RETURN OF UNSPENT MATCHING FUNDS FORM

This form is for use after the election is over by certified candidates to return the unused portion of the City Matching Funds they received, as required by City Code 2.16 and Small Donor Elections Administrative Rule 13. Payment and this form are due 45 days after the election.

Enter the following information about your campaign bank account:

Line 1: Total amount of money received, including City Matching Funds	$_____
Line 2: Total amount of City Matching Funds received:	$_____
Line 3: Divide amount on line 2 by the amount on line 1 (rounded to a whole number):	_____%
Line 4: Total amount of expenditures made*:	$_____
Line 5: Write the number from line 1 here:	$_____
Line 6: Write the number from line 4 here:	- $_____
Line 7: Subtract line 6 from line 5:	= $_____
Line 8: Write the percent on line 3 here (e.g. 80%):	**x** _____%
Line 9: Multiply the amount on line 7 by the percent on line 8:	**=** $_____

**Include only expenditures the campaign committed itself to prior to the election.*

The amount on **line 9** is the unused City Matching Funds you are required to return to the Small Donor Elections Fund. If the amount due is more than the amount in the campaign account, you may raise additional funds to the account or use personal funds in order to return the amount due.

_____	_____	_____
Candidate Printed Name	**Candidate Signature**	**Date**

Submit this form by one of the following methods:

- ***Emailing an image of it to SmallDonorElections@portlandoregon.gov.***
- ***Mailing it to Small Donor Elections, 1120 SW 5th Avenue, Portland, OR 97204.***
- ***Dropping it off during City business hours at the Portland Building, 1120 SW 5th Avenue, Portland, OR 97204.***

Make checks out to "City of Portland" write "Small Donor Elections Fund" in the memo space, and mail to or drop off to relevant address above.

FOR CITY USE ONLY	
Date Received:	Received By: