



STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION

***Treasurer's Checklist:
Post-Primary Filing for Participating Candidates who Received a Primary Grant***

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. *You can apply for a general election grant BEFORE the 30 Days Following Primary report is due.* Committees should provide to the Commission:

- (1) **SEEC Form 30 Disclosure Statement.** Check the box in section 9 entitled "Post Primary Itemized Statement accompanying request for General Election Grant" (covering the period beginning with the first day not included in the last filed disclosure statement and covering through no more than three days before the submission). For eCRIS filers, select "Post Primary Itemized Statement accompanying request for General Election Grant" from the Non-Standard Reports menu in eCRIS Reporting Home.
- (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.

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, the committee might allocate \$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.



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- 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 Candidate Services Liaison. Any questions should be directed to your Candidate Services Liaison, 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*. Committees that are *not* seeking a general election grant *must* notify the Commission as well.