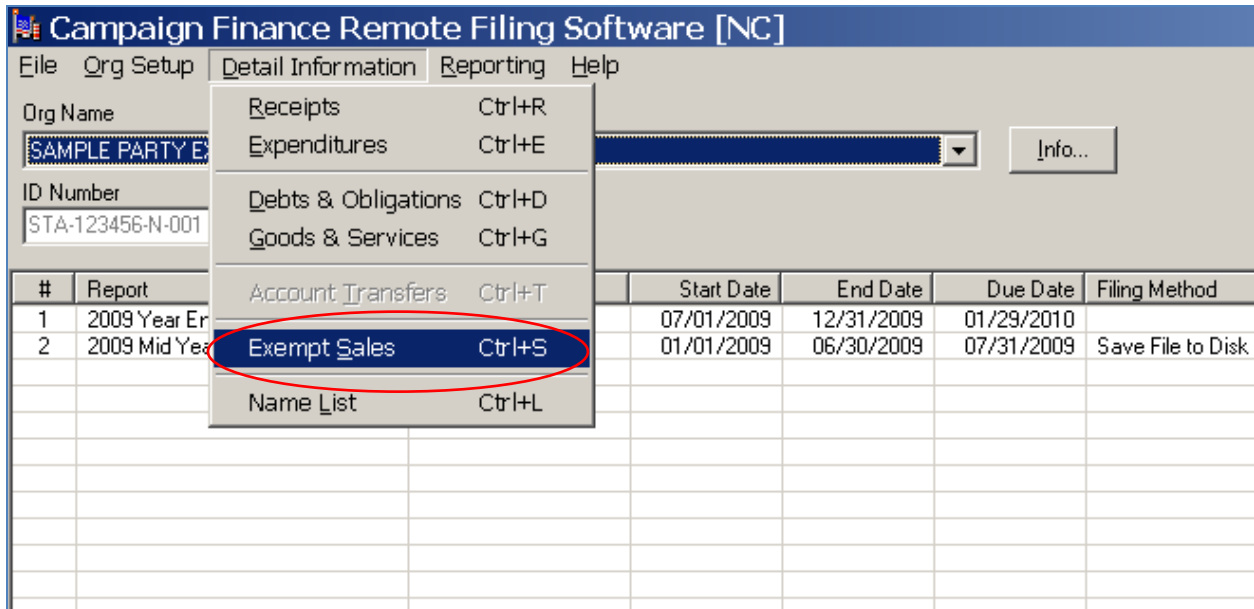
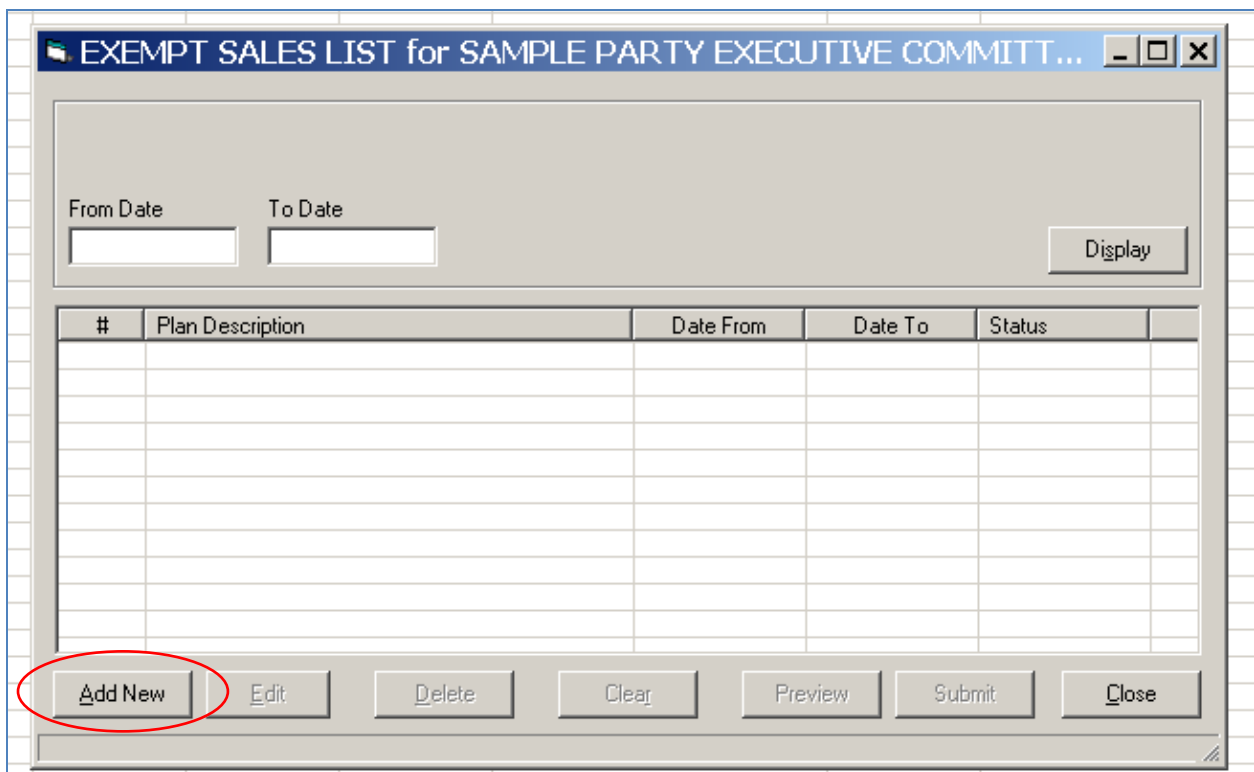


Entering a Party Exempt Sales Plan in CF Remote Software

1. From the main menu select Detail Information>Exempt Sales.



2. An Exempt Sales List dialog box opens. Click the "Add New" button.



3. An Exempt Sales Plan dialog box opens.
 - a. In the Description field, enter the name/description of the exempt sales plan.
 - b. In the Account field, select the account into which receipts will be deposited.
 - c. In the Start Date field, enter the start date of the sale.
 - d. In the End Date field, enter the end date of the sale.
 - e. Click the "Items for Sale" button.

The screenshot shows the 'Exempt Sales Plan' dialog box. The 'Description' field is highlighted in yellow and contains the text 'BBQ CHICKEN PLATE SALE'. The 'Account' field is a dropdown menu showing '01 [Checking (11223344) FROM SAMPLE E'. The 'Start Date' field is highlighted in yellow and contains '04/01/2010'. The 'End Date' field is highlighted in yellow and contains '4/1/2010'. The 'Status' is set to 'Approved'. The 'Items For Sale' button is circled in red. Other buttons include 'Note(s)', 'Add Close', 'Add Refresh', 'Refresh', and 'Cancel'.

4. An Item List dialog box opens. Click "Add Item."

The screenshot shows the 'Item List' dialog box. It contains a table with three columns: '#', 'Name', and 'Quantity'. The table is currently empty. Below the table are three buttons: 'Add Item ...', 'Edit Item ...', and 'Delete Item ...'. The 'Add Item ...' button is circled in red. A 'Close' button is located at the bottom right of the dialog box.

5. An Exempt Sales Item dialog box opens.
 - a. In the Item Description field, enter the name of the first item.
 - b. In the Fair Market Value field, enter the fair market value of the item.
 - c. In the Price Party will Charge field, enter the price that the party will charge for the item.
 - d. In the Quantity (Max) field, enter the maximum number of items that the party could sell.
 - e. In the Anticipated Income (Max) field, enter the total amount that would be raised if the party sold the number of items in the Quantity field.
 - f. Click the "OK" button.

6. The Item List dialog box is visible again. If the committee will sell additional items, then click "Add Item" and repeat step 5 above. Once all items are added, click the "Close" button.

#	Name	Quantity
1	BBQ CHICKEN PLATE	200

- The Exempt Sales Plan dialog box is visible again. Click the “Add Close” button to save the exempt sales plan.

Exempt Sales Plan

Note(s)

Description
BBQ CHICKEN PLATE SALE

Summary Information
Total Items: 1
Total Fair Market Value: \$5.00
Total Party Price: \$10.00
Total Quantity: 200
Total Anticipated Income: \$2,000.00

Account
01 [Checking (11223344) FROM SAMPLE E

Start Date 04/01/2010 **End Date** 04/01/2010

Approved Denied

Status Date

Items For Sale

Add Close Add Refresh Refresh Cancel

- The Exempt Sales List dialog box is visible again. Single-click to select the plan description. Click the “Submit” button. When the print dialog box opens, print the plan.

EXEMPT SALES LIST for SAMPLE PARTY EXECUTIVE COMMITT...

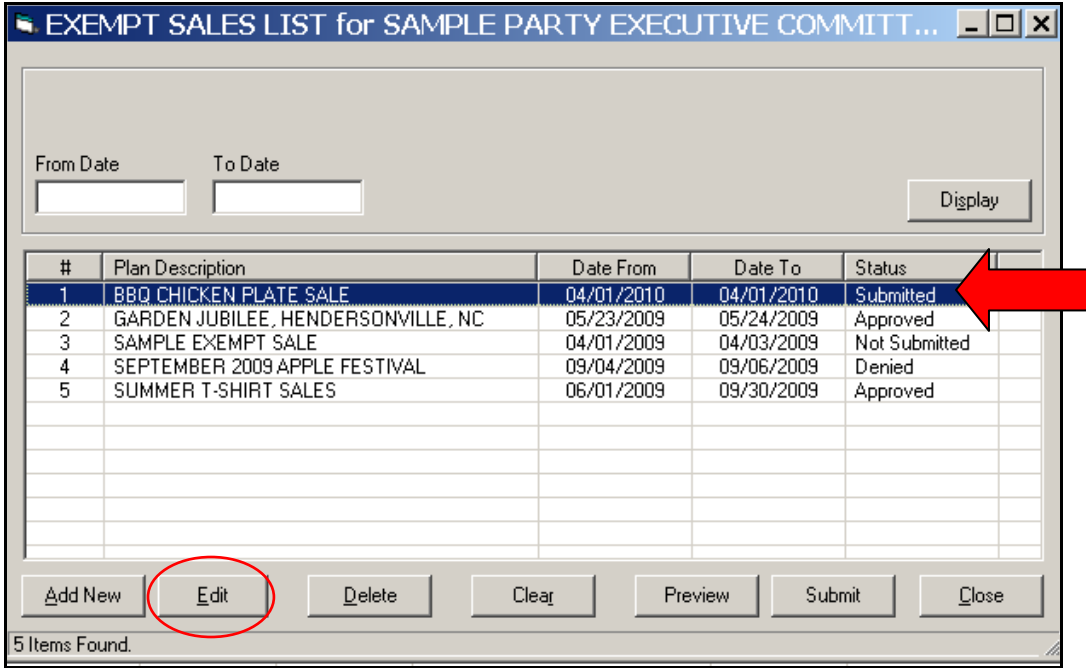
From Date To Date Display

#	Plan Description	Date From	Date To	Status
1	BBQ CHICKEN PLATE SALE	04/01/2010	04/01/2010	Not Submitted
2	GARDEN JUBILEE, HENDERSONVILLE, NC	05/23/2009	05/24/2009	Approved
3	SAMPLE EXEMPT SALE	04/01/2009	04/03/2009	Not Submitted
4	SEPTEMBER 2009 APPLE FESTIVAL	09/04/2009	09/06/2009	Denied
5	SUMMER T-SHIRT SALES	06/01/2009	09/30/2009	Approved

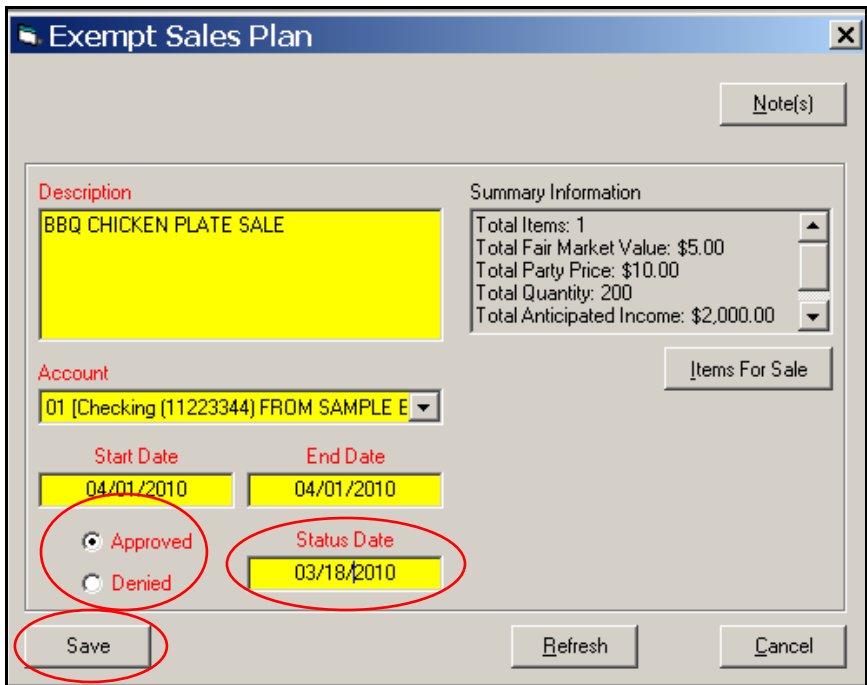
Add New Edit Delete Clear Preview Submit Close

5 Items Found.

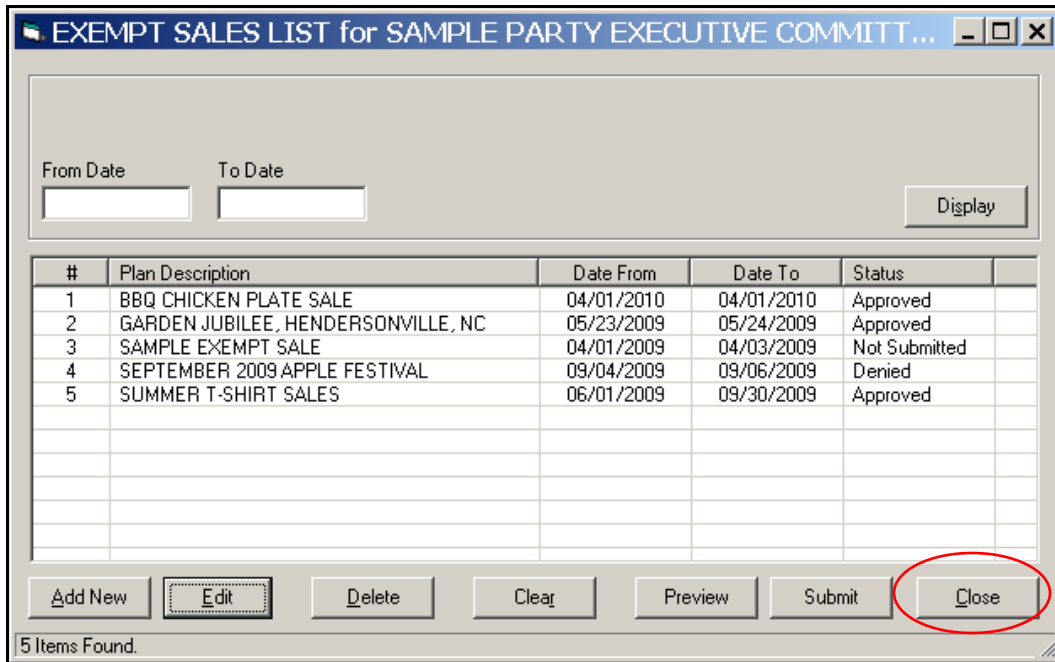
- Once the plan prints, the Exempt Sales List dialog box is visible again. Notice that the plan is marked as “submitted” in the status column. Click the “Edit” button.



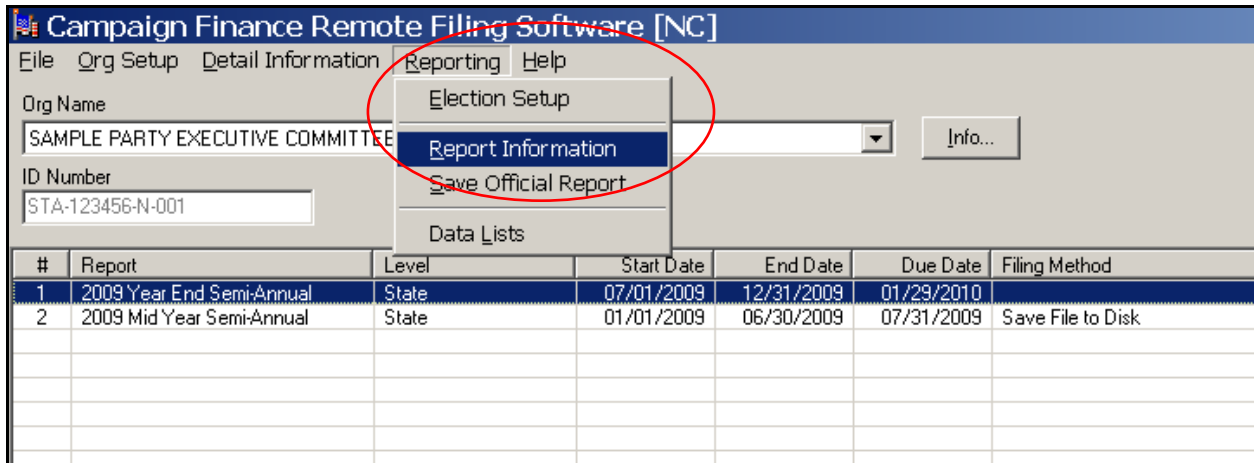
- Using the Approved and Denied radio button, Indicate whether the sale was approved or denied. In the Status Date field, enter the date on which approval or denial occurred. (This date can be found on the exempt sales plan next to the Executive Director’s signature.) Click the “Save” button.



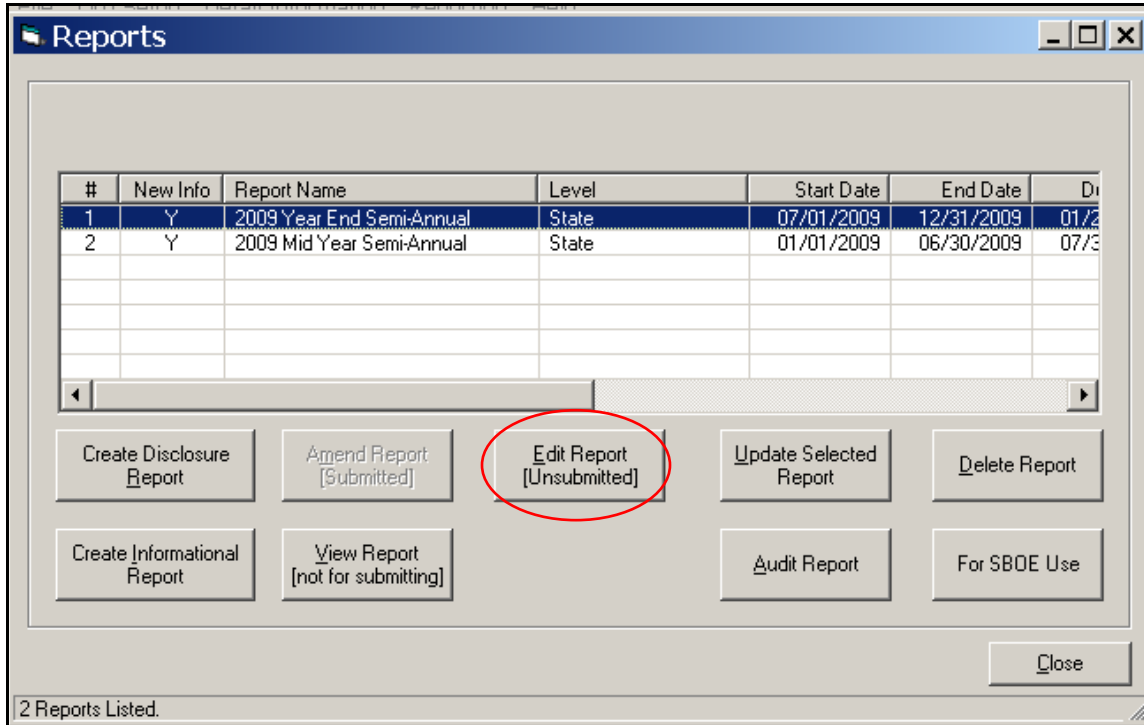
11. The Exempt Sale List dialog box is visible again. Click the "Close" button.



12. The main menu is visible again. Select Reporting>Report Information.



13. If a disclosure report has already been created, and that report includes the dates of the party exempt sale, select the report from the list. Click the “Edit Report” button. If you have already performed the “Save Official Report” function, then the “Edit Report” button will not be active. Instead, click the “Amend Report” button.



14. If a report has NOT been created, click the “Create Disclosure Report” button. Once the report “Start Date” and “End Date” fields have been defined, a dialog box appears letting the user know to enter proceeds from the exempt sale. Click “OK” on the Missing Exempt Sale Info box.

The screenshot shows the "Report Information" dialog box with the following fields and options:

- Year: 2010
- Filing Schedule: State
- Previous Report Link: 2009 Year End Semi-Annual [7/1/2009 - 12/31/2009]
- Report Type: First Quarter
- Is Amendment: No
- Report Period Dates: Start Date: 01/01/2010, End Date: 04/17/2010, Due Date: 04/26/2010
- Fundraiser Activity: Num of Fundraisers: 1
- Message text...: (empty)
- Show ALL Detailed Contributor Information (Optional): (unchecked)
- Show ALL Detailed Expenditure Information (Optional): (unchecked)

The "Account Summary List" tab is active, showing a table with one entry:

Name	Code	Begin Balance	End Balance
SAMPLE BANK	01		

The "Missing Exempt Sale Info" dialog box is overlaid on the "Exempt Sale List" tab. It contains the following text:

Please enter the number of items sold and total amount sold for the exempt sale(s) listed on the Exempt Sale List tab next to the Account Summary List tab.

Select the exempt sale to edit and click Manage Sale Items to enter the information.

The "OK" button in the "Missing Exempt Sale Info" dialog box is circled in red.

15. Select the Exempt Sale List tab on the Report Information screen.

The screenshot shows the "Report Information" dialog box with the "Exempt Sale List" tab selected. The "Account Summary List" tab is also visible. The "Exempt Sale List" tab is circled in red.

The "Account Summary List" tab shows a table with one entry:

Name	Code	Begin Balance	End Balance
SAMPLE BANK	01		

The "Exempt Sale List" tab is currently empty.

The "Edit Account" button is located at the bottom right of the "Exempt Sale List" tab.

The "Reset Defaults", "Ok", and "Close" buttons are located at the bottom of the dialog box.

16. A list of exempt sales appears on the Exempt Sale List tab. Select the exempt sale and click the “Manage Sale Items” button.

The 'Report Information' dialog box contains the following fields and controls:

- Year:** 2010
- Filing Schedule:** State
- Previous Report Link:** 2009 Year End Semi-Annual [7/1/2009 - 12/31/2009]
- Report Type:** First Quarter
- Is Amendment:** No
- Report Period Dates:** Start Date: 01/01/2010, End Date: 04/17/2010, Due Date: 04/26/2010, Submit Date: (empty)
- Fundraiser Activity:** Num of Fundraisers: 1
- Message text...** (empty)
- Optional Information:** Show ALL Detailed Contributor Information (Optional) [unchecked], Show ALL Detailed Expenditure Information (Optional) [unchecked]
- Exempt Sale List Table:**

Description	Total Items	Total Raised
BBO CHICKEN PLATE SALE		
- Buttons:** Manage Sale Items (circled in red), Reset Defaults, Ok, Close

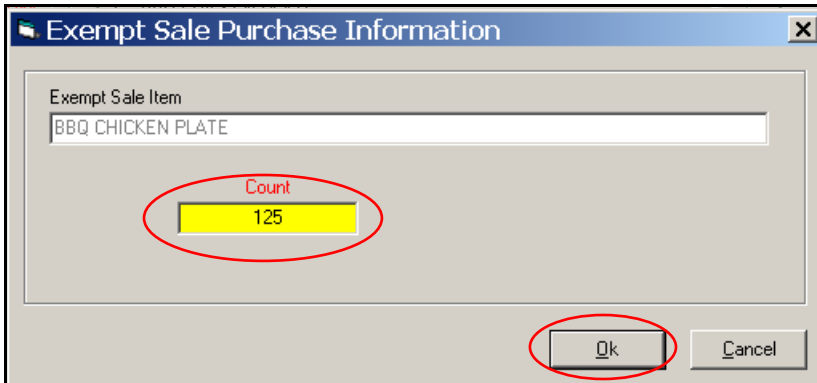
17. An Item List dialog box opens. Select an item from the Item List and click the “Edit Quantity” button.

The 'Item List' dialog box contains the following fields and controls:

- Table:**

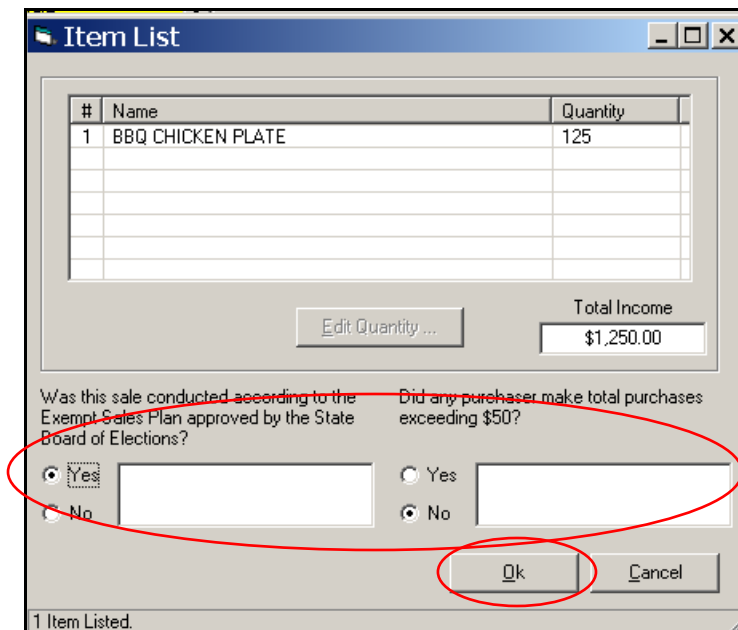
#	Name	Quantity
1	BBO CHICKEN PLATE	
- Buttons:** Edit Quantity ... (circled in red), Total Income (text box), Ok, Cancel
- Questions:**
 - Was this sale conducted according to the Exempt Sales Plan approved by the State Board of Elections?
 Yes No
 - Did any purchaser make total purchases exceeding \$50?
 Yes No
- Status:** 1 Item Listed.

18. An Exempt Sale Purchase Information dialog box opens. In the Count field, enter the quantity sold. Click the “OK” button.



19. The Item List dialog box is visible again.

- a. If additional items were sold, repeat Step 18.
- b. When all item counts are entered, use the “Yes” and “No” radio buttons to indicate whether the sale was conducted according to the Plan approved by the State Board of Elections. If “No” is selected, provide an explanation in the box to the right of the button.
- c. Use the “Yes” and “No” radio buttons to indicate whether any purchaser made purchases exceeding \$50. If “Yes” is selected, provide an explanation in the box to the right of the button.
- d. Click the “OK” button to save and close.



20. The Report Information dialog box is visible again. Click the “OK” button to save and close.

The 'Report Information' dialog box contains the following fields and controls:

- Year:** 2010
- Filing Schedule:** State
- Previous Report Link:** 2009 Year End Semi-Annual [7/1/2009 - 12/31/2009]
- Report Type:** First Quarter
- Is Amendment:** No (selected)
- Report Period Dates:**
 - Start Date: 01/01/2010
 - End Date: 04/17/2010
 - Due Date: 04/26/2010
 - Submit Date: (empty)
- Fundraiser Activity:** Num of Fundraisers: 1
- Message text...:** (empty)
- Options:**
 - Show ALL Detailed Contributor Information (Optional) [unchecked]
 - Show ALL Detailed Expenditure Information (Optional) [unchecked]
- Account Summary List:** (empty)
- Exempt Sale List:**

Description	Total Items	Total Raised
BBQ CHICKEN PLATE SALE	125	\$1,250.00
- Buttons:** Reset Defaults, **OK** (circled in red), Close, Manage Sale Items

21. The Reports dialog box is visible again. To view the exempt sale proceeds on the report, click the “View Report” button.

The 'Reports' dialog box displays a list of reports and several action buttons:

#	New Info	Report Name	Level	Start Date	End Date	Di
1	Y	2010 First Quarter	State	01/01/2010	04/17/2010	04/2
2	Y	2009 Year End Semi-Annual	State	07/01/2009	12/31/2009	01/2
3	Y	2009 Mid Year Semi-Annual	State	01/01/2009	06/30/2009	07/3

Buttons: Create Disclosure Report, Amend Report [Submitted], Edit Report [Unsubmitted], Update Selected Report, Delete Report, Create Informational Report, **View Report [not for submitting]** (circled in red), Audit Report, For SBOE Use, Close

3 Reports Listed.

22. On the Detailed Summary page (CRO-1100), the sale proceeds should appear on Line 11e.

Detailed Summary		Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Use this form to summarize all disclosure reporting forms and to total monetary information			
1. Committee Full Name (and Fund if applicable)	2. Type of Report	3. ID Number	
SAMPLE PARTY EXECUTIVE COMMITTEE	2010 First Quarter	STA-123456-N-001	
Start of Election Cycle: January 1, <u>2009</u>		Total this Reporting Period	Total this Election Cycle
4) Cash on Hand at Start		\$ (1,000.00)	\$ 0.00
RECEIPTS			
5) Aggregated Contributions from Individuals (CRO-1205)		\$ 0.00	\$ 0.00
6) Contributions from Individuals (CRO-1210)		\$ 0.00	\$ 0.00
7) Contributions from Political Party Committees (CRO-1220)		\$ 0.00	\$ 0.00
8) Contributions from Other Political Committees (CRO-1230)		\$ 0.00	\$ 0.00
9) Loan Proceeds (CRO-1410)		\$ 0.00	\$ 0.00
10) Refunds/Reimbursements to the Committee (CRO-1240)		\$ 0.00	\$ 0.00
11) Other Receipt Sources			
11a) Interest on Bank Accounts (CRO-1250)		\$ 0.00	\$ 0.00
11b) Contributions from Not-For-Profit Organizations (CRO-1250)		\$ 0.00	\$ 0.00
11c) Outside Sources of Income (CRO-1250)		\$ 0.00	\$ 0.00
11d) Legal Expense Fund - Other Sources (CRO-1270)		\$ 0.00	\$ 0.00
11e) Exempt Purchase Price Sales (CRO-1265)		\$ 1,250.00	\$ 5,800.00
12) TOTAL RECEIPTS (Add lines 5, 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d and 11e)		\$ 1,250.00	\$ 5,800.00
EXPENDITURES			

23. The report should contain an Exempt Purchase Price Sales form (CRO-1265).

Exempt Purchase Price Sales				Amendment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Political Party Executive Committees use this form to report purchases from an approved Exempt Sales Plan (CRO-2600)					
1. Committee Full Name			2. ID Number		
SAMPLE PARTY EXECUTIVE COMMITTEE			STA-123456-N-001		
3. Plan Description (i.e. September 2008 Apple Pie Sale)			4. Plan Submission Date		
BBQ CHICKEN PLATE SALE			04/16/2010		
5. Account Code	6. Number of Items Sold	7. Total Amount Raised	8. Election Cycle Sum-to-Date <i>(all exempt party sales during this cycle)</i>		
01	125	\$ 1,250.00	\$ 5,800.00		
9. Was this sale conducted according to the Exempt Sales Plan approved by the State Board of Elections?					
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Comments:					
10. Did any purchaser make total purchases exceeding \$50?					
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Comments:					
11. Total only this Page <i>(This should be the sum of all item '7' from this page)</i>			\$ 1,250.00		
12. Total of ALL CRO-1265 Pages <i>(This line goes in line 11e of Detailed Summary Page CRO-1100)</i>			\$ 1,250.00		

CRO-1265 NC State Board of Elections August 2008