

Commonwealth
of Massachusetts

Form CPF M 102: Campaign Finance Report

Municipal Form

Office of Campaign and Political Finance

2012 JAN 17 P 3:15

RECORDED

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates:

Beginning Date:

1/1/2011

Ending Date:

12/31/2011

Type of Report: (Check one)

☐ 8th day preceding preliminary
 ☐ 8th day preceding election
 ☐ 30 day after election
 ☒ year-end report
 ☐ dissolution

Susan R. Burstein

Candidate Full Name (if applicable)

School Committee

Office Sought and District

36 Riverside Drive, Waltham, MA 02143

Residential Address

Telephone Number (optional):

Comm to Elect Susan Burstein

Committee Name

Richard A Scales

Name of Committee Treasurer

138 Warren St, Waltham, MA 02453

Committee Mailing Address

Telephone Number (optional):

SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report

2,180.22

Line 2: Total receipts this period (page 3, line 11)

8.05

Line 3: Subtotal (line 1 plus line 2)

2,188.27

Line 4: Total expenditures this period (page 5, line 14)

25

Line 5: Ending Balance (line 3 minus line 4)

2,163.27

Line 6: Total in-kind contributions this period (page 6)

Line 7: Total (all) outstanding liabilities (page 7)

8,468.4

Line 8: Name of bank(s) used: Citizens Bank

Affidavit of Committee Treasurer:

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

(Treasurer's signature)

Date: Jan 16, 2012

FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 box only)

Candidate with Committee and no activity independent of the committee

☒ I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

Candidate without Committee OR Candidate with independent activity filing separate report

☐ I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

(Candidate's signature)

Date: Jan 16, 2012

SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.

(A "Schedule B: Expenditures" attachment is available to complete, print and attach to this report, if additional pages are required to report all expenditures. Please include your committee name and a page number on each page.)

[illegible]

* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

SCHEDULE D: LIABILITIES

M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.

CITY OF WALTHAM
OFFICE OF THE CLERK

2012 JAN 17 P 3:15
RECORDED

Date Incurred	To Whom Due	Address	Purpose	Amount
10/03	Susan Burstein	36 Riverside Drive, Waltham, MA 02453	Loan	3,912.4
10/07	Susan Burstein	36 Riverside Drive, Waltham, MA 02453	Loan	4,556
Enter on page 1, line 7 → Line 18: TOTAL OUTSTANDING LIABILITIES (ALL)				8,468.4



Commonwealth
of Massachusetts

**Form CPF M T 101 : CHANGE OF TREASURER;
ACCEPTANCE OF OFFICE BY TREASURER
MUNICIPAL FORM**

Office of Campaign and Political Finance

CITY OF WALTHAM
CITY CLERK'S OFFICE

2012 JAN 17 P 3:14

RECORDED

File with:

City or Town Clerk or Election Commission

1. Committee Name:

Please print or type all information, except signatures

Committee to Elect Susan Burstein

2. New Treasurer:

Richard A. Scales

2a. Treasurer's Address:

138 Warren St Waltham MA 02453

3. Committee Address:

Tel. No.

(If different)

I hereby accept the office of treasurer of the above-named committee. I understand that I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election. I am aware that an appointed public employee may not serve as treasurer of a political committee and that a candidate or elected official may not serve as the treasurer of a political action committee except as authorized by M.G.L. c. 55, s. 5A.

SIGNED UNDER THE PENALTIES OF PERJURY:

Richard A. Scales

Treasurer's signature

1/16/2012

Date

FOR CANDIDATE COMMITTEES ONLY

I hereby consent to the appointment of the new treasurer of this committee.

SIGNED UNDER THE PENALTIES OF PERJURY:

Susan R. Burstein

Candidate's signature

1/16/12

Date

SELECTED EXTRACTS FROM M.G.L. c. 55

Section 3 requires the director to "assess a civil penalty for any [late filed] report ... of ten dollars per day...[up to \$2,500]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate; and in all other instances, the civil penalty shall be assessed against the treasurer of a political committee...

Section 5 outlines statements of organization of political committees:Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter 52, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election....

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents....