

Tennessee Registry of Election Finance  
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# CAMPAIGN FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

**FOR  
MULTICANDIDATE COMMITTEES (PACs)**

## GENERAL INSTRUCTIONS

This booklet contains campaign financial disclosure reporting forms to be used in the filing of campaign disclosure statements by PACs. Committees should review the applicable campaign finance laws, rules and guidelines.

Also contained in this booklet are separate instructions for completing each form and sample completed forms. The following eight (8) types of forms are included in this booklet:

- Campaign Financial Disclosure Statement for Multicandidate Committees (PACs)
- Summary Page - PAC
- Itemized Statement of Contributions - PAC
- Itemized Statement of In-Kind Contributions - PAC
- Itemized Statement of Expenditures - PAC
- Itemized Statement of Independent Expenditures - PAC
- Itemized Statement of Loans - PAC
- Itemized Statement of Obligations - PAC

**If additional copies of any of the enclosed forms are needed, you may make copies of the forms, download them from the Registry's website ([www.state.tn.us](http://www.state.tn.us)) or you may obtain additional blank forms from the Registry or your local county election commission office. (Campaign disclosure forms not contained in this booklet, such as appointment of treasurer forms, may be obtained from the Registry or your local county election commission office.)**

### HOW TO COMPLETE AND FILE CAMPAIGN DISCLOSURE STATEMENTS

- Read instructions in this booklet carefully.
- Type or print clearly in black ink.
- When completed, file your report with the following office:

#### Type of Candidate Supported

Candidates for local public office  
Candidates for state public office

#### Office where Report is to be Filed

Appropriate local county election commission office  
Registry of Election Finance

- Campaign financial disclosure statements must be received by the Registry or the appropriate county election commission office by the close of business on the report's due date to be considered timely filed. A postmark date has not effect on a report's timeliness except when the report is mailed by registered or certified mail. Statements mailed in this manner are considered filed on the date of the postmark.

**REPORTS WILL BE RETURNED IF THEY ARE NOT COMPLETE, DO NOT CONTAIN REQUIRED SIGNATURES OR ARE MATHEMATICALLY INACCURATE.**

### WHEN TO FILE CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS

Campaign Financial Disclosure reports for PACs are due on the 11th day of the month following the end of the quarter. If the due date falls on a weekend or holiday, the report will be due on the next normal business day. Additionally, a committee will receive a filing notice and campaign financial disclosure forms and instructions from the Registry or the appropriate local county election commission office before any disclosure report is required to be filed by the PAC.

**FAILURE TO FILE REPORTS TIMELY OR TO FILE ACCURATE REPORTS MAY RESULT IN THE ASSESSMENT OF CIVIL PENALTIES AGAINST THE PAC. THE TREASURER IS PERSONALLY LIABLE FOR PAYMENT OF THE ASSESSED PENALTIES.**

**CAMPAIGN FINANCIAL DISCLOSURE STATEMENT  
For Multicandidate Committees (PACs)**

- ITEM 1.** Enter the date the report was completed. original report filed covered and the box for amended report.
- ITEM 2.** Enter the name of the committee.
- ITEM 2.A.** If the committee has a short name, enter here. **ITEMS 7.A. and 7.B.** The beginning and ending dates for the reporting period covered by the report should be entered in these items.
- ITEM 3.** Enter address of committee and telephone number. **ITEM 8.** If the committee neither received more than \$1,000 in contributions (including in-kind contributions) nor expended more than \$1,000 (including independent expenditures) during the reporting period, check box 8.A. If the committee received more than \$1,000 in contributions (including in-kind contributions) and/or expended more than \$1,000 for the reporting period, check box 8.B.
- ITEM 4.** Check the box to indicate the type of candidates supported.
- ITEM 5.A.** Enter the name of the committee's political treasurer
- ITEM 5.B.** Enter the date the committee's political treasurer was appointed.
- ITEM 6.** Check the box for the period that the report being filed covers. If the report is an amended report, check the box for the period that the **ITEM 9.** The political treasurer's signature should be witnessed and the date entered.
- The political treasurer should then sign on the signature line and enter date of signature.

**NOTE:**

**If the committee neither received more than \$1,000 in contributions (including in-kind contributions) nor expended more than \$1,000 (including independent expenditures) during the reporting period, the only additional items that must be completed on the report are items 10.d., 10.e. and 10.f. (See the instructions for these items.)**

- ITEM 10.a.** Enter the ending balance from the committee's last disclosure report or \$0 if this is the committee's first disclosure report to be filed.
- ITEM 10.e.** Enter the amount of outstanding loans at the end of the reporting period (must be the same as item 21, if this item is required to be completed).
- ITEM 10.b.** Enter the total shown in item 16.
- ITEM 10.f.** Enter the total amount of obligations for goods and services received on credit (must be the same as item 22.c., if this is required to be completed).
- ITEM 10.c.** Enter the total shown in item 19.
- ITEM 10.d.** Add the amounts in 10.a. and 10.b. and subtract the amount in 10.c. Enter that amount here.



## SUMMARY PAGE

- ITEM 11.** Same as item 2.
- ITEM 12.** Same as items 7.A. and 7.B. on page one.
- ITEM 13.a.** Enter the total amount of contributions received from persons/organizations who contributed a total of \$100 or less each during the reporting period.
- ITEM 13.b.** Enter the total amount of contributions received from persons/organizations who gave a total of more than \$100 each during the reporting period. The amount entered for this item must be the same as the total shown on the last page of the "Itemized Statement of Contributions - PAC." (Before completing the "Itemized Statement of Contributions - PAC", see instructions for that form.)
- ITEM 13.c.** Add the amounts from items 13.a. and 13.b. and enter here.
- ITEM 14.** Enter the total amount of loans received during this reporting period. The amount entered for this item must be the same as the total shown for "Loans Received This Period" in item 4 on the last page of the "Itemized Statement of Loans - PAC." Before completing the "Itemized Statement of Loans - PAC", see instructions for that form.)
- ITEM 15.** Enter the amount of interest received from contributions (if any) during this reporting period.
- ITEM 16.** Add the amounts shown in items 13.c., 14 and 15 and enter the total here.
- ITEM 17.a.** Expenditures totaling \$100 or less to any payee during the reporting period (other than loan payments) must be listed by category of expense (e.g., postage, gas, printing, etc.) with total amount for each category. All these expenditures must then be totaled.
- ITEM 17.b.** Enter the total amount of expenditures of more than \$100 to any payee during the reporting period (other than independent expenditures and loan payments). The amount shown in this item must equal the total amount shown on the last page of the "Itemized Statement of Expenditures - PAC." (Before completing "Itemized Statement of Expenditures - PAC", see instructions for that form.)
- ITEM 17.c.** Enter the total amount of independent expenditures to any payee during the reporting period. The amount shown in this item must equal the total amount shown on the last page of the "Itemized Statement of Independent Expenditures - PAC." (Before completing "Itemized Statement of Independent Expenditures - PAC", see instructions for that form.)
- ITEM 17.d.** Add the amounts shown in items 17.a., 17.b. and 17.c. and enter the total here.
- ITEM 18.** Enter the total amount of loan repayments made this period. The amount entered for this item must be the same as the total shown for "Loan Payments This Period" in item 4 on the last page of the "Itemized Statement of Loans - PAC." (Before completing the "Itemized Statement of Loans - PAC", see instructions for that form.)
- ITEM 19.** Add the amounts shown in items 17.d. and 18 and enter the total here.
- ITEM 20.a.** Enter the total amount of in-kind contributions from persons/organizations who each provided goods or services with a total value of \$100 or less during the reporting period.
- ITEM 20.b.** Enter the total amount of in-kind contributions (goods or services) from persons/organizations valued at more than \$100 during the reporting period. The amount on this line must be the total shown on the last page of the "Itemized Statement of In-Kind Contributions - PAC." (Before completing the "Itemized Statement of In-Kind Contributions - PAC," see instructions for that form.)
- ITEM 20.c.** Add the amounts shown in items 20.a. and 20.b. and enter the total here.
- ITEM 21.** Enter the total amount of outstanding loans at the ending date of the reporting period. This amount must equal the total shown for "Outstanding Loan Balance (End of Period)" in item 4 on the last page of the Itemized Statement of Loans - PAC."
- ITEM 22.a.** Enter the total amount of obligations for goods and services received on credit for which payment totaling \$100 or less to any person/vendor is owed.
- ITEM 22.b.** Enter the total amount of obligations for goods or services for which payment totaling more than \$100 to any person/vendor is owed. The total for this item must equal the total shown for "Outstanding Balance (End of Period)" in item 4 on the last page of the "Itemized Statement of Obligations - PAC." (Before completing "Itemized Statement of Obligations - PAC", see instructions for that form.)
- ITEM 22.c.** Add the amounts shown in items 22.a. and 22.b. and enter that amount here.

# SAMPLE SUMMARY PAGE - PAC

11. NAME OF COMMITTEE (In Full)  Adams Beverage Co. PAC	12. REPORT COVERING THE PERIOD	
	FROM 4/1/00	TO: 6/30/00

## RECEIPTS

13. CONTRIBUTIONS (other than loans and interest)	
a. Unitemized Contributions (\$100 or less from each source this period) .....	\$ <u>1325.00</u>
b. Itemized Contributions (over \$100 from each source this period) .....	\$ <u>1660.00</u>
c. TOTAL CONTRIBUTIONS (other than loans and interest)(add 13.a. and 13.b.) .....	\$ <u>2985.00</u>
14. LOANS RECEIVED THIS REPORTING PERIOD .....	\$ <u>2000.00</u>
15. INTEREST RECEIVED THIS REPORTING PERIOD .....	\$ <u>10.50</u>
16. TOTAL RECEIPTS (add 13.c., 14., and 15.) (must be shown in item 10.b.) .....	\$ <u>4995.50</u>

## DISBURSEMENTS

17. EXPENDITURES (other than loan payments)	
a. Unitemized Expenditures (\$100 or less each payee this period) (must be listed by category - e.g., printing, postage, gasoline)	
<u>Postage</u> .....	\$ <u>60.00</u>
<u>Printing</u> .....	\$ <u>80.00</u>
<u>Labor</u> .....	\$ <u>240.00</u>
.....	\$ _____
.....	\$ _____
.....	\$ _____
Total of Expenditures (\$100 or less each payee) .....	\$ <u>380.00</u>
b. Itemized Expenditures (Over \$100 each payee this period) .....	\$ <u>3203.00</u>
c. Independent Expenditures .....	\$ <u>2550.00</u>
d. TOTAL EXPENDITURES (other than loan repayments)(add 17.a., 17.b. and 17.c.) .....	\$ <u>6133.00</u>
18. LOAN REPAYMENTS MADE THIS PERIOD .....	\$ <u>0.00</u>
19. TOTAL DISBURSEMENTS (add 17.d. and 18.) (must be shown in item 10.c.) .....	\$ <u>6133.00</u>

## 20. IN-KIND CONTRIBUTIONS

a. Unitemized in-kind contributions (\$100 or less from each source this period) .....	\$ <u>125.00</u>
b. Itemized in-kind contributions (over \$100 from each source this period) .....	\$ <u>225.00</u>
c. TOTAL IN-KIND CONTRIBUTIONS RECEIVED THIS PERIOD (add 20.a. and 20.b.) .....	\$ <u>350.00</u>

## 21. LOANS

LOANS OUTSTANDING (must be shown in item 10.e.) .....	\$ <u>2000.00</u>
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## 22. OBLIGATIONS

a. Unitemized Obligations Outstanding (\$100 or less each) .....	\$ <u>0.00</u>
b. Itemized Obligations Outstanding (Over \$100 each) .....	\$ <u>0.00</u>
c. TOTAL OBLIGATIONS OUTSTANDING (add 22.a. and 22.b.) (must be shown i item 10.f.) .....	\$ <u>0.00</u>



## ITEMIZED STATEMENT OF CONTRIBUTIONS - PAC

All contributions from each source who gave a total of more than \$100 during a reporting period must be itemized on the "Itemized Statement of Contributions - PAC."

- ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.
- ITEM 3.** Enter \$0 if this is the first "Itemized Statement of Contributions - PAC" completed for this reporting period. If this is an additional page, bring forward the total from Item 5 of the previous "Itemized Statement of Contributions - PAC" page.
- ITEM 4.** For each itemized contribution, the following information must be completed:
- a. The complete name and address of the individual contribution. If the contributor is an individual, you must list their occupation and employer. If the contribution is from a political campaign committee or other organization, its name should be listed in the "Last Name/Organization Name" block.
  - b. The date(s) the contribution(s) was received.
  - c. The amount of the contribution(s).
- ITEM 5.** Enter the total of Item 3 and all amounts listed in Item 4 on this page.

If more than one page of this form is needed to disclose the itemized contributions, the total amount shown in Item 5 of the previous statement must be carried forward to Item 3 of the next page and be included in that page's total. The amount shown in Item 5 on the last page of the "Itemized Statement of Contributions - PAC" must also be shown in item 13.b. of the summary page of the disclosure report.

**SAMPLE**  
**ITEMIZED STATEMENT OF CONTRIBUTIONS - PAC**

1. NAME OF COMMITTEE Adams Beverage Co. PAC			2. REPORT COVERING THE PERIOD	
			FROM: 4/1/00	TO: 6/30/00
3. TOTAL ITEMIZED CAMPAIGN CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)				Amount 0.00
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED CONTRIBUTION (contributions totaling more than \$100 from any contributor during the period)				
First Name Bill	M.I.	Last Name/Organization Name Wood	Amount of Contribution	
Address 2613 Harpeth Dr.			250.00	
City Nashville	State TN	Zip Code 37221	Date of Contribution	
Occupation Accountant		Employer Wood CPA	4/6/00	
First Name	M.I.	Last Name/Organization Name Citizens for Great Government	Amount of Contribution	
Address 4231 2nd Ave. No.			300.00	
City Nashville	State TN	Zip Code 37219	Date of Contribution	
Occupation		Employer	4/12/00	
First Name Charlie	M.I.	Last Name/Organization Name Adams	Amount of Contribution	
Address 1614 Percy Dr.			110.00	
City Nashville	State TN	Zip Code 37221	Date of Contribution	
Occupation Retired		Employer	5/15/00	
First Name Susan	M.I.	Last Name/Organization Name Cox	Amount of Contribution	
Address 1614 Macy Dr.			1000.00	
City Brentwood	State TN	Zip Code 37076	Date of Contribution	
Occupation Attorney		Employer Cox, Smith & Williams	6/12/00	
First Name	M.I.	Last Name/Organization Name	Amount of Contribution	
Address				
City	State	Zip Code	Date of Contribution	
Occupation		Employer		
5. TOTAL ITEMIZED CONTRIBUTIONS				Amount of Contribution
(Carry forward to item 3. of next page if additional pages of this form are used.) (If this is the last page of contributions, this amount must be shown in item 13b. of summary.)				1660.00



## ITEMIZED STATEMENT OF EXPENDITURES - PAC

All expenditures (other than independent expenditures) totaling more than \$100 to any payee during the reporting period must be itemized on the "Itemized Statement of Expenditures - PAC."

- ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.
- ITEM 3.** Enter \$0 if this is the first "Itemized Statement of Expenditures - PAC" completed for this reporting period. If this is an additional page, bring forward the total from Item 5 of the previous "Itemized Statement of Expenditures - PAC" page.
- ITEM 4.** The complete name and address of each payee as well as the purpose, amount and date(s) of the expenditure(s) must be listed here. The purpose of an expenditure must be a specific description (e.g., meals, advertising, travel, etc.). General phrases such as "expenses" or "miscellaneous" shall not be sufficient for providing a purpose.
- ITEM 5.** Enter the total of Item 3 and all amounts listed in Item 4 on this page.

If more than one page of this form is needed to disclose the itemized expenditures, the total amount shown in Item 5 of the previous statement must be carried forward to Item 3 of the next page and be included in that page's total. The amount shown in Item 5 on the last page of the "Itemized Statement of Expenditures - PAC" must also be shown in item 17.b. of the summary page of the disclosure report.

**SAMPLE**  
**ITEMIZED STATEMENT OF EXPENDITURES - PAC**

1. NAME OF COMMITTEE Adams Beverage Co. PAC		2. REPORT COVERING THE PERIOD From: 4/1/00 To: 6/30/00	
3. TOTAL ITEMIZED EXPENDITURES FROM PRECEDING PAGE (enter \$0 if first itemized page)			Amount 0.00
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED EXPENDITURE (expenditures totaling more than \$100 to any payee during the period). If the expenditure is an in-kind contribution to a candidate, please remember to include the purpose of the expenditure (e.g. postage, printing) along with the candidate's name in the purpose of expenditure section.			
First Name Bob	Middle Name J.	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name Robertson		Campaign Contribution	750.00
Address 1397 Lakeside Dr.			Date of Expenditure
City Knoxville	State TN		Zip Code 37921
First Name Pam	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name Howes		Campaign Contribution	1000.00
Address 233 Autumnwood St.			Date of Expenditure
City Memphis	State TN		Zip Code 38107
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name Jones Printing, Inc.		Printing	253.00
Address 1693 Hess Ave.			Date of Expenditure
City Nashville	State TN		Zip Code 37219
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name Rawlins Hotel		Room for PAC fundraiser	1200.00
Address 438 Broadway			Date of Expenditure
City Nashville	State TN		Zip Code 37219
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address			Date of Expenditure
City	State		Zip Code
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address			Date of Expenditure
City	State		Zip Code
5. TOTAL ITEMIZED EXPENDITURES (Carry forward to item 3. of next page if additional pages of this form are used.) (If this is the last page of campaign expenditures, this amount must be shown in item 17b. of summary.)			3203.00



## ITEMIZED STATEMENT OF IN-KIND CONTRIBUTIONS - PAC

All in-kind contributions (goods and services) totaling more than \$100 received from any source during the reporting period must be itemized on the “Itemized Statement of In-Kind Contributions - PAC.”

- ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.
- ITEM 3.** Enter \$0 if this is the first “Itemized Statement of In-Kind Contributions - PAC” completed for this reporting period. If this is an additional page, bring forward the total from Item 5 of the previous “Itemized Statement of In-Kind Contributions - PAC” page.
- ITEM 4.** For each itemized in-kind contribution, the following information must be completed:
- a. The complete name and address of the contributor. If the contributor is an individual, you must list their occupation and employer. If the in-kind contribution is from a political campaign committee or other organization, its name should be listed in the “Last Name/Organization Name” block.
  - b. The date the in-kind contribution was received.
  - c. The description of the in-kind contribution.
  - d. The value of the in-kind contribution.
- ITEM 5.** Enter the total of Item 3 and all amounts listed in Item 4 on this page.

If more than one page of this form is needed to disclose the itemized in-kind contributions, the total amount shown in Item 5 of the previous statement must be carried forward to Item 3 of the next page and be included in that page’s total. The amount shown in Item 5 on the last page of the “Itemized Statement of In-Kind Contributions - PAC” must also be shown in item 20.b. of the summary page of the disclosure report.

**SAMPLE**  
**ITEMIZED STATEMENT OF IN-KIND CONTRIBUTIONS - PAC**

1. NAME OF COMMITTEE Adams Beverage Co. PAC			2. REPORT COVERING PERIOD	
			FROM: 4/1/00	TO: 6/30/00
3. TOTAL ITEMIZED IN-KIND CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)				Amount 0.00
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED IN-KIND CONTRIBUTION (in-kind contributions totaling more than \$100 from any contributor during the period)				
First Name Charlie	Middle Name	Description of In-Kind Contribution  Food for PAC fundraiser		Value of In-Kind Contribution  225.00
Last Name/Organization Name Adams				
Address 1614 Percy Dr.				
City Nashville	State TN			Zip Code 37221
Occupation Retired				
Employer				
				Date of In-Kind Contribution 4/10/00
First Name	Middle Name	Description of In-Kind Contribution		Value of In-Kind Contribution
Last Name/Organization Name				
Address				
City	State			Zip Code
Occupation				
Employer				
				Date of In-Kind Contribution
First Name	Middle Name	Description of In-Kind Contribution		Value of In-Kind Contribution
Last Name/Organization Name				
Address				
City	State			Zip Code
Occupation				
Employer				
				Date of In-Kind Contribution
First Name	Middle Name	Description of In-Kind Contribution		Value of In-Kind Contribution
Last Name/Organization Name				
Address				
City	State			Zip Code
Occupation				
Employer				
				Date of In-Kind Contribution
5. TOTAL ITEMIZED IN-KIND CONTRIBUTIONS				225.00
(Carry forward to item 3 of next page if additional pges of this form are used.) (If this is the last page of in-kind contributions, this amount must be shown in item 20.b. of summary.)				



## ITEMIZED STATEMENT OF INDEPENDENT EXPENDITURES - PAC

Independent expenditures are expenditures made for a communication expressly advocating the election or defeat of a clearly identified candidate which is not made with the cooperation or with the prior consent of, or in consultation with, or at the request or suggestion of, a candidate or an agent or authorized committee of such candidate.

All independent expenditures totaling more than \$100 to any payee during the reporting period must be itemized on the "Itemized Statement of Independent Expenditures - PAC." Additionally, all independent expenditures totaling \$100 or less to any payee during the reporting period must be included in item 5.b. on the "Itemized Statement of Independent Expenditures - PAC."

- ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.
- ITEM 3.** Enter \$0 if this is the first "Itemized Statement of Independent Expenditures - PAC" completed for this reporting period. If this is an additional page, bring forward the total from Item 5.c. of the previous "Itemized Statement of Independent Expenditures - PAC" page.
- ITEM 4.** The complete name and address of each payee as well as the name and office sought of the candidate supported or opposed, purpose, amount and date(s) of the expenditure(s) must be listed here. The purpose of an expenditure must be a specific description (e.g., meals, advertising, travel, etc.). General phrases such as "expenses" or "miscellaneous" shall not be sufficient for providing a purpose.
- ITEM 5.a.** Enter the total of Item 3 and all amounts listed in Item 4 on this page.
- ITEM 5.b.** Enter the total of all independent expenditures totaling less than \$100 to each payee here. Enter this amount only on the last page of the "Itemized Statement of Independent Expenditures - PAC."
- ITEM 5.c.** Add items 5.a. and 5.b. and enter the total here.

If more than one page of this form is needed to disclose the itemized independent expenditures, the total amount shown in Item 5.c. of the previous statement must be carried forward to Item 3 of the next page and be included in that page's total. The amount shown in Item 5.c. on the last page of the "Itemized Statement of Independent Expenditures - PAC" must also be shown in item 17.c. of the summary page of the disclosure report.

# SAMPLE

## ITEMIZED STATEMENT OF INDEPENDENT EXPENDITURES - PAC

1. NAME OF COMMITTEE Adams Beverage Co. PAC		2. REPORT COVERING THE PERIOD FROM: 4/1/00 TO: 6/30/00	
3. TOTAL ITEMIZED INDEPENDENT EXPENDITURES FROM PRECEDING PAGE (enter \$0 if first itemized page)			Amount 0.00
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED INDEPENDENT EXPENDITURE (expenditures totaling more than \$100 to any payee during the period). Please remember to include the purpose of the expenditure (e.g. postage, printing) and the name of the candidate supported or opposed.			
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name Instant Printers		Printing	750.00
Address 325 3rd St.		Candidate Supported or Opposed & Office Sought Jim Bowers House 60	Date of Expenditure 5/30/00
City Nashville	State TN		
Opposed <input type="checkbox"/>		Supported <input checked="" type="checkbox"/>	
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name WQQR (Channel 6)		TV Advertisement	1600.00
Address 600 Curtis Rd.		Candidate Supported or Opposed & Office Sought Susan Rich Senate 6	Date of Expenditure 6/25/00
City Nashville	State TN		
Opposed <input type="checkbox"/>		Supported <input checked="" type="checkbox"/>	
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address		Candidate Supported or Opposed & Office Sought	Date of Expenditure
City	State		
Opposed <input type="checkbox"/>		Supported <input type="checkbox"/>	
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address		Candidate Supported or Opposed & Office Sought	Date of Expenditure
City	State		
Opposed <input type="checkbox"/>		Supported <input type="checkbox"/>	
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address		Candidate Supported or Opposed & Office Sought	Date of Expenditure
City	State		
Opposed <input type="checkbox"/>		Supported <input type="checkbox"/>	
First Name	Middle Name	Purpose of Expenditure	Amount of Expenditure
Last Name/Business Name			
Address		Candidate Supported or Opposed & Office Sought	Date of Expenditure
City	State		
Opposed <input type="checkbox"/>		Supported <input type="checkbox"/>	
5 (a) Itemized Independent Expenditures .....			\$ <u>2350.00</u>
(b) Unitemized Independent Expenditures .....			\$ <u>200.00</u>
(c) Total Independent Expenditures (If this is the last page of ind. expenditures, this amount must be shown in item 17c. of summary page.)			\$ <u>2550.00</u>

## ITEMIZED STATEMENT OF LOANS - PAC

All loans received for more than one hundred dollars (\$100) during the reporting period must be itemized on the Itemized Statement of Loans - PAC.”

- ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.
- ITEM 3.** For each loan outstanding, the following information must be completed:
1. The complete name and address of the source of the loan.
  2. The outstanding loan balance at the beginning of the reporting period. This must equal the outstanding loan balance at the end of the last reporting period.
  3. The amount of any additional loans received from the creditor this period.
- ITEM 4.** On the last page of itemized loans, totals must be shown for the “Outstanding Loan Balance (Beginning of Period)”, “Loans Received This Period”, “Loan Payments This Period”, and “Outstanding Loan Balance (End of Period)” for all loans.
4. The amount of any loan payments (principal only) this period.
  5. The “Outstanding Loan Balance (End of Period).” This must equal the “Outstanding Loan Balance (Beginning of Period)” plus any “Loans Received”, minus any “Loan Payments”.

The total for “Loans Received This Period” must also be shown in Item 14 of the summary page of the disclosure report. The total for “Loan Payments” must also be shown in Item 18 of the summary page of the disclosure report. The total for “Outstanding Loan Balance (End of Period)” must also be shown in item 21 of the summary page of the disclosure report.

# SAMPLE ITEMIZED STATEMENT OF LOANS - PAC

1. NAME OF COMMITTEE				2. REPORT COVERING THE PERIOD			
Adams Beverage Co. PAC				FROM: 4/1/00		TO: 6/30/00	
3. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED LOAN (loans totaling more than \$100 owed to any person/business at the end of the reporting period)				Outstanding Balance (Beginning of Period)	Loans Received This Period	Loan Payments This Period	Outstanding Balance (End of Period)
First Name		Middle Name		0.00	2000.00	0.00	2000.00
Last Name/Business Name First National Bank							
Address 2000 3rd Ave.							
City Nashville	State TN	Zip Code 37219	Date of Loan 6/28/00				
First Name		Middle Name					
Last Name/Business Name							
Address							
City	State	Zip Code	Date of Loan				
First Name		Middle Name					
Last Name/Business Name							
Address							
City	State	Zip Code	Date of Loan				
First Name		Middle Name					
Last Name/Business Name							
Address							
City	State	Zip Code	Date of Loan				
First Name		Middle Name					
Last Name/Business Name							
Address							
City	State	Zip Code	Date of Loan				
<b>4. TOTALS</b> (Total from "Outstanding Balance - (End of Period)" column must also be shown in item 21 on summary page.)				0.00	2000.00	0.00	2000.00



## ITEMIZED STATEMENT OF OBLIGATIONS - PAC

All obligations received for goods and services on credit during the reporting period for which payment of more than \$100 is owed to any person/vendor must be itemized on the Itemized Statement of Obligations - PAC.”

**ITEM 1.** Enter the name of the committee. Must be the same as Item 2 on page one.

**ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 7.A. and 7.B. on page one.

**ITEM 3.** Enter the following for each itemized obligations:

1. The complete name and address of the vendor/person to which payment is owed.
2. A description of the obligation.
3. The outstanding obligation balance at the beginning of the reporting period. This must equal the outstanding obligation.

4. The amount of any additional purchases made from this vendor on credit this period.

5. The amount of any expenditures made to reduce the outstanding obligations

6. The “Outstanding Balance (End of Period)”. This must equal the “Outstanding Balance (Beginning of Period)” plus any “Debts Incurred This Period”, minus any “Payments This Period”.

**ITEM 4.** On the last page of itemized obligations, totals must be shown for the “Outstanding Balance (Beginning of Period)”, “Debts Incurred”, “Payments”, and “Outstanding Balance (End of Period)” for all obligations.

The total shown for “Outstanding Balance (End of Period)” must also be shown in item 22.b. of the summary page of the disclosure report.

**SAMPLE**  
**ITEMIZED STATEMENT OF OBLIGATIONS - PAC**

1. NAME OF COMMITTEE Adams Beverage Co. PAC				2. REPORT COVERING THE PERIOD			
				From: 4/1/00	To: 6/30/00		
3. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED OBLIGATION (obligations totaling more than \$100 owed to any person/vendor at the end of the reporting period)				Outstanding Balance (Beginning of Period)	Debt Incurred This Period	Payments This Period	Outstanding Balance (End of Period)
First Name	Middle Name			253.00	0.00	253.00	0.00
Last Name/Business Name Jones Printing, Inc.							
Address 1693 Hess Ave.							
City Nashville	State TN	Zip Code 37219					
Description of Obligation Printing							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
<b>4. TOTALS</b> (Total from "Outstanding Balance - (End of Period)" column must also be shown in item 22.b on summary page.)				253.00	0.00	253.00	0.00