COMMITTEE'S REPORT
INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING. TYPE OR PRINT LEGIBLY IN BLACK INK.

GENERAL INFORMATION

- Schedules that do not apply should be omitted. If additional space is necessary, make copies of the needed schedules and insert at the appropriate place.

- All transactions must be reported, regardless of amount. Exception: In-kind transactions valued at $50 or less are not required to be reported. However, successive transactions must be added together to determine whether $50 has been exceeded.

- A committee bank account must be maintained. All contributions must be deposited in the account. All expenditures must be made by check drawn on the account. The check must be made payable to a specific person and indicate the object or services for which it was drawn. Exception: A petty cash fund may be maintained and used for expenditures of $200 or less that are not for personal services. Petty cash expenditures must be itemized on Schedule E-1.

- Cash contributions to the committee in excess of $200 from one source during a calendar year are prohibited. A cash contributor must be given a receipt containing his name, address and signature, and the date and exact amount of the contribution. The committee must keep a copy of the receipt.

- A record must be kept for every transaction, including the sale of tickets to fundraising events. The sale of a ticket to a fundraising event is reported as any other contribution. Exception: In the case of a single transaction involving the sale of campaign paraphernalia and raffle tickets for $50 or less, no record need be kept except the total amount received and deposited and the fact that such amount was received from such sale. The total amount of campaign paraphernalia sold for $50 or less is reported on Line 3a of the Summary Page. The total amount of raffle tickets sold for $50 or less is reported on Line 3b of the Summary Page.

- Contributions to candidates are subject to the following limits per election: $12,000 for major office candidates, $6,000 for district office candidates, and $2,000 for any other office candidates. Major office candidates include offices elected statewide, public service commissioners, supreme court justices, and offices elected in a district containing a population in excess of 250,000 according to the most recently published decennial federal census. District office candidates include legislative offices, offices elected parish-wide or in more than one parish, and offices elected in a district having a population in excess of 35,000. Any other offices are those offices which are not major or district.

- The open or party primary, second party primary, general, and tie-breaker elections are each considered separate elections. When calculating whether the limits have been reached, outstanding loans, endorsements or guarantees on loans, and contributions must be added together. The limits do not apply to contributions made by recognized political parties of their committees. The limits may be doubled when the contributor is a political committee with over 250 members who contributed at least $50 to the committee during the preceding calendar year. The committee must have certified that it meets this membership requirement on its annual Statement of Organization and the committee's annual report must reflect that it is eligible to make this certification. Further, the committee must notify the candidate in writing at the time of the contribution that it has met the certification.

GENERAL INFORMATION (continued)

- Separate reporting forms are to be used for "Special Reports".

- Contributions or loans in the name of another are prohibited. If funds are made available to a committee by a person who was loaned those funds by a third party, the name of the third party must also be disclosed.

- Expenditures made by a public relations firm , an advertising agency or agent for the committee must be reported to the committee; the ultimate recipients of any such expenditures of $5,000 or greater are required to be reported on Schedule E-1 of this report.

- Expenditures, including any reimbursement of costs, to persons to transport voters to the polls are prohibited. Exception: such expenditures are allowed if made to a bona fide bus, taxi, or transportation service, which holds a licensed or permit duly issued by the appropriate governmental entity.

- A copy of this report should be maintained for the committee records. Committee records must be preserved for six years.

COMMITTEE'S REPORT

(filed by committees that support or oppose one or more candidates and/or propositions and that are not candidate committees)

1. Full Name and Address of Committee

____ Amendment to prior report

2a. Committee Reporting Annually ____ Annual Report

2b. Committee Participating in Open Primary Election Cycle

Open Primary Election Date: _____________

____180-P - 180th day prior to open primary

____90-P - 90th day prior to open primary

____30-P - 30th day prior to open primary

____10-P - 10th day prior to open primary

____10-G - 10th day prior to general

____40-G - 40th day after general

2c. Committee Participating in Party Primary Election Cycle

Party Primary Election Date: _______________

____30-P - 30th day prior to party primary

____10-P - 10th day prior to party primary

____10-SP - 10th day prior to second party primary

____90-G - 90th day prior to general

____30-G - 30th day prior to general

____10-G - 10th day prior to general

____40-G - 40th day after general

2d. Committee Filing Monthly ____ Monthly Report

3. This report covers from __________________ through ____________________

4. All Committee Officers (including Chairperson, Treasurer, if any, and any other committee officers)

a. Name	b. Position	c. Address
	Chairperson	
	Treasurer	

5. Candidates or Propositions the Committee is Supporting or Opposing (use additional sheets if necessary)
Candidate affiliated with a Leadership Committee (do not fill in parts c or d for affiliated candidate)

a. Name & Address of Candidate/Description of Proposition	b. Office Sought/Held	c. Political Party	d. Support/Oppose

6. Is the Committee supporting the entire ticket of a political party? ___ Yes ___ No If "yes", which party? _____________

7. I/~~WE~~ HEREBY CERTIFY that the information contained in this report and the attached schedules is true and correct to the best of my/~~our~~ knowledge, information and belief, and that no expenditures have been made nor contributions received that have not been reported herein, and that no information required to be reported by the Louisiana Campaign Finance Disclosure Act has been deliberately omitted.

This ________day of _________________________, __________.

______________________________ Signature of Chairperson

______________________________ Signature of Treasurer

____________________ Daytime Telephone

____________________ Daytime Telephone

8. Person Preparing Report

______________________________ Printed Name of Report Preparer

____________________ Daytime Telephone

SUMMARY PAGE

RECEIPTS	This Period
1. Contributions Received (Schedule A-1)	
2. In-kind Contributions Received (Schedule A-2)	
3a. Campaign paraphernalia sales of $50 *or less*	
3b. Raffle ticket sales of $50 *or less*	
4. **TOTAL CONTRIBUTIONS** (Lines 1 + 2 +3a + 3b)	
5. Other Receipts (Schedule A-3)	
6. Loans Received (Schedule B)	
7. Loan Repayments Received (Schedule D)	
8. **TOTAL RECEIPTS** (Lines 4 + 5 + 6 + 7)	

DISBURSEMENTS	This Period
9. General Expenditures (Schedule E-1)	
10. In-Kind Expenditures (Schedule E-2)	
11. Contributions made to Candidates (Schedule E-3)	
12. **TOTAL EXPENDITURES** (Lines 9 + 10 + 11)	
13. Other Disbursements (Schedule E-4)	
14. Loan Repayments Made (Schedule B)	
15. Funds Loaned (Schedule D)	
16. **TOTAL DISBURSEMENTS** (Lines 12 + 13 + 14 + 15)	

FINANCIAL SUMMARY	Amount
17. Funds on hand at beginning of reporting period (Must equal funds on hand at close from last report or -0- if first report for this committee)	
18. *Plus* total receipts this period (*less* in-kind contributions received) (Line 8 above minus line 2 above)	
19. *Less* total disbursements this period (*less* in-kind expenditures) (Line 16 above minus line 10 above)	
20. Funds on hand at close of reporting period	

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SUMMARY PAGE (continued)

INVESTMENTS	Amount
21. Of funds on hand at beginning of reporting period (Line 17, above), amount held in investments (*i.e.*, savings accounts, CD's, money market funds, etc.)	
22. Of funds on hand at close of reporting period (Line 20, above), amount held in investments	

SPECIAL TRANSACTIONS	This Period
23. Removed per Act 428 of the 2021 Regular Legislative Session.	
24. All proceeds from the sale of tickets to fundraising events (Receipts from the sale of tickets are contributions and must also be reported on Schedule A-1)	
25a. Proceeds from the sale of campaign paraphernalia (Total receipts from the sale of campaign paraphernalia are reported on Schedule A-1 or Line 3a above)	
25b. Proceeds from the sale of raffle tickets (Total receipts from the sale of raffle tickets are reported on Schedule A-1 or Line 3b above)	
26. Expenditures from petty cash fund (Must also be reported on Schedule E-1)	

NOTICE

A committee must register in each calendar year in which it will have over $1,000 of financial activity. The registration is accomplished by filing a Statement of Organization form and paying the $100 filing fee. Statements of Organization are filed annually by January 31. Any committee which realizes that it will have over $1,000 of financial activity after January 31 must register within ten days of its realization of that fact. However, if this occurs during the ten day period prior to an election the Statement of Organization must be filed within three days.

Committees must file reports of receipts and disbursements on an annual basis. Annual reports are due by February 28 and should cover the preceding calendar year. Also, committees must file reports of receipts and disbursements on the same schedule as the candidates it supports or opposes. Reports are also due in connection with propositions (ballot issues) the committee supports or opposes. Schedules of reporting and filing dates for all elections are available online at ethics.la.gov or by calling the Campaign Finance Office at 800-842-6630.

SCHEDULE A-1: CONTRIBUTIONS RECEIVED (other than In-Kind Contributions)

The following information must be provided for all contributions **received** by the committee during this reporting period, except for in-kind contributions, whether received from a committee or some other person or entity. Contributions **made** by the committee are reported on SCHEDULE E-3: CONTRIBUTIONS MADE TO CANDIDATES. Information on in-kind contributions is reported on SCHEDULE A-2: IN-KIND CONTRIBUTIONS. For anonymous contributions, see SCHEDULE F. Totals and subtotals at bottom of the page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of Contributor	2. Contributions this Reporting Period a. Date(s)	b. Amount(s)	3. Total this Year
4. SUBTOTAL (this page)			N/A
5. TOTAL (complete only on last page of this schedule)			N/A

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SCHEDULE A-2: IN-KIND CONTRIBUTIONS RECEIVED

The following information must be provided for all in-kind contributions **received** by the committee during this reporting period. In-kind contributions **made** by the committee (i.e. in-kind expenditures) are reported on SCHEDULE E-2: IN-KIND EXPENDITURES. For anonymous contributions see SCHEDULE F. Totals and subtotals at bottom of the page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of In-Kind Contributor	2. In-Kind Contributions Received this Reporting Period a. Description(s)	b. Date(s)	c. Value(s)	3. Total this Year
4. SUBTOTAL (this page)				N/A
5. TOTAL (complete only on last page of this schedule)				N/A

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SCHEDULE A-3: OTHER RECEIPTS

This schedule is used to report those receipts that are not “contributions”; that is, monies received by the committee that are not paid to it for the purpose of supporting, opposing or otherwise influencing the nomination or election of candidates to public office or supporting or opposing propositions or questions submitted to the voters. Examples include interest or investment income. **Receipts should be reported on this schedule only if they have not been reported elsewhere in this report.** The explanation of the receipt should state the reason the payment was made to the committee.

1. Name and Address of Source	2. Explanation	3. Date	4. Amount
4. Total OTHER RECEIPTS during this reporting period			

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SCHEDULE B: LOANS RECEIVED

The following information must be provided for each loan or line of credit received this reporting period, even if it has been repaid. Also, complete this schedule for loans received in prior periods that are still outstanding. Separate loans must be reported separately, even if from the same source.

1. Name and address of lender	2. a. Date*_______________ b. Interest rate ____________%(a.p.r.) c. Amount borrowed*....................................$___________________ d. Balance due...$___________________ *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available $_________________
3. Endorsers/Guarantors	4. Repayments this period Date / Principal / Interest
(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)	(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

1. Name and address of lender	2. a. Date*_______________ b. Interest rate ____________%(a.p.r.) c. Amount borrowed*....................................$___________________ d. Balance due...$___________________ *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available $_________________
3. Endorsers/Guarantors	4. Repayments this period Date / Principal / Interest
(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)	(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

SCHEDULE C: DEBTS & OBLIGATIONS (OTHER THAN LOANS)

_______DEBTS OWED BY THE CAMPAIGN _______DEBTS OWED TO THE CAMPAIGN

Use this schedule to report *either* debts owed by the committee *or* debts owed to the committee, checking the appropriate line above. If the campaign has experienced both types of debts, then copy this page and report them separately. Never combine debts owed by and debts owed to on the same page. Debts should be reported on this schedule until repaid. When repayments are made by the committee a corresponding entry should be made on SCHEDULE E-1: GENERAL EXPENDITURES. When repayments are received by the committee a corresponding entry should be made on SCHEDULE A-3: OTHER RECEIPTS.

1. Name and address of Creditor/Debtor	2. Outstanding Balance Beginning This Period	3. Amount(s) Incurred This Period (+)	4. Payment(s) Made This Period (-)	5. Outstanding Balance at Close of This Period
Reason Debt Incurred:				
Reason Debt Incurred:				
Reason Debt Incurred:				
Reason Debt Incurred:				
Reason Debt Incurred:				
Reason Debt Incurred:				
Reason Debt Incurred:				

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SCHEDULE D: FUNDS LOANED

The following information must be provided for each loan made by the committee this reporting period, whether made to candidates or others, with committee funds, even if the loan has been repaid. Also, complete this schedule for loans made in prior periods that are still outstanding. Separate loans must be reported separately, even if the loans are made to the same borrower.

1. Name and address of borrower	2. a. Date*_______________ b. Interest rate _____________%(a.p.r.) c. Amount loaned* ....$___________________ d. Balance due...$___________________ *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available $_________________
3. Endorsers/Guarantors	4. Repayments this period Date / Principal / Interest
(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)	(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

1. Name and address of borrower	2. a. Date*_______________ b. Interest rate _____________%(a.p.r.) c. Amount loaned* ....$___________________ d. Balance due...$___________________ *For lines of credit, give the date the line of credit was first committed at Item 2a and list only the amount actually drawn at Item 2c. OPTIONAL: Total amount of credit available $_________________
3. Endorsers/Guarantors	4. Repayments this period Date / Principal / Interest
(Enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.)	(List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.)

SCHEDULE E-1: GENERAL EXPENDITURES

Use this schedule to report information on most committee expenditures, during this reporting period. If the expenditure directly benefited a particular candidate(s), list the candidate(s)' name under Item 1. **However, (1) in-kind expenditures, and (2) expenditures to candidates or their committees should be reported on SCHEDULES E-2 and E-3, respectively, and should not be reported on this schedule.** An "expenditure" is a purchase, payment, advance, deposit, or gift, of money or anything of value made for the purpose provided in R.S. 18:1501.1(A) or 1505.2(I). Expenditures include monies spent for the committee's general operating expenses. Any payments made that are not "expenditures" should be reported on SCHEDULE E-4: OTHER DISBURSEMENTS. Totals and subtotals at bottom of page are *optional* but will assist in completing the Summary Page.

1. Name and Address of Recipient	2. Expenditures this Reporting Period a. Date(s)	b. Purpose(s)	c. Amount(s)
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
3. SUBTOTAL (optional)			
4. TOTAL (optional - complete only on last page of this schedule)			

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SCHEDULE E-2: IN-KIND EXPENDITURES

The following information must be provided for all in-kind expenditures **made** by the committee, during this reporting period. If the expenditure directly benefited a particular candidate(s), list the candidate(s)' name under Item 1. In-kind contributions **received** by the committee are reported on SCHEDULE A-2: IN-KIND CONTRIBUTIONS RECEIVED. In Column 1, give the name and address of the recipient of the expenditure, and also give the name or names of all candidates on whose behalf the expenditure was made if it was made on behalf of a candidate or candidates. Totals and subtotals at bottom of the page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of Recipient	2. In-Kind Expenditures Made this Reporting Period a. Date(s)	b. Purpose(s)	c. Amount(s)
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
Candidate Beneficiaries:			
3. SUBTOTAL (optional)			
4. TOTAL (optional - complete only on last page of this schedule)			

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SCHEDULE E-3: CONTRIBUTIONS MADE TO CANDIDATES

The following information must be provided for direct contributions made to candidates or their campaign committees, during this reporting period, except for in-kind expenditures. All candidates listed on this schedule should also be listed on the Cover Page in Item 5. Report all in-kind expenditures, including those made to candidates, on SCHEDULE E-2: IN-KIND EXPENDITURES. Totals and subtotals at bottom of the page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

1. Name and Address of Recipient Candidate	2. Contributions Made this Reporting Period a. Date(s)	b. Amount(s)
3. SUBTOTAL (optional)		
4. TOTAL (optional - complete only on last page of this schedule)		

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SCHEDULE E-4: OTHER DISBURSEMENTS

This schedule is used to report those disbursements that are not "expenditures"; that is, monies paid by the committee that are not paid for the purpose of supporting, opposing or otherwise influencing the nomination or election of a candidate to public office or supporting or opposing a proposition or question submitted to the voters. Examples include the payment of taxes or the refund of contributions. Disbursements should be reported on this schedule only if they have not been reported elsewhere in this report. The explanation of the disbursement should state the reason the payment was made by the committee.

1. Name and Address of Recipient	2. Date	3. Explanation	4. Amount
5. Total OTHER DISBURSEMENTS during this reporting period			

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SCHEDULE F: ANONYMOUS CONTRIBUTIONS

Anonymous contributions *must be transmitted to the State*--they cannot be kept or used. On this schedule, state the date and amount of each anonymous contribution received during this reporting period, as well as the date that each contribution was transmitted to the State. Receipts from the sale of campaign paraphernalia (items such as campaign pins, buttons, hats, T-shirts, bumper stickers, literature, etc.) in transactions of $50 or less are not considered anonymous contributions.

Anonymous contributions should be mailed to the Treasurer of the State of Louisiana, accompanied with an explanation that the check represents an anonymous contribution forwarded pursuant to LSA-R.S. 18:1505.2B.

1. Amount	2. Date Received	3. Date Transmitted to State

Committees that receive contributions in excess of $50,000 or make expenditures in excess of $50,000 in a calendar year, other than a committee of a recognized political party, are required to file campaign finance disclosure reports ELECTRONICALLY using the Board of Ethics Computerized Data Management System (LEADERS).

All committees may file their reports electronically.

Committees that are not required to file electronically may file their reports by uploading to our website (using the link under the Campaign Finance tab), by mail (P.O. Box 4368, Baton Rouge, LA 70821), fax (225-381-7271), or commercial delivery service (617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802).

FOR MORE INFORMATION VISIT THE WEBSITE:
www.ethics.la.gov

The failure to file campaign finance reports on time subjects the chairpersons and treasurers of their committees to civil penalties.