

## Orange County Campaign Contributions/Expenditures Reporting Guidelines

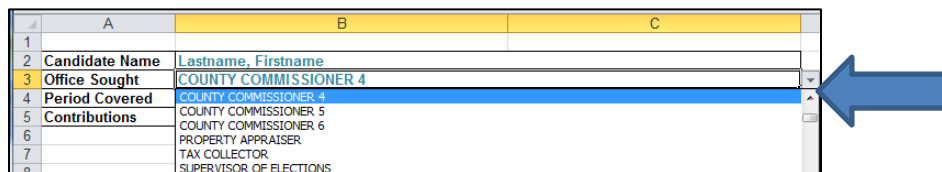
All candidates must submit their reports using the Orange County Electronic Filing Templates. The Contribution and Expenditure spreadsheet format is fixed and cannot be changed, however cells can be expanded to accommodate longer text. You will not be able to add columns or make any additional changes to the spreadsheet.

If the following instructions are not followed, you will be required to submit an amended report.

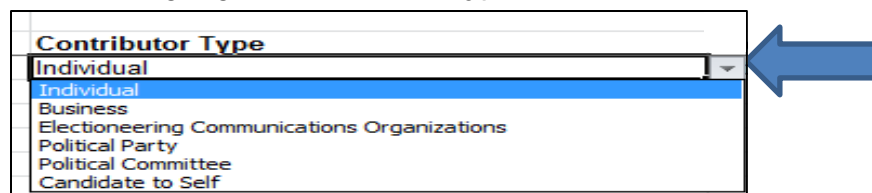
Below are the instructions for completing the sheets:

### Instructions for Contributions Spreadsheet

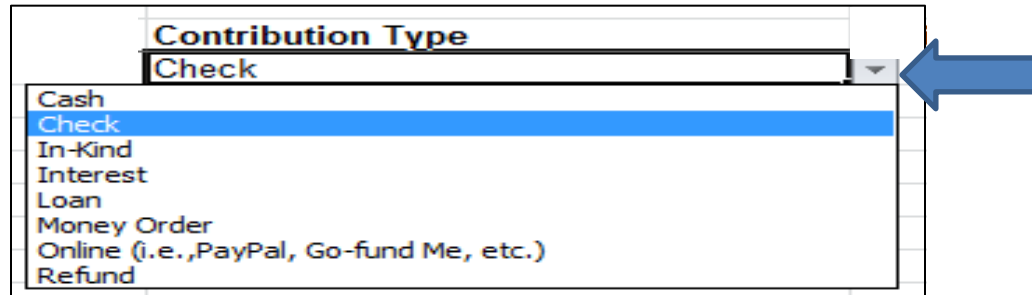
- Candidate Name: Enter Last Name, First Name (ex: Doe, John)
- Office Sought: Select the office sought from the drop down menu
  - Place cursor in the cell to display the drop down arrow to the right of the cell
  - Move cursor to highlight Office Sought



- Period Covered: Enter the entire reporting period using the format, mm/dd/yyyy (ex: 03/01/2017 to 03/31/2017)
- Date: Enter the date you received the contribution using the format, mm/dd/yyyy (ex: 03/10/2017)
- Contributor Name: Enter the contributor's name, first name then last name (ex: John Doe) or the business or organization name (ex: ABC Construction or One Way Charities)
  - You may expand the column to accommodate longer names
- Contributor Address: Enter the full MAILING address of the contributor, email or web addresses are not acceptable (ex: 119 W. Kaley St. Orlando, FL, 32806)
  - You may expand the column to accommodate longer addresses
- Contributor Type: Using the drop down menu, select the contributor type (ex: Individual, Business, etc.)
  - Place cursor in the cell to display the drop down arrow to the right of the cell
  - Move cursor to highlight Contributor Type



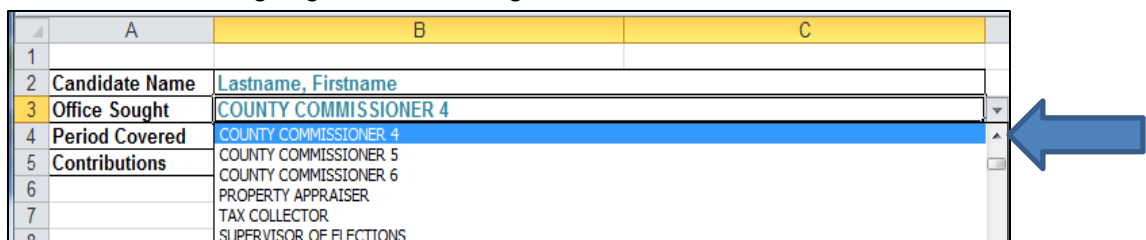
- Contributor Occupation: Enter the contributor's occupation; **occupations must be specific, businessman, sales, etc. are NOT acceptable** (ex: Car Sales, Teacher, etc.)
  - Only required if the contribution is over \$100.00
- Contribution Type: Using the drop down menu, select the method of contribution (ex: Cash, Check, etc.)
  - Place cursor in the cell to display the drop down arrow to the right of the cell
  - Move cursor to highlight Contribution Type



- In-kind Description: Describe the goods or service provided (ex: food for event, stamps for mailings, website design, photos, etc.)
- Amount: Enter the amount of the contribution; the spreadsheet will automatically convert the number into currency format (ex: 125.00 will become \$125.00)
- Amendment: Place an "X" in this column, only if you make a correction to this line item from a previous report

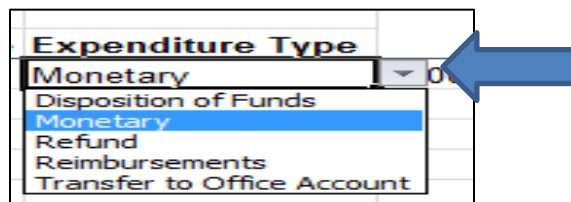
## Instructions for Expenditures Spreadsheet

- Candidate Name: Enter Last Name, First Name (ex: Doe, John)
- Office Sought: Select office sought from the drop down menu
  - Place cursor in the cell to display the drop down arrow to the right of the cell
  - Move cursor to highlight Office Sought



- Period Covered: Enter the entire reporting period using the format, mm/dd/yyyy (ex: 03/01/2017 to 03/31/2017)
- Date: Enter the date the expense occurred using the format, mm/dd/yyyy (ex: 03/10/2017)

- Expenditure Name: Enter the individual's first name then last name (ex: John Doe) or the organization or business name (ex: One Way Charities or ABC Construction)
  - You may expand the column to accommodate longer names
- Expenditure Address: Enter the full address (ex: 119 W. Kaley St. Orlando, FL, 32806)
  - You may expand the column to accommodate longer addresses
- Expenditure Purpose: Enter a brief reason for this expense (ex: food for event, mailings, bank fees, etc.)
- Expenditure Type: Using the drop down menu select the type of expenditure (Monetary, Refund, etc.)
  - Place cursor in the cell to display the drop down arrow to the right of the cell
  - Move cursor to highlight Expenditure Type



- Amount: Enter the amount of the expenditure; the spreadsheet will automatically convert the number into currency format (ex: 125 will become \$125.00)
- Amendment: Place an "X" in this column, only if you make a correction to this line item from a previous report

Once completed, you must submit report by email to: [records@ocfelections.com](mailto:records@ocfelections.com).

If you want to print for your records, you can scale the report to fit on one page in the printing section of Excel.

If you have any questions, please contact Cindy Clark at 407-254-6510 or Timothy Frazier at 407-254-6534.