CAMPAIGN SPENDING COMMISSION

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 http://www.hawaii.gov/campaign. Candidates interested in the public funding programs should also review the Partial Public Funding Guidebook for Candidate Committees.

Revised December 2023

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I. LOG IN TO THE CANDIDATE FILING SYSTEM

1. Go to http://ags.hawaii.gov/campaign

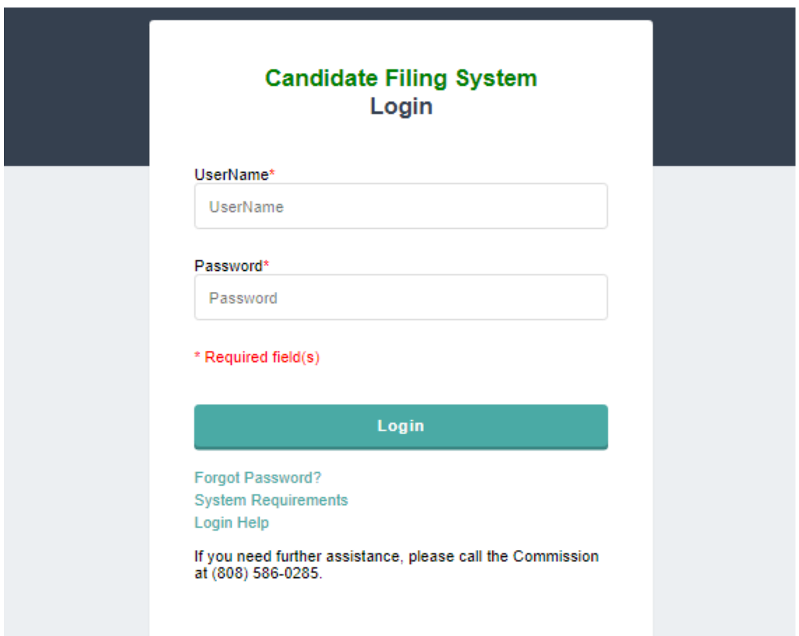
2. Click **Candidate Committees**.

3. Click **Candidate Filing System**.

4. Click **Candidate Filing System ("CFS") Login** (you can also go directly to the CFS Login page at https://csc.hawaii.gov/CFS).

> 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.

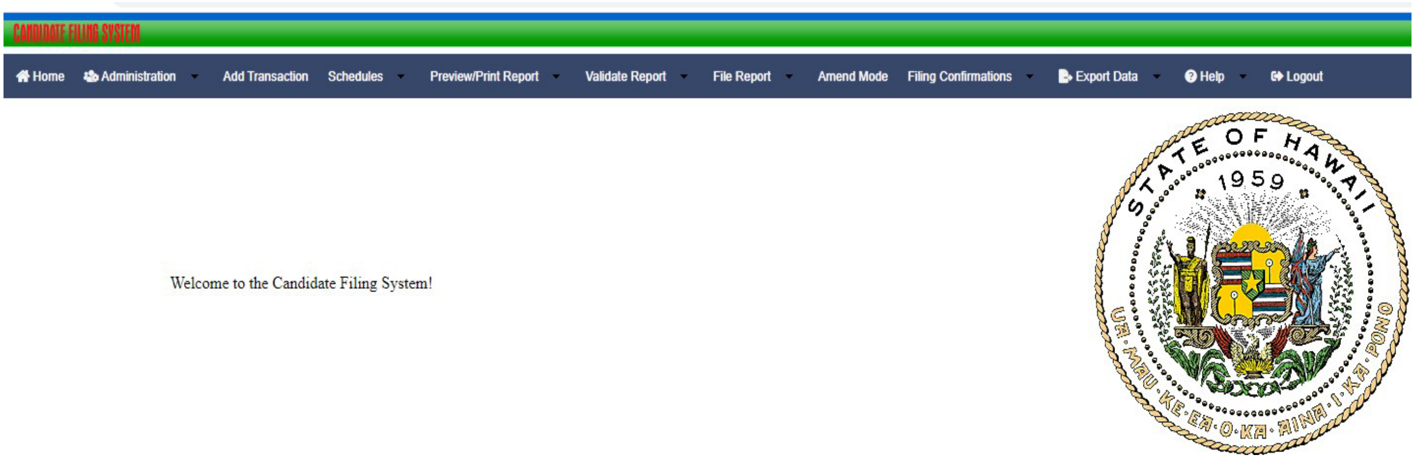
5. Log in by using the Administrator username and password which will be emailed to you by the Commission.



> 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.

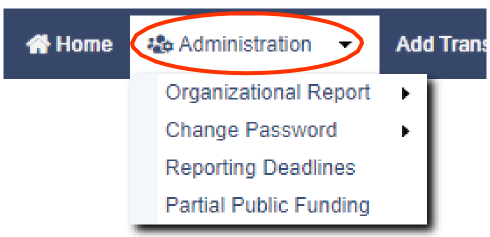
II. HOME PAGE

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

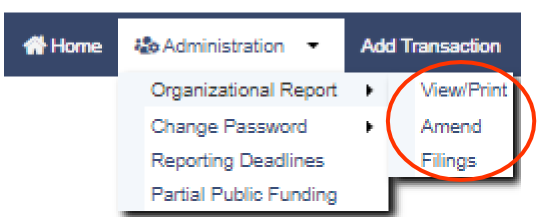


A. **Home -** Returns you to the Home page.

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.

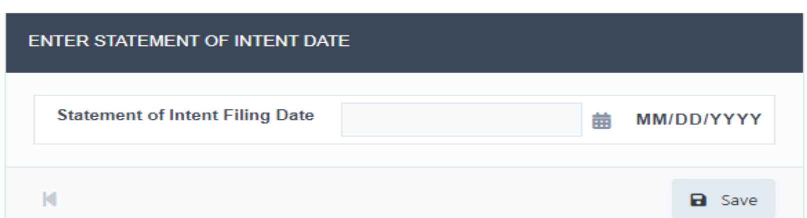
3. **Reporting Deadlines** - Required disclosure reports and reporting deadlines for your candidate committee are listed here.

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.

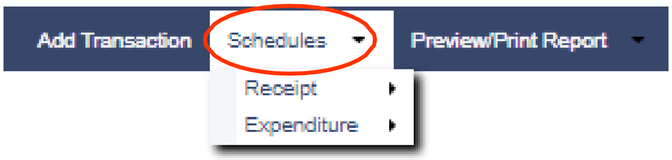
(a) Enter the date the Statement of Intent to Seek Public Funds form was filed with the Commission.

(b) Click **Save**.

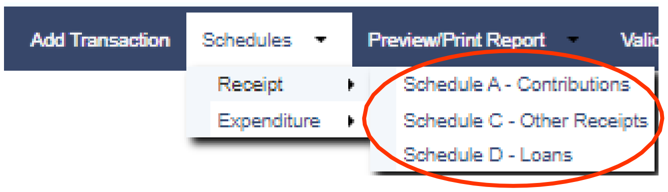


C. **Add Transaction** - Use to add transactions into Schedules A-F.

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

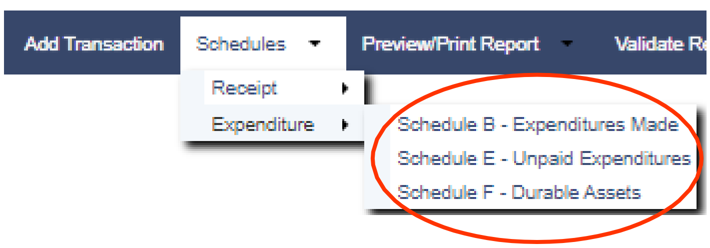


1. **<u>Receipt</u>**
   Schedules A, C, and D - Use to report campaign funds received by the candidate committee.



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

2. **<u>Expenditure</u>**
   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**

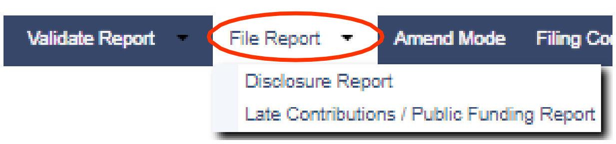
1. **Disclosure Report** - Provides a summary of Schedules A-F including the candidate committee’s beginning/closing cash on hand, outstanding loans, unpaid expenditures, and surplus/deficit for a reporting period.

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

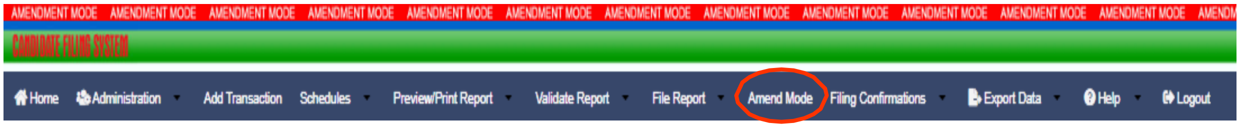
G. **File Report**



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.

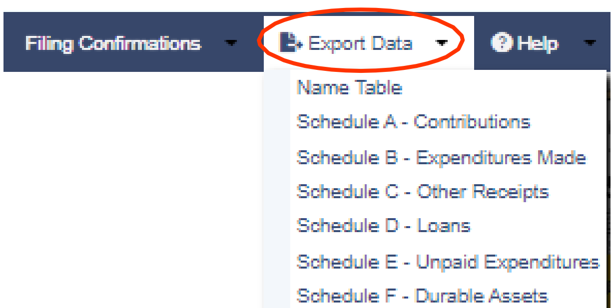
H. **Amend Mode** - Use to file an amended report if an earlier report contains erroneous information or omits information which does not conflict with the candidate's and treasurer's certification that the original report filed was true, complete, and accurate at the time of the original filing.



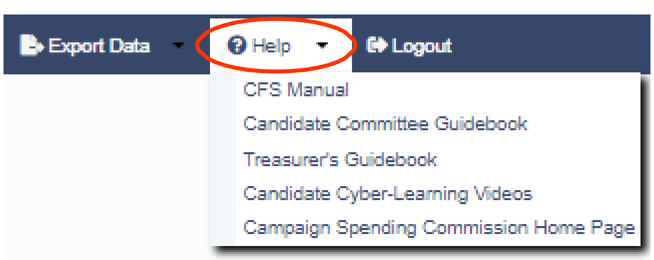
I. **Filing Confirmations** - Use to track reports filed.

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)



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

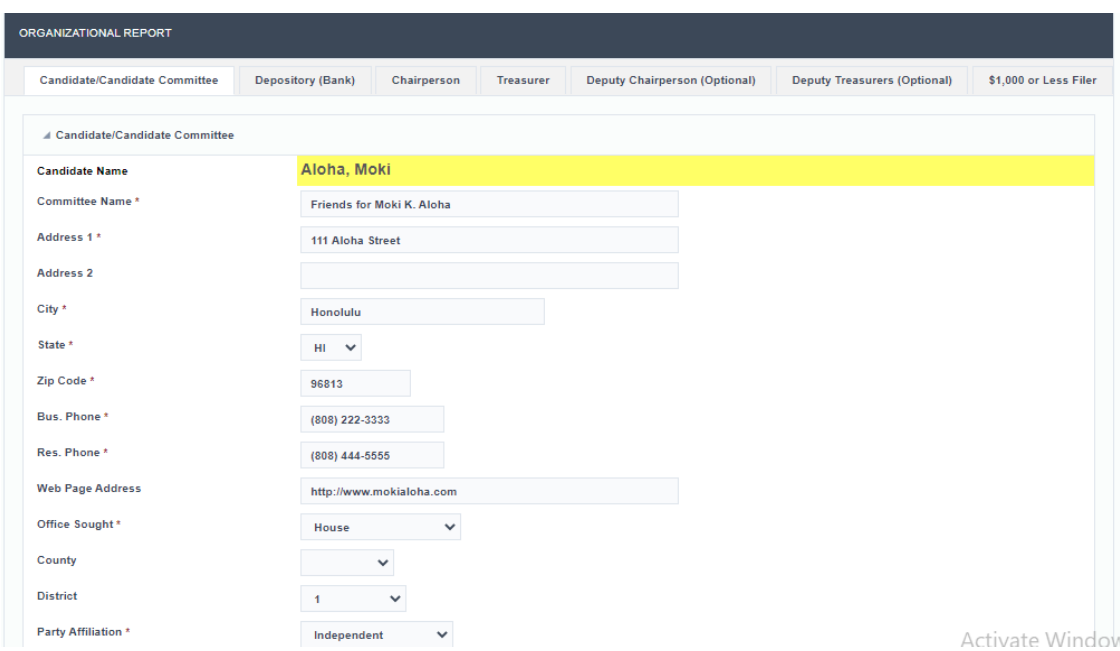
(Listed under **Administration**)

A. **REGISTRATION** - 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.

> Failure to timely register may result in an administrative fine.

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



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.

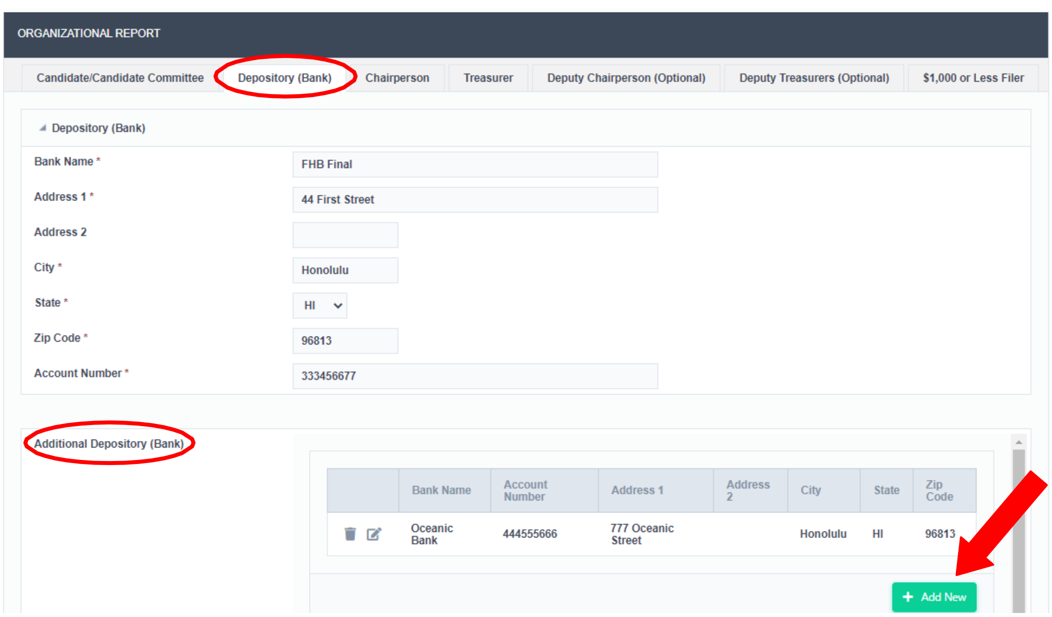
   g. **Web Page Address** - Required if you have a website.

   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)**



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.

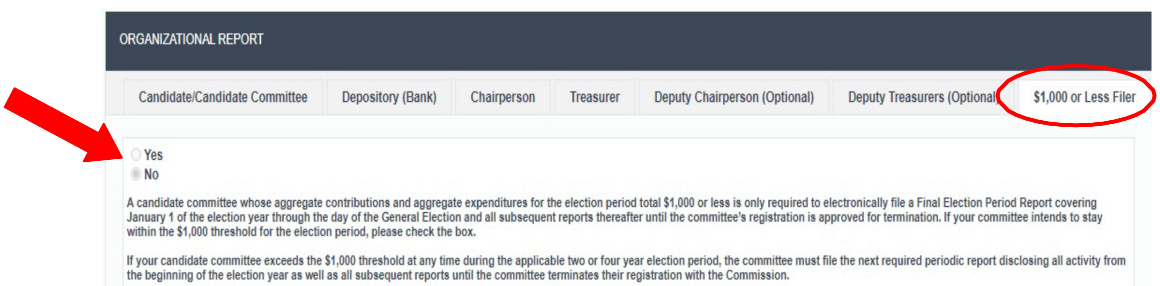
f. **Business and Residential Phone** - Type in the phone number of the treasurer. Residential phone numbers will not be posted on the public website.

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 <u>and</u> aggregate expenditures for the election period totaling $1,000 or less, you must check the box (see below) and file an Organizational Report by **<u>June 30th</u>** 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 year called the Final Election Period Report due 30 days after the general 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.



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

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**.

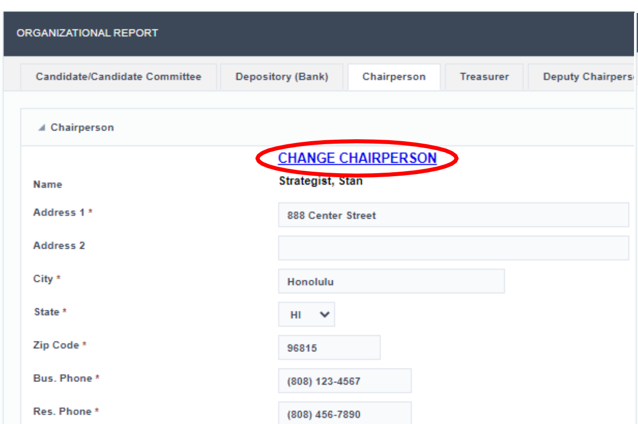
2. Click **Organizational Report**.

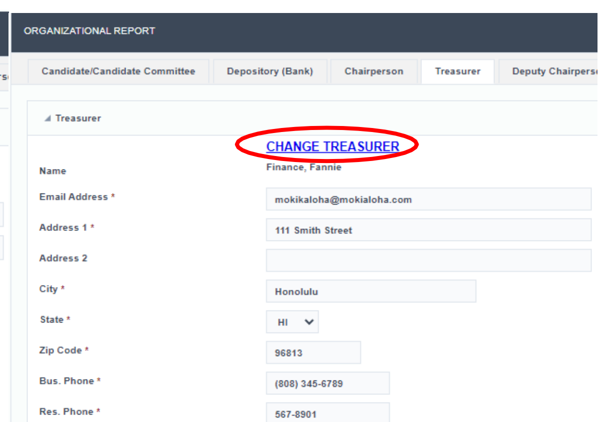
3. Click **Amend** and enter the applicable changes.

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.

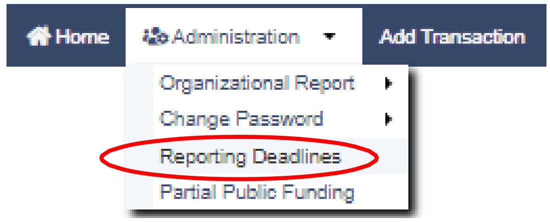
> You will <u>not be</u> able to change the name of the chairperson or treasurer. If there is a change in these officers, you must complete and submit a new Candidate Committee Electronic Filing Form with the candidate's signature <u>and</u> that of the newly appointed chairperson and/or treasurer (the 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.





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 Reporting Deadlines page or viewing the Election-Year Reporting Tracks illustration 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**)

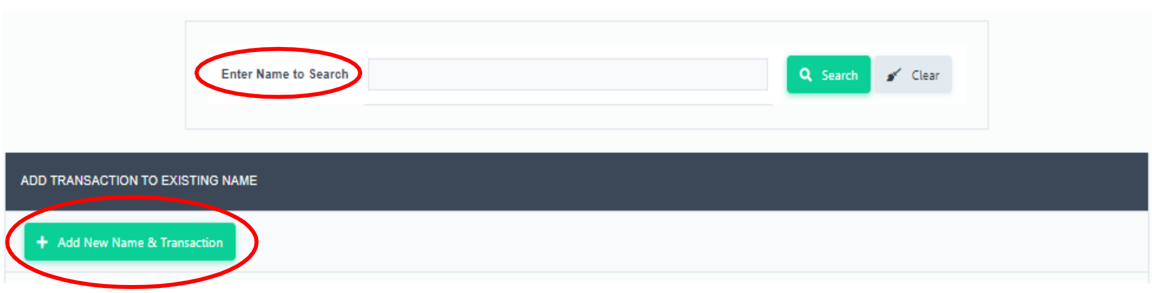
The **Add Transaction** screen is used to add transactions for your candidate committee into the CFS. This is the central hub for entering a new transaction whether it be a contribution, other receipt, loan, expenditure, unpaid expenditure, or durable asset. The only transactions not entered on the Add 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.

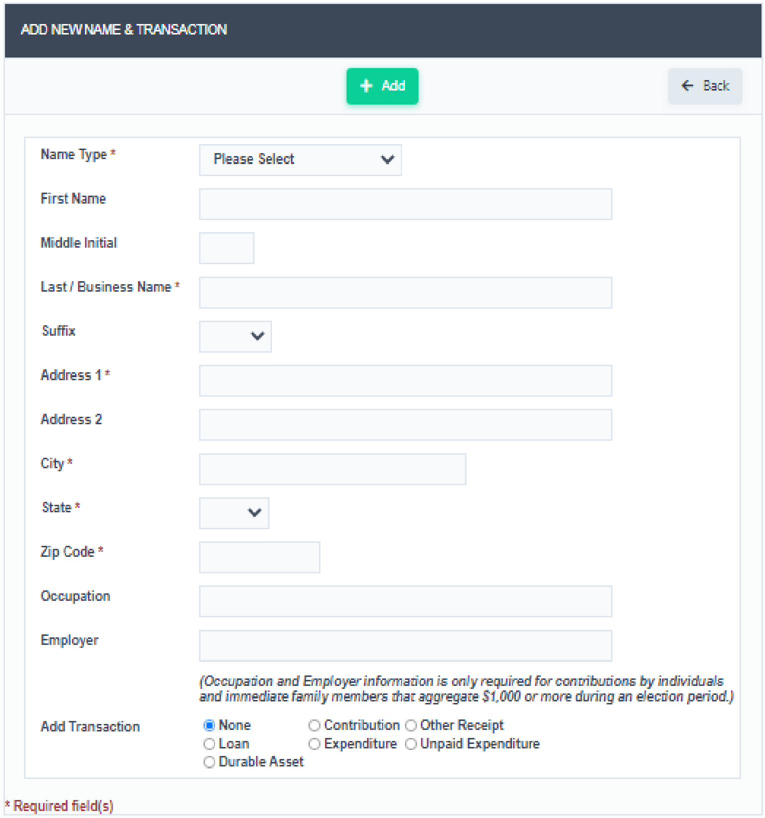
A. <u>**ADDING A NEW NAME AND TRANSACTION**</u> - You will only add a new name into the CFS if it does not already exist on the Add Transaction screen. You can use the **Enter Name to Search** field to search for names previously entered and if the name does not appear in your search, the message "No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

1. Click **Add Transaction**.

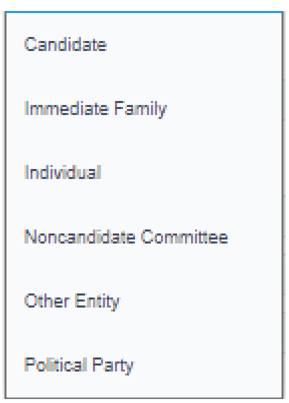
2. Click **Add New Name & Transaction**.



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



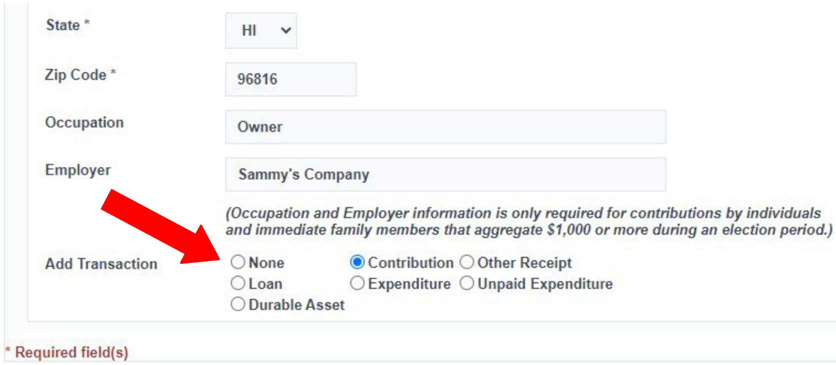
4. Under **Name Type**, select the appropriate name type classification.



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.

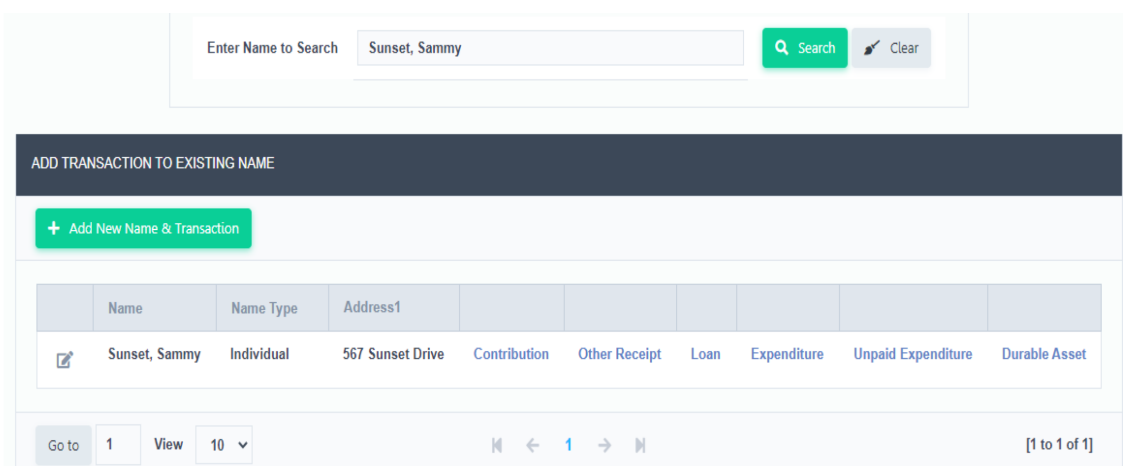


B. **<u>ADDING A TRANSACTION TO AN EXISTING NAME</u>** - You can use the **Enter Name to Search** field to search for names previously entered into the CFS and exist on the Add Transaction screen. As you begin to enter the name into the search field, the CFS will prompt you with possible matches. Entering 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:

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



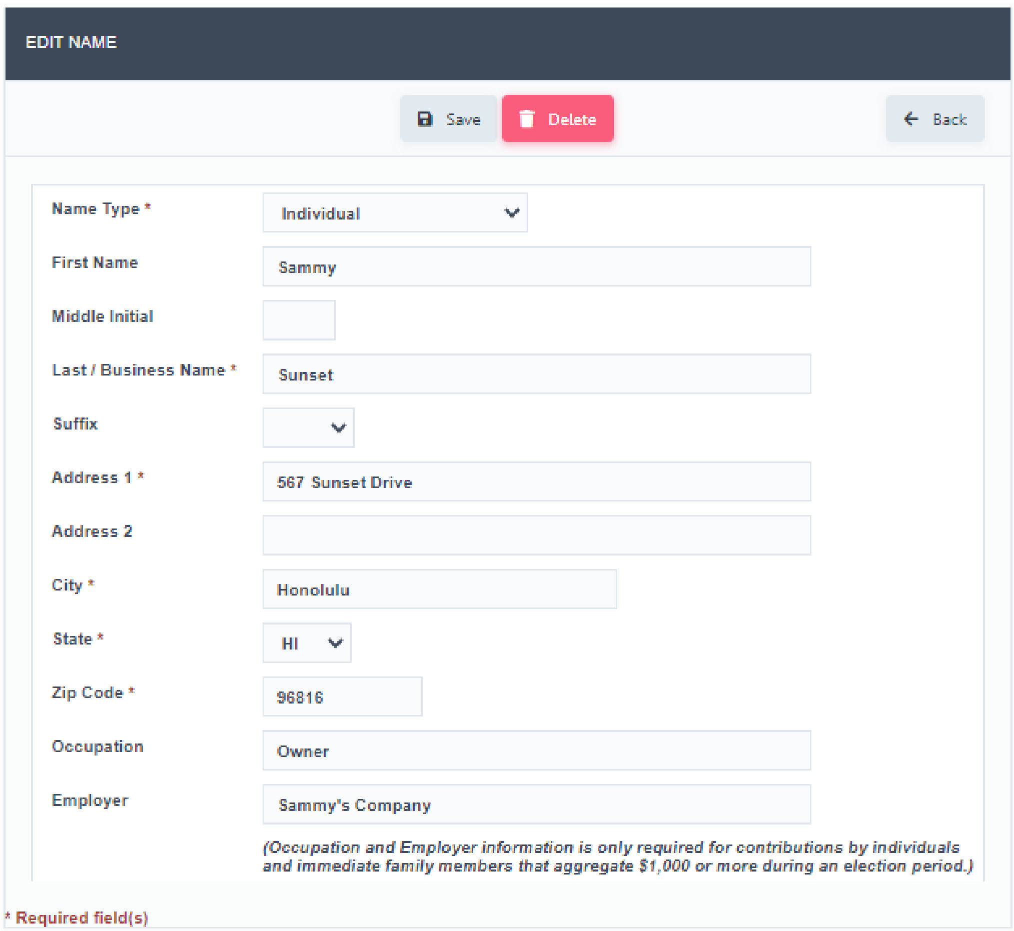
4. The name will appear under the **Add Transaction to Existing Name** banner with options to the right of the name for entering a contribution, other receipt, loan, expenditure, unpaid expenditure, or durable asset. Select the type of transaction you would like to enter by clicking on the applicable 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 to the left of the name.

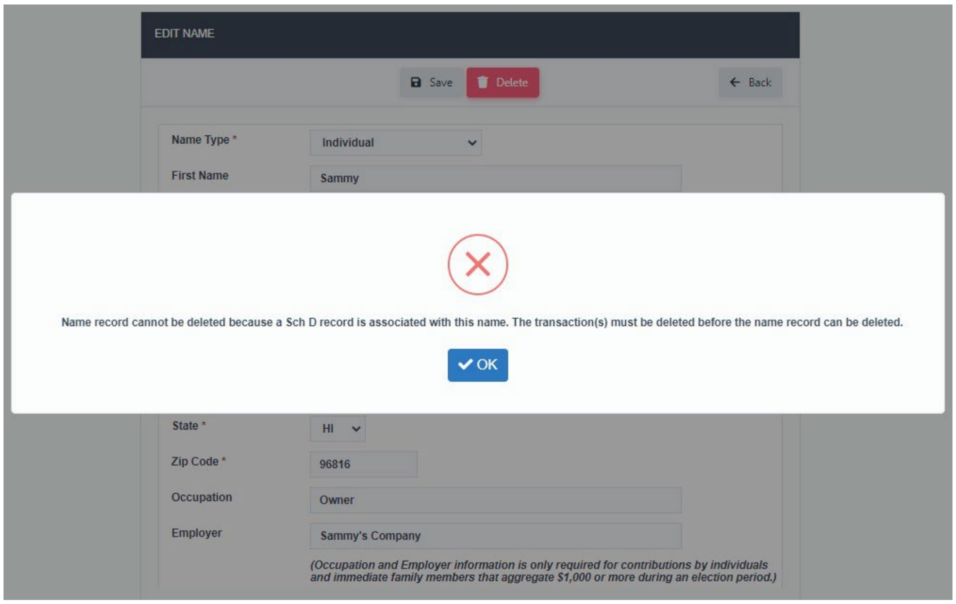
3. The **Edit Name** screen will be displayed. Make the necessary changes.



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.



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	Schedule E – Page 44
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 in-kind) 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.

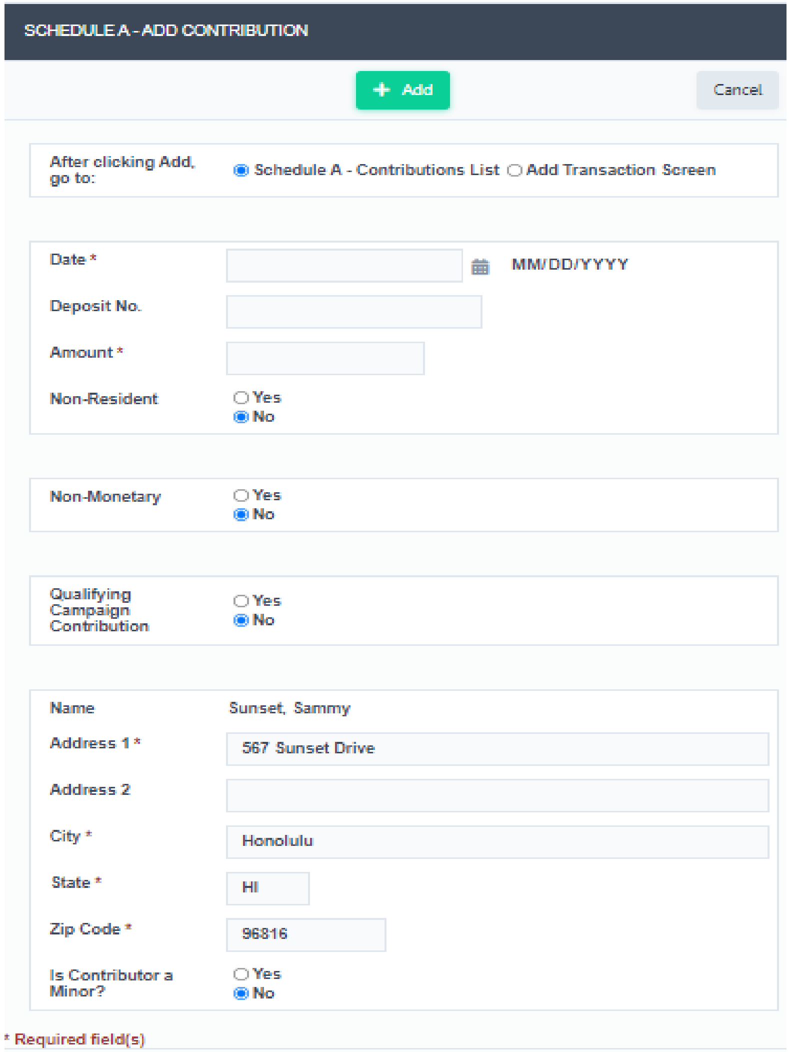
> You do not need to wait until a filing deadline or the close of a reporting period to begin entering contributions. All contributions must be entered in the CFS but only aggregate contributions of more than $100 will be itemized on Schedule A.

1. **<u>ADDING A CONTRIBUTION</u>** - 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:



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 not 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!

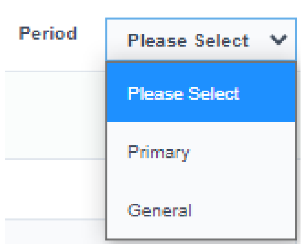
(1) Under **Category**, select the appropriate category for the non-monetary or in-kind contribution.

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.

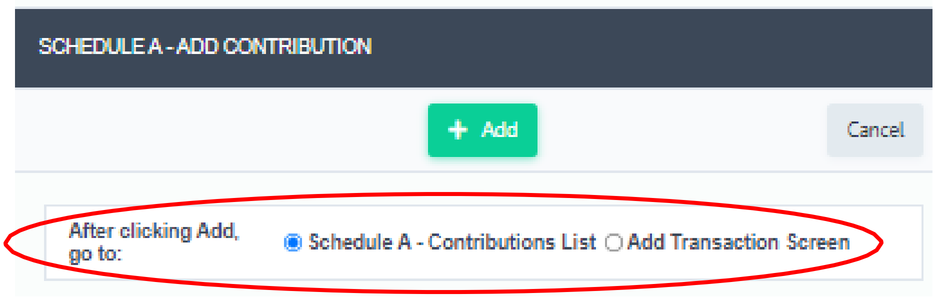
(1) Under **Period**, select the appropriate election (i.e., Primary or General) for this QCC. This option only applies to candidates participating in the Partial Public Funding Program.



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**.

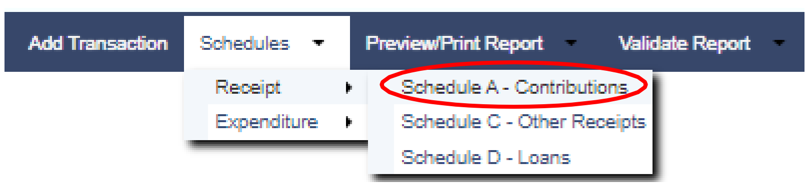


2. **<u>VIEWING A CONTRIBUTION</u>** - The Schedule A - Contributions List screen is where your contributions can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule A - Add Contribution** screen when adding a new contribution into the CFS or by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

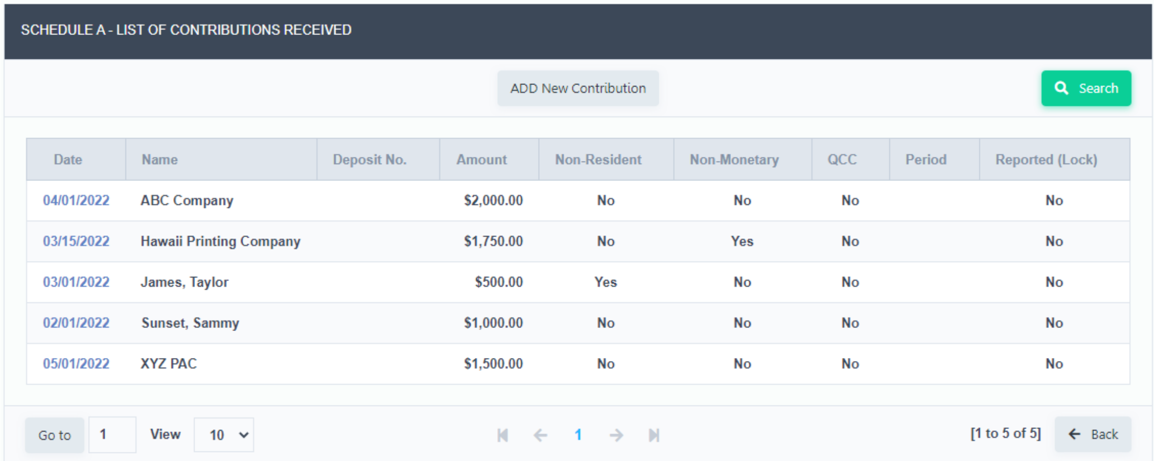
a. Click **Schedules**.

b. Click **Receipt**.

c. Click **Schedule A - Contributions**.



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


SCHEDULE A - LIST OF CONTRIBUTIONS RECEIVED

ADD New Contribution

Search

Date	Name	Deposit No.	Amount	Non-Resident	Non-Monetary	QCC	Period	Reported (Lock)
04/01/2022	ABC Company		$2,000.00	No	No	No		No
03/15/2022	Hawaii Printing Company		$1,750.00	No	Yes	No		No
03/01/2022	James, Taylor		$500.00	Yes	No	No		No
02/01/2022	Sunset, Sammy		$1,000.00	No	No	No		No
05/01/2022	XYZ PAC		$1,500.00	No	No	No		No

Go to 1 View 10

1

[1 to 5 of 5] Back

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.

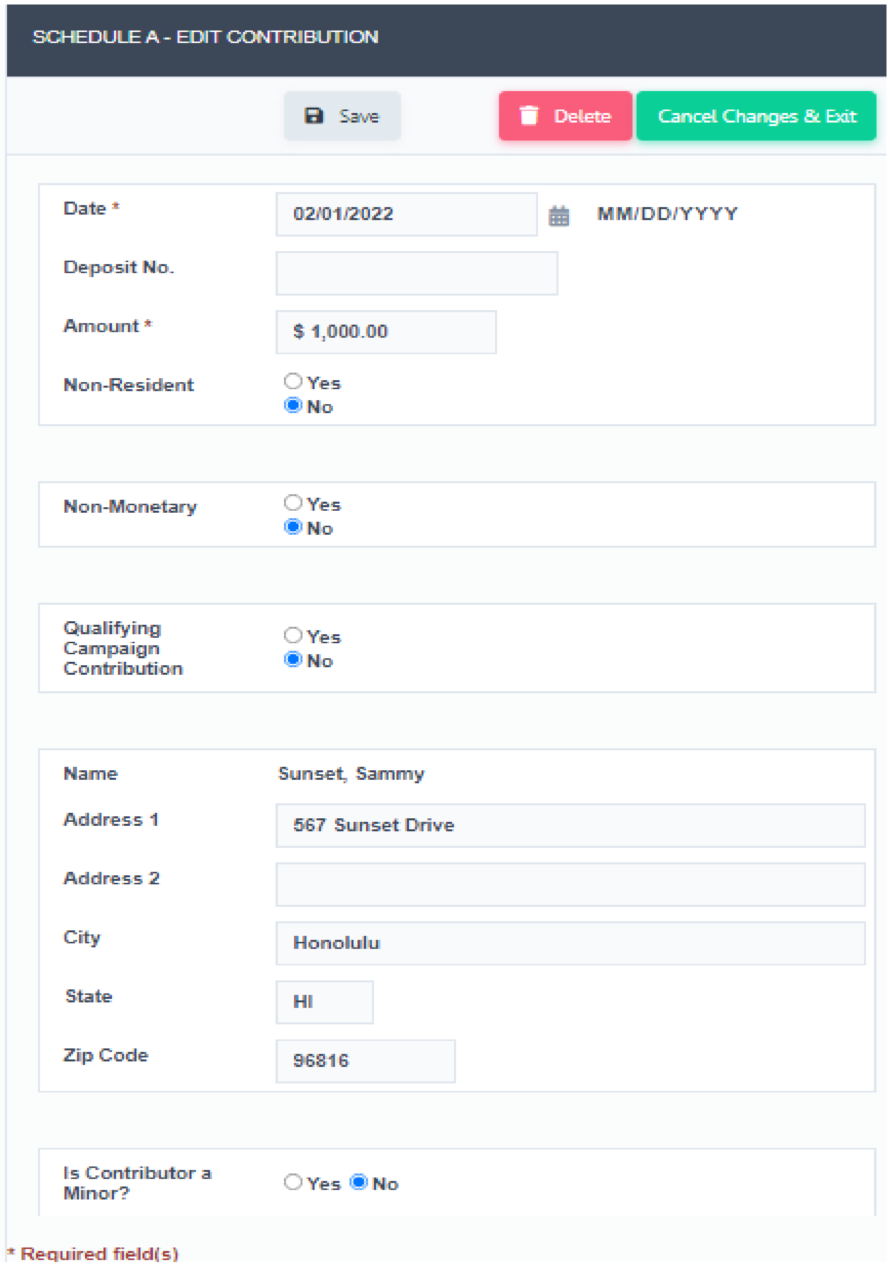
h. To browse your list of contributions, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 contributions at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

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.



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.

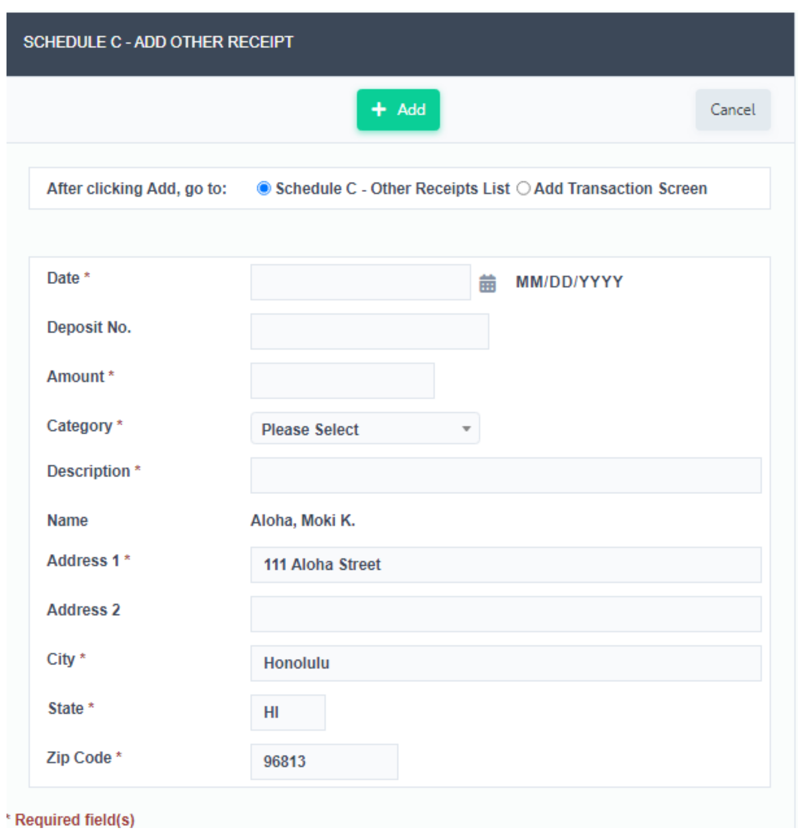
> You do not need to wait until a filing deadline or the close of a reporting period to begin entering other receipts.

1. **<u>ADDING AN OTHER RECEIPT</u>** - 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:

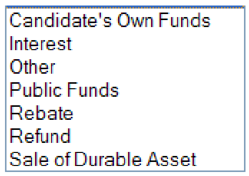


d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the other receipt was deposited, the date that the candidate made an expenditure from their own funds, or the date that a candidate's loan is forgiven)

e. **Deposit No**. (Issued from the bank) - Optional.

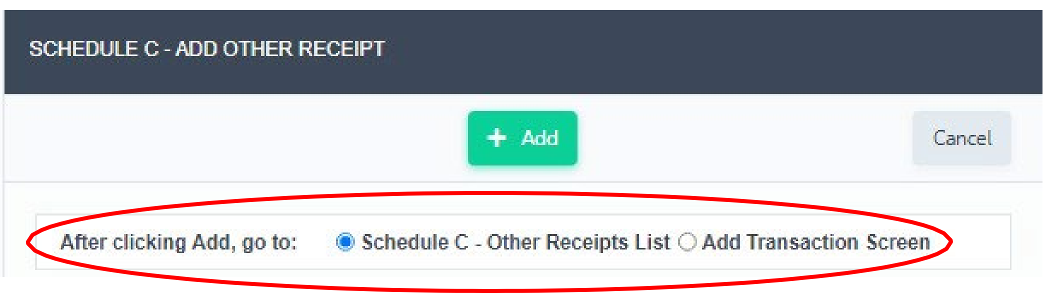
f. **Amount** - Do not enter dollar signs or commas (i.e., 1000 or 1000.50).

g. Under **Category**, select the other receipt category.



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**.

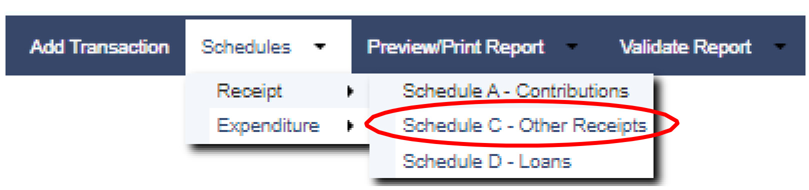


2. <u>**VIEWING AN OTHER RECEIPT**</u> - The Schedule C - Other Receipts List screen is where your other receipts can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule C - Add Other Receipt** screen when adding a new other receipt into the CFS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

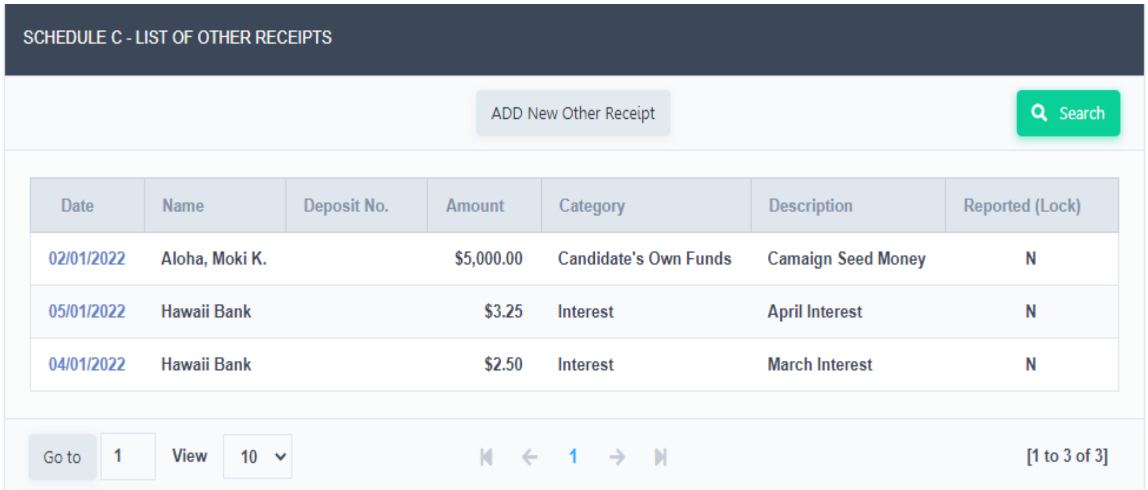
a. Click **Schedules**.

b. Click **Receipt**.

c. Click **Schedule C - Other Receipts**.



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



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.

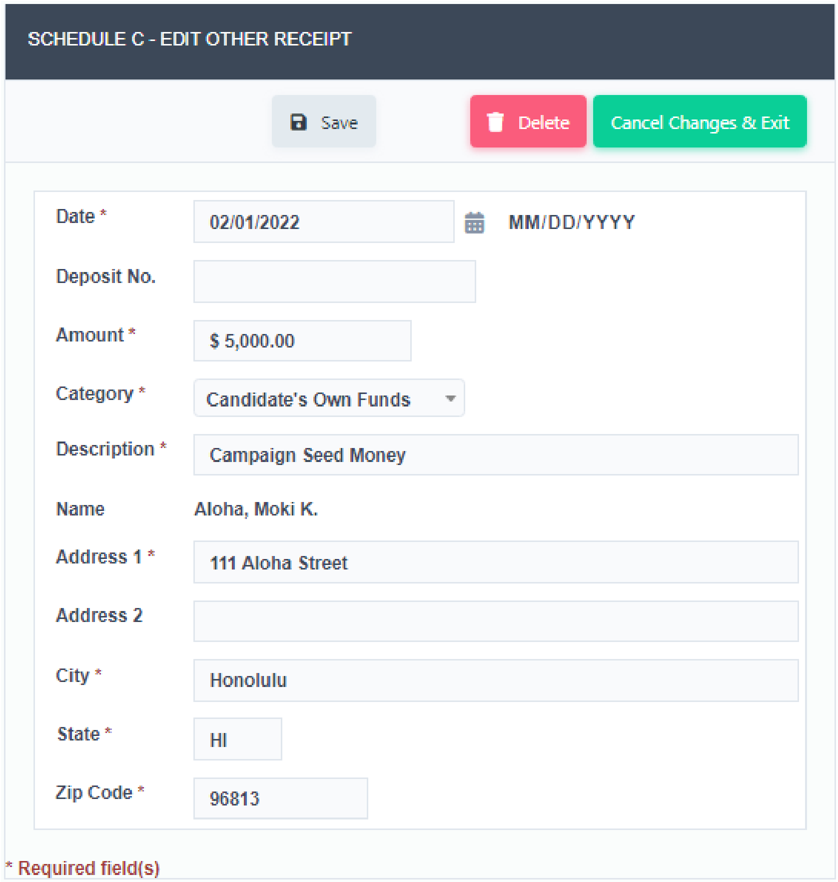
h. To browse your list of other receipts, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 other receipts at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

3. **<u>EDITING/DELETING AN OTHER RECEIPT</u>** - 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.



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. <u>SPECIFIC SITUATIONS REQUIRING ENTRY ON ANOTHER SCHEDULE</u>

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; and

(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. Public Funds

(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

(1) 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. **SCHEDULE D - LOANS** - 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.

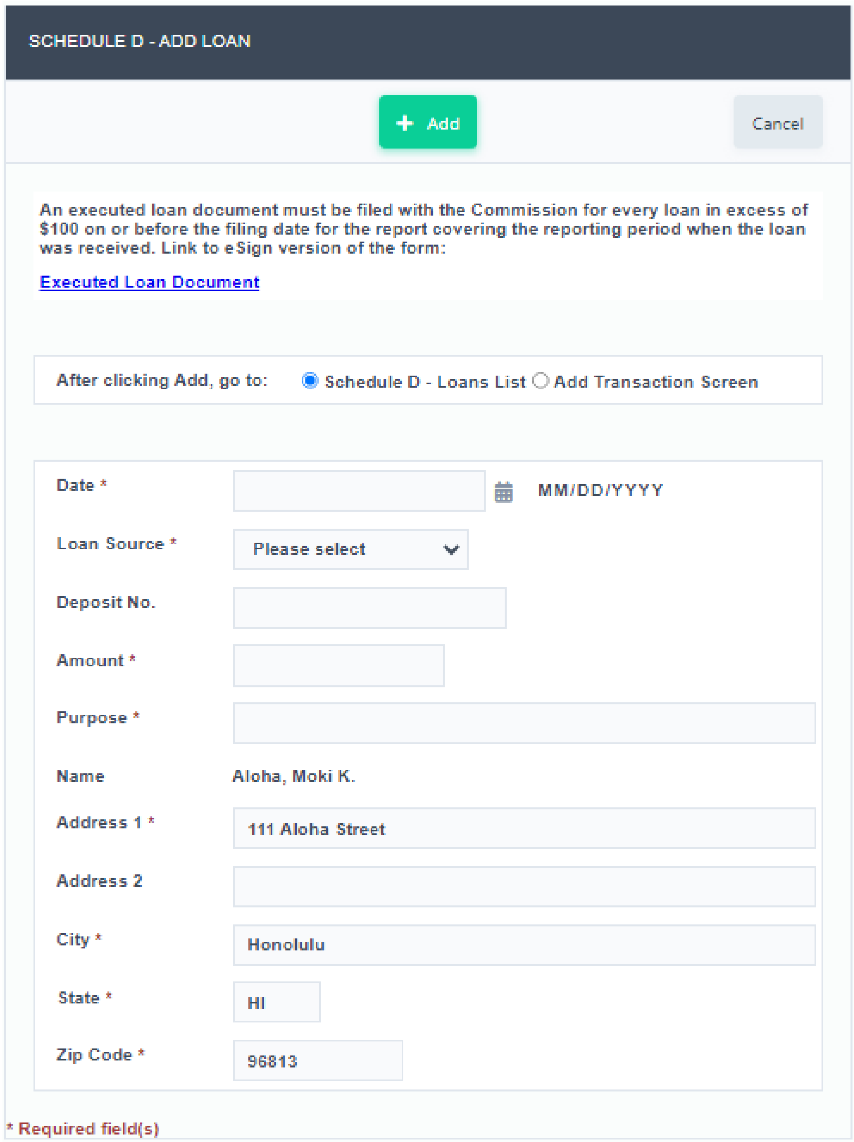
> You do not need to wait until a filing deadline or the close of a reporting period to begin entering loans. Also, loan payments are reported on Schedule D - Loans and never on Schedule B - Expenditures Made.

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.

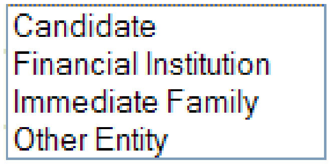
c. The **Schedule D - Add Loan** screen will be displayed when you choose to add a loan to a new or existing name. Enter the information in the required fields * and any other fields that apply:



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.

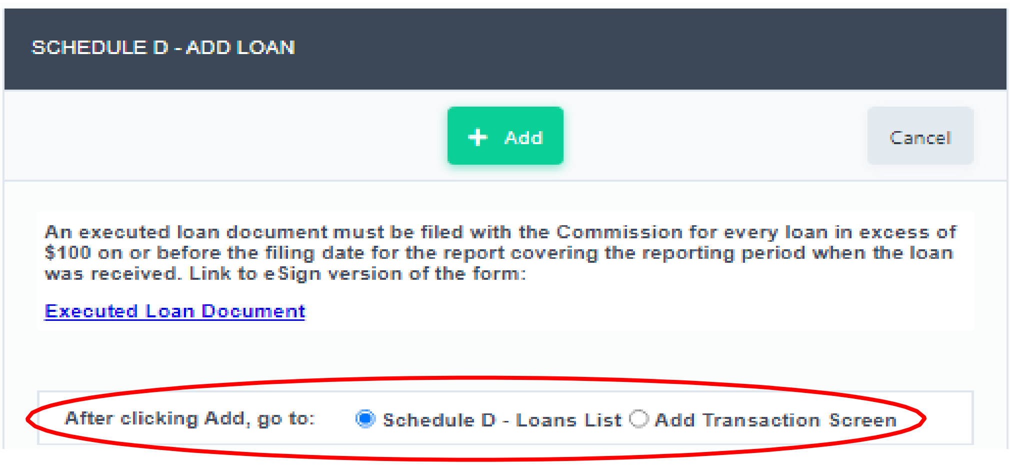


f. **Deposit No.** (Issued from the bank) - Optional.

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**.

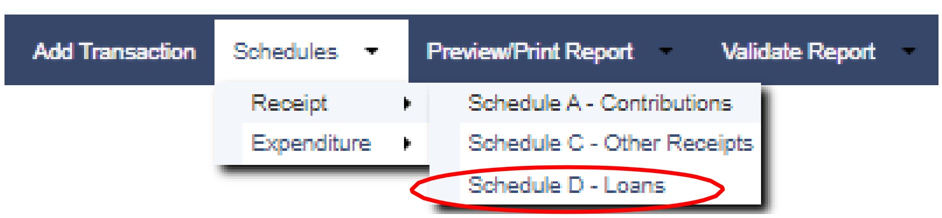


2. <u>**ADDING A LOAN PAYMENT OR FORGIVING A LOAN**</u> - The **Schedule D - Loans List** screen is where you enter a loan payment or forgive a loan. This screen can be accessed by doing the following:

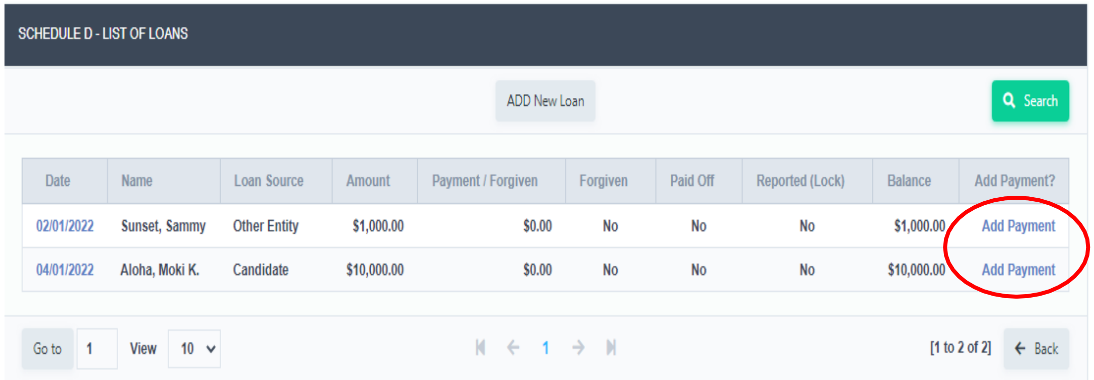
a. Click **Schedules**.

b. Click **Receipt**.

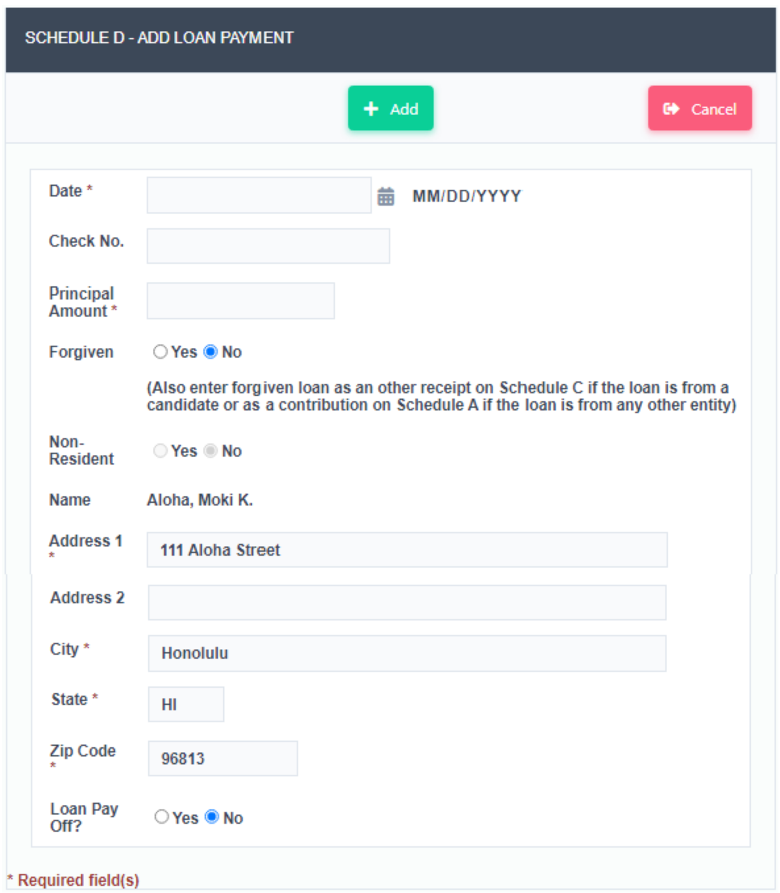
c. Click **Schedule D - Loans**.



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.



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



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.

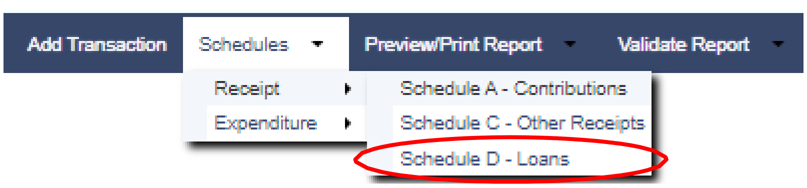
> The **Add Payment** link to the right of a lender's name will be eliminated when Loan Pay Off? is clicked **Yes** indicating that the loan has been fully paid or forgiven.

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:

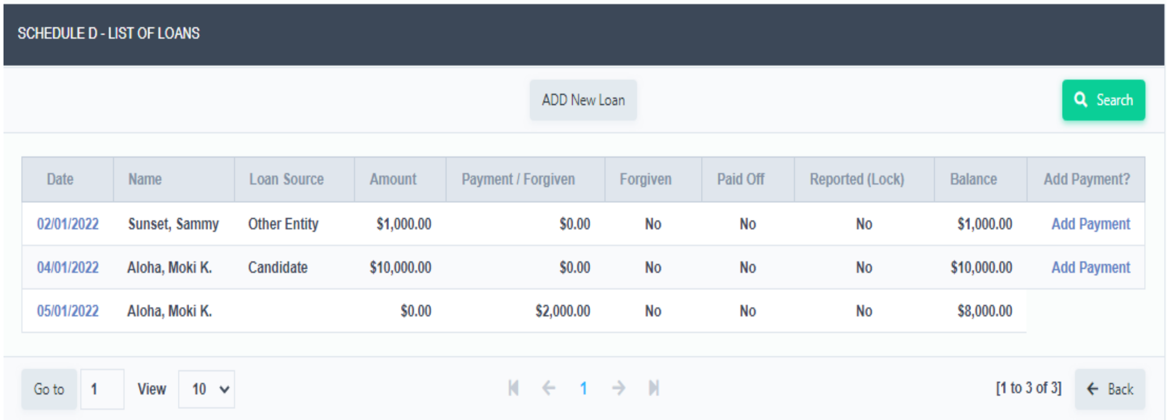
a. Click **Schedules**.

b. Click **Receipt**.

c. Click **Schedule D - Loans**.



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


SCHEDULE D - LIST OF LOANS

ADD New Loan | 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 | 1 | [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.

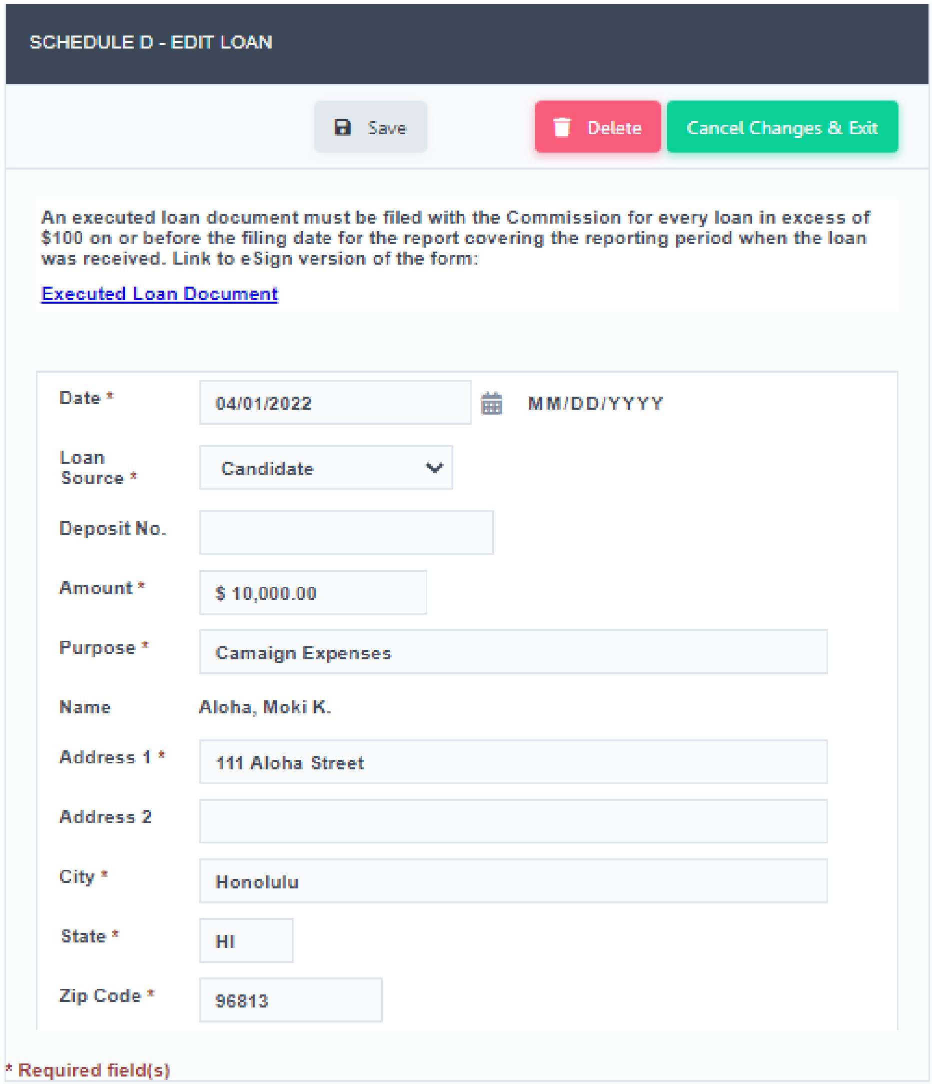
h. To browse your list of loans or loan payment/forgiven entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 loan items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

4. **<u>EDITING/DELETING A LOAN OR LOAN PAYMENT/FORGIVEN ENTRY</u>** - 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.



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. **<u>SPECIFIC SITUATION REQUIRING ENTRY ON ANOTHER SCHEDULE</u>**

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:

(1) 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.

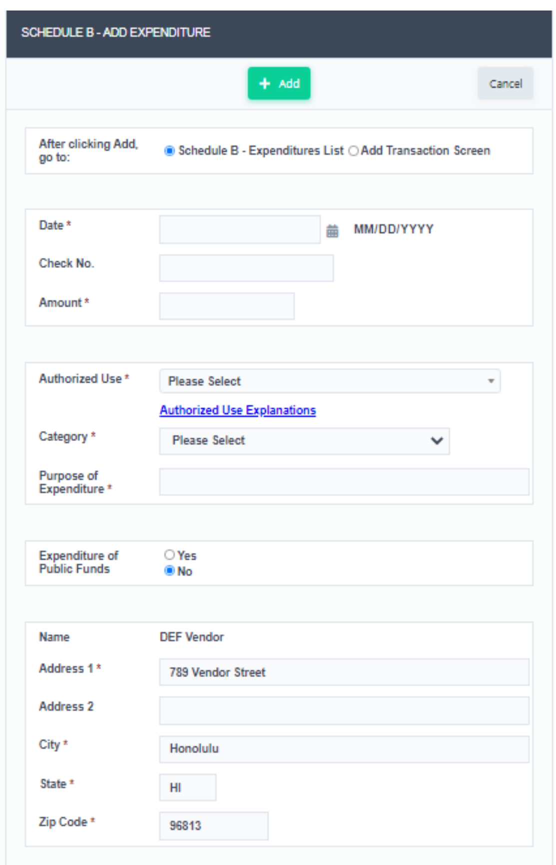
VII. ENTERING EXPENDITURES

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



a. Click **Add Transaction**.

b. Click **Add New Name & Transaction** to add an expenditure 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 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

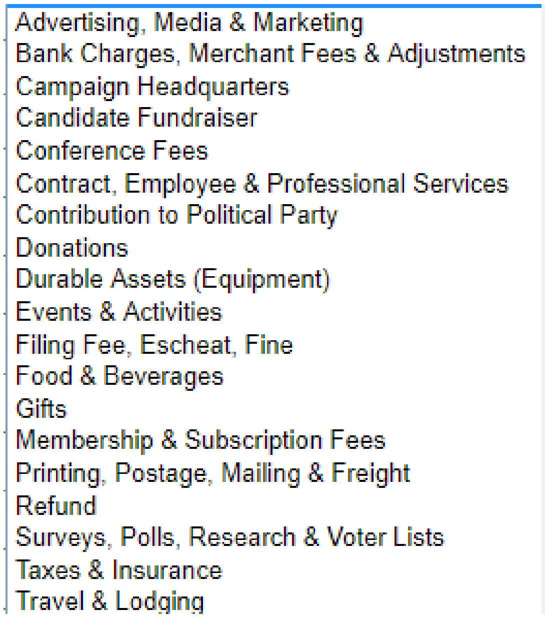
The campaign finance law provides that candidates may use campaign funds for one of eight authorized uses: (1) Directly Related to Candidate's Campaign; (2) Charitable Donations; (3) Public School or Public Library Donations; (4) Full-Time Student Scholarship Awards; (5) Two (2) Fundraiser Tickets; (6) 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 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:

- Advertisements
- Banners & signs
- Brochures
- Food for volunteer signholders
- Newsletters, reports, surveys, polls
- Office rent & utilities for campaign headquarters
- Legal expenses related to your campaign (including Commission fines)
- 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)
- Reasonable expenses of a "mahalo party"
- Food, beverage, & entertainment expenses incurred at a fundraising event or other campaign activity
- Durable assets (e.g., computer, software, printer, cell phone)

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

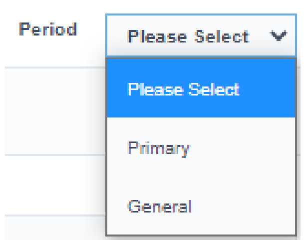
h. Under **Category**, select the appropriate expenditure category.



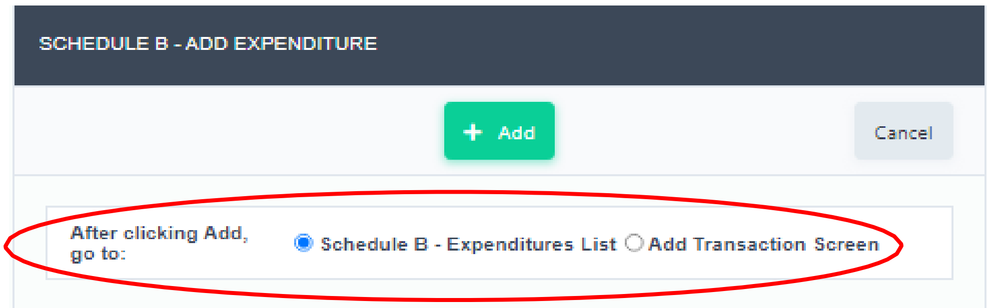
i. **Purpose of Expenditure** - Type in the purpose of the expenditure.

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**.

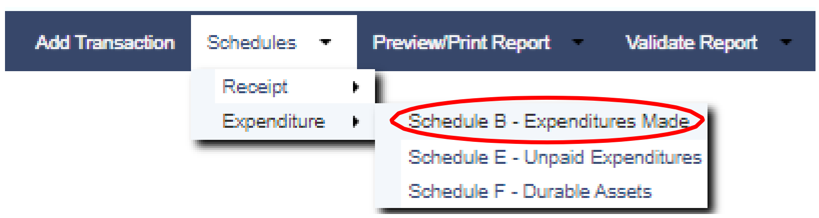


2. **<u>VIEWING AN EXPENDITURE</u>** - The Schedule B - Expenditures List screen is where your expenditures can be viewed, searched, sorted, edited, and deleted. This screen can be accessed directly from the **Schedule B - Add Expenditure** screen when adding a new expenditure into the CFS or by doing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

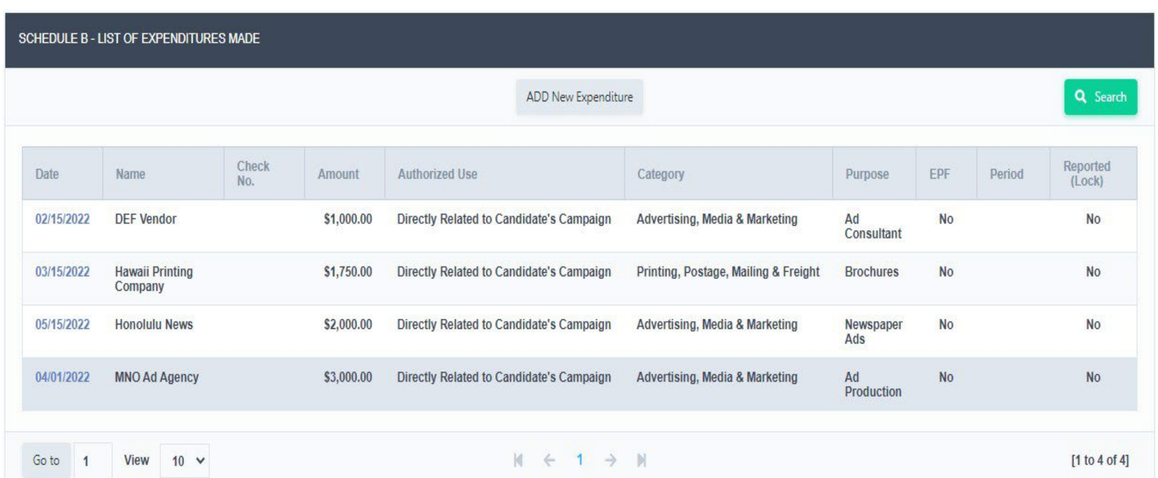
   a. Click **Schedules**.

   b. Click **Expenditure**.

   c. Click **Schedule B - Expenditures Made**.



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



Date	Name	Check No.	Amount	Authorized Use	Category	Purpose	EPF	Period	Reported (Lock)
02/15/2022	DEF Vendor		$1,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Consultant	No		No
03/15/2022	Hawaii Printing Company		$1,750.00	Directly Related to Candidate's Campaign	Printing, Postage, Mailing & Freight	Brochures	No		No
05/15/2022	Honolulu News		$2,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Newspaper Ads	No		No
04/01/2022	MNO Ad Agency		$3,000.00	Directly Related to Candidate's Campaign	Advertising, Media & Marketing	Ad Production	No		No

Go to 1 View 10 1 [1 to 4 of 4]

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.

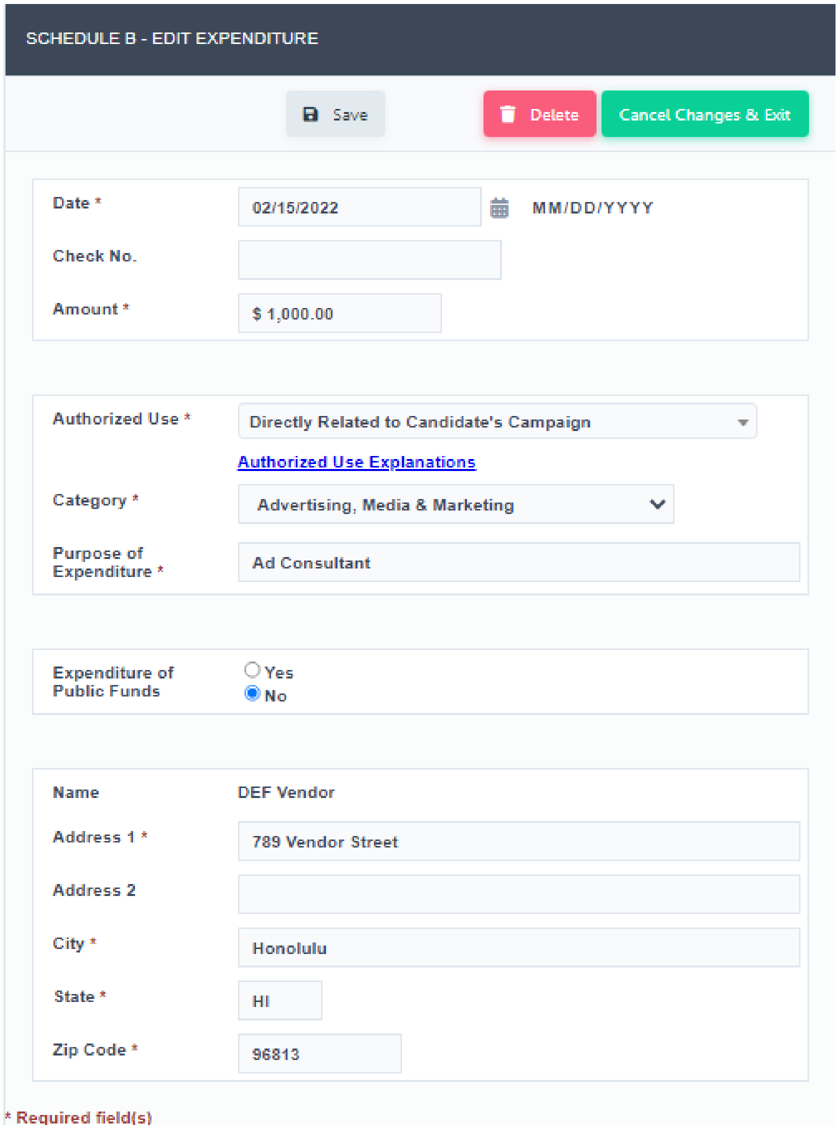
h. To browse your list of expenditures, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 expenditures at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

3. **EDITING/DELETING AN EXPENDITURE** - 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.



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

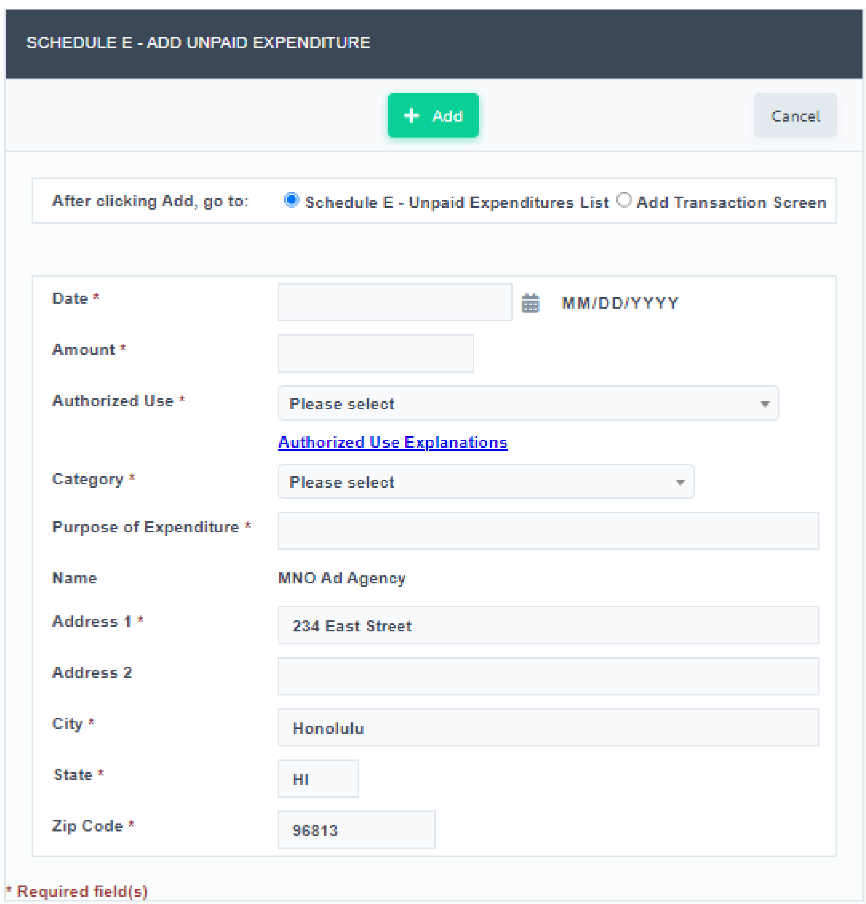
> You do not need to wait until a filing deadline or the close of a reporting period to begin entering unpaid expenditures. Also, unpaid expenditure payments are reported on Schedule E - Unpaid Expenditures and never on Schedule B - Expenditures Made.

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 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 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:



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

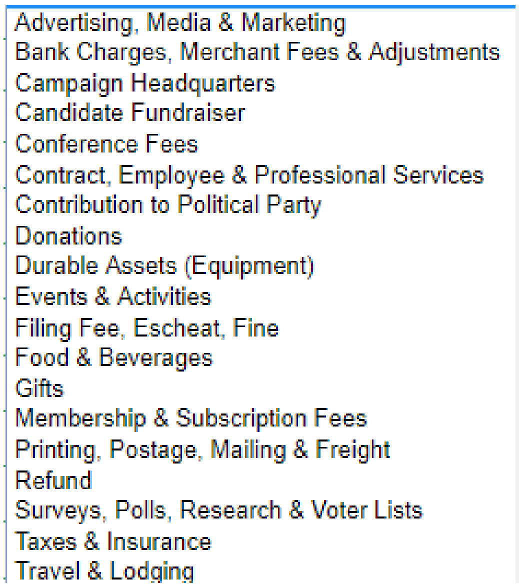
The campaign finance law provides that candidates may use campaign funds for one of eight authorized uses: (1) Directly Related to Candidate's Campaign; (2) Charitable Donations; (3) Public School or Public Library Donations; (4) Full-Time Student Scholarship Awards; (5) Two (2) Fundraiser Tickets; (6) 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
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)
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
o Durable assets (e.g., computer, software, printer, cell phone)

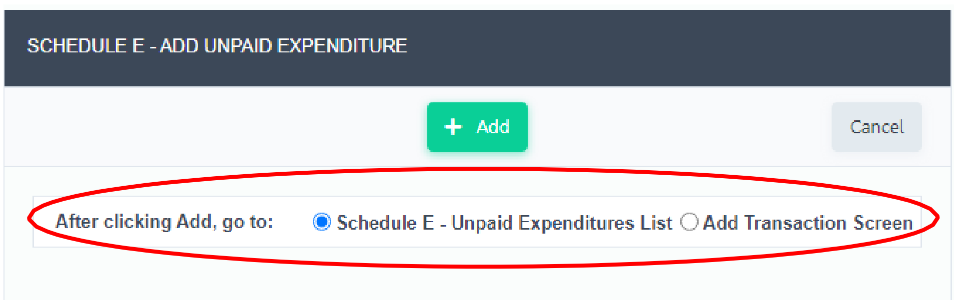
Once an Authorized Use selection is made for the unpaid expenditure, you must narrow the unpaid expenditure use by selecting a category for that unpaid expenditure.

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**.

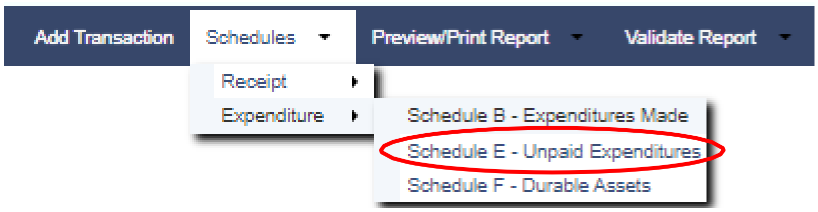


2. **<u>ADDING AN UNPAID EXPENDITURE PAYMENT OR FORGIVING AN UNPAID EXPENDITURE</u>** - The **Schedule E - Unpaid Expenditures List** screen is where you enter an unpaid expenditure payment or forgive an unpaid expenditure. This screen can be accessed by doing the following:

   a. Click **Schedules**.

   b. Click **Expenditure**.

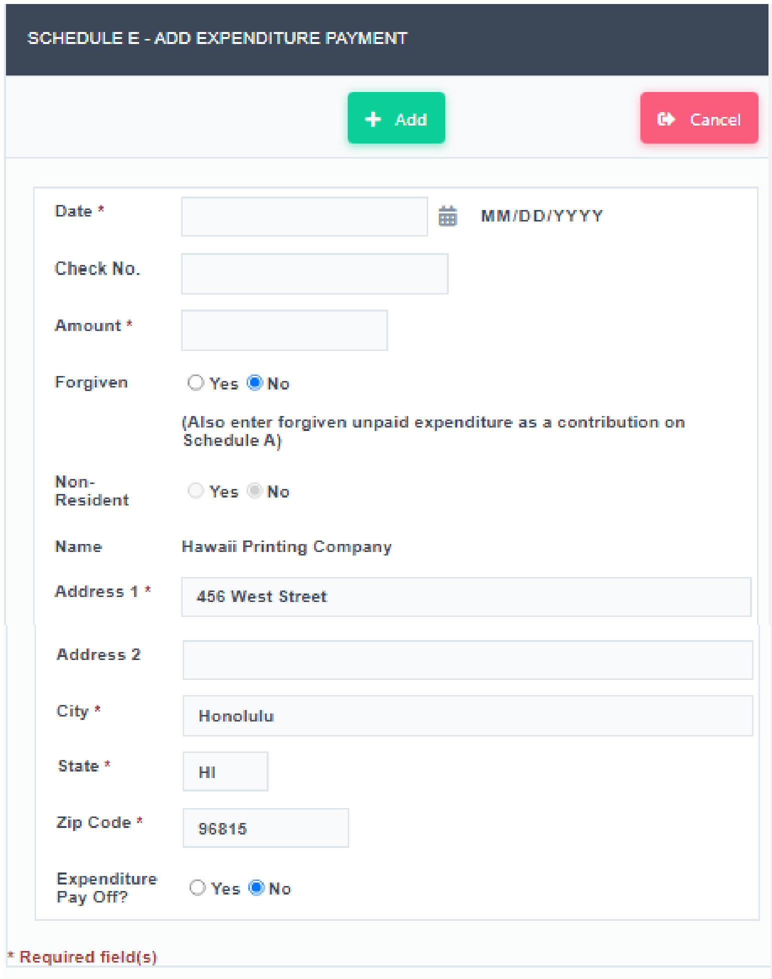
   c. Click **Schedule E - Unpaid Expenditures**.



   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.

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

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.

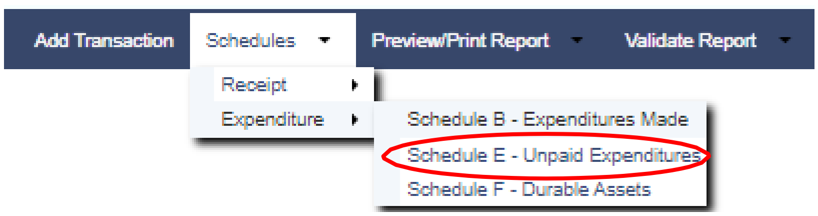
> The **Add Payment** link to the right of a vendor's name will be eliminated when Loan Pay Off? is clicked **Yes** indicating that the unpaid expenditure has been fully paid or forgiven.

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:

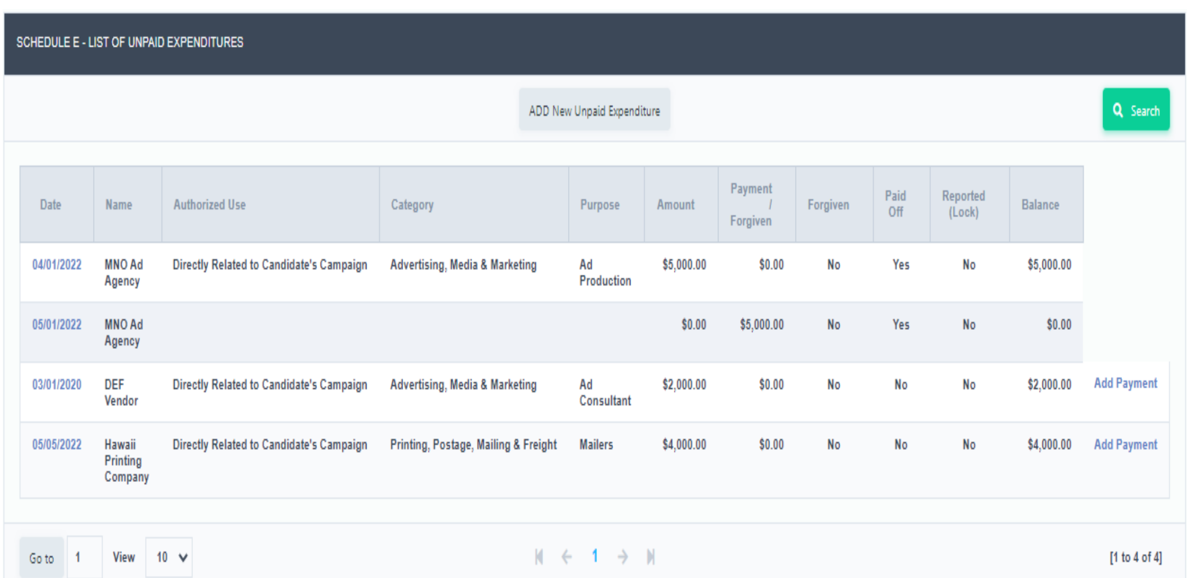
   a. Click **Schedules**.

   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

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

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1

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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.

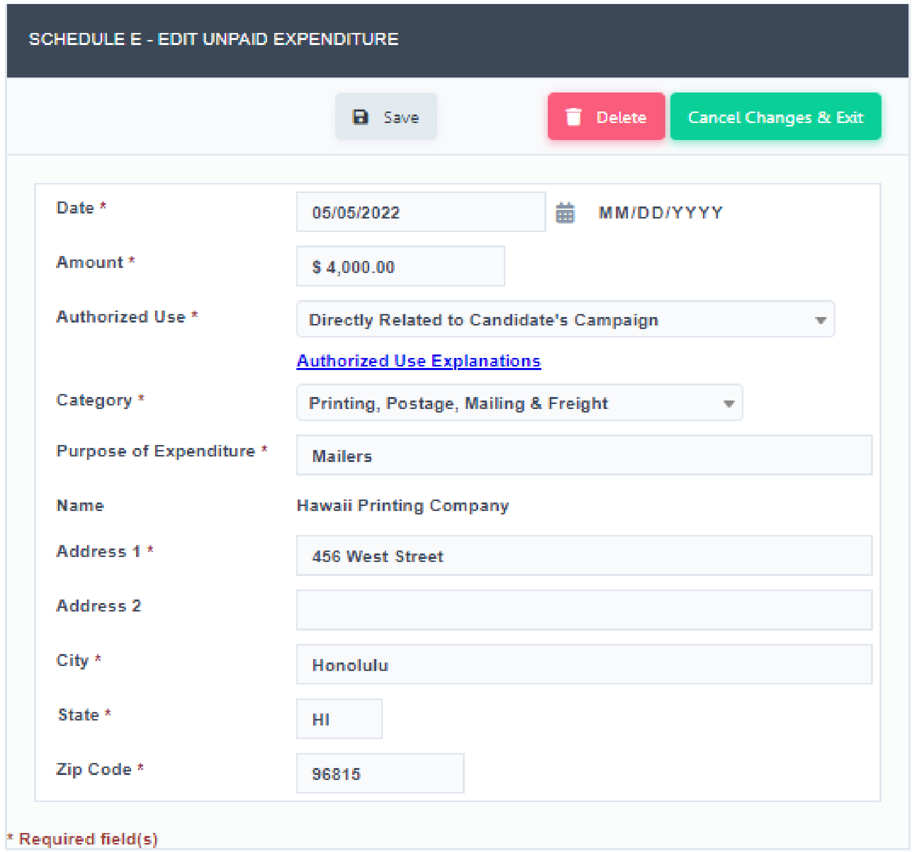
h. To browse your list of unpaid expenditures or unpaid expenditure/forgiven entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 unpaid expenditure items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page.

4. **EDITING/DELETING AN UNPAID EXPENDITURE OR UNPAID EXPENDITURE PAYMENT/FORGIVEN ENTRY** - 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.



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. **SCHEDULE F - DURABLE ASSETS** - 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.

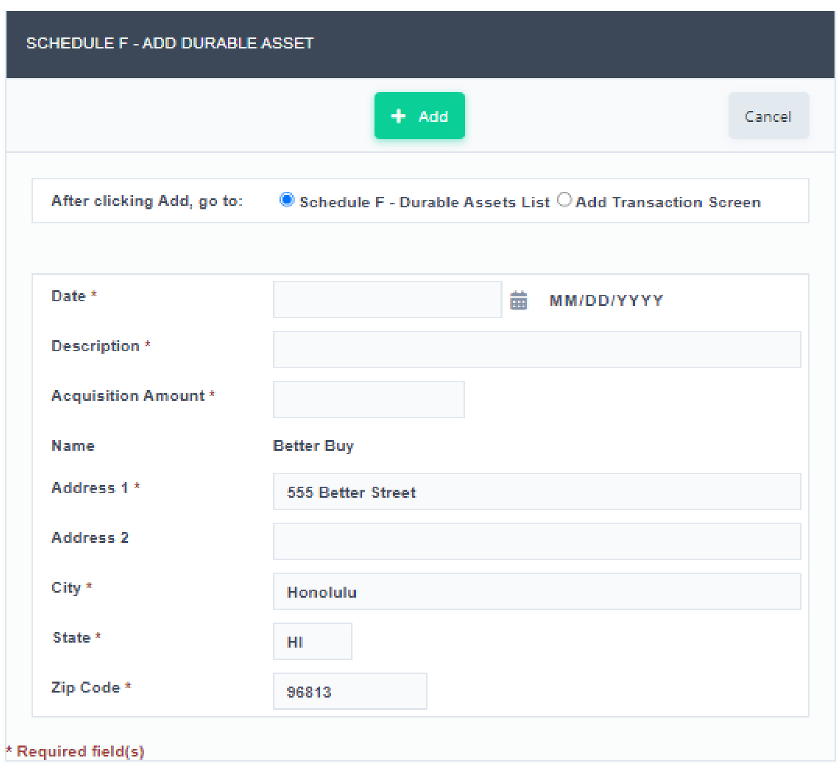
> You do not need to wait until a filing deadline or the close of a reporting period to begin entering durable assets.

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 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 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:

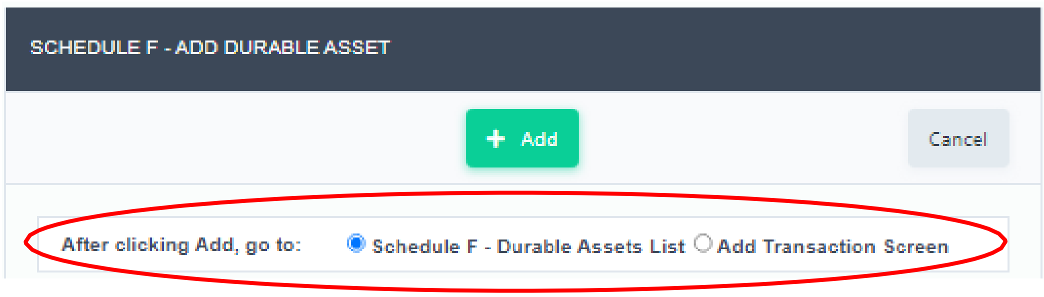


d. **Date** - Entry format is MM/DD/YYYY (Enter the date that the durable asset was purchased or received as a non-monetary or in-kind contribution).

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**.

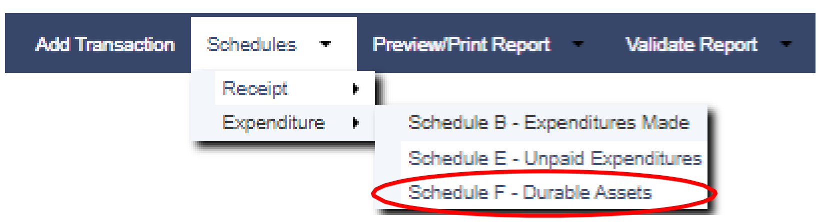


2. **<u>ADDING A DURABLE ASSET DISPOSITION</u>** - The **Schedule F - Durable Assets List** screen is where you enter a durable asset disposition. This screen can be accessed by doing the following:

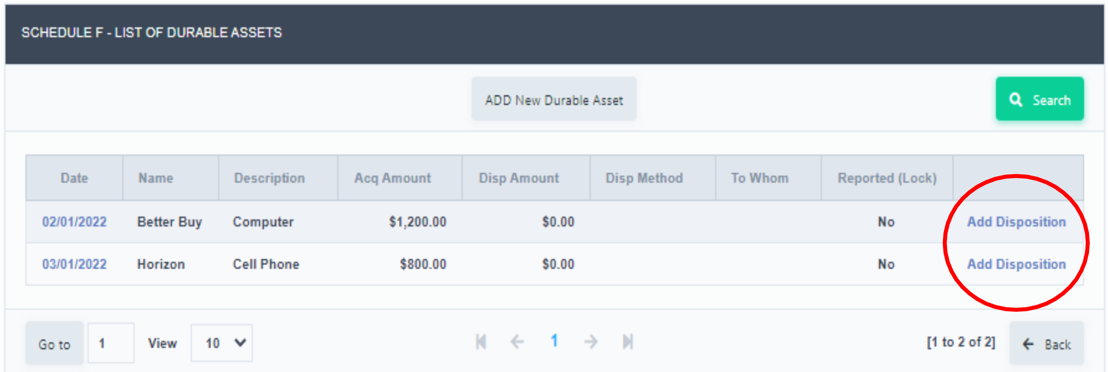
a. Click **Schedules**.

b. Click **Expenditure**.

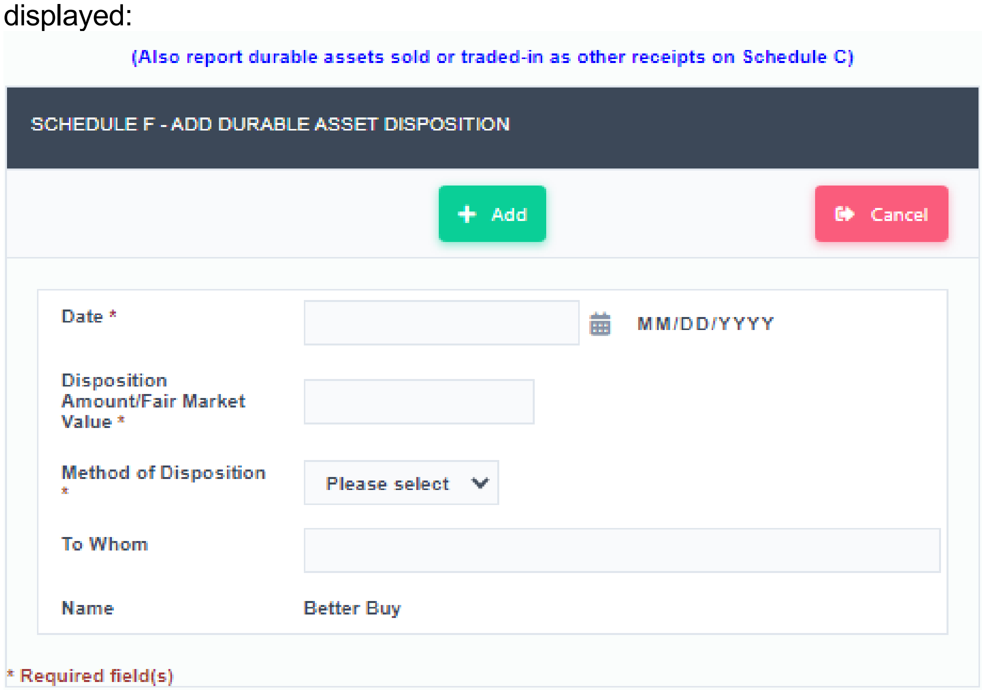
c. Click **Schedule F - Durable Assets**.



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.



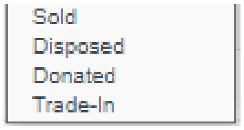
e. The **Schedule F - Add Durable Asset Disposition** screen will be displayed:



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.

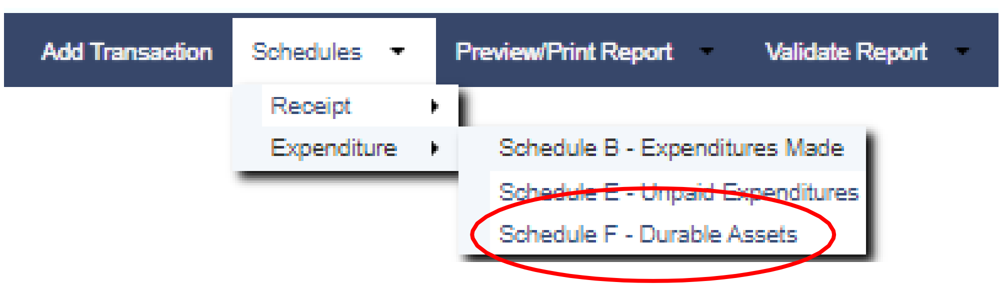
The **Add Disposition** link to the right of a name will be eliminated when a durable asset is disposed.

3. **<u>VIEWING A DURABLE ASSET OR DURABLE ASSET DISPOSITION</u>** - 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:

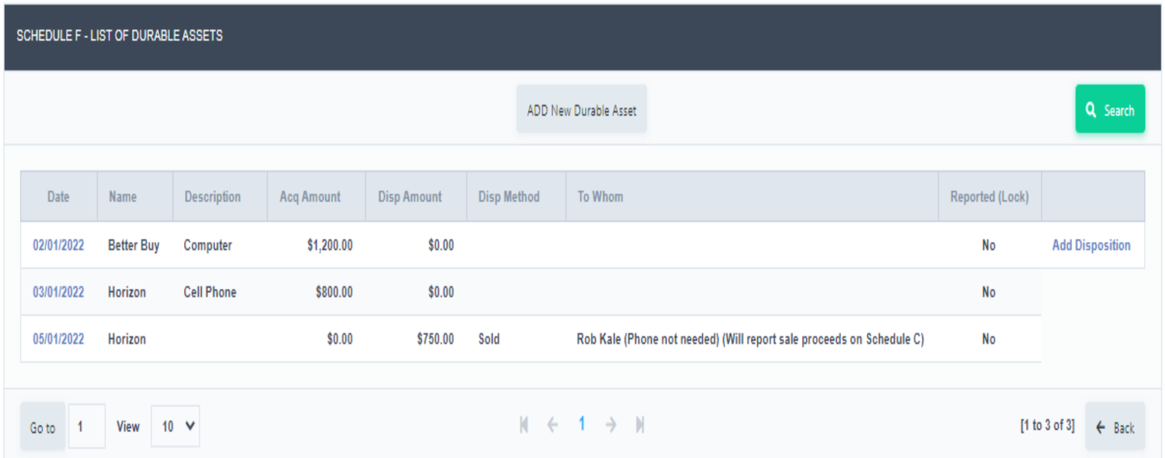
a. Click **Schedules**.

b. Click **Expenditure**.

c. Click **Schedule F - Durable Assets**.



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



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.

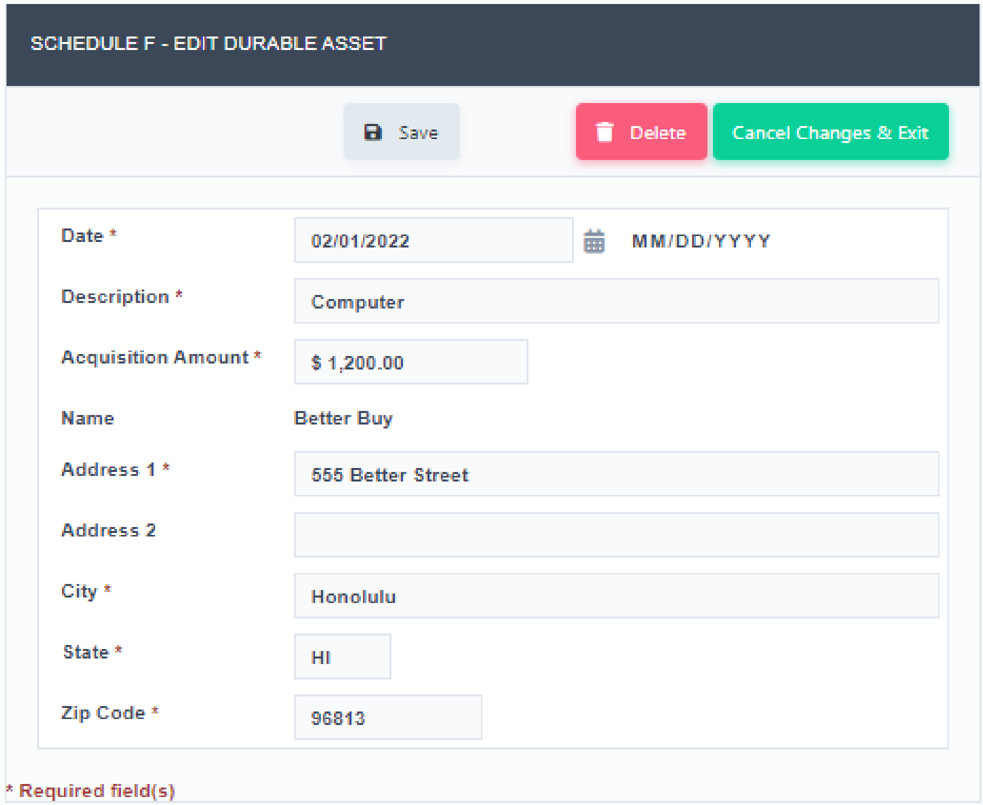
h. To browse your list of durable assets or durable asset disposition entries, click **Go to** to go to a specific page number, click the **View** drop-down to list 10, 20 or 50 durable asset items at a time, click the page number to go to that page, or the right/left arrows to browse from page to page

4. **<u>EDITING/DELETING A DURABLE ASSET OR DURABLE ASSET 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.



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.

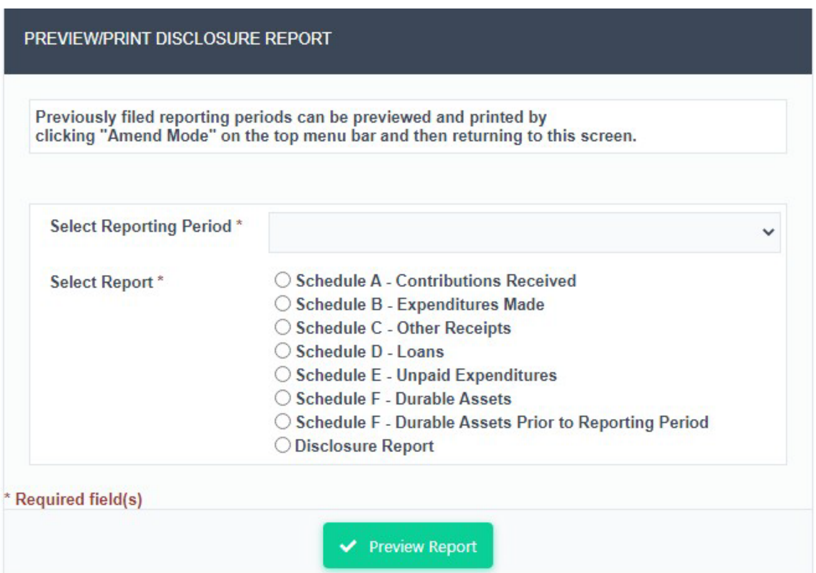
VIII. PREVIEW/PRINT REPORT

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. PREVIEWING/PRINTING THE DISCLOSURE REPORT AND SCHEDULES A-F - 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**.



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.

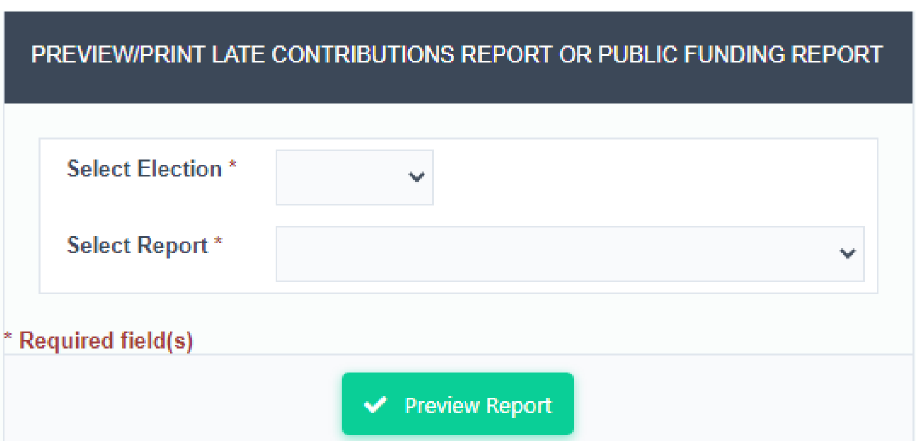
8. To return to the Disclosure Report screen, close the new browser tab.

> 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 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**.



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

4. Under **Select Report**, select the applicable report to preview/print.

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.

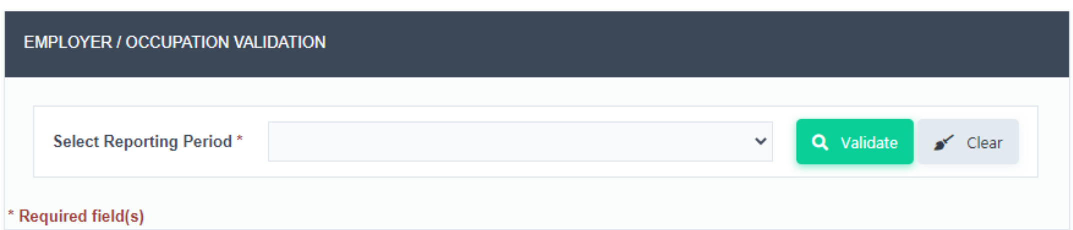
IX. VALIDATE REPORT

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**.

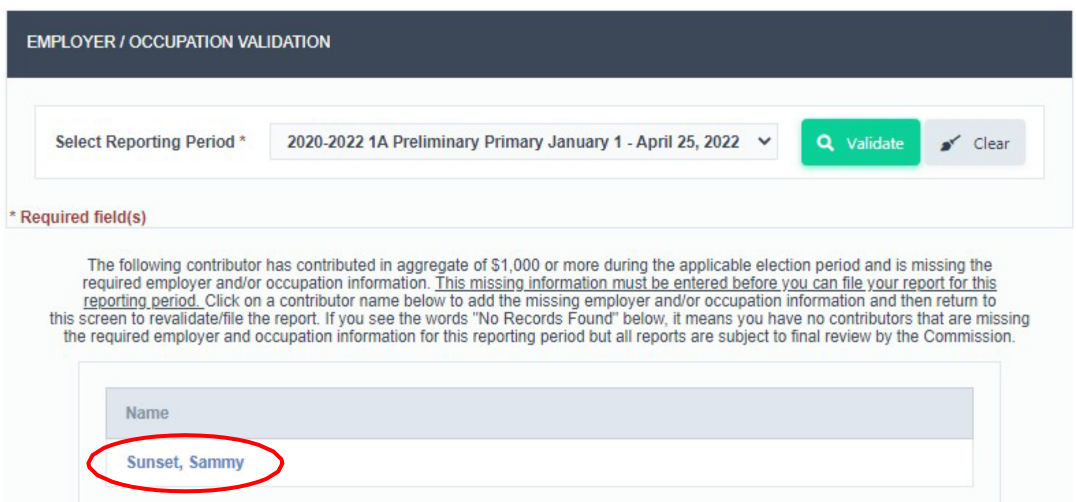


3. Under **Select Reporting Period**, select the applicable reporting period to validate.

4. Click **Validate**.

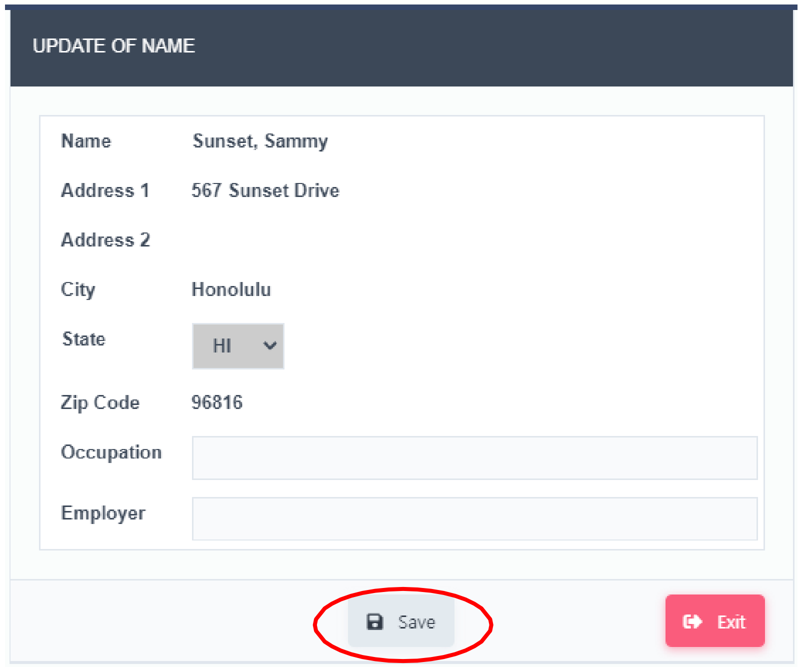
a. If there are no contributors that contributed in aggregate of $1,000 or more during the applicable reporting period who are missing the required employer and occupation information, it will say **No Records Found**.

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



(1) Click on the contributor's name.

(2) The **Update of Name** screen will be displayed. Enter the required employer and occupation information.



(3) Click **Save**.

(4) Click **Exit** which will bring you back to the Employer/Occupation Validation screen.

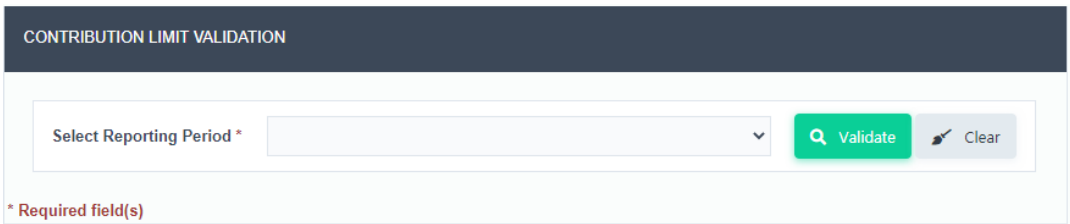
(5) Repeat the above steps again (if necessary) until the validation has **No Records Found**.

This validation must be corrected before filing the report.

B. **RUNNING THE CONTRIBUTION LIMIT VALIDATION** - 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**.

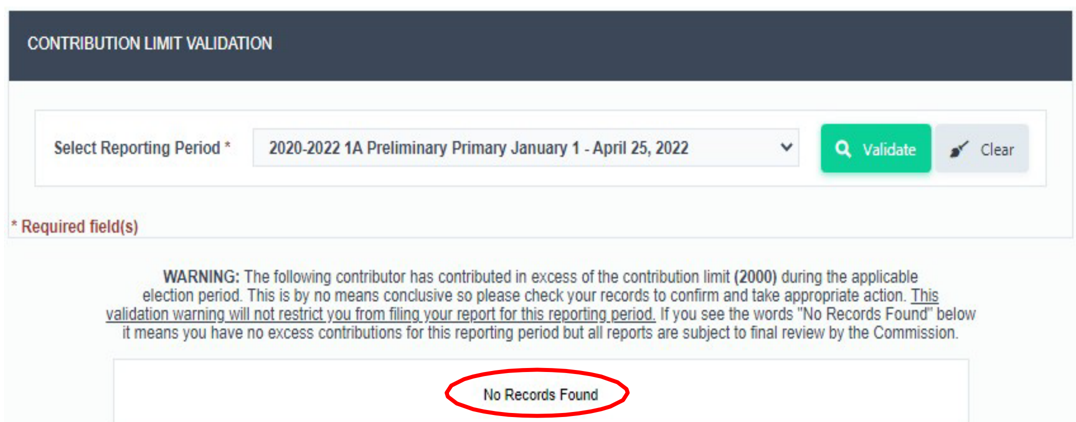
2. Click **Contribution Limit Validation**.



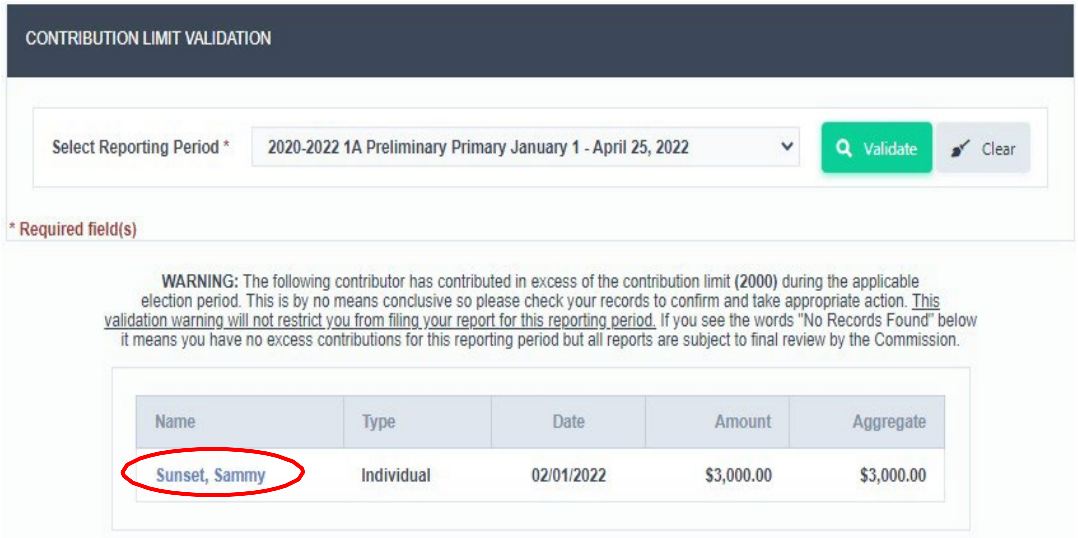
3. Under **Select Reporting Period**, select the applicable reporting period to validate.

4. Click **Validate**.

   a. If there are no excess contributions during the applicable reporting period, it will say **No Records Found**.

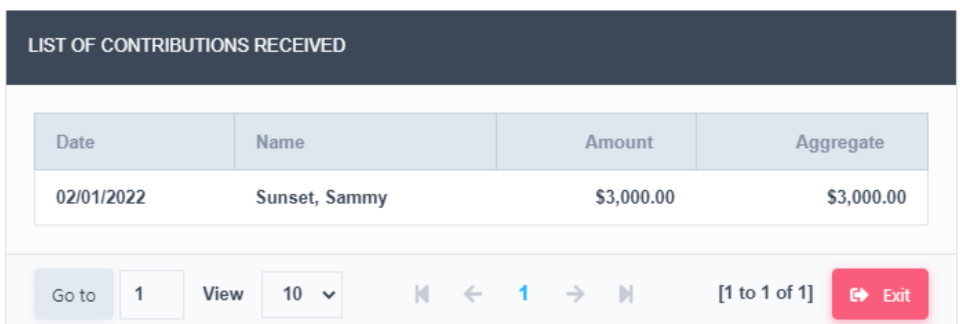


b. If there are excess contributions, they will be listed under the Name heading with the excess contributor's name, name type, date, contribution amount and contribution aggregate amount for the election period.



(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.



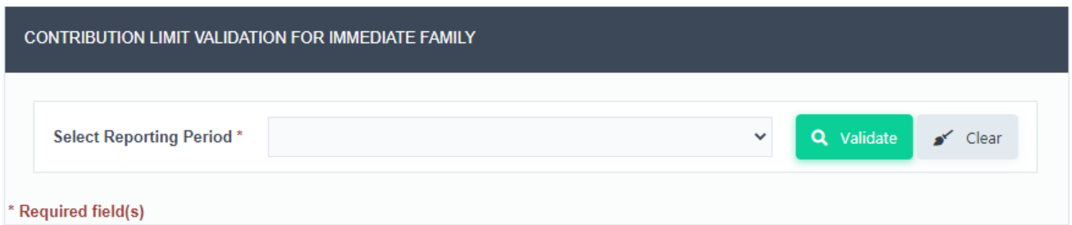
(3) Click **Exit** which will bring you back to the Contribution Limit Validation screen.

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 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. **<u>RUNNING THE CONTRIBUTION LIMIT VALIDATION FOR IMMEDIATE FAMILY</u>** - 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**.

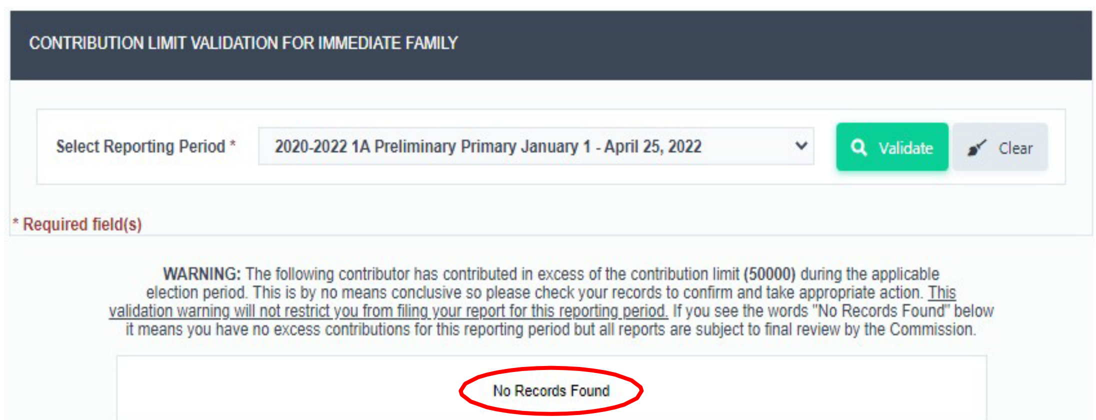
2. Click **Contribution Limit Validation for Immediate Family**.



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

4. Click **Validate**.

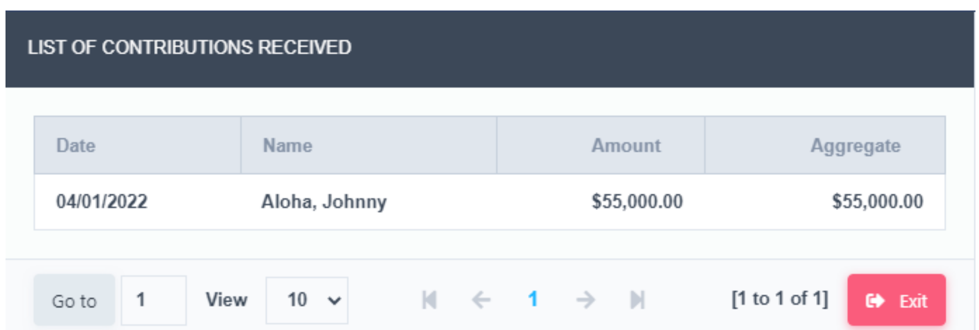
   a. If there are no excess contributions during the applicable reporting period, it will say **No Records Found**.



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.

(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.



(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. **RUNNING THE LOAN LIMIT VALIDATION** - 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:

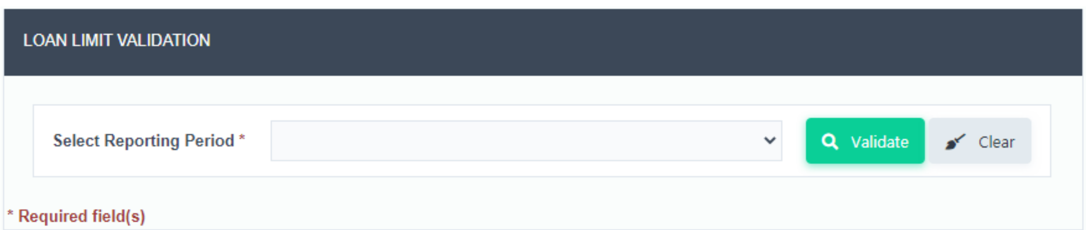
1. Candidate (Self) - Unlimited amount, no validation;
2. Financial Institution - Unlimited amount if in the ordinary course of business, no validation;
3. Immediate Family - Limited in the aggregate of $50,000 during the candidate's election period and are combined with contributions; and
4. Other Entity - $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**.

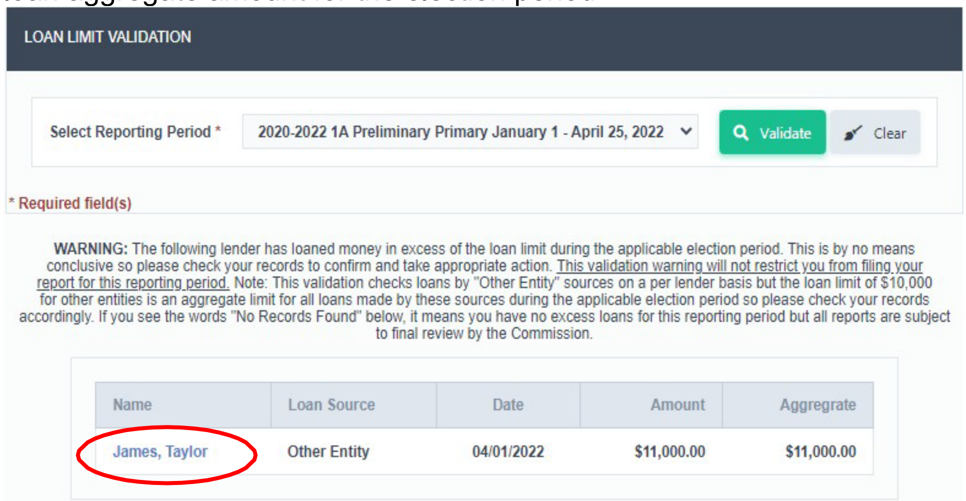


3. Under **Select Reporting Period**, select the applicable reporting period to validate.

4. Click **Validate**.

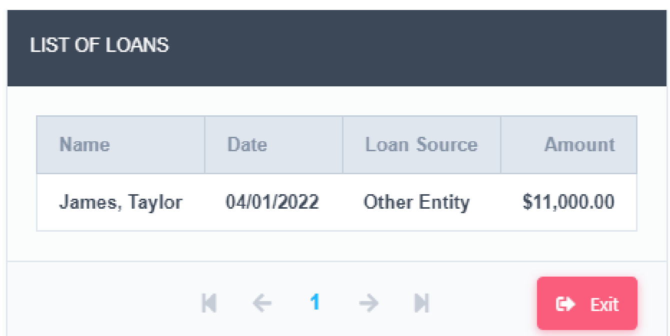
   a. If there are no excess loans during the applicable reporting period, it will say **No Records Found**.

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.



(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.



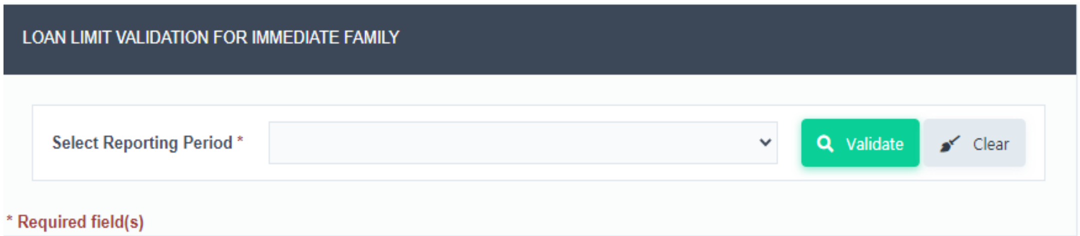
(3) Click **Exit** which will bring you back to the Loan Limit Validation screen.

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**.

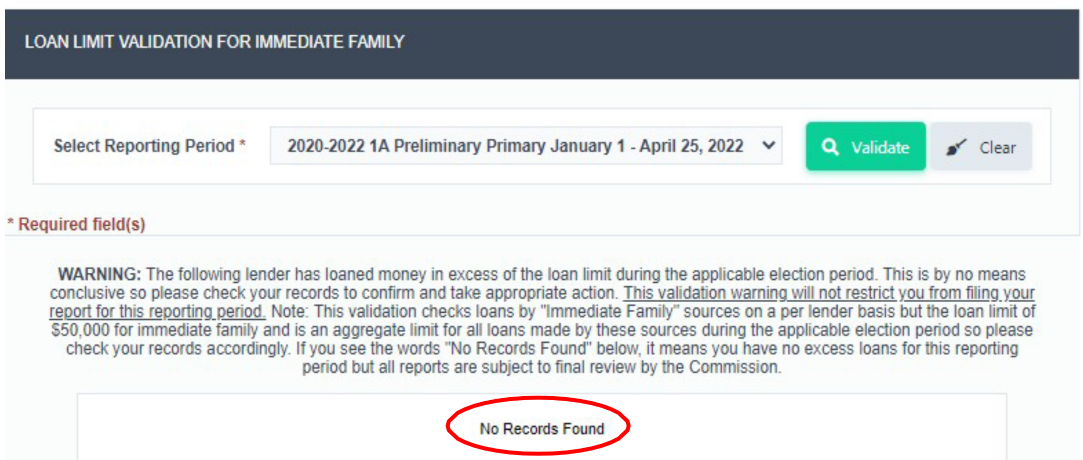
2. Click **Loan Limit Validation for Immediate Family**.



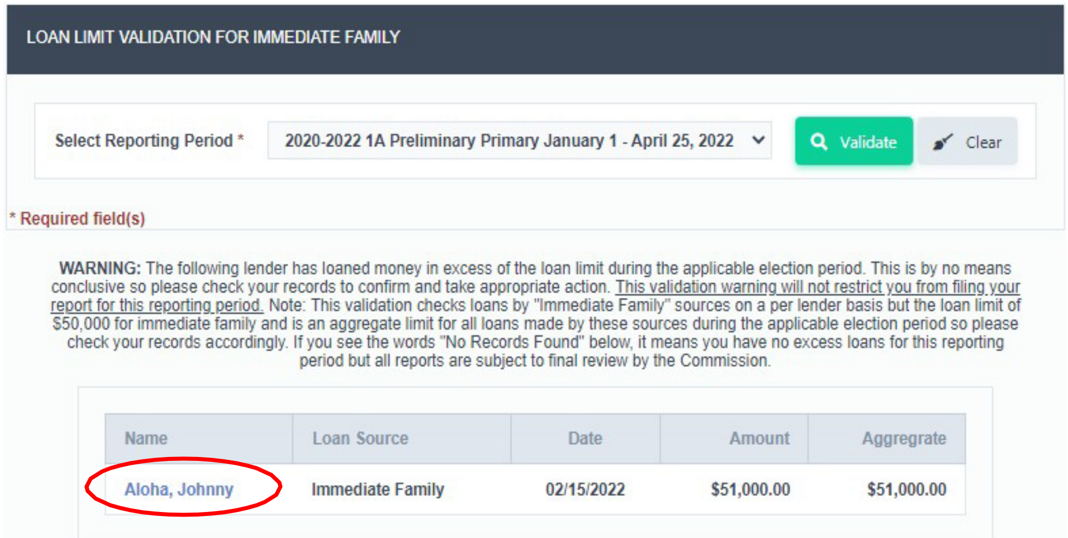
3. Under **Select Reporting Period**, select the applicable reporting period to validate.

4. Click **Validate**.

   a. If there are no excess loans during the applicable reporting period, it will say **No Records Found**.

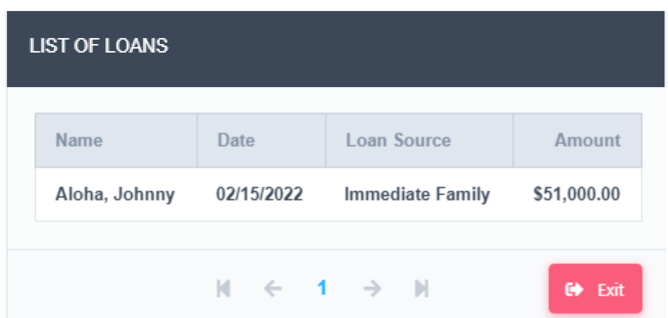


b. If there are excess loans, they will be listed under the Name heading with the excess lender's name, loan source, date, loan amount, and loan aggregate amount for the election period.



(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.

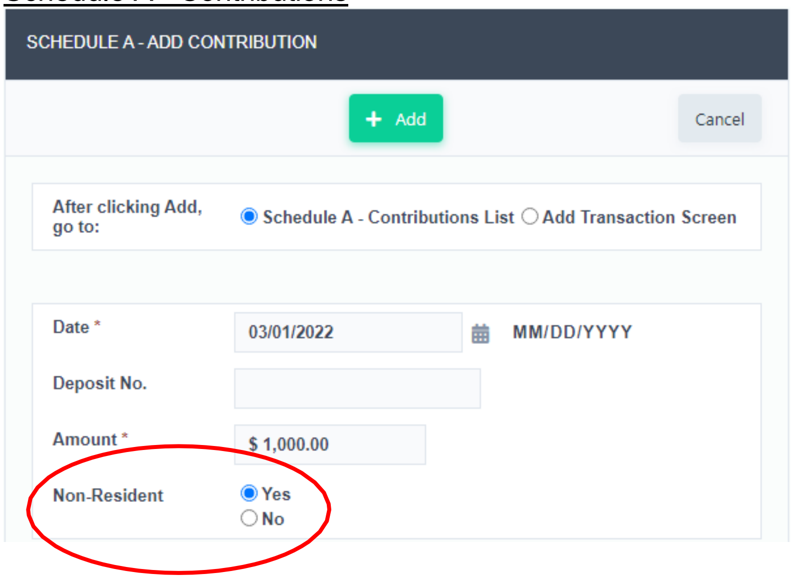


(3) Click **Exit** which will bring you back to the Loan Limit Validation for Immediate Family screen.

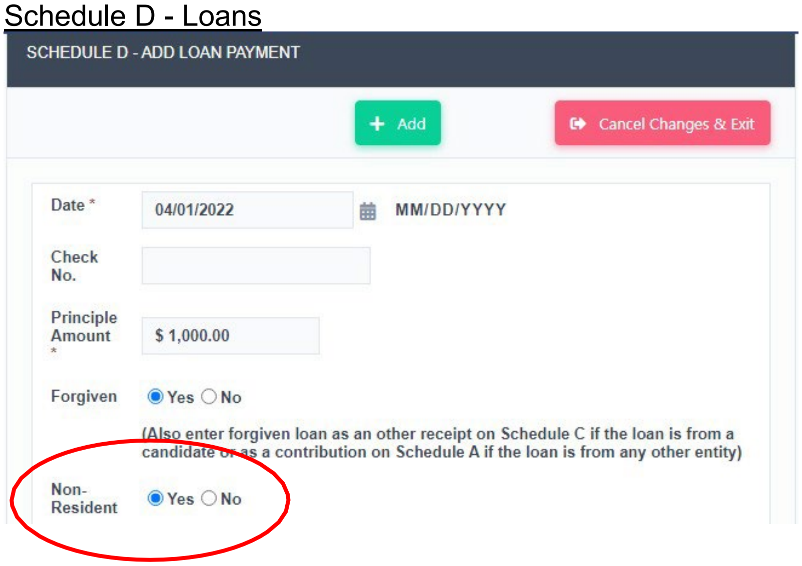
> STOP The $50,000 aggregate immediate family loan limit for the election period applies to loans and contributions by all immediate family members. The validation will only check for excess loans on a per immediate family member basis, so it is important that you track loans and contributions by all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

F. **RUNNING THE NON-RESIDENT CONTRIBUTION VALIDATION** - 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.

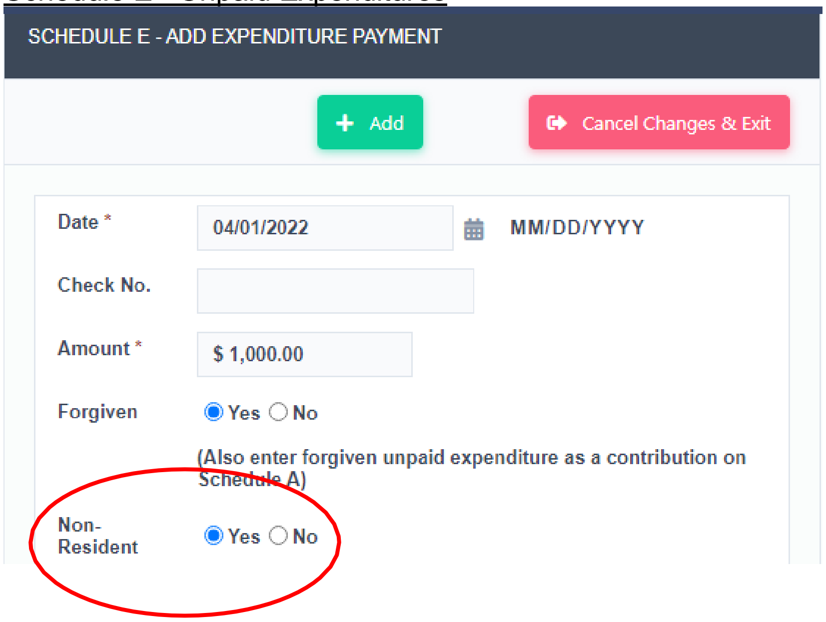
Schedule A - Contributions



Schedule D - Loans



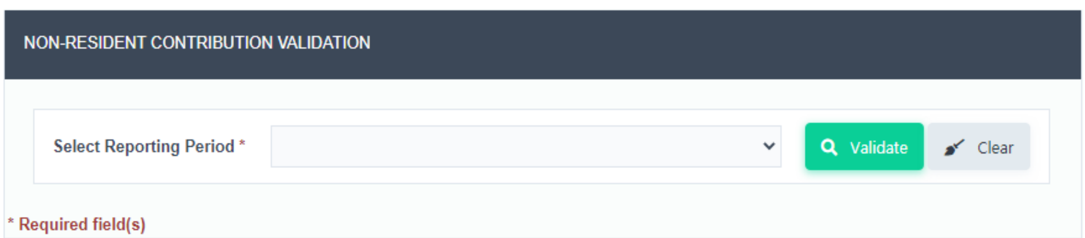
Schedule E - Unpaid Expenditures



This validation can be run by doing the following:

1. Click **Validate Report**.

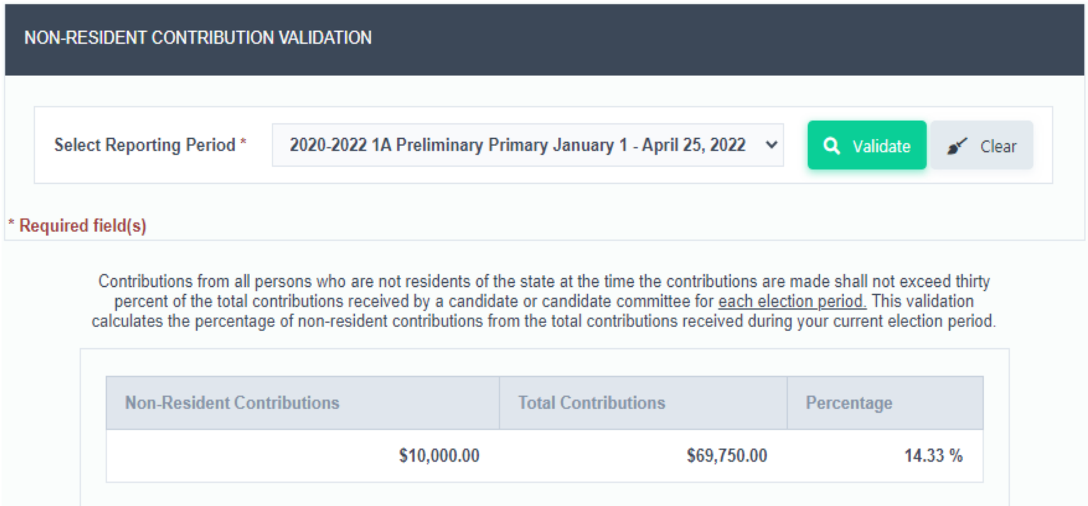
2. Click **Non-Resident Contribution Validation**.



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.



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

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.

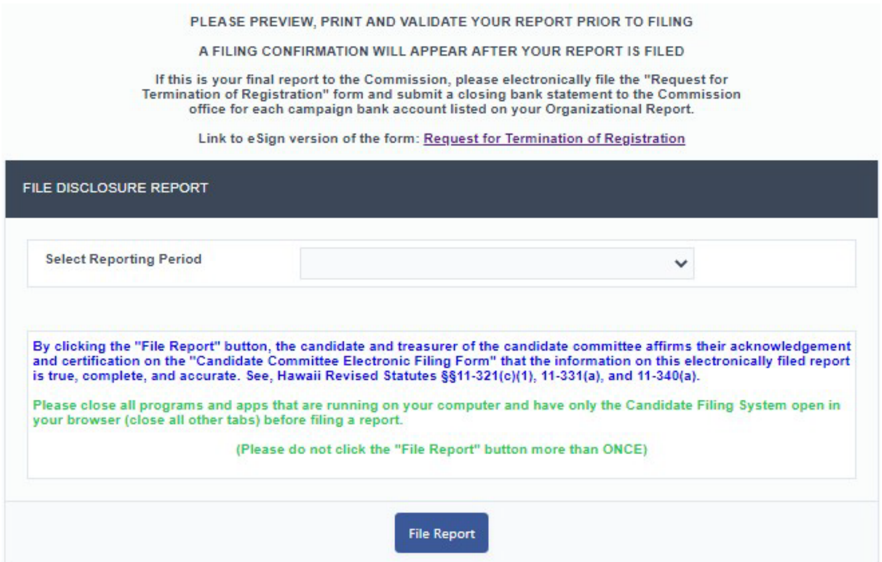
> A disclosure report must still be filed even if a candidate committee has no activity to report for any applicable reporting period (e.g., received zero contributions or spent zero money).

A. <u>**FILING THE DISCLOSURE REPORT AND SCHEDULES A-F**</u> - 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) <u>and</u> validate the report (see, Part VII - Validate Report in this Manual) <u>prior to</u> 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**.

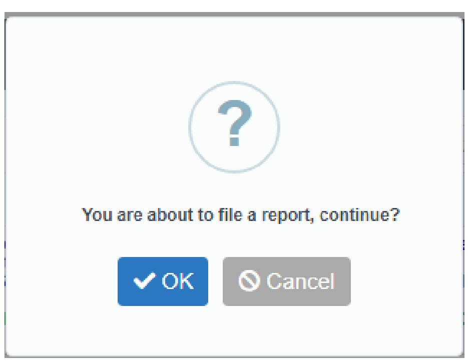


3. Under **Select Reporting Period**, select the applicable reporting period to file.

> 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.



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 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 this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required employer and occupation information for this reporting period but all reports are subject to final review by the Commission.

Name
Sunset, 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 required employer and/or occupation information. This missing information must be entered before you can file your report for this reporting period. Click on a contributor name below to add the missing employer and/or occupation information and then return to this screen to revalidate/file the report. If you see the words "No Records Found" below, it means you have no contributors that are missing the required 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

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 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.*

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>VIEW, CONFIRM, AND PRINT FILED DISCLOSURE REPORT AND 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 csc.hawaii.gov/CFSPublic/ReportList.php 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. **<u>FILING THE LATE CONTRIBUTIONS AND PUBLIC FUNDING REPORTS</u>** - 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**

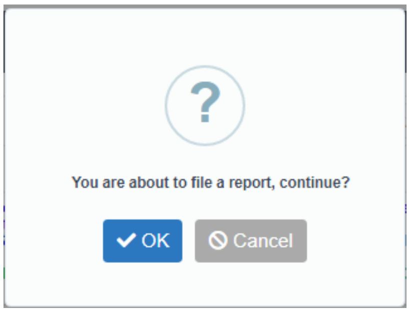
3. Under **Select Election**, select Primary or General.

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:

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 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.

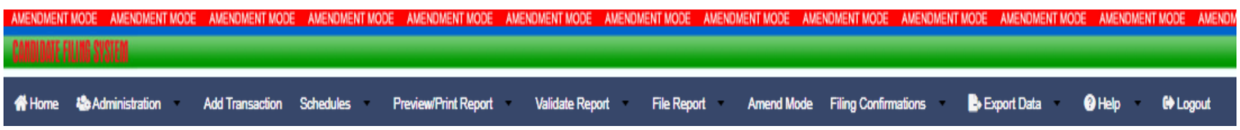
XI. AMEND MODE

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.

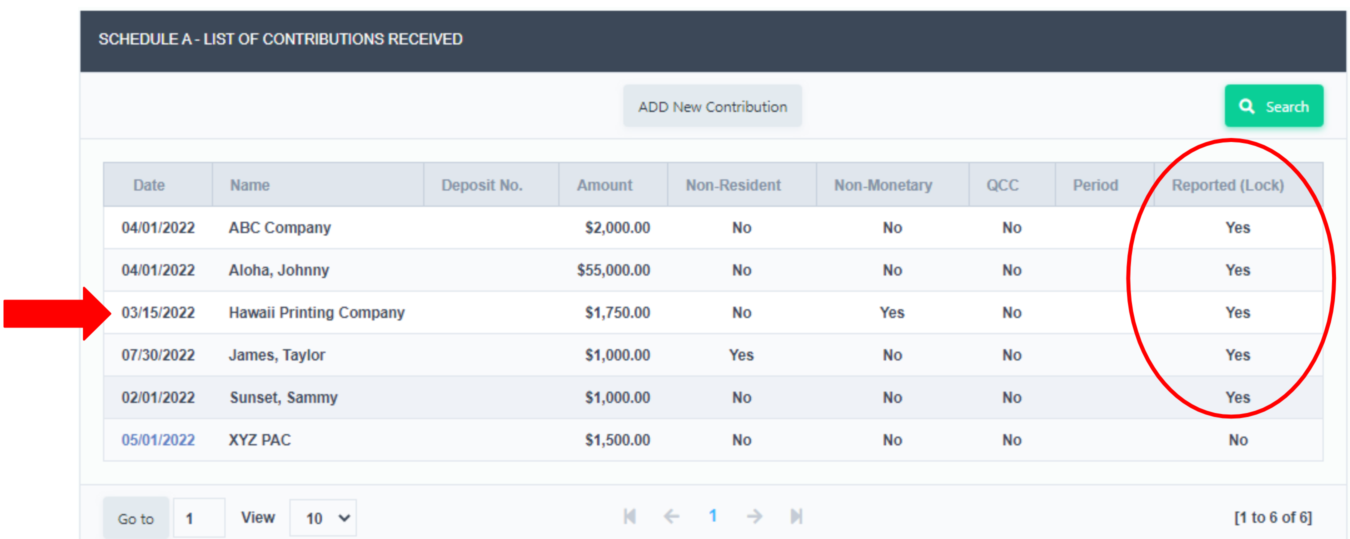
The **Amend Mode** function allows candidate committees to: (1) Add, edit, or delete any transaction in a report that was previously filed; (2) Preview and print previously filed reports; and (3) File amended reports.

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.


SCHEDULE A - LIST OF CONTRIBUTIONS RECEIVED

ADD New Contribution

Search

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

Go to 1 View 10

1

[1 to 6 of 6]

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.

SCHEDULE A - LIST OF CONTRIBUTIONS RECEIVED

ADD New Contribution | Search

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

Go to 1 View 10 1 [1 to 6 of 6]

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.

STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION
DISCLOSURE REPORT

Section I - CANDIDATE AND CANDIDATE COMMITTEE:	
(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 - April 25, 2022
Type:	Amended

Section III - SUMMARY OF RECEIPTS AND EXPENDITURES
(Complete Section IV of this form Before Completing This Section)

	COLUMN A TOTAL THIS PERIOD	COLUMN B 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) (From Line 19)*	$5,750.00	$5,750.00
6. Cash on Hand at the Closing of this Reporting Period *(Subtract Line 5 from Line 4)*	$132,002.50	$132,002.50

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

DISCLOSURE / LATE CONTRIBUTIONS REPORTS FILED

Quick search

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	N
Disclosure	2020-2022 1A Preliminary Primary January 1 - April 25, 2022	05/02/2022	05/02/2022	N

Go to 1 View 10 1 [1 to 4 of 4]

STATEMENT OF QUALIFYING CAMPAIGN CONTRIBUTIONS

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

STATEMENT OF QUALIFYING CAMPAIGN CONTRIBUTIONS REPORTS FILED

Quick search

Election	Filing Date
Primary	05/02/2022

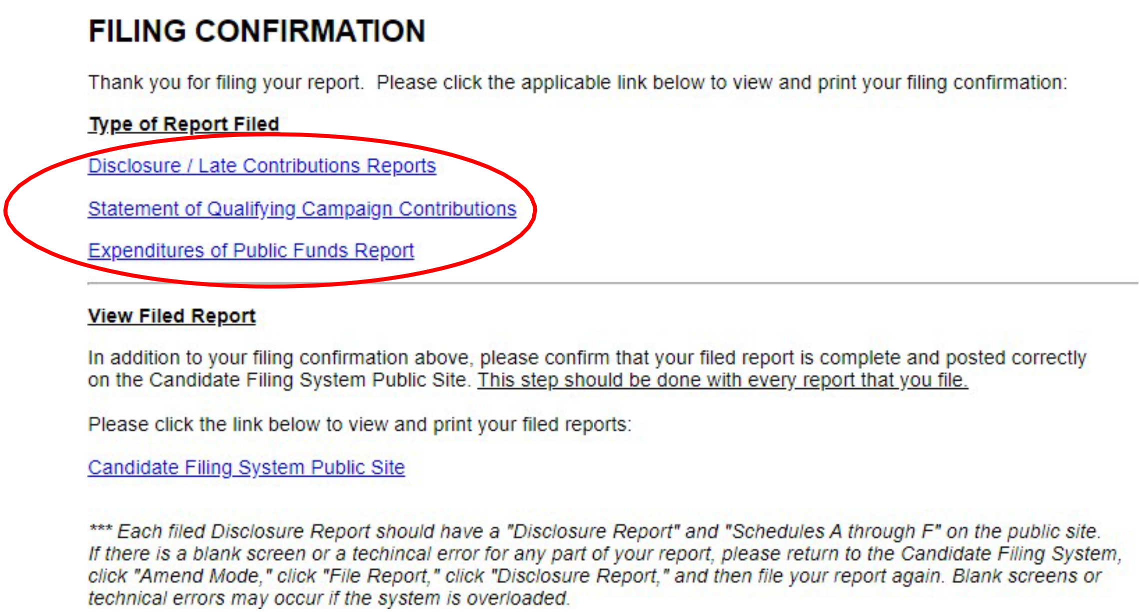
Go to 1 View 10 1 [1 to 1 of 1]

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

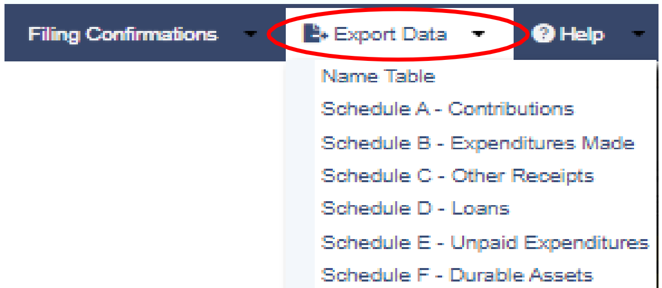
EXPENDITURES OF PUBLIC FUNDS REPORT

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

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.



XIII. EXPORT DATA

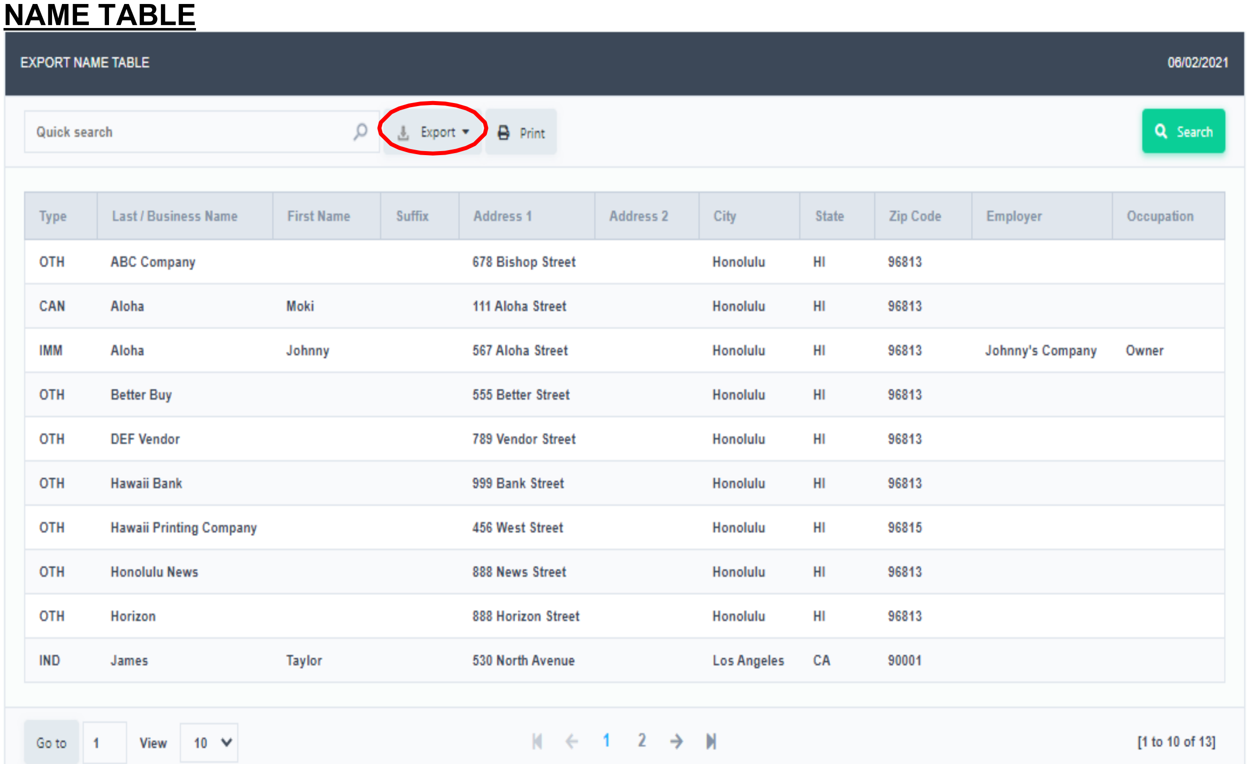


The **Export Data** screens allows your data from the Name Table on the Add Transactions screen and Schedules A-F to be exported from the CFS into different formats (i.e., PDF, Word, CSV, Excel, XML, RTF). Export your data by doing the following:

1. Click **Export Data**.

2. Click **Name Table** or **Schedules A-F**.

NAME TABLE

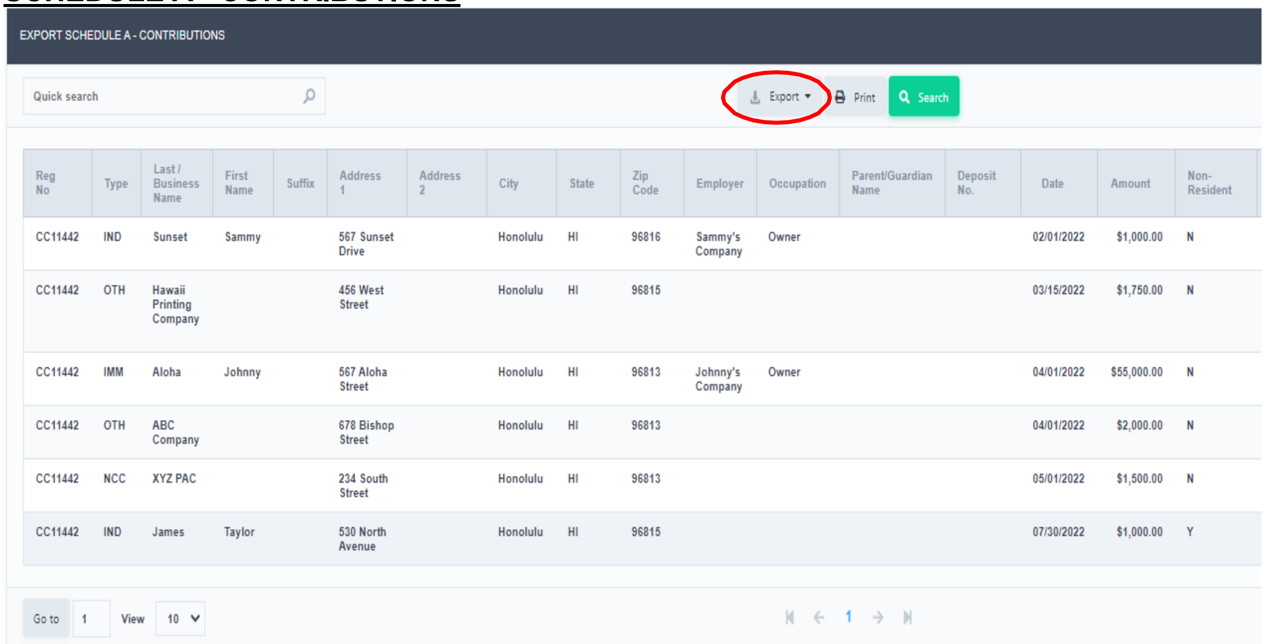

EXPORT NAME TABLE 06/02/2021

Quick search | Export | Print | Search

Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation
OTH	ABC Company			678 Bishop Street		Honolulu	HI	96813		
CAN	Aloha	Moki		111 Aloha Street		Honolulu	HI	96813		
IMM	Aloha	Johnny		567 Aloha Street		Honolulu	HI	96813	Johnny's Company	Owner
OTH	Better Buy			555 Better Street		Honolulu	HI	96813		
OTH	DEF Vendor			789 Vendor Street		Honolulu	HI	96813		
OTH	Hawaii Bank			999 Bank Street		Honolulu	HI	96813		
OTH	Hawaii Printing Company			456 West Street		Honolulu	HI	96815		
OTH	Honolulu News			888 News Street		Honolulu	HI	96813		
OTH	Horizon			888 Horizon Street		Honolulu	HI	96813		
IND	James	Taylor		530 North Avenue		Los Angeles	CA	90001		

Go to 1 View 10 · 1 2 · [1 to 10 of 13]

SCHEDULE A - CONTRIBUTIONS


EXPORT SCHEDULE A - CONTRIBUTIONS

Quick search — Export — Print — Search

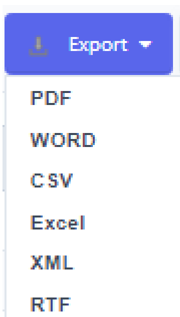
Reg No	Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount	Non-Resident
CC11442	IND	Sunset	Sammy		567 Sunset Drive		Honolulu	HI	96816	Sammy's Company	Owner			02/01/2022	$1,000.00	N
CC11442	OTH	Hawaii Printing Company			456 West Street		Honolulu	HI	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	HI	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	HI	96815					07/30/2022	$1,000.00	Y

Go to 1 View 10

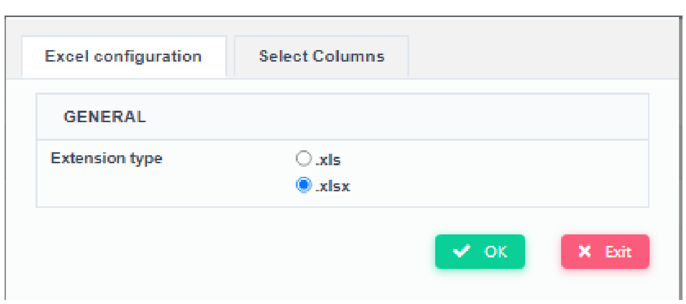
1

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).

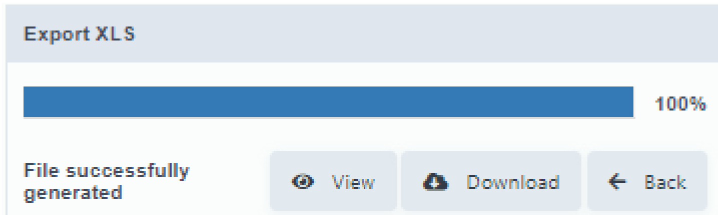
4. Select a format to export the data in.



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**.



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



EXPORTED NAME TABLE IN EXCEL FORMAT

	Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation
2	OTH	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

	Reg No	Type	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	