

# Reporting Line of Credit Expenditures

When paying for an expenditure using a credit card or when purchasing an item for use in your campaign using a line of credit, you are to enter these transactions as “Line of Credit Expenditures” in the electronic campaign finance system.

“Line of Credit Expenditures” are entered differently from regular expenditures since “Line of Credit Expenditures” are not paid for with cash or a check at the time of purchase. “Line of Credit Expenditures” will be paid for at a later time when you make a payment to your credit card or other creditor. The actual payment to the credit card or other creditor will at that time be reported as a regular expenditure.

- To record a “Line of Credit Expenditure” in the electronic campaign finance system, start with **Step 1.**
- To record a payment to a credit card issuer or other entity that has extended you a line of credit, go to **Step 8.**

1) Log into the electronic campaign finance system and then click the “Expenditures” tab.

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**Alabama Electronic FCPA Reporting System**

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Committee Overview

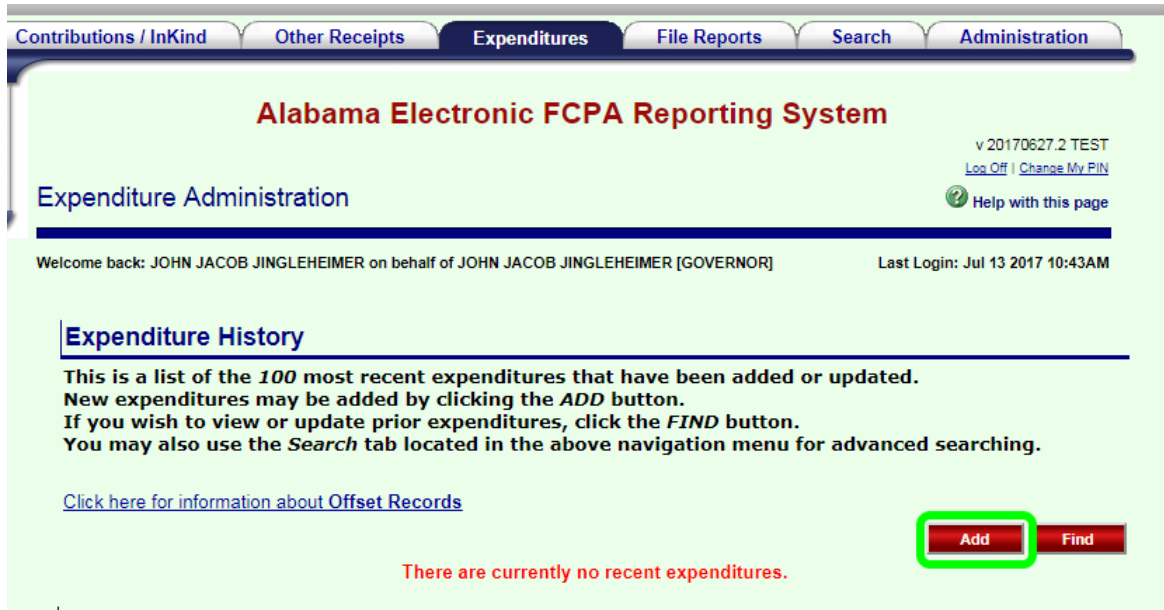
Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB JINGLEHEIMER [GOVERNOR] Last Login: Jul 13 2017 10:43AM

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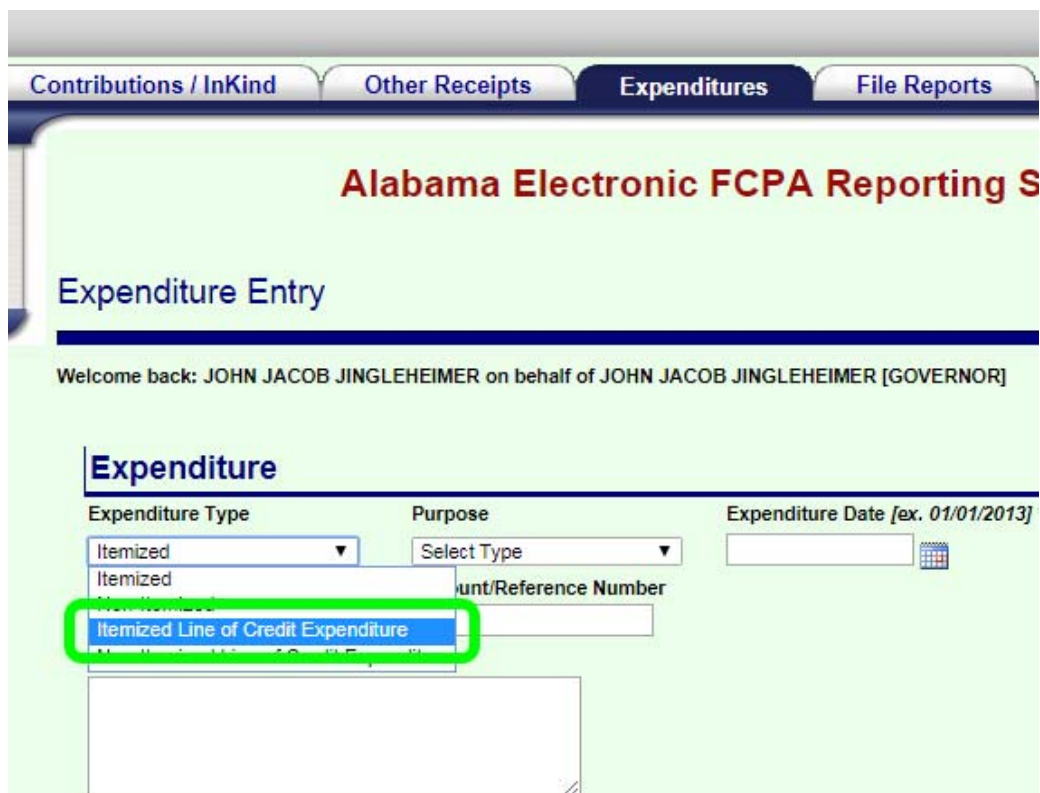
**Account Status**

	Totals
Ending Balance as of Date:	\$0.00
Pending Cash Contributions	\$1,750.00
Pending In-Kind Contributions	\$0.00
Pending Other Receipts	\$0.00
Pending Expenditures	\$0.00
Pending Line Of Credit Expenditures	\$0.00

- 2) Clicking the “Expenditures” tab opens the “Expenditure Administration” page. To add a new “Line of Credit Expenditure”, click the “ADD” button toward the bottom right hand side of the page.



- 3) Clicking the “ADD” button opens the “Expenditure Entry” page so that you can enter the “Line of Credit Expenditure”.
- 4) In the “Expenditure” section, the first box is labelled “Expenditure Type”. Click on the drop-down menu and select “Itemized Line of Credit Expenditure” to enter a “Line of Credit Expenditure” of \$100.00 or more or when your total expenditures to particular recipient exceed \$100.00. (To enter a non-itemized “Line of Credit Expenditure”, skip to step 6).



- 5) After selecting “Itemized Line of Credit Expenditure”, enter all of the requested information regarding the “Line of Credit of Expenditure”: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and the information about who you paid for the expenditure (payee type, name, and address).

Click the “SAVE” button after you have entered all of the information regarding the expenditure and have checked it for accuracy.

**Expenditure Entry** Help with this page

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**Expenditure**

Expenditure Type:  Purpose:  Expenditure Date [ex. 01/01/2013] \*:

Expenditure Amount:  Account/Reference Number:

Explanation - Other Purpose:

External Reference ID [for EDI users only]:

Lock Expenditure Info

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**Payee**

Payee Type:

Name:

Address:

City:

State:

Zip:

Lock Payee Info

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- 6) A “Line of Credit Expenditure” may be entered as non-itemized if the total expenditures to a particular recipient is \$100.00 or less over the course of the entire election cycle.

To report a non-itemized “Line of Credit Expenditure”, click on the drop-down menu and select “Non-Itemized Line of Credit Expenditure”. (To enter an itemized “Line of Credit Expenditure”, go to step 4).

The screenshot shows the 'Expenditure Entry' page. At the top, it says 'Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB JINGLEHEIMER'. Below that is the 'Expenditure' section. There are three main fields: 'Expenditure Type', 'Purpose', and 'Expenditure Amount/Reference Number'. The 'Expenditure Type' dropdown menu is open, showing options: 'Itemized', 'Non-Itemized', 'Itemized Line of Credit Expenditure', and 'Non-Itemized Line of Credit Expenditure'. The 'Non-Itemized Line of Credit Expenditure' option is highlighted with a green box.

- 7) After selecting “Non-Itemized Line of Credit Expenditure”, enter all of the requested information regarding the “Line of Credit of Expenditure”: purpose, expenditure date, expenditure amount, and explanation of the expenditure (if necessary).

Click the “SAVE” button after you have entered all of the information regarding the expenditure and have checked it for accuracy.

The screenshot shows the 'Expenditure Entry' page with the 'Expenditure' section filled out. The 'Expenditure Type' is set to 'Non-Itemized Line of Credit'. The 'Purpose' dropdown is set to 'Administrative'. The 'Expenditure Date' is set to '6/19/2017'. The 'Expenditure Amount' is '25.31'. The 'Explanation - Other Purpose' text area contains the word 'Paper'. The 'Save' and 'Cancel' buttons are at the bottom, with 'Save' highlighted in green.

- 8) When you have paid the credit card issuer or whoever else extended your committee the line of credit and you are ready to report the payment, you are to enter this payment as a regular expenditure. To do so, log into the electronic campaign finance system and then click the “Expenditures” tab.

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## Alabama Electronic FCPA Reporting System

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### Committee Overview

Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB JINGLEHEIMER [GOVERNOR] Last Login: Jul 13 2017 10:43AM

Need to begin filing reports that are not shown in the Reports Due list below? [Click here](#)

#### Account Status

	Totals
Ending Balance as of Date:	\$0.00
Pending Cash Contributions	\$1,750.00
Pending In-Kind Contributions	\$0.00
Pending Other Receipts	\$0.00
Pending Expenditures	\$0.00
Pending Line Of Credit Expenditures	\$0.00

- 9) Clicking the “Expenditures” tab opens the “Expenditure Administration” page. To add a new regular expenditure, click the “ADD” button toward the bottom right hand side of the page.

Contributions / InKind Other Receipts **Expenditures** File Reports Search Administration

## Alabama Electronic FCPA Reporting System

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### Expenditure Administration

Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB JINGLEHEIMER [GOVERNOR] Last Login: Jul 13 2017 10:43AM

#### Expenditure History

This is a list of the **100** most recent expenditures that have been added or updated.  
 New expenditures may be added by clicking the **ADD** button.  
 If you wish to view or update prior expenditures, click the **FIND** button.  
 You may also use the **Search** tab located in the above navigation menu for advanced searching.

[Click here for information about Offset Records](#)

There are currently no recent expenditures.

**Add** **Find**

- 10) Clicking the “ADD” button opens the “Expenditure Entry” page so that you can enter the “Line of Credit Expenditure”.
- 11) In the “Expenditure” section, the first box is labelled “Expenditure Type”. Click on the drop-down menu and select “Itemized” to enter an expenditure of \$100.00 or more or when your total expenditures to particular recipient exceed \$100.00.

The screenshot shows a web interface for entering an expenditure. At the top, it says "Expenditure Entry" and "Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB". Below this is a section titled "Expenditure". There are two dropdown menus: "Expenditure Type" and "Purpose". The "Expenditure Type" dropdown is open, showing four options: "Itemized", "Non-Itemized", "Itemized Line of Credit Expenditure", and "Non-Itemized Line of Credit Expenditure". The "Itemized" option is highlighted in blue. A green circle highlights the dropdown menu area. To the right of the "Expenditure Type" dropdown is a "Purpose" dropdown with the text "Select Type". Below these dropdowns are input fields for "Amount/Reference Number".

- 12) After selecting “Itemized”, enter all of the requested information regarding the expenditure: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and the information about who you paid for the expenditure (payee type, name, and address).

Click the “SAVE” button after you have entered all of the information regarding the expenditure and have checked it for accuracy.

**Expenditure Entry**

Welcome back: JOHN JACOB JINGLEHEIMER on behalf of JOHN JACOB JINGLEHEIMER [GOVERNOR] Last I

**Expenditure**

Expenditure Type:

Purpose:

Expenditure Date [ex. 1/01/2013]:

Expenditure Amount:

Account/Reference Number:

Explanation - Other Purpose:

External Reference ID [for EDI users only]:

Lock Exp

**Payee**

Payee Type:

Name:

Address:

City:

State:

Zip:

- 13) When you file your report that contains "Line of Credit Expenditures", these expenditures will show on the Summary Page of the report on lines 6a through 6c in the section "Expenditures on Line of Credit". The payment to a credit card issuer or other entity that has extended your committee a line of credit will show on the Summary Page in the regular "Expenditures" section.

**WEEKLY & MONTHLY**

**FAIR CAMPAIGN PRACTICES ACT  
STATE OF ALABAMA**

**Candidate & Elected Official  
Campaign Finance Report  
SUMMARY FORM 1**

**THIS AREA FOR OFFICIAL USE  
ONLY**

*This document was filed electronically on  
07/13/2017 at 11:01AM with the Elections  
Division, Office of the Alabama Secretary of State.*

Please Print in Ink or Type.

Name of Candidate or Elected Official		Political Party / Ballot Affiliation	
JOHN JACOB JINGLEHEIMER		REPUBLICAN	
Office Sought or Held (include district or circuit number, if applicable)			
GOVERNOR			
Address <input type="checkbox"/> Check box if reporting new address			
123 MAIN ST			
City	State	ZIP Code	Telephone Number
INDACOUNTY	AL	36754	(334) 555-1212

Type of Report (check one)

Monthly  Amended Monthly  
 Weekly  Amended Weekly

For Monthly Reports  
Month in which the report is filed. 06/2017

For Weekly Reports  
Date of Friday in the week in which the report is filed.

Summary of activity from last filed report			
1	Beginning balance (ending balance from previous filing)		\$0.00
<b>Cash Contributions</b>			
2a	Itemized cash contributions (total from Form 2)	\$1,750.00	
2b	Non-itemized cash contributions	\$0.00	
2d	Total cash contributions (add lines 2a, 2b, and 2c)		\$1,750.00
<b>In Kind Contributions</b>			
3a	Itemized in-kind contributions (total from Form 3)	\$0.00	
3b	Non-itemized in-kind contributions	\$0.00	
3c	Total in-kind contributions (add lines 3a and 3b)	\$0.00	
<b>Receipts from Other Sources</b>			
4a	Total itemized receipts from other sources (total from Form 4)	\$0.00	
4b	Total non-itemized receipts from other sources	\$0.00	
4c	Total receipts from other sources (add lines 4a and 4b)		\$0.00
<b>Expenditures</b>			
5a	Itemized expenditures (total from Form 5)	\$275.31	
5b	Non-itemized expenditures	\$0.00	
5c	Total expenditures (add lines 5a and 5b)		\$275.31
<b>Expenditures on Line of Credit</b>			
6a	Itemized expenditures (total from Form 6)	\$250.00	
6b	Non-itemized expenditures	\$25.31	
6c	Total expenditures (add lines 6a and 6b)	\$275.31	
7	Ending balance (add lines 1, 2c, & 4c, then subtract line 5c)		\$1,474.69

As required by the Alabama Fair Campaign Practices Act, I hereby swear or affirm to the best of my knowledge and belief that the attached report(s) and the information contained herein are true and

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_. My commission expires \_\_\_\_\_.



14) Your committee's itemized "Line of Credit Expenditures" will appear on Form 6 of your report.

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

**FORM 6: Expenditures On Line of Credit**

by candidate or elected official



NAME OF CANDIDATE OR ELECTED OFFICIAL:

JOHN JACOB JINGLEHEIMER

When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	PURPOSE OF EXPENDITURE (CHECK ONE)								OTHER GIVE BRIEF EXPLANATION	DATE OF EXPENDITURE (mo./day/yr.)	AMOUNT OF EXPENDITURE
		Administrative	Advertising	Consultants/Polling	Charitable Contributions	Food	Fundraising	Lodging	Transportation			
SIGNS O' THE TIMES	290 US HWY 31 PRATTVILLE, AL 36067		X								06/10/2017	\$250.00
FORM REVISED 5.19.2017											<b>TOTAL EXPENDITURES</b>	<b>\$250.00</b>

15) Itemized payments to your credit card issuer or any other entity extending credit to your committee will appear on Form 5 of your report.

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

**FORM 5: Expenditures** by candidate or elected official



NAME OF CANDIDATE OR ELECTED OFFICIAL:

JOHN JACOB JINGLEHEIMER

When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	PURPOSE OF EXPENDITURE (CHECK ONE)								OTHER GIVE BRIEF EXPLANATION	DATE OF EXPENDITURE (mo./day/yr.)	AMOUNT OF EXPENDITURE	
		Administrative	Advertising	Consultants/Polling	Charitable Contributions	Food	Fundraising	Loan Repayment	Lodging				Transportation
CREDITMAX CREDIT CARD	6758 BIG BANK RD BIG TOWN, KS 48597										CREDIT CARD PAYMENT	06/27/2017	\$275.31
FORM REVISED 9.2.2011											<b>TOTAL EXPENDITURES</b>	<b>\$275.31</b>	

If you have any questions about reporting "Line of Credit Expenditures" or payments for "Line of Credit Expenditures", please call the Elections Division at 334-242-7210 or 800-274-8683.