

To make your campaign's experience with C-SMART as trouble free as possible, please take a moment to review the minimum system requirements that are needed to install and run C-SMART v7.0

You Will Need:

An IBM Compatible 90MHz Pentium processor meeting the following requirements:

- Windows 98 Second Edition (SE); Internet Explorer (IE) 6 or higher or Netscape 6 or higher.
- Windows ME; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows NT 4.0 Service Pack 6 or higher; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows 2000 Service Pack 1 or higher; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- Windows XP; Internet Explorer (IE) 5 or higher or Netscape 6 or higher.
- 64 MB of RAM (128 MB recommended for optimum performance).
- 100 MB of free hard drive space. (Please note that large, citywide campaigns should have up to 200 MB of free hard drive space to run C-SMART efficiently.)

Candidates are required to file disclosure statements electronically using C-SMART. Printouts of these disclosure statements without the C-SMART file on disk will not be accepted. Disclosure statements can also be submitted via the Internet (no disk needed).

The CFB provides C-SMART trainings throughout the election cycle. Limited space is available in each training. If you are interested in attending a training, please call to schedule placement. Call the Candidate Services Unit at (212) 306-7100 or email us at csumail@nyccfb.info for more information. A training schedule is also posted on our website at www.nyccfb.info.

NOTE: The information in this brochure is not a complete summary of the new law governing disclosure by non-participants. Please contact the Candidate Services Unit for more information.

For More Information:

Contact the New York City Campaign Finance Board at:

**40 Rector St., 7th Floor
New York, NY 10006
(212) 306-7100**

Email: info@nyccfb.info

Web site: <http://www.nyccfb.info>

C S M A R T 7.0

The building blocks for a better campaign



Information on **C-SMART** for Non-Participants



**New York City
Campaign Finance Board**

C-SMART for Non-Participants

Candidates who are **certain** they will not be participating in the Campaign Finance Program should disregard the functions or messages described below. However, remember that if you do not claim matching funds when contributions are **first reported**, you will not be able to request matching funds for those contributions later, even if you certify in the Program.



Due to legislation recently passed by the New York City Council, all candidates for city elective office are required to disclose all financial transactions and information to the Campaign Finance Board using our **Candidate Software for Managing and Reporting Transactions (C-SMART)**. C-SMART is available at no cost to campaigns.

- **C-SMART** produces all required disclosure schedules that candidate committees file with the New York City Campaign Finance Board and the New York City Board of Elections.
- **C-SMART** enables a candidate committee to develop a database of contributors, vendors, and other entities that may be used in current and future elections.
- **C-SMART** reduces data entry because once the committee has entered the name and other identifying information of individuals and other entities, it never needs to be re-entered.
- **C-SMART** facilitates compliance with contribution limits and other legal requirements by combining multiple contributions received from the same individual or other entity and producing reports that track contributions and expenditures.

Candidate Info

Ignore the message about not allowing more than one committee

Transactions

Disregard the following:

in Monetary Contributions

- Matching Amount field
- **Matching Amount Refunded** field
- Message about matching amount that appears after saving a refund
- Warning message that states that you did not enter a matching amount
- Warning for candidate contributions that exceed the base contribution amount
- Segregated account check box

in In-Kind Contributions and Bills

- **Exempt** field

in Public Funds Payment

- This entire section

Reports

Disregard **Matching Funds/Claims, Public Funds Received, and Public Funds Repayment** fields in the following reports:

- Itemized Contribution
- Contributor Totals
- Total Fundraising
- Intermediary Totals
- Cash Flow Report
- Invalid Matching Claim/Potential Compliance Problems
- Threshold Report (disregard this entire report)

Submission and Amendments

Disregard the following:

- Warning at final submission saying to “review draft audit to ensure you have submitted matching claims”
- Matching/exempt column from the cover sheet
- Matching contributions column from Schedule ABC
- Exempt from Schedules D, L, and N

After the deadline to join the Program (June 1, 2005), the CFB will send non-participants a patch to tailor C-SMART to their status as non-participants.