



Campaign Finance Information – WECF 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://cfis.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.

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 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.

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.