

Adjutant Software Customer Support Tech Notes

Document Title: Changing from CCE to PC Status
Document Number: 049
Applies to: Campaign ToolBox FLORIDA

SUMMARY

On May 1, 2013, Governor Rick Scott signed into law HB569 which, among other things, eliminates all Committees of Continuous Existence (CCE). This Tech Note describes how to make the necessary changes for those who will be converting a CCE to a Political Committee (PC). There are other changes in the law, but this Tech Note only covers the change from CCE to PC in Campaign ToolBox, and does not touch on any legal or reporting matters.

PROCEDURE

About your license - If the name of the CCE will remain exactly the same (i.e., it does not have something like “CCE” in the name), then you can use the exact same registration code as you are currently using. If you will need to change the name, you will need to get a new registration code to work with the new name. The simplest way is to just renew your license using the new name - the new expire date will start with the current expire date, so you will not lose any license time with the new license.

Create a NEW DATABASE FILE

1. Start Campaign ToolBox and click on the Initial Program Setup button.
2. You will be asked if the current database file is the one you want to use during Setup - Click No.
3. You will be asked if you want to create a new file. Click Yes.
4. Select the location you want to use and replace the default name of “Campaign” with the name of your new PC.
5. Continue with Initial Program Setup using the new file you just created. Use either the same registration code or your new one if you needed to change the name.
6. When you get to step 11 (Type of Reporting Entity), select “PC Political Committee”. Make sure that the selection is highlighted in blue before clicking the “Next” button.
7. Step 12 is where you will enter the new Statutory ID Number for your new PC.
8. Continue through the steps to the end of Initial Program Setup.

NOTES

- Since you will probably have your old CCE database file on your computer, make sure that you are using the correct file. The name of the file is displayed on the Header of the Contribution and the Expense forms.
- You might want to clear the old database file off of the “Recently Used Files” list under the File menu item just so it doesn't show up there. Click on “Tools >Clear recently-used files list” to clear this list.
- Be sure to check with the Division of Elections to find out how to record the transfer of funds out of your old CCE and into the new PC, and any other legal questions.