Democracy North Carolina

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How to View Campaign Disclosure Reports on The State Board of Elections' Website

<mark>RESEARCH A COMMITTEE/CANDIDATE</mark>

STEP 1: Go directly to: **http://app.ncsbe.gov/webapps/cf_rpt_search_org/**

OR go to the State Board of Elections' home page at: **http://www.ncsbe.gov**
    In red box "For Candidates," click on: **Report Search**
    Then choose: **Campaign Finance Report Search- By Committee/Entity**

STEP 2: Type in just the last name (or just the first name) of candidate to get options of committees with that name. Choose the committee or candidate you want and click. For PACs or political parties, type in one of the key words in the committee name. Note that the bottom of the screen gives abbreviations for political party names, e.g., REC = Republican Exec Committee.

STEP 3: After clicking on a specific committee/candidate name, you get options of reports to view in various years. In general, there are 4 reports in the election year and 2 reports in the non-election year. You can view many reports in two ways: (A) Some are PDF files ("IMAGE" reports), which are scanned pages of the actual disclosure report submitted; or (B) some reports are submitted electronically or the Board staff keyboards in the data from paper into the Board's electronic database ("DATA"). The "48 hour" reports, filed in the last days before the primary or general election, should be incorporated into a later disclosure reports, but occasionally the committee forgets to do this. There are also other documents posted that are often interesting, such as penalty assessment letters and correspondence from the State Board to the committee/candidate.

STEP 4: If you click on a DATA report, you'll get a screen that shows the parts of the report (cover page, summary page with financial totals, contributions, expenditures, etc.) Choose the section you want to see. You can then scan the records or you can click on "Export data to .CSV" to dump the contents into your own Excel spreadsheet. You can also search for a name while the report is still on-line by using the EDIT function on your software and choosing FIND.
    If you click on an IMAGE report, the pages submitted for that report will appear in a PDF file.

<mark>WHAT IS SEARCHABLE:</mark>

Briefly, the records that have been entered into DATA are searchable in some fields, including a donor's (or an expense payee's) last name, first name, city, or the first word in the "employer" or "occupation" fields – all exactly as they are entered into the database. Go to this site to search the DATA entered, going back to 1989: **http://app.ncsbe.gov/webapps/cf_trans_search/**

Just enter the last name if you are searching for a donor, or enter parts of a last name and first name with * (wildcards) as instructed on the site. There are so many typos and names out of alpha order that you should start broad and carefully look when using this tool (e.g., a name with "Jr" may be under J). Use Advanced Search at top of the site to search on employer, occupation, etc.

For questions, call the State Board of Elections at 919-733-7173 and
ask for the Campaign Finance Section. Updated 2015.