File Format and Excel Template Instructions

Loans/Debts

On this spreadsheet, indicated on the template provided, you will list the loans and/or debts of the campaign. Completion of forms 31-C, 31-K and 31-N 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 address of a person or business making a loan to the campaign (column G) can be found on all three forms.

LOANS AND DEBTS LAYOUT						
Letter Column	**Data**	**31-C**	**31-K**	**31-N**	**Data Structure**	**Formatting**
A	First Name (If the loan or debt is from/to an individual, the first name is required)	X		X	Character, not to exceed 50	
B	Middle Name (If the loan or debt is from/to an individual, the middle name if available)	X		X	Character, not to exceed 5	
C	Last Name (If the loan or debt is from/to an individual, the last name is required.)	X		X	Character, not to exceed 50	
D	Suffix (JR, SR, III)	X		X	Character, not to exceed 10	
E	Entity (If the loan or debt is not from/to an individual, the entity is listed here.)	X	X	X	Character, not to exceed 100	
F	PAC Registration Number (If the loan is to a PAC, the PAC Registration Number.)	X		X	Character, not to exceed 15	
G	Address (A street address is required. A P.O. Box is not a valid address.)	X	X	X	Character, not to exceed 50	
H	City	X	X	X	Character, not to exceed 25	
I	State	X	X	X	Character, not to exceed 2	US Post Office abbreviation
J	Zip	X	X	X	Character, not to exceed 10	If 10 characters 99999-9999 If 5 characters 99999

LOANS AND DEBTS LAYOUT						
Letter Column	**Data**	**31-C**	**31-K**	**31-N**	**Data Structure**	**Formatting**
K	Employer/Occupation or Labor Organization	X			Character, not to exceed 50	
L	Date the loan or debt was original incurred	X	X	X	Date	MM/DD/YYYY
M	Prior Amount	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
N	Outstanding Balance	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
O	Purpose of the Debt			X	Character not to exceed 100	
P	Forgiven – If the loan or debt has been forgiven, enter a 1 in this field.	X	X	X	Number 1 digit	0
Q	Amount Incurred	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
R	Payment Date	X	X	X	Date	MM/DD/YYYY
S	Payment Amount	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
T	Information no longer required.					

LOANS AND DEBTS LAYOUT						
Letter Column	**Data**	**31-C**	**31-K**	**31-N**	**Data Structure**	**Formatting**
U	Schedule Code (the number and letters in the form you used)	31C	31K	31N	Character not to exceed 5 characters	Use form numbers listed in this row.

FORMS APPENDIX

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Statement of Loans Received

Prescribed by Secretary of State 2/01

Full Name of Committee														
From Whom Received A. O. SMITH										Prior Amount 500.00			Amt. Incurred this Period 500.00	
Address 832 MAGNOLIA													Outstanding Balance 900.00	
City LORAIN	State OH	Zip Code 46267			Loans Received This Period Date			Amount		Payments This Period Date			Amount	
Date Loan was originally Incurred	M 06	D 15	Y 99		M 03	D 15	Y 01	$ 250.00		M 11	D 12	Y 01	$ 100.00	
Registration Number, if PAC					M 06	D 15	Y 01	250.00		M	D	Y		
Employer/Occupation/Labor Organization* BOAT SALESMAN					M	D	Y			M	D	Y		

SAMPLE

	A	B	C	D	E	F	G	H	I	J
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	NON INDIDIVUAL	PAC REGISTRATION NUMBER	ADDRESS	CITY	STATE	ZIP
2	A.	O.	SMITH				832 MAGNOLIA	LORAIN	OH	46267
3										
4										

K	L	M	N	O	P	Q	R	S	T	U
EMPLOYER OCCUPATION LABOR ORGANIZATION	DATE LOAN WAS ORIGINAL INCURRED	PRIOR AMOUNT	OUTSTANDING BALANCE	PURPOSE	FORGIVEN	AMOUNT INCURRED	PAYMENT DATE	PAYMENT AMOUNT	ITEM NUMBER	SCHEDULE CODE
BOAT SALESMAN	06/15/1999	500.00	900.00			500.00	11/12/2001	100.00	1	31C

Notice that the "Amount Incurred" is the total from the "Amt Incurred this Period" field and the dates those loans were received is not reported.

Not shown in this example are multiple payments being made during the period. If multiple payments are made during the period, the total amount would be recorded using the date of the last payment made.

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Statement of Loans Made

Prescribed by Secretary of State 2/01

Full Name of Committee									
To Whom Made: I. M. CANDIDATE							Prior Amount: 0.00		Amt. Loaned this Period: 1,000.00
Address: 678 MAPLE							[redacted]		Outstanding Balance: 800.00
City: CLEVELAND	State: OH	Zip Code: 40144			Payments Received This Period				
					Date			Amount	
Date Loan was originally Made	M: 01	D: 21	Y: 01		M: 04	D: 15	Y: 01	$: 100.00	
[redacted]					M: 06	D: 15	Y: 01	100.00	
					M:	D:	Y:		

	A	B	C	D	E	F	G	H	I	J
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	NON INDIDIVUAL	PAC REGISTRATION NUMBER	ADDRESS	CITY	STATE	ZIP
2	A.	O.	SMITH				832 MAGNOLIA	LORAIN	OH	46267
3	I.	M.	CANDIDATE				678 MAPLE	CLEVELAND	OH	40144
4										
5										

K	L	M	N	O	P	Q	R	S	T	U	V
EMPLOYER OCCUPATION LABOR ORGANIZATION	DATE LOAN WAS ORIGINAL INCURRED	PRIOR AMOUNT	OUTSTANDING BALANCE	PURPOSE	FORGIVEN	AMOUNT INCURRED	PAYMENT DATE	PAYMENT AMOUNT	ITEM NUMBER	SCHEDULE CODE	
BOAT SALESMAN	06/15/1999	500.00	900.00			500.00	11/12/2001	100.00	1	31C	
	01/21/2001	0.00	800.00			1000.00	06/15/2001	200.00	2	31K	

The payment amount is the total paid in the reporting period; the payment date is the date of the last payment. (Follow the row for Schedule Code 31K)

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Statement of Outstanding Debts

Prescribed by Secretary of State 2/01

Full Name of Committee									
To Whom Owed: QUICK PRINT							Prior Amount: 1,252.83		Amt. Incurred this Period: 1,538.12
Address: 486 STATE ST							Item or Purpose for Debt: PRINTING		Outstanding Balance: 2,040.95
City: CINCINNATI	State: OH	Zip Code: 45202					**Payments Made This Period** Date		Amount
Date Debt was originally Incurred	M: 10	D: 01	Y: 98				M: 06	D: 15	Y: 01 — $: 250.00
Registration Number, if PAC							M: 08	D: 15	Y: 01 — 250.00
[redacted]							M: 11	D: 15	Y: 01 — 250.00

	A	B	C	D	E	F	G	H	I	J
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	NON INDIDIVUAL	PAC REGISTRATION NUMBER	ADDRESS	CITY	STATE	ZIP
2	A.	O.	SMITH				832 MAGNOLIA	LORAIN	OH	46267
3	I.	M.	CANDIDATE				678 MAPLE	CLEVELAND	OH	40144
4					QUICK PRINT		486 STATE ST.	CINCINNATI	OH	45202
5										
6										

K	L	M	N	O	P	Q	R	S	T	U
EMPLOYER OCCUPATION LABOR ORGANIZATION	DATE LOAN WAS ORIGINAL INCURRED	PRIOR AMOUNT	OUTSTANDING BALANCE	PURPOSE	FORGIVEN	AMOUNT INCURRED	PAYMENT DATE	PAYMENT AMOUNT	ITEM NUMBER	SCHEDULE CODE
BOAT SALESMAN	06/15/1999	500.00	900.00			500.00	11/12/2001	100.00	1	31C
	01/21/2001	0.00	800.00			1000.00	06/15/2001	200.00	2	31K
	10/01/1998	1252.83	2040.95	PRINTING		1538.12	11/15/2001	750.00	3	31N