

INSTRUCTIONS FOR COMPLETION OF EXPENSE FORMS

Revised 1/2021

STATE, COUNTY AND FIRST CLASS CITY CANDIDATES:

Candidates are required to file forms provided by the GEC – Governmental Ethics Commission. All expense forms will be mailed to the candidate after filing for office.

Any questions concerning these forms should be directed to the GEC at 785-296-4219.

SECOND AND THIRD CLASS CITIES, UNIFIED SCHOOL DISTRICT, COMMUNITY COLLEGE, TOWNSHIP, WATER DISTRICT AND DRAINAGE DISTRICT CANDIDATES:

Candidates file the following documents:

APPOINTMENT OF TREASURER OF CANDIDATE OR COMMITTEE

This form is NOT required of 2nd or 3rd class cities, school, water or drainage candidates. If a candidate wishes to complete the form, the form should be filed with the County Election Office within 10 days of becoming a candidate.

AFFIDAVIT OF EXEMPTION K.S.A. 25-904(a)

If a candidate intends to receive or expend **less than \$1,000** in each of the elections, an affidavit may be filed, **no later than 9 days preceding the primary election***, to be **exempt** from filing the expense reports “Candidate’s Itemized Statement of Personal Election Contributions and Expenditures.”

*This due date is applicable to all candidates who wish to file an Affidavit, even if they are not in a primary election.

Any candidate who has signed an affidavit of exemption and who incurs expenses in excess of or receives contributions in **excess of \$1,000**, exclusive of such candidate’s filing fee, **shall file** the Candidate’s Itemized Statement of Personal Election Contributions and Expenditures within 30 days after the primary and general elections.

ITEMIZED STATEMENT OF PERSONAL ELECTION CONTRIBUTIONS AND EXPENDITURES K.S.A. 25-904(b)

Candidates file this report within 30 days after the primary, general or special election period in which they were a candidate, incurred expenses, or received contributions (unless an Affidavit of Exemption was filed). This itemized statement states the **name and address of each person who has made any contribution in excess of \$50 during the election period together with the amount and date of such contributions** and an itemized statement of all expenditures made by such candidate or obligations contracted or incurred in connection with each primary, general or special election.

If no expenditures or obligations are contracted or incurred by the candidate, the candidate shall file a statement to that effect by indicating \$0.00 amount on the form.

COMMITTEE REPORT OF CONTRIBUTIONS AND EXPENSES K.S.A. 25-901

If a candidate forms a committee, a treasurer must be appointed to complete and file the campaign committee report by December 31 of the election year for the period ending December 1st. An annual report is required by December 31 of any year in which the campaign fund has a balance.

2021 DUE DATES FOR CAMPAIGN FINANCE REPORTS

Primary: August 3, 2021
General: November 2, 2021

1ST CLASS CITY CANDIDATES (Leawood, Lenexa, Olathe, Overland Park, Prairie Village and Shawnee)

Statement of Substantial Interests	At place of filing for office KSA 75-4302a Due no later than 10 days after filing deadline June 11, 2021	
2020 Campaign Finance Wrap-up KSA 25-4148(a)(3)(4)	January 10, 2021	January 1, 2020 through December 31, 2020
Affidavit of Exemption KSA 25-4173	July 26, 2021	Nine days before Primary Election
Pre-Primary Campaign Report #1 KSA 25-4148(a)(1)	July 26, 2021	January 1, 2021 through July 22, 2021
Pre-General Campaign Report #2 KSA 25-4148(a)(2)	October 25, 2021	July 23, 2021 through October 21, 2021
2021 Campaign Finance Wrap-up KSA 25-4148(a)(3)	January 10, 2022	October 22, 2021 through December 31, 2021

2ND and 3RD CLASS CITIES, SCHOOL, JCCC, DRAINAGE DISTRICT and WATER CANDIDATES

Statement of Substantial Interests	At place of filing for office KSA 75-4302a Due no later than 10 days after filing deadline June 11, 2021	
Affidavit of Exemption KSA 25-904(a)	July 26, 2021	Nine days before Primary Election
Itemized Statement of Expenditures KSA 25-904(b) (Post Primary)	September 2, 2021	Thirty days after Primary Election
Itemized Statement of Expenditures KSA 25-904(b) (Post General)	December 2, 2021	Thirty days after General Election
Committee Report KSA 25-901	December 31, 2021	Date individual becomes a candidate through December 1, 2021

Filing Deadline: June 1, 2021 – 1st, 2nd and 3rd class cities, schools, JCCC, Drainage District and Water candidates

DEFINITIONS

Candidate

An individual who appoints a treasurer or campaign committee, makes a public announcement of his or her intention to seek a state or local office, accepts contributions or expends funds for the individual's nomination or election to a state or local office and files a declaration or petition to become a candidate for a state or local office.

Campaign Committee

A committee appointed by a candidate to receive contributions and/or expend funds for the candidate.

Contribution

Anything of value, money or otherwise, given for the express purpose of nominating, electing, or defeating a candidate for state or local office.

Expenditure

Any good or service of value purchased for the express purpose of nominating, electing, or defeating a candidate for state or local office.

In-Kind Contribution

Anything of value given to a candidate, candidate committee, party committee, or political action committee free of charge or at a charge less than market value.

Local Office

A member of the governing body for a county, a first, second or third class city, a school board, a community college, a township, a water district or a drainage district.

CONTACT INFORMATION

Kansas Governmental Ethics Commission

901 S Kansas Avenue
Topeka, KS 66612

Office 785-296-4219
Fax 785-296-2548

ethics.kansas.gov

Kansas Secretary of State's Office

Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612

Office 785-296-4561

www.sos.ks.gov

Johnson County Election Office

2101 E Kansas City Road
Olathe, KS 66061

Office 913-715-6800
Fax 913-791-1753
Kansas Relay Operator
1-800-766-3777

www.jocoelection.org

 **JOHNSON COUNTY**
KANSAS

Election Office

CAMPAIGN FINANCE GUIDE

**Information on campaign
contributions and reports
for candidates and treasurers**

Johnson County Election Office
2101 E Kansas City Road
Olathe, KS 66061

Phone 913-715-6800

Fax 913-791-1753

Kansas Relay Operator 1-800-766-3777
election@jocoelection.org

www.jocoelection.org
[f/jocoelection](https://www.facebook.com/jocoelection)
[@jocoelection](https://www.instagram.com/jocoelection)

CANDIDATE RESPONSIBILITIES

Appoint a treasurer or candidate committee no later than ten (10) days after filing for office. A candidate may serve as his or her own treasurer.

File an **Appointment of Treasurer or Candidate Committee** form within ten (10) days of appointing a treasurer. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office. Candidates cannot receive contributions or expend funds until the form is filed.

Establish a checking account with a financial institution for depositing contributions and expending funds. Candidates that do not accept contributions do not need to open a campaign checking account.

File a **Statement of Substantial Interests** form within ten (10) days of the filing deadline for state or local office. State candidates file with the Kansas Secretary of State. Local candidates file with the Johnson County Election Office.

(Optional) File an **Affidavit of Exemption from Filing the Receipts and Expenditures Reports** if the candidate intends to receive and expend less than \$1,000 for each election.

CANDIDATE OR TREASURER RESPONSIBILITIES

File **Receipts and Expenditures Reports** by the due dates unless exempt.

File a **Last Minute Contribution Report**.

TREASURER RESPONSIBILITIES

Receive and record all contributions. Record each contributor's full name and address with the date received, amount, and description of the contribution.

Deposit contributions and disburse funds from the campaign's bank account.

Retain copies of checks in excess of \$50.00. Retain written receipts for cash or in-kind contributions in excess of \$10.00. Receipt must include each contributor's full name and address with the amount and date of the contribution.

Record the occupation of contributors over \$150.

Retain a record of all individuals authorized to solicit and receive contributions on behalf of the candidate or campaign committee.

Retain all bank statements, cancelled checks, voided checks, and cancelled deposit slips.

Record all expenditures. Record the full name and address associated with the expenditure along with the date, amount, and purpose of the expenditure.

Retain the receipt, invoice, or contract for each expenditure.

If a treasurer for a statewide candidate wishes to resign, he or she must file a written statement of resignation with the Kansas Secretary of State's Office. For a local candidate, the treasurer must file the statement of resignation with the Johnson County Election Office.

FREQUENTLY ASKED QUESTIONS

I haven't started fundraising, but I need to campaign. How much money can I loan or donate to my campaign?

There's no limit for you or your spouse.

Someone just handed me a \$20 bill at my fundraiser. Can I accept cash contributions? Yes, but no more than \$100 per entity. If the contribution is over \$10, remember to retain a written receipt.

I like other candidates on the ballot. Can I donate my surplus campaign funds to them?

No, you cannot donate campaign funds to another candidate or campaign. You can donate funds to a political party.

My car payment is due tomorrow. Can I use campaign funds for my personal expenses?

No, candidates cannot use campaign funds for their or their family's normal living expenses.

My volunteers worked hard today. Can I buy them dinner with campaign funds?

Yes, but be sure to keep the receipt and record the expenditure on your report.

I bought a lot of stuff for my campaign. Yard signs, bumper stickers, buttons. Do I really have to report it all?

Yes, any expenditure over \$50 must be itemized to include the name, address, amount, and purpose of the expenditure.

Look at my new brochures! They have my logo and campaign message. I can't wait to hand them out to voters. Do you like them?

They're great, but remember that any literature, mailer, or invitation that expressly advocates for the election or defeat of a candidate for state or local office must include the "paid for by" statement and the name of the candidate and treasurer.

STATE OFFICES

Governor/Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Insurance Commissioner, State Senator, State Representative, District Attorney, Board of Education

Statement of Substantial Interests
*Ownerships, compensation,
and board appointments*

DUE 10 days after the filing deadline
PROVIDED BY Kansas Secretary
of State's Office

FILED AT Kansas Secretary of State's Office

Appointment of Treasurer
Treasurer for campaign committee
DUE 10 days after filing for office
PROVIDED BY Kansas Secretary
of State's Office

FILED AT Kansas Secretary of State's Office
NOTE Cannot begin fundraising
until this form is filed

**Affidavit of Exemption from Filing
Receipts and Expenditures Reports**
*Candidates receiving or spending
less than \$1,000*

DUE 9 days before the primary election
PROVIDED BY Kansas Secretary
of State's Office

FILED AT Kansas Secretary of State's Office
NOTE Must be notarized

Receipts and Expenditures Reports
*All receipts and expenditures
for reporting period*

DUE 8 days before election
and Jan. 10 after election
PROVIDED BY Kansas Secretary
of State's Office

FILED AT Kansas Secretary of State's Office

CONTACT INFORMATION

**Kansas Governmental
Ethics Commission**
785-296-4219 ethics.kansas.gov

Kansas Secretary of State's Office
785-296-4561 www.sos.ks.gov

2021 ELECTION CALENDAR

June 1
Filing and withdrawal deadline

July 13
Voter registration closes

July 14
Advance voting by mail begins

July 24
Advance voting in person begins

August 2
Advance voting in person ends

**AUGUST 3
PRIMARY ELECTION DAY**

September 1
Deadline for questions to be placed on the
General Election ballot

October 12
Voter registration closes

October 13
Advance voting by mail begins

October 23
Advance voting in person begins

November 1
Advance voting in person ends

**NOVEMBER 2
GENERAL ELECTION DAY**

 **JOHNSON COUNTY**
KANSAS

Election Office

CAMPAIGN FINANCE REPORTS

**Information on filing campaign
finance reports and complying
with state laws**

Johnson County Election Office
2101 E Kansas City Road
Olathe, KS 66061

Phone 913-715-6800
Fax 913-791-1753
Kansas Relay Operator 1-800-766-3777
election@jocoelection.org

www.jocoelection.org
f/jocoelection
@jocoelection

COUNTY OFFICES

County Commission Chair,
County Commissioner and Sheriff

FIRST CLASS CITY OFFICES

Mayor and City Council in Leawood, Lenexa,
Olathe, Overland Park, Prairie Village
and Shawnee

Statement of Substantial Interests

*Ownerships, compensation
and board appointments*

DUE 10 days after filing deadline

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

Appointment of Treasurer

Treasurer for campaign committee

DUE 10 days after filing for office

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Cannot begin fundraising
until form is filed

Affidavit of Exemption from Filing Receipts and Expenditures Reports

*Candidates receiving or spending
less than \$1,000*

DUE 9 days before the primary election

PROVIDED BY Kansas Governmental
Ethics Commission
FILED AT Johnson County Election Office

NOTE Must be notarized

Receipts and Expenditures Reports

*All receipts and expenditures
for reporting period*

DUE 8 days before an election and
on January 10 after an election

PROVIDED BY Kansas Governmental
Ethics Commission
FILED AT Johnson County Election Office

SECOND AND THIRD CLASS CITY OFFICES

Mayor and City Council in De Soto,
Edgerton, Fairway, Gardner, Lake Quivira,
Merriam, Mission, Mission Hills, Mission
Woods, Roeland Park, Spring Hill, Westwood
and Westwood Hills

Statement of Substantial Interests

*Ownerships, compensation
and board appointments*

DUE 10 days after filing deadline

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

Affidavit of Exemption from Filing Receipts and Expenditures Reports

*Candidates receiving or spending
less than \$1,000*

DUE 9 days before the primary election

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Must be notarized

Itemized Statement of Personal Election Contributions and Expenditures Reports

*All receipts and expenditures
for reporting period*

DUE 30 days after an election

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Must be notarized

Committee Report

Campaign "wrap up" for local elections

DUE December 31 of election year

(for period ending December 1)

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Report must be filed yearly if there
is a balance in the campaign fund

SCHOOL BOARD, COMMUNITY COLLEGE, TOWNSHIP, WATER DISTRICT AND DRAINAGE DISTRICT OFFICES

Statement of Substantial Interests

*Ownerships, compensation
and board appointments*

DUE 10 days after filing deadline

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

Affidavit of Exemption from Filing Receipts and Expenditures Reports

*Candidates receiving or spending
less than \$1,000*

DUE 9 days before the primary election

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Must be notarized

Itemized Statement of Personal Election Contributions and Expenditures Reports

*All receipts and expenditures
for reporting period*

DUE 30 days after an election

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Must be notarized

Committee Report

Campaign "wrap up" for local elections

DUE December 31 of election year

(for period ending December 1)

PROVIDED BY Johnson County Election Office
FILED AT Johnson County Election Office

NOTE Report must be filed yearly if there
is a balance in the campaign fund

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

This is an (Check one) Initial Appointment Amended Statement
(Please Type or Print)

CANDIDATE

Name		
Street		
City	County	Zip Code
Home Telephone	Business Telephone	
Office Sought	District No.	

TREASURER

Date Appointed		
Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

OR CANDIDATE COMMITTEE

Date Appointed		
Chairperson's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	
Treasurer's Name		
Address		
City	Zip Code	
Home Telephone	Business Telephone	

SIGNATURE

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

_____ (Date)

_____ (Signature of Candidate)

SEE REVERSE SIDE FOR INSTRUCTIONS

INSTRUCTIONS

This form must be completed by each candidate for local office and filed with your County Election Officer. A candidate must appoint a treasurer, or in lieu thereof a candidate committee, not later than ten (10) days after becoming a candidate. This form must be filed not later than ten (10) days following such appointment. Also, a new form must be filed whenever there is a change in treasurers or other information previously reported.

For further information contact: Kansas Governmental Ethics Commission
901 S. Kansas Avenue
Topeka, Kansas 66612
Office 785-296-4219
Fax 785-296-2548

AFFIDAVIT OF EXEMPTION
K.S.A. 25-904(a)

- File this report with the Johnson County Election Office. This form may be mailed, emailed or faxed.
- Applicable to candidates for election in second and third class cities, school districts, community college, townships, water district and drainage district.
- Candidates who anticipate receiving or spending less than \$1,000 in each of the Primary and General elections, exclusive of any filing fees, may use this form to exempt themselves from filing reports of expenditures.
- For exemption, a candidate must complete this Affidavit of Exemption and file it with the Johnson County Election Office **nine (9) days before the primary election**. Even if the candidate anticipates not being in a Primary election, this form is due by the deadline to be valid.
- Once the form is filed it will exempt the candidate from filing the required Candidate's Itemized Statement of Personal Election Contributions and Expenditures, which is due thirty (30) days after each election for which the candidate would otherwise be required to file.

Name _____
(Please print)

Address _____

Home Phone _____ Business _____

Election Date _____ Candidate for _____

Ward _____ District: _____ Position: _____

Affidavit: **State of Kansas, County of Johnson**

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

1. The information listed above is true and correct;
2. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period; and
3. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **PRIMARY ELECTION** period, and
4. I intend to expend, contract to expend or have expended on my behalf an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
5. I intend to receive or have received on my behalf (including amounts contributed by myself) contributions of an aggregate amount or value of less than one thousand dollars (\$1,000) in the **GENERAL ELECTION** period; and
6. If contributions are received or expenditures made (actual or contractual) in excess of any of the amounts set out above, I shall within thirty days after the date of the election file the Candidate's Itemized Statement of Personal Election Contributions and Expenditures report required by K.S.A. 25-904(b).

Signature _____ Date _____

THIS FORM MUST BE NOTARIZED

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

SEAL

Notary Public

My appointment expires _____.

Form 109b/Rev 1/2017

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

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

Name of Candidate _____

Address _____

Home Phone _____ Business Phone _____

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

Election Date _____ Primary _____ General _____

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

Summary: (covering period from _____ to _____)

Cash on hand at beginning of period _____

Total Contributions and other Receipts _____

Total Expenditures and other Disbursements _____

Cash on hand at close of period _____

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

Signature _____

Date _____

THIS FORM MUST BE NOTARIZED

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

(SEAL)

Notary Public

My appointment expires _____

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

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

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

Total itemized receipts for period _____

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

Total contributions from unknown contributors _____

Total Receipts this period _____

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

Total _____

COMMITTEE REPORT

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

Name of Committee _____

Treasurer _____ Phone _____

Address _____

Candidate for _____

Election Date _____

RECEIPTS

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

EXPENDITURES

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

Signature of Candidate or Treasurer

Date