

## REPORT ON USE OF GRANT FROM WISCONSIN ELECTION CAMPAIGN FUND

**INSTRUCTIONS:** All candidates who have received a grant from the Wisconsin Election Campaign Fund must file this report. For information on when to file and what to include refer to the SPECIAL INSTRUCTIONS on the reverse side.

<b>CAMPAIGN COMMITTEE NAME</b>	<b>STREET ADDRESS, MUNICIPALITY, ZIP CODE</b>

**USE OF GRANT AND PROOF OF PAYMENT:** A grant from the Wisconsin Election Campaign Fund may only be used to purchase services from a communications medium, and for printing, graphic arts, advertising, office supplies, or postage. Itemize below how the grant was used and attach the required proof of use. Refer to instructions on the back for additional information. No funds from the grant may be used to pay for any primary related expenditure. If expenditures for approved services are greater than the amount of the grant, the total listed on line (1) may exceed the amount of grant. **Attach additional sheets if needed.**

Date	Full Name of Person or Business to Whom Payment Was Made	Purpose	Amount	Office Use Only
<b>(1) TOTAL EXPENDITURES PAID FROM GRANT FUNDS</b>			\$	
<b>(2) TOTAL GRANT RECEIVED FROM WECF</b>			\$	
<b>(3) UNSPENT GRANT FUNDS TO RETURNED TO THE WISCONSIN ELECTIONS CAMPAIGN FUND</b>			\$	

I certify to the best of my knowledge, that the above is true, correct and complete.

\_\_\_\_\_  
Signature of Candidate or Treasurer

\_\_\_\_\_  
Date

THE INFORMATION ON THIS FORM IS REQUIRED BY § 11.50(12), STATS. FAILURE TO PROVIDE THE INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF §§ 11.50(11), 11.60, 11.61, STATS.

GAB-25 (Rev. 6/10) This form is prescribed by the Government Accountability Board PO BOX 7984, Madison WI, 53707-7984 (608)266-8005 FAX (608) 264-9319

## REPORT ON USE OF GRANT FROM WISCONSIN ELECTION CAMPAIGN FUND

### **Special Instructions:**

**GENERAL:** A report on the Use of Grant from the Wisconsin Elections Campaign Fund (WECF) Form GAB-25 must be filed by all candidates or their treasurers who have received a grant from the WECF. The purpose of the report is to determine whether the grant has been used for only those items permitted by law. All qualifying expenditures must be itemized regardless of amount.

### **USE OF GRANT AND PROOF OF PAYMENT**

- **WHEN TO FILE** - If the grant is utilized in a fall election, this report must be filed with the January Continuing report due January 31. If the grant is utilized in a spring election, this report must be filed with the July Continuing report due July 20. In a special election, this report must be filed with the continuing report no later than 30 days following the election, whichever is earlier.
- **PERMISSIBLE USE** - A grant received from the WECF may only be used to purchase services from a communications medium (i.e. TV, radio or newspaper) and for printing, graphic arts, advertising, office supplies and postage.
- **PROOF OF USE** - The candidate must show proof of payment or proof of encumbrance that the grant was used to purchase services described above. Proof of payment includes printed or written receipts or bills of sale, cancelled checks, the customer copy of certified checks, cashiers checks or money orders, or other proof of payment judged acceptable by the Government Accountability Board. Attach all proof of payment items to the report (GAB-25) when filing it.
- **EXCESS GRANT FUNDS** - Any grant funds which are not spent or encumbered for the current campaign by the day after the election will revert to the state up to the total amount of the grant which was originally awarded to the candidate. All excess grant funds must be returned to the Government Accountability Board no later than the deadline for filing this report.
- **STATEMENT OF USE** - The items listed on the reverse side should be the same for which proof of payment is supplied. Be explicit in listing the purpose. Examples of the purpose are: TV or newspaper advertising, printing of campaign literature, office supplies or postage.
- **ELECTION RELATED EXPENSES** - Funds from the grant may only be used for election related expenses. Grant funds may not be used for any primary related expenses. If an expenditure was made for an item which was for both the primary and the election (i.e. cartops), the expenditure must be prorated between the portion used for the primary and the portion used for the election.