

## Orange County Campaign Contributions/Expenditures Reporting Guidelines

All Candidates, Parties, and Committees 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, Party Name, Committee 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 (scroll) to highlight Office Sought (scroll down to view all choices)

| Contributions    |  |
|------------------|--|
| Candidate Name   | Doe, John  |
| Office Sought    |  |
| Period Covered   | COUNTY MAYOR<br>COUNTY COMMISSIONER 1<br>COUNTY COMMISSIONER 2<br>COUNTY COMMISSIONER 3<br>COUNTY COMMISSIONER 4<br>COUNTY COMMISSIONER 5<br>COUNTY COMMISSIONER 6 |
| Date(mm/dd/yyyy) | PROPERTY APPRAISER   |

| Contributions    |   |
|------------------|---|
| Candidate Name   | Political Committee   |
| Office Sought    |   |
| Period Covered   | VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT<br>STATE COMMITTEEMAN<br>STATE COMMITTEEWOMAN<br>PRECINCT COMMITTEEMAN<br><b>PRECINCT COMMITTEEWOMAN</b><br>POLITICAL PARTY EXECUTIVE COMMITTEE<br>POLITICAL COMMITTEE |
| Date(mm/dd/yyyy) | ELECTIONEERING COMMUNICATION ORGANIZATION   |

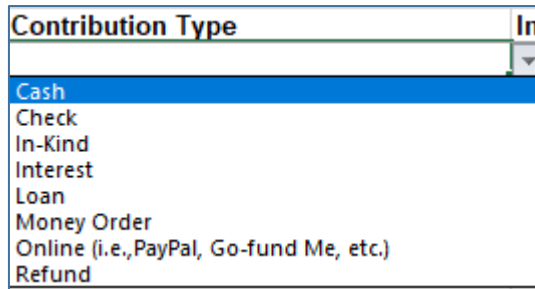
- Period Covered: Enter the entire reporting period using the format, mm/dd/yyyy (ex: **03/01/2019 to 03/31/2019**)
- Date: Enter the date you received the contribution using the format, mm/dd/yyyy
- Contributors Name: Enter the contributor's name, first name then last name (ex: **John Doe**) or the business or organization name (ex: **ABC Construction or 123 Hotel**)
  - You may expand the column to accommodate longer names
- Contributor Address: Enter the full MAILING address of the contributor, **email or web address 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.**)

|  |   |
|--|---|
| <b>Contributor Type</b>  | C |
| <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">                 Individual<br/>                 Business<br/>                 Electioneering Communications Organizations<br/>                 Political Party<br/>                 Political Committee<br/>                 Candidate to Self             </div> |   |



- **Contributor Occupation:** Enter the contributor’s occupation; occupations must be specific, businessperson, sales, etc. are **NOT** acceptable (**ex: acceptable - 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 the 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 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**

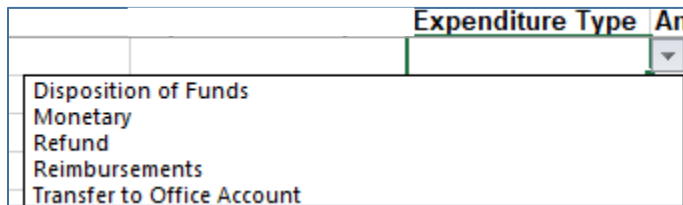
- **Candidate Name, Party Name, Committee Name:** Enter Last Name, First Name (**ex: Doe, John**)
- **Office Sought:** Select office sought from the drop down menu
  - Place cursor in the cell to display the drop down arrow to the right of the cell Move cursor (scroll) to highlight Office Sought (scroll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

| Expenditures   |   |
|----------------|---|
| Candidate Name | Doe, John   |
| Office Sought  |   |
| Period Covered | COUNTY MAYOR<br>COUNTY COMMISSIONER 1<br>COUNTY COMMISSIONER 2<br><b>COUNTY COMMISSIONER 3</b><br>COUNTY COMMISSIONER 4<br>COUNTY COMMISSIONER 5<br>COUNTY COMMISSIONER 6<br>PROPERTY APPRAISER |

| Expenditures   |  |
|----------------|--|
| Candidate Name | Political Committee  |
| Office Sought  |  |
| Period Covered | VISTA LAKES COMMUNITY DEVELOPMENT DISTRICT<br>STATE COMMITTEEMAN<br><b>STATE COMMITTEEWOMAN</b><br>PRECINCT COMMITTEEMAN<br>PRECINCT COMMITTEEWOMAN<br>POLITICAL PARTY EXECUTIVE COMMITTEE<br>POLITICAL COMMITTEE<br>ELECTIONEERING COMMUNICATION ORGANIZATION |

- **Period Covered:** Enter the entire reporting period using the format, mm/dd/yyyy (**ex: 03/01/2019 – 03/31/2019**)
- **Date:** Enter the date the expense occurred using the format, mm/dd/yyyy (**ex: 03/10/2019**)

- Expenditure Name: Enter the individual's first name then last name (ex: **John Doe**) or the organization or business name (ex: **123 Mailing House 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 Type: Using the drop down menu select the type of expenditure (**Monetary, Refund, etc.**)
  - Place curser in the cell to display the drop down arrow to the right of the cell
  - Move curser 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 your report (spreadsheet) 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 407-264-6510 or Timothy Frazier at 407-254-6534.

## Instructions for Summary Page

Candidates, Parties, Committees may submit your Summary Page in person (hand delivery) or by US Mail (post-marked on or before the due date).

You may also submit your summary page electronically. **Your campaign treasurer or deputy treasurer must sign the finance report in the usual and customary manor.** You may then send in such a manner that the **report and signature is legible** via email to [records@ocfelections.com](mailto:records@ocfelections.com). The campaign report will be deemed timely if submitted on the due date.