

CAMPAIGN FINANCE DUE DATE CHECKLIST

Revised 01/21/2022

Statement of Substantial Interest Form – Due June 10, 2022

Every candidate is required by Kansas Statute to fill out the **Statement of Substantial Interest** form. Failure to submit the form by the deadline is a class B misdemeanor. (This does not apply to Precinct Committee Candidates)

****State, County and First-Class City Candidates**

Kansas Governmental Ethics Commission (GEC)

Once you have filed your Declaration of Intention to File, a copy of it will be submitted to the GEC. They will send you a packet of campaign finance information including an Appointment of Treasurer form. They will also send your Treasurer forms and information a few weeks before each report filing deadline. Any questions about these forms should be directed to the GEC at 785-296-4219.

Special Note: The Appointment of Treasurer form should be filed before you accept any donations or spend any campaign funds. You may appoint yourself as Treasurer. You can change your Treasurer at any time by refileing this form. If you don't wish to wait for your finance packet from the GEC, the Election Office can provide a blank Appointment of Treasurer form.

Filing Deadlines: The following chart shows the due dates for the Receipts and Expenditures Reports.

Receipts & Expenditures Reports	
Report Due	Periods Covering
Monday, 1/10/2022	1/1/2021 - 12/31/2021
Monday, 7/25/2022	1/1/2022 - 7/21/2022
Thursday, 10/31/2022	7/22/2022 - 10/27/2022
Tuesday, 1/10/2023	10/28/2022 - 12/31/2022

****2nd and 3rd Class City, School District, Community College, Townships, Water District and Drainage Candidates**

Appointment of Treasurer (Optional)

If you wish to appoint a Treasurer, complete the form and return it within 10 days of becoming a candidate. This form is optional.

Affidavit of Exemption – Due July 25, 2022

This is the deadline for EVERYONE, whether you have a Primary race or not.

File this form IF you plan to receive or expend less than \$1000 in each reporting period. The Primary period is from your filing date to the Primary. The General Period is from the Primary to General Election. If you file the Affidavit and do not exceed \$1000 in donations or expenses, you do not need to file Itemized Statements of Contributions and Expenditures for that period.

If you go over \$1000 in contributions or expenditures in either period, you will need to file the Candidates Itemized Statement of Personal Election Contributions and Expenditures for that period even if you did file the Affidavit of Exemption.

Candidates Itemized Statement of Personal Election Contributions and Expenditures – Due September 1, 2022 for the Primary Period and December 8, 2022 for the General Period

Candidates must file itemized statements for the Primary Period even if they did not have a Primary race.

If you have filed an Affidavit of Exemption by the due date AND stayed under \$1000 for contributions and \$1000 for expenditures for the period, you are NOT required to file this form.

Campaign Finance Committee Report – Due December 31, 2022

Use this form if any campaign contributions and expenditures have been raised and spent thru a campaign committee. Report all activity from the day candidate filed through December 1st of the year. You must continue filing yearly reports as long as there is money in your campaign committee account.

Note: All completed forms can be emailed to Election@jocoelection.org or returned to the Election Office by mail or in person. We will then file a copy with the GEC if needed.

CAMPAIGN FINANCE

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.

ADDITIONAL CONTACT INFORMATION

Kansas Governmental Ethics Commission (KGEC)
901 S Kansas Avenue
Topeka, KS 66612
Office 785-296-4219
www.ethics.kansas.gov

Kansas Secretary of State's Office
Memorial Hall, 1st Floor
120 SW 10th Avenue, Topeka, KS 66612
Office 785-296-4561
www.sos.ks.gov

AFFIDAVIT OF EXEMPTION
K.S.A. 25-904(a)

- File this report with the Johnson County Election Office. This form may be mailed, emailed or faxed.
- Applicable to candidates for election in second and third class cities, school districts, community college, townships, water district and drainage district.
- Candidates who anticipate receiving or spending less than \$1,000 in each of the Primary and General elections, exclusive of any filing fees, may use this form to exempt themselves from filing reports of expenditures.
- For exemption, a candidate must complete this Affidavit of Exemption and file it with the Johnson County Election Office **nine (9) days before the primary election**. Even if the candidate anticipates not being in a Primary election, this form is due by the deadline to be valid.
- Once the form is filed it will exempt the candidate from filing the required Candidate's Itemized Statement of Personal Election Contributions and Expenditures, which is due thirty (30) days after each election for which the candidate would otherwise be required to file.

Name _____
(Please print)

Address _____

Home Phone _____ Business _____

Election Date _____ Candidate for _____

Ward _____ District: _____ Position: _____

Affidavit: State of Kansas, County of Johnson

I, _____, do swear (or affirm) that:

1. The information listed above is true and correct;
2. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period, and
4. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
5. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
6. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within thirty days after the date of the election file the Candidate's Itemized Statement of Personal Election Contributions and Expenditures report required by K.S.A. 25-904(b).

Signature _____ Date _____

THIS FORM MUST BE NOTARIZED

Subscribed and sworn to before me, this _____ day of _____, 20_____.

SEAL

Notary Public

My appointment expires _____.

Form 109b/Rev 1/2017

**CANDIDATE'S ITEMIZED STATEMENT OF PERSONAL ELECTION
CONTRIBUTIONS AND EXPENDITURES**

- Candidates file this report with the Johnson County Election Office within 30 days after the primary, general or special election period in which they were a candidate or received or expended funds. (K.S.A. 25-904b).
- File this report if an Affidavit of Exemption was filed but the candidate exceeded the \$1,000 limit on contributions received or expenses incurred.
- Failure to file reports or reports received after the 30 days are delinquent and can be prosecuted as a Class A misdemeanor. (K.S.A. 25-905).
- If a committee was formed, the treasurer must complete the committee report.
- If no contributions or expenditures are made from personal funds, the total contributions and total expenditures on this form should show zero (\$0.00).
- Reports may be returned by mail, email or fax.

Name of Candidate _____

Address _____

Home Phone _____ Business Phone _____

_____ of _____
(Name of Office) (City, Drainage District, JCCC, School District, Township or Water District)

Election Date _____ Primary _____ General _____

Candidate: was a committee formed for your campaign? _____ Yes _____ No

Summary: (covering period from _____ to _____)

Cash on hand at beginning of period _____

Total Contributions and other Receipts _____

Total Expenditures and other Disbursements _____

Cash on hand at close of period _____

I do solemnly swear that the above is a true and correct account of all expenses incurred by me.

Signature _____

Date _____

THIS FORM MUST BE NOTARIZED

Subscribed and sworn to before me, this _____ day of _____, 20_____.

(SEAL)

Notary Public

My appointment expires _____

**CANDIDATE'S ITEMIZED STATEMENT OF PERSONAL ELECTION
 CONTRIBUTIONS AND EXPENDITURES**

- List any contributions over \$50.00 personally received by candidate, along with the name and address of the contributor.
- List the in-kind services and value of services.
- List total un-itemized receipts (\$50 or less)
- When contributions are received by a candidate and forwarded to the campaign committee, complete the "Committee Report."

DATE **NAME AND ADDRESS OF CONTRIBUTOR OR IN-KIND SERVICE** **AMOUNT**

Total itemized receipts for period _____
 Total un-itemized contributions (\$50 or less) _____
 Total contributions from unknown contributors _____
 Total Receipts this period _____

DATE **LIST ITEMS PURCHASED, FROM WHOM, HOW THEY WERE USED** **AMOUNT**

Total _____

COMMITTEE REPORT

- Use this form if a committee is formed to promote or oppose a candidate or proposition in a 2nd or 3rd class city, school, township, drainage district or water district. Complete this report and file it with the Johnson County Election Office on or before December 31st. K.S.A. 25-901
- The annual statement shall cover the period ending on the preceding December 1st.
- An annual report is due from all committees having a balance.
- Reports received after that date will be delinquent.
- Delinquency is prosecutable as a Class A misdemeanor. (KSA 25-902)
- Reports may be returned by email, fax or mail.

Name of Committee _____

Treasurer _____ Phone _____

Address _____

Candidate for _____

Election Date _____

RECEIPTS

<u>DATE</u>	<u>NAME AND ADDRESS OF CONTRIBUTOR OR IN-KIND SERVICE</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____

EXPENDITURES

<u>DATE</u>	<u>LIST ITEMS PURCHASED, FROM WHOM, HOW THEY WERE USED</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total _____
		Balance _____

 Signature of Candidate or Treasurer

 Date

**APPOINTMENT OF
TREASURER OR CANDIDATE COMMITTEE FORM
FOR CANDIDATE FOR LOCAL OFFICE**

This is an (Check one) Initial Appointment Amended Statement
(Please Type or Print)

CANDIDATE

Name		
Street		
City	County	Zip Code
Home Telephone	Business Telephone	
Office Sought	District No.	

TREASURER

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

OR CANDIDATE COMMITTEE

Date Appointed		
Chairperson's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	
Treasurer's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

SIGNATURE

“ I declare that this statement has been examined by me and to the best of my knowledge and belief is true, correct and complete. I understand that the intentional failure to file this document or intentionally filing a false document is a class A misdemeanor.”

_____ (Date)

_____ (Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS

INSTRUCTIONS

This form must be completed by each candidate for local office and filed with your County Election Officer. A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact: Kansas Governmental Ethics Commission
901 S. Kansas Avenue
Topeka, Kansas 66612
Office 785-296-4219
Fax 785-296-2548