



## Instructions for Completing this Form

**Campaign Finance Report for Inaugural Committees:** This cover sheet must be filed with every report either:

➤ When any item of value is received and/or when money is spent, this form must be filed along with Schedules G and H and any other schedules required by items reported thereon;

### OR

➤ If nothing of value, other than interest or dividends has been received and, except for payment of bank service charges, no monies are spent during the reporting period, file this form checking only the “**No Activity**” box. In this case, you will report in the space indicated, the “same balance” as that stated on line 19 of Schedule H of your last report until such time as you file a report for any period in which other activity has occurred. In the meantime, accurate record keeping is essential.

### REQUIRED INFORMATION

<b>Amended Filing</b>	If this filing is amending a previously filed report, please indicate here by checking the box. The filer only needs to include the cover sheet and the schedules that are affected by the amendment.
<b>SBE Committee ID Number</b>	List the registration number that was issued to the committee upon registering with the State Board of Elections.
<b>Name</b>	List the full name of the political committee.
<b>Mailing Address</b>	List the complete mailing address of the committee, the same way it appears on the <i>Statement of Organization</i> form.
<b>Daytime Telephone Number and Email Address</b>	List the daytime telephone number of the person that prepared this report. If you would like an electronic acknowledgement that the report is received, list the appropriate email address. If you list an email address, communication between SBE’s Campaign Finance Division and your committee will be done via the email address provided.
<b>Date Report Completed and Signature</b>	The treasurer or custodian of the books, whose names appears on the Statement of Organization, must sign and date indicating the report is correct and complete.
<b>Where to file Campaign Finance reports:</b>	<ul style="list-style-type: none"> <li>➤ <b>ALL Inaugural Committees</b> that file <b>electronically</b> must file with the State Board of Elections by 5:00 pm on the report’s due date.</li> <li>➤ <b>Inaugural Committees</b> that file paper reports: The original must be mailed and postmarked on or before the report’s due date.</li> </ul>

State Board of Elections  
Washington Building  
1100 Bank Street, First Floor  
Richmond VA 23219