

CAMPAIGN FINANCE DUE DATE CHECKLIST

Revised 1/3/2024

Statement of Substantial Interest Form – Due June 10, 2024

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

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

Kansas Governmental Ethics Commission (GEC)

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

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

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

Receipts & Expenditures Reports	
Report Due	Periods Covering
Wednesday, 1/10/2024	1/1/2023 - 12/31/2023
Monday, 7/29/2024	1/1/2024 - 7/25/2024
Monday, 10/28/2024	7/26/2024 - 10/24/2024
Friday, 1/10/2025	10/25/2024 - 12/31/2024

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

Appointment of Treasurer (Optional)

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

Affidavit of Exemption – Due July 29, 2024

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

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

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

Candidates Itemized Statement of Personal Election Contributions and Expenditures – Due September 5, 2024 for the Primary Period and December 5, 2024 for the General Period

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

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

Campaign Finance Committee Report – Due December 31, 2024

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

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

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

This is an (Check one) Initial Appointment Amended Statement

CANDIDATE (Please Type or Print)

Name		
Mailing Address		
City	County	Zip Code
Telephone	Email	
Office Sought	District No.	

TREASURER

Date Appointed		
Name		
Mailing Address		
City	Zip Code	
Telephone	Email	

OR CANDIDATE COMMITTEE

Date Appointed		
Chairperson's Name		
Mailing Address		
City	Zip Code	
Telephone	Email	
Treasurer's Name		
Mailing Address		
City	Zip Code	
Telephone	Email	

SIGNATURE

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

_____ (Date)

_____ (Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS

INSTRUCTIONS

This form must be completed by each candidate for state office and filed with the Secretary of State (Memorial Hall - 1st floor, 120 SW 10th, Topeka, KS 66612-1594). A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact:

Governmental Ethics Commission
901 S. Kansas Avenue
Topeka, Kansas 66612
Ofc 785-296-4219
Fax 785-296-2548

**AFFIDAVIT OF EXEMPTION
FROM FILING RECEIPTS AND EXPENDITURES REPORTS
BY A CANDIDATE FOR COUNTY OFFICE**

IF YOU ANTICIPATE RECEIVING OR EXPENDING \$1,000 IN THE PRIMARY, EXCLUSIVE OF THE CANDIDATE FILING FEE, OR \$1,000 IN THE GENERAL ELECTION, THIS FORM MAY NOT BE USED.

Instructions: This form may be used by any candidate for county office who qualifies for the exemption. **IT MUST BE FILED WITH THE COUNTY ELECTION OFFICER, IN THE COUNTY IN WHICH THE CANDIDATE IS ON THE BALLOT, PRIOR TO July 29, 2024.** If a candidate qualifies for this exemption, he or she still must appoint a treasurer or candidate committee and the treasurer must maintain the required records. (K.S.A. 25-4144) See reverse for examples.

PLEASE PRINT OR TYPE

A. Name of Candidate _____

Address _____ City _____ Zip Code _____

Home Telephone _____ Business Telephone _____

Office Sought _____ District No. _____

B. Affidavit:
State of Kansas)
County of _____)

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

1. The information in Item A above is true and correct;
2. I intend to expend, contract to expend, or have expended, on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the primary election period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the primary election period; and
4. I understand that the payment of my filing fee, or the receipt of funds to pay my filing fee, is not included in the limitations set forth in paragraphs 2 & 3; and
5. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the general election period; and
6. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the general election period; and
7. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within three (3) days of the date of such excess file all past due Receipts and Expenditures Reports and shall file all such future reports on the dates required by K.S.A. 25-4148. (K.S.A. Supp. 25-4174)

(Date)

(Signature of Candidate)

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20 _____

(Notary Public)

(Seal)

My Appointment Expires _____, 20 _____

Example 1: Candidate A intends to receive contributions of less than \$1,000 and make expenditures of less than \$1,000 in the primary election period. Candidate A does, however, intend to receive contributions in excess of \$1,000 during the general election period. He also intends to make expenditures (either actual or contractual) of more than \$1,000 during the general election period. Candidate A cannot properly file the affidavit of exemption. He must file all reports at the times required by K.S.A. 25-4148.

Example 2: Candidate B meets all of the tests for exemption from filing the reports but fails to file the affidavit until after the date the first report for the primary election is due. Candidate B must file all reports since the affidavit was not filed in a timely manner.

Example 3: Candidate C intends to receive contributions and make expenditures of less than \$1,000 in each the primary and general election period; however, the \$1,000 limit was exceeded during the general election period. Candidate C shall within three (3) days of the date of such excess file all past due reports and shall file all such future reports on the dates required by K.S.A. 25-4148.

IF YOU HAVE ANY QUESTIONS CONCERNING THIS AFFIDAVIT,
PLEASE CONTACT THE
GOVERNMENTAL ETHICS COMMISSION

901 S. Kansas Avenue
Topeka, Kansas 66612
Office (785) 296-4219
Fax (785) 296-2548

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

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

Name of Candidate _____

Address _____

Home Phone _____ Business Phone _____

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

Election Date _____ Primary _____ General _____

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

Summary: (covering period from _____ to _____)

Cash on hand at beginning of period _____

Total Contributions and other Receipts _____

Total Expenditures and other Disbursements _____

Cash on hand at close of period _____

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

Signature _____

Date _____

THIS FORM MUST BE NOTARIZED

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

(SEAL)

Notary Public

My appointment expires _____

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

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

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

Total itemized receipts for period _____

Total un-itemized contributions (\$50 or less) _____

Total contributions from unknown contributors _____

Total Receipts this period _____

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

Total _____

COMMITTEE REPORT

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

Name of Committee _____

Treasurer _____ Phone _____

Address _____

Candidate for _____

Election Date _____

RECEIPTS

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

EXPENDITURES

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

 Signature of Candidate or Treasurer

 Date