



CAMPAIGN FINANCE HANDBOOK UPDATES

VERSION 2 (FEBRUARY 2015)

PAGE	LOCATION	CHANGE	RELEVANT LEGISLATION (IF APPLICABLE)
24	Fundraisers	Addition of “paid for by” requirement on campaign literature, advertisements, or other communications	Local Law 40/2014
33	The Basics		
55	Voter Communications (Campaign Literature, Mailings, Signs, Ads)		
57	“Paid for By” Requirement		

VERSION 3 (FEBRUARY 2017)

PAGE	LOCATION	CHANGE	RELEVANT LEGISLATION (IF APPLICABLE)
3	Open a Committee Checking Account; last bullet	Mention of FedWire program requirement for direct deposit of public funds	
10	Exception! Section	Removed text stating that non-participants are permitted to accept contributions from unregistered political committees	Local Law 171/2016
11	Corporation, LLC, LLP, and Partnership Contributors	Addition of Professional Corporation (PC) to list of prohibited contributions	
		Clarification regarding the use of New York State Department of State’s database for verification of prohibited contributions	
12	End of Doing Business section	Contributions intermediated by individuals doing business with the City are not matchable	Local Law 167/2016
	Post-It Note	Clarification that Doing Business limits apply to contributors only when they are in the database	

PAGE	LOCATION	CHANGE	RELEVANT LEGISLATION (IF APPLICABLE)
13	Candidate Contributions; last paragraph	Additional information on contributions from non-participants to their own campaigns	
15	Transfers From Your Other Elections	Clarification on matching funds eligibility for transferred funds	
16	How Can Someone Give to My Campaign?	Updated information regarding timeframe for depositing contributions	Local Law 184/2016
17	By Credit/Debit Card and Online—NYC Votes Contribute	Addition of information on NYC Votes Contribute for online contributions	
		Removed language about the requirement of a unique merchant account	CFB Rule 1-11(b)
		Addition and update of text from the Credit Card Guidance Document	
22	What Information Must My Campaign Collect for Contributions?	Clarification of record requirements for contributions	CFB Rule 4-01(b)(3)(i)
23	Contribution Cards	Addition and clarification of requirements for contribution cards	CFB Rule 4-01(b)(3)(i)(B)(2) ; Local Law 188/2016
	FYI Box	Added language relating to best practices for contribution cards	CFB Rule 4-01(b)(3)(i)(B)(2)
24–25	Contribution Card Image	Updated affirmation statement on the contribution card template	CFB Rule 4-01(b)(3)(ii)
		Removed Doing Business fields from the contribution card template	Local Law 185/2016
		Updated to reflect Doing Business intermediaries' non-matchability	Local Law 167/2016
28	FYI Box	Addition of FYI box regarding intermediary reporting	CFB Rule 3-03(c)(7)(iii)
	Text above Example Box	Addition of information relating to Doing Business intermediaries' non-matchability	Local Law 167/2016
29	Sample Intermediary Statement	Updated affirmation statement on the Intermediary Statement template	CFB Rule 4-01(b)(3)(i)(F)
34	What Records Do I Need to Keep for Contributions?	Addition of information relating to recordkeeping requirements for credit card contributions	

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40	Expenditure Limit Relief	Addition of information regarding expenditure limit relief for candidates running against high-spending non-participants	
	Attributing Spending	Addition of information regarding attributing spending	CFB Rule 1-08(b)
42	Exempt Expenditures	Clarified language relating to exempt expenditures made pre-election in preparation for the post-election audit	CFB Rule 1-08(d)(4)
44	Exception! Section	Addition of information regarding exceptions for joint and independent expenditures	
	Example Box	Clarification of when the mention of an endorsement would not be considered a joint or independent expenditure	
45	Candidate Personal Political Contributions	Addition of text from the Candidate Personal Political Contributions Guidance Document	
		Updated threshold for required reporting of candidate personal political contributions	CFB Rule 3-03(e)(5)
46	Compliance Alert	Addition of compliance alert regarding consultants who do work for both candidates and independent spenders	
47	Independent Expenditures (bullets)	Addition and modification of language for independent expenditure criteria	CFB Rule 1-08(f)
48	End of Independent Expenditures Section	Addition of information related to certain independent expenditures counting as Rule 5-01(n) deductions from public funds payments	
54	What Can I Spend Campaign Funds On? (Campaign-Related Expenditures)	Addition and modification of campaign-related expenditures	CFB Rule 1-08(p) ; Local Law 190/2016
54–55	What Can I Spend Campaign Funds On? (Non-Campaign Related Expenditures)	Updated the language about non-campaign-related expenditures and factors to consider about whether an expenditure is non-campaign-related	CFB Rule 1-08(p)
55	How Do I Document Campaign Expenditures?	Revised language related to campaign expenditure documentation	
56	Compliance Alert	Updated language about bonus payments	
	Wages & Salaries	Addition of factors to consider when hiring a consultant in order to prevent determinations of non-independence if the consultant also works for independent spenders	CFB Rule 1-08(f)
60	Campaigns Using a Payroll Processor	Addition of procedures for disclosing payroll-related transactions and providing payroll documentation	

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61	Exception! Section	Addition of restriction on volunteering professional services after being paid for similar services	CFB Rule 1-08(k)
63	Documentation for Voter Communications	Modified language for documentation requirements	
64	Compliance Alert	Addition of “paid for by” requirement for committee names that do not contain the candidate’s first or last name	CFB Rule 2-13(a)
	“Paid for By” Requirement; third bullet	Clarification of language relating to “paid for by” statement for TV/video communications	CFB Rule 2-13(c)(3)
	Travel Expenses	Addition of text from the Travel Expenses Guidance Document	
69	Compliance Alert	Addition of information relating to post-election and qualified expenditures, including the requirement to close accounts and terminate services post-election	
71	The Basics Box; last bullet	Updated disclosure statement backup documentation requirements to include bank records	CFB Rule 3-03(f)
72	What Documentation Do I Submit with CFB Disclosure Statements?	Updated list of documentation required to be submitted with a disclosure statement filing	CFB Rule 3-03(f)
72–73		Updated language about backup documentation submission	
73	Backup Documentation for Matchable Contributions	Modified language for backup documentation requirements	
	Bank Records	Addition of information relating to the submission of bank records with each disclosure statement filing	CFB Rule 3-03(f)
76	Daily Pre-Election Disclosure	Added information about loans and contributions from the same source being aggregated for the purposes of daily pre-election disclosure and inserted updated text from the Daily Pre-Election Disclosure Guidance Document	CFB Rule 3-02(e)
	Example: Contributions	Revised example to include aggregate contributions and loans during the daily pre-election disclosure period	

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77	Daily Pre-Election Disclosure	Addition of BOE filing requirements for daily pre-election disclosure period	
	Do I Always Have to File an Itemized Disclosure Statement?	Added language about small campaign registration procedures and removed information about filing a small campaign disclosure statement	CFB Rule 1-11(c) ; 3-02(f)(4)
	FYI Box & Compliance Alert	Modified language relating to small campaign registration and public funds eligibility	
78	What If I Terminate My Candidacy?	Clarification of filing requirements with the State BOE	
92	How Do I Become Eligible for Public Matching Funds?	Updated COIB compliance requirement for public funds eligibility	CFB Rules 3-11(a) ; 5-01(f)
		Addition of factors relating to ineligibility to receive public funds	
	Be In Compliance; first bullet	Addition of compliance measure related to disclosure statement filings	CFB Rule 3-03(f)
94	Compliance Alert	Addition of warning about paying contributors to work on the campaign	
	Non-Matchable Contributions List	Updated information for non-matchable contributions	Local Law 167/2016
98	COIB Compliance	Updated language regarding COIB requirements	CFB Rules 3-11(a) ; 5-01(f) ; Local Law 173/2016
99	Compliance Alert	Addition of information regarding restrictions on returning/refunding contributions after receiving public funds	CFB Rule 1-04(c)(2)
100	Deductions from Payments	Modified and added transactions subject to public funds deductions	CFB Rule 5-01(n)
100–101	Deductions from Payments; Example Box	Revised scenario explaining public funds deductions	
101	Contact Us Box	Addition of information regarding requirement to return unused funds from a segregated bank account	CFB Rule 5-01(n)(5)
102	What is a Qualified Expenditure?	Addition of clarification that post-election expenditures are not qualified expenditures	
	Post-It Note	Addition of information about funds remaining in a committee bank account for campaigns that receive public funds	

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104	Non-Qualified Expenditures List	Addition of clarification that post-election expenditures are not qualified expenditures	
109	How Does the CFB Help Candidates Get Their Message Out to Voters?	Addition of information relating to the New York City Voter Guide	
	New York City Voter Guide	Update of information related to the Voter Guide	
110	Debate Participation Requirements	Updated information relating to requirements to participate in the first debate	Local Law 169/2016
		Addition of information relating to debate eligibility	
111	What is the Post-Election Audit?	Updated language to incorporate text from the Post-Election section of the CFB website	
115	The Basics; fifth bullet	Updated language about the ability of candidates to contribute an unlimited amount to their own TIE even if accepting contributions from other sources	CFB Rule 11-04
	The Basics; last bullet	Addition of information relating to the requirement to terminate a TIE	CFB Rule 11-04(a)
116	Transition and Inauguration Entity Contribution Limits	Updated contribution limits for Transition and Inauguration Entities	Local Law 166/2016
118	Filing Deadlines	Addition of information regarding the need to keep the TIE bank account open until receiving confirmation from the CFB	
119	FYI Box	Addition of FYI box regarding intermediary reporting	CFB Rule 3-03(c)(7)(iii)
121	New Chapter 10: Internal Controls: Best Practices for Political Campaigns in New York City	Insertion of Internal Controls Guidance Document as a new chapter in the Handbook	
125	Contributions; fifth bullet	Updated information relating to timeline for depositing cash and other contribution types	Local Law 184/2016

Note: The following Guidance Documents were incorporated into the Handbook and C-SMART Help Contents, and no longer appear on the CFB website separately:

- ◆ Credit Card Guidance Document
- ◆ Candidate Personal Contributions
- ◆ Daily Pre-Election Disclosure
- ◆ Internal Controls: Best Practices
- ◆ Travel Expenses