

Campaign Finance Webinar

2016



*State of
Delaware*

Objectives

- To make candidates and treasurers of political committees aware of the requirements set forth in Title 15, Chapter 80, as well as to ensure that all responsible parties are capable of using the Campaign Finance Reporting System (CFRS) to file reports, amend information, and navigate the system comfortably and effectively.



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Objectives

- You are able to find all materials discussed today including the Power Point slides, Welcome Packet, and CFRS manual at www.elections.delaware.gov.



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Contact Information

If you have any questions regarding Campaign Finance, please do not hesitate to contact our office.

Campaign Finance Section
Office of the State Election Commissioner
905 S. Governors Ave. , Suite 170
Dover, DE 19904

Phone: (302)739-4277 Fax: (302)739-6794

E-mail: coe_campaignfinance@state.de.us



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Who must file a campaign finance report?

- Any political committee that contributes and expends funds that exceed \$500 during an election cycle, is subject to the requirements contained under Delaware Code Title 15, Chapter 80.



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What is a political committee?

15 *Del. C.* §8002(19)

- Any organization or association, whether permanent or created for the purposes of a specific political campaign, which accepts contributions from or makes expenditures to any candidate, candidate committee or political party in an aggregate amount in excess of \$500 during an election period, not including independent expenditures; and
- All political parties and candidate committees.



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Types of political committees

15 Del. C. §8002

- **Political Party***- means an organization eligible to be listed on any general election ballot under § 3001 of this title, or any other organization which desires to be listed on any ballot on any election, and any constituent part of such party which receives contributions and makes expenditures. For purposes of the contribution limits of subchapter II of this chapter, a "political party" includes all constituent parts of such party, including the statewide, county, regional, municipal and district committees, all finance committees and all other committees, subdivisions and organizations related to the political party. (15 Del. C. §8002(20))

**Political Party can also be generally referenced as a political committee in various texts throughout campaign finance and does not always specifically refer to the broader legal definition of a political committee sited in Title 15 Del. C. §8002(19).*



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Types of political committees

15 *Del. C.* §8002

- **Candidate Committee**- means each political committee formed on behalf of a candidate for public office.
(15 *Del. C.* §8002(2))
- **Political Action Committee (PAC)**- means a political committee which is neither a political party nor a candidate committee. (15 *Del. C.* §8002(18))
- **Third Party Advertiser**- means an independent expenditure or an electioneering communication.
(15 *Del. C.* §8002(27))



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Who is responsible for filing reports?

15 Del. C. §8030

- **Candidate Committees-** The candidate and the treasurer are jointly responsible for filing reports. If the treasurer of a candidate committee resigns, the candidate remains responsible for filing the reports.

(15 Del. C. §§ 8003(e), 8005)



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Who is responsible for filing reports?

15 Del. C. §8030

- Political Committees (including Candidate Committees and Political Parties), Political Action Committees, and Third Party Advertising Committees-
 - The treasurer is responsible for filing reports. If the person identified in the Statement of Organization as the treasurer is no longer serving as treasurer, the committee must file an amended Statement of Organization within 7 days designating a replacement treasurer. (*15 Del. C. § 8005(2)*).
 - If the committee fails to amend its Statement of Organization to name its new treasurer, other officers may be deemed liable for the failure to file reports, and the committee may be referred to the Office of the Attorney General for criminal prosecution. (*15 Del. C. § 8043(a)*).



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When to file

(15 *Del. C.* §8030(b))

- **Political Committees and Political Action Committees-** must file 30 Day and 8 Day reports in primary and general elections.
- **Candidate Committees-** must file 30 Day and 8 Day reports in any election in which the candidate's name appears on the ballot.
- The filing deadlines for the 2016 Primary and General elections are contained on the reporting period chart. The Commissioner will notify your committee of filing deadlines for all other types of elections (municipal, special, school board) upon notice of candidacy.



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When to file

(15 *Del. C.* §8030(b))

- All Political Committees must file an annual report every year until the Committee files a closeout report. The annual report for 2015 is January 20, 2016. This requirement does not apply to Third Party Advertisers (15 *Del. C.* §8031, 15 *Del. Admin C.* §100.9).
- The Commissioner may grant one 24-hour extension of a filing deadline upon written request by email (coe_campaignfinance@state.de.us) or fax (302-739-6794) no later than 11:59 pm on the date the report is due (15 *Del. C.* §8044). A form requesting an extension is available on the Commissioner's website (elections.delaware.gov).



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Closing a committee

15 *Del. C.* §8022, §8030

- Any committee wishing to close must file a year-end close out report to close the committee. This requirement does not apply to Third Party Advertisers. Current office holders may close their candidate committees, but should not if they expect to receive contributions or make expenditures while in office.



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Appeals

15 Del. C. §8044

- If you are assessed a civil fine, and you believe that you have reasonable cause for the untimely filing, you may request an appeal before the State Election Commissioner. Filing an appeal will not stop fines from accruing.
- You must request your appeal within 30 days of the receipt of the letter notifying you that you failed to timely file a complete report.



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Appeals

15 Del. C. §8044

- A form for requesting an appeal is on the CF website at:

<http://elections.delaware.gov/pubs/index.shtml#campaign>



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Appeals

15 Del. C. §8044

- You must provide an explanation of reasonable cause and you may send additional documentation of reasonable cause. The Commissioner may request additional information and may schedule one or more meetings to discuss your explanation of reasonable cause.
- The Commissioner will make a written decision based on your explanation of reasonable cause, any documentation submitted, statement you made during the meeting[s] with the Commissioner, if any.



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After the appeal period has ended or appeal process is complete

15 Del. C. § 8044

- If you do not appeal the Commissioner's decision that you did not timely file a complete report, or if you did file an appeal and the Commissioner did not find reasonable cause for your failure to timely file a complete report, the Commissioner shall send your file to the Office of the Attorney General to commence collection efforts.



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After the appeal period has ended or appeal process is complete

15 Del. C. § 8044

- Once the Commissioner has sent the file to the Office of the Attorney General, the Commissioner will not speak to you directly about your fines; all communications must go through the Office of the Attorney General.



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Criminal Sanctions

15 Del. C. §§ 8043, 8044

- If you do not file your complete report within either 30 days after a determination by the Commissioner that your failure to timely file was not due to reasonable cause or the expiration of the 30-day appeal period described above, the Commissioner shall notify the Office of the Attorney General of your failure to file such complete report.



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Criminal Sanctions

15 *Del. C.* §§ 8043, 8044

- The failure to file your complete report within the time frames listed above may result in criminal sanctions. Offenses include but are not limited to:
 - Violation of Section 8003 (class B misdemeanor) – failure of a candidate to timely file reports, failure to name a treasurer.
 - Violation of Section 8004 (class B misdemeanor) – failure of a candidate for school board to timely file CF reports where the candidate’s committee contributes or expends more than \$2000.00.
 - Violation of 8005 (class B misdemeanor) – failure of a political committee to timely amend its Statement of Organization to reflect changes in its officers and to timely file its reports.
 - Violation of Section 8043 (class A misdemeanor) – failure of a candidate, treasurer or other person required to file reports to file a report at all.



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Before you dig to place campaign signs:

Call Miss Utility of Delmarva

(800) 282-8555 OR (800) 441-8355

Penalties for violating the Miss Utility laws: Actual repair costs and civil penalties up to \$2,500 per violation as well as up to three times the actual repair cost of the damaged utilities, plus punitive damages up to \$10,000 per incident.



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Overview of the Campaign Finance Reporting System (CFRS)

- Candidates, Treasurers, and other users wishing to access the CFRS can do so at <https://cfrs.elections.delaware.gov>

Office of the State Election Commissioner >> Campaign Finance Reporting System

Welcome to Delaware Campaign Finance Reporting System

[Certification of Intention](#)

[Register a Candidate Committee](#)

[Register a Political Action Committee \(PAC\)](#)

[Register a Political Committee](#)

[Register 3rd Party Advertisers](#)

[View Filed Reports](#)

[View Contributions / Loans](#)

[View Expenditures / Debts Incurred](#)

[View Committees](#)

[FAQs](#)

[Contact Us](#)



News

Campaign Finance Information

[DECFRS User Manual](#)

Login

Username:

Password:

Remember Me

Login

[Forgot Password?](#)

Overview of the Campaign Finance Reporting System (CFRS)

- Once logged in the treasurer and candidate are able to amend their Statement of Organization, create subcommittees, upload templates, check the reminders page, file reports, and more.



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Creating a Certification of Intention



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Welcome to Delaware Campaign Finance Reporting System

[Certification of Intention](#)

[Register a Candidate Committee](#)

[Register a Political Action Committee \(PAC\)](#)

[Register a Political Committee](#)

[Register 3rd Party Advertisers](#)

[View Filed Reports](#)

[View Contributions / Loans](#)

[View Expenditures / Debts Incurred](#)

[View Committees](#)

[FAQs](#)

[Contact Us](#)

[Historical Filings](#)



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Campaign Finance Information

[DECFRS User Manual](#)

[Filing Instructions](#)

[Request for Report Extension](#)

[Appeal Request Form](#)

Login

Username:

Password:

Remember Me

[Login](#)

[Forgot Password?](#)

**Reconnect
to your
Committee**



 [Download Adobe Reader](#)



Campaign Finance Reporting System

[Home](#) | [Contact](#) | [FAQs](#)

Choose the highlighted link to create a Certification of Intention.



Certification of Intention

Certification of Intention is a form filed by a candidate in lieu of Campaign Finance Reports promising to not exceed a specific amount of contributions or expenses for a specific election. This is only available to Municipal Candidates (Wilmington excluded), and School Board candidates.

If the specified amount is exceeded the candidate must form a Campaign Finance Committee, file a Statement of Organization, and file any required reports.

[Continue](#)



Read the section of the Delaware Code that is displayed and click Continue.

Certification of Intention

STEP 1

STEP 2

STEP 3



Office Sought Information

Office Type County/Municipality Office Sought District

Candidate

Prefix First Name* Middle Name
Last Name* Suffix

Mailing Address

Cell Phone* (for Internal use) Address Line 1* Address Line 2
City* State* Zip* -

Continue Clear Cancel

Select the appropriate information in the highlighted boxes, then fill in the required fields under Candidate Information. Click Continue.

Certification of Intention Review

STEP 1

STEP 2

STEP 3



Office Sought Information

Office Type: **Municipal Office** County/Municipality: **Dover** Office Sought: **Mayor** District: **N/A**

Candidate Information

Prefix: First Name: **Bo** Middle Name:
Last Name: **McDowell** Suffix:

Mailing Address

Cell Phone: **302-739-4277** Address Line 1: **905 S Governor Ave** Address Line 2: **Suite 170**
City: **Dover** State: **Delaware** Zip: **19904**

< Step 1 **Submit** Cancel



Verify that all of the information was entered accurately. Click the Submit button when finished.

Certification of Intention

STEP 1

STEP 2

STEP 3



:: Certification of Intention Completed ::

Print the following Reports

Certification of Intention

[View / Print](#)

Instructions:

This Certification of Intention must be printed, signed, and returned to the Office of the State Election Commissioner.

Please send to:
Office of the State Election Commissioner
Attn: Campaign Finance
905 South Governors Ave Suite 170
Dover, DE 19904

[Back to Home](#)



Office of the State Election Commissioner

[Home](#) | [Contact](#) | [FAQs](#)

To view and/or print the Certification of Intention, click on View/Print.



Campaign Finance Section
Certification of Intention
Municipal Candidates Section 7555

Title 15, Section 7555 of the Delaware Code: Candidate for Municipal Election

A candidate for municipal office (except City of Wilmington) shall file a Certificate of Intention or a Statement of Organization establishing a campaign committee with the Office of the State Election Commissioner no later than seven (7) days after declaring his candidacy. A Certificate of Intention is submitted by a candidate when the yearly salary for the office for which he has filed a Declaration of Candidacy is less than \$1,000 or who does not intend to receive more than \$2,000 in contributions or expend more than \$2000 for campaign expenses during the campaign pursuant to § 7555 Title 15 of the Delaware Code.

If the campaign subsequently receives or expends more than \$2,000 (including any contributions or expenditures by the Candidate), the candidate must notify the Office of the State Election Commissioner within seven days of the receipt or expenditure which brings the total to more than \$2,000. The Candidate must then form a Committee and file all required reports with the Campaign Finance Section of the Office of the State Election Commissioner.

STATEMENT

WITH THIS CERTIFICATION OF INTENTION, I, Bo McDowell
TYPE OR PRINT CANDIDATE'S FULL LEGAL NAME

AS A CANDIDATE FOR THE OFFICE OF Mayor
NAME OF OFFICE

Print the document, sign, and mail to the Office of the State Election Commissioner.

Creating a Statement of Organization



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Welcome to Delaware Campaign Finance Reporting System

- Certification of Intention
- Register a Candidate Committee
- Register a Political Action Committee (PAC)
- Register a Political Committee
- Register 3rd Party Advertisers
- View Filed Reports
- View Contributions / Loans
- View Expenditures / Debts Incurred
- View Committees
- FAQs
- Contact Us
- Historical Filings



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Login

Username:

Password:

Remember Me

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[Forgot Password?](#)

Reconnect
to your
Committee



 Download Adobe Reader



Campaign Finance Reporting System

[Home](#) | [Contact](#) | [FAQs](#)

Choose from the selections in the highlighted portion of the menu that pertain to the type of political committee you are registering.

Register a Candidate Committee

Del Code Title 15 Section 8003. Duties of a candidate.

(a) A candidate shall establish a candidate committee. There shall only be 1 candidate committee for any candidate, although such candidate committee may have subcommittees. The candidate committee may continue in existence for more than 1 election period, and with respect to more than 1 elective office. Each candidate committee or subcommittee shall notify the Commissioner as required under Section 8005 of this title, and shall comply with all the other requirements of this chapter. A candidate shall be responsible for the lawful operation of the candidate's own candidate committee and all subcommittees thereof.

(b) Except for independent expenditures that meet the requirements of this chapter, all contributions to or on behalf of a candidate shall be placed into the candidate committee, and all expenditures to or on behalf of a candidate shall be made from the candidate committee.

(c) A candidate shall cause the candidate's own candidate committee to keep complete records of all contributions received and all expenditures made by or on behalf of the candidate's candidacy, and shall retain such records for 3 full years following the election in which that candidate was a candidate; provided, however, that the candidate need not keep records of the names and mailing addresses of persons making contributions of \$100 or less in an election period.

[Continue](#)

Read the section of the Delaware Code that is displayed and click Continue.

Register a Candidate Committee



Are you filing reports with an Out-of-State Agency or the Federal Election Commission? Yes No

Do you have a Certification of Intention for this office ? Yes No

Office Sought Information

Office Type County/Municipality Office Sought District

- Select Office Type --
- State Office
- County Office
- Municipal Office
- School Board

Candidate Information

Prefix First Name* Middle Name

Last Name* Suffix

Year of Birth* ISN*
(Contact Campaign Finance at 302-739-4277 to obtain your ISN)

Continue Clear Cancel

Fill out the corresponding information in the highlighted boxes. To acquire the ISN please contact our office and we will provide you with one. If you have a Certification of Intention on file then you will not need an ISN. Also, the ISN is only required when registering a Candidate Committee. Click Continue.



Register a Candidate Committee



Do you have a Certification of Intention for this office ? Yes No Account Number

Office Sought Information

Office Type County/Municipality Office Sought District

Candidate Information

Prefix Last Name* Year of Birth* First Name* Middle Name Suffix ISN*
(Contact Campaign Finance at 302-739-4277 to obtain your ISN)



If you have previously filed a Certification of Intention for this office, then enter the account number in order to register the Statement of Organization for your Candidate Committee. Fill out all other required information. Click Continue.



Candidate Committee Registration



Committee Information

Committee Name* (Must include candidate's last name)

Other Name

Date of Origination*

Purpose*
(Maximum characters: 1000)

Scroll down

Contact Information

Office Phone* (for Internal use)

Web Address

Email*

Confirm Email*

Fax

Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Mailing Address Same as Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Office Sought Information

Office Type State Office

Office Sought Attorney General

District -- Select District --

Party Affiliation* -- Select Party --

Candidate Information

Prefix

First Name* John

Middle Name

Last Name* Smith

Suffix

Email*

Confirm Email*

Year of Birth 1943

Cell Phone* (for Internal use)

Work Phone*

Home Phone
(If entered then public can view it)

Fax

ISN 15889291 (for Internal use)

Physical Address

Address Line 1*

Address Line 2

County of Residence* --Select--

Work Phone*

Home Phone (If entered then Public can view it)

Fax

Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Mailing Address Same as Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Additional Contacts (Optional)

Contact Role* --Select Role--

Prefix

First Name*

Middle Name

Last Name*

Suffix

Email

Confirm Email

Cell Phone* (for Internal use)

Work Phone

Home Phone (If entered then Public can view it)

Fax

Receive Notices

For Public

Residence Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Mailing Address Same as Residence Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

[Save Contact](#) [Cancel](#)

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

[< Step 1](#) [Continue](#) [Clear](#) [Cancel](#)

Click Continue to proceed to the next page.



Candidate Committee Registration Information



Scroll
down

Committee Information

Committee Name: Committee to Elect John Smith

Other Name:

Date of Origination:

Purpose: To elect John Smith for Attorney General.

Contact Information

Office Phone: 302-739-4277

Email: campaign@generalsmithde.com

Fax: 302-739-6794

Web Address:

Physical Address

Address Line 1: 905 S Governors Ave

Address Line 2: Suite 170

City: Dover

State: Delaware

Zip: 19904

Mailing Address

Address Line 1: 905 S Governors Ave

Address Line 2: Suite 170

City: Dover

State: Delaware

Zip: 19904

Election Participation

Office Type	County/Municipality	Office Sought	District	Party Affiliation
State Office		Attorney General	N/A	Unaffiliated

Candidate Information

Prefix:

First Name: John

Middle Name:

Last Name: Smith

Suffix:

Email: candidate@generalsmithde.com

Year of Birth:

ISN:

Cell Phone: 302-739-4277

Work Phone: 302-739-4277

Home Phone: 302-739-4277

Fax: 302-739-6794

Residence Address

Address Line 1: 905 S Governors Ave

Address Line 2: Suite 170

County of Residence: Kent County

City: Dover

State: Delaware

Zip: 19904 -

Mailing Address

Address Line 1: 905 S Governors Ave

Address Line 2: Suite 170

City: Dover

State: Delaware

Zip: 19904 -

Treasurer Information

Prefix:

First Name: Jane

Middle Name:

Last Name: Smith

Suffix:

Office type	County/municipality	Office Sought	District	Party Affiliation
State Office		Attorney General	N/A	Unaffiliated

Candidate Information

Prefix: _____ First Name: **John** Middle Name: _____
 Last Name: **Smith** Suffix: _____
 EMail: **candidate@generalsmithde.com** Year of Birth: _____ ISN: _____
 Cell Phone: **302-739-4277** Work Phone: **302-739-4277** Home Phone: **302-739-4277**
 Fax: **302-739-6794**

Residence Address

Address Line 1: **905 S Governors Ave** Address Line 2: **Suite 170** County of Residence: **Kent County**
 City: **Dover** State: **Delaware** Zip: **19904 -**

Mailing Address

Address Line 1: **905 S Governors Ave** Address Line 2: **Suite 170** Zip: **19904 -**
 City: **Dover** State: **Delaware**

Treasurer Information

Prefix: _____ First Name: **Jane** Middle Name: _____
 Last Name: **Smith** Suffix: _____
 EMail: **treasurer@generalsmithde.com** Cell Phone: **302-739-4277** Work Phone: **302-739-4277**
 Home Phone: **302-739-4277** Fax: **302-739-6794**

Residence Address

Address Line 1: **905 S Governors Ave** Address Line 2: **Suite 170** Zip: **19904 -**
 City: **Dover** State: **Delaware**

Mailing Address

Address Line 1: **905 S Governors Ave** Address Line 2: **Suite 170** Zip: **19904 -**
 City: **Dover** State: **Delaware**

Additional Contacts (Optional)

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public
No records to view.									

[< Step 2](#) [Continue](#) [Cancel](#)

Verify that all information was entered accurately. Click Continue.



Candidate Committee Registration



:: Candidate Committee Registration Complete ::

Print the following Reports	
Statement of Organization	View / Print

Instructions:

This Statement of Organization must be printed, signed, notarized, and returned to the Office of the State Election Commissioner before the Committee is activated.

Please send to:
Office of the State Election Commissioner
Attn: Campaign Finance
905 South Governors Ave Suite 170
Dover, DE 19904

When this Office has received your Statement of Organization, and the committee activated, the officers will receive an email confirming the activation with a temporary password.

[Back to Home](#)



Click View/Print in order to view or print the Statement of Organization.

**Campaign Finance Section
Statement of Organization** CANDIDATE COMMITTEE POLITICAL ACTION COMMITTEE POLITICAL COMMITTEE 3rd PARTY ADVERTISER

In order to register with the Campaign Finance Section of the Office of the State Election Commissioner, you must complete a Statement of Organization. If any information for your organization changes, you must complete an amended Statement of Organization and submit it to the Campaign Finance Section.

 NEW AMENDEDDATE OF ORIGATION : 01/01/2015**ORGANIZATIONAL DATA**

FULL ORGANIZATION NAME :

Committee to Elect John Smith

OTHER NAME :

IF THIS IS A SUCCESSOR COMMITTEE,

Print the document. You may either sign the Statement of Organization at the Office of the State Election Commissioner or in the presence of a notary. If you choose the latter, you will need to submit your document via postal mail or hand-delivery.

From:
To:
Cc:
Subject: Delaware Campaign Finance Reporting System - Committee Registration

Dear John Smith,

This email has been sent because "COMMITTEE TO ELECT JOHN SMITH" has been submitted to the Delaware Office of the State Election Commissioner for approval. You have been identified as the **Candidate** for this committee.

By using the State of Delaware Campaign Finance Reporting System, you agree not to use the system for unlawful purposes. Unauthorized use or attempt to upload or change information stored in the system may result in civil penalty or criminal prosecution or both.

Thank you.

Sincerely,
Campaign Finance Section
Office of the State Election Commissioner
905 S. Governors Ave. Suite 170
Dover DE 19904
Phone: (302) 739-4277
Fax: (302) 739-6794
Email: coe_vote@state.de.us

(This message was sent to you by an automated e-mail system. Please do not reply.)

Once you register a political committee you will receive an automated email notification.

From:
To:
Cc:
Subject: Delaware Campaign Finance Reporting System - Committee Registration

Dear John Smith,

You are receiving this email because the committee you have been identified as the Candidate for the "Committee to Elect John Smith" committee which has been approved by Office of the State Election Commissioner for the Campaign Finance Reporting System.

Your username is candidate@generalsmithde.com

Your temporary password is wN#8c4

In order to manage your committee's activities, you must log into the Campaign Finance Reporting System with your user name and temporary password. Once you log in, you will be prompted to create your system password. To start, click the following link and enter your user name and password.

Click the following link: <http://cfrs.elections.delaware.gov>

By using the State of Delaware's Campaign Finance Reporting System, you agree not to use the system for unlawful purposes. Unauthorized use or attempt to upload or change information stored in the system may result in civil penalty or criminal prosecution or both.

Thank you.

Sincerely,
Campaign Finance Section
Office of the State Election Commissioner

Once your signed and notarized Statement of Organization has been received by our office, your committee will then be activated. Upon activation, you will receive an automated email containing your login credentials and a separate email with a welcome packet attached. In the automated email, click the link to our website.

Welcome to Delaware Campaign Finance Reporting System

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- Register a Candidate Committee
- Register a Political Action Committee (PAC)
- Register a Political Committee
- Register 3rd Party Advertisers
- View Filed Reports
- View Contributions / Loans
- View Expenditures / Debts Incurred
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Login

Username:

Password:

Remember Me

[Login](#)

[Forgot Password?](#)



 [Download Adobe Reader](#)

Enter your username and temporary password as provided in the email.

Change Password

Logged in Committee Name: Committee to Elect John Smith

Enter your Current Password*

Choose a New Password*

Confirm your New Password*

Note: Password must be 8-16 characters and consist of 3 of the following 4: Uppercase, Lowercase, Numbers and Special characters.

The page at <https://cfrs.elections.delaware.gov> says:

Your Password has been changed successfully .Please Login with your new Credentials

Prevent this page from creating additional dialogs.

On your first login, you will be prompted to change your temporary password. Enter a new password and click Submit. An alert message pops up after successfully changing your password.

Assigning a New Treasurer



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- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell)

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

To assign a new treasurer, select View/Edit Registration Information.

View / Edit Candidate Committee Registration

Bo McDowell (Campaign Finance Training-Bo McDowell)

Committee Information

Committee Name* (Must include candidate's last name) Other Name CFID: 01003554

Date of Origination* Purpose* (Maximum characters: 1000)

Scroll down

Contact Information

Office Phone* (for Internal use) Web Address

Email* Confirm Email* Fax

Physical Address

Address Line 1* Address Line 2

City* State* Zip*

Mailing Address Same as Physical Address

Address Line 1* Address Line 2

City* State* Zip*

Office Sought Information

Office Type Office Sought District

Party Affiliation*

Candidate Information

Name	Email	Mailing Address	Office Phone	Edit
Bo McDowell	bo.mcdowell@state.de.us	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	

Treasurer Information Same as Candidate

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	11/10/2015		

City* DOVER State* Delaware Zip*

Mailing Address Same as Physical Address

Address Line 1* 905 S GOVERNORS AVE

City* DOVER

Office Sought Information

Office Type State Office

Party Affiliation* *** Not Applicable ***

District -- Select District --

Candidate Information

Name	Email	Mailing Address	Office Phone	Edit
Bo McDowell	bo.mcdowell@state.de.us	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	

Treasurer Information Same as Candidate

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	11/10/2015		

Displaying page 1 of 1, records 1 to 1 of 1

Additional Contacts (Optional)

[Add New Contact](#)

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
---------------	---------------	----------------------	----------

The page at https://cfrs.elections.delaware.gov says:

Are you sure, you want to delete the Treasurer?

Prevent this page from creating additional dialogs.

OK Cancel

Under Treasurer Information, click on the trash bin icon in order to replace the current treasurer. An alert message pops up verifying your selection. Click the OK button.

The page at <https://cfrs.elections.delaware.gov> says:
You must click 'Submit' button at the bottom of this page to submit your changes.

Prevent this page from creating additional dialogs.

OK

Name	Email	Mailing Address	Office Phone	Edit
Bo McDowell	bo.mcdowell@state.de.us	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	

Treasurer Information Same as Candidate

Add New Treasurer

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNOR	739-4277	11/10/2015	12/22/2015	

Displaying page 1 of 1, records 1 to 1 of 1

Please wait. Your request is being processed.

Additional Contacts (Optional)

Add New Contact

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millianie T Bueno

A second alert message appears. Click OK.

City* DOVER

State* Delaware

Zip*

Mailing Address Same as Physical Address

Address Line 1* 905 S GOVERNORS AVE

Address Line 2

City* DOVER

State* Delaware

Zip* 19904

Office Sought Information

Office Type State Office

Office Sought Governor

District -- Select District --

Party Affiliation* *** Not Applicable ***

Candidate Information

Name	Email	Mailing Address	Office Phone	Edit
Bo McDowell	bo.mcdowell@state.de.us	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	

Treasurer Information Same as Candidate

Add New Treasurer

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	11/10/2015	12/22/2015	

Displaying page 1 of 1, records 1 to 1 of 1

Additional Contacts (Optional)

Add New Contact

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millianie T Bueno

Click on the Add New Treasurer button to assign a treasurer.

City* DOVER

State* Delaware

Zip* 19904

Office Sought Information

Office Type State Office

Office Sought Governor

District -- Select District --

Party Affiliation* *** Not Applicable ***

Candidate Information

Name	Email	Mailing Address	Office Phone	Edit
Bo McDowell	bo.mcdowell@state.de.us	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	

Treasurer Information Same as Candidate

Prefix

First Name* Joan

Middle Name

Last Name* Doe

Suffix

Email* jdoe@test.com

Confirm Email* jdoe@test.com

Cell Phone* 302-739-4277
(for Internal use)

Work Phone* 302-739-4277

Home Phone
(If entered then Public can view it)

Fax

Physical Address

Address Line 1* 905 S Governors Ave

Address Line 2 Suite 170

City* Dover

State* Delaware

Zip* 19904

Mailing Address Same as Physical Address

Address Line 1* 905 S Governors Ave

Address Line 2 Suite 170

City* Dover

State* Delaware

Zip* 19904

Save Treasurer Cancel

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	11/10/2015	12/22/2015	

Displaying page 1 of 1, records 1 to 1 of 1

Enter the new treasurer's information. Click Save Treasurer when finished.

City: DOVER
Mailing Address Same as Physical Address

Address Line 1* 905 S GOVERNORS AVE

Address Line 2

City* DOVER

State* Delaware

Zip* 19904

Office Sought Information

Office Type State Office

Party Affiliation* *** Not Applicable ***

District - Select District -

Candidate Information

Name	Email
Bo McDowell	bo.mcdowell@state.de.us

Office Phone	Edit
302-739-4277	

Treasurer Information Same as Candidate

The page at <https://cfrs.elections.delaware.gov> says:

You must click 'Submit' button at the bottom of this page to submit your changes.

Prevent this page from creating additional dialogs.

OK

Name	Email	Mailing Address	Office Phone	Start Date	End Date	Actions
Robin Greenhow	rg@noemail.com	905 S GOVERNORS AVE, DOVER, DE, 19904	302-739-4277	11/10/2015	12/22/2015	
Joan Doe	jdoe@test.com	905 S Governors Ave	302-739-4277	12/22/2015		

Displaying page 1 of 1, records 1 to 2 of 2

Please wait. Your request is being processed.

Additional Contacts (Optional)

Add New Contact

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millanie T Bueno

Click OK on the alert message. Scroll down to the bottom of the page.

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millianie T Bueno
11/10/2015	Statement of Organization (Revision 3)		Bo McDowell
11/12/2015	Statement of Organization (Revision 4)		Millianie T Bueno
12/15/2015	Filing Form		Millianie T Bueno
12/21/2015	Filing Form		Millianie T Bueno

Displaying page 1 of 1, records 1 to 6 of 6

Filing Information

Filing Period Name	Filing Method	Report Due Date	Original Filed Date	Amendment Filed Date	UploadedBy
No records to view.					

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

Submitted By: Bo McDowell
Date: 12/22/2015

I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete.

After reading the statement provided, check the certification box and click Submit.

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
No records to view.										

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millanie T Bueno
11/10/2015	Statement of Organization (Revision 3)		Bo McDowell
11/12/2015	Statement of Organization (Revision 4)		Millanie T Bueno
12/15/2015	Filing Form		Millanie T Bueno
12/21/2015	Filing Form		Millanie T Bueno

Displaying page 1 of 1, records 1 to 6 of 6

The page at <https://cfrs.elections.delaware.gov> says:

Registration amended successfully.

Prevent this page from creating additional dialogs.

OK

Filing Information

Filing Period Name	Filing Method	Report Due Date	Original Filed Date	Amendment Filed Date	UploadedBy
 Please wait. Your request is being processed.					

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

Submitted By: Bo McDowell
Date: 12/22/2015

I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete.

Submit Cancel

An alert will appear notifying you that the registration has been amended successfully. Click OK.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

Each time you amend your committee's information, you must submit a newly signed and notarized Statement of Organization to our office. To do this, select the View/Edit Registration Information tab on the menu.

No records to view.

Documents / Correspondence

Document Date	Document Type	Document Description	Added By
11/10/2015	Statement of Organization (Original) (Revision 1)		
11/10/2015	Statement of Organization (Revision 2)		Millianie T Bueno
11/10/2015	Statement of Organization (Revision 3)		Bo McDowell
11/12/2015	Statement of Organization (Revision 4)		Millianie T Bueno
12/15/2015	Filing Form		Millianie T Bueno
12/21/2015	Filing Form		Millianie T Bueno
12/22/2015	Statement of Organization (Revision 5)		Bo McDowell

Displaying page 1 of 1, records 1 to 7 of 7

Filing Information

Filing Period Name	Filing Method	Report Due Date	Original Filed Date	Amendment Filed Date	UploadedBy
No records to view.					

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

Submitted By: Bo McDowell
Date: 12/22/2015

Scroll down to the bottom of the screen to Documents/Correspondence and select the latest revision to your committee's Statement of Organization.

**Campaign Finance Section
Statement of Organization** CANDIDATE COMMITTEE POLITICAL ACTION COMMITTEE POLITICAL COMMITTEE 3rd PARTY ADVERTISER

In order to register with the Campaign Finance Section of the Office of the State Election Commissioner, you must complete a Statement of Organization. If any information for your organization changes, you must complete an amended Statement of Organization and submit it to the Campaign Finance Section.

 NEW AMENDED

REVISION NUMBER : (5)

DATE OF ORIGINATION :

01/01/2000**ORGANIZATIONAL DATA**

FULL ORGANIZATION NAME :

Campaign Finance Training-Bo McDowell

OTHER NAME :

Print the document. You may either sign the Statement of Organization at the Office of the State Election Commissioner or in the presence of a notary. If the latter, you will need to submit your Statement of Organization via postal mail or hand-delivery.

Entering Contributions



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks		Count
My Verifications		0
Committee Name	Verification Request	Created Date
		Reviewed
No records to view.		
Pending Verifications for this Committee		0

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



To enter a contribution click on the Enter Contributions/Transfers/In-kind Contributions tab on the menu.

Enter Contributions/Transfers/In-Kind Contributions

Bo McDowell (Campaign Finance Training-Bo McDowell)

Contribution General Information

Filing Period* ---Select Filing Period---

Contribution Type* --Select Contribution Type--

Contributor Type* --Select Contributor Type--

Contributor Information

Search Existing Contributors

Search Contributor Name

-or- Enter Contributor Information

Prefix

First Name*

Middle Name

Last Name*

Suffix

Mailing Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Contribution Details

Contribution Date*

Contribution Amount*

Contribution Limit NA

Total Cumulative Amount

Comments

Comments will not appear on filed report

Submit Clear Cancel

Working left to right begin with filing period. Select the contribution type, followed by the contributor type. Next, search the contributor name and if it already exists then the system will populate the fields.

Enter Contributions/Transfers/In-Kind Contributions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* --Select Contribution Type--

Contributor Type* --Select Contributor Type--

Contributor Information

Search Existing Contributors

Search Contributor Name

-or- Enter Contributor Information

Prefix

Last Name

Mailing Address

Address Line 1

City

First Name*

Suffix

Address Line 2

State*

Delaware

Zip*

- Select Contribution Type--
- Candidate Loan
- Cash
- Check
- Coordinated In-Kind
- Credit Card
- Data Conversion
- Electronic Fund Transfer
- Expense Reimbursement
- In-Kind
- Other Income
- Payroll Deductions
- Refund/Rebate
- Ticket Purchases Cash
- Ticket Purchases Check
- Ticket Purchases Credit Card
- Total of Contributions not exceeding \$100 Transfer

- Select Contributor Type--
- Business/Group/Organization
- Candidate Committee
- Dem or Rep National Sub-Committees
- Individual
- Labor Union
- Non-Profit Organization
- Out-of-State or Federal Committee
- Political Action Committee
- Political Committee
- Self (Candidate)
- Total of Contributions not exceeding \$100

Contribution Details

Contribution Date*

Contribution Amount*

Contribution Limit NA

Total Cumulative Amount

Comments

Comments will not appear on filed report

Submit Clear Cancel

The screenshot above shows all possible choices for contributions and contributor types.

Enter Contributions/Transfers/In-Kind Contributions

Robin Greenhow (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* Check

Contributor Type* Individual

Contributor Information

Search Existing Contributors

Search Contributor Name Joh

-or- Enter Contributor Information

- Blues, John, 101 Melody Rd, Smyrna, Delaware
- Burgundy, John, 202 Maroon Ave, Wilmington, Delaware
- Doe, John, 123 Main St, Dover, Delaware
- Johnson, John Jones, 80 Five Circle, Wilmington, Delaware

Prefix

Last Name*

Middle Name

Residence Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Employer Information (Optional)

Employer Name

Contributor Occupation --Select Occupation--

Contribution Details

Contribution Date*

Contribution Amount*

Contribution Limit \$1200.00

Total Cumulative Amount

Comments

Comments will not appear on filed report

Submit Clear Cancel

Keep track of the aggregate contributions.
Enter the name of the contributor in the yellow search bar.

Enter Contributions/Transfers/In-Kind Contributions

Robin Greenhow (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* Check

Contributor Type* Individual

Contributor Information

Search Existing Contributors

Search Contributor Name Burgundy, John, 202 Maroon Ave, Wilmington, Delaware

-or- Enter Contributor Information

Prefix

First Name* John

Middle Name

Last Name* Burgundy

Suffix

Residence Address

Address Line 1* 202 Maroon Ave

Address Line 2

City* Wilmington

State* Delaware

Zip* 19801 -

Employer Information (Optional)

Employer Name

Contributor Occupation --Select Occupation--

Contribution Details

Contribution Date*

Contribution Amount*

Contribution Limit \$1,200.00

Total Cumulative Amount \$350.00

Comments

Comments will not appear on filed report

Submit Clear Cancel

Aggregate amount is displayed. Enter the contribution date and amount. Click submit button to complete transaction.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

If you want to check the transaction(s) that you have just entered, click on the Edit/File Pending Transactions tab on the menu.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Category -- Select Transaction Category --

Transaction Date Range [] - []

Amount Range [] - []

Contributor / Payee Name []

Receipt Not Generated

Non-Compliant Transactions

Search Cancel Clear

To simplify your search, choose the filing period name and then click on the Search button.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Category --Select Contribution Type--
Transaction Date Range [] - []
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
05/15/2015	John Burgundy	Contribution	Check	\$50.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>
10/27/2015	John Burgundy	Contribution	Check	\$350.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 2 of 2



Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

This page shows all transactions that have been entered. If one of them is incorrect then click on the edit icon to the right of the transaction and it will allow you to make any corrections.

Entering Expenditures



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred**
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0

Committee Name	Verification Request	Created Date	Reviewed
No records to view.			

Pending Verifications for this Committee	0
--	---

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



To enter an expenditure, click on the Enter Expenditures and Debts Incurred tab on the menu.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* ---Select Filing Period---

Payee Type* ---Select Payee Type---

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Prefix First Name* Middle Name
Last Name* Suffix

Mailing Address

Address Line 1* Address Line 2
City* State* Delaware Zip*

Expenditure Details

Expense Date* Expense Category* --Select Expense Category-- Expense Purpose* --Select Expense Purpose--

Expense Amount* Debts Incurred Fixed Assets Payment Method* --Select Payment Method--

Expenditure Limit Total Cumulative Amount

Fixed Assets

Description of Asset* Fixed Asset Value*

Location of Asset

Address Line 1* Address Line 2
City* State* Delaware Zip*

Vendor Details (If Payee is not the Vendor)

Vendor Name
Address Line 1 Address Line 2
City State Delaware Zip

Working left to right begin with Filing Period and Select the Payee Type. Next, search the payee name and if it already exists then the system will populate the fields.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* ---Select Payee Type---

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Prefix

First Name*

Middle Name

Last Name*

Suffix

Mailing Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

- Select Payee Type---
- Select Payee Type---
- Business/Group/Organization
- Candidate Committee
- Data Conversion
- Dem or Rep National Sub-Committees
- Individual
- Labor Union
- Non-Profit Organization
- Out-of-State or Federal Committee
- Political Action Committee
- Political Committee
- Total of Expenditures not exceeding \$100

Expenditure Details

Expense Date*

Expense Category* --Select Expense Category--

Expense Purpose* --Select Expense Purpose--

Expense Amount*

Debts Incurred Fixed Assets

Payment Method* --Select Payment Method--

Expenditure Limit

Total Cumulative Amount

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

The screenshot above depicts all of the possible choices for payee types.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name stapl

-or- Enter Payee Information Staples, 1041 N DuPont Hwy, Dover, Delaware

Business/Organization Name*

Mailing Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Expenditure Details

Expense Date*

Expense Category* --Select Expense Category--

Expense Purpose* --Select Expense Purpose--

Expense Amount*

Debts Incurred Fixed Assets

Payment Method* --Select Payment Method--

Expenditure Limit

Total Cumulative Amount

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

Comments

In order to properly keep track of the aggregates, enter the name of the payee into the yellow search bar and select the correct entity.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Business/Organization Name* Staples

Mailing Address

Address Line 1* 1041 N DuPont Hwy

Address Line 2

City* Dover

State* Delaware

Zip* 19901

Expenditure Details

Expense Date* 10/29/2015

Expense Category* --Select Expense Category--

Expense Purpose* --Select Expense Purpose--

Expense Amount* \$50.00

Debts Incurred Fixed Asset
Total Cumulative Amount

Payment Method* Credit Card

Expenditure Limit

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State*

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State

Zip -

- Select Expense Category--
- Contributions
- Data Conversion
- Direct Mailing by Mail House (R)
- Field Expenses
- Fund Raiser
- In-Kind
- Independent Expenditures
- Media
- Other Expenses
- Postage
- Printing and Campaign Materials
- Purchase of Equipment
- Reimburse
- Rent and Other Office expenses
- Salaries and Other compensation
- Total of Expenditures not exceeding \$100
- Transfer

Again working from left to right, begin with selecting the Expense Category before you enter the Expense Purpose.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name Staples, 1041 N DuPont Hwy, Dover, Delaware

-or- Enter Payee Information

Business/Organization Name* Staples

Mailing Address

Address Line 1* 1041 N DuPont Hwy

Address Line 2

City* Dover

State* Delaware

Zip* 19901

Expenditure Details

Expense Date* 10/29/2015

Expense Category* Rent and Other Office expenses

Expense Purpose* Office Supplies

Expense Amount* \$50.00

Debts Incurred Fixed Assets

Payment Method* Credit Card

Expenditure Limit

Total Cumulative Amount \$0.00

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

This is what the screen should look like when the Expense Category and Expense Purpose are filled in correctly.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

If you want to review your transactions then you would go to the Edit/File Pending Transactions tab on the menu before proceeding.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Date Range [] - []

Transaction Category -- Select Transaction Category --

Amount Range [] - []

Contributor / Payee Name []

Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

You must select the Filing Period Name and then click Search.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category --Select Contribution Type--
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
05/15/2015	John Burgundy	Contribution	Check	\$50.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>
10/29/2015	Staples	Expenditure	Rent and Other Office expenses	\$50.00	1041 N DuPont Hwy, Dover, Delaware 19901			<input type="checkbox"/>
10/27/2015	John Burgundy	Contribution	Check	\$350.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 3 of 3

Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

This screen shows all of your transactions. The highlighted portion is the transaction that was just entered.

Submitting the Report



*State of
Delaware*

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

To submit your current report, go to Edit/File Pending Transactions from the menu.

The page at https://cfrs.elections.delaware.gov says:
Are you sure you want to file all pending transactions to the State?
OK Cancel

Edit / File Pending Transactions

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category -- Select Transaction Category --
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
05/15/2015	John Burgundy	Contribution	Check	\$50.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>
10/29/2015	Staples	Expenditure	Rent and Other Office expenses	\$50.00	1041 N DuPont Hwy, Dover, Delaware 19901			<input type="checkbox"/>
10/27/2015	John Burgundy	Contribution	Check	\$350.00	202 Maroon Ave, Wilmington, Delaware 19801			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 3 of 3



Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

When filing a closeout report, the ending balance must be zero. There must be a zero balance for each of the following: fixed assets, loans, debts incurred, and cash.

Cash Balances

Bo McDowell (Campaign Finance Training - Bo McDowell)

Cash Balances

Filing Period Name 2015 Annual Beginning Balance* \$0.00 Ending Balance* \$350.00
Start Date 01/01/2008 Prior Reported Ending Balance* \$0.00 Reported Ending Balance* \$350.00

Authorization

Officer Name	Role	Password	Certification
Robin Greenhow	Treasurer	*****	<input checked="" type="checkbox"/> I authorize that all information included in this Financial Report package is accurate and correct. I agree to abide by all rules and regulations regarding Campaign Finance and the election process in the State of Delaware. I understand that representatives from the Office of the State Election Commissioner will perform an audit of all information provided on this report.

Submitted By: Bo McDowell

Role: Candidate

Date: 10/30/2015

I authorize that all information included in this Financial Report package is accurate and correct. I agree to abide by all rules and regulations regarding Campaign Finance and the election process in the State of Delaware. I understand that representatives from the Office of the State Election Commissioner will perform an audit of all information provided on this report.

Submit Clear Cancel



Office of the State Election Commissioner

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Check your Ending Balance and if correct, enter the amount into the Reported Ending Balance box. Check the certification and authorization box and click Submit.

Campaign Statement Filed



:: Campaign Statement Filed ::

Print the following Reports	
Campaign Statement	View / Print



[Back](#)

After submission you have the option to view or print.

CampaignFinanceReport_Prelim_389171_323_c9eab939-363f-416f-becf-f703445c76e6.pdf - Adobe Acrobat

File Edit View Window Help

Open Create 92.9% Form Tools Fill & Sign Comment

Delaware elections

Campaign Finance Section Financial Report

Financial Reports are required to be submitted to the Campaign Finance Section of the Office of the State Election Commissioner by all Candidates, Committees, and Organizations. Late or incomplete reports are subject to fines levied by the Commissioner's Office, so please be sure to check all applicable deadlines and file on time. Add extra sheets if necessary.

FULL ORGANIZATION NAME: Campaign Finance Training - Bo McDowell

ACCOUNT NUMBER: 01003522 DATE OF THIS REPORT: 10/30/2015

REPORTING PERIOD START: 01/01/2008 REPORTING PERIOD END: 12/31/2015

OFFICE SOUGHT: State Office - Governor

CHECK THE BOX THAT APPLIES TO THIS REPORT:

PRIMARY ELECTION 8-DAY 30-DAY OTHER ELECTION 8-DAY 30-DAY

GENERAL ELECTION 8-DAY 30-DAY SPECIAL ELECTION 8-DAY 30-DAY

YEAR END

THIRD-PARTY ADVERTISERS

FINAL ORGANIZATION CLOSING: YES NO

AMENDMENT: YES NO CLOSING DATE: _____

I authorize that all information included in this Financial Report package is accurate and correct. I agree to abide by all rules and regulations regarding Campaign Finance and the election process in the State of Delaware. I understand that representatives from the Office of the State Election Commissioner will perform an audit of all information provided on this report.

Robin Greenhow
TREASURER SIGNATURE DATE

Bo McDowell
CANDIDATE SIGNATURE DATE

■ Current ■ Amended ■ Deleted ■ Amended New

When you have completed all the necessary steps and submitted the report you will see the report in a PDF format with an "ORIGINAL" watermark.

Entering In-kind Contributions



*State of
Delaware*



Delaware Campaign Finance Reporting System

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions**
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders
Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count								
My Verifications	0								
<table border="1"> <thead> <tr> <th>Committee Name</th> <th>Verification Request</th> <th>Created Date</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records to view.</td> </tr> </tbody> </table>		Committee Name	Verification Request	Created Date	Reviewed	No records to view.			
Committee Name	Verification Request	Created Date	Reviewed						
No records to view.									
Pending Verifications for this Committee	0								

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

When entering an In-kind Contribution, you must select the Enter Contributions/Transfers/In-kind Contributions tab on the menu.

Enter Contributions/Transfers/In-Kind Contributions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* --Select Contribution Type--
--Select Contribution Type--
Candidate Loan
Cash
Check
Coordinated In-Kind
Credit Card
Data Conversion
Electronic Fund Transfer
Expense Reimbursement
In-Kind
Other Income
Payroll Deductions
Refund/Rebate
Ticket Purchases Cash
Ticket Purchases Check
Ticket Purchases Credit Card
Total of Contributions not exceeding \$100
Transfer

Contributor Type* --Select Contributor Type--
--Select Contributor Type--
Business/Group/Organization
Candidate Committee
Dem or Rep National Sub-Committees
Individual
Labor Union
Non-Profit Organization
Out-of-State or Federal Committee
Political Action Committee
Political Committee
Self (Candidate)
Total of Contributions not exceeding \$100

Contributor Information

Search Existing Contributors

Search Contributor Name

-or- Enter Contributor Information

First Name*
Suffix
Last Name*
Address Line 1
Address Line 2
State* Delaware
Zip* -

Contribution Details

Contribution Date*
Contribution Amount*
Contribution Limit NA
Total Cumulative Amount

Comments
Comments will not appear on filed report

Submit Clear Cancel

Working left to right begin with the Filing Period and select In-kind as the Contribution Type, then specify the Contributor Type.

Enter Contributions/Transfers/In-Kind Contributions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* In-Kind

Contributor Type* Business/Group/Organization

Contributor Information

Search Existing Contributors

Search Contributor Name Ventu

-or- Enter Contributor Information No Data available...

Business/Organization Name* Venture Realty

Mailing Address

Address Line 1* 300 Park Place

Address Line 2

City* Dover

State* Delaware

Zip* 19904

Contribution Details

Contribution Date* 10/28/2015

Contribution Amount* \$1200.00

Contribution Limit \$1200.00

Total Cumulative Amount \$0.00

Comments* Donated office space to use for campaign. \$300/week

Comments will not appear on filed report

Submit Cancel

Please use the Search Contributor Name box to see if the contributor's information already exists. If it does the fields will auto-populate. If not, then manually enter the information into the Enter Contributor Information section. Once completed, enter the contribution details and click Submit.

Enter Contributions/Transfers/In-Kind Contributions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Contribution General Information

Filing Period* 2015 Annual

Contribution Type* In-Kind

Contributor Type* Business/Group/Organization

Contributor Information

Search Existing Contributors

Search Contributor Name Ventu

-or- Enter Contributor Information

Business/Organization Name* Venture Realty

Mailing Address

Address Line 1* 300 Park Place

City* Dover

Zip* 19904

Contribution Details

Contribution Date* 10/28/2015

Contribution Limit \$1200.00

Amount* \$1200.00

Total Cumulative Amount \$0.00

Comments*

Donated office space to use for campaign. \$300/week

Comments will not appear on filed report.

Please select the most appropriate condition for this in-kind contribution:

- This in-kind was Fully Utilized
- This in-kind was Partially Utilized
- This in-kind was Not Utilized

Submit

Submit Cancel

Next, a box will generate that requires you to indicate whether you fully, partially, or did not utilize the In-kind Contribution. Please select the corresponding radio button and click submit.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Business/Organization Name* Venture Realty

Mailing Address

Address Line 1* 300 Park Place Address Line 2

City* Dover State* Delaware Zip* 19904

Expenditure Details

Expense Date* 10/28/2015 Expense Category* In-Kind Expense Purpose* Office Rent

Expense Amount* \$600.00 Debts Incurred Fixed Assets Payment Method --Select Payment Method--

Expenditure Limit Total Cumulative Amount \$0.00

Fixed Assets

Description of Asset* Office Rental Space Fixed Asset Value* \$600.00

Location of Asset

Address Line 1* 300 Park Place Address Line 2

City* Dover State* Delaware

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1 Address Line 2

City State Delaware

Comments* Temporary office space for 2 weeks.

Save Expense Cancel

After selecting Partially Utilized, the system will automatically check the Fixed Assets box. Now, you will need to fill in the Description and Location in the Fixed Assets fields. You must leave a comment and save the expense.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

Select Edit/File Pending Transactions to view all previously entered transactions.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Date Range [] - []

Transaction Category -- Select Transaction Category --

Amount Range [] - []

Contributor / Payee Name []

Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

To view pending transactions select the appropriate filing period then click Search.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category -- Select Transaction Category --
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
10/28/2015	Venture Realty	Expenditure	In-Kind	\$600.00	300 Park Place, Dover, Delaware 19904			<input type="checkbox"/>
10/28/2015	Venture Realty	Contribution	In-Kind	\$1,200.00	300 Park Place, Dover, Delaware 19904			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 2 of 2

Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

Notice the box is grayed out for the partially utilized In-kind (expenditure). To edit this transaction, the user would need to click on the In-kind Contribution edit icon.

Debt-Incurred Payments



*State of
Delaware*

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name Staples, 1041 N DuPont Hwy, Dover, Delaware

-or- Enter Payee Information

Business/Organization Name* Staples

Mailing Address

Address Line 1* 1041 N DuPont Hwy Address Line 2

City* Dover State* Delaware Zip* 19901

Expenditure Details

Expense Date* 10/29/2015 Expense Category* Rent and Other Office expenses Expense Purpose* Office Supplies

Expense Amount* \$50.00 Debts Incurred Fixed Assets Payment Method --Select Payment Method--

Expenditure Limit Total Cumulative Amount \$0.00

Fixed Assets

Description of Asset* Fixed Asset Value*

Location of Asset

Address Line 1* City*

Vendor Details (If Payee is not the Vendor)

Vendor Name Address Line 1 City

Comments

In order to enter a Debts Incurred, first enter the Payee Information and Expenditure Details (be sure to select the Debts Incurred box). This will inactivate the Payment Method box. After completing all required information click Save Expense.

Save Expense Clear Cancel

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid**
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

To pay debts incurred, select Enter Debts Incurred Paid from the menu.

Enter Debts Incurred Paid

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* (Current Filing Period)	2015 Annual	Payee Name	
Incurred Date		Amount Incurred	

Search Clear Cancel



Office of the State Election Commissioner

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To simplify the Debts Incurred search process, just select the appropriate Filing Period Name and click Search.

Enter Debts Incurred Paid

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* (Current Filing Period) Payee Name

Incurred Date Amount Incurred

Search Clear Cancel

Payee Name	Address	Vendor Name	Outstanding Balance	Select
Staples	1041 N DuPont Hwy, Dover, Delaware, 19901		\$50.00	



Select the Debt Incurred to be paid.

Enter Debts Incurred Paid

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual Payee Name Staples

Expenditure Date	Vendor Name	Original Amount	Balance Amount	Payment Method	Payment Date	Forgiven Amount	Payment Amount
10/29/2015		\$50.00	\$50.00	Check	10/30/2015	\$0.00	\$50.00

Submit Cancel Clear

Enter the payment method, date, and amount. Click Submit when finished.

Enter Debts Incurred Paid

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual Payee Name Staples

Expenditure Date	Vendor Name	Original Amount	Balance Amount	Payment Method	Payment Date	Forgiven Amount	Payment Amount												
10/29/2015		\$50.00	\$0.00	--Select Payment Method--															
<table border="1"><thead><tr><th>Payment Method</th><th>Payment Date</th><th>Forgiven Amount</th><th>Payment Amount</th><th>Edit</th><th>Delete</th></tr></thead><tbody><tr><td>Check</td><td>10/30/2015</td><td>\$0.00</td><td>\$50.00</td><td></td><td></td></tr></tbody></table>								Payment Method	Payment Date	Forgiven Amount	Payment Amount	Edit	Delete	Check	10/30/2015	\$0.00	\$50.00		
Payment Method	Payment Date	Forgiven Amount	Payment Amount	Edit	Delete														
Check	10/30/2015	\$0.00	\$50.00																

Submit Cancel Clear



Office of the State Election Commissioner

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If you don't have any other Debts Incurred to be paid, click Submit.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



Office of the State Election Commissioner

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Select Edit/File Pending Transactions on the menu in order to view the Debts Incurred Paid transactions.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Date Range [] - []

Transaction Category -- Select Transaction Category --

Amount Range [] - []

Contributor / Payee Name []

Receipt Not Generated

Non-Compliant Transactions

Search Cancel Clear

Select the appropriate Filing Period and click Search.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category -- Select Transaction Category --
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
10/30/2015	Staples	Expenditure	Debts Incurred Paid	\$50.00	1041 N DuPont Hwy, Dover, Delaware 19901			<input type="checkbox"/>
10/29/2015	Staples	Expenditure	Rent and Other Office expenses	\$50.00	1041 N DuPont Hwy, Dover, Delaware 19901			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 2 of 2



Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

Now the Debts Incurred transaction and the Debts Incurred Paid transaction are both visible.

Reimbursements



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count								
My Verifications	0								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Committee Name</th> <th style="width: 30%;">Verification Request</th> <th style="width: 20%;">Created Date</th> <th style="width: 20%;">Reviewed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; color: red;">No records to view.</td> </tr> </tbody> </table>		Committee Name	Verification Request	Created Date	Reviewed	No records to view.			
Committee Name	Verification Request	Created Date	Reviewed						
No records to view.									
Pending Verifications for this Committee	0								

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

In order to enter a reimbursement, select Enter Expenditures and Debts Incurred from the menu.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* ---Select Filing Period---

Payee Type* ---Select Payee Type---

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Prefix First Name* Middle Name
Last Name* Suffix

Mailing Address

Address Line 1* Address Line 2
City* State* Delaware Zip* -

Expenditure Details

Expense Date* Expense Category* --Select Expense Category-- Expense Purpose* --Select Expense Purpose--

Expense Amount* Debts Incurred Fixed Assets Payment Method* --Select Payment Method--

Expenditure Limit Total Cumulative Amount

Fixed Assets

Description of Asset* Fixed Asset Value*

Location of Asset

Address Line 1* Address Line 2
City* State* Delaware Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name
Address Line 1 Address Line 2
City State Delaware Zip -

Remember to remain vigilant and frequently check to ensure that you are on the correct screen.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* ---Select Payee Type---

Payee Information

Search Existing Payee

Search Payee Name

-or- Enter Payee Information

Prefix

First Name*

Middle Name

Last Name*

Suffix

Mailing Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

- Select Payee Type---
- Select Payee Type---
- Business/Group/Organization
- Candidate Committee
- Data Conversion
- Dem or Rep National Sub-Committees
- Individual
- Labor Union
- Non-Profit Organization
- Out-of-State or Federal Committee
- Political Action Committee
- Political Committee
- Total of Expenditures not exceeding \$100

Expenditure Details

Expense Date*

Expense Category* --Select Expense Category--

Expense Purpose* --Select Expense Purpose--

Expense Amount*

Debts Incurred Fixed Assets

Payment Method* --Select Payment Method--

Expenditure Limit

Total Cumulative Amount

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

Working from left to right, first select the appropriate filing period, then select the appropriate Payee Type.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training - Bo McDowell)

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Individual

Payee Information

Search Existing Payee

Search Payee Name jac

-or- Enter Payee Information Sparrow, Jack, 4 Birds Nest Blvd, Dover, Delaware

Prefix

First Name*

Middle Name

Last Name*

Suffix

Mailing Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Expenditure Details

Expense Date*

Expense Category* --Select Expense Category--

Expense Purpose* --Select Expense Purpose--

Expense Amount*

Debts Incurred Fixed Assets

Payment Method* --Select Payment Method--

Expenditure Limit

Total Cumulative Amount

Fixed Assets

Description of Asset*

Fixed Asset Value*

Location of Asset

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

If the payee has been used previously, it will appear in the Search Payee Name box. Always Search Payee Name first.

Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Individual

Payee Information

Search Existing Payee

Search Payee Name Sparrow, Jack, 4 Birds Nest Blvd, Dover, Delaware

-or- Enter Payee Information

Prefix First Name* Jack Middle Name
 Last Name* Sparrow Suffix

Mailing Address

Address Line 1* 4 Birds Nest Blvd Address Line 2
 City* Dover State* Delaware Zip* 19904 -

Expenditure Details

Expense Date* 10/30/2015 Expense Category* Reimburse Expense Purpose* Other

Expense Amount* \$150.00 Debts Incurred Fixed Assets Payment Method* Check

Activity Date* 10/25/2015 Total Expense Amount* \$150.00 Check Number* 6003

Activity Description*

Reimbursement for office supply purchase at Staples.

Fixed Assets

Description of Asset* Fixed Asset Value*

Location of Asset

Address Line 1* Address Line 2
 City* State* Delaware Zip*

Vendor Details

Vendor Name* Staples
 Address Line 1* 1041 N DuPont Hwy Address Line 2
 City* Wilmington State* Delaware Zip* 19808

Comments

This field is optional but we prefer you enter comments for your own records should you need to check it for future reference.

Save Expense Clear Cancel

After entering the Expense Date and Amount, be sure to select Reimburse in the Expense Category and the Expense Purpose.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



Office of the State Election Commissioner

Home | Contact | FAQs

Select Edit/File Pending Transactions to view the Reimbursement transaction(s).

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Category -- Select Transaction Category --

Transaction Date Range [] - []

Amount Range [] - []

Contributor / Payee Name []

Receipt Not Generated

Non-Compliant Transactions

Search Cancel Clear

Select the appropriate filing period and click Search.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category -- Select Transaction Category --
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
10/30/2015	Jack Sparrow	Expenditure	Rent and Other Office expenses	\$150.00	4 Birds Nest Blvd, Dover, Delaware 19904			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 1 of 1

Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

If you need to edit your reimbursement transaction, select the Edit icon.

Acquiring Fixed Assets



*State of
Delaware*



Delaware Campaign Finance Reporting System

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates

2015 Annual 01/20/2016

Tasks	Count								
My Verifications	0								
<table border="1"> <thead> <tr> <th>Committee Name</th> <th>Verification Request</th> <th>Created Date</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records to view.</td> </tr> </tbody> </table>		Committee Name	Verification Request	Created Date	Reviewed	No records to view.			
Committee Name	Verification Request	Created Date	Reviewed						
No records to view.									
Pending Verifications for this Committee	0								

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

To enter a Fixed Asset, select Enter Expenditures and Debts Incurred.

Enter Expenditures and Debts Incurred

Bo McDowell (Campaign Finance Training-Bo McDowell)



Expenditure General Information

Filing Period* 2015 Annual

Payee Type* Business/Group/Organization

Payee Information

Search Existing Payee

Search Payee Name Best Purchase, 2201 Farandnear Dr., Wilmington, Delaware

-or- Enter Payee Information

Business/Organization Name* Best Purchase

Mailing Address

Address Line 1* 2201 Farandnear Dr.

Address Line 2

City* Wilmington

State* Delaware

Zip* 19808 -

Expenditure Details

Expense Date* 11/02/2015

Expense Category* Purchase of Equipment

Expense Purpose* IT - Campaign Computer Equip

Expense Amount* \$1000.00

 Debts Incurred Fixed Assets

Payment Method* Credit Card

Expenditure Limit

Total Cumulative Amount \$0.00

Fixed Assets

Description of Asset* Laptop Computer

Fixed Asset Value* \$1000.00

Location of Asset

Address Line 1* 905 S. Governors Ave.

Address Line 2 Suite 170

City* Dover

State* Delaware

Zip* 19904 -

Vendor Details (If Payee is not the Vendor)

Vendor Name

Address Line 1

City

Address Line 2

State Delaware

Zip -

Comments*

Laptop computer for campaign use.

Save Expense Clear Cancel

Enter the Expenditure Information and Details. Be sure to check the Fixed Assets box. It is required that you enter the description and location of the fixed asset. Click Save Expense.

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions**
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- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



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To view or edit your fixed asset transaction, select Edit/File Pending Transactions.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Category -- Select Transaction Category --

Transaction Date Range - -

Amount Range - -

Contributor / Payee Name

Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear



Office of the State Election Commissioner

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Select the appropriate Filing Period and click Search.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training-Bo McDowell)

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Date Range [] - []
Transaction Category -- Select Transaction Category --
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
11/02/2015	Best Purchase	Contribution	In-Kind	\$1,000.00	2201 Farandnear Dr., Wilmington, Delaware 19808			<input type="checkbox"/>
11/02/2015	Best Purchase	Expenditure	Purchase of Equipment	\$1,000.00	2201 Farandnear Dr., Wilmington, Delaware 19808			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 2 of 2



Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

Notice the box that is grayed out for the dependent transaction. The user would need to click on the expenditure transaction in order to edit the dependent transaction.

Uploading Templates



*State of
Delaware*

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions**
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0
Pending Verifications for this Committee	0

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

If you choose to use the upload feature, select the Upload Transactions tab from the menu.

Remember: Upload transactions does not support the following:

- > Amendments
- > In-kinds
- > Loan Payments
- > Debt Incurred Payments
- > Return Contributions

Upload Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Download Templates

Excel 2003 and Earlier: [Contributions](#) [Expenditures](#)

Excel 2007 and Later: [Contributions](#) [Expenditures](#)

Upload File

Filing Period Name: 2015 Annual Transaction Type: --- Select Type ---

Select a File: No file chosen

Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions.
You cannot upload In-kind Contributions and In-kind Expenditures using Upload tool. Please enter "In-Kind" transactions manually via appropriate screens in the system.
You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.

Job Id #	Uploaded Date	File Name	Filing Period Name	Number of Rows	Status	Actions
Currently processing jobs:						
No records to view.						

Other downloads

[CFIDs](#) [Contributor/Payee Ids](#)

In order to use the upload feature, you must first download and save the applicable template to your computer. Additionally, we recommend that you download the CFID's and Contributor/Payee ID's.



Home Insert Page Layout Formulas Data Review View Developer Acrobat QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

AutoSum Fill Clear Sort & Filter Find & Select

AR1

	A	B	C	D	E	F	G	H	I	J	K
1	PayeeType	PayeeID	CFID	BusinessName/CommitteeName	Prefix	FirstName	MiddleName	LastName	Suffix	MailingAddressLine1	MailingAddress
2	B	389187		Staples						1041 N DuPont Hwy	
3	B			The Printing Company						3655 Waples Place	Suite 200
4	I					Mary	Jane	Smith		P.O. Box 652	
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											

This is an example of a downloaded template. It is very important to enter the correct Payee Type before entering the required information for each transaction.

To find the corresponding category or code for a transaction, navigate by utilizing the highlighted tabs below.

Expenditures Upload Help Expense Purpose Codes Expense Category & Purposes

Upload Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Download Templates

Excel 2003 and Earlier: [Contributions](#) [Expenditures](#)

Excel 2007 and Later: [Contributions](#) [Expenditures](#)

Upload File

Filing Period Name 2015 Annual

Transaction Type --- Select Type ---

Upload

Select a File Choose File Expenditures.xlsx

Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions.
You cannot upload In-kind Contributions and In-kind Expenditures using Upload tool. Please enter "In-Kind" transactions manually via appropriate screens in the system.
You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.

Job Id #	Uploaded Date	File Name	Filing Period Name	Number of Rows	Status	Actions
Currently processing jobs:						
No records to view.						

Other downloads

[CFIDs](#) [Contributor/Payee Ids](#)



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When you are ready to upload your transactions, select the Filing Period Name, Transaction Type, and Choose File. Click upload.

Delaware Campaign Finance Reporting System

The page at https://cfrs.elections.delaware.gov says: X

File upload successful. Your file is in queue. Please check the status of your file after a few minutes by clicking on the "Check Status" button

Prevent this page from creating additional dialogs.

OK

Upload Transactions

Download Templates

Excel 2003 and Earlier: [Contributions](#)

Excel 2007 and Later: [Contributions](#)

Upload File

Filing Period Name: 2015 Annual

Transaction Type: Expenditure

Select a File: Choose File Expenditures.xlsx

Upload Clear Check Status

Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions.
You cannot upload In-kind Contributions and In-kind Expenditures using Upload tool. Please enter "In-Kind" transactions manually via appropriate screens in the system.
You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.

Job Id #	Uploaded Date	File Name	Filing Period Name	Number of Rows	Status	Actions
Currently processing jobs:						
No records to view.						

Other downloads

[CFIDs](#) [Contributor/Payee Ids](#)

After the upload is submitted you will see the dialog box above. This states that the upload was successful but is still processing. However, it is possible there could be errors when processing is complete.

Upload Transactions

Download Templates

Excel 2003 and Earlier: [Contributions](#) [Expenditures](#)

Excel 2007 and Later: [Contributions](#) [Expenditures](#)

Upload File

Filing Period Name

Transaction Type

Select a File

Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions.

You cannot upload In-kind Contributions and In-kind Expenditures using Upload tool. Please enter "In-Kind" transactions manually via appropriate screens in the system.

You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.

Job Id #	Uploaded Date	File Name	Filing Period Name	Number of Rows	Status	Actions
Currently processing jobs:						
1321	10/30/2015	bo.mcdowell@state.de.us_323_Exp_10302015125914PM.xlsx	2015 Annual	3	Processed-No Errors	

Displaying page 1 of 1, records 1 to 1 of 1

Other downloads

[CFIDs](#) [Contributor/Payee Ids](#)



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This is an example of what to expect if your uploaded transactions are processed without errors.

Edit / File Pending Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name*

Transaction Type

Transaction Category

Transaction Date Range -

Amount Range -

Contributor / Payee Name

Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
10/20/2015	Mary Jane Smith	Expenditure	Salaries and Other compensation	\$250.00	P.O. Box 652, Newark, Delaware 19702			<input type="checkbox"/>
10/25/2015	The Printing Company	Expenditure	Printing and Campaign Materials	\$600.00	3655 Waples Place, Suite 200, Baltimore, Maryland 21204			<input type="checkbox"/>
10/30/2015	Staples	Expenditure	Rent and Other Office expenses	\$75.00	1041 N DuPont Hwy, Dover, Delaware 19901			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 3 of 3



Generate Receipt Preview Filing Delete Delete All
File All to State File Closeout Report

To view all of your successfully uploaded transactions, return to the Edit/File Pending Transactions page. Select the appropriate filing period and click search.

Upload Transactions

Bo McDowell (Campaign Finance Training-Bo McDowell)

Download Templates

Excel 2003 and Earlier: [Contributions](#) [Expenditures](#)

Excel 2007 and Later: [Contributions](#) [Expenditures](#)

Upload File

Filing Period Name: 2015 Annual Transaction Type: --- Select Type --- Select a File: Choose File No file chosen

Upload Clear Check Status

Note: Deleting an uploaded file does not delete the uploaded transactions. To delete uploaded transactions please navigate to Edit/File Pending Transactions screen and delete the transactions.

You cannot upload In-kind Contributions and In-kind Expenditures using Upload tool. Please enter "In-Kind" transactions manually via appropriate screens in the system.

You cannot upload payments towards outstanding obligations, loans, or returned contributions. Payments made towards these items must be entered via appropriate screens in the system.

Job Id #	Uploaded Date	File Name	Filing Period Name	Number of Rows	Status	Actions
Currently processing jobs:						
1317	11/12/2015	bom@noemail.com 323 Exp 1112201592727AM.xlsx	2015 Annual	1	Processed-Errors	

Displaying page 1 of 1, records 1 to 1 of 1

Other downloads

[CFIDs](#) [Contributor/Payee Ids](#)



Office of the State Election Commissioner

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If you experience errors after the upload process is complete, select the File.

Do not resubmit the original file, it will duplicate all successfully uploaded transactions.

Home Insert Page Layout Formulas Data Review View Developer Acrobat QuickBooks

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 10, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Date, Time, Text, Fraction, Scientific

Styles: Conditional Formatting, Format as Table, Cell Styles

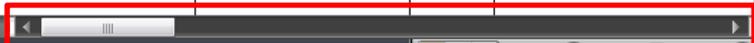
Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

	A	B	C	D	E	F	G	H	I	J
1	PayeeType	PayeeID	CFID	BusinessName/CommitteeName	Prefix	FirstName	MiddleName	LastName	Suffix	MailingAddressLine1
2				Staples						1041 N Dupont Hwy
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										

Only the transactions with errors will remain in this file.

Scroll right



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC
1	VendorState	VendorZip	Comments	Errors											
2				*. PayeeType required*. ExpenseCategory required*. ExpensePurpose required*. ExpenditureDate required*. ExpenseAmount required											
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
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15															
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19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															

An explanation of the error(s) can be found in the far right column. The transaction(s) will need to be entered correctly and saved to your computer. The corrected file needs to be uploaded from your computer to CFRS.

Depreciation / Disposition of Fixed Assets



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets**
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0

Committee Name	Verification Request	Created Date	Reviewed
No records to view.			

Pending Verifications for this Committee	0
--	---

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



Select Maintain Fixed Assets in order to either depreciate or eliminate a fixed asset.

Fixed Assets

Bo McDowell (Campaign Finance Training - Bo McDowell)

Search Fixed Assets

Filing Period 2015 Annual

Note: Select the Filing Period when fixed asset was obtained. To show all available fixed assets click Search without selecting any Filing Period.

Search Clear Cancel

Select the appropriate Filing Period and click Search.

Fixed Assets

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Search Fixed Assets

Filing Period 2015 Annual

Note: Select the Filing Period when fixed asset was obtained. To show all available fixed assets click Search without selecting any Filing Period.

Search Clear Cancel

Date Received	Description of Asset	Filing Period(Received/Purchased)	Location of Asset(Physical Address)	Value of Asset	Balance Value
11/02/2015	Laptop Computer	2015 Annual	905 S. Governors Ave. Suite 170, Dover, Delaware, 19904	\$1,000.00	\$1,000.00

Displaying page 1 of 1, records 1 to 1 of 1



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Select the asset that you wish to view.

Fixed Assets

Bo McDowell (Campaign Finance Training-Bo McDowell) ?

Fixed Assets

Fixed Asset Description: Laptop Computer

Fixed Asset Location: 905 S. Governors Ave., Suite 170, Dover, Delaware, 19904

Date Received: 11/02/2015

Fixed Asset Value: \$ 1000.00

Balance Asset Value: \$1000.00

Trash: False

Depreciation Eliminate

Enter Fixed Asset

Disposition Type* -- Select Disposition Type --

Fixed Filing Period* --Select Filing Period--

Value Received*

Elimination Date *

Save Clear Cancel



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To eliminate an asset, select Eliminate then enter the Fixed Asset elimination information.

Fixed Assets

Bo McDowell (Campaign Finance Training-Bo McDowell)

Fixed Assets

Fixed Asset Description: Laptop Computer

Fixed Asset Location: 905 S. Governors Ave., Suite 170, Dover, Delaware, 19904

Date Received: 11/02/2015

Fixed Asset Value: \$ 1000.00

Balance Asset Value: \$1000.00

Trash: False

Depreciation Eliminate

Enter Fixed Asset

Fixed Filing Period* 2015 Annual

Amount of Depreciation* \$10.00

Depreciation Date* 11/10/2015

Save Clear Cancel



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You are able to depreciate an asset by selecting Depreciation and entering the Fixed Asset depreciation information. Click Save.

Creating Subcommittees



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count								
My Verifications	0								
<table border="1"> <thead> <tr> <th>Committee Name</th> <th>Verification Request</th> <th>Created Date</th> <th>Reviewed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No records to view.</td> </tr> </tbody> </table>		Committee Name	Verification Request	Created Date	Reviewed	No records to view.			
Committee Name	Verification Request	Created Date	Reviewed						
No records to view.									
Pending Verifications for this Committee	0								

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



First, click Create Sub-Committee tab on the menu.

Candidate Sub-Committee Registration

STEP 1

STEP 2

STEP 3



Committee Information

Committee Name*
(Must include candidate's last name)

Other Name

Date of Origination*

Purpose*
(Maximum characters: 1000)

Scroll
down

Contact Information

Office Phone* (for Internal use)

Web Address

Email*

Confirm Email*

Fax

Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Mailing Address Same as Physical Address

Address Line 1*

Address Line 2

City*

State* Delaware

Zip* -

Office Sought Information

Office Type

County/Municipality

Office Sought

District

Party Affiliation*

Candidate Information

Prefix

First Name*

Middle Name

Last Name*

Suffix

Email*

Confirm Email*

Year of Birth

Cell Phone* (for Internal use)

Work Phone*

Home Phone
(if entered then public can view it)

Fax

ISN (for Internal use)

Physical Address

Address Line 1*

Address Line 2

County of Residence*

City*

State* Delaware

Zip* -

Treasurer Information Same as Candidate

Prefix First Name* Middle Name
 Last Name* Suffix
 Email* Confirm Email* Cell Phone*
(for Internal use)
 Work Phone* Home Phone Fax
(if entered then Public can view it)

Physical Address

Address Line 1* Address Line 2
 City* State* Zip* -

Mailing Address Same as Physical Address

Address Line 1* Address Line 2
 City* State* Zip* -

Additional Contacts (Optional)

Contact Role* First Name* Middle Name
 Prefix Suffix
 Last Name* Confirm Email
 Email
 Cell Phone* (for Internal use) Work Phone Home Phone
(if entered then Public can view it)
 Fax Receive Notices For Public

Residence Address

Address Line 1* Address Line 2
 City* State* Zip* -

Mailing Address Same as Residence Address

Address Line 1* Address Line 2
 City* State* Zip* -

[Save Contact](#) [Cancel](#)

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public	Actions
------	------	-----------------	------------	------------	-------	------------	----------	-----------------	------------	---------

No records to view.

[Continue](#) [Clear](#) [Cancel](#)



Candidate Sub-Committee Registration Information



Scroll down

Committee Information

Committee Name: McDowell Subcommittee
Date of Origination: 11/03/2015
Other Name:
Purpose: Test

Contact Information

Office Phone: 302-739-4277
Web Address: cfrs.elections.delaware.gov
Email: bo.mcdowell@state.de.us
Fax: 302-739-6794

Physical Address

Address Line 1: 905 S Governors Ave
City: Dover
Address Line 2: Suite 170
State: Delaware
Zip: 19904

Mailing Address

Address Line 1: 905 S Governors Ave
City: Dover
Address Line 2: Suite 170
State: Delaware
Zip: 19904

Election Participation

Office Type	County/Municipality	Office Sought	District	Party Affiliation	Participation Frequency
State Office		Lieutenant Governor	N/A	Unaffiliated	

Candidate Information

Prefix:
Last Name: McDowell
Email: bo.mcdowell@state.de.us
Cell Phone: 302-735-3792
Fax: 302-739-6794
First Name: Bo
Suffix:
Year of Birth: 1961
Work Phone: 302-739-4277
Middle Name:
ISN: 60165916
Home Phone: 302-739-4277

Residence Address

Address Line 1: 905 S. Governors Ave.
City: Dover
Address Line 2: Suite 170
State: Delaware
County of Residence: Kent County
Zip: 19904 -

Mailing Address

Address Line 1: 905 S. Governors Ave.
City: Dover
Address Line 2: Suite 170
State: Delaware
Zip: 19904 -

Verify that all of the information was entered accurately.

Office Type	County/Municipality	Office Sought	District	Party Affiliation	Participation Frequency
State Office		Lieutenant Governor	N/A	Unaffiliated	

Candidate Information

Prefix: First Name: **Bo** Middle Name:
 Last Name: **McDowell** Suffix:
 EMail: **bo.mcdowell@state.de.us** Year of Birth: **1972** ISN: **155-1400**
 Cell Phone: **302-735-3792** Work Phone: **302-739-4277** Home Phone: **302-739-4277**
 Fax: **302-739-6794**

Residence Address

Address Line 1: **905 S. Governors Ave.** Address Line 2: **Suite 170** County of Residence: **Kent County**
 City: **Dover** State: **Delaware** Zip: **19904 -**

Mailing Address

Address Line 1: **905 S. Governors Ave.** Address Line 2: **Suite 170**
 City: **Dover** State: **Delaware** Zip: **19904 -**

Treasurer Information

Prefix: First Name: **Bo** Middle Name:
 Last Name: **McDowell** Suffix:
 EMail: **bo.mcdowell@state.de.us** Cell Phone: **302-735-3792** Work Phone: **302-739-4277**
 Home Phone: **302-739-4277** Fax: **302-739-6794**

Residence Address

Address Line 1: **905 S. Governors Ave.** Address Line 2: **Suite 170**
 City: **Dover** State: **Delaware** Zip: **19904 -**

Mailing Address

Address Line 1: **905 S. Governors Ave.** Address Line 2: **Suite 170**
 City: **Dover** State: **Delaware** Zip: **19904 -**

Additional Contacts (Optional)

Role	Name	Mailing Address	Work Phone	Cell Phone	Email	Start Date	End Date	Receive Notices	For Public
No records to view.									

< Step 1 **Continue** Cancel



Click Continue to go back to the original committee.



Delaware Campaign Finance Reporting System

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Message from Administrator

Upcoming Filing Period Due Dates

2015 Annual	01/20/2016
-------------	------------

Tasks	Count
My Verifications	0

Committee Name	Verification Request	Created Date	Reviewed
No records to view.			

Pending Verifications for this Committee	0
--	---

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							

The subcommittee will not be available for access until the signed and notarized Statement of Organization has been received and your committee has been activated by our office.



Choose Committee to Login To



You are assigned to more than one committee. Please select committee to login to

Select	Committee Name	Committee Type	Role
<input type="radio"/>	Campaign Finance Training-Bo McDowell	Candidate Committee	Candidate
<input type="radio"/>	McDowell Subcommittee	Candidate Committee	Candidate/Treasurer

Continue

Once the subcommittee is activated by our office, you will be prompted to select the committee that you wish to access each time you log into the system.

Inter-Committee Shared Expenses



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred**
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0

Committee Name	Verification Request	Created Date	Reviewed
No records to view.			

Pending Verifications for this Committee	0
--	---

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



In order to enter an Inter-Committee Shared Expense select Enter Expenditures and Debts Incurred tab on the menu.

Expenditure General Information

Filing Period* 2015 Annual Payee Type* Candidate Committee

Payee Information

Search Existing Payee Search Payee Name Robin
-or- Enter Payee Information Committee Name* Committee To Elect Robin Christiansen(Closed), 122 N. Lexington Drive, Felton, DE
Prefix Robin Christiansen for Mayor 2014(Active), 714 carol Street, Dover, DE Treasurer First Name* Robin Treasurer Middle Name
Treasurer Last Name* Robin Greenhow at Campaign Finance(Active), 905 S GOVERNORS AVE, DOVER, DE Suffix
Mailing Address Address Line 1* 905 S GOVERNORS AVE Address Line 2
City* DOVER State* Delaware Zip* 19904
Residence Address Same as Mailing Address Address Line 1* 905 S GOVERNORS AVE Address Line 2
City* DOVER State* Delaware Zip* 19904

Expenditure Details

Expense Date* 10/30/2015 Expense Category* Reimburse Expense Purpose* Media - Billboards / Outdoor Advertising
Expense Amount* \$600.00 Debts Incurred Fixed Assets Payment Method* Check
Activity Date* 09/01/2015 Total Expense Amount* \$1200.00 Check Number* 6005
Activity Description* Billboard

Fixed Assets

Description of Asset* Fixed Asset Value*
Location of Asset Address Line 1* Address Line 2
City* State* Delaware Zip*

Vendor Details

Vendor Name* Staples Address Line 2
Address Line 1* 1041 N DuPont Hwy City* Dover State* Delaware Zip* 19901

Comments

Save Expense Clear Cancel

Working left to right, begin with Filing Period. Select the Payee Type. Next, Search Payee Name and if it already exists then the system will populate the fields. Complete the required fields under Expenditure Details ensuring that Reimburse is selected as the Expense Category. Enter the Vendor Details and click the Save Expense button when done.

Amending Reports



*State of
Delaware*



Delaware Campaign Finance Reporting System

- View / Edit Registration Information
- Create Sub-Committee
- Enter Contributions/Transfers/In-kind Contributions
- Enter Expenditures and Debts Incurred
- Enter Non-Candidate Loans
- Enter Loan Payments
- Enter Return Contributions
- Enter Debts Incurred Paid
- Edit / File Pending Transactions
- Amend Transactions**
- Upload Transactions
- Maintain Users
- Maintain Fixed Assets
- Change Username / Password

Reminders

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Message from Administrator

Upcoming Filing Period Due Dates
2015 Annual 01/20/2016

Tasks	Count
My Verifications	0

Committee Name	Verification Request	Created Date	Reviewed
No records to view.			

Pending Verifications for this Committee	0
--	---

Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Outstanding Balance	Violation
No records to view.							



Office of the State Election Commissioner

Home | Contact | FAQs

To amend a previously filed report, select the Amend Transactions tab on the menu.



Amend Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell) ?

Filing Period Name* 2015 Annual

Transaction Type --Select Transaction Type--

Transaction Category -- Select Transaction Category --

Transaction Date Range [calendar icon] - [calendar icon]

Amount Range [input] - [input]

Contributor / Payee Name [input]

Receipt Not Generated

Non-Compliant Transactions

Search Cancel Clear

New Contributions

New Expenditures and Debts Incurred

New Debts Incurred Paid

New Loan Payment

New Non-Candidate Loan

New Return Contributions



Select the Filing Period that you would like to amend and click Search.

Amend Transactions

Bo McDowell (Campaign Finance Training - Bo McDowell)

Filing Period Name* 2015 Annual
Transaction Type --Select Transaction Type--
Transaction Category -- Select Transaction Category --
Transaction Date Range [] - []
Amount Range [] - []
Contributor / Payee Name []
 Receipt Not Generated Non-Compliant Transactions

Search Cancel Clear

Transaction Date	Contributor / Payee Name	Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
10/27/2015	Jane Smith	Contribution	Check	\$1,123.00	000 Maple Avenue, Wilmington, DE 19802			<input type="checkbox"/>
10/27/2015	John Doe	Contribution	Check	\$1,200.00	123 Main St, Dover, DE 19901			<input type="checkbox"/>

Displaying page 1 of 1, records 1 to 2 of 2



New Contributions | New Expenditures and Debts Incurred | New Debts Incurred Paid | New Loan Payment | New Non-Candidate Loan

New Return Contributions | Generate Receipt | Preview Campaign Statement | Delete Selected Records

File Amendment to State | File Closeout Report

- On this screen, you are able to:
- edit a transaction
 - select a transaction to delete
 - add a new transaction
 - preview the filing
 - file a closeout report (balance would have to be zero)
 - file the amended report by clicking on File Amendment to State

FAQs



*State of
Delaware*

Question

What period does a Campaign Finance report cover?



*State of
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Answer

Year end reports cover year long financial activities; 30 Day reports cover financial activities up to 30 days prior to the election and 8 Day reports cover financial activities occurring up to 8 days prior to the election. Also see section on third-party advertisers, which has different reporting periods.

15 Del. C. § 8031.



*State of
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Question

Do I have to put the words “Paid for by...” on our campaign signs?



*State of
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Answer

15 *Del. C.* § 8021. Identification of purchaser - All campaign advertisements having a fair market value of \$500 or more, except printed items with a surface of less than 9 square inches, shall include prominently the statement: "Paid for by [name of political committee or other person paying for such advertisement]."



State of
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Answer (continued)

For purposes of this section, "campaign advertisements" shall include any communication by a candidate committee or political party that would otherwise qualify as an independent expenditure or an electioneering communication but for the fact it was made by a candidate committee or political party. (also refer to CF Regulation 7).



*State of
Delaware*

Question

Do I have to register with the State of Delaware to give contributions to Delaware candidates?



*State of
Delaware*

Answer

No. The candidate Committee will file the necessary Campaign Finance report.



*State of
Delaware*

Question

Do I have to report if I pay for advertising for a candidate or a campaign?



*State of
Delaware*

Answer

Yes – that would be considered a third-party advertisement and you would need to report that if it exceeds \$500 during an election period.



*State of
Delaware*

Question

What do I do with leftover funds when I want to close my committee?



*State of
Delaware*

Answer

15 *Del. C.* § 8022. Leftover funds - Any funds remaining in any political committee which has completed its activities and paid all its creditors shall be paid to a successor committee or committees without being subject to the contribution limits set forth in this chapter or shall be donated to any religious, charitable, educational or scientific organization exempt from Delaware income tax under § 1902(b)(2) of Title 30 or to any volunteer fire company, and to no other person, except that an amount not in excess of the amount listed in § 8011 of this title may be given [...]



State of
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Answer (continued)

to the political party eligible to be listed on any general election ballot under § 3001 of this title. For purposes of this section, the term "successor committee" shall include any political committee, or committees, as that term is defined by § 8002(19) of this title; provided, however, that where the successor committee is one other than a candidate committee formed to promote the election of the same candidate to a different office than that for which the candidate's original candidate committee was formed, the contribution limits set forth in this chapter shall apply.



*State of
Delaware*

Question

When are financial reports due?



*State of
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Answer

15 *Del. C.* § 8030. Reports of political committees. In an election year, the reporting period closes 30 and 8 days before the primary election and 30 and 8 days before the general election. There is also a yearend report that is due no later than 4:30 p.m. of the twentieth day that is not a state holiday or weekend after the end of the reporting period. This will generally be January 20. The 30 and 8 day reports are due by 4:30 p.m. of the second day that is not a state holiday or a weekend after the end of the reporting period. Candidate committees only file 30 and 8 day reports if they are [...]



*State of
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Answer (continued)

on the ballot for that reporting period. Every committee must file a yearend report until the committee closes. Ex., a candidate who is on the general election ballot but did not have a primary will only file the 30 and 8 day General and year end reports. A candidate, who has a primary but loses, will only file primary 30 and 8 day reports and a yearend report at the end of the year. PACs, political committees and parties have to file all five (5) reports in an election year. In a NON election year (odd numbered years), [...]



*State of
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Answer (continued)

all committees are only required to file a yearend report, unless a Candidate Committee participates in a Special Election. Also see section on third-party advertisers, which has different reporting periods. 15 *Del. C.* § 8031.



State of
Delaware

Question

Can a federally registered PAC make a contribution to a state or local candidate?



*State of
Delaware*

Answer

Yes but such PAC would be subject to Delaware laws on duties of a political committee and contribution limits. 15 *Del. C.* § 8005, 8010-8012A.



State of
Delaware

Question

What are the contribution limits for a federally registered PAC?



*State of
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Answer

The contribution limits for federally registered PACs are the same as for other PACs. Candidate committees: \$600/\$1200 (Statewide/Non Statewide Office). Political parties : \$20,000. 15 *Del. C. § 8010-8012A*. Also see section on third-party advertisers. 15 *Del. C. § 8031*.



*State of
Delaware*

Question

Must a federally registered PAC register or file reports with the state if it makes a contribution to a state or local candidate?



*State of
Delaware*

Answer

No, unless the PAC makes a third-party advertisement. 15 *Del. C.* § 8031.



State of
Delaware

Question

With whom are State Campaign Finance reports filed?



*State of
Delaware*

Answer

All reports are filed electronically at
<https://cfrs.elections.delaware.gov>



*State of
Delaware*

Question

Are committees required to file or amend Statements of Organization electronically and are paper copies required?



*State of
Delaware*

Answer

Yes. All committees create their Statement of Organization by completing an online form. The signed and notarized Statement of Organization must then be mailed or delivered to the Office of the State Election Commissioner within 24 hours of receiving any contribution or making any expenditure over \$500. 15 *Del. C.* § 8005.



*State of
Delaware*

Question

Are there any requirements that a PAC maintain a bank account in the state or appoint a resident of the state as treasurer of the PAC?



*State of
Delaware*

Answer

No.



*State of
Delaware*

Question

What are the limits on contributions by a state PAC?



*State of
Delaware*

Answer

A PAC may contribute \$600/\$1200 (statewide/non-statewide) to a candidate committee and \$20,000 to a political party. No political party shall make any contribution to any political action committee. 15 *Del. C. § 8012.*



*State of
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Question

Are there restrictions on when contributions can be made?



*State of
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Answer

The PAC cannot exceed the contribution limit within the election reporting period.



*State of
Delaware*

Question

If a PAC is registered in a state but doesn't make any contributions in a period, does it still have to file a report? Even pre-election reports?



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Answer

Yes, a PAC with no contributions must file all required reports.



*State of
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Question

If a pre-election report is due, does it matter whether the contribution is made in that period or if it was made in a previous period?



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Answer

All contributions must be reported for the specified period of the report. Amended reports are used to correct previous reports.



*State of
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Question

What is the threshold for itemizing contributions?



*State of
Delaware*

Answer

All contributions over \$100 must be itemized and all sales items over \$50 must be itemized. 15 *Del. C.* § 8030.



*State of
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Question

Is that amount an aggregate figure and is it per reporting period or per year?



*State of
Delaware*

Answer

The amount must be the aggregate amount over an election period. This means for a four year office the amount is for the total during the four years (unless the candidate wins a primary).



*State of
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Question

Are corporate contributions permitted?



*State of
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Answer

Yes. A corporation must disclose the names of any persons who own more than 50% of the corporation when filing their report. 15 *Del. C.* § 8012(e)



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Delaware

Question

Does a corporation have to register in state before making contributions?



*State of
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Answer

No.



*State of
Delaware*

Question

Our campaign committee wants to hold a raffle to raise money; can we do that?



*State of
Delaware*

Answer

No. The Delaware Gaming Control Board has determined as a matter of law (Article II, ' 17A and 17B of the state Constitution) no candidate committee, political action committee, political committee or political party may conduct any type of gaming activity, e.g., bingo, casino night, raffle, lottery, etc.



*State of
Delaware*

Question

I am a candidate for a Federal office; do I file Campaign Finance reports with the Office of the State Election Commissioner?



*State of
Delaware*

Answer

No, contact the Federal Election Commission (FEC.gov) for filing Federal Campaign Finance reports.



*State of
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Question

What are the rules on Robo Calls?



*State of
Delaware*

Answer

15 *Del. C.* § 4516. Use of Pre-recorded or Automated Voice Message.

(a) Every individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, company, or otherwise that makes an automated telephone call, which includes without limitation a pre-recorded or automated voice message and is commonly referred to as a "robo call," in support of and/or against a candidate for public office and/or a political party shall fully disclose, at the start of such call and before any message is delivered:



*State of
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Answer (continued)

(1) The full, legal name of the individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise on whose behalf such individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise is placing the automated call;



*State of
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Answer (continued)

(2) The individual, party, entity, person, including a corporation, organization, political or otherwise, candidate for public office, political party, committee, company, or otherwise that has paid for the automated telephone call; and



*State of
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Answer (continued)

(3) When paragraphs (a)(1) and/or (a)(2) of this section are other than an individual, disclosure of the name of the president (or other chief officer and treasurer) of the entity listed in paragraphs (a)(1) and/or (a)(2) of this section shall also be made.

(b) An automated call, as described in subsection (a) of this section, shall be received no earlier than 8 a.m. nor later than 9 p.m., as such time is determined in the State.



*State of
Delaware*

Answer (continued)

(c) Failure to make the disclosures mandated by subsection (a) of this section or to comply with the restrictions set forth in subsection (b) of this section shall result in a civil fine of \$25 per incident, as determined by each household in the State that was called and the caller failed to make the necessary disclosures in subsection (a) of this section or a call was received in violation of the restrictions set forth in subsection (b) of this section.



*State of
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Important Links

- Delaware Code -
<http://delcode.delaware.gov/title15/c080/index.shtml>
- Campaign Finance Regulations -
<http://regulations.delaware.gov/AdminCode/title15/100/100.shtml#1040780>
- More election related information may be found at the State Election Commissioner website at
<http://elections.delaware.gov>.



*State of
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