



Converting a general expenditure to a contribution, ballot question expenditure, or independent expenditure

Minnesota Campaign Finance and Public Disclosure Board

This bulletin applies only to party units and political committees and funds that entered an expense in Campaign Finance Reporter Online (CFRO) in early 2025, using the expense type General Expenditure, to account for:

- A contribution made to a local candidate in Minnesota;
- An expenditure made for or against a local ballot question in Minnesota; or
- An independent expenditure made for or against a local candidate in Minnesota.

CFRO was updated on April 2 to allow for contributions made to, and independent expenditures made for or against, local candidates outside Hennepin County, and expenditures made for or against local ballot questions outside Hennepin County, to be entered in CFRO and itemized properly within reports filed with the Board. If you entered one of those types of expenses using the expense type General Expenditure, please follow the instructions below.

Contributions to local candidates

If the expense was a contribution made to a local candidate, navigate to [Entities > List](#), find and click Edit to the left of the local committee, select the appropriate political subdivision type, political subdivision name, and office, then select Save:

Entities

Add List Find related transactions

Entity type	Local committee	
Choose political subdivision type	Choose political subdivision	Choose office
City	Minnesota City	Council Member
Name		
Suzie Walters for City Council		
Address 1		Address 2
301 3rd Ave NW		
City	State	Zip Code
Minnesota City	Minnesota	55959
Phone number (optional)	Email address (optional)	

Numbers only. Dashes will be added automatically.

[Delete](#) [Save](#) [Cancel](#)

If the description selected when the expense was entered was something other than Contribution to local committee, you will also need to navigate to [Expenses > List](#), find and click Edit to the left of the expense, change the Description to Contribution to local committee, then select Save.

Local ballot question expenditures

If the expense was an expenditure made for or against a local ballot question, navigate to [Expenses > List](#), find and click Edit to the left of the expense, change the Ballot Question radio button from No to Yes, select the appropriate political subdivision type and political subdivision name, then start typing the name of the ballot question in the Choose a ballot question field, and if the desired ballot question does not appear, select Click here to add a new ballot question and then enter the name of the ballot question. The name you enter should, to the extent possible, match how the question will be named on ballots issued to voters. The name you enter will appear within reports filed with the Board.

Lastly, select whether the expenditure was for or against the ballot question, then select Save:

Expenses

Add List Unpaid

Choose expense type
Expenditure

Expense status Paid Unpaid

Check number Invoice, etc (Optional)

Vendor: Test Co. 123 Main St Minnesota City MN 55959 Edit Date: 01/03/2025 Amount: 1,200

Description: Advertising - Print Explanation: Mailer supporting Minnesota City ballot question 1

Ballot Question: Yes No

Choose political subdivision type: City Choose political subdivision: Minnesota City

Choose a ballot question: Ballot question 1 - Bonds for recreation center For/Against: For Against

Choose project (Optional): Select a project

Save Delete Cancel

Independent expenditures for or against local candidates

If the expense was an independent expenditure made for or against a local candidate, navigate to [Expenses > List](#), find and click Edit to the left of the expense, then select Delete at the lower left corner (or zero out the expense and save it). Next, re-enter the expense. To do so, navigate to [Expenses > Add](#), select Independent expenditure, select Local candidate, select the appropriate political subdivision type, political subdivision name, and office, then start typing the candidate's last name in the Choose local candidate field, and if the desired candidate does not appear, select Click here to add a new local candidate and then enter the local candidate's name and address. Next, select the vendor that was paid or is owed, enter the amount of the expenditure and date, select the appropriate description and enter a brief explanation of what was purchased, select whether the expenditure was for or against the candidate selected, then select Save:

Expenses

Add List Unpaid

Choose expense type

Reimbursement expense
 Yes No

Affected committee type
 State candidate Local candidate

Choose political subdivision type

Choose political subdivision

Choose office

Choose local candidate

Expense status
 Paid Unpaid

Check number
Invoice, etc (Optional)

Vendor

Choose an entity
 [Edit](#)

Date Amount

Description

Explanation

For/Against
 For Against

[Save](#) [Cancel](#)