CAMPAIGN FINANCE

WELCOME NEW CANDIDATES!
CF-1 NOTICE OF ORGANIZATION

- 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

- 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 non-election 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 **must** 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 **must** 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/Expeditures may be reported as an aggregate if a donor/vendor does NOT 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 MUST 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 cash 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

- **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**

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**State of Rhode Island and Providence Plantations**  
**Board of Elections**

**AFFIDAVIT FOR ANNUAL FILING EXEMPTION (CF-5)**

<table>
<thead>
<tr>
<th>Full Name of Candidate</th>
<th>Street Address</th>
<th>City/State/Zip Code</th>
<th>Office/Phone Number</th>
<th>Daytime Telephone Number</th>
<th>E-Mail Address</th>
</tr>
</thead>
</table>

**AFFIDAVIT**

I, ______________________, do hereby certify in my capacity as treasurer, that I will accept no contributions in excess of $100 in the aggregate from a single source within this calendar year nor make aggregate expenditures in excess of $1,000 within this calendar year.

**Signature of Treasurer**

**Date**

**INSTRUCTIONS**

- This form shall be completed and submitted to the Board of Elections by the candidate or a person designated by the candidate.
- The information submitted must be true and correct.
- The failure to submit this form within the time period specified may result in the loss of the filing exemption.
- All signatures must be original and legible.
- All forms must be filed in triplicate.
- All forms must be submitted within 30 days of the end of the calendar year.

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**NOTES:**

- If this affidavit is not submitted, the treasurer is required to file the periodic reports of contributions and expenditures as required by law.
- The failure to submit this form within the time period specified may result in the loss of the filing exemption.
- All forms must be signed by the candidate or a person designated by the candidate.
- All forms must be submitted within 30 days of the end of the calendar year.
- All forms must be filed in triplicate.

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**In case of questions or comments, please contact the Board of Elections.**
**CF-7 AFFIDAVIT DISSOLVING CAMPAIGN ACCOUNT**

- 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:
  - 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)
  - Return contributions to donors
  - Forfeit to State of RI
CF-9 ACCOUNT CERTIFICATION

- 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.
THANK YOU & GOOD LUCK!