CANDIDATE’S REPORT
INSTRUCTIONS

READ ALL INSTRUCTIONS CAREFULLY AND REMOVE INSTRUCTION PAGE BEFORE FILING. TYPE OR PRINT LEGIBLY IN BLACK INK.

GENERAL INFORMATION

District and Major office level candidates must file their reports electronically through LEADERS on the Louisiana Board of Ethics’ website. Reports from district and major office level candidates filed via fax, mail, email, file upload or hand-delivered will not be accepted as filed.

- Schedules that do not apply should be omitted. If additional space is necessary, make copies of the needed schedules and insert at the appropriate place.

- 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 check drawn on the campaign account. The check 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 $200 or less that are not for personal services.

- Cash contributions in excess of $200 from one source during a calendar year are prohibited. A cash contributor must be given a receipt containing his name, address 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. The sale of a ticket to a fund-raising event is reported as any other contribution. Exception: In the case of a single transaction involving the sale of raffle tickets and 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 from campaign paraphernalia and raffle ticket sales of $25 or less is reported on Line 3a & 3b of the Summary Page. Records of receipts and disbursements must be kept by the candidate or his committee and maintained for two years after the final report is filed.

- The following contribution limits apply: $12,000 for major office candidates, $6,000 for district office candidates, and $2,000 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 the limits have been reached, outstanding loans, endorsements or guarantees on loans, and contributions must be added together. The limits do not apply to the candidate’s use of his own funds or to contributions made by recognized political parties or their committees. The limits do apply to contributions made by family members and legal entities owned by the candidate or his family members. The limits may be doubled when the contributor is a political committee with over 250 members who contributed at least $100 to the committee during the preceding calendar year. The committee must have certified that it meets this membership requirement on its annual Statement of Organization.

CANDIDATE'S REPORT
INSTRUCTIONS (continued)

GENERAL INFORMATION (continued)

- 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.

- A candidate's immediate family member may not be paid for services provided to that candidate's campaign unless (1) the business is a bona fide business registered with the Secretary of State that has been doing business regularly in the state for at least 12 months prior to the time of the payment, and (2) that provides services related to the payment; and, (3) the payment is made through an arms length transaction in which the value of the goods or services furnished is commensurate with the consideration provided. Immediate family member is a candidate's children and their spouses, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

- Separate reporting forms are to be used for "Special Reports".

- 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 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 or permitted by a governmental entity.

- For additional information call our office at 225-219-5600 or visit our website at www.ethics.la.gov.

FORM 102 INSTRUCTIONS

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. If you are not a candidate for a specific office at the time of filing the report, you should complete the field with either "Not currently seeking office" or "Former candidate", whichever is applicable.

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

4. Check the type of report the candidate is filing.

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

6. 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 fund as the depository of all campaign funds.
7. Enter the full name and address of the candidate's campaign treasurer if applicable.

8. Complete section 8 only 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 and address of committee's chairperson
   c. Enter the complete name and address of all subsidiary committees, if any.
      (Use additional sheets if necessary)

9. a. Enter the name of the person preparing this report.

   b. Enter a daytime telephone number where this person may be contacted during the Louisiana Board of Ethics business hours (8:00 a.m. - 4:45 p.m.).

10. 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 filing on behalf of a principal campaign committee.

CANDIDATE'S REPORT
INSTRUCTIONS (continued)

SCHEDULE A-1: 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 on SCHEDULE A-2: IN-KIND CONTRIBUTIONS. Any personal funds a candidate contributes to his campaign must be reported on this schedule. Personal funds a candidate *loans* to his campaign should be reported on Schedule B. For anonymous contributions, see SCHEDULE F. Totals and subtotals are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

Refunds made to contributors, redesignation of contributions, and reattributions of contributions should also be reported on this schedule. Redesignation is an action taken by a candidate or his campaign committee and/or the contributor to designate an excess contribution to another election in which the contributor has not exceeded the contribution limits. Reattribution is an action taken by a candidate or his campaign committee and the contributor to attribute the excess portion of a contribution to another contributor who has not otherwise made a contribution that exceeded the contribution limits. For examples on reporting these types of actions, please see the Examples of Reporting Contributions information sheet on the Board of Ethics website.

Column 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 on the appropriate line.

Column 2: Contributions this Reporting Period.

a. Enter the date(s) of the contributor's contribution(s).
b. Enter the amount(s) of the contributor's contribution(s) or refund. When reporting a refund, redesignation, or reattribution, amount should be reported as a negative value.
c. Total received from the contributor for both the primary and general elections combined.
d. Date of election for which this contribution is being designated. If the contribution is intended for the primary election of this election cycle and was received on or before the date of the primary or if the contribution is intended for the general election of this election cycle and was received after the primary and before the general election date, then this field can be left blank.
e. Description – Only required for contributions with a negative value for the amount, i.e., refunds, redesignations, or reattributions.
    i. If the entry is for a refund to a contribution, put "Refund."
    ii. If the contribution is to be redesignated to another election put "Redesignate to [date of election to which redesignated]."
    iii. If the contribution is to be attributed to another contributor, put "Reattribute to [name of contributor to which the contribution is reattributed], [legal claim to funds]." For example, if some of John Doe's contribution is being reattributed to his wife, you would state, "Reattribute to Jane Doe, spouse of John Doe."
        1) Funds may only be reattributed to another contributor who has a legal claim to the funds being reattributed because contributions through or in the name of another are prohibited by La. R.S. 18:1505.2A.

SCHEDULE A-2: IN-KIND CONTRIBUTIONS

The information required 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, the use of tangible property, or the services of employees paid by a person other than the candidate or his business. Any in-kind contributions a candidate makes to his own campaign must be reported here. Totals and subtotals are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

Column 1: Enter the name and address of each in-kind contributor. If the in-kind contributor is a political committee or a party committee, you must indicate so by placing a check on the appropriate line.

Column 2: In-kind Contributions this Reporting Period.

a. Enter a brief description(s) of the in-kind contribution(s).
b. Enter the date(s) of the contributor's in-kind contribution(s).
c. Enter the value(s) of the contributor's in-kind contribution(s).

Column 3: Enter the total in-kind contributions made during this election by the contributor listed in Column 1.

SCHEDULE A-3: 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.

Column 1: Enter the name and address of each source.

Column 2: Other Receipts this Reporting.

a. Enter the date(s) of the receipt(s).
b. Enter the explanation(s) of the receipt(s).
c. Enter the amount(s) of the receipt(s).

SCHEDULE B: 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 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, give the date the line of credit was first committed.
   b. Enter the interest rate.
   c. Enter the amount borrowed. For lines of credit, list only the amount actually drawn.
   d. Enter the balance due.
   OPTIONAL - Total amount of credit available. For lines of credit, you may list the total amount of credit available if you wish.

3. 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.
   a. Enter the date of the 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 C: DEBTS AND OBLIGATIONS (OTHER THAN LOANS)

Use this schedule to report *either* debts owed by the campaign *or* debts owed to the campaign, **checking the appropriate line** at the top of the schedule. If the campaign has experienced both types of debts, then copy this page and report them separately. Never combine debts owed by and debts owed to on the same page. 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.

Column 1: Enter the name and address of the creditor or debtor. If you are reporting a debt, enter the reason the debt was incurred in the space provided.

Column 2: Enter the outstanding balance beginning this period.

Column 3: Enter any amount(s) incurred this reporting period.

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

Column 5: Enter the outstanding balance at the close of this period.

SCHEDULE D: 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, give the date the line of credit was first committed.
   b. Enter the interest rate.
   c. Enter the amount loaned. For lines of credit, list only the amount actually drawn.
   d. Enter the balance due.
   OPTIONAL - Total amount of credit available. For lines of credit, you may list the total amount of credit available if you wish.

3. 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
   a. Enter the date of the 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: 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. Totals and subtotals at bottom of page are *optional*. Completion of totals and subtotals may assist in calculating totals that must be reported on the Summary Page.

Column 1: Enter the name and address of the recipient.

Column 2: Expenditures this Reporting Period.
- a. Enter the date(s) of the expenditure.
- b. Enter the purpose(s) of the expenditure.**
- c. Enter the amount(s) of the expenditure.

* Public relations firm, advertising agency or agent for the campaign expenditures should be itemized to disclose to whom the expenditures were made. Credit card expenditures or reimbursements should be itemized to disclose to whom the expenditures were made.
** The description of the purpose must clearly state how the expenditure is related to your political campaign or holding of public office.

SCHEDULE E-2: 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.

Column 1: Enter the name and address of the recipient.

Column 2: Other Disbursements this Reporting Period.
- a. Enter the date(s) of the disbursement.
- b. Enter the explanation(s) of the disbursement.*
- c. Enter the amount(s) of the disbursement.

* The explanation must clearly state how the disbursement is related to your holding of public office or is a permissible use of campaign funds.

SCHEDULE F: 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.

Column 1: Enter the amount of the anonymous contribution.

Column 2: Enter the date the anonymous contribution was received.

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