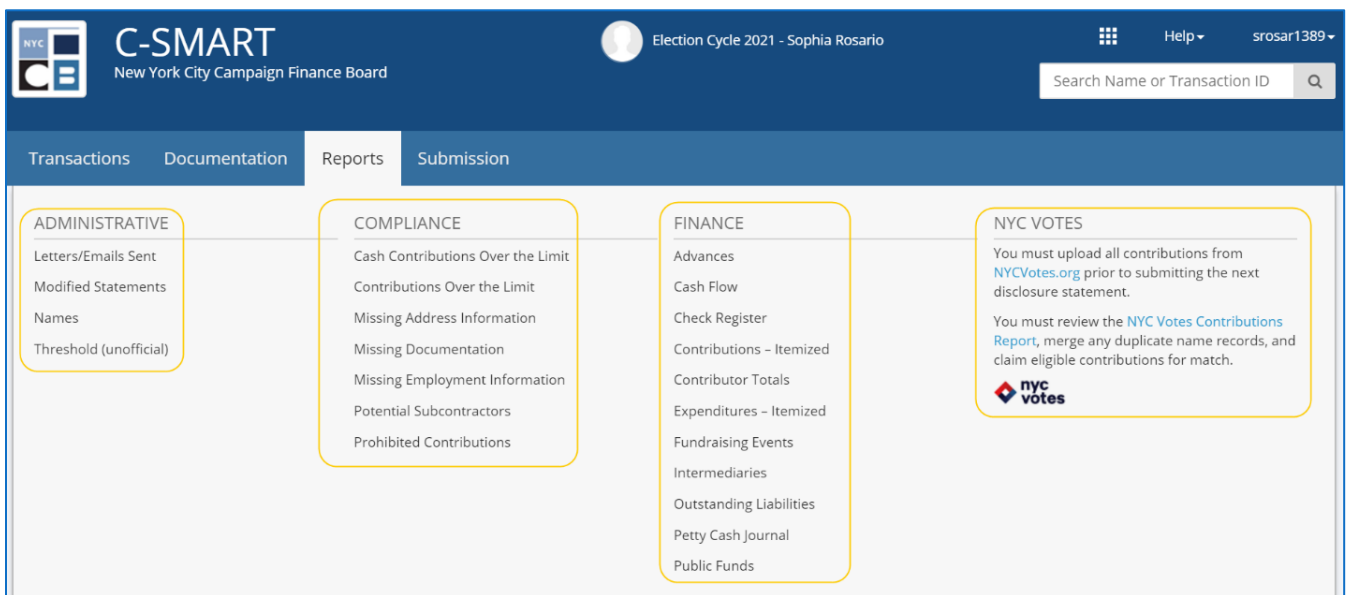# C-SMART HELP

REPORTS

Using C-SMART, you can generate reports that present your data in a way that allows you to easily analyze and verify your campaign's financial and other activity. You should use these reports regularly—particularly before a disclosure statement filing—to review for basic compliance issues and confirm the accuracy of your records.

VIEWING THE REPORTS MENU

➢ **Navigating the Reports tab**

◆ To view the full list of available reports, hover your cursor over the **Reports** tab. The reports are organized into four categories: **Administrative**, **Compliance**, **Finance**, and **NYC Votes Contribute**.

REPORTS OVERVIEW

➢ **Generating reports**

◆ To generate a report, click on its name. The data will include all recorded transactions that meet that report's criteria. For more information, review our extended guide below.

➢ **Sorting data**

◆ The **Sort by** option can be used to change the order in which data is presented, such as by name or transaction ID. Click **Apply** after selecting a sort option.

➢ **Applying filters**

♦ You can use filters to narrow the results of a report. For example, you can apply a filter to exclude all contributors except for individuals.

1. Run the report by selecting it from the **Reports** menu.

2. Set the Date From and Date To.

3. Enter the Amount From and Amount To.

4. Select the **Exempt Code** and **Name Code** from the drop-down menus.

5. Check the boxes for **Runoff/Rerun** and **Segregated** if they apply.

6. Click **Apply**.

➢ **Printing reports**

◆ Print the report directly from your browser by clicking the printer icon on the PDF.
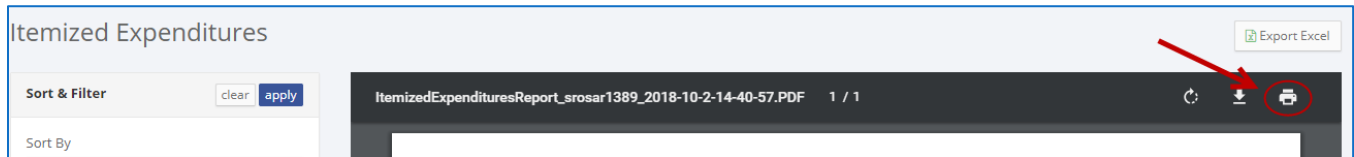
➢ **Exporting reports into Excel**

◆ Save the report as an Excel file by clicking **Export Excel**.
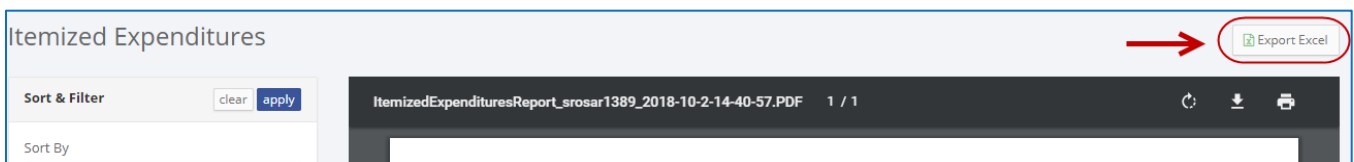
ADMINISTRATIVE REPORTS

➢ **Letters/Emails Sent**

◆ This report lists all the letters and emails your campaign has generated from C-SMART to send to contributors and vendors. It includes the recipient's information, the date it was created, and the type of correspondence it was. The report also provides details such as the date and type of the corresponding transaction. For assistance in sending letters and emails, see the *C-SMART Help: Letters*.

➢ **Modified Statements**

◆ This report generates a list of all transactions that have been modified or deleted since the corresponding disclosure statement (including amendments) was last submitted. You should submit amendments so that these modifications are sent to the CFB with your campaign's next disclosure statement filing or audit response.

Important: Newly-entered transactions, even if they are from a previous disclosure period, will not be included in this report. For assistance in submitting disclosures, see *C-SMART Help: CFB Submission – Disclosure Statements*.

➢ **Names**

◆ This report provides a list of every name record in C-SMART. It also includes the individual or entity's address and any other available contact information. For individuals, it will include employment information.

➢ **Threshold (unofficial)**

◆ This report calculates the campaign's progress toward meeting the two-part threshold for receiving public funds based on what the campaign has reported in C-SMART. It is important to note that this report is not the official determination of your threshold status. To see your campaign's official threshold status, visit the **Threshold** tab on C-Access.

COMPLIANCE REPORTS

➢ **Cash Contributions Over The Limit**

◆ This report lists all of the cash contributions from any single contributor in excess of $100, the cash contribution limit. You must issue a refund of the over-the-limit portion for any contributions listed in this report.

➢ **Contributions Over The Limit**

◆ This report lists all contributions from any single contributor in excess of the applicable contribution limit. You must issue a refund of the over-the-limit portion for any contributions listed in this report. For help in entering refunds in C-SMART, see *C-SMART Help: Monetary Contribution Refunds*.

➢ **Missing Address Information**

◆ This report lists all name records with missing address information in C-SMART. The report will indicate blank or incomplete fields by highlighting them in grey. For help adding this information, see *C-SMART Help: Names*.

➢ **Missing Documentation**

◆ This report provides a list of all monetary contributions claimed for match without corresponding documentation uploaded in C-SMART. You must provide backup documentation for all contributions you claim for match. For assistance in uploading documentation, see *C-SMART Help: Monetary Contribution Documentation* or *C-SMART Help: Monetary Contribution (Multiple)*.

➢ **Missing Employment Information**

◆ This report lists all contributors who have made contributions totaling more than $99 and whose employment information is missing from C-SMART. C-SMART will highlighting the missing fields in grey. For assistance adding this information, see *C-SMART Help: Names*.

➢ **Potential Subcontractors**

◆ If a vendor bills a campaign more than $5,000 over the course of the election cycle, then the campaign is required to ask if any subcontractors were used in providing the goods or services. If more than $5,000 was subcontracted out, the campaign must ask the vendor to provide the name of the subcontractor and the amount billed by the subcontractor. This report lists each vendor who has billed the campaign an aggregate amount exceeding $5,000, thereby helping the campaign to identify vendors who fit these criteria and might have subcontracted services. You can use the Subcontractor Disclosure Form to record and disclose this information. For assistance in designating subcontractors in C-SMART, see *C-SMART Help: Subcontractors*.

➢ **Prohibited Contributions**

◆ This report lists all prohibited contributions that your campaign has reported in C-SMART. This includes monetary contributions, in-kind contributions, outstanding and forgiven advances, and forgiven bills and loans. If a third party has repaid a portion of a loan and is a prohibited source, those transactions are considered contributions and will be included. Prohibited sources include (but are not limited to) corporations, LLCs, and partnerships.

FINANCIAL ACTIVITY REPORTS

➢ **Advances**

◆ This report lists all advance purchases reported by the campaign as well as any repayments made. It also includes any amounts forgiven by advancers, provides totals for the purchases and repayments for each advancer, and displays the total amount outstanding. For assistance in adding advance purchases and repayments, see *C-SMART Help: Advances* and *C-SMART Help: Advance Repayments*.

➢ **Cash Flow**

◆ This report shows the total amount of money coming in and out of your campaign. The report determines your cash on hand based on the difference between these two amounts; this should equal your bank balance, and if it doesn't, that may indicate that your C-SMART records may be inaccurate or incomplete.

◆ The following types of transactions count as funds received:

◆ Monetary contributions, un-itemized contributions, transfers in (types 1 and 2b), other receipts, loans received, net public funds received, and expenditure refunds.

◆ The following types of transactions count as funds disbursed:

◇ Bills paid, advance repayments, petty cash deposits, un-itemized expenditures, transfers out (types 1 and 2b), loan payments, and monetary contribution refunds.

The report also accounts for additional liabilities such as outstanding bills, outstanding advances, and outstanding loans. The report calculates your net total funds by comparing the difference between your liabilities and cash on hand.

- **Check Register**

    - This report lists all checks that have been issued by the campaign. If your campaign has more than one bank account, it will list the checks according to the account from which they were issued.

- **Contributions — Itemized**

    - This report provides a list of all contributions received by the campaign, including the following types of transactions:

        - Monetary contributions

        - In-kind contributions

        - Type 1 transfers in

        - Contributions attributed to a Type 2 transfer in

        - Forgiven bills

        - Forgiven loans and third-party payer loan repayments

        - Candidate personal political contributions

        - Advance purchases

    - The report also accounts for monetary contribution refunds, in-kind contribution refunds, and advance repayments, which are displayed as negative values since they reduce the total amount of a contribution.

- **Contributor Totals**

    - This report provides a list of all contributors to your campaign and their contribution totals.

- **Expenditures — Itemized**

    - This report provides a list of each of the campaign's expenditures, including bill payments, advance repayments, in-kind contributions, petty cash deposits, transfers out, and expenditures incurred with transfers in.

- **Fundraising Events**

    - This report is a list of all the fundraisers that your campaign has recorded in C-SMART. It also will list all contributions received at and all expenditures incurred for each event. For further assistance in entering fundraising events in C-SMART, see *C-SMART Help: Fundraisers*.

➢ **Intermediaries**

◆ This report provides a list of all of your campaign's reported intermediaries, including their address and employment information, and the contributions that each intermediated. For further assistance in designating intermediaries in C-SMART, see *C-SMART Help: Monetary Contributions* and *C-SMART Help: Intermediary Documentation*.

➢ **Outstanding Liabilities**

◆ This report lists all unpaid and partially paid bills and advances. For assistance in entering bills and bill payments, see *C-SMART Help: Bills* and *C-SMART Help: Bill Payments*.

➢ **Petty Cash Journal**

◆ This report lists all deposits to and disbursements from the petty cash fund. It includes all information that campaigns would otherwise be required to maintain on paper in a petty cash journal. In addition to reporting these deposits and disbursements, campaigns are required to keep all receipts and other documentation backing up the use of petty cash. For assistance in entering petty cash transactions, see the *C-SMART Help: Petty Cash Deposits* and *C-SMART Help: Petty Cash Disbursements*.

➢ **Public Funds**

◆ This report provides a list of each public funds payment that your campaign received. It also includes any public funds returned by your campaign. C-SMART is automatically updated to reflect any public funds payments or returns of public funds once they are processed, and a notification of this update will appear for the next user who logs into C-SMART.

➢ **NYC Votes Contributions Report**

◆ This report lists contributions received through NYC Votes Contribute that have been uploaded to C-SMART. Review this report each month for duplicate name records and to ensure that you have claimed each eligible contribution for match. You should also compare this report against the NYC Votes Contribute Data Report that you can have sent to your email account directly from NYC Votes Contribute. For assistance, see the NYC Votes Contribute User Guide.