Help Content: Candidate Personal Political Contributions

HOW TO ADD A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

CANDIDATE SERVICES TIP(S):

✓ *Contributions made by a candidate using his/her personal funds to a non-candidate political committee supporting or opposing candidates in New York City that total more than $400 are considered campaign-related, must be reported to the CFB, count against the candidate's contribution limit to his/her own campaign and against the committee's spending limit, and may cause deductions to eligible public funds payments. See Chapter 3 of the [Handbook](#) for more information.*

✓ *Do not use this module to report [monetary](#) or [in-kind](#) contributions from the candidate to his/her own campaign. Those should be entered like all other contributions.*
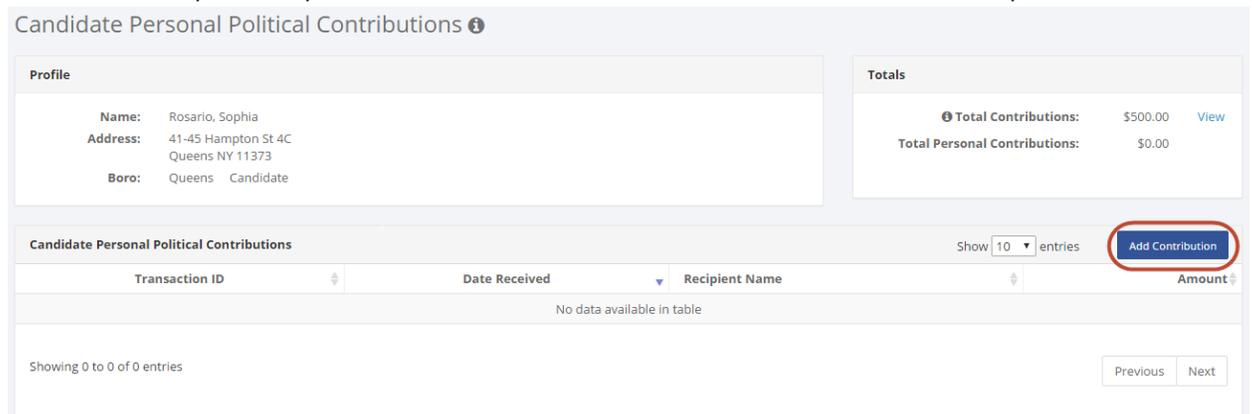
1. **Go to Candidate Personal Political Contributions.**

   Click **Transactions** and then **Candidate Personal Political Contributions.**

2. **Click Add Contribution.**

   You are now on the **Candidate Personal Political Contributions** screen. This page includes a Totals box with the aggregate amount of candidate personal political contributions and a list of each candidate personal political contribution. Click the **Add Contribution** button to proceed.

3. **Enter the details of the contribution and click Save.**

   C-SMART will alert you if you leave out required information. Complete the fields as follows:

   • **Recipient Name:** Select the recipient of the contribution from the drop-down list.

   • **Contribution Date:** Enter the date on which the candidate made the contribution.

- **Amount:** Enter the amount of the contribution.
- **Notes:** Enter any additional notes related to this transaction.
  Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.

CANDIDATE SERVICES TIP(S):

✓ *Upon clicking **Save**, if a warning message pops up, read it. It might notify you of a potential compliance issue that you need to address immediately.*

4. **The transaction has been successfully saved.**
At this point, C-SMART will go back to the **Candidate Personal Political Contributions** page. The Totals box and the list of candidate personal political contributions will be updated to reflect the transaction you just saved.

CANDIDATE SERVICES TIP(S):
- ✓ *Notice that the transaction now has a **Transaction ID**. Write this number on all corresponding documentation (copies of checks, bank statements, receipts, etc.) for audit and recordkeeping purposes.*

HOW TO EDIT A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

1. **Click the Transaction ID.**

   From the **Candidate Personal Political Contributions** screen, click on the Transaction ID of the contribution you wish to edit.

2. **Click Edit.**

   Once you are on the page for the specific contribution, click **Edit.**

3. **Update and click Save.**

   Modify, add, or remove the applicable fields and then click **Save**.

Edit Details

*Recipient Name: PAC for NYC ▾

*Contribution Date: 12/27/2016

*Amount: $ $355.00

Notes:
[For Campaign Use Only]

Save   Cancel

4. **The contribution has been successfully edited.**

HOW TO DELETE A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

1. **Click the Transaction ID.**
   From the **Candidate Personal Political Contributions** screen, click on the Transaction ID of the contribution you wish to delete.

Candidate Personal Political Contributions ℹ

Profile		Totals	
Name: Rosario, Sophia		ℹ **Total Contributions:**	$855.00 View
Address: 41-45 Hampton St 4C		**Total Personal Contributions:**	$355.00
Queens NY 11373			
Boro: Queens Candidate			

Candidate Personal Political Contributions   Show 10 ▾ entries   Add Contribution

Transaction ID	Date Received	Recipient Name	Amount
1757	12/27/2016	PAC for NYC	$355.00

Showing 1 to 1 of 1 entries   Previous 1 Next

2. **Click Delete.**
   Once you are on the page for the specific contribution you wish to delete, click **Delete.**

3. Click Yes.

Once you have reviewed the contribution and are positive that this was entered in error and did not actually occur, you can click the **Yes** button.

4. The contribution has been successfully deleted.

CANDIDATE SERVICES TIP(S):
- ✓ *In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.*