

**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 \$500 limit on contributions received or expenses incurred:

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

All committees, clubs or organizations formed to:

- Promote or oppose candidates in Cities of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> Class, School Districts and Townships
- Promote or oppose a proposition in Cities of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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
- The report must be notarized on the first page; the notary public must witness the signature of the candidate or treasurer signing the report
- 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**

- The original document must be submitted – copies and facsimiles will not be accepted
- Mail or bring the original document to:

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

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



Historic Courthouse • 510 North Main, Suite 101 • Wichita, Kansas 67203  
Telephone (316) 660-7100 • Fax (316) 660-7125 • [www.sedgwickcounty.org/elections](http://www.sedgwickcounty.org/elections)

## 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

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Seal \_\_\_\_\_

My appointment expires: \_\_\_\_\_ (Notary Public)

## Contributions and Other Receipts

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Name of Candidate or Organization

**Candidates:** only contributions exceeding \$50.00 need to be itemized

**Organizations:** itemize all contributions and in-kind services

Attach additional pages if needed

Date Received	Name and Address of Contributor	Amount Received

Subtotal this Page \_\_\_\_\_

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<b>Total Receipts for this Period:</b>	
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Page \_\_\_\_\_ of \_\_\_\_\_

**Expenditures and Other Disbursements**

\_\_\_\_\_  
Name of Candidate or Organization

Itemize all expenditures below. Candidates with a campaign committee: only list personal campaign expenditures; the committee report will list committee expenditures. Attach additional pages if needed.

Date Expended	Name and Address	Purpose of Expenditure or Disbursement	Amount

Subtotal this Page \_\_\_\_\_

<b>Total Expenditures for this Period:</b>	
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