



CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

# NEWSLETTER

April 2018

Volume 1



## Online Contribution Website Reviews

If you have recently registered a committee for the 2018 election cycle and plan to collect contributions online, please contact the Candidate Services Unit (at 860-256-2985 or [public.finance@ct.gov](mailto:public.finance@ct.gov)) to have your website reviewed before you start raising any money through that mechanism.





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## CEP and eCRIS Trainings



Commission staff will be continuing to offer trainings for candidates and treasurers interested in participating in the CEP. In addition to teaching the basics of the public financing program (CEP 1.0), this election cycle we are also offering a separate CEP training for more seasoned treasurers (CEP 2.0).

Staff will also continue to offer eCRIS trainings specifically for General Assembly and statewide office committee treasurers. As electronic filing is now mandatory for all exploratory and candidate committees that raise or spend \$1,000 or more, new treasurers must be sure they are trained and ready to use eCRIS for the 2018 election cycle.

For dates on which we will be offering different sessions back-to-back, you may attend one or all sessions. To register, please visit our website and select the session(s) you would like to attend.

Saturday, April 14 9:00am-1:00pm	eCRIS (1hr) at 9:00 am, CEP 1.0 (2hr) at 10:00 am, CEP 2.0 (1hr) at 12:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Wednesday, April 25 5:00pm-7:00pm	CEP 1.0 (2hr) at 5:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Monday, May 14 4:00pm-8:00pm	eCRIS (1hr) at 4:00 pm, CEP 1.0 (2hr) at 5:00 pm, CEP 2.0 (1hr) at 7:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, June 7 9:00am-1:00pm	eCRIS (1hr) at 9:00 am, CEP 1.0 (2hr) at 10:00 am, CEP 2.0 (1hr) at 12:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, June 21 5:00pm-8:00pm	eCRIS (1hr) at 5:00 pm, CEP 1.0 (2hr) at 6:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room
Thursday, July 5 9:00am-1:00pm	eCRIS (1hr) at 9:00 am, CEP 1.0 (2hr) at 10:00 am, CEP 2.0 (1hr) at 12:00 pm	SEEC 5 <sup>th</sup> Floor Conference Room

If you are unable to make an eCRIS training or would like a refresher on a particular subject, we also now offer a series of online training videos that you can watch on your own time. “Creating an Account” and “How to Reset your Password” are available on our public website. Once you have an eCRIS account, you can access an additional 19 videos covering topics from adding a data entry operator to reporting expenses incurred but not paid, both when incurred and when paid off. The videos walk you through where to report specific information as well as the step by step process for creating a draft report and filing the report to the state.





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## 2018 Guidebooks Now Available

The Commission has released new versions of the following guidebooks:

- ♦ [2018 Guide for Statewide Office and General Assembly Candidates Not Participating in the Citizens' Election Program](#)
- ♦ [2018 Guide for Judge of Probate Candidates](#)

The Commission has also released a [2018 Addendum](#) to the 2017 Guide for Party Committees.

The 2018 Guide for Statewide Office and General Assembly Candidates Participating in the Citizens' Election Program will be available later this month.

## April 2018 Filing Reminder!

### April Quarterly Filing Due Tuesday, April 10, 2018

The filing period for the April quarterly report (April 10 Filing) commenced April 1, 2018 and ends April 10, 2018. All state central committees, town committees, political committees, and candidate and exploratory committees must file this report regardless of financial activity.

A vertical image of a purple flower stalk with many small, bell-shaped blossoms hanging from it. The background is a soft, out-of-focus purple.

**eCRIS after hours  
support is available  
860-256-2930**

## Town Committees – Recent Change in Officers? Remember to Amend!

If your town committee has recently changed chairperson, treasurer, or deputy treasurer, please remember to file an amended registration statement (SEEC Form 2) with our office, signed by the chairperson and any new treasurer or deputy treasurer, if applicable. These changes are not effective unless the appointments have officially been submitted through an amended registration.

## 24-Hour Independent Expenditure Reporting

With state conventions and caucuses less than two months away, the Commission wishes to remind committees, groups, and individuals seeking to make independent expenditures for General Assembly and statewide office candidates in excess of \$1,000 that 24-hour reporting will apply beginning the day after the convention, caucus, or town meeting is held for the purpose of endorsing candidates in the relevant race.

For more information, please see our webpage on independent expenditure reporting or give us a call at 860-256-2940.





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## A NOTE ABOUT USING THE SHORT FORM DISCLOSURE STATEMENT

Regardless of whether your committee is permitted by law to file the short form (also known as the SEEC Form 21) for a given filing, **we always recommend that you file the long form for every filing.** Eventually when a committee must file a long form and has not for previous filings, the treasurer will have to go back and amend all prior reports for that year (party committees and ongoing political committees) or since inception (candidate committees and durational political committees) to turn them into long forms, even if there was no activity in the period that the particular filing covers. To save yourself time and effort, it is thus advisable to file on the long form for every filing regardless of activity, including the upcoming quarterly filing due April 10, 2018.

The law permits committees to file a short form disclosure statement if they have not spent, incurred, or received over \$1,000 since inception,

in the case of candidate committees and durational political committees, or since the beginning of the year, in the case of party committees and ongoing political committees. On a short form, the treasurer certifies that the committee has not received contributions or other funds or made or incurred expenditures over \$1,000 for the period and does not disclose any activity. Once they hit that threshold, however, they will have to report back all activity. Moreover, this year, party committees and ongoing political committee are required to file the long form for the 7th day preceding election and January quarterly filings regardless of activity and candidate committees of candidates intending to get a grant from the Citizens' Election Program will necessarily receive over \$1,000, thus necessitating that the long form be used. These types of committees in particular are strongly encouraged to file long forms from the outset even if they have not yet hit the \$1,000 threshold at the time of filing.







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## CEP 12 (Electronic Funds Transfer Form) – Submit Now!

Campaigns interested in participating in the CEP are encouraged to submit their SEEC Form CEP 12 (Electronic Funds Transfer Form, a.k.a. the "Penny Test") now. This form can be completed by the committee treasurer or deputy treasurer at any time. By completing it now, during a quieter time for the campaign and well before the grant application period begins, your bank account will be ready to receive funds as soon as the Commission approves your application.

A SEEC Form CEP 10 (Affidavit of Intent to Abide by Expenditure Limits and Other Program Requirements) does not need to be on file in order to file a CEP 12. We continue to urge you to hold off on submitting your CEP 10 until after your nominating convention or official notice that you have achieved ballot access. For a further discussion on this topic, please see the Commission's [December 2017 newsletter](#).

## Revised CEP Grant Application Process

The Commission and staff are eager for the CEP grant application season to get under way! Because this is a statewide office year and the Commission must implement a new grant reduction schedule which is likely to lead to an influx of applications earlier in the season, staff will be implementing a new process for campaigns needing to make fixes on a submitted grant application.

If you submit a grant application and it does not meet the thresholds to be eligible for a grant upon first review, your assigned elections officer will send you an email detailing adjustments that must be made in order to qualify for a grant, including which contributions may be fixed quickly and instructions for raising new money, if necessary. Once you have made all of the adjustments you feel necessary to make a good faith resubmittal, you must provide all of the fixes together as one submission. Staff is no longer able to accept piecemeal fixes. Thank you for your cooperation.

## Staff Spotlight

We are pleased to announce that Mark Severance has recently joined the agency as an elections officer.

Welcome  
to the team, Mark!



## CONTACT US

**SEEC Main Line:**

860-256-2940

Email: [seec@ct.gov](mailto:seec@ct.gov)

**SEEC Candidate Services Unit:**

860-256-2985

Email: [public.finance@ct.gov](mailto:public.finance@ct.gov)

**SEEC Compliance Unit:**

860-256-2925

Email: [seec.compliance@ct.gov](mailto:seec.compliance@ct.gov)

**eCRIS Help Desk:**

860-256-2930