LEADERS

Louisiana Ethics Administration Disclosure & Electronic Reporting System

CANDIDATES

User’s Guide

Louisiana Board of Ethics

sdr. TECHNOLOGIES

Version 2.0, March 1999

Information in this document is subject to change without notice. Campaigns, candidates, names and/or data used in the examples herein are fictitious unless otherwise noted.

LEADERS was developed for the Louisiana Department of State Civil Service, Board of Ethics by:
SDR Technologies, Inc. Westlake Village, California
Program Design by SDR Technologies, Inc.
Project Management by SDR Technologies, Inc.

PDSERF Conversion by Campaign Microsystems

The LEADERS User's Guide was written and designed by SDR Technologies, Inc.

CHAPTER 1: INSTALLATION, INTRODUCTION, GETTING STARTED

About Leaders

LEADERS is a software program that allows you to enter all filing transactions (contributions, expenditures, etc.) on-line. After you enter the information, LEADERS then creates all necessary forms and files for electronic filing with the click of a mouse.

The Louisiana Board of Ethics is pleased to announce the release of LEADERS (Louisiana Ethics Administration Disclosure & Electronic Reporting System) version 2.0. This version contains many features designed to expedite the filing process such as the ability to print validation results, Internet filing and direct dial-up filing.

An important new feature is the Digital Encrypted Password system being implemented by the Louisiana Board of Ethics. Filers may choose to send their reports to the Louisiana Board of Ethics through TCP/IP (Internet access) or via a direct dial connection (modem). The filer will need to complete an electronic filing affidavit and establish a password that will be transmitted to the Louisiana Board of Ethics along with the encrypted file and the filer's Louisiana Board of Ethics Identification number. In order to take advantage of Internet or direct dial-up filing, you must obtain a password from the Louisiana Board of Ethics. To obtain a password, call the Louisiana Board of Ethics Electronic Filing Office at (225)219-5600 or at (800) 842-6630.

About This User's Guide

This user's guide contains detailed information about using LEADERS for Microsoft ® Windows ™.

TECHNICAL SUPPORT

If you have any questions or problems with the installation or use of LEADERS, please contact the Louisiana Ethics

Telephone:	**(225) 219-5600**	or	**(800) 842-6630**
Fax:	**(225) 381-7271**		
Email:	**ethics.louisiana@la.gov**		
Web site:	**http://www.ethics.state.la.us**		

Administration Technical Support Staff.

INSTALLING THE PROGRAM

Diskettes:

- Please note that diskettes are numbered on the back with the LEADERS Version number and Disk Number.
- The Files in the program disk are compressed which means that you can't just copy them to your hard disk drive. You must use the Setup program. Follow the Windows 98, 95 or NT 4.0 Installation Instructions below .

Download from the Internet:

- Go to the Board of Ethics website at http://www.ethics.state.la.us/

The “ReadThis” File

Please review the information in the ReadThis file (if present) on the program disk. The ReadThis file may contain changes that have been made since this user’s guide went to press, including revisions to the installation procedures. Do not worry if the ReadThis file is not present in your version. This simply means that there have been no revisions to this user’s guide since publication.

WINDOWS 98, WINDOWS 95 OR WINDOWS NT 4.0 INSTALLATION

To install LEADERS, choose “Start” then “Run” from the Windows task bar. In the dialog box, type “A:setup” and press return. It is usually best to accept the default prompts during the installation process. After installation, a separate Start Menu Program Item appears called, “Louisiana Applications” (if you accepted the default prompts). This will contain the new version of LEADERS.

STARTING THE PROGRAM

Now that you’ve successfully installed LEADERS, you will see that an application group (for Windows) called Louisiana Applications has been created. Open (by double clicking) the Louisiana Applications icon. (In Windows 95, you may use the Start Menu to locate and start the program in the Louisiana Applications folder). The LEADERS program icon appears, and you may double click on it to open it. For information on the next steps to start using LEADERS, please see GETTING STARTED and CREATING THE REPORT later in this chapter.

NOTE: Optimal viewing conditions are met by setting your monitor resolution to 800 X 600, if your system is not capable of meeting these standards, or you experience difficulty viewing certain screens and/or buttons within the LEADERS program, please contact technical support at (800) 367-5110.

NAVIGATING THROUGHOUT LEADERS

NAVIGATIONAL BUTTONS

You will use these navigational buttons to select from at the bottom of the forms screens:

Button	**Command**
First	Displays the first entry made.
Prior	Displays the entry prior to the current entry being viewed.
Next	Displays the next entry following the current entry being viewed.
Last	Displays the last entry made.
Edit	Activates the current screen to allow editing.
Add	Clears data fields in the current view in order to enter a new transaction or list item. You may also clear data fields to add a new activity by clicking the **Next** button until the fields are blank.
Delete	Removes the current information being viewed.
Save	Saves all changes.
Revert	Discards changes and reverts to original values.
Browse	Displays the browse list (contains *all* previously entered items for this “type” of entry). In a browse list you may navigate with the arrow keys, highlight an item and press **Enter** to select it or press the **Esc** key to close the list without selecting.
Exit	Exits the current window.

Tab Key

The tab key moves the cursor from field to field within a screen. The Tab key is very useful for moving around a screen while entering data. Press **Shift** + **Tab** together to move the cursor in reverse to the previous field.

Selecting From a Drop Down List

Some LEADERS windows feature a drop down list. These menus have pre-listed selections to choose from. To select from a drop down menu, click your mouse on the arrow located within the right margin of the field. You can quickly locate a selection by scrolling the selections or by entering the first few letters of the selection. Highlight the selection and hit **Enter**.

Selecting From a Scrolling Menu

Within any window there may be a scrolling bar option that runs along the right margin. This is indicating that you are only viewing a portion of the field. You must scroll to up or down to see all of the field's options/information.

There are three ways to operate the scrolling menu bar:

- Click your mouse on the upper or lowermost arrow on the bar. Each click will move the page one line in the corresponding direction.

- Click the mouse inside the "gray" margin area between the upper and lower arrows. Depending on which side of the "current marker" you click on, the page will move up or down one screen from your current view.

- Place the pointer on the "current marker" that lies within the gray area between the upper arrows. Click your left mouse button and *hold it down* while you "drag" the current marker with the pointer in either direction. Your screen view will move in the direction that you drag the marker.

Status Bar

The Status Bar, found at the bottom of your screen, displays useful program information and directions.

File Menu

Option	Command
New Filing	Creates a new, blank file. **See** SETTING UP A FILER FOR DETAILED INFORMATION.
Open	Opens an existing filing. Simply highlight the filer you want to open and click the **Open** button.
Names	Displays every entity related to the filer through itemizations and "Names" entries. **See** NAMES - INFORMATION for detailed information.
Auto Calculate Aggregates	Allows user to initiate automatic calculation of aggregates within the specified coverage period.
Recalculate Aggregates	Allows the user to update aggregates at any time within the specified coverage period.
Log-in	Brings up the "Log-in Dialog Box". You can Log-in by following these steps: ‣ From the **File Menu**, Choose the **Log-in** option. ‣ In the **Name** box, type ADMIN. ‣ In the **Password** box, leave it blank. ‣ Click **OK**.
Change Password	Allows the user to change the password. You can change the password by following these steps: ‣ From the **File Menu**, choose the **Change Password** option. ‣ In the **User Name** box, type your User Name. ‣ In the **Old Password** box, type your current password. ‣ In the **New Password** box, type your new password. ‣ In the **Re-enter Password** box, type your New password again for confirmation. ‣ Click **OK** to change password, or click **Cancel** to abort with no changes.
Change User Name	Allows the user to change his or her User Name. You can change the name by following these steps: ‣ From the **File Menu**, choose the Change User Name option. ‣ In the **User Name** box, type your User Name. ‣ In the **New User Name** box, type the new user name. ‣ Click **OK** to change user name, or click **Cancel** to abort with no changes.
Utilities	**Back-up:** Creates a copy of the current filer data in a zip (archive) format, and allows you to save it under the directory of your choice. Periodic "Back-ups" are recommended so that your data can be salvaged should any problems arise. **Restore:** Recreates the filer data from previously backed-up data. It is important that you record the directory under which you originally backed up your filer data, so that it can be retrieved easily. **Reindex:** Automatically compacts and resorts data.
Calculator	Displays the Calculator Window.
Disable Sound	Disables program sound. When selected, no sound indicators are heard.
Enable Sound	Enables program sound. When selected, you will hear all indicators with sound.
Exit	Closes the LEADERS application and resets the system to defaults.

Edit Menu

Option	Command
Undo	Reverses the last action.
Redo	Repeats the last action.
Cut	Removes the current selection.
Copy	Copies the current selection.
Paste	Inserts the last cut or copied selection.
Clear	Clears (*deletes*) selected text.
Select All	Selects all text within the active area.

Help Menu

The Help Menu accesses the on-line help, as well as general information about the program.

GETTING STARTED

Before Using LEADERS

To make entering your data into LEADERS as easy as possible, you should have the following items:

- All relevant records and information such as bank statements, contributions and other receipt records, loan information, and prior reports, if applicable.
- A cash on-hand balance amount, if you are a continuing campaign/committee.

If you are a continuing campaign/committee and wish to start the program showing all year-to-date information, you must enter all year-to-date totals for all entities in a reporting period prior to the current period.

If you wish to start this program at the beginning of a new reporting period, without cumulative totals, you can start only with your cash on hand.

Setting up a Filer

When you open LEADERS for the first time to add your filer to the system, select the "New Filing" option from the File Menu. The "New Filing" window appears.

In this "New Filing" Screen you will enter the following information:

- Unique 6 character name for this filing - This is *your* personal identifier for the filing. For example, let's say you are filing as the candidate "John Smith". You may want to create your identifier as "JSMITH" for easy reference. Remember, the identifier should be unique for your own personal ease of use.

- Filing Type - Select Candidate from this drop down list.

- First Name - Enter the first name of the filer.

- Last Name - Enter the last name of the filer.

- Identification Number - This is the identification number assigned by the Louisiana Board of Ethics.

  Choose **OK** if your entry is satisfactory, or **Cancel** to abort this new filing.

Names - Information

The “Names” window has two tabs at the top labeled **Data Entry** (for entering a new entity) and **List** which displays every entity related to the filer through itemizations and “Names” entries.

You can efficiently construct a new entity by selecting the **Names** option from the **Filer** Menu and clicking “Add” or “Edit”. Enter the following information:

Field	**Explanation**
Name ID	The system automatically numbers each entry.
Type	Select the Entity Type by using the drop down menu. Highlight one of the following Entity Types: ‣ Individual ‣ Legal Entity ‣ Lobbyist ‣ Candidate ‣ Candidate Beneficiary ‣ Financial Institution ‣ Political Committee (PAC) ‣ Principal Campaign Committee ‣ Subsidiary Campaign Committee ‣ Chairperson ‣ Treasurer ‣ Deputy Treasurer ‣ Other Officer ‣ Preparer ‣ Ballot Measure Sup/Opp ‣ Anonymous ‣ Real Estate Holding
Mr./Ms.	If entity is a person, enter a prefix of Mr. or Ms.
Last Name or Organization	Enter one of the following depending on the type of filer: ‣ Last Name, if the entity is an individual; **OR** ‣ Name of Organization, Business, Committee, etc.
Address	Enter the address of the filing entity.
City	Enter the city, for the address, of the filing entity.
State	Enter the two-letter state code, for the address, of the filing entity.
Zip	Enter the zip code, for the address, of the filing entity.
Phone	Enter the entity’s main telephone number (optional).

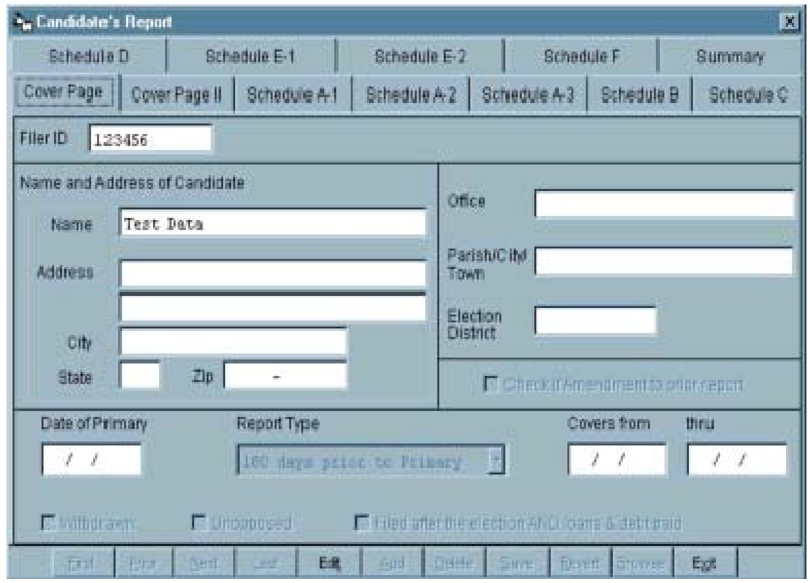
Note: After you have entered an entity into the system, they are available to browse for selection.

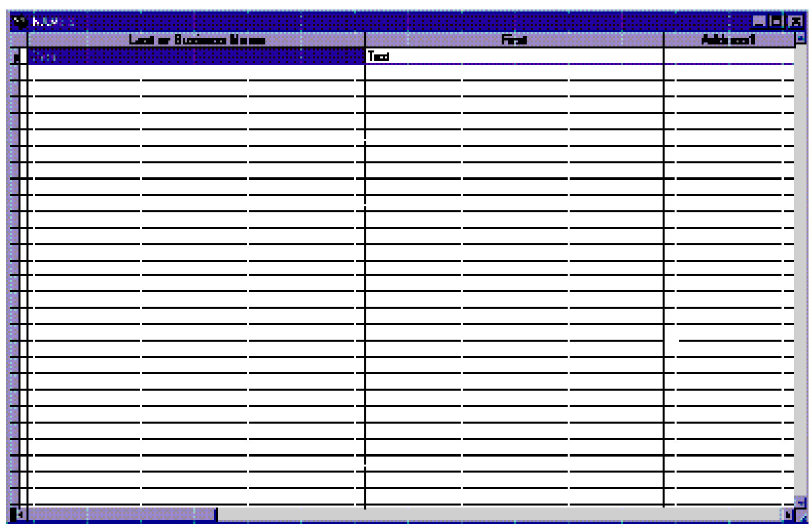
SELECTING A PREVIOUSLY ENTERED NAME FROM YOUR DATABASE

LEADERS allows for data entry shortcuts when entering *names information* within schedules and/or cover pages. From the various Filing Information Screens, you may select a name from your database, using your **TAB** key, and all of the information for the selected individual/organization will be transferred to the current data entry fields.

For example, rather than re-entering all relevant information for a contributor within a schedule or cover page, simply:

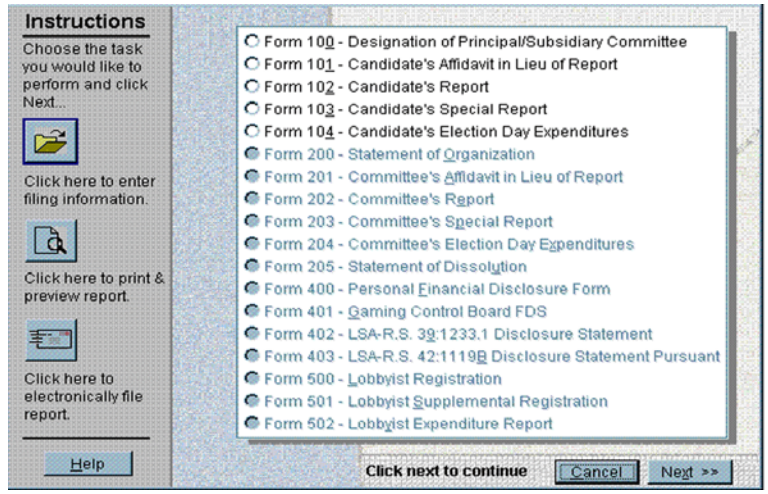
- select **edit**
- if it isn't there already, make sure your cursor is in the *Name* field.
- Press the **Tab** key from within this field and you will be prompted by the Names listing of each entry in your database thus far. You may either scroll through the list using your arrow keys, or with your mouse pointer to locate your selection.
- Press Enter on your keyboard, and information for your selection will automatically transfer to the schedule or cover page for which you are currently providing information. This action may be repeated as often as necessary.





CHAPTER 2: THE INSTRUCTIONS WINDOW

The Instructions Window contains "Task" selections along the left margin, and the "Forms" list in the right margin.



TASKS

You may select one of the following Tasks by clicking your mouse on the corresponding button, then click <<Next>> to enter the edit windows.

Filing Information

Select this button to enter your filing information. All of the information regarding your filer and filing data is available when the filing information task button is selected. See FILING INFORMATION for more detailed information.

Print & Preview Report

Select this button to preview the active file report. After you have previewed the report, you can select to send the report to your printer.

LAPrint™ is a printing and previewing utility that will first show the report graphically (as it will appear when printed), then give the option of printing the report. See PRINT & PREVIEW REPORT for more detailed information.

Electronically File Report

Select this button to electronically file your completed report to the Louisiana Board of Ethics via the Internet, modem or floppy diskette.

LALoad™ provides filers with the convenience of being able to submit disclosure filings electronically. See ELECTRONICALLY FILE REPORT for more detailed information.

CHAPTER 3: FILING INFORMATION

FORMS AND FORM ENTRY INSTRUCTIONS

You will see that each form selection has a circle in front of the form title. Those circles that are "grayed out" can not be selected because they do not pertain to your "filing type". Therefore, click your mouse on the "white circle" of the selection you want to go to which will mark it with a "dot". After you have marked the appropriate form, click on the <<Next>> button in the bottom right corner of the Instructions Window. You will be taken to the window that contains data fields where you can now enter the information for the type of itemization you have selected.

SELECTING THE APPROPRIATE FORM & SCHEDULE

Use the following chart to cross reference the type of transaction with the appropriate form and schedule.

Transaction Type	**Form/Schedule**
General Contribution	102/A-1
General In-kind Contribution	102/A-2
Other Receipt	102/A-3
General Expenditure	102/E-1
Other Disbursement	102/E-2
Contribution from Candidate	102/A-1
Contribution from Political Committee	102/A-1
In-kind Contribution from Political Committee	102/A-2
Proceeds from sale of fundraiser tickets	102/A-1
Proceeds from sale of Campaign Paraphernalia	102/A-1 or Summary Page
Expenditure from petty cash fund	102/E-1

FORMS AND SCHEDULES - INFORMATION AND INSTRUCTIONS

Form 100: Designation of Principal/Subsidiary Committee

General Information - Description of Principal/Subsidiary Campaign Committees

A candidate may designate one political committee as his or her principal campaign committee. A candidate may also designate one or more political committees as his or her subsidiary committees. Further, a principal campaign committee may designate subsidiary committees. Any designated committee must file a Statement of Organization and submit a $100 filing fee. The use of principal or subsidiary committees is entirely optional. If committees are used, this report must be filed no later than 10 days after the designation is made. If a committee is organized to support a single candidate and that candidate refuses to designate that committee as his/her principal or subsidiary committee he must file a statement, in writing, disavowing the committee. Once such a disavowal is filed, no funds may be exchanged between the candidate and committee.

Instructions - Form 100 (Always click "Edit" to activate a screen)

1. Enter the full name and address of the candidate or principal campaign committee making the designation.

2. Enter the title of the office being sought by the candidate as well as the parish, city, town and/or election district.

3. Principal campaign committee designated (form must be submitted by candidate) **You must right click on the grid to enter this information**
   - Enter the full name and address of the designated principal campaign committee.
   - Enter the name of the chairperson of the designated principal campaign committee.

4. Subsidiary committees designated (if any, the form may be submitted by candidate or principal campaign committee). **You must right click on the grid to enter this information**
   - Enter the full name and address of each subsidiary committee you are designating.
   - Enter the name of the Chairperson relative to each of the designated subsidiary committees.

5. Certification of Designation by the candidate or principal campaign committee. Form 100 must be signed by the candidate designating the principal campaign committee or by the Chairperson of the principal campaign committee only if a committee is designating subsidiary committee(s). If the form is filed electronically, a typed signature is adequate.

Form 101: Candidate's Affidavit in Lieu of Report

General Information - Candidate's Affidavit in Lieu of Report

This form should be used only if all of the following criteria are met:

1. Candidate is running for a "major" or "district" office;

2. Contributions from one source in excess of $200 have not been received for this election;

3. Expenditures in excess of $5,000 have not been made for this election; and

4. An itemized (long) report has not been filed in connection with this election.

Instructions - Form 101 (You must click "Edit" to activate a screen)

1. Enter the full name and address of the candidate.

2. Enter the office sought by the candidate in this election. (Include title of office as well as parish, city, town and/or election district).

3. Enter the date of the election. If the election date is not yet known, enter the anticipated year of the election. Additionally, enter the period the report is covering.

4. Select the type of report the candidate is filing from the drop down list.

5. If this is the Final Report, check the appropriate box to indicate whether the candidate withdrew from the election or was unopposed.

6. Right click on the grid and:
   a. Enter the full name of the person preparing the report.
   b. Enter a daytime telephone number where this person may be reached during business hours.

7. Principal Campaign Committees Only, right click on the grid and:
   a. Enter the name and address of the principal campaign committee.
   b. Enter the name and address of the committee's chairperson.
   c. Enter the name and address of all subsidiary committees, if any.

8. Complete the certification by having the signature of the candidate (or committee chairperson only if the report is filed by the principal campaign committee) notarized on a paper copy of the report and forwarded to the Board of Ethics.

Form 102: Candidate's Report

General Information - Candidate's Report

All transactions must be reported, regardless of amount. Exception: In-kind transactions valued at $25 or less are not required to be reported. However, successive transactions must be added together to determine whether $25 has been exceeded.

A campaign bank account must be maintained. All contributions must be deposited in the campaign account. All expenditures must be made by checks drawn on the campaign account. The check(s) must be made payable to a specific person and indicate the object or services for which it was drawn. Exception: A petty cash fund may be maintained and used for expenditures of $100 or less that are not for personal services.

Cash contributions in excess of $100 from one source during a calendar year are prohibited. A cash contributor must be given a receipt containing his name, address, social security number and signature, and the date and exact amount of the contribution. The campaign must keep a copy of the receipt.

A record must be kept for every transaction, including the sale of tickets to fundraising events. This sale of a ticket to a fundraising event is reported as any other contribution. Exception: In the case of a single transaction involving the sale of campaign paraphernalia for $25 or less, no record need be kept except the total amount received and deposited and the fact that such amount was received from such sale. The total amount is reported on Line 3 of the Summary Page.

The following contribution limits apply: $5,000 for major office candidates, $2,500 for district office candidates, and $1,000 for any other office candidates. You may not accept more than your contribution limit from one source per election. You may not accept contributions from persons substantially interested in the gaming industry. The primary and general are considered two separate elections. When calculating whether or not the limits have been reached, outstanding loans, endorsements or guarantees on loans, and contributions must be added together.

The term "this election" as used throughout this form refers to the period from the date of first becoming a candidate (the day the first contribution was accepted, the first expenditure made, or the date of qualification to run for office, whichever came first) through the closing date of the current report.

Separate reporting forms are to be used for "Special Reports" and "Election Day Expenditures".

A candidate may report through a principal campaign committee. The use of a committee is strictly optional. If a committee is used the candidate must file a "Designation of Principal Campaign Committee." The committee must file a statement of organization in January of each year that in which it will have over $500 in financial activity. A $100 filing fee must be submitted annually with each Statement of Organization.

Contributions or loans in the name of another are prohibited. If funds are made available to a candidate's campaign by a person who was loaned those funds by a third party, the name of the third party must also be disclosed.

Expenditures made by a public relations firm, an advertising agency or agent for the campaign must be reported to the campaign; the ultimate recipients of any such expenditures are required to be reported on Schedule E-1 of this report.

Expenditures, including any reimbursement of costs, to persons to transport voters to the polls are prohibited. Exception: payments to transport voters are allowed if made to a bona fide bus, taxi or transportation service duly licensed by a governmental entity.

Instructions - Form 102 (Always click edit to activate a screen)

Cover Page

1. Enter the qualifying name and address of the candidate. The "qualifying name" is the name used or to be used by the candidate on the Notice of Candidacy.

2. Enter the specific office sought by the candidate. Include the parish, city, town and/or election district.

3. Enter the date of the election. If the election date is not yet known, enter the anticipated year of the election.

4. Select the type of report the candidate is filing from the drop down list and enter the dates the report covers.

5. If this is the candidate's final report, check the appropriate status.

Cover Page II

6. Right click on the grid and enter the name and address of the financial institution(s) which is (are) being used as a depository for campaign funds. NOTE: The candidate is required by law to use one or more banks, savings and loan associations, or money market mutual funds as the depository of all campaign funds.

7. Enter the full name and address of the candidate's campaign treasurer if applicable.

8. If this report is being filed by a candidate's principal campaign committee:
   a. Enter the complete name and address of principal campaign committee.
   b. Enter the full name of the committee's chairperson.
   c. Enter the complete name and address of all subsidiary committees, if any.

9. a. Enter the name of the person preparing this report.
   b. Enter a daytime telephone number where this person may be contacted during regular business hours.

10. Complete certification with the date the report is being filed and the signatures of the candidate or the

committee chairperson and the treasurer, if any. NOTE: The report should be signed by the committee chairperson only if report is being filed on behalf of principal campaign committee.

SCHEDULE A-1, FORM 102: CONTRIBUTIONS RECEIVED (OTHER THAN IN-KIND CONTRIBUTIONS)

The information on this schedule must be provided for all contributors to your campaign during this reporting period, except for in-kind contributions. Information on in-kind contributions is reported in SCHEDULE A-2: IN-KIND CONTRIBUTIONS. Any personal funds a candidate contributes to his/her campaign must be reported on this schedule. Personal funds that a candidate loans to his campaign should be reported on Schedule B. For anonymous contributions, see SCHEDULE F.

1. Enter the name and address of each contributor. If the contributor is a political committee or a party committee, you must indicate so by placing a check by the appropriate box.

2. Enter the date and amount of the contributor's contribution. Also, select the type of contribution from the drop down list.

3. Enter the total contributions made during this election by the contributor unless you have already selected "Auto Calculate Aggregates."

SCHEDULE A-2, FORM 102: IN-KIND CONTRIBUTIONS

The information on this schedule must be provided for all in-kind contributions to your campaign having a monetary value in excess of $25. In-kind contributions include the donation of tangible property or the services of employees paid by a person other than the candidate or his/her business. Any in-kind contributions a candidate makes to his/her own campaign must be reported here.

1. Enter the name and address of each in-kind contributor.

2. Enter the date and amount of the contributor's in-kind contribution.

3. If the in-kind contributor is a political committee or a party committee, you must indicate so by placing a check in the appropriate box.

4. Enter a brief description of the in-kind contribution.

5. Enter the total in-kind contributions made during this election by the contributor listed unless you have already selected "Auto Calculate Aggregates."

SCHEDULE A-3, FORM 102: OTHER RECEIPTS

Use this schedule to report those receipts that are not "contributions"; that is, monies paid to the campaign that are not given for the purpose of supporting, opposing or otherwise influencing the nomination or election of a candidate to public office. Examples include interest or investment income. Receipts should be reported on this schedule only if they have not been reported elsewhere in this report. The explanation of the receipt should state the reason the payment was made to the campaign.

Enter the name and address of each source, the date and amount of the receipt, and an explanation of the receipt.

SCHEDULE B, FORM 102: LOANS RECEIVED

The required information must be provided for each loan or line of credit received this reporting period, even if it has been repaid. Also, complete this schedule for loans received in prior periods that are still outstanding. Separate loans must be reported separately, even if from the same source. Any personal funds a candidate loans to his/her campaign must be reported on this schedule.

1. Enter the name and address of the lender.

2. a. Enter the date of the loan. For lines of credit, enter the date when the line of credit was first committed.
   b. Enter the interest rate.
   c. Enter the amount borrowed. For lines of credit, enter only the amount actually drawn.
   d. Enter the balance due.

   OPTIONAL - Total amount of credit available. For lines of credit, you may enter the total amount of credit available if you wish.

3. Right click on the grid and enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured a loan or line of credit. Also, state the amount of liability for each endorser or guarantor.

4. Repayments this Period. Right click on the grid and:
   a. Enter the date of repayment.
   b. Enter the amount of principal included in this repayment.*
   c. Enter the amount of interest included in this repayment.*

   * List payments of principal and interest separately. If separate amount are not known, list all payments under principal.

SCHEDULE C, FORM 102: DEBTS AND OBLIGATIONS (OTHER THAN LOANS)

Use this schedule to report either debts owed by the campaign or debts owed to the campaign, clicking on the appropriate circle at the top of the schedule. If the campaign has experienced both types of debts, then report them separately. Never combine debts "owed by" and debts "owed to" the campaign. Debts should be reported on this schedule until repaid. When repayments are made by the campaign, a corresponding entry should be made on SCHEDULE E-1: GENERAL EXPENDITURES. When repayments are received by the campaign, a corresponding entry should be made on SCHEDULE A-3: OTHER RECEIPTS.

Click the appropriate circle as to whether this is "owed by" or "owed to" the candidate.

1. Enter the name and address of the creditor or debtor.

2. Enter the outstanding balance beginning this period.

3. Any amount(s) incurred this reporting period.

4. Enter any payment(s) made this reporting period.

5. If you are reporting a debt, enter the reason the debt was incurred in the space provided.

SCHEDULE D, FORM, 102: FUNDS LOANED

The required information must be provided for each loan or line of credit made this reporting period, even if it has been repaid. Also, complete this schedule for loans made in prior periods that are still outstanding. Separate loans must be reported separately, even if to the same borrower.

1. Enter the name and address of the borrower.

2. a. Enter the date of the loan. For lines of credit, enter the date when the line of credit was first committed.
   b. Enter the interest rate.
   c. Enter the balance due.

3. Right click on the grid and enter the full name and address of each person or entity that has endorsed, guaranteed or otherwise secured the loan or line of credit. Also, state the amount of liability for each endorser or guarantor.

4. Repayments this Period. Right click on the grid and:
   a. Enter the date of repayment
   b. Enter the amount of principal included in this repayment*
   c. Enter the amount of interest included in this repayment*

* List payments of principal and interest separately. If separate amounts are not known, list all payments under principal.

SCHEDULE E-1, FORM 102: EXPENDITURES

Use this schedule to report information on all campaign expenditures for this reporting period. An "expenditure" is any payment made for the purpose of supporting your election to public office and includes monies spent for the campaign's general operating expenses. Any payments made that are not "expenditures" should be reported on SCHEDULE E-2: OTHER DISBURSEMENTS.

Enter the name and address of the recipient, the date, amount and purpose of the expenditure.

SCHEDULE E-2, FORM 102: OTHER DISBURSEMENTS

Use this schedule to report those disbursements that are not "expenditures"; that is, monies paid by the campaign that are not paid for the purpose of supporting, opposing or otherwise influencing the nomination or election of a candidate to public office. Examples include the payment of taxes or the refund of contributions. Disbursements should be reported on this schedule only if they have not been reported elsewhere in this report. The explanation of the disbursement should state the reason the payment was made by the campaign.

Enter the name and address of the recipient, the date, amount and an explanation of the disbursement.

SCHEDULE F, FORM 102: ANONYMOUS CONTRIBUTIONS

Anonymous contributions must be transmitted to the State- they cannot be kept or used. On this schedule, state the date and amount of each anonymous contribution received during this reporting period, as well as the date that each contribution was transmitted to the State. Receipts from the sale of campaign paraphernalia (items such as political campaign pins, buttons, hats, t-shirts, bumper stickers, literature, etc.) in transactions of $25 or less are not considered anonymous contributions.

Anonymous contributions should be mailed by campaign check to the Treasurer of the State of Louisiana, accompanied with an explanation that the check represents an anonymous campaign contribution forwarded pursuant to LSA-R.S. 18:1505.2B.

1. Enter the date of the anonymous contribution received.

2. Enter the amount of the anonymous contribution.

3. Enter the date the anonymous contribution was transmitted to the State.

SUMMARY PAGE

For Summary Page entries, each line is auto-calculated based on entries made into the system under the various schedules with the exception of lines 3, 19 and 20. Information for each of these three lines should be entered manually.

Line 3: Campaign Paraphernalia sales of $25 or less

Line 19: Of funds on hand at beginning of reporting period (Line 14 above), amount held in investments

Line 20: Of funds on hand at close of reporting period (Line 18 above), amount held in investments

Form 103: Candidate's Special Form

General Information - Candidate's Special Report

This form is filed during the 20 day period immediately preceding an election to report (1) all receipts from a single source in excess of $500 by major office candidates, or in excess of $250 to any person who endorses candidates and who is required to file campaign disclosure reports.

All candidates who have had any such transactions within the 20 days immediately preceding an election are required to report any such transaction on this form within 48 hours of the time the transaction occurred.

Instructions - Form 103 (Always click on "Edit" to activate a screen)

Cover Page

1. Enter the qualifying name and address of the candidate. The "qualifying name" is the name used or to be used by the candidate on his/her Notice of Candidacy.

2. Enter the specific office sought by the candidate. Include the parish, city, town, and/or election district.

3. Click the appropriate circle to indicate whether the report is filed before the primary or general election. Enter the date of the election **(Note: Information will only appear on this report that falls on dates specified within this range).** Enter the date the report is being filed.

Cover Page II

4. Right click on the grid
   a. Enter the name and address of the person preparing this report and a daytime telephone number where this person may be contacted during business hours.
   b. Enter the name and address of the principal campaign committee

5. Enter the date the report is being filed. Complete certification with the signatures of the candidate or committee chairperson and the treasurer, if any. NOTE: The report should be signed by the committee chairperson only if report is being filed on behalf of a principal campaign committee. If the form is filed electronically, a typed signature is adequate.

SCHEDULE A, FORM 103: CONTRIBUTIONS (INCLUDING IN-KIND CONTRIBUTIONS)

MAJOR OFFICE CANDIDATES: The following information must be reported for all contributions and in-kind contributions exceeding $500 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the candidate participates in the general election.

DISTRICT OFFICE CANDIDATES AND ANY OTHER OFFICE CANDIDATES: The following information must be reported for all contributions and in-kind contributions exceeding $250 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election.

1. Enter the name and address of each contributor.

2. Indicate the receipt type from the drop down list.

3. Enter the date of the contributor's contribution.

4. Enter the amount of the contributor's contribution.

5. If an in-kind contribution, enter the total valuation and a brief description.

SCHEDULE B, FORM 103: LOANS RECEIVED

MAJOR OFFICE CANDIDATES: The following information must be reported for all loans exceeding $250 received during the last 20 days before theprimary election, as well as those received in the last 20 days before the general election if the candidate participates in the general election.

DISTRICT OFFICE CANDIDATES AND ANY OTHER OFFICE CANDIDATES: The following information must be reported for all loans exceeding $250 received during the last 20 days before the primary election, as well as those received in the last 20 days before the general election if the candidate participates in the general election.

1. Enter the name and address of the lender.

2. a. Enter the date of the loan.
   b. Enter the interest rate.
   c. Enter the amount borrowed.
   d. Enter the balance due.
   OPTIONAL: Enter the credit limit amount if a line of credit.

3. Right click on the grid and enter the full name and address of each personor entity that has endorsed, guaranteed or otherwise secured the loan or line ofcredit. Also, state the amount of liability for each endorser or guarantor whose liability is less than the entire amount.

SCHEDULE C, FORM 103: EXPENDITURES TO THOSE WHO MAKE ENDORSEMENTS

Use this schedule to report campaign expenditures in excess of $200 during the last 20 days before the primary or general election, if the candidate participates in the general election, made to any person or organization that makes endorsements of candidates and who is required to file campaign finance disclosure reports.

1. Enter the name and address of the recipient.

2. Enter the date of the expenditure.

3. Enter the amount of the expenditure and a description if in-kind expenditure.

Form 104: Candidate's Election Day Expenditures Report

General Information - Candidate's Election Day Expenditures

This report is required to be filed by all candidates who are required to file campaign finance disclosure reports, even if no election day expenditures were made. The report is due no later than 10 days after the primary election, and again, 10 days after the general election if the candidate participates in the general election.

This form is used to report payments by the candidate or his/her political committee:

1. For advertising that is broadcast or published on election day;

2. For the services of election day workers; and

3. To organizations for election day activities in support of the candidate.

NOTE: This report is required in addition to all other required reports. Therefore, the expenditures reported on this report must be reported in subsequent "Candidate's Reports" for this election.

Instructions - Form 104 (Always click on "Edit" to activate a screen)

Cover Page

1. Enter the qualifying name and address of the candidate. The "qualifying name" is the name used or to be used by the candidate on his/her Notice of Candidacy.

2. Enter the specific office sought by the candidate. Include the parish, city, town and/or election district.

3. Enter the name and address of the candidate's principal campaign committee, if any.

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4. Click on the appropriate circle to indicate whether this report relates to the primary or general election. Enter the date of the election (Note: Information will only appear on this report that falls on dates specified within this range).

5. a. Enter the full name of the person preparing the report.
   b. Enter a daytime telephone number where this person may be contacted during business hours.

6. Complete certification with the date the report is being filed and the signatures of the candidate or committee chairperson and the treasurer, if any. **NOTE:** The report should be signed by the committee chairperson only if report is being filed on behalf of a principal campaign committee. If the report is filed electronically, a typed signature is adequate.

SCHEDULE A, FORM 104: ADVERTISING

The required information must be provided for each person to whom an expenditure was made for the purchase of television, radio or newspaper advertising broadcast or published on election day.

1. Enter the name and address of the recipient.

2. Click on the appropriate circle to indicate whether the expenditure is for the primary or general election and select the year.

3. Indicate the type of advertising by selecting from the drop down list.

4. Enter the date & total amount paid to the recipient.

SCHEDULE B, FORM 104: ELECTION DAY WORKERS

The following information must be provided for each individual to whom an expenditure was made for services performed on election day. Also, the information must be provided for each individual performing services on election day to whom a monetary expenditure was made by an organization to which a payment was made by the candidate completing this report.

1. Enter the name and address of recipient.

2. Click on the appropriate circle to indicate whether the expenditure is for the primary or general election and select the year.

3. The social security number of the recipient is no longer required. Please leave this field blank. When you file electronically you may receive a validation error similar to this:

   ```
   EXPN,B      4  014  Conditionally Required field is Empty
                  '--> Rcpt_SSN
                  '--> Line-item Name: Deaux^Johnny^^
   ```

   You may safely ignore this error.

4. Enter the date & total amount paid to the recipient.

5. Enter the organization making the payment, if applicable.

SCHEDULE C, FORM 104: PAYMENTS TO ORGANIZATIONS

The required information must be provided for each organization to which the candidate has made payments for any service(s) performed on election day.

1. Enter the name and address of the organization receiving the payment.

2. Click on the appropriate circle to indicate whether the expenditure is for the primary or general election and select the year.

3. Enter the date & amount paid to the organization.

4. Enter the purpose of the payment.

Form 200: Statement of Organization

General Information - Statement of Organization

A $100 filing fee must accompany the Statement of Organization. The fee should be paid with a committee check payable to "Campaign Finance." The form may be electronically filed, but the check must be hand delivered or mailed no later than the next working day following the due date of the Statement of Organization.

This form must be filed every year between January 1 and January 31, subject to the following exceptions:

- If a committee organizes after January 31, then this form must be filed within 3 days of the date of organization.
- If the committee organizes within 10 days prior to an election, then this form must be filed within 3 days of the date of organization
- If the committee does not anticipate that it will have over $500 in total financial activity for a particular calendar year, it is not required to file this form for that year. If it determines later in that year that it will exceed $500 in total financial activity, then this form must be filed within 10 days.

A **Certificate of Registration** will be issued to each properly organized committee.

A committee that has over $500 of financial activity in a calendar year and does not file a Statement of Organization is subject to fines.

Mail or hand deliver the required fee to:

CAMPAIGN FINANCE
P. O. Box 4368
Baton Rouge, LA 70821

Instructions - Form 200 (Always click "Edit" to activate a screen.)

1. Enter the name and address of the committee. Committee names must comply with the following rules:

   - The name cannot be the same as or deceptively similar to the name of another political committee.
   - If the committee supports only one candidate, the committee name must contain the name of that candidate.
   - If the committee supports only one candidate, the committee name cannot contain the name of an individual unless the committee name clearly reflects that the committee is not supporting or opposing only that individual.
   - If the committee uses an acronym in addition to its complete name, place the acronym in parentheses after the complete name.
   - If the committee name contains a number, spell out the number in the name and place the numerical symbol(s) in parentheses.

2. Enter the date the Statement of Organization is completed. Enter a check if this is the first year a committee has registered.

3. Enter the estimated number of members the committee anticipates it will have this year. Check if the committee has over 250 members who contributed over $50 to the committee during the preceding calendar year. Meeting this membership requirement allows the committee to contribute double the contribution limit to candidates.

4. Check "Yes" if this filing is an amendment to a previously filed Statement of Organization. Any change in the information reported on this form that occurs before the committee's next Statement of Organization is otherwise due must be reported by filing an amended Statement of Organization within 10 days following the change. No filing fee is required for the filing of such an amendment.

5. Right click on the grid and enter the necessary information with regard to all committee officers and/or directors:
   a. Enter the full name of each officer/director.
   b. Enter the complete address of the officer/director.
   c. Enter the position of the officer/director (e.g. Chairperson, Treasurer).

6. Enter the necessary information with regard to any affiliated organizations. An affiliated organization is any organization, other than a political committee, which directly or indirectly established, administers or financially supports this committee.
   a. Enter the full name of each affiliated organization.
   b. Enter the complete address of each affiliated organization noted in 6a.
   c. Enter the relationship of the affiliated organization to the political committee.

7. Enter the necessary information for all depositories for committee funds. NOTE: Committee funds must be deposited in one or more banks, savings and loans institutions or money market mutual funds.

a. Enter the full name of each depository.
b. Enter the complete address of each depository.

8. Indicate whether this committee supports a single candidate by checking "yes" or "no". If No, go to Item 9. If Yes, there must be a Statement of Designation (Form 100) completed by the candidate or his principal campaign committee for this committee already on file or accompanying this form. If this committee will be supporting a candidate:
   a. Check whether the committee will be designated as the principal campaign committee or a subsidiary committee; check whether the committee will support or oppose the candidate;
   b. Enter the candidate's qualifying name;
   c. Enter the office sought by the candidate.

9. a. Enter the full name of the person preparing the Statement of Organization.
   b. Enter a daytime telephone number where this person may be contacted during business hours.

10. Complete date of certification and all required signatures and telephone numbers. If this form is being filed electronically, a typed signature is adequate.

Form 205: Statement of Dissolution

General Information - Statement of Dissolution

Each political committee, including any subsidiary committee, which after having filed an annual statement of organization wishes to dissolve or disband and:

1. Determines that it has not received any contributions, transfers of funds, or loans and has not made expenditures, transfers of funds, or loans in the aggregate during the calendar year in excess of five hundred dollars ($500) and does not anticipate doing so, OR

2. Determines that it will no longer receive any contributions, loans, or transfers of funds and no longer make any expenditures, loans, transfers of funds and shall file a statement of dissolution with the supervisory committee prior to dissolving.

All committee debts and obligations must be paid or otherwise extinguished and any funds on hand must be expended or otherwise distributed before a political committee can dissolve.

Instructions - Form 205 (Always check "Edit" to activate a screen.)

1. Enter the full name and address of the political committee as it was designated on the Statement of Organization. Enter the date of the statement.

2. Enter the complete name and address of the Committee's chairperson.

3. Check whether this committee was the principal campaign committee of a candidate. If yes, then specify the full name and address of the candidate.

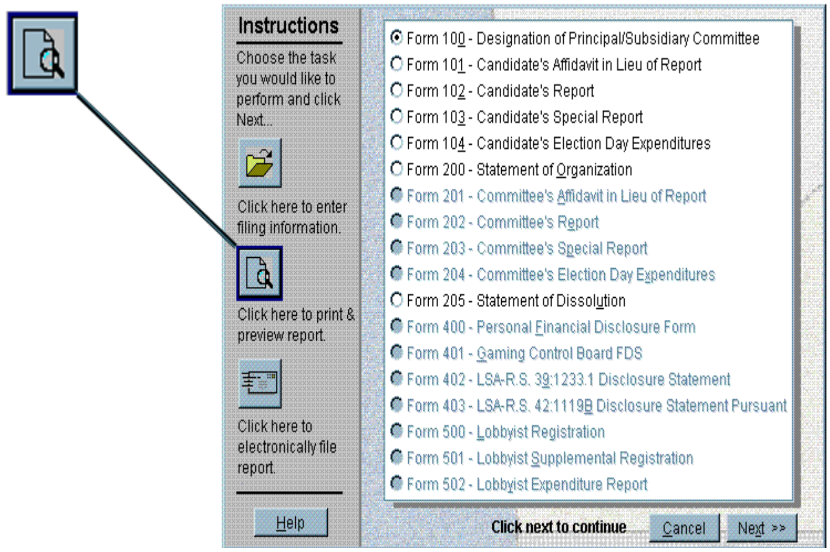
4. Check whether this committee was a subsidiary committee designated by either a candidate or a principal campaign committee. If yes, then specify the full name and address of the candidate or committee.

5. Complete date of certification and all required signatures and telephone numbers. If this form is filed electronically, a typed signature is adequate.

CHAPTER 4: PRINT AND PREVIEW REPORT

In order to run **LAPrint™**, follow these steps:
Note: A form (report) MUST be selected in order to utilize the Print options.

- From the Instructions Window, select the Print & Preview button



- The file to be printed will appear as a preview on the screen, in the appropriate "forms" format.

- From here you may print out the actual forms on paper. Select **File**, then **Print**.

- In the Print Screen, you can choose the printer, print range and the number of copies to print. Once you have selected your options, select **OK**.

LAPrint™ Options:

While previewing the file you can zoom in/out, or go to a specific page in the file.

To Zoom

- From the Menu Bar, select *View*.
- Select the *Zoom* option.
- Enter a number in the percentage window and select *Enter*.

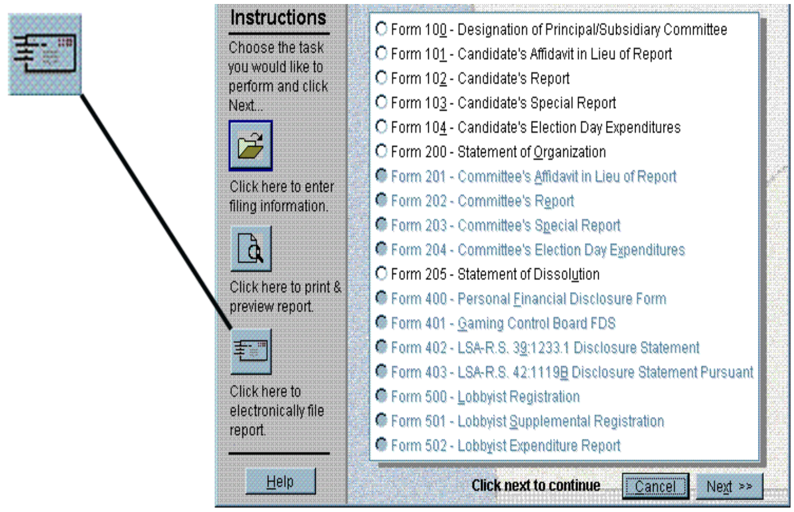
To Go To a Specific Page

Use the vertical scroll bar on the right side of your screen to scroll up and down or to view a specific page.

CHAPTER 5: ELECTRONICALLY FILE REPORT

Filing Upload

In order to run **LALoad™**, follow these steps:
Note: A form (report form) MUST be selected in order to use the Load options.



- From the Instructions Window, select the Electronically File Report Button.

- Click the <<Next>> Button in the lower right hand corner of the Instructions Window, and the "filer" will automatically undergo the **LALoad™** verification and file process.

- You will be prompted as to whether or not your filing passed initial diagnostics. If it failed, select <<Details>> to determine where in the selected report that the errors exist, so that you may return to the filing information screen to make corrections.

The content of the current report is checked for completeness and correctness, and the results of this check are displayed in the Validation Window.

- The first line of the validation output is the "Validation Summary," followed by a "checksum".

- If the current report fails validation, the messages in the Validation window should be used to diagnose and correct the errors.

The following are examples of error messages you may receive:

Example	RecType Form Type	Err Lvl	Col #	Description
#1	CVD, F102	12	007	is Required, but field is Empty `-> Rpt_Date
#2	RCPT, A-1	12	005	is Required, but field is Empty `-> Address 1 `-> Line-item Name: P.C.M.
#3	RCPT, A-2	4	009	Zip Code is Invalid or Missing/Zip = 45475 `-> Zip4 `-> Line - item Name: Other State Party

You must correct errors with ERR LVL + 8 or greater. Reports with ERR LVL greater than or equal to 8 are not, normally, accepted by the server. Therefore, while Examples #1 and #2 MUST be corrected PRIOR to filing, the corrections needed for Example #3 should be performed, but are not necessary for the filing to be accepted by the server.

Although reports with ERR LVL less than 8 may be accepted by the server, you are advised to correct all errors before uploading a report.

Note: You may use the validator at any time during the data entry process. Locate errors and make corrections. The following three error notices will also appear:

1. Filer’s Signature
2. Filing Date
3. Filer ID

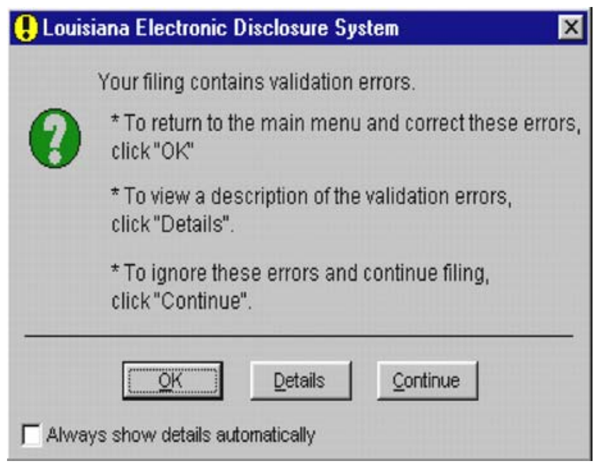
These three errors refer to items that must be completed just prior to filing the report.

IMPORTANT: Once you file a report, this is an irretrievable action, and the information in the filed report can not be altered in the future. Amending the “Filed Report” is your only option to correct an error.

Error Messages and Explanations

The following examples of error messages that you may receive during the validation process. The correct procedure to remedy errors that your filing receives is as follows:

- From the “failed diagnostics” window, choose **OK** if you are aware of the existing errors, and you will be returned to the Instructions Window so that you may navigate to the correct form in order to make necessary adjustments.



- If you need more information to determine where errors exist within your filing, select the **Details** button for a listing of all detected errors. You may print this report, if necessary, by choosing the print option.

- Again, selecting **OK** will return you to the Instructions Window so that you may make necessary corrections in order to validate your filing for upload.

These errors can be tracked by referencing the form information, provided in the diagnostic report.

Error Message	**Explanation**
Embedded double-quotes (“) not allowed	Quotation marks within fields are not permitted [example, “Nickname”] and should be removed before attempting to upload. Parentheses,[example, (Nickname)], may be used as a substitute
Leading Blanks {e.g. “TEXT”} not allowed	Character spaces before data within fields are not permitted (example ____Jones) and should be removed before attempting to upload.
Invalid Amount format:	When a field requires a numeric amount, only arabic numerals (1,2,3,4,etc.) will be accepted.
Non-numeric data in Numeric Field	When a field requires a numeric amount, only arabic numerals (1,2,3,4,etc.) will be accepted.
{Field Number} is Required, but field is empty	A required field has been left blank, and needs information in order to pass the validation process. Refer to the form and file numbers to locate.
Signatory {T}reasurer or {C}andidate ?	A form has not been signed, and needs authorized signatory in order to pass the validation process.
Sup/Opp Code “_” Invalid (Valid Codes: S, O)	There is an invalid or non-entry where one is required.

Error Messages/Explanations cont'd.

Error Message	Explanation
Value given {_} is Invalid for this Field	An invalid entry has been performed, and should be remedied before attempting to upload. (Example, substituting letters for numerals in a numeric field)
Conditionally Required field is Empty	A field that has become a "required field" based on information for this "filing" has been left blank, and should have information entered before attempting to upload.
Individual's Last Name Not Given	Name information missing, and should be entered in full before attempting to upload.
Street Address is Missing	Address information missing, and should be entered in full before attempting to upload.
__ not a valid 2-character USPS State Code	State code missing or invalid, and should be entered in full/correctly before attempting to upload.
zip code is Invalid or Missing / Zip	Zip code information is missing, and should be entered in full/correctly before attempting to upload.

Filing Method

If you selected to continue, having made any necessary corrections, you should now see the Filing Method Screen. The Filing Method Screen has four methods to select from:

- **TCP/IP** Select if you have an active SLIP/PPP (Internet) connection to the server that receives filings.
- **Dialup** Select if you would like to dial the server that receives filings directly.
- **A:** To download filing onto floppy disk in drive A.
- **B:** To download filing onto floppy disk in drive B.

If this is the first run of **LALoad™**, Filing Upload, click the Configure button to open the "Communications Settings" screen.

Filing Configure (Communication Settings)

The Communications Settings screen is divided into four sections:

Filing Information

Upload Methods: Select TCP/IP if you have an active SLIP/PPP (Internet) connection to the server that receives filings, or select Dial Up if you wouldlike to dial this server directly. Select drive **A** or **B** to download the filing onto floppy disk.

TCP/IP host

Enter the name of the Internet server that receives the filings: www.ethics.state.la.us.

Diskette

Select drive **A** or **B** to download filing onto floppy disk.

Dialup

Dialup filing is no longer available.

Filer Information

E-mail

Enter an e-mail address to which the servercan acknowledge a filing, e.g. you@server.com

Fax

Leave the FAX field blank. FAXed acknowledgments are not available.

Agency ID

Enter: **LA**

Dialup COM port settings

Port number

Enter the number (e.g. 1,2,3,4 etc.) of a COM portto which a modem is connected. External modems are typically connected to COM 2; internal modems to COM3 or COM 4.

Baud Rate

Enter the modem speed in bps (e.g. 9600, 14400, 19200, 28800, 33600, 57000, etc.)

Data bits, Parity and Stop bits

Select the appropriate values. The default setting are:

Data bits	**8**
Parity	**None**
Stop bit	**1**

If you need help to upload using ‘Dialup’, and are not sure about setting up the COM port directly, please call our Technical Support Staff for help.

Although values must be entered in every field, the Dialup COM port settings are not used if the Upload method in the Upload section is **TCP/IP**.

After a filing method has been selected and your communication settings have been set up (you need only do this once), click the OK button. This will bring up the Password/Filing ID screen.

Password/Filing ID

The Password/Filer ID screen has three edit fields:

- **Password** Enter the password assigned by the Louisiana Board of Ethics, by which this filing can be authenticated.
- **Filer ID** Enter the ID of the entity making this filing (e.g. CC123456). This is the same number assigned by the State Board of Ethics.
- **Previous ID** If the current filing amends a previous filing, enter the ID of the previous filing.

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