

# HOW TO CLARIFY EXPENDITURES

Each month, banks and credit unions file campaign finance reports disclosing expenditures made by depository candidates and committees.

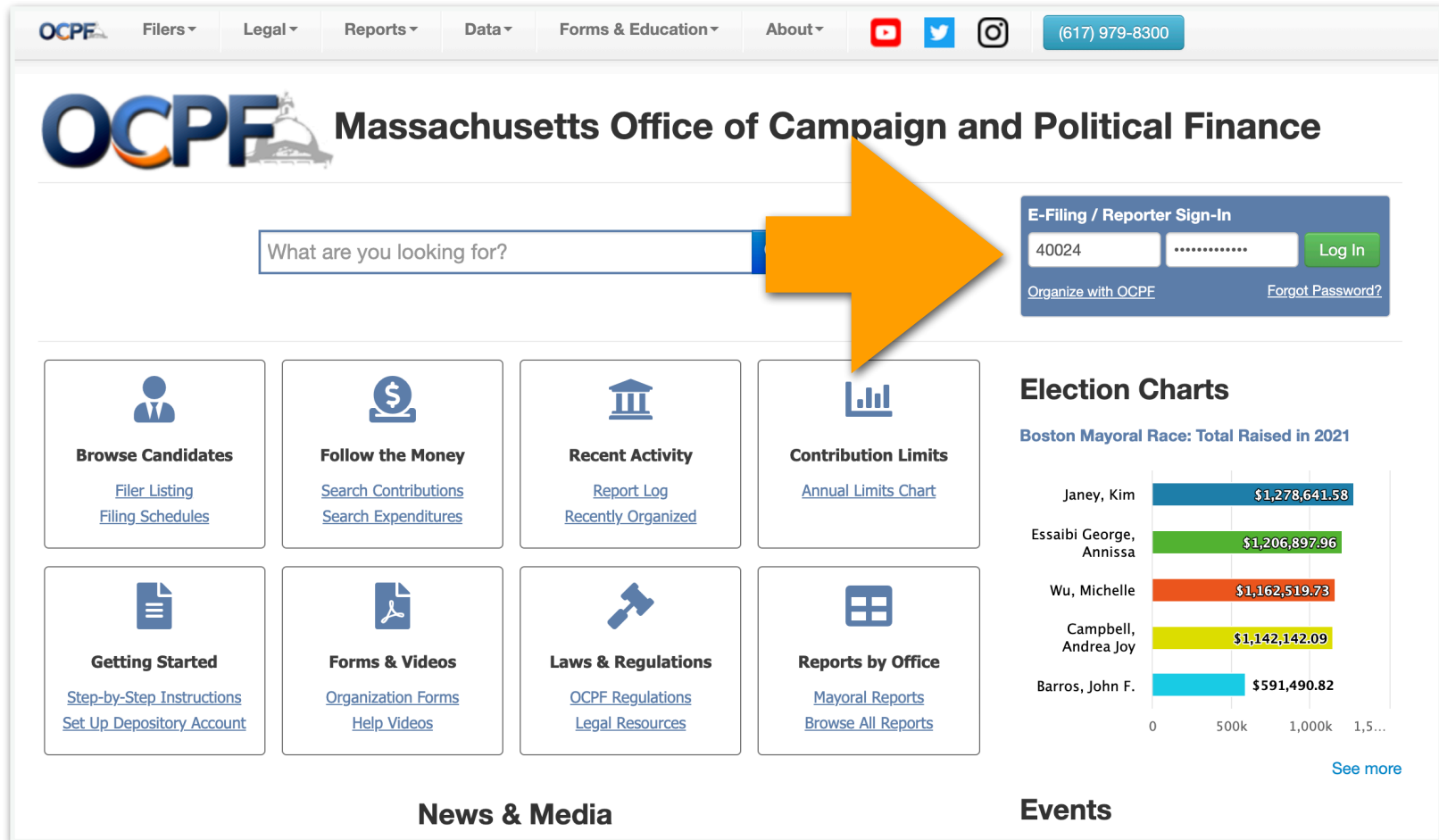
The banks and credit unions file the reports based on information from committee checks and committee debit cards.

**Committees are required to clarify debit card expenditures shortly after a bank files its report.**



# HOW TO CLARIFY EXPENDITURES

Step 1: Log into Report 7 from the OCPF homepage



The screenshot shows the OCPF homepage with a navigation bar at the top containing links for Filers, Legal, Reports, Data, Forms & Education, and About, along with social media icons and a phone number. The main header features the OCPF logo and the text "Massachusetts Office of Campaign and Political Finance". Below the header is a search bar with the placeholder text "What are you looking for?". To the right of the search bar is an "E-Filing / Reporter Sign-In" box with a login form and a "Log In" button. A large orange arrow points from the search bar to the login box. Below the search bar and login box is a grid of eight tiles, each with an icon and a title. The tiles are: "Browse Candidates" (Filer Listing, Filing Schedules), "Follow the Money" (Search Contributions, Search Expenditures), "Recent Activity" (Report Log, Recently Organized), "Contribution Limits" (Annual Limits Chart), "Getting Started" (Step-by-Step Instructions, Set Up Depository Account), "Forms & Videos" (Organization Forms, Help Videos), "Laws & Regulations" (OCPF Regulations, Legal Resources), and "Reports by Office" (Mayoral Reports, Browse All Reports). To the right of the grid is a section titled "Election Charts" with a sub-header "Boston Mayoral Race: Total Raised in 2021". This section contains a horizontal bar chart showing the total raised for five candidates: Janey, Kim (\$1,278,641.58), Essaibi George, Anissa (\$1,206,897.96), Wu, Michelle (\$1,162,519.73), Campbell, Andrea Joy (\$1,142,142.09), and Barros, John F. (\$591,490.82). A "See more" link is located below the chart. At the bottom of the page are two sections: "News & Media" and "Events".

**OCPF** Massachusetts Office of Campaign and Political Finance

What are you looking for?

**E-Filing / Reporter Sign-In**

40024 ..... **Log In**

[Organize with OCPF](#) [Forgot Password?](#)

**Browse Candidates**  
[Filer Listing](#)  
[Filing Schedules](#)

**Follow the Money**  
[Search Contributions](#)  
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**Recent Activity**  
[Report Log](#)  
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**Contribution Limits**  
[Annual Limits Chart](#)

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**Reports by Office**  
[Mayoral Reports](#)  
[Browse All Reports](#)

**Election Charts**  
**Boston Mayoral Race: Total Raised in 2021**

Candidate	Total Raised
Janey, Kim	\$1,278,641.58
Essaibi George, Anissa	\$1,206,897.96
Wu, Michelle	\$1,162,519.73
Campbell, Andrea Joy	\$1,142,142.09
Barros, John F.	\$591,490.82

[See more](#)

**News & Media** **Events**

# HOW TO CLARIFY EXPENDITURES

Step 2: Click the red tile



# HOW TO CLARIFY EXPENDITURES

Step 3: Click the legal disclaimer

**OCPE** Reporter 7   Home   Reports   Tools

## Clarify Expenditures

Depository candidates and committees must review and clarify expenditure reports promptly after the reports are filed by the depository bank. If an expenditure is made by debit card or other electronic means, the committee must review and, if necessary, append the reports within seven (7) business days of the date the bank files the bank report to provide accurate vendor and purpose information. See [970 CMR 2.09](#).

☐ By clicking this box, I certify that I have reviewed the reported expenditures and, where necessary, clarified vendor and/or purpose information for said expenditures. To the best of my knowledge, the reported expenditures and clarifications, where necessary, accurately disclose the vendor and/or specific purpose for each individual charge comprising the expenditure(s), in accordance with [M.G.L. c. 55, § 19](#) and [970 CMR 2.09](#).

Reporting Period: May   2021   to   July   2021

# HOW TO CLARIFY EXPENDITURES

Step 4: Identify the debit card expenditures and click the clarify button

**OCPE Reporter 7**   [Home](#)   [Reports](#)   [Tools](#)


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**Bank Reporting Period:**   May   2021   to   July   2021

Filter by Name   Minimum Amount   Maximum Amount

Date	Check#	Vendor, Address	Purpose	Amount	Actions
7/9/2021	DEBIT	Southeast Airlines		\$880.00	 Clarify
7/8/2021	DEBIT	Eastern Sunrise Inc. 678 Main St. Quincy, MA 01234		\$300.00	Clarify
7/4/2021	DEBIT	Western Breeze Catering 1234 Main St. Boston, MA 01234		\$440.00	Clarify

# HOW TO CLARIFY EXPENDITURES

Step 5: Enter a detailed purpose for the expenditure and click save

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Bank Reporting Period: May 2021 to July 2021

Filter by Name

Minimum Amount

Maximum Amount

Date	Check#	Vendor, Address	Purpose	Amount	Actions
7/9/2021	DEBIT	Southeast Airlines	<i>(Travel for national party convention)</i>	\$880.00	Clarify
7/8/2021	DEBIT	Eastern Sunrise Inc. <div>Clarified Vendor</div>	<div>Graphic design for website</div>	\$300.00	Save Cancel
7/4/2021	DEBIT	Western Breeze Catering 1234 Main St. Boston, MA 01234		\$440.00	Clarify

After clicking save on each clarified item, the process is finished