

PROVIDED BY: THE
GEORGIA GOVERNMENT
TRANSPARENCY &
CAMPAIGN FINANCE ACT

A BASIC *HOW-TO-GET-STARTED* GUIDE FOR
LOCAL CANDIDATES

2 DISCLAIMER

- This training guide is a educational resource for local candidates at the county and municipal level. It is a not a substitute for the law. It is imperative that you take the contents of this guide as a reference to assist in the day to day operations of campaign finance. You should always refer to the Campaign Finance Act (Title 21, Chapter 5 of the Official Code of Georgia Annotated) to make sure you are in compliance. Any questions, feel free to contact the education department:
 - Tamara Solomon – Candidate Training Coordinator tsolomon@ethics.ga.gov
 - Holly Smith – Director of Filing & Compliance hsmith@ethics.ga.gov

BECOME FAMILIAR WITH THE “LINGO”

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Exemption Campaign
Transparency
Act
Filing Expenditure
Officer
Committee
Contribution
Personal
Final Two
Intention
Declaration
Candidate
DOI
Registration
Disclosure Financial
Two
Day
Business
Term

- Form DOI – Declaration on Intent to Accept Campaign Contributions
- Form RC – Registration Form for a Candidate’s Campaign Committee
- Form COOSA – Choosing the Option of Separate Accounting
- Affidavit of Exemption – Affidavit of a Candidate’s Intent not to Exceed \$2,500 in Contributions and/or Expenditures
- CCDR – Campaign Contribution Disclosure Report
- PFDS – Personal Financial Disclosure Report
- TBDR – Two Business Day Report
- FRTS – Final Report & Termination Statement
- Local Filing Officer – The person you file your campaign finance documents with. This person will be either the City Clerk or County Elections Superintendent.

2/24/2020

4 FORM DOI – DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS

- This document must be filed with the Local Filing Officer **BEFORE** accepting any campaign contributions **OR** spending money on your campaign.
 - A candidate's personal funds expended for their campaign are considered campaign contributions.
- Any current elected official running for the same office **DOES NOT** need to file a new Form DOI each time they run for office.
 - If a current elected official runs for a different office, then they will need to file a new Form DOI for the new office.
- A new Form DOI is filed if there is a break in office and the campaign account is terminated.

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The Campaign Finance Commission recently updated the Form DOI and Form RC for Local Filers.

The new Form DOI for local filers was update 02/2020.

If you are running for a judicial seat, you have to include the seat information on the Form DOI.

This document is located on our website <http://ethics.ga.gov/formsreportspublications/>

CFC Form DOI Rev 02/2020 LOCAL Filer ID: _____

 Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS (FORM DOI) – COUNTY/MUNICIPAL LEVEL FILERS
INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible

1 Today's Date: _____

2 Candidate (full name): _____
Address: _____
City, State, Zip: _____
Telephone (optional): _____ Email: _____

3 Name County/City: _____ Party Affiliation (optional):
 Democrat Non-Partisan
 Republican Other
Name of Office Sought or Held: _____
(include office, district, post, or judicial seat)

4 Next Election Year: _____

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

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

6 Treasurer (full name): _____
Address: _____
City, State, Zip: _____
Email: _____

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

Signature of Candidate Date

COUNTY/MUNICIPAL FILERS: File this form directly with the Local Filing Officer in your county and/or municipality
LOCAL FILING OFFICERS: Send a copy via email to localreports@ethics.ga.gov

The new Form DOI says “County/Municipal Filers” on the form.

On the new form, you have to put the county and/or city of the office you are running for.

It states on the form who to file this document with. **DO NOT** send this document to the Commission.

6 FORM RC – REGISTRATION OF A CANDIDATE'S CAMPAIGN COMMITTEE

- This document registers a candidate's campaign committee and is ***filed directly with the Commission.***
- A campaign committee is **OPTIONAL**. It is required if a candidate designates someone to file reports, accept money, or expend money on behalf of the campaign.
- A Chairperson and Treasurer are required to form the committee; however, they can be the same person and can be the candidate.
 - If either position is vacant, the committee cannot accept contributions.
- The campaign committee will remain in effect until the registration is canceled by the committee or the candidate.

The new Form RC was updated 02/2020.

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It states on the form where to file this document.

If you are running for a judicial seat, you have to include the seat information on the Form RC.

This document is located on our website <http://ethics.ga.gov/formsreportspublications/>

CFC Form RC Rev 2/2020 LOCAL Filer ID: _____

Georgia Government Transparency & Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

REGISTRATION FORM FOR A CANDIDATES CAMPAIGN COMMITTEE (FORM RC) - COUNTY/MUNICIPAL LEVEL FILERS

Any substantive changes to the registration information of a committee must be updated within 7 business days
INCOMPLETE FORMS WILL NOT BE PROCESSED - If form is handwritten, it must be legible.

1 ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery
Today's Date: _____ Select Form Type: Original Amended

2 Committee (Full Name): _____
Address: _____
City, State, Zip: _____
Telephone Number (optional): _____ Email: _____

3 Campaign Committee Chairperson (full name): _____
Address: _____
City, State, Zip: _____ Email: _____

4 Treasurer (full name): _____
Address: _____
City, State, Zip: _____ Email: _____

5 Candidate (full name): _____
Address: _____
City, State, Zip: _____ Email: _____

6 Name County/City: _____ Party Affiliation (optional):
Name of Office Sought or Held: _____
(include office, district, post, or judicial seat) Democrat Non Partisan
 Republican Other

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

Signature of Person Registering Committee _____ Date _____

ALL LOCAL LEVEL CANDIDATES & ELECTED OFFICIALS: File this form directly with the Campaign Finance Commission via mail or hand-delivery

The new Form RC says "County/Municipal Filers" on the form.

Any amendments to the campaign committee must be updated with the Commission within 7 business days.

On the new form, you have to put the county and/or city of the office you are running for.

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FORM COOSA – CHOOSING THE OPTION OF SEPARATE ACCOUNTING

- This document allows candidates to accept campaign contributions for multiple elections within an election cycle.
 - Ex. Candidate can accept monies for the General Election even in the Primary has not happened yet in the same election cycle.
- This document is **filed directly with the Commission.**

Please Note: Contributions received for a future election cannot be expended until the current election has occurred.

CFC Form RCNC Rev 9/17

Georgia Government Transparency & Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1416 - West Tower | Atlanta Georgia, 30334

CHOOSING OPTION OF SEPARATE ACCOUNTING (FORM COOSA)

Date this form is filed: _____

Candidate or Candidates Committee (Full Name): _____

Name of Office Sought: _____

Address: _____

Year Office Election will be held: _____

Telephone Number(s): _____

Signature of Person choosing separate accounting option: _____

Printed Name of Person choosing separate accounting option: _____

Authority of Signer (candidate, Treasure, Chairman): _____

SIGNER UNDERSTAND THAT THIS FORM SHOULD BE FILED ONLY IF CONTRIBUTIONS ARE TO BE ACCEPTED FOR MORE THAN ONE ELECTION AT A TIME. SIGNER UNDERSTANDS THAT IF SEPARATE ACCOUNTING IS CHOSEN A SEPARATE BANK ACCOUNT MAY BE OPENED FOR EACH ELECTION.

ALL CANDIDATES & PUBLIC OFFICERS: File with the Campaign Finance Commission

This document is located on our website
<http://ethics.ga.gov/formsreportspublications/>

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AFF 12500-1016

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

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

Per O.C.G.A. §21-5-34(d)(d.1)(1),

_____ is a candidate for /public officer of
(Full Name of Candidate)
_____ in _____
(Office Sought/or Held) (City or County)

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

I understand that if I, the above named candidate, exceed the \$2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 then I, the above named candidate, **SHALL** be required to file only the June 30 and December 31 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accepts a combined total of contributions exceeding \$5,000.00 or makes expenditures exceeding \$5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

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

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

AFFIDAVIT OF EXEMPTION

- This document is for **LOCAL** filers **ONLY**.
- This document exempts a filer from filing Campaign Contribution disclosure reports if the filer does not intend to spend or accept more than \$2,500 in an election cycle.
- The affidavit **EXPIRES** the day **AFTER** the General Election.
- You will file this document with the Local Filing Officer. **DO NOT** file this document with the Commission.

This document is located on our website
<http://ethics.ga.gov/formsreportspublications/>

10 CCDR – CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

- This report is filed by a candidate or their committee that discloses all contributions received and expenditures made during a reporting period.
 - Reporting Period – Period of time beginning the day after the last report due date, through the due date of the next report. (The reporting period **EXCLUDES** the grace period)
- There are six reports due in an election year and two report due in a non-election year. The filing schedule is located on our website.
- The CCDR is filed with the Local Filing Officer.
 - Some local jurisdictions use third party vendors that allow their filers to file electronically. You will need to check with the Local Filing Officer to see if your county and/or municipality allows that.
- Not required if filer has filed the Affidavit of Exemption.
- There is a \$125 late if filed after the end of the grace period.

Please Note: Reports are **DUE** on the due date, but every CCDR has a 5 day grace period. Any report filed during the grace period is considered **LATE** but is given “grace” and therefore does not incur the late fee. The late fee is applied after the grace period ends.

Local filers **DO NOT** need a filer ID number on ANY Campaign Finance document since local filers **DO NOT** file electronically with the Commission.

Non-Election Year filing dates have been updated.

This document is located on our website <http://ethics.ga.gov/formsreportspublications/>

CFC-CCDR 02/20

Campaign Contribution Disclosure Report

Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Avenue S.E. | Suite 1416 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

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

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

(3) _____
Mailing Address City State Zip Code

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

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

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

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

4. Period for which you are Reporting
 You Must Check Only One Box

My Non-Election Year	My Election Year	Run-Offs <small>(Report required only if you are in a Run-Off Election)</small>	Special Election
<input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> December 31, _____ (year)	<input type="checkbox"/> January 31, _____ (year) <input type="checkbox"/> April 30, _____ (year) <input type="checkbox"/> June 30, _____ (year) <input type="checkbox"/> September 30, _____ (year) <input type="checkbox"/> October 25, _____ (year) <input type="checkbox"/> Dec. 31, _____ (year)	<input type="checkbox"/> 6 days before Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before General Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Primary Run-Off _____ (year) <input type="checkbox"/> 6 days before Special Run-Off _____ (year)	<input type="checkbox"/> 15 days before Special Primary, _____ (year) <input type="checkbox"/> 15 days before Special, _____ (year) <input type="checkbox"/> Dec. 31, _____ (year)

Supplemental Reporting

June 30, _____ (year)
 December 31, _____ (year)

*Supplemental reports are required of candidates who have unsuccessfully campaigned for office or have resigned from office. See O.C.G.A. § 21-5-34.

State of _____ County of _____

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

The new CCDR form was updated 02/2020.

The CCDR is ten pages total. The filer must turn in all ten pages EVERY time they file the CCDR.

By law, all contributions and expenditures over \$100 have to be itemized. There is nothing against itemizing **ALL** contributions and expenditures.

Brief explanation of the CCDR Summary Page.

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For your first CCDR, follow the instructions in section 2A.

Should you win, the number from line 15 under cash amount will be the first number on line 2 for your **FIRST REPORT** in the next election cycle. This report will be the FIRST report in 2021.

State of Georgia Campaign Contribution Disclosure Report Summary Report			
CONTRIBUTIONS RECEIVED			
		In-Kind Estimated Value	Cash Amount
1	<input type="checkbox"/> I have no contributions to report. <input type="checkbox"/> I have the following contributions, including Common Source, to report:		
2	A. If this is the first time to file a disclosure report for the current officesought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		
EXPENDITURES MADE			
7	<input type="checkbox"/> I have no expenditures to report. <input type="checkbox"/> I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		
INVESTMENTS			
13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		
TOTAL NET BALANCE ON HAND			
15	Net balance on hand. (Line 6 - 12 + 14)		

The number from line 6 under cash amount, is the **FIRST** number one line 2 under cash amount in your second report.

The number from line 12 under cash amount, is the **FIRST** number on line 8 under cash amount in your second report.

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

13 PFDS – PERSONAL FINANCIAL DISCLOSURE STATEMENT

- This document is filed by individuals in which they disclose fiduciary positions, business interests, real estate interests, and investment interest that they or their spouse held in the **PREVIOUS** calendar year.
- Current elected officials at the local level will file this document within 15 days of qualifying for office in an election year.
 - ***ALL candidates that are not currently holding public office, DO NOT file a PFDS when they qualify for office.***
- During non-election years, current elected officials will file this document between January 1st and July 1st.
- If an incumbent **DOES NOT** qualify for office to succeed him or herself or qualify for any other office, then they are not required to file a PFDS.
- There is **NO** grace period for filing the PFDS.

Only **ONE** PFDS is required per calendar year.

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The PFDS is always for the preceding calendar year. Ex. If filing in 2020, the “Covering Calendar Year” should state 2019.

CFC PFD 1/14

STATE OF GEORGIA
PERSONAL FINANCIAL DISCLOSURE STATEMENT
200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334
| 404-463-1980 | www.ethics.ga.gov

Use Earlier of Post Mark or Hand Delivered Date

Original Amendment (Enter date of statement being amended)

Date of this Statement: _____ Covering Calendar Year: _____

Name of Public Officer or Candidate: _____
First Middle Last

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

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

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

Check One:
 Elected City or County Officer Candidate for City or County Office

WHO FILES A FINANCIAL DISCLOSURE STATEMENT:
Each public officer holding office in Georgia, and each person who qualifies as a candidate for election as a public officer for one of the offices listed below, and all others on the following list.
(A) Every constitutional officer;
(B) Every elected state official;
(C) The executive head of every state department or agency, whether elected or appointed;
(D) Each member of the General Assembly;
(E) Every elected county official, every elected county or area school superintendent, and every elected member of a county or area board of education; and
(F) Every elected municipal officer.

WHEN TO FILE A FINANCIAL DISCLOSURE STATEMENT:
Public Officer: A Financial Disclosure Statement is filed not before January 1 and not later than July 1 of each year that a public officer holds office (except the year of election). The information to be provided shall be that from the preceding calendar year.
If the public officer chooses not to run for re-election or for another public office no Financial Disclosure Statement need be filed in the year qualifying to succeed him takes place. A public officer shall not be deemed to hold the office in a year in which the public officer holds office for less than 15 days.
Candidate for Public Office: A Financial Disclosure Statement covering the period of the preceding calendar year shall be filed no later than the fifteenth day following the date of qualifying as a candidate. Candidates for state wide office file not later than seven days after qualifying for office. Only one Financial Disclosure Statement is required per calendar year.
Special requirements for State Wide Candidates: Candidates for a public office elected state wide must file their Financial Disclosure Statements not later than seven days after qualifying or filing a notice of candidacy. State wide candidates must disclose more information than other candidates for public office and the additional disclosure sections required of state wide candidates must be completed in the year of election filing.

WHERE TO FILE A FINANCIAL DISCLOSURE STATEMENT:
State /Statewide Office: Georgia Government Transparency & Campaign Finance Commission
County: County Election Superintendent
Municipality: City Clerk or Chief Executive Officer

The PFDS is filed directly with the Local Filing Officer. DO NOT file this document with the Commission.

Local filers DO NOT need a filer ID when filing the PFDS.

An individual who is appointed to a vacant elected public office files his or her first PFDS the year after they take office. Ex: John Doe is appointed to a vacant probate judge court office and is sworn into office on August 1, 2020. John Doe files his first PFDS in 2021.

This document is located on our website <http://ethics.ga.gov/formsreportspublications/>

15 TBDR – TWO BUSINESS DAY REPORT

- Two Business Day Reports (TBDR) are **ONLY** due between when the LAST campaign contribution disclosure report is due before an election and Election Day. They are used for contributions received that are \$1000 or greater and reported within two business days of receipt. They **ARE NOT** due every time a candidate has a contribution that is over \$1000. They are also **ONLY** due in election years. If a candidate receives a contribution of \$1000 or more during the regular reporting period, the contribution needs to be reported on the next campaign contribution disclosure report that is due.

CFC TRD REV 01/14

State of Georgia
Two Business Days Report of Contributions Received

Use Earliest of Post Mark or Hand Delivered Date

MUST BE SENT VIA FACSIMILE (404-463-1989) OR ELECTRONIC TRANSMISSION. ANY FACSIMILE FILING SHALL ALSO HAVE AN IDENTICAL ELECTRONIC FILING WITHIN FIVE BUSINESS DAYS FOLLOWING THE TRANSMISSION OF SUCH FACSIMILE FILING. To be used to report contributions (including loans) of \$1,000 or more, IF RECEIVED BETWEEN LAST REPORT DUE BEFORE AN ELECTION AND THE ELECTION. Must be reported within two business days of receipt!

Identifying Information:

Candidate or Committee Name Office Sought E-Mail

Filer ID (begins with the letter "C")

Mailing Address (number and street) City State Zip

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

* Monetary, In-Kind or Loan

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

Name of Candidate Chairman Treasurer

Signature _____ Date _____

Georgia Government Transparency and Campaign Finance Commission | 200 Piedmont Avenue S.E. | Suite 1402 - West Tower | Atlanta Georgia, 30334
 If you are e-filing with the GCF&CFC, please use the facsimile number of 404-463-1989

This document is located on our website
<http://ethics.ga.gov/formsreportspublicatio ns/>

This form is filed directly with the Local Filing Officer.

16 FRTS – FINAL REPORT & TERMINATION STATEMENT

- This document is filed with the campaigns final CCDR.
- Should be filed within 10 days of the campaign dissolving if the candidate **DID NOT** qualify for office.
- Filed on December 31st if the candidate and/or elected official qualified for office and was unsuccessful or is leaving office.
- To file the FRTS, the filer must have a zero net balance, zero debt, and not be seeking or holding the office.
- This document is filed directly with the Local Filing Officer.

CTC-CCDR-FRTS 1/14

Campaign Contribution Disclosure Final Report and Termination Statement
Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Avenue SE, Suite 1402 West Tower | Atlanta, GA 30334 | 404-463-1980

1. Report Type: Original Amendment Filing is being made on behalf of (Select One):
Candidate or Public Official
Office Held or Sought: _____
File ID: _____
Committee Name: _____
File ID: _____

2. Use Envelope or Post Mark or Hand Delivered Date

3. Identifying and Contact Information
(1) Full Name of Candidate or Other Than Candidate Campaign Committee (2) Today's Date
(3) Mailing Address City State Zip Code
(4) Primary Contact Phone Number and/or E-Mail
(5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign, or file the reports? Yes No
(6) If yes, is the committee registered with the Commission? Yes No
(7) If yes, complete the following: Name of Committee Chairperson Name of Committee Treasurer

4. Person Responsible for Maintaining Campaign Records
(1) Full Name
(2) Mailing Address
(3) City State Zip Code
(4) Primary Contact Phone Number (5) Email Address

5. TERMINATION DATE: _____
State of _____ County of _____
I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.
Sworn to and subscribed before me on _____, 20____
Signature of Notary Public Commission Expiration a. Signature of Candidate
b. Organization/Chairperson/Treasurer
(Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Act shall be guilty of a misdemeanor.)

Public Officer/Candidate/Other Than Candidate Committee Name _____ Page _____ of _____

This document is located on our website
<http://ethics.ga.gov/formsreportspublications/>

17 WHAT IS A CONTRIBUTION?

- Contribution means a gift, subscription, membership, loan, forgiveness of debt, advance or deposit of money or anything of value conveyed or transferred for the purpose of influencing the nomination for election or election of any person for office which is to appear on the ballot in county or a municipal election in this state.
 - In-Kind Contribution: any contribution that is not monetary.
- A contribution shall not include the value of personal services performed by persons who serve without compensation from any source and on a voluntary basis.
 - Volunteering could be someone's pay rate or their time.



By law, when a contributor donates to your campaign, you must record their name, mailing address, occupation, and employer. You will also need the amount of the contribution, the date of receipt and what election the contribution has been accepted and allocated for.

18 CONTRIBUTIONS – CONT. -

- “Ordinary and necessary expenses” shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans, etc.
- Candidates and elected officials **ARE NOT** allowed to accept anonymous contributions.
 - Any contribution received anonymously **MUST** be transmitted to the Office of Treasury & Fiscal Services – 200 Piedmont Ave. Suite 1202 (West Tower), Atlanta, GA 30334 404-656-2168
 - The candidate and elected must notify the Commission of the receipt of the anonymous contribution and its transmittal to the Office of Treasury & Fiscal Services.

Maximum Contribution Limits (For local level filers)	
Primary Election (Contributions are per contributor/per election cycle)	\$2,800
Primary Election Run-off (Contributions are per contributor/per election cycle)	\$1,500
General Election (Contributions are per contributor/per election cycle)	\$2,800
General Election Run-off (Contributions are per contributor/per election cycle)	\$1,500

CONTRIBUTION LIMITS

20 RECORD KEEPING

- Candidates and current elected officials are required to maintain detailed records of **ALL** contributions received and expenditures made.
- Records maintained by the candidate and/or campaign committee are subject to inspection by the Campaign Finance Commission at **ANYTIME**.
- Records should be preserved for **three years** from the termination date of the candidate's campaign. However, since the Commission's retention schedule is **six years**, candidates are **ENCOURAGED** to keep their records for at least **six years**.



2 | FILING SCHEDULE FOR LOCAL FILERS

Please Note: To view a detailed filing schedule with the grace period end date, visit http://media.ethics.ga.gov/schedules/ReportFilingScheduleCampaign_Locals_YearSelect.asp



Election Year Filing Schedule:

- January 31st
- April 30th
- June 30th
- September 30th
- October 25th
- December 31st

Non-Election Year Filing Schedule

- June 30th
- December 31st

22 LATE FEES

- Late fees are imposed by the Commission **AND NOT** the Local Filing Officer.
- All campaign contribution reports come with a 5-day grace period. If you file within the grace period, you are considered late but have not incurred a late fee. If you file after the grace period, you incur the late fee.
 - \$125 is the fee due after the first day of the grace period.
 - \$250 is the fee if the report is not filed by the 15th day after the due date of the report.
 - \$1000 is the fee if the report is not filed by the 45th day after the due date of the report.
- Late fees for the CCDR **CAN** be paid from your campaign funds but you **CANNOT** use those funds to pay the late fee for the PFDS.

DISPOSING OF CAMPAIGN CONTRIBUTIONS

- There are **ONLY** six ways a candidate or elected official can dispose of campaign funds:
 - As a contribution to any charitable organization described in 26 U.S.C 170(c) as said in federal statute exists on March 1, 1986, and which additionally shall include educational, eleemosynary, and nonprofit organizations.
 - Transfer without limits to any national, state, or local committee or any political party or candidate.
 - Transfer without limits to any persons making contributions pro rata.
 - Use the funds for a future campaign for the same office.
 - Repayment of any prior campaign debt incurred as a candidate.
 - Use toward the fulfillment or retention of office.

Any Questions?

That's all Folks!

Contact Us: Georgia Government Transparency & Campaign Finance Commission.

Location: 200 Piedmont Ave SE, Suite 1416 – West Tower
Atlanta, GA 30034

Website: www.ethics.ga.gov

Main Line: 404-463-1980