

Information Sheet on Reporting Contributions Received and Refunded

Contributions received and refunded, other than in-kind contributions (report on Schedule A-2) and loans (report on Schedule B), shall be reported on Schedule A-1.

Following are examples on how to report contributions received and refunded on Schedule A-1:

The following examples assume that the candidate receiving the contributions is raising funds to run for a District office whose primary election is on October 11, 2025. Beginning January 1, 2025, the contribution limit for District offices is \$6,000 per election.

Example 1 – Reporting a Contribution on Schedule A-1

On February 1, 2025, John Deaux gives the candidate a \$2,500 contribution. This is his first contribution to the candidate, so he is still under the contribution limit. If the contribution instrument does not specify for which election it is intended, then it is assumed to be intended for the next election in the candidate’s election cycle, i.e., the October 11, 2025 primary.

SCHEDULE A-1: CONTRIBUTIONS (Other than In-Kind Contributions)

1. Name and Address of Contributor	2. Contributions this Reporting Period		
John Deaux 123 Main St. Baton Rouge, LA 70801 POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	a. Date 2/1/2025	b. Contribution Amount \$2,500.00	c. Total this Election Cycle \$2,500.00
	d. Designated Election	e. Description	

Example 2 – Reporting a Refund on Schedule A-1

On August 29, 2025, John Deaux gives the candidate a \$5,000 contribution. Since he has already contributed \$2,500 to the candidate, he has exceeded the contribution limit by \$1,500. If the candidate chooses to refund the excess amount, then the full contribution amount should be reported on Schedule A-1, and then the refund should also be reported on Schedule A-1 with a negative amount and a description explaining the reason. The date of the refund should be the date that the refund check was issued. It is possible that these two items may end up appearing on separate campaign finance reports depending on the exact dates of these actions and the report coverage periods.

SCHEDULE A-1: CONTRIBUTIONS (Other than In-Kind Contributions)

1. Name and Address of Contributor	2. Contributions this Reporting Period		
John Deaux 123 Main St. Baton Rouge, LA 70801 POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	a. Date 8/29/2025	b. Contribution Amount \$5,000.00	c. Total this Election Cycle \$7,500.00
	d. Designated Election	e. Description	
John Deaux 123 Main St. Baton Rouge, LA 70801 POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	a. Date 9/1/2025	b. Amount \$-1,500.00	c. Total this Election Cycle \$6,000.00
	d. Designated Election	e. Description Refund of excess contribution	

Examples of Reporting Contributions (continued)

Example 2a – Reporting an Unnegotiated Refund

If John Deaux fails to deposit the refund check by March 1, 2026 (six months from the date of its issuance), the candidate shall submit the excess contribution to the Treasury Department as unclaimed property. See <https://louisiana.findyourunclaimedproperty.com> for more information. The candidate shall show the unnegotiated check on Schedule A-3 and have a corresponding disbursement to the Treasury Department on Schedule E-2 with the description “abandoned contribution by (name of contributor).”

SCHEDULE A-3: OTHER RECEIPTS

1. Name and Address of Source	2. Date(s)	3. Explanation(s)	4. Amount(s)
John Deaux 123 Main St. Baton Rouge, LA 70801	3/1/2026	Unnegotiated refund of excess contribution	\$1,500.00

SCHEDULE E-2: OTHER DISBURSEMENTS

1. Name and Address of Recipient	2. Date(s)	3. Explanation(s)	4. Amount(s)
Louisiana Department of the Treasury Unclaimed Property Division P. O. Box 91010 Baton Rouge, LA 70821-9010	3/1/2026	Abandoned contribution by John Deaux	\$1,500.00

The following examples assume that the candidate receiving the contributions is raising funds to run for a District office whose primary election is on October 11, 2025. Beginning January 1, 2025, the contribution limit for District offices is \$6,000 per election.

Example 3 – Reporting the Receipt of a Contribution for both the Primary and General Elections in the Same Election Cycle

Revisiting the scenario in example 2, on August 29, 2025, John Deaux gives the candidate a \$5,000 contribution. Since he realizes that he has already contributed \$2,500 to the candidate, he stated in writing when giving the contribution that \$3,500 is to be designated for the primary and \$1,500 for the general. The candidate shall report the contribution designations using two separate lines on Schedule A-1 with the designated election field indicating that the \$1,500 contribution is for the general. Since the contribution was received before the date of the primary, the candidate shall ensure that the recorded cash on hand is at all times equal to or in excess of the sum of general election contributions less the sum of general election disbursements made.

SCHEDULE A-1: CONTRIBUTIONS (Other than In-Kind Contributions)

1. Name and Address of Contributor	2. Contributions this Reporting Period		
	a. Date	b. Contribution Amount	c. Total this Election Cycle
John Deaux 123 Main St. Baton Rouge, LA 70801 POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	8/29/2025	\$3,500.00	\$6,000.00
	d. Designated Election	e. Description	
John Deaux 123 Main St. Baton Rouge, LA 70801 POLITICAL COMMITTEE? _____ PARTY COMMITTEE? _____	8/29/2025	\$1,500.00	\$7,500.00
	d. Designated Election General	e. Description	