

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](http://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

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| <p><b>ITEM 1.</b> Enter the date the report was completed.</p> <p><b>ITEM 2.a.</b> Enter the name of the candidate or name of the candidate's committee.</p> <p><b>ITEM 2.b.</b> If a committee name was entered in item 2.a., enter the candidate's name here.</p> <p><b>ITEM 3.</b> Enter the date of the election.</p> <p><b>ITEM 4.a.</b> Enter address of campaign headquarters and telephone number.</p> <p><b>ITEM 4.b.</b> Enter the candidate's home address here, if different than item 4.a., and telephone number.</p> <p><b>ITEM 5.</b> Enter the office the candidate is running for and the district (if applicable).</p> <p><b>ITEM 6.</b> Enter the name of the candidate or committee's political treasurer.</p> <p><b>ITEM 7.</b> 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 write "Amended" at the top of the form.</p> | <p><b>ITEM 8.a. and ITEM 8.b.</b> 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.)</p> <p><b>ITEM 9.</b> 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.</p> <p><b>ITEM 10.</b> The candidate and political treasurer (if different than candidate) should then sign on the appropriate signature line(s).</p> <p><b>ITEM 11.</b> The candidate and political treasurer must have their signature(s) witnessed. The treasurer can not be the witness for the candidate's signature.</p> |
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**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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| <p><b>ITEM 12.a.</b> 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.</p> <p><b>ITEM 12.b.</b> Enter the total shown in item 18. here.</p> <p><b>ITEM 12.c.</b> Enter the total shown in item 21. here.</p> <p><b>ITEM 12.d.</b> Add the amounts in 12.a. and 12.b. and subtract the amount in 12.c. Enter that amount here.</p> | <p><b>ITEM 12.e.</b> Enter the amount of outstanding campaign loans at the end of the reporting period.</p> <p><b>ITEM 12.f.</b> 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).</p> |
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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.



## 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.



# 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 each contributor. If the contributor is an individual, you must list their occupation and employer. 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 <b>Terri George</b>				2. REPORT COVERING THE PERIOD FROM: <b>4/01/06</b> TO: <b>6/30/06</b>		
3. TOTAL ITEMIZED CAMPAIGN CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)					Amount <b>- 0 -</b>	
4. COMPLETE THE APPROPRIATE ITEMS FOR EACH ITEMIZED CONTRIBUTION (contributions totaling more than \$100 from any contributor)						
First Name <b>Don</b>		Middle Name <b>B.</b>		Contribution Received For:		Amount of Contribution  <b>600.00</b>
Last Name/Organization Name <b>George</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address <b>1502 No. Woods Drive</b>				<input type="checkbox"/> Runoff (Local Elections Only)		
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37205</b>	Date of Contribution  <b>4/30/2006</b>		Aggregate This Election  <b>600.00</b>
Occupation <b>Attorney</b>						
Employer <b>George and Bates</b>						
First Name		Middle Name		Contribution Received For:		Amount of Contribution  <b>1,000.00</b>
Last Name/Organization Name <b>ABC PAC</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address <b>210 15th Ave.</b>				<input type="checkbox"/> Runoff (Local Elections Only)		
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37219</b>	Date of Contribution  <b>6/12/2006</b>		Aggregate This Election  <b>1,000.00</b>
Occupation						
Employer						
First Name <b>Mary</b>		Middle Name		Contribution Received For:		Amount of Contribution  <b>275.00</b>
Last Name/Organization Name <b>Hill</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election		
Address <b>2510 Sunset Circle</b>				<input type="checkbox"/> Runoff (Local Elections Only)		
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37221</b>	Date of Contribution  <b>5/19/2006</b>		Aggregate This Election  <b>595.00</b>
Occupation <b>Vice President</b>						
Employer <b>Express Inc</b>						
First Name <b>Don</b>		Middle Name <b>B.</b>		Contribution Received For:		Amount of Contribution  <b>1,000.00</b>
Last Name/Organization Name <b>George</b>				<input type="checkbox"/> Primary Election <input checked="" type="checkbox"/> General Election		
Address <b>1502 No. Woods Drive</b>				<input type="checkbox"/> Runoff (Local Elections Only)		
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37205</b>	Date of Contribution  <b>5/22/2006</b>		Aggregate This Election  <b>1,000.00</b>
Occupation <b>Attorney</b>						
Employer <b>George and Bates</b>						
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.)					<b>2,875.00</b>	





## 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."

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| <p><b>ITEM 1.</b> Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p><b>ITEM 2.</b> 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><b>ITEM 3.</b> 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><b>ITEM 4.</b> For each itemized in-kind contribution the following information must be completed:</p> <p>a. The complete name and address of each contributor. If the contributor is an individual, you must list their occupation and employer. If the contribution is from a political campaign committee or other organization, its name should be listed in the "Last Name/Organization Name" block</p> | <p><b>ITEM 4. continued</b></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><b>ITEM 5.</b> Enter the total of Item 3. and all amounts listed in Item 4. on this page.</p> |
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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 <b>Terri George</b>				2. REPORT COVERING THE PERIOD FROM: <b>4/01/06</b> TO: <b>6/30/06</b>		
3. TOTAL ITEMIZED IN-KIND CONTRIBUTIONS FROM PRECEDING PAGE (enter \$0 if first itemized page)					<b>0.00</b>	
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 <b>Howard</b>		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name <b>Knox</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election <input type="checkbox"/> Runoff (Local Elections Only)		
Address <b>351 West Meade Drive</b>				Date of In-Kind Contribution <b>4/29/2006</b>		Aggregate this Election <b>200.00</b>
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37205</b>	Description of In-Kind Contribution <b>Yard Signs</b>		
Occupation <b>Controller</b>	Employer <b>ABC Corp</b>					
First Name <b>Mary</b>		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name <b>Hill</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election <input type="checkbox"/> Runoff (Local Elections Only)		
Address <b>2510 Sunset Circle</b>				Date of In-Kind Contribution <b>5/02/2006</b>		Aggregate this Election <b>595.00</b>
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37221</b>	Description of In-Kind Contribution <b>Postage</b>		
Occupation <b>Vice President</b>	Employer <b>Express Inc</b>					
First Name <b>Bob</b>		Middle Name		In-Kind Contribution Received For:		Value of In-Kind Contribution
Last Name/Organization Name <b>Williams</b>				<input type="checkbox"/> Primary Election <input checked="" type="checkbox"/> General Election <input type="checkbox"/> Runoff (Local Elections Only)		
Address <b>9260 Hillwood Blvd.</b>				Date of In-Kind Contribution <b>5/06/2006</b>		Aggregate this Election <b>640.00</b>
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37205</b>	Description of In-Kind Contribution <b>Postage</b>		
Occupation <b>Retired</b>	Employer <b>NA</b>					
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 <input type="checkbox"/> Runoff (Local Elections Only)		
Address				Date of In-Kind Contribution		Aggregate this Election
City		State	Zip Code	Description of In-Kind Contribution		
Occupation	Employer					
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 <input type="checkbox"/> Runoff (Local Elections Only)		
Address				Date of In-Kind Contribution		Aggregate this Election
City		State	Zip Code	Description of In-Kind Contribution		
Occupation	Employer					
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.)					<b>1,160.00</b>	

# 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."

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| <p><b>ITEM 1.</b> Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p><b>ITEM 2.</b> 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><b>ITEM 3.</b> 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><b>ITEM 4.</b> 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><b>ITEM 5.</b> Enter the total of Item 3. and all amounts listed in Item 4. on this page.</p> |
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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 <b>Terri George</b>				2. REPORT COVERING THE PERIOD FROM: <b>4/01/06</b> TO: <b>6/30/06</b>			
3. TOTAL ITEMIZED EXPENDITURES FROM PRECEDING PAGE (enter \$0 if first itemized page)					Amount <b>0.00</b>		
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 <b>First Media</b>				<b>Advertising</b>		<b>1,740.38</b>	
Address <b>2573 Broadway</b>							
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37203</b>				
First Name		Middle Name					
Last Name/Business Name <b>Fast Print</b>				<b>Printing</b>		<b>1,242.76</b>	
Address <b>129 3rd Ave. So.</b>							
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37219</b>				
First Name		Middle Name					
Last Name/Business Name <b>Bellevue Hotel</b>				<b>Reception</b>		<b>2,850.00</b>	
Address <b>5100 Hwy. 70 So.</b>							
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37221</b>				
First Name		Middle Name					
Last Name/Business Name <b>Janet's Catering</b>				<b>Food for Reception</b>		<b>1,300.00</b>	
Address <b>139 Old Hickory Blvd.</b>							
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37221</b>				
First Name <b>Cheryl</b>		Middle Name <b>Ann</b>					
Last Name/Business Name <b>Crockett</b>				<b>Labor</b>		<b>300.00</b>	
Address <b>157 Cavalcade Circle</b>							
City <b>Franklin</b>		State <b>TN</b>	Zip Code <b>37064</b>				
First Name		Middle Name					
Last Name/Business Name <b>Williams, Irvin &amp; Norris, Inc.</b>				<b>Campaign Consulting</b>		<b>500.00</b>	
Address <b>135 2nd Ave. South</b>							
City <b>Nashville</b>		State <b>TN</b>	Zip Code <b>37219</b>				
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.)					<b>7,933.14</b>		



# 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><b>ITEM 1.</b> Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p><b>ITEM 2.</b> 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><b>ITEM 3.</b> For each loan outstanding the following information must be completed:</p> <ul style="list-style-type: none"><li>a. The complete name and address of the source of the loan.</li><li>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.</li><li>c. The amount of any additional loans received from the creditor this period.</li><li>d. The amount of any loan payments (principal only) this period.</li></ul> | <p><b>ITEM 3. continued</b></p> <ul style="list-style-type: none"><li>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".</li><li>f. The appropriate box must be checked to identify the election for which the loan was received.</li><li>g. The date the loan was received.</li><li>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.</li></ul> <p><b>ITEM 4.</b> 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			
<b>Terri George</b>				FROM:	TO:		
				<b>4/01/06</b>	<b>6/30/06</b>		
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				<b>- 0 -</b>	<b>20,000</b>	<b>1,000</b>	<b>19,000</b>
Address				Loan Received For:		Date of Loan	
<b>400 2nd Ave.</b>				<input checked="" type="checkbox"/> Primary Election <input type="checkbox"/> General Election			
City		State	Zip Code	<input type="checkbox"/> Runoff (Local Election Only)		<b>6/1/2006</b>	
<b>Nashville</b>		<b>TN</b>	<b>37219</b>				
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	
<b>Terri</b>				<b>Page</b>			
Last Name/Organization Name				Last Name/Organization Name			
<b>George</b>				<b>George</b>			
Address				Address			
<b>284 Oak Street</b>				<b>284 Oak Street</b>			
City		State	Zip Code	City		State	Zip Code
<b>Nashville</b>		<b>TN</b>	<b>37221</b>	<b>Nashville</b>		<b>TN</b>	<b>37221</b>
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
<b>17,000</b>				<b>1,000</b>			
First Name		Middle Name		First Name		Middle Name	
<b>Phillip</b>							
Last Name/Organization Name				Last Name/Organization Name			
<b>Thompson</b>							
Address				Address			
<b>2916 Warner Drive</b>							
City		State	Zip Code	City		State	Zip Code
<b>Nashville</b>		<b>TN</b>	<b>37205</b>				
Amount Guaranteed Outstanding				Amount Guaranteed Outstanding			
<b>1,000</b>							
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.)				<b>- 0 -</b>	<b>20,000</b>	<b>1,000</b>	<b>19,000</b>



# 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."

- |  |  |
|--|--|
| <p><b>ITEM 1.</b> Enter the name of the candidate or committee. Must be the same as Item 2.a. on page one.</p> <p><b>ITEM 2.</b> 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><b>ITEM 3.</b> Enter the following for each itemized obligation:</p> <ul style="list-style-type: none"><li>a. The complete name and address of the vendor/person to which payment is owed.</li><li>b. A description of the obligation.</li><li>c. The outstanding obligation balance at the beginning of the reporting period. This must equal the outstanding obligation.</li></ul> | <p><b>ITEM 3.</b><br/><b>continued</b></p> <ul style="list-style-type: none"><li>d. The amount of any additional purchases made from this vendor on credit this period.</li><li>e. The amount of any expenditures made to reduce the outstanding obligation.</li><li>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".</li></ul> <p><b>ITEM 4.</b> 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> |
|--|--|

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			
<b>Terri George</b>				FROM: <b>4/01/06</b>		TO: <b>6/30/06</b>	
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		<b>1,000.00</b>	<b>1,200.00</b>	<b>500.00</b>	<b>1,700.00</b>	
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
<b>Williams, Irvin &amp; Norris, Inc.</b> <b>135 2nd Avenue South</b> <b>Nashville, TN 37219</b> <b>Campaign Consulting</b>							
First Name	Middle Name		<b>- 0 -</b>	<b>760.00</b>	<b>- 0 -</b>	<b>760.00</b>	
Last Name/Business Name							
Address							
City	State	Zip Code					
Description of Obligation							
<b>Posters, Inc.</b> <b>2571 Thompson Lane</b> <b>Nashville, TN 37211</b> <b>Printing</b>							
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							
<b>4. TOTALS</b>							
(Total from Outstanding Balance - (End of Period) column must also be shown in item 23b. on summary page.)			<b>1,000.00</b>	<b>1,960.00</b>	<b>500.00</b>	<b>2,460.00</b>	

