

Filing Requirements

Filing Dates

Pre-Preliminary Reports

Due eight days prior to an election. Typically, pre-preliminary reports are filed by candidates in city elections, and only if their names appear on the preliminary ballot.

Pre-Election Reports

Due eight days prior to an election

Post-Election Reports

Due 30 days after an election (for spring elections in towns).

Year-end Reports

Due every Jan. 20. All incumbents file a year-end report, as well as non-incumbents with activity during the reporting period, a balance or liabilities.

Campaign Finance Forms

All forms are available at the OCPF website.

M102: Campaign finance report.

M101: Organizational form. A candidate cannot be his or her own treasurer, but can be chairman.

M102-0: This campaign finance form can be signed by a candidate who has not received any contributions, made any expenditures, or incurred any liabilities during a reporting period, and does not have a balance in his or her campaign account. Also, a candidate who signs this form cannot have a political committee.

CPF 102A: Amendment form. This form is used to clarify or correct previously filed campaign finance reports.

CPF R-1: Reimbursement form to itemize reimbursements.



Reporter 7

Local filers can use R7, OCPF's filing system, to create, print and file reports with their local election officials.

To register for R7, a candidate can send a copy of his or her M101 form to OCPF with "R7 Only" written at the top. (See email or fax below).

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Campaign Finance Guide for Municipal Candidates Who File Locally



**Massachusetts
Office of
Campaign and
Political Finance**

Public Employees*

May not solicit (verbal or written), collect money or sell tickets to a fundraiser

May not host a fundraiser

May not help identify people to be targeted for fundraising

May not serve as treasurers of any political committee

May work for a campaign in a non-fundraising capacity (holding signs, stuffing envelopes, serving food at a fundraiser)

May make contributions to candidates and political committees

**Anyone employed for compensation by the state, a county or a municipality, full or part time. Elected officials are exempt.*

Government Buildings

NOT PERMITTED

Solicit or receive contributions in a public building

Send invitations to a fundraiser to a government building address

Display posters or fliers advertising a fundraiser

Solicitations to public e-mail addresses

Public Resources

Anderson v. City of Boston (1978): Public resources may not be used for political campaign purposes

Examples of Public Resources

Phones / Copiers / E-mail / Paper
Vehicles / Labor and employee time

Exception: Equal access

Basic Campaign Finance Rules

- ✓ **\$1,000 annual limit** from an individual to a candidate or candidate's committee
- ✓ **Receipts or Expenditures** of more than \$50 must be *itemized on campaign finance reports*
- ✓ **Contributions of \$200** or more require occupation and employer information
- ✓ **When making a reimbursement**, no person may sign a check to himself or herself.
- ✓ **Raffles** are prohibited
- ✓ **No anonymous** contributions, including "Passing the Hat" for cash contributions
- ✓ **Cash** contributions are permitted, limited to \$50 per individual per calendar year.
- ✓ **Records** must be kept by committees for six years after the date of a relevant election.
- ✓ **Corporate, LLC, LLP and partnership contributions** are prohibited, both monetary and in-kind, to candidates, PACs and party committees. *Ballot question committees and independent expenditure PACs* may accept business contributions in all forms.
- ✓ **Expenditures** can be made to enhance the political future of a candidate, or to enhance the purpose for which a non-candidate committee was organized.
- ✓ **Expenditures** cannot primarily be for anyone person's personal use.

Out-of-Pocket Expenditures

Many local candidates spend their personal funds when running for municipal office. If a candidate uses his or her personal funds to pay a vendor directly, follow these reporting steps:

1. Report a receipt from the candidate to the campaign on Schedule A on the M102 form.
2. Report an expenditure to the vendor on Schedule B on the M102 form.
3. If a loan, report the amount spent on Schedule D on the D102 form (a debt owed from the campaign to the candidate).

SUMMARY

1. **Organize a committee by submitting a CPF M101 form.**
2. **Open a bank account. Most banks require an IRS EIN number.**
3. **Recordkeeping: Names and addresses for all donors, and keep all paper records, including invoices.**
4. **File campaign finance reports on time using M102 forms.**