

# Candidate Filing Information

## **GENERAL GUIDELINES**

City elections are non-partisan, and candidates for city offices file by paying a \$20 fee, or by petition if the city's ordinances allow for doing so. [KSA 25-21a0, KSA 25-2110] USD 259, City of Wichita and City of Derby candidates also pay an additional \$50 Candidate Report Filing Fee per the Campaign Finance Act for the Kansas Governmental Ethics Commission.

## **FILING DEADLINES**

City Candidates must file by noon June 1, 2023. [KSA 25-2109]

## **OBTAINING FORMS**

Forms for city offices may be obtained at the county election office.

## **FILING LOCATION**

Candidates city offices file at the county election office. [KSA 25-2110]

## **FILING CAMPAIGN FINANCE REPORTS - USD 259, City of Wichita and City of Derby**

### **Candidates only**

Candidates for local offices in 1st Class Cities and USD 259 are subject to the provisions of the Campaign Finance Act and are required to file reports with the county election officer as prescribed by K.S.A. 25-4143. These forms can be obtained from the Kansas Governmental Ethics Commission.

## **FILING CAMPAIGN FINANCE REPORTS - Not including USD 259 or City of Wichita and City of Derby Candidates**

Candidates for local offices file reports with the county election officer within 30 days after the date of the election pursuant to 25-901. The form for city candidates is on the next page.

**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 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
- 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](mailto: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



