STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

In Re: Tiffany Shavonne Dziekan

TO: Tiffany Shavonne Dziekan 9828 Palmetto Dunes Court Orlando, FL 32832-5911 Case No.: FEC 15-506

Division of Elections 500 S Bronough Street, Room 316 Tallahassee, FL 32399

NOTICE OF HEARING (INFORMAL HEARING)

A hearing will be held in this case before the Florida Elections Commission on, November 16, 2016 at 8:30 am, or as soon thereafter as the parties can be heard, at the following location: Senate Office Building, 404 South Monroe Street, Room 110-S, Tallahassee, Florida 32399

Failure to appear in accordance with this notice will constitute a waiver of your right to participate in the hearing. Continuances will be granted only upon a showing of good cause.

This hearing will be conducted pursuant to Section 106.25, Florida Statutes, which governs your participation as follows:

If you are the Respondent, you may attend the hearing, and you or your attorney will have 5 *minutes* to present your case to the Commission. However, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless you request to be heard or the Commission requests that your case be considered separately on the day of the hearing, your case will *not* be individually heard.

If you are the Complainant, you may attend the hearing, but you will *not* be permitted to address the Commission. In addition, some cases (including those in which consent orders or recommendations for no probable cause are being considered) may be decided by an *en masse* vote and, unless the Respondent requests to be heard or the Commission requests that the case be considered separately on the day of the hearing, the case will *not* be individually heard.

If you are an Appellant, and you have requested a hearing, you may attend the hearing, and you or your attorney will have *5 minutes* to present your case to the Commission.

Please be advised that both confidential and public cases are scheduled to be heard by the Florida Elections Commission on this date. As an Appellant, Respondent or Complainant in one case, you will *not* be permitted to attend the hearings on other confidential cases.

The Commission will electronically record the meeting. Although the Commission's recording is considered the official record of the hearing, the Respondent may provide, at his own expense, a certified court reporter to also record the hearing.

If you require an accommodation due to a disability, contact Donna Ann Malphurs at (850) 922-4539 or by mail at 107 West Gaines Street, The Collins Building, Suite 224, Tallahassee, Florida 32399, at least 5 days before the hearing.

See further instructions on the reverse side.

<u>Amy McKeever Toman</u>

Executive Director Florida Elections Commission November 1, 2016 Please refer to the information below for further instructions related to your particular hearing:

If this is a hearing to consider **an appeal from an automatic fine**, the Filing Officer has imposed a fine on you for your failure to file a campaign treasurer's report on the designated due date and, by filing an appeal, you have asked the Commission to consider either (1) that the report was in fact timely filed; or (2) that there were unusual circumstances that excused the failure to file the report timely. You are required to prove your case. If the Commission finds that the report was filed timely or that there were unusual circumstances that excused the failure, it may waive the fine, in whole or in part. The Commission may reduce a fine after considering the factors in Section 106.265, Florida Statutes. If the Commission finds that the report was not timely filed and there were no unusual circumstances, the fine will be upheld.

If this is a hearing to consider a **consent order before a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed and become public. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the case will remain confidential, unless confidentiality has been waived.

If this is a hearing to consider a **consent order after a determination of probable cause has been made**, the Commission will decide whether to accept or reject the consent order. If the Commission accepts the consent order, the case will be closed. If the Commission rejects the consent order or does not make a decision to accept or deny the consent order, the Respondent will be entitled to another hearing to determine if the Respondent committed the violation(s) alleged.

If this is a **probable cause hearing**, the Commission will decide if there is probable cause to believe that the Respondent committed a violation of Florida's election laws. Respondent should be prepared to explain how the staff in its recommendation incorrectly applied the law to the facts of the case. *Respondent may not testify, call others to testify, or introduce any documentary or other evidence at the probable cause hearing.* The Commission will only decide whether Respondent should be *charged* with a violation and, before the Commission determines whether a violation has occurred or a fine should be imposed, Respondent will have an opportunity for another hearing at which evidence may be introduced.

If this is an **informal hearing**, it will be conducted pursuant Sections 120.569 and 120.57(2), Florida Statutes; Chapter 28 and Commission Rule 2B-1.004, Florida Administrative Code. At the hearing, the Commission will decide whether the Respondent committed the violation(s) charged in the Order of Probable Cause. The Respondent will be permitted to testify. However, the Respondent may not call witnesses to testify.

Respondent may argue why the established facts in the Staff Recommendation do not support the violations charged in the Order of Probable Cause. At Respondent's request, the Commission may determine whether Respondent's actions in the case were willful. The Respondent may also address the appropriateness of the recommended fine. If Respondent claims that his limited resources make him unable to pay the statutory fine, *he must provide the Commission with written proof of his financial resources* at the hearing. A financial affidavit form is available from the Commission Clerk.

STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

Florida Elections Commission, Petitioner,

v.

Case No.: FEC 15-506

Tiffany Shavonne Dziekan, Respondent.

ORDER OF PROBABLE CAUSE

THIS MATTER was heard by the Florida Elections Commission (Commission) at its

regularly scheduled meeting on August 17, 2016, in Tallahassee, Florida.

Based on the Complaint, Report of Investigation, Staff's Recommendation, and oral

statements (if any) made at the probable cause hearing, the Commission finds that there is probable

cause to charge Respondent with the following violation(s):

Count 1:

On or about October 13, 2015, Respondent violated Section 106.07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the 2015 M9 Report.

Count 2:

On or about November 10, 2015, Respondent violated Section 106,07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the 2015 M10 Report.

<u>Count 3:</u>

On or about December 10, 2015, Respondent violated Section 106.07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the 2015 M11 Report.

DONE AND ORDERED by the Florida Elections Commission on August 17, 2016.

M. Scott Thomas, Chairman Florida Elections Commission

Copies furnished to: Eric M. Lipman, General Counsel Tiffany Shavonne Dziekan, Respondent Division of Elections, Complainant

NOTICE OF RIGHT TO A HEARING

As the Respondent, you may elect to resolve this case in several ways. First, you may elect to resolve this case by <u>consent order</u> where you and Commission staff agree to resolve the violation(s)s and agree to the amount of the fine. The consent order is then presented to the Commission for its approval. To discuss a consent order, contact the FEC attorney identified in the Order of Probable Cause.

Second, you may request an <u>informal hearing</u> held before the Commission, if you <u>do not</u> dispute any material fact in the Staff Recommendation. You have 30 days from the date the Order of Probable Cause is filed with the Commission to request such a hearing. The date this order was filed appears in the upper right-hand corner of the first page of the order. At the hearing, you will have the right to make written or oral arguments to the Commission concerning the legal issues related to the violation(s) and the potential fine. At the request of Respondent, the Commission will consider and determine willfulness at an informal hearing. Otherwise, live witness testimony is unnecessary.

Third, you may request a <u>formal hearing</u> held before an administrative law judge in the Division of Administrative Hearings (DOAH), if you dispute any material fact in the Staff Recommendation. You have 30 days from the date the Order of Probable Cause is filed with the Commission to request such a hearing. The date this order was filed appears in the upper right-hand corner of the first page of the order. At the hearing, you will have the right to present evidence relevant to the violation(s) listed in this order, to cross-examine opposing witnesses, to impeach any witness, and

to rebut the evidence presented against you.

If you do not elect to resolve the case by consent order or request a formal hearing at the DOAH or an informal hearing before the Commission within 30 days of the date this Order of Probable Cause is filed with the Commission, the case will be sent to the Commission for a formal or informal hearing, depending on whether the facts are in dispute. The date this order was filed appears in the upper right-hand corner of the first page of the order.

To request a hearing, please send a written request to the Commission Clerk, Donna Ann Malphurs. The address of the Commission Clerk is 107 W. Gaines Street, Collins Building, Suite 224, Tallahassee, Florida 32399-1050. The telephone number is (850) 922-4539. The Clerk will provide you with a copy of Chapter 28-106, *Florida Administrative Code*, and other applicable rules upon request. No mediation is available.

STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION

In Re: Tiffany Shavonne Dziekan

Case No.: FEC 15-506

STAFF RECOMMENDATION FOLLOWING INVESTIGATION

Pursuant to section 106 25(4)(c), Florida Statutes, undersigned staff counsel files this written recommendation for disposition of the referral in this case recommending that there is **probable cause** to charge Respondent with violating Section 106.07(7), Florida Statutes. Based upon a thorough review of the Report of Investigation submitted on March 8, 2016, the following facts and law support this staff recommendation:

1 On December 17, 2015, the Florida Elections Commission ("Commission") received a referral from the Department of State, Division of Elections, alleging that Tiffany Shavonne Dziekan, ("Respondent") violated Chapter 106, Florida Statutes.

2. Respondent is a 2016 candidate for the office of State Representative, District 50. $(ROI Exhibit 1)^1$

3 Complainant alleged that Respondent failed to notify her filing officer in writing that no reports would be filed on the applicable reporting date for the following reports: 2015 M9, 2015 M10, and the 2015 M11 Reports

4 By letter dated February 11, 2016, the Executive Director notified Respondent that Commission staff would investigate the following statutory provision:

Section 106.07(7), Florida Statutes: As alleged in the complaint, for each of the following reporting periods, Respondent failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the reporting periods:

- 2015 M9
- 2015 M10
- 2015 M11

¹ The Report of Investigation is referred to herein as "ROI"

Alleged Violation: Section 106.07(7), Florida Statutes

5 Respondent filed a State of Florida Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates form ("DS-DE 9"), on April 15, 2015, and appointed Jessica James as treasurer for her campaign (ROI Exhibit 1)²

6 By letter dated April 17, 2014, the Division acknowledged receipt of Respondent's DS-DE 9 form, and indicated that Respondent's name had been placed on the 2016 active candidate list. The letter also provided Respondent with her initial password and sign-on credentials for the electronic filing system (EFS) (ROI Exhibit 2)

7. Ms. Bronson's letter informed Respondent that all of the Division's publications and reporting forms are available on its website. The letter advised Respondent to print a copy of Chapters 104 and 106, Florida Statutes, *Calendar of Reporting Dates*, and the *Candidate and Campaign Treasurer Handbook* Id.

8 The Candidate and Campaign Treasurer Handbook explained the requirement of filing a waiver-of-report when the candidate has no financial activity to disclose (ROI Exhibit 3, pages 4 and 6)

9 The Candidate EFS User's Guide explained the process of filing a waiver-ofreport using the electronic filing system (EFS) Listed on page 13 are specific instructions about checking the box next to "waiver" when there is no financial activity to disclose (ROI Exhibit 4, pages 3-5)

10 In pertinent part, Section 106.07(7), Florida Statutes, state:

[A]ny candidate or political committee not reporting by virtue of this subsection on dates prescribed elsewhere in this chapter shall notify the filing officer in writing on the prescribed reporting date that no report is being filed on that date. (emphasis added)

11. The table below reflects Respondent's untimely written notifications to the Division:

Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2015 M9	9/1/15 - 9/30/15	10/13/15	10/17/15	4
2015 M10	10/1/15 – 10/31/15	11/10/15	11/17/15	7
2015 M11	11/1/15 – 11/30/15	12/10/15	12/11/15	1

² Respondent filed a second DS-DE 9 form on September 11, 2015, changing the campaign depository from Chase Bank to Wells Fargo Bank, N A The campaign treasurer remained the same

12 In an emailed response dated January 12, 2016, Respondent explained that she is a first-time candidate and she takes full responsibility for the mistakes made by her campaign. Respondent indicated that she has implemented solutions to prevent any future untimely filed notifications. First, Respondent stated that both she and her treasurer have input the remaining reporting dates for 2016 into their calendars and set alerts for when the reports are due; and second, Respondent stated that she has updated the state with her campaign email address rather than using her personal email address to ensure that emails are received in a timely manner. (ROI Exhibit 6)

13. In a sworn affidavit questionnaire, Respondent testified that she had not read and/or printed Chapter 106, Florida Statutes, the *Candidate and Campaign Treasurer Handbook*, the *EFS Guidebook*, or any other campaign related materials. Respondent stated that she was planning on reading all of the above materials before she started getting into the campaign season. According to Respondent, "I haven't been actively campaigning yet and I don't remember seeing a time limit on how much time I had to complete printing and reading the above materials." (ROI Exhibit 7)

14. Despite having been provided access to read and understand Chapter 106, Florida Statutes, the *Candidate and Campaign Treasurer Handbook*, and the *EFS Guide Book*, Respondent failed to timely notify the filing officer on the prescribed reporting dates that no reports would be filed for the 2015 M9, 2015 M10, and the 2015 M11 Reports. (ROI Exhibit 5)

15. "Probable Cause" is defined as reasonable grounds of suspicion supported by circumstances sufficiently strong to warrant a cautious person in the belief that the person has committed the offense charged *Schmitt v State*, 590 So 2d 404, 409 (Fla 1991). Probable cause exists where the facts and circumstances, of which an [investigator] has reasonably trustworthy information, are sufficient in themselves for a reasonable man to reach the conclusion that an offense has been committed *Department of Highway Safety and Motor Vehicles v Favino*, 667 So 2d 305, 309 (Fla 1st DCA 1995).

16. The facts set forth above show that Respondent is currently a 2016 candidate for the office of State Representative, District 50. During the 2015 reporting cycle, Respondent failed to notify the filing officer on the prescribed reporting dates that no report would be filed for the 2015 M9, 2015 M10, and the 2015 M11 Reports

Based upon these facts and circumstances, I recommend that the Commission find probable cause to charge Respondent with violating the following statutory provision:

Count 1:

On or about October 13, 2015, Respondent violated Section 106.07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made

contributions, or expended reportable funds during the 2015 M9 Report

<u>Count 2:</u>

On or about November 10, 2015, Respondent violated Section 106.07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the 2015 M10 Report

Count 3:

On or about December 10, 2015, Respondent violated Section 106 07(7), Florida Statutes, when she failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because she had not received funds, made contributions, or expended reportable funds during the 2015 M11 Report.

Respectfully submitted on March 14th, 2016.

Jaakan A. Williams Assistant General Counsel

I reviewed this Staff Recommendation this day of March 2016

Amy McKeever Toman Executive Director



Report of Investigation for Failure to Notify Filing Officer

Case Number FEC 15-506

Section 106 07(7), Florida Statutes, failure of a candidate who did not receive any contributions or make any expenditures during a reporting period to notify timely the filing officer, in writing, that no report is being filed

Respondent: Tiffany Shavonne Dziekan

Complainant: Division of Elections

Respondent Type:

🔀 Candidate

Political Committee

I. Preliminary Information:

1 An appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) was filed on April 15, 2015. (Ex. 1)

2 An acknowledgement letter was mailed to the address provided on Respondent's DS-DE 9 on April 17, 2015 advising Respondent that all of the Division's publications and reporting forms are available on their website, including Chapter 106, Florida Statutes, the *Candidate and Campaign Treasurer Handbook*, and the Calendar of Reporting Dates. (Ex 2)

3 The acknowledgement letter also states, "An online instruction guide is available to you on the EFS to assist with navigation, data entry, and submission of reports" and provides the telephone number for the Division's EFS Help Desk.

4. The Candidate and Campaign Treasurer Handbook, discusses filing a waiver when there is no activity to disclose on page 47. (Ex 3)

5 Pages 12, 13, 44, and 45 of the *Candidate EFS User's Guide* discuss how to notify the Division on the prescribed reporting date that no report will be filed using the EFS Specifically, page 13 instructs the user to click the box next to "waiver" if there is no activity to disclose (Ex. 4)

6. In a telephone interview on April 2, 2015, Kristi Reid-Bronson clarified that once the waiver box is chosen and a new report is opened as shown on Page 12, the only available option on the report summary screen will be "Go To File Report" as shown on Page 13. Choosing "Go To File Report" will take the user directly to the screens where the candidate/treasurer PINS are entered as shown on Pages 44 and 45.

II. Alleged Violation of Section 106.07(7), Florida Statutes:

7.	Respondent's filing	history reflects	the untimely fi	iled notifications su	mmarized below	(Ex. 5)
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Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2015 M9	9/1/15 - 9/30/15	10/13/15	10/17/15	4
2015 M10	10/1/15 - 10/31/15	11/10/15	11/17/15	7
2015 M11	11/1/15 - 11/30/15	12/10/15	12/11/15	

8 Respondent provided a written response to the referral dated January 12, 2016, in which she stated, "I am writing in regards to a complaint filed with the Florida Elections Commission, FEC 15-506. First of all I would like to thank the Division of Elections for bringing the alleged violations to my attention I understand that the State of Florida takes democracy and our election process very seriously and I want you to know that I do as well.

One of the reasons I decided to run for office was to show people that anyone can do it and that you don't necessarily need to have great wealth to be involved in politics (Although, when it comes to campaign finance, I'm sure wealth can go a long way in hiring an experienced treasurer or accountant.) Nevertheless, as a first time candidate I have been learning a lot about the campaign process and I am constantly improving as a candidate As we all know, when someone tries something new for the first time it's possible there may be mistakes and if any mistakes were made by my campaign I apologize and take full responsibility for them.

Campaign finance laws exist for a reason and they are very important Both the State and the people of Florida deserve to know how much money is going into political campaigns, (even if it's \$0, as in my case) so I understand the importance of timely campaign filing. The following solutions shall be implemented effective immediately: #1 Myself and my treasurer have input the remaining reporting days for 2016 into our calendars and set alerts to remind us when the reports are coming due in advance #2 I am updating the state with my campaign email address instead of my personal one to ensure that emails are received in a timely manner I feel these two changes will be effective to making sure all future reports are filed in a timely manner " (Ex. 6)

9. Respondent submitted an affidavit dated March 4, 2016 in which she stated "I was planning on reading all of the above materials before I started getting into the campaign season¹. I haven't been actively campaigning yet and I don't remember seeing a time limit on how much time I had to complete printing and reading the above materials Perhaps in the future you should require candidates to print and read materials before they can become candidates and have them sign an affidavit stating that they have read them As for the reason that the filing officer was not notified... well I suppose when you have raised \$0 its easy to slip your mind that you need to file a report Won't let that happen again" (Ex. 7)

10. During the course of the investigation, I reviewed Respondent's previous filing history I determined that there were five reporting periods prior to the 2015 M9 reporting period; waivers were filed timely for all of the five periods. (Ex 5)

III. FEC History:

11. Respondent has not had any prior cases before the Commission.

Conclusion:

12 Respondent stated in her affidavit that she did not read Chapter 106, Florida Statutes and/or the Candidate and Campaign Treasurer Handbook. Respondent signed her Statement of Candidate form on April 25, 2015. (Ex. 8)

SIGNATURE OF INVESTIGATOR:

Date: 3816

¹ The above materials that Respondent is referring to are: Chapter 106, Florida Statutes; the Candidate and Campaign Treasurer Handbook; the Calendar of Reporting Dates; and the EFS Guide Book

FLORIDA ELECTIONS COMMISSION REPORT OF INVESTIGATION Tiffany Shavonne Dziekan -- FEC 15-506

LIST OF EXHIBITS			
Exhibits #s	Description of Exhibits		
Exhibit 1	Respondent's DS-DE 9 form		
Exhibit 2	Acknowledgement Letter		
Exhibit 3	Relevant pages from the Candidate and Campaign Treasurer Handbook		
Exhibit 4	Relevant pages from the EFS User's Guide		
Exhibit 5	Respondent's filing history		
Exhibit 6	Respondent's response letter		
Exhibit 7	Respondent's questionnaire-affidavit		
Exhibit 8	Statement of Candidate		

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		Orlando, FL 32832
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DS-DE 9 (Rev 10/10)		Rule 1S-2.0001, F.A.C.
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FLORIDA DEPARTMENT OF STATE

RICK SCOTT Governor

KEN DETZNER Secretary of State

April 17, 2014

Tiffany Shavonne Dziekan 9828 Palmetto Dunes Court Orlando, Florida 32832

Dear Ms Dziekan:

This will acknowledge receipt of the Appointment of Campaign Treasurer and Designation of Campaign Depository for the office of State Representative, which was placed on file in our office on April 15, 2015. Your name has been placed on the 2016 active candidate list The enclosed Statement of Candidate must be filed within 10 days of filing the Appointment of Campaign Treasurer form.

Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on May 11, 2015 The report will cover the period of April 1-30, 2015 (M4) All candidates who file reports with the Division of Elections are required to file by means of the Division's Electronic Filing System (EFS)

Credentials and Sign-ons

Below is the web address to access the EFS and your user identification number. The enclosed sealed envelope contains your initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. You, your campaign treasurer, and deputy treasurers are responsible for protecting this password from disclosure and are responsible for all filings using these credentials, unless the Division is notified that your credentials have been compromised.

EFS Website Address: https://efs.dos.state fl us Identification Number: 64676



Division of Elections R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399 850.245.6240 • 850.245.6260 (Fax) election.dos.state.fl.us Promoting Florida's History and Culture VivaFlorida.org



EXHIBIT 7

Tiffany Shavonne Dziekan April 17, 2015 Page Two

Pin Numbers

Pin numbers are confidential secure credentials that allow you to submit reports and update personal information. The enclosed sealed envelope contains confidential pin numbers for you. By copy of this letter, a confidential pin number to access the EFS was sent to your treasurer.

Each candidate is required to provide the Division of Elections with confidential personal information that may be used to allow access in the event this password is forgotten or lost When you enter the campaign account screen, there will be a drop down box where you pick a question (such as *What is your mother's maiden name?*) and supply an answer. All passwords and answers to questions are stored as encrypted data and cannot be viewed by Division staff and given out over the phone. Please notify the Division if your credentials have been compromised.

Timely Filing

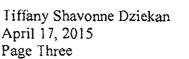
All reports filed must be completed and filed through the EFS not later than midnight of the due date Reports not filed by midnight of the due date are late filed and subject to the penalties in Section 106.07(8), Florida Statutes. In the event that the EFS is inoperable on the due date, the report will be accepted as timely filed if filed no later than midnight of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report

Electronic Receipts

The person submitting the report on the EFS will be issued an electronic receipt indicating and verifying the report was filed Each campaign treasurer's report filed by means of the EFS is considered to be under oath by the candidate and campaign treasurer and such persons are subject to the provisions of Section 106 07(5), Florida Statutes

EXHIBIT 2(20



Instructions and Assistance

An online instruction guide is available to you on the EFS to assist with navigation, data entry, and submission of reports. The Division of Elections will also provide assistance to all users by contacting the EFS Help Desk at (850) 245-6280

All of the Division's publications and reporting forms are available on the Division of Elections' website at <u>http://elections.myflorida.com</u>. It is your responsibility to read, understand, and follow the requirements of Florida's election laws. Therefore, please print a copy of the following documents: Chapters 104 and 106, Florida Statutes, *Candidate and Campaign Treasurer Handbook, Calendar of Reporting Dates*, and Rule 18-2.017, Florida Administrative Code.

Please let me know if you need additional information.

Sincerely, < Fr

Kristi Reid Bronson, Chief Bureau of Election Records

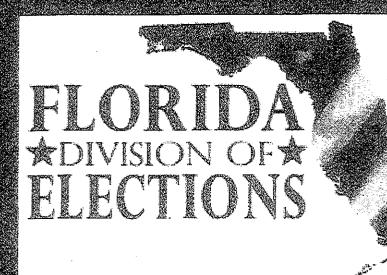
KRB/ljr

Enclosures

pc: Jessica Sue James, Treasurer

EXHIBIT 2 (3.

Candidate & Campaign Treasurer Handbook



November 2013 Florida Department of State Division of Elections R. A. Gray Building, Room 316 500 South Bronough Street Tallahassee, FL 32399-0250 (850) 245-6240

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This publication is available in alternate format upon request by contacting the Division of Elections at 850.245.6240.

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day designated is deemed timely filed. A report received by the filing officer within 5 days after the designated due date that was delivered by the U.S. Postal Service is deemed timely filed unless it has a postmark indicating the report was mailed after the designated due date. A certificate of mailing obtained from and dated by the U.S. Postal Service at the time of mailing or a receipt from an established courier company, which bears a date on or before the date on which the report is due, is proof of mailing in a timely manner. Reports filed with the Division through the Electronic Filing System (EFS) are due no later than midnight, Eastern Time, of the due date.

> (Sections 106.07, 106.0705 and 106.141, F.S.)

Penalty for Late Filing

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding the primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For a candidate's termination report, the fine shall be \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater for the period covered by the late report. All fines must be paid from the candidate's personal funds not campaign funds.

(Section 106.07(2) and (8), F.S.)

Waiver of Report

In any reporting period during which a candidate has not received funds or made any expenditures, the filing of the required report for that period is waived; **however**, the candidate must indicate there is no activity by filing a waiver of report on the prescribed due date (Waivers filed with the Division must be filed using the EFS) The next report filed must specify that the report covers the entire period between the last submitted report and the report being filed.

(Section 106.07, F.S.)

Incomplete Reports

If a campaign treasurer files a report that is deemed incomplete, it shall be accepted on a conditional basis. The campaign treasurer will be notified by the filing officer as to why the report is incomplete. The campaign treasurer must file an addendum to the incomplete report within seven days of notification. The addendum must include all necessary information to complete the report

(Section 106.07(2), F.S.)

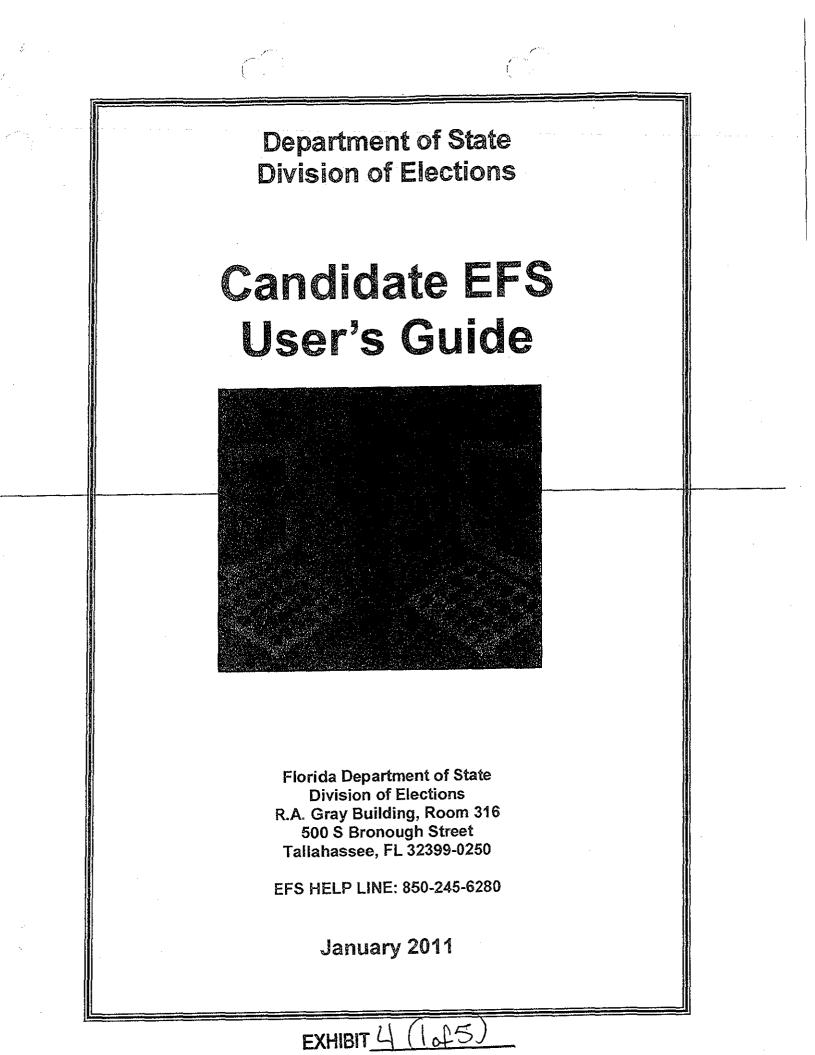
Reporting Total Sums

Each campaign treasurer's report required by Chapter 106, F.S., shall contain the total sums of all loans, in-kind contributions, and other receipts by or for such candidate, and total sums of all expenditures made by such candidate during the reporting period. The

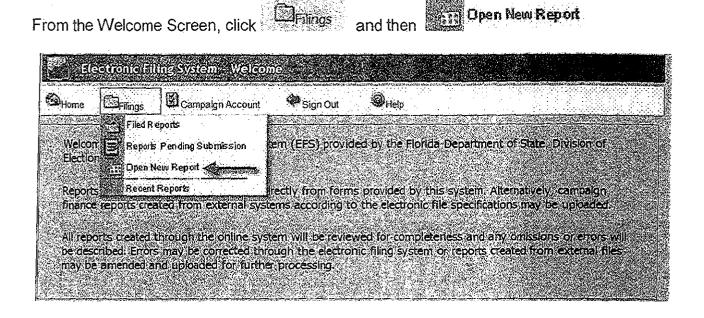
reporting forms shall be designed to elicit separate totals for in-kind contributions, loans, and other receipts

(Section 106 07, F.S.)

EXHIBIT 3



Create a New Report by Data Entry



	1. The state of the second state of the	やましんだい おこことがはん ないがた たいびょうがい せいりょう うちかう	mendment to a previously filed report, first select the report from
	Covarage Periods		
	Campaign finance reports ite declared by first selecting the	e reporting year and then the	ng during a specific reporting period: The reporting period is report type. The beginning and ending coverage dates and the with the <i>Reporting Year</i> and <i>Report Type</i> .
	Election Cycle:	2010 General Election	
	Report Type: Coverage 'Period;	F2 2010	0 Due Date: 08/06/2010
認識			
		Reption Redoit	waiver
		file meeting the department'	s specifications may be uploaded at the time a report is opened. c or zip file to be uploaded. You may upload the report file in a
		must contain only one repor	
			Browse
			Open Report

Click arrow next to Election Cycle. Scroll to the cycle associated with the report you are entering

Click arrow next to Report Type and select the report type that corresponds to the appropriate cover period and due date.

The Cover Period dates will automatically fill in based on the Calendar of Election and

Reporting Dates. The end date can be changed for candidate termination reports. (1) (2, 15)

The Due Date will automatically fill in based on the Calendar of Election and Reporting Dates

****NOTE****

If this report is a waiver of report (no activity), click the 🖾 box next to Waiver.

3.5
2007 - 200 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016 - 2016
3
enter Historia

Click Open Report at the bottom of the screen A Report Detail screen (view only) will appear. This screen will not indicate any activity until individual detail data is entered, saved and a review is performed.

eport: 2010 - G4 - 27 201	0 General Election	Covers: 10/1	6/2010-10/28/2010 Due: 10/29/2010
) Amendiaent 🗌 Waiv	er Complete Status	preoripiere betai recorde	
File Date: Status: (Cala Entry)	LastReview		
e of Transactions: 0	Review Recalcula	te Go To File Report	Append File
Contributions	Total Amount	Expenditures	Total Amount
Cash and Checks:	0.00	Monetary:	0.00
Loans:	0.00	Transfers to Off Acct:	00.00
Total Monetary:	0.00	Total Monetary:	0.00
în Kind:	0.00	Other Distributions:	0:00
Réview Messages			
Created: 10/2	6/2010 11:41:25 AM By: 5	Revised:	10/26/2010 11:41:25 AM

EXHIBIT 4

File the Report

If the Review Status is Updated Detail - Needs Review the report has not been reviewed since the last update (See page 38 for instructions on how to submit the report to the system for review)

	Report: 2010'-F3 - 26 2010 General Elec	ton Covers: 18/	7/2010-8/19/2010
If the status of the	FielDate:	Complete Status; Complete Detail Records	
report is <u>Complete</u>	Status Data Entry		
<u>Detail Records</u> , you	≓iÞf Transáchor: <u>1</u>	V] [Recakulate] Go To File Report]	Appenditie: Delete Report Save
are ready to file the	Contributions Tetal Amoun	ned a state of the second state	1000 C
report.	Cash and Checks:		- and the second sec
	Total Monetary	0.00 Total Monetar	<u></u>
	In-Kind:	0.00) Other Distribution	ar (<u></u>
	Revex Messages		
	Created: 8/19/2010.2:01:35	A State of the second	8/19/2010 3:55:42 PM

Go To File Report Click on

The candidate enters his or her PIN, and then selects

Report Approved

ap 2: Select the 'Report Approved' button Report: 2010 - F3 - 26 Coverage Period: 8/7/2010-8/19/2010 Due: 8/20/2010 Review Status: Review Criginal: Amended [Warver	p 1: Enter the candidate/chairperson PIN	
Review Status: Reviewed	p 2: Select the 'Report Approved' button	
	영양 중 가는 것을 알 수 있는 것이 같이 같이 같이 같이 않는 것이 같이 같이 않는 것이 같이 많이	<u></u>
	Review Status: Reviewed	

40. **EXHIBIT**

If there is more than one treasurer, click on the drop down and select the treasurer that is filing the report.

Campaign Treasurer:	
The treasurer enters his or her PIN and then cl	icks
Report: 2010 - F3 - 26 Coverage Period: 8/7/2010 Review Status: Deviewed	0-8/19/2010 Due: 8/20/2010

Jwanars

Campaign Treasurer:

To Edit Report Again Select Cancel:

PIN for specified Treasurer:

Cancel

<u>IMPORTANT NOTE</u>: If changes need to be made <u>after</u> a candidate enters his PIN, the treasurer must <u>undo</u> the candidate's PIN validation before the system will allow changes. See page 48 for instructions.

File Report

5of5 EXHIBIT_

FEC - Candidate/Committee Filt History Report

My Florida.com

Name:

search | directory | contact us | 411 | subscribe | tour | help

Florida Department of State - Division of Elections

Florida Election System Reports Candidate/Committee Lookup

Candidate Name: Tiffany Shavonne Dziekan Account: <u>64676</u>

Election:	Date Due	Туре	Date Filed	Status	Days Late	Fine Assessed	Appealed	Amount Fined	Amount Paid
	2/10/2016	M1	2/10/2016						
Acet: 64676	1/11/2016	M12	1/12/2016	FEC	1	\$0 00		\$0 00	\$0 00
Type: Candidate 🗸	12/10/2015	M11	12/11/2015	FEC	1	\$0 00		\$0 00	\$0 00
	11/10/2015	M10	11/17/2015	FEC	7	\$0 00		\$0 00	\$0.00
Search Reset	10/13/2015	M9	10/17/2015	FEC	4	\$0 00		\$0 00	\$0 00
	9/10/2015	M8	9/10/2015						
	8/10/2015	M7	8/10/2015						
	7/10/2015	M6	7/10/2015						
	6/10/2015	M5	6/10/2015						
	5/11/2015	M4	5/11/2015						

EXHIBIT_





FEC 15-506 Tiffany Dziekan – to:

fec 01/12/2016 02:21 AM Hide Details From: Tiffany Dziekan <tiffanydfor50@gmail.com> Io: fec@myfloridalegal.com

To whom it may concern,

I am writing in regards to a complaint filed with the Florida Elections Commission, FEC 15-506. First of all I would like to thank the Division of Elections for bringing the alleged violations to my attention I understand that the State of Florida takes democracy and our election process very seriously and I want you to know that I do as well. One of the reasons I decided to run for office was to show people that anyone can do it and that you don't necessarily need to have great wealth to be involved in politics. (Although, when it comes to campaign finance, I'm sure wealth can go a long way in hiring an experienced treasurer or accountant.) Nevertheless, as a first time candidate I have been learning a lot about the campaign process and I am constantly improving as a candidate. As we all know, when someone tries something new for the first time it's possible there may be mistakes and if any mistakes were made by my campaign I apologize and take full responsibility for them.

Campaign finance laws exist for a reason and they are very important. Both the State and the people of Florida deserve to know how much money is going into political campaigns, (even if it's \$0, as in my case) so I understand the importance of timely campaign filling. The following solutions shall be implemented effective immediately: #1 Myself and my treasurer have input the remaining reporting days for 2016 into our calendars and set alerts to remind us when the reports are coming due in advance. #2 I am updating the state with my campaign email address instead of my personal one to ensure that emails are received in a timely manner. I feel these two changes will be effective to making sure all future reports are filed in a timely manner.

I look forward to assisting you in resolving this matter and I am available for any questions you may have at <u>tiffanydfor50@gmail.com</u>

Thank you for your time and God bless you Tiffany Block Dziekan Candidate for Florida House District 50

FXHIBIT

AFFIDAVIT OF BACKGROUND INFORMATION Case Number: FEC 15-506

STATE OF FLORIDA County of Orange

Tiffany S. Dziekan, being duly sworn, says:

1. This affidavit is made upon my personal knowledge.

2. I am of legal age and competent to testify to the matters stated herein. I am currently employed by <u>Humana American Eldescare</u> as <u>Clinical Guidance Care Manager</u>

3 Did you receive the acknowledgement letter containing your Electronic Filing System (EFS) PIN and password, and instructing you to print Chapter 106, Florida Statutes, the *Candidate and Campaign Treasurer Handbook*, and the Calendar of Reporting Dates from the Division of Elections' website?

Ves No

4. Did you read and/or print Chapter 106, Florida Statutes, per the instructions in the acknowledgement letter?

Ves No not yet

5. Did you read and/or print the *Candidate and Campaign Treasurer Handbook*, per the instructions in the acknowledgement letter?

Yes No not yet

6. Did you print the Calendar of Reporting Dates, per the instructions in the acknowledgement letter?

Yes No not yet

7. Did you read and/or print the EFS Guide Book?

Yes No not yet

8 Did you read and/or print any other campaign related materials?

Yes IN not yet

9 If yes, please list the items below with a brief description of the information you received from these documents:

Aff of R Failure to Notify (03/15)

EXHIBIT

10. Please explain the reason(s) you failed to notify your filing officer on the prescribed due dates that there was no campaign finance activity to disclose; therefore, no report would be filed for the reporting periods listed below (use additional paper if necessary):

2015 M9	2015 M10	2015 M11
I was planning on	reading all of the abo	ve materials before I
started getting into th	<u>e compargn sesson.</u>	I haven't been actively
		g a time limit on how
much time I had to		
• • •	· · · · · · · · · · · · · · · · · · ·	Ild require candidates
		en become candidates
	÷ 0	at they have read them.
as for the reason that	the filing officer was n	ot notified well I suppose
when you have \$ 0 its	lary to slip your mind.	that you need to file a report.
Word Ulet that hap I HEREBY SWEAR OR AFFIRM	pent againt. THAT THE FOREGOING INFOR	MATION IS IRUE AND CORRECT TO
THE BEST OF MY KNOWLEDGE.		

Signature of Affiant

Sworn to (or affirmed) and subscribed before me this _____day of

larc. 2016

Signature of Notary Public - State of Florida Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known or Produced Identification Type of Identification Produced:

Edits Thompson State of Florida Commission Expires 08/29/2017 Commission No. FF 49837

Case Investigator: CKO

2 7620 **EXHIBIT**

Aff of R Failure to Notify (03/15)

OFFICE US STATEMENT OF 2015 APR 30 AM 9:50 CANDIDATE WISION OF ELECTIONS (Section 106.023, F.S.) (Please print or type) 1, <u>Tilfany Shavonne Duekan</u> candidate for the office of <u>State Representative</u> have been provided access to read and understand the requirements of Chapter 106, Florida Statutes. Х Upril 25, 2015 ure of Candidate Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss 106 19(1)(c), 106 265(1), Florida Statutes) DS-DE 84 (05/11)

EXHIBIT



FLORIDA ELECTIONS COMMISSION 107 W, Gaines Street, Suite 224 Collins Building Tallahassee, Florida 32399-1050 Telephone: (850) 922-4539 Fax: (850) 921-0783

February 11, 2016

Tiffany Shavonne Dziekan 9828 Palmetto Dunes Court Orlando, FL 32832

RE: Case No.: FEC 15-506; Respondent: Tiffany Shavonne Dziekan

Dear Ms Dziekan:

On December 17, 2015, the Florida Elections Commission received a complaint alleging that you violated Florida's election laws. I have reviewed the complaint and find that it contains one or more legally sufficient allegations. The Commission staff will investigate the following alleged violations:

Section 106.07(7), Florida Statutes: As alleged in the complaint, for each of the following reporting periods, Respondent failed to notify the filing officer on the prescribed reporting date that no report would be filed on that date because it had not received funds, made contributions, or expended reportable funds during the reporting periods:

- 2015 M9
- 2015 M10
- 2015 M11

You may respond to the allegations above by filing a notarized statement providing any information regarding the facts and circumstances surrounding the allegations. Your response will be included as an attachment to the investigator's report.

When we conclude the investigation, a copy of the Report of Investigation will be mailed to you at the above address You may file a response to the report <u>within 14 days from the date the report is mailed to you</u>. Based on the results of the investigation, legal staff will make a written recommendation to the Commission on whether there is probable cause to believe you have violated Chapter 104 or 106, Florida Statutes A copy of the Staff Recommendation will be mailed to you and you may file a response <u>within 14 days from the date the recommendation is mailed to you</u>. Your timely filed response(s) will be considered by the Commission when determining probable cause.

The Commission will then hold a hearing to determine whether there is probable cause to believe you have violated Chapters 104 or 106, Florida Statutes You and the complainant will receive a notice of hearing at least 14 days before the hearing The notice of hearing will indicate the location, date, and time of your hearing. You will have the opportunity to make a brief oral statement to the Commission, but you will not be permitted to testify or call others to testify, or introduce any documentary or other evidence.

At any time before a probable cause finding, you may notify us in writing that you want to enter into negotiations directed towards reaching a settlement via consent agreement.

The Report of Investigation, Staff Recommendation, and Notice of Hearing will be mailed to the above address as this letter. Therefore, if your address changes, you must notify this office of your new address. Otherwise, you may not receive these important documents. Failure to receive the documents will not delay the probable cause hearing.

Under section 10625, Florida Statutes, complaints, Commission investigations, investigative reports, and other documents relating to an alleged violation of Chapters 104 and 106, Florida Statutes, are <u>confidential</u> until the Commission finds probable cause or no probable cause. The confidentiality provision does not apply to the person filing the complaint. However, it does apply to you unless you waive confidentiality in writing. The confidentiality provision does not preclude you from seeking legal counsel. However, if you retain counsel, your attorney must file a notice of appearance with the Commission before any member of the Commission staff can discuss this case with him or her.

If you have any questions or need additional information, please contact Helen Hinson, the investigator assigned to this case

Sincerely, Amy McKeev oman

Executive Director

AMT/enr



FEC 15-506 Tiffany Dziekan to:

01/12/2016 02:21 AM Hide Details From: Tiffany Dziekan <tiffanydfor50@gmail.com> To: fec@myfloridalegal.com

To whom it may concern,

fec

I am writing in regards to a complaint filed with the Florida Elections Commission, FEC 15-506. First of all I would like to thank the Division of Elections for bringing the alleged violations to my attention. I understand that the State of Florida takes democracy and our election process very seriously and I want you to know that I do as well. One of the reasons I decided to run for office was to show people that anyone can do it and that you don't necessarily need to have great wealth to be involved in politics. (Although, when it comes to campaign finance, I'm sure wealth can go a long way in hiring an experienced treasurer or accountant.) Nevertheless, as a first time candidate I have been learning a lot about the campaign process and I am constantly improving as a candidate. As we all know, when someone tries something new for the first time it's possible there may be mistakes and if any mistakes were made by my campaign I apologize and take full responsibility for them.

Campaign finance laws exist for a reason and they are very important. Both the State and the people of Florida deserve to know how much money is going into political campaigns, (even if it's \$0, as in my case) so I understand the importance of timely campaign filling. The following solutions shall be implemented effective immediately: #1 Myself and my treasurer have input the remaining reporting days for 2016 into our calendars and set alerts to remind us when the reports are coming due in advance. #2 I am updating the state with my campaign email address instead of my personal one to ensure that emails are received in a timely manner. I feel these two changes will be effective to making sure all future reports are filed in a timely manner.

I look forward to assisting you in resolving this matter and I am available for any questions you may have at <u>tiffanydfor50@gmail.com</u>

Thank you for your time and God bless you Tiffany Brock Dziekan Candidate for Florida House District 50

DIVISIO	N OF	ELEC	TIONS
FEC	NOTIO	CE FO	RM

To FEC from Division of Elections

2015 DEC 17 P 2: 26

Candidate: Tiffany Shavonne Dziekan

Account Number: 64676

Treasurer: Jessica Sue James

The Division of Elections hereby provides this notice to the Florida Elections Commission pursuant to Sections 106.07(8)(d), 106.22(7), and 106.25(2), Florida Statutes. An apparent violation of Chapter 106, Florida Statutes, has occurred based upon repeated late filings or failure to file notifications to the filing officer in writing that no report was being filed on the prescribed reporting date under s. 106.07(7).

2015 M9

2015 M10

2015 M11

Sent By: Kristi Reid Bronson Date: December 14, 2015

AFFIDAVIT

STATE OF FLORIDA **County of Leon**

Kristi Reid Bronson, being duly sworn, says:

- 1. I am the Chief of the Bureau of Election Records of the Division of Elections (Division) In that capacity, I oversee the Division's duties related to the filing of campaign finance reports. This affidavit is made upon my personal knowledge, including information obtained from review of the attached records, of which I am the custodian.
- 2. I am of legal age and competent to testify to the matters stated herein.
- 3 Tiffany Shavonne Dziekan (64676) is a 2016 candidate for the office of State Representative On April 15, 2015, Ms Dziekan filed the Appointment of Campaign Treasurer and Designation of Campaign Depository with the Division designating Jessica Sue James as treasurer. (See attached documents and acknowledgment letter).
- 4. The 2015 M9 campaign treasurer's report was due on October 13, 2015 Ms James filed this report on October 17, 2015. (See attached letter and file receipt).
- 5. The 2015 M10 campaign treasurer's report was due on November 10, 2015. Ms. James filed this report on November 17, 2015 (See attached letter and file receipt).
- 6 The 2015 M11 campaign treasurer's report was due on December 10, 2015 Ms James filed this report on December 11, 2015. (See attached letter and file receipt).

I hereby swear or affirm that the foregoing information is true and correct to the best of my knowledge.



Signatur	te of Affiant	Re	d	¥	<u></u>
C	(h . d h of .		della alassa



of Notary Public - State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known

	C.
	RECEIVE
APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106 021(1), F S.)	2015 APR 15 AM 10: 42
(PLEASE PRINT OR TYPE)	
NOTE: This form must be on file with the qualifying officer before opening the campaign account.	OFFICE US
1. CHECK APPROPRIATE BOX(ES): Initial Filing of Form Re-filing to Change:	Treasurer/Deputy 🔲 Depository 🛄 Office [
2. Name of Candidate (in this order: First, Middle, Last) Tiffany Shavonne Dziekan 4 Telephone 5. E-mail address (407) 668 5714 4; F81579@ao1 C	3. Address (include post office box or street, city, state code) 9828 Falmetto Dunes Ct. Orlando, FL 32832.
6 Office sought (include district, circuit, group number) House, District 50 State Representative	7. If a candidate for a <u>nonpartisan</u> office, che applicable: My intent is to run as a Write-In car
8 If a candidate for a <u>partisan</u> office, check block and t	ill in name of party as applicable: My intent is to run as a
Write-In 🗹 No Party Affiliation	Party candidate
9. I have appointed the following person to act as my 10. Name of Treasurer or Deputy Treasurer JESSICA SUL JAMES 11. Mailing Address	Campaign Treasurer Deputy Treasurer
<u>3388</u> Mission Bay Blvd 13. City 14 County 15 S Orlando Orange F	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
18. I have designated the following bank as my	Primary Depository Secondary Depository
19 Name of Bank Chase	20 Address 9505 E. Colonial Drive
21. City Orlando Drunge	23 State 24 Zip Code Florida 32817
	HE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASUI RY AND THAT THE FACTS STATED IN IT ARE TRUE
25 Date 4/3/15	26 Signature of Candidate X Shifany Dycker
27. Treasurer's Acceptance of Appointme 1. JEDICA James (Please Print or Type Name)	nt (fill in the blanks and check the appropriate block)
designated above as: 🗹 Campaign Treasur	er Deputy Treasurer
<u>3 april 2015</u> ×	Jessica Janes
Date (Signature of Campaign Treasurer or Deputy Treasurer

DE DE Q (Rev 10/10)

OFFICE USE ON STATEMENT OF 2015 APR 30 AM 9: 50 CANDIDATE -IVISION OF ELECTIONS (Section 106.023, F.S.) (Please print or type) 1. <u>Tilfany Shavonne Duekan</u> candidate for the office of <u>State Representative</u> have been provided access to read and understand the requirements of Chapter 106, Florida Statutes. 1 25,2015 Candidate Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106 19(1)(c), 106 265(1), Florida Statutes)



FLORIDA DEPARTMENT OF STATE

RICK SCOTT Governor **KEN DETZNER** Secretary of State

April 17, 2014

Tiffany Shavonne Dziekan 9828 Palmetto Dunes Court Orlando, Florida 32832

Dear Ms. Dziekan:

This will acknowledge receipt of the Appointment of Campaign Treasurer and Designation of Campaign Depository for the office of State Representative, which was placed on file in our office on April 15, 2015. Your name has been placed on the 2016 active candidate list The enclosed Statement of Candidate must be filed within 10 days of filing the Appointment of Campaign Treasurer form.

Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on May 11, 2015 The report will cover the period of April 1-30, 2015 (M4) All candidates who file reports with the Division of Elections are required to file by means of the Division's Electronic Filing System (EFS)

Credentials and Sign-ons

Below is the web address to access the EFS and your user identification number. The enclosed sealed envelope contains your initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. You, your campaign treasurer, and deputy treasurers are responsible for protecting this password from disclosure and are responsible for all filings using these credentials, unless the Division is notified that your credentials have been compromised

EFS Website Address: https://efs.dos.state.fl us Identification Number: 64676



Division of Elections R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399 850.245.6240 • 850.245.6260 (Fax) election.dos.state.fl.us Promoting Florida's History and Culture VivaFlorida.org



Tiffany Shavonne Dziekan April 17, 2015 Page Two

Pin Numbers

Pin numbers are confidential secure credentials that allow you to submit reports and update personal information. The enclosed sealed envelope contains confidential pin numbers for you. By copy of this letter, a confidential pin number to access the EFS was sent to your treasurer.

Each candidate is required to provide the Division of Elections with confidential personal information that may be used to allow access in the event this password is forgotten or lost. When you enter the campaign account screen, there will be a drop down box where you pick a question (such as *What is your mother's maiden name?*) and supply an answer. All passwords and answers to questions are stored as encrypted data and cannot be viewed by Division staff and given out over the phone. Please notify the Division if your credentials have been compromised.

Timely Filing

All reports filed must be completed and filed through the EFS not later than midnight of the due date. Reports not filed by midnight of the due date are late filed and subject to the penalties in Section 106.07(8), Florida Statutes In the event that the EFS is inoperable on the due date, the report will be accepted as timely filed if filed no later than midnight of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

Electronic Receipts

The person submitting the report on the EFS will be issued an electronic receipt indicating and verifying the report was filed. Each campaign treasurer's report filed by means of the EFS is considered to be under oath by the candidate and campaign treasurer and such persons are subject to the provisions of Section 106 07(5), Florida Statutes

Tiffany Shavonne Dziekan April 17, 2015 Page Three

Instructions and Assistance

An online instruction guide is available to you on the EFS to assist with navigation, data entry, and submission of reports. The Division of Elections will also provide assistance to all users by contacting the EFS Help Desk at (850) 245-6280

All of the Division's publications and reporting forms are available on the Division of Elections' website at <u>http://elections.myflorida.com</u>. It is your responsibility to read, understand, and follow the requirements of Florida's election laws. Therefore, please print a copy of the following documents: Chapters 104 and 106, Florida Statutes, *Candidate and Campaign Treasurer Handbook, Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.

Please let me know if you need additional information.

Sincerely, 人名

Kristi Reid Bronson, Chief Bureau of Election Records

KRB/ljr

Enclosures

pc: Jessica Sue James, Treasurer

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AND DESIGNA DEPOSITORY (Section	CAMPAIGN TREASU TION OF CAMPAIGN FOR CANDIDATES 106 021(1), F S.)			2015 SEP 11 NVISION OF LI TAL AHASSI	AM 9. 2.
	PRINT OR TYPE) be on file with the qua	alifying			OFFICE USE O
1. CHECK APPROPRIAT	E BOX(ES):	r 🗍 Treas	urer/Deputy] Office [_] P
Tiffany Sha 4. Telephone	this order: First, Middle, L Vorine Dziekan 5. E-mail address		6000) 9828 Pa	le post office box or Imetto Dunes 1 FL 328.52	street, city, state, zip
	district, circuit, group num			didate for a <u>nonpar</u> ble:	r <u>tisan</u> office, check i as a Write-In candida
Write-In 🗹 No	Intisan office, check block Party Affiliation Iollowing person to act as		ame of party as Campaign Trea	P	ntent is to run as a Party candidate uty Treasurer
10. Name of Treasurer or Jessica Swe J 11 Mailing Address		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		12 Tel	ephone
3588 Missian	Bary Blud Apt 18			(407	1739 1050
13 City Or ando	14 County Drange	15. State FL	16 Zip Code 32%いつ	17. E-mail address	s @Yahou.com
18. I have designated th			Primary Deposito	نىچ مەدەر اى كەن بىر مەكە بىر مەكە بىر مەكە 	lary Depository
19. Name of Bank	Ruck N H	(Address + 3 + 2, 0	pionual Fri	
21. City Ur lands	Bunk N.H. 22 County Orand	a <u></u>	23. State	o, ida	24. Zip Code 32 K 0 子
	URY, I DECLARE THAT I HAVE SIGNATION OF CAMPAIGN DEI				
25. Date 9 8 15		26	Signature of Can	didate	
•	rer's Acceptance of Appo James (Please Print or Type N	•	n the blanks and		ate block) opt the appointment
designated above as: <u>8 Septemp</u>	(1 Campaign T) Campaign T Campaign T	Freasurer		asurer	uty Treasurer

DS-DE 9 (Rev. 10/10)

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Rule 1S-2.0001, F.A.C.



FLORIDA DEPARTMENT OF STATE Ken Detzner Secretary of State DIVISION OF ELECTIONS

October 20, 2015

Jessica Sue James, Treasurer 3388 Mission Bay Blvd Apt 180 Orlando, FL 32817

CAN 64676

Dear Ms. James:

The notification that you had no reportable activity for the report deadline of October 13, 2015, was not filed until October 17, 2015. Although the notification is late, no automatic fine is assessed because you had no receipts or expenditures during this reporting period.

However, to avoid potential issues in the future, please note that state law (s. 106.07(7), Fla Stat) requires you to file by the dates set out also in law, either a campaign finance report or if applicable, a notification that no reportable activity occurred for the reporting period. Failure to do may constitute a violation of sections 106.07(1) and 106.19(1)(c), Fla Stat. The Division is required to notify the Florida Elections Commission of any apparent violation of chapter 106, Fla. Stat., or any failure to file a report or information required by chapter 106, Fla. Stat. If a matter is referred to the Florida Elections Commission, the Commission may assess a civil penalty of up to \$1,000 per violation.

If you have any questions, please contact the help desk at (850) 245-6280.

Sincerely,

Kristi Reid Bronson, Chief Bureau of Election Records

cc: Tiffany Shavonne Dziekan Candidate for State Representative, District 50 Florida Division of Elections $\frac{1}{t}$ ectronic Filing System

134 Treasurer Report Status ID: 64676 Name: Tiffany Shavonne Dziekan Report: 2015 - M9 - 6 Print Date: 12/11/2015 2:09:58 PM Election: 2016 General Election Covers: 9/1/2015-9/30/2015 🖄 Amended 🛛 🗹 Waiver Due: 10/13/2015 File Status: Filed Report Filed: 10/17/2015 2:29:38 PM Reviewed: 10/17/2015 Review Status: Reviewed Detail Complete: No Detail Records Found **Number of Detail Records** File Method: Web Filed Contributions: 0 Entry Method: Web Data Entry Expenditures: 0 0 Fund Transfers: Pending Queued Items: 0 Distributions: 0 To Print Report: Right Click Mouse and Select 'Print'



FLORIDA DEPARTMENT OF STATE Ken Detzner Secretary of State DIVISION OF ELECTIONS

November 19, 2015

Jessica Sue James, Treasurer 3388 Mission Bay Blvd Apt 180 Orlando, FL 32817

CAN 64676

Dear Ms. James:

The notification that you had no reportable activity for the report deadline of November 10, 2015, was not filed until November 17, 2015. Although the notification is late, no automatic fine is assessed because you had no receipts or expenditures during this reporting period.

However, to avoid potential issues in the future, please note that state law (s. 106.07(7), Fla. Stat.) requires you to file by the dates set out also in law, either a campaign finance report or if applicable, a notification that no reportable activity occurred for the reporting period. Failure to do may constitute a violation of sections 106.07(1) and 106.19(1)(c), Fla. Stat. The Division is required to notify the Florida Elections Commission of any apparent violation of chapter 106, Fla. Stat., or any failure to file a report or information required by chapter 106, Fla. Stat. If a matter is referred to the Florida Elections Commission, the Commission may assess a civil penalty of up to \$1,000 per violation.

If you have any questions, please contact the help desk at (850) 245-6280.

Sincerely,

Kristi Reid Bronson, Chief Bureau of Election Records

cc: Tiffany Shavonne Dziekan Candidate for State Representative, District 50 Florida Division of Elections -, Flectronic Filing System

(...

D: 64676 Name: Tiffany Sha	avonne Dziekan
Report: 2015 - M10 - 7 Election: 2016 General Election	Print Date: 12/11/2015 2:12:35 PM
Covers: 10/1/2015-10/31/2015 Due: 11/10/2015	Amended 🗹 Waiver
Filed: 11/17/2015 8:29:45 PM	File Status: Filed Report
Reviewed: 11/17/2015	Review Status: Reviewed
	Detail Complete: No Detail Records Found
File Method: Web Filed	Number of Detail Records
Entry Method: Web Data Entry Pending Queued Items: 0	Contributions: 0
	Expenditures: 0 Fund Transfers: 0
	Distributions: 0

12/11/2015



FLORIDA DEPARTMENT OF STATE Ken Detzner Secretary of State DIVISION OF ELECTIONS

December 11, 2015

Jessica Sue James, Treasurer 3388 Mission Bay Blvd Apt 180 Orlando, FL 32817

CAN 64676

Dear Ms James:

The notification that you had no reportable activity for the report deadline of December 10, 2015, was not filed until December 11, 2015 Although the notification is late, no automatic fine is assessed because you had no receipts or expenditures during this reporting period.

However, to avoid potential issues in the future, please note that state law (s. 106.07(7), Fla. Stat.) requires you to file by the dates set out also in law, either a campaign finance report or if applicable, a notification that no reportable activity occurred for the reporting period Failure to do may constitute a violation of sections 106.07(1) and 106.19(1)(c), Fla. Stat. The Division is required to notify the Florida Elections Commission of any apparent violation of chapter 106, Fla. Stat., or any failure to file a report or information required by chapter 106, Fla. Stat. If a matter is referred to the Florida Elections Commission, the Commission may assess a civil penalty of up to \$1,000 per violation

If you have any questions, please contact the help desk at (850) 245-6280

Sincerely,

Kristi Reid Bronson, Chief Bureau of Election Records

cc: Tiffany Shavonne Dziekan Candidate for State Representative, District 50 Florida Division of Elections - Electronic Filing System

6

ID: 64676 Name: Tiffany S	Shavonne Dziekan
Report: 2015 - M11 - 8	Print Date: 12/11/2015 2:14:32 PM
Election: 2016 General Election	
Covers: 11/1/2015-11/30/2015	······
Due: 12/10/2015	Amended 🧹 Waiver
Filed: 12/11/2015 6:42:16 AM	File Status: Filed Report
Reviewed: 12/11/2015	Review Status: Reviewed
	Detail Complete: No Detail Records Found
File Method: Web Filed	Number of Detail Records
Entry Method: Web Data Entry	Contributions: 0
	Expenditures: 0
Pending Queued Items: 0	Fund Transfers: 0
	Distributions: 0