



**MISSOURI ETHICS COMMISSION**  
**EXPENDITURES AND CONTRIBUTIONS MADE**  
 INSTRUCTIONS ON REVERSE SIDE

OFFICE USE ONLY

1. NAME OF COMMITTEE		2. REPORT DATE	
<b>A. EXPENDITURES OF \$100 OR LESS BY CATEGORY</b> (LIST PAYMENTS TO CAMPAIGN WORKERS IN SECTION B BELOW)			4. AMOUNT PAID OR INCURRED THIS PERIOD
3. CATEGORY OF EXPENDITURE			
5. SUBTOTAL: NON-ITEMIZED EXPENDITURES THIS PAGE (SUM COLUMN 4)			\$
6. SUBTOTAL: NON-ITEMIZED EXPENDITURES ANY ATTACHED PAGES			+
7. TOTAL: NON-ITEMIZED EXPENDITURES THIS PERIOD (SUM 5 + 6)			\$
<b>B. ITEMIZED EXPENDITURES ALL OVER \$100 AND ALL PAYMENTS TO CAMPAIGN WORKERS</b>		9. DATE	10. PURPOSE - (IF PAYMENT WAS TO A CAMPAIGN WORKER, SHOW AGGREGATE PAID)
8. NAME AND ADDRESS OF RECIPIENT			11. AMOUNT THIS PERIOD
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> PAID <input type="checkbox"/> INCURRED
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> PAID <input type="checkbox"/> INCURRED
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> PAID <input type="checkbox"/> INCURRED
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> PAID <input type="checkbox"/> INCURRED
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> PAID <input type="checkbox"/> INCURRED
12. SUBTOTAL: THIS PAGE (SUM COLUMN 11)			\$
13. SUBTOTAL: ANY ATTACHED PAGES			+
14. TOTAL: ITEMIZED EXPENDITURES THIS PERIOD (SUM 12 +13)			\$
15. TOTAL: MONETARY EXPENDITURES THIS PERIOD (SUM 7 + 14)			\$
16. AMOUNT OF LINE 15 WHICH WAS PAID OUT THIS PERIOD			\$
17. AMOUNT OF LINE 15 WHICH WAS DEBT INCURRED THIS PERIOD			\$
18. IF COMMITTEE MADE ANY IN-KIND EXPENDITURES THIS PERIOD, LIST AMOUNT			\$
19. FUNDS USED FOR REPAYING LOANS THIS PERIOD (ATTACH FORM CD1B)			\$
<b>C. CONTRIBUTIONS MADE (REGARDLESS OF AMOUNT)</b>		21. DATE	22. AMOUNT
20. NAME AND ADDRESS OF CANDIDATE OR COMMITTEE			\$
NAME: ADDRESS: CITY / STATE:			<input type="checkbox"/> MONETARY <input type="checkbox"/> IN-KIND
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> MONETARY <input type="checkbox"/> IN-KIND
NAME: ADDRESS: CITY / STATE:			\$ <input type="checkbox"/> MONETARY <input type="checkbox"/> IN-KIND
23. SUBTOTAL: THIS PAGE (SUM COLUMN 22)			\$
24. SUBTOTAL: ANY ATTACHED PAGES			\$
25. TOTAL: MONETARY CONTRIBUTIONS MADE THIS PERIOD			\$
26. IF COMMITTEE MADE ANY LOANS THIS PERIOD, LIST AMOUNT			\$
27. TOTAL: ALL MONETARY CONTRIBUTIONS AND LOANS MADE THIS PERIOD (SUM 25 + 26)			\$
28. TOTAL: IN-KIND CONTRIBUTIONS MADE THIS PERIOD, LIST AMOUNT			\$

# EXPENDITURES AND CONTRIBUTIONS MADE INSTRUCTIONS

**PURPOSE:** CD3 is used to report all expenditures (paid and incurred) and all contributions made by your committee during the reporting period.

**CONTENT OF FORM:**

- Item 1:** Enter the full committee name.  
**Item 2:** Enter the date this report is being submitted.

**SECTION A: NON-ITEMIZED EXPENDITURES**

- Column 3:** Individual expenditures of \$100 or less may be grouped into categories (i.e. office supplies, postage, etc.). Enter each group in Column 3. Do not include payments made to campaign workers in this section.
- Column 4:** Enter the dollar amount of each category listed in Column 3. Include expenditures which were paid as well as those which were incurred but not paid during the reporting period.
- Item 5:** Enter the total of the amounts entered in Column 4 on this page only.
- Item 6:** Enter the total of the amounts of each category from any attached pages.

**SECTION B: ITEMIZED EXPENDITURES**

- Column 8:** Enter the name and address of any person, organization, or business to whom an expenditure of more than \$100 was made during the reporting period.
- Enter the name and address of any campaign worker to whom an expenditure was made during the reporting period, *regardless of the amount*.
- Column 9:** Enter the date the individual expenditure listed in Column 8 was made.
- Column 10:** Enter the purpose of the expenditure listed in Column 8.
- If the expenditure was to a campaign worker, below the purpose of the expenditure (in this case, "salary"), enter the aggregate amount paid to this worker for this election to date.
- Column 11:** Enter the dollar amount, indicating paid or incurred for the individual expenditure for this reporting period.
- Item 12:** Enter the total of the amounts listed in Column 11 for this page only.
- Item 13:** Enter the total of all itemized expenditures from any attached pages.
- Item 14:** Add Items 12 and 13 and enter the total of itemized expenditures.
- Item 15:** Add Items 7 and 14 and enter the total of all expenditures made this period.
- Item 16:** Enter the amount of total expenditures made this period which were actually paid during the period.
- Item 17:** Enter the amount of total expenditures for this period which were incurred but not actually paid during this period.
- Item 18:** Enter the amount of any in-kind expenditures made during this reporting period.
- Item 19:** Enter the total amount used to repay any loans during this reporting period.

**SECTION C: CONTRIBUTIONS MADE**

- Column 20:** Enter the name and address of any candidate or committee to whom your committee made a monetary or in-kind contribution during the reporting period, regardless of the amount. Indicate whether the contribution was in the form of money (monetary) or in a form other than money (in-kind). Do not include transfers of funds to candidate committees controlled by the same candidate.
- Column 21:** Enter the date the contribution was made.
- Column 22:** Enter the amount of the contribution, indicating monetary or in-kind for the individual contribution made for this period.
- Item 23:** Add the amounts entered in Column 22 on this page only, and enter the total.
- Item 24:** Add the total amount of any contributions made from any attached pages, and enter the total.
- Item 25:** Enter the total of monetary contributions made.
- Item 26:** Enter the total amount of loans made during this reporting period (if any). Name and address of the recipient should be listed on an attached sheet.
- Item 27:** Add items 25 and 26; enter the total of all monetary contributions or loans made.
- Item 28:** Enter the total of in-kind contributions made by the committee during the reporting period.