

FEBRUARY 2023



OCPF



REPORTS

MASSACHUSETTS OFFICE OF
CAMPAIGN AND POLITICAL FINANCE NEWSLETTER



The state election was just a few months ago, but the gears of electoral politics keep turning: it's already municipal election season in Massachusetts cities and towns.

OCPF will work through the spring election season with municipal clerks to educate and notify candidates of their campaign finance responsibilities for offices such as selectboard and school committee. Local municipal candidates are signing up for OCPF training [here](#).

We're also working with city officials for their fall elections, and many candidates are already [registering/organizing](#) with our office.

Dissolving

Candidates who were unsuccessful in the 2022 state election, or those who decided not to run for re-election last year, may [dissolve/close](#) their accounts with OCPF.

Please reach out to us at OCPF@mass.gov for guidance on dissolving.

HOUSE AND SENATE REPORTING: 2023

BEST PRACTICE: FILE DEPOSIT REPORTS WITHIN THREE DAYS OF MAKING A DEPOSIT AT THE BANK, AND CLARIFY EXPENDITURES MONTHLY.

STATUTORY REQUIREMENT: FILE DEPOSIT REPORTS AND CLARIFY EXPENDITURES QUARTERLY, DUE APRIL 20, JULY 20, OCT. 20 AND JAN. 22.



DISCLOSURE IN CITY ELECTIONS IS HAPPENING NOW

Nearly 600 mayoral and city council candidates are already filing campaign finance reports with OCPF this year. **Committees should review the 2023 disclosure summary [here](#).**

All mayoral candidates file with OCPF. Additionally, city council candidates from these cities file with OCPF: Boston, Brockton, Cambridge, Fall River, Framingham, Haverhill, Lawrence, Lowell, Lynn, Malden, New Bedford, Newton, Quincy, Somerville, Springfield, Waltham and Worcester.



*CITY CANDIDATES: ORGANIZE WITH OCPF BEFORE RAISING OR SPENDING \$



*MAYORAL, AND CITY COUNCIL WITH POPULATIONS OF MORE THAN 65,000

CLICK THIS IMAGE FOR GUIDANCE

All candidates organize here

Agency Actions and Opinions

Public Resolution Letters

The following list is a summary of agency actions issued recently by OCPF. Click the "agency actions" button below to view the full documents.

Maria Tavares, Brockton: Did not comply. Expenditures made outside the depository bank account (1/11/2023).

Gary Keith, Brockton: Did not comply. Prohibited ATM withdrawals (1/11/2023).

AGENCY ACTIONS



REGISTER FOR ONLINE TRAINING

[Click here to register for an online OCPF training class.](#) Your entire campaign team can sign up. Choose the type of training you want at the registration page (OCPF filers, local parties and municipal candidates who file locally).

Spend 45 minutes with us for a solid



Candidates should know this important rule

Candidates may not accept in-kind contributions from businesses, such as corporations, LLCs, LLPs and partnerships.

Example: A corporation should not provide free office space to a candidate's campaign. The candidate must pay market rate for that space.

CANDIDATES AND COMMITTEES SHOULD HAVE AT LEAST TWO SIGNATORIES ON THEIR CAMPAIGN CHECKING ACCOUNTS

WHY?

1. BECAUSE THE CAMPAIGN FINANCE LAW PROHIBITS A PERSON FROM SIGNING A CHECK TO HIMSELF OR HERSELF (REIMBURSEMENT ISSUE).
2. THERE MAY BE SITUATIONS WHERE A SIGNATORY IS NOT AVAILABLE, RESIGNS OR IS DECEASED, AND THE COMMITTEE STILL NEEDS TO FUNCTION.

FAQ: Can a candidate be a signatory on the campaign account?

A: Yes.



Tips: 1. File deposit reports within three days of deposit at the bank, for the best results. 2. File a deposit report for each group of deposits made at the bank.

MATCHING YOUR REPORTS WITH THE BANK: DEPOSITORY SYSTEM

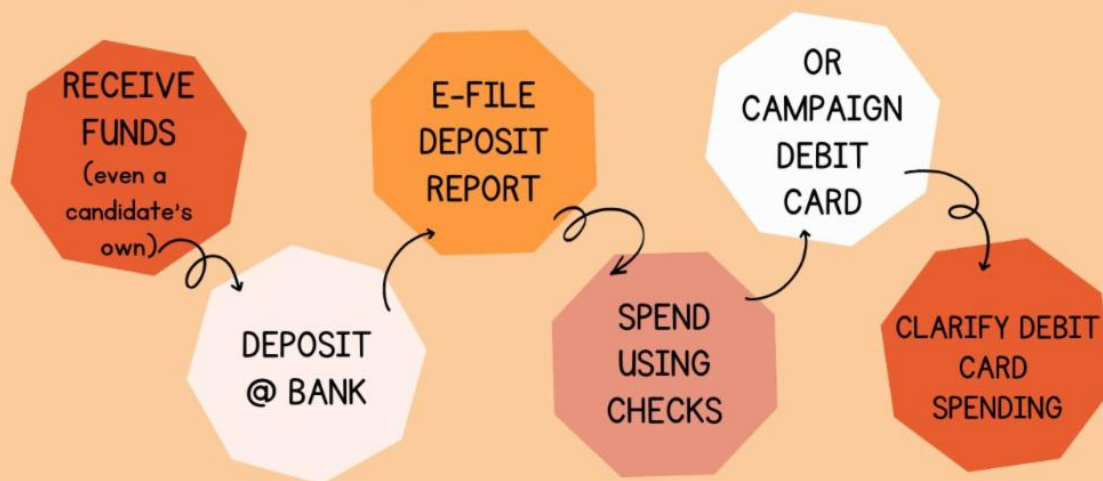
One of the first things we look for when auditing campaign finance reports is whether a candidate's deposit report totals match what the bank said was deposited into the account.

If a candidate or PAC's totals don't match the bank's totals, it indicates to OCPF that the committee likely failed to file the required campaign finance reports.

Check your monthly bank report notification e-mails to see whether your account has discrepancies.



FLOW OF MONEY IN THE DEPOSITORY SYSTEM



OCPF CAN ASSIST YOU THROUGHOUT THE PROCESS:

OCPF@mass.gov / 617-979-8300

All candidates who file with OCPF are in the depository reporting system. CLICK HERE for the depository guide.

OCPF focuses on an educational theme each month. For the month of February, it's "Instructions."

We will focus on directing folks to our guidance. Nearly every campaign finance answer is available on our website, and we'll provide tips on how to find it. Type "instructions" into the search engine at www.ocpf.us for resources.