



Candidate/Committee Report System



Frequently Asked Questions and Important Updates

Flagler County
Supervisor of Elections

How do I print my report prior to clicking the SUBMIT button?

In the *Enter Contributions or Enter Expenditures* screen, select **File** from your tool bar menu. In the drop down list select **Page Setup**. Under **Paper Size**: select **Landscape**. Next select **OK**. Now you may print your report.

How do I file a waiver using the online report system?

If you have no Contributions or Expenditures to enter, locate the appropriate reporting period and select the **SUBMIT WAIVER** button. Then print the **WAIVER REPORT**, sign it and bring it to the Elections Office.

Q1 (01/01/2005 - 03/31/2005) 4/11/2005	-	-	No Data Entered	<input type="button" value="Import Entries"/>
				<input type="button" value="Enter Contributions"/>
				<input type="button" value="Enter Expenditures"/>
				<input type="button" value="Prepare Totals"/>
				<input type="button" value="Submit Waiver"/>



How do I enter petty cash withdrawn and spent?

When you withdraw the petty cash from your account, you will enter the amount as **Petty Cash Withdrawn** under the **Enter Expenditures** screen. Once you have made your purchases with the petty cash amount, you then enter the amounts as **Petty Cash Spent**. The system is programmed to calculate only the **Petty Cash Withdrawn** into the total **Expenditures**.

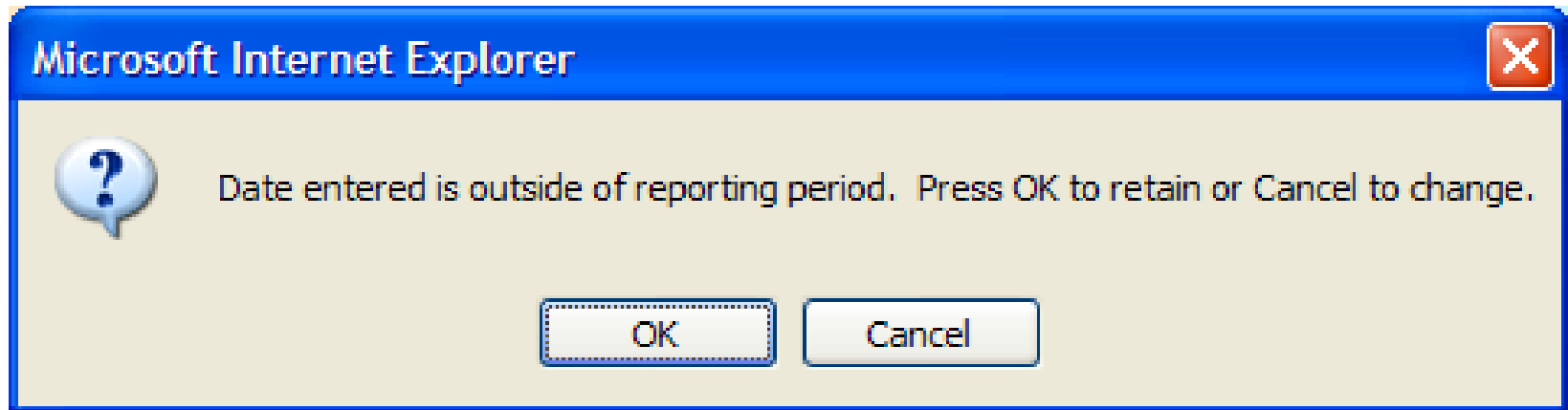
What happened to the **CANCEL** button that used to be located on the screen during contribution and expenditure data entry?

It has been reworded to read **BACK TO TRANSACTIONS**.



[List Contributors](#)

What does it mean when I receive this message?



This message indicates you are entering a contribution or expenditure date that does not fall within the report period you have selected.

For example: You selected reporting period of 01/01/04 through 03/31/04 but you are entering a contribution or expenditure date of 04/01/04.


Select the **CANCEL** button to adjust the date.

How do I print my report after I submit it?

After you have entered all of your contributions and expenditures for this report period, select the **SUBMIT** button and the next screen verifies the totals being submitted. Next select the **SUBMIT REPORT** button. You are returned to the *Candidate Report* screen where you will now notice that the **SUBMIT** button has been replaced by a **PRINT** button and an **AMEND** button. Select the **PRINT** button to print your report. All of your information will be completed for you and you will just need to sign the report and deliver it to the *Elections Office*.

What does (# items) mean?

This indicates how many contributions or expenditures you have entered on this report period.



Candidate Reports				
Election : Election 2005 - 2006 (2005-11-08)				
Rpt Date	Total Contrib	Total Exp	Status	
Q1 (01/01/2005 - 03/31/2005) 4/11/2005	\$1,844.22 (12 items)	\$2,414.05 (13 items)	Received	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/> <input type="button" value="Print"/> <input type="button" value="Amend"/>
Q2 (04/01/2005 - 06/30/2005) 7/11/2005	\$12,630.00 (109 items)	\$8,384.99 (14 items)	Received	<input type="button" value="View Contributions"/> <input type="button" value="View Expenditures"/> <input type="button" value="Print"/> <input type="button" value="Amend"/>

How do I enter a refund?

Refunds are entered in the **Contributions** section of your report. Please select **Refund** as the **Contribution type**.

Date	11 / 16 / 2004	Date of item (mm/dd/yyyy)
Contributor Name	Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	Enter last name or company name if a business
Address 1	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	
Amount \$	<input type="text"/>	
Contributor Type	Individual	Select the type that best describes this contributor
Contributor Occupation	<input type="text"/>	The occupation of the contributor is only required if the amount is over \$100
Contribution type	Refund	
In-kind Description	<input type="text"/>	Type the description of any In-kind contribution. If the contribution is from a political party and is allocatable towards contribution limits, then put an 'A' in this box. If it is from a political party and is not allocatable towards contribution limits then put an 'N'.

Add Contribution

Back To Transactions

[List Contributors](#)

You may find a copy of the **Candidate/Committee Report System Instruction Manual** online at our website. The link is located in the left side menu titled [Instructions for CANDIDATE or COMMITTEE online report system](#). The manual is available in .PDF format. You will need Adobe Acrobat Reader® to view the manual.

Candidate & Committees Use Only

- [LOG-IN Screen for Candidate & Committees](#)
- [Instructions for CANDIDATE online report system](#)
- [Instructions for COMMITTEE online report system](#)
- [Candidate Forms](#)

