

SCHEDULE A

MONETARY RECEIPTS (CONTRIBUTIONS - MONEY TAKEN IN)

DEPOSIT ALL RECEIPTS OF THE COMMITTEE IN THE COMMITTEE BANKING ACCOUNT.

DO NOT endorse checks over to other persons or organizations.

DO NOT take cash from the receipts of a fund-raising event to make small purchases in connection with the fund-raiser.

NEVER endorse and cash checks made payable to your committee. All cash and checks must flow through the banking account. If you solicit a contribution in excess of \$750 from a permanent organization, remember that the organization must also register and file reports OR you must refund the amount of the contribution in excess of \$750 in a calendar year. Your reminder to the donor of this obligation would no doubt be appreciated.

1. List the name of the committee at the top of each Schedule page. If you are amending the form, check the box to indicate this in the top right-hand corner.

2. Include the complete date (month, day, year) each itemized contribution was received during the reporting period. (The period covered by the report is indicated on the back of FORM DR-2.) REMEMBER THAT THE WORD "RECEIVED" WHEN REFERRING TO MONETARY CONTRIBUTIONS IS THE DATE THAT THE MONEY IS PHYSICALLY RECEIVED. USE THIS DATE ON YOUR REPORT. DO NOT USE THE DATE THE MONEY IS DEPOSITED IN THE BANK ACCOUNT OR THE DATE SHOWN ON THE CHECK.

3. List the full name and mailing address (street address or box number, city, state and zip) of each contributor from whom you have received an amount exceeding your itemization level in the calendar year:

(1) For any candidate for school or township office.....	\$ 25
(2) For any candidate for city office	\$ 25
(3) For any candidate for county office	\$ 25
(4) For any candidate for the general assembly.....	\$ 25
(5) For any candidate for statewide office.....	\$ 25
(6) For any state statutory political committee.....	\$ 200
(7) For any county statutory political committee.....	\$ 50
(8) For any other political committee.....	\$ 25
(9) For any ballot issue.....	\$ 25

IMPORTANT: The "contributor" is the name printed on the check, unless the check appears to be drawn on a joint personal account, in which case the contributor is the person who signs the check.

CAUTION: Remember that, unless you are a ballot issue or franchise committee, you CANNOT accept a contribution from a corporate entity (profit or nonprofit corporation, Professional Corporation [P.C.], bank, savings and loan institution, credit union or insurance company). You MAY accept contributions from certain political corporations (check with the Board to see if your contributor meets the three-part test for a purely political corporation).

An *itemized* contribution from a trust needs to include the name of the trust, the trustee, the trustor, and a signed statement from the trustee which affirms that a political contribution from the trust funds is permitted.

4. List the exact amount (dollars and cents) of the contribution. Although general accounting practices often permit rounding cents to the next dollar, this is not acceptable on disclosure reports.

5. List the contributions under your itemization limit, lumped together, as "unitemized contributions" (NOT "miscellaneous"). (The correct term is important - "unknown" and "unidentifiable" contributions are prohibited and, if received, escheat to the State of Iowa for deposit in its General Fund.)

6. State candidates receiving contributions from state PACs need to include the PAC ID number in the designated column, as well as the check number of the contribution. Candidate committees must disclose the relationship of contributors to the candidate, if any, to the third degree of consanguinity (blood relatives) and affinity (relatives by marriage).

7. If the contribution listed is from a fund-raising event, please check the fundraiser box.

8. Include bank interest earned on committee account(s).

9. Subtotal and total the pages as applicable.

10. Number the pages (i.e., page 1 of 3, 2 of 3, 3 of 3, etc.), as applicable.

NOTE: Persons other than individuals who give your committee more than \$750 in a calendar year may have to file separate reports. These persons should immediately contact the Board for guidance.