

**Sedgwick County, Kansas
Receipts and Expenditures Report
Instructions**

Who Can Use This Report

All candidates in the categories listed below who did not file an Affidavit of Exemption, or filed an Affidavit but exceeded the \$1,000 limit on contributions received or expenses incurred:

- City Candidates (except City of Wichita and City of Derby)
- School Board Candidates (except USD 259)
- Township Office Candidates

All committees, clubs or organizations formed to:

- Promote or oppose candidates in Cities of the 1st, 2nd, or 3rd Class, School Districts and Townships
- Promote or oppose a proposition in Cities of the 1st, 2nd, or 3rd Class, School Districts, and Townships

How to Complete the Report

- Candidates: the candidate or the candidate's treasurer may complete the report
- Committees, clubs, and organizations: the treasurer must complete the report
- "Cash on hand at beginning of period" should equal the closing balance from the previous period; if this is the first report, the amount should be zero
- Copies of the report may be made for your files prior to submitting the original

When to File the Report

- Candidates: file within 30 days after each primary, general, or special election in which you were a candidate, even if a campaign committee was formed on your behalf
- Committees, clubs or organizations: file as an annual statement on or before December 31, covering the period ending on the preceding December 1
- Failure to file by the statutory deadline makes the report delinquent and can be prosecuted as a Class A misdemeanor – K.S.A. 25-904

How to File the Report

- Submit by fax to 316-660-7125, by e-mail to voterinformation@sedgwick.gov or by mail or in person at:

Sedgwick County Election Office
Historic Courthouse
510 N Main, Suite 101
Wichita KS 67203

K.S.A. 25-901 *et seq.*

Receipts and Expenditures Report

Sedgwick County Election Office
 510 North Main, Suite 101
 Wichita, Kansas 67203-3498

Name of Candidate or Organization _____

Address _____

City & Zip Code _____ Daytime Phone _____

Office Sought _____

Is this an original or an amended report? Original Amended

Candidates: was a committee formed for your campaign? Yes No

Summary: (covering period from _____ to _____)

| | |
|--|-------|
| Cash on hand at beginning of period | _____ |
| Total Contributions and other Receipts | _____ |
| Total Expenditures and other Disbursements | _____ |
| Cash on had at close of period | _____ |

State of Kansas, County of Sedgwick, ss:

I declare that this report, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is true, correct and complete.

_____ Date

_____ Signature of Candidate or Treasurer

