

CHECKING IN

OCPF's monthly newsletter for local election officials

DECEMBER 2021

OCPF

617-979-8300

www.ocpf.us

Clerk Support

The Year-End Report

The year-end report is due Jan. 20, 2022, with an ending date of Dec. 31. Candidates and committees can begin to file the year-end report with your office starting Jan. 3.

We recommend e-mailing a year-end filing reminder in late December ([see sample below](#)), and then in mid-January, to your candidates and committees. The reminder to file should contain the [M102](#) campaign finance report, along with the filing period dates (see page 2) and a [guide](#). For example, if your local filers were on the Nov. 2 ballot, the filing dates for the year-end report are Oct. 16 through Dec. 31. The year-end report must be filed each year, so long as a committee is in existence, or the candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official (this includes all incumbents, and prior candidates with activity, outstanding balances and liabilities).

To:  TOWN CANDIDATE EMAIL LIST

Cc:

SAMPLE NOTICE

Subject: YEAR-END REPORT REQUIREMENT

Arial 12 B I U                 

Year-End Report

As a candidate for town office, you are required to file a year-end campaign finance report with this office, due Jan. 20, 2022. Please [click here](#) for the M102 campaign finance report. The reporting period for the year-end report is **DATES**.

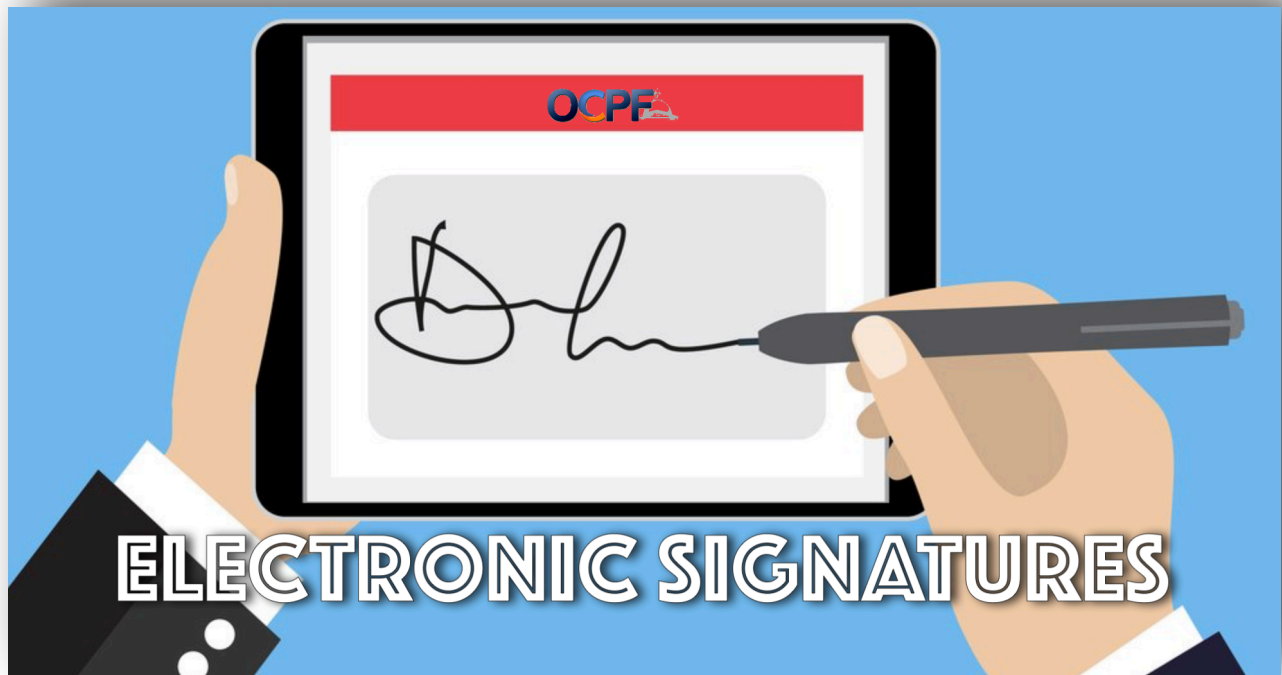
If you had no activity during the period, and no liabilities, you only need to submit the front page of the M102 form. Reports can be submitted to this office by hand, mail, fax or e-mail.

IMPORTANT: The campaign finance law mandates that a civil penalty of \$25 per day up to \$5,000 be assessed personally against the candidate for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance.

[Click here](#) for an illustrated guide on how to complete the M102 campaign finance report.

Sincerely,

Tanya McQuid
Town Clerk
ANYTOWN, MA (Fax: 123-456-7890)



City and town clerks may accept campaign finance reports with electronic signatures.

The Massachusetts Uniform Electronic Transactions Act gives electronic signatures the full force and effect of the law. Therefore, local election officials may accept campaign finance reports that are signed electronically and submitted on paper, by e-mail or fax.

Results of the M102-0 poll

Last month, we asked for your opinion on the continued use of the M102-0 form, which is used by candidates with no committees, no activity and no balances, to confirm they did not have activity.

Overwhelmingly, you requested a new form that could be submitted once, or annually, by candidates with no committee or activity, confirming they have not and will not raise or spend money. On the proposed form, the candidate would agree that if they do spend money they will file the standard M102 campaign finance form.

Because of your feedback, OCPF will review the potential legal issues of creating a new type of "no activity" report, and we'll let you know our decision.

YEAR-END REPORT FILING PERIODS

The year-end report [filing dates](#), for candidates and committees on a ballot in 2021, are the day after the ending date of the last report filed until Dec. 31.

For candidates and committees not on the ballot in 2021, the year-end report filing period is Jan. 1 through Dec. 31.

Contact OCPF for assistance in determining filing periods.