

PHILADELPHIA BOARD OF ETHICS

REGULATION NO. 1

ELECTRONIC FILING OF CAMPAIGN FINANCE REPORTS

WHEREAS, The Board of Ethics is empowered by Sections 4-1000 and 8-407 of the Home Rule Charter and Section 20-606(1) of the City of Philadelphia Ethics Code (“Ethics Code”) to make all necessary regulations to carry into effect the provisions of the Ethics Code; and

WHEREAS, Section 20-1008 of the Philadelphia Code provides that the provisions of Code Chapter 20-1000 (“Political Contributions and Expenditures”) shall be subject to the jurisdiction of the Board of Ethics under Section 20-606; and

WHEREAS, In particular, Section 20-1006(2) of the Philadelphia Code requires the Board of Ethics to mandate an electronic form for campaign finance disclosures required by that section, and Section 20-1006(3) requires the Board to devise efficient means of advising candidates, treasurers, political committees and other persons of the requirements of that Section;

NOW THEREFORE, The Board of Ethics hereby adopts this Regulation No. 1, relating to the “Electronic Filing Of Campaign Finance Reports.”

1.1 A filing of a report of receipts and expenditures pursuant to section 20-1006 of The Philadelphia Code must be made by submission to the Philadelphia Department of Records (acting on behalf of the Board of Ethics) of a Compact Disc containing the report pursuant to the technical specifications set forth in the attached Exhibit “A.”

1.2 When the Department issues a public notice that it is prepared to receive the reports through on-line submission, such reports may, alternatively, be filed in such manner, in the form prescribed by the Department of Records.

1.3 Such filing shall be accompanied by a written statement, on a form available from the Department of Records, signed by the person making the filing, that subscribes and swears to the information set forth in the filing.

EXHIBIT "A"

Technical Specifications Electronic Filing of Campaign Expense Reports

General Requirements for All Files

All data files provided must be ASCII text files. All data files must be comma (,) delimited; that is, a comma must separate all fields in the file. All data files must be text qualified with double quotation marks (""); that is, any field defined as alphanumeric must be enclosed by double quotation marks. A sample of this type of file is provided below:

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1234,"Mary Jones",150.00,"123 East Main  
Street","Anytown","PA","171021234"
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5678,"William A. Smith",,"123 West Main Street","Anytown","PA",,""
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In this sample, there are seven fields. The first field is a numeric field, followed by an alphanumeric name field, a numeric dollar amount field, an alphanumeric address field, and alphanumeric city field, an alphanumeric state code field and finally, an alphanumeric zip code field. In the case where no value is available for a numeric field, only a comma should be placed in the file. For alphanumeric fields that are not available, a set of empty double quotation marks should be placed in the file. These cases are both illustrated in the second record above. **Note:** This sample is for illustration purposes only.

Files to Be Provided

There are five basic types of information that are to be data entered: basic filer information, contributions, other receipts, expenditures and debts. This information will be provided in five files: filer.txt, contrib.txt, receipt.txt, expense.txt and debt.txt, respectively.

Filer.txt will contain the information about each filer. This information is found primarily on the first page of the expense report. Contrib.txt will contain contribution information from Schedule I, Parts A, B, C and D as well as in-kind contributions from Schedule II, Parts F and G. Receipt.txt will contain information from Schedule I, Part E. Expense.txt will contain information from Schedule III. Debt.txt will contain information from Schedule IV.

Filer.txt

This file is to contain basic filer information. This information is found primarily on the report cover sheet.

Field	Data Type	Source and Comments
Filer Identification Number	Numeric, 7	Cover sheet
Year	Numeric, 4	Cover sheet
<u>Report Type/Cycle Code</u>	Numeric, 1	Cover sheet, Must be 1-7. See cycle code table.
Amendment	Alphanumeric, 1	Cover sheet, Y if report is an amendment, N otherwise.
Termination	Alphanumeric, 1	Cover sheet, Y if report is a termination, N otherwise.
Filer Type Code (1,2 or 3)	Alphanumeric, 1	Cover sheet, 1 Candidate, 2 Committee or 3 Lobbyist.
Filer Name	Alphanumeric, 255	Cover sheet
Filer Office	Alphanumeric, 3	Cover sheet, See office code table.
Filer District	Alphanumeric, 3	Cover sheet
Filer Party	Alphanumeric, 3	Cover sheet, See party code table.
Filer Address 1	Alphanumeric, 50	Cover sheet
Filer Address 2	Alphanumeric, 50	Cover sheet
Filer City	Alphanumeric, 25	Cover sheet
Filer State	Alphanumeric, 2	Cover sheet
Filer Zip Code	Alphanumeric, 9	Cover sheet, 5 plus 4. No separator
Filer County	Alphanumeric, 2	Cover sheet, See county code table.
Filer Phone	Alphanumeric, 10	Cover sheet, Area code and phone, no parentheses or dashes.
Beginning Cash Balance	Numeric, 9.2	Cover sheet, (99999999.99) Include

		decimal
Unitemized Monetary Contributions	Numeric, 9.2	Sch. I Detailed Summary (999999999.99)Include decimal
Unitemized In-Kind Contributions	Numeric, 9.2	Sch. II Detailed Summary (999999999.99)Include decimal

Contrib.txt This file is to contain contributions from Schedule I, Parts A, B, C and D and Schedule II, Parts F and G.		
Field	Data Type	Source and Comments
Filer Identification Number	Numeric, 7	Cover sheet
Year	Numeric, 4	Cover sheet
Report Cycle Code	Numeric, 1	Cover sheet
Section Code	Alphanumeric, 3	Identifies section of report,IA, IB, IC, ID, IIF or IIG
Contributor Name	Alphanumeric, 255	Schedule I or II
Contributor Address 1	Alphanumeric, 50	Schedule I or II
Contributor Address 2	Alphanumeric, 50	Schedule I or II
Contributor City	Alphanumeric, 25	Schedule I or II
Contributor State	Alphanumeric, 2	Schedule I or II
Contributor Zip Code	Alphanumeric, 9	Schedule I or II , 5 plus 4. No separator in field.
Contributor Occupation	Alphanumeric, 25	Schedule I or II
Employer Name	Alphanumeric, 255	Schedule I Part D or II Part G
Employer Address 1	Alphanumeric, 50	Schedule I Part D or II Part G
Employer Address 2	Alphanumeric, 50	Schedule I Part D or II Part G
Employer City	Alphanumeric, 25	Schedule I Part D or II Part G

Employer State	Alphanumeric, 2	Schedule I Part D or II Part G
Employer Zip Code	Alphanumeric, 9	Schedule I Part D or II Part G, 5 plus 4. No separator
Contribution Date 1	Alphanumeric, 8	Schedule I or II, (YYYYMMDD), No separators.
Contribution Amount 1	Numeric, 9.2	Schedule I or II, (99999999.99), Include decimal.
Contribution Date 2	Alphanumeric, 8	Schedule I or II (YYYYMMDD) No separators, I.
Contribution Amount 2	Numeric, 9.2	Schedule I or II, (99999999.99), Include decimal.
Contribution Date 3	Alphanumeric, 8	Schedule I or II (YYYYMMDD) No separators, I.
Contribution Amount 3	Numeric, 9.2	Schedule I or II, (99999999.99),Include decimal.
Contribution Description	Alphanumeric, 255	Schedule II Part F or G

Receipt.txt This file is to contain other receipt information from Schedule I Part E of the expense report.		
Field	Data Type	Source and Comments
Filer Identification Number	Numeric, 7	Cover sheet
Year	Numeric, 4	Cover sheet
Report Cycle Code	Numeric, 1	Cover sheet
Source of Receipt (Name)	Alphanumeric, 255	Schedule I Part E
Source of Receipt (Address 1)	Alphanumeric, 50	Schedule I Part E
Source of Receipt (Address 2)	Alphanumeric, 50	Schedule I Part E
Source of Receipt (City)	Alphanumeric, 25	Schedule I Part E

Source of Receipt (State)	Alphanumeric, 2	Schedule I Part E
Source of Receipt (Zip Code)	Alphanumeric, 9	Schedule I Part E , 5 plus 4. No separator
Receipt Description	Alphanumeric, 255	Schedule I Part E
Receipt Date	Alphanumeric, 8	Schedule I Part E, (YYYYMMDD), No separators.
Receipt Amount	Number, 9.2	Schedule I Part E, (999999999.99), Include decimal.

Expense.txt This file is to contain expenditure information from Schedule III of the expense report.		
Field	Data Type	Source and Comments
Filer Identification Number	Numeric, 7	Cover sheet
Year	Numeric, 4	Cover sheet
Report Cycle Code	Numeric, 1	Cover sheet
Recipient Name	Alphanumeric, 255	Schedule III
Recipient Address 1	Alphanumeric, 50	Schedule III
Recipient Address 2	Alphanumeric, 50	Schedule III
Recipient City	Alphanumeric, 25	Schedule III
Recipient State	Alphanumeric, 2	Schedule III
Recipient Zip Code	Alphanumeric, 9	Schedule III, 5 plus 4. No separator
Expenditure Date	Alphanumeric, 8	Schedule III, (YYYYMMDD), No separators.
Expenditure Amount	Numeric, 9.2	Schedule III, (999999999.99), Include decimal.

Expenditure Description	Alphanumeric, 255	Schedule III
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Debt.txt This file is to contain debt information from Schedule IV of the expense report.		
Field	Data Type	Source and Comments
Filer Identification Number	Numeric, 7	Cover sheet
Year	Numeric, 4	Cover sheet
Report Cycle Code	Numeric, 1	Cover sheet
Creditor Name	Alphanumeric, 255	Schedule IV
Creditor Address 1	Alphanumeric, 50	Schedule IV
Creditor Address 2	Alphanumeric, 50	Schedule IV
Creditor City	Alphanumeric, 25	Schedule IV
Creditor State	Alphanumeric, 2	Schedule IV
Creditor Zip Code	Alphanumeric, 9	Schedule IV, 5 plus 4. No separator
Date Debt Incurred	Alphanumeric, 8	Schedule IV, (YYYYMMDD), No separators.
Amount of Debt	Numeric, 9.2	Schedule IV, (99999999.99), Include decimal.
Description of Debt	Alphanumeric, 255	Schedule IV

Pennsylvania County Code Table:		
01 - Adams	24 - Elk	47 - Montour
02 - Allegheny	25 - Erie	48 - Northampton
03 - Armstrong	26 - Fayette	49 - Northumberland
04 - Beaver	27 - Forest	50 - Perry
05 - Bedford	28 - Franklin	51 - Philadelphia
06 - Berks	29 - Fulton	52 - Pike
07 - Blair	30 - Greene	53 - Potter
08 - Bradford	31 - Huntingdon	54 - Schuylkill
09 - Bucks	32 - Indiana	55 - Snyder
10 - Butler	33 - Jefferson	56 - Somerset
11 - Cambria	34 - Juniata	57 - Sullivan
12 - Cameron	33 - Lackawanna	58 - Susquehanna
13 - Carbon	36 - Lancaster	59 - Tioga
14 - Centre	37 - Lawrence	60 - Union
15 - Chester	38 - Lebanon	61 - Venango
16 - Clarion	39 - Lehigh	62 - Warren
17 - Clearfield	40 - Luzerne	63 - Washington
18 - Clinton	41 - Lycoming	64 - Wayne
19 - Columbia	42 - McKean	65 - Westmoreland
20 - Crawford	43 - Mercer	66 - Wyoming
21 - Cumberland	44 - Mifflin	67 - York
22 - Dauphin	45 - Monroe	
23 - Delaware	46 - Montgomery	

Report Type/Cycle Code Table	
1	6 th Tuesday Pre Primary Election
2	2 nd Friday Pre Primary Election
3	30 Day Post Primary Election
4	6 th Tuesday Pre General/Municipal Election
5	2 nd Friday Pre General/Municipal Election
6	30 Day Post General/Municipal Election
7	Annual Report

Office Code Table	
GOV	Governor
LTG	Lieutenant Governor
ATT	Attorney General
AUD	Auditor General
TRE	State Treasurer
SPM	Justice of the Supreme Court
SPR	Judge of the Superior Court
CCJ	Judge of the Commonwealth Court
STS	Senator in the General Assembly
STH	Representative in the General Assembly
CPJ	Judge of the Court of Common Pleas
MCJ	Judge of the Municipal Court
TCJ	Judge of the Traffic Court
PH1	Mayor, City of Philadelphia
PH2	District Attorney, City of Philadelphia
PH3	City Controller, City of Philadelphia
PH4	City Council Member, City of Philadelphia
PH5	City Commissioner, City of Philadelphia
PH6	Register of Wills, City of Philadelphia

Party Code Table	
DEM	Democratic Party
REP	Republican Party
CST	Constitutional Party
LIB	Libertarian Party
REF	Reform Party
OTH	Other
