

# Closure Requests

## **State Board of Elections**

Division of Audit Enforcement and  
Division of Campaign & Candidacy Finance

Revised August 2023



Welcome to today's training on "Closure Requests". Please note that although this presentation is geared toward closures, it contains many best practices that can be used by committees throughout the full election cycle including how to address discrepancies for audit deficiency notices.

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The following presentation was created for committees to use as a reference before requesting closure. Please note that the list below does **not** include all items reviewed by the Audit & Enforcement Unit (AEU). Instead, this resource is meant to cover the most common items that prevent timely closure. Furthermore, this resource does not provide legal advice or absolve a committee from complying with State and/or local Election laws.

Please note, this video can be watched all the way through or navigate to different topics by clicking on the hyperlinks on the table of contents.

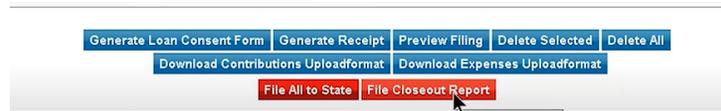
Additional resources and contact information is available at the end of the presentation.

Please note several slides contain a number in the bottom right-hand corner. This number corresponds to a minute marker in the MDCRIS overview video. Committees are encouraged to review the chapter referenced for additional information.

# The Closure Process

## **Committee Actions Required:**

In MDCRIS, select the “File a Closeout Report” when filing the report to indicate that the report is a final report.



## **State Board Approval Required:**

The committee is not officially closed until the responsible officers receive confirmation from the State Board. A political committee may not be officially closed if:

- A. There is an outstanding campaign finance report(s)
- B. The committee owes late fees or civil penalties
- C. The reports filed are not in compliance or are incomplete



Minute 55:42

The campaign finance report must be marked “Final” in order to close, otherwise the committee will remain open and active regardless of its financial activity or cash balance. In MDCRIS, select “File Closeout Report” to indicate that the report is a final report. For new report filings, this button can be found under “View/File Pending Transactions” module located on the left side menu. If the committee needs to amend a previous report to request closure, select “Amend Transactions” from the left side menu.

Once the closeout report has been filed, it will be reviewed by the Audit & Enforcement Team. It is important to know that the committee is not officially closed until the responsible officers receive confirmation from the State Board. Please allow 2-4 weeks for review of the closure request.

## **State Board Approval Required:**

A political committee may not be officially closed if, according to the State Board records:

- A. There is an outstanding campaign finance report due (including State Board amendments required);
- B. The committee owes late fees; or

C. The reports filed are not in compliance or are incomplete; such as a negative cash on hand balance.

You can review the “Closeout Report” chapter of the MDCRIS OVERVIEW video, which begins at minute marker # 55:42 for more information.

## The Closure Process (continued)

### Campaign Finance Entity Closed and in Compliance

- Closure Request was accepted
- Committee must retain all financial records for 2 years

### Campaign Finance Report Marked Final Is Not Approved

- Closure Request was NOT accepted and will remain Active
- Campaign has 30 days to resolve violations and/or discrepancies
- Campaign is responsible for all upcoming filing deadlines



Once reviewed by the State Board of Elections, one of the following two letters will be issued.

If in compliance, the SBE will issue a “Closed & Compliance” Letter. Upon receipt, the committee will officially be closed. **Election Law Article § 13-221** requires all treasurers to preserve detailed and accurate records of a campaign finance entity until two (2) years after the entity files their final report and it has been approved by the State Board of Elections. If a committee later decides to conduct *future* campaign finance activity, they must establish a new political committee with SBE prior to the occurrence of any financial transactions.

If not in compliance, the closeout request will not be processed. Instead, the committee will be issued a “Non-Compliance” letter listing the details of each deficiency. The committee will have 30 days to resolve the discrepancy. It is important to note that the committee will not be closed until all deficiencies are corrected. The committee is responsible for compliance with all laws, regulations, and filing deadlines. If assistance is needed in resolving the discrepancies, the committee is encouraged to reach out to the SBE for additional guidance.

## Inactive Status

1. Late fees or Civil Penalties
2. Support Ticket
3. Pending an Audit/Reconciliation from SBE

**IMPORTANT:** Being placed on inactive status does not remove the requirement to file any upcoming campaign finance reports. Failure to file campaign finance reports by the reporting deadline is subject to late fees.



Inactive status change is made by Audit & Enforcement Unit for a period of 30 days only if one of the following reasons is applicable:

1. The only non-compliant violation is late fees and/or civil penalties
2. There is an open support ticket with software vendor
3. The committee is waiting on an audit/reconciliation from AEU team

Please note, only a member of the Audit & Enforcement Unit can change the committee status. If a committee would like to be reactivated prior to 30 days, they will need to contact the AEU team by sending an email with request to [audit.sbe@maryland.gov](mailto:audit.sbe@maryland.gov).

**IMPORTANT:** Being placed on inactive status does not remove the requirement to file any upcoming campaign finance reports. Failure to file campaign finance reports by the reporting deadline is subject to late fees.

## Determining Report Type to File

- Committee's that have always filed ALCE's are permitted to file an ALCE as their final report.

Filing Information			
Election Cycle	Filing Period Name	Filing Method	Report Due Date
2019-2022	<a href="#">2022 Gubernatorial Pre-General2 Report</a>	Affidavit (ALCE)	10/28/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-General1 Report</a>	Affidavit (ALCE)	08/30/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary2</a>	Affidavit (ALCE)	07/08/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary1</a>	Affidavit (ALCE)	06/14/2022
2019-2022	<a href="#">2022 Annual</a>	Affidavit (ALCE)	01/19/2022

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[https://elections.maryland.gov/campaign\\_finance/eaffidavit.html](https://elections.maryland.gov/campaign_finance/eaffidavit.html)

Minute 45



When it comes to filing a final report for close out, there are two options.

- A). Campaign Finance Report (or a long report)
- B). Affidavit of Limited Contributions and Expenditures

It is very important that the committee is aware of the requirements for filing an affidavit. In lieu of filing a detailed campaign finance report, a political committee may file the *Affidavit of Limited Contributions and Expenditures* if the committee did not spend or receive more than \$1,000 in the aggregate, exclusive of the filing fee, within a campaign finance reporting period. Please note, the Affidavit does not relieve the committee of any future reporting requirements and must be renewed every reporting period. Once the political committee does exceed the

\$1,000 threshold, a detailed campaign finance report must be filed at the subsequent filing period. This report must also include any and all transactions that occurred during the period covered by the Affidavit.

***-§§ 13-305 and 13-312(b) of the Election Law Article***

Campaigns need to pay close attention to their past report filings to determine the appropriate report to file. A committee can verify the filing types (campaign finance report vs. affidavit) by logging into MDCRIS and selecting “View/Edit Committee Registration” from the left side menu. About halfway down the page, the committee will see “Filing Information” section.

If filing method states “Affidavit (ALCE)” for all filing periods, the final report can be submitted as an Affidavit (example shown on the slide).

You can review the “Filing an Affidavit of Limited Contributions & Expenditures” chapter of the MDCRIS video, which begins at minute # 45:00. Additionally, this screen contains a link to FAQ’s regarding ALCE’s.

## Determining Report Type to File (continued)

- Committee's that have filed at least 1 campaign finance report, must file a campaign finance report for their final report.

Filing Information			
Election Cycle	Filing Period Name	Filing Method	Report Due Date
2019-2022	<a href="#">2022 Gubernatorial Pre-General2 Report</a>	Affidavit (ALCE)	10/28/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-General1 Report</a>	Affidavit (ALCE)	08/30/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary2</a>	Affidavit (ALCE)	07/08/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary1</a>	Amended Campaign Statement	06/14/2022
2019-2022	<a href="#">2022 Annual</a>	Amended Campaign Statement	01/19/2022
2019-2022	<a href="#">2021 Annual</a>	Affidavit (ALCE)	01/20/2021

- In the example above, the committee is required to file a campaign finance report for a closure request.



If a committee has spent/received >\$1,000 at any point while the committee was active, a committee is required to file a full campaign finance report for their final.

A committee can verify the filing types (campaign finance report vs. affidavit) by logging into MDCRIS and selecting "View/Edit Committee Registration" from the left side menu. About halfway down the page, the campaign will see "Filing Information" section. A campaign finance report will be denoted as "Campaign Statement" or "Amended Campaign Statement".

In the example on the slide, this committee filed a campaign finance report in 2022 followed by subsequent Affidavits. If the committee wants to close out, they are required to file their final report as a campaign finance report. Even if the committee spend/received less than \$1,000 during the final period, SBE will reject an affidavit marked final.

# Report Marked Final



**Maryland State Board of Elections**

Name of Entity : [REDACTED] Entity Number : [REDACTED]  
Filing Period Name : 10/23/2022 Pre-General2 Report Gubernatorial Report Due Date : 10/28/2022

**Campaign Finance Report Summary Sheet**

**Part 1**

Transaction Period → This Report covers transactions beginning 08/24/2022 and ending 10/23/2022 .  
Date Date

- Final Report (Check if you intend to close the account. This cannot be a final report if a cash balance or outstanding obligation remains)
- Amendment # \_\_\_\_ (Date amendment is being filed \_\_\_\_.)

**Part 2**

**Electoral**

Bank Account Name	Bank Account Number	Bank Account Balance*
Old Line Bank	[REDACTED]	\$0.00
	<b>Add: Deposit in Transits</b>	\$0.00
	<b>Less: Uncleared Checks</b>	\$0.00
<b>*As of the report transaction ending date.</b>		\$0.00
<b>Total</b>		\$0.00

Report Year: \_\_\_\_\_ Report Type:  
 Spring Report     Pre Primary I     Pre Primary II  
 Central Committee     Pre General I     Ballot Issue Report  
 Pre General II     Post General     Annual

Pursuant to §13-305 of the Election Law Article, Annotated Code of Maryland, we, the undersigned Chairman and Treasurer, hereby declare that we did not receive contributions or make expenditures in the cumulative amount of \$1,000 or more (exclusive of the candidate's filing fee) since:

- (Please check one)  
 the establishment of the campaign finance entity, or  
 the filing of the last Campaign Finance Report dated \_\_\_\_\_

Under penalty of perjury, we declare that the matters and facts set forth above are true to the best of our knowledge and belief.

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name of Chairman \_\_\_\_\_

Treasurer Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name of Treasurer \_\_\_\_\_

**Name and Account Number of the Campaign Finance Entity**

Bank Account Name	Bank Account Number

**FINAL Affidavit**

By checking this box, you are indicating your intention to close the campaign finance entity and that the committee meets one of the following conditions:

- It has always filed affidavits since its establishment, or
- It has a reported zero cash balance and no outstanding loans or obligations on the last filed campaign finance report to SBE dated \_\_\_\_\_

Unless the committee meets the above-referenced requirements, the committee may not use the Affidavit to close. If you have any questions, please contact the Candidacy and Campaign Finance Division.

**Filing Instructions and Deadlines**

This Affidavit must be filed no later than the deadline for receipt of the Campaign Finance Report. An Affidavit received after the deadline will not be accepted.

The committee will be required to file the next scheduled campaign finance report or affidavit regardless of the financial activity. The Affidavit only covers the period for that individual report. Please remember that when the committee files its next campaign finance report, it shall include all contributions and expenditures covered under the affidavit(s) filed by the committee.

It is recommended that the signatories keep a copy of this affidavit.

When a closure request is received by the SBE, the auditor will review the most recent campaign finance report (or affidavit) to determine if the campaign marked the report as final. If the report is not marked as final, the committee will remain open and active regardless of its financial activity or cash balance.

A committee can verify their last report was marked final by logging into MDCRIS and selecting “View/Edit Committee Registration” from the left side menu. About halfway down the page, the campaign will see “Filing Information” section. Click on the hyperlink next to the last report filed (most recent is on the top) and verify the report indicates “Final”.

# Report Marked Final (continued)

## Campaign Finance Report

Generate Loan Consent Form   Generate Receipt   Preview Filing   Delete Selected   Delete All  
Download Contributions Uploadformat   Download Expenses Uploadformat  
File All to State   File Closeout Report

## Affidavit of Limited Contributions & Expenditures (ALCE)

CandidateTestTF2 CandidateTestTL2 (Candidate Test Account2 Candidate

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Submitted By: CandidateTestTF2 CandidateTestTL2  
Role: Treasurer  
Date: 10/4/2017

I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

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**CLOSEOUT AFFIDAVIT** - By checking the closeout box you want to **cease all future reporting** obligations in CRIS.  
If you need to report a filing in the future, the entity will be required to reregister prior to filing the future statement. This box does not mean finalizing the affidavit that you are currently filing.

Submit   Cancel



To submit a new campaign finance report and mark as “final”, log into MDCRIS and select “View/File Pending Transactions” then select “File Closeout Report.”

To submit an amendment campaign finance report and mark as “final”, log into MDCRIS and select “Amend Transactions” then select “File Closeout Report.”

If filing a final affidavit, select “File Affidavit (ALCE)” from the left side menu then check the box for “Closeout Affidavit”.

# Bank Account

Pursuant to Election Law Section §13-220(a)2, a political committee must establish a checking account exclusively for campaign use. The checking account must be established at a financial institution that is located or operates branches in Maryland. The name of the political committee must be on the account. All income (including loans) must be deposited in the campaign bank account.

Depository Information

[Add New Depository](#)

Name of Financial Institution	Address	Account Type	Account Number	Start Date	End Date	Actions
Bank of America	111 West Street, Annapolis, MD, 21401	Checking	99999999	09/21/2017		

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Documents / Correspondence

Personal bank accounts of the responsible officer or the candidate may not be used.

MDCRIS Video, Minute 5:52

Another common oversight has to do with campaigns not listing their bank account information in MDCRIS.

Pursuant to Election Law Section §13-220(a)2, a political committee must establish a checking account exclusively for campaign use. The checking account must be established at a financial institution that is located or operates branches in Maryland. The name of the political committee must be on the account. All income (including loans) must be deposited in the campaign bank account. *Personal bank accounts of the responsible officer or the candidate may not be used.* Failure to maintain a bank account will result in a civil penalty.

A committee can verify their depository account is listed in MDCRIS by logging into MDCRIS and selecting “View/Edit Committee Registration” from the left side menu. About halfway down the page, the campaign will see “Depository Information” section. If the depository information is not listed, the campaign should select “Add New Depository Information” button. Once the depository information is entered, be sure to select “Save” then scroll all the way to the bottom of the page and select “Submit”. If the committee does not select “save” and “submit” the changes will not be recorded and will result in a civil penalty.

You can review the “Depository” chapter of the MDCRIS video, which begins at minute # 5:52.

# Late Fees & Civil Penalties

## Payment by Debit/Credit Card:

Calling (410) 269-2874, (410) 269-2871 or (410) 269-2922

## Mail Payment to:

Maryland State Board of Elections  
151 West Street, Suite 200  
Annapolis, MD 21401

## Make Check Payable to:

State Board of Elections

## Late Fee Waiver Request Form:

[https://elections.maryland.gov/campaign\\_finance/waiver\\_form.html](https://elections.maryland.gov/campaign_finance/waiver_form.html)

### Citation Violation Information

Violation Status	Violation Date	Violation Amount	Waived Amount	Outstanding Balance	Violation
Open	07/12/2023	\$200.00	\$0.00	\$200.00	Disbursement by unauthorized method- Credit card disbursement
Open	07/12/2023	\$150.00	\$0.00	\$150.00	Failure to report contribution(s) on a campaign finance report
Open	07/12/2023	\$150.00	\$0.00	\$150.00	Failure to report expenditure(s) on a campaign finance report

Displaying page 1 of 1, records 1 to 3 of 3

Citation Outstanding Balance: \$500.00

### Violations

Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Waived Amount	Outstanding Balance	Violation
2023 Annual	01/18/2023		Referred to OSP	01/19/2023	\$1,000.00	\$0.00	\$1,000.00	Failure to file
2022 Gubernatorial Post-General	11/22/2022		Referred to OSP	11/23/2022	\$1,000.00	\$0.00	\$1,000.00	Failure to file
2022 Gubernatorial Pre-General2 Report	10/28/2022	11/19/2022	Referred to OSP	10/29/2022	\$785.00	\$0.00	\$785.00	Failure to file
2022 Gubernatorial Pre-Primary2	07/08/2022	07/09/2022	Referred to OSP	07/09/2022	\$20.00	\$0.00	\$20.00	Failure to file
2022 Annual	01/19/2022	01/20/2022	Closed	01/20/2022	\$20.00	\$0.00	\$0.00	Failure to file

Displaying page 1 of 1, records 1 to 5 of 5

Violation Outstanding Balance: \$2,805.00



Another common oversight is for late fees and/or outstanding civil penalties. Late fees are assessed to committees who did not file their campaign finance reports or amended reports for an audit deficiency notice by the filing deadline. Late fees accrue up to a maximum of \$1,000 per report. Civil penalties are assessed as a result of non-compliance violation resulting from complaints, audits, closure reviews, etc.

A committee can verify all outstanding fees and/or penalties have been paid by logging into MDCRIS and selecting "View/Edit Committee Registration" from the left side menu. About three quarters of the way down the page, the campaign will see "Citation Violation Information" and "Violations" section. If both fields show "no results" or an outstanding balance of \$0, no further action is required.

If a campaign has outstanding late fees, they can be paid by check payable to the Maryland State Board of Elections and mailed to Maryland State Board of Elections, 151 West Street, Suite 200, Annapolis, MD 21401; or paid by debit/credit card by calling phone number (410) 269-2874. **Late fees should be paid ASAP; however, are due within 30 days from the date of the non-compliance letter.**

Alternatively, late fee waivers may be submitted by completing a late fee waiver request form. Late fees are heard and decided by the Board of Elections. To dispute a civil penalty, contact Campaign Finance or Audit and Enforcement Unit as these are addressed differently.

## File Pending Transactions

- On the “Reminders” page of MDCRIS, verify all transactions have been filed. If there are outstanding transactions, click on the hyperlink to review and address the pending transactions.

Pending Filing for Committee				
Filing Period	Original Due Date	Unfiled Transaction Count	Filing Type	Pending Reason
<a href="#">2022 Pre-Primary1 Gubernatorial</a>	6/14/2022	2	Amendment	Unfiled transactions for a filed report
<a href="#">2022 Pre-Primary2 Gubernatorial</a>	7/8/2022	1	Amendment	Unfiled transactions for a filed report
<a href="#">2022 Pre-General2 Report Gubernatorial</a>	10/28/2022	5	Amendment	Unfiled transactions for a filed report

Displaying page 1 of 1, records 1 to 3 of 3



When logging into MDCRIS, verify that all pending transactions have been filed. About ½ way down the reminders page there is a section called “Pending Filing for Committee”. This section will show the number (if any) unfiled transactions that need to be addressed. Select the hyperlink for the corresponding report to review and submit or delete these transactions.

# How to Print Campaign Finance Reports

1. Log into MDCRIS and Select “View/Edit Registration Information” from the left side menu.
2. Scroll to “Filing Information” and select the hyperlink for each report that is needed.



Election Cycle	Filing Period Name	Filing Method	Report Due Date	Original Filed Date	Amendment Filed Date
2023-2026	<a href="#">2023 Annual</a>	Amended Campaign Statement	01/18/2023	01/05/2023	04/27/2023
2019-2022	<a href="#">2022 Gubernatorial Post-General</a>	Amended Campaign Statement	11/29/2022	11/15/2022	11/15/2022
2019-2022	<a href="#">2022 Gubernatorial Pre-General Report</a>	Original Campaign Statement	10/28/2022	10/24/2022	
2019-2022	<a href="#">2022 Gubernatorial Pre-General Report</a>	Original Campaign Statement	08/30/2022	08/24/2022	
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary2</a>	Original Campaign Statement	07/08/2022	07/04/2022	
2019-2022	<a href="#">2022 Gubernatorial Pre-Primary1</a>	Original Campaign Statement	06/14/2022	06/08/2022	
2019-2022	<a href="#">2022 Annual</a>	Original Campaign Statement	01/19/2022	01/13/2022	
2019-2022	<a href="#">2021 Annual</a>	Original Campaign Statement	01/20/2021	01/18/2021	
2019-2022	<a href="#">2020 Presidential Post-General</a>	Original Campaign Statement	11/17/2020	11/16/2020	
2019-2022	<a href="#">2020 Presidential Pre-General Report</a>	Original Campaign Statement	10/29/2020	10/29/2020	
2019-2022	<a href="#">2020 Presidential Pre-General Report</a>	Original Campaign Statement	08/25/2020	08/24/2020	
2019-2022	<a href="#">2020 Presidential Pre-Primary2</a>	Original Campaign Statement	05/22/2020	05/22/2020	
2019-2022	<a href="#">2020 Presidential Pre-Primary1</a>	Original Campaign Statement	04/28/2020	04/27/2020	
2019-2022	<a href="#">2020 Annual</a>	Original Campaign Statement	01/15/2020	01/15/2020	
2019-2022	<a href="#">2019 Annual</a>	Amended Campaign Statement	01/16/2019	01/16/2019	07/31/2019

To work through the remaining items, it is often necessary for the committee to have the most recent campaign finance report(s) available – either as an electronic PDF or printed. As a best practice, the committee should avoid using an old copy and/or a preliminary report since it might not reflect all activity if there were subsequent changes/amendments.

To pull the most recent reports, navigate to the committee’s registration page by selecting “View/Edit Registration” from the left side menu. Scroll about halfway down the page to filing information. Filing information comes just after the “documents/correspondence” section.

Once at the “filing information” section, select the blue hyperlink for each report to download and/or print.

# Outstanding Loans & Obligations

Total outstanding obligations must be paid or forgiven. If the loan and/or bill is forgiven or has been repaid, the responsible officer must log in to the MDCRIS record the entry.

## Part 5

Value of In-Kind Contributions – Schd 1B, Col J	\$0.00
Value of In-Kind Expenditures – Schd 2, Col AA	\$0.00

## Part 6

Outstanding Loan Balance – Schd 3, Col L	\$1,592.00
Outstanding Bills Due – Schd 3, Col M	\$0.00
Total Outstanding Obligations	\$1,592.00

SCHEDULE - 3 Outstanding Obligations Loans & Unpaid Bills Other Than Loans <small>(see schedules 1A and 1B for other types of income)</small>									
Name and Address of Creditor	Date Loan Accepted or obligation incurred	Written Consent Previously Filed	Written Consent filed herewith.	Interest Rate Charge	% of Prime Rate Day Loan is Accepted	Original Loan / Obligation Amount	Special Account	Balance / Balance Due	
Printing and Campaign Materials									
[REDACTED]	04/01/2022					\$249.10		\$249.10	
Remarks:								Total	\$249.10

A more detailed breakdown of the outstanding loans & bills can be found on the most recent campaign finance report under “**Schedule 3: Outstanding Obligations, Loans, & Unpaid Bills**”.



Minute 41:34

Total outstanding loans and obligations must be paid or forgiven. If the loan and/or bill is forgiven or has been paid, the responsible officer must log in to the MDCRIS record the entry.

A committee can determine if all loans & obligations have been addressed by reviewing page #2, section 6 of their most recent campaign finance report. This section will show the remaining outstanding loan balance(s). If this section shows \$0, no further action is required assuming that the previous transactions related to the loan(s) were recorded accurately. For committees who filed ALCE’s, this section is not applicable.

A more detailed breakdown of the outstanding loans & bills can be found on the last page of the most recent campaign finance report under “Schedule 3: Outstanding Obligations, Loans, & Unpaid Bills”.

The political committee must make every effort to repay the debt. However, if the political committee, due to extenuating circumstances, is unable to pay the debt, the political committee may close only after producing documentation satisfactory to the State Board of the political committee’s inability to pay. The State Board’s action to

close a political committee does not limit the right of a creditor to bring an action against the responsible officers or candidate of the political committee. Additionally, failure to pay may be considered an in-kind contribution subject to the contribution limits. The failure to pay the bill may result in an over-contribution and possible enforcement actions.

## Outstanding Loans & Obligations (continued)

The screenshot displays the Maryland Campaign Reporting System interface. It is divided into two main sections: **Current Reporting Period** and **Previous Reporting Period**. Both sections feature a left-hand navigation menu with the following options: View / Edit Registration Information, Enter Contributions/Transfers/In-kind Contributions, Enter Non-Candidate Loans, Enter Loan Payments, Enter Expenditures and Outstanding Obligations, Enter Return Contributions, and Enter Outstanding Obligations Paid. In the **Current Reporting Period** section, blue arrows point to the 'Enter Loan Payments' and 'Enter Outstanding Obligations Paid' options. In the **Previous Reporting Period** section, a yellow arrow points to the 'Amend Transactions' option. To the right, a secondary menu contains buttons for 'Search', 'Cancel', and 'Clear', followed by a row of buttons: 'New Outstanding Obligation Paid' and 'New Loan Payments'. Below these are buttons for 'Generate Loan Conservation', 'Generate Receipt', and 'Generate Labeling Labels'. Yellow arrows point to the 'Generate Loan Conservation' and 'Generate Receipt' buttons. A speaker icon is visible in the bottom right corner of the screenshot area.

Minute 41:34

To record a payment or forgiveness in the current reporting period, the committee will expand the left side menu and select “Enter Loan Payments” or “Enter Outstanding Obligation as Paid” module.

To record a payment or forgiveness in a prior reporting period, the committee will expand the left side menu and select “Amend Transactions.” On the next screen, select “New Outstanding Obligation Paid” or “New Loan Payments” buttons.

You can review the “Entering Loan Payments” chapter of the MDCRIS video, which begins at minute # 41:34.

# Repaying Loans

SCHEDULE - 2		Expenditures			
		X - Loan Repayment			
<small>(see schedules 1A and 1B for other types of income)</small>					
Date	Payment Method	Name and Address of Payee (The payee is the person who is the ultimate recipient of campaign funds)	Reimburse or In-Kind contribution recipient of the expenditure made	Special Account	Amount
08/30/2022	Check	[REDACTED]			\$1,000.00
Expenditure Purpose:					
Remarks:					
<b>Total</b>					\$1,000.00

Fund Type	Payment Method	Payment Date	Payment to Principal	Interest Paid		
	--Select Payment Type--					
Payment Method	Payment Date	Payment To Principal	Interest paid	Payment Type	Edit	Delete
Check	01/10/2017	\$2,000.00	\$0.00	Candidate Loan Payment		
Check	01/10/2017	\$3,000.00	\$0.00	Forgiven		

Save Cancel



Minute 42:38

If the candidate, or other party, made a loan and it has been repaid, the loan will be converted to an expenditure.

Please note that committees can do partial repayments and partial forgiveness. In these situations, the committee should enter all repayments first and complete the steps to forgive any remaining balance once the appropriate letters have been secured.

You can review the “Entering Loan Payments” and “Repaying Candidate Loans” chapter of the MDCRIS video, which begins at minute # 42:38.

# Forgiving Loans

Forgiven loans will be converted to In-Kind contributions

Fund Type	Payment Method	Payment Date	Payment to Principal	Interest Paid	Forgiven Flag	Principal Amount	Outstanding Amount	Loan Date
	--Select Payment Type--				<input checked="" type="checkbox"/>	\$5,000.00	\$3,000.00	01/07/2017

## SCHEDULE - 1B

### Other Receipts and In-Kind Contributions

#### J - In-Kind Contribution - Fair Market Value of In-Kind Contribution Received. (Describe in Remarks)

(see schedules 1A and 1B for other types of income)

Date Received	Complete Name and Address of Payer	Special Account	Aggregate to Date	Amount
08/27/2022	[Redacted]	Employer	\$3,208.00	\$808.00
Remarks:				
<b>Total</b>				<b>\$808.00</b>

Forgiveness letter to be sent  
[audit.sbe@maryland.gov](mailto:audit.sbe@maryland.gov)  
or US Mail.



Minute 43:34

In the case of an outstanding loan to the campaign, the lender has the option of forgiving the loan. Forgiven loans must reflect the conversion to an in-kind contribution. Loans made by the Candidate or other party to the committee require a loan forgiveness letter to be provided to the State Board of Elections indicating the exact dollar amount of the loan that has been forgiven.

Please note outstanding loans from persons other than the candidate may be forgiven only up to the contribution limit. If the converted loan plus other contributions from the same individual/entity exceeds the \$6,000 contribution limit, a violation may have occurred.

The committee can send a copy of the loan forgiveness letter by email to [audit.sbe@maryland.gov](mailto:audit.sbe@maryland.gov), or mail to the following address:

Maryland State Board of Election  
151 West Street, Suite 200  
Annapolis, MD 21401-0486

Review the “Forgiving a Candidate Loan” chapter of the MDCRIS video, which begins

at minute # 43:34.

## Disposal of Assets

**When a political committee closes, items purchased by the committee, such as equipment and furniture, must be sold**, and the money from the sale must be disposed of in the same manner as other surplus funds. These items cannot be retained by the candidate or a committee officer unless purchased.

SCHEDULE - 2		Expenditures			
U - Purchase of Equipment					
<i>(see schedules 1A and 1B for other types of income)</i>					
Date	Payment Method	Name and Address of Payee (The payee is the person who is the ultimate recipient of campaign funds)	Reimburse or In-kind contribution recipient of the expenditure made	Special Account	Amount
06/08/2021	Debit Card	BJ'S Wholesale Club 55 Music Fair Rd, Owings Mills, Maryland 21117			\$821.47
Expenditure Purpose:		Data Conversion			
		Remarks: PC Lap Top for Campaign			
<b>Total</b>					\$821.47



Pursuant to § 13-311 of the Election Law Article, a political committee must have disposed of all property or assets of the committee.

**When a political committee closes, items purchased by the committee, such as equipment and furniture, must be sold**, and the money from the sale must be disposed of in the same manner as other surplus funds. These items cannot be retained by the candidate or a committee officer unless purchased. Please see slide #X for disposal of surplus funds.

The best way for a campaign to verify all equipment/furniture has been disposed of is to review the campaign finance reports to ensure all items recorded in "Schedule 2: Purchase of Equipment" has been properly disposed of." Alternatively, the committee can pull an Excel version of all campaign expenditures and place a filter on the Expense Purpose column to identify transactions in which equipment was purchased.

# How to Pull Expenditure Reports

## 1. Select “Disclosures”



## 2. Select “View Expenditures/Outstanding Obligations”



To capture all expenditures reported by the committee, log out of MDCRIS and select “Disclosures” from the left side of the screen. Then select “View Expenditures/Outstanding Obligations” button.

If a committee wants to pull a contribution report, select “View Contributions/Loans” button.

## How to Pull Expenditure Reports (continued)

3. Enter Committee Name starting with the last name.  
(Ex. *Smith, John Friends of*)

**View Expenditures / Outstanding Obligations Information**

Please choose at least one search filter.

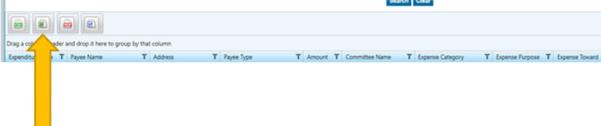
Payee	Location	Report Details
Name / Business Name / Committee Name Name Select Payee Type-- <b>Committee Name(Payee)</b> --Select Committee Type--	Street City --Select State-- Zip Code --Select--	--Select Expense Category-- --Select Expenditure Purpose--

Search Clear

4.

Drag a column header and drop it here to group by that column

Expenditure	Payee Name	Address	Payee Type	Amount	Committee Name	Expense Category	Expense Purpose	Expense Toward
-------------	------------	---------	------------	--------	----------------	------------------	-----------------	----------------



Next, enter the committee name (starting with the last name) in the orange box and select “search”. When the data populates, select the Excel icon. This report will allow the committee to sort/filter for information by reporting period, dollar amount, expenditure type, expenditure purpose, etc.

## Non-Compliance Violations

Non-Compliance violations will show up in MDCRIS as a “red compliance flag”

Examples Include:

- Missing employer name
- Incomplete contributor name
- Incomplete address

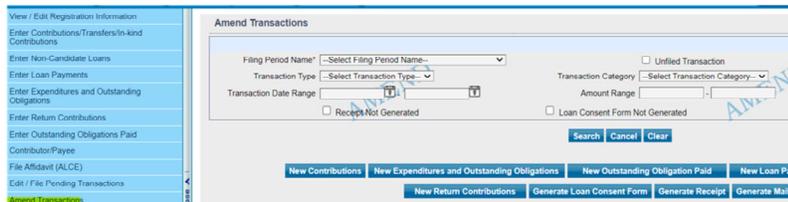


A non-compliance violation will show up in MDCRIS as a “red compliance flag”. There are many reasons a non-compliance flag can be triggered including:

- Missing employer name
- Incomplete contributor name
- Incomplete address

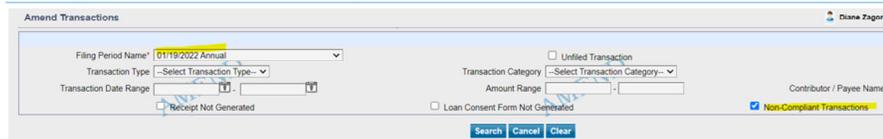
# Identifying Non-Compliance Violations

1. Select “Amend Transactions” from the left side menu



The screenshot shows the 'Amend Transactions' form. On the left is a sidebar menu with the following items: View / Edit Registration Information, Enter Contributions/Transfers/In-kind Contributions, Enter Non-Candidate Loans, Enter Loan Payments, Enter Expenditures and Outstanding Obligations, Enter Return Contributions, Enter Outstanding Obligations Paid, Contributor/Payee, File Affidavit (ALCE), Edit / File Pending Transactions, and Amend Transactions (highlighted in blue). The main form area contains the following fields: Filing Period Name (dropdown), Transaction Type (dropdown), Transaction Date Range (date pickers), Receipt Not Generated (checkbox), Unfiled Transaction (checkbox), Transaction Category (dropdown), Amount Range (text input), Loan Consent Form Not Generated (checkbox), and Contributor / Payee Name (text input). At the bottom are buttons for Search, Cancel, and Clear. A row of buttons includes: New Contributions, New Expenditures and Outstanding Obligations, New Outstanding Obligation Paid, New Loan Pay, New Return Contributions, Generate Loan Consent Form, Generate Receipt, and Generate Mailin.

2. Select a “Filing Period Name,” check the box next to “Non-Compliant Transactions,” then select “Search”



This screenshot shows the 'Amend Transactions' form with the 'Filing Period Name' dropdown set to '01/19/2022 Annual'. The 'Non-Compliant Transactions' checkbox is checked. The 'Search' button is highlighted. A speaker icon is visible in the bottom right corner of the form area.

To identify potential non-compliance issues, select “Amend Transactions” from the left side menu. Then select the report name and select the box “non-compliant” transactions.

## Identifying Non-Compliance Violations

3. The screen will display all non-compliant transactions. Select the blue “Edit” button next to each record for more information on the deficiency.

Transaction Type	Transaction Category	Amount	Address	Compliance	Edit	Select
Contribution	Credit Card	\$1,000.00		⚠	🔧	<input type="checkbox"/>
Expenditure	Other Expenses	\$120.00		⚠	🔧	<input type="checkbox"/>
Contribution	Credit Card	\$5,000.00		⚠	🔧	<input type="checkbox"/>
Contribution	Credit Card	\$500.00		⚠	🔧	<input type="checkbox"/>
Contribution	In-Kind	\$1,750.00		⚠	🔧	<input type="checkbox"/>

Enter Contributions/Transfers/In-Kind Contributions

⚠ Non-Compliance:  
Employer information not available.

4. Record the missing information.

5. Repeat for each filing period until all red-flags have been addressed.



Once search has been executed, a list of any non-compliance flags will appear. The committee can click on the edit icon to see more information as to what is missing to bring the record into compliance. Once the edit has been made, save the record and proceed to the next non-compliant flag.

Repeat the steps above until all reports are reviewed and corrected. Many times, these errors will not affect the cash balance. However, the committee should check before submitting the amendment that they are still in balance before proceeding.

If no results are found, proceed to the next report.

# Review Bank & Cash Balance

Verify Bank Balance (Page #1, Part II) of campaign finance report, matches Cash Balance (Page #2, Part IV).

Part 2

Electoral		
Bank Account Name	Bank Account Number	Bank Account Balance*
Bank		\$0.00
*As of the report transaction ending date.		\$0.00
Total		\$0.00

1. Surplus Funds
2. Negative Cash Balance
3. Bank vs. Cash Balance Discrepancy

Part 4

Prior Balance	\$0.00	Report calculated cash balance from Part 4 of your prior report.
	+	
Total Receipts	\$0.00	Total of Part 3 Receipts
	-	
Total Expenditures	\$0.00	Total of Part 3 Expenditures
	=	
Cash Balance	\$0.00	This is your report calculated cash balance. Carry forward this balance to your next report.



In order to close the committee, the bank and cash balance must both be zero. The bank balance is on Page #1, Part II and needs to be compared to the cash balance on Page #2, Part IV of the most recent campaign finance report. If both figures are \$0, no further action is required by the committee for the step of the closure review process.

If these two figures are not \$0, there are one of 3 scenarios committees should be aware of when reviewing bank & cash balances:

1. Both bank and cash balances match and are a positive number  $> \$0$ . This is known as "Surplus Funds"
2. Both bank and cash balances match and are a negative number  $< \$0$ . This is known as "Negative Cash Balance"
3. The Bank and Cash Balances do not match. This is known as Bank vs. Cash Balance Discrepancy

# Surplus Funds

**Surplus Funds:** Bank Balance and Cash Balance match and are a positive number

Electoral

Bank Account Name	Bank Account Number	Bank Account Balance*
		\$0.00
		\$288.10
*As of the report transaction ending date.		\$288.10
<b>Total</b>		\$288.10

**Part 4**

Prior Balance	(\$2,551.78)	Report calculated cash balance from Part 4 of your prior report.
	+	
Total Receipts	\$2,839.88	Total of Part 3 Receipts
	-	
Total Expenditures	\$0.00	Total of Part 3 Expenditures
	=	
Cash Balance	\$288.10	This is your report calculated cash balance. Carry forward this balance to your next report.

If the bank balance and cash balance match – and is a positive figure – this means the campaign has surplus funds. Surplus funds can not be paid to a candidate or a committee, instead they need to be disposed of in one of the following ways:

- (1) Returned pro rata to the contributors; or
- (2) Paid to the State central committee of the political party of which the candidate is a member; or
- (3) Paid to the local central committee of the political party of which the candidate is a member in a county in which the candidate resides or which the candidate seeks to represent; or
- (4) Paid to the board of education of a county in which the candidate resides or which the candidate seeks to represent;
- (5) Paid to a nonprofit organization that provides services or funds for the benefit of pupils or teachers;
- (6) Paid to a charitable organization registered or exempt from registration under the Maryland Charitable Solicitations Act; or Paid to a public or private institution of higher education in the State if that institution possesses a certificate of approval from the Maryland Higher Education Commission and the payment is designated for use by the institution

solely to award scholarships, grants, or loans to students attending the institution

Once the committee decides how they want to dispose of the surplus funds, they need record the transaction in MDCRIS. If the transaction took place in the current reporting period, the committee will selecting “Enter New Expenditure” from the left side menu. If the transaction took place in a previous reporting period, the committee will select “Amend Transactions” from the left side menu then select “Enter New Expenditure” button.

## Negative Cash Balance

A negative balance usually results from a failure to report all income including monies from the candidate. A careful review of your checks and deposits compared to the receipts and disbursements on your reports should assist you in finding the error.

Part 4		Part 5	
Prior Balance	(\$1,487.78)	Value of In-Kind Contributions – Sched 1B, Col J	\$0.00
		Value of In-Kind Expenditures – Sched 2, Col AA	\$0.00
		Part 6	
		Outstanding Loan Balance – Sched 3, Col L	\$0.00
		Outstanding Bills Due – Sched 3, Col M	\$0.00
		Total Outstanding Obligations	\$0.00
Total Receipts	\$0.00	Total of Part 3 Receipts	
Total Expenditures	\$45.55	Total of Part 3 Expenditures	
Cash Balance	(\$1,533.33)		

Report calculated cash balance from Part 4 of your prior report.

This is your report calculated cash balance. Carry forward this balance to your next report.



A negative balance usually results from a failure to report all income, contributions, and/or loans. Alternatively, the error could result from expenditures being overstated, duplicated, or the committee over drafting their campaign finance bank account.

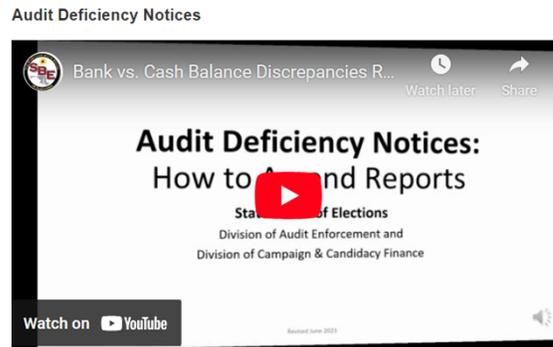
Another common error is that committees often record in-kind contributions as expenditures. For example, if a candidate purchases \$20 of pizza as a thank you to campaign workers and pays for the pizza out of his/her own pocket without asking the campaign to reimburse him/her, this should be recorded as an in-kind contribution. Conversely, if a candidate paid for pizza out of his/her own pocket and was subsequently reimbursed, this transaction would be recorded as an expenditure. If a transaction should have been recorded as an in-kind contribution, but was recorded as an expenditure in error, the committee needs to amend the campaign finance report(s) to delete the expenditures and enter new in-kind contributions.

A careful review of your contributions and expenditures compared to the receipts and disbursements on your reports should assist you in finding the error. If your report reflected a negative balance, please file an amended report

resolving the negative balance.

# Cash vs. Bank Balance Discrepancy

## [Audit Deficiency Video](#)



If the bank balance and cash balance do not match, this is known as a Bank vs. Cash Balance Discrepancy.

If the committee recorded all transactions accurately, the cash balance and bank balance should match exactly. If they do not, the committee will have to carefully review all transactions to ensure all activity has been recorded. As a best practice, the committees should review the ending cash balance from a previous report to ensure it copied over to "Prior Balance" field correctly. If a campaign notices a discrepancy with the "prior balance" section of the report, please contact SBE for assistance.

Please watch Audit Deficiency Video for more details including best practices on how to locate and correct cash vs. bank balance discrepancies.

## Adding Contribution or Expenditure Records

- From the left side menu, select “Amend Transactions”
- Select the Filing Period then click “Search”
- Select “New Contribution” or “New Expenditure and Outstanding Obligations” button to enter each missing transaction.

The screenshot displays the 'Amend Transactions' interface. At the top, there are search filters: 'Filing Period Name' (01/18/2023 Annual), 'Transaction Type' (Expenditure), 'Transaction Date Range' (calendar icons), 'Transaction Category' (dropdown), 'Amount Range' (\$0.00 to \$10.00), 'Fund Type' (dropdown), and 'Contributor / Payee Name' (text input). There are also checkboxes for 'Unfiled Transaction', 'Receipt Not Generated', 'Loan Consent Form Not Generated', and 'Non-Compliant Transactions'. Below the filters are 'Search', 'Cancel', and 'Clear' buttons. A table with columns: Transaction Date, Contributor, Payee Name, Transaction Type, Fund Type, Transaction Category, Amount, Address, Compliance, Edit, and Select is shown. The table contains the message 'No records to view.' Two yellow arrows point from the 'Contributor' and 'Payee Name' headers to the 'New Contributions' and 'New Expenditures and Outstanding Obligations' buttons respectively. At the bottom, there are buttons for 'New Return Contributions', 'Generate Loan Consent Form', 'Generate Receipt', 'Generate Mailing Labels', 'Preview Campaign Statement', 'File Amendment to State', and 'File Closeout Report'. A speaker icon is in the bottom right corner.

During your review, if you notice a transaction is missing, you can add it by selecting “Amend Transactions” from the left side menu. Select the filing period and select search to launch additional buttons. Select the appropriate buttons to add the missing transaction. If you have multiple transactions that are missing, repeat these steps until all missing transactions are accounted for.

Use the “Preview” Campaign Statement button to check your work.

## Deleting Transactions

- From the left side menu, select “Amend Transactions”
- Select the Filing Period and “Search” for your transaction
- Check the box(s) to the far right under “Select” then click “Delete Selected Records”

Transaction Date	Contributor / Payee Name	Transaction Type	Fund Type	Transaction Category	Amount	Address	Compliance	Edit	Select
01/11/2023		Expenditure	Electoral	Other Expenses	\$20,443.20				<input type="checkbox"/>
12/31/2022		Expenditure	Electoral	Other Expenses	\$4.68				<input type="checkbox"/>
11/25/2022		Expenditure	Electoral	Purchase of Equipment	\$1,459.00				<input type="checkbox"/>
11/29/2022		Expenditure	Electoral	Media	\$42.95				<input type="checkbox"/>
11/17/2022		Expenditure	Electoral	Media	\$2,666.65				<input type="checkbox"/>
11/21/2022		Expenditure	Electoral	Postage	\$275.00				<input type="checkbox"/>
11/22/2022		Expenditure	Electoral	Media	\$99.00				<input type="checkbox"/>
11/22/2022		Expenditure	Electoral	Other Expenses	\$1.48				<input type="checkbox"/>

During your review, if you notice a transaction was recorded in error, you can delete it by selecting “Amend Transactions” from the left side menu. Search for the transaction by selecting the filing period. You can use the other fields to narrow your search including transaction type, transaction category, amount range, etc. Once the transaction is located, select the check box to the far right of the screen for each transaction. Once each transaction is selected, click on the “Delete Selected Records” button at the bottom of the screen.

Use the “Preview” Campaign Statement button to check your work.

# Preview Campaign Finance Report

Committees are encouraged to use the “Preview Filing” button prior to submitting their campaign finance reports

Generate Loan Consent Form | Generate Receipt | Generate Mailing Labels | **Preview Filing** | Delete Selected | Delete All

Download Contributions Uploadformat | Download Expenses Uploadformat

**File All to State** | **File Closeout Report**

File Affidavit (ALCE)  
**Edit / File Pending Transactions**  
**Amend Transactions**  
Upload Transactions  
Maintain Users  
Change Username / Password  
Merge  
Un Merge

**Maryland State Board of Elections**  
Name of Entity : Friends Of Entity Number :  
Filing Period Name : 11/15/2022 Post-General Governorial Report Due Date : 11/22/2022

**Campaign Finance Report Summary Sheet**

**Part 1**  
Transaction Period → This Report covers transactions beginning 10/24/2022 and ending 11/15/2022  
Date Date  
 Final Report (Check if you intend to close the account. This cannot be a final report if a cash balance or outstanding obligation remains)  
 Amendment # (Date amendment is being filed .)

**Part 2**  
Electoral

Bank Account Name	Bank Account Number	Bank Account Balance*
-------------------	---------------------	-----------------------

As a best practice, committees are encouraged to preview their campaign finance reports prior to filing their final closure request by selecting “Preview File”. To access file preview, expand the left side menu and select either “View/Edit Pending Transactions” module for new reports, or select “Amend Transactions” for previously filed reports. This will allow the committee to “check their work” before filing to catch any remaining errors. Please note that preview campaign statement is optional. If everything is in balance/accurate, the committee will still need to select “File Amendment to State” button for the changes to go through.

## Best Practice: Amended Bank Balances

When filing an Amendment, **net** together:

- Bank Balance
  - (+) Deposits in Transit
  - (-) Uncleared Checks
- = Net Ending Cash Balance

Fund Type	Bank Account Name	Bank Account Number	Bank Account Balance
Administrative			-
Electoral			-
Electoral			-

Reported Ending Bank Balance

*Repeat for each account for the report (and each subsequent report if applicable)*



### IMPORTANT:

When a committee files an original report, MDCRIS will ask for the bank ending balance and will give fields for “deposits in transit” and “uncleared checks” for the committee to record. However, when a committee files an amendment, these fields are not available. Although they are not available, the committee still needs to take the figures for deposits in transit and uncleared checks into account.

When filing an amendment, the committee will need to take the bank ending balance as of the transaction ending date plus deposits in transit and minus uncleared checks. The total (or net) figure will be added in the field for the ending balance.

When filing an amendment, the software will ask for the ending balance for all subsequent reports from the current report being amended through the most recent filing. The same process of netting together the bank ending balance plus deposits in transit and less uncleared checks will need to be made and recorded for each reporting period as shown on the filing screen.

It is important for committees to note that this step is **ONLY** for amendment filings

and should not be used when filing an original report.

## Filing an Amendment

- From the left side menu, select “Amend Transactions”
- Select the Filing Period then click “Search”
- Select the **RED** “File Amendment to State”.

The screenshot displays the 'Amend Transactions' interface. At the top, there are search filters: 'Filing Period Name' (01/18/2023 Annual), 'Transaction Type' (Expenditure), 'Transaction Date Range' (calendar icons), 'Transaction Category' (Unfiled Transaction), 'Amount Range' (\$0.00 to \$10.00), 'Fund Type' (Select), and 'Contributor / Payee Name' (text input). There are also checkboxes for 'Receipt Not Generated', 'Loan Consent Form Not Generated', and 'Non-Compliant Transactions'. Below the filters are 'Search', 'Cancel', and 'Clear' buttons. A table with columns: Transaction Date, Contributor / Payee Name, Transaction Type, Fund Type, Transaction Category, Amount, Address, Compliance, Edit, and Select is shown. The table is empty, with a red message 'No records to view' and a yellow arrow pointing to the 'File Amendment to State' button in the bottom navigation bar. Other buttons in the navigation bar include 'New Contributions', 'New Expenditures and Outstanding Obligations', 'New Outstanding Contributions Paid', 'New Loan Payments', 'New Non-Candidate Loan', 'New Return Contributions', 'Generate Loan Consent Form', 'Generate Receipts', 'Generate Mailing Labels', and 'Preview Campaign Statement'. A speaker icon is also visible.

Once all transactions are recorded/deleted, you will file the amendment by selecting “Amend Transactions” from the left side menu. Then select the filing period and select search to launch additional buttons. If the committee is ready to close, select “File Closeout Report” button. Otherwise, select “File Amendment to State”.

## Filing an Amendment (continued)

Filing Period Name	Original Beginning Cash Balance on Hand	Amended Beginning Cash Balance on Hand	Old Ending Cash Balance on Hand	New Ending Cash Balance on Hand
01/15/2020 Annual	\$9,543.02	\$9,543.02	\$16,817.02	\$16,817.02
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	00000000000000000000	\$16,817.02	
	New Total Ending Bank Balance			
01/20/2021 Annual	\$16,817.02	\$16,817.02	\$23,310.72	\$23,310.72
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	00000000000000000000	\$23,310.72	
	New Total Ending Bank Balance			
01/19/2022 Annual	\$23,310.72	\$23,310.72	\$36,618.80	\$36,618.80
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	00000000000000000000	\$33,208.00	
	New Total Ending Bank Balance			
06/14/2022 Pre-Primary1 Governorial	\$36,618.80	\$36,618.80	\$36,868.80	\$36,868.80
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	00000000000000000000	\$36,868.80	
	New Total Ending Bank Balance			

After selecting “File Amendment to State”, the following screen will appear. The committee needs to record the bank ending balance for each report. In the screenshot shown here, see fields highlighted in yellow. This needs to be done for all amendments even if there wasn’t a financial change such as a missing employer.

## Filing an Amendment (continued)

Filing Period Name	Original Beginning Cash Balance on Hand	Amended Beginning Cash Balance on Hand	Old Ending Cash Balance on Hand	New Ending Cash Balance on Hand
01/16/2020 Annual	\$9,543.02	\$9,543.02	\$16,817.02	\$16,817.02
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	003928924426	\$16,817.02	\$16,817.02
	New Total Ending Bank Balance			\$16,817.02
01/20/2021 Annual	\$16,817.02	\$16,817.02	\$23,310.72	\$23,310.72
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	003928924426	\$23,310.72	\$23,310.72
	New Total Ending Bank Balance			\$23,310.72
01/19/2022 Annual	\$23,310.72	\$23,310.72	\$36,618.80	\$36,618.80
	Bank Account Name	Bank Account Number	Old Ending Bank Balance *	New Ending Bank Balance *
	Bank of America	003928924426	\$33,208.00	\$36,618.80
	New Total Ending Bank Balance			\$36,618.80



As a reminder, the goal is for the committee to capture all transactions so that the bank ending balance and the cash balance match. If you get to this screen and you notice your cash balance (shown in Pink) is different than what you entered for the bank ending balance (shown in black font), the committee still has a remaining discrepancy(s) to locate.

# Resources & Contacts

## **Resources:**

- [SBE Campaign & Candidacy Finance Summary Guide](#)
- [MDCRIS Overview Video](#)
- [Audit Deficiency Video](#)
- [Campaign Closure Checklist](#)

## **Audit & Enforcement**

- 410-269-2873, 410-269-2904, or 410-269-2877 or [audit.sbe@maryland.gov](mailto:audit.sbe@maryland.gov)

## **Candidacy & Campaign Finance**

- 410-269-2840 or [ccf.sbe@maryland.gov](mailto:ccf.sbe@maryland.gov)



For questions or additional information, please contact the Audit & Enforcement Unit or Division of Candidacy & Campaign Finance.