

Other Receipt Sources [CRO-1250]

Form Description

All other receipts received that have not been itemized on other forms will be disclosed on this form. Contributions from Not-For-Profit organizations, interest earned on bank accounts, and other sources are examples of the various receipt sources to include. Also, any other receipts can be listed and explained.

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

Line-by-Line Instructions

Use a separate CRO-1250 form for each type of Other Receipt Source (Interest, Not-for-Profit Contributions and Other Income Sources).

- LINE 1. Provide the complete name of the committee or fund this report covers.
- LINE 2. Provide the ID number of the committee or fund.
- LINE 3. Check the appropriate box for type of receipt source (Interest, Not-for-Profit Contributions or Other Income Sources).
- LINE 4. List each contributor's information separately. Multiple contributions made by this contributor may be listed on the appropriate lines. If this is an amendment, use Line 4 to add or remove a contribution.
- a. Provide the contributor's complete name, mailing address and phone number.
 - b. If the receipt source is from a Not-for-Profit Organization, list the organization's federal ID number.
 - c. If the receipt source is an outside source of income, explain the type of source.
 - d. This space is for any additional information that is necessary for the report.
 - e. List the contributor's election sum-to-date. This is their total contribution to the committee from the start of the election.
 - f. List the account code that corresponds to the account to which the contribution applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use the account codes provided on the **Certification of Financial Account Number Information** (CRO-3500) form. Each committee is responsible for establishing their own account code.
- g. List the form of payment of the contribution (cash, check, draft, money order, credit card, debit card or in-kind). Please note that contributions of over \$50 can only be made by check, draft, or money order. No business/corporate credit cards may be used. If the contribution is other than cash, the treasurer should maintain a photocopy of the payment method.
 - h. If the contribution is in-kind, provide a description of the item given to the committee.
 - i. List the date the contribution/receipt was **received**.
 - j. List the amount of the contribution.
- LINE 5. List the total sum of all receipts from other sources by type to the committee on the current page.
- LINE 6. List the total sum of all CRO-1250 pages of the same type of other source. Calculate this by adding Line 5 of all CRO-1250 pages by type.