

# DIGITAL NAMING & FILING PROTOCOL

## Campaign Record-Keeping Standard | Simplified Compliance

### WHY IT MATTERS

- One Transaction, One File.
- Organized records prevent costly errors.
- Find any receipt in seconds.
- Save up to 10 hours a week by following this standard.

### The Master Folder Hierarchy

#### 📁 01 Income:

All monetary receipts and in-kind contribution records.

#### 📁 02 Expenses:

Invoices and payment proofs for all campaign-period spending.

#### 📁 03 Non-Filing Items:

Pre-campaign setup costs, personal expenses, and non-eligible fees.

#### 📁 04 Governance & Banking:

Bank statements, loan agreements, and official appointments.

### The Standard Naming Convention

#### The Golden Formula: **YYYYMMDD\_Amount\_Vendor\_Category**

- Example (✅ Correct): 20260520\_1250\_DowntownRealty\_Rent
- Example (❌ Incorrect): invoice\_01.jpg or scan\_document

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