

## Electronic Filing of Campaign Finance Data: Informational Sheet

On August 6, 2015 the Austin City Council unanimously approved Ordinance 20150806-004, amending §2-2-26 of the City Code related to electronic filing of campaign finance information:

*(A) A candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed.*

[...]

*(C) The clerk must upload a data file into the database exactly as the file is received, except that the city clerk may not upload a data file that does not comply with the clerk's technical specifications. A filer who provides a noncompliant data file to the clerk shall resubmit the data in the required format. A data file that must be resubmitted is timely filed if resubmitted no later than the next business day after the date that the clerk notifies the filer that the data file is non-compliant.*

To assist filers, the City Clerk's Office has created a set of data templates in a Microsoft Excel workbook format (.xlsx) containing seven worksheets/tabs. Each tab is intended to collect a specific type of data as described in this document. Where possible, the design of the templates is based on the technical specifications established by the Texas Ethics Commission (TEC) for uploading data into their filing system.

If a filer has questions about completing the template, you may contact the Office of the City Clerk for assistance at 512-974-2210. **The forms and instruction guides will be updated in advance of the July 15, 2018 reporting deadline for the Candidate/Officeholder Campaign Finance Report. Please visit the websites listed below for the most current templates and guides.**

### City Clerk Data File Template

To access the Excel File, please visit <http://austintexas.gov/page/campaign-finance-forms> and click on "City Clerk Data File Template". The completed Excel document must be filed electronically with the City Clerk's Office with the accompanying Campaign Finance Report.

#### Campaign Finance Data Forms

On August 6, 2015 the Austin City Council unanimously approved Ordinance 20150806-004, amending §2-2-26 of the City Code related to electronic filing of campaign finance information. Filers who are obligated to file a campaign finance report are also required to submit a structured data file containing the contents of the campaign finance report. The data file template as developed by the City Clerk, in addition to a specifications guide and Excel How-To, are linked below.

- [City Clerk's Data File Specification and Guide](#)
- [Excel Template How-To Guide](#)
- [City Clerk Data File Template](#)

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## **Campaign Finance Data: Excel Template How-To Guide**

This how-to guide provides detailed information on completing the Excel spreadsheets, submitting the data file to the Office of the City Clerk and importing the contributions and expenditures to the TEC Software. To access the guide, please click here [Excel Template How-To Guide](#).

## **Campaign Finance Data: Data File Specification and Guide**

This guide defines the specifications and requirements of the data file to be filed with the City Clerk's Office. It provides detailed information on each field including issues that may result in the Clerk's Office rejecting the data file. To access the guide, please click here: [Data File Specification and Guide](#).