

Campaign Finance Reporting File Specifications

I. FILE FORMAT

The format will be ASCII character with the fields delimited by tabs, character fields are NOT quoted, and data records are terminated with a carriage return, ASCII character (CR), followed by a line feed, ASCII character (LF).

II. FILE NAME

Each report shall use the following file naming convention: **IDnumber_ReportType.txt**, (12345_Q4.txt). If a file is large it may be compressed using standard compression utilities. The compressed file would have the extension **.zip** (12345_Q4.zip) and would contain only one file named as specified above.

III. RECORD TYPES

Each electronic filing shall be composed of a series of individual data records. The record types are as follows: HEADER RECORD, CONTRIBUTION RECORD(S), EXPENDITURE RECORD(S), OTHER DISTRIBUTIONS RECORD(S), RELATED EXPENDITURE-DISTRIBUTION RECORD(S), FUND TRANSFER RECORD(S), and SIGNATURE RECORD.

IV. ABBREVIATIONS

The following abbreviations are used throughout this document: Candidates (CAN); Governor & Cabinet Candidates (CAB); Electioneering Communication Organization (ECO); Independent Expenditure Organization (IXO); Political Committees (PAC); Affiliated Party Committee (PAP); and Political Party (PTY).

V. HEADER RECORD (Required – must be the first record in the file)

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (01)	H	
2	Version Identification	char (12)	V.2009.07	Required
3	Special election report	char (01)	Y = Special N = General	
4	Report Year	char (04)		See Description Below
5	Report Type	char (03)		See Description Below
6	Amendment flag	char (01)	Y = amendment N = original	See Description Below
7	Identification number	char (05)		Division of Elections assign ID Number
8	Name of reporting entity	char (70)		Last, first & middle name of candidate or individual, OR committee name, OR party name.
9	Office sought	char (50)		Candidates only; include district, circuit/group when applicable
10	Street address, line 1	char (30)		
11	Street address, line 2	char (30)		
12	City	char (30)		
13	State	char (02)	U.S.P.S. code	
14	Zip	num (09)		

Report Year

The report year is the year of the report period end date.

Report Type

Each reporting period is identified by a report type code. Report types can be found on the Division's web site (<http://doe.dos.state.fl.us>) under **Forms & Publications**, click on the Publications link is a link to the Finance Reporting Date Calendar.

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Amendment Flag

An amendment report includes only the contributions, expenditures, other distributions and fund transfers being reported as additions, updates or deletions. Please read the instructions for the sequence number field and the amendment type field.

VI. CONTRIBUTION RECORD(S)

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	C	
2	Sequence number		See attached	
3	Date of contribution		mm/dd/yyyy	
4	Entity Name or Individual Last Name	char (75) char (65)		
5	Individual Suffix	char (10)		Blank if not individual
6	Individual First Name	char (30)		Blank if not individual
7	Individual Middle Name	char (20)		Blank if not individual
8	Street address	char (75)		
9	City	char (30)		
10	State	char (2)	U.S.P.S. abbr.	
11	Zip	char (9)		
12	Contributor type	char (1)	See Codes Below	
13	Occupation	char (30)		Required if > \$100.00.
14	Type of contribution	char (3)	See Codes Below	
15	In-kind description	char (40)		
16	Amendment type	char (3)	ADD = add record DEL = delete record UPD = update record	Required when amendment flag on header record is 'Y' else leave blank.
17	Amount of contribution		Currency (i.e. 250.00)	Decimal is explicit

CONTRIBUTOR TYPE (Field 12)

Code	Description	Applicable To
I	Individual	ALL
B	Business (also includes corporations, organizations, groups, etc.)	ALL
D	Committee of Continuous Existence – NOT VALID AFTER 9/30/13	CAN, ECO, PAC, PAP, PTY
E	Electioneering Communication Organization	ECO
F	Political Committee (Federal or State)	CAN, ECO, PAC, PAP, PTY
P	Political Parties (includes federal, state and county executive committees) Or Affiliated Party Committee	ALL
O	Other	ALL
S	Candidate to Themselves	CAN

CONTRIBUTION TYPE (Field 14)

Code	Description	Applicable To
CAS	Cash or Cashier's Check	ALL
CHE	Check	ALL
COF	Carryover Funds from previous campaign (effective 11/1/13)	CAN
INK	In-kind	ALL
INT	Interest	ALL
LOA	Loan	ALL
MO	Money Order	ALL
MUC	Multiple Uniform Contributions (effective 11/1/13)	PAC
RCT	Other Receipts	ECO
REF	Refund (negative amount only)	ALL

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REFUNDS: Negative Contributions

All refunds (contribution type of 'REF') should be entered as a negative money amount. Examples of refunds include bad checks or a refund/return of a previously deposited contribution.

VII. EXPENDITURE RECORD(S)

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	E	
2	Sequence number		See attached	
3	Date of expenditure		mm/dd/yyyy	
4	Entity Name or Individual Last Name	char(75) char (65)		
5	Individual Suffix	char (10)		Blank if not individual
6	Individual First Name	char (30)		Blank if not individual
7	Individual Middle Name	char (20)		Blank if not individual
8	Street address	char (75)		
9	City	char (30)		
10	State	char (2)	U.S.P.S. abbr.	
11	Zip	char (9)		
12	Expenditure type	char (3)	See Codes Below	
13	Purpose of expense	char (100)		See Description Below
14	Candidate Office Code	char (3)	See Codes Below	Required when type = 'CAN' or 'REF' from a candidate else leave blank.
15	Candidate Office District or Circuit		Numeric	If applicable
16	Candidate Office Group Number		Numeric	If applicable
17	Amendment type	Char (3)	ADD = add record DEL = delete record UPD = update record	Required when amendment flag on header record is 'Y' else leave blank.
18	Amount of expenditure		Currency (i.e. 250.00)	Decimal is explicit
19	Amount of Credit Card Activity		Currency (i.e. 250.00)	Required if Type is 'CCP' else 0 (zero). Decimal is explicit

EXPENDITURE TYPE (Field 12)

Code	Description	Applicable To
CAN	Candidate Expense	PAC, PAP, PTY
CCP*	Credit Card Payment	CAB; PAC, PAP, PTY
DIS	Disposition of Funds	CAN
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)	CAN
DPP	Disposition of Funds to Political Party (effective 11/1/13)	CAN
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)	CAN
ECC	Electioneering communication regarding a candidate	ECO, PAC, PAP, PTY
IEC	Independent expenditure regarding a candidate	PAC, IXO
IEI	Independent expenditure regarding an issue	PAC, IXO
MON	Monetary (not to a Candidate)	ALL
PCW	Petty cash withdrawn	ALL (except IXO)
PCS	Petty cash spent	ALL (except IXO)
PPD	Pre-paid Distribution	ALL (except IXO)
REF	Refund (negative amount only)	ALL (except IXO)
RMB	Reimbursements	ALL (except IXO)
TOA	Transfer to office account (Disposition of Funds)	CAN

*Should be related to all distributions that make up the credit card statement's activity for the statement's coverage period.

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Purpose of Expense (Field 13) - A full description of the purpose of the expense.

When the *Expenditure Type* (field 12) is ‘CAN’, then the office code (field 14) must be supplied, and if applicable, the district/circuit number (field 15) and group (field 16) must be supplied. For local or out of state candidates (office code ‘LOC’ or ‘OOS’), the purpose field should contain the county involved and the office sought.

Examples:	Type	Purpose	Office/Issue	Dist/Cir	Group
	CAN	State Candidate	GOV		
	CAN	State Candidate	CTJ	13	3
	CAN	Leon County, Tax Collector	LOC		
	CAN	Georgia, State Senate Dist 4	OOS		

CANDIDATE OFFICE CODES (Field 14)

OfficeCode	OfficeDescription	Field 15	Field 16
PRE	President of the United States		
USS	United States Senator		
USR	United States Representative	District	
GOV	Governor		
ATG	Attorney General		
CFO	Chief Financial Officer		
AGR	Commissioner of Agriculture		
STA	State Attorney	Circuit	
PUB	Public Defender	Circuit	
STS	State Senator	District	
STR	State Representative	District	
SCJ	Supreme Court Justice		
DCA	District Court of Appeal	District	
CTJ	Circuit Judge	Circuit	Group
BGF	Boca Grande Fire Control District		Seat
ECW	East County Water Control District		Seat
EWF	Englewood Area Fire Control District		Seat
EWC	Englewood Water District		Seat
GBA	Gasparilla Island Bridge Authority		Group
LOX	Loxahatchee River Environmental Control District		Area
SEB	Sebastian Inlet Tax District		District
LOC	Local Office		
OOS	Out of State Office		

REFUNDS: Negative Expenditures

All refunds (contribution type of ‘REF’) should be entered as a negative money amount. Examples of refunds include any returned payment such as overpayment for service or the return of a contribution given to a candidate. For returned candidate contributions, the office code and district/group fields should be filled in.

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VIII. OTHER DISTRIBUTIONS RECORD(S) – not valid for IXO

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	D	
2	Sequence number		See attached	
3	Date of distribution		mm/dd/yyyy	
4	Entity Name or Individual Last Name	char(75) char (65)		
5	Individual Suffix	char (10)		Blank if not individual
6	Individual First Name	char (30)		Blank if not individual
7	Individual Middle Name	char (20)		Blank if not individual
8	Street address	char (75)		
9	City	char (30)		
10	State	char (2)	U.S.P.S. abbr.	
11	Zip	num (9)		
12	Recipient Type	char (1)	See Codes Below	
13	Distribution Type	char (3)	See Codes Below	
14	Related Expenditure ElectionID	char (12)	YYYYMMDD-GEN YYYYMMDD-S01	See Description Below Required if related expenditure was or is being reported.
15	Related Expenditure Report Year	char (4)		Required if related expenditure was or is being reported.
16	Related Expenditure Report Type	char (3)		Required if related expenditure was or is being reported.
17	Related Expenditure Sequence number		Numeric	Required if related expenditure was or is being reported.
18	Contribution Limits	char (1)	A = allocable N = not allocable	See Description Below
19	Purpose	char (100)		See Description Below
20	Candidate Office Code	char (3)	See Codes Below	Required when recipient = 'C' else leave blank.
21	Candidate District/Circuit Number		Numeric	If applicable
22	CandidateGroup Number		Numeric	If applicable
23	Amendment type	char (3)	ADD = add record DEL = delete record UPD = update record	Required when amendment flag on header record is 'Y' else leave blank.
24	Amount of distribution		Currency (i.e. 250.00)	Decimal is explicit

RECIPIENT TYPE (Field 12)

Code	Description	Applicable To
C	Candidate	PAC, PAP, PTY
O	Other	ALL

DISTRIBUTION TYPE (Field 13)

Code	Description	Applicable To
PPD	Pre-paid Distribution	ALL
RMB	Reimbursements	ALL
CCP	Credit Card Purchase	CAB; PAC, PAP, PTY
INK	In-Kind Distribution	ALL (except CAN)

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Related Expenditure ElectionID (Field 14)

This field identifies the election the report is related to. The date portion is the date of the general election or the special general. A regular election has the suffix (-GEN). A special election has the suffix (-S01) and if there is multiple specials with the same date for the special general election then subsequent specials would have the suffix (-S02, -S03, and so on).

For example the Election ID for the 2008 Election is 20081104-GEN and for the 2008 House 55 Special Election the ID is 20080415-S01.

Contribution Limits (Field 18)

Party executive committees must indicate if this distribution is allocable to the candidate contribution limits or not.

Purpose (Field 19)

When the *Recipient Type* (field 12) is ‘C’, then the office code (field 20) must be supplied, and if applicable, the district/circuit number (field 21) and group (field 22) must be supplied. For local or out of state candidates (office code ‘LOC’ or ‘OOS’), the purpose field should contain the county involved and the office sought.

Examples:	Type	Purpose	Office/Issue	Dist/Cir	Group
	C	State Candidate	GOV		
	C	State Candidate	CTJ	13	3
	C	Leon County, Tax Collector	LOC		
	C	Georgia, State Senate Dist 4	OOS		

CANDIDATE OFFICE CODES (Field 20)

OfficeCode	OfficeDescription	Field 21	Field 22
PRE	President of the United States		
USS	United States Senator		
USR	United States Representative	District	
GOV	Governor		
ATG	Attorney General		
CFO	Chief Financial Officer		
AGR	Commissioner of Agriculture		
STA	State Attorney	Circuit	
PUB	Public Defender	Circuit	
STS	State Senator	District	
STR	State Representative	District	
SCJ	Supreme Court Justice		
DCA	District Court of Appeal	District	
CTJ	Circuit Judge	Circuit	Group
BGF	Boca Grande Fire Control District		Seat
ECW	East County Water Control District		Seat
EWF	Englewood Area Fire Control District		Seat
EWC	Englewood Water District		Seat
GBA	Gasparilla Island Bridge Authority		Group
LOX	Loxahatchee River Environmental Control District		Area
SEB	Sebastian Inlet Tax District		District
LOC	Local Office		
OOS	Out of State Office		

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IX. RELATING EXPENDITURE-DISTRIBUTION RECORD(S) – not valid for IXO

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	R	
2	Expenditure Sequence number			A sequence number in current report.
3	Expenditure-Distribution Type	char (3)	See Codes Below	
4	Related Distribution ElectionID	char (12)	YYYYMMDD-GEN YYYYMMDD-S01	See Description Below
5	Related Distribution Report Year	char (4)		
6	Related Distribution Report Type	char (3)		
7	Related Distribution Sequence number			A sequence number in a previous report.
8	Amendment Type	Char(3)	ADD = add relation DEL = delete relation	Required when amendment flag on header record is 'Y' else leave blank.

EXPENDITURE -DISTRIBUTION TYPE (Field 3)

Code	Description	Applicable To
RMB	Reimbursements	ALL
CCP	Credit Card Purchase	CAB; PAC, PAP, PTY
PPD	Prepaid Distribution	ALL – Valid only on Amended Reports

Related Distribution ElectionID (Field 4)

This field identifies the election the report is related to. The date portion is the date of the general election or the special general. A regular election has the suffix (-GEN). A special election has the suffix (-S01) and if there is multiple specials with the same date for the special general election then subsequent specials would have the suffix (-S02, -S03, and so on). For example the Election ID for the 2008 Election is 20081104-GEN and for the 2008 House 55 Special Election the ID is 20080415-S01.

Amendments: If an expenditure that has related distributions is deleted, then the corresponding expenditure-distribution records should delete the relation.

X. FUND TRANSFER RECORD(S)

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	F	
2	Sequence number		See attached	
3	Date of fund transfer		mm/dd/yyyy	
4	Entity name	char (75)		
5	Street address	char (75)		
6	City	char (30)		
7	State	char (2)	U.S.P.S. abbr.	
8	Zip	num (9)		
9	Transfer type	char (1)	F=from, T=to	
10	Nature of account	char (2)	See attached	
11	Amendment type	char (3)	ADD = add record DEL = delete record UPD = update record	Required when amendment flag on header record is 'Y' else leave blank.
12	Amount of transfer		Currency (i.e. 250.00)	Decimal is explicit

NATURE OF ACCOUNT (Field 10)

Codes	Description	Applicable To
CD	Certificate of Deposit	ALL
MM	Money Market	ALL
SV	Savings Account	ALL

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XI. SIGNATURE RECORD (Required – must be the last record in the file)

Field	Data Item	Max Size	Valid Values	Comments
1	Record type	char (1)	S	
2	Program Identification	char (160)		Enter the vendor name, software program and version used to create this report filing.

XII. SEQUENCE NUMBERS and AMENDMENTS

Sequence Numbers

Each contribution, expenditure, other distribution or fund transfer record shall have a sequence number assigned to it. Sequence numbers should start at 1 and increase by 1 for each record type. Thus for each report, the record type and sequence number will combine to create a unique identifier for each a contribution, expenditure, other distribution or fund transfer record.

For example, a Q1 report having 75 contributions, 40 expenditures, 5 other distributions and 2 fund transfers records would use sequence numbers 1 through 75 for contributions, 1 through 40 for expenditures, 1 through 5 for other distributions and 1 through 2 for fund transfers. The next report (Q2), comprised of 40 contributions, 30 expenditures, 2 other distributions, and 4 fund transfers would use sequence numbers 1 through 40 for contributions, 1 through 30 for expenditures, 1 through 2 for other distributions and 1 through 4 for fund transfers.

Contributions added via amended Q1 reports would begin with sequence number 76 and via amended Q2 reports would begin with sequence number 41.

Amended Reports

To *add a new (previously unreported)* contribution, expenditure, other distribution or fund transfer for the reporting period being amended, enter “ADD” in amendment type on a record with ALL of the required data.

The sequence number for contributions with amendment type “ADD” will start one plus the number of contributions in the previous report for the specified coverage period. For example, amending an original Q1 report that had 75 contributions, means the sequence number for the first contribution having amendment type “ADD” will be 76; the second “ADD” contribution would be 77, etc. When amending an original Q2 report that had 40 contributions and 30 expenditures, the sixth “ADD” contribution would have sequence number 46 and the ninth “ADD” expenditure would have sequence number 39.

To *delete a previously submitted* contribution, expenditure, other distribution or fund transfer enter “DEL” in amendment type on a record with the existing sequence number of the contribution, expenditure, other distribution or fund transfer to be deleted. The sequence number will identify the record to be dropped from your active records.

To *correct a previously submitted* contribution, expenditure, other distribution or fund transfer enter “UPD” in amendment type on a record with the existing sequence number of the contribution, expenditure, other distribution or fund transfer to be corrected. The sequence number will identify the record to be updated. ALL data items will be replaced with the data items in the record. Therefore, all data items must be supplied even though only one item might have changed.

XIII. FILE SUBMISSION

Campaign treasurer's report files shall be submitted to the Division of Elections via the Division's Online Filing Application at <https://efs.dos.state.fl.us/Default.aspx>.