

Reporting Requirements

WHO MUST FILE (NRS 294A.120; 294A.200. 294A.360)

Every candidate for state, district, county, city or township office

FILING DATES (NRS 294A.360)

- **Report No. 1: May 26, 2009**
- **Report No. 2: July 15, 2009**
- **Annual Report: January 15, 2010**

If sent by certified mail, the date mailed is the date filed. The report may be sent by regular mail, however, the **date received** by the filing officer will then be the **date deemed filed**, not the date mailed.

WHERE TO FILE (NRS 294A.120; 294A.200, 294A.360)

The report must be filed with the filing officer for the public office which the candidate is seeking.

CANDIDATE DEFINED (NRS 294A.005)

"Candidate" means any person:

- (1) who files a declaration of candidacy;
- (2) who files an acceptance of candidacy;
- (3) whose name appears on an official ballot at any election; or
- (4) who has received campaign contributions in excess of \$100.

CAMPAIGN CONTRIBUTION and IN KIND CONTRIBUTION DEFINED (NRS 294A.007)

"**Contribution**" means a gift, loan, conveyance, deposit, payment, transfer or distribution of money or of anything of value (including in kind contributions). The services of a volunteer are not considered a contribution. Volunteer means a person who does not receive compensation of any kind, directly or indirectly, for the services provided to a campaign. However, it is a contribution to be reported, if a person, other than a candidate, pays the compensation for the personal services that another person renders.

In kind contribution means the value of services provided in kind for which money would have otherwise been paid. The donor of in kind contributions shall furnish to the recipient a statement setting forth the actual cost of those services or, the fair market value.

In kind contributions and expenses must be reported separately pursuant to NRS 294A.362. For your convenience a form is attached on which to report in kind contributions and expenses.

ANONYMOUS CONTRIBUTIONS (NRS 294A.190)

A candidate who receives a contribution of \$100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receipt of the contribution, deliver the money to the state treasurer or donate it to a nonprofit entity.

CAMPAIGN EXPENSES DEFINED (NRS 294A.004)

Any questions? Please visit our website or contact this office at the following:

101 N. Carson Street, Suite 3; Carson City, NV 89701 • 775/684-5705 • www.nvsos.gov • nvelect@govmail.state.nv.us

"Campaign expenses" and "expenditures" mean those expenditures contracted for or made for advertising on television, radio, billboards, posters and in newspapers and all other expenditures contracted for or made to advocate expressly the election or defeat of a clearly identified candidate or group of candidates.

REPORTS OF EXPENSES (NRS 294A.365)

Each report of expenses or expenditures required pursuant to NRS 294A.200 must consist of a list of the expenditures made during the periods for reporting.

NOTE : In kind contributions and expenses must be reported separately pursuant to NRS 294A.362. For your convenience a form is attached on which to report in kind contributions and expenses.

PENALTY SCHEDULE (NRS 294A.420):

- If the report is filed 1-7 days late, \$25 for each day the report is late.
- If the report is filed 8-15 days late, \$50 for each day the report is late.
- If the report is filed more than 15 days late, \$100 for each day the report is late, up to a maximum of \$5,000 for each violation.

CAMPAIGN CONTRIBUTIONS AND EXPENSES REPORT

State of Nevada

Name (print) _____ Office (if applicable) _____ District (if applicable) _____

Mailing Address (include city and zip code) _____ Telephone No. _____

E-Mail Address _____

Select Appropriate Box(es) CANDIDATE PAC POL PRY IND EXP NONPROFIT CORP
 AMENDED LEGAL DEFENSE FUND

Annual Filing - Due January 15, 2009
 Period: January 1, 2008 – December 31, 2008

Report #1 Due — May 26, 2009*
 Period: Jan. 1, 2009 — May 21, 2009

Report #2 Due — July 15, 2009*
 Period: May 22, 2009 — June 30, 2009

Annual Filing – Due January 15, 2010
 *Period: July 1, 2009 – December 31, 2009
 **Period: Jan. 1, 2009 – December 31, 2009

FOR OFFICE USE ONLY

* These Reports are filed by incumbents/candidates running for office in the 2009 election cycle
 ** These Reports are filed by incumbents not running for office this cycle who: (1) raised contributions in excess of \$100; or (2) have money left over from a previous campaign

CONTRIBUTIONS SUMMARY

	This Period	Cumulative From Beginning of Report Period #1 through End of This Reporting Period
1. Total Monetary Contributions Received in Excess of \$100 (See page 1 of instruction sheet)		
2. Total Monetary Contributions Received of \$100 or Less (See page 2 of instruction sheet)		
3. Total Monetary Contributions in the form of loans guaranteed by a third party. (See page 2 of instruction sheet)		
4. Total Monetary Contributions in the form of loans that were forgiven (See page 2 of instruction sheet)		
5. Total Amount of Monetary Contributions Received (Add Lines 1 through 4) (See page 2 of instruction sheet)		
6. Total Amount of Written Commitments for Contributions (When commitment is funded, report as contribution (monetary or in kind) (See page 2 of instruction sheet)		
7. Total Value of In Kind Contributions Received in Excess of \$100 (See page 2 of instruction sheet)		

EXPENSES SUMMARY

8. Total Monetary Expenses Paid in Excess of \$100 (See page 2 of instruction sheet)		
9. Total Monetary Expenses Paid of \$100 or Less (See page 2 of instruction sheet)		
10. Total Amount of All Monetary Expenses Paid (Add Lines 8 and 9) (See page 2 of instruction sheet)		
11. Total Value of In Kind Expenses in Excess of \$100 (See page 3 of instruction sheet)		
12. Disposition of Unspent Contributions (Only reported on Report #3, Annual Report or 15 th day of the second month after candidates defeat or incumbent does not run for reelection) (See page 3 of instruction sheet)		

AFFIRMATION

I Declare Under Penalty of Perjury That the Foregoing is True and Correct.

Signature _____

Date _____

Name (print)

Office (if applicable)

District (if applicable)

Expense Categories

CATEGORIES	CODE
Office expenses	A
Expenses related to volunteers	B
Expenses related to travel	C
Expenses related to advertising	D
Expenses related to paid staff	E
Expenses related to consultants	F
Expenses related to polling	G
Expenses related to special events	H
** Goods and services provided in kind for which money would otherwise have been paid	I
Other miscellaneous expenses	J

**** NRS 294A.362 requires "In Kind" contributions and expenses to be reported on a separate form, which is attached.**

IN KIND CONTRIBUTIONS AND EXPENSES REPORT

IN KIND CONTRIBUTION IS DEFINED AS THE VALUE OF SERVICES PROVIDED IN KIND FOR WHICH MONEY WOULD HAVE OTHERWISE BEEN PAID.

In kind contributions and expenses include: paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign and the use of paid personnel to assist in a campaign. An in kind contribution may also include, but is not limited to: goods and services such as billboards, office space, printing, food and beverage and yard signs.

The donor of in kind contributions shall furnish to the recipient (candidate or other person), a written statement setting forth the actual cost of those services or the fair market value within 30 days after the time he furnishes those services. (NAC 294A.043)

Examples of in kind contributions: (1) A person contributes billboard space and does not charge the candidate. The candidate would report the fair market value or actual cost of the billboard space as an in kind contribution; (2) A person pays for the printing cost of political signs for a candidate. The candidate would report the actual cost or fair market value of printing the signs as an in kind contribution.

Example of in kind expenses: (1) A person contributes the use of a large room to a candidate as an in kind contribution. Once the candidate utilizes the room it becomes an in kind expense to be reported.

