

***Treasurer's Checklist:******Post-Primary Filing for Participating Candidates who Received a Primary Grant and Were Successful in Their Primary<sup>1</sup>***

Successful primary candidates whose committees received a primary campaign grant from the Citizens' Election Program must file certain statements to be eligible to receive a general election grant. These statements should be filed as soon as possible after the primary. To obtain their general election grant, committees must provide to the Commission:

- (1) **SEEC Form 30 Disclosure Statement.** The committee's next required standard filing is the "30 Days Following Primary" report due on September 13, 2018. If the committee would like to obtain their general election grant prior to this timeframe, it may file an intervening report, which it is encouraged to do so. To complete this filing, select "Post Primary Itemized Statement accompanying request for General Election Grant" from the Non-Standard Reports menu in eCRIS Reporting Home. The period covered begins with the first day not included in the last filed disclosure statement and must cover up through no more than three days before the filing's submission. This report may be filed at any time after the day of the primary but must contain the full scope of financial activity related to the primary period. If there are expenses related to the primary that have not been paid, they should be reported as incurred expenses on this report.

**Important Note:** If you plan to submit a "Post Primary Itemized Statement accompanying request for General Election Grant" report and prefer to open a draft of this filing before the period that will be covered by it is over, we suggest that you open up the "30 Days Following Primary" draft report. When you are ready to submit the "Post Primary Itemized Statement accompanying request for General Election Grant," you can change the draft report into this type of filing. This will enable you to keep working in the draft without having to change the end date for it, which can never extend beyond the current date in the case of non-standard reports.

- (2) A detailed list addressing your intent to use campaign goods or services purchased or pre-paid during the primary for the general election. The amounts reported in this list are used in calculating the general election grant amount that your committee will receive. In an effort to streamline and simplify the general election grant release following a successful primary, the SEEC has created the [Carry Forward Form](#) based on information provided by past committees.

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<sup>1</sup> This checklist is not intended to be used by campaigns of Lieutenant Governor candidates as they are not eligible for general election grants. If you are from a Lieutenant Governor campaign, please contact Commission staff regarding next steps.



The **Carry Forward Form** should include the following (if applicable):

- Purchase of or lease for equipment or furniture or lease for a vehicle with a cost of \$250 or more, including items with an expenditure code of EFV. Include a statement regarding allocation for use of these items for the general election campaign. For example, if a committee purchased six computer tablets in mid-June at a cost of \$500 each and planned to use all six for the general election as well for a total use of five months, the committee might allocate three months' worth, or \$1,800 of the cost, to the general election period.
- Purchases made for campaign supplies, pre-paid postage and other advertising which are coded as **A-DM**, **A-SIGN**, **PRNT**, **POST**, or **WEB** with a cost of \$250 or more. Provide a reasonable estimate of the amount of remaining materials available for use in the general election.
- Purchases made for pre-paid advertising to be used in the general election period, such as advance payments for ads, mailers, palm cards, which are coded as **A-MAG**, **A-NEWS**, **A-RAD**, **A-TV**, **A-WEB**, **A-ATM**, or **A-PH-BNK**. Please provide information as to the amount of the expenditure that is an advance payment for use after the primary.
- Any pre-paid durational agreements for services to be used in connection with the general election campaign, including a lease for headquarters or an ongoing consulting contract with purpose of expenditure codes of **OVHD** or **CNSLT**. **Please Note:** If a lease or consulting agreement *only* covered the primary period, a new agreement covering the general election period is now required. This is a common error and filling out the **Carry Forward Form** is a good time to review the need to update all service agreements.
- Any single expenditure reported for any other item not previously included in the above list, with a cost of \$250 or more that is anticipated to be used in the general election campaign.

If no goods or services were purchased in the primary period that will be carried forward for use in the general election period in any particular category, you should enter “zero.” If no goods or services at all will be carried forward, you still need to fill out the **Carry Forward Form** by entering “zero” in each category and signing the required certification.

Valuation is often reliant on specific facts known only to the committee and a treasurer should make a reasonable, good faith allocation based on the committee’s usage.



The **Carry Forward Form** should be mailed or hand delivered to:

State Elections Enforcement Commission  
Attn: Campaign Disclosure & Audit Unit  
20 Trinity Street, 3rd Floor  
Hartford, CT 06106

The form may also be signed, scanned and emailed to your Elections Officer. Any questions should be directed to your Elections Officer at 860-256-2985.

**Candidate committees who received a primary grant *must* provide the above described statements so that the amount of their general election grant can be calculated. This should be done *as soon as possible after the primary*. Committees that are *not* seeking a general election grant *must* notify the Commission as well.**