

CAMPAIGN FUND REPORT TITLE PAGE

Name of Campaign Fund Account: Clark Reed for Rockville

Name of Treasurer Colleen Reed

	<u>Bank Name</u>	<u>Name as Appears on Account</u>
Checking Account	<u>Sandy Spring Bank</u>	<u>Clark Reed for Rockville</u>
Other Accounts	<u>PayPal</u>	<u>Clark Reed for Rockville</u>

*** NOTE: All pages of the Campaign Fund Report must be submitted when filing**

Due Date

Please Check Report:

- 10/01/2015 - Initial Pre-Election Report
All transactions through 09/25/2015
MUST BE HAND DELIVERED BY 5:00 PM
- 10/26/2015 - Second Pre-Election Report
All transactions through 10/25/2015
MUST BE HAND DELIVERED BY 5:00 PM
- 01/15/2016 - Initial Post Election Report
All transaction through 12/31/2015
MAY BE MAILED (Must Be Post-Marked by 01/15/2016)
IF HAND DELIVERED MUST BE RECEIVED BY 5:00 PM
- 11/08 Annual Report - (Each Non Election Year)
MUST BE FILED BY NOVEMBER 8 (see Sec. 8.81 of the City Code for guidance on the filing of an annual report subsequent to the initial year, including a "final" report.)

2016 MAY 27 PM 4:20
CITY CLERK'S OFFICE

Reports Are Mailed or Hand Delivered to:

Office of the City Clerk
City Hall
City of Rockville
111 Maryland Avenue
Rockville MD 20850

Status of Report (please check one):

The report is:

- for the current due date.
- final and the account has been/will be terminated.
- an amendment to a previous report filed on

21-Mar-16

(Date)

***Any deadline that falls on a day that City Hall is closed (e.g, weekend, holiday, inclement weather) will be extended to the next City business day.**

CAMPAIGN FUND REPORT SUMMARY SHEET

Name of Campaign Fund Account: Clark Reed for Rockville

CONTRIBUTIONS		Current Period	Prior Period(s)	Total
A.	Contributions - Non-Campaign Committee	1,305.84	2,855.00	4,160.84
B.	Contributions - Campaign Committee	0.00		0.00
C.	Amount Received from Another Treasurer	98.55		98.55
D.	Other Receipts (Misc.)	0.00		0.00
E.	In-Kind Contributions	0.00	876.65	876.65
F.	TOTAL RECEIPTS (A through E)	1,404.39	3,731.65	5,136.04
EXPENDITURES		Current Period	Prior Period(s)	Total
G.	Salaries and Other Compensation	0.00		0.00
H.	Rent, Office Supplies, Other Supplies	0.00		0.00
I.	Campaign Materials	0.00	414.80	414.80
J.	Direct Mail	0.00	1,200.00	1,200.00
K.	Postage/Shipping	0.00	9.80	9.80
L.	Fundraising	0.00	34.99	34.99
M.	Equipment Purchase	0.00		0.00
N.	Transfer to Another Treasurer	0.00	900.00	900.00
O.	Transfers to Petty Cash	0.00		0.00
P.	Media Advertising	0.00		0.00
Q.	Interest Payment	0.00		0.00
R.	Other	1.75	45.18	46.93
S.	In-Kind Contributions (Same as E) Note: Non Add Line	0.00		876.65
T.	TOTAL EXPENDITURES (Add Lines G through R)	1.75	2,604.77	2,606.52
LOANS		Current Period	Prior Period(s)	Total
U.	Loans Received	0.00	1,704.13	1,704.13
V.	Loan Principal Repayment	1,704.13		1,704.13
SUMMARY		Current Period	Prior Period(s)	Total
W.	Balance Forward (From last report Current Period line EE)	351.79		
X.	Add Total Receipts (Same as line F)	1,404.39		1,404.39
Y.	Add Loans Received (Same as line U)	0.00		0.00
Z.	Less Total Expenditures (Same as Line T)	1.75		1.75
AA.	Less Loan Principal Repayments (line V)	1,704.13		1,704.13
BB.	TOTAL (W-AA)	50.30		
CC.	Balance in Checking Account (closed 12/5/15, withdrew balance of \$636.79)	0.00		
DD.	Balance in PayPal Account (emptied 12/31/15, withdrew balance of \$96.50)	0.00		
EE.	TOTAL BALANCE (CC-DD)	50.30		

CERTIFICATIONS: WE SWEAR THAT THE INFORMATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF OUR KNOWLEDGE AND BELIEF

CANDIDATE: Clark Reed DATE: 5/26/16
 TREASURER: Allen Speed DATE: 5/26/16

Amended Report:

Yes No

Initial Post Election Report

CAMPAIGN FUND REPORT - SCHEDULE 1B
OTHER RECEIPTS AND IN-KIND CONTRIBUTIONS

Name of Campaign Fund Account: Clark Reed for Rockville

[9]	[10] Contributor Information		[11] Loans Received	[12] Other Receipts	[13] In-Kind Contributions	[14] Remarks (value in dollars per item)
Date Received	Name	Address	Received	Receipts	Contributions	
n/a	n/a	n/a	n/a	n/a	n/a	
			\$0.00	\$0.00	\$0.00	\$0.00

Initial Post Election Report
CAMPAIGN FUND REPORT - SCHEDULE 2
EXPENDITURES

Name of Campaign Fund Account: Clark Reed for Rockville

EXPENDITURE CLASSIFICATION

Date	Name	Paid To/Received From Address	Check # In-Kind (IK) Fee (F) Electronic Payment (EP)	Total Amount	Salaries/ Comp.	Rent/Office Supplies/ Other Supplies	Campaign Materials	Direct Mail	Postage/ Shipping
1 11/02/15	PayPal	2211 N. First Street, San Jose CA 95131	EP	1.75					
2 12/05/15	Sandy Spring Bank	17801 Georgia Avenue, Olney, MD 20832	Check 22662	636.79					
3 12/31/15	PayPal	2211 N. First Street, San Jose CA 95131	EP	96.50					
4 12/31/15	Clark and Colleen Reed	5913 Crawford Drive, Rockville, MD 20851	IK	970.84					
5				0.00					
6				0.00					
7				0.00					
8				0.00					
9				0.00					
10				0.00					
11				0.00					
12				0.00					
13				0.00					
16				0.00					
				\$1,705.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Amended Report:

Yes No

Initial Post Election Report

CAMPAIGN FUND REPORT - SCHEDULE 2 (CONTINUED)
EXPENDITURES

Name of Campaign Fund Account: Clark Reed for Rockville

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EXPENDITURE CLASSIFICATION

	Fundraising	Equipment Purchase	Transfer to Another Treasurer	Transfers to Petty Cash	Media Advertising	Interest Payment	Other	Loan Principal Repayment	Transfer to Interest Bearing Account
1							1.75		
2								636.79	
3								96.50	
4								970.84	
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.75	\$1,704.13	\$0.00

**CAMPAIGN FUND REPORT - SCHEDULE 3
OUTSTANDING OBLIGATIONS**

Name of Campaign Fund Account: Clark Reed for Rockville

Name & Address of Creditor	Date Obligation Incurred	Loan Written Consent		Balance of Loan	Balance Due on Unpaid Bill	Description
		Previously Filed	Filed Herewith			
Colleen and Clark Reed, 5913 Crawford Drive, Rockville, MD 20851	09/14/15	X		0.00	0.00	Payment to Team Rockville
Colleen and Clark Reed, 5913 Crawford Drive, Rockville, MD 20851	09/16/15	X		0.00	0.00	Purchase yard signs
Colleen and Clark Reed, 5913 Crawford Drive, Rockville, MD 20851	10/25/15	X		0.00	0.00	Direct mail services
Colleen and Clark Reed, 5913 Crawford Drive, Rockville MD 20851	12/31/15	X		0.00	0.00	Note: closed bank account at Sandy Spring (\$636.79 on 12/5/15) and withdrew PayPal balance from final contributions (\$96.50 on 12/31/15); \$773.29 total withdrawn fund:
Loans Forgiven on 12/31/15						allocated towards paying back loans
						*** \$970.84 outstanding loan balance forgiven

Chapter 8 of the Rockville City Code provides that no loan may be made to a candidate, or accepted on behalf of the candidate, without written consent of the candidate. A copy of the written consent shall be furnished to the lender at the time of the loan. This consent is given on Schedule 4 of the Campaign Fund Reporting forms for the transaction period for which the loan is received.

Amended Report: Yes No

**CAMPAIGN FUND REPORT: SCHEDULE 4
REPORT ON LOAN TO CAMPAIGN FUND ACCOUNT**

Name of campaign Fund Account: _____ N/A

This schedule must be attached to the Campaign Fund Report for the reporting period in which the loan was received. A copy should also be provided to the lender. A separate schedule must be completed for each loan received.

I. CONSENT OF RECIPIENT

Please print

I, _____, hereby acknowledge receipt of a loan on _____ (Date)

in the amount of _____ made payable to _____

from _____ A copy of this consent has been supplied to the lender.

(Signature of Candidate) (Date)

II. TERMS OF LOAN

Please print

Name of Lender: _____

Address of Lender: _____

Are the terms of the loan stated in writing? _____ Yes _____ No

Schedule for repayment: _____

Interest rate _____

(Signature of Lender) (Date)

CAMPAIGN FUND REPORT - SCHEDULE 5:
ADDITIONAL REMARKS

Amended Report Yes No

Name of Campaign Fund Account: Clark Reed for Rockville

Further Description of In-Kind Contribution
From Schedule 1B - Other Receipts and In-Kind Contributions -- Continuation of Column 14 -- "Remarks"

Description of Equipment Where Campaign Paid Only a Portion of the Cost
From Schedule 2 - Expenditures -- Column 25 -- "Equipment Purchase"

Explanation of "Other Expenditures"
From Schedule 2 - Expenditures -- Column 30 -- "Other"

PayPal fees

Explanation of Difference Between Two Totals
From Summary Sheet -- Row EE -- Total Balance (CC-DD)

In the October 26, 2015 report, an expenditure of \$1200 to Direct Mail Express, check #92 dated 10/25/15, had not yet cleared the bank. Therefore, the checking account balance shown in line CC of \$1221.50 did not reflect the true balance of \$21.50, and line EE should have realistically indicated a total balance of \$351.79 instead of \$1551.79. In amending this December 31, 2015 report, I have changed the Balance Forward amount in line W to \$351.79. Because both the checking account and PayPal accounts were closed in December, balances were zero at the end of this period (as indicated in lines CC and DD), resulting in \$0 on Line EE to reflect the closed accounts.

To respond to your question about the outstanding loan balance, we provided a total of \$1704.13 in loans to the campaign. Because only \$733.29 remained in our accounts after the campaign activities were finished, we forgave the rest of the loans in the amount of \$970.94. I could not find a place to indicate that the loan was forgiven in any of the worksheets. Adding it as an in-kind contribution made the numbers look as if we had received the money rather than forgiving the loan.

RECEIVED
CITY OF ROCKVILLE

2016 MAY 27 PM 4:20

May 26, 2016

Dr. Lois Neuman, Chair
Board of Supervisors of Elections
City of Rockville
111 Maryland Avenue
Rockville, MD 20850-2364

Dear Dr. Neuman,

I have received your letter dated May 19 and have attempted to make the required corrections. Because some items listed in your letter were either already reflected in the March 21 filing or unclear as to how to make the edit to your standards, I must write this letter to explain my edits. Once again, a question posed in a letter is impossible to answer on the form (Deficiency #3). Is there a better way to provide for this back and forth Q & A with a campaign treasurer? Perhaps through a face-to-face meeting or phone call where the edit(s) could be made in real time with minimal hassle?

To address the Deficiencies outlined in your letter:

Deficiency #2 - Loan activity is not properly reflected in the Initial Post-Election Report

I have zeroed out all of the cells on Schedule 3 to reflect that loans were partly repaid through a combination of the remaining campaign funds and loan forgiveness. Outstanding balances are all now zero.

Deficiency #3 - Unpaid Bills

Contrary to what your May 19 letter states, the unpaid bills totaling \$970.84 were indeed reflected on Schedule 2 (March 21 filing) as an in-kind donation from Clark and Colleen Reed. Listed on Schedule 3 of the March 21 filing are three items paid by Clark's and my personal credit card or check: \$600 to Team Rockville on 9/14/15, \$881.01 to purchase yard signs on 9/16/15; and \$223.12 on 10/25/15 to pay a portion of the mailing services. Those were not billed to the campaign as we did not have enough funds to cover the expenses, but are faithfully listed on Schedule 3 as loans made by us to the campaign. As described in the notes on Schedule 3, all remaining funds in our checking and PayPal accounts were allocated to paying off those loans as of December 31 when we closed those accounts, leaving a total of \$970.84 unpaid loans which we forgave.

I believe I have now corrected the form and provided all of the information you require.

Sincerely,



Colleen Reed
Treasurer, Clark Reed for Rockville