

File Format and Excel Template Instructions

Formatting

Expenditures

On this spreadsheet, indicated on the template provided, you will list campaign expenditures. Completion of forms [31-B](#), [31-F](#), [31-J-2](#), [31-M](#), [31-U](#) and [31-I](#) will aide you in completing the template. Samples of reports are included with forms.

Columns on this spreadsheet should be named using the “Data” column on the chart below. The campaign finance forms marked with an X indicate where the required data can be found. For example, the first name of an individual being paid by the campaign (column A) can be found on five of the six forms listed.

EXPENDITURES LAYOUT									
Letter Column	Data	31-B	31-F	31-J2	31-M	31-U	31-I	Data Structure	Formatting
A	First Name (If the expenditure is to an individual, the first name is required.)	X	X	X	X	X		Character, not to exceed 50	
B	Middle Name (If the expenditure is to an individual, the middle name if available.)	X	X	X	X	X		Character, not to exceed 5	
C	Last Name (if the expenditure is to an individual, the last name is required.)	X	X	X	X	X		Character, not to exceed 50	
D	Suffix (JR, SR, III)	X	X	X	X	X		Character, not to exceed 10	
E	Business (If the expenditure is not to an individual, the organization paid is entered here.)	X	X	X	X	X		Character, not to exceed 100	
F	Address (A street address is required, a P.O. Box is not a valid address.)	X	X	X	X	X		Character, not to exceed 50	
G	City	X	X	X	X	X		Character, not to exceed 25	
H	State	X	X	X	X	X		Character, not to exceed 2	US Post Office abbreviation
I	Zip	X	X	X	X	X		Character, not to exceed 10	If 10 characters 99999-9999 If 5 characters 99999

EXPENDITURES LAYOUT

Letter Column	Data		31 -B	31 -F	31 -J2	31 -M	31 -U	31 -I	Data Structure	Formatting
J	Date of the Expenditure		X	X	X	X	X	X	Date	MM/DD/YYYY
K	Amount or Fair Market Value for In-Kind Form 31-J-2		X	X	X	X	X	X	Monetary, not to exceed 10 digits eight digits to the left of the decimal point and two digits to the right of the decimal point	12345678.09
L	Purpose		X	X	X		X	X	Character, not to exceed 100	
M	Event Date		X	X	X	X	X		Date	MM/DD/YYYY
N	Candidate or Ballot Issue						X		Character, not to exceed 60	
O	Support/Oppose (1 if in support/ 2 if in opposition)						X		Number, not to exceed one digit	
P	Office that the expenditure was made in support or opposition to.						X		Number, not to exceed two digits	
	1	Attorney General								
	2	State Board of Education								
	3	Supreme Court Chief Justice								
	4	Auditor								
	5	Senate								
	6	Issue								
	7	Governor								
	8	House								
	9	Supreme Court Justice								
	10	Secretary of State								
11	Treasurer									

EXPENDITURES LAYOUT									
Letter Column	Data	31 -B	31 -F	31 -J2	31 -M	31 -U	31 -I	Data Structure	Formatting
Q	Expenditures from Political Party Fund Monies. Parties enter information in this field, while others will leave it blank. Enter the codes 1 through 7. See Form 31-M for a description of those codes				X			Number, not to exceed one digit.	
R	Information no longer required.								
S	Schedule Code (the number and letters in the form you used)	31B	31F	31J2	31M	31U	31I	Character not to exceed 5 characters	Using form numbers found in this row.

[illegible]

[illegible]

Prescribed by Secretary of State 2/01

Name of Committee in Full							
To Whom							
I. M. CANDIDATE							
Address		Description of Item or Service		M	D	Y	Fair Market Value
678 MAPLE		TV TIME		1	1	0	2,371.00
City		State	Zip Code				
CLEVELAND		O H	40144				

[illegible]

Prescribed by Secretary of State 2/01

Name of Committee in Full											
To Whom Paid											
TED SAUNDERS											
Address			Purpose (insert number from list below) 1 3		M	D	Y	Amount			
494 ELM ST.					0	9	1	1	0	1	935.12
City		State	Zip Code								
ATHENS		O H	49001								

SAMPLE

[illegible][illegible]

**Independent Expenditures Made by a Campaign Committee, PAC
Political Contributing Entity, Political Party
or Legislative Campaign Fund**

Prescribed by Secretary of State 2/01

Name of Committee in Full									
Candidate or Ballot Issue BIRD RACING				☐ Support ☒ Oppose		If Candidate, Office Sought			
To Whom Paid WXYZ									
Address 138 RIVER ROAD				Purpose COMMERICAL		M 0	D 4	Y 0	Amount 3,581.39
City SPRINGFIELD				State O H		Zip Code 40658			

SAMPLE

[illegible][illegible]

Establishment, Administrative and Solicitation Expenses

(To be filed only by PACs sponsored by corporations or labor organizations)

Prescribed by Secretary of State 2/01

Name of Committee in Full						
Purpose			M	D	Y	Amount
NOTIFICATION OF FORMATION & SOLICITATIONS			1	1	0	\$ 234.89

SAMPLE

	A	B	C	D	E	F	G	H	I	J	K
	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BUSINESS	ADDRESS	CITY	STATE	ZIP	DATE OF EXPENDITURE	AMOUNT
1					USA PRINTING	123 ASH ST	COLUMBUS	OH	43111	01/10/2001	5120.89
2					A SIMPLE TASTE	135 HOLLY ST.	MORROW	OH	40491	07/04/2001	1002.46
3						678 MAPLE	CLEVELAND	OH	40144	11/02/2001	2371.00
4	I.	M.	CANDIDATE			494 ELM ST.	ATHENS	OH	49001	09/11/2001	935.12
5	TED		SAUNDERS		WXYZ	138 RIVER ROAD	SPRINGFIELD	OH	40658	04/01/2001	3581.39
6										11/11/2001	234.89
7											
8											
9											

L	M	N	O	P	Q	R	S	T
PURPOSE	EVENT DATE	CANDIDATE OR BALLOT ISSUE	SUPPORT/ OPPOSE	OFFICE	EXPENDITURE FROM POLITICAL PARTY FUND	ITEM NUMBER	SCHEDULE CODE	
PRINTING						1	31B	
CATERING	07/04/2001					2	31F	
TV TIME						3	31J2	
						4	31M	
COMMERICAL		BIRD RACING	2			5	31U	
NOTIFICATION OF FORMATION & SOLICITATIONS						6	31I	