

# ***A-1's Made Simple***



**STATE BOARD OF ELECTIONS  
CAMPAIGN DISCLOSURE DIVISION**

## What is a Schedule A-1?

A Schedule A-1 is a special, stand-alone report required for larger contributions received by political committees. Specifically, it is used to report contributions of \$1000 or more received from a single source.

## Who needs to file, and when?

Any committee that receives a contribution of \$1000 or more from a single source needs to file a Schedule A-1. Normally, an A-1 must be filed within 5 business days of receipt of the contribution, but the deadline drops to 2 business days in the 30 day period before an election – if the committee receiving the contribution is participating\* in the election.

\*A committee is considered to be 'participating' in an election if it has a candidate or proposition on the ballot, if it spends a total of more than \$500 in support of or in opposition to any candidate(s) or issue(s) on the ballot, or if it spends a total of more than \$500 for any form of communication that makes a clear appeal to vote for or against a candidate, party or question of public policy that will appear on the ballot. A committee formed to support or oppose a candidate or question of public policy on the next election ballot is always considered to be participating in that election. If you are not sure if your committee meets the definition of 'participation', contact the Board.

## How do I file?

A Schedule A-1 must be filed within 5 business days of receipt of the contribution (or within 2 business days in the 30-day period before an election.) This means the State Board of Elections must receive the A-1 within 5 business days (or 2 business days as noted above.) For this reason, it is not advisable for a committee to mail a Schedule A-1 – a postmark is not used to determine whether an A-1 has been filed in a timely fashion. In order to better ensure an A-1 is filed on time, we recommend one of the following filing methods:

1. **Hand Delivery:** Reports may be hand delivered to the State Board of Elections at either of the following addresses:

### Springfield

2329 S MacArthur Blvd

(hours) 8:00am – 4:30pm

### Chicago

James R. Thompson Center  
100 West Randolph, Suite 14-100

(hours) 8:30am – 5:00pm

2. **Facsimile:** Reports may be faxed to the State Board of Elections at (217) 782-5959 or (312) 814-6485.

\* Please retain a confirmation transmission for your records.

\* If faxed, please do not submit the original.

3. **Electronic Transmission:** Reports may be filed electronically with the State Board of Elections, using Illinois Disclosure Information Software (IDIS) or another accepted electronic filing software system.

\*Committees who are required to file their other reports electronically must also file A-1's electronically – hand delivery or faxing are not permitted for those committees.

**Common questions:**

*“If a candidate contributes to his own committee, does an A-1 need to be filed for that contribution?”*

YES – Candidate contributions are treated no differently than any other contribution. If any contribution totals \$1000 or more from a single source, an A-1 must be filed. This includes cash, loans or in-kind contributions made by a candidate to his own committee.

*“What about in-kind contributions or loans, do they require A-1's too?”*

YES – A-1 requirements apply to all types of receipts, including in-kind contributions, loans and individual contributions. Keep in mind that candidates who make expenditures for their committees out of their own pockets are also required to file A-1's. This is because the expenditures are considered individual contributions, loans or in-kind contributions to the committee.

*“For reporting purposes, how do we determine the date of receipt for a contribution?”*

Date of receipt is defined as the date a contribution is deposited in a bank, financial institution or other repository of funds for the committee. If a cash contribution is not deposited, the date of receipt is the date the cash was given to any authorized member or official employee or agent of the committee. It can also be the date the committee receives notice of a deposit of funds made by an entity used to process credit card or other monetary contributions. In the case of in-kind contributions, the date of receipt is the date the public official, candidate or committee receives notification of the in-kind from the contributor. All schedule A-1's should reflect the correct date of receipt, as described above. In the case of a contribution made by a check, the date on the check should not be used to report the contribution, unless that date is the same as the date of receipt. A check that is not deposited is considered received on the date the check is cashed and the cash becomes available to the committee.

*“What if my committee receives several smaller contributions that add up \$1000 or more?”*

An A-1 is required only if a single contribution totals \$1000 or more. An aggregate of contributions that adds up to \$1000 or more would not need to be reported on a Schedule A-1.

*“Is an A-1 the only place I need to report these contributions?”*

NO – contributions reported on an A-1 must also be included on the committee's next scheduled Quarterly Report. Remember that the dates, amounts and other information on the A-1 should match what is disclosed on the Quarterly Report.

*“If I receive a contribution on a weekend or Friday, when does the A-1 need to be filed?”*

Most A-1's must be filed within 5 business days of the receipt of a qualifying contribution. So, if a committee gets a \$1000 contribution on Friday, Saturday or Sunday, the A-1 must be filed by the following Friday. In the 30 days before an election, A-1's must be filed within 2 business days of the

receipt of a qualifying contribution. During that period, a \$1000 contribution received on a Friday, Saturday or Sunday would have to be disclosed on an A-1 filed no later than Tuesday. Remember – that means the A-1 must be received by the State Board of Elections within two business days – postmarks do not count.

*“If my committee has not yet filed a Statement of Organization with the State Board of Elections, does it have to file A-1’s?”*

Possibly, but only in some cases. Remember, a committee must file a Statement of Organization after receiving or expending a total of \$5000. If a contribution (\$1000 or more) puts the committee above the \$5000 creation threshold, it must be reported on a Schedule A-1 within 5 business days (or 2 business days in the 30 days before an election) – even though the committee may have as little as 2 or as many as 10 days in which to file its Statement of Organization. To avoid confusion in such cases we recommend filing the Statement of Organization no later than the Schedule A-1.

*“If I give another committee \$1000 or more, what are my reporting requirements?”*

You need only file A-1’s for contributions received by your committee. Expenditures and loans made by a committee should be included on Quarterly Reports, but the contributor does not need to file an A-1.

*“If I file my A-1 by fax or electronic filing, should I also send in a paper copy?”*

NO – Do not follow up with a paper copy if you use electronic or fax filing. Just be sure to keep a confirmation transmission for your records.

#### **Other A-1 Information:**

Please remember that failure to file any required Schedule A-1 on time can lead to substantial fines for a committee. Information on fines and instructions for filling out a Schedule A-1 are available on the back side of the A-1 form. Assistance is also available by contacting the State Board of Elections.

For more information, complete guidelines and rules and regulations as set forth by the Board, contact:

Illinois State Board of Elections  
2329 S MacArthur Blvd  
Springfield, IL 62704  
(217) 782-4141  
(800) 527-VOTE (8683)  
(217) 782-5959 (FAX)  
(217) 782-1518 (TDD)  
[webmaster@elections.il.gov](mailto:webmaster@elections.il.gov)

or

State Board of Elections  
James R. Thompson Center  
100 West Randolph, Suite 14-100  
Chicago, IL 60601  
(312) 814-6440  
(800) 923-VOTE (8683)  
(312) 814-6485 (FAX)  
(312) 814-6431 (TDD)

Information including the law, the rules and regulations, forms, calendar, and a glossary of terms may be obtained by accessing the State Board of Elections website at [www.elections.il.gov](http://www.elections.il.gov).

Portions of this pamphlet make reference to rules and regulations listed in 10 ILCS 5/9-10(b) and 10 ILCS 5/9-10 (b-5) and Ill. Admin. Code Sec. 100.70.

This pamphlet is a guide for reporting and the disclosure of information on Schedule A-1's and should not be used as legal advice. This pamphlet should not be construed to modify, in any way, the Illinois Election Code or its rules and regulations. The State Board of Elections recommends that all political committees consult with our agency or with competent legal counsel if any problems or questions arise that are not addressed in this pamphlet.

ISSUED BY THE  
Illinois State Board of Elections

Printed by Authority of the State of Illinois  
Revised June 2016