Oregon Secretary of State

Campaign Finance Subsystem XML - Overview

Version 1.0
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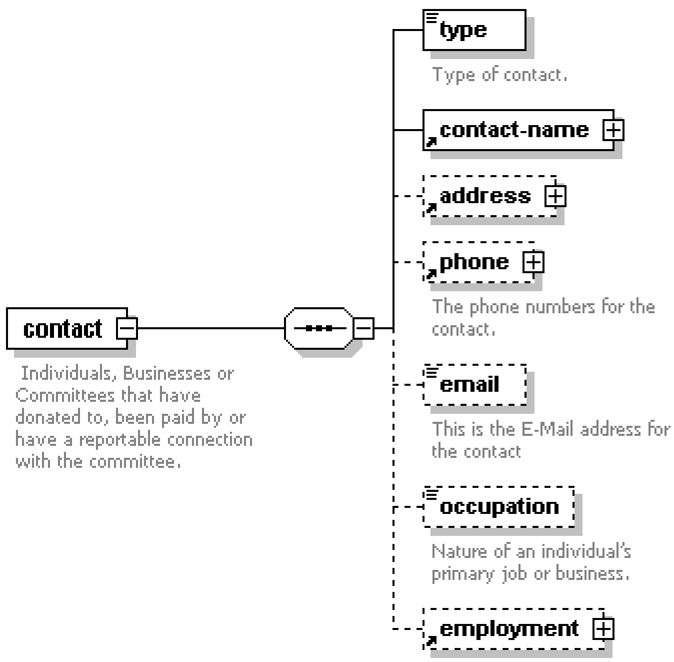
Purpose: This document is provided to help interpret elements within the XML Schema. For specific filing rules, refer to the Campaign Finance Manual.

1.0 Overview of Contact Elements

A Contact is an Individual, Business/Organization or Committee that has donated to or been paid by or has a reportable connection with a committee. Contacts only need to be reported once and can be utilized many times by referencing the ID assigned when filing a transaction.



Contact Attributes

Operation:
We have removed Operation and will perform this utilizing the data provided. If the data matches an existing contact no changes will be made. If a contact does not exist they will be added. If a contact exists, but does not match the current data we will updated to match current record.

Type:
Identifies the type of entity that the contact represents. Types include:

Code	Description
B	Business Entity
C	Political Committee
F	Candidate's Immediate Family
I	Individual
L	Labor Organization
O	Other
P	Political Party Committee

Contact-Name:
Identifies the name of the contact.

Address:
A contributor's address includes street number and name or post office box, city, state and zip code. A payee's address includes city, or county if the payee is not located in a city, and state.

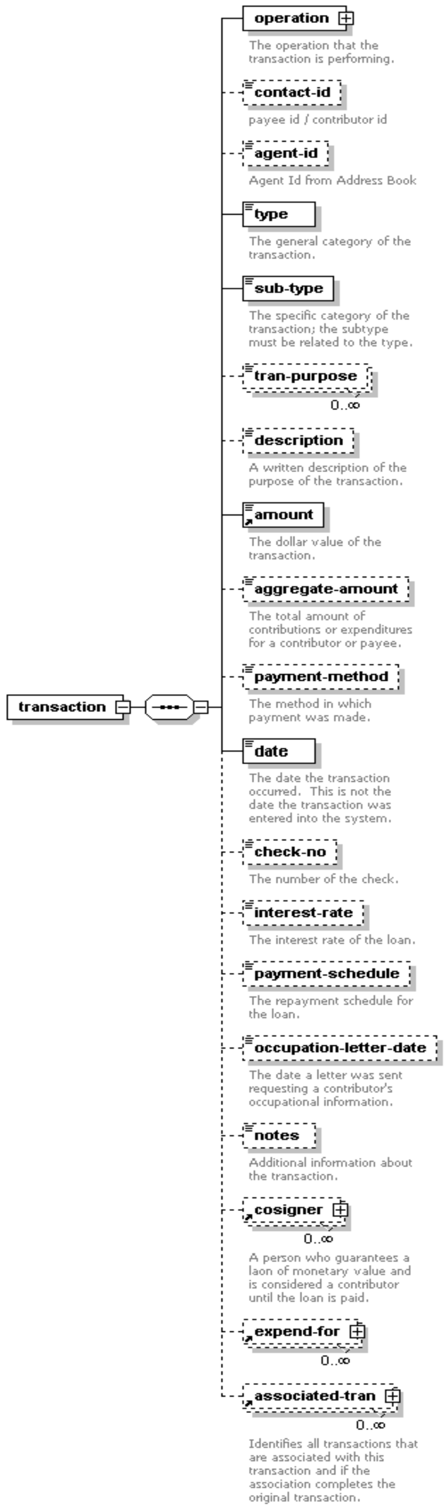
Phone:
Phone information <u>is not required.</u> If submitted phone numbers may include formatting or just be straight numbers.

Email:
Email information <u>is not required</u>.

Occupation:
Occupation is the nature of an individual's primary job or business, whether paid or unpaid.

Employment:
Employer's name and address is the company's legal name and physical location address by city and state. If the individual is not employed, or is self-employed, use the appropriate indicator.

2.0 Overview of Transaction Elements



Transaction Attributes

Operation:
When filing a new transaction the operation is Original. When editing a previously filed transaction the operation is Amend. When deleting a previously filed transaction the operation is Delete.

Contact ID:
The contact ID identifies the Individual, Business/Organization or Committee associated with the transaction. Contact ID's are unique IDs assigned by the filer, except for the system contacts listed below.

The following is a list of system contact ID's to be used when filing the transactions described. A user may only use MISC contact ID's if they have opted out of utilizing system aggregation.

System Contact ID's	Description
MISCCASHCONT	Miscellaneous Cash Contributions $100 and Under
MISCINKINDCONT	Miscellaneous In-Kind Contributions $100 and Under
MISCPLEDGECASHCONT	Miscellaneous Pledges of Cash $100 and Under
MISCPLEDGEINKINDHCONT	Miscellaneous Pledges of In-Kind $100 and Under
MISCAGENTEXPEND	Miscellaneous Agent Expenditures $100 and Under
MISCPEREXPEND	Miscellaneous Personal Expenditures $100 and Under
MISCCASHEXPEND	Miscellaneous Cash Expenditures $100 and Under
MISCACTPAYEXPEND	Miscellaneous Accounts Payable $100 and Under
PAYROLLTAX	Expenditures for payroll taxes
PETCIRCULATORS	Expenditures for petitioner circulators

Agent ID:
The agent ID is the contact ID for the agent. Agent ID's are required when an expenditure is made by an agent. The agent ID identifies the agent making the expenditure and the contact ID identifies the contact paid by the agent.

Type:
The transaction type identifies if the transaction is a contribution, expenditure or other. Transaction types include:

Code	Description
C	Contribution/Pledge
E	Expenditure/Payable
OR	Other Receipt
OD	Other Disbursement
OA	Other Account Receivable
O	Other

Sub Type:
The transaction sub type identifies the nature of the transaction. The following table identifies what sub types are associated with transaction types.

Code	Description	Tran Type
CA	Cash Contribution	C
IK	In-Kind	C
IKP	In-Kind/Forgiven Personal Expenditure	C
IKA	In-Kind/Forgiven Account Payable	C
NLR	Loan Received (Non-Exempt)	C
PL	Pledge of Loan	C
PI	Pledge of In-Kind	C
PC	Pledge of Cash	C
ELR	Loan Received (Exempt)	OR
FM	Items Sold at Fair Market Value	OR
IN	Interest/Investment Income	OR
OM	Miscellaneous (Need Description)	OR
RF	Refunds and Rebates	OR
LC	Lost or Returned Check	OR
OR	Other Account Receivable	AR
AE	Expenditure Made by an Agent	E
PE	Personal Expenditure	E
CE	Cash Expenditure	E
AP	Account Payable	E
NLP	Loan Payment (Non-Exempt)	E
ELP	Loan Payment (Exempt)	OD
NP	Nonpartisan Activity	OD
OMD	Miscellaneous (Need Description)	OD
RT	Return of Refund of Contributions	OD
UIP	Uncollectible In-Kind Pledge	O
UCP	Uncollectible Cash Pledge	O
ULP	Uncollectible Loan Pledge	O
ELF	Exempt Loan Forgiven	O
NLF	Non-Exempt Loan Forgiven	O
APR	Account Payable Rescinded	O

Tran-Purpose:
Transaction purpose codes are used to describe the purpose of an in-kind transaction or any expenditure transaction. A transaction may have one or more purpose codes associated with it. Some transaction purposes require a description be entered. All descriptions will be entered into the Description element.

Code	Purpose	Description Required?
A	Agent	N
B	Broadcast Advertising (radio, tv)	N
C	Cash Contributions	N
E	Loan Extended	N
F	Fundraising Event Expenses	N
G	General Operational Expenses (need description)	Y
I	Interest Payment	N
L	Literature, Brochures, Printing	N
M	Management Services	N
N	Newspaper and Other Periodical Advertising	N
O	Other Advertising (yard signs, buttons, etc.)	N
P	Postage	N
R	Reimbursement for Personal Expenditures	N
S	Surveys and Polls	N
T	Travel Expenses (need description)	Y
U	Utilities	N
W	Wages, Salaries, Benefits	N
Y	Petition Circulators	N
Z	Preparation and Production of Advertising	N

Description:
The description field is a written description of the transaction purpose.

Amount:
The amount of the transaction.

Aggregate Amount:
The aggregate amount is the total amount of contributions or expenditures for the contributor or payee for the current year.

Payment Method:
The method of payment for an expenditure made directly by the committee (cash expenditure or other disbursement).

Code	Description
CHK	Check
ACH	Electronic Check
EFT	Electronic Funds Transfer
DC	Debit Card
CC	Credit Card

Date:
The date the transaction was received by the filer

Check-No:
The Check number if the transaction was paid by check.

Interest-Rate:
The interest rate of the loan if the transaction is a loan.

Payment-Schedule:
The repayment schedule if the transaction is a loan.

Occupation-Letter-Date:
The date that the request for occupation information was sent to the contributor.

Notes:
Additional information about the transaction.

Co-Signer:
Identifies individuals who have co-signed for a loan. Co-signers are required to identify the amount the co-signed for. This amount cannot exceed the transaction about. The Co-signer ID is the link to a contact.

Expend-for:
Identifies any committees or organizations that the transaction was expended for. Filers must supply the committee ID if the committee is register with the Secretary of State or the Committee Name. They also must supply whether the expenditure was an in-kind expenditure or an independent expenditure.

Associated-Transaction:
The associated transaction identifies transactions that are effected by the current transaction. The filer will need to identify if the current transaction completes obligation of the associated transaction.

Example 1: Transaction A is a pledge. Transaction B is a cash contribution that completes the pledge. When transaction B is filed it should be associated with transaction A with the complete indicator set to 'Y'.

Example 2: Transaction C is an accounts payable transaction. Transaction D is a cash expenditure that pays a portion on transaction A, with the remaining amount still owed. When transaction D is filed it should be associated with Transaction C. The complete indicator should be set to 'N' because transaction C still has an outstanding balance.