# **Candidate Filing System Manual**



This Manual has been prepared by the Hawaii Campaign Spending Commission ("Commission") to assist your committee in filing disclosure reports online in the Candidate Filing System ("CFS"). For a complete understanding of the campaign finance laws, we recommend candidate committees to review the Guidebook for Candidate Committees; 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 <a href="http://www.hawaii.gov/campaign">http://www.hawaii.gov/campaign</a>. Candidates interested in the public funding programs should also review the Partial Public Funding Guidebook for Candidate Committees.

**Revised December 2023** 

## TABLE OF CONTENTS

I.	Log in to the Candidate Filing System ("CFS")	Page 3
II.	<ul> <li>Home Page.</li> <li>A. Home.</li> <li>B. Administration.</li> <li>C. Add Transaction.</li> <li>D. Schedules.</li> <li>E. Preview/Print Report.</li> <li>F. Validate Report.</li> <li>G. File Report.</li> <li>H. Amend Mode.</li> <li>I. Filing Confirmations.</li> <li>J. Export Data.</li> <li>K. Help.</li> <li>L. Logout.</li> </ul>	Page 4 Page 4 Page 5 Page 6 Page 6 Page 7 Page 7 Page 8 Page 8 Page 8 Page 8 Page 8
III.	Organizational Report A. Registration B. File Organizational Report C. Amend Organizational Report	Page 9 Page 9 Page 9 Page 13
IV.	Reporting Deadlines A. Obtaining a Reporting Schedule B. Viewing Reporting Deadlines	Page 14 Page 14 Page 14
V.	Entering Campaign Finance ActivityA.Adding a New Name and TransactionB.Adding a Transaction to an Existing NameC.Editing/Deleting a Name or Editing an Address	Page 15 Page 15 Page 17 Page 18
VI.	Entering ReceiptsA.Schedule A - ContributionsB.Schedule C - Other ReceiptsC.Schedule D - Loans	Page 20 Page 20 Page 26 Page 30
VII.	Entering Expenditures A. Schedule B - Expenditures Made B. Schedule E - Unpaid Expenditures C. Schedule F - Durable Assets	Page 38 Page 38 Page 44 Page 51
VIII.	Preview/Print Report	Page 58
IX.	Validate Report	Page 61
Х.	File Report	Page 75
XI.	Amend Mode	Page 80
XII.	Filing Confirmations	Page 82
XIII.	Export Data	Page 84

## I. LOG IN TO THE CANDIDATE FILING SYSTEM

- 1. Go to <u>http://ags.hawaii.gov/campaign</u>
- 2. Click Candidate Committees.
- 3. Click Candidate Filing System.
- 4. Click **Candidate Filing System ("CFS") Login** (you can also go directly to the CFS Login page at <u>https://csc.hawaii.gov/CFS</u>).

For first-time CFS users, in order to access the CFS, you will need to obtain a username and password from the Commission which can only be done by completing and submitting the Candidate Committee Electronic Filing Form. See, Part III - Organizational Report in this Manual.

5. Log in by using the Administrator username and password which will be emailed to you by the Commission.

Candidate Filing System Login
UserName*
UserName
Password*
Password
Required field(s)
Login
Forgot Password?
System Requirements
Login Help
f you need further assistance, please call the Commission at (808) 586-0285.

For first-time CFS users that log in, the Organizational Report will appear on screen which will need to be completed and filed before all the features of the CFS can be used. See, Part III - Organizational Report in this Manual.

## II. HOME PAGE

There are 12 headings on the **Home** page described as follows:



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

#### B. Administration



1. **Organizational Report** - You will see the following options:



**View/Print** - View and print the most current version of the Organizational Report.

**Amend** - Update information for your candidate committee and file amended Organizational Reports.

Filings - View filing dates for all Organizational Report filings.

2. **Change Password -** You will see the following options:



Administrator/User - Change the password for the Administrator and User accounts. Passwords must be at least three (3) characters and may contain any pattern of upper and lower case letters, numbers, and symbols. The max is 255 characters.

- 3. **Reporting Deadlines** Required disclosure reports and reporting deadlines for your candidate committee are listed here.
- 4. **Partial Public Funding** For candidates participating in the partial public funding program, enter the date the Statement of Intent to Seek Public Funds form was filed with the Commission.

Statement of Intent to Seek Public Funds form - A qualifying campaign contribution is an aggregate monetary contribution of \$100 or less by an individual Hawaii resident that is received after the filing of the Statement of Intent to Seek Public Funds form. You will not be able to enter these contributions with the proper public funding checkbox on the contribution entry screen, or preview, print, or file the required Statement of Qualifying Campaign Contributions until you enter the date the Statement of Intent to Seek Public Funds was filed. For additional requirements, refer to the Partial Public Funding Guidebook for Candidate Committees.

- (a) Enter the date the Statement of Intent to Seek Public Funds form was filed with the Commission.
- (b) Click Save.

ENTER STATEMENT OF INTENT DATE	
Statement of Intent Filing Date	# MM/DD/YYYY
И	Save

C. Add Transaction - Use to add transactions into Schedules A-F.



D. **Schedules** - Use to view, search, sort, edit and delete transactions in Schedules A-F.



#### 1. Receipt

**Schedules A, C, and D** - Use to report campaign funds received by the candidate committee.



- (a) **Schedule A** Contributions
- (b) Schedule C Other Receipts
- (c) Schedule D Loans (includes payments/forgiving of loans)

#### 2. Expenditure

**Schedules B and E** - Use to report campaign funds spent and incurred by the candidate committee.

Schedule F - Use to report and track durable assets.



- (a) Schedule B Expenditures Made
- (b) **Schedule E** Unpaid Expenditures (includes payments/forgiving of unpaid expenditures)
- (c) **Schedule F** Durable Assets (includes acquisitions and dispositions)

#### E. **Preview/Print Report**



1. **Disclosure Report** - Provides a summary of Schedules A-F including the candidate committee's beginning/closing cash on hand, outstanding loans, unpaid expenditures, and surplus/deficit for a reporting period.

#### 2. Late Contributions / Public Funding Report

- (a) **Late Contributions Report** This report is not required if late contributions are not received by the candidate committee or if the candidate is not on the ballot.
- (b) **Statement of Qualifying Campaign Contributions** This report is for candidates participating in the Partial Public Funding Program.
- (c) **Expenditures of Public Funds Report** This report is for candidates participating in the Partial Public Funding Program.

#### F. Validate Report



- 1. Employer / Occupation Validation
- 2. Contribution Limit Validation
- 3. Contribution Limit Validation for Immediate Family
- 4. Loan Limit Validation
- 5. Loan Limit Validation for Immediate Family
- 6. Non-Resident Contribution Validation

#### G. File Report



- 1. **Disclosure Report** Reports must be filed even if your candidate committee has no activity to report for a particular reporting period.
- 2. Late Contributions / Public Funding Report
  - (a) **Late Contributions Report** This report is not required if late contributions are not received by the candidate committee or if the candidate is not on the ballot.
  - (b) **Statement of Qualifying Campaign Contributions** This report is for candidates participating in the Partial Public Funding Program.
  - (c) **Expenditures of Public Funds Report** This report is for candidates participating in the Partial Public Funding Program.

By clicking the **File Report** or **File Special Report** button, the candidate and treasurer of the candidate committee affirms their acknowledgment and certification on the Candidate Committee Electronic Filing Form that the information on all electronically filed reports are true, complete, and accurate.

H. **Amend Mode** - Use to file an amended report if an earlier report contains erroneous information or omits information which does not conflict with the candidate's and treasurer's certification that the original report filed was true, complete, and accurate at the time of the original filing.



I. Filing Confirmations - Use to track reports filed.



- 1. Disclosure / Late Contributions Reports
- 2. Statement of Qualifying Campaign Contributions
- 3. Expenditures of Public Funds Report
- J. **Export Data** Allows transactions entered from the Add Transaction screen into Schedules A-F to be exported in different formats (i.e., PDF, Word, CSV, Excel, XML, RTF)

Filing Confirmations	• Export (	Data 🔹 🕐 Help
	Name Ta	ble
	Schedule	A - Contributions
	Schedule	e B - Expenditures Made
	Schedule	e C - Other Receipts
	Schedule	e D - Loans
	Schedule	e E - Unpaid Expenditures
	Schedule	e F - Durable Assets

K. **Help** - Provides access to this Manual, other guidebooks, and cyber-learning videos as well as a direct link to the Commission's website.



L. **Logout** - Logs you out of the CFS and returns you to the log in screen.

### III. ORGANIZATIONAL REPORT

(Listed under Administration)



- A. <u>REGISTRATION</u> If this is your first time using the CFS, you must first obtain access to the CFS by completing and submitting the Candidate Committee Electronic Filing Form to the Commission which is available on the Commission's website by clicking on Candidate Committees and then clicking on Forms. The form can be submitted by eSign or by printing and signing a Writeable/Printable PDF. The Commission will then issue you a username and password to allow you to log in to the CFS to register your committee by completing the Organizational Report which must be filed within ten (10) days of the following:
  - 1. Filing nomination papers for a state or county office;
  - 2. Receiving contributions in an aggregate amount of more than \$100; or
  - 3. Making or incurring expenditures in an aggregate amount of more than \$100, whichever occurs first.

Pailure to timely register may result in an administrative fine.

**B.** <u>FILE ORGANIZATIONAL REPORT</u> - The Organizational Report is separated into seven (7) parts which must be completed unless "(Optional)" is indicated.

ORGANIZATIONAL REPORT	
Candidate/Candidate Committee	Depository (Bank) Chairperson Treasurer Deputy Chairperson (Optional) Deputy Treasurers (Optional) \$1,000 or Less Filer
▲ Candidate/Candidate Committee	
Candidate Name	Aloha, Moki
Committee Name *	Friends for Moki K. Aloha
Address 1 *	111 Aloha Street
Address 2	
City *	Honolulu
State *	HI 🗸
Zip Code *	96813
Bus. Phone *	(808) 222-3333
Res. Phone *	(808) 444-5555
Web Page Address	http://www.mokialoha.com
Office Sought*	House 🗸
County	<b>~</b>
District	1 🗸
Party Affiliation *	Independent 🗸

#### 1. Candidate/Candidate Committee

- a. **Candidate Name** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form.
- b. **Committee Name** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form.
- c. Address 1 Type in the address of your candidate committee.
- d. **Address 2** Optional. Use if you have an apartment number, suite, room, etc.
- e. **City, State, Zip Code** Type in this information.
- f. **Business and Residential Phone** Type in the phone number of the candidate. Residential phone numbers will not be posted on the public website.
- g. Web Page Address Required if you have a website.
- h. **Office Sought** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form.
- i. **County and/or District** Select the county and/or district you are running for as a candidate by clicking the down arrow. The County field is for county offices such as Mayor, Prosecuting Attorney, and County Council.
- j. **Party Affiliation** Select the candidate's party affiliation by clicking the down arrow.

#### 2. Depository (Bank)

ORGANIZATIONAL REPORT									
Candidate/Candidate Committee Deposito	ry (Bank) Chairpe	rson Treasu	rer Deputy C	hairperson (Optional)	Deputy Tr	easurers (Opt	onal)	\$1,000 or Less	Filer
Depository (Bank)									
Bank Name *	FHB Final								
Address 1 *	44 First Street								
Address 2									
City *	Honolulu								
State *	HI 🗸								
Zip Code *	96813								
Account Number *	333456677								
Additional Depository (Banki									<b>A</b>
Additional Depository (Bank)									
		Bank Name	Account Number	Address 1	Address 2	City	State	Zip Code	
	1	Oceanic Bank	444555666	777 Oceanic Street		Honolulu	н	96813	
								Add New	1

- a. **Bank Name and Address** Type in the bank name and address that your candidate committee will be depositing/withdrawing funds.
- b. **Account Number** Type in the bank account number. Account numbers will not be posted on the public website.

If your candidate committee has more than one account, click **Add New** to enter additional accounts. Account numbers will not be posted on the public website.

#### 3. Chairperson

- a. **Chairperson Name** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form. The chairperson's name cannot be changed unless a new Candidate Committee Electronic Filing Form is filed, and signed by the candidate and newly appointed chairperson.
- b. **Address 1** Type in the chairperson's address.
- c. **Address 2** Optional. Use if you have an apartment number, suite, room, etc.
- d. **City/State/Zip Code** Type in this information.
- e. **Business and Residential Phone** Type in the phone number of the chairperson. Residential phone numbers will not be posted on the public website.

#### 4. Treasurer

- a. **Treasurer Name** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form. The treasurer's name cannot be changed unless a new Candidate Committee Electronic Filing Form is filed, and signed by the candidate and newly appointed treasurer.
- b. **Treasurer's Email Address** Pre-filled by Commission upon receipt of the Candidate Committee Electronic Filing Form. The email address will not be posted on the public website.
- c. Address 1 Type in the treasurer's address.
- d. **Address 2** Optional. Use if you have an apartment number, suite, room, etc.
- e. **City/State/Zip Code** Type in this information.
- f. **Business and Residential Phone** Type in the phone number of the treasurer. Residential phone numbers will not be posted on the public website.

- 5. **Deputy Chairperson (Optional)** Type in this information if a deputy chairperson is appointed. The Candidate Committee Electronic Filing Form is not required to add a deputy chairperson to the Organizational Report.
- 6. **Deputy Treasurers (Optional)** Type in this information if a deputy treasurer is appointed. The Candidate Committee Electronic Filing Form is not required to add a deputy treasurer to the Organizational Report. Up to five (5) deputy treasurers may be entered.

Only an appointed treasurer and deputy treasurer are authorized to receive contributions and make expenditures on behalf of the candidate committee. Typically, these are the authorized people on the campaign bank's signature card.

7. \$1,000 or Less Filer - If your candidate committee plans to have aggregate contributions and aggregate expenditures for the election period totaling \$1,000 or less, you must check the box (see below) and file an Organizational Report by June 30th of an election year to be classified as a \$1,000 or less filer. Checking the box and filing the Organizational Report is required every election year your name is on the ballot to be classified as a \$1,000 or less filer for that election. Candidate committees who check this box and keep their activity below the \$1,000 threshold for the election period are only required to file one disclosure report in the election but are required to file the next required disclosure report and all subsequent reports thereafter if they exceed the \$1,000 threshold in an earlier report.

Candidate/Candidate Committee	Depository (Bank)	Chairperson	Treasurer	Deputy Chairperson (Optional)	Deputy Treasurers (Optional	\$1,000
O Yes						
INU INU						

Click **File Report** to file the Organizational Report. Your candidate committee is now registered with the Commission.

	Office Sought*	House	•
	County	*	
	District	1 ¥	
	Party Affiliation *	Independent	*
* R	equired field(s)		
			File Report
Вј	r clicking the "File Report" button, the candidate a "Candidate Committee Electronic Filing Form See, Hawaii F	nd treasurer of the candi n" that the information or Revised Statutes §§11-32	date committee affirms their acknowledgement and certification on the this electronically filed report is true, complete, and accurate. ((c)(1), 11-331(a), and 11-340(a).

- C. <u>AMEND ORGANIZATIONAL REPORT</u> Any change in information previously reported in an Organizational Report must be filed in an amended Organizational Report within ten (10) days of the change being brought to the attention of the candidate committee's chairperson or treasurer:
  - 1. Click **Administration**.
  - 2. Click **Organizational Report**.
  - 3. Click **Amend** and enter the applicable changes.
  - 4. Click **File Report** to file the amended Organizational Report.

Periodically, when you log in to the CFS, the Organizational Report will first appear on the screen for your candidate committee to review and update any change in information.

You will <u>not be</u> able to change the name of the chairperson or treasurer. If there is a change in these officers, you must complete and submit a new Candidate Committee Electronic Filing Form with the candidate's signature <u>and</u> that of the newly appointed chairperson and/or treasurer (the form can be accessed by clicking Change Chairperson or Change Treasurer). The form must be submitted, and the amended Organizational Report filed within ten (10) days after the change is brought to the attention of the committee's chairperson or treasurer. The Commission will input the name(s) of your new officer(s) once the form is received then your committee will be responsible for updating the contact information for the new officer and filing the amended Organizational Report.

ORGANIZATIONAL REPORT					ORGANIZATIONAL REPORT					
Candidate/Candidate Committee	Depository (Bank)	Chairperson	Treasurer	Deputy Chairpers	Candidate/Candidate Committee	Depository (Bank)	Chairperson	Treasurer	Deputy Chairperse	
∡ Chairperson					⊿ Treasurer	_				
Name	CHANGE O Strategist, S	HAIRPERSON tan	>		Name	CHANGE Finance, Fan	IREASURER			
Address 1 *	888 Center	888 Center Street			Email Address *	mokikaloh	mokikaloha@mokialoha.com			
Address 2				Address 2						
City *	Honolulu				City *	Honolulu				
State *	ні 🗸				State *	ні 🗸				
Zip Code *	96815				Zip Code *	96813				
Bus. Phone *	(808) 123-45	567			Bus. Phone *	(808) 345-6	789			
Res. Phone *	(808) 456-78	390			Res. Phone *	567-8901				

## IV. REPORTING DEADLINES (Listed under Administration)



The **Reporting Deadlines** screen contains a list of disclosure reports you must electronically file on the CFS and their reporting deadlines. Required disclosure reports for candidates that are running in an election year will depend on when you file your nomination papers, what ballot your name will appear on, and whether you are a \$1,000 or less filer. To simplify things, the Commission will add the required disclosure reports to your Reporting Deadlines screen based on these factors. It is critical that you record these deadlines on your personal calendar, so your candidate committee is not fined for not filing a report or untimely filing a report.

- A. <u>OBTAINING A REPORTING SCHEDULE</u> Reporting schedules and tracks are available by visiting the <u>Reporting Deadlines page</u> or viewing the <u>Election-Year</u> <u>Reporting Tracks illustration</u> on the Commission website.
- **B.** <u>VIEWING REPORTING DEADLINES</u> To view the required disclosure reports and reporting deadlines that the Commission have added to your reporting schedule in the CFS:
  - 1. Click **Administration**.
  - 2. Click **Reporting Deadlines**.

The **Reporting Deadlines** screen will list the report name, reporting period, and reporting deadline applicable to your candidate committee. Please refer to this screen for required reports until you terminate your committee with the Commission.

REPORTING DEADLINES		
Report Name	Reporting Period	Reporting Deadline
1A Preliminary Primary	January 1 - April 25, 2024	04/30/2024
1B Preliminary Primary	April 26 - June 30, 2024	07/11/2024
2nd Preliminary Primary	July 1 - July 26, 2024	07/31/2024
Final Primary	July 27, August 10, 2024	08/30/2024

Once a report is filed for a specific reporting period, it will be removed from the list. If you need to amend a report, just click the Amend Mode option on the menu and you will be able to amend, preview, print, and file a previously filed report.

## V. ENTERING CAMPAIGN FINANCE ACTIVITY

(Listed under Add Transaction)



The **Add Transaction** screen is used to add transactions for your candidate committee into the CFS. This is the central hub for entering a new transaction whether it be a contribution, other receipt, loan, expenditure, unpaid expenditure, or durable asset. The only transactions not entered on the Add Transaction screen are loan payment/forgiven entries (Schedule D), unpaid expenditure payment/forgiven entries (Schedule E), and disposition of durable asset entries (Schedule F) which are entered on the applicable **Schedules** screen. A transaction entry consists of a name and address associated with the transaction as well as the details of the transaction including the date, amount, and purpose.

When you click on **Add Transaction**, you will be presented with the choice of entering a transaction by adding a new name into the CFS or by using an existing name that was already entered into the CFS previously, then selecting the type of transaction you would like to enter for that name such as a contribution or expenditure and entering the details of the transaction. Every name that is entered into the CFS is stored on the Add Transaction screen and it is important that a name be entered only once.

- A. <u>ADDING A NEW NAME AND TRANSACTION</u> You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. You can use the Enter Name to Search field to search for names previously entered and if the name does not appear in your search, the message "No Records Found" will be displayed. To add a new name and transaction:
  - 1. Click **Add Transaction**.
  - 2. Click Add New Name & Transaction.



3. The Add New Name & Transaction screen will be displayed.

	+ Add	← Bad
Name Type *	Please Select 🗸	
First Name		
Middle Initial		
Last / Business Name *		
Suffix	~	
Address 1 *		
Address 2		
City *		
State *	~	
Zip Code *		
Occupation		
Employer		
	(Occupation and Employer information is only required for contribution and immediate family members that aggregate \$1,000 or more during ar	s by individuals relection perio
Add Transaction	None     Ocontribution Other Receipt     Loan     Expenditure	

4. Under **Name Type**, select the appropriate name type classification.

Candidate
Immediate Family
Individual
Noncandidate Committee
Other Entity
Political Party

- 5. Enter the information in the required fields \* and any other fields that apply. The occupation and employer information are only required for contributions by individuals and immediate family members that aggregate \$1,000 or more during an election period. You can use the "Employer/Occupation Validation" feature under the Validate Report menu to help you comply with this requirement.
- 6. Options for entering a contribution, other receipt, loan, expenditure, unpaid expenditure, or durable asset will appear at the bottom of the screen. Select the type of transaction you would like to enter by clicking the applicable transaction,

then click **Add**. Selecting "None" will just add the name to the Add Transaction screen.

State *	HI ¥	
Zip Code *	96816	
Occupation	Owner	
Employer	Sammy's Company	
	(Occupation and Employer information is only required for contributions by individu and immediate family members that aggregate \$1,000 or more during an election per	als iod.)
Add Transaction	○ None      Ocontribution ○ Other Receipt	
	O Loan O Expenditure O Unpaid Expenditure	
	O Durable Asset	

- B. <u>ADDING A TRANSACTION TO AN EXISTING NAME</u> You can use the Enter Name to Search field to search for names previously entered into the CFS and exist on the Add Transaction screen. As you begin to enter the name into the search field, the CFS will prompt you with possible matches. Entering less of the name will broaden your search while entering more will narrow it. It is important that a name be entered only once, so be sure to run a good search. To add a transaction to an existing name:
  - 1. Click **Add Transaction**.
  - 2. Enter the name into the **Enter Name to Search** field to search. Here's an example of a broad search for "Sammy Sunset" using the letter "s" and since "Taylor James" also has that letter in his name, they will both appear as possible matches since they both exist in the CFS:

Enter Name to Search	S	<b>Q</b> Search	💉 Clea	ar
	James, Taylor Sunset, Sammy			

3. Select "Sunset, Sammy" from the drop-down and click **Search**.

	E	Enter Name to Search	Sunset, Sammy	1			<b>Q</b> Search	💉 Clear	
ADD TRAM	NSACTION TO EXIST	ING NAME							
+ Add	d New Name & Transa	ction							
	Name	Name Type	Address1						
Ľ	Sunset, Sammy	Individual	567 Sunset Drive	Contribution	Other Receipt	Loan	Expenditure	Unpaid Expenditure	Durable Asset
Go to	1 View	10 🗸		× ×	1 → 🕅				[1 to 1 of 1]

- 4. The name will appear under the **Add Transaction to Existing Name** banner with options to the right of the name for entering a contribution, other receipt, loan, expenditure, unpaid expenditure, or durable asset. Select the type of transaction you would like to enter by clicking on the applicable link.
- C. <u>EDITING/DELETING A NAME OR EDITING AN ADDRESS</u> To edit/delete a name or edit an address:
  - 1. Click **Add Transaction**.
  - 2. Search for the name you would like to edit/delete or a name you would like to edit an address for by using the **Enter Name to Search** field then click on the edit icon icon icon to the left of the name.
  - 3. The **Edit Name** screen will be displayed. Make the necessary changes.

	Save Delete + Bac
Name Type *	Individual 🗸
First Name	Sammy
Middle Initial	
Last / Business Name *	Sunset
Suffix	~
Address 1 *	567 Sunset Drive
Address 2	
City *	Honolulu
State *	ні 🗸
Zip Code *	96816
Occupation	Owner
Employer	Sammy's Company
	(Occupation and Employer information is only required for contributions by individuals

- 4. Click **Save**, then click **Back** to return to the Add Transaction screen; or
- 5. Click **Delete**, then when prompted to delete the record, click **OK**, then click **Back** to return to the Add Transaction screen.

A name cannot be deleted from the Add Transaction screen if the name was used for a transaction that was already entered into the CFS. You will need to delete the transaction on the applicable Schedule A-F first, then return to the Add Transaction screen to delete the name. You can edit a name and address from the Add Transaction screen, but if the previous unedited name or address was part of a filed report, a change to the name will be reflected in an amended filing of that report but not a change to the address. You will need to change the address on the Add Transaction screen and within the applicable Schedule A-F transaction record for the change to be reflected in an amended report.

	EDIT NAME		
		Save Telete	← Back
	Name Type *	Individual 🗸	
	First Name	Sammy	
Name record c	cannot be deleted because	a Sch D record is associated with this name. The transaction(s) n	nust be deleted before the name record can be dele
Name record d	cannot be deleted because State * Zip Code *	a Sch D record is associated with this name. The transaction(s) n	nust be deleted before the name record can be dele
Name record c	annot be deleted because State * Zip Code * Occupation	a Sch D record is associated with this name. The transaction(s) n	nust be deleted before the name record can be dele
Name record o	annot be deleted because State * Zip Code * Occupation Employer	a Sch D record is associated with this name. The transaction(s) in	nust be deleted before the name record can be dele

#### Please visit the following pages to learn about:

VI. Entering Receipts	VII. Entering Expenditures
Schedule A – Page 20	Schedule B – Page 38
Schedule C – Page 26	<u>Schedule E – Page 44</u>
Schedule D – Page 30	Schedule F – Page 51

## VI. ENTERING RECEIPTS

Receipts also known as in-flows to the candidate committee are reported to the Commission as contributions (Schedule A), loans (Schedule D), or other receipts (Schedule C), which is a "catch all" for any permissible funds received that are not contributions nor loans. The following will help you enter this information into the CFS and learn more about the requirements of these schedules:

A. <u>SCHEDULE A - CONTRIBUTIONS</u> - All monetary and non-monetary (also known as inkind) contributions to the candidate 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 or the close of a reporting period to begin entering contributions. All contributions must be entered in the CFS but only aggregate contributions of more than \$100 will be itemized on Schedule A.

- 1. **ADDING A CONTRIBUTION** All contributions are added to Schedule A from the Add Transaction screen. To add a contribution:
  - a. Click Add Transaction.
  - b. Click **Add New Name & Transaction** to add a contribution to a new name <u>or</u> use the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
  - c. The **Schedule A Add Contribution** screen will be displayed when you choose to add a contribution to a new or existing name. Enter the information in the required fields \* and any other fields that apply:

HEDULE A - ADD CO	NTRIBUTION
	+ Add Car
After clicking Add, go to:	Schedule A - Contributions List      Add Transaction Screen
Date *	mm/dd/yyyy
Deposit No.	
Amount*	
Non-Resident	⊖ Yes ● No
Non-Monetary	⊖Yes ⊛No
Qualifying Campaign Contribution	⊖Yes ⊛No
Name	Sunset, Sammy
Address 1 *	567 Sunset Drive
Address 2	
City *	Honolulu
State *	н
Zip Code *	96816
Is Contributor a Minor?	⊖ Yes ● No

- d. **Date** Entry format is MM/DD/YYYY (Enter the date that the contribution was deposited).
- e. **Deposit No.** (Issued from the bank) Optional.
- f. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- g. **Non-Resident** Click **Yes** if the contribution is from a non-resident of the State of Hawaii.

Contributions from persons who are not residents of the State of Hawaii at the time the contributions were made may <u>not</u> exceed 30% of the total contributions received by the candidate or the candidate committee for each election period. This ceiling does not apply to contributions from the candidate's immediate family. See, HRS §11-362. h. **Non-Monetary** (also known as an in-kind contribution) - Click **Yes** if the contribution is non-monetary.

If a non-monetary contribution or an in-kind contribution is received, you must enter an off-setting expenditure on Schedule B. This is very important to prevent your cash on hand from erroneously being inflated!

(1) Under **Category**, select the appropriate category for the nonmonetary or in-kind contribution.

> Advertising, Media & Marketing Bank Charges, Merchant Fees & Adjustments Campaign Headquarters Candidate Fundraiser Conference Fees Contract, Employee & Professional Services Contribution to Political Party Donations Durable Assets (Equipment) Events & Activities Filing Fee, Escheat, Fine Food & Beverages Gifts Membership & Subscription Fees Printing, Postage, Mailing & Freight Refund Surveys, Polls, Research & Voter Lists Taxes & Insurance Travel & Lodging

- (2) **Description** Type in a description of the non-monetary or in-kind contribution.
- i. **Qualifying Campaign Contribution ("QCC")** Click **Yes** if the contribution is a QCC. An applicable election must also be selected for this contribution see next step listed below. This option only applies to candidates participating in the Partial Public Funding Program.
  - (1) Under **Period**, select the appropriate election (i.e., Primary or General) for this QCC. This option only applies to candidates participating in the Partial Public Funding Program.



- j. **Is Contributor a Minor?** Click **Yes** if the contribution is from a minor.
  - (1) Select the Parent Name from the drop-down, then enter the Parent Address 1, Parent Address 2, Parent City, State, and Zip Code. The parent's or guardian's name record must be entered into the CFS from the Add Transaction screen so it can be selected from the Parent Name drop-down. The contribution will be reported in the name of the minor but aggregated with the parent's or guardian's contribution.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your contribution entry on the Schedule A - Contributions List screen. Make that selection then click **Add**.

SCHEDULE A - ADD CON	TRIBUTION	
	+ Add	Cancel
After clicking Add, go to:	Schedule A - Contributions List      Add Transaction Screet	een

- 2. <u>VIEWING A CONTRIBUTION</u> The Schedule A Contributions List screen is where your contributions can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule A - Add Contribution** screen when adding a new contribution into the CFS or by doing the following:
  - a. Click Schedules.
  - b. Click **Receipt**.
  - c. Click Schedule A Contributions.



#### The Schedule A - List of Contributions Received screen will be displayed:

			ADD	New Contribution				Q Sea
Date	Name	Deposit No.	Amount	Non-Resident	Non-Monetary	QCC	Period	Reported (Lock)
4/01/2022	ABC Company		\$2,000.00	No	No	No		No
3/15/2022	Hawaii Printing Company		\$1,750.00	No	Yes	No		No
3/01/2022	James, Taylor		\$500.00	Yes	No	No		No
2/01/2022	Sunset, Sammy		\$1,000.00	No	No	No		No
5/01/2022	XYZ PAC		\$1,500.00	No	No	No		No

- d. Click **ADD New Contribution** to return to the Add Transaction screen to enter additional contributions into the CFS.
- e. Click **Search** to search contributions by contributor name.
- f. Click the column headings (i.e., Date, Name, Deposit No., Amount, Non-Resident, Non-Monetary, QCC, Period, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of a contribution to edit/delete that contribution.
- h. To browse your list of contributions, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 contributions at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

## 3. <u>EDITING/DELETING A CONTRIBUTION</u> - To edit/delete a contribution on the Schedule A - List of Contributions Received screen:

a. Search for the contribution you would like to edit/delete by using the **Search** feature or by browsing your list of contributions then click on the date of the contribution.

The date will only be clickable if the contribution was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the contribution was included in a filed report, then the contribution can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting a contribution in Amend Mode will require the filing of an amended report to report the change.

b. The **Schedule A - Edit Contribution** screen will be displayed. Make the necessary changes.

	Save	📋 Delete	Cancel Changes &
Date *	02/01/2022	ii MM	/DD/YYYY
Deposit No.			
Amount *	\$ 1,000.00		
Non-Resident	⊖Yes ◉No		
Non-Monetary	○ Yes ◉ No		
Qualifying Campaign Contribution	⊖Yes ●No		
Name	Sunset, Sammy		
Address 1	567 Sunset Drive		
Address 2			
City	Honolulu		
State	н		
Zip Code	96816		

- c. Click **Save** which will take you back to the Schedule A List of Contributions Received screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule A List of Contributions Received screen. This step only deletes the contribution record and not the name record associated with the contribution. To delete the name record, you will have to do that from the Add Transaction screen.

B. <u>SCHEDULE C - OTHER RECEIPTS</u> - Other Receipts include interest, public funds received from the Commission, rebates, refunds, and sale of durable assets. However, the most common type of other receipt is a candidate's own funds which are different from a loan (Schedule D) because there is no expectation of repayment or reimbursement from campaign funds. Typically, this is a situation where the candidate chooses to use their personal funds to pay for campaign expenses and does not care to be reimbursed. In certain situations, described below, a corresponding entry will be necessary on another schedule.

You do not need to wait until a filing deadline or the close of a reporting period to begin entering other receipts.

- 1. **ADDING AN OTHER RECEIPT** All other receipts are added to Schedule C from the Add Transaction screen. To add an other receipt:
  - a. Click Add Transaction.
  - b. Click **Add New Name & Transaction** to add an other receipt to a new name <u>or</u> use the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
  - c. The **Schedule C Add Other Receipt** screen will be displayed when you choose to add an other receipt to a new or existing name. Enter the information in the required fields \* and any other fields that apply:

HEDULE C - ADD OTHER RECEIPT				
	+ Add Cance			
After clicking Add, go to:	Schedule C - Other Receipts List      Add Transaction Screen			
Date *	MM/DD/YYYY			
Deposit No.				
Amount *				
Category *	Please Select *			
Description *				
Name	Aloha, Moki K.			
Address 1 *	111 Aloha Street			
Address 2				
City *	Honolulu			
State *	н			
Zip Code *	96813			

\* Required field(s)

- d. **Date** Entry format is MM/DD/YYYY (Enter the date that the other receipt was deposited, the date that the candidate made an expenditure from their own funds, or the date that a candidate's loan is forgiven)
- e. **Deposit No**. (Issued from the bank) Optional.
- f. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- g. Under **Category**, select the other receipt category.

Candidate's Own Funds	
Interest	
Other	
Public Funds	
Rebate	
Refund	
Sale of Durable Asset	

h. Description - Type in a description of the other receipt.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your other receipt entry on the Schedule C - List of Other Receipts screen. Make that selection then click **Add**.

SCHEDULE C - ADD OTHER R	eceipt	
	+ Add	Cancel
After clicking Add, go to:	● Schedule C - Other Receipts List ○ Add	Transaction Screen

- <u>VIEWING AN OTHER RECEIPT</u> The Schedule C Other Receipts List screen is where your other receipts can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the Schedule C - Add Other Receipt screen when adding a new other receipt into the CFS or by doing the following:
  - a. Click Schedules.
  - b. Click Receipt.
  - c. Click Schedule C Other Receipts.



The Schedule C - List of Other Receipts screen will be displayed:

S	CHEDULE C - L	IST OF OTHER REC	CEIPTS				
				ADD N	ew Other Receipt		<b>Q</b> Search
	Date	Name	Deposit No.	Amount	Category	Description	Reported (Lock)
	02/01/2022	Aloha, Moki K.		\$5,000.00	Candidate's Own Funds	Camaign Seed Money	N
	05/01/2022	Hawaii Bank		\$3.25	Interest	April Interest	Ν
	04/01/2022	Hawaii Bank		\$2.50	Interest	March Interest	N
	Go to 1	View 10 🗸	•	M ←	1 → №		[1 to 3 of 3]

- d. Click **ADD New Other Receipt** to return to the Add Transaction screen to enter additional other receipts into the CFS.
- e. Click **Search** to search other receipts by source name.
- f. Click the column headings (i.e., Date, Name, Deposit No., Amount, Category, Description, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of an other receipt to edit/delete that other receipt.
- h. To browse your list of other receipts, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 other receipts at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.
- 3. **EDITING/DELETING AN OTHER RECEIPT** To edit/delete an other receipt on the **Schedule C List of Other Receipts** screen:
  - a. Search for the other receipt you would like to edit/delete by using the **Search** feature or by browsing your list of other receipts, then click on the date of the other receipt.

The date will only be clickable if the other receipt was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the other receipt was included in a filed report, then the other receipt can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting an other receipt in Amend Mode will require the filing of an amended report to report the change.

b. The **Schedule C - Edit Other Receipt** screen will be displayed. Make the necessary changes.

CHEDULE C - ED	IT OTHER RECEIPT		
	Save	Telete	Cancel Changes & Exit
Date *	02/01/2022	mm/DD/	YYYY
Deposit No.			
Amount *	\$ 5,000.00		
Category *	Candidate's Own Funds	•	
Description *	Campaign Seed Money		
Name	Aloha, Moki K.		
Address 1 *	111 Aloha Street		
Address 2			
City *	Honolulu		
State *	HI		
Zip Code *	96813		
wired field(s)			

- c. Click **Save** which will take you back to the Schedule C List of Other Receipts screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule C List of Other Receipts screen. This step only deletes the other receipt record and not the name record associated with the other receipt. To delete the name record, you will have to do that from the Add Transaction screen.

#### 4. SPECIFIC SITUATIONS REQUIRING ENTRY ON ANOTHER SCHEDULE

- a. <u>Candidate Using Own Funds and Does Not Care to Be Reimbursed</u>
  - (1) Enter each out-of-pocket expense on Schedule B List of Expenditures Made under the vendor's name; <u>and</u>
  - (2) Enter a corresponding entry on Schedule C List of Other Receipts under the candidate's name. For Category, choose Candidate's Own Funds.

- b. Candidate Forgiving Own Loans and Does Not Care to Be Reimbursed
  - (1) Enter each candidate loan on Schedule D Loans under the candidate's name; <u>and</u>
  - (2) When the candidate forgives their own loan and does not care to be reimbursed, report the forgiven loan on Schedule D - Loans and a corresponding entry on Schedule C - List of Other Receipts under the candidate's name. For Category, choose Candidate's Own Funds.
- c. <u>Public Funds</u>
  - (1) Enter public funds received from the Commission on Schedule C -Other Receipts. For Category, choose Public Funds. Report the date of deposit and the amount of each public fund check received under "Hawaii Election Campaign Fund" at 235 S. Beretania St., Room 300, Honolulu, HI 96813; and
  - (2) Enter the expenditure of public funds on Schedule B List of Expenditures Made to report how public funds were expended.
- d. Purchase and Sale of Durable Asset
  - Enter the purchase of a durable asset with campaign funds on Schedule B - List of Expenditures Made and Schedule F - List of Durable Assets; and
  - (2) Upon the sale of the durable asset, enter the disposition of the durable asset on Schedule F List of Durable Assets and a corresponding entry on Schedule C List of Other Receipts. For Category, select Sale of Durable Asset.
- C. <u>SCHEDULE D LOANS</u> There are four (4) types of loans each with a different loan limit permissible by law: (1) Candidate (unlimited amount); (2) Financial Institution (unlimited amount if in the ordinary course of business); (3) Immediate Family (limited in the aggregate of \$50,000 and are combined with contributions); and (4) Other Entity (\$10,000 in the aggregate). With respect to loans from other entities, if the \$10,000 limit is reached, the candidate and candidate committee shall be prohibited from receiving or accepting any other loans from other entities until the \$10,000 is paid in full.

You do not need to wait until a filing deadline or the close of a reporting period to begin entering loans. Also, loan payments are reported on Schedule D - Loans and never on Schedule B - Expenditures Made.

- 1. **ADDING A LOAN** All loans are added to Schedule D from the Add Transaction screen. To add a loan:
  - a. Click Add Transaction.
  - b. Click Add New Name & Transaction to add a loan to a new name or use

the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.

c. The **Schedule D - Add Loan** screen will be displayed when you choose to add a loan to a new or existing name. Enter the information in the required fields \* and any other fields that apply:

HEDULE D - ADD	LOAN
	+ Add Cancel
in executed loan d 100 on or before t ras received. Link ixecuted Loan Doo	locument must be filed with the Commission for every loan in excess of he filing date for the report covering the reporting period when the loan to e Sign version of the form: cument
After clicking Ad	d, go to: 🛛 🖲 Schedule D - Loans List 🔾 Add Transaction Screen
Date *	mm/dd/yyyy
Loan Source *	Please select 🗸 🗸
Deposit No.	
Amount *	
Purpose *	
Name	Aloha, Moki K.
Address 1 *	111 Aloha Street
Address 2	
City *	Honolulu
	н
State *	

An executed loan document must be submitted to the Commission for every loan in excess of \$100. This form can be accessed by clicking **Executed Loan Document**.

d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the loan was deposited or the date that the candidate or other person made loan advances on behalf of the candidate committee for expenses made personally).

e. Under **Loan Source**, select the loan source.



- f. **Deposit No.** (Issued from the bank) Optional.
- g. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- h. Under **Purpose** Type in the purpose of the loan.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your loan entry on the Schedule D - List of Loans screen. Make that selection then click **Add**.

SCHEDULE D - ADD LOAN	
+ Add	Cancel
An executed loan document must be filed with the Commission for every loan in \$100 on or before the filing date for the report covering the reporting period whe was received. Link to eSign version of the form: <u>Executed Loan Document</u>	excess of n the Ioan
After clicking Add, go to:      Schedule D - Loans List 〇 Add Transaction Sc	reen

- 2. **ADDING A LOAN PAYMENT OR FORGIVING A LOAN** The **Schedule D Loans List** screen is where you enter a loan payment or forgive a loan. This screen can be accessed by doing the following:
  - a. Click **Schedules**.
  - b. Click Receipt.
  - c. Click Schedule D Loans.



d. Search for the loan you would like to pay/forgive by using the **Search** feature or by browsing your list of loans, then click on **Add Payment** listed to the right of the lender's name.

5	Schedule D - L	IST OF LOANS								
					ADD New L	oan				<b>Q</b> Search
	Date	Name	Loan Source	Amount	Payment / Forgiven	Forgiven	Paid Off	Reported (Lock)	Balance	Add Payment?
	02/01/2022	Sunset, Sammy	Other Entity	\$1,000.00	\$0.00	No	No	No	\$1,000.00	Add Payment
	04/01/2022	Aloha, Moki K.	Candidate	\$10,000.00	\$0.00	No	No	No	\$10,000.00	Add Payment
	Go to 1	View 10 🗸			₩ ← 1	→ M			[1 to 2	of 2]

e. The Schedule D - Add Loan Payment screen will be displayed:

	+ Add	G Canc
Date *	mm/dd/	YYYY
Check No.		
Principal Amount *		
Forgiven	🔿 Yes 🖲 No	
	(Also enter forgiven loan as an other receipt o candidate or as a contribution on Schedule A	on Schedule C if the loan is from a if the loan is from a
Non- Resident	🔿 Yes 🖲 No	
Name	Aloha, Moki K.	
Address 1	111 Aloha Street	
Address 2		
City *	Honolulu	
State *	HI	
Zip Code *	96813	

- f. **Date** Entry format is MM/DD/YMMM (Enter the date of the loan payment or the date that the loan was forgiven).
- g. Check No. Optional.

- h. **Principle Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- i. **Forgiven** Click **Yes** if the loan is forgiven.

Each loan by a candidate that is forgiven must be off-set in the same amount as an other receipt on Schedule C - Other Receipts. Each loan by any other person (i.e., immediate family member, other entities and financial institutions) that is forgiven must be off-set in the same amount as a contribution on Schedule A - Contributions, which is subject to the candidate's contribution limit.

- j. Non-Resident Click Yes if the forgiven loan is from a non-resident of the State of Hawaii (the Non-Resident field is only available if "Forgiven" is clicked Yes).
- k. Loan Pay Off? Click Yes if the loan has been fully paid or forgiven.

Click Add which will take you back to the Schedule D - List of Loans screen.

The Add Payment link to the right of a lender's name will be eliminated when Loan Pay Off? is clicked Yes indicating that the loan has been fully paid or forgiven.

- 3. <u>VIEWING A LOAN OR LOAN PAYMENT/FORGIVEN ENTRY</u> The Schedule D - List of Loans screen is where your loans and loan payment/forgiven entries can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the Schedule D - Add Loan screen when adding a new loan into the CFS or by doing the following:
  - a. Click Schedules.
  - b. Click Receipt.
  - c. Click Schedule D Loans.



The Schedule D - List of Loans screen will be displayed:

SCHEDULE D - L	IST OF LOANS								
				ADD New L	oan				<b>Q</b> Search
Date	Name	Loan Source	Amount	Payment / Forgiven	Forgiven	Paid Off	Reported (Lock)	Balance	Add Payment?
02/01/2022	Sunset, Sammy	Other Entity	\$1,000.00	\$0.00	No	No	No	\$1,000.00	Add Payment
04/01/2022	Aloha, Moki K.	Candidate	\$10,000.00	\$0.00	No	No	No	\$10,000.00	Add Payment
05/01/2022	Aloha, Moki K.		\$0.00	\$2,000.00	No	No	No	\$8,000.00	
Go to 1	View 10 v			₩ ← 1	$\rightarrow$ M			[1 to	3 of 3] ← Back

- d. Click **ADD New Loan** to return to the Add Transaction screen to enter additional loans into the CFS.
- e. Click **Search** to search loans by lender name.
- f. Click the column headings (i.e., Date, Name, Loan Source, Amount, Payment/Forgiven, Forgiven, Paid Off, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of a loan or loan payment/forgiven entry to edit/delete that loan or loan payment/forgiven entry.
- h. To browse your list of loans or loan payment/forgiven entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 loan items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.
- EDITING/DELETING A LOAN OR LOAN PAYMENT/FORGIVEN ENTRY To edit/delete a loan or loan payment/forgiven entry on the Schedule D - List of Loans screen:
  - a. Search for the loan or loan payment/forgiven entry you would like to edit/delete by using the **Search** feature or by browsing your list of loan items, then click on the date of the loan or loan payment/forgiven entry.

The date will only be clickable if the loan or loan payment/forgiven entry was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the loan item was included in a filed report, then it can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting a loan item in Amend Mode will require the filing of an amended report to report the change.

b. The **Schedule D - Edit Loan** screen will be displayed. Make the necessary changes.

	Save Delete Cancel Changes & Exit
An executed loa \$100 on or befor was received. Li Executed Loan [	n document must be filed with the Commission for every loan in excess of 'e the filing date for the report covering the reporting period when the loan nk to eSign version of the form: <u>Document</u>
Date *	04/01/2022
Loan Source *	Candidate 🗸
Deposit No.	
Amount *	\$ 10,000.00
Purpose *	Camaign Expenses
Name	Aloha, Moki K.
Address 1 *	111 Aloha Street
Address 2	
City *	Honolulu
State *	н
Zin Code *	00040

- c. Click **Save** which will take you back to the Schedule D List of Loans screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule D List of Loans screen. A loan cannot be deleted if it has a loan payment/forgiven entry. All loan payment/forgiven entries associated with a loan must first be deleted before that loan can be deleted. Furthermore, this step only deletes the loan record and not the name record associated with the loan. To delete the name record, you will have to do that from the Add Transaction screen.
### 5. SPECIFIC SITUATION REQUIRING ENTRY ON ANOTHER SCHEDULE

- a. <u>Candidate Loans</u> A candidate advances money on behalf of the candidate committee by making out-of-pocket campaign expenses that the candidate would like to treat as a reimbursable loan instead of a non-reimbursable other receipt. The candidate committee must:
  - Obtain the expense documentation from the candidate and enter each campaign expense in Schedule B - List of Expenditures Made under the vendor's name; <u>and</u>
  - (2) Enter a corresponding entry as an off-set in the same amount on Schedule D List of Loans.

If there are insufficient campaign funds available to reimburse the candidate and the candidate decides to take a loss by forgiving the loan, the candidate committee must:

- (1) On the Schedule D List of Loans screen, click **Add Payment** listed to the right of the candidate loan being forgiven, complete the information on that screen, then click **Yes** for the **Forgiven** and **Loan Pay Off?** options; <u>and</u>
- (2) Enter a corresponding entry as an off-set in the same amount on Schedule C List of Other Receipts.

# **VII. ENTERING EXPENDITURES**

Expenditures also known as out-flows from the candidate committee are reported to the Commission as expenditures made (Schedule B), or unpaid expenditures (Schedule E). Durable assets (Schedule F) acquired by the candidate committee are also reported to the Commission and since they are also an expenditure or nonmonetary contribution, they are reported as a durable asset and as an expenditure if the durable asset was purchased or as a nonmonetary contribution if the durable asset was donated to the candidate committee. The following will help you enter this information into the CFS and learn more about the requirements of these schedules:

A. <u>SCHEDULE B - EXPENDITURES MADE</u> - All expenditures by the candidate committee are entered under the vendor's name and must be reported on Schedule B. 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.

You do not need to wait until a filing deadline or the close of a reporting period to begin entering expenditures.

1. **ADDING AN EXPENDITURE** - All expenditures are added to Schedule B from the Add Transaction screen. To add an expenditure:

	+ Add	Cancel
After clicking Add, go to:	Schedule B - Expenditures List      Add Transaction	Screen
Date *	MM/DD/YYYY	
Check No.		
Amount *		
Authorized Use *	Please Select	Ŧ
Colores t	Authorized Use Explanations	
Category ~	Please Select V	
Purpose of Expenditure *		
Expenditure of	⊖ Yac	
Public Funds	® No	
Name	DEF Vendor	
Address 1 *	789 Vendor Street	
Address 2		
City *	Honolulu	
State *	HI	
Zip Code *	96813	

- a. Click Add Transaction.
- b. Click Add New Name & Transaction to add an expenditure to a new name <u>or</u> use the Enter Name to Search field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
- c. The **Schedule B Add Expenditure** screen will be displayed when you choose to add an expenditure to a new or existing name. Enter the information in the required fields \* and any other fields that apply:
- d. **Date** Entry format is MM/DD/YYYY (Enter the date that the expenditure was made).
- e. Check No. Optional.
- f. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- g. Under **Authorized Use**, select one (1) of the eight (8) statutorily authorized uses of campaign funds.

Directly Related to Candidate's Campaign Charitable Donations Public School or Public Library Donations Full-Time Student Scholarship Awards Two (2) Fundraiser Tickets Political Party Contributions Ordinary & Nec Expenses (\*ELECTED OFFICIALS ONLY) Mixed Benefit Expenses

Click on the "Authorized Use Explanations" link to assist you in selecting the correct authorized use selection. See below.

#### AUTHORIZED EXPENDITURES

The campaign finance law provides that candidates may use campaign funds for one of eight authorized uses: (1) Directly Related to Candidate's Campaign; (2) Charitable Donations; (3) Public School or Public Library Donations; (4) Full-Time Student Scholarship Awards: (5) Two (2) Fundraiser Tickets: (6) Political Party Contributions: (7) Ordinary and Necessary Expenses as an Office Holder; and (8) Mixed Benefit Expenses. See, HRS §11-381. In an effort to provide further information on the nuances of these permissible exper please be aware of the following: (1) Directly Related to Candidate's Campaign - These are expenses for purposes directly related to your campaign and include, but are not limited to these typical expenditures: o Advertisements o Banners & signs o Brochures o Food for volunteer signholders o Newsletters, reports, surveys, polls o Office rent & utilities for campaign headquarters o Legal expenses related to your campaign (including Commission fines) o Airfare & hotel accommodation (e.g., running in a canoe district requiring you to travel between islands to campaign) Attending state & county political conventions (i.e., travel, meals, registration, but not clothing & entertainment expenses) o Reasonable expenses of a "mahalo party" o Food, beverage, & entertainment expenses incurred at a fundraising event or other campaign activity Durable assets (e.g. computer software printer cell pho

Once an Authorized Use selection is made for the expenditure, you must narrow the expenditure use by selecting a category for that expenditure.

h. Under **Category**, select the appropriate expenditure category.

Advertising, Media & Marketing Bank Charges, Merchant Fees & Adjustments Campaign Headquarters Candidate Fundraiser Conference Fees Contract, Employee & Professional Services Contribution to Political Party Donations Durable Assets (Equipment) Events & Activities Filing Fee, Escheat, Fine Food & Beverages Gifts Membership & Subscription Fees Printing, Postage, Mailing & Freight Refund Surveys, Polls, Research & Voter Lists Taxes & Insurance Travel & Lodging

- i. **Purpose of Expenditure** Type in the purpose of the expenditure.
- j. **Expenditure of Public Funds** Click **Yes** if public funds were received and this is an eligible public fund expenditure. Public funds received during a primary or general election must be used only for expenses during the election for which the funds were received. An applicable election must be selected - see next step listed below. This option only applies to candidates participating in the Partial Public Funding Program.
  - (1) Under **Period**, select the appropriate election (i.e., Primary or General). This option only applies to candidates participating in the Partial Public Funding Program.



Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your expenditure entry on the Schedule B - List of Expenditures Made screen. Make that selection then click **Add**.



- VIEWING AN EXPENDITURE The Schedule B Expenditures List screen is where your expenditures can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the Schedule B - Add Expenditure screen when adding a new expenditure into the CFS or by doing the following:
  - a. Click **Schedules**.
  - b. Click **Expenditure**.
  - c. Click Schedule B Expenditures Made.



ADD New Expenditure										
late	Name	Check No.	Amount	Authorized Use	Category	Purpose	EPF	Period	Reported (Lock)	
2/15/2022	DEF Vendor		\$1,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Consultant	No		No	
3/15/2022	Hawaii Printing Company		\$1,750.00	Directly Related to Candidate's Campaign	Printing, Postage, Mailing & Freight	Brochures	No		No	
5/15/2022	Honolulu News		\$2,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Newspaper Ads	No		No	
4/01/2022	MNO Ad Agency		\$3,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Production	No		No	

The Schedule B - List of Expenditures Made screen will be displayed:

- d. Click **ADD New Expenditure** to return to the Add Transaction screen to enter additional expenditures into the CFS.
- e. Click **Search** to search expenditures by vendor/payee name.
- f. Click the column headings (i.e., Date, Name, Check No., Amount, Authorized Use, Category, Purpose, EPF, Period, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of an expenditure to edit/delete that expenditure.
- h. To browse your list of expenditures, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 expenditures at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

# 3. <u>EDITING/DELETING AN EXPENDITURE</u> - To edit/delete an expenditure on the **Schedule B - List of Expenditures Made** screen:

a. Search for the expenditure you would like to edit/delete by using the **Search** feature or by browsing your list of expenditures, then click on the date of the expenditure.

The date will only be clickable if the expenditure was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the expenditure was included in a filed report, then the expenditure can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting an expenditure in Amend Mode will require the filing of an amended report to report the change.

b. The **Schedule B - Edit Expenditure** screen will be displayed. Make the necessary changes.

	B Save	📋 Delete	Cancel Changes & E					
Date *	02/15/2022	₩M/DD	YYYY					
Check No.								
Amount *	\$ 1,000.00							
Authorized Use * Directly Related to Candidate's Campaign								
	Authorized Use Explanat	ions						
Category *	Advertising, Media & N	larketing	~					
Purpose of Expenditure *	Ad Consultant							
Expenditure of Public Funds	○Yes ●No							
Name	DEF Vendor							
Address 1 *	789 Vendor Street							
Address 2								
City *	Honolulu							
State *	н							
Zin Code *	00040							

- c. Click **Save** which will take you back to the Schedule B List of Expenditures Made screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule B List of Expenditures Made screen. This step only deletes the expenditure record and not the name record associated with the expenditure. To delete the name record, you will have to do that from the Add Transaction screen.

**B.** <u>SCHEDULE E - UNPAID EXPENDITURES</u> - Unpaid expenditures are services rendered or products delivered to the candidate committee that have not been paid for.

You do not need to wait until a filing deadline or the close of a reporting period to begin entering unpaid expenditures. Also, unpaid expenditure payments are reported on Schedule E - Unpaid Expenditures and never on Schedule B - Expenditures Made.

- 1. **ADDING AN UNPAID EXPENDITURE** All unpaid expenditures are added to Schedule E from the Add Transaction screen. To add an unpaid expenditure:
  - a. Click Add Transaction.
  - b. Click **Add New Name & Transaction** to add an unpaid expenditure to a new name <u>or</u> use the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
  - c. The **Schedule E Add Unpaid Expenditure** screen will be displayed when you choose to add an unpaid expenditure to a new or existing name. Enter the information in the required fields \* and any other fields that apply:

HEDULE E - ADD UNPAID E		
	+ Add	Cano
After clicking Add, go to:	Schedule E - Unpaid Expenditures List O Add Tr	ransaction Scre
Date *	₩M/DD/YYYY	
Amount *		
Authorized Use *	Please select	•
	Authorized Use Explanations	
Category *	Please select	
Purpose of Expenditure *		
Name	MNO Ad Agency	
Address 1 *	234 East Street	
Address 2		
City *	Honolulu	
State *	н	
Zip Code *	96813	

- d. **Date** Entry format is MM/DD/YYYY (Enter the date that the unpaid expenditure was incurred).
- e. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- f. Under **Authorized Use**, select one (1) of the eight (8) statutorily authorized uses of campaign funds.

Directly Related to Candidate's Campaign Charitable Donations Public School or Public Library Donations Full-Time Student Scholarship Awards Two (2) Fundraiser Tickets Political Party Contributions Ordinary & Nec Expenses (\*ELECTED OFFICIALS ONLY) Mixed Benefit Expenses

Click on the "Authorized Use Explanations" link to assist you in selecting the correct authorized use selection. See below.

#### AUTHORIZED EXPENDITURES

The campaign finance law provides that candidates may use campaign funds for one of eight authorized uses: (1) Directly Related to Candidate's Campaign; (2) Charitable Donations; (3) Public School or Public Library Donations; (4) Full-Time Student Scholarship Awards; (5) Two (2) Fundraiser Tickets; (6) Political Party Contributions; (7) Ordinary and Necessary Expenses as an Office Holder; and (8) Mixed Benefit Expenses. See, HRS §11-381. In an effort to provide further information on the nuances of these permissible expenses, please be aware of the following: (1) Directly Related to Candidate's Campaign - These are expenses for purposes directly related to your campaign and include, but are not limited to these typical expenditures: o Advertisements o Banners & signs o Brochures Food for volunteer signholders o Newsletters, reports, surveys, polls o Office rent & utilities for campaign headquarters o Legal expenses related to your campaign (including Commission fines) o Airfare & hotel accommodation (e.g., running in a canoe district requiring you to travel between islands to campaign) o Attending state & county political conventions (i.e., travel, meals, registration, but not clothing & entertainment expenses) o Reasonable expenses of a "mahalo party" o Food, beverage, & entertainment expenses incurred at a fundraising event or other campaign activity

ο Durable assets (e.σ. computer software printer cell phone

Once an Authorized Use selection is made for the unpaid expenditure, you must narrow the unpaid expenditure use by selecting a category for that unpaid expenditure.

g. Under **Category**, select the appropriate unpaid expenditure category.



h. **Purpose of Expenditure** - Type in the purpose of the unpaid expenditure.

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your unpaid expenditure entry on the Schedule E - List of Unpaid Expenditures screen. Make that selection then click **Add**.

Schedule E - add unpaid ex	XPENDITURE	
	+ Add	Cancel
After clicking Add, go to:	Schedule E - Unpaid Expenditures List O A	dd Transaction Screen

- 2. ADDING AN UNPAID EXPENDITURE PAYMENT OR FORGIVING AN UNPAID <u>EXPENDITURE</u> - The Schedule E - Unpaid Expenditures List screen is where you enter an unpaid expenditure payment or forgive an unpaid expenditure. This screen can be accessed by doing the following:
  - a. Click **Schedules**.
  - b. Click **Expenditure**.
  - c. Click Schedule E Unpaid Expenditures.



d. Search for the unpaid expenditure you would like to pay/forgive by using the **Search** feature or by browsing your list of unpaid expenditures, then click on **Add Payment** listed to the right of the vendor's name.

CHEQULE E - LIST OF UNPAID EXPENDITURES											
AOD New Unpaid Expenditure											<b>Q</b> Search
Date	Name	Authorized Use	Category	Purpose	Amount	Payment / Forgiven	Forgiven	Paid Off	Reported (Lock)	Balance	
04/01/2022	MNO Ad Agency	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Production	\$5,000.00	\$0.00	No	Yes	No	\$5,000.00	
05/01/2022	MNO Ad Agency				\$0.00	\$5,000.00	No	Yes	No	\$0.00	$\frown$
03/01/2020	DEF Vendor	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Consultant	\$2,000.00	\$0.00	No	No	No	\$2,000.00	Add Payment
05/05/2022	Hawaii Printing Company	Directly Related to Candidate's Campaign	Printing, Postage, Mailing & Freight	Mailers	\$4,000.00	\$0.00	No	No	No	\$4,000.00	Add Payment
io to 1	View 1	0 ¥	N A	÷ 1 →	N						[1 to 4 of 4

HEDULE E - AL		
	+ Add	🔂 Can
Date *	mm/dd/yyy	(Y
Check No.		
Amount *		
Forgiven	🔿 Yes 🖲 No	
	(Also enter forgiven unpaid expenditure as a con Schedule A)	tribution on
Non- Resident	○ Yes ® No	
Name	Hawaii Printing Company	
Address 1 *	456 West Street	
Address 2		
City *	Honolulu	
State *	н	
Zip Code *	96815	
Expenditure Pay Off?	🔿 Yes 🖲 No	

e. The Schedule E - Add Expenditure Payment screen will be displayed:

- f. **Date** Entry format is MM/DD/YYYY (Enter the date of the unpaid expenditure payment or the date that the unpaid expenditure was forgiven).
- g. **Check No.** Optional.
- h. **Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).
- i. **Forgiven** Click **Yes** if the unpaid expenditure is forgiven.

Each unpaid expenditure that is forgiven must be off-set in the same amount as a contribution on Schedule A - Contributions, which is subject to the candidate's contribution limit.

j. **Non-Resident** - Click **Yes** if the forgiven unpaid expenditure is for a vendor that is a non-resident of the State of Hawaii (the Non-Resident field is only available if "Forgiven" is clicked **Yes**).

k. **Expenditure Pay Off?** - Click **Yes** if the unpaid expenditure has been fully paid or forgiven.

Click **Add** which will take you back to the Schedule E - List of Unpaid Expenditures screen.

The Add Payment link to the right of a vendor's name will be eliminated when Loan Pay Off? is clicked Yes indicating that the unpaid expenditure has been fully paid or forgiven.

### 3. VIEWING AN UNPAID EXPENDITURE OR UNPAID EXPENDITURE

**PAYMENT/FORGIVEN ENTRY** - The Schedule E - List of Unpaid Expenditures screen is where your unpaid expenditures and unpaid expenditure payment/forgive entries can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule E - Add Unpaid Expenditure** screen when adding a new unpaid expenditure into the CFS or by doing the following:

- a. Click Schedules.
- b. Click **Expenditure**.
- c. Click Schedule E Unpaid Expenditures.



The Schedule E - List of Unpaid Expenditures screen will be displayed:

SCHEDULE E - LIST OF UNPAID EXPENDITURES												
	ADD New Unpaid Expenditure										<b>Q</b> Search	
	Date	Name	Authorized Use	Category	Purpose	Amount	Payment / Forgiven	Forgiven	Paid Off	Reported (Lock)	Balance	
	04/01/2022	MNO Ad Agency	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Production	\$5,000.00	\$0.00	No	Yes	No	\$5,000.00	
	05/01/2022	MNO Ad Agency				\$0.00	\$5,000.00	No	Yes	No	\$0.00	
	03/01/2020	DEF Vendor	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Consultant	\$2,000.00	\$0.00	No	No	No	\$2,000.00	Add Payment
	05/05/2022	Hawaii Printing Company	Directly Related to Candidate's Campaign	Printing, Postage, Mailing & Freight	Mailers	\$4,000.00	\$0.00	No	No	No	\$4,000.00	Add Payment
	Go to 1	View	10 🗸	N	÷ 1 →	N						[1 to 4 of 4]

- d. Click **ADD New Unpaid Expenditure** to return to the Add Transaction screen to enter additional unpaid expenditures into the CFS.
- e. Click **Search** to search unpaid expenditures by vendor name.
- f. Click the column headings (i.e., Date, Name, Authorized Use, Category, Purpose, Amount, Paid/Forgiven, Forgiven, Paid Off, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of an unpaid expenditure or unpaid expenditure/forgiven entry to edit/delete that unpaid expenditure or unpaid expenditure payment/forgiven entry.
- h. To browse your list of unpaid expenditures or unpaid expenditure/forgiven entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 unpaid expenditure items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.
- 4. EDITING/DELETING AN UNPAID EXPENDITURE OR UNPAID EXPENDITURE <u>PAYMENT/FORGIVEN ENTRY</u> - To edit/delete an unpaid expenditure or unpaid expenditure payment/forgiven entry on the Schedule E - List of Unpaid Expenditures screen:
  - a. Search for the unpaid expenditure or unpaid expenditure payment/forgiven entry you would like to edit/delete by using the **Search** feature or by browsing your list of unpaid expenditure items, then click on the date of the unpaid expenditure or unpaid expenditure payment/forgiven entry.

The date will only be clickable if the unpaid expenditure or unpaid expenditure payment/forgiven entry was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the unpaid expenditure item was included in a filed report, then it can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting an unpaid expenditure item in Amend Mode will require the filing of an amended report to report the change. b. The **Schedule E - Edit Unpaid Expenditure** screen will be displayed. Make the necessary changes.

	B Save	Telete Cancel Changes & Ex
Date *	05/05/2022	MM/DD/YYYY
Amount *	\$ 4,000.00	
Authorized Use *	Directly Related to Candi	date's Campaign 👻
	Authorized Use Explanation	ons.
Category *	Printing, Postage, Mailing	g & Freight 🔹
Purpose of Expenditure *	Mailers	
Name	Hawaii Printing Company	
Address 1 *	456 West Street	
Address 2		
City *	Honolulu	
State *	н	
Zin Code *	00045	

- c. Click **Save** which will take you back to the Schedule E List of Unpaid Expenditures screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule E List of Unpaid Expenditures screen. An unpaid expenditure cannot be deleted if it has an unpaid expenditure payment/forgiven entry. All unpaid expenditure payment/forgiven entries associated with an unpaid expenditure must first be deleted before that unpaid expenditure can be deleted. Furthermore, this step only deletes the unpaid expenditure record and not the name record associated with the unpaid expenditure. To delete the name record, you will have to do that from the Add Transaction screen.
- C. <u>SCHEDULE F DURABLE ASSETS</u> Durable Assets are non-consumable supplies or equipment with a minimum purchase value of \$250 and a useful life of twelve (12) months or more. Durable assets are automatically reported after the initial filing on all filed reports until the assets are sold, donated, disposed, or traded in.

Each durable asset that was received as a donation to the candidate committee must be reported as a non-monetary contribution on Schedule A - Contributions and as a durable asset on Schedule F - Durable Assets. Each durable asset that was purchased by the candidate committee must be reported as an expenditure on Schedule B - Expenditures

Made and as a durable asset on Schedule F - Durable Assets. If the durable asset is sold, the disposition of the durable asset is reported on Schedule F - Durable Assets as a durable asset disposition and the proceeds from the sale are reported on Schedule C - Other Receipts.

You do not need to wait until a filing deadline or the close of a reporting period to begin entering durable assets.

- 1. **ADDING A DURABLE ASSET** All durable assets are added to Schedule F from the Add Transaction screen. To add a durable asset:
  - a. Click **Add Transaction**.
  - b. Click **Add New Name & Transaction** to add a durable asset to a new name <u>or</u> use the **Enter Name to Search** field to search for a name previously entered into the CFS that exists on the Add Transaction screen. You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. See pages 15-18 for more information.
  - c. The **Schedule F Add Durable Asset** screen will be displayed when you choose to add a durable asset to a new or existing name. Enter the information in the required fields \* and any other fields that apply:

	+ Add	Canc
After clicking Add, go to:	● Schedule F - Durable Assets List ○ Add	Transaction Screen
Date *	mm/DD	YYYY
Description *		
Acquisition Amount *		
Name	Better Buy	
Address 1 *	555 Better Street	
Address 2		
City *	Honolulu	
State *	HI	
Zip Code *	96813	

- d. **Date** Entry format is MM/DD/YYYY (Enter the date that the durable asset was purchased or received as a non-monetary or in-kind contribution).
- e. **Description** Type in a description of the durable asset.
- f. **Acquisition Amount** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

Prior to clicking **Add**, you have the option of returning to the Add Transaction screen to enter additional transactions or viewing your durable asset entry on the Schedule F - List of Durable Assets screen. Make that selection then click **Add**.

SCHEDULE F - ADD DURABLE ASSET								
	+ Add	Cancel						
After clicking Add, go to:	● Schedule F - Durable Assets List ○ Add	d Transaction Screen						

- ADDING A DURABLE ASSET DISPOSITION The Schedule F Durable Assets List screen is where you enter a durable asset disposition. This screen can be accessed by doing the following:
  - a. Click Schedules.
  - b. Click **Expenditure**.
  - c. Click Schedule F Durable Assets.



d. Search for the durable asset you would like to dispose by using the **Search** feature or by browsing your list of durable assets, then click on **Add Disposition** listed to the right of the name.

s	SCHEDULE F - LIST OF DURABLE ASSETS										
					ADD New Durable	Asset			Q Search		
	Data	Namo	Description	Acc Amount	Disp Amount	Disp Mothod	To Whom	Reported (Look)			
	Date	Name	Description	Acq Amount	Disp Amount	Disp metriou	TO WHOM	Reported (Lock)	$\frown$		
	02/01/2022	Better Buy	Computer	\$1,200.00	\$0.00			No	Add Disposition		
	03/01/2022	Horizon	Cell Phone	\$800.00	\$0.00			No	Add Disposition		
									$\smile$		
	Go to 1	View 10	· •		₩ ← 1 ·	→ M		[1 (	o 2 of 2] 🔶 Back		

e. The Schedule F - Add Durable Asset Disposition screen will be displayed:

HEDULE F - ADD DURAB	LE ASSET DISPOSITION	
	+ Add	Cancel
Date *	ti MM/D	סטיעיע
Disposition Amount/Fair Market Value *		
Method of Disposition	Please select 💙	
To Whom		
Name	Better Buy	

- f. **Date** Entry format is MM/DD/YMMM (Enter the date of the durable asset disposition).
- g. **Disposition Amount/Fair Market Value** Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

h. Under **Method of Disposition**, select the appropriate method of disposition.



Donations of durable assets are subject to campaign spending laws regarding charitable donation limits to organizations (i.e., community service, educational, charitable, public schools, public libraries, etc.)

Click **Add** which will take you back to the Schedule F - List of Durable Assets screen.

The Add Disposition link to the right of a name will be eliminated when a durable asset is disposed.

- 3. VIEWING A DURABLE ASSET OR DURABLE ASSET DISPOSITION The Schedule F - List of Durable Assets screen is where your durable assets and durable asset disposition entries can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the Schedule F - Add Durable Assets screen when adding a new durable asset into the CFS or by doing the following:
  - a. Click Schedules.
  - b. Click **Expenditure**.
  - c. Click Schedule F Durable Assets.



The **Schedule F** - List of Durable Assets screen will be displayed:

SCHEDULE F - L	IST OF DURABI	LE ASSETS						
					ADD Ne	w Durable Asset		Q Search
Date	Name	Description	Acq Amount	Disp Amount	Disp Method	To Whom	Reported (Lock)	
02/01/2022	Better Buy	Computer	\$1,200.00	\$0.00			No	Add Disposition
03/01/2022	Horizon	Cell Phone	\$800.00	\$0.00			No	
05/01/2022	Horizon		\$0.00	\$750.00	Sold	Rob Kale (Phone not needed) (Will report sale proceeds on Schedule C)	No	
Go to 1	View 1	) 🗸			₩ ←	1 > 11	[1 to	)3 of 3] ← Back

- d. Click **ADD New Durable Asset** to return to the Add Transaction screen to enter additional durable assets into the CFS.
- e. Click **Search** to search durable assets by name.
- f. Click the column headings (i.e., Date, Name, Description, Acq Amount, Disp Amount, Disp Method, To Whom, Reported (Lock)) to sort that column in ascending or descending order. The default sort is the Name column in ascending order.
- g. Click on the date of a durable asset or durable asset disposition entry to edit/delete that durable asset or durable asset disposition entry.
- h. To browse your list of durable assets or durable asset disposition entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 durable asset items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page

### 4. <u>EDITING/DELETING A DURABLE ASSET OR DURABLE ASSET</u> <u>DISPOSITION ENTRY</u> - To edit/delete a durable asset or durable asset disposition entry on the **Schedule F - List of Durable Assets** screen:

a. Search for the durable asset or durable asset disposition entry you would like to edit/delete by using the **Search** feature or by browsing your list of durable asset items, then click on the date of the durable asset or durable asset disposition entry.

The date will only be clickable if the durable asset or durable asset disposition entry was not included in a filed report which would be indicated by a **Yes** or **No** in the Reported (Lock) column. If the durable asset item was included in a filed report, then it can only be edited/deleted by first placing the CFS into Amend Mode. Editing/deleting a durable asset item in Amend Mode will require the filing of an amended report to report the change. b. The **Schedule F - Edit Durable Asset** screen will be displayed. Make the necessary changes.

HEDULE F - EDIT DURA	BLE ASSET	
	Save	Delete     Cancel Changes & Exit
Date *	02/01/2022	mm/dd/yyyy
Description *	Computer	
Acquisition Amount *	\$ 1,200.00	
Name	Better Buy	
Address 1 *	555 Better Street	
Address 2		
City *	Honolulu	
State *	н	
Zip Code *	96813	
uired field(s)		

- c. Click **Save** which will take you back to the Schedule F List of Durable Assets screen; or
- d. Click **Delete** then when prompted to delete the record, click **OK** which will take you back to the Schedule F List of Durable Assets screen. A durable asset cannot be deleted if it has a durable asset disposition entry. A durable asset disposition entry associated with a durable asset must first be deleted before that durable asset can be deleted. Furthermore, this step only deletes the durable asset record and not the name record associated with the durable asset. To delete the name record, you will have to do that from the Add Transaction screen.

### **VIII. PREVIEW/PRINT REPORT**



The **Preview/Print Report** feature allows you to preview and print a Disclosure Report and a Late Contributions/Public Funding Report before filing it on the CFS. Previewing these reports provides you an opportunity to check your entries for accuracy and completeness.

### A. <u>PREVIEWING/PRINTING THE DISCLOSURE REPORT AND SCHEDULES A-F</u> -The **Disclosure Report** screen is where you preview and print the Disclosure Report and Schedules A-F for an applicable reporting period. This screen can be accessed by doing the following:

- 1. Click **Preview/Print Report**.
- 2. Click **Disclosure Report**.

reviously filed reporting per licking "Amend Mode" on th	nods can be previewed and printed by he top menu bar and then returning to this screen.	
Select Reporting Period *		~
Select Report *	○ Schedule A - Contributions Received	
	○ Schedule B - Expenditures Made	
	○ Schedule C - Other Receipts	
	○ Schedule D - Loans	
	Schedule E - Unpaid Expenditures	
	○ Schedule F - Durable Assets	
	○ Schedule F - Durable Assets Prior to Reporting Period	
	○ Disclosure Report	

3. Under **Select Reporting Period**, select the applicable reporting period to preview/print.

The Commission will add your applicable reporting periods to the **Select Reporting Period** drop-down for you to preview and print. See, Part IV - Reporting Deadlines in this Manual for more information regarding reports.

- 4. For **Select Report**, select the report to preview/print.
- 5. Click **Preview Report** to preview and print the report.

- 6. The Disclosure Report or Schedule will be displayed in a new browser tab. You can then preview and print the report displayed directly from your browser.
- 7. If you notice any discrepancy, go back to the appropriate Schedule A-F list screen to correct/revise your entry prior to filing the report. See, Part V Entering Campaign Finance Activity in this Manual and refer to the appropriate schedule on how to add/edit/delete an entry.
- 8. To return to the Disclosure Report screen, close the new browser tab.

Once a Disclosure Report is filed in the CFS, the report will no longer be available on the **Select Reporting Period** drop-down unless you are in Amend Mode. See, Part IX - Amend Mode in this Manual.

### B. <u>PREVIEWING/PRINTING THE LATE CONTRIBUTIONS AND PUBLIC FUNDING</u> <u>REPORTS</u> - The Late Contributions/Public Funding Report screen is where you preview and print the Late Contributions Report and Public Funding Reports for an election. Public Funding Reports refer to the Statement of Qualifying Campaign Contributions and the Expenditures of Public Funding Reports applicable to candidates participating in the Partial Public Funding Program. This screen can be accessed by doing the following:

- 1. Click **Preview/Print Report**.
- 2. Click Late Contributions/Public Funding Report.

P	REVIEW/PRINT LATE	CONTRIBUTIONS REPORT OR PUBLIC FUNDING REPORT
	Select Election *	~
	Select Report *	~
* Re	quired field(s)	
		✓ Preview Report

- 3. Under **Select Election**, select Primary or General.
- 4. Under **Select Report**, select the applicable report to preview/print.

Late Contributions Report Statement of Qualifying Campaign Contributions Expenditures of Public Funds Report

- 5. Click **Preview Report** to preview and print the report.
- 6. The Late Contributions/Public Funding Report will be displayed in a new browser tab. You can then preview and print the report displayed directly from your browser.
- 7. If you notice any discrepancy, go back to the Schedule A List of Contributions Received screen to correct/revise your entry for the Late Contributions Report and Statement of Qualifying Campaign Contributions, or go back to the Schedule B - List of Expenditures Made screen to correct/revise your entry for the Expenditures of Public Funds Report prior to filing these reports. See, Part V - Entering Campaign Finance Activity in this Manual and refer to the appropriate schedule on how to add/edit/delete an entry.
- 8. To return to the Late Contributions/Public Funding Report screen, close the new browser tab.

Late Contributions Report - The Late Contributions Report must be filed by candidates, who are on the ballot, that receive contributions aggregating more than \$500 from any person within the period of fourteen (14) calendar days through four (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 three (3) calendar days prior to the applicable election if there are late contributions received for an election. Contributions listed on the Primary Late Contributions Report will also be listed on the Final Primary Report and contributions listed on the General Late Contributions Report will also be listed on the Final Election Period Report; however, the contribution is only entered once.

## **IX. VALIDATE REPORT**



The **Validate Report** feature in the CFS allows you to validate certain entries 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 with the exception of the Employer/Occupation Validation.

- A. <u>RUNNING THE EMPLOYER/OCCUPATION VALIDATION</u> This validation checks for missing employer and occupation information for contributions received by an individual or immediate family member that aggregate \$1,000 or more during a candidate's election period. This validation can be run by doing the following:
  - 1. Click Validate Report.
  - 2. Click Employer/Occupation Validation.

EMPLOYER / OCCUPATION VA	LIDATION				
Select Reporting Period *			~	<b>Q</b> Validate	🖌 Clear
* Required field(s)					

3. Under **Select Reporting Period**, select the applicable reporting period to validate.

- 4. Click Validate.
  - a. If there are no contributors that contributed in aggregate of \$1,000 or more during the applicable reporting period who are missing the required employer and occupation information, it will say **No Records Found**.

MPLOYER / OCCUPATION VAL	IDATION
Select Reporting Period *	2020-2022 1B Preliminary Primary April 26 - June 30, 2022 🗸 🔍 Validate 💉 Clear
quired field(s)	
The following contributor h required employer and/or o <u>reporting period</u> . Click on a this screen to revalidate/file the the required employer and oc	as contributed in aggregate of \$1,000 or more during the applicable election period and is missing the ccupation information. <u>This missing information must be entered before you can file your report for this</u> contributor name below to add the missing employer and/or occupation information and then return to report. If you see the words "No Records Found" below, it means you have no contributors that are missin cupation information for this reporting period but all reports are subject to final review by the Commission.
	No Records Found

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

Select Reporting Period * 2020-2022 1A Preliminary Primary January 1 - April 25, 2022 V Q Validate of C uired field(s) The following contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for th reporting period. Click on a contributor ham below to add the missing employer and/or occupation information and then return this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are n the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer empl		
Lired field(s) The following contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing the required employer and/or occupation information. This missing information must be entered before you can file your report for the reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return his screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are n the required employer and occupation information for this reporting period but all reports are subject to final review by the Commis	t Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022 🗸 🔍 🔍 Validate 💉 Clear
The following contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing th required employer and/or occupation information. This missing information must be entered before you can file your report for the reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return his screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are n the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission of the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission the required employer and occupation information for the report of the second but all reports are subject to final review by the Commission the required employer and occupation information for the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all reports are subject to final review by the Commission the second but all repor		
	field(s)	
Name	heid(s) he following contributor ha quired employer and/or or <u>porting period.</u> Click on a reen to revalidate/file the r equired employer and occ	s contributed in aggregate of \$1,000 or more during the applicable election period and is missing the cupation information. This missing information must be entered before you can file your report for this contributor name below to add the missing employer and/or occupation information and then return to aport. If you see the words "No Records Found" below, it means you have no contributors that are miss upation information for this reporting period but all reports are subject to final review by the Commission

- (1) Click on the contributor's name.
- (2) The **Update of Name** screen will be displayed. Enter the required employer and occupation information.

Name	Sunset, Sammy
Address 1	567 Sunset Drive
Address 2	
City	Honolulu
State	HI ¥
Zip Code	96816
Occupation	
Employer	

- (3) Click Save.
- (4) Click **Exit** which will bring you back to the Employer/Occupation Validation screen.
- (5) Repeat the above steps again (if necessary) until the validation has **No Records Found**.



- **B. <u>RUNNING THE CONTRIBUTION LIMIT VALIDATION</u> This validation checks to make sure that a candidate's contribution limit during the candidate's election period has not been exceeded by a contributor (i.e., \$2,000, \$4,000, or \$6,000 based on the office sought by the candidate). This validation can be run by doing the following:** 
  - 1. Click Validate Report.
  - 2. Click Contribution Limit Validation.

CONTRIBUTION LIMIT VALIDATION	
Select Reporting Period *	✓ 🔍 Validate 🖋 Clear
* Required field(s)	

- 3. Under **Select Reporting Period**, select the applicable reporting period to validate.
- 4. Click Validate.
  - a. If there are no excess contributions during the applicable reporting period, it will say **No Records Found**.

C	ONTRIBUTION LIMIT VALIDATI	ON			
	Select Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022	*	<b>Q</b> Validate	💉 Clear
24	quired field(s) WARNING: 1 election period. <u>validation warning will</u> it means you have	The following contributor has contributed in excess of the contribution limit (; This is by no means conclusive so please check your records to confirm an not restrict you from filing your report for this reporting period. If you see th no excess contributions for this reporting period but all reports are subject to	2000) durin d take appri le words "No o final revie	g the applicable opriate action. <u>Thi</u> o Records Found' w by the Commiss	<u>s</u> below sion.
		No Records Found			

b. If there are excess contributions, they will be listed under the Name heading with the excess contributor's name, name type, date, contribution amount and contribution aggregate amount for the election period.

Select Reporting Period	* 2020-20	22 1A Preliminary Prin	nary January 1 - April 25,	2022 🗸	<b>Q</b> Validate	💉 Clear
irod field(s)						
neu neiu(s)						
WARNIN election per	G: The followin	g contributor has contrib	outed in excess of the cont	ribution limit (2000) d	uring the applicable	5
WARNIN election per <u>validation warning</u> it means you ha	G: The followin od. This is by n will not restrict ave no excess of	g contributor has contrib o means conclusive so j you from filing your rep contributions for this rep	outed in excess of the cont olease check your records ort for this reporting period orting period but all reports	ribution limit <b>(2000)</b> d to confirm and take a If you see the words are subject to final re	uring the applicable appropriate action. <u>Thi</u> s "No Records Found" eview by the Commiss	<u>s</u> below sion.
WARNIN election per validation warning it means you h	G: The followin od. This is by n <u>will not restrict</u> ave no excess o	g contributor has contrib o means conclusive so <u>you from filing your rep</u> contributions for this repo	outed in excess of the cont olease check your records ort for this reporting period orting period but all reports	tibution limit (2000) d to confirm and take a If you see the words are subject to final re	uring the applicable appropriate action. <u>This</u> "No Records Found" eview by the Commiss	<u>s</u> below sion.
WARNIN election peri validation warning it means you ha	G: The followin od. This is by n <u>will not restrict</u> ave no excess o	g contributor has contrib o means conclusive so r you from filing your rep contributions for this rep Type	buted in excess of the cont olease check your records ort for this reporting period orting period but all reports Date	ibution limit (2000) d to confirm and take a If you see the words are subject to final re Amount	uring the applicable appropriate action. <u>Thi</u> "No Records Found" eview by the Commiss Aggregate	<u>s</u> below ion.

- (1) Click on the contributor's name.
- (2) The **List of Contributions Received** screen will be displayed listing all contributions made by that excess contributor during the election period.

L	IST OF CONTRIBUTIO	NS RECEIVED			
	Date	Name		Amount	Aggregate
	02/01/2022	Sunset, Sammy		\$3,000.00	\$3,000.00
	Go to 1 Vie	w 10 ~	← 1	→ M	[1 to 1 of 1] 🕒 Exit

(3) Click **Exit** which will bring you back to the Contribution Limit Validation screen.

An excess contribution is any contribution over the legal limit. If an excess contribution is returned within 7 days of receipt and not deposited, the excess contribution is not required to be reported. If you miss the 7-day return requirement, 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 of receipt and the excess contribution. Any excess contribution not returned to the original contributor within 30 days shall escheat to the Hawaii Election Campaign Fund. Call the Commission at (808) 586-0285 to report the excess contribution to avoid fines imposed on the contributor.

### C. RUNNING THE CONTRIBUTION LIMIT VALIDATION FOR IMMEDIATE FAMILY -

This validation checks to make sure that a candidate's \$50,000 aggregate immediate family contribution limit during the candidate's election period has not been exceeded by an immediate family member contributor. This validation can be run by doing the following:

- 1. Click Validate Report.
- 2. Click Contribution Limit Validation for Immediate Family.

CONTRIBUTION LIMIT VALIDATIO	DN FOR IMMEDIATE FAMILY				
Select Reporting Period *		~	/	<b>Q</b> Validate	🖋 Clear
* Required field(s)					

- 3. Under **Select Reporting Period**, select the applicable reporting period to validate.
- 4. Click Validate.
  - a. If there are no excess contributions during the applicable reporting period, it will say **No Records Found**.

			_	
Select Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022	~	<b>Q</b> Validate	💉 Clear
ired field(s)				
INA DAUNCE 7	he following contributor has contributed in excess of the contribution limit	(50000) dur	ing the applicable	
WARNING: 1	This is here and the second	and Andrea and	and shake a shirt Thi	
election period. validation warning wil	This is by no means conclusive so please check your records to confirm a not restrict you from filing your report for this reporting period. If you see	nd take app the words "N	ropriate action. <u>Thi</u> No Records Found	<u>is</u> " below

b. If there are excess contributions, they will be listed under the Name heading with the excess contributor's name, name type, date, contribution amount and contribution aggregate amount for the election period.

elect Reporting Period *	2020-2022 1A Preliminary Primar	y January 1 - April 25, 20	22 🗸	<b>Q</b> Validate	💉 Clear
red field(s)					
wARNING:	The following contributor has contribute	d in excess of the contribut	tion limit (50000) duri	ng the applicable	
i <b>red field(s)</b> WARNING: election period. <u>validation warning wi</u> it means you have	The following contributor has contribute This is by no means conclusive so plea I not restrict you from filing your report no excess contributions for this reporti	d in excess of the contribut ase check your records to ( for this reporting period. If ng period but all reports are	tion limit (50000) duri confirm and take app you see the words "N e subject to final revie	ng the applicable ropriate action. <u>This</u> lo Records Found" aw by the Commiss	s below ion.
red field(s) WARNING: election period. validation warning wi it means you have	The following contributor has contribute This is by no means conclusive so plea I not restrict you from filing your report no excess contributions for this reporti	d in excess of the contribut ase check your records to a for this reporting period. If ng period but all reports are	tion limit (50000) duri confirm and take app you see the words "N e subject to final revie	ng the applicable ropriate action. <u>This</u> lo Records Found" aw by the Commiss	below ion.

- (1) Click on the contributor's name.
- (2) The **List of Contributions Received** screen will be displayed listing all contributions made by that excess contributor during the election period.

u	IST OF CONTRIBUTION	S RECEIVED				
	Date	Name			Amount	Aggregate
	04/01/2022	Aloha, Johnny			\$55,000.00	\$55,000.00
	Go to 1 View	v 10 🗸	<b>₩</b> ←	1	$\rightarrow$ M	[1 to 1 of 1] 🕞 Exit

(3) Click **Exit** which will bring you back to the Contribution Limit Validation for Immediate Family screen.

The \$50,000 aggregate immediate family contribution limit for the election period applies to contributions and loans by all immediate family members. The validation will only check for excess contributions on a per immediate family member basis, so it is important that you track contributions and loans by all immediate family members to make sure that it does not exceed the limit.

- **D.** <u>**RUNNING THE LOAN LIMIT VALIDATION**</u> This validation checks to make sure that a candidate's \$10,000 aggregate loan limit during the candidate's election period has not been exceeded by an other entity lender. There are four (4) types of loans each with a different loan limit permissible by law:
  - 1. Candidate (Self) Unlimited amount, no validation;
  - 2. Financial Institution Unlimited amount if in the ordinary course of business, no validation;
  - 3. Immediate Family Limited in the aggregate of \$50,000 during the candidate's election period and are combined with contributions; and
  - 4. Other Entity \$10,000 in the aggregate during the candidate's election period.

With respect to loans from other entities, if the \$10,000 limit is reached, the candidate and candidate committee shall be prohibited from receiving or accepting any other loans from other entities until the \$10,000 is paid in full. If the loan is not repaid within one (1) year of the date the loan is made, all subsequent contributions received, and any surplus retained shall be used to repay the outstanding loan in full.

This validation can be run by doing the following:

- 1. Click Validate Report.
- 2. Click Loan Limit Validation.

LOAN LIMIT VALIDATION	
Select Reporting Period *	Validate 🖌 Clear
* Required field(s)	

- 3. Under **Select Reporting Period**, select the applicable reporting period to validate.
- 4. Click Validate.
  - a. If there are no excess loans during the applicable reporting period, it will say **No Records Found**.

Select Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022 🗸 🔍 🖓 Validate 🖋 Clear
equired field(s)	
WARNING: The following let conclusive so please check yo report for this reporting period. for other entities is an aggrega	nder has loaned money in excess of the loan limit during the applicable election period. This is by no means our records to confirm and take appropriate action. This validation warning will not restrict you from filing your Note: This validation checks loans by "Other Entity" sources on a per lender basis but the loan limit of \$10,00 the limit for all loans made by these sources during the applicable election period so please check your record "No Records Enund" below. If means were have no excess loans for this renortion pariod but all renorts are sui

b. If there are excess loans, they will be listed under the Name heading with the excess lender's name, loan source, date, loan amount, and loan aggregate amount for the election period.

Select Reporting Period *	2020-2022 1A Preliminar	ry Primary January 1 - Ap	oril 25, 2022 🗸	🔍 Validate 💉 Cle
ired field(s)				
			the englights election	
WARNING: The following len	nder has loaned money in exc	cess of the loan limit during	the applicable electio	n period. This is by no me
WARNING: The following let onclusive so please check yo port for this reporting period. r other entities is an aggrega	nder has loaned money in exc our records to confirm and tak Note: This validation checks lo te limit for all loans made by ti	cess of the loan limit during a appropriate action. <u>This</u> oans by "Other Entity" sou hese sources during the a	validation warning will rces on a per lender ba oplicable election perio	in period. This is by no me not restrict you from filing asis but the loan limit of \$1 od so please check your re
WARNING: The following let conclusive so please check yo port for this reporting period. or other entities is an aggrega rdingly. If you see the words	nder has loaned money in exc our records to confirm and tak Note: This validation checks li te limit for all loans made by ti 'No Records Found" below, it to final	sess of the loan limit during the appropriate action. <u>This</u> oans by "Other Entity" sou hese sources during the al means you have no exces review by the Commission	y the applicable election validation warning will rces on a per lender by pplicable election perio s loans for this reportin	In period. This is by no n not restrict you from filir asis but the loan limit of od so please check your ng period but all reports
WARNING: The following let onclusive so please check yu out for this reporting period, other entities is an aggrega dingly. If you see the words "	nder has loaned money in exc our records to confirm and tak Note: This validation checks li te limit for all loans made by ti 'No Records Found'' below, it to final	zess of the loan limit during e appropriate action. <u>This</u> oans by "Other Entity" sou hese sources during the aj means you have no exces review by the Commission	and applicable election validation warning will rces on a per lender by oplicable election perio s loans for this reportin b.	n period. This is by no me not restrict you from filing asis but the loan limit of \$1 od so please check your re ng period but all reports ar
WARNING: The following let onclusive so please check yi out for this reporting period, r other entities is an aggrega dingly. If you see the words ' Name	nder has loaned money in exc our records to confirm and tak Note: This validation checks I te limit for all loans made by ti 'No Records Found' below, it to final	zess of the loan limit during we appropriate action. This oans by "Other Entity" sou hese sources during the a means you have no excess review by the Commission Date	Amount	n period. This is by no me. not restrict you from filing, asis but the loan limit of \$1 of so please check your re ng period but all reports ar Aggregrate

- (1) Click on the lender's name.
- (2) The **List of Loans** screen will be displayed listing all loans made by that excess lender during the election period.

LIST OF LOANS			
Name	Date	Loan Source	Amount
James, Taylor	04/01/2022	Other Entity	\$11,000.00
	⋈ ← 1	$\rightarrow$ M	🕒 Exit

(3) Click **Exit** which will bring you back to the Loan Limit Validation screen.

The \$10,000 aggregate other entity loan limit for the election period applies to all loans by other entities. The validation will only check for excess loans on a per other entity basis, so it is important that you track loans by all other entities to make sure that it does not exceed the limit.

### E. RUNNING THE LOAN LIMIT VALIDATION FOR IMMEDIATE FAMILY - This

validation checks to make sure that a candidate's \$50,000 aggregate immediate family loan limit during the candidate's election period has not been exceeded by an immediate family member lender. This validation can be run by doing the following:

- 1. Click Validate Report.
- 2. Click Loan Limit Validation for Immediate Family.

LOAN LIMIT VALIDATION FOR IMM	IEDIATE FAMILY				
Select Reporting Period *			~	<b>Q</b> Validate	🖋 Clear
* Required field(s)					

- 3. Under **Select Reporting Period**, select the applicable reporting period to validate.
- 4. Click **Validate**.
  - a. If there are no excess loans during the applicable reporting period, it will say **No Records Found**.

LOAN LIMIT VALIDATION FOR IN	IMEDIATE FAMILY	
Select Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022 🗸	Q Validate 🖋 Clear
Required field(s)		
WARNING: The following lenv conclusive so please check you report for this reporting period. \$50,000 for immediate family a check your records accordin	der has loaned money in excess of the loan limit during the applicable ele- ur records to confirm and take appropriate action. <u>This validation warning</u> . Note: This validation checks loans by "Immediate Family" sources on a p ind is an aggregate limit for all loans made by these sources during the ag gly. If you see the words "No Records Found" below, it means you have n period but all reports are subject to final review by the Commission.	ction period. This is by no means will not restrict you from filing your er lender basis but the loan limit of plicable election period so please o excess loans for this reporting
	No Records Found	

b. If there are excess loans, they will be listed under the Name heading with the excess lender's name, loan source, date, loan amount, and loan aggregate amount for the election period.

elect Reporting Period *	2020-2022 1A Preliminary Pre	rimary January 1 - April	25, 2022 🗸 🗸	Validate 💉 Clea
red field(s)				
ou norațo,	nder has loaned money in eycess	of the loan limit during th	e applicable election (	period. This is by no mea
VARNING: The following lea	CALCO?	vi are iven mint adding t	a applicable cicclinit	sonioa. Into to by no mical
VARNING: The following lease check yo port for this reporting period	our records to confirm and take as Note: This validation checks loa	ppropriate action. <u>This va</u> ns by "Immediate Family	lidation warning will no sources on a per len	ot restrict you from filing y der basis but the loan lim
VARNING: The following lea nclusive so please check yo <u>port for this reporting period</u> 50,000 for immediate family check your records accordi	our records to confirm and take at Note: This validation checks loar and is an aggregate limit for all lo ngly. If you see the words "No Rec period but all reports are su	opropriate action. <u>This va</u> ns by "Immediate Family ans made by these sour cords Found" below, it m biect to final review by th	lidation warning will no "sources on a per lene ces during the applicate eans you have no exce e Commission	ot restrict you from filing y der basis but the loan lim ble election period so plea ess loans for this reportin
VARNING: The following len nclusive so please check yr <u>oort for this reporting period</u> 50,000 for immediate family check your records accordi	our records to confirm and take at Lote: This validation checks loar and is an aggregate limit for all lo ngly. If you see the words "No Records period but all reports are su	ppropriate action. <u>This va</u> ns by "Immediate Family ans made by these sour- cords Found" below, it m bject to final review by th	lidation warning will no "sources on a per len- ces during the applicat eans you have no exce e Commission.	ot restrict der basis ble electio ess loans
e following lei ease check y <u>vorting period</u> ediate family vords accordii	our records to confirm and take at L Note: This validation checks loa and is an aggregate limit for all lo ngly. If you see the words "No Re- period but all reports are su	ppropriate action. <u>This va</u> ns by "Immediate Family ans made by these sour cords Found" below, it m bject to final review by th	lidation warning will no sources on a per len- ces during the applicat aans you have no exco e Commission. Amount	trestrict you from filing y der basis but the loan lim ole election period so plea ess loans for this reportin Aggregrate

- (1) Click on the lender's name.
- (2) The **List of Loans** screen will be displayed listing all loans made by that excess lender during the election period.

Name	Date	Loan Source	Amount
Aloha, Johnny	02/15/2022	Immediate Family	\$51,000.00

(3) Click **Exit** which will bring you back to the Loan Limit Validation for Immediate Family screen.

The \$50,000 aggregate immediate family loan limit for the election period applies to loans and contributions by all immediate family members. The validation will only check for excess loans on a per immediate family member basis, so it is important that you track loans and contributions by all immediate family members to make sure that it does not exceed the limit.

F. <u>RUNNING THE NON-RESIDENT CONTRIBUTION VALIDATION</u> - This validation checks if non-resident contributions exceed 30% of the total contributions received for a candidate's election period, which is not permissible by law. This validation will only work if you clicked **Yes** on the **Non-Resident** option when entering contributions on Schedule A - Contributions, which includes forgiven loans from non-residents on Schedule D - Loans and forgiven unpaid expenditures from non-residents on Schedule E - Unpaid Expenditures.

CHEDULE A - ADD CONTRIBUTION						
	+ Ad	d	Cancel			
After clicking Add, go to:	Schedule A - Contr	ibutions List 🔿 Add Transacti	on Screen			
Date *	03/01/2022	mm/dd/yyyy				
Deposit No. Amount *	<b>\$ 1,000.00</b>					
Non-Resident	● Yes ○ No					

#### Schedule D - Loans

		+ Add	€ Cancel Changes & Ex
Date *	04/01/2022	MM/DD/YYY	Y
Check No.			
Principle Amount	\$ 1,000.00		
Forgiven	● Yes ○ No		
	(Also enter forgiven candidate or as a con	loan as an other receipt on ntribution on Schedule A if	Schedule C if the loan is from a the loan is from any other entity)
Schedule E -	Unpaid Expenditu	<u>ires</u>	
------------------	--	--------------	-----------------------------
SCHEDULE E - A	DD EXPENDITURE PAYN	IENT	
	+ Add	1	Cancel Changes & Exit
Date *	04/01/2022	曲	MM/DD/YYYY
Check No.			
Amount *	\$ 1,000.00		
Forgiven	● Yes ○ No		
	(Also enter forgiven ur Sched <del>ule</del> A)	npaid expend	diture as a contribution on
Non- Resident	● Yes ○ No		

This validation can be run by doing the following:

- 1. Click Validate Report.
- 2. Click Non-Resident Contribution Validation.

N	ION-RESIDENT CONTRIBUTIO	N VALIDATION					
	Select Reporting Period *			*	<b>Q</b> Validate	💉 Clear	
* Re	equired field(s)						

- 3. Under **Select Reporting Period**, select the applicable reporting period to validate.
- 4. Click Validate.

5. A percentage of non-resident contributions during the candidate's election period will be calculated and displayed. This percentage can be checked at any time but will only matter after the candidate's election period ends at the general election.

Select Reporting Period *	2020-2022 1A Preliminary Primary January 1 - April 25, 2022 🗸 🔍 🔍 Validate 💉 Clea
ired field(s)	
Contributions from all percent of the total co calculates the percentag	persons who are not residents of the state at the time the contributions are made shall not exceed thirty ontributions received by a candidate or candidate committee for <u>each election period</u> . This validation ge of non-resident contributions from the total contributions received during your current election period.
Contributions from all per percent of the total co calculates the percentag	ersons who are not residents of the state at the time the contributions are made shall not exceed thirty ontributions received by a candidate or candidate committee for <u>each election period</u> . This validation ge of non-resident contributions from the total contributions received during your current election period.

If more than 30% of non-resident contributions were received for the candidate's election period, the excess contribution must be returned to the contributor within thirty (30) days of the end of the election period and the candidate committee may choose which non-resident contributions to return. If not, the excess amount will escheat to the Hawaii Election Campaign Fund.

# X. FILE REPORT Validate Report File Report Amend Mode Filing Con Disclosure Report Late Contributions / Public Funding Report

After adding your transactions for a report, then previewing, printing, and validating the report, you must electronically file the report with the **File Report** function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You can begin filing reports as soon as the reporting period ends. See, Part IV - Reporting Deadlines in this Manual.

To assist with the successful filing of reports in the CFS, it is recommended that you close all programs and apps that are running on your computer and close all tabs in your browser (except for the CFS tab) before filing a report.

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

A. FILING THE DISCLOSURE REPORT AND SCHEDULES A-F - The Disclosure Report screen is where you file the Disclosure Report and Schedules A-F for an applicable reporting period. The Disclosure Report is a summary of totals from the transactions entered in Schedules A-F for the reporting period you are filing. The Commission strongly recommends that you preview/print the report (see, Part VI - Preview/Print Report in this Manual) and validate the report (see, Part VII - Validate Report in this Manual) prior to filing the report to make sure the report is true, complete, and accurate.

The File Disclosure Report screen can be accessed by doing the following:

1. Click **File Report**.

## 2. Click **Disclosure Report**.



3. Under **Select Reporting Period**, select the applicable reporting period to file.

The Commission will add your applicable reporting periods to the **Select Reporting Period** drop-down for you to file. See, Part IV - Reporting Deadlines in this Manual for more information regarding reports.

- 4. Click File Report once.
- 5. A prompt will appear informing you that you are about to file a report. Click **OK** to continue.

	?
You are about	to file a report, continue?
✓ ОК	S Cancel

6. If the report has contributors who contributed in aggregate of \$1,000 or more during the candidate's election period and are missing the required employer and occupation information, the CFS will restrict you from filing the report until the errors are corrected.

The follor required e reporting this screen to the required	wing contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing the employer and/or occupation information. This missing information must be entered before you can file your report for this period. Click on a contributor name below to add the missing employer and/or occupation information and then return to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing employer and occupation information for this reporting period but all reports are subject to final review by the Commission.
Nar	ne
Sur	aset, Sammy

Once you correct the errors and see the message that there are **No Records Found**, repeat steps 1-5 to file the report.

The	following contributor has contributed in aggregate of \$1,000 or more during the applicable election period and is missing the
requ	red employer and/or occupation information. <u>This missing information must be entered before you can file your report for this</u>
<u>repo</u>	<u>ting period.</u> Click on a contributor name below to add the missing employer and/or occupation information and then return to
this scree	n to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing
the req	irred employer and occupation information for this reporting period but all reports are subject to final review by the Commission.
	No Records Found

7. After you file the report, a **Filing Confirmation** screen will be displayed to confirm that you have filed your report. Do not close the Internet browser before receiving the filing confirmation. Under **Type of Report Filed**, click the Disclosure/Late Contribution Reports link to view a list of reports filed in the CFS.

#### FILING CONFIRMATION



Once a Disclosure Report is filed in the CFS, the report will no longer be available on the **Select Reporting Period** drop-down unless you are in Amend Mode. See, Part IX - Amend Mode in this Manual.

# B. VIEW, CONFIRM, AND PRINT FILED DISCLOSURE REPORT AND

<u>SCHEDULES A-F</u> - After the Filing Confirmation screen is displayed, the Commission strongly recommends that you view your filed report to confirm that a complete report (i.e., Disclosure Report and Schedules A-F) was filed with the correct reporting period. To view and print your report after filing, on the **Filing Confirmation** screen, under **View Filed Report**, click on the link listed, or:

- 1. Go to <u>csc.hawaii.gov/CFSPublic/ReportList.php</u> and under **Search**, type in the last name of the candidate and click **Search**;
- 2. The **List of Candidates** screen will be displayed. Click on the candidate's name;
- 3. The **List of Reports Filed** screen will be displayed. Look for the Disclosure Report and Schedules A-F for the report and reporting period that was filed;
- 4. Click **View Report** listed to the right of the Disclosure Report and Schedules A-F to confirm that each part of the report was successfully filed.
- C. FILING THE LATE CONTRIBUTIONS AND PUBLIC FUNDING REPORTS -The Late Contributions/Public Funding Report screen is where you file the Late Contributions Report and Public Funding Reports for an election. Public Funding Reports refer to the Statement of Qualifying Campaign Contributions and the Expenditures of Public Funding Reports applicable to candidates participating in the Partial Public Funding Program. This screen can be accessed by doing the following:
  - 1. Click **File Report**.
  - 2. Click Late Contributions/Public Funding Report

A	FILING	CONFIRMATION	WILL	APPEAR	AFTER	YOUR	REPORT IS FILED	

ILE LATE CONTRIBUT	TIONS REPORT OR PUBLIC FUNDIN	G REPORT	
Select Election	~		
Select Report		*	
affirms their acknowl that the information of See, Hawaii Revised Please close all prog Filing System open ii (Plea	edgement and certification on the " on this electronically filed report is t Statutes §§11-321(c)(1), 11-331(a), ar rams and apps that are running on y n your browser (close all other tabs) se do not click the "File Special Rep	Candidate Committee Electronic f rue, complete, and accurate. nd 11-340(a). /our computer and have only the before filing a report. bort" button more than ONCE)	Filing Form" Candidate
		_	

3. Under **Select Election**, select Primary or General.

4. Under **Select Report**, select the applicable report to file.

Late Contributions Report Statement of Qualifying Campaign Contributions Expenditures of Public Funds Report

- 5. Click **File Special Report** to file the report.
- 6. A prompt will appear informing you that you are about to file a report. Click **OK** to continue.



7. After you file the report, a **Filing Confirmation** screen will be displayed to confirm that you have filed your report. Do not close the Internet browser before receiving the filing confirmation. Under **Type of Report Filed**, click the applicable link to view a list of reports filed in the CFS. **FILING CONFIRMATION** 

Thank you for filing your report. Please click the applicable link below to view and print your filing confirmation:



View Filed Report

In addition to your filing confirmation above, please confirm that your filed report is complete and posted correctly on the Candidate Filing System Public Site. This step should be done with every report that you file.

Please click the link below to view and print your filed reports:

Candidate Filing System Public Site

\*\*\* Each filed Disclosure Report should have a "Disclosure Report" and "Schedules A through F" on the public site. If there is a blank screen or a technical error for any part of your report, please return to the Candidate Filing System, click "Amend Mode," click "File Report," click "Disclosure Report," and then file your report again. Blank screens or technical errors may occur if the system is overloaded.

Late Contributions Report - The Late Contributions Report must be filed by candidates, who are on the ballot, that receive contributions aggregating more than \$500 from any person within the period of fourteen (14) calendar days through four (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 three (3) calendar days prior to the applicable election if there are late contributions received for an election. Contributions listed on the Primary Late Contributions Report will also be listed on the Final Primary Report and contributions listed on the General Late Contributions Report will also be listed on the Final Election Period Report; however, the contribution is only entered once.

# **XI. AMEND MODE**

When a report is filed, transactions in Schedules A-F for that report are locked, and therefore, not accessible for editing or deleting unless you are in Amend Mode.

The **Amend Mode** function allows candidate committees to: (1) Add, edit, 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, click on **Amend Mode** and a red bar with the words "Amendment Mode" will appear above the menu headings. To switch out of amend mode, click **Amend Mode** again.

An amended report must be filed if an earlier report contains erroneous information or omits information which does not conflict with the candidate's and treasurer's certification that the original report filed was true, complete, and accurate at the time of the original filing. Unreported contributions and expenditures that are added into the CFS and filed in an amended report will be subject to fines.

When not in Amend Mode, the date for a transaction contained in a filed report is unclickable. You will not be able to edit or delete a transaction on Schedules A-F because it is locked as indicated by the **Yes** in the Reported (Lock) column. You do not need to be in Amend Mode to edit or delete a transaction on Schedules A-F that is not locked as indicated by the **No** in the Reported (Lock) column.

			ADD	New Contribution				Q Searc
Date	Name	Deposit No.	Amount	Non-Resident	Non-Monetary	QCC	Period	Reported (Lock)
04/01/2022	ABC Company		\$2,000.00	No	No	No		Yes
04/01/2022	Aloha, Johnny		\$55,000.00	No	No	No		Yes
03/15/2022	Hawaii Printing Company		\$1,750.00	No	Yes	No		Yes
07/30/2022	James, Taylor		\$1,000.00	Yes	No	No		Yes
02/01/2022	Sunset, Sammy		\$1,000.00	No	No	No		Yes
05/01/2022	XYZ PAC		\$1,500.00	No	No	No		No

While in Amend Mode, the date for a transaction contained in a filed report is clickable. Click on the date to edit or delete any transaction on Schedules A-F.

			ADD	New Contribution				Q Se
Date	Name	Deposit No.	Amount	Non-Resident	Non-Monetary	QCC	Period	Reported (Lock)
04/01/2022	ABC Company		\$2,000.00	No	No	No		Yes
04/01/2022	Aloha, Johnny		\$55,000.00	No	No	No		Yes
03/15/2022	Hawaii Printing Company		\$1,750.00	No	Yes	No		Yes
07/30/2022	James, Taylor		\$1,000.00	Yes	No	No		Yes
02/01/2022	Sunset, Sammy		\$1,000.00	No	No	No		Yes
05/01/2022	XYZ PAC		\$1,500.00	No	No	No		No

Make any necessary corrections in Schedules A-F and refile the applicable report and all other affected reports 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 the amendment results in a change in the election period or cash on hand totals. If you refile a report in Amend Mode, the **Amended** box will be automatically checked to show that you have amended a report.

	DISCLOSURE REPO	DRT	
Section I - CANDIDATE AND CANDIDATE C	OMMITTEE:		
(a) Candidate Name:	Aloha, Moki		
(b) Committee Name:	Friends for Moki K. Aloha		
(c) Address:	111 Aloha Street		
	Honolulu HI 96813		
(d) Treasurer's Phone (Bus):	(808) 345-6789		
Section II - TYPE OF REPORT:			
Report Name:	2020-2022 1A Preliminary Primary January 1 - Apr	ril 25, 2022	
Type:	Amended		
	Section III - SUMMARY OF RECEIPTS AND (Complete Section IV of this form Before Com	DEXPENDITURES	
		COLUMN A	COLUMN B
	×	TOTAL THIS PERIOD	ELECTION PERIOD TOTAL TO DATE
1. Cash on Hand at the Beginning of the Election Period			\$0.00
2. Cash on Hand at the Beginning of this Reporting Period		\$0.00	
3. Total Receipts (From line 15)		\$137,752.50	\$137,752.50
4. Subtotal (Add Lines 2 and 3 for Column A and Lines 1 and	3 for Column B)	\$137,752.50	\$137,752.50
5. Total Expenditures (Not including Unpaid Expenditures) (F	rom Line 19)	\$5,750.00	\$5,750.00

#### STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION DISCLOSURE REPORT

# **XII. FILING CONFIRMATIONS**



The **Filing Confirmations** screens allows you to view a list of reports (i.e., Disclosure/Late Contributions Reports, Statement of Qualifying Campaign Contributions, and Expenditures of Public Funds Report) that your candidate committee filed in the CFS. To view your filed reports, click the report listed on the Filing Confirmations menu.

#### **DISCLOSURE / LATE CONTRIBUTIONS REPORTS**

Quick search	Q			
Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
Disclosure	2020-2022 Final Primary July 30 - August 13, 2022	09/02/2022	09/02/2022	N
Disclosure	2020-2022 2nd Preliminary Primary July 1 - July 29, 2022	08/03/2022	08/03/2022	N
Disclosure	2020-2022 1B Preliminary Primary April 26 - June 30, 2022	07/14/2022	07/14/2022	Ν
Disclosure	2020-2022 1A Preliminary Primary January 1 - April 25, 2022	05/02/2022	05/02/2022	N

# STATEMENT OF QUALIFYING CAMPAIGN CONTRIBUTIONS

The Statement of Qualifying Campaign Contributions is applicable to candidates participating in the Partial Public Funding Program.

Quick search	Q
Election	Filing Date
Primary	05/02/2022

If you see **No Records Found**, it means that no reports have been filed in the CFS for that report.

#### EXPENDITURES OF PUBLIC FUNDS REPORT

The Expenditures of Public Funds Report is applicable to candidates participating in the Partial Public Funding Program.

EXPENDITURES OF PUBLIC FUNDS REPORTS FILED										
Quick search	Q									
No Reco	rds Found									

Alternatively, you can access the Disclosure/Late Contributions Reports, Statement of Qualifying Campaign Contributions, and Expenditures of Public Funds Report screens from the **Filing Confirmation** screen after a report is filed.

### FILING CONFIRMATION

Thank you for filing your report. Please click the applicable link below to view and print your filing confirmation:

Type of Report Filed
Disclosure / Late Contributions Reports
Statement of Qualifying Campaign Contributions
Expenditures of Public Funds Report

#### View Filed Report

In addition to your filing confirmation above, please confirm that your filed report is complete and posted correctly on the Candidate Filing System Public Site. This step should be done with every report that you file.

Please click the link below to view and print your filed reports:

Candidate Filing System Public Site

\*\*\* Each filed Disclosure Report should have a "Disclosure Report" and "Schedules A through F" on the public site. If there is a blank screen or a techincal error for any part of your report, please return to the Candidate Filing System, click "Amend Mode," click "File Report," click "Disclosure Report," and then file your report again. Blank screens or technical errors may occur if the system is overloaded.

# XIII. EXPORT DATA



The **Export Data** screens allows your data from the Name Table on the Add Transactions screen and Schedules A-F to be exported from the CFS into different formats (i.e., PDF, Word, CSV, Excel, XML, RTF). Export your data by doing the following:

- 1. Click **Export Data**.
- 2. Click Name Table or Schedules A-F.

E	XPORT NAI	METABLE									06/02/2021
	Quick sea	rch	ی م	👢 Export 🔻	Print						Q Search
	Type Last / Business Name First Name Suf			Suffix Ac	ddress 1	Address 2	City	State	Zip Code	Employer	Occupation
	отн	ABC Company	67	78 Bishop Street	Honolulu	н	96813				
	CAN	AN Aloha Moki M Aloha Johnny			11 Aloha Street		Honolulu HI		96813		
	IMM				67 Aloha Street	Honolulu	н	96813	Johnny's Company	Owner	
	отн	Better Buy		55	55 Better Street	Honolulu	н	96813			
	отн	DEF Vendor		78	89 Vendor Street	Honolulu	н	HI 96813			
	отн	Hawaii Bank		99	99 Bank Street	Honolulu	н	96813			
	отн	Hawaii Printing Company		45	56 West Street	Honolulu	н	96815			
	отн	Honolulu News		88	88 News Street	Honolulu	н	96813			
	отн	Horizon		88	88 Horizon Street		Honolulu	н	96813		
	IND	James	Taylor	53	30 North Avenue		Los Angeles	CA	90001		
	Go to	1 View 10 ¥			₩ ←	1 2 →	M				[1 to 10 of 13]

## NAME TABLE

# **SCHEDULE A - CONTRIBUTIONS**

E	EXPORT SCHEDULE A - CONTRIBUTIONS																
Quick search D												Export •	Print Q Searc	h			
	Reg No	Туре	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount	Non- Resident
	CC11442	IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96816	Sammy's Company	Owner			02/01/2022	\$1,000.00	N
	CC11442	ОТН	Hawaii Printing Company			456 West Street		Honolulu	н	96815					03/15/2022	\$1,750.00	N
	CC11442	IMM	Aloha	Johnny		567 Aloha Street		Honolulu	HI	96813	Johnny's Company	Owner			04/01/2022	\$55,000.00	N
	CC11442	OTH	ABC Company			678 Bishop Street		Honolulu	н	96813					04/01/2022	\$2,000.00	N
	CC11442	NCC	XYZ PAC			234 South Street		Honolulu	HI	96813					05/01/2022	\$1,500.00	N
	CC11442	IND	James	Taylor		530 North Avenue		Honolulu	н	96815					07/30/2022	\$1,000.00	Y
	Go to 1	Viev	v 10 V									M é	$1 \rightarrow \mathbb{N}$				

- 3. Click **Export** (you can also use the **Print** function to print your data or the **Search** function to narrow the scope of data you want to export or print).
- 4. Select a format to export the data in.

且 Export ▼
PDF
WORD
CSV
Excel
XML
RTF

5. A settings prompt will appear for any format selected allowing you to configure the file being exported. If Excel is selected, select the file extension type then click **OK**.

GENERAL		
Extension type	⊖.xls	
	.xlsx	

6. The Excel file will be generated by the CFS, then click **Download** to download the file.

Export XLS			
			100%
File successfully generated	<ul> <li>View</li> </ul>	Download	← Back

# EXPORTED NAME TABLE IN EXCEL FORMAT

1	Α	В	С	D	E	F	G	н	1	J	К
1	Туре	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation
2	ОТН	ABC Company			678 Bishop Street		Honolulu	HI	96813		
3	CAN	Aloha	Moki		111 Aloha Street		Honolulu	HI	96813		
4	IMM	Aloha	Johnny		567 Aloha Street		Honolulu	HI	96813	Johnny's Company	Owner
5	OTH	Better Buy			555 Better Street		Honolulu	HI	96813		
6	OTH	DEF Vendor			789 Vendor Street		Honolulu	HI	96813		
7	OTH	Hawaii Bank			999 Bank Street		Honolulu	HI	96813		
8	OTH	Hawaii Printing Company			456 West Street		Honolulu	HI	96815		
9	OTH	Honolulu News			888 News Street		Honolulu	HI	96813		
10	OTH	Horizon			888 Horizon Street		Honolulu	HI	96813		
11	IND	James	Taylor		530 North Avenue		Los Angeles	CA	90001		
12	OTH	MNO Ad Agency			234 East Street		Honolulu	HI	96813		
13	IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96816	Sammy's Company	Owner
14	NCC	XYZ PAC			234 South Street		Honolulu	HI	96813		

# **EXPORTED SCHEDULE A - CONTRIBUTIONS IN EXCEL FORMAT**

1	А	В	С	D	E	F	G	н	I. I	J	К	L	M	N	
1	Reg No	Туре	Last / Business Name	First Name	Address 1	City	State	Zip Code	Employer	Occupation	Date	Amount	Non-Resident	Non-Monetary	Category
2	CC11442	IND	Sunset	Sammy	567 Sunset Drive	Honolulu	HI	96816	Sammy's Company	Owner	02/01/2022	1,000.00	N	N	
3	CC11442	OTH	Hawaii Printing Company		456 West Street	Honolulu	HI	96815			03/15/2022	1,750.00	N	Y	Printing, Pos
4	CC11442	IMM	Aloha	Johnny	567 Aloha Street	Honolulu	HI	96813	Johnny's Company	Owner	04/01/2022	55,000.00	N	N	
5	CC11442	OTH	ABC Company		678 Bishop Street	Honolulu	HI	96813			04/01/2022	2,000.00	N	N	
6	CC11442	NCC	XYZ PAC		234 South Street	Honolulu	HI	96813			05/01/2022	1,500.00	N	N	
7	CC11442	IND	James	Taylor	530 North Avenue	Honolulu	HI	96815			07/30/2022	1,000.00	Y	N	