

# Voter Focus★



## How to File Financial Reports Online

*A Handbook for Candidates & Committees*

## **How to File Financial Reports Online: An Handbook for Candidates & Committees**

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# What do I need to file 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 show 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 Candidate Financial Reporting System (see page 12)
  - or
  - [www.adobe.com](http://www.adobe.com)
- A printer, if your county requires you to file a hard copy of the report.

- **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. 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.

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

# How do I start?

## Log into the Candidate Financial Reporting System like this:

- 1 Type this web address into your browser:

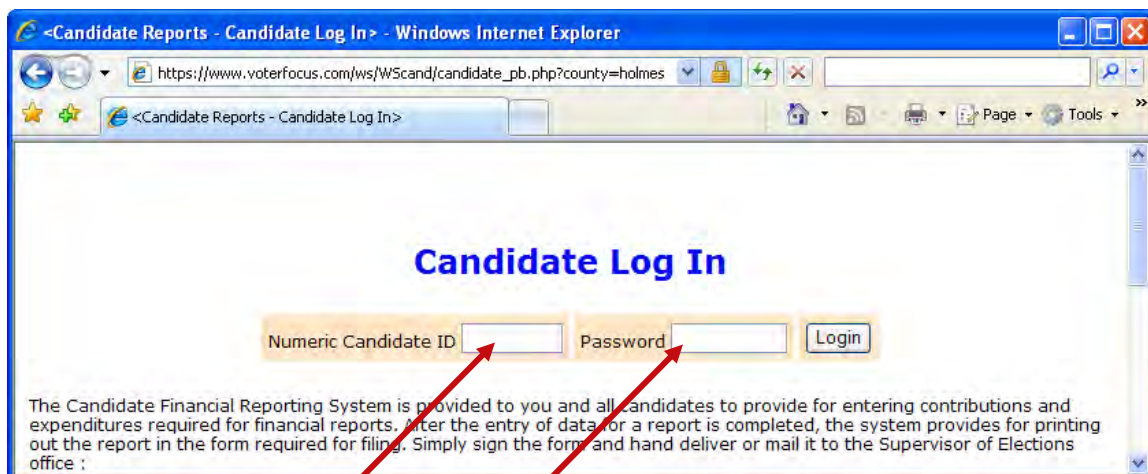
[https://www.voterfocus.com/ws/WScand/candidate\\_pb.php?county=<county>](https://www.voterfocus.com/ws/WScand/candidate_pb.php?county=<county>)

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](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 36.

- 4 Click **Login**.

# What you see when you log in.

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

Your name  
Your candidate ID

**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.

Election

Office or issue

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 <a href="#">Unlock this report</a>	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit</a> <a href="#">Export CSV</a>
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered <a href="#">Unlock this report</a>	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered <a href="#">Unlock this report</a>	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>

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.

# 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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a>
<b>2009-Q2</b> <u>(04/01/2009 - 07/01/2009)</u> <u>7/15/2009</u>	<b>\$450.00</b> (3 items)	<b>\$500.00</b> (1 item)	<b>Not Filed</b> <b>Data Entry Started</b>	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit</a> <a href="#">Export CSV</a>
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered <a href="#">Unlock this report</a>	<a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered <a href="#">Unlock this report</a>	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>

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 22 explains how.

Candidate Reports				
Election : County 2009 (2009-11-03)				
Past Reporting Periods <b>Current Reporting Periods</b> 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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009			No Data Entered Unlock this report	<a href="#">Enter Expenditures</a>

Import Entries  
Enter Contributions  
Enter Expenditures  
Prepare Totals  
Submit  
Export CSV

To manually enter contributions and expenditures, click here.

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

Submit your report to the elections office.

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.

# 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 : <b>County 2009 (2009-11-03)</b>									
Report Date : <b>2009-Q2</b>									
(04/01/2009 - 07/01/2009) 7/15/2009									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check			\$100.00
<a href="#">Edit</a> <a href="#">Delete</a>	2	4/21/2009	Marsha Kirk 8899 Hillcrest DR Palmetto, FL 3	Individual		Check			\$50.00
<a href="#">Edit</a> <a href="#">Delete</a>	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
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

**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	<div> <div>Individual</div> <div>Business</div> <div>Committee</div> <div>Polical Party</div> <div>Other</div> </div>	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	<div> <div>Check</div> <div>In-Kind</div> <div>Interest</div> <div>Loan</div> <div>Membership Dues</div> <div>Refund</div> </div>	Type the description of any In-kind contribution.
<div> <div>Add Contribution</div> <div>Back To Transactions</div> </div>		

# 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	Individual Business Committee Political Party Other	The occupation of the contributor is only required <b>if the amount is over \$100</b>
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>Add ContributionBack To Transactions</div>		

When you've completed the form, click **Add Contribution**.

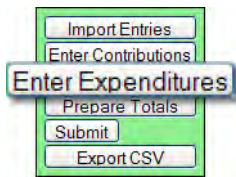
If the system says you've omitted required information, you must provide it before the contribution can be saved.

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

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

# 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 : <b>County 2009 (2009-11-03)</b>							
Report Date : <b>2009-Q2</b>							
<b>(04/01/2009 - 07/01/2009) 7/15/2009</b>							
<a href="#">Add Expenditure</a> <a href="#">Return to Report List</a>							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	5/10/2009	Davis Communications P.O. Box 3488 Tallahassee, fl 32432	Retainer for advertising	Monetary		\$500.00
						Total	\$500.00
<a href="#">Add Expenditure</a> <a href="#">Return to Report List</a>							

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 <a href="#">Campaign Treasurer Handbook</a> for the state of Florida to ensure you are using the correct transaction type.
<input type="button" value="Add Expenditure"/> <input type="button" value="Back To Transactions"/>		

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"> <li>Monetary</li> <li>Petty Cash Withdrawn</li> <li>Petty Cash Spent</li> <li>Transfer to Office Account</li> <li>Refund</li> <li>Disposition of Funds</li> </ul>	Please refer to the <a href="#">Campaign Treasurer Handbook</a> for the state of Florida to ensure you are using the correct transaction type.
<div> <input type="button" value="Add Expenditure"/> <input type="button" value="Back To Transactions"/> </div>		

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 **Add Expenditure**.

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

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

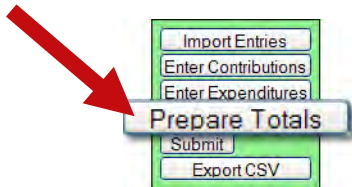
# Want to see how the report is adding up? Just do a preview.

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. Once a report has been submitted, it cannot be changed.

You can preview a report as many times as you like, make changes, and then preview it again until you are confident it is correct and complete. Before you do a preview, you must first total the items in the report.

## To total and preview your report so far:

Click



to bring up this page:

**Prepare Totals**

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:

2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	No Data Entered	<div><input type="button" value="Import Entries"/> <input type="button" value="Enter Contributions"/> <input type="button" value="Enter Expenditures"/> <input type="button" value="Preview"/> <input type="button" value="Submit"/> <input type="button" value="Export CSV"/> <input type="button" value="Import Entries"/></div>
--	-----------------------	----------------------	-----------------	--

Notice that the **Prepare Totals** button is now labeled **Preview**.



Click

to bring up this page. Click here to see the report:

prior cont:2700.00 exp:775.00  
total cont:450.00 exp:500.00  
cashcheck cont: 150.00 loans: 0.00  
item\_count : 4  
File Written :pdf\_erica/e12c96\_Q2\_dhc123dc60.pdf

View/download the report: [Carolyn J. Casadonte \(4/1/2009 - 7/1/2009\)](#)

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

[Return to report list](#)

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.

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

Forgot to add a contribution or expenditure?

That's OK: You can continue to add them after doing the preview.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Carolyn J. Casadonte Name	OFFICE USE ONLY
(2) 3545 Harrington Ct, Suite C Address (number and street) Palmetto, FL 32314 City, State, Zip Code	
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED	(3) ID Number: 86
(4) Check appropriate box(es): <input checked="" type="checkbox"/> Candidate (office sought): County Commission District 6 <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 CGE HAS DISBANDED <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Election Committee <input type="checkbox"/> CHECK COMMUNICATION REPORT WILL BE FILED	
Cover Period: From 4/1/2009 To 7/1/2009 <input checked="" type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	Ref: 1 Type: 00
(6) CONTRIBUTIONS THIS REPORT Cash & Checks \$ 250.00 Loans \$ 0.00 Total Monetary \$ 250.00 In-Kind \$ 300.00	(7) EXPENDITURES THIS REPORT Monetary Expenditures \$ 500.00 Transfers to Office Account \$ 0.00 Total Monetary \$ 500.00 (8) Other Distributions \$ 0.00
(9) TOTAL Monetary Contributions To Date \$ 2,650.00	(10) TOTAL Monetary Expenditures To Date \$ 1,275.00
(11) CERTIFICATION It is a first degree misdemeanor for any person to falsify a public record (s.s. 929.13, F.S.) I certify that I have examined this report and it is true, correct, and complete. (Type name) <input checked="" type="checkbox"/> Individual name for non-partying candidate <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer Signature _____ (Type name) <input type="checkbox"/> Candidate <input type="checkbox"/> Checkperson (only for PC, not for non-partying candidate organization) Signature _____	

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS											
(1) Name Carolyn J. Casadonte						(2) I.D. Number 86					
(3) Cover Period 4/1/2009 through 7/1/2009						(4) Page 1 of 3					
(8) Date	(9) Sequence Number	(7) Full Name (Last, First, Middle)	(10) Street Address & City, State, Zip Code	(11) Contribution Type	(12) Contribution Amount	(13) In-Kind Description	(14) Amount	(15) Amount	(16) Amount	(17) Amount	(18) Amount
4/21/2009	1	Elise, Marych...	4411111111	CN	100.00						
4/21/2009	2	Elise, Marych...	4411111111	CN	100.00						
4/21/2009	3	Elise, Marych...	4411111111	CN	100.00						

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES											
(1) Name Carolyn J. Casadonte						(2) I.D. Number 86					
(3) Cover Period 4/1/2009 through 7/1/2009						(4) Page 1 of 3					
(8) Date	(9) Sequence Number	(7) Full Name (Last, First, Middle)	(10) Street Address & City, State, Zip Code	(11) Expenditure Type	(12) Expenditure Amount	(13) In-Kind Description	(14) Amount	(15) Amount	(16) Amount	(17) Amount	(18) Amount
5/15/2009	1	Davis, Commun...	800.00	RECEIVED FOR	100.00						

The preview version of the report has a **DRAFT** watermark on each page.

The elections office cannot accept a draft report. You must submit a final report.

We'll explain how to do this on page 15.

# How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution and expenditure data from a file created by the application directly into the Candidate 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 contributions and expenditures 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)				
Past Reporting Periods <b>Current Reporting Periods</b> 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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	<b>Import Entries</b> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit</a> <a href="#">Export CSV</a>
2009-Q3 (07/01/2009 - 09/30/2009) 10/15/2009	-	-	No Data Entered Unlock this report	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>
2009-Q4 (10/01/2009 - 12/31/2009) 1/15/2010	-	-	No Data Entered Unlock this report	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit Waiver</a>

**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.

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

Contributions

Expenditures

File Upload - County :	
File:	cpt_erica_96_125.rpt
Size:	5474
<b>Report uploaded successfully</b>	
<a href="#">Return to Reports List</a>	

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 11 through 17.

### 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 13.

### To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 13.

# 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.

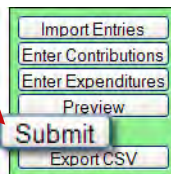
Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page 22.

## 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**

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.

## Are you certain your data for this reporting period is final?

If not, click **Cancel**.

If you are sure you are ready to file, click .

Clicking **Submit Report** returns you to the Report List.

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**.

Confirmation number

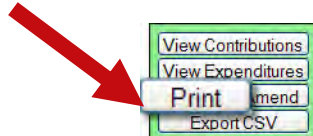
Data can be viewed but cannot be changed.

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 (2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)		<b>Submitted</b> <b>#1014376</b>	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
No Data Entered. <a href="#">Enter Contributions</a>				

At this point, the report is closed, but it has not been sent to the elections office, even though its status is **Submitted** and a confirmation number has been assigned. To create a PDF of the report and send it to the elections office, you click **Print**. You need not actually print or display the PDF, but you must click **Print** in order for the report to go to the elections office.

## To create a PDF of the report and send it to the elections office:

Click



to bring up the page shown below. This is all you need to do to send the report to the elections office.

If you want to view the report, click here:

prior cont:2700.00 exp:775.00  
total cont:450.00 exp:500.00  
cashcheck cont: 150.00 loans: 0.00  
item\_count : 4  
File Written ./pdf\_erica/e12c96\_Q2\_dhc123sdc60.pdf

[View/download the report Carolyn J. Casadonte \(4/1/2009 - 7/1/2009\)](#)

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

[Return to report list](#)

# Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box.

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

(1) Carolyn J. Casadonte  
Name

(2) 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

(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  
☐ CHECK COMM

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

(6) CONTRIBUTIONS THIS REPORT  
Cash Checks \$ 150.00  
Loans \$ 0.00  
Total Monetary \$ 150.00  
In-Kind \$ 300.00

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

(11) CERTIFICATION  
It is a first degree misdemeanor for any person to falsify, alter, or destroy any record or document required by law to be maintained.  
I certify that I have examined this report and it is true, correct, and complete.  
(Type name)  
☐ Individual (only for electioneering committee)  
☒ Treasurer ☐ Deputy Treasurer ☐ Candidate  
Signature \_\_\_\_\_

**OFFICE USE ONLY**  
ONLINE SUBMISSION  
[1014376]

**CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS**  
(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) Full Name (Last, Suffix, First, Middle) (8) Sequence Number	(7) Contributor (9) Street Address & City, State, Zip Code	(10) Contribution Type	(11) In-Kind Description	(12) Amount
4/21/2009	1	Barber, Anne Lee 45 WILSON BLVD PALMETTO, FL 32312	CH		\$100.00
4/21/2009	2	Kirk, Marsha 1900 WILLIAMS DR PALMETTO, FL 3	CH		\$50.00
4/21/2009	3	Smith, Reid C. 144 WANDERSON RD PALMETTO, FL 32312	restaurant owner	lunch for campaign meeting	\$100.00

DS-DE 13 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

**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) Full Name (Last, Suffix, First, Middle) (8) Sequence Number	(7) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amount
5/19/2009	1	Davis Communications, P.O. Box 3469 Tallahassee, FL 32312	retainer for advertising	\$500.00

DS-DE 14 (Rev. 08/03) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

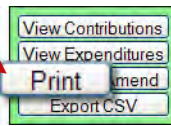
Notice that the **Original** box is selected in the **Report Identifier** section.

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.

# My county also requires a printed report.

Click



to bring up this page. Click here to display the report:

prior cont:2700.00 exp:775.00  
total cont:450.00 exp:500.00  
cashcheck cont: 150.00 loans: 0.00  
item\_count : 4  
File Written ./pdf\_erica/e12c96\_Q2\_dhc123sdc60.pdf

View/download the report [Carolyn J. Casadonte \(4/1/2009 - 7/1/2009\)](#)

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



[Return to report list](#)

In Acrobat Reader, click the print icon:



. You'll find it in the upper-left corner of the screen.

Select your printer and click **OK**. The report will print

After printing the report, click  (it's in the upper-right corner of the window displaying the report) to return to the Report List.

Sign the report and deliver it to the elections office prior to the deadline for this reporting period.



# 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) :

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](#).

**Candidates**

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

Election selected here.

Candidate selected here.

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
<a href="#">Q1 (1/1/2009 - 3/31/2009)</a>	\$2,700.00	\$0.00	\$775.00	<a href="#">View Report (PDF)</a>
<a href="#">Q2 (4/1/2009 - 7/1/2009)</a>	\$150.00	\$300.00	\$500.00	<a href="#">View Report (PDF)</a>

[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 32.

Display list of all campaign transactions.

1/2009	\$150.00	\$300.00	\$500.00	<a href="#">View Report (PDF)</a>
<a href="#">List All Contributions and Expenditures</a>				

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:

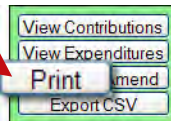
Candidate : Carolyn J. Casadonte								
Office : County Commission District 4								
Report Date : ALL								
Campaign Treasurer's Report - Itemized Contributions								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
1	1/10/2009	Harold F Qualls 6979 Standing Pine LN Tallahassee, FL 32312	Individual	systemdesigner	Loan			\$500.00
2	2/5/2009	BB Alford 1645 Hedgefield CT Palmto, 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 Palmto, FL 32312	Individual		Check			\$100.00
		Marsha Kirk 8899 Maceo						

# 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 Candidate Financial Reporting System. But 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




Click here to display the report:

prior cont:2700.00 exp:775.00  
total cont:450.00 exp:500.00  
cashcheck cont: 150.00 loans: 0.00  
item\_count : 4  
File Written ./pdf\_erica/e12c96\_Q2\_dhc123sdc60.pdf

View/download the report [Carolyn J. Casadonte \(4/1/2009 - 7/1/2009\)](#)

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 

[Return to report list](#)

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) Carolyn J. Casadonte  
Name

(2) 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

(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  
☐ CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

(5) REPORT IDENTIFIERS  
Cover Period: From 4/1/2009 To 7/1/2009 Report Type Q2  
☐ Original ☒ Amendment ☐ Special Election Report ☐ Independent Expenditure Report

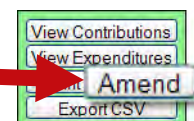
(6) CONTRIBUTIONS THIS REPORT

(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:

<Candidate Reporting - Main Menu - Windows Internet Explorer

https://www.voterfocus.com

Amend Report

Selecting the next button below will generate an amended report for the 04/01/2009 - 07/01/2009 report.

The next step is to add any missing items or select items from the report to change.

Next

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 <b>Current Reporting Periods</b> 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 <a href="#">Unlock this report</a>	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009	\$450.00 (3 items)	\$500.00 (1 item)	Received # 1014376	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	-	-	Not Filed Data Entry NOT Started	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit</a> <a href="#">Delete Report</a> <a href="#">Export CSV</a>
2009-Q3			No Data Entered	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a>

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 7) and expenditures (page 9).
- Import new contributions or expenditures (page 13).
- Change or delete items listed on the original report (page 24).

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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
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	<a href="#">Import Entries</a> <a href="#">Enter Contributions</a> <a href="#">Enter Expenditures</a> <a href="#">Prepare Totals</a> <a href="#">Submit</a> <a href="#">Export CSV</a>

When you are finished entering items, preview the report (page 11) and submit it to the elections office (page 15). 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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
2009-Q2 (04/01/2009 - 07/01/2009) 7/15/2009 (Amended)	\$50.00 (1 item)	\$34.78 (1 item)	Submitted # 1014379	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>

If your county requires a hard copy of amended reports, print the report (page 16), 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.

# 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 : <b>County 2009 (2009-11-03)</b>									
Report Date :									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a> <a href="#">Amend Item from Orig Report</a>									
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount	
						Total		\$0.00	
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

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 here.

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.
<a href="#">Update Amended Contribution</a> <a href="#">Back To Transactions</a>		

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)									
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a> <a href="#">Amend Item from Orig Report</a>									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	1	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual		Check		Delete	\$100.00
<a href="#">Edit</a> <a href="#">Delete</a>	2	4/21/2009	Anna Lee Barber 45 Wilson BLVD Palmetto, FL 32312	Individual	dentist	Check		Add	\$200.00
Total									\$100.00
<a href="#">Add Contribution</a> <a href="#">Return to Report List</a>									

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 print, fill out, and submit to the elections office.

**WAIVER OF REPORT**  
(Section 106.07(7), F.S.)  
(PLEASE TYPE)

**OFFICE USE ONLY**  
**ONLINE SUBMISSION**  
[1014391]

Candidate's Name (Last, First, Middle)  
OR Political Committee, CCE or Party Name  
Carolyn J. Casadonte  
1645 Harrington CT, Suite C  
Palmetto, FL 32314

Identification Number (Assigned by Division of Elections)  
96

County Commission District 4  
Office Sought (Include District, Circuit or Group Number)

Address (Number and Street)  
City State Zip Code

☒ Candidate ☐ Committee of Continuous Existence ☐ Check box if address has changed since last report  
☐ Political Committee ☐ Party Executive Committee ☐ 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

☐ TERMINATION REPORT  
☐ SPECIAL ELECTION

**NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF**  
7/1/2009 through 9/30/2009 ( Q3 )  
**X**

Signature Date

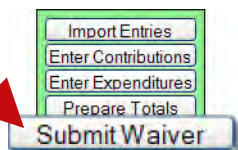
**SIGNATURES REQUIRED FOR:**  
Candidates  
Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)  
Political Committees  
Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)  
Committees of Continuous Existence  
Treasurer (s. 106.04(4)(c), F.S.)  
Party Executive Committees  
Treasurer or Chairman (s. 106.26(2), F.S.)

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.

## To submit a waiver:

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

Click



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.

**Submit Report** **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	<a href="#">View Contributions</a> <a href="#">View Expenditures</a> <a href="#">Print</a> <a href="#">Amend</a> <a href="#">Export CSV</a>
---	---	---	-----------------------	--

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.

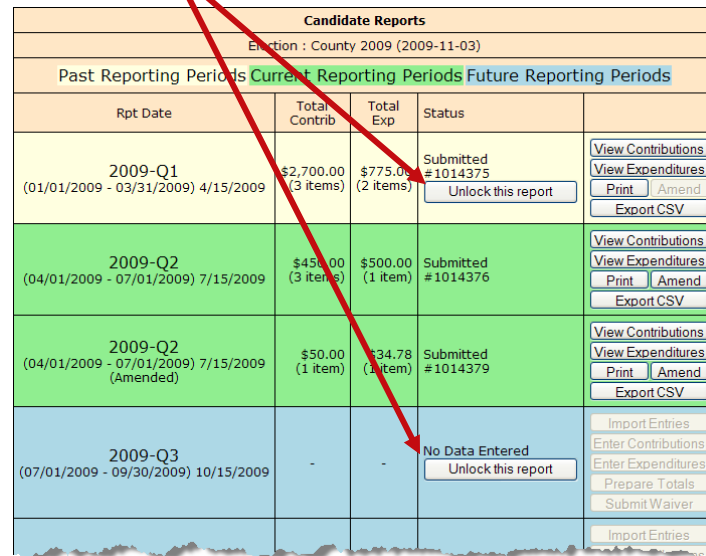
Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report (page 22).



# Why are some reports locked?

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

**Unlock this report** button?



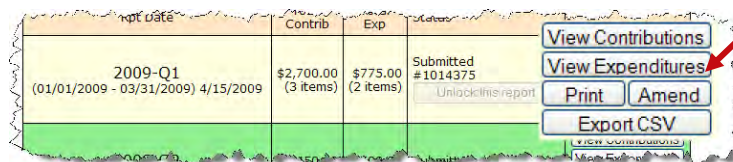
Candidate Reports			
Election : County 2009 (2009-11-03)			
Past Reporting Periods	Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status
2009-Q1 (01/01/2009 - 03/31/2009) 4/15/2009	\$2,700.00 (3 items)	\$775.00 (2 items)	Submitted #1014375 Unlock this report
2009-Q2 (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

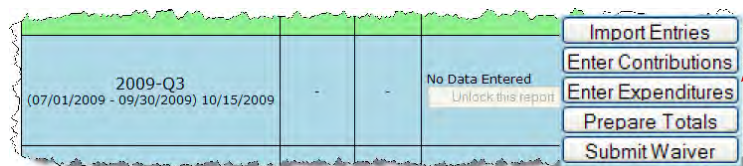
**Unlock this report**.

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

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



Rpt Date	Contrib	Exp	Status
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 Final or Termination report. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. The final report might not appear at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time.

The screenshot shows a table with columns for report details. A red oval highlights a row with the text "2010-Final (01/01/2010 - 03/31/2010) 3/31/2010". To the right of this row, there is a button labeled "No Data Entered" and another button labeled "Unlock this report". On the far right, there is a vertical sidebar with buttons: "Prepare Totals", "Submit Waiver", "Import Entries", "Enter Contributions", "Enter Expenditures", "Prepare Totals", and "Submit Waiver".

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

To file this report, you will first need to add any outstanding contributions and expenses. The last item should be a single expenditure that disposes of any excess funds in your campaign account.

When you enter this last expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.

The screenshot shows the "Candidate Reporting - Main Menu" form in a Windows Internet Explorer browser. The form is for Candidate Carolyn J. Casadonte (96) Office: County Commission District 4. It includes fields for Date (3/15/2010), Vendor Last Name (Last: Casadonte, First: Antonio, Middle: R), Address 1 (340 Golf View Dr), Address 2, City (Miami), State (FL), Zip (32122), Amount (\$500), and Purpose (repay loan). The Expenditure type dropdown menu is open, showing options: Monetary, Monetary, Petty Cash Withdrawn, Petty Cash Spent, Transfer to Office Account, Refund, and Disposition of Funds. A red arrow points to the "Disposition of Funds" option. A text box on the right says: "For the final transaction of the campaign, select **Disposition of Funds** in the **Expenditure type** field." Below the dropdown menu, there is a "Back To Transactions" button and a "List Vendors" link.

When you return to the list of expenditures for the final 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.

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

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

<b>(10) TOTAL Monetary Expenditures To Date</b>
\$ 1,809.78

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

<b>CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES</b>					
(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 33122	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 Candidate Financial 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](mailto: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:



**Candidate : Adam Greensburg**  
**Office : Clerk of Court**

6979 Standing Pines Lane  
Tallahassee, FL - 32312  
[agreensburg@hotmail.com](mailto:agreensburg@hotmail.com)  
850-556-6814

**No Photo Available**

No biographical information available at this time.

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.

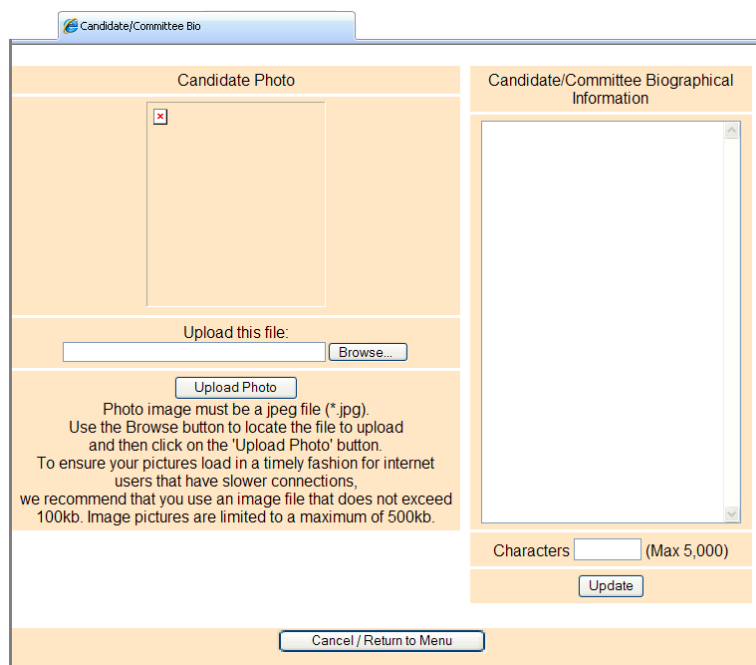
The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

## To enter a photo:

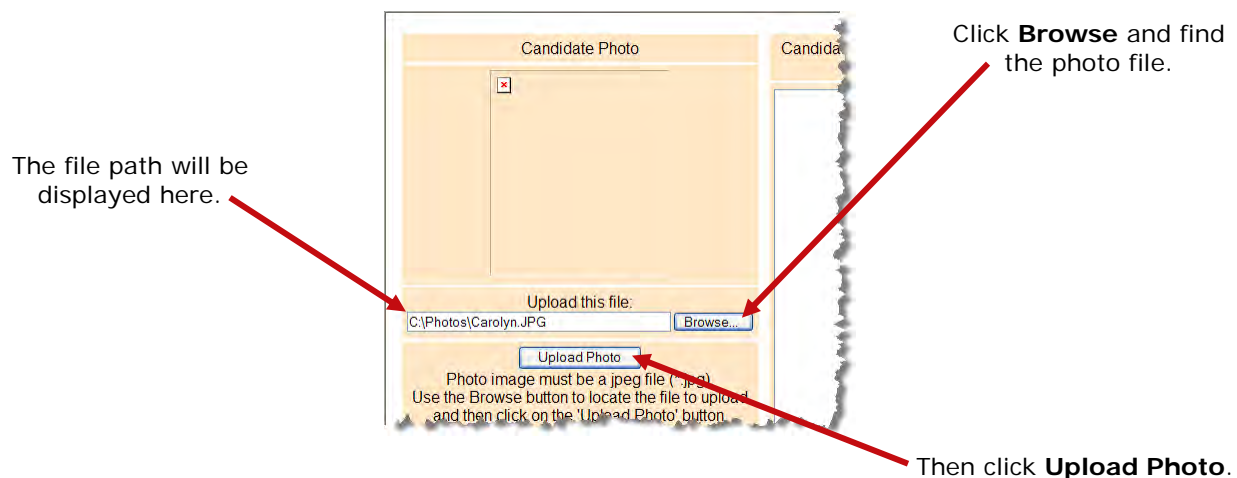
On the main page, click the yellow button.



to bring up the Candidate/Committee Biopage:

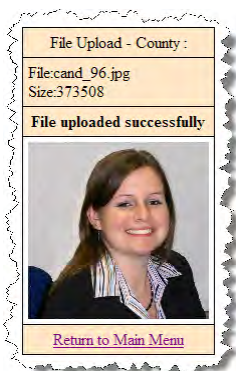


Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.





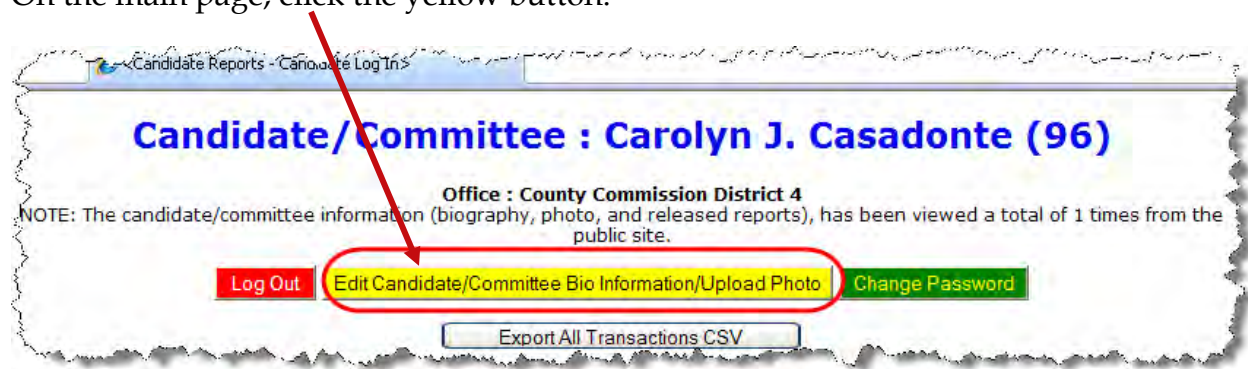
When the file has copied to the system, you'll see this message along with the photo file:



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:

A screenshot of the "Candidate/Committee Bio" form. It has two main sections: "Candidate Photo" and "Candidate/Committee Biographical Information". The "Candidate Photo" section has a placeholder for a photo, an "Upload this file:" label, a "Browse..." button, and an "Upload Photo" button. Below this, there is a note: "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 "Candidate/Committee Biographical Information" section has a large text area for entering biographical information. Below the text area, there is a "Characters" label, a text input field, and "(Max 5,000)". There is an "Update" button below the text area. At the bottom of the form, there 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.

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.

When finished, click **Update**.

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>)**

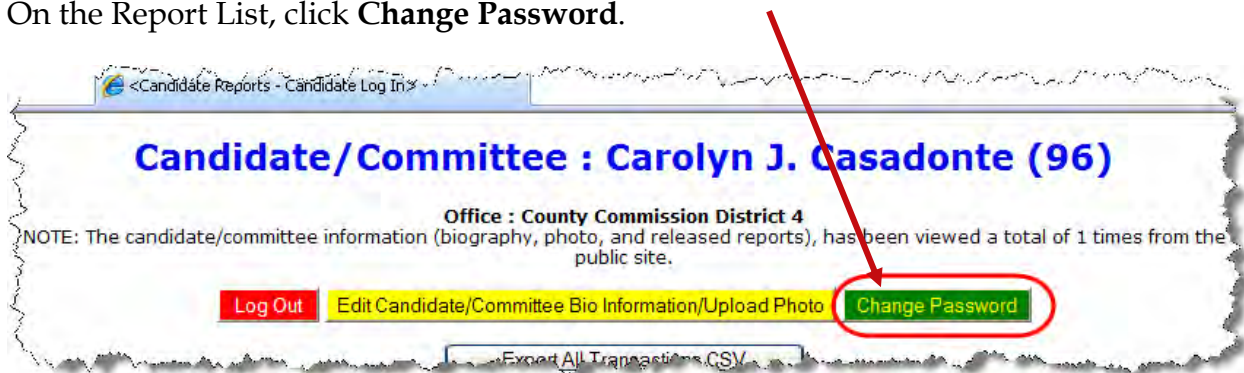
You might not see your photo and bio immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

# How do I change my password?

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.

## To change your password:

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



In the **Enter Old Password** field, enter your current password. Then enter your new password in the other two fields. Click **Change Password** when you are finished.



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 Candidate Financial Reporting system.

Should you forget your new password, 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 Candidate 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 <b>Current Reporting Periods</b> 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	<b>View Contributions</b> <b>View Expenditures</b> <b>Print</b> <b>Amend</b> <b>Export CSV</b>
			<b>Unlock this report</b>	