CAMPAIGN SPENDING COMMISSION

Noncandidate Committee 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 Noncandidate Committee Filing System ("NCFS"). For a complete understanding of the campaign finance laws, we recommend committees to review the Guidebook for Noncandidate 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 www.hawaii.gov/campaign.

Revised May 2020

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I. LOG IN TO THE NCFS

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

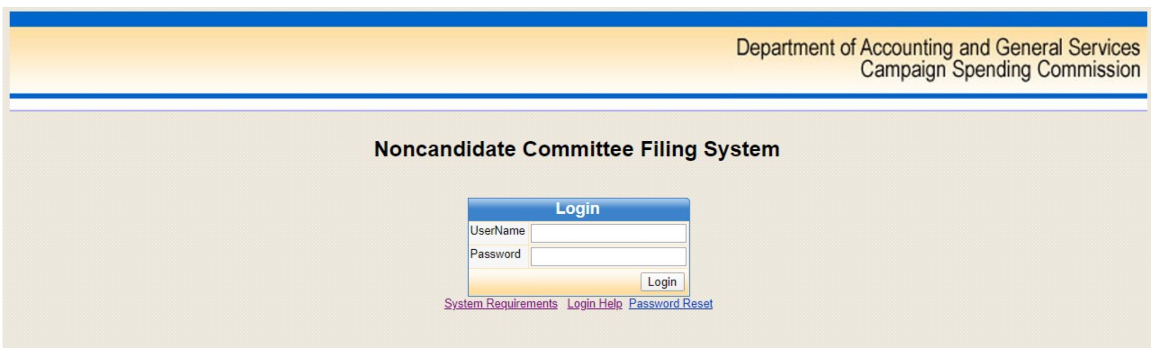
2. Click **Noncandidate Committees**

3. Click **Noncandidate Committee Filing System**

4. Click **Noncandidate Committee Filing System (“NCFS”) Login** (you can also go directly to the NCFS Login page at https://csc.hawaii.gov/NCFS)

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

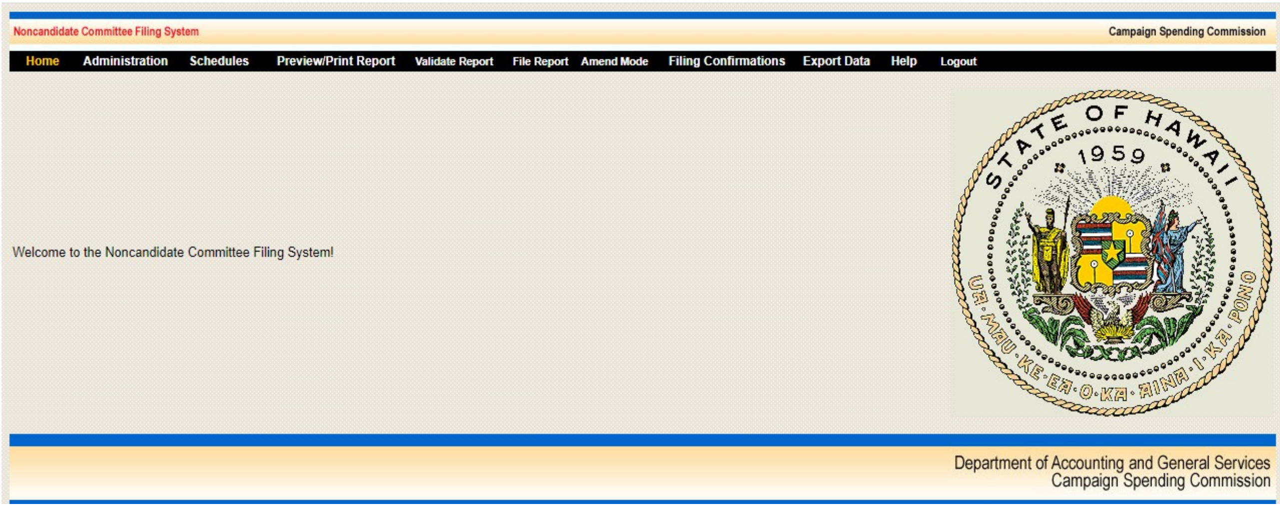
5. Log in using the Administrator username and password issued to you by the Commission.



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

II. HOME PAGE

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



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

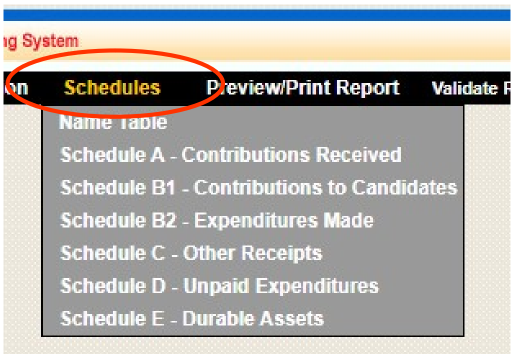
B. **Administration**

1. **View/Print Organizational Report**

2. **Edit Organizational Report** – Update the contact information for your committee

3. **Change Password** – A minimum of 1 and not more than 8 characters

4. **Reporting Schedules** – View your reporting periods in order to file your reports



C. **Schedules**

1. **Name Table**

2. **Schedule A** – Contributions Received

3. **Schedule B1** – Contributions to Candidates

4. **Schedule B2** – Expenditures Made

5. **Schedule C** – Other Receipts

6. **Schedule D** – Unpaid Expenditures (includes payments/forgiving of unpaid expenditures)

7. **Schedule E** – Durable Assets (includes acquisitions and dispositions)

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

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

   Schedules E – Use to track durable assets

D. **Preview/Print Report**

1. **Disclosure Report** – Summary of Schedules A through E

2. **Late Contributions/Expenditures Report**
   (a) **Late Contributions Report** – This report is not required if late contributions are not received or made to candidates.
   (b) **Late Expenditures Report** – This report is only required for Noncandidate Committees making independent expenditures and is not required if late expenditures are not made.

E. **Validate Report**

1. Name Validation
2. Limits on Contributions Received
3. Limits on Contributions to Candidates

F. **File Report**

1. **Disclosure Report** – Reports must be filed even if your committee has no activity to report for a particular reporting period.

2. **Late Contributions/Expenditures Report**
   (a) **Late Contributions Report** – This report is not required if late contributions are not received or made to candidates.
   (b) **Late Expenditures Report** – This report is only required for Noncandidate Committees making independent expenditures and is not required if late expenditures are not made.

By clicking the “File Report” button, the chairperson and treasurer of the noncandidate committee affirms their acknowledgment and certification on the “Noncandidate Committee Electronic Filing Form” that the information on this electronically filed report is true, complete, and accurate.

G. **Amend Mode** - Amendments should be limited to non-substantive changes and not for reporting items that should have been included in the original report.

H. **Filing Confirmations**
1. Disclosure Report
2. Late Contributions/Expenditures Report

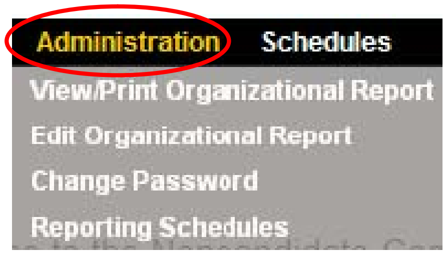
I. **Export Data** - This tab allows data entered under Schedules to be exported in Excel format

J. **Help** - Provides direct online access to this manual, other guidebooks, cyber-learning videos as well as a direct link to the Commission’s website.

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

III. ORGANIZATIONAL REPORT

(Listed under **Administration**)



A. **<u>REGISTRATION</u>** - If this is your first time using the NCFS, you must first obtain access to the NCFS by completing and submitting to the Commission a "Noncandidate Committee Electronic Filing Form" which is available on the Commission's website by clicking "**Noncandidate 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 permit you to log in to the NCFS to register your committee by completing the Organizational Report which must be filed within ten days of the following:

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

The Organizational Report is due within two (2) days if either of the thresholds above is exceeded within thirty days of an election.

Failure to timely register may result in an administrative fine.

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

1. **Noncandidate Committee**

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

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

   c. **Address 2** – Optional.

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

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

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

(1) **Ballot Issue Description** - Type in a description of the ballot issue if "Ballot Issue" was selected as the Area, Scope, or Jurisdiction

(2) **Single Candidate Name** - Type in the name of the candidate if "Single Candidate" was selected as the Area, Scope, or Jurisdiction

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

Select Value
Aloha Aina
American Shopping
Constitution
Democrat
Green
Libertarian
Republican

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

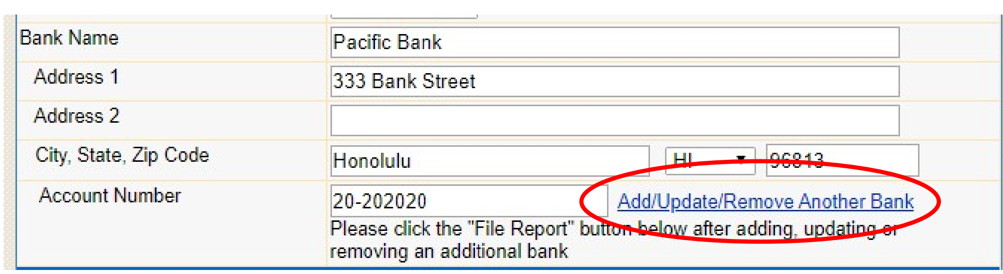
h. **Address 1** – Type in the bank's address

i. **Address 2** – Optional.

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

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

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



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

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

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

c. **Address 2** – Optional.

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

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

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

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

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

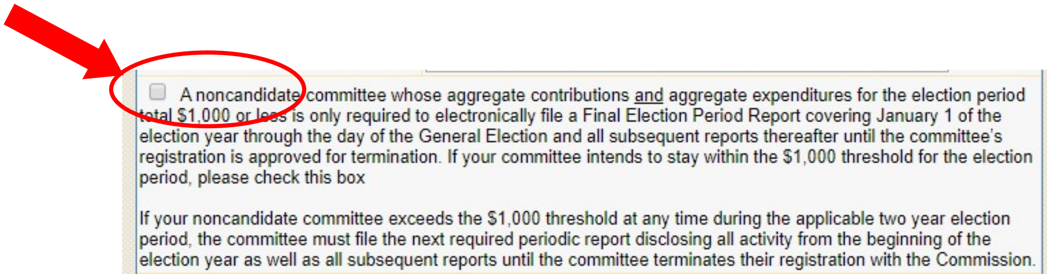
i. **Custodian of Books and Accounts** - If the custodian is the same person as the treasurer, click **Copy Treasurer's Data** checkbox and the fields will be pre-filled with the treasurer's information.

OFFICERS			
CHAIRPERSON			
Full Name	Doe, John		
Address 1	345 Bishop Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96813
Bus. Phone	(808) 564-9846		
Res. Phone	(808) 555-6498		
Occupation	President		
Principal Place of Business	ABC Corp		
TREASURER			
Full Name	Doe, Jane		
Email Address	treasurer@campaign.com		
Address 1	340 Alakea Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96813
Bus. Phone	(808) 987-8946		
Res. Phone	(808) 699-5641		
Occupation	CFO		
Principal Place of Business	XYZ Corp		
CUSTODIAN OF BOOKS AND ACCOUNTS			Copy Treasurer's Data
First Name	Jane		
Middle Initial			
Last Name	Doe		
Suffix	Select Value		
Address 1	340 Alakea Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96813
Bus. Phone	(808) 987-8946		
Res. Phone	(808) 699-5641		

3. **Deputy Chairperson** – Optional.

4. **Deputy Treasurer** – Up to 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 noncandidate committee. Typically, these are the authorized people on the bank's signature card.

5. If you **do not** plan to receive contributions <u>or</u> make expenditures of more than $1,000 for the election period, **check the box listed on the Organizational Report – see below.**



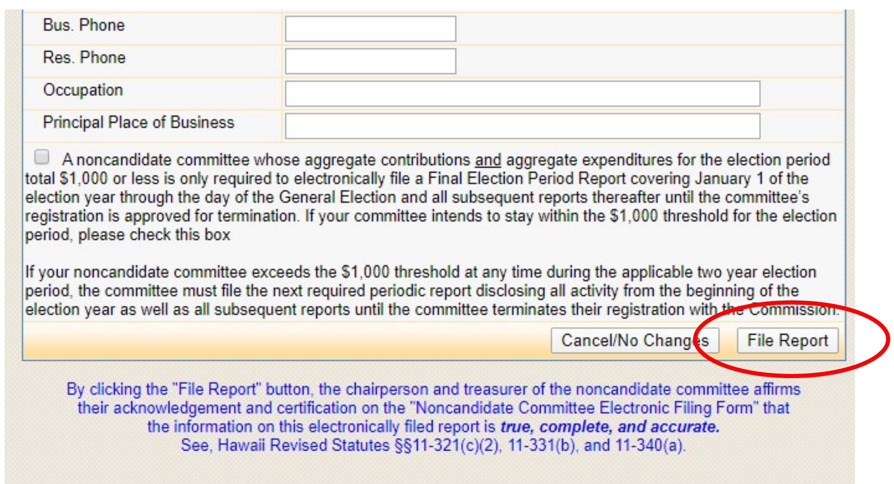
Scroll to the bottom of the screen and click **File Report**. Your noncandidate committee is now registered with the Commission.

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

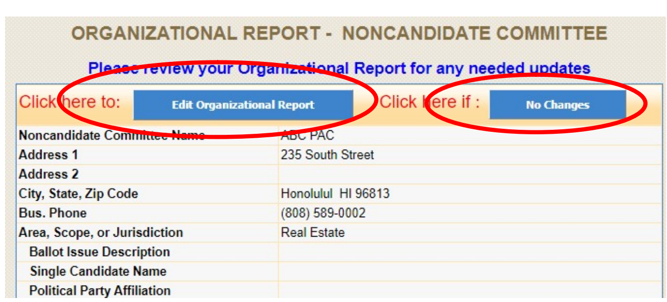
1. Click **Administration**

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

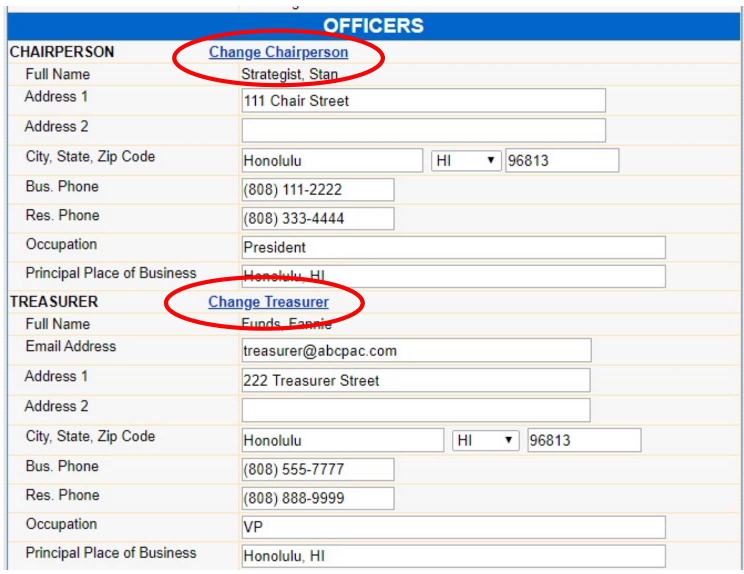
3. Click **File Report**



Periodically, when you log in to the NCFS, the Organizational Report will first appear on the screen for your committee to review and update any change in information to your Noncandidate Committee's contact information. If there are no changes, click No Changes otherwise click Edit Organizational Report to make the necessary changes.



You will <u>not</u> be able to change the name of the chairperson or treasurer ("officers"). If there is a change in these officers, you must complete and submit a new "Noncandidate Committee Electronic Filing Form" with the chairperson and treasurer's signatures (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 days the change is brought to the attention of the committee's chairperson or treasurer. Once the form is received, the Commission will input the name(s) of your new officer(s). Your committee will then be responsible for updating their contact information and filing the amended Organizational Report.



OFFICERS			
CHAIRPERSON	Change Chairperson		
Full Name	Strategist, Stan		
Address 1	111 Chair Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96813
Bus. Phone	(808) 111-2222		
Res. Phone	(808) 333-4444		
Occupation	President		
Principal Place of Business	Honolulu, HI		
TREASURER	Change Treasurer		
Full Name	Funds, Fannie		
Email Address	treasurer@abcpac.com		
Address 1	222 Treasurer Street		
Address 2			
City, State, Zip Code	Honolulu	HI	96813
Bus. Phone	(808) 555-7777		
Res. Phone	(808) 888-9999		
Occupation	VP		
Principal Place of Business	Honolulu, HI		

IV. REPORTING SCHEDULE

(Listed under **Administration)**

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

A report must be added to the "Reporting Schedule" screen before you can preview and file it in the NCFS. Be sure you have the correct reporting schedule by checking the Commission's website.

A. **<u>OBTAINING A REPORTING SCHEDULE</u>** - Be sure you have the correct reporting schedule by visiting the Commission website at http://www.hawaii.gov/campaign.

1. Click **Noncandidate Committees**

2. Click **Reporting Deadlines**

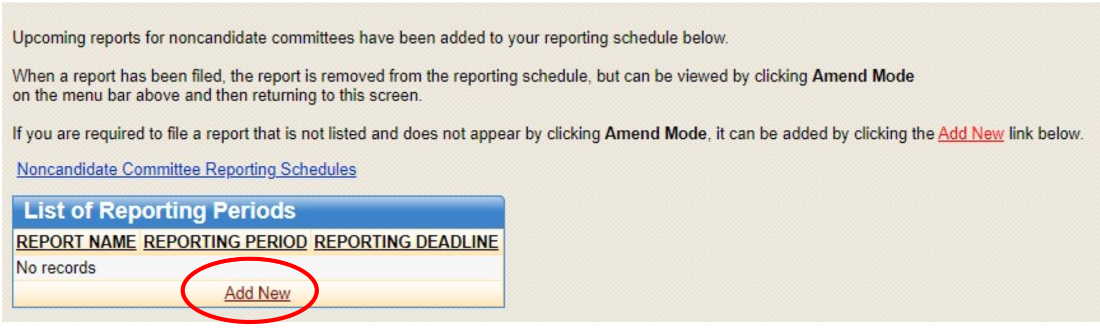
3. Print this schedule for your records and to assist you in adding the proper reports to your schedule in the NCFS (see below).

B. **<u>ADDING A REPORT</u>** – To ensure the proper filing of your disclosure reports, you must first add these reports to your schedule if it has not already been added by the Commission.

1. Click **Administration**

2. Click **Reporting Schedules**

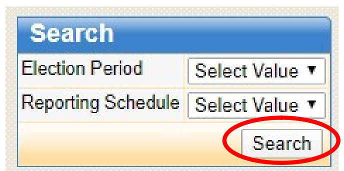
3. Under List of Reporting Periods, click **Add New** to add a new reporting period.



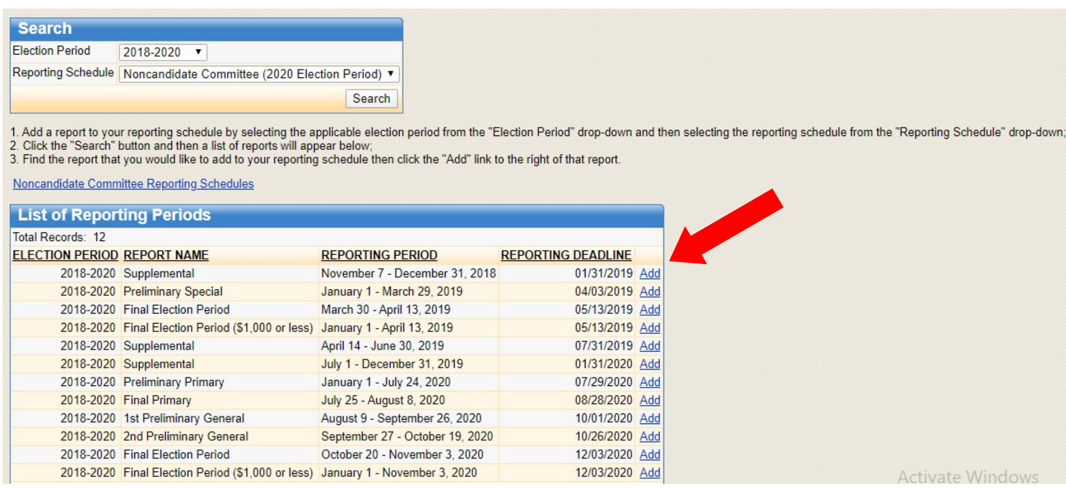
4. Under Election Period, select the current 2-year election period by clicking the down arrow.

5. Under Reporting Schedule, select the appropriate reporting schedule by clicking the down arrow.

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

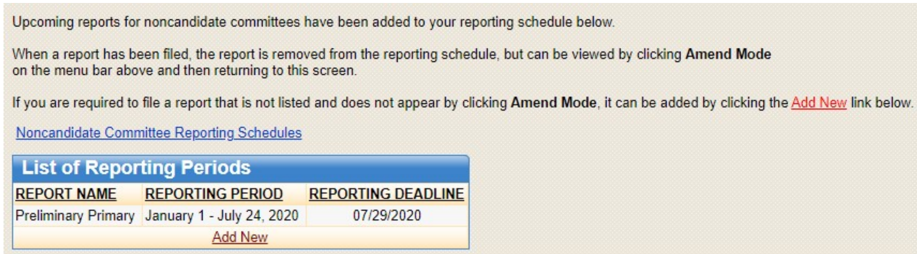


7. Click **Add** next to the report you want added to your List of Reporting Periods. Reports should be added separately in chronological order.



ELECTION PERIOD	REPORT NAME	REPORTING PERIOD	REPORTING DEADLINE	
2018-2020	Supplemental	November 7 - December 31, 2018	01/31/2019	Add
2018-2020	Preliminary Special	January 1 - March 29, 2019	04/03/2019	Add
2018-2020	Final Election Period	March 30 - April 13, 2019	05/13/2019	Add
2018-2020	Final Election Period ($1,000 or less)	January 1 - April 13, 2019	05/13/2019	Add
2018-2020	Supplemental	April 14 - June 30, 2019	07/31/2019	Add
2018-2020	Supplemental	July 1 - December 31, 2019	01/31/2020	Add
2018-2020	Preliminary Primary	January 1 - July 24, 2020	07/29/2020	Add
2018-2020	Final Primary	July 25 - August 8, 2020	08/28/2020	Add
2018-2020	1st Preliminary General	August 9 - September 26, 2020	10/01/2020	Add
2018-2020	2nd Preliminary General	September 27 - October 19, 2020	10/26/2020	Add
2018-2020	Final Election Period	October 20 - November 3, 2020	12/03/2020	Add
2018-2020	Final Election Period ($1,000 or less)	January 1 - November 3, 2020	12/03/2020	Add

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



9. Repeat steps #3 - #7 above to add the next report in the order listed from your reporting schedule.

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

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

1. Click Administration

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

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

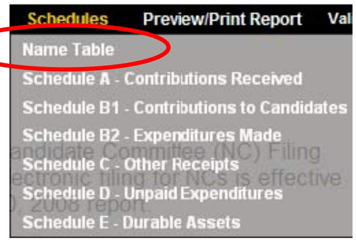
4. Under Delete Reporting Period, click Delete

5. Under Delete Record?, click OK

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

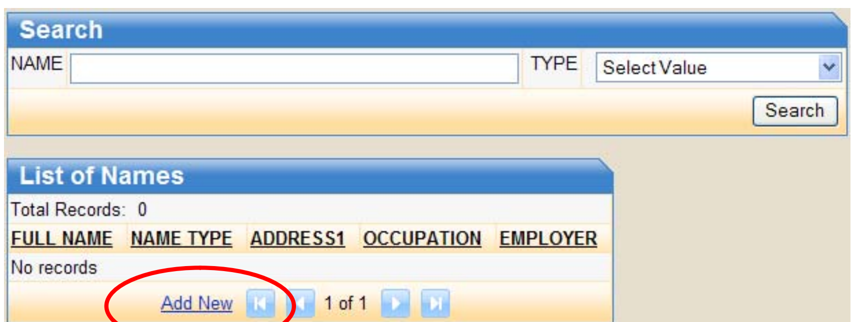
V. ENTERING CAMPAIGN FINANCE ACTIVITY

(Listed under **Schedules**)



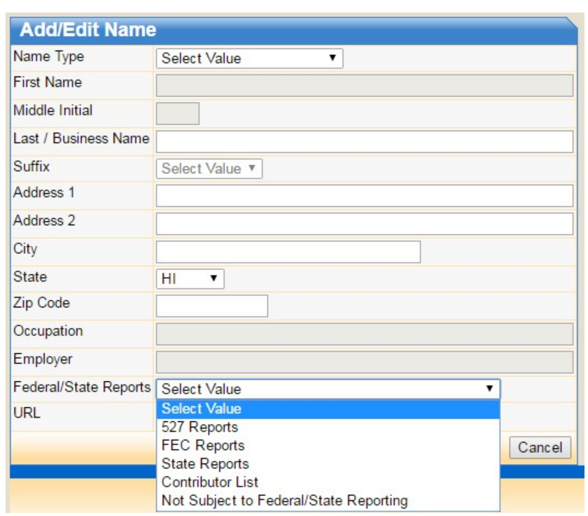
A. **<u>NAME TABLE</u>** - Every contributor's/vendor's name and address entered into the NCFS will be stored here to prevent data duplication and to help keep track of aggregate contributions.

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



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

   a. The Add/Edit Name screen will be displayed (the Federal/State Reports and URL fields are only applicable to Independent Expenditure Committees).



Noncandidate committees making only independent expenditures that receive an aggregate contribution of more than $10,000 within an election period from an entity other than an individual, for-profit business entity, or labor union must provide additional information:

(1) The internet address where the contributing entity's disclosure report can be publicly accessed, if the source of the contributor's funds is subject to any state or federal disclosure reporting requirements;

(2) The name, address, occupation, and employer of each funding source who contributed an aggregate amount of more than $100 to the contributing entity; or

(3) An acknowledgment that the contributing entity is not subject to any state or federal disclosure reporting requirements regarding the source of its funds.

b. Under Name Type, select the appropriate category by clicking the down arrow.

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

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

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

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

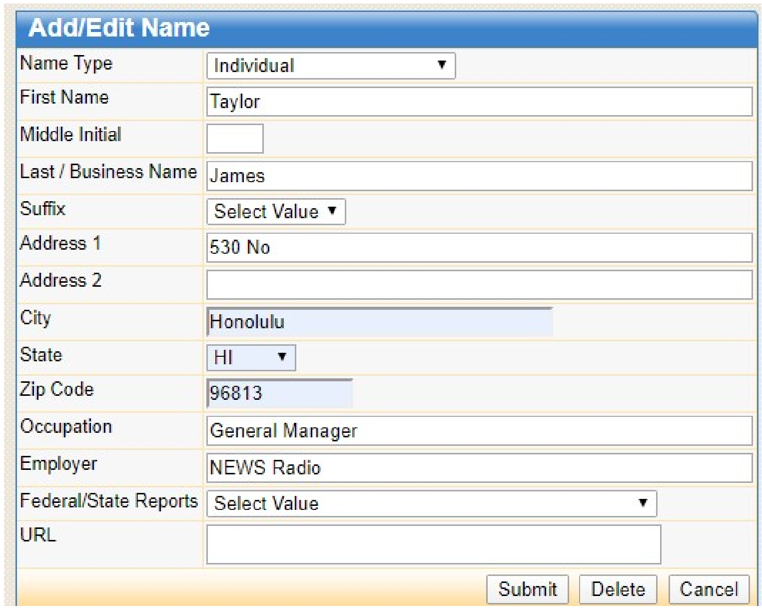
a. Click on the person's/vendor's name under the heading Full Name.

b. The Add/Edit Name screen will be displayed. Make the necessary changes.

c. Click **Submit**, which will bring you back to the List of Names screen; or

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

e. The List of Names screen will be displayed.



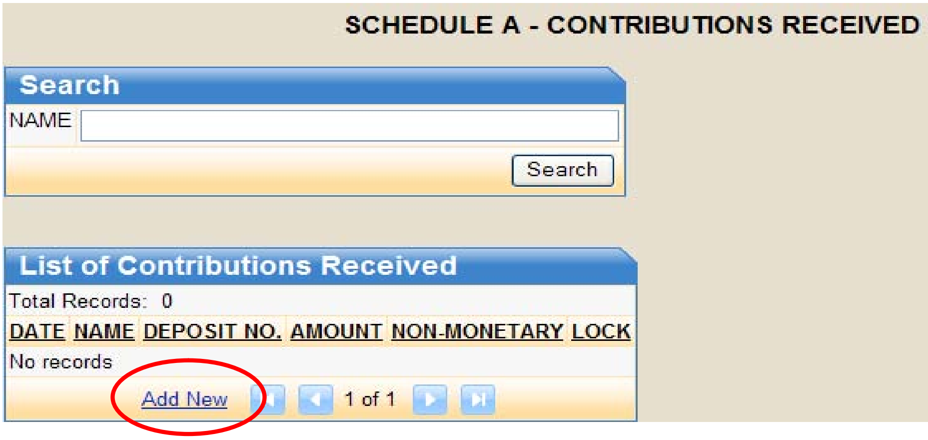
A name cannot be deleted from the Name Table if the name was used in a transaction activity reported in the NCFS. You can edit a name and address from your Name Table, but if the previous unedited name or address was filed in a report, a change to the name or address will not be reflected in that report. You will need to be in Amend Mode and change the name or address within the appropriate Schedule A – E then file that report in Amend Mode.

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

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

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

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



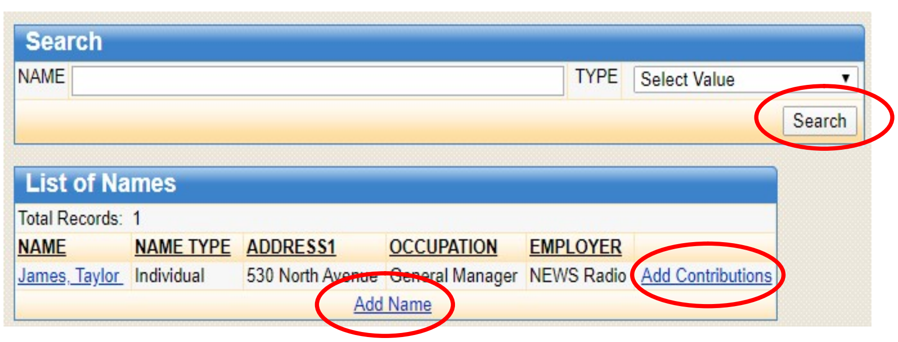
b. The List of Names screen will be displayed.

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

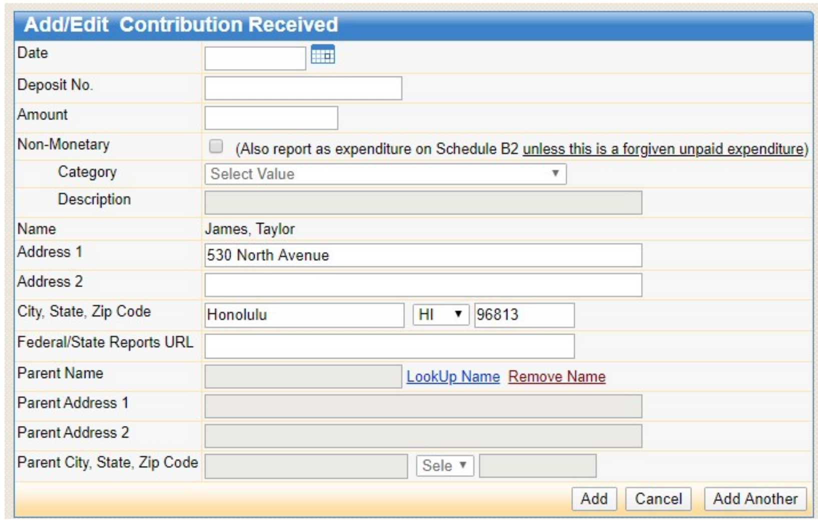
(2) If the name does not appear, click **Add Name** (see, Part V – Entering Campaign Finance Activity, Name Table in this Manual).

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

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



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



(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the contribution was deposited)

(2) **Deposit No.** (issued from the bank) - Optional

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

(4) **Non-Monetary** - Check this box if contribution is non-monetary (also known as in-kind)

If a non-monetary or in-kind contribution is received, you must enter an off-setting expenditure on Schedule B2. This is very important to prevent your cash on hand from erroneously being inflated!

(a) Under **Category**, select the appropriate category for the non-monetary (also known as in-kind) contribution by clicking the down arrow.

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

(5) The **Federal/State Reports URL** field will be filled-in by what is selected on the Name Table screen.

> Noncandidate committees making only independent expenditures that receive an aggregate contribution of more than $10,000 within an election period from an entity other than an individual, for-profit business entity, or labor union must provide additional information:
>
> (1) The internet address where the contributing entity's disclosure report can be publicly accessed, if the source of the contributor's funds is subject to any state or federal disclosure reporting requirements;
>
> (2) The name, address, occupation, and employer of each funding source who contributed an aggregate amount of more than $100 to the contributing entity; or
>
> (3) An acknowledgment that the contributing entity is not subject to any state or federal disclosure reporting requirements regarding the source of its funds.

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

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

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

a. Click on the date the contribution was deposited.

b. Add/Edit Contribution Received screen will be displayed. Make the necessary changes.

c. Click **Submit**, which will bring you back to the List of Contributions Received screen; or

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

e. The List of Contributions Received screen will be displayed.

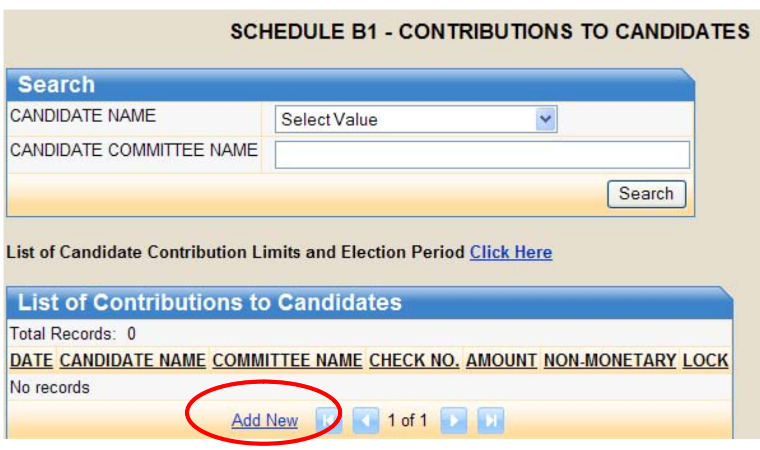
Contributions included in a filed report will be locked which is indicated by a check mark in the Lock check box. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

C. **<u>SCHEDULE B1 – CONTRIBUTIONS TO CANDIDATES</u>** - All monetary and non-monetary (also known as in-kind) contributions made to candidates must be reported on Schedule B1.

You do not need to wait until a filing deadline or until the end of a reporting period to begin entering contributions to candidates.

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

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

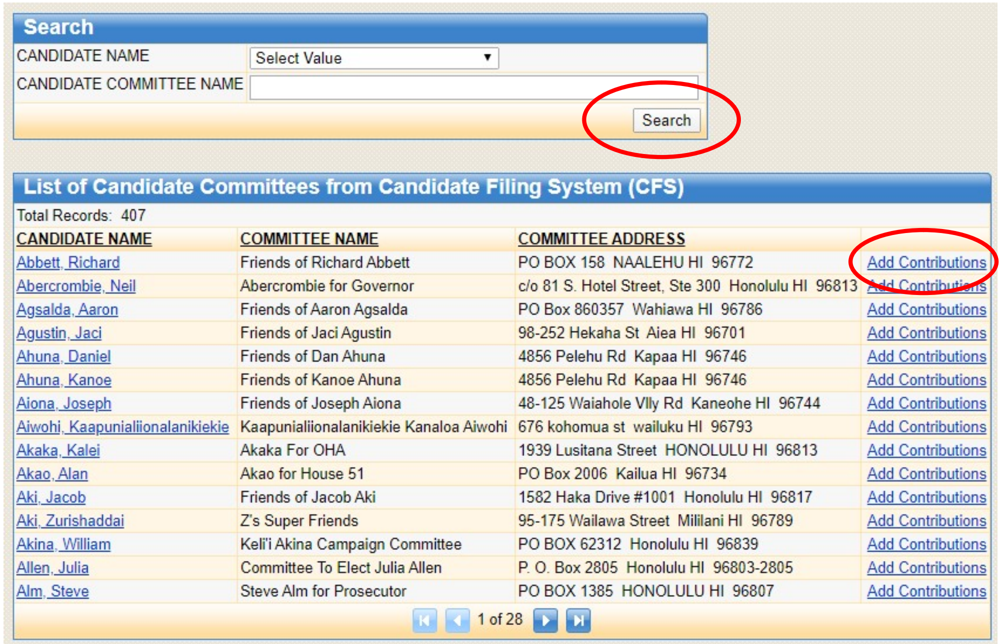


   b. The List of Candidate Committees from Candidate Filing System (CFS) screen will be displayed.

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

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

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



Search

CANDIDATE NAME	Select Value
CANDIDATE COMMITTEE NAME	
	Search

List of Candidate Committees from Candidate Filing System (CFS)

Total Records: 407

CANDIDATE NAME	COMMITTEE NAME	COMMITTEE ADDRESS	
Abbett, Richard	Friends of Richard Abbett	PO BOX 158 NAALEHU HI 96772	Add Contributions
Abercrombie, Neil	Abercrombie for Governor	c/o 81 S. Hotel Street, Ste 300 Honolulu HI 96813	Add Contributions
Agsalda, Aaron	Friends of Aaron Agsalda	PO Box 860357 Wahiawa HI 96786	Add Contributions
Agustin, Jaci	Friends of Jaci Agustin	98-252 Hekaha St Aiea HI 96701	Add Contributions
Ahuna, Daniel	Friends of Dan Ahuna	4856 Pelehu Rd Kapaa HI 96746	Add Contributions
Ahuna, Kanoe	Friends of Kanoe Ahuna	4856 Pelehu Rd Kapaa HI 96746	Add Contributions
Aiona, Joseph	Friends of Joseph Aiona	48-125 Waiahole Vlly Rd Kaneohe HI 96744	Add Contributions
Aiwohi, Kaapunialiionalanikiekie	Kaapunialiionalanikiekie Kanaloa Aiwohi	676 kohomua st wailuku HI 96793	Add Contributions
Akaka, Kalei	Akaka For OHA	1939 Lusitana Street HONOLULU HI 96813	Add Contributions
Akao, Alan	Akao for House 51	PO Box 2006 Kailua HI 96734	Add Contributions
Aki, Jacob	Friends of Jacob Aki	1582 Haka Drive #1001 Honolulu HI 96817	Add Contributions
Aki, Zurishaddai	Z's Super Friends	95-175 Wailawa Street Mililani HI 96789	Add Contributions
Akina, William	Keli'i Akina Campaign Committee	PO BOX 62312 Honolulu HI 96839	Add Contributions
Allen, Julia	Committee To Elect Julia Allen	P. O. Box 2805 Honolulu HI 96803-2805	Add Contributions
Alm, Steve	Steve Alm for Prosecutor	PO BOX 1385 HONOLULU HI 96807	Add Contributions

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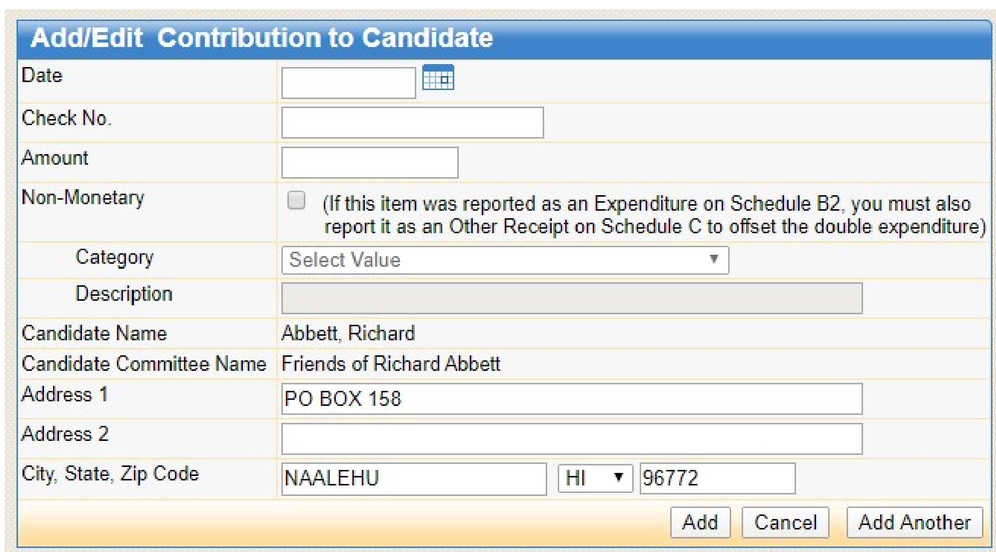
c. The Add/Edit Contribution to Candidate screen will be displayed. Enter the information that applies in the open fields.



Add/Edit Contribution to Candidate

Date	
Check No.	
Amount	
Non-Monetary	(If this item was reported as an Expenditure on Schedule B2, you must also report it as an Other Receipt on Schedule C to offset the double expenditure)
Category	Select Value
Description	
Candidate Name	Abbett, Richard
Candidate Committee Name	Friends of Richard Abbett
Address 1	PO BOX 158
Address 2	
City, State, Zip Code	NAALEHU HI 96772
	Add Cancel Add Another

(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the contribution was made)

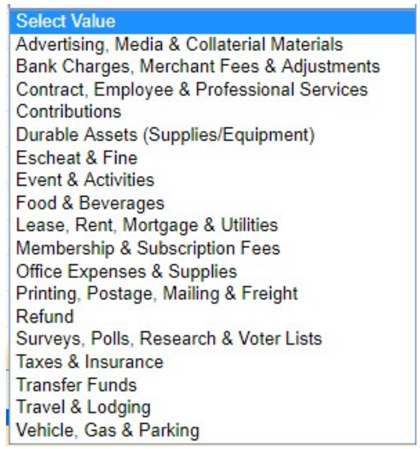
(2) **Check No.** - Optional

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

(4) **Non-Monetary** - Check this box if contribution is non-monetary (also known as in-kind)

For each non-monetary or in-kind contribution made to a candidate, you must enter an off-setting entry on Schedule A. This will off-set the expenditure entry made in Schedule B1. This is very important!

(a) Under **Category**, select the appropriate category for the non-monetary or in-kind contribution by clicking the down arrow.



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

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

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

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

b. The Add/Edit Contribution to Candidate screen will be displayed. Make the necessary changes.

c. Click **Submit**, which will bring you back to the List of Contributions to Candidates screen; or

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

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

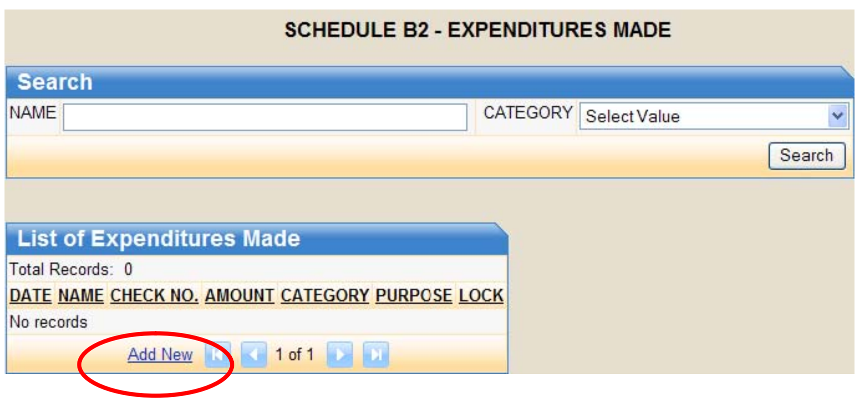
Contributions included in a filed report will be locked which is indicated by a check mark in the Lock check box. You will not be able to edit/delete these contributions unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

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

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

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

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

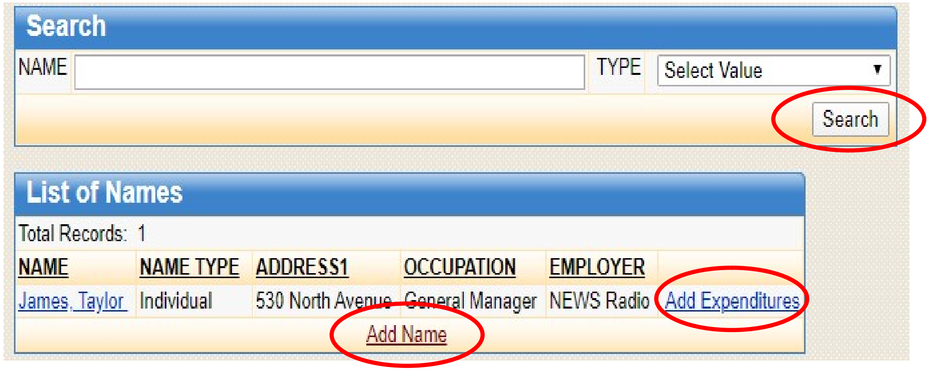


   b. The List of Names screen will be displayed.

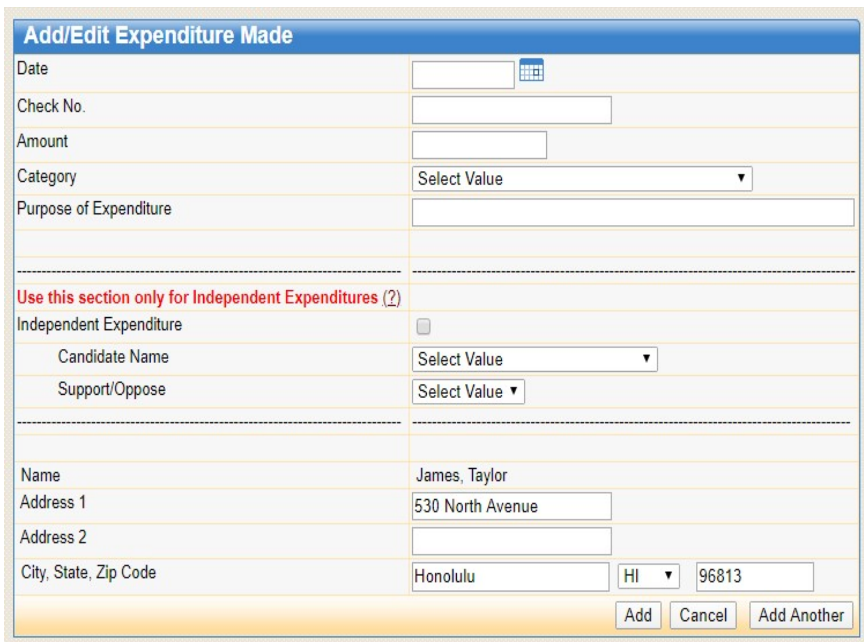
      (1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

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

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



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



(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the expenditure was made)

(2) **Check No.** - Optional

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

(4) Under **Category**, select the appropriate expenditure category by clicking the down arrow.

Select Value
Advertising, Media & Collateral Materials
Bank Charges, Merchant Fees & Adjustments
Contract, Employee & Professional Services
Contributions
Durable Assets (Supplies/Equipment)
Escheat & Fine
Event & Activities
Food & Beverages
Lease, Rent, Mortgage & Utilities
Membership & Subscription Fees
Office Expenses & Supplies
Printing, Postage, Mailing & Freight
Refund
Surveys, Polls, Research & Voter Lists
Taxes & Insurance
Transfer Funds
Travel & Lodging
Vehicle, Gas & Parking

(5) **Purpose of Expenditure** - Type in the expenditure's purpose.

(6) **Independent Expenditure** - Check this box if your committee is making an independent expenditure.

(a) **Candidate Name** - Select the name of the candidate supported or opposed by the independent expenditure by clicking the down arrow.

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

The "Independent Expenditure" check box, "Candidate Name" field, and Support/Oppose" field must be completed when entering an independent expenditure. Independent expenditures with multiple candidates must be entered separately for each candidate according to the benefit reasonably expected to be derived from the expenditure.

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

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

a. Click on the date the expenditure.

b. The Add/Edit Expenditure Made screen will be displayed. Make the necessary changes.

c. Click **Submit**, which will bring you back to the List of Expenditures Made screen; or

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

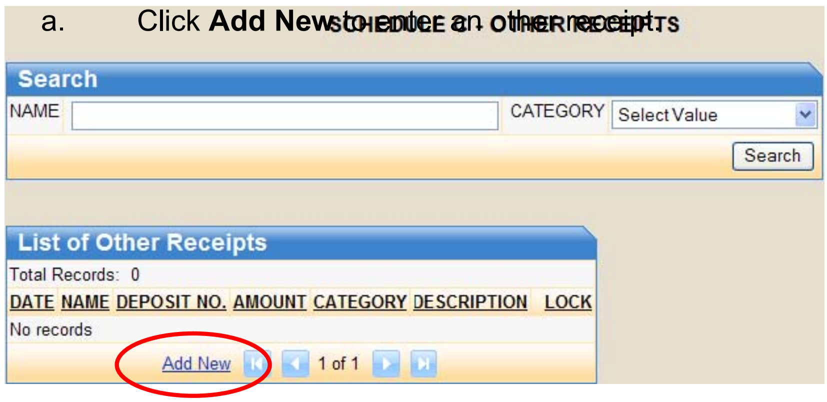
e. The List of Expenditures Made screen will be displayed.

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

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

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

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

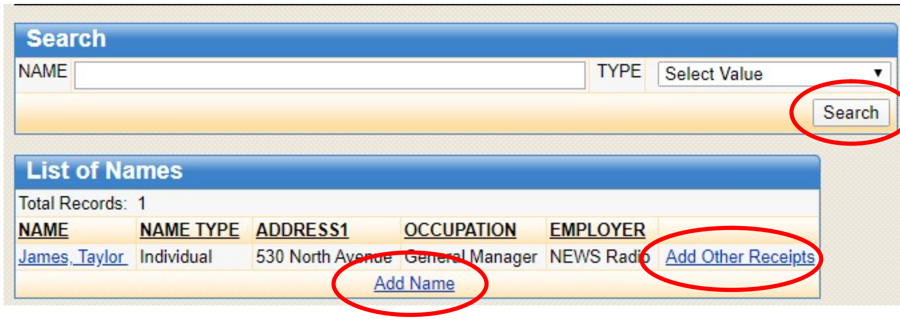


b. The List of Names screen will be displayed

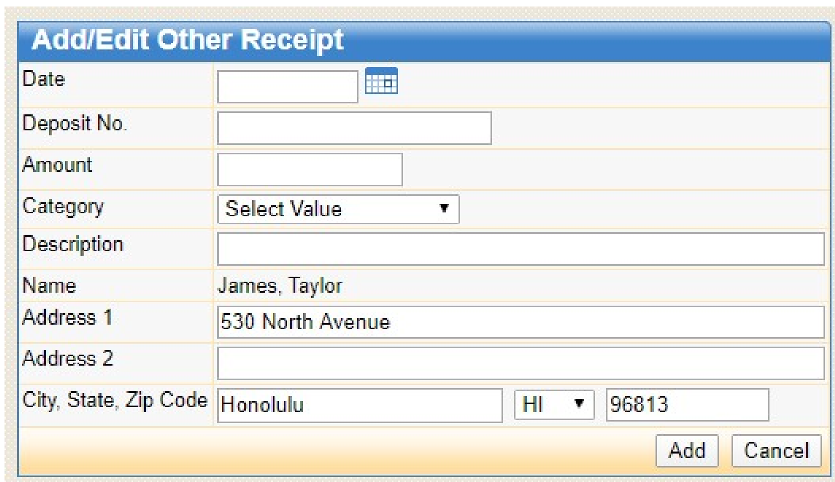
(1) You can use the **Search** field (need to type in all capital letters) to find names previously entered; or

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

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



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

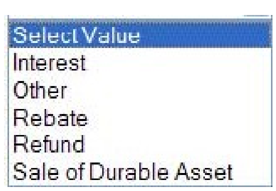


(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the other receipt was deposited)

(2) **Deposit No.** - Optional

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

(4) Under **Category**, select the other receipt category by clicking the down arrow.



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

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

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

   a. Click on the date of the other receipt.

   b. The Add/Edit Other Receipt screen will be displayed. Make the necessary changes.

   c. Click **Submit**, which will bring you back to the List of Other Receipts screen; or

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

   e. The List of Other Receipts screen will be displayed.

> Other Receipts included as part of a filed report will be locked which is indicated by a check mark in the Lock check box. You will not be able to edit/delete these other receipts unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

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

   a. Sale of Durable Asset

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

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

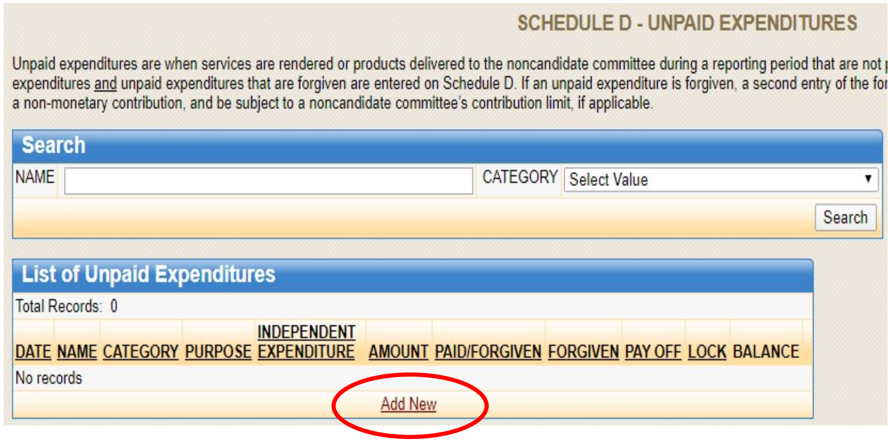
F. SCHEDULE D – UNPAID EXPENDITURES

SCHEDULE D – UNPAID EXPENDITURES - Unpaid expenditures are services rendered or products delivered to the committee that have not been paid for. Example: Five cases of copy paper were delivered on April 1, 2020. An invoice for the paper was not received until June 1, 2020. This must be reported as an unpaid expenditure on April 1, 2020.

> Unpaid expenditures and paid unpaid expenditures are never reported on Schedule B2.

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

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

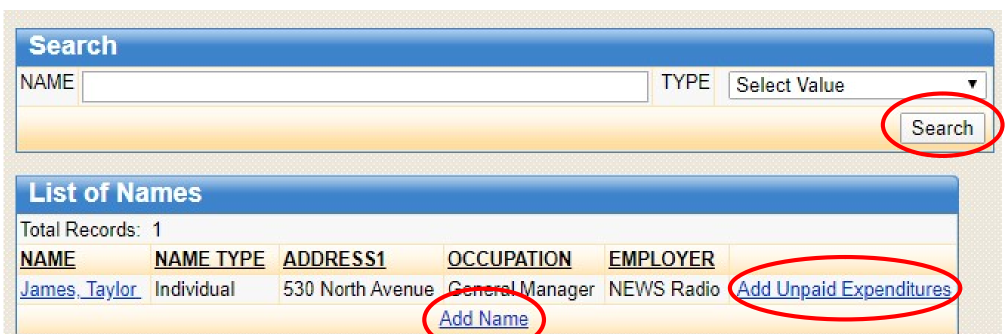


b. The List of Names screen will be displayed.

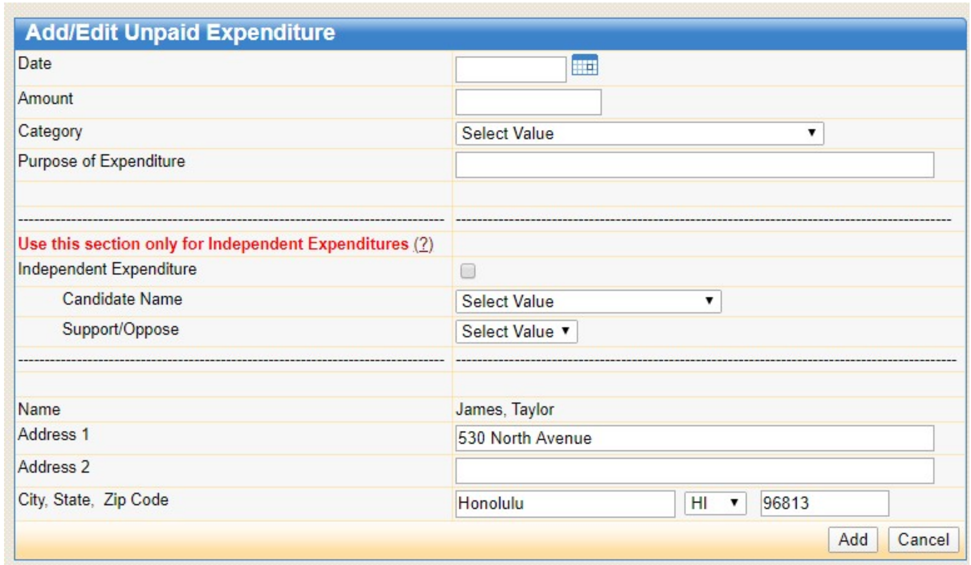
(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

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

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



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

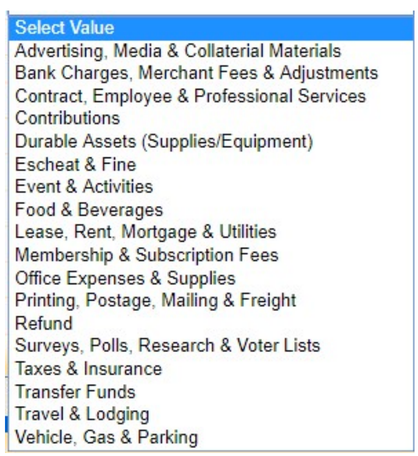


(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the expenditure was incurred)

(2) **Check No.** - Optional

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

(4) Under **Category**, select the appropriate expenditure category by clicking the down arrow.



(5) **Purpose of Expenditure** - Type in the expenditure's purpose.

(6) **Independent Expenditure** - Check this box if your committee is making an independent expenditure.

(a) **Candidate Name** - Select the name of the candidate supported or opposed by the independent expenditure by clicking the down arrow.

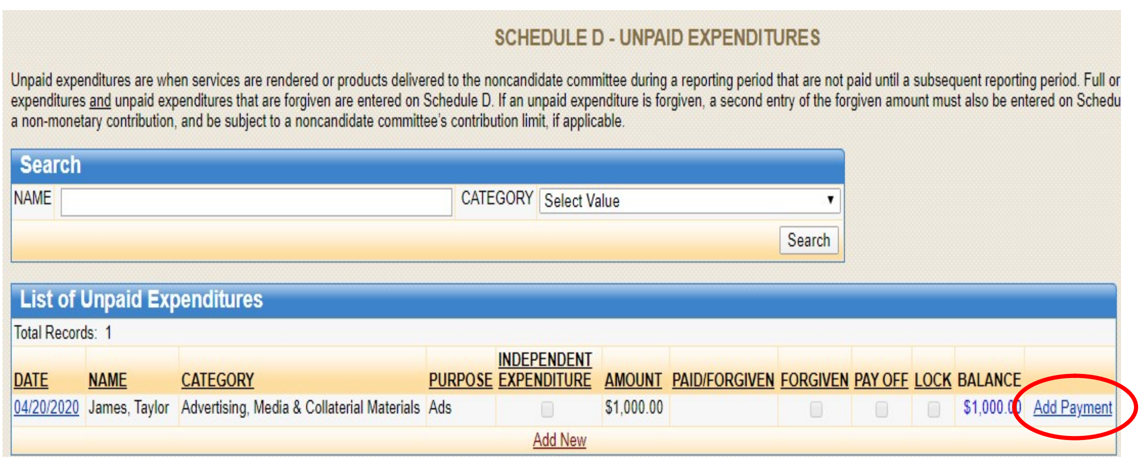
(b) **Support/Oppose** - Select whether the independent expenditure supports or opposes the candidate by clicking the down arrow.

The “Independent Expenditure” check box, “Candidate Name” field, and Support/Oppose” field must be completed when entering an independent expenditure. Independent expenditures with multiple candidates must be entered separately for each candidate according to the benefit reasonably expected to be derived from the expenditure.

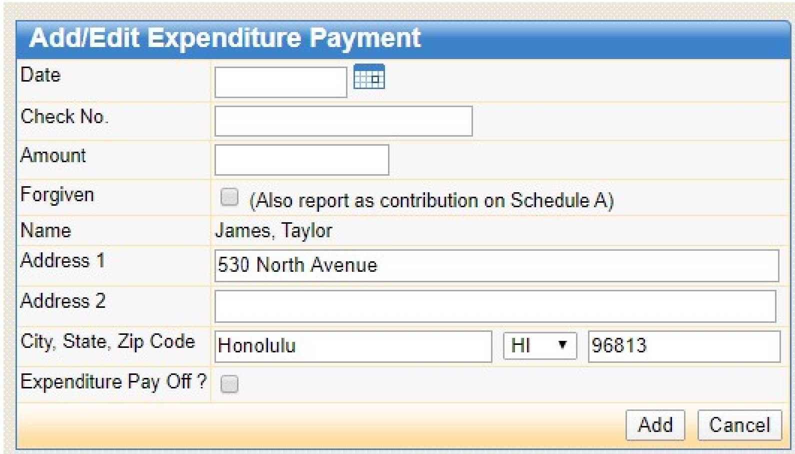
d. Click **Add** which will bring you back to the List of Unpaid Expenditures screen.

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

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



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



(1) **Date** entry is always - mm/dd/yyyy (Enter the date of the payment or date that the unpaid expenditure was forgiven)

(2) **Check No.** - Optional

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

(4) **Forgiven** - Check this box if the vendor is forgiving an unpaid expenditure. But, for each unpaid expenditure forgiven, you must enter an off-setting contribution for the same amount on Schedule A – Contributions Received which is subject to contribution limits if your noncandidate committee has a contribution limit.

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

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

The **Add Payment Link** will be eliminated when the unpaid expenditure has been fully paid.

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

a. Click on the date of the unpaid expenditure or expenditure payment.

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

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

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

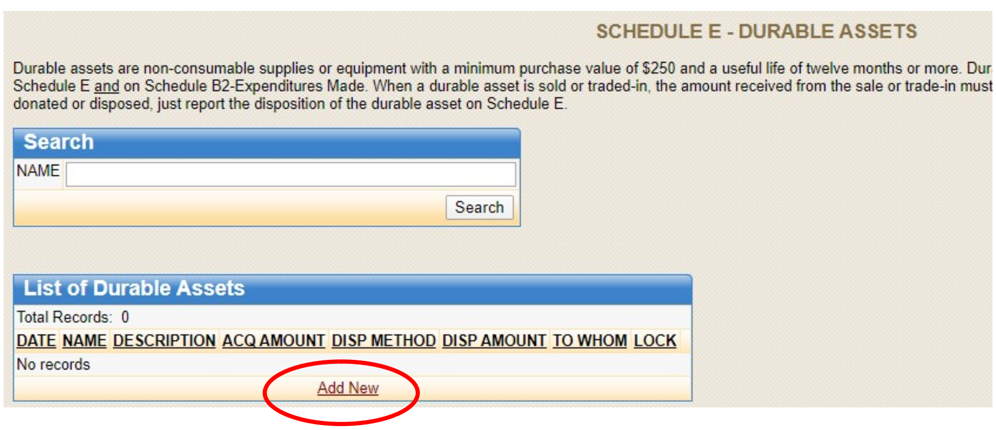
e. The List of Unpaid Expenditures screen will be displayed.

> Unpaid Expenditures included as part of a filed report will be locked which is indicated by a check mark in the Lock check box. You will not be able to edit/delete these unpaid expenditures unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual. You may still add a payment or forgive an unpaid expenditure if the Add Payment link is displayed. Unpaid Expenditures that have a payment or forgiven entry cannot be deleted unless you delete the payment/forgiven entry first.

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

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

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

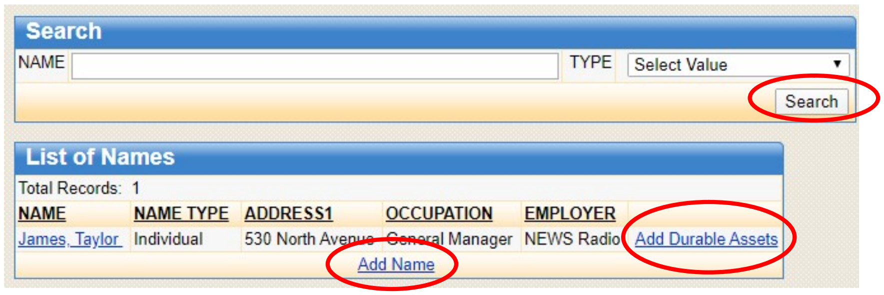


b. List of Names screen will be displayed.

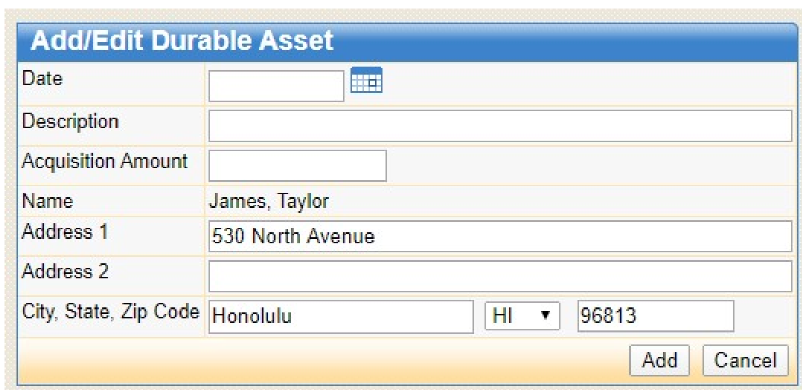
(1) You can use the **Search** field (need to type in all capital letters) to find names of vendors previously entered; or

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

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



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



(1) **Date** entry is always - mm/dd/yyyy (Enter the date that the durable asset was purchased or received as a nonmonetary contribution)

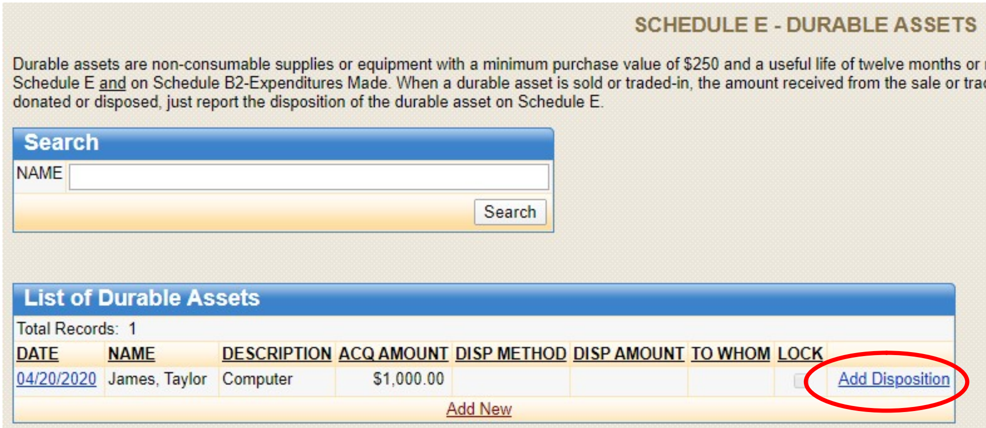
(2) **Description** - Enter the description of the durable asset

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

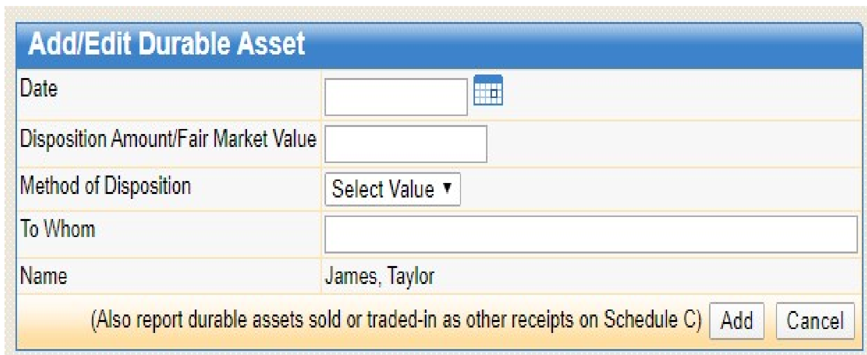
d. Click **Add** which will bring you back to the List of Durable Assets screen

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

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



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



(1) **Date** entry is always – mm/dd/yyyy (Enter the disposition date)

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

(3) Under **Method of Disposition**, enter the method by which the durable asset was disposed of by clicking the down arrow.

(4) **To Whom** - Type in the name of the buyer or the entity that the durable asset was traded-in to

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

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

   a. Click on the date of the durable asset.

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

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

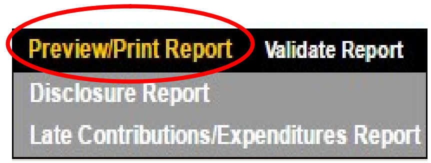
   d. Click **Delete**, then under Delete Record?, click **OK**.

   e. The List of Durable Assets screen will be displayed.

> Durable Assets included in a filed report will be locked which is indicated by a check mark in the Lock check box. You will not be able to edit/delete these durable assets unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual. You may still add a disposition entry if the Add Disposition link is displayed. Durable Assets that have a disposition entry cannot be deleted unless you delete the disposition entry first.

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

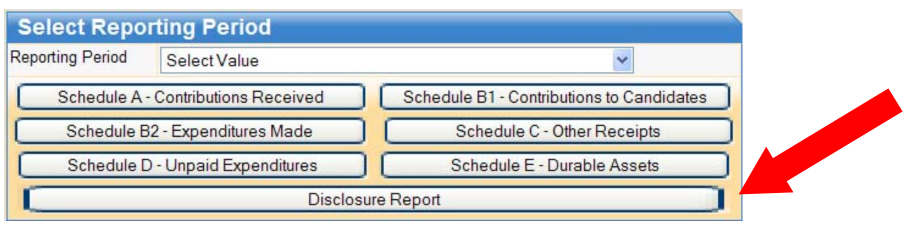
VI. PREVIEW/PRINT REPORT



The Preview/Print Report feature allows you to preview and print the Disclosure Report and the Late Contributions/Expenditures Report before filing it in the NCFS. Previewing the Disclosure Report and the Late Contributions/Expenditures Report provides you an opportunity to check your data for accuracy and completeness.

Before you can preview/print a disclosure report, the report must be added to your reporting schedule. See, Part IV - Reporting Schedule in this Manual.

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



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

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

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

4. If you notice any discrepancies, go back to the appropriate schedule 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).

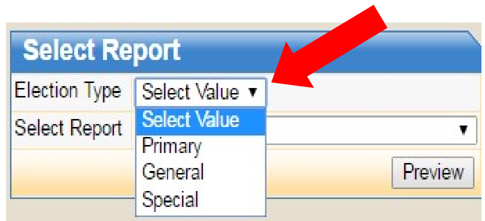
5. To return to the Disclosure Report screen, click the back arrow on your browser.

Once a disclosure report is filed online in the NCFS, the report will no longer be available on the Reporting Period drop-down menu unless you are in Amend Mode. See, Part IX – Amend Mode in this Manual.

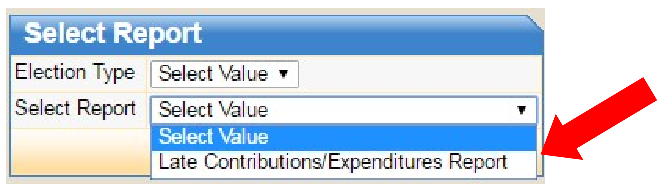
B. LATE CONTRIBUTIONS/EXPENDITURES REPORT

To preview or print this report, when you click on **Preview/Print Report**, choose Late Contributions/Expenditures Report.

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



2. Under **Select Report**, select Late Contributions/Expenditures Report by clicking the down arrow.



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

Late Contributions/Expenditures Report (Primary)

Schedule A - Contributions Received

Name and Address	Employer / Occupation	Date / Non-Monetary Category / Non-Monetary Description	Amount / Aggregate
Federal/State Reports or Contributor List			
James, Taylor	NEWS Radio	07/25/2020	$1,000.00
530 North Avenue	General Manager		$1,000.00
Honolulu HI 96813			

Schedule B1 - Contributions to Candidates

Name and Address	Date	Non-Monetary Category / Non-Monetary Description	Amount / Aggregate
Abbett, Richard **Friends of Richard Abbett**	07/30/2020		$1,000.00
PO BOX 158 NAALEHU HI 96772			$1,000.00

Schedule B2 - Independent Expenditures Made

Name and Address	Independent Expenditure / Support/Oppose	Date / Purpose of Expenditure / Candidate Name(s)	Category	Amount
ABC Publishing Co.	✓	08/01/2020	Advertising, Media & Collateral Materials	$750.00
710 South Avenue Honolulu HI 96813	Support	Newspaper Ads Abbett, Richard		

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

5. To return to the Late Contributions/Expenditures Report screen, click the back arrow on your browser.

Late Contributions Report – The Late Contributions Report must be filed by noncandidate committees that receive contributions aggregating more than $500 from a person and for contributions made to candidates that aggregate more than $500 (per candidate) 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. 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.

Late Expenditures Report – The Late Expenditures Report must be filed by noncandidate committees that make independent expenditures aggregating more than $500 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 name(s) of any candidate supported, opposed, or clearly identified by the expenditure must also be reported.

The report is required to be electronically filed no later than three (3) calendar days prior to the applicable election. Independent expenditures listed on the Primary Late Expenditures Report will also be listed on the Final Primary Report and contributions listed on the General Late Expenditures Report will also be listed on the Final Election Period Report; however, the contribution is only entered once.

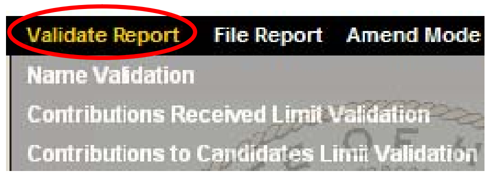
Noncandidate committees making only independent expenditures that receive a late contribution of more than $5,000 from an entity other than an individual, for-profit business entity, or labor union must provide additional information on the Late Contributions Report:

(1) The internet address where the contributing entity's disclosure report can be publicly accessed, if the source of the contributor's funds is subject to any state or federal disclosure reporting requirements;

(2) The name, address, occupation, and employer of each funding source who contributed an aggregate amount of more than $100 to the contributing entity; or

(3) An acknowledgment that the contributing entity <u>is not</u> subject to any state or federal disclosure reporting requirements regarding the source of its funds.

VII. VALIDATE REPORT

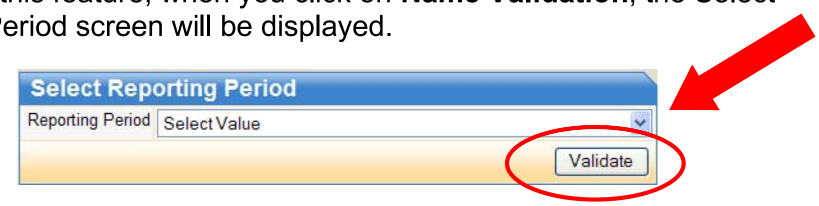


This feature in the NCFS permits you to validate certain entries before you file your disclosure report, and therefore, is designed to help you comply with campaign finance laws. We strongly advise that you use it as a prevention mechanism against campaign finance violations and potential fines. It is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

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

STOP This error must be corrected before filing the report.

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

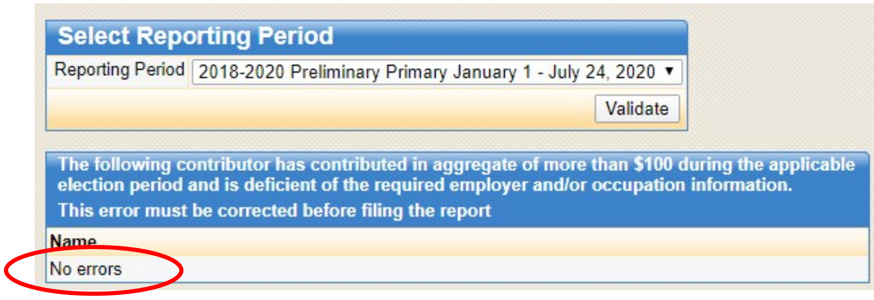


1. Under **Reporting Period**, select the applicable reporting period you want to validate by clicking the down arrow.

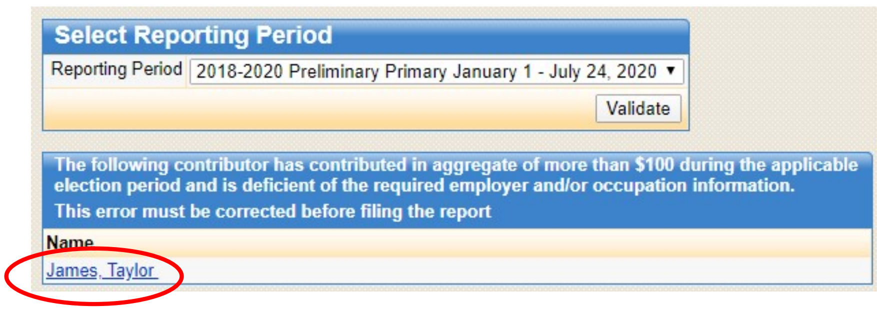
2. Click **Validate**

3. Look under the Name heading.

   a. If there are no contributors that contributed in aggregate of more than $100 during the applicable election period who are missing the required employer and occupation information, it will say "No errors"

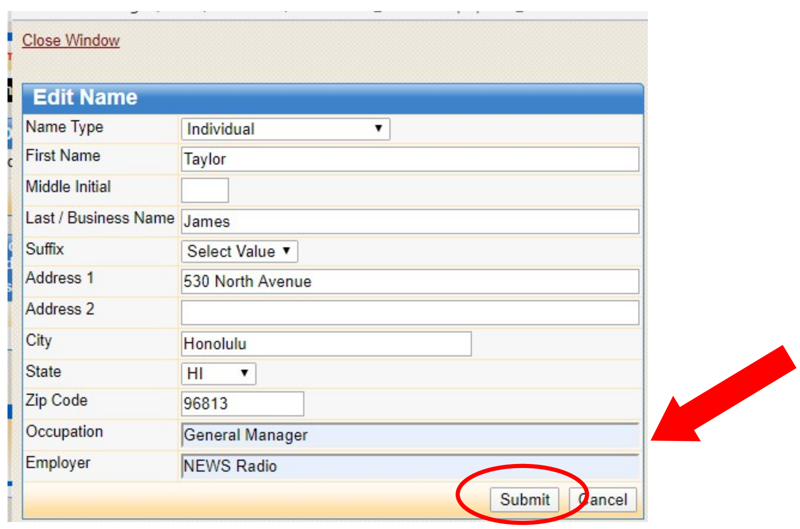


b. If there are contributors listed under the Name heading, you will need to correct the errors notated.



(1) Click on the contributor's name.

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



(3) Click **Submit**

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

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

B. **LIMITS ON CONTRIBUTIONS RECEIVED** - The limits on contributions received by a noncandidate committee depend on the kind of noncandidate committee that has registered with the Commission. The following list sets forth the statutory contribution limits:

1. Standard Noncandidate Committee - $1,000 in an election;

2. Independent Expenditure Committee - Unlimited amount;

3. Ballot Issue Committee - Unlimited amount; and

4. Political Party - $25,000 in any two-year election period.

C. **LIMITS ON CONTRIBUTIONS TO CANDIDATES** - Only Standard Noncandidate Committees and Political Parties can contribute to candidates and the limits depend on the office that a candidate is running for:

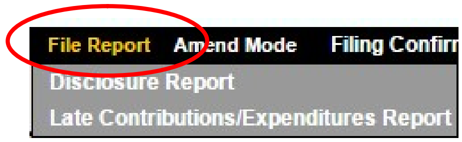
1. 2-year office (i.e., State House of Representatives, County Council (Hawaii, Maui, Kauai)) - $2,000 per person during an election period;

2. 4-year non-statewide office (i.e., State Senate, Mayor, Prosecuting Attorney, Honolulu City Council) - $4,000 per person during an election period; and

3. 4-year statewide office (i.e., Governor, Lt. Governor, Office of Hawaiian Affairs) - $6,000 per person during an election period.

An excess contribution is any contribution over the legal limit. If an excess contribution is returned within seven (7) days of receipt and not deposited, the excess contribution is not required to be reported. If you miss the seven (7)-day return requirement, the excess contribution must be reported on the applicable disclosure report and returned to the original contributor within thirty (30) days of receipt of the excess contribution. Any excess contribution not returned to the original contributor within thirty (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.

VIII. FILE REPORT

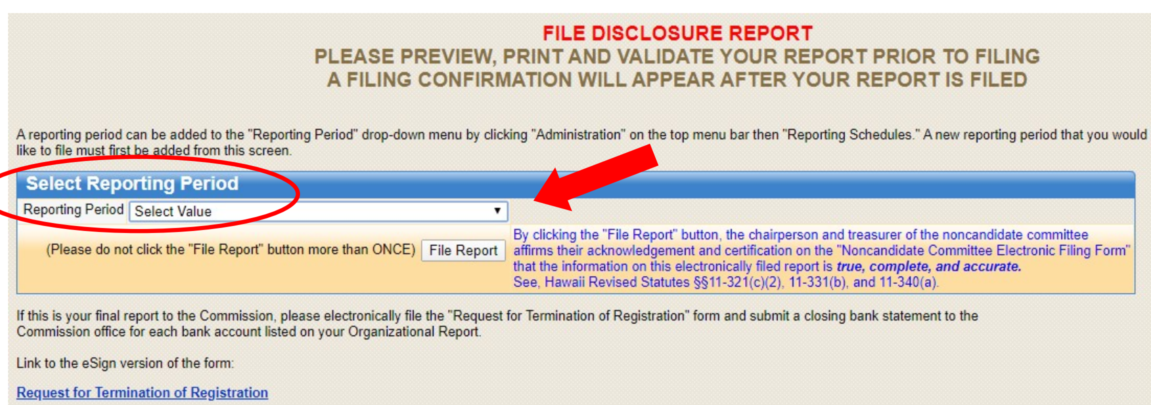


After making all your entries in Schedules A - E for a report and checking them for accuracy, you must electronically file the report with this function before the reporting deadline. Notably, you do not need to wait until the reporting deadline to file a report. You can begin filing reports as soon as the reporting period ends. See, Part IV - Reporting Schedule in this Manual.

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

A. **<u>DISCLOSURE REPORT</u>** - The disclosure report is a summary of data in Schedules A – E for an applicable reporting period. The Commission strongly recommends that you preview/print the report (see, Part 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.

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

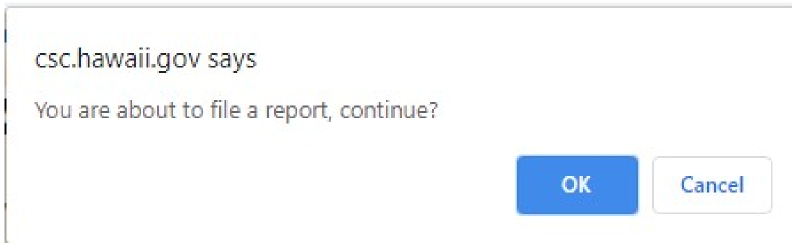


a. Under Reporting Period, select the applicable reporting period you want to file by clicking the down arrow.

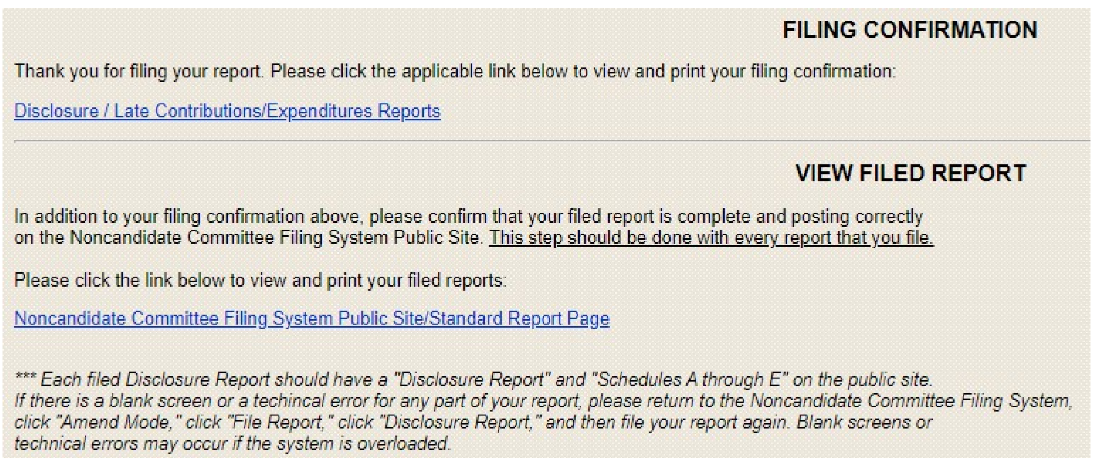
Once a disclosure report is filed online in the NCFS, the applicable reporting period will no longer appear under this heading unless you are in Amend Mode.

b. Click **File Report** once

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



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



2. **<u>VIEW, CONFIRM AND PRINT A FILED REPORT</u>** - Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed report to make certain that a complete report (i.e., Disclosure Report and Schedules A – E) was filed with the correct reporting period. To view and print your report after filing, under **VIEW FILED REPORT**, click on the link listed, or:

a. Go to csc.hawaii.gov/NCFSPublic/ReportList.php and under Search, type in the name of the noncandidate committee and click **Search**;

b. The Noncandidate Committee List screen will be displayed. Click on the noncandidate committee's name;

c. The List of Reports Filed screen will be displayed. Look for the Disclosure Report and Schedules A – E for the report and reporting period that was filed;

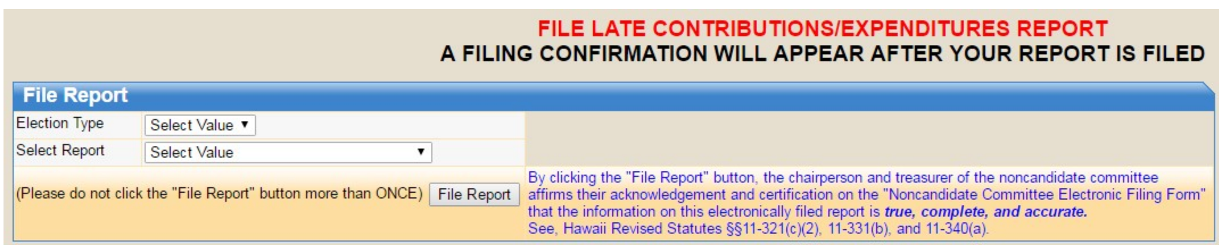
d. Click **View Report** listed to the right of the Disclosure Report and Schedules A – E to confirm that each part of the report was successfully filed.

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

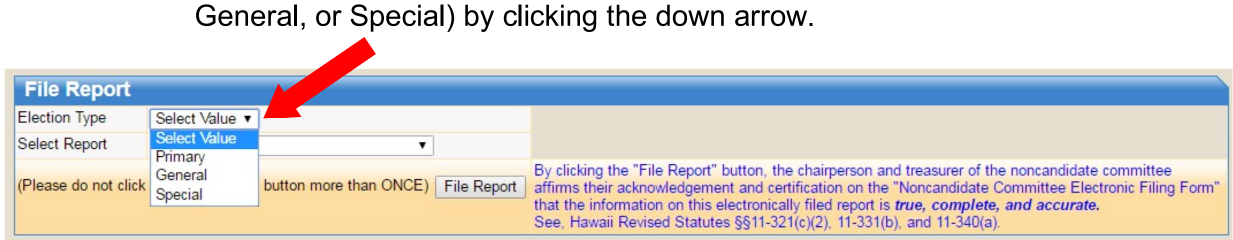
B. LATE CONTRIBUTIONS/EXPENDITURES REPORT

These reports are not required if late contributions are not received or late contributions are not made to candidates and if late expenditures are not made.

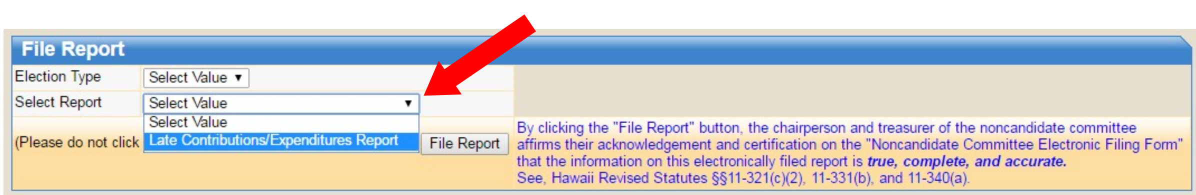
1. **FILING A LATE CONTRIBUTIONS/EXPENDITURES REPORT** - To file this report, when you click on **File Report**, choose Late Contributions/Expenditures Report. The following screen will be displayed:



a. Under Election Type, select the applicable election you want to file a Late Contributions/Expenditures Report for (i.e., Primary, General, or Special) by clicking the down arrow.

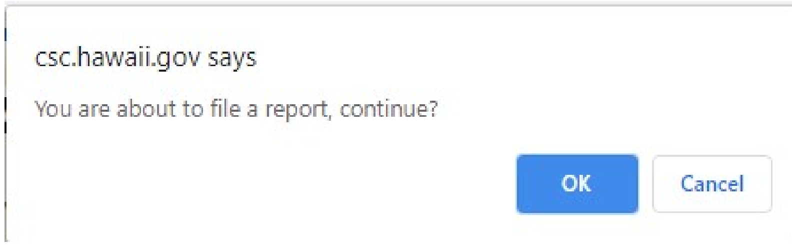


b. Under Select Report, select Late Contributions/Expenditures Report by clicking the down arrow.

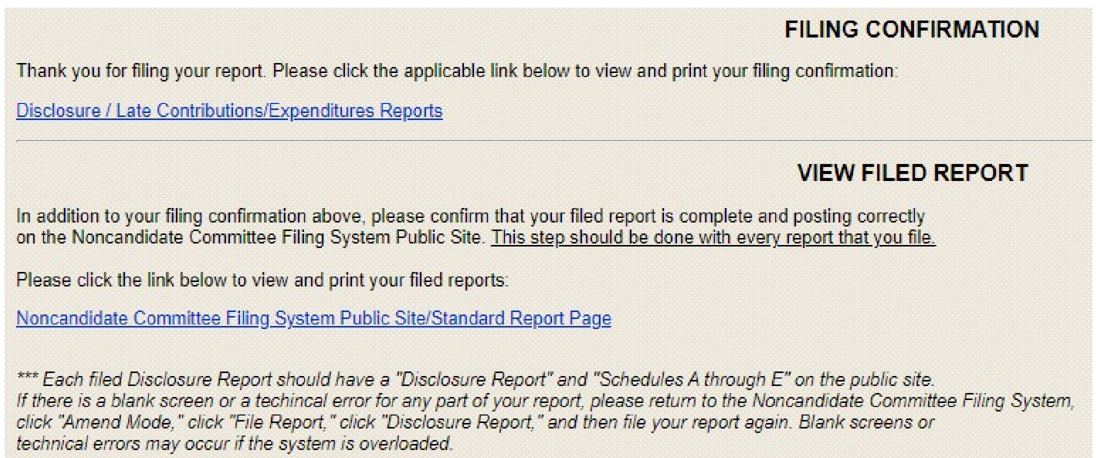


c. Click **File Report** once

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



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



2. **<u>VIEW, CONFIRM, AND PRINT A FILED REPORT</u>** - Even though a Filing Confirmation screen was displayed, the Commission strongly recommends that committees view their filed Late Contributions/Expenditures Report to make certain that a complete report was filed with the correct election. To view and print your report after filing, under **VIEW FILED REPORT**, click on the link listed, or:

a. Go to csc.hawaii.gov/NCFSPublic/ReportList.php and under Search, type in the name of the noncandidate committee and click **Search**;

b. The Noncandidate Committee List screen will be displayed. Click on the noncandidate committee's name;

c. The List of Reports Filed screen will be displayed. Look for the Late Contributions/Expenditures Report that was filed;

d. Click **View Report** listed to the right of the Late Contributions/Expenditures Report to confirm that the report was successfully filed.

IX. AMEND MODE

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

This function allows committees to: (1) Add, 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, when you click on **Amend Mode**, a red bar with the words "Amendment Mode" will appear under the menu headings. To get out of Amend Mode, click **Amend Mode** again.

An amended report must be filed if an earlier report contains reasonably erroneous information which does not conflict with the chairperson's and treasurer's certification that the original report filed was true, complete, and accurate.

When not in Amend Mode, the Date link is unclickable. You will not be able to edit or delete any entry on Schedules A – E because it is locked.

List of Contributions Received

Total Records: 4

DATE	NAME	DEPOSIT NO.	AMOUNT	NON-MONETARY	LOCK
02/01/2020	ABC PAC		$1,000.00	☐	☑
04/15/2020	James, Taylor		$1,000.00	☐	☑
01/25/2020	Smith, Lani		$500.00	☐	☑
03/15/2020	XYZ Corp.		$750.00	☐	☑

Add New

While in Amend Mode, the Date link is clickable. You can edit any data entries on Schedules A – E.

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List of Contributions Received

Total Records: 4

DATE	NAME	DEPOSIT NO.	AMOUNT	NON-MONETARY	LOCK
02/01/2020	ABC PAC		$1,000.00	☐	☑
04/15/2020	James, Taylor		$1,000.00	☐	☑
01/25/2020	Smith, Lani		$500.00	☐	☑
03/15/2020	XYZ Corp.		$750.00	☐	☑

Add New

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

Each report previously filed for a reporting period occurring after the amended report will also need to be refiled in **Amend Mode** if the amendment results in a change in the election period or cash on hand totals. If you refile a report in Amend Mode, a box will be automatically checked to show that you have amended a report.

STATE OF HAWAII - CAMPAIGN SPENDING COMMISSION
DISCLOSURE REPORT

Section I - NONCANDIDATE COMMITTEE:	
(a) Committee Name:	ABC PAC
(b) Address:	235 South Street
	Honolulul HI 96813
(c) Treasurer's Phone (Bus):	(808) 555-7777
Section II - TYPE OF REPORT:	
Report Name:	2018-2020 Preliminary Primary January 1 - July 24, 2020
Type:	☑ Amended

X. FILING CONFIRMATIONS

This feature allows you to view a list of reports (i.e., Disclosure / Late Contributions/Expenditures Reports) that your committee filed in the NCFS. To view your filed reports, click on the link listed.

DISCLOSURE / LATE CONTRIBUTIONS/EXPENDITURES REPORTS

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

Disclosure / Late Contributions/Expenditures Reports

Report Name	Reporting Period	Reporting Deadline	Filing Date	Amended
Disclosure	2018-2020 Preliminary Primary January 1 - July 24, 2020	07/29/2020	04/22/2020	☑
Disclosure	2018-2020 Preliminary Primary January 1 - July 24, 2020	07/29/2020	04/22/2020	☐

If a report is not listed, you will see **No records** which means that the report was not filed in the NCFS.

Alternatively, you can access the Disclosure / Late Contributions/Expenditures Reports page from the **Filing Confirmation** screen after a report is filed.

FILING CONFIRMATION

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

Disclosure / Late Contributions/Expenditures Reports

VIEW FILED REPORT

In addition to your filing confirmation above, please confirm that your filed report is complete and posting correctly on the Noncandidate Committee 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:

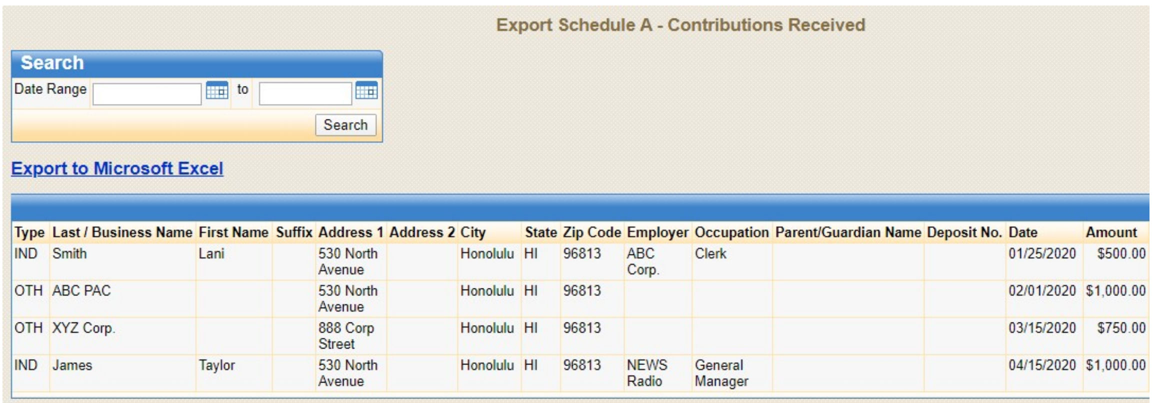
Noncandidate Committee Filing System Public Site/Standard Report Page

**** Each filed Disclosure Report should have a "Disclosure Report" and "Schedules A through E" on the public site. If there is a blank screen or a techincal error for any part of your report, please return to the Noncandidate Committee 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.*

XI. EXPORT DATA

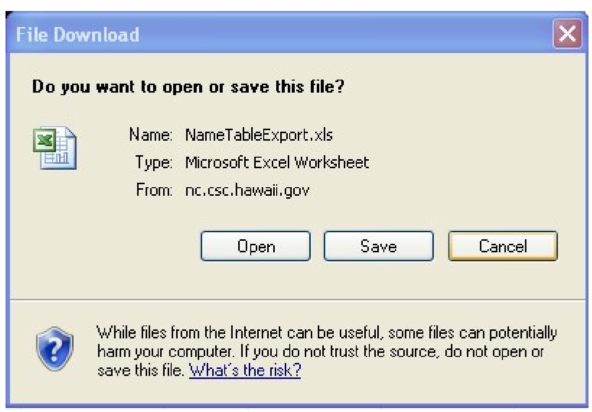
This feature allows data from the Name Table and Schedules A – E to be exported from the NCFS into an Excel format.

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

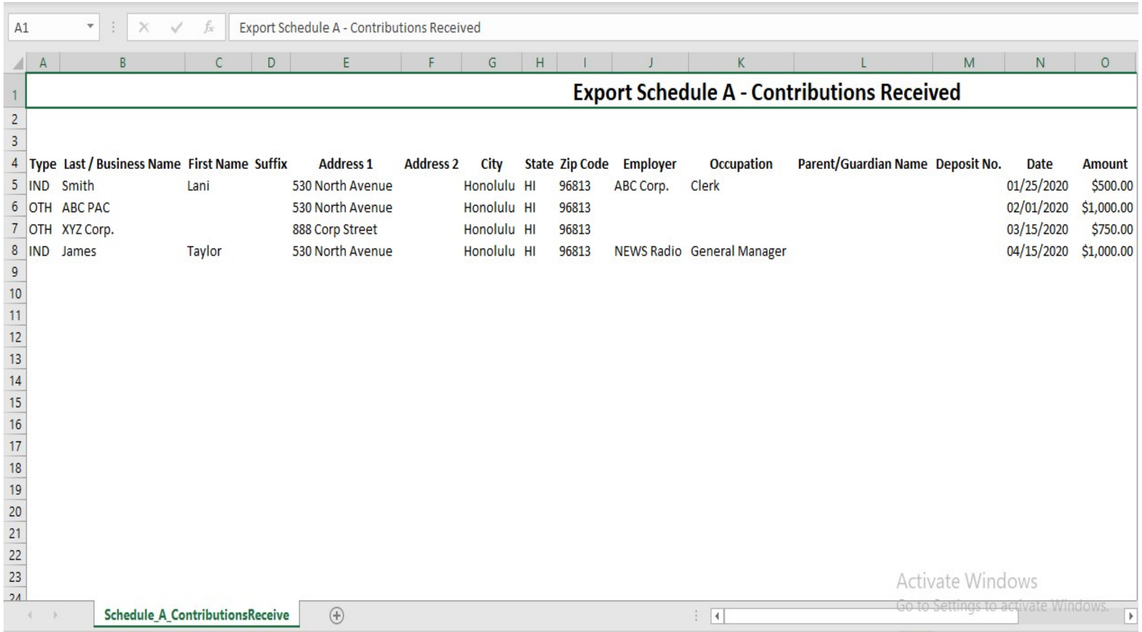


Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount
IND	Smith	Lani		530 North Avenue		Honolulu	HI	96813	ABC Corp.	Clerk			01/25/2020	$500.00
OTH	ABC PAC			530 North Avenue		Honolulu	HI	96813					02/01/2020	$1,000.00
OTH	XYZ Corp.			888 Corp Street		Honolulu	HI	96813					03/15/2020	$750.00
IND	James	Taylor		530 North Avenue		Honolulu	HI	96813	NEWS Radio	General Manager			04/15/2020	$1,000.00

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



Click **Save** to save the data as an Excel file.



A1 Export Schedule A - Contributions Received

Export Schedule A - Contributions Received

Type	Last / Business Name	First Name	Suffix	Address 1	Address 2	City	State	Zip Code	Employer	Occupation	Parent/Guardian Name	Deposit No.	Date	Amount
IND	Smith	Lani		530 North Avenue		Honolulu	HI	96813	ABC Corp.	Clerk			01/25/2020	$500.00
OTH	ABC PAC			530 North Avenue		Honolulu	HI	96813					02/01/2020	$1,000.00
OTH	XYZ Corp.			888 Corp Street		Honolulu	HI	96813					03/15/2020	$750.00
IND	James	Taylor		530 North Avenue		Honolulu	HI	96813	NEWS Radio	General Manager			04/15/2020	$1,000.00

Schedule_A_ContributionsReceive