

Aggregated Contributions from Individuals [CRO-1205]

Form Description

All contributions from individuals who have given \$50 or less during the election can be reported on this form. If a contributor's election sum-to-date exceeds \$50, their name, address and employment information must be disclosed on the Contributions from Individuals form [CRO-1210].

An "Aggregated Individual Contribution" does not require the disclosure of the name, mailing address, phone number, occupational information or sum-to-date totals. However, the account code, form of payment, in-kind description (if applicable) and amount are required.

Note: The records of individuals should be kept accurate by the treasurer for aggregated individual contributions even though they do not have to be disclosed to the appropriate board. To prevent anonymous contributions, keep accurate information on each individual contribution.

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

Line-By-Line Instructions

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

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

LINE 3. List each contribution separately.

- a. This field applies to amended reports **only**. If this is an amendment, use Line 3(a) to add or remove a contribution. If this is not an amended disclosure report, ignore this field.
- b. List the account code that corresponds to the account to which the contribution applies. Remember to leave all bank account numbers off of the report to preserve confidentiality. Use only the codes provided on the **Certification of Financial Account Information** (CRO-3500) form. Each committee is responsible for establishing their own account code.

- c. List the form of payment of the contribution (cash, check, draft, money-order, credit card, debit card or in-kind).
- d. If the contribution is an in-kind gift, provide a description of the item or service given to the committee.
- e. List the date that the contribution was received on behalf of the committee.
- f. List the amount of the contribution.

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

LINE 5. List the total sum of all CRO-1205 pages. Calculate by adding Line 4 of all CRO-1205 pages.