

## Aggregated Non-Media Expenditures [CRO-1315]

### Form Description

All non-media expenditures from the committee of \$50 or less during the election can be reported on this form. If a payee's election sum-to-date exceeds \$50, the payee's name, address, sum to date totals and additional information must be disclosed on the Disbursements form [CRO-1310].

An "Aggregated Non-Media Expenditure" does not require the disclosure of the name, mailing address, phone number, occupational information or sum-to-date totals. However, the account code, form of payment, in-kind description (if applicable) and amount are required.

Note: The records of individuals 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.

When an aggregated non-media form report is amended only include changed information, check "Yes" in the amendment box at the top of the page and indicate "add or remove" on each line item.

### Line-By-Line Instructions

**LINE 1.** Provide the complete name of the committee or fund this report covers.

**LINE 2.** Provide the ID number of the committee or fund.

**LINE 3.** List each expenditure separately.

- a. This field applies to amended reports **only**. If this is an amendment, use Line 3(a) to add or remove expenditure. If this is not an amended disclosure report, ignore this field.
- b. List the account code that corresponds to the account to which the expenditure applies. Remember to leave all bank account numbers off of the report to preserve confidentiality. Use only the codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own account code.
- c. List the form of payment of the expenditure (cash, check, draft, money-order, credit card, or debit card).
- d. Provide the corresponding letter for the disbursement using the Purpose Codes from line 6. Disbursements which are bolded and appear with an asterisk require detailed explanation in additional remarks 3(g).

e. List the date that the disbursement was made.

f. List the amount of the disbursement.

g. Provide a detailed description in the required remarks, if applicable.

**LINE 4.** List the total sum of all expenditures on the current page.

**LINE 5.** List the total sum of all CRO-1315 pages. Calculate by adding Line 4 of all CRO-1315 pages.

**LINE 6.** Indicate the letter in 3(d) which best details the purpose for which the expenditure was used. Purpose codes which appear in bold and with an asterisk require detailed explanation in required remarks 3(g).