

INSTRUCTIONS
FOR
RECEIPTS AND EXPENDITURES REPORT
OF A PERSON PROMOTING OR OPPOSING A KANSAS
CONSTITUTIONAL BALLOT QUESTION

In addition to the instructions set out below, each schedule includes detailed instructions. If you have no items to report on one or more schedules, do not return that particular schedule or schedules. The forms used for each schedule in this report may be duplicated or the information may be itemized on 8 1/2" X 11" computer printouts or any 8 1/2" X 11" paper, providing the information required is in the same format. When duplicating, use one side of paper only. Please type or print. This report is to be filed with the Secretary of State at the following address:

Secretary of State
Memorial Hall - 1st floor
120 SW 10th
Topeka, Kansas 66612

- Line 1. Scroll down for detailed instructions for Schedule A. If you have no contributions to report, the number "0" (zero) should be entered on the appropriate line.
- Line 2. Scroll down for detailed instructions for Schedule B. If you have no in-kind contributions to report, the number "0" (zero) should be entered on the appropriate line.
- Line 3. Scroll down for detailed instructions for Schedule C. If you have no expenditures to report, the number "0" (zero) should be entered on the appropriate line.

INSTRUCTIONS FOR PREPARING SCHEDULE A

Contributions from any person in an aggregate amount over \$50 during the reporting period are to be itemized separately showing the name and address of the contributor and the amount. Contributions of \$50 or less need not be itemized and are to be entered as a lump sum on the last page of Schedule A.

K.S.A. 25-4143(j) defines person to mean any individual, committee, corporation, partnership, trust, organization or association.

Name means the contributor's full name.

Address is to include the street address (or rural route), city, state and zip code.

The “Total Contributions This Period” amount should be carried forward to Line 1 of the Summary Page.

INSTRUCTIONS FOR PREPARING SCHEDULE B

An in-kind contribution is the transfer of goods, services or anything of value without charge or at a charge of less than fair market value to the recipient.

In-kind contributions from any person in an aggregate amount or value over \$50 during the reporting period are to be itemized separately showing the name and address of the contributor and the value of the in-kind contribution. In-kind contributions of \$50 or less need not be itemized and are to be entered as a lump sum on the last page of Schedule B.

Name means the contributor’s full name.

Address is to include the street address (or rural route), city, state and zip code.

The total of unitemized in-kind contributions is to be entered as a lump sum on the last page of Schedule B.

The total of itemized in-kind contributions should be entered on the last page of Schedule B.

The “Total In-Kind Contributions This Period” should be carried forward to Line 2 of the Summary Page.

INSTRUCTIONS FOR PREPARING SCHEDULE C

All expenditures made to any person in an aggregate amount over \$50 are to be itemized to include the name and address of payee and the amount. The total of all other such expenditures of \$50 and under is to be entered as a lump sum on the last page of Schedule C.

Name means the full name of the payee.

Address is to include the payee’s street address (or rural route), city, state and zip code.

The “Total Expenditures This Period” amount is to be carried forward to Line 3 of the Summary Page.