



## STATE BOARD OF ELECTIONS

James A. Walsh  
Co-Chair  
Gregory P. Peterson  
Commissioner  
Todd D. Valentine  
Co-Executive Director

CAMPAIGN FINANCE UNIT  
40 NORTH PEARL STREET  
ALBANY, N.Y. 12207-2729  
Phone: 518/474-8200 Fax: 518/486-6627  
[www.elections.ny.gov](http://www.elections.ny.gov)

Douglas A. Kellner  
Co-Chair  
Andrew J. Spano  
Commissioner  
Robert A. Brehm  
Co-Executive Director

## **Campaign Finance 2014 Filer Update**

This notice contains updated information from the New York State Board of Elections (NYSBOE) concerning Campaign Finance. Please continue to check the NYSBOE's website ([www.elections.ny.gov/CampaignFinance](http://www.elections.ny.gov/CampaignFinance)) for all information and instructions when registering candidates/committees and filing campaign financial disclosure reports. For a full understanding of your legal obligations and responsibilities, refer to the NYS Election Law and Related Rules and Regulations and the Opinions of NYSBOE. Visit [www.elections.ny.gov](http://www.elections.ny.gov) or call 1-800-458-3453.

### **New Legislation**

The 2014-15 New York State Budget has set forth the following new requirements for NYSBOE:

- Implementation of a public financing pilot program for the Office of the State Comptroller's race in the 2014 election
- New Independent Expenditure reporting requirements
- The creation of a Compliance Unit within NYSBOE

In addition to the NYSBOE requirements, the State Budget also created a new Independent Enforcement Unit to be headed by a Chief Enforcement Counsel.

Please continue to check our website for more information about the public financing pilot program and the new Independent Expenditure reporting requirements.

### **2014 Pilot Program for Office of the State Comptroller**

NYSBOE will be implementing a public financing pilot program for the 2014 Primary and General Elections for the Office of the State Comptroller. Please refer to our website for additional information and requirements.

### **Independent Expenditure Committee Registration (CF-02, CF-03)**

Independent Expenditure Committees required to register with NYSBOE must do so by submitting fully completed CF-02 and CF-03 registration documents.

When completing the Committee Registration/Treasurer and Bank Information form (CF-02), the Independent Expenditure Committee must indicate committee type Number 8 for "Independent Expenditure Committee (Unauthorized)."

Independent Expenditure Committees must disclose who they are supporting and/or opposing on the Committee Registration/Treasurer and Bank Information form (CF-02) and the Committee Authorization Status form (CF-03).

### **Independent Expenditure Reporting**

The 2014-15 New York State Budget enacted significant modifications to the Election Law concerning disclosure of Independent Expenditures, including additional reporting times and additional information. Continue to check our website for updates on the new Independent Expenditure reporting requirements. (EL 14-107)

### **Political Communication (Campaign Materials)**

Section 14-106 of the NYS Election Law was amended in the 2014-15 New York State Budget to read as follows:

*The statements required to be filed under the provisions of this article next succeeding a primary, general or special election shall be accompanied by a copy of all broadcast, cable or satellite schedules and scripts, internet, print and other types of advertisements, pamphlets, circulars, flyers, brochures, letterheads and other printed matter purchased or produced, **and reproductions of statements or information published to five hundred or more members of a general public audience by computer or other electronic device including but not limited to electronic mail or text message**, purchased in connection with such election by or under the authority of the person filing the statement or the committee or the person on whose behalf it is filed, as the case may be. Such copies, schedules and scripts shall be preserved by the officer with whom or the board with which it is required to be filed for a period of one year from the date of filing thereof.*

Statements should be filed with post-election campaign financial disclosure reports made for each election (primary, general and/or special election) in which the filer was involved, to all the applicable board(s) of elections where election reports are required to be submitted. If no campaign material was produced, a disclaimer so stating must be filed in conjunction with the applicable post-election report. If such applicable campaign materials or disclaimer from 2013 have yet to be submitted, please do so immediately with the applicable board(s) of elections. The same rules apply for all future elections.

Note: There are newly enacted provisions of the Election Law concerning disclosure of such materials by those obligated to comply with Independent Expenditure reporting requirements. (EL 14-107). Continue to check the website for updates on these new reporting requirements.

### **2014 Campaign Finance Seminars**

We will be presenting our 2014 series of Campaign Finance seminars throughout the State during the period **May through August**. A schedule of these free seminars is enclosed. You may register for any

seminar online at [www.elections.ny.gov](http://www.elections.ny.gov) or by calling (518) 474-8200 or 1-800-458-3453. Continue to watch the website throughout the year for additional training seminars, including “Winding Down the Campaign” and Campaign Finance Continuing Legal Education (CLE) Seminars.

### **Continuing Professional Education (CPE) Credits for CPAs**

New this year, Campaign Finance Seminars have been approved to offer three hours of Continuing Professional Education (CPE) credits for Certified Public Accountants (CPAs), in addition to three hours of Continuing Legal Education (CLE) credits for attorneys. All qualifying participants are asked to pre-register at the NYSBOE website.

### **2014 Filing Calendar**

Enclosed is the 2014 Filing Calendar. Please note that at this time the next campaign financial disclosure report is due July 15, 2014\*. This report must contain all campaign financial activity from January 12, 2014, through July 11, 2014. For committees formed after January 11, 2014, this report must contain all campaign financial activity from the date of formation through July 11, 2014.

*\* Note: Candidates and committees which participate in any 2014 election (including a special election) held prior to the July 15, 2014 filing date, are required to file election reports for that election. Contact NYSBOE or your local board of elections to obtain the schedule of applicable filing dates. In such a case, the July 15<sup>th</sup> filing will contain all campaign financial activity from the cut-off date of the post-election report through July 11, 2014. Candidates who are running for office in the Fall 2014 Primary and/or General Election, and who have not yet made any filings, should consult the Campaign Finance Handbook or contact NYSBOE for specific instructions on when to file their first campaign financial disclosure report.*

### **Contribution Limits**

The NYS Election Law establishes certain limits on contributions that can be given and received by candidates and political committees, as well as limits on contributions that can be given by individuals and other entities. Please consult the NYSBOE website and/or the Campaign Finance Handbook chapter titled “Contribution and Receipt Limitations”. For local candidates/political committees, contact your local board(s) of elections for contribution limits (based on the number of enrolled/registered voters).

The U.S. Supreme Court recently issued a decision concerning the application of aggregate contribution limits relative to federal elections. NYSBOE is reviewing that decision relative to its application, if any, to NYS Election Law. (McCutcheon v. Federal Election Commission (572 U.S. (2014))).

### **PACs, Party and Constituted Committees**

Primary and/or general election reports are required from all registered PACs, party and constituted committees, unless a Notice of Non-Participation in Election(s) by a Registered PAC, Party or Constituted Committee (CF-20) is qualified for and filed.

### **Forgot Your PIN?**

Whenever you use NYSBOE’s Electronic Filing System (EFS) Software to submit your disclosure reports, you must have the Personal Identification Number (PIN) issued by NYSBOE. PIN use is mandatory as the PIN serves as your electronic signature. **Disclosure reports submitted with an incorrect/incomplete Filer ID# or PIN or no PIN will be rejected.** Forgot your PIN? Contact NYSBOE at (518) 474-8200 or

1-800-458-3453. When calling, please have your Filer ID# or name of the candidate/committee ready. Note that only a designated filer (the treasurer of a committee, or a candidate making his or her own filings) can request the PIN.

### **Filing Options via the Internet**

Need to file a No-Activity Report, In-Lieu-Of Statement or send a notification? The following items can be submitted directly via the NYSBOE website using your Filer ID# and Pin:

- No-Activity Report
- In-Lieu-Of Statement
- Notice of Non-Participation in Election(s) by a Registered PAC, Party or Constituted Committee
- 24-Hour Notice

To make any of these specific types of filings go to [www.elections.ny.gov](http://www.elections.ny.gov), link to “Campaign Finance”, select “File Disclosure Reports” and follow the step-by-step instructions.

### **Amending Registration**

If any information previously filed on a registration document has changed (CF-02, CF-03, CF-04, CF-05, CF-16), other than the election year, a fully completed amended registration must be filed within two days of any change.

### **Federal Bi-Partisan Campaign Reform Act (BCRA)**

There are significant requirements under BCRA that may apply to political committees filing with either NYSBOE, a county board of elections, the New York City Board of Elections, or with a village clerk. Under certain circumstances, these committees will need to submit campaign financial disclosure reports with the Federal Election Commission (FEC). For further information, please contact the FEC at [www.fec.gov](http://www.fec.gov) or call 1-800-424-9530; or go to [www.elections.ny.gov](http://www.elections.ny.gov), link to Campaign Finance and under Useful Links select Federal Bi-Partisan Campaign Reform Act (BCRA).

### **Internal Revenue Service (IRS) Filing Requirements**

For specific details consult the IRS website [www.irs.gov](http://www.irs.gov) or call toll free at 1-877-829-5500. For a synopsis concerning IRS filing requirements go to [www.elections.ny.gov](http://www.elections.ny.gov), link to Campaign Finance and under Useful Links select Memorandum: I.R.S. Filing Requirements.



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## **2014 FILING CALENDAR** **Campaign Financial Disclosure**

Please check [www.elections.ny.gov](http://www.elections.ny.gov) for any change to this calendar.

<b><u>Report Period</u></b>	<b><u>Cut-Off Date</u></b>	<b><u>Filing Date</u></b>
July 2014 Periodic	July 11, 2014	July 15, 2014
<b><u>PRIMARY ELECTION - SEPTEMBER 09, 2014</u></b>		
32-Day Pre-Primary	August 04, 2014	August 08, 2014
11-Day Pre-Primary	August 25, 2014	August 29, 2014
10-Day Post-Primary*	September 15, 2014	September 19, 2014
24-Hour Notice: August 26, 2014 thru September 08, 2014**		
<b><u>GENERAL ELECTION - NOVEMBER 04, 2014</u></b>		
32-Day Pre-General	September 29, 2014	October 03, 2014
11-Day Pre-General	October 20, 2014	October 24, 2014
27-Day Post-General*	November 27, 2014	December 01, 2014
24-Hour Notice: October 21, 2014 thru November 03, 2014**		
January 2015 Periodic	January 11, 2015	January 15, 2015

\* **Campaign Material** (or a disclaimer stating that no campaign materials have been produced) must be submitted with Post Election reports. All filers with NYS Board of Elections (NYSBOE) must send this campaign material or disclaimer by mail. Local filers that are only required to file with their local board(s) of elections must continue to file this material with that office.

\*\* **24-Hour Notice** - During these time periods, any contribution or loan which exceeds \$1,000 must be reported within 24 hours of receipt via fax or the NYSBOE website (address above). This same contribution or loan must also be reported in the associated Post Election report.

### **Notes for Filers with NYSBOE and/or Local Board(s):**

- The criteria for termination are: **a)** all previously required Campaign Financial Disclosure Reports must have been filed to date; **b)** all outstanding loans and liabilities (subject to applicable contribution limits) must have been repaid or forgiven, and required letters of indebtedness/forgiveness must have been submitted to the appropriate board(s); **c)** the campaign bank account must have an ending cash balance of \$0, which also must be reflected in the final filed disclosure report. – **For NYSBOE filers**, a final itemized disclosure report using the Electronic Filing System (EFS) Software must be submitted electronically, or a No-Activity report, if applicable, must be filed online at [www.elections.ny.gov](http://www.elections.ny.gov) or by using a CF-18 form. A fully completed CF-18 form must be submitted by mail in conjunction with the filing of the final disclosure report for termination approval. Campaign Financial Disclosure Reports are required to be filed until termination is approved by NYSBOE in writing. **For Local filers only filing with Local boards** -- contact your local board of elections for termination requirements.
- After submitting electronic reports, please visit the NYSBOE website to confirm receipt and accuracy of content. No report should have a negative balance. Negative balances are caused by reporting errors.
- For electronic filers: "Filing Year" is the year the report is due to be filed.
- Primary and/or General Election Reports are required from all registered PACs, Party and Constituted Committees, UNLESS a Notice of Non-Participation in Election(s) by a Registered PAC, Party or Constituted Committee (CF-20) is qualified for and filed. The CF-20 may be submitted at the NYSBOE website; click on Campaign Finance and then click on File Disclosure Reports. Candidates and their related committees, or any other committees supporting or opposing those candidates, may NOT file a Notice of Non-Participation in Election(s) in substitution for the required Election Reports. Please note that PACs, party and constituted committees that file a CF-20 must still file Periodic Reports. A CF-20 may not be substituted for Periodic Reports.

**NEW YORK STATE BOARD OF ELECTIONS**  
***Campaign Finance Seminars***  
**2014 Schedule and Registration**

The Seminars will be held at the dates and times on this schedule. Please RSVP via NYSBOE's website at [www.elections.ny.gov](http://www.elections.ny.gov). For any questions or to RSVP by telephone, please call (518) 474-8200 or 1-800-458-3453.

## May 2014

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**Wednesday, May 7th**  
**12:30 PM - 3:30 PM**

Onondaga County  
 Syracuse

Onondaga County Board of  
 Elections  
 1000 Erie Boulevard West  
 Syracuse, NY 13204

Info: (315)435-3312

**Thursday, May 8th**  
**9:00 AM - 12:00 PM**

Oneida County  
 Utica

Oneida County Building  
 Board of Legislative Chambers  
 10th Floor  
 800 Park Avenue  
 Utica, NY 13501

Info: (315)798-5765

**Friday, May 9th**  
**9:00 AM - 12:00 PM**

Albany County  
 Albany

Albany County Office Building  
 Cahill Room  
 112 State Street  
 Albany, NY 12207

Info: (518)487-5060

**Tuesday, May 13th**  
**9:00 AM - 12:00 PM**

Erie County - CLE / CPE  
 Buffalo

Erie County Public Library  
 Library Auditorium  
 Lafayette Square  
 Clinton and Ellicott Streets  
 Buffalo, NY 14203

Info: (716)858-8891

**Wednesday, May 14th**  
**9:00 AM - 12:00 PM**

Monroe County - CLE / CPE  
 Rochester

Monroe County Board of Elections  
 Service Center  
 2595 Brighton Henrietta Town Ln Rd  
 Rochester, NY 14623

Info: (585)753-1550

**Friday, May 16th**  
**9:00 AM - 12:00 PM**

Schenectady County  
 Schenectady

Schenectady County Board of  
 Elections  
 388 Broadway - Suite E  
 Schenectady, NY 12305-2520

Info: (518)377-2469

**Wednesday, May 21st**  
**9:00 AM - 12:00 PM**

Clinton County  
 Plattsburgh

Clinton County Board of Elections  
 Co. Government Center, Ste 104  
 137 Margaret Street  
 Plattsburgh, NY 12901

Info: (518)565-4740

**Thursday, May 22nd**  
**9:00 AM - 12:00 PM**

Dutchess County  
 Poughkeepsie

Town of Poughkeepsie Community  
 Room  
 19 Tucker Drive  
 Poughkeepsie, NY 12603

Info: (845)486-2473

**Wednesday, May 28th**  
**6:00 PM - 9:00 PM**

Westchester County  
 White Plains

Westchester County Board of  
 Elections  
 25 Quarropas Street  
 White Plains, NY 10601

Info: (914)995-5700

**Thursday, May 29th**  
**9:00 AM - 12:00 PM**

Rockland County  
 New City

11 New Hempstead Road  
 Legislative Chambers  
 New City, NY 10956

Info: (845)638-5172

## June 2014

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**Friday, June 6th**  
**9:00 AM - 12:00 PM**

Saratoga County  
 Ballston Spa

Saratoga County Office Complex  
 Building #5  
 50 West High Street  
 Ballston Spa, NY 12020

Info: (518)885-2249

**Wednesday, June 11th**  
**9:30 AM - 12:30 PM**

New York City - CPE  
 Manhattan

42 Broadway 6th Floor  
 New York, NY 10004

Info: (212)868-3692  
 (212 VOTE-NYC)

**Thursday, June 12th**  
**9:00 AM - 12:00 PM**

Ulster County - CPE  
 Kingston

Ulster County Building  
 Legislators Chambers, 6th Floor  
 244 Fair Street  
 Kingston, NY 12401

Info: (845)334-5470

**Friday, June 13th**  
**9:00 AM - 12:00 PM**

Columbia County  
 Hudson

401 County Office Building  
 Committee Room - 1st Floor  
 401 State Street  
 Hudson, NY 12534

Info: (518)828-3115

## June 2014 Continued...

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**Tuesday, June 17th**  
9:00 AM - 12:00 PM

Nassau County - CPE  
Freeport

Nassau County Board of Elections  
Freeport Recreation Center  
Auditorium  
130 East Merrick Rd.  
Freeport, NY 11520

Info: (516)571-2711

**Wednesday, June 18th**  
9:00 AM - 12:00 PM

Suffolk County  
Hauppauge

H. Lee Dennison Building  
100 Veteran's Memorial Hwy  
Hauppauge, NY 11788

Info: (631)852-4500

## July 2014

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**Wednesday, July 23rd**  
9:00 AM - 12:00 PM

Jefferson County  
Watertown

Jefferson Community College  
Jules Center (Building 6)  
1st Floor - Rm. 6-118  
1220 Coffeen Street  
Watertown, NY 13601

Info: (315)785-3027

**Thursday, July 24th**  
12:30 PM - 3:30 PM

Orange County  
Goshen

Orange Cty Emergency Services  
Center  
22 Wells Farm Road  
Goshen, NY 10924

Info: (845)291-2444

**Friday, July 25th**  
9:00 AM - 12:00 PM

Putnam County  
Carmel

Putnam County Board of Elections  
25 Old Route 6  
Carmel, NY 10512

Info: (845)808-1300

## August 2014

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**Wednesday, August 6th**  
9:00 AM - 12:00 PM

Suffolk County - CLE / CPE  
Hauppauge

H. Lee Dennison Building  
100 Veteran's Memorial Hwy  
Hauppauge, NY 11788

Info: (631)852-4500

**Wednesday, August 20th**  
9:00 AM - 12:00 PM

Albany County - CLE / CPE  
Albany

Albany County Office Building  
Cahill Room  
112 State Street  
Albany, NY 12207

Info: (518)487-5060