

## 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**

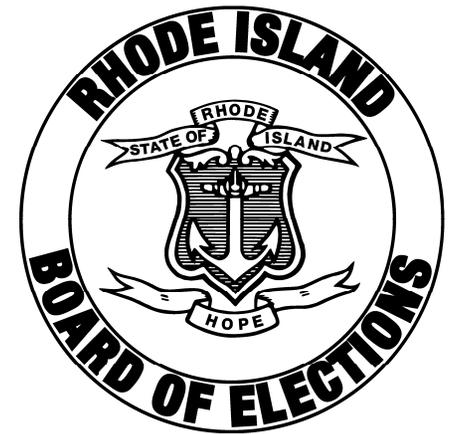
A filer who fails to file a required report by the report due date shall be fined \$25.

#### ◆ **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.

# 2013 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

Susan Farmer

Martin E. Joyce, Jr.

Richard DuBois

William West

Robert Kando, *Executive Director*

Richard Thornton, *Director Campaign Finance*

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## 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 2013 Reporting Schedule for Candidates, Officeholders, PACs and Political Party Committees with On-Going Campaigns is listed to the right.

Please contact the Board of Elections for the appropriate 2013 Reporting Schedule for Candidates, PACs and Political Party Committees participating in a Primary, General or Special Election in 2013.

**Note:** A campaign may file by the due date of the 1<sup>st</sup> 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.

## 2013 REPORTING DATES (No Primary or Election)

Candidates, Officeholders, PACs and Parties with On-Going Campaigns		
Report	Reporting Period	Report Due
On-Going Quarterly (1 <sup>st</sup> )	01/01/13-03/31/13	04/30/13
On-Going Quarterly (2 <sup>nd</sup> )	04/01/13-06/30/13	07/31/13
On-Going Quarterly (3 <sup>rd</sup> )	07/01/13-09/30/13	10/31/13
On-Going Quarterly (4 <sup>th</sup> )	10/01/13-12/31/13	01/31/14

## ANNUAL CONTRIBUTION LIMITS

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

### CANDIDATE 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 COMMITTEE CAN RECEIVE FROM A(N):

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

### POLITICAL PARTY COMMITTEE CAN RECEIVE FROM A(N):

INDIVIDUAL/CANDIDATE.....\$1,000  
 And an additional \$10,000 for Party Building (combined all committees of a political party)  
 POLITICAL ACTION COMMITTEE .....\$1,000  
 And an additional \$10,000 for Party Building (combined all committees of a political party)

### The Following are Prohibited

- ◆ The "personal use" of campaign funds.
- ◆ Contributions of 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