

MADISON COUNTY BOARD OF ELECTIONS 2016 PRIMARY ELECTIONS FILING PACKET CHECKLIST

Forms and Documents: *Filed at Madison County Board of Elections*

Voter Profile	Provided: _____
Notice of Candidacy	Provided: _____ Returned: _____
Filing Fee	Completed: _____
Nickname Affidavit (if applicable)	Completed: _____
Statement of Organization (CRO-2100A)	Provided: _____ Returned: _____
Certification of Treasurer (CRO-3100)	Provided: _____ Returned: _____
Certification of Financial Acct Number (CRO-3500)	Provided: _____ Returned: _____
Candidate Designation of Committee Funds (CRO-3900)	Provided: _____ Returned: _____
Signage Laws & Ordinances	Provided: _____
Campaign Finance Manual	Provided: _____
Campaign Finance Training Schedule	Provided: _____
Campaign Finance Reporting Schedule	Provided: _____

Candidates Over \$1,000 Threshold:

- Organization Report
- Report includes Disclosure Report Cover (CRO-1000)
- Report includes Detailed Summary (CRO-1100)
- If applicable, report includes disclosure of contributions (CRO 1200 series)
- If applicable, report includes disclosure of expenditures (CRO 1300 series)
- If applicable, loan forms (CRO 1400 series)
- If applicable, in-kind contributions forms (CRO-1510)
- If applicable, debts and obligations forms (CRO 1600 series)

Candidate Under \$1000 Threshold: (only allowed for county and municipal contests)

Certification of Threshold (CRO-3600) Provided: _____ Returned: _____

Important Campaign Finance Guidelines

(This does not include all guidelines. Please read 2016 Campaign Finance Manual)

- Every candidate must have an open, active campaign committee, even if they only intend to spend their personal or do not intend to accept any contributions or make any expenditure other than their filing fee. The filing fee is a campaigning expenditure.
- It is important to file organizational reports and forms within 10 days of either filing for office or making a public announcement of their candidacy or accepting contributions/making expenditures in support of their candidacy, whichever occurs first. It is equally important to file all quarterly reports timely. You will receive notices of when they are due. Late and/or delinquent reports received after the due date must be reported to the State Board of Elections and are subject to penalties.
- Every treasurer must receive treasurer training within 3 months of appointment and once every 4 years thereafter.
- Treasurer training is conducted by the State Board of Elections in person or on-line.
- A separate bank account is required solely for use by the committee.
- All media expenses must be made by a verifiable form of payment.
- All expenditures for non-media expenses (except postage) more than \$50.00 must be made by a verifiable form of payment.
- You must know the name, complete mailing address, phone number, job title or profession and employer's name or specific field of each person who makes a contribution of **any amount** to your campaign.
- Contributions from a business entity to a candidate are prohibited.
- NO anonymous contributions. (NO PASS THE HAT)
- NO CASH contributions over \$50.00 (includes cash given to the campaign by the candidate).
- NO joint contributions (check name on check/from only 1 person listed on check).
- NO contributions in the name of another.
- The maximum contribution an individual or political committee may give is \$5,100 to a candidate per election.
- Only the candidate or candidate's spouse may give in excess of \$5,100.
- **All prohibited contributions (total amount) must be turned over to the State Board of Elections for deposit into the NC Civil Penalty and Forfeiture Fund.**
- Best practice is to make a copy of the method of payment of each contribution.
- If filing over the threshold, a candidate is required to file an organization report within 10 days of filing a notice of candidacy and paying filing fee or the organization of a political committee, (accepting first contribution or making first expenditure) whichever occurs first.
- A candidate campaign committee may use contributions only for the following purposes:
 - Expenditures resulting from the campaign for public office
 - Expenditures resulting from holding public office
 - Contributions to certain organizations
 - Contributions to a nation, state, district or county committee of a political party
 - Contributions to another candidate
 - To return all or a portion of the a contribution to the contributor
 - Payment of any penalties against the candidate or candidate's committee for violation of campaign reporting laws
 - Payment to the Escheat Fund

I _____, have received copies or originals of the documents listed above. I understand that if any original forms listed above are not completed today, they must be completed and returned to the Madison County Board of Elections within 10 days of today, that date being: _____. I have read the campaign guidelines listed above. I have received a copy of the 2016 Primary Elections Campaign Finance Manual. I understand that if I have filed over the \$1,000 threshold amount an organizational report is due and that late reports are subject to penalty.

Print Name of Candidate or Treasurer: _____

Signature of Candidate or Treasurer: _____

Signature of Election Official: _____

Date: _____