

Wisconsin Election Campaign Fund (WECF) Manual

May, 2010



Wisconsin Government Accountability Board
212 E. Washington Ave, 3rd Floor
P.O. Box 7984
Madison, WI 53707-7984

Phone: 608-266-8005
Fax: 608-267-0500
E-mail: gabcfis@wi.gov
Website: <http://gab.wi.gov>

INTRODUCTION

The purpose of this manual is to assist candidates to meet the eligibility requirements for a grant from the Wisconsin Election Campaign Fund (WECF). It provides an overview of the special record-keeping and reporting requirements associated with applying for and accepting a WECF grant.

The Wisconsin Election Campaign Fund receives its money from a \$1 voluntary check-off by Wisconsin taxpayers on individual state income tax returns. The fund, administered by the Government Accountability Board, provides grants for candidates for statewide and legislative office. Interested candidates must apply for the grants and meet certain qualifications. These qualifications are designed to protect the integrity of the public funds used for campaign purposes. Use of the grant funds is limited to election-related expenses and to specific types of political disbursements.

Candidates must demonstrate a viable candidacy by raising a minimum threshold amount of money in individual contributions of \$100 or less. Candidates accepting a grant agree to limit their campaign expenditures. Candidates also agree to limit the amount of money they contribute to their own campaign.

Each dollar received from the WECF by a candidate replaces a dollar that can be received from a special interest committee. There is no corresponding reduction of funds for contributions received from political parties, unless party contributions exceed 20% of the candidate's spending limit.

The staff of the Government Accountability Board is available to assist candidates and campaign treasurers. Please call 608-266-8005 if you have questions or need assistance.

I. ELIGIBILITY FOR A GRANT FROM THE WISCONSIN ELECTION CAMPAIGN FUND

In order to be eligible for a grant from the Wisconsin Election Campaign Fund (WECF), a person must:

1. **Be a candidate for statewide or legislative office.** Statewide and legislative offices are; governor, lieutenant governor, attorney general, state treasurer, secretary of state, superintendent of public instruction, state senator and representative to the assembly.
2. **File an application for a WECF grant** (GAB-23) with the Government Accountability Board no later than the deadline for filing nomination papers. (See sample GAB-23, Appendix C.) With this application, the candidate agrees to comply with the self-contribution limit and the campaign expenditure limits contained in Chapter 11, Wis. Statutes. These limits are shown in the table in Appendix B.
3. **Report the receipt of qualifying individual contributions.** The candidate must demonstrate receipt of the appropriate threshold of individual contributions of \$100 or less by itemizing these contributions in Schedule 1 A (Contributions Including Loans from Individuals) of the campaign finance report. The contributions from individuals must be itemized with the name and full address of the individual contributor, even if the contributor gave \$20 or less. If an individual gives more than \$100 to a candidate, the first \$100 may be applied to the qualifying amount. A loan from an individual or an in-kind contribution does not count towards the qualifying threshold. A candidate and the candidate's spouse may each contribute \$100 from personal funds towards the threshold.

For a partisan election, qualifying contributions must be raised between January 1 preceding the election and the date of the primary election. For the nonpartisan spring election for state superintendent of public instruction, qualifying contributions must be raised between July 1 preceding the spring election and the date of the spring primary. For special elections, qualifying contributions must be raised in the 90-day period before the date of the special primary.

The qualifying threshold for each office is shown in the table in Appendix B.

4. **Win the primary with at least 6% of the total vote.** A candidate for partisan office at a general election must receive at least 6% of the total votes cast for the office in the partisan primary and must win the primary election. A candidate for partisan office at a special election and a candidate for nonpartisan office at a spring election are not required to meet this vote threshold. See s.11.50(1)(a), Wis. Stats.
5. **Be opposed in the election.** The candidate must have an opponent certified to appear on the election ballot as a candidate for the same office.
6. **Fulfill all campaign finance reporting requirements.** The candidate must file campaign finance reports within statutory deadlines. This includes filing a supplemental report, if necessary, within seven days after the primary. If the pre-primary report has not listed sufficient individual contributions of \$100 or less to meet the qualifying threshold. The reports must demonstrate that the candidate is in compliance with the self-contribution limit, committee contribution limits and spending limits.

II. AFFIDAVIT OF VOLUNTARY COMPLIANCE WITH SELF-CONTRIBUTION AND DISBURSEMENT LIMITS

A candidate can voluntarily agree to comply with the self-contribution limit and campaign expenditure limits by filing an Affidavit of Voluntary Compliance with Self-Contribution and Disbursement Limits (GAB-22). This affidavit binds the candidate to observe the limits just as the application for a WECF grant binds a candidate. It must be filed no later than the deadline for filing nomination papers. The limits must be adhered to during the entire campaign unless the affidavit is withdrawn no later than the seventh day after the primary. (See sample GAB-22, Appendix D.)

III. WITHDRAWING AN APPLICATION FOR A GRANT FROM THE WISCONSIN ELECTION CAMPAIGN FUND

A candidate may withdraw his or her application for a WECF grant by filing a Withdrawal of Application for Grant from WECF (GAB-26) or a written withdrawal statement with the Government Accountability Board no later than seven days after the primary. If the application is not withdrawn by this date, the candidate is bound by the self-contribution limit and the spending limit for the entire campaign. (See sample GAB-26, Appendix E.)

IV. CAMPAIGN FINANCE REPORTING REQUIREMENTS

Candidates who apply for WECF grants must file campaign finance reports at the same times as all other candidates for public office. See the table listing report periods and filing deadlines on the website <http://cfs.wi.gov>. However, instead of using Form GAB-2 for these reports, Form GAB-24 is used. This form is similar to the GAB-2, but is designed to assist the candidate with the special reporting requirements associated with WECF grants. These include the additional information necessary to determine a candidate's eligibility for a grant and to monitor compliance with spending limits. Candidates and treasurers will receive forms and a reminder notice for each report before the filing deadline. A sample campaign finance report Form GAB-24, is shown in Appendix F.

In addition to the reports required of all candidates for public office, there are two reports specifically related to WECF grants. These are described below.

Supplemental Report

Candidates whose campaign finance reports through the pre-primary report do not show sufficient itemized contributions from individuals to qualify for a grant may file a supplemental campaign finance report. Its purpose is to show that the candidate received the threshold amount by the date of the primary. This report includes only contributions between the closing date of the pre-primary report and the day of the primary. Schedules 1 A (Contributions Including Loans from Individuals) and 1 B (Contributions from Committees) of the campaign finance report form are used. All information shown on the supplemental report should be repeated on the pre-election report. It must be filed no later than seven days after the primary.

Report on Use of Grant

Candidates must file a use of grant report (GAB-25) with the continuing campaign finance report following the election. This report demonstrates that the grant funds have been used for the permitted purposes only and includes proof of payment for the expenditures.

V. SPECIAL RECORD KEEPING REQUIREMENTS

Candidates who apply for a WECF grant and their treasurers must pay close attention to keeping accurate records. Good records are crucial in order to complete the necessary reports properly and to meet the eligibility requirements for a grant. Candidates and treasurers should consult the "Campaign Finance Overview" manual when preparing campaign finance reports. Candidates who have applied for WECF grants must keep detailed records in the areas listed below in order to meet all of the requirements for WECF grants.

Qualifying Contributions from Individuals

In order to qualify for a grant the candidate's campaign finance reports must show sufficient itemized individual contributions to meet the qualifying threshold. This means that each individual contribution, regardless of the amount should be carefully recorded in a daily receipts log. Contributions of \$20 or less must be itemized on the reports with the individual's name and full address in order to count towards the qualifying amount. After the candidate's reports show the amount necessary to qualify, itemization of contributions under \$20 is no longer required.

Special Interest Contributions

The candidate must keep detailed records of contributions from special interest committees (PACs), other candidates' campaign committees, legislative campaign committees and political party sources. This is important to ensure that the candidate is in compliance with the cumulative limits on contributions from these committees. When the maximum size grant is available, each dollar of public money from the WECF replaces a dollar that can be received from a PAC or another candidate's campaign committee. If a candidate accepts contributions from these committees, the amount of grant that the candidate can receive is reduced. Individual and cumulative committee contribution limits are shown in Appendix A. The receipt of contributions in excess of the cumulative limits is a serious violation of campaign finance law, and may result in a fine for the committee. In addition excess contributions must be returned either to the contributor or to the WECF.

Restrictions on Use of Grant Funds

Public funds received from the Wisconsin Election Campaign Fund may be used only to purchase services from a communications medium, and for printing, graphic arts, advertising, office supplies and postage. Grant money may not be used for primary-related expenditures. After the campaign, the candidate's committee must file a Use of Grant report (GAB-25). The expenditures listed on this report and the accompanying materials must demonstrate that the grant was used for allowable election-related purposes only. Copies of canceled checks or additional supporting documents for the disbursements are filed with this report.

Primary and Election Spending Limits for Legislative Candidates

Legislative candidates receiving grants must designate their campaign expenditures as primary related expenditures or election-related expenditures. This means that if an expenditure is made for the primary, it must be reported as a primary-related expense. If it is made for the election, it must be reported as an election-related expense. If the expenditure is for goods or services to be used in both the primary campaign and the election campaign, the expenditure can be pro-rated between them. Primary expenses and election expenses must be tracked separately because there are separate statutory limits on primary spending, election spending, and total campaign spending. Also, public funds can be used only for election-related expenditures.

No allocation is required in a legislative race where there is only one candidate for the office from each political party in the primary. Statewide candidates are not required to allocate between the primary and election. Statewide offices include governor, lieutenant governor, attorney general, state treasurer, and secretary of state.

Any disbursements reported on a Form GAB-2 campaign finance report for materials used during the primary or election, and not allocated between them, must be allocated to the primary or the election in Schedule 2 C (Previously Reported Expenditures) of Form GAB-24. The candidate's treasurer should review the records of previously reported expenditures and make the appropriate allocation on the first report filed on a Form GAB-24. Once these expenditures have been allocated, they do not need to be shown in Schedule 2 C of subsequent reports.

VI. DETERMINATION OF THE AMOUNT OF THE GRANT

The maximum amount of a grant given to a candidate is established by state statute. This amount is the same as the cumulative committee contribution limit applicable to the candidate. The specific amount for each office is shown in the table in Appendix A.

When there is not sufficient money in the WECF to provide the maximum size grant for all candidates for the same office, the money is prorated among the eligible candidates. The exact amount of the grants is determined by dividing the number of eligible candidates into the amount of money available in the WECF account for that office. When prorating is necessary, the amount of the grant is not known until seven days after the primary. Candidates have up until that date to withdraw applications for grants.

VII. CERTIFICATION AND DISBURSEMENT OF GRANT FUNDS

After the fall primary election, the Government Accountability Board reviews each applicant's status. If the candidate has won the primary with at least 6% of the vote, has received the threshold amount of individual contributions of \$100 or less, and has an opponent in the election, the application for grant funds is approved. The staff also audits the reported special interest contributions to determine the amount of grant the candidate is eligible to receive.

The Board staff certifies the candidates who are to receive a grant and the amount to the State Treasurer, as soon as possible after the spring or September primary, but no later than the first Tuesday in March or the fourth Tuesday in September. The state treasurer mails a check made out to the candidate's campaign committee no later than three business days following certification by the Board.

The Board staff informs candidates whose applications are approved of the amount of the grant they are entitled to receive. Candidates whose applications are not approved are informed of the reason by the Board staff. Receipt of the grant is reported in Schedule 1 B (Contributions from Committees) of the candidate's pre-election campaign finance report.

A candidate whose application is not approved, and who disputes the basis for the denial, may request the Board to review the staff decision. Candidates must contact the Board within three days of the date of the staff notification to have their appeals considered.

VIII. USE OF GRANT

Grant funds can be used only for election-related expenses and to purchase services from a communications medium and for printing, graphic arts, advertising, office supplies and postage. Grant funds **cannot** be used for primary-related expenses.

Office supplies include expendable items normally utilized in office situations, such as envelopes, paper, cards, notebooks, pens, pencils, ribbons, tape, paper clips, rubber bands, duplicating supplies, manuals and journals. Office supplies do **NOT** include the purchase or rental of office furniture and equipment, the cost of office rent, utilities, telephone, telegraph, computer software or insurance. Grant funds cannot be used to purchase services or printing from other registrants.

The purchase of poll lists is not an allowable use of grant funds.

IX. RETURNING CONTRIBUTIONS AND GRANT MONEY

Some candidates receiving WECF grants choose either to return contributions from PACs or to return money to the WECF. Candidates do this in order to receive a larger grant or to receive a larger share of contributions from PACs. In either case, it is important that the instructions below are followed and that the Board is informed of the action.

Returning Contributions

If a candidate wishes to return contributions from a PAC or from other candidates' personal campaign committees in order to receive a larger grant the contributions must be returned to the contributors and reported to the Board no later than seven days after the primary. A copy of Schedule 2 A highlighting the returned contributions or copies of the returned checks may be used for this purpose and may be submitted via fax transmission (608-267-0500). The Board staff then recalculates special interest contributions and certifies the size of the grant based on this information.

Returning Grant Money

A candidate may wish to return grant money to the Wisconsin Election Campaign Fund in order to receive a larger share of PAC or other candidates' campaign committee contributions. In this case, the grant money must be returned to the Board no later than the second Tuesday in October before the general election, the fourth Tuesday preceding a spring election, or the third Tuesday preceding a special election. The grant money must be returned before accepting PAC contributions. At no time may the combination of grant money and other committee contributions exceed the cumulative committee contribution limit for the candidate. If it does, a violation of the law has occurred. Returning grant funds does not release a candidate from the self-contribution limit or the spending limit agreed to in the application for a grant.

X. CONTRIBUTION LIMITS

Candidates who receive WECF grants are subject to the same contribution limits as other candidates for the same office. For a full discussion of these limits see the section on contribution limits in the "Campaign Finance Info Overview" manual. Also, candidates and treasurers should review the campaign contribution limit tables in Appendices A and B of this manual.

In addition to the limits which apply to all candidates, WECF grant recipients are subject to a self-contribution limit. This limit and the treatment of a WECF grant for the purposes of calculating the cumulative committee contribution limit are discussed below.

Self-Contribution Limit

When a candidate applies for a grant from the Wisconsin Election Campaign Fund, the candidate agrees to limit the amount the candidate contributes (including loans) to his or her own committee. The candidate may not give more than 200% of the individual contribution limit for the office the candidate is seeking. If a candidate's opponent does not apply for a grant and does not file an affidavit of voluntary compliance with spending limits, the candidate is released from the self-contribution limit. Under this circumstance, there is no limit on the amount of personal funds a candidate may give to his or her campaign.

Treatment of a WECF grant for the Purpose of Calculating the Cumulative Committee Contribution Limit

Grants from the Wisconsin Election Campaign Fund, contributions from other candidates' personal campaign committees and political action committees count against the cumulative committee contribution limit. This limit does not include contributions from political party committees or legislative campaign committees. It is calculated by taking 45% of the total spending limit. The specific amounts of this limit are listed in Appendix A of this manual.

There is also a limit on the cumulative amount of contributions that a candidate may receive from all committees including political party committees and legislative campaign committees. This cumulative contribution limit is calculated by taking 65% of the total spending limit. The specific amounts are listed in Appendix A of this manual. Contributions from all political committees, including political party committees, legislative campaign committees and grants from the Wisconsin Election Campaign Fund, count against this contribution limit.

For example, a candidate whose cumulative committee contribution limit is \$9,000 and whose cumulative committee/party contribution limit is \$12,000, might receive the following combination of contributions:

1. A WECF grant of \$6,000;
2. contributions from other candidates' campaign committees totaling \$1,000;
3. PAC contributions of \$2,000;
4. legislative campaign committee contributions of \$2,000; and
5. political party contributions of \$1,000.

The grant funds, contributions from other candidates' campaign committees and PAC contributions count against the cumulative committee contribution limit of \$9,000. All of the contributions count against the cumulative committee/party contribution limit of \$12,000.

If the maximum size of the grant permitted by statute is available, acceptance of a full grant prevents a candidate from accepting any contributions from other candidates' campaign committees or political action committees. If a full grant is not available, the candidate can accept the difference between the amount of the grant received and the cumulative committee contribution limit from these committees without affecting the amount of the grant.

Also, a candidate may choose to accept less than the amount of grant money available in order to accept contributions from other candidates' campaign committees or political action committees.

XI. SPENDING LIMITS

When a legislative candidate applies for a grant from the Wisconsin Election Campaign Fund, the candidate agrees to limit the amount of money he or she will spend for the primary campaign and for the election campaign, as well as for the total campaign. Statewide candidates agree to a total campaign spending limit only. Any expenditure for use during the primary or election counts against the total campaign spending limit.

The disbursement limits required by s.11.31(1)(2) Wis. Stats, are shown in Appendix B. The disbursement limits apply to all candidates who accept public grants unless their opponents do not accept a grant and do not file an affidavit of voluntary compliance with spending limits.

Definition of Campaign for the Purpose of Calculating Spending Limits

For purposes of calculating spending limits, the campaign of a candidate for partisan office in the fall election begins on either the day of the candidate's registration or January 1 preceding the fall election, whichever is earlier.

The campaign for a nonpartisan candidate in the spring election begins on either the day of the candidate's registration or July 1 preceding the spring election, whichever is earlier.

In the case of a candidate in a special election, the campaign begins on either the day of the candidate's registration or the date of the order calling the special election, whichever is earlier.

NOTE: MATERIALS OR SERVICES PURCHASED EARLIER THAN THE BEGINNING DATE OF THE CAMPAIGN PERIOD FOR USE IN THE PRIMARY OR ELECTION MUST BE COUNTED AGAINST THE SPENDING LIMIT.

When Spending Limits Do NOT Apply

If a candidate who accepts a WECF grant has an opponent who does not accept a grant and does not file an affidavit of voluntary compliance with spending limits, the candidate is not limited in the amount he or she may spend.

If there is only one candidate for a legislative office in each political party in the primary, the candidates are not subject to the separate primary and election spending limits. The candidates are bound only by the total spending limit.

Allocation of Spending Limits

A legislative candidate may allocate expenditures between the primary and election spending limits. For example, a candidate may purchase billboard advertising that will appear before the primary, but will be displayed throughout the election campaign. The candidate may make a reasonable allocation for part of the expenditure to the primary spending limit and another part to the election spending limit. Similarly, a candidate may make an allocation where there are a large number of items to be distributed throughout the campaign such as leaflets or matchbooks. Advertising that runs within a specific period may not be allocated to another period.

Candidates for governor and lieutenant governor of the same political party who accept public grants may agree to combine spending limits and may reallocate the total disbursement level between them.

Expenditures Not Counted Against Spending Limits

Certain items are excludable from the spending limits. These exclusions do not count against the spending limits. A candidate may exclude the following from spending limits:

1. Federal, state and local taxes paid or incurred;
2. payments made on the principal of personal and commercial loans;
3. deposited contributions which are returned to contributors, donated to charity or donated to the common school fund;
4. certain costs for fundraising events: facilities rental, entertainment expenses, cost of items auctioned, food and beverages (including preparation and service when contracted to an outside agency), if utilized for a meal, sale, auction, rally or similar fundraising effort. THE COSTS OF MAILING, PRINTING AND ADVERTISING RELATED TO THE FUND RAISING EVENT ARE NOT EXCLUDABLE;
5. expenditures made or obligations incurred which apply to a campaign other than that for which the grant was received. (For example, payments of debts incurred in a previous campaign period, or disbursements for a future campaign);
6. any recount expenses paid from the campaign depository;
7. contributions made to other registrants;
8. any reimbursements made to the candidate from the campaign committee for the candidate's travel expenses;
9. all refunds or deposits paid.

Candidates must report their exclusions in Schedule 2 D (Exclusions from Spending Limits) of the campaign finance report (GAB-24). The exclusion must include the date, amount, the name and address of the person or business to whom or which the expenditure is made, and a designation of primary or election expense.

XII. REPORT ON USE OF GRANT

Candidates receiving a grant from the Wisconsin Election Campaign Fund must file a report on the use of the grant (GAB-25) with the next continuing campaign finance report, due January 31 for fall elections and July 20 for spring elections. This report demonstrates that the grant funds received by the candidate were used for the appropriate purposes. (See the sample use of grant report in Appendix G.)

Grant funds may not be used for the primary election. Grant funds may be used only for election-related disbursements to purchase services from a communications medium and for printing, graphic arts, advertising, postage, and office supplies. The use of grant report should contain a list of all the expenditures for which the grant funds were used. The total amount listed may be greater than the amount of the grant. Listing extra expenditures insures that the full amount of the grant is covered in case some expenditures are disallowed. Any grant funds received and not used for permissible expenses must be returned to the WECF.

Along with the report on use of grant, proof of payment that the grant was used to purchase allowable services and materials must be filed. Proof of payment includes printed or written receipts, invoices, or bills of sale marked paid and with the check number indicated; cancelled checks or copies of cancelled checks; or the customer copy of certified checks, cashiers checks or money orders.

APPENDIX A

CONTRIBUTION LIMITS
STATE OFFICES

THESE LIMITS APPLY TO ALL CANDIDATES AND PERSONAL CAMPAIGN COMMITTEES.

Contribution limitations apply cumulatively to the entire primary and election campaign in which the candidate participates, whether or not there is a contested primary election.

Office	Individual Contribution Limit	Single Committee Contribution Limit (1)	45% LIMIT Total Contributions From All Committees Except Political Party Committees (2)	65% LIMIT Total Contributions From All Committees Including Political Party Committees (3)
GOVERNOR	\$10,000	\$43,128	\$485,190	\$700,830
LT. GOVERNOR	10,000	12,939	145,564	210,259
ATTY. GENERAL	10,000	21,560	242,550	350,350
STATE TREASURER	10,000	8,625	97,031	140,156
SECRETARY OF STATE	10,000	8,625	97,031	140,156
SUPERINTENDENT OF PUBLIC INSTRUCTION	10,000	8,625	97,031	140,156
SUPREME COURT	10,000	8,625	97,031	140,156
COURT OF APPEALS - District I	3,000	3,000	38,813	56,063
Districts II, III, IV	2,500	2,500	38,813	56,063
CIRCUIT COURT - Dane, Milwaukee & Waukesha Counties	3,000	3,000	38,813	56,063
All Other Counties	1,000	1,000	38,813	56,063
DISTRICT ATTORNEY - Milwaukee County	3,000	3,000	72,776	105,121
Dane & Waukesha Counties	3,000	3,000	38,813	56,063
All Other Counties	1,000	1,000	38,813	56,063
STATE SENATE	1,000	1,000	15,525	22,425
STATE ASSEMBLY	500	500	7,763	11,213

- (1) This is the maximum amount a candidate may receive from a single PAC or another candidate's committee per campaign.
- (2) This is the maximum amount a candidate may receive from all PAC's and candidate committees per campaign. Wisconsin Election Campaign Fund grants also count against this limit.
- (3) This is the maximum amount a candidate may receive from all committees including political party and legislative campaign committees. *Note:* The maximum a party or legislative campaign committee can give without reducing committee contributions is \$6,900 for senate candidates and \$3,450 for assembly candidates.

Note: In addition to the above campaign period limits, an individual may not contribute more than \$10,000 each **calendar year to any combination of Wisconsin candidates or political committees** (S11.26(4)Wis.Stats.).

APPENDIX B

PUBLIC FUNDING LIMITS

THESE LIMITS APPLY ONLY TO CANDIDATES WHO FILE AN APPLICATION
FOR A GRANT FROM THE WISCONSIN ELECTION CAMPAIGN FUND

STATEWIDE CANDIDATES

Office	Total Spending Limit	Candidate Self Contribution Limit	Amount of Individual Contributions of \$100 or Less Necessary to Qualify	Maximum Size of Grant
GOVERNOR	\$1,078,200	\$20,000	\$53,910	\$485,190
LT. GOVERNOR	323,475	20,000	16,174	145,564
ATTY. GENERAL	539,100	20,000	26,955	242,595
STATE TREASURER	215,625	20,000	10,781	97,031
SECRETARY OF STATE	215,625	20,000	10,781	97,031
SUPERINTENDENT OF PUBLIC INSTRUCTION	215,625	20,000	10,781	97,031

LEGISLATIVE CANDIDATES

Office	Primary Spending Limit	Election Spending Limit	Total Spending Limit	Candidate Self Contribution Limit	Amount of Individual Contributions of \$100 or Less Necessary to Qualify	Maximum Size of Grant
STATE SENATE	\$21,575	\$21,575	\$34,500	\$2,000	\$3,450	\$15,525
STATE ASSEMBLY	10,775	10,775	17,250	1,000	1,725	7,763

APPENDIX C

Office Use Only

**APPLICATION FOR GRANT
FROM WISCONSIN ELECTION CAMPAIGN FUND**

Name of Candidate	Street Address	City	Zip Code
Campaign Committee Name	Street Address	City	Zip Code
Office Sought (include district number)	Party Affiliation	Primary Date	Election Date

THE FOLLOWING STATEMENT MUST BE COMPLETED BY CANDIDATE:

I, _____ (print candidate's full name), state that my authorized agent(s) and I have complied with and will continue to comply with the self-contribution limits prescribed in s.11.26(10), Stats., and the expenditure limits prescribed in s.11.31, Stats., at all times to which such limits apply to my candidacy except as provided in s.11.50(2)(i), Stats. I request approval to participate in the Wisconsin Election Campaign Fund.

Signature of Candidate

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)

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

Notary Public or Person Authorized to Administer Oaths

Notary Public , or _____
(office title, if not a notary)

My Commission Expires _____, or is permanent.

**The information on this form is required by s.11.50(2)(a), Stats.
This form is prescribed by the GOVERNMENT ACCOUNTABILITY BOARD, P.O. Box 7984, Madison, WI 53707-7984
Phone: 608-266-8005**

APPENDIX D

Office Use Only

AFFIDAVIT OF VOLUNTARY COMPLIANCE WITH SELF-CONTRIBUTION AND DISBURSEMENT LIMITS

Table with 4 columns: Name of Candidate, Street Address, City, Zip Code. Includes rows for Campaign Committee Name and Office Sought (include district number), Party Affiliation, Primary Date, Election Date.

THE FOLLOWING STATEMENT MUST BE COMPLETED BY CANDIDATE:

I, _____ (print candidate's full name), state that my authorized agent(s) and I have adhered to and will continue to voluntarily adhere to self-contribution limits and disbursement limits set out in Sections 11.26(10), 11.31(2), Stats., during the entire campaign.

Signature of Candidate

STATE OF WISCONSIN)
) ss.
COUNTY OF _____)
(county of notarization)

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

Notary Public or Person Authorized to Administer Oaths

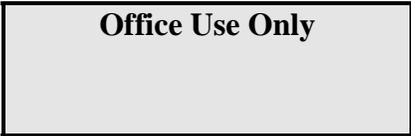
Notary Public , or _____
(office title, if not a notary)

My Commission Expires _____, or is permanent.

THE INFORMATION ON THIS FORM IS REQUIRED BY s. 11.31(2m), STATS. FAILURE TO PROVIDE THE INFORMATION MAY SUBJECT YOU TO THE PENALTIES OF ss. 11.60, 11.61, 11.66, WIS.

THIS FORM IS PRESCRIBED BY THE WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD, P.O. BOX 7984, MADISON, WI 53707-7984 Phone: (608)266-8005

APPENDIX E



WITHDRAWAL OF APPLICATION FOR GRANT FROM WISCONSIN ELECTION CAMPAIGN FUND

Table with 4 columns: Name of Candidate, Street Address, City, Zip Code. Includes rows for Campaign Committee Name and Office Sought (include district number), Party Affiliation, Primary Date, Election Date.

THE FOLLOWING STATEMENT MUST BE COMPLETED BY CANDIDATE:

I, _____ (print candidate's full name), withdraw my application for a grant from the Wisconsin Election Campaign Fund (WECF). I will no longer abide by the expenditure and self-contribution limits applicable to candidates receiving grant funds from the Wisconsin Election Campaign Fund set out in ss.11.26(10), 11.31, Stats.

Date

Signature of Candidate

See the reverse side of this form for instructions.

The information on this form is required by s.11.50(2)(h), Stats. This form is prescribed by the GOVERNMENT ACCOUNTABILITY BOARD, P.O. Box 7984, Madison, WI 53707-7984 Phone: 608-266-8005 FAX: 608-266-0500 Email: gabcfis@wi.gov

INSTRUCTIONS FOR FILING WITHDRAWAL OF APPLICATION FOR
GRANT FROM THE WISCONSIN ELECTION CAMPAIGN FUND

WHEN TO FILE: The Withdrawal of Application for Grant from Wisconsin Election Campaign Fund must be filed **in the office** of the Government Accountability Board no later than the seventh (7th) day following the primary. All limitations that apply will be in effect until the withdrawal statement is received in this office. If filed by mail, the withdrawal statement must be received in the Government Accountability Board Office by the filing deadline. Postmark is not proof of filing.

WHERE TO FILE: The withdrawal statement must be filed at the:

Government Accountability Board
212 E Washington Ave, 3rd Floor
P.O. Box 7984
Madison, WI 53707-7984

**INFORMATION
REQUIRED:** Please complete each item and sign and date the form.
Notarization is not required.

**CAMPAIGN FINANCE REPORT
STATE OF WISCONSIN**

APPENDIX F

Is This Report an Amendment: Yes No

Instructions for completing schedules are on the back of each schedule.

COMMITTEE IDENTIFICATION

Name of Committee Citizens for Anna Johnson

Street Address P.O. Box 11

City, State and Zip Code Madison, WI 53711

OFFICE USE ONLY

GAB ID Number: 100218

Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form.

REPORT PERIOD

January Continuing _____ Pre-Primary 10 _____ Spring Fall Special Termination Report
 July Continuing _____ Pre-Election _____ *also complete Schedule 4*

SUMMARY OF RECEIPTS AND DISBURSEMENTS

Column A
This Period

Column B
Calendar
Year-To-Date

1. RECEIPTS

1A. Contributions (Including Loans) from Individuals	\$ 1985.00	\$ 2235.00
1B. Contributions from Committees (Transfers-In)	\$ 2605.00	\$ 3555.00
1C. Other Income and Commercial Loans	\$ 841.84	\$ 841.84
TOTAL RECEIPTS (Add totals from 1A, 1B and 1C)	\$ 5431.84	\$ 6631.84

2. DISBURSEMENTS

2A. Gross Expenditures	\$ 2438.34	\$ 3486.50
2B. Contributions to Committees (Transfers-Out)	\$ 50.00	\$ 50.00
TOTAL DISBURSEMENTS (Add totals from 2A and 2B)	\$ 2488.34	\$ 3356.50

CASH SUMMARY

Cash Balance Beginning of Report	\$ 3419.63
Total Receipts	\$ 5431.84
Subtotal	\$ 8851.47
Total Disbursements	\$ 2488.34
CASH BALANCE END OF REPORT	\$ 6363.13
INCURRED OBLIGATIONS (Balance at the Close of This Period-3A)	\$ 1289.09
LOANS (Balance at the Close of This Period-3B)	\$ 1950.00

I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Candidate or Treasurer
Deanna Mack

Signature of Candidate or Treasurer

Date:

Daytime Phone:

Instructions for Completing Summary Page of Form GAB-24

Instructions for Completing Schedules are on the Back of Each Schedule

Committee Identification

- ▶ Print or type the complete name and mailing address of your committee.
- ▶ Enter the committee GAB ID number (the number printed in the upper right corner of the mailing label on the envelope in which the forms were mailed).
- ▶ If the report is an amendment to a previous report filed, check the “yes” box. If the report is NOT an amendment, check the “no” box.

Name of Report

- ▶ Check the box next to the name of the report being filed, and enter the correct calendar year. For information concerning filing dates and report names, refer to *Filing Notices (Link to Campaign Finance Filing Calendar)* on the CFIS website – <http://cfis.wi.gov>.

Summary of Receipts and Disbursements

- ▶ Committees should complete the detailed pages in Schedules 1-A through 3-B before completing this summary section of the report form.

Receipts

- 1A. Contributions (Including Loans) From Individuals:** Enter the amount of Total Contributions from Individuals (Schedule 1-A) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1B. Contributions From Committees (Transfers-In):** Enter the amount from Total Contributions (Transfers-In) Received From Committees (Schedule 1-B) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 1C. Other Income and Commercial Loans:** Enter the amount of Total Other Income (Schedule 1-C) in Column A. Add the amount entered in Column A to other income previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Receipts:** Add the amounts entered on lines 1-A, 1-B and 1-C, in Column A and enter the total in Total Receipts. Add the amount of Total Receipts previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Disbursements

- 2A. Gross Expenditures:** Enter the amount from Total Expenditures (Schedule 2-A) in Column A of the Summary page. Add the amount in Column A to expenditures previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- 2B. Contributions to Committees (Transfers-Out):** Enter the amount from Total Contributions (Transfers-Out) Made to Committees (Schedule 2-B) in Column A of the Summary page. Add the amount in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.
- Total Disbursements:** Add the amounts entered on lines 2-A and 2-B in Column A and enter the total in Total Disbursements. Add this amount to Total Disbursements previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Cash Summary

- Cash Balance Beginning of Report:** If this report is the first report filed by the committee, the cash balance will be zero. If this is not the first report filed by the committee, enter the cash balance from the end of the last report period. The beginning cash balance of a report must *always* be the *same* as the ending cash balance of the prior report.
- Total Receipts:** Enter the amount from Total Receipts in Column A of the Summary page.
- Subtotal:** Add Cash Balance Beginning of Report to Total Receipts and enter the amount.
- Total Disbursements:** Enter the amount from Total Disbursements in Column A of the Summary page.
- Cash Balance End of Report:** Subtract Total Disbursements from Subtotal and enter the amount. The cash balance at the end of the report period should *equal* the reconciled balance in the checking account *plus* any savings or investment accounts.
- Incurred Obligations:** Enter the amount from Total Incurred Obligations (Schedule 3-A) in Column A of the Summary page. Incurred obligations must be carried forward on **each** report until paid in full.
- Loans:** Enter the amount from the Total Outstanding Loans (Schedule 3-B) in Column A of the Summary page. Loans must be carried forward on **each** report until paid in full.

Sign and Date the Report

The treasurer or candidate must sign and date each report filed. Each report must be complete, correct, and in compliance with the reporting format. Please include a daytime phone number and a contact person if someone other than the treasurer prepares the report.

SCHEDULE 1-A

RECEIPTS

Contributions (Including Loans) From Individuals

Only Itemized Contributions Will Be Counted Toward the Qualifying Threshold For A Wisconsin Election Campaign Fund Grant

Complete Committee Name
Citizens for Anna Johnson

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Contributor	Occupation, Name and Address of Principal Place of Employment (if year-to-date total exceeds \$100)	Amount of Contribution	Y-T-D Total
7-4-10	Anna Johnson (Candidate) 125 S. Webster St. Madison, WI 53704 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____	Attorney Johnson, Martin & Smith, SC 521 W. Senate Ave. Madison, WI 53711	\$1,000 (\$900.00 Loan)	\$1,000
7-4-10	David Quinlan 3741 N 1 st Ave Sun Prairie, WI 53507 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____		\$15.00	\$15.00
7-4-10	Donald Balisle 1617 Fordem St Middleton, WI 53718 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____		\$35.00	\$35.00
7-14-10	Mary Croner 4 Moondog Ct. Fitchburg, WI 53716 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____		\$5.00	\$5.00
8-3-10	Ralph Carlisle 1831 Simpson Dr. Madison, WI 53703 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____		\$20.00	\$20.00
8-3-10	John Paulson 4891 Kegonsa Dr Stoughton, WI 55071 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____		\$75.00	\$75.00
8-5-10	Sal Molinaro Rt. 2 Merrimac, WI 54321 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan <input type="checkbox"/> Conduit Conduit GABID# _____	Self-Employed Farmer Rt. 2 Merrimac, WI 54321	\$150.00	\$300.00
SUBTOTAL ITEMIZED CONTRIBUTIONS THIS PAGE			\$ 1300.00	
TOTAL ITEMIZED CONTRIBUTIONS			\$ 1985.00	
TOTAL UNITEMIZED CONTRIBUTIONS \$20 OR LESS			\$ 0.00	
TOTAL CONTRIBUTIONS RECEIVED FROM INDIVIDUALS			\$ 1985.00	

Instructions for Completing Schedule 1-A RECEIPTS

Contributions (Including Loans) From Individuals

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions, including loans from individuals, on this form.
- ▶ Enter the number of Schedule 1-A pages in the upper right corner of the form.
- ▶ If you are reporting individual contributions of \$20 or less for the purpose of qualifying for a WECF grant, you must itemize the date, name and address, and amount of each contribution regardless of the amount. Any contributions which are Unitemized and reported in Unitemized contributions of \$20 or less will not be counted toward qualifying for a grant.

Date: Enter the date (month, day, year) each contribution was **RECEIVED**. *Do not* enter the date that appears on the contributor's check or the date deposited, unless it is the same as the date received (*is in committee's possession and control*).

Full Name, Mailing Address, and Zip Code:

1. For contributions over \$20: Enter the full name and address of the contributor.
2. For single or cumulative contributions totaling over \$100 in a calendar year: Enter the full name and address of the contributor. Enter the **occupation** and the **name and address of principal place of employment**.

Calendar Year-to-Date Total: Add contributions previously received this calendar year, from this contributor to the contributions received in this report period. The Calendar Year-to-Date Total for an individual must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year. Once the individual's Calendar Year-to-Date Total exceeds \$100, you must enter the contributor's occupation, and the name and address of the principal place of employment.

Subtotal Itemized Contributions this page: Enter the total of all the contributions listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Contributions: Add the subtotals from all pages of Schedule 1-A. If more than one page, enter the total on only the last page of Schedule 1-A.

Total Unitemized Contributions \$20 or less: Enter the total of unitemized contributions of \$20 or less only on the last page of Schedule 1-A.

Total Contributions Received from Individuals: Add the Total **Itemized** Contributions to the Total **Unitemized** Contributions \$20 or Less and enter the amount **only** on the last page of Schedule 1-A.

Special Instructions:

- ◆ Contributions and loans from individuals on Schedule 1-A include any cash, personal or individual loans, purchase of tickets to fundraising events, memberships, gifts, advances, in-kind contributions, and all other personal contributions from an individual **including** the candidate. An in-kind contribution is any goods, property, or services provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution.*)
- ◆ **In-kind contributions from individuals must also be reported as in-kind expenditures on Schedule 2-A to avoid distortion of the cash balance.**
- ◆ When the contribution is in-kind, a loan, or is received through a conduit, check the appropriate box in the section where the contribution is listed. If you receive a personal check or cash, no box needs to be checked.
- ◆ Contributions from individuals transferred through conduits are reported on Schedule 1-A under the individual contributor's name. The conduit GAB ID# should be listed below the individual contributor information. The transmittal letter accompanying the conduit check, lists the individuals who are the original sources of the contributions. These contributions are subject to itemization on the same basis as other individual contributions; if over \$100, the occupation, name, and address of employer must be provided.
- ◆ Any individual loans, either from the candidate or from another individual, must be reported on Schedule 1-A **and** on Schedule 3-B, Additional Disclosure, Loans, until paid in full.
- ◆ Loans from individuals are subject to individual contribution limits (see Campaign Finance and Bookkeeping Manual).
- ◆ Each contributor's name, address, and amount must be listed separately. Contributions from joint accounts shall be reported as coming from the individual signing the check, unless the signor indicates otherwise. If the amount is divided, each individual must be itemized separately. Do not report a contribution as coming from more than one individual.
- ◆ Receipts from raffles, auctions, garage sales, and other similar fundraising events are individual contributions and must be recorded. When receipts consist of single contributions of \$20 or less, please report the amount in Unitemized Receipts of \$20 or Less. Any single contributions that exceed \$20 must be itemized.
- ◆ Do **not** report contributions from political action committees, political party committees, or other candidate committees on Schedule 1-A. These contributions must be reported on Schedule 1-B.

SCHEDULE 1-B

RECEIPTS
Contributions from Committees
(Transfers-In)

Complete Committee Name
Citizens for Anna Johnson

Instructions for completing schedules are on the back of each schedule.

Date	Full Name of Committee, Mailing Address and Zip Code	Committee GAB ID Number	Amount of Contribution	Y-T-D Total
7-30-10	Small Businessman's PAC P.O. Box 321 Portage, WI 57123 Check if: <input checked="" type="checkbox"/> In-Kind <input type="checkbox"/> Loan	500000	\$100.00	\$150.00
8-3-10	Friends of Wayne Duke for Senate P.O. Box 1986 Milwaukee, WI 53405 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	100001	\$10.00	\$110.00
8-7-10	Citizens for Government 104 Main Street Milwaukee, WI 53407 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	500001	\$200.00	\$250.00
8-10-10	Printers PAC 1 S. Pinckney St Madison, WI 53702 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	500002	\$15.00	\$15.00
8-15-10	Wisconsin Democratic Party 2040 N King St Madison, WI 53711 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	300000	\$250.00	\$500.00
8-15-10	Assembly Democratic Campaign Committee 2319 Williamson St Madison, WI 53716 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	0400000	\$2000.00	\$2000.00
8-15-10	Dane County Party 1 E. Wilson St. Madison, WI 53703 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	0300001	\$30.00	\$30.00
	 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
SUBTOTAL CONTRIBUTIONS (Transfers-In) THIS PAGE			\$ 2605.00	
TOTAL CONTRIBUTIONS (Transfers-In) RECEIVED FROM COMMITTEES			\$ 2605.00	

Instructions for Completing Schedule 1-B RECEIPTS

Contributions From Committees (Transfers-In)

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report contributions from committees (transfers-in) on this form.
- ▶ Enter the number of Schedule 1-B pages in the upper right corner of the form.
- ▶ Each contribution received from a committee **must be itemized** regardless of the amount.

Date:

Enter the date (month, day, year) each contribution was **received**. **DO NOT** enter the date which appears on the contributor's check or the date deposited, unless it is the same as the date received.

Complete Name and Address of Committee:

Enter the full name and address of each contributor. The seven-digit GAB ID number of each committee registered with the state should appear on their check. All committees registered with the state can be viewed on the CFIS website along with their GAB ID# (<http://cfis.wi.gov>) by selecting 'View Registrants.' Please provide this number for all contributions from committees.

Amount:

Enter the amount of the contribution this period.

Calendar Year-to-Date Total:

Add contributions previously received this calendar year, from this committee to the contributions received in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-In) This Page:

Enter the total of all the contributions (transfers-in) listed on this page. If additional pages are needed, enter the subtotal for each separate page.

Total Contributions (Transfers-In) Received from Committees:

Add the subtotals from all pages of Schedule 1-B. If more than one page, enter the total on only the last page of Schedule 1-B.

Special Instructions:

- ◆ Contributions transferred through **conduits** are reported as **individual contributions** on Schedule 1-A.
- ◆ In reporting contributions from committees, provide the **complete** name and address of each committee making a contribution. The seven-digit GAB ID number of each committee registered with the state should appear on their check. Please provide this number for all contributions from committees.
- ◆ Contributions From Committees (Transfers-In) consist of any funds received from a political party committee, political action committee, political group (referenda), candidate committee or a legislative campaign committee.
- ◆ Receipt of the WECF grant is reported in Schedule 1 B.
- ◆ In-kind contributions from a committee must also be reported as an in-kind offset in Schedule 2-A to avoid distortion of the cash balance. An in-kind contribution is any goods, service, or property provided to the committee free or for less than the fair market value. (*Volunteer services are not a contribution.*)
- ◆ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ◆ Contributions received from a sole proprietorship or partnership must be reported as individual contributions in Schedule 1-A. You must verify that the original source of the contribution is from personal funds. Contributions from partnerships must reflect the partners' share in the partnership unless otherwise specified.
- ◆ Contributions may not be accepted from corporations (including LLC), cooperatives, associations or unregistered committees.

Instructions for Completing Schedule 1-C RECEIPTS

Other Income and Commercial Loans

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report other income and commercial loans on this form.
- ▶ Enter the number of Schedule 1-C pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) other income and commercial loans were **RECEIVED**.

Full Name, Mailing Address and Zip Code of Source of Income:

Identify the source of income by providing the name and address of the commercial lending institution. Provide the name and address of any person or business from which other income was received.

Describe Type of Income:

Describe the type of income, e.g., loan from commercial lender for campaign expenses, refund from utility, refund of over-payment to a vendor, interest on savings, or returned or lost contribution checks previously listed on Schedule 2-B, etc. Use more than one box or attach an additional sheet if needed.

Amount:

Enter the amount of other income and commercial loans of more than \$20 for this period only.

Subtotal Other Income This Page:

Enter the total of all the other income itemized on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Other Income:

Add the subtotals from all pages of Schedule 1-C. If more than one page, enter the total on only the last page of Schedule 1-C.

Total Unitemized Other Income \$20 or less:

Enter the total of unitemized other income of \$20 or less on the last page of Schedule 1-C.

Total Other Income:

Add the Total **Itemized** Other Income to the Total **Unitemized** Other Income of \$20 or Less and enter the amount on only the last page of Schedule 1-C.

Special Instructions:

- ◆ **Personal loans** from individuals (including the candidate) must be reported on **Schedule 1-A**.
- ◆ Other income and commercial loans include loans received from any financial institution. Loans must also be listed on Schedule 3-B, Additional Disclosure-Loans, until paid in full.
- ◆ When a contribution given by your committee to another committee is returned to you, report the receipt of the returned contribution in this schedule. Please indicate (under the Type of Income box) the original date your contribution was given.
- ◆ When a loan from a commercial lending institution is guaranteed by individuals, the full name and mailing address of each guarantor and the balance of the amount guaranteed by each guarantor at the end of the reporting period must be reported on Schedule 3-B. The amount of the guarantee is considered a contribution from the guarantor and subject to individual contribution limits until the amount is repaid to the lending institution.
- ◆ Other income includes refunds and interest received. Receipts from fundraising events (auctions, dinners, etc.) and from the sale of commercial items for the purpose of raising funds for political purposes are contributions and must be reported on Schedule 1-A or 1-B.

SCHEDULE 2-A

**DISBURSEMENTS
Gross Expenditures**

Complete Committee Name
Citizens for Anna Johnson

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Person or Business to Whom Payment is Made	Specific Purpose of Expenditure	Amount of Expenditure This Period		Amount
			Primary	Election	
7-30-10	Small Businessman's PAC P.O. Box 321 Portage, WI 57123 Check if: <input checked="" type="checkbox"/> In-Kind Offset	In-Kind offset Endorsement and Candidate campaign solicitation letter	50.00	50.00	
8-1-10	Ralph Samson 44 Astor Road Houston, TX 70002 Check if: <input type="checkbox"/> In-Kind Offset	Returned Contribution	<u>Primary</u> \$100.00	<u>Election</u>	
8-1-10	Flamingo Restaurant 636 State St. Madison, WI 53702 Check if: <input type="checkbox"/> In-Kind Offset	Fundraiser room rent	<u>Primary</u> \$195.00	<u>Election</u>	
8-2-10	Village of Greentree 145 Water St. Greentree, WI 53718 Check if: <input type="checkbox"/> In-Kind Offset	Poll List	<u>Primary</u> \$30.00	<u>Election</u> \$30.00	
8-11-10	Computerworld 1230 N State St Jefferson, WI 54313 Check if: <input type="checkbox"/> In-Kind Offset	Microsoft Word 2007 Campaign Software	<u>Primary</u> \$105.00	<u>Election</u> \$105.00	
8-11-10	Democratic Party 2040 N King St Madison, WI 53711 Check if: <input type="checkbox"/> In-Kind Offset	Voter Labels	<u>Primary</u> \$50.00	<u>Election</u> \$50.00	
8-12-10	Polka John & the Pretzels P.O. Box 90 Milwaukee, WI 53407 Check if: <input type="checkbox"/> In-Kind Offset	Fundraiser entertainment	<u>Primary</u> \$150.00	<u>Election</u>	
8-15-10	Press Gazette 14 W Mifflin St Madison, WI 53702 Check if: <input type="checkbox"/> In-Kind Offset	Newspaper Ad Layout Media	<u>Primary</u> \$150.00	<u>Election</u> \$100.00	
SUBTOTAL ITEMIZED EXPENDITURES THIS PAGE			\$ 930.00	\$ 285.00	
TOTAL ITEMIZED EXPENDITURES			\$ 1773.38	\$ 603.38	
TOTAL UNITEMIZED EXPENDITURES \$20 OR LESS			\$ 61.58	\$ 0.00	
TOTAL EXPENDITURES			\$1834.96	\$ 603.34	
Total Primary and Election Expenditures			\$ 2438.34		

Instructions for Completing Schedule 2-A DISBURSEMENTS

Gross Expenditures

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report gross expenditures on this form.
- ▶ Enter the number of Schedule 2-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) the disbursement was made.

Full Name, Mailing Address, and Zip Code of Person or Business to Whom Payment Is Made: Enter the name and complete address of the person or business to whom payments were made.

Specific Purpose of Expenditure: Enter the specific purpose of the expenditure. Expenditures must be made for **political purposes only**. An expenditure is for a political purpose when it influences the election or nomination for election of any individual to federal, state or local office. A complete description of the **type** of expenditure or reimbursement must be given (i.e., food for fundraiser or campaign T-shirts for resale). **Please refer to the Expense Types worksheet for expense type descriptions.** You may use more than one box or attach an additional sheet if needed.

Subtotal Itemized Expenditures This Page: Enter the total of all the expenditures listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Expenditures: Add the subtotals from all pages of Schedule 2-A. If more than one page, enter the total itemized on only the last page of Schedule 2-A.

Total Unitemized Expenditures \$20 or less: Enter the total of unitemized expenditures of \$20 or less on only the last page of Schedule 2-A. Note: If you itemize expenditures of \$20 or less, **DO NOT** include those amounts **again** in the total of unitemized expenditures.

Total Expenditures: Add the Total **Itemized** Expenditures to the Total **Unitemized** Expenditures (\$20 or less), and enter the amount on the last page of Schedule 2-A.

Special Instructions:

- ◆ When legislative candidate is opposed in the primary and his or her opponent is also unopposed in a primary, allocation of expenditures between the primary and the election is not required. Report expenditures in the election column because you are subject only to the total spending limit for both the primary and the election.
- ◆ Statewide candidates are not required to allocate expenditures between the primary and the election. Report expenditures in the election column because you are subject only to the total spending limit for the both the primary and the election.
- ◆ Only expenditures of **more than \$20** must be itemized. Expenditures of **\$20 or less** should be totaled and reported as unitemized expenditures.
- ◆ Expenditures for general services, such as consulting, data processing, or reimbursement, should be broken down into the specific services rendered, e.g., salary, travel, data entry, polling. **Please refer to the Expense Types worksheet for specific expenditure descriptions.**
- ◆ In-kind contributions reported in Schedule 1-A or 1-B, must also be reported as in-kind offsets in Schedule 2-A.
- ◆ Expenditures incurred for in-kind contributions to other registrants must be reported in Schedule 2-B, **NOT** 2-A. See instructions on Schedule 2-B.
- ◆ All expenditures must be made from the campaign depository and must be used for political purposes only.
- ◆ It is permissible for a candidate or an agent of a committee to pay for items from personal funds as long as receipts are submitted to the treasurer for reimbursement from the depository. Reporting of a reimbursement must include information that describes the nature of the original expenditure.
- ◆ It is permissible to maintain a petty cash account to pay for minor items provided that funds for the petty cash account are drawn from the campaign depository and that a record of the transactions is kept. Expenditures over \$20 must be paid by negotiable instrument, and be itemized on the report. Expenditures under \$20 may be included in unitemized expenditures. If itemized, the purpose of each expenditure must be provided. Only the specific expenditures are reported. *Do not report the check for setting up the petty cash account or any checks written to replenish petty cash.*
- ◆ Contributions received, deposited, and later returned to the original contributor must be reported as an expense in Schedule 2-A and in Schedule 3-E.

Expense Type Descriptions

Expense_Type

Administrative Expenses
Bank Charges
Contribution to Committee
Contribution to Charity
Charitable Donation
Candidate Expenses - Clothing
Candidate Expenses - Gas
Candidate Expenses - Meals
Candidate Expenses - Mileage
Candidate Expenses - Parking
Candidate Expenses - Travel
Consulting Fees - Media
Consulting Fees - General
Data Conversion
Fundraiser - Entertainment
Filing Fee
Fundraiser - Food & Beverage
Fundraiser - Hall Rental
Gifts
Internal Communication with Members
Interest
IT – Campaign Computer Equipment
IT – Campaign IT Maintenance
IT – Campaign Software
Legal Fees - Plaintiff Libel Suits
Legal Fees - Campaign Misinformation
Loan Payment - Personal Loan
Loan Payment - Commercial Loan
Membership Dues – Charitable Org
Membership Dues to Professional Orgs
Membership Dues – Political Org
Media – Billboards / Outdoor Advertising
Media - Issue Ads
Media - Newspaper
Media - Radio
Media - TV
Meeting Expenses
Mailing List
Membership pins / awards
Capitol Office Expenses
Office Furniture
Office – Campaign Office Maintenance
Office Rent
Office Supplies
Professional - Accounting
Printing - Brochures
Parade Expenses - Fees, candy

EXPENSE TYPE

Phone Bank
Printing Misc. (buttons, bumper stickers, t-shirts)
Postage
Printing - Yard Signs
Returned Contribution
Solicitation Expenses
Sales Tax
Survey/Polls
Tickets to Events
Utilities - Electrical
Utilities - Gas
Utilities - Internet Access
Utilities - Phone / Cell Phone
Media - Website Development
Volunteer Meals
Wages - Campaign Manager
Wages - Capitol Office Staff
Wages - Campaign Staff
Wages - Employment Taxes

SCHEDULE 2-B

DISBURSEMENTS
Contributions To Committees
(Transfers-Out)

Complete Committee Name **Citizens for Anna Johnson**

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code	Committee GAB ID Number	Amount	Y-T-D Total
7-30-10	Citizens for Molinaro 2135 Wells St Milwaukee, WI 53403 Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan	120120	\$50.00	\$50.00
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
	Check if: <input type="checkbox"/> In-Kind <input type="checkbox"/> Loan			
SUBTOTAL CONTRIBUTIONS (Transfers-Out) THIS PAGE			\$ 50.00	
TOTAL CONTRIBUTIONS (Transfers-Out) MADE TO COMMITTEES			\$ 50.00	

Instructions for Completing Schedule 2-B

DISBURSEMENTS Contributions to Committees

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to use this form to report Contributions to Committees (Transfers-Out). Enter the number of Schedule 2-B pages in the upper right corner of the form.
- ▶ Each contribution made to another committee **must be itemized regardless of the amount.**

Date:

Enter the date (month, day, year) that each contribution was made to another committee.

Complete Name and Address of Committee:

Enter the full name and address of each committee. Please provide the seven-digit GAB ID number of each committee registered with the state. The GAB ID number is available on the CFIS website 'View Registrants' (<http://cfis.wi.gov>).

Amount:

Enter the amount of the contribution given in this period.

Calendar Year-to-Date Total:

Add contributions previously given this calendar year to this committee, to the contributions given in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-Out) This Page:

Enter the total of all the contributions (Transfers-Out) listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Contributions (Transfers-Out) Made to Committees:

Add the subtotals from all pages of Schedule 2-B. If more than one page, enter the total on only the last page of Schedule 2-B.

Special Instructions:

- ▶ If a contribution is made to a candidate for local office, please print the word "Local" in the space for the ID#. This would include candidates for municipal, school district, and county office. Note: District Attorney and Circuit Court Judge are state offices.
- ▶ Contributions to Committees (Transfers-Out) consist of any funds contributed to a political party committee, political action committee, political group (referenda), candidate committee, or legislative campaign committee.
- ▶ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ▶ When the contribution is a loan, check the loan box in the section where the contribution is listed.
- ◆ For each in-kind contribution, the name and address of the candidate or committee receiving the contribution must be listed, along with the name and address of the person or business to whom payment was made and the amount and date of the in-kind contribution.
 1. *An in-kind contribution of property made during the same report period in which it was acquired, need only be reported on Schedule 2-B.*
 2. *An in-kind contribution consisting of property acquired in a prior report period and reported as an expenditure on the previous report, must be removed from expenditures by making a negative entry for the value of the property on Schedule 2-A, as well as the entry for the contribution on Schedule 2-B. This will avoid double reporting of the expense.*

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date Paid	Name and Complete Address of Person or Business to Whom Payment Made	Amount of Expenditure	
		Primary	Election
SUBTOTAL ITEMIZED EXPENDITURES THIS PAGE		\$	\$
TOTAL ITEMIZED EXPENDITURES		\$	\$
TOTAL UNITEMIZED EXPENDITURES \$20 OR LESS		\$	\$
TOTAL EXPENDITURES		\$	\$

TOTAL PRIMARY AND ELECTION EXPENDITURES \$

SCHEDULE 2-D

EXCLUSIONS FROM SPENDING LIMITS

Instructions for completing schedules are on the back of each schedule.

Date	Name and Complete Address of Person or Business to Whom Payment Made	Purpose	Amount of Expenditure		Office Use Only
			Primary	Election	
			\$	\$	
TOTAL EXCLUSIONS CLAIMED			\$	\$	

TOTAL PRIMARY AND ELECTION EXCLUSIONS \$

Instructions for Completing Schedules 2 C and 2 D
Previously Reported Expenditures 2 C
Exclusions From Spending Limits Schedule 2 D

General Instructions:

- ▶ Print or type the complete name of the committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report previously reported expenditures or exclusions from spending limits on this form.
- ▶ Enter the number of pages of Schedule 2C/2D in the upper right corner of the form.

SCHEDULE 2 C – Previously Reported Expenditures

DATE PAID: Enter the date (month, day, year) the previously reported expenditure was made.

NAME: Enter the name and complete address of the address of the person or business to whom payment was made.

AMOUNT OF EXPENDITURE, PRIMARY/ELECTION: Enter the amount of previously reported expenditures for the primary and/or the election. Allocate the expenditures according to the direction in Schedule 2 A.

TOTAL PRIMARY AND ELECTION EXPENDITURES: Add the Total Expenditures for the primary to the Total Expenditures for the election and enter the Total Primary and Election Expenditures.

NOTE:

- ▶ Previously reported expenditures consist of expenditures which relate to the current campaign, were expended after January 1 in the year of a partisan election and July 1 in the year before a nonpartisan election, and were reported on Form GAB-2 rather than Form GAB-24. Expenditures made before January 1 or July 1 which relate to the current campaign must also be included in Schedule 2 C.
- ▶ Statewide candidates are not required to allocate expenditures between the primary and the election. Report all expenditures in the election column. When a legislative candidate is unopposed in the primary and his or her opponent is also unopposed in the primary, allocation of expenditures between the primary and the election is not required. Report expenditures in the election column only.
- ▶ The expenditures listed on this schedule are shown on the first report filed on Form GAB-24. They are not carried over on subsequent reports.

SCHEDULE 2 D – Exclusions From Spending Limits

DATE: Enter the date of the excludable expenditure.

NAME: Enter the name and complete address of the person or business to whom payment was made.

PURPOSE: Enter the purpose of the expenditure. Expenditures which qualify as exclusions are:

- a. Federal, state, and local taxes paid or incurred.
- b. payments made to repay personal or commercial loans.
- c. contributions which are deposited in the depository and later returned to the contributor or donated to charity or the common school fund.
- d. certain costs for fund raising events; facility rental, entertainment expenses, items auctioned, food and beverages. (Printing, postage and advertising for a fundraiser are not excludable.)
- e. expenditures made or obligations incurred which apply to a campaign other than that for which the grant was received (i.e. payments on debts incurred during a previous campaign or disbursements made for future campaigns.)
- f. any recount expenses paid from the campaign depository.
- g. any contributions made to other registrants.
- h. any reimbursements to the candidate for the candidate's travel expenses.
- i. all refunds or deposits paid.

AMOUNT OF EXPENDITURE PRIMARY/ELECTION: Enter the amount of the expenditure which relates to the primary and the amount which relates to the election. Allocate expenditure exclusions to the primary and election according to directions in Schedule 2 A.

TOTAL EXCLUSIONS CLAIMED: Add exclusions claimed for the primary/election and enter the amount of Total Exclusions Claimed.

NOTE:

- ▶ All expenditures and incurred obligations which are claimed as exclusions must be itemized regardless of the amount.
- ▶ Expenditures or incurred obligations which qualify as exclusions are not counted against spending limits.
- ▶ Statewide candidates are not required to allocate expenditures between the primary and the election. Report all exclusions in the election column. When a legislative candidate is unopposed in the primary and his or her opponent is also unopposed in the primary, allocation of expenditures is not required. Report exclusions in the election column only.

SCHEDULE 3-A

**Incurred Obligations Excluding Loans
ADDITIONAL DISCLOSURE**

Complete Committee Name
Citizens for Anna Johnson

Instructions for completing schedules are on the back of each schedule.

		Outstanding Obligations Beginning This Period	New Obligations or Additions This Period	Cumulative Payments This Period	Outstanding Obligations At Close of This Period	
Date 2 / 27 / 10	Full Name, Mailing Address and Zip Code of Creditor E-Z Printing 2899 Laura Lane Middleton, WI 53718	1500.00		250.00	Primary 625.00	Election 625.00
		Nature of Debt (Purpose) Printing				
Date 3 / 2 / 10	Full Name, Mailing Address and Zip Code of Creditor Hanson Advertising 105 South St Lodi, WI 53515	600.00		600.00	Primary	Election
		Nature of Debt (Purpose) Billboards				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				
Date / /	Full Name, Mailing Address and Zip Code of Creditor				Primary	Election
		Nature of Debt (Purpose)				

SUBTOTAL ITEMIZED OBLIGATIONS THIS PAGE	\$ 625	\$625
TOTAL ITEMIZED OBLIGATIONS	\$ 625	\$ 625
TOTAL UNITEMIZED OBLIGATIONS \$20 OR LESS	\$	\$ 39.09
TOTAL INCURRED OBLIGATIONS	\$ 625	\$ 664.09
TOTAL PRIMARY AND ELECTION INCURRED OBLIGATIONS	\$ 1289.09	

Instructions for Completing Schedule 3-A

Incurred Obligations Excluding Loans

ADDITIONAL DISCLOSURE

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report incurred obligations on this form.
- ▶ Enter the number of Schedule 3-A pages in the upper right corner of the form.

Date: Enter the date (month, day, and year) the obligation was incurred.

Full Name, Mailing Address, and Zip Code of Creditor:

Enter the complete name and address of the creditor.

Nature of Debt (Purpose):

Describe the specific purpose for which the obligation was incurred (See Schedule 2-A for instructions).

Balance Columns:

In the first column, enter the amount, if any, at the beginning of this report period. If this is a new obligation, there is no beginning balance. If this is an existing obligation, the beginning balance should equal the previous report period's closing balance. In the second column, enter the amount of any new obligations or additions to existing obligations. In the third column, enter any payments made this report period (payments this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the close of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

Total Itemized Obligations:

Add the Total Itemized Obligations to the Total Unitemized Obligations \$20 or Less and enter the amount of Total Incurred Obligations for the primary and for the election.

Total Unitemized Obligations \$20 or less:

Enter the total unitemized obligations of \$20 or less for the primary and for the election on the first page of Schedule 3A.

Total Incurred Obligations:

Add the Total **Itemized** Obligations to the Total **Unitemized** Obligations \$20 or Less and enter the amount of Total Incurred Obligations for the primary and for the election.

Total Primary and Election Incurred Obligations:

Add the Total Incurred Obligations allocated for the primary and for the election and enter the amount in total Primary and Election Incurred Obligations.

Special Instructions:

- ◆ Incurred obligations are to be reported when an enforceable agreement has been reached. If the exact amount of the obligation has not yet been defined then the amount of the obligation must be estimated. Although the committee may not have received a bill, the amount recorded should be a good faith estimate of the amount owed.
- ◆ The balance of all incurred obligations should be reported from the time incurred until paid in full.
- ◆ Each obligation must be carried forward on subsequent reports until the obligation has been reduced to zero.
- ◆ When a payment is made on an obligation, the transaction should be reported as a payment on Schedule 3-A and as an expenditure on Schedule 2-A.
- ◆ If the committee has a dispute over the amount owed to a vendor, this must be noted in the "purpose".

SCHEDULE 3-B

**Loans Individual, Committee or Commercial
ADDITIONAL DISCLOSURE**

Complete Committee Name
Citizens for Anna Johnson

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date 7 / 4 / 10	People's Bank 123 N South Ave Madison, WI 53704	0.00			750.00

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor Jim Johnson 125 S Webster St Madison, WI 53704	Occupation Attorney
	Name and Address of Employer Johnson and Johnson
	Amount Guaranteed Outstanding \$ 375.00
Full Name, Mailing Address and Zip Code of Guarantor Ron Hart 104 S Main St Mt Horeb, WI	Occupation Owner
	Name and Address of Employer Hart Ice Cream
	Amount Guaranteed Outstanding \$ 375.00

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date 7 / 4 / 10	Anna Johnson 125 S Webster St Madison, WI 53704	0.00			900.00

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Name and Address of Employer
	Amount Guaranteed Outstanding \$
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Name and Address of Employer
	Amount Guaranteed Outstanding \$

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date 8 / 17 / 10	Suzy Duck 313 Bridge St Lodi, WI 53515	0.00			300.00

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Name and Address of Employer
	Amount Guaranteed Outstanding \$
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Name and Address of Employer
	Amount Guaranteed Outstanding \$

SUBTOTAL OUTSTANDING LOANS THIS PAGE \$ _____

TOTAL OUTSTANDING LOANS \$ _____

Instructions for Completing Schedule 3-B

Loans – Individual, Committee or Commercial

ADDITIONAL DISCLOSURE

General Instructions:

- ▶ Print or type the complete name of your committee in the box provided.
- ▶ Duplicate as many pages as you will need in order to report loans on this form.
- ▶ Enter the number of Schedule 3-B pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) the loan was made.

Full Name, Mailing Address, and Zip Code of Loan Source:

Enter the complete name and address of the loan source.

Balance Columns:

In the first column, enter the actual amount at the beginning of this reporting period. If this is a new loan, the outstanding beginning balance is zero and the amount of the loan is recorded under the section “New Loans This Period”. If this is an existing loan, the outstanding beginning balance should equal the previous report period’s closing (outstanding) balance. In the third column, enter any payments made during this report period (payments made this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the end of this report period. Note: If there is a remaining balance, it must be carried forward to the next report’s beginning balance.

List All Endorsers or Guarantors (If Any):

In the space provided on the form, provide the full name, mailing address and zip code of any guarantors of loans. Enter the amount guaranteed which is outstanding at the end of the reporting period for each guarantor. See the notes below on how to apportion loan guarantees. If the amount guaranteed exceeds \$100, enter the guarantor’s occupation, name and address of principal place of employment.

Special Instructions:

- ◆ A loan guarantee is considered a contribution from the guarantor until the loan is repaid.
- ◆ If more than one person guarantees a loan, the amount of the loan is assigned to the guarantors in equal shares, in the proportion that the guarantors bear to the total amount guaranteed unless a different share is specified in the loan instrument.
- ◆ When a payment which reduces the unpaid balance of the loan is made to the lending institution, the amount assigned to each guarantor is reduced in equal shares, unless a different share is specified in the loan instrument.
- ◆ The outstanding amount of a loan or loan guarantee **plus** the total contributions to the campaign by the guarantor may not exceed the individual contribution limit.
- ◆ Any reductions in loans which are not offset by expenditures in Schedule 2-A must be explained (e.g., candidate forgives self loans).

SCHEDULE 4**TERMINATION REQUEST**

Complete Committee Name

GAB ID Number

- A committee may terminate its registration and reporting requirements if the committee will no longer receive contributions, make disbursements or incur obligations, and the cash balance and obligations have been reduced to zero.
- Candidates may not terminate prior to the election in which they are participating.
- Non-candidate committees registered with the state must pay the \$100 filing fee if they have over \$2500 in total disbursements for the calendar year.
- Please read carefully and, if necessary, indicate how residual committee funds have been disposed of or if outstanding loans or obligations have been forgiven. Sign and date the termination request at the bottom of this page.
- Make sure the termination box on the cover page of this report is checked.
- Please note: An audit must be completed and all obligations with the Board, including settlement offers, fulfilled before termination can be granted. All records must be maintained until termination is granted.

DISPOSAL OF RESIDUAL FUNDS**THIS INFORMATION SHOULD ALSO BE INCLUDED ON SCHEDULE 2-A AND/OR 2-B**

Date	Recipient	Amount

LOAN OR DEBT FORGIVENESS**I hereby forgive all personal loans or have assumed responsibility for any and all debts of my campaign committee.**

Date	Endorser, Guarantor, or Creditor	Amount

TERMINATION REQUEST. I hereby request that the committee registration be terminated. I declare that the committee has not incurred any obligations and does not anticipate incurring any. The committee does not anticipate receiving any further contributions or making any disbursements. I further state that the cash balance has been reduced to zero and that all remaining funds have been disposed of in the manner prescribed by law.

Signature of Candidate or Treasurer_____
Date

**APPENDIX G
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.

CAMPAIGN COMMITTEE NAME	STREET ADDRESS, MUNICIPALITY, ZIP CODE

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
(1) TOTAL EXPENDITURES PAID FROM GRANT FUNDS			\$	
(2) TOTAL GRANT RECEIVED FROM WECF			\$	
(3) UNSPENT GRANT FUNDS TO RETURNED TO THE WISCONSIN ELECTIONS CAMPAIGN FUND			\$	

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

Signature of Candidate or Treasurer

Date

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.