

CHECKING IN

Monthly Informational Mailer for Local Election Officials

617-979-8300

Cash In Your Local Campaigns

How candidates and committees should handle cash

Candidates and committees can accept cash for their campaigns. Here are a few rules and common practices concerning cash:

- An individual may contribute up to \$50 in cash per calendar year to a candidate or committee.
- Candidates and committees must collect the names and addresses of ALL cash donors.
- Anonymous cash contributions are prohibited.
- If a committee is selling something to raise money, such as pies, the names and addresses of individuals who use cash must be collected.
- We encourage candidates and committees to itemize the names and addresses of all cash donors on M102 campaign finance reports. However, state law only requires itemization for contributions that exceed \$50.



Please call OCPF's legal department at 617-979-8300 for more information.

Displaying and Preserving Campaign Finance Forms

You don't have infinite file space, which leads to the question – what to do with old campaign finance reports?

Paper reports should be preserved until Dec. 31, six years following the relevant election.

All campaign finance reports filed with a city or town must also be posted to the **municipal website** within 30 days after a filing deadline, if the report discloses \$1,000 or more in activity (receipts, expenditures, in-kind contribution and liabilities).

OCPF recommends posting all reports to the municipal website, even those with less than \$1,000 in activity. State regulations say to keep them posted until Dec. 31, six years following the relevant election. The best practice? Never remove reports posted to the website.



Does your community have a ballot question election scheduled? Please share [this video](#) with those who are involved.



[Click here](#) for our seminar calendar.