

REPORTING REQUIREMENTS

A candidate for a county or city office (in cities with a resident population of 5,000 or more), is required by law to file a statement of contributions, known as a Campaign Contribution Statement (SFN 53970).

The statement must include the name and mailing address of all contributors who contributed in excess of \$200 in the aggregate during the reporting period, the aggregated amount of the contributions from each listed contributor, and the date the most recent contribution was received from that contributor.

A year-end report must be filed for any year in which a candidate's name appeared on the ballot or in which the candidate sought election through write-in votes. This report must be filed even if the candidate received no contributions during the year or any reportable contributions in excess of \$200.

For any year a candidate is not on the ballot, no year-end report must be filed unless the candidate received a contribution during the year. Then, a year-end report must be filed.

If applicable and if a report must be filed, please note the options in Schedule # 1, i.e., "No reportable contributions for reporting period" and "No reportable contributions since last report filed."

TYPES OF REPORTABLE CONTRIBUTIONS:

A gift, transfer, conveyance, provision, receipt, subscription, loan, advance, deposit of money, or anything of value, made for the purpose of influencing the nomination for election, or election, of any person to public office or aiding or opposing the circulation or passage of a statewide initiative or referendum petition or measure.

The term also means a contract, promise, or agreement, express or implied, whether or not legally enforceable, to make a contribution for any of the above purposes.

The term includes funds received by a candidate for public office or a political party or committee, which are transferred or signed over to that candidate, party, or committee from another candidate, party, or political committee or other source.

The term "anything of value" includes any good or service of more than a nominal value. The term "nominal value" means the cost, price, or worth of the good or service is trivial, token, or of no appreciable value. The term "contribution" does not include:

1. A loan of money from a bank or other lending institution made in the regular course of business.
2. Time spent by volunteer campaign or political party workers.
3. Money spent by a candidate on the candidate's own behalf.
4. Money or anything of value received for commercial transactions, including rents, advertising, or sponsorships made as a part of a fair market value bargained-for exchange.
5. Money or anything of value received by a candidate in that person's personal capacity, including pursuant to a contract or agreement made for personal or private employment purposes, and not received for a political purpose or to influence the performance of that person's official duty.
6. Contributions of products or services for which the actual cost or fair market value are reimbursed by a payment of money.

INSTRUCTIONS FOR CAMPAIGN CONTRIBUTION STATEMENT

SECTION A: Campaign Contribution Statements must include information for contact purposes. The statement must indicate the name and daytime telephone number of the person completing the report, as well as the full name of the candidate, and the office the candidate is seeking or currently holding.

SECTION B: Campaign Contribution Statements must indicate that the report is a pre-primary, pre-general, pre-special, year-end, 48-hour, or amended report.

SECTION C: The person completing the report must certify that the information contained in the report is true, correct, and complete by signing and dating the Campaign Contribution Statement.

Aggregate contributions must reference the date of the most recent contribution. Contributions made separately by different persons from joint accounts are considered separate contributions for reporting purposes.

FILING INSTRUCTIONS: Campaign Contribution Statements are deemed properly filed when deposited with or delivered to the appropriate filing officer within the prescribed time. A statement that is mailed is deemed properly filed when it is postmarked and directed to the appropriate filing officer within the prescribed time. If a statement is not received by the filing officer, a duplicate of the statement must be promptly filed upon notice by the filing officer of its nonreceipt.

WHERE TO FILE: COUNTY CANDIDATES

County Auditor in the candidates county of residence

WHERE TO FILE: CITY CANDIDATES

City Auditor in the candidates city of residence

SCHEDULE # 1 - Contributions Received In Excess of \$200

Attach additional pages if necessary. Please print.

- No reportable contributions for reporting period.
- No reportable contributions since last report filed.

CONTRIBUTOR NAME	ADDRESS	AGGREGATE CONTRIBUTIONS	DATE OF MOST RECENT CONTRIBUTION MONTH/DAY/YEAR
EXAMPLE DOE, JOHN	100 1ST AVENUE ----- BISMARCK ND 58501	\$ 250	03/15/08

	CONTRIBUTOR NAME (last name, first name)	ADDRESS	AGGREGATE CONTRIBUTIONS	DATE OF MOST RECENT CONTRIBUTION MONTH/DAY/YEAR
1		-----	\$	
2		-----	\$	
3		-----	\$	
4		-----	\$	
5		-----	\$	
6		-----	\$	
7		-----	\$	
8		-----	\$	
9		-----	\$	
10		-----	\$	
11		-----	\$	
12		-----	\$	
13		-----	\$	