

Adjutant Software Customer Support Tech Notes

Document Title: PayPal, Recording Contributions
Document Number: 044
Applies to: Campaign ToolBox FLORIDA

SUMMARY

This Tech Note describes how to record contributions received using PayPal for campaign in Florida.

PROCEDURE

For campaign finance reporting purposes, a PayPal account is “invisible”. The movement of funds from the PayPal account into your primary bank account is not reported - only the actual contributions and fees are reported.

For each contribution received, you must create a regular contribution record with the Type set to CHE. Note that Florida defines “Check” as “*Includes traditional paper checks, wire transfers, Paypal, contributions by credit card, and other types of electronic funds transfers.*” The amount reported is the full amount that the donor contributed - do not deduct the PayPal transaction fee; this is reported separately as an expense.

Fees deducted by PayPal are recorded as an Expense record with something like “PayPal fee” as the purpose. Since the expenditure record includes the date that the expenditure was made, you should not lump the fees from multiple contributions together - each one is actually a separate expenditure.

NOTES

- Since PayPal is not a part of the reporting, funds that are in your PayPal account are not recorded in Campaign ToolBox. You will need to manually account for any such funds when you are discussing financial matters within your own campaign.
- PayPal has several different types of accounts. When setting up your PayPal account, make sure that the account type you have will allow you to transfer all of your anticipated contributions on a regular basis.
- PayPal may require proof that the account you have set up is actually a political campaign account.