3) Affect the use of the capitol building and grounds as specified in Code Section 50-16-4; or
- (4) Prohibit the use of public meeting places by political organizations when such meeting places are made available to different political organizations on an equal basis; provided, however, this paragraph shall not be construed to create a right for a political organization to use a public meeting place.

You May Already Be A Candidate If

Although qualifying for election or qualifying for nomination for election will make one a candidate, **merely receiving contributions** or **making expenditures** designed to bring about one's election or nomination for election, or **authorizing a campaign committee to do so**, confers candidate status even if the individual involved never formally qualifies as a candidate. Likewise, **filing a Declaration of Intention to Accept Campaign Contributions form** also confers candidate status, and persons who have filed such a declaration are required to file Campaign Contribution Disclosure Reports.

A candidate who files a Declaration of Intention to Accept Campaign Contributions but does not qualify to run for office is required to file the following campaign contribution disclosure:

Persons who would have been in a primary election must file:
The June 30 report, and the December 31 final report of the year in which the election referred to in the declaration occurs.

Persons who would have been in a general election must file:
The October 25 and December 31 reports, and

Persons who would have been in a special election must file:
The fifteen days before special election report and December 31 report.

All campaigns and committees must file a termination statement within ten days of the dissolution of a campaign or committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Act. The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness.

Campaign Record Keeping

Reference: O.C.G.A. § 21-5-32

(a) The candidate or treasurer of each campaign committee shall keep detailed accounts, current within not more than five business days after the date of receiving a contribution or making an expenditure, of all contributions received and all expenditures made by or on behalf of the candidate or committee. The candidate or treasurer shall also keep detailed accounts of all deposits and of all withdrawals made to the separate campaign depository and of all interest earned on any such deposits.

(b) Accounts kept by the candidate or treasurer of a campaign committee pursuant to this Code section may be inspected under reasonable circumstances before, during, or after the election to which the accounts refer by any authorized representative of the commission. The right of inspection may be enforced by appropriate writ issued by any court of competent jurisdiction.

(c) Records of such accounts kept by the candidate or campaign committee shall be preserved for three years from the termination date of the campaign for elective office conducted by the candidate or of the campaign committee for any candidate or for three years from the election to bring about the approval or rejection by the voters of any proposed constitutional amendment, referendum, or local issue or of any recall vote.

The record keeping requirements under the Campaign Finance Act are the same for both a candidate and a candidate's committee.

Records must be kept of all contributions received and all expenditures made.

Under the Act there is no limitation on the amount of money a candidate or a candidate's campaign committee may spend in an election.

Campaign contribution amounts are limited and some contributions are prohibited.

Contributions of money (in any form) received are to be deposited in a **campaign depository account** opened and maintained by the candidate or the candidate's campaign committee.

The account may be an interest-bearing account; provided, however, that any interest earned on such account shall be reported and may only be used for the purposes allowed for contributions.

The Commission suggests that interest bearing accounts obtain a separate taxpayer identification number from the Internal Revenue Service so that interest generated is not erroneously reported as personal income of the candidate.

Those who elect the **separate accounting option** may also open, but are not required to open, a separate campaign depository account for each election for which contributions are accepted and allocated beyond their next upcoming election.

Accounts kept by the candidate or treasurer of a campaign committee **may be inspected** under reasonable circumstances before, during or after the election to which the accounts refer **by any authorized representative of the Georgia Government Transparency & Campaign Finance Commission.**

Records of the accounts kept by the candidate or candidate's committee are required to be **preserved for three years past the termination date of the candidate's campaign.** However, since public disclosures are maintained for not less than five years candidates would be well advised to keep their records for at least as long.

The candidate or treasurer of each campaign committee must **keep detailed accounts, current within not more than five days** after the receipt of a contribution or the making of an expenditure.

Reporting Requirements

For contributions of more than \$100.00 the information reported must list contributor's name and mailing address, employer, occupation, the election for which the contribution is designated, along with the date the contribution is received, and the amount of the contribution, in the spaces provided on the Itemized Contribution page. Don't forget to alphabetize the entries by last name.

If the contribution is an in-kind contribution of more than \$100.00 in value, it must be listed and described in the prescribed box on the Itemized Contribution page.

Contributions \$100.00 or less are added together and placed in the prescribed box on the Summary Report page – not on the Itemized Contribution page.

The law requires listing of contributions from the same contributor which, though individually are \$100.00 or less, when taken with previous contributions from the same contributor during the calendar year cumulatively exceed \$100.00.

The treasurer or candidate must also keep detailed accounts of all deposits made to the separate campaign depository account including all interest earned on the deposits.

It is possible for a candidate or campaign committee to receive in-kind contributions as well as cash. An **in-kind contribution** is anything of value, other than money in any form, goods or services transferred to the candidate or campaign committee. Valuation of in-kind contributions should reflect what the goods or services would have cost if they had been obtained commercially through an arm's length transaction.

In-kind contributions of more than \$100.00 require all the same information as monetary contributions and are listed in full on the Itemized Contribution page.

Be sure to provide an accurate Estimated Value and a clear Description.

In-kind contributions of \$100.00 or less are aggregated on the Summary Report page of the CCDR.

A candidate may use his personal money or resources without limitation to finance a campaign. Such use of **personal funds** by a candidate is a campaign contribution, and all such contributions must be reported. Those of more than \$100.00 must be recorded and disclosed as contributions from the candidate on the Itemized Contribution page. Use of personal funds by a candidate \$100.00 or less must be included in the Summary Report's aggregated contributions \$100.00 or less box.

Anonymous contributions are illegal. Any cash contribution received by a candidate who fails to record the name and address of the contributor and the amount of the contribution is an anonymous contribution. If an anonymous contribution is received it must be transmitted to the State Treasury. The recipient must also notify the Georgia

Government Transparency & Campaign Finance Commission of the receipt of the contribution and its subsequent transmittal to the State Treasury.

The Campaign finance Act **forbids all state, county, and municipal** departments, bureaus, agencies, commissions, authorities or other political subdivisions **from making contributions to political campaigns. Acceptance of such contributions is likewise prohibited.**

The Campaign Finance Act classifies proceeds of a **loan, advance, or other extension of credit as contributions**, if their proceeds are used to influence the election or nomination for election of any person to public office in Georgia. The CCDR must show the name of the lending institution or party making the advance of credit; the amount of the loan; lender's name and address; names, mailing addresses, occupations and places of employment of all persons having any liability for repayment. Any person who has liability for repayment who also has a fiduciary relationship to the lender shall be identified and the relationship specified in the report.

The Campaign Finance Act also requires the aggregation and reporting of separate contributions of **\$100.00 or less** which are knowingly received from a **COMMON SOURCE**. Members of the same family, firm or partnership or employees of the same individual, company, firm, corporation or other association or group are considered a common source.

All reports shall list any investment made with funds of a campaign committee, independent committee, or political action committee and held outside such committee's official depository account during each reporting period for which an investment exists or a transaction applying to an identifiable investment is made. The report shall identify the name of the entity or person with whom such investment was made, the initial and any subsequent amount of such investment if such investment was made during the reporting period, and any profit or loss from the sale of such investment occurred during such reporting period.

State-wide officers and their campaign committees as well as members of the General Assembly and their campaign committees are **prohibited from accepting contributions during a legislative session**. If such a contribution is received, it should be returned with reasonable promptness to the contributor.

"Regulated entity" means any person who is required by law to be licensed by an elected executive officer or a board under the jurisdiction of an elected executive officer, any person who leases property owned by or for a state department, any person who engages in a business or profession which is regulated by an elected executive officer or by a board under the jurisdiction of an elected executive officer or any public utility corporation regulated by the Public Service Commission. For purposes of this paragraph, public utility corporation regulated by the Public Service Commission shall have the same meaning as provided by subsection (f) of Code Section 21-5-30. (For the purposes of this subsection, the term:

(A) ‘Public utility corporation regulated by the Public Service Commission’ includes, but is not limited to, an electric membership corporation.

(B) ‘Electric membership corporation’ means a public utility corporation regulated by the Public Service Commission operating as an electric membership corporation under the provisions of Article 4 of Chapter 3 of Title 46.)

(b) No regulated entity and no person or political action committee acting on behalf of a regulated entity shall make a contribution to or on behalf of a person holding office as an elected executive officer regulating such entity or to or on behalf of a candidate for the office of an elected executive officer regulating such entity or to or on behalf of a campaign committee of any such candidate.

(c) No person holding office as an elected executive officer and no candidate for the office of an elected executive officer and no campaign committee of a candidate for the office of an elected executive officer shall accept a contribution in violation of subsection (b) of this Code section.

(d) Nothing contained in this Code section shall be construed to prevent any person who may be employed by a regulated entity, including a person in whose name a license or lease is held, or who is an officer of a regulated entity from voluntarily making a campaign contribution from that person's personal funds to or on behalf of a person holding office as an elected executive officer regulating such entity or to or on behalf of a candidate for the office of an elected executive officer regulating such entity or to or on behalf of a campaign committee of any such candidate; provided, however, that:

(1) The elected executive officer or candidate receiving one or more campaign contributions described in this subsection shall in his or her disclosure report under Code Section 21-5-34 separately identify each contribution and the total of contributions which he or she knows or should have reason to know are described in this subsection;

(2) It shall be unlawful for any regulated entity or elected executive officer to require another by coercive action to make any such contribution.

Expenditure means “a purchase, payment, distribution, loan, advance, deposit, or any transfer of money or anything of value made for the purpose of influencing the nomination for election or election of any person, bringing about the recall of a public officer holding elective office or opposing the recall of a public officer holding elective office, or the influencing of voter approval or rejection of a proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state, or a county, or a municipal election in this state. The term specifically shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis.

Report all **expenditures made of more than \$100.00** on the Itemized page of the CCDR. Recipients of expenditures should be listed in alphabetical order.

Provide the name and mailing address of the recipient, the date of expenditure, person's occupation and place of employment if the recipient is an individual, the expenditure purpose, and the amount of the expenditure.

The expenditure purpose must be reported with such detail as shows the expenditure is for a purpose lawfully authorized for the expenditure of campaign funds.

The candidate or treasurer of the candidate's campaign committee must keep detailed accounts of all expenditures made. Detailed accounts must also be kept of all withdrawals from the campaign depository account.

All expenditures, which are individually \$100.00 or less, must be totaled and shown in the appropriate box on the Summary Report page of the CCDR.

Remember --- report campaign expenses as expenditures on the disclosure report for the time period when anything of value (goods or services) is received even if payment is deferred.

Anything of value that is received, provided to, furnished to, or conveyed to or on behalf of a candidate or campaign committee is required to be reported on the CCDR for the time period in which the thing of value is provided. If the goods or services have not been paid for at the time the report is filed, then this should be recorded as a deferred payment on the CCDR.

Paying off campaign debt..... candidates who have chosen COOSA may not use contributions earmarked for a future election to pay debts from a prior election, unless and until the election for which the separately accounted for contributions were earmarked has been held, **and** campaign obligations remain outstanding from a prior election.

If, following a candidate's last election in an election cycle, the candidate's campaign funds are insufficient to pay all campaign obligations incurred prior to the election, the candidate may accept contributions, not to exceed the maximum limit, for such last election. However, contributions attributable to such last election may not be accepted in excess of the amount of money necessary to retire the campaign debt remaining from such last election.

"Millionaire's Clause" provides that a candidate who loans money to his campaign **will not be able to use campaign funds to repay that loan after an election** to the extent that the loan **exceeds \$250,000.00.**

Contributions received for an election which does not occur or for which the candidate does not qualify.....

Contributions received for an election beyond the candidate's next upcoming election may also open, but are not required to open, a separate campaign depository account for each election for which contributions are accepted and allocated beyond their next upcoming election.

If the candidate has accepted contributions which were separately accounted for and held pending the results of a preceding election, such contributions must be returned in full to the original contributors if either of the following are true:

- The election for which the contributions were accepted will not be held.
- The candidate for whom the contributions were accepted is not on the ballot in the election for which the contributions were accepted.

Any refund which cannot be delivered to the original contributor due to lack of a forwarding address shall be treated as excess funds and only expended in a manner authorized for disposition of excess funds.

Contributions to a candidate, a campaign committee, or a public officer holding elective office and any proceeds from investing such contributions shall be utilized only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer holding elective office to the campaign committee of such candidate or such public officer, incurred in connection with such candidate's campaign for elective office or such public officer's fulfillment or retention of such office.

Win, Lose, or Withdraw....Reports must be filed

Reference: O.C.G.A. § 21-5-34(j) (1) and (2)

Any elected public officer, upon leaving public office with excess contributions, is required to file supplemental campaign contribution disclosure reports on June 30 and December 31 of each year until the contributions are expended as provided for in Code Section 21-5-33.

Any unsuccessful candidate (withdraws or is defeated) in an election is required to file campaign contribution disclosure reports for the remainder of the reporting cycle, at the same times as a successful candidate. If an unsuccessful candidate has excess campaign contributions he/she is required to file a supplemental campaign contribution disclosure report no later than December 31 of each year until the contributions are expended as provided for in Code Section 21-5-33.

Any unsuccessful candidate who receives contributions following the election to retire debts incurred in the campaign for elective office is required to file a supplemental campaign contribution disclosure report no later than December 31 of each year until such unpaid expenditures from the campaign are satisfied.

All campaigns and committees must file a termination statement within ten days of the dissolution of a campaign or committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Act. The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness.

Late or On Time

All persons or entities required to file reports shall have a five-day grace period in filing the required reports, except that the grace period shall be two-days for required reports prior to run-off primaries or run-off elections, and no grace period shall apply to contributions required to be reported within two business days.

Reports will be accepted by the filing officer after the grace period has expired, however, the filer will be in violation of the law and subject to late filing fees as well as possible civil penalties.

Reference: O.C.G.A. § 21-5-34 (k) (1)

A \$125.00 automatic late filing fee is imposed for each report that is filed late.

Additionally, a filing fee of \$250.00 is imposed on the fifteenth day after the due date if the report has still not been filed.

Additionally, a filing fee of \$1000.00 is imposed on the forty-fifth day after the due date if the report has still not been filed.

Electronic Filing

Reference: O.C.G.A. § 21-5-34.1(a)

Candidates, candidate committees, and public officers who are required to file campaign contribution disclosure reports with the commission shall use electronic means to file such reports with the commission using means prescribed by the commission to file such reports.

All filers must complete and hand-deliver or mail an original CCDR PIN APPLICATION prior to filing electronically with the Georgia Government Transparency & Campaign Finance Commission.

THE PIN APPLICATION MUST INCLUDE A VALID EMAIL ADDRESS IN ORDER TO RECEIVE A PASSWORD TO FILE ELECTRONICALLY.

When campaign contribution disclosure reports are filed electronically **NO PAPER COPY OF THE REPORT SHALL BE FILED WITH THE GEORGIA GOVERNMENT & CAMPAIGN FINANCE COMMISSION.**

Reference: O.C.G.A. § 21-5-34.1 (c)

Candidates seeking election to county or municipal offices may use electronic means to file their campaign contribution disclosure reports if such method is made available or may file by certified mail, statutory overnight delivery, or personal delivery.

Responsibilities of the Candidate

Declaration of Intent to Accept Campaign Contributions (DOI)

Reference: O.C.G.A. § 21-5-30 (g)

Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. No such declaration is required of persons who are public officers and who plan to run for the same public office they currently hold.

Candidates for statewide/state offices including candidates for the General Assembly shall file a Form DOI with the Georgia Government Transparency & Campaign Finance Commission.

County candidates file a Form DOI with their County Election Superintendent.

Municipal candidates file a Form DOI with their Municipal City Clerk.

Registration Form for a Campaign Committee (RC)

Reference: O.C.G.A. § 21-5-3(2) and O.C.G.A. § 21-5-30(b)

The term “campaign committee” as it relates to the candidate means the candidate, person(s) or committee which accepts contributions or makes expenditures for the purpose of bringing about the nomination or election of an individual to any elected office.

If a candidate has a campaign committee, the name and address of the committee, its chairman, treasurer and the candidate must be registered with the Georgia Government Transparency & Campaign Finance Commission prior to accepting any contributions.

No candidate may have more than one committee.

No contributions may be accepted at any time there is a vacancy in either the position of chairman or treasurer. One person may serve as both chairman and treasurer.

Registration is accomplished by filing a completed Form RC, “Registration Form for a Campaign Committee” with the Georgia Government Transparency & Campaign Finance Commission.

When a candidate is elected to office, the candidate's campaign committee registration will remain in effect as long as the candidate remains in office until and unless the registration is canceled by the campaign committee or the candidate.

Any substantive changes to registration information of a committee must be updated with the Commission within 7 business days.

Choosing Option of Separate Accounting (COOSA)

Reference: O.C.G.A. § 21-5-43 (a) (2)

A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form with the Georgia Government Transparency & Campaign Finance Commission prior to accepting contributions for any election other than the candidate's next upcoming election.

A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.

PIN Application for e-filing CCDR & PFD (Candidates / Elected Officials)

Reference: O.C.G.A. § 21-5-34.1

A candidate at a **statewide** or **state level**, including members of the General Assembly, are required to electronically file their disclosure reports. To access the Commission's E-Filing System, a Filer ID and Password are required. To obtain the Filer ID and Passwords for the Campaign and the Personal Financial Systems an original PIN Application must be hand delivered or mailed to the Georgia Government Transparency & Campaign Finance Commission for processing. Once processed, the candidate will receive two emails.

The email with a Filer ID that starts with "C" is to access the campaign system to file CCDRs and TBDs. A new Campaign account ("C" Filer ID and Password) must be established if there is a break in officer or change in office.

The Filer ID issued to a Candidate is the same Filer ID to be used by the Candidate Campaign Committee.

The email with a Filer ID that starts with the letter "F" is to access the Financial System to file a PFD. Only one PFD account is created regardless of the office.

The Campaign Contribution Disclosure Report (CCDR)

The Campaign Finance Act requires public disclosure of campaign financing and significant private interests of public officers and candidates for public office. When all potential influences on candidates and public officials are disclosed, voters are better able to determine whether personal financial concerns or obligations to special interests may prevent a candidate or public officer from acting solely in the public interest.

Who Needs To File

Reference: O.C.G.A. § 21-5-34

Candidates or campaign committees who accept contributions, make expenditures, designed to bring about the nomination or election of a candidate, or have filed a declaration of intention to accept campaign contributions are required to file Campaign Contribution Disclosure Reports.

Elected officials and any candidate seeking elected office in Georgia or the chairperson or treasurer of their campaign committee must file campaign contribution disclosure reports. Reports are required to be filed even if all contributions received are \$100.00 or less. Anyone who has filed a Declaration of Intention to Accept Campaign Contributions must file these reports, even if there has been no activity.

Note: A candidate, who qualifies prior to the primary for nomination through a “political body” or “petition” process, must file disclosure reports the same as the candidate who enters through the primary process. This requirement also applies to the write-in candidate who files a “notice of intention of candidacy”. If this person becomes a candidate after the due date of a report, then only the reports due after the person becomes a candidate can be required.

See Exemption Affidavit for Local Filers on page 22.

The following is a list of those offices for which a candidate must file campaign contribution disclosure reports.

FILE WITH THE COMMISSION

Governor	Public Service Commissioners
Lieutenant Governor	Senators
Attorney General	Representatives
Secretary of State	Justices of Supreme Court
Commissioner of Insurance	Judges of Court of Appeals
Commissioner of Agriculture	Judges of Superior Court
State School Superintendent	District Attorneys
Commissioner of Labor	

FILE WITH THE COUNTY ELECTION SUPERVISOR

State Court Judges	Coroners
Solicitors	Magistrates
Clerks of Superior Court	County Commissioners
Sheriffs	Judges of Probate Court
Tax Commissioners	Judges of Civil Court
Tax Assessors	Judges of Recorders Court
Tax Receivers	School Board Members
Tax Collectors	Surveyors
Other Elected County Offices (<i>except Soil & Water Conservation District Supervisors</i>)	

**FILE WITH THE CITY CLERK OR
CHIEF ELECTED OFFICIAL IN THE ABSENCE OF A CITY CLERK**

Mayors	Council Members
Aldermen	Clerks of Municipal Court
Judges of Municipal Court	Marshalls of Municipal Court
Other Elected Municipal Offices	

What It Is

Reference: O.C.G.A. § 21-5-3 (3)

"**Campaign contribution disclosure report**" means a report filed with the commission by a candidate or the chairperson or treasurer of a campaign committee setting forth all expenditures of more than \$100.00 and all contributions of more than \$100.00, including contributions and expenditures of lesser amounts when the aggregate amount thereof by or to a person is more than \$100.00 for the calendar year in which the report is filed. Such report shall also include the total amount of all individual contributions received or expenditures made of less than \$100.00 each. The first report required in the calendar year of the election shall contain all such expenditures made and all such contributions received by the candidate or the committee in prior years in support of the campaign in question.

Such report shall also include the total amount of all individual contributions received or expenditures made of \$100.00 or less each.

The first report required in the calendar year of the election shall contain all such expenditures made and all such contributions received by the candidate or the committee in prior years in support of the campaign in question.

Reference: O.C.G.A. § 21-5-34(b) (1)

All reports shall list the following:

- (A) For contributions of more than \$100.00.....the amount and date of receipt, the election for which the contribution has been accepted and allocated, along with the name and mailing address of the contributor, and if the contributor is an individual, that individual's occupation and the name of his/her employer.
- (B) For expenditures of more than \$100.00.....the amount and date of expenditure, the name and mailing address of the recipient receiving the expenditure, and, if that recipient is an individual, that individual's occupation and the name of his/her employer and the general purpose of the expenditure.
- (C) When a contribution consists of a loan, advance, or other extension of credit, the report shall also contain the name of the lending institution or party making the advance or extension of credit and the names, mailing addresses, occupations, and places of employment of all persons having any liability for repayment of the loan, advance, or extension of credit; and, if any such persons shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit, the report shall specify such relationship.
- (D) Total contributions received and total expenditures shall be reported for an election cycle as follows:

- (i) The first report of an election cycle shall list the cash on hand brought forward from the previous election cycle, if any, and the total contributions received during the period covered by the report;
 - (ii) Subsequent reports shall list the total contributions received during the period covered by the report and the cumulative total of contributions received during the election cycle;
 - (iii) The first report of an election cycle shall list the total expenditures made during the period covered by the report;
 - (iv) Subsequent reports shall list the total expenditures made during the period covered by the report, the cumulative total of expenditures made during the election cycle, and net balance on hand; and
 - (v) If a public officer seeks reelection to the same public office, or if the public officer is a member of the General Assembly seeking reelection in another district as a result of redistricting, the net balance on hand at the end of the current election cycle shall be carried forward to the first report of the applicable new election cycle
- (E) The corporate, labor union, or other affiliation of any political action committee or independent committee making a contribution of more than \$100.00
- (F) Any investment made with funds of a campaign committee and held outside such committee's official depository account during each reporting period for which an investment exists or a transaction applying to an identifiable investment is made. The report shall identify the name of the entity or person with whom such investment was made, the initial and any subsequent amount of such investment if such investment was made during the reporting period, and any profit or loss from the sale of such investment occurred during such reporting period
- (G) Total debt owed on the last day of the reporting period.

When & Where To File

Statewide/State Candidates or their Campaign Committees:

Reference: O.C.G.A. §21-5-34 (c)

- (1) In each non-election year on January 31 and June 30.
- (2) In each year in which the candidate qualifies to run for public office:
 - (A) January 31, March 31, June 30, September 30, October 25, & December 31
 - (B) 6 days before any run-off primary or general election
 - (C) Two Business Days Report ***TBD*** during the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of such election.
- (3) 15 days prior to a Special Primary and 6 days prior to a Special Primary Run-Off
- (4) 15 days prior to a Special Election and 6 days prior to a Special Election Run-Off

Statewide/State level filings are made to the Campaign Finance Commission.

Local Candidates or their Campaign Committees:

Reference: O.C.G.A. §21-5-34 (d.1)(1)

In the event a county or municipal candidate or elected county official or the chairperson or treasurer of a campaign committee organized to bring about the nomination or election of such candidate signs and files with the Election Superintendent (County) or City Clerk (Municipal) a written notice that such candidate or campaign committee does not intend to accept during such election cycle:

1. A combined total of contributions exceeding \$2,500.00 nor make a combined total of expenditures exceeding \$2,500.00 for the campaign in such election cycle, then such candidate or campaign committee shall not be required to file a report under O.C.G.A. §21-5-34(d)(d.1)(1).

The candidate or candidates campaign committee is required to file **Affidavit of a Candidate's Intent not to Exceed \$2,500 in Contributions and/or Expenditures**. The affidavit can be filed anytime during the election cycle. If the affidavit is not filed by the next upcoming reporting period, the candidate is responsible for filing a full CCDR.

If a candidate files the affidavit and later crosses \$2,500.00 in contributions or expenditures during the election cycle, they are required to report all of the reports due and are subject to any late filing fees.

2. If such candidate or campaign committee exceeds the \$2,500.00 limit for either accepting contributions or making expenditures for such campaign during such election cycle but does not accept a combined total of contributions exceeding \$5,000.00 in such election cycle nor makes expenditures exceeding \$5,000.00 in such election cycle, then such candidate or campaign committee shall be required to file only the June 30 and October 25 reports. The first such report shall include all contributions received and expenditures made beginning January 1 of such calendar year.
3. If such candidate or campaign committee accepts a combined total of contributions exceeding \$5,000.00 or makes expenditures exceeding \$5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

County level filings are made to the County Election Superintendent.

Note: In any county in which the county board of elections does not maintain an office open to the public during normal business hours for five days a week, the reports shall be filed in the office of the judge of the probate court of that county.

Municipal level filings are made to the Municipal Clerk, if there is no clerk, with the chief executive officer of the municipality.

How to Complete the CDR – General Information

Contributions

Reference: O.C.G.A. § 21-5-3 (7)

"Contribution" means a gift, subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value conveyed or transferred for the purpose of influencing the nomination for election or election of any person for office, bringing about the recall of a public officer holding elective office or opposing the recall of a public officer holding elective office, or the influencing of voter approval or rejection of a proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state or in a county or a municipal election in this state.

The term specifically shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis.

The term "contribution" shall include other forms of payment made to candidates for office or who hold office when such fees and compensation made can be reasonably construed as a campaign contribution designed to encourage or influence a candidate or public officer holding elective office.

The term "contribution" shall also encompass transactions wherein a qualifying fee required of the candidate is furnished or paid by anyone other than the candidate.

Reference: O.C.G.A. § 21-5-30

Contributions of money received by a candidate or a committee must be deposited in a campaign depository account opened and maintained by the candidate or the campaign committee.

The account may be an interest bearing account and any interest earned must be reported.

The candidate or treasurer of each campaign committee must keep detailed accounts, current within not more than five days after the receipt of a contribution or the making of an expenditure, of all contributions or expenditures.

The candidate or committee treasurer must also keep detailed accounts of all deposits made to the separate campaign depository account including all interest earned.

Reporting Contributions

For contributions of more than \$100.00 the information reported must list contributor's name and mailing address, PAC affiliation (if applicable), date the contribution is received, type of contribution (monetary, in-kind, loan, common source, credit received on loan), the occupation and employer of the contributor, election cycle (Primary, General, Special, etc.), cash amount or in-kind estimated value & description.

Contributions \$100.00 or less are added together and placed in the prescribed box on the Summary Report page

The law requires listing of contributions from the same contributor which, though individually are \$100.00 or less, when taken with previous contributions from the same contributor during the calendar year cumulatively are more than \$100.00.

Personal use of contributions under any circumstances is prohibited.

A candidate may use his personal money or resources without limitations to finance a campaign or to supplement contributions received from others. Such use of personal funds by a candidate is a campaign contribution, and all such contributions must be reported.

A candidate's contribution of personal funds of more than \$100.00 must be recorded and disclosed as contributions from the candidate on the "Listed Contributions Page".

Use of personal funds by a candidate \$100.00 or less must be included in the Summary Report's box for aggregated contributions \$100.00 or less.

An ***in-kind*** contribution is anything of value, other than money in any form, transferred to the candidate or campaign committee.

Examples of in-kind contributions are loan of an airplane, allowing the use of office space, and free preparation of campaign posters.

Valuation of in-kind contributions should reflect what the goods or services would have cost if they had been obtained commercially through an arm's length transaction.

In-kind contributions of more than \$100.00 require all the same information as monetary contributions and are listed in full on the itemized contribution page of the CCDR.

Be sure to provide an accurate estimated value and a clear description.

In-kind contributions \$100.00 or less are aggregated on the Summary Report page of the CCDR.

Examples of Contributions:

Monetary: Money deposited into the campaign account.

Full Name of Contributor Mailing Address (Committee Affiliation)	Date Received Contribution Type	a. Occupation & b. Employer	Election	Cash Amount	Estimated Value	In-Kind Description
Tester, Beta 200 piedmont Ave. Atlanta, GA 30334	5/25/2014 Monetary	a. Teacher b. CFC	Primary 2014	\$1,200.00	\$0.00	

In-kind: Goods or services given to the campaign.

Tester, Beta 200 piedmont Ave. Atlanta, Ga 30334	5/25/2014 In-Kind	a. Teacher b. CFC	Primary 2014	\$0.00	\$500.00	qualifying fee paid from personal funds
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Credit Received on Loan (Forgiveness of Debt)

Tester, Beta 200 piedmont Ave. Atlanta, GA 30334	4/21/2014 Credit Received on Loan	a. Teacher b. CFC	Primary 2014	\$0.00	\$250.00	\$250 forgiveness of debt on personal loan to campaign
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Bank notes and loans

The Campaign Finance Act classifies proceeds of a loan, advance, or other extension of credit as contributions, if these proceeds are used to influence the election or nomination for election of any person to public office in Georgia.

The CCDR must show the name of the lending institution or party making the advance of credit; the amount of the loan; lender's name and address; names, mailing addresses, occupations and places of employment of all persons having any liability for repayment. **NOTE:** Any person having liability for repayment who also has a fiduciary relationship to the lender shall be identified and the relationship specified in the report.

Example of Loan Reporting

Name of Lender	Date of Loan	Person(s) responsible for repayment of loan	Occupation & Place of Employment
Mailing Address	Amount of Loan		Fiduciary Relationship
	Election Cycle	Mailing Address	
Chattahoochee Bank of Georgia 643 E Butler Parkway PO Box 2397 Gainesville, GA 30503-	3/15/2014 \$250,000.00 Primary 2014		
		Sally Smith PO Box 123 Atlanta, GA 30503	Retired: Retired None

Common Source

The Ethics in Government Act also requires the aggregation and reporting of separate contributions of \$100.00 or less which are knowingly received from a **COMMON SOURCE**.

Members of the same family, firm or partnership or employees of the same individual, company, firm, corporation or other association or group are considered a common source.

However, the purchase of tickets for not more than \$25.00 each and for attendance at a fundraising event by members of the same family, firm, or partnership or employees of the same person shall not be considered to be contributions from a common source except to the extent that tickets are purchased as a block.

Example of Common Source:

Full Name of Contributor	Date Received	a. Occupation & Election	Cash	Estimated	In-Kind Description
Mailing Address (Committee Affiliation)	Contribution Type	b. Employer	Amount	Value	
3 partners of Smith, Booth, & Hall, (Common Source) John Smith, Larry Booth, & John Hall gave \$50.00 each as partners of law firm (Specific) 123 Main St Atlanta, GA 30334	5/1/2014		\$150.00	\$0.00	
	Common Source				
		Primary 2014			

Reference: O.C.G.A. § 21-5-43 (3)

In order to allocate contributions to a past election, the candidate shall have outstanding campaign debt from the previous election.

Any ***outstanding indebtedness*** is recorded on the CCDR. The Election Cycle and Election Year are required information. When you respond to the requirements of the form you are simply:

1. entering the amount (if any) of outstanding indebtedness at the beginning of the reporting period
2. adding to this the amount of any loans received during this reporting period
3. adding to this the amount of deferred payments of expenses (if any) made during this reporting period
4. then subtracting the amount of payments made on loans (if any) during this reporting period
5. and then subtracting the amount of any credits received on loans (if any) during this reporting period
6. and finally you subtract the amount of any payments made this reporting period on previously deferred expenses

This will provide you with the total outstanding indebtedness for the beginning of the next reporting period.

Reference: O.C.G.A. § 21-5-41 (h)

Millionaires Clause

Any candidate or campaign committee who incurs loans on or after January 9, 2006, in connection with the candidate's campaign for election shall not repay, directly or indirectly, such loans from any contributions made to such candidate or any authorized committee of such candidate after the date of the election for which the loan was made to the extent that such loans exceed \$250,000.00. (Can pay back after the election, but only up to \$250,000.00)

Expenditures

Reference: O.C.G.A. § 21-5-3 (12)

"Expenditure" means a purchase, payment, distribution, loan, advance, deposit, or any transfer of money or anything of value made for the purpose of influencing the nomination for election or election of any person, bringing about the recall of a public officer holding elective office or op-posing the recall of a public officer holding elective office, or the influencing of voter approval or rejection of a proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in this state or in a county or a municipal election in this state.

The term specifically shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis.

The term "expenditure" shall also include the payment of a qualifying fee for and on behalf of a candidate.

Reference: O.C.G.A. § 21-5-3 (18)

"Ordinary and necessary expenses" shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except as restricted under sub-section (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

Reporting Expenditures

For expenditures of more than \$100.00 the information reported must list the name and mailing address of the recipient, date of the expenditure, type of expenditure (expenditure, loan refund, refund, reimbursement, credit card, 3rd party, deferred payment or payment on deferred expense), the occupation or place of employment of the recipient, the expenditure purpose and the amount paid.

The expenditure purpose must be reported with such detail as to show the expenditure made is a lawful use of campaign funds.

A candidate or treasurer of a campaign committee must keep detailed accounts of all expenditures made. Detailed accounts must also be kept of all withdrawals from the campaign banking account.

All expenditures, which are individually \$100.00 or less, must be totaled and placed in the prescribed box on the Summary Report page.

Remember to report campaign expenses as **expenditures** on the disclosure report for the time period when anything of value (goods or services provided to the campaign) is received **even if payment is deferred.**

Examples of Expenditures:

Expenditure: Money spent out of the campaign account.

Name of Recipient Mailing Address	Expenditure Date Expenditure Type	Occupation & Employer	Election	Expenditure Purpose	Amount
Smith, Sally 123 Main St Atlanta, GA 30334	5/25/2014 Expenditure	sales assoc. ABC store	Primary 2014	marketing materials	<u>\$1,200.00</u>

In-kind: Goods or services that have been expended (previously reported as an in-kind contribution)

Tester, Beta 123 S Ave Atlanta, GA 30334	4/2/2014 In-Kind \$400.00	none none	Primary 2014	qualifying fee	\$0.00
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Reimbursement

Jones, Me 123 Main St Atlanta, GA 30334	6/20/2014 Reimbursement	construction worker Jones Co.	Primary 2014	reimbursed in-kind expenditure for qualifying fee	\$450.00
<i>Secretary of State</i> 200 Piedmont Ave Atlanta, GA 30334	5/25/2014 End Recipient \$450.00			qualifying fee	\$0.00

Refund

Committee to Elect Bob 1 N Ave Atlanta, GA 30334	3/23/2014 Refund		Primary 2014	check returned to campaign- NRA	(\$350.00)
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Campaigns Credit Card

Wells Fargo, Campaign to Elect Beta 2 Main St. Atlanta, GA 30334	3/25/2014 Credit Card	none none	Primary 2014	campaign purchases	\$2,500.00
<i>ABC Mart</i> 123 S Lane Atlanta, GA 30334	3/21/2014 End Recipient \$250.00			business cards	\$0.00
<i>Wal-Mart</i> 123 Wal-Mart Lane Atlanta, GA 30334	2/25/2014 End Recipient \$250.00			goods for fundraiser	\$0.00
<i>ABC Media</i> 3 South Hampton Dr. Atlanta, GA 30334	3/2/2014 End Recipient \$2,000.00			advertising	\$0.00

Loan Repayment

Smith, Bob 123 ABC Lane Atlanta, GA 30334	3/31/2014 Loan Repayment	teacher ABC academy	Primary 2014	payment on personal loan	\$200.00
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Deferred Payment of Expenses

Anything of value that is received by, provided to, furnished to, or conveyed to or on behalf of a candidate or campaign committee is required to be reported on the campaign contribution disclosure report for the time period in which the thing of value is provided.

Deferred Expense

Sanders, Mark 3 S apple st. Atlanta, GA 30334	3/25/2014 Deferred Payment \$250.00	manager sanders supplies	Primary 2014	sign materials	<u>\$0.00</u>
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Payment on Deferred Expense

Sanders, Mark 3 S apple st. Atlanta, GA 30334	3/25/2014 Deferred Payment \$250.00	manager sanders supplies	Primary 2014	sign materials	\$0.00
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Paying Off Campaign Debt

Candidates who have chosen the option of separate accounting may not use contributions earmarked for a future election to pay debts from a prior election, unless and until the election for which the separately accounted for contributions were earmarked has been held, **and** campaign obligations remain outstanding from a prior election.

If, following a candidate's last election in an election cycle, the candidate's campaign funds are insufficient to pay all campaign obligations incurred prior to the election; the candidate may accept contributions which will be attributed to the contribution limits for such last election. However, contributions attributable to such last election may not be accepted in excess of the amount necessary to retire the campaign debt remaining from such last election.

Excess Contributions

Reference: O.C.G.A. § 21-5-33

Contributions received for an election beyond the candidate's next upcoming election

may also open, but are not required to open, a separate campaign depository account for each election for which contributions are accepted and allocated beyond their next upcoming election.

If the candidate has accepted contributions which were separately accounted for and held pending the results of a preceding election, such contributions must be returned in full to the original contributors thereof if either of the following are true:

1. The election for which the contributions were accepted will not be held.
2. The candidate for whom the contributions were accepted is not on the ballot in the election for which the contributions were accepted.

Any refunds which are required must be made within thirty (30) days of any determination that the election for which the contributions were accepted will not be held, or within thirty (30) days of an event which determines that the candidate for whom the contributions were accepted will not be on the ballot in the election for which the contributions were accepted.

If refunds are from non-interest bearing accounts, such refunds shall be made without interest. However, in the event the contributions to be refunded have been maintained in an interest bearing account, all interest generated thereon shall be distributed pro rata along with full refunds to each of the original contributors.

Any refund which cannot be delivered to the original contributor due to lack of a forwarding address shall be treated as excess funds and only expended in a manner authorized for disposition of excess funds.

At the conclusion of an election, excess contributions may be spent on subsequent elections in the same election cycle. If there are no remaining elections in the election cycle, or even if there are remaining elections but the candidate will not be on the ballot for any election remaining in the election cycle, all excess contributions remaining after payment of campaign expenses must be disposed of following the law governing “excess contributions.”

What you may do with excess contributions

Contributions received by candidates or their campaign committees, or a public officer, and any interest earned on the contributions can be used only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer to the candidate’s campaign committee, incurred in connection with the candidate’s campaign for elective office or a public officer’s fulfillment or retention of the office.

All excess contributions may only be used as follows:

1. As contributions to any charitable organization -----this includes educational, eleemosynary (supported by or depending on charitable gifts), and nonprofit organizations.
2. For transferal without limitation to any national, state, or local committee of any political party or to any candidate.
3. For transferal without limitation to persons making such contributions, not to exceed the total amount cumulatively contributed by each such contributor.
4. For use in future campaigns for only that elective office for which those contributions were received. (These funds cannot be used to run for a different office.)
5. For repayment of any prior campaign obligations incurred as a candidate.

Disposition of contributions.

Reference: O.C.G.A. §21-5-33

(a) Contributions to a candidate, a campaign committee, or a public officer holding elective office and any proceeds from investing such contributions shall be utilized only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer holding elective office to the campaign committee of such candidate or such public officer, incurred in connection with such candidate's campaign for elective office or such public officer's fulfillment or retention of such office.

(b)(1) All contributions received by a candidate or such candidate's campaign committee or a public officer holding elective office in excess of those necessary to defray expenses pursuant to subsection (a) of this Code section and as determined by such candidate or such public officer may only be used as follows:

- (A) As **contributions to any charitable organization** described in 26 U.S.C. 170(c) as said federal statute exists on March 1, 1986, and which additionally shall include educational, eleemosynary, and nonprofit organizations;
- (B) Except as otherwise provided in subparagraph (D) of this paragraph, for **transferal without limitation to any national, state, or local committee of any political party or to any candidate;**
- (C) For **transferal without limitation to persons making such contributions,** not to exceed the total amount cumulatively contributed by each such transferee;
- (D) For **use in future campaigns for only that elective office for which those contributions were received.** With respect to contributions held on January 1, 1992, or received thereafter, in the event the candidate, campaign committee, or public officer holding elective office has not designated, prior to receiving contributions to which this Code section is applicable, the office for which campaign contributions are received thereby, those contributions shall be deemed to have been received for the elective office which the candidate held at the time the contributions were received or, if the

candidate did not then hold elective office, those contributions shall be deemed to have been received for that elective office for which that person was a candidate most recently following the receipt of such contributions; or
(E) For **repayment of any prior campaign obligations incurred as a candidate.**

(2) Any candidate or public officer holding elective office may provide in the will of such candidate or such public officer that the contributions shall be spent in any of the authorized manners upon the death of such candidate or such public officer; and, in the absence of any such direction in the probated will of such candidate or such public officer, the contributions shall be paid to the treasury of the state party with which such candidate or such public officer was affiliated in such candidate's or such public officer's last election or elective office after the payment of any expenses pursuant to subsection (a) of this Code section. Notwithstanding any other provisions of this paragraph, the personal representative or executor of the estate shall be allowed to use or pay out funds in the campaign account in any manner authorized in subparagraphs (A) through (E) of paragraph (1) of this subsection.

(c) Contributions and **interest** thereon, if any, **shall not constitute personal assets** of such candidate or such public officer.

(d)(1) Contributions received by a **campaign committee designed to bring about the recall of a public officer holding elective office or to oppose the recall of a public officer holding elective office or any person or to bring about the approval or rejection by the voters of any proposed constitutional amendment, a state-wide referendum, or a proposed question which is to appear on the ballot in any county or municipal election and any proceeds derived from investing such contributions** shall be utilized only to defray ordinary and necessary expenses associated with influencing the voters on such issue.

(2) All contributions received by a campaign committee as provided in paragraph (1) of this subsection in excess of those necessary to defray expenses relative to the influencing of voters on such issue as determined by the campaign committee may only be used as follows:

(A) Contributions to any charitable organization described in 26 U.S.C. 170(c) as such federal statute exists on March 1, 1986, and which additionally shall include educational, eleemosynary, and nonprofit organizations; or

(B) For repayment on a pro rata basis to persons making such contributions.

Termination Statement

Reference: O.C.G.A. § 21-5-34 (m)

Any person or entity which is required to be registered under this Code section shall file a termination statement together with its final campaign contribution disclosure report as required by this Code section within ten days of the dissolution of a campaign or committee.

The termination statement shall identify the person responsible for maintaining campaign records as required by this chapter.

The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness.

Two Business Days Report of Contributions Received (TBD)

This form is used to report contributions (including loans) of \$1,000.00 or more, if received between the last report due before an election and the election itself and must be reported within two business days of receipt and also reported on the next succeeding regularly scheduled campaign contribution disclosure report.

Reference: O.C.G.A. § 21-5-34 (c) (2) (C)

During the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of such election, all contributions of \$1,000.00 or more shall be reported within two business days of receipt to the location where the original disclosure report for such candidate or committee was filed and also reported on the next succeeding regularly scheduled campaign contribution disclosure report.

The following identifying information is required:

- ✓ Full name of the contributor
- ✓ Mailing address of the contributor
- ✓ PAC affiliation if applicable
- ✓ Date contribution was received
- ✓ Type of contribution (Monetary, In-Kind or Loan)
- ✓ Occupation & employer of the contributor
- ✓ Election (Primary, Primary Run-Off, General, General Run-Off, etc.)
- ✓ Amount of contribution

Unless eFiled, the form must be signed and dated. Notarization is not required.

Reports required to be filed within two business days of a contribution shall be reported by facsimile or electronic transmission. Any facsimile filing shall also have an identical electronic filing within five business days following the transmission of such facsimile filing.

No grace period shall apply to contributions required to be reported within two business days.

If filing with the Campaign Finance Commission, please fax to 404-463-1988.

If you are a candidate for a local office, please contact your local filing entity for a fax number.

Personal Financial Disclosure Statements (PFD)

Reference: O.C.G.A. § 21-5-50

Who Needs To File a Financial Disclosure Statement?

Every public officer and every candidate for election as a public officer must file a financial disclosure statement covering the period of the preceding calendar year. Only one financial disclosure statement is required per calendar year.

Every public officer who is an elected county official and every candidate for election as a county public official must file a financial disclosure statement with the election superintendent of the county of the election.

Every public officer who is an elected municipal official and every candidate for election as a municipal public official must file a financial disclosure statement with the municipal clerk or, if there is no clerk, with the chief executive officer of the municipality of election.

A candidate for a local public office shall file a financial disclosure statement not later than the fifteenth day following the day on which the candidate qualifies.

All state and local public officers shall file a financial disclosure statement not before January 1 and not later than July 1 of each year that the public officer holds office, except the year in which the office holder is a candidate.

A Candidate at a state or local level must file no later than the fifteenth day following the date of qualifying as a candidate, a financial disclosure statement for the preceding calendar year.

A Candidate for Public Office elected statewide must file their Personal Financial Disclosure Statement with the Commission not later than seven days after qualifying as a candidate, a financial disclosure statement. Each person who qualifies as a candidate for election to a public office elected state wide through a nomination petition or convention shall likewise file a financial disclosure statement not later than seven days after filing his or her no-tice of candidacy. Statewide candidates must disclose more information than other candidates for public office on the personal financial disclosure statement.

An Elected Public Officer must file a Personal Financial Disclosure Statement between January 1 and July 1.

There is no grace period for a Personal Financial Disclosure Statement.

If the public officer chooses not to run for re-election, no financial disclosure statement needs be filed in the year qualifying to succeed him/her takes place.

All state-wide elected officials and members of the General Assembly shall file a PFD electronically with the Georgia Government Transparency & Campaign Finance Commission.

(Filers must complete and mail in an original Financial Disclosure PIN Application prior to filing electronically.)

City and county public officers and each person who qualifies as a candidate for election as a city or county public officer shall file with the appropriate local filing entity a PFD for the preceding calendar year.

When a PFD is filed electronically, no paper copy of the PFD is required to be filed.

Violating the Campaign Finance Act

Any person having knowledge of a violation of the Campaign Finance Act may file a sworn, written complaint with the Georgia Government Transparency & Campaign Finance Commission, identifying the person filing the complaint, the party or parties alleged to have committed the violation, and the facts which show violation of the Act.

The Commission will then provide a copy of the complaint to the party complained against who may respond in writing.

If after a preliminary investigation and hearing, the Commission determines that there are not reasonable grounds to believe that the Campaign Finance Act has been violated, the Commission will dismiss the complaint.

If the Commission determines that there are reasonable grounds to believe that the Campaign Finance Act has been violated, the matter will be resolved by consent order, compliance order, or set down for an Administrative Procedure Act hearing unless the Commission disposes of the case by issuing a cease and desist order. At all Administrative Procedure Act hearings all parties responding to charges will, after written notice, have the opportunity to be heard and present evidence.

If after reaching a final decision on the complaint, the Commission finds that a violation has occurred, it has authority to, among other things:

1. Direct compliance by the violator
2. Direct the violator to make public corrected statements or reports
3. Make public its conclusion that a violation has occurred
4. Issue an order requiring the violator to cease and desist from committing further violations

5. Order payment of a civil penalty not to exceed \$1000.00 for each violation contained in any report required by the Campaign Finance Act or for each failure to comply with any provision or of any rule or regulation promulgated within the Act

A civil penalty not to exceed \$10,000.00 may be imposed for a second occurrence of a violation of the same provision.

A civil penalty not to exceed \$25,000.00 may be imposed for EACH third or subsequent occurrence of a violation of the same provision.

For the purpose of the penalties imposed by this division, the same error, act, omission, or inaccurate entry shall be considered a single violation if the error, act, omission, or inaccurate entry appears multiple times on the same report or causes further errors, omissions, or inaccurate entries in that report or in any future reports or further violations in that report or in any future reports.

2015 PLANNER

CANDIDATES

CONGRATULATIONS on becoming a candidate!

Did you know as a candidate you have registration, reporting, and recording keeping requirements? Did you know, if you fail to timely file, you could be subject to statutory late fees?

We have provided for you an educational planner. Enclosed is a break down of registration forms and reporting requirements to assist you in achieving compliance with the ACT. You can keep track of pertinent facts and dates; manage your day; and stay on top of your to-do lists.

THANK YOU for choosing the Georgia Government Transparency & Campaign Finance Commission (GGT & CFC) planner to help you have a well-organized and successful year.

For more information, please visit us at www.ethics.ga.gov

PERSONAL INFORMATION

General Information

name _____
address _____
phone _____ (home) _____ (cell)
email _____

Emergency Contacts

name _____
address _____
phone _____ (home) _____ (cell)
email _____

name _____
address _____
phone _____ (home) _____ (cell)
email _____

CONTACTS

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

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phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

name _____

address _____

phone _____ (cell) _____ (office)

email _____

GGT & CFC FACTS

How Do You Achieve Candidate Status?

For the purposes of reporting, a candidate is a filer in an Election Year. There are four ways you can achieve candidate status for the purposes of reporting. Ask yourself...

- Have you filed a [Declaration of Intention to Accept Campaign Contributions form?](#)
- Have you qualified for election or qualified for nomination for election?
- Have you received [contributions](#) or made [expenditures](#) designed to bring about your election or nomination for election?
- Have you authorized a [campaign committee](#) to receive contributions or make expenditures designed to bring about your election or nomination for election?

All of these actions confer candidate status. If you answered YES to any of the questions above, even if you have not yet formally qualified as a candidate, you are required to file Campaign Contribution Disclosure Reports. The definition by the ACT for Candidate is found under O.C.G.A. 21-5-3(4).

Now That I Have Achieved Candidate Status... What's Next?

If you have not done so already, file a [Declaration of Intention to Accept Contributions – Form DOI](#)
Reference: O.C.G.A. § 21-5-30 (g)

Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. No such declaration is required of persons who are public officers and who plan to run for the same public office they currently hold. Form DOI is filed with the Commission if you are running for state/statewide office and with your local filing entity if running for a local office.

If you are filing at a state/statewide level, file a [PIN Application for e-filing CCDR & PFD \(Candidates / Elected Officials\)](#)

This form allows access to the Commission's online e-Filing system for Campaign Contribution Disclosure Reports and Personal Financial Disclosure Statements. [Form CCDR/PFD PIN Application is filed with the Commission by State and Statewide filers only.](#) Once the application has been processed by Commission staff, you will receive two emails: one that has a Filer ID that starts with the letter "C" to file your CCDRs and one that has a Filer ID that starts with the letter "F" to file your PFD.

File a form for [Choosing Option of Separate Accounting - Form COOSA](#)
Reference: O.C.G.A. § 21-5-43 (a) (2)

A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form with the Commission prior to accepting contributions for any election other than the candidate's next upcoming election. A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.

Do I Need To Form A Candidate Committee?

If you have designated someone to file your reports or if anyone is collecting your contributions or expending your contributions, you have a campaign committee.

File a [Registration Form for a Candidate's Campaign Committee -Form RC.](#)

Reference: O.C.G.A. § 21-5-3(2) and O.C.G.A. § 21-5-30(b)

The term “campaign committee” as it relates to the candidate means the candidate, person(s) or committee which accepts contributions or makes expenditures for the purpose of bringing about the nomination or election of an individual to any elected office. If a candidate has a campaign committee, the name and address of the committee, its chairperson, treasurer and the candidate must be registered with the Commission prior to accepting any contributions. Any substantive changes to registration information of a committee must be updated with the Commission within 7 business days.

- “Registration Form for a Candidate’s Campaign Committee” is filed with the Commission.
- No candidate may have more than one campaign committee.
- No contributions may be accepted at any time there is a vacancy in either the position of chairperson or treasurer. One person may serve as both chairperson and treasurer.

When a candidate is elected to office, the candidate’s campaign committee registration will remain in effect as long as the candidate remains in office until and unless the registration is canceled by the campaign committee or the candidate.

Campaign Record Keeping

Detailed records must be kept of all contributions received and expenditures made. Records must be maintained by the candidate or treasurer of a campaign committee and may be inspected by the Commission at any time. The right of inspection may be enforced by the Courts in the State of Georgia. Records of the accounts kept by a candidate or candidate’s committee are required to be preserved for three years from the termination date of the candidate’s campaign. However, since public disclosures are maintained for not less than five years, candidates are advised to keep records for at least five years.

Contributions of money received by the candidate or the candidate’s campaign committee must be promptly deposited in a **separate campaign depository account** (*separate from the personal banking account of the candidate*) opened and maintained for this purpose. The account may be an interest bearing account and any interest earned will be deemed a contribution to the campaign committee; interest earned is not payable to the candidate.

Use of Campaign Funds

Ordinary and Necessary - O.C.G.A. § 21-5-3 (18)

Ordinary and necessary expenses shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except, as restricted under subsection (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

Disposition of Contributions - O.C.G.A. § 21-5-33

Contributions to a candidate, a campaign committee, or a public officer holding elective office and any proceeds from investing such contributions shall be utilized only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer holding elective office to the campaign committee of such candidate or such public officer, incurred in connection with such candidate's campaign for elective office or such public officer's fulfillment or retention of such office.

All contributions received by a candidate or such candidate's campaign committee or a public officer holding elective office in excess of those necessary to defray expenses may only be used as follows:

- Contribution to a charitable organization;
- Transfer to national, state, or local committee of any political party;
- Pro rata repayment to persons making such contribution;
- Use in future campaigns for the same office;
- Repayment of any prior campaign debt.

Anonymous Contribution

Anonymous contributions are prohibited. Any cash contribution received by a candidate who fails to record the name and address of the contributor and the amount of the contribution is an anonymous contribution.

If an anonymous contribution is received it must be transmitted to the Office of Treasury and Fiscal Services 200 Piedmont Ave, Suite 1202 West Tower, Atlanta, GA 30334. Telephone # (404) 656-2168. The recipient must also notify the Commission of the receipt of the contribution and its subsequent transmittal to the office of Treasury and Fiscal Services.

Maximum Contribution Limits

The Act, specifically O.C.G.A. § 21-5-41(k) directs the Commission to raise or lower the maximum contribution limits set forth in O.C.G.A. § 21-5-41 by \$100 increments based on inflation or deflation as determined by the Consumer Price index published by the US Dept. of Labor's Bureau of Labor Statistics. Such limitations shall apply until they subsequently reviewed by the Commission.

No person, corporation, political committee, or political party shall make, and no candidate or campaign committee shall receive from any such entity, contributions to any candidate for state-wide elected office which in the aggregate for an election cycle exceed:

Candidates for State-Wide Offices

(Statewide candidates include: Governor, Attorney General, Commissioner of Agriculture, Commissioner of Insurance, Commissioner of Labor, Lieutenant Governor, Public Service Commission, Secretary of State, State School Superintendent, Judges of Supreme Court and Judges of Court of Appeals.)

- Six thousand three hundred dollars (\$6,300.00) for a primary election
- Three thousand seven hundred dollars (\$3,700.00) for a primary run-off election
- Six thousand three hundred dollars (\$6,300.00) for a general election
- Three thousand seven hundred dollars (\$3,700.00) for a general run-off election

Candidates for All Other Offices

- Two thousand five hundred dollars (\$2,500.00) for a primary election
- One thousand three hundred dollars (\$1,300.00) for a primary run-off election
- Two thousand five hundred dollars (\$2,500.00) for a general election
- One thousand three hundred dollars (\$1,300.00) for a general run-off election

Reporting Requirements

Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures: A candidate for nomination or election to a public office or the chairperson or treasurer of a campaign committee organized to bring about the nomination or election of such candidate signs and files with the appropriate official. A written notice that such candidate or campaign committee does not intend to accept during such election cycle a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500.00 for the campaign in such election cycle.

Affidavit of Incumbent Not Seeking Re-Election: This affidavit is filed by incumbents who choose not to seek reelection in their election year. Once filed, the incumbent files according to the non-election year filing schedule.

Campaign Contribution Disclosure Report (CCDR): A CCDR is a report filed with the appropriate filing office by a candidate; public official; or the chairperson or treasurer of a campaign committee setting forth all expenditures and contributions. Itemize all contributions and expenditures more than \$100.00 and aggregate totals of all contributions and expenditures \$100.00 or less.

Personal Financial Disclosure Statement (PFD): Every public officer and every candidate for election as a public officer must file a PFD covering the period of the preceding calendar year. Only one PFD is required per calendar year.

Two Business Day Report (TBD): The TBD Report addresses the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of the election. The TBD Report requires the disclosure of all contributions (including loans) of \$1,000.00 or more and must be reported within two-business days of receipt of the contribution. Don't forget that the contribution must be reported on the next succeeding regularly scheduled Campaign Contribution Disclosure Report also.

A TBD must be sent by facsimile or electronic transmission (eFile) within two business days of receipt of contribution. Any facsimile filing shall also have an identical electronic filing within five business days following the transmission of such facsimile filing. Local filers should submit the TBD report to their local filing office. State/Statewide filers should file with the Commission.

Termination Statement: All campaigns and committees must file a termination statement within ten days of the dissolution of a campaign or committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Act. The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness. This report is called the Final Report & Termination Statement.

FILING SCHEDULE

File schedule for CCDRs (Local Candidates)

- Less than \$2,500.00—File the Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures.
- More than \$2,500.00 but Less than \$5,000.00—File June 30th and October 25th reports each
- More than \$5,000.00—File all reports as prescribed by the ACT.

File schedule for CCDRs (Local Candidates)

In an [Election Year](#), Campaign Contribution Disclosure Reports are due January 31, March 31, June 30, September 30, October 25, and December 31. Campaign Contribution Disclosure Reports (other than during a Run-Off) have a five day grace period.

If you are in a [Run-Off Election](#), you are required to file a Campaign Contribution Disclosure Reports 6 days before the run off. A Run-Off report has a two day grace period.

If you are in a [Special Election](#), you are required to file a Campaign Contribution Disclosure Reports 15 days before the Special Election and again December 31. A Personal Financial Disclosure Statement is due not later than 15 days after you qualify; unless you are running for a Statewide position which then your Personal Financial Disclosure Statement is due not later than 7 days after you qualify. A Personal Financial Disclosure Statement does not have a grace period.

In a [Non-Election Year](#), Campaign Contribution Disclosure Reports are due January 31 and June 30. A Personal Financial Disclosure Statement is due between January 1 and July 1.

Late Fees

Graduated late fees of \$125, \$250 and \$1,000 are imposed by the person or entity with which filing is required for failure to timely file CCDRs and PFDs:

- A \$125.00 filing fee is imposed on the first day a report is late.
- An additional \$250.00 if not filed by the 15th day after the due date of the report.
- An additional \$1,000.00 if not filed by the 45th day after the due date of the report.

CCDR Late Fees CAN be paid from campaign funds. PFD Late Fees CANNOT be paid from campaign funds.

Civil Penalties

A civil penalty can be assessed by the commission in a consent order and cannot be paid with campaign funds:

JANUARY 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK				01 NEW YEAR'S DAY (GGT & CFC Closed) Period to File PFD Starts	02	03/04
WEEK	05	06	07	08	09	10/11
WEEK				Grace Period Ends for Dec. 31, 2014 CCDR Filing	\$125 Fee for Late Dec. 31, 2014 CCDR Filing	
WEEK	12	13	14	15	16	17/18
WEEK				Additional \$250 Fee for Late Dec. 31, 2014 CCDR Filing		
WEEK	19 MARTIN LUTHER KING, JR. & ROBERT E. LEE'S BIRTHDAY (GGT & CFC Closed)	20	21	22	23	24/25
WEEK						
WEEK	26	27	28	29	30	31/
WEEK						Election & Non-Election Year: CCDR Due
WEEK						
WEEK						

FEBRUARY 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK						00/01
NOTES						
WEEK	02	03	04	05	06	07/08
NOTES					Grace Period Ends for Jan. 31 CCDR Filing	\$125 Fee for Late Jan. 31 CCDR Filing
WEEK	09	10	11	12	13	14/15
NOTES						Additional \$1000 Fee for Late Dec. 31, 2014 CCDR Filing Additional \$250 Fee for Late Jan. 31 CCDR Filing
WEEK	16 WASHINGTON'S BIRTHDAY	17	18	19	20	21/22
NOTES						
WEEK	23	24	25	26	27	28/
NOTES						
WEEK						
NOTES						

MARCH 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK						00/01
NOTES						
WEEK	02	03	04	05	06	07/08
NOTES						
WEEK	09	10	11	12	13	14/15
NOTES						
WEEK	16	17	18	19	20	21/22
NOTES		Additional \$1000 Fee for Late Jan. 31 CCDR Filing				
WEEK	23	24	25	26	27	28/29
NOTES						
WEEK	30	31				
NOTES		Election Year: CCDR Due				

APRIL 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK			01	02	03	04/05
NOTES						
WEEK	06	07	08	09	10	11/12
NOTES		Grace Period Ends for Mar. 31 CCDR Filing	\$125 Fee for Late Mar. 31 CCDR Filing			
WEEK	13	14	15	16	17	18/19
NOTES			Additional \$250 Fee for Late Mar. 31 CCDR Filing			
WEEK	20	21	22	23	24	25/26 Confederate Memorial Day
NOTES						
WEEK	27	28	29	30		
NOTES	(GGT & CFC Closed)					
WEEK						
NOTES						

MAY 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK					01	02/03
NOTES						
WEEK	04	05	06	07	08	09/10
NOTES						
WEEK	11	12	13	14	15	16/17
NOTES					Additional \$1000 Fee for Late Mar. 31 CCDR Filing	
WEEK	18	19	20	21	22	23/24
NOTES						
WEEK	25 MEMORIAL DAY (GGT & CFC Closed)	26	27	28	29	30/31
NOTES						
WEEK						
NOTES						

JUNE 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK						
WEEK	01	02	03	04	05	06/07
WEEK						
WEEK	08	09	10	11	12	13/14
WEEK						
WEEK	15	16	17	18	19	20/21
WEEK						
WEEK	22	23	24	25	26	27/28
WEEK						
WEEK	29	30				
WEEK		Election Year & Non- Election Year: CCDR Due				

JULY 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK			01	02	03 (GGT & CFC Closed)	04/05 INDEPENDENCE DAY
NOTES			Period to File PFD Ends	\$125 Fee for Late PFD Filing		
WEEK	06	07	08	09	10	11/12
NOTES			Grace Period Ends for Jun. 30 CCDR Filing	\$125 Fee for Late Jun. 30 CCDR Fil-		
WEEK	13	14	15	16	17	18/19
NOTES			Additional \$250 Fee for Late Jun. 30 CCDR Filing	Additional \$250 Fee for Late PFD Filing		
WEEK	20	21	22	23	24	25/26
NOTES						
WEEK	27	28	29	30	31	
NOTES						
WEEK						
NOTES						

AUGUST 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK						01/02
NOTES						
WEEK	03	04	05	06	07	08/09
NOTES						
WEEK	10	11	12	13	14	15/16
NOTES					Additional \$1000 Fee for Late Jun. 30 CCDR Filing	Additional \$1000 Fee for Late PFD Filing
WEEK	17	18	19	20	21	22/23
NOTES						
WEEK	24	25	26	27	28	29/30
NOTES						
WEEK	31					
NOTES						

SEPTEMBER 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK		01	02	03	04	05/06
	NOTES					
WEEK	07 LABOR DAY (GGT & CFC Closed)	08	09	10	11	12/13
	NOTES					
WEEK	14	15	16	17	18	19/20
	NOTES					
WEEK	21	22	23	24	25	26/27
	NOTES					
WEEK	28	29	30			
	NOTES		Election Year: CCDR Due			
WEEK						
	NOTES					

OCTOBER 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK				01	02	03/04
NOTES						
WEEK	05	06	07	08	09	10/11
NOTES			Grace Period Ends for Sep. 30 CCDR Filing	\$125 Fee for Late Sep. 30 CCDR Filing		
WEEK	12 COLUMBUS DAY (GGT & CFC Closed)	13	14	15	16	17/18
NOTES				Additional \$250 Fee for Late Sep. 30 CCDR Filing		
WEEK	19	20	21	22	23	24/25
NOTES						Election Year: CCDR Due
WEEK	26	27	28	29	30	31
NOTES					Grace Period Ends for Oct. 25 CCDR Filing	\$125 Fee for Late Oct. 25 CCDR Filing
WEEK						
NOTES						

NOVEMBER 2015

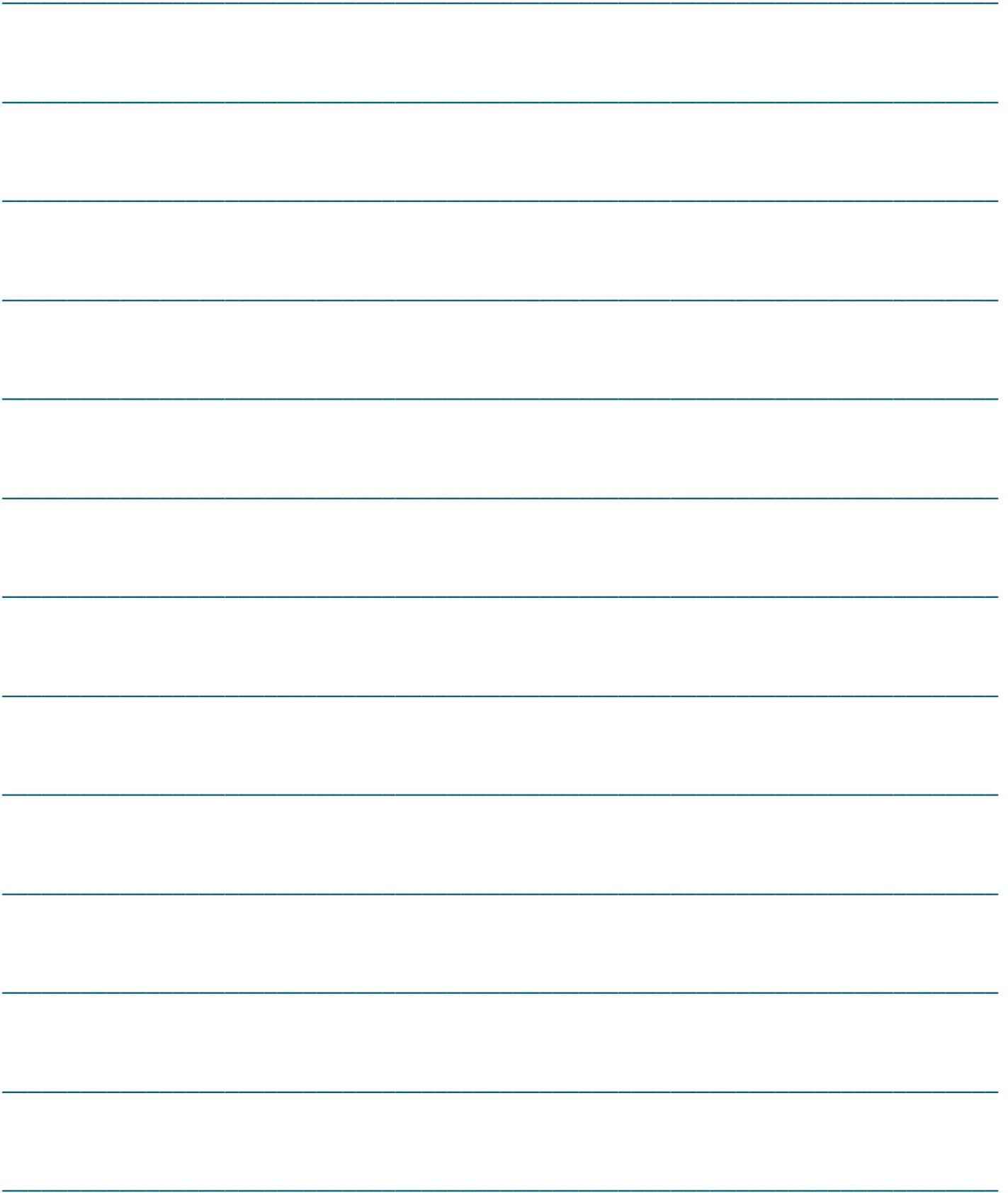
SUBJECT _____ PERIOD _____

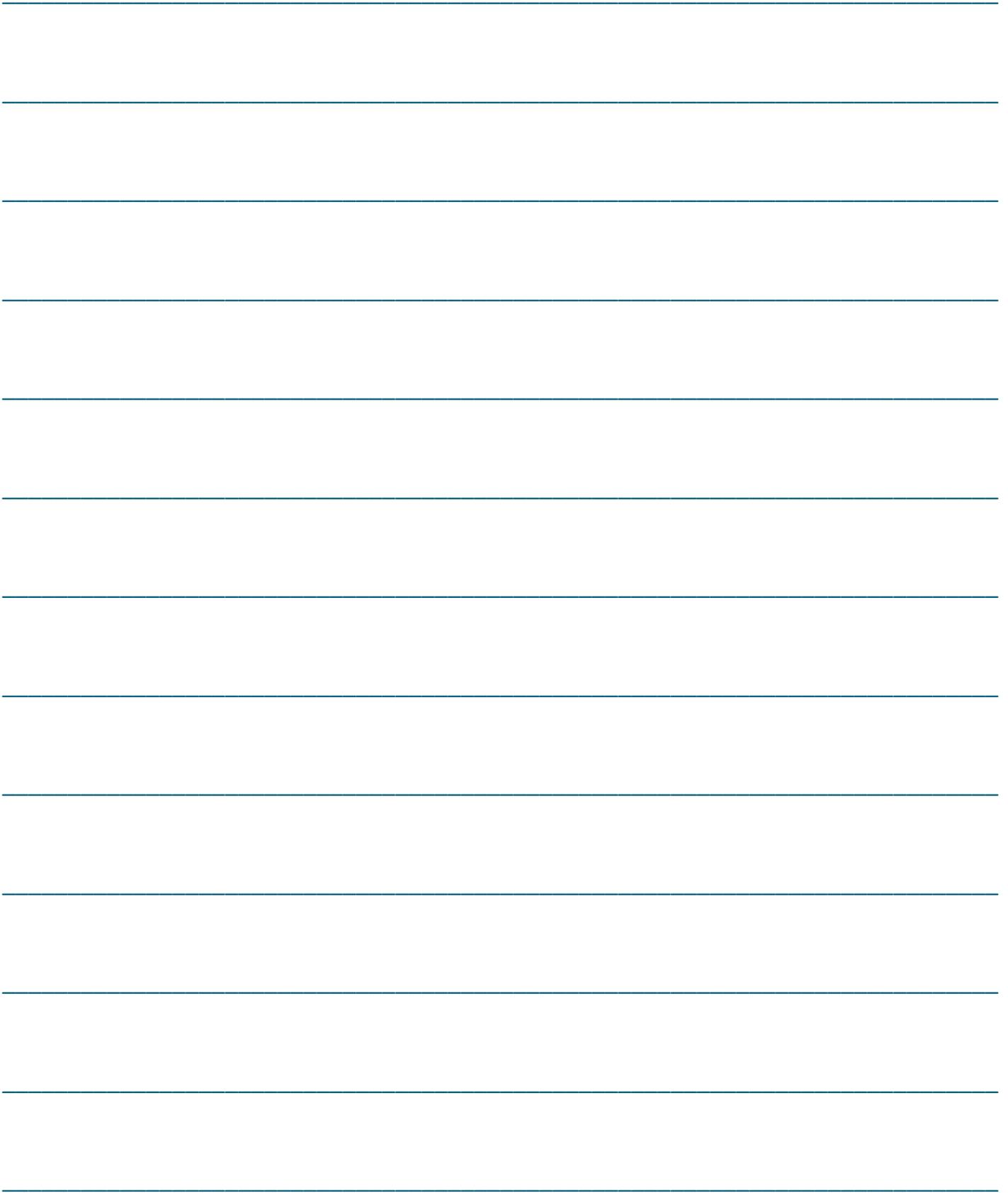
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK						/01
NOTES						
WEEK	02	03	04	05	06	07/08
NOTES						
WEEK	09	10	11 VETERANS DAY (GGT & CFC Closed)	12	13	14/15
NOTES	Additional \$250 Fee for Late Oct. 25 CCDR Filing					Additional \$1000 Fee for Late Sep. 30 CCDR Filing
WEEK	16	17	18	19	20	21/22
NOTES						
WEEK	23	24	25	26 THANKSGIVING DAY (GGT & CFC Closed)	27 (GGT & CFC Closed)	28/29
NOTES						
WEEK	30					
NOTES						

DECEMBER 2015

SUBJECT _____ PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK		01	02	03	04	05/06
NOTES						
WEEK	07	08	09	10	11	12/13
NOTES			Additional \$1000 Fee for Late Oct. 25 CCDR Filing			
WEEK	14	15	16	17	18	19/20
NOTES						
WEEK	21	22	23	24	25	26/27
NOTES				(GGT & CFC Closed)	CHRISTMAS DAY (GGT & CFC Closed)	
WEEK	28	29	30	31		
NOTES				Election Year: CCDR Due		
WEEK						
NOTES						





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Training Workshop or Webinar, visit
[http://media.ethics.ga.gov/training/
trainingSCHD.aspx](http://media.ethics.ga.gov/training/trainingSCHD.aspx)

Have additional questions? Contact us!

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