



2020 HOW TO FILE FINANCIAL REPORTS

This is a 2020 training tool developed by CEHD - now called the **Democratic Victory Campaign Committee (DVCC)** - that is applicable to both candidates and Town Chairs.

It covers when you need to file financial reports, how to register with the Secretary of State, ActBlue and how to keep track of the money you raise and spend. **All of this information is very important for both candidates and Town Committees.**



CEHD Campaign Guides

How do I...

File financial reports?

When do I need to file financial reports?

- Primary – *even if you are not in a contested primary you still need to file these reports*
 - August 19, 2020
 - September 2, 2020
 - September 16, 2020
- General
 - October 14, 2020
 - October 28, 2020
 - November 12, 2020
- Post-election 6 month report
 - May 3, 2021
- Note: If you have spent under \$500 you do NOT need to file a financial report. Once you spend more than \$500 you need to file a financial report on all of the remaining dates.

See a handout from the Secretary of State's office at the end of this guide for more information on deadlines and requirements.



What you need before you start...



- Register as a candidate with the Secretary of State
 - Link: <http://cfs.sos.nh.gov/Public/CandidateRegistrationPublic>
 - Even though you have already filed as a candidate, you still need to file with the campaign finance system to be able to file financial reports
 - On this form, select "no" for voluntary spending limits and 6 month reporting.
 - Save and print documentation of registration
- You should have a campaign bank account by this point to keep your finances organized
- We recommend making an ActBlue account to accept contributions online. A step-by-step guide to creating an ActBlue account is available upon request to nhhousedems@nhdp.org.

Getting Started & Staying Organized

How do I start raising money?

Make a budget. Then write a letter to your holiday card list of friends and family members who love you and want to see you succeed. Include your ActBlue link and address where they can send checks. Follow these letters up with a phone call to ask directly for support. A detailed fundraising guide is available. Email nhhousedems@nhdp.org.

How do I keep track of contributions I receive?

You will need to list the following pieces of information on your official report for each contribution you receive:

1. Last name
2. First name
3. Address, city, state, zip
4. Amount
5. Date
6. Aggregate
7. Occupation, employer, and primary place (city/town) of business

If you're using ActBlue to accept contributions online you can see a list of your receipts by clicking "Reporting" on the left side of the screen under "Tools." Then click "Downloads" on the top of the screen next to "Disbursements." Enter the relevant date range and click the download CSV icon. This should generate an excel document that lists all of the relevant information for each contribution. ActBlue is great because it automatically asks donors for their occupation information and everything else you need for your financial report.

How do I keep track of money I spend on the campaign?

You will need to list the following pieces of information on your official report for each expenditure you make:

1. Paid to whom
2. Address, city, state, zip
3. Amount
4. Date
5. Period (primary or general)
6. Nature of expense

****NOTE: You can NOT use campaign funds for personal expenses. Your reports are public so be smart about what you spend money on. When in doubt, ask us!****

Email nhhousedems@nhdp.org for a blank excel spreadsheet that you can use to keep track of your receipts and expenditures on your computer.

Example Receipts Spreadsheet

Last Name	First Name	Address	City	State	Zip	Amount	Date	Aggregate	Occupation	Employer	Place of business
Doe	Jane	1 Abc St	Concord	NH	03301	\$450	7/2/20	\$500	Doctor	Hospital	Concord
Doe	Jane	1 Abc St	Concord	NH	03301	\$50	8/8/20	\$500	Doctor	Hospital	Concord
Smith	John	1 Bay St	Lyme	NH	03768	\$25	7/1/20	\$25	Architect	Self	Hanover

Important notes:

- **Be sure to sort all contributions alphabetically by last name when you submit it to the Secretary of State**
- You are only required to report a donor's occupation, employer, and place of business if they contribute an aggregate amount that is greater than \$100. If someone gives you less than \$100 over the course of the campaign you do *not* need to file this information for that donor. We do recommend keeping track of it anyway in case someone gives you multiple small contributions that add up to exceed \$100.

Example Expenditures Spreadsheet

Paid to Whom	Address	City	State	Zip	Amount	Date	Period	Nature of Expense
ActBlue	366 Summer St	Somerville	MA	02114	\$0.99	8/12/20	Primary	Service Fee
The Puritan	245 Hooksett Rd	Manchester	NH	03104	\$75.12	7/8/20	Primary	Food for Event
USPS	18 Loudon Rd	Concord	NH	03301	\$55	7/18/19	Primary	Stamps

Important notes:

- **Be sure to sort all expenditures alphabetically when you submit it to the Secretary of State**
- You will need to list a period for each expense. ALL expenses made before the September primary are considered to be primary expenses. It is still considered a primary expense even if you are not in a contested primary or if you are purchasing supplies for the general election. ALL expenses made after the September primary and before the election are considered to be general election expenses.
- As of Oct. 2019 (thanks to our Democratic legislature) you can use campaign funds for child care while campaigning

How to File Your Financial Report

I have all of my receipts and expenditures organized. How do I file a report?

If you've kept detailed records of all of your receipts and expenditures filing will be easy!

Keep track of the deadlines listed on the first page and be sure to get your reports in on time! See the document from the Secretary of State at the end of this guide entitled "2020 Receipts and Expenditures" for information on the cutoff date for each report.

You can file your financial report on paper or online. Due to COVID-19, we recommend online. However, since it's an official Secretary of State website, we do not have access to it and cannot help guide you through it—you will have to call the Secretary of State for help.

Filing online: Go to the online Campaign Finance System here: cfs.sos.nh.gov. Log in to your account on the right side of the screen and proceed to enter in your information. If you have questions or problems with your online filing you will need to call the Secretary of State directly at (603) 271-3242.

Filing on paper: Get a blank copy of the report by emailing us or on the Secretary of State's website here: sos.nh.gov/CampFin.aspx and look under "Reporting Forms" for "*2020 Primary Election" (or General election for all reports after the September primary). **Be sure to download the CANDIDATE form, not the Committee or PAC form.**

Fill out the cover sheet ([see sample at the end of this packet](#)) based on the information you have been keeping track of since the last filing period. On the second page you can write in the list of receipts or expenditures or you can print your spreadsheet as long as it has the most complete and accurate information. Remember to sort the list of receipts and expenditures alphabetically by last name for receipts. The paper report needs to be signed by the candidate and your fiscal agent. If you are your own fiscal agent, sign on both lines. **Deliver your report to the Secretary of State's office before they close at 4:30pm.**

If you have campaign finance or filing-specific questions contact us and/or call the Secretary of State's office directly at 271-3242.

Still have questions? Need a step by step guide to another aspect of the campaign?

Contact the NH House Caucus Team
nhhousedems@nhdp.org / (603) 225-6899

Paid for by the Committee to Elect House Democrats. Mary Jane Wallner, treasurer. Printed in house, labor donated.

2020 RECEIPTS AND EXPENDITURES

Candidates

664:7 Reporting by Candidates. Each candidate at the primary or general election for governor, executive councilor, state senator, representative to the general court, or county officer, who has expenditures exceeding \$500 shall file statements before and after an election in like manner and detail as for political committees, *except that the statement due June 17, 2020 is not required.*

Filing Dates for Primary Election – September 8, 2020

August 19, 2020 – report to summarize and itemize all receipts and expenditures through August 17.

September 2, 2020 – report to summarize any previous reports and itemize additional receipts and expenditures through August 31. In addition to this reporting requirement, the secretary of state shall be notified by the fiscal agent within 48 hours of any contribution exceeding \$500 which is received after the statement due September 2 and prior to the day of the primary election.

September 16, 2020 – report to summarize any previous reports and itemize all other receipts and expenditures through the date of the primary election (September 8, 2020).

Filing Dates for General Election – November 3, 2020

October 14, 2020– report to cover receipts and expenditures since primary election through October 12.

October 28, 2020 – report to summarize any previous report from general election and itemize additional receipts and expenditures through October 26. In addition to this reporting requirement, the secretary of state shall be notified by the fiscal agent within 48 hours of any contribution exceeding \$500 which is received after the statement due October 28 and prior to the day of the election.

November 12, 2020 – report to summarize any previous reports from general election and itemize all other receipts and expenditures through date of general election (November 3, 2020)

May 3, 2021– Any candidate who has any outstanding debt, obligation, or surplus following the election shall file reports at least once every 6 months thereafter until the obligation or indebtedness is entirely satisfied or surplus deleted, at which time a final report shall be made.

NOTE: Any candidate whose expenditures do not exceed \$500 for a reporting period need not file for that reporting period. However, once the accumulated expenditures for a candidate exceed \$500, then a statement shall be filed at the next reporting deadline, and the candidate shall continue to file at each subsequent reporting deadline.

This form was copied from the Secretary of State's website. Find it here:
sos.nh.gov/CampFin.aspx and look under "Reporting Forms" for "Reporting Dates for 2020."



**STATE OF NEW HAMPSHIRE
Statement of Receipts and Expenditures
for CANDIDATES
September 8, 2020 - State Primary Election**

Name of Candidate _____
(print name)

Address: _____
(street) (town/city/state/zip)

Party: _____ Office: _____
(print name)

Name of Fiscal Agent: _____
(print name)

SAMPLE
For reference

REPORT OF RECEIPTS AND EXPENDITURE FOR PRIMARY ELECTION

Date of Report: August 19, 2020 September 2, 2020 September 16, 2020

SUMMARY OF RECEIPTS AND EXPENDITURES	THIS PERIOD	TO DATE
RECEIPTS		
A. Total amount of receipts over \$25	\$	\$
B. Total amount of receipts unitemized (\$25 or less)	\$	\$
C. Number of Contributors		
D. Number of receipts unitemized (\$25 or less)		
E. Subtotal of non-monetary (in-kind) receipts	\$	\$
F. Subtotal of monetary receipts (A + B - E)	\$	\$
G. Total Surplus/Deficit from previous campaign (insert on the first report filed for this election cycle)	 	\$
TOTAL RECEIPTS (E + F + G)	\$	\$

EXPENDITURES		
H. Total amount of expenditures (excluding Ind. Exp. \$500 or more)	\$	\$
I. Total amount of Independent Expenditures \$500 or more		
J. Number of Independent Expenditures \$500 or more		
TOTAL EXPENDITURES (H + I)	\$	\$
PENDING EXPENDITURES - Promise of Payment	\$	\$
BALANCE (Total Receipts minus Total Expenditures)	 	\$

Signature of Candidate

Signature of Fiscal Agent

*Secretary of State's Office, 107 North Main Street, State House, Room 204, Concord, NH 03301
Phone: 603-271-3242 -- Fax: 603-271-6316 -- <http://sos.nh.gov>*

**GET A BLANK COPY OF THIS FORM BY EMAILING NHHOUSEDEMS@NHDP.ORG OR
FOLLOW THE INSTURCTIONS ON PAGE 4 TO FIND IT ONLINE.**

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Candidate or Committee Name: _____

ITEMIZED RECEIPTS

Reporting period ending _____ 20__

Full Name of Contributor (Alphabetical Order)	Post Office Address	Amount	Date	Aggregate*	If contribution or aggregate contribution is over \$100 list the following for the contributor: Occupation Job Title Name of Employer City/town of Principal Place of Business
		of Contribution	Received	Contributions to Date	

SAMPLE

Total of receipts unitemized (**\$25 or under**) in this report \$ _____

ITEMIZED EXPENDITURES

***Indicate to which election expenditure applies

Paid to Whom	Post Office Address	Amount of Expense	Date Expended	***Pre-Primary/Primary/General			Nature of Expenditure
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For reference

*List occupation, job title, name of employer and city or town of principal place of business if total exceeds \$100 for primary or general election. RSA 664:6, I.

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