

## **Instructions for Completing this Form**

### ***Schedule H: Summary of Receipts and Disbursements***

This schedule contains a summary of the total of contributions, receipts, expenditures of the current election cycle (current reporting year for committees).

#### **REQUIRED INFORMATION**

**Line 16:** List the beginning balance [the amount shown on line 19 of the last filed report]. If this is the first report the campaign or committee has filed, this amount will be zero. If this is the first report of the Election Cycle (current reporting year for committees) the amount will be taken from the ending balance [line 19] of the last report filed.

**Line 17:**

- a. List total contributions received this period [the amount shown on line 5 of *Schedule G* of this report].
- b. List total rebates, refunds, interest and other miscellaneous income [the amount shown on Line 6 of *Schedule G* of this report].
- c. List total loans received this period [the amount shown on line 12 of *Schedule G* of this report].
- d. Add lines 17a, 17b and 17c of this schedule – enter total.
- e. Add lines 16 and 17d of this schedule – enter total.

**Line 18:**

- a. List total expenditures made this period [the amount shown on line 10 of *Schedule G* of this report].
- b. List total loans repaid this period [the amount shown on line 14 of *Schedule G* of this report].
- c. List other surplus funds being paid out [the amount shown at the bottom of the last page of *Schedule I*].
- d. Add lines 18a, 18b, and 18c - enter total.

**Line 19:** Subtract line 18d from line 17e - enter difference. **This Difference Must Match Line 29.**

**Line 20:** Enter total of all unpaid debts [the amount shown at the bottom of Schedule F of this report.]

**Line 21:** Enter balance at start of Election Cycle:

**Candidates** – A candidate's election cycle begins on January 1 of the year immediately following the election for the office and ends on December 31 the year of the election for the office. New candidates' will enter zero.

**Political Committees** – Enter balance at start of this calendar year.

**Line 22:** List total receipts from last report [enter amount shown on line 24 from last report.] Amount will be **ZERO** if this is the first report of the election cycle (first report of calendar year for committees.)

**Line 23:** List receipts from current reporting period [enter amount on line 17d of this report.]

**Line 24:** Add lines 22 and 23 – enter total.

**Line 25:** Add lines 21 and 24 – enter total.

**Line 26:** Enter previous disbursement totals [the amount shown on line 28 of last report.] Amount will be **ZERO** if this is the first report of the election cycle (first report of calendar year for committees.)

**Line 27:** Enter total disbursements from current reporting period [the amount shown on line 18d of this report.]

**Line 28:** Add lines 26 and 27 – enter total.

**Line 29:** Subtract line 28 from line 25 – enter the difference. **THIS DIFFERENCE MUST MATCH LINE 19.**