

Tennessee Registry of Election Finance
Suite 1614, 404 James Robertson Parkway
Nashville, TN 37243-1360
(615) 741-7959



CAMPAIGN FINANCIAL DISCLOSURE STATEMENT INSTRUCTIONS

FOR
STATE AND LOCAL CANDIDATES

GENERAL INSTRUCTIONS

This booklet contains campaign financial disclosure reporting forms to be used in the filing of campaign disclosure statements by candidates and single-candidate campaign committees for state and local elected public offices. Candidates or single-candidate committees should review the applicable campaign finance laws, rules and guidelines.

Also, contained in this booklet are separate instructions for completing each form and sample completed forms. The following seven (7) types of forms are included in this booklet:

- Campaign Financial Disclosure Statement for State and Local Candidates for Single-Candidate Committees
- Summary Page - Candidate
- Itemized Statement of Contributions - Candidate
- Itemized Statement of In-Kind Contributions - Candidate
- Itemized Statement of Expenditures - Candidate
- Itemized Statement of Loans - Candidate
- Itemized Statement of Obligations - Candidate

If additional copies of any of the enclosed forms are needed, you may make copies of the forms, download them from the Registry's website (www.state.tn.us/tref) or obtain additional blank forms from the Registry or your local county election commission office. (Campaign disclosure forms not contained in this booklet, such as appointment of treasurer forms, may be obtained from the Registry or your local county election commission office.)

HOW TO COMPLETE AND FILE CAMPAIGN DISCLOSURE STATEMENTS

- Read instructions in this booklet carefully.
- Type or print clearly in ink.
- When completed, file your report with the following office:

Type of Candidate

Candidate for local public office

Candidate for state public office
(except state legislative candidates)

Candidate for state legislative office

Office Where Report is to be Filed

Appropriate local county election commission office

Registry of Election Finance

Original report with the Registry of Election Finance and a copy with the local election commission in county of residence.

- Campaign financial disclosure statements must be received by the Registry or the appropriate county election commission office by the close of business on the report's due date to be considered timely filed. A postmark date has no effect on a report's timeliness except when the report is mailed by registered or certified mail. Statements mailed in this manner are considered filed on the date of the postmark.

REPORTS WILL BE RETURNED IF THEY ARE NOT COMPLETE, DO NOT CONTAIN REQUIRED SIGNATURES OR ARE MATHEMATICALLY INACCURATE.

WHEN TO FILE CAMPAIGN FINANCIAL DISCLOSURE STATEMENTS

Please check the Registry's calendar of scheduled campaign financial disclosure filings or contact the Registry or your local county election commission office for the dates that your disclosure reports are due to be filed. Additionally, you will receive a filing notice and campaign financial disclosure forms and instructions from the Registry or your local county election commission office before any disclosure report is required to be filed by you.

FAILURE TO FILE REPORTS TIMELY OR TO FILE ACCURATE REPORTS MAY RESULT IN THE ASSESSMENT OF CIVIL PENALTIES AGAINST A CANDIDATE.

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

For State and Local Candidates

- | | | | |
|------------------|--|------------------|---|
| ITEM 1. | Enter the date the report was completed. | ITEM 8.a. | The beginning and ending dates for the reporting period covered by the report should be entered in these items. (See Registry's Campaign Financial Disclosure Scheduled Reporting Dates.) |
| ITEM 2.a. | Enter the name of the candidate or name of the candidate's committee. | ITEM 8.b. | |
| ITEM 2.b. | If a committee name was entered in item 2.a., enter the candidate's name here. | ITEM 9. | If the campaign neither received more than \$1,000 in contributions (including in-kind contributions) nor expended more than \$1,000 during the reporting period, check box 9.a. If the campaign received more than \$1,000 in contributions (including in-kind contributions) and/or expended more than \$1,000 for the reporting period, check box 9.b. |
| ITEM 3. | Enter the date of the election. | ITEM 10. | The candidate and political treasurer (if different than candidate) should then sign on the appropriate signature line(s). |
| ITEM 4.a. | Enter address of campaign headquarters and telephone number. | ITEM 11. | The candidate and political treasurer must have their signature(s) witnessed. The treasurer can not be the witness for the candidate's signature. |
| ITEM 4.b. | Enter the candidate's home address here, if different than item 4.a., and telephone number. | | |
| ITEM 5. | Enter the office the candidate is running for and the district (if applicable). | | |
| ITEM 6. | Enter the name of the candidate or committee's political treasurer. | | |
| ITEM 7. | Check the box for the period that the report being filed covers. If the report is an amended report, check the box for the period that the original report filed covered and the box for amended report. | | |

NOTE: If the campaign neither received more than \$1,000 in contributions (including in-kind contributions) nor expended more than \$1,000 during the reporting period, the only additional items that must be completed on the report are items 12.d., 12.e., and 12.f. (See the instructions for these items.)

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|-------------------|--|-------------------|--|
| ITEM 12.a. | Enter the ending balance from the campaign's last campaign disclosure report or \$0 if this is the campaign's first disclosure report to be filed. | ITEM 12.e. | Enter the amount of outstanding campaign loans at the end of the reporting period. |
| ITEM 12.b. | Enter the total shown in item 18. here. | ITEM 12.f. | Enter the total amount of obligations for goods and services received on credit (must be the same as item 23.c., if this is required to be completed). |
| ITEM 12.c. | Enter the total shown in item 21. here. | | |
| ITEM 12.d. | Add the amounts in 12.a. and 12.b. and subtract the amount in 12.c. Enter that amount here. | | |

The Department of State is committed to principles of equal opportunity, equal access, and affirmative action. Contact the Department of State EEO/AA Coordinator at (615) 741-7411, Tennessee Relay Center TDD 1-800-848-0298 for further information.

SAMPLE

CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

For State and Local Candidates
For Single-Candidate Committees

1. DATE OF REPORT 9/22/2004		2.a. NAME OF CANDIDATE OR COMMITTEE Terri George			
2.b. IF COMMITTEE, NAME OF CANDIDATE N/A		3. ELECTION DATE 8/5/2004			
4.a. CAMPAIGN ADDRESS AND PHONE					
Street or Rural Route 1024 Winner Dr.	City Nashville,	State TN	Zip Code 37221	Phone (615) 555-9374	
4.b. CANDIDATE'S HOME ADDRESS (if different than 4.a.)					
Street or Rural Route 284 Oak St.	City Nashville,	State TN	Zip Code 37221	Phone (615) 555-5201	
5. OFFICE SOUGHT (include district number, if applicable) State Rep # 57		6. NAME OF POLITICAL TREASURER (may be candidate) Jane Doe			
7. CATEGORY OR REPORT (Check one)					
<input type="checkbox"/> PRE-PRIMARY <input checked="" type="checkbox"/> POST-PRIMARY <input type="checkbox"/> PRE-GENERAL <input type="checkbox"/> POST-GENERAL <input type="checkbox"/> SUPPLEMENTAL <input type="checkbox"/> AMENDED					
8.a. BEGINNING DATE OF REPORTING PERIOD 7/27/2004		8.b. ENDING DATE OF REPORTING PERIOD 9/19/2004			
9. (Check one)					
a. <input type="checkbox"/> This campaign is exempt from detailed disclosure because contributions (including in-kind) received total \$1,000 or less AND expenditures total \$1,000 or less for this reporting period. (Complete items 12d., 12e. and 12f.)					
b. <input checked="" type="checkbox"/> This campaign is required to file a detailed financial disclosure because contributions (including in-kind) received total more than \$1,000 and/or expenditures total more than \$1,000 for this reporting period.					
10. I/we do solemnly swear or affirm that the information contained in this campaign financial disclosure report is true and that this report is an accurate accounting of campaign contributions and expenditures required to be reported by the candidate committee by the Campaign Financial Disclosure Act. Additionally, I/we swear or affirm that no campaign contributions have been expended for the personal financial benefit of the candidate or for any other nonpolitical purpose as defined by the federal internal revenue code.					
<u>Terri George</u> signature of candidate		<u>9/22/2004</u> date	<u>Jane Doe</u> signature of political treasurer		<u>9/22/2004</u> date
11. WITNESS SIGNATURE					
<u>Bobby Huddleston</u> signature of witness		<u>9/22/2004</u> date	<u>Charlie Duffey</u> signature of witness		<u>9/22/2004</u> date
12. SUMMARY					
a. BALANCE ON HAND LAST REPORT		\$ <u>4,695.32</u>			
b. TOTAL RECEIPTS THIS PERIOD		\$ <u>25,927.00</u>			
c. TOTAL DISBURSEMENTS THIS PERIOD		\$ <u>9,135.14</u>			
d. BALANCE ON HAND (12.a. plus 12.b. minus 12.c.)		\$ <u>21,487.18</u>			
e. TOTAL LOANS OUTSTANDING		\$ <u>19,000.00</u>			
f. TOTAL OBLIGATIONS OUTSTANDING		\$ <u>2,460.00</u>			



SUMMARY PAGE - CANDIDATE

- ITEM 13.** Same as item 2.a.
- ITEM 14.** Same as items 8.a. and 8.b. on page one.
- ITEM 15.a** Enter the total amount of contributions received from persons/organizations who contributed a total of \$100 or less each during the reporting period.
- ITEM 15.b** Enter the total amount of contributions received from persons/organizations who gave a total of more than \$100 each during the reporting period. The amount entered for this item must be the same as the total shown on the last page of the "Itemized Statement of Contributions - Candidate." (Before completing the "Itemized Statement of Contributions - Candidate", see instructions for that form.)
- ITEM 15.c** Add the amounts from items 15.a. and 15.b. and enter here.
- ITEM 16.** Enter the total amount of loans received during this reporting period. The amount entered for this item must be the same as the total shown for "Loans Received" in item 4 on the last page of the "Itemized Statement of Loans - Candidate." (Before completing the "Itemized Statement of Loans - Candidate", see Instructions for that form.)
- ITEM 17.** Enter the amount of interest received from contributions (if any) during this reporting period.
- ITEM 18.** Add the amounts shown in items 15.c., 16. and 17. and enter the total here.
- ITEM 19.a.** Expenditures totaling \$100 or less to any payee during the reporting period (other than loan payments) must be listed by category of expense (e.g., postage, gas, printing, etc.) with total amount for each category. All these expenditures must then be totaled.
- ITEM 19.b.** Enter the total amount of expenditures of more than \$100 to any payee during the reporting period (other than loan payments). The amount shown in this item must equal the total amount shown on the last page of the "Itemized Statement of Expenditures - Candidate." (Before completing "Itemized Statement of Expenditures - Candidate", see instructions for that form.)
- ITEM 19.c.** Add the amounts shown in items 19.a. and 19.b. and enter the total here.
- ITEM 20.** Enter the total amount of loan repayments made this period. The amount entered for this item must be the same as the total shown for "Loan Payments" in item 4 on the last page of the "Itemized Statement of Loans - Candidate." (Before completing the "Itemized Statement of Loans - Candidate", see instructions for that page.)
- ITEM 21.** Add the amounts shown in items 19.c. and 20. and enter that amount here.
- ITEM 22.a.** Enter the total amount of in-kind contributions from persons/organizations who each provided goods or services with a total value of \$100 or less during the reporting period.
- ITEM 22.b.** Enter the total amount of in-kind contributions (goods or services) from persons/organizations valued at more than \$100 during the reporting period. The amount on this line must be the total shown on the last page of the "Itemized Statement of In-Kind Contributions - Candidate." (Before completing the "Itemized Statement of In-Kind Contributions - Candidate," see instructions for that form.)
- ITEM 22.c.** Add the amounts shown in items 22.a. and 22.b. and enter the total here.
- ITEM 23.a.** Enter the total amount of obligations for goods and services received on credit for which payment totaling \$100 or less to any person/vendor is owed.
- ITEM 23.b.** Enter the total amount of obligations for goods or services for which payment totaling more than \$100 to any person/vendor is owed. The total for this item must equal the total shown for "Outstanding Balance (End of Period)" in item 4 on the last page of the "Itemized Statement of Obligations - Candidate." (Before completing "Itemized Statement of Obligations - Candidate", see instructions for that form.)
- ITEM 23.c.** Add the amounts shown in items 23.a. and 23.b. Enter that amount here.

SAMPLE

SUMMARY PAGE - CANDIDATE

13. NAME OF CANDIDATE OR COMMITTEE (In Full) Terri George	14. REPORT COVERING THE PERIOD FROM: 7/27/04 TO: 9/19/04
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RECEIPTS

15. CONTRIBUTIONS (other than loans and interest)	
a. Unitemized Contributions (\$100 or less from each source this period)	\$ <u>3,000.00</u>
b. Itemized Contributions (over \$100 from each source this period)	\$ <u>2,875.00</u>
c. TOTAL CONTRIBUTIONS (other than loans and interest)(add 15.a. and 15.b.)	\$ <u>5,875.00</u>
16. LOANS RECEIVED THIS REPORTING PERIOD	\$ <u>20,000.00</u>
17. INTEREST RECEIVED THIS REPORTING PERIOD	\$ <u>52.00</u>
18. TOTAL RECEIPTS (add 15.c., 16., and 17.) (must be shown in item 12.b.)	\$ <u>25,927.00</u>

DISBURSEMENTS

19. EXPENDITURES (other than loan payments)	
a. Expenditures (\$100 or less each payee this period) (must be listed by category - e.g., printing, postage, gasoline)	
Postage	\$ <u>32.00</u>
Gas	\$ <u>120.00</u>
Office Supplies	\$ <u>50.00</u>
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
Total of Expenditures (\$100 or less each payee)	\$ <u>202.00</u>
b. Itemized Expenditures (Over \$100 each payee this period)	\$ <u>7,933.14</u>
c. TOTAL EXPENDITURES (other than loan repayments)(add 19.a. and 19.b.)	\$ <u>8,135.14</u>
20. LOAN REPAYMENTS MADE THIS PERIOD	\$ <u>1,000.00</u>
21. TOTAL DISBURSEMENTS (add 19.c. and 20.) (must be shown in item 12.c.)	\$ <u>9,135.14</u>

22. IN-KIND CONTRIBUTIONS

a. Unitemized in-kind contributions (\$100 or less from each source this period)	\$ <u>130.00</u>
b. Itemized in-kind contributions (over \$100 from each source this period)	\$ <u>1,160.00</u>
c. TOTAL IN-KIND CONTRIBUTIONS RECEIVED THIS PERIOD (add 22.a. and 22.b.)	\$ <u>1,290.00</u>

23. OBLIGATIONS

a. Unitemized Obligations Outstanding (\$100 or less each)	\$ <u>0.00</u>
b. Itemized Obligations Outstanding (Over \$100 each)	\$ <u>2,460.00</u>
c. TOTAL OBLIGATIONS OUTSTANDING (add 23.a. and 23.b.) (must be shown in item 12.f.)	\$ <u>2,460.00</u>



ITEMIZED STATEMENT OF CONTRIBUTIONS - CANDIDATE

All contributions from each source who gave a total of more than \$100 during a reporting period must be itemized on the "Itemized Statement of Contributions - Candidate."

- ITEM 1.** Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.
- ITEM 2.** Enter the beginning and ending dates for the reporting period. Must be the same as items 8.a. and 8.b. on page one.
- ITEM 3.** Enter \$0 if this is the first "Itemized Statement of Contributions - Candidate" completed for this reporting period. If this is an additional page, bring forward the total from Item 5. of the previous "Itemized Statement of Contributions - Candidate" page.
- ITEM 4.** For each itemized contribution the following information must be completed:
- a. The complete name and address of the individual contributor. If the contribution is from a political campaign committee or other organization, its name should be listed in the "Last Name/Organization Name" block.
- ITEM 4. continued**
- b. The appropriate box must be checked to identify the election for which the contribution was received.
 - c. The date(s) the contribution(s) was received.
 - d. The amount of the contribution(s).
 - e. The aggregate (total) amount received from the contributor for the election specified.
- ITEM 5.** Enter the total of Item 3. and all amounts listed in Item 4. on this page.

If more than one page of this form is needed to disclose the itemized contributions, the total amount shown in Item 5. of the previous statement must be carried forward to Item 3. of the next page and be included in that page's total. The amount shown in Item 5. on the last page of the "Itemized Statement of Contributions - Candidate" must also be shown in Item 15.b. of the summary page of the disclosure report.

SAMPLE

ITEMIZED STATEMENT OF CONTRIBUTIONS - CANDIDATE

1. NAME OF CANDIDATE OR COMMITTEE Terri George				2. REPORT COVERING THE PERIOD FROM: 7/27/04 TO: 9/19/04		
3. TOTAL ITEMIZED CAMPAIGN CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)					Amount - 0 -	
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED CONTRIBUTION (contributions totaling more than \$100 from any contributor)						
First Name Don		Middle Name B.		Contribution Received For:		Amount of Contribution 500.00
Last Name/Organization Name George				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 1502 No. Woods Drive				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37205	Date of Contribution(s) 7/30/2004		Aggregate this Election 500.00
First Name		Middle Name		Contribution Received For:		Amount of Contribution 1,000.00
Last Name/Organization Name ABC PAC				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 210 15th Ave.				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37219	Date of Contribution(s) 8/12/2004		Aggregate this Election 1,000.00
First Name Mary		Middle Name		Contribution Received For:		Amount of Contribution 125.00
Last Name/Organization Name Hill				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 2510 Sunset Circle				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37221	Date of Contribution(s) 8/19/2004		Aggregate this Election 275.00
First Name Don		Middle Name B.		Contribution Received For:		Amount of Contribution 200.00
Last Name/Organization Name George				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 1502 No. Woods Drive				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37205	Date of Contribution(s) 8/22/2004		Aggregate this Election 700.00
First Name		Middle Name		Contribution Received For:		Amount of Contribution 750.00
Last Name/Organization Name Tennessee PAC				<input type="checkbox"/> Primary Election <input checked="" type="checkbox"/> General Election		
Address 1025 West End Ave.				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37205	Date of Contribution(s) 8/25/2004		Aggregate this Election 750.00
First Name		Middle Name		Contribution Received For:		Amount of Contribution 300.00
Last Name/Organization Name ABC PAC				<input type="checkbox"/> Primary Election <input checked="" type="checkbox"/> General Election		
Address 210 15th Ave.				<input type="checkbox"/> Runoff (Local Elections Only)		
City Nashville		State TN	Zip Code 37219	Date of Contribution(s) 8/27/2004		Aggregate this Election 300.00
5. TOTAL ITEMIZED CONTRIBUTIONS (Carry forward to item 3. of next page if additional pages of this form are used.) (If this is the last page of contributions, this amount must be shown in item 15b. of summary.)					2,875.00	



ITEMIZED STATEMENT OF IN-KIND CONTRIBUTIONS - CANDIDATE

All in-kind contributions (goods and services) totaling more than \$100 received from any source during the reporting period must be itemized on the "Itemized Statement Of In-Kind Contributions - Candidate."

- | | |
|---|---|
| <p>ITEM 1. Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p>ITEM 2. Enter the beginning and ending dates for the reporting period. Must be the same as Items 8.a. and 8.b. on page one.</p> <p>ITEM 3. Enter \$0 if this is the first "Itemized Statement of In-Kind Contributions - Candidate" completed for this reporting period. If this is an additional page, bring forward the total from Item 5. of the previous "Itemized Statement of In-Kind Contributions - Candidate" page.</p> <p>ITEM 4. For each itemized in-kind contribution the following information must be completed:</p> <p style="margin-left: 20px;">a. The complete name and address of the contributor. If the in-kind contribution is from a PAC or other organization, its name should be listed in the "Last Name/ Organization Name" block.</p> | <p>ITEM 4. continued</p> <p>b. The appropriate box must be checked to identify the election for which the in-kind contribution was received.</p> <p>c. The date the in-kind contribution was received.</p> <p>d. The description of the in-kind contribution.</p> <p>e. The value of the in-kind contribution.</p> <p>f. The aggregate (total) amount received from the contributor for the election specified.</p> <p>ITEM 5. Enter the total of Item 3. and all amounts listed in Item 4. on this page.</p> |
|---|---|

If more than one page of this form is needed to disclose the itemized in-kind contributions, the total amount shown in Item 5. of the previous statement must be carried forward to Item 3. of the next page and be included in that page's total. The amount shown in Item 5. on the last page of the "Itemized Statement of In-Kind Contributions - Candidate" must also be shown in Item 22.b. of the summary page of the disclosure report.

SAMPLE

ITEMIZED STATEMENT OF IN-KIND CONTRIBUTIONS - CANDIDATE

1. NAME OF CANDIDATE OR COMMITTEE Terri George				2. REPORT COVERING THE PERIOD FROM: 7/27/04 TO: 9/19/04		
3. TOTAL ITEMIZED IN-KIND CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)					Amount 0.00	
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED IN-KIND CONTRIBUTION (in-kind contributions totaling more than \$100 from any contributor during the period)						
First Name Howard		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution 200.00
Last Name/Organization Name Knox				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 351 West Meade Drive				Date of In-Kind Contribution 7/29/2004		Aggregate this Election 200.00
City Nashville		State TN	Zip Code 37205	Description of In-Kind Contribution Yard Signs		
First Name Mary		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution 320.00
Last Name/Organization Name Hill				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address 2510 Sunset Circle				Date of In-Kind Contribution 8/02/2004		Aggregate this Election 595.00
City Nashville		State TN	Zip Code 37221	Description of In-Kind Contribution Postage		
First Name Bob		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution 640.00
Last Name/Organization Name Williams				<input type="checkbox"/> Primary Election <input checked="" type="checkbox"/> General Election		
Address 9260 Hillwood Blvd.				Date of In-Kind Contribution 9/06/2004		Aggregate this Election 640.00
City Nashville		State TN	Zip Code 37205	Description of In-Kind Contribution Postage		
First Name		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name				<input type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address				Date of In-Kind Contribution		Aggregate this Election
City		State	Zip Code	Description of In-Kind Contribution		
First Name		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name				<input type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address				Date of In-Kind Contribution		Aggregate this Election
City		State	Zip Code	Description of In-Kind Contribution		
First Name		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name				<input type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address				Date of In-Kind Contribution		Aggregate this Election
City		State	Zip Code	Description of In-Kind Contribution		
5. TOTAL ITEMIZED IN-KIND CONTRIBUTIONS (Carry forward to item 3. of next page if additional pages of this form are used.) (If this is the last page of in-kind contributions, this amount must be shown in item 22b. of summary.)					1,160.00	

ITEMIZED STATEMENT OF EXPENDITURES - CANDIDATE

All expenditures totaling more than \$100 to any payee during the reporting period must be itemized on the "Itemized Statement of Expenditures - Candidate."

- | | |
|--|---|
| <p>ITEM 1. Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p>ITEM 2. Enter the beginning and ending dates for the reporting period. Must be the same as Items 8.a. and 8.b. on page one.</p> <p>ITEM 3. Enter \$0 if this is the first "Itemized Statement of Expenditures" completed for this reporting period. If this is an additional page, bring forward the total from Item 5. of the previous "Itemized Statement of Expenditures - Candidate" page.</p> | <p>ITEM 4. The complete name and address of each payee, as well as the purpose and amount of the expenditure(s) must be listed here. The purpose of an expenditure must be a specific description (e.g., meals, advertising, travel, etc.). General phrases, such as "expenses" or "miscellaneous" shall not be sufficient for providing a purpose.</p> <p>ITEM 5. Enter the total of Item 3. and all amounts listed in Item 4. on this page.</p> |
|--|---|

If more than one page of this form is needed to disclose the itemized expenditures, the total amount shown in Item 5. of the previous statement must be carried forward to Item 3. of the next page and be included in that page's total. The amount shown in Item 5. on the last page of the "Itemized Statement of Expenditures - Candidate" must also be shown in Item 19.b. of the summary page of the disclosure report.

SAMPLE

ITEMIZED STATEMENT OF EXPENDITURES - CANDIDATE

1. NAME OF CANDIDATE OR COMMITTEE Terri George				2. REPORT COVERING THE PERIOD FROM: 7/27/04 TO: 9/19/04			
3. TOTAL ITEMIZED EXPENDITURES FROM PRECEDING PAGE (enter \$0 if first itemized page)					Amount 0.00		
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED EXPENDITURE (expenditures totaling more than \$100 to any payee during the period)							
First Name		Middle Name		Purpose of Expenditure		Amount of Expenditure	
Last Name/Business Name First Media				Advertising		1,740.38	
Address 2573 Broadway							
City Nashville		State TN	Zip Code 37203				
First Name		Middle Name					
Last Name/Business Name Fast Print				Printing		1,242.76	
Address 129 3rd Ave. So.							
City Nashville		State TN	Zip Code 37219				
First Name		Middle Name					
Last Name/Business Name Bellevue Hotel				Reception		2,850.00	
Address 5100 Hwy. 70 So.							
City Nashville		State TN	Zip Code 37221				
First Name		Middle Name					
Last Name/Business Name Janet's Catering				Food for Reception		1,300.00	
Address 139 Old Hickory Blvd.							
City Nashville		State TN	Zip Code 37221				
First Name Cheryl		Middle Name Ann					
Last Name/Business Name Crockett				Labor		300.00	
Address 157 Cavalcade Circle							
City Franklin		State TN	Zip Code 37064				
First Name		Middle Name					
Last Name/Business Name Williams, Irvin & Norris, Inc.				Campaign Consulting		500.00	
Address 135 2nd Ave. South							
City Nashville		State TN	Zip Code 37219				
First Name		Middle Name					
5. TOTAL ITEMIZED EXPENDITURES (Carry forward to item 3. of next page if additional pages of this form are used.) (If this is the last page of expenditures, this amount must be shown in item 19b. of summary.)					7,933.14		



ITEMIZED STATEMENT OF LOANS - CANDIDATE

All loans received for more than one hundred dollars (\$100) during the reporting period must be itemized on the "Itemized Statement of Loans - Candidate." An "Itemized Statement of Loans - Candidate" must be completed for each loan outstanding.

- | | |
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| <p>ITEM 1. Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p>ITEM 2. Enter the beginning and ending dates for the reporting period. Must be the same as Items 8.a. and 8.b. on page one.</p> <p>ITEM 3. For each loan outstanding the following information must be completed:</p> <ul style="list-style-type: none">a. The complete name and address of the source of the loan.b. The outstanding loan balance at the beginning of the reporting period. This must equal the outstanding loan balance at the end of the last reporting period.c. The amount of any additional loans received from the creditor this period.d. The amount of any loan payments (principal only) this period. | <p>ITEM 3. continued</p> <ul style="list-style-type: none">e. The Outstanding Loan Balance (End of Period). This must equal the "Outstanding Loan Balance (Beginning of Period)" plus any "Loans Received", minus any "Loan Payments".f. The appropriate box must be checked to identify the election for which the loan was received.g. The date the loan was received.h. All endorsers or guarantors for a loan must be listed individually by complete name and address and the amount of the outstanding loan which each has guaranteed or endorsed. <p>ITEM 4. On the last page of itemized loans, totals must be shown for the Outstanding Loan Balance (Beginning of Period), Loans Received, Loan Payments, and Outstanding Loan Balance (End of Period) for all loans.</p> |
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The total for "Loans Received" must also be shown in Item 16. of the summary page of the disclosure report. The total for "Loan Payments" must also be shown in Item 20. of the summary page of the disclosure report. The total for "Outstanding Loan Balance (End of Period)" must also be shown in item 12.e. on the front page of the disclosure report.

SAMPLE

ITEMIZED STATEMENT OF LOANS - CANDIDATE

1. NAME OF CANDIDATE OR COMMITTEE				2. REPORT COVERING THE PERIOD			
Terri George				FROM:	TO:		
				7/27/04	9/19/04		
3. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED LOAN (loans totaling more than \$100 from any source during the period)							
Complete the Following for the Source of the Loan							
First Name		Middle Name		Outstanding Loan Balance (Beginning of Period)	Loans Received	Loan Payments	Outstanding Loan Balance (End of Period)
Last Name/Organization Name				- 0 -	20,000	1,000	19,000
Address				Loan Received For:		Date of Loan	
400 2nd Ave.				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election			
City		State	Zip Code	<input type="checkbox"/> Runoff (Local Election Only)		8/2/2004	
Nashville		TN	37219				
List All Endorsers or Guarantors for Above Loan (If more space is needed please attach a page)							
First Name		Middle Name		First Name		Middle Name	
Terri				Page			
Last Name/Organization Name				Last Name/Organization Name			
George				George			
Address				Address			
284 Oak Street				284 Oak Street			
City		State	Zip Code	City		State	Zip Code
Nashville		TN	37221	Nashville		TN	37221
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
17,000				1,000			
First Name		Middle Name		First Name		Middle Name	
Phillip							
Last Name/Organization Name				Last Name/Organization Name			
Thompson							
Address				Address			
2916 Warner Drive							
City		State	Zip Code	City		State	Zip Code
Nashville		TN	37205				
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
1,000							
First Name		Middle Name		First Name		Middle Name	
Last Name/Organization Name				Last Name/Organization Name			
Address				Address			
City		State	Zip Code	City		State	Zip Code
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
First Name		Middle Name		First Name		Middle Name	
Last Name/Organization Name				Last Name/Organization Name			
Address				Address			
City		State	Zip Code	City		State	Zip Code
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
4. Totals for all Loans (complete on last page of itemized loans)				Outstanding Loan Balance (Beginning of Period)	Loans Received	Loan Payments	Outstanding Loan Balance (End of Period)
(Total loans received should also be shown in item 16. on summary page.) (Total loan payments should also be shown in item 20. on summary page.) (Total outstanding loan balance should also be shown in item 12.e. on front page.)				- 0 -	20,000	1,000	19,000



ITEMIZED STATEMENT OF OBLIGATIONS - CANDIDATE

All obligations received for goods and services on credit during the reporting period for which payment of more than \$100 is owed to any person/vendor must be itemized on the "Itemized Statement of Obligations - Candidate."

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| <p>ITEM 1. Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p>ITEM 2. Enter the beginning and ending dates for the reporting period. Must be the same as Items 8.a. and 8.b. on page one.</p> <p>ITEM 3. Enter the following for each itemized obligation:</p> <ul style="list-style-type: none">a. The complete name and address of the vendor/person to which payment is owed.b. A description of the obligation.c. The outstanding obligation balance at the beginning of the reporting period. This must equal the outstanding obligation. | <p>ITEM 3.
continued</p> <ul style="list-style-type: none">d. The amount of any additional purchases made from this vendor on credit this period.e. The amount of any expenditures made to reduce the outstanding obligation.f. The Outstanding Balance (End of Period). This must equal the "Outstanding Balance (Beginning of Period)" plus any "Debts Incurred This Period", minus any "Payments This Period". <p>ITEM 4. On the last page of itemized obligations, totals must be shown for the Outstanding Balance (Beginning of Period), Debts Incurred, Payments, and Outstanding Balance (End of Period) for all obligations.</p> |
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The total shown for "Outstanding Balance (End of Period)" must also be shown in Item 23.b. of the summary page of the disclosure report.

SAMPLE

ITEMIZED STATEMENT OF OBLIGATIONS - CANDIDATE

1. NAME OF CANDIDATE OR COMMITTEE				2. REPORT COVERING THE PERIOD			
Terri George				FROM: 7/27/04		TO: 9/19/04	
3. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED OBLIGATION (obligations totaling more than \$100 owed to any person/vendor at the end of the reporting period)			Outstanding Balance (Beginning of Period)	Debt Incurred This Period	Payments This Period	Outstanding Balance (End of Period)	
First Name	Middle Name		1,000.00	1,200.00	500.00	1,700.00	
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
Campaign Consulting							
First Name	Middle Name		- 0 -	760.00	- 0 -	760.00	
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
Printing							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
First Name	Middle Name						
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
4. TOTALS							
(Total from Outstanding Balance - (End of Period) column must also be shown in item 23b. on summary page.)			1,000.00	1,960.00	500.00	2,460.00	

