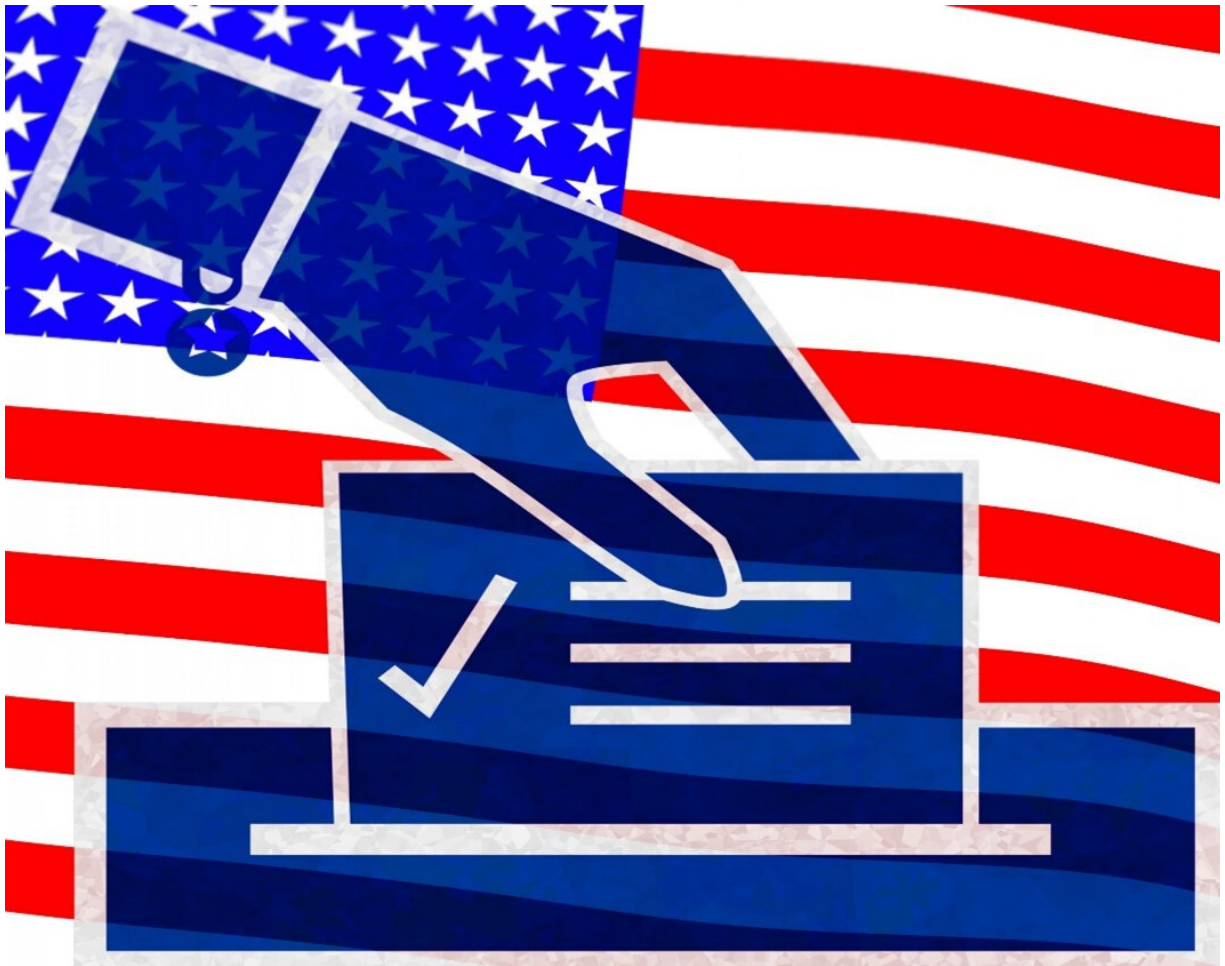




Hapeville
georgia

2025 Municipal General Election

Tuesday, November 4, 2025



CANDIDATE INFORMATION PACKET

The City of Hapeville The City Clerk's Office

3468 North Fulton Avenue, Hapeville, GA 30354



(404)366-7006



(404)669-3302



www.hapeville.org

2025 Notice of General Election and Qualifying Information

Notice is hereby given that the City of Hapeville, Georgia shall hold the **2025 Municipal General Election on Tuesday, November 4, 2025, from 7am-7pm**. A Municipality shall fix and publish a qualifying fee for each office to be filled in the upcoming election. Such a fee shall be (3) three percent of the total gross salary of the office paid in the preceding calendar year including all supplements.

City elections are non-partisan and are conducted by the Fulton County Department of Elections. Elected officials serve terms of four (4) years and until their respective successors are elected and sworn in. The City Clerk serves as the Qualifying Officer and will be the person to receive your **NOTICE OF CANDIDACY AND AFFIDAVIT**.

Certain documents are required to be filed with the Georgia Government Transparency and Campaign Finance Commission, or GGTCFC (formerly known as the State Ethics Commission). The website address is <http://ethics.ga.gov/> and candidates should familiarize themselves with all forms, publications, and the requirements of candidacy for public office. All candidates should also familiarize themselves with the Constitution of the State of Georgia, City of Hapeville "Code of Ethics", and may find the Rules and Regulations of the State Election Board helpful as well.

Failure to adhere to the policies and filings as required by the GGTCFC may result in monetary fines. The Commission also offers candidate information which may be found at this link: [Candidate Information: Local – Georgia Government Transparency & Campaign Finance Commission \(ga.gov\)](#).

QUALIFYING FEES

A Municipality shall fix and publish a qualifying fee for each office to be filled in the upcoming election. Such fee shall be three (3) percent of the total gross salary of the office paid in the proceeding calendar year. Pursuant to O.C.G.A. 21-2-131(a) the qualifying fees are:

<u>OFFICE</u>	<u>SALARY</u>	<u>FEE</u>
Councilman At Large (Incumbent) Brett Reichert	\$7,800.00	\$234.00
Councilman 1 st Ward (Incumbent) Mark Adams	\$7,800.00	\$234.00
Councilman 2 nd Ward (Incumbent) Chloe Alexander	\$7,800.00	\$234.00

QUALIFYING PERIOD

Pursuant to O.C.G.A. 21-2-132, qualifying for the election shall be held at City Hall, 3468 N. Fulton Avenue Hapeville, Georgia beginning on Monday, August 18, 2025, through Wednesday, August 20, 2025, from 8:30am-12:00pm and from 1:00pm-4:30pm.

GEORGIA LAW REQUIREMENTS

- ✓ Shall not have been convicted of violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence.
- ✓ Shall not be the holder of any public funds illegally.

QUALIFYING REQUIREMENTS

Qualifications to hold public office in the City of Hapeville pursuant to the Hapeville City Charter, the Qualifications of Governing Body shall be as follows:

To be eligible for election as a council member from a designated ward, a person, at the time of qualification, must:

- ✓ Shall have attained or passed his/her twenty-first (21) birthday.
- ✓ Have resided in the city for not less than one (1) year immediately preceding the date of qualification for office and be a resident of the ward from which he or she qualifies for at least 30 days prior to qualification and must continue in such residence during the term of office.
- ✓ Be a qualified elector of the city; and
- ✓ Meet any other requirements as may be established by general state law.

To be eligible for election as Councilman-At-Large and as Alderman-At-Large, a person, at the time of qualification, must:

1. Have obtained the age of 21 years;
2. Have resided in the city for not less than one (1) year prior to the date of qualification and must continue such residence during the term of office;
3. Be a qualified elector of the city; and
4. Meet any other requirements as may be established by general state law.

QUALIFYING PACKET FOR CADIDATES INCLUDES THE FOLLOWING:

- ☐ Public Notice regarding Qualifying Period and Fees for November 4, 2025, Municipal General Election.
- ☐ Hapeville Code Pursuant to the Charter of Hapeville.
- ☐ [Resolution 2025-01](#) To Establish Fees for Qualifying of Candidate.
- ☐ Notice of Candidacy and Affidavit – (Qualifying Form. Submit with payment) – File with the City Clerk.
- ☐ Declaration of Intent to Accept Campaign Contributions (DOI Form) – File with City Clerk.
- ☐ Registration of a Campaign Committee (RC Form) - File with GGTCFC/State Ethics Commission.
- ☐ Paying Qualification Fee by Check/ Money Order or Cashier's Check – Submit to City Clerk.
- ☐ Campaign Contribution Disclosure Report (CCDR).
- ☐ Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures.
- ☐ Personal Financial Disclosure Statement (PFDS).
- ☐ Write-In Candidate Information.

- ☐ Pauper's Information.
- ☐ Candidate Requirements.
- ☐ Filing Schedule and Dates.
- ☐ Polling Locations and Early Voting Locations.
- ☐ Contact Information for the Georgia Government Transparency and Campaign Finance Commission (GGTCFC), Candidate Questions & Answers, Election Calendar, State Ethics Law/Campaign Finance Law.
- ☐ Mandatory Training Information. 2026 Dates for Newly Elected Officials Institute.

USEFUL LINKS:

- **The 2025 abbreviated calendar may be accessed here:**
<https://sos.ga.gov/sites/default/files/forms/2025%20Elections%20Calendar.pdf>
- **City of Hapeville Code of Ethics:**
https://library.municode.com/ga/hapeville/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ART6COET
- **City of Hapeville Ward Map may be accessed here:** <https://hapeville.org/493/Council-Ward-Map>
- **Information from Ethics Commission on training may be accessed here:** [Training Schedules for the State Ethics Commission of Georgia](#)
- **GMA Newly Elected Officials Training Date -**[Newly Elected Officials Institute | Georgia Municipal Association](#)
- **Georgia Government Transparency & Campaign Finance Commission – www.ethics.ga.gov**
 - [Personal Financial Disclosure Report](#) – Due annually anytime between Jan 1 and July 1 unless election year and should be filed within 15 days of qualifying.
 - [Declaration of Intent \(DOI\)](#) – File with local filing officer before accepting campaign funds.
 - [Exemption Affidavit Not To Exceed \\$2,500](#) – File with local filing officer if candidate does not plan to spend or receive over \$2500 in campaign funds, OR
 - [Campaign Contribution Disclosure Report](#)– File with local filing officer according to the schedule if spending or receiving more than \$2500 in election cycle.
 - [Campaign Committee Registration](#)– Filed with Ethics Commission directly by candidate.
 - [Two Business Day Report of Contributions Received](#)–Upload to Ethics Commission within 10 days of report due date.
 - [Termination Statement](#)–File within 10 days of dissolution of a campaign. Upload to Ethics Commission website.
 - [Ethics Rules](#)

CANDIDATE ACKNOWLEDGEMENT

I _____ accept the Qualifying Packet containing the above information. I understand that by qualifying to run in a municipal election, I bear responsibility under State Law to submit the required reports to the appropriate governmental entities within the prescribed time or I may be guilty of a misdemeanor and face civil penalties of up to \$1,000.00 per violation.

Candidate Signature: _____

Date: _____

Phone Number: _____

Email Address: _____

Signature of Notary: _____

Once qualifying closes, candidate names and the seat they are seeking will be posted on the City's website and in the lobby at Hapeville-City Hall. Please be aware that newspapers will generally request this information and publish it as well. I hope that you will find this information useful. Thank you for your interest in the City of Hapeville.

Sincerely,

A handwritten signature in blue ink that reads "Sharee Steed". The signature is written in a cursive, flowing style.

Sharee Steed, City Clerk

South Fulton Neighbor

136 Pryor Street, Suite CB14
Atlanta, Ga. 30303
470-990-4415

AFFIDAVIT OF PUBLICATION

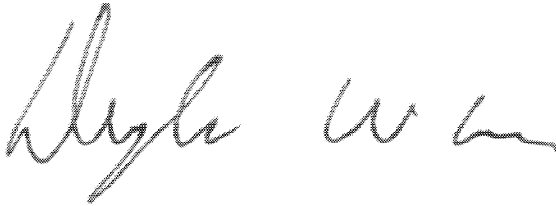
STATE OF GEORGIA
COUNTY OF FULTON

I, Douglas W. Crow, do solemnly swear that I am the Vice President of Operations, Times Journal Inc., of the South Fulton Neighbor printed and published at South Fulton in the State of Georgia and that from my own personal knowledge and reference to the files of said publication, the advertisements for: **FN7628 NOVEMBER 4, 2025.** was published in the South Fulton Neighbor on the following date(s):

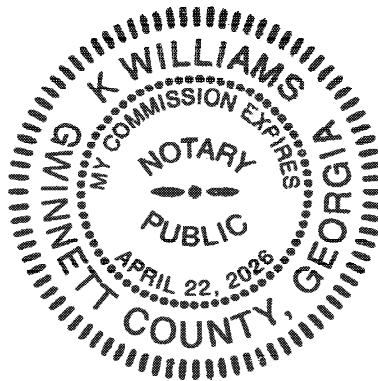
01/22/2025 01/29/2025

Ad No.: **458851**

Subscribed and sworn to before me this 29th day of January, 2025



Douglas W. Crow, Vice President of Operations, Times Journal Inc.



Notary Public

Ad text :
FN7628

gpn14

CITY OF HAPEVILLE
PUBLIC NOTICE

An election for the purpose of electing Councilmember at Large, Councilmember 1st Ward, and Councilmember 2nd Ward will be held on November 4, 2025. In accordance with section 21-2-131 of the Georgia Election Code and Rules of the State Election Board, the governing authority of the municipality shall, not later than February 1 of the year of the general election, fix and publish a qualifying fee for each office to be filled in the upcoming election.

Such fee shall be 3% of the total gross salary of the office. The qualifying fee is stated below:

Councilmember at Large seat will be \$234.00.

Councilmember 1st Ward seat will be \$234.00.

Councilmember 2nd Ward seat will be \$234.00.

Pursuant to O.C.G.A. 21-2-132, qualifying for the election shall be held at City Hall, 3468 N. Fulton Avenue, Hapeville, Georgia, beginning on Monday, August 18, 2025, through Wednesday, August 20, 2025, from 8:30 am-12:00 pm and from 1:00 pm-4:30 pm.

1:22,29ep

*Published in South Fulton Legal on January 22 and 29, 2025 and August 6, 2025

Hapeville

Hometown News



Upcoming General Election – Candidate Qualifying Notice

The City of Hapeville will hold its General Election on Tuesday, November 4, 2025, at the Hoyt Smith Conference Center (3444 N. Fulton Ave, Hapeville, GA 30354).

The election will determine the following positions:

Councilman At-Large
 Councilman Ward I
 Councilman Ward II

Candidate Qualifying Period:

📍 City Hall (3468 N. Fulton Ave, Hapeville, GA 30354)

 Monday, August 18 - Wednesday, August 20, 2025

🕒 8:30 a.m. - 12:00 p.m. & 1:00 p.m. - 4:30 p.m. daily

Individuals interested in running for office must file a Notice of Candidacy specifying the position they are seeking. A qualifying fee of \$234 is required at the time of filing. For more information, please contact the City Clerk's Office at (404) 766-3004.

WINGS & STRINGS

AUG 16 7-10 PM



📍 Jess Lucas Park | 680 S Central Ave, Hapeville, GA

Join us for Wings & Strings, a summer night filled with live music, delicious food, and great company! Enjoy the smooth, soulful sounds of Unknown Lyric and a powerhouse performance by Michelle Winters with The Stephen Lee Band. While the music plays, dig into hot, flavorful chicken wings from some of Atlanta's top food vendors.

This free, event is the perfect way to spend a summer evening in the park. Grab your lawn chairs, bring your friends and family, and get ready for a fun, music-filled night under the stars!

For more info, visit www.hapeville.org or call (404) 669-2116

Hapeville Police Department

presents:



SUPERHERO

KIDS WEAR COSTUMES

HAPEVILLE PD WILL BE GIVING OUT MASK AND CAPES FOR THOSE THAT DO NOT HAVE A COSTUME AVAILABLE 1ST COME 1ST SERVED

AUGUST 1, 2025
5PM-8PM
 Jess Lucas Y-Teen Park
SAVE THE DATE!

MUSIC & FOOD

ICECREAM

POLICE

GIVEAWAYS!!

National Night Out 2025 – Superhero Edition!

 Friday, August 1 | 🕒 5:00-8:00 PM
 📍 Jess Lucas Y-Teen Park, 680 S. Central Ave

Get ready for one of the most exciting nights of the summer! National Night Out is back—and this year, we're celebrating with a Superhero theme!

This free, family-friendly event is all about strengthening the relationship between our police officers and the community. It's a great opportunity to meet the men and women who serve and protect Hapeville while enjoying an evening filled with fun, food, and festivities.

Whether you're new to town or a longtime resident, National Night Out is a chance to come together, build connections, and celebrate the vibrant spirit of our community.

For more info, visit www.hapeville.org or call (404)-669-2153

CHAPTER 1. - Conduct of Elections

Sec. 3-101. - Applicability of general laws.

All municipal general or special elections and primaries shall be held and conducted in accordance with the Georgia Municipal Election Code, Title 34A of the Code of Georgia.

(Ga. L. 1968, p. 885), as now or hereafter amended.

Sec. 3-102. - Regular elections; terms.

- (a) After January 1, 1991, the general municipal election for the City of Hapeville shall be held on the Tuesday next following the first Monday in November in 1991 and on such day in each odd-numbered year thereafter.
- (b) The three (3) council members, two (2) of whom are from wards and one (1) of whom is at-large, whose terms of office expire December 31, 1990, shall continue to serve out their terms of office and until their respective successors are elected and qualified. Their successors shall be elected at the general municipal election which shall be held on the Tuesday next following the first Monday in November in 1990, and they shall take office the first day of January immediately following that election and shall serve for terms of office which expire December 31, 1993, and upon the election and qualification of their respective successors. All successors thereafter to the three (3) council members whose terms of office are to expire shall be elected in the general municipal election held immediately preceding the expiration of such terms, shall take office the first day of January immediately following that election, and shall serve for terms of office of four (4) years each and until their respective successors are elected and qualified.
- (c) The mayor and alderman-at-large whose terms of office expire December 31, 1991, shall continue to serve out their terms of office and until their respective successors are elected and qualified. Their successors shall be elected at the general municipal election which shall be held in 1991, shall take office the first day of January immediately following that election and shall serve for terms of office of four (4) years each and until their respective successors are elected and qualified. All successors thereafter to the mayor and the alderman-at-large whose terms of office are to expire shall be elected at the general municipal election held immediately preceding the expiration of such terms, shall take office the first day of January immediately following that election, and shall serve for terms of office of four (4) years each and until their respective successors are elected and qualified.

(Ga. Laws 1980, p. 3769; Ga. Laws 1984, p. 4599; Ga. Laws 1990 Act No. 739, § 1)

Sec. 3-103. - Manner of election.

- (a) The city shall be divided into two (2) wards, designated respectively as wards No. 1 and No. 2. The boundaries of wards No. 1 and No. 2 shall be as specifically described and set forth in Appendix C of this charter.
- (b) The mayor shall be elected from the city at-large.
- (c) Two (2) council members shall each reside respectively in wards No. 1 and No. 2 and shall be elected from the city at-large.
- (d) One (1) council member, to be known as a "councilman-at-large," may reside at any location within the city and shall be elected from the city at-large.
- (e) One (1) council member, to be known as "alderman-at-large," may reside at any location within the city and shall be elected from the city at-large.
- (f) All municipal elections shall be non-partisan and the names of candidates shall be listed alphabetically upon the ballot without party label.

1 STATE OF GEORGIA

2
3 CITY OF HAPEVILLE

4
5 RESOLUTION NO. 2025-01

6
7 A RESOLUTION FIXING AND PUBLISHING QUALIFYING FEES FOR
8 OFFICES SUBJECT TO GENERAL ELECTION IN NOVEMBER 2025;
9 REPEALING ALL RESOLUTIONS IN CONFLICT HERewith; AND
10 FOR OTHER PURPOSES

11
12 WHEREAS, the duly elected governing authority of the City of Hapeville,
13 Georgia (hereinafter the "City") is the Mayor and Council thereof; and

14
15 WHEREAS, O.C.G.A. § 21-2-131(a)(1) provides the governing authority
16 of any county or municipality, not later than February 1 of any year in which a
17 general primary, nonpartisan, or general election is to be held, shall fix and publish
18 a qualifying fee for each office to be filled in the upcoming primary or election; and

19
20 WHEREAS, the City Council of the City of Hapeville, in addition to
21 complying with this code section, intends to adequately notify the citizens of the
22 City in order to encourage public participation in the electoral process;

23
24 WHEREAS, the governing authority of the City finds it desirable to
25 safeguard and promote public health, safety, and general welfare for all citizens
26 through the adoption of this Resolution.

27
28 NOW, THEREFORE, BE IT RESOLVED by the City Council of the
29 City of Hapeville and it hereby resolved by authority of the same, as follows:

30
31 SECTION ONE. In the general election to be held on Tuesday,
32 November 4, 2025, the qualifying fees shall be set as the following:

33 (a) Councilmember at Large seat shall be \$234.00.

34 (b) Councilmember 1st Ward seat shall be \$234.00.

35 (c) Councilmember 2nd Ward seat shall be \$234.00.

SECTION TWO. The City Clerk shall publish an advertisement in the legal organ as required by state law.

SECTION THREE. All resolutions or parts of resolutions in conflict herewith are repealed.

RESOLVED, this 7 day of January, 2025.

**CITY OF HAPEVILLE,
GEORGIA**



Alan H. Hallman, Mayor

ATTEST:



City Clerk



APPROVED BY:



City Attorney

TO: _____
Superintendent of Elections
of _____ County/Municipality
State of Georgia

NOTICE OF CANDIDACY AND AFFIDAVIT
(COUNTY/MUNICIPALITY)

I, the undersigned, being first duly sworn on oath, do depose and say: my name is _____
_____;

my residence address is _____
(Street Number) (Street)

(City) (County) (State) (Zip Code);

my post office address is _____;

my telephone number is _____;
(Business) (Home)

my profession, business, or occupation (if any) is _____;

the name of my precinct is _____; I am an elector of the county/municipality of my
residence eligible to vote in the election in which I am a candidate; the name of the office I am seeking is

(Circuit, District, or Post if Applicable); my date of birth is _____; as of the general electon for this office,
I will have been a legal resident of the State of Georgia for _____ consecutive years; a legal resident of _____ county for
_____ consecutive years; a legal resident of my district (if applicable) for _____ consecutive years; and
a legal resident of my circuit (if applicable) for _____ consecutive years; I am a citizen of the United States;

I am eligible to hold such office; that I am a candidate for such office in the _____ to be held on the
(Election)
_____ day of _____, 20_____;

I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude or conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted that my civil rights have been restored; and at least ten years have elapsed from the date of completion of the sentence without subsequent conviction of another felony involving moral turpitude; I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such officeholder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to Ga. Const. Art. II, Sec. II, paragraph III); I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. § 21-2) or of the rules or regulations adopted thereunder.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

(Signature of Candidate)

Sworn to and subscribed before me this _____ day of _____, 20_____.

(Notary Public)

My Commission Expires_____

(Required by Ga. Election Code O.C.G.A. § 21.2.132.)

I desire that my name appear on the ballot as follows
(the surname of the candidate shall be as it appears
on the candidate’s voter registration card) :

Should I be elected, I desire that my name appear on official
documents as follows:

(Please Print)

(Please Print)

(over)

Check only one

1. ☐ I am running in a special election for a partisan office and my party affiliation is _____.

☐ I am running as a nonpartisan candidate.

☐ I am running as an independent candidate.

☐ I am running to be the nominee of the _____ Party (Body) nominated by:

☐ Convention;

☐ Other (Specify method of nomination and statute and party rule governing and allowing such method of nomination):

2. ☐ I am required to file the above Notice followed by a nomination petition containing at least _____ valid signatures due _____, _____.

☐ I am not required to submit a nomination petition pursuant to O.C.G.A. § 21-2-132, because I am:

☐ Running as a nonpartisan candidate.

☐ Running as an incumbent.

☐ Running in a special election.

☐ Running for a state-wide office nominated by a duly constituted political body convention.

3. ☐ I hereby tender check/money order in the amount of \$ _____.

NAME OF BANK: _____

CHECK NUMBER: _____

In the event that a candidate pays his or her qualifying fee with a check that is subsequently returned for insufficient funds, the superintendent shall automatically find that such candidate has not met the qualifications for holding the office being sought, unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank, credit union, or financial institution erred in returning the check as prescribed in O.C.G.A. § 21-2-6(d).

☐ I hereby file a Pauper’s Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. § 21-2-132(g), in lieu of paying the qualifying fee.

NOTE: CANDIDATES FOR THE FOLLOWING OFFICES MUST FILE AN ADDITIONAL AFFIDAVIT IN ACCORDANCE WITH THE LISTED CODE SECTION AND MAY HAVE OTHER REQUIREMENTS IN ORDER TO BE QUALIFIED TO SEEK OFFICE. CANDIDATES SHOULD REVIEW THE QUALIFICATIONS FOR THE OFFICE FOR WHICH THEY OFFER FOR ELECTION CAREFULLY.

CLERK OF SUPERIOR COURT	O.C.G.A. § 15-6-50(b)(2)
JUDGE OF THE PROBATE COURT	O.C.G.A. § 15-9-2(a)(2)
SHERIFF	O.C.G.A. § 15-16-1(c)(2)
CORONER	O.C.G.A. § 45-16-1(b)(2)
TAX RECEIVER	O.C.G.A. § 48-5-210(b)(2)
TAX COLLECTOR	O.C.G.A. § 48-5-210(b)(2)
TAX COMMISSIONER	O.C.G.A. § 48-5-210(b)(2)



DECLARATION OF INTENTION TO ACCEPT CAMPAIGN CONTRIBUTIONS (FORM DOI) – COUNTY/MUNICIPAL LEVEL FILERS

1 Today's Date: _____

2 Candidate (full name): _____

Address: _____

City, State, Zip: _____

Telephone (optional): _____ Email: _____

3	Name County/City: _____ Name of Office Sought or Held: _____ (include office, district, post, or judicial seat)	Party Affiliation (optional): ☐ Democrat ☐ Republican ☐ Non-Partisan ☐ Other
---	---	---

4 | Next Election Year:

Complete sections 5 and 6 ONLY if you have a campaign committee.
This information does not register a campaign committee. (Please use Form RC to register.)

5	Campaign Committee Chairperson (full name):	_____
	Address:	_____
	City, State, Zip	_____
	Email :	_____

6	Treasurer (full name):	
	Address:	
	City, State, Zip	
	Email :	

I CERTIFY THAT THIS STATEMENT IS COMPLETE, TRUE AND ACCURATE.

Signature of Candidate

Date _____

COUNTY/MUNICIPAL FILERS: File this form directly with the Local Filing Officer in your county and/or municipality
LOCAL FILING OFFICERS: Send a copy via email to localreports@ethics.ga.gov



Any substantive changes to the registration information of a committee must be updated within 7 business days
INCOMPLETE FORMS WILL NOT BE PROCESSED • If form is handwritten, it must be legible.

1 Today's Date: _____ Select Form Type: ☐ Original ☐ Amended

3	Campaign Committee	
	Chairperson (full name):	_____
	Address:	_____ _____
	City, State, Zip:	_____ Email : _____

4	Treasurer (full name):	_____
	Address:	_____ _____

	City, State, Zip:	_____ Email : _____

5	Candidate (full name):	_____
	Address:	_____

	City, State, Zip:	_____ Email : _____

6	Name County/City: _____	Party Affiliation (optional):	
	Name of Office Sought or Held: _____ (include office, district, post, or judicial seat)	☐ Democrat	☐ Non Partisan
		☐ Republican	☐ Other

Date _____



FULTON COUNTY
BOARD OF REGISTRATION AND ELECTIONS
130 PEACHTREE ST., SW, SUITE 2186
ATLANTA, GA 30303-3460
404-612-7020

NOTICE TO CANDIDATE

PAYING QUALIFICATION FEE BY CHECK

By completion of this form, I _____,
hereby, acknowledge that I have been informed and aware that should the qualifying fee
which I am paying by check be subsequently returned for insufficient funds, I will not have
met the qualifications for holding the office being sought; unless the bank, credit union, or
other financial institution returning the check, certifies in writing by an officer's or
director's oath that the bank, credit union, or financial institution erred in returning the
check. See O.C.G.A. 21-2-6 (d); see also SEB Rule 183-1-10-.01.

Make Check Payable to: The City of Hapeville

CANDIDATE'S SIGNATURE

DATE

QUALIFYING OFFICER

DATE

WITNESS

DATE

WITNESS

DATE

STATE-MANDATED NEWLY ELECTED OFFICIALS INSTITUTE

The Newly Elected Officials Institute provides a general overview of the function of municipal government in Georgia and the roles and responsibilities of mayors and councilmembers. The class includes an introduction to key issues such as ethics, municipal finance, planning and zoning, open meetings, open records and parliamentary procedures. All municipal elected officials taking office since July 1, 1990, are required by state law to complete the Newly Elected Officials Institute. (This class provides 6 hours of credit.)

RECOMMENDED CLASSES FOR NEWLY ELECTED AND FIRST-TERM OFFICIALS

Aside from the required Newly Elected Officials Institute, the following voluntary classes are recommended for officials who are newly elected, are in their first term or are new to municipal training.

- Community and Media Relations
- Conflict Resolution
- Ethics
- Making Citizen Engagement Work in our Communities
- Making Cultural Diversity Work
- Municipal Finance I
- Municipal Law
- Open Meetings
- Open Records
- Practices for Successful Meetings
- Public Policy Development and Implementation
- Roles and Responsibilities of Council and Staff

ONLINE, ON-DEMAND CLASSES

The following classes are also offered as online, on-demand classes. Each class must be completed within 30 days.

Registration information can be found at

www.cviog.uga.edu/municipal-officials.

- Capital Improvement Program
- Local Government Debt Methods
- Open Meetings / Open Records
- Human Resources: An Online Course for Governmental Officials

For more information, visit our website at
www.ethics.ga.gov

To attend a FREE Education Outreach Program Training
Workshop or Webinar, visit
<http://media.ethics.ga.gov/training/trainingSCHD.aspx>

Have additional question? Contact Us!

**GEORGIA GOVERNMENT TRANSPARENCY &
CAMPAIGN FINANCE COMMISSION**

200 Piedmont Ave.
Suite 1416-West Tower
Atlanta GA 30334

404-463-1980 Phone
404-463-0229 Fax
1-866-589-7327 Toll Free
GAethics@ethics.ga.gov
www.ethics.ga.gov

Campaign Contribution Disclosure Report

Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue S.E. | Suite 1402 West Tower | Atlanta, GA 30334 | 404-463-1980 | www.ethics.ga.gov

1. Report Type (Select One) ☐ Original ☐ Amendment Amendment # _____	2. Filing is being made on behalf of (Select One): Candidate or Public Official Office Held or Sought _____ (Include county, municipality, district, post or judicial circuit) Filer ID _____ (Filer ID that begins with the letter "C") Organization or Person Other than Candidate's Campaign Committee Committee Name: _____ Filer ID: _____ (Filer ID that begins with the letter "NC")	Local Location Code: Use Earlier of Post Mark or Hand Delivered Date Qualifying Office Filer ID:
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3. Identifying and Contact Information

- (1) _____ (2) _____
Full Name of Candidate or Other Than Candidate Campaign Committee *Today's Date*
- (3) _____
Mailing Address *City* *Zip Code*
- (4) _____ and/ or _____
Primary Contact Phone Number *E-Mail*
- (5) If a Candidate or Public Official is there a campaign committee (one or more persons) to make campaign transactions, keep financial records of the campaign or file the reports? ☐ Yes ☐ No
- (6) If yes, is the committee registered with the Commission? ☐ Yes ☐ No
- (7) If yes, complete the following: _____
Name of Committee Chairperson *Name of Committee Treasurer*

4. Period for which you are Reporting

You Must Check Only One Box

My Non Election Year	My Election Year	Run-Offs (Report required only if you are in a Run-Off Election)	Special Election
☐ January 31, ____ (year) ☐ June 30, ____ (year) Supplemental Reporting ☐ June 30, ____ (year) ☐ December 31, ____ (year) *Persons leaving office with excess funds until such funds are expended as provided in the Act *Unsuccessful candidates with excess funds, or who receive contributions to retire debt incurred, until such funds are expended, or such unpaid debts are satisfied (December 31 filing only)	☐ January 31, ____ (year) ☐ March 31, ____ (year) ☐ June 30, ____ (year) ☐ September 30, ____ (year) ☐ October 25, ____ (year) ☐ Dec. 31, ____ (year)	☐ 6 days before Primary Run-Off ____ (year) ☐ 6 days before General Run-Off ____ (year) ☐ 6 days before Special Primary Run-Off ____ (year) ☐ 6 days before Special Run-Off ____ (year)	☐ 15 days before Special Primary, ____ (year) ☐ 15 days before Special, ____ (year) ☐ Dec. 31, ____ (year)

State of _____ County of _____

I, _____, being duly sworn (affirm), depose and say that the information in this report form is complete, true, and correct. Further, I affirm that the contents in this report are the same as the contents in the electronic filing submitted, if also electronically filed.

Sworn to and subscribed before me on _____, 20____

Signature of Notary Public

Commission Expiration

a. Signature of Candidate

b. Organization/Chairperson/Treasurer

State of Georgia Campaign Contribution Disclosure Report Summary Report

CONTRIBUTIONS RECEIVED

1	☐ I have no contributions to report. ☐ I have the following contributions, including Common Source, to report:	In-Kind Estimated Value	Cash Amount
2	A. If this is the first time to file a disclosure report for the current office sought, ENTER 0 in both columns (one time only); or B. If this is the first report of this Election Cycle*, ENTER 0 in the in-kind column and list any net balance on hand brought forward from the previous election cycle in the cash amount column (Line 15 of previous report, or total funds left over at year end of previous cycle); or C. If this filing is the second or subsequent filing of this Election Cycle, list totals from Line 6 of previous report in both the in-kind and cash amount columns.		
3	Total amount of all itemized contributions received in this reporting period which is listed on the "Itemized Contributions" page.		
3a	All loans received this reporting period.		
3b	Interest earned on campaign account this reporting period.		
3c	Total amount of investments sold this reporting period.		
3d	Total amount of cash dividends and interest paid out this reporting period.		
4	Total amount of all separate contributions of \$100 or less received in this reporting period and not listed on the "Itemized Contributions" page. "Common Source" contributions must be aggregated on the "Itemized Contributions" page.		
5	Total contributions reported this period. (Line 3 + 3a + 3b + 3c + 3d + 4)		
6	Total contributions to date. Total to be carried forward to next report of this election cycle*. (Line 2 + 5)		

EXPENDITURES MADE

7	☐ I have no expenditures to report. ☐ I have the following expenditures to report:		
8	Total expenditures made and reported prior to this reporting period. If this is the A. First report of this Election Cycle*, ENTER 0. B. Second or subsequent filing ENTER Line 12 of previous report.		
9	Total amount of all itemized expenditures made in this reporting period which are listed on the "Itemized Expenditures" page.		
10	Total amount of all separate expenditures of \$100.00 or less that were made in this reporting period and not listed on the "Itemized Expenditures" page		
11	Total expenditures reported this period. (Line 9 + 10)		
12	Total expenditures to date. Total to be carried forward to next report of this election cycle*. (Line 8 + 11)		

INVESTMENTS

13	Total value of investments held at the beginning of this reporting period.		
14	Total value of investments held at the end of this reporting period.		

TOTAL NET BALANCE ON HAND

15	Net balance on hand. (Line 6 - 12 + 14)		
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* O.C.G.A. 21-5-3(10) : Election cycle means the period from the day following the date of an election or appointment of a person to elective public office through and of the next such election of a person to the same public office and shall be construed and applied separately for each elective office including the date.

State of Georgia
Campaign Contribution Disclosure Report
Outstanding Indebtness

Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period.	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period.	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period.	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period.	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	
Election Cycle*: _____ Election Year: _____		<u>Amount</u>
1	Outstanding indebtedness at the beginning of this reporting period.	
2	Loans received this reporting period.	
3	Deferred payment of expenses this reporting period.	
4	Payments made on loans this reporting period.	
5	Credits received on loans this reporting period.	
6	Payments this reporting period on previously deferred expenses.	
7	Total indebtedness at the close of this reporting period. (Line 1 + 2 + 3 - 4 - 5 - 6)	

* Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

State of Georgia Campaign Contribution Disclosure Report Itemized Contributions

Must list contributions received by a single contributor for which the aggregate total more than \$100.00.

Note: Loans are no longer reported in "Itemized Contributions" section. See Loan Reporting section below.

Full Name of Contributor Mailing Address (Affiliation of Committee if any)		Contributor		Election Cycle**	Cash Amount	In-Kind Contributions
		Received Date Contribution Type*	Occupation & Employer			Estimated Value
						Description
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
City						
State	Zip					
Aff. Comm.						
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
City						
State	Zip					
Aff. Comm.						
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary ☐ In-Kind ☐ Common Source ☐ Credit Received on Loan	Employer			Description
City						
State	Zip					
Aff. Comm.						

Itemized Contributions Page Total \$ _____ \$ _____

First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary	Employer	☐ Run-Off Special ☐ Run-Off Special Primary		Description
City		☐ In-Kind				
State	Zip	☐ Common Source				
Aff. Comm.		☐ Credit Received on Loan				
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary	Employer	☐ Run-Off Special ☐ Run-Off Special Primary		Description
City		☐ In-Kind				
State	Zip	☐ Common Source				
Aff. Comm.		☐ Credit Received on Loan				
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary	Employer	☐ Run-Off Special ☐ Run-Off Special Primary		Description
City		☐ In-Kind				
State	Zip	☐ Common Source				
Aff. Comm.		☐ Credit Received on Loan				
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary	Employer	☐ Run-Off Special ☐ Run-Off Special Primary		Description
City		☐ In-Kind				
State	Zip	☐ Common Source				
Aff. Comm.		☐ Credit Received on Loan				
First Name		Date	Occupation	☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Cash Amt.	Est. Value
Last Name						
Address						
Address 2		☐ Monetary	Employer	☐ Run-Off Special ☐ Run-Off Special Primary		Description
City		☐ In-Kind				
State	Zip	☐ Common Source				
Aff. Comm.		☐ Credit Received on Loan				

Itemized Contributions Page Total \$ _____ \$ _____

* Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

Loan Reporting

Name of Lender & Mailing Address		1.Date of Loan 2.Amount of Loan 3.Election Cycle**	Person(s) responsible for repayment of loan & Mailing Address		1.Occupation & 2.Place of Employment 3.Fiduciary Relationship***
Lender Name (First Name, Business, Inst.)		1.	First Name		1.
Lender Last Name		2.	Last Name		2.
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address		3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address 2			Address 2		
City			City		
State	Zip		State	Zip	
Lender Name (First Name, Business, Inst.)			First Name		
Lender Last Name		Last Name		2.	
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address		3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address 2			Address 2		
City			City		
State	Zip		State	Zip	
Lender Name (First Name, Business, Inst.)			First Name		
Lender Last Name		Last Name		2.	
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address		3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address 2			Address 2		
City			City		
State	Zip		State	Zip	
Lender Name (First Name, Business, Inst.)			First Name		
Lender Last Name		Last Name		2.	
Address		3. ☐ Primary ☐ General ☐ Special ☐ Special Primary ☐ Run-Off Primary ☐ Run-Off General ☐ Run-Off Special ☐ Run-Off Special Primary	Address		3. ☐ Public Officer ☐ Candidate ☐ Other Than Candidate Committee Name
Address 2			Address 2		
City			City		
State	Zip		State	Zip	
Lender Name (First Name, Business, Inst.)			First Name		
Lender Last Name		Last Name		2.	
Reference: OCGA § 21-5-34(b)(1)					

Loan Page Total \$ _____

*Contribution Type (Monetary, In-Kind, Common Source, Credit Received on Loan)

** Election Cycle (Primary, General, Special, Special Primary, Run-Off Primary, Run-Off General, Run-Off Special, Run-Off, Special Primary)

*** If any such person(s) shall have a fiduciary relationship to the lending institution or party making the advance or extension of credit

State of Georgia Campaign Contribution Disclosure Report Itemized Expenditures

Must list expenditures made to a single recipient for which the aggregate total more than \$100.00.

List Name and Mailing Address of Recipient		Expenditure Date Expenditure Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment	Employer		
Address 2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment	Employer		
Address 2					
City					
State	Zip				
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment	Employer		
Address 2					
City					
State	Zip				

Page Total \$ _____

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)

List Name and Mailing Address of Recipient		Expenditure Date Expenditure Type*	Occupation & Employer	Expenditure Purpose	Amount Paid
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment			
Address 2					
City					
State	Zip				
Employer					
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment			
Address 2					
City					
State	Zip				
Employer					
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment			
Address 2					
City					
State	Zip				
Employer					
First Name		Date	Occupation		
Last Name					
Address		☐ Expenditure ☐ In-Kind ☐ Loan Repayment ☐ Refund ☐ Reimbursement ☐ Credit Card ☐ 3rd Party ☐ Deferred Payment on Deferred Expense ☐ Investment			
Address 2					
City					
State	Zip				
Employer					

* Expenditure Type (Expenditure, In-Kind, Loan Repayment, Refund, Reimbursement, Credit Card, 3rd Party, Deferred Payment on Deferred Expense, Investment)

Page Total \$ _____

State of Georgia
Campaign Contribution Disclosure Report
Investments Statement

1. Investment Name	Account #
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions					
Date	Person(s) Involved in Transaction	Value of investment purchased	Value of investment sold	Profit	Loss

2. Investment Name	Account #
Institution/Person Holding Account _____ Mailing Address _____ Address2 _____ City _____ State _____ Zip _____	Value at beginning of reporting period \$
	Value at end of reporting period \$
	Difference in value \$
	Interest Paid Out \$
	Cash Dividends \$

Investment Transactions					
Date	Person(s) Involved in Transaction	Value of investment purchased	Value of investment sold	Profit	Loss

<u>Total value of investments at beginning of reporting period \$</u> <u>Total value of investments at end of reporting period \$</u> <u>Total difference in value \$</u>	Page Total Cash Dividends: \$ _____ Page Total Interest Paid Out: \$ _____ Page Total Profit: \$ _____ Page Total Loss: \$ _____
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State of Georgia
Campaign Contribution Disclosure Report
Addendum Statement

The Addendum Statement should be used for explanation of any additional information needed to complete an accurate filing of this report.
Information that is to be reported in the body of the report **should not** be listed on Addendum Statement.

STATE OF GEORGIA

**Georgia Government Transparency and Campaign Finance Commission
200 Piedmont Ave SE, Suite 1402-West Tower, Atlanta, GA 30334**

**AFFIDAVIT OF A CANDIDATE'S INTENT NOT TO EXCEED \$2,500 IN
CONTRIBUTIONS AND/OR EXPENDITURES**

Per O.C.G.A. §21-5-34(d)(d.1)(1),

_____ is a candidate for /public officer of
(Full Name of Candidate)

_____ in _____
(Office Sought/or Held) (City or County)

By submitting this form I am affirming that I, the above named candidate, **do not** intend to accept during this election cycle* a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500. If the above named candidate does not exceed \$2,500.00 in contributions or expenditures then the candidate **SHALL** not have to file a report under O.C.G.A. §21-5-34 (c).

I understand that if I, the above named candidate, exceed the \$2,500 limit for either accepting contributions or making expenditures for such campaign during the election cycle, but do not accept a combined total of contributions exceeding \$5,000.00 or make expenditures exceeding \$5,000.00 then I, the above named candidate, **SHALL** be required to file only the June 30 and December 31 reports required by O.C.G.A. §21-5-34 (c) (2). The first of such reports shall include all contributions received and expenditures made beginning January 1 of such calendar year.

Furthermore, I understand that if I, the above named candidate accepts a combined total of contributions exceeding \$5,000.00 or makes expenditures exceeding \$5,000.00 for such campaign during any such election cycle, then such candidate or campaign committee chairperson or treasurer shall thereupon be subject to the reporting requirements of this Code section the same as if the written notice authorized by this subsection had not been filed.

*"Election cycle" means the period from the day following the date of an election or appointment of a person to elective public office through and including the date of the next such election of a person to the same public office and shall be construed and applied separately for each elective office.

State of Georgia

County of _____

I, the undersigned, being duly sworn, do swear or affirm, certify and say that this affidavit and the information hereinabove is true, complete and correct to the best of my knowledge and belief.

Sworn to and subscribed before me on _____, _____

Signature of Notary Public

Signature of Candidate/Chairman/Treasurer filing Affidavit

My Commission expires on _____, _____

Notary Seal

Municipality: City Clerk or Chief Executive Officer

**SECTION I MONETARY FEES
RECEIVED**
(This section to be completed by Public Officers only)

Identify each monetary fee or honorarium accepted from speaking engagements, participation in seminars, discussion panels, or other activities that directly relate to the official duties of, or to the office of the public officer, with a statement identifying the fee or honorarium and the person from whom it was accepted. (You may attach additional sheets of paper if necessary.)

I received:

- ☐ No monetary fee or honorarium.
- ☐ Monetary fee(s) or honoraria as shown below.

**Identify Fee or Honorarium
And Amount Accepted**

Identifying Information of Person from Who Accepted

**SECTION II FIDUCIARY
POSITIONS**

Name all fiduciary positions held by the candidate for public office or the public officer at any time during the covered year. (You may expand this section if necessary to include all positions.) A **fiduciary position** is any position imposing a duty to act primarily for another's benefit as officer, director, manager, partner, guardian, or other designations of general responsibility of a business entity. A fiduciary position may be a paid or unpaid position. A **business entity** is any corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, joint venture, or other entity, whether profit or nonprofit. (You may attach additional sheets of paper if necessary.)

I held:

- ☐ No fiduciary positions in any business entity.
- ☐ Fiduciary positions in the following business entity(ies).

IDENTIFY:

1. Title of each position.
2. Name and address of business entity.
3. Principal activity of each business entity.

Business entity #1

Business entity #2

Business entity #3

Business entity #4

SECTION III

DIRECT OWNERSHIP INTERESTS IN BUSINESS ENTITY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify the name, address and principal activity of any business entity and the office held by and the duties of the candidate for public office or public officer within a business entity any time during the covered year in which a direct ownership interest: (A) Is more than 5 percent of the total interest in the business; or (B) Has a net fair market value of more than \$5,000.00. (You may attach additional sheets of paper if necessary.)

I held:

- ☐ No direct ownership interests in any business entity.
- ☐ Direct ownership interests in the following business entity(ies).

IDENTIFY:

1. Name and address of business entity.
2. Principal activity of business entity.
3. The office held by the candidate or the public officer within the business entity.
4. The duties of the candidate or the public officer within such business entity.

Business entity #1

Ownership Interests

Check One or Both If Applicable

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

Business entity #2

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

Business entity #3

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

Business entity #4

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

Business entity #5

- ☐ Ownership interest is more than 5%
- ☐ Ownership interest has a net fair market value of more than \$5,000.00

SECTION IV DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Direct ownership interest is the holding or possession of good legal or rightful title of property or the holding or enjoyment of real or beneficial use of the property by any person and includes any interest owned **or** held by a spouse of the person if such interest is held jointly or as tenants in common between the person and spouse.

Identify each tract of real property in which the candidate for public office or public officer has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00. "Fair market" value means the appraised value of the property for ad valorem tax purposes. (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

I had:

- ☐ No ownership interests with a fair market value in excess of \$5,000.00
- ☐ Ownership interests with a fair market value in excess of \$5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #2

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #3

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #4

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #5

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

SECTION V
SPOUSE'S DIRECT OWNERSHIP INTERESTS IN REAL PROPERTY

Identify each tract of real property in which the filer's spouse has a direct ownership interest as of December 31 of the covered year when that interest has a fair market value in excess of \$5,000.00 (You may attach additional sheets of paper if necessary.) Check one box to show the applicable valuation range for each tract.

My spouse had:

- ☐ No ownership interests with a fair market value in excess of \$ 5,000.00
- ☐ Ownership in the following tracts with a fair market value in excess of 5,000.00

IDENTIFY:

1. County where property is located.
2. State where property is located.
3. General description of property (give street address or location, size of tract, and nature or use of property).

Property #1

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #2

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #3

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #4

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

Property #5

The Value of this tract is

- ☐ Between \$5,000 and \$100,000
- ☐ Between \$100,000.01 and \$200,000
- ☐ More than \$200,000

SECTION VI
EMPLOYMENT AND FAMILY MEMBERS

Filer's Occupation _____
Filer's Employer _____
Employer's Address _____
Employer's Principal Activity _____

Filer's Spouse's Name _____
Spouse's Occupation _____
Spouse's Employer _____
Address of Spouse's Employer _____
Principal Activity of Spouse's Employer _____

SECTION VII
INVESTMENT INTERESTS

List the name of any investment (do not list individual stocks and bonds that are held by mutual funds), in which the filer (either individually or with any other legal or natural person or entity) owns a direct ownership interest that:

1. Is more than 5 percent of the total interests in such business or investment, or
2. Has a net fair market value of more than \$5,000.00.

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION VIII
KNOWN BUSINESS OR INVESTMENT INTERESTS OF SPOUSE AND DEPENDENT CHILDREN

Identify any business or investment known to the filer in which the filer's spouse or dependent children have a direct ownership interest (either individually or with any other legal or natural person or entity) which interest:

1. is more than 5 percent of the total interest in the business or investment,
2. has a net fair market value exceeding \$10,000.00, or
3. is one in an entity for which the filer's spouse or a dependent child serves as an officer, director, equitable partner, or trustee.

(Do not list individual stocks and bonds that are held by mutual funds.)

Business or Investment Entity #1
Name _____

Business or Investment Entity #2
Name _____

Business or Investment Entity #3
Name _____

Business or Investment Entity #4
Name _____

SECTION IX
ANNUAL PAYMENTS RECEIVED
FROM THE STATE OF GEORGIA
(This section to be completed by Public Officers only)

Identify all annual payments in excess of \$10,000.00 received by the public officer, or by any business entity identified in Section III above, from the State or any agency, department, commission or authority created by the State, and authorized and exempted from disclosure under O.C.G.A. § 45-10-25.

I received:

- ☐ No annual payments in excess of \$10,000.00 from any State entity.
☐ Annual payments in excess of \$10,000.00 from the below named State entity(ies).

IDENTIFY:

1. Name and address of State entity making the payments.
2. Amount of annual payment.
3. The general nature of the consideration rendered for the payment(s).

State entity source #1

State entity source #2

VERIFICATION BY OATH OR AFFIRMATION

State of Georgia _____ County of _____

I, the undersigned, being duly sworn (affirm), depose and say that the information in this statement is complete, true, and correct.

Sworn to and subscribed before me on
_____, 20____.

Signature of Notary Public

Signature of Candidate or Public Officer

PENALTIES: Any person who knowingly fails to comply with or who knowingly violates any of the provisions of the Ethics in Government Act shall be guilty of a misdemeanor.

My Commission expires _____.

AFFIDAVIT FOR PUBLISHED NOTICE OF A WRITE-IN CANDIDACY

I, _____, swear (or affirm) under the penalty
of law that the attached notice has been published in the _____
_____ newspaper on the _____ day of _____, 20____.

Signature of Affiant

Date

For Notary Use:

State of Georgia, County of _____. This affidavit was signed and
sworn (or affirmed) before me on _____ by _____.
(Printed Name of Affiant)

Signature of Notary

Commission Expiration Date

Notary Seal

**NOTE: A COPY OF THE NOTICE AS PUBLISHED IN THE NEWSPAPER MUST ACCOMPANY
THIS AFFIDAVIT AND BE FILED NOT LATER THAN THE FIFTH DAY AFTER THE DEADLINE
FOR GIVING NOTICE OF INTENTION FOR WRITE-IN CANDIDACY.**

QUALIFYING PETITION
FOR FILING AS A PAUPER

FOR _____
(CANDIDATE'S NAME)

TO: _____
(Name of Officer with whom petition is filed)

(Title of Officer)

Each of the undersigned persons does hereby PETITION TO QUALIFY

(Candidate's Name) , _____
(Profession, business or occupation, if any)
who resides at _____
(Place of residence, with street and number, if any)
to file as a PAUPER for the office of _____ , as a

(Political party or body affiliation, if any) to be filled at the _____
(Name and date of primary or election)

Each of the undersigned petitioners hereby declares that he or she is a duly QUALIFIED AND REGISTERED ELECTOR of the State of Georgia entitled to vote in the next election for the filling of the office sought by the candidate supported by this petition.

No person shall sign the same petition more than once.

(Sign Only Your Own Name)

County of Signers: _____

(Personal Signature) (Print name under signature)	Date of Birth	Residence Address (Number, street [if any], city)	County	Date
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
12. _____				
13. _____				
14. _____				
15. _____				

CIRCULATOR'S AFFIDAVIT

STATE OF GEORGIA

COUNTY OF _____

I, the undersigned, being first duly sworn on oath, do depose and say that I personally circulated the foregoing petition sheet; that I reside at the address appearing below my signature hereon; that each signer manually signed his or her own name on this sheet with full knowledge of the contents of such petition; that each such signature was signed on or after _____, 20____, but not later than _____, 20____; and, to the best of my knowledge and belief, that such signers are registered electors of the State of Georgia qualified to sign such petition, that their respective residences are correctly stated in the petition, and that they all reside in the county named in the caption of this affidavit.

Signature of Circulator

(Print Name of Circulator)

Address of Circulator (Number, Street (if any))

(City)(State)(Zip Code)

NOTE: No notary public may sign the petition as an elector or serve as a circulator of any petition which he or she notarized. Any and all sheets of a petition that have the circulator's affidavit notarized by a notary public who also served as a circulator of one or more sheets of the petition or who signed one of the sheets of the petition as an elector shall be disqualified and rejected. O.C.G.A. 21-2-170

Sworn to and subscribed before me this

_____ day of _____, 20____

Notary Public

My Commission Expires _____.

TO: _____
(Name of Filing Officer)

(Title of Office)

AFFIDAVIT TO QUALIFY IN FORMA PAUPERIS

I, _____, on oath, do hereby affirm my poverty and my resulting inability to pay the qualifying fee required by law.

I further swear or affirm that I have neither the assets nor the income to pay the qualifying fee required by law.

I further swear or affirm that the responses which I have made to the questions and instructions below relating to my ability to pay the qualifying fee required by law are true.

I. ASSETS

Include all assets in which you have any interest whether by legal or equitable title, joint ownership, partnership interest, or beneficiary of a trust, including assets held by others on your behalf. Use additional sheets of paper to complete items if more space is needed.

		Present Value of Your Interest
<u>Cash</u>		
Checking (name of Bank)	_____	\$ _____
	_____	_____
Savings (name of Bank)	_____	_____
	_____	_____
<u>Stocks and Bonds</u>	_____	_____
	_____	_____
	_____	_____
<u>Notes and Accounts Receivable</u>	_____	_____
	_____	_____
<u>Real Estate</u>		
Residence (location)	_____	_____
Other (location)	_____	_____
<u>Insurance Cash Value</u>		
(Name of Company and Cash Value)	_____ \$ _____	
	_____ \$ _____	
	_____ \$ _____	
Total Cash Value	_____	_____
<u>Automobiles</u>		
(Make, Year, Model)	_____	_____
	_____	_____
	_____	_____
<u>Other Assets</u>	_____	_____
	_____	_____
	_____	_____

TOTAL ASSETS (Total of all items in I, above) \$ _____

II. **INCOME**

A. List average monthly amount for all items below:

<u>SOURCE OF INCOME</u>	<u>Name and address of employer, business, or source of income</u>	<u>Monthly Average</u>
<u>Salary, Wages, Tips</u>	_____	\$ _____
	_____	_____
<u>Income from Self-Employment</u>	_____	_____
	_____	_____
<u>Rents Received</u>	_____	_____
	_____	_____
<u>Interest Received</u>	_____	_____
	_____	_____
<u>Dividends Received</u>	_____	_____
	_____	_____
<u>Other Income</u>	_____	_____
	_____	_____
TOTAL AVERAGE MONTHLY INCOME (Total of all items in II(A), above)		\$ _____

B. List average monthly amount for all items below:

<u>Liabilities</u>	<u>Name and address of Creditors</u>	<u>Monthly Average</u>
<u>Home Mortgage</u>	_____	\$ _____
	_____	_____
<u>Automobile Loans</u>	_____	_____
	_____	_____
<u>Personal Loans</u>	_____	_____
	_____	_____
<u>Consumer Credit</u>	_____	_____
	_____	_____
<u>Credit Cards</u>	_____	_____
	_____	_____
<u>Other Liabilities</u>	_____	_____
	_____	_____
TOTAL AVERAGE MONTHLY LIABILITIES (Total of all items in II(B), above)		\$ _____
TOTAL AVERAGE MONTHLY DISPOSABLE INCOME (II(A) - II(B))		\$ _____

III. **DEPENDENTS**

List the names and relationship of all persons dependent upon you for financial support.

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

WARNING: Any person knowingly making any false statement on this affidavit commits the offense of false swearing and shall be guilty of a felony.

Applicant

Sworn to and subscribed before me this

_____ day of _____, 20 ____

Notary Public

My Commission Expires: _____

CANDIDATE REQUIREMENTS

For the purposes of reporting, a candidate is a filer in an Election Year. There are four ways you can achieve candidate status for the purposes of reporting. Ask yourself...

- Have you filed a Declaration of Intention to Accept Campaign Contributions form?
- Have you qualified for election or qualified for nomination for election?
- Have you received contributions or made expenditures designed to bring about your election or nomination for election?
- Have you authorized a campaign committee to receive contributions or make expenditures designed to bring about your election or nomination for election?

All of these actions confer candidate status. If you answered **YES** to any of the questions above, even if you have not yet formally qualified as a candidate, you are required to file Campaign Contribution Disclosure Reports. The definition by the ACT for Candidate is found under O.C.G.A. 21-5-3(4).

Now That I Have Achieved Candidate Status... What's Next?

If you have not done so already, file a Declaration of Intention to Accept Contributions - Form DOI

Reference: O.C.G.A. § 21-5-30 (g)

Anyone who is not already a public officer and who plans to run for public office must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. No such declaration is required of persons who are public officers and who plan to run for the same public office they currently hold. Form DOI is filed with your local filing entity if running for a local office.

File a form for Choosing Option of Separate Account - Form COOSA

Reference: O.C.G.A. § 21-5-43 (a) (2)

A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form with the Commission prior to accepting contributions for any election other than the candidate's next upcoming election. A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.

Do I Need to Form A Candidate Committee?

If you have designated someone to file your reports or if anyone is collecting your contributions or expending your contributions, you have a campaign committee.

File a [Registration Form for a Candidates' Campaign Committee - Form RC](#).

Reference: O.C.G.A. § 21-5-3(2) and O.C.G.A. § 21-5-30(b)

The term "campaign committee" as it relates to the candidate means the candidate, person(s) or committee which accepts contributions or makes expenditures for the purpose of bringing about the nomination or election of an individual to any elected office. If a candidate has a campaign committee, the name and address of the committee, its chairperson, treasurer, and the candidate must be registered with the Commission prior to accepting any contributions. Any substantive changes to registration information of a committee must be up- dated with the Commission within 7 business days.

"Registration Form for a Candidate's Campaign Committee" is filed with the Commission. No candidate may have more than one campaign committee. No contributions may be accepted at any time there is a vacancy in either the position of chairperson or treasurer. One person may serve as both chairperson and treasurer.

When a candidate is elected to office, the candidate's campaign committee registration will remain in effect as long as the candidate remains in office until and unless the registration is canceled by the campaign committee or the candidate.

Campaign Record Keeping

Detailed records must be kept of all contributions received and expenditures made. Records must be maintained by the candidate or treasurer of a campaign committee and may be inspected by the Commission at any time. The right of inspection may be enforced by the Courts in the State of Georgia. Records of the accounts kept by a candidate or candidate's committee are required to be preserved for three years from the termination date of the candidate's campaign. However, since public disclosures are maintained for not less than five years, candidates are advised to keep records for at least five years.

Contributions of money received by the candidate or the candidate's campaign committee must be promptly deposited in a **separate campaign depository account** (separate from the personal banking account of the candidate) opened and maintained for this purpose. The account may be an interest-bearing account and any interest earned will be deemed a contribution to the campaign committee; interest earned is not payable to the candidate.

Use of Campaign Funds

Ordinary and Necessary - O.C.G.A. § 21-5-3 (18)

Ordinary and necessary expenses shall include, but shall not be limited to, expenditures made during the reporting period for qualifying fees, office costs and rent, lodging, equipment, travel, advertising, postage, staff salaries, consultants, files storage, polling, special events, volunteers, reimbursements to volunteers, repayment of any loans received except, as restricted under subsection (i) of Code Section 21-5-41, contributions to nonprofit organizations, flowers for special occasions, which shall include, but are not limited to, birthdays and funerals, attorney fees connected to and in the furtherance of the campaign, and all other expenditures contemplated in Code Section 21-5-33.

Disposition of Contributions - O.C.G.A. § 21-5-33

Contributions to a candidate, a campaign committee, or a public officer holding elective office and any proceeds from investing such contributions shall be utilized only to defray ordinary and necessary expenses, which may include any loan of money from a candidate or public officer holding elective office to the campaign committee of such candidate or such public officer, incurred in connection with such candidate's campaign for elective office or such public officer's fulfillment or retention of such office.

All contributions received by a candidate or such candidate's campaign committee or a public officer holding elective office in excess of those necessary to defray expenses may only be used as follows:

- Contribution to a charitable organization;
- Transfer to national, state, or local committee of any political party;
- Pro rata repayment to persons making such contribution;
- Use in future campaigns for the same office;
- Repayment of any prior campaign debt.

Anonymous Contribution

Anonymous contributions are prohibited. Any cash contribution received by a candidate who fails to record the name and address of the contributor and the amount of the contribution is an anonymous contribution.

If an anonymous contribution is received it must be transmitted to the Office of Treasury and Fiscal Services 200 Piedmont Ave, Suite 1202 West Tower, Atlanta, GA 30334. Telephone # (404) 656-2168. The recipient must also notify the Commission of the receipt of the contribution and its subsequent transmittal to the office of Treasury and Fiscal Services.

Maximum Contribution Limits

The Act, specifically, O.C.G.A. § 21-5-41 (k) directs the Commission to raise or lower the maximum contribution limits set forth in O.C.G.A. § 21-5-41 by \$100 increments based on inflation or deflation as determined by the Consumer Price index published by the US Dept. of Labor's Bureau of Labor Statistics.

Visit www.ethics.ga.gov for more information.

REPORTING REQUIREMENTS

Affidavit of a Candidate's Intent Not to Exceed \$2,500.00 in Contributions and/or Expenditures: A candidate for nomination or election to a public office or the chairperson or treasurer of a campaign committee organized to bring about the nomination or election of such candidate signs and files with the appropriate official. A written notice that such candidate or campaign committee does not intend to accept during such election cycle a combined total of contributions exceeding \$2,500.00 for the campaign nor make a combined total of expenditures exceeding \$2,500.00 for the campaign in such election cycle.

Affidavit of Incumbent Not Seeking Re-Election: This affidavit is filed by incumbents who choose not to seek reelection in their election year. Once filed, the incumbent files according to the non-election year filing schedule.

Campaign Contribution Disclosure Report (CCDR): A CCDR is a report filed with the appropriate filing office by a candidate; public official; or the chairperson or treasurer of a campaign committee setting forth all expenditures and contributions. Itemize all contributions and expenditures more than \$100.00 and aggregate totals of all contributions and expenditures \$100.00 or less.

Personal Financial Disclosure Statement (PFD): Every public officer and every candidate for election as a public officer must file a PFD covering the period of the preceding calendar year. Only one PFD is required per calendar year.

Two Business Day Report (TBD): The TBD Report addresses the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of the election. The TBD Report requires the disclosure of all contributions {including loans} of \$1,000.00 or more and must be reported within two-business days of receipt of the contribution. Don't forget that the contribution must be reported on the next succeeding regularly scheduled Campaign Contribution Disclosure Report also.

A TBD must be sent by facsimile or electronic transmission {eFile} within two business days of receipt of contribution. Any facsimile filing shall also have an identical electronic filing within five business days following the transmission of such facsimile filing. Local filers should submit the TBD report to their local filing office. State/Statewide filers should file with the Commission.

Termination Statement: All campaigns and committees must file a termination statement within ten days of the dissolution of a campaign or committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Act. The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero indebtedness. This report is called the Final Report & Termination Statement.

FILING SCHEDULE

File schedule for CCDRs (Local Candidates)

- Less than \$2,500.00---File the Affidavit of A Candidate's Intent Not To Exceed \$2,500.00 in Contributions and/or Expenditures.
- More than \$2,500.00 but Less than \$5,000.00-File June 30th & October 25 reports.
- More than \$5,000.00---File all reports as prescribed by the ACT.

File schedule for CCDRs (Local Candidates)

In an **Election Year**, Campaign Contribution Disclosure Reports are due January 31, March 31, June 30, September 30, October 25, and December 31. Campaign Contribution Disclosure Reports (other than during a Run-Off) have a five-day grace period.

If you are in a **Run-Off Election**, you are required to file a Campaign Contribution Disclosure Reports 6 days before the runoff. A Run-Off report has a two-day grace period.

If you are in a **Special Election**, you are required to file a Campaign Contribution Disclosure Reports 15 days before the Special Election and again December 31. A Personal Financial Disclosure Statement is due not later than 15 days after you qualify. A Personal Financial Disclosure Statement does not have a grace period.

In a **Non-Election Year**, Campaign Contribution Disclosure Reports are due January 31 and June 30. A Personal Financial Disclosure Statement is due between January 1 and July 1.

Late Fees

Graduated late fees of \$125, \$250, and \$1,000 are imposed by the person or entity with which filing is required for failure to timely file CCDRs and PFDs:

- A \$125.00 filing fee is imposed on the first day a report is late.
- An additional \$250.00 if not filed by the 15th day after the due date of the report. An additional \$1,000.00 if not filed by the 45th day after the due date of the report.

CCDR Late Fees CAN be paid from campaign funds. PFD Late Fees CANNOT be paid from campaign funds.

Civil Penalties

A civil penalty can be assessed by the commission in a consent order and cannot be paid with campaign funds.

POLLING LOCATION

Hoyt Smith Conference Center
3444 N. Fulton Avenue
Hapeville, Georgia 30354