

## DEFINITIONS

### Candidate

An individual who appoints a treasurer or campaign committee, makes a public announcement of his or her intention to seek a state or local office, accepts contributions or expends funds for the individual's nomination or election to a state or local office and files a declaration or petition to become a candidate for a state or local office.

### Campaign Committee

A committee appointed by a candidate to receive contributions and/or expend funds for the candidate.

### Contribution

Anything of value, money or otherwise, given for the expressed purpose of nominating, electing, or defeating a candidate for state or local office.

### Expenditure

Any good or service of value purchased for the expressed purpose of nominating, electing, or defeating a candidate for state or local office.

### In-Kind Contribution

Anything of value given to a candidate, candidate committee, party committee, or political action committee free of charge or at a charge less than market value.

### Local Office

A member of the governing body for a county, a first, second or third class city, a school board, a community college, a township, a water district or a drainage district.

## CONTACT INFORMATION

### Kansas Governmental Ethics Commission

901 S Kansas Avenue  
Topeka, KS 66612

Office 785-296-4219  
Fax 785-296-2548

[ethics.kansas.gov](http://ethics.kansas.gov)

### Kansas Secretary of State's Office

Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612

Office 785-296-4561  
Fax 785-291-3051

[www.kssos.org](http://www.kssos.org)

### Johnson County Election Office

2101 E Kansas City Road  
Olathe, KS 66061

Office 913-715-6800  
Fax 913-791-1753  
Kansas Relay Operator  
1-800-766-3777

[www.jocoelection.org](http://www.jocoelection.org)

 **JOHNSON COUNTY**  
KANSAS

**Election Office**

# CAMPAIGN FINANCE GUIDE

**Information on campaign contributions and reports for candidates and treasurers**

Johnson County Election Office  
2101 E Kansas City Road  
Olathe, KS 66061

Ronnie Metsker  
Election Commissioner

Phone 913-715-6800  
Fax 913-791-1753

Kansas Relay Operator 1-800-766-3777  
[election@jocoelection.org](mailto:election@jocoelection.org)

[www.jocoelection.org](http://www.jocoelection.org)  
[f/jocoelection](https://www.facebook.com/jocoelection)  
[@jocoelection](https://www.instagram.com/jocoelection)

## CANDIDATE RESPONSIBILITIES

Appoint a treasurer or candidate committee no later than ten (10) days after filing for office. A candidate may serve as his or her own treasurer.

File an **Appointment of Treasurer or Candidate Committee** form within ten (10) days of appointing a treasurer. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office. Candidates cannot receive contributions or expend funds until the form is filed.

Establish a checking account with a financial institution for depositing contributions and expending funds. Candidates that do not accept contributions do not need to open a campaign checking account.

File a **Statement of Substantial Interests** form within ten (10) days of the filing deadline for state or local office. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office.

(Optional) File an **Affidavit of Exemption from Filing the Receipts and Expenditures Reports** if the candidate intends to receive and expend less than \$1,000 for each election.

## CANDIDATE OR TREASURER RESPONSIBILITIES

File **Receipts and Expenditures Reports** by the due dates unless exempt.

File a **Last Minute Contribution Report**.

## TREASURER RESPONSIBILITIES

Receive and record all contributions. Record each contributor's full name and address with the date received, amount, and description of the contribution.

Deposit contributions and disburse funds from the campaign's bank account.

Retain copies of checks in excess of \$50.00. Retain written receipts for cash or in-kind contributions in excess of \$10.00. Receipt must include each contributor's full name and address with the amount and date of the contribution.

Record the occupation of contributors over \$150.

Retain a record of all individuals authorized to solicit and receive contributions on behalf of the candidate or campaign committee.

Retain all bank statements, cancelled checks, voided checks, and cancelled deposit slips.

Record all expenditures. Record the full name and address associated with the expenditure along with the date, amount, and purpose of the expenditure.

Retain the receipt, invoice, or contract for each expenditure.

If a treasurer for a statewide candidate wishes to resign, he or she must file a written statement of resignation with the Kansas Secretary of State's Office. For a local candidate, the treasurer must file the statement of resignation with the Johnson County Election Office.

## FREQUENTLY ASKED QUESTIONS

**I haven't started fundraising, but I need to campaign. How much money can I loan or donate to my campaign?**

There's no limit for you or your spouse.

**Someone just handed me a \$20 bill at my fundraiser. Can I accept cash contributions?**  
Yes, but no more than \$100 per entity. If the contribution is over \$10, remember to retain a written receipt.

**I like other candidates on the ballot. Can I donate my surplus campaign funds to them?**

No, you cannot donate campaign funds to another candidate or campaign. You can donate funds to a political party.

**My car payment is due tomorrow. Can I use campaign funds for my personal expenses?**

No, candidates cannot use campaign funds for their or their family's normal living expenses.

**My volunteers worked hard today. Can I buy them dinner with campaign funds?**

Yes, but be sure to keep the receipt and record the expenditure on your report.

**I bought a lot of stuff for my campaign. Yard signs, bumper stickers, buttons. Do I really have to report it all?**

Yes, any expenditure over \$50 must be itemized to include the name, address, amount, and purpose of the expenditure.

**Look at my new brochures! They have my logo and campaign message. I can't wait to hand them out to voters. Do you like them?**

They're great, but remember that any literature, mailer, or invitation that expressly advocates for the election or defeat of a candidate for state or local office must include the "paid for by" statement and the name of the candidate and treasurer.