

Adjutant Software Customer Support Tech Notes

Document Title: PAC End of Year and Balance Carried Forward
Document Number: 045
Applies to: Campaign ToolBox for Kentucky

SUMMARY

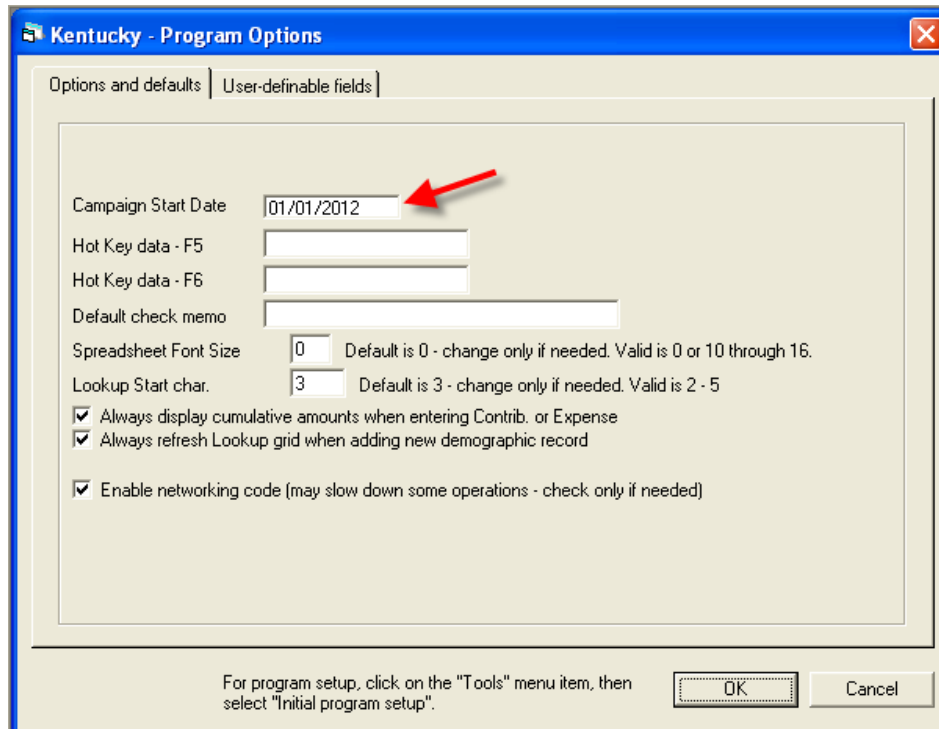
This Tech Note describes the steps that Kentucky PACs should take to close out an old year and start a new year. This is based on a memo from KREF Auditor Greg Cordier, dated March 7, 2012, Subject: PAC Election Finance Statements. PACs must reset their totals to zero at the beginning of each year and show the balance carried forward.

This procedure must be done each year before filing the 1st quarter report.

PROCEDURE

1) Set the **Campaign Start Date** to January 1 of the new year. The Campaign Start Date tells the program to disregard any transactions with a date prior to that date. There are two places where this date can be changed:

- The Program Options form, found by going to the blank screen and clicking on Tools > Options.



The screenshot shows the 'Kentucky - Program Options' dialog box. The 'Campaign Start Date' field is highlighted with a red arrow and contains the text '01/01/2012'. Other fields include 'Hot Key data - F5', 'Hot Key data - F6', 'Default check memo', 'Spreadsheet Font Size' (0), and 'Lookup Start char.' (3). There are also three checked checkboxes at the bottom.

Options and defaults | User-definable fields

Campaign Start Date: 01/01/2012

Hot Key data - F5: []

Hot Key data - F6: []

Default check memo: []

Spreadsheet Font Size: 0 Default is 0 - change only if needed. Valid is 0 or 10 through 16.

Lookup Start char.: 3 Default is 3 - change only if needed. Valid is 2 - 5

Always display cumulative amounts when entering Contrib. or Expense

Always refresh Lookup grid when adding new demographic record

Enable networking code (may slow down some operations - check only if needed)

For program setup, click on the "Tools" menu item, then select "Initial program setup".

OK Cancel

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- OR in can be set in Step 51 of Initial Program Setup

01/01/2012

Campaign Start Date - Max. field size = 10
Enter any date on or before your first record to be reported. This date is used to tell the program to ignore all records prior to this date.

This date should always be earlier than ANY records in this database file that should be reported.

PACs should use a date like 01/01/1990.

Use mm/dd/yyyy format for the date.

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Step 51 of 53 Cancel/Close

- 2) Create an **“Other”** receipt to show the balance carried forward from the previous year. The key parts of this record are shown below, with Contribution Type Code 7, Contributor Type Code 19, and “Balance Carried Forward” (or similar wording) in the Contrib Type 19 Description field.

SPAC_Test.mdb - Contribution - Expire date = 01/01/2014

Contribution | More demographic | Association, misc. |

TEST PAC 01/01/2012
Organization Date

Last Name First Name Mid Name Suffix Prefix

123 Main Street 0 Organization N/A
Address - major (required) Entity Type Informal Name Source

Address - minor (optional)

Frankfort KY 12345 7 MISCELLANEOUS
City State Zip Code Contribution Type code

12000.00 1 MONETARY Balance Carried Forward Amendment
Amount Mode In Kind Descrip. Contrib Type 19 Description

Occupation Employer

PAC Interest 19 OTHER Qty.
Contributor Type Code

Add
Save
Cancel
Delete
<< < > >>

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You will see a pop-up form for the balance carry forward from the previous report. For the Q1 report, it will show a balance of \$0.00 and the dates may not make sense. Do not make any changes to this. For the Q2, Q3, and Q4 reports, it will show the amounts that the program calculates; it can be changed if needed.

The balance carried forward will show up on the report under the "Other" category (Line 1b). In this case, \$12,000 was carried forward and there was no other activity being reported.

Permanent Committee (PAC) Finance Statement Summary Page			
Receipts	Number of People	This Report	This Year
1a. Itemized contributions		\$0.00	\$0.00
1b. Other		\$12,000.00	\$12,000.00
1c. Currency	0	\$0.00	\$0.00
1d. Anonymous	0	\$0.00	\$0.00
1e. Unitemized	0	\$0.00	\$0.00
2. TOTAL RECEIPTS		\$12,000.00	\$12,000.00

The balance carried forward will also show up on the Itemized Receipts report (PAC Schedule 1) as shown in the following example:

OTHER	\$12,000.00
MONETARY	
MISCELLANEOUS	

NOTES

When Campaign ToolBox generates your statutory reports, the Flagged Items Report (displayed before the statutory reports are created) will indicate that records exist with a date earlier than the Campaign Start Date. You should just disregard this notice. There may be other flagged items that should be disregarded.