

How to disclose subvendor expenditures

A subvendor report is filed when a candidate or committee makes an expenditure of \$5,000 or more, in the aggregate for the calendar year, to a vendor, and the vendor makes expenditures of \$500 or more on behalf of the candidate or committee. The candidate or committee is required to disclose how the vendor spent the money.

This illustrated guide demonstrates how to e-file a subvendor report using Reporter 7, OCPF's e-filing software.



How to disclose subvendor expenditures

Log into Reporter 7 on the front page of the OCPF website.

The screenshot shows the OCPF website homepage. At the top, there is a navigation bar with links for Filers, Legal, Reports, Data, Forms & Education, and About, along with social media icons and a phone number (617) 979-8300. 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 the 'E-Filing / Reporter Sign-In' box, which contains a text input field with the number '40004', a 'Log In' button, and links for 'Organize with OCPF' and 'Forgot Password?'. A large black arrow points from the search bar area towards the sign-in box. Below the search bar and sign-in box are several service tiles: 'Browse Candidates' (with links for Filer Listing and Filing Schedules), 'Follow the Money' (with links for Search Contributions and Search Expenditures), 'Recent Reports' (with links for Report Log and Recently Organized), 'Contribution Limits' (with link for Annual Limits Chart), 'Getting Started' (with links for Step-by-Step Instructions and Set Up Depository Account), 'Forms & Videos' (with links for Organization Forms and Help Videos), 'Laws & Regulations' (with links for OCPF Regulations and Legal Resources), and 'Reports by Office' (with links for Mayoral Reports and Browse All Reports). To the right of these tiles is the 'Election Charts' section, titled 'Boston Mayoral Race: Fundraising in 2021'. It features a horizontal bar chart comparing fundraising for two candidates: Wu, Michelle and Essaibi George, Annissa. The chart shows 'Raised' (green), 'Spent' (orange), and 'Independent Support' (cyan) for each candidate. The y-axis represents the amount in dollars, ranging from \$0 to 2,500k. The x-axis represents the amount in thousands of dollars, ranging from 0 to 2,500k. The data points are: Wu, Michelle: Raised \$1,799,114.1, Spent \$1,967,186.36, Independent Support \$950,266.74; Essaibi George, Annissa: Raised \$1,576,034.59, Spent \$1,538,006.84, Independent Support \$672,078.59. A 'See more' link is located below the chart. Below the election charts is the 'News & Media' section, which includes two news items: 'Reach OCPF by phone or e-mail' dated 18 Oct 2021, and '2021 is a mayoral election year in 34 cities' dated 17 Oct 2021. At the bottom right, there is an 'Events' section with 'Upcoming Seminars', including a 'Training Seminar, 2 p.m. via Zoom' on 20 Oct 2021, with an email address for invites: jtait@cpf.state.ma.us.

E-Filing / Reporter Sign-In

40004 • [Log In](#)

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

Browse Candidates

[Filer Listing](#)
[Filing Schedules](#)

Follow the Money

[Search Contributions](#)
[Search Expenditures](#)

Recent Reports

[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](#)

Reports by Office

[Mayoral Reports](#)
[Browse All Reports](#)

Election Charts

Boston Mayoral Race: Fundraising in 2021

Candidate	Raised	Spent	Independent Support
Wu, Michelle	\$1,799,114.1	\$1,967,186.36	\$950,266.74
Essaibi George, Annissa	\$1,576,034.59	\$1,538,006.84	\$672,078.59

News & Media

18 Oct 2021 Reach OCPF by phone or e-mail

17 Oct 2021 2021 is a mayoral election year in 34 cities

Events

Upcoming Seminars

20 Oct 2021 Training Seminar, 2 p.m. via Zoom
Email jtait@cpf.state.ma.us for an invite

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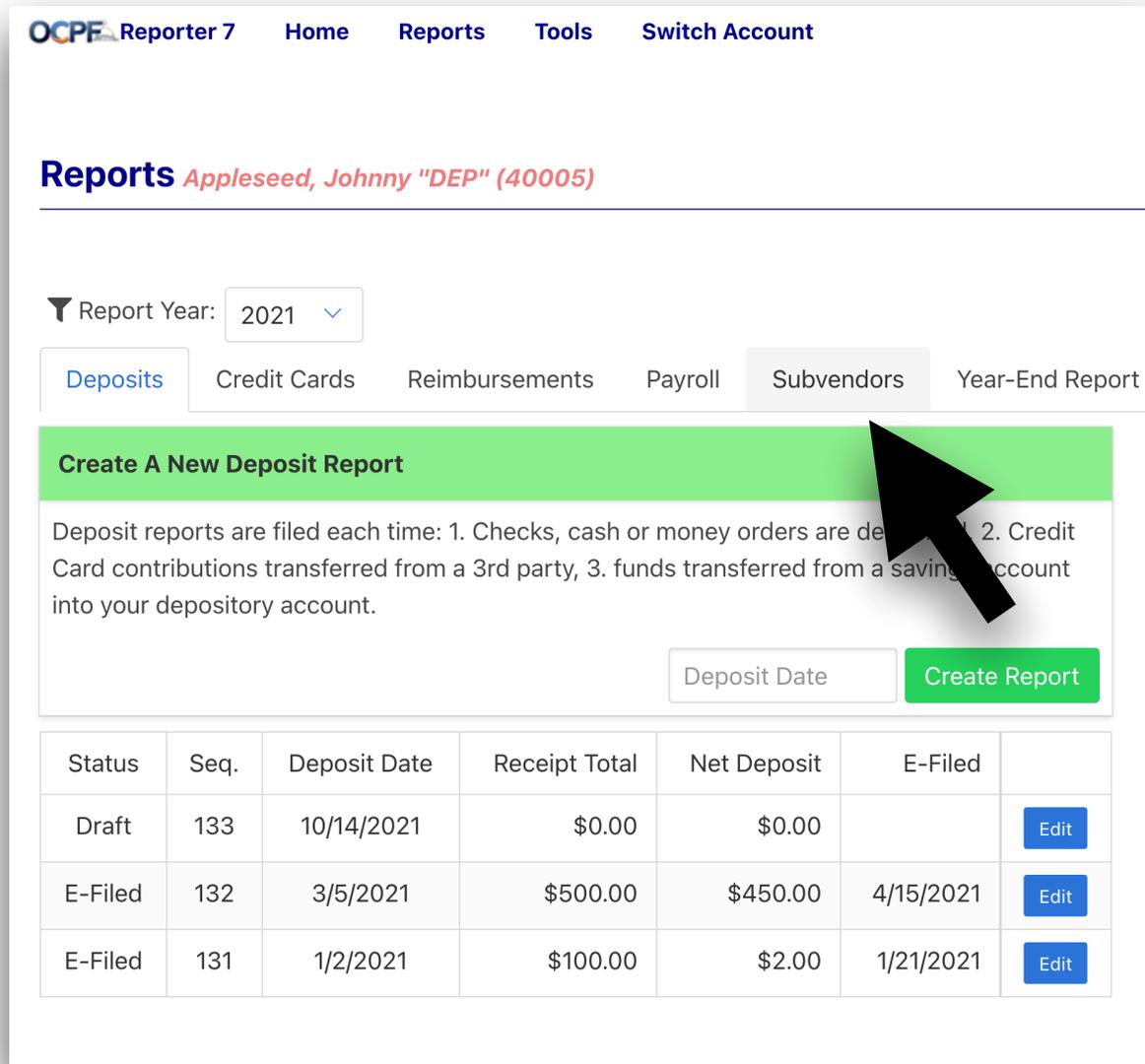
Select the All Reports tile.

Reporter 7 *Appleseed, Johnny "DEP" (40005)*

 CREATE A DEPOSIT REPORT	 CLARIFY AN EXPENDITURE (BANK-REPORTED)	 UPDATE OCCUPATION/EMPLOYER
	 ALL REPORTS	 FILE AN REIMBURSEMENT REPORT
 CONTINUE EDITING YOUR 10/14/2021 DEPOSIT	 R7 HELP	 FILE A CREDIT CARD REPORT

How to disclose subvendor expenditures

Choose the Subvendors tab.



The screenshot shows the OCPF Reporter 7 interface. At the top, there are navigation links: Home, Reports, Tools, and Switch Account. Below this, the user is logged in as Appleseed, Johnny "DEP" (40005). The Reports section is active, and the Subvendors tab is selected, highlighted in grey. A black arrow points to the Subvendors tab. Below the tabs, there is a green bar with the text "Create A New Deposit Report". Underneath this bar, there is a text box explaining that deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account. To the right of this text is a "Create Report" button. Below the text box is a table with columns: Status, Seq., Deposit Date, Receipt Total, Net Deposit, E-Filed, and an empty column for actions. The table contains three rows of data, each with an "Edit" button in the action column.

OCPE Reporter 7 Home Reports Tools Switch Account

Reports *Appleseed, Johnny "DEP" (40005)*

Report Year: 2021

Deposits Credit Cards Reimbursements Payroll **Subvendors** Year-End Report

Create A New Deposit Report

Deposit reports are filed each time: 1. Checks, cash or money orders are deposited, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account.

Deposit Date Create Report

Status	Seq.	Deposit Date	Receipt Total	Net Deposit	E-Filed	
Draft	133	10/14/2021	\$0.00	\$0.00		Edit
E-Filed	132	3/5/2021	\$500.00	\$450.00	4/15/2021	Edit
E-Filed	131	1/2/2021	\$100.00	\$2.00	1/21/2021	Edit

How to disclose subvendor expenditures

Enter the report date and the name of the original vendor, then click Create. Please remember that the expenditure to the original vendor has previously been disclosed by the committee bank.

OCPF Reporter 7 [Home](#) [Reports](#) [Tools](#) [Switch Account](#)

Reports *Appleseed, Johnny "DEP" (40005)*

Report Year:

[Deposits](#) [Credit Cards](#) [Reimbursements](#) [Payroll](#) [Subvendors](#)

2021 Subvendor Report +

Subvendor reports are filed when a committee directly pays a vendor, who in turn, pays another (sub)vendor. These



How to disclose subvendor expenditures

Click the Subvendor Payments tab.

OCPE Reporter 7 Home Reports Tools Switch Account

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Subvendor Payments

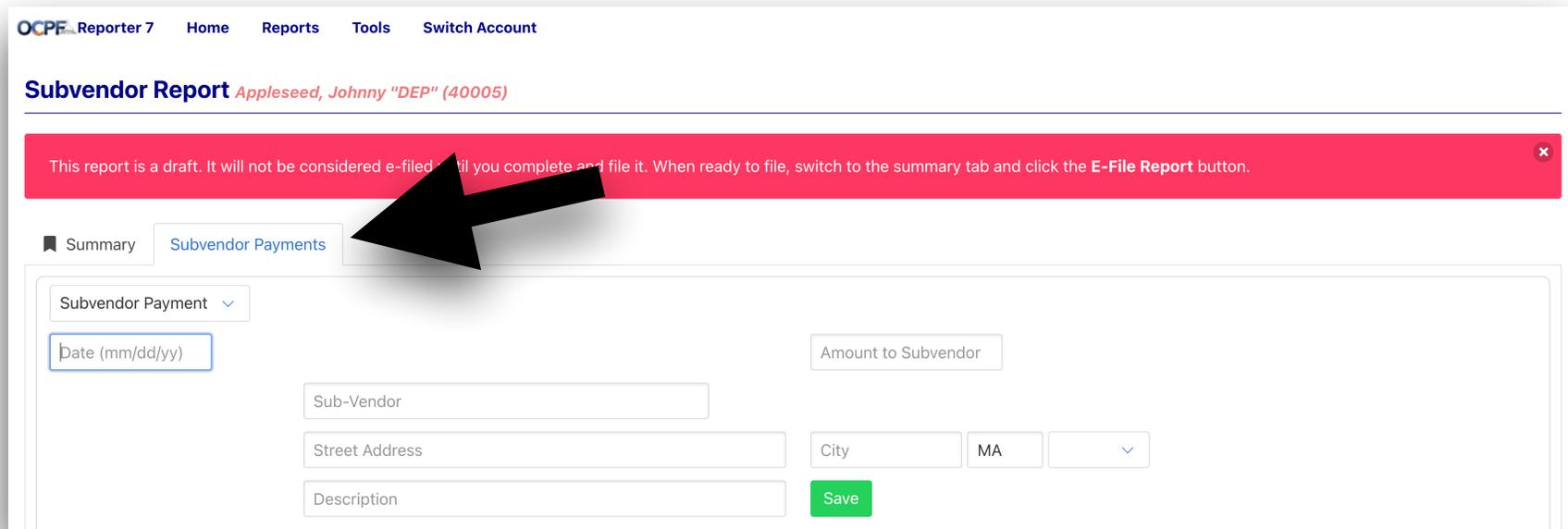
Subvendor Payment ▾

Date (mm/dd/yy) Amount to Subvendor

Sub-Vendor

Street Address City MA

Description Save



How to disclose subvendor expenditures

Enter the subvendor information and click Save. In this example, the vendor, Minuteman West Consulting, paid \$750 to another vendor, Top Stat Polling, for a text poll. Top Stat Polling is the subvendor.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Rep**

Summary **Subvendor Payments**

Subvendor Payment ▾

10/18/2021

▾

Filters: ▾

Date	Subvendor, Address	Purpose
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How to disclose subvendor expenditures

FINISH: Return to the Summary tab and e-file the report.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered final until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Subvendor Expenditures

Export to PDF Delete

Report Date:	<input type="text" value="10/18/2021"/>
Vendor:	<input type="text" value="Minuteman West"/>
Subvendor Payment Total:	\$750.00

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

E-File Report