



DAY ONE CHECKLIST

This checklist contains basic information to help keep your campaign on track with the CFB.

CFB RESOURCES

- Campaign Finance Handbook**

Thoroughly review the Handbook. In addition to the hardcopy included in your Welcome Kit sent to the committee address, the Handbook can be found on the CFB [website](#).
- Internal Controls**

You should establish a checks and balances system within your campaign—you're essentially running a small business. Read more in Chapter 10 of the [Handbook](#).
- C-Access (<https://caccess.nycfb.info>)**

Official CFB notices regarding your campaign's compliance will be posted to your C-Access account. An email notification will be sent each time a new message is posted to C-Access. A response may be required. It is important that you regularly check the email address you provided to the CFB.
- C-SMART**

Once you are logged into C-Access, you can access C-SMART. C-SMART is the CFB's web-based financial disclosure application where you must enter all transactions. This system is also used to submit periodic disclosure statements to the CFB and to the New York State Board of Elections (NYS BOE).
- Candidate Services Liaison**

Candidate Services is here to answer your questions throughout the election cycle. You may get in touch with your assigned liaison at (212) 409-1800 or CSUmail@nycfb.info.
- CFB Website (www.nycfb.info)**

The CFB website is a very important resource that you should bookmark as an internet browser favorite. It contains an abundance of information, including the Campaign Finance Act, CFB Rules, and candidate-driven guidance.
- Forms**

It is imperative that you maintain good records. Refer to the [Forms](#) page on our website for CFB templates of contribution cards, timesheets, and more.
- Documentation Labels**

In your Welcome Kit, you will find a set of [Campaign Documentation labels](#) that are intended to help you stay organized from "day one" until the completion of your post-election audit. We recommend using these labels to organize and maintain original records and copies for both you and the CFB. You may also use the labels as a guide for storing documents electronically.
- Compliance & C-SMART Training**

Campaigns are required to send the candidate, treasurer, campaign manager, or an individual deemed on your registration as having "significant managerial control" to a CFB training for each election cycle. See the [training calendar](#) on our website and RSVP.
- Registered Political Committees**

Before depositing a contribution from a political committee, check to make sure the entity is registered with the CFB by reviewing the current election cycle's [Registered PAC List](#) on our website. If the committee is not listed, have them submit a [Political Registration Form](#) to the CFB within 10 days of your campaign receiving their contribution.

YOUR COMMITTEE BANK ACCOUNT

- Making Deposits**

Check with your bank that you are able to obtain itemized deposit slips. You must be able to document each deposit, separating out cash deposits from other types of contributions. Maintain all of your deposit slips and ATM receipts. Scan or make copies for the CFB since these tend to fade over time.

- Paying Bills**
Only use your committee debit card and committee checks to pay all campaign-related expenditures.
- Front and Back Of Cancelled Checks**
Your bank must be able to provide you with copies of the front and back of cancelled committee checks. This ensures that bill payments were received and deposited by each payee (e.g., vendors, consultants, and campaign staff).
- Bank Statements**
Compare each monthly bank statement to what you have entered into C-SMART. C-SMART should accurately reflect all the money going in and out of your committee's bank account. There is no better way to ensure that than performing a monthly reconciliation. Maintain copies of each statement for submission to the CFB with each disclosure filing.

RAISING & SPENDING MONEY

- Contribution and Spending Limits**
All campaigns must abide by the contribution limits set for the office sought by the candidate. These limits are for the primary and general elections combined. Both monetary and in-kind contributions of goods/services are subject to a single limit. All candidates are prohibited from accepting contributions from corporations, LLCs, and partnerships; and a lower contribution limit applies to individuals [doing business](#) with the city. The [contribution limits](#) can be found in your Welcome Kit and on our website. *Read more in Chapter 2 of the [Handbook](#).*
Participants in the optional Campaign Finance Program must observe strict spending limits. Non-participating candidates are not subject to spending limits, however all spending must still be made from the committee's bank account. If you are not sure whether you will be a Program participant, you should still be mindful of the limits. The [spending limits](#) can be found in your Welcome Kit and on our website. *Read more in Chapter 3 of the [Handbook](#).*
- Contribution Cards**
We recommend only using the CFB's template [contribution card](#). Your Welcome Email and Welcome Kit includes a contribution card with your committee's name at the top. If you are designing your own contribution card, have your Candidate Services Liaison review the card before you begin collecting monetary contributions. Your liaison will confirm if your contribution card is in compliance and eligible for use in claiming contributions for public matching funds.
- Credit Card Contributions**
Begin collecting credit card contributions today by signing up for NYC Votes Contribute at [NYCVotes.org](#). This CFB-created interface is easy to use and has the ability to import contributions and documentation into C-SMART. For all other modes of receiving credit card contributions, review Chapter 3 of the [Handbook](#). Prior to accepting any credit card contributions, consult with your Candidate Services Liaison and share your contribution web page prior to use. If accepting contributions in-person or by mail use the different [contribution card](#) template for credit card contributions.
- Record All Transactions**
If you enter **contributions** into C-SMART as you receive them, prior to deposit, C-SMART will warn you of potential compliance issues. This is your opportunity to address issues before the next disclosure filing and avoid a possible violation. Remember that all **expenditures** should be entered into C-SMART at the time a bill is incurred. If you paid a bill, whether by committee debit card or committee check, don't forget to enter the bill payment so that it does not remain an outstanding liability. This includes automatic payments, such as bank fees.
- Campaign-Related Expenditures**
You can only spend campaign funds on expenditures that further your candidacy. *Review the types of campaign-related expenditures in Chapter 3 of the [Handbook](#).*

YOUR FIRST DISCLOSURE STATEMENT

- Disclosure Statement Deadlines**
Save the [disclosure statement deadline dates](#) in your calendar. *Take note of the frequency of disclosure that occurs in the election year.*
- Make an Appointment with Your Liaison**
If this is your first time filing with the CFB, set up an appointment with your Candidate Services Liaison. S/he will assist you prior to the disclosure statement deadline date and can walk you through the process at the CFB offices.

If you have any questions, contact Candidate Services at (212) 409-1800 or CSUmail@nycctfb.info.