

## **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).

### **CONTACT OCPF**

**One Ashburton Place  
Room 411  
Boston, MA 02108**

**Phone: 617-979-8300**

**Fax: 617-727-6549**

**Email: [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us)**

**Twitter: @OCPFReports**

**YouTube: "OCPFReports"**



# ***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.**