Reporting a “Line of Credit Expenditure”

Alabama Secretary of State’s Office
Elections Division
“Line of Credit Expenditures” Explained

• When paying for an expenditure using a campaign credit card or when purchasing an item for the campaign using a line of credit, the transactions must be entered as “Line of Credit Expenditures” in the electronic Fair Campaign Practices Act Reporting System (FCPA).

• “Line of Credit Expenditures” are entered differently from regular expenditures since “Line of Credit Expenditures” are not paid for with campaign funds at the time of purchase.

• Instead, “Line of Credit Expenditures” will be paid for at a later time when a payment is made to a credit card issuer or other creditor. The payment to the credit card issuer or other creditor will then be reported as a regular expenditure.
Step 1

- Log into the committee’s FCPA account and then click on “Transactions” to access the drop-down menu. Then, select “Expenditures”.
Step 2

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

Expenditure Administration

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

Expenditure History
This is a list of the 500 most recent expenditures that have been added or updated. New expenditures may be added by clicking the ADD button. If you wish to view or update prior expenditures, click the FIND button. You may also use the Search tab located in the above navigation menu for advanced searching.

Click here for information about Offset Accounts

There are currently no recent expenditures.

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

Update a Payee
Step 3

- To enter an expenditure of more than $100, click on the drop-down menu below “Expenditure Type” and select “Itemized Line of Credit Expenditure”.
  - Once total expenditures to a particular recipient exceed $100, the expenditure(s) to that recipient must be itemized. (To enter a non-itemized “Line of Credit Expenditure”, under $100, skip to step 5).
Step 4

• After selecting “Itemized Line of Credit Expenditure”, enter all of the requested information regarding the expenditure: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and payee information (payment recipient). Click the “SAVE” button after the expenditure information has been entered and reviewed for accuracy.
Step 5

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

![Expenditure form](image-url)
Step 6

• After selecting “Non-Itemized Line of Credit Expenditure”, enter all of the requested information regarding the expenditure: purpose, expenditure date, expenditure amount, and explanation of the expenditure (if necessary). Click the “SAVE” button after all of the expenditure information has been entered and reviewed for accuracy.
Step 7

- To report a payment to a “Line of Credit Expenditure” in the system, the payment must be entered as a regular expenditure. To do so, click on “Transactions” to access the drop-down menu. Then, select “Expenditures”.
Step 8

• On the “Expenditure Administration” page, click the “ADD” button in the bottom right corner of the page.
Step 9

- To enter a payment on a “Line of Credit Expenditure” of more than $100, click on the drop-down menu below “Expenditure Type” and select “Itemized”.
  - Once total expenditures to a particular recipient exceed $100, the expenditure(s) to that recipient must be itemized. If expenditures to a particular recipient have not exceeded $100, the expenditure(s) to that recipient can be entered as non-itemized.
Step 10

• After selecting “Itemized”, enter all of the requested expenditure information: purpose, expenditure date, expenditure amount, explanation of the expenditure (if necessary), and the payee information (payee type, name, and address). Click the “SAVE” button after the expenditure information has been entered and reviewed for accuracy.
Step 11

- These transactions will be listed on the Summary Page of the filed report, in the “Expenditures on Line of Credit” section, on lines 6a through 6c.

- The payment to the creditor (or any other entity that extended credit to the committee) will be listed on the Summary Page in the “Expenditures” section.
Step 12

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

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

**NAME OF CANDIDATE OR ELECTED OFFICIAL:**

**ADDRESS:**

**PURPOSE OF EXPENDITURE (CHECK ONE):**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Administrative</th>
<th>Advertising</th>
<th>Consulting</th>
<th>Food</th>
<th>Lodging</th>
<th>Transportation</th>
<th>Travel</th>
<th>Hotel</th>
<th>Other</th>
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**PERSON/GROUP/BUSINESS RECEIVING EXPENDITURE (INCLUDE FULL NAME):**

**ADDRESS:**

**Other**

- **Give Brief Explanation:**

**DATE OF EXPENDITURE (mo./day/yr.):** 06/25/2021

**AMOUNT OF EXPENDITURE:** $1000.00
Step 13

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

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

(334) 242-7210
(800) 274-8683