Refunds/Reimbursements FROM the Committee [CRO-1320]

Form Description

All refunds and reimbursements from the committee will be shown on this form. Refunds and reimbursements from the committee would include returned contributions, reimbursements for in-kind contributions and any other refunds from the committee.

When a disclosure report is amended only include changed information and check “Yes” at the top of the page.

Line-by-Line Instructions

LINE 1. Provide the complete name of the committee or fund this report covers.

LINE 2. Provide the ID number of the committee or fund.

LINE 3. List each payee’s information separately. Multiple expenditures made to this payee may be listed on the appropriate lines. If this is an amendment, use Line 3 to add or remove a refund or reimbursement.

- a. Provide the payee’s complete name, mailing address and phone number.
- b. If the payee is an individual, provide the individual’s job title or profession.
- c. If the payee is an individual, provide the employer’s name or specific field of business activity. Please refer to the NAICS classification code for specific field category/codes. This classification code can be found on the SBOE website at www.sboe.state.nc.us
- d. Check the appropriate box for the type of committee registered.
- e. Check the appropriate box for the level at which the receiving committee is registered.
- f. Provide the specific purpose code(s) of the refund or reimbursement using the codes listed at the bottom of the page in #6.
- g. This space is for any additional information that is necessary for the report.
- h. Provide the original receipt date for the refund/reimbursement.
- i. Provide the original receipt amount for the refund/reimbursement.
- j. List the contributor’s election sum-to-date. This is their total contribution to the committee from the start of the election.
- k. List the account code that corresponds to the account to which the refund/ reimbursement applies. Remember to leave all account numbers off of the report in order to preserve confidentiality. Use only the account codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own account code.
- l. List the form of payment of the disbursement (cash, check, draft, money order, credit card or debit card). All expenditures of $50 or more must be itemized and may not be paid with cash. All media expenses must be paid with a verifiable form of payment. If non-media expenses are paid with a credit card listed on the **Statement of Organization**, the creditor information should be listed on the **Debts and Obligations by the Committee** (CRO-1610) form along with the amounts incurred and paid during this reporting period. The debt entry will continue to be made until the debt is satisfied in full.
- m. Describe the in-kind item. If the Purpose Code used in #6 appears in bold with an (*), a detailed explanation is required to be listed in this “Required Remarks’ field.
- n. List the date the disbursement was made.
- o. List the amount of the disbursement.

LINE 4. List the total sum of all refunds on the current page.

LINE 5. List the total sum of all CRO-1320 pages. Calculate this by adding Line 4 of all CRO-1320 pages.

LINE 6. Select the most appropriate/applicable purpose code(s) which are required in f. from the list. Purpose codes which are bold and have an (*) require additional detailed explanation in the Required Remarks field.