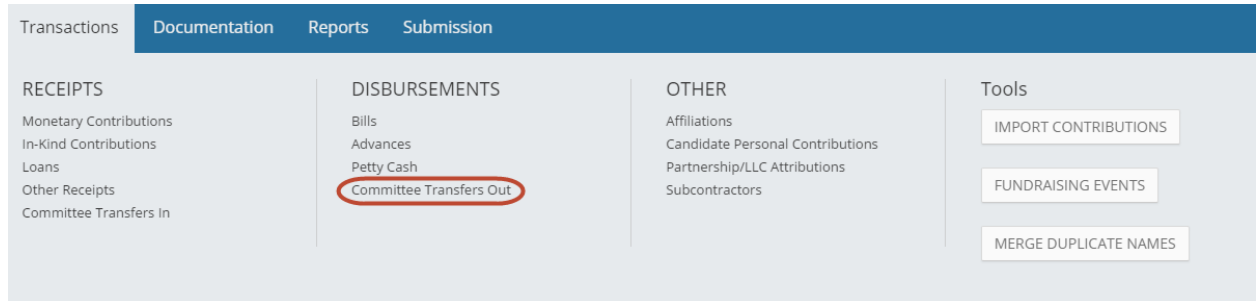


**Help Content: Committee Transfers Out**

**HOW TO ADD A TRANSFER OUT**

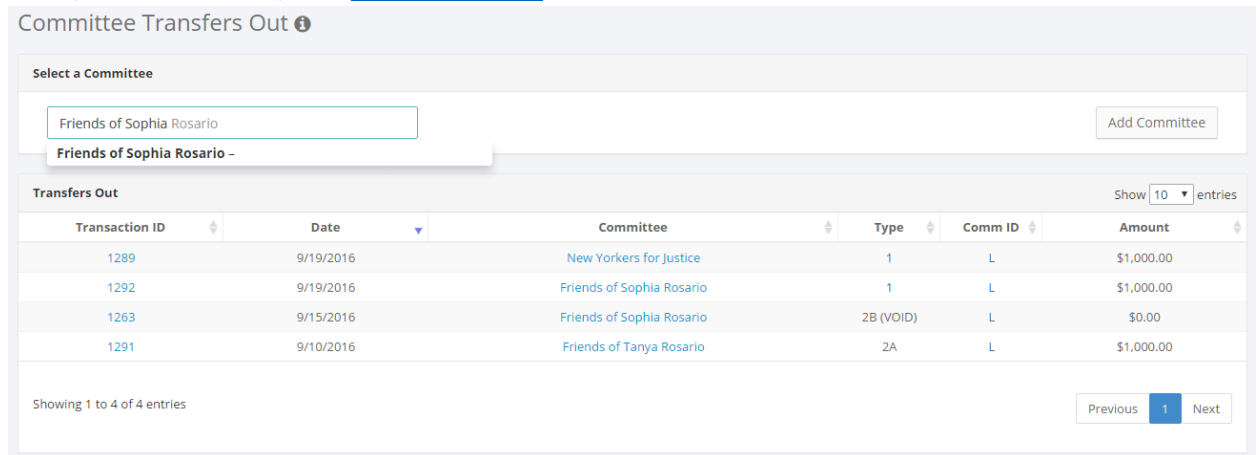
**1. Go to Committee Transfers Out.**

Click **Transactions** and then **Committee Transfers Out**.



**2. Search for the committee.**

You are now on the **Committee Transfers Out** screen. Use the **Search Committee** bar to select the committee to which the transfer is being made. If the committee’s name record already exists, click on it. If not, click [Add Committee](#).



**3. Click Add Transfer Out.**

You are now on the committee’s page that will include all transfers out to the committee. Click the blue **Add Transfer Out** button to proceed.

Committee Transfers Out ?

Select a Committee

Add Committee

---

**Profile**

**Name:** Friends of Sophia Rosario  
**Address:** 100 Church Street 12  
 New York NY 10007  
**Boro:** Manhattan Candidate Committee

**Totals**

**Total Transferred Out:** \$1,000.00

---

**Transfers Out** Add Transfer Out

Transaction ID	Date	Committee	Type	Amount
1292	9/19/2016	Friends of Sophia Rosario	1	\$1,000.00
1263	9/15/2016	Friends of Sophia Rosario	2B (VOID)	\$0.00

**4. Enter the details of the transfer and click Save.**

C-SMART will alert you if you leave out required information. Complete the fields as follows:

- **Committee:** From the drop-down list, select the committee from which the funds are coming. C-SMART will automatically default to your principal committee. You may select a different committee if the default does not apply to this transaction.
- **Transfer Date:** Enter the date the campaign made the transfer.
- **Amount:** Enter the amount of the transfer.
- **Check Number:** Enter the number of the check used to make the transfer. If the transfer was made electronically, enter “EFT” in this field.
- **Bank Account:** Select the bank account from which the transfer is being made.
- **Runoff/Rerun:** Check this indicator if the transfer was made for an anticipated runoff or court-ordered rerun election. See the [Runoff Guidance Document](#) for more information.
- **Segregated:** Check this indicator if the transfer was from your campaign’s segregated bank account. A segregated bank account is used for raising funds to pay debt from a previous election, making contributions to other political committees, or engaging in other types of spending that would cause a deduction in public funds pursuant to Rule 5-01(n). You must disclose the segregated bank account to the CFB and follow all the guidance contained in the [Segregated Bank Accounts Guidance Document](#).
- **Transfer Out Types:** Select the appropriate transfer type. Follow the on-screen descriptions for assistance, and for further help see the [Type 1 and 2A Transfers Guidance Document](#) and the [Type 2B Transfers Guidance Document](#).
- **Notes:** Enter any additional notes relating to this transaction. Please be aware that this same note field appears on both the main transaction and any associated transactions. If you make changes on any one of the associated transactions, those changes will be reflected in those associated transactions as well as the main transaction.  
*Important: Information entered and saved in this field is intended for use by the campaign only and is not part of any data submitted to the Campaign Finance Board during any submission process.*

**CANDIDATE SERVICES TIP(S):**

- ✓ Upon clicking **Save**, if a warning message pops up, read it. It might notify you of a potential compliance issue that you need to address immediately.
- ✓ Use the tab key to navigate through the fields so that you don't miss one.

**Enter Details**

**\*Committee:**

**\*Transfer Date:**

**\*Amount:**

**\*Check Number:**

**\*Bank Account:**

**Runoff/Rerun:**

**Segregated:**

Type 1: Funds disbursed to a party or constituted committee (subject to Campaign Finance Act expenditure limits).

Type 2: A:  Transfers to a committee solely supporting the same candidate in the same election.  
 B:  Transfers to a committee solely supporting the same candidate in another election.

**Notes:**  
[For Campaign Use Only]

**5. Your transaction has been successfully saved.**

At this point, C-SMART will go to the **Committee Transfer Out** page for the specific transaction you just saved. You will see that the **Totals** box is updated to account for the saved transaction and the details of the transfer you just saved remain on-screen.

**CANDIDATE SERVICES TIP(S):**

- ✓ Notice that the transaction now has a **Transaction ID**. Write this number on the copy of the check, receipt, and other documentation for audit and recordkeeping purposes.

Committee Transfer Out [Back to Friends of Sophia Rosario](#)

Transaction ID: **1335** Statement: N/A [Edit](#) [Delete](#)

**Profile**

**Name:** Friends of Sophia Rosario  
**Address:** 100 Church Street 12  
 New York NY 10007  
**Boro:** Manhattan Candidate Committee

**Totals**

**Total Transferred Out:** \$2,750.00

**Transfer Out Details**

**Committee Name:** Sophia for Council  
**Transfer Date:** 09/30/2016  
**Amount:** \$1,750.00  
**Check Number:** 403  
**Bank Account:** Smart Savings Bank(\*\*\*3522)  
**Runoff/Rerun:**   
**Segregated:**

**Type 1:** Funds disbursed to a party or constituted committee (subject to Campaign Finance Act expenditure limits).

**Type 2:**  A: Transfers to a committee solely supporting the same candidate in the same election.  
 B: Transfers to a committee solely supporting the same candidate in another election.

## HOW TO EDIT A TRANSFER OUT

### 1. Click the Transaction ID.

From the recipient committee's **Committee Transfers Out** page, click the **Transaction ID** of the transfer out you wish to edit.

Committee Transfers Out ⓘ

Select a Committee

[Add Committee](#)

**Profile**

**Name:** Friends of Sophia Rosario  
**Address:** 100 Church Street 12  
 New York NY 10007  
**Boro:** Manhattan Candidate Committee

**Totals**

**Total Transferred Out:** \$2,750.00

**Transfers Out** [Add Transfer Out](#)

Transaction ID	Date	Committee	Type	Amount	
<b>1335</b>	9/30/2016	Friends of Sophia Rosario	2B	\$1,750.00	<a href="#">Edit</a>
1292	9/19/2016	Friends of Sophia Rosario	1	\$1,000.00	<a href="#">Edit</a>
1263	9/15/2016	Friends of Sophia Rosario	2B (VOID)	\$0.00	<a href="#">Edit</a>

### 2. Click Edit.

Once you are on the page for the specific transfer out transaction, click the **Edit** button.

### Committee Transfer Out

Transaction ID: 1335 Statement: N/A

[Back to Friends of Sophia Rosario](#)

Profile	Totals
<p><b>Name:</b> Friends of Sophia Rosario</p> <p><b>Address:</b> 100 Church Street 12 New York NY 10007</p> <p><b>Boro:</b> Manhattan Candidate Committee</p>	<p><b>Total Transferred Out:</b> \$2,750.00</p>

#### Transfer Out Details

**Committee Name:** Sophia for Council

**Transfer Date:** 09/30/2016

**Amount:** \$1,750.00

**Check Number:** 403

**Bank Account:** Smart Savings Bank(\*\*\*\*3522)

**Runoff/Rerun:**

**Segregated:**

Type 1:  Funds disbursed to a party or constituted committee (subject to Campaign Finance Act expenditure limits).

Type 2:  A:  Transfers to a committee solely supporting the same candidate in the same election.  
B:  Transfers to a committee solely supporting the same candidate in another election.

**3. Update and click Save.**

Modify, add, or remove the applicable fields and then click **Save**.

**CANDIDATE SERVICES TIP(S):**

- ✓ Notice that the timestamp will be updated to reflect who made the modification to the transaction and when.

**Edit Details**

\*Committee: Sophia for Council

\*Transfer Date: 09/30/2016

\*Amount: \$ 1,500.00

\*Check Number: 403

\*Bank Account: Smart Savings Bank(\*\*\*\*3522)

Void Check:  Void Date:

Runoff/Rerun:

Segregated:

Type 1: Funds disbursed to a party or constituted committee (subject to Campaign Finance Act expenditure limits).

Type 2: A:  Transfers to a committee solely supporting the same candidate in the same election.  
B:  Transfers to a committee solely supporting the same candidate in another election.

Notes:  
[For Campaign Use Only]

4. The transfer out has been successfully edited.

## HOW TO DELETE A TRANSFER OUT

### 1. Click on the Transaction ID.

From the recipient committee's **Committee Transfers Out** page, click the **Transaction ID** of the transfer out you wish to delete.

Committee Transfers Out ?

Select a Committee

Search Committee Add Committee

---

**Profile**

**Name:** Friends of Sophia Rosario  
**Address:** 100 Church Street 12  
 New York NY 10007  
**Boro:** Manhattan Candidate Committee

**Totals**

**Total Transferred Out:** \$2,500.00

---

**Transfers Out** Add Transfer Out

Transaction ID	Date	Committee	Type	Amount	
1335	9/30/2016	Friends of Sophia Rosario	2B	\$1,500.00	
1292	9/19/2016	Friends of Sophia Rosario	1	\$1,000.00	
1263	9/15/2016	Friends of Sophia Rosario	2B (VOID)	\$0.00	

**2. Click Delete.**

Once you have reviewed the saved transaction and are positive that this was saved in error and did not actually occur, you can click the **Delete** button.

Committee Transfer Out Back to Friends of Sophia Rosario

Transaction ID: 1335 Statement: N/A Edit Delete

---

**Profile**

**Name:** Friends of Sophia Rosario  
**Address:** 100 Church Street 12  
 New York NY 10007  
**Boro:** Manhattan Candidate Committee

**Totals**

**Total Transferred Out:** \$2,500.00

---

**Transfer Out Details**

**Committee Name:** Sophia for Council

**Transfer Date:** 09/30/2016

**Amount:** \$1,500.00

**Check Number:** 403

**Bank Account:** Smart Savings Bank(\*\*\*\*3522)

**Runoff/Rerun:**

**Segregated:**

**Type 1:**  Funds disbursed to a party or constituted committee (subject to Campaign Finance Act expenditure limits).

**Type 2:**  A:  Transfers to a committee solely supporting the same candidate in the same election.  
 B:  Transfers to a committee solely supporting the same candidate in another election.

**3. The transfer out has been successfully deleted.**

**CANDIDATE SERVICES TIP(S):**

- ✓ In most cases, you should delete a transaction only if you are sure it was entered or saved in error and did not actually occur.