

OFFICE OF THE ELECTION SUPERVISOR
for the INTERNATIONAL BROTHERHOOD OF TEAMSTERS
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To: All Filers of Campaign Contribution and Expenditure Reports (“CCER”)

From: Office of the Election Supervisor (“OES”)

Re: A Reminder List for CCER Filings

The IBT International Officer Election has progressed to the point of candidates and independent committees filing the third CCER. Based on previous CCER filings, OES has compiled a list of problems that have cropped up across different filers. Attention to these matters should help to get reports in shape for filing and acceptance; please review the list as you prepare CCERs for filing in the coming periods.

1. A CCER must be submitted under the candidate’s login. The only way for the candidate to sign the report electronically, is to perform the filing using the candidate’s login.
2. Two reports must be filed for each reporting period: a) the CCER Report (general fund for campaign contributions and expenditures); and b) CCER Supplemental Form 1 Report (contributions and expenditures for legal and accounting compliance).
3. No reports will be accepted from a candidate or independent committee *unless* the filer has balanced (reconciled) all cash accounts through the end of the last month of the reporting period.
4. The Legal & Accounting funds *cannot* expend money for anything *except* legal and/or accounting services. General expenses of a campaign cannot be paid using money from the Legal and Accounting Fund. This includes expenses associated with raising funds for the Legal and Accounting fund. Credit card fees, bank fees, charges for bad checks, returned check fees, and similar items cannot be paid with Legal and Accounting funds *even if* the expense is associated with a Legal and Accounting fund item.
5. Credit card contributions must be recorded at the gross amount contributed by the donor, not the net amount that the campaign receives after the credit card processor deducts its fee. For example: a \$50.00 credit card contribution results in a charge of \$1.25 by the processor. Initially, the contribution must be held in the escrow account, and recorded in CCER as a \$50 contribution with a \$1.25 credit card fee resulting in a net contribution of \$48.75.
6. Do not hit refresh when recording anything in CCERS. Wait a few seconds instead. Exercise patience and wait for the program to complete processing.

7. Do not edit a contribution—for any reason. If the contribution recorded in error is in an undeposited account ‘void’ it, if it has already been deposited into one of the cash accounts, choose ‘refund’. Then re-enter the contribution correctly.
8. When reporting contributions from a fundraiser, *always* set up the fundraiser event in CCER *before* recording any contributions or expense related to the fundraiser. After the fundraiser is set up in CCER, contributions and expenditures can be added and linked to the fundraiser.
9. Keep your records—Especially keep records of any and all adjustments that occur when balancing accounts. An adjustment means that the account is not in balance and a reversing adjustment will need to be made, preferably the following month.

If you have any questions about how to record anything, if you find any errors in a report you filed, or if you come across any other points to discuss about CCER, e-mail Terry Flick at OES so that problems can be addressed early (tflick@ibtvote.org). The more entries that are recorded correctly, the less difficulty there will be with timely filing and acceptance of the reports.

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Washington, D.C.



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