# CAMPAIGN FINANCE

### WELCOME NEW CANDIDATES!



# **CF-1 NOTICE OF ORGANIZATION**

Notice of Organization	State of Rhode Island Board of Elections Campaign Finance Unit 2000 Plainfield Pike, Cranston, RI 02921 Tel. (401) 222-2345 www.elections.ri.gov NOTICE OF ORGANIZATION (CF-1)					Time Stamp (For Office Use Only)	
Notice of Organization 1     Candidate or Officel     Political Party Comr     Political Action Com			Purpose: Initial Notice of Organization Amendment to Notice of Organization Change of Treasurer or Deputy Treasurer Annual Political Party Treasurer's Filing				
Full Name of Candidate	e, Officeholder, Political Par	ty Committe	e, or Political A	ction C	ommittee (F	AC) K	ey #
Street Address City/Town, State					•		
Mailing Address (if diffe	rent)	City/Tow	m, State and Z	ip Code	•		
Telephone Number	Daytime Telephone Numb	er Fax N	umber	E-ma	il Address		
Candidate Office (Requ	ired):	•					
Party Affiliation, if any:	Democra	tic	🗆 Rep	ublican			Other
	nolder or Chairperson of a F surer □Remove as Trea w, as required by law:	Political Party	IDesignate as I	d herei Deputy	n, I hereby:	□Remove a	as Deputy Treasurer
	outy Treasurer			-	me relepho		
Street Address		City/Town,	State and Zip	Code		E-mail Addr	ess
Mailing Address (if different) City/Town, State and Zip Code							
X Signature of A	ppointee	Date	Subscribed an	d sworn	Notary P		20 .
	INTMENT/DESIGNATIO				or removing	more than on	e Individual)
Designate as Treas the person named belo		surer 🗆	Designate as l	Deputy	Treasurer	□Remove a	as Deputy Treasurer
Name of Treasurer/Dep	outy Treasurer	Telephone	Number	Dayti	me Telepho	ne Number	Fax Number
Street Address		City/Town,	State and Zip	Code		E-mail Addr	ess
Mailing Address (if diffe	rent)	City/Town,	State and Zip	Code	I		
		I	Subscribed a	nd swo	rn before m	e this da	y of 20
XSignature of A	X Signature of Appointee Date X Notary Public						
Name(s) of Institu			Account Dep (Example: One,			of Account (i	Example: Checking, Savings)
CF-1			additional sheets				Rev. 06/20

- Registers campaign with the BOE (must be done prior to raising or spending funds)
- Provide current and reliable contact info
- Designate a treasurer (a separate treasurer is required if raising/spending over \$10k)
- Disclose bank information (NOT BANK ACCOUNT NUMBER!)
- Sign affidavit on back of form
- All original signatures must be notarized!

# **BANK REQUIREMENTS**

- Open a segregated bank account at a financial institution with a physical branch in the state of RI. No comingling of personal and campaign funds.
- Submit a copy of your December bank statement annually (or a close-out statement if you dissolve your campaign prior to the end of the year).
- All campaign activity should flow through your campaign account.

### **REPORTING SCHEDULE**

*All Candidates, Pol	itical Action Committees Committees	and Political Party
Participating in t	he 2020 Primary and/or G	eneral Election
REPORT	REPORTING PERIOD	REPORT DUE DATE
	n Committees and Political P	
	Participating in the September	r 8, 2020 Primary**
SECTION 1		
On-Going Quarterly (1st)	01/01/20 - 03/31/20	04/30/20
On-Going Quarterly (2 <sup>nd</sup> )	04/01/20 - 06/30/20	07/31/20
28 Days Before Primary 7 Days Before Primary	07/01/20 - 08/10/20 08/11/20 - 08/31/20	08/11/20 09/01/20
	ESSFUL in your primary, please c	
	SSFUL in your primary, please con	
SECTION 2	CESSFUL Primary Candidate	s Only
28 Days After Primary	09/01/20 - 10/05/20	10/06/20
On-Going Quarterly (4th)	10/06/20 - 12/31/20	02/01/21
Party SECTION 3	andidates, Political Action Co Committees Participating in November 3, 2020 Election	the
28 Days Before Election	09/01/20 - 10/05/20	10/06/20
7 Days Before Election	10/06/20 - 10/26/20	10/27/20
28 Days After Election	10/27/20 - 11/30/20	12/01/20
On-Going Quarterly (4th)	12/01/20 - 12/31/20	02/01/21
	n Committees and Political Pa g Campaigns Participating in rember 3, 2020 Election <u>ONL</u> Y	the
	<u></u>	
SECTION 4	01/01/20 - 03/31/20	04/30/20
Nov SECTION 4 On-Going Quarterly (1 <sup>st</sup> ) On-Going Quarterly (2 <sup>nd</sup> )		07/31/20
SECTION 4 On-Going Quarterly (1 <sup>st</sup> ) On-Going Quarterly (2 <sup>nd</sup> ) 28 Days Before Election	01/01/20 – 03/31/20 04/01/20 – 06/30/20 07/01/20 – 10/05/20	07/31/20 10/06/20
Nov SECTION 4 On-Going Quarterly (1 <sup>st</sup> ) On-Going Quarterly (2 <sup>nd</sup> ) 28 Days Before Election 7 Days Before Election	01/01/20 - 03/31/20 04/01/20 - 06/30/20 07/01/20 - 10/05/20 10/06/20 - 10/26/20	07/31/20 10/06/20 10/27/20
SECTION 4 On-Going Quarterly (1 <sup>st</sup> ) On-Going Quarterly (2 <sup>nd</sup> ) 28 Days Before Election	01/01/20 – 03/31/20 04/01/20 – 06/30/20 07/01/20 – 10/05/20	07/31/20 10/06/20

\*\*Persons filing Declarations of Candidacy during the June 22-24, 2020 candidacy declaration period, and who do not have an on-going campaign, the Reporting Period begins with the Date of Declaration.

- Due dates differ depending on primary candidates or general election only candidates
- A report filed on paper consists of three forms: CF-2, CF-3, and CF-4
- Reporting must be done online if raise/spend over \$10k, or have \$25k or more, and may be done by any other campaign. Call to set up a training session.
- Late reports will be assessed a \$25 fine (increases \$2/day after certified letters sent)
- Reporting schedule is quarterly in a nonelection year

# **CONTENTS OF 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 **<u>must</u>** include:

- The amount contributed by each individual, PAC, or committee with:
  - Name, address, place of employment, and receipt date of all contributions exceeding \$100 in the aggregate in a calendar year

#### Expenditures

Each schedule **<u>must</u>** include:

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

### **AGGREGATE CONTRIBUTIONS/EXPENDITURES**

- Contributions/Expenditures may be reported as an aggregate if a donor/vendor does <u>NOT</u> exceed \$100 in a calendar year (records of donor information and vendor receipts/invoices must be maintained for a period of four years.
- Any contribution/expenditure exceeding \$100 <u>MUST</u> be itemized. If previously reported as an aggregate, prior report must be amended and transaction itemized.

## **CONTRIBUTION LIMITS, SOURCES, & CASH**

#### ALLOWABLE

- Can receive up to \$1,000 in a calendar year from individual/candidate or Political Action Committee (PAC)
- Can receive up to \$25,000 and unlimited in-kind from state political parties

#### **PROHIBITED**

- Direct contributions from corporations, unions, non-profit organizations, or any business entity
- The personal use of campaign funds
- Contributions over \$25 in <u>cash</u> from a single source in the aggregate in a calendar year
- Contributions from other than an individual, PAC, or a political party
- Anonymous Contributions

# **IN-KIND CONTRIBUTIONS**

- Non-monetary contribution received from a donor
  - Examples: Food at a fundraiser or ad in the newspaper
- Contribution must have a fair market value (receipt/invoice provided by donor) and cannot be a special deal/discount (price available to general public).
- Amount of in-kind contribution is inclusive of \$1,000 individual maximum in a calendar year.

### **CF-5 AFFIDAVIT FOR ANNUAL FILING EXEMPTION**

	State of Rhode Island Board of Elections Campaign Finance Unit 2000 Plainfield Pike, Cranston, RI 02921 Tel. (401) 222-2345 www.elections.ri.gov						
RHOUS	AFE	DAVIT FOR			<b>KEMPTION (C</b>	E 51	Time Stamp
							(For Office Use Only)
Full Name of Candidate, Offic	eholder, P	Political Party Commit	ttee, or Political A	Action Committee	(PAC)	Ke	y #
Street Address			City/Town, Sta	te and Zip Code			
Mailing Address (If different)			City/Town, Sta	ate and Zip Code			
Telephone Number	Daytime T	elephone Number	Fax Number		E-mail Address		
Report Year Requesting Exe	mption	Funds Available (S	ee Instructions)	Accounts Paya	ble (See Instructions)	Loans	Payable (See Instructions)
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	· · · · · · · · · · · · · · · · · · ·	Name of Treasurer				ocrary	in my capacity
as treasurer, that I will a	accept n	o contributions in	n excess of \$	100 in the agg	gregate from a sing	gle sou	rce within this calendar
year nor make aggregat	te evner	ditures in excess	s of \$1,000 wi	ithin this cales	dar vear *		
year nor make aggregat	te expen	iditales in exces.	5 OI \$1,000 W	ann ans calen	idai year.		
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- For smaller campaigns
- Exempts candidate from all reports except annual summary due January 31
- Parameters:
  - Cannot spend more than \$1,000 in a calendar year
  - Cannot accept more than \$100 per source (including loans and in-kind) in a calendar year
- Must be filed annually

### **CF-7 AFFIDAVIT DISSOLVING CAMPAIGN ACCOUNT**

OF ELEC	S	tate of Rhode Islaı	nd					
		Board of Elections						
Campaign Finance Unit								
	2000 PI	ainfield Pike, Cranston, F	8 02921					
		Tel. (401) 222-2345						
		www.elections.ri.gov						
AFFIDAVIT DISSOLVING CAMPAIGN ACCOUNT (CF-7) (For Office Use Only								
Full Name of Candidate, Officeholder, Political Party Committee, or Political Action Committee (PAC) Key #								
Street Address	je							
Mailing Address (if differen	nt)	City/Town, State and Zip Code						
Telephone Number	Daytime Telephone Number	Fax Number	E-mail Address					
-								
Campaign Dissolved as of	(Date):							
		DECLARATION						
Upon filing this f	form, there are no rei	maining campaign fi	inds and the orda	nization (Candidate				
	tical Party, or Political							
dissolved.	ucai Faity, or Follucal	Action Commutee) In	as completed its bus	siless and is neleby				
uissolveu.								
		AFFIDAVIT						
Ι.		, do hereby certify that	the declaration provided at	oove is true and correct.				
Nam	ne of Treasurer							
		x						
		Signature of	Treasurer	Date				
		INSTRUCTIONS						
The informa	ation reported is required under the Rho	ode Island Campaign Contributions	and Expenditures Reporting Act of	1974 as amended.				
	date. Officeholder. Politic							
	ate, officeholder, political pa							
Organization" (Form	CF-1).							
Key # - Enter the uni	que number assigned to thi	s campaign by the Board	of Elections.					
	ter the address of this orga			n" (Form CF-1).				
City/Town, State &	Zip Code - Enter the city/t							
CF-1). <u>Mailing Address</u> – E	Inter the address where ma	il is directed to this organ	ization.					
	d Zip Code - Enter the city	-		o this organization.				
	- Enter the telephone num	-		-				
	Number - Enter a seconda							
Fax Number - Enter	the fax number for this can	npaign.						
E-mail Address – Er	nter the E-mail address for t	this campaign.						
Campaign Dissolve	d as of (Date) – Enter the o	date the campaign has co	ncluded its business.					
lf you	have any questions on how	to complete this form, pl	ease contact the Board of	f Elections.				
PENALTIES: Any person y	violation the provisions of the Direct Princip	Comparing Contributions and Towns	Provide And Charles of the	a 17 of the Phode Island General Laure				
shall be subj	shall be subject to civil and/or criminal penalties.							
CF-7				Rev. 06/20				

- Campaign account is still active until CF-7 is completed.
  - Must have cash balance of zero to close out
  - Remaining funds can be dispersed in the following ways:
    - o Repayment of Loan (if any exist)
    - Donate to candidate/PAC/party committee (subject to limitations)
    - Donate to a non-profit (candidate cannot receive any benefit)
    - o Return contributions to donors
    - o Forfeit to State of RI

# **CF-9 ACCOUNT CERTIFICATION**

	2000 P ACCOU	Time Stamp (For Office Use Only)					
Name of Candidate or Polit						Key#	
Candidate or PAC Address		City/Town, Sta	te and Zip Code				
Candidate or PAC Mailing Address (if different) City/Town, State and Zip Code							
Telephone Number	Telephone Number Daytime Telephone Number		E-mail Address				
a candidate, office ho appointment of a trea candidate may remain deputy treasurer who	Pursuant to R.I.G.L. 17-25-11.2(a): Whenever a campaign account containing campaign funds received and expended by a candidate, office holder, or treasurerreceives or expends at least \$10,000 in any year, the account shall require the appointment of a treasurer or deputy treasurer, who shall be a person other than the candidate. For such accounts, a candidate may remain as either treasurer or deputy treasurer on his or her campaign account; provided, the treasurer or deputy treasurer who is not the candidate shall examine all campaign account records and shall certify to the substantial accuracy of the campaign finance report at the time of filing with the board of elections. The provisions of this section as to						
<u>CERTIFICATION</u>							
Print Name for the candidate or political action committee (PAC) named above, have examined all campaign records and certify to the substantial accuracy of the campaign finance report designated below: <u>Reporting Period (choose one);</u>							
1st Quarter (0)		Days Before	-		28 Days Before		
2 <sup>nd</sup> Quarter (0     3 <sup>nd</sup> Quarter (0)     4 <sup>th</sup> Quarter (1)	7/01-09/30) 🗆 28	Days Before Days After P her:	rimary		7 Days Before I 28 Days After El		
L.			Subscribed ar	nd sw	om before me this _	day of20	
^Signature of treas	surer/deputy treasurer	Date	^		Notary Public	_	
Penalties: Any person violating the provisions of the Rhode Island Campaign Contributions and Expenditures Reporting Act (Chapter 25 of Title 17 of the Rhode Island General Laws) including the reporting, examination and certification set forth above shall be subject to the civil and criminal penalty provisions therein.							
CF-9						Rev 06/20	

- Required only if candidate exceeds \$10,000 raised or \$10,000 spent in a calendar year
- If \$10,000 threshold met, candidate must designate a separate treasurer
- Treasurer completes CF-9 and submits with each report (certifying the accuracy of its contents)
- \$10,000 threshold resets as of January 1

# **Closing Remarks**

- Please do not rely on information you have heard from others. Go straight to the source! Call, email us, or visit our website!
  - 401-222-2345
  - campaign.finance@elections.ri.gov
  - www.elections.ri.gov

• We send out letters and emails periodically. Please be certain to keep updated contact information. Submit a new CF-1 for any changes.



