

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. A candidate may be his/her own treasurer, but any candidate who raises or spends at least \$10,000 in any year must appoint a separate treasurer or deputy treasurer.

CAMPAIGN BANK ACCOUNT

A candidate must maintain a separate campaign account at a financial institution with a branch in RI and not commingle personal funds with campaign funds. The December bank statement must be submitted to the Board within 30 days of its receipt by the candidate.

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.

2016 Summary Guide to Rhode Island Campaign Contributions & Expenditures Reporting Act (RIGL 17-25)



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