

DECEMBER 2018



CHECKING IN

Monthly Informational Mailer for Local Election Officials

617-979-8300

2019 OCPF SEMINARS

TOWN CLERKS ADMINISTERING CONTESTED SPRING ELECTIONS ARE ENCOURAGED TO SCHEDULE A CAMPAIGN FINANCE SEMINAR. WE CAN TRAVEL TO YOUR TOWN ON A WEEKNIGHT AND SPEND AN HOUR WITH YOUR CANDIDATES AND TREASURERS. THE SEMINARS COVER REPORTING REQUIREMENTS, AS WELL AS THE RULES CONCERNING PUBLIC EMPLOYEES, PUBLIC BUILDINGS AND PUBLIC RESOURCES. CONTACT JASON AT JTAIT@CPF.STATE.MA.US TO SCHEDULE A SEMINAR.

What are the campaign finance responsibilities of a clerk?

A REFRESHER: OCPF has identified eight basic campaign finance responsibilities for local election officials, and we thought it would be helpful to list them here. Please call if you have questions.

1. Providing materials ([guides](#) and [forms](#)), and notifying local candidates and committees of their filing responsibilities.
2. Assisting OCPF with organizing mayoral candidates at the state level.
3. Determining filing dates.
4. Accepting and preserving campaign finance forms.
5. [Displaying reports](#) on a municipal website.
6. Inspecting campaign finance reports, notifying delinquent filers, and [referring non-filers to OCPF](#).
7. Awareness of the campaign finance restrictions for [public employees](#), [public buildings](#) and [public resources](#).



We want to thank the Town Clerks Association for inviting us to their new clerks mentoring session in Holliston on Nov. 28. About 30 people attended.

Reminder: Year-end reports are due by Jan. 22. All office-holders, whether or not they were on the ballot this year, must file the year-end report. In addition, non-incumbents with a balance, activity or liabilities must file.

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