

Waltham City Clerks Office
610 Main Street, Waltham, MA 02452
(781) 314-3120

Rosario C. Malone, CMC
City Clerk

Thomas J. Curtin
Assist. City Clerk

August 22, 2013

RE: Campaign Finance Report
For: Municipal Preliminary
Due: Monday, September 9, 2013 - 5:00 PM

Dear Candidates & Treasurers:

Due to a policy change at the Office of Campaign & Political Finance, only candidates whose names appear on the preliminary ballot will be required to file a Pre-Preliminary Campaign Finance Report. This will include all School Committee candidates and candidates for Ward-2 Councillor only. (See attached)

As a reminder for those of you required to file, your Pre-Preliminary Election Campaign Finance Report is due by Monday, September 9, 2013 at 5:00 pm. Your report should cover the period from the day following the ending date of the last report filed through August 30, 2013.

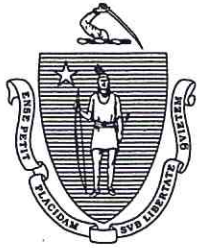
IMPORTANT: The campaign finance law mandates that a **CIVIL PENALTY OF \$25 PER DAY, UP TO \$5,000 TOTAL**, be assessed personally against a candidate for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance. In addition, failure to file the report as required will subject you to referral to the Attorney General.

If you have any questions please do not hesitate to contact me at 781-314-3120.

Yours truly,

Rosario "Russ" Malone, CMC
City Clerk

RCM:bb
Encl.



MICHAEL J. SULLIVAN
DIRECTOR

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE
ONE ASHBURTON PLACE, ROOM 411
BOSTON, MASSACHUSETTS 02108

2013 AUG 22 AM 11:20
RECORDED
CITY OF WILMINGTON
CITY CLERK'S OFFICE
TEL (617) 979-8300
(800) 462-OCPF
FAX (617) 727-6549

Aug. 19, 2013

To: Local Election Officials

Subject: Pre-preliminary campaign finance reports

The Sept./Oct. preliminary elections will begin soon, so we want to remind you of OCPF's policy change when determining who has to file a pre-preliminary campaign finance report.

Pre-preliminary campaign finance reports are **only due for candidates whose name appears on a preliminary ballot**. If a candidate does not appear on the preliminary ballot, he or she will not file a pre-preliminary report.

For example, if there is a preliminary election for city-wide school committee in a city, but no preliminary election for city council at large, only the school committee candidates would file pre-preliminary reports. All candidates will file pre-election reports for the Nov. 5 general election. You should note that the pre-election reports will have different beginning dates depending on whether a pre-preliminary report is filed.

Example: The preliminary election will be held on September 17. There are 6 wards in the City. A) Wards 1-5 have 2 candidates or less running for the seat. The Ward 6 seat has 4 candidates. B) There are 5 at large council seats available. There are only 9 candidates for the 5 seats. C) There are 6 School Committee seats available. 15 candidates are running for the 6 seats.

Reports are due as follows.

- A) Candidates in Wards 1-5 do not have to file a pre-preliminary since they will not be on a preliminary ballot. They will file a pre-election report with a beginning date of 1/1/13 and an ending date of 10/18/13. Their pre-election report is due October 28. The Ward 6 candidates, however, will file a pre-preliminary report because their name will appear on the preliminary ballot. The report will be due on September 9. Dates covered are 1/1/13 through 8/30/13. They will then file a pre-election report from 8/31/13 – 10/18/13, due October 28.
- B) No pre-preliminary report is due because there is no preliminary ballot for these seats. The pre-election report dates will be 1/1/13 – 10/18/13. The report is due October 28.
- C) School Committee candidates will file a pre-preliminary report beginning on 1/1/13 and ending on 8/30/13. It will be due September 9. The pre-election report covers 8/31/13 – 10/18/13 and is due October 28.

Please call our office if you have further questions.

*Thanks,
Mike*





Form CPF M 102: Campaign Finance Report
Municipal Form
Office of Campaign and Political Finance

File with:
City or Town Clerk or Election Commission

Please print or type all information, except signatures.

Fill in dates: _____
Reporting Period Beginning _____ Ending _____
Month Date Year Month Date Year

Type of report: (Check one)

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

Full Name of Candidate (if applicable)

Office Sought and District

Residential Address

Tel. No. (optional)

Committee Name

Name of Committee Treasurer

Committee Mailing Address

Tel. No. (optional)

SUMMARY BALANCE INFORMATION:

Line 1: Ending balance from previous report \$ _____
Line 2: Total receipts this period (page 2, line 11) \$ _____
Line 3: Subtotal (line 1 plus line 2) \$ _____
Line 4: Total expenditures this period (page 3, line 14) \$ _____
Line 5: Ending balance (line 3 minus line 4) \$ _____
Line 6: Total in-kind contributions this period (page 4) \$ _____
Line 7: Total (all) outstanding liabilities (page 4) \$ _____
Line 8: Name of bank(s) used _____

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 (in ink)

Date

FOR CANDIDATE FILINGS ONLY: (CANDIDATE MUST SIGN BELOW)

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 signature (in ink)

Date

SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.

This page may be copied if additional pages are required to report all receipts. Please include your committee name and a page number on each page.

[illegible]

* If you have itemized receipts of \$50 and under include them in line 9. Line 10 should include only those receipts not itemized above.

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Enter on page 1, line 6			Line 15: In-kind over \$50	
			Line 16: In-kind \$50 and under	
			Line 17: Total In-kind	

* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

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.

Date Incurred	To Whom Due	Address	Purpose	Amount
Enter on page 1, line 7			Line 18: OUTSTANDING LIABILITIES (ALL)	