

COMPLETING INDEPENDENT AND POLITICAL (PAC) SCHEDULE 2-IK, ITEMIZED IN-KIND CONTRIBUTIONS

ITEM 3: CONTRIBUTOR'S NAME AND ADDRESS: Enter the contributor's name and address. Check the "PAC Receipt? Yes" box if the contribution is from a PAC (Political or Independent Committee). **CONTRIBUTOR'S OCCUPATION, EMPLOYER, AND BUSINESS ADDRESS:** Complete if the cumulative value of in-kind contributions, also direct contribution received from the contributor exceeds \$100.00 in a calendar year and the contributor is an individual.

ITEM 4: TYPE OF IN-KIND CONTRIBUTION: Check one of the five indicated categories for each in-kind contribution. Endorsement or guarantee of bank loan: An endorsement is made when a contributor guarantees a financial institution that he or she will repay a loan from that financial institution if the committee defaults on payments. The amount endorsed is the amount to be reported as an in-kind contribution. Goods donated or loaned: Items that are given to the committee without charge, or items loaned to the committee for temporary use with an expectation that the items will be returned to the contributor. The value to be reported as an in-kind contribution is the fair market value or amount it would have cost the committee to purchase or rent similar items in the local community. Example: use of a computer, use of office furniture. Services donated: Labor or services for which the contributor or other persons would normally be compensated that is donated to the committee without charge. Example: accounting, legal or clerical services; free music for fund raising event provided by professional band, etc. (as long as they are not incorporated). The amount to be reported as an in-kind contribution is the amount usually charged to the general public for such or similar services. Goods or services purchased by others: The purchase, by a contributor, of materials, supplies or services for the committee. Example: payment of the committee's printing bill by a contributor; purchase of office supplies or postage stamps; purchase of food for a fund raiser. The amount to be reported as an in-kind contribution is the amount the contributor paid for the goods or services. Goods or services purchased by others - LOAN: The purchase, by a contributor, of materials, supplies or services for the committee for which the contributor wishes to be reimbursed. The examples would be the same as above, except for the fact the committee is expected to repay the contributor the cost incurred. Therefore, the amount is reported both as an in-kind contribution from the contributor on Schedule 2-IK, Itemized In-Kind Contributions, and as a debt owed by the committee to the contributor on Schedule 2E, Debts and Obligations. **DESCRIPTION:** Enter a brief, clear description of each in-kind contribution that describes the goods or services contributed and, if not obvious, the purpose of the goods or services. If the contribution is related to a fund raiser event sponsored or co-sponsored by the committee, check the "Fund Raiser" box.

ITEM 5: DATE OF RECEIPT: Enter the date the in-kind contribution was received by the committee. The date must be within the period covered by the Campaign Statement

ITEM 6: VENDOR NAME AND ADDRESS: If the in-kind contribution consists of goods or services purchased on behalf of the committee by a contributor, enter the name and address of the vendor or person where the goods or services were purchased.

ITEM 7: AMOUNT: Enter the fair market value of the contribution; if the contribution was purchased, enter the amount paid.

ITEM 8: CUMULATIVE FOR CALENDAR YEAR: Enter the cumulative value of all in-kind contributions and itemized contributions of money made by the same contributor during the calendar year through the date of the contribution being reported. The contributions are cumulative in date order.