

**Cowley 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
- School Board Candidates
- Township Office Candidates All committees, clubs or organizations formed to:
  - Promote or oppose candidates in Cities of the 2<sup>nd</sup> or 3<sup>rd</sup> Class, School Districts with less than 35,000 pupils, and Townships
  - Promote or oppose a proposition in Cities of the 2<sup>nd</sup> or 3<sup>rd</sup> Class, School Districts with less than 35,000 pupils, 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:

Cowley County Election Office  
321 E. 10<sup>th</sup> Ave.  
Winfield KS 67156

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

# Receipts and Expenditures Report

Cowley County Election Office  
321 E. 10<sup>th</sup> Ave.  
Winfield, Kansas 67156

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 hand at close of period \_\_\_\_\_

## State of Kansas, County of Cowley, 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

\_\_\_\_\_

(Notary Public)

My appointment expires: \_\_\_\_\_

## Contributions and Other Receipts

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	Name and Address	Amount

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

<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	Name and Address	Amount

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

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