

Expenditure Analysis

This is a useful option when your goal is to conduct expenditure analysis for a candidate, political, ballot question, or political party committee. This feature 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 Expenditures Analysis page can be accessed at the following link:

http://miboecfr.nictusa.com/cgi-bin/cfr/exp_anls.cgi

The Expenditures Analysis form is made up of 4 sections. They may be used individually or in conjunction with one another. The sections are as follows:

- Committee Selection – This is the most commonly used section for quick searches.
- Campaign Statement Selection
- Expenditure Details
- Recipient 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

COMMITTEE SELECTION:

Enter any portion of the Committee Name:

Committee ID#: Committee Type: ←

Enter any portion of the Candidate's Last Name:
 ←

Select Committees with Candidate Running for the office of:
 ←

Political Party:
 ←

INCLUDE Supplemental Itemizations ←

Spreadsheet Format ←

Download ALL contributions from the Bureau Database in Spreadsheet Format (supersedes all other criteria)

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 expenditures of \$50.00 or more made to subcontractors on behalf of the committee. For example, if the committee were to make a \$1500.00 expenditure to ABC Media Consulting, selecting “Include Supplemental Itemizations” would provide the user with a breakdown of that expenditure which would include the names and addresses of each subcontractor used by ABC Media Consulting. Leaving it unchecked will give you just the total expenditure amount made to ABC Media Consulting.
 - 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 expenditures from the Bureau Database in Spreadsheet Format” will indeed download all of the expenditures in the database and ignore your search criteria selections.
2. Based on the above selections at the red arrows, we would get a list of expenditures for any candidate with the last name of Johnson who has run for Secretary of State in spreadsheet format that includes 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 an ending year.
- By a specific campaign statement type (i.e. Post General Campaign Statement)

CAMPAIGN STATEMENT SELECTION:

Statement Year (in YYYY format): ←

Coverage Starting Year (in YYYY format): Ending Year:

Statement Type: ←

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

- The above selected criteria would give us a list of expenditures received on Post-General Campaign Statements during all of 2012. If it is combined with the selections from the Committee Selection above it would narrow down those expenditures to candidates running for Secretary of State with the last name of Johnson who filed a 2012 Post-General Campaign Statement.

Expenditure Details

Expenditure Details allows the user to filter their search results in the following ways:

- Cumulative or Individual Expenditures.
- When the amount of the expenditure falls within a given dollar range.
- By a selected type of expenditure schedule.
- Where the expenditure falls within a specified date range.
- By an expenditure type (expenditure code).
- By a Get Out The Vote Activity Type.

EXPENDITURE DETAILS:

Search:

Cumulative Expenditures

Individual Expenditures ←

where amount is:

Greater Than Or Equal To: \$ And/Or Less Than Or Equal To: \$ ←

Schedule: ←

Date of Expense is (in MM/DD/YYYY format): On Or After: And/Or Before:

Expenditure Type GOTV Activity Type

- Enter selection criteria based on your desired results.
 - “Cumulative Expenditures” give the total expenditure amount per Recipient per campaign statement. For example, if 3 expenditures of \$50.00 are made to the Post Office on a candidate’s 2012 Pre-General Campaign Statement, you will see one expenditure of \$150.00.
 - “Individual Expenditures” show each expenditure a recipient has made to the committee.
 - The “where amount is Greater Than Or Equal To And Less Than Or Equal To” allows the user to filter expenditures to a given range of dollars. In the above screen shot, only those expenditures that equal or greater than \$50.00 and less than or equal to \$1500.00 will show up in the search results.
 - Selecting “Schedule” filters the search results by a specified type of expenditure schedule. If the user selects “Itemized Direct Expenditures”, the search results will pull up only those expenditures that are found on the Itemized Direct Expenditure schedule.

- e) "Date of Expenditure is" allows the user to filter their results to show expenditures received within a specified date range.
 - f) "Expenditure Type" allows the user to filter their search results by a selected expenditure type (i.e. Loan Payment, Bank Charges...).
 - g) Selecting a "GOTV Activity Type" will filter search results by a selected get out the vote activity (i.e. Poll Watchers, Slate Cards...).
6. The above selected criteria would give us those expenditures that fall between \$50.00 and \$1,500.00 inclusive filed on the Itemized Direct Expenditures schedule. If it is combined with the selections from the Committee Selection screen and the Campaign Selection screen above it would narrow down those expenditures to those that fall between \$50.00 and \$1,500.00 inclusively filed on the Itemized Direct Expenditures schedule made by any candidates running for Secretary of State with the last name of Johnson who filed a 2012 Post-General Campaign Statement.

Recipient Information

The Recipient Information section allows the search results to be filtered in the following ways:

- Last name, Vendor name or Other
- First Name.
- Address, City, State and Zip
- A given Zip Code range.
- Employer and Occupation.

The screenshot shows a web form titled "RECIPIENT INFORMATION:". It contains several input fields and a dropdown menu. Red arrows point to the "Last Name/Vendor or Other" text box (containing "Amy's Sign Shop"), the "State" dropdown menu (set to "Michigan"), and the "ZIP Code between:" text boxes (containing "49001" and "49079").

RECIPIENT INFORMATION:

Last Name/Vendor or Other:

First Name:

Address:

City: **State:**

ZIP Code matching:

-or-

ZIP Code between:
 and

7. Enter selection criteria based on the desired results.

- a) The “Last Name/Vendor or Other” field allows the user to filter their expenditure results by a recipient’s last name, Vendor name or Other (i.e. a Candidate Committee etc...).
 - b) The “First Name” field filters expenditure results by a recipient’s given first name.
 - c) Selecting Address, City, State or Zip Code will give the user just those expenditures from a specific address, city, state or zip code.
 - d) “Zip Code between” gives the user just those expenditures made out to recipients that reside within the given range of zip codes.
8. The above selected criteria would give us a list of recipients with the vendor name of Amy’s Sign Shop who live in Michigan with a zip code that falls between 49001 and 49079 inclusive.
 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

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

List of Results Format Sample

Matches 1-100 of 1364 [Next 100 Matches >>]

Receiving Committee Name Committee ID-Type	Schedule Type Description	Received From Address Occupation-Employer	City State Zip
RUTH JOHNSON FOR MICHIGAN 515002-CAN	DIRECT	<i>DON NANNEY</i> 8500 GAIL DR. DENTIST-SELF -	HOLLY MI 48442-0000
RUTH JOHNSON FOR MICHIGAN 515002-CAN	DIRECT	<i>RUTH JOHNSON</i> 8500 GAIL DR. OAKLAND COUNTY CLERK/REGISTER- OAKLAND COUNTY	HOLLY MI 48442-0000

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

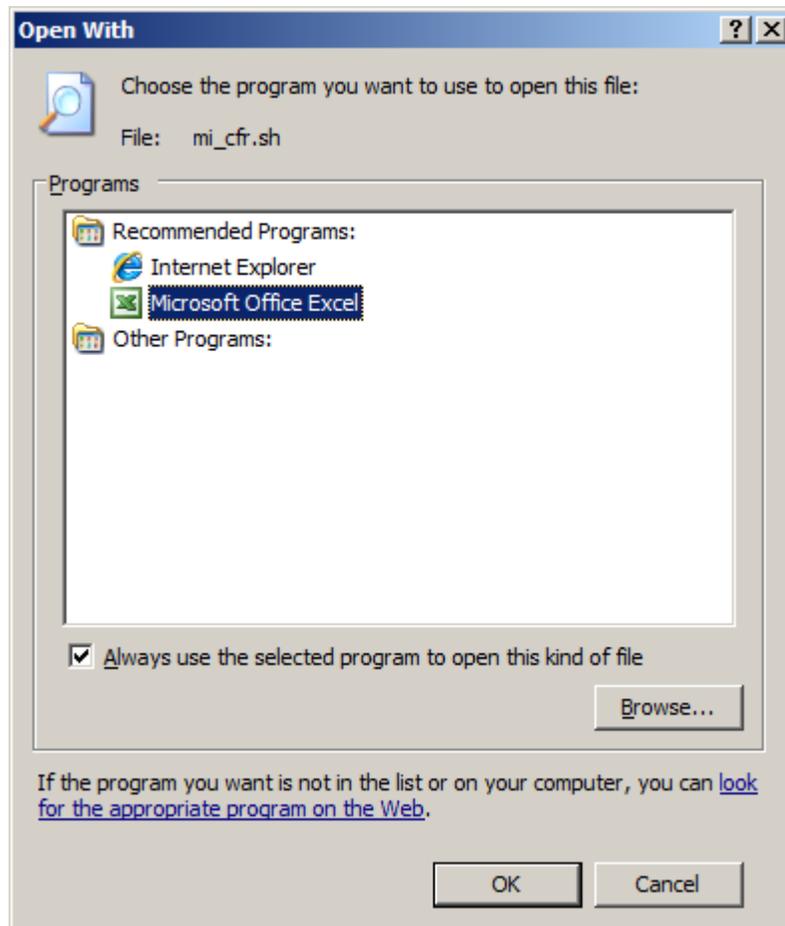
Sort Results by: and then by:

Associating the .sh file extension with Microsoft Excel

Steps 10 thru 12 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.