

IN-KIND CONTRIBUTION (SCHEDULE A)

| | | | | |
|--|--|---|--|---------|
| SCHEDULE A (FEC Form 3) ITEMIZED RECEIPTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input type="checkbox"/> 11a <input type="checkbox"/> 11b <input checked="" type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 12 <input type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input type="checkbox"/> 15 | PAGE OF |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | | |
| Full Name (Last, First, Middle Initial) Gold Nugget Corporation PAC | | | Date of Receipt 02 / 20 / 2012 | |
| Mailing Address 100 Commerce Ave. | | | Amount of Each Receipt this Period 260.00 | |
| City Springfield State VA Zip Code 00000 | | | Amount of Each Receipt this Period 260.00 | |
| FEC ID number of contributing federal political committee. C 00000000 | | | Amount of Each Receipt this Period 260.00 | |
| Name of Employer | | | Occupation | |
| Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ | | | Election Cycle-to-Date 1,260.00 | |
| | | | In-Kind | |

IN-KIND CONTRIBUTION (SCHEDULE B)

| | | | | |
|--|--|---|---|---------|
| SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19a <input type="checkbox"/> 19b <input type="checkbox"/> 20a <input type="checkbox"/> 20b <input type="checkbox"/> 20c <input type="checkbox"/> 21 | PAGE OF |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | | |
| Full Name (Last, First, Middle Initial) Gold Nugget Corporation PAC | | | Date of Disbursement 02 / 20 / 2012 | |
| Mailing Address 100 Commerce Ave. | | | Amount of Each Disbursement this Period 260.00 | |
| City Springfield State VA Zip Code 00000 | | | Amount of Each Disbursement this Period 260.00 | |
| Purpose of Disbursement In-Kind: Postage | | | Category/Type | |
| Candidate Name | | | Category/Type | |
| Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President | | | Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ | |
| State: District: | | | | |

the date the item was received. Do not include that amount in the total for Line 11(a)(i) on the Detailed Summary Page. No itemization on Schedule B is necessary. (See example on page 96.)

- Once the item is sold, report the sale price as a contribution on Line 11(a)(i) if the purchaser is known or as an “other receipt” on Line 15 if the purchaser is unknown. Itemize the transaction on Schedule A if necessary. (See example on page 96.) Also, if the purchaser is known, then the amount of the purchase, when aggregated with other contributions by the purchaser, must fall within the contribution limits.

104.13(b). See also AOs 2000-30 and 1989-06.

II. Reporting Reimbursed Advances of Personal Funds (Non-Travel)

As explained in Chapter 7 and in the previous section, when any individual, including a volunteer, a committee staff member or the candidate, uses his or her personal funds or personal credit to pay a vendor for a campaign expense and is later reimbursed by the committee, special reporting rules apply.

Non-Travel Advances Made and Reimbursed Within Same Reporting Period

Non-travel advances that are made and reimbursed within the same reporting period are considered contributions and must be reported as follows:

- Do not report the original advance unless, at the end of the reporting period, the amount

APPRECIATED GOODS AS CONTRIBUTIONS

| | | | |
|--|--|---|---|
| SCHEDULE A (FEC Form 3) ITEMIZED RECEIPTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 11a <input type="checkbox"/> 11b <input type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 12 <input type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input type="checkbox"/> 15 |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | |
| Full Name (Last, First, Middle Initial) A. Kane, Sally | | Date of Receipt 01 / 21 / 2012 | |
| Mailing Address 211 Spruce Street | | City State Zip Code Clifton VA 00000 | |
| FEC ID number of contributing federal political committee. C | | Amount of Each Receipt this Period 185.00 | |
| Name of Employer First National Bank | | Occupation Banker | |
| Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify) | | Election Cycle-to-Date 260.00 | |

Non-Travel Advances Made and Reimbursed in Different Reporting Periods

Non-travel advances that are to be reimbursed in a later reporting period must be reported as follows:

- Do not report the original advance unless, at the end of the reporting period in which the advance was made, the amount of previous contributions in the election cycle from the person making the advance plus the amount of the advance minus the amount of the reimbursement is greater than \$200 (i.e. previous contributions + the advance - the reimbursement > \$200). In that case, report the advance as a memo entry contribution on Schedule A;
- Report the amount of the advance outstanding at the end of the reporting period as a debt on Schedule D if it exceeds \$500 or has been outstanding for more than 60 days (see example at right); and

SALE OF APPRECIATED GOODS AS CONTRIBUTIONS

| | | | |
|--|--|---|---|
| SCHEDULE A (FEC Form 3) ITEMIZED RECEIPTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input type="checkbox"/> 11a <input type="checkbox"/> 11b <input type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 12 <input type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input checked="" type="checkbox"/> 15 |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | |
| Full Name (Last, First, Middle Initial) A. Bull Market Brokerage | | Date of Receipt 03 / 31 / 2012 | |
| Mailing Address 1212 King Street | | City State Zip Code Alexandria VA 00000 | |
| FEC ID number of contributing federal political committee. C | | Amount of Each Receipt this Period 750.00 | |
| Name of Employer XYZ Corp | | Occupation Banker | |
| Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) | | Election Cycle-to-Date 750.00 | |
| XYZ Corp stock sold through broker. Purchaser unknown. | | | |

of previous contributions in the election cycle from the person making the advance plus the amount of the advance minus the amount of the reimbursement is greater than \$200 (i.e., previous contributions + the advance - the reimbursement > \$200). In that case, report the advance as a memo entry contribution on Schedule A; and

- Report the reimbursement as an operating expenditure and, if reimbursements to that person exceed \$200 in the election cycle, itemize it on Schedule B (with a cross-reference to the memo entry on Schedule A for the advance—if the advance was itemized). AO 1992-01.

- Report the reimbursement, once made, as an operating expenditure and, if reimbursements to that person exceed \$200 in the election cycle, itemize it on Schedule B (with a cross-reference to the memo entry on Schedule A for the advance—if the advance was itemized).

See examples on opposite page. See AO 1992-01.

NONTRAVEL REIMBURSEMENTS

| | | | | |
|--|--|---|---|--------------------|
| SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19a <input type="checkbox"/> 19b <input type="checkbox"/> 20a <input type="checkbox"/> 20b <input type="checkbox"/> 20c <input type="checkbox"/> 21 | PAGE OF PAGE OF |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | | |
| A. Lotze, Herman Full Name (Last, First, Middle Initial) | | | Date of Disbursement 01 / 20 / 2012 | |
| Mailing Address 912 Geist Street City: Springfield State: VA Zip Code: 00000 | | | Amount of Each Disbursement this Period 750.00 | |
| Purpose of Disbursement Reimbursement for office supplies | | | Candidate Name | |
| Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President | | | Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ | |
| State: District: | | | Category/Type | |

12. Reporting Travel Expenses

As explained in Chapter 10, when a committee pays for its own travel expenses, it reports the payment as an operating expenditure. In certain situations, the payment may be made by a campaign traveler. In that case, no contribution results if the individual is reimbursed by the committee within certain time periods.

NONTRAVEL STAFF ADVANCES MADE AND REIMBURSED IN DIFFERENT REPORTING PERIODS

| | | | | |
|--|--|---|---|--------------------|
| SCHEDULE A (FEC Form 3) ITEMIZED RECEIPTS | | Use separate schedule(s) for each category of the Detailed Summary Page | FOR LINE NUMBER: (check only one) <input checked="" type="checkbox"/> 11a <input type="checkbox"/> 11b <input type="checkbox"/> 11c <input type="checkbox"/> 11d <input type="checkbox"/> 11e <input type="checkbox"/> 12 <input type="checkbox"/> 13a <input type="checkbox"/> 13b <input type="checkbox"/> 14 <input type="checkbox"/> 15 | PAGE OF PAGE OF |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | | |
| A. Allen, Lisa Full Name (Last, First, Middle Initial) | | | Date of Receipt 01 / 02 / 2012 | |
| Mailing Address 828 Pine Street City: McLean State: VA Zip Code: 00000 | | | Amount of Each Receipt this Period 750.00 | |
| FEC ID number of contributing federal political committee. C | | | Name of Employer | |
| Name of Employer | | | Occupation | |
| Receipt For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ | | | Election Cycle-to-Date | |
| Amount of Each Receipt this Period 1,000.00 | | | In-kind, printing to be reimbursed | |

Travel Expenses Reimbursed Within 30 or 60 Days

As explained in Chapter 7, no contribution results when the committee reimburses an individual for travel expenses within the following time periods:

- If the individual paid with cash or a personal check, within 30 days from the date the expense was incurred.
- If the individual paid with a credit card, within 60 days of the closing date on the credit card billing statement. 116.5(b). (See Chapter 7, Section 4, “Reimbursed Travel Expenses,” for more information.)

| | | | |
|--|--|--|--------------------|
| SCHEDULE D (FEC Form 3) DEBTS AND OBLIGATIONS | | (Use separate schedule(s) for each numbered line) | PAGE OF PAGE OF |
| Excluding Loans | | | |
| NAME OF COMMITTEE (In Full) Doe for Congress Committee | | | |
| A. Full Name (Last, First, Middle Initial) of Debtor or Creditor Allen, Lisa | | Nature of Debt (Purpose): Print job- to be reimbursed | |
| Mailing Address 828 Pine Street City: McLean State: VA Zip Code: 00000 | | FOR LINE NUMBER: (check only one) <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 | |
| Outstanding Balance Beginning This Period 0.00 | | Amount Incurred This Period 750.00 | |
| Payment This Period 0.00 | | Outstanding Balance at Close of This Period 750.00 | |

Reimbursed Within Time Limit and in Same Reporting Period

When the committee makes a reimbursement within these time limits, the committee reports the advance and reimbursement as follows:

- The original advance is not reported; and

- The reimbursement is reported as an operating expenditure on Line 17.AO 1992-01.

Reimbursed Within Time Limit but in Later Reporting Period

Note that, if the reimbursement is made within the appropriate time limit but not within the reporting period in which the advance was made, the committee must report the advance on Schedule D as a debt if it exceeds \$500. Once the reimbursement is actually made, the committee reports it as an operating expenditure and itemizes it on Schedule B if reimbursements to any one person exceed \$200 for the election cycle.

Travel Advances Not Reimbursed Within 30 or 60 Days

Not Reimbursed Within Time Limit but Within Same Reporting Period

Travel advances that are not reimbursed within the appropriate 30 or 60 day time limit (116.5(b)) but that are reimbursed within the reporting period in which the advance is made are considered in-kind contributions 100.93(i). Such advances must be reported as follows:

- Report the original advance as a memo entry contribution on Schedule A if the total of the advance plus any other contributions made by the same person within the election cycle, minus any reimbursements made in the reporting period, exceeds \$200; and
- Report the reimbursement as an operating expenditure and, if reimbursements to that person exceed \$200 in the election cycle, itemize it on Schedule B (with a cross-reference to the memo entry on Schedule A for the advance—if the advance was itemized).

Not Reimbursed Within Time Limit and Not Within Same Reporting Period

Travel advances that are not reimbursed within the appropriate 30 or 60 day time limit (116.5(b)) and that are not reimbursed within the reporting period in which the advance was made must be reported as follows:

- Report the original advance as a memo entry contribution on Schedule A if the total of

the advance plus any other contributions made by the same person within the election cycle, minus any reimbursements made in the reporting period, exceeds \$200;

- Report the amount of the advance outstanding at the end of the reporting period as a debt on Schedule D if it exceeds \$500 or has been outstanding for more than 60 days; and
- Report the reimbursement as an operating expenditure and, if reimbursements to that person exceed \$200 in the election cycle, itemize it on Schedule B (with a cross-reference to the memo entry on Schedule A for the advance—if the advance was itemized).

Special Rule for Reporting Reimbursements (for Travel and Subsistence Advances)

If the total amount reimbursed for a travel or subsistence expense is \$500 or less, the committee should report the individual receiving the reimbursement as the payee. If the total amount exceeds \$500 and payments to any one vendor used for the expenses total over \$200 for the election cycle, additional information is required to achieve full disclosure. In this instance the committee must:

- Report the individual receiving reimbursement as payee; and
- Report the payments aggregating over \$200 to any one vendor as memo entries on Schedule B. See AO 1996-20, footnote 3.

13. Categorizing Disbursements

Like receipts, disbursements are divided into several categories on the Detailed Summary Page of Form 3.

These categories are:

- Line 17, Operating Expenditures
- Line 18, Transfers to Other Authorized Committees

- Line 19(a), Repayments of Loans Made or Guaranteed by the Candidate
- Line 19(b), Repayments of All Other Loans
- Line 19(c), Total Loan Repayments
- Line 20(a), Refunds of Contributions (made by) Individuals/Persons Other than Political Committees
- Line 20(b), Refunds of Contributions (made by) Political Party Committees
- Line 20(c), Refunds of Contributions (made by) Other Political Committees (such as PACs)
- Line 20(d), Total Contribution Refunds
- Line 21, Other Disbursements.

For detailed information describing each category see “The Detailed Summary Page” section later in this chapter.

For each category, a committee must disclose the total for the current reporting period and the election-cycle-to-date total. In addition to reporting these totals, a committee often has to itemize disbursements by providing supplemental information on supporting Schedules B. 104.3(b)(2) and (4). A committee must use a separate Schedule B for each category of disbursements that must be itemized; the committee may not mix different categories of disbursements on the same schedule. Electronic filers must separately enter each disbursement when entering data in order to correctly generate the report. Paper-filing committees should complete the supporting Schedules first so that they may transfer totals from these Schedules to the Detailed Summary Page.

- Category/Type of disbursement (numbered categories detailed on the Instructions for Schedule B, Itemized Disbursements; available online at <http://www.fec.gov/pdf/forms/fec-fm3i.pdf>), (filling in this category is optional);
- Date of disbursement; and
- Amount of disbursement.

104.3(b)(4) and 104.9.

Purpose

For reporting purposes, the “purpose” of disbursement refers to a brief statement or description about the reason for the disbursement. The description must be sufficiently specific, when considered within the context of the payee’s identity, to make the reason for the disbursement clear. 104.3(b)(4)(i)(A) and (B). The Commission has published a non-exhaustive list of acceptable and unacceptable purpose descriptions at <http://www.fec.gov/law/policy.shtml#purpose>.

Election Designation

When itemizing a disbursement, the committee does not need to check the box designating it for a particular election (“primary,” “general” or “other”), unless the entry relates to a contribution to another candidate. In that case, the committee must indicate the election to which it relates (see example below.)

14. How to Itemize Disbursements

For each disbursement that must be itemized, the committee must include the following information:

- Name of payee;
- Address of payee;
- Purpose of disbursement (a brief description of why the disbursement was made);

OPERATING EXPENDITURES

| SCHEDULE B (FEC Form 3) ITEMIZED DISBURSEMENTS | | FOR LINE NUMBER: (check only one) | PAGE | OF | |
|--|--|--|---|-------------------------------------|------------------------------------|
| | | <input checked="" type="checkbox"/> 17 20a | <input type="checkbox"/> 18 20b | <input type="checkbox"/> 19a 20c | <input type="checkbox"/> 19b 21 |
| Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee. | | | | | |
| NAME OF COMMITTEE (in Full) Doe for Congress Committee | | | | | |
| Full Name (Last, First, Middle Initial) | | | | | |
| A. Quick Printing Inc. | | | Date of Disbursement MM / DD / YYYY 01 / 28 / 2012 | | |
| Mailing Address 567 4th Street | | | | | |
| City Fair Lakes | | | State VA | | |
| Zip Code 00000 | | | Amount of Each Disbursement this Period 300.00 | | |
| Purpose of Disbursement Printing Brochures | | | Category/ Type 006 | | |
| Candidate Name | | | | | |
| Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President | | Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify) ▼ | | | |
| State: District: | | | | | |