

# **STATEMENT OF ORGANIZATION**

As per § [24.2-947.1](#), any individual seeking or campaigning for an office of the Commonwealth or one of its governmental units in a party nomination process or general, primary, or special election, shall file a [Statement of Organization](#) within 10 days of meeting any one of the following conditions:

1. Acceptance of a contribution;
2. Expenditure of any funds;
3. The payment of a filing fee for any party nomination method;
4. The filing of a candidate statement of qualification pursuant to § [24.2-501](#); or
5. The appointment of a campaign treasurer, designation of a campaign committee, or designation of a campaign depository.

## **Regular Campaign Finance Reporting Forms**

### **Schedule A – Direct Contributions over \$100**

Use to report contributions exceeding \$100.

[Schedule A Instructions](#)

### **Schedule B – In-Kind Contributions over \$100**

Use to report contributions of services rendered or goods whose value exceeds \$100.

[Schedule B Instructions](#)>

### **Schedule C – Rebates, Refunds and Interest**

Use to report receipts of refunds, rebates interest paid.

[Schedule C Instructions](#)

### **Schedule D – Itemization of Expenditures**

Use to report **all** expenditures incurred by a committee.

[Schedule D Instructions](#)

### **Schedule E – Itemization of Loans**

Use to report the itemization of all loans received and/or repaid by a committee.

[Schedule E Instructions](#)

### **Schedule F – Debts Remaining Unpaid**

Use to itemize any outstanding debt that remains outstanding as of the current reporting period.

[Schedule F Instructions](#)

### Schedule G – **Statement of Funds**

Contributions, receipts, expenditures and loans that have occurred during the reporting cycle.

[Schedule G Instructions](#)

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

Contributions, receipts, expenditures and loans that have occurred during the committees duration.

[Schedule H Instructions](#)

### Schedule I – **Surplus Funds Paid Out**

Use to report the disposition of surplus funds.

[Schedule I Instructions](#)

[Designated Expenditure Report](#) – For each designated contribution received by the campaign committee from a political committee, out-of-state political committee, or federal political action committee, the campaign committee shall list the name of the person who designated the contribution and provide the information required.

## Commonly Requested Forms

- [Large Pre-Election Contributions Form](#)
- [Request an Exemption from Reporting Requirements Form](#)
- [Rescind a Request for Exemption from Reporting Form](#)
- [Independent Expenditure Report Form](#)
- [Campaign Committee Termination Statement and Final Report](#)

***\*\*It is a Candidate's responsibility to verify through the Virginia Department of Elections that all forms are current:***

<https://www.elections.virginia.gov/candidatepac-info/campaign-finance-disclosure-forms/>