

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

In Re: Sara Shaw

Case No.: FEC 16-071

TO: Sara Shaw
P.O. Box 450897
Kissimmee, FL 34745-4745

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

NOTICE OF HEARING (INFORMAL HEARING)

A hearing will be held in this case before the Florida Elections Commission on, **February 28, 2017 at 11:00 am, or as soon thereafter as the parties can be heard**, at the following location: **Senate Office Building, 404 South Monroe Street, Room 110-S, Tallahassee, Florida 32399**

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

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

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

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

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

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

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

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

See further instructions on the reverse side.

Amy McKeever Toman
Executive Director
Florida Elections Commission
February 13, 2017

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.

FILED

16 NOV 30 AM 10:13

STATE OF FLORIDA
ELECTIONS COMMISSION

**STATE OF FLORIDA
FLORIDA ELECTIONS COMMISSION**

**Florida Elections Commission,
Petitioner,**

Case No.: FEC 16-071

v.

**Sara Shaw,
Respondent.**

_____ /

ORDER OF PROBABLE CAUSE

THIS MATTER was heard by the Florida Elections Commission (Commission) at its regularly scheduled meeting on November 16, 2016, in Tallahassee, Florida.

On September 16, 2016, 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 November 10, 2015, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before November 10, 2015, that Respondent would not be filing her 2015 M10 Report on the prescribed due date.

Count 2:

On or about February 10, 2016, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before February 10, 2016, that Respondent would not be filing his 2016 M1 Report on the prescribed due date.

DONE AND ORDERED by the Florida Elections Commission on November 16, 2016.



M. Scott Thomas, Chairman
Florida Elections Commission

Copies furnished to:
Eric M. Lipman, General Counsel
Sara Shaw, 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: Sara Shaw

Case No.: FEC 16-071

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 July 27, 2016, the following facts and law support this staff recommendation.

1. On March 24, 2016, the Florida Elections Commission (“Commission”) received a referral from the Division of Elections (“Division”) alleging that Sara Shaw (“Respondent”) violated Chapter 106, Florida Statutes.
2. Respondent was a candidate for State Representative, District 43, in the 2016 election. Respondent’s Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates form was filed with the Division on August 7, 2015. Respondent appointed herself as her campaign treasurer. (ROI Exhibit 1)¹
3. On June 9, 2016, the Executive Director sent Respondent notification that Commission staff would investigate the following section of law:

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

- 2015 M10
- 2016 M1

¹ The Report of Investigation shall be referred to herein as “ROI.”

4. By letter dated August 10, 2015, Kristi Bronson, Chief, Bureau of Election Records, sent a letter notifying Respondent that her name had been placed on the 2016 active candidate list. The letter advised Respondent that all candidates who file 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 the EFS. (ROI Exhibit 2, page 1)

5. Ms. Bronson’s August 10, 2015 letter further advised Respondent that all of the Division’s publications and reporting forms were on its website and directed Respondent to print a copy of the *Candidate and Campaign Treasurer Handbook* (“Handbook”) and the Calendar of Reporting Dates as well as other documents. (ROI Exhibit 2, page 3)

6. Page 47 of the Handbook states, “In any reporting period during which a candidate has not received funds or made any expenditures, the filing of the required report for that period is waived; **however**, the candidate must indicate there is no activity by filing a waiver of report on the prescribed due date.” (Emphasis in original) (ROI Exhibit 3, pages 1 and 6)

7. Pages 12, 13, 44, and 45 of the *Candidate EFS User’s Guide* (“Guide”) explain the steps a candidate 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)

8. 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)

9. The table below reflects Respondent’s untimely written notifications to the Division:

Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2015 M10	10/1/15 – 10/31/15	11/10/15	11/11/15	1
2016 M1	1/1/16 – 1/31/16	2/10/16	2/11/16	1

(ROI Exhibit 5 and ROI Paragraph 7)

10. In her July 22, 2016 affidavit, Respondent stated she had poor internet service and sometimes had to call her internet service provider to troubleshoot connection problems. Respondent stated she was five minutes late submitting her 2015 M10 Report because her computer froze and had to be restarted. Respondent also stated she needed to call Division the morning after the 2016 M1 Report was due to troubleshoot a problem. Respondent added, "I understand that I should not wait until the last day to file and apologize." (ROI Exhibit 6, page 2)

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

12. The above facts show that Respondent was a candidate for State Representative, District 43, in the 2016 election. Respondent failed to notify the filing officer in writing on the prescribed reporting dates for the 2015 M10 and 2016 M1 Reports that she would not be filing a report for the respective reporting periods.

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

Count 1:

On or about November 10, 2015, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before November 10, 2015, that Respondent would not be filing her 2015 M10 Report on the prescribed due date.

Count 2:

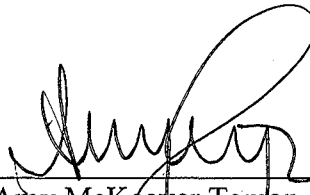
On or about February 10, 2016, Respondent violated Section 106.07(7), Florida Statutes, when Respondent failed to notify the Division of Elections in writing on or before February 10, 2016, that Respondent would not be filing her 2016 M1 Report on the prescribed due date.

Respectfully submitted on September 16, 2016,



Eric M. Lipman
General Counsel

I have reviewed this Staff Recommendation on the 16th day of September 2016.



Amy McKeever Toman
Executive Director

FLORIDA ELECTIONS COMMISSION

Report of Investigation for Failure to Notify Filing Officer

Case Number: FEC 16-071

Respondent: Sara Shaw

Section 106.07(7), Florida Statutes, failure of a candidate who did not receive any contributions or make any expenditures during a reporting period to notify timely the filing officer, in writing, that no report is being filed

Complainant: Division of Elections

Respondent Type:

- Candidate
 Political Committee

I. Preliminary Information:

1. An appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) was filed on August 7, 2015. (Ex. 1)

2. An acknowledgement letter was mailed to the address provided on Respondent's DS-DE 9 on August 10, 2015 advising Respondent that all of the Division's publications and reporting forms are available on their website, including Chapter 106, Florida Statutes, the *Candidate and Campaign Treasurer Handbook*, and the Calendar of Reporting Dates. (Ex. 2)

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

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

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

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

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

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

Report	Report Cover Period	Date Notification Due	Date Notification Filed	No. of Days Late
2015 M10	10/1/15 – 10/31/15	11/10/15	11/11/15	1
2016 M1	1/1/16 – 1/31/16	2/10/16	2/11/16	1

8. Respondent did not provide a written response to the referral.

9. Respondent submitted a questionnaire-affidavit in which she stated "I have poor internet service and sometimes have to call my service provider and go through trouble shooting before I can get it to work. During the M10/2015 I was 5 minutes late submitting the report because my computer froze and had to be restarted. During the M1/2016 report I had to call first thing the next morning to troubleshoot the problem. I understand that I should not wait until the last day to file and apologize." (Ex. 6)

III. FEC History:

10. Respondent has not had any prior cases before the Commission. In addition to the late waivers for the 2015 M10 and 2016 M1 reporting periods, Respondent filed waivers late for two other subsequent reporting periods; one was three days late, and the other waiver was one day late.

Conclusion:

11. Respondent stated in her affidavit that she did read Chapter 106, Florida Statutes and/or the *Candidate and Campaign Treasurer Handbook*. Respondent filed her Statement of Candidate form on August 7, 2015. (Ex. 7)

12. The Investigative Phone Log is included with this report. (Ex. 8)

SIGNATURE OF INVESTIGATOR:



Date:

7/27/16

FLORIDA ELECTIONS COMMISSION
REPORT OF INVESTIGATION
Sara Shaw -- FEC 16-071

LIST OF EXHIBITS	
Exhibits #s	Description of Exhibits
Exhibit 1	Respondent's DS-DE 9 form
Exhibit 2	Acknowledgement Letter
Exhibit 3	Relevant pages from the Candidate and Campaign Treasurer Handbook
Exhibit 4	Relevant pages from the Candidate EFS User's Guide
Exhibit 5	Respondent's Filing History
Exhibit 6	Respondent's Questionnaire-Affidavit
Exhibit 7	Statement of Candidate
Exhibit 8	Phone Log

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

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

(PLEASE PRINT OR TYPE)

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

RECEIVED
DEPARTMENT OF STATE
2015 AUG -7 AM 10:39

DIVISION OF ELECTIONS
TALLAHASSEE, FL

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)

Sara, Katherine, Shaw

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

[REDACTED]

4. Telephone

[REDACTED]

5. E-mail address

SaraforFlorida@gmail.com

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

State Representative District 43

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 Democrat Party candidate.

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

10. Name of Treasurer or Deputy Treasurer

Sara Shaw

11. Mailing Address

[REDACTED]

12. Telephone

[REDACTED]

13. City

[REDACTED]

14. County

[REDACTED]

15. State

[REDACTED]

16. Zip Code

[REDACTED]

17. E-mail address

SaraforFlorida@gmail.com

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

19. Name of Bank

PNC

20. Address

1818 North John Young Parkway

21. City

Kissimmee

22. County

Osceola

23. State

Florida

24. Zip Code

34744

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

8/3/15

26. Signature of Candidate



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

I, Sara Shaw, do hereby accept the appointment
(Please Print or Type Name)

designated above as: Campaign Treasurer Deputy Treasurer.

8/3/15
Date


Signature of Campaign Treasurer or Deputy Treasurer



FLORIDA DEPARTMENT OF STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

August 10, 2015

Ms. Sara Shaw
[REDACTED]

Dear Ms. Shaw:

This will acknowledge receipt of the Appointment of Campaign Treasurer and Designation of Campaign Depository for the office of State Representative, which was placed on file in our office on August 10, 2015. Your name has been placed on the 2016 active candidate list.

Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on **January 12, 2015**. The report will cover the period of December 1-31, 2014 (M12). All candidates who file reports with the Division of Elections are required to file by means of the Division's Electronic Filing System (EFS).

Credentials and Sign-ons

Below is the web address to access the EFS and your user identification number. The enclosed sealed envelope contains your initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. You, your campaign treasurer, and deputy treasurers are responsible for protecting these passwords 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: 64850



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

FLOR
DIVISION
ELECT

EXHIBIT 2(10f3)

Sara Shaw
August 10, 2015
Page Two

Pin Numbers

Pin numbers are confidential secure credentials that allow you to submit reports and update personal information. The enclosed sealed envelope contains your confidential pin numbers.

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

Timely Filing

All reports filed must be completed and filed through the EFS 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 of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

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

Electronic Receipts

The person submitting the report on the EFS will be issued an electronic receipt indicating and verifying the report was filed. Each campaign treasurer's report filed by means of the EFS is considered to be under oath by the candidate and campaign treasurer and such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

EXHIBIT 2(2 of 3)

Sara Shaw
August 10, 2015
Page Three

Instructions and Assistance

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

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

Please let me know if you need additional information.

Sincerely,



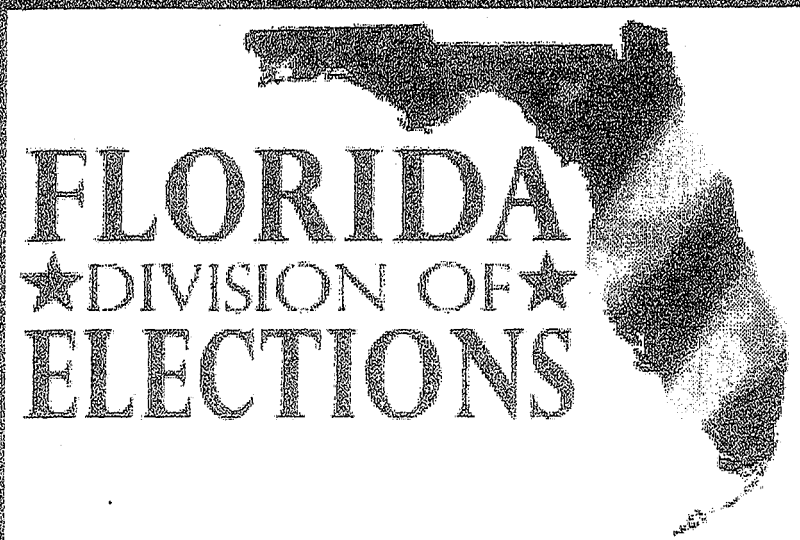
Kristi Reid Bronson, Chief
Bureau of Election Records

KRB/js

Enclosures

EXHIBIT 2(3 of 3)

Candidate & Campaign Treasurer Handbook



FLORIDA
★ DIVISION OF ★
ELECTIONS

EXHIBIT 3(1 of 6)

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

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

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

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

Penalty for Late Filing

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

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

Waiver of Report

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

(Section 106.07, F.S.)

Incomplete Reports

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

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

Reporting Total Sums

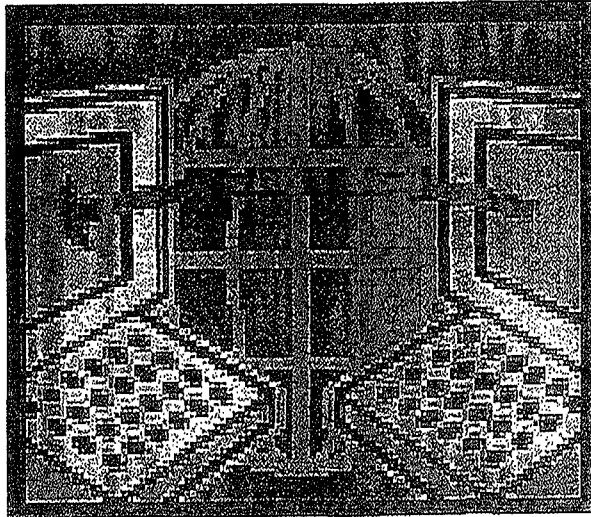
Each campaign treasurer's report required by Chapter 106, F.S., shall contain the total sums of all loans, in-kind contributions, and other receipts by or for such candidate, and total sums of all expenditures made by such candidate during the reporting period. The

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

(Section 106.07, F.S.)

Department of State
Division of Elections

Candidate 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 110A (eff. 01/11)

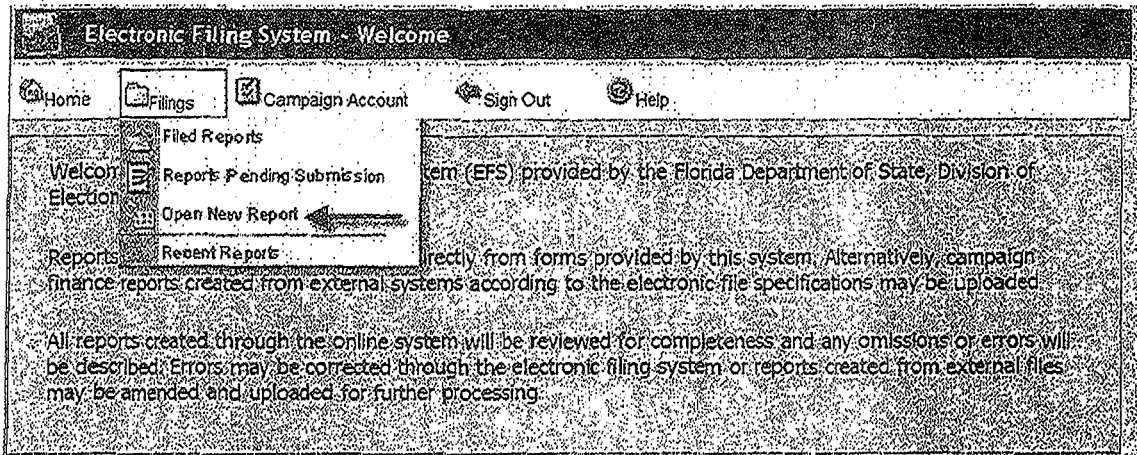
EXHIBIT 4 (1 of 6)


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Create a New Report by Data Entry

From the Welcome Screen, click  Filings 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** and select the report type that corresponds to the appropriate cover period and due date

The **Cover Period** dates will automatically fill in based on the **Calendar of Election and Reporting Dates**. The end date can be changed for candidate termination reports.

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

****NOTE****

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

Election Cycle:	2010 General Election
Report Type:	P2 2010
Coverage Period:	7/17/2010 7/30/2010
Due Date:	08/06/2010
Election Report <input type="checkbox"/> 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 - 27 2010 General Election		Covers: 10/16/2010-10/28/2010		Due: 10/29/2010																					
<input type="checkbox"/> Amend	<input type="checkbox"/> Waiver	Complete Status:	Incomplete Detail Records																						
File Date:		Review Status:	Not Reviewed																						
Status:	DELETED	Last Review:																							
# of Transactions:	0	<input type="button" value="Review"/>	<input type="button" value="Recalculate"/>	<input type="button" value="Go To File Report"/>	<input type="button" value="Append File"/>	<input type="button" value="Delete Report"/>	<input type="button" value="Save"/>																		
<table border="1"><thead><tr><th>Contributions</th><th>Total Amount</th></tr></thead><tbody><tr><td>Cash and Checks:</td><td>0.00</td></tr><tr><td>Loans:</td><td>0.00</td></tr><tr><td>Total Monetary:</td><td>0.00</td></tr><tr><td>In-Kind:</td><td>0.00</td></tr></tbody></table>		Contributions	Total Amount	Cash and Checks:	0.00	Loans:	0.00	Total Monetary:	0.00	In-Kind:	0.00	<table border="1"><thead><tr><th>Expenditures</th><th>Total Amount</th></tr></thead><tbody><tr><td>Monetary:</td><td>0.00</td></tr><tr><td>Transfers to Off Acct:</td><td>0.00</td></tr><tr><td>Total Monetary:</td><td>0.00</td></tr><tr><td>Other Distributions:</td><td>0.00</td></tr></tbody></table>				Expenditures	Total Amount	Monetary:	0.00	Transfers to Off Acct:	0.00	Total Monetary:	0.00	Other Distributions:	0.00
Contributions	Total Amount																								
Cash and Checks:	0.00																								
Loans:	0.00																								
Total Monetary:	0.00																								
In-Kind:	0.00																								
Expenditures	Total Amount																								
Monetary:	0.00																								
Transfers to Off Acct:	0.00																								
Total Monetary:	0.00																								
Other Distributions:	0.00																								
Review Messages:																									
Created:	10/26/2010 11:41:25 AM	By:	50552	Revised:	10/26/2010 11:41:25 AM	By:	50552																		

EXHIBIT 4 (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 38 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 2010 General Election Covers: 8/7/2010-8/19/2010 Due: 8/20/2010

Extended Status Waiver Complete Status: **Complete Detail Records**

File Date: Review Status: **Reviewed**

Status: Last Review: **8/19/2010 3:56:42 PM**

of Transactions:

Contributions		Total Amount	Expenditures		Total Amount
Cash and Checks:		0.00	Monetary:		151.00
Loans:		0.00	Transfers to Off Accts:		0.00
Total Monetary:		0.00	Total Monetary:		51.00
In-Kind:		0.00	Other Distributions:		0.00

Review Message:

Created: **8/19/2010 2:01:35 PM** By: **50552** Revised: **8/19/2010 3:56:42 PM** By: **50552**

Click on

The candidate enters his or her PIN, and then selects

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

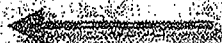
Review Status: Original Amended

Waiver

PIN for Candidate/Chairperson: ←

EXHIBIT_4 (5 of 6)


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

Campaign Treasurer: 

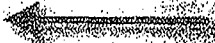
The treasurer enters his or her PIN and then clicks

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

Review Status: Initial Amended

Campaign Treasurer: 

PIN for specified Treasurer:

To Edit Report Again Select Cancel: 

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

EXHIBIT 4 (6 of 6)



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Florida Department of State - Division of Elections

Florida Election System Reports

Candidate/Committee Lookup

Candidate Name: Sara Shaw

Name:

Account: 64850

Election:

Acct:

Type:

Date Due	Type	Date Filed	Status	Days Late	Fine Assessed	Appealed	Amount Fined	Amount Paid
7/15/2016	P2	7/16/2016	SNT	1	\$50.00		\$50.00	\$0.00
7/1/2016	P1	7/1/2016						
6/10/2016	M5	6/13/2016	SNT	3	\$150.00		\$150.00	\$0.00
5/10/2016	M4	5/9/2016						
4/11/2016	M3	4/11/2016						
3/10/2016	M2	3/10/2016						
2/10/2016	M1	2/11/2016	FEC	1	\$0.00		\$0.00	\$0.00
1/11/2016	M12	1/9/2016						
12/10/2015	M11	12/9/2015						
11/10/2015	M10	11/11/2015	FEC	1	\$0.00		\$0.00	\$0.00
10/13/2015	M9	10/11/2015						
9/10/2015	M8	9/3/2015						

EXHIBIT 5 (1 of 2)



**Florida Department of State
Division of Elections**

**2016 General Election
Sara Shaw (DEM)
State Representative**

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

	Filing Period	Contributions			Expend	Other	Transfers
		Monetary	Loans	InKind			
<input type="radio"/>	08/07/2015 - 08/31/2015	400.00	0.00	0.00	204.72	0.00	0.00
<input type="radio"/>	09/01/2015 - 09/30/2015	0.00	0.00	0.00	193.00	0.00	0.00
<input checked="" type="radio"/>	10/01/2015 - 10/31/2015	0.00	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	11/01/2015 - 11/30/2015	1,100.00	0.00	0.00	1,059.09	0.00	0.00
<input type="radio"/>	12/01/2015 - 12/31/2015	0.00	0.00	0.00	12.00	0.00	0.00
<input checked="" type="radio"/>	01/01/2016 - 01/31/2016	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="radio"/>	02/01/2016 - 02/29/2016	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="radio"/>	03/01/2016 - 03/31/2016	0.00	0.00	0.00	0.00	0.00	0.00
<input checked="" type="radio"/>	04/01/2016 - 04/30/2016	0.00	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	05/01/2016 - 05/31/2016	700.00	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	06/01/2016 - 06/24/2016	1,250.00	0.00	0.00	1,825.21	0.00	0.00
<input type="radio"/>	06/25/2016 - 07/08/2016	2,300.00	0.00	170.00	635.58	0.00	0.00
<input checked="" type="radio"/>	All Dates (Totals)	5,750.00	0.00	170.00	3,929.60	0.00	0.00

Note: (E) indicates that report was filed electronically

X Indicates that detail has not been released

W Indicates that a waiver was filed and L Indicates that a loan report was filed

Select Detail Type

Contributions

Select Sort Order

Date(Ascending)

Select Output Type

Display On Screen

Submit Query Now

Query the Campaign Finance Data Base

EXHIBIT 5(2 of 2)

AFFIDAVIT OF BACKGROUND INFORMATION

Case Number: FEC 16-071

RECEIVED

STATE OF FLORIDA

County of Osceola

2016 JUL 27 A 9:38

STATE OF FLORIDA
ELECTIONS COMMISSION

Sara K. Shaw, 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 The City of Kissimmee as Commissioner

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

EXHIBIT 6 (1 of 2)

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

2015 M10

2016 M1

I have poor internet service and sometimes have to call my service provider and go through trouble shooting before I can get it to work. During the M10/2015 I was 5 minutes late submitting the report because my computer froze and had to be restarted. During the M1/2016 report I had to call first thing the next morning to troubleshoot the problem. I understand that I should not wait until the last day to file and apologize.

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 22 day of July, 2016

[Handwritten Signature]

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known or Produced Identification

Type of Identification Produced: _____

Case Investigator: CKO

EXHIBIT 6(2 of 2)

**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY
RECEIVED
DEPARTMENT OF STATE

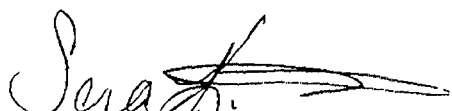
2015 AUG -7 AM 10:39

DIVISION OF ELECTIONS
TALLAHASSEE, FL

I, Sara Shaw,

candidate for the office of State Representative District 43;

have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X 
Signature of Candidate

8/3/15
Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

FLORIDA ELECTIONS COMMISSION
PHONE LOG
Case No.: FEC 16-071

Respondent: Sara Shaw

Complainant: Division of Elections

1. **Date and time:** July 7, 2016 @ 1:00 pm

Name: Respondent

Phone #: (407) 791-4695

Summary: I had telephone contact to make initial contact and explain the investigative procedure. Respondent stated that she was aware of the investigation due to her just getting her mail from the post office. Respondent informed me that she had been dealing with mailing issues due to a similar person having a name/address like hers. Respondent told me that the reports were only a few minutes late and she did not agree to a consent order when given the option. Respondent instructed to me to email and mail her a copy of the affidavit for her to complete and return. Email address: saraforflorida@gmail.com. Respondent didn't have any questions regarding anything at this time.

Memo to File? No

Entered by: CKO

2. **Date and time:** July 22, 2016 @ approximately 2:40 p.m.

Name: Respondent

Phone #: (407) 791-4695

Summary: Respondent telephoned and advised Ida Pittman that she wanted to fax her completed affidavit-questionnaire to our office today; she explained that it is due by the close of business. Investigator Cedric Oliver was away from the office today. When asked, the investigations manager instructed Ms. Pittman to place the document in the regular mail this afternoon, and to secure a proof-of-mailing for her records.

Memo to File? No

Entered by: dbf

EXHIBIT 8



FLORIDA ELECTIONS COMMISSION

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

June 9, 2016

Sara Shaw
P.O. Box 450897
Kissimmee, FL 34745-4745

RE: Case No.: FEC 16-071; Respondent: Sara Shaw

Dear Ms. Shaw:

On March 24, 2016, the Florida Elections Commission received a complaint alleging that you violated Florida's election laws. I have reviewed the complaint and find that it contains one or more legally sufficient allegations. The Commission staff will investigate the following alleged violations:

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

- 2015 M10
- 2016 M1

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

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

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

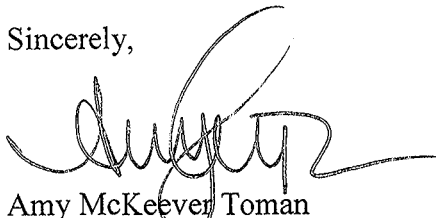
At any time before a probable cause finding, you may notify us in writing that you want to enter into negotiations directed towards reaching a settlement via consent agreement.

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

Under section 106.25, Florida Statutes, complaints, Commission investigations, investigative reports, and other documents relating to an alleged violation of Chapters 104 and 106, Florida Statutes, are confidential until the Commission finds probable cause or no probable cause. The confidentiality provision does not apply to the person filing the complaint. However, it does apply to you unless you waive confidentiality in writing. The confidentiality provision does not preclude you from seeking legal counsel. However, if you retain counsel, your attorney must file a notice of appearance with the Commission before any member of the Commission staff can discuss this case with him or her.

If you have any questions or need additional information, please contact **Cedric Oliver**, the investigator assigned to this case.

Sincerely,



Amy McKeever Toman
Executive Director

AMT/enr

**DIVISION OF ELECTIONS
FEC NOTICE FORM**

To FEC from Division of Elections

RECEIVED

2016 MAR 24 P 1:46

Candidate: Sara Shaw

Account Number: 64850

Treasurer: Sara Shaw

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

2015 M10

2016 M1

Sent By: Kristi Reid Bronson

Date: February 16, 2016

ejr

KRB


AFFIDAVIT

STATE OF FLORIDA
County of Leon

Kristi Reid Bronson, being duly sworn, says:

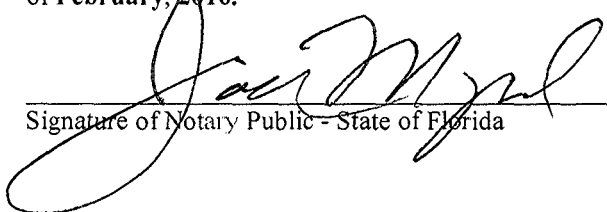
1. I am the Chief of the Bureau of Election Records of the Division of Elections (Division). In that capacity, I oversee the Division's duties related to the filing of campaign finance reports. This affidavit is made upon my personal knowledge, including information obtained from review of the attached records, of which I am the custodian.
2. I am of legal age and competent to testify to the matters stated herein.
3. Sara Katherine Shaw (64850) is a 2016 candidate for the office of State Representative. On August 7, 2015, Ms. Shaw filed the Appointment of Campaign Treasurer and Designation of Campaign Depository with the Division designating herself as treasurer. (See attached documents and acknowledgment letter).
4. The 2015 M10 campaign treasurer's report was due on November 10, 2015. Ms. Shaw filed this report on November 11, 2015. (See attached letter and file receipt).
5. The 2016 M1 campaign treasurer's report was due on February 10, 2016. Ms. Shaw filed this report on February 11, 2016. (See attached file receipt).

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



Signature of Affiant

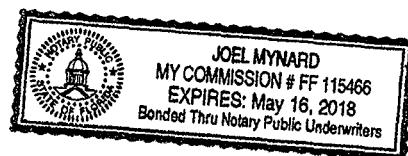
Sworn to (or affirmed) and subscribed before me this **16th** day of **February, 2016**.



Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known _____



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

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

(PLEASE PRINT OR TYPE)

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

RECEIVED
DEPARTMENT OF STATE

2015 AUG -7 AM 10:39

DIVISION OF ELECTIONS
TALLAHASSEE, FL

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)

Sara, Katherine, Shaw

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

1568 Mill Slough Road
Kissimmee, Florida 34744

4. Telephone

(407) 791-4695

5. E-mail address

SaraforFlorida@gmail.com

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

State Representative District 43

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 Democrat Party candidate.

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

10. Name of Treasurer or Deputy Treasurer

Sara Shaw

11. Mailing Address

1568 Mill Slough Road

12. Telephone

(407) 791-4695

13. City

Kissimmee

14. County

Osceola

15. State

Florida

16. Zip Code

34744

17. E-mail address

SaraforFlorida@gmail.com

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

19. Name of Bank

PNC

20. Address

1818 North John Young Parkway

21. City

Kissimmee

22. County

Osceola

23. State

Florida

24. Zip Code

34744

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

8/3/15

26. Signature of Candidate

X 

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

I, Sara Shaw, do hereby accept the appointment

(Please Print or Type Name)

designated above as:

Campaign Treasurer Deputy Treasurer.

8/3/15

Date

X


Signature of Campaign Treasurer or Deputy Treasurer

**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY
RECEIVED
DEPARTMENT OF STATE

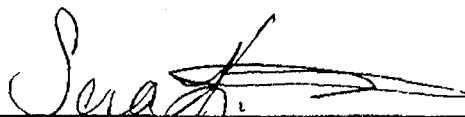
2015 AUG -7 AM 10:39

DIVISION OF ELECTIONS
TALLAHASSEE, FL

I, Sara Shaw,

candidate for the office of State Representative District 43;

have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X 
Signature of Candidate

8/3/15
Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).



FLORIDA DEPARTMENT of STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

August 10, 2015

Ms. Sara Shaw
1568 Mill Slough Road
Kissimmee, Florida 34744

Dear Ms. Shaw:

This will acknowledge receipt of the Appointment of Campaign Treasurer and Designation of Campaign Depository for the office of State Representative, which was placed on file in our office on August 10, 2015. Your name has been placed on the 2016 active candidate list.

Campaign Treasurer's Reports

Your first campaign treasurer's report will be due on **January 12, 2015**. The report will cover the period of December 1-31, 2014 (M12). All candidates who file reports with the Division of Elections are required to file by means of the Division's Electronic Filing System (EFS).

Credentials and Sign-ons

Below is the web address to access the EFS and your user identification number. The enclosed sealed envelope contains your initial password. Once you have logged in using the initial password, you will be immediately prompted to change it to a confidential sign-on. You, your campaign treasurer, and deputy treasurers are responsible for protecting these passwords 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: 64850



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



Sara Shaw
August 10, 2015
Page Two

Pin Numbers

Pin numbers are confidential secure credentials that allow you to submit reports and update personal information. The enclosed sealed envelope contains your confidential pin numbers.

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

Timely Filing

All reports filed must be completed and filed through the EFS 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 of the first business day the EFS becomes operable. No fine will be levied during the period the EFS was inoperable.

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

Electronic Receipts

The person submitting the report on the EFS will be issued an electronic receipt indicating and verifying the report was filed. Each campaign treasurer's report filed by means of the EFS is considered to be under oath by the candidate and campaign treasurer and such persons are subject to the provisions of Section 106.07(5), Florida Statutes.

Sara Shaw
August 10, 2015
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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://dos.myflorida.com/elections/>. It is your responsibility to read, understand, and follow the requirements of Florida's election laws. Therefore, please print a copy of the following documents: Chapters 104 and 106, Florida Statutes, *Candidate and Campaign Treasurer Handbook*, *Calendar of Reporting Dates*, and Rule 1S-2.017, Florida Administrative Code.

Please let me know if you need additional information.

Sincerely,



Kristi Reid Bronson, Chief
Bureau of Election Records

KRB/js

Enclosures



FLORIDA DEPARTMENT OF STATE

Ken Detzner
Secretary of State

DIVISION OF ELECTIONS

November 19, 2015

Sara Shaw
PO Box 450897
Kissimmee, FL 34745-4745

CAN 64850

Dear Ms. Shaw:


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

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

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

Sincerely,

Kristi Reid Bronson, Chief
Bureau of Election Records

 Treasurer Report Status

ID: **64850** Name: **Sara Katherine Shaw**

Report: 2015 - M10 - 3

Print Date: **2/16/2016 10:33:05 AM**

Election: 2016 General Election

Covers: 10/1/2015-10/31/2015

Amended Waiver

Due: 11/10/2015

Filed: **11/11/2015 12:17:58 AM**

File Status: **Filed Report**

Reviewed: **11/11/2015**

Review Status: **Reviewed**

Detail Complete: **No Detail Records Found**

File Method: Web Filed

Number of Detail Records

Entry Method: Web Data Entry

Contributions: 0


Expenditures: 0

Pending Queued Items: **0**

Fund Transfers: 0

Distributions: 0

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

 Treasurer Report Status

ID: **64850** Name: **Sara Katherine Shaw**

Report: 2016 - M1 - 6

Print Date: **2/16/2016 10:33:40 AM**

Election: 2016 General Election

Covers: 1/1/2016-1/31/2016

Amended Waiver

Due: 2/10/2016

Filed: **2/11/2016 2:32:55 PM**

File Status: **Filed Report**

Reviewed: **2/11/2016**

Review Status: **Reviewed**

Detail Complete: **No Detail Records Found**

File Method: Web Filed

Number of Detail Records

Entry Method: Web Data Entry

Contributions: 0

Expenditures: 0

Pending Queued Items: **0**

Fund Transfers: 0

Distributions: 0

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