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.

		EX	PEN	DITUI	RES I	LAYO	UT	
								Formatting
А	First Name (If the expenditure is to an individual, the first name is required.)	X	x	х	x	х	Character, not to exceed 50	
В	Middle Name (If the expenditure is to an individual, the middle name if available.)	X	X	x	Х	х	Character, not to exceed 5	
С	Last Name (if the expenditure is to an individual, the last name is required.)	X	X	x	X	х	Character, not to exceed 50	
D	Suffix (JR, SR, III)	Х	Х	х	х	x	Character, not to exceed 10	
E	Business (If the expenditure is not to an individual, the organization paid is entered here.)	Х	х	x	х	х	Character, not to exceed 100	
F	Address (A street address is required, a P.O. Box is not a valid address.)	X	х	x	х	х	Character, not to exceed 50	
G	City	Х	х	Х	х	х	Character, not to exceed 25	
Н	State	Х	Х	Х	Х	х	Character, not to exceed 2	US Post Office abbreviation
I	Zip	Х	х	х	х	х	Character, not to exceed 10	If 10 characters 99999-9999 If 5 characters 99999

		EX	PEN	DITUI	RES I	LAYC	UT		
									Formatting
J	Date of the Expenditure	Χ	Х	Х	Х	Х	Х	Date	MM/DD/YYYY
К	Amount or Fair Market Value for In-Kind Form 31- J-2	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	Х	Х	Х		Х	х	Character, not to exceed 100	
M	Event Date	Χ	Х	Х	Х	Х		Date	MM/DD/YYYY
N	Candidate or Ballot Issue					х		Character, not to exceed 60	
0	Support/Oppose (1 if in support/ 2 if in opposition)					Х		Number, not to exceed one digit	
P	Office that the expenditure was made in support or opposition to. 1 Attorney General State Board of Education Supreme Court Chief Justice 4 Auditor 5 Senate 6 Issue 7 Governor 8 House Supreme 9 Court Justice 10 Secretary of State 11 Treasurer					X		Number, not to exceed two digits	

	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	311	Character not to exceed 5 characters	Using form numbers found in this row.			

FORMS APPENDIX

31-B R.C. 3517.10

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Statement of Expenditures

Prescribed by Secretary of State 2/01

Name of Committee in Full				
To Whom Paid			M D Y	Amount
USA PRINTING			0 1 1 0 0 1	5,120.89
Address	Purpose			
123 ASH ST	PRINTI	NG		
City	State	Zip Code	Check Number	
COLUMBUS	ОН	43111	1002	

	Α	В	С	D	Е	F	G	Н		J	K
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BUSINESS	ADDRESS	CITY	STATE	ZIP	DATE OF EXPENDITURE	AMOUNT
2					USA PRINTING	123 ASH ST	COLUMBUS	OH	43111	01/10/2001	5120.89
3											
4											

L	M	N	0	Р	Q	R	S	Т	U	V
	EVENT	CANDIDATE OR BALLOT			EXPENDITURE FROM POLITICAL	ITEM	SCHEDULE			
PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE			
PRINTING						1	31B			
			1		1					

31-3	F	
BC	2517	10

Event Date <u>07/04/2001</u>	
Page	

Statement of Expenditures for Social or Fundraising Event

Prescribed by Secretary of State 02/01

		М	D	Y	Amount	
		0 7	0 4	0 1		1,002.46
Purpose						
CATERIN	1G					
State	Zip Code	Check !	Number			
ОН	40491					
	CATERIN	CATERING State Zip Code	Purpose CATERING State Zip Code Check	Purpose CATERING Check Number	Purpose CATERING Check Number CATERING Check Number Ch	Purpose CATERING Check Number CATERING Check Number Ch

	Α	В	С	D	Е	F	G	Н		J	K
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BUSINESS	ADDRESS	CITY	STATE	ZIP	DATE OF EXPENDITURE	AMOUNT
2					USA PRINTING	123 ASH ST	COLUMBUS	ОН	43111	01/10/2001	5120.89
3					A SIMPLE TASTE	135 HOLLY ST.	MORROW	OH	40491	07/04/2001	1002.46
4											
5											

K	L	M	N	0	Р	Q	R	S	Т	U
			CANDIDATE			EXPENDITURE				
		EVENT	OR BALLOT	SUPPORT/		FROM POLITICAL	ITEM	SCHEDULE		
AMOUNT	PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE		
5120.89	PRINTING						1	31B		
1002.46	CATERING	07/04/2001					2	31F		

3	1	J-2		
В	ic.	351	17.	10

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In-Kind Contributions Made

Prescribed by Secretary of State 2/01

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

	Α	В	С	D	E	F	G	Н		J	K
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BUSINESS	ADDRESS	CITY	STATE	ZIP	DATE OF EXPENDITURE	AMOUNT
2					USA PRINTING	123 ASH ST	COLUMBUS	ОН	43111	01/10/2001	5120.89
3					A SIMPLE TASTE	135 HOLLY ST.	MORROW	OH	40491	07/04/2001	1002.46
4	I.	M.	CANDIDATE			678 MAPLE	CLEVELAND	OH	40144	11/02/2001	2371.00
5											
6											
7											

L	M	N	0	Р	Q	R	S	T	U	٧
		CANDIDATE			EXPENDITURE					
	EVENT	OR BALLOT	SUPPORT/		FROM POLITICAL	ITEM	SCHEDULE			
PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE			
PRINTING						1	31B			
CATERING	07/04/2001					2	31F			
TV TIME						3	31J2			

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Expenditures from Political Party Fund Monies

Prescribed by Secretary of State 2/01

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

	Α	В	С	D	Е	F	G	Н	I	J	K
1	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX	BUSINESS	ADDRESS	CITY	STATE	ZIP	DATE OF EXPENDITURE	AMOUNT
2	HAME	HANL	LAST HAME	JULIA	USA PRINTING	123 ASH ST	COLUMBUS	OH	43111	01/10/2001	5120.89
3					A SIMPLE TASTE	135 HOLLY ST.	MORROW	OH	40491	07/04/2001	1002.46
4	I.	M.	CANDIDATE			678 MAPLE	CLEVELAND	OH	40144	11/02/2001	2371.00
5	TED		SAUNDERS			494 ELM ST.	ATHENS	OH	49001	09/11/2001	935.12
6											
7											

L	M	N	0	Р	Q	R	S	T	U	٧
		CANDIDATE			EXPENDITURE					
	EVENT	OR BALLOT	SUPPORT/		FROM POLITICAL	ITEM	SCHEDULE			
PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE			
PRINTING						1	31B			
CATERING	07/04/2001					2	31F			
TV TIME						3	31J2			
					3	4	31M			

31-U
R.C. 3517.105

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

	Prescribed by Secre	etary of State 2/01				
Name of Committee in Full						
		lua ni an				
Candidate or Ballot Issue	Support	If Candidate, Office Soug	ht			
BIRD RACING	Oppose					
To Whom Paid		•				
WXYZ						
Address	Purpose		М	D	Y	Amount
138 RIVER ROAD	СОММ	ERICAL	0	4 0 1	0 1	3,581.39
City	State	Zip Code				
SPRINGFIELD	о н					
Long transport to the second s		Lea er ave a	٠.			

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

L	М	N	0	Р	Q	R	S	T	U	٧
		CANDIDATE			EXPENDITURE					
	EVENT	OR BALLOT	SUPPORT/		FROM POLITICAL	ITEM	SCHEDULE			
PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE			
PRINTING						1	31B			
CATERING	07/04/2001					2	31F			
TV TIME						3	31J2			
					3	4	31M			
COMMERICAL		BIRD RACING	2			5	31U			

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	М	▫	Y	Amount	
NOTIFICATION OF FORMATION & SOLICITATIONS	1 1	1 1	0 1		\$234.89

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

L	М	N	0	Р	Q	R	S	T
		CANDIDATE			EXPENDITURE			
	EVENT	OR BALLOT	SUPPORT/		FROM POLITICAL	ITEM	SCHEDULE	
PURPOSE	DATE	ISSUE	OPPOSE	OFFICE	PARTY FUND	NUMBER	CODE	
PRINTING						1	31B	
CATERING	07/04/2001					2	31F	
TV TIME						3	31J2	
					3	4	31M	
COMMERICAL		BIRD RACING	2			5	31U	
NOTIFICATION OF FORMATION & SOLICITATIONS						6	311	