

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 \$200 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 \$200 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

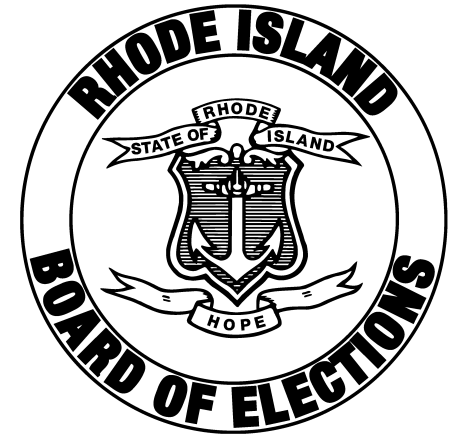
A filer who fails to file a required report by the report due date shall be fined \$25.

\$ 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.

2024 Summary Guide to Rhode Island Campaign Contributions & Expenditures Reporting Act

(RIGL 17-25)



Jennifer Johnson, *Chairwoman*

Louis Desimone Jr, *Vice-Chairman*

Marcela Betancur Michael Connors

Randall Jackvony Diane Mederos

David H. Sholes

Richard Thornton, *Director Campaign Finance*

Rhode Island Board of Elections

2000 Plainfield Pike

Cranston, RI 02921

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

Notices, affidavits and reports filed on paper forms must be submitted to the Board on forms prescribed by the Board as original documents, bearing original signatures. Reports may be filed using the Electronic Reporting and Tracking System (ERTS).

The 2024 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 occurs if either a contribution was made or expenditure incurred to, or on behalf of any candidate participating in a primary or election. The participating PAC or Party must contact the Board of Elections to change its Reporting Schedule.

The 2024 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 \$200 and total expenses will not exceed \$2,000 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.

2024 REPORTING DATES PRIMARY/ELECTION PARTICIPANTS

Candidates, PACs and Parties with On-Going Campaigns Participating in the September 10, 2024 Primary**

| Report | Reporting Period | Report Due |
|------------------------------|-------------------|------------|
| Quarterly (1 st) | 01/01/24-03/31/24 | 04/30/24 |
| Quarterly (2 nd) | 04/01/24-06/30/24 | 07/31/24 |
| 28 Days Before Pri | 07/01/24-08/12/24 | 08/13/24 |
| 7 Days Before Pri | 08/13/24-09/02/24 | 09/03/24 |

UNSUCCESSFUL Primary Candidates ONLY

| | | |
|------------------------------|-------------------|----------|
| 28 Days After Pri | 09/03/24-10/07/24 | 10/08/24 |
| Quarterly (4 th) | 10/08/24-12/31/24 | 01/31/25 |

Successful Primary Candidates, PACS & Parties participating in the November 5, 2024 Election

| | | |
|------------------------------|-------------------|----------|
| 28 Days Before Ele | 09/03/24-10/07/24 | 10/08/24 |
| 7 Days Before Ele | 10/08/24-10/28/24 | 10/29/24 |
| 28 Days After Ele | 10/29/24-12/02/24 | 12/03/24 |
| Quarterly (4 th) | 12/03/24-12/31/24 | 01/31/25 |

Candidates, PACs and Parties with On-Going Campaigns Participating in the November 5, 2024 Election ONLY**

| | | |
|------------------------------|-------------------|----------|
| Quarterly (1 st) | 01/01/24-03/31/24 | 04/30/24 |
| Quarterly (2 nd) | 04/01/24-06/30/24 | 07/31/24 |
| 28 Days Before Ele | 07/01/24-10/07/24 | 10/08/24 |
| 7 Days Before Ele | 10/08/24-10/28/24 | 10/29/24 |
| 28 Days After Ele | 10/29/24-12/02/24 | 12/03/24 |
| Quarterly (4 th) | 12/03/24-12/31/24 | 01/31/25 |

****Persons Filing Declarations of Candidacy during the June 24-26, 2024 declaration period, and who have NO on-going campaign, the reporting period begins with the date of declaration.**

2024 REPORTING DATES PRIMARY or ELECTION ***NON-PARTICIPANTS

Candidates, Officeholders, PACs and Parties NOT Participating in a Primary or Election in 2024

| Report | Reporting Period | Report Due |
|------------------------------|-------------------|------------|
| Quarterly (1 st) | 01/01/24-03/31/24 | 04/30/24 |
| Quarterly (2 nd) | 04/01/24-06/30/24 | 07/31/24 |
| Quarterly (3 rd) | 07/01/24-09/30/24 | 10/31/24 |
| Quarterly (4 th) | 10/01/24-12/31/24 | 01/31/25 |

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..... | \$2,000 |
| POLITICAL ACTION COMMITTEE..... | \$2,000 |
| STATE POLITICAL PARTIES..... | \$25,000 and Unlimited |
| | In-kind Contributions |

POLITICAL ACTION COMMITTEES CAN RECEIVE FROM A(N):

| | |
|---------------------------------|---------|
| INDIVIDUAL/CANDIDATE..... | \$2,000 |
| POLITICAL ACTION COMMITTEE..... | \$2,000 |
| STATE POLITICAL PARTY..... | \$2,000 |

PARTY COMMITTEES CAN RECEIVE FROM A(N):

| | |
|---------------------------|-------------------------------------------------|
| INDIVIDUAL/CANDIDATE..... | \$2,000 |
| | And up to \$10,000 Aggregate for Party Building |

| | |
|----------------------------------|-------------------------------------------------|
| POLITICAL ACTION COMMITTEE | \$2,000 |
| | 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.