PUBLIC FINANCING PROGRAM DOCUMENT SPECIFICATION 2.0

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Overview

This document contains the design definitions for Public Financing Program forms for mayoral (SFO, BRK), board of supervisors (SFO) and city council (BRK) candidates. This format defines the order and contents of the electronic filing data files. The design definitions herein follow the practices detailed in the California Electronic Filing Format version 2.01 specification document produced by the California Secretary of State.

Filing Types

This document provides data file specifications for the following filing types:

Participation Form
The Participation form covers:

SFEC-142(a) – Statement of Participation or Non-Participation in Public Financing Program.

Berkeley – Application for Participation in Public Financing Program

Candidate's Campaign Contingency Account Form
The Contingency Account form covers:

SFEC-108 – Campaign Contingency Account

Threshold Form
The Threshold form covers:

SFEC-152(a)-1 – Notice by Candidates for Board of Supervisors of Reaching $10,000 Threshold

SFEC-152(a)-2 – Notice by Candidates for Board of Supervisors of Reaching $100,000 Threshold and Supplemental Notice of Reaching Each Additional $10,000 Threshold

SFEC-152(b)-1 – Notice by Candidates for Mayor of Reaching $50,000 Threshold

SFEC-152(b)-2 – Notice by Candidates for Mayor of Reaching $1,000,000 Threshold and Supplemental Notice of Reaching Each Additional $50,000 Threshold

Qualifying Request Form
The Qualifying Request form covers:

SFEC-142(b)-1 – Declaration for Public Funds by Candidates for the Board of Supervisors

SFEC-142(b)-2 – Declaration for Public Funds by Candidates for Mayor

SFEC-142(c)-1 – Qualifying Contributions List by Candidates for the Board of Supervisors

SFEC-142(c)-2 – Qualifying Contributions List by Candidates for Mayor

Berkeley – Initial Qualifying Declaration for Public Funds by Candidates for Mayor or City Council

Matching Request Form

The Matching Request form covers:

SFEC-144(c)-1 - Application for Additional Public Funds by Candidates for Mayor.

SFEC-144(c)-2 - Matching Contributions List (Mayor).

SFEC-144(d)-1 - Application for Additional Public Funds by Candidates for the Board of Supervisors.

SFEC-144(d)-2 - Matching Contributions List Board of Supervisors.

Berkeley - Declaration for Public Funds by Candidates for Mayor of City Council.

Requirement Indicators

The layouts in this document use the following requirement indicators:

R - The field is required, but SFEC accepts the filing if the field is empty.

Rx - The field is required and SFEC rejects the filing if the field is empty.

C - The field is conditionally required. When conditions dictate that the field requires data, SFEC accepts the filing if the field is empty.

Cx - The field is conditionally required. When conditions dictate that the field requires data, SFEC rejects the filing if the field is empty.

O - Optional field.

Note: Requirement indicators appear in the layout tables in the "Req" column. See for an example.

Record Layouts

Record layout tables used throughout this document contain the following columns:

Field - Indicates the field number in the record.

Req - Displays the requirement indicator for the field. See for information about requirement indicators.

Field Name - The name of the field.

Max - The maximum number of characters the field allows.

Description - A short description of the value expected for the field.

Header Record

The header record is the first record in a data file and must be a comma separated value (CSV) record identified with the text "HDR" in the first field.

Header Record Layout

This header record (HDR) layout is common to all electronic filing data file types. Each data file must contain a header record and each header record must contain all of the following required fields:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	HDR - the header record type.
02	Rx	E-Filing Type	2	PF - the Public Financing e-filing type.
03	Rx	E-Filing Type Version	3	2.0 - the Public Financing e-filing type version.
04	Rx	Form Type	3	Abbreviated Name of form. Valid form abbreviations: **PRT** - Participation Form **QR** - Qualifying Request Form **MR** - Matching Request Form **THR** - Threshold Form
05	Rx	Software Name	90	Name of software producing data file.
06	Rx	Software Version	16	Version number of software producing data file.
07	Rx	Vendor ID	50	A unique identification assigned to a the vendor by NetFile which will be used in all Public Financing API calls.
08	O	Vendor Custom	50	Allows the vendor to provide a custom value for their internal use, such as an internal tracking identifier or a filing ID.
09	Rx	Agency Identifier	7	SFO - NetFile's identifier for the San Francisco Ethics Commission. BRK - NetFile's identifier for the City of Berkeley.
10	Rx	Filing Date	8	CCYYMMDD date format.

Participation Form

Form Abbreviation	Data File Name	SFEC Forms Covered
PRT	PRT.cal	142(a)

Data File Records

The Participation form contains the following record types and the records must be written in the following order:

Record Type	Data File Description
HDR	The Header Record is always required. See "Header Record Layout" on page 3 for a full layout of the Header Record. Example: `HDR,PF,2.0,PRT,NetFile,1.0,,,SFO,20190201,CC,2018,,`
CVR	The Cover Record is always required. This record contains filer Information and participation indicator. See "Cover Record Layout" on page 5 for a full layout of the Cover Record. Example: `CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,Y`
SIG	The Signature Record contains verification information and is always required. See "Signature Record Layout" on page 5 for a full layout of the Signature Record. Example: `SIG,S90911,CAO,Forest Gump,20190202`
AMND	The Amendment Record is required only for amendments. This record contains amendment information. See "Amendment Record Layout" on page 6 for a full layout of the Amendment Record. Example: `AMND,1,393993,Some amendment description`

Record Layouts

Cover Record Layout

All Participation data files must contain the Cover Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CVR".
02	Rx	Filer ID	9	FPPC ID issued by the Secretary of State.
03	Rx	Agency Filer ID	20	The local Filer ID (e.g., SFO-12345).
04	Rx	Committee Name	400	The name of the candidate's committee.
05	Rx	Candidate Last Name	200	Candidate's last name.
06	Rx	Candidate First Name	45	Candidate's first name.
07	O	Candidate Prefix	10	Prefix.
08	O	Candidate Suffix	10	Suffix.
09	Rx	Participate	1	Public Financing Participation: Y - Agree to participate. N - Decline to participate.
10	C	Office Sought	3	Values: **MAY** - Office of Mayor **BOS** - Board of Supervisors **CCM** - City Council **RSB** - Rent Stabilization Board Commissioner **SBD** - School Board Director **AUD** - City Auditor
11	C	Election Date	8	The date of election in CCYYMMDD format.
12	C	District Number	2	The City Council District Number.

Signature Record Layout

All Participation data files must contain the Signature Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "SIG".
02	Rx	Signer ID	7	Candidate's Signer ID (e.g., S10000X).
03	Rx	Entity Code	3	Constant value "CAO" - the entity code for a candidate/officeholder.

Field	Req	Field Name	Max	Description
04	Rx	Name as Signed	245	Candidate's name as signed.
05	Rx	Signature Date	8	The date signed in CCYYMMDD format.

Amendment Record Layout

Include the Amendment Record only for amendments:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	4	Constant value "AMND".
02	Rx	Sequence Number	3	Values: **001-999** – Amended Report #1-#999.
03	Rx	Superceded Filing ID	50	The identification number of the filing that the amendment supercedes.
04	Rx	Description	100	The amendment description.

Full Examples

Initial Filing - Agree to Participate

```
HDR,PF,2.0,PRT,NetFile,1.0,,,SFO,20190201
CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,Y
SIG,S90911,CAO,Forest Gump,20190201
```

Initial Filing - Decline to Participate

```
HDR,PF,2.0,PRT,NetFile,1.0,20190201
CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,N
SIG,S90911,CAO,Forest Gump,20190201
```

Amendment

```
HDR,PF,2.0,PRT,NetFile,1.0,20190301
CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,Y
SIG,S90911,CAO,Forest Gump,20190301
AMND,1,393993,Corrected committee name.
```

Threshold

Form Abbreviation	Data File Name	SFEC Forms Covered
THR	THR.cal	152(a)-1, 152(a)-2, 152(b)-1, 152(b)-2

Data File Records

The Threshold data file contains the following record types and the records must be written in the following order:

Record Type	Description
HDR	The Header Record is always required. See "Header Record Layout" on page 3 for a full layout of the Header Record. Example: `HDR,PF,2.0,THR,NetFile,1.0,,,SFO,20190201`

CVR	The Cover Record is always required. This record contains filer Information and participation indicator.
	See "Cover Record Layout" on page 8 for a full layout of the Cover Record.
	Example:
	`CVR,101332,SFO-123,Gump for Mayor`
	`2019,Gump,Forest,Mr.,Jr,20191104,BOS,10`

THR	Use the First Threshold record to report notice of reaching the first threshold. This record contains information about the first threshold. See "Threshold Record Layout" on page 8 for a full layout of the Cover Record. Example: `THR,I,20190302,50000`
CUM	The Cumulative Data record is always required. This record contains information about contributions, expenditures and Campaign Contribution Trust Account balance. See "Cumulative Data Record Layout" on page 9 for a full layout of the Cover Record. Example: `CUM,10000,9956.47`
SIG	The Signature Record contains verification information and is always required. See "Signature Record Layout" on page 9 for a full layout of the Signature Record. Example: `SIG,S90911,CAO,Forest Gump,20190202`

Record Layouts

Cover Record Layout

All Threshold data files must contain the Cover Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	4	Constant value "CVR".
02	Rx	Filer ID	9	FPPC ID issued by the Secretary of State.
03	Rx	Agency Filer ID	20	The local Filer ID (e.g., SFO-12345).
04	Rx	Committee Name	400	The name of the candidate's committee.
05	Rx	Candidate Last Name	200	Candidate's last name.
06	Rx	Candidate First Name	45	Candidate's first name.
07	O	Candidate Prefix	10	Prefix.
08	O	Candidate Suffix	10	Suffix.
09	R	Election Date	8	The date of the election in CCYYMMDD format.
10	Rx	Office	3	The office the candidate is running for.
11	Cx	District #	2	The district number - for Board of Supervisors candidates only.

Threshold Record Layout

Threshold data files must contain at least the Threshold Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "THR".
02	Rx	Threshold Level	1	Values: **I** - First threshold level. **S** - Second or Supplemental threshold level.
03	Rx	Date Reached	8	Date threshold reached in CCYYMMDD format.
04	Rx	Threshold Amount	12	Amount equaled or exceeded for receipts or expenditures for threshold.

Cumulative Data Record Layout

Threshold data files data files must contain the Cumulative Date Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CUM".
02	Rx	Contributions	12	The total amount of contributions (monetary, in-kind and loans) and Public Funds received to date.
03	Rx	Expenditures	12	The total amount of expenditures made or incurred to date.

Signature Record Layout

All Threshold data files must contain the Signature Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "SIG".
02	Rx	Signer ID	7	Candidate's Signer ID (e.g., S10000X).
03	Rx	Entity Code	3	Constant value "CAO" - the entity code for a candidate/officeholder
04	Rx	Name as Signed	245	Candidate's name as signed.
05	Rx	Signature Date	8	The date signed in CCYYMMDD format.

Full Examples

Initial Filing

```
HDR,PF,2.0,THR,NetFile,1.0,,,SFO,20190201
CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,20191104,BOS,10
THR,I,20190302,50000
CUM,10000,9956.47
SIG,S90911,CAO,Forest Gump,20190202
```

Second or Supplemental Filing

```
HDR,PF,2.0,THR,NetFile,1.0,,,SFO,20190201
CVR,101332,SFO-123,Gump for Mayor 2019,Gump,Forest,Mr.,Jr,20191104,BOS,10
THR,S,20190302,1050000
CUM,10000,9956.47
SIG,S90911,CAO,Forest Gump,20190202
```

Qualifying Request Form

Form Abbreviation	Data File Name	SFEC Forms Covered
QR	QR.cal	142(b)-1, 142(b)-2, 142(c)-1, 142(c)-2

Data File Records

The Qualifying Request data file contains the following record types and the records must be written in the following order:

Record Type	Data File Description
HDR	The Header Record is always required. See "Header Record Layout" on page 3 for a full layout of the Header Record. Example: `HDR,PF,2.0,QR,NetFile,1.0,,,SFO,20190201`
CVR	The Cover Record is always required. This record contains filer Information. See "Cover Record Layout" on page 11 for a full layout of the Cover Record. Example: `CVR,101332,SFO-123,Lou Seal For Mayor,Seal,Lou,Mr.,3rd,8888 Mascot St.,Suite 23,San Francisco,CA,94101,mascot@giants.com,4155551212,20191104,MAY,10`
TRE	The Treasurer Record is always required. This record contains information about the treasurer for the candidate's committee. See "Treasurer Record Layout" on page 12 for a full layout of the Treasurer Record. Example: `TRE,Bochy,Bruce,Coach,Sr.,Giants Dugout,7777 Parkway,San Francisco,CA,94101,bochy@giants.com,4154444212`
AUTH	At least one Authorization Record is required. This record contains information about the person(s) authorized to receive payments from the Election Campaign Fund to the candidate. See "Authorization Record Layout" on page 12 for a full layout of the Authorization Record. Example: `AUTH,Hensley Meulens`
CTB	At least one Contribution Record is required. This record contains contribution information. See "Contribution Record Layout" on page 13 for a full layout of the Contribution Record. Example: `CTB,220222,Posey,Buster,9199 Home Ave.,94556,Catcher,Giants,CHECK,20190301,20190301,5644,201.35`
SIG	The Signature Record contains verification information and is always required. See "Signature Record Layout" on page 14 for a full layout of the Signature Record. Example: `SIG,S90911,CAO,Forest Gump,20190202`

Record Layouts

Cover Record Layout

All Qualifying Request data files must contain the Cover Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CVR".
02	Rx	Filer ID	9	FPPC ID issued by the Secretary of State.
03	Rx	Agency Filer ID	20	The local Filer ID (e.g., SFO-12345).
04	Rx	Committee Name	400	The name of the candidate's committee.
05	Rx	Candidate Last Name	200	Candidate's last name.
06	Rx	Candidate First Name	45	Candidate's first name.
07	O	Candidate Prefix	10	Prefix.
08	O	Candidate Suffix	10	Suffix.
09	Rx	Mailing Address Line 1	55	The first line of the address.
10	O	Mailing Address Line 2	55	Optional 2nd line of the address.
11	Rx	City	30	City.
12	Rx	State	2	State code.
13	Rx	Zip Code	10	Zip+4.
14	Rx	Candidate E-Mail	60	The candidate's e-mail address.
15	Rx	Candidate Telephone	20	The candidate's telephone number.
16	R	Election Date	8	The date of the election in CCYYMMDD format.
17	Rx	Office	3	Values: **MAY** - Office of Mayor **BOS** - Board of Supervisors **CCM** - City Council **RSB** - Rent Stabilization Board Commissioner **SBD** - School Board Director **AUD** - City Auditor
18	Cx	District Number	2	The district number - for Board of Supervisor candidates only.

Field	Req	Field Name	Max	Description
19	Cx	Incumbent	1	Values: **Y** - Incumbent **N** - Not incumbent Does not display on printed form.

Treasurer Record Layout

All Qualifying Request data files must contain the Cover Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "TRE".
02	Rx	Treasurer Last Name	200	The treasurer's last name.
03	Rx	Treasurer First Name	45	The treasurer's first name.
04	O	Treasurer Prefix	10	Prefix.
05	O	Treasurer Suffix	10	Suffix.
06	Rx	Mailing Address Line 1	55	The first line of the address.
07	O	Mailing Address Line 2	55	Optional 2nd line of the address.
08	Rx	City	30	City.
09	Rx	State	2	State code.
10	Rx	Zip Code	10	Zip+4.
11	Rx	Treasurer E-Mail	60	The treasurer's e-mail address.
12	Rx	Treasurer Telephone	20	The treasurer's telephone number.

Authorization Record Layout

Qualifying Request data files must contain at least one Authorization Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	4	Constant value "AUTH".
02	Rx	Authorized Representative	200	The full name of an individual authorized to pick up payments on behalf of the campaign committee.

Contribution Record Layout

Qualifying Request data files must contain at least one Contribution Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CTB".
02	Rx	Transaction Id	60	Transaction ID - permanent value unique to this item.
03	Rx	Contributor Last Name	200	The last name of the contributor.
04	Rx	Contributor First Name	45	The first name of the contributor.
05	Rx	Street Address	55	The building number, street and apartment address information.
06	O	Address Line 2	55	Optional 2nd line of the address.
07	Rx	City	30	City.
08	Rx	State	2	State code.
09	Rx	Zip Code	10	Zip+4.
10	Cx	Occupation	60	The contributor's occupation is required when cumulative contribution's equal $100.00 or greater.
11	Cx	Employer	200	The contributor's employer is required when cumulative contribution's equal $100.00 or greater
12	Rx	Payment Method Code	3	Payment method codes: **CSH** - Cash. **CHK** - Check. **ELO** - Electronic/Online. **OTH** - Other.
13	Rx	Date Received	8	Date contribution received in CCYYMMDD format.
14	Cx	Date Deposited	8	Date contribution deposited in CCYYMMDD format. If the Payment Method Code is CSH or CHK, this field is required. For ELO and OTH, the field is not required.
15	Cx	Deposit Batch #	100	The batch number of the bank deposit. If the Payment Method Code is CSH or CHK, this field is required. For ELO and OTH, the field is not required.
16	Rx	Contribution Amount	12	The amount of the contribution.
17	Rx	Request Amount	12	The amount of the contribution the filer requests SFEC to qualify.

Signature Record Layout

All Qualifying Request data files must contain the Signature Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "SIG".
02	Rx	Signer ID	7	Candidate's Signer ID (e.g., S10000X).
03	Rx	Entity Code	3	Constant value "CAO" - the entity code for a candidate/officeholder.
04	Rx	Name as Signed	245	Candidate's name as signed.
05	Rx	Signature Date	8	The date signed in CCYYMMDD format.

Full Example

Initial Filing

```
HDR,PF,2.0,QR,NetFile,1.0,,,SFO,19900201
CVR,101332,SFO-123,Lou Seal For Mayor,Seal,Lou,Mr.,Third,Giants Operations,8888
Mascot St.,San Francisco,CA,94101,mascot@giants.com,4155551212,19900401,MAY,42,N
TRE,Bochy,Bruce,Coach,Sr.,Giants Dugout,7777 Parkway,San
Francisco,CA,94101,bochy@giants.com,4154444212
AUTH,Hensley Meulens
AUTH,Joe Lefebvre
AUTH,Dave Righetti
CTB,22222200,Posey,Buster,9199 Home
Ave.,94556,Catcher,Giants,CHK,19900301,19900301,5644,201.35,100.00
CTB,22222201,Lincecum,Tim,84557 Pitcher
Ave.,94556,,,CSH,19900204,19900206,5644,32.01,32.01
CTB,22222202,Pence,Hunter,23422 Left Field
Ave.,94556,Outfielder,Giants,ELO,19900208,19900210,5644,203.99,100.00
```

Attachments and Supporting Documentation

Upload attachments and supporting documentation separately from the CAL file on the upload page.

Matching Request Form

Form Abbreviation	Data File Name	SFEC Forms Covered
MR	MR.cal	144(c)-1, 144(c)-2, 144(d)-1, 144(d)-2

Data File Records

The Matching Request data file contains the following record types and the records must be written in the following order:

Record Type	Description
HDR	The Header Record is always required. See <u>"Header Record Layout" on page 3</u> for a full layout of the Header Record. Example: `HDR,PF,2.0,QR,NetFile,1.0,,,SFO,20190201`
CVR	The Cover Record is always required. This record contains filer Information. See <u>"Cover Record Layout" on page 16</u> for a full layout of the Cover Record. Example: `CVR,101332,SFO-123,Lou Seal For Supervisor,Seal,Lou,Mr.,3rd,8888 Mascot St.,Suite 23,San Francisco,CA,94101,mascot@giants.com,4155551212,20191104,BOS,10`
TRE	The Treasurer Record is always required. This record contains information about the treasurer for the candidate's committee. See <u>"Treasurer Record Layout" on page 17</u> for a full layout of the Treasurer Record. Example: `TRE,Bochy,Bruce,Coach,Sr.,Giants Dugout,7777 Parkway,San Francisco,CA,94101,bochy@giants.com,4154444212`
TAL	The Trust Account Limit Record is required. See <u>"Trust Account Limit Record Layout" on page 17</u> for a full layout of the Trust Account Limit Record. Example: `TAL,1475000,72188,7812,32000,5000,9000`
CTB	At least one Contribution Record is required. This record contains contribution information. See <u>"Contribution Record Layout" on page 18</u> for a full layout of the Contribution Record. Example: `CTB,1246000,Posey,Buster,9199 Home Ave.,94556,Catcher,Giants,CHECK,20190301,20190301,5644,201.35`
SIG	The Signature Record contains verification information and is always required. See <u>"Signature Record Layout" on page 19</u> for a full layout of the Signature Record. Example: `SIG,S90911,CAO,Forest Gump,20190202`

Record Layouts

Cover Record Layout

All Matching Request data files must contain the Cover Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CVR".
02	Rx	Filer ID	9	FPPC ID issued by the Secretary of State.
03	Rx	Agency Filer ID	20	The local Filer ID (e.g., SFO-12345).
04	Rx	Committee Name	400	The name of the candidate's committee.
05	Rx	Candidate Last Name	200	Candidate's last name.
06	Rx	Candidate First Name	45	Candidate's first name.
07	O	Candidate Prefix	10	Prefix.
08	O	Candidate Suffix	10	Suffix.
09	Rx	Mailing Address Line 1	55	The first line of the address.
10	O	Mailing Address Line 2	55	Optional 2nd line of the address.
11	Rx	City	30	City.
12	Rx	State	2	State code.
13	Rx	Zip Code	10	Zip+4.
14	R	Candidate E-Mail	60	The candidate's e-mail address.
15	R	Candidate Telephone	20	The candidate's telephone number.
16	R	Election Date	8	The date of the election in CCYYMMDD format.
17	Rx	Office	3	Values: **MAY** - Office of Mayor **BOS** - Board of Supervisors **CCM** - City Council **RSB** - Rent Stabilization Board Commissioner **SBD** - School Board Director **AUD** - City Auditor
18	Cx	District Number	2	District Number.

Field	Req	Field Name	Max	Description
19	Cx	Incumbent	1	Values: **Y** - Incumbent **N** - Not incumbent Does not display on printed form.

Treasurer Record Layout

All Matching Request data files must contain the Treasurer Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "TRE".
02	Rx	Treasurer Last Name	200	The treasurer's last name.
03	Rx	Treasurer First Name	45	The treasurer's first name.
04	O	Treasurer Prefix	10	Prefix.
05	O	Treasurer Suffix	10	Suffix.
06	Rx	Mailing Address Line 1	55	The first line of the address.
07	O	Mailing Address Line 2	55	Optional 2nd line of the address.
08	Rx	City	30	City.
09	Rx	State	2	State code.
10	Rx	Zip Code	10	Zip+4.
11	Rx	Treasurer E-Mail	60	The treasurer's e-mail address.
12	Rx	Treasurer Telephone	20	The treasurer's telephone number.

Trust Account Limit Record Layout

Matching Request data files must contain the Trust Account Limit Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	4	Constant value "TAL".
02	Rx	Individual Spending Ceiling Amount	12	The Individual Spending Ceiling Amount
03	Rx	Amount Spent	12	The amount spent.
04	Rx	In-kind Contributions	12	The amount of in-kind contributions received.
05	Rx	Unpaid Bills	12	The amount of unpaid bills. This amount cannot exceed the trust account limit.

Field	Req	Field Name	Max	Description
06	Rx	Campaign Contribution Trust Account Balance	12	Current balance of Campaign Contribution Trust Account.
07	R	Cumulative Amount Received	12	The cumulative amount of contributions (monetary, in-kind and loans) plus public funds received.

Note: The Subtotal (Line 4 on the form) and Trust Account Limit (Line 5 on the form) are computed by the system.

Contribution Record Layout

Matching Request data files must contain at least one Contribution Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	3	Constant value "CTB".
02	Rx	Transaction Id	60	Transaction ID - permanent value unique to this item.
03	Rx	Contributor Last Name	200	The last name of the contributor.
04	Rx	Contributor First Name	45	The first name of the contributor.
05	Rx	Street Address	55	The building number, street and apartment address information.
06	O	Address Line 2	55	Optional 2nd line of the address.
07	Rx	City	30	City.
08	Rx	State	2	State code.
09	Rx	Zip Code	10	Zip+4.
10	Cx	Occupation	60	The contributor's occupation is required when cumulative contribution's equal $100.00 or greater.
11	Cx	Employer	200	The contributor's employer is required when cumulative contribution's equal $100.00 or greater
12	Rx	Payment Method Code	3	Payment method codes: **CSH** - Cash. **CHK** - Check. **ELO** - Electronic/Online. **OTH** - Other.
13	Rx	Date Received	8	The date the contribution was received in CCYYMMDD format.

Field	Req	Field Name	Max	Description
14	Cx	Date Deposited	8	Date contribution deposited in CCYYMMDD format. If the Payment Method Code is CSH or CHK, this field is required. For ELO and OTH, the field is not required.
15	Cx	Deposit Batch #	100	The batch number of the bank deposit. If the Payment Method Code is CSH or CHK, this field is required. For ELO and OTH, the field is not required.
16	Rx	Contribution Amount	12	The amount of the Contribution.
17	Rx	Request Amount	12	The amount of the contribution the filer requests SFEC to match.

Signature Record Layout

All Matching Request documents must contain the Signature Record:

Field	Req	Field Name	Max	Description
01	Rx	Record Type	4	Constant value "SIG".
02	Rx	Signer ID	7	Candidate's Signer ID (e.g., S10000X).
03	Rx	Entity Code	3	Constant value "CAO" - the entity code for a candidate/officeholder.
04	Rx	Name as Signed	245	Candidate's name as signed.
05	Rx	Signature Date	8	The date signed in CCYYMMDD format.

Full Example

Initial Filing

```
HDR,PF,2.0,THR,NetFile,1.0,,,SFO,20190201
CVR,101332,SFO-123,Lou Seal For
Supervisor,Seal,Lou,Mr.,3rd,mascot@giants.com,4155551212,20191104
TRE,Bochy,Bruce,Coach,Sr.,Giants Dugout,7777 Parkway,San
Francisco,CA,94101,bochy@giants.com,4154444212
TAL,1475000,72188,7812,32000,5000,90000
CTB,1246000,Posey,Buster,9199 Home Ave.,San
Francisco,CA,94556,Catcher,Giants,CHK,20190301,20190301,5644,201.35
SIG,S90911,CAO,Forest Gump,20190202
```

Attachments and Supporting Documentation

Upload attachments and supporting documentation separately from the CAL file on the upload page.