

**STATE OF FLORIDA  
FLORIDA ELECTIONS COMMISSION**

**In Re: Richard Llerena**

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**Case No.: FEC 18-146**

**TO:** Richard Llerena  
PO Box 742804  
Boynton Beach, FL 33474

Susan Bucher, Palm Beach County SOE  
240 South Military Trail  
West Palm Beach, FL 33415

**NOTICE OF HEARING (AUTOMATIC FINE)**

A hearing will be held in this case before the Florida Elections Commission on, **August 14, 2018 at 9:00 am, or as soon thereafter as the parties can be heard**, at the following location: **First District Court of Appeal, 2000 Drayton Drive, Tallahassee, Florida 32399**. Due to heightened security access requirements, please bring only essential items into the building and plan to arrive early to allow for delays coming through security.

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  
July 30, 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.

**FLORIDA ELECTIONS COMMISSION**  
**CASE REPORT**  
**Case Number: FEC-18-146**

**NAME:** **RICHARD LLERENA**

**DATE APPEAL RECEIVED:** 06/14/18

**DATE REPORT DUE:** 05/10/18 (2018 M4)

**DATE OF ELECTRONIC RECEIPT:** 05/10/18

**DATE FILING OFFICER RECEIVED REPORT:** 06/01/18

**NUMBER OF DAYS LATE:** 22

**AMOUNT OF FINE:** \$2,000.00

**FINE BASED ON:** (..) NUMBER OF DAYS (X) 25% OF RECEIPTS (..) 25% OF EXPENDITURES

**TOTAL RECEIPTS FOR REPORTING PERIOD:** \$8,000.00

**TOTAL EXPENDITURES FOR REPORTING PERIOD:** \$7,370.80

**DATE OF FIRST NOTIFICATION:** 06/01/18

CANDIDATE <input checked="" type="checkbox"/>	STATE <input type="checkbox"/>
PC <input type="checkbox"/>	DISTRICT <input type="checkbox"/>
CCE <input type="checkbox"/>	COUNTY <input checked="" type="checkbox"/>
POLITICAL PARTY <input type="checkbox"/>	CITY <input type="checkbox"/>

**SUMMARY:** Richard Llerena is a candidate for County Court Judge, Group 5 in the 2018 elections. Mr. Llerena is his own treasurer.

Richard Llerena is appealing the fine claiming that he timely filed an electronic copy of his 2018 M4 report on May 10, 2018 using the C-Finance system. According to Richard Llerena, once he was advised that a physical signature on the summary page was required, he printed and signed the report on June 1<sup>st</sup> at the Supervisor of Elections office. Mr. Llerena states that the Supervisor of Elections office “encourages” the use of the electronic filing system. Mr. Llerena notes that his is first election and that the 2018 M4 was his first report due for the campaign. He respectfully requests the commission to waive or reduce the fine.

- The 2018 M4 Original Report covers the period from 04/01/18-04/30/18; it was due on 05/10/18.
- The 2018 M4 Original Report shows that it was hand delivered on 06/01/18. The electronic filing history listed on the Palm Beach SOE website states that it was submitted on 05/10/18.
- Richard Llerena reported receiving 2 contributions, while making 2 expenditures.
- The Palm Beach County Supervisor of Elections responded to FEC staff on July 2, 2018. The letter contains information pertaining to Richard Llerena’s 2018 M4 report.

**PRIOR CASES:** None.



# Palm Beach County

SUSAN BUCHER  
Supervisor of Elections

240 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL 33415  
POST OFFICE BOX 22309  
WEST PALM BEACH, FL 33416

TELEPHONE: (561) 656-6200  
FAX NUMBER: (561) 656-6287  
WEBSITE: [www.pbcelections.org](http://www.pbcelections.org)

July 2, 2018

Ms. Br'Axeton E. Wims, Administrative Assistant II  
Florida Elections Commission  
107 West Gaines St  
Collins Building, Suite 224  
Tallahassee, FL 32399-1050

RE: Case no.: FEC 18-146; Campaign Treasurer's Report due 05/10/8

Dear Ms. Wims:

Please consider this our official response to your letter of June 15, 2018, regarding the case above.

The policy of the Palm Beach County Supervisor of Elections Office encourages, but does not require local candidate to utilize our electronic candidate reporting system; however, it is clearly stated within our *Campaign Finance Manual*, which was provided to this candidate, in two locations the following:

*"Note: Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections Office or postmarked on or before the due date."*

I have included a copy of our *Campaign Finance Manual* for your review.

Information about a candidate's contributions, expenditures or a Waiver of Report only becomes public when the report hard copy is submitted to our office and we post the information; therefore, it is critical the candidate follow the complete directions provided to them in the *Campaign Finance Manual*.

We do acknowledge that this candidate was not timely notified of his failure to file a paper copy of his report with our office, as staff did not believe the report itself to be incomplete, rather the process of submission was incomplete.

If we may provide any additional information, please do not hesitate to contact us again.

Sincerely,

  
Susan Bucher

Attachments

IN THE OFFICE OF THE  
FLORIDA ELECTIONS COMMISSION,  
TALLAHASSEE, FLORIDA

In Re:

Richard Llerena,

Candidate/Appellant,

v.

Susan Bucher,

Palm Beach County Supervisor of Elections,  
Filing Officer/Appellee

-----/

**NOTICE OF FILING APPEAL**

COMES NOW, the Appellant herein, RICHARD LLERENA, and hereby files this Notice of Filing Appeal. A Letter was issued by SUSAN BUCHER, Palm Beach County Supervisor of Elections, Filing Officer/Appellee, dated June 1, 2018, pursuant to Fla. Stat. § 106.07(8), imposing an automatic monetary fine in the amount of Two Thousand Dollars and Zero Cents (\$2,000.00). The Letter is attached hereto as Exhibit 1. This Notice of Filing Appeal is specifically intended to put all parties on notice, pursuant to Florida Statute § 106.07(c) and Florida Administrative Code Rule 2B-1.005(1). Having filed this Notice of Filing Appeal in a timely manner, the Appellant herein awaits acceptance of the appeal and the

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**Notice of Filing Appeal, In re: Richard Llerena v. Susan Bucher**

**Page 1 of 2**

assignment of a case number by the Florida Elections Commission or the Division of Administrative Hearings pursuant to all applicable statutes and administrative rules.

**\*The Appellant hereby requests a hearing with personal appearance before the Commission pursuant to Florida Administrative Code Rule 2B-**

**1.005(1)(c)\***

Respectfully Submitted,

/s/ Richard Llerena

Richard Llerena  
Candidate/Appellant  
P.O. Box 742804  
Boynton Beach, FL 33474  
Ph: 561-247-4878  
Email: [llerenafordjudge@gmail.com](mailto:llerenafordjudge@gmail.com)

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing was served by U.S. Mail this 11<sup>th</sup> Day of June 2018 to: Susan Bucher, Palm Beach County Supervisor of Elections, 240 South Military Trail, West Palm Beach, FL 33415 via regular U.S. Mail and Certified Mail, Return Receipt Requested: 7018 0040 0000 9052 6691 and to the Florida Elections Commission, 107 West Gaines Street, Collins Building, Suite 224, Tallahassee, FL 32399-1050 via regular U.S. Mail and Certified Mail, Return Receipt Requested: 7018 0040 0000 9052 6684.



# Palm Beach County

SUSAN BUCHER  
Supervisor of Elections

240 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL 33415  
POST OFFICE BOX 22309  
WEST PALM BEACH, FL 33418

TELEPHONE: (561) 656-6200  
FAX NUMBER: (561) 656-6287  
WEBSITE: [www.pbcelections.org](http://www.pbcelections.org)

June 1, 2018

Richard Llerena, Candidate for  
County Court Judge, Group 5  
PO Box 742804  
Boynton Beach, FL 33474

Dear Mr. Llerena:

Please be advised our office received your Campaign Treasurer's Report that was due on May 10, 2018 by 5:00 p.m., on **June 1, 2018**.

Per Section 106.07 (8), F.S. states that a fine must be imposed if a Campaign Treasurer's Report is late. The fine consists of \$50.00 per day for the first 3 days late, and thereafter, \$500.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Based on your report being twenty (20) days late using the date of **May 10, 2018**, you are hereby assessed a fine totaling **Two thousand dollars (\$2000.00)**.

Section 106.07 (8) (b), F.S. require that you pay this fine within (20) days of your receipt of this Notice, unless you decide to appeal to the Florida Elections Commission in Tallahassee. If such an appeal is made, it must be done within twenty (20) days and you must notify this office in writing, of your intention to bring this matter before the Commission.

Please note that the fine must be paid from personal funds. The check should be made payable to PBC Supervisor of Elections and returned to this office. I am enclosing a self-addressed envelope for your convenience.

If you have any questions, please do not hesitate to contact the office and ask for the Candidate Department.

Thank you,

A handwritten signature in cursive script that reads "Susan Bucher".

Susan Bucher

/ag

Enclosure

CRR # 7014 2120 0003 4168 3046

EXHIBIT 1

IN THE OFFICE OF THE  
FLORIDA ELECTIONS COMMISSION,  
TALLAHASSEE, FLORIDA

In Re:

Richard Llerena,

Candidate/Appellant,

v.

Susan Bucher,

Palm Beach County Supervisor of Elections,  
Filing Officer/Appellee

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**APPEAL OF DELINQUENCY FINE**

COMES NOW, the Appellant, RICHARD LLERENA, and hereby files this Appeal of Delinquency Fine, as set forth in a letter issued by Susan Bucher, Palm Beach County Supervisor of Elections (hereinafter "Appellee") dated June 1, 2018, pursuant to Fla. Stat. § 106.07(8), whereby a monetary fine has been assessed by Appellee against the Appellant in the amount of Two Thousand Dollars and Zero Cents (\$2,000.00). The Letter is attached hereto as Exhibit 1. In support of the appeal, the Appellant hereby states as follows:

2018 JUN 1 10 00 AM  
PACIFIC ELECTRONIC  
RECORDS & COMMUN  
CATIONS



## UNDISPUTED FACTS

1. Appellant qualified as a Candidate for County Court Judge Group 5 in Palm Beach County effective April 27, 2018, upon filing all appropriate paperwork and paying the qualifying fee needed to run for the open seat.
2. The election date is anticipated to be August 28, 2018.
3. The filing officer in charge of accepting campaign treasurer reports and other qualifying paperwork is Susan Bucher, Palm Beach County Supervisor of Elections (Appellee) because the open seat is a county-wide seat, not state-wide or for circuit judge.
4. The first campaign treasurer's report required to be submitted by Appellant was the 2018-M4 report, which covered contributions and expenditures from the period 04/01/2018 through 04/30/2018.
5. Pursuant to the schedule originally issued by Appellee, the 2018-M4 report was due on May 10, 2018. The calendar of reporting dates is attached hereto as Exhibit 2.
6. The Palm Beach County Supervisor of Elections office "**encourages**" the use of the Campaign Finance Program a.k.a. "C-Finance" for all campaign treasurer reports to be filed with office of Appellee. Page 3 from the "Palm Beach County Supervisor of Elections Campaign Finance Manual" is

attached hereto as Exhibit 3 and the first sentence of the introduction confirms the encouragement of using C-Finance.

7. In order to qualify for the privilege of using C-Finance, the Appellee requires the candidate to complete a "Candidate Information Sheet C-Finance – Electronic Campaign Finance Reporting" form and to input a password for usage of the system. A copy of the form as completed by the Appellant is attached hereto as Exhibit 4 (the password has been redacted for privacy reasons).
8. On April 20, 2018, Appellee's representative, Ed Sacerio, issued an email to the Appellant confirming that the Appellant was registered for C-Finance, and assigning a username to the password previously selected. The email dated 04/20/2018 is attached hereto as Exhibit 5 (the password has been redacted for privacy reasons).
9. Appellant timely submitted the 2018-M4 campaign treasurer report on May 10, 2018 utilizing the C-Finance electronic submission system encouraged by Appellee. By reviewing the website maintained by the Palm Beach County Supervisor of Elections, it clearly reflects that the 2018-M4 report was due and submitted on May 10, 2018. Printouts from the online system [ available to the public ] are attached hereto as composite Exhibit 6.

10. As of May 10, 2018, the general public was able to see all of the Appellant's contributions and expenditures for the period 04/01/2018 through 04/30/2018, which is the intent of the report submission.
11. On June 1, 2018, Appellant received an email from a representative from Appellee, Alexia Goods, stating that the Campaign Treasurer's Report or Waiver of Report due on May 10, 2018 had not been turned in. The email from Alexia Goods to Appellant is attached hereto as Exhibit 7.
12. As soon as the Appellant received the email attached hereto as Exhibit 7, he called Appellee's office, and was notified that Appellee desired a "physical" signature on the "Summary Page" of the campaign treasurer's report.
13. Upon hearing this, Appellant immediately printed out copies of the 2018-M4 report and physically drove to the office of the Appellee to inquire about this "physical signature" in an effort to expeditiously correct any error on the part of the Appellant.
14. On June 1, 2018, upon arriving at the office of Appellee, Appellant spoke in person with Alexia Goods. In front of her, Appellant physically signed the 2018-M4 summary page, which was clocked with a June 1, 2018 2:21PM date-stamp. The certified copy of the date-stamped 2018-M4 summary page is attached hereto as Exhibit 8.

15. At the same time, Appellant specifically requested from Appellee's representative, Alexia Goods, all evidence in their possession reflecting that the 2018-M4 report was submitted electronically by Appellant on May 10, 2018. The certified copy of the Appellee's computer screen shot reflecting a submission date of May 10, 2018 is attached hereto as Exhibit 9.

16. As of the date of the filing of this appeal, Appellant has abided by the request of Appellee in physically submitting a campaign treasurer's report with a physical signature. As an example, attached hereto as Exhibit 10 is a certified copy of the 2018-M5 report due on June 11, 2018 and date-stamped June 6, 2018 at 9:25AM, 5 days earlier than required.

### ARGUMENT

Based on this appeal, this Honorable Commission must now determine whether the "automatic" fine imposed upon Appellant is proper and justified. The applicable law is Fla. Stat. § 106.07. The basic language of F.S. §106.07(1) states: "Each campaign treasurer designated by a candidate or political committee pursuant to s. 106.021 **shall file** regular reports of all contributions received, and all expenditures made, by or on behalf of such candidate or political committee [ . . . ]" (emphasis added).

The proper filing officer in the instant case was the Palm Beach County Supervisor of Elections. However, it should be noted that for state-wide elections,

the Florida Division of Elections has imposed a requirement upon candidates required to file contribution and expenditure reports to do so by the Division's electronic filing system. *See Fla. Stat. §106.0705(2)*. The filing officer in the instant case, the Palm Beach County Supervisor of Elections is also permitted to establish an electronic filing system by virtue of Fla. Stat. §106.07(2)(a)(2).

1) **The 2018-M4 campaign treasurer's report was in fact timely submitted for the following reasons:**

- a) Fla. Stat. §106.07(8)(b)(1.) states : "The filing officer shall determine the amount of the fine due based upon the earliest of the following: 1. When the report is actually received by such officer [ . . . ]" In fact, the report was received by the officer electronically on May 10, 2018, therefore, the Appellant cannot be subject to a fine.
- b) The Palm Beach County Supervisor of Elections "encourages" the use of the electronic filing system established, known as C-finance, as indicated in the Campaign Finance Manual. Through C-Finance, the candidate reporting a contribution or expenditure is required to input the names, occupations, addresses and amounts contributed by contributors, as well as the business names, addresses, and purposes of all expenditures. This is probably done to ease the burden on the employees working for the Supervisor of Elections from electronically inputting information that

may be handed to them in writing or in type-written fashion by candidates not using the C-Finance system.

- c) A candidate for a county office in Palm Beach County does not automatically qualify to participate in utilizing the C-Finance system. Appellant was required to complete paperwork and be registered by a representative for Appellee with a username and password to be graced with the honor of using the C-Finance system. Every time a contribution or expenditure is input through the C-Finance system, the contribution or expenditure is available for public viewing (which is the original intent of campaign reporting). Once the term ends, the candidate is then able to submit a report containing a summary, along with a listing of all contributions and expenditures. The Appellant maintains that all 2018-M4 reports were submitted in a timely fashion on May 10, 2018.
- d) All material in the possession of the Appellee and published by the Appellee clearly states that the Appellant submitted all 2018-M4 reports on May 10, 2018. One document attempts to make a distinction between a "submission" and an "acceptance by the Appellee." Hypothetically, a candidate not utilizing C-Finance can physically submit a report timely, yet the Appellee may arbitrarily decide not to "accept" it for days or weeks later, which would be unjust and unethical.

e) The State of Florida Division of Elections has adopted an electronic system of reporting and has mandated its use, and Palm Beach County has implemented an electronic system of reporting, yet seems to have no interest in recognizing a candidate's use of it.

2) **The Appellee failed to give proper notice of the "incompleteness," if any, to the Appellant, in violation of Fla. Stat. §106.07(2)(b)(1.)**

a. Fla. Stat. §106.07(2)(b)(1.) states: "Any report that is deemed to be incomplete by the officer with whom the candidate qualifies **must be accepted on a conditional basis**. The campaign treasurer shall be notified by certified mail or by another method using a common carrier that provides a proof of delivery of the notice as to why the report is incomplete and within 7 days after receipt of such notice must file an addendum to the report providing all information necessary to complete the report in compliance with this section." (emphasis added).

b. The Appellee never sent notice by certified mail or otherwise with a common carrier with proof of delivery reflecting that the 2018-M4 campaign finance report was incomplete, in the instant case, apparently not having a "physical signature." As such, the Appellant was required to have been given an opportunity within 7 days of first

being notified to be able to make any correction desired by the Appellee. This portion of the statute requires the Appellee to have accepted the report on a conditional basis; therefore, the Appellant should not be subject to a fine.

- c. It should also be noted that the first notice received by Appellant concerning this matter was via email on June 1, 2018, which was 22 days after the May 10, 2018 date (conceivably, the Appellee may have attempted to deliberately drive up the fine amount by delaying the notice, but this Commission should note that Appellant should have been given a 7 day window to correct it, and, in fact, Appellant corrected the Appellee's concern the same day Appellant was notified – June 1, 2018).

3) **The Florida Elections Commission should consider waiving the subject fine in whole or, at least in part, based upon, but not limited to, unusual circumstances, and must consider mitigating and aggravating circumstances under Fla. Stat. §106.265(2).**

- a) The circumstances surrounding the instant fine are quite unusual and of first impression before the Commission. The Appellant was unable to find a case with similar facts because the concepts of electronic filing and electronic signatures are novel, particularly with campaign



finance regulations. Pursuant to Fla. Stat. §106.07(8)(c), this Commission may waive or reduce the fine imposed by considering unusual circumstances as well as mitigating or aggravating factors pursuant to Fla. Stat. §106.265(2), which states: “In determining the amount of such civil penalties, the commission or administrative law judge shall consider, among other mitigating and aggravating circumstances:

- a. the gravity of the act or omission;
- b. any previous history of similar acts or omissions;
- c. the appropriateness of such penalty to the financial resources of the person [ . . . ]”

b) The gravity of the act or omission (if any) at issue is non-existent.

There was absolutely no harm in the absence of a “physical” signature on the 2018-M4 report from May 10, 2018 through June 1, 2018, because it had already been electronically filed and submitted on May 10, 2018 and the public was fully aware of all contributions and expenditures during the 04/01/2018-04/30/2018 period, as intended.

c) In considering the instant case, the Appellant implores the Commission to consider the following:

- a. The Appellant is an attorney licensed to practice law in Florida since 2005 and in Washington D.C. since 2013 and has never had a Bar Complaint filed against him or been disciplined by any Bar.
- b. The Appellant is currently 36 years old and has no criminal record, has never been arrested, and has only been cited only twice in his entire life for 2 traffic infractions and never convicted of said traffic citations.
- c. The Appellant aspires to be a judge to serve his community; after years of successfully advocating on behalf of thousands in his community in various areas of law, including civil, criminal, and immigration, the Appellant aspires to be an instrumental part of the justice system. This the Appellant's first attempt to at any election and has never before had a history of similar acts or omissions, and in fact, is aspiring to ensure that the Appellee's demands are met. The Appellant will aspire to ensure that campaign finance reports are not only electronically filed, but printed out and hand-delivered to the Appellee prior to the designated deadline.

## CONCLUSION

The Appellant respectfully requests the Commission to consider waiving the fine, or, in the alternative, a significant reduction in the fine imposed by the Appellee. As the Commission has seen by the evidence on record, the Appellee contradicts herself by giving the impression that all campaign finance reports were timely submitted electronically, yet waits 22 days to file a notice with the Appellant to advise him that the campaign finance *summary* report is incomplete because she desires a "physical" signature on it. It is unjust to bait a candidate into using an electronic filing system, particularly where Appellant is a candidate for judicial office and an attorney; as a practicing attorney, Appellant has been required by the Florida Bar and the Florida Supreme Court to electronically file all documents and has been consistently encouraged to utilize electronic signature. Further, the Appellee could have provided the Appellant with the proper notice pursuant to Fla. Stat. §106.07(2)(b)(1.) prior to imposing the fine imposed. Lastly, this Commission should consider the character and integrity of the Appellant and judge him not by this one incident, but by years of service as an honorable practicing attorney before the tribunal and one who proudly serves his community as a Board member and treasurer of a non-profit organization in Palm Beach County.

**\*The Appellant hereby requests a hearing with personal appearance before  
the Commission pursuant to Florida Administrative Code Rule 2B-**

**1.005(1)(c)\***

Respectfully Submitted,

/s/ Richard Llerena

Richard Llerena

Candidate/Appellant

P.O. Box 742804

Boynton Beach, FL 33474

Ph: 561-247-4878

Email: [llerenafordjudge@gmail.com](mailto:llerenafordjudge@gmail.com)

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that a true and correct copy of the foregoing was served by U.S. Mail this 11<sup>th</sup> Day of June 2018 to: Susan Bucher, Palm Beach County Supervisor of Elections, 240 South Military Trail, West Palm Beach, FL 33415 via regular U.S. Mail and Certified Mail, Return Receipt Requested: 7018 0040 0000 9052 6707 and to the Florida Elections Commission, 107 West Gaines Street, Collins Building, Suite 224, Tallahassee, FL 32399-1050 via regular U.S. Mail and Certified Mail, Return Receipt Requested: 7018 0040 0000 9052 6714.



# Palm Beach County

---

SUSAN BUCHER  
Supervisor of Elections

240 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL 33415  
POST OFFICE BOX 22309  
WEST PALM BEACH, FL 33416

TELEPHONE: (561) 656-6200  
FAX NUMBER: (561) 656-6287  
WEBSITE: [www.pbcelections.org](http://www.pbcelections.org)

June 1, 2018

Richard Llerena, Candidate for  
County Court Judge, Group 5  
PO Box 742804  
Boynton Beach, FL 33474

Dear Mr. Llerena:

Please be advised our office received your Campaign Treasurer's Report that was due on May 10, 2018 by 5:00 p.m., on June 1, 2018.

Per Section 106.07 (8), F.S. states that a fine must be imposed if a Campaign Treasurer's Report is late. The fine consists of \$50.00 per day for the first 3 days late, and thereafter, \$500.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Based on your report being twenty (20) days late using the date of May 10, 2018, you are hereby assessed a fine totaling Two thousand dollars (\$2000.00).

Section 106.07 (8) (b), F.S. require that you pay this fine within (20) days of your receipt of this Notice, unless you decide to appeal to the Florida Elections Commission in Tallahassee. If such an appeal is made, it must be done within twenty (20) days and you must notify this office in writing, of your intention to bring this matter before the Commission.

Please note that the fine must be paid from personal funds. The check should be made payable to PBC Supervisor of Elections and returned to this office. I am enclosing a self-addressed envelope for your convenience.

If you have any questions, please do not hesitate to contact the office and ask for the Candidate Department.

Thank you,

Susan Bucher

/ag

Enclosure

CRR # 7014 2120 0003 4168 3046

EXHIBIT 1

**Calendar of Reporting Dates**  
for 2018 Candidates (other than statewide candidates)  
registered with the Division of Elections

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
12/1/17 - 12/31/17	2017 M12	1/10/2018
1/1/18 - 1/31/18	2018 M1	2/12/2018
2/1/18 - 2/28/18	2018 M2	3/12/2018
3/1/18 - 3/31/18	2018 M3	4/10/2018
4/1/18 - 4/30/18	2018 M4	5/10/2018
5/1/18 - 5/31/18	2018 M5	6/11/2018

6/1/18 - 6/22/18	2018 P1	6/29/2018
6/23/18 - 7/6/18	2018 P2	7/13/2018
7/7/18 - 7/20/18	2018 P3	7/27/2018
7/21/18 - 7/27/18	2018 P4	8/3/2018
7/28/18 - 8/3/18	2018 P5	8/10/2018
8/4/18 - 8/10/18	2018 P6	8/17/2018
8/11/18 - 8/23/18	2018 P7	8/24/2018

8/24/18 - 8/31/18	2018 G1	9/7/2018
9/1/18 - 9/14/18	2018 G2	9/21/2018
9/15/18 - 9/28/18	2018 G3	10/5/2018
9/29/18 - 10/5/18	2018 G4	10/12/2018
10/6/18 - 10/12/18	2018 G5	10/19/2018
10/13/18 - 10/19/18	2018 G6	10/26/2018
10/20/18 - 11/1/18	2018 G7	11/2/2018

**Termination Reports**

<u>Cover Period</u>	<u>Report Code</u>	<u>Due Date</u>
After April-May Qualifying	TR	8/2/2018
After June Qualifying	TR	9/20/2018
Primary Election	TR	11/26/2018
General Election	TR	2/4/2019

## Introduction

The Palm Beach County Supervisor of Elections office encourages the use of the Campaign Finance Program (C-Finance), for all Treasurer Reports that are filed with this office. This is an online program that is available for your use from any computer with internet access. The C-Finance program requires a username and password in order to access the program. A 'Candidate Information Sheet' must be completed and filed with our office for this purpose. The Supervisor of Elections office will enter the information into the C-Finance program and send an email to you and your campaign treasurer advising you of your username and selected password. Once you have received the email confirmation from our office you are ready to begin.

**NOTE: If you do not have a username and password, you will not be able to access the C-Finance program. Please call our office and ask to speak with a member of the Candidate Department.**

## GETTING STARTED

Log on to [www.pbcelections.org](http://www.pbcelections.org)

Select Candidate Information on the left side of the Home page

Select Candidate Tools

Select Candidate Finance Login

The following page will appear:

The screenshot shows a web browser window with the following elements:

- Browser tabs: "County, FL Super" and "Candidate Finance Reporting".
- Address bar: <https://www.pbcelections.org/cfinanceweb/login.aspx>
- Header: "Palm Beach County Candidate Finance Reporting" with a dollar sign icon.
- Form fields: "Login" and "Password".
- Link: "I forgot my password".
- Submit button: "Login".

To obtain candidate login information, contact Palm Beach County Supervisor of Elections at (561) 856-6200 or send an email to [mailbox@pbcelections.org](mailto:mailbox@pbcelections.org)

**System Requirements:**

- You must be running a recent version of browser such as Microsoft Internet Explorer version 5.5 or higher, Firefox 1.0 or higher or Safari 1.0.
- Your browser must be set to allow usage of cookies. (By default, Internet Explorer allows usage of cookies.)

2018 APR 27 PM 12:43

ALM BEACH COUNTY, FL

**CANDIDATE INFORMATION SHEET**

**CFINANCE - ELECTRONIC CAMPAIGN FINANCE REPORTING**

PLEASE COMPLETE AND RETURN TO THE SUPERVISOR OF ELECTIONS OFFICE WITHIN TWO DAYS, IN THE ENCLOSED POSTAGE PAID ENVELOPE.

Date: APRIL 27, 2018

Name: RICHARD LLERENA

Office Seeking: COUNTY COURT JUDGE GROUP 5

Address: P.O. Box 742804

Boynton Beach, FL 33474

Telephone: 561-247-4878

E-mail Address: llerenaforjudge@gmail.com

Treasurer: RICHARD LLERENA

Address: P.O. Box 742804

Boynton Beach, FL 33474

Telephone: 561-247-4878

E-mail Address: llerenaforjudge@gmail.com

Choose A Password: [REDACTED]





Richard Llerena &lt;llerenafordjudge@gmail.com&gt;

---

**SOE\_CFinance User Information**

---

Ed Sacerio &lt;ed@pbcelections.org&gt;

Fri, Apr 20, 2018 at 3:25 PM

To: llerenafordjudge@gmail.com, Candidate Department Staff &lt;canddate\_dpt@pbcelections.org&gt;

Dear Richard Llerena,

Thank you for registering for our Electronic Campaign Finance Reporting (CFinance). Below is your personal log-in information for your account.

Username: rllereña

Password: ██████████

To access CFinance please click here.

Please be sure to refer the User Manual should you have any questions. If further assistance is required, please contact our office, (561) 656-6200, and speak with the Candidate Department.

Thank You

Palm Beach County Supervisor of Elections Office

\* PLEASE NOTE: Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Florida Statute 668.6076.

*PLEASE NOTE: Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Florida Statute 668.6076*

*EXHIBIT 5*

Richard Llerena

2018 Election Cycle

County Court Judge, Grp. 5

2018-M4 (04/01/2018 to 04/30/2018)

Date Due: 05/10/2018

Date Submitted: 05/10/2018

#### Report Summary

	<i>Num</i>	<i>Amount</i>
<u>Contributions</u>	2	\$8,000.00
<u>Expenditures</u>	2	\$7,370.80 *
<u>Fund Transfers</u>	0	\$0.00
<u>Other Distributions</u>	0	\$0.00

\* Expenditures do not include 'Petty Cash Spent'

#### Downloads :

- [Entire Report as PDF](#)
- [Contributions as Excel \(CSV\)](#)
- [Expenditures as Excel \(CSV\)](#)
- [Fund Transfers as Excel \(CSV\)](#)
- [Other Distributions as Excel \(CSV\)](#)



*EXHIBIT 6*

[Skip to main content](#)

En t

Registered Voters as of 06/09/2018 REP:257,525 DEM:383,641 LPF:1,675 Other:269,753 Total:912,594

[Home](#)

[Your Election Office](#)

[Voter Information](#)

[Register to Vote](#)

[Election Information](#)

[Candidate Information](#)

[Announced/Qualified Candidates](#)

[Becoming a Candidate](#)

[Candidate Forms](#)

[Candidate Workshops](#)

[C-Finance](#)

[Federal Elections Commission](#)

[Financial Disclosure Forms](#)

[Florida Division of Elections](#)

[Obtaining Voter Information for Vote by Mail Requests](#)

[Offices Up for Election - 2018](#)

[Search Campaign Financial Reports](#)



REGISTER TO VOTE



WHERE DO I VOTE



BECOME A POLL WORKER



VOTE BY MAIL



CANDIDATE INFORMATION

Richard Llerena

2018 Election Cycle

County Court Judge, Grp. 5

2018-M4 (04/01/2018 to 04/30/2018)

Date Due: 05/10/2018

Date Submitted: 05/10/2018

**Report Summary**

	Num	Amount
<u>Contributions</u>	2	\$8,000.00
<u>Expenditures</u>	2	\$7,370.80
<u>Fund Transfers</u>	0	\$0.00
<u>Other Distributions</u>	0	\$0.00

\* Expenditures do not include 'Petty Cash S

**Downloads :**

- [Entire Report as PDF](#)
- [Contributions as Excel \(CSV\)](#)
- [Expenditures as Excel \(CSV\)](#)
- [Fund Transfers as Excel \(CSV\)](#)
- [Other Distributions as Excel \(CSV\)](#)

**Qualifying Location**

---

**Party and Committee Info**

---

**Poll Worker Information**

---

**Other**

---

**OFFICE HOURS:**  
Monday - Friday  
8:30 AM - 5:00 PM

**EMAIL CONTACTS**  
Candidate Issues - [candidates@pbcelections.org](mailto:candidates@pbcelections.org)  
Vote by Mail Requests - [absentee@pbcelections.org](mailto:absentee@pbcelections.org)  
General Information - [mailbox@pbcelections.org](mailto:mailbox@pbcelections.org)

**SUPERVISOR OF ELECTIONS**  
240 South Military Tr  
West Palm Beach, FL  
Phone: (561) 656-6262  
Fax: (561) 656-6262

Richard Llerena  
 2018 Election Cycle  
 County Court Judge, Grp. 5

Candidate Finance Report Summary

Report		Num	Contributions		Loans	Num	Expenditures
Submitted	Period		Monetary	In-Kind			Amount
05/10/2018	2018-M4	2	\$0.00	\$0.00	\$8,000.00	2	\$7,370.80
06/05/2018	2018-M5	3	\$0.00	\$0.00	\$5,400.00	5	\$3,544.60
Totals (2 reports)			\$0.00	\$0.00	\$13,400.00		\$10,915.40

- [Contributions as Excel \(CSV\)](#)
- [Expenditures as Excel \(CSV\)](#)
- [FundTransfers as Excel \(CSV\)](#)
- [Distributions as Excel \(CSV\)](#)

Skip to main content

En t

Registered Voters as of 06/09/2018 REP:257,525 DEM:383,641 LPF:1,675 Other:269,753 Total:912,594

Home

Your Election Office

Voter Information

Register to Vote

Election Information

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Becoming a Candidate

Candidate Forms

Candidate Workshops

C-Finance

Federal Elections Commission

Financial Disclosure Forms

Florida Division of Elections

Obtaining Voter Information for Vote by Mail Requests

Offices Up for Election - 2018

Search Campaign Financial Reports



REGISTER TO VOTE



WHERE DO I VOTE



BECOME A POLL WORKER



VOTE BY MAIL



CANDIDATE INFORMATION

Richard Llerena

2018 Election Cycle

County Court Judge, Grp. 5

Candidate Finance Report Summary

Submitted	Report Period	Num	Contributions	
			Monetary	In-Kind
05/10/2018	2018-M4	2	\$0.00	\$0.00
06/05/2018	2018-M5	3	\$0.00	\$0.00
Totals (2 reports)			\$0.00	\$0.00

- [Contributions as Excel \(CSV\)](#)
- [Expenditures as Excel \(CSV\)](#)
- [FundTransfers as Excel \(CSV\)](#)
- [Distributions as Excel \(CSV\)](#)

**Qualifying Location**

---

**Party and Committee Info**

---

**Poll Worker Information**

---

**Other**

---

**OFFICE HOURS:**  
Monday - Friday  
8:30 AM - 5:00 PM

**EMAIL CONTACTS**  
Candidate Issues - candidates@pbcelections.org  
Vote by Mail Requests - absentee@pbcelections.org  
General Information - mailbox@pbcelections.org

**SUPERVISOR OF ELECTIONS S**  
240 South Military T  
West Palm Beach, FL  
Phone: (561) 656-6;  
Fax: (561) 656-626



Richard Llerena &lt;llerenafordjudge@gmail.com&gt;

---

**Late Report Reminder**

1 message

---

**Alexia Goods** <alexia@pbcelections.org>  
To: Richard Llerena <llerenafordjudge@gmail.com>

Fri, Jun 1, 2018 at 8:52 AM

Good morning Mr. Llerena,

Please be advised your **Campaign Treasurer's Report or Waiver of Report** was due on **May 10, 2018**.

In addition your report is to be submitted online via C-Finance and the original signed Summary Page is to be sent to our office. Also make certain if you are mailing your report that the envelope is postmarked by or on the due date. If not your report will be considered late and subject to a fine (F.S.106.07).

If you have any questions, please call our Candidate Department.

**Please disregard this notice if you have already filed your signed report with our office.**

Thank you.

--

*Alexia Goods*

PBC Supervisor of Elections

Elections Specialist/Candidate Department

Phone: 561/656-6200/Fax: 561/656-6220

alexia@pbcelections.org

*PLEASE NOTE: Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Florida Statute 668.6076*

---

 2018-reporting-dates-candidates (3).pdf  
187K

EXHIBIT 7



**FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS  
CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Richard Llerena  
Name

(2) PO Box 742804  
Address (number and street)  
Boynton Beach, FL 33474  
City, State, Zip Code

OFFICE USE ONLY ELECTIONS  
2018 JUN -1 PM 2:21  
DADE COUNTY, FL  
**COPY**

CHECK IF ADDRESS HAS CHANGED

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):

- Candidate (office sought): \_\_\_\_\_ County Court Judge, Grp. 5
- Political Committee  CHECK IF PC HAS DISBANDED
- Committee of Continuous Existence  CHECK IF CCE HAS DISBANDED
- Party Executive Committee
- Electioneering Communication  CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

**(5) REPORT IDENTIFIERS**

Cover Period: From 4 / 1 / 2018 To 4 / 30 / 2018 Report Type M4

Original  Amendment  Special Election Report  Independent Expenditure Report

**(6) CONTRIBUTIONS THIS REPORT**

Cash & Checks \$ 0.00

Loans \$ 8,000.00

Total Monetary \$ 8,000.00

In-Kind \$ 0.00

**(7) EXPENDITURES THIS REPORT**

Monetary Expenditures \$ 7,370.80

Transfers to Office Account \$ 0.00

Total Monetary \$ 7,370.80

(8) Other Distributions  
\$ 0.00

**(9) TOTAL Monetary Contributions To Date**  
\$ 8,000.00

**(10) TOTAL Monetary Expenditures To Date**  
\$ 7,370.80

**(11) CERTIFICATION**

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

I certify that I have examined this report and it is true, correct, and complete.

(Type name) Richard Llerena

Individual (only for electioneering commun.)  Treasurer  Deputy Treasurer

(Type name) Richard Llerena

Candidate  Chairperson (only for PC, PTY & electioneering commun. organization)

X [Signature]  
Signature

X [Signature]  
Signature

CFID. 8048

*[Handwritten signature]*

COPY

Clarity Connect

File Edit

**Richard Llerena: 2018-M4**

Summary Contributions (2) Expenditures (2) Fund Transfers (0)

Description	Value
Total monetary contributions to date	\$8,000.00
Total monetary expenses to date	\$7,370.80
Monetary contributions this report	\$0.00
Loans this report	\$8,000.00
In-kind this report	\$0.00
Monetary expenses this report	\$7,370.80
Transfers this report	\$0.00
Distributions this report	\$0.00
Specification version	
Created using	CFinance 2.8.2 / SOE Software Co.

Date Submitted: 5/10/2018

Date Accepted: 6/1/2018

Status: Accepted

Waiver Report

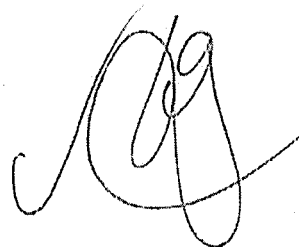
Independent Expenditure Report

Special Election Report

Address changed

Debanding

Save Save and Close Close



2018 JUN -1 PM 2:23  
ALLEN COUNTY, FL  
ELECTION

EXHIBIT 9

COPY

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS  
CAMPAIGN TREASURER'S REPORT SUMMARY

(1) Richard Llerena  
Name

(2) PO Box 742804  
Address (number and street)  
Boynton Beach, FL 33474  
City, State, Zip Code

OFFICE USE ONLY  
2018 JUN -6 AM 9:25  
CLAY COUNTY, FL

CHECK IF ADDRESS HAS CHANGED

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):

- Candidate (office sought): County Court Judge, Grp. 5
- Political Committee  CHECK IF PC HAS DISBANDED
- Committee of Continuous Existence  CHECK IF CCE HAS DISBANDED
- Party Executive Committee
- Electioneering Communication  CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

(5) REPORT IDENTIFIERS

Cover Period: From 5 / 1 / 2018 To 5 / 31 / 2018 Report Type M5  
 Original  Amendment  Special Election Report  Independent Expenditure Report

(6) CONTRIBUTIONS THIS REPORT

Cash & Checks \$ 0.00

Loans \$ 5,400.00

Total Monetary \$ 5,400.00

In-Kind \$ 0.00

(7) EXPENDITURES THIS REPORT

Monetary Expenditures \$ 3,544.60

Transfers to Office Account \$ 0.00

Total Monetary \$ 3,544.60

(8) Other Distributions \$ 0.00

(9) TOTAL Monetary Contributions To Date  
\$ 13,400.00

(10) TOTAL Monetary Expenditures To Date  
\$ 10,915.40

(11) CERTIFICATION

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

I certify that I have examined this report and it is true, correct, and complete.

(Type name) Richard Llerena  
 Individual (only for electioneering commun.)  Treasurer  Deputy Treasurer

(Type name) Richard Llerena  
 Candidate  Chairperson (only for PC, PTY & electioneering commun. organization)

X   
Signature

X   
Signature

CFID 8095

## CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Name Richard Llerena (2) I.D. Number \_\_\_\_\_

(3) Cover Period 5 / 1 / 2018 through 5 / 31 / 2018 (4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
5 / 12 / 18	Boom Media 720 Bunker Rd West Palm Beach, FL 33405	Website development	MON		\$1,820.75
4					
5 / 18 / 18	Suntrust 9879 S Military Trail Boynton Beach, FL 33436	Account Analysis	MON		\$2.50
4					
5 / 18 / 18	Suntrust 9879 S Military Trail Boynton Beach, FL 33436	Checks ordered	MON		\$126.35
4					
5 / 29 / 18	Soda Advertising 6742 Forest Hill Blvd West Palm Beach, FL 33413	Advertisement	MON		\$1,520.00
4					
5 / 31 / 18	Boom Media 720 Bunker Rd West Palm Beach, FL 33405	Website Security	MON		\$75.00
4					
///					
///					
///					

## CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name Richard Llerena

(2) I.D. Number \_\_\_\_\_

(3) Cover Period 5 / 1 / 2018 through 5 / 31 / 2018

(4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation				
5 / 11 / 18	Llerena, Richard PO Box 742804 Boynton Beach, FL 33474	I	Attorney	LOA			\$2,000.00
1							
5 / 21 / 18	Llerena, Richard PO Box 742804 Boynton Beach, FL 33474	I	Attorney	LOA			\$2,000.00
2							
5 / 30 / 18	Llerena, Richard PO Box 742804 Boynton Beach, FL 33474	I	Attorney	LOA			\$1,400.00
3							
///							
///							
///							
///							
///							



# Palm Beach County

# COPY

SUSAN BUCHER  
Supervisor of Elections

240 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL 33415  
POST OFFICE BOX 22309  
WEST PALM BEACH, FL 33416

TELEPHONE: (561) 656-6200  
FAX NUMBER: (561) 656-6287  
WEBSITE: www.pbcelections.org

June 1, 2018

Richard Llerena, Candidate for  
County Court Judge, Group 5  
PO Box 742804  
Boynton Beach, FL 33474

Dear Mr. Llerena:

Please be advised our office received your Campaign Treasurer's Report that was due on May 10, 2018 by 5:00 p.m., on **June 1, 2018**.

Per Section 106.07 (8), F.S. states that a fine must be imposed if a Campaign Treasurer's Report is late. The fine consists of \$50.00 per day for the first 3 days late, and thereafter, \$500.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Based on your report being twenty (20) days late using the date of **May 10, 2018**, you are hereby assessed a fine totaling **Two thousand dollars (\$2000.00)**.

Section 106.07 (8) (b), F.S. require that you pay this fine within (20) days of your receipt of this Notice, unless you decide to appeal to the Florida Elections Commission in Tallahassee. If such an appeal is made, it must be done within twenty (20) days and you must notify this office in writing, of your intention to bring this matter before the Commission.

Please note that the fine must be paid from **personal funds**. The check should be made payable to PBC Supervisor of Elections and returned to this office. I am enclosing a self-addressed envelope for your convenience.

If you have any questions, please do not hesitate to contact the office and ask for the Candidate Department.


### SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

**Richard Llerena**  
**PO Box 742804**  
**Boynton Beach, FL 33474**

### COMPLETE THIS SECTION ON DELIVERY

A. Signature  Agent  
**X**   Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

Certified Mail®  Priority Mail Express™

Registered  Return Receipt for Merchandise

Insured Mail  Collect on Delivery

4. Restricted Delivery? (Extra Fee)  Yes

Article Number:  
(Transfer from service label)

7014 2120 0003 4168 3046

### Mail service provides the following benefits:

Receipt (this portion of the label) for your mailpiece. Confirmation of delivery or attempted delivery (including the recipient's address retained by the Postal Service).

Mailpiece; include applicable postage to cover the return receipt service fee; and endorse the mailpiece "Return Receipt Requested," or see a retail associate for assistance. For an electronic return receipt, see a retail associate for assistance. To receive a duplicate return receipt, present this IICDC® postmarked Certified Mail receipt.



U.S. POSTAGE PITNEY BOWES

ZIP 33415 \$ 000.00<sup>0</sup>  
02 4W  
6666338187 JUN 04 2018

If fee, you may request the following service, which provides you confirmation of delivery (including the recipient's signature). You can request a hardcopy return receipt, Form 3811, Domestic Return Receipt, or PS Form 3811 to your

mailpiece should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail Item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.



Alexia Goods <alexia@pbcelections.org>

---

## Late Report Reminder

1 message

---

**Alexia Goods** <alexia@pbcelections.org>  
To: Richard Llerena <llerenafordjudge@gmail.com>

Fri, Jun 1, 2018 at 8:52 AM

Good morning Mr. Llerena,

Please be advised your **Campaign Treasurer's Report or Waiver of Report** was due on **May 10, 2018**.

In addition your report is to be submitted online via C-Finance and the original **signed** Summary Page is to be sent to our office. Also make certain if you are mailing your report that the envelope is postmarked by or on the due date. If not your report will be considered late and subject to a fine (F.S.106.07).

If you have any questions, please call our Candidate Department.

**Please disregard this notice if you have already filed your signed report with our office.**

Thank you.

--

*Alexia Goods*

PBC Supervisor of Elections

Elections Specialist/Candidate Department

Phone: 561/656-6200/Fax: 561/656-6220

alexia@pbcelections.org

---

 **2018-reporting-dates-candidates (3).pdf**  
187K

**FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS  
CAMPAIGN TREASURER'S REPORT SUMMARY**

OFFICE USE ONLY ELECTIONS

2018 JUN -1 PM 2:21

PALM BEACH COUNTY, FL

*Hand delivered - by R Llerena*

(1) Richard Llerena  
Name

(2) PO Box 742804  
Address (number and street)

Boynton Beach, FL 33474

City, State, Zip Code

CHECK IF ADDRESS HAS CHANGED

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):

Candidate (office sought): \_\_\_\_\_ County Court Judge, Grp. 5

Political Committee

CHECK IF PC HAS DISBANDED

Committee of Continuous Existence

CHECK IF CCE HAS DISBANDED

Party Executive Committee

Electioneering Communication

CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

**(5) REPORT IDENTIFIERS**

Cover Period: From 4 / 1 / 2018 To 4 / 30 / 2018 Report Type M4

Original  Amendment  Special Election Report  Independent Expenditure Report

**(6) CONTRIBUTIONS THIS REPORT**

Cash & Checks \$ 0.00

Loans \$ 8,000.00

Total Monetary \$ 8,000.00

In-Kind \$ 0.00

**(7) EXPENDITURES THIS REPORT**

Monetary Expenditures \$ 7,370.80

Transfers to Office Account \$ 0.00

Total Monetary \$ 7,370.80

(8) Other Distributions \$ 0.00

**(9) TOTAL Monetary Contributions To Date**

\$ 8,000.00

**(10) TOTAL Monetary Expenditures To Date**

\$ 7,370.80

**(11) CERTIFICATION**

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

I certify that I have examined this report and it is true, correct, and complete.

(Type name) Richard Llerena

(Type name) Richard Llerena

Individual (only for electioneering commun.)  Treasurer  Deputy Treasurer

Candidate  Chairperson (only for PC, PTY & electioneering commun. organization)

**X** [Signature]

**X** [Signature]

Signature

Signature

CFID: 8046

*[Red circular stamp]*



## CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name Richard Llerena

(2) I.D. Number \_\_\_\_\_

(3) Cover Period 4 / 1 / 2018 through 4 / 30 / 2018

(4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
(6) Sequence Number		Type	Occupation				
4 / 20 / 18	Richard Llerena P.O. Box 742804 Boynton Beach, FL 33474	I	Attorney	LOA			\$2,000.00
1							
4 / 26 / 18	Richard Llerena PO Box 742804 Boynton Beach, FL 33474	I	Attorney	LOA			\$6,000.00
2							
//							
//							
//							
//							
//							

## CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name Richard Llerena

(2) I.D. Number \_\_\_\_\_

(3) Cover Period 4 / 1 / 2018 through 4 / 30 / 2018

(4) Page 1 of 1

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
(6) Sequence Number					
4 / 26 / 18	Boom Media 720 Bunker Rd. West Palm Beach, FL 33405	Advertisement	MON		\$1,850.00
1					
4 / 27 / 18	Palm Beach County Supervisor of Elections 240 S. Military Trail West Palm Beach, FL 33415	Qualifying Fee	MON		\$5,520.80
2					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

[Skip to main content](#)

En f

Registered Voters as of 07/11/2018 REP:257,867 DEM:384,233 LPF:1,680 Other:270,649 Total:914,429

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[Voter Information](#)

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[Offices Up for Election - 2018](#)

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REGISTER TO VOTE



WHERE DO I VOTE



BECOME A POLL WORKER



VOTE BY MAIL



CANDIDATE INFORMATION

Richard Llerena

2018 Election Cycle  
County Court Judge, Grp. 5

**Candidate Finance Report Summary**

Report Submitted	Period	Num	Contributions	
			Monetary	In-Kind
05/10/2018	<a href="#">2018-M4</a>	2	\$0.00	\$0.00
06/05/2018	<a href="#">2018-M5</a>	3	\$0.00	\$0.00
06/26/2018	<a href="#">2018-P1</a>	2	\$2,000.00	\$0.00
Totals (3 reports)			\$2,000.00	\$0.00

- [Contributions as Excel \(CSV\)](#)
- [Expenditures as Excel \(CSV\)](#)
- [FundTransfers as Excel \(CSV\)](#)
- [Distributions as Excel \(CSV\)](#)

**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

SUPERVISOR OF ELECTIONS

2018 APR 27 PM 12:40

ALM BEACH COUNTY, FL

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

**1. CHECK APPROPRIATE BOX(ES):**

Initial Filing of Form  Re-filing to Change  Treasurer/Deputy  Depository  Office  Party

**2. Name of Candidate (in this order: First, Middle, Last)**

RICHARD LLERENA

**3. Address (include post office box or street, city, state, zip code)**

P.O. Box 742804  
Boynton Beach, FL 33474

**4. Telephone**

(561) 247-4878

**5. E-mail address**

llerenaforjudge@gmail.com

**6. Office sought (include district, circuit, group number)**

COUNTY COURT JUDGE GROUP 5

**7. If a candidate for a nonpartisan office, check if applicable:**

My intent is to run as a Write-In candidate.

**8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a**

Write-In  No Party Affiliation  \_\_\_\_\_ Party candidate.

**9. I have appointed the following person to act as my**  Campaign Treasurer  Deputy Treasurer

**10. Name of Treasurer or Deputy Treasurer**

RICHARD LLERENA

**11. Mailing Address**

P.O. Box 742804

**12. Telephone**

(561) 247-4878

**13. City**

Boynton Beach

**14. County**

PALM BEACH

**15. State**

FL

**16. Zip Code**

33474

**17. E-mail address**

llerenaforjudge@gmail.com

**18. I have designated the following bank as my**  Primary Depository  Secondary Depository

**19. Name of Bank**

SUNTRUST

**20. Address**

9879 S Military Trail

**21. City**

Boynton Beach

**22. County**

Palm Beach

**23. State**

FL

**24. Zip Code**

33436

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

**25. Date**

04/27/2018

**26. Signature of Candidate**

X 

**27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)**


I, RICHARD LLERENA, do hereby accept the appointment  
(Please Print or Type Name)

designated above as:  Campaign Treasurer  Deputy Treasurer.

04/27/2018

Date

X



Signature of Campaign Treasurer or Deputy Treasurer

**APPOINTMENT OF CAMPAIGN TREASURER  
AND DESIGNATION OF CAMPAIGN  
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

SUPERVISOR OF ELECTIONS

2018 APR 27 PM 12:40

PALM BEACH COUNTY, FL

NOTE: This form must be on file with the qualifying officer before opening the campaign account.

OFFICE USE ONLY

**1. CHECK APPROPRIATE BOX(ES):**

Initial Filing of Form  Re-filing to Change  Treasurer/Deputy  Depository  Office  Party

**2. Name of Candidate (in this order: First, Middle, Last)**

RICHARD LLERENA

**3. Address (include post office box or street, city, state, zip code)**

P.O. Box 742804  
Boynton Beach, FL 33474

**4. Telephone**

(561) 247-4878

**5. E-mail address**

llerenaforjudge@gmail.com

**6. Office sought (include district, circuit, group number)**

COUNTY COURT JUDGE GROUP 5

**7. If a candidate for a nonpartisan office, check if applicable:**

My intent is to run as a Write-In candidate.

**8. If a candidate for a partisan office, check block and fill in name of party as applicable: My intent is to run as a**

Write-In  No Party Affiliation  \_\_\_\_\_ Party candidate.

**9. I have appointed the following person to act as my**  Campaign Treasurer  Deputy Treasurer

**10. Name of Treasurer or Deputy Treasurer**

RICHARD LLERENA

**11. Mailing Address**

P.O. Box 742804

**12. Telephone**

(561) 247-4878

**13. City**

Boynton Beach

**14. County**

PALM BEACH

**15. State**

FL

**16. Zip Code**

33474

**17. E-mail address**

llerenaforjudge@gmail.com

**18. I have designated the following bank as my**  Primary Depository  Secondary Depository

**19. Name of Bank**

SUNTRUST

**20. Address**

9879 S Military Trail

**21. City**

Boynton Beach

**22. County**

Palm Beach

**23. State**

FL

**24. Zip Code**

33436

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

**25. Date**

04/27/2018

**26. Signature of Candidate**

X 

**27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate block)**

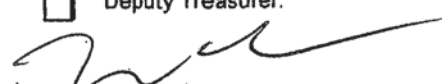
I, RICHARD LLERENA, do hereby accept the appointment  
(Please Print or Type Name)

designated above as:  Campaign Treasurer  Deputy Treasurer.

04/27/2018

Date

X

  
Signature of Campaign Treasurer or Deputy Treasurer

# **CAMPAIGN FINANCE MANUAL**



## **PALM BEACH COUNTY SUPERVISOR OF ELECTIONS**

REVISED 2015

## TABLE OF CONTENTS

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## Introduction

The Palm Beach County Supervisor of Elections office encourages the use of the Campaign Finance Program (C-Finance), for all Treasurer Reports that are filed with this office. This is an online program that is available for your use from any computer with internet access. The C-Finance program requires a username and password in order to access the program. A 'Candidate Information Sheet' must be completed and filed with our office for this purpose. The Supervisor of Elections office will enter the information into the C-Finance program and send an email to you and your campaign treasurer advising you of your username and selected password. Once you have received the email confirmation from our office you are ready to begin.

**NOTE: If you do not have a username and password, you will not be able to access the C-Finance program. Please call our office and ask to speak with a member of the Candidate Department.**

## GETTING STARTED

Log on to [www.pbcelections.org](http://www.pbcelections.org)

Select **Candidate Information** on the left side of the Home page

Select **Candidate Tools**

Select **Candidate Finance Login**

The following page will appear:

The screenshot shows a web browser window with the address bar displaying <https://www.pbcelections.org/cfinanceweb/login.aspx>. Below the browser window is a dark header bar with a dollar sign icon and the text "Palm Beach County Candidate Finance Reporting". The main content area contains a login form with two input fields: "Login" and "Password". Below the "Password" field is a link that says "I forgot my password". At the bottom of the form is a "Login" button.

To obtain candidate login information, contact Palm Beach County Supervisor of Elections at (561) 656-6200 or send an email to [mailbox@pbcelections.org](mailto:mailbox@pbcelections.org)

**System Requirements:**

- You must be running a recent version of browser such as Microsoft Internet Explorer version 5.5 or higher, Firefox 1.0 or higher or Safari 1.0.
- Your browser must be set to allow usage of cookies. (By default, Internet Explorer allows usage of cookies.)



Enter your **username and password** and select **Login**

The **C-Finance Home** page will appear

In the middle of the page under '**Office Sought**', select the office title.

**Campaign finance reporting for Test Candidate** \$

Selected Campaign: (please select a campaign to manage)

Logout View Reports Summary

Home  
Search  
Contributions  
Expenditures  
Fund Transfers  
Help  
User Manual  
Useful Links  
Logout

Welcome to Candidate Finance Reporting

To begin using this system, select a campaign from the list below. You may then enter contributions, expenses and fund transfers by clicking on those words in the left column.

Select the office sought from the list below:

Election Date	Office Sought	Status
Nov 08, 2016	President	Filed

My Information

Test Candidate  
123 abc  
Boynton Beach, 33435  
elizee@pbcelections.org

Once you select the office title, the next page will ask: *What would you like to do next?*

**Campaign finance reporting for Test Candidate**

Election Cycle selected: Test CFinance Election

Logout View Reports Summary Enter Contributions Enter Expenses Enter Fund Transfers

Home  
Reports Summary  
Enter  
Contributions  
Expenditures  
Fund Transfers  
View  
Contributions  
Expenditures  
Fund Transfers  
Search  
Contributions  
Expenditures  
Fund Transfers

Campaign selected

What would you like to do next?

- Enter a new contribution, expenditure or fund transfer .
- View past contributions, expenditures or fund transfers.
- Search past records.
- View List of your Reports.

You may select your option from the middle of the page (highlighted in blue) or from the left side of the page.

## ENTERING A NEW CONTRIBUTION

Fill out all the required fields.

The screenshot shows the 'Enter a Contribution' form with a dark sidebar on the left containing navigation links: Home, Reports Summary, Enter Contributions, Expenditures, Fund Transfers, View Contributions, Expenditures, Fund Transfers, Search Contributions, Expenditures, Fund Transfers, Help, User Manual, Useful Links, and Logout. The form fields are: Contribution Date (4/15/2015 with a calendar icon), Amount (\$100.00), Contribution Type (Cash with a dropdown arrow), Contributor Information (Contributor Type: Cash, Occupation: Dues, First Name: In-kind, Middle Name: Interest, Last Name: Loan, Name Suffix: Refund, Address: 1313 S Colony Drive, City: West Palm Beach, State: FL, Zip: 33415). Annotations include an arrow pointing to the calendar icon labeled 'Calendar' and another arrow pointing to the Contribution Type dropdown labeled 'Drop down box for Contribution types'. 'Enter' and 'Clear' buttons are at the bottom.

The **Contributor Type** also has a drop down menu to select from.

This close-up screenshot shows the 'Enter a Contribution' form with the 'Contributor Type' dropdown menu open. The dropdown options are: Individual, Business (corporations, organizations, groups etc.), Committees (includes PC's, CCE's and Federal Committees), Political Parties (includes federal, state and county executive committees), Other, and Candidate to Themselves. The 'Individual' option is selected. Annotations include an arrow pointing to the dropdown menu labeled 'Drop down box for Contributor Type'. Other fields shown include Contribution Date (4/15/2015), Amount (\$100.00), and Contribution Type (Cash). 'Enter' and 'Clear' buttons are at the bottom.

After you have entered all the required information for your contributions, select **Enter**.

If the contribution you entered is not within the state's contribution limits, the program will advise you to **Edit, Delete, or Enter Next Contribution**.

### Contribution Detail

For informational purposes: This is a cash contribution of greater than \$50, which exceeds Florida's limit on cash contributions a candidate may receive from any one contributor.

Record was saved to amendment filing: 2015-M4

Contribution Date: 4/15/2015  
Contribution Amount: \$100.00  
Contribution Type: CAS  
Contributor Type: I  
Occupation:  
Inkind Description:  
Contributor Address: Martha Jones  
1313 S Colony Drive  
West Palm Beach, FL 33415

**Filing Status:** In Progress

Selecting **Edit** will allow you to go back to the contribution entered and make any necessary changes.

Once the contribution is entered, and is within the Florida Statutes guidelines, a **Contribution Detail** screen will appear.

### Contribution Detail

Record was saved to new filing: 2015-M5

Contribution Date: 5/5/2015  
Contribution Amount: \$50.00  
Contribution Type: CHE  
Contributor Type: O  
Occupation: Teacher  
Inkind Description:  
Contributor Address: Mary Smith  
240 South Military Trail  
West Palm Beach, FL 33415

**Filing Status:** In Progress

If you have more contributions you can add them at this time, or you may begin entering Expenditures.

## ENTERING A NEW EXPENDITURE

On the left side of the screen under **Enter**, select **Expenditures**.

The screenshot shows the 'Enter an Expense' form with the following fields and options:

- Home**
- Reports Summary**
- Enter**
  - Contributions
  - Expenditures**
  - Fund Transfers
- View**
  - Contributions
  - Expenditures
  - Fund Transfers
- Search**
  - Contributions
  - Expenditures
  - Fund Transfers
- Help**
  - User Manual
  - Useful Links
- Logout**

**Enter an Expense**

Expenditure Date: [ ] ...

Amount: \$ [ ]

Expenditure Type: -- Select --

Purpose of expense: [ ]

Recipient:  Business  Individual

Name: [ ]

Address: [ ]

City: [ ]

State: [ ]

Zip: [ ]

**Enter** **Clear**

Fill out all the required fields. There is a drop down menu for the **Expenditure Type**.

The screenshot shows the 'Enter an Expense' form with the following fields and options:

- Home**
- Reports Summary**
- Enter**
  - Contributions
  - Expenditures**
  - Fund Transfers
- View**
  - Contributions
  - Expenditures
  - Fund Transfers
- Search**
  - Contributions
  - Expenditures
  - Fund Transfers
- Help**
  - User Manual
  - Useful Links
- Logout**

**Enter an Expense**

Expenditure Date: 04/15/2015 ...

Amount: \$ 25.00

Expenditure Type: Monetary

Purpose of expense: -- Select --

Recipient: Monetary

Name: Credit Card Payment

Address: Petty cash withdrawn

City: Petty cash spent

State: Refund

Zip: Transfer to office account

Disposition of Funds

FL

33415

**Enter** **Clear**

Drop down box for Expenditure Type

Once all the information for that expense is entered, select **Enter**.

The **Expense Detail** screen will appear.

After you have entered all the required information for your expenditure you can select **Edit**, **Delete**, or **Enter Next Expense**.

### Expense Detail

**Record was saved to amendment filing: 2015-M4**

Expenditure Date: 4/15/2015

Amount: \$25.00

Type: MON

Purpose: Stamps

Recipient: United States Postal Service  
325 Summit Blvd.  
West Palm Beach, FL 33415



**Filing Status:** In Progress

**Edit**

**Delete**

**Enter Next Expense**

## SUBMITTING YOUR REPORT

Once you have entered all your contributions and expenditures *for that reporting period*, you are ready to submit your report. On the left side of the screen select **Reports Summary**.

Under the column heading **Report**, select the report that you need to submit (in blue). Once you have selected the report, a review screen will appear.

### Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00

Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015			\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015			\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015			\$0.00	\$50.00	\$0.00	
<b>Totals:</b>				<b>\$1,525.00</b>	<b>\$5,750.00</b>	<b>\$0.00</b>	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- Change Starting Balances
- Create Terminating Report.

### 2015-M5 Report

Period: 5/1/2015 to 5/31/2015  
Status: In Progress

Edit Mode - Preview for Submission

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

#### Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
5/5/2015	Mary Smith	O	CHE	Teacher		\$50.00 view

#### Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount
1					

#### Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount
1					

On the top right hand side of the screen you will see **Edit Mode-Preview for Submission**.

Once all your contributions and expenditures are entered for the reporting period, select **Preview for Submission**.

This screen will allow you to preview your report documents by selecting the pdf icon before submitting your report.

Located in the middle of the page is a grey box which states: **Submit Filing**

**2015-M5 Report**  
 Period: 5/1/2015 to 5/31/2015  
 Status: In Progress

Edit Mode- Preview for Submission



**Document Preview:**



Address has changed since last report

**Submit Filing**

**Contributions**

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
5/5/2015	Mary Smith	O	CHE	Teacher		\$50.00

**Expenditures**

Expenditure Date	Name	Purpose	Type	Amend.	Amount
------------------	------	---------	------	--------	--------

**Fund Transfers**

Transaction Date	Name	Nature	Type	Amend.	Amount
------------------	------	--------	------	--------	--------

Once your report is submitted, the following screen will appear.

- Home
- Reports Summary
- Enter
  - Contributions
  - Expenditures
  - Fund Transfers
- View
  - Contributions
  - Expenditures
  - Fund Transfers
- Search
  - Contributions
  - Expenditures
  - Fund Transfers
- Help
  - User Manual
  - Useful Links
- Logout

**Filing Submitted**

**2015-M5 Report**  
 Filing Status: Submitted

1. Summary Report
2. Contribution Report

■ Return to Reports Summary

Select the **Summary Report** icon. Print and sign the Summary Report page.

**NOTE:** Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.

**FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS  
CAMPAIGN TREASURER'S REPORT SUMMARY**

(1) Test Candidate  
Name

(2) 123 abc  
Address (number and street)  
Boynton Beach, 33435  
City, State, Zip Code

**OFFICE USE ONLY**

CHECK IF ADDRESS HAS CHANGED

(3) ID Number: \_\_\_\_\_

(4) Check appropriate box(es):  
 Candidate (office sought): President  
 Political Committee  CHECK IF PC HAS DISBANDED  
 Committee of Continuous Existence  CHECK IF CCE HAS DISBANDED  
 Party Executive Committee  
 Electioneering Communication  CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED

**(5) REPORT IDENTIFIERS**

Cover Period: From 5 / 1 / 2015 To 5 / 31 / 2015 Report Type M5  
 Original  Amendment  Special Election Report  Independent Expenditure Report

**(6) CONTRIBUTIONS THIS REPORT**

Cash & Checks \$ 50.00

Loans \$ 0.00

Total Monetary \$ 50.00

In-Kind \$ 0.00

**(7) EXPENDITURES THIS REPORT**

Monetary Expenditures \$ 0.00

Transfers to Office Account \$ 0.00

Total Monetary \$ 0.00

**(8) Other Distributions**  
\$ 0.00

**(9) TOTAL Monetary Contributions To Date**  
\$ 200.00

**(10) TOTAL Monetary Expenditures To Date**  
\$ 25.00

**(11) CERTIFICATION**

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

(Type name) \_\_\_\_\_

Individual (only for electioneering comm.)  Treasurer  Deputy Treasurer

X \_\_\_\_\_  
Signature

I certify that I have examined this report and it is true, correct, and complete.

(Type name) Test Candidate

Candidate  Chairperson (only for PC, PTY & electioneering comm. organization)

X \_\_\_\_\_  
Signature



## CREATING AN AMENDMENT

Once a report is submitted and the due date for the report has passed, no changes can be made to that report without creating an amended report.

For example:

*Your M4 report, which covers 04/01/2015 – 04/30/2015 has been submitted to the Supervisor of Elections office. While entering expenditures to your M5 report you realize you forgot to enter an expenditure to your past report (M4). Follow the instructions for entering an expenditure. Based upon the date of the expenditure C-Finance will create an Amendment for your M4 report.*

**2015-M4 Amendment Report** Edit Mode - Preview Submitted Report

Period: 4/1/2015 to 4/30/2015  
Status: Submitted

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

**Contributions**

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount	
4/2/2015	Danny Smith	C	CHE		ADD	\$600.00	view
4/2/2015	George Washington	I	CHE	SOE	ADD	\$50.00	view
4/2/2015	George Washington	I	CHE	SOE	DEL	(\$500.00)	view

1

**Expenditures**

Expenditure Date	Name	Purpose	Type	Amend.	Amount	
4/15/2015	United States Postal Service	Stamps	MON	ADD	\$25.00	view

1

**Fund Transfers**

Transaction Date	Name	Nature	Type	Amend.	Amount	
------------------	------	--------	------	--------	--------	--

1

Follow the instructions for submitting a report. You will need to print and sign the amended report and submit it to the Supervisor of Elections office. Amendments can be made to any report at any time.

## WAIVERS

A waiver must be filed for a reporting period in which you had no activity. On the left side of the screen, select **Reports Summary**.

Home

**Reports Summary**

Enter

Contributions

Expenditures

Fund Transfers

View

Contributions

Expenditures

Fund Transfers

Search

Contributions

Expenditures

Fund Transfers

Help

User Manual

Useful Links

Logout

### Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00

Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015			\$1,500.00	\$5,550.00	\$0.00	Summary Expenditures Fund Transfers
2015-M4 A	5/11/2015	5/7/2015		\$25.00	\$150.00	\$0.00	Summary Expenditures Fund Transfers
2015-M5	6/10/2015			\$0.00	\$0.00	\$0.00	Create Waiver
<b>Totals:</b>				<b>\$1,525.00</b>	<b>\$5,700.00</b>	<b>\$0.00</b>	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- Change Starting Balances
- Create Terminating Report.

**Create Waiver**

Under **Documents** on the right side of the screen it will read: **Create Waiver**.

Select **Create Waiver**. The following screen will appear.

### Waiver

<b>Report Type</b>	2015-M5
<b>Due Date</b>	6/10/2015
<b>Reporting Period</b>	5/1/2015 to 5/31/2015

This filing has not been created for you since you have not entered any contributions or expenses that fall in this reporting period. If you have no transactions to report for this reporting period, then you may create a Waiver Report. Otherwise a new report will automatically be created when you enter transactions.

Create Waiver Report
Cancel

The report type, due date, and reporting period are listed on the Waiver page. If you do not have any contributions or expenditures for the reporting period listed then select **Create Waiver Report**.

Once you select Create Waiver Report, the following screen will appear.

Select **Submit Waiver**.

## Waiver

<b>Report Type</b>	2015-M5
<b>Due Date</b>	6/10/2015
<b>Reporting Period</b>	5/1/2015 to 5/31/2015

A waiver report has been created, but not submitted yet. Please review it.



Waiver Report

Address has changed since last report

**Submit Waiver**

**Return to Reports Summary (submit later)**

Once your report has been submitted, the following screen will appear.

## Filing Submitted

### 2015-M5 Report

Filing Status: Submitted

- 1.
- 2.



Waiver Report

- Return to Reports Summary

Select the **Waiver Report** icon. Print and sign the Waiver Report page.

**NOTE:** *Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.*

# WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Test Candidate

President

Name

Office Sought

123 abc

Boynton Beach, 33435

Address

City

State

Zip Code

Candidate

Political Committee

Electioneering Communications Organization

Party Executive Committee

Check here if address has changed since last report.

Check here if PC or ECO has DISBANDED and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

MONTHLY REPORT

PRIMARY ELECTION

GENERAL ELECTION

OTHER REPORT TYPE

Indicate report #

M 5

Indicate report #

P \_\_\_\_\_

Indicate report #

G \_\_\_\_\_

Indicate report type and # as applicable:

TERMINATION REPORT  SPECIAL ELECTION

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

5/1/2015

THROUGH 5/31/2015

X

Signature

Date

X

Signature

Date

REQUIRED SIGNATURES FOR:

Candidates:

Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Political Committees:

Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Electioneering Communications Organizations:

Treasurer (s. 106.0703(4)(c), F.S.)

Party Executive Committees:

Treasurer and Chairman (s. 106.29(2), F.S.)

In any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

DB-DE 87 (Rev. 11/13)

## TERMINATION REPORT

Within 90 days of becoming unopposed, withdrawing, being eliminated, or being elected to office, you must close your campaign account.

In the middle of the page under '**Office Sought**', select the office title.

**Campaign finance reporting for Test Candidate** \$

**Selected Campaign:** (please select a campaign to manage)

**Logout** **View Reports Summary**

**Home**  
**Search**  
Contributions  
Expenditures  
Fund Transfers

**Help**  
User Manual  
Useful Links

**Logout**

### Welcome to Candidate Finance Reporting

To begin using this system, select a campaign from the list below. You may then enter contributions, expenses and fund transfers by clicking on those words in the left column.

**Select the office sought from the list below:**

Election Date	Office Sought	Status
Nov 08, 2016	President	Filed

**My Information**  
Test Candidate  
123 abc  
Boynton Beach, 33435  
elizee@pbcelections.org

Once you select the office title, the next page will ask: **What would you like to do next?**

- Enter a new contribution, expenditure, or fund transfer
- View past contributions, expenditures, or fund transfers
- Search past records
- View the list of your Reports
- Generate Terminating Report

Select **Generate Terminating Report**. The following message will appear. Select **OK**.

The page at <https://www.pbcelections.org> says: x

Are you sure you want to terminate? By clicking OK you are agreeing to terminate your candidacy.

OK

Cancel

The next screen will ask you to enter a **Termination Date**. Enter the date and select **Proceed**.

*If you are not sure what date to enter please call the Elections office at (561)656-6200 and speak with a member of the Candidate Department.*

### Termination Report

In order to create a terminating report, please indicate the date on which you terminated (withdrew, won or lost) this campaign. This will determine which past reports (if any) you need to submit.

Termination Date:  ...

Proceed

Cancel

Once you have selected the correct date, the following screen will appear. If the information is correct, select **Create Termination Report**.

### Termination Report

Please review the information below. If there are no mistakes, you may create your Termination Report. Otherwise, click on the 'Cancel' button to revise your information.

There are no transactions that need to be moved to the Termination Report.

**Termination Date:** 6/11/2015

Create Termination Report

Cancel

After you select **Create Termination Report** the following message will appear:

Home  
Reports Summary  
Enter  
Contributions  
Expenditures  
Fund Transfers

### Termination Report

Your Termination Report has been created. This report is due on 9/9/2015.

Click here to return to Reports Summary



Select *Click here to return to Reports Summary*

The Reports Summary screen will appear. **Select 2015-TR** (Termination Report)

### Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00

Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015	5/15/2015	5/15/2015	\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015	5/7/2015	5/15/2015	\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015	5/7/2015	5/15/2015	\$0.00	\$0.00	\$0.00	
2015-TR	9/9/2015			\$1,000.00	\$0.00	\$0.00	
<b>Totals:</b>				<b>\$2,525.00</b>	<b>\$5,700.00</b>	<b>\$0.00</b>	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

■ Change Starting Balances

Once selected the following screen will appear:

Home

Reports Summary

Enter

Contributions

Expenditures

Fund Transfers

View

Contributions

Expenditures

Fund Transfers

Search

Contributions

Expenditures

Fund Transfers

Help

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Logout

#### 2015-TR Report

Edit Mode - Preview for Submission

Period: 6/1/2015 to 6/15/2015  
Status: In Progress

This page lists your Contributions, Expenditures, and Fund Transfers together on a single page. You may view and edit any of these transactions by clicking the "view" link in the appropriate row. When you are ready to submit this report, click on "Preview for Submission" above.

**Contributions**

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
1						

**Expenditures**

Expenditure Date	Name	Purpose	Type	Amend.	Amount	
6/15/2015	John Doe	Office Space	MON		\$1,000.00	view
1						

**Fund Transfers**

Transaction Date	Name	Nature	Type	Amend.	Amount
1					

On the left side of the screen, under **Enter**, select **Expenditures**.

Enter all your campaign expenses necessary to close your account. The amount of your contributions and expenditures **MUST BALANCE**.

When all the campaign expenses are entered, select **Reports Summary** on the left side of the screen. This will allow you to see your contribution and expenditure balances before you submit your report.

## Reports Summary

Starting Balances - contributions: \$0.00, expenditures: \$0.00							
Report	Due	Submitted	Accepted	Expend.	Monetary Contrib.	In-Kind	Documents
2015-M4	5/11/2015	5/15/2015	5/15/2015	\$1,500.00	\$5,550.00	\$0.00	
2015-M4 A	5/11/2015	5/7/2015	5/15/2015	\$25.00	\$150.00	\$0.00	
2015-M5	6/10/2015	5/7/2015	5/15/2015	\$0.00	\$0.00	\$0.00	
→ 2015-TR	9/9/2015			\$4,175.00	\$0.00	\$0.00	
<b>Totals:</b>				<b>\$5,700.00</b>	<b>\$5,700.00</b>	<b>\$0.00</b>	

Legend: Summary Contributions Expenditures Fund Transfers Waiver

- Change Starting Balances

If your contributions and expenditures balance, you may proceed to submitting your report.

On the Reports Summary page, select TR. Once all your contributions and expenditures are entered and your report balances, select **Preview for Submission**. If your report is complete, select **Submit Filing**.

### 2015-TR Report

Period: 6/1/2015 to 6/15/2015  
Status: In Progress

Edit Mode- Preview for Submissior

Download

#### Document Preview:



Summary Report



Expense Report

Address has changed since last report

Submit Filing

#### Contributions

Contribution Date	Name	Ind/Bus	Type	Occupation	Amend.	Amount
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#### Expenditures

Expenditure Date	Name	Purpose	Type	Amend.	Amount
6/2/2015	FPL	FPL	MON		\$500.00
6/4/2015	Homeless Coalition	Donation to 501(c)(3)	DIS		\$675.00
6/12/2015	Campaign Headquarters	Thank You Cards	CCP		\$2,000.00
6/15/2015	John Doe	Office Space	MON		\$1,000.00

#### Fund Transfers

Transaction Date	Name	Nature	Type	Amend.	Amount
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After you have selected **Submit Filing**, the following message will appear:

Home

Reports Summary

Enter

Contributions

Expenditures

Fund Transfers

View

Contributions

Expenditures

Fund Transfers

Search

Contributions

Expenditures

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Logout

## Filing Submitted

### TR Report

Filing Status: Submitted

1.  Summary Report
2.  Expense Report

■ [Return to Reports Summary](#)

Select the **Summary Report** icon. Print and sign the Summary Report page.

**NOTE:** *Your report is not considered filed until it is signed by the Candidate and Campaign Treasurer or Deputy Treasurer and delivered to the Supervisor of Elections office or postmarked on or before the due date.*