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

### Primary and General Election Reporting Schedule

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Candidates, Political Action Committees and Political Party Committees Participating in the 2020 Primary and/or General Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT</td>
<td>REPORTING PERIOD</td>
</tr>
<tr>
<td>SECTION 1</td>
<td>On-Going Quarterly (1)**</td>
</tr>
<tr>
<td></td>
<td>On-Going Quarterly (2)**</td>
</tr>
<tr>
<td></td>
<td>28 Days Before Primary</td>
</tr>
<tr>
<td></td>
<td>7 Days Before Primary</td>
</tr>
<tr>
<td></td>
<td>If you were UNSUCCESSFUL in your primary, please continue to Section 2</td>
</tr>
<tr>
<td>SECTION 2</td>
<td>On-GOING Quarterly (3)**</td>
</tr>
<tr>
<td>SECTION 3</td>
<td>28 Days Before Election</td>
</tr>
<tr>
<td></td>
<td>7 Days Before Election</td>
</tr>
<tr>
<td></td>
<td>On-GOING Quarterly (4)**</td>
</tr>
<tr>
<td>SECTION 4</td>
<td>On-GOING Quarterly (1)**</td>
</tr>
<tr>
<td></td>
<td>On-GOING Quarterly (2)**</td>
</tr>
<tr>
<td></td>
<td>28 Days Before Election</td>
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<tr>
<td></td>
<td>7 Days Before Election</td>
</tr>
<tr>
<td></td>
<td>On-GOING Quarterly (4)**</td>
</tr>
</tbody>
</table>

** Participation by a PAC or Political Party Committee in a primary or election occurs if either a contribution was made to, or expenditure incurred on behalf of, any candidate participating in a primary or election.

***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.***
**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)

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each schedule <strong>must</strong> include:</td>
<td>Each schedule <strong>must</strong> include:</td>
</tr>
<tr>
<td>• The amount contributed by each individual, PAC, or committee with:</td>
<td>• The amount of all expenditures with:</td>
</tr>
<tr>
<td>• Name, address, place of employment, and receipt date of all contributions exceeding $100 in the aggregate in a calendar year</td>
<td>• Name, address, date, and purpose of all expenditures that exceed $100 in the aggregate in a calendar year</td>
</tr>
<tr>
<td></td>
<td>• Credit card expenses must be recorded in detail and list all vendors</td>
</tr>
</tbody>
</table>
AGGREGATE CONTRIBUTIONS/EXPENDITURES

- Contributions/Expenditures 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
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!