

File Format and Excel Template Instructions

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										
									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

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									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.							Number, not to exceed two digits	
	1 Attorney General								
	2 State Board of Education								
	3 Supreme Court Chief Justice					X			
	4 Auditor								
	5 Senate								
	6 Issue								
	7 Governor								
	8 House								
	9 Supreme Court Justice								
	10 Secretary of State								
11 Treasurer									

EXPENDITURES LAYOUT

									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.

