

**Harvey County, Kansas
Receipts and Expenditures Report
Instructions**

Who Can Use This Report

All candidates in the categories listed below who did not file an Affidavit of Exemption, or filed an Affidavit but exceeded the \$1,000 limit on contributions received or expenses incurred:

- City Candidates
- School Board Candidates
- Township Office Candidates All committees, clubs or organizations formed to:
 - Promote or oppose candidates in Cities of the 2nd or 3rd Class, School Districts with less than 35,000 pupils, and Townships
 - Promote or oppose a proposition in Cities of the 2nd or 3rd Class, School Districts with less than 35,000 pupils, and Townships

How to Complete the Report

- Candidates: the candidate or the candidate's treasurer may complete the report
- Committees, clubs, and organizations: the treasurer must complete the report
- "Cash on hand at beginning of period" should equal the closing balance from the previous period; if this is the first report, the amount should be zero
- The report must be notarized on the first page; the notary public must witness the signature of the candidate or treasurer signing the report
- Copies of the report may be made for your files prior to submitting the original

When to File the Report

- Candidates: file within 30 days after each primary, general, or special election in which you were a candidate, even if a campaign committee was formed on your behalf
- Committees, clubs or organizations: file as an annual statement on or before December 31, covering the period ending on the preceding December 1
- Failure to file by the statutory deadline makes the report delinquent and can be prosecuted as a Class A misdemeanor – K.S.A. 25-904

How to File the Report

The original document must be submitted – copies and facsimiles will not be accepted
Mail or bring the original document to:

Harvey County Election Office
800 N Main St
Newton KS 67114

K.S.A. 25-901 *et seq.*

Receipts and Expenditures Report

Harvey County Election Office
800 N Main St
Newton, Kansas 67114

Name of Candidate _____

Address _____

City & Zip Code _____ Daytime Phone _____

Office Sought _____

Check only if appropriate: Amended Filing Termination Report

Summary: (covering period from _____ to _____)

Cash on hand at beginning of period _____

Total Contributions and other Receipts _____

Total Expenditures and other Disbursements _____

Cash on hand at close of period _____

I declare that this report, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Date

Signature of Candidate or Treasurer

Expenditures and Other Disbursements

Name of Candidate or Organization _____

Itemize all expenditures below. Candidates with a campaign committee: only list personal campaign expenditures; the committee report will list committee expenditures. Attach additional pages if needed.

Date	Name and Address	Amount

Subtotal this Page _____

Total Expenditures for this Period:	
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