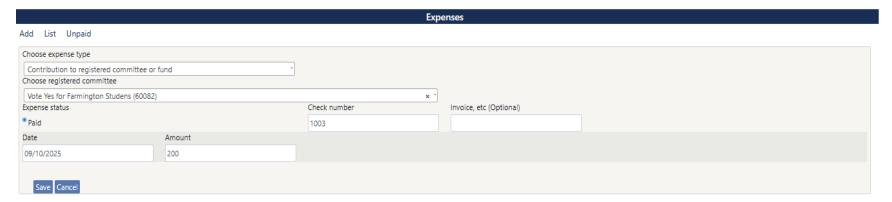
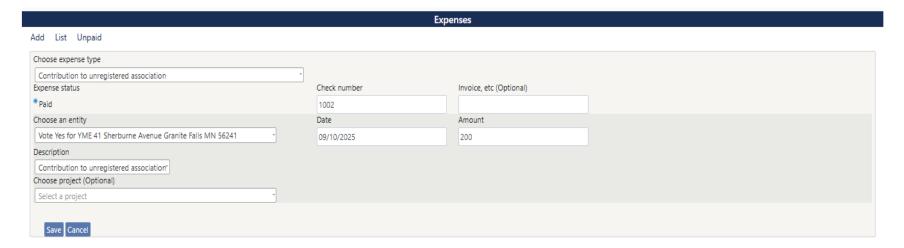
### **Example of Cash Contribution to Vote Yes Committee (Registered committee)**

To get to this screen, select Expenses from menu, click Add Choose expense type: Contribution to registered committee or fund Search by committee name or committee registration number Add check number, date, amount, then save



### **Example of Cash Contribution to Vote Yes Committee (Unregistered)**

To get to this screen, select Expenses from menu, click Add Choose expense type: Contribution to unregistered association Click to add a new entity Add check number, date, amount, then save



### **Example of Cash Contribution to School Board Candidate**

To get to this screen, select Expenses from menu, click Add

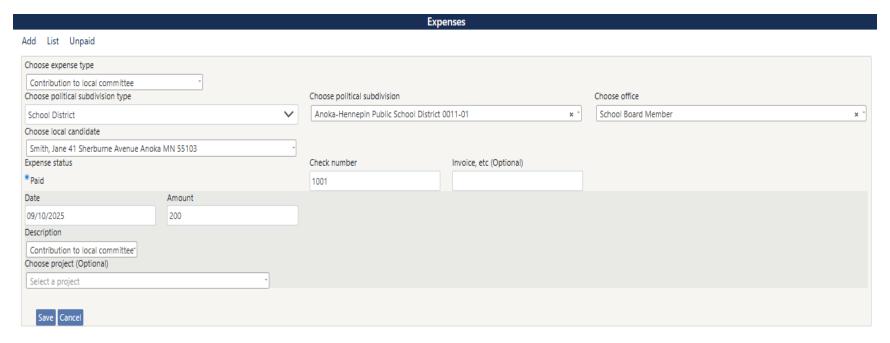
Choose expense type: Contribution to local committee

Choose political subdivision type: School District Choose political subdivision: Name of School District

Choose office: School Board Member

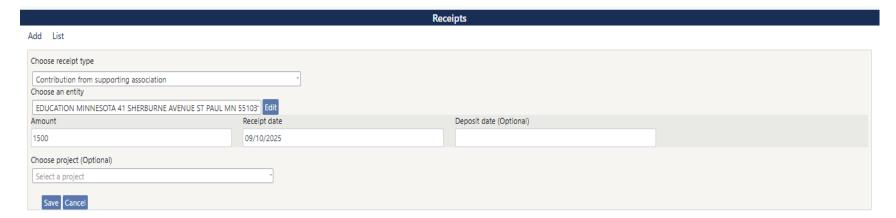
Choose local candidate

If not listed, click to add a new local candidate Add check number, date, amount, then save



## Example of recording a receipt of funds from ED MN local general checking account to ED MN local political fund account

To get to this screen, select Receipts from menu, choose Add Choose receipt type: Contribution from supporting association Add a new entity: Enter the local information Add amount, receipt date, then save



# Example of recording the refund of funds from ED MN local political fund account to ED MN local general checking account

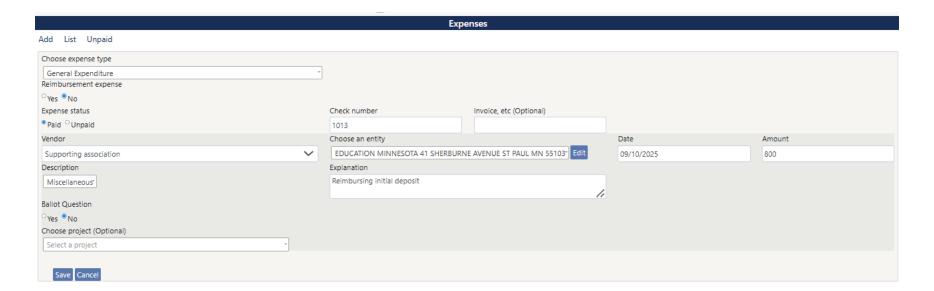
To get to this screen, select Expenses from menu, choose Add

Choose expense type: General Expenditure Choose vendor: Supporting organization

Choose entity: Local name

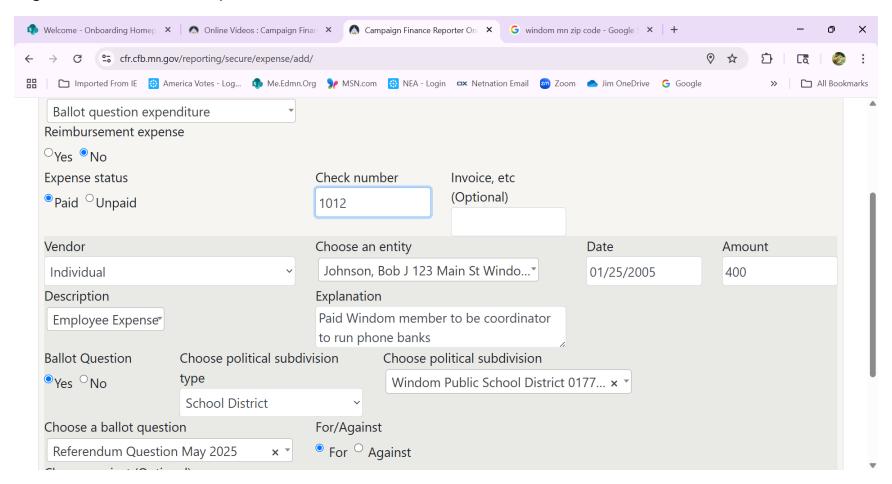
Add check number, date and amount Choose description: Miscellaneous

Add Explanation: Reimbursing initial deposit



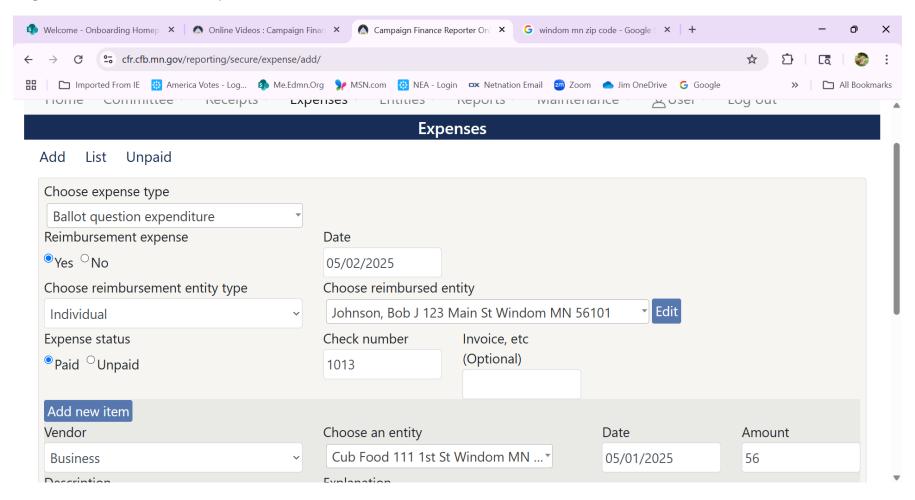
### Example of ED MN Local expense for a referendum. This example is for local campaign coordinator stipends of \$400 per coordinator

To get to this screen, select Expenses from menu and choose Add



#### Example of ED MN Local expense for a referendum. This example of reimbursing a member for snacks for phone banks

To get to this screen, select Expenses from menu and choose Add



### **Example of ED MN Local receipt of a contribution from Education Minnesota PAC**

To get to the screen, select Receipts from menu and choose Add

