

LABELS

to Organize Your Campaign's Documentation

Getting organized now will benefit your campaign throughout the election cycle and into the post election audit.

Use the attached labels to organize your campaign's documentation in accordance with CFB best practices. To print more, you may use Avery 5163 Template Labels.

If you have any questions, contact Candidate Services at (212) 409-1800 or CSUmail@nyccfb.info.



Advances

Keep receipts and records of repayment whenever someone makes a purchase for your campaign out of their own pocket and is reimbursed.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on advances, refer to the Campaign Finance Handbook.

Campaign Literature

Keep a copy of each piece of literature attached to its invoice(s) and payment verification.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on campaign literature documentation, refer to the Campaign Finance Handbook.

Exempt Expenditures

Keep exempt expenditure documentation, e.g., for petition litigation, separate from your other expenditures.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on exempt expenditures, refer to the Campaign Finance Handbook.

Expenditure Refunds

Keep the original receipt and documentation of the refund when you return an item purchased with campaign funds.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on expenditure refunds, refer to the Campaign Finance Handbook.

In-kind Contributions

Keep records for goods and services donated to your campaign or provided at a discount, including documentation of market value. Remember these also count as expenditures.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on in-kind contributions, refer to the Campaign Finance Handbook.

Bank Statements

Keep bank statements, credit and debit memos, copies of deposit slips, credit card agreements and statements, and merchant account agreements and statements.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on bank records to keep, refer to the Campaign Finance Handbook.

Contribution Refunds

Keep copies of the front and back of contribution refund checks and documentation regarding when and why you refunded it.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on contribution refunds, refer to the Campaign Finance Handbook.

Expenditures

Keep invoices, receipts, contracts, wage records, front/back of canceled checks, and other documentation for your expenditures.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on documenting your expenditures, refer to the Campaign Finance Handbook.

Fundraisers

Copy of invitation or announcement, date, location, organizer(s), list of contributors, contracts, receipts/invoices and payment documentation.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on fundraisers, refer to the Campaign Finance Handbook.

Intermediary Statements

Keep completed intermediary statements from anyone who solicits or delivers contributions to your campaign.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on intermediaries, refer to the Campaign Finance Handbook.

Joint Expenditures

Keep invoices and detailed records about joint expenditures. Keep copies of all joint campaign literature.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on joint expenditures, refer to the Campaign Finance Handbook.

Monetary Contributions

Contribution cards, copies of checks and money orders, credit card authorization forms, proof of processing from credit card processor.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on monetary contributions, refer to the Campaign Finance Handbook.

Petty Cash

Documentation of ATM withdrawal receipts, cancelled committee checks (front and back) made out to "Cash", receipts from petty cash purchases and petty cash journal report (from C-SMART).

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on petty cash recordkeeping, refer to the Campaign Finance Handbook.

Transfers

Keep records for transfers in or out of your committee bank account, such as if you transfer in funds from an account you had for a previous election cycle.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on transfers, refer to the Campaign Finance Handbook.

Loans

Keep loan agreements, front/back of loan and repayment checks, and documentation about forgiven loans.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on documenting loans, refer to the Campaign Finance Handbook.

Other Receipts

Documentation of interest payments and other non-contribution sources of money deposited to the committee's account.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on recordkeeping for other receipts, refer to the Campaign Finance Handbook.

Segregated Bank Account Information

If you have a segregated bank account, e.g., to repay debts from a previous election, keep these records separate.

Write the disclosure statement number(s) and C-SMART transaction ID(s) on copies of the documents for the CFB. For more information on segregated bank accounts, refer to the Campaign Finance Handbook.