

## FEDERAL ELECTION COMMISSION

## Instructions for Post-Election Detailed Summary Page (FEC FORM 3, Pages 5 – 8)

### When to Use This Form

Use this form in lieu of pages 3 and 4 (Detailed Summary Page), and Line Numbers 6-7 of page 2 (Summary Page) for the first report filed after the completion of the election cycle. (The election cycle for disclosure purposes begins the day after the previous general election for a seat or office, and ends on the day of the next general election for that seat or office. See 11 CFR 100.3(b).) Thus, if the candidate participates in the general election, use this form for the 30-day Post-General report. If the candidate does not participate in the general election, but was a candidate in the just-ended election cycle, use this form for the Year-end report covering the end of the election year.

This form covers activity spanning two election cycles. There are three Columns of activity disclosed on the report. The first column, Column A, is used to report the total amount of receipts and disbursements for each category of activity during the reporting period; these figures will include activity that occurred both before and after the date of the general election. The second column, Column B, discloses the aggregate election cycle-to-date totals for each category of activity, incorporating information from the last report filed. Finally, Column C is a subset of Column A but only includes activity that occurred after the date of the general election.

If there are no receipts or disbursements for a particular category for a reporting period or election cycle, enter "0."

### Instructions for Column A

Column A includes the total receipts and disbursements for each category of activity during the reporting period. Use the appropriate Schedules A or B to list each receipt or disbursement required to be itemized. The total for each category ("Total This Period" from Schedule A

or Schedule B) should then be added to the unitemized receipts or disbursements for that category, and entered on the appropriate line of pages 5 – 8 (Post-Election Detailed Summary Page), in Column A.

### Instructions for Column B

Fill in the date of the just-ended general election. To derive the totals for Column B first separate the Column A receipts and disbursements for each category by date—those that occurred through the date of the general election, and those that occurred after the date of the general election. Column B will include those receipts and disbursements received or made from the beginning of the reporting period through the date of the general election, added to the "Election Cycle-to-Date" figure from Column B of pages 3 and 4 (the Detailed Summary Page) of the committee's last report. Column B will then represent all of the activity that occurred during the just-ended election cycle up through the date of the general election.

### Instructions for Column C

Fill in the date of the day after the just-ended general election (e.g., for the 2002 Post-General report, fill in "11/06/02"). Fill in the last day of the reporting period. To derive the total for each line, include only those transactions included in Column A that occurred during the period beginning the day after the general election through the end of the reporting period. Column C will include those receipts and disbursements received or made the day after the general election and throughout the remainder of the reporting period.

LINE 11(a). Enter the total amount of contributions (other than loans) from individuals, partnerships and other persons who are not political committees. Include unitemized contributions and those that are required to be itemized on Schedule A. Each contribution made by

a person who has made one or more contributions during the election cycle aggregating in excess of \$200 must be itemized on Schedule A. The committee must provide the identification (full name, mailing address, occupation and name of employer) of the person, the date and amount of each contribution aggregating in excess of \$200, the aggregate election cycle-to-date total and whether the contribution is for a primary, general, or other election.

LINE 11(b). Enter the total amount of contributions (other than loans) from political party committees on Line 11(b). These contributions must be itemized on Schedule A regardless of the amount. For each contribution, provide the identification (full name and address) of the committee, the date and amount of the contribution, the aggregate election cycle-to-date total and whether the contribution is for a primary, general or other election.

LINE 11(c). Enter the total amount of contributions (other than loans) from other political committees on Line 11(c). These contributions must be itemized on Schedule A regardless of the amount. For each contribution, include the aggregate election cycle-to-date total and whether the contribution is for a primary, general or other election. Do not abbreviate committee names.

LINE 11(d). Enter the total amount of contributions (other than loans) from the candidate on Line 11(d). If the candidate makes one or more contributions during the election cycle aggregating in excess of \$200, the committee must provide on Schedule A the identification of the candidate (full name, mailing address, occupation and name of employer), the date and amount of each contribution aggregating in excess of \$200, and the aggregate election cycle-to-date totals. If the contribution is derived from funds that were loaned to the candidate from a lending institution, or from an advance from the candidate's

brokerage account, credit card or line of credit, report the loan to the candidate on Schedule C-1.

LINE 11(e). For Columns A, B and C, add Lines 11(a), 11(b), 11(c) and 11(d) to derive figures for Line 11(e).

LINE 12. Enter the total amount of transfers from other authorized committees of the same candidate. Loans and loan repayments received from other authorized committees of the same candidate must be included on this line and not on Line 13(b). These transfers must be itemized on Schedule A, regardless of the amount. For each transfer, provide the identification (full name and mailing address) of the committee, the date and amount of the transfer and the aggregate election cycle-to-date total.

LINE 13(a). Enter the total amount of loans from the candidate (including any loans to the committee guaranteed by the candidate) to the committee on Line 13(a). This category includes loans made to the committee by the candidate from personal funds or from a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other line of credit which are used for the purpose of influencing the candidate's election for federal office. All loans from the candidate (including any loans to the committee guaranteed by the candidate) to the committee must be itemized on Schedule A, regardless of the amount. For each loan, provide the candidate's identification (full name, mailing address, occupation and name of employer), the date and amount of the loan and the aggregate election cycle-to-date total (see also instructions for Schedule C).

LINE 13(b). Enter the total amount of all other loans received on Line 13(b). This category includes all other types of loans. These loans must be itemized on Schedule A, regardless of the amount. For each loan provide the identification (full name, mailing address and, where applicable, occupation and name of employer) of the person making the loan, the date and amount of the loan, the aggregate election cycle-to-date total and whether the loan is for a primary, gen-

eral or other election. The committee must also provide on Schedule C the identification of any endorser or guarantor and the amount of the endorsement or guarantee (see also instructions for Schedule C).

LINE 13(c). For Columns A, B and C, add Lines 13(a) and 13(b) to derive the figures for Line 13(c).

LINE 14(a). Enter the total amount of offsets to operating expenditures (including refunds, rebates and returns of deposits) on Line 14(a). For each person who provides rebates, refunds and other offsets to operating expenditures aggregating in excess of \$200 during the election cycle, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of \$200 and the aggregate election cycle-to-date total.

LINE 15. Enter the total amount of other receipts (including dividends, interest and repayments by persons of loans made by the committee) on Line 15. For each person who provides any dividends, interest or other receipts aggregating in excess of \$200 during the election cycle, the committee must provide on Schedule A the identification of the person, the date and amount of each receipt aggregating in excess of \$200 and the aggregate election cycle-to-date totals.

LINE 16. For Columns A, B and C, add Lines 11(e), 12, 13(c), 14 and 15 to derive the figures for Line 16.

LINE 17. Enter the total amount of operating expenditures on Line 23. Examples of operating expenditures are: media advertising, newspaper advertising, salaries, travel, rent and telephones. For each person who receives payments for operating expenditures aggregating in excess of \$200 during the election cycle, the Committee must provide on Schedule B the full name and mailing address, date, amount and purpose of the expenditure (see also instructions for Schedule B).

LINE 18. Enter the total amount of transfers to other authorized committees of the same candidate on Line 18. These transfers must be itemized on Schedule

B, regardless of the amount. For each transfer, provide the full name and mailing address of the recipient committee, date and amount, and state that the purpose of the disbursement is a "transfer."

LINE 19(a). Enter the total amount of loan repayments of loans from the candidate (including any loans to the committee guaranteed by the candidate) to his or her authorized committee on Line 19(a) including loans derived from a bank loan to the candidate or from an advance on the candidate's brokerage account, credit card, home equity line of credit, or other lines of credit. All loan repayments must be itemized on Schedule B, regardless of the amount. For each person who receives a loan repayment, provide the full name, mailing address, date and amount, and state that the purpose of the disbursement is a "loan repayment" (see also instructions for Schedule C).

LINE 19(b). Enter the total amount of loan repayments of all other loans on Line 19(b). (See instructions for Line 19(a) for other reporting requirements.)

LINE 19(c). For Columns A, B and C, add Lines 19(a) and 19(b) to derive the figures for Line 19(c).

LINE 20(a). Enter the total amount of contribution refunds to individuals/persons other than political committees on Line 20(a). For each person who receives a refund of a contribution which was previously itemized on Schedule A, the committee must provide on Schedule B the full name, mailing address, date and amount, and state that the purpose of the disbursement is a "contribution refund."

LINE 20(b). Enter the total amount of contribution refunds to political party committees on Line 20(b). All such refunds must be itemized on Schedule B, regardless of the amount. For each contribution refund, provide the full name, mailing address, date and amount, and state that the purpose of the disbursement is a "contribution refund."

LINE 20(c). Enter the total amount of contribution refunds to other political committees on Line 20(c). (See instructions for Line 20(b) for other reporting requirements.)

LINE 20(d). For Columns A, B and C, add Lines 20(a), 20(b) and 20(c) to derive the figures for Line 20(d).

LINE 21. Enter the total amount of other disbursements on Line 21. For each person who receives any disbursement(s) not otherwise disclosed that aggregate(s) in excess of \$200 during the election cycle, the committee must provide the full name and address of each such person, together with the date, amount and purpose of any such disbursement.

LINE 22. For Columns A, B and C, add the totals on Lines 17, 18, 19(c), 20(d) and 21 to derive the figures for Line 22.

LINE 26. Transfer the amount from Column A of Line 22 to Line 26.

LINE 27. Subtract Line 26 from Line 25 to derive cash on hand at the close of the reporting period for Line 27.

### Instructions for Part III

For this report only, substitute Part III of page 8 (Post-Election Detailed Summary Page) in lieu of Line 6 of page 2 (Summary Page). Do not complete Line 6 of the Summary Page for this report. To derive the Columns A, B and C totals for Part III, subtract the totals listed above in Line 20(d) from the totals listed for Line 11(e).

### Instructions for Part IV

For this report only, substitute Part IV of page 8 (Post-Election Detailed Summary Page) in lieu of Line 7 of page 2 (Summary Page). Do not complete Line 7 of the Summary Page for this report. To derive the Columns A, B and C totals for Part IV, subtract the totals listed above in Line 14 from the totals listed in Line 17.

### Instructions for Part V

LINE 23. Enter the total amount of cash on hand at the beginning of the reporting period. This amount includes: currency; balance on deposit in banks; savings and loans institutions and other depository institutions; traveler's checks owned by the committee; certificates of deposit; treasury bills and other committee investments valued at cost.

LINE 24. Transfer the amount from Column A of Line 16 to Line 24.

LINE 25. Add Lines 23 and 24 to derive the figure for Line 25.