



**Board of
Elections**

Winding Down the Campaign

February 7, 2019

Election Day Is Over. What's Next?

File applicable post-election report:

- 10 Day Post-Primary Election
- 27 Day Post-General Election
- 27 Day Post-Special Election

Submit campaign materials by mail or to campaignmaterials@elections.ny.gov.

Keep committee open OR request termination to end filing obligation?

Common Misconceptions

Filing a post-election report does NOT end the candidate/committee's filing obligation.

Having a \$0 cash balance in the bank account does NOT end the candidate/committee's filing obligation.

Closing a bank account does NOT end the candidate/committee's filing obligation.

Looking to Terminate?

The only way to end a candidate/committee's filing obligation is to request termination.

Step 1 to Terminate

File all required financial disclosure reports.

- January and July Periodic reports are required of all registered committees.
- Election reports:
 - All candidates and/or their committees must file whenever the candidate's name appears on the ballot.
 - Committees supporting or opposing candidates for election must file all applicable election reports.

Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

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Independent Expenditure Reporting

Are You a Candidate?

Are You a Committee?

Register/Request Filer ID# & PIN

Handbook, Forms & Publications

File Disclosure Reports

Campaign Material

NYSBOE HOME » VIEW DISCLOSURE REPORTS

View Disclosure Reports

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Query the Database

Query Instructions

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- [View Candidate or Committee by Name](#)
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Data Availability



Board of
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Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

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Campaign Finance View Disclosure Reports » Candidate and Committee Search

Welcome! You have chosen to search o Name or Committee Name

Search by Candidate or Committee Name

**Enter Candidate Last Name or Committee Name:

Position

**** Enter all or part of the name of the filer you are looking for or leave blank to list all filers in the Electronic Filing Database.**

Submit Query

Reset



Board of
Elections

Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

FRIENDS FOR RUSTY SMITH	Member of Assembly	137	N/A	N/A	N/A	A18349
FRIENDS OF ALLEN M. SMITH	Member of Assembly	1	N/A	N/A	N/A	A01348
FRIENDS OF BARBARA SMITH	Common Council	4	Albany	City	Albany	C47435
FRIENDS OF BUCK SMITH AND JASIEL	N/A	N/A	Orange	Town	Montgomery	C49902
FRIENDS OF CATHY BERN-SMITH	County Legislator	3	Schenectady	County	Schenectady	C85395
FRIENDS OF CHRISTOPHER H. SMITH	County Legislator	39	Albany	County	Albany	C05255

Step 2 to Terminate

Confirm committee has no reports reflecting a negative balance.

If a negative balance has been reported, check for reporting errors:

- Was a contribution/expenditure entered twice?
- Were all amounts entered correctly?
- Were any contributions/expenditures omitted?
- Was the candidate's money included?



Step 3 to Terminate

Confirm committee has an ending cash balance of \$0, as reflected in your final NYSBOE campaign finance report.

If funds remain:

- Contribute to a charity recognized by the IRS
- Transfer/contribute to a political committee/ candidate
(IE committees cannot do this)
- Refund on a pro-rated basis to all contributors
- Turn over funds to the NYS General Fund

Step 4 to Terminate

Confirm committee has no outstanding loans or liabilities.

Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities.

Step 4 to Terminate (cont'd)

Loans: Evidence of Indebtedness

Filer ID: A12345

May 2018

I loan my committee \$2,000.

Gary Government

Step 4 to Terminate (cont'd)

Loans: Evidence of Forgiveness

Filer ID: A12345

November 7, 2018

I forgive the loan to my committee of \$2,000.

Gary Government

Step 5 to Terminate

Complete and submit a CF-18 form requesting termination.

Step 5 to Terminate (cont'd)

CF-18 Form

CF-18 TERMINATION OR RESIGNATION REQUEST FORM NO-ACTIVITY REPORT FORM NEW YORK STATE BOARD OF ELECTIONS <small>THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL.</small>		
Treasurer/Candidate Name:	Filer ID#:	
Committee Name:		
Please check the applicable box(es) in Sections A, B and C:		
A. I am the committee treasurer <input type="checkbox"/> -or- I am the candidate <input type="checkbox"/>		
B. I am submitting this form for the following purpose(s):		
1. <input type="checkbox"/> Requesting termination of the candidate's filing obligation as of the report indicated below.		
2. <input type="checkbox"/> Requesting termination of the committee as of the report indicated below.		
3. <input type="checkbox"/> Requesting resignation as treasurer of the committee as of the report indicated below.		
4. <input type="checkbox"/> Filing a No-Activity Report for the period indicated below.		
In order to qualify to file a No-Activity Report, there cannot have been any activity (i.e., receipts and/or expenditures, including interest, dividends and bank charges or outstanding loans or liabilities) during the reporting period and, therefore, there are no transactions to report. Filing a No-Activity Report may be done via the NYSBOE website, or by checking this box and the applicable reporting period indicated below.		
C. For the purpose(s) indicated in section B above, I am either submitting with this form on computer diskette, CD, DVD, or have submitted via e-mail, or via the NYSBOE website; or via this form through a No-Activity Report, the candidate/committee treasurer's campaign financial disclosure termination or resignation report or No-Activity Report for the period indicated below:		
1. <input type="checkbox"/> 32 Day Pre-Primary	7. <input type="checkbox"/> 32 Day Pre-Special	
2. <input type="checkbox"/> 11 Day Pre-Primary	8. <input type="checkbox"/> 11 Day Pre-Special	
3. <input type="checkbox"/> 10 Day Post-Primary*	9. <input type="checkbox"/> 27 Day Post-Special*	
4. <input type="checkbox"/> 32 Day Pre-General	10. <input type="checkbox"/> January Periodic, 20__	
5. <input type="checkbox"/> 11 Day Pre-General	11. <input type="checkbox"/> July Periodic, 20__	
6. <input type="checkbox"/> 27 Day Post-General*	12. <input type="checkbox"/> Off-Cycle Report (A report which does not correspond to any specific filing period.)	
*Campaign material or a disclaimer must be submitted with post election reports.		
I state that the information contained in the electronically filed disclosure report referenced above is in all respects true and complete to the best of my knowledge, information and belief, or I have no transactions to report for this period.		
Name- print or type	Candidate/Committee Treasurer Signature**	
Title	Date Signed	Contact Phone Number
**Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.		
Knowingly including false information in the disclosure report identified above or on this form constitutes a Class A Misdemeanor, punishable by a fine and/or imprisonment. See Penal Law §210.45.		
CF-18 11/12		



What Now?

Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

If there are issues that will hold up termination, you will be notified by the Compliance Unit.

Await Approval

Once you have submitted the request, you will receive a letter from NYSBOE indicating:

- Your committee termination has been approved or
- You have additional requirements to fulfill before termination is approved

Your filing obligation does not end until a successful termination letter has been issued.

Notify local County Board of termination.

Looking to Resign as Treasurer?

The only way to resign as a committee treasurer is to request resignation.

Step 1 to Resign as Treasurer

File all required financial disclosure reports.

- January and July Periodic reports are required of all registered committees.
- Election reports
 - All candidates and/or their committees must file whenever the candidate's name appears on the ballot
 - Committees supporting or opposing candidates for election must file all applicable election reports

Step 2 to Resign as Treasurer

Confirm committee has no reports reflecting a negative balance.

If a negative balance has been reported, check for reporting errors:

- Was a contribution/expenditure entered twice?
- Were all amounts entered correctly?
- Were any contributions/expenditures omitted?
- Was the candidate's money included?



Step 3 to Resign as Treasurer

Confirm committee has submitted letters of indebtedness and/or forgiveness for any applicable loans or liabilities reported.

Step 4 to Resign as Treasurer

Complete and submit a CF-18 form requesting resignation.

Step 5 to Resign as Treasurer

Attach a signed letter of resignation and submit with the CF-18 form.

Filer ID: A12345

December 1, 2018

Effective immediately, I hereby resign as treasurer of the ABC Committee.

Gary Government

What Now?

Once your CF-18 has been submitted, your committee will be reviewed to ensure steps one through five have been completed properly.

If there are issues that will hold up your resignation, you will be notified by the Compliance Unit.

Await Approval

Once you have submitted the request, you will receive a letter from NYSBOE indicating:

- Your resignation as treasurer has been approved or
- You have additional requirements to fulfill before your resignation can be approved

Your filing obligation does not end until a successful resignation letter has been issued.

Notify local County Board of resignation.

Question

“When can I request committee termination or treasurer resignation?”

Answer

You can request committee termination with the following reports:

- January / July Periodic Report
- 10 Day Post-Primary Report
- 27 Day Post-General / Special Report
- Off-Cycle Report

You can request treasurer resignation with any report.

Question

“How do I amend one of my reports?”

Answer

Reports are amended using the EFS Software.

- Open *Electronic Filing System Software*
- Click the report you want to amend
- Modify and *Save* the transaction(s)
- *Export* the applicable report
- Select the “*This is an Amendment*” check box and click *Continue*
- Attach file to email and submit to EFSSfiling@elections.ny.gov

Question

“What are campaign materials and how do I submit them?”

Answer

Campaign Materials include all political communication purchased and/or produced – including, but not limited to, brochures, flyers, mailers, letterheads, pamphlets, printed materials, billboards, broadcast scripts & schedules, internet advertisements.

For electronic communication, any statements or information published to 500 or more members of the general public audience qualify as Campaign Materials.

For more information, see

<http://www.elections.ny.gov/CampaignMaterial.html>



Answer (cont'd)

Campaign Materials can be submitted in one of two ways:

- Emailed as attachments to
CampaignMaterials@elections.ny.gov
- Mailed / delivered to the NYS Board of Elections

Take photos of large, unwieldy items.

If no campaign materials were produced, submit written disclaimer to NYSBOE when filing applicable report(s).



Question

“What if I filed my report and it’s not on the NYSBOE website?”

Answer

Reports may take up to one business day to appear on our website. If you do not see your report:

- Confirm you attached the report and sent it to the correct email address (EFSFiling@elections.ny.gov)
 - Correct PIN entered in EFS Software
 - Exported file name remains unchanged
- Confirm you have waited one *business* day
- Once above are confirmed, call NYSBOE Campaign Finance Call Center (1-800-458-3453)



Question

“I’m ready to resign as treasurer. Do I have to find a new treasurer first?”

Answer

No - however, it is a “best practice” to have a new treasurer register at the same time.

The new treasurer must file an amended CF-02 and/or CF-03 and/or CF-16 as applicable.

The committee may not raise or spend money until a new treasurer is chosen (*exception*: party/constituted committees).

Question

“What if I want to terminate my committee and my lender / creditor will not forgive an outstanding loan / liability?”

Answer

You must continue to file disclosure reports using Schedule N until this issue is resolved.

Holding a fundraiser to pay off outstanding loans/liabilities is permitted.

Question

“Can I use campaign money to pay for a post-election party for staff and volunteers?”

Answer

Yes, you may have a post-campaign election party paid for with campaign funds.

Note: judicial candidates may have additional requirements/restrictions (see www.nycourts.gov)

Question

“What do I do with committee records after committee termination or treasurer resignation?”

Answer

NYS Election Law 14-118 requires retention of records for a period of five years.

How to Find Us

New York State Board of Elections

www.elections.ny.gov

1-800-458-3453 –OR– (518) 474-2063

Email: cfinfo@elections.ny.gov