CAMPAIGN SPENDING COMMISSION

Noncandidate Committee Filing System

This Manual has been prepared by the Hawaii Campaign Spending Commission ("Commission") to assist your committee in filing disclosure reports online in the Noncandidate Committee Filing System ("NCFS"). For a complete understanding of the campaign finance laws, we recommend committees to review the Noncandidate Committee Guidebook; the Treasurer's Guidebook; Chapter 11, Part XIII of the Hawaii Revised Statutes; and Hawaii Administrative Rules which are all available on the Commission's website located at www.hawaii.gov/campaign.

Revised December 2013

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I. INTERNET ACCESS & BROWSER RECOMMENDATIONS

To file your disclosure reports electronically on the NCFS, the Commission has the following recommendations.

- For Internet access, broadband connection such as DSL or cable is preferred.

- For an Internet browser, Mozilla Firefox 1.5 or later, Google Chrome, or Internet Explorer 6.0 or later is optimal.

- For Internet Explorer 10 users, *Compatibility View* must be turned on to use this application. Click “IE10 Compatibility View Instructions” link on the NCFS login page for assistance.

Notably, the NCFS is Mac compatible.

II. LOGIN TO THE NCFS

1. Go to www.hawaii.gov/campaign

2. Click **Noncandidate Committees**

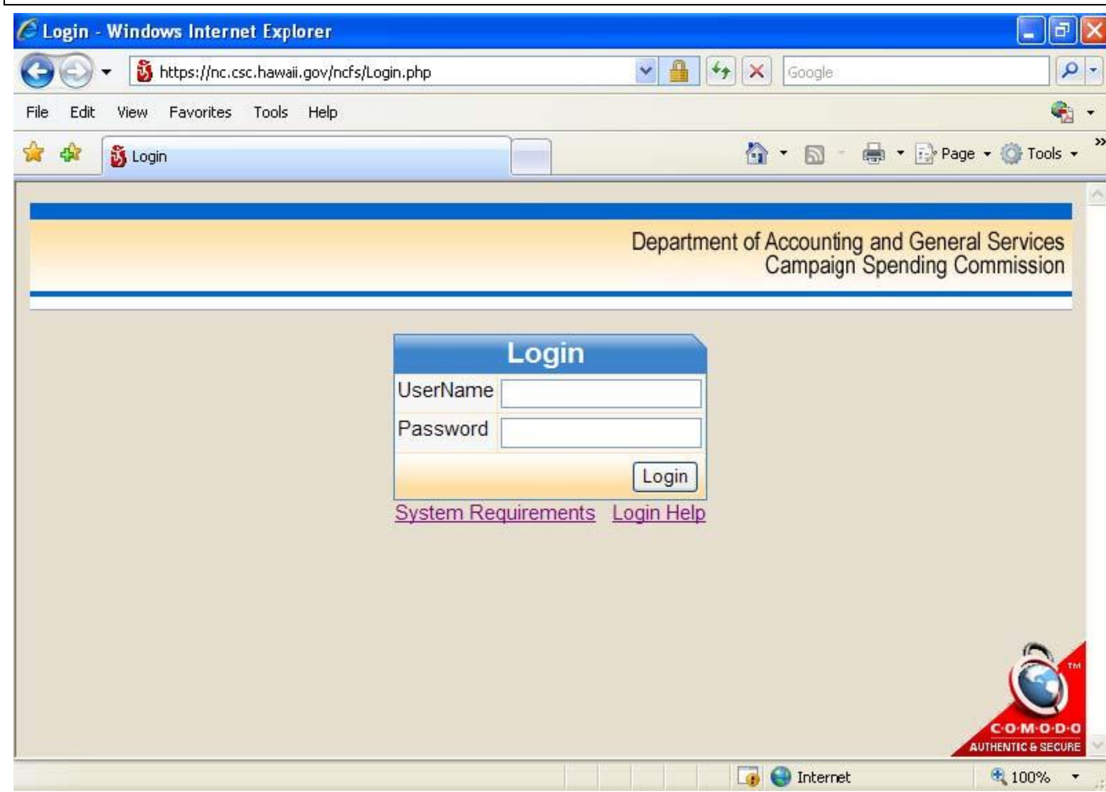
3. Click **Noncandidate Committee Filing System**

4. Click **Noncandidate Committee Filing System ("NCFS") Login.**

For first-time NCFS registrants, in order to access the NCFS, you will need to obtain a user name and password from the Commission which can only be done by completing and submitting the "Noncandidate Committee Electronic Filing Form." See, Part IV – Organizational Report in this Manual.

5. Login using the administrator user name and password issued to you by the Commission.

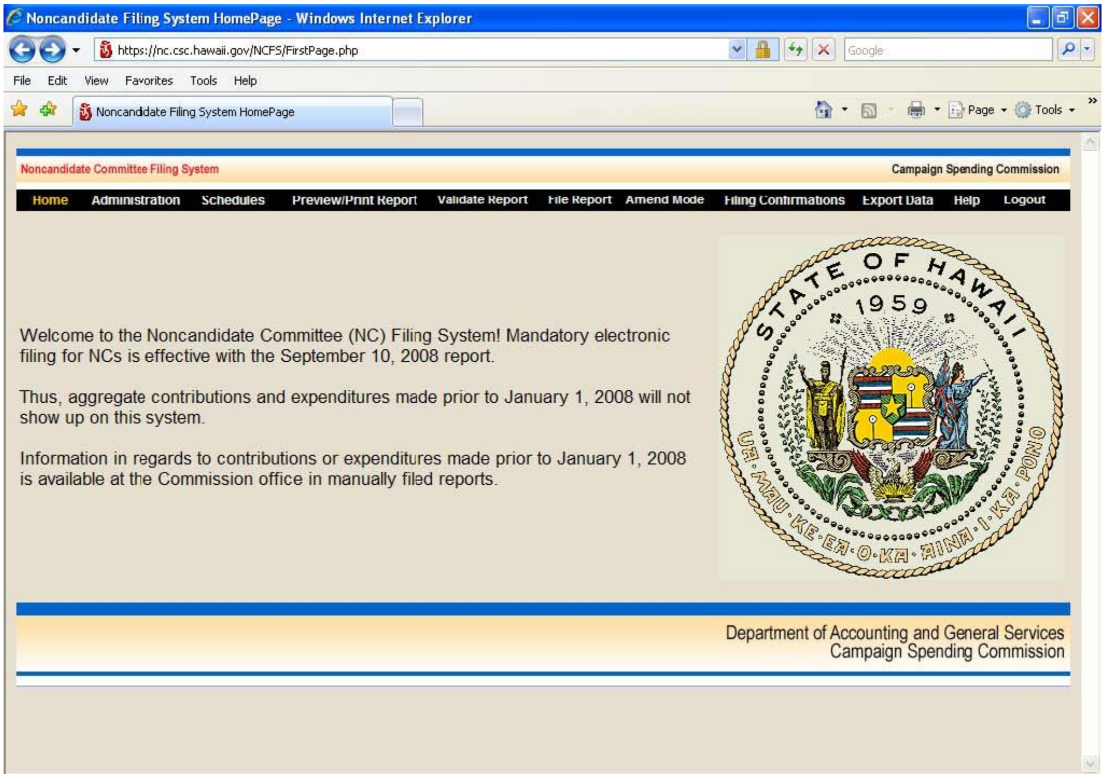
For first-time NCFS registrants, the "Organizational Report – Noncandidate Committee " will appear on screen which will need to be completed and filed. See, Part IV – Organizational Report in this Manual.



III. HOME PAGE

Once your noncandidate committee is registered, whenever you login to the NCFS you will start at the Home page.

There are 11 headings on the **Home** page described as follows:



1. **Home** - Returns you to the Home page

2. **Administration**
   a. View/Print Organizational Report
   b. Edit Organizational Report – Update the contact information for your committee
   c. Change Password – A minimum of 1 and not more than 8 characters
   d. Reporting Schedules – Choose your reporting periods in order to file your reports

3. **Schedules**
   a. Name Table
   b. Schedule A – Contributions Received
   c. Schedule B1 – Contributions to Candidates
   d. Schedule B2 – Expenditures Made
   e. Schedule C – Other Receipts
   f. Schedule D – Unpaid Expenditures (includes payment/forgiving)
   g. Schedule E – Durable Assets

Schedules A and C – Use to report money received by the noncandidate committee

Schedules B1, B2, D and E – Use to report money spent by the noncandidate committee

4. **Preview/Print Report**
   a. Disclosure Report – Summary of Schedules A through E
   b. Special Report
      1. Late Contributions Report – This report is not required if late contributions are not received or made to candidates.

5. **Validate Report**
   a. Name Validation
   b. Contributions Received Limit Validation
   c. Contributions to Candidates Limit Validation

6. **File Report**
   a. Disclosure Report – Reports must be filed even if your committee has no activity to report for a particular reporting period.
   b. Special Report
      1. Late Contributions Report – This report is not required if late contributions are not received or made to candidates

7. **Amend Mode** – Committees are able to amend reports that were previously filed

8. **Filing Confirmations**
   a. Disclosure Report
   b. Late Contributions Report

9. **Export Data** - This tab allows data entered under Schedules to be exported in Excel format

10. **Help** - Provides direct on-line access to this manual

11. **Logout** - Logs you out of the NCFS and takes you back to the login screen

IV. ORGANIZATIONAL REPORT

(Listed under **Administration**)

A. **<u>REGISTRATION</u>** - If this is your first time using the NCFS, you must first obtain access to the NCFS by completing and submitting to the Commission a “Noncandidate Committee Electronic Filing Form” which is available on the Commissioner’s website by clicking **Noncandidate Committees** and then on **Forms**. The Commission will then issue you a user name and password to permit you to login to the NCFS to register your committee by completing the Organizational Report which must be filed within ten days of the following:

1. Receiving contributions in an aggregate amount of more than $1,000 within a two-year election period; or
2. Incurring expenditures in an aggregate amount of more than $1,000 within a two-year election period.

The Organizational Report is due within two days if either of the thresholds above is exceeded within thirty days of an election.

Failure to timely register may result in an administrative fine.

B. **<u>FILE ORGANIZATIONAL REPORT</u>** – The Organizational Report is divided into 4 parts which must be completed unless “optional” is indicated below:

1. **Noncandidate Committees**

   a. Noncandidate Committee Name - Pre-filled by the Commission upon receipt of the “Noncandidate Committee Electronic Filing Form”

   b. Address 1 – Type in the address of your noncandidate committee

   c. Address 2 - Optional

   d. City, State, Zip Code – Type in this information

   e. Business Phone – Type in the phone number of your noncandidate committee

   f. Area, Scope, or Jurisdiction - **Select Value** or the area, scope, or jurisdiction of your noncandidate committee by clicking the down arrow

NCC's registered as Independent Expenditure Committees (i.e., Super PACs), scroll to the bottom of the drop down menu and choose "Independent Expenditure" as your area, scope, or jurisdiction.

(1) Ballot Issue Description - Type in a description if "Ballot Issue" was selected in Area, Scope, or Jurisdiction

(2) Single Candidate Name - Type in a description if "Single Candidate" was selected in Area, Scope, or Jurisdiction

(3) Political Party Affiliation - **Select** the political party by clicking the down arrow if "Political Party" was selected in Area, Scope, or Jurisdiction

g. Bank Name – Type in the bank name of the noncandidate committee

h. Address 1 – Type in the bank's address

i. Address 2 - Optional

j. City/State/Zip Code – Type in this information

k. Account Number – Type in the bank account number. Account numbers will not be posted on the public website

If your committee has more than one account, click **More Bank Account** to enter additional accounts. Account numbers will not be posted on the public website for the NCFS.

List of Additional Depository

Total Records: 0

BANK NAME	ACCOUNT NO.	ADDRESS1	ADDRESS2	CITY	STATE	ZIP CODE
No records						

Add New 1 of 1

2. **Officers (Chairperson/Treasurer/Custodian of Books and Accounts)**

   a. Chairperson/Treasurer Full Name - Pre-filled by the Commission upon receipt of the "Noncandidate Committee Electronic Filing Form"

   b. Address 1 – Type in the chairperson's or treasurer's address

   c. Address 2 – Optional

   d. City/State/Zip Code – Type in this information

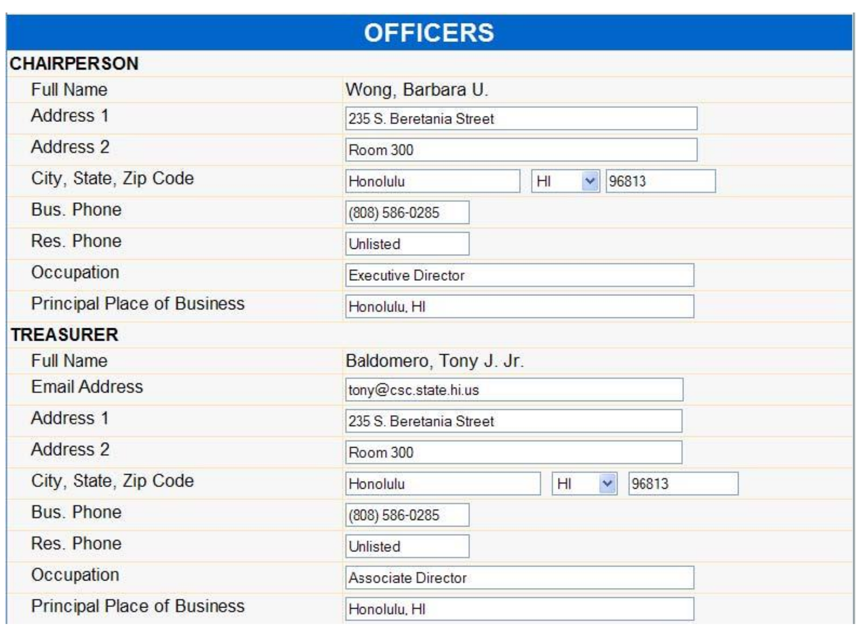
   e. Business and Residential Phone – Type in the phone number of the chairperson or treasurer. Resident numbers will not be posted on the public website.

   f. Occupation – Type in the chairperson's or treasurer's occupation

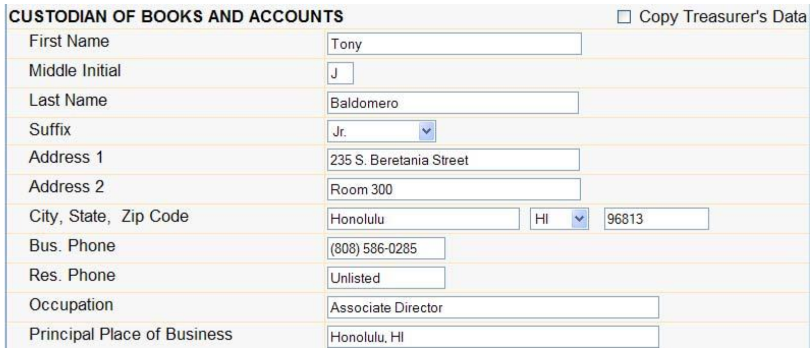
   g. Principal Place of Business – Type in the chairperson's or treasurer's place of business

   h. Treasurer's Email Address - Pre-filled by the Commission upon receipt of the "Noncandidate Committee Electronic Filing Form." The email address will not be posted on the public website.

   i. Custodian of Books and Accounts - If the custodian is the same person as the treasurer, click **Copy Treasurer's Data** checkbox and the fields will be pre-filled with the treasurer's information.



OFFICERS	
CHAIRPERSON	
Full Name	Wong, Barbara U.
Address 1	235 S. Beretania Street
Address 2	Room 300
City, State, Zip Code	Honolulu, HI, 96813
Bus. Phone	(808) 586-0285
Res. Phone	Unlisted
Occupation	Executive Director
Principal Place of Business	Honolulu, HI
TREASURER	
Full Name	Baldomero, Tony J. Jr.
Email Address	tony@csc.state.hi.us
Address 1	235 S. Beretania Street
Address 2	Room 300
City, State, Zip Code	Honolulu, HI, 96813
Bus. Phone	(808) 586-0285
Res. Phone	Unlisted
Occupation	Associate Director
Principal Place of Business	Honolulu, HI

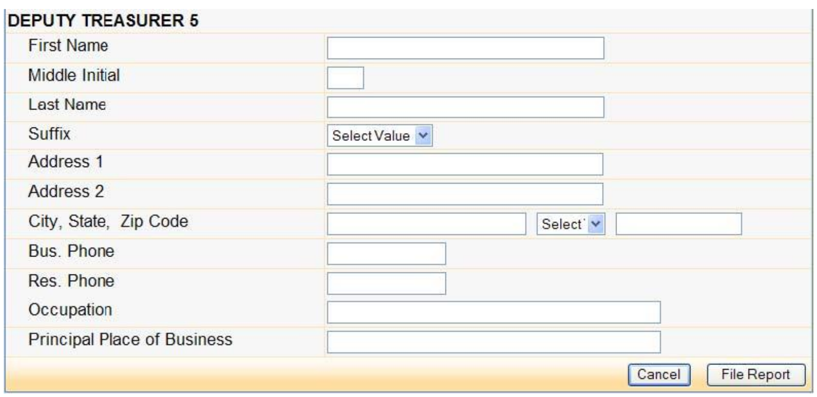


CUSTODIAN OF BOOKS AND ACCOUNTS	☐ Copy Treasurer's Data
First Name	Tony
Middle Initial	J
Last Name	Baldomero
Suffix	Jr.
Address 1	235 S. Beretania Street
Address 2	Room 300
City, State, Zip Code	Honolulu · HI · 96813
Bus. Phone	(808) 586-0285
Res. Phone	Unlisted
Occupation	Associate Director
Principal Place of Business	Honolulu, HI

3. **Deputy Chairperson** - Optional

4. **Deputy Treasurer** – Optional. Up to 5 deputy treasurers may be entered.

Scroll to the bottom of the screen and click **File Report**. Your noncandidate committee is now registered with the Commission.



DEPUTY TREASURER 5	
First Name	
Middle Initial	
Last Name	
Suffix	Select Value
Address 1	
Address 2	
City, State, Zip Code	Select
Bus. Phone	
Res. Phone	
Occupation	
Principal Place of Business	
	Cancel · File Report

You will <u>not be</u> able to change the names of your officers. If there is a change in an officer, you must complete and submit a new "Noncandidate Committee Electronic Filing Form" with the signature(s) of your new officer(s). This must be completed within ten days the change is brought to the attention of the committee. The Commission will input the name(s) of your new officer(s). Your committee will then be responsible for updating their contact information.

C. <u>UPDATE/EDIT/AMEND ORGANIZATIONAL REPORT</u> – Within ten days of a change to your noncandidate committee, you are required to update, edit, and/or amend your committee's Organizational Report.

1. Click **Administration**

2. Click **Edit Organizational Report.** Enter the changes and scroll to the bottom of the screen.

3. Click **File Report**

V. REPORTING SCHEDULES

(Listed under **Administration)**

The Reporting Schedule is a list of reports you must electronically file on the NCFS and their due dates. It is critical that you record these deadlines in your calendar so that your committee is not fined for not filing a report or untimely filing a report.

> Before you can file a report, you must add the appropriate reporting period to your reporting schedule. Be sure you have the correct reporting schedule by checking the Commission's website.

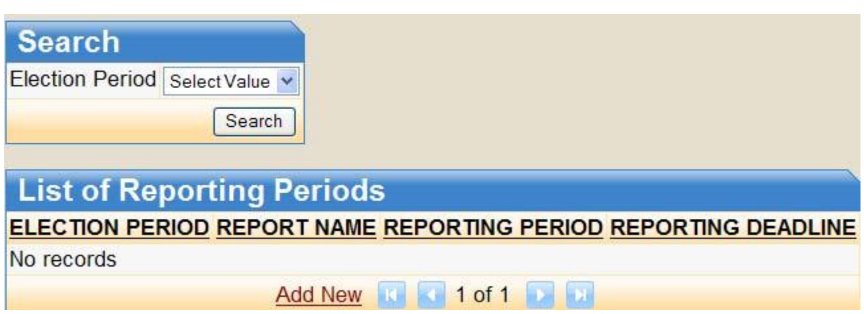
A. **OBTAINING A REPORTING SCHEDULE** – Access the reporting schedule by going to the Commission website's **Home** page.

1. Click **Noncandidate Committee**
2. Click **Reporting Schedules**
3. Print this document for your records and to assist you in adding the proper reports to your schedule (see below).

B. **ADDING REPORTING PERIODS TO YOUR REPORTING SCHEDULE** – To ensure the proper filing of your disclosure reports, you must first add reporting periods to your schedule.

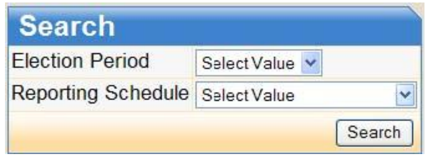
1. Click **Administration**
2. Click **Reporting Schedules**

3. Under List of Reporting Periods, click **Add New** to add a new reporting period



4. On the Search page, under Election Period, **Select Value** or the current 2-year election period by clicking the down arrow

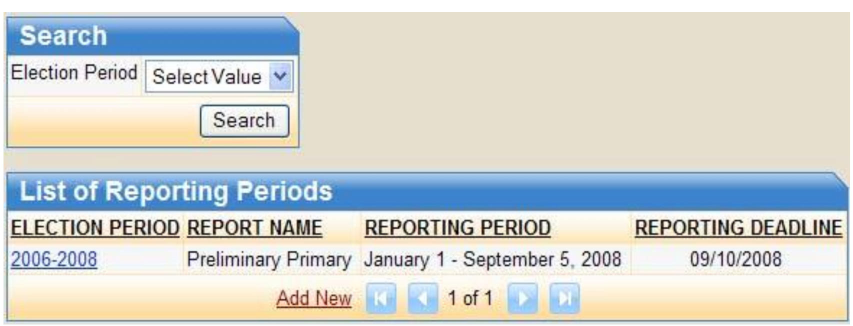
5. Under Reporting Schedule, **Select Value** or current Noncandidate Committee (20XX Election Period)



6. Click **Search** which will then bring you to the List of Reporting Periods screen

7. Click **Add** next to the report you want added to your List of Reporting Periods. Reports are added separately in chronological order.

8. The report added and the reporting period will be displayed under the List of Reporting Periods



9. Repeat steps #3 – #8 above to add the next report in the order listed from your reporting schedule

C. **<u>DELETING AN INCORRECT REPORTING PERIOD</u>** – If you mistakenly added an incorrect reporting period:

1. Click **Administration**

2. Click **Reporting Schedules** which will then bring you to the List of Reporting Periods screen

3. Under the Election Period column heading, click on the election period for the report you would like to delete

4. Under **Delete Reporting Period**, click **Delete**

5. Under Delete Record?, click **OK**

6. Your List of Reporting Periods screen will be displayed.

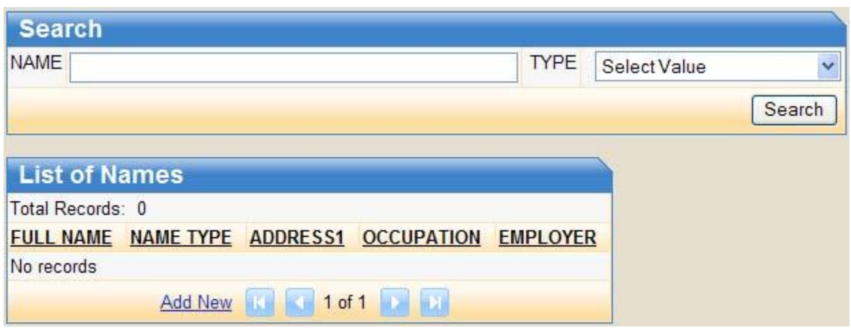
Once a report is filed for a specific reporting period, it will be eliminated from your List of Reporting Periods. If you need to amend a report, you do not need to add the reporting period again, just click the Amend Mode heading and you will be able to amend and file a previously filed report.

VI. ENTERING CAMPAIGN FINANCE ACTIVITY

(Listed under **Schedules**)

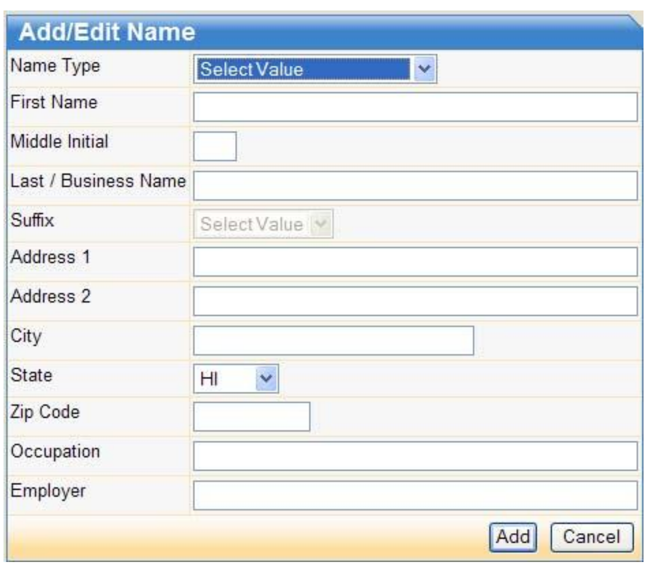
A. **<u>NAME TABLE</u>** – Every contributor's/vendor's name and address entered into the NCFS will be stored here to prevent data duplication and to help keep track of aggregate contributions.

When you click **Name Table**, List of Names screen will be displayed. You can use the **Search** field (need to type in all capital letters) to find names previously entered. If a name does not appear in your search, the message "No records" will be displayed.



1. **<u>ADDING A NAME</u>** - To add a name to the Name Table, click **Add New**.

   a. Add/Edit Name screen will be displayed.



b. Under Name Type, select the appropriate category under **Select Value** by clicking the down arrow.

c. Enter the information that applies in the open fields, click **Add**.

d. A List of Names screen will be displayed. Repeat the above steps to enter additional names.

Once a name has been entered, you do not need to "Add" that name again when entering a new activity in Schedules A - E. This feature prevents data duplication.

2. **<u>EDITING/DELETING A NAME</u>** - To edit/delete a name in the Name Table, when you click **Name Table**, a List of Names screen will be displayed.

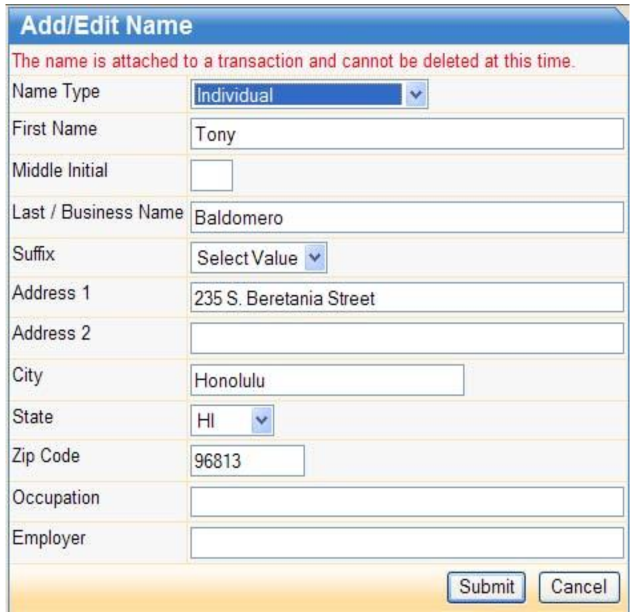
a. Click on the person's/vendor's name under the heading Full Name.

b. Add/Edit Name screen will be displayed.

c. Make the necessary changes, click **Submit**. List of Names screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. A List of Names screen will be displayed.



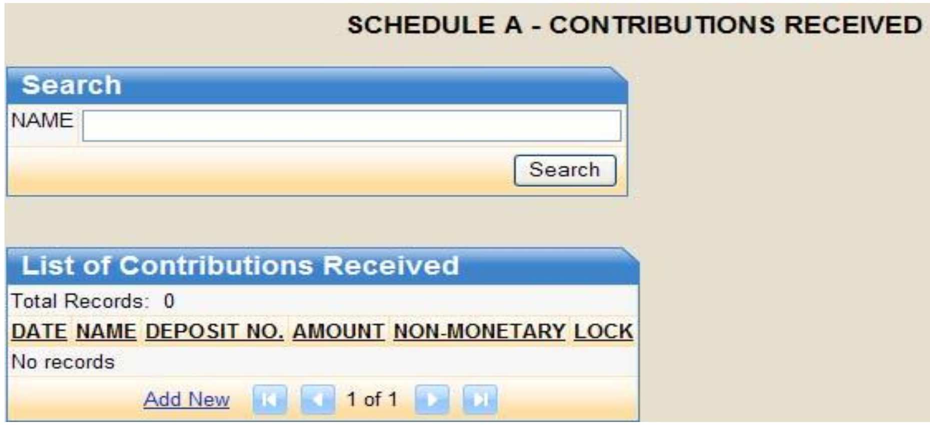
A name cannot be deleted from the Name Table if the name is attached to a transaction reported in the NCFS. You can edit a name and address from your Name Table, but if the previous unedited name or address was filed in a report, the change will not be reflected in that report. You will need to file that report again in Amend Mode.

B. SCHEDULE A – CONTRIBUTIONS RECEIVED – All monetary and non-monetary contribution(s) to the committee must be reported on Schedule A. Contributions are anything of value including money, gifts, cancellation of debts or legal obligations, purchase of tickets to a fundraiser, etc., for the purpose of influencing the nomination for election, or the election, of any candidate to office.

You do not need to wait until a filing deadline to begin entering contributions. Only aggregate contributions of more than $100 in an election period will be itemized in Schedule A.

1. **ADDING A CONTRIBUTION** - To add a contribution, when you click on **Schedule A**, a List of Contributions Received screen will be displayed.

   a. Click **Add New** to enter a contribution.



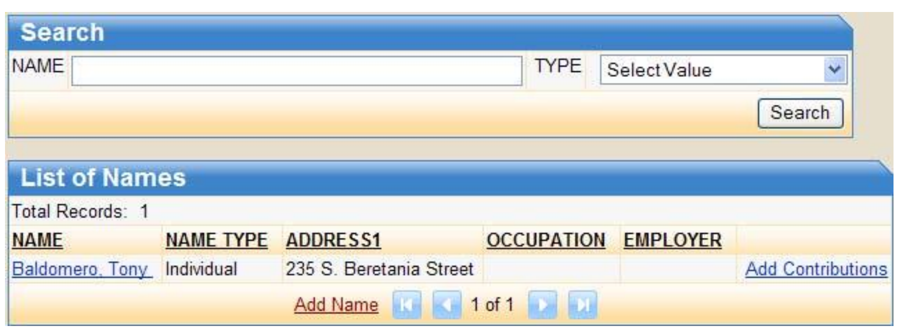
b. List of Names screen will be displayed.

(1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

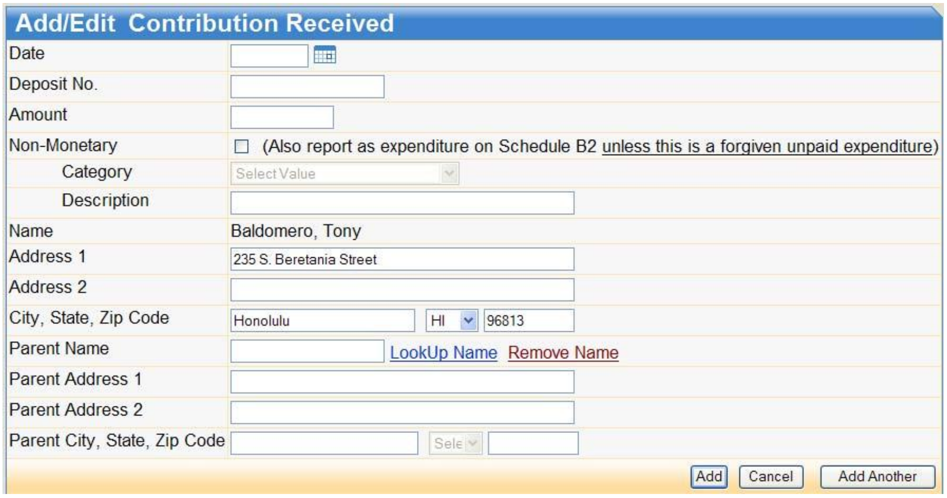
(2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

> Occupation and Employer must be included if “Individual” was selected as the contributor’s Name Type and the contributor made aggregate contributions of more than $100 during the noncandidate committee’s two-year election period.

(3) If the name appears in the name search, click **Add Contributions** (listed to the right of contributor’s name).



c. Add/Edit Contribution Received screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry (deposit date) is always - mm/dd/yyyy

(2) Deposit No. (issued from the bank) – Optional

(3) Amount - Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Non-Monetary – Check this box if contribution is non-monetary

If a non-monetary contribution is received, you must enter an off-setting expenditure on Schedule B2. This is very important!

(a) Under Category, **Select Value** or the type of the non-monetary contribution by clicking the down arrow.

(b) Under **Description**, type in a description of the non-monetary contribution.

(5) Parent Name, Parent Address 1, Parent Address 2, Parent City, State and Zip Code – These areas must be filled in if a contribution was received from a minor. The contribution will be reported in the name of the minor, but aggregated with the parent's or guardian's contribution.

d. Click **Add** which will then bring you back to List of Contributions Received screen <u>or</u> click **Add Another** which will bring you to List of Names screen to begin entering the next contribution.

2. **<u>EDITING/DELETING A CONTRIBUTION</u>** - To edit/delete a contribution, when you click on **Schedule A**, a List of Contributions Received screen will be displayed.

a. Click on the date the contribution was received that you want to edit/delete.

b. Add/Edit Contribution Received screen will be displayed.

c. Make the changes and click **Submit**. List of Contributions Received screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

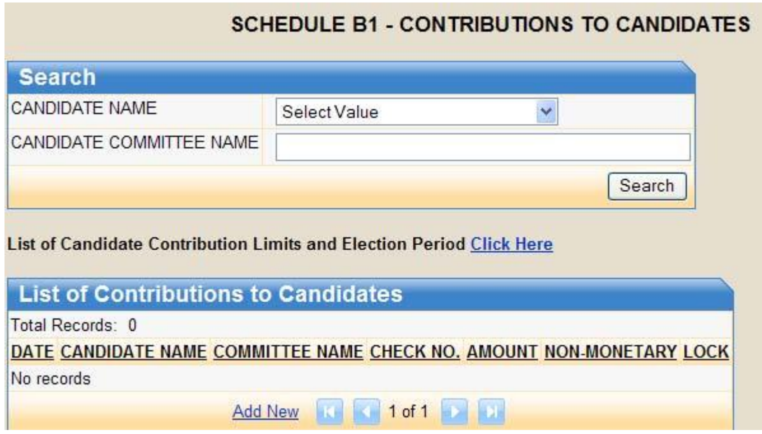
e. List of Contributions Received screen will be displayed.

> Contributions filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

C. <u>SCHEDULE B1 – CONTRIBUTIONS TO CANDIDATES</u> – All monetary and non-monetary contribution(s) made to candidates must be reported on Schedule B1.

1. **<u>ADDING A CONTRIBUTION</u>** - To add a contribution, when you click on **Schedule B1**, a List of Contributions to Candidates screen will be displayed.

a. Click **Add New** to enter a contribution


SCHEDULE B1 - CONTRIBUTIONS TO CANDIDATES

Search

CANDIDATE NAME: Select Value

CANDIDATE COMMITTEE NAME:

Search

List of Candidate Contribution Limits and Election Period Click Here

List of Contributions to Candidates

Total Records: 0

DATE	CANDIDATE NAME	COMMITTEE NAME	CHECK NO.	AMOUNT	NON-MONETARY	LOCK
No records						

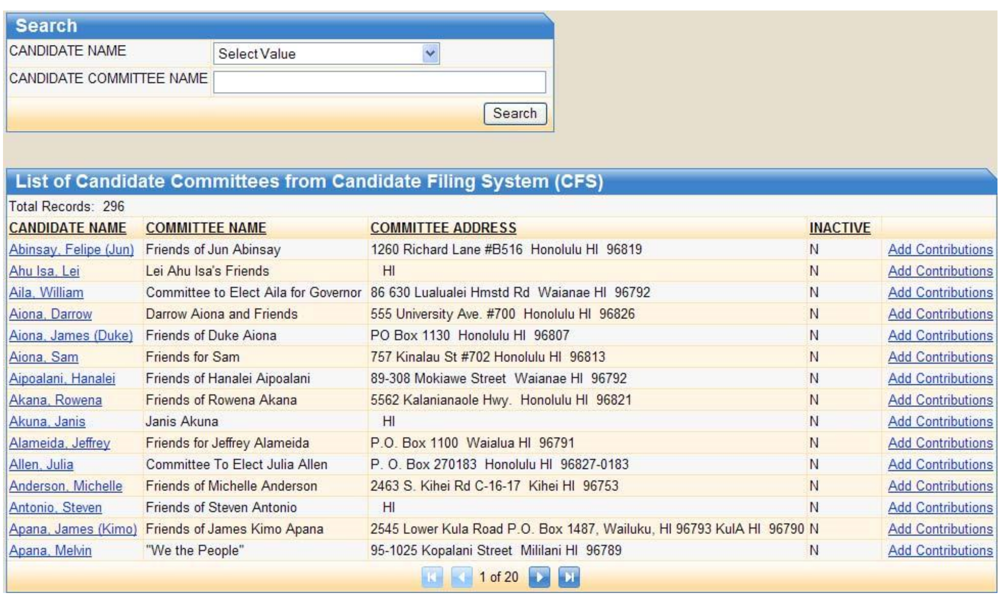
Add New 1 of 1

b. List of Candidate Committees from Candidate Filing System (CFS) screen will be displayed.

(1) You can use the **Search** field, **Select Value** to select a candidate's name by clicking the down arrow to expand the pull down menu; or

(2) You can use the **Search** field (need to type in all capital letters) to find a candidate committee's name.

(3) When the candidate's name appears in the name search, click **Add Contributions** (listed to the right of the candidate's name).


Search

CANDIDATE NAME: Select Value

CANDIDATE COMMITTEE NAME:

Search

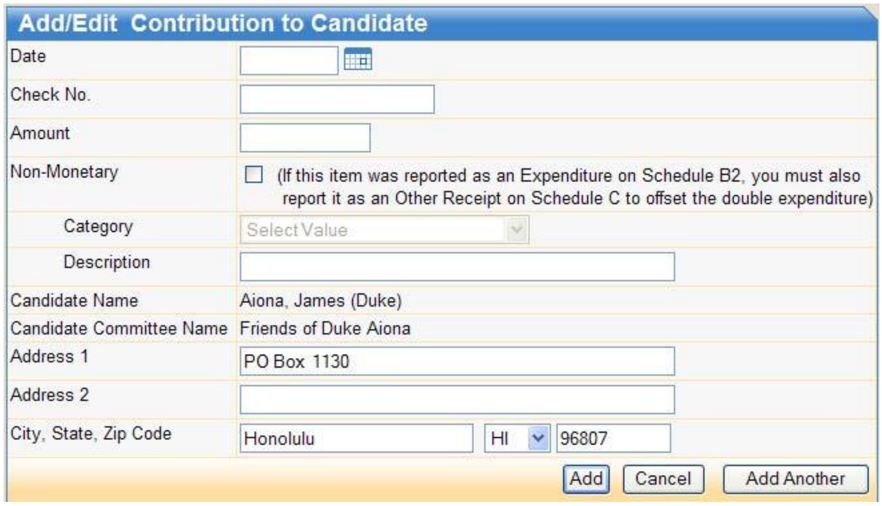
List of Candidate Committees from Candidate Filing System (CFS)

Total Records: 296

CANDIDATE NAME	COMMITTEE NAME	COMMITTEE ADDRESS	INACTIVE	
Abinsay, Felipe (Jun)	Friends of Jun Abinsay	1260 Richard Lane #B516 Honolulu HI 96819	N	Add Contributions
Ahu Isa, Lei	Lei Ahu Isa's Friends	HI	N	Add Contributions
Aila, William	Committee to Elect Aila for Governor	86 630 Lualualei Hmstd Rd Waianae HI 96792	N	Add Contributions
Aiona, Darrow	Darrow Aiona and Friends	555 University Ave. #700 Honolulu HI 96826	N	Add Contributions
Aiona, James (Duke)	Friends of Duke Aiona	PO Box 1130 Honolulu HI 96807	N	Add Contributions
Aiona, Sam	Friends for Sam	757 Kinalau St #702 Honolulu HI 96813	N	Add Contributions
Aipoalani, Hanalei	Friends of Hanalei Aipoalani	89-308 Mokiawe Street Waianae HI 96792	N	Add Contributions
Akana, Rowena	Friends of Rowena Akana	5562 Kalanianaole Hwy. Honolulu HI 96821	N	Add Contributions
Akuna, Janis	Janis Akuna	HI	N	Add Contributions
Alameida, Jeffrey	Friends for Jeffrey Alameida	P.O. Box 1100 Waialua HI 96791	N	Add Contributions
Allen, Julia	Committee To Elect Julia Allen	P. O. Box 270183 Honolulu HI 96827-0183	N	Add Contributions
Anderson, Michelle	Friends of Michelle Anderson	2463 S. Kihei Rd C-16-17 Kihei HI 96753	N	Add Contributions
Antonio, Steven	Friends of Steven Antonio	HI	N	Add Contributions
Apana, James (Kimo)	Friends of James Kimo Apana	2545 Lower Kula Road P.O. Box 1487, Wailuku, HI 96793 KulA HI 96790	N	Add Contributions
Apana, Melvin	"We the People"	95-1025 Kopalani Street Mililani HI 96789	N	Add Contributions

1 of 20

c. Add/Edit Contribution to Candidate screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always – mm/dd/yyyy

(2) Check No. – Optional

(3) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Non-Monetary – Check this box if contribution is non-monetary

For each non-monetary contribution made to a candidate, you must enter an off-setting expenditure on Schedule B2, as well as an off-setting entry on Schedule C. This will off-set the double expenditure entries made in Schedules B1 and B2. This is very important!

(a) Under Category, **Select Value** or the type of the non-monetary contribution by clicking the down arrow.

(b) Under **Description**, type in a description of the non-monetary contribution.

d. Click **Add** which will then bring you back to List of Contributions to Candidates screen <u>or</u> click **Add Another** which will bring you to List of Candidate Committees from Candidate Filing System (CFS) screen to begin entering the next contribution.

2. **<u>EDITING/DELETING A CONTRIBUTION</u>** - To edit/delete a contribution, when you click on **Schedule B1**, a List of Contributions to Candidates screen will be displayed.

a. Click on the date the contribution was made that you want to edit/delete.

b. Add/Edit Contribution to Candidate screen will be displayed.

c. Make the changes and click **Submit**. List of Contributions to Candidates screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. List of Contributions to Candidates screen will be displayed.

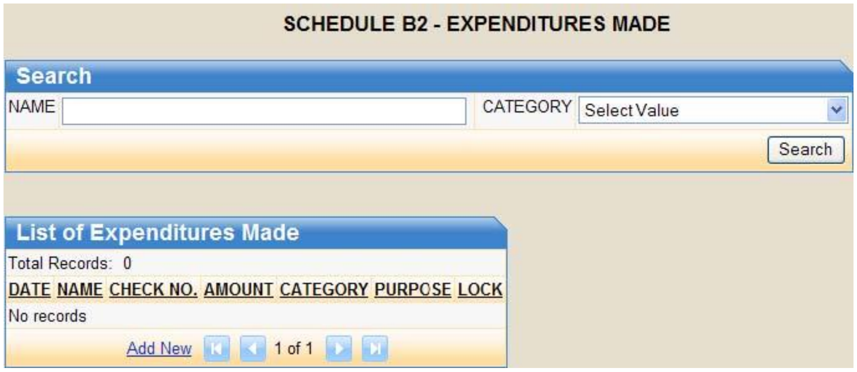
> Contributions filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

D. **<u>SCHEDULE B2 – EXPENDITURES MADE</u>** – All expenditures by the committee are entered under the vendor's name and must be reported on Schedule B2. Expenditures are anything of value including the purchase or transfer of money, a promise or agreement to purchase or transfer money, for the purpose of influencing the nomination for election, or election, of any candidate to office. However, when a noncandidate committee makes a contribution to a political party, the contribution is reported on Schedule B2.

> You do not need to wait until a filing deadline to begin entering expenditures.

1. **<u>ADDING AN EXPENDITURE</u>** - To add an expenditure, when you click on **Schedule B2**, a List of Expenditures Made screen will be displayed.

a. Click **Add New** to enter an expenditure.

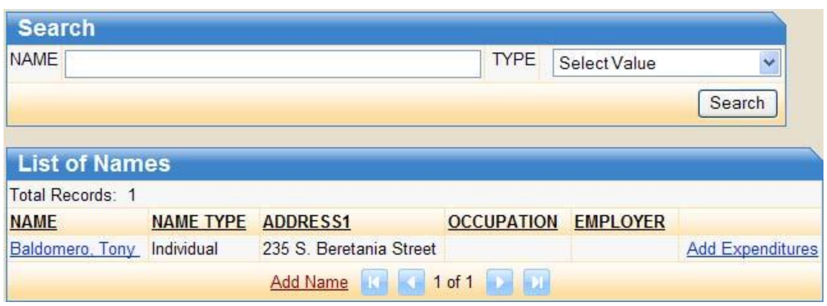


b. List of Names will be displayed.

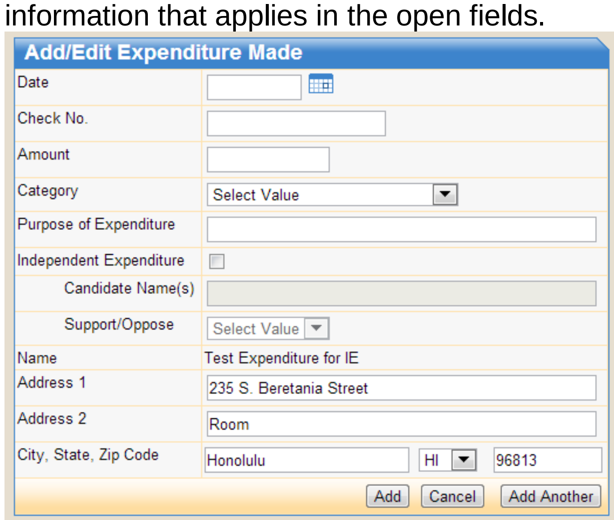
(1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

(2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the name search, click **Add Expenditures** (listed to the right of the vendor's/political party's name).



c. Add/Edit Expenditure Made screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always – mm/dd/yyyy

(2) Check No. – Optional

(3) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Under Category, **Select Value** or the type of expenditure by clicking the down arrow.

(5) Purpose of the Expenditure – Type in the expenditure's purpose. This is a required field.

(6) Independent Expenditure – Check box if registered as an Independent Expenditure Committee or if your committee is making an independent expenditure.

(a) Candidate Name(s) – Enter the name(s) of the candidate(s) supported or opposed by the independent expenditure.

(b) Support/Oppose **– Select Value** or whether the independent expenditure supports or opposes the candidate(s) by clicking the down arrow.

d. Click **Add** which will bring you back to List of Expenditures Made screen <u>or</u> click **Add Another** which will bring you to the List of Names screen to begin entering the next expenditure.

2. **<u>EDITING/DELETING AN EXPENDITURE</u>** - To edit/delete an expenditure, when you click on **Schedule B2**, a List of Expenditures Made screen will be displayed.

a. Click on the date the expenditure was made or the date the contribution to a political party was made.

b. Add/Edit Expenditure Made screen will be displayed.

c. Make the changes and click **Submit**. List of Expenditures Made screen will be displayed.

d. Click **Delete**, the under Delete Record?, click **OK**.

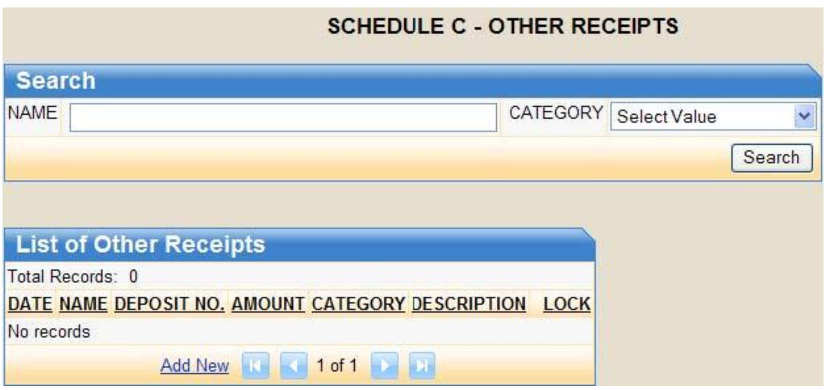
e. List of Expenditures Made screen will be displayed.

Expenditures filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these expenditures unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

E. SCHEDULE C – OTHER RECEIPTS – Other Receipts include interest, rebates, refunds, and sale of durable assets. In certain situations described below, a corresponding entry will be necessary on another schedule.

1. **ADDING AN OTHER RECEIPT** - To enter an other receipt, when you click on **Schedule C**, a List of Other Receipts screen will be displayed.

a. Click **Add New** to enter an other receipt.

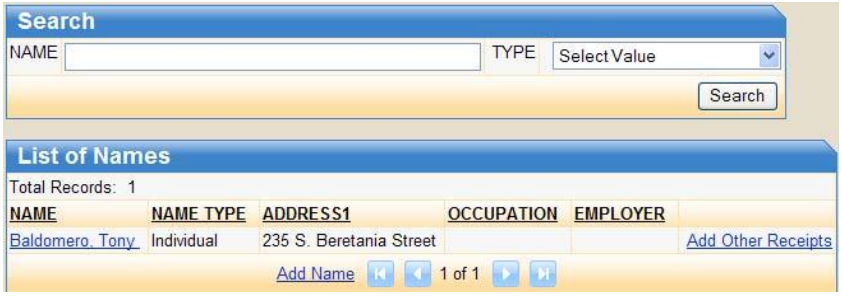


b. List of Names screen will be displayed

(1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

(2) If the name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the name search, click **Add Other Receipts** (listed to the right of the name).



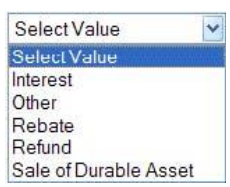
c. Add/Edit Other Receipt screen will be displayed. Enter information that applies in the open fields.

(1) Date entry is always – mm/dd/yyyy

(2) Deposit No. – Optional

(3) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50)

(4) Under Category, **Select Value** or the type of other receipt by clicking the down arrow.



(5) Description – Enter a description of the other receipt.

d. Click **Add** which will bring you back to the List of Other Receipts screen.

2. **EDITING/DELETING AN OTHER RECEIPT** - To edit/delete an other receipt, when you click on **Schedule C**, a List of Other Receipts screen will be displayed.

a. Click on the date the other receipt was made.

b. Add/Edit Other Receipt screen will be displayed.

c. Make the changes and click **Submit**. List of Other Receipts screen will be displayed.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. List of Other Receipts screen will be displayed.

Other Receipts filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these other receipts unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

3. **SPECIFIC SITUATION REQUIRING A SPECIAL ENTRY ON SCHEDULE C**

a. Sale of Durable Asset

(1) Enter purchase of a durable asset with campaign funds on Schedule F – Durable Assets and Schedule B2 – Expenditures Made; and

(2) Upon the sale of the durable asset, enter a corresponding entry on Schedule C – Other Receipts. Under Category, select Sale of Durable Asset.

F. SCHEDULE D – UNPAID EXPENDITURES – Unpaid expenditures are services rendered or products delivered to the committee that has not been paid for yet. Example: Five cases of copy paper were delivered on April 1, 2013. An invoice for the paper was not received until June 1, 2013. This must be reported as an unpaid expenditure on April 1, 2013.

Do not report unpaid expenditures or paid unpaid expenditures in Schedule B2.

1. **ADDING AN UNPAID EXPENDITURE** - To enter an unpaid expenditure, when you click on Schedule D, a List of Unpaid Expenditures screen will be displayed.

a. Click **Add New** to enter an unpaid expenditure.

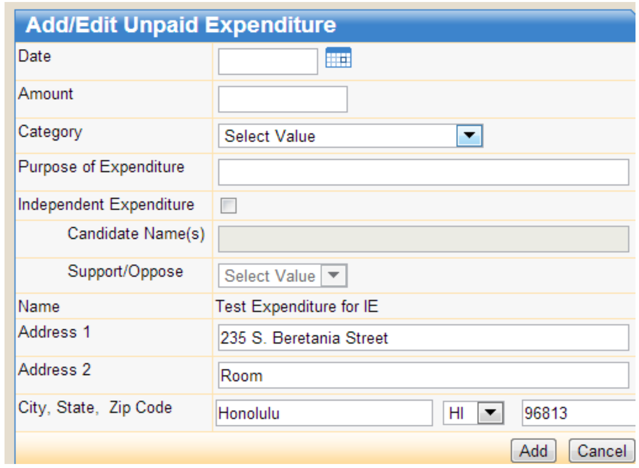
b. A List of Names screen will be displayed.

(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

(2) If the vendor's name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the name search, click **Add Unpaid Expenditures** (listed to the right of the vendor's name).

c. Add/Edit Unpaid Expenditure screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always – mm/dd/yyyy

(2) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

(3) Under Category, **Select Value** or the type of unpaid expenditure by clicking the down arrow.

(4) Purpose of the Unpaid Expenditure – Type in the unpaid expenditure's purpose. This is a required field.

(5) Independent Expenditure – Check box if registered as an Independent Expenditure Committee or if your committee is making an independent expenditure.

(a) Candidate Name(s) – Enter the name(s) of the candidate(s) supported or opposed by the unpaid independent expenditure.

(b) Support/Oppose – **Select Value** or whether the unpaid independent expenditure supports or opposes the candidate(s) by clicking the down arrow.

d. Click **Add** which will bring you back to the List of Unpaid Expenditures screen.

2. **<u>ENTERING A PAYMENT OR FORGIVING AN UNPAID EXPENDITURE</u>** - To enter a payment or forgive an unpaid expenditure, when you click on Schedule D, a List of Unpaid Expenditures screen will be displayed.

a. Click **Add Payment** (listed to the right of vendor's name).


SCHEDULE D - UNPAID EXPENDITURES

Search

NAME CATEGORY Select Value

Search

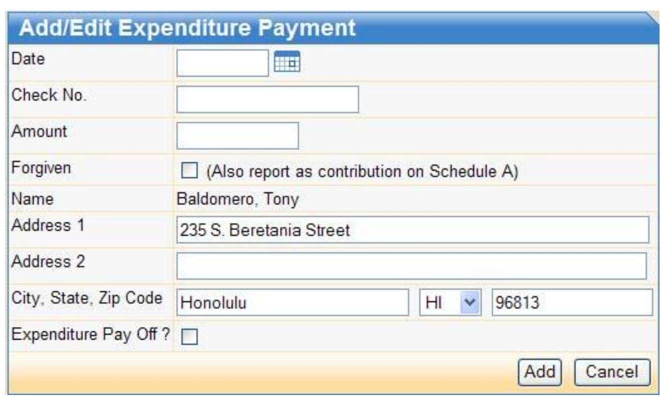
List of Unpaid Expenditures

Total Records: 1

DATE	NAME	CATEGORY	PURPOSE	AMOUNT	PAID/FORGIVEN	FORGIVEN	PAY OFF	LOCK	BALANCE	
07/11/2008	Baldomero, Tony	Advertising	Ads	$1,000.00					$1,000.00	Add Payment

Add New 1 of 1

b. Add/Edit Expenditure Payment screen will be displayed. Enter the information that applies in the open fields.


Add/Edit Expenditure Payment

Date	
Check No.	
Amount	
Forgiven	(Also report as contribution on Schedule A)
Name	Baldomero, Tony
Address 1	235 S. Beretania Street
Address 2	
City, State, Zip Code	Honolulu HI 96813
Expenditure Pay Off ?	

Add Cancel

(1) Date entry is always – mm/dd/yyyy

(2) Check No. – Optional

(3) Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

(4) Check Forgiven box if the vendor is forgiving an unpaid expenditure. But, for each unpaid expenditure forgiven, you must enter an off-setting contribution for the same amount on Schedule A – Contributions Received.

(5) Check Expenditure Pay Off? box if the unpaid expenditure has been fully paid or forgiven

c. Click **Add** which will then bring you back to the List of Unpaid Expenditures screen.

> The **Add Payment Link** will be eliminated.

3. **EDITING/DELETING AN UNPAID EXPENDITURE** - To edit/delete an unpaid expenditure, when you click on **Schedule D**, a List of Unpaid Expenditures screen will be displayed.

a. Click on the date the unpaid expenditure or expenditure payment was entered.

b. Add/Edit Unpaid Expenditure screen or Add/Edit Expenditure Payment screen will be displayed. Make the necessary changes.

c. Click **Submit** which will then bring you back to the List of Unpaid Expenditures screen.

d. Click **Delete**, then under Delete Record?, click **OK**.

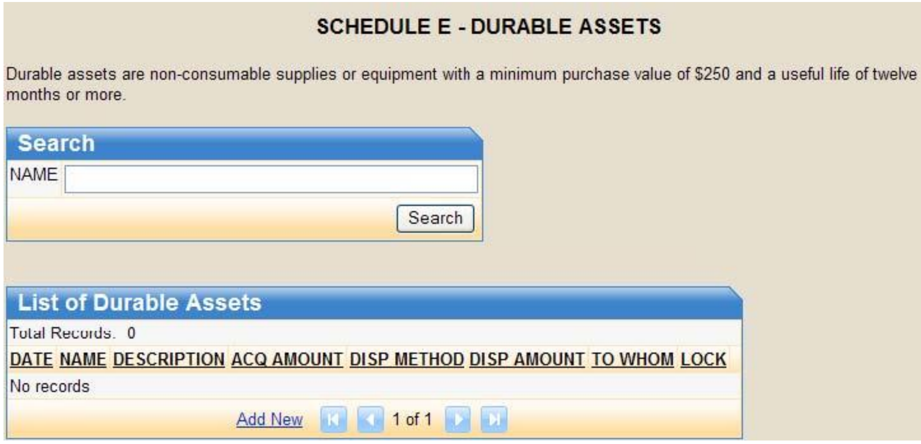
e. List of Unpaid Expenditures screen will be displayed.

> Unpaid Expenditures filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these unpaid expenditures unless you are in Amend Mode. See, Part X – Amend Mode in this Manual. You may still add a payment or forgive an unpaid expenditure if the Add Payment link is displayed. Unpaid Expenditures not filed online in a report, but full/partial payment or full/partial forgiven was entered, cannot be deleted/edited unless you delete the payment/forgiven activity first.

G. SCHEDULE E – DURABLE ASSETS – Durable Assets are non-consumable supplies or equipment with a minimum purchase value of $250 and a useful life of twelve months or more. Durable assets are automatically reported after the initial filing until the assets are sold, donated, or disposed of. Each durable asset must also be reported on Schedule B2 – Expenditures Made. If the item is sold, the proceeds from the sale are reported in Schedule C – Other Receipts.

1. **ADDING A DURABLE ASSET** - To enter a durable asset, when you click on **Schedule E**, a List of Durable Assets screen will be displayed.

a. Click **Add New** to enter a durable asset.

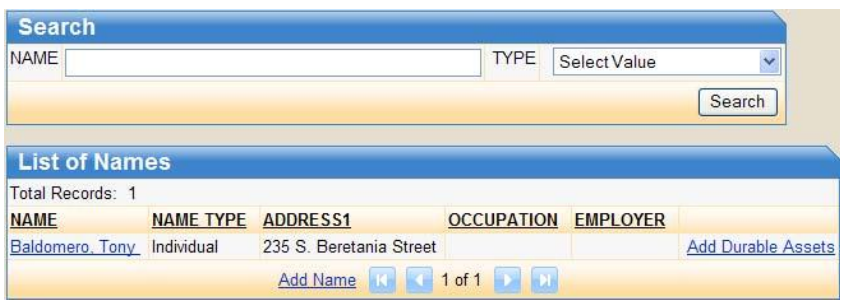


b. List of Names screen will be displayed.

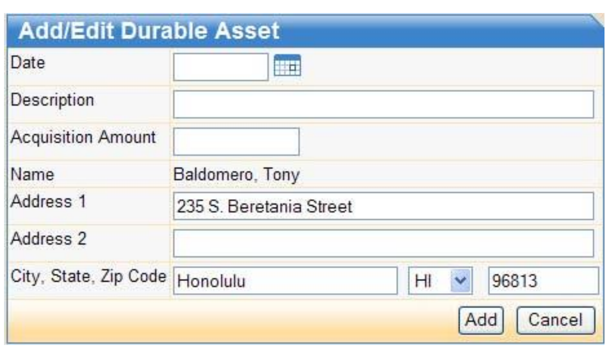
(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

(2) If the vendor's name does not appear, click **Add Name** (see, Part VI – Entering Campaign Finance Activity, Name Table in this Manual).

(3) If the name appears in the Name Search, click **Add Durable Assets** (listed to the right of vendor's name).



c. Add/Edit Durable Asset screen will be displayed. Enter the information that applies in the open fields.



(1) Date entry is always – mm/dd/yyyy

(2) Description – enter the description of the durable asset

(3) Acquisition Amount – Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

d. Click **Add** which will bring you back to the List of Durable Assets screen

2. **<u>ENTERING THE DISPOSITION OF A DURABLE ASSET</u>** - To enter the disposition of the durable assets, when you click on **Schedule E**, a List of Durable Assets screen will be displayed.

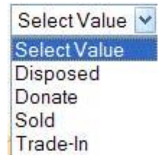
a. Click **Add Disposition** (listed to the right of vendor's name).

b. Add/Edit Durable Asset screen will be displayed. Enter the information that applies in the open fields.

(1) Date entry is always – mm/dd/yyyy.

(2) Disposition Amount/Fair Market Value – Do not enter dollar signs or commas (i.e., 1000 or 1000.50). "Fair market value" is the value of the services or goods priced at the prevailing rate.

(4) Under Method of Disposition, **Select Value** or the method by which the durable asset was disposed of by clicking the down arrow.



(5) To Whom - type in the name of the purchaser or organization durable asset was donated to

c. Click **Add** which will bring you back to the List of Durable Assets screen.

3. <u>**EDITING/DELETING A DURABLE ASSET**</u> - To edit/delete a durable asset, when you click on **Schedule E**, a List of Durable Assets screen will be displayed.

a. Click on the date the durable asset or disposition method was entered.

b. Add/Edit Durable Asset screen will be displayed. Make the necessary changes.

c. Click **Submit** which will then bring you back to the List of Durable Assets screen.

d. Click **Delete**, then under Delete Record?, click **OK**.

e. List of Durable Assets screen will be displayed.

Durable Assets filed online in a prior report will be locked which is indicated by a square box with a check mark. You will not be able to edit/delete these durable assets unless you are in Amend Mode. See, Part X – Amend Mode in this Manual. You may still add a disposition entry if the Add Disposition link is displayed. You will not be able to delete a durable asset that has a disposition entry. You will need to delete the disposition entry first before you can delete the durable asset.

VII. PREVIEW/PRINT REPORT

The Preview/Print Report feature allows you to preview and print the Disclosure Report and the Special Report before filing it online in the NCFS. Previewing the disclosure report and special report provides you an opportunity to check your data for accuracy and completeness.

Before you can preview/print a report, you must add the appropriate reporting period to your reporting schedule. See, Part V - Reporting Schedules in this Manual.

A. **DISCLOSURE REPORT** – The disclosure report is a summary of the data in Schedules A – E for an applicable reporting period. To preview or print a disclosure report, when you click on **Disclosure Report**, the Select Reporting Period screen will be displayed.

1. Under Reporting Period, **Select Value** or the applicable reporting period you want to preview/print by clicking the down arrow.

2. Select the Schedules/Disclosure Report you want to preview or print.

3. The Schedules/Disclosure Report will be displayed. You can then preview and print the report displayed.

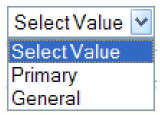
4. If you notice any discrepancies, go back to the appropriate schedule to correct /revise your data. See, Part VI – Entering Campaign Finance Activity in this Manual (and refer to the appropriate schedule on how to edit/delete an entry).

5. To return to the NCFS screen, click the back arrow on the upper left corner of the screen.

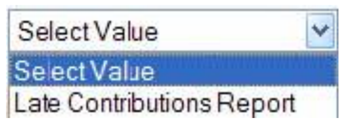
Once a report is filed online in the NCFS, this function will not be available unless you are in Amend Mode. See, Part X – Amend Mode in this Manual.

B. **SPECIAL REPORT** – The only Special Report here is the Late Contributions Report. To preview or print this special report, when you click on **Special Report**, the Select Special Report screen will be displayed.

1. Under Election Type, **Select Value** or the applicable election (i.e., Primary, General, or Special) you want to preview/print by clicking the down arrow.



2. Under Select Report, **Select Value** or the special report you want to preview/print by clicking the down arrow.



3. Click **Preview** and the selected special report will be displayed. You can then preview and print the special report displayed.

4. If you notice any discrepancies, go back to the appropriate schedule to correct /revise your data. See, Part VI – Entering Campaign Finance Activity in this Manual (and refer to the appropriate schedule on how to edit/delete an entry).

5. To return to the NCFS screen, click the back arrow on the upper left corner of the screen.

Late Contributions Report – The Late Contributions Report must be filed by committees that receive contributions aggregating more than $500 from an individual and for contributions made to candidates that aggregate more than $500 (per candidate) within the period of 14 calendar days through 4 calendar days prior to a primary, special primary, general, or special general election. The report is required to be electronically filed no later than 3 calendar days prior to the applicable election. Contributions listed on the Late Contributions Report will also be listed on an applicable Disclosure Report; however, the contribution data is only entered once.

VIII. VALIDATE REPORT

This feature in the NCFS permits you to correct errors before you file your disclosure report, and therefore, is designed to help you comply with campaign finance laws. We strongly advise that you use it as a prevention mechanism against campaign finance violations and potential fines. It is however optional and any warning resulting from using this tool does not prevent you from filing your report.

A. **NAME VALIDATION** - This feature checks for missing employer and occupation information for contributions received by an individual that aggregate more than $100 during a noncandidate's two-year election period.

> This error must be corrected before filing the report.

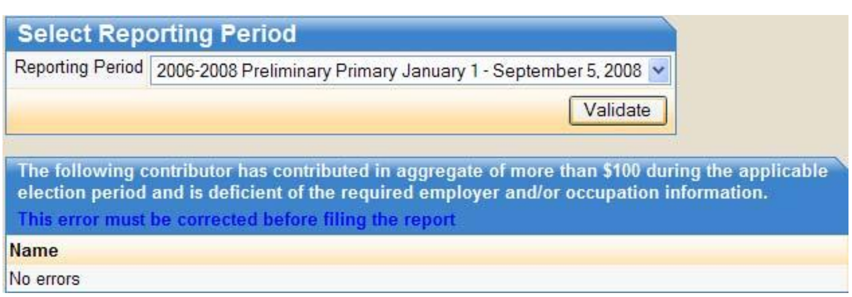
To activate this feature, when you click on **Name Validation**, the Select Reporting Period screen will be displayed.

1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

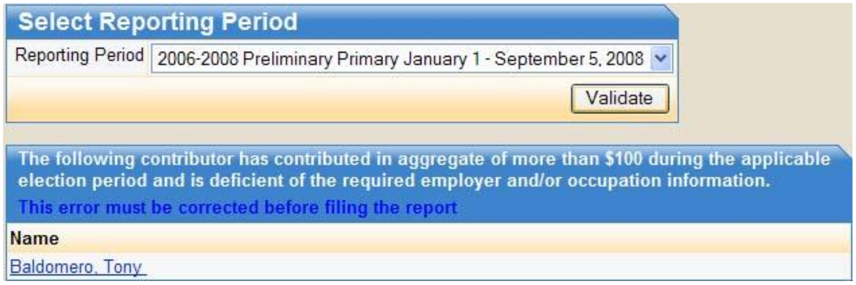
2. Click **Validate**

3. Look under the Name heading

   a. If there are no name validation errors, it will say "No errors"



b. If there are names listed under the Name heading, you will need to correct the errors notated.



(1) Click on the person's name

(2) Edit Name screen will be displayed. Enter the information that needs attention (in this case, occupation and employer information are required).

(3) Click **Submit**

(4) Click **Close Window** which will bring you back to the Select Reporting Period screen.

(5) Repeat the above steps again (if necessary) until it will say "No errors."

B. <u>CONTRIBUTIONS RECEIVED LIMIT VALIDATION</u> – This feature checks to make sure that contributions received by a noncandidate committee have not been exceeded. Contribution limits depends on the kind of noncandidate committee that has registered with the Commission. The following list sets forth the statutory contribution limits:

1. Noncandidate Committee (Regular) - $1,000 aggregate per primary election and $1,000 aggregate per general election;

List of Contributions Received

Total Records: 1

Date	Name	Amount	Aggregate
07/11/2008	Baldomero, Tony	$2,000.00	$2,000.00

2. Noncandidate Committee (Political Party) - $25,000 aggregate in a two-year election period;

3. Noncandidate Committee (Ballot Issue Committee) - Unlimited and not subject to any contribution limit; and

4. Noncandidate Committee (Independent Expenditure Committee) – Unlimited and not subject to any contribution limit.

Accordingly, please disregard the contributions received limit validation warning if you are registered as a Political Party, Ballot Issue Committee or Independent Expenditure Committee.

C. <u>CONTRIBUTIONS TO CANDIDATES LIMIT VALIDATION</u> – This feature checks to make sure that contribution limits to candidates during an election period have not been exceeded, (i.e., $2,000, $4,000, or $6,000 based on the office sought).

To activate this feature, when you click on **Contributions to Candidates Limit Validation**, the Select Reporting Period screen will be displayed.

1. Under Reporting Period, **Select Value** or the applicable reporting period you want to validate by clicking the down arrow.

2. Click **Validate**

3. If there are warnings, click the name of the candidate to view the error

Select Reporting Period

Reporting Period: 2006-2008 Preliminary Primary January 1 - September 5, 2008

Validate

List of Candidate Contribution Limits and Election Period Click Here

[WARNING] The following contribution to a candidate is in excess of the contribution limit during the candidate's applicable election period. This is by no means conclusive.

Candidate Name	Committee Name	Office	Aggregate State Date	Aggregate End Date	Contribution Limit	Date	Amount	Aggregate
Aiona, James (Duke)	Friends of Duke Aiona	Governor	11/08/2006	11/02/2010	$6,000.00	07/11/2008	$7,000.00	$7,000.00

4. List of Contributions to Candidates screen will be displayed which will show the excess contribution.

Close Window

List of Contributions to Candidates

Total Records: 2

Date	Candidate Name	Committee Name	Amount	Aggregate
08/11/2008	Aiona, James (Duke)	Friends of Duke Aiona	$2,000.00	$7,000.00
07/11/2008	Aiona, James (Duke)	Friends of Duke Aiona	$5,000.00	$5,000.00

An excess contribution is any contribution over the legal limit. If an excess contribution is returned within 7 days of receipt, the excess contribution is not required to be reported. If you miss the 7 day return, the excess contribution must be reported on the applicable disclosure report and returned to the original contributor within 30 days of receipt of the excess contribution. Any excess contribution not returned to the original contributor within 30 days shall escheat to the Hawaii Election Campaign Fund. The contributor is still subject to a fine even if the contribution is returned within 30 days. Call the Commission at (808) 586-0285.

IX. FILE REPORT

Even if you enter all the relevant information in Schedules A – E, you still must electronically file your report with this function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You may file a report as soon as the reporting period ends. See, Part V – Reporting Schedules in this Manual.

Even if a committee has no activity to report for any applicable reporting period (e.g., received zero contributions or spent zero money) a disclosure report must be filed.

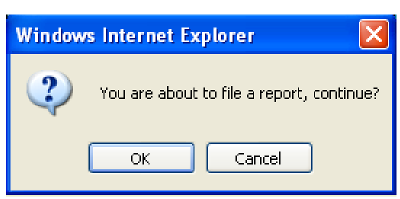
A. <u>DISCLOSURE REPORT</u> – The disclosure report is a summary of data in Schedules A – E for an applicable reporting period. The Commission strongly recommends that you preview/print the report (see, Part VII – Preview/Print Report in this Manual) <u>and</u> validate the report (see, Part VIII – Validate Report in this Manual) <u>prior to</u> filing the report to make sure there are no errors.

1. **<u>FILING A REPORT</u>** – To file a report, when you click on **Disclosure Report**, the Select Reporting Period screen will be displayed.

a. Under Reporting Period, **Select Value** or the applicable reporting period you want to file by clicking the down arrow.

b. Click **File Report** once

c. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.



d. A Filing Confirmation screen will be displayed which will indicate that you have filed your report. Do not close the Internet browser before receiving filing confirmation.

2. **<u>VIEW REPORT</u>** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed report to make certain that a complete report (i.e., Disclosure Report and Schedules A – E) was filed with the correct reporting period. To view your report, go to our website and click **Noncandidate Committees**.

   a. Click **View Reports and Fundraiser Notices**

   b. Click **Noncandidate Committee Contribution and Expenditure Reports and Organizational Reports**

   c. Click **Standard Report**

   d. Under Search, type in the name of the committee and click **Search**

   e. Noncandidate Committee List will be displayed. Click on the committee's name.

   f. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the report's name).

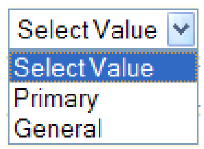
   g. If you see the complete report here (Disclosure and Schedules A – E), then it was successfully filed.

Once a report is filed online in the NCFS, the applicable reporting period will no longer appear under this heading unless you are in Amend Mode.

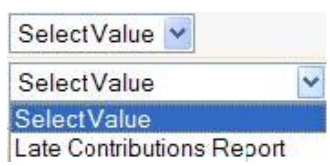
B. **<u>SPECIAL REPORT</u>** – The only Special Report here is the Late Contributions Report. This report is not required if late contributions are not received or late contributions are not made to candidates.

1. **<u>FILING A SPECIAL REPORT</u>** – To file a special report (i.e., Late Contributions Report), when you click on **Special Report**, the File Special Report screen will be displayed.

a. Under Election Type, **Select Value** or the applicable election you want to file a Special Report for (i.e., Primary, General, or Special) by clicking the down arrow.

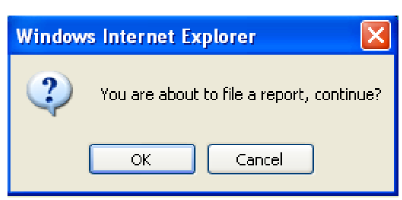


b. Under Select Report, **Select Value**, click the down arrow and choose the Late Contributions Report.



c. Click **File Report** once

d. A pop-up box will appear letting you know that you are about to file a report. Click **OK**.



e. A Filing Confirmation screen will be displayed which will indicate that you have filed your Special Report. Do not close the Internet browser before receiving the filing confirmation.

2. **<u>VIEW REPORT</u>** – Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed Special Report to make certain that a complete Special Report was filed with the correct election. To view your report, go to our website and click **Noncandidate Committees**.

   a. Click **View Reports and Fundraiser Notices**

   b. Click **Noncandidate Committee Contribution and Expenditure Reports and Organizational Reports**

   c. Click **Standard Report**

   d. Under Search, type in the name of the committee and click **Search**

   e. Noncandidate Committee List will be displayed. Click on the committee's name.

   f. List of Reports Filed screen will be displayed. Click **View Report** (listed to the right of the report's name).

   g. If you see the Late Contributions Report here, then it was successfully filed.

X. AMEND MODE

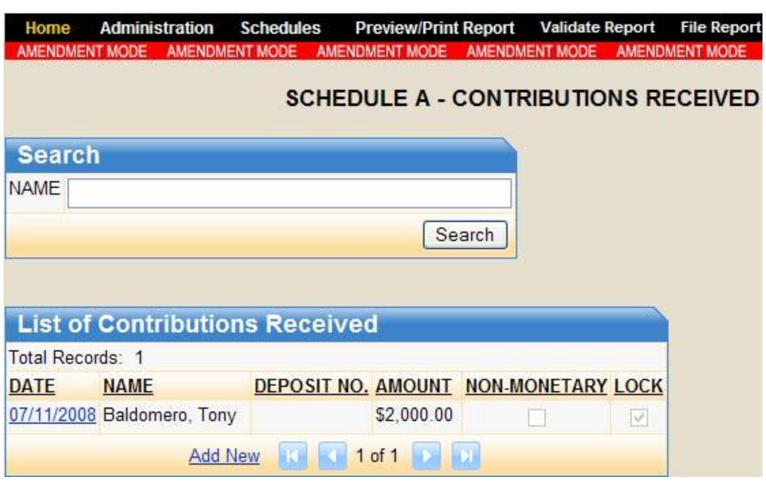
When a report is electronically filed, data in Schedules A – E for that report is locked, and therefore, not accessible for correction or editing unless you are in Amend Mode.

This function allows committees to: (1) Add, modify, or delete any transaction in a report that was previously filed; (2) Preview and print previously filed reports; and (3) File amended reports.

To activate this feature, when you click on **Amend Mode**, a red bar with the words "Amendment Mode" will appear under the menu headings. To get out of Amend Mode, click **Amend Mode** again.

When not in Amend Mode, the Date link is unclickable. You will not be able to edit any data entries.

While in Amend Mode, the Date link is clickable. You can edit any data entries.



Make any necessary corrections in Schedules A – E, and refile a report again in **Amend Mode**.

Each report previously filed for a reporting period occurring after the amended report will also need to be refiled in **Amend Mode**. If you refile a report in Amend Mode, a box will be automatically checked to show that you have amended a report(s).

STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION
DISCLOSURE REPORT

Section I - NONCANDIDATE COMMITTEE:	
(a) Committee Name:	Training Account 1
(b) Address:	235 S. Beretania Street
	Honolulu HI 96813
(c) Treasurer's Phone (Bus):	-
Section II - TYPE OF REPORT:	
Report Name:	2006-2008 Preliminary Primary January 1 - September 5, 2008
Type:	☑ Amended
	☐ Short Form

XI. FILING CONFIRMATIONS

This feature allows you to view and print a list of reports (i.e., Disclosure/Late Contributions Reports) that your committee has previously filed electronically. Click **Printable version** to print a copy for your records.

Printable version

This confirms that the following reports have been filed with the Campaign Spending Commission:

Disclosure / Late Contributions Reports

Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
Late Contributions Report for Primary			07/13/2008	
Disclosure	2006-2008 Preliminary Primary January 1 - September 5, 2008	09/10/2008	07/13/2008	

1 of 1

If a report cannot be viewed/printed, you will see **No records** which means that the report(s) was not filed in the NCFS.

Printable version

This confirms that the following reports have been filed with the Campaign Spending Commission:

Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
No records				

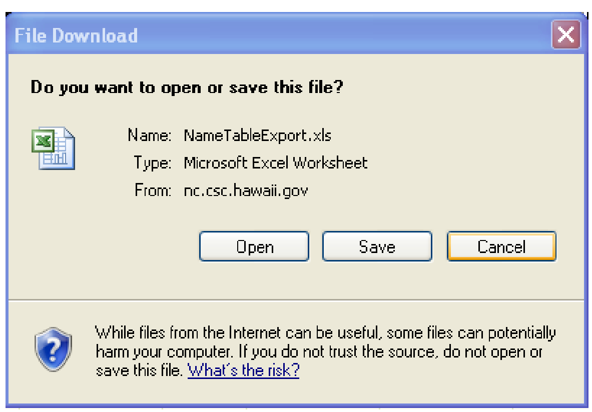
1 of 1

XII. EXPORT DATA

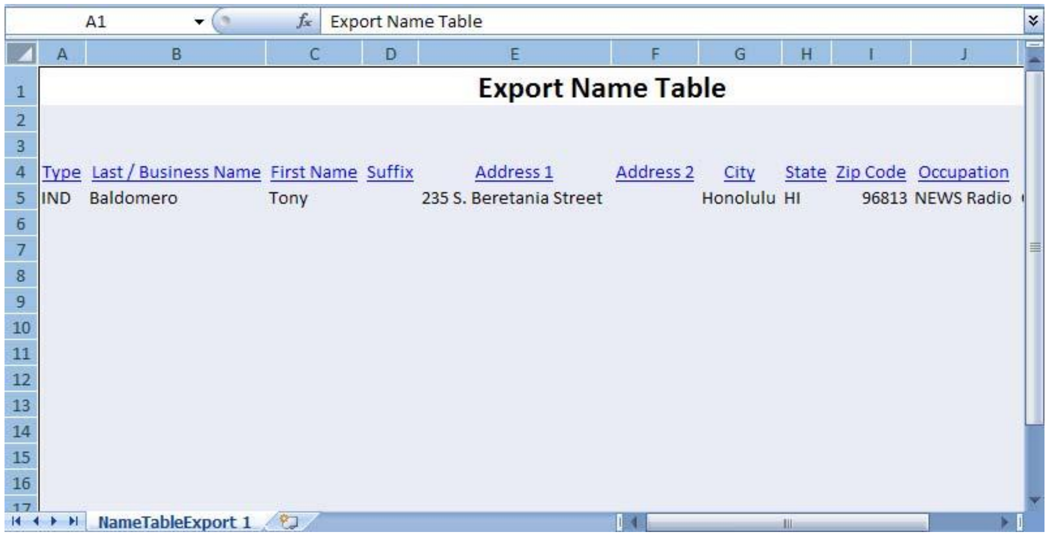
This feature allows data from the Name Table and Schedules A – E to be exported from the NCFS into an Excel format.

To activate, click the applicable area that you seek to export (i.e., Name Table or Schedules A – E) and click **Export to Microsoft Excel**.

A pop-up box will appear asking if you want to open or save this file. Click **Open** to view the data in an Excel worksheet.



Click **Save** to save the data as an Excel file to your computer's hard drive.



A1 Export Name Table

Export Name Table

Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Occupation
IND	Baldomero	Tony		235 S. Beretania Street		Honolulu	HI	96813	NEWS Radio

NameTableExport 1