

Reporting a “Line of Credit Expenditure”

Alabama Secretary of State's Office
Elections Division

“Line of Credit Expenditures” Explained

- When paying for an expenditure using a campaign credit card or when purchasing an item for the campaign using a line of credit, the transactions must be entered as “Line of Credit Expenditures” in the electronic Fair Campaign Practices Act Reporting System (FCPA).
- “Line of Credit Expenditures” are entered differently from regular expenditures since “Line of Credit Expenditures” are not paid for with campaign funds at the time of purchase.
- Instead, “Line of Credit Expenditures” will be paid for at a later time when a payment is made to a credit card issuer or other creditor. The payment to the credit card issuer or other creditor will then be reported as a regular expenditure.

Step 1

- Log into the committee’s FCPA account and then click on “Transactions” to access the drop-down menu. Then, select “Expenditures”.

Alabama FCPA

OVERVIEW TRANSACTIONS FILE REPORTS ADMINISTRATION PUBLIC SITE HOME PUBLIC SEARCH RESOURCES COMMITTEE REGISTRATION Log Off

Committee Overview Based on C

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Contributions	In-Kind Contributions <small>Not included in total bank account amount)</small>	Other Receipts	Expenditures	Line of Credit Expenditures <small>(Not included in total bank account amount)</small>	Total Amount in Bank Account

Welcome back: CAMERON MIXON on behalf of NAPOLEON BONAPARTE [GOVERNOR]

v 20200826.1 UAT
Last Login : Jun 25 2021 9:24AM
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Step 2

- Once on the “Expenditure Administration” page, click the “ADD” button to add a new “Line of Credit Expenditure”.

Expenditure Administration

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[Expenditures Tab Quick Reference Guide](#)

Expenditure History

This is a list of the 500 most recent expenditures that have been added or updated.

New expenditures may be added by clicking the *ADD* button.

If you wish to view or update prior expenditures, click the *FIND* button.

You may also use the *Search* tab located in the above navigation menu for advanced searching.

[Click here for information about Offset Records](#)

There are currently no recent expenditures.

ADD

FIND

Payee Maintenance

By entering the Payee Maintenance area, you will have the ability to search for a payee and make any necessary changes to the information that is stored about the selected payee.

[Update a Payee](#)

Step 3

- To enter an expenditure of more than \$100, click on the drop-down menu below “Expenditure Type” and select “Itemized Line of Credit Expenditure”.
 - Once total expenditures to a particular recipient exceed \$100, the expenditure(s) to that recipient must be itemized. (To enter a non-itemized “Line of Credit Expenditure”, under \$100, skip to step 5).

The screenshot displays the 'Expenditure Entry' form. The header is dark blue with the title 'Expenditure Entry' on the left. Below the header, a welcome message reads 'Welcome back: CAMERON MIXON on behalf of NAPOLEON BONAPARTE [GOVERNOR]'. On the right side of the header, there is version information 'v 20200826.1 UAT', the last login time 'Last Login: Jun 25 2021 9:24AM', a link to 'Change My PIN', and a 'Help with this page' button. The main content area is light gray and contains the following fields:

- Expenditure Type:** A dropdown menu is open, showing four options: 'Itemized', 'Non-Itemized', 'Itemized Line of Credit Expenditure' (highlighted with a green border), and 'Non-Itemized Line of Credit Expenditure'.
- Purpose:** A blue dropdown menu with the text 'Select Type' and a downward arrow.
- Expenditure Date:** A text input field with the placeholder text '[ex. 01/01/2013]*'.
- Expenditure Amount:** A text input field.
- Explanation - Other Purpose:** A text input field.
- Lock Expenditure Info:** A checkbox.
- External Reference ID:** A text input field with the placeholder text '[for EDI users only]'.

Step 4

- After selecting “Itemized Line of Credit Expenditure”, enter all of the requested information regarding the expenditure: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and payee information (payment recipient). Click the “SAVE” button after the expenditure information has been entered and reviewed for accuracy.

Expenditure

Expenditure Type: **Itemized Line of Credit Expenditure**

Purpose: **Advertising**

Expenditure Date (ex: 01/01/2013): **06/25/2021**

Expenditure Amount: **5000**

Account/Reference Number:

Explanation - Other Purpose: **Signs**

Lock Expenditure Info

External Reference ID [for EDI users only]:

Payee

Payee Type: **Group/Business/Corporation**

Name: **Alabama Signs & Advertising**

Address: **247 110 Street**

City: **Birmingham**

State: **AL**

Zip: **35203**

Lock Payee Info

SEARCH **CLEAR PAYEE**

CANCEL **SAVE**

Step 5

- If the total expenditures to a particular recipient have not exceeded \$100 over the course of the election cycle, the “Line of Credit Expenditure” may be entered as non-itemized. To report a non-itemized “Line of Credit Expenditure”, click on the drop-down menu and select “Non-Itemized Line of Credit Expenditure”.

The screenshot shows a web form for entering expenditure information. The form is titled "Expenditure" and contains several input fields and a dropdown menu. The "Expenditure Type" dropdown menu is open, showing four options: "Itemized", "Non-Itemized", "Itemized Line of Credit Expenditure", and "Non-Itemized Line of Credit Expenditure". The "Non-Itemized Line of Credit Expenditure" option is highlighted with a green border. Other fields include "Purpose" (a blue dropdown menu with "Select Type" selected), "Expenditure Date [ex. 01/01/2013]*", "Expenditure Amount", "Explanation - Other Purpose" (with "Signs" entered), "Lock Expenditure Info" (unchecked), and "External Reference ID [for EDI users only]". At the bottom right, there are "CANCEL" and "SAVE" buttons.

Expenditure

Expenditure Type

- Itemized
- Non-Itemized
- Itemized Line of Credit Expenditure
- Non-Itemized Line of Credit Expenditure**

Purpose

Select Type

Expenditure Date [ex. 01/01/2013]*

Expenditure Amount

Explanation - Other Purpose

Signs

Lock Expenditure Info

External Reference ID [for EDI users only]

CANCEL SAVE

Step 6

- After selecting “Non-Itemized Line of Credit Expenditure”, enter all of the requested information regarding the expenditure: purpose, expenditure date, expenditure amount, and explanation of the expenditure (if necessary). Click the “SAVE” button after all of the expenditure information has been entered and reviewed for accuracy.

Expenditure

Expenditure Type

Non-Itemized Line of Credit Expenditure

Purpose

Advertising

Expenditure Date [ex. 01/01/2013]*

06/25/2021

Expenditure Amount

75

Account/Reference Number

Explanation - Other Purpose

Signs

Lock Expenditure Info

External Reference ID [for EDI users only]

CANCEL

SAVE

Step 7

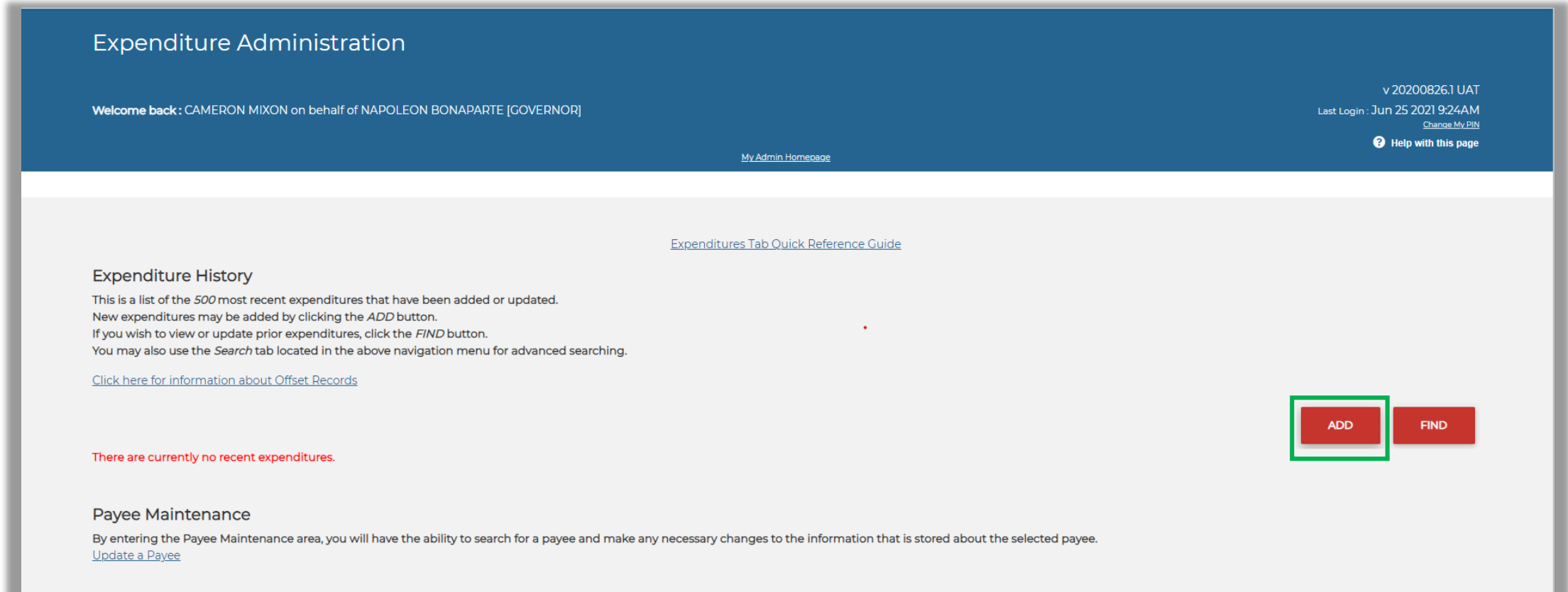
- To report a payment to a “Line of Credit Expenditure” in the system, the payment must be entered as a regular expenditure. To do so, click on “Transactions” to access the drop-down menu. Then, select “Expenditures”.

The screenshot shows the Alabama FCPA website interface. The header includes the Alabama FCPA logo, navigation links (OVERVIEW, TRANSACTIONS, FILE REPORTS, ADMINISTRATION, PUBLIC SITE HOME, PUBLIC SEARCH, RESOURCES, COMMITTEE REGISTRATION), and a Log Off button. The main content area is titled "Committee Overview Based on Calendar Year" and displays six summary cards, each showing a value of \$0.00. A dropdown menu is open over the "TRANSACTIONS" link, with "Expenditures" highlighted in red. The cards represent: Cash Contributions, In-Kind Contributions (Not included in total bank account amount), Other Receipts, Expenditures, Line of Credit Expenditures (Not included in total bank account amount), and Total Amount in Bank Account.

Category	Amount
Cash Contributions	\$0.00
In-Kind Contributions <small>(Not included in total bank account amount)</small>	\$0.00
Other Receipts	\$0.00
Expenditures	\$0.00
Line of Credit Expenditures <small>(Not included in total bank account amount)</small>	\$0.00
Total Amount in Bank Account	\$0.00

Step 8

- On the “Expenditure Administration” page, click the “ADD” button in the bottom right corner of the page.



The screenshot displays the 'Expenditure Administration' interface. At the top, a blue header contains the title 'Expenditure Administration', a welcome message for CAMERON MIXON, and system information including the version 'v 20200826.1 UAT', the last login time 'Jun 25 2021 9:24AM', and a 'Help with this page' link. Below the header, a link for 'My Admin Homepage' is visible. The main content area features a link to 'Expenditures Tab Quick Reference Guide' and a section titled 'Expenditure History'. This section explains that it lists the 500 most recent expenditures and provides instructions on how to add or find expenditures. A red message states 'There are currently no recent expenditures.' In the bottom right corner, two red buttons labeled 'ADD' and 'FIND' are present, with the 'ADD' button highlighted by a green rectangular box.

Expenditure Administration

Welcome back : CAMERON MIXON on behalf of NAPOLEON BONAPARTE [GOVERNOR]

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Expenditure History

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If you wish to view or update prior expenditures, click the *FIND* button.
You may also use the *Search* tab located in the above navigation menu for advanced searching.

[Click here for information about Offset Records](#)

There are currently no recent expenditures.

[Update a Payee](#)

ADD **FIND**

Step 9

- To enter a payment on a “Line of Credit Expenditure” of more than \$100, click on the drop-down menu below “Expenditure Type” and select “Itemized”.
 - Once total expenditures to a particular recipient exceed \$100, the expenditure(s) to that recipient must be itemized. If expenditures to a particular recipient have not exceeded \$100, the expenditure(s) to that recipient can be entered as non-itemized.

The screenshot shows a web form titled "Expenditure". It contains several input fields and a dropdown menu. The "Expenditure Type" dropdown is open, showing four options: "Itemized", "Non-Itemized", "Itemized Line of Credit Expenditure", and "Non-Itemized Line of Credit Expenditure". The "Itemized" option is highlighted with a green border. To the right of this dropdown is a blue "Purpose" dropdown menu with the text "Select Type". Further right are two text input fields: "Expenditure Date [ex. 01/01/2013]*" and "Expenditure Amount". Below the "Expenditure Type" dropdown is a text area labeled "Explanation - Other Purpose". To the right of this text area is a checkbox labeled "Lock Expenditure Info". At the bottom right is another text input field labeled "External Reference ID [for EDI users only]".

Step 10

- After selecting “Itemized”, enter all of the requested expenditure information: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and the payee information (payee type, name, and address). Click the “SAVE” button after the expenditure information has been entered and reviewed for accuracy.

Expenditure

Expenditure Type: **Itemized**

Purpose: **Other**

Expenditure Date (ex. 06/01/2007): 06/27/2021

Expenditure Amount: 1075

Account/Reference Number: [Empty]

Explanation - Other Purpose: Credit Card Payment

Lock Expenditure Info

External Reference ID (for EDI users only): [Empty]

Payee

Payee Type: **Group/Business/Corporation**

Name: CreditMax Credit Card

Address: 6756 Big Bank Rd

City: Big Town

State: KS

Zip: 48597

Lock Payee Info

SEARCH CLEAR PAYEE

CANCEL **SAVE**

Step 11

- These transactions will be listed on the Summary Page of the filed report, in the “Expenditures on Line of Credit” section, on lines 6a through 6c.
- The payment to the creditor (or any other entity that extended credit to the committee) will be listed on the Summary Page in the “Expenditures” section.

WEEKLY & MONTHLY

**FAIR CAMPAIGN PRACTICES ACT
STATE OF ALABAMA**

**Candidate & Elected Official
Campaign Finance Report
SUMMARY FORM 1**

Please Print in Ink or Type.

Name of Candidate or Elected Official NAPOLEON BONAPARTE		Political Party / Ballot Affiliation REPUBLICAN	
Office Sought or Held (include district or circuit number, if applicable) GOVERNOR			
Address Check box if reporting new address 123 FELT STREET			
City BIRMINGHAM	State AL	ZIP Code 35202	Telephone Number (205) 255-3523

THIS AREA FOR OFFICIAL USE ONLY

This document was filed electronically on 07/15/2021 at 11:02AM with the Elections Division, Office of the Alabama Secretary of State.

Type of Report (check one)

Monthly Amended Monthly
 Weekly Amended Weekly

For Monthly Reports
Month in which the report is filed.

For Weekly Reports
Date of Friday in the week in which the report is filed. 06/25/2021

Summary of activity from last filed report			
1	Beginning balance (ending balance from previous filing)		\$0.00
Cash Contributions			
2a	Itemized cash contributions (total from Form 2)	\$1,500.00	
2b	Non-Itemized cash contributions	\$0.00	
2d	Total cash contributions (add lines 2a, 2b, and 2c)		\$1,500.00
In Kind Contributions			
3a	Itemized in-kind contributions (total from Form 3)	\$0.00	
3b	Non-Itemized in-kind contributions	\$0.00	
3c	Total in-kind contributions (add lines 3a and 3b)	\$0.00	
Receipts from Other Sources			
4a	Total itemized receipts from other sources (total from Form 4)	\$0.00	
4b	Total non-Itemized receipts from other sources	\$0.00	
4c	Total receipts from other sources (add lines 4a and 4b)		\$0.00
Expenditures			
5a	Itemized expenditures (total from Form 5)	\$1,075.00	
5b	Non-Itemized expenditures	\$0.00	
5c	Total expenditures (add lines 5a and 5b)		\$1,075.00
Expenditures on Line of Credit			
6a	Itemized expenditures (total from Form 6)	\$1,000.00	
6b	Non-Itemized expenditures	\$75.00	
6c	Total expenditures (add lines 6a and 6b)	\$1,075.00	
7	Ending balance (add lines 1, 2c, & 4c, then subtract line 5c)		\$425.00

As required by the Alabama Fair Campaign Practices Act, I hereby swear or affirm to the best of my knowledge and belief that the attached report(s) and the information contained herein are true and correct and that this information is a full and complete statement of all contributions, expenditures, and other required information during the applicable period of time.

Sworn to and subscribed before me this _____ day of _____ of the year _____. My commission expires the _____ day of _____ of the year _____.

Electronically signed by NAPOLEON BONAPARTE, CANDIDATE | 07/15/2021

Signature of Candidate or Elected Official Date

Signature of Notary Public

Print Notary's Name

FORM REVISED 5.23.2017


Step 12

- The itemized “Line of Credit Expenditures” will appear on Form 6 of the filed report.

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

FORM 6: Expenditures On Line of Credit by candidate or elected official

NAME OF CANDIDATE OR ELECTED OFFICIAL: **NAPOLEON BONAPARTE**



When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	PURPOSE OF EXPENDITURE (CHECK ONE)											DATE OF EXPENDITURE (mo./day/yr.)	AMOUNT OF EXPENDITURE				
		Administrative	Advertising	Consultants/Poling	Charitable Contributions	Food	Fundraising	Lodging	Transportation	Interest	Reimbursement	Refund			Qualifying Fee	Duties of the Office	Inaugural	OTHER GIVE BRIEF EXPLANATION
ALABAMA SIGNS & ADVERTISING	247 110 STREET BIRMINGHAM, AL 35203		X														06/25/2021	\$1000.00
FORM REVISED 5.19.2017																	TOTAL EXPENDITURES	\$1000.00

Step 13

- Itemized payments to the credit card issuer or any other entity extending credit to the committee will appear on Form 5 of the filed report.

ALABAMA FAIR CAMPAIGN PRACTICES ACT - CAMPAIGN FINANCE REPORT FOR CANDIDATE & ELECTED OFFICIAL

FORM 5: Expenditures by candidate or elected official



NAME OF CANDIDATE OR ELECTED OFFICIAL:

NAPOLEON BONAPARTE

When total expenditures to a single recipient exceed \$100.00, the FCPA requires all expenditures to that recipient be itemized.

PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME)	ADDRESS (ADDRESS SHOULD INCLUDE STREET OR P.O. BOX, CITY, STATE, AND ZIP)	PURPOSE OF EXPENDITURE (CHECK ONE)											DATE OF EXPENDITURE (mo./day/yr.)	AMOUNT OF EXPENDITURE					
		Administrative	Advertising	Consultants/Poling	Charitable Contributions	Food	Fundraising	Loan Repayment	Lodging	Transportation	Reimbursement	Refund			Qualifying Fee	Dues of the Office	Inaugural	OTHER GIVE BRIEF EXPLANATION	
CREDITMAX CREDIT CARD 6758	6758 BIG BANK RD BIG TOWN, KS 48597																CREDIT CARD PAYMENT	06/25/2021	\$1075.00
FORM REVISED 9.2.2011	TOTAL EXPENDITURES																\$1075.00		

For more information...

For further questions regarding “Line of Credit Expenditures” or payments for “Line of Credit Expenditures”, please contact the Elections Division.

(334) 242-7210

(800) 274-8683

