

**STATE OF FLORIDA  
FLORIDA ELECTIONS COMMISSION**

**In Re: SBMC PAC**

**Case No.: FEC 16-336**

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**TO: SBMC PAC**  
Julie Clements, Chair  
1762 Southcove Point  
Jacksonville, FL 32259

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

**NOTICE OF HEARING (CONSENT ORDER)**

A hearing will be held in this case before the Florida Elections Commission on, **March 13, 2018 at 10:00 am, or as soon thereafter as the parties can be heard**, at the following location: **Augustus B. Turnbull Conference Center, 555 West Pensacola Street, Room 103, Tallahassee, Florida 32301.**

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.**

*Amy McKeever Toman*  
Executive Director  
Florida Elections Commission  
February 26, 2018

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.

**Agency Case No.: FEC 16-336  
F.O. No.: FOFEC**

**SBMC PAC,  
Respondent.**

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**CONSENT FINAL ORDER**

Respondent, SBMC PAC, and the Florida Elections Commission (Commission) agree that this Consent Order resolves all of the issues between the parties in this case. The parties jointly stipulate to the following facts, conclusions of law, and order.

**FINDINGS OF FACT**

1. On August 16, 2016, the Commission received a referral from the Division of Elections alleging that Respondent violated Florida's election laws.
2. On December 15, 2017, the Commission entered an Order of Probable Cause finding there was probable cause to charge the Respondent with one count of violating Section 106.07(7), Florida Statutes.
3. Respondent has expressed a desire to enter into negotiations directed toward reaching a consent agreement.
4. Respondent and staff stipulate to the following facts:
  - a. Respondent is a political committee registered with the Division of Elections.

b. Respondent failed to notify the filing officer in writing 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 2016 P1 reporting period.

c. On July 7, 2016, Respondent filed a notice of no reportable activity for the 2016 P1 reporting period.

### **CONCLUSIONS OF LAW**

5. The Commission has jurisdiction over the parties to and subject matter of this cause, pursuant to Section 106.26, Florida Statutes.

6. The Commission staff and the Respondent stipulate that staff can prove the facts in paragraph four above by clear and convincing evidence and to the Commission's ability to impose a civil penalty in this case.

### **ORDER**

7. The Respondent and the staff of the Commission have entered into this Consent Order freely and voluntarily.

8. The Respondent shall bear its own attorney's fees and costs that are in any way associated with this case.

9. The Commission will consider this Consent Order at its next available meeting.

10. Respondent voluntarily waives the right to any further proceedings under Chapters 104, 106, and 120, Florida Statutes, and the right to appeal this Consent Order.

11. This Consent Order is enforceable under Sections 106.265 and 120.69, Florida Statutes. Respondent expressly waives any venue privileges and agrees that if enforcement of this Consent Order is necessary, venue shall be in Leon County, Florida, and Respondent shall pay all fees and costs associated with enforcement.

12. Payment of the civil penalty by cashier's check, or money order, good for at least 120 days, or attorney trust account check, is a condition precedent to the Commission's consideration of this Consent Order.

**PENALTY**

**WHEREFORE**, based upon the foregoing facts and conclusions of law, the Commission finds that the Respondent violated Section 106.07(7), Florida Statutes, on one occasion and imposes a **\$50** civil penalty.

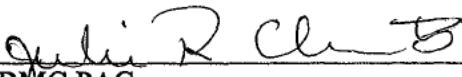
Therefore, it is

**ORDERED** that the Respondent shall remit to the Commission a civil penalty in the amount of **\$50**, inclusive of fees and costs. The civil penalty shall be paid by cashier's check or money order, good for at least 120 days, or attorney trust account check. The civil penalty shall be payable to the Florida Elections Commission and sent to 107 West Gaines Street, Collins Building, Suite 224, Tallahassee, Florida, 32399-1050.

**THIS SPACE INTENTIONALLY LEFT BLANK**

**Respondent** hereby agrees and consents to the terms of this Consent Order on

12/21/17

  
\_\_\_\_\_

SBMC PAC  
Julie Clements, Chair  
1762 Southcove Point  
Jacksonville, Florida 32259

**Commission staff** hereby agrees and consents to the terms of this Consent Order on

January 9 2018

  
\_\_\_\_\_

Eric M. Lipman  
General Counsel  
Florida Elections Commission  
107 West Gaines Street  
The Collins Building, Suite 224  
Tallahassee, Florida 32399-1050

Approved by the Florida Elections Commission at its regularly scheduled meeting held

on \_\_\_\_\_, 2018, in Tallahassee, Florida.

\_\_\_\_\_  
M. Scott Thomas, Chairman  
Florida Elections Commission

Copies furnished to:  
Eric M. Lipman, General Counsel  
SBMC PAC, Respondent  
Division of Elections, Complainant

DOCUMENT CONTAINS

TWO COLOR BACKGROUND

VISIBLE & INVISIBLE FIBERS



# Personal Money Order

61-1/620 2103954550



PAY TO THE ORDER OF

12/28/2017

FLORIDA ELECTIONS COMMISSION

\*\*VOID IF OVER US \$1,000\*\*

\*\*FIFTY DOLLARS AND 00 CENTS\*\*

**\*\*\$50.00\*\***

FOR SBMC PAC  
AGENCY CASE No. FEC 16-336

Purchaser's Signature

Branch FL00296  
CC296100



FILED

17 DEC 15 AM 9:45

STATE OF FLORIDA  
ELECTIONS COMMISSION

**STATE OF FLORIDA  
FLORIDA ELECTIONS COMMISSION**

**Florida Elections Commission,  
Petitioner,**

**Case No.: FEC 16-336**

v.

**SBMC PAC,  
Respondent.**

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**ORDER OF PROBABLE CAUSE**

**THIS MATTER** was heard by the Florida Elections Commission (Commission) at its regularly scheduled meeting on November 28, 2017, in Tallahassee, Florida.

On September 5, 2017, Staff recommended to the Commission that there was probable cause to believe that the Florida Election Code was violated. The facts articulated in Staff's Recommendation are adopted by reference and incorporated herein. 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 July 1, 2016, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before July 1, 2016, that Respondent would not be filing a 2016 P1 Report on the prescribed due date.

**DONE AND ORDERED** by the Florida Elections Commission on November 28, 2017.



M. Scott Thomas, Chairman  
Florida Elections Commission

Copies furnished to:  
Eric M. Lipman, General Counsel  
SBMC PAC, 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 consent order where you and Commission staff agree to resolve the violation(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 informal hearing held before the Commission, if you do not 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 formal hearing 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: SBMC PAC**

**Case No.: FEC 16-336**

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**TO: SBMC PAC**  
Tim Howe, Chair  
154 West 5th Street  
Jacksonville, FL 32206-4422

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

**NOTICE OF HEARING (PROBABLE CAUSE DETERMINATION)**

A hearing will be held in this case before the Florida Elections Commission on, **November 28, 2017 at 10:00 am, or as soon thereafter as the parties can be heard**, at the following location: **412 Knott Building, Pat Thomas Committee Room, 404 South Monroe Street, 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:

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**See further instructions on the reverse side.**

***Amy McKeever Toman***  
Executive Director  
Florida Elections Commission  
November 13, 2017

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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.

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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**

**In Re: SBMC PAC**

**Case No.: FEC 16-336**

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**STAFF RECOMMENDATION FOLLOWING INVESTIGATION**

Pursuant to Section 106.25(4)(c), Florida Statutes, undersigned staff counsel files this written recommendation for disposition of the complaint 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 August 3, 2017, the following facts and law support this staff recommendation.

1. On August 16, 2016, the Florida Elections Commission (“Commission”) received a referral from the Division of Elections (“Division”) alleging that SBMC PAC (“Respondent”) violated Chapter 106, Florida Statutes.

2. Respondent is a political committee registered with the Division. On November 10, 2014, Respondent's Statement of Organization of Political Committee form and initial Appointment of Campaign Treasurer and Designation of Campaign Depository for Political Committees form (“DS-DE 6”) were filed with the Division. Annie Howe was identified as the Respondent’s chairman and Dee Kirby was appointed as its treasurer. (ROI Exhibit 1, page 1 and Attachment A)<sup>1</sup>

3. By letter dated November 14, 2014, Kristi Reid Bronson, Chief, Bureau of Election Records, sent a letter to Respondent notifying it that the name of the organization had been placed on the Division's active committee list as a political committee. The letter advised Respondent that all political committees filing reports with the Division are required to use the electronic filing system (“EFS”) and provided Respondent with a user identification number and initial password to access to the EFS. (ROI Exhibit 2, page 1)<sup>2</sup>

4. Ms. Bronson’s November 14, 2014 letter further advised Respondent that all of the Division’s publications and reporting forms were on the Division’s website and directed Respondent to print a copy of Chapter 106, Florida Statutes, the *2014 Political Committee Handbook* (“Handbook”), the *2014 Calendar of Reporting Dates*, and other documents. (ROI Exhibit 2, page 3)

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<sup>1</sup> The Report of Investigation shall be referred to herein as “ROI.”

<sup>2</sup> Kristi Reid Bronson is now known as Kristi Reid Willis.

5. Respondent filed a second DS-DE 6 with the Division on May 7, 2015. Tim Howe was identified as Respondent's chairman and Mark Wilkinson was appointed as Respondent's new treasurer. (ROI Exhibit 1, page 2)

6. On May 8, 2015, Ms. Bronson sent Respondent's new treasurer a letter containing a confidential pin number to access the EFS. The letter also stated that all of the Division's publications and reporting forms were on the Division's website and directed Respondent's treasurer to print a copy of Chapter 106, Florida Statutes, the Handbook, the *Calendar of Reporting Dates*, and other documents. (Attachment B)

7. On May 25, 2017, the Executive Director sent Respondent notification that Commission staff would investigate the following alleged violation:

**Section 106.07(7), Florida Statutes:** As alleged in the complaint, 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 period:

- 2016 P1

8. Page 18 of the Handbook states:

When there has been no reportable activity in the campaign account during a reporting period (no funds expended or received) the filing of the report may be waived by notifying the filing officer in writing that no activity has occurred. This notification must be made on the prescribed reporting date.

*(Section 106.07, F.S.)*

All waivers filed with the Division must be filed electronically using the Division's electronic filing system.

*(Section 106.0705, F.S.)*

(ROI Exhibit 3, pages 1 and 4)

9. Pages 12, 13, 45, and 46 of the *Political Committee EFS User's Guide* ("Guide") explain the steps a political committee should take to notify the Division in writing on the prescribed reporting date that no report will be filed for the reporting period using the EFS. Specifically, at the top of page 13, the Guide instructs the user to click the box next to "Waiver" if there is no financial activity to report. (ROI Exhibit 4)

10. Section 106.07(7), Florida Statutes, provides:

Notwithstanding any other provisions of this chapter, in any reporting period during which a candidate or political committee has not received funds, made any contributions, or expended any reportable funds, the filing of the required report for that period is waived. However, the next report filed must specify that the report covers the entire period between the last submitted report and the report being filed, and any 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 notification to the Division:

Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2016 P1	06/01/16-06/24/16	07/01/16	07/07/16	6

(ROI Exhibit 5, pages 1 and 3; Attachment C; and ROI Paragraph 7)

12. During a July 28, 2017 telephone conversation with Investigator Wade, Respondent's treasurer stated Respondent's notice of no reportable activity for the 2016 P1 reporting period was filed late was because reports switched to being due weekly and he did not realize it. (ROI Exhibit 6, Phone Log Entry 4)

13. In his July 28, 2017 affidavit, Respondent's treasurer stated that he did not print or read Chapter 106, Florida Statutes, however, he printed and read the Handbook and he printed the *Calendar of Reporting Dates*. (ROI Exhibit 7, page 1)

14. "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. 1<sup>st</sup> DCA 1995).

15. The above facts show Respondent is a political committee that registered with the Division on November 10, 2014. Respondent's notice of no reportable activity for the 2016 P1 reporting period was due July 1, 2016. However, Respondent failed to timely file a notice of no reportable activity on the prescribed due date for the 2016 P1 reporting period.

Based on the foregoing, I recommend that the Commission find probable cause to charge Respondent with the following violation:

**Count 1:**

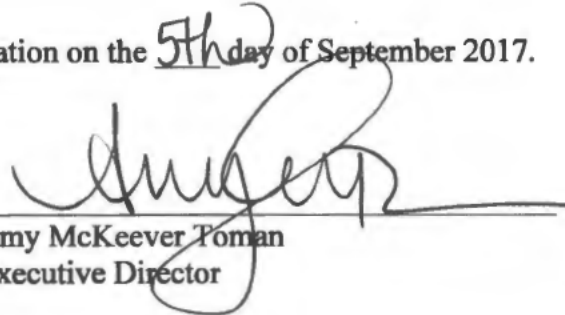
On or about July 1, 2016, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before July 1, 2016, that Respondent would not be filing its 2016 P1 Report on the prescribed due date.

Respectfully submitted on September 5, 2017.



Eric M. Lipman  
General Counsel

I have reviewed this Staff Recommendation on the 5th day of September 2017.



Amy McKeever Toman  
Executive Director



**STATEMENT OF ORGANIZATION  
OF POLITICAL COMMITTEE**

(PLEASE TYPE)

OFFICE USE ONLY  
RECEIVED  
DEPARTMENT OF STATE

2014 NOV 10 PM 4:08

DIVISION OF ELECTIONS  
TALLAHASSEE, FL

**1. Full Name of Committee**

SBMC PAC

Telephone

904-419-3205

Mailing Address (include city, state and zip code)

8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216

Street Address (include city, state and zip code)

8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216

**2. Affiliated or Connected Organizations (includes other committees of continuous existence and political committees)**

Name of Affiliated or Connected Organization	Mailing Address	Relationship
Southside Business Men's Club	8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216	Affiliated civic organization.

**3. Area, Scope and Jurisdiction of the Committee**

Support candidates, statewide and legislative, that value the importance of small business to the community.

**4. Nature of Organization or Organization's Special Interest (e.g., medical, legal, education, etc.)**

Sustainable growth for the business community.

**5. Identify by Name, Address and Position, the Custodian of Books and Accounts (include treasurer's name)**

Full Name	Mailing Address	Committee Title or Position
Dee Kirby	8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216	Treasurer

**6. List by Name, Address and Position, Other Principal Officers, Including Officers and Members of the Finance Committee, if Any (include chairman's name)**

Full Name	Mailing Address	Committee Title or Position
Annie Howe	9802 Old Baymeadows Road, Jacksonville, FL 32256	Chair

**7. List by Name, Address, Office Sought and Party Affiliation Each Candidate or Other Individual that this Committee is Supporting (if none, please indicate)**

Full Name	Mailing Address	Office Sought	Party
To be determined.			

**8. List Any Issues this Committee is Supporting:** N/A  
**List Any Issues this Committee is Opposing:** N/A

**9. If this Committee is Supporting the Entire Ticket of a Party, Give Name of Party**  
 N/A

**10. In the Event of Dissolution, What Disposition will be Made of Residual Funds?**  
 Residual funds will be returned to contributors at a pro rata amount.

**11. List all Banks, Safety Deposit Boxes, or Other Depositories Used for Committee Funds**

Name of Bank or Depository & Account Number	Mailing Address
First Atlantic Bank [REDACTED]	1325 Hendricks Ave Jacksonville, FL 32207

**12. List all Reports Required to be Filed by this Committee with Federal Officials and the Names, Addresses and Positions of Such Officials, if Any**

Report Title	Dates Required to be Filed	Name & Position of Official	Mailing Address
N/A			

STATE OF Florida Duval COUNTY

I, Annie Howe, certify that the information in this Statement of Organization is complete, true and correct.

**X** [Signature] 10/22/2014  
 Signature of Chairman of Political Committee Date

ATTACHMENT A, page 2



**FLORIDA DEPARTMENT *of* STATE**

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

May 8, 2015

Mark Wilkinson, Treasurer  
SBMC PAC (64415)  
8833 Perimeter Park Boulevard, Suite 1104  
Jacksonville, Florida 32216

Dear Mr. Wilkinson:

Your appointment as treasurer for SBMC PAC was filed in this office on May 7, 2015. Enclosed is a security envelope containing your confidential pin number to access the Division's Electronic Filing System (EFS) for submitting campaign treasurer's reports.

All of the Division's publications and forms are available on the Division of Elections' website at <http://elections.myflorida.com>. 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: Chapter 106, Florida Statutes, *Political Committee Handbook*, *Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.

If you have questions concerning your campaign account or the EFS, you may call (850) 245-6280.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristi Reid Bronson".

Kristi Reid Bronson, Chief  
Bureau of Election Records

KRB/zjs

Enclosures

pc: Tim Howe, Chairperson

**ATTACHMENT B**



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](http://election.dos.state.fl.us)  
Promoting Florida's History and Culture [VivaFlorida.org](http://VivaFlorida.org)



**2016 Calendar of Reporting Dates for  
Political Committees/Independent Expenditure-Only Organizations that file with the Division of Elections**

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
12/01/15 - 12/31/15	2015 M12	01/11/16
01/01/16 - 01/31/16	2016 M1	02/10/16
02/01/16 - 02/29/16	2016 M2	03/10/16
03/01/16 - 03/31/16	2016 M3	04/11/16
04/01/16 - 04/30/16	2016 M4	05/10/16
05/01/16 - 05/31/16	2016 M5	06/10/16
01/01/15 - 12/31/15*	2015 MUC*	07/01/16

06/01/16 - 06/24/16	2016 P1	07/01/16
06/25/16 - 07/01/16	2016 P1A	07/08/16
07/02/16 - 07/08/16	2016 P2	07/15/16
07/09/16 - 07/15/16	2016 P2A	07/22/16
07/16/16 - 07/22/16	2016 P3	07/29/16
07/23/16 - 07/29/16	2016 P4	08/05/16
07/30/16 - 08/05/16	2016 P5	08/12/16
08/06/16 - 08/12/16	2016 P6	08/19/16
08/13/16 - 08/25/16	2016 P7	08/26/16
08/26/16	2016 P7A	09/02/16

08/27/16 - 09/02/16	2016 G1	09/09/16
09/03/16 - 09/09/16	2016 G1A	09/16/16
09/10/16 - 09/16/16	2016 G2	09/23/16
09/17/16 - 09/23/16	2016 G2A	09/30/16
09/24/16 - 09/30/16	2016 G3	10/07/16
10/01/16 - 10/07/16	2016 G4	10/14/16
10/08/16 - 10/14/16	2016 G5	10/21/16
10/15/16 - 10/21/16	2016 G6	10/28/16

10/22/16 - 10/28/16**	2016 D1**	10/29/16**
10/29/16**	2016 D2**	10/30/16**
10/30/16**	2016 D3**	10/31/16**
10/31/16**	2016 D4**	11/01/16**
11/01/16**	2016 D5**	11/02/16**
11/02/16**	2016 D6**	11/03/16**

10/22/16 - 11/03/16***	2016 G7***	11/04/16***
------------------------	------------	-------------

11/04/16 - 11/30/16	2016 M11	12/12/16
12/01/16 - 12/31/16	2016 M12	01/10/17

\* If not reported as individual contributions when received, a political committee must report contributions that comprise multiple uniform contributions from the same person aggregating no more than \$250 per calendar year, collected by an organization that is the affiliated sponsor of the political committee. The report must list the name, address, and occupation of the person making the contribution; however, the occupation need not be listed if the aggregate contribution from the person is \$100 or less.

\*\* These reports need only contain information on all previously unreported contributions received as of the preceding day; however, expenditures can be reported if desired.

\*\*\* If expenditures for 10/22/16 - 11/02/16 have already been reported during the daily reports, do not duplicate expenditures in this report.

**ATTACHMENT C**

## FLORIDA ELECTIONS COMMISSION

### Report of Investigation for Failure to Notify Filing Officer

**Case Number:** FEC 16-336

**Respondent:** SBMC PAC

Section 106.07(7), Florida Statutes, failure of a political committee that 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

**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 6) was filed on November 10, 2014, appointing Dee Kirby as treasurer. On May 7, 2015, Respondent filed an amended DS-DE 6, appointing Mark Wilkinson as the new treasurer. (Ex. 1)

2. An acknowledgement letter was mailed to the address provided on Respondent's DS-DE 6 on November 14, 2014 advising Respondent that all of the Division's publications and reporting forms are available on their website, including Chapter 106, Florida Statutes, the *Political Committee 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 *Political Committee Handbook*, discusses filing a waiver when there is no activity to disclose on page 18. (Ex. 3)

5. Pages 12, 13, 45, and 46 of the *Political Committee 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, 2014, Kristi R. Willis 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 chairman/treasurer PINS are entered as shown on pages 45 and 46.

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

7. Respondent's filing history reflects the untimely filed notification summarized below. (Ex. 5)

Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2016 P1	06/01/16 – 06/24/16	07/01/16	07/07/16	6

8. Respondent's chairman, Tim Howe, did not provide a written response to the referral; however, I interviewed him by telephone on July 28, 2017. He acknowledged that he was chairman from 2015 – 2016 but added that he is not involved with the organization at this time. He stated that he did not review or approve the campaign reports. He stated that the treasurer, Mark Wilkinson, handled everything (Ex. 6)

9. Respondent's treasurer, Mark Wilkinson, acknowledged that he handled filing the campaign reports and notices-of-no-activity during a telephone interview. When I questioned him about why he filed the notice-of-no-activity late for the 2016 P1 reporting period, he stated that he had become accustomed to filing monthly and did not realized the schedule of reporting changed. He added that since then he has downloaded the Calendar of Reporting Dates and marked the due dates on his personal calendar. (Ex. 6)

**III. FEC History:**

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

**Conclusion:**

11. Respondent's treasurer stated in an affidavit that he did not download and read Chapter 106, Florida Statutes; however, he did download and read the *Political Committee Handbook*. (Ex. 7)

SIGNATURE OF INVESTIGATOR:

*Margie B. Nade*

Date:

8/3/17

**FLORIDA ELECTIONS COMMISSION**  
**REPORT OF INVESTIGATION**  
**SBMC PAC -- FEC 16-336**

<b>LIST OF EXHIBITS</b>	
<b>Exhibits #s</b>	<b>Description of Exhibits</b>
Exhibit 1	DS-DE 6
Exhibit 2	Acknowledgement Letter
Exhibit 3	Relevant Pages of the Handbook
Exhibit 4	Relevant Pages of the <i>EFS Guide</i>
Exhibit 5	Filing History
Exhibit 6	Phone Log
Exhibit 7	Affidavit of Background Information

**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR  
POLITICAL COMMITTEES**  
(Sections 106.011(1) and 106.021(1), F.S.)

RECEIVED  
DEPARTMENT OF STATE

2014 NOV 10 PM 4: 08

DIVISION OF ELECTIONS  
TALLAHASSEE, FL

CHECK APPROPRIATE BOX:

OFFICE USE ONLY

Original Appointment of Treasurer       Reappointment of Treasurer       Deputy Treasurer

1. Committee or Organization SBMC PAC		2. Telephone (904 ) 419-3205	
3. Name of Treasurer or Deputy Treasurer Dee Kirby		4. Email (optional) dee@wilkcpa.com	
5. Telephone (optional) (904 ) 419-3205			
6. Mailing Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
7. Street Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
8. The following bank has been designated as the <input checked="" type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository			
9. Name of Bank First Atlantic Bank		10. Street Address 1325 Hendricks Ave	
11. City Jacksonville		12. State FL	13. Zip Code 32207
14. Signature of Chairman 		15. Name of Chairman (Print or Type) Annie Howe	

**Campaign Treasurer's Acceptance of Appointment**

I, Dee Kirby \_\_\_\_\_, do hereby accept the appointment as  
(Please Print or Type)  
treasurer or deputy treasurer for SBMC PAC \_\_\_\_\_  
(Committee or Organization)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CAMPAIGN TREASURER'S  
ACCEPTANCE OF APPOINTMENT AND THAT THE FACTS STATED ARE TRUE.

10/22/2014

Date

Signature of Campaign Treasurer or Deputy Treasurer



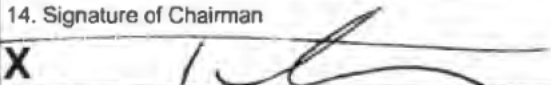
**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR  
POLITICAL COMMITTEES**  
(Sections 106.011(1) and 106.021(1), F.S.)

RECEIVED  
DEPARTMENT OF STATE  
2015 MAY -7 AM 9:43  
DIVISION OF ELECTIONS  
TALLAHASSEE, FL

CHECK APPROPRIATE BOX:

OFFICE USE ONLY

Original Appointment of Treasurer       Reappointment of Treasurer       Deputy Treasurer

1. Committee or Organization SBMC PAC		2. Telephone (904 ) 419-3205	
3. Name of Treasurer or Deputy Treasurer Mark Wilkinson		4. Email (optional) mark@wilkcpa.com	
5. Telephone (optional) (904 ) 419-3205			
6. Mailing Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
7. Street Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
8. The following bank has been designated as the <input checked="" type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository			
9. Name of Bank First Atlantic Bank		10. Street Address 1325 Hendricks Ave	
11. City Jacksonville		12. State FL	13. Zip Code 32207
14. Signature of Chairman 		15. Name of Chairman (Print or Type) Tim Howe	

**Campaign Treasurer's Acceptance of Appointment**

I, Mark Wilkinson, do hereby accept the appointment as  
(Please Print or Type)  
treasurer or deputy treasurer for SBMC PAC  
(Committee or Organization)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CAMPAIGN TREASURER'S  
ACCEPTANCE OF APPOINTMENT AND THAT THE FACTS STATED ARE TRUE.

1/7/2015

Date

Signature of Campaign Treasurer or Deputy Treasurer



## FLORIDA DEPARTMENT OF STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

November 14, 2014

Annie Howe, Chairperson  
SBMC PAC  
9802 Old Baymeadows Road  
Jacksonville, Florida 32256

Dear Ms. Howe:

This will acknowledge receipt of the Statement of Organization and Appointment of Campaign Treasurer and Designation of Campaign Depository for **SBMC PAC**, which were placed on file in our office on November 10, 2014. This information appears to comply with the requirements of Section 106.03, Florida Statutes, and the name of this organization has been placed on our active committee list as a political committee.

### Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on **December 10, 2014**. The report will cover the period of November 1-30, 2014 (M11). All political committees that 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 the committee's user identification number. The enclosed sealed envelope contains the committee's initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. The chairperson, 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: 64415

Division of Elections  
R.A. Gray Bldg., Rm. 316 • 500 S Bronough St. • Tallahassee, Florida 32399-0250  
Telephone: (850) 245-6240 • Facsimile: (850) 245-6259 [elections.myflorida.com](http://elections.myflorida.com)

EXHIBIT 2 page 1 of 3

Annie Howe, Chairperson  
November 14, 2014  
Page Two

### **Pin Numbers**

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

Each political committee chairperson is required to provide the Division of Elections with confidential personal information that may be used to allow access in the event that the 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 must be completed and filed through the EFS no later than midnight, Eastern Standard Time, 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, Eastern Standard Time, of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

Any political committee failing to file a report on the designated due date is subject to a fine of \$50 per day for the first 3 days and, thereafter, \$500 per day for each day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per 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 chairperson and campaign treasurer and such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

Annie Howe, Chairperson  
November 14, 2014  
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 <http://elections.myflorida.com>. 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: Chapter 106, Florida Statutes, *2014 Political Committee Handbook*, *2014 Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.

Please let me know if you need additional information.

Sincerely,



Kristi Reid Bronson, Chief  
Bureau of Election Records

KRB/ljr

Enclosures

pc: Dee Kirby, Treasurer

# Political Committee Handbook



**FLORIDA**  
★DIVISION OF★  
**ELECTIONS**

June 2014  
Florida Department of State  
Division of Elections  
R. A. Gray Building,  
Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
(850) 245-6240  
<http://elections.myflorida.com>

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### Waiver of Report

When there has been no reportable activity in the campaign account during a reporting period (no funds expended or received) the filing of the report may be waived by notifying the filing officer in writing that no activity has occurred. This notification must be made on the prescribed reporting date.

*(Section 106.07, F.S.)*

All waivers filed with the Division must be filed electronically using the Division's electronic filing system.

*(Section 106.0705, F.S.)*

### Special Election Reports

When a special election is called to fill a vacancy in office, all political committees making contributions or expenditures to influence the results of the special election shall file campaign treasurers' reports with the filing officer on the dates set by the Department of State pursuant to Section 100.111, F.S.

When an election is called for an issue to appear on the ballot at a time when no candidates are scheduled to appear on the ballot, all political committees making contributions or expenditures in support of or in opposition to such issue shall file reports on the 18th and 4th days prior to such election.

Committees are to include on the special election campaign treasurer's reports only expenditures related to the special election made by the committee during the special election reporting periods. All contributions received and all expenditures made not related to the special election during the current quarter should be filed on the next quarterly report. Once a committee has participated in the special election and has filed a special election campaign report, all other special election reports remaining must also be filed by the committee, even if there is no further special election activity.

*(Section 106.07(1), F.S.)*

### Incomplete Reports

**Note:** The Division's Electronic Filing System will allow a committee to file an incomplete report, however, filing a report that is incomplete means filing a report that is not in compliance with the Florida Statutes.

If a campaign treasurer files a report that is deemed incomplete, he or she will be notified by the filing officer by certified mail, or by another method using a common carrier that provides a proof of delivery 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. Failure to file a complete report after notice constitutes a violation of Chapter 106, F.S.

*(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, and total sums of all expenditures made 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.)*

### Reporting Contributions

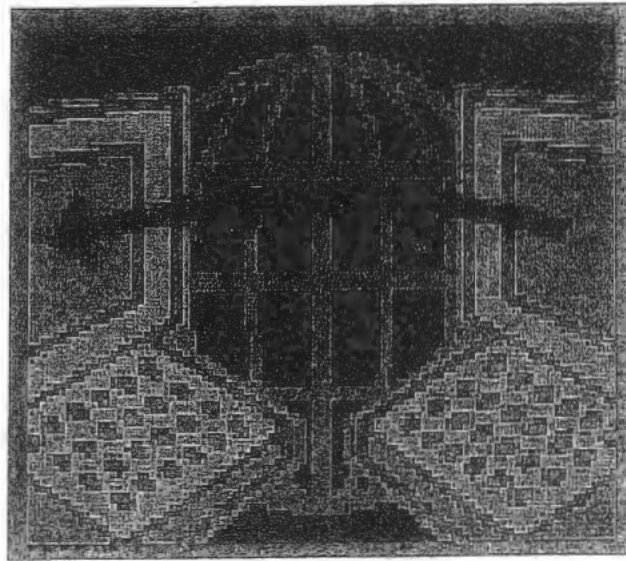
Each report must contain:

1. Full name, address, specific occupation, amount, and date of each person making a contribution. Reports must provide as clear a description as practicable of the principal type of business conducted for corporations contributing. Occupations or principal type of business are not required if the contribution is \$100 or less.
2. Name, address, amount, and date of each political committee or organization making any transfer of funds.



Department of State  
Division of Elections

# Political Committee EFS User's Guide



Florida Department of State  
Division of Elections  
R.A. Gray Building, Room 316  
500 S Bronough Street  
Tallahassee, FL 32399-0250

EFS HELP LINE: 850-245-6280

January 2011

Rule 1S-2.017, F.A.C.

DS-DE 110B (eff. 01/11)

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# Create a New Report by Data Entry

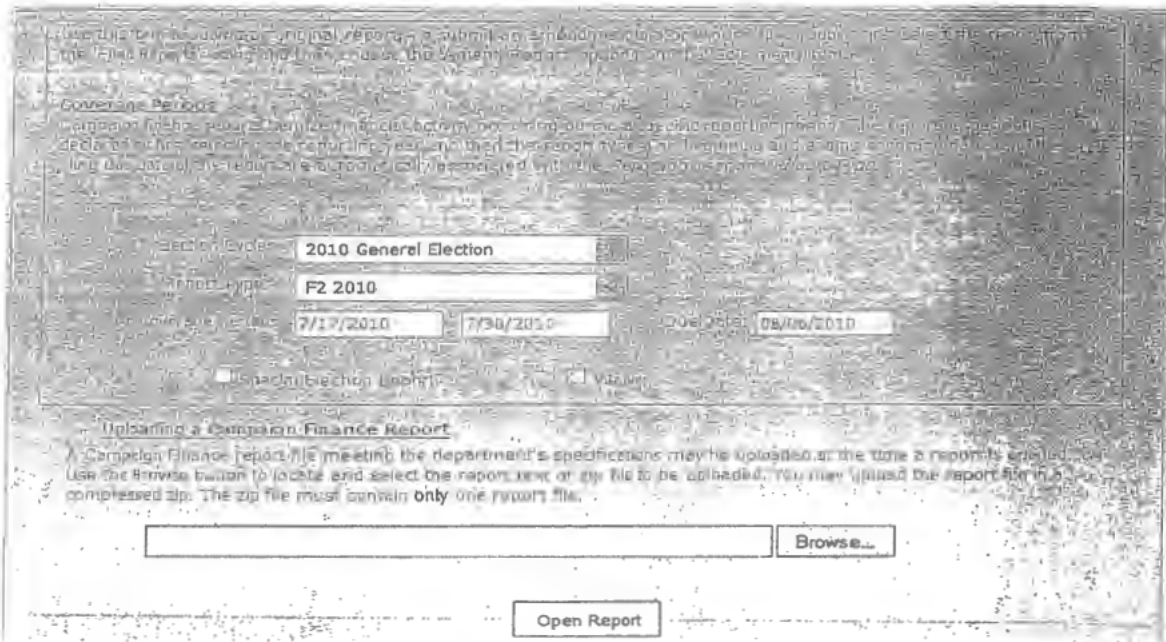
From the Welcome screen, click



and then



Open New Report



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

Click arrow next to Report Type select report type corresponding to the correct cover period and due date.

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

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

If this report is for a special election, click the  box next to **Special Election Report**. (If no special elections are scheduled this option will not be available.)

\*\*\*\*\*NOTE\*\*\*\*\*

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

Election Cycle: 2010 General Election  
Report Type: F2 2010  
Coverage Period: 7/17/2010 - 7/30/2010  
Due Date: 08/05/2010  
 Special Election Report  
 Waiver

Click  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.

Report: 2010 - G4- Z7 2010 General Election Covers: 10/16/2010-10/26/2010 Due: 10/29/2010

Amendment  Waiver Complete Status: Incomplete Detail Records  
File Date: Review Status: Not Reviewed  
Status: Data Entry Last Review:

# of Transactions: 0

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:		0.00	Monetary:		0.00
Loans:		0.00	Transfers to Off Acct:		0.00
Total Monetary:		0.00	Total Monetary:		0.00
In-Kind:		0.00	Other Distributions:		0.00

Review Messages

Created: 10/26/2010 11:41:25 AM By: S0552 Revised: 10/26/2010 11:41:25 AM By: S0552

EXHIBIT 4 page 4 of 6

# File the Report

If the **Review Status** is Updated Detail – Needs Review the report has not been reviewed since the last update. (See page 39 for instructions on how to submit the report to the system for review.)

If the status of the report is Complete Detail Records, you are ready to file the report.

Report: 2010 - F3 - 26    Coverage: 8/7/2010-8/19/2010    Due: 8/20/2010

Review Status: Reviewed

Go To File Report

Contribution	Total Amount	Amount	Dis. Amount
Cash and Checks	0.00		0.00
Money	0.00		0.00
Total Receipts	0.00		0.00
Expenses			
Travel			0.00
Other			0.00
Total Expenses			0.00

Click on **Go To File Report**

The chairperson enters his or her PIN, and then selects **Report Approved**

NOTE: A PIN is the same as your signature attesting to the validity of the report.

Step 1: Enter the candidate/chairperson PIN.

Step 2: Select the 'Report Approved' button.

Report: 2010 - F3 - 26    Coverage Period: 8/7/2010-8/19/2010    Due: 8/20/2010

Review Status: Reviewed

Original  Amended   
Waiver

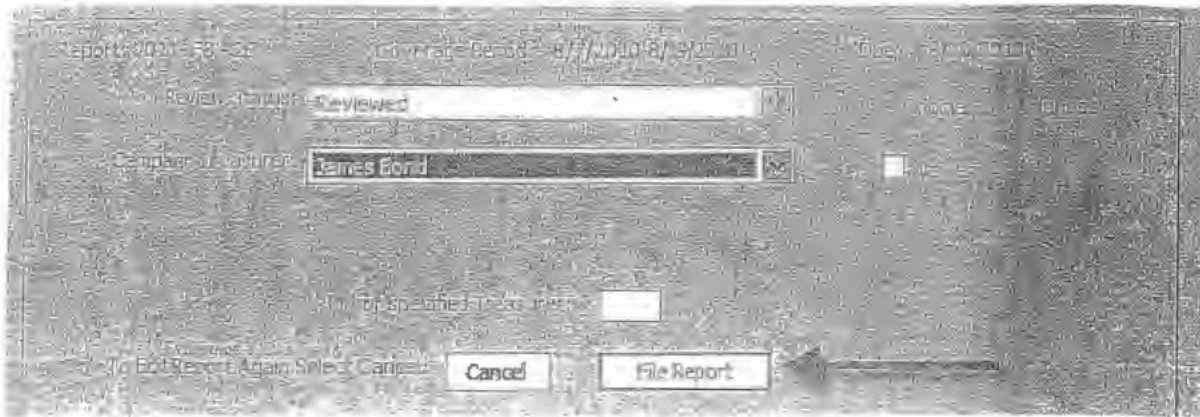
PIN for Candidate/Chairperson:  **Report Approved**

EXHIBIT 4 page 5 of 6

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



The treasurer enters his PIN and then clicks



**IMPORTANT NOTE:** If changes need to be made after a chairperson PIN is entered, the treasurer must undo the chairperson PIN validation before the system will allow changes. See page 49 for instructions.

EXHIBIT 21 page 6 of 6



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Florida Department of State - Division of Elections

Florida Election System Reports

Candidate/Committee Lookup

Name:

Election:

Acct:

Type:

Committee Name: SBMC PAC  
Account: 64415

Date Due	Type	Date Filed	Status	Days Late	Fine Assessed	Appealed	Amount Fined	Amount Paid
7/10/2017	M6	7/6/2017						
6/12/2017	M5	6/5/2017						
5/10/2017	M4	5/8/2017						
4/10/2017	M3	4/7/2017						
3/11/2017	M2	3/7/2017						
2/10/2017	M1	2/5/2017						
1/10/2017	M12	1/4/2017						
12/12/2016	M11	12/7/2016						
11/4/2016	D6	11/3/2016						
11/4/2016	G7	11/4/2016						
11/2/2016	D5	11/2/2016						
11/1/2016	D4	11/1/2016						
10/31/2016	D3	10/31/2016						
10/30/2016	D2	10/30/2016						
10/29/2016	D1	10/30/2016	CLO	1	\$0.00		\$0.00	\$0.00
10/28/2016	G6	10/25/2016						
10/21/2016	G5	10/18/2016						
10/14/2016	G4	10/12/2016						
10/7/2016	G3	10/5/2016						
9/30/2016	G2A	9/28/2016						
9/23/2016	G2	9/21/2016						
9/16/2016	G1A	9/14/2016						
9/9/2016	G1	9/7/2016						
9/2/2016	P7A	8/31/2016						
8/26/2016	P7	8/26/2016						
8/19/2016	P6	8/17/2016						
8/12/2016	P5	8/10/2016						
8/5/2016	P4	8/3/2016						
7/29/2016	P3	7/27/2016						
7/22/2016	P2A	7/20/2016						
7/15/2016	P2	7/12/2016						
7/8/2016	P1A	7/7/2016						
7/1/2016	P1	7/7/2016	FEC	6	\$0.00		\$0.00	\$0.00
6/10/2016	M5	6/6/2016						
5/10/2016	M4	5/3/2016						
4/11/2016	M3	4/6/2016						
3/10/2016	M2	3/6/2016						
2/10/2016	M1	2/4/2016						
1/11/2016	M12	1/6/2016						
12/10/2015	M11	12/16/2015	FEC	6	\$0.00		\$0.00	\$0.00
11/10/2015	M10	11/6/2015						
10/13/2015	M9	10/7/2015						
9/10/2015	M8	9/8/2015						
8/10/2015	M7	8/7/2015						
7/10/2015	M6	7/7/2015						

EXHIBIT 5 page 1 of 3

6/10/2015	M5	6/8/2015						
5/11/2015	M4	5/22/2015	FEC	11	\$0.00	\$0.00	\$0.00	
4/10/2015	M3	4/9/2015						
3/10/2015	M2	3/1/2015						
2/10/2015	M1	2/20/2015	FEC	10	\$0.00	\$0.00	\$0.00	
1/12/2015	M12	1/7/2015						
12/10/2014	M11	12/8/2014						

EXHIBIT 5 page 2 of 3





**Florida Department of State  
Division of Elections**

**SBMC PAC**

**Campaign Finance Activity**

**Note:** The information presented below was obtained from the Committee's/Candidate's Campaign Treasurer's Report filed with the Division of Elections. About the Campaign Finance Data Base. If all contributions for a reporting period are less than 1 dollar Then they may not be displayed.

	Filing Period	Contributions			Expend	Other	Transfers
		Monetary	Loans	InKind			
	11/01/2014 - 11/30/2014	0.00	0.00	0.00	0.00	0.00	0.00
	12/01/2014 - 12/31/2014	5,000.00	0.00	0.00	0.00	0.00	0.00
	01/01/2015 - 01/31/2015	5,000.00	0.00	0.00	0.00	0.00	0.00
	02/01/2015 - 02/28/2015	0.00	0.00	0.00	1,000.00	0.00	0.00
	03/01/2015 - 03/31/2015	0.00	0.00	0.00	2,500.00	0.00	0.00
W	04/01/2015 - 04/30/2015	0.00	0.00	0.00	0.00	0.00	0.00
	05/01/2015 - 05/31/2015	0.00	0.00	0.00	5,000.00	0.00	0.00
W	06/01/2015 - 06/30/2015	0.00	0.00	0.00	0.00	0.00	0.00
W	07/01/2015 - 07/31/2015	0.00	0.00	0.00	0.00	0.00	0.00
W	08/01/2015 - 08/31/2015	0.00	0.00	0.00	0.00	0.00	0.00
W	09/01/2015 - 09/30/2015	0.00	0.00	0.00	0.00	0.00	0.00
W	10/01/2015 - 10/31/2015	0.00	0.00	0.00	0.00	0.00	0.00
W	11/01/2015 - 11/30/2015	0.00	0.00	0.00	0.00	0.00	0.00
	12/01/2015 - 12/31/2015	0.00	0.00	0.00	10.00	0.00	0.00
W	01/01/2016 - 01/31/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	02/01/2016 - 02/29/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	03/01/2016 - 03/31/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	04/01/2016 - 04/30/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	05/01/2016 - 05/31/2016	0.00	0.00	0.00	0.00	0.00	0.00
P1 W	06/01/2016 - 06/24/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	06/25/2016 - 07/01/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	07/02/2016 - 07/08/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	07/09/2016 - 07/15/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	07/16/2016 - 07/22/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	07/23/2016 - 07/29/2016	0.00	0.00	0.00	0.00	0.00	0.00
W	07/30/2016 - 08/05/2016	0.00	0.00	0.00	0.00	0.00	0.00

**FLORIDA ELECTIONS COMMISSION  
PHONE LOG  
Case No.: FEC 16-336**

**Respondent: SBMC PAC**

**Complainant: Division of Elections**

1. **Date and time:** July 19, 2017 @ 10:11 a.m.  
**Name:** Tim Howe, chair  
**Phone #:** 904-419-3205  
**Summary:** I called Respondent's chair regarding the allegations in this case. He did not answer; I left a message on the voice mail.  
**Memo to File?** No  
**Entered by:** MBW
  
2. **Date and time:** July 28, 2017 @ 8:46 a.m.  
**Name:** Tim Howe  
**Phone #:** 904-387-4041  
**Summary:** Mr. Howe called me. He stated that he received the correspondence from our office. He stated that the phone number on the documents is the phone number to the club. He stated that no one monitors that; it's just an answering machine. I explained the issues in the referral. He stated that he is no longer involved in the organization. He stated that he was president of the Club in 2015 – 2016; therefore, he was also chairman of the PAC. He stated that he was not actively engaged in the PAC. I asked him to describe his duties. He stated that he approved the checks before they were issued but he was not involved in the filing of the reports that were sent to Tallahassee; he stated he did not fill out the report nor did he review or approve it. He stated that "Mark" (Mark Wilkerson, treasurer) did that. He stated that the PAC was formed to make contributions to various candidates but he's not certain if the PAC is still active. He stated that he would not feel comfortable completing the affidavit because he is not familiar with any of the document addressed on the affidavit. He stated that he would forward the information to Mark (Mr. Wilkinson).  
**Memo to File?** No  
**Entered by:** MBW
  
3. **Date and time:** July 28, 2017 @ 2:22 p.m.  
**Name:** Mark Wilkinson, treasurer  
**Phone #:** 904-470-4010  
**Summary:** Mr. Wilkinson called me at 1:25 p.m. and left a message on my voice mail. He explained that he was Respondent's treasurer. He stated that there was a change in the treasurers in 2015, which caused a mix-up regarding when the reports were due. He did not comment on why the 2016 P1. I called him back; he did not answer. I left a message on his voice mail.  
**Memo to File?** No  
**Entered by:** MBW
  
4. **Date and time:** July 28, 2017 @ 2:50 p.m.  
**Name:** Mark Wilkinson

**Phone #:** 904-470-4010

**Summary:** Mr. Wilkinson returned my call. I explained that the referrals from the Division involved the 2015 M1, M4 and M11 as well as the 2016 P1. I asked why the notifications were filed late.

He stated, "If I remember correctly, I took over from the previous treasurer in January (M1) so the Committee was transitioning. Therefore, it took a little while for me to figure things out. The M4 happened in April, which is tax season, I'm accountant so I was just extremely busy. I'm not sure what happened in November, maybe I was on vacation. The P1 was when the reports switched to weekly and I didn't realize it." He added that he has downloaded the reporting dates from the DOE website and imported the dates onto his calendar so now he gets a reminder when the reports are due. He stated that this method seems to be working.

Mr. Wilkinson asked that all future correspondence be sent to him and not Mr. Howe.

**Memo to File?** No

**Entered by:** MBW

5. **Date and time:** August 1, 2017 @ 8:32 a.m.  
**Name:** Mark Wilkinson, treasurer  
**Phone #:** 904-470-4010  
**Summary:** I called Mr. Wilkinson regarding the Affidavit of Background. He did not answer; I left a message on his voice mail.  
**Memo to File?** No  
**Entered by:** MBW
6. **Date and time:** August 1, 2017 @ 8:41 a.m.  
**Name:** Mark Wilkinson  
**Phone #:** 904-470-4010  
**Summary:** Mr. Wilkinson returned my call. I informed him that Mr. Howe's name appeared at the top of the affidavit but he signed it. I asked him to mark through Mr. Howe's name and write his name since he was the affiant. He agreed.  
**Memo to File?** No  
**Entered by:** MBW
7. **Date and time:**  
**Name:**  
**Phone #:**  
**Summary:**  
**Memo to File?** No  
**Entered by:**
8. **Date and time:**  
**Name:**  
**Phone #:**  
**Summary:**  
**Memo to File?** No  
**Entered by:**

EXHIBIT to page 2 of 3

9. **Date and time:**  
**Name:**  
**Phone #:**  
**Summary:**  
**Memo to File? No**  
**Entered by:**

10. **Date and time:**  
**Name:**  
**Phone #:**  
**Summary:**  
**Memo to File? No**  
**Entered by:**

EXHIBIT 6 page 3 of 3

**AFFIDAVIT OF BACKGROUND INFORMATION**

**STATE OF FLORIDA**

County of Duval

Mark Wilkinson

~~Tim Howe~~, 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 SBMC PAC as Treasurer
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 *Political Committee Handbook*, and the Calendar of Reporting Dates from the Division of Elections' website?  
 Yes  No
4. Did you print Chapter 106, Florida Statutes, per the instructions in the acknowledgement letter?  
 Yes  No
5. Did you read Chapter 106, Florida Statutes, per the instructions in the acknowledgement letter?  
 Yes  No
6. Did you print the *Political Committee Handbook*, per the instructions in the acknowledgement letter?  
 Yes  No
7. Did you read the *Political Committee Handbook*, per the instructions in the acknowledgement letter?  
 Yes  No
8. Did you print the Calendar of Reporting Dates, per the instructions in the acknowledgement letter?  
 Yes  No
9. Did you read and/or print the *EFS User's Guide*?  
 Yes  No
10. Did you read any other campaign related materials?

Yes  No

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

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12. The committee filed several notifications of no report with the filing officer after the deadline. Please explain why the committee was late filing notifications for the following periods.

**2015 M1**

I took over as Treasurer at the beginning of 2015. So I was just learning when reports were due.

---

**2015 M4**

I am a tax accountant and I was just finishing tax season ending April 15th. I took vacation after tax season. I was recovering tax season and missed filing this report.

---

**2015 M11**

I will be honest that I am not sure why this report was late.

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**2015 P1**

The timing of the reports changed and I did not realized this happened. It changed from weekly to more often as the election was closer. Since then I am downloading the filing calendar and sure I have reminders when all reports are due.

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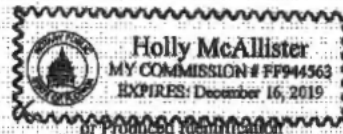
I HEREBY SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Handwritten Signature]  
Signature of Affiant

Sworn to (or affirmed) and subscribed before me this 28 day of July, 2017

[Handwritten Signature]  
Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public



Personally Known [Handwritten Name] or Produced Identification  
Type of Identification Produced: \_\_\_\_\_

Case Investigator: MBW



**FLORIDA ELECTIONS COMMISSION**

107 W. Gaines Street,  
Suite 224 Collins Building  
Tallahassee, Florida 32399-1050  
Telephone: (850) 922-4539  
Fax: (850) 921-0783  
[www.fec.state.fl.us](http://www.fec.state.fl.us); [fec@myfloridalegal.com](mailto:fec@myfloridalegal.com)

May 25, 2017

SBMC PAC  
Attn: Tim Howe, Chair  
154 West 5<sup>th</sup> Street  
Jacksonville, FL 33206-4422

**RE: Case No.: FEC 16-336; Respondent: SBMC PAC**

Dear Mr. Howe:

On August 16, 2016, the Florida Elections Commission received a complaint alleging that your committee 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 violation:

**Section 106.07(7), Florida Statutes:** As alleged in the complaint, 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 following reporting period:

- 2015 P1

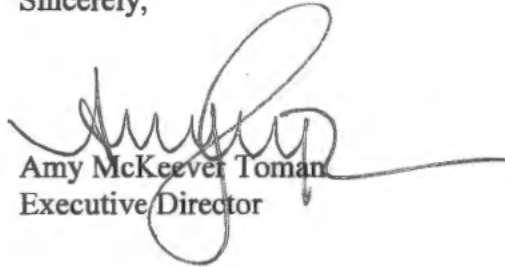
When we conclude the investigation, a copy of the Report of Investigation (ROI) will be mailed to you at the above address. Based on the results of the investigation, a staff attorney will make a written recommendation (Staff Recommendation or SR) to the Commission as to whether there is probable cause to charge respondent with violating Chapters 104 or 106, Florida Statutes. You will have an opportunity to respond to both the ROI and the SR. The Commission will then hold one or more hearings to determine whether the alleged violations occurred and, if so, the amount of the fine to be imposed. You and the complainant will receive notice at least 14 days before any hearing at which your case is to be considered.

Please note that all documents related to this matter will be mailed to the above address unless you **notify us of a new address**. Also, please remember that complaints, Commission investigations, investigative reports, and other documents relating to an alleged violation of Chapters 104 or 106, Florida Statutes, are **confidential** until the Commission finds probable cause or no probable cause.



For additional information, please refer to the "Frequently Asked Questions" section of the Commission's website ([www.fec.state.fl.us](http://www.fec.state.fl.us)). If you have additional questions, please contact **Margie Wade**, the investigator assigned to this case.

Sincerely,



Amy McKeever Toman  
Executive Director

AMT/dam

**DIVISION OF ELECTIONS  
FEC NOTICE FORM**

To FEC from Division of Elections

RECEIVED

2016 AUG 16 1 P 2: 23

STATE OF FLORIDA  
ELECTIONS COMMISSION

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**Name:** SBMC PAC  
**Account Number:** 64415  
**Chairperson:** Tim Howe  
**Treasurer:** Mark Wilkinson  
**Registered Agent:** Mark Wilkinson

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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).

2016 P1

**Sent By:** Kristi Reid Bronson  
**Date:** July 21, 2016 *KRB*  
ejr

**AFFIDAVIT**

**STATE OF FLORIDA**

**County of Leon**

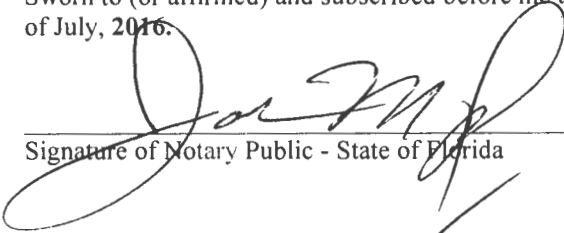
**Kristi Reid Bronson, being duly sworn, says:**

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. SBMC PAC (64415) is a Political Committee registered with the Division. On November 10, 2014, Annie Howe filed the DSDE 5 and 6 with the Division of Elections indicating that she was the chairperson and Dee Kirby was the treasurer for the committee. (See attached documents and acknowledgment letter.)
4. On April 30, 2015, SBMC appointed Tim Howe as chairperson. On May 7, 2015, SBMC PAC filed a DSDE 6 with the Division of Elections appointing Mark Wilkinson as treasurer. (See attached documents and acknowledgment letters.)
5. The 2015 M1 campaign treasurer's report was due on February 10, 2015. Ms. Kirby filed the report on February 20, 2015. (See attached letter.)
6. The 2015 M4 campaign treasurer's report was due on May 11, 2015. Mr. Wilkinson filed a notification of no activity on May 22, 2015. (See attached letter.)
7. The 2015 M11 campaign treasurer's report was due on December 10, 2015. Mr. Wilkinson filed a notification of no activity on December 16, 2015. (See attached letter.)
8. The 2016 P1 campaign treasurer's report was due on July 1, 2016. Mr. Wilkinson filed a notification of no activity on July 7, 2016. (See attached letter and filed receipt.)

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

  
\_\_\_\_\_  
Signature of Affiant

Sworn to (or affirmed) and subscribed before me this 21<sup>st</sup> day of July, 2016.

  
\_\_\_\_\_  
Signature of Notary Public - State of Florida

**Print, Type, or Stamp Commissioned Name of Notary Public Personally Known.**



**STATEMENT OF ORGANIZATION  
OF POLITICAL COMMITTEE**

(PLEASE TYPE)

OFFICE USE ONLY  
RECEIVED  
DEPARTMENT OF STATE

2014 NOV 10 PM 4: 08

DIVISION OF ELECTIONS  
TALLAHASSEE, FL

**1. Full Name of Committee**

SBMC PAC

Telephone

904-419-3205

Mailing Address (include city, state and zip code)

8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216

Street Address (include city, state and zip code)

8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216

**2. Affiliated or Connected Organizations (includes other committees of continuous existence and political committees)**

Name of Affiliated or Connected Organization	Mailing Address	Relationship
Southside Business Men's Club	8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216	Affiliated civic organization.

**3. Area, Scope and Jurisdiction of the Committee**

Support candidates, statewide and legislative, that value the importance of small business to the community.

**4. Nature of Organization or Organization's Special Interest (e.g., medical, legal, education, etc.)**

Sustainable growth for the business community.

**5. Identify by Name, Address and Position, the Custodian of Books and Accounts (include treasurer's name)**

Full Name	Mailing Address	Committee Title or Position
Dee Kirby	8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216	Treasurer

**6. List by Name, Address and Position, Other Principal Officers, Including Officers and Members of the Finance Committee, If Any (include chairman's name)**

Full Name	Mailing Address	Committee Title or Position
Annie Howe	9802 Old Baymeadows Road, Jacksonville, FL 32256	Chair

**7. List by Name, Address, Office Sought and Party Affiliation Each Candidate or Other Individual that this Committee is Supporting (if none, please indicate)**

Full Name	Mailing Address	Office Sought	Party
To be determined.			

**8. List Any Issues this Committee is Supporting:** N/A

**List Any Issues this Committee is Opposing:** N/A

**9. If this Committee is Supporting the Entire Ticket of a Party, Give Name of Party**

N/A

**10. In the Event of Dissolution, What Disposition will be Made of Residual Funds?**

Residual funds will be returned to contributors at a pro rata amount.

**11. List all Banks, Safety Deposit Boxes, or Other Depositories Used for Committee Funds**

Name of Bank or Depository & Account Number	Mailing Address
First Atlantic Bank 1087062	1325 Hendricks Ave Jacksonville, Fl 32207

**12. List all Reports Required to be Filed by this Committee with Federal Officials and the Names, Addresses and Positions of Such Officials, If Any**

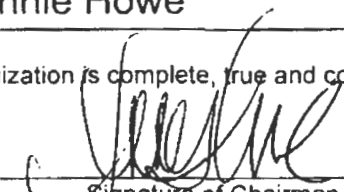
Report Title	Dates Required to be Filed	Name & Position of Official	Mailing Address
N/A			

STATE OF Florida COUNTY Duval

I, Annie Howe, certify that the information in this Statement of

Organization is complete, true and correct.

**X**

  
Signature of Chairman of Political Committee

10/22/2014

Date

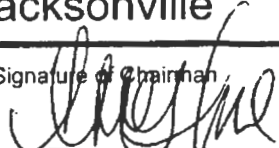
**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR  
POLITICAL COMMITTEES**  
(Sections 106.011(1) and 106.021(1), F.S.)

RECEIVED  
DEPARTMENT OF STATE  
  
2014 NOV 10 PM 4:08  
  
DIVISION OF ELECTIONS  
TALLAHASSEE, FL

CHECK APPROPRIATE BOX:

OFFICE USE ONLY

Original Appointment of Treasurer       Reappointment of Treasurer       Deputy Treasurer

1. Committee or Organization SBMC PAC		2 Telephone (904 ) 419-3205	
3. Name of Treasurer or Deputy Treasurer Dee Kirby		4 Email (optional) dee@wilkcpa.com	
5. Telephone (optional) (904 ) 419-3205			
6 Mailing Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
7. Street Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
8. The following bank has been designated as the <input checked="" type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository			
9. Name of Bank First Atlantic Bank		10 Street Address 1325 Hendricks Ave	
11. City Jacksonville		12. State FL	13. Zip Code 32207
14 Signature of Chairman 		15. Name of Chairman (Print or Type) Annie Howe	

**Campaign Treasurer's Acceptance of Appointment**

I, Dee Kirby do hereby accept the appointment as  
(Please Print or Type)  
treasurer or deputy treasurer for SBMC PAC  
(Committee or Organization)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CAMPAIGN TREASURER'S  
ACCEPTANCE OF APPOINTMENT AND THAT THE FACTS STATED ARE TRUE.

10/22/2014

Date

  
Signature of Campaign Treasurer or Deputy Treasurer

**REGISTERED AGENT  
STATEMENT OF APPOINTMENT**

(Section 106.022, F.S.)

RECEIVED  
DEPARTMENT OF  
OFFICE OF  
ES&M

2014 NOV 10 PM 4:08

DIVISION OF ELECTIONS  
TALLAHASSEE, FL

- Original Appointment       Change of Appointment  
 Change of Mailing Address       Change of Physical Address

**Registered Agent and Office Information**

Name Mark Wilkinson		Telephone 904-419-3205
Street Address 8833 Perimeter Park Blvd., Suite 1104		
City Jacksonville	State FL	Zip Code 32216
Mailing Address 8833 Perimeter Park Blvd., Suite 1104		
City Jacksonville	State FL	Zip Code 32216

I accept this appointment and confirm that I am familiar with and accept the obligations of the position as set forth in Section 106.022, F.S. I also understand that I may resign this appointment by executing a written statement of resignation and filing it with the applicable filing officer.

  
Signature of Registered Agent

10/22/2014

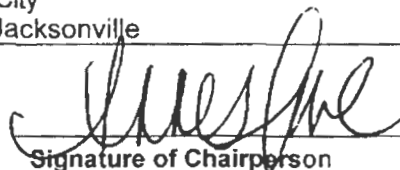
Date

**Former Registered Agent and Office Information (for changes only)**

Name		Telephone
Street Address		
City	State	Zip Code

**Committee or Organization Information**

Name of Committee or Organization SBMC PAC		
Street Address 8833 Perimeter Park Blvd., Suite 1104		Telephone 904-419-3205
City Jacksonville	State FL	Zip Code 32216

  
Signature of Chairperson

Annie Howe

Printed Name of Chairperson

10/22/2014

Date



## FLORIDA DEPARTMENT OF STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

November 14, 2014

Annie Howe, Chairperson  
SBMC PAC  
9802 Old Baymeadows Road  
Jacksonville, Florida 32256

Dear Ms. Howe:

This will acknowledge receipt of the Statement of Organization and Appointment of Campaign Treasurer and Designation of Campaign Depository for **SBMC PAC**, which were placed on file in our office on November 10, 2014. This information appears to comply with the requirements of Section 106.03, Florida Statutes, and the name of this organization has been placed on our active committee list as a political committee.

### Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on **December 10, 2014**. The report will cover the period of November 1-30, 2014 (M11). All political committees that 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 the committee's user identification number. The enclosed sealed envelope contains the committee's initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. The chairperson, 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:** 64415

#### Division of Elections

R.A. Gray Bldg., Rm. 316 • 500 S Bronough St. • Tallahassee, Florida 32399-0250  
Telephone: (850) 245-6240 • Facsimile: (850) 245-6259 [elections.myflorida.com](http://elections.myflorida.com)





Annie Howe, Chairperson  
November 14, 2014  
Page Two

### **Pin Numbers**

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

Each political committee chairperson is required to provide the Division of Elections with confidential personal information that may be used to allow access in the event that the 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 must be completed and filed through the EFS no later than midnight, Eastern Standard Time, 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, Eastern Standard Time, of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

Any political committee failing to file a report on the designated due date is subject to a fine of \$50 per day for the first 3 days and, thereafter, \$500 per day for each day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per 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 chairperson and campaign treasurer and such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

Annie Howe, Chairperson  
November 14, 2014  
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 <http://elections.myflorida.com>. 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: Chapter 106, Florida Statutes, *2014 Political Committee Handbook*, *2014 Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.**

Please let me know if you need additional information.

Sincerely,



Kristi Reid Bronson, Chief  
Bureau of Election Records

KRB/ljr

Enclosures

pc: Dee Kirby, Treasurer



SBMC PAC

RECEIVED  
DEPARTMENT OF STATE  
2015 APR 30 PM 3:57  
DIVISION OF ELECTIONS  
TALLAHASSEE, FL

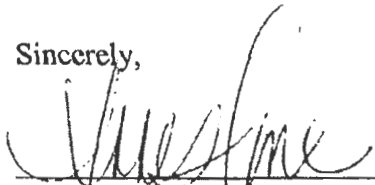
January 1, 2015

RE: Chairman Change

To Whom it Concerns,

Please accept this letter as certification of the election of Chairman of SBMC PAC for 2015. Pursuant to the By-laws of the organization Tim Howe whose address is 154 W 5<sup>th</sup> St Jacksonville FL 32206 will serve as SBMC PAC Chairman for the year 2015.

Sincerely,

  
\_\_\_\_\_  
Annie Howe, Outgoing Chairman



## FLORIDA DEPARTMENT *of* STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

May 1, 2015

Tim Howe, Chairperson  
SBMC PAC (64415)  
154 West 5th Street  
Jacksonville, Florida 32206

Dear Mr. Howe:

Your appointment as chairperson for SBMC PAC was filed in this office on April 30, 2015. Enclosed is a security envelope containing your confidential password and pin number to access the Division's Electronic Filing System (EFS). You will need to advise the treasurer and any deputy treasurer(s) of the new password in order for them to have access to the EFS.

All of the Division's publications and reporting forms are available on the Division of Elections' website at <http://elections.myflorida.com>. 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: Chapter 106, Florida Statutes, *Political Committee Handbook*, *Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.

If you have questions concerning your campaign account or the EFS, you may call (850) 245-6280.

Sincerely,

*KRB* Kristi Reid Bronson, Chief  
Bureau of Election Records

KRB/zjs

Enclosures

pc: Dee Kirby, Treasurer





**SBMC PAC**

RECEIVED  
DEPARTMENT OF STATE  
2015 MAY -7 AM 9:43  
DIVISION OF ELECTIONS  
TALLAHASSEE, FL

May 1, 2015

RE: Treasurer Removal

To Whom it Concerns,

Please accept this letter as certification of the removal of Dee Kirby as Treasurer for SBMC PAC. Pursuant to the By-laws of the organization Mark Wilkinson whose address is 8833 Perimeter Park Blvd Ste 1104 Jacksonville, Fl 32216 will serve as SBMC PAC Treasurer going forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Howe', is written over a horizontal line.

Tim Howe, SBMC PAC Chairman


**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR  
POLITICAL COMMITTEES**  
(Sections 106.011(1) and 106.021(1), F.S.)

RECEIVED  
DEPARTMENT OF STATE  
2015 MAY -7 AM 9:43  
DIVISION OF ELECTIONS  
TALLAHASSEE, FL

CHECK APPROPRIATE BOX:

OFFICE USE ONLY

Original Appointment of Treasurer       Reappointment of Treasurer       Deputy Treasurer

1. Committee or Organization SBMC PAC		2. Telephone (904 ) 419-3205	
3. Name of Treasurer or Deputy Treasurer Mark Wilkinson		4. Email (optional) mark@wilkcpa.com	
5. Telephone (optional) (904 ) 419-3205			
6. Mailing Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
7. Street Address 8833 Perimeter Park Blvd., Suite 1104, Jacksonville, FL 32216			
8. The following bank has been designated as the <input checked="" type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository			
9. Name of Bank First Atlantic Bank		10. Street Address 1325 Hendricks Ave	
11. City Jacksonville		12. State FL	13. Zip Code 32207
14. Signature of Chairman 		15. Name of Chairman (Print or Type) Tim Howe	

**Campaign Treasurer's Acceptance of Appointment**

I, Mark Wilkinson, do hereby accept the appointment as  
(Please Print or Type)  
treasurer or deputy treasurer for SBMC PAC  
(Committee or Organization)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING CAMPAIGN TREASURER'S  
ACCEPTANCE OF APPOINTMENT AND THAT THE FACTS STATED ARE TRUE.

1/7/2015  
Date

  
Signature of Campaign Treasurer or Deputy Treasurer



## FLORIDA DEPARTMENT OF STATE

**RICK SCOTT**  
Governor

**KEN DETZNER**  
Secretary of State

May 8, 2015

Mark Wilkinson, Treasurer  
SBMC PAC (64415)  
8833 Perimeter Park Boulevard, Suite 1104  
Jacksonville, Florida 32216

Dear Mr. Wilkinson:

Your appointment as treasurer for **SBMC PAC** was filed in this office on May 7, 2015. Enclosed is a security envelope containing your confidential pin number to access the Division's Electronic Filing System (EFS) for submitting campaign treasurer's reports.

**All of the Division's publications and forms are available on the Division of Elections' website at <http://elections.myflorida.com>. 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: Chapter 106, Florida Statutes, *Political Committee Handbook*, *Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.**

If you have questions concerning your campaign account or the EFS, you may call (850) 245-6280.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristi Reid Bronson".

Kristi Reid Bronson, Chief  
Bureau of Election Records

KRB/zjs

Enclosures

pc: Tim Howe, Chairperson



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](http://election.dos.state.fl.us)  
Promoting Florida's History and Culture VivaFlorida.org





FLORIDA DEPARTMENT OF STATE

**Ken Detzner**  
Secretary of State

DIVISION OF ELECTIONS

June 11, 2015

Mark Wilkinson, Treasurer  
SBMC PAC  
8833 Perimeter Park Boulevard  
Suite 1104  
Jacksonville, FL 32216-2216

PAC 64415

Dear Mr. Wilkinson:

The notification that you had no reportable activity for the report deadline of February 10, 2015, was not filed until February 20, 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





FLORIDA DEPARTMENT OF STATE

**Ken Detzner**  
Secretary of State

DIVISION OF ELECTIONS

June 11, 2015

Mark Wilkinson, Treasurer  
SBMC PAC  
8833 Perimeter Park Boulevard  
Suite 1104  
Jacksonville, FL 32216-2216

PAC 64415

Dear Mr. Wilkinson:

The notification that you had no reportable activity for the report deadline of May 11, 2015, was not filed until May 22, 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



FLORIDA DEPARTMENT OF STATE

**Ken Detzner**  
Secretary of State

DIVISION OF ELECTIONS

December 21, 2015

Mark Wilkinson, Treasurer  
SBMC PAC  
8833 Perimeter Park Boulevard  
Suite 1104  
Jacksonville, FL 32216-2216

PAC 64415

Dear Mr. Wilkinson:

The notification that you had no reportable activity for the report deadline of December 10, 2015, was not filed until December 16, 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: Tim Howe, Chairperson



FLORIDA DEPARTMENT OF STATE

**Ken Detzner**  
Secretary of State

DIVISION OF ELECTIONS

July 11, 2016

Mark Wilkinson, Treasurer  
SBMC PAC  
8833 Perimeter Park Boulevard  
Suite 1104  
Jacksonville, FL 32216-2216

PAC 64415

Dear Mr. Wilkinson:

The notification that you had no reportable activity for the report deadline of July 1, 2016, was not filed until July 7, 2016. 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: Tim Howe, Chairperson

 Treasurer Report Status

ID: **64415** Name: **SBMC PAC**

Report: 2016 - P1 - 20

Print Date: **7/20/2016 1:30:56 PM**

Election: 2016 General Election

Covers: 6/1/2016-6/24/2016

Amended  Waiver

Due: 7/1/2016

Filed: **7/7/2016 10:37:40 AM**

File Status: **Filed Report**

Reviewed: **7/7/2016**

Review Status: **Reviewed**

Detail Complete: **No Detail Records Found**

File Method: Web Filed

Entry Method: Web Data Entry

Pending Queued Items: **0**

**Number of Detail Records**

Contributions: 0

Expenditures: 0

Fund Transfers: 0

Distributions: 0

To Print Report: Right Click Mouse and Select 'Print'

*Committee  
Tracking  
System*

**SBMC PAC**

**Type:** Political Committee

**Status:** Active

**Address:** 8833 Perimeter Park  
Boulevard  
Suite 1104  
Jacksonville, FL 32216

**Phone:** (904)419-3205

**Chairperson:** Tim Howe  
154 West 5th Street  
Jacksonville, FL 32206

**Treasurer:** Mark Wilkinson  
8833 Perimeter Park  
Boulevard  
Suite 1104  
Jacksonville, FL 32216

**Registered Agent:** Mark Wilkinson  
8833 Perimeter Park  
Boulevard  
Suite 1104  
Jacksonville, FL 322160000

**Purpose:**

**Affiliates:**

Campaign Finance Activity

Campaign Documents