Contribution Analysis

The contribution Analysis search option is useful when your goal is to obtain a list of contributions received by candidate, political, ballot question, or political party (PAC) committee. The search includes an option to download the data into a spreadsheet format with a file extension of .sh. Instructions on how to associate the .sh file extension with Microsoft Excel can be found at the bottom of this document.

The Contributions Analysis page can be accessed at the following link:
http://miboecfr.nictusa.com/cgi-bin/cfr/contrib_anls.cgi

The Contributions Analysis form is made up of 4 sections. They may be used individually or in conjunction with one another. They are as follows:
- Committee Selection – most commonly used section for quick searches
- Campaign Statement Selection
- Contribution Details
- Contributor Information

Committee Selection

The Committee Selection section allows the user to base their search on:
- A specific committee
- A committee type (i.e. candidate, PAC, ballot question…)
- A specific state level or judicial political office
- A specific political party

1. Input your search criteria based on what your desired results would be. It would look similar to the sample shown above at the red arrows.
   a) Selecting "Include Supplemental Itemizations" provides the user with an itemized breakdown of any group contributions. For example, if ABC Book Club were to make a $500.00 contribution, selecting "Include Supplemental Itemizations" would provide the user with a breakdown of that contribution which would include the names and addresses of each contributor within ABC Book Club. Leaving it unchecked will give you just the total contribution amount from ABC Book Club for that one contribution.
   b) Selecting "Spreadsheet Format" provides the user with a file that can be opened with Microsoft Excel. The file will have a .sh file extension. Leaving the box unchecked provides the user with a comma delimited text file.
   c) Note that selecting "Download ALL contributions from the Bureau Database in Spreadsheet Format" will indeed download all of the contributions in the database and ignore your search criteria selections (Approximately 10 million records)
   d) Put a checkmark in the "I'm not a robot" field by clicking on it with your mouse.

2. So based on the above selections at the red arrows, we would get a list of contributions for any candidate with the last name of Smith who has run for State Senate in spreadsheet format that includes itemized supplemental itemizations.

Campaign Statement Selection

Campaign Statement Selection allows a user to filter their search results in the following ways:
- For a single statement year.
- For a period of time with a beginning year and ending year.
- By a specific campaign statement type (i.e. Post General Campaign Statement).

3. Enter selection criteria based on the desired results.
   a) Selecting "Statement Year" will filter your results by the one calendar year entered in this field.
   b) Selecting "Coverage Starting Year" and "Ending Year" will filter your results by the given period of time. So for example if the beginning year is 2011 and the ending year is 2012, the search results will show contributions for just those 2 calendar years.
   c) Selecting "Statement Type" will filter your results for a given campaign statement type. If for example you were to select "Post-General CS", your

results would bring up only those contributions found on Post-General Campaign Statements.

4. The above selected criteria would provide a list of contributions reported on Post-General Campaign Statements during all of 2010. If it is combined with the selections from the Committee Selection above it would narrow down those contributions to candidates running for State Senate with the last name of Smith who filed a 2010 Post-General Campaign Statement.

Contribution Details

Contribution Details allows the user to filter their search results in the following ways:
- Cumulative or Individual Contributions.
- Where the amount of the contribution falls within a given dollar range.
- By a selected type of contribution schedule.
- Where the contribution falls within s specified date range.

CONTRIBUTION DETAILS:

Search:

○ Cumulative Contributions

◉ Individual Contributions ←——————————

where amount is:
Greater Than Or Equal To: $ 50.00   And Less Than Or Equal To: $ 1500.00 ←——————————

Schedule: ITEMIZED DIRECT CONTRIBUTIONS ▾ ←——————————

☐ Include Direct/Inkind ONLY (supercedes Schedule listbox)

Date of Contribution is (in MM/DD/YYYY format):
On or After: [   ]   And On or Before: [   ]

[Search]   [Clear]

5. Enter selection criteria based on your desired results.
   a) "Cumulative Contributions" give the total contribution amount per contributor per campaign statement. So for example if John Smith gives 3 contributions of $50.00 on a candidate's 2012 Pre-General Campaign Statement, you will only see one contribution of $150.00.
   b) "Individual Contributions" show each individual contribution a contributor has made to the committee.
   c) The "where amount is Greater Than Or Equal To And Less Than Or Equal To" allows the user to filter contributions to a given range of dollars. So in the above screen shot, only those contributions equal or greater than $50.00 and less than or equal to $1500.00 will show up in the search results.
   d) Selecting "Schedule" filters the search results by a specified type of contribution schedule. If the user selects "Itemized Direct Contributions", the search results will only pull up those contributions that are found on the Itemized Direct Contribution schedule.

e) If you select "Include Direct/In-kind ONLY", the search results will only show contributions from the Itemized Direct Contribution and Itemized In-kind schedules regardless of what they select from the Schedule drop down list above.

f) "Date of Contribution is" allows the user to filter their results to show contributions received within a specified date range.

6. The above selected criteria would provide those contributions that fall between $50.00 and $1,500.00 inclusive filed on the Itemized Direct Contributions schedule. If it is combined with the selections from the Committee Selection screen and the Campaign Selection screen above it would narrow down those contributions to those that fall between $50.00 and $1,500.00 inclusive filed on the Itemized Direct Contributions schedule made out to candidates running for State Senate with the last name of Smith who filed a 2010 Post-General Campaign Statement.

Contributor Information

The Contributor Information section allows the search results to be filtered in the following ways:
- Last name, PAC name or Other.
- First Name.
- Address, City, State and Zip.
- A given Zip Code range.
- Employer and Occupation.

CONTRIBUTOR INFORMATION:

Last Name/PAC or Other:

Meijer ⟵

☑ Contains (much slower, but returns "SMITH JR." matches if only "SMITH" is typed)

First Name:

☐ Contains (much slower, but returns "JOHN & MARY" matches if only "JOHN" is typed)

Address:

City:

State:
Michigan ⟵

ZIP Code matching:

-or-

ZIP Code between: [   ] and [   ]

Employer: [   ] Occupation: [   ]

[Search] [Clear All]
Complete "I'm not a robot" before searching

7. Enter selection criteria based on the desired results.
   a) The "Last Name/PAC or Other" field allows the user to filter their contribution results by a contributor's last name, PAC name or Other (i.e. business name or a committee name of another type etc…).
   b) The "First Name" field filters contribution results by a given first name (i.e. Amy).
   c) Selecting Address, City, State or Zip Code will give us just those contributions from a specific address, city, state or zip code.
   d) "Zip Code between" gives us just those contributions received from contributors that reside within the given range of zip codes.
   e) Filling out the "Employer" field gives us those contributors that work for a specified employer.
   f) Filling out the "Occupation" field gives us contributors with a specified occupation (i.e. Attorney).

8. The above selected criteria would give us a list of contributors whose PAC name contains the word "Meijer" located in the state of Michigan.

9. After entering your search criteria, click the "Search" button to get either a list of results or a spreadsheet link based on your search criteria as shown below. Samples of both types are shown below.

Spreadsheet Format Sample
The top portion of the screen contains the file layout of the spreadsheet. You will need to scroll to the bottom of the screen to get to the spreadsheet link shown below.

>>> Click here to download 1,364 records in spreadsheet format (contains incomplete filings) <<<

List of Results Format Sample

Matches 1-1 of 1

Receiving Committee Name Committee ID-Type	Schedule Type Description	Received From Address Occupation-Employer	City State Zip
CTE VIRGIL SMITH STATE SENATOR 514280-CAN	DIRECT	MEIJER PAC 2929 WALKER AVE NW	GRAND RAPIDS MI 49544-0000

Matches 1-1 of 1

10. Before selecting the Search button, the user can also select various sort options for their search results as shown below.

Sort Results by: committee name ▼ and then by: amount-descending ▼

[Search] [Clear]

Associating the .sh file extension with Microsoft Excel

Steps 11 thru 13 should only have to be performed once. After performing these steps you should be able to open any future downloads by just double left clicking the downloaded file and have it open in Excel.

11. The file is saved with a ".sh" file extension.

12. To open with Excel, right click on the file name and select "Open With" and then select "Choose Program".
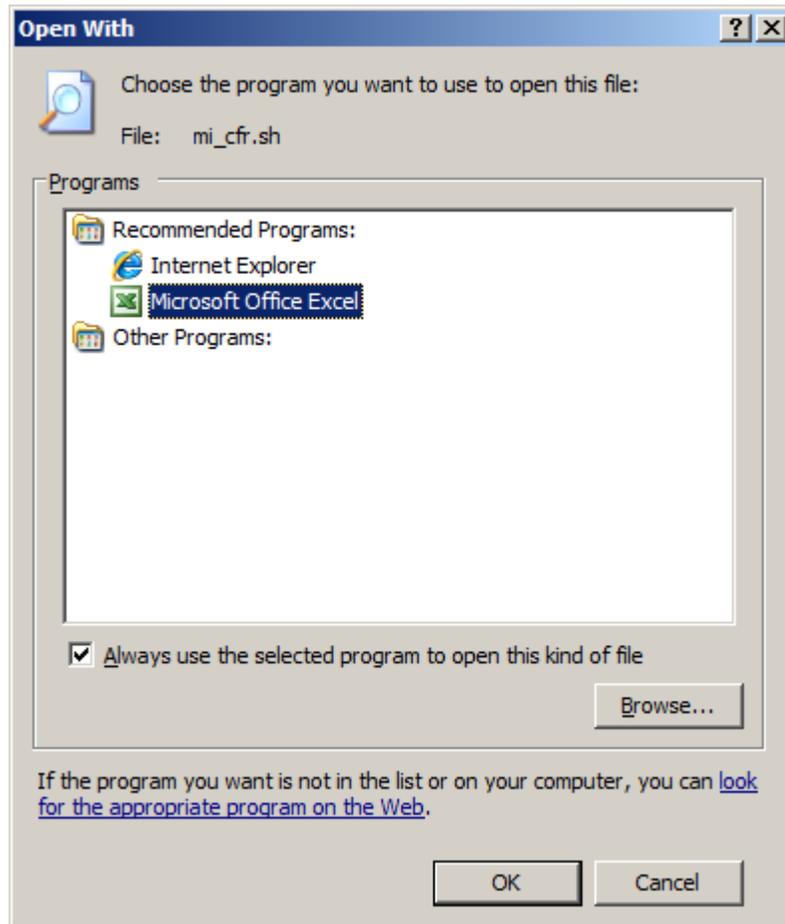
13. Select Microsoft Office Excel (you may have to browse to where you have Excel installed on your pc) and check "Always use the selected program to open this kind of file". This associates the .sh file extension with Microsoft Excel.