

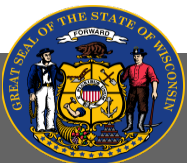
State of Wisconsin
Ethics Commission

WISCONSIN CAMPAIGN FINANCE REPORTING

JULY 2020

ETHICS COMMISSIONERS

| Name | Title | Appointed By | Term Expires |
|---------------------|--------------|--------------------------|---------------------|
| Paul Connell | Commissioner | Senate Majority Leader | 5/1/2024 |
| Mac Davis | Commissioner | Governor | 5/1/2021 |
| David Halbrooks | Chair | Assembly Minority Leader | 5/1/2021 |
| Scot Ross | Commissioner | Senate Minority Leader | 5/1/2024 |
| Pat Strachota | Vice-Chair | Assembly Speaker | 5/1/2021 |
| Timothy Van Akkeren | Commissioner | Governor | 5/1/2024 |



WE'RE HERE TO HELP!

ETHICS COMMISSION STAFF

Administrator

Daniel Carlton, Jr.

Staff Counsel

David Buerger

Office Manager

Julie Nischik

Program Staff

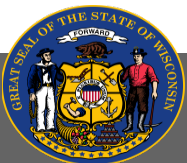
Richard Bohringer

Harry Broderick

Colette Greve

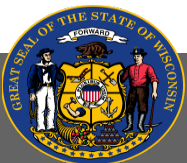
Adam Harvell

Caroline Russell



TODAY'S WEBINAR TOPICS

- BACKGROUND INFORMATION AND IMPORTANT DEFINITIONS
- LOGGING INTO CFIS AND GETTING STARTED
- ENTERING TRANSACTIONS
- FILING AND AMENDING REPORTS
- TIPS AND NOTES ON FILING
- TERMINATION OF COMMITTEE REGISTRATION





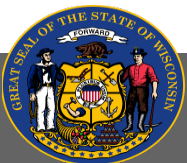
BASIC INFORMATION ON FILING

WHO - WHAT

- *Who* must file finance reports?
 - Any committee not claiming [exemption](#).
- *What* do they have to file?
 - Regular committee reports (CF-2), or conduit (CF-10);
 - Reports of independent expenditures (72-hour reports) (CF-7); and
 - No-activity reports (CF-2A), or conduit (CF-10A).

Links to information on deadlines, contribution limits, committee manual:

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

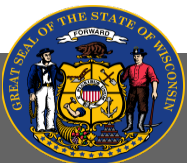


WHEN - WHERE

- *When* do I have to file reports?
 - January & July Continuing Reports
 - Pre-Primary Report
 - September Report
 - Pre-Election Report
 - Due dates depend on the report. Please see the updated [filing calendar](#) for specific due dates.
- *Where* do I file reports?
 - All reports are filed online in CFIS (cfis.wi.gov).

Committees must continue to file reports after the date of the election they participated in. Certain committees may request an exemption from filing reports, or request termination.

WIS. STAT. §§ [11.0102](#), [11.1103](#).

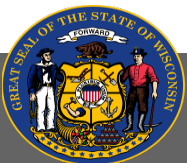




POLLING QUESTION 1

Which of these items are **not** considered contributions?

- a. Check of \$500 from Joe Smith;
- b. The time spent by volunteers that participated in the committee's get out the vote day, knocking on doors and passing out literature;
- c. Food and beverages purchased by the chair and treasurer of the PAC for an event the PAC held; or
- d. The pamphlets that a member of the committee, who owns a printing business, printed for your committee free of charge.





POLLING QUESTION 1

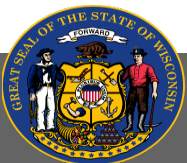
Which of these items are **not** considered contributions?

Answer:

- b. The time spent by volunteers that participated in the committee's get out the vote day, knocking on doors and passing out campaign literature.

If an individual is not specifically compensated for services they provide to a committee, those services are not considered a contribution.

[WIS. STAT. § 11.0101\(8\)\(b\)1.](#)





LOGGING INTO CFIS AND GETTING STARTED

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:

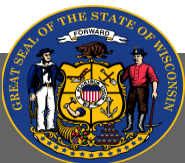
Password:

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 |

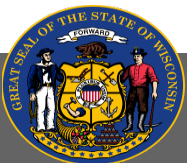
Default Filing Period

None

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

Select default filing period

Change password





ENTERING TRANSACTIONS

WHAT IS A CONTRIBUTION?

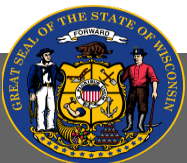
Contribution

- Gifts, loans, or transfers of money to a committee;
- Transfer of funds between registered committees;
- Tangible personal property or services transferred to the committee; and
- A ticket purchase for a fundraising event, or a sale of merchandise.

[Wis. STATS. § 11.0101\(8\)\(a\), \(b\)](#)

Not a Contribution

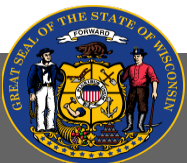
- Volunteer services;
- Costs of preparing and transmitting personal correspondences;
- Interest earned on an account OR rebates or awards from a debit or credit card;
- Loan from a commercial institution made in the regular course of business;
- New stories, commentaries, editorials, etc.;
- Reuse of materials from a previous campaign if materials were previously reported; or
- Cost of invitations, food, and beverages *only if* event is held in a private residence on behalf of a candidate committee.



IN-KIND CONTRIBUTIONS

- In-kind contributions are goods, services, or property offered to the candidate's committee free of charge or at less than usual cost, or payment to a third party to purchase goods, services, or property on behalf of the candidate.
- When reporting in-kind contributions, use the fair market value of the good, service, or property.
- In-kind contributions must be itemized when they are reported and are added to contribution amounts received in monetary form (cash, check, or credit/debit) for the purpose of calculating contribution limits.
 - Example: Jane Smith provides your committee with \$50 in donated goods and a check for \$200, her total contribution for the purpose of determining compliance with contribution limits is \$250.

WIS. STATS. § [11.0101\(8\)\(a\)2](#), [11.1109](#)



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. § [11.1108](#).

- 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* | | First Name* | | Middle Name | |
| Address Line 1 | | Address Line 2 | | | |
| City | | State | Wisconsin | Zip | |

Occupation Details

| | |
|------------------|--|
| Occupation Title | |
|------------------|--|

Employment Details [Note: "Employer information no longer required after 1/1/16"]

| | | | | |
|----------------|--|----------------|-----------|--|
| Employer Name | | | | |
| Address Line 1 | | Address Line 2 | | |
| City | | State | Wisconsin | |
| | | | Zip | |

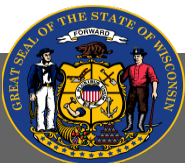
Contribution Details

| | | | |
|--------------------|-------------|---------------------------|--------|
| Contribution Date* | | Amount* | |
| Contribution Limit | \$20,000.00 | YTD Aggregate Amount | \$0.00 |
| | | Campaign Aggregate Amount | \$0.00 |
| Comments | | | |

SUBMIT

CLEAR

CANCEL



WHAT IS A DISBURSEMENT?

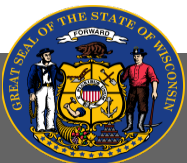
Disbursement

- An expenditure by the committee from the committee's depository account;
- A transfer of tangible personal property or services by the committee;
- Transfer of funds to another committee; and
- Purchasing a ticket for an event for another committee, regardless of whether the ticket is used to attend the event.

Not a Disbursement

- A nominal fee paid for a communication to the general public;
- News stories, commentary, editorials...unless a committee owns the medium in which the news story, commentary, or editorial appears; or
- A communication or Internet activity by an individual acting in his or her own behalf, or acting in behalf of another person if the individual is not compensated specifically for those services...

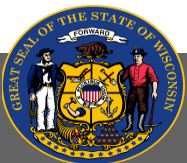
[WIS. STATS. § 11.0101\(10\)\(a\), \(b\)](#)



OBLIGATIONS

- An obligation is an express agreement by the candidate committee to make a disbursement. This includes the following:
 - A loan or loan guarantee;
 - A promise to purchase, rent, or lease tangible personal property; or
 - A promise to pay for a service that has been or will be performed.
- Example of an obligation:
 - Your candidate committee needs pamphlets printed for canvassing. You go to your local printer and provide them with the template to be printed and are expected to pay when you pick up your printed pamphlets. This is an obligation that you have incurred.

[WIS. STAT. § 11.0101\(23\)](#)



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).

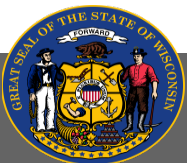
Enter Expenses and Incurred Obligations

Test Candidate Committee (0105410)

| | | | |
|--|----------------------|----------------------|----------------------|
| Filing Period Name* | July Continuing 2020 | Payee Type* | Business |
| Payee Details | | | |
| Business Name* | <input type="text"/> | Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> | City | <input type="text"/> |
| Address Line 2 | <input type="text"/> | State | Wisconsin |
| City | <input type="text"/> | State | Wisconsin |
| Zip | <input type="text"/> | Zip | <input type="text"/> |
| Expense Details | | | |
| Expense Date* | <input type="text"/> | Expense Purpose* | <input type="text"/> |
| Expense Category* | Monetary | | |
| Vendor Details(If Payee is not the Vendor) | | | |
| Vendor Name | <input type="text"/> | Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> | City | <input type="text"/> |
| Address Line 2 | <input type="text"/> | State | Wisconsin |
| City | <input type="text"/> | State | Wisconsin |
| Zip | <input type="text"/> | Zip | <input type="text"/> |
| Expense Amount* | <input type="text"/> | <input type="text"/> | |
| <input type="button" value="ADD"/> <input type="button" value="CANCEL"/> | | | |

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

| Expense Date | Expense Purpose | Vendor | Amount | Edit | Delete |
|--------------|-----------------|--------|--------|------|--------|
|--------------|-----------------|--------|--------|------|--------|



ENTERING TRANSACTIONS – LOAN PAYMENTS

Loan Payments Search

Test Candidate Committee (0105410)

1. Select Lender and Loan Type. 2. Enter Lender Name.

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

Outstanding Balance > \$0

3. Click Search. 4. Select the loan.

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

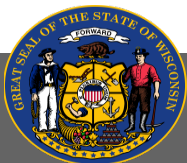
Transaction Details

| | 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

SEARCH **CANCEL** **CLEAR**

| 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="checkbox"/> |

1. Enter Payee Name.
2. Click Search.
3. Select the obligation.
4. Select the filing period in which the payment occurred.

Enter Incurred Obligations Paid

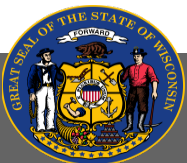
Test Candidate Committee (0105410)

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"/> |

SUBMIT **CANCEL**

5. Enter the payment date.
6. Enter the amount that was paid and/or the amount forgiven.
7. Click submit.



ENTERING TRANSACTIONS - UPLOADING

1

- 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

2

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:

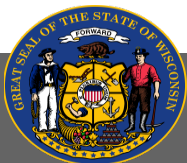
3

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

FILING THE REPORT – REVIEWING TRANSACTIONS

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

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

Filing Period Name: **July Continuing 2020** 2

Transaction Type: Transaction Category:

Filing Year:

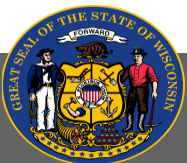
Contributor/Payee Name:

Transaction Date Range: To:

Amount Range:

Non-Compliant Not Yet Filed 72 Hr. Report

3



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**

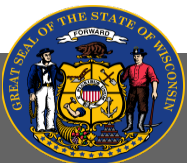
To group by column, drag and drop column here

| 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

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

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



FILING THE REPORT - PREVIEW

File Report/Edit Pending Transactions

Test Candidate Committee (0105410)

LAST REPORT FILED

Filing Period Name : End Date : Ending Balance :

SUBMIT **CANCEL** **CLEAR**

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

Filing Period Name * Start Date * Beginning Balance *

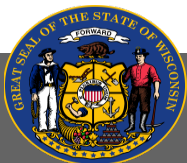
:: Preview Finance Report ::

Print the following Reports

CF-2 **VIEW / PRINT**

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: No file chosen

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

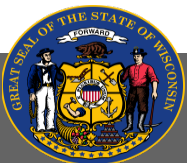
LAST REPORT FILED

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 *** **Beginning Balance*** **Ending Balance *** **2**

*PIN is listed on the committee's registration statement



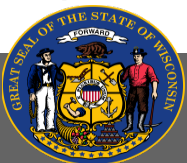
72-HOUR REPORTING

Candidate, political party, and legislative campaign committees

- Reports must be filed for contributions of \$1,000 or more received in the 14-day period before a primary or election within 72 hours of receipt.
- Required for single contributions of \$1,000 or more AND for multiple contributions totaling \$1,000 or more.
- Contributions from the candidate to his or her own committee are included in this reporting requirement.

PACs, IE Committees, and Other Persons

- Reports must be filed if: Spending \$2,500 or more in aggregate on non-coordinated express advocacy within 60 days of a primary or an election in which the candidate identified in the advocacy is participating.
- Required to be filed no later than 72 hours after making the disbursement



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.
5. Complete the oath and have your signature notarized and send the signed notarized copy to the Commission (for independent expenditures only).

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

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

Filing Period Name: Filing Year:
Transaction Type: Transaction Category:
Transaction Date Range: To: From: Amount Range: to
Contributor/Payee Name:
 Non-Compliant Not Yet Filed 72 Hr. Report

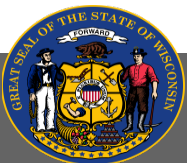
SEARCH **CANCEL** **CLEAR**

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 checked="" 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

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**



FILING A NO-ACTIVITY REPORT

If a committee 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
- Amend a Filed Report
- Administrative
- View/Edit Registration Information
- View Filed Reports
- Maintain Users
- Change Password

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:

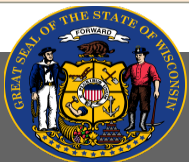
Amount Range: Non-Compliant Not Yet Filed 72 Hr. Report

SEARCH **CANCEL** **CLEAR**

To group by column, drag and drop column here

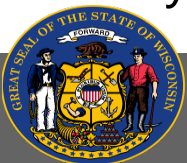
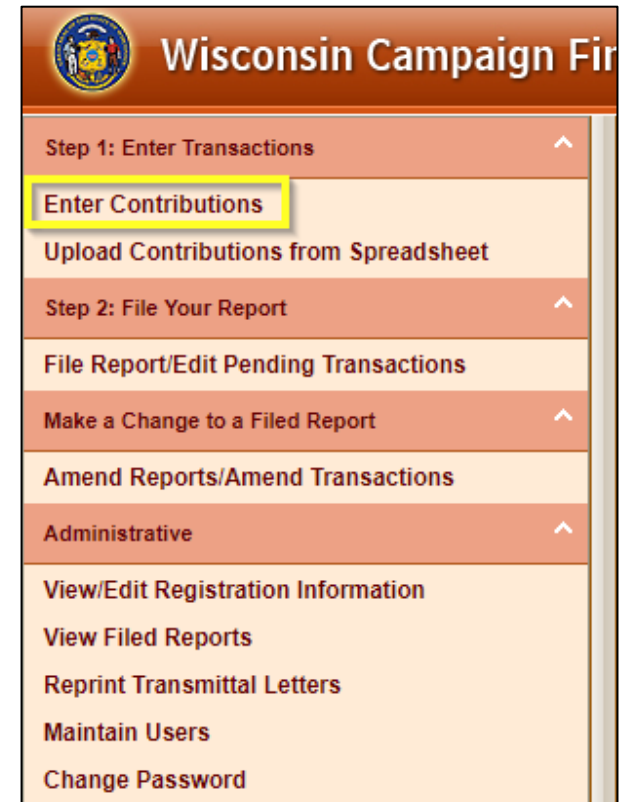
| Transaction Date | Contributor/Payee Name | Transaction Type | Transaction Category | Amount | Address Line1 | Address Line2 | City | State | Zip | Compliance | <input type="checkbox"/> 72 Hr. Reports | Edit |
|------------------------|------------------------|------------------|----------------------|--------|---------------|---------------|------|-------|---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

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



CONDUIT FILING

- Conduits have a different menu than other registered committees and their filing will look a bit different.
- Transmittal letters
 - Provided to receiving committee along with the contribution.
- Filing reports
 - Do not need to report cash balances.
 - Only report the start date for the report.



GENERATING TRANSMITTAL LETTERS

To generate transmittal letters, select the appropriate filing period name and receiving registrant, then click "Search."

Filing Period Name: Receiving Registrant:

Transaction Type: Transaction Category: Filing Year:

Contributor/Payee Name:

Transaction Date Range: To:

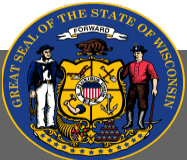
Amount Range:

Non-Compliant Transmittal Letter Not Generated
 Segregated Fund
 View All Transactions

Note: Please select Receiving Registrant to generate Transmittal Letter!

To group by column, drag and drop column here

| Transaction Date | Contributor/Payee Name | Transaction Type | Transaction Category | Receiving Committee | Amount | Address Line1 | Address Line2 | City | State | Zip | Segregated Fund Flag | Compliance | Transmittal Letter | Edit |
|------------------------|------------------------|------------------|----------------------|---------------------|--------|---------------|---------------|------|-------|-----|----------------------|------------|--------------------|------|
| No records to display. | | | | | | | | | | | | | | |



FILING REPORTS

To file reports, select the appropriate filing period, click the check box for “View All Transactions,” so that all transactions are filed in the report, and then click “Search”.

Filing Period Name Receiving Registrant Filing Year

Transaction Type Transaction Category Contributor/Payee Name

Transaction Date Range
From To

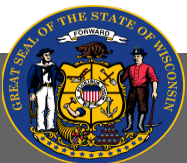
Amount Range

Non-Compliant Transmittal Letter Not Generated
 Segregated Fund
 View All Transactions

Note: Please select Receiving Registrant to generate Transmittal Letter!

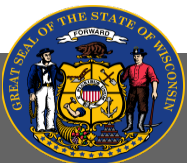
To group by column, drag and drop column here

| Transaction Date | Contributor/Payee Name | Transaction Type | Transaction Category | Receiving Committee | Amount | Address Line1 | Address Line2 | City | State | Zip | Segregated Fund Flag | Compliance | Transmittal Letter | Edit |
|------------------------|------------------------|------------------|----------------------|---------------------|--------|---------------|---------------|------|-------|-----|----------------------|------------|--------------------|------|
| No records to display. | | | | | | | | | | | | | | |



CONDUIT FILING

- No cash balance is reported.
- Only start date of filing period is required.
- Not required to file Pre-Primary or Pre-Election Reports.





AMENDING A FILED REPORT

AMENDING A 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
- Amend a Filed Report**
- Administrative
- View/Edit Registration Information
- View Filed Reports
- Maintain Users
- Change Password

Amend Reports/Amend Transactions

Test Candidate Committee (0105410) ?

Filing Period Name: **July Continuing 2020** Filing Year:

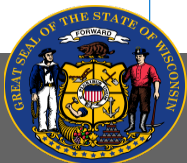
Transaction Type: Transaction Category: Contributor/Payee Name:

Transaction Date Range: To:

Amount Range: - Non-compliant

group by column, drag and drop column here

| Transaction Date | Contributor/Payee Name | Transaction Type | Transaction Category | Amount | Compliance | Edit | Select |
|------------------|------------------------|------------------|--------------------------|-----------|------------|------|--------------------------|
| 03/01/2020 | Jackson, Curtis | CON | Monetary | \$0.50 | | | <input type="checkbox"/> |
| 03/19/2020 | Sixth Fourth Bank | EXP | Monetary | \$10.17 | | | <input type="checkbox"/> |
| 01/25/2020 | Smith, Jane | CON | Monetary | \$100.00 | | | <input type="checkbox"/> |
| 01/15/2020 | Jones, Kimberly D | CON | Monetary | \$175.00 | | | <input type="checkbox"/> |
| 02/28/2020 | McCormick, Malcolm | CON | Monetary | \$1000.00 | | | <input type="checkbox"/> |
| 03/15/2020 | Smith, John | CON | Monetary | \$50.00 | | | <input type="checkbox"/> |
| 03/16/2020 | Graham, Aubrey | CON | Monetary | \$416.00 | | | <input type="checkbox"/> |
| 02/03/2020 | ABC Printing Business | EXP | Incurred Obligation Paid | \$1200.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | EXP | Loan Payment | \$50.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | CON | Loan Forgiven | \$100.00 | | | <input type="checkbox"/> |



AMENDING A REPORT

To group by column, drag and drop column here

| Transaction Date | Contributor/Payee Name | TransactionType | Transaction Category | Amount | Compliance | Edit | Select |
|------------------|------------------------|-----------------|--------------------------|-----------|------------|------|--------------------------|
| 03/01/2020 | Jackson, Curtis | CON | Monetary | \$0.50 | | | <input type="checkbox"/> |
| 03/19/2020 | Sixth Fourth Bank | EXP | Monetary | \$10.17 | | | <input type="checkbox"/> |
| 01/25/2020 | Smith, Jane | CON | Monetary | \$100.00 | | | <input type="checkbox"/> |
| 01/15/2020 | Jones, Kimberly D | CON | Monetary | \$175.00 | | | <input type="checkbox"/> |
| 02/28/2020 | McCormick, Malcolm | CON | Monetary | \$1000.00 | | | <input type="checkbox"/> |
| 03/15/2020 | Smith, John | CON | Monetary | \$50.00 | | | <input type="checkbox"/> |
| 03/16/2020 | Graham, Aubrey | CON | Monetary | \$416.00 | | | <input type="checkbox"/> |
| 02/03/2020 | ABC Printing Business | EXP | Incurred Obligation Paid | \$1200.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | EXP | Loan Payment | \$50.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | CON | Loan Forgiven | \$100.00 | | | <input type="checkbox"/> |

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

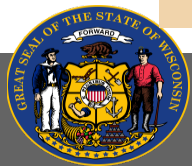
XLS DOC CSV

NEW RECEIPT NEW EXPENSE NEW INCURRED OBLIGATION PAID NEW LOAN PAYMENT NEW COMMERCIAL LOAN
NEW RETURN RECEIPT PREVIEW FINANCE REPORT FILE ALL TO STATE DELETE

Add new transaction(s)

Edit existing transaction(s)

Delete existing transaction



AMENDING A REPORT

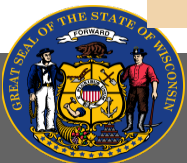
To group by column, drag and drop column here

| Transaction Date | Contributor/Payee Name | Transaction Type | Transaction Category | Amount | Compliance | Edit | Select |
|------------------|------------------------|------------------|--------------------------|-----------|------------|------|--------------------------|
| 04/15/2020 | Fenty, Robyn R | CON | Monetary | \$45.00 | | | <input type="checkbox"/> |
| 03/01/2020 | Jackson, Curtis | CON | Monetary | \$0.50 | | | <input type="checkbox"/> |
| 03/19/2020 | Sixth Fourth Bank | EXP | Monetary | \$10.17 | | | <input type="checkbox"/> |
| 01/25/2020 | Smith, Jane | CON | Monetary | \$100.00 | | | <input type="checkbox"/> |
| 01/15/2020 | Jones, Kimberly D | CON | Monetary | \$175.00 | | | <input type="checkbox"/> |
| 02/28/2020 | McCormick, Malcolm | CON | Monetary | \$1000.00 | | | <input type="checkbox"/> |
| 03/15/2020 | Smith, John | CON | Monetary | \$50.00 | | | <input type="checkbox"/> |
| 03/16/2020 | Graham, Aubrey | CON | Monetary | \$416.00 | | | <input type="checkbox"/> |
| 02/03/2020 | ABC Printing Business | EXP | Incurred Obligation Paid | \$1200.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | EXP | Loan Payment | \$50.00 | | | <input type="checkbox"/> |
| 01/02/2020 | Smith, John | CON | Loan Forgiven | \$100.00 | | | <input type="checkbox"/> |

Change page: 1 | Displaying page 1 of 1, items 1 to 11 of 11

[NEW RECEIPT](#)
[NEW EXPENSE](#)
[NEW INCURRED OBLIGATION PAID](#)
[NEW LOAN PAYMENT](#)
[NEW COMMERCIAL LOAN](#)

[NEW RETURN RECEIPT](#)
[PREVIEW FINANCE REPORT](#)
[FILE ALL TO STATE](#)
[DELETE](#)





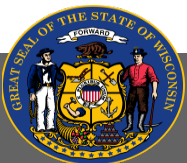
POLLING QUESTION 2

What date should be used when reporting contributions?

- a. The date the contribution was deposited in the bank account;
- b. The date on the check; or
- c. The date the contribution was received.

Answer: c. The date the contribution was received.

The date of a contribution is the day the check was received and is under control of the committee, unless it was returned or donated with 15 days of receipt.





POLLING QUESTION 3

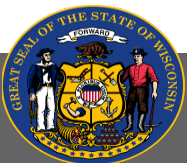
What date should be used when reporting disbursements?

- a. The date the disbursement comes out of the bank account; or
- b. The date the disbursement is made.

Answer: b. The date the disbursement is made.

The date reported for a disbursement should be the date a donation was made to another committee, date something was purchased for your committee, or the date on which an obligation was incurred.

[Wis. STAT. § 11.0204\(1\)\(a\)8-9.](#)





FILING TIPS AND NOTES

TIPS FOR COMPLETING ACCURATE REPORTS

- Set your default filing period to avoid entering transactions into the wrong period.
- This is in the reminders section (top right corner of home screen).



Reminders

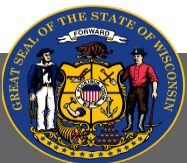
::Message from Wisconsin Ethics Commission::

- [Campaign Finance Training - Madison & Eau Claire](#)
- [JULY FINANCE REPORTS - Due 7/16/2018](#)
- [Settlement Offer Schedule for Campaign Finance Vio](#)

| Upcoming Filing Period | Due Dates |
|-------------------------|-----------|
| Fall Pre-Primary 2018 | |
| September Report 2018 | |
| Fall Pre-Election 2018 | |
| January Continuing 2019 | |

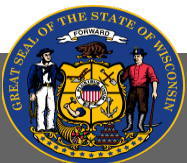
Default Filing Period

Fall Pre-Primary 2018



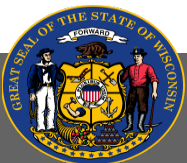
TIPS FOR COMPLETING AN ACCURATE REPORT

- All in-kind contributions received require an in-kind expense for the same amount;
- Beginning cash should 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 (72-hour reports of independent expenditures are an exception); and
- Check for duplicate transactions before filing the report.



TIPS FOR ACCURATE RECORDS

- Scan or photocopy all checks received.
- At events such as fundraisers or fair booths, have a reliable individual assigned to recording each contributor's full name, address, and occupation when contributions are \$200 or more.
- Create a system to track contribution amounts for each contributor to avoid accepting or making contributions in excess of the limits.





COMMITTEE TERMINATION

TERMINATION OF A COMMITTEE

File Report/Edit Pending Transactions Test Candidate Committee - Daffy Duck for Wisconsin (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

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"/> |
|------------------|------------------------|------------------|----------------------|--------|---------------|---------------|------|-------|-----|------------|---|-------------------------------|
|------------------|------------------------|------------------|----------------------|--------|---------------|---------------|------|-------|-----|------------|---|-------------------------------|

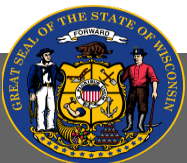
No records to display.

A committee can terminate its registration if it:

- Will no longer engage in financial activity;
- Files a final report showing that the cash balance of the committee is zero; and
- Completes a termination request in CFIS.

To file a termination request:

1. Go to "File Report/Edit Pending Transactions" in the CFIS menu, Choose the current filing period name from the drop down and click "SEARCH."
2. Verify that all transactions show the committee's cash balance as zero by previewing the report.
3. Click "Request for Termination."



TERMINATION OF A COMMITTEE

Reason Code

Code*

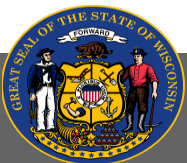
SUBMIT

- reg. prior to 1/1/16 - under \$2,500/major purpose
- Bank Account Closed
- Committee Terminated
- Candidate Deceased
- Duplicate Committee
- Not Running for Office
- Non-Resident - No WI Activity
- Running for Local Office
- Non-Resident-WI not Major Purpose

- After your termination request is filed staff will review your request to terminate and contact you if your committee cannot be terminated for any reason.
- Once your termination request is approved, you will receive one final email to your committee stating that your registration status has been changed.

4. Choose a termination reason code and click "SUBMIT."

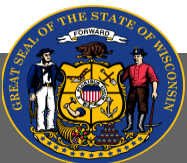
[Wis. STAT. § 11.0105](#)



TERMINATION: DISPOSAL OF RESIDUAL FUNDS

- A committee that wishes to terminate can dispose of its residual funds by:
 - Repaying outstanding loans, or receiving forgiveness for them;
 - Returning contributions in an amount not more than the original (treasurer may choose which contributions to return);
 - Donating to any tax-exempt charitable organization or the Common School Fund;
 - Transferring money to another committee within contribution limits; or
 - Using any combination of the above.

Wis. STAT. §§ [11.0105](#), [11.1208\(2\)\(a\)](#).



WHERE TO GET MORE INFORMATION

Committee resources:

- [Campaign Finance: Overview](#): links to committee manuals and general information including contribution limits, filing calendars, and attribution/disclaimer requirements
- [CFIS Manuals and Frequently Asked Questions](#)
- Wisconsin Ethics Commission website (<https://ethics.wi.gov>)



Wisconsin Ethics Commission staff:

campaignfinance@wi.gov or (608) 266-8123

101 East Wilson Street, Suite 127

P.O. Box 7125

Madison, WI 53707-7125

