

**CITY OF PHILADELPHIA  
BOARD OF ETHICS**

**M E M O R A N D U M**

**TO:** All Candidates and Political Committees

**FROM:** J. Shane Creamer, Jr., Esq., Interim Executive Director

**DATE:** January 25, 2007

**SUBJECT:** **Mandatory Electronic Filing of Campaign Finance Reports**

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Section 20-1006 of the City's campaign finance law requires candidates, treasurers of political committees or other persons who file required reports of receipts and expenditures with the City Commissioners or with the Secretary of the Commonwealth to file the same information with the Philadelphia Board of Ethics in an electronic format mandated by the Board. This law was passed by the City on December 15, 2005.

The new Ethics Board was installed on November 27, 2006. On December 18, 2006, the Board approved Regulation No. 1: Electronic Filing of Campaign Finance Reports. Regulation No. 1 took effect on January 17, 2007. A copy of Regulation No. 1 and the Attachment "A," which includes the technical specifications for electronic filing are enclosed. **Please note that the technical specifications are identical to the State's.**

All campaign finance reports must be filed with the Records Department in the electronic format specified in Regulation No. 1 and Attachment "A." there are several ways to file reports electronically. As explained below in more detail, reports may be submitted by mailing or delivering a CD; by "mass import" via the Internet; or by "on-line" data entry via the Internet.

1. **Submitting a CD:** Mail-in or deliver in-person the required files – Contrib.txt, Debt.txt, Expense.txt, Filer.txt, and Receipt.txt. – Please see the Technical Specifications document for requirements.

City of Philadelphia  
Department of Records  
Broad & Market Streets  
City Hall Room 156  
Philadelphia, PA 19107  
Attn: Campaign Finance

2. **Submitting a Text File On-line via the Internet:** “Mass Import” Data. The files - Contrib.txt, Debt.txt, Expense.txt, Filer.txt, and Receipt.txt - will be submitted as a zip file directly from the website. Please see the Technical Specifications document for requirements. Registration is required to gain access to website. To set up a new account, please contact the Philadelphia Department of Records at 215-686-2262 or [records.info@phila.gov](mailto:records.info@phila.gov).
3. **Online Submission:** Campaign Finance Reports can be created online and then submitted. A PC with Internet connection is required. Registration is required to gain access to website. To set up a new account, please contact the Philadelphia Department of Records at 215-686-2262 or [records.info@phila.gov](mailto:records.info@phila.gov). PCs for on-line submission are available in the Department of Records but you must schedule an appointment

Please be sure to include **all** required information in your report. Material misstatements and omitted information constitute violations of the City’s Ethics Code and are subject to enforcement and the imposition of penalties under the Ethics Code.

A violation of the City’s campaign finance provisions is subject to a civil penalty of \$1,500 for each violation committed during calendar year 2007. The Ethics Board has the authority to seek the imposition of fines and penalties for violations of the Law. In addition, any person may file a lawsuit to compel compliance with any of those provisions.

For more information about the City’s Campaign Finance Law, please go to the Ethics Board’s web site: <http://www.phila.gov/ethicsboard/index.html>, or call 215 686-9916.