



# CHECKING IN

A MONTHLY OCPF NEWSLETTER FOR  
LOCAL ELECTION OFFICIALS



**JANUARY 2023**

OFFICE OF CAMPAIGN AND POLITICAL FINANCE NEWSLETTER FOR  
LOCAL ELECTION OFFICIALS

## THE YEAR-END REPORT IS DUE JAN. 20

### Sample Notification

A sample filing notification, which your office can mail or e-mail to candidates and committees, is [available here](#). The sample is for a year-end report, but can be modified for the pre-preliminary, pre-election, and post-election reports.

Please note that all candidates or committees with cash balances or outstanding liabilities as of their last report must file a 2022 year-end report by Jan. 20, 2023. In addition, **all incumbents**, whether or not they have a cash balance, raised or spent any money or had an election in 2022, must file a year-end report.



← **CLICK THIS**

### Disclosure Forms

**The M102** is the standard reporting form for local candidates and committees who file locally, including ballot question committees. [Click here](#) for an illustrated guide on how to complete the M102.

[SUMMARY OF 2023 CAMPAIGN FINANCE REQUIREMENTS](#)

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## Do you have incumbent office-holders

# with no activity and no balances?

We recommend they file two reports in January:

1. The **M102** or **M102-0** showing no activity for 2022 (year-end report).
2. The **M109** statement of municipal candidate not raising or expending funds.

The **M102** covers past activity (or inactivity), and the **M109** is for the year ahead. In the sample below, the filer with no activity has satisfied campaign finance filing requirements until January, 2024, by filing the **M102** and the **M109**.

Candidates should file the **M109** only if they do not intend to accept contributions (monetary or in-kind), make expenditures, or incur liabilities for any campaign-related purpose through Dec. 31, 2023. If it turns out the **M109** candidate does receive or spend money during the year (even just their own), they will have to file the pre-preliminary and pre-election reports.

**Form CPF M 102: Campaign Finance Report Municipal Form**  
Office of Campaign and Political Finance  
File with: City or Town Clerk at Election Commission  
Beginning Date: 1/1/2022 Ending Date: 12/31/2022  
Type of Report: (Check one)  
 8th day preceding preliminary  8th day preceding election  30 day after election  year-end report  dissolved  
Candidate Name: Bill Brasky  
Office Sought: School Committee  
Residential Address: 1234 Main St.  
City / State / Zip: Anytown MA 12345  
E-Mail Address: billbrasky@yahoo.com  
Phone Number: 123-456-7899  
Residential Address: 1234 Main St.  
E-mail: billbrasky@yahoo.com  
Phone # (optional): 123-456-7899  
Committee Name: \_\_\_\_\_  
Name of Committee Treasurer: \_\_\_\_\_  
Committee Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone # (optional): \_\_\_\_\_  
**SUMMARY BALANCE INFORMATION:**  
Line 1: Ending balance from previous report: 0  
Line 2: Total receipts this period (page 3, line 11): 0  
Line 3: Subtotal (line 1 plus line 2): 0  
Line 4: Total expenditures this period (page 5, line 14): 0  
Line 5: Ending Balance (line 3 minus line 4): 0  
Line 6: Total in-kind contributions this period (page 6): 0  
Line 7: Total (all) outstanding liabilities (page 7): 0  
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 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.  
FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 but only)  
Candidate with 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 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.  
Candidate without 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 the campaign finance activity of all persons acting under the authority or on behalf of this candidate in accordance with the requirements of M.G.L. c. 55.  
SIGNED UNDER THE PENALTIES OF PERJURY: Bill Brasky  
Date: 1/1/23

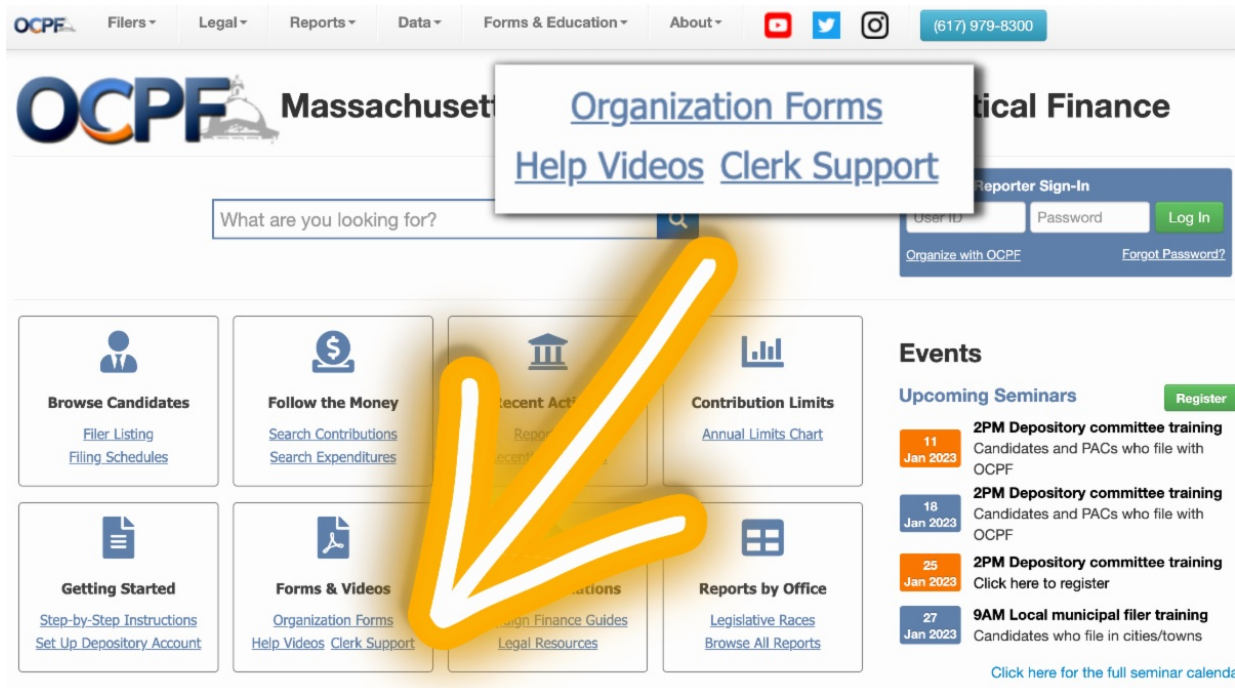


## ONE GUIDE FOR ALL CANDIDATES WHO FILE LOCALLY

Recommendation: Send the municipal candidate guide to your candidates by email. The guide contains links to all campaign finance forms.

New: The "Clerk Support" button is back on the front page of the OCPF website, [www.ocpf.us](http://www.ocpf.us).

The page provides forms, guides and videos.



## 2023 MUNICIPAL ELECTION REPORTING SUMMARY

This video explains, in about two minutes, what candidates need to file with your office this year. We ask that you share the video with your candidates by e-mail.



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Please share the dates below with your candidates who file locally. The 45-minute Zoom trainings cover campaign finance filing rules, with demonstrations on how to complete OCPF's forms.

A graphic with a light green background. On the left, there is a stack of yellow folders or brochures. The top folder says 'Information for State'. The middle folder says 'Massachusetts Office of Campaign and Political Finance' and 'OCPE'. The bottom folder says 'The Depository Bank System for Candidates'. On the right, the text 'Office of Campaign and Political Finance' is written in a stylized, cursive font. Below that, the text 'TRAINING FOR CANDIDATES WHO FILE WITH THEIR LOCAL ELECTION OFFICIALS' is written in bold, black, uppercase letters. The dates and times are listed below: 'JAN. 27, 9 A.M.', 'FEB. 7, 6 P.M.', 'FEB. 17, 9 A.M.', and 'MARCH 20, NOON'. A purple button at the top left says 'CLICK THE IMAGE TO REGISTER'.

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## CALCULATING REPORTING DATES AND PERIODS FOR YOUR 2023 ELECTIONS

[Click here for the calculator](#)

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OCPF | 617-979-8300 | [www.ocpf.us](http://www.ocpf.us) | [OCPF@mass.gov](mailto:OCPF@mass.gov)



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