

Building
BLUE



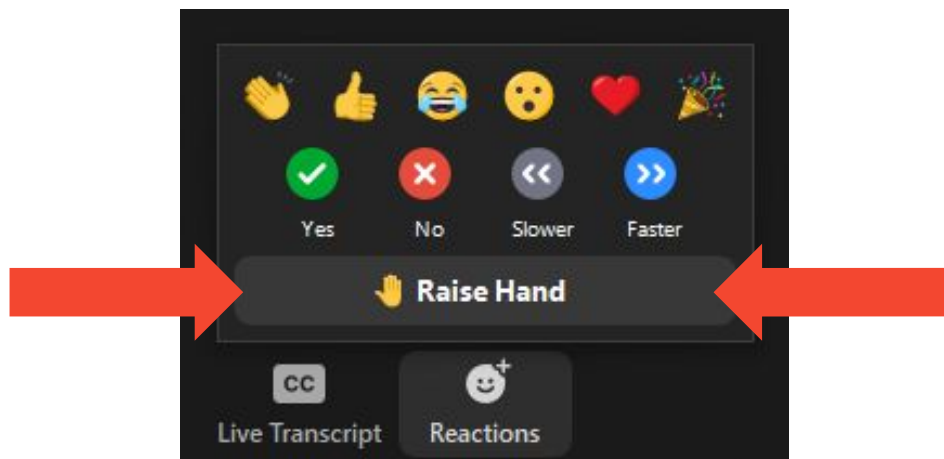
TREASURER'S TRAINING
SATURDAY, JUNE 12, 2021

RAISING YOUR HAND ON COMPUTER

STEP ONE: Click on the **“Reactions”** button at the bottom of your Zoom screen.



STEP TWO: A menu that looks like this will appear. Click **“Raise hand”**

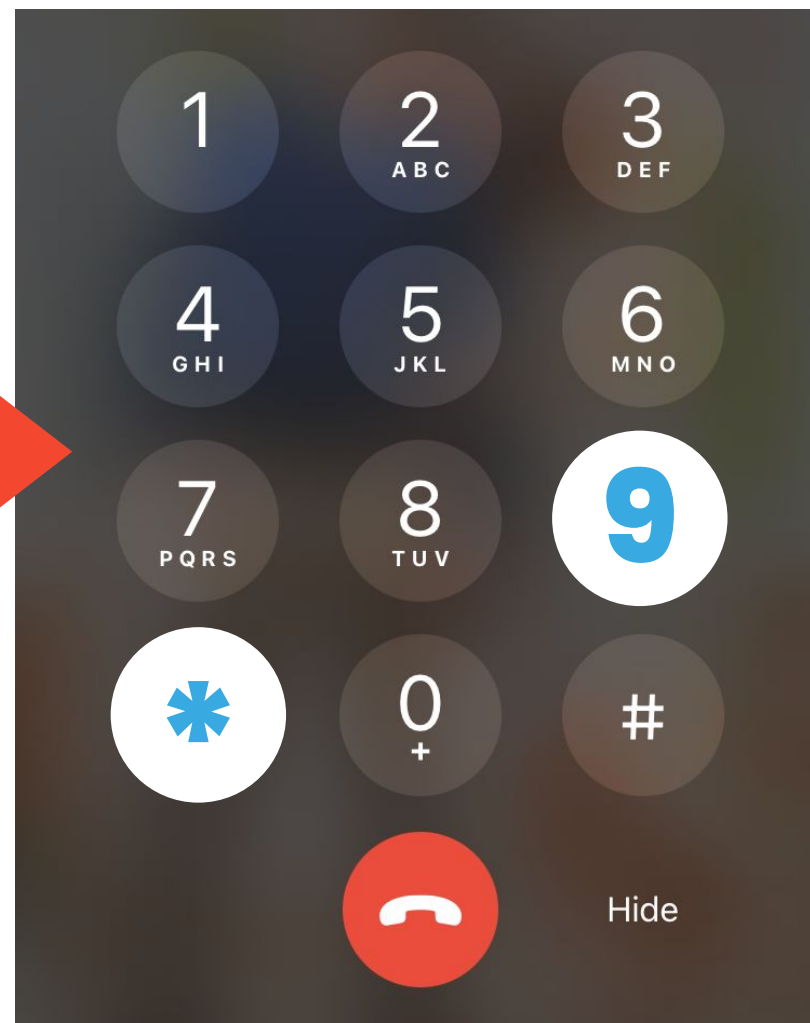
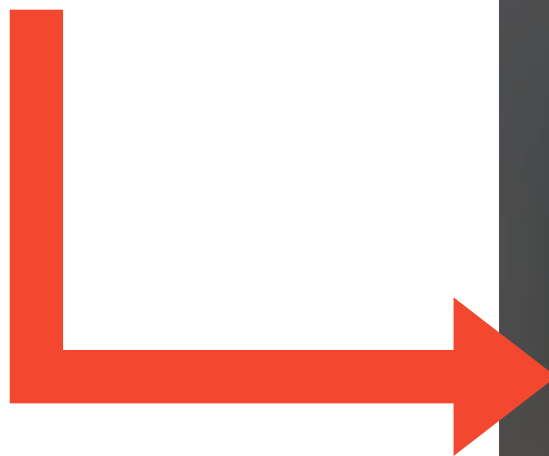


RAISING YOUR HAND ON YOUR PHONE

STEP ONE: Press *9 on your phone's keypad

**TOGGLE
MUTE/UNMUTE**

Press *6 on your
phone's keypad



Building
BLUE

A circular logo with an orange top half and a blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in white on a blue background, with the word "series" in a smaller, white, lowercase font below it. The entire circle is surrounded by a ring of small white stars.

- **Be Respectful**
- **Be Present**
- **Ask Questions**
- **Use the Chat**

NCDEMOCRATS

The word "NCDemocrats" in a bold, white, sans-serif font, enclosed within a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

Building
BLUE



**MEET YOUR
DEMOCRATIC FAMILY**

*What's the most
interesting contribution
you've ever received?*

NCDEMOCRATS



OUR AGENDA:

1. "Voice of Compliance"
2. Your Role
3. First 10 Days
4. Candidate Party Committee
5. Submitting Reports
6. Wet Signature
7. Reporting Schedules
8. Show Me the Money
9. Banned Contributions/Expenditures
10. In-Kind Contributions
11. Payment Methods
12. Legends
13. Raffles
14. Resources, Resources, Resources

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDEMOCRATS

The text "NCDemocrats" is written in a bold, white, sans-serif font inside a white rectangular border. A small white silhouette of the state of North Carolina is positioned at the bottom left corner of the border.

**VOICE OF
COMPLIANCE**

A dark, blue-tinted background image showing a hand holding a white sign. The sign has some faint, illegible text on it, possibly including the words "I will vote". The background is slightly out of focus, emphasizing the text in the foreground.

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDEMOCRATS

The text "NCDEMOCRATS" is written in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

YOUR ROLE

A dark, blue-tinted background image showing a hand holding a white sign that says "I will vote". The image is slightly out of focus and serves as a backdrop for the text.

YOUR ROLE AS TREASURER

TREASURER RESPONSIBILITIES

- Maintain all financial records of the committee.
 - Describe every transaction of the committee, and include documentation supporting all contributions and expenditures
- File all required reports accurately and **on time**
- Committees whose treasurers fail to file reports in a timely manner may incur a financial penalty
- The treasurer listed on the last filed Statement of Organization ([CRO-2100A](#)) is the treasurer of record, responsible for the compliance of the committee and subject to penalties and sanctions

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

THE FIRST 10 DAYS

NCDEMOCRATS

The text "NCDemocrats" is written in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

THE FIRST 10 DAYS

Statement of Organization–Party Committee

- Complete and submit a new *Statement of Organization* ([CRO-2100C](#))
- [CRO-3500](#) Certification of Financial Account Number Info
- Finding prior reports: www.ncsbe.gov
 - Campaign Finance → Search Campaign Funding & Spending Reports → Campaign Finance Report Search
 - Type in name to find
- **Have to complete both forms**, otherwise they continue to contact previous treasurer

Building
BLUE



**CAMPAIGN FINANCE
TRAINING:
CANDIDATE PARTY
COMMITTEE**

NCDEMOCRATS



CAMPAIGN FINANCE TRAINING

TRAINING REQUIREMENTS

- Complete within 3 months of appointment
- Once every 4 years thereafter
- Sign treasurer documents prior to the training – What happens
- What happens if I do not secure training within 3 months

CAMPAIGN FINANCE TRAINING

TRAINING


- Webinar: proof of attendance & contacts if questions..
- Training is very specific
- How to register for training


SIGNING UP FOR FINANCE TRAINING

NCSBE.GOV →

CAMPAIGN FINANCE → **TREASURER'S TRAINING** → **NC LEARNING CENTER**

North Carolina
Learning Center



User ID: 

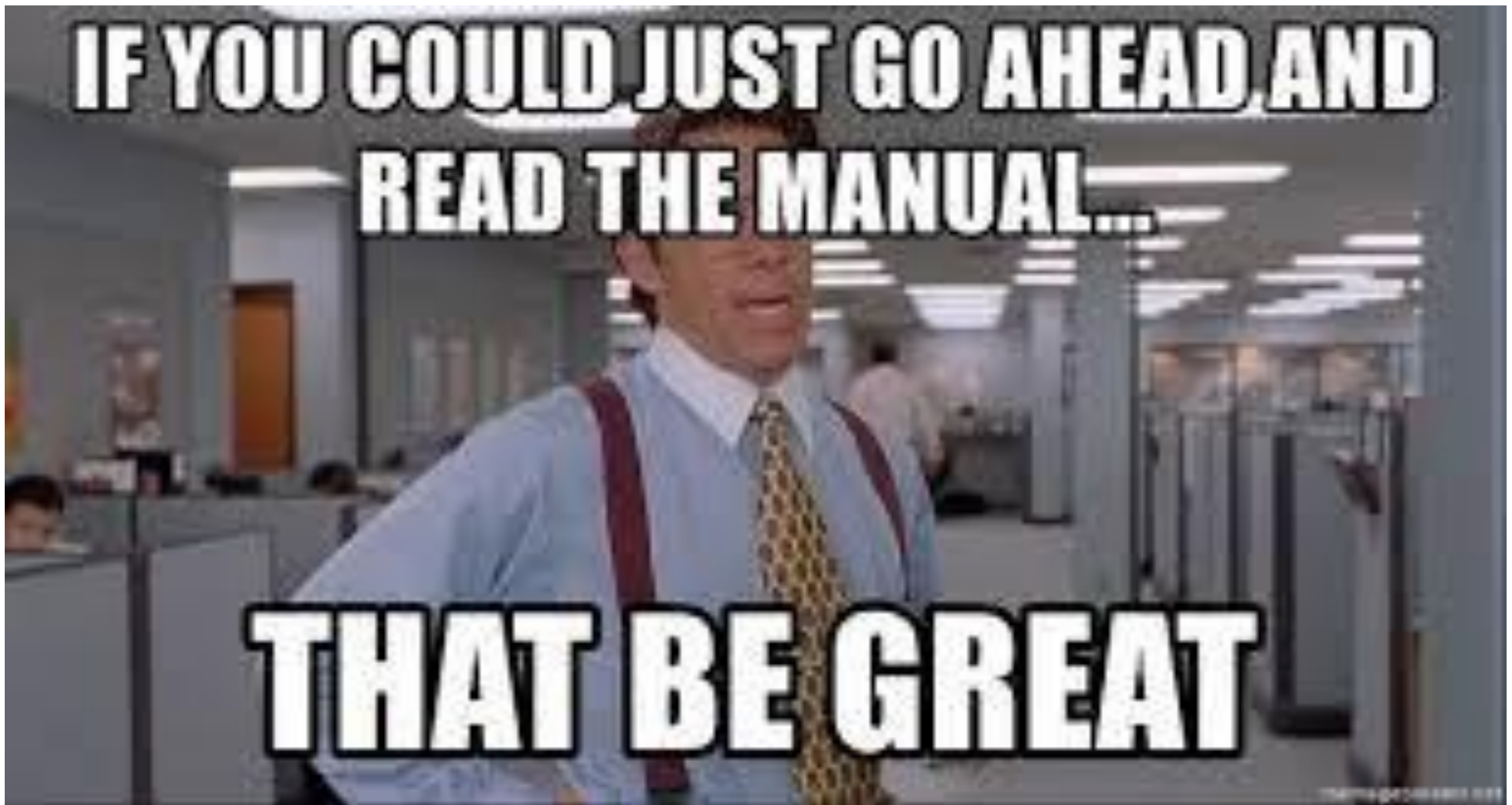
Password:

[Forgot Username?](#)

[Forgot Password? click here](#)

Register - [Click here to create account](#)

CAMPAIGN FINANCE TRAINING



CAMPAIGN FINANCE TRAINING

STEPS TO TAKE

1. Home Page | NCSB
2. Sign up for training
3. Download the manual/read
4. Take training
5. **Go back and read manual!!!**

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

SUBMITTING REPORTS

NCDEMOCRATS

The NCDemocrats logo, featuring the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

SUBMITTING REPORTS

HOW TO SUBMIT REPORTS AND BE TIMELY

- You are responsible for obtaining evidence of timely submission
- You are responsible for having the proof

SUBMITTING REPORTS

HOW TO SUBMIT

- **What method do I use to send?**
 - Certified mailing, USPS, overnight delivery by FedEx and UPS, onsite drop box at State Board of Elections
- **Online: doesn't mean faxed or emailed**
- **What address do I use?**
 - USPS: PO Box 27255
Raleigh NC 27611
 - FedEx and UPS: 430 N Salisbury St
6400 Mail Service Center
Raleigh NC 27603

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

WET SIGNATURE

A dark, semi-transparent background image showing a hand holding a document. The document has some text on it, including the words "will vote" and "e". The background is a mix of dark blue and black tones.

NCDEMOCRATS

The NCDemocrats logo, which consists of the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

WET SIGNATURE

WET SIGNATURE

- NC requires what is called a "wet signature," which means that the signature must be an original, not a photocopy or a stamp. That is why photocopies, faxes or email scans of Disclosure Reports and other documents requiring signature (with few exceptions) are not accepted. **If a photocopied signature is submitted instead of the original, the report is treated as "miscellaneous correspondence."**
- Use Blue Ink – suggestion
- Electronically does not = email or fax
- Paper filing

ELECTRONIC FILING

ELECTRONIC DOESN'T MEAN EMAIL OR FAX

- Electronic filing is an alternative for all committees **and a requirement for committees that spend over \$5,000 to affect statewide contests or if the committee raises or spends more than \$10,000 during the election cycle.** FREE software is available from our website and includes an audit feature that will identify possible violations and discrepancies before the report is filed. In addition, the software tracks all contributors entered into the system and reports only those contributors required by law to be reported.
- Software training is available at the State Board of Elections office in Raleigh. To register for training contact the Campaign Finance Office at campaign.reporting@ncsbe.gov .

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDEMOCRATS

The word "NCDemocrats" in a bold, white, sans-serif font, enclosed within a white rectangular border. A small white silhouette of the state of North Carolina is positioned at the bottom left corner of the border.

**REPORTING
SCHEDULES**

A dark, blue-toned background image showing a person's hands holding a large document or blueprint. The person is wearing a watch on their left wrist. The image is slightly blurred and has a soft, ethereal quality.

REPORTING SCHEDULE

2021

- Mid-year Semiannual: Due 7/30 2021

Report Name	Report Start Date	Report End Date	Report Due Date
Mid-year Semiannual	01/01/2021	06/30/2021	07/30/2021
Year-end Semiannual	07/01/2021	12/31/2021	01/28/2022

REPORTING SCHEDULES

2022

Report Name	Report Start Date	Report End Date	Report Due Date
First Quarter Plus	01/01/2022	02/19/2022	02/28/2022
Second Quarter	02/20/2022	06/30/2022	07/12/2022
Thirds Quarter Plus	07/01/2022	10/22/2022	10/31/2022
Fourth Quarter	10/23/2022	12/31/2022	01/11/2022
Mid-year Semiannual	01/01/2022	06/30/2022	07/29/2022
Year-end Semiannual	07/01/2022	12/31/2022	01/27/2023

REPORTING SCHEDULES

CIVIL PENALTIES

- Political Party Committees may receive penalties for late filed reports. A political Party committee's report that does not affect a statewide election would be penalized at \$50 per day not to exceed \$500.
- A report is considered to affect a statewide election if the committee made any contributions to or in support of a statewide candidate during the reporting period. If the political party committee did file a report that affected a statewide election, the committee will be penalized at a rate of \$250. Not to exceed \$10,000.
- The State Board may waive the penalty if there is good cause for the waiver.
- Waiver requests are considered, and voted on, at State Board meetings.

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

**SHOW ME THE
MONEY: REPORTING
CONTRIBUTIONS**

NCDEMOCRATS

The logo for NCDemocrats, featuring the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

WHAT IS A CONTRIBUTION?

A contribution is **anything of value whatsoever**, made to, or in coordination with, a candidate to support or oppose the nomination or election of one or more clearly identified candidates, or to a political committee, to a political party, to an affiliated party committee, or to a referendum committee, whether or not made in an election year, and any contract, agreement, or other obligation to make a contribution. [N.C.G.S. § 163-278.6\(13\)](#).

SHOW ME THE

MONEY!!!!!!!

REPORTING CONTRIBUTIONS

Contributions rcvd. from an individual that has not exceeded \$50 since the day after the last election are not required to be reported with the contributor's name, address or occupational information. The date, amount, payment method, account, and election sum-to-date shall be disclosed for all contributions, regardless of amount.

- If an individual exceeds \$50 in cumulative contributions for the election, the treasurer is required to disclose the name of that individual on the next required disclosure report **and all contributions made by that individual since the date of the last election.**
- Additionally, contributions received at a fundraiser from the sale of items such as dinner tickets, t- shirts, buttons, or hotdogs would also require disclosure and count toward an individual's \$50 threshold for identity reporting.

REPORTING CONTRIBUTIONS

PRINCIPAL OCCUPATIONS

- What is required?

BEST EFFORTS

- How do I secure the required information?
- This changed in 2020.
- Reasonable attempt to obtain this info

REPORTING CONTRIBUTIONS

08 NCAC 21 .0101 Best Efforts:

This rule specifies “best efforts” for the purposes of G.S. § 163-278.11(d). When a treasurer can show that best efforts were used to obtain, maintain and submit the required contributor information, the report of the committee shall be considered in compliance. Below are some key points, but all treasurers should review the full content of the rule.

The rule requires that all written fundraising solicitations include a request for:

- The contributor’s name,
- The contributor’s mailing address,
- The contributor’s principal occupation, and
- A statement of North Carolina law. Sample statements are in the rule.

For each contribution in excess of \$50.00, the treasurer must make at least one documented effort to obtain the missing information.

If a contributor fails to provide the required information, the treasurer must report whatever information is in the committee’s possession. Reports must be amended if contributor information is received after the contribution has been disclosed.

REPORTING CONTRIBUTIONS

• For an **employed contributor**, the committee must disclose the **contributor's job title or profession**, and the **employer's name or employer's specific field of business activity**.

• For a **self-employed contributor**, the committee must disclose the **contributor's job title or profession**, and the **name of the contributor's business or contributor's specific field of business activity**.

• For a contributor who principally earns income as a **consultant or an independent contractor**, the committee must disclose the contributor's **job title or profession**, and either (1) the name of the **principal client of the contributor**, or (2) the specific field of business activity of the principal client or clients of the contributor. •

For a contributor who **is not earning income**, but maintains an **active professional license in North Carolina** or in another jurisdiction **contributor's profession must be listed**.

If the contributor does not fall into one of the categories described above at the time the contribution is made, the committee may list the contributor as having "**no job title or profession**" and "**not employed.**" The committee **may not list the contributor as "retired."** This term does not adequately convey the current occupation of the contributor.

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white, and the bottom half contains the words "TRAINING" in blue and "series" in white. The logo is surrounded by small white stars.

TRAINING
series

**BANNED
CONTRIBUTIONS AND
EXPENDITURES**

NCDemocrats

The NCDemocrats logo, featuring the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

BANNED CONTRIBUTIONS

BEWARE

- No Anonymous Contributions
- Accepting Blank Checks is prohibited
- Name and address required for all contributions
- **No pass the hat, collection plate, etc**
- **Connect all contributions to an individual donor**
 - Hot dogs, raffle, tickets, buttons, and t-shirts included



BANNED CONTRIBUTIONS

BEWARE

- Political Party Executive and Affiliated Committee exception
- No cash contributions over \$50, per contributor /per day
- **No contributions given in the name of another**
 - What if two folks are listed on check
 - Can't accept business checks?

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white. The bottom half contains the word "TRAINING" in bold white letters and "series" in a smaller white font below it. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDemocrats

**IN-KIND
CONTRIBUTIONS**

IN-KIND CONTRIBUTIONS

- In-kind contributions (contributions of goods or services) must also be reported. The contributor should provide the committee with a statement setting forth the fair market value of the in-kind contribution. The contribution is reported on a receipt form (CRO-1205, -1210, -1220, -1230 as appropriate) and also on the In-Kind Contributions form ([CRO-1510](#)).
- Reporting on both forms serves to balance the account by adding the value to the total receipts and total expenditures, with a net impact of \$0 to the committee's cash on hand.

IN-KIND CONTRIBUTIONS

- Something of value, but **not** a monetary contribution
- Come in
- Reimbursements
 - In and out
 - It's a wash
- I obtain receipts or a statement of value from the contributor to show fair market value of the contribution

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

PAYMENT METHODS

NCDEMOCRATS

The NCDemocrats logo, featuring the word "NCDemocrats" in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

PAYMENT METHODS

DEBTS AND OBLIGATIONS

- Owed by the committee [CRO-1610](#)
- Owed to the committee [CRO-1620](#)

PAYMENT METHODS

EXPENSES

- All media expenses & all other expenses over \$50 must be paid with a verifiable form of payment
- Any amount of **postage can be paid with cash**
- If a vendor is paid for multiple expenses, each expense must be disclosed

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white, and the bottom half contains the words "TRAINING" in blue and "series" in white. The logo is surrounded by small white stars.

TRAINING
series

NCDemocrats

A hand holding a white sign that says "I will vote" in blue text. The background is dark and filled with many other similar signs, creating a sense of a large gathering or rally.

LEGENDS

LEGENDS

LEGENDS REQUIRED

- ✓ Newspaper ads
- ✓ Periodicals
- ✓ Magazines
- ✓ Newspaper Inserts
- ✓ TV ads
- ✓ Cards*
- ✓ Airplane streamers
- ✓ Radio ads
- ✓ Fliers*
- ✓ Pamphlets*
- ✓ Outdoor
- ✓ Mass mailings*
- ✓ Billboards advertising facilities
- ✓ Sound-truck advertising
- ✓ Portable signs (lighted or non-lighted; some on wheels to be pulled around, or large magnetic signs that are affixed to car doors)

LEGENDS

LEGENDS NOT REQUIRED

- X** Buttons and bumper stickers, including bumper
- X** Yard signs and window posters
- X** Barn posters
- X** Campaign paraphernalia such as balloons, shopping bags, nail files, etc., imprinted with a campaign message

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDEMOCRATS

The text "NCDEMOCRATS" is written in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.A dark, semi-transparent background image showing a hand holding a white sign with the text "I will vote" visible. The image is slightly out of focus and serves as a backdrop for the "RAFFLES" text.

RAFFLES

RAFFLES

RAFFLES

- Treasures interested in holding raffles should consult the provisions of N.C.G.S 14-309.15
 - permissible for candidates and political committees to conduct raffles under certain conditions.
 - Also raffles shall not be conducted in conjunction with bingo.
- Campaign Finance law requires that each raffle ticket sale be reported, along with the item being raffled.
- **For questions about reporting raffles in committee campaign finance reports, please contact state board staff at (919)814-0700**

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDEMOCRATS" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDEMOCRATS

The word "NCDemocrats" in a bold, white, sans-serif font, enclosed within a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

**RESOURCES,
RESOURCES,
RESOURCES**

A dark, blue-toned background image showing a person's hand holding a white sign. The sign is partially visible and appears to have some text on it, though it is mostly obscured by the foreground text and the dark lighting.

RESOURCES, RESOURCES, RESOURCES

GREAT RESOURCES

- [Campaign Finance Manual](#)
- Campaign Finance Staff – (919) 814-0700
- Campaign.reporting@ncsbe.gov
- State Board of Elections website
 - www.ncsbe.gov (Board of elections contacts, Short Courses, Form & Instructions, Software, etc.)
- Reporting Schedules
- Best Efforts

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal line. The top half contains the word "NCDemocrats" in white on an orange background. The bottom half contains the word "TRAINING" in blue on a white background and the word "series" in white on a light blue background. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

NCDemocrats

The text "NCDemocrats" is written in a bold, white, sans-serif font inside a white rectangular border. A small white outline of the state of North Carolina is positioned at the bottom left corner of the border.

QUESTIONS?

A dark, blue-tinted background image showing a crowd of people holding up protest signs. One sign in the foreground is clearly visible and reads "I will vote". The scene is dimly lit, suggesting an evening or indoor setting with low light.



THANK YOU!

Building
BLUE

A circular logo with an orange top half and a light blue bottom half, separated by a white horizontal band. The top half contains the word "NCDEMOCRATS" in white capital letters. The white band contains the word "TRAINING" in bold blue capital letters. The bottom half contains the word "series" in a blue script font. The entire circle is surrounded by a ring of small white stars.

TRAINING
series

PAID FOR BY THE NORTH CAROLINA DEMOCRATIC PARTY (WWW.NCDP.ORG).
NOT AUTHORIZED BY ANY CANDIDATE OR CANDIDATE'S COMMITTEE.