

# Campaign Finance Software Instructions

**CF Solutions**

Making Campaign Finance Easy

# Contents

<b>INSTALLING THE CAMPAIGN FINANCE SOFTWARE .....</b>	<b>5</b>
SYSTEM REQUIREMENTS .....	5
INSTALLING FROM THE INTERNET .....	5
<b>SOFTWARE SETUP.....</b>	<b>10</b>
RUNNING THE CFS PROGRAM .....	10
CHANGING SYSTEM PREFERENCES.....	10
<b>SETTING UP A COMMITTEE.....</b>	<b>15</b>
<b>CHANGING COMMITTEE INFORMATION.....</b>	<b>16</b>
<b>CHANGING THE FILER IDENTIFICATION NUMBER .....</b>	<b>17</b>
<b>WORKING WITH MORE THAN ONE COMMITTEE .....</b>	<b>18</b>
<b>DELETING A COMMITTEE.....</b>	<b>19</b>
<b>CLEARING ALL DATA .....</b>	<b>20</b>
<b>EXPORTING AND IMPORTING NAMES .....</b>	<b>22</b>
EXPORTING NAMES .....	22
IMPORTING NAMES .....	22
<b>CHANGING ELECTION CYCLES.....</b>	<b>25</b>
TRANSFERRING A COMMITTEE’S PREVIOUS SURPLUS .....	25
TRANSFERRING PREVIOUS DEBT .....	26
TRANSFERRING PREVIOUS LOANS.....	28
<b>BACKING UP AND RESTORING DATA .....</b>	<b>29</b>
BACKING UP YOUR DATA .....	29
RESTORING BACK UP DATA .....	30
<b>VIEWING AND EDITING ACCOUNT ENTRIES .....</b>	<b>31</b>
VIEWING ACCOUNTS AND THEIR BALANCES .....	31
VIEWING TRANSACTIONS IN AN ACCOUNT.....	32
DELETING A TRANSACTION .....	33
EDITING TRANSACTIONS .....	35
<b>VIEWING AND EDITING THE NAMES LIST.....</b>	<b>37</b>
VIEWING NAMES.....	37
EDITING NAMES.....	37
DELETING NAMES.....	38
ADDING NAMES .....	40

<b>REPORTING .....</b>	<b>41</b>
PRINTING AN AMENDED STATEMENT OF ORGANIZATION.....	41
<b>CREATING PERIOD REPORTS.....</b>	<b>42</b>
ELECTRONICALLY FILING REPORTS .....	42
PRINTING OR SAVING PRE-DEFINED REPORTS .....	43
CUSTOM REPORTS .....	44
PRINTING THE REPORT.....	45
PREVIEWING THE REPORT .....	45
<b>ENTERING COMMON TRANSACTIONS.....</b>	<b>49</b>
ENTERING TRANSACTIONS FOR A PREVIOUS PERIOD .....	49
RECEIVING CONTRIBUTIONS .....	51
<i>Contributions From Individuals</i> .....	52
<i>Contributions From Committees</i> .....	54
<i>Small (Aggregate) Contributions (Of \$25 or Less)</i> .....	56
<i>In-Kind Contributions</i> .....	57
<i>Recording In-Kind Contributions</i> .....	57
<b>PRINTING AND PREVIEWING ACCOUNTS LISTS .....</b>	<b>60</b>
<b>RECEIPTS OTHER THAN CONTRIBUTIONS .....</b>	<b>62</b>
RECEIVING INTEREST AND DIVIDENDS .....	62
OTHER RECEIPTS .....	63
<b>REFUNDING CONTRIBUTIONS .....</b>	<b>65</b>
REFUNDS TO INDIVIDUALS .....	65
REFUNDS TO COMMITTEES.....	66
REFUNDING QUALIFYING CONTRIBUTIONS.....	67
<b>EXPENSES, PAYMENTS, AND CREDITS.....</b>	<b>68</b>
PAYING FOR AN EXPENSE AS IT IS INCURRED (RECORD EXPENDITURE).....	68
ENTERING BILLS .....	70
PAYING BILLS .....	71
PAYING DEBTS FROM THE PREVIOUS COMMITTEE.....	72
RECEIVING CREDIT FROM A VENDOR.....	73
EXPENDING IN-KIND CONTRIBUTIONS .....	74
INDEPENDENT EXPENDITURES.....	75
<b>CONTRIBUTING TO OTHER COMMITTEES.....</b>	<b>78</b>
<b>OTHER DISBURSEMENTS.....</b>	<b>80</b>
<b>LOANS, REPAYMENTS AND INTEREST.....</b>	<b>82</b>
RECEIVING CANDIDATE LOANS.....	82
REPAYING CANDIDATE LOANS.....	84
ACCRUING INTEREST FOR CANDIDATE LOANS .....	85
RECEIVING NON-CANDIDATE (OTHER) LOANS .....	86
REPAYING NON-CANDIDATE (OTHER) LOANS .....	88

ACCRUING INTEREST FOR NON-CANDIDATE OTHER LOANS .....	89
MAKING COMMITTEE LOANS .....	90
<b>TRANSFERS OF FUNDS.....</b>	<b>92</b>
TRANSFERS TO ANOTHER COMMITTEE .....	92
TRANSFERS FROM ANOTHER COMMITTEE .....	94
<b>GETTING HELP .....</b>	<b>96</b>

# **Installing the Campaign Finance Software**

## **System Requirements**

- ✓ At least 13 megabytes of available hard drive storage space
- ✓ Windows 98 or above
- ✓ 64 megabytes of RAM
- ✓ Printer

## **Installing from the Internet**

**NOTE:** *Some images may differ from what is shown, depending on what version of windows your computer uses.*

Open your Internet browser (Microsoft Internet Explorer, AOL, Netscape, etc). Go to the CF Solutions Software page at:

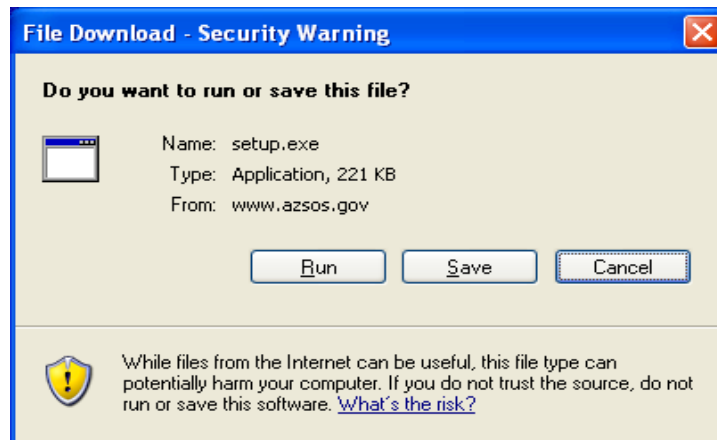
<http://cfsaz.com/PimaSoftware.htm>

Read the End User License Agreement, and if you agree and wish to use the software, click “Accept” to download it. If you do not agree to the End User License Agreement, you must not use the software.

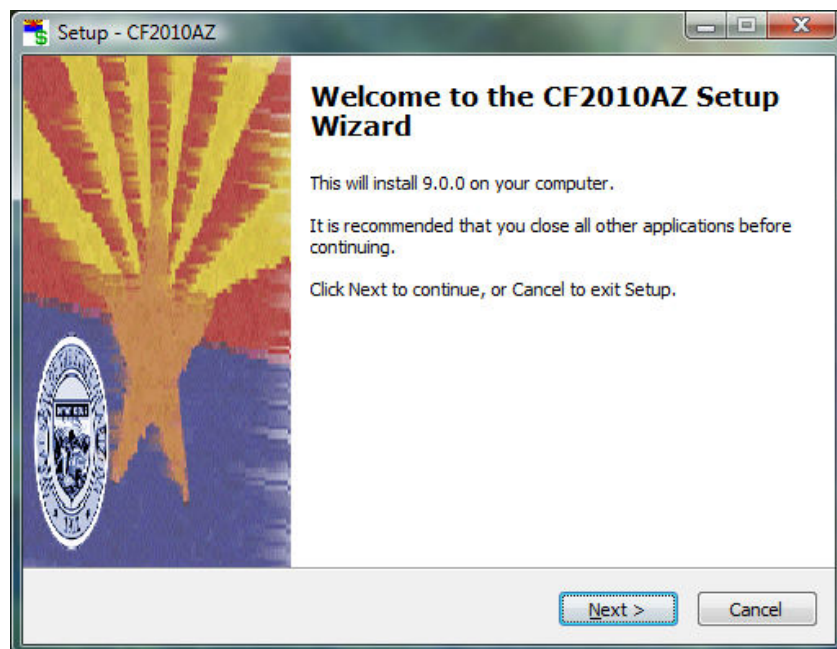
Depending on your version of Windows, a pop-up window will show options for “Open”, “Run”, “Install from Internet” or “Cancel”

Choose “Open”, “Run” or “Install from Internet”

**Do not “Save” or “Save to disk”**

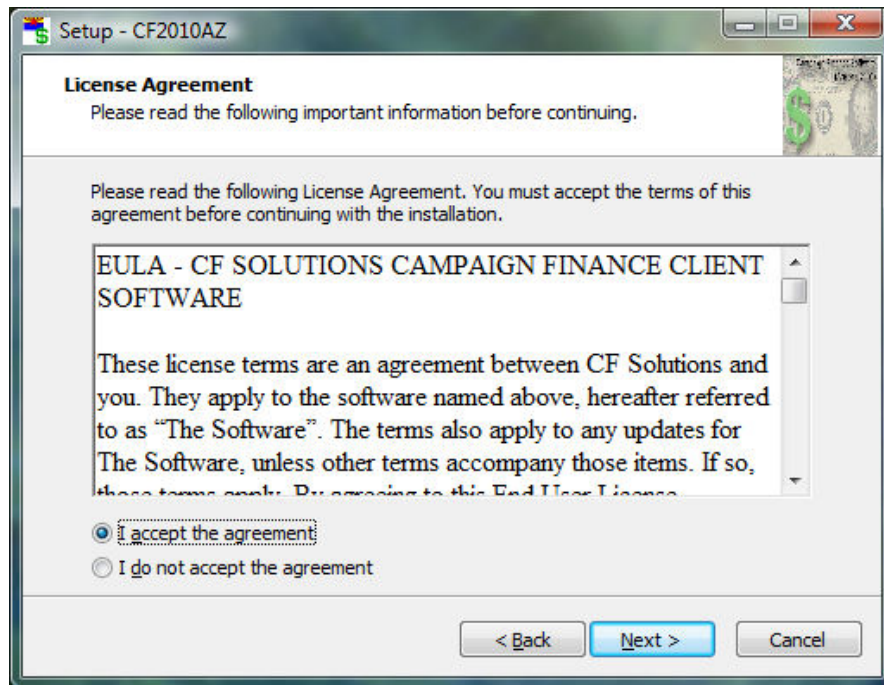


To continue the installation click **Next**

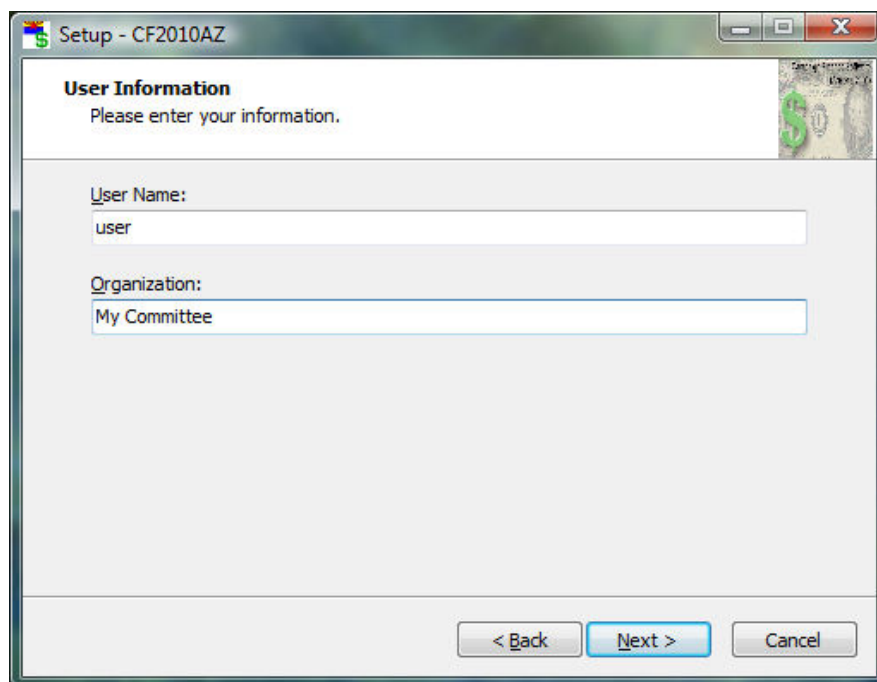


Read the license agreement and select “I accept the license agreement”

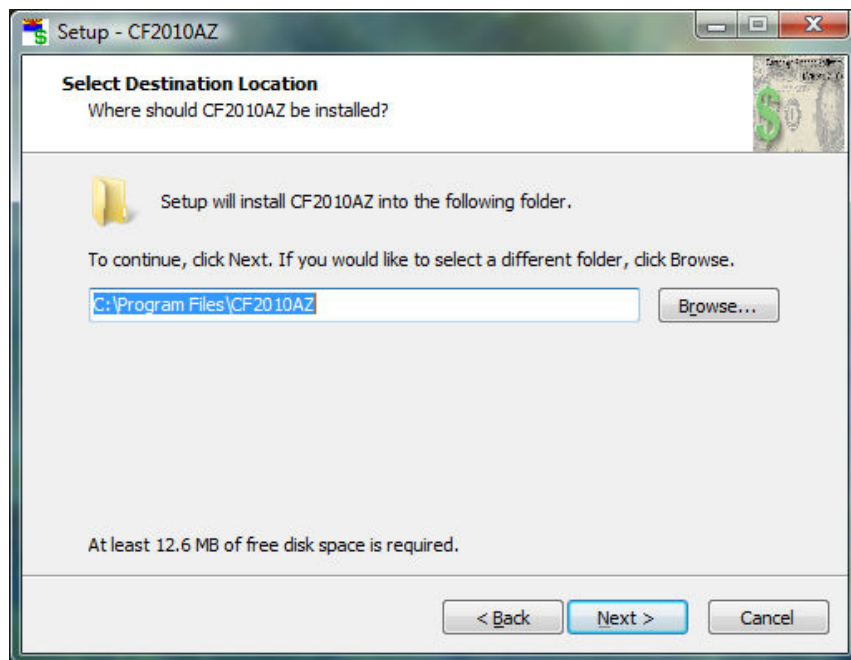
Click **Next**



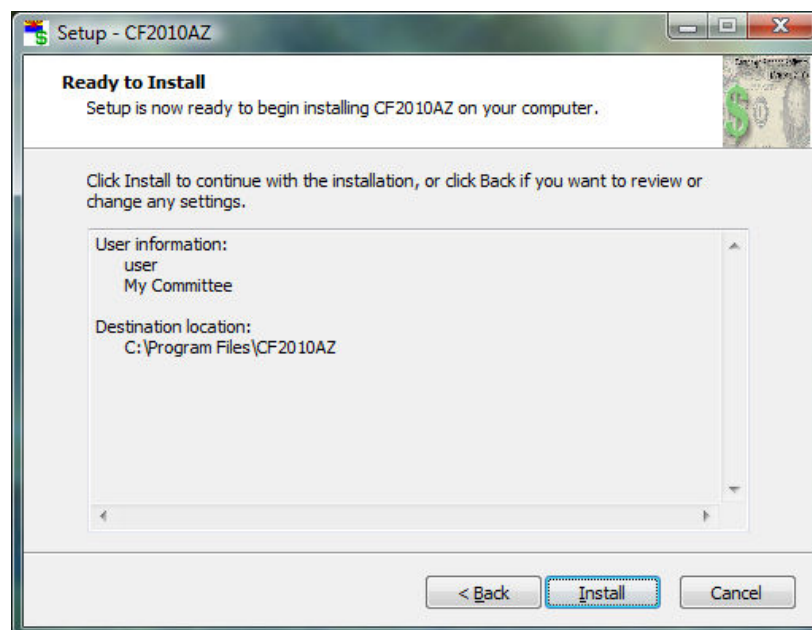
Enter your user information and click Next:



Select the folder location to install to (we suggest using the default that the installer provides). Click Next:

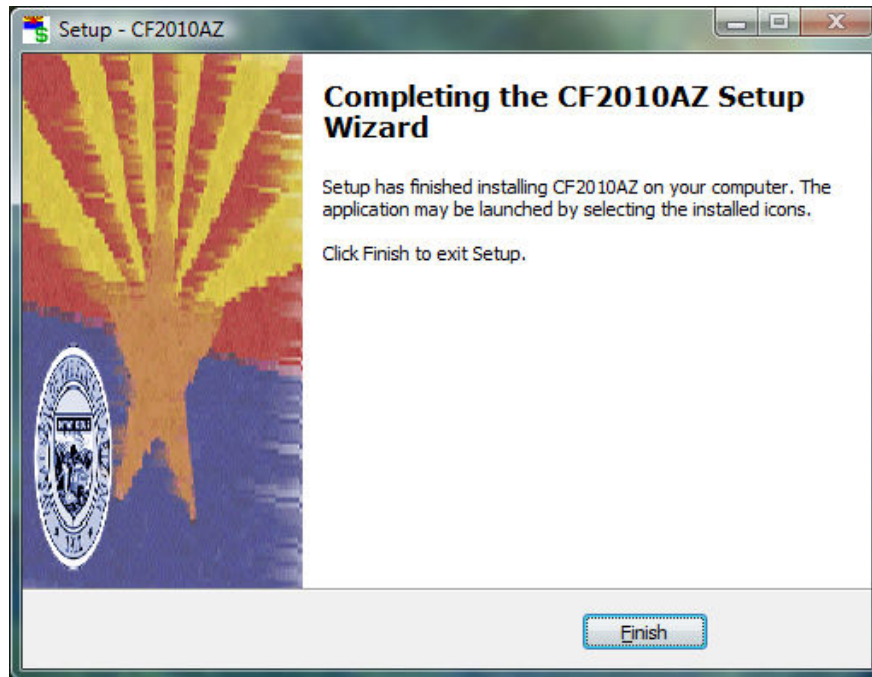


On the next screen, click Install:





On the next screen, click Finish:



The current version of the Campaign Finance software is now installed on your computer. There is also a new Icon located on your desktop allowing you to open the Campaign Finance software from your desktop.

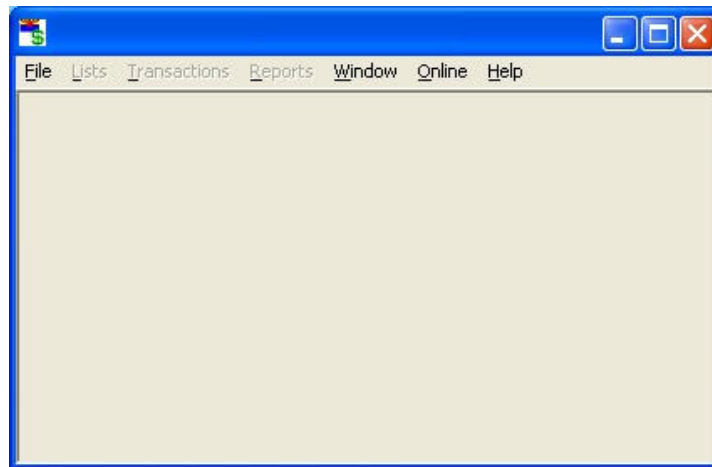
For software operation and set up refer to **Software Setup** (page 10)

## Software Setup

### Running the CFS Program

Double-click on the CFS AZ icon on your desktop.

This is the main window.



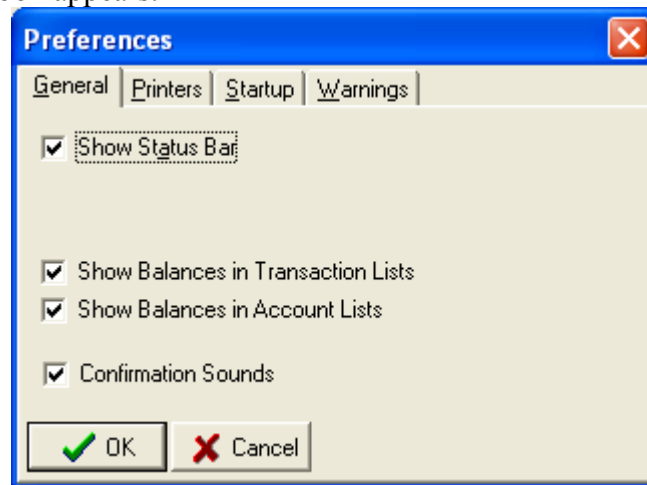
Your committee name will not be shown on the title bar unless you have set up your committee. See the section entitled **Setting Up a Committee** for instructions.

### Changing System Preferences

All system preferences are changed in the Preferences window.

In the main window, click on **File, Preferences**.

The Preferences dialogue box appears.

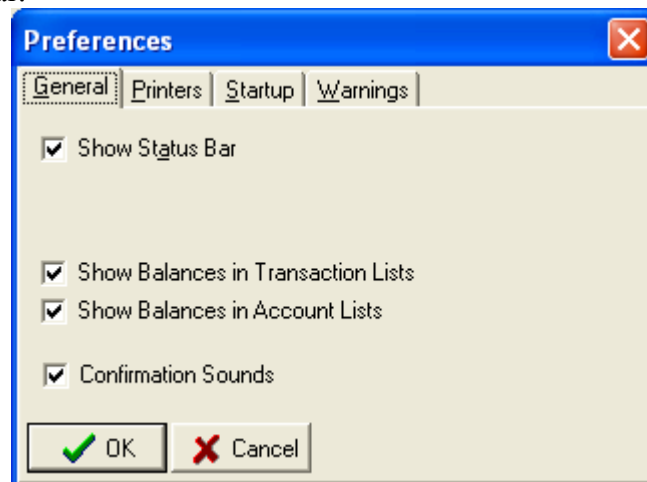


## Changing General Options

Click on the **General** tab of the preference window.



The General options appear.



### Options:

#### Showing/Hiding The Status Bar

The status bar shows useful period information on the bottom of the screen. You may need to set the current period to get it to display period information. To show the status bar, check the box marked **Show Status Bar** by clicking on it. To hide the status bar, uncheck the box by clicking on it again.

## Showing Balances

Balances columns can be displayed for the accounts list, and in individual account windows, if desired. To show balances in individual account windows, check the box that says **Show Balances in Transaction Lists**. To show balances in the accounts list, check the box that says **Show Balances in Account Lists**.

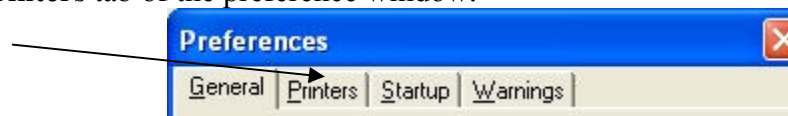
## Confirmation Sounds

Sounds confirm transactions by an audio beep. Putting a check in this box will enable this feature. Leaving it blank will prevent a beep when confirming a transaction.

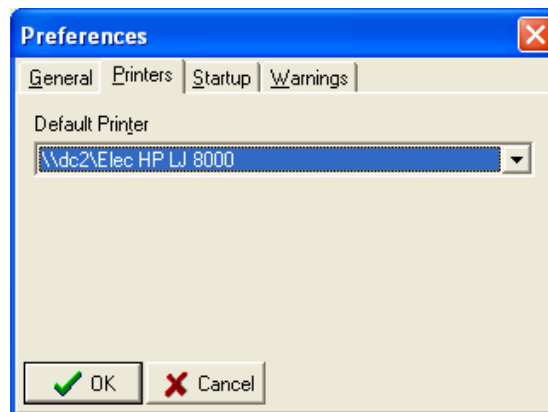
## Changing the System Printer


Reports other than period reports are automatically routed to the printer selected in the Preferences window. Follow these steps to select a printer:

Click on the **Printers** tab of the preference window.

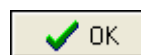


The Printer options appear



The Default Printer options appear. If the name of your printer is not shown, select by clicking on the drop down arrow  and selecting the correct printer.

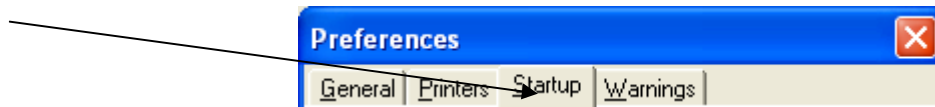
Click **OK**.



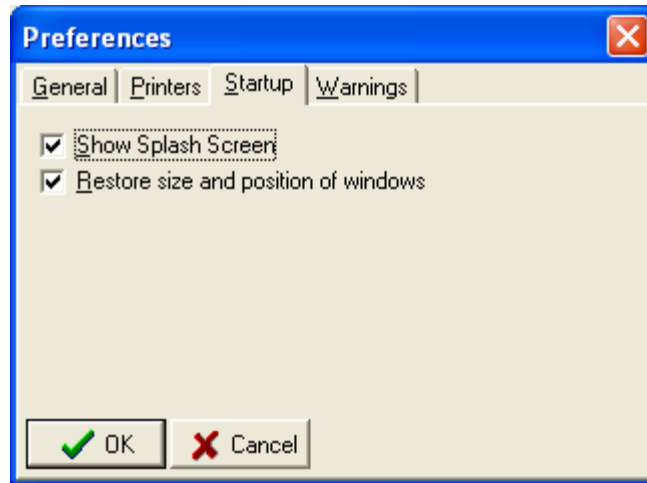
If you don't see the printer you wish to use, you may need to install it first. Consult the documentation for your operating system for instructions on how to do this.

## Changing Startup Options

Click on the **Startup** tab of the preference window.



The Startup options appear



### Options:

#### Splash Screen

If you wish to view a splash screen that shows the version number of the software while waiting for the software to load, click the box that says **Show Splash Screen**.

#### Window Restore

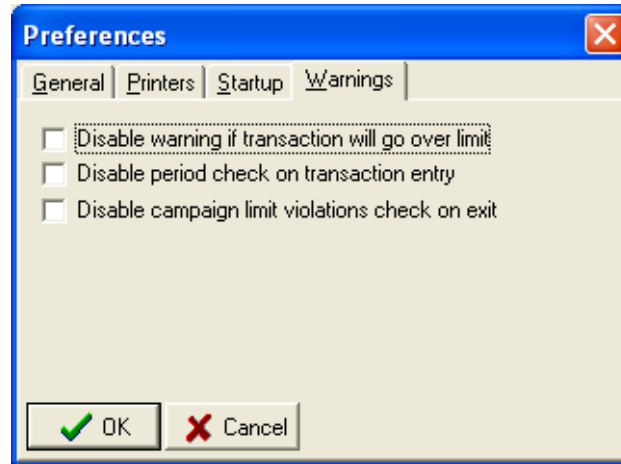
When you close and re-open the software, the program is capable of remembering which windows you have open, along with their size and position. If you would like to turn on this option, click on the box that says **Restore size and position of windows**.

## Enabling and Disabling Warning

Click on the **Warnings** tab of the Preferences window.



The Warnings options appear



### Options:

#### Turn On / Off Limit Checking

Checking for limit violations helps a committee discover excessive contributions as they are entered. If a committee is using the software in an election cycle subsequent to the release of the software, or for a local jurisdiction, the committee may need to disable the limit checking in order to enter contributions. For regular use it is strongly recommended that this check remains enabled.

To disable limit checking, click on and check the box that is labeled **Disable warning if transaction will go over limit**. To enable limit checking, uncheck the box by clicking on it again.

#### Turn On / Off Period Checking

Period checking is a safety feature to help avoid invalid transactions. It is strongly recommended that if you turn off the period checking for data entry purposes, you restore it as soon as you are done with data entry. To disable period checking, check the box that says **Disable period check on transaction entry** by clicking on it. To restore it, uncheck the box.

#### Turn On / Off Limit Checking on exit

The software performs a limit check upon closing of the software. This is a good way for the user to check that the data entered so far is within contribution limits. For regular use it is strongly recommended that the check remains enabled. To disable limit checking when exiting the software, click on and check the box that is labeled **Disable campaign limit violations check on exit**. To enable limit checking, uncheck the box by clicking on it again.

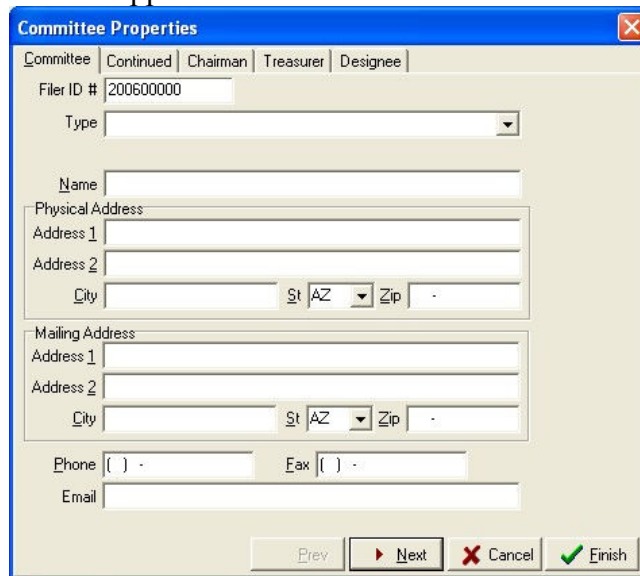
## Setting Up a Committee

**NOTE:** We suggest you have your committee's Statement of Organization in front of you when setting up your committee in the software.

Start the software if it is not already running.

In the main window, click on **File, New Committee**.

The Committee Properties window appears.

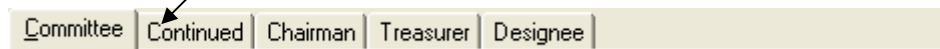


Begin setting up your committee by entering the Filer ID # assigned to you when you registered your Statement of Organization at the Arizona Secretary of State's office.

Use the pull-down arrow for Type to select your committee type.



Continue to fill out the rest of the form, using the TAB key to move between fields on the form. Click on **Continued** tab.



Fill in the fields for the section, then continuing to the next sections; Chairman, Treasurer and Designee. Complete all screens until you have all the information from the Statement of Organization in the sections pertaining to your committee.

Click **Finish** when you are done.



## Changing Committee Information

At some point you may need to change some of the information regarding your committee. If your committee files with the Secretary of State, then changing this information is a two-step process: 1) change the information in your database using the CF software. 2) print and file an amended Statement of Organization. The CF software will print out a completed Statement of Organization for you. See **Printing an Amended Statement of Organization** (page 41) for instructions.

In the main window, click **File, Committee Properties**

The Committee Properties window appears

Committee Properties

Committee | Continued | Chairman | Treasurer | Candidate | Designee

Filer ID # 1

Type Candidate's Campaign Committee

Name A BLANK TEST COMMITTEE

Physical Address

Address 1 TESTADDRESS1

Address 2 TESTADDRESS2\_CHANGED

City TEST CITY St AZ Zip 00000-

Mailing Address

Address 1 TEST MAIL ADDRESS1

Address 2 TEST MAIL ADDRESS2

City TEST MAIL CITY St AZ Zip 00000-

Phone (000)000-0000 Fax ( ) -

Email webmaster@sos.state.az.us

Prev Next Cancel Finish

Select the tab that holds the information you want to change. For example, click on the **Treasurer** tab to change the treasurer's address.

Type in the changes in the appropriate fields, and when you are done

Click **Finish**.





## Changing The Filer Identification Number

The filer ID cannot be changed in the committee information window.

In the main window click on **File, Committee Actions, Correct FilerID**

The Correct FilerID window will appear



Type in the corrected filer identification number

Click **OK**



## Working With More Than One Committee

Treasurers that work on behalf of more than one committee may wish to record transactions and report from just one computer. The campaign finance software facilitates record keeping for multiple committees.

### Setting Up Subsequent Committees

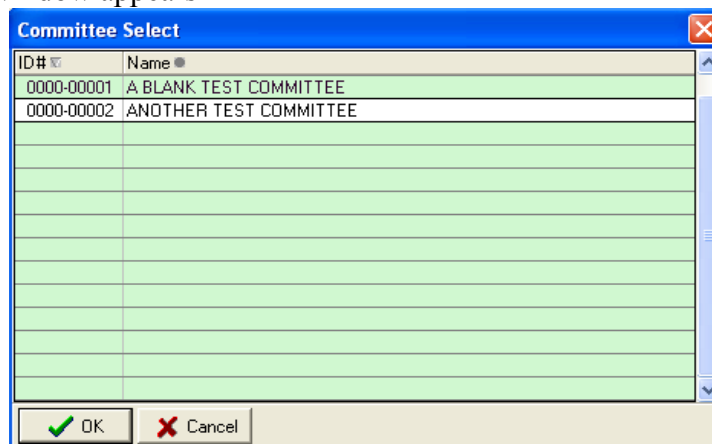
Follow the instructions in the section entitled **Setting Up a Committee** (page 15) for each committee you wish to set up.

### Switching Between Committees

The software has only one ACTIVE committee at a time. This is the committee whose name appears on the title bar of the main window. To switch the attention of the software to a different committee:

In the main window click on **File Open Committee**

The Committee Select window appears



Double-click the committee that you wish to make active

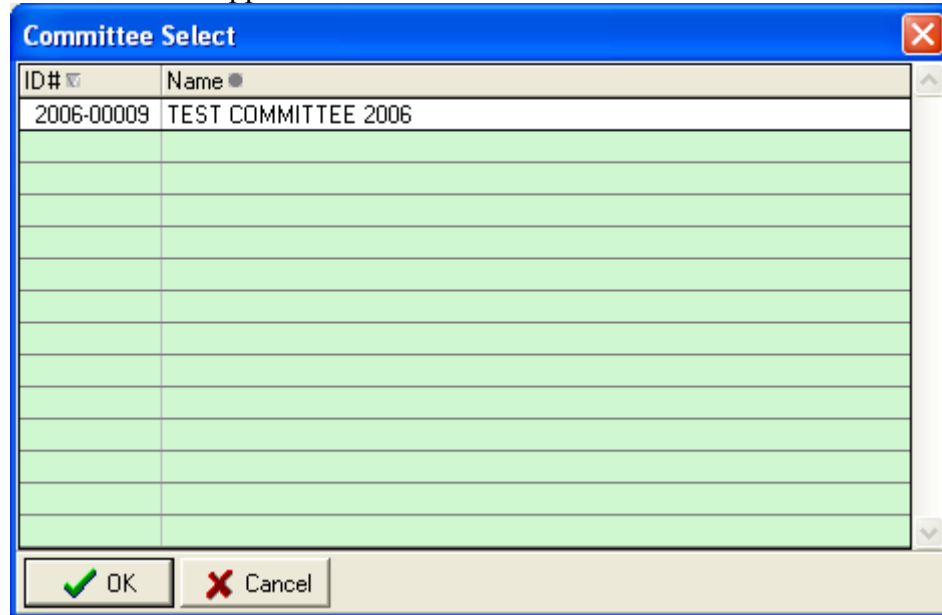
The selected committee now becomes the active committee. The active committee name appears on the blue title bar. All changes, transactions and reports will regard only the active committee. You may switch between committees at any time you wish.

## Deleting a Committee

Deleting a committee is a non-reversible action. Make sure that you back up the final version of the committee information for your records before you delete a committee. See the section called **Backing Up Your Data** (on page 29) for instructions.

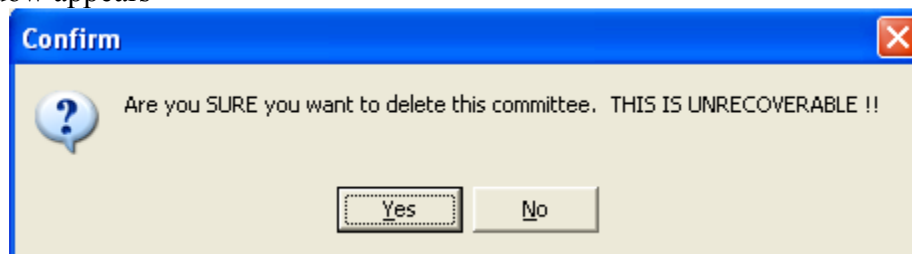
In the main window click on **File, Delete Committee**

The Committee Select window appears

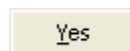


Double-click on the committee you wish to delete

A Confirm window appears



Click **Yes**



## Clearing All Data

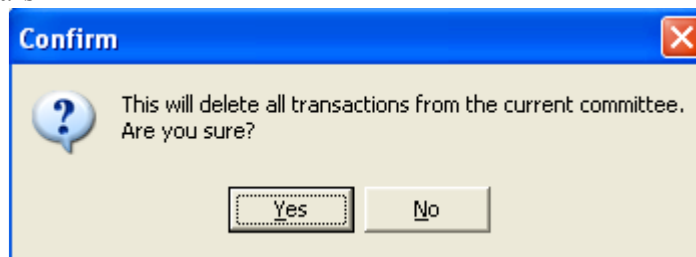
It is strongly recommended that you backup your existing data before clearing it. To find out how to do this, consult the section entitled **Backing Up Your Data** (page 29) for instructions.

## Clearing All Transactions

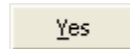
This function clears all the transactions currently in the database, without clearing any names.

In the main window click **File, Committee Actions, Clear All Transactions**

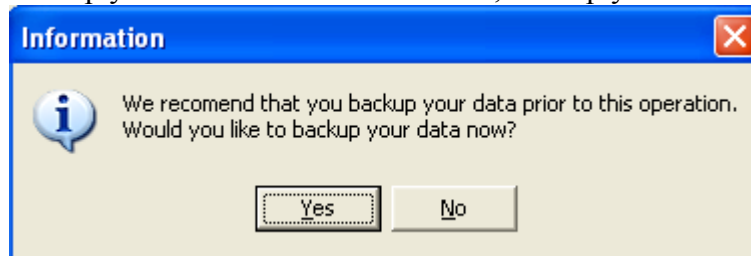
A confirm window appears



Click **Yes**



If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**

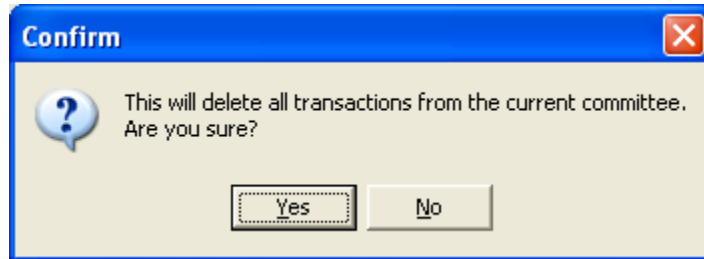


## Clearing All Names And Transactions

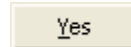
All names in the database can be cleared at the same time as the transactions.

In the main window click on **File, Committee Actions, Clear All Names & Transactions.**

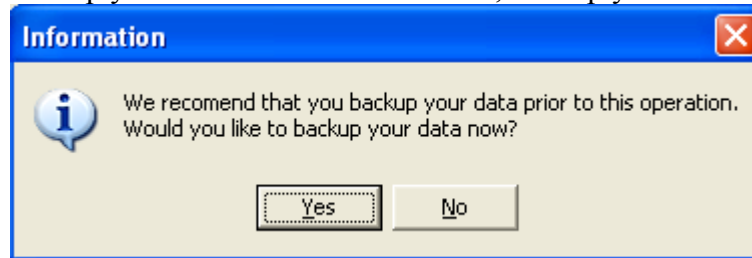
A confirm window appears



Click **Yes**



If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.

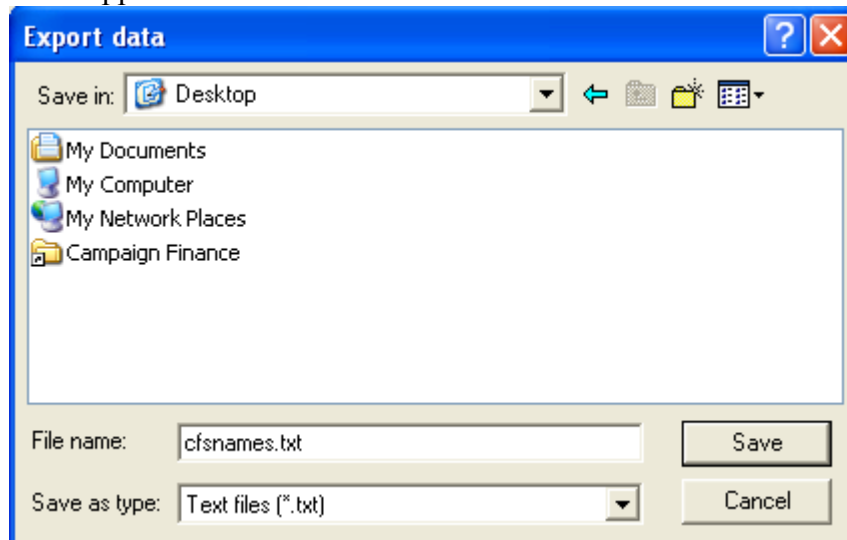


## Exporting And Importing Names

### Exporting Names

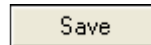
In the main window, click on **File, Committee Actions, Export, Names**

The Export data window appears



Choose where you would like to store the export file

Click **Save**



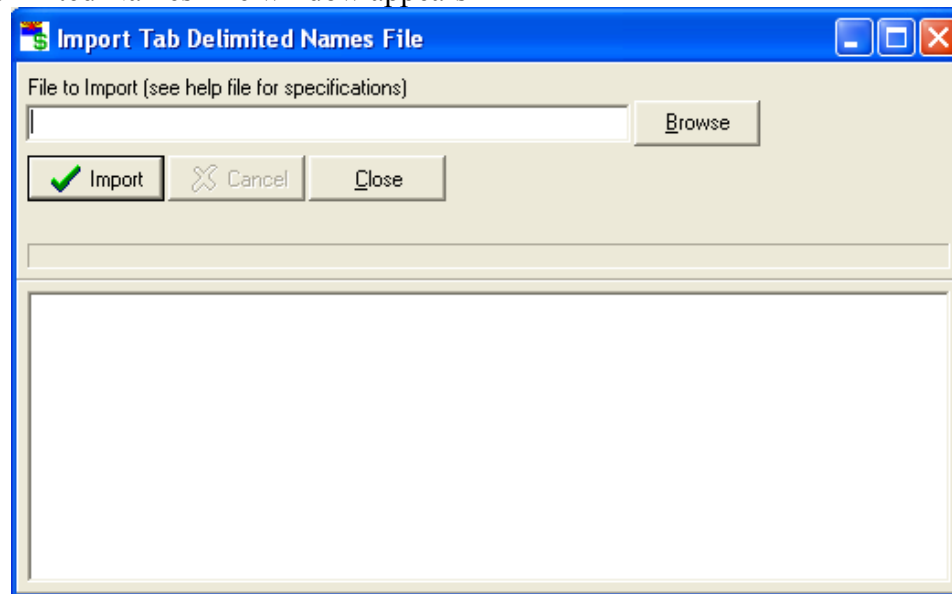
### Importing Names

Name lists can be imported from text files. Use an Exported Names file as a template for importing names.

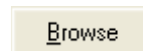
Once a data file has been created, it may be imported into the CFS database. It is strongly recommended that you back up your data before importing data. See the **Backing Up Your Data** (page 29) section for instructions.

In the main window, click **File, Committee Actions, Import, Import Names**

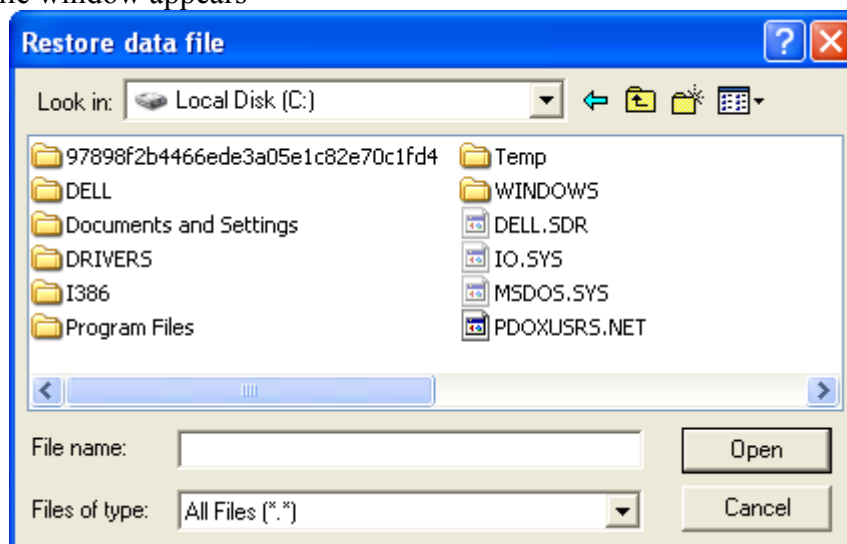
Import Tab Delimited Names File window appears



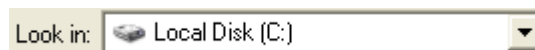
Click on **Browse**



The Restore data file window appears



Select the drive the prepared file is on by clicking the “Look in:” pull down arrow



Double-click on folders and sub-folders in the window, following the path to the prepared file

Double-click the name of the prepared file

Click **Import**



A prompt appears asking if you want to back up your data. If you have already backed up your data click **No**. Otherwise, backup your data now by clicking **Yes**.

The import function protects against duplicate names. If a name in the import file already exists in the software, the function will produce a window that asks whether or not you would like to replace the existing name with the new name or just discard the new name.

When the import is complete

Click **Close**





## Changing Election Cycles

### Applicable laws:

A.R.S. § 16-905(H)

A.R.S. § 16-915(A)

A.R.S. § 16-915.01(A)(1)&(C)

Contribution Limitations; civil penalty, complaint

Contents of campaign finance reports

Disposal of surplus monies; transfer of debt

If a candidate committee or an exploratory committee is to continue operations in a subsequent election cycle, the committee may choose to:

- ✓ Pay off all loans and debts owed by the committee
- ✓ Collect all loans and debts due the committee
- ✓ Open a new committee for the new election cycle
- ✓ Transfer surplus money to the new committee
- ✓ Terminate the previous committee

The names list can be exported from the old committee and imported into the new committee in order to avoid re-entering information. See the section **Exporting And Importing Names** (page 22) for instructions.

If the old committee does not have enough cash on hand to retire the debts, the debts can be transferred to the new committee as allowed by A.R.S. § 16-915.01(C).

Alternatively, the committee may remain active until it receives funds to retire the debts and can then terminate. In this case, either:

- A) Campaign finance reports must be filed in a timely manner for the committee as required by A.R.S. § 16-913(B or C) until the committee is terminated,

**Or**

- B) Pursuant to A.R.S. § 16-913(E), a candidate committee may file an Annual No Activity Statement by January 31 of the election year. If this option is exercised, the committee does not report until the next year, unless a contribution or expenditure is made.

## Transferring a Committee's Previous Surplus

### A Note About Previous Surplus

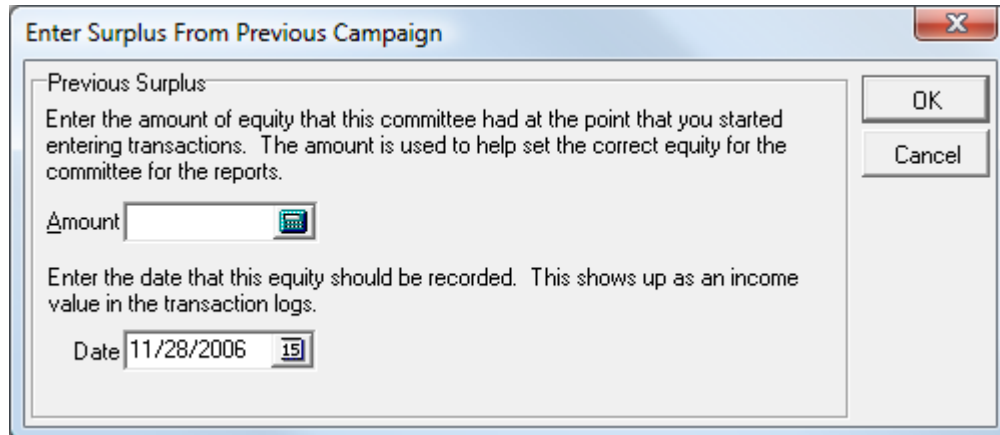
The surplus from a committee's previous election cycle will be the amount of cash the previous committee had on hand at the end of the last reporting period of the previous election cycle. You can find this amount on line 7 on the first page of the final period report from the previous election cycle. Surplus from Previous Campaign account (account #620) is the internal account that holds the surplus

from the previous campaign. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

## Recording Previous Surplus

In the main window, click **Transactions, Previous Committee, Set Previous Campaign Surplus**.

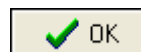
The Enter Surplus From Previous Campaign window opens.



Enter the surplus amount

Enter the date the surplus was transferred

Click **OK**



## Transferring Previous Debt

### A Note About Previous Debt

Outstanding Debt from Previous Campaign account (account #630) is an internal account in the software that holds the debt carried over from the previous committee and payments on those debts. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

**Note:** Outstanding loans from the previous election cycle are recorded as previous debt in the current cycle.

## Recording Previous Debt

In the main window, click **Transactions, Previous Committee, Enter Previous Debt(s)**

The Enter Transferred Debt From Previous Committee window opens.

**Enter Transferred Debt from Previous Committee**

Transaction Info

From

Date 04/26/2005  Amount 0

Memo

OK  
Cancel  
Next

If the committee has been previously used, select the committee name from the list by clicking the pull-down arrow  at the **From** box. Otherwise, add the committee:

Type the committee name in the **From** box

An Information window appears asking if you would like to add the committee to a list

**Information**

PREVIOUS COMMITTEE not in Vendor list. Add to list?

OK Cancel

Click **OK**

OK

The Vendor window appears

**Vendor**

Reportable Information (Required)

Name

Name PREVIOUS COMMITTEE

Address

Address2

City St AZ Zip

Phone ( ) - (Private)

OK  
Cancel

Fill out the boxes in the window, pressing the TAB key between fields

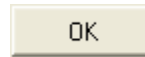
Click **OK**

OK

The entity is now added to the appropriate list, and the Enter Transferred Debt From Previous Committee window is once again active.

Finish filling in the Enter Transferred Debt From Previous Committee window, pressing the TAB key between fields.

Click **OK**



## **Transferring Previous Loans**

### **A note about Transferring Previous Loans**

Outstanding loans become debts as the election cycle changes. Follow the instructions for

**Transferring Previous Debt** (page 26) to transfer any outstanding loans. To repay the loans, see the section titled **Loans, Repayments and Interest** (page 82).

# Backing Up And Restoring Data

## Backing Up Your Data

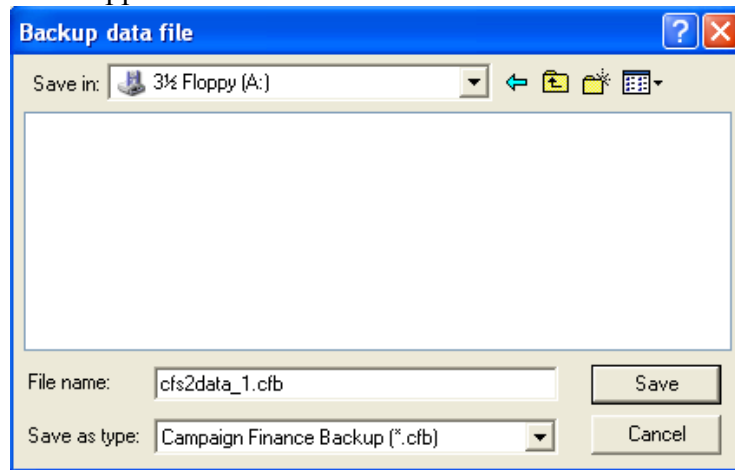
A backup can be done at any time, and can never be done too often. It is important to safeguard your data against accidental erasure, hardware failures, and any other unforeseen dangers. Backing up often ensures that you always have a current copy to fall back on, should anything happen to the original data. Backing up is easy, and only takes a few moments.

You may wish to give the backup file a meaningful name. Including the date of the backup or the committee name in the name of the file may help you locate the file later. Backup files from the CF software have a file extension of **.cfb**.

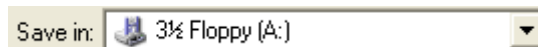
Most commonly, a backup file would be stored on a removable magnetic media such as diskette or zip cartridge. Other options would include CD-RWs or CD burners, Jump drives, network drives and secondary hard drives.

In the main window, click **File, Database, Backup**

The Backup data file window appears



Click on the **Save in** pull down arrow

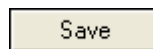


Click on the drive you wish to store the backup file in (in this case, the A: drive is used)

If you wish to store the file in a folder or subfolder on the drive, double click that folder in the window

Enter an appropriate name in File name

Click **Save**

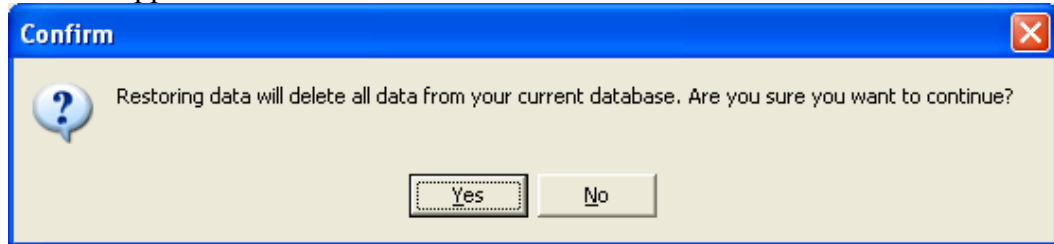


## Restoring Back Up Data

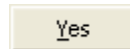
Restoring replaces all data that is currently in the database with data that has been backed up previously.

In the main menu, click **File, Database, Restore**

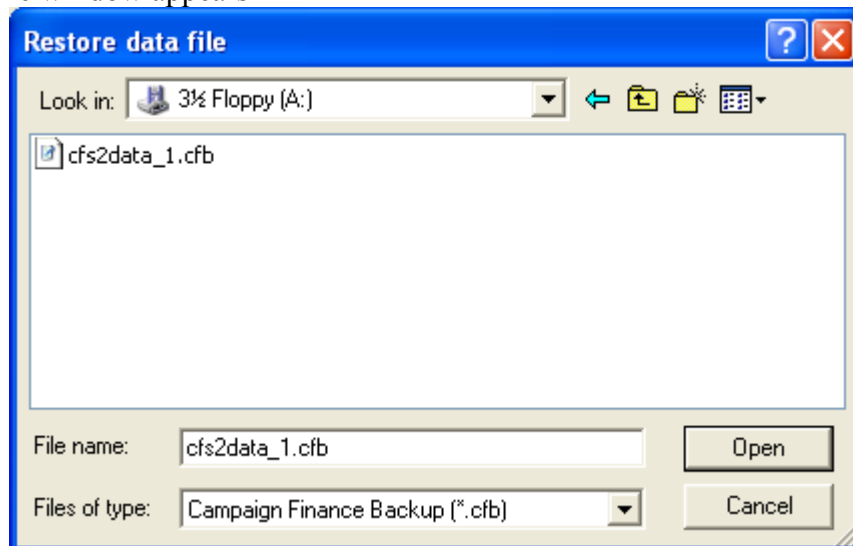
A Confirm window appears



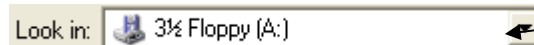
Click **Yes**



The Restore data file window appears



Click on the **Look in** pull down arrow



Click on the drive that the backup file is in (in this case, the A: drive)

If the file is in a folder or subfolder on the drive, double click those folders in the window

Double-click on the backup file to restore the data

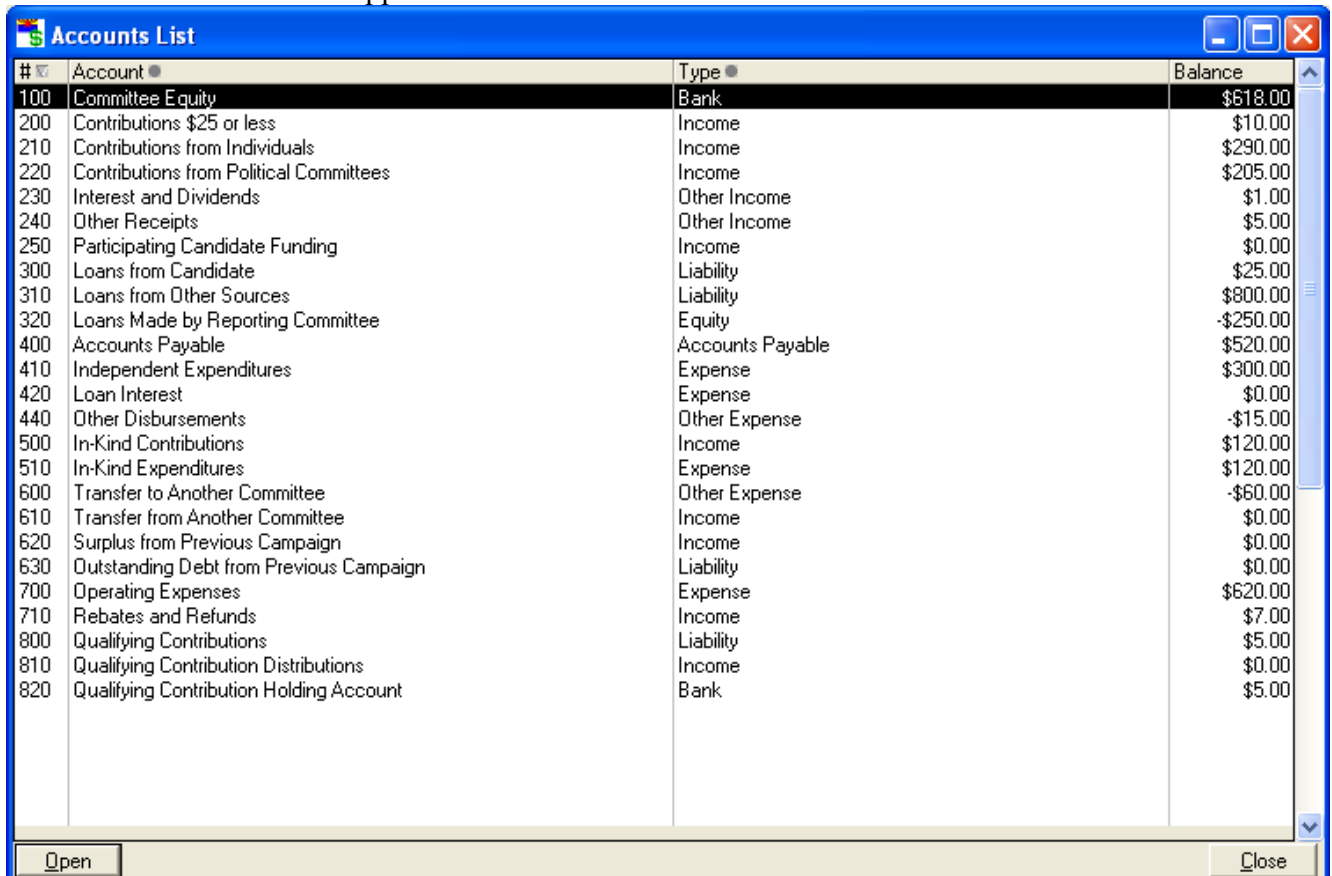
## Viewing and Editing Account Entries

### Viewing Accounts and Their Balances

Transactions are entered into the database using techniques described in the section entitled **Entering Common Transactions** (page 49). Each transaction increases or decreases the balance of one or more *accounts*, or lists of transactions in a particular category.

In the main window, click on **Lists, Accounts**

The Accounts List window appears







#	Account	Type	Balance
100	Committee Equity	Bank	\$618.00
200	Contributions \$25 or less	Income	\$10.00
210	Contributions from Individuals	Income	\$290.00
220	Contributions from Political Committees	Income	\$205.00
230	Interest and Dividends	Other Income	\$1.00
240	Other Receipts	Other Income	\$5.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$25.00
310	Loans from Other Sources	Liability	\$800.00
320	Loans Made by Reporting Committee	Equity	-\$250.00
400	Accounts Payable	Accounts Payable	\$520.00
410	Independent Expenditures	Expense	\$300.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	-\$15.00
500	In-Kind Contributions	Income	\$120.00
510	In-Kind Expenditures	Expense	\$120.00
600	Transfer to Another Committee	Other Expense	-\$60.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$620.00
710	Rebates and Refunds	Income	\$7.00
800	Qualifying Contributions	Liability	\$5.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$5.00

The window shows the account number, name and type. It may also show the current balance for each account if the option is selected in the Preferences window. See the section entitled **Changing System Preferences** (page 10) for instructions.

## Viewing Transactions In An Account

In the main window, click **Lists, Accounts**

The Accounts List window appears


**Campaign Finance 2006 - Arizona Edition** Name: **Filerid: 2006-00009 - [Account...]**




File Lists Transactions Reports Window Online Help

#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

Open Print Close

Double click on the account to be viewed in the Accounts List Window. A window specific to that account appears.

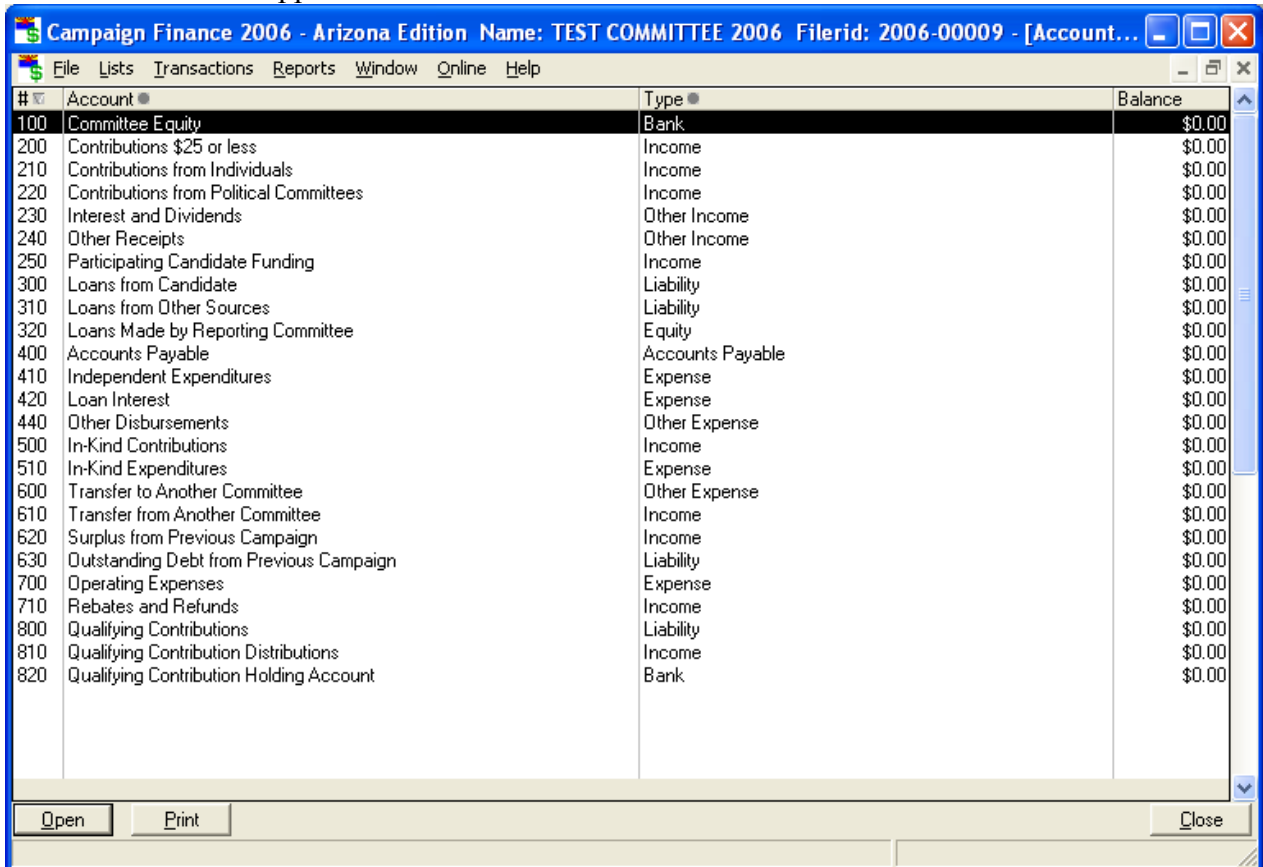
[illegible]



## Deleting A Transaction

In the main window, click **Lists, Accounts**

The Account Window Appears

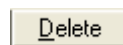


#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

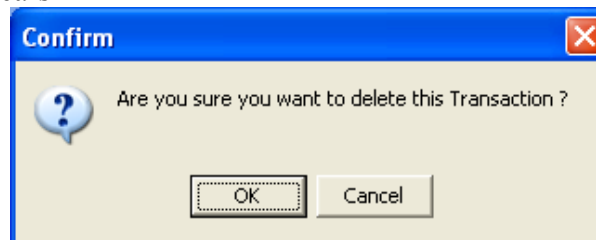
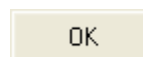
Double-click on the account that holds the transaction you wish to delete. For example, if you have erroneously entered an invoice and need to delete the entry, double-click on Accounts Payable (shown below).

[illegible]

When the transaction window appears, click on the transaction you wish to delete to highlight it

Click **Delete**

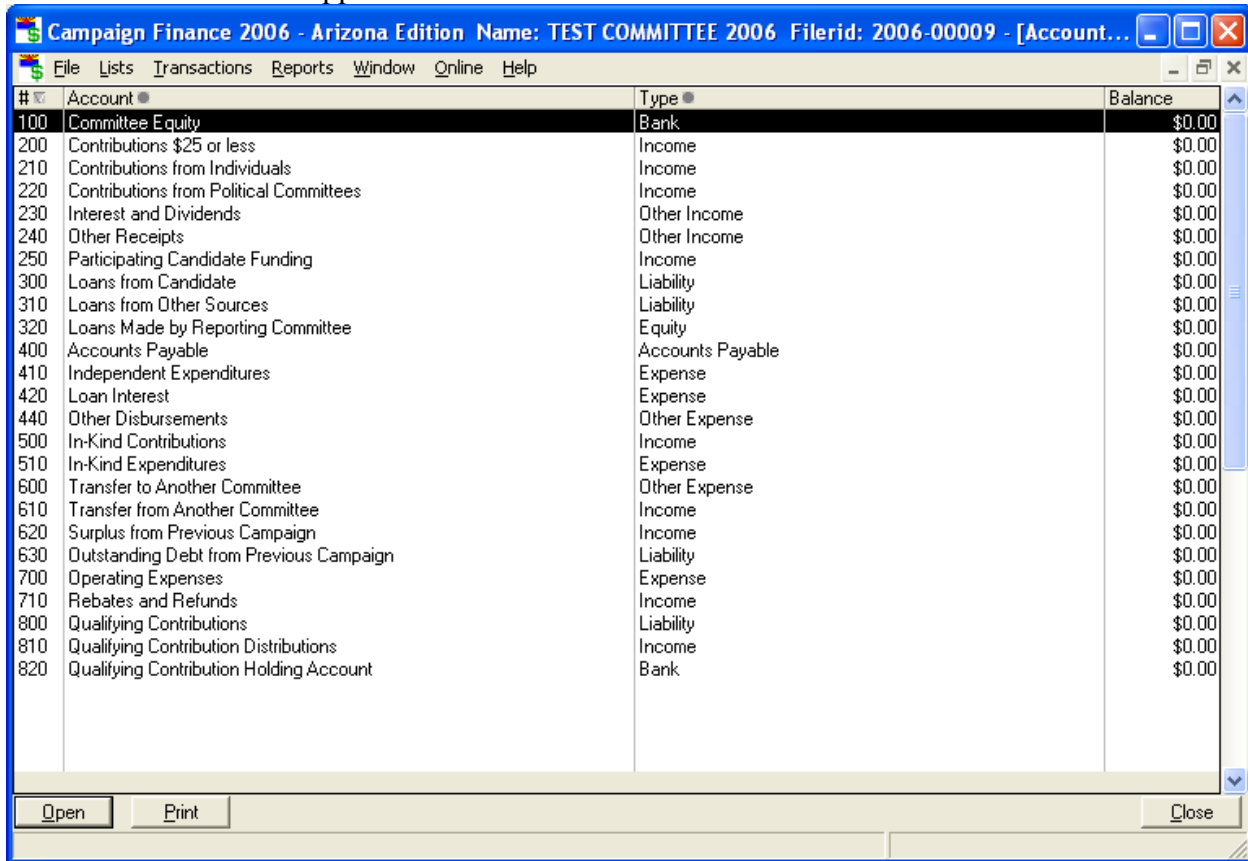
A confirmation window appears

Click **OK**

## Editing Transactions

In the main window, click **Lists, Accounts**

The Account Window Appears



#	Account	Type	Balance
100	Committee Equity	Bank	\$0.00
200	Contributions \$25 or less	Income	\$0.00
210	Contributions from Individuals	Income	\$0.00
220	Contributions from Political Committees	Income	\$0.00
230	Interest and Dividends	Other Income	\$0.00
240	Other Receipts	Other Income	\$0.00
250	Participating Candidate Funding	Income	\$0.00
300	Loans from Candidate	Liability	\$0.00
310	Loans from Other Sources	Liability	\$0.00
320	Loans Made by Reporting Committee	Equity	\$0.00
400	Accounts Payable	Accounts Payable	\$0.00
410	Independent Expenditures	Expense	\$0.00
420	Loan Interest	Expense	\$0.00
440	Other Disbursements	Other Expense	\$0.00
500	In-Kind Contributions	Income	\$0.00
510	In-Kind Expenditures	Expense	\$0.00
600	Transfer to Another Committee	Other Expense	\$0.00
610	Transfer from Another Committee	Income	\$0.00
620	Surplus from Previous Campaign	Income	\$0.00
630	Outstanding Debt from Previous Campaign	Liability	\$0.00
700	Operating Expenses	Expense	\$0.00
710	Rebates and Refunds	Income	\$0.00
800	Qualifying Contributions	Liability	\$0.00
810	Qualifying Contribution Distributions	Income	\$0.00
820	Qualifying Contribution Holding Account	Bank	\$0.00

Double-click on the account that holds the transaction you wish to edit. For example, if you have received an amended invoice and need to edit the original invoice entry, double-click on Accounts Payable (shown below).

[illegible]

When the transaction window appears, double-click on the transaction you wish to edit

Enter Bill for Goods or Services window appears

**Enter Bill for Goods or Services**

Transaction Info

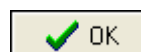
From: STONE CHISEL CAMPAIGN SIGNS

Date of Expenditure: 11/24/2005 Amount: 500

Memo:

OK Cancel Next

Update the applicable information

Click **OK**

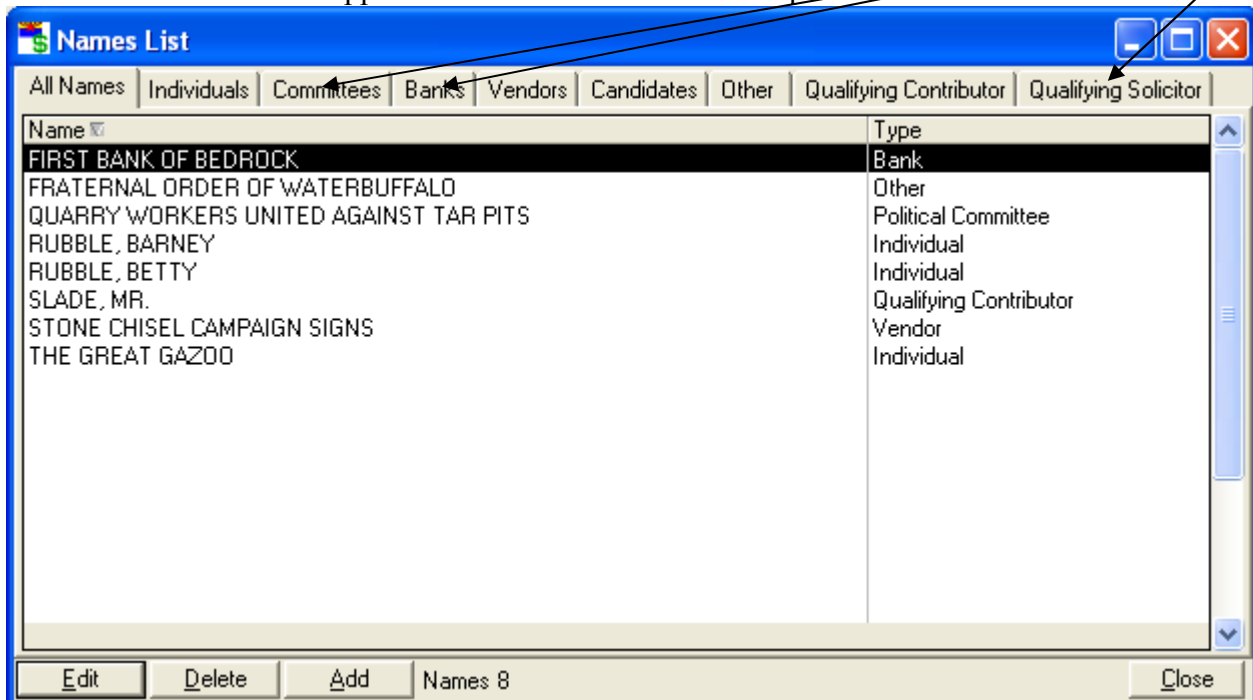
## Viewing and Editing The Names List

### Viewing Names

While transactions are entered using techniques described in the section entitled **Entering Common Transactions** (page 49), names are being added to the database.

In the main window, click **Lists, Names**

The Names List window appears. Note the tabs across the top.

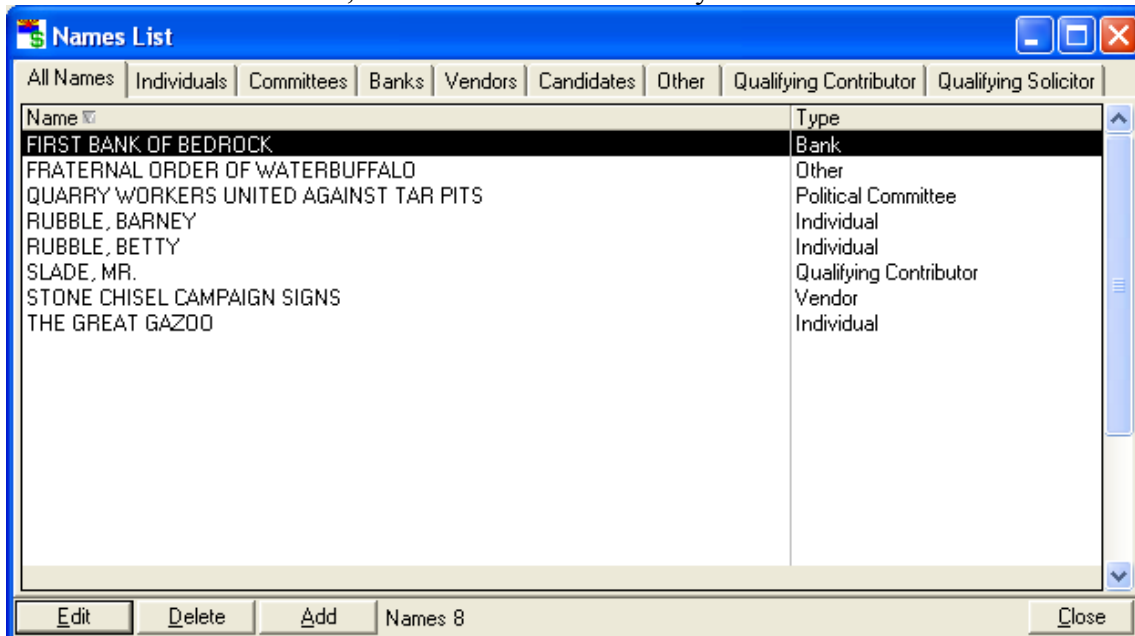


By default the All Names page is selected and shows all the names in the database and their type. The total number of names is shown at the bottom. If you would like the list to show only names from a certain category, click on the tab with that category name.

### Editing Names

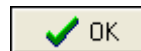
Names are not stored with transactions. Rather, a pointer to a name is stored; thus many transactions may have pointers to a single name. Once a name or information about a name is changed, it is changed for all transactions that have pointers to that name. This is a very convenient arrangement compared to changing information for a name in every single transaction in which it occurs. However, this situation implies that a name cannot be deleted if it is used in one or more transactions, because those transactions would then be left without a name attached to them.

In the Names List window, double-click on the name you wish to edit



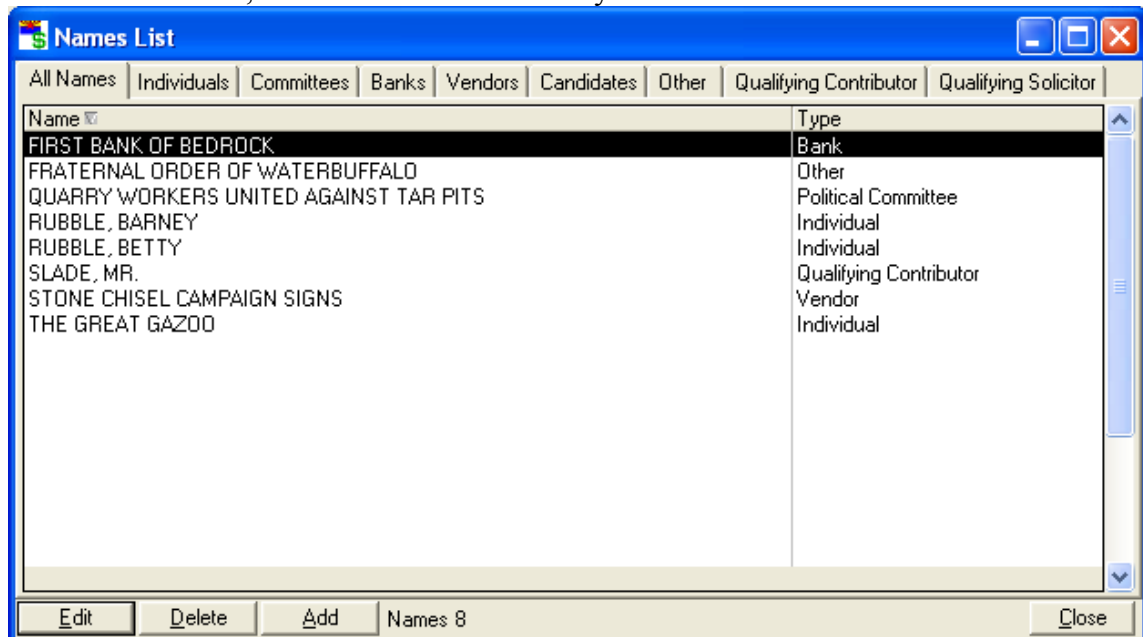
The appropriate information window appears. For instance, if you click on an individual, the individual window appears. Click on the information you wish to change, then type in the new information.

Click **OK**



## Deleting Names

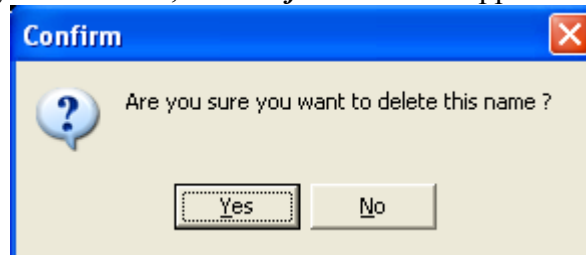
In the Names List window, double-click on the name you wish to delete



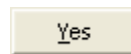
Click **Delete**



If the name is not used in any transactions, the ***Confirm*** window appears

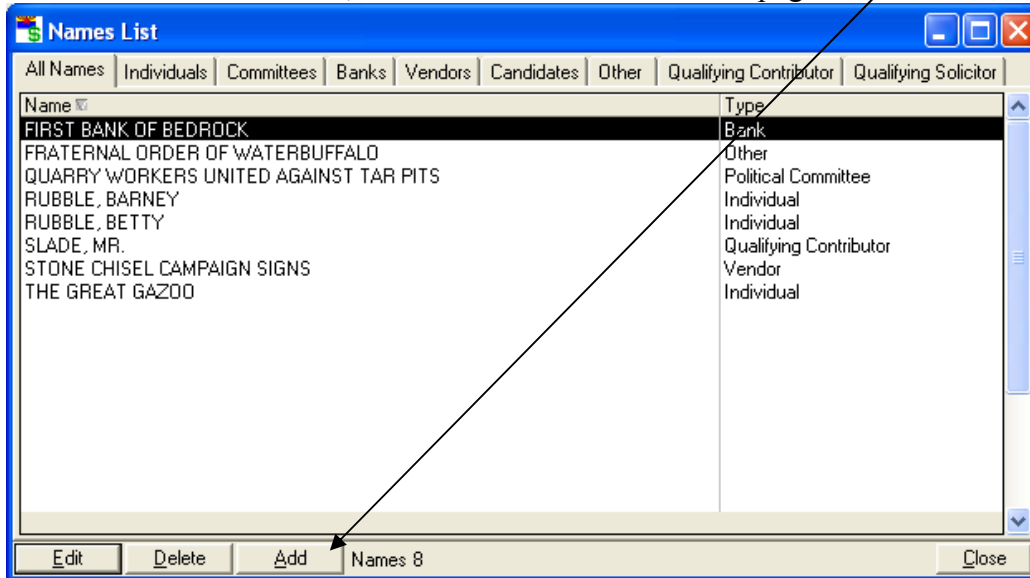


Click **Yes**

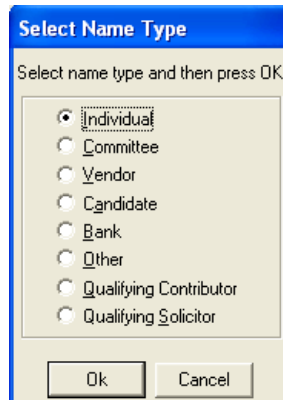


## Adding Names

In the Names List window, click **Add** at the bottom of the page

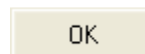


The Select Name Type Window appears



Select the Name Type of the name that you would like to add.

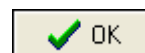
Click **OK**



The appropriate window will appear so that identification information can be entered for that entity. For example, if you select *individual* in the Select Name Type window, the Individual window will appear.

Fill in the information in the window, pressing the TAB key between fields.

Click **OK**





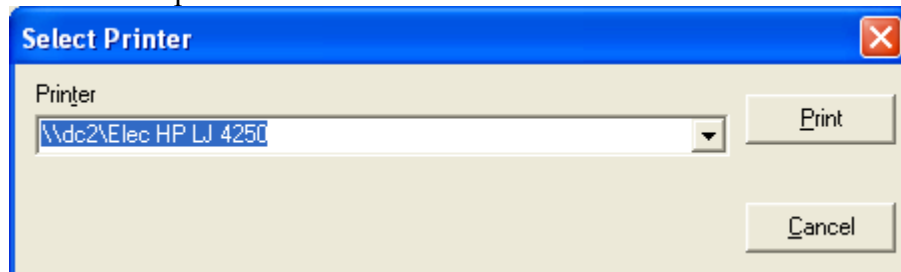
## Reporting

### Printing an Amended Statement of Organization

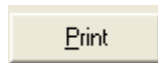
To find out how to record changes in committee information, read the section called **Changing Committee Information** (page 16). After making changes, print out the amended Statement of Organization.

In the main window, click on **Reports, Statement of Organization**

A window opens to select the printer



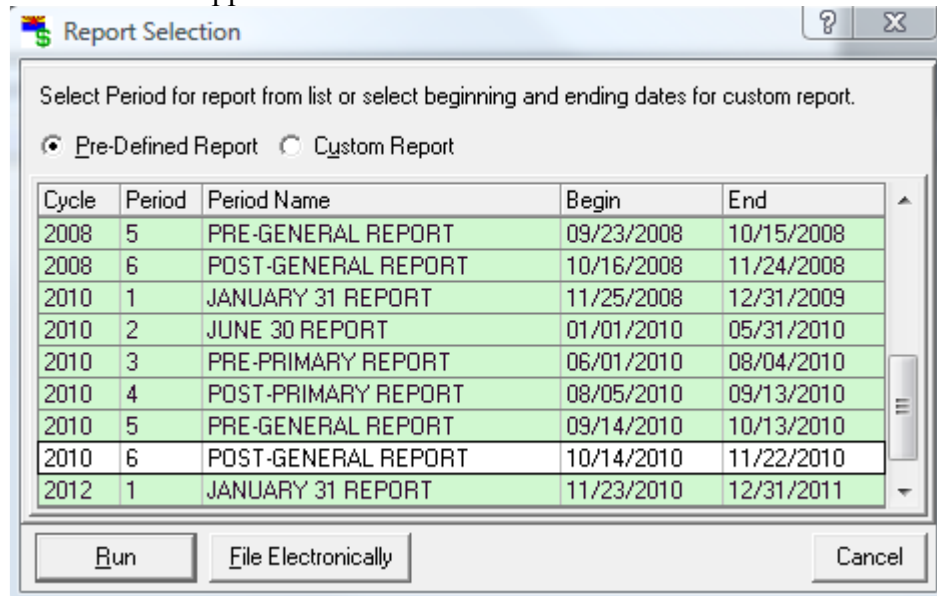
Click **Print**



## Creating Period Reports

In the main window, click on **Reports, Report for Filing**

The Report Selection window appears



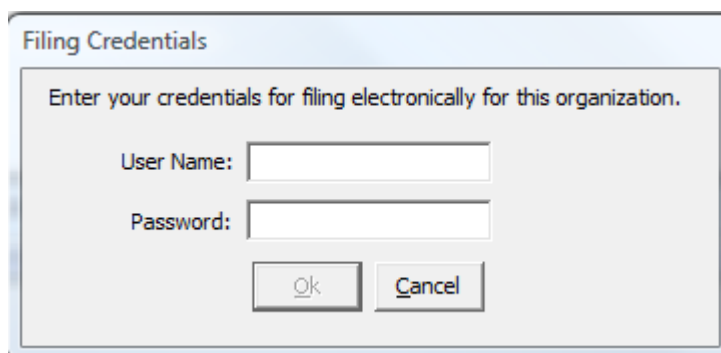
The Report Selection window is a dialog box with a title bar containing a question mark and a close button. The main area contains the text "Select Period for report from list or select beginning and ending dates for custom report." Below this text are two radio buttons: "Pre-Defined Report" (selected) and "Custom Report". Below the radio buttons is a table with the following data:

Cycle	Period	Period Name	Begin	End
2008	5	PRE-GENERAL REPORT	09/23/2008	10/15/2008
2008	6	POST-GENERAL REPORT	10/16/2008	11/24/2008
2010	1	JANUARY 31 REPORT	11/25/2008	12/31/2009
2010	2	JUNE 30 REPORT	01/01/2010	05/31/2010
2010	3	PRE-PRIMARY REPORT	06/01/2010	08/04/2010
2010	4	POST-PRIMARY REPORT	08/05/2010	09/13/2010
2010	5	PRE-GENERAL REPORT	09/14/2010	10/13/2010
2010	6	POST-GENERAL REPORT	10/14/2010	11/22/2010
2012	1	JANUARY 31 REPORT	11/23/2010	12/31/2011

At the bottom of the window are three buttons: "Run", "File Electronically", and "Cancel".

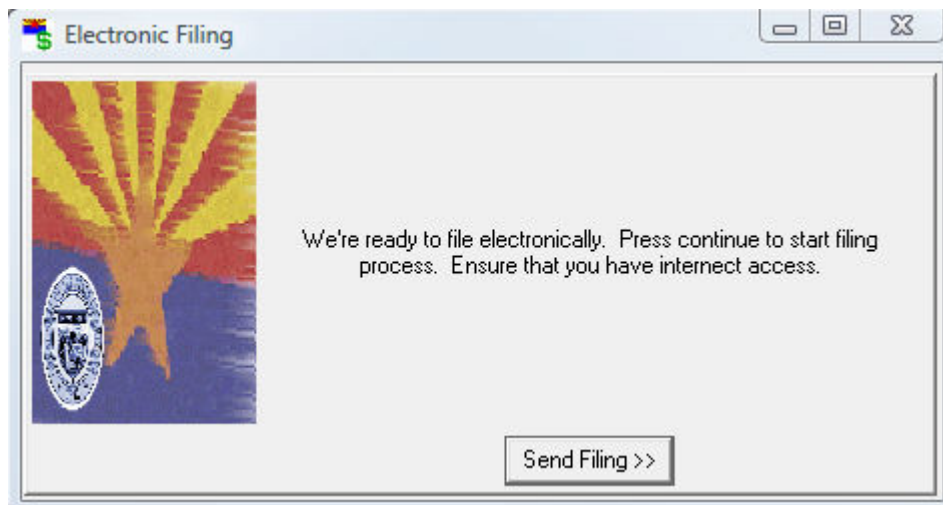
## Electronically Filing Reports

In the Report Selection window, click **File Electronically**. After performing a check for any limit violations, the Filing Credentials window will appear.



The Filing Credentials window is a dialog box with a title bar containing the text "Filing Credentials". The main area contains the text "Enter your credentials for filing electronically for this organization." Below this text are two text input fields: "User Name:" and "Password:". Below the input fields are two buttons: "Ok" and "Cancel".

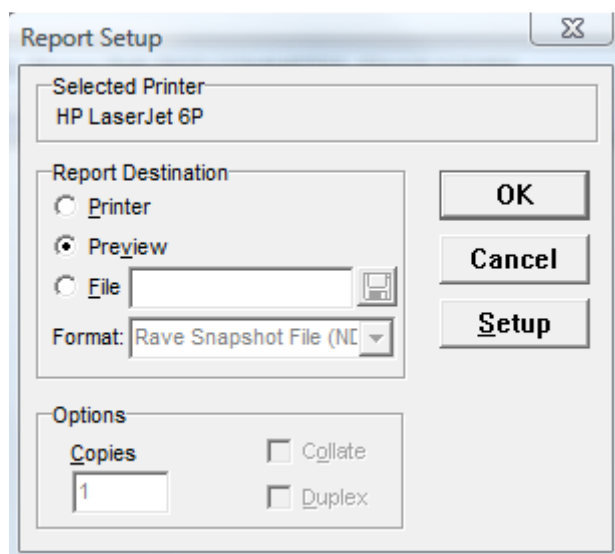
Enter the User Name and Password that was previously arranged with the county, and click **OK**. A confirmation screen appears:



Click **Send Filing**, and you will either receive a filing confirmation indicating success or an error screen.


## Printing or Saving Pre-defined Reports

With the Pre-Defined Report radio button selected, select the report from the list supplied by double-clicking on it. The Report Setup screen appears:

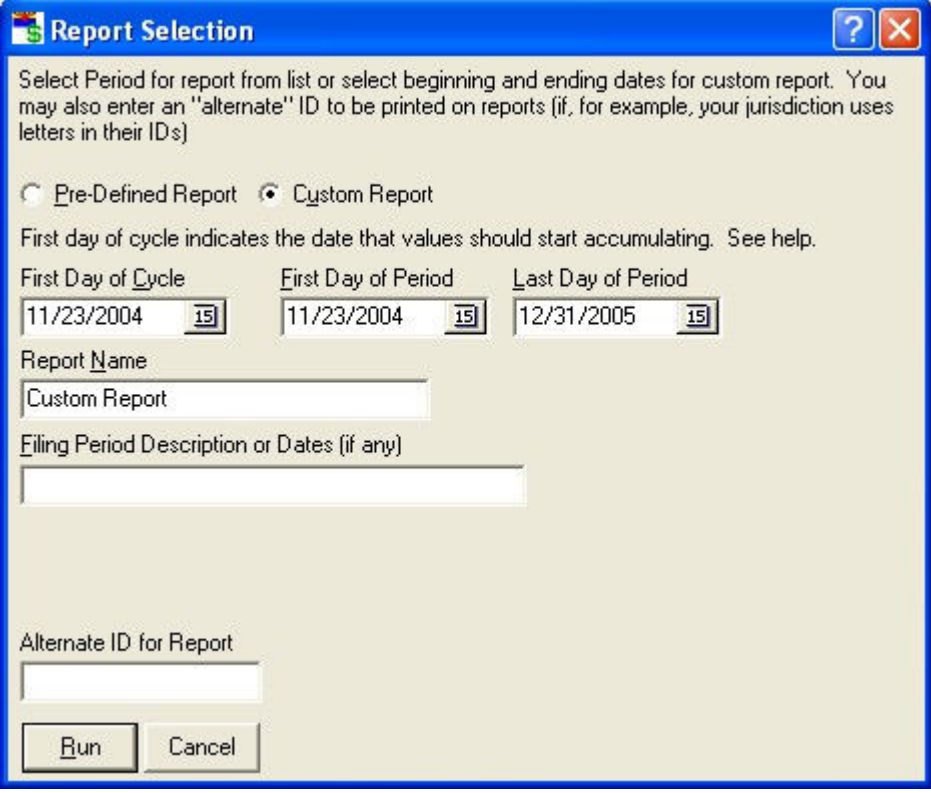


On this screen you can either chose to send the report to a printer, to the screen to preview it, or save it to a file on your computer. If you want to change the printer that is displayed at the top of the screen, click the Setup button on the right.

## Custom Reports

Select a custom report by clicking the button  for custom reports.

The Report Selection window changes to look like this:

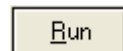


The image shows a 'Report Selection' dialog box with a blue title bar and standard Windows window controls. The main area has a light beige background. At the top, there is instructional text: 'Select Period for report from list or select beginning and ending dates for custom report. You may also enter an "alternate" ID to be printed on reports (if, for example, your jurisdiction uses letters in their IDs)'. Below this, there are two radio buttons: 'Pre-Defined Report' (unselected) and 'Custom Report' (selected). A line of text follows: 'First day of cycle indicates the date that values should start accumulating. See help.' Below this are three date input fields with labels: 'First Day of Cycle' (containing '11/23/2004'), 'First Day of Period' (containing '11/23/2004'), and 'Last Day of Period' (containing '12/31/2005'). Each field has a small calendar icon to its right. Below the date fields is a text input field labeled 'Report Name' containing the text 'Custom Report'. Below that is another text input field labeled 'Filing Period Description or Dates (if any)'. At the bottom, there is a text input field labeled 'Alternate ID for Report'. At the very bottom are two buttons: 'Run' and 'Cancel'.

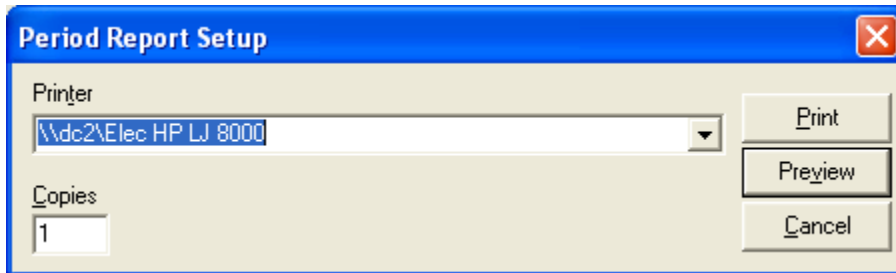
Enter the first day of the election cycle. Transactions from this date forward will be included in the report, on a cumulative basis if they occur before the period of the report.

Enter the first and last day of the reporting period, and a report name and Filing Period description if any, pressing the TAB key between fields.

Click **Run**



The Period Report Setup window appears




**Period Report Setup**

Printer: \\dc2\Elec HP LJ 8000

Copies: 1

Buttons: Print, Preview, Cancel

## Printing the Report

If you do not see the printer that you wish to use in the window, click the Pull-down arrow  and select the printer from the list by clicking on it.

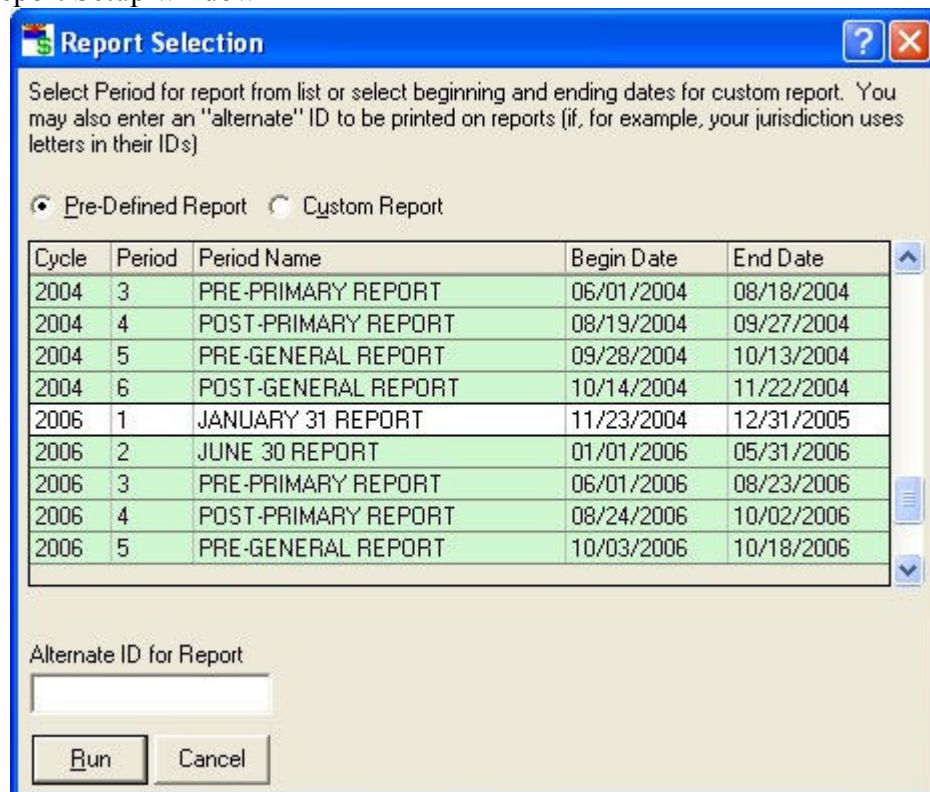
Click **Print**



The report begins printing immediately

## Previewing the Report

In the Period Report Setup window



**Report Selection**

Select Period for report from list or select beginning and ending dates for custom report. You may also enter an "alternate" ID to be printed on reports (if, for example, your jurisdiction uses letters in their IDs)

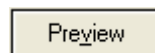
☒ Pre-Defined Report ☐ Custom Report

Cycle	Period	Period Name	Begin Date	End Date
2004	3	PRE-PRIMARY REPORT	06/01/2004	08/18/2004
2004	4	POST-PRIMARY REPORT	08/19/2004	09/27/2004
2004	5	PRE-GENERAL REPORT	09/28/2004	10/13/2004
2004	6	POST-GENERAL REPORT	10/14/2004	11/22/2004
2006	1	JANUARY 31 REPORT	11/23/2004	12/31/2005
2006	2	JUNE 30 REPORT	01/01/2006	05/31/2006
2006	3	PRE-PRIMARY REPORT	06/01/2006	08/23/2006
2006	4	POST-PRIMARY REPORT	08/24/2006	10/02/2006
2006	5	PRE-GENERAL REPORT	10/03/2006	10/18/2006

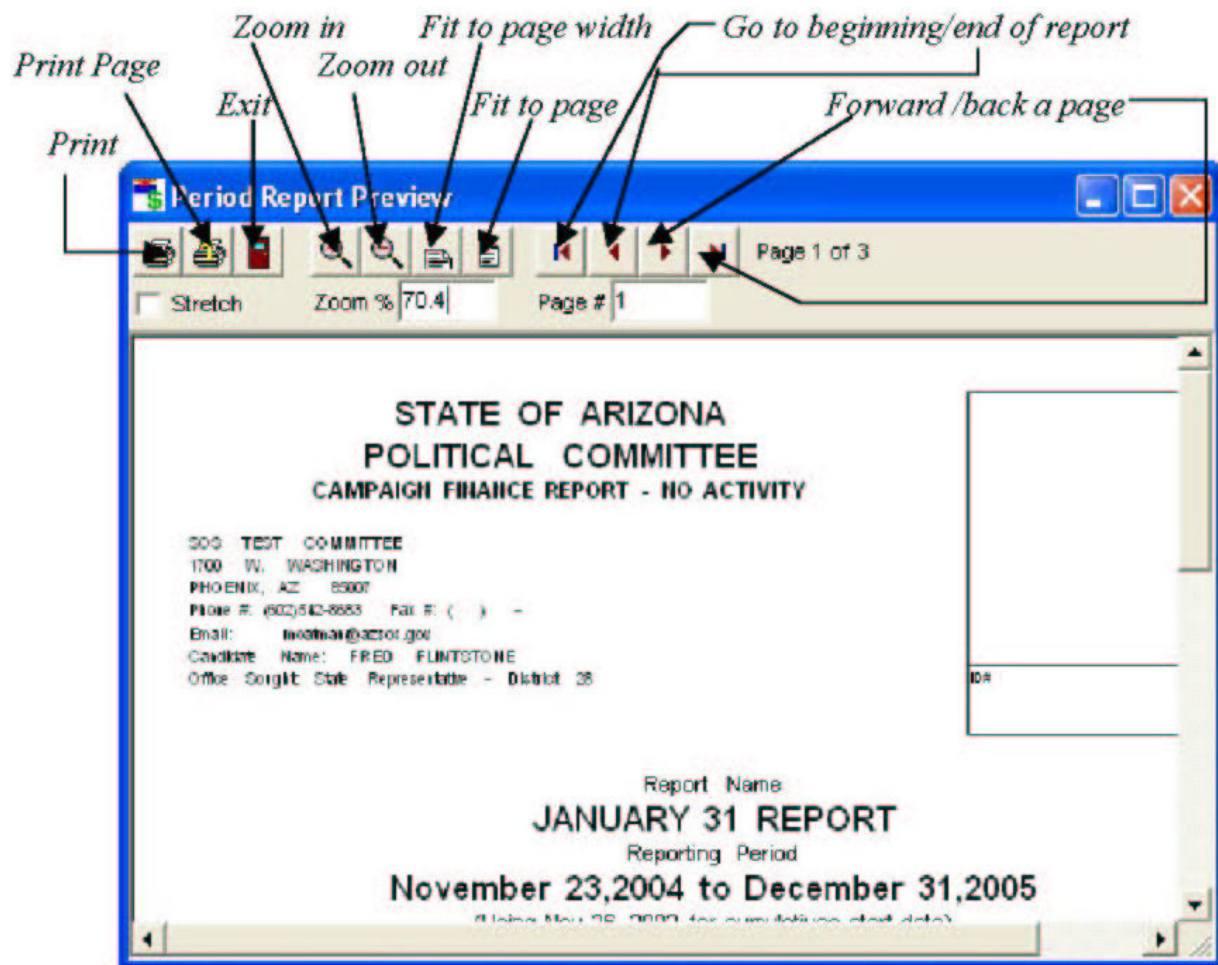
Alternate ID for Report

Buttons: Run, Cancel

Click **Preview**



The Period Report Preview window appears.



Click on the buttons described above to navigate and view the report.

When done, click **Exit**



ID #	
------	--

INTSTONE  
Date - District 28

**SAMPLE**

Report Name  
**JANUARY 31 REPORT**  
Reporting Period

Reporting Period

- 5a. Surplus from previous Campaign
- 5b. Cash on Hand at Beginning of this Reporting Period
- 5c. Total Receipts
- 5d. Subtotal
- 6a. Total Debt and Obligations from Previous Committee
- 6b. Total Disbursement
7. Cash on Hand at Close of Reporting Period

This Period	To Date
	\$25,631.00
\$26,724.76	
\$0.00	\$4,873.76
\$26,724.76	\$30,504.76
	\$0.00
\$0.00	\$3,780.00
\$26,724.76	\$26,724.76

---

Print Name of Treasurer (or Candidate)

Date Signed \_\_\_\_\_



Page 2 of 3

☐ Stretch
 Zoom % 100.0

Page # 2

## DETAILED SUMMARY PAGE

SOS TEST COMMITTEE  
JANUARY 31 REPORT  
November 23,2004 to December 31,2005

ID# 1

---

RECEIPTS

4a. Individuals - more than \$25 (Total from Schedule A)

4b. Individuals - aggregate \$25 or less (Total from Schedule A-1)

4c. Political Committees (Total from Schedule B)

4d. Subtotal Contributions [add 4a, 4b and 4c]

4e. Refund of contributions including refund of Clean Campaign Participating Funding (Total from Schedule F-2)

4f. Total Contributions Other than Loans and In-Kind [subtract 4e from 4d]

5a. Loans made or guaranteed by candidate (Total from Schedule C)

5b. All other loans.

5c. Total Loans [add 5a and 5b]

6. In-Kind contributions (Total from Schedule E)

7. Dividends, interest, and other forms of receipts

8. Total Receipts [add 4f, 5c, 6, and 7]

THIS PERIOD	TO DATE
\$0.00	\$4,873.76
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$4,873.76
\$0.00	\$0.00
\$0.00	\$4,873.76
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$4,873.76

QUALIFYING CONTRIBUTION RECEIPTS

Qualifying Contributions of \$5 from Individuals

\$0.00	\$0.00

DISBURSEMENTS

9. Expenditures for operating expenses (Total from Schedule D)

10. Independent Expenditures (Total from Schedule D-1)

11. Value of In-Kind expenditures (Total from Schedule E)

12. Loans made by reporting committee (Total from Schedule D-2)

13a. Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)

13b. Repayment of all other loans (Total from Schedule D-3)

13c. Total Loan Repayments [add 13a and 13b]

14. Transfers to other political committees (Total from Schedule D-6)

15. Any other disbursement (Total from Schedule D-7)

16. Subtotal disbursements [add 9,10,11,12,13c,14, and 15]

\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$4,280.00
\$0.00	\$4,280.00



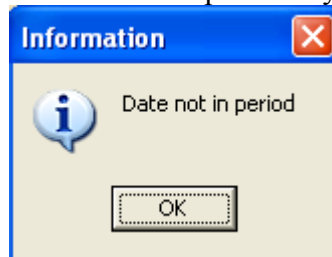
## Entering Common Transactions

### Recording Transactions According to Law

A.R.S. § 16-904 outlines the duties of the committee treasurer and A.R.S. § 16-915 defines the contents of campaign finance reports. These two laws provide the need and method of reporting the transactions found in this section. If you have questions about what transactions to report or why you should report a transaction, please refer to Title 16, Chapter 6 of the Arizona Revised Statutes.

### Entering Transactions For A Previous Period

You are attempting to enter data outside of the current period if you see this warning:



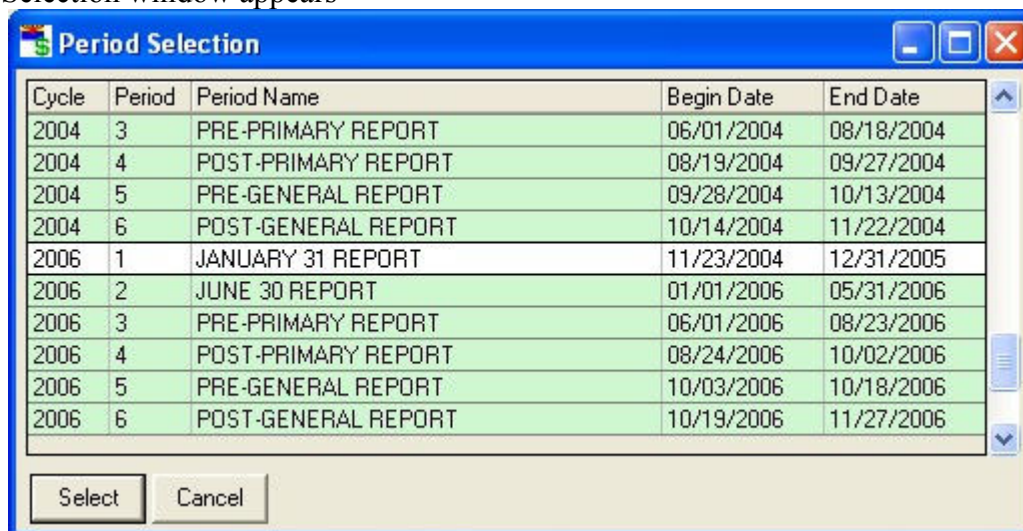
There are two ways to gain access to periods beyond the current period: 1) change the current period or 2) turn off the period checking. See the section entitled [Enabling and Disabling Warnings](#) in [Changing System Preferences](#) (page 10) for instruction on how to disable period checking.

## Setting the Current Period

Sometimes committees will need to amend previous reports and enter transactions that were omitted or incorrectly entered in a previous filing period. This should be avoided whenever possible.

In the main window, click on **File, Set Current Period**

The Period Selection window appears



Double-click on the period of the transaction you wish to amend

Add or amend the transaction

Change back to the current period using the technique above

If a report has already been filed for the period that you have changed, an amended report should be transmitted to the filing office

## Receiving Contributions

### A Note About Receiving Contributions

**There are limits to how much individuals or committees may contribute to a committee.** See the contribution limit chart in this handbook or go to the Secretary of State web page at <http://www.azsos.gov/cfs/library.htm> for updated contribution limits as defined by A.R.S. § 16-905.

**If a check is drawn on a joint account, the contributor is the person who signed the check.** A.R.S. § 16-904(F) defines this, with the exception: “unless specified by the contributor(s) to the contrary”.

**Enter the date that the contribution was received by the committee.**

## Contributions From Individuals

### Notes About Individual Contributions

**If your committee is a ballot measure committee**, all “single source” contributions as defined in A.R.S. § 16-914.01(E) will be entered here.

If a contributor donates \$25 or less, and they may contribute again later in this election cycle, record their contribution using the “Contributions from Individuals/Personal/Family contributions”. When you know the contributor will only be contributing once, record their contribution using “Small (Aggregate \$25 or less)”. The cumulative total of contributions made by every individual must be recorded per A.R.S. § 16-904(E). Keep track of who has contributed how much is to record them as contributions from individuals.

**If a married couple makes a contribution, make two entries.** Ask what each person’s share is of the contribution.

In the software, there is an internal account (account #210) for contributions from individuals and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions on how to do this.

### Recording Individual Contributions

Information Recorded:	Individual Contributions more than \$25 Contributions of \$25 or less from individuals who may contribute again Single source contributions (for ballot measure committees) Contributions by a candidate’s family member Contributions of a candidate’s personal monies Contributions from a married couple
-----------------------	--

In the main window, click on **Transactions, Contributions, Individual/Personal/Family Contribution, Receive**

The Receive Individual/Personal/Family Contribution window appears

**Receive Individual/Personal/Family Contribution**

Transaction Info

From: RUBBLE, BAM BAM

Date of Contribution: 11/12/2005 Amount: Check #:

Memo:


Additional Info

Receipt #: Batch #:

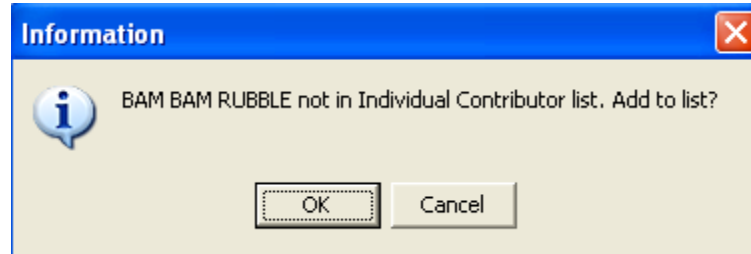
Event Info

Event: Event Date: / /

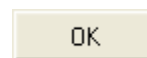
OK Cancel Next

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name

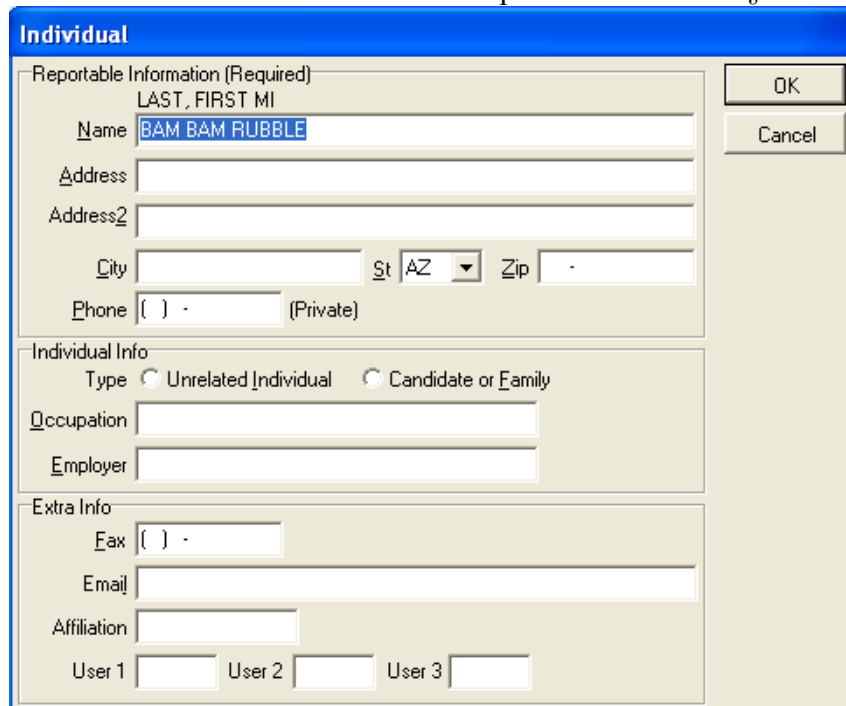
If this is a new contributor, a confirmation window appears to find out if you would like to add the individual to the list of contributors.



Click **OK**

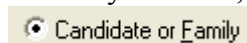


A window appears to record the individual's information pursuant to A.R.S. § 16-915

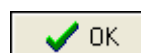
A form titled "Individual" with a blue header bar. It is divided into several sections. The first section, "Reportable Information (Required)", has a label "LAST, FIRST MI" and a "Name" field containing "BAM BAM RUBBLE". Below this are "Address", "Address2", "City", "St" (a dropdown menu showing "AZ"), "Zip", and "Phone" (with a format "( ) - "). The second section, "Individual Info", has a "Type" field with two radio buttons: "Unrelated Individual" and "Candidate or Family". Below this are "Occupation" and "Employer" fields. The third section, "Extra Info", has "Fax", "Email", and "Affiliation" fields. At the bottom, there are three "User" fields labeled "User 1", "User 2", and "User 3". On the right side of the form, there are "OK" and "Cancel" buttons.

Fill out the required information, pressing the TAB key between fields

If this is a contribution from a candidate or a family member, make sure to toggle the appropriate button.

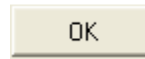


Click on **OK**



Back in the Receive Individual Contribution window, enter the date and the amount of the contribution, and any other information in the memo line.

Click **OK**



## Contributions From Committees

### Notes About Committee Contributions

A.R.S. § 16-905(H) mandates that candidate committees and exploratory committees may not make contributions to other candidate or exploratory committees.

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a “PAC” (Political Action Committee) is actually a non-candidate committee, as defined in statute and gives at the lower limit. A “Super PAC” is a PAC certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in § 16-905(I). Copies of a Super PAC’s certification from the Secretary of State must accompany any contributions from those committees.


In the software, there is an internal account (account #220) for contributions from committees and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

## Recording Committee Contributions

In the main window, click on **Transactions, Contributions, Committee, Receive**

The Receive Political Committee Contribution window appears

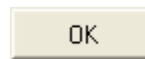
A screenshot of a software window titled "Receive Political Committee Contribution". The window has a blue title bar and a light beige background. It contains several input fields and buttons. On the right side, there are three buttons: "OK", "Cancel", and "Next" (with a red arrow icon). The "Transaction Info" section includes a "From" dropdown menu showing "ROYAL ORDER OF WATER BUFFALO COMMITTEE", a "Date of Contribution" field with "07/14/2005" and a calendar icon, an "Amount" field with "1,000" and a currency icon, and a "Check #" field. The "Memo" field contains the text "ROB supports many causes". The "Additional Info" section has "Receipt #" and "Batch #" fields. The "Event Info" section has an "Event" field and an "Event Date" field with a calendar icon.

If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name

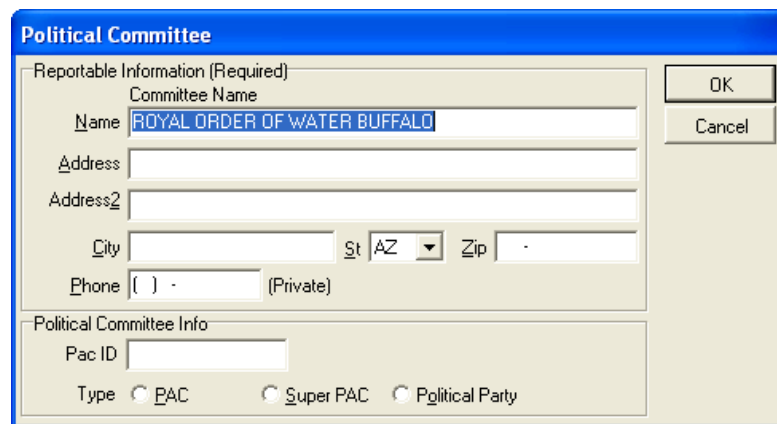
If this is a new contributor, a confirmation window appears to find out if you would like to add the committee to the list of contributors



Click **OK**

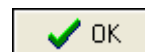


A window appears to record the committee's information pursuant to A.R.S. § 16-915

A "Political Committee" form window with a blue title bar. The form is divided into two main sections. The top section, "Reportable Information (Required)", contains fields for "Committee Name" (with "ROYAL ORDER OF WATER BUFFALO" entered), "Address", "Address2", "City", "St" (a dropdown menu showing "AZ"), "Zip", and "Phone" (with a "( ) -" prefix and "(Private)" label). The bottom section, "Political Committee Info", contains a "Pac ID" field and a "Type" section with three radio buttons: "PAC", "Super PAC", and "Political Party". On the right side of the form, there are "OK" and "Cancel" buttons.

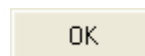
Fill out the required information, pressing the TAB key between fields.

Click **OK**



Back in the Receive Political Committee Contribution window, enter the date and the amount of the contribution, and any other information for that transaction.

Click **OK**



## Small (Aggregate) Contributions (Of \$25 or Less)

### A Note About Small Contributions

If a committee is to receive small contributions from several individuals, the total sum of contributions from all of the individuals can be recorded here. Examples of this would be entering the total revenue from a fundraising dinner or a T-shirt sale where the cost of the items or service is \$25 or less. When using this function, it is important to document the transaction in the memo line so that the committee can explain the contributions if asked to do so. For example, the committee may note “100 T-shirts @ \$15.00 per shirt.”

A.R.S. § 16-904(E)(2) mandates that the treasurer of a committee must keep identification records for all contributors, no matter how small the contribution. For small contributions, this is usually done with a 2-part receipt book or a separate journal. Keep in mind that these records, although not reported to the filing office with period reports, may be requested at any time.

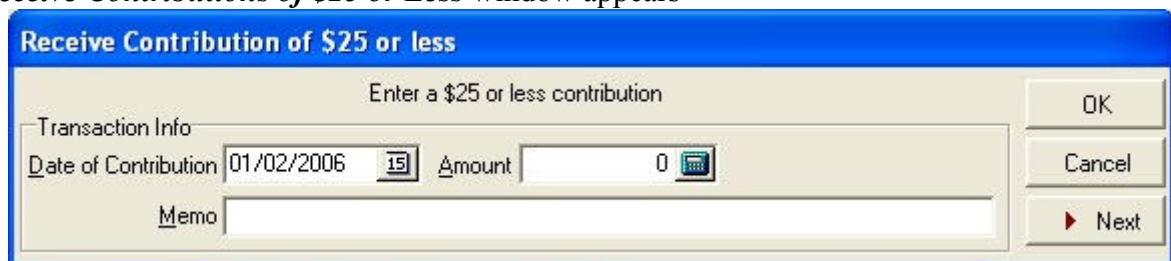
This function is used to record contributions of \$25 or less from contributors whose cumulative contributions are \$25 or less. If a contributor will contribute to a committee on more than one occasion, these contributions should be recorded as *Contributions from Individuals* or *Contributions from Committees*, not small contributions. This is an easier way for the committee to ensure that the aggregate sum of contributions received from that contributor has not exceeded the \$25 limit. Cumulative reporting is required for contributions.

In the software, there is an internal account (account #200) for contributions of \$25 or less. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

## Recording Small Contributions

In the main window, click on **Transactions, Contributions, Small (Aggregate \$25 or less)**

The ***Receive Contributions of \$25 or Less*** window appears



Receive Contribution of \$25 or less

Enter a \$25 or less contribution

Transaction Info

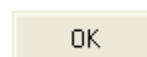
Date of Contribution 01/02/2006 Amount 0

Memo

OK Cancel Next

Enter the date the contribution was received, the aggregate amount of the contribution, and any remarks, pressing the TAB key between fields.

Click **OK**





## In-Kind Contributions

### A Note About In-Kind Contributions and Expenditures

Pursuant to A.R.S. § 16-901(15), in-kind contribution means a contribution of goods or services or anything of value and not a monetary contribution. In-kind contributions must be reported at the fair market value, or the amount that the general public would pay for the same goods or services.

**Contribution limits as described in A.R.S. § 16-905 apply to in-kind contributions.** Keep in mind that the Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at <http://www.azsos.gov/cfs/library.htm> for current limits.

In the software, there is an internal account (account #500) for in-kind contributions. This account holds all of the in-kind contributions received in the current election cycle. There is a sister account (account #510) that holds all the expenditures of in-kind contributions.

**Receiving an in-kind contribution is actually a two-part process,** if the contribution is received, and then it is expended. It may be expended as soon as it is received (e.g.: limousine ride during current reporting period), or it may be expended in part or in whole in some upcoming reporting period (e.g.: a contributor gives something that cannot be used until the next reporting period). Either way, there are at least two separate entries to be made: One for the contribution in account #500, and one or more for the expenditure in account #510. Both of these entries can be made at the same time by checking the box in the **Receive In-Kind Contribution** window that says **Expend Immediately**. To find out how to expend an in-kind contribution at some point in the future, see the section titled **Expending In-Kind Contributions** (page 74) for instructions.

## Recording In-Kind Contributions

In the main window, click on **Transactions, Contributions, In-Kind**

The Receive In-Kind Contribution window appears

**Receive In-Kind Contribution**

Transaction Info

From [dropdown]

Date of Contribution 01/02/2008 [calendar icon] Amount 0 [currency icon]

Memo [text area]


In-Kind Info

☒ Expend Immediately

OK

Cancel

Next

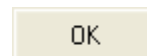
If the contributor is already in the names list click the pull down arrow  in the **From** box and choose the name. Otherwise, add the contributor:

Type the contributor name in the **From** box

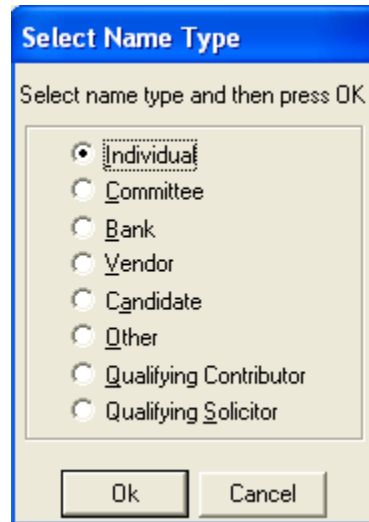
An Information window appears asking if you would like to add the contributor to a list.




Click **OK**

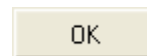


The Select Name Type Window appears



Click the button  next to the type of contributor

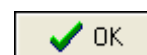
Click **OK**



The appropriate window will appear so that identification information can be entered for that entity. For example, if you select individual in the Select Name Type window, the Individual window will appear.

Fill out the boxes in the window, pressing the TAB key between fields

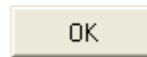
Click **OK**



The contributor is now added to the appropriate list, and the Receive In-Kind Contribution window is once again active. Finish filling in the Receive In-Kind Contribution window, pressing the TAB key between fields.

If you wish for an entry to be made to the in-kind expenditures account at the same time, make sure the **Expend Immediately** check box is checked.

Click **OK**



## Printing and Previewing Accounts Lists

All accounts can be previewed and or printed, except the names list.

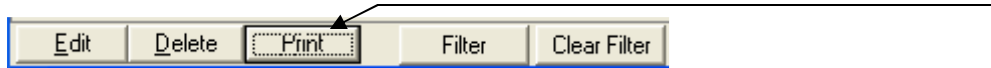
In the main window, click on **Lists, Accounts**

The Accounts List window appears

#	Account	Type
100	Committee Equity	Bank
200	Contributions \$25 or less	Income
210	Contributions from Individuals	Income
220	Contributions from Political Committees	Income
230	Interest and Dividends	Other Income
240	Other Receipts	Other Income
250	Participating Candidate Funding	Income
300	Loans from Candidate	Liability
310	Loans from Other Sources	Liability
320	Loans Made by Reporting Committee	Equity
400	Accounts Payable	Accounts Payable
410	Independent Expenditures	Expense
420	Loan Interest	Expense
440	Other Disbursements	Other Expense
500	In-Kind Contributions	Income
510	In-Kind Expenditures	Expense
600	Transfer to Another Committee	Other Expense
610	Transfer from Another Committee	Income
620	Surplus from Previous Campaign	Income
630	Outstanding Debt from Previous Campaign	Liability
700	Operating Expenses	Expense
710	Rebates and Refunds	Income
800	Qualifying Contributions	Liability
810	Qualifying Contribution Distributions	Income
820	Qualifying Contribution Holding Account	Bank

Double click on the account to be previewed or printed in the Accounts List Window. A window specific to that account appears

Date	Name	Ref/Chk	Account	Memo	Billed	Paid
02/04/2005	AB & B				\$90.73	
	Operating Expenses			cell phone		
02/05/2005	AB & B					\$90.73
	Committee Equity			cell phone		
02/28/2005	AB & B				\$89.00	
	Operating Expenses			cell phone		
03/28/2005	AB & B					\$89.00
	Committee Equity			cell phone		
04/26/2005	BLOOPERS TOWN				\$55.00	
	Operating Expenses			staff meeting		
05/26/2005	BLOOPERS TOWN					\$55.00
	Committee Equity			staff meeting		
06/28/2005	DEZIGNS IN SIGNZ				\$350.00	
	Operating Expenses			campaign signs		
07/01/2005	DEZIGNS IN SIGNZ					\$350.00
	Committee Equity			campaign signs		
07/08/2005	BLOOPERS TOWN				\$12,520.89	
	Operating Expenses			dinner fund raiser		
07/27/2005	AB & B				\$89.15	
	Operating Expenses			cell phone charges		
08/17/2005	BLOOPERS TOWN					\$6,000.00
	Committee Equity			dinner fund raiser		
10/21/2005	AB & B					\$89.15
	Committee Equity			cell phone charges		



Option shown permits all names, dates, and transactions to be printed

The screen below gives a preview of the account to be printed

**WARNING: DO NOT SAVE**

Print Preview

11/04/2005 12:48:35 PM Page 1

**Account Report Qualifying Contribution Holding Account**

Date	Name		Credit	Debit	Balance
Ref/Chk	Account Name	Memo			
06/22/2005	MILLHOUSE, ROBERT		\$5.00		
	Qualifying Contributions				
06/22/2005	JERIMAH JOHNSON		\$5.00		
	Qualifying Contributions				
08/22/2005	SKYNARD, LEONARD		\$5.00		
	Qualifying Contributions	campaign trail			
03/21/2006	DJR&R		\$5.00		
	Qualifying Contributions	campaign trail			
04/26/2006	DJR&R		\$5.00		
	Qualifying Contributions				

Page 1 of 1

From this window you may choose to preview, print a single page, all pages

## Receipts Other Than Contributions

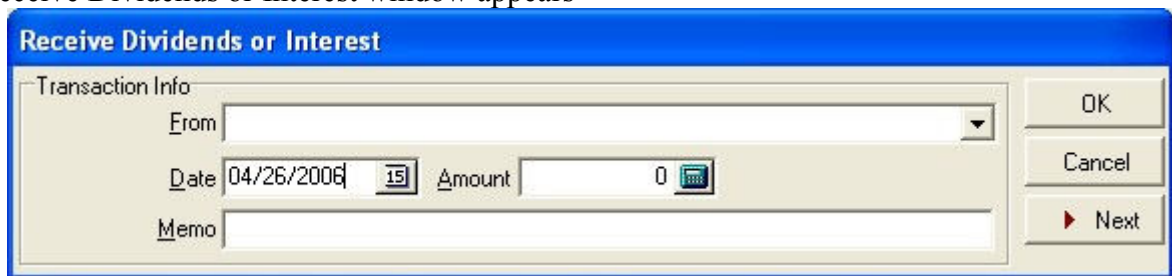
Receipts in this section appear on line 7 of the Detailed Summary Page of the campaign finance report. See the section on **Creating Period Reports** (page 42) for instructions.


### Receiving Interest And Dividends

This is where to receive interest or dividends on the committee account. An entry using this function will increase the Committee Equity account (account #100) and the Interest and Dividends account (account #230). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Interest**

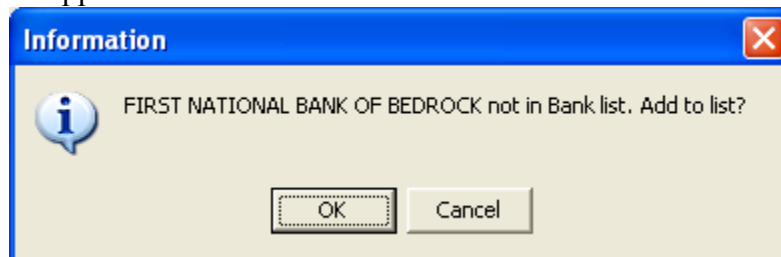
The Receive Dividends or Interest window appears

A screenshot of the 'Receive Dividends or Interest' window. The window has a blue title bar with the text 'Receive Dividends or Interest'. Below the title bar is a 'Transaction Info' section. It contains a 'From' field with a pull-down arrow, a 'Date' field with the value '04/26/2006' and a calendar icon, an 'Amount' field with the value '0' and a currency icon, and a 'Memo' field. To the right of the 'Transaction Info' section are three buttons: 'OK', 'Cancel', and 'Next'.

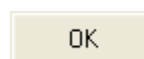
If the bank is already in the names list, click the pull-down arrow  in the **From** box and select the name of the bank by clicking on it.

If the bank is not in the names list, enter their name in the **From** box

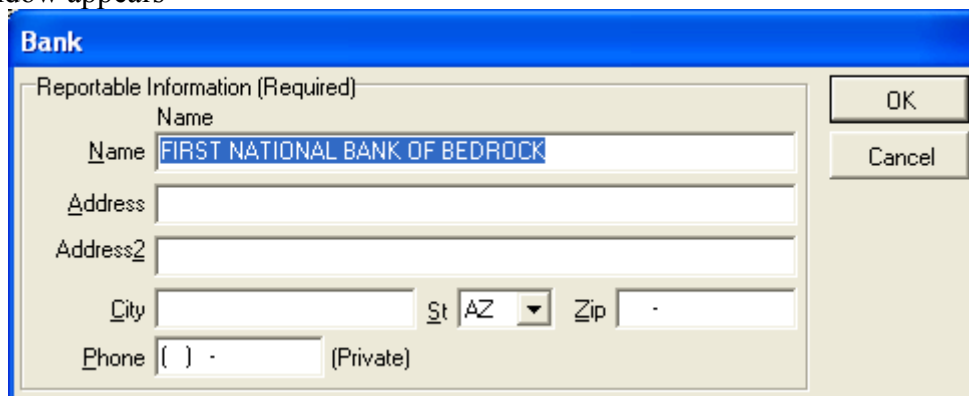
An Information window appears

A screenshot of an 'Information' window. The window has a blue title bar with the text 'Information' and a red 'X' icon. Below the title bar is a message area with an information icon and the text 'FIRST NATIONAL BANK OF BEDROCK not in Bank list. Add to list?'. At the bottom of the window are two buttons: 'OK' and 'Cancel'.

Click **OK**

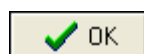
A screenshot of an 'OK' button.

The Bank window appears

A screenshot of a 'Bank' window with a blue title bar. The window contains a 'Reportable Information (Required)' section with fields for Name, Address, Address2, City, St (a dropdown menu showing 'AZ'), Zip, and Phone (with a '( ) - (Private)' label). The 'Name' field is filled with 'FIRST NATIONAL BANK OF BEDROCK'. To the right of the fields are 'OK' and 'Cancel' buttons.

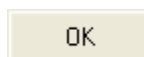
Fill out the information regarding your bank, pressing the TAB key between fields

Click **OK**



Back in the Receive Dividends or Interest window, enter in the date and amount of the transaction

Click **OK**

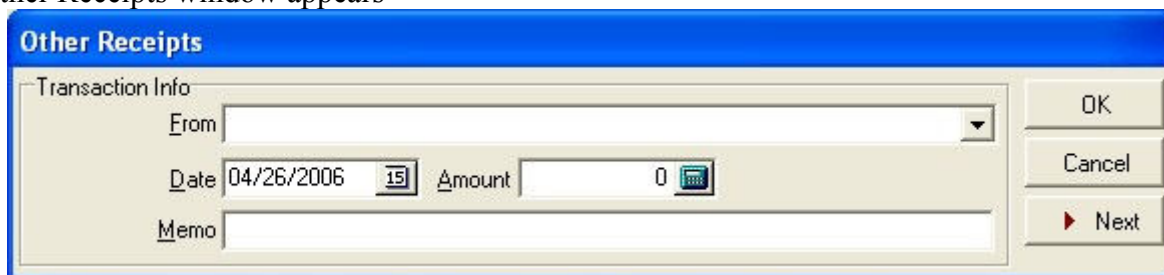



## Other Receipts

This function records any receipts that are not contributions and are not interest. These transactions increase the Other Receipts account (account #240) and the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Other, Receipts**

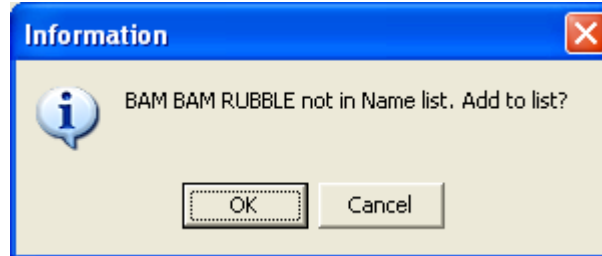
The Other Receipts window appears

A screenshot of an 'Other Receipts' window with a blue title bar. The window contains a 'Transaction Info' section with fields for From (a pull-down menu), Date (with a calendar icon), Amount (with a numeric keypad icon), and Memo. The Date field is filled with '04/26/2006' and the Amount field is filled with '0'. To the right of the fields are 'OK', 'Cancel', and 'Next' buttons.

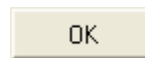
If the contribution is from an entity that is already in the names list, click the pull-down  arrow in the **From** box and select the name of the giver by clicking on it.

If the giver is not in the names list, enter their name in the **From** box.

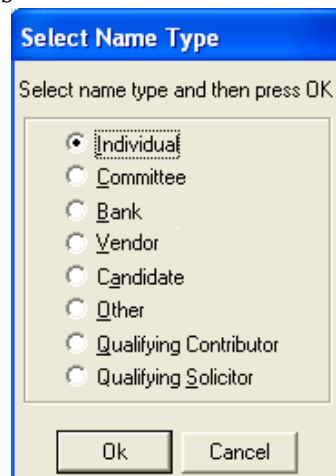
An Information window appears




Click **OK**

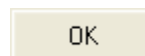


The Select Name Type window appears



Select the type of entity for the giver by clicking on the button next to it 

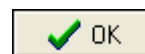
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

Fill out the form, pressing the TAB key between fields.

Click **OK**



Back in the Other Receipts window, enter the date, amount, and description of the receipt, pressing the TAB key between fields.



## Refunding Contributions

Applicable Laws: A.R.S. § 16-905

### A Note About Refunding Contributions

If a committee receives a non-acceptable contribution from an entity, they should immediately refund the contribution (or the part of it that causes it to be non-acceptable).

Refunds are stored in the same accounts as their corresponding contributions. They can be viewed and edited. See the section on **Viewing and Editing Account Entries** (page 31) for instructions.

## Refunds To Individuals

In the main window, click on **Transactions, Contributions, Individual/Personal/Family Contribution, Refund**.

The Refund Contribution from an Individual window appears

Name	Contribs	Balance
INDIVIDUAL CONTRIBUTOR	\$100.00	\$100.00

Date: 04/26/2006    Amount: 0    Memo:

Process    Close    Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**

Process

## Refunds To Committees

### Notes About Refunding Committee Contributions

In the software, refunds of committee contributions are stored in Contributions from Committees account (account #220). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

### Recording Refunds To Committees

In the main window, click on **Transactions, Contributions, Committee Contribution, Refund.**

The Refund Committee Contribution window appears

Name	Contribs	Balance
TEST POLITICAL COMMITTEE	\$2,850.00	\$2,850.00

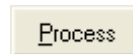
Date: 04/26/2006    Amount: 0    Memo:

Process    Close    Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**



## Refunding Qualifying Contributions

In the main window, click on **Transactions, Contributions, Qualifying Contributions, Refund**

The Refund Qualifying Contributions window appears

Name	Contribs	Balance
TEST QUALIFYING CONTRIBUTOR	\$5.00	\$5.00

Date: 04/26/2006 15

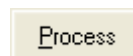
Memo:

Process Close Next

Select the contribution that is to be refunded by clicking on it

Enter the date, amount, and reason for the refund in the Memo field

Click **Process**



## Expenses, Payments, and Credits

When a committee purchases goods or services, an expense is incurred. When expenses are incurred, the Operating Expenses account (account #700) increases. If the expense is paid for at the time it is incurred, the Committee Equity account (account #100) decreases. If the goods or services are purchased on credit, the Accounts Payable account (account #400) increases.

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

### Paying For An Expense As It Is Incurred (Record Expenditure)

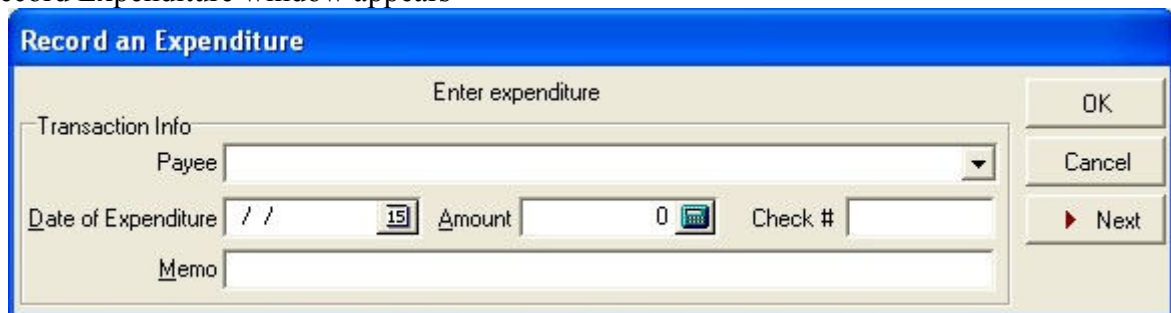
To record an expense and debit the committee equity account at the same time, use the Record Expenditure function. This function is only used to record payments made when goods and services are received, not to pay on bills for goods and services that have been received on credit and previously recorded with the Enter Bills function.

This function increases the Operating Expenditures account (account #700) and reduces the Committee Equity account (account #100) at the same time.


If you pay for goods or services with cash, you can still use this function to record the transaction. In this case, do not enter a check number.

In the main window, click on **Transactions, Expenditures, Record Expenditure**.

The Record Expenditure window appears

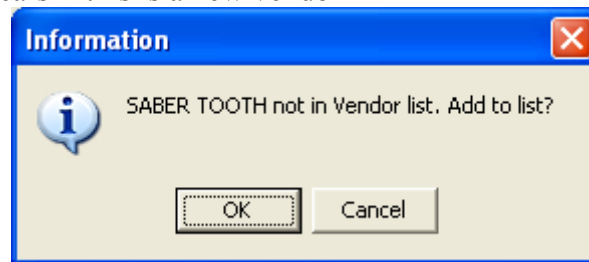


Record a check number if applicable Enter the date

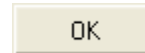
If this payment is going to an existing vendor, click the pull down arrow  in the **Payee** box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

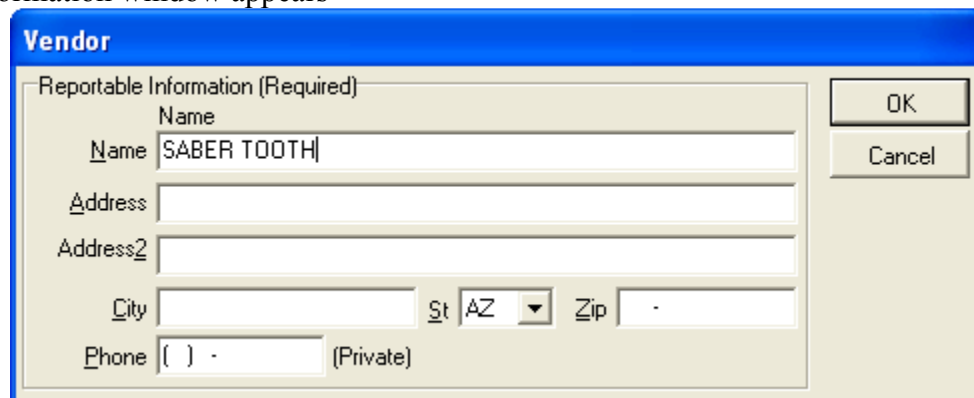
An information window appears if this is a new vendor



Click **OK**



A Vendor information window appears

A 'Vendor' information window with a blue title bar. It has a section titled 'Reportable Information (Required)' containing several input fields: 'Name' (with 'SABER TOOTH' entered), 'Address', 'Address2', 'City', 'St' (a dropdown menu showing 'AZ'), 'Zip', and 'Phone' (with a format '( ) - (Private)'). To the right of these fields are 'OK' and 'Cancel' buttons.

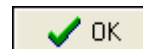
Fill out the required information

Click **OK**



Back in the Record Expenditure window record the amount. Enter a description of the expense in the memo box.

Click **OK**

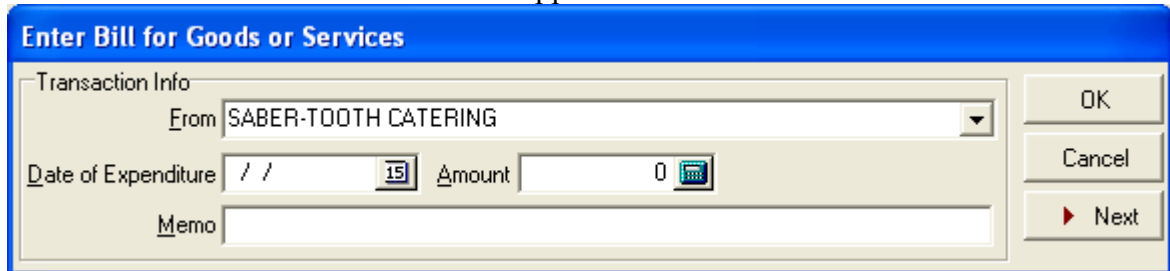



## Entering Bills

This function is only used to record Expenditures made on credit. It increases the Operating Expenditures account (account #700) and Accounts Payable (account #400) at the same time.

In the main window, click on **Transactions, Expenditures, Enter Bills**

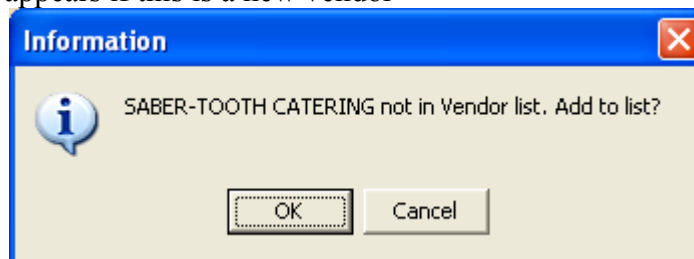
The Enter Bills for Goods or Services window appears



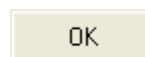
If this payment is going to an existing vendor, click the pull down arrow  in the **From** box and select a vendor by clicking on it.

If this payment is going to a new vendor, type in the vendor name

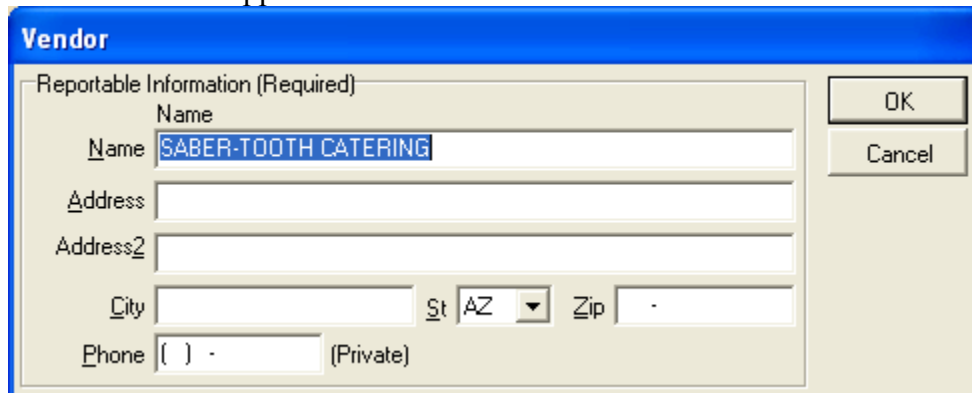
An information window appears if this is a new vendor



Click **OK**



A Vendor information window appears



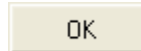
Fill out the required information

Click **OK**



In the Enter Bills for Goods or Services window, enter the date, bill amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Click **OK**

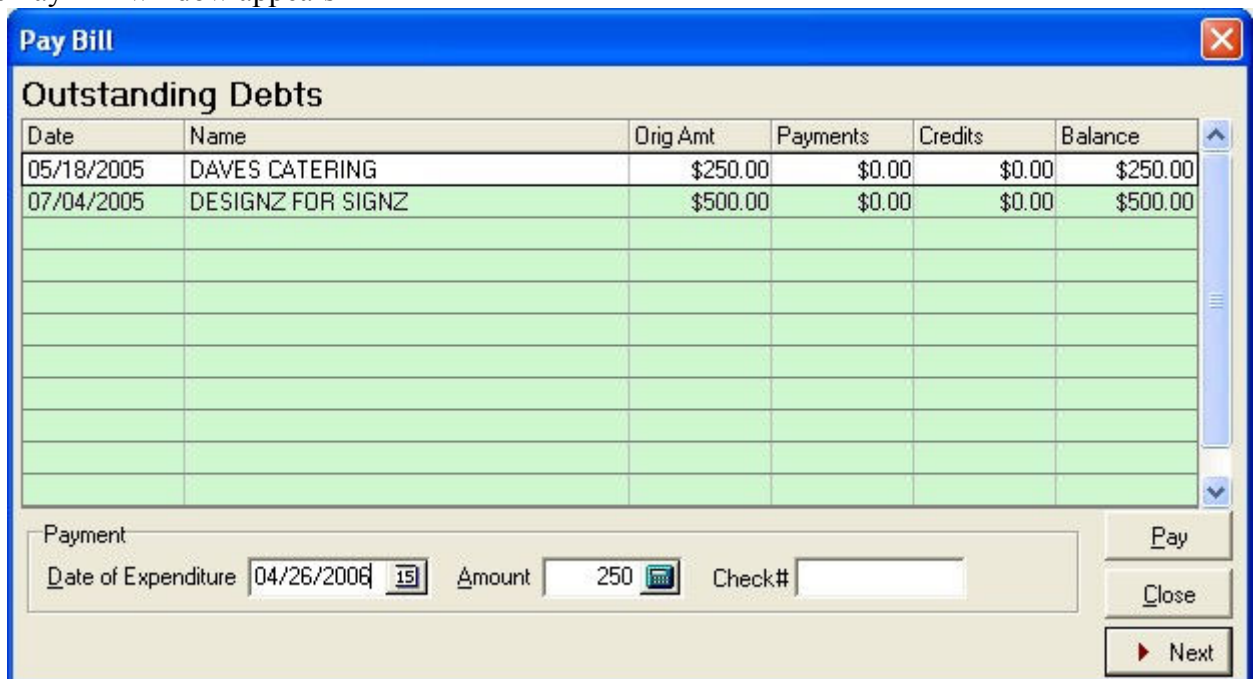


## Paying Bills

This function is used to record payments against bills recorded in the Enter Bills function. It reduces the Accounts Payable account (account #400) and the Committee Equity account (account #100) at the same time.

In the main window, click on **Transactions, Expenditures, Pay Bill**

The Pay Bill window appears



The screenshot shows the 'Pay Bill' window with a title bar and a close button. Inside, there's a section titled 'Outstanding Debts' containing a table with columns: Date, Name, Orig Amt, Payments, Credits, and Balance. The table lists two debts: '05/18/2005 DAVES CATERING' with an original amount of \$250.00, and '07/04/2005 DESIGNZ FOR SIGNZ' with an original amount of \$500.00. Below the table is a 'Payment' section with fields for 'Date of Expenditure' (04/26/2006), 'Amount' (250), and 'Check#' (empty). To the right of these fields are buttons for 'Pay', 'Close', and 'Next'.

Date	Name	Orig Amt	Payments	Credits	Balance
05/18/2005	DAVES CATERING	\$250.00	\$0.00	\$0.00	\$250.00
07/04/2005	DESIGNZ FOR SIGNZ	\$500.00	\$0.00	\$0.00	\$500.00

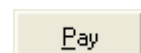
Payment  
Date of Expenditure: 04/26/2006    Amount: 250    Check#:   

Pay    Close    Next

Highlight the debt you wish to pay on by clicking on it

Enter the date, amount, and check number (if any), pressing the TAB key between fields.

Click **Pay**



## Paying Debts from the Previous Committee

In the main window, click on **Transactions**, **Previous Committee**, and **Pay on Previous Debt(s)**

The Pay Transferred Debt window appears

**Pay Transferred Debt**

**Outstanding Transferred Debts**

Date	Name	Orig Amt	Payments	Balance
04/21/2005	DESIGNZ FOR SIGNZ	\$2,500.00	\$0.00	\$2,500.00

Payment

Date: 04/26/2006 Amount: 2,500 Check#:

Pay Close Next

Highlight the debt you wish to pay on by clicking on it

Enter the date and amount of the payment, and the check number if any

Click **Pay**

Pay



## Receiving Credit from a Vendor

If a credit note is issued from a vendor before the original bill from that vendor is paid, it is entered here. This is for credits issued for overcharges or contract revisions or other reasons that are not intended for just this particular committee. Credits that are “special treatment” for this committee should be recorded as in-kind contributions.

This function decreases the Accounts Payable account (account #400) and the Operating Expenditures account (account #700).

In the main window, click on **Transactions, Expenditures, Receive Credit from vendor**

The Receive Credit window appears

Date	Name	Orig Amt	Payments	Credits	Balance
05/18/2005	DAVES CATERING	\$250.00	\$75.00	\$0.00	\$175.00
07/04/2005	DESIGNZ FOR SIGNZ	\$500.00	\$0.00	\$0.00	\$500.00

Credit

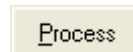
Date: 04/22/2005    Amount: 25    Memo: discount

Process    Close    Next

Highlight the bill you wish to apply the credit to by clicking on it

Enter the date, the amount and the reason for the credit, pressing the TAB key between fields

Click **Process**

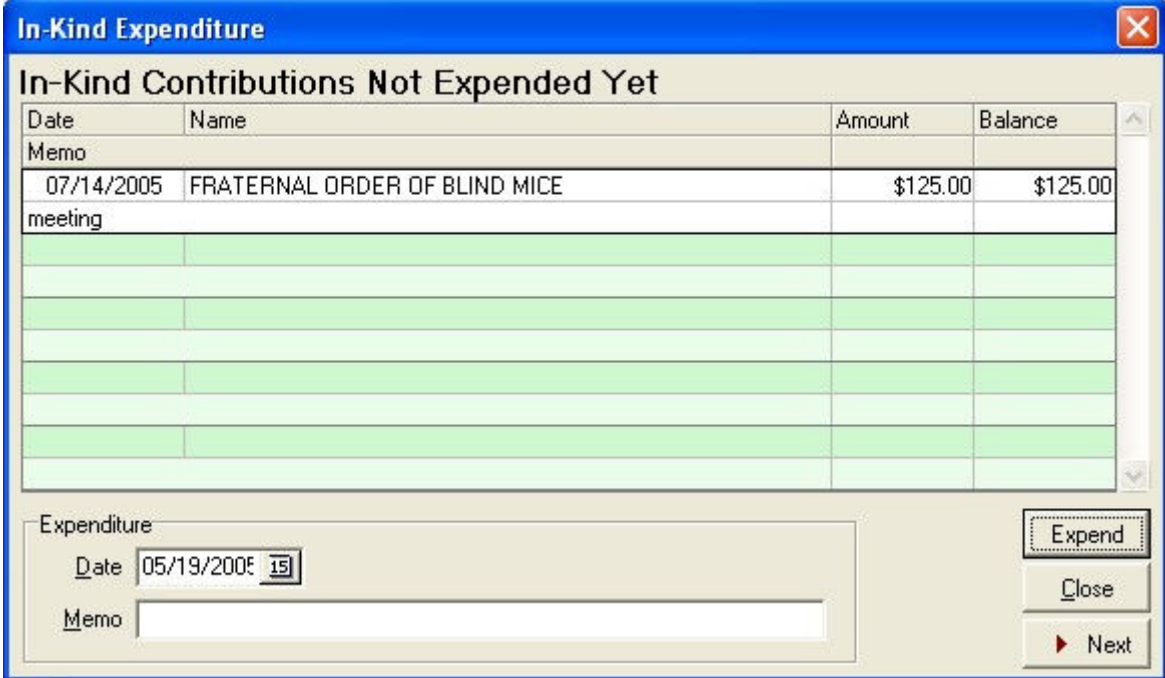


## Expending In-Kind Contributions

Some in-kind contributions are expended as soon as they are received. See the section titled **In-Kind Contributions** (page 57) for instruction. To record the use of in-kind contributions that were not expended immediately, will be recorded here.

In the main window, click on **Transactions, Expenditures, In-Kind Expenditure**

The In-Kind Contributions Not Expended Yet window appears



The screenshot shows a software window titled "In-Kind Expenditure" with a standard Windows-style title bar (blue with a close button). Inside the window, the title "In-Kind Contributions Not Expended Yet" is displayed. Below the title is a table with four columns: "Date", "Name", "Amount", and "Balance". The first row of data shows the date "07/14/2005", the name "FRATERNAL ORDER OF BLIND MICE", an amount of "\$125.00", and a balance of "\$125.00". Below this row, there is a "memo" field containing the text "meeting". The table has several empty rows with light green backgrounds. At the bottom of the window, there is an "Expenditure" section with a "Date" field (showing "05/19/2005") and a "Memo" field. To the right of this section are three buttons: "Expend", "Close", and "Next".

Date	Name	Amount	Balance
07/14/2005	FRATERNAL ORDER OF BLIND MICE	\$125.00	\$125.00
memo			

Expenditure

Date: 05/19/2005

Memo:

Expend Close Next

Highlight the in-kind contribution you wish to expend by clicking on it

Enter date goods or services expended

Click **Expend**

Expend

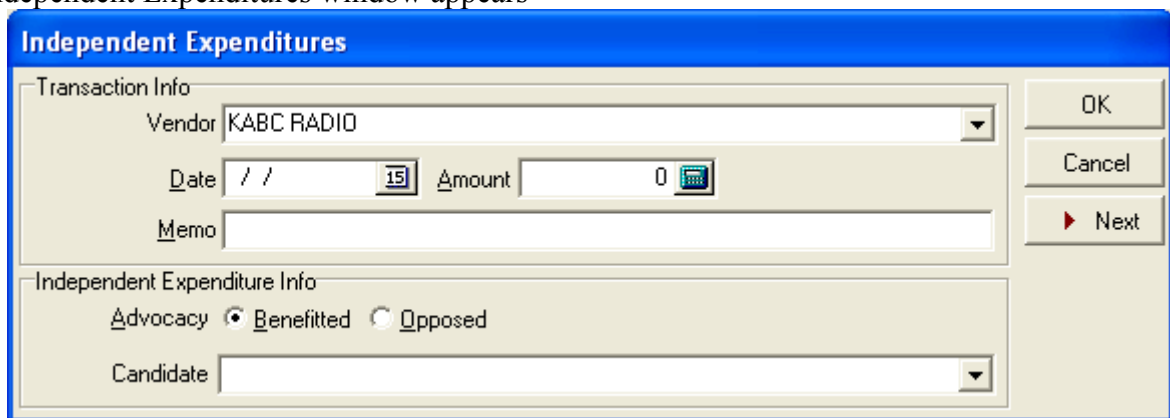
## Independent Expenditures


Independent expenditures are defined in A.R.S. § 16-901(14). Committees other than exploratory committees, candidate committees, or \$500 threshold committees may record independent expenditures using the software.

Independent expenditures increase the Independent Expenditures account (account #410) and decrease the Committee Equity account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Independent Expenditure**

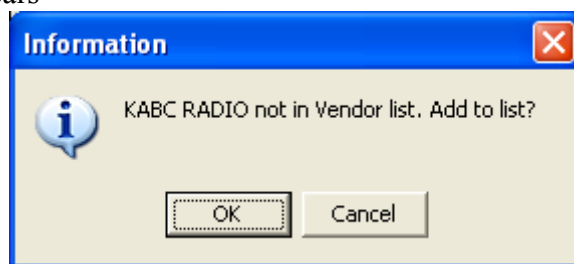
The Independent Expenditures window appears

The image shows a software window titled "Independent Expenditures". It has a blue header bar. Below the header, there are two main sections. The first section, "Transaction Info", contains a "Vendor" dropdown menu with "KABC RADIO" selected, a "Date" field with slashes and a calendar icon, an "Amount" field with a currency icon, and a "Memo" text area. The second section, "Independent Expenditure Info", contains three radio buttons: "Advocacy", "Benefitted" (which is selected), and "Opposed". Below these is a "Candidate" dropdown menu. On the right side of the window, there are three buttons: "OK", "Cancel", and "Next" (with a red arrow icon).

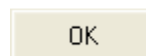
If this purchase is from an existing vendor, click the pull down arrow  in the Vendor box and select a vendor by clicking on it

If this payment is going to a new vendor, type in the vendor name

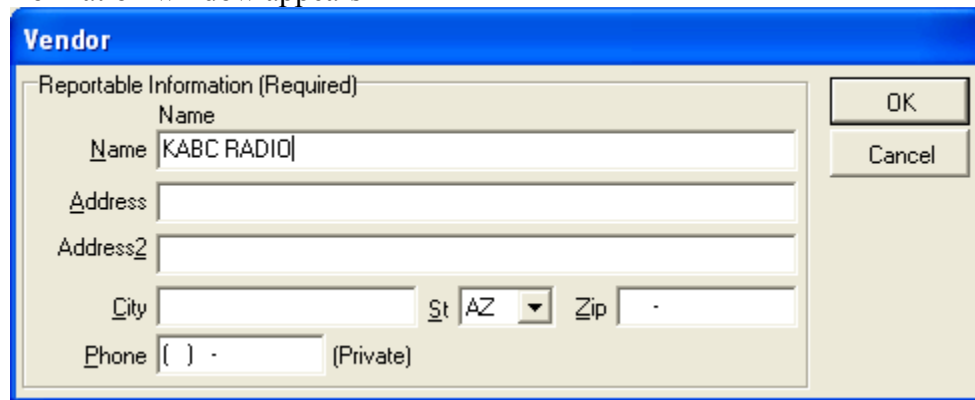
An information window appears

The image shows a small "Information" window with a blue header bar and a red close button. It contains an information icon (a lowercase 'i' in a circle) and the text "KABC RADIO not in Vendor list. Add to list?". At the bottom, there are two buttons: "OK" and "Cancel".

Click **OK**

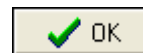
A single "OK" button with a light gray background and a thin border.

The **Vendor** information window appears


A screenshot of a 'Vendor' information window. The window has a blue title bar with the text 'Vendor'. Below the title bar is a section titled 'Reportable Information (Required)'. This section contains several input fields: 'Name' (with the text 'KABC RADIO' entered), 'Address', 'Address2', 'City', 'St' (a dropdown menu showing 'AZ'), 'Zip' (with a hyphen entered), and 'Phone' (with a hyphen entered). To the right of these fields are two buttons: 'OK' and 'Cancel'.


Fill in the information

Click **OK**



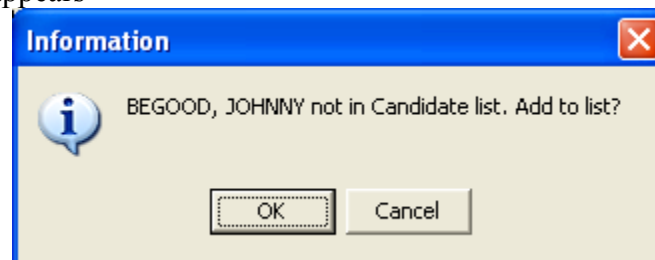
Back in the Independent Expenditures window, enter the date, amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Click the button  next to Benefited or Opposed, depending on if the expenditure benefited or opposed the candidate.

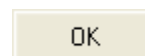
If this is not a new candidate, click the pull-down arrow  in the **Name** box from the pull-down list

If this is a new candidate, type in the candidate name

An Information window appears



Click **OK**



The Candidate window appears

**Candidate**

Reportable Information (Required)

LAST, FIRST MI

Name BEGOOD, JOHNNY

Address 4 CROSSROADS

Address2

City PHOENIX St AZ Zip 85001

Phone ( ) - (Private)

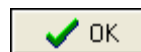
Candidate Info

Elec Year Office

OK Cancel

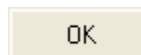
Fill in the information, pressing TAB between fields

Click **OK**



Back in the Independent Expenditures window

Click **OK** to finish



## Contributing To Other Committees

### Contribution limits apply to contributions to other committees

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a “PAC” (Political Action Committee) is actually a non-candidate committee, and gives at the lower limit. A “Super PAC” is a non-candidate committee certified by the Secretary of State to give at the upper limit. See A.R.S. § 16-905(A)(B) for contribution limits. The Secretary of State adjusts these limits biennially.


**The requirements needed by a committee to be a Super PAC are listed in A.R.S. § 16-905(I). Copies of a Super PAC’s certification from the Secretary of State must accompany any contributions to other committees.**

Contributions to other committees increase the Other Disbursements account (account #440). Entries to this account can be viewed and edited; see the section on [Viewing and Editing Account Entries](#) for instructions on how to accomplish this.

## Recording Contributions To Other Committees, Including Candidate Committees

In the main window, click on **Transactions, Contributions, Contribute to**

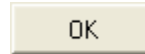
The Other Disbursements window appears

If you have paid this entity before, click the pull-down arrow  in the **From** box and select the entity name by clicking on it

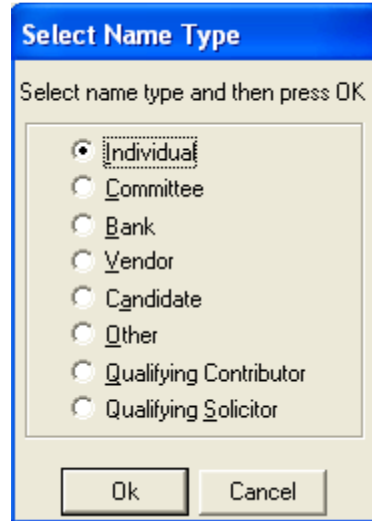
If this is a new entity, type in the entity name

An Information window appears

Click **OK**

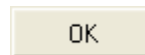


The Select Name Type window appears



Select the type of entity by clicking on the button next to it 

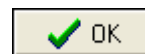
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

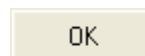
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**

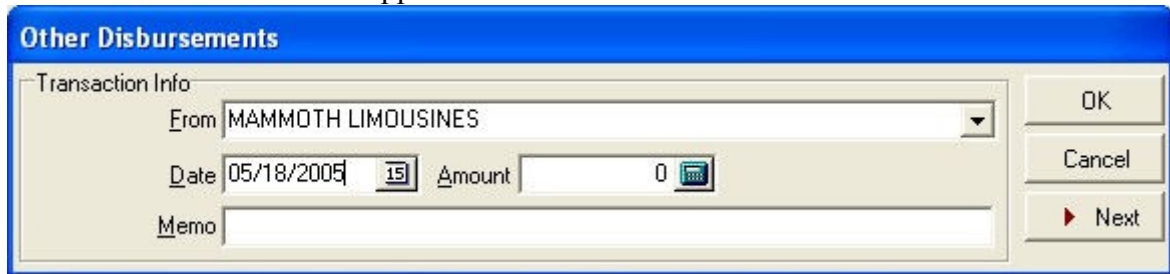



## Other Disbursements

Use this function to record disbursements that are not operating Expenditures. Examples of these disbursements may include non-essential goods or services received by the committee. This function increases the Other Disbursements account (account #440) and decreases the Committee Equity account (account #100). Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

In the main window, click on **Transactions, Other, Disbursements**

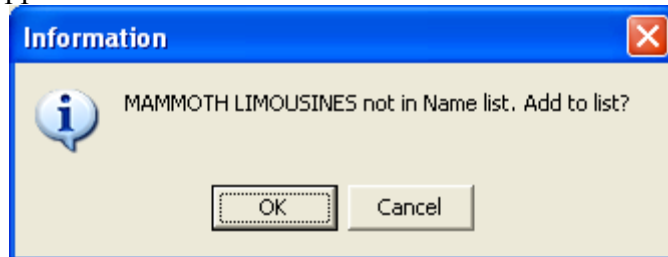
The Other Disbursements window appears



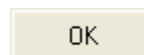
If you have paid this entity before, click the pull-down arrow  in the **From** box and select the entity name by clicking on it

If this is a new entity, type in the entity name

An Information window appears

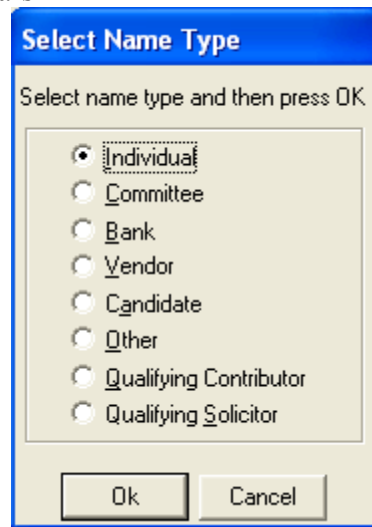


Click **OK**



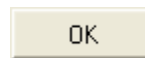


The Select Name Type window appears



Select the type of entity by clicking on the button next to it 

Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the Individual window will appear.

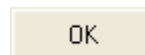
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Other Disbursements window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields

Click **OK**



## Loans, Repayments and Interest

According to A.R.S. § 16-906, loans are contributions to the extent that they are unpaid. Therefore, loans made to the committee by persons other than the candidate or his/her family members are subject to contribution limits as defined by A.R.S. § 16-905. Loans made to the committee by the candidate or his/her family members are subject to personal monies notification levels as outlined in A.R.S. § 16-905. The Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at <http://www.azsos.gov/cfs/library.htm> for current limits.

In the software there are four internal accounts that hold loan information. Loans from Candidate account (account #300), Loans from Other Sources account (account #310), Loans Made by Reporting Committee account (account #320), and Loan Interest account (account #420).

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.

## Receiving Candidate Loans

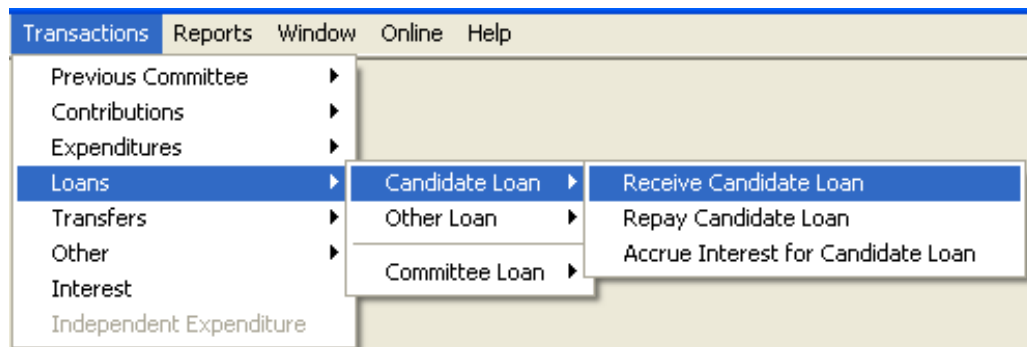
### A note about candidate loans

This is where to record loans made by a candidate to their exploratory or candidate committee. Other types of committees should not use this function.

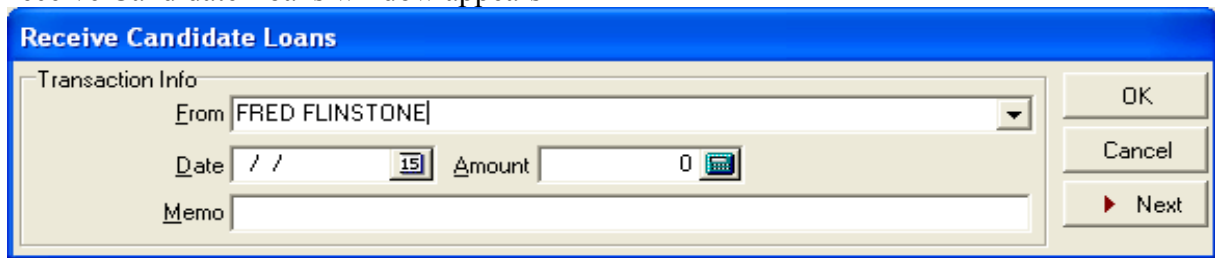
Entries of candidate loans increase the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

## Recording Candidate loans


In the main window, click on **Transactions, Loans, Candidate Loan, Receive Candidate Loan**



The Receive Candidate Loans window appears

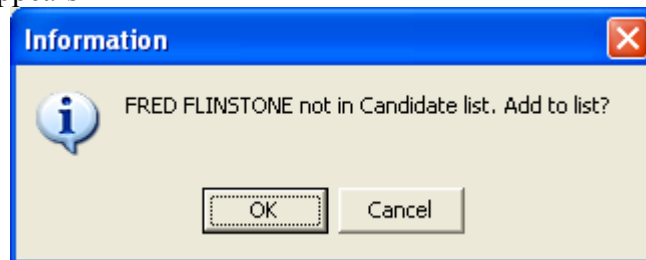


The "Receive Candidate Loans" window has a blue title bar. Below it is a "Transaction Info" section with a "From" dropdown menu containing "FRED FLINSTONE", a "Date" field with slashes and a year spinner set to "19", an "Amount" field with a "0" and a currency icon, and a "Memo" text box. On the right side, there are three buttons: "OK", "Cancel", and "Next" (with a red arrow icon).

If this is not the first time you have referenced this candidate, click the pull-down arrow  in the **From** box and click the candidate name.

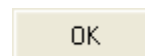
If this is the first time you have used this function, enter the candidate name in the **From** box

An Information window appears



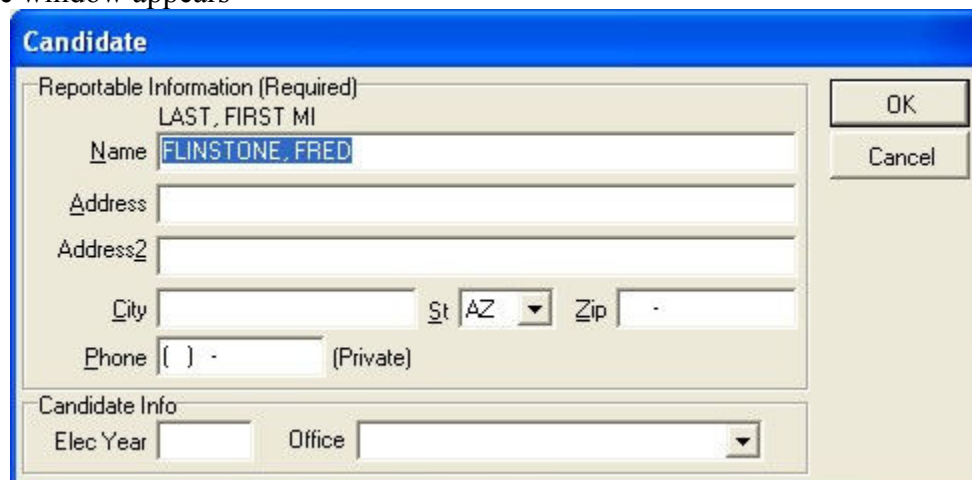
The "Information" window has a blue title bar with a red close button. It contains an information icon (a blue circle with a white 'i') and the text "FRED FLINSTONE not in Candidate list. Add to list?". At the bottom, there are two buttons: "OK" and "Cancel".

Click **OK**



A single "OK" button with a light gray background and a thin border.

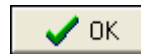
The Candidate window appears



The "Candidate" window has a blue title bar. It is divided into two main sections. The top section, "Reportable Information (Required)", contains fields for "Name" (with a hint "LAST, FIRST MI" and the value "FLINSTONE, FRED"), "Address", "Address2", "City", "St" (a dropdown menu with "AZ" selected), "Zip" (with a dash), and "Phone" (with a format "( ) - (Private)"). The bottom section, "Candidate Info", contains "Elec Year" and "Office" (a dropdown menu). On the right side, there are two buttons: "OK" and "Cancel".

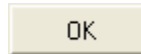
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Candidate Loan window, enter the date and amount of the loan, pressing the TAB key between fields.

Click **OK**



## Repaying Candidate Loans

### A note about repaying candidate loans

Repayments of candidate loans decrease the Loans from Candidate account (account #300) and the Committee Equity account (account #100).

### Recording repayment of candidate loans

In the main window, click on **Transactions, Loans, Candidate Loan, Repay Candidate Loan**

The Repay Candidate Loan window appears

Date	Name	Loan Amt	Interest	Payments	Balance
05/18/2005	FLINSTONE, FRED	\$75.00	\$0.00	\$0.00	\$75.00

Date: 05/21/2005 Amount: 75

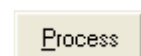
Memo:

Process Close Next

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**



## Accruing Interest For Candidate Loans

In the main window, go to **Transactions, Loans, Candidate Loans, Accrue Interest on Candidate Loans**

The Enter Accrued Interest for Loan window appears

Date	Name	Loan Amt	Interest	Payments	Balance
08/25/2005	MY BANK	\$2,100.00	\$0.00	\$0.00	\$2,100.00

Date:   Amount:

Memo:

Select the loan that you wish to accrue interest by clicking on it

Enter the date and amount of interest along with any comment on memo line

Click **Process**

## Receiving Non-Candidate (Other) Loans

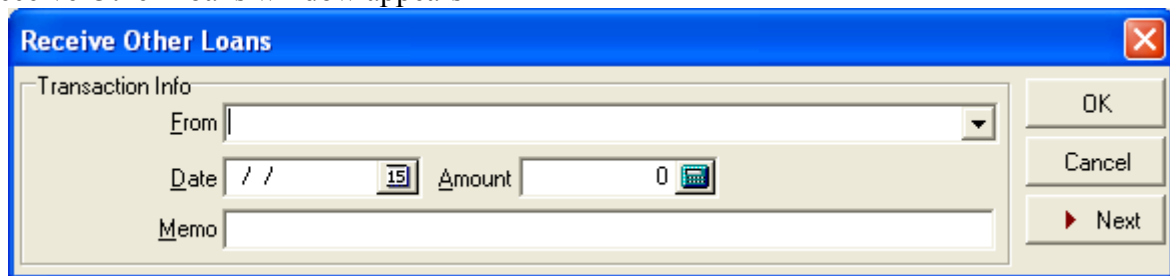
### A note about non-candidate loans


Entries of non-candidate loans increase the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

### Recording non-candidate loans

In the main window, click on **Transactions, Loans, Other Loan, Receive Other Loan**.

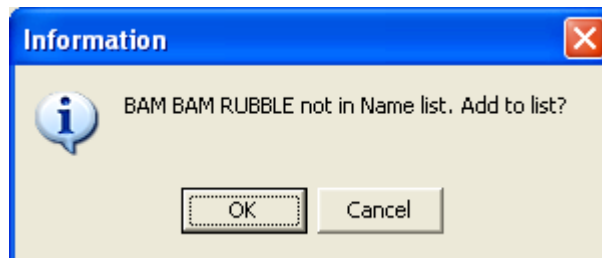
The Receive Other Loans window appears



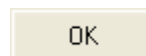
If this is not the first time you have received loans from this lender, click the pull-down arrow  in the **From** box and click on the lender name

If this is the first time you have received loans from this lender, enter the lender name in the **From** box

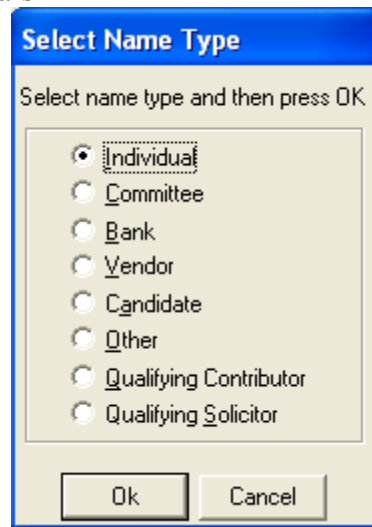
An **Information** window appears




Click **OK**

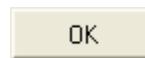


The Select Name Type window appears



Select the type of entity for the lender by clicking on the button next to it 

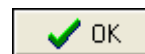
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

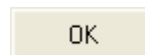
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Other Loans window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**



## Repaying Non-Candidate (Other) Loans

### A note about repaying non-candidate loans

Repayments of non-candidate loans decrease the Loans from Other Sources account (account #310) and the Committee Equity account (account #100).

### Recording repayment of non-candidate loans

In the main window, click on **Transactions, Loans, Other Loan, Repay Other Loan**

The Repay Other Loan window appears

Date	Name	Loan Amt	Interest	Payments	Balance
01/05/2005	PEPPES' FINANCIAL PALACE	\$1,500.00	\$0.00	\$0.00	\$1,500.00

Date:  Amount:

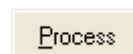
Memo:

Process Close Next

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**





## Accruing Interest For Non-Candidate Other Loans

In the main window, click on **Transaction, Loans, Other Loans, Accrue Interest, Other Loan**

The Enter Accrued Interest For Loan window appears

**Enter Accrued Interest For Loan**

**Loans (Excluding Candidate)**

Date	Name	Loan Amt	Interest	Payments	Balance
01/05/2005	PEPPES' FINANCIAL PALACE	\$1,500.00	\$15.00	\$0.00	\$1,515.00

Date: 04/26/2005 Amount: 15 Memo:

Process Close Next

Select the loan that you wish to make a payment on by clicking on it

Enter the date and amount of the payment, pressing the TAB key between fields

Click **Process**

Process


## Making Committee Loans

Candidate or exploratory committees must not make loans to other candidate or exploratory committees, with exceptions described in A.R.S. § 16-905(H).

Loans made by the committee increase the Loans Made by Reporting Committee account (account #320) and decrease the Committee Equity account (account #100).

In the main window, click on **Transactions, Loans, Committee Loan, Make Loan**

The Loans Made By Committee window appears

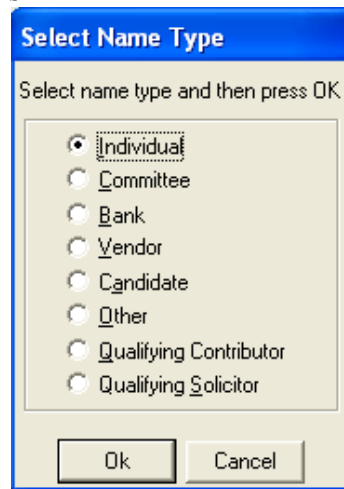
If the recipient is already in the names list, click the pull-down arrow  in the **From** box and click the recipient name on the pull-down list

If the recipient is not in the names list, enter the recipient name in the **From** box

An Information window appears

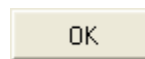
Click **OK**

The Select Name Type window appears



Select the type of entity for the recipient by clicking on the button next to it 

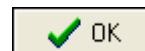
Click **OK**



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

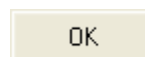
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Loans Made By Committee window, enter the date and amount of the loan, pressing the TAB key between fields

Click **OK**.



## Transfers of Funds

These transfer functions record transfers of funds from one committee to another that are not contributions. For instance, a committee may wish to transfer funds from a previous committee to a subsequent committee at any time during the election cycle, or two or more committees may host a joint fundraising effort and need to split the proceeds later.

Prompts in the transfer functions will ask the operator for the committee ID of the sending or receiving committee. If the committee does not have an ID issued by the Secretary of State, enter the ID issued by a local jurisdiction.

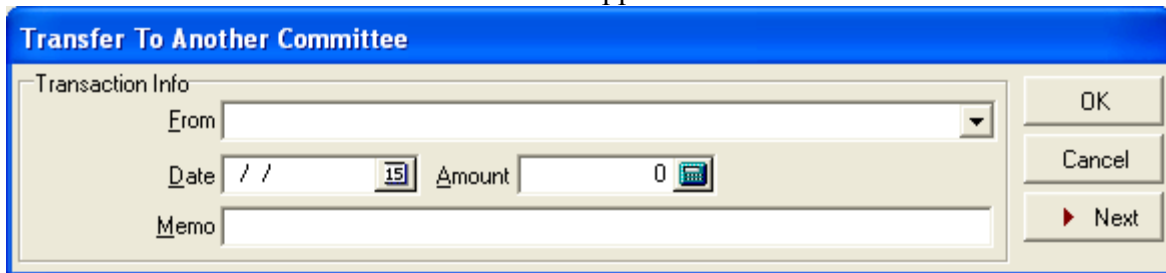
There are two accounts that hold transactions regarding transfers of funds: transfer to another committee account (account #600) and transfer from another committee account (account #610). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** (page 31) for instructions.


### Transfers To Another Committee

This function decreases the Committee Equity account (account #100) and increases the Transfer To Another Committee account (account #600).

In the main window, click on **Transactions, Transfers, To Another Committee ID**

The Transfer to Another Committee window appears



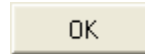
If the receiving committee is already in the names list, click the pull-down arrow  in the **From** box and click on the name of the receiving committee

If the receiving committee is not in the names list, enter the committee name in the **From** box

An Information window appears



Click **OK**



The Political Committee window appears

A screenshot of a software window titled "Political Committee". The window has a blue title bar and a light beige background. It contains two main sections. The first section, "Reportable Information (Required)", includes fields for "Committee Name" (containing "QUARRY WORKERS UNITED AGAINST TAR PITS"), "Address", "Address2", "City", "St" (a dropdown menu showing "AZ"), "Zip", and "Phone" (with a format "( ) - "). The second section, "Political Committee Info", contains a "Type" label and three radio buttons labeled "PAC", "Super PAC", and "Political Party". On the right side of the window, there are two buttons: "OK" and "Cancel".

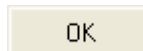
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Transfer To Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields

Click **OK**

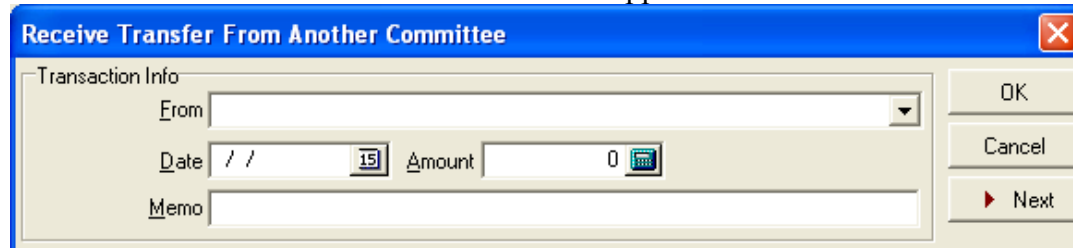


## Transfers From Another Committee


This function increases the Committee Equity account (account #100) and the Transfer from Another Committee account (account #610).

In the main window, click on **Transactions**, **Transfers**, and **From Another Committee ID**

The Receive Transfer From Another Committee window appears

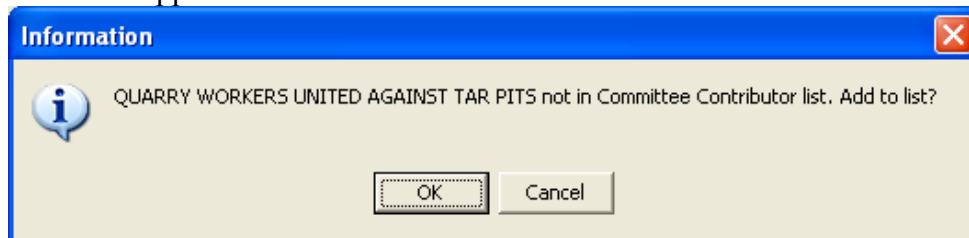


The "Receive Transfer From Another Committee" window has a blue title bar with a close button. It contains a "Transaction Info" section with a "From" dropdown menu, a "Date" field with a calendar icon, an "Amount" field with a currency icon, and a "Memo" text area. On the right side, there are three buttons: "OK", "Cancel", and "Next".

If the sending committee is already in the names list, click the pull-down arrow  in the **From** box and click on the name of the sending committee

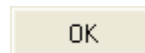
If the sending committee is not in the names list, enter the committee name in the **From** box

An Information window appears



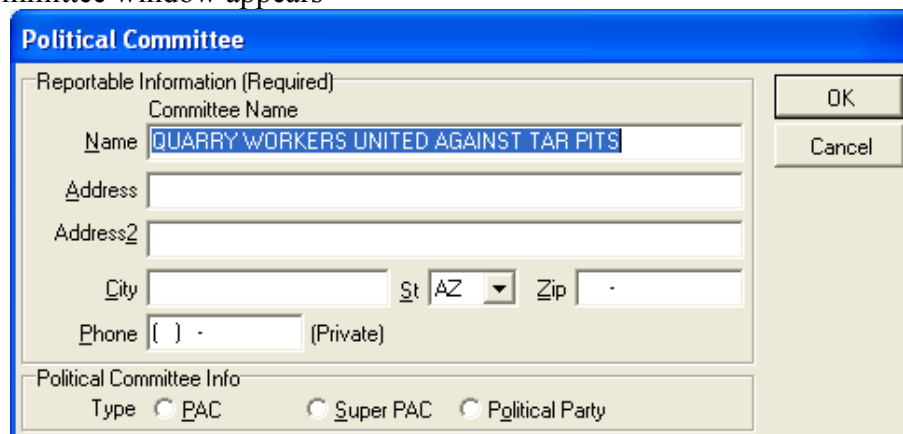
The "Information" window has a blue title bar with a close button. It contains an information icon and a message: "QUARRY WORKERS UNITED AGAINST TAR PITS not in Committee Contributor list. Add to list?". At the bottom, there are two buttons: "OK" and "Cancel".

Click **OK**



A single "OK" button with a light gray background and a blue border.

The Political Committee window appears



The "Political Committee" window has a blue title bar with a close button. It contains a "Reportable Information (Required)" section with fields for "Committee Name", "Name", "Address", "Address2", "City", "St" (a dropdown menu), "Zip", and "Phone" (with a "(Private)" label). Below this is a "Political Committee Info" section with radio buttons for "Type", "PAC", "Super PAC", and "Political Party". On the right side, there are two buttons: "OK" and "Cancel".

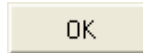
Fill out the form, pressing the TAB key between fields

Click **OK**



Back in the Receive Transfer From Another Committee window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields.

Click **OK**.



**NOTE: Also see section on Transfer Previous Committee Surplus**

## Getting Help

Of course, we can't help you with legal advice or any interpretation of statute, law, code or rule. But we know Campaign Finance Software inside and out, and can assist you with the installation and operation of this software product.

Most questions can be answered by reading this manual. However, if you have an issue you can't resolve, or if you've found a problem with the software, feel free to email us at:

[info@cfsaz.com](mailto:info@cfsaz.com)

Your CF Solutions Support Team