

**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)
- 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.*



Historic Courthouse • 510 North Main, Suite 101 • Wichita, Kansas 67203
Telephone (316) 660-7100 • Fax (316) 660-7125 • 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

