

## Statement of Organization – Party Committee [CRO-2100C]

### Form Description

All party committees will complete this form. In addition to the *Statement of Organization*, those committees that do not file under the \$1,000 threshold (the committees that plan on raising or spending more than \$1,000 during the election cycle) are not exempt from filing and must complete an **Organizational Report** within 10 days of organizing the committee.

All committees must complete a **Certification of Financial Account Number Information** (CRO-3500) along with the *Statement of Organization*. For those committees who pledge not to raise or spend more than \$1,000 during an election cycle, a **Certification of Threshold** (CRO-3600) form must be completed with the *Statement of Organization*.

Additional assistant treasurers and bank accounts may be listed on the **Statement of Organization Addendum** (CRO-2110) form and the **Additional Committee Funds** (CRO-2120) form.

The *Statement of Organization* is used to show any changes in committee information. The entire form must be completed and resubmitted with the new information in order for an amendment to be correctly documented. Check the “Yes” box at the top of the page if this report is an amendment.

### Line-by-Line Instructions

#### LINE 1. **Committee Information**

- a. Provide the full name of the committee.
- b. Provide the committee’s complete mailing address, including city, state and zip code.
- c. Provide the ID number of the committee. If this is a new committee, then this field may be blank.
- d. Provide the date that the committee was organized.
- e. Provide the telephone number (including area code) of the treasurer.

#### LINE 2. **Party Information**

- a. Check the type of party.
- b. Provide the name of the party.

#### LINE 3. **Treasurer Information**

- a. Provide the first and last name of the treasurer of the committee.
- b. Provide the treasurer’s complete mailing address, including city, state and zip code.
- c. Provide the telephone number (including area code) of the treasurer.
- d. Provide the email address of the treasurer.

#### LINE 4. **Custodian of Books**

- a. Provide the first and last name of the custodian of books for the committee.
- b. Provide the custodian of books’ complete mailing address, including city, state and zip code.
- c. Provide the telephone number (including area code) of the custodian of books.
- d. Provide the email address of the custodian of books.

LINE 5. **Assistant Treasurer Information** – The two checkboxes (“Add” and “Remove”) are only used in amendments when a new treasurer must be added or removed.

- a. Provide the first and last name of the assistant treasurer of the committee
- b. Provide the assistant treasurer’s complete mailing address, including the city, state and zip code.
- c. Provide the telephone number (including area code) of the assistant treasurer.
- d. Provide the email address of the assistant treasurer.

LINE 6. **Account Information** – The two checkboxes (“Add” and “Remove”) are only used in amendments when a new account must be added or an old account removed for this fund.

- a. Provide the complete name of the financial institution providing this account.
- b. Provide the purpose for which this account is used.
- c. List the code that corresponds to the account for the committee. Remember to leave all account numbers off of the statements in order to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Number Information** (CRO-3500) form. The committee must assign each bank account a different code.
- d. Provide the type of account (such as checking, savings, CD, money market, etc). If a credit card is specified, please list the type of card.

CERTIFICATION– The treasurer must certify the report by signing and dating this form.