

## Disbursements [CRO-1310]

### Form Description

Expenditures from the committee for operating expenses, contributions to candidates/political committees and coordinated party expenditures should be listed on the **Disbursements** form. **A separate CRO-1310 form will be used for each of the three types of disbursements. The committee will check the box on Line 3 of the form to distinguish which category the page of disbursements represents.**

If a non-media operating expenditure is made that is under \$50, then that expenditure can be included as an "aggregated non-media expenditure". This term will be disclosed as the payee. An "aggregated non-media expenditure" does not require disclosure of the name, mailing address, phone number or sum to date totals. However, purpose, account number/code, form of payment, date, and amount are all still required.

Note: The records of expenditures should be kept accurate by the treasurer for "aggregated non-media expenditures" even though they do not have to be disclosed to the appropriate board. An accurate sum-to-date total should be maintained.

If your committee gives anything of value to another committee or entity, then it must be disclosed as a non-monetary gift (CRO-1330).

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

### Line-by-Line Instructions

**Use a separate CRO-1310 form for each type of disbursement (Operating Expenses, Contributions to Candidates/Political Committees, and Coordinated Party Expenditures).**

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| <p>LINE 1. Provide the complete name of the committee or fund this report covers.</p> <p>LINE 2. Provide the ID number of the committee or fund.</p> <p>LINE 3. Check the appropriate box for type of disbursement (Operating Expense, Contributions to Candidates/Political Committees or Coordinated Party Expenditures)</p> <p>LINE 4. List each payee's information separately. Multiple expenditures made to this payee may be listed on the appropriate lines. If this is an amendment, use Line 4 to add or remove a disbursement.</p> <p>a. Provide the payee's complete name, mailing address and phone number. If the expenditure falls under the "aggregated non-media expenditure" definition, simply place "Aggregated Non-media Expenditure" on this line instead.</p> <p>b. If the expenditure is a coordinated party expenditure, provide the coordinated committee name.</p> <p>c. Check the level at which the committee is registered.</p> <p>d. This space is for any additional information that is necessary for the report.</p> <p>e. List the payee's election sum to date. This is your total amount paid to the payee from the start of the election. If the expenditure falls under the "aggregated non-media expenditure" definition, this line can be left blank.</p> <p>f. List the account code that corresponds to the account to which the disbursement applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use only the account codes provided on the <b>Certification of</b></p> | <p><b>Financial Account Information</b> (CRO-3500) form. Each committee is responsible for establishing their own account code.</p> <p>g. List the form of payment of the disbursement (cash, check, draft, money order, credit card, or debit card). All expenditures of \$50 or more must be itemized and may not be paid with cash. All media expenses must be paid by check only. If non-media expenses are paid with a credit card listed on the <b>Statement of Organization</b>, the creditor information should be listed on the <b>Debts and Obligations by the Committee</b> (CRO-1610) form along with the amounts incurred and paid during this reporting period. The debt entry will continue to be made until the debt is satisfied in full.</p> <p>h. Provide the <b>specific</b> purpose code(s) of the disbursement using the codes listed at the bottom of the page in #7.</p> <p>i. List the date the disbursement was made.</p> <p>j. List the amount of the disbursement.</p> <p>k. If the purpose code used from #7 appears in bold and with a (*), a detailed explanation is required to be listed in the "Required Remarks" field.</p> <p>LINE 5. List the total sum of all disbursements by type on the current page.</p> <p>LINE 6. List the total sum of all CRO-1310 pages of the same type of disbursement. Calculate this by adding Line 5 of all CRO-1310 pages.</p> <p>LINE 7. Select the most appropriate/applicable purpose code(s) which are required in h. from the list. Purpose Codes which are bold and have an (*) require additional detailed explanation in the Required Remarks field.</p> |
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