

# CHECKING IN



Monthly Informational Mailer for Local Election Officials

617-979-8300

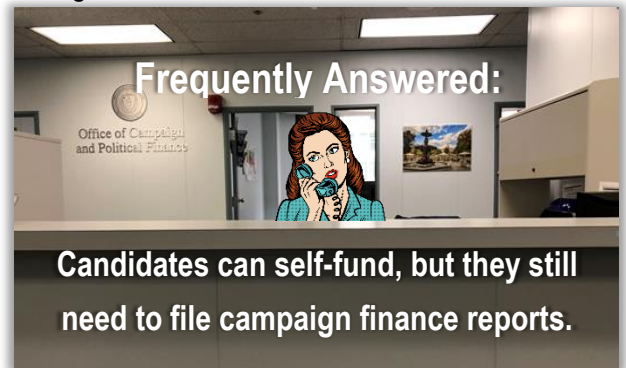
## How to report out-of-pocket expenditures by candidates

Candidates who file locally often make **out-of-pocket** campaign expenditures. For example, a school committee candidate might use her personal debit card to buy \$500 worth of lawn signs.

OCPF has created a tutorial on how to report these out-of-pocket expenditures, available by clicking the image to the right.

General Reporting Rules:

1. Report the expenditure as a loan from the candidate to the committee on the [receipts schedule](#) (M102 form).
2. Report the vendor on the [expenditures schedule](#) (this balances the account and discloses the purpose of the expenditure).
3. List the expenditure as a liability to the candidate.



During the months of July and August, OCPF will contact city clerks by e-mail to ask for lists of mayoral candidates who have qualified for the ballot. This is to determine who must e-file with OCPF.

**[Click here](#)** for the mayoral election schedules in cities with populations of 65,000 or less. Reminder: pre-preliminary reports are only filed if a candidate's name appears on a preliminary ballot.

Local election officials are not responsible for House and Senate campaign finance reports. However, we thought you might be interested to know that all 513 legislative candidates must file mid-year reports with OCPF, due July 22. [Click here](#) for the list, sorted by city/town.



Looking for an easy way to understand the depository system? Explained [here](#) in five slides.

The depository system is used by city council and mayoral candidates in cities with populations of 65,000 or more.

OCPF'S  
DEPOSITORY  
REPORTING SYSTEM

[AN OVERVIEW](#)