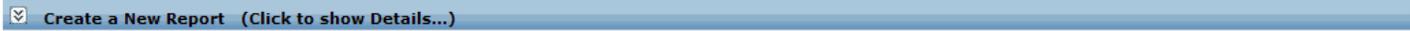


How To Use Create a New Draft Report Section

The section titled Create a New Draft Report is only available to the treasurer, deputy treasurer, and/or alternate deputy treasurer officers of a committee. This section on the Reporting Home page allows the user to create a new draft report. Based on the status of the existing draft report(s), this section may be displayed in collapsed view. To display the section in the expanded view, click anywhere on the Create a New Draft Report title bar. Following is Create a New Draft Report section image being displayed in a collapsed view:



Following is Create a New Draft Report section image being displayed in an expanded view:

Select Filing Year: 2009

Standard Reports: --Select the type of report--

OR

Non Standard Reports: --Select the type of report--

Period Covered: Beginning Date: [] Ending Date: []

I want to file Form 21 (Short Form) for this report

Create Report

Select Filing Year: By default, the system displays the Filing Year which is equal to the year value of the system date. The drop down list for the Select Filing Year is based on the Filing Calendar assigned to the committee and previous financial reports filed by the committee using eCRIS. If the system does not display any values in the drop down list, please log out and contact eCRIS Helpdesk at (860) 256-2930.

Choose from either Standard or Non Standard reports drop down list.

Standard Reports: The standard reports are defined as financial reports for which there is predetermined period covered begin and end dates and has a specified Filing Deadline Date. It should be noted that the standard reports may further be categorized as Required or Optional. For example, January 10 report, April 10 report, July 10 report, October 10 report, and so on are Required Standard Reports. The drop down list for the Standard Reports is based on the Filing Year where the Period Covered End Date year value is equal to the Filing Year. It should be noted that as the user creates draft reports or files the reports to the State, the instance of the Standard financial report is removed from the Standard Reports drop down list (indicating that the user can not create another instance of the same report). The users are advised to consult the Filing Calendar schedule published by the SEEC and mailed to them at the beginning of each calendar year. It is based on their committee type and election cycle status.

Non Standard Reports: The non standard reports are defined as financial reports for which there is no predetermined period covered begin or end dates and has no specified Filing Deadline Date. For example, Termination Report for Party and Political Action Committees (Non Standard) is a Non Standard Report. It should be noted that as the user creates draft reports or files the reports to the State, the instance of the non standard financial report is removed from the Non Standard Reports drop down list (indicating that the user can not create another instance of the same report).

Additional Information About Standard and Non Standard Reports: Any party or political action committee which makes or incurs and independent expenditure in excess of \$1,000 intended to promote the success or defeat of a candidate for the office of Governor, Lt. Governor, Secretary of the State, State Comptroller, Attorney General, State Senator or State Representative must file the *Independent Expenditure* statement and have it **received by** the Commission as follows: (1) an independent expenditure made or incurred more than twenty days before a primary or election must be reported to the Commission within 48 hours of making the independent expenditure; (2) an independent expenditure made or incurred twenty days or less before a primary or election must be reported to the Commission with 24 hours of making the independent expenditure; and the period covered must include the financial

activity of the committee beginning the first day not included on the committee's last filed itemized financial disclosure statement and be complete as of the date the independent expenditure was made. If the committee filing this statement makes or incurs an independent expenditure in excess of \$1,000 intended to promote the success or defeat of a candidate for any other type of office, other than Statewide Office or General Assembly, such treasurers shall only be required to file statements according to the regular schedule of statements.

If the type of report being filed is a **45 days following an election not held in November**, this report is only applicable to candidate committees and political committees formed for a May municipal election and any municipal special election; in the case of candidate committees and political committees formed for a regular November election, the January 10 filing shall serve as the 45 days following the election report.

If the type of report being filed is a **termination** report, the distribution of surplus may be made after the date of the primary, election or referendum, however is **required** to be made no later than 90 days after a primary or 90 days after an election or referendum not held in November, or by January 31 of the year following an election or referendum held in November. The termination report is required to be filed no later than 7 days after the distribution.

If the type of report being filed is the first **deficit** report, the treasurer must file a statement 90 days after an election, primary, or referendum not held in November, or on February 7th of the year following an election or referendum held in November. The treasurer is required to file an additional **deficit** report on the 7th day of the month immediately following an increase or decrease in the deficit that is greater than \$500 from the last filed itemized disclosure statement. The treasurer is required to report all activity since the last filed itemized disclosure statement and shall cover a period ending with the last day of the month preceding the day of the filing.

If the type of report being filed is an **Initial Contribution or Disbursement** report, this statement must be itemized and complete as to the first day of a political committee's deposits into the committee's single checking account. The reporting period spans a single day and shall be complete as to **all** of the political committee's transactions on that date (i.e. receipts, disbursement, expenditures, etc.).

Period Covered Beginning Date: Based on the report selected and the last report filed by the user, the system fills in the Period Covered Beginning Date. The user is NOT allowed to change the date. If you believe that the date displayed by the system is incorrect please contact eCRIS Helpdesk at (860) 256-2930.

Period Covered Ending Date: Based on the report selected by the user, the system fills in the Period Covered Ending Date. The user is NOT allowed to change the ending date for the Standard reports, however the system will set the ending date to be today's date as the ending date for the Non Standard reports. It should be noted that the user CAN change the ending date for the Non Standard reports. The ending date can not be less than the Period Covered Beginning Date or greater than today's date.

Checkbox to file Form 21: You may check the box to file Form 21 for the report if any of the following apply:

- The treasurer of any candidate committee, exploratory committee or political committee formed for a single election, primary or referendum, provided that the committee has **NOT** received contributions or other funds, or made or incurred expenditures in excess of \$1,000 from the inception of the committee through the close of the reporting period covered by this statement.
 - ***Please Note:** This form may **NOT** be used by a terminating exploratory committee formed that is distributing its surplus to its registered candidate committee. For this filing you must use SEEC Form 30 (Statewide Office and General Assembly candidates).
- The treasurer of any town committee or political committee formed for ongoing political activities, provided that the committee has not received contributions or other funds, or made or incurred expenditures in excess of \$1,000 from January 1st of the current calendar year through the close of the reporting period covered by this statement.

- **Please Note:* This form may **NOT** be used by a town committee or political committee formed for ongoing political activities for the statement due January 10 and the 7th day preceding the election. For these filing dates, you must use SEEC Form 20.
- The treasurer of a state central committee may **never** use Form 21.

Finally, click on the Create Report button to create a draft report. Upon successful completion, the system will prompt you with the message that a draft has been created and a record of it has been placed in the List of Draft Reports section.