

A SUMMARY OF THE DEPOSITORY BANK SYSTEM FOR CANDIDATES WHO FILE WITH OCPF

Organization

1. Organize with OCPF via the on-line organization system, [available here](#).
2. Complete and file a [form CPF D103](#) with OCPF. This form is signed by the candidate's bank.
3. OCPF maintains a [list of banks](#) that participate in the depository reporting system.
4. If your bank is not listed, you can ask them to participate. If the bank declines, you must move your account, if it already exists, to a bank that does participate. If you have questions about banks, please contact us at OCPF@cpf.state.ma.us

Reporting Requirements

1. The bank will file by the 5th of each month. The bank report itemizes expenditures and provides a summary total of all deposits for the one-month period. The bank will file monthly reports, even if your campaign had no activity.
2. Candidates e-file deposit reports with OCPF after making a deposit. OCPF recommends filing a deposit report within three days of deposit. Deposit reports are only filed when a deposit is made. [Click here](#) for an illustrated guide on how to file deposit reports.
3. ONE DEPOSIT = ONE DEPOSIT REPORT. A [deposit report](#) is filed with OCPF each time a deposit is made into the committee bank account.

Expenditures

1. Expenditures must be made through the campaign checking account, by committee check or committee debit card.
2. Debit Card Use: When committees make expenditures by debit card, the bank will not know the purpose of the expenditure. Campaigns must [clarify bank reports](#) to include the purpose of each debit card expenditure. This is done up to 12 times a year using OCPF's reporting system, Reporter 7. [Click here](#) for a tutorial on how to clarify expenditures.
3. Purpose information must be detailed. For example, "function room for fundraiser." On checks, write the purpose on the memo line.

Josh Clewer Committee
34343 Main St.
Haverhill, MA 02301

1025

DATE: July 5, 2022

PAY TO THE ORDER OF: Northeast Fun Functions \$ \$800

Eight hundred and 00/100

MEMO: Function room for fundraiser Josh Clewer

1025

Add purpose information here.

The process, summarized

- * File a deposit report with OCPF shortly after making a deposit.
- * Make expenditures by committee check or committee debit card.
- * Clarify debit card expenditures monthly.

The Year-End Report

1. The year-end report automatically includes a summary total of a committee's receipts and expenditures for the calendar year.
2. Committees only need to itemize in-kind contributions, liabilities and savings accounts. [Click here](#) for a tutorial on filing the year-end report in the depository system.