

*Okeechobee County
Electronic Filing System Guidelines
for Candidates & Committees*

ATTENTION – Very Important!

Campaign Finance Reports

- **MUST be filed MONTHLY**
- **MUST be filed electronically through the SOE website**
- **Reports are DUE the 1st**
- **Reports are PAST DUE the 10th at midnight; UNLESS the 10th occurs on a Saturday, Sunday, or legal holiday, then the report shall be filed on the next business day. See your Candidate Handbook or our website for reporting dates.**
- **MUST be filed 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 and General Election**



Any report NOT filed by 11:59pm on the last reporting date is subject to penalties* prescribed under Section 106.07, Florida Statutes



*The fine is \$50 per day for the first three days late and thereafter, \$500 per day or \$500 per day for each day late if the reporting period immediately precedes certain elections. 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. The fine must be paid from the Candidate's PERSONAL FUNDS (not campaign funds) F.S. 106.07 (8)(b)

REPORTING dates can be found in Candidate Handbook or SOE website

CANDIDATES:

The last report that is filed is called the Termination Report (TRP or TRG). Candidates will receive an email as to when it will be due.

How to File Financial Reports Online: A Handbook for Candidates & Committees

Last update to this document: January 14, 2019

This document was prepared in part using material provided to Okeechobee County by VR Systems Inc. Such material is confidential and a proprietary trade secret. The software is also a proprietary trade secret. Software and software documentation are therefore not subject to open disclosure under Florida Public Records laws.



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Brief Instructions

Web Address: Go to www.voteokeechobee.com

- From menu options: choose CANDIDATE LOGIN under the Candidates & Committees heading
- Enter ID and Password, press “login”
- Current reporting period is shaded **GREEN**

ENTERING CONTRIBUTIONS (page 10)

- Press “Enter Contributions”
- Press “Add Contribution” link
- Enter date
- Contributor Name (if company, put company name in LAST NAME field)
 - Address: this has to be a complete mailing address
 - City, State and Zip: must be completed
- Contributor Type:
 - Candidate deposited their own money: Chose “Candidate to Themselves” and Contribution Type: LOAN
 - If money was a contribution from other sources, choose from drop-down list
 - Contribution Type: chose from drop-down list
- Once you have completed the form, press SUBMIT

Once it is saved, you will get another blank form where you can add another entry. If you are done entering contributions, press “cancel” on bottom.

The program will take you to the itemized contributions screen which allows you to view what you have entered for each transaction. If everything looks correct and you are done entering contributions, press “Return to Report List” (main screen).

ENTERING EXPENDITURES (page 13)

- Press “Enter Expenditures”
- Press “Add Expenditure” link
- Enter date
- Vendor Name (if company, put company name in LAST NAME field)
 - Address: this has to be a complete mailing address
 - City, State and Zip: must be completed
- Purpose:
 - Brief description
- Expenditure Type: choose from the drop-down list
- Once you have completed the form, press SUBMIT

Once it is saved, you will get another blank form where you can add another entry. If you are done entering expenditures, press “cancel” on bottom.

The program will take you to the itemized expenditures screen which allows you to view what you have entered for each transaction. If everything looks correct and you are done entering expenditures, press “Return to Report List” (main screen).



**ALWAYS MAKE SURE YOU ENTER A COMPLETE and CORRECT ADDRESS,
WHEN ENTERING YOUR CONTRIBUTIONS AND EXPENDITURES**

*If Division of Elections audits your records, they MUST have legit addresses
in order to contact your contributors and/or vendors.*

WAIVER REPORT (page 23)

- When there has been no activity during a reporting period a Waiver Report will be generated and submitted.

PREVIEW THE REPORT (page 17)

Previewing a report does **not** submit the report to our office

- Press “Prepare Totals”
- Press “Prepare Totals” in next window
- Press “View / Print” (brings up a PDF of your report)
- Your report has DRAFT on it, but it also shows your entries

SUBMITTING A REPORT (page 19)

- Once you have prepared the totals and have reviewed your report and it is complete and correct.
- On main report list screen: press “Create Final Report For Review”
- Press “Create Final Report for Review” again
- Enter Candidate/Committee Electronic Signature PIN
- Enter Treasurer Electronic Signature PIN
- Press “Assign PIN” – submits report to elections office
- Once the elections office gets email that the report was submitted, it will be reviewed and accepted.
 - However, if the report needs to be amended, treasurer / candidate will be notified via email and the amended report must be submitted within seven days from notice.

AMENDING A REPORT (page 24)

FIRST contact the SOE office to see if the report can be **RETURNED** so you can merely make changes. If the report cannot be **RETURNED**, then follow instructions to **AMEND**.

- In the Reporting Main Screen, choose the reporting period that needs to be amended by pressing “Amend”
- Screen will pop up [Amend Report]: Press “Create”
- When the report list reappears, look for the reporting period with “Amended” listed under the reporting date / covered period (left column) – page 25
- Enter the new data using the buttons (expenditure, contributions, etc).
- If you need to amend an item on the original report – page 28
 - Choose “Enter Contributions or Enter Expenditure” depending on what needs to be corrected
 - On next page, click **Amend item from Orig Report**
 - Choose entry from list and press “Amend Item”
 - Correct item and press SUBMIT
 - Next page will show the deleted item and the added item
 - This completes the change to the original item. From here you can change another item, add a new item, or return to Report List.

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:

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.**

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 41 for instructions.)

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 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) 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

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ 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 6 / 1 / 2015 To 6 / 30 / 2015 R
☒ 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 \$ 1
Transfers to Office Account \$ 0
Total Monetary \$ 1

(8) Other Distributions \$ 0

(9) TOTAL Monetary Contributions To Date \$ 250.00

(10) TOTAL Monetary Expenditures \$ 1

(11) Certification
It is a first degree misdemeanor for any person to falsify a public record (as 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
☐ Candidate ☐ Chair

X
Signature

DS-DE 12 (Rev. 11/13)

Then, an itemized list of contributions

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) Full Name (Last, Suffix, First, Middle)	(7) Sequence Number	(8) Street Address & City, State, Zip Code	(9) Contributor Type	(10) Contribution Type	(11) In-Kind Description	(12) Amount
6/4/2015	DAVIDE, ANNA	1	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	2	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	3	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	4	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	5	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	6	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	7	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	8	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	9	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	10	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	11	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	12	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	13	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	14	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	15	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	16	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	17	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	18	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	19	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	20	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	21	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	22	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	23	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	24	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	25	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	26	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	27	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	28	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	29	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	30	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	31	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	32	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	33	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	34	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	35	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	36	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	37	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	38	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	39	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	40	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	41	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	42	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	43	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	44	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	45	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	46	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	47	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	48	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	49	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	50	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	51	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	52	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	53	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	54	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	55	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	56	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	57	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	58	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	59	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	60	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	61	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	62	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	63	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	64	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	65	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	66	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	67	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	68	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	69	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	70	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	71	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	72	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	73	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	74	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	75	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	76	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	77	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	78	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	79	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	80	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	81	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	82	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	83	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	84	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	85	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	86	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	87	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	88	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	89	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	90	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	91	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	92	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	93	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	94	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	95	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	96	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	97	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	98	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	99	100 Redwood Road Palmetto, FL 32312	I	CA		300.00
6/4/2015	DAVIDE, ANNA	100	100 Redwood Road Palmetto, FL 32312	I	CA		300.00

DS-DE 12 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS A

Next, a list of expenditures

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) Full Name (Last, Suffix, First, Middle)	(7) Sequence Number	(8) Street Address & City, State, Zip Code	(9) Purpose (add office sought if contribution to a candidate)	(10) Expenditure Type	(11) Amount
6/4/2015	DAVIDE, ANNA	1	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	2	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	3	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	4	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	5	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	6	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	7	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	8	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	9	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	10	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	11	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	12	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	13	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	14	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	15	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	16	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	17	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	18	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	19	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	20	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	21	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	22	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	23	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	24	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	25	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	26	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	27	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	28	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015	DAVIDE, ANNA	29	100 Redwood Road Palmetto, FL 32312	advertising	NO	300.00
6/4/2015						

How do I start?

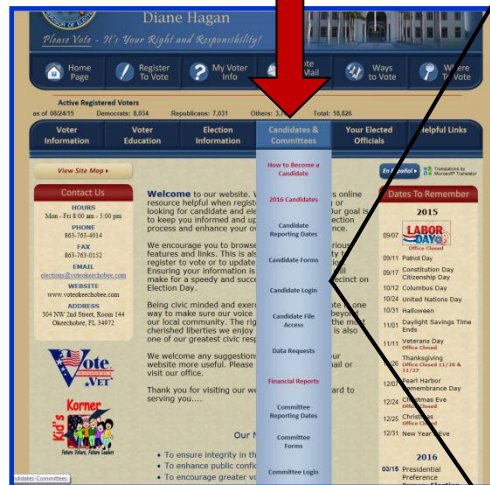
Log into the Campaign Financial Reporting system like this:

- 1 Type this web address into your browser:

www.voteokeechobee.com

- 2 Place cursor over “Candidates & Committees” to display available options

Select “Candidate Login”



Candidates & Committees
How to Become a Candidate
2016 Candidates
Candidate Reporting Dates
Candidate Forms
Candidate Login
Candidate File Access
Data Requests
Financial Reports
Committee Reporting Dates
Committee Forms
Committee Login

- 3 Enter your candidate ID and password here.

A screenshot of the 'Candidate Log In' page. At the top, it says 'Candidate Log In' in blue. Below that is a bolded section titled '**IMPORTANT NOTE**'. The text reads: 'Campaign finance reports must be completed and submitted (filed) through the electronic filing system not later than midnight of the day required by law. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.' Below the text are two input fields: 'Numeric Candidate ID (no leading zeros)' and 'Password'. To the right of the 'Password' field is a 'Login' button. Below the input fields is a link that says 'Forgot Password?'. A red arrow points from the 'Candidate Login' link in the previous screenshot to the 'Login' button on this page.

- 4 Click **Login**.

By the way...

You can change your password once you get on the system; see page 40.

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*.

The screenshot shows the main interface of the Campaign Financial Reporting System. At the top, there are four labels with arrows pointing to specific elements: 'Election' points to the 'Candidate/Committee' header, 'Office or issue' points to the 'Office' sub-header, 'Your name' points to the candidate's name, and 'Your candidate ID' points to the candidate's ID number.

The main header displays: **Candidate/Committee : Carolyn J. Casadonte (312)**
Office : County Commission, District 3

Below the header are several buttons: **Log Out** (red), **Edit Candidate/Committee Bio Information/Upload Photo** (yellow), **Change Password/PINs** (green), **Export All Transactions CSV** (grey), and **Help** (red).

A message states: Press **Help** for information on using the new **'Import Entries'** feature.

The main section is titled **Candidate Reports** and shows the **Election : County 2015 (2015-11-04)**. It includes tabs for **Past Reporting Periods** (beige), **Current Reporting Periods** (green), and **Future Reporting Periods** (blue).

The table below lists the reporting periods with their respective colors and data:

Rpt Date	Total Contrib	Total Exp	Status	Actions
2015-5 (05/01/2015 - 05/31/2014) 6/3/2015	-	-	No Data Entered This report is now overdue 1 day.	Import Entries Enter Contribution, Enter Transfers Enter Expenditure, Enter Distributions Prepare Totals Create Waiver Report Unlock this 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	View Contributions, View Transfers View Expenditures, View Distributions Print, Amend Export CSV Unlock this report

Annotations on the left side of the table indicate the color-coding: a red arrow points to the beige header of the first row, a black arrow points to the green header of the second row, and another red arrow points to the blue header of the third row.

Time periods when financial reports are required.

Colors indicate reporting periods:

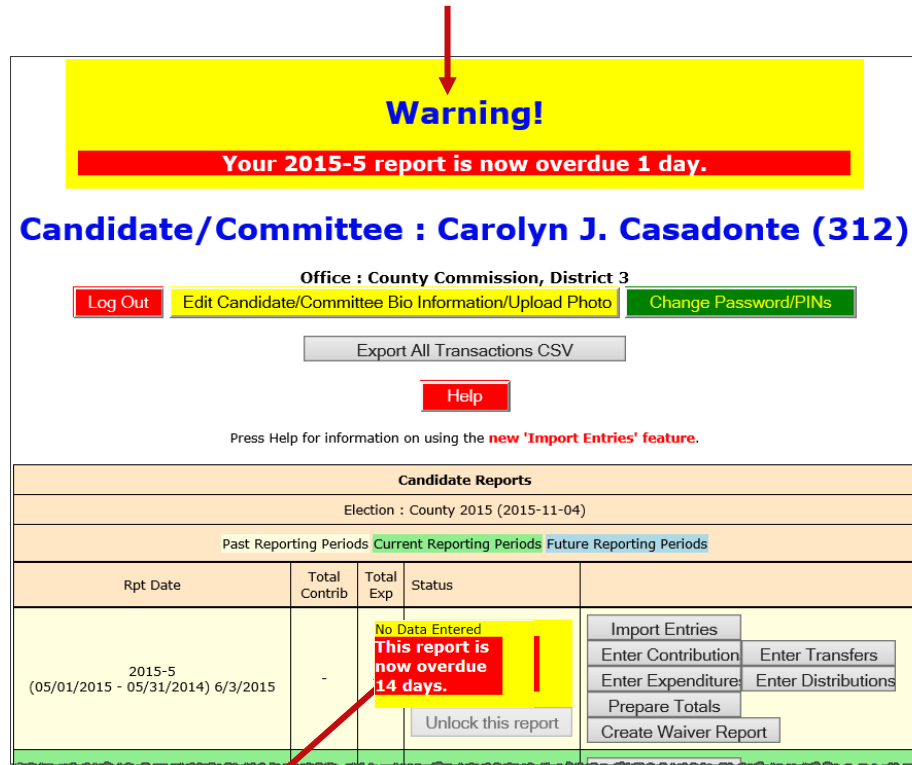
- Past Reporting Periods (beige)
- Current Reporting Periods (green)
- Future Reporting Periods (blue)

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 [Unlock this report](#).

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 named Carolyn J. Casadonte (312). At the top, a yellow banner with a red border displays the text "Warning! Your 2015-5 report is now overdue 1 day." Below this, the candidate's name and office (County Commission, District 3) are shown. There are buttons for "Log Out", "Edit Candidate/Committee Bio Information/Upload Photo", "Change Password/PINs", "Export All Transactions CSV", and "Help". A message says "Press Help for information on using the new 'Import Entries' feature." Below this is a section titled "Candidate Reports" for the "Election : County 2015 (2015-11-04)". It shows "Past Reporting Periods" (2015-5) and "Current Reporting Periods" (2015-5). A table lists the reports, with the 2015-5 report highlighted in yellow and marked as "No Data Entered" and "This report is now overdue 14 days." A red arrow points from the text "And the due/overdue report(s) will be highlighted as well." to this report. Another red arrow points from the text "After 180 days, overdue reports are no longer highlighted as late." to the same report. The table also shows "Future Reporting Periods" (2015-5) and a "Status" column. A "Unlock this report" button is visible next to the 2015-5 report.

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 14 days.

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.



Any report NOT filed by 11:59pm on the last REPORTING date is subject to penalties* prescribed under Section 106.07, Florida Statutes

*The fine is \$50 per day for the first three days late and thereafter, \$500 per day or \$500 per day for each day late if the reporting period immediately precedes certain elections. 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. The fine must be paid from the Candidate's **PERSONAL FUNDS** (not campaign funds) F.S. 106.07 (8)(b).

[REPORTING dates can be found in Candidate Handbook or SOE website](#)

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.

The screenshot shows a web application for 'Candidate Reports' for the 'Election : County 2015 (2015-11-04)'. It features a table of reporting periods with columns for 'Rpt Date', 'Total Contrib', 'Total Exp', and 'Status'. The 'Current Reporting Periods' are highlighted in green. A sidebar on the right contains buttons for data entry and report generation. Red arrows point from labels to specific elements: 'Name of reporting period' points to the green row; 'Contributions so far' points to the '\$450.00 (3 items)' value; 'Expenditures so far' points to the '-' value; 'Command buttons for entering data' points to the sidebar buttons; 'Start and end dates of reporting period' points to the date range '(09/01/2015 - 09/30/2015)'; 'Date when report is due' points to the date '10/13/2015'; and 'Status of the report' points to the 'Not Filed Data Entry Started' status.

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
2015-M-9 (09/01/2015 - 09/30/2015) 10/13/2015	\$450.00 (3 items)	-	Not Filed Data Entry Started
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

Import Entries
Enter Contribution Enter Transfers
Enter Expenditure Enter Distributions
Prepare Totals
Create Final Report For Review
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.

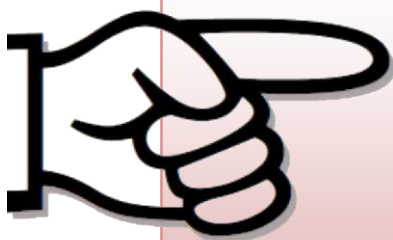
About those command buttons...

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 Filed 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 #1073251	View Expenditures View Distributions Print Amend Export CSV Unlock this report

Submit your report to the elections office.

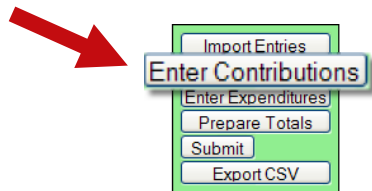
Create & view a DRAFT copy of your report for this period prior to submitting to the Elections Office.



**ALWAYS MAKE SURE YOU ENTER
THE CORRECT
DATE on EACH
TRANSACTION!**

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.

Date	5 / 22 / 2009	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	<input type="text"/>	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="Submit"/> <input type="Cancel"/>		

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.

The screenshot shows a web form for adding a new contribution. The form is divided into two main columns: an orange column for data entry and a light blue column for instructions and tips. Red arrows point from the instructional text to specific fields: one to the 'Last' field of the 'Contributor Name' section, and another to the 'Date of item' field. A red bracket groups the 'Address 1', 'Address 2', 'City', 'ST', and 'Zip' fields, with a callout box stating: **ALWAYS** include complete address, city, state and zip code for EACH entry. The 'Contributor Type' dropdown menu is open, showing options like Individual, Business, Committee, etc. The 'Contribution type' dropdown is also open, showing options like Cash, Check, In-Kind, etc. At the bottom, there are 'Submit' and 'Cancel' buttons, and a link labeled 'List Contributors'.

Date	8 / 18 / 2014	Date of item (mm/dd/yyyy)
Contributor Name	Last: [text box] First: [text box] Middle: [text box]	Enter last name or company name if a business
Address 1	[text box]	ALWAYS include complete address, city, state and zip code for EACH entry.
Address 2	[text box]	
City	[text box] ST: [text box] Zip: [text box]	
Amount \$	[text box]	
Contributor Type	Individual (dropdown menu open)	Select the type that best describes this contributor
Contributor Occupation	Business (dropdown menu open)	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Cash (dropdown menu open)	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	[text box]	Type the description of any In-kind contribution.
[Submit] [Cancel]		
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** when you've saved the last contribution you want to add right now.

Contribution type

should be one of these:

Most Frequently Used

Cash	Currency [MAXIMUM \$50.00 per election]
Check	Traditional paper check
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: <i>Food and beverage</i>
Loan	Money loaned to the campaign rather than given outright.

How to Report

Cashier's Check	Report as CASH
Credit Card	Report as CHECK
Debit Card	Report as CHECK
Electronic Funds Transfer	Report as CHECK
Money Order	Report as CHECK
PayPal	Report as CHECK
Traveler's Check	Report as CHECK
Wire Transfer	Report as CHECK

Other Contribution Types: Membership Dues, Refund, Carry Over Funds & Multiple Uniform Contribution

CAUTION:

Not all other contribution types are meant for Candidate use. If you believe one of these to be the appropriate type for your entry please contact the SOE office BEFORE submitting your report.

Expenditures

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.

[RETURN to Report List](#)
Takes you back to the list of reporting periods.

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"/>	<u>ALWAYS</u> include complete address, city, state and zip code for EACH entry.
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.

Submit Cancel

Adding a new expenditure is easy.

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.

The screenshot shows a web form for adding a new expenditure. The form is divided into two main sections: an orange section for vendor and transaction details, and a light blue section for item and purpose details. The orange section includes fields for Date (8/8/2014), Vendor Name (Last, First, Middle), Address 1, Address 2, City, ST, Zip, Amount \$, and Purpose. The light blue section includes a Date of item field, a text area for the purpose, and an Expenditure type dropdown menu. A red box highlights the Expenditure type dropdown, which is currently set to 'Monetary'. A red arrow points from the text box above to the 'Last' field. Another red arrow points from the text box above to the 'First' field. A third red arrow points from the text box above to the 'Middle' field. A fourth red arrow points from the text box below to the 'Purpose' text area. The Expenditure type dropdown menu is open, showing options: Monetary, Petty Cash Withdrawn, Petty Cash Spent, Transfer to Office Account, Refund, Disposition of Funds, Disposition of Funds to Future Campaign, Disposition of Funds to Political Party, Disposition of Funds to Petition Verification, and Reimbursements. There are 'Submit' and 'Cancel' buttons at the bottom right of the form.

Not sure which **Expenditure Type** to choose?
Click this link to the Dept. of State website for more information.

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:

Monetary	General expenditure type used when a specific type does not apply.
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.

Other Expenditure Types : Petty Cash Withdrawn, Petty Cash Spent, Refund, Transfer to Office Account, Disposition of Funds to Political Party & Disposition of Funds to Petition Verification

CAUTION:

Not all apply to monthly reporting requirements; some are SPECIFIC to the Termination Report. If you believe one of these to be the appropriate type for your entry please contact the SOE office BEFORE submitting your report.

A Few Notes about Contributions & Expenditures...

Unauthorized Contributions

Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer **on the day of that election or less than 5 days prior to the day of the election** must be returned to the contributor. It may not be used or expended by or on behalf of the candidate. (Section 106.08(3), F.S.)

Anonymous Contributions

When a candidate receives an anonymous contribution it must be reported on the candidate's campaign treasurer's report as an anonymous contribution. A letter should be submitted to the filing officer explaining the circumstances surrounding the acceptance of the anonymous contribution.

The candidate CANNOT spend the anonymous contribution, but at the end of the campaign can donate the amount to an appropriate entity under Section 106.141, F.S. (*Division of Elections Opinion 89-02*)

Contribution Limits

Cash contributions (including cashier's check) from any one contributor may not exceed \$50.00 per election. (Section 106.09(1)(a), F.S.)

Total contributions from any one contributor (including family members) may not exceed \$1000.00 per election. (Section 106.08 (1)(a)2, F.S.) **Exception:** Amounts contributed by a candidate to his/her own campaign. (Section 106.08 (1)(b))

FYI: Total = Sum of ALL contribution types received from any one contributor (Cash + Check + In-Kind)

Sufficient Funds for Expenditures

No candidate, campaign manager, treasurer, deputy treasurer, or any person acting on behalf of any of the foregoing, shall authorize any expenses, unless there are sufficient funds on deposit in the primary depository account of the candidate to pay the full amount of the authorized expense, to honor all other checks drawn on such account, which checks are outstanding, and to meet all expenses previously authorized but not yet paid. 106.11(4), F.S.

Sufficient funds means that the funds at issue have been delivered for deposit to the financial institution at which such account is maintained and not that such funds are available for withdrawal in accordance with the deposit rules or the funds availability policies of such financial institution. 106.11(4), F.S.

Payment of Campaign Expenditures

All campaign expenditures must be paid by a check drawn on the campaign account or debit card used in lieu of campaign checks, which are considered bank checks if issued from the same campaign account; see requirements as provided in the Candidate & Campaign Treasurer Handbook (except petty cash). 106.11(1)(a), F.S.

Want to see how the report is adding up? Just do a preview.

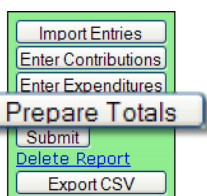
Previewing of reports isn't required. But it's a good idea to preview the report before you submit it, to catch any data entry errors, missing transactions, or other anomalies.

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.

Prepare Totals Cancel

Click

Prepare Totals

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.



Click

Preview

in the banner to bring up a PDF of your report.

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.

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Carolyn J. Casadonte
Name
1645 Harrington CT
Address (number and street)
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)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent (Individuals making contributions and independent organizations)
☐ Check here if PC or ECO has disbanded
☐ Check here if PTY has disbanded
☐ Check here if it will be filed

Cover Period: 6/1/2015 through 6/30/2015 Type: 6
☐ Original ☒ Amendment ☐ Special Election Report

(6) Contributions This Report
Cash & Checks \$ 50.00
Loans \$ 0.00
Total Monetary \$ 50.00
In-Kind \$ 0.00

(9) TOTAL Monetary Contributions To Date
\$ 425.00

(11) Certification
It is a first degree misdemeanor for any person to falsify this report.
I certify that I have examined this report and it is true, correct, and
(Type name)
☒ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer
Signature X

DS-DE 12 (Rev. 11/13)

Check the DRAFT report carefully to verify everything is correct and complete.

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) Full Name (Last, Suffix, First, Middle)	(7) Street Address & City, State, Zip Code	(8) Contribution Type	(9)	(10)	(11)	(12)
6/2/2015	Kirk, Marsha	8888 Allendale Drive Palmetto, FL 32312	I				
6/2/2015	Saxberry, Anna Lee	25 W 15th Ave Palmetto, FL 32312	I				

(8) Total

(10) Signature X

SEE REVERSE FOR INSTRUCTIONS

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 0

(5) Date	(6) Full Name (Last, Suffix, First, Middle)	(7) Purpose (add office sought if contribution to a candidate)	(8) Expenditure Type	(9) Amount	(10) Amendment	(11)
/ /						
/ /						
/ /						

DRAFT

Forgot to add a contribution or expenditure?

You can continue to add them after doing the preview.

The preview version of the report has a **DRAFT** watermark on each page.

On the Report List, notice that the **Prepare Totals** button is now labeled **Preview**.

Import Entries
Enter Contributions Enter Transfers
Enter Expenditures Enter Distributions
Preview
Create Final Report
Export CSV

You can click **Preview** at any time you want to look at the report. If transactions are added, the button label will switch back to **Prepare Totals**, which means you need to total the new transactions into the report before you can preview it again.

Submit Your Report

IMPORTANT

Make sure you have entered ALL contributions and expenditures correctly **before** clicking **Submit Report**.

Clicking **Submit Report** closes the report.

Once you have done this, the report cannot be changed, although it can be amended.

If you find an error and the SOE has not accepted the report (a confirmation email has not been received), contact the SOE to have the report returned to you for corrections.

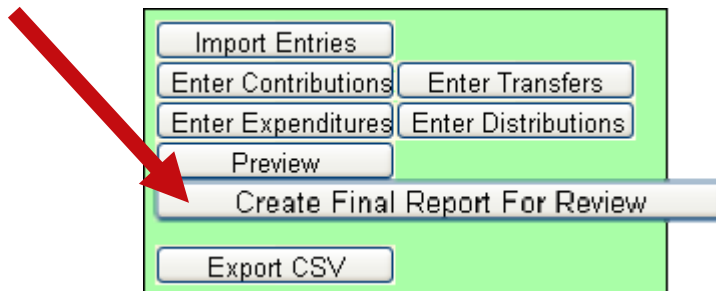
What happens when you submit a report:

- Removes the DRAFT watermark from the report pages.
- Seals the report: you cannot add, change, or delete contributions or expenditures once you have submitted the report.
- Files the report online with the elections office.

You will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

To finalize the report:

Click



to bring up instructions:

Create Final Report For Review

Candidate : **Carolyn J. Casadonte (96)** Office : **County Commission District 4**
Report Period **04/01/2009-07/01/2009** Due Date **7/15/2009**
Contributions **\$450.00** Expenditures **\$500.00**
Transfers **\$0.00** Distributions **\$0.00**

**** IMPORTANT NOTE ****

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 candidate's 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.

**IMPORTANT
NOTE**

Are your entries for this reporting period finished?

If not, click [Cancel](#)

If you're ready, Click [Create Final Report For Review](#) this 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: 2015-07-6 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.	Assign PIN
	Click Later if you want to come back later to assign a PIN. The report is now locked and cannot be modified.	Later
	Click Undo Final Report to remove all PINs and unlock the report. This will allow you to make modifications to the report.	Undo Final Report

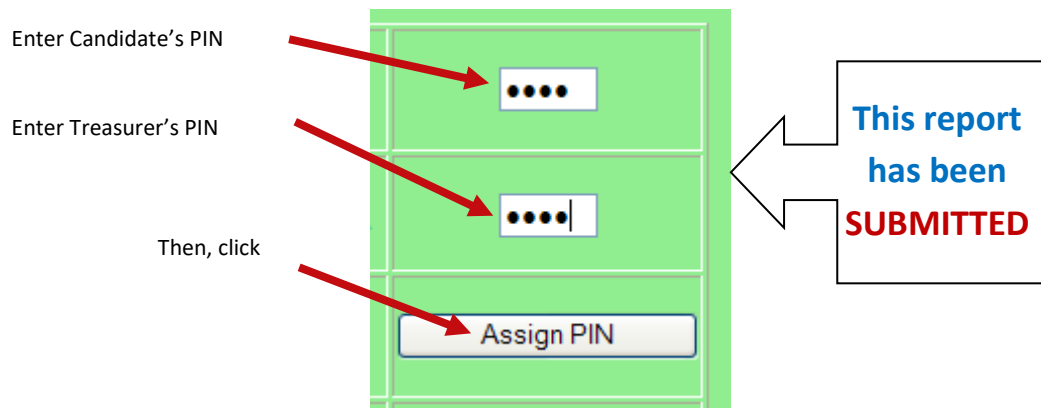
CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Carolyn J. Casadonte	OFFICE USE ONLY ONLINE SUBMISSION [1088118] Submitted on: 6/4/2015 16:25:24 (eastern)
Name	
(2) 1645 Harrington CT	
Address (number and street)	
6400 S. US Highway 1, Suite 100, Ft. Lauderdale, FL 33317	
City, State, Zip Code	

**IMPORTANT
NOTE**

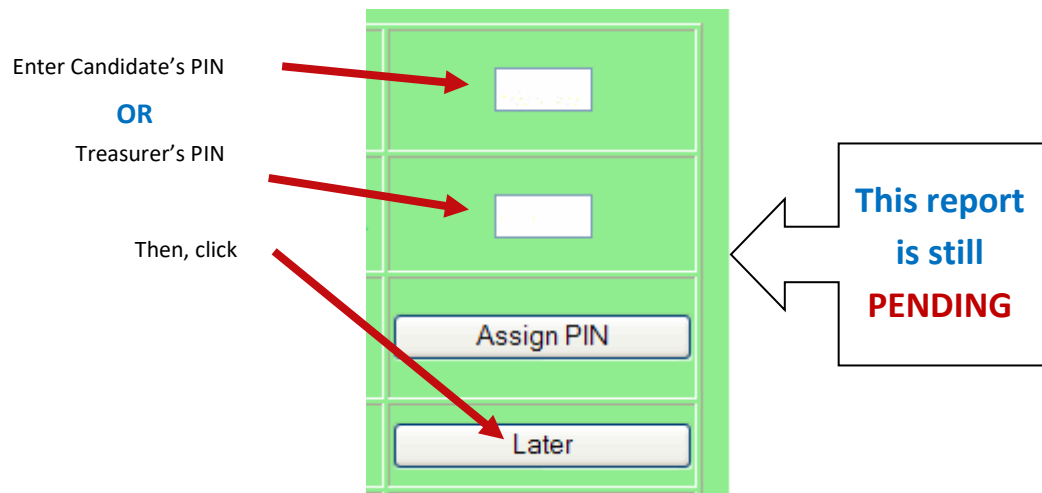
...followed by an online view of the report.

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.



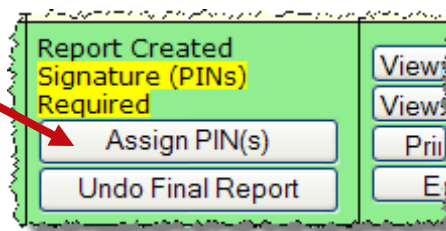
- Enter just one of the PINs and click **Later**. This will return you to the report list.



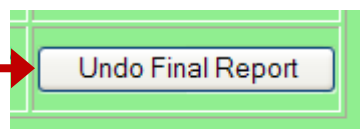
The message **Signature (PINs) Required** will appear in the report's **Status** column and the report will be locked, which means no changes can be made.

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
Address (number and street) 1645 Harrington CT
Palmetto, FL 32317
City, State, Zip Code
☐ Check here if address has changed

(2) **OFFICE USE ONLY**
ONLINE SUBMISSION
[1088118]
Submitted on: 6/4/2015 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)
☐ 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 Identifier
Cover Period: From 6 / 1 / 2015 To 6
☒ Original ☐ Amendment ☐ Special Election

(6) Contributions This Report
Cash Checks \$ 150.00
Loans \$ 0.00
Total Monetary \$ 150.00
In-Kind \$ 300.00

(7) Money Expended
Trans Office
Total

(8) **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) Amendment	(12) Amount
6/4/2015	1	Barber, Anna Lee 45 Wilson Blvd Palmetto, FL 32312	I	CH			\$100.00
6/2/2015	2	Kirk, Marsha 8899 Killdeer Drive Palmetto, FL 32312	I	CA			\$50.00

(9) TOTAL Monetary Contributions To Date \$ 250.00

(10) **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) Amendment	(11) Amount
6/4/2015	1	Davis Communications, P.O. Box 1188 Tallahassee, FL 32302	retainer for advertising	NO		\$500.00
6/4/2015	2	Davis Communications, P.O. Box 1188 Tallahassee, FL 32302	retainer for advertising	NO		\$500.00

(11) Certification
It is a first degree misdemeanor for any person to falsify this report.
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 ☒ Candidate
Signature _____

DS-DE 12 (Rev. 11/13)

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	1	Eric Wu Campaign Account Mailouts 222 South Street Tallahassee, FL 32302		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) Amendment	(11) Amount
6/6/2015	1	SunBank, 487 Thomasville Rd Tallahassee, FL	TO	money market	Add	\$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.

Waiver Report – No activity within a reporting period

What if I don't have any contributions or expenditures to report in the current reporting period?

You must submit a **Waiver of Report**.

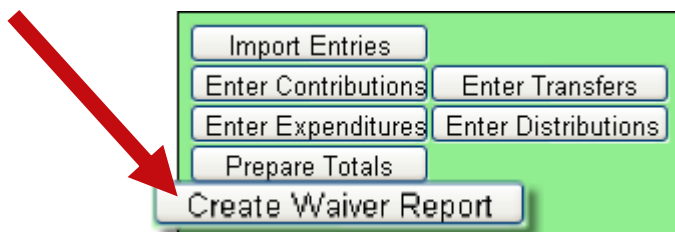
A waiver is a one-page report that is generated when you don't have any activity during a reporting period.

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY
Carolyn J. Casadonte		96
Candidate's Name (Last, Suffix, First, Middle) OR Political Committee, CCE or Party Name 1645 Harrington CT, Suite C Palmetto, FL 32314		Identification Number (Assigned by Division of Elections)
Address (Number and Street)		County Commission District 4
City State Zip Code		Office Sought (Include District, Circuit or Group Number)
<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"/> TERMINATION REPORT		
<input type="checkbox"/> SPECIAL ELECTION		
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF		
X 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(6), F.S.) Committees of Continuous Existence Treasurer (s. 106.04(d)(c), F.S.) Party Executive Committees Treasurer or Chairman (s. 106.29(2), F.S.)		
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.		

To submit a waiver report:

On the Report List, find the reporting period 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.

Enter both PINs in the spaces provided and click **Assign PIN** to submit the waiver to the Supervisor of Elections.

Waivers can be amended, just like any other report. So if you later discover you had contributions or expenditures for a reporting period, simply amend the waiver as you would amend any report.

Amending a 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

(4) Check appropriate box(es):
☒ Candidate Office Sought: County Commission, District 3
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

OFFICE USE ONLY
ONLINE SUBMISSION
[1088951]

Submitted on:
7/6/2015 10:50:55 (eastern)

(3) ID Number: 312

(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**.

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 <u>Current Reporting Periods</u> 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 Amend Export CSV View Transfers View Distributions
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 Amend Export CSV View Transfers View Distributions
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 Amend Export CSV View Transfers View Distributions

When the confirmation message appears, click **OK**.

Are you sure you wish to access a PAST reporting period?

OKCancel

The **Amend** button for the past reporting period becomes available.

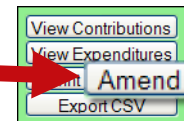
Click **Amend**.

Continue to follow the process as noted below

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
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

To create an amendment to a report in the CURRENT REPORTING PERIOD:

In the current reporting period (the green row), click



The process to Amend a PAST or CURRENT reporting period becomes the same at this point

Then click

Create

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

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	View Transfers View Distributions
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	View Transfers View Distributions
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 Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions
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	View Transfers View Distributions

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 14).
- Change or delete items listed on the original report (page 28).

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 Expenditures Print Export CSV	View Transfers View Distributions Amend
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 Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions

When you are finished entering items, preview the report (page 17) and submit it to the elections office (page 19). 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 Expenditures Print Export CSV	View Transfers View Distributions Amend
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 Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions

If you need to change a report after submitting the amendment, talk to the elections office.

Oops! I didn't mean to create an amended report!

That sometimes happens.

If you create an amended report and then realize it is not needed. Notice that the list of commands on the Report List now includes the command [Delete Report](#).

2015-M-7 (07/01/2015 - 07/31/2015) 8/10/2015	\$100.00 (1 item)	\$74.02 (2 items)	Submitted #1089783 Unlock this report	View Contributions View Expenditures Print Export CSV	View Transfers View Distributions Amend
2015-M-7 (07/01/2015 - 07/31/2015) 8/10/2015 Amended	-	-	Not Filed Data Entry Not Started Unlock this report	Import Entries Enter Contribution Enter Expenditure Prepare Totals Create Final Report For Review Delete Report Export CSV	Enter Transfers Enter Distributions

If you have entered any transactions, you must first delete all transactions 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.

If no transactions were entered after creating the amended report, simply click [Delete Report](#) to delete it from the system.

The row for the amended report is COMPLETELY removed from the Report List.

How do I change or delete an item on the original report?

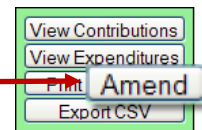
First, verify that the status of the original report is **Received**:

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 Transfers
				View Expenditures	View Distributions
				Print	Amend
				Export CSV	

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

Create

Create

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	View Transfers View Distributions
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	View Transfers View Distributions
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 Expenditure Prepare Totals Create Final Report For Review Export CSV	Enter Transfers Enter Distributions
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	View Transfers View Distributions

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.

Then click **Amend Item**

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

Amend Item

Highlight the item from the list that you want to change & click **Amend Item** 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 **Submit**.

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**.

Amend Report - Enter changes to this item

Date

6/2/2015

Contributor Name

Last: Kirk
First: Marsha
Middle:

Address 1

8899 Hillcrest Drive

Address 2

City

Palmotto

ST

FL

Zip

32312

Amount

50.00

Contributor Type

Individual

Contributor Occupation

Contribution type

Cash

In-kind Description

Date of item (mm/dd/yyyy)

Enter last name or company name if a business

Select the type that best describes this contributor

The occupation of the contributor is only required if the amount is over \$100

Per F.S. 106.09 effective 01/01/08 - A person may not make or accept a cash contribution in excess of \$50.

Type the description of any In-kind contribution.

Submit

Cancel

List Contributors

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 this example, 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.

When will my report appear on the elections website?

SOE will review reports before releasing them to the website. Typically, when the report status changes to **Received**, the report is available on the website. If your email address is in the administrative section of the Campaign Financial Reporting System, you will automatically be sent an email when the Supervisor of Elections accepts or rejects your report.

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
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To get to your candidate page, website visitors select your name from the list of candidates running in a selected election:

From the Okeechobee County Supervisor of Elections home page

Place cursor over **Candidates & Committees**, then select **Financial Reports**.

Reporting group (Election/Committees) : County 2015 (11/4/2015)

Current reporting group: (Election/Committees): County 2015 (11/4/2015)
(You can select another available reporting group from the above list.)

For additional information on a candidate/committee, click the candidate/committee name link in the list below...

This web site lists candidates for county and local offices and committees/PACs. Candidates for state and multi-county offices are reported on the Division of Elections of the Department of State Website.

Download file available - [Complete candidate/committee list with contact details - CSV/Excel formatted.](#)

Information contained within the reports has been generated by and is the sole responsibility of the reporting entity.

Candidates

Office	Candidate	Party	Monetary Contributions	In Kind Contributions	Total Expenditures & Distributions
County Commission, District 3	Carolyn J. Casadonte (Active-)		\$325.00	\$600.00	\$1,500.00

Candidate selected here.

Election selected here.

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

Print This Information

Available reports...

6	7/10/2015
6(A)	7/10/2015
7	8/10/2015

Go Back

[List All Contributions and Expenditures](#)

Export all transactions (tab delimited - .csv)

The following financial reports are available:

Report	Monetary Contributions	In Kind	Expenditures & Distributions	View PDF
6 (6/1/2015 - 6/30/2015)	\$150.00	\$300.00	\$1,000.00	View Report (PDF)
6 (6/1/2015 - 6/30/2015) Amended	\$125.00	\$300.00	\$500.00	View Report (PDF)
7 (7/1/2015 - 7/31/2015)	\$50.00	\$0.00	\$0.00	View Report (PDF)

The newly received report is listed here

Display list of all campaign transactions.

Display the report in PDF format.

Website visitors can click **View Report (PDF)** to see the report in PDF format or **List All Contributions and Expenditures** to bring up a list of all transactions reported so far grouped by type:

Report Date : 7/10/2015							
Campaign Treasurer's Report - Itemized Contributions							
Seq Num	Date	Contributor	Contributor Type	Occupation	Contribution Type	Amend	Amount
1	6/4/2015	Anna Lee Barber 45 Wilson Blvd Palmetto, FL 32312	Individual		Check		\$100.00
2	6/2/2015	Marsha Kirk 8899 Hillcrest Drive Palmetto, FL 32312	Individual		Cash		\$50.00
Total Contributions							\$150.00
Campaign Treasurer's Report - In-Kind Contributions							
Seq Num	Date	Contributor	Contributor Type	Occupation	In-Kind Description	Amend	Amount
1	6/2/2015	Reid C Smith 344 Henderson Road Palmetto, FL 32312	Individual	Restaurantowner	Lunch for campaign meeting.		\$300.00
Total In-Kind Contributions							\$300.00
Campaign Treasurer's Report - Itemized Expenditures							
Seq Num	Date	Vendor	Purpose		Expenditure Type	Amend	Amount
1	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.		Monetary		\$500.00
2	6/4/2015	Davis Communications P.O. Box 3488 Tallahassee, FL 32432	Retainer for advertising.		Monetary		\$500.00
Total Expenditures							\$1,000.00
Campaign Treasurer's Report - Fund Transfers							
Seq Num	Date	Institution	Transfer Type	Nature of Account		Amend	Amount
No Activity This Period							
Campaign Treasurer's Report - Distributions							
Seq Num	Date	Vendor	Purpose		Expenditure Related Exp	Amend	Amount
1	6/4/2015	Eric Wu Campaign Account 222 South Street Tallahassee, F 32432	Mailouts		2015-2015-6-2		\$500.00

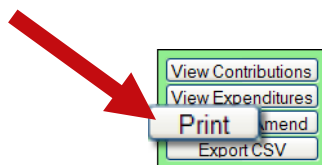
Contributions from persons with protected-address status are not shown in reports. Instead, the notation *****Protected***** will be seen in place of the address. The Campaign Financial Reporting system scans the county's voter registration database for voters with protected addresses and automatically 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.

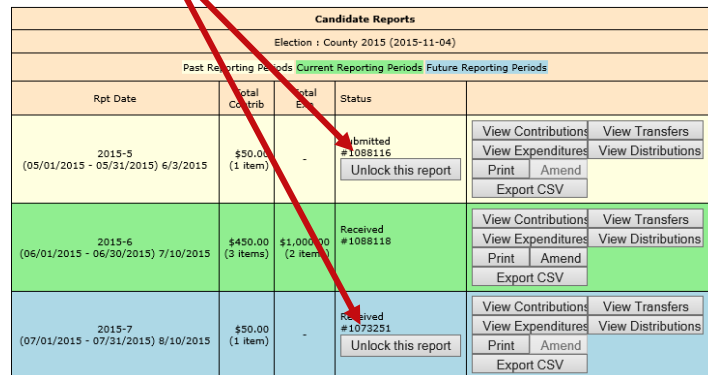
Click . Save the PDF to a location on your computer or network. You might consider giving the copy a different file name; names assigned by the system are cryptic.

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 Amend Export CSV	View Transfers View Distributions
2015-6 (06/01/2015 - 06/30/2015) 7/10/2015	\$450.00 (3 items)	\$1,000.00 (2 item)	Received #1088118	View Contributions View Expenditures Print Amend Export CSV	View Transfers View Distributions
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 Amend Export CSV	View Transfers View Distributions

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 Amend Export CSV	View Transfers View Distributions
--	---------------------	---	---	---	--------------------------------------

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 Amend Export CSV	View Transfers View Distributions
---	---------------------	---	--	---	--------------------------------------

Termination Report – The “LAST” Report

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 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 will not be named *Termination Report*; look for TRP or TRG, like the example here.

				Prepare Totals Create Waiver
				Import Entries Enter Contributions Enter Expenditures Prepare Totals Create Waiver
TRP (10/01/2015 - 10/31/2015) 11/10/2015	-	-	No Data Entered Unlock this report	

When it's time to file the termination report, its row will turn green.

READ FLORIDA STATUTE 106.141 BEFORE STARTING DISPOSITION OF FUNDS

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:	Enter last name or company name if a business	
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 Monetary Petty Cash Withdrawn Petty Cash Spent Transfer to Office Account Refund Disposition of Funds Disposition of Funds to Future Campaign Disposition of Funds to Political Party Disposition of Funds to Petition Verification Reimbursements	Please refer to the Campaign Treasurer Handbook for the state of Florida to ensure you are using the correct transaction type.	

To report on the disposition of surplus funds, select **Disposition of Funds** in the **Expenditure type** field.

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	Create Waiver Report Import Entries 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

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 (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) Amendment	(11) Amount
10/31/2015 1	Casadonte, Antonio 340 Gulf View Drive Miami, FL 32322	return of unused campaign contributions	DI		\$500.00

TERMINATION REPORT NOTE:

If you receive a refund, you will enter the amount as a negative in the “expenditures” [Example: bond for signs -100.00] *per Kristi Bronson/DOE (email dated 4/20/15)*

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.

Photo of candidate

Candidate : Carolyn J. Casadonte
Office : County Commission District 4



1645 Harrington CT
Suite C
Palmetto, FL - 32314
cjcasadonte4cc3@gmail.com
850-556-6814
850-422-0585

Carolyn Casadonte's work with neighborhood associations for the past 20 years uniquely qualifies her for the service as a County Commissioner.

[Jump to submitted reports](#)

Available reports...

Q1	4/15/2009
Q2	7/15/2009
Q2(A)	7/15/2009

She understands the concerns of individual residents in our community and will ensure those concerns are properly prioritized by the County.

Or particular interest to Carolyn is preservation of our outstanding--and irreplaceable--natural environment. While serving as president of the Woodgate Neighborhood Association and chair of the Council of Neighborhood Associations, she worked tirelessly--and effectively--to prevent destruction of in-town neighborhoods' canopy oaks.

Note: The candidate's photograph and statement are supplied by the candidate and are not endorsed by the County Supervisor of Elections.

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:

Windows Internet Explorer

https://www.voterfocus

Candidate : Adam Greensburg
Office : Clerk of Court

No Photo Available

6979 Standing Pines Lane
Tallahassee, FL - 32312
agreensburg@hotmail.com
850-556-6814

No biographical information available at this time.

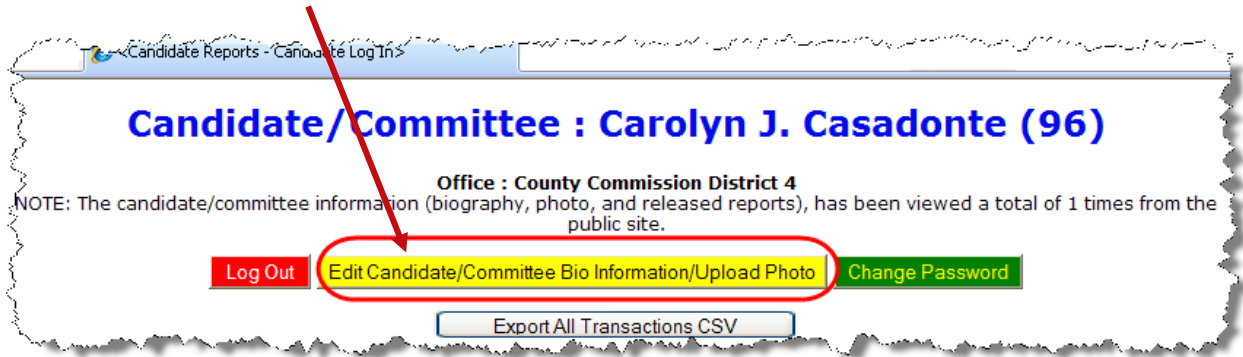
The item in the photo area need not be a photograph. Committees might prefer to show their logo instead. But the file placed in this area must be a JPEG file. That is, the file's 3-character file extension must be .JPG.

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.

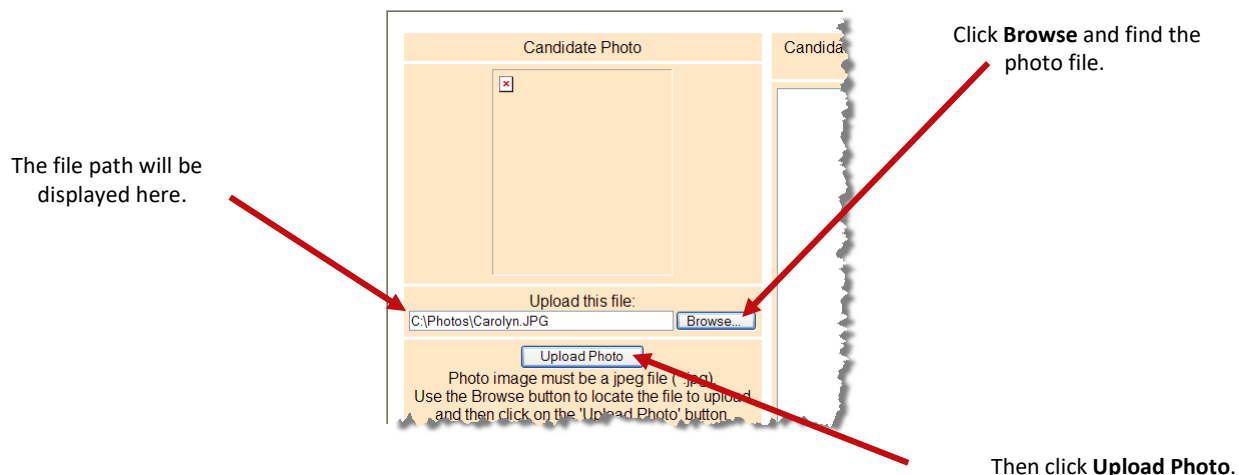
To enter a photo:

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**.



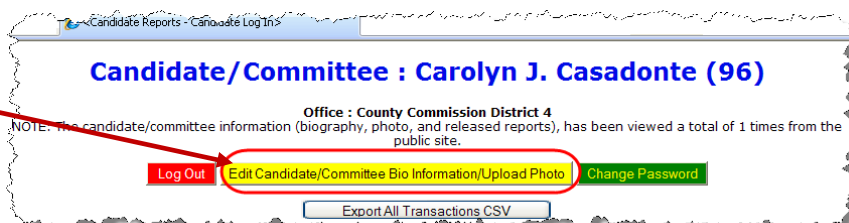
When the file has copied to the system, you'll see this message along with the photo file:



Click [Return to Main Menu](#) to return to the main page of the system.

To enter candidate or committee bio:

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.

At the end of the bio type the following:

"This profile is provided and approved by [Candidate's Name](#)."

You can enter up to 5,000 characters. The system will show you how many characters you've already typed, so you'll know when you're reaching the limit.

When finished, click **Update**.

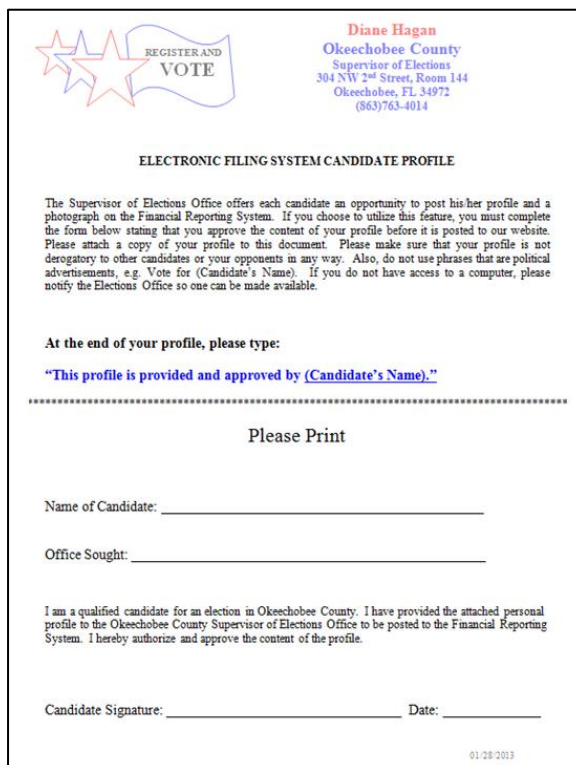
Be sure you conform to the Supervisor's policy on appropriate content here.

See form:
Electronic Filing System
Candidate Profile

All photo and bio information is reviewed prior to being released to the website.

Once your profile information is complete, submit a copy of the bio (print screen is acceptable) along with the Electronic Filing System Candidate Profile form to the SOE office.

As soon as the information is reviewed and is deemed appropriate it will be released to the website and visible to the public.



The form is titled "ELECTRONIC FILING SYSTEM CANDIDATE PROFILE". At the top left is a logo with three stars and the text "REGISTER AND VOTE". At the top right is contact information for Diane Hagan, Okeechobee County Supervisor of Elections. The main body of the form contains instructions for candidates, a section for the candidate to print their name and office sought, and a signature line. The date 01/28/2013 is printed at the bottom right.

Diane Hagan
Okeechobee County
Supervisor of Elections
304 NW 2nd Street, Room 144
Okeechobee, FL 34972
(863)763-4014

ELECTRONIC FILING SYSTEM CANDIDATE PROFILE

The Supervisor of Elections Office offers each candidate an opportunity to post his/her profile and a photograph on the Financial Reporting System. If you choose to utilize this feature, you must complete the form below stating that you approve the content of your profile before it is posted to our website. Please attach a copy of your profile to this document. Please make sure that your profile is not derogatory to other candidates or your opponents in any way. Also, do not use phrases that are political advertisements, e.g. "Vote for (Candidate's Name)". If you do not have access to a computer, please notify the Elections Office so one can be made available.

At the end of your profile, please type:
"This profile is provided and approved by (Candidate's Name)."

.....

Please Print

Name of Candidate: _____

Office Sought: _____

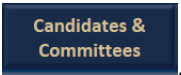

I am a qualified candidate for an election in Okeechobee County. I have provided the attached personal profile to the Okeechobee County Supervisor of Elections Office to be posted to the Financial Reporting System. I hereby authorize and approve the content of the profile.

Candidate Signature: _____ Date: _____

01/28/2013

This form can be found in the Candidate Handbook.

To see how your photo and bio appears on the website, go to the Okeechobee County Supervisor of Elections website:

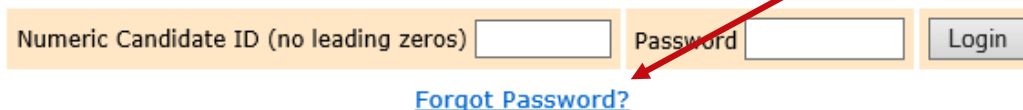
Place cursor over ,
Select menu item , then select your name from the list of candidates.

To change or update your information

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. This change/update will also be reviewed prior to being released to the website. There is no need to submit any further documentation as the SOE will automatically receive an email regarding your change/update. Once again, after the information is reviewed and deemed appropriate it will be released and visible to the public.

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?](#)

On the Candidate Forgot Password page, enter your Candidate ID number and click the **Reset Password** button.

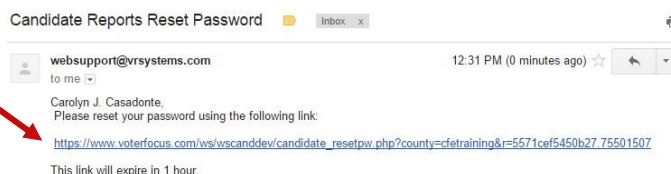


Candidate Forgot Password

Numeric Candidate ID (no leading zeros)

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.



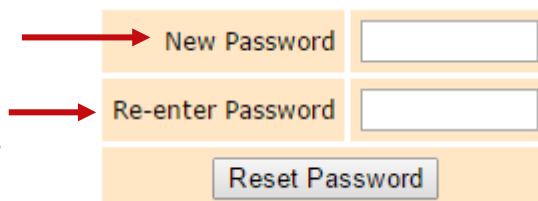
If for some reason there is not an email address associated with your Candidate ID, you'll need to contact the Supervisor of Elections office.

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

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.

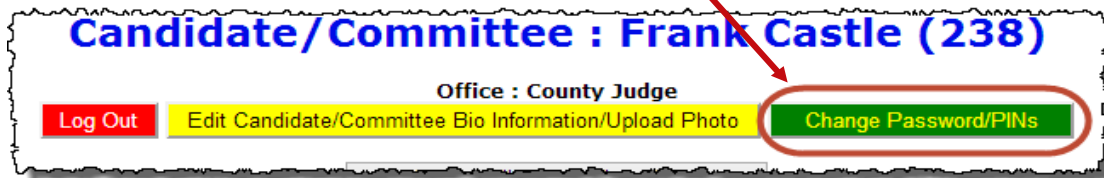
How do I change my password or PINs?

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.

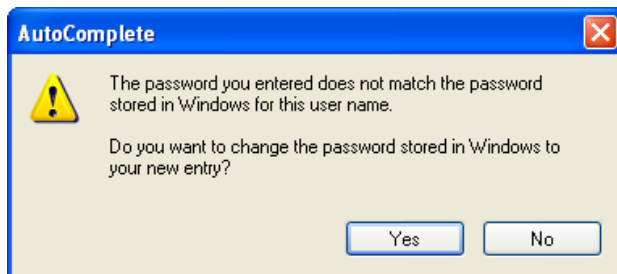
If you want to change a PIN, enter and reenter the new PIN in the two fields provided for the new PIN. Then enter your new password in the other two fields.

Click **Change Password/PINs** when you are finished.

Type your current password here.

A screenshot of the 'Change Password/PINs' form. The form has a title 'Change Password/PINs' and a subtitle 'Only alter the password/pins you wish to change at this time.' Below the subtitle are several input fields: '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', and 'ReEnter New Treasurer electronic PIN'. At the bottom are two buttons: 'Change Password/PINs' and 'Cancel'. Red arrows point from text instructions to specific fields and buttons. The instructions are: 'Type your current password here.' (points to the first field), 'Type your new password here.' (points to the second and third fields), 'Type your new candidate PIN here...' (points to the fourth and fifth fields), '...and your new treasurer PIN here.' (points to the sixth and seventh fields), and 'To finish changing the password and PINs, click here.' (points to the 'Change Password/PINs' button).

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 40. 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.

