



# DAILY PRE-ELECTION DISCLOSURE GUIDANCE DOCUMENT

## Daily Pre-Election Disclosure Filing Requirement

During the two-week period before an election (Primary, Runoff, and General), your campaign must submit a daily pre-election disclosure statement within 24 hours if, during this two-week period, you:

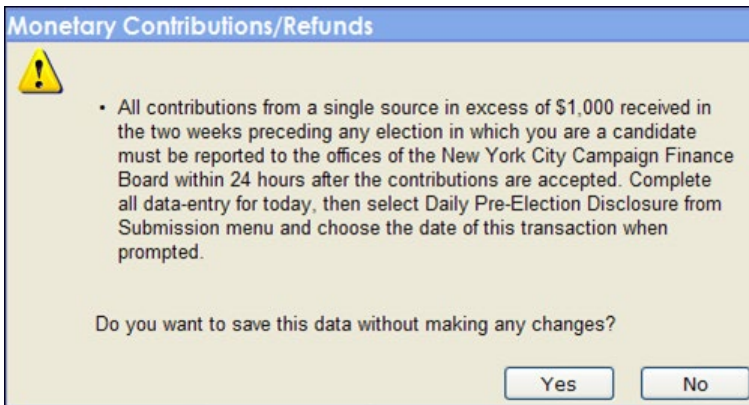
- ★ Receive one or more contributions or loans from the same contributor or lender totaling more than \$1,000; or
- ★ Make one or more expenditures to the same vendor totaling more than \$20,000.

A daily pre-election disclosure statement must be filed no later than **24 hours** after you receive contribution(s), loan(s), or make expenditure(s).

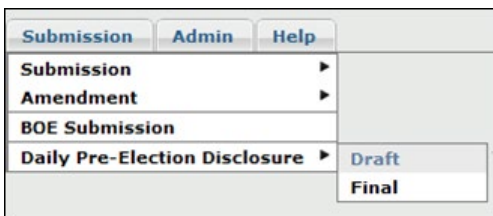
## Filing with the Campaign Finance Board using C-SMART:

During the daily pre-election disclosure period, you should complete all data entry on a daily basis and then run a draft of the Daily Pre-Election Disclosure Statement for each day of the covered period to ensure that all required disclosure statements are filed complete and timely.

1. Upon data entry of each transaction that triggers a pre-election disclosure requirement, you should receive a warning message in C-SMART similar to the one below for a monetary contribution:



2. After data entry is complete for each day, go to the “Submission” menu and select “Daily Pre-Election Disclosure” and then click “Draft”:

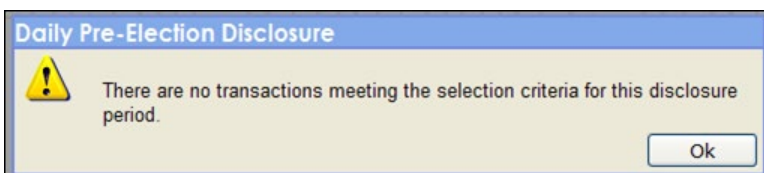


3. Select the date for which you have entered transactions in the “Disclosure Date” field and then click “Review”:

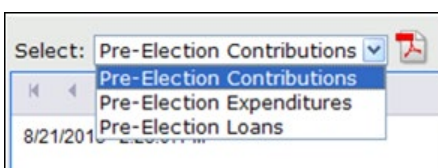
**CFB Daily Pre-Election Disclosure**  
 Disclosure Period: 08/27/2013 - 09/09/2013      Committee:  
 Disclosure Date: 8/27/2013

Pre-Election Disclosure Draft      **Review**      **Cancel**

4. If you do not have any contributions, loans, or expenditures that require a Daily Pre-Election Disclosure Statement, you will see the following message:



5. If you have transaction(s) that require a Daily Pre-Election Disclosure Statement, you will see a draft showing which transactions will be included in your statement. Use the drop-down menu to see Pre-Election Contributions, Pre-Election Expenditures, and Pre-Election Loans:



6. If you do not have any transactions of a certain type to disclose, you will see “No Data Found” on that report:

Select: Pre-Election Contributions      Save/Print All Reports

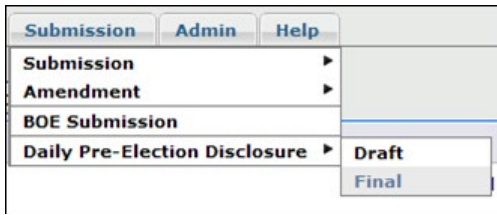
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**CFB Daily Pre-Election Disclosure**  
**CONTRIBUTIONS IN EXCESS OF \$1,000**  
 Ordered by Name  
 draft

Election:  
 Committee Name:  
 Disclosure Date:

Contributor Name and Address	Contribution Type: Source:	Contribution Amount: Date Received: Trans ID:
No Data Found		
		TOTAL:

- Once you have reviewed the draft and confirmed that it matches your campaign's records, you should submit the Daily Pre-Election Disclosure Statement to the CFB. Go to the "Submission" menu and select "Daily Pre-Election Disclosure" and then click "Final":



- The following screen will appear:

**CFB Daily Pre-Election Disclosure**  
 Disclosure Period: 08/27/2013 - 09/09/2013      Committee:  
 Disclosure Date:

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**Candidate/Treasurer Verification**  
**Candidate or Treasurer must read and verify the following by selection the appropriate button below:**  
 I hereby verify that I am the candidate for the principal/primary committee for which this disclosure statement is to be filed.  
 Verify as Candidate      Date and Time Verified:  
 I hereby verify that I am on record with the Campaign Finance Board as the treasurer of the principal/primary committee for which this disclosure statement  
 Verify as Treasurer      Date and Time Verified:

**Itemized Statement Verification**  
**XXXXX X. XXXXX must read and verify the following by checking the box below:**  
 I, XXXXX X. XXXXX, candidate/treasurer, hereby verify that this disclosure statement is true and correct to the best of my knowledge, information and belief, and that by clicking the 'Verify' below I am electronically signing my disclosure statement, which shall have the same validity and the effect as a signature affixed to a printed document.  
 Verify      Date and Time Verified:

**Confirmation**  
**XXXXX X. XXXXX must read and confirm his or her understanding of the following by checking the box below:**  
 I, XXXXX X. XXXXX, understand that intentionally or knowingly making a false statement, including but not limited to in the form of an electronic submission, knowingly violating any provision of the New York City Campaign Finance Act, is a Class A misdemeanor pursuant to Section 3-711(3) of the Act.  
 I, XXXXX X. XXXXX, understand that knowingly making a false written statement, including but not limited to in the form of an electronic submission, is a misdemeanor pursuant to New York State Penal Law Section 210.45.  
 I, XXXXX X. XXXXX, understand that knowingly offering false written information, including but not limited to in the form of an electronic submission, with the intent to defraud, is a Class E felony pursuant to New York State Penal Law Section 175.35.  
 I have read and understand the foregoing      Date and Time Verified:

- As with all submissions, only the candidate or treasurer is allowed to submit Daily Pre-Election Disclosure statements. You should select the "Disclosure Date" and then read and check all verifications before clicking the "Submit" button.
- Your Daily Pre-Election Disclosure Statement will be automatically sent to the CFB at this point and you will receive a confirmation message that will also be emailed to the candidate and treasurer.

### Filing with the New York State Board of Elections

If you receive a single contribution or loan in excess of \$1,000 during the daily pre-election disclosure period, you are required to **file separately** with the New York State Board of Elections (BOE). File using their [24 Hour Notification Form](#). You can also locate the link to the 24 Hour Notification Form by selecting "BOE Submission" from the "Submission" menu in C-SMART and then clicking on the "24-Hour Notice" link in the "BOE Non-Itemized Report and Notifications" box. Unlike the daily pre-election disclosure statement with the CFB, you do not need to file the 24 Hour Notification Form with the BOE for any expenditures made during this two-week period. **Only contributions and loans over \$1,000 need to be disclosed to the BOE** (see page 13 of the [New York State BOE Campaign Finance Handbook](#)).

If you have any questions, contact your Candidate Services Liaison at (212) 409-1800 or [CSUmail@nyccfb.info](mailto:CSUmail@nyccfb.info).