

# *Massachusetts Office of Campaign and Political Finance Guide on Making Out-of-Pocket Expenditures*

## **Local Filers**

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*Are you spending personal funds on your campaign and you file locally with your city or town election official?*

*Here's how to disclose it on your campaign finance report*

State and municipal candidates in the non-depository system can make campaign expenditures using their personal funds. When doing so, they are required to disclose the expenditures and contributions on their campaign finance reports. For all candidates who complete paper reports and file with their local election officials, please follow these steps:

**Step One:** Report the amount spent as a contribution from the candidate to the campaign on Schedule A (receipts), even though the money was paid directly to a vendor. If you anticipate being paid back by the committee/campaign, write “loan” next to the candidate’s name.

**Step Two:** Record the amount as an expenditure, listing the actual vendor in the “To Whom Paid” column on Schedule B (expenditures) with the date, purpose, address and amount. Listing the expenditure balances the account.

**Step Three:** If a candidate anticipates being paid back by the campaign, the contribution information should be listed in the liabilities section of the campaign finance report (Schedule D). Liabilities to a candidate can remain for as long as the committee is open, and may be paid back or forgiven at a future date.

### **Exception**

If a candidate is reimbursed for out-of-pocket expenditures before the end of the campaign reporting period, he or she *should not follow the steps above*. The campaign finance report would disclose the activity as a **reimbursement** to the candidate with a corresponding reimbursement form (CPF R1).



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