

Disclosure Report Cover [CRO-1000]

Form Description

This form serves as the cover sheet for all disclosure reports. Therefore it should be the first form completed when completing **any** disclosure report, including amendments.

Any changes to the committee (including address, treasurer, assistants, account information, etc.) must be made by amending the **Statement of Organization** (CRO-2100 A-E) form.

When a disclosure report is amended only include changed information and check "Yes" at the top of the page.

Line-by-Line Instructions

LINE 1. Committee Information

- a. Provide the complete name of the committee or fund this report covers.
- b. Provide the complete mailing address of the committee. This includes a street number and name or post office box number, the city, state and zip code.
- c. Provide the ID Number of the committee or fund. This number is assigned when a **Statement of Organization** is filed.
- d. Provide the date this report is sent.
- e. Provide the telephone number of the contact person for this report, including area code.

LINE 2. Provide the calendar year for the dates covered by the report.

LINES 3 & 4. List the beginning and end dates of the report. *Please refer to the **Campaign Reporting Schedule** for the dates and type of report.*

LINE 5. Provide the first and last name of the treasurer of the committee.

LINE 6. Check the type of committee for which this disclosure report contains information.

LINE 7. Check the type of fund for which this disclosure report contains information.

LINE 8. Provide the number of fundraising events that the committee has had during this report.

LINE 9. Check the type of report being filed. *The first report filed by a committee is entitled "Organizational Report". Otherwise, refer to the **Campaign Reporting Schedule** for the type of report.*

LINE 10. List the report name if it is not included in the previous line (Line 9).

LINE 11. Bank/Depository/Credit Account Information – List each bank, depository, or credit account separately. If more accounts exist than room on this form allows, use form CRO-1010 to list additional accounts.

- a. Provide the complete name of the bank, depository, or creditor.
- b. Provide the purpose for which this account is used. An example would be "for all campaign expenses", "for House funds", etc.
- c. List the account code that corresponds to the account number disclosed on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own account code. Example: 1
- d. Provide the beginning balance of the account at the start of this report period.

CERTIFICATION – The treasurer or candidate of the committee who has been trained by the State Board of Elections must certify the report by signing and dating this form.

FOR OFFICE USE ONLY -Do not write in this section