C-SMART HELP

CANDIDATE PERSONAL POLITICAL CONTRIBUTIONS

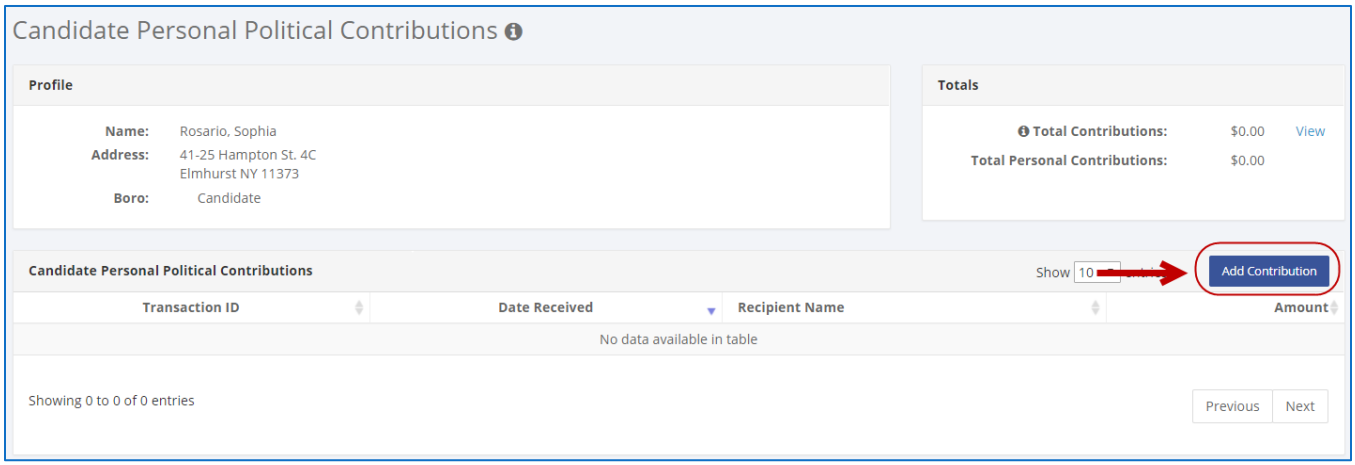
If a candidate contributes over $400 from their personal funds to another non-candidate political committee that is supporting/opposing candidates in New York City, it is considered campaign-related. These contribution(s) must be disclosed to the CFB and are subject to the contribution limit as well as the committee's spending limit. They can also lead to public funds payment reductions. Review Chapter 3 of the Handbook for more information.

These instructions are not for reporting monetary or in-kind contributions from the candidate to his/her own campaign. Those should be entered like any other contribution.

HOW TO ADD A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

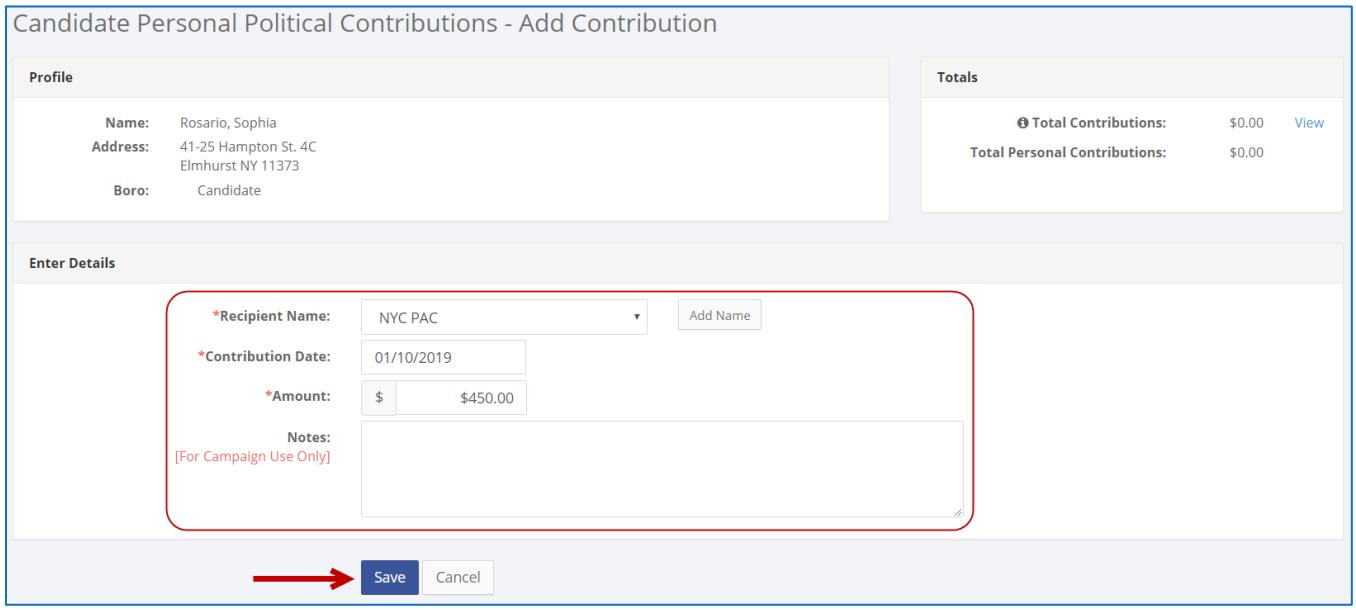
1. Go to **Candidate Personal Political Contributions**.
   - ➢ Hover your cursor over **Transactions** and click **Candidate Personal Political Contributions**.

2. Click **Add Contribution**.



3. Enter and save the contribution details.

   - C-SMART will alert you if you leave out required information. Complete the fields below:
     - **Recipient Name:** Select the recipient of the contribution from the drop-down list.
     - **Contribution Date:** Enter the date the candidate made the contribution.
     - **Amount:** Enter the amount of the contribution.
     - **Notes:** Enter any additional information. The CFB cannot review what you enter in this field. Your notes will be saved across all related transactions.
   - Then, click **Save**.



Best Practice: Use the tab key to navigate between fields.

Important: Upon clicking **Save**, if a warning message pops up, read it. It might refer to a potentially urgent compliance issue.

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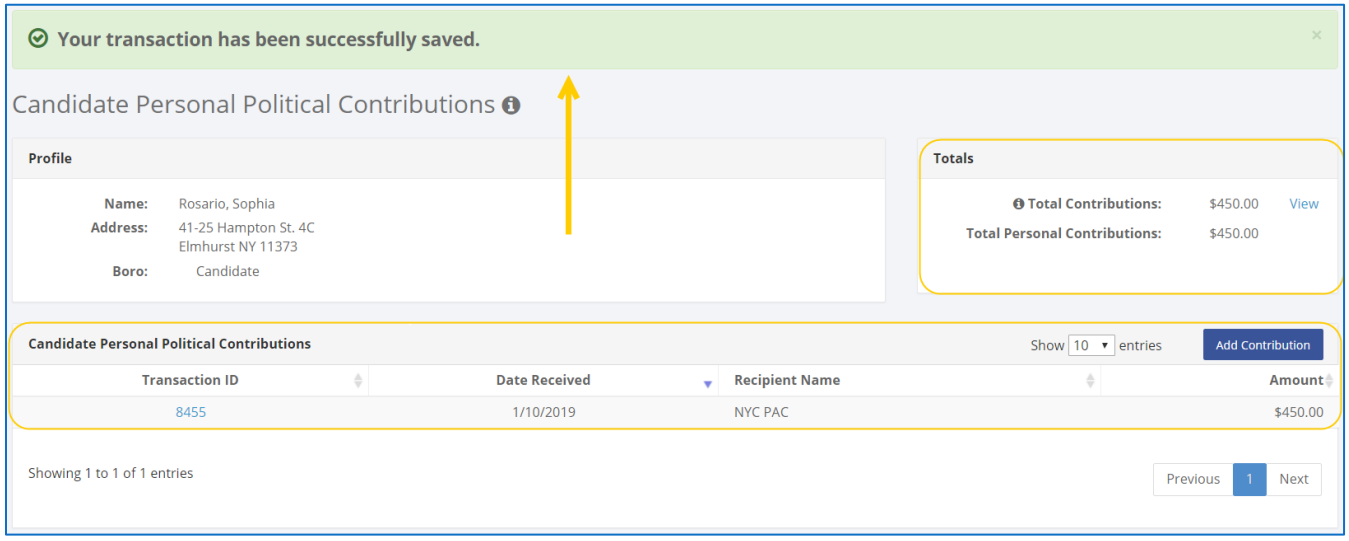
4. The transaction has been successfully saved.



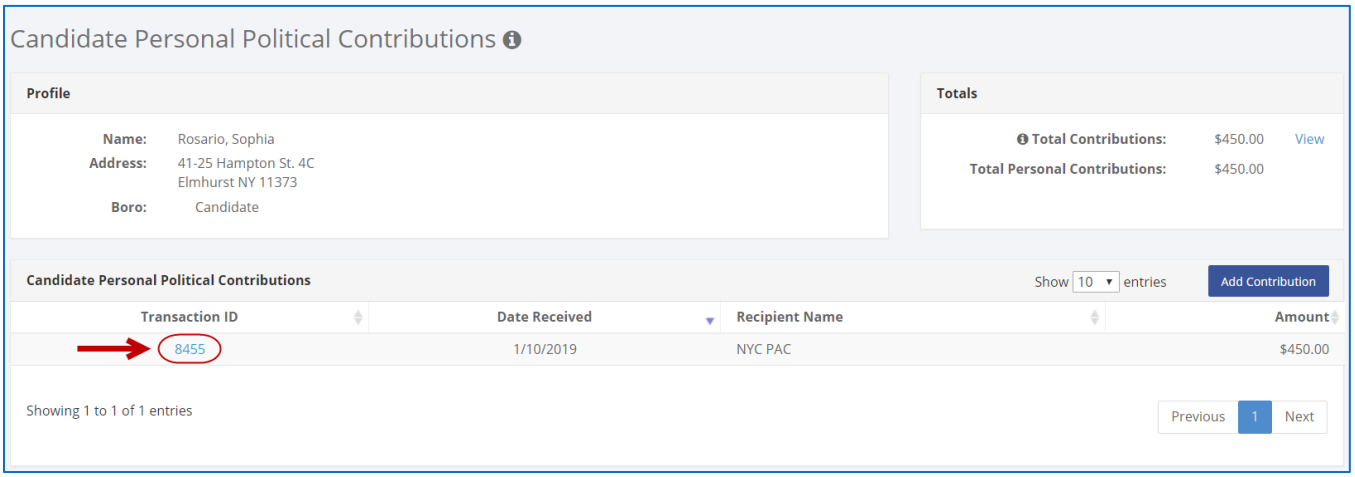
- Once you click **Save**, C-SMART will return you to the **Candidate Personal Political Contributions** page. The **Totals** box and list of contributions will be updated to reflect the newly saved transaction.

Best Practice: Write the C-SMART **transaction ID** on all related documentation (copies of checks, bank statements, receipts, etc.).

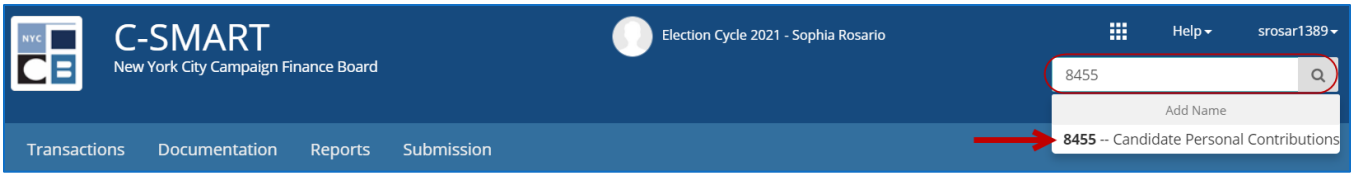
HOW TO EDIT A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

1. Go to **Candidate Personal Political Contributions**.

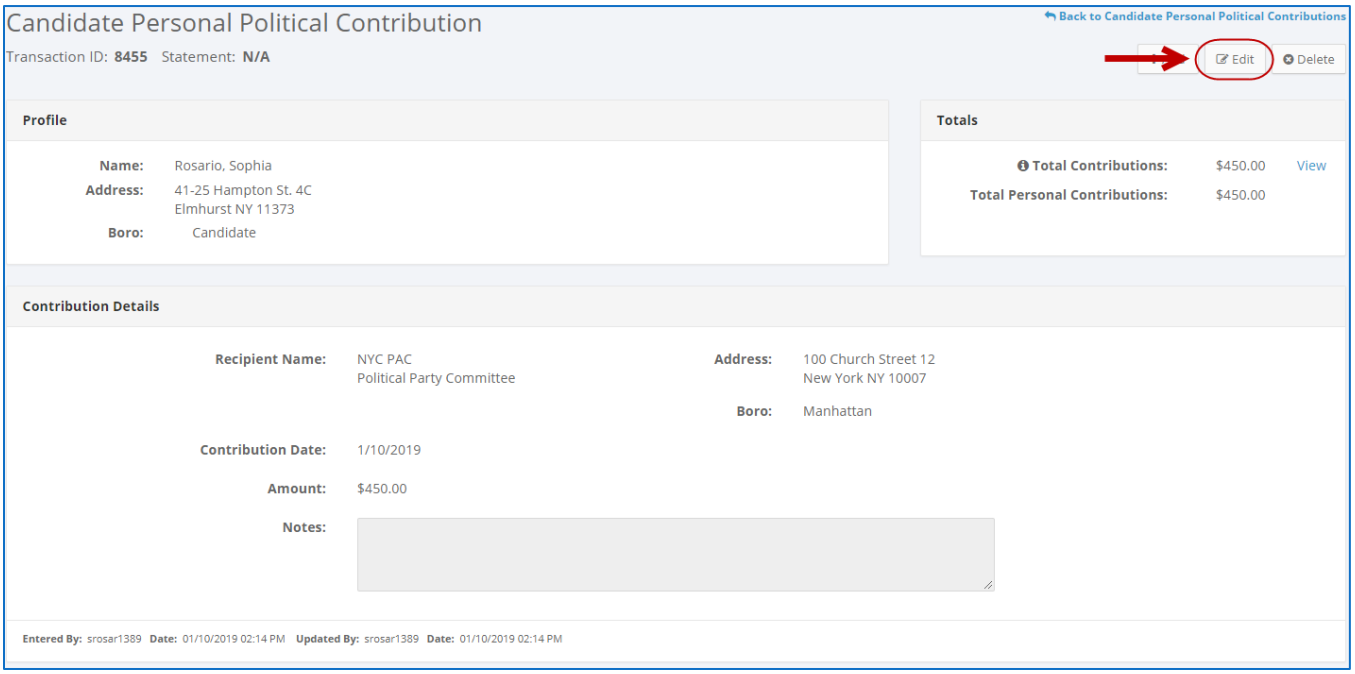
   ➢ Click the contribution's **Transaction ID** OR enter it into the **Search Transaction ID** bar.



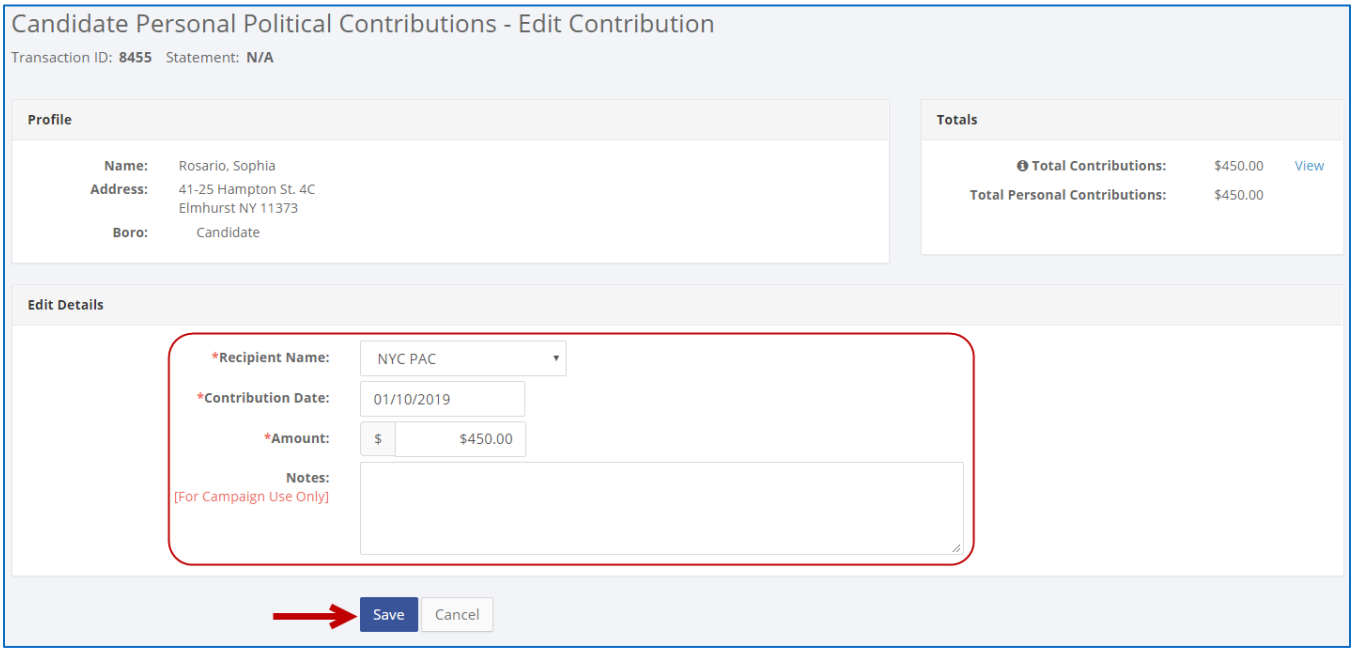
OR



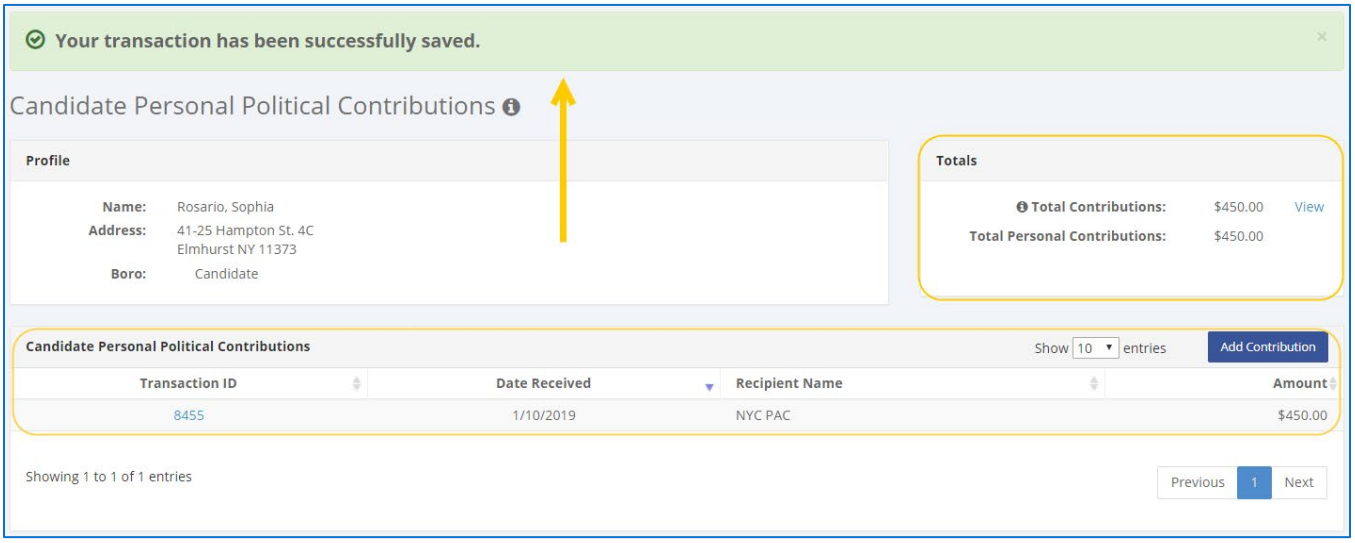
2. Click **Edit.**



3. Modify the necessary fields and click **Save**.



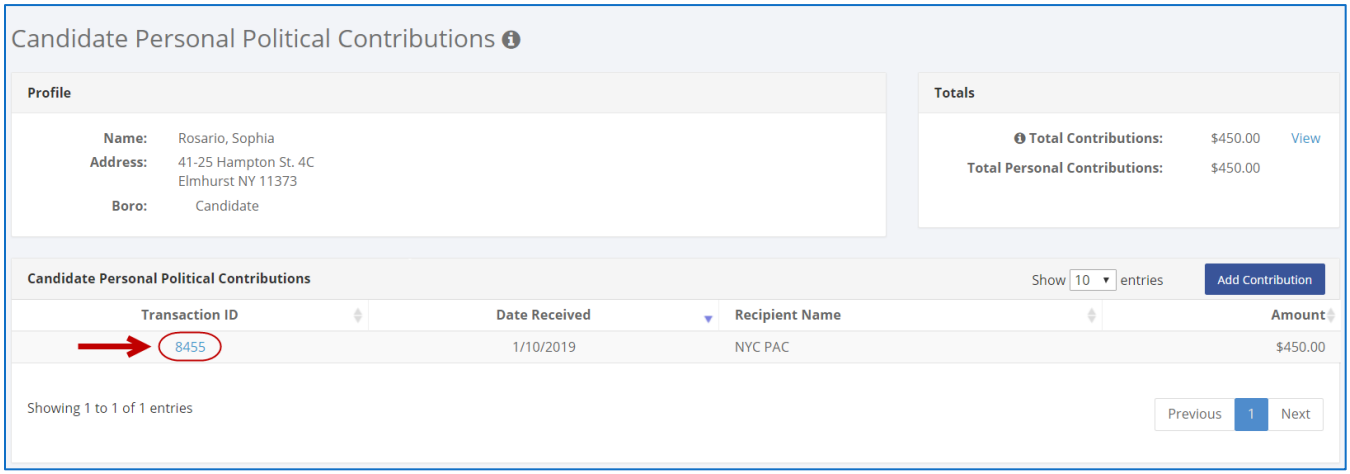
4. The contribution has been successfully edited.



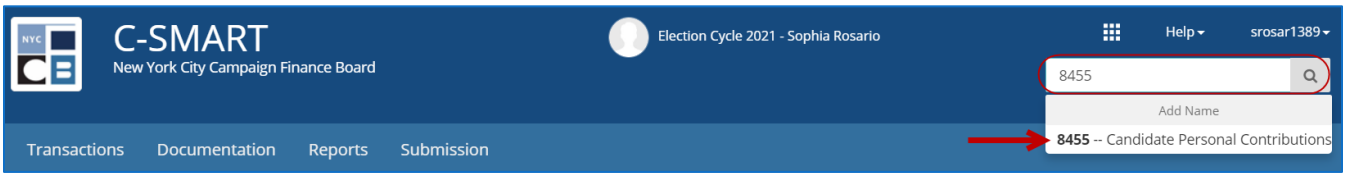
HOW TO DELETE A CANDIDATE PERSONAL POLITICAL CONTRIBUTION

1. Go to **Candidate Personal Political Contributions**.

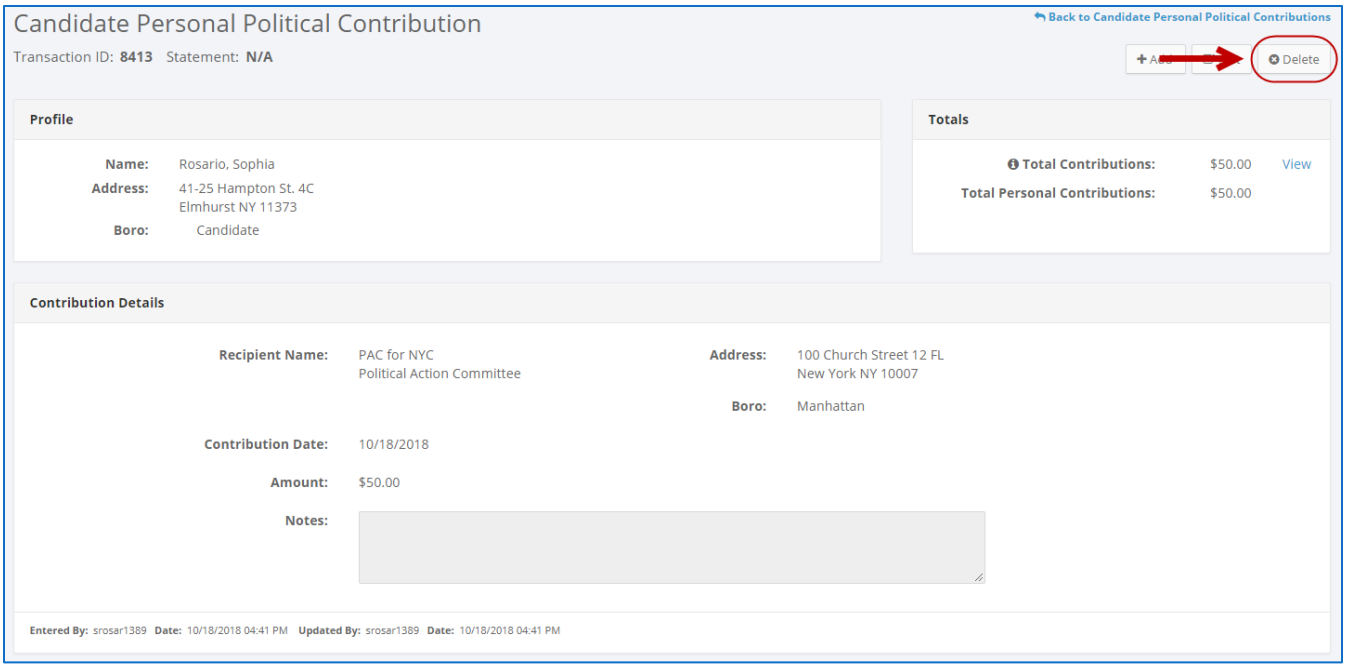
   ➢ Click the contribution's **Transaction ID** or enter it into the **Search Transaction ID** bar.



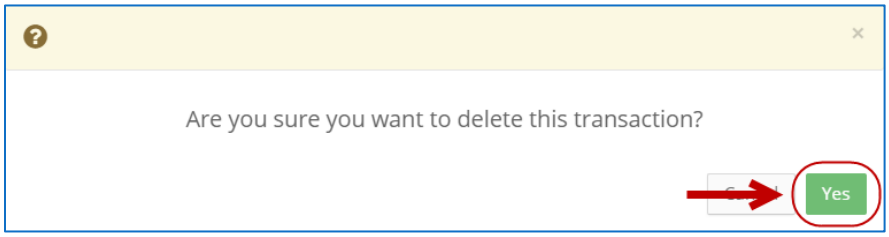
OR



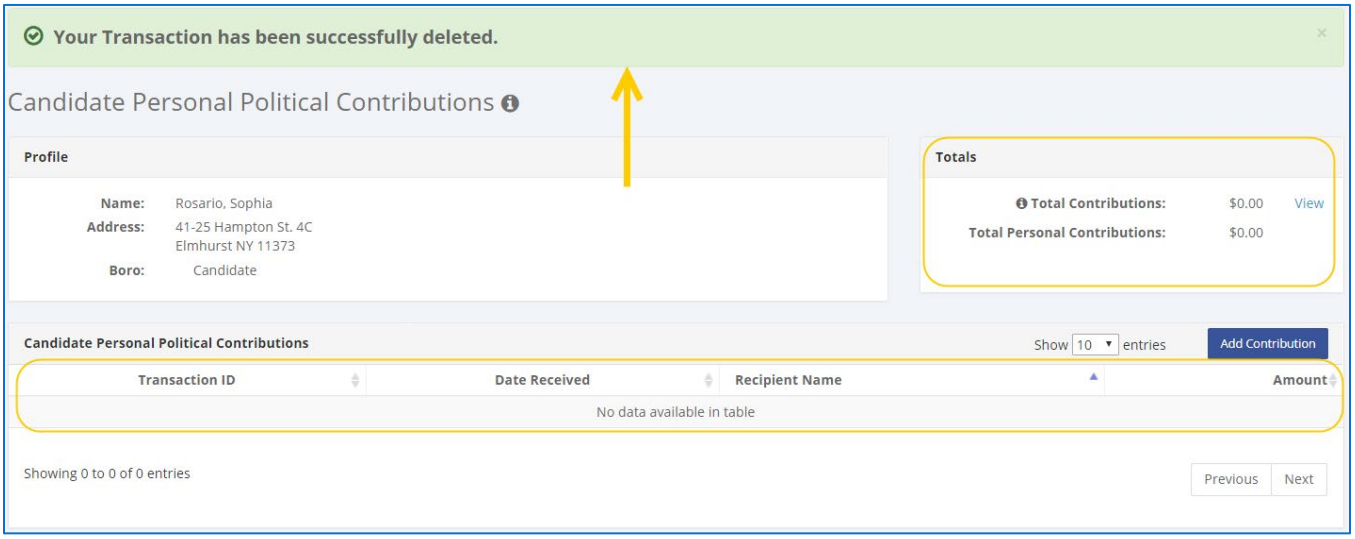
2. Click **Delete** to proceed.



- Click **Yes** on the window that opens to complete the deletion**.**



3. The contribution has been successfully deleted.



Important: You should generally only delete a transaction if it was entered in error.