

WELCOME TO THE CAMPAIGN FINANCE MANDATORY COMPLIANCE TRAINING

We will start with brief introductions including the information below:

1. Your Name
2. Location in North Carolina
3. Committee/Candidate Name
4. Tell us one thing you hope to learn at the end of today's training



Training certification is required for all political committees in NC. The trainings have been customized for specific types of committees, the certification that you receive at the end of this course only certifies you to be the treasurer for the specific committee type that you've completed.

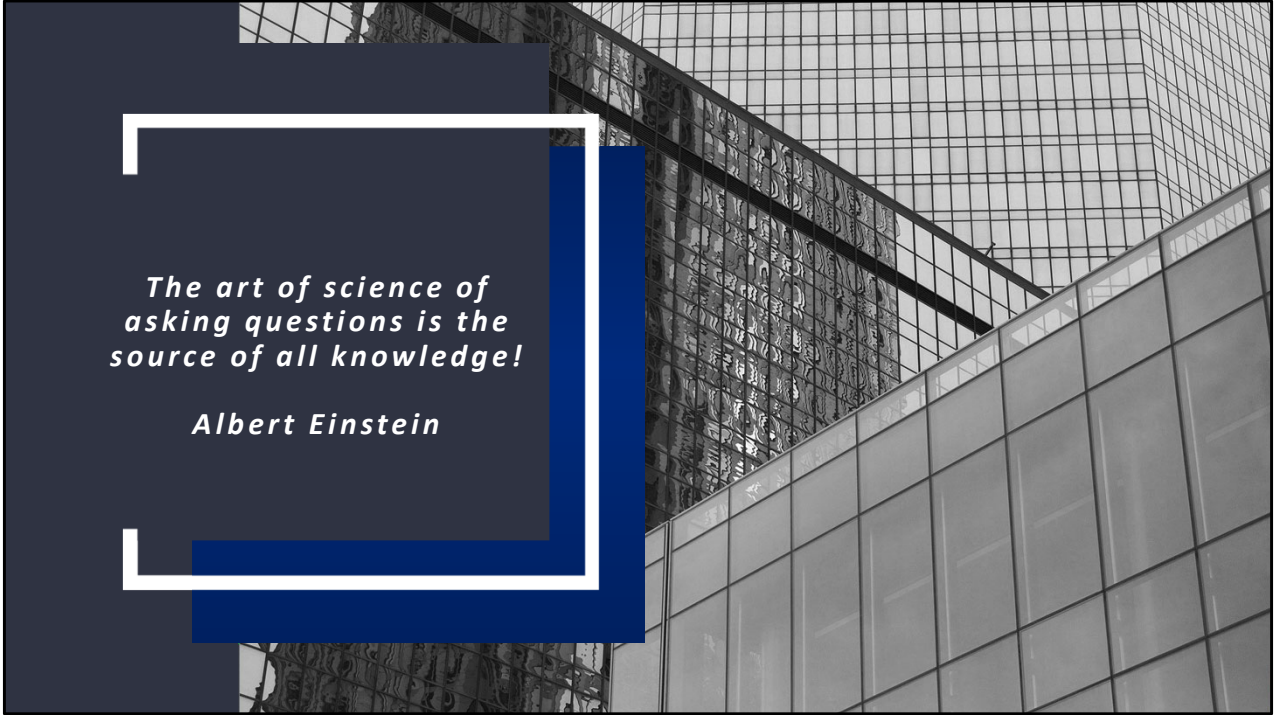
Only Candidate, Party, Referendum & Legal Expense Fund Committees registered in NC should complete this mandatory training. If you are associated with a NC PAC, Independent Expenditure, Electioneering Committee or NC Federal Committee please end this training at this time and locate the specific course for your committee type.

While this course is required for treasurers, any Candidate, or Assistant Treasurer that wants to sign disclosure reports must complete this course as well.

There are many reference resources on our website at www.ncsbe.gov/Campaign-Finance that can further clarify each lesson covered in this course.

Pay close attention as you review each slide because there are quiz questions at the end of each section.





*The art of science of
asking questions is the
source of all knowledge!*

Albert Einstein



This section will provide an introduction to the job as Treasurer of a registered committee. This section will also cover information about different committee types required to provide disclosure in North Carolina.

Samples of the more commonly used forms have been added to an exercise to aide in your understanding, these as well as all other forms can be accessed along with instructions on our website.

RESPONSIBILITIES

**Complete Campaign Finance
Mandatory Compliance Training**

Resident of North Carolina

Not the Candidate's Spouse

**Complete, sign and timely file
reports**



Treasurers are required to complete the mandatory compliance training within three months of being appointed to the office. Certification will need to be renewed every four years thereafter. The training is available in person at regional sessions, in person at the State Board of Elections in Raleigh or via electronic interactive means. This training is available to other members of the committee including candidates, assistant treasurers, prospective candidates and members of the public (prospective candidates will only receive certification if a committee is registered within three months of completion). This training contains information about contribution limitations and prohibitions, expenditures, filing reports and all of the related campaign finance rules. The mandatory compliance training will be essential for you to carry out your job as treasurer. It will help you avoid making innocent mistakes that could harm the committee.

The law prevents a person that is not a resident of North Carolina from serving as treasurer for a political committee.

The spouse of a candidate is not allowed to serve as treasurer for a candidate's committee.

An important part of a treasurer's responsibilities is to complete, sign and timely file disclosure reports.

RESPONSIBILITIES



Set up the committee and notify Board of Elections when changes occur

Keep all records current within 7 days

Basic computer knowledge for electronic filers

Educate other committee members

Record Retention (2 years)

One of the most critical responsibilities of a treasurer is filing reports with the Board of Elections. If you are the treasurer for a new committee you will be responsible for submitting forms to establish the committee. If you are a new treasurer for an existing committee, you will amend the Statement of Organization (along with some additional forms depending on your type of committee), you will not officially be the new treasurer until you have submitted these forms. As a treasurer you will also be responsible for filing disclosure reports for the committee.

All committee records must be kept current within 7 days. Keeping track of committee records consistently will help you to correct a mistake quickly if necessary.

Some committees are required to file electronically, so a basic understanding of using a computer is essential. This includes using email, going online and learning basic software programs.

Committees of all sizes exist in North Carolina and it's important for candidates, volunteers and others to know some of the basic rules. No matter

how diligent and devoted the treasurer is, it might not be possible for the treasurer to always be available to handle the finances. It would be very easy for someone acting on behalf of the committee (the candidate, or a volunteer) to accept a contribution or make an expenditure that's not allowed. This is why it's important that others know the basic rules. The treasurer is responsible for sharing the information with those individuals.

Committee records should be retained for two year past the election that they pertain to. Also, If you are the new treasurer for an existing committee, you will need to receive all records from the previous treasurer, as these records belong to the committee not the treasurer.



FIRST ACTIVITY

Due within 10 days of:

Receiving contributions or making expenditures

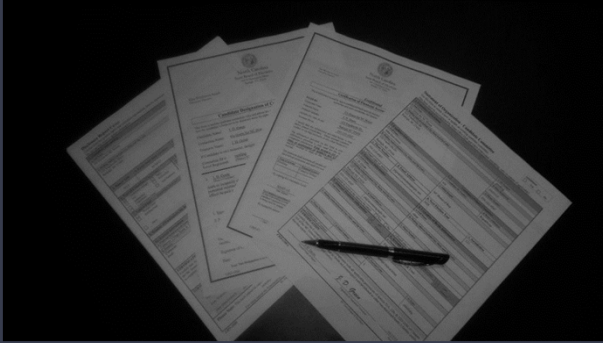
Filing a notice of candidacy

A person certified as the nominee of a political party for a vacancy



The Organizational Report paperwork must be filed with the appropriate board of elections office within 10 days of whichever of these actions occurs first: receiving contributions or spending any money in support of that candidacy, filing a notice of candidacy or being certified as a political party nominee.

ORGANIZATIONAL REPORT



Statement of Organization (CRO-2100A, CRO-2100C, CRO-2100E)

Certification of Financial Account Information (CRO-3500)

Candidate Designation of Committee Funds (CRO-3900) candidates only

Organizational Disclosure Report (CRO-1000, CRO-1100, details pages)

(exception: Committees under the threshold don't file Org Disclosure Report)

- ALL forms should be signed

The Organizational Report paperwork consists of multiple forms. At a minimum, these include the Statement of Organization (CRO-2100A-F, depending on the type of committee), the Certification of Financial Account Information (CRO-3500), the Candidate Designation of Committee Funds (CRO-3900, only for candidate committees) and the first disclosure report (except for committees under the threshold) including; the Disclosure Report Cover (CRO-1000), the Detailed Summary (CRO-1100) and details pages that may be necessary. Please note that some banks will not set up an account for a committee until the committee is registered with the Board of Elections. If this is the case, the Board of Elections will register the committee in advance of receiving the CRO-3500; the committee must provide this form immediately after the account is established. A separate bank account is required for political committee funds unless the candidate is only spending his/her own funds and not receiving monetary contributions.

Statement of Organization – Candidate Committee (CRO-2100A-G)

Statement of Organization - Candidate Committee			
Use this form to create a new or update an existing candidate committee. This form must be accompanied by form CRO-3500. An amended form is required for each new election year.			Is this statement: <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended
I. Committee Information			
a. Name of Committee		d. ID Number	
SMITH FOR COMMISSIONER			
b. Mailing Address (include City, State and Zip Code)		e. Date Organized	
PO BOX 210, RALEIGH, NC 00000		3/1/2021	
c. Committee Website (Optional)		f. Phone Number	
www.smithforcommissioner.com		919-777-1100	
II. Candidate Information			
a. Full Name		b. Party Affiliation	
SALLY JO SMITH		REPUBLICAN	
c. Mailing Address (include City, State, and Zip Code)		d. Office Sought	
900 EAST BOULEVARD RALEIGH, NC 00000		COUNTY COMMISSIONER	
e. Phone Number	f. Email Address	g. Next Election Year	h. Jurisdiction
919-333-5555	sjsmith123@gmail.com	2022	DISTRICT A
<input checked="" type="checkbox"/> Email copy of report notices			
III. Treasurer Information			
a. Full Name		b. Full Name	
DAVID JONES			
c. Mailing Address (include City, State, and Zip Code)		d. Mailing Address (include City, State and Zip Code)	
300 CLARK STREET GARNER, NC 00000			
e. Phone Number	f. Email Address	g. Phone Number	h. Email Address
919-777-1100	d_jones@gmail.com		
Send report notices by email <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Email copy of report notices			
b. Custodian of Books Information (Keeper of Records)		c. Account Information (incl. CRO-2100)	
a. Full Name		b. Financial Institution Full Name	
		WELLS FARGO	
c. Mailing Address (include City, State, and Zip Code)			
e. Phone Number	f. Email Address	g. Account Code	h. Type
		1	CHECKING
<input type="checkbox"/> Email copy of report notices			
I certify that the Committee is in compliance with all applicable provisions of Article 22A of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct.			
DAVID JONES		3/10/2021	
Printed Name of Treasurer		Signature of Appointed Treasurer	
I certify that the information above is correct, and I, as the candidate, appoint said treasurer to personally fulfill the duties and responsibilities imposed upon the appointed treasurer and subject to the penalties in Article 22A of Chapter 163 of the NC General Statutes.			
SALLY JO SMITH		3/10/2021	
Printed Name of Candidate		Signature of Candidate	

The Statement of Organization (CRO-2100) is used to establish a committee for the purpose of raising contributions and spending money for political purposes. All candidates are required to establish a committee, even if there is no intent to raise or spend money.

Statements of Organization are specific to committee types. The above CRO-2100A is to be filed by Candidate Committees only, Party Committees file the CRO-2100C, Referendum Committees file the CRO-2100E and Legal Expense Funds file the CRO-2100F.

Additional committee type definitions will be provided throughout this training. If you are unsure of the appropriate committee type for your entity, contact the Board of Elections office prior to submitting your forms, as the required information varies depending on the committee type.

Statement of Organization - Candidate Committee

Is this statement:

☒ New ☐ Amended

Use this form to create a new or update an existing candidate committee.

This form must be accompanied by form CRO-3500. An amended form is required for each new election year.

1. Committee Information	
a. Name of Committee	d. ID Number
SMITH FOR COMMISSIONER	
b. Mailing Address (include City, State and Zip Code)	e. Date Organized
PO BOX 210, RALEIGH, NC 00000	3/1/2021
c. Committee Website (Optional)	f. Phone Number
www.smithforcommissioner.com	919-777-1100
2. Candidate Information	

2. Candidate Information		3. Treasurer Information	
a. Full Name		e. Party Affiliation	
SALLY JO SMITH		REPUBLICAN	
b. Mailing Address (include City, State, and Zip Code)		f. Office Sought	
900 EAST BOULEVARD RALEIGH, NC 00000		COUNTY COMMISSIONER	
c. Phone Number	d. Email Address	g. Next Election Year	h. Jurisdiction
919-333-5555	sjsmith123@gmail.com	2022	DISTRICT A
<input checked="" type="checkbox"/> Email copy of report notices			
3. Treasurer Information		4. Assistant Treasurer Information	

<input checked="" type="checkbox"/> Email copy of report notices			
3. Treasurer Information		4. Assistant Treasurer Information	
a. Full Name		a. Full Name	
DAVID JONES			
b. Mailing Address (include City, State, and Zip Code)		b. Mailing Address (include City, State and Zip Code)	
300 CLARK STREET GARNER, NC 00000			
c. Phone Number	d. Email Address	c. Phone Number	d. Email Address
919-777-1100	d_jones@gmail.com		
Send report notices by email <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Email copy of report notices	
5. Custodian of Books Information (Keeper of Records)		6. Account Information (incl. CRO-3300)	
a. Full Name		a. Financial Institution Full Name	
		WELLS FARGO	
b. Mailing Address (include City, State, and Zip Code)			
c. Phone Number	d. Email Address	b. Account Code	c. Type
		1	CHECKING
<input type="checkbox"/> Email copy of report notices			

I certify that the Committee is in compliance with all applicable provisions of Article 22A of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct.

DAVID JONES

Printed Name of Treasurer

David Jones

Signature of Appointed Treasurer

3/10/2021

Date

I certify that the information above is correct, and I, as the candidate, appoint said treasurer to personally fulfill the duties and responsibilities imposed upon the appointed treasurer and subject to the penalties in Article 22A of Chapter 163 of the NC General Statutes.

SALLY JO SMITH

Printed Name of Candidate

Sally Jo Smith

Signature of Candidate

3/10/2021

Date

CRO-2100.4

NC State Board of Elections

November 2019

Certification of Financial Account Information (CRO-3500)



Confidential

Certification of Financial Account Information

This Certification is used to report confidential bank account information for all financial accounts established by the committee and must accompany the Statement of Organization Form.

FILED BY:

Committee Name: SMITH FOR COMMISSIONER
 Treasurer Name: DAVID JONES
 Treasurer Address: 300 CLARK STREET
 (include city, state, & zip) GARNER, NC 00000
 Treasurer Phone: 919-777-1100

I certify that the information provided below is true and accurate. I am providing all account information for the above named Committee. These account numbers include all bank accounts utilized, credit card accounts, money market or savings accounts, or any other financial account used for any purpose by the Committee.

The information provided on this form is considered confidential and is not subject to public disclosure. The information provided is only used for the purposes of an audit or investigation or as required by a court of competent jurisdiction. **Each treasurer (or candidate) must designate below an account code (any number or letter or combination of numbers and letters) by which to refer to the account number on reports.** If an account number is used as the "account code," confidentiality of the account number is presumed to have been waived.

The treasurer shall maintain all moneys of the political committee in a bank account or bank accounts used exclusively by the political committee and shall not commingle those funds with any other moneys.

Type of account	Financial Institution	Address	Account Number	Account Code
CHECKING	WELLS FARGO	PO BOX 300 RALEIGH NC 00000	000000-11111	1

By signing this statement, I authorize agents of the State Board of Elections to inspect all accounts provided.

3/10/2021 Date Signed *David Jones* Signature of Candidate or Treasurer

For Candidate Committees Only

☐ In lieu of providing account information, I certify that this committee will not raise any money nor spend any money except that which is the candidate's personal funds. I furthermore understand that an audit or investigation could warrant the probe of any personal bank account that is being used for campaign expenditures.

By signing this statement, I authorize agents of the State Board of Elections to inspect applicable accounts.

Date Signed Signature of Candidate or Treasurer

CRO-3500 Certification of Financial Account Information

The Certification of Financial Account Information Form (CRO-3500) is used to report confidential bank account information for all financial accounts established by the committee. Submit this form along with the Statement of Organization (CRO-2100).

The Treasurer is required to maintain a separate bank account for each political committee.

Confidential

Certification of Financial Account Information

This Certification is used to report confidential bank account information for all financial accounts established by the committee and must accompany the Statement of Organization Form.

FILED BY:

Committee Name:	SMITH FOR COMMISSIONER
Treasurer Name:	DAVID JONES
Treasurer Address:	300 CLARK STREET
(include city, state, & zip)	GARNER, NC 00000
Treasurer Phone:	919-777-1100

I certify that the information provided below is true and accurate. I am providing all account information for the above named Committee. These account numbers include all bank accounts utilized, credit card accounts, money market or

I certify that the information provided below is true and accurate. I am providing all account information for the above named Committee. These account numbers include all bank accounts utilized, credit card accounts, money market or savings accounts, or any other financial account used for any purpose by the Committee.

The information provided on this form is considered confidential and is not subject to public disclosure. The information provided is only used for the purposes of an audit or investigation or as required by a court of competent jurisdiction. **Each treasurer (or candidate) must designate below an account code (any number or letter or combination of numbers and letters) by which to refer to the account number on reports.** If an account number is used as the "account code," confidentiality of the account number is presumed to have been waived.

The treasurer shall maintain all moneys of the political committee in a bank account or bank accounts used exclusively by the political committee and shall not commingle those funds with any other moneys.

Type of account	Financial Institution	Address	Account Number	Account Code
CHECKING	WELLS FARGO	PO BOX 300 RALEIGH NC 00000	000000-11111	1

By signing this statement, I authorize agents of the State Board of Elections to inspect all accounts provided.

3/10/2021

Date Signed

David Jones

Signature of Candidate or Treasurer

For Candidate Committees Only

- ☐ In lieu of providing account information, I certify that this committee will not raise any money nor spend any money except that which is the candidate's personal funds. I furthermore understand that an audit or investigation could warrant the probe of any personal bank account that is being used for campaign expenditures.

By signing this statement, I authorize agents of the State Board of Elections to inspect applicable accounts.

Date Signed

Signature of Candidate or Treasurer

CRO-3500

Certification of Financial Account Information

Disclosure Report Cover (CRO-1000)

Disclosure Report Cover				Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Use this form for general report and committee information, must be signed and submitted along with other detailed forms. Do not use this form to update information.					
I. Committee Information			c. ID Number		
3. Full Name SMITH FOR COMMISSIONER					
5. Mailing Address (include City, State and Zip Code) PO BOX 210 RALEIGH, NC 00000			4. Date Filed 3/10/2021		
			6. Phone Number 819-777-1100		
7. Report Year 2021		8. Period Start Date (month/day) 3/1/2021	9. Period End Date (month/day) 3/10/2021	5. Treasurer Full Name DAVID JONES	
6. Type of Committee (Check One)		9. Type of Report (check only one type of report from one category)			
<input checked="" type="checkbox"/> Candidate Campaign <input type="checkbox"/> PAC <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Legal Expense Fund		<input type="checkbox"/> Party <input type="checkbox"/> Referendum <input type="checkbox"/> Joint Fundraiser <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special			
7. Type of Fund (if applicable, check one)		10. Special Report Name			
<input type="checkbox"/> Booster Fund <input type="checkbox"/> Building Fund <input type="checkbox"/> Other		<input type="checkbox"/> Organizational <input type="checkbox"/> Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special			
8. Number of Fundraisers this Report 0					
II. Account Information			II. Account Information		
a. Financial Institution Full Name WELLS FARGO			b. Financial Institution Full Name		
c. Purpose COMMITTEE FUNDS		c. Account Code 1	b. Purpose		c. Account Code
d. Period Begin Balance \$0			d. Period Begin Balance		\$
CERTIFICATION					
I certify that the Committee or Fund is in compliance with all applicable provisions of Article 22A, 22B & 22D-22M of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct and that I have been trained by the NC State Board of Elections.					
DAVID JONES		David Jones		3/10/2021	
Printed Name of Signer		Signature of Appointed Treasurer		Date	
FOR OFFICE USE ONLY					
Date Received:	Employee:	Delivery Method			
Date Postmarked:	Employee:	<input type="checkbox"/> Normal Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Electronically Filed			
Date Scanned:	Employee:	<input type="checkbox"/> Signer has not received mandatory training			
Date Data Entered:	Employee:				
Please Note: This form cannot be used to amend committee information such as the committee address, treasurer, assistant treasurer, custodian of books information, or account information. You must amend the Statement of Organization (CRO-2100A-F) to make committee changes.					
CRO-1000		NC State Board of Elections		August 2008	

The Disclosure Report Cover Form (CRO-1000) serves as the cover sheet for all disclosure reports. All changes to the committee's officers or account information must be made on the Statement of Organization (CRO-2100A-F) and not on this form. This form is for general information about the committee, identifies the report being filed and contains basic bank account information.

This Disclosure Report Cover Form is a required form each time that a report is filed.

Basic account information as well as the treasurer's original signature is also required on this form.

Disclosure Report Cover

Amendment

☐ Yes

☒ No

Use this form for general report and committee information, must be signed and submitted along with other detailed forms.

Do not use this form to update information.

1. Committee Information

a. Full Name	c. ID Number
SMITH FOR COMMISSIONER	
b. Mailing Address (include City, State and Zip Code)	d. Date Filed
PO BOX 210 RALEIGH, NC 00000	3/10/2021
	e. Phone Number
	919-777-1100

2. Report Year	3. Period Start Date (mm/dd/yy)	4. Period End Date (mm/dd/yy)	5. Treasurer Full Name
2021	3/1/2021	3/10/2021	DAVID JONES

6. Type of Committee (Check One)	9. Type of Report (check only one type of report from one category)
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6. Type of Committee (Check One)		9. Type of Report <i>(check only one type of report from one category)</i>	
<input checked="" type="checkbox"/> Candidate Campaign	<input type="checkbox"/> Party	Municipal	State/County
<input type="checkbox"/> PAC	<input type="checkbox"/> Referendum	<input type="checkbox"/> Organizational	<input checked="" type="checkbox"/> Organizational
<input type="checkbox"/> Independent Expenditure	<input type="checkbox"/> Joint Fundraiser	<input type="checkbox"/> Thirty-five day	<input type="checkbox"/> Quarterly
<input type="checkbox"/> Legal Expense Fund		<input type="checkbox"/> Pre-primary	<input type="checkbox"/> First
		<input type="checkbox"/> Pre-election	<input type="checkbox"/> Second
		<input type="checkbox"/> Pre-runoff	<input type="checkbox"/> Third
		<input type="checkbox"/> Semi-annual	<input type="checkbox"/> Fourth
		<input type="checkbox"/> Mid Year	<input type="checkbox"/> Semi-annual
		<input type="checkbox"/> Year End	<input type="checkbox"/> Mid Year
		<input type="checkbox"/> Final	<input type="checkbox"/> Year End
		<input type="checkbox"/> Special	<input type="checkbox"/> Final
			<input type="checkbox"/> Special
7. Type of Fund <i>(if applicable, check one)</i>		10. Special Report Name	
<input type="checkbox"/> Booster Fund			
<input type="checkbox"/> Building Fund			
<input type="checkbox"/> Other:			
8. Number of Fundraisers this Report			
0			
11. Account Information		11. Account Information	
a. Financial Institution Full Name		a. Financial Institution Full Name	
WELLS FARGO			
b. Purpose	c. Account Code	b. Purpose	c. Account Code
COMMITTEE FUNDS	1		
	d. Period Begin Balance		d. Period Begin Balance
	\$ 0		\$
CERTIFICATION			

CERTIFICATION

I certify that the Committee or Fund is in compliance with all applicable provisions of Article 22A, 22B & 22D-22M of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct and that I have been trained by the NC State Board of Elections.

DAVID JONES

David Jones

3/10/2021

Printed Name of Signer

Signature of Appointed Treasurer

Date

FOR OFFICE USE ONLY

Date Received: _____

Employee: _____

Delivery Method☐ Normal Mail☐ Registered Mail☐ Hand Delivered☐ Electronically Filed

Date Postmarked: _____

Employee: _____

Date Scanned: _____

Employee: _____

☐ Signer has not received mandatory training

Date Data Entered: _____

Employee: _____

Please Note: This form cannot be used to amend committee information such as the committee address, treasurer, assistant treasurer, custodian of books information, or account information.

You must amend the Statement of Organization (CRO-2100A-E) to make committee changes.

CRO-1000

NC State Board of Elections

August 2008

Detailed Summary (CRO-1100)

Detailed Summary			Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Use this form to summarize all disclosure reporting forms and to total monetary information				
1. Committee Full Name (and Fund if applicable)	2. Type of Report	3. ID Number		
SMITH FOR COMMISSIONER	ORGANIZATIONAL			
Start of Election Cycle: January 1, 2019		Total this Reporting Period	Total this Election Cycle	
4) Cash on Hand at Start		\$0	\$0	
RECEIPTS				
5) Aggregated Contributions from Individuals (CRO-1205)		\$25.00	\$25.00	
6) Contributions from Individuals (CRO-1216)		\$300.00	\$300.00	
7) Contributions from Political Party Committees (CRO-1220)		\$	\$	
8) Contributions from Other Political Committees (CRO-1230)		\$	\$	
9) Loan Proceeds (CRO-1410)		\$10,000.00	\$10,000.00	
10) Refunds/Reimbursements to the Committee (CRO-1240)		\$	\$	
11) Other Receipt Sources				
11a) Interest on Bank Accounts (CRO-1250)		\$	\$	
11b) Contributions from Not-For-Profit Organizations (CRO-1250)		\$	\$	
11c) Outside Sources of Income (CRO-1250)		\$	\$	
11d) Legal Expense Fund - Other Sources (CRO-1270)		\$	\$	
11e) Exempt Purchase Price Sales (CRO-1265)		\$	\$	
12) TOTAL RECEIPTS (Add lines 5, 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d and 11e)		\$10,325.00	\$10,325.00	
EXPENDITURES				
13) Disbursements				
13a) Operating Expenditures (CRO-1310)		\$150.00	\$150.00	
13b) Contributions to Candidates/Political Committees (CRO-1310)		\$	\$	
13c) Coordinated Party Expenditures (CRO-1310)		\$	\$	
14) Aggregated Non-Media Expenditures (CRO-1315)		\$	\$	
15) Loan Repayments (CRO-1420)		\$	\$	
16) Refunds/Reimbursements from the Committee (CRO-1320)		\$	\$	
17) In-Kind Contributions (CRO-1310)		\$100.00	\$100.00	
18) TOTAL EXPENDITURES (Add lines 13a, 13b, 13c, 14, 15, 16 and 17)		\$250.00	\$250.00	
19) Cash on Hand at End (Add lines 4 and 12 together, then subtract line 18)		\$10,075.00	\$10,075.00	
ADDITIONAL INFORMATION				
20) Non-Monetary Gifts Given to Other Committees (CRO-1330)		\$		
21) Outstanding Loans (incl. ones from other campaigns) (CRO-1430)		\$10,000.00		
22) Debts and Obligations owed by the Committee (CRO-1410)		\$		
23) Debts and Obligations owed to the Committee (CRO-1420)		\$		
24) Account Transfers Within the Committee (CRO-1720)		\$		
25) Administrative Support (CRO-1710)		\$	\$	
26) Forgiven Loans (CRO-1440)		\$	\$	
27) 48-Hour Notice Reports Sum (CRO-2220)		\$	\$	
28) Contributions to be Refunded (CRO-1215)		\$	\$	

CRO-1100 NC State Board of Elections August 2008

The Detailed Summary Form (CRO-1100) shows totals for all monetary and in-kind totals for the current reporting period and election cycle. All reports filed must be accompanied by a Detailed Summary.

Each line of the Detailed Summary Form represents a separate form (see the CRO #), including the totals associated with the current reporting period as well as the election cycle that is applicable for your committee type. Access to previous reports filed by this committee will be necessary to complete this report.

Once all information is entered and calculated the Cash-On-Hand at End should be the same for both columns. Also you must include the Additional Information at the bottom of your page. Free reporting software is available at www.ncsbe.gov which will calculate your balances, track your monetary transactions and assist with creating your reports.

Detailed Summary

Use this form to summarize all disclosure reporting forms and to total monetary information

Amendment

☐ Yes ☒ No

1. Committee Full Name (and Fund if applicable)	2. Type of Report	3. ID Number
SMITH FOR COMMISSIONER	ORGANIZATIONAL	
Start of Election Cycle: January 1, 2019	Total this Reporting Period	Total this Election Cycle

		Reporting Period	Election Cycle
4) Cash on Hand at Start		\$0	\$0
RECEIPTS			
5) Aggregated Contributions from Individuals	(CRO-1205)	\$25.00	\$ 25.00
6) Contributions from Individuals	(CRO-1210)	\$300.00	\$ 300.00
7) Contributions from Political Party Committees	(CRO-1220)	\$	\$
8) Contributions from Other Political Committees	(CRO-1230)	\$	\$
9) Loan Proceeds	(CRO-1410)	\$10,000.00	\$ 10,000.00
10) Refunds/Reimbursements to the Committee	(CRO-1240)	\$	\$
11) Other Receipt Sources			
11a) Interest on Bank Accounts	(CRO-1250)	\$	\$
11b) Contributions from Not-For-Profit Organizations	(CRO-1250)	\$	\$
11c) Outside Sources of Income	(CRO-1250)	\$	\$
11d) Legal Expense Fund - Other Sources	(CRO-1270)	\$	\$
11e) Exempt Purchase Price Sales	(CRO-1265)	\$	\$
12) TOTAL RECEIPTS (Add lines 5, 6, 7, 8, 9,10,11a,11b,11c,11d and 11e)		\$ 10,325.00	\$ 10,325.00
EXPENDITURES			

EXPENDITURES		
13) Disbursements		
13a) Operating Expenditures (CRO-1310)	\$ 150.00	\$ 150.00
13b) Contributions to Candidates/Political Committees (CRO-1310)	\$	\$
13c) Coordinated Party Expenditures (CRO-1310)	\$	\$
14) Aggregated Non-Media Expenditures (CRO-1315)	\$	\$
15) Loan Repayments (CRO-1420)	\$	\$
16) Refunds/Reimbursements from the Committee (CRO-1320)	\$	\$
17) In-Kind Contributions (CRO-1510)	\$ 100.00	\$ 100.00
18) TOTAL EXPENDITURES (Add lines 13a, 13b, 13c, 14, 15, 16 and 17)	\$ 250.00	\$ 250.00
19) Cash on Hand at End (Add lines 4 and 12 together, then subtract line 18)	\$ 10,075.00	\$ 10,075.00

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION			
20) Non-Monetary Gifts Given to Other Committees	(CRO-1330)	\$	
21) Outstanding Loans (incl. ones from other campaigns)	(CRO-1430)	\$ 10,000.00	
22) Debts and Obligations owed by the Committee	(CRO-1610)	\$	
23) Debts and Obligations owed to the Committee	(CRO-1620)	\$	
24) Account Transfers Within the Committee	(CRO-1720)	\$	
25) Administrative Support	(CRO-1710)	\$	\$
26) Forgiven Loans	(CRO-1440)	\$	\$
27) 48-Hour Notice Reports Sum	(CRO-2220)	\$	\$
28) Contributions to be Refunded	(CRO-1215)	\$	\$
CRO-1100 NC State Board of Elections August 2008			



Contribution limits, prohibited contributions, reporting and other requirements vary for each committee type, therefore knowing your committee type is very important. The remaining slides of this section will aid in clarifying each of the committee/entity types which are included in this course.

CANDIDATES

**State Candidates
(no Threshold option)**

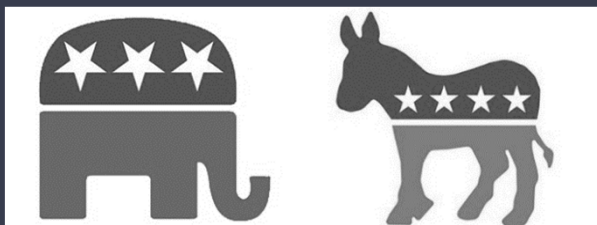
**County & Local Candidates
(\$1,000 Threshold option)**



All candidates running for public office in North Carolina are required to set up a political committee with either the State Board of Elections or their County Board of Elections. State Candidates running for Council of State, the NC General Assembly, and Judicial offices are not eligible to claim a \$1,000 threshold exemption. These candidates must file disclosure reports regardless of the amount that the committee intends to raise or spend.

Candidates for county and local offices may indicate when they register that they will not raise or spend in excess of \$1,000 during the current election cycle by submitting the Certification of Threshold (CRO-3600) with the County Board of Elections. These candidates are exempt from filing further disclosure reports unless their status changes to over the threshold. If their status does change they will need to notify the County Board of Elections of their intent to exceed the \$1,000 threshold by amending their Certification of Threshold (CRO-3600) and will be required to file the next regularly scheduled report. All candidates not choosing the threshold option are required to file regular disclosure reports.

POLITICAL PARTY COMMITTEES



Executive (State, County & District)

Affiliated (Senate, House & Council of State Caucus)

Subordinate (Women's, Men's, Young, Senior, etc. Groups)

Political Party Committees are registered with the State Board of Elections. These include State, County & District Executive Committees, Affiliated (State, House & Council of State Caucus) and Subordinate committees (Women's, Men's, Young & Senior Groups).

Political Party Committees have the option to submit the Certification of Threshold (CRO-3600) at the beginning of their election cycle to indicate that they will not raise or spend in excess of \$1,000 during the election cycle. As with candidates that are 'under the threshold' if the committee's status changes they must resubmit the Certification of Threshold (CRO-3600). Political Party Committees will submit their amended Certification of Threshold (CRO-3600) to the State Board of Elections and begin filing disclosure reports.

OPTIONAL \$1,000 THRESHOLD REPORTING EXEMPTION

County & Municipal Candidates and
Party Committees

File a Certification of Threshold Form
(CRO-3600)

\$1,000 limit on money raised or spent
during an election cycle

Detailed records must be maintained



Candidate committees for county, municipal and local offices have the option to be exempt from the reporting requirements if, during the entire election cycle, they intend neither to raise nor to spend more than one thousand dollars (\$1,000) to further the candidate's campaign and they certify this intent to the Board of Elections.

This certification is made on the Certification of Threshold form (CRO-3600). After this certification has been filed, and if the committee does not exceed \$1,000 in contributions or expenditures, then the committee is not required to file disclosure reports for the duration of that election cycle. The candidate committee is, however, required to keep detailed records of all contributions and expenditures and to produce such records upon request of the State Board of Elections.

Candidate committees that file this certification but exceed the one thousand dollar (\$1,000) threshold during the election cycle must immediately file an amended Certification of Threshold form (CRO-3600). In addition, all contributions and expenditures from the beginning of the election cycle through the end of the current reporting period must be reported on the next required

disclosure report. Filing under the threshold only exempts the candidate committee from reporting requirements, not requirements to keep internal records of all committee transactions.

Certification of Threshold (CRO-3600)



Certification of Threshold

This Certification is used to declare or withdraw a committee's intent to raise or spend \$1,000 or less in the current election cycle.

This Certification is only valid for political party committees and candidates for a county office, municipal office, local school board office, soil & water conservation district board of supervisors, or sanitary district board.

This Certification is filed at the Board of Elections office where the committee's campaign reports are filed.

FILED BY:

Committee Name: JOE SMITH FOR MAYOR
 Treasurer Name: JOE SMITH
 Treasurer Address: 100 SOUTH MAIN STREET
 (include city, state, & zip) DURHAM, NC 00000

Treasurer Phone: 919-555-0000

Check One:
☒ I certify that this committee intends to neither receive nor expend more than \$1,000 during the current election cycle under the procedures set forth in G.S. 163-278.10A. This certification will remain in effect until the end of the election cycle for this committee. If this committee exceeds \$1,000 in contributions or expenditures during this election cycle, I understand that I must immediately notify the appropriate board of elections and file required campaign finance reports.
 THIS DECLARATION CAN ONLY BE MADE AT THE BEGINNING OF AN ELECTION CYCLE.

☐ I am withdrawing my Certification to remain at or under the \$1,000 threshold. I will now be required to file the next scheduled report for all contributions and expenditures that have not been previously reported from the beginning of the current election cycle. I further agree to file all future reports required.

3/1/2021 Date Signed *Joe Smith* Signature

CRO-3600

Certification of Threshold

The Certification of Threshold Form (CRO-3600) is used by Party Committees and County and Local Candidates only, to declare or withdraw the committee's intent to raise or spend \$1,000 or less in the current election cycle. Unless the committee exceeds \$1,000, it will not be required to submit campaign reports during the election cycle for which this certification has been filed. A new certification must be submitted at the start of each new election cycle to avoid the requirement of filing reports.

The treasurer is required to sign this certification.

Certification of Threshold

This Certification is used to declare or withdraw a committee's intent to raise or spend \$1,000 or less in the current election cycle.

This Certification is only valid for political party committees and candidates for a county office, municipal office, local school board office, soil & water conservation district board of supervisors, or sanitary district board.

This Certification is filed at the Board of Elections office where the committee's campaign reports are filed.

FILED BY:

Committee Name:	JOE SMITH FOR MAYOR
Treasurer Name:	JOE SMITH
Treasurer Address:	100 SOUTH MAIN STREET
(include city, state, & zip)	DURHAM, NC 00000
Treasurer Phone:	919-555-0000

Check One:

☒ I certify that this committee intends to neither receive nor expend more than \$1,000 during the current election cycle under the procedures set forth in G.S. 163-278.10A. This certification will remain in effect until the end of the election cycle for this committee. If this committee exceeds \$1,000 in contributions or expenditures during this election cycle, I understand that I must immediately notify the appropriate board of elections and file required campaign finance reports.

THIS DECLARATION CAN ONLY BE MADE AT THE BEGINNING OF AN ELECTION CYCLE.

☐ I am withdrawing my Certification to remain at or under the \$1,000 threshold. I will now be required to file the next scheduled report for all contributions and expenditures that have not been previously reported from the beginning of the current election cycle. I further agree to file all future reports required.

3/1/2021

Date Signed

Joe Smith

Signature

CRO-3600

Certification of Threshold

ELECTION CYCLE

Election cycles are used to determine threshold limits to calculate summary page totals and to determine electronic filing requirements.

Office Sought Examples	Term of Office	Election Year	Last Election	Cycle Start	Cycle End
Governor	4	2024	2020	1/1/2021	12/31/2024
Supreme Court Judge	8	2024	2020	1/1/2021	12/31/2028
District Court Judge	4	2024	2020	1/1/2021	12/31/2024
State House or Senate	2	2022	2020	1/1/2021	12/31/2022
County Commissioner	2	2022	2020	1/1/2021	12/31/2022
Sheriff	4	2024	2020	1/1/2021	12/31/2024
Mayor or City Council	2	2021	2019	1/1/2020	12/31/2021
Parties or State PACs	2	2022	2020	1/1/2021	12/31/2022

January 1 after an election for a particular office until December 31 after the election for the next term of the same office.

Term of office may vary from County to County. However, that is the determining factor for calculating your election cycle.

Candidate committee election cycles are based on the term of office the candidate is seeking (2 years, 4 years, 8 years), while Party Committee cycles are consistent with the general assembly (2 year term).

OTHER FILERS



Referendum Committee

Legal Expense Fund

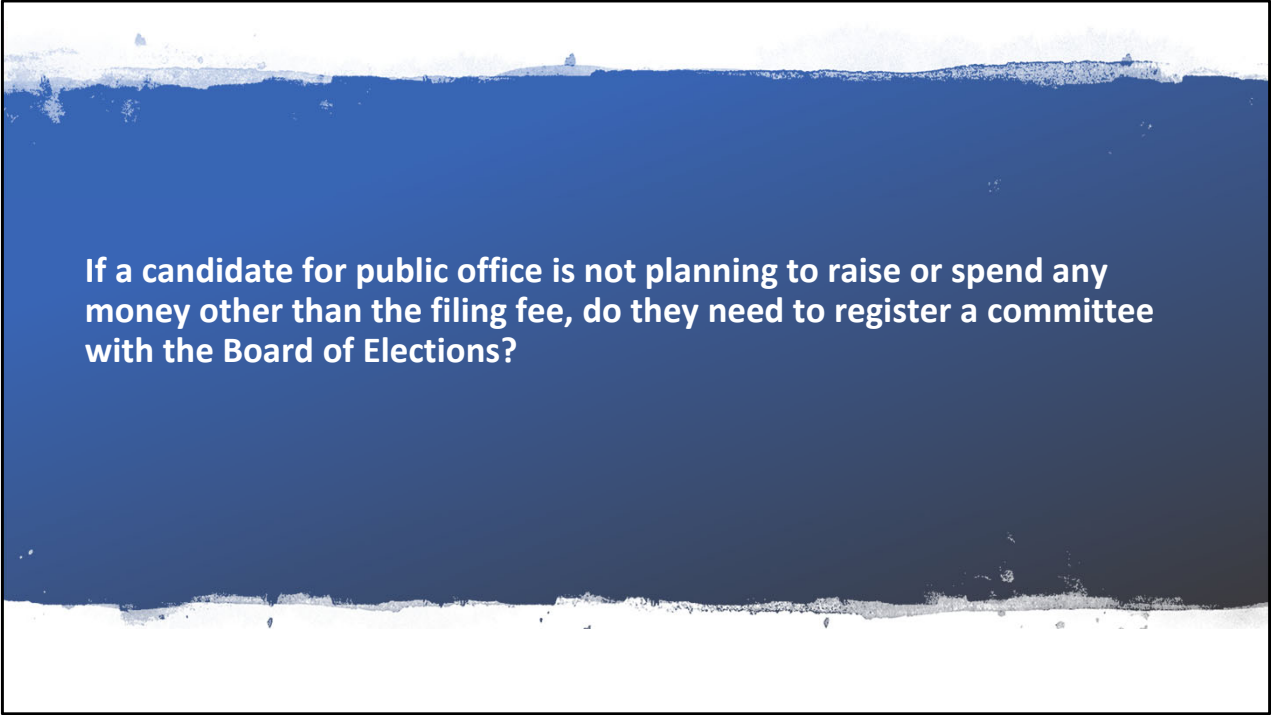
Other Filer Types

Referendum committees are required when two or more individuals, entities or businesses have a major purpose to support or oppose a ballot measure and should be set up with the State or County Board of Elections according to the area affected by the referendum. A committee to support or oppose a statewide referendum or a referendum in more than one county, would be registered with the State Board of Elections. A committee to support or oppose a referendum held in one county would be registered with the County Board of Elections.

Some not for profit organizations and other entities whose primary purpose is not to support or oppose candidates are allowed to make contributions directly to candidates. Those entities that are not permitted to give directly to candidates are permitted to make contributions to Independent Expenditure Political Committees and Referendum Committees. These entities are required to file an informational report within 30 days of exceeding \$100 or 10 days before the election with the State Board of Elections if a contribution was made to a State candidate. Disclose with the County Board of Elections if the contribution was made to a county or local candidate. Use forms CRO-2215A, CRO-2215B & CRO-2215C for disclosure.



KNOWLEDGE CHECK



If a candidate for public office is not planning to raise or spend any money other than the filing fee, do they need to register a committee with the Board of Elections?

Yes, a candidate is required to set up a committee with the Board of Elections even if they are not raising or spending any money other than for the filing fee.



What forms are required when you register a new committee with the Board of Elections?

Which form is optional for candidate committees?

Statement of Organization CRO-2100, Certification of Financial Account Information CRO-3500, Disclosure Report Cover CRO-1000, Detailed Summary CRO-100, details pages.

Candidate Designation of Committee Funds CRO-3900

Committee's name, ID number, candidate's and treasurer's information, as well as general bank information goes on what form?

What confidential bank account information is NOT included in the form?

Statement of Organization CRO-2100
Bank Account Number



Is the resident of another state allowed to serve as Treasurer for a NC Committee?

No a resident of another state (other than NC) is not allowed to serve as a Treasurer for a NC committee.



Is the spouse allowed to serve as treasurer of a candidate committee?

No the spouse of a candidate is not allowed to serve as the Treasurer for his/her committee.



After completing the campaign finance mandatory training, how often does a treasurer need to renew their certification?

A Treasurer needs to renew his/her certification every four years.



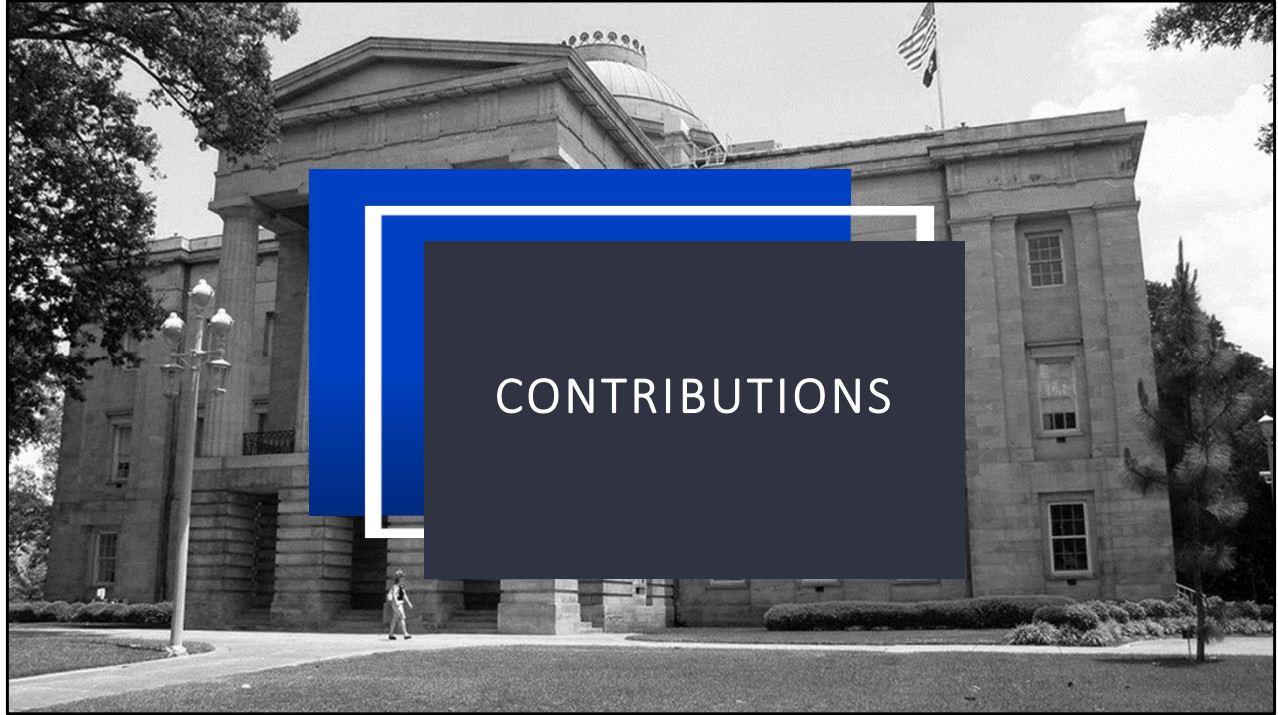
Which committee types are allowed to file under the \$1,000 threshold and not file public disclosure reports?

Political Party Committees and County/Local Candidate Committees





Enjoy your break!



This section will cover important information related to Contributions for registered committees and other entities.

WHAT IS A CONTRIBUTION?

A contribution is money or anything of value given to a committee.

If you receive a contribution from a PAC or other political committee, check with the State or County Board of Elections to confirm they are a registered committee



A contribution is money or anything of value (in-kind contributions) given to a committee. This includes a loan, pledge, out-of-pocket expenses, non-monetary gifts, fundraiser proceeds or any other obligation to make a contribution. The term contribution does not include an 'independent expenditure'.

IN-KIND CONTRIBUTIONS



An in-kind contribution is something of value but not a monetary contribution.

Obtain receipts or written statement of fair market value from contributor.

You are allowed to accept something of value from a contributor that is not a monetary contribution (for example a contributor may want to provide food for a fundraiser or pay for a portion of your signs). This is considered to be an in-kind contribution to your committee.

You should obtain receipts or a statement from the contributor indicating the fair market value of the items. In-kind contributions do count towards the contribution maximum and you are required to obtain the same contributor information.

\$5,600 PER ELECTION CONTRIBUTION LIMITATION

An election is the Primary Election, Second Primary, Run-off or General Election.

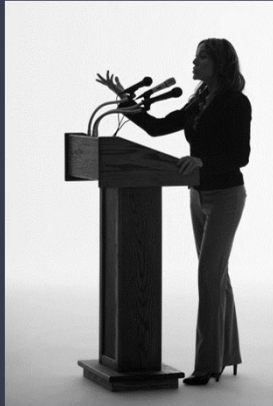
The Primary Election period is from January 1 (after the last election) through the day of the Primary Election. The General Election period is the day after the Primary Election through December 31.



For most committees in North Carolina there is a \$5,600 maximum contribution limit per election from an individual or other registered committee to your committee. You are allowed to take a \$5,600 contribution for the Primary Election (an additional contribution if you are on the ballot in a Second Primary or Run-off) and another \$5,600 contribution for the General Election. The contributions have to be received during the specific periods of time covered by each election. This amount is subject to change effective January 1 of every odd numbered year.

The Primary Election period is from January 1 (after the last election) through the day of the Primary Election. The General Election period is the day after the Primary Election through December 31.

EXCEPTIONS TO THE \$5,600 CONTRIBUTION LIMITATION



**Candidate Committee exceptions
(candidate and spousal exempt from
limitation)**

**Party Executive and Affiliated
Committee Exception**

Referendum Committee Exception

There are some exceptions to the \$5,600 contribution limitation.

Candidate committees are allowed to accept unlimited contributions from the Candidate. They are also allowed to accept unlimited contributions from the Candidate's spouse.

Party Executive committees and Party Affiliated Committees are allowed to accept and give unlimited contributions. There is an executive committee for each party at the state level and also in each county. For example the State Republican Party or State Democratic Party is allowed to accept and give unlimited contributions. That would also be true for the Wake County Republican Party or the Wake County Democratic Party or any Party Affiliated Caucus (House, Senate or Council of State Caucus). This exception does not extend to the subordinate or auxiliary committees in the state or each county. For example the North Carolina Senior Democrats or the North Carolina Republican Men are not exempt from the \$5,600 limitation per election.

Referendum committees are exempt from the \$5,600 contribution limitation.

PROHIBITED CONTRIBUTIONS

No business contributions (corporations, business entities, labor unions, professional associations or insurance companies)

Nothing of value from prohibited sources (Examples: sponsor a golf tournament, purchase of advertising, space for fundraiser, discounts, donation of food or supplies or auction items)



Certain types of Contributions are prohibited in North Carolina.

No contributions are allowed from prohibited sources. This includes corporations, business entities, labor unions, professional associations and insurance companies.

Examples of things included in the prohibitions from prohibited sources are the sponsoring of golf tournaments, purchase of advertising, space for a fundraiser, discounts, donation of food or supplies and donation of items for an auction.

Rule of Thumb: If your opponent is unable to acquire the item or space that you have acquired for the same rate that you've been quoted, it's probably a prohibited contribution, contact the Board of Elections for clarification before accepting.

The value of any prohibited contribution must be forfeited to the North Carolina Civil Penalty and Forfeiture Fund.

EXCEPTIONS TO PROHIBITED CONTRIBUTIONS



Party Committee Building Fund

Referendum Committee

Contribution From A Business Account Statement (CRO-6300)

Political Party Committees are allowed to accept contributions from the prohibited sources listed above to set up a building fund to purchase, construct, refurbish or pay rent and utilities for a building. In addition, the party is allowed to fund compensation and in-kind benefits for up to three staff members whose primary functions are administrative (such as providing accounting, payroll or campaign finance services if no more than 10% of their time is spent on advocacy each calendar year). These contributions must be segregated and must only be used for the 'principal' headquarters building and not be used to fund travel or fundraising expenses.

Referendum Committees are allowed to accept contributions from the prohibited sources listed above.

If you receive a contribution from a contributor that has only one bank account, who runs all of their business funds and personal funds through one single bank account, that contributor can give you a personal contribution from that account. They are required to fill out the Contribution from a Business Account Statement (CRO-6300).

**Contribution
from a Business
Account
Statement
(CRO-6300)**



Contribution from a Business Account Statement

This Statement allows a committee to accept a check from a business account where the contributor declares that they have no personal checking account and that the funds are their own personal funds.

This Statement is to be filed with the Election Board where the committee's reports are filed.

I, _____, am the individual making the contribution of \$ _____
to the _____ Committee.

The account from which the funds are drawn is in the name of _____.

☐ Check if the contribution is a draft from a paycheck.

I do not have a personal checking account, in my name, from which this contribution could be made or this contribution is made as a result of a draft from personal funds. If the contribution is a draft, please include a written statement from the employer. This statement should be a signed agreement by the contributor that the funds drafted were derived from the personal salary of the contributor.

The funds from which this contribution is derived are my own personal funds and not that of any other individual or "business entity". For purposes of this **Statement**, the term "business entity" will include any "corporation, business entity, labor union, professional association, or insurance company".

I further understand that by signing this **Statement** I am declaring all of the above information is true and accurate. Signing this **Statement** with any portion not being true could result in a Class 2 Misdemeanor.

Signature of Contributor

Note to the treasurer: Please attach a photocopy of the check submitted with this Statement. Maintain this information in your records to be made available upon request.

Use the Contribution from a Business Account Statement (CRO-6300) if a contribution is received from a contributor that only has one bank account (an account that contains both business and personal funds) to use to make a contribution.

NO ANONYMOUS CONTRIBUTIONS

Name and address are required for all contributors

Connect all contributions to an individual donor (including sales of items: hotdogs, raffle tickets, buttons, t-shirts, etc. included)

No pass the hat, collection plate, etc.



Anonymous contributions are also prohibited in North Carolina. You must be able to connect any contribution that is accepted on behalf of your committee with an individual contributor. If anonymous contributions are accepted they will be forfeited to the North Carolina Civil Penalty and Forfeiture Fund.

Even if you are selling items such as hotdogs, raffle tickets, buttons or t-shirts at an event, you must record the information for the contributor. Candidates and Political Committees in good standing with their elections board can accept contributions via the sale of raffle tickets.

Pass-the-hat and collection plate style fundraising are not recommended because they are generally anonymous.

POLITICAL PARTY EXEMPT SALES PLAN



Political Party Executive and Affiliated Committee exception

Maximum of \$50 per individual

Maximum of \$20,000 raised during election cycle

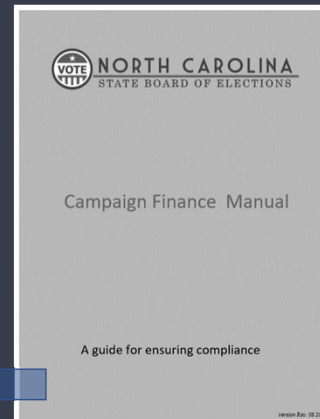
Political Party Executive and Affiliated Committees are allowed to accept some contributions without obtaining contributor information if they meet some specific criteria. The committee is required to submit a Political Party Exempt Sales Plan for approval by the Executive Director of the State Board of Elections prior to the sale. These contributions cannot exceed \$50 per contributor and the total amount raised in this category for the election cycle must not exceed \$20,000. The committee is required to provide general information about the event, number of items sold, total amount raised and the election cycle sum to date. Remember this exception is only for Political Party Executive Committees and Party Affiliated Caucus Committees, not Party Subordinate or Auxiliary Committees.

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ADDITIONAL CONTRIBUTOR INFORMATION

Name, address and occupation/employment information for individual contributors giving cumulatively more than \$50 in an election must be disclosed on the campaign finance report.

Best efforts policy (Campaign Finance Manual Page 8-9)



You are required to obtain and keep in your records the name and address for all contributors. If someone gives your committee cumulatively more than \$50 in an election you are required to provide that contributor's name, address and occupation/employment information as part of your disclosure report.

The rule requires that all written fundraising solicitations include a request for:

- The contributor's name,
- The contributor's mailing address,
- The contributor's principal occupation, and
- A statement of North Carolina law.

Sample statements are in the rule.

For each contribution in excess of \$50.00, the treasurer must make at least one documented effort to obtain the missing information.

If a contributor fails to provide the required information, the treasurer must report whatever information is in the committee's possession. Reports must be amended if contributor information is received after the contribution has been disclosed.

ADDITIONAL CONTRIBUTION INFORMATION

A blank check form with the following fields and labels:

- Top right: 142
- Top center: DATE _____
- Left side: PAY TO THE ORDER OF _____
- Center: \$ _____
- Bottom center: DOLLARS
- Bottom left: MEMO _____

Amount of contribution

Date contribution received

Method of Payment (cash, check,
debit, credit, etc.)

Election sum-to-date amounts

You are also required to record and report the amount of the contribution, the date the contribution was received (this is the date that someone received the contribution on behalf of your committee, not necessarily the date the check was written or the date of the deposit), the method of payment (cash, check, debit, money order, etc.) and the election sum to date (how much this contributor has given to the committee during the current election period).

PROHIBITED CONTRIBUTIONS

No cash contributions over \$50 (per contributor/ per day)

No joint contributions

No contributions given in the name of another

No checks without designation



Other prohibitions include no cash contributions in excess of \$50 (per contributor/ per day). All contributions in excess of \$50 must be made in a verifiable form of payment. Cash contributions in excess of \$50 are to be forfeited to the North Carolina Civil Penalty and Forfeiture Fund.

No joint contributions are allowed in North Carolina. Contributions are from one individual. If you receive a check from a husband and wife the amount can be split at the designation of the contributor and should be reported separately. A two party check can be credited to the person that signed the check.

No contributions given in the name of another. An individual is not allowed to give money to someone else to give to your committee. Someone might do this to keep their name from appearing on the candidate's report. This is not allowed. Another example of giving in the name of another might be, if one individual has already given your committee the maximum amount allowed by the statute they are not allowed to give money to another individual and have them give it to the committee.

It is required that the contributor specifically designate the intended entity to

receive all contributions. This would prohibit a committee from receiving a blank check or any other form of payment where the contributee is not designated.

[illegible]

The treasurer is still required to obtain and keep all contributor's information for their own records even though it is not required to be reported on this form. You can choose to provide more information about all contributors and use only CRO-1210, that is why the form explanation says it is optional.

Aggregated Contributions from Individuals

Page 1 of 1

Amendment
☐ Yes ☒ No

Optional form used to report NC Contributions From Individuals of \$50 or less

1. Committee Full Name (and Fund if applicable)				2. ID Number	
SMITH FOR COMMISSIONER					
3. Contributor Information					
a. Amend	b. Account Code	c. Form of Payment	d. In-Kind Description	e. Date (mm/dd/yyyy)	f. Amount
<input type="checkbox"/> Add	1	CASH		3/1/2021	\$ 25.00
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add					\$
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add					\$
<input type="checkbox"/> Remove					
<input type="checkbox"/> Add					

<input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add					\$
<input type="checkbox"/> Remove					\$
4. Total only this Page					\$25.00
5. Total of ALL CRO-1205 Pages					\$25.00
<i>(This line must be on line 5 of Detailed Summary Page CRO-1100)</i>					

CRO-1205 NC State Board of Elections April 2007

Contributions from Individuals (CRO-1210)

Contributions from Individuals					
Use this form to report individual contributions over \$50 or contributions under \$50 if form CRO 1205 is not used					
Pg. 1 of 1					
Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
1. Committee Full Name (and Fund if applicable)					2. ID Number
SMITH FOR COMMISSIONER					
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		d. Comments	
SALLY JO SMITH 800 EAST BOULEVARD RALEIGH, NC 00000		NO JOB TITLE			
		c. Employer's Name/Specific Field			
		NOT EMPLOYED			
				e. Election Sum to Date	
				\$ 100.00	
2. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount
<input type="checkbox"/>		IN-KIND	FILING FEE	3/1/2021	\$ 100.00
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		d. Comments	
LINDA VALDEZ 701 EAST AVENUE RALEIGH, NC 00000		ATTORNEY			
		c. Employer's Name/Specific Field			
		SMITH & VALDEZ			
				e. Election Sum to Date	
				\$ 200.00	
2. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount
<input checked="" type="checkbox"/>	1	CHECK		3/5/2021	\$ 200.00
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		d. Comments	
		c. Employer's Name/Specific Field			
				e. Election Sum to Date	
				\$	
2. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
<input type="checkbox"/>					\$
4. Total only this Page					\$ 300.00
5. Total of ALL CRO-1210 Pages					\$ 300.00
(This line must be on line 6 of Detailed Summary Page CRO-1100)					

CRO-1210

NC State Board of Elections

April 2007

Contributions From Individuals (CRO-1210) is used to report contributions from an individual whose sum-to-date exceeds \$50. Any contribution of \$50 or less that is already reported on Aggregated Contributions from Individuals (CRO-1205) should not be reported again on this form during the same reporting period.

The form provides space for you to include the contributor's name, address and occupation and employment information along with specific information about the contribution.

You will only use the Prior box if the current contributor gave less than \$50 during a previous reporting period of the same election and now they have exceeded that amount during the current reporting period.

Contributions from Individuals

Pg 1 of 1

Amendment

☐ Yes ☒ No

Use this form to report individual contributions over \$50 or contributions under \$50 if form CRO 1205 is not used

1. Committee Full Name (and Fund if applicable)

2. ID Number

SMITH FOR COMMISSIONER

3. Contributor Information

☐

Add

☐

Remove

3. Contributor Information						<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip) SALLY JO SMITH 900 EAST BOULEVARD RALEIGH, NC 00000				b. Job Title/Profession		d. Comments	
				NO JOB TITLE			
				c. Employer's Name/Specific Field			
				NOT EMPLOYED		e. Election Sum to Date	
						\$ 100.00	
f. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount		
<input type="checkbox"/>		IN-KIND	FILING FEE	3/1/2021	\$ 100.00		
<input type="checkbox"/>					\$		
<input type="checkbox"/>					\$		
3. Contributor Information						<input type="checkbox"/> Add	<input type="checkbox"/> Remove

3. Contributor Information						<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip)			b. Job Title/Profession		d. Comments		
LINDA VALDEZ 701 EAST AVENUE RALEIGH, NC 00000			ATTORNEY				
			c. Employer's Name/Specific Field				
			SMITH & VALDEZ		e. Election Sum to Date		
					\$ 200.00		
f. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount		
<input checked="" type="checkbox"/>	1	CHECK		3/5/2021	\$ 200.00		
<input type="checkbox"/>					\$		
<input type="checkbox"/>					\$		
3. Contributor Information						<input type="checkbox"/> Add	<input type="checkbox"/> Remove

<input type="checkbox"/>					\$
4. Total only this Page					\$ 300.00
5. Total of ALL CRO-1210 Pages					\$ 300.00
<i>(This line must be on line 6 of Detailed Summary Page CRO-1100)</i>					

CRO-1210

NC State Board of Elections

April 2007

LOANS



Loans to political committees

No loan can exceed normal contribution limitations

Loans from financial institutions are allowed (all aspects must be disclosed)

Committees are allowed to receive loans.

No loan can exceed the normal contribution limitations that we discussed earlier in this session. For example if someone has already given your committee \$5,600 during a specific election and they are not one of the groups that is allowed to exceed the maximum contribution of \$5,600 they would not be able to give you a loan.

Loans are allowed from financial institutions. Additional information is required when reporting a loan from a financial institution. You must report the financial institution involved, the rate and security pledged, and those that are responsible for repaying the loan if the committee does not. These endorsers can only endorse what they are allowed to give as a contribution. For example if someone has already given your committee \$5,600, they would not be able to endorse another loan for that election.

Loan Proceeds (CRO-1410)

Loan Proceeds					
Pg 1 of 1				Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Use this form to report proceeds from a loan and loan endorser's information. A loan proceeds statement must accompany each loan that is from an individual.					
1. Committee Full Name (and Fund if applicable)			2. ID Number		
SMITH FOR COMMISSIONER					
3. Lender Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		d. Comments	
SALLY JO SMITH 900 EAST BOULEVARD RALEIGH, NC 00000		NO JOB TITLE			
		c. Employer's Name/Specific Field		e. Start Date (mm/dd/yyyy)	
		NOT EMPLOYED		3/1/2021	
				f. End Date (mm/dd/yyyy)	
g. Rate	h. Security Pledged	i. Account Code	j. Form of Payment	k. Amount	
%		1	CHECK	\$ 10,000.00	
l. Full Name of Lending Institution				m. Loan Number	
4. Endorsers/Makers (The people who guarantee the loan.)					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		c. Employer's Name/Specific Field	
		d. Percentage		e. Amount	
				% \$	
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		c. Employer's Name/Specific Field	
		d. Percentage		e. Amount	
				% \$	
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		c. Employer's Name/Specific Field	
		d. Percentage		e. Amount	
				% \$	
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		c. Employer's Name/Specific Field	
		d. Percentage		e. Amount	
				% \$	
5. Total of ALL CRO-1410 Pages (This line must be on line 9 of Detailed Summary Page CRO-1100)				\$ 10,000.00	

CRO-1410

NC State Board of Elections

April 2009

Loan Proceeds (CRO-1410) is used to itemize all loans received as well as the endorsers of a loan (if applicable) during the current reporting period. You are required to include the end date, rate, security pledged and name of lending institution if any of these are applicable. Additionally, a Loan Proceeds Statement (CRO-6100) must accompany each loan entered on this form.

Use the bottom portion of the form to include information about people that guarantee a loan for your committee. Remember that contributors are not allowed to exceed their contribution limitation in any combination of contributions, in-kinds or loans (this includes the guarantee of a loan).

Loan Proceeds

Pg 1 of 1

Amendment

☐ Yes ☒ No

Use this form to report proceeds from a loan and loan endorser's information

A loan proceeds statement must accompany each loan that is from an individual

1. Committee Full Name (and Fund if applicable)	2. ID Number
SMITH FOR COMMISSIONER	
3. Lender Information	<input type="checkbox"/> Add <input type="checkbox"/> Remove

3. Lender Information					<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Job Title/Profession		d. Comments		
SALLY JO SMITH 900 EAST BOULEVARD RALEIGH, NC 00000		NO JOB TITLE				
		c. Employer's Name/Specific Field		e. Start Date (mm/dd/yyyy)		
		NOT EMPLOYED		3/1/2021		
				f. End Date (mm/dd/yyyy)		
g. Rate	h. Security Pledged	i. Account Code	j. Form of Payment	k. Amount		
%		1	CHECK	\$ 10,000.00		
l. Full Name of Lending Institution					m. Loan Number	

4. Endorsers/Makers <i>(The people who guarantee the loan.)</i>		
--	--	--

a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Job Title/Profession	c. Employer's Name/Specific Field
	d. Percentage	e. Amount
		% \$
a. Full Name, Mailing Address & Phone	b. Job Title/Profession	c. Employer's Name/Specific Field

	%	\$
5. Total of ALL CRO-1410 Pages		\$ 10,000.00
<i>(This line must be on line 9 of Detailed Summary Page CRO-1100)</i>		
<i>CRO-1410</i>	NC State Board of Elections	April 2007

OTHER RECEIPTS

Interest income – Other Receipt Sources (CRO-1250)

**Refunds & Reimbursements –
Refunds/Reimbursements To the
Committee (CRO-1240)**



If your committee places funds in an interest bearing checking, savings or other type of account, you will need to show the interest earned on Other Receipt Sources (CRO-1250).

Registered committees are allowed to accept a refund from a business or other entity for overpayment of an expenditure. Committees are also allowed to accept a reimbursement from another registered committee if they paid for something on behalf of that committee.

Refunds/ Reimbursements To the Committee (CRO-1240)

Refunds/Reimbursements To the Committee						Pg. 1 of 1	Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. Committee Full Name (and Fund if applicable)						2. ID Number	
SMITH FOR COMMISSIONER							
3. Contributor Information						Add Remove	
a. Full Name, Mailing Address & Phone (include city, state, & zip)			d. Type of Committee		g. Comments		
RALEIGH CONVENTION CENTER 100 SALISBURY STREET RALEIGH, NC 27603			<input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party				
			e. Level Registered (Specify)		h. Original Expenditure Date		
			<input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality		3/5/2021		
					i. Original Expenditure Amt		
					\$ 500.00		
b. Job Title/Profession			c. Employer's Name/Specific Field		f. Purpose		
					REFUND OF DEPOSIT		
					j. Election Sum to Date		
					\$ 0		
k. Account Code		l. Form of Payment		m. In-Kind Description		n. Date (mm/dd/yyyy)	
1		CHECK				3/10/2021	
						o. Amount	
						\$ 500.00	
3. Contributor Information						Add Remove	
a. Full Name, Mailing Address & Phone (include city, state, & zip)			d. Type of Committee		g. Comments		
			<input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party				
			e. Level Registered (Specify)		h. Original Expenditure Date		
			<input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality				
					i. Original Expenditure Amt		
					\$		
b. Job Title/Profession			c. Employer's Name/Specific Field		f. Purpose		
					j. Election Sum to Date		
					\$		
k. Account Code		l. Form of Payment		m. In-Kind Description		n. Date (mm/dd/yyyy)	
						o. Amount	
						\$	
3. Contributor Information						Add Remove	
a. Full Name, Mailing Address & Phone (include city, state, & zip)			d. Type of Committee		g. Comments		
			<input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party				
			e. Level Registered (Specify)		h. Original Expenditure Date		
			<input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality				
					i. Original Expenditure Amt		
					\$		
b. Job Title/Profession			c. Employer's Name/Specific Field		f. Purpose		
					j. Election Sum to Date		
					\$		
k. Account Code		l. Form of Payment		m. In-Kind Description		n. Date (mm/dd/yyyy)	
						o. Amount	
						\$	
4. Total only this Page						\$ 500.00	
5. Total of ALL CRO-1240 Pages						\$ 500.00	
(This line must be on line 10 of Detailed Summary Page CRO-1100)							

CRO-1240

NC State Board of Elections

December 2007

Refunds and Reimbursements to the Committee (CRO-1240) is used to report funds received by the committee for a refund or reimbursement for a previous expenditure.

Refunds/Reimbursements To the Committee

Pg 1 of 1

Amendment

☐ Yes ☒ No

Use this form to report refunds received by the committee or reimbursements for a previous expenditure.

1. Committee Full Name (and Fund if applicable)	2. ID Number
SMITH FOR COMMISSIONER	
3. Contributor Information	<input type="checkbox"/> Add <input type="checkbox"/> Remove

3. Contributor Information					<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip)			d. Type of Committee		g. Comments	
RALEIGH CONVENTION CENTER 100 SALISBURY STREET RALEIGH, NC 00000			<input type="checkbox"/> Candidate <input type="checkbox"/> PAC			
			<input type="checkbox"/> Referendum <input type="checkbox"/> Party			
			e. Level Registered (Specify)		h. Original Expenditure Date	
			<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		3/5/2021	
b. Job Title/Profession			c. Employer's Name/Specific Field		i. Original Expenditure Amt	
					\$ 500.00	
			f. Purpose		j. Election Sum to Date	
			REFUND OF DEPOSIT		\$ 0	
k. Account Code	l. Form of Payment	m. In-Kind Description		n. Date (mm/dd/yyyy)	o. Amount	
1	CHECK			3/10/2021	\$ 500.00	
3. Contributor Information					<input type="checkbox"/> Add	<input type="checkbox"/> Remove

				\$
4. Total only this Page				\$ 500.00
5. Total of ALL CRO-1240 Pages				\$ 500.00
<i>(This line must be on line 10 of Detailed Summary Page CRO-1100)</i>				

CRO-1240

NC State Board of Elections

December 2007

CONTRIBUTIONS TO BE REIMBURSED

Contribution received by committee or money spent on behalf of the committee with the intent to reimburse

Transactions cannot exceed \$1,000

Notification of Treasurer (within 45 days)

Reimbursement (must be made within 7 days of notification)



When your committee receives a contribution, or money is spent on behalf of your committee that is intended to be reimbursed, you must report it differently from an In-Kind contribution. The contributions or expenditures on behalf of your committee cannot exceed \$1,000. The entity making the contribution/expenditure must report sufficient information to the receiving committee within 45 days. The committee then must make the reimbursement within 7 days. The Treasurer is required to report the information for the receipt and reimbursement on the disclosure report.

LOBBYIST RESTRICTIONS



A lobbyist is prohibited from making a contribution to a member of or candidate for the General Assembly or Council of State.

Members of or candidates for the General Assembly or Council of State are not allowed to accept contributions from political committees that employ a registered lobbyist while the General Assembly is in session.

Lobbyists cannot collect, take possession of, or transfer one or more contributions intended for candidates or candidate campaign committees.

No lobbyist may make a contribution at any time to a member of the General Assembly or Council of State or a candidate that filed a notice of candidacy for the General Assembly or Council of State.

A political committee that employs or contracts with a lobbyist, or whose parent entity employs or contracts with a NC registered lobbyist may not contribute to a member or candidate for the General Assembly or Council of State while the General Assembly is in 'regular session'. A 'regular session' of the General Assembly is defined as the date set by law or resolution that the General Assembly convenes until the General Assembly adjourns sine die or recesses or adjourns for more than 10 days.

Lobbyists cannot collect, take possession of, or transfer one or more contributions intended for candidates or candidate campaign committees for the General Assembly or Council of State offices.

ADDITIONAL RESTRICTIONS

**Post Release Supervision & Parole
Commission**

Election Boards and Staff



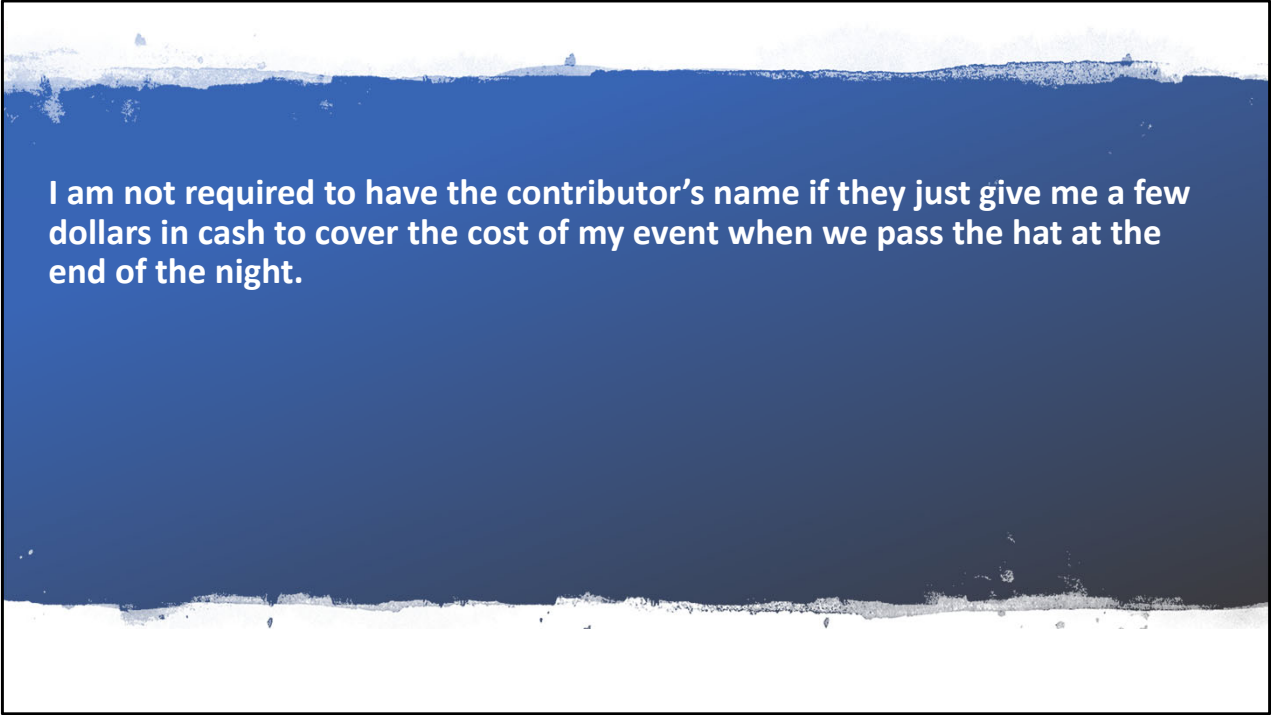
Members of the Post-Release Supervision & Parole Commission are prohibited from using their positions 'to influence elections or the political action of any person'. Commission members are prohibited from using commission resources, such as e-mail, agency logos or letterhead, etc. to engage in express advocacy and electioneering communications.

Commission members are prohibited from serving as treasurer, assistant treasurer, custodian of books or as a member of the finance committee for a political party committee. Commission members are also prohibited from soliciting one or more contributions as well as collecting or taking possession of one or more contributions on behalf of any political party committee.

Commission members are however, allowed to make personal contributions to candidates, party committees and other political committees.

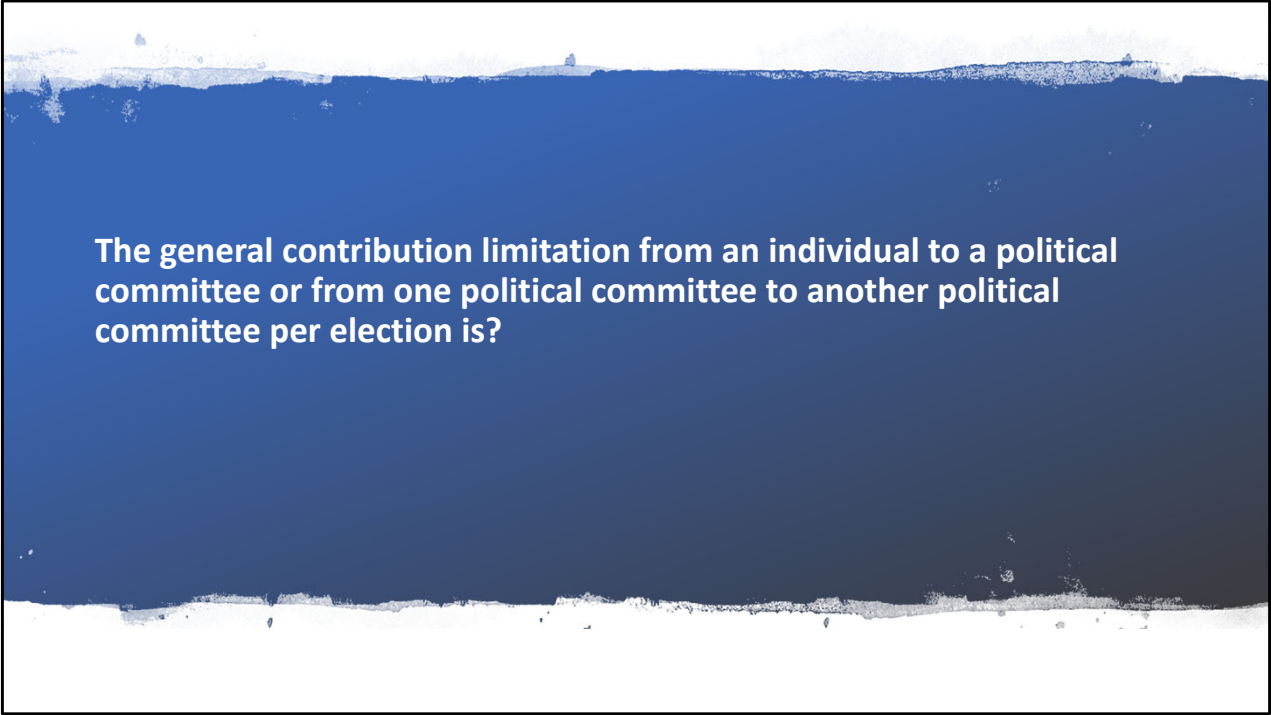


KNOWLEDGE CHECK



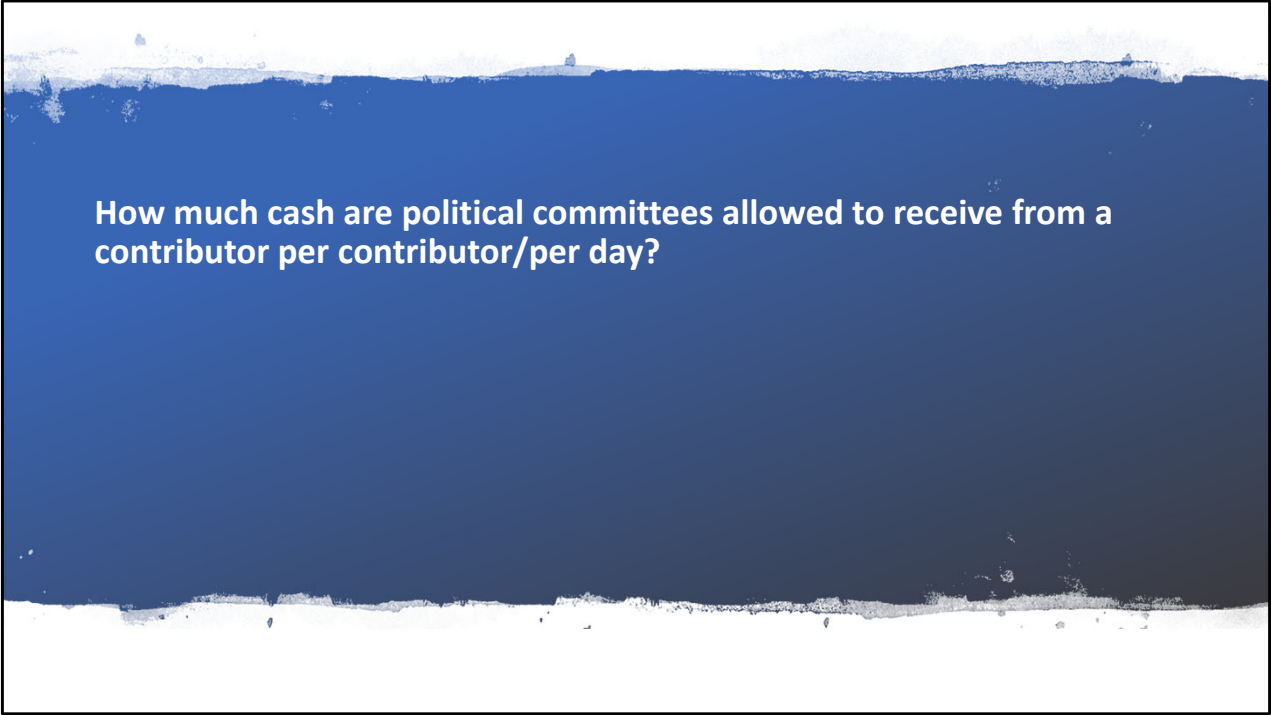
I am not required to have the contributor's name if they just give me a few dollars in cash to cover the cost of my event when we pass the hat at the end of the night.

False



The general contribution limitation from an individual to a political committee or from one political committee to another political committee per election is?

Answer: \$5,600



How much cash are political committees allowed to receive from a contributor per contributor/per day?

\$50 per individual/per day

Are there entities that are not allowed to give contributions to political committees in North Carolina?

Examples?

No contributions are allowed from business entities.



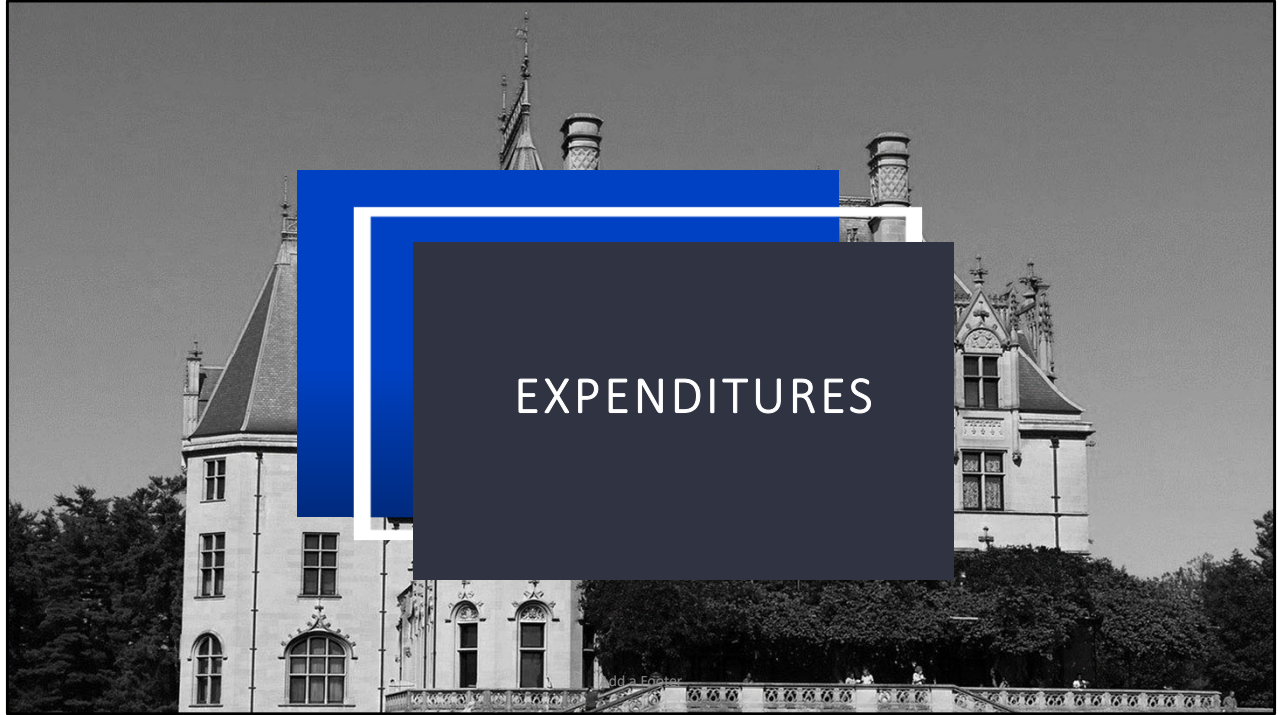
Which form should you use to report a contribution from an individual donor of \$250?

Contribution from Individuals CRO-1210.





Enjoy your break!



This section will cover important information related to Expenditures for registered committees and other entities.

MAINTAIN RECORDS

Name and address of payee

Amount of expenditure

Must disclose accurate and detailed purpose of expenditure

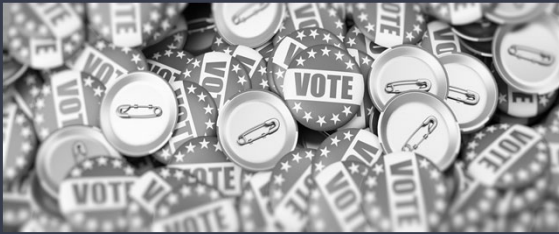


There are restrictions on how a committee can spend its money and there is information required to be reported for each expenditure.

The treasurer is required to provide the name and address of each payee, the amount of the expenditure and must disclose an accurate and detailed purpose of the expenditure.

If a committee makes purchases using recurring credit, the committee must itemize the goods and services purchased with the recurring credit. This must include enough detail to provide a reasonable understanding of the purpose and obligation.

PERMISSIBLE PURPOSES



Expenditures can only be made for campaign purposes

Committee funds do not become part of the personal estate of a candidate

Designation of Committee Funds (CRO-3900) (candidate committees only)

An accurate and detailed purpose is required for each expenditure so that the Board of Elections can determine if the expenditure is allowable.

For Candidate Committees expenditures can only be made for campaign purposes, not for personal expenditures of the candidate.

Candidate Committee funds do not become part of a candidate's personal estate.

All candidates are encouraged to complete Candidate Designation of Committee Funds (CRO-3900) that will designate among the allowable expenditures what will happen with committee funds in the event of the candidate's death. This form is for candidate committees only. There is also the Personal Representative Designation of Committee Funds (CRO-3900A) that is completed by the candidate's treasurer if the candidate did not complete the CRO-3900.

Candidate Designation of Committee Funds (CRO-3900)



Candidate Designation of Committee Funds

This form is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed using the eight allowable methods outlined in 163-278.16B(a).

This Designation is filed at the Board of Elections office where the committee's campaign reports are filed.

Candidate Name: SALLY JO SMITH
 Committee Name: SMITH FOR COMMISSIONER
 Treasurer Name: DAVID JONES
 If Candidate is own treasurer, designate an agent to carry out designations: _____
 Committee ID #: WAK-XXXXXX-C-001
 Level Registered: [State] [County] If county, specify: WAKE

I, SALLY JO SMITH, hereby direct that in the event of my death or incapacity all
(Name of Candidate)
 funds remaining in my Campaign Committee account(s) (after payment of permitted outstanding debts or reasonable expenses for winding up the Committee or closing office) be paid in the following manner as permitted by N.C. Gen. Stat. 163-278.16B(a).

Name of Entity <small>(Select from 163-278.16B(a))</small>	Plan for Disbursement (eg. Amount or %)
1. <u>WAKE REC</u>	<u>50%</u>
2. <u>SPCA OF WAKE COUNTY</u>	<u>50%</u>
3. _____	_____

By signing this form, I certify that the foregoing entities are eligible beneficiaries under N.C. Gen. Statute 163-278.16B(a). A copy of this form should be maintained with the Committee records.

Signature of Candidate: Sally Jo Smith
 Date: 3/1/2021
 CRO-3900 Candidate Designation of Committee Funds

Candidate Designation of Committee Funds (CRO-3900) is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed in a manner permitted by statute. A Committee's funds are required to be disbursed for one of the nine legal disbursement purposes. For Example, a candidate can request to give remaining committee funds to a specific political party committee or a charity of their choice. If a candidate does not complete the Designation of Committee Funds form, the remaining monies may be forfeited to the Escheat Fund. The candidate must designate an entity to receive the remaining funds and a plan for disbursement. The candidate must sign the certification and file with the appropriate board of elections.

Candidate Designation of Committee Funds

This form is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed using the eight allowable methods outlined in 163-278.16B(a).

This Designation is filed at the Board of Elections office where the committee's campaign reports are filed.

Candidate Name: SALLY JO SMITH

Committee Name: SMITH FOR COMMISSIONER

Treasurer Name: DAVID JONES

If Candidate is own treasurer, designate an agent to carry out designations: _____

Committee ID #: WAK-XXXXXX-C-001

Level Registered: [State] [County] If county, specify: WAKE

Candidate Designation of Committee Funds (CRO-3900) is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed in a manner permitted by statute. A Committee's funds are required to be disbursed for one of the nine legal disbursement purposes. For Example, a candidate can request to give remaining committee funds to a specific political party committee or a charity of their choice. If a candidate does not complete the Designation of Committee Funds form, the remaining monies may be forfeited to the Escheat Fund.

The candidate must designate an entity to receive the remaining funds and a plan for disbursement. The candidate must sign the certification and file with the appropriate board of elections.

I, SALLY JO SMITH, hereby direct that in the event of my death or incapacity all
(Name of Candidate)
funds remaining in my Campaign Committee account(s) (after payment of permitted outstanding
debts or reasonable expenses for winding up the Committee or closing office) be paid in the
following manner as permitted by N.C. Gen. Stat. 163-278.16B(a).

<u>Name of Entity</u> <small>(Select from §163-278.16B(a))</small>	<u>Plan for Disbursement (eg. Amount or %)</u>
1. <u>WAKE REC</u>	<u>50%</u>
2. <u>SPCA OF WAKE COUNTY</u>	<u>50%</u>
3. _____	_____

By signing this form, I certify that the foregoing entities are eligible beneficiaries under N.C.
Gen. Statute 163-278.16B(a). A copy of this form should be maintained with the Committee
records.

Signature of Candidate: *Sally Jo Smith*

Date: 3/1/2021

CRO-3900 *Candidate Designation of Committee Funds*

Candidate Designation of Committee Funds (CRO-3900) is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed in a manner permitted by statute. A Committee's funds are required to be disbursed for one of the nine legal disbursement purposes. For Example, a candidate can request to give remaining committee funds to a specific political party committee or a charity of their choice. If a candidate does not complete the Designation of Committee Funds form, the remaining monies may be forfeited to the Escheat Fund.

The candidate must designate an entity to receive the remaining funds and a plan for disbursement. The candidate must sign the certification and file with the appropriate board of elections.

USE OF CONTRIBUTIONS FOR CANDIDATE COMMITTEES

1. Campaign related expenditures
2. Office holding related expenditures
3. Contributions to a non profit properly registered with the IRS that does not employ direct family members of the candidate
4. Contributions to a Political Party Committee

A word cloud graphic on a dark grey background. The most prominent words are "nonprofit" and "organization" in large white font. Other visible words include "charity", "help", "foundation", "NPO", "volunteer", "money", "public interest", "philanthropy", "poverty", "grant", "surplus", "revenues", "service organizations", "aid", "relief", "disaster", "emergency", "crisis", "support", "assistance", "funding", "donation", "gift", "contribution", "benefactor", "patron", "sponsor", "endorser", "backer", "supporter", "ally", "partner", "collaborator", "associate", "affiliate", "member", "stakeholder", "constituent", "citizen", "voter", "elector", "participant", "observer", "witness", "bystander", "passerby", "stranger", "foreigner", "alien", "immigrant", "refugee", "asylum seeker", "undocumented worker", "illegal alien", "unauthorized immigrant", "temporary lawful permanent resident", "conditional permanent resident", "naturalized citizen", "native-born citizen", "foreign-born citizen", "dual citizen", "stateless person", "statelessness", "stateless individual", "stateless entity", "stateless organization", "stateless group", "stateless community", "stateless nation", "stateless people", "stateless population", "stateless society", "stateless culture", "stateless identity", "stateless heritage", "stateless legacy", "stateless tradition", "stateless custom", "stateless habit", "stateless practice", "stateless behavior", "stateless conduct", "stateless action", "stateless deed", "stateless feat", "stateless accomplishment", "stateless achievement", "stateless success", "stateless triumph", "stateless victory", "stateless conquest", "stateless domination", "stateless control", "stateless power", "stateless influence", "stateless impact", "stateless effect", "stateless result", "stateless outcome", "stateless consequence", "stateless repercussion", "stateless reaction", "stateless response", "stateless answer", "stateless solution", "stateless remedy", "stateless cure", "stateless treatment", "stateless care", "stateless protection", "stateless defense", "stateless security", "stateless safety", "stateless health", "stateless well-being", "stateless happiness", "stateless joy", "stateless pleasure", "stateless satisfaction", "stateless fulfillment", "stateless completion", "stateless realization", "stateless attainment".

1. Campaign related expenditures
2. Office holding related expenditures
3. Contributions to a nonprofit properly registered with the IRS that does not employ direct family members of the candidate
4. Contributions to a Political Party Committee

USE OF CONTRIBUTIONS FOR CANDIDATE COMMITTEES



- 5. Contributions to another candidate
- 6. To return contributions to the contributor
- 7. Payment of penalties against the candidate or the committee
- 8. Payment to the Escheat Fund of North Carolina
- 9. Donations to legal expense funds

- 5. Contributions to another candidate
- 6. To return contributions to the contributor
- 7. Payment of penalties against the candidate or the committee
- 8. Payment to the Escheat Fund of North Carolina
- Donations to legal expense funds

MAINTAIN RECORDS

Date & method of payment

Sum-to-date totals

Keep receipts



The treasurer must provide the date & method of payment and election sum-to-date totals.

It is recommended that you keep all receipts for your expenditures.

PAYMENT METHODS



All media expenses and all other expenses over \$50 must be paid with a verifiable form of payment

Any amount of postage may be paid with cash

If a vendor is paid for multiple expenses, each expense must be disclosed

All media expenses paid by your committee and other expenses over \$50 must be paid with a verifiable form of payment. Cash is not considered a verifiable form of payment, but a check or debit card is allowed.

Any amount of postage may be paid with cash.

If a vendor is paid for multiple expenses each expense must be disclosed. For example if your committee is paying a campaign consultant for a number of different expenses in one payment you need to list each expense that was included along with the detailed purpose of the expenditure.

Disbursements (CRO-1310)

Disbursements						Pg 1 of 1		Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Use this form to report expenditures from the committee for operating expenses, contributions to candidate/political committees and coordinated party expenditures.											
1. Committee Full Name (and Fund if applicable)						2. ID Number					
SMITH FOR COMMISSIONER											
3. Type of Disbursement (Please use separate CRO-1310 forms for each type of Disbursement.)											
<input checked="" type="checkbox"/> Operating Expenses <input type="checkbox"/> Contributions to Candidate/Political Committees <input type="checkbox"/> Coordinated Party Expenditures											
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove											
a. Full Name, Mailing Address & Phone (include city, state, & zip)						b. Coordinated Committee Name		d. Comments			
ACME PRINTING 100 SOUTH MAIN STREET RALEIGH, NC 00000											
c. Level Registered (Specify)											
<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:											
						e. Election Sum to Date					
						\$ 150.00					
7. Account Code		b. Form of Payment		c. Purpose Code		d. Date (mm/dd/yyyy)		e. Amount		f. Required Remarks	
1		DEBIT CARD				3/10/2021		\$ 150.00		PRINT MEDIA	
								\$			
								\$			
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove											
a. Full Name, Mailing Address & Phone (include city, state, & zip)						b. Coordinated Committee Name		d. Comments			
c. Level Registered (Specify)											
<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:											
						e. Election Sum to Date					
						\$					
7. Account Code		b. Form of Payment		c. Purpose Code		d. Date (mm/dd/yyyy)		e. Amount		f. Required Remarks	
								\$			
								\$			
								\$			
5. Total only this Page										\$ 150.00	
6. Total of ALL CRO-1310 Pages										\$ 150.00	
(This line goes in line 13a of Detailed Summary Page CRO-1100 (if Operating Expenses))											
(This line goes in line 13b of Detailed Summary Page CRO-1100 (if Contributions/Political Comm))											
(This line goes in line 13c of Detailed Summary Page CRO-1100 (if Coordinated Party Expenditures))											
7. Purpose Codes (List detailed expenditure code in (h.) above)											
A* - Media		B* - Printing		C* - Fundraising		D - To Another Candidate					
E - Salaries		F* - Equipment		G - Political Party		H* - Holding Public Office Expenses					
I - Postage		J - Penalties		K* - Office Expenses		Q* - Donation to Legal Expense Fund					
O* - Other											
* Codes require detailed explanation in required remarks field (h.)											

Disbursements (CRO-1310) is used to report in detail all expenditures made by the committee. Provide the required information, choose a purpose code for all expenditures and add required remarks if necessary.

Disbursements

Pg 1 of 1

Amendment

☐ Yes ☒ No

Use this form to report expenditures from the committee for operating expenses, contributions to candidate/political committees and coordinated party expenditures

1. Committee Full Name (and Fund if applicable)		2. ID Number
SMITH FOR COMMISSIONER		
3. Type of Disbursement <i>(Please use separate CRO-1310 forms for each type of Disbursement.)</i>		
<input checked="" type="checkbox"/> Operating Expenses	<input type="checkbox"/> Contributions to Candidates/Political Committees	<input type="checkbox"/> Coordinated Party Expenditures
4. Purpose Information <input type="checkbox"/> Add <input type="checkbox"/> Remove		

Disbursements (CRO-1310) is used to report in detail all expenditures made by the committee. Provide the required information, choose a purpose code for all expenditures and add required remarks if necessary.

4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)			b. Coordinated Committee Name		d. Comments
ACME PRINTING 100 SOUTH MAIN STREET RALEIGH, NC 00000					
			c. Level Registered (Specify)		
			<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		
					e. Election Sum to Date
					\$ 150.00
f. Account Code	g. Form of Payment	h. Purpose Code	i. Date (mm/dd/yyyy)	j. Amount	k. Required Remarks
1	DEBIT CARD		3/10/2021	\$ 150.00	PRINT MEDIA
				\$	
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					

Disbursements (CRO-1310) is used to report in detail all expenditures made by the committee. Provide the required information, choose a purpose code for all expenditures and add required remarks if necessary.

				\$	
5. Total only this Page					\$ 150.00
6. Total of ALL CRO-1310 Pages					\$ 150.00
<i>(This line goes in line 13a of Detailed Summary Page CRO-1100 if Operating Expenses)</i>					
<i>(This line goes in line 13b of Detailed Summary Page CRO-1100 if Contrib to Candidates/Political Comm)</i>					
<i>(This line goes in line 13c of Detailed Summary Page CRO-1100 if Coordinated Party Expenditures)</i>					
7. Purpose Codes (List detailed expenditure code in (h.) above)					
A* - Media	B* - Printing	C* - Fundraising	D - To Another Candidate		
E - Salaries	F* - Equipment	G - Political Party	H* - Holding Public Office Expenses		
I - Postage	J - Penalties	K* - Office Expenses	Q* - Donation to Legal Expense Fund		
O* Other					
* Codes require detailed explanation in required remarks field (k)					

CRO-1310 NC State Board of Elections December 2009

Disbursements (CRO-1310) is used to report in detail all expenditures made by the committee. Provide the required information, choose a purpose code for all expenditures and add required remarks if necessary.

Aggregated Non-Media Expenditures

Page 1 of 1

Amendment
☐ Yes ☒ No

Optional form used to report NC Non-Media Expenditures of \$50 or less.

1. Committee Full Name (and Fund if applicable)

SMITH FOR COMMISSIONER

2. ID Number

3. Payee Information

3. Payee Information						
a. Amend	b. Account Code	c. Form of Payment	d. Purpose Code	e. Date (mm/dd/yyyy)	f. Amount	g. Required Remarks
<input type="checkbox"/> Add	1	TRANSFER		3/1/2021	\$ 33.00	PAYMENT PROCESSING
<input type="checkbox"/> Remove						CCFS
<input type="checkbox"/> Add	1	DEBIT		3/1/2021	\$ 25.00	OFFICE SUPPLIES
<input type="checkbox"/> Remove						
<input type="checkbox"/> Add					\$	
<input type="checkbox"/> Remove						
<input type="checkbox"/> Add					\$	
<input type="checkbox"/> Remove						
<input type="checkbox"/> Add					\$	
<input type="checkbox"/> Remove						
<input type="checkbox"/> Add					\$	
<input type="checkbox"/> Remove						

<input type="checkbox"/> Remove						
4. Total only this Page					\$58.00	
5. Total of ALL CRO-1315 Pages					\$58.00	
<i>(This line must be on line 14 of Detailed Summary Page CRO-1100)</i>						
6. Purpose Codes (List detailed expenditure code in (d) above)						
	B* - Printing	C* - Fundraising	D - To Another Candidate			
E - Salaries	F* - Equipment	G - Political Party	H* - Holding Public Office Expenses			
I - Postage	J - Penalties	K* - Office Expenses	Q* - Donations to Legal Expense Fund			
O* - Other						
* Codes require detailed explanation in required remarks field (g)						
CRO-1315 NC State Board of Elections December 2009						

Refunds/ Reimbursements From the Committee (CRO-1320)

Refunds/Reimbursements From the Committee Pg 1 of 1 Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Use this form to report refunds/reimbursements, including contributions returned to the contributor.					
1. Committee Full Name (and Fund if applicable)			2. ID Number		
SMITH FOR COMMISSIONER					
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		d. Type of Committee <input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party		b. Original Receipt Date	
SALLY JO SMITH 900 EAST BOURLEVAR RALEIGH, NC 00000		e. Level Registered <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality		3/1/2021	
		f. Purpose Code		c. Original Receipt Amount	
		P		\$ 100.00	
g. Job Title/Profession		h. Employer's Name/Specific Field		i. Election Sum to Date	
NO JOB TITLE		NOT EMPLOYED		\$0	
j. Form of Payment		k. Required Remarks		l. Account Code	
CHECK		REIMBURSEMENT OF FILING FEE		1	
		m. Date (mm/dd/yyyy)		n. Amount	
		3/10/2021		\$ 100.00	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		d. Type of Committee <input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party		b. Original Receipt Date	
		e. Level Registered <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality			
		f. Purpose Code		c. Original Receipt Amount	
				\$	
g. Job Title/Profession		h. Employer's Name/Specific Field		i. Election Sum to Date	
				\$	
j. Form of Payment		k. Required Remarks		l. Account Code	
		m. Date (mm/dd/yyyy)		n. Amount	
				\$	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove					
a. Full Name, Mailing Address & Phone (include city, state, & zip)		d. Type of Committee <input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party		b. Original Receipt Date	
		e. Level Registered <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality			
		f. Purpose Code		c. Original Receipt Amount	
				\$	
g. Job Title/Profession		h. Employer's Name/Specific Field		i. Election Sum to Date	
				\$	
j. Form of Payment		k. Required Remarks		l. Account Code	
		m. Date (mm/dd/yyyy)		n. Amount	
				\$	
4. Total only this Page				\$ 100.00	
5. Total of ALL CRO-1320 Pages (This line must be on line 16 of Detailed Summary Page CRO-1100)				\$ 100.00	
6. Purpose Codes (List detailed disbursement code in (f) above)					
L - Returned to Contributor M - Overpayment for Service N - Exceeded Contribution Limit					
P* - Reimbursement of In-Kind O* Other					
* Codes require detailed explanation in required remarks field (m)					

CRO-1320

NC State Board of Elections

December 2007

Refunds and Reimbursements from the Committee (CRO-1320) is used to report refunds and reimbursements from the committee. For example; when a contribution is returned to the contributor or when someone is reimbursed for an in-kind contribution.

Refunds/Reimbursements From the Committee

Pg 1 of 1

Amendment

☐ Yes

☒ No

Use this form to report refunds/reimbursements, including contributions returned to the contributor.

1. Committee Full Name (and Fund if applicable)	2. ID Number
SMITH FOR COMMISSIONER	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove	

3. Payee Information				<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip)		d. Type of Committee		h. Original Receipt Date	
SALLY JO SMITH 900 EAST BOURLEVARD RALEIGH, NC 00000		<input type="checkbox"/> Candidate <input type="checkbox"/> PAC		3/1/2021	
		<input type="checkbox"/> Referendum <input type="checkbox"/> Party			
		e. Level Registered		i. Original Receipt Amount	
		<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		\$ 100.00	
		f. Purpose Code		j. Election Sum to Date	
		P		\$ 0	
b. Job Title/Profession	c. Employer's Name/Specific Field	g. Comments		k. Account Code	
NO JOB TITLE	NOT EMPLOYED			1	
l. Form of Payment	m. Required Remarks	n. Date (mm/dd/yyyy)	o. Amount		
CHECK	REIMBURSEMENT OF FILING FEE	3/10/2021	\$ 100.00		
3. Payee Information				<input type="checkbox"/> Add	<input type="checkbox"/> Remove

			\$
4. Total only this Page			\$ 100.00
5. Total of ALL CRO-1320 Pages			\$ 100.00
<i>(This line must be on line 16 of Detailed Summary Page CRO-1100)</i>			
6. Purpose Codes (List detailed disbursement code in (f) above)			
L - Returned to Contributor	M - Overpayment for Service	N - Exceeded Contribution Limit	
P* - Reimbursement of In-Kind	O* Other		
* Codes require detailed explanation in required remarks field (m)			

CRO-1320

NC State Board of Elections

December 2007

Non-Monetary Gifts Given to Other Committees (CRO-1330)

Non-Monetary Gifts Given to Other Committees Pg 1 of 1			Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. Committee Full Name (and Fund if applicable)		2. ID Number	
SMITH FOR COMMISSIONER			
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove			
a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Type of Committee <input checked="" type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party	d. Comments	
HARDY FOR COUNTY COMMISSIONER PO BOX 100 ZEBULON, NC 00000	c. Level Registered (Specify) <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality		
e. Type of Gift <input type="checkbox"/> Coordinated Party Expenditure <input type="checkbox"/> Contribution to Candidate/Political Committee			
f. Description	g. Date (mm/dd/yyyy)	h. Fair Market Amount	
FOOD AND SUPPLIES FOR FUNDRAISER	3/10/2021	\$ 750.00	
		\$	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove			
a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Type of Committee <input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party	d. Comments	
	c. Level Registered (Specify) <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality		
e. Type of Gift <input type="checkbox"/> Coordinated Party Expenditure <input type="checkbox"/> Contribution to Candidate/Political Committee			
f. Description	g. Date (mm/dd/yyyy)	h. Fair Market Amount	
		\$	
		\$	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove			
a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Type of Committee <input type="checkbox"/> Candidate <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Party	d. Comments	
	c. Level Registered (Specify) <input type="checkbox"/> Federal <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Municipality		
e. Type of Gift <input type="checkbox"/> Coordinated Party Expenditure <input type="checkbox"/> Contribution to Candidate/Political Committee			
f. Description	g. Date (mm/dd/yyyy)	h. Fair Market Amount	
		\$	
		\$	
4. Total only this Page		\$ 750.00	
5. Total of ALL CRO-1330 Pages (This line must be on line 20 of Detailed Summary Page CRO-1100)		\$ 750.00	

CRO-1330

NC State Board of Elections

December 2007

Non-Monetary Gifts Given to Other Committees (CRO-1330) is used to report when the committee gives an in-kind, non-monetary gift, service or item to another committee.

Non-Monetary Gifts Given to Other Committees

Pg 1 of 1

Amendment

☐ Yes

☒ No

Use this form to report any in-kind, non-monetary gift, service or items given to another committee.

1. Committee Full Name (and Fund if applicable)	2. ID Number
SMITH FOR COMMISSIONER	
3. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove	

SMITH FOR COMMISSIONER

3. Payee Information		<input type="checkbox"/> Add	<input type="checkbox"/> Remove
a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Type of Committee	d. Comments	
HARDY FOR COUNTY COMMISSIONER PO BOX 100 ZEBULON, NC 00000	<input checked="" type="checkbox"/> Candidate		
	<input type="checkbox"/> Referendum		
	<input type="checkbox"/> PAC		
c. Level Registered (Specify)			
<input type="checkbox"/> Federal	<input checked="" type="checkbox"/> County:		
<input type="checkbox"/> State	<input type="checkbox"/> Municipality:		
e. Type of Gift			
<input type="checkbox"/> Coordinated Party Expenditure		<input type="checkbox"/> Contribution to Candidate/Political Committee	
f. Description	g. Date (mm/dd/yyyy)	h. Fair Market Amount	
FOOD AND SUPPLIES FOR FUNDRAISER	3/10/2021	\$ 750.00	
		\$	
3. Payee Information		<input type="checkbox"/> Add	<input type="checkbox"/> Remove

		\$
4. Total only this Page		\$750.00
5. Total of ALL CRO-1330 Pages		\$750.00
<i>(This line must be on line 20 of Detailed Summary Page CRO-1100)</i>		
CRO-1330		

NC State Board of Elections

December 2007

In-Kind Contributions (CRO-1510)

In-Kind Contributions			Pg 1 of 1	Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Use this form to report non-monetary contributions, donations, goods or services provided to the committee or fund. Use CRO-1515 if In-Kind Contributions were or will be refunded within 7 days.				
1. Committee Full Name (and Fund if applicable)		2. ID Number		
SMITH FOR COMMISSIONER				
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove				
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Type of Contributor		c. Comments
SALLY JO SMITH 900 EAST BOULEVARD RALEIGH, NC 00000		<input type="checkbox"/> Individual <input checked="" type="checkbox"/> Candidate <input type="checkbox"/> Party <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Other Receipt Source		
		d. Election Sum to Date		
				\$ 10,100.00
e. Description		f. Date (mm/dd/yyyy)	g. Fair Market Amount	
FILING FEE		3/1/2021	\$ 100.00	
			\$	
			\$	
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove				
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Type of Contributor		c. Comments
		<input type="checkbox"/> Individual <input type="checkbox"/> Candidate <input type="checkbox"/> Party <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Other Receipt Source		
		d. Election Sum to Date		
				\$
e. Description		f. Date (mm/dd/yyyy)	g. Fair Market Amount	
			\$	
			\$	
			\$	
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove				
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Type of Contributor		c. Comments
		<input type="checkbox"/> Individual <input type="checkbox"/> Candidate <input type="checkbox"/> Party <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Other Receipt Source		
		d. Election Sum to Date		
				\$
e. Description		f. Date (mm/dd/yyyy)	g. Fair Market Amount	
			\$	
			\$	
			\$	
4. Total only this Page		\$ 100.00		
5. Total of ALL CRO-1510 Pages (This line must be on line 17 of Detailed Summary Page CRO-1100)		\$ 100.00		

CRO-1510

NC State Board of Elections

December 2007

In-Kind Contributions (CRO-1510) acts as a disbursement to off-set the totals filed for in-kind contributions reported on the Contributions forms.

Since the totals from this form should not adjust your cash balance figures it is important that they be entered both as a contribution and again as an expenditure.

In-Kind Contributions

Pg 1 of 1

Amendment	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Use this form to report non-monetary contributions, donations, goods or services provided to the committee or fund.
Use CRO-1215 if In-Kind Contributions were or will be refunded within 7 days.

1. Committee Full Name (and Fund if applicable)	2. ID Number
SMITH FOR COMMISSIONER	
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove	

SMITH FOR COMMISSIONER

3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove		
a. Full Name, Mailing Address & Phone (include city, state, & zip)	b. Type of Contributor	c. Comments
SALLY JO SMITH 900 EAST BOULEVARD RALEIGH, NC 00000	<input type="checkbox"/> Individual	
	<input checked="" type="checkbox"/> Candidate	
	<input type="checkbox"/> Party	
	<input type="checkbox"/> PAC	d. Election Sum to Date
	<input type="checkbox"/> Referendum	\$ 10,100.00
	<input type="checkbox"/> Other Receipt Source	
e. Description	f. Date (mm/dd/yyyy)	g. Fair Market Amount
FILING FEE	3/1/2021	\$ 100.00
		\$
		\$
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove		

		\$
4. Total only this Page		\$ 100.00
5. Total of ALL CRO-1510 Pages <i>(This line must be on line 17 of Detailed Summary Page CRO-1100)</i>		\$ 100.00

CRO-1510 NC State Board of Elections December 2007

Debts & Obligations Owed by the Committee (CRO-1610)

Debts and Obligations Owed By the Committee Pg. ____ of ____ <small>Amendment <input type="checkbox"/> Yes <input type="checkbox"/> No</small>			
Use this form to report any unpaid debts or obligations owed by the committee, to include campaign credit card purchases.			
1. Committee Full Name (and Fund if applicable)		2. ID Number	
3. Creditor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove			
a. Full Name, Mailing Address & Phone (include city, state, & zip)		b. Description of Creditor	
c. Beginning Balance		d. Total Amount Paid	e. Total Amount Incurred
\$		\$	\$
f. Remaining Balance			
\$			
g. Incurred Debts (what the committee received this period)			
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
g1. Purchase Place Full Name, Mailing Address & Phone (include city, state, & zip)		g2. Date (mm/dd/yyyy)	g3. Amount
			\$
		g4. Purpose Code	g5. Required Remarks
4. Total only this Page (This should be the sum of all items 'g3.' from this page)		\$	
5. Total of ALL CRO-1610 Pages (This line must be on line 22 of Detailed Summary Page CRO-1100)		\$	
6. Purpose Codes (List detailed expenditure code in (g4.))			
A* - Media	B* - Printing	C* - Fundraising	D - To Another Candidate
E - Salaries	F* - Equipment	G - Political Party	H* - Holding Public Office Expenses
I - Postage	J - Penalties	K* - Office Expenses	O* - Other
* Codes require detailed explanation in required remarks field (g5.)			

Debts and Obligations Owed by the Committee (CRO-1610) is used to report any unpaid debts or obligations which are owed by the committee. However, outstanding loans should be listed on Outstanding Loans (CRO-1430) and not on this form.

This form is also used to itemize purchases made with revolving credit.

If a committee makes purchases using recurring credit, the committee must itemize the goods and services purchased with the recurring credit. This must include enough detail to provide a reasonable understanding of the purpose and obligation.

Debts & Obligations Owed to the Committee (CRO-1620)

Debts and Obligations Owed To the Committee				Pg. ____ of ____		Amendment <input type="checkbox"/> Yes <input type="checkbox"/> No	
Use this form to report debts and obligations owed to the Committee.							
1. Committee Full Name (and Fund if applicable)					2. ID Number		
3. Debtor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove							
a. Full Name, Mailing Address & Phone (include city, state, & zip)					Note: All payments received toward debts should be listed on the appropriate receipt form with the contributor listed as this debtor.		
					b. Description of Debtor		
c. Beginning Balance		d. Total Amount Paid		e. Total Amount Incurred		f. Remaining Balance	
\$		\$		\$		\$	
g. Incurred Debts (what the Committee gave)							
g1. Date (mm/dd/yyyy)		g2. Amount		g3. Item Description			
		\$					
		\$					
		\$					
		\$					
		\$					
3. Debtor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove							
a. Full Name, Mailing Address & Phone (include city, state, & zip)					Note: All payments received toward debts should be listed on the appropriate receipt form with the contributor listed as this debtor.		
					b. Description of Debtor		
c. Beginning Balance		d. Total Amount Paid		e. Total Amount Incurred		f. Remaining Balance	
\$		\$		\$		\$	
g. Incurred Debts (what the Committee gave)							
g1. Date (mm/dd/yyyy)		g2. Amount		g3. Item Description			
		\$					
		\$					
		\$					
		\$					
		\$					
4. Total only this Page (This should be the sum of all item '3f' from this page)					\$		
5. Total of ALL CRO-1620 Pages (This line must be on line 23 of Detailed Summary Page CRO-1100)					\$		

CRO-1620

NC State Board of Elections

December 2007

Debts and Obligations Owed To the Committee (CRO-1620) is used to report any unpaid debts or obligations which are owed to the committee.

LEGAL EXPENSE FUNDS

Separate fund required

Donation Limitations (None for individuals, \$4,000 from traditional prohibited sources and other registered committees)

Treasurer will keep detailed accounts and file quarterly reports

Reports are filed on a quarterly schedule

Permitted uses of legal expense funds




A candidate is allowed to set up a legal expense fund. A separate fund is required if a candidate accepts money from anyone other than defined family members to fund an existing or potential legal action. Legal Actions include but are not limited to; a civil or criminal action filed in a court, a complaint or protest filed with a board of elections, an election contest filed under the general statutes or a complaint filed with the state ethics commission or Legislative Ethics Committee. The term 'legal action' does not include the election itself or the campaign for election.

The treasurer will keep detailed accounts and file quarterly reports. Those reports will be filed ten business days after the end of each calendar quarter. There are no contribution limitations for individuals, \$4,000 per calendar year is allowed from the traditional prohibited sources and from other registered committees. There are very specific allowable expenditures for Legal Expense Funds and they may not be used for campaign expenses.

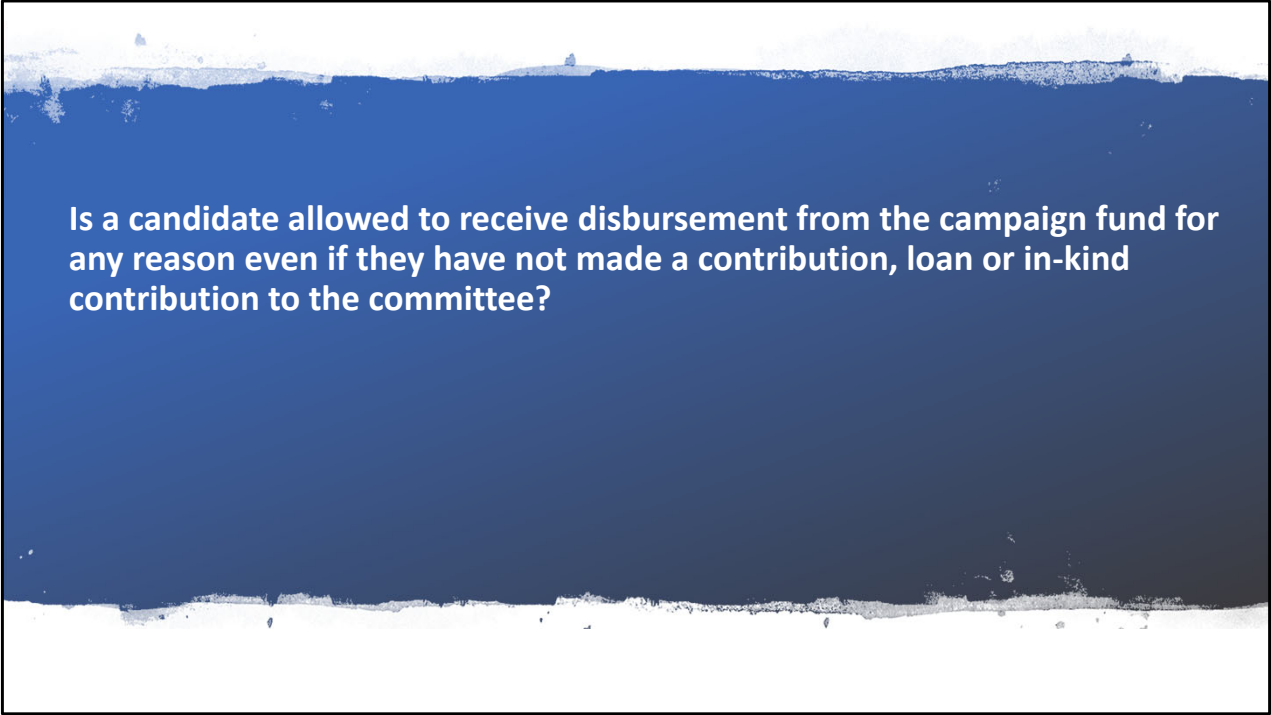


KNOWLEDGE CHECK



What information is required to be recorded for all committee expenditures:

Answer: Date, method of payment
Accurate and detail purpose
Name and address of payee
Amount of expenditure
Election sum to date amount



Is a candidate allowed to receive disbursement from the campaign fund for any reason even if they have not made a contribution, loan or in-kind contribution to the committee?

No, if the candidate did not make a contribution or loan to the committee they may not take money from the committee.



Can a committee purchase a \$300 printer with cash from committee funds?

No the treasurer would need to use a check or other verifiable form of payment.



A candidate committee is allowed to give contributions to a National, State, District or County Committee of a Political Party.

Yes





This section will cover important information related to media for political committees.

WHAT IS MEDIA?

TV, Radio, Print
Billboards
Cards (any size)
Newspapers/inserts
Magazines/periodicals
Fliers/pamphlets
Mass mailings (20,000 statewide,
2,500 other elections)



What do we mean by “media”? According to our campaign finance laws, media means television, radio and print.

Print media includes billboards, cards of all sizes (including small, business-sized cards), newspapers and newspaper inserts, magazines and other periodicals, fliers, pamphlets and mass mailings.

A mass mailing is defined as mail or facsimile to 20,000 or more households, cumulative per election, in a statewide election or 2,500 households, cumulative per election, in any other election.

LEGEND REQUIREMENTS



A legend is the *“Paid for by...”* statement on media.

A legend is needed when an ad is a contribution or an expenditure.

Most campaign advertisements must contain a legend statement.

What is a legend? The legend is the “paid for by...” statement that tells the audience who paid for the advertising.

Legend statements differ depending on the type of media and the type of sponsor.

In most cases, political committees which purchase advertising must disclose the name of the committee as it appears on the Statement of Organization.

An advertisement is required to have a legend if it is considered to be a contribution or an expenditure.

LEGEND REQUIRED

Newspaper Ads and Inserts

Fliers and Pamphlets

Sound-Truck Advertising

Mass Mailings

Portable Signs

Periodicals

Radio and TV Ads

Cards

Outdoor Advertising

Magazine Ads

Billboards



Legends are required for: newspaper ads, newspaper inserts, airplane streamers, fliers, sound-truck advertising, mass mailings (sent to 20,000 households in a statewide election or 2,500 households in any other election), portable signs, periodicals, television ads, radio ads, cards, outdoor advertising facilities, magazines, billboards and pamphlets.

LEGEND NOT REQUIRED



Buttons

Bumper Stickers

Yard Signs & Window Posters
(approximately 14 x 22 inches)

Barn Posters (up to 4 x 6 feet, handmade
generally at little cost)

Balloons

Shopping Bags

Nail Files

Campaign paraphernalia imprinted with
a campaign logo or message

Legends are NOT required for: buttons, bumper stickers, yard signs & window posters (measuring approximately 14 by 22 inches), barn posters (signs that are hand made at no cost measuring up to 4 by 6 feet), balloons, shopping bags, nail files and most other campaign paraphernalia printed with a campaign message.

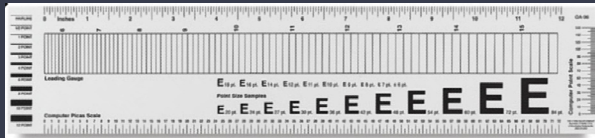
SOCIAL MEDIA

Websites, emails and social media do not require the “Paid for by...” legend statement.



Websites, emails and social media do not require the ‘legend’. There are instances where it may be a good idea for the committee to inform the public that they produced the material on a website or social media post. The State Board of Elections recommends including the ‘legend’ or similar language on websites or other social media to indicate who created the content. This can be important for example when a supporter prints something from a campaign website to distribute.

SIZE REQUIREMENTS



The “Paid for by...” legend is required to be 5% of the height of the printed space or 12 point type whichever is larger.

There is 28 point maximum for newspaper ads.

Campaign Finance law sets size requirements for legends.

In print ads, the “Paid for by...” statement must be at least five percent of the height of the ad’s printed space, or 12 point type, whichever is LARGER.

For a larger ad in a newspaper the maximum size required for the legend is 28 point type.

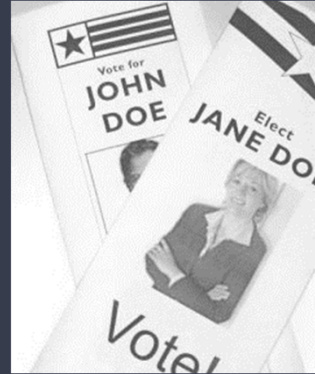
LEGEND EXAMPLES

Print Ads by Candidates

Campaign-sponsored

“Paid for by John Doe for Governor Campaign”

Identify candidate intended to benefit for opposition ad



An example of a legend in a campaign-sponsored print ad reads “Paid for by John Doe for Governor Campaign.”

In a print media advertisement that identifies a candidate the sponsor is opposing, the sponsor discloses in the advertisement the name of the candidate who is intended to benefit from the advertisement. This subdivision applies only when the sponsor coordinates or consults about the advertisement or the expenditure with the candidate who is intended to benefit.

LEGEND EXAMPLES



Print Ads by Parties and Political Action Committees (PACs)

Authorization Statement

"Paid for by Wake County Party Committee. Authorized by Jane Doe, Candidate for Governor."

For print ads sponsored by political parties and political action committees (or PACs) the legend must state in addition to the "Paid for by" language, whether the ad was authorized by or not authorized by the candidate. The name of the candidate along with the office sought is required as well.

An example of a legend in a PAC or Party-sponsored ad would read "Paid for by Wake County Party Committee. Authorized by Jane Doe, Candidate for Governor."

In a print media advertisement that identifies a candidate the sponsor is opposing, the sponsor discloses in the advertisement the name of the candidate who is intended to benefit from the advertisement. This subdivision applies only when the sponsor coordinates or consults about the advertisement or the expenditure with the candidate who is intended to benefit.

LEGEND EXAMPLES

Print Ads by Individuals

Authorization Statement

“Paid for by Jack Jones. Authorized by Jane Doe, Candidate for Governor.”



The legend for ads sponsored by individuals must state in addition to the “Paid for by” language, whether the ad was authorized by or not authorized by the candidate. The name of the candidate along with the office sought is required as well.

An example of a legend in an individual-sponsored ad would read “Paid for by Jack Jones. Authorized by Jane Doe, Candidate for Governor.”

In a print media advertisement that identifies a candidate the sponsor is opposing, the sponsor discloses in the advertisement the name of the candidate who is intended to benefit from the advertisement. This subdivision applies only when the sponsor coordinates or consults about the advertisement or the expenditure with the candidate who is intended to benefit.

LEGEND REQUIREMENTS - TV



Disclosure statement must read "Paid for by..." followed by official committee name and must be 4% of vertical picture height.

Legend appears along with easily identifiable photograph of the candidate for at least two seconds.

The legend requirements for television ads placed by political committees include a visual disclosure statement. The disclosure statement must read 'Paid for by' followed by the official committee name.

The disclosure statement must be 4% of the vertical picture height. When the television advertisement is paid for by a candidate or candidate campaign committee, the visual disclosure legend shall appear along with an easily identifiable photograph of the candidate for a least two seconds.

LEGEND REQUIREMENTS - RADIO

Disclosure statement must say “Paid for by...” followed by the official committee name.

Legend statements are required to be at least two seconds long and easily understood.



The legend requirements for radio ads placed by political committees include a disclosure statement. The disclosure statement must say ‘Paid for by’ followed by the official committee name. Radio disclosure statements must be at least 2 seconds long and easily understood.



KNOWLEDGE CHECK



What are some examples of things included in the definition of media?

Print, TV, Radio, Billboards, Cards, Fliers



What are some examples of things that do require the legend?

Cards, Fliers, Billboards, TV ads, Newspaper ads, Radio ads, etc.



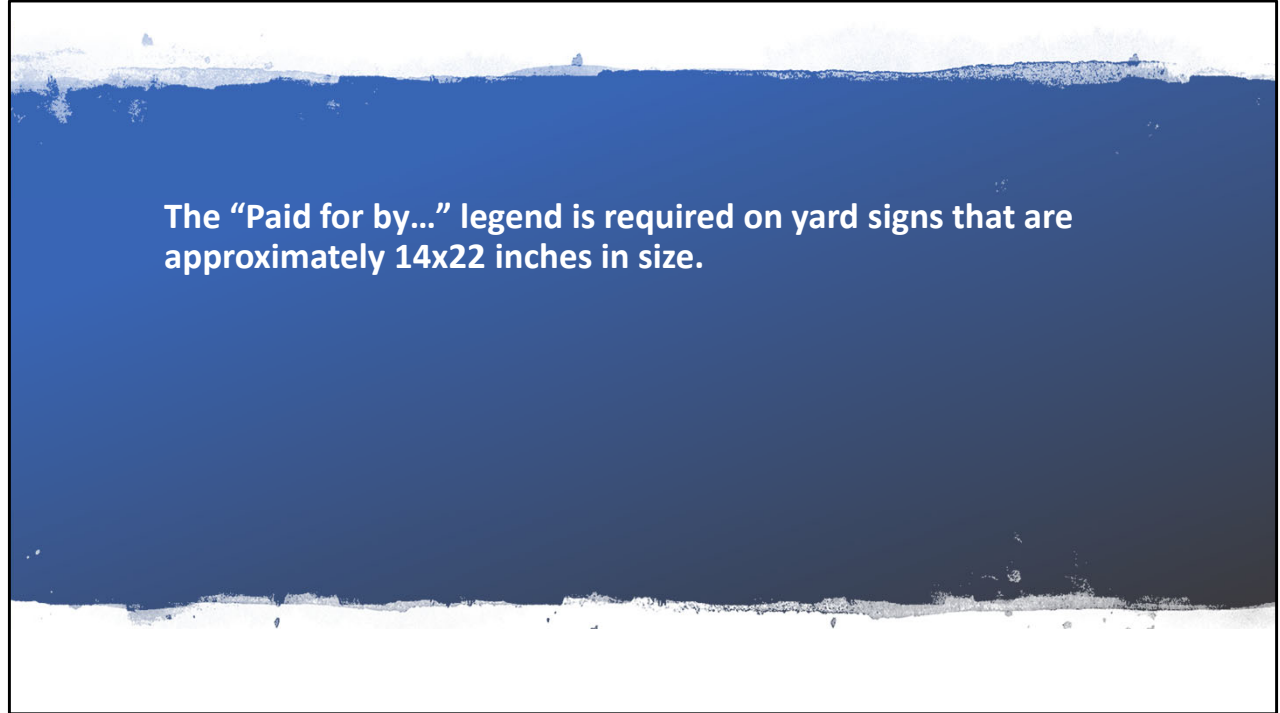
What are some examples of things that do not require the legend?

Buttons, Bumper Stickers, Campaign Signs 14x22 inches in size, Barn Signs 4x6



The “Paid for by...” legend is required to be 5% of the height of the printed space of the advertisement (or 12 point type whichever is larger).

Correct.

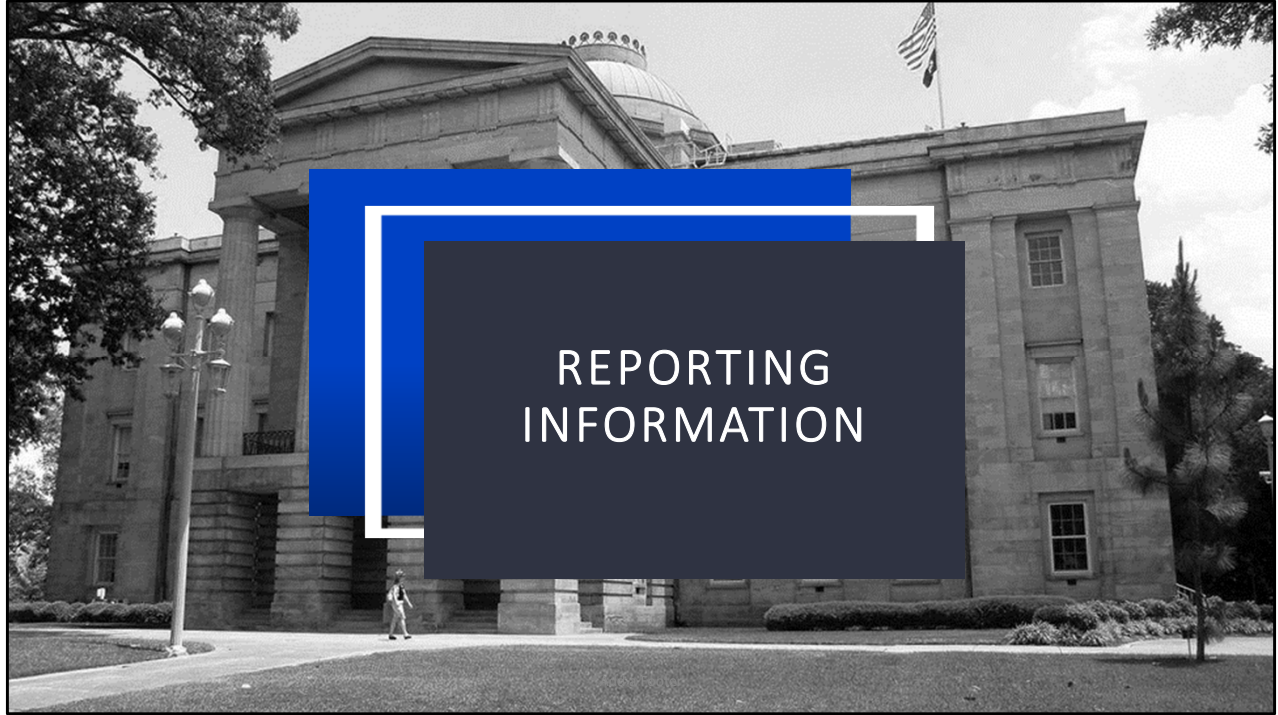


Correct.





Enjoy your break!



This section will cover important information related to filing disclosure reports.

FILING REPORTS

A Disclosure Report covers all committee transactions during a given period of time.

48 Hour Reports (fax, email, or hand-deliver).

Additional reporting required for State Committees that make contributions in Municipal elections.



Once you have set up your committee and filed your Organizational Packet you will then file periodic disclosure reports based on the reporting schedule with the State or County Board of Elections depending on your type of committee.

The Treasurer of a State or County Committee (not Municipal Committees) is required to file 48 Hour Reports for all contributions or transfer of funds of \$1,000 or more received before an election but after the period covered by the last report due before that election. The specific dates for 48 Hour periods can be found on your committee's reporting schedule which can be obtained from your Board of Elections or at www.ncsbe.gov. Unlike regular reports, these notices can be filed via fax or email with your Board of Elections.

Candidate Committees making contributions or expenditures to support or oppose candidates participating in a different election cycle are required to file additional reports on that reporting schedule. Political Committees that make contributions or expenditures concerning a municipal election are required to file additional reports with a County Board of Elections based on the municipal schedule.

48 Hour Reports (CRO-2220)

48-Hour Notice

Use this form to report all contributions of \$1,000 or more. Notice must be filed within 48 hours of receipt of contribution. The 48-Hour reporting period begins the day after the last day of the 1st Qtr-Plus report period and ends the day of the Primary and begins the day after the last day of the 3rd Qtr-Plus report and ends the day of the General Election. All 48 Hour In-Kind Contributions must be recorded on CRO-1510 and attached. This notice may be faxed in order to meet the 48 hour deadline.

Page 1 of 1		Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
1. Committee Information			
a. Full Name		c. ID Number	
SMITH FOR COMMISSIONER			
b. Mailing Address (include City, State and Zip Code)		d. Report Date	
PO BOX 210 RALEIGH, NC 00000		3/1/2022	
		e. Phone Number	
		919-777-1100	
2. Contribution Information		2. Contribution Information	
a. Full Name, Mailing Address & Phone (include city, state, and zip)		a. Full Name, Mailing Address & Phone (include city, state, and zip)	
<input type="checkbox"/> Add <input type="checkbox"/> Remove		<input type="checkbox"/> Add <input type="checkbox"/> Remove	
JOHN SMITH 900 EAST BOULEVARD RALEIGH, NC 00000			
b. Type of Contributor (if checked, must specify b2 and b3)		b. Type of Contributor (if checked, must specify b2 and b3)	
<input checked="" type="checkbox"/> Individual		<input type="checkbox"/> Individual	
<input type="checkbox"/> Political Party		<input type="checkbox"/> Political Party	
<input type="checkbox"/> Other Political Committee (if checked, must specify b1)		<input type="checkbox"/> Other Political Committee (if checked, must specify b1)	
<input type="checkbox"/> Not-for-Profit (if checked, must specify b4)		<input type="checkbox"/> Not-for-Profit (if checked, must specify b4)	
<input type="checkbox"/> Other Source:		<input type="checkbox"/> Other Source:	
c. Type of Committee		c. Type of Committee	
<input type="checkbox"/> Federal <input type="checkbox"/> County		<input type="checkbox"/> Federal <input type="checkbox"/> County	
<input type="checkbox"/> State <input type="checkbox"/> Municipality		<input type="checkbox"/> State <input type="checkbox"/> Municipality	
d. Job Title/Profession		d. Job Title/Profession	
ATTORNEY			
e. Employer's Name/Specific Field		e. Employer's Name/Specific Field	
SMITH & VALDEZ			
f. Form of Payment		f. Form of Payment	
CHECK			
g. Date (mm/dd/yyyy)		g. Date (mm/dd/yyyy)	
3/1/2022			
h. Amount		h. Amount	
\$ 2,000.00		\$	
i. Account Code		i. Account Code	
1			
j. Election Sum to Date		j. Election Sum to Date	
\$ 2,000.00		\$	
k. Total Contributions THIS Page (sum all the "f" entries on this page)		k. Total Contributions THIS Page (sum all the "f" entries on this page)	
\$		\$	
l. Total Contributions ALL Pages (if multi-page, only list on page 1)		l. Total Contributions ALL Pages (if multi-page, only list on page 1)	
\$		\$	
CERTIFICATION			
I certify that the Committee or Fund is in compliance with all provisions of Article 22A, 22B, & 22D-22M of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true, correct and that I have been trained by the NC State Board of Elections. The contributions were received no more than 48 hours prior to this notice being filed. I understand that all contributions including those reported on this notice must also be reported on the next scheduled campaign disclosure report.			
DAVID JONES		DAVID JONES	
Printed Name of Signer		Signature of Appointed Treasurer	
		3/1/2022	
		Date	

CRO-2220

NC State Board of Elections

August 2008

48 Hour Notice (CRO-2220) is used to report contributions received of \$1,000 or more and are received during the 17 days before the primary election or during the 17 days before the general election. This notice must be filed within 48 hours of receiving such contributions.

Unlike other reporting forms, the 48 Hour Notice can be emailed or faxed to ensure timeliness. All contributions reported on a 48 Hour Notice must be reported again on the next scheduled report as well.

ELECTRONIC FILING

State-wide candidates/committees - \$5,000

Other political committees - \$10,000

All committees are required to file electronically if their cumulative total for contributions, loans, or expenditures during an election cycle is more than \$10,000.

In addition to this requirement, State-wide Candidate committees that raise or spend in excess of \$5,000 during the election cycle, party committees or other political committees that give over \$5,000 to statewide candidates during the election cycle or party that make independent expenditures in excess of \$5,000 that affect contests for statewide office, and legal expense funds that raise or spend over \$5,000 in a calendar quarter are also required to file electronically.

All other committees are allowed to file on paper although we encourage all committees to file electronically. Software and training assistance are available at no charge from the State Board of Elections.

OFFICIAL NOTICE OF REPORT DUE

OFFICIAL NOTICE 2020 FOURTH QUARTER REPORT DUE

To: Political Committee Treasurers

From: Campaign Finance Office

Date: December 14, 2020

When To File

Please be advised that your 2020 Fourth Quarter Report must be filed no later than January 12, 2021. The earliest date you can file the report is January 4, 2021.

What To File

The report must include:

All contributions received since the last report filed, through December 31, 2020.
All expenditures made since the last report filed, through December 31, 2020.
All loans received or made since the last report filed, through December 31, 2020.

The treasurer must use best efforts to report all contributor and payee information required by N.C.G.S. § 163-278.11. Please follow the instructions on each form and review the reporting sections of the Campaign Finance Manual available at: <https://www.ncsbe.gov/Campaign-Finance>.

The committee treasurer or assistant treasurer signing the report must certify that the report is true and correct to the best of the treasurer's knowledge. All reports must be signed by a treasurer or assistant treasurer who has completed the free treasurer training available from the North Carolina State Board of Elections. For more information, please visit: <https://www.ncsbe.gov/Campaign-Finance/training>.

How to File: Electronic Filers

All committees are encouraged to file electronically.

The board of elections is required by law to notify you when you have a report due.

This notice will be sent to the treasurer of record for your committee at the address that has been provided on your statement of organization.

Committees have the option of requesting to receive report notifications by email, this request can be made by checking "Email copy of notices" on an amended Statement of Organization and providing your email address(s).

The notice will include pertinent information about the report due including the due date and the dates covered by the report.

It is very important that you send your report to the appropriate board of elections.

WHERE TO FILE?

Statewide, Legislative and Judicial Candidates (including District Attorney), Party Committees, Statewide or Multi-County Referendum, Legal Expense Fund, file with the State Board of Elections.

County and Municipal Candidates, County or Municipal Referendum file with their County Board of Elections.



If you are filing a report for a Statewide, Legislative or Judicial Candidate (including District Attorney), a Party Committee, a Statewide or Multi-County Referendum or a Legal Expense Fund you are required to send your disclosure reports to the State Board of Elections.

If you are filing a report for a County or Municipal Candidate, a County PAC or a County or Municipal Referendum you are required to send your report to the County Board of Elections.

Electronic filers (committees reporting electronically with software) are instructed to email those reports to the State Board of Elections, who will then make them available to the County Board of Elections if applicable.

PROCESSING REPORTS



Reviewed by State or County Staff

Scanned for public viewing

Audited for proper disclosure and accuracy

Amendment requested if necessary

When your report is received by the Board of Elections a staff member verifies receipt and determines the on-time or late status of the report.

The report is then scanned for public viewing on our website. There are some County Boards of Election that are also scanning reports.

All reports are audited for accuracy and for required information.

Once reports are audited, committees will be asked to file amendments if necessary. You do not have to wait to hear from the Board of Elections if you know there is a problem with your report, you can amend it at any time.

NONCOMPLIANCE

**Noncompliance Letter from
State Board of Elections**

**Notice of Termination of Active
Status for not filing reports
(committee cannot raise or
spend funds while in this
status)**

VOTE **NORTH CAROLINA**
STATE BOARD OF ELECTIONS

PO Box 27255
Raleigh, NC 27611-7255
Phone: (919) 814-0700
Fax: (919) 715-0135
campaign.reporting@ncsbe.gov

Certified Mail
Return Receipt Requested

NOTICE OF NONCOMPLIANCE

July 30, 2020

This serves as official notice that your 2020 First Quarter Report has not been received by the North Carolina State Board of Elections. Your report is past due and must be filed immediately.

If your report is not filed within thirty (30) days of the date of this official notice, 08 NCAC 21.0201 requires that the active status of your committee be terminated. This status renders the committee ineligible to receive or make contributions until the committee has filed the delinquent campaign finance report and satisfied any late filing penalty incurred pursuant to N.C.G.S. § 163-278.34(a). Attached, you will find a Notice of Penalty Assessment detailing any late filing penalty assessed against the committee related to this past due report.

If you do not file a required report you will be sent a notice of noncompliance letter by the State Board of Elections. In the event that you do not respond and do not file the reports in question the Board can terminate the active status of your committee.

When your committee's active status has been terminated you are not allowed to receive contributions or make expenditures.

PENALTY ASSESSMENT

PO Box 27255
Raleigh, NC 27611-7255 US
919-814-0700
accounting@ncsbe.gov



NOTICE OF PENALTY ASSESSMENT

BILL TO

NOTICE OF 2209
PENALTY
ASSESSMENT #
DATE 07/30/2020
DUE DATE 08/29/2020
TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/30/2020	Non-statewide	2020 First Quarter Report - Noncompliance	10	50.00	500.00

Pursuant to N.C.G.S. § 163-278.34(e), if a campaign finance report is not filed within the time required by Chapter 163, Article 22a, then the political committee shall pay a late filing penalty. For statewide elections, late filing penalties are assessed at a rate of \$250 per day, not to exceed \$10,000 per report. For elections that are not statewide, late filing penalties are assessed at a rate of \$50 per day, not to exceed \$500 per report.

BALANCE DUE \$500.00

The report indicated above was not filed within the time required by Chapter 163, Article 22A. Since your report does not affect a statewide election, the rate of \$50.00 per day for each day the filing is late applies. A late filing penalty has been assessed against your committee in the amount identified above.

Civil Penalties for late filing

Penalty Assessment

Non-statewide \$50 per day not to exceed \$500

Statewide candidates (and committees that give contributions to statewide candidates) \$250 per day not to exceed \$10,000

If you are late filing a report for your committee there are possible penalties involved.

When a late report is filed by a committee, the State Board of Elections sends a Penalty Assessment letter to the Treasurer. Follow the instructions included on the penalty assessment letter for requesting a waiver or appealing the penalty.

For non-statewide committees the penalty amount is \$50 per day late not to exceed \$500 for that report. For Statewide candidates and committees that give contributions to statewide candidates the penalty amount is \$250 per day late not to exceed \$10,000 for that report.

If the board determines by clear and convincing evidence that the late filing constitutes a willful attempt to conceal contributions or expenditures a civil penalty may be assessed up to three times the amount of the contributions or expenditures willfully attempted to be concealed plus costs of investigation, assessment and collection.

AFTER THE ELECTION

Remain Open – continue to file reports

Inactive Status – File Certification of Inactive Status (CRO-3200) along with current report. When ready to return to active Status file Certification of Return to Active Status (CRO-3300)

Close the Committee – File Final Report along with Certification to Close (CRO-3400).




After the Election you have the option of Remaining Open and continuing to file disclosure reports. Make sure you check with your Board of Elections to understand which reports are required. You also have the option of making your committee Inactive. If you don't plan to have any activity (raising or spending money) for a long period of time you may want to make your committee Inactive. You would need to file the current report showing no activity and file the Certification of Inactive Status (CRO-3200). When you are ready to return to active status you would need to file the Return to Active Status (CRO-3300). The other option is to close your committee. If you are under the threshold you would only need to file the Certification to Close Committee (CRO-3400). This indicates to the Board of Elections that you have a zero balance in your committee and have no outstanding debits/obligations or loans and are ready to close. If you have been filing disclosure reports, you will need to file a Final Report showing all closing transactions and along with the report, include the Certification to Close (CRO-3400).

Certification to Close Committee (CRO-3400)

Certification to Close Committee	
<p style="text-align: center; font-size: small;">This Certification is used to express the intent to close the committee after all funds have been properly disbursed.</p> <p style="font-size: x-small;">This Certification is filed at the Board of Elections office where the committee's campaign reports are filed.</p> <p>FILED BY:</p> <p>Committee Name: _____</p> <p>Treasurer Name: _____</p> <p>Treasurer Address: _____</p> <p style="font-size: x-small;">(include city, state, & zip)</p> <p>_____</p> <p>_____</p> <p>Treasurer Phone: _____</p> <p>_____</p> <p style="font-size: x-small;">I certify that the above mentioned Committee intends to close and cease existence. Upon signing this certification, I declare that all funds have been distributed and reported (if required). In addition, no contributions will be accepted or disbursements made after the "Final Report" is filed or this form is signed. If the Committee at any future time intends to accept or spend funds in support or opposition of any candidate or ballot issue, a new political committee must be formed and registered with the Board of Elections before such activities may commence.</p> <p style="font-size: x-small;">Committees that have filed under the \$1,000 threshold will only be required to sign this Certification. No "Final Report" will be required for committees meeting this criterion. Any Committee that did not file under the \$1,000 threshold must submit a "Final Report" with this Certification. This report must have a zero balance with no outstanding loans or debts.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;">_____ <small>Date Signed</small></div><div style="width: 45%; text-align: center;">_____ <small>Signature</small></div></div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><small>CRO-3400</small><small>Certification to Close Committee</small><small>July 2014</small></div>	

Use the Certification to Close Committee (CRO-3400) to indicate that you are ready to close your committee.

COMPLAINTS



NORTH CAROLINA
STATE BOARD OF ELECTIONS

P.O. Box 27285
Raleigh, NC
27611-7285
Mailing Address

elections.sboe
@ncsbe.gov
E-mail

(919) 814-0700 ext
(919) 512-4723
Phone

(919) 715-0135
Fax

**CAMPAIGN FINANCE
COMPLAINT**
PAGE 1 OF 4

- The North Carolina State Board of Elections (the "Board") investigates alleged violations of North Carolina's campaign finance laws (N.C.G.S. § 163A-1440(7)).
- You may use this form to send a complaint about a campaign finance violation to the Board.
- Allegations may lead to a number of remedies, including amended reports, civil penalties, public reprimands, and others (N.C.G.S. § 163A-1451).
- Violations may also be referred to criminal prosecutors (N.C.G.S. § 163A-1445(d)).
- Complaints must be signed and sworn under oath or affirmation (N.C.G.S. § 163A-1440(7)).
- The Executive Director of the Board will notify any individual, candidate, treasurer, political committee, referendum committee, or other entity against whom allegations are made that a complaint has been filed and provide a copy of the complaint (N.C.G.S. § 163A-1441).

1
Information
About You

Name _____

Address _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Telephone Number _____

2
Nature of the
Complaint

Identify the individual, political committee, or other entity that you believe may have violated specific provisions of North Carolina's campaign finance laws:

Provide the date(s) the alleged violation occurred:

Identify the section(s) of Chapter 163A, Article 23 or Article 26 you believe may have been violated:

Provide the names of other people who may have information that would support your allegations:

All complaints alleging violations of campaign finance regulations must be made in writing and must be signed and sworn under oath.

Complaints are submitted to the State Board of Elections.

The Campaign Finance Complaint Form is available on the State Board website.

Complaints can be filed with the State Board of Elections alleging that someone has violated the Campaign Finance regulations.

Complaints can range from “someone has not used the right size disclosure statement” to “someone has taken business contributions” or “someone registered as under the threshold but I know they have spent more than \$1,000”.

Complaints must be made in writing and under oath. There is a Campaign Finance Complaint Form available on the State Board of Elections website.

RESOURCES

[Home](#)
[Registering](#)
[Voting](#)
[For Candidates](#)
[Results & Data](#)
[Campaign Finance](#)
[About Elections](#)

2021-2022 State and County Reporting Schedule

Report Year	Report Name	Report Start Date	Report End Date	Report Due Date
2021	Mid-Year Semiannual	01/01/2021	06/30/2021	07/30/2021
2021	Year-End Semiannual	07/01/2021	12/31/2021	01/28/2022
2022	First Quarter Plus	01/01/2022	02/19/2022	02/28/2022
2022	Second Quarter	02/20/2022	06/30/2022	07/12/2022
2022	Third Quarter Plus	07/01/2022	10/22/2022	10/31/2022
2022	Fourth Quarter	10/23/2022	12/31/2022	01/11/2023
2022	Mid-Year Semiannual*	01/01/2022	06/30/2022	07/29/2022
2022	Year-End Semiannual*	07/01/2022	12/31/2022	01/27/2023

*Only due from candidates that are not appearing on the ballot in the 2022 elections.

2022 Primary Election Date	2022 General Election Date
03/08/2022	11/08/2022

Campaign Finance Manual

Campaign Finance Staff

(919) 814-0700

campaign.reporting@ncsbe.gov

State Board of Elections website
www.ncsbe.gov (County Board contact information, forms & instructions, software guide, etc.)

There are many resources available If you need assistance from the State Board of Elections.

Please refer to the Campaign Finance Manual available on our website for general questions.

If you prefer to contact us directly, you may reach our staff via the main number for our office at 919-814-0700. Select the option for a member of the campaign finance disclosure and compliance team.


You can also send questions to the campaign reporting inbox at campaign.reporting@ncsbe.gov and your question will be answered by a member of our staff via email.

On the State Board of Elections website we have information about the current report due, schedules for treasurer training sessions, all forms necessary to complete reports along with instructions & sample forms, search functions for committees reports and transactions and much more.

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KNOWLEDGE CHECK



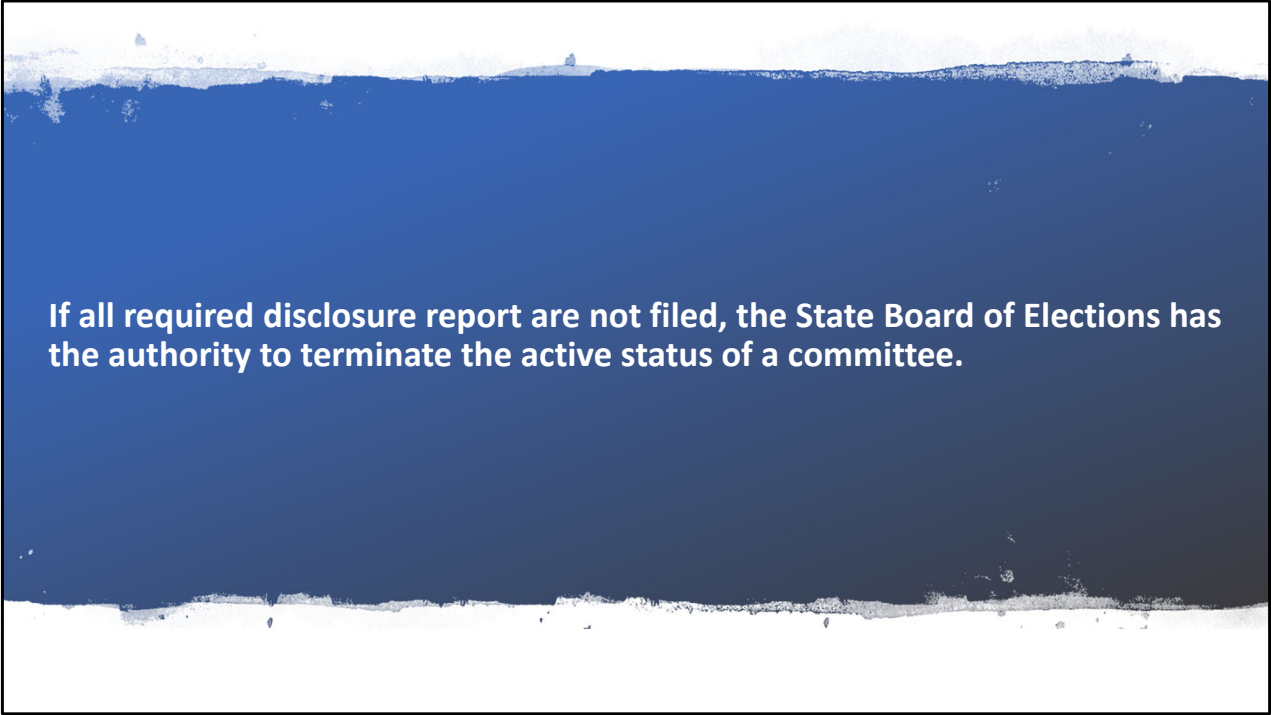
If a committee has certified to remain under the \$1,000 threshold, the committee is not required to file regular disclosure reports with the Board of Elections.

Correct.



All committees are required to file disclosure reports electronically with the Board of Elections.

Incorrect.



If all required disclosure report are not filed, the State Board of Elections has the authority to terminate the active status of a committee.

Correct



The amount of the penalty assessment for a non-statewide committee that is late by three days.

\$150



The amount of the penalty assessment for a statewide candidate committee that is late by two days.

\$500



GREAT JOB!

You have successfully completed the Campaign Finance Mandatory Compliance Training.

You can print a Certificate of Completion once you receive our completion confirmation email from the LMS.

You will need to use your User ID and Password to log back into the LMS.



This is the end of the North Carolina State Board of Elections Mandatory Compliance Training. Completing this course certifies Treasurers, Candidates, and Assistant Treasurers to sign campaign finance reports. Email any questions or comments that you may have to campaign.reporting@ncsbe.gov.

If you would like a certificate of completion, please log back into the Learning Management System at <https://ncgov.csod.com/> using the user ID & password that you created to register for this course, then select your transcript from your completed courses and print.