

# Statement of Expenditures for Social or Fund-Raising Event

Prescribed by Secretary of State 2/01

Name of Committee in Full													
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							
To Whom Paid							M		D		Y		Amount
Address				Purpose									
City			State	Zip Code		Check Number							

Transfer total expenditures for this event to Form No. 31-B. Under the "To Whom Paid" state "Expenditures from Form 31-F" and list the date of the event in the date column.

## ***Statement of Expenditures for Social or Fund-Raising Event —*** **Form 31-F**

The Statement of Expenditures for Social or Fund-Raising Events is used when a specific event is held on a specific date. All money spent at the event is listed on this form. Include all expenses that were incurred in relation to the event even if the money is spent before or after the actual date of the fund-raiser. It is not uncommon for activity from one event to appear in more than one report because the dates overlap a reporting deadline [R.C. 3517.08(E), 3517.10(B)(4)(e)].

A street address including a zip code should appear for each expense. Post office entries need only the city and state.

The Date block should be completed with six digits. For example, March 9, 2001, would appear as 03 09 01.

The State block should be completed with the U.S. Post Office's standard two-letter abbreviation. For example, Ohio would appear as OH.

The Check Number block should be completed with the number of the committee check used to make the expenditure. Expenditures made by personal check should not be listed on this form.

The total spent at the fund-raiser should be transferred to the second summary box on a Statement of Contributions for a Social or Fund-Raising Event. The

total of the fund-raising event expenses should also be transferred to the general Statement of Expenditures.

Copies of canceled checks or receipts for all expenses more than \$25 must be attached to the report. In the event that the report is due before checks are available, they should be filed as an addendum to the report. The addendum should either bear a cover letter or a report cover page clearly indicating what committee is filing and what type of addendum is being filed. Do not wait until the next reporting period to file the addendum to the former report. Do *not* attach checks from one report to a report from a different reporting period.

If expenses are billed to a credit card, the Statement of Expenditures should *not* reflect only a single entry to the credit card company. Each underlying date, recipient, amount and purpose must appear. If the committee uses a credit card, a copy of the itemized billing statement or credit card receipt should be attached in addition to a copy of the canceled check to the credit card company.

The total of the expenses for each fund-raising event should be transferred to the general Statement of Expenditures.