

TEXAS ETHICS COMMISSION

CANDIDATE FOR SPEAKER OF THE TEXAS HOUSE OF REPRESENTATIVES: STATEMENT OF CONTRIBUTIONS, LOANS, AND EXPENDITURES

FORM SPK – INSTRUCTION GUIDE



Revised March 18, 2020

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Promoting Public Confidence in Government

FORM SPK -- INSTRUCTION GUIDE

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These instructions are for the CANDIDATE FOR SPEAKER OF THE TEXAS HOUSE OF REPRESENTATIVES: STATEMENT OF CONTRIBUTIONS, LOANS, AND EXPENDITURES (FORM SPK) and all schedules that are filed with it. FORM SPK includes a cover sheet and Schedules A(S)1, A(S)2, E(S), and F(S).

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FORM SPK: CANDIDATE FOR SPEAKER OF THE TEXAS HOUSE OF REPRESENTATIVES: STATEMENT OF CONTRIBUTIONS, LOANS, AND EXPENDITURES

These instructions are for the CANDIDATE FOR SPEAKER OF THE TEXAS HOUSE OF REPRESENTATIVES: STATEMENT OF CONTRIBUTIONS, LOANS, AND EXPENDITURES (FORM SPK). A complete statement includes the FORM SPK Cover Sheet and any of the following schedules on which there is information to report: A(S)1, A(S)2, E(S), and F(S).

ELECTRONIC FILING

FORM SPK must be filed electronically. The electronic web filing application can be found on the commission website at <https://www.ethics.state.tx.us/File/>. Please contact the Texas Ethics Commission at (512) 463-5800 if you need assistance filing a report.

GENERAL INFORMATION

Use FORM SPK for filing the following statements:

- January 1
- Day before regular session convenes
- March 1
- May 1
- July 1
- September 1
- November 1
- Day before special session convenes

If the due date falls on a Saturday, Sunday, or legal holiday, the report is due on the next regular business day.

FILING DUTIES OF SPEAKER CANDIDATE. Failing to file a statement on time or filing an incomplete statement may subject a speaker candidate to criminal or civil penalties.

WHERE TO FILE. This report is filed with the Texas Ethics Commission.

COMPLETING THE COVER SHEET

Each numbered item in these instructions corresponds to the same numbered item on the form.

1. **FILER ID #:** You are assigned a filer id number when you file your first statement as a speaker candidate or when you file your declaration of speaker candidacy. Enter this number wherever you see “Filer ID #.”
2. **TOTAL PAGES FILED:** After you have completed the form, count the total number of pages of this form and any attached schedules. Enter that number where indicated on the top line of the cover sheet only. Each side of a two-sided form counts as one page.
3. **SPEAKER CANDIDATE NAME:** Enter your full name, including nicknames and suffixes (*e.g.*, Sr., Jr., III), if applicable.
4. **SPEAKER CANDIDATE MAILING ADDRESS:** Enter your complete mailing address.
5. **SPEAKER CANDIDATE TELEPHONE NUMBER:** Enter your telephone number, including the area code. If applicable, include an extension number.
6. **REPORT TYPE:** Check the box that describes the type of statement you are filing.
7. **NO REPORTABLE CONTRIBUTIONS, EXPENDITURES OR LOANS:** If you had no reportable activity (contributions, expenditures, or loans) during the period covered by this report, check the box and then complete the verification. You do not need to file any schedules.
8. **PERIOD COVERED:** A reporting period includes the beginning date and the ending date. The *due date* for filing will be *after* the end of the period. Generally, a statement picks up where the last statement left off. You should never leave gaps between the periods covered, and you should not have an overlap of time periods.

The first statement filed covers the period beginning on the date the person becomes a speaker candidate and continuing through the day before the date the statement is due. Thereafter, the statement covers the two calendar months preceding the date on which the statement is due. However, a statement due on the day before a legislative session convenes covers the period beginning on the day after the date the last statement ended and continuing through the day before the date the statement is due.
9. **INTEREST EARNINGS:** Enter the total amount of interest earned during the reporting period.
10. **VERIFICATION:** Complete this section only after you have completed all applicable sections and schedules. You must always sign a statement that you file. You must complete this section even if you have no schedules to attach.

SCHEDULE A(S)1: MONETARY CONTRIBUTIONS

You must enter each contribution of money the speaker candidate or the speaker candidate’s agent, servant, staff member, or employee received for the campaign, the full name and address of the contributor, and the date and amount of the contribution.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE A(S)1:** After you have completed Schedule A(S)1, count the total number of pages of that schedule and enter that number. A “page” is one side of a two-sided form.
- 2. SPEAKER CANDIDATE NAME:** Enter your full name.
- 3. FILER ID #:** Enter your Filer ID number.
- 4. DATE:** Enter the date you received the contribution.
- 5. FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor.
- 6. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.
- 7. AMOUNT / VALUE OF CONTRIBUTION:** Enter the amount of the contribution.

SCHEDULE A(S)2: IN-KIND CONTRIBUTIONS

You must enter each contribution of services or other things of value other than money the speaker candidate or the speaker candidate’s agent, servant, staff member, or employee received for the campaign, the full name and address of the contributor, the date and value of the contribution, and the nature of the contribution.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE A(S)2:** After you have completed Schedule A(S)2, count the total number of pages of that schedule and enter that number. A “page” is one side of a two-sided form.
- 2. SPEAKER CANDIDATE NAME:** Enter your full name.
- 3. FILER ID #:** Enter your Filer ID number.
- 4. DATE:** Enter the date you received the contribution.
- 5. FULL NAME OF CONTRIBUTOR:** Enter the full name of the contributor.
- 6. CONTRIBUTOR ADDRESS:** Enter the complete address of the contributor.
- 7. AMOUNT / VALUE OF CONTRIBUTION:** Enter the amount of the contribution or the fair market value of an in-kind contribution, as applicable.
- 8. IN-KIND CONTRIBUTION DESCRIPTION:** Enter a description of the contribution. The description should be sufficiently detailed to allow a person reviewing your statement to understand what was contributed.

SCHEDULE E(S): LOANS

You must enter each loan made to the speaker candidate or the speaker candidate’s agent, servant, staff member, or employee for the campaign, including all loans listed in previous filings that are as yet unpaid or that were paid during the period covered by this statement.

Note: An individual may not accept a loan or promise of a loan in connection with the speaker candidacy at a time when a speaker candidate declaration is not in effect.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE E(S):** After you have completed Schedule E(S), count the total number of pages of that schedule and enter that number. A “page” is one side of a two-sided form.
- 2. SPEAKER CANDIDATE NAME:** Enter your full name.
- 3. FILER ID #:** Enter your Filer ID number.
- 4. DATE OF LOAN:** Enter the date of the loan.
- 5. AMOUNT OF LOAN (\$):** Enter the total amount of the loan.
- 6.** Indicate whether this is the first time the loan is being reported, whether the loan was reported previously but is still unpaid, or whether the loan was paid during the period covered by this statement by checking the appropriate box.
- 7. NAME OF LENDER:** Enter the full name of the lender.
- 8. LENDER ADDRESS:** Enter the complete address of the lender.
- 9. NAMES OF RESPONSIBLE PARTIES, OTHER THAN SPEAKER CANDIDATE:** Enter the full name of each person, other than the speaker candidate, who is responsible on the loan.
- 10. ADDRESSES OF RESPONSIBLE PARTIES:** Enter the complete address of each person, other than the speaker candidate, who is responsible on the loan.
- 11. PAYMENT(S) MADE ON NOTE:** Indicate whether any payments have been made on the loan by checking the appropriate box. If a payment has been made on the loan, continue to item 12.
- 12. AMOUNT OF PAYMENT(S):** Enter the amount of payments that have been made on the loan.
- 13. SOURCE OF PAYMENT(S):** Enter the source used for the payment(s).

SCHEDULE F(S): EXPENDITURES

You must enter each expenditure of campaign funds of more than \$20 that the speaker candidate or the speaker candidate’s agent, servant, staff member, or employee made for the campaign.

Note: An individual may not make or authorize an expenditure in connection with the speaker candidacy at a time when a speaker candidate declaration is not in effect, other than an expenditure to retire debt incurred in connection with the speaker candidacy.

Each numbered item in these instructions corresponds to the same numbered item on the form.

- 1. TOTAL PAGES SCHEDULE F(S):** After you have completed Schedule F(S), count the total number of pages of that schedule and enter that number. A “page” is one side of a two-sided form.
- 2. SPEAKER CANDIDATE NAME:** Enter your full name.
- 3. FILER ID #:** Enter your Filer ID number.
- 4. PAYEE NAME:** Enter the full name of the person to whom an expenditure was made.
- 5. PAYEE ADDRESS:** Enter the complete address of the person to whom an expenditure was made.
- 6. PURPOSE OF PAYMENT:** Describe the purpose of the expenditure.