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**DEAN HELLER**  
**SECRETARY OF STATE**  
State of Nevada  
**2002**  
**REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENSES**

**Acknowledgement**

I, Van V. Heffner, on behalf of

Nevada Restaurant Association

(Please print name of Party, Group, Committee or Self)

hereby acknowledge receipt of the required forms and filing date schedule for the reporting of campaign contributions and expenses pursuant to the Nevada Campaign Practices Act. I understand that:

- I must file the prescribed reports by:  
Report No. 1 – **August 27, 2002**  
Report No. 2 – **October 29, 2002**  
Report No. 3 – **January 15, 2003**
- A violation of the reporting of contributions and expenses is subject to a civil penalty of up to \$5,000 for each violation and payment of court costs and attorney's fees;
- **I UNDERSTAND THAT A MONETARY CIVIL PENALTY MAY BE ASSESSED TO ME FOR FAILURE TO TIMELY FILE THESE REPORTS. (NRS 294A.420)**

*Van V. Heffner*  
Signature  
*President*

**Received and Filed:**

This 21 day of AUG, 2002

*Amia Pitt*  
Filing Officer

**FILING OFFICER:** This form is to be signed, detached and a copy is to be given to the representative.

## Reporting Requirements

### **WHO MUST FILE (NRS 294A.140; 294A.150; 294A.210; 294A.220)**

#### **Ballot Advocacy Group (BAG):**

Every person or group of persons organized formally or informally who advocates the passage or defeat of a question or group of questions on the ballot an any election including any recall or special election.

#### **Political Party & Committee Sponsored by Political Party (POL):**

Every committee for political action, political party and committee sponsored by a political party which makes an expenditure on behalf of a candidate or group of candidates.

#### **Political Action Committee (PAC):**

Every committee for political action, political party and committee sponsored by a political party which makes an expenditure on behalf of a candidate or group of candidates.

#### **Independent Expenditures (IND EXP):**

Every person who is not under the direction or control of a candidate or group of candidates or of any person involved in the campaign of that candidate or group who makes an expenditure on behalf of the candidate or group which is not solicited or approved by the candidate or group.

### **FILING DATES (NRS 294A.140; 294A.150; 294A.210; 294A.220)**

#### **Report No. 1: August 27,2002 (By 5 p.m.)**

If sent by certified mail, the date mailed is the date filed. The report may be sent in by regular mail, however, the **date received** will then be the **date deemed filed, not** the date mailed.

#### **Report No. 2: October 29,2002 (By 5 p.m.)**

If sent by certified mail, the date mailed is the date filed. The report may be sent in by regular mail, however, the **date received** will then be the **date deemed filed, not** the date mailed.

#### **Report No. 3: January 15, 2003 (By 5 p.m.)**

If sent by certified mail, the date mailed is the date filed. The report may be sent in by regular mail, however, the **date received** will then be the **date deemed filed, not** the date mailed.

Any questions? Please visit our website or contact this office at the following:

101 N. Carson Street, Suite 3; Carson City, NV 89701 • 775/684-5705 • [www.sos.state.nv.us](http://www.sos.state.nv.us) • [nvelect@govmail.state.nv.us](mailto:nvelect@govmail.state.nv.us)

#### **WHERE TO FILE (NRS 294A.120; 294A.200)**

- If the candidate is elected from one county, or the question is submitted to the voters of only one county, the reports must be filed with the County Clerk/Registrar.
- If the candidate is elected from one city, or the question is submitted to the voters of one city, the reports must be filed with the city clerk of that city.
- All other reports must be filed with the Secretary of State.

#### **CAMPAIGN CONTRIBUTION and IN KIND CONTRIBUTION DEFINED (NRS 294A.007)**

"Contribution" means a gift, loan, conveyance, deposit, payment, transfer or distribution of money or of anything of value (including in kind contributions). The services of a volunteer are not considered a contribution. Volunteer means a person who does not receive compensation of any kind, directly or indirectly, for the services he provides to a campaign. However, it is a contribution to be reported, if a person, other than a candidate, pays the compensation for the personal services that another person renders.

**In kind contribution** means the value of services provided in kind for which money would have otherwise been paid. The donor of in kind contributions shall furnish to the recipient a statement setting forth the actual cost of those services or, the fair market value.

**In kind contributions and expenses must be reported separately pursuant to NRS 294A.362. For your convenience a form is attached on which to report in kind contributions and expenses.**

#### **ANONYMOUS CONTRIBUTIONS (NRS 294A.190)**

A candidate who receives a contribution of \$100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receipt of the contribution, deliver the money to the state treasurer or donate it to a nonprofit entity.

#### **CAMPAIGN EXPENSES DEFINED (NRS 294A.004)**

"Campaign expenses" and "expenditures" mean those expenditures contracted for or made for advertising on television, radio, billboards, posters and in newspapers and all other expenditures contracted for or made to advocate expressly the election or defeat of a clearly identified candidate or group of candidates.

#### **REPORTS OF EXPENSES (NRS 294A.365)**

Each report of expenses or expenditures required pursuant to NRS 294A.200 must consist of a list of the expenditures made during the periods for reporting.

#### **PENALTY SCHEDULE (NRS 294A.420):**

- If the report is filed 1-7 days late, \$25 for each day the report is late.
- If the report is filed 8-15 days late, \$50 for each day the report is late.
- If the report is filed more than 15 days late, \$100 for each day the report is late, up to a maximum of \$5,000.





Name (print)

Office (if applicable)

District (if applicable)

**Expense Categories**

CATEGORIES	CODE
Office expenses	A
Expenses related to volunteers	B
Expenses related to travel	C
Expenses related to advertising	D
Expenses related to paid staff	E
Expenses related to consultants	F
Expenses related to polling	G
Expenses related to special events	H
** Goods and services provided in kind for which money would otherwise have been paid	I
Other miscellaneous expenses	J

**\*\* NRS 294A.362 requires "In Kind" contributions and expenses to be reported on a separate form, which is attached.**





# IN KIND CONTRIBUTIONS AND EXPENSES REPORT

NRS 294A.362 REQUIRES IN KIND CONTRIBUTIONS AND EXPENSES TO BE REPORTED SEPARATELY. REPORT ALL IN KIND CONTRIBUTION AND EXPENSES ON THE FOLLOWING PAGES.

**IN KIND CONTRIBUTION IS DEFINED AS THE VALUE OF SERVICES PROVIDED IN KIND FOR WHICH MONEY WOULD HAVE OTHERWISE BEEN PAID.**

*In kind contributions and expenses include: paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign and the use of paid personnel to assist in a campaign. An in kind contribution may also include, but is not limited to: goods and services such as billboards, office space, printing, food and beverage and yard signs.*

**The donor of in kind contributions shall furnish to the recipient (candidate or other person), a written statement setting forth the actual cost of those services or the fair market value within 30 days after the time he furnishes those services. (NAC 294A.043)**

**Examples of in kind contributions:** (1) A person contributes billboard space and does not charge the candidate. The candidate would report the fair market value or actual cost of the billboard space as an in kind contribution; (2) A person pays for the printing cost of political signs for a candidate. The candidate would report the actual cost or fair market value of printing the signs as an in kind contribution.

**Example of in kind expenses:** (1) A person contributes the use of a large room to a candidate as an in kind contribution. Once the candidate utilizes the room it becomes an in kind expense to be reported.





Name (print)

Office (if applicable)

District (if applicable)

**IN KIND**

**Expenses in Excess of \$100**

NAME AND ADDRESS OF PERSON, GROUP OR ORGANIZATION WHO RECEIVED THE IN KIND GOOD(S) OR SERVICE(S)	DESCRIPTION OF EACH IN KIND EXPENSE	DATE OF EACH IN KIND EXPENSE	VALUE OR COST OF EACH IN KIND EXPENSE

This page may be copied or duplicated if additional space is needed.





APR 17 2002

To: All Political Action Committees  
From: Susan Morandi, Deputy Secretary for Elections  
Date: April 9, 2002  
Re: Contribution and Expense Reports

As you are aware, pursuant to Nevada Revised Statutes (NRS) 294A.140 and 294A.210 political action committees which make an expenditure on behalf of a candidate or group of candidates must file a "Committee For Political Action Contribution & Expenses Report" with this office. There are three reporting periods for the 2002 Primary and General Elections.

- Report number 1 is due **August 27, 2002**
- Report number 2 is due **October 29, 2002**
- Report number 3 is due **January 15, 2003**

Failure to file reports can result in a civil penalty of up to \$5,000.00 per violation and the initiation of legal proceedings. These forms can be found on our website: [www.sos.state.nv.us](http://www.sos.state.nv.us) or they may be obtained by contacting the Elections Division at (775) 684-5705.

This office is conducting a pilot project involving the web-based submission of the Contributions and Expenses Reports. At this stage, it is still a pilot program and a hard copy of the report must still be filed with our office. However, the program allows you to add to or change your report throughout the reporting period. At the close of the period, you can download and print a copy, sign it, and then mail it to our office. If you are interested in participating in this exciting pilot program, please contact the Elections Division at (775) 684-5705 or visit our website at [www.sos.state.nv.us](http://www.sos.state.nv.us) to sign up.

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Action  
Committee  
Filing  
Instructions  
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submit  
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