

New York State Board of Elections Compliance Unit
Compliance Review Checklist – 2019 General Election Report
 Committee Type 1: Single Candidate Authorized Committee

Committee Name and Filer ID #: 216445; Helen Acker for Mayor			
Deficiencies Found: (D)*	YES	Reviewer Name:	Traci Wildey
Training Issues Found: (T) *	YES	Reviewer Contact Phone #:	(518) 474-3369
Compliant:	NO	Date of Review:	December 6, 2021
Report Information:	Report period: 2019 11 day pre general		Report year: 2019
	Date Range of report: 10/01/19 - 10/21/19		OHNT/TRMD: No
	Date Report Filed: November 18, 2021		Amendment: No

COMMENTS:

Individual & Partnership Contributions: Cash contributions greater than \$100 are prohibited. If this was a transfer from the candidate's personal account into the committee account you can replace CSH with WXF (wire transfer). If not, you will need to refund the difference and report the refund on your next filing under transaction type "contribution refund". Please supply SBOE with copy of refund check.

Please send to my attention via:

Fax: (518) 486-6627 E-mail: Tracy.Wildey@elections.ny.gov or Mail: 40 N. Pearl St., Ste. 5, Albany, NY 12207-2729

Incorrect use of transaction type for MEID Construction LLC; this entry should be reported under transaction type Monetary Contributions/All Other please amend. Also, Beginning January 31, 2019, all contributions made to a campaign or political committee by an LLC/PLLC must be attributed to each member of the LLC in proportion to the member's ownership interest in the company. To do so, upon receipt of a contribution *of any amount* from a Limited Liability Company (LLC, including PLLCs), the contribution must first be disclosed, and then report the attribution.

It is incumbent upon the treasurer to obtain all the required information from the contributing LLC. That includes the name(s), home address(es), and percent ownership in the LLC/PLLC (in order to calculate how much of the total contribution is attributed to each owner). **Must amend this filing to include the required information.**

Payments to individual without itemization; Dawn Andrews: Edit transaction to change purpose code to reimbursement and then add reimbursement detail. You can also refer to the NYS BOE website under Campaign Finance "New Electronic Filing System (EFS) Web Application". There you will find a full playlist of training videos for filing.

REVIEW OF ALL SCHEDULES:		Y/N	D/T*	Instructions:	LIST SCHEDULES:
1.	Date Range of filed report incorrect	N	T	If Yes, must amend	
2.	Negative Balance	N	D	If Yes, must amend	
3.	Missing or incomplete names	N	D	If Yes, must amend	
4.	Missing or incomplete addresses	N	D	If Yes, must amend	
5.	Missing check #'s	N	D	If Yes, must amend	
6.	Missing or incomplete dates	N	D	If Yes, must amend	
7.	Missing amounts	N	D	If Yes, must amend	
8.	Anonymous Contributions	N	D	If Yes, see FAQ sheet	
9.	Cash contribution greater than \$100	Y	D	If Yes, see FAQ sheet	
10.	Raffles	N	D	If Yes, see FAQ sheet	
11.	Payments to individual/entity without itemization	Y	T	If Yes, please amend	
12.	Incorrect use of schedule	N	T	If Yes, must amend	
13.	Reimbursements reported incorrectly	N	T	If Yes, must amend	
14.	Failed to provide Sch O breakdown for all cntrbs	Y	D	If Yes, must amend	

New York State Board of Elections Compliance Unit
Compliance Review Checklist – 2019 General Election Report
 Committee Type 1: Single Candidate Authorized Committee

SCHEDULE A: INDIVIDUAL & PARTNERSHIP CONTRIBUTIONS				
15.	Incorrect use of schedule	N	T	If Yes, please amend
16.	Incorrect use of contribution code	N	T	If Yes, please amend
17.	Joint contributions	N	T	If Yes, please amend
18.	Partnership contribution over \$2,500	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y		If Yes, refer to Schedule O
19.	Contribution received from a non U.S. address	N	D	If Yes, see FAQ sheet
SCHEDULE B: CORPORATE CONTRIBUTIONS				
20.	Incorrect use of schedule	Y	T	If Yes, please amend
21.	Aggregate corporate cntrb > \$5,000 on this report	N	D	If Yes, must refund, see FAQ
22.	Contribution received from a non U.S. address	N	D	If Yes, see FAQ sheet
SCHEDULE C: OTHER CONTRIBUTIONS				
23.	Incorrect use of schedule	N	T	If Yes, please amend
24.	Incorrect use of contribution code	N	T	If Yes, please amend
25.	Aggregate LLC cntrb > \$5,000 on this report	N	D	If Yes, must refund, see FAQ
SCHEDULE D: IN-KIND CONTRIBUTIONS				
26.	Incorrect use of schedule	N	D	If Yes, must amend
27.	Incorrect use of contribution code	N	T	If Yes, please amend
28.	Failed to provide amount of contribution	N	D	If Yes, must amend
29.	Failed to provide description of contribution	N	D	If Yes, must amend
SCHEDULE E: OTHER RECEIPTS				
30.	Incorrect use of schedule	N	T	If Yes, please amend
31.	Failed to provide receipt type	N	T	If Yes, please amend
32.	Code: "OTHER" used without explanation	N	T	If Yes, please amend
SCHEDULE F: EXPENDITURES				
33.	Incorrect use of schedule	N	T	If Yes, please amend
34.	Incorrect use of purpose code	N	T	If Yes, please amend
35.	Code: "OTHER" used without explanation	N	T	If Yes, please amend
36.	Cash expenditure greater than \$100	N	T	Cash expenditures > \$100 prohibited
37.	Wages/payroll payment failed to provide employee info	N	D	If Yes, must amend
38.	Reimbursements reported incorrectly	N	T	If Yes, please amend
39.	Payments to individual/entity without itemization	N	D	If Yes, must amend to provide itemization
40.	Reimbursement to candidate without explanation	N	D	If Yes, must amend to provide explanation
41.	Credit card payments without itemization	N	D	If Yes, must amend to provide itemization
42.	Credit card itemization reported incorrectly	N	T	If Yes, please amend
SCHEDULE G: TRANSFERS IN				
43.	Improper use of Transfers In schedule?	N	D	If Yes, must amend
SCHEDULE H: TRANSFERS OUT				
44.	Improper use of Transfers Out schedule?	N	D	If Yes, must amend
SCHEDULE I: LOANS RECEIVED				

New York State Board of Elections Compliance Unit
Compliance Review Checklist – 2019 General Election Report
 Committee Type 1: Single Candidate Authorized Committee

45.	Incorrect use of schedule	N	T	If Yes, please amend
46.	Were any loans reported received?	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y		If No, skip to next schedule
47.	Is the loan received from a lobbyist, PAC, IE Committee or Labor Union?	N	D	If Yes, must refund, see FAQ
48.	Failed to provide letter of indebtedness?	N	D	If Yes, must provide
49.	Failed to file corresponding Schedule N	N	T	If Yes, please file Schedule N
SCHEDULE J: LOAN REPAYMENTS				
50.	Incorrect use of schedule	N	T	If Yes, please amend
51.	Were any loans repaid?	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y		If No, skip to next schedule
52.	Failed to file corresponding Sch I to disclose loan receipt?	N	D	If Yes, must amend
53.	Failed to provide letter of indebtedness for this loan?	N	D	If Yes, must provide
54.	Failed to provide original loan date	N	D	If Yes, must amend
55.	Failed to provide name and/or address of lender	N	D	If Yes, must amend
56.	Failed to provide check #	N	D	If Yes, must amend
57.	Failed to provide date repaid	N	D	If Yes, must amend
58.	Failed to provide amount paid	N	D	If Yes, must amend
SCHEDULE K: LIABILITIES/LOANS FORGIVEN				
59.	Incorrect use of schedule	N	T	If Yes, please amend
60.	Was a loan or liability forgiven?	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y		If No, skip to next schedule
61.	Failed to provide date forgiven	N	D	If Yes, must amend
62.	Failed to provide original date of debt	N	D	If Yes, must amend
63.	Failed to provide name and/or address of creditor/ lender	N	D	If Yes, must amend
64.	Failed to provide amount forgiven	N	D	If Yes, must amend
65.	Failed to provide letter of forgiveness	N	D	If Yes, must supply letter of forgiveness
SCHEDULE L: EXPENDITURE REFUNDS				
66.	Incorrect use of schedule	N	T	If Yes, please amend
67.	Failed to provide date received	N	T	If Yes, please amend
68.	Failed to provide name and/or address of payor	N	T	If Yes, please amend
69.	Failed to provide original payment date	N	T	If Yes, please amend
SCHEDULE M: CONTRIBUTION REFUNDS				
70.	Incorrect use of schedule	N	T	If Yes, please amend
71.	Failed to provide the date of original contribution	N	D	If Yes, must amend
72.	Failed to provide the amount refunded	N	D	If Yes, must amend
73.	Failed to provide the date of refund	N	D	If Yes, must amend
74.	Failed to provide name and/or address of contributor	N	D	If Yes, must amend
75.	Failed to provide refund check #	N	D	If Yes, must amend
SCHEDULE N: OUTSTANDING LOANS/LIABILITIES				
76.	Incorrect use of schedule	N	T	If Yes, please amend
77.	Failed to provide original loan/liability amount	N	D	If Yes, must amend
78.	Failed to provide amount still outstanding	N	T	If Yes, please amend
79.	Failed to use appropriate purpose codes	N	T	If Yes, please amend
80.	Failed to file corresponding Schedule I/ loans received	N	D	If Yes, must file Schedule I

New York State Board of Elections Compliance Unit
Compliance Review Checklist – 2019 General Election Report
 Committee Type 1: Single Candidate Authorized Committee

SCHEDULE O: PARTNERS/SUBCONTRACTORS				
81.	Partnership cntrb > \$2500 reported on Schedule A	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y	If No, skip to next schedule	
82.	LLC contributions reported on Schedule C	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y	If No, skip to next schedule	
83.	Subcontractor payments reported?	<input checked="" type="checkbox"/> N <input type="checkbox"/> Y	If No, skip to next schedule	
84.	Failed to provide contribution date as reported on Sch A, C and/or D	N	T	If Yes, please amend
85.	Failed to provide contribution amt as reported on Sch A, C and/or D	N	T	If Yes, please amend
86.	Failed to provide partnership name and/or address	N	D	If Yes, must amend
87.	Failed to provide amount attributed to each partner	N	D	If Yes, must amend
88.	Failed to provide Sch O breakdown for all partnership cntrb > \$2500	N	D	If Yes, must amend
89.	Failed to provide LLC name and/or address	N	D	If Yes, must amend
90.	Failed to provide amount attributed to each LLC owner	Y	D	If Yes, must amend
91.	Failed to provide Sch O breakdown for all LLC contributions	Y	D	If Yes, must amend
92.	LLC owner contribution amounts not reported correctly	N	T	If Yes, please amend
SCHEDULE P: NON-CAMPAIGN HOUSEKEEPING RECEIPTS				
This committee is not eligible to use Schedule P				
93.	Incorrect use of Schedule P	N	T	If Yes, please amend
SCHEDULE Q: NON-CAMPAIGN HOUSEKEEPING EXPENSES				
This committee is not eligible to use Schedule Q				
94.	Incorrect use of Schedule Q	N	T	If Yes, please amend
SCHEDULE R: EXPENSE ALLOCATION AMONG CANDIDATES				
This committee is not eligible to use Schedule R				
95.	Incorrect use of Schedule R	N	T	If Yes, please amend
MISCELLANEOUS				
96.		N		