

Candidate Filing Help Guide

2024 Municipal Election Filing Dates/Times

Begin: 12/04/2023 12:00 Noon

End: 12/15/2023 12:00 Noon

WHAT IS REQUIRED WHEN YOU FILE FOR CANDIDACY:

- Meet any residency requirements (registered voter within county, municipality or district that seat falls within)
- Proof of identity may be required (DL, or other Photo ID)
- Meet any party requirements (Partisan contests only)
- Complete and Sign Notice of Candidacy (Electronically Completed in office)
- Complete and Sign Felony Disclosure (Electronically Completed in office)
- Pay the Filing Fee

WHAT MUST BE DONE WITHIN 10 DAYS OF YOUR FILING:

- Organize Your Candidate Committee
- Appoint a Treasurer (Can be the candidate. Can't be your spouse.)
- Open a separate bank account for the committee
- The Treasurer **MUST** submit the following forms and reports within 10 days of your filing today **UNLESS** you have already formed a committee and it is in active status.

COMPLETE AND SUBMIT THE FOLLOWING FORMS BEFORE

____/____/____

Statement of Organization (CRO-2100A)

Certificate of Financial Accounts (CRO-3500)

Detailed Report Cover (CRO-1000) and Detailed Summary (CRO-1100)

Note: The treasurer must submit the CRO-1000 and CRO-1100 forms at a minimum. All contributions and expenditures not previously reported must be in this first report.

- **Additional Forms may be required. Your treasurer should contact the office with any questions. ***

TREASURER TRAINING REQUIRED

All treasurers must complete the Campaign Finance Treasurer Training within 3 months/90days of their appointment. The class is free and available online. Please see the enclosed Treasurer Information Sheet for details. This a mandatory training requirement that will be valid for 4 years.



North Carolina Notice of Candidacy

G.S. 163-106

Election information

1 Title of the office sought _____
 District or ward (if applicable) _____ Seat (judicial contest) _____
 Election _____ Election date (mm/dd/yyyy) _____

Candidate information

You must provide your **full legal name** in this section. This information will be public.

2 Last name _____ Suffix (Jr, Sr., II, III, IV) _____
 First name _____ Middle name _____
 Name to appear on ballot _____
 Campaign phone number _____ Campaign email _____
 0 NC State Bar number (Judicial and District Attorney candidates only) _____

Residential address

This information will be public.

3 Address (not P.O. Box) _____
 City _____ State _____ Zip _____
 County _____

Mailing address

This information will be public.

Same as above
 4 Address or P.O. Box _____
 City _____ State _____ Zip _____

Candidate's pledge

Check 1 box and complete the pledge that applies to the office that you are seeking candidacy for.

I am filing for a partisan contest:
 I hereby file notice as a candidate for nomination as _____
 in the _____ party primary election to be held on (mm/dd/yyyy) _____.
 I affiliate with the _____ party (and I certify that I am now registered on the registration records of the precinct in which I reside as an affiliate of the _____ party).
 5 I pledge that I have been affiliated with that party for at least 90 days as of the date of the filing of the notice of candidacy. I pledge that if I am defeated in the primary, I will not run for the same office as a write-in candidate in the next general election.
 I am filing for a non-partisan contest:
 I hereby file notice that I am a candidate for election to the office of _____
 (District/Ward) _____ for the governing body of _____
 in the regular election to be held on (mm/dd/yyyy) _____.

Felony disclosure

6 **Have you ever been convicted of a felony?** Yes No
 If you have been convicted of a felony, you must complete a **Candidate Felony Disclosure** form within **48 hours** of submitting this notice (G.S. 163-106). The required form can be obtained from any election office or from the NC State Board of Elections website at www.NCSBE.gov. A prior felony conviction does not preclude holding elected office if rights of citizenship have been restored (Candidates who are running for Sheriff must have no previous or current felony convictions. If there are any felony convictions, the candidate is not eligible to file for this office.). Felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement.

Affidavit attesting to nickname

Complete only if you would like an acceptable nickname to appear on the ballot in lieu of your legal name.

Even if your nickname is accepted, your legal last name will still appear on the ballot.

I, _____, have been duly sworn, hereby state under oath that I have been commonly known by the nickname _____ for at least five years and request that my name be placed on the ballot as follows: _____.

In the event that another candidate with the same last name as mine files notice of candidacy for the same office for which I am a candidate, my name should be listed as: _____.

State of North Carolina, _____ County.

I hereby certify that _____, the candidate who signed this Affidavit attesting to nickname, personally appeared before me this day and signed this document in my presence.

7 Sworn to and subscribed before me this _____ day of _____.

Name of notary _____

My commission expires (mm/dd/yyyy) _____

Notary seal

Notary, sign here

X

Acknowledgment of notice of candidacy

This section must be completed by a certifying officer or notary. See G.S. 163-106(a)

Each candidate shall sign the notice of candidacy in the presence of the chairman or secretary of the board of elections, State or county, with which the candidate files. In the alternative, a candidate may have the candidate's signature on the notice of candidacy acknowledged and certified to by an officer authorized to take acknowledgments and administer oaths, in which case the candidate may mail or deliver by commercial courier service the candidate's notice of candidacy to the appropriate board of elections.

State of North Carolina, _____ County.

I hereby certify that _____, the candidate who signed this notice of candidacy, personally appeared before me this day and signed this document in my presence or acknowledged his/her signature to be the same.

8 Sworn to and subscribed before me this _____ day of _____.

Name of certifying officer or notary _____

Title of certifying officer _____

My commission expires (mm/dd/yyyy) _____

Notary seal

Certifying or notary, sign here

X

County board of elections certification

If you are required to file your notice of candidacy with the State Board of Elections, you must have this certificate signed by the chairman of the board of elections or the director of elections of the county. See G.S. 163-106.5.

I have examined the voter registration records in _____ County,

and found that _____:

is a registered voter in this county

is registered as _____ (indicate candidate's party affiliation or "unaffiliated", if applicable)

will have been affiliated with that party for three months as of the end of the of the filing period

9 (Superior Court or District Court Judge only) is a resident of superior court district _____

or district court district _____.

Title of county official _____ Date (mm/dd/yyyy) _____

Board chair or director of elections, sign here

X

Candidate's certification

Fraudulently or falsely completing this form is a Class I Felony under Chapter 163 of the NC General Statutes.

I swear or affirm that the statements on this form are true, correct and complete to the best of my knowledge or belief.

Candidate, sign and date here (Required)

10 X _____ Date (mm/dd/yyyy)

Sign and date this section in the presence of the certifying or notary from section 8.

Submit this form to the board of elections in the jurisdiction in which you plan to be a candidate.



North Carolina Felony Disclosure

Use this form to
disclose a felony

Election information

Please print.

1

Title of the office sought _____
 Election _____ Election date (mm/dd/yyyy) _____
 If the office you are seeking has a district, enter the jurisdiction type (e.g. NC Senate) and district (Dist 10):
 Jurisdiction _____ District _____

Candidate information

2

Last name _____ Suffix (Jr, Sr., II, III, IV) _____
 First name _____ Middle name _____
 Phone _____ Email _____

Residential address

3

Address (not P.O. Box) _____ Unit # _____
 City _____ State _____ Zip _____
 County _____

Felony disclosure

Provide the details of your
felony convictions.

4

A felony conviction need not be disclosed if the conviction was dismissed as a result of reversal on appeal or resulted in a pardon of innocence or expungement.

A prior felony conviction does not preclude holding elective office if the candidate's rights of citizenship have been restored.

Offense	Date of conviction	County of conviction	State of conviction	Date citizenship rights restored

Candidate's affirmation for felony disclosure

Fraudulently or falsely completing this form is a Class I Felony under Chapter 163 of the NC General Statutes.

5

I affirm that the information disclosed here is true, correct, and complete to the best of my knowledge.

Candidate, sign and date here (Required)

X		Date (mm/dd/yyyy)
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The information on this form is public record.

Submit this form to the same board of elections where you file your Notice of Candidacy form.



NORTH CAROLINA STATE BOARD OF ELECTIONS

LITTERING STATUTES

P.O. Box 27255
Raleigh, NC
27611-7255
Mailing Address

elections.sboe
@ncsbe.gov
E-mail

(919) 814-0700 or
(866) 522-4723
Phone

(919) 715-0135
Fax

Last Updated: 11/2019

Regulation of Signs

§ 136-32. Regulation of signs

(a) Commercial Signs. – No unauthorized person shall erect or maintain upon any highway any warning or direction sign, marker, signal or light or imitation of any official sign, marker, signal or light erected under the provisions of G.S. 136-30, except in cases of emergency. No person shall erect or maintain upon any highway any traffic or highway sign or signal bearing thereon any commercial or political advertising, except as provided in subsections (b) through (e) of this section: Provided, nothing in this section shall be construed to prohibit the erection or maintenance of signs, markers, or signals bearing thereon the name of an organization authorized to erect the same by the Department of Transportation or by any local authority referred to in G.S. 136-31. Any person who shall violate any of the provisions of this section shall be guilty of a Class 1 misdemeanor. The Department of Transportation may remove any signs erected without authority or allowed to remain beyond the deadline established in subsection (b) of this section.

(b) Compliant Political Signs Permitted. – During the period beginning on the 30th day before the beginning date of "one-stop" early voting under G.S. 163A-1300 and ending on the 10th day after the primary or election day, persons may place political signs in the right-of-way of the State highway system as provided in this section. Signs must be placed in compliance with subsection (d) of this section and must be removed by the end of the period prescribed in this subsection.

(c) Definition. – For purposes of this section, "political sign" means any sign that advocates for political action. The term does not include a commercial sign.

(d) Sign Placement. – The permittee must obtain the permission of any property owner of a residence, business, or religious institution fronting the right-of-way where a sign would be erected. Signs must be placed in accordance with the following:

- (1) No sign shall be permitted in the right-of-way of a fully controlled access highway.
- (2) No sign shall be closer than three feet from the edge of the pavement of the road.
- (3) No sign shall obscure motorist visibility at an intersection.
- (4) No sign shall be higher than 42 inches above the edge of the pavement of the road.
- (5) No sign shall be larger than 864 square inches.
- (6) No sign shall obscure or replace another sign.

(e) Penalties for Unlawful Removal of Signs. – It is a Class 3 misdemeanor for a person to steal, deface, vandalize, or unlawfully remove a political sign that is lawfully placed under this section.

(f) Application Within Municipalities. – Pursuant to Article 8 of Chapter 160A of the General Statutes, a city may by ordinance prohibit or regulate the placement of political signs on rights-of-way of streets located within the corporate limits of a municipality and maintained by the municipality. In the absence of an ordinance prohibiting or regulating the placement of political signs on the rights-of-way of streets located within a

municipality and maintained by the municipality, the provisions of subsections (b) through (e) of this section shall apply.

(1921, c. 2, s. 9(b); C.S., s. 3846(r); 1927, c. 148, ss. 56, 58; 1933, c. 172, s. 17; 1957, c. 65, s. 11; 1973, c. 507, s. 5; 1977, c. 464, s. 7.1; 1991 (Reg. Sess., 1992), c. 1030, s. 39; 1993, c. 539, s. 981; 1994, Ex. Sess., c. 24, s. 14(c); 2011-408, s. 1; 2017-6, s. 3.)

PLEASE NOTE effective December 1, 2019 any political sign remaining in the right-of-way of the State highway system more than 40 days after the primary or election day is deemed unlawfully placed abandoned property, and a person may remove and dispose of such political sign without penalty.

2019 N.C. Sess. Laws 119, Sec. 1 (amending G.S. § 136-32(b)).

Local ordinances regulating the placement of political signs must also provide that any political sign that remains in a right-of-way of streets located within the corporate limits of a municipality and maintained by the municipality more than 30 days after the end of the period prescribed in the ordinance is deemed unlawfully placed and abandoned property, and a person may remove and dispose of such political sign without penalty.

2019 N.C. Sess. Laws 119, Sec. 1 (amending G.S. § 136-32(f)).

PLEASE ALSO NOTE effective December 1, 2019 the county board of elections shall ensure that each precinct voting place permits candidates to place and retrieve political advertising at least 36 hours prior to the opening of the voting place and at least 36 hours after the close of the voting place, as provided in G.S. 163-166.01. Any political advertising placed outside the times specified may be removed by the property owner.

2019 N.C. Sess. Laws 119, Sec. 1.5.(a) (amending G.S. § 163-129)).

Injuring Electric Fixtures

§ 14-156. Injuring fixtures and other property of electric-power companies.

It shall be unlawful for any person willfully and wantonly, and without the consent of the owner, to take down, remove, injure, obstruct, displace or destroy any line erected or constructed for the transmission of electrical current, or any poles, towers, wires, conduits, cables, insulators or any support upon which wires or cables may be suspended, or any part of any such line or appurtenances or apparatus connected therewith, or to sever any wire or cable thereof, or in any manner to interrupt the transmission of electrical current over and along any such line, or to take down, remove, injure or destroy any house, shop, building or other structure or machinery connected with or necessary to the use of any line erected or constructed for the transmission of electrical current, or to wantonly or willfully cause injury to any of the property mentioned in this section by means of fire. Any person violating any of the provisions of this section shall be guilty of a Class 2 misdemeanor.

(1907, c. 919; C.S., s. 4328; 1993, c. 539, s. 94; 1994, Ex. Sess., c. 24, s. 14(c).)

Signs Within Right of Way

19A NCAC 02E .0415 Advertising Signs Within Right of Way

It shall be unlawful for any person, firm, or corporation to erect, place, or allow any advertising, or other sign, except regulation traffic and warning signs approved by the Department, on any highway or the right-of-way thereof, or so as to overhang the right-of-way, or to permit the erection or placing of any advertising or other sign, as herein prohibited, on any highway right-of-way which is situated over any land owned, rented, leased, or claimed by such person, firm, or corporation.

History Note: Authority G.S. 136-18(10); 136-30; Eff. July 1, 1978

NOTICE

**THE FOLLOWING FORMS MUST
BE COMPLETED AND
RETURNED WITHIN 10 DAYS
OF WHEN YOU FILE FOR
CANDIDACY.**

FORMS REQUIRED IN 10 DAYS

(CRO-2100A) Statement of Organization

(CRO-3500) Certification of Financial Account

(CRO-3600) Certification of Threshold if under \$1,000

(CRO-3900) Candidate Designation of Committee Funds

(CRO-1000) Disclosure Report Cover

(CRO-1100) Detailed Report Summary

(CRO-1205) Aggregated Contributions (\$50 or less)

(CRO-1210) Individual Contributions (more than \$50)

(CRO-1310) Disbursements

Statement of Organization - Candidate Committee

Is this statement:

New Amended

Use this form to create a new or update an existing candidate committee.

This form must be accompanied by form CRO-3500. An amended form is required for each new election year.

1. Committee Information							
a. Name of Committee					d. ID Number		
b. Mailing Address (include City, State and Zip Code)					e. Date Organized		
c. Committee Website (Optional)					f. Phone Number		
2. Candidate Information							
a. Full Name				e. Party Affiliation			
b. Mailing Address (include City, State, and Zip Code)				f. Office Sought			
c. Phone Number		d. Email Address		g. Next Election Year		h. Jurisdiction	
<input type="checkbox"/> Email copy of report notices							
3. Treasurer Information				4. Assistant Treasurer Information			
a. Full Name				a. Full Name			
b. Mailing Address (include City, State, and Zip Code)				b. Mailing Address (include City, State and Zip Code)			
c. Phone Number		d. Email Address		c. Phone Number		d. Email Address	
Send report notices by email <input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Email copy of report notices			
5. Custodian of Books Information (Keeper of Records)				6. Account Information (incl. CRO-3500)			
a. Full Name				a. Financial Institution Full Name			
b. Mailing Address (include City, State, and Zip Code)				b. Account Code			
c. Phone Number		d. Email Address		c. Type			
<input type="checkbox"/> Email copy of report notices							
<p>I certify that the Committee is in compliance with all applicable provisions of Article 22A of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct.</p>							
_____			_____			_____	
Printed Name of Treasurer			Signature of Appointed Treasurer			Date	
<p>I certify that the information above is correct, and I, as the candidate, appoint said treasurer to personally fulfill the duties and responsibilities imposed upon the appointed treasurer and subject to the penalties in Article 22A of Chapter 163 of the NC General Statutes.</p>							
_____			_____			_____	
Printed Name of Candidate			Signature of Candidate			Date	



NORTH CAROLINA STATE BOARD OF ELECTIONS

Confidential

Certification of Financial Account Information

This Certification is used to report confidential bank account information for all financial accounts established by the committee and must accompany the Statement of Organization Form.

FILED BY:

Committee Name: _____

Treasurer Name: _____

Treasurer Address: _____

(include city, state, & zip) _____

Treasurer Phone: _____

I certify that the information provided below is true and accurate. I am providing all account information for the above named Committee. These account numbers include all bank accounts utilized, credit card accounts, money market or savings accounts, or any other financial account used for any purpose by the Committee.

The information provided on this form is considered confidential and is not subject to public disclosure. The information provided is only used for the purposes of an audit or investigation or as required by a court of competent jurisdiction. **Each treasurer (or candidate) must designate below an account code (any number or letter or combination of numbers and letters) by which to refer to the account number on reports.** If an account number is used as the "account code," confidentiality of the account number is presumed to have been waived.

The treasurer shall maintain all moneys of the political committee in a bank account or bank accounts used exclusively by the political committee and shall not commingle those funds with any other moneys.

Type of account	Financial Institution	Address	Account Number	Account Code

By signing this statement, I authorize agents of the State Board of Elections to inspect all accounts provided.

Date Signed

Signature of Candidate or Treasurer

For Candidate Committees Only

- In lieu of providing account information, I certify that this committee will not raise any money nor spend any money except that which is the candidate's personal funds. I furthermore understand that an audit or investigation could warrant the probe of any personal bank account that is being used for campaign expenditures.

By signing this statement, I authorize agents of the State Board of Elections to inspect applicable accounts.

Date Signed

Signature of Candidate or Treasurer



NORTH CAROLINA STATE BOARD OF ELECTIONS

Certification of Threshold

This Certification is used to declare or withdraw a committee's intent to raise or spend \$1,000 or less in the current election cycle.

This Certification is only valid for political party committees and candidates for a county office, municipal office, local school board office, soil & water conservation district board of supervisors, or sanitary district board.

This Certification is filed at the Board of Elections office where the committee's campaign reports are filed.

FILED BY:

Committee Name: _____

Treasurer Name: _____

Treasurer Address: _____

(include city, state, & zip) _____

Treasurer Phone: _____

Check One:

___ I certify that this committee intends to neither receive nor expend more than \$1,000 during the current election cycle under the procedures set forth in G.S. 163-278.10A. This certification will remain in effect until the end of the election cycle for this committee. If this committee exceeds \$1,000 in contributions or expenditures during this election cycle, I understand that I must immediately notify the appropriate board of elections and file required campaign finance reports.

THIS DECLARATION CAN ONLY BE MADE AT THE BEGINNING OF AN ELECTION CYCLE.

___ I am withdrawing my Certification to remain at or under the \$1,000 threshold. I will now be required to file the next scheduled report for all contributions and expenditures that have not been previously reported from the beginning of the current election cycle. I further agree to file all future reports required.

Date Signed

Signature



NORTH CAROLINA STATE BOARD OF ELECTIONS

Candidate Designation of Committee Funds

This form is used by candidate committees only and allows the candidate to designate in the event of their death, how the committee's funds are to be disbursed using the eight allowable methods outlined in 163-278.16B(a).

This Designation is filed at the Board of Elections office where the committee's campaign reports are filed.

Candidate Name: _____

Committee Name: _____

Treasurer Name: _____

If Candidate is own treasurer, designate an agent to carry out designations: _____

Committee ID #: _____

Level Registered: [State] [County] If county, specify: _____

I, _____, hereby direct that in the event of my death or incapacity all
(Name of Candidate)
funds remaining in my Campaign Committee account(s) (after payment of permitted outstanding debts or reasonable expenses for winding up the Committee or closing office) be paid in the following manner as permitted by N.C. Gen. Stat. 163-278.16B(a).

<u>Name of Entity</u> <i>(Select from §163-278.16B(a))</i>	<u>Plan for Disbursement (eg. Amount or %)</u>
1. _____	_____
2. _____	_____
3. _____	_____

By signing this form, I certify that the foregoing entities are eligible beneficiaries under N.C. Gen. Statute 163-278.16B(a). A copy of this form should be maintained with the Committee records.

Signature of Candidate: _____

Date: _____

Disclosure Report Cover

Amendment
 Yes No

Use this form for general report and committee information, must be signed and submitted along with other detailed forms. Do not use this form to update information.

1. Committee Information	
a. Full Name	c. ID Number
b. Mailing Address (include City, State and Zip Code)	d. Date Filed
	e. Phone Number

2. Report Year	3. Period Start Date (mm/dd/yy)	4. Period End Date (mm/dd/yy)	5. Treasurer Full Name
----------------	---------------------------------	-------------------------------	------------------------

6. Type of Committee (Check One) <input type="checkbox"/> Candidate Campaign <input type="checkbox"/> Party <input type="checkbox"/> PAC <input type="checkbox"/> Referendum <input type="checkbox"/> Independent Expenditure <input type="checkbox"/> Joint Fundraiser <input type="checkbox"/> Legal Expense Fund	9. Type of Report (check only one type of report from one category) <table style="width:100%;"> <tr> <td style="width:33%; vertical-align: top;"> Municipal <input type="checkbox"/> Organizational <input type="checkbox"/> Thirty-five day <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special </td> <td style="width:33%; vertical-align: top;"> State/County <input type="checkbox"/> Organizational Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special </td> <td style="width:33%; vertical-align: top;"> Referendum <input type="checkbox"/> Organizational <input type="checkbox"/> Pre-referendum <input type="checkbox"/> Final <input type="checkbox"/> Supplemental Final <input type="checkbox"/> Annual <input type="checkbox"/> Special </td> </tr> </table>	Municipal <input type="checkbox"/> Organizational <input type="checkbox"/> Thirty-five day <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	State/County <input type="checkbox"/> Organizational Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	Referendum <input type="checkbox"/> Organizational <input type="checkbox"/> Pre-referendum <input type="checkbox"/> Final <input type="checkbox"/> Supplemental Final <input type="checkbox"/> Annual <input type="checkbox"/> Special
Municipal <input type="checkbox"/> Organizational <input type="checkbox"/> Thirty-five day <input type="checkbox"/> Pre-primary <input type="checkbox"/> Pre-election <input type="checkbox"/> Pre-runoff <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	State/County <input type="checkbox"/> Organizational Quarterly <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Semi-annual <input type="checkbox"/> Mid Year <input type="checkbox"/> Year End <input type="checkbox"/> Final <input type="checkbox"/> Special	Referendum <input type="checkbox"/> Organizational <input type="checkbox"/> Pre-referendum <input type="checkbox"/> Final <input type="checkbox"/> Supplemental Final <input type="checkbox"/> Annual <input type="checkbox"/> Special		
7. Type of Fund (if applicable, check one) <input type="checkbox"/> Booster Fund <input type="checkbox"/> Building Fund <input type="checkbox"/> Other:	10. Special Report Name			
8. Number of Fundraisers this Report				

11. Account Information		11. Account Information	
a. Financial Institution Full Name		a. Financial Institution Full Name	
b. Purpose	c. Account Code	b. Purpose	c. Account Code
	d. Period Begin Balance		d. Period Begin Balance
	\$		\$

CERTIFICATION

I certify that the Committee or Fund is in compliance with all applicable provisions of Article 22A, 22B & 22D-22M of Chapter 163 of the NC General Statutes and that no funds are commingled with prohibited or other non-disclosed funds. I further certify that this report is complete, true and correct and that I have been trained by the NC State Board of Elections.

_____ Printed Name of Signer _____ Signature of Appointed Treasurer _____ Date

FOR OFFICE USE ONLY

Date Received: _____	Employee: _____	Delivery Method <input type="checkbox"/> Normal Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Electronically Filed <input type="checkbox"/> Signer has not received mandatory training
Date Postmarked: _____	Employee: _____	
Date Scanned: _____	Employee: _____	
Date Data Entered: _____	Employee: _____	

Please Note: This form cannot be used to amend committee information such as the committee address, treasurer, assistant treasurer, custodian of books information, or account information.

You must amend the Statement of Organization (CRO-2100A-E) to make committee changes.

Detailed Summary

Amendment
 Yes No

Use this form to summarize all disclosure reporting forms and to total monetary information

1. Committee Full Name (and Fund if applicable)		2. Type of Report		3. ID Number	
Start of Election Cycle: January 1, _____		Total this Reporting Period		Total this Election Cycle	
4) Cash on Hand at Start		\$		\$	
RECEIPTS					
5) Aggregated Contributions from Individuals (CRO-1205)		\$		\$	
6) Contributions from Individuals (CRO-1210)		\$		\$	
7) Contributions from Political Party Committees (CRO-1220)		\$		\$	
8) Contributions from Other Political Committees (CRO-1230)		\$		\$	
9) Loan Proceeds (CRO-1410)		\$		\$	
10) Refunds/Reimbursements to the Committee (CRO-1240)		\$		\$	
11) Other Receipt Sources					
11a) Interest on Bank Accounts (CRO-1250)		\$		\$	
11b) Contributions from Not-For-Profit Organizations (CRO-1250)		\$		\$	
11c) Outside Sources of Income (CRO-1250)		\$		\$	
11d) Legal Expense Fund - Other Sources (CRO-1270)		\$		\$	
11e) Exempt Purchase Price Sales (CRO-1265)		\$		\$	
12) TOTAL RECEIPTS (Add lines 5, 6, 7, 8, 9,10,11a,11b,11c,11d and 11e)		\$		\$	
EXPENDITURES					
13) Disbursements					
13a) Operating Expenditures (CRO-1310)		\$		\$	
13b) Contributions to Candidates/Political Committees (CRO-1310)		\$		\$	
13c) Coordinated Party Expenditures (CRO-1310)		\$		\$	
14) Aggregated Non-Media Expenditures (CRO-1315)		\$		\$	
15) Loan Repayments (CRO-1420)		\$		\$	
16) Refunds/Reimbursements from the Committee (CRO-1320)		\$		\$	
17) In-Kind Contributions (CRO-1510)		\$		\$	
18) TOTAL EXPENDITURES (Add lines 13a, 13b, 13c, 14, 15, 16 and 17)		\$		\$	
19) Cash on Hand at End (Add lines 4 and 12 together, then subtract line 18)		\$		\$	
ADDITIONAL INFORMATION					
20) Non-Monetary Gifts Given to Other Committees (CRO-1330)		\$			
21) Outstanding Loans (incl. ones from other campaigns) (CRO-1430)		\$			
22) Debts and Obligations owed by the Committee (CRO-1610)		\$			
23) Debts and Obligations owed to the Committee (CRO-1620)		\$			
24) Account Transfers Within the Committee (CRO-1720)		\$			
25) Administrative Support (CRO-1710)		\$		\$	
26) Forgiven Loans (CRO-1440)		\$		\$	
27) 48-Hour Notice Reports Sum (CRO-2220)		\$		\$	
28) Contributions to be Refunded (CRO-1215)		\$		\$	

Aggregated Contributions from Individuals

Page ____ of ____

Amendment
 Yes No

Optional form used to report NC Contributions From Individuals of \$50 or less

1. Committee Full Name (and Fund if applicable)	2. ID Number
--	---------------------

3. Contributor Information

a. Amend	b. Account Code	c. Form of Payment	d. In-Kind Description	e. Date (mm/dd/yyyy)	f. Amount
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
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<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$
<input type="checkbox"/> Add <input type="checkbox"/> Remove					\$

4. Total only this Page	\$
5. Total of ALL CRO-1205 Pages	\$
<i>(This line must be on line 5 of Detailed Summary Page CRO-1100)</i>	

Contributions from Individuals

Pg ____ of ____

Amendment
 Yes No

Use this form to report individual contributions over \$50 or contributions under \$50 if form CRO 1205 is not used

1. Committee Full Name (and Fund if applicable)						2. ID Number
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone (include city, state, & zip)			b. Job Title/Profession		d. Comments	
			c. Employer's Name/Specific Field			
			e. Election Sum to Date			
				\$		
f. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone (include city, state, & zip)			b. Job Title/Profession		d. Comments	
			c. Employer's Name/Specific Field			
			e. Election Sum to Date			
				\$		
f. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
3. Contributor Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone (include city, state, & zip)			b. Job Title/Profession		d. Comments	
			c. Employer's Name/Specific Field			
			e. Election Sum to Date			
				\$		
f. Prior	g. Account Code	h. Form of Payment	i. In-Kind Description	j. Date (mm/dd/yyyy)	k. Amount	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
<input type="checkbox"/>					\$	
4. Total only this Page						\$
5. Total of ALL CRO-1210 Pages <i>(This line must be on line 6 of Detailed Summary Page CRO-1100)</i>						\$

Disbursements

Amendment

Pg ____ of ____ Yes No

Use this form to report expenditures from the committee for operating expenses, contributions to candidate/political committees and coordinated party expenditures

1. Committee Full Name (and Fund if applicable)						2. ID Number
3. Type of Disbursement <i>(Please use separate CRO-1310 forms for each type of Disbursement.)</i>						
<input type="checkbox"/> Operating Expenses		<input type="checkbox"/> Contributions to Candidates/Political Committees		<input type="checkbox"/> Coordinated Party Expenditures		
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone <i>(include city, state, & zip)</i>				b. Coordinated Committee Name		d. Comments
				c. Level Registered (Specify)		
				<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		e. Election Sum to Date
						\$
f. Account Code	g. Form of Payment	h. Purpose Code	i. Date (mm/dd/yyyy)	j. Amount	k. Required Remarks	
				\$		
				\$		
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone <i>(include city, state, & zip)</i>				b. Coordinated Committee Name		d. Comments
				c. Level Registered (Specify)		
				<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		e. Election Sum to Date
						\$
f. Account Code	g. Form of Payment	h. Purpose Code	i. Date (mm/dd/yyyy)	j. Amount	k. Required Remarks	
				\$		
				\$		
4. Payee Information <input type="checkbox"/> Add <input type="checkbox"/> Remove						
a. Full Name, Mailing Address & Phone <i>(include city, state, & zip)</i>				b. Coordinated Committee Name		d. Comments
				c. Level Registered (Specify)		
				<input type="checkbox"/> Federal <input type="checkbox"/> County: <input type="checkbox"/> State <input type="checkbox"/> Municipality:		e. Election Sum to Date
						\$
f. Account Code	g. Form of Payment	h. Purpose Code	i. Date (mm/dd/yyyy)	j. Amount	k. Required Remarks	
				\$		
				\$		
5. Total only this Page						\$
6. Total of ALL CRO-1310 Pages						\$
<i>(This line goes in line 13a of Detailed Summary Page CRO-1100 if Operating Expenses)</i>						
<i>(This line goes in line 13b of Detailed Summary Page CRO-1100 if Contrib to Candidates/Political Comm)</i>						
<i>(This line goes in line 13c of Detailed Summary Page CRO-1100 if Coordinated Party Expenditures)</i>						
7. Purpose Codes (List detailed expenditure code in (h.) above)						
A* - Media	B* - Printing	C* - Fundraising	D - To Another Candidate			
E - Salaries	F* - Equipment	G - Political Party	H* - Holding Public Office Expenses			
I - Postage	J - Penalties	K* - Office Expenses	Q* - Donation to Legal Expense Fund			
O* Other						
* Codes require detailed explanation in required remarks field (k)						

TREASURER INFO

**THE FOLLOWING PAGES
PERTAIN TO TREASURER
TRAINING AND
REPORTING SCHEDULES.**

**ALL TREASURERS MUST
ATTEND MANDATORY
TRAINING WITHIN 90
DAYS OF APPOINTMENT.**

How to Register & Complete Mandatory Compliance Training (on-line & in-person)

New account users must wait 24–72 hours after creating a user LMS account before all training opportunities will be available for registration. This is a system constraint with no exception.

1. To access the training registration, type this link: <https://ncgov.csod.com/> in your Internet browser address bar.
2. To create an account, click “Register – [Click here to create account](#)” link. If you already have an account and need assistance to re-activate your account or reset your password, contact the State Board.
3. Complete all *required fields to create your new account. First/Last Name, Email Address, Phone, User ID, EE Code (CF-Elections), Category (Associated State Agency), Association (Elections) and Password (password requirements: upper & lowercase letters, alpha and numeric characters, must be 8-20 characters, cannot have leading or trailing spaces and cannot be the same as Username, User ID, or email address). Click **Login**
4. From the welcome page, search for training in the upper right corner. Enter the word “Campaign” and click the magnifying glass symbol.
5. You should see multiple training options in your list. Click on the training title of your preference (NCSBE Campaign Finance Mandatory Compliance Training), either the classroom or online session. The classroom session has a calendar symbol in red. The online session has a computer screen.
6. If a **classroom session** is selected, you will be taken to the next screen to **REQUEST** the session you would like to attend. The system may not immediately provide you with a listing of session dates to select from. If this happens, **log-out** and **wait (24-72 hours)** to **log-in**, the dates should then appear.
7. You will be prompted to complete a short form for reporting purposes. Full Name, Phone Number, Address, and Email Address are required fields. All other fields should be completed if they apply. Click on **SUBMIT**.
8. If **online training** is selected, you will be taken to the next screen, select **REQUEST**.
 - Select **REGISTER**. (The system will process your registration.)
 - Select **LAUNCH**. The course will proceed to load in a new window.
 - There is currently no audio for the on-line training.

9. If you need to return to the course or after you have completed the course (either on-line or in-person) you will use the user ID & password that you created to log back in to view and print your certificate from the transcript page.

North Carolina Learning Center

Step #2

Step #9

First Name
* Last Name
* Email Address
* Phone
* User ID
EE Code (Enter code if provided one)
* Category Select
* Association Select a EE Reg Category

* Passwords must contain both upper and lower case letters
* Passwords must contain alpha and numeric characters
* Passwords must be 8 - 20 characters
* Passwords cannot have leading or trailing spaces
* Passwords cannot be the same as the Username, User ID, or email address

Next password
Confirm password

Forgot Password? Click here

Cancel Login

NCSBE - NC State Board of Elections Details

Full Name: _____
Email: _____
Phone Number: _____
Address: _____
NCSBE - First Committee Candidate Name: _____
NCSBE - First County Name: _____
NCSBE - Second Committee Candidate Name: _____
NCSBE - Second County Name: _____
NCSBE - Third Committee Candidate Name: _____
NCSBE - Third County Name: _____

Online Course Troubleshooting Notes:

- Ensure all slides are viewed and the last slide plays out automatically.
- If you experience problems with the course launching, please ensure your browser pop-up blocker is turned off for this site.

For assistance email helprequest.SBOE@ncsbe.gov or visit website at: <http://www.ncsbe.gov/Campaign-Finance>



NORTH CAROLINA
STATE BOARD OF ELECTIONS

2023-24 State and County Reporting Schedule

2024 Primary Election Date - 03/05/2024

2024 General Election Date - 11/05/2024

Report Year	Report Name	Report Start Date	Report End Date	Report Due Date
2023	Mid-Year Semi-Annual	01/01/2023	06/30/2023	07/28/2023
2023	Year-End Semi-Annual	07/01/2023	12/31/2023	01/26/2024
2024	First Quarter Plus	01/01/2024	02/17/2024	02/27/2024
2024	Second Quarter	02/18/2024	06/30/2024	07/10/2024
2024	Third Quarter Plus	07/01/2024	10/19/2024	10/29/2024
2024	Fourth Quarter	10/20/2024	12/31/2024	01/10/2025

In 2024, the Mid-Year Semi-Annual and Year-End Semi-Annual reports are only due from candidates who are not appearing on the ballot in the 2024 elections.

NOTE: AT MINIMUM EACH REPORT MUST INCLUDE THE FOLLOWING FORMS BELOW. IF YOU COMPLETED A CERTIFICATION OF THRESHOLD AT TIME OF STATEMENT OF ORGANIZATION THEN YOU ARE NOT REQUIRED TO SUBMIT REPORTS AS LONG AS YOU REMAIN UNDER THE \$1,000 THRESHOLD. YOU ARE STILL REQUIRED TO DO THE REPORTS FOR YOUR RECORDS NONETHELESS.

CRO1000- Disclosure Report Cover

CRO1100- Disclosure Report Detailed Summary

CRO1205- Aggregated Individual Contributions (\$50.00 or less per individual)

CRO1310- Disbursements (Operating Expenses, contributions to candidate, political committees, etc.)

THE FOLLOWING FORMS ARE REQUIRED IF CERTAIN CONDITIONS ARE MET

CRO1210- Individual Contributions (Contributions over \$50.00 must be fully detailed and disclosed)

CRO1220- Contributions from Political Party Committees (Any amount must be disclosed)

CRO1230- Contributions from Other Political Committees (Any amount must be disclosed)

You can submit your report to us by email, fax, mailing address, or in-person.

Mailing Address:

**Caswell County Board of Elections
P.O. Box 698
Yanceyville, NC 27379**

Physical Address:

**Caswell County Board of Elections
140 Main St.
Yanceyville, NC 27379**

email: help@caswellelections.com

telephone: (336)694-4010

fax: (336)694-9924

Treasurer Training

NCSBE Campaign Finance Mandatory Compliance Training

Per Appointment of political treasurers. N.C.G.S. § 163-278.7(f), every treasurer of a political committee shall participate in training as to the duties of the office within three months of appointment and at least once every four years thereafter. The State Board of Elections shall provide the training as to the duties of the office in person, through regional seminars, and through interactive electronic means. The treasurer may designate an assistant treasurer to participate in the training if one is named under subdivision (b)(9) of this section. The treasurer may choose to participate in training prior to each election in which the political committee is involved. All such training shall be free of charge to the treasurer and assistant treasurer.

New account users must wait 24–72 hours after creating a user LMS account before all training opportunities will be available for registration. This is a system constraint with no exception.

How to Register

To register for and complete NCSBE Campaign Finance Mandatory Compliance Training (online or in-person), follow these steps:

1. After reading through these instructions, click on the button link below to access the North Carolina Learning Center. **New account users must wait 24–72 hours before all training opportunities will be available for registration.**
2. To create a new account, click on the link next to the word “Register” on the North Carolina Learning Center website.
3. Complete all the required fields and then click “Login.” Required fields:
 - First/Last Name
 - Email Address
 - Phone
 - User ID (recommended User ID is email address)
 - EE Code (CF-Elections)
 - Category (Associated State Agency)
 - Association (Elections)
 - Password
 - Password requirements: Upper and lowercase letters, alpha and numeric characters, must be 8–20 characters, cannot have leading or trailing spaces, and cannot be the same as Username, User ID, or email address.
4. From the Welcome page, search for training in the upper right corner. Enter the word “Campaign” and click the magnifying glass symbol.
5. You should see multiple training options in your list. Click on the training title of your preference (NCSBE Candidate, Party & Referendum Committee Mandatory Campaign

Finance Compliance Training or NCSBE Political Action Committee (PAC) Mandatory Campaign Finance Compliance Training depending on your type of committee), either the classroom or online session:

- The classroom session has a calendar symbol in red.
 - The online session has a computer screen.
6. If a classroom session is selected, you will be taken to the next screen to REQUEST the session you would like to attend. The system may not immediately provide you with a list of session dates to select from. **If this happens you will need to log out and wait generally 24–72 hours to log in, the dates will then be available.**
 7. You will be prompted to complete a short form for reporting purposes. Fill those out and then click “SUBMIT.” Required fields:
 - Full Name
 - Phone Number
 - Address
 - Email Address
 - You will also be asked for:
 - Committee or Candidate Name and County: These should be completed, if applicable.
 8. If online training is selected, you will be taken to the next screen. Select “REQUEST.” Then select “REGISTER.” (The system will process your registration.) Then select “LAUNCH.” The course will proceed to load in a new window. There is currently no audio for the online training. If you encounter a problem viewing the training website or loading the training presentation, the following troubleshooting tips may provide assistance:
 - If you are unable to open the training website it may be because you have a pop-up blocker for security reasons on your computer. You will need to configure your pop-up blocker to allow access to the training website.
 9. If you need to return to the course or after you have completed it (either online or in-person) you will use the User ID and password that you created to log back in to view and print your certificate from the transcript page.

MORE TRAINING DATES WILL BE POSTED BY THE STATE BOARD OF ELECTIONS.

<https://www.ncsbe.gov>

Note: The local election offices do not administer or set any dates/locations of the treasurer training sessions. The treasurer is responsible for attending the training and learning of the dates, locations, and times.

General Overview

The State Board of Elections and county boards of elections regulate contributions and expenditures in primaries and elections for North Carolina offices. The [Federal Election Commission](#) regulates contributions and expenditures in primaries and elections for federal offices.

What is a Contribution?

A contribution is anything of value whatsoever, made to, or in coordination with, a candidate to support or oppose the nomination or election of one or more clearly identified candidates, or to a political committee, to a political party, to an affiliated party committee, or to a referendum committee, whether or not made in an election year, and any contract, agreement, or other obligation to make a contribution. [N.C.G.S. § 163-278.6\(13\)](#).

A contribution includes in-kind transfers. An in-kind contribution is a non-monetary contribution, such as a good or service, made to a committee.

What is an Expenditure?

An expenditure includes any purchase, transfer of funds, payment, gift, or anything of value whatsoever, whether or not made in an election year, and any contract, agreement, or other obligation to make an expenditure, to support or oppose the nomination, election, or passage of one or more clearly identified candidates, or ballot measure. [N.C.G.S. § 163-278.6\(51\)](#).

An expenditure includes any payment or other transfer made by a candidate committee.

North Carolina's Campaign Finance Laws require candidates to disclose all contributions and expenditures. North Carolina laws also set source and contribution limits. Violations may result in criminal or civil penalties. North Carolina's Campaign Finance Laws may be found in [Chapter 163, Article 22A](#) and [Chapter 163, Article 22M](#). Advisory opinions and regulations may be found in [Title 8, Chapter 14 of the North Carolina Administrative Code \(PDF\)](#), and [Title 8, Chapter 21 of the North Carolina Administrative Code \(PDF\)](#).

This web page provides an overview for candidate committees; however, detailed information may be found in the North Carolina Campaign Finance Manual.

When to Organize a Candidate Committee

Each candidate who has received funds or made payments or given consent for anyone else to receive funds or transfer anything of value for the purpose of bringing about that candidate's nomination or election for office is required to organize a political committee. [N.C.G.S. § 163-278.7\(a\)](#).

Filing a notice of candidacy with a board of elections also triggers the candidate's obligation to organize a political committee

Treasurer

All candidates required to organize a political committee must appoint a treasurer who resides in North Carolina. N.C.G.S. § 163-278.7(a). A candidate may serve as their own treasurer, or may appoint someone else to serve. However, a candidate's spouse may not serve as treasurer. N.C.G.S. § 163-278.7(a).

Every treasurer must participate in treasurer training within three months of appointment and at least once every four years thereafter. N.C.G.S. § 163-278.7(f). More information can be found at [Treasurer Training](#).

Bank Accounts and the Receipt and Use of Cash

The treasurer must maintain all moneys of the candidate committee in bank accounts used exclusively by the committee. N.C.G.S. § 163-278.8(f). Candidate committee funds may not be commingled with personal funds or other accounts. All bank accounts and other depositories used by the candidate committee must be maintained in North Carolina. 08 NCAC 21 .0201 (PDF).

A candidate committee may not accept cash contributions in excess of \$50. N.C.G.S. § 163-278.14(b). Media expenditures may not be made in cash. N.C.G.S. § 163-278.8(c). Non-media expenditures of more than \$50 also may not be made in cash. N.C.G.S. § 163-278.8(d).

Organizational Report

All candidate committees must file an Organizational Report within 10 days of organizing or within 10 days of filing a notice of candidacy, whichever occurs first. N.C.G.S. § 163-278.9(a)(1).

Candidates for Council of State, General Assembly, and judicial offices (including district attorney) must file their Organizational Report with the State Board of Elections. Candidates for county and municipal offices file their Organizational Report with the county board of elections.

An organizational report must include the following required forms:

- CRO-2100A Candidate Committee Statement of Organization. This form discloses basic information about the candidate committee, such as the name, address, office being pursued, and party registration of the candidate. This form also reports the name and contact information of the treasurer and must be signed by the candidate.
- CRO-3500 Certification of Financial Accounts. This form discloses the bank accounts used by the candidate committee.

- CRO-1000 Detailed Report Cover AND CRO-1100 Detailed Summary. As part of the organizational report, the candidate committee must disclose all contributions and expenditures not previously reported. At a minimum, the treasurer must submit the CRO-1000 and CRO-1100. As you complete the CRO-1100, you will be alerted as to any additional forms that are required. A free electronic filing option is also available. The treasurer must sign and file the CRO-1000 certifying the report as true and correct.

An organizational report may also include the following optional form:

- CRO-3900 Candidate Designation of Funds. This form designates how candidate committee funds should be disbursed in the case of the death of the candidate. Undesignated funds must be paid to the North Carolina Escheat Fund.

Reporting Schedule

After filing an Organizational Report, candidate committees for State and county offices file quarterly or semiannual disclosure reports according to the reporting schedule in N.C.G.S. § 163-278.9. This schedule is available on the Reporting Schedules page.

Candidate committees for municipal offices file reports according to a different reporting schedule. Please contact your county board of elections to learn the reporting schedule that applies to your committee.

A candidate committee that receives a contribution or transfer of funds of \$1,000 or more before an election but after the period covered by the last report due before that election is required to file a 48 Hour Report. N.C.G.S. § 163-278.9(a)(2). Contributions disclosed in a 48 Hour Report must also be disclosed in the next quarterly report.

All reports must be signed and certified as true and correct. N.C.G.S. § 163-278.32. A committee that does not file a report by the due date will receive a late filing penalty. N.C.G.S. § 163-278.34(a).

Notices of reports due are sent by the appropriate board of elections to committee treasurers. Please note that if the mailing or email address of a committee's treasurer is not current on the Statement of Organization, that committee may not receive the notifications, but must still file the reports.

Certain Candidates Under Threshold

Candidate committees for county office, municipal office, local school board, and soil and water conservation district may be exempt from filing disclosure reports if the committee determines that it does not intend to receive in contributions or in loans or spend more than \$1,000 during the election cycle. N.C.G.S. § 163-278.10A. This includes not just the value of monetary contributions, but also the value of in-kind contributions. In order to be exempt from filing disclosure reports, the treasurer of an under threshold committee must file a CRO-3600

Certification of Threshold at the same time the committee files an Organizational Report. A candidate committee that fails to file the CRO-3600 at the appropriate time must file disclosure reports.

If the committee's intent changes, or the committee actually receives or spends more than \$1,000, the committee must immediately file a new CRO-3600 Certification of Threshold reporting the change. The treasurer must also submit the next disclosure report due according to the appropriate reporting schedule. In this report, the committee must disclose all contributions and expenditures not previously reported.

Electronic Filing

Some candidate committees are required to file campaign finance reports electronically. N.C.G.S. § 163-278.9(i). The State Board of Elections has developed and maintains free software that enables the storing of all campaign finance information and allows the committee to generate electronic disclosure reports. Candidate committees may also use third-party products that generate files that meet the file format requirements.

The following candidate committees are required to file campaign finance reports electronically:

- Candidate committees for statewide office that show a cumulative total of more than \$5,000 in contributions, loans or expenditures for the election cycle.
- Candidate committees that make contributions in excess of \$5,000 to candidates for statewide office or make independent expenditures in excess of \$5,000 that affect contests for statewide office.
- Candidate committees that show a cumulative total of more than \$10,000 in contributions, loans or expenditures for the election cycle.

Any candidate committee may choose to file reports electronically. We encourage committees to file electronically if they are able.

For more information about electronic filing, please see [08 NCAC 21 .0106 \(PDF\)](#) and the [Campaign Finance Reporting Software](#) page.

Reporting

Disclosure reports detail all contributions and expenditures occurring within the reporting period.

At a minimum, committees filing paper reports must submit the CRO-1000 Detailed Report Cover and CRO-1100 Detailed Summary. As you complete the CRO-1100, you will be alerted as to any additional forms that are required. Whether a committee files paper reports or electronic reports, the treasurer must sign and file a CRO-1000 certifying each report as true and correct.

For each contribution, a treasurer must collect the following information for reporting purposes:

1. The name and complete mailing address of each contributor;
2. The principal occupation of each contributor;
3. The amount contributed; and
4. The date each contribution was made. N.C.G.S. § 163-278.11(a).

A treasurer should use the best efforts outlined in 08 NCAC 21 .0101 (PDF) to obtain, maintain and report contributor information. N.C.G.S. § 163-278.11(d).

Anonymous contributions are prohibited and subject to forfeiture. N.C.G.S. § 163-278.14(a). Contributions may not be made in the name of another. N.C.G.S. § 163-278.14(a).

A treasurer is not required to report the name, address, or principal occupation of any individual who contributes \$50 or less to the committee during the election. N.C.G.S. § 163-278.11(b). These contributions are reported using form CRO-1205 Aggregated Contributions from Individuals, which discloses only the date, amount and form of payment.

For each expenditure, a treasurer must collect the following information for reporting purposes:

1. The name and complete mailing address of each payee;
2. The amount paid;
3. The purpose; and
4. The date each payment was made. N.C.G.S. § 163-278.11(a).

Loan proceeds, outstanding loans, refunds and reimbursements, and debts and obligations must all be closely tracked and reported.

Contribution Limits

Effective Jan. 1, 2023, no individual or political committee shall contribute in excess of \$6,400 to a candidate committee in any election. N.C.G.S. § 163-278.13.

If there is a primary and a general election, the candidate may receive \$6,400 from a contributor between the beginning of the election cycle and the day of the primary, and another \$6,400 from the same contributor beginning the day after the primary through the end of the election year.

The fair market value of in-kind contributions count towards contributions limits.

There are a few exceptions:

- A candidate or candidate's spouse may contribute unlimited amounts.
- Any national, state, district or county executive committee of any political party recognized under N.C.G.S. § 163-96 is exempt from contribution limits.

Source Prohibitions

A candidate committee may not accept any contribution made by a corporation, business entity, labor union, professional association or insurance company. N.C.G.S. § 163-278.15.

Candidates for the Council of State and General Assembly

Candidates for and members of the Council of State and General Assembly are subject to additional contribution limits in N.C.G.S. § 163-278.13B and N.C.G.S. § 163-278.13C.

Expenditure Limits

A candidate or candidate committee may only use contributions for the purposes listed in N.C.G.S. § 163-278.16B. These include:

1. Expenditures resulting from the campaign for public office;
2. Expenditures resulting from holding public office;
3. Donations to certain nonprofit organizations so long as the candidate and certain members of the candidate's family are not employed by the organization;
4. Contributions to a national, State, district or county political party committee or an affiliated party committee;
5. Contributions to another candidate or candidate's campaign committee;
6. To return all or a portion of a contribution;
7. The payment of penalties imposed by the State Board of Elections;
8. Payments to the North Carolina Escheat Fund; and
9. Legal expense donations not in excess of \$4,000 per calendar year.

Rules regarding the use of contributions can be found in Title 8, Chapter 21 of the North Carolina Administrative Code. Executive Directors of the State Board of Elections have also issued a number of advisory opinions regarding N.C.G.S. § 163-278.16B. Additional guidance is provided in the Campaign Finance Manual.

Disclosure Legends

Under N.C.G.S. § 163-278.39, print media, radio, and television advertisements that are a reportable contribution, expenditure, independent expenditure, or electioneering communication must include a legend or statement disclosing certain information about the advertisement.

The disclosure legend shall include the statement, "Paid for by ___ [Name of candidate, candidate committee, political party organization, political action committee referendum committee, or individual]."

Find more information about the format and size requirements at Disclosure Legends, or refer to the Campaign Finance Manual (PDF).

After the Election

A candidate may choose to keep their committee active after the election. An active committee must continue to file disclosure reports.

A candidate committee continues until it winds up operations, disposes of assets, files a final report and files a CRO-3400 Certification to Close Committee. N.C.G.S. § 163-278.6(74). The committee may not close if it still has outstanding penalties from the State Board of Elections.

A candidate that wishes to maintain their committee for future elections may go inactive. If no contribution is received or expenditure made during a reporting period, the treasurer may file a CRO-3200 Certification of Inactive Status. N.C.G.S. § 163-278.10. While inactive, the committee is not required to file disclosure reports. If a contribution is received or an expenditure made, the committee must return to active status by filing a CRO-3300 Certification to Return to Active Status. The treasurer must also submit the next disclosure report due according to the appropriate reporting schedule. In this report, the committee must disclose all contributions and expenditures not previously reported.

Related Content

- [Campaign Finance Manual \(PDF\)](#)

EXTRA INFORMATION CONCERNING CONTRIBUTIONS/PAYMENT OF FILING FEE

Contributions LESS THAN \$50

- May be made in cash. N.C.G.S. § 163-278.14(b).
- The committee must collect the name and complete mailing address of the contributor. N.C.G.S. § 163-278.14(b)

Contributions GREATER THAN \$50

- Must be in the form of a check, credit card charge, draft, money order, debit or other method subject to written verification. N.C.G.S. § 163-278.14(b).
- Must specifically designate the intended contributee chosen by the contributor. N.C.G.S. § 163-278.14(b).
- In addition to the name and address, the committee must collect the (1) the job title or profession of the contributor; and (2) the contributor's employer's name or employer's specific field of business activity. N.C.G.S. § 163-278.11(a)(1).

As a reminder, if the filing fee is paid by the candidate out of their personal account this is considered as an in-kind contribution and should be listed on the CRO-1210 (Contributions from Individuals) & CRO-1510 (In-Kind Contributions) on the next report due.