

Transaction Types for Campaign Financial Disclosure Reporting

Reporting Contributions and Expenditures

The primary objective of the New York State Board of Elections (NYSBOE) Compliance Unit is to ensure compliance with the state's campaign financial disclosure laws.

One of our most important duties is to assist candidates, treasurers, and their committees with filing campaign financial disclosure reports that provide details about the funds they are raising and spending.

Transaction types described in this document are used to provide details of contributions and expenses in campaign financial disclosure reports. For more information, check our Campaign Finance Handbook or visit our website for details.

We operate a toll-free number during business hours (1-800-458-3453) and our website is available 24 hours a day at www.elections.ny.gov.

CONTRIBUTIONS / RECEIPTS

Contributions and receipts are reported using the following transaction types:

Monetary Contributions Received from Individuals & Partnerships *(old Schedule A)*

Monetary contributions received from:

- Individuals
- Candidate
- Candidate's Spouse
- Family Members of Candidate
- Sole Proprietorships
- Partnerships – *attribution to partners required for contributions greater than \$2,500*

Monetary Contributions Received from Corporations *(old Schedule B)*

Monetary contributions received from corporations. These are subject to an aggregate calendar year giving limit of \$5,000, as well as the candidate/committee receipt limit.

Monetary Contributions Received from All Other Entities *(old Schedule C)*

Monetary contributions received from all other contributors:

- Associations
- Political Committees
- Political Action Committees (PACs)
- Limited Liability Companies (LLCs) / Professional Limited Liability Companies (PLLCs)
 - *Subject to an aggregate calendar year giving limit of \$5,000, as well as the candidate/committee receipt limit*
 - *Attribution to member owners required for all contributions*
- Unions
- Other

In-Kind (Non-Monetary) Contributions Received *(old Schedule D)*

In-kind contributions (non-monetary) - must provide description:

- Services/facilities provided
- Property given
- Expenses paid by someone else

Other Receipts Received (old Schedule E)

Other receipts that are not contributions:

- Interest/dividends
- Proceeds of a sale/lease
- Other (must provide description)

EXPENDITURES

Expenditures are reported using the following transaction type:

Expenditures / Payments (old Schedule F)

Expenditures and payments made:

- For all candidate/committee expenses, including partial payments and subcontracted expenditures
- Reimbursements to individuals/entities & the required itemization
- Credit card expenses & the required itemization

TRANSFERS

Transfers In (old Schedule G)

Transfers In, as defined by NYS Election Law

Transfers Out (old Schedule H)

Transfers Out, as defined by NYS Election Law

There are only two types of transfers:

- Type 1 - Transfer of money between a party or constituted committee and a candidate or candidate's authorized committee.
- Type 2 - Transfer of money or anything of value between two authorized committees solely supporting the same candidate.

LOANS, LIABILITIES & REFUNDS

Loans Received (old Schedule I)

Loans received by candidate/committee – *Evidence of indebtedness (loan letter/promissory note) required to be filed*

Loan Repayments (old Schedule J)

Loan repayments made by the candidate/committee

Liabilities/Loans Forgiven (old Schedule K)

Liabilities and/or loans forgiven – *Evidence of forgiveness (letter of forgiveness from lender) required to be filed*

Expenditure Refunds (old Schedule L)

Expenditure refunds (increases cash balance):

- Overpayments
- Return of deposits

Contributions Refunded (old Schedule M)

Contributions received by the committee that are refunded (decreases cash balance)

RECORD-KEEPING

Outstanding Liabilities/Loans (old Schedule N)

Outstanding liabilities and/or loans

A record of an outstanding liability is created automatically when a loan is reported received or a partial payment is made, but one needs to be created by the filer if a liability is incurred originally.

HOUSEKEEPING

These transaction types can only be used by party and constituted committees.

Housekeeping funds must be kept in a separate, segregated account.

Non-Campaign Housekeeping Receipts (old Schedule P)

Non-campaign receipts – *funds received must be designated for housekeeping*

Non-Campaign Housekeeping Expenditures (old Schedule Q)

Non-campaign expenses – *cannot be campaign or election-related*

ALLOCATIONS

Expense Allocation Among Candidates (old Schedule R)

This transaction type is for party, constituted, independent expenditure and authorized multi-candidate committees only.

Expense allocation among candidates supported or opposed – *aggregated throughout election cycle*

PUBLIC CAMPAIGN FINANCE BOARD (PCFB) ONLY

These transaction types can only be used by Type 1P committees participating in the Public Campaign Finance Program.

Public Funds Receipts (Schedule S)

Disclosure of public matching funds received based on valid claims submitted for eligible contributions

Qualified Expenditures (Schedule T)

Expenditures that are qualified to be paid for with public matching funds, based on Program regulations

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