



## INSTRUCTIONS

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 ½" x 11" computer printouts or any 8 ½" 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 candidate's county election officer.**

- Line 1. Cash on hand at beginning of the period should be the same as the closing balance from the previous period. If this is your first report, the amount should be zero.
- Line 2. See Schedule A for detailed instructions. If you have no contributions or other receipts to report, the word "None" should be entered on the appropriate line.
- Line 3. The total of lines 1 and 2 should be entered on this line.
- Line 4. See Schedule C for detailed instructions. If you have no expenditures to report, the word "None" should be entered on this line.
- Line 5. Subtract line 4 from line 3 and enter the total on this line.
- Line 6. See Schedule B for detailed instructions. If you have no in-kind contributions to report the word "None" should be entered on the appropriate line.
- Line 7. See Schedule D for detailed instructions. If you have no accounts payable, loans payable, or loans receivable, the word "None" should be entered on this line.