

INSTRUCTIONS FOR COMPLETION OF THE FORM D-2: REPORT OF CAMPAIGN CONTRIBUTIONS & EXPENDITURES

These instructions are a step by step guide for the completion of the form D-2: Report of Campaign Contributions & Expenditures. If further clarification is needed, please contact the State Board of Elections.

1. Check the applicable box for the type of report being filed; if this is an amendment, check two boxes.
2. Always list the name and address of political committee. **Check box if address has changed.**
3. List the reporting period of the required report.
4. List the cash available. This amount should include both checking and savings account balance.
5. Place the committee identification number in the box marked POLITICAL COMMITTEE IDENTIFICATION NO..
6. **Sign and date the report. Unsigned and undated reports will be returned for signature and date.**

SECTION A - RECEIPTS

1. **Individual Contributions:** Include ticket and raffle sales. Amount in excess of \$150 must be itemized on a Schedule A and reported on line 1a. Total all other individual amounts and report on line 1b. If a contributor is an individual who contributed more than \$500, include the employer and occupation of that individual.
2. **Transfers In:** Contributions from political committees including ticket and raffle sales. Amount in excess of \$150 must be itemized on a Schedule A and reported on line 2a. Total all other Transfers In and report on line 2b.
3. **Loans Received:** Amounts in excess of \$150 must be itemized on a Schedule A and reported on line 3a. Include endorsers, if any. Total other loans and report on line 3b. If an endorser or lender is an individual who endorses or lends the committee more than \$500, include the employer and occupation of that individual.
4. **Other Receipts:** Include refunds, liquidation of assets, liquidation of investments and receipts not reflected in Parts 1-3. Amounts in excess of \$150 must be itemized on a Schedule A and reported on line 4a. Total all other receipts and report on line 4b.

Total Receipts: Add lines 1 through 4.

5. **In-Kind Contributions:** Contributions other than cash valued in excess of \$150 must be itemized on a Schedule I and reported on line 5a. Total all other In-Kind contributions and report on line 5b. If a contributor is an individual who contributes an In-Kind with value in excess of \$500, include the employer and occupation of that individual.

Total In-Kind: Add lines 5a and 5b.

SECTION B - EXPENDITURES

6. **Transfers Out:** Expenditures made to political committees, including ticket and raffle purchases. Amounts in excess of \$150 must be itemized on a Schedule B and reported on line 6a. Total all other Transfers Out and report on line 6b.
7. **Loans Made:** Amounts in excess of \$150 must be itemized on a Schedule B and reported on line 7a. Total all other loans and report on line 7b.
8. **Expenditures:** Operating expenses, etc., to one vendor in excess of \$150 must be itemized on a Schedule B and reported on line 8a. Total all other amounts and report on line 8b.

Total Expenditures: Add lines 6 through 8.

SECTION C - DEBTS AND OBLIGATIONS

9. **Debts and Obligations:** Outstanding debts as of the close of this reporting period. Amounts in excess of \$150 must be itemized on a Schedule C and reported on line 9a. Include all unpaid debts from previous reporting periods.

Total Debts and Obligations: Add lines 9a and 9b.

SECTION D - FUND BALANCE

Repeat the Cash Available figure and use total from Sections A and B to determine closing balance.

Investment Total: Amount from Investment Schedule should be carried forward to determine net worth of the political committee.

THE ILLINOIS STATE BOARD OF ELECTIONS IS REQUESTING DISCLOSURE OF INFORMATION THAT IS NECESSARY IF YOU QUALIFY AS A POLITICAL COMMITTEE AS OUTLINED UNDER PUBLIC ACT 78-1183. DISCLOSURE OF THIS INFORMATION IS REQUIRED. FAILURE TO PROVIDE ANY INFORMATION COULD RESULT IN A CIVIL PENALTY UP TO \$5000. THE CIVIL PENALTY MAY NOT EXCEED \$10,000 FOR STATEWIDE OFFICES. THIS FORM IS IN COMPLIANCE WITH THE FORMS MANAGEMENT PROGRAM ACT.