



**Board of  
Elections**

# **Winding Down the Campaign**

**November 9, 2021**

# Election Day Is Over. What's Next?

File applicable post-election report:

- July Periodic (for Post-Primary)
- 27 Day Post-General Election
- 27 Day Post-Special Election

Submit campaign materials by mail or upload to EFS Web Application.

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)

File a final financial disclosure report covering all activity from last submitted report through the date the termination request is made.

If requesting termination between required filings, the final report is an Off-Cycle report.

Submit final report via EFS Web Application.

Select “Termination” from left sidebar navigation when creating report.



# Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

The screenshot shows a web browser window with the URL `publicreporting.elections.ny.gov/CandidateCommitteeDisclosure/CandidateCommitteeDisclosure`. The page header includes the New York State logo and navigation links for Services, News, Government, and COVID-19 Vaccine. Below this is a dark teal navigation bar with the following links: Board of Elections, Home, Campaign Disclosure, County Board Roster, Elected Officials, Help, Contact us, and Release Notes.

The main content area is titled "Candidate/Committee Disclosures Search" and includes a breadcrumb trail: [Campaign Finance System](#) » **Candidate/Committee Disclosures Search**. On the left side, there is a "Filter" sidebar with the following sections:

- \* marks required fields
- Filer Type: All
- Status: Active
- \* Search By: - Select - (dropdown menu open showing options: - Select -, Filer ID, Candidate, Committee)



# Step 1 to Terminate (cont'd)

View your committee's disclosure reports:

← → ↻ publicreporting.elections.ny.gov/CandidateCommitteeDisclosure/CandidateCommitteeDisclosure ☆ ⚙️ 👤



Services News Government COVID-19 Vaccine

Board of Elections

Home Campaign Disclosure ▾ County Board Roster Elected Officials Help ▾ Contact us Release Notes

Filter ^

\* marks required fields

Filer Type

All ▾

Status

All ▾

\* Search By

Filer ID ▾

\* Filer ID

12345

[Campaign Finance System](#) » **Candidate/Committee Disclosures Search**

## Candidate/Committee Disclosures Search

Note: To view Disclosure Reports, select the expand icon next to Disclosure Reports to view all Disclosure Reports filed by this filer.

▾ Disclosure Reports ?

▾ 2017 Filing Year

▾ July Periodic

No-Activity Report 07/17/2017  
17:06:46

▾ January Periodic

No-Activity Report 01/14/2017  
19:36:06

▲ 2016 Filing Year

▲ 2015 Filing Year



Board of  
Elections

## 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
- Contribute to a political committee/candidate, subject to limits (*IE committees cannot do this*)
- Transfer the funds, if eligible
- 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: 12345*

*May 1, 2021*

*I loan my committee \$2,000.*

*Gary Government*

# Step 4 to Terminate (cont'd)

## Loans: Evidence of Forgiveness

*Filer ID: 12345*

*November 7, 2021*

*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.

**The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**

# Step 5 to Terminate (cont'd)

## CF-18 Form

CF-18 TERMINATION OR RESIGNATION REQUEST FORM NO-ACTIVITY REPORT FORM		
<small>NEW YORK STATE BOARD OF ELECTIONS 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.		
<small>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.</small>		
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.)	
<small>*Campaign material or a disclaimer must be submitted with post election reports.</small>		
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
<small>**Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.</small>		
<small>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.</small>		
<small>CF-18 11/19</small>		





# 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.**



# 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 1 to Resign as Treasurer (cont'd)

File a final financial disclosure report covering all activity from last submitted report through the date the resignation request is made.

If requesting resignation between required filings, the final report is an Off-Cycle report.

Submit final report via EFS Web Application.

Select “Resignation” from left sidebar navigation when creating report.



## 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.

**The form must be submitted in a hard copy version with an original signature in ink. Electronic copies are not accepted.**



# Step 5 to Resign as Treasurer

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

*Filer ID: 12345*

*December 1, 2021*

*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.**

# Question

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

# Answer

You can request committee termination with the following reports:

- January / July Periodic 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 Web Application.

- Under the File A Disclosure Report page, filter to the report you wish to amend.
- Make all applicable changes.
- Under the View/Submit Disclosure page, filter to the report you have corrected.
- Select “Amend Disclosure Report.”
- Confirm submission with date and time stamp within EFS Web Application or on NYSBOE Public Reporting page.



# 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 (i.e. social media boosts) & text messages. 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 <https://www.elections.ny.gov/CFaboutWebBasedEFS.html>.

## Answer (cont'd)

*Campaign Materials* can be submitted in one of two ways:

- Uploaded by the filer into the EFS Web Application
- Mailed / delivered to the NYS Board of Elections

Take photos of large, unwieldy items.

If no campaign materials were produced, submit disclaimer in EFS Web Application or in writing to NYSBOE.

# Question

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

# Answer

Reports are posted immediately upon submission from the EFS Web Application.

If you do not see your report on the NYSBOE Public Reporting webpage:

- Confirm you submitted the report within your EFS account by referring to the date and time stamp of submission.
- If problem remains, call NYSBOE IT Help Desk at (518) 473-4803.

# 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 to show the Outstanding Liabilities/Loans transaction type entries until the 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](http://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](http://www.elections.ny.gov)

1-800-458-3453 –OR– (518) 474-8200

Email: [cfinfo@elections.ny.gov](mailto:cfinfo@elections.ny.gov)