NOTICE OF ORGANIZATION

Candidates shall file a "Notice of Organization" (Form CF-1) and appoint a campaign treasurer before receiving any contributions or expending any money in furtherance or aid of his/her candidacy. The treasurer may be the candidate and a deputy treasurer(s) may be appointed. Only the treasurer or deputy treasurer may accept or expend funds.

DUTIES OF A TREASURER

A campaign treasurer must keep accurate records of receipts and expenditures and maintain and preserve all records and supporting documentation for a period of four (4) years from the date a report is filed.

CAMPAIGN FINANCE REPORTS

Campaign Finance Reports (periodic and quarterly) shall consist of "Summary of Campaign Activity" (Form CF-2); "Schedule of Contributions Received" (Form CF-3) and "Schedule of Expenditures" (Form CF-4).

Contributions

Each schedule **must** include:

- Name, address, place of employment, receipt date and amount of all contributions that exceed $100 in the aggregate in a calendar year.
- The amount contributed by each individual or committee.

Expenditures

Each schedule **must** include:

- Name, address, date, and purpose of all expenditures that exceed $100 in the aggregate in a calendar year.
- The amount of all expenditures.
- Credit card expenses must be recorded in detail and list all vendors.

CLOSING A CAMPAIGN ACCOUNT

Any funds that remain can be maintained in a campaign account and reported quarterly. To close a campaign that still contains funds a candidate may:

- Donate to another candidate
- Donate to a PAC or political party
- Donate to the State of Rhode Island
- Donate to charity
- Return funds to donors

A campaign having expended all its funds must file a "Notice of Dissolution" (Form CF-7) to close its account with the Board of Elections.

PENALTIES

The Board of Elections may fine any person or entity who violates the provisions of §17-25 in an amount up to $100 per violation.

In addition to all other actions authorized by law, the board may request the attorney general to bring an action in the name of the State of RI in the superior court against a person or entity which may result in fines and forfeitures.

LATE FILING PENALTIES

- **$25 Fine for Late Filing**

A filer who fails to file a required report by the report due date shall be fined $25.

- **Daily Fine of $2 for Failure to Respond to "Notice of Non-Compliance"**

A filer who fails to file a report and remit payment for a fine assessed within 7 days of receipt of a "Notice of Non-Compliance" shall be fined $2 per day from the date of receipt of said notice until the date the report and remittance have been received at the Board of Elections.

BOE Jan 2012

2012 Summary Guide to Rhode Island Campaign Contributions & Expenditures Reporting Act

(RIGL 17-25)

Frank J. Rego, *Chairman*

Richard H. Pierce, *Vice-Chairman*

Florence G. Gormley
Martin E. Joyce, Jr.
William West
Susan L. Farmer
Richard DuBois

Robert Kando, *Executive Director*

Richard Thornton, *Director Campaign Finance*

Rhode Island Board of Elections
50 Branch Avenue
Providence, RI 02904
Tel: (401) 222-2345 Fax: (401) 222-4424
www.elections.ri.gov

PERSONS SUBJECT TO THE CAMPAIGN FINANCE LAWS

Any person who undertakes any action whether preliminary or final which is necessary under the law to qualify for nomination for election or election to public office which would include receiving a contribution or making any expenditure or giving his/her consent for any other person to receive a contribution or make an expenditure to bring about his/her nomination or election to any public office even if such office is unknown at the time is subject to the campaign finance laws.

FILING REQUIREMENTS

All notices, affidavits and reports must be submitted to the Board as original documents, bearing original signatures. Those submitted in a manner other than that prescribed by the Board shall be rejected. Copies, facsimiles, and other electronically submitted forms shall be deemed not filed.

The 2012 Reporting Schedule for candidates, PACs or Political Party Committees **participating** in the September primary and/or the November election is listed to the right at the top of the page.

Note: Participation by a PAC or Party in a primary or election is deemed to have occurred if either a contribution was made or expenditure incurred to, or on behalf of any candidate participating in a primary or election.

The 2012 Reporting Schedule for candidates, PACs and Parties **not participating** in a Primary or Election is listed to the right at the bottom of the page.

Note: A campaign may file by the due date of the 1st scheduled report, an Annual Filing Exemption (Form CF-5), certifying that contributions from a single source will not exceed $100 and total expenses will not exceed $1,000 in the calendar year. Thereafter, the campaign is exempt from filing the periodic reports but is required to file one summary report at the end of the year.

2012 REPORTING DATES PRIMARY/ELECTION PARTICIPANTS

Report	Reporting Period	Report Due
Candidates, PACs and Parties with On-Going Campaigns Participating in the September 11, 2012 Primary**		
Quarterly	01/01/12-03/31/12	04/30/12
Quarterly	04/01/12-06/30/12	07/31/12
28 Days Before Pri	07/01/12-08/13/12	08/14/12
7 Days Before Pri	08/14/12-09/03/12	09/04/12
Unsuccessful Primary Candidates ONLY		
28 Days After Pri	09/04/12-10/08/12	10/09/12
Quarterly	10/09/12-12/31/12	01/31/13
Successful Primary Candidates Nominated for the November 6, 2012 Election		
28 Days Before Ele	09/04/12-10/08/12	10/09/12
7 Days Before Ele	10/09/12-10/29/12	10/30/12
28 Days After Ele	10/30/12-12/03/12	12/04/12
Quarterly	12/04/12-12/31/12	01/31/13
Candidates, PACs and Parties with On-Going Campaigns Participating in the November 6, 2012 Election ONLY**		
Quarterly	01/01/12-03/31/12	04/30/12
Quarterly	04/01/12-06/30/12	07/31/12
28 Days Before Ele	07/01/12-10/08/12	10/09/12
7 Days Before Ele	10/09/12-10/29/12	10/30/12
28 Days After Ele	10/30/12-12/03/12	12/04/12
Quarterly	12/04/12-12/31/10	01/31/13

****Persons Filing Declarations of Candidacy during the June 2012 Declaration Period, and who have NO on-going campaign, the reporting period begins with the date of declaration and ends 08/13/12 if participating in a primary, or 10/08/12, if participating in an election only.**

2012 REPORTING DATES PRIMARY or ELECTION NON-PARTICIPANTS

Candidates, Officeholders, PACs and Parties NOT Participating in a Primary or Election in 2012

Report	Reporting Period	Report Due
Quarterly	01/01/12-03/31/12	04/30/12
Quarterly	04/01/12-06/30/12	07/31/12
Quarterly	07/01/12-09/30/12	10/31/12
Quarterly	10/01/12-12/31/12	01/31/13

ANNUAL CONTRIBUTION LIMITS

Direct contributions from Corporations, Unions, Non-Profit Organizations or any business entity are prohibited.

CANDIDATES CAN RECEIVE FROM A(N):

INDIVIDUAL/CANDIDATE……$1,000
POLITICAL ACTION COMMITTEE……$1,000
STATE POLITICAL PARTIES……$25,000 and Unlimited In-kind Contributions

POLITICAL ACTION COMMITTEES CAN RECEIVE FROM A(N):

INDIVIDUAL/CANDIDATE……$1,000
POLITICAL ACTION COMMITTEE……$1,000
STATE POLITICAL PARTY……$1,000

PARTY COMMITTEES CAN RECEIVE FROM A(N):

INDIVIDUAL/CANDIDATE……$1,000
And up to $10,000 Aggregate for Party Building

POLITICAL ACTION COMMITTEE ……$1,000
And up to $10,000 Aggregate for Party Building

The Following are Prohibited

- The "personal use" of campaign funds.
- Contributions over $25.00 in cash from a single source in the aggregate in a calendar year.
- Contributions from other than an individual, registered Political Action Committee (PAC) or a Political Party.
- Anonymous contributions.