

## Limits and Thresholds

- **\$1,000** annual contribution limit from an individual.
- **\$500** annual limit from a PAC to a candidate.
- Receipts of more than **\$50** must be itemized on deposit reports. Best practice: Enter the name and address of each donor into R6, even those of less than \$50.
- Contributions of \$200 or more require **occupation and employer** information.
- **Cash** limited to \$50 annually per donor. **Money orders** limited to \$100 annually.
- **Splitting a check**: A campaign can split a check between two donors if both names are printed on the check. The contributions would be reported as two individual receipts on deposit reports.

## Sub-vendor Reports

- If a campaign pays a vendor **\$5,000** or more in a calendar year, and the vendor subsequently makes payments of **\$500** or more on behalf of the committee to a sub-vendor, a sub-vendor report is required.
- **Due by the 5<sup>th</sup> of the month** to cover the previous month.

## PAC and Party Limits

**PAC**: Certain candidates are limited to how much Political Action Committee money they can receive in a calendar year:

- Governor: \$150,000
- Lt. Gov.: \$31,250
- Attorney General: \$62,500
- Secretary of State: \$37,500
- Treasurer: \$37,500
- Auditor: \$37,500
- Governor's Council: \$18,750
- County Office: \$18,750
- Senate: \$18,750
- House: \$7,500
- Municipal: No limit

**PAC**: If a PAC contributes to a candidate who has exceeded his or her annual PAC limit, and the candidate has deposited the check, the candidate is required to refund the PAC.

**Party**: A local party committee can contribute **\$1,000** annually to a candidate. A state party's limit is **\$3,000**. Local and state parties can contribute **unlimited in-kind** contributions to candidates.

## Contact Information

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# The Depository Bank System for Candidates



## Massachusetts Office of Campaign and Political Finance

617-979-8300

[www.ocpf.us](http://www.ocpf.us)

Statewide Candidates

County Candidates

Governor's Council

House and Senate

Mayoral Candidates

City Council (pop. 65,000 or more)

## Organization

- Step 1: Submit a CPF 101 form to OCPF (on-line organization).
- Step 2: Open a bank account by completing a form CPF D103. The form is filed with OCPF. Most banks require an IRS EIN number to open an account.
- Step 3: Commence recordkeeping and reporting. Reports are filed using Reporter, OCPF's online filing system.

NOTE: A list of participating banks is available on the OCPF website under the "Getting Started" tab.

## Reporting Requirements

- **A candidate's depository bank e-files reports monthly.** The report itemizes expenditures and a summary total of all deposits for the period. The reports are filed by the bank even if there is no activity for the period.
- Bank reports are due by the 5<sup>th</sup> of each month.

### **Identify Contributors**

- Candidates **e-file deposit reports with OCPF** after making a deposit (Best practice: File the report within three days of making a deposit).
- **Deposit reports are only filed when a deposit is made.** There is no requirement to file deposit reports if money was not deposited into a committee's checking account.
- Contributions of **more than \$50** for the year must be itemized (name & address) on deposit reports. Best practice: Itemize all contributions.

## Expenditures

- **Expenditures are made through the campaign checking account, by check or debit card.**
- A committee **credit card** can be used. Credit card reports are required.
- An expenditure's purpose is detailed on the memo line of the check.
- **Purpose information** must be detailed. For example, if a candidate hosts a campaign event on July 4 and pays a caterer, it should be listed like this:

Brittany Gold Campaign Committee 5719  
345 Tania St.  
ANYTOWN, MA 01234 DATE: 6/20/2020  
PAY TO THE ORDER OF: Hanson Catering Services \$ \$1,200  
One thousand two hundred 00/100 DOLLARS  
MEMO: Catering for July 4 Campaign cookout Brittany Gold  
⑆000045678000 00002⑆ ⑈0000

- **Reimbursements:** Limited to \$100. Reimbursement reports are e-filed to disclose vendors.
- **Please write legibly** on checks so banks are able to accurately report expenses to OCPF.
- **Debit Card:** A campaign must append a bank report to reflect the purpose of a debit card expenditure within seven days of a bank report being filed. This is done using OCPF's reporting system, R7.

## The Year-End Report

- Due by Jan. 20. Late fines are \$25 a day up to \$5,000.
- The year-end report includes a summary total of a committee's receipts and expenditures for the calendar year.
- Itemized in-kind contributions, liabilities and savings are also included in the year-end report.

## General Reminders

- **Raffles** are prohibited.
- **No anonymous** contributions, including "passing the hat" for cash.
- **Corporate, LLC, LLP and partnership** contributions are prohibited.

### **Public Employees**

- **MGL Chapter 55, Sec. 13** prohibits public employees from soliciting or receiving funds for any political purpose, 24-7, nationwide.
- **Who are public employees?** Anyone employed for compensation by the state, a county or a municipality, full or part time. Elected officials and retirees are exempt.

### **Public Buildings**

- **MGL Chapter 55, Sec. 14** prohibits soliciting or receiving contributions in buildings used for governmental purposes.
- **The prohibition** is in effect at all times, even during non-business hours, within the "four walls" of a building – not outside.