

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: James McLynas

Case No.: FEC 20-278

TO: James McLynas
449 129th Ave. E #11
Madeira Beach, FL 33708

Julie Marcus
Pinellas County SOE
13001 Starkey Rd.
Largo, FL 33773

NOTICE OF HEARING (INFORMAL HEARING (IH))

A hearing will be held in this case before the Florida Elections Commission on, **August 13, 2024 at 1:00 p.m.**, *or as soon thereafter as the parties can be heard*, at the following location: **412 Knott Building, Pat Thomas Committee Room, 404 South Monroe Street, Tallahassee, Florida 32399.** Due to heightened security access requirements, please bring only essential items into the building and plan to arrive early to allow for delays coming through security.

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

This hearing will be conducted pursuant to Section 106.25, Florida Statutes, which governs your participation as follows:

If you are the Respondent, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission. However, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless you request to be heard or the Commission requests that your case be considered separately on the day of the hearing, your case will *not* be individually heard.

If you are the Complainant, you may attend the hearing, but you will *not* be permitted to address the Commission. In addition, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless the Respondent requests to be heard or the Commission requests that the case be considered separately on the day of the hearing, the case will *not* be individually heard.

If you are an Appellant, and you have requested a hearing, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission.

Please be advised that both confidential and public cases are scheduled to be heard by the Florida Elections Commission on this date. As an Appellant, Respondent or Complainant in one case, you will *not* be permitted to attend the hearings on other confidential cases.

The Commission will electronically record the meeting. Although the Commission's recording is considered the official record of the hearing, the Respondent may provide, at his own expense, a certified court reporter to also record the hearing.

If you require an accommodation due to a disability, contact Donna Ann Malphurs at (850) 922-4539 or by mail at 107 West Gaines Street, The Collins Building, Suite 224, Tallahassee, Florida 32399, at least 5 days before the hearing.

See further instructions on the reverse side.

Tim Vaccaro

Executive Director
Florida Elections Commission
July 23, 2024

Please refer to the information below for further instructions related to your particular hearing:

If this is a hearing to consider **an appeal from an automatic fine**, the Filing Officer has imposed a fine on you for your failure to file a campaign treasurer's report on the designated due date and, by filing an appeal, you have asked the Commission to consider either (1) that the report was in fact timely filed; or (2) that there were unusual circumstances that excused the failure to file the report timely. You are required to prove your case. If the Commission finds that the report was filed timely or that there were unusual circumstances that excused the failure, it may waive the fine, in whole or in part. The Commission may reduce a fine after considering the factors in Section 106.265, Florida Statutes. If the Commission finds that the report was not timely filed and there were no unusual circumstances, the fine will be upheld.

If this is a hearing to consider a **consent order before a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed and become public. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the case will remain confidential, unless confidentiality has been waived.

If this is a hearing to consider a **consent order after a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the Respondent will be entitled to another hearing to determine if the Respondent committed the violation(s) alleged.

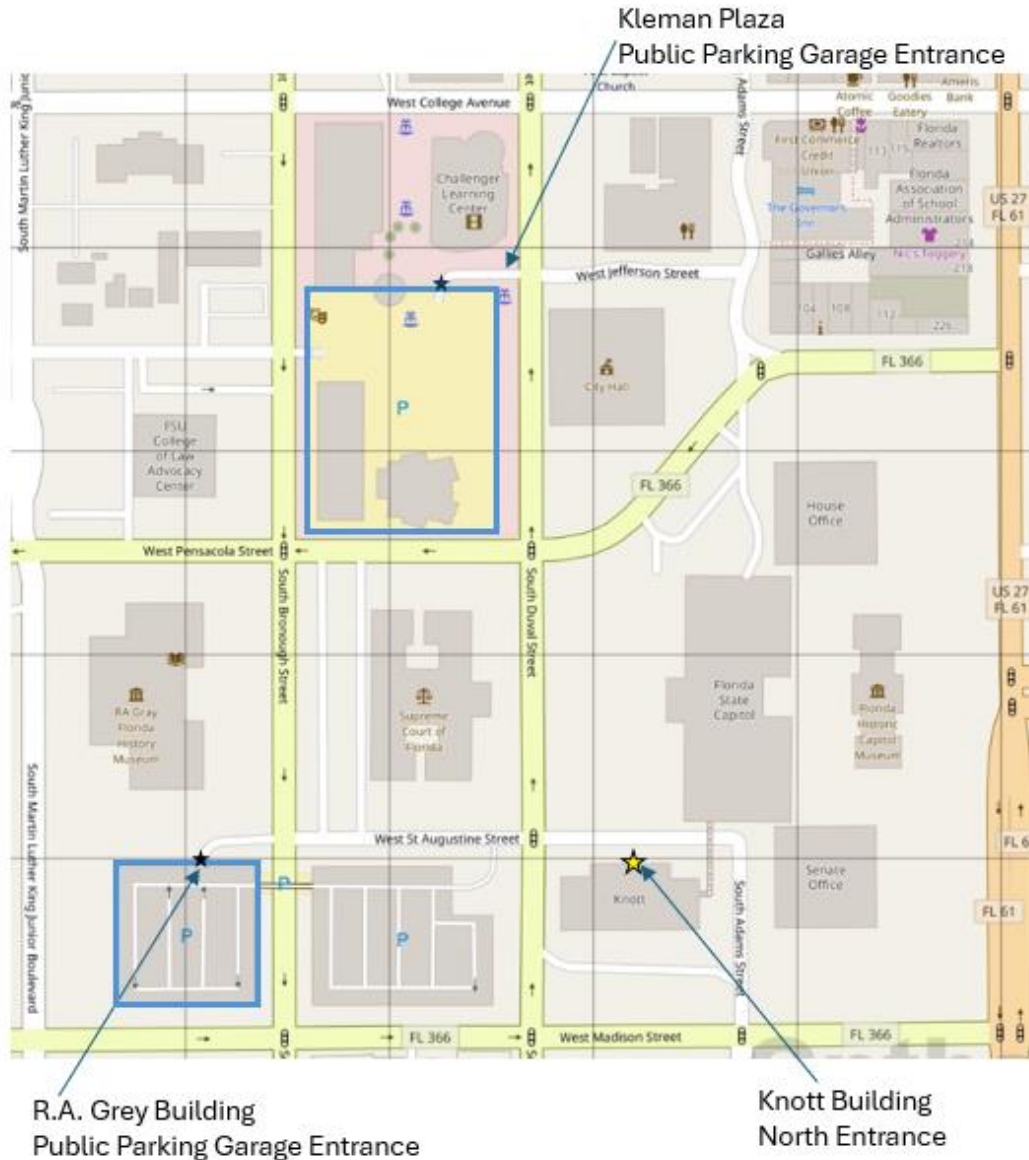
If this is a **probable cause hearing**, the Commission will decide if there is probable cause to believe that the Respondent committed a violation of Florida's election laws. Respondent should be prepared to explain how the staff in its recommendation incorrectly applied the law to the facts of the case. *Respondent may not testify, call others to testify, or introduce any documentary or other evidence at the probable cause hearing.* The Commission will only decide whether Respondent should be *charged* with a violation and, before the Commission determines whether a violation has occurred or a fine should be imposed, Respondent will have an opportunity for another hearing at which evidence may be introduced.

If this is an **informal hearing**, it will be conducted pursuant Sections 120.569 and 120.57(2), Florida Statutes; Chapter 28 and Commission Rule 2B-1.004, Florida Administrative Code. At the hearing, the Commission will decide whether the Respondent committed the violation(s) charged in the Order of Probable Cause. The Respondent will be permitted to testify. However, the Respondent may not call witnesses to testify.

Respondent may argue why the established facts in the Staff Recommendation do not support the violations charged in the Order of Probable Cause. At Respondent's request, the Commission may determine whether Respondent's actions in the case were willful. The Respondent may also address the appropriateness of the recommended fine. If Respondent claims that his limited resources make him unable to pay the statutory fine, *he must provide the Commission with written proof of his financial resources* at the hearing. A financial affidavit form is available from the Commission Clerk.

Florida Elections Commission Meeting - Augut 13-14, 2024, 412 Knott Building

- Please enter the Knott Building at the North entrance as indicated below.
- Public parking is available at Kleman Plaza (entrance at West Jefferson Sreet/South Duval Street) and the R.A. Grey Building Garage (entrance at West St. Augustine Street/South Bronough Street).



**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: James McLynas

Case No.: FEC 20-278

TO: James McLynas
449 129th Ave. E #11
Madeira Beach, FL 33708

Julie Marcus
Pinellas County SOE
13001 Starkey Rd.
Largo, FL 33773

NOTICE OF CANCELLATION OF HEARING (INFORMAL HEARING)

You are hereby notified that **the previously scheduled hearing for May 14, 2024, is CANCELLED**. It is anticipated that your case will be scheduled for a new hearing date to be determined as soon as possible.

A Notice of Hearing will be mailed to you approximately 14 days prior to the new hearing date. You may also wish to monitor our website at <https://www.fec.state.fl.us/> for meeting announcements.

Tim Vaccaro
Executive Director
Florida Elections Commission
May 13, 2024

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: James McLynas

Case No.: FEC 20-278

TO: James McLynas
449 129th Ave. E #11
Madeira Beach, FL 33708

Julie Marcus
Pinellas County SOE
13001 Starkey Rd.
Largo, FL 33773

NOTICE OF HEARING (INFORMAL HEARING)

A hearing will be held in this case before the Florida Elections Commission on, **May 14, 2024 at 9:00 a.m.**, or as soon thereafter as the parties can be heard, at the following location: **412 Knott Building, Pat Thomas Committee Room, 404 South Monroe Street, Tallahassee, Florida 32399.**

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

This hearing will be conducted pursuant to Section 106.25, Florida Statutes, which governs your participation as follows:

If you are the Respondent, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission. However, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless you request to be heard or the Commission requests that your case be considered separately on the day of the hearing, your case will *not* be individually heard.

If you are the Complainant, you may attend the hearing, but you will *not* be permitted to address the Commission. In addition, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless the Respondent requests to be heard or the Commission requests that the case be considered separately on the day of the hearing, the case will *not* be individually heard.

If you are an Appellant, and you have requested a hearing, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission.

Please be advised that both confidential and public cases are scheduled to be heard by the Florida Elections Commission on this date. As an Appellant, Respondent or Complainant in one case, you will *not* be permitted to attend the hearings on other confidential cases.

The Commission will electronically record the meeting. Although the Commission's recording is considered the official record of the hearing, the Respondent may provide, at his own expense, a certified court reporter to also record the hearing.

If you require an accommodation due to a disability, contact Donna Ann Malphurs at (850) 922-4539 or by mail at 107 West Gaines Street, The Collins Building, Suite 224, Tallahassee, Florida 32399, at least 5 days before the hearing.

See further instructions on the reverse side.

Tim Vaccaro

Executive Director
Florida Elections Commission
April 26, 2024

Please refer to the information below for further instructions related to your particular hearing:

If this is a hearing to consider **an appeal from an automatic fine**, the Filing Officer has imposed a fine on you for your failure to file a campaign treasurer's report on the designated due date and, by filing an appeal, you have asked the Commission to consider either (1) that the report was in fact timely filed; or (2) that there were unusual circumstances that excused the failure to file the report timely. You are required to prove your case. If the Commission finds that the report was filed timely or that there were unusual circumstances that excused the failure, it may waive the fine, in whole or in part. The Commission may reduce a fine after considering the factors in Section 106.265, Florida Statutes. If the Commission finds that the report was not timely filed and there were no unusual circumstances, the fine will be upheld.

If this is a hearing to consider a **consent order before a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed and become public. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the case will remain confidential, unless confidentiality has been waived.

If this is a hearing to consider a **consent order after a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the Respondent will be entitled to another hearing to determine if the Respondent committed the violation(s) alleged.

If this is a **probable cause hearing**, the Commission will decide if there is probable cause to believe that the Respondent committed a violation of Florida's election laws. Respondent should be prepared to explain how the staff in its recommendation incorrectly applied the law to the facts of the case. *Respondent may not testify, call others to testify, or introduce any documentary or other evidence at the probable cause hearing.* The Commission will only decide whether Respondent should be *charged* with a violation and, before the Commission determines whether a violation has occurred or a fine should be imposed, Respondent will have an opportunity for another hearing at which evidence may be introduced.

If this is an **informal hearing**, it will be conducted pursuant Sections 120.569 and 120.57(2), Florida Statutes; Chapter 28 and Commission Rule 2B-1.004, Florida Administrative Code. At the hearing, the Commission will decide whether the Respondent committed the violation(s) charged in the Order of Probable Cause. The Respondent will be permitted to testify. However, the Respondent may not call witnesses to testify.

Respondent may argue why the established facts in the Staff Recommendation do not support the violations charged in the Order of Probable Cause. At Respondent's request, the Commission may determine whether Respondent's actions in the case were willful. The Respondent may also address the appropriateness of the recommended fine. If Respondent claims that his limited resources make him unable to pay the statutory fine, *he must provide the Commission with written proof of his financial resources* at the hearing. A financial affidavit form is available from the Commission Clerk.

STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION

Florida Elections Commission,
Petitioner,

Case No.: FEC 20-278

v.

James McLynas,
Respondent.

_____ /

ORDER OF PROBABLE CAUSE

THIS MATTER was heard by the Florida Elections Commission (Commission) at its regularly scheduled meeting on February 7, 2024, in Tallahassee, Florida.

On January 4, 2024, Staff recommended to the Commission that there was probable cause to believe that the Florida Election Code was violated. The facts articulated in Staff's Recommendation are adopted by reference and incorporated herein. Based on the Complaint, Report of Investigation, Staff's Recommendation, and oral statements (if any) made at the probable cause hearing, the Commission finds that there is **probable cause** to charge Respondent with the following violation(s):

THIS SPACE INTENTIONALLY LEFT BLANK

Count 1:

On or about August 8, 2020, James McLynas violated Section 106.143(1)(a), Florida Statutes, when he paid for and displayed a political advertisement that contained express advocacy but did not include the required statutory disclaimer.

DONE AND ORDERED by the Florida Elections Commission on February 7, 2024.



Tim Vaccaro, J.D., Executive Director
For Chad Mizelle, Chairman
Florida Elections Commission

Copies furnished to:
Stephanie J. Cunningham, General Counsel
James McLynas, Respondent
Julie Marcus, Complainant

NOTICE OF RIGHT TO A HEARING

As the Respondent, you may elect to resolve this case in several ways. First, you may elect to resolve this case by consent order where you and Commission staff agree to resolve the violation(s) and agree to the amount of the fine. The consent order is then presented to the Commission for its approval. To discuss a consent order, contact the FEC attorney identified in the Order of Probable Cause.

Second, you may request an informal hearing held before the Commission, if you do not dispute any material fact in the Staff Recommendation. You have 30 days from the date the Order of Probable Cause is filed with the Commission to request such a hearing. The date this order was filed appears in the upper right-hand corner of the first page of the order. At the hearing, you will have the right to make written or oral arguments to the Commission concerning the legal issues related to the violation(s) and the potential fine. At the request of Respondent, the Commission will consider and determine willfulness at an informal hearing. Otherwise, live witness testimony is unnecessary.

Third, you may request a formal hearing held before an administrative law judge in the Division of Administrative Hearings (DOAH), if you dispute any material fact in the Staff Recommendation. You have 30 days from the date the Order of Probable Cause is filed with the Commission to request such a hearing. The date this order was filed appears in the upper right-hand corner of the first page of the order. At the hearing, you will have the right to present evidence

relevant to the violation(s) listed in this order, to cross-examine opposing witnesses, to impeach any witness, and to rebut the evidence presented against you.

If you do not elect to resolve the case by consent order or request a formal hearing at the DOAH or an informal hearing before the Commission within 30 days of the date this Order of Probable Cause is filed with the Commission, the case will be sent to the Commission for a formal or informal hearing, depending on whether the facts are in dispute. The date this order was filed appears in the upper right-hand corner of the first page of the order.

To request a hearing, please send a written request to the Commission Clerk, Donna Ann Malphurs. The address of the Commission Clerk is 107 W. Gaines Street, Collins Building, Suite 224, Tallahassee, Florida 32399-1050. The telephone number is (850) 922-4539. The Clerk will provide you with a copy of Chapter 28-106, *Florida Administrative Code*, and other applicable rules upon request. No mediation is available.

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: James McLynas

Case No.: FEC 20-278

TO: James McLynas
449 129th Ave. E #11
Madeira Beach, FL 33708

Julie Marcus
Pinellas County SOE
13001 Starkey Rd.
Largo, FL 33773

NOTICE OF HEARING (PROBABLE CAUSE DETERMINATION (PCD))

A hearing will be held in this case before the Florida Elections Commission on **February 7, 2024 at 12:30 p.m.**, or as soon thereafter as the parties can be heard, at the following location: **402 South Monroe Street, 12 HOB, Tallahassee, Florida 32399**. Due to heightened security access requirements, please bring only essential items into the building and plan to arrive early to allow for delays coming through security.

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

This hearing will be conducted pursuant to Section 106.25, Florida Statutes, which governs your participation as follows:

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If you are the Complainant, you may attend the hearing, but you will *not* be permitted to address the Commission. In addition, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless the Respondent requests to be heard or the Commission requests that the case be considered separately on the day of the hearing, the case will *not* be individually heard.

If you are an Appellant, and you have requested a hearing, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission.

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See further instructions on the reverse side.

Tim Vaccaro
Executive Director
Florida Elections Commission
January 19, 2024

Please refer to the information below for further instructions related to your particular hearing:

If this is a hearing to consider **an appeal from an automatic fine**, the Filing Officer has imposed a fine on you for your failure to file a campaign treasurer's report on the designated due date and, by filing an appeal, you have asked the Commission to consider either (1) that the report was in fact timely filed; or (2) that there were unusual circumstances that excused the failure to file the report timely. You are required to prove your case. If the Commission finds that the report was filed timely or that there were unusual circumstances that excused the failure, it may waive the fine, in whole or in part. The Commission may reduce a fine after considering the factors in Section 106.265, Florida Statutes. If the Commission finds that the report was not timely filed and there were no unusual circumstances, the fine will be upheld.

If this is a hearing to consider a **consent order before a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed and become public. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the case will remain confidential, unless confidentiality has been waived.

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If this is a **probable cause hearing**, the Commission will decide if there is probable cause to believe that the Respondent committed a violation of Florida's election laws. Respondent should be prepared to explain how the staff in its recommendation incorrectly applied the law to the facts of the case. *Respondent may not testify, call others to testify, or introduce any documentary or other evidence at the probable cause hearing.* The Commission will only decide whether Respondent should be *charged* with a violation and, before the Commission determines whether a violation has occurred or a fine should be imposed, Respondent will have an opportunity for another hearing at which evidence may be introduced.

If this is an **informal hearing**, it will be conducted pursuant to Sections 120.569 and 120.57(2), Florida Statutes; Chapter 28 and Commission Rule 2B-1.004, Florida Administrative Code. At the hearing, the Commission will decide whether the Respondent committed the violation(s) charged in the Order of Probable Cause. The Respondent will be permitted to testify. However, the Respondent may not call witnesses to testify.

Respondent may argue why the established facts in the Staff Recommendation do not support the violations charged in the Order of Probable Cause. At Respondent's request, the Commission may determine whether Respondent's actions in the case were willful. The Respondent may also address the appropriateness of the recommended fine. If Respondent claims that his limited resources make him unable to pay the statutory fine, *he must provide the Commission with written proof of his financial resources* at the hearing. A financial affidavit form is available from the Commission Clerk.

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: James McLynas

Case No.: FEC 20-278

STAFF RECOMMENDATION FOLLOWING INVESTIGATION

Pursuant to Section 106.25(4)(c), Florida Statutes, undersigned staff counsel files this written recommendation for disposition of the sworn complaint in this case recommending that there is **probable cause** to charge Respondent with violating **Section 106.143(1)(a), Florida Statutes**. Based upon a thorough review of the Report of Investigation submitted on March 22, 2023, the following facts and law support this staff recommendation:

1. On August 17, 2020, the Florida Elections Commission (“Commission”) received a sworn complaint from Julie Marcus (“Complainant”), alleging that James McLynas (“Respondent”) violated Chapter 106, Florida Statutes.

2. Respondent was a 2020 candidate for Pinellas County Sheriff. (ROI Exhibit 2)¹ He was not a first-time candidate. (ROI Exhibit 3, page 2)

3. By letter dated January 11, 2021, the Executive Director notified Respondent that Commission staff would investigate the following statutory provision:

Section 106.143(1)(a), Florida Statutes: Respondent, a 2020 candidate for Pinellas County Sherriff, may have paid for and distributed political advertisements that contained express advocacy but did not include a proper disclaimer.

4. On March 14, 2019, Respondent acknowledged that he had been provided access to read the requirements of Chapter 106, Florida Statutes. (ROI Exhibit 2) Additionally, Respondent’s filing officer provided Respondent with a weblink to access Chapter 106, Florida Statutes, and the *Candidate and Campaign Treasurer Handbook*. (ROI Exhibit 3, pages 1 & 2)

5. Complainant alleged that Respondent violated Florida’s election laws by failing to include a proper disclaimer on a political advertisement.

6. Complainant alleged that prior to August 8, 2020, when polls were opened for early voting, three campaign logos were pressure washed at three different locations on the cement sidewalk within 150 feet of the entrance to a polling place located at the Pinellas County Supervisor of Elections’ office. Complainant alleged that between when the polls closed on August 11, 2020, and opened on August 12, 2020, additional campaign logos were pressure washed within 150 feet

¹ The Report of Investigation is referred to herein as “ROI.”

of the polling place. She stated that the City of St. Petersburg removed the initial logos, but the logos were recreated. *See* Compl., p. 3. (ROI Exhibit 4, pages 3 & 4) Complainant provided pictures of the political advertisements and referenced an expenditure to Hydroknife. *See* Compl., pp. 4-6.

7. The political advertisement at issue is a graphic which contains the symbol for a police badge and language that expressly advocates for the election of a candidate: “McLynas FOR Sheriff.” The graphic does not contain a political disclaimer. (ROI Exhibit 4, pages 1 & 2)

8. Respondent stated that his campaign did not pay to use any communications media nor were there any paid expressions. (ROI Exhibit 5) Respondent disputes that any invoice from Hydroknife represents a paid political advertisement and disputes that he paid for the advertisement. (ROI Exhibit 10, page 1)

9. Respondent added that the photographs provided with the complaint do not show a political advertisement. He stated that, “The only thing I see is dirt. Dirt that existed on those sidewalks for months or years that was not placed there by me or anyone else.” (ROI Exhibit 10, page 2)

10. Respondent reported an expenditure to Hydroknife for “waterjet” in the amount of \$660 on July 15, 2020. (ROI Exhibit 6, page 2) Hydroknife is a CNC waterjet cutting company based in Tampa, Florida. The company specializes in creating custom fabricated parts by cutting various materials into intricate designs or structures. (ROI Exhibit 7)

11. Michael Piazza, owner of Hydroknife, stated that he created a sign for Respondent that matched the description of the images contained in the complaint. He stated that the sign that was created was a template for pressure washing the image into concrete. (ROI Exhibit 8) Mr. Piazza stated that he could not provide any invoices or emails regarding the sign because he took over the business after the job was completed. (ROI Exhibit 9, page 1) However, Mr. Piazza did provide images from the work order. The images show the symbol for a police badge followed by the language: “McLynas FOR Sheriff.” The images show that two signs were produced on July 14, 2020, but neither contained a disclaimer. (ROI Exhibit 9, pages 4 & 5)

12. Respondent’s filing officer stated that she spoke with Respondent regarding the political advertisements lacking disclaimers. She indicated that Respondent alleged that it was “artwork” which did not require a political disclaimer. (ROI Exhibit 3, page 3)

13. Section 106.143(1)(a), Florida Statutes, provides, that

Any political advertisement that is paid for by a candidate, except a write-in candidate, and that is published, displayed, or circulated before, or on the day of, any election must prominently state: 1. ‘Political advertisement paid for and approved by (name of candidate), (party affiliation), for (office sought)’; or 2. ‘Paid by (name of candidate), (party affiliation), for (office sought).’

§106.143(1)(a), Fla. Stat.

14. “Political advertisement” is a defined term under Chapter 106, Florida Statutes. It means:

[A] paid expression in a communications medium prescribed in subsection (4), whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue

§106.011(15), Fla. Stat.

15. “Communications media” is also a defined term under Chapter 106, Florida Statutes. It means:

[B]roadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

§106.011(4), Fla. Stat.

16. Respondent’s graphic is a political advertisement. Respondent paid for the creation and printing of a metal sign which expressly advocates for the election of a candidate. The sign was used to repeatedly pressure wash a graphic containing express advocacy within 150 feet of a polling place. The political advertisement was displayed outdoors and was communicated by means other than the spoken word in direct conversation.

17. Candidates are required to prominently mark their political advertisements with the exact political disclaimer language as set forth under Section 106.143(1)(a), Florida Statutes. The *Candidate & Campaign Treasurer Handbook* also references the statutory requirement and provides examples of political disclaimers for candidates running for office.

18. Respondent paid for and displayed a political advertisement that did not include the required statutory disclaimer, i.e., “Political advertisement paid for and approved by <name of candidate>, for <office sought>” or “Paid by <name of candidate>, for <office sought>.”

19. “Probable Cause” is defined as reasonable grounds of suspicion supported by circumstances sufficiently strong to warrant a cautious person in the belief that the person has committed the offense charged. *Schmitt v. State*, 590 So. 2d 404, 409 (Fla. 1991). Probable cause exists where the facts and circumstances, of which an [investigator] has reasonably trustworthy information, are sufficient in themselves for a reasonable man to reach the conclusion that an offense has been committed. *Department of Highway Safety and Motor Vehicles v. Favino*, 667 So. 2d 305, 309 (Fla. 1st DCA 1995).

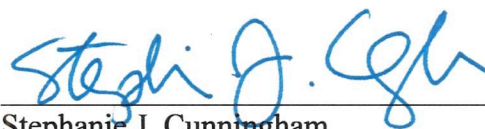
20. The facts set forth above show that Respondent was a 2020 candidate for Pinellas County Sheriff. Respondent paid for and displayed a political advertisement that did not include the required statutory disclaimer.

Based upon these facts and circumstances, I recommend that the Commission find **probable cause** to charge Respondent with violating the following:

Count 1:

On or about August 8, 2020, James McLynas violated Section 106.143(1)(a), Florida Statutes, when he paid for and displayed a political advertisement that contained express advocacy but did not include the required statutory disclaimer.

Respectfully submitted on January 4, 2024.



Stephanie J. Cunningham
General Counsel

I reviewed this Staff Recommendation this 4th day of January 2024.



Tim Vaccaro
Executive Director

**FLORIDA ELECTIONS COMMISSION
REPORT OF INVESTIGATION
Case No.: FEC 20-278**

Respondent: James McLynas
Counsel for Respondent: N/A

Complainant: Julie Marcus, Pinellas County Supervisor of Elections (SOE)
Counsel for Complainant: N/A

On August 17, 2020, the Florida Elections Commission (Commission) received a complaint alleging that Respondent violated Chapters 104 or 106, Florida Statutes. Commission staff investigated whether Respondent violated the following statutes:

Section 106.143(1)(a), Florida Statutes, Respondent paid for and distributed political advertisements that contained express advocacy but did not include a proper political disclaimer

I. Preliminary Information:

1. Respondent was a 2020 candidate for Pinellas County Sherriff; he was defeated in the general election on November 3, 2020. Respondent was a not first-time candidate.

2. An Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) was filed on March 14, 2019.¹ Respondent was appointed as campaign treasurer. Respondent filed a Statement of Candidate (DS-DE 84) on March 14, 2019. In doing so, Respondent certified he had been provided access to read and understand the requirements of Chapter 106, Florida Statutes. To review the DS-DE 9, refer to Exhibit 1. To review the DS-DE 84, Refer to Exhibit 2.

3. Wendy Grimes, Election Administrator for the SOE, stated in an affidavit Respondent was provided access to Chapters 104 and 106, Florida Statutes, and the *Candidate and Campaign Treasurer Handbook* on March 14, 2019. Also on March 14, 2019, Respondent signed an Acknowledgement of Electronic Filing Information for his campaign. An acknowledgement letter was mailed to Respondent on June 10, 2020, acknowledging that Respondent was qualified as a candidate for Pinellas County Sherriff. To review the SOE affidavit and acknowledgment documents, refer to Exhibit 3.

II. Alleged Violation of Section 106.143(1)(a), Florida Statutes:

4. I investigated whether Respondent violated this section of the election laws by paying for and distributing political advertisements that contained express advocacy but did not include a proper disclaimer.

5. Complainant alleged that on or before August 8, 2020, and on or about August 11, 2020, Respondent “pressure washed” political advertisements without required disclaimers on a cement sidewalk located near the SOE office at 501 First Avenue North, St. Petersburg, FL, 33701.

6. Complainant included four photographs showing the advertisements at issue. Two

¹ A second DS-DE 9 was filed on June 10, 2020, leaving Respondent as treasurer but updating party designation.

of the photographs clearly show a display of the phrase “McLynas for Sheriff” etched into a cement sidewalk beside the image of a star. Neither display contains a disclaimer. The other two photographs show what may have been the same or similar images at other sidewalk locations, but they have been covered over with paint and/or have faded or been removed. To review the photographs, refer to Exhibit 4.

7. Wendy Grimes, Election Administrator for the SOE, asserted in an affidavit that she spoke with Respondent about his political advertisements that lacked a disclaimer. Ms. Grimes asserted that Respondent explained that it was “artwork” so did not require a disclaimer. To review the affidavit, refer to Exhibit 3, pages 1-3.

8. Respondent did respond to the complaint. In an email, Respondent stated, “I am unaware of ANY ‘political advertisement(s)’ of mine that violated any rule of law...” Respondent stated, “I can tell you with absolute certainty that my campaign did not do any such thing. A ‘political advertisement’ is a VERY specific thing and is defined by Florida law.” Respondent further stated, “At no point in time did my campaign, or anyone authorized by my campaign PAY to use ANY ‘communications media’. There were no ‘paid expressions’ used by my campaign at any point in time.” To review Respondent’s response, refer to Exhibit 5.

9. Respondent’s 2020 P4 report showed an expenditure to “HydroKnife” for \$660.00 on July 15, 2020. Respondent reported that the expenditure purpose was for “waterjet.” HydroKnife is a Tampa, FL, company that specializes in precision waterjet cutting. Their website states that they are capable of cutting all kinds of various materials into intricate designs or structures to match the needs of the consumer. To review the pertinent part of the 2020 P4 report, refer to Exhibit 6. To review information about HydroKnife from their website, refer to Exhibit 7.

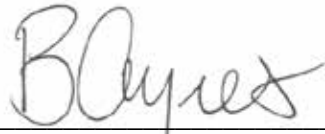
10. I spoke with Michael Piazza, the current owner of HydroKnife, regarding their activity with Respondent. Mr. Piazza confirmed that he worked with Respondent to create a metal sign but did not know the intended purpose for it. Mr. Piazza stated that he usually does not create political signs. Rather, he creates metal machined images and projects. When I asked if the patterns created for Respondent could have been used as a stencil for creating pressure washed images on a sidewalk, Mr. Piazza indicated that it could be used in that manner. To review the phone log, refer to Exhibit 8.

11. Mr. Piazza confirmed by email that he was involved with the project for Respondent and that Respondent provided them an image from which to work. Mr. Piazza provided images of two “cut files” showing template images like those at issue etched into the sidewalk with the text “McLynas for Sheriff” beside the image of a star. The first pattern was 48x96 inches and the second was 24x48 inches. The files show that the patterns were both cut on July 14, 2020, which is the date of Respondent’s reported expenditure to HydroKnife. Mr. Piazza stated he was not the owner at the time of making these images and does not have the invoice for Respondent’s project. To review the emails to and from HydroKnife, refer to Exhibit 9.

12. Respondent requested to communicate only in writing during the investigation. Respondent posed various questions by email asking for such things as evidence that the invoice from HydroKnife, “in any way represents a ‘PAID’ political advertisement” pursuant to the legal definition, “that any of the SPECIFIC examples within this complaint were in fact ‘paid political advertisement’”, and “proof that this SPECIFIC alleged ‘advertisement’ was in fact ‘paid for’ by myself.” Respondent further asserted that, “a ‘PAID POLITICAL ADVERTISEMENT’ means a paid expression IN A COMMUNICATIONS MEDIUM.” He provided a definition of

“communications medium” and asserted, “None of which apply to the examples you have tendered within this complaint.” Respondent also asked for, “proof or documentation that there was ANYTHING left by me or anyone on my behalf at these locations. From what I see in the photographs you provided, there is nothing there. No sign, no paint, no placard, no handout, no ink, no paper, no cardboard, no NOTHING and certainly NOTHING that falls within the Florida statutes definition of a political advertisement...The only thing I see is dirt. Dirt that existed on those sidewalks for months or years that was not placed there by me or anyone else.” I sent an affidavit for Respondent posing questions about the complaint, but as of date of this report, Respondent has not returned it. Therefore, I am unable to confirm if Respondent has read Chapter 106, Florida Statutes, and/or the *Candidate and Campaign Treasurer Handbook*. To review the emails to and from Respondent, refer to Exhibit 10.

Respectfully submitted on March 22, 2023.

A handwritten signature in cursive script that reads "Brian Ayres". The signature is written in black ink and is positioned above a horizontal line.

Brian Ayres
Investigation Specialist

FLORIDA ELECTIONS COMMISSION
REPORT OF INVESTIGATION
James McLynas – FEC 20-278

LIST OF EXHIBITS	
Exhibits #s	Description of Exhibits
Exhibit 1	Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9)
Exhibit 2	Statement of Candidate (DS-DE 84)
Exhibit 3	Pinellas County Affidavit from Filing Officer and Acknowledgement of Qualification Letters
Exhibit 4	Complaint Images
Exhibit 5	Response to Complaint
Exhibit 6	Campaign Treasurer Report
Exhibit 7	Hydroknife Website
Exhibit 8	Investigation Phone Log
Exhibit 9	Email Correspondence with Hydroknife and Cut File Images
Exhibit 10	Email Correspondence with Respondent

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**
(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

RECEIVED

2019 MAR 14 PM 1:18

SUPERVISOR OF ELECTIONS
ELECTION SERVICE CENTER

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

Initial Filing of Form Re-filing to Change: Treasurer/Deputy Depository Office Party

2. Name of Candidate (in this order: First, Middle, Last)

James Edward McLynas

3. Address (include post office box or street, city, state, zip code)

449 129th Ave East,
Suite 11,
Madeira Beach, Fl. 33708

4. Telephone

(727) 599-4374

5. E-mail address

mclynas4sheriff@gmail.com

6. Office sought (include district, circuit, group number)

Pinellas County Sheriff

7. If a candidate for a nonpartisan office, check if applicable:

My intent is to run as a Write-In candidate.

8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a

Write-In No Party Affiliation _____ Party candidate.

9. I have appointed the following person to act as my

Campaign Treasurer Deputy Treasurer

10. Name of Treasurer or Deputy Treasurer

James McLynas

11. Mailing Address

449 129th Ave. East, Suite 11,

12. Telephone

(727) 599-4374

13. City

Madeira Beach

14. County

Pinellas

15. State

Fl.

16. Zip Code

33708

17. E-mail address

mclynas4sheriff@gmail.com

18. I have designated the following bank as my

Primary Depository Secondary Depository

19. Name of Bank

Wells Fargo

20. Address

420 Montgomery St.

21. City

San Francisco

22. County

San Francisco

23. State

Ca.

24. Zip Code

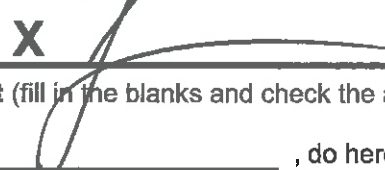
94104

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date

3/14/19

26. Signature of Candidate

X 

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)

I, James McLynas, do hereby accept the appointment
(Please Print or Type Name)

designated above as: Campaign Treasurer Deputy Treasurer.

3/14/19

Date

X


Signature of Campaign Treasurer or Deputy Treasurer

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

RECEIVED

2020 JUN 10 PM 5:03

SUPERVISOR OF ELECTIONS
ELECTION SERVICE CENTER

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

Initial Filing of Form Re-filing to Change: Treasurer/Deputy Depository Office Party

2. Name of Candidate (in this order: First, Middle, Last)

James Edward McLynas

3. Address (include post office box or street, city, state, zip code)

449 129th Ave E,
Suite 11,

4. Telephone

(727) 599-4374

5. E-mail address

McLynas4sheriff@gmail.com

Madiera Beach, FL 33708

6. Office sought (include district, circuit, group number)

Pinellas County Sheriff

7. If a candidate for a nonpartisan office, check if applicable:

My intent is to run as a Write-In candidate.

8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a

Write-In No Party Affiliation Democratic Party Party candidate.

9. I have appointed the following person to act as my Campaign Treasurer Deputy Treasurer

10. Name of Treasurer or Deputy Treasurer

James McLynas

11. Mailing Address

449 129th Ave East, Suite 11

12. Telephone

(727) 599-4374

13. City

Madiera Beach

14. County

Pinellas

15. State

FL

16. Zip Code

33708

17. E-mail address

McLynas4sheriff@gmail.com

18. I have designated the following bank as my Primary Depository Secondary Depository

19. Name of Bank

Wells Fargo

20. Address

420 Montgomery St.

21. City

San Francisco

22. County

San Francisco

23. State

Ca.

24. Zip Code

94104

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date

6/10/2020

26. Signature of Candidate

X 

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)

I, James McLynas, do hereby accept the appointment
(Please Print or Type Name)

designated above as: Campaign Treasurer Deputy Treasurer.

6/10/2020

Date

X


Signature of Campaign Treasurer or Deputy Treasurer

**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

RECEIVED

2019 MAR 14 PM 1:13

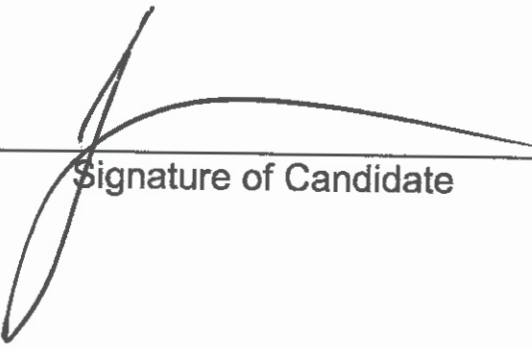
SUPERVISOR OF ELECTIONS
ELECTION SERVICE CENTER

I, James McLynas,

candidate for the office of Sheriff,

have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X



Signature of Candidate

3/14/19

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

AFFIDAVIT OF FILING OFFICER
Case Number: FEC 20-278

STATE OF FLORIDA
County of Pinellas

Wendy Grimes, being duly sworn, says:

1. This affidavit is made upon my personal knowledge.
2. I am of legal age and competent to testify to the matters stated herein. I am currently employed by Pinellas County Supervisor of Elections as an Election Administrator.
3. Please provide copies of the listed items from the following candidate's campaign file: **James McLynas**.

Check	ITEM
X	The candidate's and campaign treasurers' acknowledgment whereby candidates and treasurers declare, under penalties of perjury, electronically filing a CTR is same as signing the report under oath, and to have certified the correctness of the report in accordance with sections 106.07(5) or 106.29(2), Florida Statutes, as applicable; such as an Application and Acknowledgement of Electronic Filing Information form (if applicable).
X	Form(s) for all campaigns whereby candidate acknowledges receipt of instructions and/or campaign materials.
X	All checks issued by the candidate's campaign to your office (qualifying fee, maps, etc.). Please do <u>not</u> redact the bank routing and account numbers.

4. Please check each item provided to the candidate, and list the date that the candidate was provided the item.

Check	ITEM	DATE
X	<i>A Compilation of The Election Laws of the State of Florida</i>	3/14/2019
X	Chapter 104, <i>Florida Statutes</i>	3/14/2019
X	Chapter 106, <i>Florida Statutes</i>	3/14/2019
X	<i>Candidate & Campaign Treasurer Handbook</i> . Please provide revision date of publication. <u>1/2018 & 1/2020</u>	3/14/2019 & 3/9/2020

	Other: ¹	
--	---------------------	--

5. Relative to Chapter 106, *Florida Statutes*, and the *Candidate & Campaign Treasurer Handbook*, please indicate how these publications are provided to the candidate.

- A candidate packet, or similar material, is given to the candidate. The candidate packet includes links to the Division of Elections' website, or our website, where these documents are available for review.
- Publications are provided on a CD or thumb/flash drive that is given to the candidate.
- Other, please explain. _____

6. Did your office² offer any candidate workshops, campaign skills or training seminars prior to the November 3, 2020 election? Yes or No. If yes, please list all workshops/training seminars that were attended by the candidate, along with the date of attendance. If a staff member attended for the candidate, list his/her name and position. If available, please attach a copy of any attendance sheets from the workshops/training seminars and if available, please provide a copy of the syllabus and outline or PowerPoint presentation for the workshops/seminars.

7. Does your office have any record of James McLynas having sought elective office within your jurisdiction prior to the 2020 election? Yes or No. If yes, please list the previous office(s) he/she ran for, the date(s) of the election(s), and the result(s) of the election(s). If the candidate withdrew her/his candidacy for election, please indicate if the withdrawal was before or after qualifying.

Yes, Mr. McLynas was a candidate for Pinellas County Sheriff on the November 8, 2016 ballot. He was defeated by Bob Gualtieri (Incumbent).

8. Does your office have any record of James McLynas having been named as a chairperson or campaign treasurer of a political committee (PC or PAC) or electioneering communications

¹ Any local publications relative to the Election laws that may have been provided by your office in lieu of the *Candidate & Campaign Treasurer Handbook* published by the Division of Elections. If your office published the item(s), please send a copy of the item(s) with the affidavit.


² If your County elections or ethics office offered candidate workshops/campaign skills or training seminars, please identify the office providing the workshops/seminars and provide copies of any notices that were sent to candidates within your jurisdiction.

organization (ECO) within your jurisdiction? Yes or No. If yes, please list the name(s) of the committees.

9. Did you or any member of your staff have any conversations with James McLynas concerning a provision of Chapter 106, Florida Statutes, relative to campaign advertising and political advertisement disclaimers, at any time during the 2020 campaign? Yes or No. If yes, please indicate whether the conversation was in person, in writing, or by telephone and the subject matter of the conversation. If applicable, please provide copies of records documenting the discussion.

There were conversations in writing and in person. Enclosed is a copy of an email sent on 7/27/20 regarding damaged/destroyed signs. In addition, Dustin Chase and myself had phone conversations with Mr. McLynas regarding his political advertisements that lacked a political disclaimer. He provided the explanation that it was "artwork", and it did not require a political disclaimer.

I SWEAR OR AFFIRM THAT THE INFORMATION CONTAINED IN THIS DOCUMENT IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

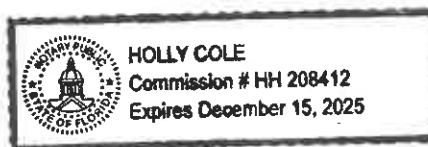


Signature of Affiant

Wendy Grimes
Print or type name of Affiant on line above.
Sworn to (or affirmed) and subscribed before me this 20 day of
December 2021.



Signature of Notary Public - State of Florida
Print, Type, or Stamp Commissioned Name of Notary Public



Personally Known or Produced Identification _____
Type of Identification Produced: _____

Case investigator: Brian Ayres



PINELLAS COUNTY SUPERVISOR OF ELECTIONS
Acknowledgement of Electronic Filing Information
and Confidential Personal Information to Access
Electronic Filing Sign-In Credentials

Pursuant to Resolution No. 13-32, the Pinellas County Supervisor of Elections requires county candidates, political committees and county executive committees to file campaign treasurer reports electronically.

1. Sign-In Credentials - Candidates, chairpersons and treasurers are issued log-in names and passwords to access the C-Finance module on the Supervisor of Elections' website (VotePinellas.com).

2. PIN - Each candidate, chairperson and treasurer is issued a personal identification number (PIN) that will be used as a legal signature for submitting reports.

Each candidate, chairperson and treasurer is responsible for safeguarding his/her PIN and for notifying the Supervisor of Elections should his/her PIN be lost or become compromised.

3. Filing Reports - Reports shall be completed and filed electronically through the Supervisor of Elections' web site using the C-Finance module no later than **Midnight (Eastern Time) of the reporting due date.**

A report shall be deemed filed and timely upon the issuance of an electronic filing receipt confirming that the report was filed no later than **Midnight (Eastern Time) of the reporting due date.**

When the report is electronically filed, the "Filing Submitted Page" may be printed and retained for your records as the "Electronic Filing Receipt."

4. Alternative Procedure for Inoperable Electronic Filing System

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed if filed no later than **Midnight (Eastern Time) of the first business day the electronic filing system becomes operable again.** No fine will be levied during the period the electronic filing system was inoperable.

5. Reports Not Filed Timely - The relevant penalties in Chapter 106, Florida Statutes shall apply if a required report is not filed by **Midnight (Eastern Time) of the due date of a reporting period,** unless the electronic filing system was inoperable.

All reports filed through this system are considered to be under oath by the candidate and campaign treasurer or chairman and treasurer of a political committee or executive committee and are subject to the relevant penalties in Chapter 106, Florida Statutes.

I acknowledge and understand the following:

- Campaign Treasurer Reports must be electronically filed **no later than Midnight (Eastern Time) of the reporting due date** as required by law or they are deemed filed late and are subject to the applicable penalties, unless the electronic filing system was inoperable.
- Any reports that I file through the electronic filing system are considered to be certified as to correctness within the meaning of Sections 106.07(5), Florida Statutes. Persons filing reports are subject to penalties as prescribed in Chapter 106, Florida Statutes.
- That I am responsible for protecting my sign-in credentials from disclosure and am solely responsible for all filings on the electronic filing system using these credentials.



PINELLAS COUNTY SUPERVISOR OF ELECTIONS
Acknowledgement of Electronic Filing Information
and Confidential Personal Information to Access
Electronic Filing Sign-In Credentials

- That I will notify the Supervisor of Elections immediately if I lose these credentials or if they become compromised.
- I will not be provided sign-in credentials until the Supervisor of Elections receives this "Acknowledgment of Electronic Filing Information Form" and the "Confidential Personal Information to Access Electronic Filing Sign-In Credentials Form" signed (original copy to SOE, copy to candidate/chair/treasurer)

Pursuant to Administrative Rule 1S-2.017, each individual who receives secure sign-in credentials (PIN number) to submit campaign treasurer's reports electronically must furnish the Supervisor of Elections with confidential personal information, which involves supplying the answer to a personal question relating to the particular individual. This information will be used by the Supervisor to allow access by the individual in the event that credentials are forgotten or lost.

Please check the box next to one question and provide the answer on the line below:

- What was the name of your first pet? What is your mother's maiden name?
- What was your high school mascot?

Answer: MALDONADO

Access to sign-in credentials cannot be made available until we are in receipt of this document. If you have any questions please contact Wendy Grimes at (727) 464-4987 or wgrimes@votepinellas.com.

 Signature 3/14/19

 Date

Signature of the above is the:

- Candidate Political Committee Chair Executive Committee Chair
- Campaign Treasurer Political Committee Treasurer Executive Committee Treasurer
- Organization Chair Organization Treasurer

By signing above, I am representing the following:

 Print Candidate/Committee/ECO/IEO Name

RECEIVED
 2019 MAR 14 PM 1:14
 SUPERVISOR OF ELECTIONS
 ELECTION SERVICE CENTER



JULIE MARCUS

PINELLAS COUNTY SUPERVISOR OF ELECTIONS

June 10, 2020

Dear Mr. McLynas :

This letter acknowledges receipt of all your required candidate qualifying documents. You are now a qualified/certified candidate for the office of Pinellas County Sheriff.

You are required to file your campaign treasurer's reports with our office in accordance with Florida Statute 106.07. The reporting periods and deadlines were provided to you at the time you announced your candidacy or qualified as a candidate. For your convenience, this information has also been posted to our website at VotePinellas.com.

A candidate who withdraws, becomes unopposed, is defeated or elected to office must, within 90 days, dispose of funds in the campaign account and file a campaign treasurer's report with our office reflecting the disposition of funds (Termination Report), F.S. 106.141.

For your records, enclosed are copies of the following forms:

- Form 6 – Full and Public Disclosure of Financial Interest
- Candidate Oath

If you have any questions, please contact me at (727) 464-4987.

Sincerely,

Wendy Grimes
Elections Administrator

Enclosures

VOTEPINELLAS.COM

County Courthouse
315 Court Street, Room 117
Clearwater, FL 33756-5190
T: (727) 464-VOTE (8683)
F: (727) 464-4158

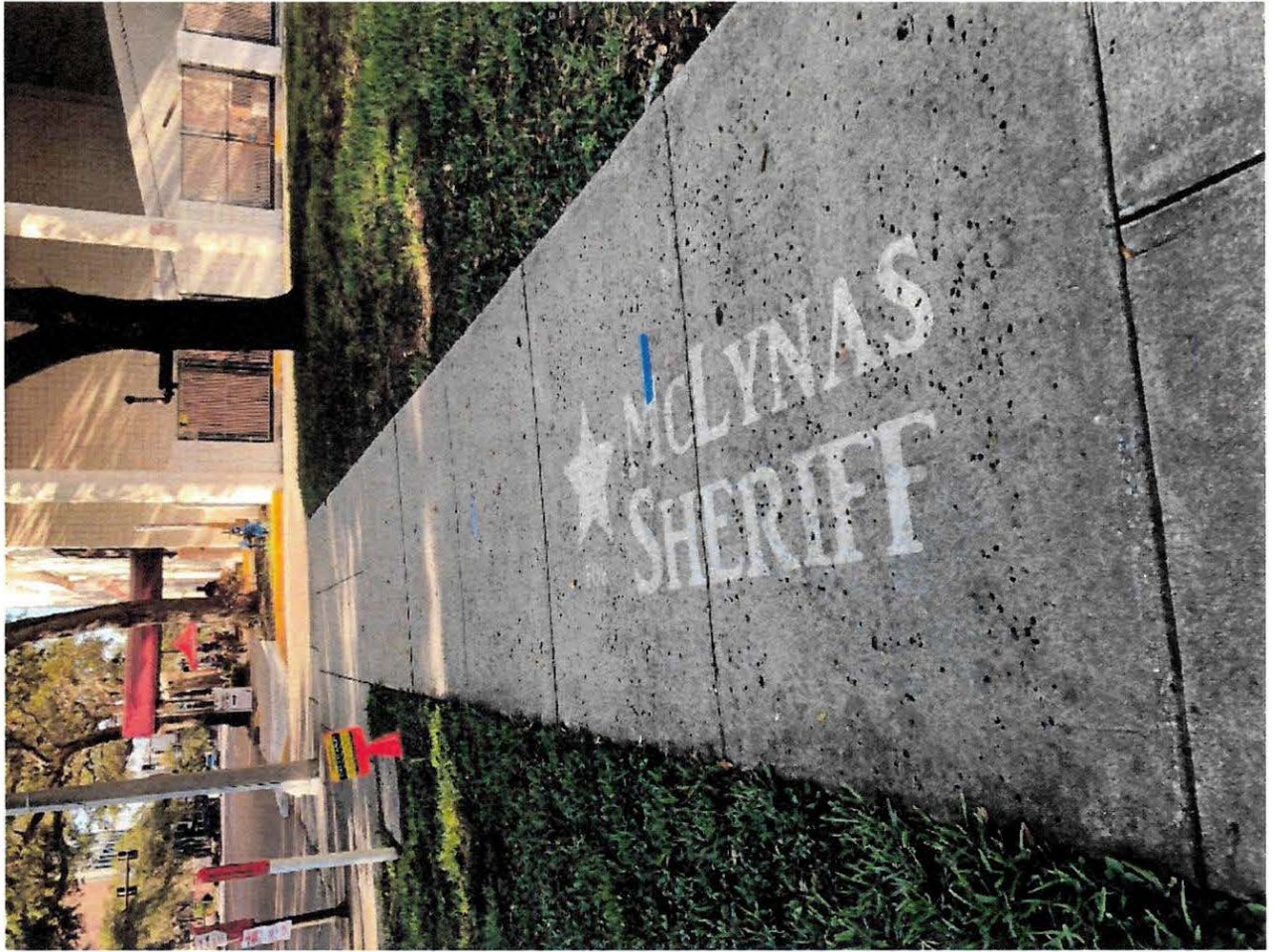
Election Service Center
13001 Starkey Road
Largo, FL 33773-1416
T: (727) 464-VOTE (8683)
F: (727) 464-6239

St. Petersburg Office
501 First Avenue North
St. Petersburg, FL 33701-3726
T: (727) 464-VOTE (8683)
F: (727) 582-7798

@PINELLASCOUNTYSOE

@VOTEPINELLAS

@VOTEPINELLAS









From: [Eric Lipman](#)
To: [Florida Elections Commission](#)
Subject: RE: Case No. FEC-20-278
Date: Monday, February 8, 2021 7:08:00 AM

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>
Sent: Sunday, February 7, 2021 12:35 PM
To: Eric Lipman <Eric.Lipman@myfloridalegal.com>
Subject: Case No. FEC-20-278

Florida Election Commission Complaint Response

Case No.: FEC 20-278
Date: February 7, 2021

Dear Mr. Eric Lipman,

I am in receipt of your letter dated January 11, 2021 incorrectly alleging that I had “paid for and distributed political advertisements that contained express advocacy but did not include a proper disclaimer”. I am unaware of ANY “political advertisement(s)” of mine that violated any rule of law and your letter does not provide any such detail.

You state in your letter “you would be required to immediately correct the violation, if feasible”. That would literally be impossible since you have provided me with zero detail in the time, date, place or manner of this alleged violation.

However, I can tell you with absolute certainty that my campaign did not do any such thing.

A “political advertisement” is a VERY specific thing and is defined by Florida law.

Campaign “advertisements” are defined by campaign law and outlined in the Supervisor of elections “Candidate Handbook” on page 40 under “Definition of Political advertisements”. The Candidate handbook defines a “political advertisement” as defined by F.S. 106.011(15) as;

***“Definition of Political Advertisement - F.S. 106.011(15)
A political advertisement is a PAID EXPRESSION in A COMMUNICATIONS
MEDIA, whether radio, television, newspaper, magazine, periodical,
campaign literature, direct mail, or display or by means other than
the spoken word in direct conversation, which shall support or
oppose any candidate, elected public official or issue.”***

At no point in time did my campaign, or anyone authorized by my campaign PAY to use ANY “communications media”. There were no “paid expressions” used by my campaign at any point in time. If you have any evidence to the contrary, I would be very interested in seeing it immediately so please forward same.

Please submit to me any and all documents that in any way relate to this matter, including but not limited to any communications to or from the Florida Elections Commission related to this case or my campaign. I am now making a public records request under Title X, Chapter 119 for these same records.

Sincerely,
James McLynas

SENT BY EMAIL ON 2-7-21

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) James McLynas
 Name
 (2) 449 129th Ave. East; Suite 11
 Address (number and street)
Madeira Beach, FL 33708
 City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
 [1220057]

Submitted on:
 7/24/2020 22:55:39 (eastern)

Check here if address has changed

(3) ID Number: 972

(4) Check appropriate box(es):

- Candidate Office Sought: Sheriff
- Political Committee (PC)
- Electioneering Communications Org. (ECO) Check here if PC or ECO has disbanded
- Party Executive Committee (PTY) Check here if PTY has disbanded
- Independent Expenditure (IE) (also covers an individual making electioneering communications) Check here if no other IE or EC reports will be filed

(5) Report Identifiers

Cover Period: From 7 / 11 / 2020 To 7 / 17 / 2020 Report Type: P4

Original Amendment Special Election Report

(6) Contributions This Report

Cash & Checks \$, , 404 . 00

Loans \$, , 0 . 00

Total Monetary \$, , 404 . 00

In-Kind \$, , 0 . 00

(7) Expenditures This Report

Monetary Expenditures \$, , 756 . 44

Transfers to Office Account \$, , 0 . 00

Total Monetary \$, , 756 . 44

(8) Other Distributions

\$, , 0 . 00

(9) TOTAL Monetary Contributions To Date

\$, 16 , 451 . 18

(10) TOTAL Monetary Expenditures To Date

\$, 12 , 795 . 07

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name) _____
 Individual (only for IE or electioneering comm.) Treasurer Deputy Treasurer

X _____
 Signature

(Type name) _____
 Candidate Chairperson (only for PC and PTY)

X _____
 Signature

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name James McLynas

(2) I.D. Number 972

(3) Cover Period 7/11/2020 through 7/17/2020

(4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
7/14/2020 / /	Home Depot , 10550 Park Blvd N Pinellas Park , Fl 33772	materials	MO		\$21.87
1					
7/14/2020 / /	Shell , 13699 Park Blvd N Seminole , Fl 33776	fuel	MO		\$51.37
2					
7/15/2020 / /	Hydroknife , 5115 W Knox St # C Tampa , Fl 33634	waterjet	MO		\$660.00
3					
7/16/2020 / /	Microsoft, Skype One Microsoft Way L-2165 Redmond, Wa 98052	license	MO		\$6.50
4					
7/16/2020 / /	, Zoom 55 Almaden Boulevard San Jose , Ca 95113	license	MO		\$16.70
5					
/ /					
/ /					
/ /					



(/)

HOME

CNC WATERJET CUTTING

PORTFOLIO

GET A QUOTE

MORE

ABOUT US (/ABOUT-US)

READ REVIEWS (/READ-REVIEWS)

POST A REVIEW (/POST-A-REVIEW)

SUBSCRIBE (/SUBSCRIBE)

► CONTACT US

CALL US: (813) 886-5761

CONTACT US

OUR STORY

Hydroknife has specialized in CNC waterjet cutting for over 20 years. Devoted to creating high-quality custom parts matched with a great customer experience, we have built ourselves a reputation as one of the best places to get custom fabricated parts within the Tampa, FL area. Throughout our years of operation, we have had the privilege of working with a wide variety of industries. From hardscape and exterior designers, to home pool builders and travertine companies, we are confident in our ability to handle any project and deliver amazing results for our customers needs.

INTERESTED IN WORKING WITH US?

See What We Can Do For You

GET A QUOTE TODAY (/GET-A-QUOTE)

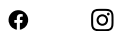
[Home \(/\)](#) | [Newsletter \(/subscribe\)](#) | [Blog \(/blog\)](#) | [Privacy Policy \(/privacy-policy\)](#) | [Get a Quote \(/get-a-quote\)](#)

Phone: (813) 886-5716 (tel:+18138865716)

Address: 5115 W Knox St Suite #C, Tampa, FL 33634

(<https://www.google.com/maps/place/Hydroknife/@28.0067514,-82.5341738,17z/data=!3m1!4b1!4m5!3m4!1s0x88c2c188e2f1db27:0x7245677471af4ae!8m2!3d28.0065619!4d-82.5319871>)

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(<https://www.facebook.com/hydroknife/>) (<https://www.instagram.com/hydroknife/>)

ref=page_internal)

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WHAT WE DO

Specializing in precision CNC waterjet cutting, we are capable of cutting all kinds of various materials into intricate designs or structures to match your needs! You can trust that when you work with us, you'll receive the highest quality parts in an efficient and professional manner.

[LEARN MORE \(/CNC-WATERJET-CUTTING\)](#)

HYDROKNIFE

CNC WATERJET CUTTING



MON-FRI: 9AM-5PM

Name*

Email*

Phone

What can we help you with?

May we email you about this?*

You agree to receive future emails and understand you may opt-out at any time

**FLORIDA ELECTIONS COMMISSION
PHONE LOG
Case No.: FEC 20-278**

Respondent: James McLynas

Complainant: Julie Marcus

1. **Date and time:** December 1, 2021 @ 2:15 pm
Name: Michael - Hydroknife Owner
Phone #: 813-886-5761
Summary: I called HydroKnife in Tampa. Michael, the owner of Hydroknife answered and stated he did remember creating a sign for Respondent that matched the description of the images in the complaint. Speaking with Michael, the image created by his service was the template for pressure washing the image into the concrete, Hydroknife only works with metal working/cutting using pressurized water. Michael will send any information he has regarding the service. I followed the conversation with an email. Michael works with a lot of customers who want metal signs and patterns for different uses. He could not confirm that the intended use of these patterns was for a pressure washing pattern. But stated it was made of metal and could be used in the manner I described.
Entered by: Brian Ayres

2. **Date and time:**
Name:
Phone #:
Summary:
Entered by:

Vendor INTERVIEW MEMO – Call details at #1

- Did you provide service for Mr. McLynas for his 2020 campaign for Sherriff of Pinellas County in the form of 3 images drawn on the sidewalk at and around the area of 501 First Avenue North, St. Petersburg, FL, 33701? If so, may I have a copy of the invoice for the service?

He remembered working with Respondent to create a metal sign. He did not know what that was used for or what the intent of use was.

- Were you provided an image to copy onto the sidewalk by Mr. McLynas? If so, May I have a copy of the image?

He is checking his documents to see if he has any additional information.

- Do you routinely make these images? If so, may I have images of the other advertisements for campaigns?

He creates metal machined images and projects. Not usually political signs. More along the lines of creating metal pieces for machines.

Brian Ayres

From: Brian Ayres
Sent: Wednesday, December 1, 2021 3:31 PM
To: Michael Piazza
Subject: RE: Florida Elections Commission - December 1, 2021

Thank you for helping out with this!

If you find anything else that may apply to this service please let me know. It is very much appreciated.

Respectfully,

Brian Ayres

Investigation Specialist
Florida Elections Commission
107 W Gaines St., #224
(850) 404-5616
Brian.Ayres@myfloridalegal.com

From: Michael Piazza <michael@hydroknife.com>
Sent: Wednesday, December 1, 2021 3:14 PM
To: Brian Ayres <Brian.Ayres@myfloridalegal.com>
Subject: RE: Florida Elections Commission - December 1, 2021

Hello Brian,

Looking at the date I realized that I actually did not own the business when that job was completed. I officially took over this business on 7/31/2020.

That being said I do not have any invoices or email.

I was involved at that time but do not have any records. I do believe that an image was provided.

Thank you,

Michael Piazza
5115 W. Knox St Ste C
Tampa, FL 33634
(813)-886-5761
michael@hydroknife.com



From: [Brian Ayres](#)
Sent: Wednesday, December 1, 2021 2:46 PM
To: [Michael Piazza](#)
Subject: RE: Florida Elections Commission - December 1, 2021

Thank you Michael,

I do have follow up questions regarding how this design was provided to you? Did Mr. McLynas provide an image, or a template for your cut? Or, did he speak with you about the design if he did not provide an image?

Brian Ayres

Investigation Specialist
Florida Elections Commission
107 W Gaines St., #224
(850) 404-5616
Brian.Ayres@myfloridalegal.com

From: Michael Piazza <michael@hydroknife.com>
Sent: Wednesday, December 1, 2021 2:32 PM
To: Brian Ayres <Brian.Ayres@myfloridalegal.com>
Subject: Re: Florida Elections Commission - December 1, 2021

Hello Brian,

I was only able to find the .dxf cut file for two different sizes. I can not recall the exact material used but attached are pictures of them in my machine.

Thank you,

Michael Piazza
5115 W. Knox St Ste C
Tampa, FL 33634
(813)-886-5761
Michael@hydroknife.com

From: Brian Ayres <Brian.Ayres@myfloridalegal.com>
Sent: Wednesday, December 1, 2021 2:25:38 PM
To: Michael Piazza <michael@hydroknife.com>
Subject: Florida Elections Commission - December 1, 2021

Good Afternoon Michael,

Thank you again for taking my call today. Per our conversation anything possible that might relate to the product you created for Mr. McLynas will be very helpful. This can be in the form of an invoice, documents, or anything else you may have. You can send it via email to me or mail me a copy of what you find using the address: 107 West Gaines Street, Suite 224, Tallahassee, Florida, 32399-6596 with attention to me.

Have a nice day,

Brian Ayres

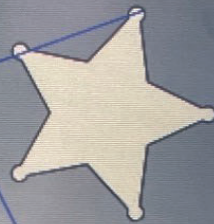
Investigation Specialist
Florida Elections Commission
107 W Gaines St., #224
(850) 404-5616
Brian.Ayres@myfloridalegal.com

Sort By Last Added

Ascending

Search Names

CNC	mdynas for sheriff 48x96.cnc	08:26 07-14-20
CNC	mdynas for sheriff 24x48.cnc	09:33 07-14-20

FOR

MCLYNAS
SHERIFF

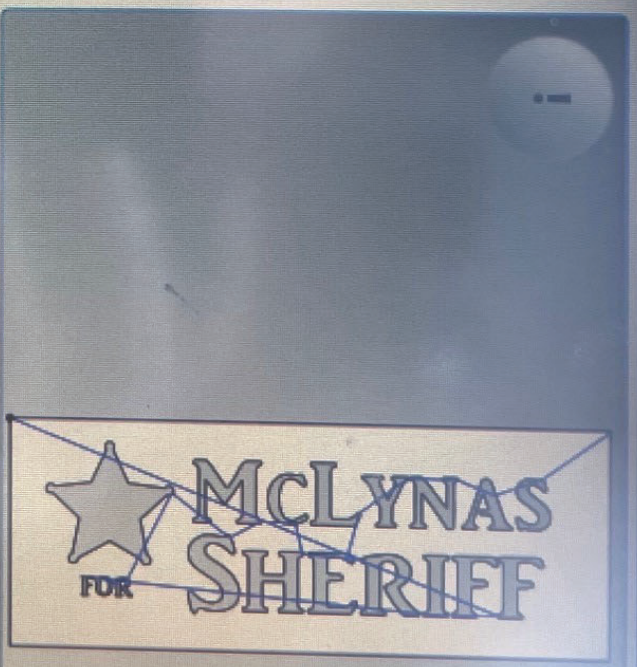
Cut Count : 1
Last Cut : 7/14/2020
Date Added : 7/14/2020
Average Cut Time : 00:42:13
Customer : None

Sort By Last Added

Ascending

Search Names

CNC	mclynas for sheriff 48x96.cnc	08:26 07-14-20
CNC	mclynas for sheriff 24x48.cnc	09:33 07-14-20



Cut Count : 1
 Last Cut : 7/14/2020
 Date Added : 7/14/2020
 Average Cut Time : 00:30:41
 Customer : None

Back To Main

Add Program

Setup Program

Send To Batch

Load Program

Brian Ayres

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>
Sent: Thursday, October 14, 2021 10:27 AM
To: Brian Ayres
Subject: Re: Florida Elections Commission FEC#20-278

Mr. Ayers,

Can you please provide for me any law, statute or rule that details exactly when a polling place becomes a polling place, when any 150 foot prohibition comes into effect, when the required posted "150 foot notices" were required to be placed and when in this specific case these notices were placed and proof of the placement of such notices? Are these notices left in place overnight and on weekends or before any election commences? Are these notices removed when polling places close? Additionally, I would ask for whatever specific proof or evidence you have that the invoice from "hydroknife" in any way represents a "PAID" political advertisement. (see legal definitions below) Please provide any proof or evidence that any of the SPECIFIC examples within this complaint were in fact "paid political advertisement", and additionally provide any documentation and proof that this SPECIFIC alleged "advertisement" was in fact "paid for" by myself. Furthermore, Can you please provide me with the legal definition of a political advertisement, a political "solicitation" and a political "sign"? If someone came up and wrote "McLynas for Sheriff" in chalk on a sidewalk, would that be considered a "paid political advertisement"?

Title IX
ELECTORS AND ELECTIONS

Chapter 106

106.011 Definitions (15) "Political advertisement" means a paid expression in a **communications medium** prescribed in subsection (4), whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue. However, political advertisement does not include:

(4) "Communications media" means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

According to the Florida Statutes and definitions posted above, a "political advertisement" is a PAID EXPRESSION. Please provide me with whatever documentation and evidence you have that the SPECIFIC examples contained within this complaint were in fact PAID FOR. Furthermore, a "PAID POLITICAL ADVERTISEMENT" means a paid expression IN A COMMUNICATIONS MEDIUM. A "communications medium is then defined by Florida law as "broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies". None of which apply to the examples you have tendered within this complaint. The fact that Julie Marcus filed this bogus complaint is further evidence of her collusion with Sheriff Robert Gualtieri to attack and harm an opposing candidate of Sheriff Gualtieri for political gain of both Marcus and Gualtieri.

Additionally, please provide any proof or documentation that there was ANYTHING left by me or anyone on my behalf at

these locations. From what I see in the photographs you provided, there is nothing there. No sign, no paint, no placard, no handout, no ink, no paper, no cardboard, no NOTHING and certainly NOTHING that falls within the Florida statutes definition of a political advertisement. Please state specifically EXACTLY what you contend is physically there. The only thing I see is dirt. Dirt that existed on those sidewalks for months or years that was not placed there by me or anyone else.

Additionally, I would ask if there is any documentation that the supervisor of elections filed complaints against anyone else for their signs placed within the 150 foot perimeter of any policing place. It is my position that Julie Marcus worked directly with Sheriff Gualtieri to attack my campaign and to target my specific campaign activities for special prosecution and complaints while ignoring most if not all others. There was a county wide attack by government officials on my campaign messages including having county, state, city of St. Pete and Clearwater government officials removing and destroying my campaign messages all over the county. These orchestrated attacks include having the Sheriff trespass me from the election headquarters because I was documenting the voting irregularities at the supervisor of elections. How is it proper and legal to trespass a candidate from the Supervisor of elections?

Furthermore, I had filed complaints myself of the illegal activities of Sheriff Robert Gualtieri, an actual candidate for Sheriff, taking physical custody and control of hundreds of thousands of ballots without supervisor of election supervision. Can you give me an update on my complaint? I find it interesting that you have the ability and resources to investigate a few specific "signs" but not the wholesale theft and invalidation of 75% of the ballots in Pinellas County by one of the very candidates on the ballots he stole. Julie Marcus conspired with Sheriff Gualtieri to provide him with unsupervised access to hundreds of thousands of ballots EVEN THOUGH HE IS A CANDIDATE IN THOSE VERY BALLOTS! This election and ones before it were RIGGED by Sheriff Gualtier. That is why Florida law PROHIBITS Sheriffs from being AT any polling location other than to "keep order". Julie Marcus violated Florida law and helped Gualtieri tamper with the ballots.

Here are two videos showing Sheriff Gualtieri sending out his legal representatives in a coordinated action to illegally take physical custody and control of about 75% of all ballots in Pinellas County. Julie Marcus not only permitted this to occur, she helped to allow a candidate to take illegal possession of these ballots without any Supervisor of elections observers or supervisors to watch what was done with or to them for hours. This is how this election was rigged by Gualtieri and Marcus. However, you want to investigate some clean concrete instead?

<https://www.youtube.com/watch?v=5Wc9FGq3bLI&t=1569s>

https://www.youtube.com/watch?v=8D_pt0KEZrU&t=90s

So, what is going in with MY complaint of Sheriff Gualtieri illegally tampering with these ballots?

Thank you for your time and consideration in this matter.

On Thu, Oct 14, 2021 at 7:58 AM Brian Ayres <Brian.Ayres@myfloridalegal.com> wrote:

Mr. McLynas,

Thank you for your response. The attached complaint was sent to you on August 19, 2020 along with a letter (1st 14-day letter) from our office. Please note I have removed the *2020 Candidate Handbook* that was attached to the complaint due to the file size, if you would like this addition I will be happy to break it down and send it in parts. The Legal sufficiency letter was sent on January 11, 2021. We do have your response on record which was received on February 8, 2021. Please look over the attachments and notify me if you have any questions.

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>

Sent: Thursday, October 14, 2021 11:34 AM

To: Brian Ayres <Brian.Ayres@myfloridalegal.com>

Subject: Re: Florida Elections Commission FEC#20-278

If you have anything you would like to discuss, please submit that to me in writing to ensure that there is no misunderstandings, misquotes or other irregularities. Additionally, why have you refused to address my allegations and respond to me about the status of the complaint I filed against Sheriff Gualtieri for tampering with hundreds of thousands of ballots?

On Thu, Oct 14, 2021 at 11:19 AM Brian Ayres <Brian.Ayres@myfloridalegal.com> wrote:

Good morning Mr. McLynas,

Please refer to the Legal Sufficiency letter I attached in my original email. The Legal Sufficiency Letter (20-278_LS Ltr_01-11-21) details solely what was found to be have been legally sufficient from the complaint for an investigation. I cannot discuss anything outside of what the LS letter cites as legally sufficient.

Below is a link to the Florida Elections Commission FAQ section.

[Florida Elections Commission FAQ](#)

I have attached the response you made on February 8, 2021.

The August 19, 1st 14 day letter was sent in my original email as an attachment. Please let me know if the attachment did not make it through to you.

Please let me know when it is best for me to call you and discuss this matter.

Respectfully,

Brian Ayres

Investigation Specialist

Florida Elections Commission

107 W Gaines St., #224

(850) 404-5616

Brian.Ayres@myfloridalegal.com

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>

Sent: Thursday, October 14, 2021 10:37 AM

To: Brian Ayres <Brian.Ayres@myfloridalegal.com>

Subject: Re: Florida Elections Commission FEC#20-278

Could you also please forward the " August 19, 2020 along with a letter (1st 14-day letter)". I have no record of that.

On Thu, Oct 14, 2021 at 7:58 AM Brian Ayres <Brian.Ayres@myfloridalegal.com> wrote:

Mr. McLynas,

Thank you for your response. The attached complaint was sent to you on August 19, 2020 along with a letter (1st 14-day letter) from our office. Please note I have removed the *2020 Candidate Handbook* that was attached to the complaint due to the file size, if you would like this addition I will be happy to break it down and send it in parts. The Legal sufficiency letter was sent on January 11, 2021. We do have your response on record which was received on February 8, 2021. Please look over the attachments and notify me if you have any questions.

Additionally, your attorney may file a notice of appearance with our office so we may speak with them directly.

Respectfully,

Brian Ayres

Investigation Specialist

Florida Elections Commission

107 W Gaines St., #224

(850) 404-5616

Brian.Ayres@myfloridalegal.com

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>

Sent: Wednesday, October 13, 2021 4:41 PM

To: Brian Ayres <Brian.Ayres@myfloridalegal.com>

Subject: Re: Florida Elections Commission FEC#20-278

Please forward to me any information you have about the basis for any complaint and the questions you have and I will answer them in accordance with my attorney's advice.

On Wed, Oct 13, 2021 at 4:26 PM Brian Ayres <Brian.Ayres@myfloridalegal.com> wrote:

Good Afternoon Mr. James McLynas,

My name is Brian Ayres, I am the investigator looking into the complaint brought to our office regarding your advertising for your 2020 campaign for Pinellas County Sherriff. I would like to speak with you regarding the complaint and investigation and wanted to know if you have a better time to be contacted this week or next week?

Thank you,

Brian Ayres

**FLORIDA ELECTIONS COMMISSION
PHONE LOG
Case No.: FEC 20-278**

Respondent: James McLynas

Complainant: Julie Marcus

1. **Date and time:** December 1, 2021 @ 2:15 pm

Name: Michael

Phone #: 813-886-5761

Summary: I called HydroKnife in Tampa. Michael, the owner of Hydroknife answered and stated he did remember creating a sign for Respondent that matched the description of the images in the complaint. Speaking with Michael, the image created by his service was the template for pressure washing the image into the concrete, Hydroknife only works with metal working/cutting using pressurized water. Michael will send any information he has regarding the service. I followed the conversation with an email. Michael works with a lot of customers who want metal signs and patterns for different uses. He could not confirm that the intended use of these patterns was for a pressure washing pattern. But stated it was made of metal and could be used in the manner I described.

Entered by: Brian Ayres

2. **Date and time:**

Name:

Phone #:

Summary:

Entered by:

Vendor INTERVIEW MEMO – Call details at #1

- Did you provide service for Mr. McLynas for his 2020 campaign for Sherriff of Pinellas County in the form of 3 images drawn on the sidewalk at and around the area of 501 First Avenue North, St. Petersburg, FL, 33701? If so, may I have a copy of the invoice for the service?

He remembered working with Respondent to create a metal sign. He did not know what that was used for or what the intent of use was.

- Were you provided an image to copy onto the sidewalk by Mr. McLynas? If so, May I have a copy of the image?

He is checking his documents to see if he has any additional information.

- Do you routinely make these images? If so, may I have images of the other advertisements for campaigns?

He creates metal machined images and projects. Not usually political signs. More along the lines of creating metal pieces for machines.

From: [Eric Lipman](#)
To: [Florida Elections Commission](#)
Subject: RE: Case No. FEC-20-278
Date: Monday, February 8, 2021 7:08:00 AM

From: James McLynas For Pinellas County Sheriff <mclynas4sheriff@gmail.com>
Sent: Sunday, February 7, 2021 12:35 PM
To: Eric Lipman <Eric.Lipman@myfloridalegal.com>
Subject: Case No. FEC-20-278

Florida Election Commission Complaint Response

Case No.: FEC 20-278
Date: February 7, 2021

Dear Mr. Eric Lipman,

I am in receipt of your letter dated January 11, 2021 incorrectly alleging that I had “paid for and distributed political advertisements that contained express advocacy but did not include a proper disclaimer”. I am unaware of ANY “political advertisement(s)” of mine that violated any rule of law and your letter does not provide any such detail.

You state in your letter “you would be required to immediately correct the violation, if feasible”. That would literally be impossible since you have provided me with zero detail in the time, date, place or manner of this alleged violation.

However, I can tell you with absolute certainty that my campaign did not do any such thing.

A “political advertisement” is a VERY specific thing and is defined by Florida law.

Campaign “advertisements” are defined by campaign law and outlined in the Supervisor of elections “Candidate Handbook” on page 40 under “Definition of Political advertisements”. The Candidate handbook defines a “political advertisement” as defined by F.S. 106.011(15) as;

***“Definition of Political Advertisement - F.S. 106.011(15)
A political advertisement is a PAID EXPRESSION in A COMMUNICATIONS
MEDIA, whether radio, television, newspaper, magazine, periodical,
campaign literature, direct mail, or display or by means other than
the spoken word in direct conversation, which shall support or
oppose any candidate, elected public official or issue.”***

At no point in time did my campaign, or anyone authorized by my campaign PAY to use ANY “communications media”. There were no “paid expressions” used by my campaign at any point in time. If you have any evidence to the contrary, I would be very interested in seeing it immediately so please forward same.

Please submit to me any and all documents that in any way relate to this matter, including but not limited to any communications to or from the Florida Elections Commission related to this case or my campaign. I am now making a public records request under Title X, Chapter 119 for these same records.

Sincerely,
James McLynas

SENT BY EMAIL ON 2-7-21



Florida Elections Commission

107 West Gaines Street, Suite 224 Tallahassee, Florida 32399-6596
Telephone: (850) 922-4539 · Facsimile: (850) 921-0783
FEC@myfloridalegal.com · www.fec.state.fl.us



January 11, 2021

James McLynas
449 129th Ave., #11
Madeira Beach, FL 33708

RE: Case No.: FEC 20-278; Respondent: James McLynas

Dear Mr. McLynas:

On August 17, 2020, the Florida Elections Commission received a complaint alleging you violated Florida's election laws. I have reviewed the complaint and find that it contains one or more **legally sufficient allegations**. The Commission staff will investigate the following alleged violation(s):

Section 106.143(1)(a), Florida Statutes: Respondent, a 2020 candidate for Pinellas County Sherriff, may have paid for and distributed political advertisements that contained express advocacy but did not include a proper disclaimer.

However, prior to an investigation, you have the option to **resolve your case now by** signing a minor violation consent order and **paying a fine of \$250**, per Rule 2B-1.003, Florida Administrative Code, **rather than the potential \$1,000 per violation** provided for in Section 106.265, Florida Statutes.

If you sign the consent order, you would not be required to admit or deny the allegation(s) in the complaint, but you would be required to immediately correct the violation, if feasible.

The signed consent order would then be considered by the Commission at its next available meeting and would constitute final action by the Commission once it is accepted and approved by the Commission. You and the Complainant will receive notice at least 14 days before any hearing at which your case is to be considered.

Please contact Eric Lipman by phone at (850) 922-4539, by email at Eric.Lipman@myfloridalegal.com, or at the address listed above, to accept this minor violation consent order.

If you choose not to resolve this case by consent order, an investigation will be conducted, the Commission will hold one or more hearings to determine whether the alleged violation(s) occurred and, if so, the amount of fine to be imposed upon you.

James McLynas
January 11, 2021
Page 2
FEC 20-278

Please note that all documents related to this matter will be mailed to the above address unless you notify us of a new address.

For additional information, please refer to the "Frequently Asked Questions" section on the Commission's website.

Sincerely,



Tim Vaccaro
Executive Director

TV/med

REC'D
FEC
2008
MAY
23
PM
7:00

COMPLAINT

The Commission's records and proceedings in a case are confidential until the Commission rules on probable cause. A copy of the complaint will be provided to the person against whom it is brought.

1. PERSON BRINGING COMPLAINT:

Name: Julie Marcus, Supervisor of Elections Work Phone: (727)4646127
Address: 13001 Starkey Rd. Home Phone: ()
City: Largo County: Pinellas State: FL Zip Code: 33773

2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT:

If you intend to name more than one individual or entity, please file multiple complaints. A person can be an individual, political committee, political party, electioneering communication organization, club, corporation, partnership, company, association, or other type of organization.

Name of individual or entity: James McLynas
Address: 449 129th Ave. #11 Phone: (727)5994374
City: Madiera Beach County: Pinellas State: FL Zip Code: 33708

If individual is a candidate, list the office or position sought: Pinellas County Sheriff

Have you filed this complaint with the State Attorney's Office? (check one) Yes No
Are you alleging a violation of Section 104.271(2), F.S.? (check one) Yes No
Are you alleging a violation of Section 104.2715, F.S.? (check one) Yes No

3. ALLEGED VIOLATION(S):

Please attach a **concise** narrative statement in which you list the provisions of the Florida Election Code that you believe the person named above may have violated. The Commission has jurisdiction only to investigate provisions of Chapter 104 and Chapter 106, Florida Statutes. Please include the following items as part of your attached statement:

- The facts and actions that you believe support the violations you allege;
- The names/telephone numbers of persons whom you believe may be witnesses to the facts;
- A copy or picture of any political advertisement(s) you mention in your statement;
- A copy of each document you mention in your statement;
- An explanation of why you believe information you reference from websites is relevant; and
- Any other evidence supporting your allegations.

SEE REVERSE SIDE OF DOCUMENT FOR ADDITIONAL INFORMATION

Any person who files a complaint while knowing that the allegations are false or without merit commits a misdemeanor of the first degree, punishable as provided in Sections 775.082 and 775.083, Florida Statutes.

4. **OATH:**

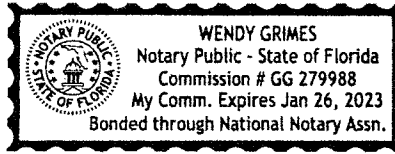
STATE OF FLORIDA
COUNTY OF Pinellas

I swear or affirm that the above information is true and correct to the best of my knowledge.

Original Signature of Person Bringing Complaint

Sworn to and subscribed before me this 13 day of
August, 2020

Signature of Officer Authorized to Administer Oaths or Notary Public



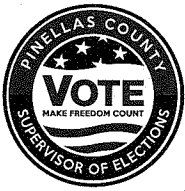
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known X Or Produced Identification _____

Type of Identification Produced _____

5. **IMPROPERLY COMPLETED COMPLAINT FORMS MAY BE RETURNED:**

- You **MUST submit this** completed complaint **form** in order to file a complaint.
- You **MUST** complete **ALL FOUR** of the above sections of this form. **DO NOT** leave any blanks.
- You **MUST** submit the **ORIGINAL** complaint form. Copied/faxed/emailed forms are returned.
- Each complaint can only be filed against **ONE PERSON** or **ENTITY**. If you wish to file against multiple parties, you **MUST** submit a complaint form **for each party** you wish to file against.
- **DO NOT** submit multiple complaint forms with one set of attachments applying to multiple complaints. You **MUST** attach **copies** of attachments **to each complaint** to which they apply.
- **MAKE SURE** the alleged violation(s) of **Chapters 104 or 106** occurred within the last **2 years**.
- **MAKE SURE** your complaint is **sworn** and there is **no defect** to the **notarization** in Section 4.



JULIE MARCUS

PINELLAS COUNTY SUPERVISOR OF ELECTIONS

August 13, 2020

Commissioner Scott Thomas, Chairman
Florida Elections Commission
107 West Gaines Street
Suite 224, Collins Building
Tallahassee, FL 32399-1050

Dear Chairman Thomas:

This statement is part of the enclosed official complaint, which I am filing with the Florida Election Commission regarding James McLynas, Candidate for Pinellas County Sheriff for the November 3, 2020 – General Election.

On Saturday, August 8, 2020, at 9:00 a.m., polls opened for early voting at the Pinellas County Supervisor of Elections St. Petersburg office located at 501 First Avenue North, St. Petersburg, FL, 33701. Prior to such time, three campaign logos with the candidate's name were pressure washed in three different locations on the cement sidewalk within 150 feet of the entrance to the polling place. In addition, none of the campaign logos with the candidate's name had the required political disclaimer, as required by Florida Statute 106.143.

Between the close of polls on Tuesday, August 11 and the opening of polls on Wednesday August 12, additional campaign logos with the candidate's name were pressure washed on the cement sidewalk the Pinellas County Supervisor of Elections St. Petersburg office located at 501 First Avenue North, St. Petersburg, FL, 33701, within 150 feet of the entrance to the polling place. Attached pictures show where the previous campaign logos with the candidates names were removed by City of St. Petersburg employees and the logos were recreated.

Pursuant to Florida Statute 102.0317(4)(a), "No person, political committee, or other group or organization may solicit voters inside the polling place or within 150 feet of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the supervisor where vote-by-mail ballots are requested and printed on demand for the convenience of electors who appear in person to request them. Before the opening of the polling place or early voting site, the clerk or supervisor shall designate the no-solicitation zone and mark the boundaries."

Pursuant to Florida Statute 106.143(1)(d), "any political advertisement made pursuant to s. 106.021(3)(d) must prominently state the name and address of the political committee or political party paying for the advertisement."

VOTEPINELLAS.COM

County Courthouse

315 Court Street, Room 117
Clearwater, FL 33756-5190
T: (727) 464-VOTE (8683)
F: (727) 464-4158

Election Service Center

13001 Starkey Road
Largo, FL 33773-1416
T: (727) 464-VOTE (8683)
F: (727) 464-6239

St. Petersburg Office

501 First Avenue North
St. Petersburg, FL 33701-3726
T: (727) 464-VOTE (8683)
F: (727) 582-7798

 @PINELLASCOUNTYSOE

 @VOTEPINELLAS

 @VOTEPINELLAS

Below are the means by which Mr. McLynas was made aware of Florida Statutes governing the 150 foot no solicitation zone and disclaimers for political advertising.

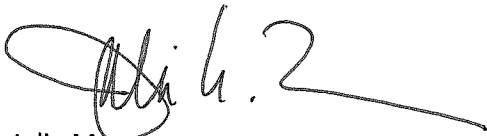
- Candidate was provided with 2020/2018 Candidate Handbooks – F.S 102.031 is covered on page 63 under the header; Political Activity at Polling Locations.
- Phone call – On August 1, 2020, Wendy Grimes, Election Administrator, spoke to Mr. McLynas by phone regarding F.S. 102.031 and was reminded of the prohibited campaign activity within the 150 foot no solicitation zone.

The following documentation is attached to this correspondence:

- Picture A – Showing the sidewalk pressure washed to create a reverse image the candidate's political advertisement. (8/8/2020)
- Picture B - Showing the sidewalk pressure washed to create a reverse image of the candidate's political advertisement (8/8/2020)
- Picture C - Showing the sidewalk pressure washed to create a reverse image of the candidate's political advertisement (8/12/2020)
- Picture D - Showing the sidewalk pressure washed to create a reverse image of the candidate's political advertisement (8/12/2020)
- Campaign Finance report date: P4 (7/11/2020 -7/17/2020) showing a \$660 expenditure to Hydroknife.

If you have any questions, please contact Wendy Grimes, Elections Administrator, or me at 727-464-4987.

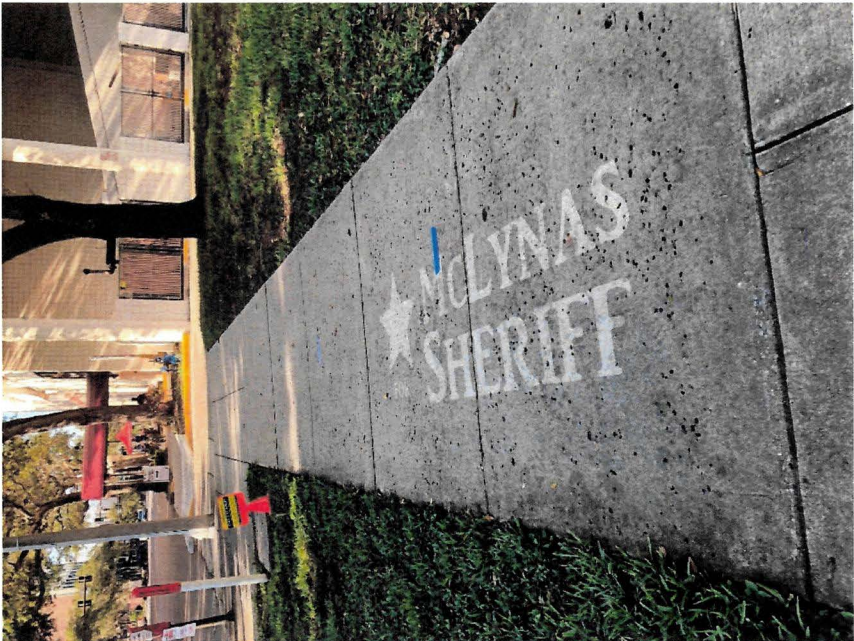
Respectfully,

A handwritten signature in black ink, appearing to read "Julie Marcus", with a long horizontal flourish extending to the right.

Julie Marcus
Supervisor of Elections
Pinellas County

Pinellas County Supervisor of Elections Exhibits for James McLynas Complaint

Picture A:



Picture B:



Pinellas County Supervisor of Elections Exhibits for James McLynas Complaint

Picture C:



Picture D:



CAMPAIGN TREASURER'S REPORT SUMMARY

(1) James McLynas
 Name
 (2) 449 129th Ave. East; Suite 11
 Address (number and street)
Madeira Beach, FL 33708
 City, State, Zip Code

OFFICE USE ONLY
ONLINE SUBMISSION
 [1220057]

Submitted on:
 7/24/2020 22:55:39 (eastern)

Check here if address has changed

(3) ID Number: 972

(4) Check appropriate box(es):

- Candidate Office Sought: Sheriff
- Political Committee (PC)
- Electioneering Communications Org. (ECO) Check here if PC or ECO has disbanded
- Party Executive Committee (PTY) Check here if PTY has disbanded
- Independent Expenditure (IE) (also covers an individual making electioneering communications) Check here if no other IE or EC reports will be filed

(5) Report Identifiers

Cover Period: From 7 / 11 / 2020 To 7 / 17 / 2020 Report Type: P4

Original Amendment Special Election Report

(6) Contributions This Report

Cash & Checks \$, , 404 . 00

Loans \$, , 0 . 00

Total Monetary \$, , 404 . 00

In-Kind \$, , 0 . 00

(7) Expenditures This Report

Monetary Expenditures \$, , 756 . 44

Transfers to Office Account \$, , 0 . 00

Total Monetary \$, , 756 . 44

(8) Other Distributions

\$, , 0 . 00

(9) TOTAL Monetary Contributions To Date

\$, 16 , 451 . 18

(10) TOTAL Monetary Expenditures To Date

\$, 12 , 795 . 07

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name) _____
 Individual (only for IE or electioneering comm.) Treasurer Deputy Treasurer

X _____
 Signature

(Type name) _____
 Candidate Chairperson (only for PC and PTY)

X _____
 Signature

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name James McLynas (2) I.D. Number 972

(3) Cover Period 7/11/2020 through 7/17/2020 (4) Page 1 of 2

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation				
7/11/2020 / /	Grossman , Jeanne 3309 Picwood Rd Tampa , Fl 33618	I	librarian	CH			\$100.00
1							
7/11/2020 / /	Bramble , Chet 5013 20th St N St. Pete , Fl 33714	I		CH			\$23.97
2							
7/11/2020 / /	Prewitt, Ellis 2339 Republic Dr Dunedin , Fl 34698	I		CH			\$25.00
3							
7/12/2020 / /	Klein , Matthew 409 j st Davis , Ca 95616	I		CH			\$50.00
4							
7/12/2020 / /	Boyer, Leonard 136 Cuautla Way Kissimmee , Fl 34743	I		CH			\$25.00
5							
7/14/2020 / /	Gustave, Carl I 2448 Columbia drive Clearwater, FL 33763	I	retired	CH			\$96.80
6							
7/14/2020 / /	Rosenlund, Jeffrey I 39221 bel air DR Cathedral City, ca 92234	I		CH			\$25.00
7							
7/14/2020 / /	Taylor , Tammy 4906 Venus Ave. New Port Richey , Fl 34652	I		CH			\$25.00
8							

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name James McLynas (2) I.D. Number 972

(3) Cover Period 7/11/2020 through 7/17/2020 (4) Page 2 of 2

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation				
7/17/2020 / /	Robles , Stanley 7202 8th ave n St Pete, Fl 33710	I		CH			\$9.26
9							
7/17/2020 / /	Taylor , Sidney 1788 Tanglewood Dr NE St. Pete , Fl 33702	I		CH			\$23.97
10							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name James McLynas

(2) I.D. Number 972

(3) Cover Period 7/11/2020 through 7/17/2020

(4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
7/14/2020 //	Home Depot , 10550 Park Blvd N Pinellas Park , Fl 33772	materials	MO		\$21.87
1					
7/14/2020 //	Shell , 13699 Park Blvd N Seminole , Fl 33776	fuel	MO		\$51.37
2					
7/15/2020 //	Hydroknife , 5115 W Knox St # C Tampa , Fl 33634	waterjet	MO		\$660.00
3					
7/16/2020 //	Microsoft, Skype One Microsoft Way L-2165 Redmond, Wa 98052	license	MO		\$6.50
4					
7/16/2020 //	, Zoom 55 Almaden Boulevard San Jose , Ca 95113	license	MO		\$16.70
5					
//					
//					
//					

CANDIDATE HANDBOOK | 2020

For 2020 County and Special District Candidates

Pinellas County
Supervisor of Elections



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Candidate Qualifying Dates

[F.S. 99.061]

NOON, April 20, 2020 - NOON, April 24, 2020:

Federal, State Attorney, Public Defender and Judicial Candidates

NOON, June 8, 2020 - NOON, June 12, 2020:

State, Multi-County, Clerk of the Circuit Court and Comptroller, Sheriff, Property Appraiser, Tax Collector, Supervisor of Elections, Board of County Commissioner, School Board, Special Fire District and Community Development District Candidates. Also, Precinct/State Committeemen and Committeewomen.

NOTE: F.S. 99.061(8) states that qualifying papers may be submitted to the qualifying officer beginning 14 days prior to the qualifying period. However, the papers cannot be processed until the qualifying period begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in F.S. 99.061(7)(a)

**Pinellas County Election Offices will be CLOSED on Monday, May 25 in observance of Memorial Day. Please call (727) 464-4987 or email wgrimes@votepinellas.com to make an appointment to file your qualifying forms.*

Registration Deadlines

[F.S. 97.055]

Primary Election Registration Deadline: July 20, 2020

General Election Registration Deadline: October 5, 2020

Voters must be registered to vote 29 days prior to the election to be eligible to vote in that election. Voters must be registered with a political party 29 days prior to the primary election to be eligible to vote for candidates running with that party affiliation.

Election Dates and Election Day Voting **[F.S. 100.061, 100.031, 101.045 & 100.011]**

Primary Election - August 18, 2020

General Election - November 3, 2020

- Polling places on Election Day are open from 7:00 a.m. to 7:00 p.m.
- For a complete list of polling place locations visit our website at VotePinellas.com. A voter can locate his/her polling place by using the "Precinct Finder" application on our website or by calling our office at (727) 464-VOTE (8683).
- Voters must vote in their home precincts. Florida law states if a voter votes in the wrong precinct, the ballot cannot be counted.
- In order to vote a regular ballot, voters are required to present both picture and signature identification, F.S. 101.043. Voters who do not bring both types of identification will be required to vote a provisional ballot, F.S. 101.048.

Ballot Mailing Schedules

[F.S. 101.62]

TENTATIVE Ballot Mailing Schedule - F.S. 101.62 Candidates will be notified if ballot mailing schedule changes.

Primary Election (August 18, 2020) - Tentative Mailing Schedule:

- **Absent Military and Overseas Ballots - Week of June 29, 2020 (Deadline: July 4, 2020)**
(Deadline to mail is at least 45 days prior to election)
- **All Domestic Ballots - Beginning July 9, 2020 (Deadline: July 16, 2020)**
(Ballots must be mailed between 40 and 33 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request a ballot to be mailed is 5:00 p.m. the tenth day before the election, August 8, 2020.

General Election (November 3, 2020) - Tentative Mailing Schedule (Add. Info on pgs. 55-57):

- **Absent Military and Overseas Ballots - Week of September 14, 2020 (Deadline: September 19, 2020)**
(Deadline to mail is at least 45 days prior to election)
- **All Domestic Ballots - Beginning September 24, 2020 (Deadline: October 1, 2020)**
(Ballots must be mailed between 40 and 33 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request a ballot to be mailed is 5:00 p.m. the tenth day before the election, October 24, 2020.

Voting at an Early Voting Site

[F.S. 101.657]

As a convenience to voters, the following locations serve as early voting sites in Pinellas County. Voters can go to any early voting site. In order to vote a regular ballot, voters are required to present both picture and signature identification, F.S. 101.043. Voters who do not bring both types of identification will be required to vote a provisional ballot, F.S. 101.048.

Presidential Preference Primary and Municipal Elections (March 17, 2020)

Dates/Times/Locations: March 7 - 15, 2020 (M-F: 10:00 a.m. - 6:00 p.m.; S-S: 9:00 a.m. - 5:00 p.m.)

- **Supervisor of Elections Office - County Building**, 501 1st Ave. N., St. Petersburg, 33756
- **Supervisor of Elections Office - Election Service Center**, 13001 Starkey Rd., Largo, 33773
- **Supervisor of Elections Office - County Courthouse**, 315 Court Street, Room 117, Clearwater, 33701

Primary Election (August 18, 2020)

Tentative Dates/Times/Locations: August 8 - 16, 2020 (M-F: 10:00 a.m. - 6:00 p.m.; S-S: 9:00 a.m. - 5:00 p.m.)

- **Supervisor of Elections Office - County Building**, 501 1st Ave. N., St. Petersburg, 33756
- **Supervisor of Elections Office - Election Service Center**, 13001 Starkey Rd., Largo, 33773
- **Supervisor of Elections Office - County Courthouse**, 315 Court Street, Room 117, Clearwater, 33701

General Election (November 3, 2020)

Tentative Dates/Times/Locations: October 19 - November 1 (Daily: 7:00 a.m. - 7:00 p.m.)

- **Centre of Palm Harbor**, 1500 16th St., Palm Harbor, 34683
- **Supervisor of Elections Office - County Building**, 501 1st Ave. N., St. Petersburg, 33756
- **Supervisor of Elections Office - Election Service Center**, 13001 Starkey Rd., Largo, 33773
- **Supervisor of Elections Office - County Courthouse**, 315 Court Street, Room 117, Clearwater, 33701
- **Gulfport Neighborhood Center**, 1617 49th St. S., Gulfport, 33707

Contact Information

COUNTY

Pinellas County

Supervisor of Elections

13001 Starkey Rd. (Starkey Lakes Corp. Center),
Largo, FL 33773

Website: VotePinellas.com

Twitter: [@VotePinellas](https://twitter.com/VotePinellas)

Facebook: [Facebook.com/PinellasCountySOE](https://www.facebook.com/PinellasCountySOE)

Fax: (727) 464-6239

Julie Marcus

Chief Deputy Supervisor of Elections

Office: (727) 464-6108

Email: JMarcus@VotePinellas.com

Marc Gillette

Deputy Supervisor of Elections

Office: (727) 464-6108

Email: MGillette@VotePinellas.com

Wendy Grimes

Elections Administrator

Candidate Qualifying, Candidate Finance,

Office: (727) 464-4987

Email: WGrimes@VotePinellas.com

Dustin Chase

Communications Director

Office: (727) 464-4988

Email: DChase@VotePinellas.com

Nicole Sokolowski

Data orders regarding voter file
and requests for mail ballots

Office: (727) 464-4958

Fax: (727) 464-4080

Email: SOEIT@VotePinellas.com

STATE

State of Florida

Department of State Division of Elections

Director's Office, Room 316, R. A. Gray Building
500 South Bronough St., Tallahassee, FL 32399

Website: DOS.MyFlorida.com/Elections

Maria Matthews

Director, Division of Elections

Office: (850) 245-6200

Kristi Reid Willis (Bronson)

Bureau Chief, Bureau of Election Records

Campaign Finance, Candidate Qualifying

Office: (850) 245-6240

Florida Elections Commission

107 W. Gaines St.

The Collins Building, Suite 224,

Tallahassee, FL 32399

Website: FEC.State.fl.us

Email: FEC@MyFloridaLegal.com

Office: (850) 922-4539

Florida Commission on Ethics

P.O. Drawer 15709

Tallahassee, FL 32317

Website: Ethics.State.fl.us

Office: (850) 488-7864

Fax: (850) 488-3077

FEDERAL

Federal Elections Commission

999 E Street NW

Washington DC 20463

Website: FEC.gov

Office: (800) 424-9530

Online Resources

 **Pinellas County Supervisor of Elections - VotePinellas.com**

What information can I find at VotePinellas.com?

- **Candidates & Committees > Candidates > Information for Candidates (www.VotePinellas.com/Candidates)**
Provides documents with candidate qualifying requirements, links to candidate forms, campaign treasurer reporting schedule, candidate workshop schedule, candidate handbook and Florida Election Laws.
- **Candidates & Committees > Candidates > Candidate Finance Login (www.VotePinellas.com/CFinance)**
Online campaign reporting software to file campaign treasurer reports.
- **Candidates & Committees > Candidates > Contributions and Expenditures**
List of current and past candidates with links to their campaign treasurer reports and qualifying documents.
- **General Information > Voter Information > Municipal Clerks**
List of municipalities in Pinellas County, their websites and municipal clerk contact information.
- **General Information > Voter Outreach > Voter Outreach & Registration Events**
List of events where citizens can register to vote or update their voter information. During active election cycles, this page also has a link to Candidate Forums.
- **Election Information > Voter Registration > Third-Party Registration Organizations**
Link to Division of Elections page with requirements, procedures and forms for third-party registration organizations. Also links to list of currently registered organizations in the state.

Please Note: Before collecting voter registration applications, individuals or organizations must be registered with the Division of Elections.
- **General Information > Maps > District Maps**
District maps for congressional, legislative, county commission and school board; and County Precinct Map.
- **Election Results**
By year; includes results by precinct.
- **General Information > Statistics > Voter Registration Statistics**
By election; month-end reports; precinct breakdown by district.
- **General Information > Statistics > Voter Turnout Statistics**
By election; By election type (lists all general elections together, all primary elections together, etc.); Municipal elections (chronology by year or by municipality), early voting turnout reports, mail ballot summary reports.

Online Resources

Florida Division of Elections - [DOS.MyFlorida.com/Elections](https://dos.myflorida.com/elections)

State candidate handbook, candidate forms, state and federal candidates and statewide election results. Click on Statistics in the top header for updates on early voting and mail ballot reports. (Oath of Acquisition must be filed to view mail ballot reports.)

Florida Elections Commission - [FEC.State.fl.us](https://fec.state.fl.us)

Complaints alleging a violation of Chapter 104 or 106 of the Election Code are filed with the F.E.C.

Florida Commission on Ethics - [Ethics.State.fl.us](https://ethics.state.fl.us)

An independent commission responsible for investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees. The Commission also renders legally binding advisory opinions interpreting the ethics laws and implements the State's financial disclosure laws.

Data Resources

Voter records and other data orders for Pinellas County:

- **Call (727) 464-4958 or email SOEIT@VotePinellas.com**
 - ⇒ Order a copy of the voter file - by district, municipality, or the whole county
 - ⇒ Order current or past mail ballot request information (must be a qualified candidate with opposition)
 - ⇒ Candidates are required to file an Oath of Acquisition with the Pinellas County Supervisor of Elections before placing data orders regarding mail ballot requests
- **Voter registration/Voter outreach** – to request a voter registration booth at a community event: Call (727) 464-5700 or email VoterEd@VotePinellas.com
- **Candidate questions for county candidates** – qualifying forms, campaign finance reports, etc.: Call (727) 464-4987 or email Wendy Grimes at WGrimes@VotePinellas.com
- **Candidate questions for state/federal candidates** – qualifying forms, campaign finance reports, etc.: Call (850) 245-6240 or email Kristi Reid Willis at ElectionRecords@DOS.State.fl.us
- **Candidate questions for municipal candidates** – qualifying forms, campaign finance reports, etc.: Call the appropriate municipal clerk, who is the supervisor of elections for municipal elections.

Legislative Changes



The 2020 Legislative Session is January 14 - March 13, 2020.

The information contained in this candidate handbook is subject to change.

County Offices Up for Election in 2020

Office Title	Incumbent	Term
Clerk of the Circuit Court and Comptroller	Ken Burke (R)	4-year
Sheriff	Bob Gualtieri (R)	4-year
Property Appraiser	Mike Twitty (R)	4-year
Tax Collector	Charles Thomas (R)	4-year
Supervisor of Elections	Deborah Clark (R)	4-year
Board of County Commissioners - At Large	District 1 - Janet C. Long (D) District 3 - Charlie Justice (D)	4-year
Board of County Commissioners - Single Member	District 5 - Karen Seel (R) District 7 - Ken Welch (D)	4-year
County Judge (Nonpartisan)	Group 3 - Edwin Jagger Group 10 - James V. Pierce Group 14 - Robert G. Dittmer Group 15 - John Carassas	6-year
School Board Member - At Large (Nonpartisan)	District 1 - Joanne Lentino	4-year
School Board Member - Single Member (Nonpartisan)	District 4 - Eileen Long District 5 - Carol J. Cook	4-year
East Lake Tarpon Special Fire Control District (Nonpartisan)	Seat 1 - Kevin Kenney Seat 3 - David J. Root Seat 5 - James Dalrymple	4-year
Lealman Special Fire Control District (Nonpartisan)	Seat 1 - Ronald Kemerer Seat 3 - Jay D. Alexander Seat 5 - Vivian Diane Campbell	4-year
Palm Harbor Special Fire Control and Rescue District (Nonpartisan)	Seat 1 - Casey Cane Seat 3 - Debbie Buschman Seat 5 - Jim Nelson	4-year
Pinellas Suncoast Fire and Rescue District (Nonpartisan)	Seat 1 - Lawrence "Larry" G. Schear Seat 2 - David B. Ardman Seat 5 - Lou Snelling	4-year
Eastlake Oaks Community Development District (Nonpartisan)	Seat 4 - Scott Roper Seat 5 - Joseph Dinelli	4-year
Clearwater Cay Community Development District (Nonpartisan)	Seat 1 - Jeff Wilson Seat 2 - Alan Glidden	4-year

Becoming a Candidate in Pinellas County

Definition of a Candidate - F.S. 97.021(5)

A candidate is a person to whom any one or more of the following applies:

- Seeks to qualify for nomination or election by means of the petitioning process.
- Seeks to qualify for election as a write-in candidate.
- Receives contributions or makes expenditures, or gives consent for any other person to receive contributions or make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office.
- Appoints a campaign treasurer and designates a primary depository.
- Files qualifying papers and subscribes to a candidate's oath as required by law.

Who Can Qualify as a Candidate in Pinellas County? - F.S. 99.012, 99.021

To qualify as a candidate in Pinellas County one must meet the following requirements:

- Qualified elector (registered voter) of Florida;
- Seeking office for Board of County Commissioner, School Board, County Judge, Special Fire District, Community Development District;
- Has qualified for no other public office in the state, the term of which office or any part thereof runs concurrently with that of the office he/she seeks;
- Has resigned from any office required by F.S. 99.012(3)
 - ⇒ April 10, 2020 (Deadline for County Judge)
 - ⇒ May 29, 2020 (Deadline for County and Special District Offices)
- Completed the necessary candidate qualifying documents and either paid the qualifying fee for the position sought or collected the number of petition signatures required for position sought;
- Registered member of the political party for which he/she is qualifying. (Persons qualifying for offices that are nonpartisan, write-in or running with no party affiliation are not affected by this requirement.)
- Has not been a registered member of any other political party for 365 days (June 9, 2019) before the beginning of qualifying.
- Has met the residency requirements of the office sought.
 - ⇒ **Board of County Commissioner candidates** must reside in the district on the date the county canvassing board certifies the election results. *[F.S. 100.041(2)(a)]*
 - ⇒ **School Board At-Large candidates** must reside in the county at the time of qualifying. *[School District Bylaws]*
 - ⇒ **School Board Single-Member candidates** must reside in the district at the time of qualifying and must maintain residency in that district throughout their term of office. *[School District Bylaws]*
 - ⇒ **County Judicial candidates** must be a member in good standing of the Florida Bar for the last five years (Florida Constitution, Article 5, Section 8); and must reside in the territorial jurisdiction of the court at the time he/she assumes office.



NOTE: Candidates for federal, state and multi-county offices will qualify with the Division of Elections ([DOS.MyFlorida.com/Elections](https://dos.myflorida.com/elections)). All qualifying, resign-to-run and residency requirement and questions should be directed to the Division.

Becoming a Candidate in Pinellas County (cont.)

When Can I Announce my Candidacy?

A person can become an active/announced candidate at any time by filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the Supervisor of Elections (qualifying officer), which must be done before a campaign account is opened and any contributions or expenditures are made, F.S. 106.021.*



***Special district candidates** may choose to opt out of opening a campaign account, and declaring a campaign treasurer if they do not accept any contributions and their only expenditure is the filing fee or cost of verifying petitions, F.S. 99.061(3). Candidates are required to complete and sign an Affidavit of Intention Form.

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy treasurer gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

A candidate must also file a DS-DE 84 - Statement of Candidate within 10 days of filing the DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository, F.S. 106.023.

Is it Possible to Run for a Different Office After I Become a Candidate? - F.S. 106.021(1)(a)

Yes, candidates are permitted to run for a different office after becoming a candidate providing they:

- ⇒ File a new DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository, designating the new office;
- ⇒ Within 15 days of filing the new DS-DE 9, notify, in writing, all contributors and offer to return their contributions pro rata. Form DS-DE 86 - Request for Return of Contribution may be used for such purpose;
- ⇒ After 30 days notice, any contributions not requested to be returned by contributors can be used to further the campaign of the newly designated office providing the candidate disposes of any amount exceeding the contribution limit of that office; notwithstanding, the full amount of the contribution for the original office shall count toward the contribution limits specified in F.S. 106.08 for the newly designated office.

Becoming a Candidate in Pinellas County (cont.)



Resign to Run - F.S. 99.012(2) & (3)

No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently.

No officer (elected or appointed) may qualify as a candidate for another state, district, county or municipal public office, if the terms or any part thereof run concurrently, without resigning from the office he/she presently holds.

- The resignation is irrevocable.
- The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office sought.
- The resignation must be effective no later than the earlier of the following dates:
 - ⇒ The date the candidate would take office, if elected; or
 - ⇒ The date the candidate's successor is required to take office.

F.S. 99.012(4)

A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying pursuant to this chapter if the person is seeking to qualify for a public office that is currently held by an officer who has authority to appoint, employ, promote, or otherwise supervise that person and who has qualified as a candidate for re-election to that office.

This provision in the law does not apply to political party offices or persons serving without salary as members of an appointive board or authority.

Acts Prohibited by Candidates



Paying to Speak at Political Meetings - F.S. 106.15(1)

A candidate may not pay money or give anything of value for the privilege of speaking at a political meeting in the furtherance of his or her candidacy, nor shall anyone speaking for such a person pay money or give anything of value for such privilege.

Using Services of State Officers/Employees - F.S. 106.15(3)

A candidate may not use the services of any state, county, municipal or district officer or employee during working hours to further his or her candidacy.

Contributions in a Government-Owned Building - F.S. 106.15(4)

A person may not make, solicit or accept any political contribution in a building owned by a governmental entity. "Accept" means to receive a contribution by personal hand delivery from a contributor or his or her agent. This prohibition does not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.

Soliciting contributions in a building owned by a governmental entity includes correspondence such as USPS mail, email or fax that is sent to a government address. As a reminder, please remove any addresses associated with the Supervisor of Elections from campaign distribution lists.

Contributions/Expenditures and Reporting Requirements - F.S. 106.19(1)(a) & (b) & (c)

A candidate, campaign manager, campaign treasurer, or deputy treasurer of any candidate cannot knowingly or willfully accept a contribution in excess of the limits prescribed by F.S. 106.08, fail to report any contribution required to be reported by Chapter 106 of Florida Statutes, or falsely report or deliberately fail to include any information required by Chapter 106 of Florida Statutes, or make or authorize any expenditure in violation of F.S. 106.11(4) or any other expenditures prohibited in Chapter 106 of Florida Statutes.

Making Malicious Statements - F.S. 104.271

A candidate may not willfully make a false and/or malicious statement about an opposing candidate; civil penalties up to \$5,000 apply.

Making False Statements About One's Military Service - F.S. 104.2715

A candidate who falsely represents that he or she served or is currently serving in the military violates the Florida Election Code.

Tampering With or Unlawful Possession of Voting Equipment - F.S. 104.30

No person shall have possession of any voting system, components, or key thereof without direct authorization from the Supervisor of Elections. No person shall tamper with or attempt to tamper with or destroy any voting system or equipment with the intention of interfering with the election process or the results.

Additional Acts Prohibited by Judicial Candidates



Limitations of Judicial Candidates on Political Activity - F.S. 105.071 & 106.143(3)

A candidate for judicial office shall not:

- Participate in any partisan political activities, except that such candidate may register to vote as a member of any political party and may vote in any party primary for candidates for nomination of the party in which he or she is registered to vote.
- Campaign as a member of any political party.
- Publicly represent or advertise herself or himself as a member of any political party.
- Endorse any candidate.
- Make political speeches other than in the candidate's own behalf.
- Make contributions to political party funds.
- Accept contributions from any political party.
- Solicit contributions for any political party.
- Accept or retain a place on any political party committee.
- Make any contribution to any person, group, or organization for its endorsement to judicial office.
- Agree to pay all or any part of any advertisement sponsored by any person, group, or organization wherein the candidate may be endorsed for judicial office by any such person, group, or organization.
- Nonpartisan candidates may not state their political party affiliation; however, a political advertisement may state the candidate's partisan-related experience, for example, "Precinct Committeeman for the PCREC/PCDEC."



Limitations of Political Activity on Behalf of a Candidate for Judicial Office - F.S. 105.09

No political party or partisan political organization shall endorse, support, or assist any candidate in a campaign for election to judicial office.



Florida Code of Judicial Conduct - F.S. 105.031(5)(a) 4.

Judicial candidates are required to read and understand the requirements of the Florida Code of Judicial Conduct.

Candidate Qualifying

Who is my Qualifying Officer? - F.S. 99.061(2)

The Pinellas County Supervisor of Elections office qualifies Pinellas County candidates for:

- Constitutional Officer
- Board of County Commissioner
- School Board Member
- County Judge
- East Lake Tarpon Special Fire Control District Commissioner
- Lealman Special Fire Control District Commissioner
- Palm Harbor Special Fire Control and Rescue District Commissioner
- Pinellas Suncoast Fire and Rescue District Commissioner
- Eastlake Oaks Community Development District Commissioner
- Clearwater Cay Community Development District Commissioner
- State/Precinct Committeemen and Committeewomen

The Qualifying Officer is:

**Pinellas County
Supervisor of Elections**

**13001 Starkey Rd. (Starkey Lakes Corp. Center),
Largo, FL 33773**

Phone: (727) 464-4987 / (727) 464-6108

Email: Election@VotePinellas.com

When, Where, How do I File my Qualifying Papers? - F.S. 99.061

When

Candidate Qualifying Dates - F.S. 99.061

NOON, April 20, 2020 - NOON, April 24, 2020

Federal, State Attorney, Public Defender,
Judicial Candidates

NOON, June 8, 2020 - NOON, June 12, 2020

State, Multi-County, Constitutional Officer, Board of
County Commissioner, School Board, Special Fire
District and Community Development District
Candidates. Also, State/Precinct Committeemen
and Committeewomen



**All qualifying papers must be received in
a Supervisor of Elections Office by NOON
on the last day of qualifying.**

*Qualifying papers may be accepted beginning 14 days prior to
the start of the qualifying period. [F.S. 99.061(8)]*

**NOTE: Pinellas County Elections Offices will be
CLOSED in observance of Memorial Day on
Monday, May 25, 2020.**

Where

Office hours: M - F, 8:00 a.m. - 5:00 p.m.

- Election Service Center: 13001 Starkey Rd.,
(Starkey Lakes Corp. Center) Largo, FL 33773
- St. Petersburg Office: 501 1st Ave. N.,
St. Petersburg, FL 33701
- Clearwater Office: 315 Court St., Room 117,
Clearwater, FL 33756

How

Please call (727) 464-4987 to make an appointment
with an Elections Administrator if you would like to
file your qualifying papers in person.

Candidate qualifying documents can also be
received by mail or delivery to any of our
three offices.

Candidate Qualifying (cont.)

What do I File to Qualify? - F.S. 99.061(7)(a) 105.031(4) & (5)

X	Required Documents
	DS-DE 9 Form - Appointment of Campaign Treasurer and Designation of Campaign Depository; if not already on file.*
	DS-DE 84 Form - Statement of Candidate; if not already on file.
	(Judicial Candidates ONLY) DS-DE 83 - Statement of Candidate for Judicial Office.
	Candidate Oath (forms vary according to type of office).
	Disclosure of Financial Interests - CE Form 6 - Full and Public Disclosure of Financial Interests OR CE Form 1 - Statement of Financial Interests (special district candidates only).
	A check drawn from the campaign account to pay the qualifying fee, unless the candidate is running for a special district office and opts not to have a campaign account.*# OR A Certificate of Signature Verification, if qualifying by petition.#



***Special district candidates** may choose to opt out of opening a campaign account and declaring a campaign treasurer if they do not accept any contributions and their only expenditure is the filing fee or cost of verifying petitions, F.S. 99.061(3). Candidates are required to complete an "Affidavit of Intention."

Write-in candidates are not required to pay the qualifying fee or collect petition signatures.

If My Qualifying Papers are Filed with an Error or Omission, What Will Happen? **- F.S. 99.061(7)(b)(c)**

If a candidate notices an error, he or she has until the end of the qualifying period to rectify. If the filing officer receives qualifying papers that do not include all items required prior to the last day of qualifying, the filing officer shall make a reasonable effort to notify the candidate and shall inform the candidate that **all required items must be received by the end of qualifying**. The Supervisor of Elections performs a ministerial function in reviewing qualifying papers. The Supervisor may not determine whether the contents of the qualifying papers are in compliance.

After Filing as a Candidate, May I Later Change the Way My Name is to Appear on the Ballot? - F.S. 99.061(7)(a) 2. & (b)

No. This CANNOT be changed after the end of qualifying. A candidate's name will appear on the ballot as it appears on the Candidate Oath.

Can I Qualify to Run with No Party Affiliation and Still be Registered to Vote as a Republican, Democrat or with a Minor Political Party?

Yes. Any registered voter who qualifies for office with No Party Affiliation in a partisan contest will have their name placed on the general election ballot with the political party acronym "NPA".

Candidate Qualifying (cont.)

What is the Qualifying Fee? - F.S. 99.092(1)

The qualifying fee for partisan candidates is 6% of the annual salary as of July 1, 2019 for the office sought. The qualifying fee for nonpartisan candidates and candidates with no party affiliation is 4% of the annual salary as of July 1, 2019 for the office sought.

Allocation of the qualifying fee is as follows (Partisan includes minor parties, F.S. 99.096):

- Filing Fee: 3% -- partisan, nonpartisan and no party affiliation
- Election Assessment: 1% -- partisan, nonpartisan and no party affiliation
- Party Assessment: 2% -- partisan

The qualifying fee for Special District Candidates is \$25.00, F.S. 99.061(3).

Will I Get My Qualifying Fee Back if I Decide Not to Run? - F.S. 99.092(1)

The qualifying fee will be returned only if the candidate withdraws his or her candidacy BEFORE the qualifying period ends.

How do I Qualify by Petition? - F.S. 99.095 & 101.254

Candidates must submit valid signatures of 1% of the registered voters residing in the district in which they are running as of the last general election, November 6, 2018. For districts that are at large and other countywide offices, candidates must submit valid signatures of 1% of the registered voters residing in the county as of the last general election, November 6, 2018.

After filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the qualifying officer, a candidate may begin collecting petition signatures. Signatures are valid only for the qualifying period immediately following the filing of the candidate's DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form.

Candidates must use for reproduction the Candidate Petition Card prescribed by the Division of Elections. Petition cards may be printed to include the candidate's information and/or the voter's information. The petition can be resized within the Division's requirements (no smaller than 3 inches by 5 inches and no larger than 8 1/2 inches by 11 inches), but the format CANNOT be changed. For copying purposes, multiple petitions can be included per page. BUT, prior to presenting petitions to be verified by the Supervisor of Elections, the petitions must be separated.



A candidate for district office is required to put the district number on each petition. If the district number is missing, the petition is invalid.

Nonpartisan candidates and candidates running with No Party Affiliation (NPA)

The candidate petition provides two check boxes for "Nonpartisan" and "No Party Affiliation (NPA)." Nonpartisan and NPA candidates need to either pre-populate the form by checking the applicable box or ensure voters are accurately populating the applicable box. Nonpartisan and NPA candidates may want to consider crossing out or otherwise precluding voters from writing anything on the line provided for an indication of political party. For a candidate petition to be valid, there must be a clear indication of what type of candidate the voter is petitioning to have placed on the ballot – Nonpartisan or No Party Affiliation (NPA).



A candidate seeking office for a special district or community development district must obtain 25 valid signatures of the registered voters in the area represented by the office sought.

Candidate Qualifying (cont.)

How do I Qualify by Petition? - F.S. 99.095 (continued)

Deadline for Submitting Petitions (Before noon on the 28th day preceding the first day of the qualifying period for the office sought) - F.S. 99.095(3)

- **Judicial Candidates -
PRIOR TO NOON on March 23, 2020**
- **All Other County Candidates -
PRIOR TO NOON on May 11, 2020**

The Supervisor of Elections must certify the number of valid signatures no later than seven days before the first day of qualifying, F.S. 99.095(3).



The Supervisor of Elections shall be paid in advance the sum of \$0.10 for each petition verified [F.S. 99.097 (4)]. This payment must be paid with a campaign check, with the exception of special district candidates who choose not to open a campaign account pursuant to F.S. 99.061(3). If such charges impose an undue burden on the candidate's personal resources or upon resources otherwise available, he/she may file an Undue Burden Affidavit and the fee will be waived, F.S. 99.097(4).

If a candidate pays any person to solicit signatures on a petition, he/she may not file an undue burden oath in lieu of paying the fee for signature verification. And, if an undue burden oath has been filed and a candidate subsequently pays any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor shall be paid by the candidate, F.S. 99.097(6).

If a candidate submits the required number of valid signatures, he or she has completed qualifying by petition and a Certificate of Signature Verification will be placed in the candidate's file.

If the required number of valid signatures are not met, the candidate may still pay the qualifying fee.

If a candidate qualifies by petition, he/she is not required to pay the filing, election assessment or party assessment fees.

Random Sampling of Petitions - F.S. 99.097(1) 2. & (2)

If the number of petitions submitted equals at least 15% more than the required number of signatures, a candidate may request the Supervisor of Elections use the random sampling verification method in certifying petitions.

I am Running as a Write-In Candidate. Do I Have to Pay a Qualifying Fee or Collect Petitions? - F.S. 99.061(4)(b)

No. However, a write-in candidate is not entitled to have his/her name printed on any ballot. A space will be provided for voters to write in the candidate's name on the General Election ballot.

In addition, a write-in candidate's name will not be made available to voters as part of the mail ballot kit, at early voting locations or at the polls on Election Day.

Campaign Accounts

What is a Campaign Depository? - F.S. 106.021

A campaign depository may be any bank, savings and loan association, or credit union authorized to transact business in the State of Florida. A campaign account must be separate from a personal or any other account.

A candidate must designate one primary campaign depository for the purpose of depositing all contributions received and disbursing all expenditures made by the campaign. In addition, a candidate may also designate one secondary depository for the sole purpose of depositing contributions and forwarding the deposits to the primary depository. No expenditures may be made from a secondary depository.

As soon as the DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository Form is filed with the Supervisor of Elections, a candidate may begin accepting campaign contributions and expending campaign funds in furtherance of his or her candidacy.

When Do I Appoint a Campaign Treasurer and Name a Depository? - F.S. 106.021

A candidate must appoint a campaign treasurer and name a depository when filing a DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository form with the qualifying officer. A candidate must file this form BEFORE opening a campaign account, accepting any campaign contributions or making any campaign expenditures.

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

What are the Duties of a Campaign Treasurer?

- F.S 106.021, 106.05, 106.06, 106.07, 106.08, 106.11 & 106.141

- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. Such accounts must be kept current within two days of the date a contribution is received or an expenditure is made.
- Deposit all contributions into the campaign account by the end of five business days after receipt.
- Pay all expenditures by checks drawn on the campaign account.
- Prepare campaign treasurer reports signed by the candidate and treasurer/deputy treasurer.
- File reports with the Supervisor of Elections on or before the due date to avoid a fine for late filing.
- Keep detailed accounts of all deposits made in any separate interest-bearing account and all withdrawals made from these accounts to the primary campaign account, as well as all interest earned.
- After the campaign is over, all detailed accounts maintained by the campaign treasurer during the campaign must be preserved for the number of years equal to the term of the office to which the candidate seeks election.

A deputy campaign treasurer may exercise any of the powers and duties of the campaign treasurer when specifically authorized to do so by the campaign treasurer and the candidate.

Campaign Accounts (cont.)

May I Remove my Campaign Treasurer or Deputy Treasurer? - F.S. 106.021(2)

Yes. A candidate may remove a treasurer by written notice to the treasurer, with a copy filed with the Supervisor of Elections. A treasurer may resign by submitting a written notice to the candidate, with a copy filed with the Supervisor of Elections. The resignation is not effective until the notice is received by the Supervisor of Elections. The candidate must immediately appoint a successor, by filing a new DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository with the Supervisor of Elections.

May I use a Separate Interest-Bearing Account and May I Purchase Certificates of Deposit? - F.S. 106.021(1)(b)

Yes. A campaign treasurer or deputy treasurer may deposit funds that are in the primary campaign depository which are not currently needed for the disbursement of expenditures into a separate interest-bearing account in any bank, savings and loan association, or credit union authorized to transact business in the State of Florida.

The separate interest-bearing account shall be designated "(Name of Candidate) separate interest-bearing campaign account."

The campaign treasurer or deputy treasurer may purchase a certificate of deposit with such unneeded funds in such bank, savings and loan association, or credit union.

The separate interest-bearing account or certificate of deposit shall be separate from any personal or other account or certificate of deposit.

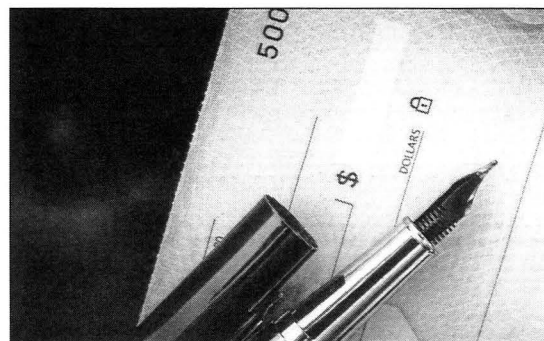
The transfer of funds from a primary depository to a separate interest-bearing account or certificate of deposit must be reported on the DS-DE 94 - Campaign Treasurer's Report - Fund Transfers form. This amount will **not** reflect on the summary page.

Any interest earned must be reported as a contribution to the campaign account.

What Information Must be Included on my Campaign Checks? - F.S. 106.05 & 106.11(1)

Campaign checks must contain the following information:

- Name of Candidate
- Account number and name of financial institution
- Appropriate space for:
 1. Exact amount of expenditure
 2. Signature of campaign treasurer or deputy treasurer
 3. Exact purpose of expenditure
 4. Name of payee



This information may be typed on starter checks provided until printed checks arrive.

Campaign Contributions

What is the Definition of a Campaign Contribution? - F.S. 106.011(5)

- A gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value, including contributions in kind having an attributable monetary value in any form, **made for the purpose of influencing the results of an election.**
- The payment, by a person other than the candidate or political committee, of compensation for the personal services of another person which are rendered without charge to a candidate for such services.
- The transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, and the term includes interest earned on such account or certificate.



F.S. 106.15(4) prohibits the acceptance or soliciting of a contribution in a building owned by a governmental entity except if the building is rented for the specific purpose of holding a fund raiser.

What is NOT Considered a Campaign Contribution? - F.S. 106.011(5)

Services provided without compensation by individuals volunteering time on behalf of a candidate including, but not limited to, legal and accounting services or editorial endorsements.

Who Can Make a Campaign Contribution? - F.S. 106.011(14), 106.08(5)(a) & 106.021(3)

Any person may contribute to a candidate as long as the contributions are within the limits provided. However, a person may not make any contribution through or in the name of another, directly or indirectly, in any election.

A “person” is defined as an individual or a corporation, association, firm, partnership, joint venture, joint stock company, club, organization, estate, trust, syndicate or other combination of individuals having collective capacity, which includes a political party, affiliated party committee or political committee.

Is There a Deadline for Accepting Campaign Contributions? - F.S. 106.08(3)(a)

Yes. Any contribution received by a candidate **with opposition** in an election or by the campaign treasurer or a deputy treasurer on the day of that election or less than five days before the day of the election must be returned to the person contributing it and may not be used or expended by or on behalf of the candidate. For a Tuesday election, the deadline is midnight on Thursday prior to the election.

NOTE: The deadline of the Thursday prior to the Primary would **not** apply to a candidate who has no opposition in the Primary. However, the deadline prior to the General would apply because the candidate has opposition.

Contributions which are returned prior to being deposited into the campaign account may be reported to the Supervisor of Elections on the DS-DE 2 - Contributions Returned form, F.S. 106.07(4)(c).

Any contributions received by a candidate or campaign treasurer after the date on which the candidate withdraws his/her candidacy, or after the date the candidate is defeated, becomes unopposed, or is elected to office, shall be returned to the person and shall not be used or expended by or on behalf of the candidate, F.S. 106.08(3)(b).

A candidate who accepts contributions via a campaign website, e.g. PayPal, may want to consider restricting the website from accepting contributions after the deadline.

Campaign Contributions (cont.)

Are There Limits to Campaign Contributions? - F.S. 106.08



Yes. A candidate seeking office for Constitutional Officers, County Commission, School Board, County Judge, Special Fire District or Community Development District cannot accept a contribution in excess of \$1,000 from any one person (including family members). The contribution limit is \$1,000 for the Primary Election, even if the candidate has no opposition in the Primary, and \$1,000 for the General Election.

A candidate **may not** accept contributions from a county executive committee of a political party whose contributions in the aggregate exceed \$50,000 or from the national or state executive committees of a political party, including any subordinate committee of such political party or affiliated party committees, whose contributions in the aggregate exceed \$50,000. For this purpose:

- Polling services, research services, costs for campaign staff, professional consulting services, and telephone calls **are not** contributions to be counted toward the contribution limits, but must still be reported by the candidate and the political party. [Political polls conducted by political party executive committees or affiliated party committees to determine the viability of a potential candidate are not contributions to the potential candidate. [F.S. 106.17]
- All other contributions are counted toward the contribution limits.

What is an In-Kind Contribution? - DE 78-23 (Division of Elections Advisory Opinion)

Anything of value in any form, made for the purpose of influencing the results of an election. In-kind contributions are subject to the same contribution limits outlined in F.S. 106.08.

Money; personal services provided by volunteers; independent expenditures [F.S. 106.011(12)]; and endorsements of three or more candidates by an affiliated party committee or political party [F.S. 106.021(3)(d)] are not considered in-kind contributions.

How do I Place a Value on In-Kind Contributions? - F.S. 106.055

The person making an in-kind contribution must, at the time of making the contribution, place a fair market value on the contribution. In-kind contributions must be reported on the campaign treasurer's report, so it is recommended to get a written statement of value from the contributor. Travel conveyed upon private aircraft must be valued at the actual cost of per person commercial air travel for the same or a substantially similar route.

Note: If a candidate uses campaign materials from a previous campaign, e.g. campaign signs, as part of his/her current campaign efforts, those materials must be reported as in-kind contributions from the candidate during the reporting period in which the materials were used in the current campaign.

Can I Accept Cash Contributions? - F.S. 106.09

Yes. A candidate may accept cash contributions as long as the total cash contribution (including cashier's check) from the same contributor does not exceed **\$50 per election**. All cash contributions count towards the \$1,000 contribution limit.

How Much Can I Contribute to My Campaign? - F.S. 106.08(1)(b)

There is no limit to the amount of personal funds a candidate may contribute or loan their campaign. Candidates can reimburse themselves at any time as long as funds are available.

Campaign Contributions (cont.)

Can I Accept Campaign Contributions via Debit Card ? - Division of Elections Opinion 00-03 (DE 00-03)

Yes. Accepting contributions via debit card is not specifically prohibited by Chapter 106, Florida Statutes. The Division concluded that as long as the disclosure requirements of Chapter 106, Florida Statutes, are met, a candidate, political committee or political party may accept campaign contributions via debit card.



Can I Accept or Spend Anonymous Campaign Contributions? - F.S. 106.07(4)(a) & DE 89-02

No. Florida law requires a candidate to show the source of each contribution. In the Advisory Opinion (DE 89-02), the Division of Elections (DOE) recommends that the contribution be reported on the treasurer's report as an anonymous contribution, and that the candidate send a cover letter to the qualifying officer explaining that the contribution is anonymous and impossible to return. The DOE further recommends that candidates not spend the contribution, and at the end of the campaign, donate the amount to an appropriate entity under F.S. 106.141.

Can I Accept Campaign Contributions From PayPal? - F.S. 106.05 & DE 09-03

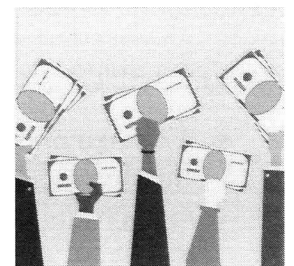
Yes. These contributions are limited to the same amounts and reporting requirements as all other contributions. A PayPal contribution would be reported as a check. The fee for using PayPal would be reported as an expenditure.

A candidate using PayPal may want to consider requiring a contributor to enter his/her contributor information, as part of their campaign website, prior to making a contribution through PayPal. PayPal does not require a person to enter the same information that Florida law may require a candidate to report on his/her treasurer's report (for example: a contributor's occupation).



Loans Made to My Campaign - F.S. 106.075

Candidates ELECTED to office who had loans exceeding \$500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election must be reported to the Supervisor of Elections within 10 days after the candidate's election to office. In addition, any person who makes a contribution to a candidate to pay all or part of a loan incurred, in the 12 months preceding the election, to be used for the individual's campaign, may not contribute more than the amount allowed in F.S. 106.08.



These loans would be reported to the Supervisor of Elections using DS-DE 73 - Campaign Loans Report and the DS-DE 73A—Campaign Loans Report Itemized.

Can I Conduct a Lottery to Raise Money for my Campaign? - F.S. 846.09

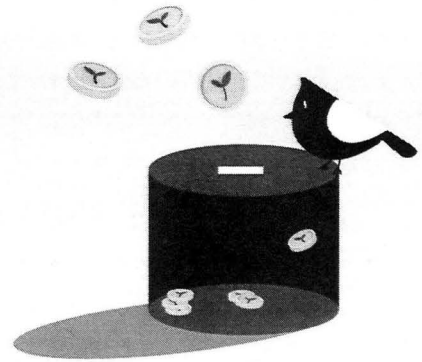
No. It is unlawful for any person to set up, promote, or conduct any lottery for money or anything of value.

Campaign Contributions (cont.)

Can I Hold Fund Raisers? - F.S. 106.025

Yes. F.S. 106.011(1) defines a campaign fund raiser as any event held to raise funds to be used in a campaign for public office.

- All money and other contributions collected with respect to a campaign fund raiser shall be deemed to be campaign contributions.
- All such contributions shall be accounted for and are subject to the limits of any other contribution.
- All expenditures made with respect to the campaign fund raiser which are made or reimbursed are to be paid with a check drawn on the campaign account of the candidate for whom the funds are to be used and shall be deemed to be campaign expenditures, accounted for and subject to the same restrictions as other campaign expenditures.
- Tickets and advertising for a campaign fund raiser are required to have a political disclaimer.
- Tickets with stubs can be used so the name, address and occupation of the contributor can be written on the stub at the time of sale and remitted to the campaign treasurer for reporting.



Contributions by Foreign Nationals - United States Code - Title 2, Chapter 14, Subchapter 1, Section 441e

It is unlawful for a foreign national directly or through any other person to make any contribution of money or other thing of value, or to promise expressly or impliedly to make any such contribution, in connection with an election to any political office or in connection with any primary election, convention, or caucus held to select candidates for any political office; or for any person to solicit, accept, or receive any such contribution from a foreign national.

As used in this section, the term “foreign national” means:

- A foreign principal, as such term is defined by Section 611(b)(3) of Title 22, except that the term “foreign national” shall not include any individual who is a citizen of the United States.
- An individual who is not a citizen of the United States and who is not lawfully admitted for permanent residence, as defined by Section 1101(a)(20) of Title 8.

Title 22, Section 611(b)(3) - the term “foreign principal” includes a partnership, association, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country.

Title 8, Section 1101(a)(20) – the term “lawfully admitted for permanent residence” means the status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed.

Campaign Expenditures (cont.)

What is the Definition of a Campaign Expenditure? - F.S. 106.011(10)(a)

Expenditure means a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election, or making an electioneering communication.

Can I Make a Campaign Expenditure? - F.S. 106.11 & 106.14

Yes. All campaign expenditures must be paid from the campaign account.

The candidate qualifying fee must be paid using a campaign check.

Only a candidate's campaign treasurer or deputy campaign treasurer is allowed to sign checks drawn on the campaign account.

A candidate **may not** authorize any expenditure for the purchase of goods or services unless there are sufficient funds on deposit in the campaign account to pay the full amount of the authorized expense. F.S. 106.11(4) specifies that the term "sufficient funds on deposit" means that the funds have been delivered to the depository for deposit, not that the funds are available for withdrawal pursuant to funds availability policies of the bank.

A candidate must pay for all expenses authorized or incurred for the purchase of goods or services upon final delivery and acceptance of the goods or services.

Utility companies providing services to candidates must charge a deposit sufficient to meet all anticipated charges during a billing period. Payment for public utilities such as telephone, electric, gas, water and like services must be made when the bill is received.

F.S. 106.021(3) - No expenditure, including expenditures by a candidate or the candidate's family, shall be directly or indirectly made or received in furtherance of the candidacy of any person, except through the campaign treasurer; provides for exceptions.

May I Use Debit Cards for Campaign Expenditures? - F.S. 106.11(2)(a)

Yes. A debit card may be used if it is obtained from the same financial institution that has been designated as the candidate's primary campaign depository. Debit cards can be issued in the name of the treasurer, deputy treasurer or authorized user. The debit card must include the candidate's name. No more than three debit cards can be requested or issued. A debit card cannot be used to receive cash back as part of, or independent of, any transaction for goods or services.

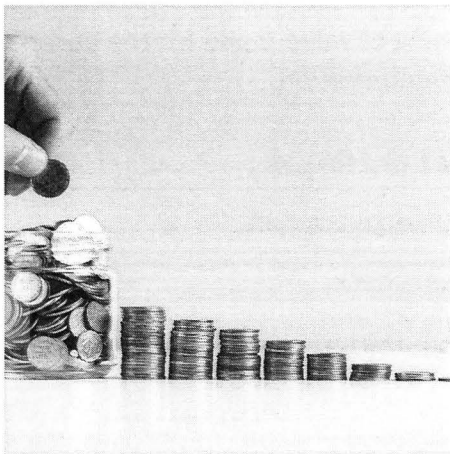
All receipts for debit card transactions must contain:

- The last four digits of the debit card number
- The exact amount of the expenditure
- The name of the payee
- The signature of the campaign treasurer, deputy treasurer or authorized user
- The exact purpose for which the expenditure is authorized

Campaign Expenditures *(cont.)*

Can I Have Petty Cash Funds? - F.S. 106.12 & 106.07(4)(a)(8)

Yes. A candidate may establish a petty cash fund to be used by the campaign. To establish the fund, the campaign treasurer must write a check drawn from the campaign



account. Cash contributions received by a candidate must not be mixed with petty cash.

Until the end of candidate qualifying, the campaign treasurer may withdraw \$500 per calendar quarter from the campaign account for the petty cash fund.

After qualifying is over and until the election at which the candidate is eliminated, elected to office or becomes unopposed, the treasurer may withdraw \$100 per week.

The petty cash fund must be spent in amounts less than \$100. Petty cash may only be used for office supplies (pens, pencils, paper clips), transportation expenses, and other necessities. Petty cash shall not be used for the purchase of time, space, or services from communications media.

The total amount withdrawn and the total amount spent for petty cash must be reported in each reporting period. Individual expenditures of petty cash do not have to be reported, but complete records of petty cash expenditures must be kept.

Can I Use Credit Cards to Make Campaign Expenditures? - F.S. 106.125

No. Only candidates for statewide office and political committees created to support or oppose any candidate for statewide office or to support or oppose any statewide issue may obtain a credit card. These credit cards are only to be used for making travel-related campaign expenditures.

May I Draw a Salary or Pay for Personal Living Expenses From My Campaign Account? - F.S. 106.1405

No. A candidate or the spouse of a candidate may not use campaign funds to defray normal living expenses for the candidate or the candidate's family.

Expenses actually incurred for transportation, meals, and lodging by the candidate or a family member during travel in the course of the campaign can be paid for with campaign funds.

Are There Any Limits on How Much I Spend on My Campaign?- F.S. 106.11(4)

A candidate is only limited by the funds available in his or her campaign account.

What is an Independent Expenditure? - F.S. 106.011(12)(a)

Independent expenditure means an expenditure by a person for the purpose of expressly advocating the election or defeat of a candidate or the approval or rejection of an issue, which expenditure is not controlled by, coordinated with, or made upon consultation with, any candidate, political committee, or agent of such candidate or committee.



Campaign Expenditures (cont.)

What is Not Considered an Independent Expenditure? - F.S. 106.011(12)(b)

- An expenditure for the purpose of expressly advocating the election or defeat of a candidate by a person having a contract with the candidate, political committee, or agent of such candidate or committee in a given election period is not an independent expenditure.
- An expenditure for the purpose of expressly advocating the election or defeat of a candidate which is made by the national, state, or county executive committee of a political party, including any subordinate committee of the political party, an affiliated party committee, a political committee, or any other person, is not considered an independent expenditure if the committee or person:
 1. Communicates with the candidate, the candidate's campaign, or an agent of the candidate acting on behalf of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member, concerning the preparation of, use of, or payment for, the specific expenditure or advertising campaign at issue;
 2. Makes a payment in cooperation, consultation, or concert with, at the request or suggestion of, or pursuant to a general or particular understanding with the candidate, the candidate's campaign, a political committee supporting the candidate, or an agent of the candidate relating to the specific expenditure or advertising campaign at issue;
 3. Makes a payment for the dissemination, distribution, or republication, in whole or in part, of a broadcast or a written, graphic, or other form of campaign material prepared by the candidate, the candidate's campaign, or an agent of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member;
 4. Makes a payment based on information about the candidate's plans, projects, or needs communicated to a member of the committee or person by the candidate or an agent of the candidate, provided the committee or person uses the information in any way, in whole or in part, either directly or indirectly, to design, prepare, or pay for the specific expenditure or advertising campaign at issue;
 5. After the last day of the qualifying period prescribed for the candidate, consults about the candidate's plans, projects, or needs in connection with the candidate's pursuit of election to office and the information is used in any way to plan, create, design, or prepare an independent expenditure or advertising campaign, with:
 - a. An officer, director, employee, or agent of a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate; or
 - b. A person whose professional services have been retained by a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate;
 6. After the last day of the qualifying period prescribed for the candidate, retains the professional services of a person also providing those services to the candidate in connection with the candidate's pursuit of election to office; or
 7. Arranges, coordinates, or directs the expenditure, in any way, with the candidate or an agent of the candidate.

Campaign Expenditures *(cont.)*

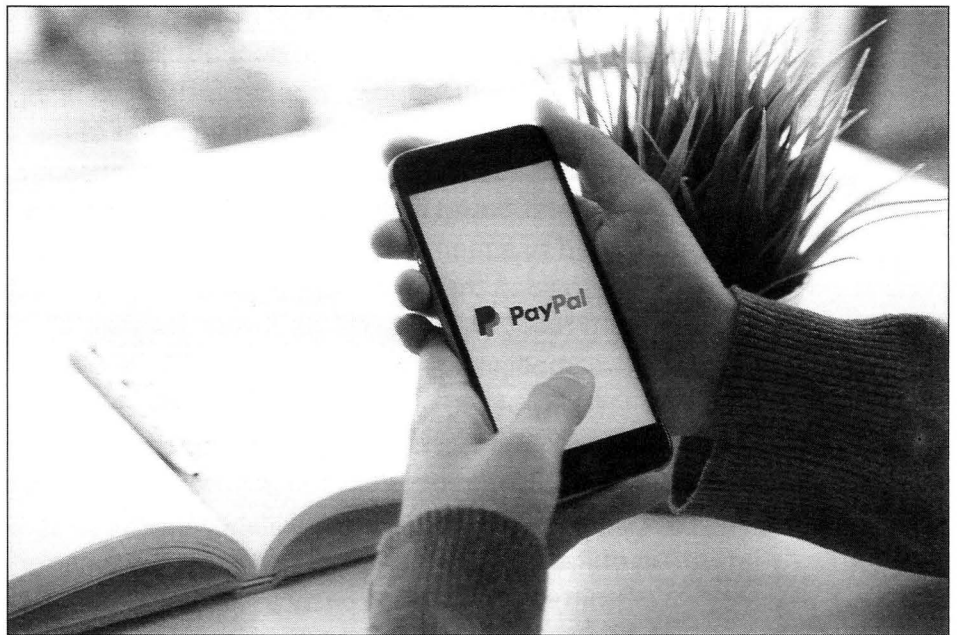
What are the Reporting Requirements for Independent Expenditures? - F.S. 106.071(1)

A person making an independent expenditure which in the aggregate is in the amount of \$5,000 or more must file a report with the qualifying officer of the candidate on whose behalf the expenditure was made at the same time as political committees that support or oppose candidates. The report must include the following information:

- The full name and address of the person making the expenditure.
- The full name and address of each person to whom and for whom each such expenditure has been made.
- The amount, date, and purpose of each such expenditure.
- A description of the services or goods obtained by each such expenditure.
- The issue to which the expenditure relates.
- The name and address of, and office sought by, each candidate on whose behalf such expenditure was made.

Can I report a “summary” or “lump sum” of transaction fees from PayPal?

Yes. A candidate can report a “summary” or “lump sum” of all transaction fees during a reporting period. The candidate, like with all reported expenditures, would provide the name, full address and purpose of the expenditure, but would provide a “summary” or “lump sum” of the transaction fees in the total monetary expense box in that line item of the report.



Campaign Financial Reporting Requirements

Reporting Campaign Contributions and Expenditures - F.S. 106.07 & 106.141

Candidates need to stay involved in managing campaign finances. Ultimately, it is the candidate’s responsibility to ensure the completeness and accuracy of the treasurer’s report. A candidate or campaign treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a first degree misdemeanor. F.S 106.07(5).

It is not the responsibility of the Supervisor of Elections, nor does the Supervisor of Elections have authority to investigate or ensure that all contributions and expenditures are reported. The Supervisor of Elections must accept the documents at face value.

Campaign Financial Reporting Requirements (cont.)

The reporting calendar for the 2020 election cycle is as follows:

M = Monthly

P = Primary

G = General

TR = Termination Report

REPORT	CODE	COVERED PERIOD	DUE DATE
Monthly	M1	January 1 - January 31, 2020	February 10, 2020
Monthly	M2	February 1 - February 29, 2020	March 10, 2020
Monthly	M3	March 1 - March 31, 2020	April 10, 2020
Monthly	M4	April 1 - April 30, 2020	May 11, 2020
Monthly	M5	May 1 - May 31, 2020	June 10, 2020
60 th Day	P1	June 1 - June 12, 2020	June 19, 2020
46 th Day	P2	June 13 - June 26, 2020	July 3, 2020
32 nd Day	P3	June 27 - July 10, 2020	July 17, 2020
25 th Day	P4	July 11 - July 17, 2020	July 24, 2020
18 th Day	P5	July 18 - July 24, 2020	July 31, 2020
11 th Day	P6	July 25 - July 31, 2020	August 7, 2020
4 th Day	P7	August 1 - August 13, 2020	August 14, 2020
60 th Day	G1	August 14 - August 28, 2020	September 4, 2020
46 th Day	G2	August 29 - September 11, 2020	September 18, 2020
32 nd Day	G3	September 12 - September 25, 2020	October 2, 2020
25 th Day	G4	September 26 - October 2, 2020	October 9, 2020
18 th Day	G5	October 3 - October 9, 2020	October 16, 2020
11 th Day	G6	October 10 - October 16, 2020	October 23, 2020
4 th Day	G7	October 17 - October 29, 2020	October 30, 2020
TR - May	TRM	April 1 - July 23, 2020	July 23, 2020
TR - June	TRJ	June 1 - September 10, 2020	September 10, 2020
TR- Primary	TRP	August 14 - November 16, 2020	November 16, 2020
TR - General	TRG	October 30, 2020 - February 1, 2021	February 1, 2021

Campaign Financial Reporting Requirements (cont.)

Deadlines for Filing Reports - F.S. 106.07(2)(a) 1.

Campaign Finance Reports must be completed and filed electronically through the Supervisor of Elections website using the C-Finance module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Reporting Campaign Contributions - F.S. 106.07

A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer's Report - Summary totals for all contributions received during the reporting period. An itemization of contributions received, regardless of the amount, must be reported on the DS-DE 13 - Itemized Contributions form.

The DS-DE 13 - Itemized Contributions form must contain the following:

- The full name and full address of each person or political committee who made a contribution during the reporting period, the amount, and date the contribution was received. When contributions are received from joint checking accounts, the signer of the check is the contributor.
- If a contribution is more than \$100, the report must include the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported). The occupation or type of business must be specific. A clear description of the type of business or occupation must be provided.
- The full name, full address, occupation and principal place of business, if any, of each person who made a loan to the campaign during the reporting period, together with the amount and date the loan was received.
- A statement of each contribution, rebate, refund, or other receipt not listed above.
- The DS-DE 12 - Campaign Treasurer's Report - Summary shall include the total contributions, loans, in-kind contributions, and other receipts by or for such candidate during the reporting period.



Common Errors in Reporting Campaign Contributions

- Incomplete addresses.
- Contributions over \$100 without a clear description of the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported).
- Contributions received outside the reporting period. A contribution is considered received on the day the candidate or treasurer actually received the contribution, not the date it is deposited.
- Contributions that exceed the contribution limit of \$1,000 per person, per election.
- Cash contributions that exceed the \$50 limit.

Returning Campaign Contributions - F.S. 106.07(4) & F.S. 106.08

Contributions which are returned prior to being deposited in the campaign account must be reported on the DS-DE 2 - Contributions Returned form.

A candidate receiving a contribution in excess of the contribution limit must return to the contributor the amount over the contribution limit.

Any contribution received on the day of an election or less than five days prior to an election by a candidate with opposition must be returned.

Campaign Financial Reporting Requirements (cont.)

Returning Campaign Contributions - F.S. 106.08 (continued)

Once a candidate is elected, defeated, becomes unopposed or withdraws, contributions may not be accepted. Any contribution received after this time must be returned to the contributor.

If a candidate has deposited a contribution in the campaign account that is required to be returned, he or she must report the itemized contribution, write a check from the campaign account to the contributor for the amount of the contribution, report the itemized expenditure, and explain on the form under the “Purpose of Expenditure” column the reason for returning the contribution. A candidate may wish to notify the filing officer in writing of the error so that this information can be placed in the candidate’s file.

Reporting Campaign Expenditures - F.S. 106.07

A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer’s Report - Summary totals for all expenditures during the reporting period. An itemization of expenditures made, regardless of the amount, must be reported on the DS-DE 14 - Itemized Expenditures form.

The DS-DE 14 - Itemized Expenditures form must contain the following:

- The full name and full address of each person to whom expenditures have been made during the reporting period, the amount, date and purpose of each such expenditure. The purpose of an expenditure must be clear.
- The full name and full address of each person to whom an expenditure has been made for personal services, salary or reimbursed expenses and which is not otherwise reported, including the amount, date and purpose of such expenditure. Receipts for reimbursement of expenditures shall be retained by the treasurer along with the records for the campaign account.
- *The total amount withdrawn and the total amount spent for petty cash during the reporting period. Petty Cash – A candidate does not have to report individually each expenditure made from the petty cash fund. However, complete records of petty cash expenditures must be kept, F.S. 106.12.*
- The amount and nature of any separate interest-bearing accounts or certificates of deposit and identification of the financial institution in which such accounts or certificates are located.
- The amount and nature of debts and obligations owed by or to the candidate, which relate to the conduct of any political campaign.
- The DS-DE 12 - Campaign Treasurer’s Report - Summary shall include the total expenditures made during the reporting period.
- The primary purpose of an expenditure made indirectly through a campaign treasurer pursuant to F.S. 106.021(3) for goods and services such as communications media placement or procurement services, campaign signs, insurance, and other expenditures that include multiple components as part of the expenditure. The primary purpose of an expenditure shall be that purpose, including integral and directly related components, that comprises 80 percent of such expenditure.



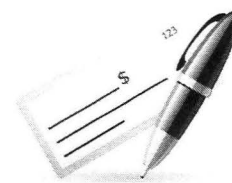
Common Errors in Reporting Campaign Expenditures

- Incomplete addresses
- Expenditures made outside the reporting period
- Purpose of expenditures not provided
- Contribution type is incorrect

Campaign Financial Reporting Requirements (cont.)

Reimbursement for Campaign Expenses - F.S. 106.021(3)(b)

Campaign checks must be used to reimburse candidates and other individuals for campaign expenses. The full names and the purposes of reimbursements shall be reported.



Incomplete Reports - F.S. 106.07(2)(b)

An incomplete report shall be accepted on a conditional basis.

The Supervisor of Elections will inform the candidate and campaign treasurer by telephone and certified mail or other method that provides proof of delivery of the notice that the report is deemed incomplete. The treasurer must file an amended report within seven days of being notified. The amended report must include a complete account of all contributions and expenditures to be considered a complete report.

Waiver of Report - F.S. 106.07(7)

In any reporting period during which a candidate has not received contributions or made any expenditures, the filing of the required report is waived. The candidate must file a DS-DE 87 Waiver of Report.

What is the Penalty for Late Filing? - F.S. 106.07(8)

The Supervisor of Elections shall notify the candidate and campaign treasurer by telephone or mail if a report is late. Any candidate who does not file a report by the deadline will be subject to a fine for each late day.



Late filing fines must be paid from PERSONAL FUNDS (not campaign funds).

The fine shall be \$50 per day for the first three days late and thereafter, \$500 per day. The total of the fine cannot exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

For reports immediately preceding each special primary election, special election, primary election and general election, the fine shall be \$500 for each late day, subject to the same 25% limit.

Within twenty (20) days after receipt of the notice, a candidate may:

Pay the fine from PERSONAL FUNDS (not campaign funds) to the Supervisor of Elections

OR

Appeal the fine to the Florida Elections Commission and notify the Supervisor of Elections in writing.

The Supervisor of Elections shall notify the Florida Elections Commission if a candidate fails to pay any fines imposed.

If a candidate repeatedly files late reports, it is the Supervisor of Elections' responsibility to notify the Florida Elections Commission.

Disposing of Surplus Campaign Funds

How May Campaign Funds be Used After the Election? - F.S. 106.11(4) & (5)

Candidates can reimburse themselves at any time as long as funds are available.

A candidate who withdraws, becomes unopposed, is defeated or elected to office may expend funds from the campaign account to:

- Purchase “thank you” advertising for up to 75 days.
- Pay for items that were **previously** obligated.
- Pay for expenditures necessary to close the campaign office and prepare final campaign reports.
- Dispose of surplus funds as provided in F.S. 106.141.

Money From Separate Interest-Bearing Account or Certificate of Deposit - F.S. 106.141(3)

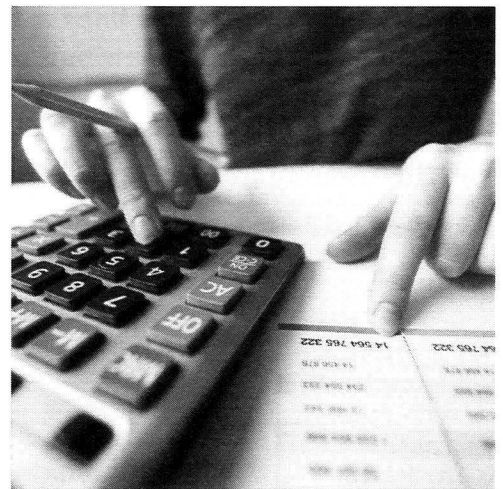
A campaign treasurer of any candidate who withdraws, becomes unopposed, is defeated, or elected to office, and who has funds on deposit in any interest-bearing account or certificate of deposit, must, within seven days, transfer such funds and accumulated interest earned thereon to the primary campaign account for disposal.

However, when funds are in an account in which penalties will apply for withdrawal within the seven-day period, the campaign treasurer may transfer such funds and accumulated interest earned as soon as the funds can be withdrawn without penalty, or within 90 days after the candidate withdraws, becomes unopposed, is defeated, or elected to office, whichever comes first.

Disposing of Surplus Campaign Funds - F.S. 106.141(4)

Surplus funds in a campaign account must be disposed of within 90 days by any of the following means, or a combination thereof:

- Return pro rata to each contributor the funds which have not been spent or obligated.
- Donate the funds to a charitable organization or organizations which meet the qualifications of Section 501(c)(3) of the Internal Revenue Code.
- Give the funds which have not been spent or obligated to the affiliated party committee or political party of which such candidate is a member not to exceed \$25,000.
- Give the funds that have not been spent or obligated:
 - ⇒ In the case of a candidate for state office, to the state to be deposited in either the Election Campaign Trust Fund or the General Revenue Fund, as designated by the candidate; or,
 - ⇒ In the case of a candidate for office of a political subdivision, to such political subdivision, to be deposited in the general fund thereof.



Disposing of Surplus Campaign Funds (cont.)

Office Account Limitations - F.S. 106.141(5)

A candidate elected to office or a candidate who will be elected to office by virtue of being unopposed may, in addition to disposing of all the funds in the campaign account in accordance with F.S. 106.141(4), transfer funds from the campaign account to an office account up to the limits listed below:

- \$5,000 multiplied by the number of years in the term of office, for a candidate for county office or for a candidate for any election conducted on less than a countywide basis;
- \$3,000 for a candidate for county judge.

Filing the Termination Report - F.S. 106.141(1) & (8)(a)

A candidate who withdraws, becomes unopposed, is defeated or elected to office must, within **90** days, dispose of funds in the campaign account and file a campaign treasurer's report reflecting the disposition of funds (Termination Report). The report must include the following information:

- The name and address of each person or unit of government to whom any of the funds were distributed and the amounts;
- The name and address of each person to whom an expenditure was made together with the amount and purpose; and
- The amount of such funds transferred to an office account together with the name and address of the bank in which the office account is located.
- If a refund check is received after the campaign account is closed and all surplus funds have been disposed of, the check may be endorsed by the candidate and the refund disposed of pursuant to F.S. 106.141. An amended termination report must be filed with the appropriate filing officer showing the refund and disposition.

F.S. 106.07(8)(b) states the fine for filing a late termination report is \$50 per day for each day late, not to exceed 25% of the total contributions or expenditures, whichever is greater for the period covered by the late report.

The reporting schedule for the 2020 election cycle is as follows:

TR = Termination Report M = May J = June P = Primary G = General

TR - May	TRM	April 1 - July 23, 2020	July 23, 2020
TR - June	TRJ	June 1 - September 10, 2020	September 10, 2020
TR- Primary	TRP	August 14 - November 16, 2020	November 16, 2020
TR - General	TRG	October 30, 2020 - February 1, 2021	February 1, 2021



The Supervisor of Elections will notify each candidate at least 14 days before the due date, F.S. 106.141(8)(b).

Office Accounts Guidelines

Establishing an Office Account

- F.S. 106.141(5)

The office account established from leftover campaign funds must be separate and apart from any other account.

Any funds so retained by a candidate must be used only for legitimate expenses in connection with the candidate's public office, which may include:

- Travel expenses incurred by the officer or staff member.
- Personal taxes payable on office account funds by the candidate or elected public official.
- Expenses incurred in the operation of his or her office, including additional staff.
- Professional services provided by a certified public accountant or attorney for preparation of the elected official's financial disclosure filing.
- Costs associated to prepare and mail holiday cards or newsletters about the elected official's public business to constituents as long as such correspondence does not constitute a political advertisement, independent expenditure, or electioneering communication.
- Fees to certain organizations of which the elected official is a member.
- Items of modest value given on behalf of the elected official for a constituent's special event or family occasion.
- Personal expenses in connection with attending a constituent meeting or event where public policy is discussed, if no more than once a week.

If a candidate is re-elected or elected to another office and has funds remaining in an office account, surplus campaign funds may be transferred to the office account. At no time may the funds in the office account exceed the limitations imposed by F.S. 106.141(5).



Reporting Office Account Funds

- F.S. 106.141(9)

A candidate elected to office who transfers surplus campaign funds into an office account is required to file a report 10 days following the end of each calendar quarter (following the Termination Report) until the office account is closed. The report is filed on the DS-DE 48 - Office Account Report and the DS-DE 48A - Office Account Disbursement or Deposit Information.

Upon Leaving Public Office - F.S. 106.141(5)

Upon leaving public office any person who has funds in an office account shall give such funds to:

- Pay for professional services by a certified public accountant or an attorney for preparation of the official's financial disclosure filing.
- A charitable organization or organizations which meet the qualifications of Section 501(c)(3) of the Internal Revenue Code.
- In the case of a state officer, to the state to be deposited in the General Revenue Fund; or
- In the case of an officer of a political subdivision, to the political subdivision to be deposited in the general fund thereof.

Political Advertising and Disclaimers

Definition of Political Advertisement - F.S. 106.011(15)

A political advertisement is a paid expression in a communications media, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which shall support or oppose any candidate, elected public official or issue.

Campaign business cards and campaign letterhead are forms of communication and are considered political advertising and therefore require a disclaimer.



Exceptions:

- A statement by an organization in existence before the time during which a candidate qualifies for that election, in support of or in opposition to a candidate, in that organization's newsletter, which newsletter is distributed only to the members of that organization.
- Editorial endorsements by a newspaper, a radio or television station, or any other recognized news medium.

Definition of Communications Media - F.S. 106.011(4)

Communications media means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer; however, with respect to the Internet, an expenditure is deemed an expenditure for the use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

Miscellaneous Advertisements - F.S. 106.1437

Any advertisement, other than a political advertisement or independent expenditure, on billboards, bumper stickers, radio, or television, or in a newspaper, a magazine, or a periodical, intended to influence public policy or the vote of a public official, shall clearly designate the sponsor of such advertisement by including a clearly readable statement of sponsorship. If the advertisement is broadcast on television, the advertisement shall also contain a verbal statement of sponsorship. The section does not apply to editorial endorsements.

An expenditure made for, or in furtherance of, a miscellaneous advertisement is not considered to be a contribution to or on behalf of a candidate, and does not constitute an independent expenditure. Such expenditures are not subject to the limitation applicable to independent expenditures.

Candidate Petitions - Administrative Rule 1S-2.045 & DS-DE 104

A political disclaimer need not be on a candidate petition form; however, if the reproduced petition form is contained within a larger political advertisement, the political advertisement would have to have the disclaimer, but it need not appear on the petition itself.

Political Advertising and Disclaimers (cont.)

Internet, Email and Other Technology **- F.S. 106.143 (10)(b)-(i)**

The Technology and Elections Act provides exceptions for political disclaimers for any campaign message or political advertisement used by a candidate and the candidate's supporters if the message or advertisement is:

- Placed as a paid link on a website, provided the message or advertisement is no more than 200 characters in length and the link directs the user to another website that complies with F.S. 106.143(1).
- Placed as a graphic or picture link where compliance with the requirements of this section is not reasonably practical due to the size of the graphic or picture link and the link directs the user to another website that complies with F.S. 106.143(1).
- Placed at no cost on a website for which there is no cost to post content for public users.
- Placed or distributed on an unpaid profile or account which is available to the public without charge or on a social networking website, as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement. A candidate or political committee may prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.
- Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it.
- Connected with or included in any software application or accompanying function, provided that the user signs up, opts in, downloads, or otherwise accesses the application from or through a website that complies with F.S. 106.143(1).
- Sent by a third-party user from or through a campaign or committee's website, provided the website complies with F.S. 106.143(1).
- Contained in or distributed through any other technology-related item, service, or device for which compliance with F.S. 106.143(1) is not reasonably practical due to the size or nature of such item, service, or device as available, or the means of displaying the message or advertisement makes compliance with subsection (1) impracticable.



Each page of your website must include the required political disclaimers, F.S. 106.011(15) &(4).

Political Advertising and Disclaimers (cont.)

Novelty Items and Items to be Worn - F.S. 106.143(8) & (10)(a)

Florida law makes these exceptions for political disclaimers:

- Novelty items having a retail value of \$10 or less which support, but do not oppose, a candidate or issue. (Examples: pens/pencils, golf tees, Emery boards, candy)
- Items meant to be worn (Examples: T-shirts, hats, buttons)

Advanced Approval of Political Advertisement/Written Statement - F.S. 106.143(5)

Any political advertisement not paid for by a candidate, including those paid for by a political party, other than an independent expenditure, offered on behalf of a candidate must be approved in advance by the candidate. Such political advertisement must expressly state that the content of the advertisement was approved by the candidate, unless the political advertisement is published, displayed, or circulated in compliance with subparagraph (1)(a) 2., and must state who paid for the advertisement.

The candidate must provide a written statement of authorization to the newspaper, radio station, television station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution. Exceptions include novelty items having a retail value of \$10 or less which support, but do not oppose, a candidate and items designed to be worn by a person.

Example:

Political advertisement, not an independent expenditure, offered on behalf of a nonpartisan candidate:

ABC Foundation Supports the Re-Election of Jane Doe Nassau County Judge

Pd. Pol. Adv. By ABC Foundation
111 Jewel Street, Tallahassee, FL 32333
Content approved in advance by Jane Doe,
For Nassau County Judge

July 15, 2006

Dear Sir or Madam:

Please let this letter serve as my approval of the political advertisement by the ABC Foundation supporting my candidacy for Nassau County Judge.

Sincerely,
Jane Doe

Use of Closed Captioning - F.S. 106.165

Each candidate must use closed captioning and descriptive narrative in all television broadcasts regulated by the Federal Communications Commission that are on behalf of, or sponsored by, a candidate or must file a written statement with the qualifying officer setting forth the reasons for not doing so.

Polls and Surveys - F.S. 106.17

Any candidate may authorize or conduct a political poll, survey, index, or measurement of any kind relating to candidacy for public office so long as the candidate maintains complete jurisdiction over the poll in all its aspects.

State and county executive committees of a political party or affiliated party committee may authorize and conduct political polls for the purpose of determining the viability of potential candidates. Poll results may be shared with potential candidates, and polling expenditures are not considered contributions.

Political Advertising and Disclaimers *(cont.)*

Disclaimers on Political Advertisements - F.S. 106.143, 106.071, and 106.025

Any political advertisement and any campaign literature published, displayed, or circulated prior to, or on the day of an election must identify the persons or organizations paying for the advertisement as follows:

1. **A political advertisement paid for by a candidate** must contain the following disclaimer:

“Political advertisement paid for and approved by (name of candidate), (party affiliation) for (office sought)” or “Paid by (name of candidate), (party affiliation), for (office sought).”

Any political advertisement that is paid for by a write-in candidate and that is published, displayed, or circulated before, or on the day of, any election must prominently state:

“Political advertisement paid for and approved by (name of candidate), write-in candidate, for (office sought)” or “Paid by (name of candidate), write-in candidate, for (office sought).”



Also, the disclaimer language alternatives provided above must be verbatim as quoted in s. 106.143, F.S. Variations are prohibited by law.

2. **A political advertisement provided to the candidate as an in-kind contribution** by a political party must contain the following disclaimer:

“Paid political advertisement paid for in-kind by (name political party) approved by (name of candidate), (party affiliation) for (office sought).”

Any political advertisement made pursuant to F.S. 106.021(3)(d) must prominently state the name and address of the political committee or political party paying for the advertisement.

3. **A political advertisement paid for by an independent expenditure** must contain the following disclaimer:

“Paid political advertisement paid for by (name and address of person or organization paying for advertisement) independently of any (candidate or committee).”

Anyone who makes an independent expenditure for a political advertisement must provide a written statement that no candidate has approved the advertisement to the newspaper, radio station, TV station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution.

Any other political advertisement published, displayed, or circulated before, or on the day of, any election must prominently:

- 1) Be marked “paid political advertisement” or with the abbreviation “pd. pol, adv.”
- 2) State the name and address of the persons paying for the advertisement
- 3) State whether the advertisement and the cost of production is paid for or provided in-kind by or at the expense of the entity publishing, displaying, broadcasting, or circulating the political advertisement.
- 4) Tickets sold or advertising for fund raisers must have a political disclaimer.



Disclaimer requirements do not apply to individuals seeking a publicly elected position on a political party executive committee.

By law, a candidate is not required to include, as part of the political disclaimer, the district number of the office sought. However, a candidate may want to include the district number to avoid questions or inquiries.

Political Advertising and Disclaimers (cont.)

Party Affiliation and Political Advertisements - Section 106.143, DE 06-12 & DE 78-43

A candidate running for a partisan office in any election must include on political advertisements the name of the political party of which the candidate is seeking nomination or is the nominee. For example...

- Democratic Party may use “Dem” or “D”
- Republican Party may use “Rep” or “R” or “GOP”
- Graphic symbols of political parties do not satisfy the statute (Division of Elections Opinion 78-43)

A list of Political Party Names and Abbreviations may be found online at VotePinellas.com > Candidates & Committees > Parties/Committees/ECOs > National and Statewide Political Parties.

Nonpartisan candidates are not required to reference “Nonpartisan” and shall not state the candidate’s political party affiliation; however, the political advertisement may state the candidate’s partisan-related experience, F.S. 106.143(3), for example “Precinct Committeeman for the PCREC/PCDEC.”

If a candidate for partisan office is running as a candidate with no party affiliation, any political advertisement must state that the candidate has no party affiliation by stating “No Party Affiliation” or “NPA.”

This section does not apply to items that are meant to be worn or novelty items having a retail value (\$10 or less) which support, but do not oppose, a candidate.

Incumbency and Political Advertisements - Section 106.143(6)

Only an incumbent candidate *can use* the word “re-elect” or “for” in his or her political advertising. For example, “Re-Elect John Smith, School Board” or “John Smith for School Board”.

A candidate who is running for an office that he or she does not presently hold *must use* the word “for” in political advertisements between his or her name and the name of the office for which the candidate is running. For example, “ Mary Smith for School Board”.

Exceptions:

- Novelty items having a retail value (\$10 or less) which support, but do not oppose, a candidate.
- Items designed to be worn by a person.
- Bumper stickers.

Statements of Endorsement - F.S. 106.143(4)

Under certain circumstances involving endorsements, written statements must be obtained by the candidate. A candidate (or another person on behalf of a candidate) cannot represent that any person or organization supports the candidate unless the person or organization that is being represented as supporting the candidate has given their approval in writing to the candidate to make the representation.

Exceptions:

- Editorial endorsements by any newspaper, radio or television station.
- Political Party publications advocating the candidacy of its nominees.

Political Advertising and Disclaimers (cont.)

Examples of Political Advertising and Political Disclaimers

1. Non-incumbent, partisan candidate running for partisan office:

**ELECT
JANE DOE
For State Representative
District 9**

Paid by Jane Doe, Rep., for State Representative

OR

**ELECT
JANE DOE
For State Representative
District 9**

Political advertisement paid for and approved by Jane Doe, Republican, for State Representative

2. Incumbent, partisan candidate running for partisan office:

**RE-ELECT
JOHN DOE
Sheriff**

Political advertisement paid for and approved by John Doe, Democrat, for Sheriff

OR

**RE-ELECT
John Doe
Sheriff**

Paid by John Doe, Democrat, for Sheriff

3. Non-incumbent, no party affiliation candidate running for partisan office:

**ELECT
John Doe
For State Senate**


Political advertisement paid for and approved by John Doe, NPA, for State Senate

OR

**ELECT
Joe Doe
For State Senate**

Paid by John Doe, No Party Affiliation, for State Senate


4. Non-incumbent candidate running for nonpartisan office:



**ELECT
John Doe
For School Board**

Political advertisement paid for and approved by John Doe for School Board

OR



**ELECT
John Doe
For School Board**

Paid by John Doe for School Board





Note: The word “*elect*” or “*re-elect*” is *not* required to be used in political advertisements. However, the word “*re-elect*” may not be used if the candidate is not the incumbent for the office sought.



Political Advertising and Disclaimers *(cont.)*

Examples of Political Advertising and Political Disclaimers

5. Incumbent candidate running for nonpartisan office:

 <p>RE-ELECT Jane Doe School Board</p> <p>Political advertisement paid for and approved by Jane Doe for School Board</p>	OR	 <p>RE-ELECT Jane Doe School Board</p> <p>Paid by Jane Doe for School Board</p>
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6. Disclaimer for write-in candidates:

 <p>Elect John Doe County Commission District 5</p> <p>Political advertisement paid for and approved by John Doe, write-in candidate, for County Commission</p>	OR	 <p>Elect John Doe County Commission District 5</p> <p>Paid by John Doe, write-in candidate, for County Commission</p>
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7. Non-incumbent candidate running for Judicial office:

<p><i>Jillian Doe For County Judge</i></p> <p>Political advertisement paid for and approved by Jillian Doe, for County Judge, Group 6</p>

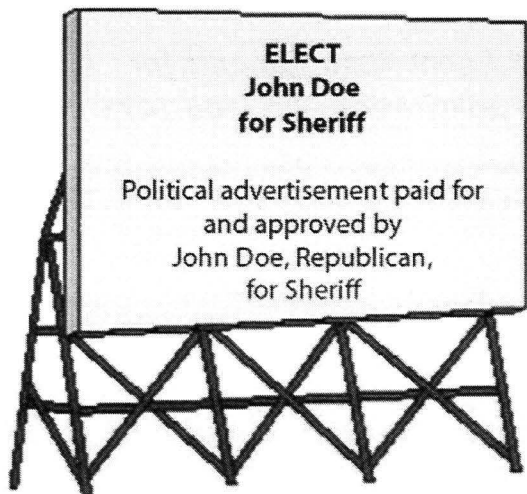
8. Incumbent, partisan candidate, advertisement paid for in-kind:

	<p>RE-ELECT <i>Jane Doe</i> Board of County Commissioner, District 1</p>	
<p>Pd. Pol. Adv. Paid For In-Kind By Florida ABC Party, Approved by Jane Doe, Democrat, for Board of County Commissioners, District 1</p>		

Political Advertising and Disclaimers *(cont.)*

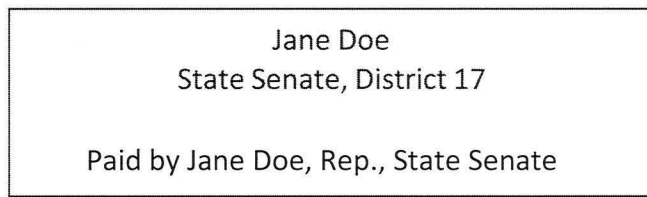
Other Political Disclaimer Examples:

Billboards:



Language Other Than English - F.S. 106.143(9)

A candidate may print his or her political disclaimer in the same language as whatever is used in the political advertisement.



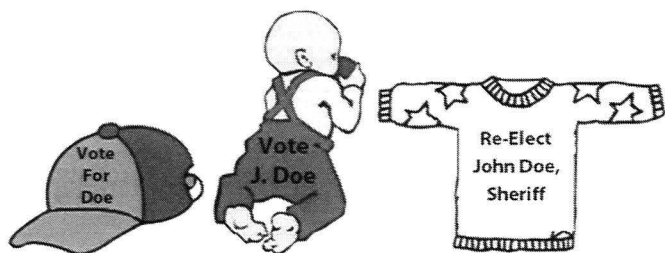
Clothing:

None of the requirements of Section 106.143, Florida Statutes, to include political disclaimers, apply to campaign messages or political advertisements used by a candidate and the candidate's supporters or by a political committee if the message advertised is designed to be worn by a person.



Bumper Stickers:

On bumper stickers, there is no requirement to use the word "for" between the candidate's name and the office being sought in the body of the bumper sticker. [F.S. 106.143(6)]



NOTE: Persons campaigning are not permitted to wear election shirts purchased from the Supervisor of Elections.

Campaign Solicitation

Telephone Solicitation, Disclosure Requirements, Prohibitions - F.S. 106.147

Any telephone call supporting or opposing a candidate, elected public official, or ballot proposal must identify the persons or organizations sponsoring the call by stating either: “paid for by (insert name of persons or organizations sponsoring the call)” or “ paid for on behalf of (insert name of persons or organizations authorizing call).” This section does not apply to any telephone call in which both the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

Any telephone call conducted for the purpose of polling respondents concerning a candidate or elected public official which is part of a series of like telephone calls that consists of fewer than 1,000 completed calls and averages more than two minutes in duration is presumed to be a political poll and not subject to the provisions above.

No telephone call shall state or imply that the caller represents any person or organization unless the person or organization so represented has given specific approval in writing to make such representation.

No telephone call shall state or imply that the caller represents a nonexistent person or organization.

Any telephone call, not conducted by independent expenditure, which expressly advocates for or against a candidate or ballot proposal requires written authorization by the candidate or sponsor of the ballot proposal that the call supports. A copy of such written authorization must be placed on file with the Supervisor of Elections by the candidate or sponsor of the ballot proposal prior to the time the calls commence.

For purposes of this section “Person” is defined as any candidate, any officer of any political committee, affiliated party committee or political party executive committee, any officer, partner, attorney, or other representative of a corporation,

partnership or other business entity, and any agent or other person acting on behalf of any candidate, political committee, affiliated party committee, political party executive committee, or corporation, partnership, or other business entity.

Registered Agent Requirements for Telephone Solicitation - F.S. 106.1475

Any person or organization that conducts any business in this state which consists of making paid telephone calls supporting or opposing any candidate or elected public official must, prior to conducting such business, have and continuously maintain, for at least 180 days following the cessation of such business activities in the state, a registered agent for the purpose of any service of process, notice, or demand required or authorized by law and must file with the Division of Elections a notice of such registered agent. Such registered agent must be an individual who is a resident of this state, a domestic corporation, or a foreign corporation authorized to do business in this state. However, this subsection does not apply to any person or organization already lawfully registered to conduct business in this state.

Conducting business in this state as specified in the preceding paragraph includes both placing telephone calls from a location in this state and placing calls from a location outside this state to individuals in this state.

Agents shall use DS-DE 100 to register with the Division of Elections. This form requires the following information: 1. The name, address, and telephone number of the registered agent. 2. The name, address, and telephone number of the person or organization conducting business in this state as specified above.

The person or organization conducting business in this state must immediately notify the Division of Elections of any changes in the information required relating to the appointment of the registered agent.

Campaign Solicitation (cont.)

Definition of Electioneering Communications Organization - F.S. 106.011(9)

Any group, other than a political party, affiliated party committee or political committee, whose election-related activities are limited to making expenditures for electioneering communications or accepting contributions for the purpose of making electioneering communications (as defined in F.S. 106.011(8)) and whose activities would not otherwise require the group to register as a political party or political committee under this chapter.

Electioneering Communications Organization (ECO) Registration Requirements - F.S. 106.03

Registration is solely dependent upon when expenditures are made and the amount of the expenditures.

ECOs are required to register within:

- (a) 24 hours of the date on which it makes expenditures for an electioneering communication in excess of \$5,000 if such expenditures occur within 30 days of a primary or special primary election or 60 days before any other election; or
- (b) 24 hours after the 30th day before a primary or special primary election, or within 24 hours after the 60th day before any other election, as applicable, if it makes expenditures for an electioneering communication in excess of \$5,000 before the "30/60 day" election window.

Electioneering Communications Organization (ECO) Reporting Requirements - F.S. 106.0703

ECOs shall file regular reports of all contributions received and all expenditures made by or on behalf of the organization. Reports shall be filed on the 10th day following the end of each calendar month from the time the organization is registered. If the 10th day is a Saturday, Sunday or legal holiday, the report shall be filed by the next business day.

Additionally, the ECO must file reports on the 60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary election and the general election.

Campaign Finance Reports must be completed and filed electronically through the Supervisor of Elections website using the C-Finance module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Florida law requires detailed records and reporting information concerning the following, but not limited to: the names, addresses, occupations of contributors; transfers of funds; loans; in-kind contributions; rebates; refunds; names and addresses to whom expenditures have been made by or on behalf of.

The treasurer of the ECO shall certify as to the correctness of each report, and each person so certifying shall bear the responsibility for the accuracy and veracity of each report. Any treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree.

Campaign Solicitation *(cont.)*

Electioneering Communications Organization (ECO) - Political Disclaimers and Solicitation **- F.S. 106.1439 & 106.147**

Any electioneering communication telephone call shall identify the persons or organizations sponsoring the call by stating either: "Paid for by...(insert name of persons or organizations sponsoring the call)..." or "Paid for on behalf of ...(insert name of persons or organizations authorizing call)..." This subsection does not apply to any telephone call in which the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

Florida Elections Commission (FEC)

The Florida Elections Commission (FEC) is a separate and independent entity from the Division of Elections. Commissioners are appointed by the Governor from lists of names submitted by legislative leaders, F.S. 106.24.

Automatic Fine Appeal Process **- F.S. 106.07(8)(c)**

Any candidate may appeal or dispute a fine for a late filed campaign treasurer's report. The appeal must be based on unusual circumstances surrounding the failure to file on the designated due date. The candidate may request, and is entitled to a hearing before the Florida Elections Commission, which has the authority to waive the fine in whole or in part. The appeal must be made within 20 days of receipt of the notice of payment due.



The candidate must, within the 20-day period, notify the qualifying officer in writing of his or her intention to bring the matter before the Commission.

Complaint Process - F.S. 106.25 & 106.28



Any person who has information of a violation of Chapters 104 or 106, Florida Statutes, shall file a sworn complaint with the Florida Elections Commission, 107 West Gaines Street, Suite 224, Tallahassee, Florida 32399-0250 or call (850) 922-4539. A complaint form may be obtained from the Florida Elections Commission at FEC.State.fl.us.

- The Supervisor of Elections Office does not have the authority to investigate, enforce or impose penalties for the violations of Chapter 104 or 106.
- A complaint must be filed with the Commission within two years from the date of the alleged violation.

Political Signs

Political Signs - F.S. 106.143 & 106.1435

The information in this section is general information regarding placement of political advertisement signs or advertising displays and does not include all the laws for Pinellas County and the municipalities. Candidates should read F.S.106.143 and 106.1435 and also become acquainted with Pinellas County and municipal sign ordinances (see ordinance information below, and County/Municipal contact information on page 52.)

How to File a Complaint Regarding a Political Sign



The Supervisor of Elections Office does not have the authority to investigate, enforce or impose penalties for violations of sign ordinances.

If a person believes that a candidate has violated the sign ordinance of the county or one of the municipalities, he/she may contact Pinellas County Code Enforcement at (727) 464-4761 or the municipality (see next page), to file a complaint.

Florida State Political Sign Laws

Usage and Removal of Political Campaign Advertisements:

- No signs may be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way.
- Candidates shall make a good faith effort to remove all political signs within 30 days after withdrawing as a candidate, being eliminated as a candidate, or being elected to office.
- If a candidate does not remove his or her campaign advertisements within 30 days, a political subdivision or government entity has the authority to remove the signs and may charge the candidate the actual cost for such removal.
- A municipality may impose additional or more stringent requirements on the use or removal of political advertisements.
- If a candidate wishes to reuse campaign signs left at the polls on Election Day, the signs must be collected by the candidate's campaign staff prior to our poll workers removing and disposing of them after the polls close.
- Failure to remove signs within 30 days of the end of an election is a violation of F.S. 106.1435, and complaints can be directed to the Florida Elections Commission. Again, county or municipal law may be more restrictive than state law.

Pinellas County Political Sign Ordinance - Section 138-3752

****Applies to Unincorporated Areas Only***

- Maximum of 6 sq. ft. (sign face) in residential areas.
- Maximum of 32 sq. ft. (sign face) in non-residential areas.
- Above are exempt from permitting requirements, except requirements relating to construction and safety. (Note: This means that signs have to be erected safely (not cause a sight distance problem, block view of traffic signage/signals, etc) and in conformance with any construction requirements.
- Sign may not obstruct a permanent sign or the vision between pedestrians and vehicles.
- Signs to be removed within three days after the election.
- For additional information, contact Pinellas County Code Enforcement at (727) 464-4761 or CodeEnf@PinellasCounty.org.

Political Signs *(cont.)*

Municipal Sign Regulation Contact Information:

MUNICIPALITY	TELEPHONE #	PERSON OR DEPARTMENT
Belleair	(727) 588-3769	Code Enforcement
Belleair Beach	(727) 595-4646 ext. 124	City Clerk
Belleair Bluffs	(727) 584-2151	City Clerk
Belleair Shore	(727) 593-9296	City Clerk
Clearwater	(727) 562-4567	Planning and Development Dept.
Dunedin	(727) 298-3034	City Clerk
Gulfport	(727) 893-1061	Building and Code Enforcement
Indian Rocks Beach	(727) 595-2517	Code Enforcement
Indian Shores	(727) 517-3940	Building Department
Kenneth City	(727) 498-8948	Town Clerk
Largo	(727) 587-6710	City Clerk
Madeira Beach	(727) 391-9951 ext. 244	Building and Zoning Department
North Redington Beach	(727) 391-4848	Town Clerk
Oldsmar	(813) 749-1115	City Clerk
Pinellas Park	(727) 369-5668	Neighborhood Services Division
Redington Beach	(727) 391-3875	Town Clerk / Code Enforcement
Redington Shores	(727) 397-5538	City Clerk / Building Inspector
Safety Harbor	(727) 724-1555 ext. 1705 / ext. 1406	Code Enforcement / City Clerk
St. Petersburg	(727) 893-7448	City Clerk
St. Pete Beach	(727) 363-9220	City Clerk
Seminole	(727) 392-1966	Code Enforcement
South Pasadena	(727) 343-4192 / 347-4171 ext. 210	Building Department / City Clerk
Tarpon Springs	(727) 942-5611	Planning and Zoning Department
Treasure Island	(727) 547-4575 ext. 230	Building Department

Where county requirements are more restrictive than State law, Pinellas County restrictions will apply.

For additional information, contact Pinellas County Code Enforcement at (727) 464-4761 or CodeEnf@PinellasCounty.org.

Primary Elections

The State of Florida has a “closed” primary system, F.S. 101.021.

In a closed Primary Election, a qualified voter is entitled to vote the ballot of the political party with which the voter is registered. The voter’s political party with which he/she was registered 29 days before the election is the party affiliation recognized at the polls during Early Voting and on Election Day.

The political party noted in the EViD is the voter’s party affiliation.

Voters may ONLY change their party affiliation at the polls for FUTURE ELECTIONS.

For example, in a Primary Election

- * A voter registered as a Republican may vote for Republican and Nonpartisan candidates/ballot issues only.
- * A voter registered as a Democrat may vote for Democratic and Nonpartisan candidates/ballot issues only.
- * A voter registered with a minor party may vote for the minor party and Nonpartisan candidates/ballot issues only.
- * A voter registered with no party may vote for Nonpartisan candidates/ballot issues only.

Universal Primary Elections

The State of Florida has provided for what is known as a Universal Primary Election (Florida Constitution, Article VI, Section Five, Paragraph B).

When all of the candidates running for an office are registered with the same political party, it becomes a Universal Primary Election and all eligible voters regardless of party affiliation can vote in that contest. If a write-in, minor party or no party affiliation candidate files for the office, it remains a closed Primary Election.

General Elections

General Elections are considered “open” elections. All eligible voters may vote in General Elections on all candidates, issues, referenda and amendments. Party affiliation of the candidate is still indicated on the ballot, but voters may vote for any candidate and are not restricted by party.



A space for a write-in candidate will only appear on the ballot if someone qualified to run as a write-in candidate.

Nonpartisan Elections

All judicial, school board, fire district and municipal elections are nonpartisan. This means candidates are not allowed to declare an affiliation with a political party, and party affiliation of the candidates are not indicated on the ballot.

Sample Ballots

Sample ballots with all contests and questions will be available approximately five weeks prior to the election.

Precinct Specific ballots can be obtained on our website approximately five weeks prior to the election.

Sample ballots are mailed to each registered household (with the exception of households in which all voters requested mail ballots) approximately three weeks prior to a primary or general election. A sample ballot is published approximately three weeks prior to a countywide Primary or General Election. Sample ballots will be emailed to those voters who choose this option.

Ballot Format

Ballot Format - F.S. 101.151, 101.2512 & Administrative Uniform Ballot Rule 1S-2.032

Primary Election

- Ballots are by political party (major and minor); the candidates will be listed alphabetically by surname in each contest.
- A candidate will be determined elected if there is no opposition.
- If there are at least two major or minor party candidates for an office, those candidates will appear on the Primary Election ballot. The candidate with the most votes in the Primary Election will appear on the General Election ballot.
- If there are two candidates for School Board or a judicial office, the office will appear on the Primary Election ballot. The candidate with the most votes shall be declared elected.
- If there are three or more candidates for School Board or a judicial office, and none receives a majority of the votes cast in the Primary, the two candidates receiving the most votes will be

in a run-off in the General Election. If a candidate does receive a majority of the votes cast in the Primary, that candidate will be determined elected.

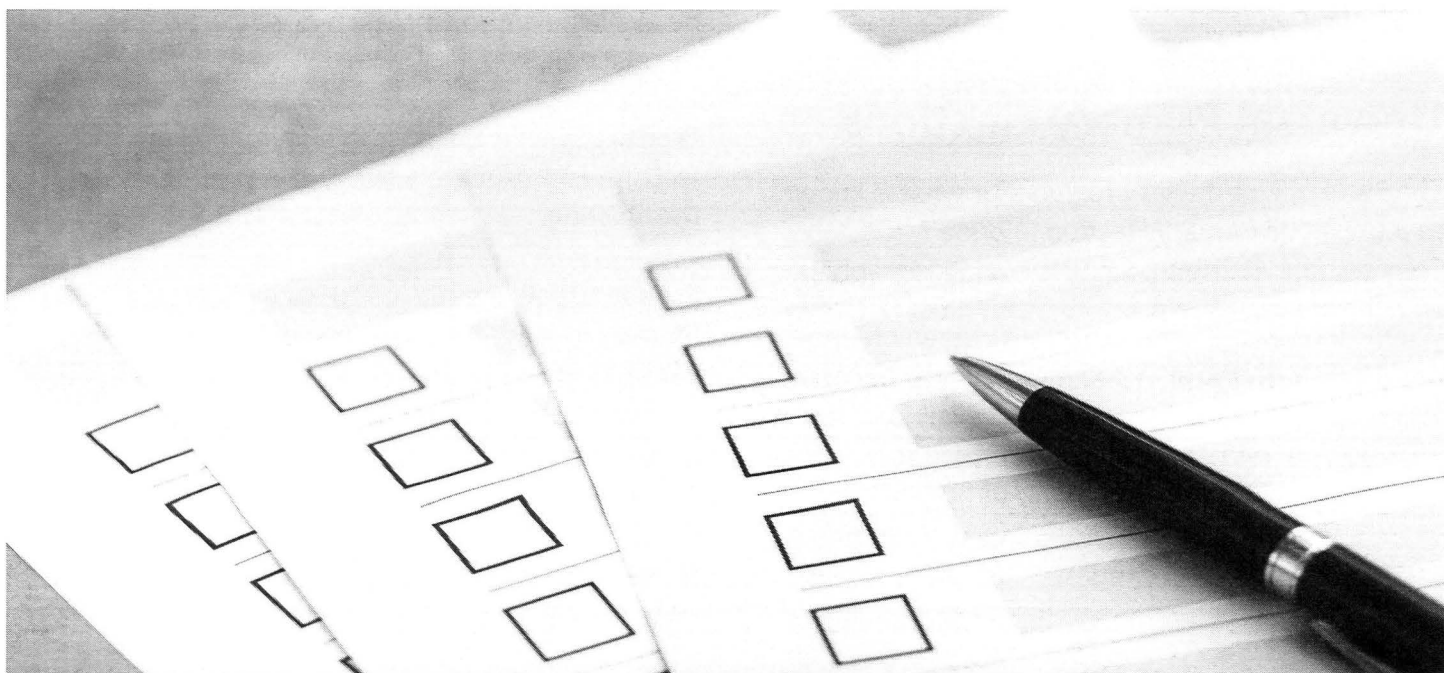
- Partisan ballots include candidates for partisan contests and candidates for nonpartisan contests, and ballot issues.
- Nonpartisan ballots include candidates for nonpartisan contests and ballot issues.
- Nonpartisan Special District candidates (regardless of the number of candidates) appear only on the General Election ballot in alpha order by surname in each contest.

General Election

- Candidates who were nominated in the Primary Election will appear on the General Election ballot.



A candidate's name will appear on the ballot as it was written on the Candidate Oath form. Once the qualifying period has ended, this information CANNOT be changed.



Mail Ballots

Requesting a Mail Ballot- F.S. 101.62

**See pg. 9 for the 2020 Tentative Ballot Mailing Schedule*



ALL registered voters may request a mail ballot. Voters are not required to provide an excuse or be absent.

How to request a mail ballot:

- Go to www.VotePinellas.com/MailBallot
- Email requests to MailBallotRequests@VotePinellas.com (must include DOB)
- Call our elections office at (727) 464-8683
- Fax a request to (727) 464-7636 (must include DOB)
- Visit one of our three elections office locations (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

Voters who request mail ballots will receive ballots for elections scheduled through the end of the calendar year of the second regularly scheduled general election. Voters may also request a mail ballot for a specific election. Voters may cancel requests by contacting the Supervisor of Elections office.

For ballots to be mailed, requests must be received by 5:00 p.m. on the tenth day before the election.

Voters/designees may not pick up mail ballots on the day of the election unless they sign an affidavit affirming that they are unable to go to the polls because of an emergency.



Voted mail ballots must be received at one of the three Supervisor of Elections Offices by 7:00 p.m. on Election Day.



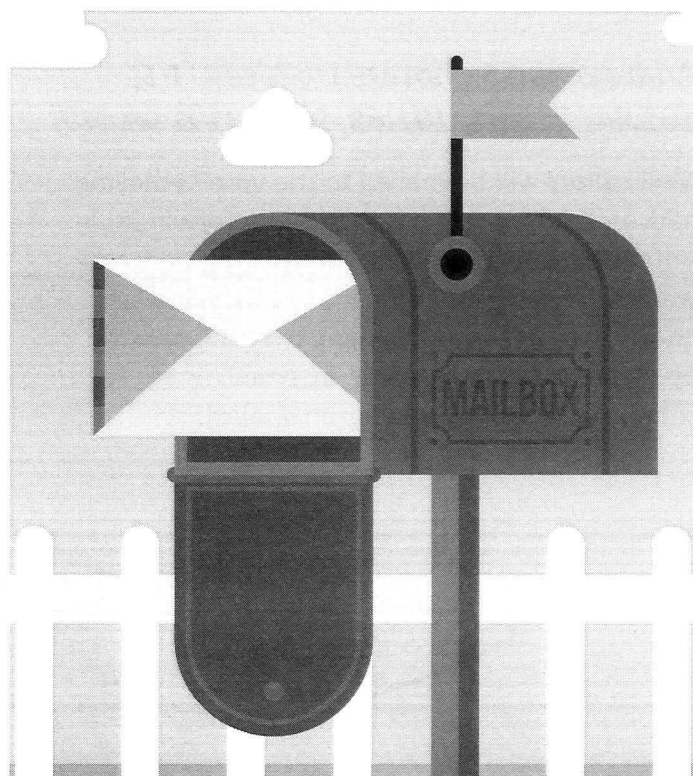
Please note: Postal delivery service has changed. Voters are advised to allow at least ONE WEEK for their ballots to be returned by mail to the Supervisor of Elections Office.

To request a mail ballot for a voter, an immediate family member must provide the Supervisor of Elections office with the following information either in writing or by telephone [F.S. 101.62(1)(b)]:

- Voter's name
- Voter's address (mailing and residence)
- Voter's date of birth
- Requester's name (immediate family member making request)
- Requester's address
- Requester's driver license # (if available)
- Requester's relationship to voter
- Requester's signature (if a written request)

A request for a ballot to be mailed to an address other than the one in the voter's file must be in writing and signed by the voter (does not apply to absent military or overseas voters).

An immediate family member means the designee's spouse or the parent, child, grandparent, or sibling of the designee or of the designee's spouse, F.S. 101.62(4)(c)4.



Mail Ballots *(cont.)*

Picking up a Mail Ballot **- F.S. 101.62 & 104.0616**

Nine days prior to an election, a voter may designate anyone to pick up a mail ballot on his or her behalf. This person may not pick up more than two mail ballots per election (does not include the designee's own ballot or ballots for immediate family members).

In order for a designee to pick up a ballot for a voter, the designee must present picture and signature identification, written authorization from the voter, and complete an affidavit.

Any person who provides or offers to provide, and any person who accepts, a pecuniary or other benefit in exchange for distributing, ordering, requesting, collecting or delivering or otherwise physically possessing more than two mail ballots per election in addition to his or her ballot or a ballot belonging to an immediate family member commits a misdemeanor of the first degree.

Immediate family means a person's spouse or the parent, child, grandparent, or sibling of the person or the person's spouse.

Address and Signature Updates - F.S. ***101.64, 101.65, 101.68, 97.1031 & 98.077***

Mail ballots will be mailed to the voter's mailing address on file. Mail ballots are not forwardable. Voters are encouraged to update their addresses with the Supervisor of Elections office. In-state address changes can be made over the phone, online at VotePinellas.com, by email, or by submitting a voter registration application.

The mail ballot certificate return envelope **MUST** be signed by the voter in order for the ballot to be counted.

A voter's signature on the return certificate envelope/affidavit is compared with the voter's signature on the voter file. Voters are encouraged to update their signatures on file with the Supervisor of Elections office. Signature updates can be made by completing a voter registration application. Signature updates can be made up to the time the Canvassing Board begins canvassing mail ballots.

If a certificate return envelope is returned unsigned or if a voter's signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may "cure" the unsigned certificate or signature mismatch by submitting the subscribed affidavit and copy of identification by 5:00 p.m. on the 2nd day after the election. The Canvassing Board will determine whether or not to accept a "cured" ballot.

Deadline to Return a Mail Ballot **- F.S. 101.62 & 101.69**

Mail ballots must be received at one of the three Supervisor of Elections offices by 7:00 p.m. Election Day, with the exception of 10-day overseas ballots (UOCAVA ballots). In countywide general elections, ALL contests/questions, including local contests/questions, must be counted on 10-day overseas ballots.

Once mail ballots have been received by the Supervisor of Elections, the ballots are cast, and no changes can be made to the ballot and/or return certificate envelope.



Mail Ballots *(cont.)*

Requested Mail Ballot - Want to Vote at the Polls on Election Day - F.S. 101.69 & 101.048

A voter who received a mail ballot, but decides to vote at the polls on Election Day, needs to take the mail ballot (the entire kit) to his/her polling place. The ballot must be given to the poll worker, who will cancel the ballot and allow the voter to vote a regular ballot.

If the voter does not bring the mail ballot to the polls, the poll worker is required to verify the voter has not voted in the election. If the voter did not already vote in the election, the voter will be allowed to vote a regular ballot.

If the poll worker or the Supervisor of Elections office is unable to determine if the mail ballot has been received or if the voter refutes the Supervisor of Elections office's determination that he/she has already voted in the election, the voter will be allowed to vote a provisional ballot. A provisional ballot is a conditional ballot that must be presented to the Canvassing Board, who will determine the validity of the ballot.

Signing Up Voters to Receive Mail Ballots

If a candidate would like to sign up voters to receive mail ballots, the information below needs to be included. Please note: we need enough information to identify the voter.

- A statement of "I would like to receive mail ballots for future elections" followed by a check box
- A statement of "I would like to receive a mail ballot for the (state the election)" followed by a check box
- A line for the voter's name (first, middle, last)
- A line for the voter's date of birth and the statement "required"
- A line for the voter's residential address (street address, apt/lot #, city, ZIP code)
- A line for the voter's mailing address (street address, apt/lot #, city, ZIP code)
- A line for the voter's phone number
- A line for the voter's signature and the statement "required"

A mail ballot request form is included for photocopy. Our office will not be able to make photocopies for a candidate's use.

Ballot Drop-off Locations

Voted mail ballots can be dropped off at any of the three Elections Office or designated ballot drop-off location during specified days and hours. During countywide elections voters have additional remote locations to drop off their voted mail ballots. Some locations are open on Saturdays and all locations are open on the day before Election Day. Election employees are stationed with secure ballot boxes inside each location to assist and hand out "I Voted" stickers.

A complete schedule is included in mail ballot kits and also available online at VotePinellas.com.



Voted mail ballots cannot be accepted at polling places. They must be received at one of the Supervisor of Elections Offices by 7:00 p.m. Election Day. [F.S. 101.67(2) and 101.6103(2)]

Canvassing Board and Mail Ballot Challenges

Testing the Ballot Tabulating Equipment

- F.S. 101.5612

Before any election, the Canvassing Board tests the ballot scanning equipment to verify it is accurately counting the votes cast for all candidates in all offices and on all issues. All candidates will be given a Canvassing Board schedule in their qualifying packets.

The ballot scanning equipment is tested no earlier than 10 days prior to the start of Early Voting for any election. There are two additional tests of scanning equipment.

Tests are conducted at the Election Service Center and are verified by the Canvassing Board. These tests are open to candidates, political parties and committees and their representatives, the public and the media.

For additional information, please visit our website at VotePinellas.com or call (727) 464-6108.

Canvassing Mail Ballots

- F.S. 101.68

The Canvassing Board may begin canvassing mail ballots at 7:00 a.m. 22 days prior to the election, including processing the ballots through the scanning equipment. However, results shall not be released until after 7:00 p.m. on Election Day.

If a certificate return envelope is returned unsigned or if a voter's signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may "cure" the unsigned certificate or signature mismatch by submitting the subscribed affidavit and copy of identification by 5:00 p.m. on the day before the election. The Canvassing Board will determine whether or not to accept a "cured" ballot.

Challenge of Mail Ballots

- F.S. 101.6104

Mail ballots may be reviewed for possible challenge before they are opened and separated from the return certificate ballot envelopes.

If any voter present for the canvass of mail ballots believes that any ballot is illegal due to any defect apparent on the voter's certificate envelope, the voter may, at any time before the ballot is removed from the return certificate envelope, file with the Canvassing Board a protest against the canvass of such ballot, specifying the reason he or she believes the ballot to be illegal.

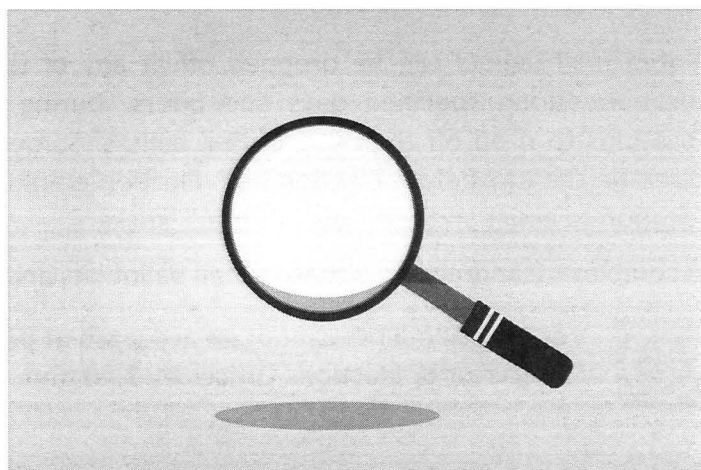


No challenge based upon any defect on the voter's return certificate envelope shall be accepted after the ballot has been removed from the envelope.

Public Inspection of Ballots

- F.S. 101.572 & 101.5614

Official ballots may be reviewed while in the custody of the Supervisor of Elections or the Canvassing Board at any reasonable time, under reasonable conditions, after the election. However, no persons other than the Supervisor of Elections or his or her employees or the Canvassing Board shall handle any official ballot.



Optical Ballot Scanner Used at the Polling Place

Frequently Asked Questions About the DS200

- **Why is Pinellas County using paper ballots?**
Effective July 1, 2008, the Florida Legislature mandated that all Florida voters vote a paper optical scan ballot whether voting by mail, at an early voting site or at the polls on Election Day.
- **What voting system does Pinellas County use?**
Voters are using the Election Systems & Software DS200 (Digital Scanner), with the AutoMark Voter Assist Terminal ballot-marking device for voters with special needs or disabilities.
- **Have other counties and/or states been using this system?**
More than 30 counties in Florida have been using voting systems manufactured by Election Systems & Software for years. Although Pinellas was one of the first counties in the country to use the latest digital scanner model, the DS200, other Florida counties began using the system in the fall of 2008.
- **What does the optical scan paper ballot look like?**
The paper ballots look exactly like the mail ballots.
- **What happens if I make a mistake on my ballot?**
The voter must return the ballot to a poll worker and ask for another one. The voter can have up to three ballots. The voter will be asked to place the ballot in a spoiled ballot envelope, seal the envelope and hand it to a poll worker.
- **What happens if I make a mistake on the third ballot I am allowed?**
State law does not allow a fourth ballot to be given to a voter. The first two spoiled ballots will be in sealed envelopes, so the third ballot will need to be used.
- **Does it matter how I insert my ballot into the optical scanner?**
No. The ballot can be placed with either end of the ballot into the scanner, with either side up.
- **How do I know that my votes are being counted?**
The scanner screen message indicates that votes are being recorded and the ballot was accepted.
- **What happens if I do not vote in any of the contests?**
The ballot scanner will alert the voter if it does not detect any votes on the ballot. The voter will have the option to accept the ballot as is or return it for corrections.
- **What happens if I do not vote in every contest?**
The optical scanner will accept the ballot and count all contests voted.
- **What happens if I vote for too many candidates?**
The optical scanner will alert the voter if too many candidates are selected in a contest, called an over-vote. The voter will have the option to accept the ballot or return it for corrections.
- **How will I correct a ballot with one or more overvotes?**
An overvoted ballot cannot be corrected. A poll worker will give the voter a “spoiled ballot” envelope for the first ballot and then give the voter a new ballot.
- **Can I write in a candidate?**
Only contests in which there is a certified qualified write-in candidate will provide a space to write in a candidate’s name and fill in the oval, and only votes for certified qualified write-in candidates will be counted.
- **Can I change my ballot once it has been scanned and accepted by the ballot scanner?**
No. Once a ballot has been accepted, it cannot be retrieved.
- **Is there a paper trail?**
Yes. The voter’s paper ballot secured in the ballot box is the official record of votes cast and is available for recounts or audits.

ADA Accessible Voting Terminal

The AutoMark



The AutoMark is an ADA accessible voting terminal that allows voters with disabilities and other special needs to mark a paper ballot privately and independently.

This voting technology includes an audio headset, Braille keypad, touch screen, two-switch paddle and sip-and-puff devices to assist voters with their ballots. The AutoMark will mark the voter's selections on a paper ballot. From there, the voter will place the ballot in the ballot scanner, which will record his/her votes and deposit the ballot in a secure ballot box.

The AutoMark only marks the ballot. All votes are recorded on the DS200 ballot scanner.

Optical Ballot Scanner — Central Counter

The DS850

The DS850 processes and tabulates all mail ballots and provisional ballots. The DS850 will “out stack” all overvoted ballots and ballots that appear blank. These ballots are then presented to the Canvassing Board, who is responsible for determining voter intent.

Ballots that are clearly overvoted and blank will be processed through the DS850 as is. Ballots that the Canvassing Board determines voter intent are then duplicated and processed through the DS850.

To duplicate a ballot means the Canvassing Board determines voter intent and properly marks a “new” ballot that is able to be read by the DS850. All original ballots are kept as part of the election.

Poll Watchers

Designation of Poll Watchers - F.S. 101.131

- The chair of the county executive committee of a political party, chair of a political committee, or a candidate shall complete a DS-DE 125 — Poll Watcher Designation, and submit it to any Supervisor of Elections office or fax to (727) 464-6970.
- The deadline for designating early voting poll watchers is at least 14 days prior to the start of early voting. **Forms cannot be accepted after the deadline.**
- The deadline for designating election day poll watchers is prior to Noon the second Tuesday preceding the election. **Forms cannot be accepted after the deadline.**

Poll Watchers Qualifications - F.S. 101.131

- A poll watcher must be a Pinellas County registered voter.
- No candidate, sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher.
- Candidates CANNOT serve as poll watchers if they are opposed in an election, F.S. 102.012(2).

Poll Watcher Information and Guidelines (Early Voting Sites & Polling Places) - F.S. 101.131

- Poll watchers shall produce identification to the precinct clerk upon entering the polling place. This information will be verified against a designated poll watcher list, made prior to Election Day.
- The Supervisor of Elections shall provide to each designated poll watcher an identification badge that identifies the poll watcher by name.
- Poll watchers must wear the ID badge while in the polling room or early voting area.
- Each political party, candidate, and political committee is permitted to have ONE poll watcher at a time in each precinct.
- Poll watchers shall not obstruct the orderly conduct of the election.
- Poll watchers may not talk to voters while in the polling place or within 150 ft. of the polling place.
- Poll watchers may not interfere in conversations between poll workers and voters.
- Poll watchers shall direct any questions/concerns or voter challenges to the precinct clerk.
- Poll watchers are permitted within the polling room to observe the conduct of voters and poll workers; however, the poll worker staff may designate a location for the poll watchers that will not interfere with voter processing. This designation may be based on site constraints and limitations.
- Poll workers are **not** required to call out a voter's name.
- Poll watchers may not stand so close that the voter feels his/her ballot secrecy is compromised.

Poll Watchers *(cont.)*

- Poll watchers are required to furnish their own materials and necessities.
- Candidates cannot be poll watchers, nor can they enter any polling location except to vote.
- Poll watchers may not touch any voting equipment or materials, (For example, a ballot scanner.)
- Cell phones, cameras, tape recorders, and all other audio/visual recording devices are prohibited in the polling room. One must exit the polling location to make and receive phone calls.
- Poll watchers may not wear political advertisements or campaign paraphernalia in the polling place. This includes but is not limited to the following: clothing, campaign buttons, hats, wristbands, badges, and other similar items. (Voters are entitled to wear political/campaign paraphernalia).

Poll watchers may contact our office at (727) 464-4987, if they have any questions regarding Florida election laws and/or procedures.

Designation of Poll Watchers

Section 1. Election				Official Use Only		
Election Date:						
Select Early Voting or Election Day:						
Section 2. Category of Authorized Persons						
I am a candidate (or candidate designee*) for the following office in this election:				Complete Only One of the Boxes Below:		
I am the chair (or designee*) of the County Executive Committee of the following Party:						
I am the chair (or designee*) of the following Political Committee:						
* A candidate or chair as indicated above must first submit a written, signed designation to the supervisor of elections (or for statewide candidates/issues, to the Division of Elections) authorizing the designee to designate poll watchers on his or her behalf.						
Section 3. Candidate/Chair/Designee						
I request that the listed person(s) below (none of whom is a candidate or a sheriff, deputy sheriff, police officer or other law enforcement officer), who are qualified and registered voters of the county in which they will serve, be approved as poll watchers at the locations indicated below.						
Name:						
Address:						
Email address:						
Phone:						
By submitting this form, I certify that I am the person listed above and I am authorized under s. 101.131, Florida Statutes, to designate poll watchers.						
Date Submitted:		Note: This form becomes a public record when submitted to the Supervisor of Elections.				
Section 4. List of Designated Poll Watchers				Official Use Only		
Name	Date of Birth (mm/dd/yyyy)	Residential Address	Phone #	Polling Place / Early Voting Site (Either write "All Locations" or specify location)	Approved (Y/N)	Assigned Badge Number

Political Activity at Polling Locations

Political Activity at Polling Locations - F.S. 102.031

Poll workers have the legal authority to maintain order at the polls.

No person may enter any polling place room or polling place where the polling place is also a polling room, or any early voting area during voting hours except for the following:

- Official Poll Watchers
- Poll Workers (Election Board)
- Supervisor of Elections & Deputy Supervisors
- Persons there to vote, persons in the care of a voter, or persons caring for such voter
- Law enforcement officers or emergency service personnel there with permission of the precinct clerk or a majority of the precinct inspectors; or
- A person, whether or not a registered voter, who is assisting with or participating in a simulated election for minors, as approved by the Supervisor of Elections.

No person, political committee or other group or organization may solicit voters (or conduct political activity) inside the polling place or within 150 ft. of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the Supervisor of Elections where mail ballots are requested and printed on demand for voters who appear in person to request them.

Poll workers will designate the 150 ft. no solicitation (or no political activity) area prior to the polls opening at an early voting site or at the polls on election day. No photography is permitted in a polling place room or in an early voting site.

Definition of Solicitation - F.S. 102.031(4)(b) - Solicitation shall include, but not be limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet, or handout; conducting a poll except as specified below in this paragraph; seeking or attempting to seek a signature on any petition; and selling or attempting to sell any item.

Giving items such as bottled water, candy or other items to voters is strictly prohibited within the 150 ft. no solicitation (no political activity) area.

The term “solicit” or “solicitation” shall not be construed to prohibit exit polling.

Exit Polling - F.S. 102.031 and United States District Court (Case No. 06-22463-CIV-HUCK/SIMONTON)

Persons conducting exit polling must still comply with the political activities restrictions and other matters related to political issues and campaigns outlined in F.S. 102.031(4).

Definition of Exit Polling - Exit polling is defined in Judge Paul Huck’s order as, “the collection of data from a random sample of voters at a sample of polling places on Election Day. This is accomplished by unobtrusively approaching voters after they leave the polling place in a scientifically pre-determined pattern and asking if they would be willing to fill out a brief, anonymous questionnaire.”

Political Activity at Polling Locations (cont.)

Exit Polling - F.S. 102.031 and Case No. 06-22463-CIV-HUCK/SIMONTON (continued)

Persons conducting exit polling activities are allowed within the 150 ft. no political activity area.

Persons conducting exit polling are prohibited from wearing campaign paraphernalia, i.e., shirts, hats, pins. They are also prohibited from waving campaign signs, handing out campaign literature, or petitioning for signatures.



Persons conducting exit polling are prohibited from harassing or preventing a voter from approaching or leaving a polling place. **Persons conducting exit polling are ONLY able to approach, speak, or ask voters questions AFTER the voter has left the polling place.**

Persons conducting exit polling are encouraged to stand near the designated location within the 150 ft. no solicitation (no political activity) area.

Persons conducting exit polling must be given reasonable access to voters leaving the polling place.

Third-Party Voter Registration Organizations

Definition of Third-Party Voter Registration Organization - F.S. 97.021(39)

A Third-Party Voter Registration Organization means any person, entity or organization collecting voter registration applications. A third-party voter registration organization does not include a person who seeks to register to vote or collect voter registration applications from that person's spouse, child, or parent, or a person engaged in registering to vote or collecting voter registration applications as an employee or agent of the Division of Elections, Supervisor of Elections, Department of Highway Safety and Motor Vehicles, or an official voter registration agency.

Definition of an Affiliate Organization (of a Third-Party Voter Registration Organization) - Division of Elections Rule 1S-2.042

An affiliate organization of a third-party voter registration organization means any person, as defined in F.S. 1.01(3), that is associated with the third-party voter registration organization as a subordinate, subsidiary, member, branch, chapter, as a central or parent organization, or through direct or indirect ownership or control. Ownership or control means substantial and effective, though not necessarily predominant, ownership or control.

Engaging in Third-Party Voter Registration Activities - F.S. 97.0575

Prior to engaging in any voter registration activities, the third-party voter registration organization shall file form DS-DE 119 to provide required information about its registered agent and officers. This form must also list all employee/paid registration agents collecting applications on behalf of the organization.

Third-Party Voter Registration Organizations (cont.)

Engaging in Voter Registration Activities - F.S. 97.0575 (continued)

For each registration application collected and not turned in promptly by the third-party voter registration organization, there are fines associated:

- \$50 for each registration application collected and turned in or postmarked more than 10 days after it was delivered by the applicant; \$250 for each application collected and turned in or postmarked more than 10 days after it was delivered by the applicant if the agent acting on behalf of the third-party registration organization acted willfully.
- \$100 for each application collected and turned in or postmarked after the voter registration deadline (book closing); \$500 for each application collected and turned in or postmarked after the voter registration deadline (book closing) if the agent acting on behalf of the third-party registration organization acted willfully.
- \$500 for each application collected and never turned in; \$1,000 for each application collected and never turned in if the agent acting on behalf of the third-party registration organization acted willfully.

Total aggregate fines for any third-party voter registration organization are capped at \$1,000 per calendar year. The Secretary of State has the ability to waive fines upon a showing that failure to deliver the voter registration applications resulted from *force majeure* or impossibility of performance.

Provisional Ballots

When is a Voter Entitled to Vote a Provisional Ballot? - F.S. 101.048 & F.S. 101.045

A voter is entitled to vote a provisional ballot for the following reasons:

- Voter's name cannot be found on the EViD and eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not eligible.
- The electronic pollbook shows that the voter has requested a mail ballot, the voter does not have a ballot to surrender and the poll worker cannot verify that the voter has not voted.
- There is an indication on the precinct register that the voter has returned the mail ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
- There is an indication on the precinct register that the voter's registration information has not been verified by the Department of State.
- Voter did not provide picture and signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct.
- A voter whose signature differs from the ID presented and the voter refuses to complete the affidavit.
- A voter who makes an out-of-county address change at the polls must vote a provisional ballot, unless the county uses electronic poll books at the polling place.

A provisional ballot is a conditional ballot whose validity is determined by the Canvassing Board. A voter who casts a provisional ballot has the right to present written evidence supporting his/her eligibility to vote to the Canvassing Board by no later than 5:00 p.m. on the second day following the election.

Provisional ballots that are accepted by the Canvassing Board will be tabulated and included in the first set of unofficial results and in the final official results. The voter will also be notified in writing that his/her ballot was accepted. If the Canvassing Board determines the voter was not eligible to vote, the certificate envelope containing the ballot will not be opened and the voter will be notified in writing why his/her ballot was not accepted.

Data Processing Orders

Requesting Voter File & Mail Ballot Information - F.S. 97.0585, 119.01 & 101.62(3)

To place a data order, call (727) 464-4958 or email SOEIT@VotePinellas.com.

VOTER REGISTRATION INFORMATION IS AVAILABLE IN THE FOLLOWING FORMATS:

- **LISTS:** Includes voter’s name, home address, mailing address (if any), party affiliation and precinct number. Data will be provided in PDF format only.
- **LABEL FORMAT:** Label file includes voter’s name, mailing address and precinct (may include voter identification number, precinct number or party affiliation). Data will be provided in PDF format only.

Lists and Labels Available by:

- * Precincts, Districts, Municipalities or Unincorporated Areas
- * Straight Alphabetical Order
- * Precinct/Alphabetical Order
- * Precinct/Street Address Order - Walking List
- * Household Order – LABEL FILES ONLY. One label per unique address or per unique name at address. Labels can be addressed: “To the xxxxxxxx Family at—” or “To the registered voters at—.” Reduces number of voters selected by approximately 30-40% (which also reduces mailing postage).

- **Raw Data in .CSV (Comma Delimited) Format:** This is the standard report format for Voter File and Mail Ballot data. Record formats and list of codes for your programming needs are provided.

* Upon request: District and/or Countywide voter history is available. A maximum of 20 elections may be included. You may designate which elections you wish to have included, subject to availability.



NOTE: As elections occur, the oldest election is removed from availability and replaced by the most recent election. Call the IT Department to determine availability.

- **Email/FTP Site:** Raw Data in .CSV format can be delivered via Email or FTP site
 - *Email - .CSV files less than 5MB can be delivered via email
 - *FTP - .CSV files larger than 5MB can be uploaded to an FTP Site for distribution



NOTE: All necessary documentation, such as the Oath of Acquisition, is required to be submitted before a report can be generated.

Data Processing Orders (cont.)

Requesting Voter File and Mail Ballot Information - F.S. 97.0585, 119.01 & 101.62 (3) (continued)

MAIL BALLOT INFORMATION - F.S. 101.62(3)

Only the following entities below may request and receive mail ballot request information. In addition, the information may only be used for political purposes.

- A Canvassing Board
- An election official
- A political party official
- A candidate who has completed qualifying and has opposition (Reports only available after qualifying period has started and candidate has been determined to have opposition.)
- A registered political committee

Requester is required to complete and file with the Supervisor of Elections an "Oath of Acquisition For List of Voters Requesting Mail Ballots" form, swearing he/she is a qualified entity as stated above.

For candidates whose qualifying officer is the Division of Elections, you are required to provide written confirmation that you are a qualified candidate with opposition prior to processing a request for mail ballot request information.

MAIL BALLOT REQUEST REPORTS AVAILABLE:

- "Permanent" Request File - voters on the biennial request file
- Current Election File - voters requesting mail ballots for a particular election ("Temporary")
- Both "Permanent" and "Temporary" mail ballot requests



MISCELLANEOUS INFORMATION AND SERVICES:

- Certified Copies: \$1.00 per page; no charge for certification of voter registration
- Precinct/District Maps: Costs available upon request
- Precinct/Street Maps: \$3.00 per map

PLACING AND OBTAINING ORDERS:

- Orders may be placed in person, in writing, by fax, by email or by telephone.
- Any orders involving mail ballot information must meet the requirements set forth in F.S. 101.62(3).
- Orders are processed on a "First-Come, First-Served" basis. The Supervisor of Elections Office does not provide any programming services. That is the responsibility of the candidate or third-party vendor.
- Orders requiring a charge must be paid in full when picked up. Orders requiring a charge that are not picked up in person must be paid for in advance.

Election Results

Election Results Provided Election Night - F.S. 102.141(4) & Division of Elections Rule 1S-2.013

The Supervisor of Elections Office will post unofficial results to our website at VotePinellas.com after 7:00 p.m. election night. The first results posted are early voting returns and partial mail ballot returns. Precinct results will be added as they are received (via modem) from the polling places. Provisional ballot and write-in results are not available election night.

For countywide General Elections, 10-day overseas mail ballot returns will not be available until 10 days after the election (this includes ALL contests and questions, including local contests and questions, on the 10-day overseas ballots).

Unofficial Results & Determining a Recount - F.S. 102.141(5)(7), 102.166

The first set of unofficial results must be submitted to the Division of Elections no later than Noon of the third day after the Primary Election and no later than Noon of the fourth day after the General Election. The first set of unofficial results must include provisional ballots and votes for qualified write-in candidates.

If the first set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-half of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-half of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-half of a percent or less of the votes cast on such measure, a MACHINE RECOUNT will be ordered. The results of a machine recount are considered the second set of unofficial results.

If the second set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-quarter of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-quarter of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-quarter of a percent or less of the votes cast on such measure, a MANUAL RECOUNT will be ordered.



A candidate can choose NOT to proceed with a machine or manual recount by submitting a written request to the Supervisor of Elections office if the contest is within the boundaries of Pinellas County. Multi-County, State and Federal candidates must submit their requests to the Department of State.

The second set of unofficial results must be submitted to the Division of Elections no later than 3:00 p.m. on the fifth day after the Primary Election and no later than 3:00 p.m. of the ninth day after the General Election.

Final Official Results - F.S. 102.112

Final Official Results must be submitted to the Division of Elections by 5:00 p.m. of the seventh day after the Primary Election and by Noon of the 12th day after the General Election.

Contest of Election

Filing a Contest of Election - F.S. 102.168

The certification of election or nomination of any person to office, or of the result on any question submitted by referendum, may be contested in circuit court by any unsuccessful candidate for such office or nomination thereto or by any elector qualified to vote in the election related to such candidacy, or by any taxpayer respectively.

A contest of election must be filed with the fees prescribed with the clerk of the circuit court within 10 days after midnight of the date the official results were certified.

The grounds for filing a contest of election are as follows:

- Misconduct, fraud, or corruption on the part of any election official or any member of the Canvassing Board sufficient to change or place in doubt the result of the election.
- Ineligibility of the successful candidate for the nomination or office in dispute.
- Receipt of a number of illegal votes or rejection of a number of legal votes sufficient to change or place in doubt the result of the election.
- Proof that any elector, election official, or Canvassing Board member was given or offered a bribe or reward in money, property, or any other thing of value for the purpose of procuring the successful candidate's nomination or election or determining the result of any question submitted by referendum.

Manual Post-Election Audit

Conducting the Manual Post-Election Audit - F.S. 101.591 & Division of Elections Rule 1S-5.026

Immediately following the certification of each election, the Canvassing Board must conduct a manual post-election audit of the voting system. However, if a manual recount is undertaken pursuant to F.S. 102.166, the Canvassing Board is not required to perform the manual post-election audit.

The Canvassing Board must randomly select a contest or question that appears on the ballot. From the contest or question that is selected, the Canvassing Board must then randomly select 2% of the precincts that were eligible to vote for that contest or question. For example, if the Canvassing Board selected a state house district contest, the Canvassing Board would select 2% of the precincts that were eligible to vote for that contest. If the Canvassing Board selected a countywide referendum question, the Canvassing Board would select 2% of all the precincts in the county.

Once the contest/question and precinct(s) have been randomly selected, the mail, early voting, election day and provisional ballots cast would be retrieved and the Canvassing Board or audit teams would manually audit the votes for the contest/question selected. The results of the manual audit would be compared to the results from the tabulation system. The Division of Elections provides the Canvassing Board with tally sheets and a report form to be completed. The results of the audit must be made available to the public within seven days of certification and must be sent to the Division of Elections within 15 days after the completion of the audit.

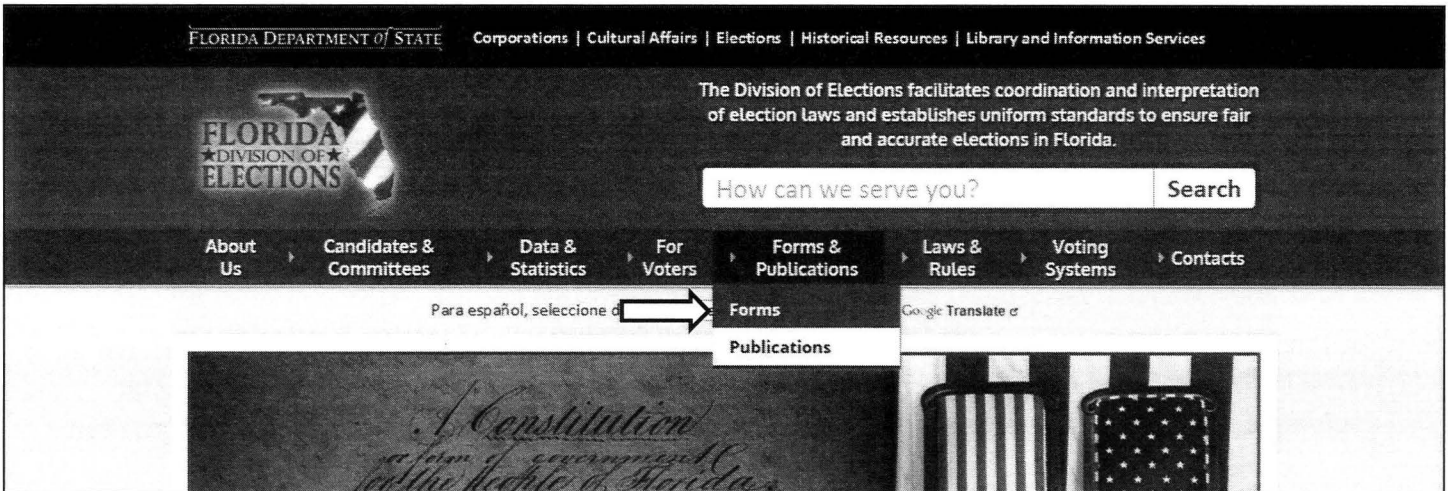
The random selection of the contest/question and precinct(s) and the audit process are open to the public. Notices are posted to our website at VotePinellas.com and at each of the entrances to our offices (notices must be posted at least 24 hours before each meeting).

Candidate Forms

The forms contained in this section are samples used by candidates and their campaign treasurers.

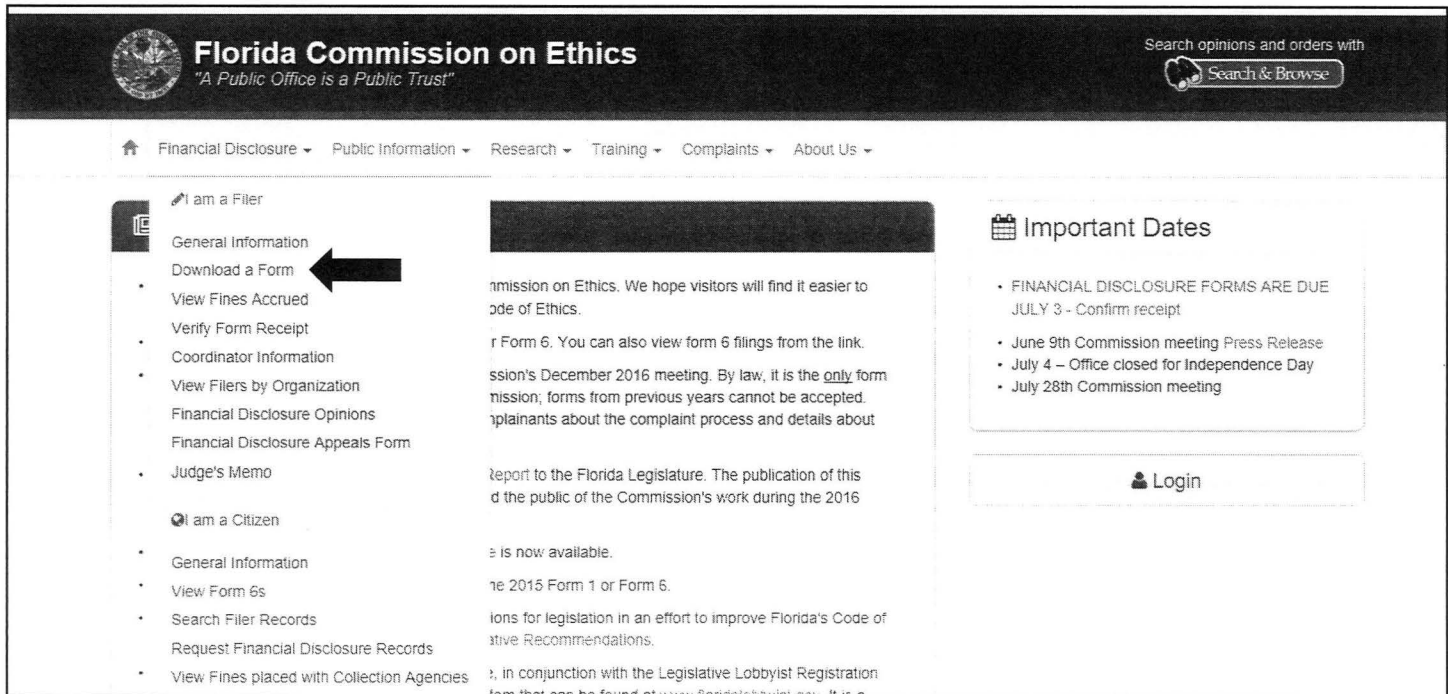
Additional copies of these forms may be obtained from the Supervisor of Elections Office; most of them may be downloaded and printed from the Division of Elections website below:

www.DOS.MyFlorida.com/Elections



Financial Disclosure Form 1 and Form 6

can be obtained from the Commission on Ethics website below: Ethics.State.fl.us



Please do not use the forms in this handbook. Downloaded forms may be photocopied.

- All reports and other documents required to be filed with the Supervisor of Elections are public records and are available on our website (VotePinellas.com) and at the Election Service Center. Copies of documents are available on request.

**CANDIDATE OATH –
STATE AND LOCAL PARTISAN OFFICE**

Check applicable one:

- Candidate with party affiliation
- Candidate with no party affiliation
- Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, _____
(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box . (See page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the office of _____ ; _____ , _____ ,
 _____ (Office) (District #) (Circuit #)
 _____ ; my legal residence is _____ County, Florida; I am a qualified elector
 _____ (Group or Seat #)

under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Statement of Party

(Section 99.021(1)(b), Florida Statutes)

(Complete Statement of Party only if you are seeking to qualify for nomination as a party candidate.)

I am a member of the _____ Party; I have not been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which I seek to qualify; and I have paid the assessment levied against me, if any, as a candidate for said office by the executive committee of the political party, of which I am a member.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): *[Not applicable to write-in candidates.]*

X _____ () _____
 Signature of Candidate Telephone Number Email Address

 Address City State ZIP Code

STATE OF FLORIDA
COUNTY OF _____

Signature of Notary Public
 Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by physical or
 online presence this _____ day of _____, 20____.
 Personally Known: _____ or Produced Identification: _____
 Type of Identification Produced: _____



**CANDIDATE OATH –
JUDICIAL OFFICE**

Check box **only** if you are seeking to qualify as a write-in candidate:

Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 105.031, Florida Statutes)

I, _____
(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box . (See page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the judicial office of _____, _____, _____,
(Office) (District #) (Circuit #)
_____ ; my legal residence is _____ County, Florida; I am a qualified elector
(Group #)

of the state and of the territorial jurisdiction of the court to which I seek election; I am qualified under the Constitution and the Laws of Florida to hold the judicial office to which I desire to be elected or in which I desire to be retained; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Section 876.05, Florida Statutes, oath (only applicable if elected and when term of office begins): I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the court system and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): *[Not applicable to write-in candidates.]*

X ()
Signature of Candidate Telephone Number Email Address
Address City State ZIP Code

STATE OF FLORIDA
COUNTY OF _____

Signature of Notary Public
Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by physical or
 online presence this _____ day of _____, 20____.
Personally Known: _____ or Produced Identification: _____
Type of Identification Produced: _____

**CANDIDATE OATH –
SCHOOL BOARD
NONPARTISAN OFFICE**

Check box *only* if you are seeking to qualify as a write-in candidate:

Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Sections 99.021(1)(a) and 105.031, Florida Statutes)

I, _____
(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box . (See page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

I am a candidate for the nonpartisan office of _____, _____,
(Office) (District #)
_____, _____; I am a qualified elector of _____ County, Florida;
(Circuit #) (Group or Seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Section 876.05, Florida Statutes, oath (only applicable if elected and when term of office begins): I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the school board and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): *[Not applicable to write-in candidates.]*

X	()		
Signature of Candidate	Telephone Number	Email Address	
Address	City	State	ZIP Code

STATE OF FLORIDA
COUNTY OF _____

Signature of Notary Public
Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by physical or
 online presence this _____ day of _____, 20____.
Personally Known: _____ or Produced Identification: _____
Type of Identification Produced: _____

**CANDIDATE OATH –
NONPARTISAN OFFICE**

(Do not use this form if a Judicial or School Board Candidate)

Check box **only** if you are seeking to qualify as a write-in candidate:

Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, _____
(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box . (See page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the nonpartisan office of _____, _____, _____;
(Office) (District #)
_____, _____; I am a qualified elector of _____ County, Florida;
(Circuit #) (Group or Seat #)

I am qualified under the Constitution and the Laws of Florida to hold the office to which I desire to be nominated or elected; I have qualified for no other public office in the state, the term of which office or any part thereof runs concurrent with the office I seek; and I have resigned from any office from which I am required to resign pursuant to Section 99.012, Florida Statutes; and I will support the Constitution of the United States and the Constitution of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): _____

Phonetic spelling for audio ballot: Print name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 2 of this form): [Not applicable to write-in candidates.]

X ()
Signature of Candidate Telephone Number Email Address

Address City State ZIP Code

STATE OF FLORIDA

COUNTY OF _____

Signature of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by physical or
 online presence this _____ day of _____, 20____.
Personally Known: _____ or Produced Identification: _____
Type of Identification Produced: _____

DS-DE 302NP (Rev. 04/20)

Rule 1S-2.0001, F.A.C.

**STATEMENT OF
CANDIDATE
FOR JUDICIAL OFFICE**

(Section 105.031(5), F.S.)

(Please Type)

OFFICE USE ONLY

I, _____

a judicial candidate, have received, read, and understand the requirements of the Florida Code of Judicial Conduct.

(Signature of candidate)

(Date)

Each candidate for judicial office, including an incumbent judge, shall file a statement with the qualifying officer, within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.

DS-DE 83 (Rev. 03/08)

This form can be found at www.VotePinellas.com/Candidates

**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____ ,
candidate for the office of _____ ;
have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

DS-DE 84 (05/11)

CANDIDATE PETITION

Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections.
 - It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]
 - If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, _____ the undersigned, a registered voter

 (print name as it appears on your voter information card)

in said state and county, petition to have the name of _____
 placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

Nonpartisan No party affiliation _____ Party candidate for the office of

_____ (insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth or Voter Registration Number
 (MM/DD/YY)

Address

City

County

State

Zip Code

Signature of Voter

Date Signed (MM/DD/YY)
 [to be completed by Voter]

Rule 1S-2.045, F.A.C.

DS-DE 104 (Eff. 09/11)

POSTULACIÓN DE CANDIDATO

Notas: - Toda la información contenida en este formulario se convertirá en registro público una vez recibido por el Supervisor de elecciones.
 - Firmar más de una postulación para un candidato a sabiendas constituye un delito. [Sección 104.185, Estatutos de Florida]
 - Si no se completa toda la información solicitada, este formulario carece de validez para la Postulación de candidatos.

El/La que suscribe, _____ votante registrado/a

 (nombre en letra de imprenta tal como figura en su tarjeta de información de votante)

en el mencionado estado y condado, solicito que se incluya el nombre de _____
 en la papeleta de elección primaria/general como: [marcar/completar casilla según corresponda]

No partidista Sin filiación partidaria _____ Candidato con filiación partidaria para el cargo de

_____ (insertar título del cargo e incluir distrito, circuito, grupo, número de escaño, si corresponde)

Fecha de nacimiento N° registro de votante
 (MM/DD/AA)

Dirección

Ciudad

Condado

Estado

Código postal

Firma de votante

Fecha firma (MM/DD/AA)
 [a completar por votante]

Norma 1S-2.045, F.A.C.

Departamento de Estado, División de Elecciones

DS-DE 104 (Vig. 09/11)

These forms can be found at VotePinellas.com/Candidates

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____

Name

(2) _____

Address (number and street)

City, State, Zip Code

Check here if address has changed

(3) ID Number: _____

OFFICE USE ONLY

(4) Check appropriate box(es):

Candidate Office Sought: _____

Political Committee (PC)

Electioneering Communications Org. (ECO)

Party Executive Committee (PTY)

Independent Expenditure (IE) (also covers an individual making electioneering communications)

Check here if PC or ECO has disbanded

Check here if PTY has disbanded

Check here if no other IE or EC reports will be filed

(5) Report Identifiers

Cover Period: From ____ / ____ / ____ To ____ / ____ / ____ Report Type: _____

Original

Amendment

Special Election Report

(6) Contributions This Report

Cash & Checks \$ _____ , _____ , _____ . _____

Loans \$ _____ , _____ , _____ . _____

Total Monetary \$ _____ , _____ , _____ . _____

In-Kind \$ _____ , _____ , _____ . _____

(7) Expenditures This Report

Monetary Expenditures \$ _____ , _____ , _____ . _____

Transfers to Office Account \$ _____ , _____ , _____ . _____

Total Monetary \$ _____ , _____ , _____ . _____

(8) Other Distributions

\$ _____ , _____ , _____ . _____

(9) TOTAL Monetary Contributions To Date

\$ _____ , _____ , _____ . _____

(10) TOTAL Monetary Expenditures To Date

\$ _____ , _____ , _____ . _____

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name)

Individual (only for IE or electioneering comm.) Treasurer Deputy Treasurer

(Type name)

Candidate Chairperson (only for PC and PTY)

X

Signature

X

Signature

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor		(9) Contribution	(10) In-kind	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation	Type	Description		
/ /							
/ /							
/ /							
/ /							
/ /							

DS-DE 13 (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

CAMPAIGN TREASURER'S REPORT – FUND TRANSFERS

(1) Name _____

(2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____

(4) Page _____ of _____

(5) Date	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
(6) Sequence Number					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

DS-DE 13A (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____ (4) Page _____ of _____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
/ /					
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DS-DE 14 (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ (4) Page ____ of ____

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount	(12) Distribution Type
/ /						
/ /						
/ /						
/ /						
/ /						
/ /						

DS-DE 14A (Rev. 11/13) **SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES**

CONTRIBUTIONS RETURNED

(Section 106.07(4)(c), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.

Candidate

Committee or Organization

Full Name: _____

Full Address: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

Full Name and Address of Contributor:

Amount of Contribution: \$ _____

Date Received: _____

Date Returned: _____

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.

Type or Print Name of Candidate, Treasurer or Chairman

X

Signature

DS-DE 2 (Rev. 12/19)

This form can be found at www.VotePinellas.com/Candidates

REQUEST FOR RETURN OF CONTRIBUTION

(Section 106.021, F.S.)

(PLEASE TYPE)

I, _____,
hereby request that the pro rata share of my contribution to the
campaign of _____ as a
candidate for the office of _____
be returned to me pursuant to Section 106.021(1)(a), Florida Statutes.

X

Signature

Date

Street Address

City State Zip Code

DS-DE 86 (Rev. 09/95)

This form can be found at www.VotePinellas.com/Candidates

May 2020

WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name Office Sought

Address City State Zip Code

Candidate Political Committee Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

Check here if address has changed since last report. Check here if PC has DISBANDED and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

MONTHLY REPORT PRIMARY ELECTION GENERAL ELECTION OTHER REPORT TYPE

Indicate report # M _____ Indicate report # P _____ Indicate report # G _____ Indicate report type and # as applicable: _____

TERMINATION REPORT SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

_____ THROUGH _____

X

Signature Date

X

Signature Date

REQUIRED SIGNATURES FOR: **Candidates:**
Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Political Committees:
Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)
Party Executive Committees:
Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

DS-DE 87 (Rev. 06/15)

**AFFIDAVIT OF INTENTION
SPECIAL DISTRICT CANDIDATE**

**State of Florida
Pinellas County**

I, _____, a candidate for the special
(Print name)

district of: _____ in the
(District name including district #, seat #, or group #)

General Election certify that I will not collect, solicit, or accept any contribution; be it a gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election (106.011(3), Florida Statutes). I further certify that the only expenditure made on behalf of my candidacy will be the candidate qualifying fee or, in lieu of the qualifying fee, the signature verification fee for candidate petitions.

I certify that in the event I collect, solicit, or accept any contribution, as described above, or make a campaign expenditure; be it a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificates of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election (106.011(4), Florida Statutes) my campaign will be governed by Chapter 106, Florida Statutes.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE
FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.**

Signature of Candidate

Date

99.061, Florida Statutes
1/08

OFFICE ACCOUNT REPORT

(Section 106.141, F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name		Office to Which Elected	
Address	City	State	Zip Code
Name of Bank			
Address	City	State	Zip Code

This report contains _____ pages of Deposits and Disbursements, upon which I have written my initials covering the period of _____ through _____.

Balance on hand at beginning of reporting period \$ _____
Deposits during reporting period \$ _____
Disbursements during reporting period \$ _____
Balance on hand at end of reporting period \$ _____

I, _____, certify that this report is complete, true and correct.

X

Signature of Elected Official

DS-DE 48 (Rev. 08/03)

OFFICE ACCOUNT DISBURSEMENT OR DEPOSIT INFORMATION

(PLEASE TYPE)

DATE	NAME AND ADDRESS	PURPOSE	AMOUNT	
			Disbursement	Deposit
ELECTED OFFICIAL'S INITIALS			TOTAL	TOTAL

DS-DE 48A (Rev. 08/03)

**TELEPHONE SOLICITATION
RESIDENT AGENT NOTICE**

(Section 106.1475, F.S.)

(Please Type)

OFFICE USE ONLY

Name of Resident Agent

Address of Resident Agent

Telephone Number of Resident Agent

Name of Person or Organization Conducting Business

Address of Person or Organization

Telephone Number of Person or Organization

Any person or organization that conducts any business in this state which consists of making paid telephone calls supporting or opposing any candidate or elected public official must, prior to conducting such business, have and continuously maintain, for at least 180 days following the cessation of such business activities in the state, a registered agent for the purpose of any service of process, notice, or demand required or authorized by law and must file with the division a notice of such registered agent. Such registered agent must be an individual who is a resident of this state, a domestic corporation, or a foreign corporation authorized to do business in this state. Conducting business in this state as specified, includes both placing telephone calls from a location in this state and placing telephone calls from a location outside this state to individuals located in this state.

The person or organization conducting business in this state as specified must immediately notify the division of any changes in the information required.

Any person or organization that violates this section commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

DS-DE 100 (Rev. 07/10)

This form can be found at www.VotePinellas.com/Candidates

AFFIDAVIT OF UNDUE BURDEN (Section 99.097(4), Florida Statutes)

IMPORTANT: (1) Paying signature gatherers will preclude or invalidate the filing of an undue burden oath. Section 99.097(6), Florida Statutes, provides: (a) If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. (b) If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any submitted thereafter shall be paid by the candidate, person, or organization that submitted the undue burden oath. If contributions as defined in s. 106.011 are received, any monetary contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of the undue burden oath. [Note: The second sentence in (b) applies only when payment is made to a signature gatherer after an undue burden oath had been filed.]

(2) Upon a candidate terminating the campaign, any candidate who qualified by the petition process and who has surplus funds, must first apply the surplus funds to the reimbursement of the signature verification fee (if applicable). See s. 106.141(7), Florida Statutes.

I certify under oath that I intend to qualify as a candidate for the office of _____ and that I am unable to pay the fee for verification of petition signatures for that office without imposing an undue burden on my personal resources or on resources otherwise available to me.

X

Signature of Candidate		Print Candidate's Name	
Address		City	
		()	
State	Zip	Telephone Number	

State of Florida

County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____
by _____.

Personally Known: _____ or

Produced Identification: _____

Type of Identification Produced: _____

Signature of Notary Public – State of Florida
Print, Type or Stamp Commissioned Name of
Notary Public

DS-DE 19A (Rev. 6/15)

FORM 1

**STATEMENT OF
FINANCIAL INTERESTS**

2019

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF CANDIDATE OR NEW EMPLOYEE OR APPOINTEE

****** THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2019.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
 (If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING

For elected municipal officers required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE OF FILER:

Signature: _____

Date Signed: _____

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does **not** relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2019.

Please print or type your name, mailing address, agency name, and position below:

OF FINANCIAL INTERESTS

FOR OFFICE USE ONLY:

LAST NAME — FIRST NAME — MIDDLE NAME:

MAILING ADDRESS:

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK IF THIS IS A FILING BY A CANDIDATE

PART A -- NET WORTH

Please enter the value of your net worth as of December 31, 2019 or a more current date. [Note: Net worth is not calculated by subtracting your *reported* liabilities from your *reported* assets, so please see the instructions on page 3.]

My net worth as of _____, 20 ____ was \$ _____.

PART B -- ASSETS

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use, whether owned or leased.

The aggregate value of my household goods and personal effects (described above) is \$ _____

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

DESCRIPTION OF ASSET (specific description is required - see instructions p.4)	VALUE OF ASSET

PART C -- LIABILITIES

LIABILITIES IN EXCESS OF \$1,000 (See instructions on page 4):

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

PART D -- INCOME

Identify each separate source and amount of income which exceeded \$1,000 during the year, including secondary sources of income. Or attach a complete copy of your 2019 federal income tax return, including all W2s, schedules, and attachments. Please redact any social security or account numbers before attaching your returns, as the law requires these documents be posted to the Commission's website.

I elect to file a copy of my 2019 federal income tax return and all W2's, schedules, and attachments.
 [If you check this box and attach a copy of your 2019 tax return, you need not complete the remainder of Part D.]

PRIMARY SOURCES OF INCOME (See instructions on page 5):

NAME OF SOURCE OF INCOME EXCEEDING \$1,000	ADDRESS OF SOURCE OF INCOME	AMOUNT

SECONDARY SOURCES OF INCOME [Major customers, clients, etc., of businesses owned by reporting person--see instructions on page 5]:

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART E -- INTERESTS IN SPECIFIED BUSINESSES [Instructions on page 6]

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			

PART F - TRAINING

For officers required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed on this form and any attachments hereto is true, accurate, and complete.

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20 ____ by _____.

 (Signature of Notary Public--State of Florida)

 (Print, Type, or Stamp Commissioned Name of Notary Public)

 SIGNATURE OF REPORTING OFFICIAL OR CANDIDATE

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 6 in accordance with Art. II, Sec. 8, Florida Constitution, Section 112.3144, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

 Signature

 Date

Preparation of this form by a CPA or attorney does not relieve the filer of the responsibility to sign the form under oath.

IF ANY OF PARTS A THROUGH E ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

HOW TO FILE CAMPAIGN FINANCE REPORTS ONLINE

For Pinellas County Candidates, Political Parties
and Political Committees



REVISED MAY 2020

How to File Financial Reports Online: A Handbook for Candidates & Committees

Last update to this document: March 28, 2018

The content of this document is confidential and a proprietary trade secret. It is therefore not subject to open disclosure under Florida Public Records laws.

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What's shown in an online financial report?

As you know, Florida law requires that candidates and political committees file monthly reports with the Supervisor of Elections. These reports detail all contributions received and expenditures made by or on behalf of the candidate/committee. The **Voter Focus Campaign Financial Reporting** system gives campaign treasurers an easy way to complete and, optionally, file these required reports, online.

Each report generated by the **Campaign Financial Reporting** system is a PDF file that can be viewed in Adobe® Acrobat® Reader. The PDF can be printed if your county requires hard-copy filing. In counties that accept electronic filing, the PDF can be submitted online, signed by the candidate's and treasurer's electronic personal identification numbers (PINs).

Once a report is accepted by the Supervisor of Elections, it will appear on the elections website and can be viewed by the public. Along with the financial reports, you have the option of providing a short description (or "bio") of the candidate/committee and a photograph.

Here's an example of a monthly report:

First, there's a summary page

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name: Cecilyn J. Casadonte
 (2) Address (number and street): 1445 Harrington CT
Palmetto, FL 32317
 City, State, Zip Code

OFFICE USE ONLY
 CON - NO - SUBMITTER'S I.D. # 1088118
 Submitted on: 6/7/2015 16:25:24 (eastern)

(3) ID Number: 312

(4) Check appropriate box(es):
 Candidate Office Sought: County Commission, District 3
 Political Committee (PC)
 Electioneering Communications Org. (ECO) Check here if PC or ECO has disbanded
 Party Executive Committee (PTY) Check here if PTY has disbanded
 Independent Expenditure (IE) (also covers an individual making electioneering communications) Check here if no other IE or EC reports will be filed

(5) Report Identifiers
 Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015
 Original Amendment Special Election Report

(6) Contributions This Report
 Cash & Checks \$ 150.00
 Loans \$ 0.00
 Total Monetary \$ 150.00
 In-Kind \$ 300.00

(7) Expenditures This Report
 Monetary Expenditures \$ _____
 Transfers to Office Account \$ _____
 Total Monetary \$ _____

(8) Other Distributions \$ _____
 (10) TOTAL Monetary Exp \$ 2.00

(9) TOTAL Monetary Contributions To Date \$ 250.00

(11) Certification
 It is a first degree misdemeanor for any person to falsify a public record (s).
 I certify that I have examined this report and it is true, correct, and complete.
 (Type name) Individual (only for IE) Treasurer Deputy Treasurer Candidate Chair
 or electioneering comm.)
 Signature: _____ X

DS-DE 12 (Rev. 11/12) SEE REV

Then, an itemized list of contributions

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name: Cecilyn J. Casadonte (2) I.D. Number: 312
 (3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

(1) Date	(2) Full Name (Last, First, Middle)	(3) Street Address & City, State, Zip Code	(4) Contributor Type	(5) Occupation	(6) In-Kind	(7) Description	(8) Amount
6/4/2015	Barbara, Anna	104 Henderson Road Palmetto, FL 32302	I		CA		300.00
6/4/2015	Kirk, Marsha	104 Henderson Road Palmetto, FL 32302	I		CA		300.00
6/4/2015	Roger, Reid	104 Henderson Road Palmetto, FL 32302	I	restaurant TE	CA		2.00

DS-DE 13 (Rev. 11/12) SEE REVERSE FOR INSTRUCTIONS AT

Next, a list of expenditures

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name: Cecilyn J. Casadonte (2) I.D. Number: 312
 (3) Cover Period: 6/1/2015 through 6/30/2015 (4) Page: 1 of 1

(1) Date	(2) Full Name (Last, First, Middle)	(3) Street Address & City, State, Zip Code	(4) Purpose (add office sought if contribution to a candidate)	(5) Expenditure Type	(6) Amount
6/4/2015	Doris, Communisitions, P.O. Box 1088	Palmetto, FL 32302	advertising	NO	300.00
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///
///	///	///	///	///	///

DS-DE 14 (Rev. 11/12) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

Then, a list of distributions

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount
6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, FL 32302	mailouts	2015-2015-6-2		\$500.00
1					

And finally, a list of fund transfers

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS

(1) Name Carolyn J. Casadonte (2) I.D. Number 312

(3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date (6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amendment	(11) Amount
6/6/2015	SunBank, 491 Thomasville Rd Tallahassee, FL	TO	money market	Add	\$1,560.00
1					

What do I need to create reports online?

- **A computer equipped with:**

- An Internet connection.
- A web browser configured to accept cookies and with pop-up blockers disabled. In this document, the examples shown use Internet Explorer.
- Adobe® Acrobat® Reader, which you will need to view and print your reports. If you don't have the Reader software on your computer, you can download it free of charge from:
 - a link in the Campaign Financial Reporting System (see page 19)or
 - www.adobe.com
- A printer, if you want a hard copy of the report for your records.

- **A candidate ID and password.**

This will be provided to you by the elections office.

Candidates need a new ID each time they run for office, even when they are running for reelection to the same office. Committees also need a new ID for each election.

Committees of continuous existence typically are allowed to keep the same ID, but this varies from county to county. Some counties prefer to assign committees of continuous existence a new ID for each election.

The password can be changed after you log in, if you wish.

- **PINs for the candidate and campaign treasurer password.**

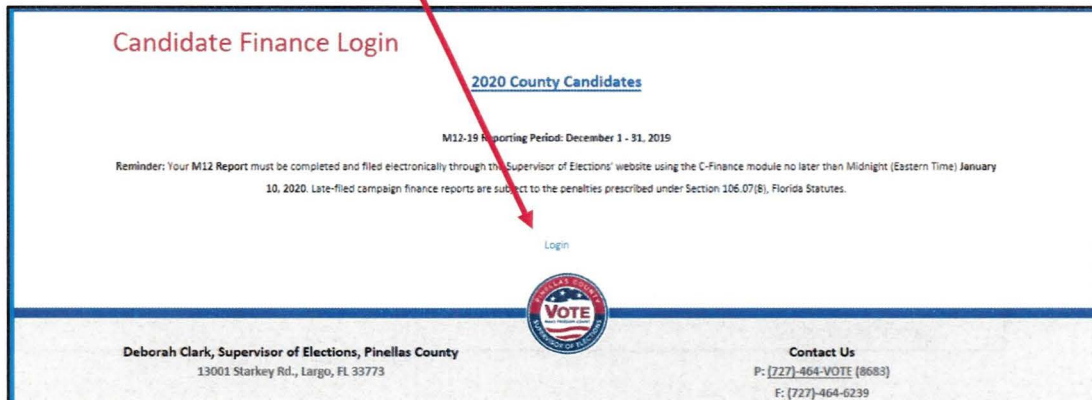
If your county permits electronic submission of financial reports, two 4-digit PINs will be provided to you by the elections office. You can change the PINs after logging in, if you wish. (See page 54 for instructions.)

How do I start?

Log into the Campaign Financial Reporting system like this:

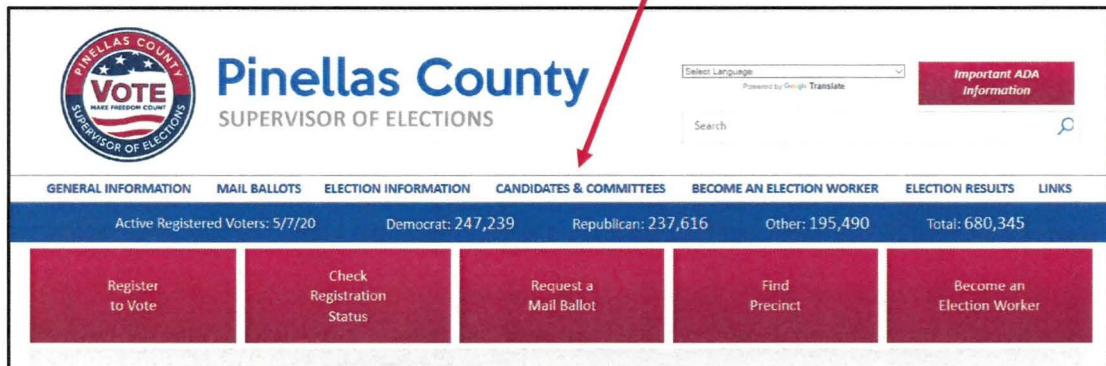
- 1 Type this web address into your browser: **VotePinellas.com/CFinance**

A. Click the "Login" icon.



OR

- 2 Go to VotePinellas.com and click the "Candidates & Committees" icon from the navigation bar at the top of the homepage.



A. Then, click the "Candidates" icon.



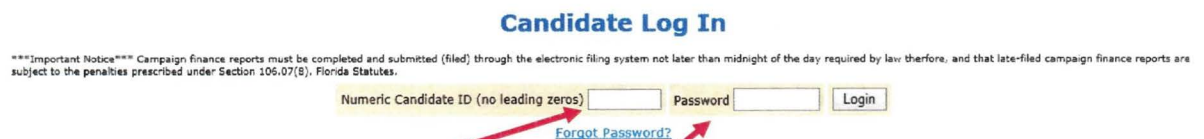
B. Next, click the "Candidate Finance Login" icon.



C. Lastly, click the "Login" icon.



3 You'll then see the Candidate Log In page:



4 Enter your candidate ID and password here.

The password is case-sensitive. That means you have to enter the password in exactly the form given to you by the elections office: if a letter is uppercase, you must enter it in uppercase; the same goes for lowercase letters. Your password might also have numbers.

5 Click .

By the way...you can change your password once you get on the system. We'll explain how to do this on page 54.

What you see when you log in.

This is the main page of the Campaign Financial Reporting System. It shows the reporting periods for the campaign. We call this page the *Report List*.

Election Office or issue Your name Your candidate ID

Candidate/Committee : Carolyn J. Casadonte (312)

Office : County Commission, District 3

Log Out
Edit Candidate/Committee Bio Information/Upload Photo
Change Password/PINs

Export All Transactions CSV

Help

Press Help for information on using the **new 'Import Entries' feature.**

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2014) 6/3/2015	-	-	No Data Entered This report is now overdue 1 day. Unlock this report	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Waiver Report
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	-	-	No Data Entered	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Waiver Report
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Time periods when financial reports are required.
 Colors indicate reporting periods:

- Past Reporting Periods (beige)
- Current Reporting Periods (green)
- Future Reporting Periods (blue)

The reporting periods are color-coded to help you choose the correct period for reporting data.

The past and future reporting periods are locked to prevent you from inadvertently entering current data into a past or future report. If you need to enter past or future data, you can easily unlock the report by clicking .

The colors of the reporting periods switch automatically at midnight on the due date of the current report.

If any of your reports are overdue or the due date is less than 10 days away (that is, 9 or fewer days from today), you'll see a message like this at the top of the page:

The screenshot shows a web interface for a candidate. At the top, a yellow banner with a red border contains the text "Warning! Your 2015-5 report is now overdue 1 day." Below this, the candidate's name "Carolyn J. Casadonte (312)" and office "County Commission, District 3" are displayed. There are several buttons: "Log Out", "Edit Candidate/Committee Bio Information/Upload Photo", "Change Password/PINs", "Export All Transactions CSV", and "Help". A message below the buttons says "Press Help for information on using the new 'Import Entries' feature." The main section is titled "Candidate Reports" and shows "Election : County 2015 (2015-11-04)". It has tabs for "Past Reporting Periods", "Current Reporting Periods", and "Future Reporting Periods". A table below shows reporting data for "2015-5 (05/01/2015 - 05/31/2014) 6/3/2015". The "Status" column for this report is highlighted in yellow and contains a red box with the text "No Data Entered This report is now overdue 1 day." and a button "Unlock this report". To the right of the table is a menu with options: "Import Entries", "Enter Contribution", "Enter Expenditure", "Prepare Totals", "Create Waiver Report", "Enter Transfers", and "Enter Distributions".

And the due/overdue report(s) will be highlighted as well.

After 180 days, overdue reports are no longer highlighted as late.

If a report is overdue, you need to take immediate action to file the report.

Let's look at the current reporting period.

Name of reporting period

Contributions so far

Expenditures so far

Command buttons for entering data.
We'll look at these more closely on the next page.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	-	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Start and end dates of reporting period

Date when report is due

Status of the report.

In this example, the candidate has started entering some of their contributions for the current reporting period, but hasn't entered their contributions or submitted their report yet to the elections office.

Command Buttons:

If you use campaign finance reporting software like Campaign ToolBox™, you can import contributions and expenditures directly from that application. Page 26 explains how.

To manually enter contributions and expenditures, click here.

Candidate Reports			
Election : County 2015 (2015-11-04)			
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116
		View Contributions View Transfers	
		View Expenditures View Distributions	
		Print Amend	
Unlock this report			
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	-	Not Filled Data Entry S
		Import Entries	
		Enter Contribution Enter Transfers	
		Enter Expenditure Enter Distributions	
Prepare Totals			
Create Final Report For Review			
Export CSV			
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)	-	Submitted #1088251
		View Expenditures View Distributions	
		Print Amend	
Export CSV			

We'll talk more about manual entry on the next page.

Submit your report to the elections office.

If your county requires submission of paper reports, the button will look like this instead:

Submit

Create a spreadsheet of the contributions and expenditures entered in this reporting period.

Create and view a draft copy of your report for this period prior to submitting to the elections office.

Click here to manually enter fund transfers and distributions.

How do I view and maintain contributions?

Click

to bring up a list of the contributions recorded so far:

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2015 (2015-11-04)									
Report Date : 2015-6									
(2015-06-01 - 2015-06-30)									
Add Contribution Return to Report List Amend Item from Orig Report									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	\$50.00
Edit Delete	2	6/2/2015	Anna Lee Barber 45 Wilson Blvd Palmetto, FL 32312	Individual		Check		Add	\$100.00
								Total In Kind	\$0.00
								Total Monetary	\$50.00
								Total	\$50.00
Add Contribution Return to Report List									

Edit lets you modify details on an existing contribution.

Delete lets you delete the contribution altogether.

Return to Report List Takes you back to the list of reporting periods.

The Totals rows show you a breakdown of In-Kind and Monetary contributions along with the combined total.

Click **Add Contribution** to bring up the form for entering contributions.

Adding a new contribution is easy.

If the contributor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Most of the entry fields are self-explanatory. The blue column has tips on what's required.

Date	9 / 15 / 2016	Date of item (mm/dd/yyyy)
Contributor Name	Last: <input type="text"/> First: <input type="text"/> Middle: <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST: <input type="text"/> Zip: <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	Individual Business Candidate to Themselves Committee Political Party Other Electioneering Communication Organization (State)	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash	Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution.
<input type="button" value="Submit"/> <input type="button" value="Cancel and return to list"/>		
List Contributors		

When you've completed the form, click **Submit**.

If the system says you've omitted required information, you must provide it before the contribution can be saved.

After the contribution is saved, you'll get another blank form where you can add the next contribution.

Click **Cancel and return to list** when you've saved the last contribution you want to add right now.

Contribution type

should be one of these:

Carry Over Funds

Remaining “carry over funds” from an election that has ended.
This option is for use by candidates only.

Cash

Cash or cashiers check.

Check

Traditional paper check, wire transfer, PayPal, credit card, or another type of electronic funds transfer.

In-kind

An item of value other than money or volunteer services.

In-kind Description: Enter a specific description of the in-kind contribution.
Example: *Food and beverage*

Interest

Money earned on campaign or interest-bearing accounts.

Loan

Money loaned to the campaign rather than given outright.

Membership Dues

Membership dues regardless of the form (cash, check, etc.).

Money Order

Contribution made by money order.

Multiple Uniform Contributions

Multiple uniform contributions from the same person
This option is for use by committees only.

Refund

Bad checks or contributions returned (in whole or in part) to the contributor.
Refunds must be entered as a negative amount.

Adding expenditures is a similar process.

Click

to bring up a list of the expenditures recorded so far:

Campaign Treasurer's Report - Itemized Expenditures							
Election : County 2015 (2015-11-04)							
Report Date : 2015-6							
(2015-06-01 - 2015-06-30)							
Add Expenditure Return to Report List							
	Seq Num	Date	Vendor	Purpose	Expenditure Type	Amend	Amount
Edit Delete	1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.	Monetary		\$500.00
Total							\$500.00
Add Expenditure Return to Report List							

Click **Edit** to modify details on an existing expenditure.

Click **Delete** to remove the entry altogether.

Takes you back to the Report List.

Click **Add Expenditures** to bring up the form for entering expenditures.

Date	5 / 22 / 2009	Date of item (mm/dd/yyyy)
Vendor Last Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Purpose	<input type="text"/>	Type the purpose of the expenditure.
Expenditure type	Monetary	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

If the vendor is an organization rather than an individual, enter the organization name in the **Last** field.

And leave the **First** and **Middle** fields blank.

Date: 8 / 18 / 2014

Date of item (mm/dd/yyyy)

Vendor Name: Last, First, Middle

Enter last name or company name if a business

Address 1, Address 2, City, ST, Zip

Amount \$

Purpose

Expenditure type: Monetary (dropdown menu open)

Not sure which Expenditure Type to choose? Click this link to the Dept. of State website for more information.

Type the purpose of the expenditure.

Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.

About Petty Cash

In *Expenditure Type*, notice that there are two types for petty cash:

- Use *Petty Cash Withdrawn* when withdrawing funds from the campaign account for petty cash. This will add an expenditure of the entered amount to your report.
- Use *Petty Cash Spent* to record an expense out of petty cash.

Petty Cash Spent does not add an expenditure to the report because the expenditure was already recorded as Petty Cash Withdrawn.

It's important to keep accurate petty-cash records so your final report will balance.

When you've completed the form, click **Submit**.

After the expenditure is saved, you'll get another blank form where you can add the next expenditure.

Click **Cancel** when you've saved the last expenditure you want to add right now.

Expenditure type

should be one of these:

Disposition of Funds

Pro-rata refunds to contributors, donations to charitable organizations, donations to the State general revenue fund, or the return of matching funds to the State.

Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Disposition of Funds to Future Campaign

Funds transferred to an account for a future campaign.

Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Disposition of Funds to Petition Verification

Funds transferred to pay for previously unpaid petition verification fees.

Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Disposition of Funds to Political Party

Funds given to the political party that the candidate is a member of.

Disposition of Funds expenditures are for use by candidates only and are only used on Termination Reports. They are not part of the Monthly Total Monetary amounts.

Monetary

General expenditure type used when a specific type does not apply.

Petty Cash Spent	<p>Petty cash spent during a reporting period.</p> <p>Expenditures made from petty cash are not required to be reported individually.</p>
Petty Cash Withdrawn	<p>Petty cash withdrawn during a reporting period.</p> <p>Petty cash expenditures are realized when the funds are withdrawn for petty cash. Therefore, the referenced item is not included in the total.</p>
Refund	<p>A refund of money from a vendor or other source.</p> <p>Refunds must be entered as a negative amount.</p>
Reimbursements	<p>Compensation made to a person or group by a check drawn on the campaign account for expenses incurred in connection with campaign activities.</p>
Transfer to Office Account	<p>Funds transferred to an office account when the candidate has been elected.</p>

A few notes about adding contributions and expenditures...

If you enter a contribution or expenditure outside of the range of the reporting period you are working with, the system will automatically try to find a reporting period that contains that date you are reporting.

If a report for that range is found, the system will let you know.

Transaction Date Not In Selected Report Range

The transaction date you entered (08-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-8 from: 08/01/2015 to: 08/31/2015

Color legend:
Report is available
Amendment will be created

Click the report that you would normally have filled the transaction under and then click Select.

If the contribution or expenditure date falls within the date range of a report that has already been filed, you can add the contribution or expenditure to the report and file an amended report in one easy step.

Transaction Date Not In Selected Report Range

The transaction date you entered (05-04-2015) is not within the date range of the currently selected report. The date range for the report(s) listed below includes the date you entered. You can either...

- Select the correct reporting period from the list below and press the Select button.
- Press the Cancel button to return to the form if you wish to change the transaction date.

2015-5 from: 05/01/2015 to: 05/31/2015

Color legend:
Report is available
Amendment will be created

Click the report that you would normally have filled the transaction under and then click Select. A confirmation message will appear letting you know that the amended report has been filed.

If no report exists that includes the date you are trying to report on, the system will let you know that too.

Transaction Date Not In Selected Report Range

The transaction date you entered (03-04-2015) is not within the date range of the currently selected report. No report could be located that includes the date you provided. Please change the transaction date or contact our Campaign Finance Administrator for assistance.

Click Close and then either change the transaction date or contact your county Campaign Finance Administrator for assistance.

Want to see how the report is adding up? Just do a preview.

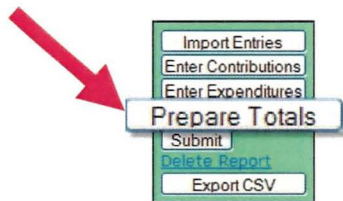
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

You can preview a report as many times as you like, make changes, and preview it again until you are confident it is correct and complete. Then you can submit the finished report to the Supervisor. Once a report has been submitted, it cannot be changed, so you want to be sure you preview each report carefully.

Previewing a report DOES NOT submit the report to the Supervisor.

To preview your report so far:

Click



to bring up this page:

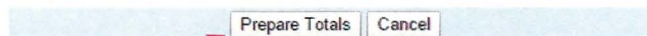
Prepare Totals

NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY. After your review, you must use the CREATE FINAL REPORT FOR REVIEW button to generate your final report and then you must assign your PINs to the report to officially file your report with our office.

Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3
Report Period 06/01/2015-06/30/2015 Due Date 7/10/2015
Contributions \$50.00 Expenditures \$0.00
Transfers \$1,500.00 Distributions \$0.00

Click on the 'Prepare Totals' button below to prepare the report totals.

Once this is done, you can Preview the report from the report menu.



Click to total the contributions and expenditures for this reporting period. You'll be returned to the Report List, which now has a banner like this:

Report (6/1/2015 - 6/30/2015) Preview is ready

**NOTE: This is NOT your OFFICIAL report -- it is a PREVIEW ONLY.
You must still generate and submit your final report after you
complete your review.**

Your output PDF file (./pdf_cfetraining/e60c312_6_dhc691sdc359.pdf) has been produced and is available to be previewed.

Preview

To View this report, you will need Adobe Acrobat

You only need to install Adobe Acrobat one time. If you have not previously installed Adobe Acrobat, click here to download it



If you haven't installed Acrobat Reader on your computer, you must do it now. Click the Acrobat Reader icon to go to the download site.

Click in the banner to bring up a PDF of your report.

How do I record a distribution?

A transaction is a distribution only if it is a:

Credit Card Payment – Linked to the expenditure that represents payment of the credit card bill on which the purchase appears. *Only statewide candidates may use this type of distribution.*

Each purchase made with the credit card will be itemized under and linked to the expenditure that represents payment of the credit card bill on which the purchase appears. The credit card may be used only for travel-related expenses.

Prepaid Distribution – Reserved for up-front, lump sum payments to be disbursed to different entities at a later date. (For example, payment to a media consultant who then makes disbursements to newspapers and television stations.) Related entries under will be reported and linked to the expenditure as they occur.

Reimbursement – Reimbursement for authorized expenses made in connection with the campaign. (For example, Candidate Smith paid for printing of campaign signs with his own money. A check to reimburse him for the cost would be recorded as a Reimbursement.)

Distributions do not add to your report totals.

They are used only to report pro-rata amounts of an already recorded expenditure to provide detail for:

- Refunds to contributors
- Donations to charitable organizations
- Contributions to political parties
- Donations to the State general revenue fund
- Return of matching funds to the State.

To record a distribution:

Click

to bring up a page with describing the requirements for a distribution transaction.

Click Proceed with Distribution to see this page:

Campaign Treasurer's Report - Itemized Distributions						
Election : County 2015 (2015-11-04)						
Report Date : 2015-6						
(2015-06-01 - 2015-06-30)						
Add Distribution Return to Report List						
Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
				Total		\$0.00
Add Distribution Return to Report List						

Click [Add Distribution](#) to bring up the form for entering distributions.

If the entity receiving the distribution is an organization rather than an individual, enter the organization name in the **Last** field.

Enter the date the distribution occurred. This date does not have to be within the current reporting period.

Enter the amount and the purpose of the distribution. If the distribution is a contribution to a candidate, be sure to indicate the office they are running for.

If the distribution is related to a previously reported expenditure, enter:

- The year when the expenditure was reported.
- The *Report Type* from the first page of the report (example, M4).
- The *Sequence Number* (from the first column of the report's expenditures page).

Date: 10 / 1 / 2009

Vendor Name: Last, First, Middle

Address 1, Address 2

City, ST, Zip

Amount \$

Purpose

Related Expenditures: Year, Report, Line

Buttons: Submit, Cancel, List Vendors

When you've completed the form, click **Submit** to save the information. After the distribution is saved, you'll get another blank distribution form.

Click **Cancel** when you've saved the last distribution you have right now. You'll see the distributions you added highlighted in yellow, as in the example below.

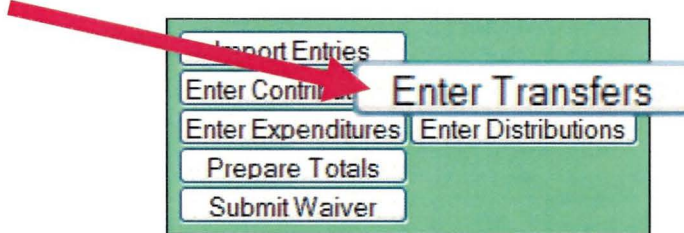
Campaign Treasurer's Report - Itemized Distributions							
Election : County 2015 (2015-11-04) Report Date : 2015-6 (2015-06-01 - 2015-06-30) Add Distribution Return to Report List							
	Seq Num	Date	Vendor	Purpose	Related Expenditures	Amend	Amount
Edit Delete	1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mailouts	2015~2015-6~2		\$500.00
					Total		\$500.00
Add Distribution Return to Report List							

What about fund transfers?

Fund transfers are typically used only by candidates for state and federal offices.

They are used to report the transfer of funds between the primary depository and separate interest-bearing accounts.

Click



to bring up this page:

Campaign Treasurer's Report - Itemized Fund Transfers						
Election : County 2015 (2015-11-04)						
Report Date : 2015-6						
(2015-06-01 - 2015-06-30)						
Add Fund Transfer Return to Report List						
Seq Num	Date	Institution	Transfer Type	Nature of Account	Amend	Amount
					Total	\$0.00
Add Fund Transfer Return to Report List						

Click [Add Fund Transfer](#) to bring up the form for entering transfers.

Enter the financial institution where the account is held.

Date	10 / 1 / 2009	Date of item (mm/dd/yyyy)
Institution Name	<input type="text"/>	Enter institution name
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Transfer Type	To	<p>Select From if the transfer is from the institution account to the campaign account.</p> <p>Select To if the transfer is from the campaign account to the institution account.</p>
Nature of Account	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		
List Vendors		

When you've completed the form, click **Submit** to save the information. After the transfer is saved, you'll get another blank transfer form.

Click **Cancel** when you've saved the last transfer you have right now. Transfers are not shown on the Reports List because the funds have simply been moved within the campaign or committee, rather than expended or distributed elsewhere.

How do I import data from my campaign application?

Candidates or committees using campaign finance reporting software such as Campaign ToolBox™ can import contribution, expenditure, distribution, and fund-transfer data from a file created by the application directly into the Campaign Financial Reporting system.

Import File Requirements

The system can import any file that meets the Division of Elections Campaign Finance Reporting File Specifications:

[Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/](https://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/)

For a list of State-approved software vendors for electronic filing, see:

[Dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/](https://dos.myflorida.com/elections/candidates-committees/campaign-finance/filing-campaign-reports/vendors/)

When you import data from a file, the transactions are added to the report you are working in. Be sure to review the report prior to submission to verify the data matches what you intended to import, and make any adjustments manually.

To import data for the current reporting period:

Important: When you import a file from your campaign finance reporting software, if there are existing entries in the Campaign Financial Reporting system for the reporting period you are importing entries in to, these entries will be replaced with the information from your file.

Before importing a file, verify that you have not manually entered contributions, expenditures, distributions, or fund-transfer data in to the Campaign Financial Reporting system. If so, verify that these entries also exist in your campaign finance reporting software.

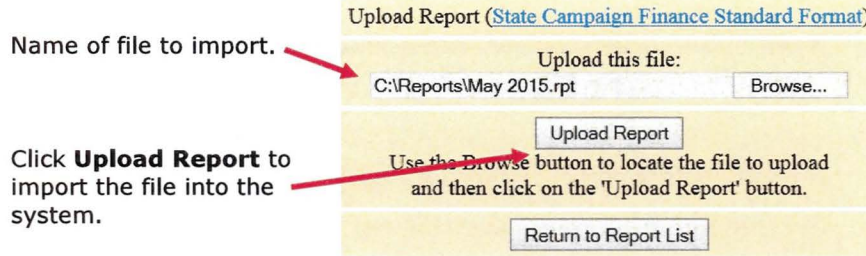
On the main page, locate the row for the current reporting period (look for the green row) and click Import Entries.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods Current Reporting Periods Future Reporting Periods				
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Not Filed Data Entry Started (1) distribution item(s)	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

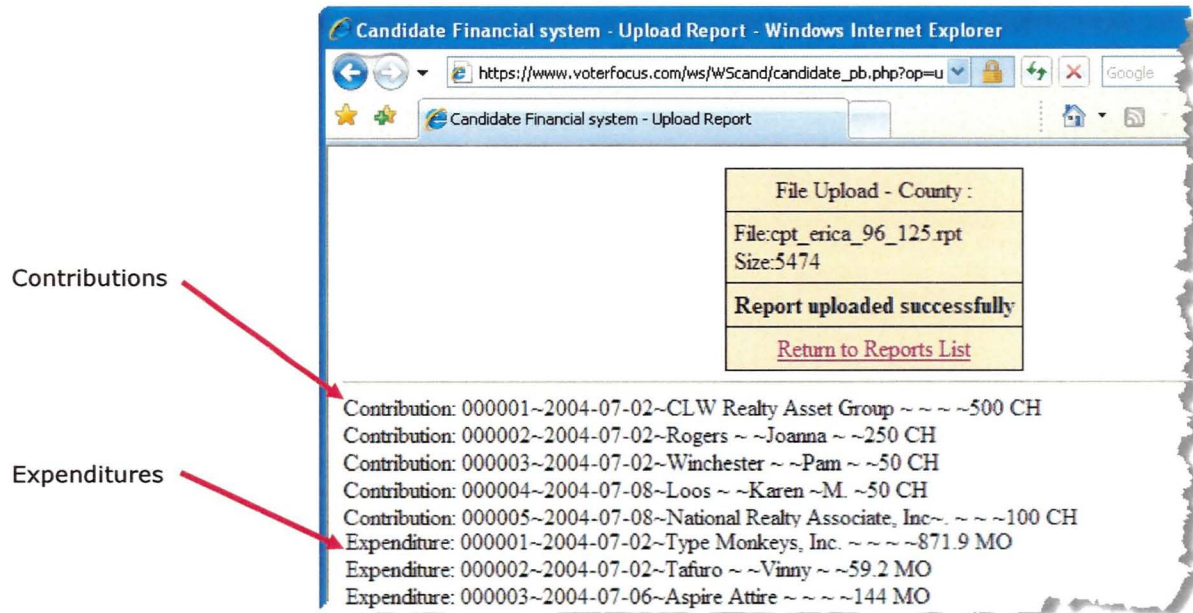
Current reporting period is shown in green.

Import Entries brings up the **Upload Report** page.

On the **Upload Report** page, click **Browse...** and find the file you want to import. Then click **Upload Report**.



You'll see a display of the transactions imported from the file, as in this example:



When you've finished importing entries for the reporting period, preview, and submit the report as described on page 18.

To import data for a past reporting period:

If you've already submitted the report for the past reporting period, you'll need to unlock it and create an amendment. Then you'll need to unlock the amendment and do an Import Entries command, following the instructions beginning on page 27.

To import data for a future reporting period:

Unlock the reporting period and do an Import Entries command, following the instructions beginning on page 26.

Finished entering all data? Then submit the report.

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly *before* you click **Submit Report**.

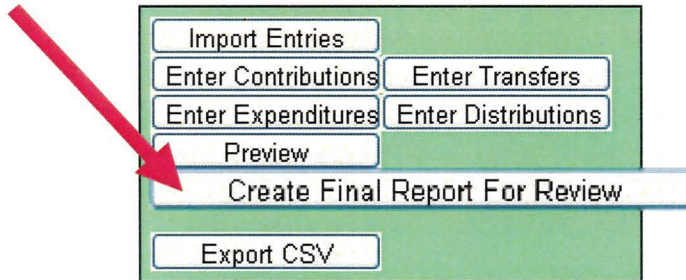
Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended. We'll look at amendments on page **Error!**

How do I finalize my electronic report?

To finalize the report:

Click



to bring up instructions:

Create Final Report For Review

Candidate : **Carolyn J. Casadonte (312)** Office : **County Commission, District 3**
Report Period **06/01/2015-06/30/2015** Due Date **7/10/2015**
Contributions **\$425.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

By submitting this campaign finance report that the same is considered to be certified as to correctness within the meaning of Section 106.07(5) Florida Statutes, by the candidate and the candidates treasurer, in the case of a candidate, or the political committee's chair and treasurer, in the case of a political committee or county executive committee, and that such persons are subject to the provisions of Section 106.07(5) Florida Statutes.

PLEASE NOTE: This report is NOT filed until it is electronically signed by the Candidate/Committee and Treasurer using their respective electronic PIN.

Create Final Report For Review Cancel

Are your entries for this reporting period finished?

If not, click **Cancel**.

If you are ready to file, click **Create Final Report For Review**.

Clicking **Create Final Report For Review** brings up the Electronic Signature PINs page with a reminder that the report has not yet been submitted...

Report created for your final review.
Preview Report Created: 2015-07-06 10:26:09 (Eastern)
Scroll down to see the report

**This report has not yet been submitted to the Supervisor of Elections.
To submit the report, assign both PINs as described below.**

Reporting Period: 6 (6/1/2015 - 6/30/2015)

Electronic Signature PINs

To signify your approval of this report, enter your PIN in the appropriate field and click **Assign PIN**. Once both PINs have been assigned, the report will be submitted to the Supervisor of Elections.

If both parties are present, both PINs can be assigned now. Or you can assign your PIN now and the other party can enter theirs later during their own session.

If you do not want to assign a PIN at this time, click **Later**.

If the report needs modification, click **Undo Final Report**. This will unlock the report so you can make the necessary changes and recreate a new final report for PIN assignment and submission.

Candidate Committee Electronic Signature PIN	As required in F.S. 106.0705(4), I, as candidate or political committee chair, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
Treasurer Electronic Signature PIN	As required in F.S. 106.0705(4), I, as campaign treasurer for this candidate committee, certify that I have examined this report and it is true, correct, and complete.	<input type="text"/>
	Click Assign PIN to assign the PIN you entered above to the report. When both PINs have been entered in the above fields, clicking Assign PIN submits the report to the Supervisor of Elections.	<input type="button" value="Assign PIN"/>
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	<input type="button" value="Later"/>
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	<input type="button" value="Undo Final Report"/>

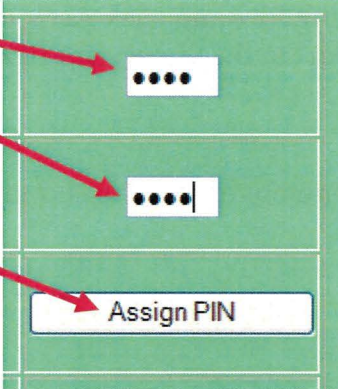
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) <u>Carolyn J. Casadonte</u> Name	OFFICE USE ONLY ONLINE SUBMISSION (1088118)
(2) <u>1645 Harrington Ct</u> Address (number and street)	
<u>Palmetto, FL 32317</u> City, State, Zip Code	Submitted on: 6/4/2015 16:25:24 (eastern)

...followed by an online view of the report.

On the PINs page, you have these options:

- Enter both PINs in the space provided and click **Assign PIN** to submit the report to the Supervisor of Elections.



Enter Candidate's PIN

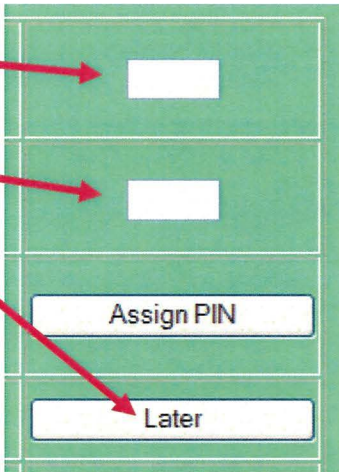
Enter Treasurer's PIN

Then, click

Assign PIN

The image shows a green form with two input fields, each containing four black dots. Red arrows point from the text labels to these fields. A third red arrow points from the text 'Then, click' to a button labeled 'Assign PIN' at the bottom of the form.

- Enter just one of the PINs and click **Later**. This will return you to the report list.



Enter Candidate's

or

Treasurer's PIN

Then, click

Assign PIN

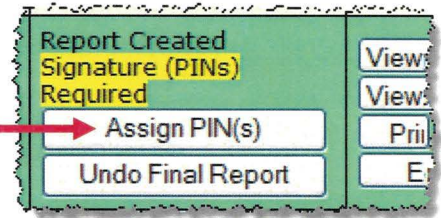
Later

The image shows a green form with two empty input fields. Red arrows point from the text labels to these fields. A third red arrow points from the text 'Then, click' to a button labeled 'Later' at the bottom of the form. A button labeled 'Assign PIN' is also visible above the 'Later' button.

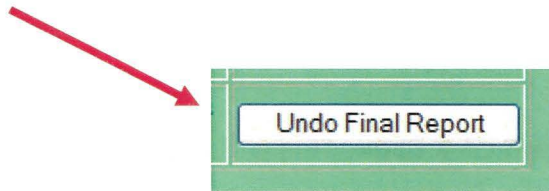
The message **Signature (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

When the report is ready to be signed with the other PIN, click **Assign PIN(s)** to bring up the PIN page again.

Enter the missing PIN and click **Assign PIN** to submit the report to the Supervisor of Elections.



- If you want to remove the PINs and unlock the report so you can make changes, click



Let's look at a submitted report.

The DRAFT watermarks are gone...

and your confirmation number is displayed in the **Office Use Only** box along with the date and time you submitted the report.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Name Carolyn J. Casadonte
 (2) Address (number and street) 1645 Harrington Ct
Palmetto, FL 32317
 City, State, Zip Code
 Check here if address has changed (3) ID Number: 312

(4) Check appropriate box(es):
 Candidate Office Sought County Commission, District 3
 Political Committee (PC) Check here if PC or ECO has disbanded
 Electioneering Communications Org (ECO) Check here if ECO has disbanded
 Party Executive Committee (PTY) Check here if PTY has disbanded
 Independent Expenditure (IE) (also covers an individual making electioneering communications) Check here if no other IE or EC reports will be filed

(5) Report Identifier
 Cover Period: From 6/1/2015 To 6/30/2015
 Original Amendment Special Election

(6) Contributions This Report
 Cash Checks \$ 150.00
 Loans \$ 0.00
 Total Monetary \$ 150.00
 In-Kind \$ 300.00
 (9) TOTAL Monetary Contributions To Date \$ 250.00

(11) Certification
 I certify that I have examined this report and it is true, correct, and complete:
 Individual (only for IE, Treasurer or Deputy Treasurer or electioneering comm) Candidate
 Treasurer Deputy Treasurer
 Signature _____ Signature _____

OFFICE USE ONLY ONLINE SUBMISSION [1008118]
 Submitted on: 6/4/2015 16:25:24 (eastern)

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS
 (1) Name Carolyn J. Casadonte (2) I.D. Number 312
 (3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type Occupation	(9) Contribution Type	(10) In-Kind Description	(11) Amount
6/4/2015	1	Barber, Anna Lee 45 Wilson Ave Palmetto, FL 32317	I	CH		\$100.00
6/2/2015	2	Kirk, Marsha 4800 Millcrest Dr Palmetto, FL 32317	I	CA		\$50.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES
 (1) Name Carolyn J. Casadonte (2) I.D. Number 312
 (3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amount
6/4/2015	1	Davis Communications, P.O. Box 3488 Tallahassee, FL 32302	retainer for advertising	MO	\$500.00
6/4/2015	2	Davis Communications, P.O. Box 3488 Tallahassee, FL 32302	retainer for advertising	MO	\$500.00

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS
 (1) Name Carolyn J. Casadonte (2) I.D. Number 312
 (3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amount
6/4/2015	1	Eric Wu Campaign Account 222 South Street Tallahassee, FL 32302	mailouts	2015-2015-6-2	\$500.00

CAMPAIGN TREASURER'S REPORT - FUND TRANSFERS
 (1) Name Carolyn J. Casadonte (2) I.D. Number 312
 (3) Cover Period 6/1/2015 through 6/30/2015 (4) Page 1 of 1

(5) Date	(6) Sequence Number	(7) Name of Financial Institution Street Address & City, State, Zip Code	(8) Transfer Type	(9) Nature of Account	(10) Amount
6/6/2015	1	SunBank, 487 Thomasville Rd Tallahassee, FL	TO	Money Market	\$1,500.00

Notice that the **Original** box is selected in the **Report Identifier** section.

It indicates that this is the original report for this reporting period.

Should you later file an amendment to this report, the **Amendment** box will be selected instead.

When will my report appear on the elections website?

That depends on your county's procedures. Most counties reserve the right to review reports before releasing them to the public. Typically, when the report status changes to **Received**, the report is available on the website, but this can vary, so check with your county to find out what you can expect.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000 (2 items)	Received #1088118	View Contributions	View Transfers
				View Expenditures	View Distributions
				Print	Amend
				Export CSV	

To get to your candidate page, website visitors select your name from the list of candidates running in a selected election. (The elections office will explain how to navigate to this list—it varies by county.)

Reporting Group (Election/Committees)
Test Election 2012 (10/1/2012)

Print Report

Current reporting group: (Election/Committees):
(You can select another available reporting group from the above list.)

This web site lists candidates for county and local offices and committees/PACs. Candidates for federal, state and multi-county offices are reported on the Division of Elections of the Department of State Website.

Information contained within the reports has been generated by and is the sole responsibility of the reporting entity

Candidate Name	Party	Monetary Contributions	In Kind Contributions	Total Expenditures & Distributions
Office: Clerk of Courts				
John Logan (Active-Qualified)	Details	\$12.00		
Karen Page (Active-Qualified)	Details	REP		
Digger Phelps (Active-Qualified)	Details	\$10.00		
Scotty Summers (Active-Qualified)	Details	REP		

Candidate selected here. (Arrow pointing to John Logan)

Election selected here. (Arrow pointing to Test Election 2012 (10/1/2012))

Your candidate page will list all reports that the elections office has released to the website:

Candidate: Carolyn J. Casadonte
Office: County Commission, District 3

Back ◀ Print ✖ Export All ⚙

List All Contributions and Expenditures

Show only financial reports (Hides bio)

Available reports...	7/10/2015	Contact Information:
6	7/10/2015	1645 Herrington CT
6	7/10/2015	Suite C
7	8/10/2015	Palmetto, FL - 32317
		jremes@vrsystems.com

The newly received report is listed here. →

The following financial reports are available:

Report	Monetary Contributions	In Kind Contributions	Expenditures and Distributions	Print Report
View Transactions				
6 (6/1/2015 - 6/30/2015)	\$150.00	\$300.00	\$1,000.00	Print
6 (6/1/2015 - 6/30/2015) Amended	\$125.00	\$300.00	\$500.00	Print
7 (7/1/2015 - 7/31/2015)	\$50.00	\$0.00	\$0.00	Print

Candidate qualifying forms and miscellaneous documents

Display list of all campaign transactions. →

Did you know?...A photograph and biographical information can also appear on your page, if you choose to provide them. We'll explain how to do this on page 50.

Website visitors can click the report name in the **Report Views Transactions** column to bring up a list of all transactions reported so far grouped by type:

Candidate: Carolyn J. Casadonte
Office: County Commission, District 3

Report Dates: 6 (6/1/2015 - 6/30/2015) Amended

Back ◀ Print ✖ Export ⚙

Seq#	Contributor	Campaign Treasurer's Report Entity	Itemized Contributions Occupation Amend	Cont. Type	Amount
1	Anna Barber	Individual	Add	Cash	\$50.00
6/4/2015	344 Henderson Road Palmetto, FL 32312				
2	Marsha Kisk	Individual	Add	Check	\$75.00
6/4/2015	344 Henderson Road Palmetto, FL 32312				
Total Contributions					\$125.00

Seq#	Contributor	Campaign Treasurer's Report Entity	In Kind Contributions Occupation Amend	In Kind Description	Amount
2	Reid Payer	Individual	Restaurateur/Owner	Campaign planning dinner	\$300.00
6/4/2015	45 Wilson Blvd Palmetto, FL 32432		Add		
Total In-Kind Contributions					\$300.00

Seq#	Vendor	Campaign Treasurer's Report Purpose	Itemized Expenditures Exp. Type Amend	Amount
1	Davis Communications	Advertising	Monetary	\$500.00
6/4/2015	P.O. Box 3488 Tallahassee, FL 32402		Add	
Total Expenditures				\$500.00

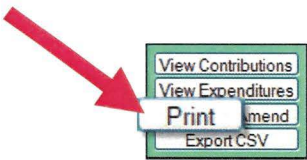
Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically redacts those addresses from campaign reports, so they cannot be seen by the public or the Supervisor's staff. If you are aware of a contributor with a protected address who is not in your local county's voter database, please advise your Supervisor of Elections.

How do I save a copy of the report on my computer?


A copy of all the reports you file will continue to be available on the Campaign Financial Reporting system. If you want to keep a copy on your local computer, just save the PDF to a folder on your computer or network.

To save copy of the report to your computer:

Click



to display a PDF of the report in Acrobat Reader.

Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name; names assigned by the system are cryptic.

Creating an amended report:

After a report has been submitted to the elections office, you cannot change it, but you can make an amendment. An amendment is a separate report for the reporting period. On the amendment's first page, you'll see a checkmark in the **Amendment** box.

The **Amendment** box is automatically checked when you create an amended report.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name

(2) 1645 Harrington CT
Address (number and street)
Palmetto, FL 32317
City, State, Zip Code

Check here if address has changed

(3) ID Number: 312

OFFICE USE ONLY
ONLINE SUBMISSION
[1088951]
Submitted on:
7/6/2015 10:50:55 (eastern)

(4) Check appropriate box(es):
 Candidate Office Sought: County Commission, District 3
 Political Committee (PC)
 Electroneering Communications Org. (ECO) Check here if PC or ECO has disbanded
 Party Executive Committee (PTY) Check here if PTY has disbanded
 Independent Expenditure (IE) (also covers an individual making electroneering communications) Check here if no other IE or EC reports will be filed

(5) Report Identifiers
Cover Period: From 6 / 1 / 2015 To 6 / 30 / 2015 Report Type: 6
 Original Amendment Special Election Report

(6) Contributions This Report
Cash & Checks \$ 50.00
Loans \$ 0.00

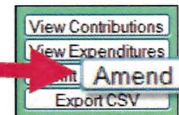
(7) Expenditures This Report
Monetary Expenditures \$ 0.00
Transfers to

You can amend a report any time after you submit it. When the original report's status is **Submitted**, you can add new contributions and expenditures, but you cannot change data on the original report. To change original data, the original report's status must be **Received**.

You can create an amendment to a report for any reporting period. The steps to do this are the same for all reporting periods with one exception; for past reporting periods, you must first unlock the report following the instructions beginning on page 40.

To create an amendment to a report in the current reporting period:

In the current reporting period (the green row), click



to bring up this page:

Amend Report

Click Create to create an amended report for the 06/01/2015 - 06/30/2015 report. The amended report will appear in the report list below the original report.

Create

Then click .

When the Report List reappears, notice that there's now a new row for the current reporting period.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 Amended	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1072251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Enter the new data using these buttons, just like you did on the original report.

To create an amended report, you can:

- Manually enter new contributions (page 11) and expenditures (page 13).
- Import new contributions or expenditures (page 26).
- Change or delete items listed on the original report (page 42).

The totals of items on the amended report are displayed just as they were for the original report.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 Amended	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV

When you are finished entering items, preview the report (page 18) and submit it to the elections office (page 29). You'll see a new confirmation number for the amendment.

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015 Amended	\$425.00 (3 items)	\$500.00 (1 item)	Submitted #1088118	Import Entries Enter Contribution Enter Transfers Enter Expenditure Enter Distributions Prepare Totals Create Final Report For Review Export CSV

If you need to change a report after submitting the amendment, call the elections office at (727) 464-4987.

To create an amendment to a report in a past reporting period:

In the past reporting period (the beige row), click **Unlock** this report.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)		Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)		Received #1073251 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

When the confirmation message appears, click **OK**.

Are you sure you wish to access a PAST reporting period?

OK Cancel

The **Amend** button for the past reporting period becomes available.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)		Submitted #1088116 Unlock this report	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	View Contributions View Transfers View Expenditures View Distributions Print Amend Export CSV

Create an amended report following the instructions beginning on page 38.

Oops! I didn't mean to create an amended report!

That sometimes happens.

If you begin creating an amended report, notice that the list of commands on the Report List includes the command [Delete Report](#). To back out of the report, first delete all the transactions you have entered for the amended report. Then, once there are no transactions for the amended report, you can click [Delete Report](#) to delete it from the system.

How do I change or delete an item on the original report?

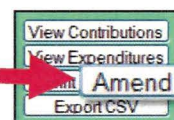
First, verify that the status of the original report is **Received**:

2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Received #1088118	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
-----------------------------------------------	-----------------------	-------------------------	----------------------	----------------------------------------------------------------	-----------------------------------------------

To change data that was entered on the original report, the original report's status must be **Received**.

To change a contribution or expenditure:

In the current reporting period (the green row), click



to bring up this page:

Amend Report

Click Create to create an amended report for the 06/01/2015 - 06/30/2015 report. The amended report will appear in the report list below the original report.

Then click .

When the Report List reappears, notice that there's now a new row for the current reporting period.

Candidate Reports				
Election : County 2015 (2015-11-04)				
Past Reporting Periods		Current Reporting Periods	Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status	
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 items)	Submitted #1088118	View Contributions View Expenditures Print Export CSV
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$425.00 (3 items)	\$500.00 (1 item)	Not Filed Data Entry Started Amended	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Export CSV
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 item)	-	Submitted #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV

Enter the new data using these buttons, just like you did on the original report.

On the next page, click **Amend Item from Orig Report**.

Campaign Treasurer's Report - Itemized Contributions								
Election : County 2015 (2015-11-04)								
Report Date : 2015-6								
(2015-06-01 - 2015-06-30)								
Add Contribution Return to Report List Amend Item from Orig Report								
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
							Total	\$0.00
Add Contribution Return to Report List								

to bring up a list of items (for example, contributions) reported in the current month:

To change an item, highlight it.

The following list is the list of the items on the **original** report that you are amending.

Select the item to amend and you will be given a screen to enter the new values for the item.

1	Barber, Anna	(2015-06-04)	\$100.00
2	Kirk, Marsha	(2015-06-02)	\$50.00
3	Smith, Reid	(2015-06-02)	\$300.00
4	Barber, Anna	(2015-06-04)	\$50.00
5	Kirk, Marsha	(2015-06-04)	\$75.00
6	Roger, Reid	(2015-06-04)	\$300.00

Then click **Amend Item**.

Highlight the item you want to change and click to bring up the detail page for the item.

Type the changes where they are needed. If you want to delete the contribution or expenditure, simply zero-out the **Amount** field. When you've finished, click

This page shows the details for the item as they were entered into the original report.

To change an item, just make your changes in the appropriate fields.

To delete an item, type a zero (0) in the **Amount** field.

When finished, click **Submit**.

On the next page, you now have two entries (in yellow) representing the changed item:

- The first entry deletes the item as it was filed in the original report. (Notice the word **Delete** in the **Amend** column.)
- The second entry adds the item with the changed values. (Its **Amend** column says **Add**.)

Campaign Treasurer's Report - Itemized Contributions									
Election : County 2015 (2015-11-04)									
Report Date : 2015-6									
(2015-06-01 - 2015-06-30)									
Add Contribution Return to Report List Amend Item from Orig Report									
	Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	In-Kind Description	Amend	Amount
Edit Delete	1	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		Delete	\$50.00
Edit Delete	2	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Check		Add	\$100.00
								Total	\$50.00
Add Contribution Return to Report List									

Deletes the original item.

Adds the changed item in its place.

In the example here, we changed the contribution amount from \$50.00 in cash to \$100.00 by check.

This completes the change to the original item. From here, you can change another item, add a new item, or return to the Report List.

What if I don't have any contributions or expenditures for the period?

You must submit a **Waiver of Report**.

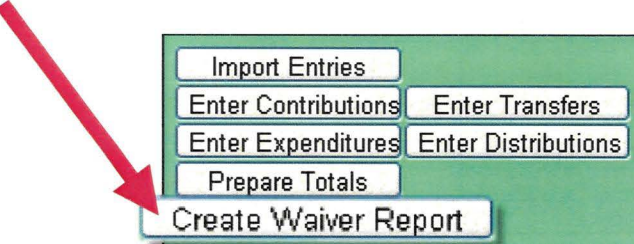
A waiver is a one-page report that you fill out and submit to the elections office.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY ONLINE SUBMISSION [1014381]
Candidato's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington CT, Suite C Palmetto, FL 32314		96 Identification Number (Assigned by Division of Elections)
Address (Number and Street)		County Commission District 4 Office Sought (Include District, Circuit or Group Number)
City	State	Zip Code
<input checked="" type="checkbox"/> Candidate	<input type="checkbox"/> Committee of Continuous Existence	<input type="checkbox"/> Check box if address has changed since last report
<input type="checkbox"/> Political Committee	<input type="checkbox"/> Party Executive Committee	<input type="checkbox"/> Check here if PC or CCE has DISBANDED and will no longer file reports.
TYPE OF REPORT (Check Appropriate Box)		
QUARTERLY REPORTS	PRIMARY ELECTION	GENERAL ELECTION
<input type="checkbox"/> January	<input type="checkbox"/> 32nd day prior	<input type="checkbox"/> 48th day prior
<input type="checkbox"/> April	<input type="checkbox"/> 18th day prior	<input type="checkbox"/> 32nd day prior
<input type="checkbox"/> July	<input type="checkbox"/> 4th day prior	<input type="checkbox"/> 18th day prior
<input type="checkbox"/> October	<input type="checkbox"/> 4th day prior	<input type="checkbox"/> 4th day prior
		<input type="checkbox"/> TERMINATION REPORT
		<input type="checkbox"/> SPECIAL ELECTION
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF		
X <input checked="" type="checkbox"/> 7/1/2009 through 9/30/2009 (Q3)		
Signature		Date
SIGNATURES REQUIRED FOR: Candidates Candidate, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Political Committees Chairman, Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.) Committees of Continuous Existence Treasurer (s. 106.04(2)(3), F.S.) Party Executive Committees Treasurer or Chairman (s. 106.26(2), F.S.)		
<small>In any reporting period where there has been no activity in the account (as funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.</small>		

To submit a waiver report:

On the Report List, find the reporting period that you want to submit a waiver for.

Click



On the next page, click **Create Final Report For Review** to bring up the Electronic Signature PINs page with a reminder that the report has not yet been submitted.

Note: For committees set up as Type - Electioneering Communication, a waiver will no longer be generated when clicking **Create Final Report for Review** with no contributions or expenditures applied.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Why are some reports locked?

Have you noticed that reports for past and future reporting periods have an

Unlock this report button?

Candidate Reports					
Election : County 2015 (2015-11-04)					
Past Reporting Periods		Current Reporting Periods		Future Reporting Periods	
Rpt Date	Total Contrib	Total Exp	Status		
2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 Items)	\$1,000.00 (2 Items)	Received #1088116	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend

These buttons prevent you from accidentally entering data for the current reporting period into a past or future period.

If you find that you need to amend a past report or enter data for a future report, click

Unlock this report

For past reporting periods, you'll then get command buttons for amending the report.

2015-5 (05/01/2015 - 05/31/2015) 6/3/2015	\$50.00 (1 Item)	-	Submitted #1088116 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
----------------------------------------------	---------------------	---	---------------------------------------------	----------------------------------------------------------------	-----------------------------------------------

And for future reporting periods, you'll see the usual buttons for entering data.

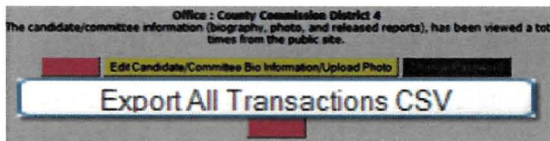
2015-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$50.00 (1 Item)	-	Received #1073251 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
-----------------------------------------------	---------------------	---	--------------------------------------------	----------------------------------------------------------------	-----------------------------------------------

How do I export data to a spreadsheet?

The system has two ways to export your financial data to a Microsoft Excel comma-separated values (.CSV) file:



collects all data for the selected report.



collects all data from all reports in this election.

Both options create a file named **CFinExport.csv** in your C:\Temp folder.

When you click either button, you'll see a message asking if you want to open or save the file. You can view the file immediately or save it to a different name and location, if you like.

The spreadsheet file contains this information:

- Date the item was recorded
- Whether it's a contribution (C) or an expenditure (E)
- Contributor or vendor name and address
- Contribution type
- Contributor's occupation
- Item type
- Description
- Amount
- Whether the item was recorded in the original report (blank) or an amendment (A)

What reporting is required at campaign end?

On the Report List, you will see a section for the termination report, which is the absolute last report that will be submitted by your campaign. This report states the financial status of your campaign after all contributions and expenditures have been reconciled. It also should also show how any surplus funds were disposed of.

The termination report might not appear in the Report List at the beginning of the campaign, but the elections office will add it to your reporting dates at the appropriate time. Note that it might not be named *Termination Report*. The elections office can give it any name, such as *2015-Final*, like the example here.

				Prepare Total Create Waiver
			No Data Entered Unlock this report	Import Entries Enter Contributions Enter Expenditures Prepare Total Create Waiver
	2015-Final (10/01/2015 - 10/31/2015) 11/10/2015			

When it's time to file the termination report, its row will turn green.

To file this report, you will need to add any outstanding contributions and expenditures that haven't been reported in an earlier report.

If surplus funds remain in the campaign account, the termination report should include an expenditure that disposes of those excess funds. When you enter this expenditure, be sure to select **Disposition of Funds** for the **Expenditure type**.

Candidate : Carolyn J. Casadonte (312) Office : County Commission, District 3

Report In Focus: 2015 - Final
Start Date: 2015-10-01 End Date: 2015-10-31

Date: 10/31/2015 Date of item (mm/dd/yyyy)

Vendor Name: Last Casadonte First Antonio Middle
Address 1: 340 Gulf View Drive
Address 2:
City: Miami ST FL Zip: 32322

Amount \$: 500

Purpose: Return of unused campaign contributions
Type the purpose of the expenditure.

Expenditure type: Disposition of Funds
Disposition of Funds to Future Campaign
Disposition of Funds to Political Party
Disposition of Funds to Petition Verification
Reimbursements

To report on the disposition of surplus funds, select one of the **Disposition of Funds** options in the **Expenditure type** field. For a description of each type, see page 15.

Campaigns sometimes confuse **Disposition of Funds** and **Enter Distributions**. Remember that **Disposition of Funds** is a type of **expenditure**, whereas a distribution is a type of transaction referring back to a previously recorded expense.

When you return to the list of expenditures for the termination report, you will see the item listed, but the amount will not be reflected in the total expenditures for the period. Nor will the amount be included on the Report List—in the **Total Exp** column—although it will be counted as an “item.” This design is in accordance with Division of Elections requirements.

2015-Final (10/01/2015 - 10/31/2015) 11/10/2015	-	\$0.00 (1 item)	Not Filed Data Entry Started Unlock this report	Import Entries						
				<table border="1"> <tr> <td>Enter Contributions</td> <td>Enter Transfers</td> </tr> <tr> <td>Enter Expenditures</td> <td>Enter Distributions</td> </tr> <tr> <td>Prepare Totals</td> <td></td> </tr> <tr> <td colspan="2">Create Final Report For Review</td> </tr> <tr> <td colspan="2">Export CSV</td> </tr> </table>	Enter Contributions	Enter Transfers	Enter Expenditures	Enter Distributions	Prepare Totals	
Enter Contributions	Enter Transfers									
Enter Expenditures	Enter Distributions									
Prepare Totals										
Create Final Report For Review										
Export CSV										

Preview the report and submit it as you have previous reports for the campaign. When you look at the report, notice that the Disposition of Funds amount is not reflected in box 7 of the Report Summary page.

(7) EXPENDITURES THIS REPORT	
Monetary Expenditures	\$ 0.00
Transfers to Office Account	\$ 0.00
Total Monetary	\$ 0.00
(8) Other Distributions	

But the amount will be included in box 10 of the Summary Report.

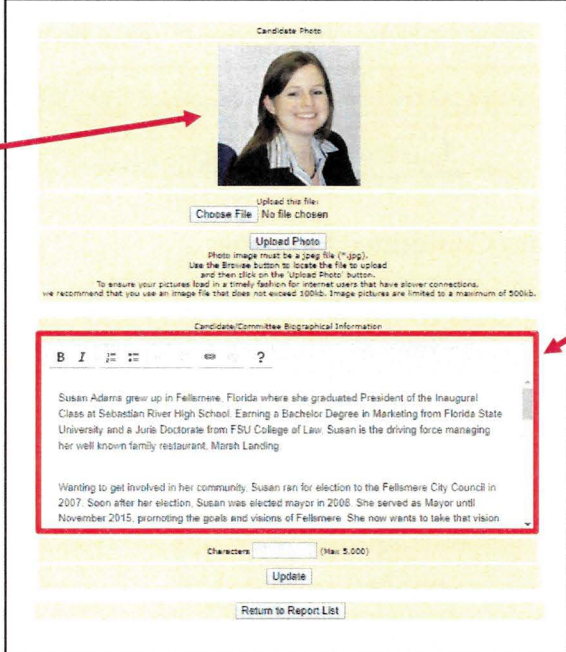
(10) TOTAL Monetary Expenditures To Date
\$ 1,809.78
CERTIFICATION

And it will appear on the Itemized Expenditure page with an expenditure type of DI.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name <u>Carolyn J. Casadonte</u>			(2) I.D. Number <u>312</u>		
(3) Cover Period <u>10/1/2015</u> through <u>10/31/2015</u>			(4) Page <u>1</u> of <u>1</u>		
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
10/31/2015	Casadonte, Antonio 340 Gulf View Drive Miami, FL 32322	return of unused campaign contributions	DI		\$500.00

How do I enter a photo and biographical info?

You can place a JPEG file, such as a photo, and descriptive text on the page that voters see when they visit the Campaign Financial Reporting system.

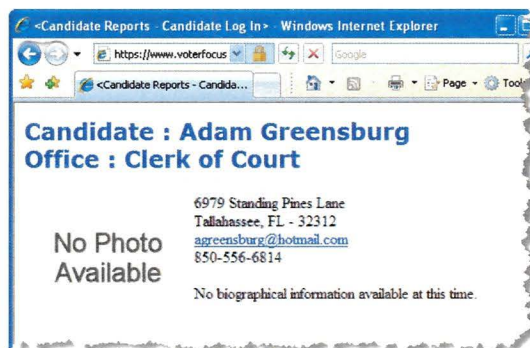


The screenshot shows a web form with two main sections. The top section, titled "Candidate Photo", contains a placeholder for a photo, an "Upload this file:" section with "Choose File" and "No file chosen" buttons, and an "Upload Photo" button. Below this, there are instructions: "Photo image must be a jpeg file (*.jpg). Use the Browse button to locate the file to upload and then click on the Upload Photo button. To ensure your pictures load in a timely fashion for internet users that have slower connections, we recommend that you use an image file that does not exceed 100kb. Image pictures are limited to a maximum of 500kb." The bottom section, titled "Candidate/Committee Biographical Information", features a rich text editor with "B", "I", and "?" icons. It contains the following text: "Susan Aderna grew up in Fellsmere, Florida where she graduated President of the Inaugural Class at Sebastian River High School. Earning a Bachelor Degree in Marketing from Florida State University and a Juris Doctorate from FSU College of Law. Susan is the driving force managing her well known family restaurant, Marsh Landing." Below the text is a "Characters" counter showing 0 of 5,000 and an "Update" button. A "Return to Report List" button is at the bottom.

Photo of candidate

Biographical information

A photo and text about the candidate or committee are nice to have, but they are not required. If you don't provide them, here is what voters will see:



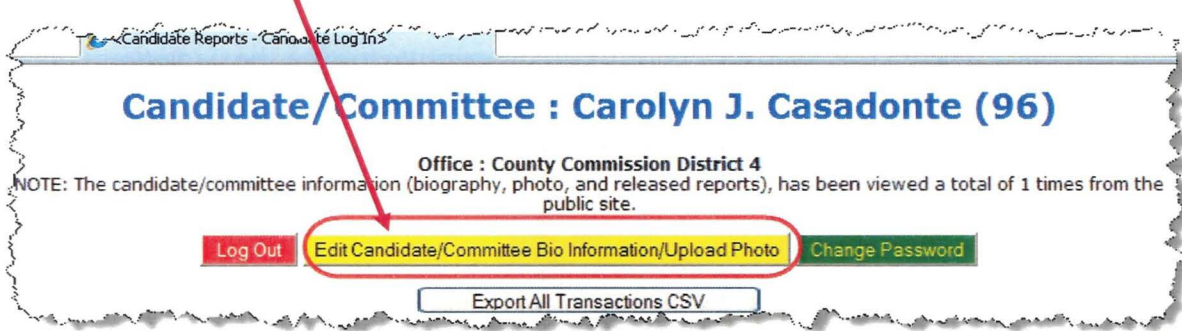
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

The system won't accept a JPEG file that's larger than 500 KB. It's best to use an even smaller file if you can, because smaller files display more quickly to website visitors than large ones, especially if a visitor has a slow Internet connection.

Note Images with large dimensions (that is, large pixel sizes) might not display properly in certain older browsers.

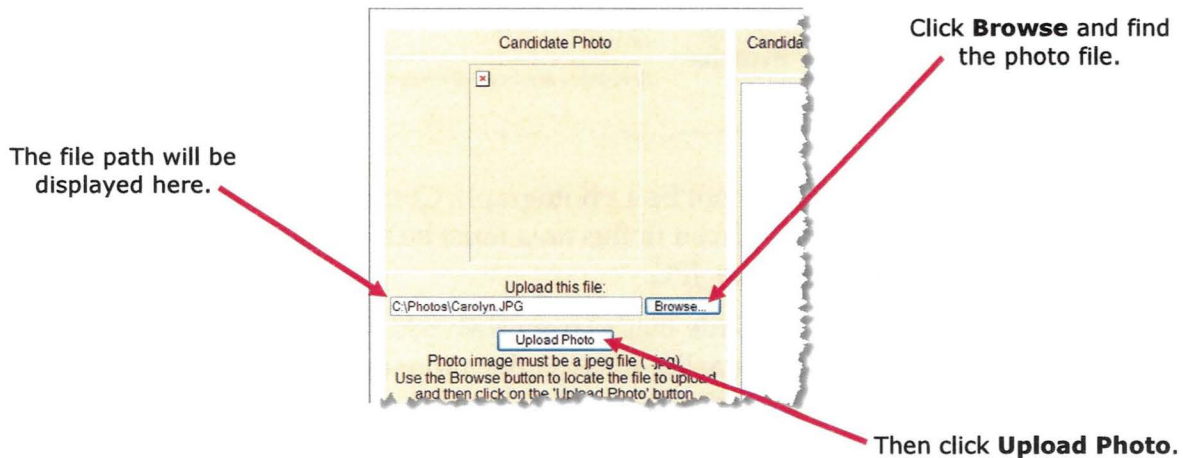
To enter a photo:

On the main page, click the yellow button.



to bring up the Candidate/Committee Bio page:

Click **Browse** and navigate to the JPEG file you want to use. Then click **Upload Photo**.



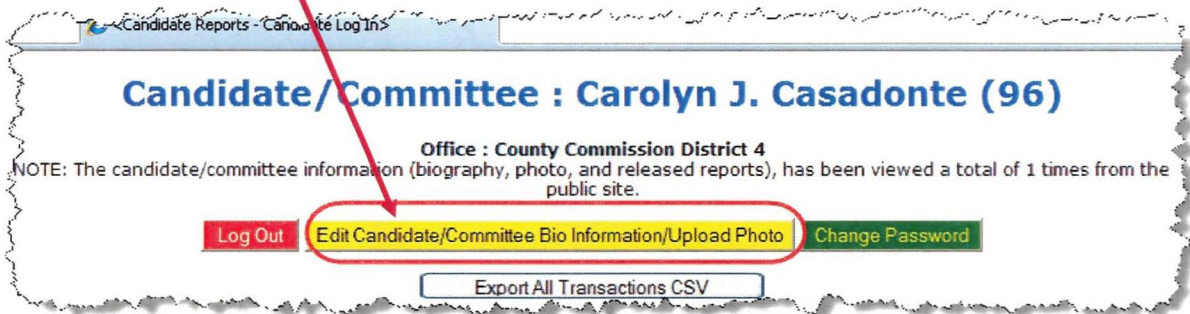
When the file has copied to the system, you'll see this message along with the photo file:



Click [Return to Main Menu](#) to return to the main page of the system.

To enter candidate or committee text:

On the main page, click the yellow button.



to bring up the Candidate/Committee Bio page:

In the **Candidate/Committee Biographical Information** pane, type the information you want to display to voters. You can enter up to 5,000 characters. The system will show

you—in the **Characters** box—how many characters you have typed so far. When you are finished, click **Update**.

The screenshot shows a web form titled "Candidate/Committee Biographical Information". It features a large text area containing biographical text about Carolyn Casadonte. Below the text area is a "Characters" field showing "629" and "(Max 5,000)", and an "Update" button. Annotations include: a red arrow pointing to the text area with the text "Type the biographical data here."; a red arrow pointing to the "Update" button with the text "When finished, click **Update**."; and a red arrow pointing to the character count with the text "The system will show you how many characters you've already typed, so you'll know when you're reaching the limit." A blue-bordered box on the right contains the text: "Be sure you conform to the Supervisor's policy on appropriate content here."

Note When a candidate updates their bio for the first time, they will need to remove any html elements that might have been entered before the change. If no html elements were added then updates will happen as normal.

If you ever want to change the photo or bio, just return to the Candidate/Committee Bio page and upload a different photo or edit the bio text.

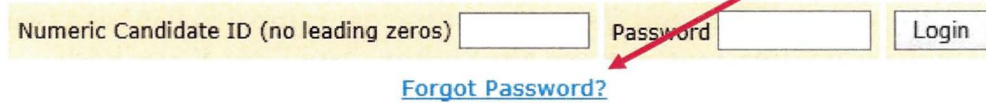
To see how your photo and bio appear to voters, enter this address in your web browser, replacing **<county>** with your county name:

https://www.voterfocus.com/ws/WScand/candidate_pr.php?c=<county>

You might not see your photo and bio immediately. Your county might reserve the right to review your information before it is released to the public on their website. Check with the elections office for your county's policy on this.

What if I forgot my password?

If you've forgotten your password, you can simply reset it by clicking the **Forgot Password** link on the Log In page.

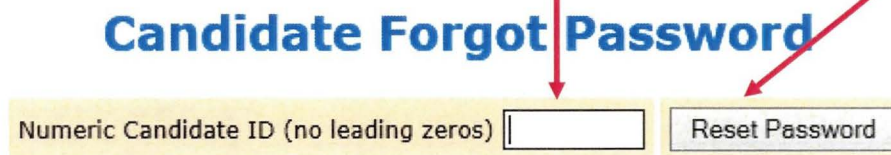


Numeric Candidate ID (no leading zeros) Password

[Forgot Password?](#)

Note: A red arrow points from the 'Forgot Password?' link to the 'Forgot Password?' text in the paragraph above.

On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.



Candidate Forgot Password

Numeric Candidate ID (no leading zeros)

Note: A red arrow points from the 'Reset Password' button to the 'Reset Password' text in the paragraph above. Another red arrow points from the 'Reset Password' button to the 'Reset Password' text in the paragraph below.

An email similar to the one below will be sent to the email address associated with your account.



Click the link provided in the email.

If for some reason there is not an email address associated with your Candidate ID, you'll need to contact the Pinellas County Supervisor of Elections office at 727-464-4987.

On the Candidate Reset Password page:

Candidate Reset Password

Enter a new password in the **New Password** field.

You'll need to enter the same password in the **Re-enter Password** field to confirm the new password.



New Password

Re-enter Password

Note: Red arrows point from the text in the paragraphs above to the 'New Password' and 'Re-enter Password' fields respectively.

The password can be up to 12 characters — letters and/or numbers — and is case-sensitive.

Then click the **Reset Password** button and proceed back to the Log In page.

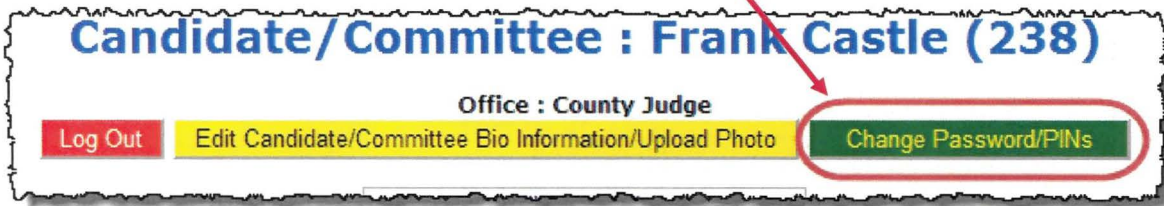
How do I change my password or PINs?

You can change the password assigned to you by the elections office, if you like. A password can be any combination of letters and numbers.

If your county required electronic filing of reports, your campaign has been issued PINs for the candidate and treasurer. You can also change these PINs, if you wish.

To change your password:

On the Report List, click **Change Password/PINs**.



In the **Enter Old Finance System Access Password** field, enter your current password. You need to do this even if you don't want to change the password, but only want to change one or both PINs.

If you want to create a new password, enter and reenter it in the two fields provided for the new password. The password can be up to 12 characters— letters and/or numbers— and is case-sensitive. If you don't want to change your password, don't make any changes to the password fields.

If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

Change Password/PINs

Only alter the password/pins you wish to change at this time.

Enter Old Finance System Access Password **(REQUIRED)**
(The one you used to log in to this session)

Enter New Finance System Access Password

ReEnter New Finance System Access Password

Enter New Candidate/Committee electronic PIN

ReEnter New Candidate/Committee electronic PIN

Enter New Treasurer electronic PIN

ReEnter New Treasurer electronic PIN

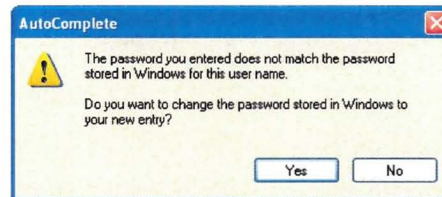
Type your new password here.

Type your new candidate PIN here...

...and your new treasurer PIN here.

To finish changing the password and PINs, click here.

From now on, you will log on with your new password. Keep in mind: if you set up the Candidate Log In page to automatically fill in your password, you will need to retype the password there the next time you log in. When you do, you might see this message:



Simply click **Yes** to proceed into the Campaign Financial Reporting system.

Should you forget your new password, follow the instructions on page 54. If you forget your PINs, contact the elections office. They will be able to retrieve them for you.

Don't forget to log out!

When you are finished with a session on the Campaign Financial Reporting system, be sure to log out so that unauthorized persons cannot modify your report data.

To log out of the system:

On the Report List, click .

Click here to log out of the system.





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