

# Harrison & Diamond City

## **2020 November General Dates: Municipal Board Candidate**

**May <sup>7</sup> 6, 2020:** First day to circulate petitions (30 Signatures Harrison, 10 Signatures for all others)

**July 29, 2020:** Candidate Filing begins @ noon

*Petition, Political Practice Pledge, Affidavit of Eligibility and Candidate Information Sheet*

**August 5, 2020:** Candidate Filing ends @ noon

**August 10, 2020:** SFI due for non-incumbents only

**October 19, 2020:** First day of early voting.

Monday to Friday (Oct 19 to 23 and Oct 26 to 30) 8am to 6pm,

Saturdays (Oct 24 & 31) 10am to 4pm

**October 27, 2020:** Pre-Election Campaign Contribution report due if opposed in the general and spent more than \$500 on Campaign.

*You can obtain an additional copy from our office if you lose the original one you were given when you picked up your packet.*

**November 2, 2020:** Last day to early vote, 8am to 5pm.

**November 3, 2020:** Election Day polls open 7:30am to 7:30pm

**December 31, 2020:** Final Campaign contribution report due for all candidates involved in the November General Election Regardless of being opposed or how much you spent.

**FOR OFFICE USE ONLY**

By \_\_\_\_\_ Date \_\_\_\_\_

Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

next election of municipal officials in 2011. This petition is an example of a form of petition that may be accepted by the county Ethics Commission, and the county clerks do not warrant that this form of petition would be correctly written after my signature.

No form of petition for this office is set out in the Arkansas Code, nor is the Secretary of State, State Ethics Commission, and the county clerks do not warrant that this form of petition would be

This example of a form or petition filed by a candidate for election as Secretary of State, clerk or the Secretary of State, The Secretary of State, State Board of Election Commissioners, or Ethics Commission authorized by the Secretary of State, State Board of Election Commissioners, Ethics Commissioners, Ethics Commission \*\*\*  
DoB FIELD IF POSSIBLE\*\*\*  
TO USE LEGAL SIZE PAPER AND TO ENLARGE THE  
ALL CANDIDATES TO  
ASKS ALL CANDIDATES  
THE SECRETARY OF STATE ASKS ALL CANDIDATES  
found sufficient by a court of law if subjected to a legal challenge.

FOR OFFICE USE ONLY

Valid of

By \_\_\_\_\_ Date \_\_\_\_\_

County

**TO:** The Honorable County Clerk of \_\_\_\_\_ at the \_\_\_\_\_  
\_\_\_\_\_ Position \_\_\_\_\_

We, the undersigned qualified electors of the city of \_\_\_\_\_, do hereby petition that the name of \_\_\_\_\_, at the  
\_\_\_\_\_, Ward \_\_\_\_\_, be placed on the ballot for the office of Alderman; I am a registered voter of the  
less than ten (10) cities of the 2<sup>nd</sup> class, and not less than thirty (30) for cities of the 1<sup>st</sup> class, and date of signing are \_\_\_\_\_.

I have personally signed this petition; Each of us for himself or herself says: My printed name, date of birth, residence, city or town of residence, and date of signing are \_\_\_\_\_.

next election of municipal officials in 20 \_\_\_\_\_. Each of us for himself or herself says: My printed name, date of birth, residence, city or town of residence, and date of signing are \_\_\_\_\_.

State of Arkansas and the designated city to be represented. Date \_\_\_\_\_ City or Town of \_\_\_\_\_ Residency \_\_\_\_\_ Signature \_\_\_\_\_

correctly written after my signature.

Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

next election of municipal officials in 20\_\_\_\_\_. My printed name, \_\_\_\_\_, is the \_\_\_\_\_ of the \_\_\_\_\_  
 State of Arkansas and the designated city to be represented. No form of petition for this office is set out in the Arkansas Code, nor is the Secretary of State, State  
 correctly written after my signature. This petition is an example of a form of petition that may be accepted by the county  
 Ethics Commission, and the county clerks do not warrant that this form of petition would be

This example of a form of petition is provided as a convenience to the Secretary of State, Board of Election Commissioners, Ethics Commission, and the county clerk or the Secretary of State. The Secretary of State, Board of Election Commissioners, Ethics Commission, and the county clerk are authorized to promulgate a form of petition to enlarge the DoB field if possible.

\*\*\*THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DoB FIELD IF POSSIBLE\*\*\*



# (Sample Petition of Nomination)

Mayor – Council Form of Government  
Alderman Candidates Elected At Large in  
Cities of the 1<sup>st</sup> Class and Cities of the 2<sup>nd</sup> Class

FOR OFFICE USE ONLY

Valid of \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

County \_\_\_\_\_, Arkansas, being in number not \_\_\_\_\_

TO: The Honorable County Clerk of \_\_\_\_\_, at the  
We, the undersigned qualified electors of the city of \_\_\_\_\_, do hereby petition that the name of \_\_\_\_\_, at the  
less than ten (10) for cities of the 1<sup>st</sup> class, and not less than thirty (30) for cities of the 2<sup>nd</sup> class, be placed on the ballot for the office of Alderman, Ward \_\_\_\_\_, Position \_\_\_\_\_, I am a registered voter of the  
next election of municipal officials in 20\_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition, and date of signing are  
State of Arkansas and the designated city to be represented. My printed name, date of birth, residence, city or town of residence, and date of signing are  
correctly written after my signature.

Signature	Printed Name	Date of Birth	Residence (Street Address)	City or Town of Residence	Date of Signing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

This example of a form of petition is provided as a convenience to potential candidates. No form of petition for this office is set out in the Arkansas Code, nor is the Secretary of State, State Board of Election Commissioners, or Ethics Commission authorized to promulgate a form of petition. This petition is an example of a form of petition that may be accepted by the county clerk or the Secretary of State. The Secretary of State, State Board of Election Commissioners, Ethics Commission, and the county clerks do not warrant that this form of petition would be found sufficient by a court of law if subjected to a legal challenge.

\*\*\*THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DOB FIELD IF POSSIBLE\*\*\*

### Ratio of Nomination)

## Alderman Candidates Elected At Large

## Cities of the 1<sup>st</sup> Class and Cities of the 2<sup>nd</sup> Class

County

The Honorable County Clerk of

TO: The Honorable County Clerk

We, the undersigned qualified electors of \_\_\_\_\_  
less than ten (10) for cities of the 2<sup>nd</sup> class, and not less than thirty (30)  
be placed on the ballot for the office of Alderman; I am a registered  
for myself or herself says: I have personally signed this petition, and date of signing are

\_\_\_\_\_ Total officials in 20\_\_\_\_. Ea

next election of municipal officers and the designated

State of Arkansas and the County of \_\_\_\_\_, State of Arkansas, do hereby certify that \_\_\_\_\_ is the true and correct signature of \_\_\_\_\_.

[illegible]

This example of a form of petition is provided as a convenience to potential candidates. This form may be modified by the Secretary of State, the county clerk or the Secretary of State. The Secretary of State, State Board of Election Commissioners, Ethics Commission, and the county clerk are authorized to promulgate a form of petition.

\*\*\*THE SECRETARY OF STATE ASKS ALL CANDIDATES TO USE LEGAL SIZE PAPER AND TO ENLARGE THE DOB FIELD IF POSSIBLE\*\*\*



# **MUNICIPAL OFFICES** **WITH MAYOR - COUNCIL FORM OF GOVERNMENT**

ELECTIVE OFFICE	FIRST CLASS CITY		SECOND CLASS CITY	INCORPORATED TOWN
	Population of 50,000 or more	Population Under 50,000		
<b>MAYOR</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of Town Minimum Age: 18 Years
<b>ALDERMAN</b>	Term: 4 Years Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years**** Qualified Elector Resident of Respective Ward Minimum Age: 18 Years	Term: 2 Years***** Qualified Elector Resident of Town Minimum Age: 18 Years
<b>CITY CLERK</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years		
<b>CITY/MUNICIPAL ATTORNEY</b>	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years Other qualifications may be set by City Ordinance	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City*** Minimum Age: 18 Years (Can be appointed if population under 5,000)	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of City (If no Attorney in city, then appointed by Mayor and City Council & must be licensed in state) Minimum Age: 18 Years * See Note Below	Term: 4 Years Qualified Elector Regularly Licensed Attorney Resident of Town (If no attorney in town, then appointed by Mayor and town council & must be licensed in state) Minimum Age: 18 Years * See Note Below
<b>CITY TREASURER OR CLERK/TREASURER</b>	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years	Term: 4 Years Qualified Elector Resident of City Minimum Age: 18 Years (City recorder & city treasurer offices may be combined.)	Term: 4 Years (Recorder/Treasurer) Qualified Elector Resident of Town Minimum Age: 18 Years
<b>CITY OR TOWN RECORDER</b>			Term: 2 Years Qualified Elector Minimum Age: 18 Years	
<b>CITY COLLECTOR</b>	Created by City Ordinance A.C.A. §14-43-508	Created by City Ordinance A.C.A. §14-43-508	Term: 2 Years (May be appointed or elected.) Qualified Elector Residency qualifications of appointed marshals determined by city or town Minimum Age: 18 Years	Term corresponds to alderman term Residency qualifications determined by town Created by Municipal Ordinance A.C.A. §14-45-109
<b>CITY/TOWN MARSHAL</b>				

- \* All cities of the second class and incorporated towns within the state may elect a municipal attorney at the time of the election of other officers of these cities of the second class and incorporated towns, if it is not established by ordinance that the office of the city attorney will be appointed
- \*\* Any city of the first class may, by ordinance referred to and approved by the voters, elect two aldermen from each ward to four-year terms, resulting in staggered terms with one alderman being elected to a four-year term from each ward every two years, with an initial two-year term for position 2.
- \*\*\* If no resident attorney of the city is available, the city may contract with any licensed attorney of the state.
- \*\*\*\* Any second-class city may, by ordinance referred to and approved by the voters, elect two aldermen for each ward for four-year terms, resulting in staggered terms with two aldermen being initially elected to a two year term from each ward every two years, with an initial two-year term for position 2.
- \*\*\*\*\* Any second-class city may, by ordinance referred to and approved by the voters, elect three aldermen to four-year terms, resulting in staggered terms with one alderman being elected to a four-year term from each ward every two years, with an initial two-year term for position 2.

# CANDIDATE INFORMATION

Office Filing For: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Home/Cell

\_\_\_\_\_ Work

Email Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

The above information will be public knowledge. The Information will help the Election Commission and County Clerk's Office contact you with pertinent information. Please fill in only the information you would like us to have.



**Mark Martin, Secretary of State**

Elections Division, Room 026  
State Capitol  
Little Rock, Arkansas 72201

# Political Practices Pledge

I, \_\_\_\_\_ a candidate for the Office of \_\_\_\_\_ (Name of office)

District Number \_\_\_\_\_, Division Number \_\_\_\_\_, Subdistrict Number \_\_\_\_\_, Position Number \_\_\_\_\_  
(if any) (if any) (if any) (if any)

hereby state that I am familiar with the requirements of Arkansas Code Annotated §§ 7-1-103, 7-1-104, 7-3-108, 7-6-101, 7-6-102, 7-6-103, and 7-6-104 and that I will in good faith comply with the provisions of the same.

**Check all that are applicable:**

\_\_\_\_ CANDIDATE FOR PARTY NOMINATION

Name of Party \_\_\_\_\_

\_\_\_\_ NONPARTISAN CANDIDATE

\_\_\_\_ WRITE-IN CANDIDATE

\_\_\_\_ INDEPENDENT CANDIDATE

\_\_\_\_ SCHOOL BOARD CANDIDATE

**ALL CANDIDATES MUST COMPLETE THE FOLLOWING SECTION:**

I hereby certify that I have never been convicted of a felony in the State of Arkansas, or in any other jurisdiction outside of Arkansas.\*\*

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print your name as it is to appear on ballot  
(See Below, Ark Code Ann. § 7-7-305(c))

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip Code

**\*\*A prospective candidate for state, district, county, municipal or township office who has had a felony conviction expunged in accordance with Ark. Code Ann. §§ 16-93-301 to 303 or similar expunction statute in another state may certify that he or she has never been convicted of a felony, provided the candidate presents a certificate of expunction from the court that convicted the prospective candidate. See Ark. Code Ann. § 7-6-102(d)**

**7-7-305. Printing of ballots - Form.**

(c) (1) (A) A person who files for an elective office in this state may use not more than three (3) given names, one (1) of which may be a nickname or any other word used to identify the person to the voters, and may add as a prefix to his or her name the title or an abbreviation of an elective public office the person currently holds.

(B) A person may use as the prefix the title of a nonpartisan judicial office in an election for a nonpartisan judicial office only if:

- (i) The person is currently serving in a nonpartisan judicial office to which the person has been elected in the last election for the office; or
- (ii) The person:

- (a) Is a candidate for the office of circuit judge or district judge;
- (b) Is currently serving in the office of circuit judge or district judge as an appointee; and
- (c) Has been serving in that position for at least twelve (12) months.

(C) A nickname shall not include a professional or honorary title.

(2) The names and titles as proposed to be used by each candidate on the political practice pledge or, if the political practice pledge is not filed by the filing deadline, then the names and titles that appear on the party certificate shall be reviewed no later than one (1) business day after the filing deadline by the Secretary of State for state and district offices and by the county board of election commissioners for county, township, school, and municipal offices.

(3)(A) The name of every candidate shall be printed on the ballot in the form as certified by either the Secretary of State or the county board.

(B) However, the county board of election commissioners may substitute an abbreviated title if the ballot lacks space for the title requested by a candidate.

(C) The county board of election commissioners shall immediately notify a candidate whose requested title is abbreviated by the county board of election commissioners.

(4) A candidate shall not be permitted to change the form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge.

Rev. 12/2013



# AFFIDAVIT OF ELIGIBILITY

My name is (print): \_\_\_\_\_

I am aware of the requirements for holding office, and am eligible to hold the following office, if elected:

Position: \_\_\_\_\_

District/ Division/ Ward/ Zone (if applicable): \_\_\_\_\_

Position Number or other description (if applicable): \_\_\_\_\_

By my signature below, I affirm that the above statements are true and complete.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Residential Address of Candidate (Street)

\_\_\_\_\_  
City, State, Zip Code

## VERIFICATION

*State of Arkansas* )  
*County of* \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, duly authorized and acting, personally appeared \_\_\_\_\_ (name of Candidate), known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal on the date set forth above.

\_\_\_\_\_  
Notary Public (or other authorized officer)

My commission expires: \_\_\_\_\_

# ARKANSAS ETHICS COMMISSION

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Chairman

Ashley Driver Younger  
Vice Chairman

Alice Eastwood  
Lori Klein  
Sybil Jordan Hampton  
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Staff Attorneys

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## 2020 REPORTING CALENDAR CANDIDATES FOR NONPARTISAN MUNICIPAL OFFICE IN A CITY OR TOWN WITH MAYOR/COUNCIL FORM OF GOVERNMENT

August 10, 2020 November 18, 2019	Statement of Financial Interest for calendar year 2018 due from all non-incumbent candidates.
January 31, 2020	Statement of Financial Interest for calendar year 2019 due from all incumbent officeholders and non-incumbent candidates.
October 27, 2020	If opposed in general election, preelection report* due for general election. This report covers all campaign activity through October 24.
November 3, 2020	<b>General Election</b>
December 1, 2020	†† <b>Special Runoff Election pursuant to Ark. Code Ann. § 7-5-106 (i.e., general election runoff)</b>

†† IF YOU ARE INVOLVED IN A SPECIAL RUNOFF ELECTION, TWO ADDITIONAL REPORTS ARE DUE.

November 24, 2020	Preelection report* due for special runoff election. This report covers all campaign activity from November 4-21.
February 1, 2021	Final report** due for special runoff election. This report covers all campaign activity from November 22 through the date the report is filed.

December 30, 2020 Final report\*\* due for general election.

If candidate has not previously filed any reports during the 2020 election cycle, the final report for the general election covers all campaign activity through the date the report is filed.

If candidate filed a preelection report for the general election and was not involved in a special runoff election, the final report for the general election covers all campaign activity from October 25 through the date the report is filed.

If candidate filed a preelection report for the general election and was involved in a special runoff election, the final report for the general election covers all campaign activity from October 25 through November 3.

\*A candidate is not required to file a preelection report if he or she has not received contributions or made expenditures in excess of five hundred dollars (\$500). In calculating the amount of contributions received or expenditures made for purposes of the exception, the payment of the filing fee from the candidate's personal funds shall not be considered as either a contribution or an expenditure. Once the five hundred dollar (\$500) threshold has been met, however, a candidate who has used his or her personal funds to pay the filing fee is required to report same.

\*\*A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).



# INSTRUCTIONS FOR STATEMENT OF FINANCIAL INTEREST

## INTRODUCTION/WHO MUST FILE

Ark. Code Ann. § 21-8-701(a) requires that the following persons file a written Statement of Financial Interest on an annual basis:

- A public official, as defined by Ark. Code Ann. § 21-8-402(17);
- A candidate for elective office;
- A district judge or city attorney, whether elected or appointed;
- Any agency head, department director, or division director of state government;
- Any chief of staff or chief deputy of a constitutional officer, the Senate, or the House of Representatives;
- Any public appointee to any state board or commission (who possesses regulatory authority or is authorized to receive or disburse state or federal funds);<sup>1</sup>
- All persons who are elected members of a school board or who are candidates for a position on a school board;
- All public and charter school superintendents;
- All executive directors of education service cooperatives;
- Any person appointed to a municipal, county or regional (i) planning board or commission, (ii) airport board or commission, (iii) water or sewer board or commission, (iv) utility board or commission, or (v) civil service commission;
- Any member of an advertising and promotion commission; and
- Any member of a research park authority board under Ark. Code Ann. § 14-144-201 et seq.

The Arkansas Ethics Commission, which enforces this statute, has prepared these instructions, along with the office of the Secretary of State, whose office maintains the records, to assist persons required to file these statements. If you have any questions concerning the reporting requirements or how to fill out your Statement of Financial Interest, call or write either the **Arkansas Ethics Commission**, Post Office Box 1917, Little Rock, Arkansas 72203-1917, tel. (501) 324-9600 or the **Secretary of State, Elections Division**, State Capitol, Room 026, Little Rock, Arkansas 72201, tel. (501) 682-5070.

When preparing the Statement of Financial Interest, please **print or type the information**. You must also sign the Statement in Section 13 and your signature must be attested to before a Notary Public.

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<sup>1</sup> Pursuant to Ark. Code Ann. § 21-8-701(a)(5)(B), a public appointee to a state board or commission which is not charged by law with the exercise of regulatory authority and which receives or disburses state or federal funds only in the form of mileage reimbursement for members attending meetings of the board or commission is not required file a written Statement of Financial Interest.

## SECTION 2 (Reason for Filing)

Check the box applicable to you and provide the office/position held or name of the board, commission or school district in the appropriate space.

## SECTION 3 (Sources of Income)

The term "gross income" is intended to be comprehensive. It refers to all income from whatever source derived, including but not limited to compensation for services, fees, commissions, and income derived from business interests. Report each employer and/or each other source of income from which you, your spouse, or any other person for the use or benefit of you or your spouse receives gross income exceeding \$1,000 on an annual basis. Include your governmental income from the office or position which requires your filing of this form. You are required to use the gross amount received as income. Thus, you must compute your total income from any particular source without first deducting expenses.

You are not required to list the individual items of gross income that constitute a portion of the income of the business or profession from which you or your spouse derives income. (For example: Accountants, attorneys, farmers, contractors, etc. do not have to list their individual clients.) If more than one source/employer/entity compensated you during the past year, you are required to list each source of income greater than \$1,000. If you or your spouse received speaking honoraria, you must report, under the request for "source", the sponsor of each event for which a payment was made for your speech or appearance, as well as the date and dollar category ("more than \$1,000.00" or "more than \$12,500.00"). The term "honoraria", as used herein, means a payment of money or any thing of value for an appearance, speech, or article. NOTE: Food, lodging, and travel provided to a public servant in connection with an appearance would not constitute honoraria if the public servant is appearing in his or her official capacity and the appearance bears a relationship to the public servant's office or position. Section 10 of the Statement of Financial Interest addresses the reporting of payment for such food, lodging, and travel.

You must also provide a brief description of the nature of the services for which the income was received, as well as the name under which the income was received. For example:

Source	Description	Amount
State of Arkansas (address) John Doe	Executive Dir.	More than \$12,500.00
University of Arkansas (address) John M. Doe	Teaching	More than \$12,500.00
450 Main Street, Little Rock, Arkansas	Rent Income	More than \$12,500.00



In the case of **bank accounts**, if the total of interest bearing accounts (including certificates of deposit) deposited in a particular bank exceeds \$1,000.00, list each institution holding more than \$1,000.00. If no particular bank holds more than \$1,000.00, you need not report any bank accounts. All accounts at one institution, including those for your spouse, may be combined as one entry. Thus, for example, you may report a checking account, savings account, certificate of deposit, and IRA in Smith First National Bank of Arkansas by checking the gross total of the accounts (e.g., "more than \$1,000.00") and stating "Smith First National Bank of Arkansas" with its address. You need not list each account. If you are listed on an account purely for custodial reasons, and you do not assert any ownership rights to the assets in the account (for example, if you are a joint tenant with an elderly relative), you need not list the account.

For any business interest, if you or your spouse has an interest in a proprietorship, partnership, or corporation that is actively engaged in a trade or business, you must disclose the name and address of each interest. It is not necessary to provide an itemized list of the assets of the business. For example, you need only categorize the total value of your interest (e.g., "more than \$12,500.00") and not items such as "office equipment." This includes each asset held in trust for you or your spouse which has a value greater than \$1,000.00. Holdings of a trust for which you or your spouse are merely an administrator and for which you have no beneficial interest need not be reported.

### **Section 5 (Office or Directorship)**

You must report your nongovernmental offices and directorships held by you or your spouse in any business, corporation, firm, or enterprise subject to the jurisdiction of a regulatory agency of this State, or any of its political subdivisions. For each such business, provide the name of the business, its address, the office or directorship held and the name of the person (either you or your spouse) who holds the office or directorship. A "regulatory agency", as defined by Ark. Code Ann. § 21-8-301(1), means any "state board, commission, department, or officer authorized by law to make rules or to adjudicate contested cases except those in the legislative or judicial branches."

### **Section 6 (Creditors)**

You must report the name and address of each creditor to whom the value of \$5,000.00 or more is personally owed and outstanding at the end of the reporting period. All information regarding a single creditor may be reported in a single entry. If you have more than one liability owed to the same creditor, add up the items of credit to determine if the \$5,000.00 threshold has been met. The identity of the creditor is the name of the person or organization to which the liability is owed (e.g., "Bob Smith, 1000 Elm Street, Little Rock, Arkansas").

You do not need to include debts owed to members of your family. You may also exclude loans made in the ordinary course of business by either a financial institution or a person who regularly and customarily extends credit. This exclusion applies to such items as a mortgage



A gift can be a tangible item, such as a watch, or an intangible item, such as a hunting or fishing trip. A gift does not include (1) informational material; (2) receiving food, lodging, or travel which bears a relationship to the public servant's office and when appearing in an official capacity; (3) gifts which are not used and returned to the donor within 30 days; (4) gifts from a family member listed in Ark. Code Ann. § 21-8-402(5)(B)(iv), unless the family member is acting as an agent for a person not covered by the exception; (5) campaign contributions; (6) devises or inheritances; (7) anything with a value of \$100 or less; (8) wedding presents and engagement gifts; (9) a monetary or other award presented to an employee of a public school district, the Arkansas School for the Blind, the Arkansas School for the Deaf, the Arkansas School for Mathematics, Sciences, and the Arts, a university, a college, a technical college, a technical institute, a comprehensive life-long learning center, or a community college in recognition of the employee's contribution to education; (10) tickets to charitable fundraising events held within this state by a non-profit organization which is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; (11) a personalized award, plaque, or trophy with a value of one hundred fifty dollars (\$150) or less; (12) an item which appointed or elected members of a specific governmental body purchase with their own personal funds and present to a fellow member of that governmental body in recognition of public service; (13) food or beverages provided at a conference scheduled event that is part of the program of the conference; (14) food or beverages provided in return for participation in a bona fide panel, seminar, speaking engagement at which the audience is a civic, social, or cultural organization or group; and (15) a monetary or other award publicly presented to an employee of state government in recognition of his or her contributions to the community and State of Arkansas when the presentation is made by the employee's supervisor or peers, individually or through a non-profit organization which is exempt from taxation under Section 501(c) of the Internal Revenue Code, and the employee's receipt of the award would not result in or create the appearance of the employee using his or her position for private gain, giving preferential treatment to any person, or losing independence or impartiality (This exception shall not apply to an award presented to an employee of state government by a person having economic interests which may be affected by the performance or nonperformance of the employee's duties or responsibilities.).

In reporting a gift, you must report the source, the date it was received, a reasonable estimate of its fair market value, and a brief description. In that regard, the Ethics Commission has issued opinions concerning the "fair market value" of such items as transportation on a private aircraft. A group of items received from the same source at the same time would be considered one gift and the separate values should be added together. As an example, if you receive a tie and tie clip (valued \$50.00) along with a pair of golf shoes (valued at \$75) from one donor, this should be reported and described in Section 8, as the receipt of a gift, "tie, tie clip and shoes." The value would be \$125.00. Similarly, food and beverages provided you in connection with lodging should be aggregated to ascertain if the threshold reporting level has been reached. If you are unsure if the value should be aggregated for purposes of reporting, you may wish to contact the Arkansas Ethics Commission for an opinion.

In accordance with Ark. Code Ann. § 21-8-804, certain designated officials are authorized to accept gifts, grants, and donations of money or property on behalf of the State of Arkansas, the Arkansas Senate, the Arkansas House of Representatives, and the Arkansas Supreme Court. In addition, the designated officials are authorized to accept donations of money



period of time than was actually the case, you should indicate any time not spent at the sponsor's expense on either the line requesting the "date" or "nature" of expenses. For example, using the dates listed above, you could report "May 1 - 5, 1997. May 3 - 4 on personal business, expenses paid by me."

### **Section 12 (Direct Regulation of Business)**

The law requires you to list any business by whom you are employed if the business is under direct regulation or subject to direct control by the governmental body which you serve. You must report the employment by listing the name of this business/employer and provide the governmental body which regulates or controls aspects of the business. Such a business relationship typically exists if your private employer is subject to any rules or regulations of a governmental body or if a governmental body adjudicates contested cases of fact involving your private employer. For example, if you work as a licensed dentist, the appropriate regulatory governing body may be the State Board of Dental Examiners.

Whether your business is under direct regulation or subject to direct control by a governing body is often a question of fact. If you are unsure, you should contact the Arkansas Ethics Commission or, if you know, the agency you suspect may regulate part or all of your activities.

### **Section 13 (Sales to Governmental Body)**

The law requires you to report certain business relationships with the government if a significant sale of goods or services occurs. Specifically, you must set out in detail the goods or services sold having a total annual value in excess of \$1,000.00 sold to the governmental body for which you serve or are employed and the compensation paid for each category of goods or services by you or any business in which you or your spouse is an officer, director, stockholder owning more than ten percent (10%) of the stock, owner, trustee, or partner.

### **Section 14 (Signature)**

Under the law, each person, required to file a Statement of Financial Interest must prepare the statement under penalty of false swearing and sign such form attesting to the truth and accuracy of the information set forth on the form. Ark. Code Ann. § 21-8-702. If a person who is required to file a Statement of Financial Interest is called to active duty in the armed forces of the United States, the statement may be completed by the spouse of the person. If the Statement of Financial Interest is completed by the spouse, under this exception, the spouse's signature shall be sufficient for the requirement of Ark. Code Ann. § 21-8-702.

**REVISED 12/2013**

# STATEMENT OF FINANCIAL INTEREST

**State/District officials file with:**

Mark Martin, Secretary of State  
State Capitol, Room 026  
Little Rock, AR 72201  
Phone (501) 682-5070  
Fax (501) 682-3548

**Calendar year covered** \_\_\_\_\_  
(Note: Filing covers the previous calendar year)

For assistance in completing  
this form contact:  
Arkansas Ethics Commission  
Phone (501) 324-9600  
Toll Free (800) 422-7773

**Is this an amendment?** ☐ Yes ☐ No

Please provide complete information. If the information requested in a particular section does not apply to you, indicate such by noting **"Not Applicable"** in that section. Do not leave any part of this form blank. If additional space is needed, you may attach the information to this document. Do not file this form with the Arkansas Ethics Commission.

## **SECTION 1- NAME AND ADDRESS**

Name \_\_\_\_\_  
(Last) (First) (Middle)  
Address \_\_\_\_\_  
(Street or P.O. Box Number) (City) (State) (Zip Code)  
Phone \_\_\_\_\_  
Spouse's name \_\_\_\_\_  
(Last) (First) (Middle)  
All names under which you and/or your spouse do business: \_\_\_\_\_

## **SECTION 2- REASON FOR FILING**

- ☐ Public Official \_\_\_\_\_  
(office held)
- ☐ Candidate \_\_\_\_\_  
(office sought)
- ☐ District Judge \_\_\_\_\_  
(name of district)
- ☐ City Attorney \_\_\_\_\_  
(name of city)
- ☐ State Government: Agency Head/Department Director/Division Director \_\_\_\_\_  
(name of agency/department/division)
- ☐ Chief of Staff or Chief Deputy \_\_\_\_\_  
(name of Constitutional Officer, Senate, or House of Representatives)
- ☐ Public appointee to State Board or Commission \_\_\_\_\_  
(name of board/commission)
- ☐ School Board member \_\_\_\_\_  
(name of school district)
- ☐ Candidate for school board \_\_\_\_\_  
(name of school district)
- ☐ Public or Charter School Superintendent \_\_\_\_\_  
(name of school district/school)
- ☐ Executive Director of Education Service Cooperative \_\_\_\_\_  
(name of cooperative)
- ☐ Advertising and Promotion Commission member \_\_\_\_\_  
(name of advertising and promotion commission)
- ☐ Research Park Authority Board member under A.C.A. § 14-144-201 et seq. \_\_\_\_\_  
(name of research park authority board)



**SECTION 2- REASON FOR FILING (continued)**

- ☐ Appointee to one of the following municipal, county or regional boards or commissions (list name of board or commission):
- ☐ Planning board or commission \_\_\_\_\_
  - ☐ Airport board or commission \_\_\_\_\_
  - ☐ Water or Sewer board or commission \_\_\_\_\_
  - ☐ Utility board or commission \_\_\_\_\_
  - ☐ Civil Service commission \_\_\_\_\_

**SECTION 3- SOURCE OF INCOME**

List each employer and/or each other source of income from which you, your spouse, or any other person for the use or benefit of you or your spouse receives gross income amounting to more than \$1,000. (You are not required to disclose the individual items of income that constitute a portion of the gross income of the business or profession from which you or your spouse derives income. For example: accountants, attorneys, farmers, contractors, etc. do not have to list their individual clients.) If you receive gross income exceeding \$1,000 from at least one source, the answer N/A is not correct.

- a) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

\_\_\_\_\_  
(name of employer or source of income)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(name under which income received)

Provide a brief description of the nature of the services for which the compensation was received \_\_\_\_\_

- b) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

\_\_\_\_\_  
(name of employer or source of income)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(name under which income received)

Provide a brief description of the nature of the services for which the compensation was received \_\_\_\_\_

- c) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

\_\_\_\_\_  
(name of employer or source of income)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(name under which income received)

Provide a brief description of the nature of the services for which the compensation was received \_\_\_\_\_

#### **SECTION 4- BUSINESS OR HOLDINGS**

List the name of every business in which you, your spouse or any other person for the use or benefit of you or your spouse have an investment or holding. Individual stock holdings should be disclosed. Figures should be based on fair market value at the end of the reporting period.

a) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)

b) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)

c) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)

d) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)

e) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)

f) Check appropriate box: ☐ More than \$1,000 ☐ More than \$12,500

(name of corporation, firm or enterprise)

(address)

(name under which investment held)



### **SECTION 5- OFFICE OR DIRECTORSHIP**

List every office or directorship held by you or your spouse in any business, corporation, firm, or enterprise subject to jurisdiction of a regulatory agency of this State, or of any of its political subdivisions.

- a) \_\_\_\_\_  
(name of business, corporation, firm, or enterprise)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(office or directorship held)  
\_\_\_\_\_  
(name of office holder)
- b) \_\_\_\_\_  
(name of business, corporation, firm, or enterprise)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(office or directorship held)  
\_\_\_\_\_  
(name of office holder)

### **SECTION 6- CREDITORS**

List each creditor to whom the value of five thousand dollars (\$5,000) or more was personally owed or personally obligated and is still outstanding. (This does not include debts owed to members of your family or loans made in the ordinary course of business by either a financial institution or a person who regularly and customarily extends credit.)

- a) \_\_\_\_\_  
(name of creditor)  
\_\_\_\_\_  
(address of creditor)
- b) \_\_\_\_\_  
(name of creditor)  
\_\_\_\_\_  
(address of creditor)
- c) \_\_\_\_\_  
(name of creditor)  
\_\_\_\_\_  
(address of creditor)

### **SECTION 7- PAST-DUE AMOUNTS OWED TO GOVERNMENT**

List the name and address of each governmental body to which you are legally obligated to pay a past-due amount and a description of the nature of the amount of the obligation.

- a) \_\_\_\_\_  
(name of governmental body) (address of governmental body)  
\_\_\_\_\_  
(amount owed) (nature of the obligation)
- b) \_\_\_\_\_  
(name of governmental body) (address of governmental body)  
\_\_\_\_\_  
(amount owed) (nature of the obligation)

## **SECTION 8- GUARANTOR OR CO-MAKER**

List each guarantor or co-maker who has guaranteed a debt of yours that is still outstanding. (This includes debt guarantors arising or extended and refinanced after Jan. 1, 1989. Members of your family who are your guarantors are not required to be disclosed.)

- a) \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(address)
- b) \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(address)

## **SECTION 9- GIFTS**

List the source, date, description, and a reasonable estimate of the fair market value of each gift of more than \$100 received by you or your spouse and of each gift of more than \$250 received by your dependent children. The term "gift" is defined as "any payment, entertainment, advance, services, or anything of value unless consideration of equal or greater value has been given therefor." There are a number of exceptions to the definition of "gift." Those exceptions are set forth in the Instructions for Statement of Financial Interest prepared for use with this form. (Note: The value of an item shall be considered to be less than \$100 if the public servant reimburses the person from whom the item was received any amount over \$100 and the reimbursement occurs within ten (10) days from the date the item was received.)

- a) \_\_\_\_\_  
(description of gift)  
\_\_\_\_\_  
(date) (fair market value)  
\_\_\_\_\_  
(source of gift)
- b) \_\_\_\_\_  
(description of gift)  
\_\_\_\_\_  
(date) (fair market value)  
\_\_\_\_\_  
(source of gift)
- c) \_\_\_\_\_  
(description of gift)  
\_\_\_\_\_  
(date) (fair market value)  
\_\_\_\_\_  
(source of gift)
- d) \_\_\_\_\_  
(description of gift)  
\_\_\_\_\_  
(date) (fair market value)  
\_\_\_\_\_  
(source of gift)
- e) \_\_\_\_\_  
(description of gift)  
\_\_\_\_\_  
(date) (fair market value)  
\_\_\_\_\_  
(source of gift)



## **SECTION 10- AWARDS**

If you are an employee of a public school district, the Arkansas School for the Blind, the Arkansas School for the Deaf, the Arkansas School for Mathematics, Sciences, and the Arts, a university, a college, a technical college, a technical institute, a comprehensive life-long learning center, or a community college, the law requires you to disclose each monetary or other award over one hundred dollars (\$100) which you have received in recognition of your contributions to education. The information disclosed with respect to each such award should include the source, date, description, and a reasonable estimate of the fair market value.

a)	_____	(description of award)
	_____	(date)
	_____	(fair market value)
	_____	(source of award)
b)	_____	(description of award)
	_____	(date)
	_____	(fair market value)
	_____	(source of award)
c)	_____	(description of award)
	_____	(date)
	_____	(fair market value)
	_____	(source of award)
d)	_____	(description of award)
	_____	(date)
	_____	(fair market value)
	_____	(source of award)

## **SECTION 11- NONGOVERNMENTAL SOURCES OF PAYMENT**

List each nongovernmental source of payment of your expenses for food, lodging, or travel which bears a relationship to your office when you appear in your official capacity when the expenses incurred exceed \$150.

a)	_____	(name of person or organization paying expense)
	_____	(business address)
	_____	\$ _____ (amount of expense)
	_____	(date of expense)
	_____	(nature of expenditure)
b)	_____	(name of person or organization paying expense)
	_____	(business address)
	_____	\$ _____ (amount of expense)
	_____	(date of expense)
	_____	(nature of expenditure)

## **SECTION 12- DIRECT REGULATION OF BUSINESS**

List any business which employs you and is under direct regulation or subject to direct control by the governmental body which you serve.

- a) \_\_\_\_\_  
(name of business)  
\_\_\_\_\_  
(governmental body which regulates or controls)
- b) \_\_\_\_\_  
(name of business)  
\_\_\_\_\_  
(governmental body which regulates or controls)
- c) \_\_\_\_\_  
(name of business)  
\_\_\_\_\_  
(governmental body which regulates or controls)
- d) \_\_\_\_\_  
(name of business)  
\_\_\_\_\_  
(governmental body which regulates or controls)

## **SECTION 13- SALES TO GOVERNMENTAL BODY**

List the goods or services sold to the governmental body for which you serve which have a total annual value in excess of \$1,000. List the compensation paid for each category of goods or services sold by you or any business in which you or your spouse is an officer, director, or stockholder owning more than 10% of the stock of the company.

- a) \_\_\_\_\_  
(goods or services)  
\_\_\_\_\_  
(governmental body to whom sold)  
\_\_\_\_\_  
(compensation paid)
- b) \_\_\_\_\_  
(goods or services)  
\_\_\_\_\_  
(governmental body to whom sold)  
\_\_\_\_\_  
(compensation paid)
- c) \_\_\_\_\_  
(goods or services)  
\_\_\_\_\_  
(governmental body to whom sold)  
\_\_\_\_\_  
(compensation paid)
- d) \_\_\_\_\_  
(goods or services)  
\_\_\_\_\_  
(governmental body to whom sold)  
\_\_\_\_\_  
(compensation paid)



## **SECTION 14- SIGNATURE**

I certify under penalty of false swearing that the above information is true and correct.

\_\_\_\_\_  
Signature

STATE OF ARKANSAS

} ss

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Legible Notary Seal)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Note: If faxed, notary seal must be legible (i.e., either stamped or raised and inked) and the original must follow within ten (10) days pursuant to Ark. Code Ann. § 21-8-703(b)(3).

### **IMPORTANT**

#### **Where to file:**

State or district candidates/public servants file with the Secretary of State.  
Appointees to state boards/commissions file with the Secretary of State.  
County, township, and school district candidates/public servants file with the county clerk.  
Municipal candidates/public servants file with the city clerk or recorder, as the case may be.  
City attorneys file with the city clerk of the municipality in which they serve.  
District judges file with the Secretary of State.  
Members of regional boards or commissions file with the county clerk of the county in which they reside.

#### **General Information:**

- \* The Statement of Financial Interest should be filed by January 31 of each year.
- \* The filing covers the previous calendar year.
- \* Candidates for elective office shall file the Statement of Financial Interest for the previous calendar year on the first Monday following the close of the period to file as a candidate for elective office unless already filed by January 31. In addition, if the party filing period ends before January 1 of the year of the general election, candidates for elective office shall file a Statement of Financial Interest for the previous calendar year by no later than January 31 of the year of the general election.
- \* Agency heads, department directors, and division directors of state government shall file the Statement of Financial Interest within thirty (30) days of appointment or employment unless already filed by January 31.
- \* Appointees to state boards or commissions shall file the Statement of Financial Interest within thirty (30) days after appointment unless already filed by January 31.
- \* If a person is included in any category listed above for any part of a calendar year, that person shall file a Statement of Financial Interest covering that period of time regardless of whether they have left their office or position as of the date the statement is due.

**Receipt for \_\_\_\_\_ Election Cycle**  
**(Year)**

The undersigned candidate acknowledges receipt of an information packet including the following:

1. Reporting Calendar;
2. Rules on Campaign Finance & Disclosure;
3. Campaign Contribution and Expenditure Reporting form and instructions; and
4. Statement of Financial Interest disclosure form and instructions.

This receipt serves as verification that the County Clerk of the County in which the election is being held has complied with the requirements of Ark. Code Ann. §§ 7-6-208(b)(3)(A) or 7-6-209(b)(3)(A).

\_\_\_\_\_  
Candidate's Printed Name

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date



**INSTRUCTIONS FOR COMPLETING THE  
CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORT**

**COUNTY, MUNICIPAL AND SCHOOL BOARD CANDIDATES**

**SECTION 1** - Indicate general candidate information and title of office sought. If applicable, include information concerning the candidate's campaign committee. Also, if you are amending a report, the appropriate box at the top of the page should be checked. The law requires that the report be signed under penalty of perjury. The place for the notarized signature is at the bottom of the front page of the report.

**NOTE:** County, Municipal and School Board candidates are required to file a copy of this report with the County Clerk of the county in which the election is held.

**SECTION 2** - Check the box for the type of election and write in the year in which the election will be held.

**SECTION 3** - Check the appropriate box to indicate which type of report you are completing. Please note each type of report included here. Also, please complete the blanks indicating the dates covered by this report. It is noted that, when filing a final report, a candidate must indicate the method in which surplus funds are disposed. When a candidate's campaign has ended, the final report is required to indicate which option under Ark. Code Ann. § 7-6-203(h) was used to dispose of any surplus funds and the amount of such funds disposed of by the candidate. In addition, the amount of funds retained by the candidate as carryover funds is also required to be disclosed. However, if the candidate's campaign has not ended, disposal of campaign funds is not required and the candidate may carry forward any remaining campaign funds to the general primary election, general election, or general runoff election for that same office.

**LINE 4** - This line, along with lines 5-10, contains SUMMARY information regarding campaign finance activity during the reporting period and cumulatively for the election. Line 4 reflects the balance of campaign funds as of the beginning of the reporting period which should be the same as the ending balance on your last report (found on line 9 of your last report). Your report will normally reflect a positive balance indicating the amount of funds on hand. However, a report may reflect a debt if prior expenditures have exceeded the amount of contributions received.

**LINE 5** - This line reflects the amount of interest earned by your campaign account. Interest earned is not treated as a contribution for reporting purposes, but is considered in calculating the balance of campaign funds at the close of the reporting period. In the first column ("For Reporting Period") you list the amount of interest earned since the last reporting period. In the second column ("Cumulative Total"), you list the cumulative total of all interest earned by your campaign account for the election thus far.

**LINE 6** - This line reflects the total amount of loans made by you from your own personal funds to your campaign, or personal loans made by financial institutions to you and applied to your campaign. In the first column ("For Reporting Period") you list the amount of loans which you received during the reporting period. This figure can be found on line 13 and should be entered



on line 6. In the second column ("Cumulative Total") you should enter the total amount of all loans to your campaign to date, which should be calculated by adding the figure reported in the first column of this report to the figure reported in the second column of the last report.

**LINE 7** - This line reflects the total amount of monetary contributions for your campaign. In the first column ("For Reporting Period") you list the amount of contributions, itemized and nonitemized, you received during this reporting period.<sup>1</sup> This figure can be found on line 19 and should be entered on line 7. In the second column ("Cumulative Total") you should enter the total amount of all contributions to your campaign to date, which should be calculated by adding the figure reported in the first column of this report to the figure reported in the second column of the last report. Non-money or "in-kind" contributions, as reflected on line 15, are not included in the figure for line 7.

**LINE 8** - This line reflects the total amount of expenditures made by your campaign. In the first column ("For Reporting Period") you list the amount of expenditures, itemized and nonitemized, you made during this reporting period. This figure can be found on line 28 and should be entered on line 8. In the second column ("Cumulative Total") you should list the total amount of all expenditures to your campaign to date, which should be calculated by adding the figure reported in the first column of this report to the figure reported in the second column in the last report.

**LINE 9** - This line should reflect the balance of your campaign funds or "cash on hand" at the close of the reporting period. This figure is calculated by adding the amounts on lines 4, 5, 6 and 7 and subtracting from that total the figure listed on line 8.

**LINE 10** - When filing a final report for a particular election, the candidate should indicate either the balance of funds remaining after the payment of all debts or the amount of all debts (including loans) which remain unpaid. Line 10 of a candidate's final report should either reflect "cash on hand" or debts (but not both).

**LINE 11** - This line should be checked only if you have not received any contributions, made any expenditures, or otherwise had any campaign financial activity during this particular reporting period. If this is true, you should check this box, and complete only the items on page 1 of the Contribution and Expenditure Report. When filing a "no activity" report, the candidate should only sign and file the front page of the report.

**SECTION 12** - The limit on campaign contributions does not apply to loans or contributions made by a candidate from his or her own personal funds to the campaign or to personal loans made by financial institutions to the candidate and applied to his campaign. Any personal loan made by a financial institution to a candidate and applied to his campaign should be reported in Section 12.

If a candidate desires to use or raise campaign funds to repay himself for personal funds which he contributed to the campaign, then he would need to report those personal funds as a loan in Section 12.

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<sup>1</sup> If contributions for a general election are received during the reporting period for the primary election, those contributions should be reported in a separate but concurrent report designated for the general election. For more information on this subject, please see Ethics Commission Advisory Opinion No. 97-EC-015.



If a candidate does not desire to use or raise campaign funds to repay himself for personal funds which he contributed to the campaign, then those personal funds would not be reported in Section 12. Instead, they would be reported as a campaign contribution either in Section 16 or on line 18, depending upon the amount.

If a candidate has unpaid loans at the end of a primary, runoff, special, or general election, the source, description and amount of each such loan should be itemized in Section 29. Candidates ending their campaign in debt are permitted to raise funds to retire the debt subject to the restrictions contained in Ark. Code Ann. § 7-6-219.

**LINE 13** - This line reflects the total amount of loans you received during this reporting period.

**SECTION 14** - This section is for itemization of non-money or "in-kind" contributions. Contributions to candidates may not exceed the maximum amount per election from a contributor. The campaign contribution limit applies to "in-kind" contributions as well. Examples of non-money or "in-kind" contributions are donations of equipment, furniture, office space, advertising or some other item of value. The fair market value should be listed. Noncompensated, nonreimbursed, volunteer personal services or travel are **not** considered "in-kind" contributions.

**LINE 15** - This line reflects the total amount of non-money or "in-kind" contributions listed in Section 14.

**SECTION 16** - This section is for itemization of money or cash contributions over \$50. Contributions to candidates for county, municipal, or school board office may not exceed the maximum amount per election from any contributor. The limit applies to all contributions. The law requires the candidate to list each **contributor**, his/her **address**, **place of business**, **employer**, **occupation** and the **date** and **amount** of each contribution during this reporting period. The candidate must also designate for **which election** the contribution was received by checking the applicable box in column 4. If additional pages are necessary to report all of the contributions received, this page of the Contribution and Expenditure Report may be photocopied and attached to the report when the report is filed. (NOTE: When a person having carryover funds from a prior campaign files as a candidate for public office, such carryover funds must be transferred to the person's active campaign fund. Although technically not a contribution, the transfer of such funds should be reported in this section.)

**LINE 17** - This line should reflect the total of the itemized contributions listed in Section 16.

**LINE 18** - Disclose the total amount of monetary contributions of \$50 or less received during this reporting period. A monetary contribution of \$50 or less from any contributor need not be itemized, but is considered a contribution for the particular contributor and is credited against the maximum amount the contributor may contribute to the campaign. Once a contributor exceeds the \$50 threshold for a particular election, all subsequent contributions must be itemized.

**LINE 19** - This line reflects the totals from lines 17 (itemized contributions) and 18 (nonitemized contributions). While a non-money contribution is considered as a contribution from the contributor and applies toward that contributor's maximum limit, non-money



contributions are not included in the amount entered on this line. Line 19 reflects the total amount of monetary contributions and is used in computing the balance of campaign funds at the close of the reporting period. This figure should also be entered on line 7 on the front page of the report.

**SECTION 20** - This section requires disclosure by category of all expenditures made during the reporting period. The expenditures disclosed here include both the itemized expenditures, listed in Section 24, and the non-itemized expenditures which comprise the total found on line 26. The total amount for each category should be included. If an expenditure is made which does not fall within one of the listed categories, the candidate should include and list the expenditure as "Other" and provide a description in the appropriate space. Expenditures for salaries and wages of campaign workers should be totaled and listed in the applicable category here. Additionally, expenditures for any paid campaign workers must be itemized in Section 22.

**LINE 21** - This line should reflect the total of the expenditures as categorized in Section 20. The total should reflect the combination of the figures on lines 25, 26 and 27 and should be the same as the figure on line 28.

**SECTION 22** - The law also requires each candidate to list **any person paid to work on a candidate's campaign**. This is true whether the person is a full-time employee or a part-time employee and whether the amount paid exceeds \$100 or not. The candidate should list the name of each person paid to work on the campaign along with the amount paid. Payments to campaign workers reported in this section should not be repeated in section 24 or on line 26.

**LINE 23** - This line should reflect the total amount paid during the reporting period for all campaign workers. This figure should also be entered on line 27.

**SECTION 24** - This section is for itemization of expenditures over \$100 made during the reporting period. For each expenditure over \$100, the candidate must disclose the **date**, the **amount**, and the **description** of the expenditure made during this reporting period, and the name and address of any person, including the candidate, to whom the expenditure was made. If additional pages are necessary to report all of the expenditures made, this page of the Contribution and Expenditure Report may be photocopied and attached to the report when the report is filed.

**LINE 25** - This line should reflect the total of the itemized expenditures listed in Section 24.

**LINE 26** - Disclose the total amount of expenditures of \$100 or less made during this reporting period. An expenditure of \$100 or less need not be itemized, but must be included in the total amount of expenditures made during the reporting period.

**LINE 27** - This line should reflect the total amount paid during the reporting period for all campaign workers. This figure should be the same as the one entered on line 23.

**LINE 28** - This line reflects the totals from lines 25 (itemized expenditures), 26 (nonitemized expenditures) and 27 (paid campaign workers). This figure should also be the same as the one entered on line 8 on the front page of the report and on line 21.



**SECTION 29** - This section should only be completed if the candidate has outstanding debts (including unpaid loans) after an election. The amount entered on line 30 should also be entered on line 10 of the report. If the campaign has ended with a debt, the candidate must detail each item which constitutes a part of the total campaign debt. For each creditor, the candidate should list the name and address of the creditor, the description of the debt (e.g. "consultant services"), and the balance of the debt as of the time of filing the final report. If additional pages are necessary to report all of the campaign debt, this page of the Contribution and Expenditure Report may be photocopied and attached to the report when the report is filed.

**LINE 30** - This line reflects the total of all debt reflected in Section 29. This figure should also be the same as the one entered on line 9 of the front page of the report.

# CAMPAIGN CONTRIBUTION AND EXPENDITURE REPORT

For County, Municipal and School Board Candidates

☐ Check if this report is an amendment

This report should be filed with the County Clerk of the county in which the election is held

## 1. Name of Candidate

Address

City, State and Zip

Phone Number:

Office Sought

District Number

(Clerk's File Stamp)

Does the candidate have a campaign committee? ( ) Yes ( ) No  
If yes, complete the following:

Name of Chairperson/Treasurer:

Mailing Address

Phone Number:

2. Type of Election: (check only one) Year of Election \_\_\_\_\_

- ☐ Primary ☐ Primary Runoff ☐ General ☐ General Runoff  
☐ Special ☐ Annual School ☐ Annual School Runoff

3. Type of Report: (check one)

This report covers what period? ( / / ) through ( / / )

☐ Preelection report

☐ Final report (check method by which surplus campaign funds were disposed)\*

- ☐ Treasurer of State (for benefit of General Revenue Fund Account of the State Apportionment Fund)  
☐ A political party as defined in Ark. Code Ann. § 7-1-101 or a political party caucus of the Arkansas General Assembly, the Senate, or the House of Representatives  
☐ Contributors to the candidate's campaign  
☐ A nonprofit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code  
☐ Cities of the first class, cities of the second class, or incorporated towns

☐ Supplemental Report

\*If the campaign has not ended, disposal of campaign funds is not required and the candidate may carry forward any remaining campaign funds to the next election in the cycle for that same office.

SUMMARY	FOR REPORTING PERIOD	CUMULATIVE TOTAL
4. Balance of campaign funds at beginning of reporting period		
5. Interest (if any) earned on campaign account		
6. Total Loans (enter total from line 12)		
7. Total Monetary Contributions (enter total from line 19)		
8. Total Expenditures (enter total from line 28)		
9. Balance of campaign funds at close of reporting period		
10. If this is candidate's final report for an election, amount of carryover funds or outstanding indebtedness (use brackets to indicate debt)		
11. ( ) NO ACTIVITY (check if you have not received contributions, loans, or made expenditures during this reporting period)		

I certify to the best of my knowledge and belief that the information disclosed in this report is a complete, true, and accurate financial statement of my (the candidate's) campaign contributions and expenditures.

Signature of Candidate or Candidate's Representative

Sworn to and subscribed before me, a Notary Public, in and for \_\_\_\_\_, County, Arkansas, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Legible Notary Seal)

Notary Signature \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Note: If faxed, notary seal must be legible (i.e., either stamped or raised and inked) and the original must follow within ten (10) days.**



## 12. LOAN INFORMATION

Please Type or Print  
Do not list loans previously reported

DATE	NAME AND ADDRESS OF LENDING INSTITUTION	GUARANTOR(S) IF ANY	AMOUNT
13. TOTAL LOANS DURING REPORTING PERIOD			\$

### IMPORTANT

The limits on campaign contributions do not apply to loans or contributions made by a candidate from his or her own personal funds to the campaign or to personal loans made by financial institutions to the candidate and applied to his or her campaign. Any loans made by a candidate to his or her campaign and any loans made by a financial institution to a candidate and applied to his or her campaign shall be reported in Section 12.

If a candidate desires to use or raise campaign funds to repay himself or herself for personal funds which he or she contributed to the campaign, then he or she would need to report those personal funds as a loan in Section 12.

If a candidate does not desire to use or raise campaign funds to repay himself or herself for personal funds which he or she contributed to the campaign, then those personal funds would not be reported in Section 12. Instead, they would be reported as a campaign contribution either in Section 16 or on line 18, depending upon the amount.

If a candidate has unpaid loans at the end of the primary, runoff, special, or general election, the source, description and amount of each such loan should be itemized in Section 29. Candidates ending their campaign in debt are permitted to raise funds to retire the debt subject to the restrictions contained in Ark. Code Ann. § 7-6-219.

## 14. NONMONEY CONTRIBUTIONS

Does not include volunteer services by individuals

Date of receipt	Full Name and Address of Contributor	Description of nonmoney item	Value of nonmoney item	Cumulative Total From This Contributor
15. TOTAL NONMONEY CONTRIBUTIONS				

### IMPORTANT

In addition to monetary contributions, candidates are required to report the receipt of any nonmonetary ("in-kind") contributions. A candidate receives an in-kind contribution whenever a contributor provides him with an item or service without charge or for a charge that is less than the fair market value of the item or service in question.

The value of an in-kind contribution is the difference between the fair market value and the amount charged. In-kind contributions are addressed in greater detail in Sections 205 and 206 of the Commission's Rules on Campaign Finance & Disclosure.



## 16. ITEMIZED MONETARY CONTRIBUTIONS OVER \$50

*Please Type or Print  
(Use copies of this page as needed)*

Date	Full Name and Mailing Address of Contributor	Place Of Business Employer/Occupation	Amount of Contribution	Cumulative Total From This Contributor
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
<b>Subtotal of Contributions This Page</b>				

# ITEMIZED MONETARY CONTRIBUTIONS OVER \$50

Please Type or Print

Date	Full Name and Mailing Address of Contributor	Place Of Business Employer/Occupation	Amount of Contribution  <input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	Cumulative Total From This Contributor
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
			<input type="checkbox"/> Primary <input type="checkbox"/> Run-Off <input type="checkbox"/> General <input type="checkbox"/> Debt	
17. TOTAL ITEMIZED MONETARY CONTRIBUTIONS OVER \$50				
18. TOTAL NONITEMIZED MONETARY CONTRIBUTIONS				
19. TOTAL MONETARY CONTRIBUTIONS THIS REPORT (includes totals from lines 17 and 18)				

Ark. Code Ann. § 7-6-202 provides that a person who knowingly fails to comply with the provisions of subchapter 2 of chapter 6, Title 7 of the Arkansas Code shall upon conviction be guilty of a Class A misdemeanor.

REVISED 08/2015



Please Type or Print

## 22. PAID CAMPAIGN WORKERS

NAME OF WORKER

NAME OF WORKER

AMOUNT  
PAID

23. TOTAL PAID CAMPAIGN WORKERS

## 24. ITEMIZED CAMPAIGN EXPENDITURES OVER \$100

Please Type or Print

(Use copies of this page as needed)

[illegible]

**NOTE: Expenditures Reflected on Lines 25, 26 and 27 Should Be Totaled by Category in Section 20**



### To Be Completed On Candidate's Final Report For An Election

Please Type or Print  
Use additional pages if necessary

[illegible]