

Contributions from Political Party Committees [CRO-1220]

Form Description

All contributions from **Political Party Committees** received during a reporting period should be detailed on this form. This form is specific to political party committees, not candidate committees or individuals or other political committees.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

LINE 1. Provide the complete name of the committee or fund this report covers.

LINE 2. Provide the ID number of the committee or fund.

LINE 3. List each contributor's information separately. Multiple contributions made by this party may be listed on the appropriate lines. If this is an amendment, use Line 3 to add or remove a contribution.

- a. Provide the Political Party Committee's complete name, mailing address and phone number.
- b. This space is for any additional information that is necessary for the report.
- c. List the Political Party Committee's election sum-to-date. This is their total contribution to the committee from the start of the election.
- d. List the account code that corresponds to the account to which the contribution applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use the codes provided on the **Certification of Financial Account Information** (CRO-

3500) form. Each committee is responsible for establishing their own account code.

- e. List the form of payment of the contribution (cash, check, draft, money order, credit card, debit card or in-kind). Please note that contributions of over \$50 can only be made by check, draft, or money order. No business/corporate credit cards may be used. If the contribution is other than cash, the treasurer should maintain a photocopy of the payment method.
- f. If the contribution is an in-kind contribution or service, provide a description of the item given to the committee. *Example: Cake, Computer, Food for Fundraising.*
- g. List the date the contribution was **received** on behalf of the committee.
- h. List the amount of the contribution.

LINE 4. List the total sum of all contributions on the current page.

LINE 5. List the total sum of all CRO-1220 pages. Calculate this by adding Line 4 of all CRO-1220 pages.