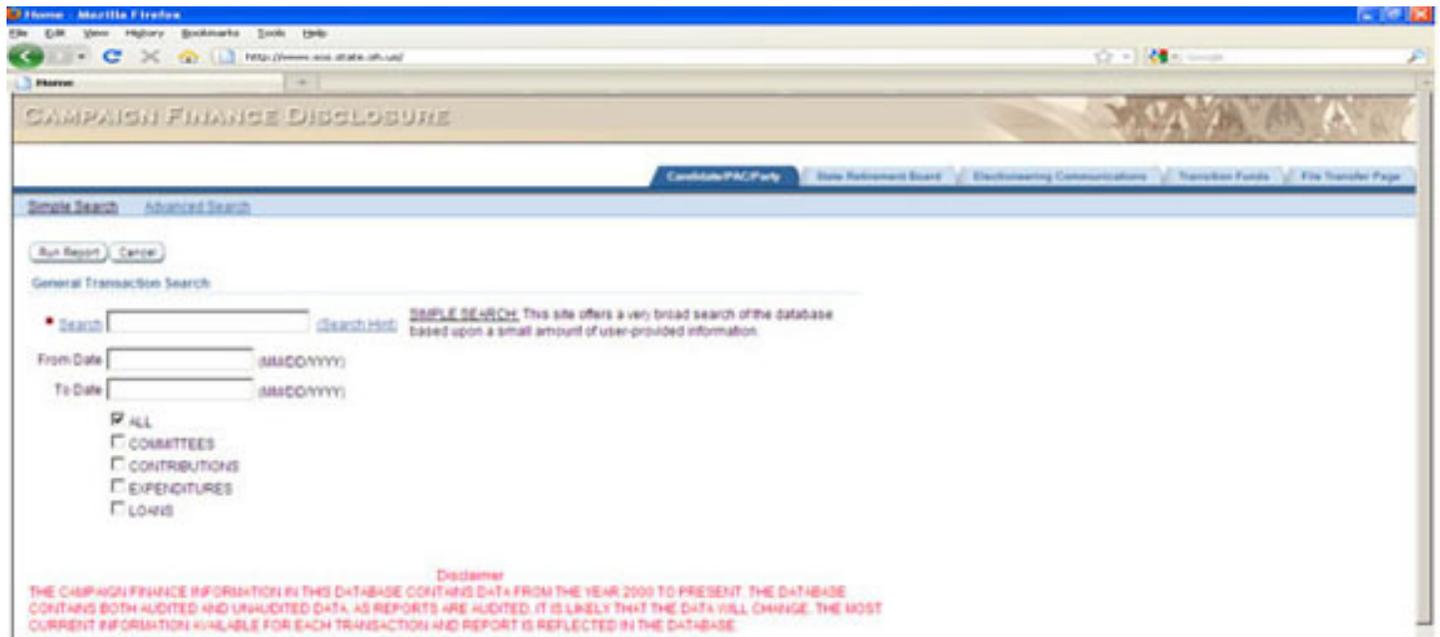


## HELPFUL HINTS

### GETTING DATA FROM THE “SEARCH CANDIDATES AND COMMITTEES” QUERIES

What kind of campaign finance data are you looking for? The answer to this question will determine which queries you will need to use. Our Search Candidates and Committees page is divided into five tabs:



These tabs are:

- [Candidates/PAC/Party](#)
- [State Retirement Board](#)
- [Electioneering Communications](#)
- [Transition Funds](#)
- [File Transfer Page \(FTP\)](#)

## 1. Candidates/PAC/Party

This tab is divided into two sections:

**SIMPLE SEARCH:** This option offers a very broad search of the database based upon a small amount of user-provided information such as a name of a contributor or candidate.

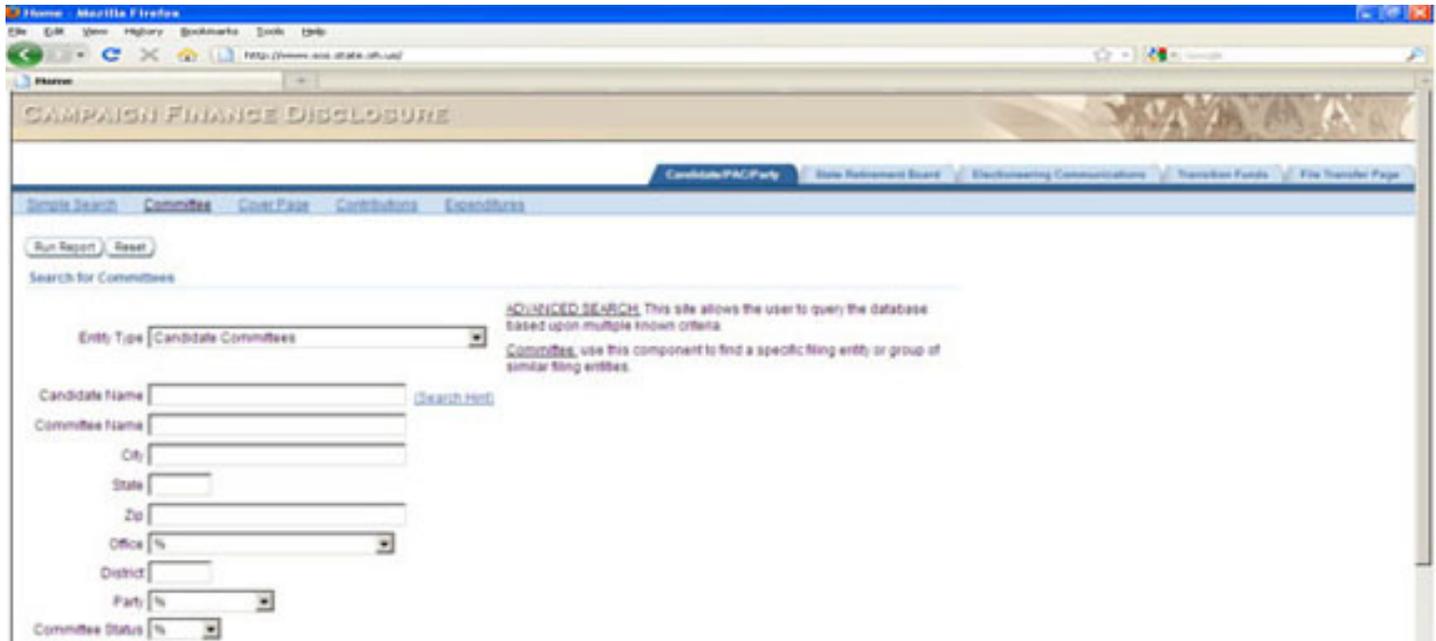
The Simple Search was designed for users who want to search on a single piece of information such as a name. The search will return all committees, contributions, expenditures and loan/debts that have that name somewhere in the data. You can also limit your search with a date range:

The screenshot shows a web browser window displaying the "CAMPAIGN FINANCE DISCLOSURE" website. The page has a navigation bar with tabs for "Candidates/PAC/Party", "State Retirement Board", "Electronizing Communications", "Transfer Funds", and "File Transfer Page". The "Simple Search" tab is active, and the "Advanced Search" link is visible. Below the navigation bar, there are "Run Report" and "Cancel" buttons. The "General Transaction Search" section includes a "Search" input field with a "(Search Hint)" link, a "From Date" field with "(MMDDYYYY)" format, and a "To Date" field with "(MMDDYYYY)" format. A list of search criteria is provided with checkboxes: "ALL" (checked), "COMMITTEES", "CONTRIBUTIONS", "EXPENDITURES", and "LOANS". A "Disclaimer" section at the bottom states: "THE CAMPAIGN FINANCE INFORMATION IN THIS DATABASE CONTAINS DATA FROM THE YEAR 2000 TO PRESENT. THE DATABASE CONTAINS BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED, IT IS LIKELY THAT THE DATA WILL CHANGE. THE MOST CURRENT INFORMATION AVAILABLE FOR EACH TRANSACTION AND REPORT IS REFLECTED IN THE DATABASE."



ADVANCED SEARCH: This option allows the user to query the database based upon multiple known criteria. Examples of advanced searches would be a search on all contributions to a particular candidate within a specific time frame or a search on all PAC cover pages for the 2010 Pre-Primary report.

The Advanced Search has more options and allows the user to search on different categories of data such as committees, cover pages, contributions and expenditures:



Each of these is designed to assist in the retrieval of a certain type of campaign finance information.

### **Committee Information**

This search will allow you to locate the committee name, address, treasurer and PAC number (when applicable). This feature will also take you to a list of the reports filed by this entity. Cover page, contribution and expenditure detail of a specific report can be accessed via this method. The result of this search is displayed on the screen and can be printed. The results may also be downloaded into an Excel spreadsheet. *Please note that if you search on a candidate, only the most recent office sought will be listed.*

### **Cover Page Information**

This feature allows you to query on candidate, parties/LCFs and PACs cover pages based on such criteria as office, district, year, etc. This is useful for comparison of balances on hand or the amount of money raised. This information can be viewed in on the screen or easily downloaded into Excel.

### **Contribution Information**

This feature is used to determine if a particular individual or committee has contributed to a candidate, party/LCF or PAC/PCE. It can also be used to look at the contributions a committee reported receiving. This information can be viewed on the screen, printed or easily downloaded into Excel.

## Expenditure Information

This feature is used to look at the expenditures a committee(s) made or to search on a particular name to determine if a committee has made such an expenditure. This information can be viewed on the screen, printed or easily downloaded into Excel.

*Items 2,3 & 4 represent three different types of entities. While the type of query options (cover page, income, expenses, etc) for these entities may be similar to those above, the wording of queries is not the same.*

## 2. State Retirement System Board (SRB)

Since 2005, candidates for election to the boards of one of Ohio's five public employee retirement systems are required to file campaign finance reports if they receive contributions or make expenditures to get elected. The five retirement systems are:

- Ohio Public Employees Retirement System
- State Teachers Retirement System
- School Employees Retirement System
- Ohio Police and Fire Pension Fund
- State Highway Patrol Retirement System

The screenshot shows a web browser window with the title "CAMPAIGN FINANCE DISCLOSURE". The page has a navigation bar with tabs for "Candidate/PAC/Party", "State Retirement Board", "Electronically Communications", and "File Transfer Page". Below the navigation bar, there are three tabs: "SRB Committees", "SRB Candidate Contributions", and "SRB Candidate Expenditures". The "SRB Committees" tab is selected. The page contains a search form with the following fields:

- Year:
- Candidate Name:  [Search Here!](#)
- City:
- Zip:
- Office:
- Active:

Below the search form, there is a disclaimer in red text: "Disclaimer THE CAMPAIGN FINANCE INFORMATION IN THIS DATABASE CONTAINS BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED, IT IS LIKELY THAT THE DATA WILL CHANGE. THE MOST CURRENT INFORMATION AVAILABLE FOR EACH TRANSACTION AND REPORT IS REFLECTED IN THE DATABASE." There is also a "Disclaimer" link at the bottom of the page.

On this page, three search options will be available:

- **SRB Committees**
- **SRB Candidate Contributions**
- **SRB Candidate Expenditures**

### 3. Electioneering Communications (EC)

Electioneering Communication is any communication that refers to a candidate and that is distributed via a broadcast, cable or satellite means and is not otherwise considered an expenditure.

On this page, six search options will be available

The screenshot shows a web browser window with the URL <http://www.ecd.state.oh.us/>. The page title is "CAMPAIGN FINANCE DISCLOSURE". The navigation menu includes "Candidates/PAC/Party", "State Refinement Board", "Electioneering Communications", "Transition Funds", and "File Transfer Page". The "Electioneering Communications" tab is active. Below the navigation, there are tabs for "Electioneering Communication Entities", "Summary Pages", "Contributions", "Disbursements", "Candidates Identified in EC", and "Notice of Intent". The "Electioneering Communication Entities" tab is selected. The search form includes a "Run Report" button, a "Cancel" button, and a search label "Search for Electioneering Communication Entities (ECE)". The form fields are: "ECE Name" (with a dropdown menu), "City", "State", and "Zip". A disclaimer is visible at the bottom of the form area.

- ELECTIONEERING COMMUNICATION ENTITY (ECE) SEARCH
- ELECTIONEERING COMMUNICATION ENTITIES (ECE) SUMMARY PAGES
- CONTRIBUTIONS TO ELECTIONEERING COMMUNICATION ENTITIES (ECE)
- ELECTIONEERING COMMUNICATION ENTITIES (ECE) DISBURSEMENTS
- CANDIDATES IDENTIFIED IN ELECTIONEERING COMMUNICATION
- NOTICE OF INTENT TO MAKE ELECTIONEERING COMMUNICATION DISBURSEMENTS

#### 4. Transition Funds

Starting in 2010, officeholders elected or appointed to any elective office may set up a separate account to receive donations to pay the cost of inaugural or transitional activities. This transition fund is separate from the candidate's campaign committee and may only be open for no more than 120 days.

The screenshot shows a web browser window displaying the "CAMPAIGN FINANCE DISCLOSURE" website. The page has a navigation bar with tabs for "Candidate PAC/Party", "State Retirement Board", "Electronically Communicated", "Transition Funds", and "File Transfer Page". Below this, there are sub-tabs for "Transition Committees", "Cover Pages", "Transition Donations", and "Transition Disbursements". The "Transition Funds" tab is active. The main content area features a search form titled "Search for Transition Entities" with fields for "Entity Name", "City", "State", "Zip", "Committee Status", "Office to Which Elected or Appointed", "Municipality/Subdivision/District", "County/Cities Where Office is Located", and "Date of Election/Appointment". A "Run Report" button and a "Cancel" button are located above the search form. At the bottom of the page, there is a red disclaimer: "Disclaimer THE CAMPAIGN FINANCE INFORMATION IN THIS DATABASE CONTAINS DATA FROM THE YEAR 2000 TO PRESENT. THE DATABASE CONTAINS BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED, IT IS LIKELY THAT THE DATA WILL CHANGE. THE MOST".

On this page there are four search options:

- Transition Committees
- Cover Pages
- Transition Donations
- Transition Disbursements

Please feel free to contact Campaign Finance staff for additional assistance at (614) 466-3111 or [by e-mail](#).

## 5. File Transfer Protocol (FTP)

The FTP system is the method by which large amounts of some of the most commonly requested campaign finance data have already been queried and placed in a downloadable file. An example of the data available would be all candidate contributions for the Year 2009. The primary target audiences of the FTP system are the media, academics and other person or organization looking for large amounts of campaign finance data.

**File Transfer Page**

Welcome to the Ohio Secretary of State's Campaign Finance File Transfer Page. This page was developed to allow users to obtain large sets of data faster than the normal query process. At this page you can download files of pre-queried data, such as all candidate contributions for a particular year or a list of all active political action committees registered with the Secretary of State. These files contain all relevant and frequently requested information. If you are looking for smaller or very specific sets of data please visit the regular Campaign Finance query page.

The data is in a "comma delimited" format that loads easily into Microsoft Excel or Access as well as many other spreadsheet or database programs. Many of the available files contain a significant quantity of data records. A spreadsheet program, such as MS Excel, may not allow all of the data in a file to be loaded because of a limit on the number of available rows. For this reason, it is advised that a database application be utilized to load and work with the data available at this site. For more information please contact the Campaign Finance unit at (614) 466-2565 or [CFINANCE@SOS.STATE.OH.US](mailto:CFINANCE@SOS.STATE.OH.US)

Each user's internet connection, (i.e. modem, DSL, T1), will determine the speed by which the file is downloaded. Every effort was made to package the files in manageable sizes for any connection speed.

Any questions regarding the content or use of this site should be directed to the Campaign Finance Unit.

**New Filings**

Product Name	Date Modified	File Size	Download File
Candidate Contributions - Batcheider 2009 (House Member Leader)	03/24/2010 10:37:13 AM	17 KB	<a href="#">Download</a>
Candidate Expenditures - Batcheider 2009 (House Member Leader)	03/24/2010 10:42:17 AM	3 KB	<a href="#">Download</a>
Candidate Contributions - Boyce 2009	03/24/2010 10:33:39 AM	30 KB	<a href="#">Download</a>
Candidate Expenditures - Boyce 2009	03/24/2010 10:41:14 AM	3 KB	<a href="#">Download</a>
Candidate Contributions - Burner 2009	03/24/2010 10:30:40 AM	16 KB	<a href="#">Download</a>
Candidate Expenditures - Burner 2009	03/24/2010 10:40:32 AM	5 KB	<a href="#">Download</a>
Candidate Contributions - Budish 2009 (Speaker of the House)	03/24/2010 10:31:22 AM	31 KB	<a href="#">Download</a>
Candidate Expenditures - Budish 2009 (Speaker of the House)	03/24/2010 10:40:43 AM	6 KB	<a href="#">Download</a>
Candidate Expenditures - Cafaro 2009 (Senate Member Leader)	03/24/2010 10:41:04 AM	3 KB	<a href="#">Download</a>
Candidate Contributions - Cafaro 2009 (Senate Member Leader)	03/24/2010 10:32:47 AM	3 KB	<a href="#">Download</a>
Candidate Contributions - Corbett 2009	03/24/2010 10:37:47 AM	26 KB	<a href="#">Download</a>
Candidate Expenditures - Corbett 2009	03/24/2010 10:42:27 AM	4 KB	<a href="#">Download</a>
Candidate Contributions - Darn 2009	03/24/2010 10:38:59 AM	1 KB	<a href="#">Download</a>

CONTAINS BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED, IT IS LIKELY THAT THE DATA WILL CHANGE. THE MOST

### Hints for using the Download FTP Reports

The key to using the FTP site is remembering that it was designed to assist users to access large amounts of campaign finance data easily. Once at the main FTP page you will see a long list of candidate, party and PAC files. To download a file select on the "download" link on the far right of the screen. The system will then proceed to download the file into excel or provide you with an opportunity to download the file to the location on your computer (the settings on your computer will dictate this). You may see a series of dialog boxes on your screen asking you if you want to run or save the zipped .exe file. Follow the dialog boxes to save the files to your computer. The end result will be a .csv file that you can open in Excel or another database application. Please remember that some of the files may be too large to open in Excel and will need to be opened in a different database application.

Please feel free to contact Campaign Finance staff for additional assistance at (614) 466-3111 or [by e-mail](#).

**DISCLAIMER - PLEASE NOTE THAT THE CAMPAIGN FINANCE REPORTS IN THIS DATABASE CONTAIN BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED AND AMENDED, IF NECESSARY, THE DATA MAY CHANGE. THE MOST CURRENT INFORMATION AVAILABLE IS REFLECTED ON THE DATABASE.**

## ABOUT THE DATABASE

The campaign finance databases contain information on campaign finance committees; including cover page figures, contribution data and expenditure information. The following types of committees are included in the database:

### Candidates Campaign Committees

Attorney General  
 Auditor of State  
 Governor  
 Judge  
 State Court of Appeals  
 Secretary of State  
 State House of Representatives  
 State Senate  
 State Board of Education  
 State Retirement Boards  
 Supreme Court Chief Justice  
 Supreme Court Justice  
 Treasurer of State

### Political Parties

State Political Party Funds  
 County Political Party Funds (State Candidate Fund and Restricted Funds only)

### Other Committees

Political Action Committees (PACs)  
 Political Contributing Entities (PCEs)  
 Legislative Campaign Funds (LCFs)  
 Electioneering Communication Entities

Transition Funds

The campaign finance searchable database covers the past six years. The section on data history details what data is available for each type of reporting entity. Campaign Finance data more than six years old is available on the FTP page.

Campaign Finance Reports of federal candidates and committees can be viewed from the Federal Elections Commission's Web site at [www.fec.gov](http://www.fec.gov).

**DISCLAIMER-PLEASE NOTE THAT THE CAMPAIGN FINANCE REPORTS IN THIS DATABASE CONTAINS BOTH AUDITED AND UNAUDITED DATA. AS REPORTS ARE AUDITED, THE DATA MAY CHANGE. THE MOST CURRENT INFORMATION AVAILABLE IS REFLECTED ON THE DATABASE**

## DATA HISTORY

The campaign finance database contains information for the committees below for the following years\*:

Candidates for statewide office	1990 to present
Candidates for General Assembly	1995 to present
Candidates for Judge, State Court of Appeals	2005 to present
Candidates for State Retirement System Boards	2005 to present
State Political Party Political Accounts	1990 to present
State Political Party State Candidate Funds	1998 to present
State Political Party Building Funds	1991 to present
State Political Party Restricted Funds (Formerly Tax Check Off Fund)	1991 to present
State Political Party Levin Fund	2005 to 2006
County Political Party State Candidate Fund	2000 to present
Political Action Committees (PAC)**	1990 to present
Political Contributing Entities (PCE)	1999 to present
Legislative Campaign Fund (LCF)	1991 to present
Electioneering Communication Entities	2006 to present
Transition Funds	2010 to present

**\*Users can search on data from the last six years.**

**Campaign Finance data more than six years old is available on the FTP page.**

\*\*Federal PACs-Included in the PAC data is the expenditure date of PACs that are registered with the Federal Elections Commission (FEC) and that also make expenditures to influence Ohio state or local elections. These PACs must first register with the Ohio Secretary of State's office as a Federal, State and Local PAC (FSL). They have a PAC registration number that starts with a C followed by eight numbers. Whenever they file a report with the Federal Elections Commission (FEC) that contains Ohio non-federal disbursements, they must submit a partial copy of that FEC report to the Ohio Secretary of State. Only the Ohio non-federal disbursements are entered into this database. The total Ohio non federal disbursements are listed on the Cover Page under Total Monetary Expenditures. Therefore, when looking at the records in the database of an FSL you will generally not see contribution information and the total amount of expenditures in the database will generally not equal the amount on the Cover Page of the report as filed with the FEC. Complete Federal reports may be viewed at the Federal Elections Commission website, [www.fec.gov](http://www.fec.gov).

Please refer to the [Ohio Campaign Finance Compliance and Disclosure Guide](#) for a description of each of these types of committees.

Feel free to contact Campaign Finance staff for additional assistance at (614) 466-3111 or [by e-mail](#).

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## TYPES OF REPORTS

There are five main types of campaign finance reports filed by most candidates, committees, and political parties:

- A pre-election report is due by 4 p.m. 12 days before an election and reflects contributions received and expenditures made from the close of business on the last day reflected in the previously filed statement, if any, to the close of business on the twentieth day before the election.
- A post-election report is due by 4 p.m. 38 days after the election and reflects contributions received and expenditures made from the close of business on the last day reflected in the last previously filed statement, if any, to the close of business on the seventh day before the filing of the statement.
- A semiannual report is due by 4 p.m. on the last business day of July of every year to reflect contributions received and expenditures made from the close of business on the last day reflected in the previously filed statement, if any, to the close of business on the last day of June that year. A semiannual report is not required for a year in which the entity has filed a post-primary report. Please refer to the [Ohio Campaign Finance Handbook](#) to determine whether a committee must file a semiannual in a year in which the post-primary report was not filed.
- An annual report is due by 4 p.m. on the last business day of January of every year to reflect contributions received and expenditures made from the close of business on the last day reflected in the last previously filed statement, if any, to the close of business on the last day of December of the previous year. An annual report is not required for a year in which the entity has filed a post-general election report.
- A monthly report is filed by statewide candidates only for the months of July, August, and September when statewide candidates are on the general election ballot. The monthly statements show contributions only for each calendar month and are filed by the third business day of the following month.

Federal State and Local PACs (FLSs) – these are federal committees that wish to make disbursements to Ohio non-federal candidates, committees and political parties. They file a partial copy of the report they file with the Federal Elections Commission (FEC). These reports are sequentially designated as Federal, Federal1, Federal2, etc. These reports will not have a complete cover page and will contain only the disbursements to Ohio non-federal committees.

Other reports- there are other types of reports that will show up in the disclosure database without any numeric information. These represent the filing of various types of forms required by the statute by committees. These filings include:

- Designation of Treasurer ([Form 30-D](#)) – the registration form for committees allowing a committee to start raising contributions and making expenditures. This form is also used to update committee information such as treasurer or address.
- Special – this form is used to reflect the filing by a committee of an Electronic Filing Registration ([Form 30-D-1](#))
- Other – used to reflect the filing by a committee of some sort of correspondence or documents.

**THIS SECTION CONTINUED ON NEXT PAGE**

- Termination – used to indicate that the committee is now in inactive status. Not all inactive committees file termination reports. Some committees will indicate their inactive status with the filing of a regular report. Some termination reports will have contribution and expenditure data.
- Waiver of Declaration of Filing Day Finances ([Form 31-AA](#)), Permissive Funds Report and Declaration of Filing Day Finances ([Form 31-W](#)) - these are special reports that candidates for statewide and general assembly file in the year in which they submit petitions.
- Statement of Organization – this is the registration form for committees filing with the Federal Elections Commission (FEC). A federal committee that wishes to make disbursements to Ohio non-federal candidates, committees and political parties (FSL) must submit a copy of the Statement of Organization prior to making those disbursements.

## **SPECIAL ENTITY TYPE REPORTS**

The Ohio Secretary of State also receives campaign finance filings from several other types of committees. These include candidates for one of the State Retirement Boards (STB), Electioneering Communication Entities and Transition Funds. These committees will file the following reports types:

State Retirement Boards – these candidates will file Pre & Post Special Elections Reports.

Electioneering Communication Entities – Electioneering Communication filings do not have a report type. The date of the filing serves as the report type. These entities file a Notice of Intent to Make Electioneering Communication Disbursements ([Form 31-EC](#)) to get started.

Transition Funds - These entities will file a series of reports which will be labeled Transition 1, Transition 2, etc. These committees file a Designation of Transition Fund Treasurer ([Form 30-I](#)) to get started.

Please see the Campaign Finance Handbook for more information on the various reporting entities and their reporting requirements.