



State of Wisconsin
Ethics Commission

WISCONSIN CAMPAIGN FINANCE REPORTING

APRIL 2020

WHO - WHAT

Links to information on deadlines, limits, manuals

- <https://ethics.wi.gov/Pages/CampaignFinance/Candidates.aspx>

Who must file finance reports?

- Any candidate not claiming [exemption](#)

Types of campaign finance reports

- Regular committee reports (CF-2)
- Reports of late contributions (72-hour reports) (CF-3)
- No-activity reports (CF-2A)



WHEN - WHERE

Which reports am I required to file?

- January & July Continuing Reports
- Pre-Primary Report
- September Report
- Pre-Election

[WIS. STAT. §§ 11.0204\(4\)](#), [11.0204\(5\)](#), [11.0204\(6\)](#)

Where and when do I file reports?

- All reports are filed online in CFIS (cfis.wi.gov)
- [Filing Calendar](#) for State Committees

Continuing compliance

- Committees must continue to file reports after the date of their election regardless of whether they win. [WIS. STAT. § 11.0207](#)
- Certain committees may request an exemption from filing reports. [WIS. STAT. § 11.0104](#)
- Committees may also request termination after the date of their election. [Wis. Stat. § 11.0105](#)



LOGGING INTO CFIS (CFIS.WI.GOV)

 Welcome to Wisconsin Campaign Finance Information System

Register a Committee
Register a Conduit
Report Independent Expenditures
View Filed Reports
View Receipts
View Expenses
View Registrants
View Conduit Contributions
FAQs
General Information

News
[Impact of Emergency](#)
[Independent Expendit....](#)
[Settlement Offer Sch....](#)

Campaign Finance Information
Chapter 11 State Statutes
Campaign Finance Overview
CFIS Manuals
Committee Manuals
Standard Settlement Schedule
How to File a Complaint

Registrant Login
Committee ID/Username:

Password:

LOGIN
[Forgot password?](#)

Campaign Finance Information System 

Wisconsin Ethics Commission | [Contact Us](#) | [Need Help? Review the User's Guide and FAQ](#)

CFIS 2.7.80



CFIS OVERVIEW

Enter individual transactions

Upload transactions

View and edit transactions, file report

View or amend registration

Wisconsin Campaign Finance Information System

MENU REMINDERS LOGOUT HELP

Test Candidate Committee (0105410)

Step 1: Enter Transactions

- New Contribution or Receipt
- New Expense or Obligation
- New Commercial Loan
- Return a Contribution
- New Payment of Outstanding Loan
- New Payment of Outstanding Obligation
- Enter Conduit Transmittal Code
- Upload Transactions from Spreadsheet

Step 2: File Your Report

- File Report/Edit Pending Transactions
- Make a Change to a Filed Report
- Amend a Filed Report

Administrative

- View/Edit Registration Information
- View Filed Reports
- Maintain Users
- Change Password

Reminders

Message from Wisconsin Ethics Commission::

[Settlement Offer Schedule for Campaign Finance Vid](#)

Upcoming Filing Period	Due Dates
Spring Pre-Election 2020	03/30/2020
July Continuing 2020	07/15/2020

Default Filing Period

None

Wisconsin Ethics Commission | [Contact Us](#) | [Need Help? Review the User's Guide and FAQ](#)

Select default filing period

Change password



ENTERING TRANSACTIONS - RECEIPTS

Contributions require: date received, complete name and address of contributor, and amount of contribution for all contributions. Additional information:

- Occupation of all individuals giving over \$200 in a calendar year; and
- Anonymous donations (donor not known) limited to \$10 or less per donor

WIS. STAT. §§ [11.0204\(1\)](#), [11.1108](#)

Loans are contributions and are subject to contribution limits.

In-kind contributions are reported as both a receipt (who) and expense (what) to prevent a cash balance discrepancy.

Enter Receipts

Test Candidate Committee (0105410)

Filing Period Name*	July Continuing 2020	Contribution Type*	Monetary
Contributor Type*	Individual		
Contributor Details			
Last Name*	<input type="text"/>	First Name*	<input type="text"/>
		Middle Name	<input type="text"/>
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State	Wisconsin
		Zip	<input type="text"/> - <input type="text"/>
Occupation Details			
Occupation Title	<input type="text"/>		
Employment Details [Note: "Employer information no longer required after 1/1/16"]			
Employer Name	<input type="text"/>		
Address Line 1	<input type="text"/>	Address Line 2	<input type="text"/>
City	<input type="text"/>	State	Wisconsin
		Zip	<input type="text"/> - <input type="text"/>
Contribution Details			
Contribution Date*	<input type="text"/>	Amount*	<input type="text"/>
Contribution Limit	\$20,000.00	YTD Aggregate Amount	\$0.00
		Campaign Aggregate Amount	\$0.00
Comments	<input type="text"/>		

SUBMIT

CLEAR

CANCEL



ENTERING TRANSACTIONS – EXPENSES AND OBLIGATIONS

Information required for all disbursements over \$20:

- Date disbursement was made;
- Name and address of the person to whom the disbursement was made; and
- Purpose of the disbursement

Small amounts of \$20 or less may be reported as Unitemized (disbursements only).

Wis. STAT. § [11.0204\(1\)\(a\)8](#)

Enter Expenses and Incurred Obligations

Test Candidate Committee (0105410)

Filing Period Name* July Continuing 2020 Payee Type* Business

Payee Details

Business Name*
Address Line 1 Address Line 2
City State Wisconsin Zip -

Expense Details

Expense Date* Expense Purpose*
Expense Category* Monetary

Vendor Details (If Payee is not the Vendor)

Vendor Name Address Line 1 Address Line 2
City State Wisconsin Zip -

Expense Amount*

ADD CANCEL

[Add New Expense for same Payee *](#)

Expense Date	Expense Purpose	Vendor	Amount	Edit	Delete
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SUBMIT CLEAR CANCEL



ENTERING TRANSACTIONS – LOAN PAYMENTS

Loan Payments Search

Test Candidate Committee (0105410)

1. Select Lender and Loan Type

2. Enter Lender Name

3. Click Search

4. Select the loan

Filing Period Name (Loan Origination) Lender Type* Individual Loan Type* Personal Loan Lender Name* (Last Name, First Name Middle Name) Smith

Outstanding Balance > \$0

SEARCH CLEAR CANCEL

Lender Name	Address	Loan Date	Outstanding Balance	Select
Smith, John	101 E Wilson Street, Madison, WI 53703	12/01/2019	\$150.00	

1. Select Lender and Loan Type
2. Enter Lender Name
3. Click Search
4. Select the loan

5. Select the filing period in which the loan payment occurred
6. Enter the payment date
7. Enter the amount that was paid in interest, paid to principal, or forgiven
8. Click submit

Enter Loan Payments

Test Candidate Committee (0105410)

5. Select the filing period in which the loan payment occurred

Filing Period Name (Loan Payments) July Continuing 2020 Lender Type* Individual Loan Type Personal Loan Lender Name* Smith, John

Lender Details

Last Name* Smith First Name* John Middle Name

Address Line 1 101 E Wilson Street Address Line 2

City Madison State Wisconsin Zip 53703

Transaction Details

	Loan Date	Principal Amount	Outstanding Amount	Payment Date	Interest Paid	Forgiven Amount	Payment to Principal
>	12/01/2019	\$150.00	\$150.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Enter the payment date

7. Enter the amount that was paid in interest, paid to principal, or forgiven

8. Click submit

SUBMIT CANCEL



ENTERING TRANSACTIONS – INCURRED OBLIGATION PAYMENTS

Incurred Obligations Paid Search

Test Candidate Committee (0105410)

Filing Period Name (Incurred Obligation Origination)

Payee Name* ABC Outstanding Balance >\$0

Payee Name	Address	Vendor Name	Expense Date	Outstanding Balance	Select
ABC Printing Business	123 Main Street, Madison, WI 53703		11/20/2019	\$1500.00	<input type="button" value="Select"/>

1. Enter Payee Name
2. Click Search
3. Select the obligation
4. Select the filing period in which the payment occurred
5. Enter the payment date
6. Enter the amount that was paid in interest, paid to principal, or forgiven
7. Click submit

Enter Incurred Obligations Paid

Test Candidate Committee (0105410)

Filing Period Name (Incurred Obligations Paid) July Continuing 2020

Payee Name* ABC Printing Business

Expense Date	Expense Purpose	Expense Category	Vendor Name	Original Amount	Balance Amount	Payment Date	Forgiven Amount	Comments(Forgiven)	Payment Amount
> 11/20/2019	Printing - Brochures	Incurred Obligation		\$1500.00	\$1500.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



ENTERING TRANSACTIONS - UPLOADING

Step 1: Enter Transactions

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- Return a Contribution
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- New Payment of Outstanding Obligation
- Enter Conduit Transmittal Code
- Upload Transactions from Spreadsheet**

Step 2: File Your Report

- File Report/Edit Pending Transactions
- Make a Change to a Filed Report
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Upload Transactions

Test Candidate Committee (0105410)

Download Templates

Excel 2003 and below: [Receipts](#) [Expenses](#)

Excel 2007 and above: [Receipts](#) [Expenses](#)

Upload File

Filing Period Name: July Continuing 2020 Transaction Type*: Select a File:

Please Note: Completing an upload on this screen does not file your report.
After you have uploaded your transactions, advance to the **File Report/Edit Pending Transactions** screen to make any changes to your transactions and file your report.

Upload Status

Currently processing jobs:

Job #	Uploaded Date	File Name	Number of Rows	Status
Job #: 52587	10/23/2019	0105410_July_Continuing_2019_Exp_10232019114909AM.xlsx	29	Processed-No Errors
Job #: 52586	10/23/2019	0105410_July_Continuing_2019_Cont_10232019114552AM.xlsx	62	Processed-No Errors
Job #: 52585	10/23/2019	0105410_January_Continuing_2019_Cont_10232019114227AM.xlsx	62	Processed-Errors
Job #: 52584	10/23/2019	0105410_January_Continuing_2020_Cont_10232019113412AM.xlsx	62	Processed-Errors
Job #: 52583				



FILING THE REPORT – REVIEWING TRANSACTIONS

Step 1: Enter Transactions

- New Contribution or Receipt
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- New Payment of Outstanding Loan
- New Payment of Outstanding Obligation
- Enter Conduit Transmittal Code
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Step 2: File Your Report

- File Report/Edit Pending Transactions**
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File Report/Edit Pending Transactions

Test Candidate Committee (0105410)

Filing Period Name: July Continuing 2020

Transaction Type: [Dropdown]

Transaction Date Range: [Start Date] To [End Date]

Transaction Category: [Dropdown]

Amount Range: [Start Amount] - [End Amount]

Filing Year: [Dropdown]

Contributor/Payee Name: [Text Field]

Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH **CANCEL** **CLEAR**

NEW RECEIPT **NEW EXPENSE**



FILING THE REPORT – REVIEW TRANSACTIONS

1. Review all transactions. You can edit individual transactions by clicking the pencil icon in the Edit column
2. Check the Compliance column. You can click on red flags to see why a transaction is flagged
3. Click Preview Finance Report OR File All to State

File Report/Edit Pending Transactions Test Candidate Committee (0105410) ?

Filing Period Name: Filing Year:

Transaction Type: Transaction Category: Contributor/Payee Name:

Transaction Date Range: To: Amount Range:

Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH **CANCEL** **CLEAR**

To group by column, drag and drop column here

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	72 Hr. Reports	Edit
03/01/2020	Jackson, Curtis	CON	Monetary	\$0.50	1429 E Johnson Street		Madison	Wisconsin	53703		<input type="checkbox"/>	
03/19/2020	Sixth Fourth Bank	EXP	Monetary	\$10.17	6 4th Street		Madison	Wisconsin	53703		<input type="checkbox"/>	
01/25/2020	Smith, Jane	CON	Monetary	\$100.00	212 E Washington Ave		Madison	Wisconsin	53703		<input type="checkbox"/>	
01/15/2020	Jones, Kimberly D	CON	Monetary	\$175.00	321 County Road B		Milwaukee	Wisconsin	53202		<input type="checkbox"/>	
02/28/2020	McCormick, Malcolm	CON	Monetary	\$1000.00	2005 Beechwood Blvd		Pittsburgh	Pennsylvania	15217		<input type="checkbox"/>	
03/15/2020	Smith, John	CON	Monetary	\$50.00	212 E Washington Ave		Madison	Wisconsin	53703		<input type="checkbox"/>	
03/16/2020	Graham, Aubrey	CON	Monetary	\$416.00	6 Main Street		Little Canada	Minnesota	55109		<input type="checkbox"/>	
02/03/2020	ABC Printing Business	EXP	Incurred Obligation Paid	\$1200.00	123 Main Street		Madison	Wisconsin	53703		<input type="checkbox"/>	
01/02/2020	Smith, John	EXP	Loan Payment	\$50.00	101 E Wilson Street		Madison	Wisconsin	53703		<input type="checkbox"/>	
01/02/2020	Smith, John	CON	Loan Forgiven	\$100.00	101 E Wilson Street		Madison	Wisconsin	53703		<input type="checkbox"/>	

Change page: 1 | Displaying page 1 of 1, items 1 to 10 of 10



FILING THE REPORT - PREVIEW

File Report/Edit Pending Transactions

Test Candidate Committee (0105410)

LAST REPORT FILED

Filing Period Name :	January Continuing 2020	End Date :	12/31/2019	Ending Balance :	150.00
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2 SUBMIT CANCEL CLEAR

Cash Balances: Verify the reported cash balances are correct - make corrections here if needed.

Filing Period Name *	Start Date *	Beginning Balance *
July Continuing 2020	1/1/2020	150.00

1 **1**

:: Preview Finance Report ::

Print the following Reports

CF-2	VIEW / PRINT
------	--------------

3

4 FILE ALL TO STATE BACK

1. Enter Start Date and Beginning Balance
2. Click Submit
3. Click View/Print
4. Click File All to State



FILING THE REPORT - AUTHORIZATION

1. Enter Start Date
2. Enter Beginning and Ending Balances
3. Fill in authorization section*
4. Click Submit

File Report/Edit Pending Transactions Test Candidate Committee (0105410) ?

Comments:

Attachment:

AUTHORIZATION

Committee ID* 3

0105410's Password*

Committee PIN*

Individual submitting this document:

I am the individual listed above and by clicking the submit button, I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

4

LAST REPORT FILED

Filing Period Name : **End Date :** **Ending Balance :**

Cash Balances: Verify the reported cash balances are correct & make corrections here if needed.

Filing Period Name * **Start Date *** 1 **Beginning Balance*** **Ending Balance *** 2

*PIN is listed on the committee's registration statement



72-HOUR REPORTING

Candidates for state offices must report contributions of \$1,000 or more received in the 14-day period before a primary or election within 72 hours of receipt. A report of late contributions is required for:

- Any contribution of \$1,000 or more; and
- Multiple contributions from a single contributor totaling \$1,000 or more

Contributions from the candidate to his or her own committee are included in this reporting requirement.

[Wis. STAT. § 11.0204\(7\)](#)



FILING A 72-HOUR REPORT

1. Go to File Report/Edit Pending Transactions
2. Select Filing Period and click Search
3. Select the transaction(s)
4. Click File 72Hr. Report

Step 1: Enter Transactions

- New Contribution or Receipt
- New Expense or Obligation
- New Commercial Loan
- Return a Contribution
- New Payment of Outstanding Loan
- New Payment of Outstanding Obligation
- Enter Conduit Transmittal Code
- Upload Transactions from Spreadsheet

Step 2: File Your Report

- File Report/Edit Pending Transactions**
- Make a Change to a Filed Report
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File Report/Edit Pending Transactions

Test Candidate Committee (0105410)

Filing Period Name: July Continuing 2020

Transaction Type: [Dropdown]

Transaction Category: [Dropdown]

Filing Year: [Dropdown]

Contributor/Payee Name: [Text Box]

Transaction Date Range: [From] [To]

Amount Range: [From] [To]

Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH **CANCEL** **CLEAR**

To group by column, drag and drop column here

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	<input type="checkbox"/> 72 Hr. Reports	Edit	
03/01/2020	Jackson, Curtis	CON	Monetary	\$0.50	1429 E Johnson Street		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
03/19/2020	Sixth Fourth Bank	EXP	Monetary	\$10.17	6 4th Street		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
01/25/2020	Smith, Jane	CON	Monetary	\$100.00	212 E Washington Ave		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
01/15/2020	Jones, Kimberly D	CON	Monetary	\$175.00	321 County Road B		Milwaukee	Wisconsin	53202		<input type="checkbox"/>		<input type="checkbox"/>
02/28/2020	McCormick, Malcolm	CON	Monetary	\$1000.00	2005 Beechwood Blvd		Pittsburgh	Pennsylvania	15217		<input checked="" type="checkbox"/>		<input type="checkbox"/>
03/15/2020	Smith, John	CON	Monetary	\$50.00	212 E Washington Ave		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
03/16/2020	Graham, Aubrey	CON	Monetary	\$416.00	6 Main Street		Little Canada	Minnesota	55109		<input type="checkbox"/>		<input type="checkbox"/>
02/03/2020	ABC Printing Business	EXP	Incurred Obligation Paid	\$1200.00	123 Main Street		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
01/02/2020	Smith, John	EXP	Loan Payment	\$50.00	101 E Wilson Street		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>
01/02/2020	Smith, John	CON	Loan Forgiven	\$100.00	101 E Wilson Street		Madison	Wisconsin	53703		<input type="checkbox"/>		<input type="checkbox"/>

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NEW RECEIPT **NEW EXPENSE** **PREVIEW FINANCE REPORT** **DELETE ALL** **FILE 72Hr. REPORT** **FILE 72Hr. - ALL** **FILE NO ACTIVITY**

REQUEST FOR TERMINATION **FILE ALL TO STATE** **FILE SELECTED TO STATE** **DELETE**

XLS PDF CSV



FILING A NO-ACTIVITY REPORT

If a candidate receives no contributions, makes no disbursements and incurs no obligations during a reporting period, the registrant may file a "No Activity Report"

1. Go to File Report/Edit Pending Transactions
2. Enter Filing Period Name and click Search
3. Click File No Activity at the bottom of the page

Step 1: Enter Transactions

- New Contribution or Receipt
- New Expense or Obligation
- New Commercial Loan
- Return a Contribution
- New Payment of Outstanding Loan
- New Payment of Outstanding Obligation
- Enter Conduit Transmittal Code
- Upload Transactions from Spreadsheet

Step 2: File Your Report

- File Report/Edit Pending Transactions**
- Make a Change to a Filed Report
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File Report/Edit Pending Transactions Test Candidate Committee (0105410)

Filing Period Name: Filing Year:

Transaction Type: Transaction Category: Contributor/Payee Name:

Transaction Date Range: To:

Amount Range: Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH **CANCEL** **CLEAR**

To group by column, drag and drop column here

Transaction Date	Contributor/Payee Name	Transaction Type	Transaction Category	Amount	Address Line1	Address Line2	City	State	Zip	Compliance	<input type="checkbox"/> 72 Hr. Reports	Edit	<input type="checkbox"/>
No records to display.													

NEW RECEIPT **NEW EXPENSE** **FILE NO ACTIVITY** **REQUEST FOR TERMINATION**



TIPS FOR COMPLETING AN ACCURATE REPORT

- All in-kind contributions received require an in-kind expense for the same amount;
- Beginning cash should almost always be the same as the ending cash of the previous report (\$0 for first report filed);
- Ending cash should agree with the reconciled bank balance as of the closing date of the report;
- There should be no gaps between reports and no overlap – contributions and expenses are only reported on one report; and
- Check for duplicate transactions before filing the report



WHERE TO GET MORE INFORMATION

State candidate resources:

- [State Candidate Committee Overview Manual](#) (2019)
- [Candidate Committee Overview Page](#)
- [CFIS Manuals and Frequently Asked Questions](#)
- Wisconsin Ethics Commission website (<https://ethics.wi.gov>)



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