



BOARD OF ELECTIONS

To: New Candidate Committees

RE: Organizing a Candidate Campaign Committee

Now that you have filed for office in Craven County there are many laws, rules, regulations, and policies that you need to be aware of and need to follow.

1. The first thing to do is **OPEN A COMMITTEE**. All candidates/PACs have to have a campaign committee on file with the BOE. Candidates filing for legislative seats must file all campaign finance reports with the State Board of Elections. **Filing for office is not the same as setting up your campaign committee.**

Organizational Report Forms (enclosed) have to be completed **within 10 days if any** of these have happened.

- **A person has announced publicly they are running for an office (even if a write-in campaign)**
 - **Any money has been accepted or spent in support of a candidacy.**
 - **Opened a Bank Account for your campaign.**
 - **Filed for Candidacy at the Board of Elections office**
2. Read all the information provided in the packet.
 3. Visit the Board of Elections website located at www.cravenvote.com.
 4. Visit the NC State Board of Elections website located at www.ncsbe.gov in the Campaign Finance section.

ALL COMMITTEES: The required Organizational Report Forms are:

- Statement of Organization (CRO-2100A)
- Certification of Financial Account Information (CRO-3500)
- Certification of Threshold (CRO-3600)
- Candidate Designation of Committee Funds (CRO-3900)

COMMITTEES OVER \$1,000 THRESHOLD: If a candidate committee elects to go over the \$1,000 threshold, the following forms will be required as well for the first 10 days of organizing the campaign:

- Disclosure Report Cover (CRO-1000)
- Detailed Summary (CRO-1100)
 - If no money (including personal funds) has not been received or spent when the committee is set-up and when the Organizational Report is registered, a zero ("0") should be entered on lines 12 and 19 of the Detailed Summary. (Note that all new committees begin with a zero ("0") balance on line 4).
 - If money (including personal funds) has been received or spent, the candidate and treasurer should review the Detailed Summary, which describes transactions, to determine what other forms are needed. Each form required to disclose a given transaction is listed on the same line as the transaction description. **Please note that all funds deposited into the campaign finance account are considered contributions and all funds spent are considered disbursements.**
- Additional forms may be required.
 - ✓ For example, Contributions from Political Party Committees require a CRO-1230. Each person's contribution must be separately documented on either a CRO-1205 (Aggregated Contributions from Individuals) for contributions \$50 or less or a CRO-1210 (Contributions from Individuals) for contributions that are more than \$50. If expenditures are made from the newly opened bank account (such as for checks), a disbursements form (CRO-1310-Operating Expenditures) is required. If expenditures for the committee are made with personal funds, then instead of a CRO-1310 one would record such a transaction on both a contributions form (CRO-1205 or CRO-1210) and a CRO-1510 ("in kind" contributions). For loans, see forms CRO-1410 and CRO-6100.

COMMITTEES OVER \$10,000: Other candidates who have a cumulative total of more than \$10,000 in contributions, in expenditures, or in loans are required to file electronically. The Campaign Finance Remote Software can be downloaded from the State Board website at <http://www.ncsbe.gov/Campaign-Finance/reporting-software>.

Please note that some financial institutions will not set up an account for a campaign committee until the committee is registered with the Board of Elections Office. As soon as a bank account is set up, contact the Board of Elections and update your Certification of Financial Account Information (CRO-3500).

There is **mandatory training for the treasurer** of the committee within three months of organizing the campaign committee. Note: the treasurer cannot be a spouse of the candidate and they must be a NC resident. The Candidate may be the treasurer. See enclosed training schedule.

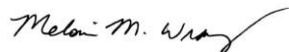
After the Organizational Report has been filed, additional reports may be required. If the committee is Over \$1,000 Threshold the enclosed reporting schedule should be followed.

Please read all the materials provided in this packet and if needed, please check with the Board of Elections for additional information.

Your local Board of Elections office is here to assist you and to make running for office as smooth as possible. Please contact us at 252-636-6610 and visit our webpage www.cravenvote.com for valuable information to help you in your candidacy endeavors. You may also visit the NC State Board of Elections website located at www.ncsbe.gov in the Campaign Finance section.

Please do not hesitate to contact us if you have any questions.

Sincerely,



Meloni M. Wray, Director of Elections

Enclosures