



## CANDIDATE PERSONAL CONTRIBUTIONS GUIDANCE DOCUMENT

Certain personal political contributions made by a candidate using his/her own personal funds are considered campaign-related and must be reported to the CFB by your candidate committee (see Final Board Determination [2009-1](#)). Failure to report these contributions may result in a finding of violation of the Campaign Finance Act and Board Rules.

### REQUIREMENT

Candidates must disclose any candidate personal contributions that are:

- greater than \$99; and
- made to political committees not authorized by any candidate but that support candidates in New York City and throughout New York State\*.

### LIMITS

#### 1) Expenditures

Candidate personal contributions are considered to be expenditures in furtherance of your campaign, and will count towards your campaign's [expenditure limit](#) for the period in which they occurred — Out-Year, Primary or General Election.

#### 2) Contributions

The total amount of candidate personal contributions will count towards your contribution limit as a candidate. Participant candidates may contribute up to three times the office contribution limit to their own campaigns from their personal funds; see New York City Administrative Code: [§3-703\(1\)\(h\)](#).

### PUBLIC FUNDS PAYMENTS

The total amount of candidate personal contributions will be aggregated with the total amount of political contributions made by your campaign throughout the election cycle. Pursuant to [Rule 5-01\(n\)](#), political contributions are deemed to be made entirely from contributions claimed for match. Your campaign's public funds payment (if eligible) may be reduced if the total political contributions exceed the following amounts:

- Mayor, Public Advocate or Comptroller: \$10,000
- Borough President: \$5,000
- City Council: \$3,000

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\* This includes political parties (including their housekeeping accounts), political action committees, political clubs, political organizations, and other entities or groups that support candidates.

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## EXAMPLE

Sophia Rosario gives a \$2,000 contribution to a non-candidate political committee from her personal funds *and* her campaign, Sophia 2013, gives a \$2,000 contribution to either the same or another political committee. Both transactions must be reported by the campaign, and since the total amount of political contributions equals \$4,000 (\$1,000 in excess of the “safe harbor” amount for City Council) the campaign’s valid matching claims will be reduced by \$1,000.

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## DISCLOSURE

All candidates (including non-participants) must report their personal political contributions on their campaign’s disclosure statement(s) using C-SMART. These transactions will appear on schedule Y of your next disclosure statement and are only reported to the CFB (not the State BOE).

### C-SMART

1. Make sure the non-candidate political committee who received the contribution is in C-SMART. Click the Names tab and search for the committee in the Select Name drop-down. If the committee is not in C-SMART, click Add New Name to enter the name and address of the non-candidate political committee and click Save.
2. From the Transactions tab, select “Candidate Personal Contributions.”

Transactions
<b>Monetary Contributions/Refunds</b>
<b>In-Kind Contributions/Refunds</b>
<b>Committee Transfers In</b>
<b>Other Receipts</b>
<b>Bills Received/Paid/Refunded/Forgiven</b>
<b>Committee Transfers Out</b>
<b>Advance Purchases/Repayments/Forgiven</b>
<b>Petty Cash Deposits/Disbursements</b>
<b>Loans Received/Paid/Forgiven</b>
<b>Partnership/LLC Attributions</b>
<b>Subcontractors</b>
<b>Affiliations</b>
<b>Committee Transfer In Attributions</b>
<b>Candidate Personal Contributions</b>

For candidate personal contributions, C-SMART automatically uses the candidate’s name and address in the transaction screen.

3. To add a new candidate personal contribution, follow these instructions:
  - ❖ Click “Add Candidate Personal Contributions”
  - ❖ Select the committee receiving the contribution from the Recipient drop-down menu
  - ❖ Enter the date of the contribution
  - ❖ Enter the amount of the contribution
  - ❖ Click “Save”

The screenshot shows a web form titled "Candidate Personal Contributions". On the left side, there are three buttons: "Add Candidate Personal Contributions" (highlighted with a red circle), "Modify", and "Delete". The main form area contains several fields: "\*Recipient:" with a dropdown menu showing "Political Party Committee"; "\*Contrib. Date:" with a date input field showing "mm/dd/yyyy" and a calendar icon; "\*Amount:" with a text input field showing "0.00"; and a "Notes:" text area. At the bottom right, there are "Save" and "Cancel" buttons, with the "Save" button highlighted by a red circle. A red asterisk label "\*Required fields" is located at the bottom left of the form area. At the top right, there are labels for "Statement No:" and "Transaction ID:".

Write the C-SMART transaction ID number on any documentation that relates to the contribution. To ensure accurate disclosure, maintain documentation for all candidate personal contributions including receipts, copies of personal checks used to make the contribution and/or copies of personal bank statements.

## CFB REVIEW

The CFB will notify your committee if a review identifies any additional candidate personal contributions that need to be disclosed. Such transactions may be identified through a CFB review of recipients' disclosure to the New York State Board of Elections and/or Federal Election Commission. You must enter any unreported transactions into C-SMART and submit them with your next disclosure statement.

## CANDIDATE RESPONSE

If any of the contributions cited by the CFB should not be considered a campaign expenditure, you must demonstrate through documentation and/or explanation:

- ❖ The candidate has a prior relationship with the recipient political committee, such as a personal connection to the committee or its representatives.

OR

- ❖ The candidate has a history of issuing similar contributions to the recipient committee.

The CFB may consider the timing, nature, and amount of all candidate personal contributions to non-candidate political committees in determining whether the contributions are campaign related in accordance with Final Board Determination [2009-1](#).

If you have any questions, contact the Candidate Services Unit at (212) 409-1800 or [CSUmail@nyccfb.info](mailto:CSUmail@nyccfb.info).