Electronic Filing of Campaign Statements

Item 42.b.

September 10, 2013

Current Situation

- Voluntary Electronic Filing
 - Must also submit hard copy
- NetFile System
 - Web Posting
 - Public Access
 - Electronic Filing
 - Tracking and Enforcement

What is NetFile?

- Two Components
 - Agency Function (What City Staff Uses)
 - Filer Function (What Campaigns Use)
 - included with Agency Function contract

How NetFile Works

- Agency Function (What the City Uses)
 - Public Access of Campaign Statements on Web
 - Database of Campaign Committees
 - Database of Campaign Statements Filed by Committees
 - Enforcement Tracking

How NetFile Works Pt. 2

- Filer Function (What Campaigns Use)
 - Provided for free to Berkeley committees as part of NetFile contract with City.
 - Used by Campaign Committees to create
 Campaign Statements
 - Used by Campaign Committees to submit their Statements electronically
 - Committees can store transaction information in NetFile and download it into Excel

Alternative Electronic Filing Software

- Similar to the Free Filer Function in NetFile
- Used by Campaign Committees
- There is a cost to purchase these products
- State Approved Vendors for Electronic Filing Software (partial list)
 - NetFile Professional Treasurer
 - Aristotle
 - Complete Campaigns
 - DirectFile
 - Capitol WebWorks
 - NGP VAN
 - StateCraft
 - Vocus

Options for Excel Users

Option 1: The City could Purchase licenses for the Professional Treasurer product through NetFile and provide those licenses to campaign committees free of charge.

To use the NetFile Professional Treasurer upload, Treasurers would:

- 1. Format their spreadsheet according to specified parameters.
- 2. Download and install two utility programs (Map Wizard and Data Loader)
- 3. Use Map Wizard to convert their spreadsheet to upload-ready files.
- 4. Use Data Loader to upload the files created by Map Wizard.*
- 5. Login to Professional Treasurer.
- 6. Manually enter other data to complete filing.
- 7. Create a draft filing.
- Review the draft.
- 9. Complete the electronic verification and E-Filing process.

^{*} Auto upload only uploads Monetary Contributions, not other transaction types.

Options for Excel Users

<u>Option 2:</u> The City could Purchase licenses for a product that is a competitor to the NetFile Professional Treasurer product and provide those licenses to campaign committees free of charge.

To use the DirectFile (or similar 3rd party product) upload, Treasurers would:

- 1. Obtain the pre-formatted Excel spreadsheet from DirectFile.
- 2. Enter all transaction data into the spreadsheet.
- 3. Send the spreadsheet to DirectFile.
- 4. Login to DirectFile.
- 5. Create two files, a PDF and a .CAL version of their filing.
- 6. Contact DirectFile to insert the NetFile ID and PIN in the .CAL file.
- 7. Upload the .CAL file into NetFile free filer function.
- 8. Signors (Treasurer and Candidate) Login to NetFile and Complete Verification.
- 9. E-File campaign statement.

Options for Excel Users

Option 3: Campaign committees can currently download into Excel all the data they have entered into NetFile. They can then add columns to their downloaded spreadsheets to track other campaign activities.

To use the NetFile data download, Treasurers would:

- 1. Enter all transaction data into NetFile.
- 2. Click the Export to Excel Button.
- 3. Add columns as needed to track additional campaign activities.
- 4. Create and E-File statements directly from free Filer Function in NetFile.

Direction

Direction on implementation of electronic filing.

- **Option 1:** The City could Purchase licenses for the Professional Treasurer product through NetFile and provide those licenses to campaign committees free of charge.
- **Option 2:** The City could Purchase licenses for a product that is a competitor to the NetFile Professional Treasurer product and provide those licenses to campaign committees free of charge.
- **Option 3:** Campaign committees can currently download into Excel all the data they have entered into NetFile. They can then add columns to their downloaded spreadsheets to track other campaign activities.

Questions?