

**Miami-Dade County Elections Department**  
**Guidelines to Successful Campaign Treasurer's Reports**  
**(Per Chapter 106, Florida Statutes)**

**Contributions**

1. Contributions entered must fall within the time period covered by the report.
2. All Contributions must have complete itemized information including the date, name, complete address, contribution type, occupation (if over \$100) and dollar amount.
3. Occupation needs to be specific. Do not use "Businessman/woman, Business Owner, Salesman/woman, Sales," etc. Examples of acceptable occupations include Car Sales, Printing Shop Owner, Bank Manager, Attorney, etc.
4. There is no contribution limit to a political committee.
5. The maximum cash contribution per election is \$50. A cashier's check is considered as cash.
6. The contribution limit to a candidate is \$1,000 per election. For reporting purposes, a credit card, debit card, money order, or Paypal contribution is considered a check.
7. Contributions collected via Paypal or a third-party vendor to collect contributions must be reported in full (transaction fees are not deducted from the contribution amount, but rather reflected as an expenditure).
8. The person signing the check is the contributor, except for a company check that is a "Business" entity.
9. In-kind contributions are subject to contribution limitations (\$1,000 per election, per contributor).
10. Candidates cannot accept contributions from an Electioneering Communications Organization (ECO).

**Expenditures**

1. Expenditures entered must fall within the time period covered by the report.
2. All expenditures must have complete itemized information including the date, name, complete address, purpose of expenditure, and dollar amount.
3. A reimbursement from the campaign account is allowable directly to an individual/organization that has incurred approved expenses on behalf of the campaign. The report must include the full name, full address, specific purpose, and amount of reimbursement.
4. Campaign accounts may not provide a direct payment to the credit card of an individual/organization as a form of reimbursement.
5. Poll workers should be paid with a campaign check and each poll worker paid should be itemized.
6. Bank fees and fees assessed by Paypal or a third-party vendor to collect contributions must be reported as expenditures (not deducted from the contribution amount).
7. ECOs are limited to electioneering communications and may not make contributions to candidates or political parties.

**Petty Cash**

1. The Petty Cash Withdrawn limit is \$500 per calendar quarter prior to the end of qualifying. Thereafter, \$100 per week.
2. It shall be spent only in amounts less than \$100 and only for office supplies, transportation expenses and other necessities.
3. Petty Cash may not be used for time, space, or services from communications media.

4. The Petty Cash Withdrawn must be reported in the period that it was withdrawn from the bank.
5. The Petty Cash Spent must also be reported in the period that it was spent. Petty Cash Spent does not impact the Total Expenditures for the period, only when it is withdrawn.
6. Petty Cash Withdrawn and Petty Cash Spent must equal at the end of the campaign.

**Notices**

1. You will be notified of any deficiencies or violations.
2. Typical violations include late filing, fine due, and incomplete information on a campaign report.
3. ***Following these guidelines will reduce notices sent to you and thus the number of amendment reports that will need to be filed.***

**Amending a Report**

1. To make any changes to a submitted report, click on the "amend" button of the Original Report to create an Amendment Report.
2. In the Amendment Report, first click on the type of transaction to amend (i.e. "Enter Contributions", etc):
  - To add new item, add a new sequence.
  - To amend existing item, click "Amend Item from Orig Report" to view list of all items previously submitted. Click on desired sequence, enter edits, and click submit. This will display two transactions (one to "delete" original item and one to "add" new item).
  - To delete existing item, click "Amend Item from Orig Report", click on desired sequence, and just click submit. This will display two transactions (one to "delete" original item and one to "add" new item). Delete the "add" sequence, leaving only the "delete" sequence.

**Fines**

1. **Fines assessed to candidates must be paid from candidate's personal funds.**
2. Fines assessed to political parties, political action committees, electioneering communication organizations, and "independent expenditures over \$5,000" are to be paid from their campaign account.
3. Fines must be paid to the filing officer within 20 days after receipt of the notice of payment due, unless an appeal is made to the Florida Elections Commission within 20 days after receipt of the notice of payment due.
4. If fine was appealed to the Florida Elections Commission, and the fine is upheld, payment is due to the Elections Department as stated in the Final Order.
5. Reference Florida Statute 106.07(8)(b) for fine amounts.

**Termination Report**

1. At the end of the campaign, or when closing out a political committee, the "Total Contributions to Date" and the "Total Expenditures to Date" on the Termination Report must equal; and, the campaign account must be closed.
2. Prior to closing the campaign account, any remaining funds must be disposed of according to F.S. 106.141 (for candidates) and F.S. 106.03 (for political committees).