

Campaign Finance Tracking Form for Local Election Officials

Call OCPF with campaign finance questions at 617-979-8300

Candidate or Committee _____ Year _____
Report: _____ Pre-Preliminary _____ Pre-Election _____ 30-Day _____ Year-End

Organization / Providing Materials / Notification *

_____ Organizational form provided to candidate or committee (M101, M101BQ, M101PC)
_____ Campaign finance report form provided to candidate or committee (M102)
_____ Summary of the campaign finance law provided (OCPF guide booklet)
_____ Filing notice (includes reporting dates, due dates and language concerning late fines)
_____ Pre-Preliminary _____ Pre-Election _____ 30-Day _____ Year-end

**All forms, guides and notices can be delivered by e-mail*

Inspecting Reports

The campaign finance law requires local election officials to “inspect” M102 and M102-0 campaign finance reports within 30 days of a due date.

_____ Correct dates for the relevant reporting period
_____ Signatures
_____ Positive ending balance
_____ If the **M102-0** form is filed, the candidate does not have a committees and has not received any contributions, made any expenditures or incurred any obligations during the reporting period, and does not have a campaign fund in existence.

Contributions (Monetary receipts and in-kind contributions)

_____ **Names and Addresses** for contributions of more than \$50
_____ **Occupation and Employer** for contributions of \$200 or more
_____ No contributions from corporations, business partnerships, LLCs or LLPs
_____ No contributions from individuals for more than \$1,000 (see OCPF’s limits chart for other limits)

Expenditures

_____ Vendor Names and Addresses for expenditures of more than \$50
_____ Purpose information is disclosed
_____ Reimbursements form (R-1s) filed for reimbursements

Date of Inspection _____