

Voter Focus★



How to File Financial Reports Online

A Handbook for Candidates & Committees

How to File Financial Reports Online: A Handbook for Candidates & Committees

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Then, a list of distributions 

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS					
(1) Name Carolyn J. Casadonte		(2) I.D. Number 96			
(3) Cover Period 4/01/2009 through 7/1/2009		(4) Page 1 of 1			
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
10/1/2009	Eric Wu Campaign Account 222 South ST Tallahassee, FL 32301	mailouts	2009-Q1-2		\$500.00
1					

And finally, a list of fund transfers 

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS					
(1) Name Carolyn J. Casadonte		(2) I.D. Number 96			
(3) Cover Period 4/01/2009 through 7/1/2009		(4) Page 1 of 1			
(5) Date	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
10/1/2009	SunBank, 4873 Thomasville RD Tallahassee, FL 32304	TO	cd	Add	\$1,500.00
1					

What do I need to create reports online?

- **A computer equipped with:**

- An Internet connection.
- A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
- Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
 - a link in the Campaign Financial Reporting System (see page 16)
 - or
 - www.adobe.com
- A printer, if your county requires you to file a hard copy of the report or you want a hard copy of the report for your records.

- **A candidate ID and password.**

This will be provided to you by the elections office.

Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password.**

If your county permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 52 for instructions.)

Your county might have other requirements, so check with the elections office before you begin.

How do I start?

Log into the Campaign Financial Reporting system like this:

- 1 Type this web address into your browser:

`https://www.voterfocus.com/ws/WScand/candidate_pb.php?county= <county>`

replacing the text **<county>** with your county name. You can enter lowercase or uppercase letters...the letter case doesn't matter here.

For example, if your county is Holmes, you would enter:

`https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=holmes`

- 2 Press the **Enter** key on your keyboard or click the "go" icon in your web browser. You'll then see the Candidate Log In page:

- 3 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

By the way...you can change your password once you get on the system.
We'll explain how to do this on page 52.

- 4 Click **Login**.

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.

Candidate/Committee : Carolyn J. Casadonte (96)

Office : County Commission District 4

NOTE: The candidate/committee information (biography, photo, and released reports), has been viewed a total of 1 times from the public site

[Log Out](#) [Edit Candidate/Committee Bio Information/Upload Photo](#) [Change Password](#)

[Export All Transactions CSV](#)

[? Help](#)

Press Help for information on using the new 'Import Entries' feature.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Received #1014375 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Transfers Enter Contributions Enter Distributions Enter Expenditures Prepare Totals Create Final Report For Review Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Transfers Enter Expenditures Enter Distributions Prepare Totals Create Waiver Report
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Transfers Enter Expenditures Enter Distributions Prepare Totals Create Waiver Report

Time periods when financial reports are required.
Colors indicate reporting periods:

Past Reporting Periods (beige)

Current Reporting Periods (green)

Future Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking [Unlock this report](#).

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

Warning!

Your 2011-Q1 report is now overdue 166 days.

Candidate/Committee : Toni Kukoc (120)

Office : Sheriff

[Log Out](#) [Edit Candidate/Committee Bio Information/Upload Photo](#) [Change Password](#)

[Export All Transactions CSV](#)

Candidate Reports

Election : County 2011

Past Reporting Periods **Current Reporting Periods** Future Reporting Periods

Rpt Date	Total Contrib	Total Exp	Status
2011-Q1 (01/01/2011 - 03/31/2011) 4/10/2011	-	-	No Data Entered This report is now overdue 166 days. Unlock this report

[Import Entries](#) [Enter Contributions](#) [Enter Transfers](#)
[Enter Expenditures](#) [Enter Distributions](#)
[Prepare Totals](#) [Submit Waiver](#)

And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

Let's look at the current reporting period.

Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data.
We'll look at these more closely on the next page.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods	Current Reporting Periods	Future Reporting Periods		
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1	\$2,700.00	\$775.00	Submitted #1014375	View Contributions View Expenditures
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Enter Expenditures Enter Prepare Totals Create Final Report F Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	Enter Expenditures Prepare Totals Submit Waiver
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver

Start and end dates of reporting period

Date when report is due

Status of the report.

In this example, the candidate has started entering some of their contributions and expenditures for the current reporting period, but hasn't submitted them yet to the elections office.

About those command buttons...

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 18 explains how.

To manually enter contributions and expenditures, click here.

We'll talk more about manual entry on the next page.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted # 1014375 Unlock this report	View Contributions View Expenditures
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Create Final Report For Review Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	Enter Transfers Enter Distributions

Submit your report to the elections office.

If your county requires submission of paper reports, the button will look like this instead:

[Submit](#)

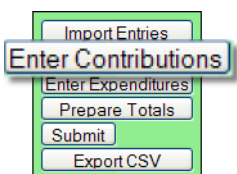
Create a spreadsheet of the contributions and expenditures entered in this reporting period.

View a draft copy of your report for this period prior to submitting to the elections office.

Click here to manually enter fund transfers and distributions.

How do I view and maintain contributions?

Click



to bring up a list of the contributions recorded so far:

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2009 (2009-11-03)									
Report Date : 2009-Q2									
(04/01/2009 - 07/01/2009) 7/15/2009									
Add Contribution Return to Report List									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check			\$100.00
Edit Delete	2	4/21/2009	Marsha Kirk 8899 Hillcrest DR Palmetto, FL 3	Individual		Check			\$50.00
Edit Delete	3	4/21/2009	Reid C. Smith 344 Henderson RD Palmetto, f 32312	Individual	restaurant owner	In Kind	Lunch for campaign meeting		\$300.00
Total									\$450.00
Add Contribution Return to Report List									

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Return to Report List Takes you back to the list of reporting periods.

Click **Add Contribution** to bring up the form for entering contributions.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	Business Committee Polical Party Other Committee of Continuous Existence Electioneering Communicaiton Organization Political Committee (Federal or State) Candidate to Themselves	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	Check In-Kind Interest Loan Membership Dues Refund	Type the description of any In-kind contribution.
<div>Submit Cancel</div>		

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

Click **Cancel** when you've saved the last contribution you want to add right now.

Contribution type should be one of these:

Cash	Cash or cashiers check.
Check	Traditional paper check, wire transfer, Paypal, credit card, or another type of electronic funds transfer.
In-kind	An item of value other than money or volunteer services. In-kind Description: Enter a specific description of the in-kind contribution. Example: <i>Food and beverage</i>
Interest	Money earned on campaign or interest-bearing accounts.
Loan	Money loaned to the campaign rather than given outright.
Membership Dues	Membership dues regardless of the form (cash, check, etc.).
Refund	Bad checks or contributions returned (in whole or in part) to the contributor. Refunds must be entered as a negative amount.
Money Order	Contribution made by money order.

Adding expenditures is a similar process.

Click

to bring up a list of the expenditures recorded so far:

Campaign Treasurer's Report - Itemized Expenditures							
Election : County 2009 (2009-11-03)							
Report Date : 2009-Q2							
(04/01/2009 - 07/01/2009) 7/15/2009							
Add Expenditure Return to Report List							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	5/10/2009	Davis Communications P.O. Box 3488 Tallahassee, fl 32432	Retainer for advertising	Monetary		\$500.00
						Total	\$500.00
Add Expenditure Return to Report List							

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click [Add Expenditures](#) to bring up the form for entering expenditures.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	Monetary	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	<input type="text" value="Monetary"/> <ul style="list-style-type: none"> Monetary Petty Cash Withdrawn Petty Cash Spent Transfer to Office Account Refund Disposition of Funds 	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Not sure which **Expenditure Type** to choose?
Click this link to the Dept. of State website for more information.

About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

***Petty Cash Spent* does not add an expenditure to the report because the expenditure was already recorded as *Petty Cash Withdrawn*.**

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.

Expenditure type

should be one of these:

Monetary

General expenditure type used when a specific type does not apply.

Petty Cash Withdrawn

Petty cash withdrawn during a reporting period.

Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.

Petty Cash Spent

Petty cash spent during a reporting period.

Expenditures made from petty cash are not required to be reported individually.

Refund

A refund of money from a vendor or other source.

Refunds must be entered as a negative amount.

Transfer to Office Account

Funds transferred to an office account when the candidate has been elected.

Disposition of Funds

Pro-rata refunds to contributors, donations to charitable organizations, contributions to political parties, donations to the State general revenue fund, or the return of matching funds to the State.

Disposition of Funds expenditures are used only on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Want to see how the report is adding up? Just do a preview.

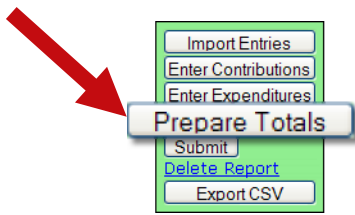
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

Previewing a report DOES NOT submit the report to the Supervisor.

To preview your report so far:

Click



to bring up this page:

Prepare Totals

NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY. You must still generate and submit your final report after you complete your review.

Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/15/2009**
Contributions **\$450.00** Expenditures **\$500.00**

Click on the 'Prepare Totals' button below to prepare the report totals.

Once this is done, you can Preview the report from the report menu.

Click to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:

Report (10/1/2009 - 12/31/2009) Preview is ready

Your output PDF file (./pdf_erica/e12c96_Q4_dhc200sdc62.pdf) has been produced and is available to be viewed/printed.

View/Print

To View this report, you will need Adobe Acrobat
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it



If you haven't installed Acrobat Reader on your machine, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click  in the banner to bring up a PDF of your report.

Check the draft report carefully to verify everything is correct and complete.

How do I record a distribution?

Distributions are not typically used by local candidates. Check with your Supervisor of Elections to determine if your campaign should record distributions.

A transaction is a distribution only if it is a:

Credit Card Payment – Linked to the expenditure that represents payment of the credit card bill on which the purchase appears. *Only statewide candidates may use this type of distribution.*

Each purchase made with the credit card will be itemized under and linked to the expenditure that represents payment of the credit card bill on which the purchase appears. The credit card may be used only for travel-related expenses.

Prepaid Distribution – Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under will be reported and linked to the expenditure as they occur.

Reimbursement – Reimbursement for authorized expenses made in connection with the campaign. (For example: Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.

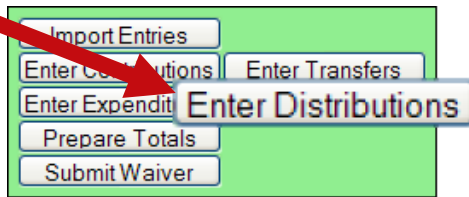
Distributions do not add to your report totals.

They are used only to report pro-rata amounts of an already recorded expenditure to provide detail for:

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

To record a distribution:

Click



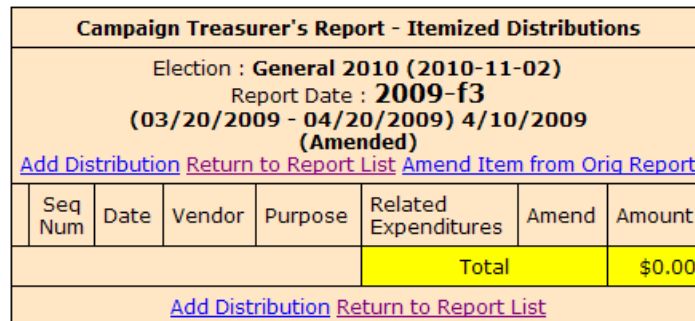
A screenshot of a software interface with a green background. It contains several buttons: 'Import Entries', 'Enter Contributions', 'Enter Transfers', 'Enter Expenditures', 'Enter Distributions', 'Prepare Totals', and 'Submit Waiver'. A red arrow points to the 'Enter Distributions' button.

to bring up a page with describing the requirements for a distribution transaction.

Click

Proceed with
Distribution

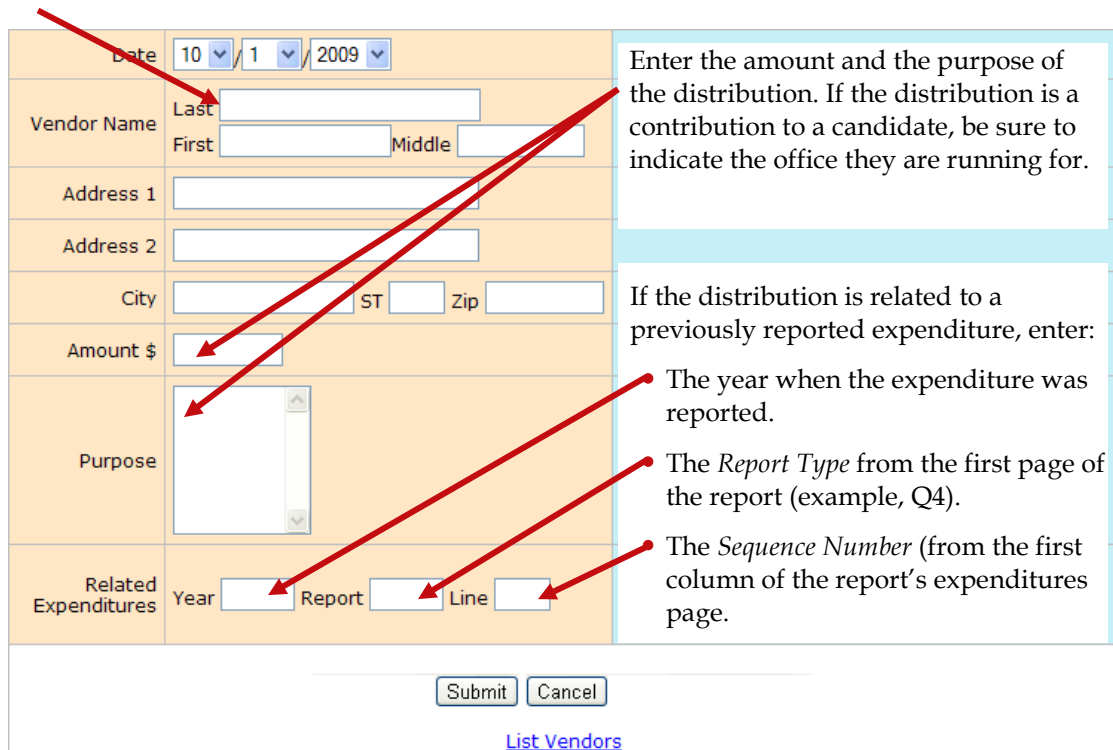
to see this page:



A screenshot of a web page titled 'Campaign Treasurer's Report - Itemized Distributions'. It shows election details: 'General 2010 (2010-11-02)', 'Report Date : 2009-f3 (03/20/2009 - 04/20/2009) 4/10/2009 (Amended)'. There are links for 'Add Distribution', 'Return to Report List', and 'Amend Item from Orig Report'. Below is a table with columns: Seq Num, Date, Vendor, Purpose, Related Expenditures, Amend, and Amount. The table has one row with 'Total' and '\$0.00'. At the bottom are links for 'Add Distribution' and 'Return to Report List'.

Click [Add Distribution](#) to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.



A screenshot of the 'Add Distribution' form. It includes fields for Date (Month, Day, Year), Vendor Name (Last, First, Middle), Address 1, Address 2, City, ST, Zip, Amount \$, Purpose (a dropdown menu), and Related Expenditures (Year, Report, Line). Red arrows point from the instructions to the corresponding fields. At the bottom are 'Submit' and 'Cancel' buttons, and a link for 'List Vendors'.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.

If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, Q4).
- The *Sequence Number* (from the first column of the report's expenditures page).

When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

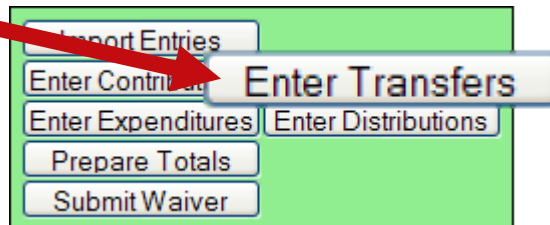
Campaign Treasurer's Report - Itemized Distributions							
Election : General 2010 (2010-11-02) Report Date : 2009-f3 (03/20/2009 - 04/20/2009) 4/10/2009 (Amended) Add Distribution Return to Report List Amend Item from Orig Report							
	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	10/1/2009	Eric Wu Campaign Account 222 South ST Tallahassee, FL 32301	Mailouts	2009~Q1~A	Add	\$500.00
					Total		\$500.00
Add Distribution Return to Report List							

What about fund transfers?

Fund transfers are typically used only by candidates for state and federal offices.

They are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Click

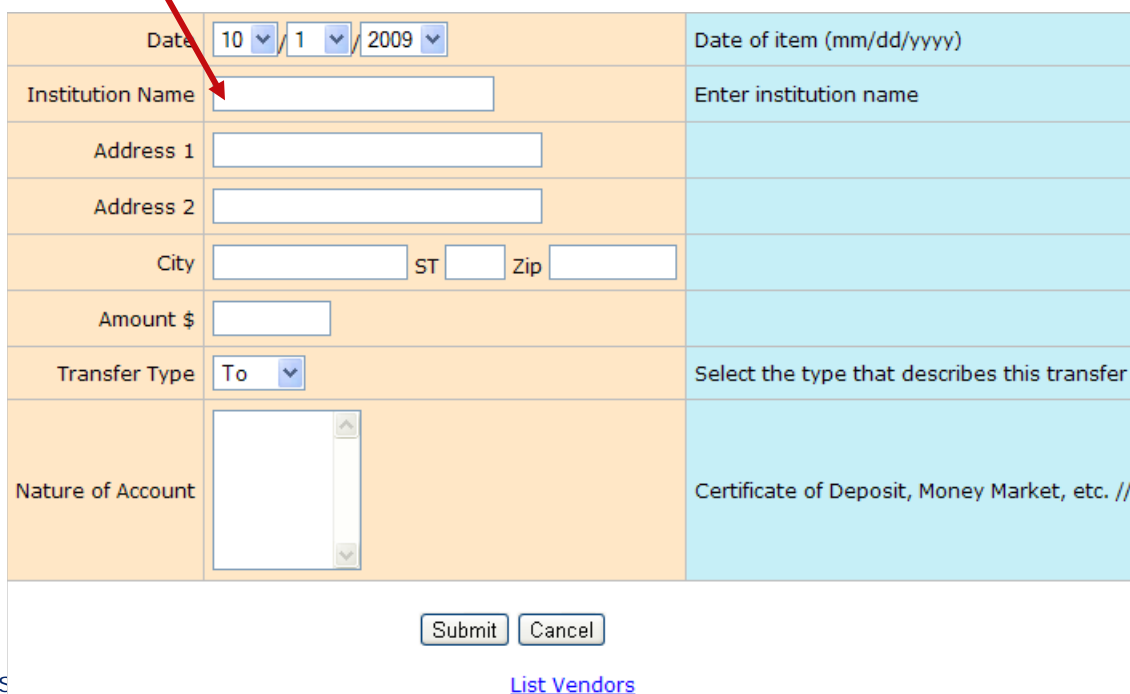


to bring up this page:

Campaign Treasurer's Report - Itemized Fund Transfers							
Election : County 2009 (2009-11-03)							
Report Date : 2009-Q4							
(10/01/2009 - 12/31/2009) 1/15/2010							
Add Fund Transfer Return to Report List							
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amend	Amount	
						Total	\$0.00
Add Fund Transfer Return to Report List							

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

Enter the financial institution where the account is held.



Date	10 / 1 / 2009	Date of item (mm/dd/yyyy)
Institution Name	<input type="text"/>	Enter institution name
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Transfer Type	To	Select the type that describes this transfer
Nature of Account	<input type="text"/>	Certificate of Deposit, Money Market, etc. //
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

[List Vendors](#)

When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specification:

<http://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#fileSpec>

For a list of State-approved software vendors for electronic filing, see:

<https://doe.dos.state.fl.us/candidate/filing-campaign-reports.shtml#software>

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

Don't worry if you happen to import the same file more than once. The system will import only the transactions it doesn't already have. It won't duplicate existing transactions.

To import data for the current reporting period:

On the main page, locate the row for the current reporting period (look for the green row) and click **Import Entries**.

Current reporting period is shown in green.

Candidate Reports				
Election : County 2009 (2009-11-03)				
<div>Past Reporting Periods</div> <div>Current Reporting Periods</div> <div>Future Reporting Periods</div>				
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Export CSV
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver

Import Entries brings up the Upload Report page.

On the **Upload Report** page, click **Browse...** and find the file you want to import. Then click **Upload Report**.

Name of file to import.

Click **Upload Report** to import the file into the system.

Upload Report (Campaign Toolbox Format)

Upload this file:

C:\Reports\Q2. F1 **Browse...**

Upload Report

Report must be a rpt file (*.*)
Use the Browse button to locate the file to upload and then click on the 'Upload Report' button.

Cancel / Return to Menu

You'll see a display of the transactions imported from the file, as in this example:

Contributions

Expenditures

Candidate Financial system - Upload Report - Windows Internet Explorer

https://www.voterfocus.com/ws/W5cand/candidate_pb.php?op=u

Candidate Financial system - Upload Report

File Upload - County :
File:cpt_erica_96_125.rpt
Size:5474
Report uploaded successfully
Return to Reports List

Contribution: 000001~2004-07-02~CLW Realty Asset Group ~ ~ ~ ~500 CH

Contribution: 000002~2004-07-02~Rogers ~ ~Joanna ~ ~250 CH

Contribution: 000003~2004-07-02~Winchester ~ ~Pam ~ ~50 CH

Contribution: 000004~2004-07-08~Loos ~ ~Karen ~M. ~50 CH

Contribution: 000005~2004-07-08~National Realty Associate, Inc. ~ ~ ~ ~100 CH

Expenditure: 000001~2004-07-02~Type Monkeys, Inc. ~ ~ ~ ~871.9 MO

Expenditure: 000002~2004-07-02~Tafuro ~ ~Vinny ~ ~59.2 MO

Expenditure: 000003~2004-07-06~Aspire Attire ~ ~ ~ ~144 MO

When you've finished importing entries for the reporting period, preview and submit the report as described in pages 14 through 33.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 24.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 24.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly *before* you click **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 37.

The steps you take depend on whether your county requires a hard copy of the report signed by the candidate and treasurer, or requires submission of reports “signed” by the electronic PINs of the candidate and treasurer.

Instructions for filing a paper report: **Go to page 27**

Instructions for filing by electronic PIN: **Go to page 29**

My county requires paper reports

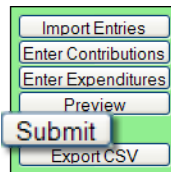
(If your county requires electronic reports, skip to page 29.)

What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office. Some counties require you to also provide with elections office with a signed hard copy of the report before your filing is considered complete.

To finalize the report:

Click



to bring up instructions:

Submit Report
Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/15/2009**
Contributions **\$450.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

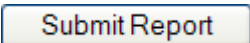
Click on the submit button below to file the report.

You can update this text in System Options so that the candidate is prompted at report creation according to your needs. For example, you could warn them that their report will not be officially submitted until it is electronically signed, etc.

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click .

Clicking  returns you to the Report List with green banners at the top indicating submission.

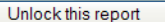
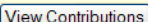
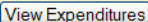


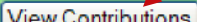
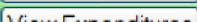


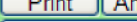
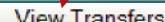
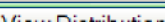
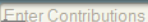
Report Submission Confirmed: #1014995
filed: 2009-10-1 16:39:10 (eastern)

Report (4 / 1 / 2009 - 7 / 1 / 2009) Submitted
Your output PDF file (./pdf_erica/e12c96_Q4_dhc200sdc62.pdf) has been produced and is available to be viewed/printed.

To View this report, you will need Adobe Acrobat
You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it

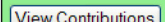
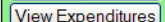


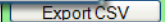
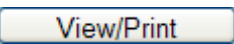

Notice that the report's status is now **Submitted**. You'll also see a confirmation number. And, the command buttons have changed.

The new status of the report is **Submitted**.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 	   
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)		Submitted #1014995	      
Confirmation number			No Data Entered	

Data can be viewed but cannot be changed.

To display or print the report:

Click 



 or  on the banner to display the PDF.

Sign the report and deliver it to the elections office prior to the deadline for this reporting period. Note that the report requires two signatures: from the candidate and from the campaign treasurer.

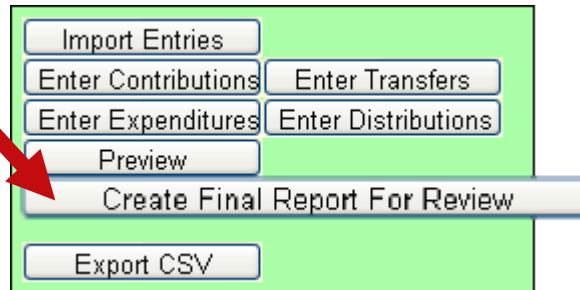
If the county has your email address in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

My county requires electronic reports

(If your county requires paper reports, go back to page 27.)

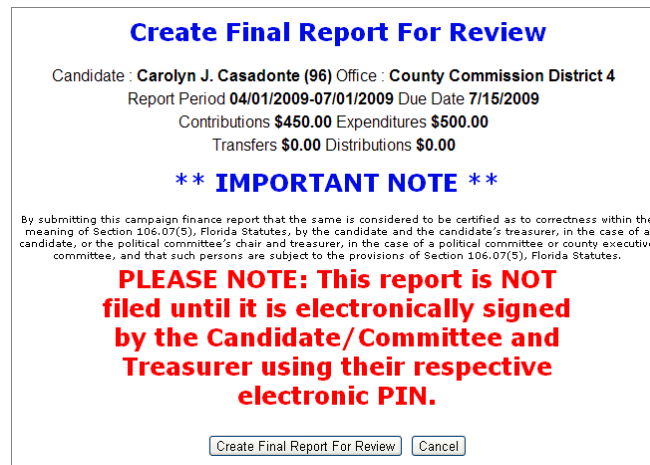
To finalize the report:

Click



A screenshot of a software interface for creating a final report. It features a green background with several buttons: 'Import Entries', 'Enter Contributions', 'Enter Expenditures', 'Enter Transfers', 'Enter Distributions', 'Preview', 'Create Final Report For Review', and 'Export CSV'. A red arrow points from the word 'Click' to the 'Create Final Report For Review' button.

to bring up instructions:



A screenshot of a dialog box titled 'Create Final Report For Review'. It contains the following information:

- Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
- Report Period **04/01/2009-07/01/2009** Due Date **7/15/2009**
- Contributions **\$450.00** Expenditures **\$500.00**
- Transfers **\$0.00** Distributions **\$0.00**
- ** IMPORTANT NOTE ****
- By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5), Florida Statutes, by the candidate and the candidate's treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the provisions of Section 106.07(5), Florida Statutes.
- PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/ Committee and Treasurer using their respective electronic PIN.**
- Buttons: 'Create Final Report For Review' and 'Cancel'

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click **Create Final Report For Review**.

Clicking **Create Final Report For Review** brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...

Report created for your final review.
Preview Report Created: 2011-03-21 11:45:21 (Eastern)
Scroll down to see the report
**This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.**

Reporting Period: Q2 (1/1/2011 - 3/31/2011)
Electronic Signature PINs
To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.
If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.
If you do not want to assign a PIN at this time, click **Later**.
If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate/Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate/committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	Click Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

...followed by a view of the report.

On the PINs page, you have these options:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.

Enter Candidate's PIN

Enter Treasurer's PIN

Then, click

Assign PIN

- Enter just one of the PINs and click **Later**. This will return you to the report list.

Enter Candidate's

or

Treasurer's PIN

Then, click

Assign PIN

Later

The message **Signature (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.

Report Created

Signature (PINs) Required

Assign PIN(s)

Undo Final Report

View

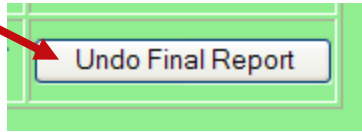
View

Print

Export

Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.

- Click



Do this if you want to remove the PINs and unlock the report so you can make changes.

Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
1645 Harrington CT, Suite C
Address (number and street)
Palmetto, FL 32314
City, State, Zip Code

☐ CHECK IF ADDRESS HAS CHANGED

(3) ID Number: 96

OFFICE USE ONLY
ONLINE SUBMISSION
[1014375]
Submitted on:
7/21/2009 22:15:14 (eastern)

(4) Check appropriate box(es):
☒ Candidate (office sought): County Commission District 4
☐ Political Committee
☐ Committee of Continuous Existence
☐ Party Executive Committee
☐ Electioneering Communication
☐ CHECK IF PC HAS DISBANDED
☐ CHECK IF CCE HAS DISBANDED
☐ CHS
COA

(5) REPORT IDENT
Cover Period: From 4/1/2009 To 7/1/2009
☒ Original ☐ Amendment ☐ Special Election Repo

(6) CONTRIBUTIONS THIS REPORT

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
4/21/2009	1	Barber, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I	CH			\$100.00
4/21/2009	2	Kirk, Marsha 8909 Elliott Dr Palmetto, FL 3	I	CH			\$50.00
4/21/2009	3						

(9) TOTAL Monetary Contributions To Date
\$ 2,850.00

(10) TOTAL Monetary Contributions To Date
\$ 2,850.00

(11) CERTIFICATION
It is a first degree misdemeanor for any person to f
I certify that I have examined this report and it is true, correct, and complete.
(Type name)
☒ Individual (only for electioneering comm.)
☐ Treasurer
☐ Deputy Treasurer
Signature
I certify that I have correct, and comp
(Type name)
☒ Candidate
Signature

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/1/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
5/19/2009	1	Davis Communications, P.O. Box 1409 Tallahassee, FL 32302	retainer for advertising	MO		\$500.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/01/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
10/1/2009	1	Eric Wu Campaign Account mailouts 222 South ST Tallahassee, FL 32301		2009-Q1-2		\$500.00

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 96
(3) Cover Period 4/01/2009 through 7/1/2009 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
10/1/2009	1	SunBank, 4873 Thomasville RD Tallahassee, FL 32304	TO	cd	Add	\$1,500.00

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

Should you later file an amendment to this report, the **Amendment** box will be selected instead.

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	Received #1014376	Contributions Expenditures Amend Report CSV
------------------------------------------------	-----------------------	----------------------	------------------------------------------------------

To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list—it varies by county.)

Reporting group (Election/Committees) : County 2009 (11/3/2009)

Select another reporting group (Election/Committees) : Election selected here.

This web site lists candidates for county and local offices and committees/PACs. Candidates for state and multi-county offices are reported on the [Division of Elections of the Department of State Website](#).

Download file available - [Complete candidate/committee list with contact details - CSV/Excel formatted](#).

Candidate selected here.

Office	Candidate	Party	Monetary Contributions	In Kind Contributions	Total Expenditures & Distributions
County Commission District 4	Carolyn J. Casadonte (Active- Qualified)	DEM	\$2,850.00	\$300.00	\$1,275.00
County Commission District 4	Eric Smith (Active- Qualified)	NP	\$7,750.00	\$2,721.25	\$13,884.17
School Board Dist 6	Doreszell Lee (Active-)	NP	\$200.00		\$200.00
School Board Dist 6	Fred Oliveras (Active-)	NP			

Your candidate page will list all reports that the elections office has released to the website:

Candidate : Carolyn J. Casadonte
Office : County Commission District 4

[Return to Candidate List](#)

The following financial reports are available:

Report	Monetary Contributions	In Kind	Expenditures & Distributions	View PDF
Q1 (1/1/2009 - 3/31/2009)	\$2,700.00	\$0.00	\$775.00	View Report (PDF)
Q2 (4/1/2009 - 7/1/2009)	\$150.00	\$300.00	\$500.00	View Report (PDF)

[List All Contributions and Expenditures](#)

Newly received report is listed here.

Did you know?...A photograph and biographical information can also appear on your page, if you choose to provide them. We'll explain how to do this on page 48.

Display list of all campaign transactions.

1/2009	\$150.00	\$300.00	\$500.00	View Report (PDF)
List All Contributions and Expenditures				

Display the report in PDF format.

Website visitors can click **[View Report \(PDF\)](#)** to see the report in PDF format or **[List All Contributions and Expenditures](#)** to bring up a list of all transactions reported so far:

Candidate : Carolyn J. Casadonte								
Office : County Commission District 4								
Report Date : ALL								
Campaign Treasurer's Report - Itemized Contributions								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
1	1/10/2009	Harold F Qualls 6979 Standing Pine LN Tallahassee, FL 32312	Individual	systemdesigner	Loan			\$500.00
2	2/5/2009	BB Alford 1645 Hedgefield CT Palmetto, FL 32304	Business	privateattorney	Loan			\$2,000.00
3	3/12/2009	Cina Smythe 4550 Waterfront DR Eastpoint, FL 32847	Individual	nurse	Check			\$200.00
4	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check			\$100.00
		Marsha Kirk 8899 1st Street						

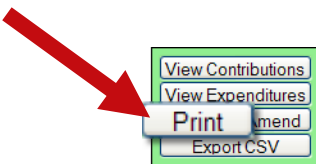
Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise your Supervisor of Elections.

How do I save a copy of the report on my computer?


A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

Click



to display a PDF of the report in Acrobat Reader.

Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name: names assigned by the system are cryptic.

What about changing a report that's already been filed?

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

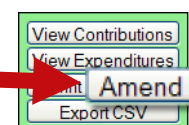
The **Amendment** box is automatically checked when you create an amended report.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) <u>Carolyn J. Casadonte</u> Name	OFFICE USE ONLY ONLINE SUBMISSION [1014379]
(2) <u>1645 Harrington CT, Suite C</u> Address (number and street) <u>Palmetto, FL 32314</u> City, State, Zip Code	
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED	(3) ID Number: <u>96</u>
(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): <u>County Commission District 4</u> <input type="checkbox"/> Political Committee <input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED <input type="checkbox"/> Electioneering Communication	
(5) REPORT IDENTIFIERS Cover Period From <u>4/1/2009</u> To <u>7/1/2009</u> Report Type <u>Q2</u> <input type="checkbox"/> Original <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT	(7) EXPENDITURES THIS REPORT Monetary

You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click



to bring up this page:

Then click **Next**.

When the Report List reappears, notice that there's now a new row for the current reporting period.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Received #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	-	-	Not Filed Data Entry NOT Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Delete Report Export CSV
2009-Q3			No Data Entered	Import Entries Enter Contributions

Enter the new data using these buttons, just like you did on the original report.

To create an amended report, you can:

- Manually enter new contributions (page 9) and expenditures (page 11).
- Import new contributions or expenditures (page 18).
- Change or delete items listed on the original report (page 39).

The totals of items on the amended report are displayed just as they were for the original report.

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Submitted #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Export CSV

When you are finished entering items, preview the report (page 14) and submit it to the elections office (page 26). You'll see a new confirmation number for the amendment.

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Received #1014376	View Contributions View Expenditures Print Amend Export CSV
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Submitted #1014379	View Contributions View Expenditures Print Amend Export CSV

If your county requires a hard copy of amended reports, print the report (page 28), sign it, and deliver it to the elections office.

If you need to change a report after submitting the amendment, talk to the elections office. Some counties require a second amended report. Other counties have different procedures.

Oops! I didn't mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command [Delete Report](#). To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click [Delete Report](#) to delete it from the system.

How to I change or delete an item on the original report?

First, verify that the status of the original report is **Received**:

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$5 (1)	Received #1014376	Contributions Expenditures Amend Report CSV
------------------------------------------------	-----------------------	------------	----------------------	----------------------------------------------------------------------------------------------------------------------

To change data that was entered on the original report, the original report's status must be **Received**.

To change a contribution or expenditure:

On the Report List, locate the row for the amended report and click [Enter Contributions](#) or [Enter Expenditures](#), depending on the type of item you want to change. In the example here, we are changing a contribution.

On the next page, click **Amend Item from Orig Report**.

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2009 (2009-11-03) Report Date :									
Add Contribution Return to Report List Amend Item from Orig Report									
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount	
Total								\$0.00	
Add Contribution Return to Report List									

to bring up a list of items (for example, contributions) reported in the current quarter:

To change an item, highlight it.

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

1	Barber, Anna (2009-04-21)	\$100.00
2	Kirk, Marsha (2009-04-21)	\$50.00
3	Smith, Reid (2009-04-21)	\$300.00

Then click **Amend Item**.

Amend Item

Highlight the item you want to change and click [Amend Item](#) to bring up the detail page for the item.

Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click

Update Amended Contribution

or

Update Amended Expenditure

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.

Candidate : Carolyn J. Casadonte (96) Office : County Commission District 4
Amend Report - Enter changes to this item

Date	4 / 21 / 2009	Date of item (mm/dd/yyyy)
Contributor Name	Last Barber First Anna Middle Lee	Enter last name or company name if a business
Address 1	45 Wilson BLVD	
Address 2		
City	Palmetto ST FL Zip 32312	
Amount \$	100.00	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation		The occupation of the contributor is only required if the amount is over \$100
Contribution type	Check	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-Kind Description		Type the description of any In-kind contribution.
		Submit Cancel

On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2009 (2009-11-03)									
Report Date : 2009-Q2									
(04/01/2009 - 07/01/2009) 7/15/2009									
(Amended)									
Add Contribution Return to Report List Amend Item from Orig Report									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check		Delete	\$100.00
Edit Delete	2	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual	dentist	Check		Add	\$200.00
Total									\$100.00
Add Contribution Return to Report List									

Deletes the original item.

Adds the changed item in its place.

In the example here, we changed the contribution amount from \$100.00 to \$200.00 and added the contributor's occupation, as required by law for contributions over \$100.

This completes the change to the original item. From here you can change another item, add a new item, or return to the Report List.

What if I don't have any contributions or expenditures for the period?

You must submit a **Waiver of Report**.

A waiver is a one-page report that you fill out and submit to the elections office.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY ONLINE SUBMISSION [1014381]
Carolyn J. Casadonte		96
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington CT, Suite C Palmetto, FL 32314		Identification Number (Assigned by Division of Elections)
Address (Number and Street)		County Commission District 4
City _____ State _____ Zip Code _____		Office Sought (Include District, Circuit or Group Number)
<input checked="" type="checkbox"/> Candidate <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Check box if address has changed since last report		
<input type="checkbox"/> Political Committee <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Check here if PC or CCE has DISBANDED and will no longer file reports.		
TYPE OF REPORT (Check Appropriate Box)		
QUARTERLY REPORTS	PRIMARY ELECTION	GENERAL ELECTION
<input type="checkbox"/> January	<input type="checkbox"/> 32nd day prior	<input type="checkbox"/> 48th day prior
<input type="checkbox"/> April	<input type="checkbox"/> 18th day prior	<input type="checkbox"/> 32nd day prior
<input type="checkbox"/> July	<input type="checkbox"/> 4th day prior	<input type="checkbox"/> 18th day prior
<input type="checkbox"/> October		<input type="checkbox"/> 4th day prior
<input type="checkbox"/> TERMINATION REPORT		
<input type="checkbox"/> SPECIAL ELECTION		
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF		
X _____ 7/1/2009 through 9/30/2009 (Q3)		
Signature _____		Date _____
SIGNATURES REQUIRED FOR: Candidates Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Political Committees Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Committees of Continuous Existence Treasurer (s. 106.04(4)(c), F.S.) Party Executive Committees Treasurer or Chairman (s. 106.29(2), F.S.)		
<small>In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.</small>		

To submit a waiver if your county requires paper reports:

On the Report List, find the reporting period you want to submit a waiver for.

Click

Import Entries

Enter Contributions Enter Transfers

Enter Expenditures Enter Distributions

Prepare Totals

Create Waiver Report

On the next page, click
Submit Report.

Submit Report	
Candidate : Carolyn J. Casadonte (96) Office : County Commission District 4	
Report Period 07/01/2009-09/30/2009 Due Date 10/15/2009	
Contributions \$0.00 Expenditures \$0.00	
Click on the submit button below to file the report.	
Once a report is filed it cannot be changed. Any changes must be made as amendments to the original report.	
<input type="button" value="Submit Report"/>	<input type="button" value="Cancel"/>

You'll return to the Report List, where you can see the confirmation number at the top of the page:



and the status of **Submitted** for the report:

2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	Submitted #1014381	View Contributions View Expenditures Print Amend Export CSV
-------------------------------------------------	---	---	-----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

Click [Print](#), display the Waiver of Report, and print it out.

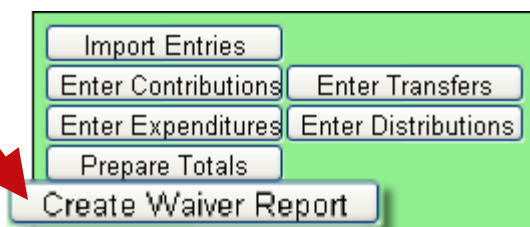
Some of the fields on the waiver are completed for you, but you will need to review it carefully and complete any fields that are not filled out. Then deliver the report to the elections office prior to the reporting deadline.

Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report (page 37).

To submit a waiver if your county requires electronic reports:

On the Report List, find the reporting period you want to submit a waiver for.

Click



On the next page, click [Create Final Report For Review](#) to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

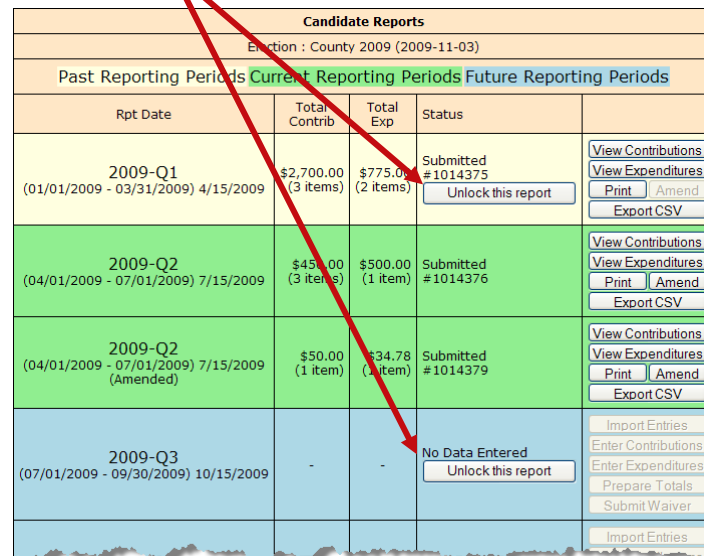
Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Why are some reports locked?

Have you noticed that reports for past and future reporting periods have an

Unlock this report

button?



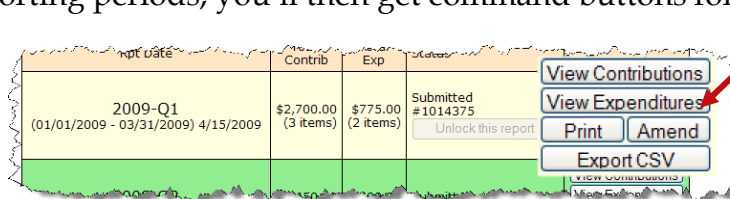
Candidate Reports			
Election : County 2009 (2009-11-03)			
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Submitted #1014376
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Submitted #1014379
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report

These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click

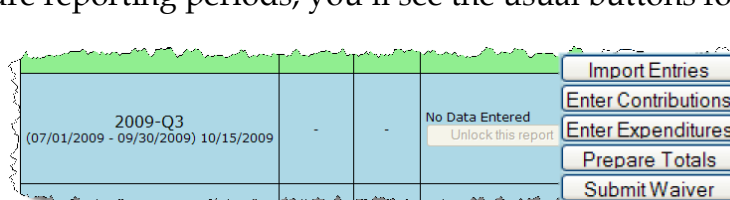
Unlock this report

For past reporting periods, you'll then get command buttons for amending the report.



Rpt Date	Contrib	Exp	Status
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Submitted #1014376
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Submitted #1014379
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report

And for future reporting periods, you'll see the usual buttons for entering data.



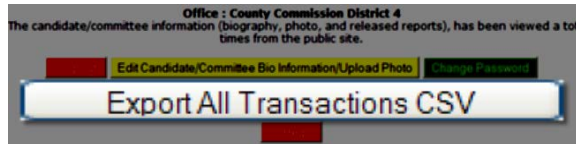
Rpt Date	Contrib	Exp	Status
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Submitted #1014376
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Submitted #1014379
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report

How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

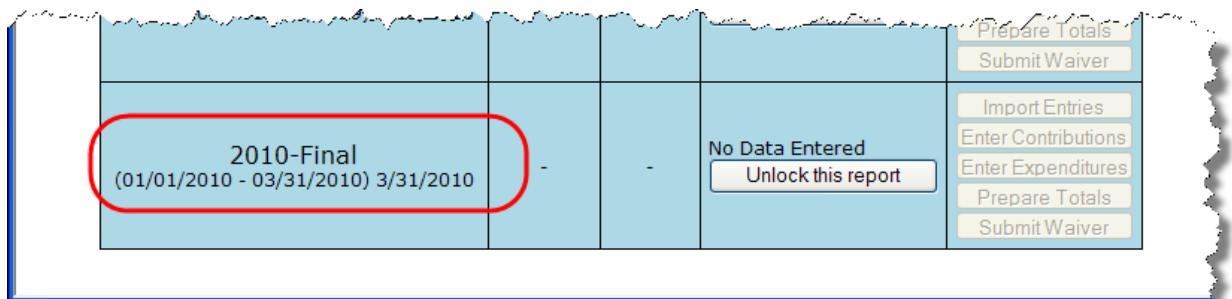
The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2012-Final*, like the example here.

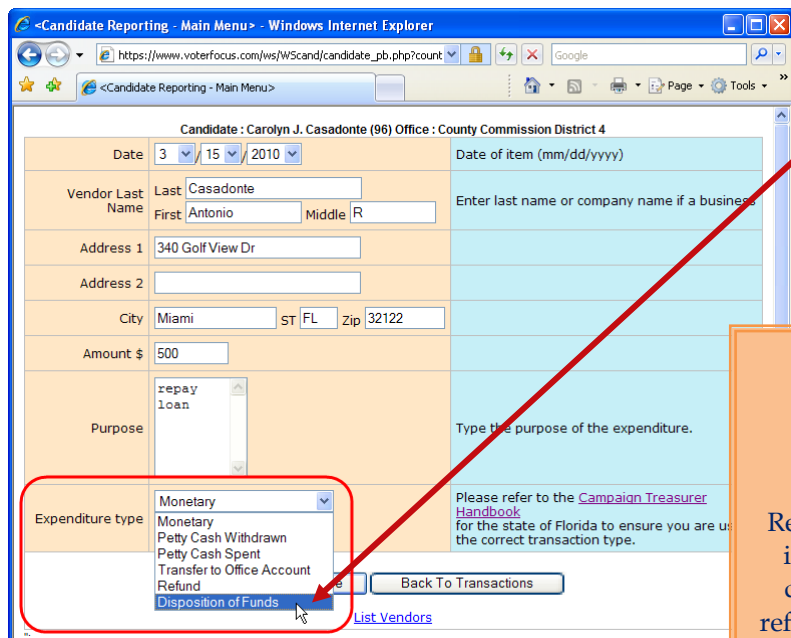


				Prepare Totals Submit Waiver
2010-Final (01/01/2010 - 03/31/2010) 3/31/2010				Import Entries Enter Contributions Enter Expenditures Prepare Totals Submit Waiver
No Data Entered Unlock this report				

When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.



Candidate: Carolyn J. Casadonte (96) Office: County Commission District 4

Date: 3 / 15 / 2010 Date of item (mm/dd/yyyy)

Vendor Last Name: Casadonte
First: Antonio Middle: R

Address 1: 340 Golf View Dr
Address 2:
City: Miami ST: FL Zip: 32122

Amount \$: 500

Purpose: repay loan

Expenditure type:
Monetary
Monetary
Petty Cash Withdrawn
Petty Cash Spent
Transfer to Office Account
Refund
Disposition of Funds

Back To Transactions
List Vendors

To report on the disposition of surplus funds, select **Disposition of Funds** in the **Expenditure type** field.

Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**.

Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List – in the **Total Exp** column – although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.

2010-Final (01/01/2010 - 03/31/2010) 3/31/2010	-	\$0.00 (1 item)	Not Filed Data Entry Started Unlock this report	<input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Prepare Totals"/> <input type="button" value="Submit"/> <input type="button" value="Export CSV"/>
---------------------------------------------------	---	--------------------	-------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Preview the report and submit it as you have previous reports for the campaign. When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.

(7) EXPENDITURES THIS REPORT	
Monetary Expenditures	\$ 0.00
Transfers to Office Account	\$ 0.00
Total Monetary	\$ 0.00
(8) Other Distributions	

But the amount will be included in box 10 of the Summary Report.

(10) TOTAL Monetary Expenditures To Date
\$ 1,809.78
CERTIFICATION

And it will appear on the Itemized Expenditure page with an expenditure type of DI.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name Carolyn J. Casadonte			(2) I.D. Number 96		
(3) Cover Period 1/1/2010 through 3/31/2010			(4) Page 1 of 1		
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
3/15/2010	Casadonte, Antonio R 340 Golf View Dr Miami, FL 32122	repay loan	DI		\$500.00
1					


How do I enter a photo and biographical info?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.

Photo of candidate

Biographical information

Candidate : Carolyn J. Casadonte
Office : County Commission District 4



1645 Harrington CT
Suite C
Palmetto, FL - 32314
cjcasadonte4cc3@gmail.com
850-556-6814
850-422-0585

Carolyn Casadonte's work with neighborhood associations for the past 20 years uniquely qualifies her for the service as a County Commissioner.

[Jump to submitted reports](#)

Available reports...	
Q1	4/15/2009
Q2	7/15/2009
Q2(A)	7/15/2009

She understands the concerns of individual residents in our community and will ensure those concerns are properly prioritized by the County.

Or particular interest to Carolyn is preservation of our outstanding--and irreplaceable--natural environment. While serving as president of the Woodgate Neighborhood Association and chair of the Council of Neighborhood Associations, she worked tirelessly--and effectively--to prevent destruction of in-town neighborhoods' canopy oaks.

Note: The candidate's photograph and statement are supplied by the candidate and are not endorsed by the County Supervisor of Elections.

A photo and text about the candidate or committee are nice to have, but they are not required. If you don't provide them, here is what voters will see:



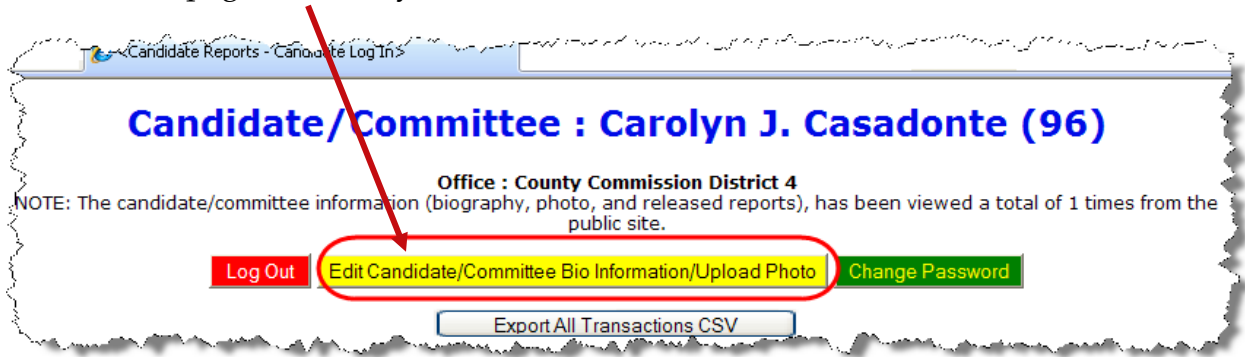
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

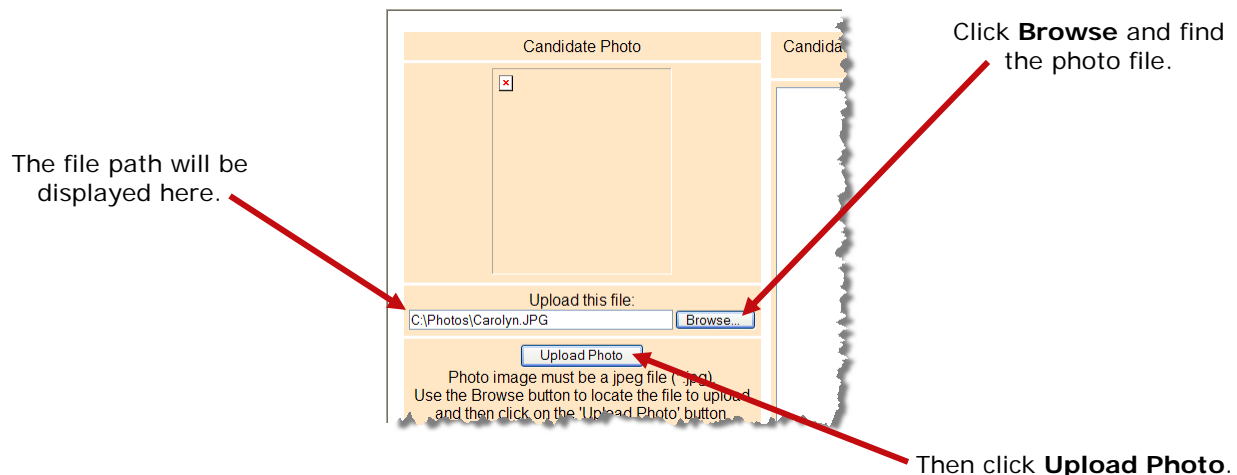
To enter a photo:

On the main page, click the yellow button.

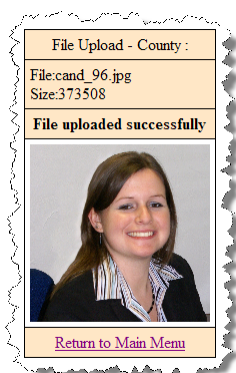


to bring up the Candidate/Committee Biopage:

Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



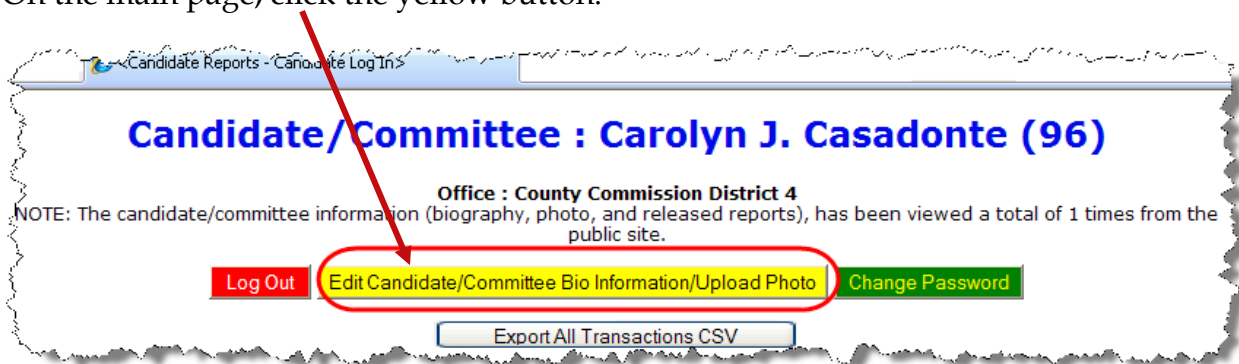
When the file has copied to the system, you'll see this message along with the photo file:



Click [Return to Main Menu](#) to return to the main page of the system.

To enter candidate or committee text:

On the main page, click the yellow button.



to bring up the Candidate/Committee Biopage:

The "Candidate/Committee Bio" form. It has two main sections. The left section is titled "Candidate Photo" and contains a placeholder for a photo with a red 'x' icon. Below this is an "Upload this file:" section with a text input field and a "Browse..." button. Below that is an "Upload Photo" button. A note states: "Photo image must be a jpeg file (*.jpg). Use the Browse button to locate the file to upload and then click on the 'Upload Photo' button. To ensure your pictures load in a timely fashion for internet users that have slower connections, we recommend that you use an image file that does not exceed 100kb. Image pictures are limited to a maximum of 500kb." The right section is titled "Candidate/Committee Biographical Information" and contains a large text area for entering biographical information. Below the text area is a "Characters" counter showing "0" and "(Max 5,000)". There is an "Update" button. At the bottom of the form is a "Cancel / Return to Menu" button.

In the **Candidate/Committee Biographical Information** pane, type the information you want to display to voters. You can enter up to 5,000 characters. The system will show

you—in the **Characters** box—how many characters you have typed so far. When you are finished, click **Update**.

Type the biographical data here.

When finished, click **Update**.

Candidate/Committee Biographical Information

Carolyn Casadonte's work with neighborhood associations for the past 20 years uniquely qualifies her for the service as a County Commissioner.

She understands the concerns of individual residents in our community and will ensure those concerns are properly prioritized by the County.

Or particular interest to Carolyn is preservation of our outstanding--and irreplaceable--natural environment. While serving as president of the Woodgate Neighborhood Association and chair of the Council of Neighborhood Association, she worked tirelessly--and effectively--to prevent

Characters 629 (Max 5,000)

Update

The system will show you how many characters you've already typed, so you'll know when you're reaching the limit.

Be sure you conform to the Supervisor's policy on appropriate content here.

If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

To see how your photo and bio appear to voters, enter this address in your web browser, replacing **<county>** with your county name:

[https://www.voterfocus.com/ws/WScand/candidate_pr.php?c= <county>](https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=<county>)

You might not see your photo and bio immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

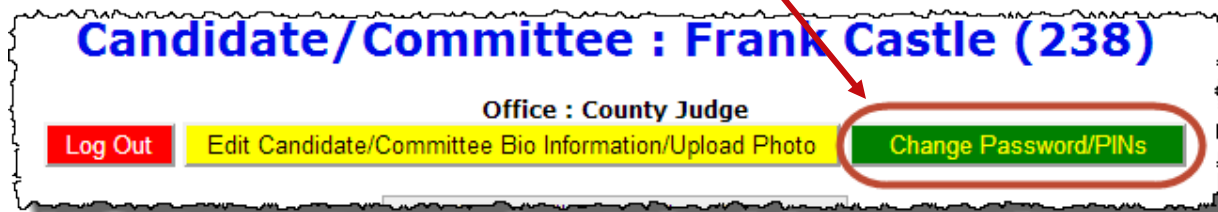
How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.



In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

To finish changing the password and PINs, click here.

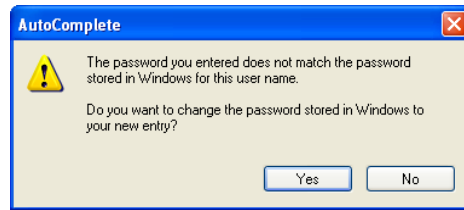
A screenshot of a web form titled "Change Password/PINs". Below the title is a subtitle: "Only alter the password/pins you wish to change at this time." The form contains several input fields: "Enter Old Finance System Access Password (REQUIRED) (The one you used to log in to this session)", "Enter New Finance System Access Password", "ReEnter New Finance System Access Password", "Enter New Candidate/Committee electronic PIN", "ReEnter New Candidate/Committee electronic PIN", "Enter New Treasurer electronic PIN", and "ReEnter New Treasurer electronic PIN". At the bottom are two buttons: "Change Password/PINs" and "Cancel". Red arrows point from the text labels to the corresponding input fields and buttons.

Type your new password here.

Type your new candidate PIN here...

...and your new treasurer PIN here.

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password or PINs, contact the elections office. They will be able to retrieve it for you.

Don't forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click **Log Out**.

Click here to log out of the system.

Candidate/Committee : Carolyn J. Casadonte (96)

Office : County Commission District 4

NOTE: The candidate/committee information (biography, photo, and released reports), has been viewed a total of 1 times from the public site.

Log Out **Edit Candidate/Committee Bio Information/Upload Photo** **Change Password**

Export All Transactions CSV

? Help

Press Help for information on using the **new 'Import Entries' feature**.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375	View Contributions View Expenditures Print Amend Export CSV