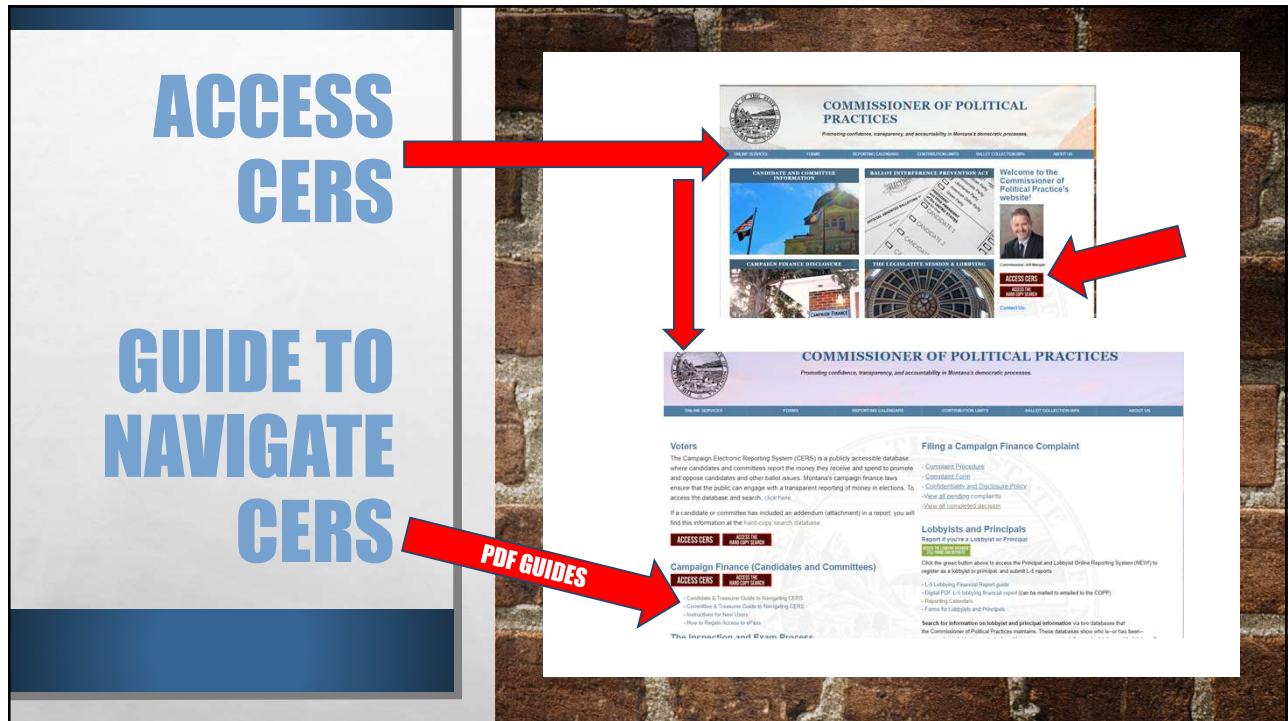




1



2

Welcome to the Campaign Electronic Reporting System > You are now logged in.

Candidates Committees Access ID Search

Candidate List

Display 5 records

Candidate Name	Year	Status	C-3	Address	Campaign
<input type="checkbox"/> Knope (test account), Leslie E	2020	In Process	No	123 Test Drive way, Townsville, MT 12345	State District

Showing 1 to 1 of 1 entries

[Add New Registration](#)
[View Registration](#)
[Amend Registration](#)
[File/View C-3](#)
[Finance Reports](#)

Campaign Registration View
> Statement of Candidate (C1 or C1-A)

Candidate Information

Candidate Full Name: Knope (test account), Leslie E
 Mailing Address: 123 Test Drive way Townsville, MT 12345
 Home Phone: (406) 444-2942
 Campaign Email Address: lesie4mt@gmail.com
 Physical Address: 123 TEST Ave Helena, MT 59601
 Alternate Phone:
 Election Year: 2020
 Office Sought: House District No. 59
 Political Party: Natural Law
 Date Filed: 01/04/2020
 D1 Received Date:
 Candidate Type: State District
 Resident County: Carter
 Current Status: In Process
 Amended Date:
 C118 Received Date:
 Reporting Status:
 Bank Full Name: Bank Name
 Bank Address: 123 Test Drive way Townsville, MT 12345

Campaign Treasurer Information

UPDATE THE C1/C1A STATEMENT OF CANDIDATE WITHIN 5 DAYS OF CHANGE

TREASURER REVISION, ADDRESS, EMAIL, OR CONTACT CHANGE

3

STATE OF MONTANA POLITICAL CAMPAIGN CONTRIBUTION LIMITS SUMMARY – applicable to 2020 and 2021 elections
September 21, 2019

The guide is just a summary; for complete requirements, see [Title 17, Chapters 15 and 17.1016.](#)

CANDIDATE
To/On Campaign.....No Limit

INDIVIDUAL Human Being
To a Political Party Committee.....No Limit
To a Political Action Committee.....No Limit
To a Ballot Issue Committee.....No Limit

To candidates for Governor/Lt. Governor.....\$710 per election
To a candidate for Other Statewide Office**.....\$300 per election
To a candidate for Other Public Office***.....\$180 per election

POLITICAL COMMITTEE
To a Political Party Committee.....No Limit
To a Political Action Committee.....No Limit
To a Ballot Issue Committee.....No Limit

POLITICAL ACTION COMMITTEE (PAC)
To candidates for Governor/Lt. Governor.....\$710 per election
To a candidate for Other Statewide Office**.....\$300 per election
To a candidate for Other Public Office***.....\$180 per election

AGGREGATE PAC LIMITS FOR LEGISLATIVE CANDIDATES
To a candidate for State Senate.....\$1,050
To a candidate for State House.....\$1,050

POLITICAL PARTY COMMITTEE Aggregate Limits from All political party committees
Please Note: Political Party Committees cannot contribute to candidates for judicial office (i.e. Supreme Court Justice, District Judge, Justice of the Peace).
A political party committee may endorse a candidate for judicial office and make an independent expenditure relating to such an election. See Sanders County Republican Party v. Bullock, 498 F.3d 741 (9th Cir. 2013). See also [politicalpractices.mt.gov/faq](#) §§ 2.2.2.2 (b).

To candidates for Governor/Lt. Governor.....\$25,000 per election
To a candidate for Other Statewide Office**.....\$1,200 per election
To a candidate for Public Service Commission.....\$1,200 per election
To a candidate for State Senate.....\$1,000 per election
To a candidate for Other Public Office***.....\$900 per election
Excluding PAC and State Senate

CORPORATION OR UNION
May not contribute directly or indirectly to a candidate. [17-21-222, 303A.](#)

*Other Statewide Office: Attorney General, Secretary of State, State Auditor, Superintendent of Public Instruction, Superior Court Justice, Clerk of the Supreme Court
** Candidates for Other Statewide Office: State District – Public Service Commission, State Senate, State House, and District Judge County – All County-Wide Offices, City-All City-Wide Offices
*** All School District Trustees

MONTANA COMMISSIONER OF POLITICAL PRACTICES (2020)

CAMPAIGN FINANCE LIMITS

- **CAMPAIGN FINANCE LIMITS APPLY TO EACH ELECTION**
- **AGGREGATE LIMITS APPLY FROM POLITICAL PARTY COMMITTEES FOR CANDIDATES AND INDEPENDENT (PAC) COMMITTEES FOR LEGISLATIVE CANDIDATES**
- [HTTP://POLITICALPRACTICES.MT.GOV/CONTRIBUTIONLIMITS](http://politicalpractices.mt.gov/contributionlimits)
- **WILL CHANGE OCTOBER 1, 2021 (SB224) – CURRENT LIMITS REMAIN IN EFFECT THROUGH SEPTEMBER 30, 2021**

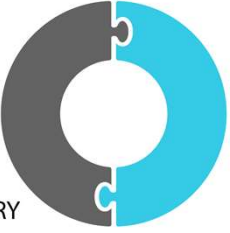
4

Contribution limits apply to each election

Contribution limits apply per election, which means that fundraising for the primary election and for the general election must be completely separate, and a candidate must therefore establish separate bank accounts for each election.

CONTESTED PRIMARY

MCA 13-37-216(5), "... election means the general election or primary election that involves two or more candidates for the same nomination. If there is not a contested primary, there is only one election to which the contribution limits apply. If there is a contested primary, then there are two elections to which the contribution limits apply."



GENERAL

Because these are separate elections, a candidate must properly report each contribution received as either a primary or general contribution, and the money raised for each election must be kept in separate campaign accounts

Montana Commissioner of Political Practices February 2018

CONTRIBUTION LIMITS APPLY PER ELECTION

- **"ELECTION" MEANS THE GENERAL ELECTION OR A PRIMARY ELECTION THAT INVOLVES TWO OR MORE CANDIDATES FOR THE SAME NOMINATION. IF THERE IS NOT A CONTESTED PRIMARY, THERE IS ONLY ONE ELECTION TO WHICH THE CONTRIBUTION LIMITS APPLY. IF THERE IS A CONTESTED PRIMARY, THEN THERE ARE TWO ELECTIONS TO WHICH THE CONTRIBUTION LIMITS APPLY**
- **ALL GENERAL ELECTION CONTRIBUTIONS NEED TO BE SEPARATED**

5

REPORTING – CONTRIBUTIONS

FROM INDIVIDUALS, COMMITTEES, FUNDRAISERS, REFUNDS ETC., LOANS, AND SELF

- REPORT ALL SEPERATELY, USING THE "CONTRIBUTIONS" TABS

6

SELECT CURRENT CFR AND UPDATE THROUGHOUT THE REPORTING PERIOD

From	To	Report Title	Type#	Status	Report
01/01/2020	03/15/2020	Candidate Campaign Finance Report	CS	Pending	Initial

Showing 1 to 1 of 1 entries

Buttons: View Report, Update or Amend Report, Add New CS, Add New CF, Add New C/T, Go Back, Print, Download

- NAVIGATE TO CURRENT CAMPAIGN FINANCE REPORT
- SELECT ADD NEW OR UPDATE OR AMEND REPORT
- BEST PRACTICE! UPDATE REGULARLY AS YOU INCUR CONTRIBUTIONS AND EXPENDITURES, THE SAVE FUNCTION ALLOWS YOU TO UPDATE THE CURRENT CFR UNTIL YOU ARE READY TO FILE AFTER THE END OF THE REPORTING PERIOD
 - DATA IS NOT PUBLIC UNTIL A REPORT IS FILED.
 - DO NOT FILE UNTIL AFTER REPORTING PERIOD ENDS



7

ADD INDIVIDUAL CONTRIBUTIONS

Contributions Expenditures Debts Payments Summary File Help

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Entity	Election Type	Occupation	Employer	Date	Cash/Check
Add Edit Delete					

Page 1 of 0

8

ADD INDIVIDUAL CONTRIBUTION

Edit Individual Contributors
 TIP: Use the Entity Search tab to quickly add in and auto-populate details for entities that have already been entered in the CERS system (e.g. for individuals, businesses, and committee entries).

Row Details: Entity Search

Entity Type: Individual Entity or Last Name: Doe
 Search All Campaigns First Name: Jane
 Middle Initial:

Search Select Cancel New Entries Submit Create New Entry Here

Entity Search Results

Display 5 records Search:

Name	Type	Address
<input checked="" type="checkbox"/> Doe, Jane	Individual	100 Helena Ave, Helena, MT 59601
<input type="checkbox"/> Doe, Jane	Individual	, MT

Showing 1 to 2 of 2 entries

Edit Individual Contributors
 TIP: Use the Entity Search tab to quickly add in and auto-populate details for entities that have already been entered in the CERS system (e.g. for individuals, businesses, and committee entries).

Row Details: Entity Search

Report Period
 From Date: 01/01/2020 To Date: 03/15/2020

Report Detail Entry

Entity: Doe, Jane
 100 Helena Ave, Helena, MT 59601

Election Type: Primary
 Date: 03/15/2020

Employer: John Deere
 Occupation: MECHANIC

Cash/Check Amount: \$ 100.00
 In-Kind Value: \$ In-Kind Value
 In-Kind Description: Description of in-Kind Contribution

Total to Date Primary: \$ Total to Date Primary
 Total to Date General: \$ Total to Date General

Submit Cancel

9

Election Type: Primary

Occupation: Counselor Child and Family

Employer: ABC Counseling

In-Kind Description: In-Kind Description

In-Kind Amount: \$ In-Kind Amount

Cash/Check Amount: \$ 180.00

Total to Date Primary: \$ Total to Date Primary

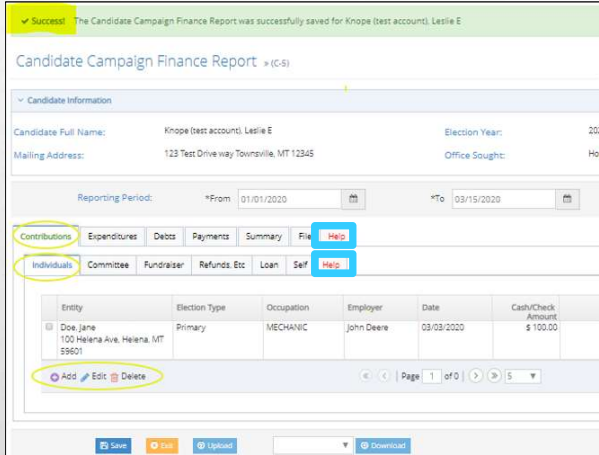
Total to Date General: \$ Total to Date General

Change Entity Submit Cancel

ADD INDIVIDUAL CONTRIBUTIONS

- **BE SPECIFIC**
- **FULL NAME AND COMPLETE MAILING ADDRESS**
- **OCCUPATION**
 - **FOR EXAMPLE - CONSULTANT ALONE IS NOT ACCEPTABLE**
 - **FINANCIAL CONSULTANT, INTERNET MARKETING CONSULTANT, ETC.**

10



✓ Success! The Candidate Campaign Finance Report was successfully saved for Knope (test account), Leslie E

Candidate Campaign Finance Report » (c-5)

Candidate Information

Candidate Full Name: Knope (test account), Leslie E Election Year: 2020
Mailing Address: 123 Test Drive way Townsville, MT 12345 Office Sought: House District

Reporting Period: *From 01/01/2020 *To 03/15/2020

Contributions Expenditures Debts Payments Summary File Help

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount
Doe Jane 100 Helena Ave, Helena, MT 59601	Primary	MECHANIC	John Deere	03/03/2020	\$ 100.00

Add Edit Delete

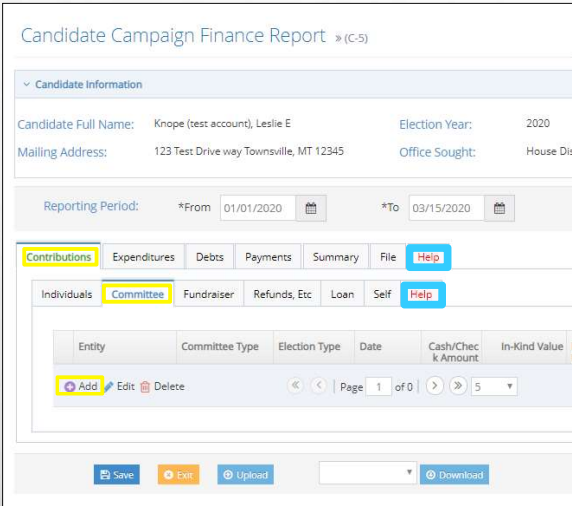
Page 1 of 0

Save Exit Upload Download

SUCCESSFULLY ADDED AN INDIVIDUAL CONTRIBUTION

- REMEMBER – ALL CONTRIBUTIONS OVER \$35 ARE REQUIRED TO BE REPORTED WITH ALL REQUIRED INFO UNDER THE INDIVIDUAL TAB
- IN-KIND CONTRIBUTIONS ALSO COUNT TOWARDS CONTRIBUTION LIMITS
- ASSIGN FAIR MARKET VALUE TO IN-KIND CONTRIBUTION

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Candidate Campaign Finance Report » (c-5)

Candidate Information

Candidate Full Name: Knope (test account), Leslie E Election Year: 2020
Mailing Address: 123 Test Drive way Townsville, MT 12345 Office Sought: House District

Reporting Period: *From 01/01/2020 *To 03/15/2020

Contributions Expenditures Debts Payments Summary File Help

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Entity	Committee Type	Election Type	Date	Cash/Check Amount	In-Kind Value
--------	----------------	---------------	------	-------------------	---------------

Add Edit Delete

Page 1 of 0

Save Exit Upload Download

ADD A COMMITTEE CONTRIBUTION

- CAMPAIGN CONTRIBUTION LIMITS FROM COMMITTEES APPLY TO CANDIDATES
- POLITICAL PARTY COMMITTEE
- INDEPENDENT COMMITTEE
- AGGREGATE LIMITS APPLY FROM COMMITTEES TO CANDIDATES
- REVIEW AT [HTTP://POLITICALPRACTICES.MT.GOV/CONTRIBUTIONLIMITS](http://politicalpractices.mt.gov/contributionlimits)

12

- ADD A FUNDRAISER IN THE CONTRIBUTIONS TAB - REPORT ALL OVER \$35 CONTRIBUTIONS UNDER THE INDIVIDUAL TAB, INCLUDING >\$35 TICKETS

The screenshot shows the 'Contributions' tab interface. The 'Fundraiser' sub-tab is selected. Below the sub-tabs is a table with columns: Fundraiser Name / Location, Election Type, Date, Attendees, Tickets Sold, Cash/Check Amount, and In-Kind Value. An 'Add' button is highlighted in the table's header area. At the bottom, there are buttons for 'Save', 'Exit', 'Upload', and 'Download'.

- **REPORT ALL <\$35 PASS THE HAT, RAFFLE SALES, ETC. AS A MASS CONTRIBUTION**
 - **REMEMBER TO KEEP TRACK OF THOSE DONORS**
 - **ANONYMOUS CONTRIBUTIONS PROHIBITED**
- **REPORT ALL >\$35 DONATIONS, INDIVIDUAL TICKET SALES, ETC. AS AN INDIVIDUAL CONTRIBUTION (NAME, ADDRESS, OCCUPATION, EMPLOYER) UNDER THE INDIVIDUAL TAB IN CONTRIBUTIONS**

13

ADD A FUNDRAISER

**SUBMIT EACH SEPARATE MONEY RAISING
EVENT AS A FUNDRAISER**

PASS THE HAT

RAFFLE

SILENT ACTION

ETC.

The screenshot shows the 'Report Detail Entry' form. It includes the following fields and sections:

- Report Period:** From Date: 05/02/2018, To Date: 05/01/2019
- Report Detail Entry:**
 - Election Type: - Please Select -
 - Date of Fundraiser: [Date Picker]
 - Name of Fundraiser: [Text Field]
 - Location (Venue, City): [Text Field]
 - Number of Attendees: [Text Field]
 - Number of Tickets Sold: [Text Field]
 - Cash/Check Amount: [Text Field]
 - In-Kind Value: [Text Field]
 - In-Kind Description: [Text Field]
 - Total to Date Primary: [Text Field]
 - Total to Date General: [Text Field]
- Footnote:** Each unique fundraiser activity must be reported as an individual fundraising activity. For example, if you held a fundraising dinner that also had a silent auction and a pass-the-hat activity, that represents three required reporting activities (dinner, silent auction, pass-the-hat).
- TIP:** The fundraisers tab is meant to report the cumulative collection of contributions (cash and in-kind) under \$35 ONLY. Any individual contributions of \$35 or more received from a single source at a fundraiser event need to be reported separately under the individual tab with the required reporting information (occupation, employer, etc.).
- Individual fundraiser contributions that are under \$35 still count towards the \$35 aggregate reporting threshold. Once an individual exceeds \$35 in contributions to your campaign, the total contributions must be**

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SUCCESSFULLY ADDED A FUNDRAISER-CONTRIBUTIONS TAB

✓ Success: The Candidate Campaign Finance Report was successfully saved for Knope (see account), Leslie E.

Candidate Campaign Finance Report: [View](#)

Candidate Information

Candidate Full Name: Knope (see account), Leslie E. Election Year: 2020
Mailing Address: 123 Test Drive way Townville, MT 12345 Office Sought: House District No. 99

Reporting Period: *From: 01/01/2020 *To: 03/15/2020 Status: Pending

Contributions Expenditures Debts Payments Summary **File** [Help](#)

Individuals Committee **Refunds, Etc.** Refunds, Etc. Loan Set [Help](#)

Contributor Name / Location	Election Type	Date	Attendee	Tickets Sold	Cash/Check \$ Amount	In-Kind Value	Indirect Description	Total to Date
Soapyrest Rest for candidates Knope (\$10 per plate) Townville Backgrounds	Primary	03/05/2020	165	165	\$ 1,650.00	\$ 0.00		\$ 1,650.00 (\$0.00)

[Add](#) [Edit](#) [Delete](#) Page: 1 of 1 View: 1 of 1

[Print](#) [Download](#) [Refresh](#) [Cancel](#) [Save](#)

- ALWAYS INCLUDE NUMBER OF ATTENDEES
- ONLY REPORT <\$35.00 DOLLAR AS A MASS CONTRIBUTION
- CONTRIBUTIONS \$35 OR GREATER FROM A FUNDRAISER FILE UNDER INDIVIDUAL TAB
- TIP – KEEP TRACK OF ALL UNDER \$35 CONTRIBUTIONS – USE ENVELOPE TO RECORD NAME, DATE, CONTACT INFO, ETC

15

ENTERING IN REFUND, ETC. INFORMATION

Refunds, Etc.

Tip: Use the Entry Search tab to quickly add in and auto-populate details for entries that have already been entered in the CEES system (e.g. for individuals, businesses and committee entries).

New Details [Entry Search](#)

Report Period

From Date: 01/01/2020 To Date: 03/15/2020

Report Detail Entry

Entry: [Print](#) [Cancel](#) [Save](#)

117 9th St N, Great Falls, MT 09401

Election Type: Primary

Date: 03/03/2020

Cash/Check Amount: \$ 0.00

Transaction Type: Refund

Was this from a Previous Transaction?

Original Transaction Date: 02/23/2020

Original Transaction Total: \$ 100.00

Description of Original Transaction: [Print](#) 50 "Knope Knope Best" shirts

Examples for description of original transaction: Officially supplied items, ABC Signs (overcharged), refund, etc.

[Add](#) [Cancel](#)

- THE "REFUNDS, ETC." TAB IS WHERE REFUNDS, REBATES, OR OTHER INDIRECT CONTRIBUTIONS RECEIVED BY THE CAMPAIGN ARE REPORTED. AN EXAMPLE WOULD BE **INTEREST** EARNED FROM THE CAMPAIGN'S BANK ACCOUNT, **REBATES** GIVEN TO A CAMPAIGN FOR BILLS ALREADY PAID TO VENDORS, OR **REFUNDS** GIVEN TO A CAMPAIGN FOR SERVICES THE CAMPAIGN REPORTED PAYING FOR BUT WERE NOT ACTUALLY PROVIDED, SO THE MONEY WAS RETURNED TO THE CAMPAIGN BY THE VENDOR.

16

- ADD A LOAN IN THE CONTRIBUTIONS TAB - LOANS FROM ANYONE OTHER THAN THE CANDIDATE - CONTRIBUTION LIMITS APPLY

The screenshot shows the 'Contributions' tab interface. The 'Loan' subtab is selected. The main table lists contributions with columns: Entity, Election Type, Occupation, Employer, Date, Cash/Check Amount, In-Kind Value, and In-Kind Description. A red arrow points to the 'Add Candidate Loan' button in the 'Report Detail Entry' section, with the text 'FROM CANDIDATE? USE CANDIDATE BUTTON'.

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount	In-Kind Value	In-Kind Description
Kinope (test account), Leslie E 123 Test Drive way, Townsville, MT 12345	Primary	Deputy Director of Townsville Parks and Recreation Department	City of Townsville	01/15/2020	\$ 2,500.00		

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ENTERING LOANS

The screenshot shows the 'Contributions' tab interface with the 'Loan' subtab selected. The main table is empty, and the 'Add' button is highlighted.

- **BY DEFINITION, ANY LOAN TO A CAMPAIGN IS A CONTRIBUTION (ARM, 44.11.405).**
- **ALL CONTRIBUTION LIMITS APPLY TO CAMPAIGN LOANS.**
- **ANY LOAN (REGARDLESS OF ITS AMOUNT) MADE TO THE CAMPAIGN DURING THE CURRENT REPORTING PERIOD IS REPORTED IN THE "LOANS" TAB, EVEN IF THE LOAN IS REPAYED DURING THE SAME REPORTING PERIOD.**
- **A CANDIDATE WOULD REPORT THEIR OWN PERSONAL LOANS MADE TO THEIR CAMPAIGN IN THIS "LOANS" SUBTAB. ANY REPAYMENT FOR A LOAN IS REPORTED IN THE "PAYMENTS" TAB.**

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CANDIDATE CONTRIBUTIONS NO LIMIT FROM CANDIDATE HER/HIMSELF

Contributions Expenditures Debts Payments Summary File Help

Individuals Committee Fundraiser Refunds, Etc Loan Self Help

Election Type Cash/Check Amount In-Kind Value In-Kind Description

Add Edit Delete Page 1 of 0 5

Edit Candidate Contributions

Row Details

Report Period

From Date: 01/01/2020 To Date: 03/15/2020

Report Detail Entry

Election Type Primary

Cash/Check Amount \$ 0.00

In-Kind Value \$ -100.00

In-Kind Description Filing fee for county commissioner

Total to Date Primary \$ 0.00

Total to Date General \$ 0.00

Submit Cancel

19

FORM C-7 (ALL CANDIDATES)

ALL CANDIDATES – FILE FORM C-7 FOR EACH CONTRIBUTION RECEIVED FROM THE 15TH DAY PRIOR TO AN ELECTION IF:

- **\$100 OR MORE IS CONTRIBUTED FROM A SINGLE SOURCE (FOR BOTH PRIMARY AND GENERAL ELECTIONS)**
- **THE C-7 MUST BE FILED IN CERS WITHIN TWO BUSINESS DAYS OF RECEIVING THE CONTRIBUTION.**
- **REFERENCE THE COPP'S [REPORTING CALENDARS PAGE](#) FOR A LISTING OF THE C-7 REPORTING DATES RELEVANT TO YOUR ELECTION(S).**

Candidate Report List

Display 5 records Search:

From	To	Report Title	Type	Status	Report
01/01/2020	03/15/2020	Candidate Campaign Finance Report	CS	Filed	Initial

Showing 1 to 1 of 1 entries

File Report Update or Renew Report Add New C-7 Add New C-7 Add New C-7 Edit Back Done

20

REVIEW


LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



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REPORTING – EXPENDITURES

22

The image shows two screenshots from a web application. The left screenshot is titled "Candidate Report List" and shows a table with columns for From, To, Report Title, Type, Status, and Report. A row is highlighted with a status of "Pending". Below the table are buttons for "View Report", "Update or Amend Report", "Add New CS", "Add New CF", "Add New CFC", "Go Back", and "Exit". The right screenshot shows the "Expenditure" entry form with tabs for "Contributions", "Expenditures", "Jobs", "Payments", "Summary", and "File". The "Expenditures" tab is active. The form includes fields for Entity, Election Type, Description of Expense, Refund, Platform, Quantity, and Subject Matter. Buttons for "Add", "Edit", and "Delete" are visible. At the bottom, there are "Save", "Exit", "Upload", and "Download" buttons.

ADDING AN EXPENDITURE

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The image shows a screenshot of the "Entity Search" interface. The main heading reads "USE THE 'ENTITY SEARCH' TO FAST TRACK THE PROCESS". Below this, there are two panels. The left panel, titled "Edit Expenditures", shows a form with "Entity Type" set to "Business" and "Entity Name" set to "facebook". It includes a "Search" button and a "Create New Entity" button. Below the form is a table of "Entity Search Results" with columns for Name, Type, and Address. The right panel shows the "Report Detail Entry" form with fields for Entity (Facebook), Election Type (Primary), Date (03/15/2020), Amount (\$120.00), Description of Expense (single Facebook ad (can multiple days)), Platform (Facebook), Quantity (Run 03/15-03/17), and Subject Matter (Don't say "open" to "closed" #Ecopoll2020). A blue box highlights a section titled "Examples of Paid Communications" with two numbered items.

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ADD AN EXPENSE

NAME/VENDOR
ADDRESS
AMOUNT
DESCRIPTION
PLATFORM*
QUANTITY*
SUBJECT MATTER*

* NECESSARY FOR ALL COMMUNICATIONS (WILL CHANGE 10/1/21 – SB224)

Entity Type:

Election Type:

Date:

Last Name/Vendor Name:

First/Middle Initial:

Address:

City/State/Zip:

Amount:

Is this an over-contribution limit refund?

Description of Expense:

Platform:

Quantity:

Subject Matter:

Examples of Paid Communications

- Newspaper ad in the Helena II, published x/x/x/x only. Description of education platform
- Facebook post, boosted x/x/x/x/x/x/x/x. "Outdoor rec is vital to MT's economy"
- Campaign mailer: 5,000 printed and mailed, candidate biography

Tip: Reference the help tab in the Expenditures section for more details on required expense details.
*If you need to include more detail than the character limit allows, an addendum can be sent to campaigns@mt.gov. In the email, please list the candidate name, the report type, and the report time period.

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ADDED EXPENDITURE

Success The Candidate Campaign Finance Report was successfully saved for Knope (best account), Leslie E

Candidate Campaign Finance Report x (ic:5)

Candidate Information

Candidate Full Name: Knope (best account), Leslie E Election Year: 2020
Mailing Address: 123 Test Drive way Townsville, MT 12345 Office Sought: House District No. 59

Reporting Period: *From: 01/01/2020 *To: 03/15/2020 Status: Pending

Contributions
Expenditures
Debits
Payments
Summary
File
Help

Exp	Platform	Primary	Expense	ID	Platform	Run	Don't say "how" to Knope!	03/10/2020	\$ 125.00
<input type="checkbox"/>	Facebook	Primary	single Facebook ad (ran multiple days)		Facebook	Ran 03/10-03/17	Don't say "how" to Knope!	03/10/2020	\$ 125.00

Page 1 of 1

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REVIEW

- LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE
- QUESTIONS FROM PARTICIPANTS
- CPPHELP@MT.GOV
- FACEBOOK - /MONTANACOPP
- TWITTER - @MONTANACOPP
- YOUTUBE



27

SOCIAL MEDIA – EXPENDITURE REPORTING

REPORT PAID SOCIAL MEDIA EXPENDITURES LIKE YOUR OTHER EXPENDITURES

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SOCIAL MEDIA EXPENDITURE REPORTING

- **AS WITH ANY OTHER EXPENDITURE, REPORT ALL PAID SOCIAL MEDIA ADVERTISEMENTS**
- **IN THE DESCRIPTION FIELD, DESCRIBE EXPENDITURE**
- **INCLUDE A DESCRIPTION**
- **IF CONTRACTED OUT OR PART OF AN AD AGENCY SERVICE, FOR EXAMPLE, MUST BE ITEMIZED.**

ATTACH ITEMIZED STATEMENT OR INVOICE

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SOCIAL MEDIA EXPENDITURE REPORTING

- **AS WITH ANY OTHER EXPENDITURE, REPORT ALL PAID SOCIAL MEDIA ADVERTISEMENTS**
- **IN THE DESCRIPTION FIELD, DESCRIBE EXPENDITURE**
- **INCLUDE THE PLATFORM & QUANTITY (DATE RANGE(S), NUMBER PRINTED ETC)**
- **INCLUDE SUBJECT MATTER DESCRIPTION**

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ADDING A FACEBOOK EXPENSE

SAME GUIDELINES AS ANY OTHER EXPENDITURE OR PAID COMMUNICATION

Edit Expenditures
 Tip: Use the Entity Search tab to quickly add in and auto-populate details for entities that have already been entered in the CBS system (e.g. for individuals, businesses, and committee entities).

Row Details Entity Search

Report Period
 From Date: 01/01/2020 To Date: 03/15/2020

Report Detail Entry

Entity: Facebook
 1 Hacker Way, Menlo Park, CA 94025

Election Type: Primary

Date: 03/03/2020

Amount: \$ 100.00

Is this an over-contribution (limit refund)?

Description of Expense: Single Facebook ad (ran multiple days)

Platform: Facebook

Quantity: Ad ran 03/03-03/10/2020, 03/12

Subject Matter: "Stacy knows what is best for Montana!"

Examples of Paid Communications

1. Newspaper ad in the Helena IR, published xxx/xx/xx only. Description of education platform
2. Facebook post, boosted xxx/xx/xx/xx/xx, "Outdoor rec is vital to MT's economy"
3. Campaign mailer, 5,000 printed and mailed, candidate biography

Tip: Reference the Help tab in the Expenditures section for more details on required expense details.
 Tip: If you need to include more detail than the character limit allows, an addendum can be sent to cbsupport@mtc.gov. In the email, please list the candidate name, the report type, and the report time period.

[Change Entry](#) [Save](#) [Cancel](#)

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SUBMIT AN ATTACHMENT. PROCESS

BEST PRACTICE!
ADD YOUR RECEIPT, STATEMENT, OR INVOICE AS AN ATTACHMENT

Report Period
 From Date: 03/15/2020 To Date: 04/15/2020

Report Detail Entry

Entity Type: Please Select

Election Type: Please Select

Date: Date

Last Name/Vendor Name: Individual's Last Name/Vendor's Name

First/Middle Initial: First Name Middle Initial

Address: Street Address

City/State/Zip: City Please Select Zip Code

Amount: \$ Amount

Is this an over-contribution (limit refund)?

Description of Expense: e.g. stamps for mailers, pizza for volunteers, strategic advising (2 hours) on social media plan, etc.

Is this an electioneering communication?

Platform: e.g. Facebook, KWBC Radio, Helena Daily print ad, Helena IR digital ad, etc.

Quantity: e.g. Ad that ran on DD/MM/YYYY, radio ad that ran DD/MM-DD/MM/YYYY, 200 yard signs, etc.

Subject Matter: e.g. Top 10 reasons to vote for candidate, candidate's education policy, ad busting opponent's fiscal policy, etc.

Check this box if you have attachments for this transaction

Examples of Paid Communications

1. Newspaper ad in the Helena IR, published xxx/xx/xx only. Description of education platform
2. Facebook post, boosted xxx/xx/xx/xx/xx, "Outdoor rec is vital to MT's economy"
3. Campaign mailer, 5,000 printed and mailed, candidate biography

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BEST PRACTICE!

DISCLOSING DETAILS WITH AN ATTACHMENT

SAME GUIDELINES AS ANY OTHER EXPENDITURE OR PAID COMMUNICATION

Candidate Campaign Finance Report

Candidate Full Name: CyFek, J. Election Year: 2020
 Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 03/16/2020 *To 04/15/2020

Contributions Expenditures Debts Payments **Attachments** Summary File Help

Attach Files

File Name	Description	Reference Date	Reference Type
<p>File Name: _____ Description: _____ Reference Date: _____ Reference Type: _____</p> <p> Add Edit Delete View </p>			

Get Attach Files

TIP: Upload PDF files to attach to your report.

Report Period: From Date: 03/16/2020 To Date: 04/15/2020

Attachment Entry

File Name	File Type	Size
<p> Add Attachment </p> <p>File Name: _____ Description: Enter description of attachment</p> <p>Reference Date: _____ Reference Type: Please Select</p>		

[Save Attachment](#) [Cancel](#)

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AD TRANSPARENCY ON FACEBOOK

← Ad Details

Multiple versions of this ad 1 of 5

Craig Brown For Mayor
 Sponsored • Paid for by Craig Brown for Mayor
 ID: 1713385275481826

"Craig Brown is the voice of reason." - Donna & Noel Spencer



About the disclaimer
 When an advertiser categorizes their ad as being about social issues, elections or politics, they are required to disclose who paid for the ad. [Learn more](#)

Information from the advertiser

Data About This Ad

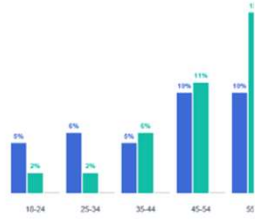
Inactive
 Started running on Nov 14, 2019
 ID: 1713385275481826

<1K Impressions **<\$100** Money spent (USD)

Who Was Shown This Ad

Age and Gender

Men Women Unknown



Where This Ad Was Shown

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FORM C-7E (ALL CANDIDATES)

ALL CANDIDATES – FILE FORM C-7E FOR EACH CONTRIBUTION RECEIVED FROM THE 15TH DAY PRIOR TO AN ELECTION IF:

- **ANY TIME AN EXPENDITURE OF \$100 OR MORE IS MADE BY THE CAMPAIGN**
- **THE C-7E MUST BE FILED IN CERS WITHIN TWO BUSINESS DAYS OF RECEIVING THE CONTRIBUTION.**
- **REFERENCE THE COPP'S [REPORTING CALENDARS PAGE](#) FOR A LISTING OF THE C-7E REPORTING DATES RELEVANT TO YOUR ELECTION(S).**

From	To	Report Title	Type	Status	Report
01/01/2020	03/15/2020	Candidate Campaign Finance Report	CS	Filed	Initial

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

- **FACEBOOK - /MONTANACOPP**
- **TWITTER - @MONTANACOPP**
- **YOUTUBE**



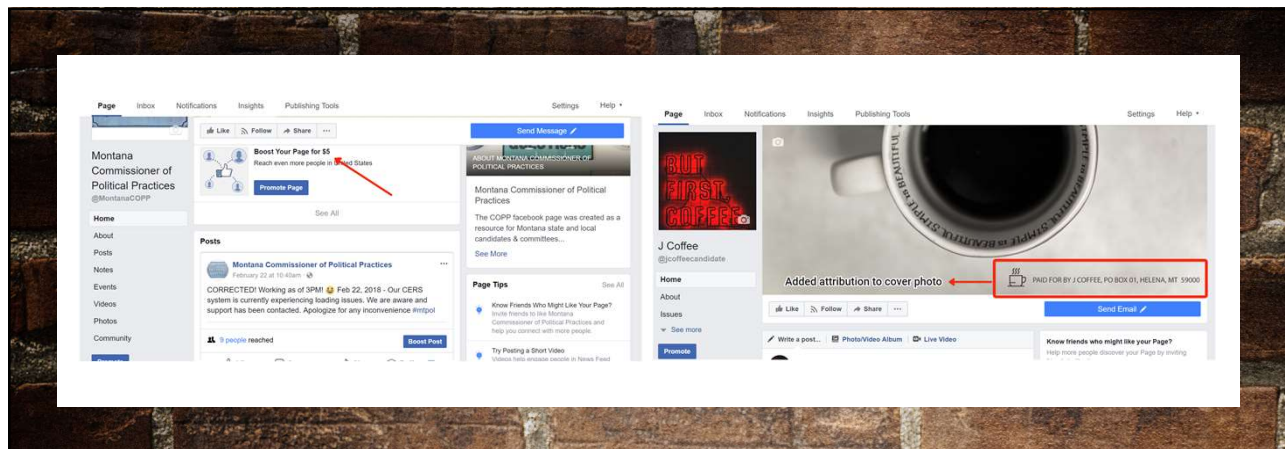
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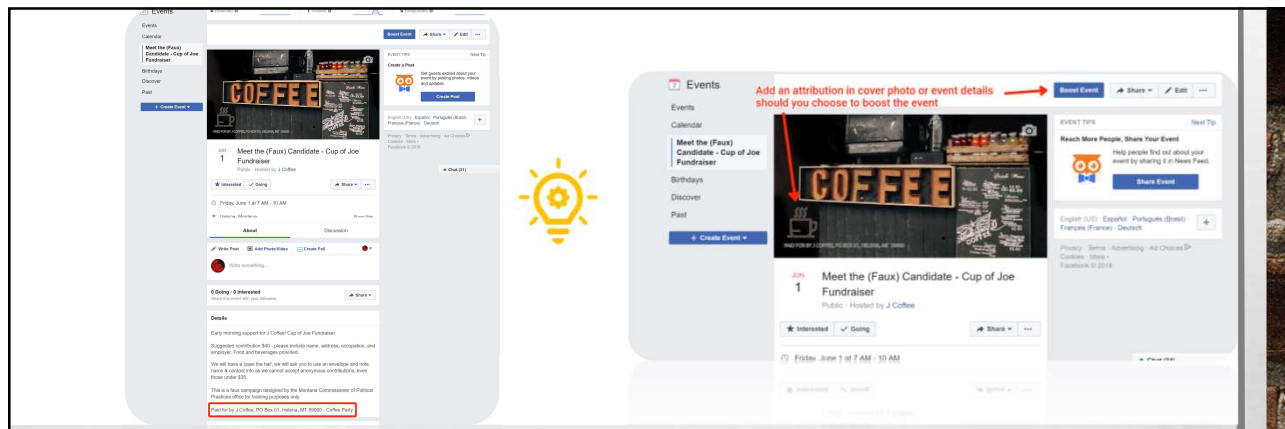
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BOOSTING YOUR FACEBOOK PAGE? TIP! ADD AN ATTRIBUTION TO YOUR COVER IMAGE



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ATTRIBUTION — SOCIAL MEDIA

- BOOSTING OR PROMOTING A POST, LINK, VIDEO, EVENT, IMAGE?
- ADD AN ATTRIBUTION TO ANY PAID SOCIAL MEDIA POST

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

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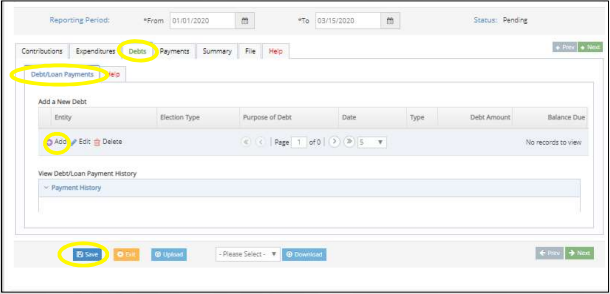


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REPORTING DEBTS & DISCLOSING PAYMENTS ON DEBTS

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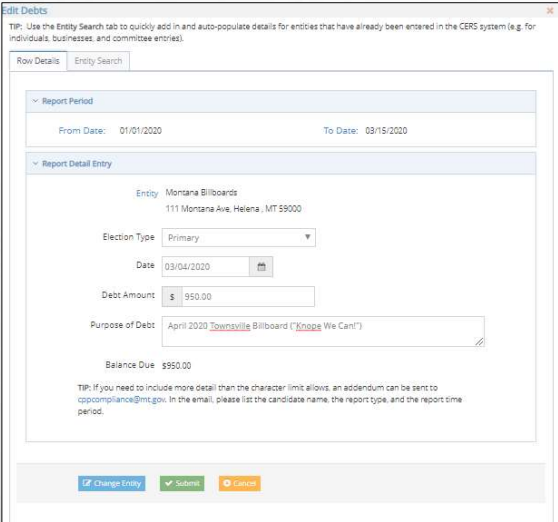
REPORT DEBTS & PAYMENTS



- **COMMON REPORTING ERROR – WAITING FOR INVOICE**
- **REPORT EXPENSE WHEN INCURRED. IF INVOICED, REPORT AS DEBT (WITH SAME DETAIL AS AN EXPENDITURE)**
- **IF YOU DO NOT KNOW AMOUNT, ESTIMATE (YOU CAN AMEND IF NECESSARY)**

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REPORT DEBTS WITH THE SAME LEVEL OF DETAIL AS AN EXPENDITURE



Entity: Montana Billboards
111 Montana Ave, Helena, MT 59000

Election Type: Primary

Date: 03/04/2020

Debt Amount: \$ 950.00

Purpose of Debt: April 2020 Townsville Billboard ("Knappa We Can't")

Balance Due: \$950.00

TIP: If you need to include more detail than the character limit allows, an addendum can be sent to compliance@mtc.gov. In the email, please list the candidate name, the report type, and the report time period.

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REPORT DEBT PAYMENTS

Contributions | Expenditures | Debts | Payments | Summary | File | Help

Payments **Help**

Entity	Date	Type	Debit Amount	Date Paid
Montana Billboards 111 Montana Ave. Helena, MT 59602	03/01/2020	Debt	\$ 950.00	

Add Payment

Make a Payment on a Previous Debt

Payment History

Reporting Period From: Reporting Period To: Date Paid

Add | Edit | Delete

Debts & Loan Payments

New Debt

Report Period

From Date: 01/01/2020 To Date: 02/15/2020

Reported Entity

Entity: Montana Billboards
111 Montana Ave. Helena, MT 59602

Type: Debt

Debit Amount: \$950.00

Date: 03/01/2020

Paid Amount: \$ 100

Balance Due: \$850.00

Save Cancel

- **ADD PAYMENTS AS YOU MAKE THEM AGAINST LOANS & DEBTS**

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

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- **FACEBOOK - /MONTANACOPP**
- **TWITTER - @MONTANACOPP**
- **YOUTUBE**



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ADDITIONAL REPORTING INFO

TIPS! – ADD CAMPAIGN FINANCE REPORTING PERIODS AND DATE/S TO SUBMIT REPORTS TO YOUR CALENDAR WITH REMINDERS (SMARTPHONE, PC, KITCHEN CALENDAR, WHATEVER HELPS REMIND YOU)

- **UPDATE YOUR REPORTS REGULARLY THROUGH OUT THE PERIOD AND FILE AFTER THE END OF THE PERIOD AND BEFORE THE DEADLINE (DO NOT WAIT FOR LAST MINUTE TO FILE)**
- **CAMPAIGN FINANCE DATA IS NOT PUBLIC UNTIL A REPORT HAS BEEN FILED.**

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CERTIFY & FILE

**AFTER YOU CERTIFY AND FILE,
START A NEW CF REPORT FOR THE
NEXT REPORTING PERIOD.
YOUR BALANCE WILL TRANSFER
FROM PREVIOUS REPORT.**

Reporting Period: *From 01/01/2020 *To 03/15/2020 Status: Pending

Contributions | Expenditures | Debts | Payments | Summary | **File** | Help

Certify and File: Help

Check this box to display the name and address of contributors who have contributed less than \$50. Receive and File Date: 03/02/2020

Check this box (Only) if this is the candidate's closing report. NOTE: A closing report should be filed only when all debts and gifts are settled and no further financial activity will occur in the candidate's campaign.

Certify

I hereby certify the foregoing report of campaign finances is true, complete and correct to the best of my knowledge, in accordance with Montana Code Annotated Title 13, Chapter 37.

Certify and File | **File Report**

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UPLOAD

- **UPLOAD OF CONTRIBUTION AND EXPENDITURE DATA IS AVAILABLE**
- **THERE ARE SPECIFIC TECHNICAL SPECIFICATIONS:**
 - **FOLLOW ALL SPECIFICATIONS**
 - **MUST BE PRECISE**
- **EXCEL SPREADSHEET TEMPLATES**
 - **MUST USE TEMPLATES**
- **PLEASE CONTACT COPP FOR GUIDANCE AND ASSISTANCE**
- **THIS IS NOT A GENERAL UPLOAD FOR DOCUMENTS, PDF'S, ETC.**

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

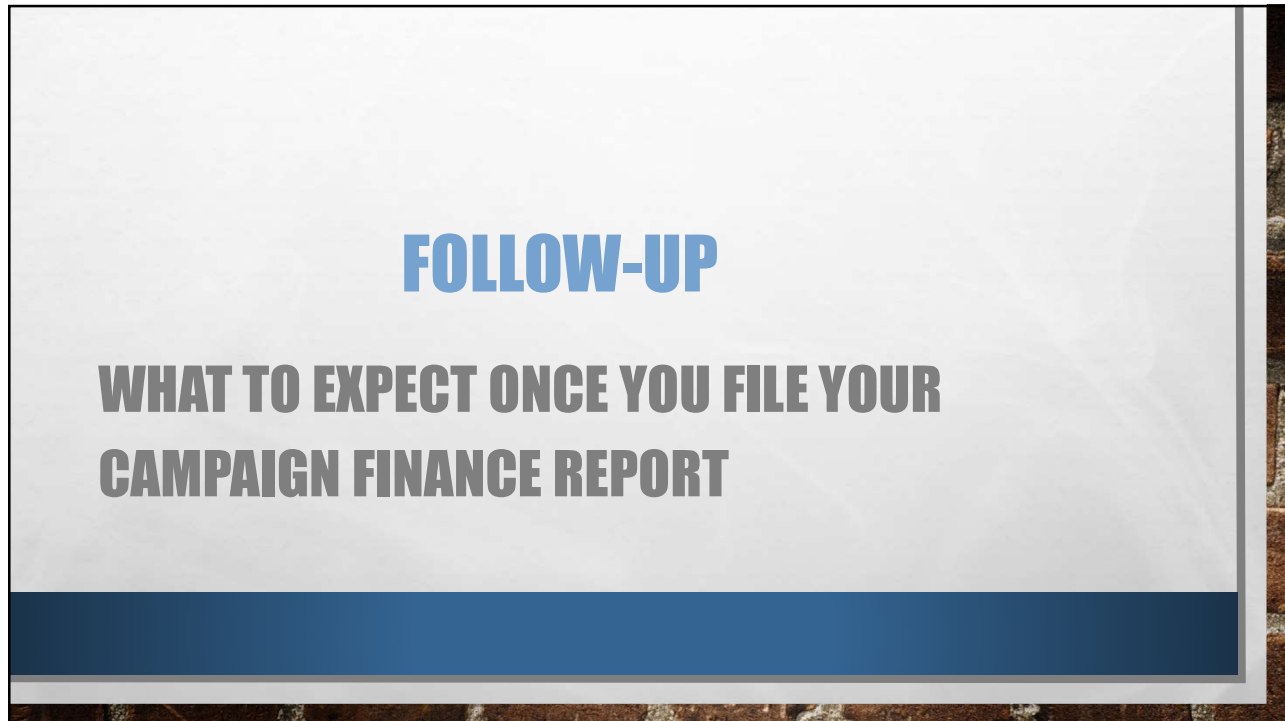
QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

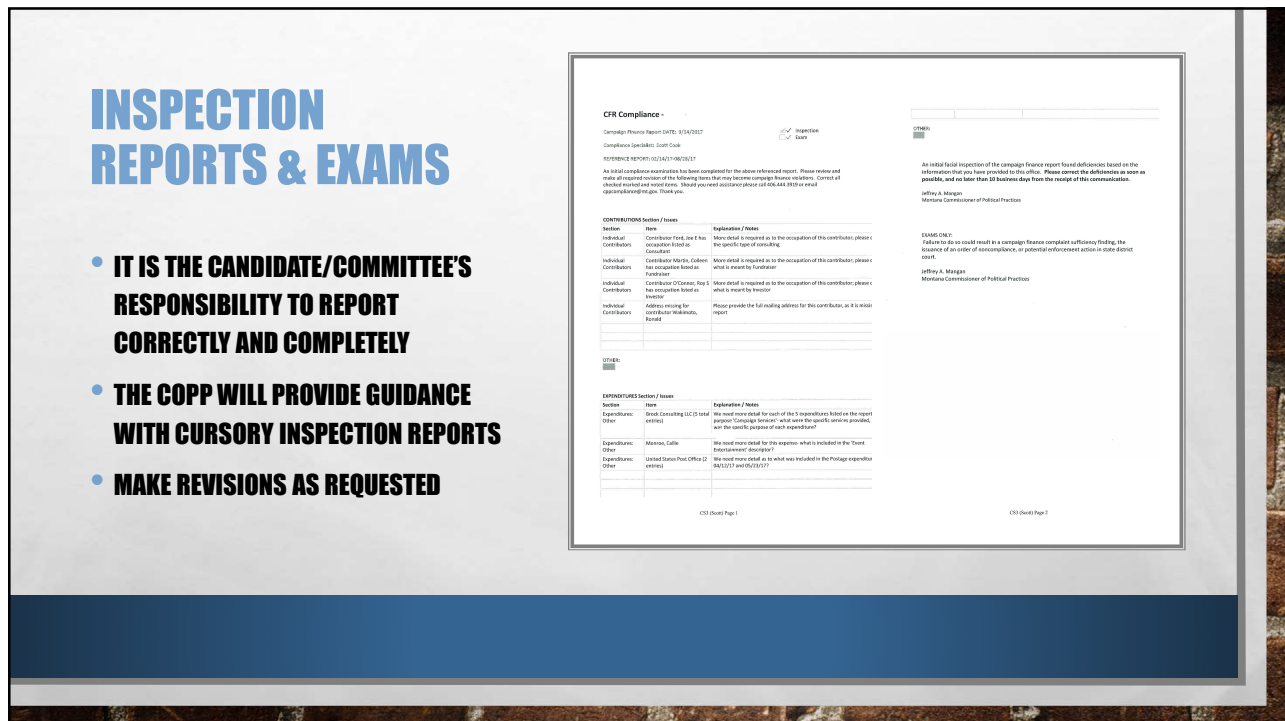
- **FACEBOOK - /MONTANACOPP**
- **TWITTER - @MONTANACOPP**
- **YOUTUBE**



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INSPECTION REPORTS & EXAMS

- IT IS THE CANDIDATE/COMMITTEE'S RESPONSIBILITY TO REPORT CORRECTLY AND COMPLETELY
- THE COPP WILL PROVIDE GUIDANCE WITH CURSORY INSPECTION REPORTS
- MAKE REVISIONS AS REQUESTED

CPS Compliance

Campaign Finance Report DATE: 03/24/2021

Compliance Symbol: 00000000

REFERENCE REPORT: 03/24/2021

An oral compliance examination has been completed for the above referenced report. Please review and make appropriate corrections to the following items that may become campaign finance violations. Correct all checked marked and noted items. Should you need assistance please call 800.644.3939 or email capinfo@montana.gov. Thank you.

CONTRIBUTORS Section / Issues	Section	Issue	Explanation / Notes
Individual Contributors	Contributor First, Last & Full Occupied Residence	Contributor: [Name]	More detail is required as to the occupation of this contributor, please be specific. List of activities.
	Contributor Name, Address, Full Occupied Residence	Contributor: [Name]	More detail is required as to the occupation of this contributor, please be specific. List of activities.
Individual Contributors	Contributor Occupation, Pay & Full Occupied Residence	Contributor: [Name]	More detail is required as to the occupation of this contributor, please be specific. List of activities.
	Contributor Address, including for contributor Walkthrough, if any	Contributor: [Name]	Please provide the full mailing address for this contributor, as it is listed in the report.

COMPLIANCE:

EXPENDITURES Section / Issues	Section	Issue	Explanation / Notes
Expenditures	Direct Consulting LLC (C) total	Expenditure: [Amount]	We need more detail for each of the 3 expenditures listed on the report proper. Campaign financing will cover the specific items provided, are the specific purposes of each expenditure?
	Other	Expenditure: [Amount]	We need more detail for the expense - what is included in the "Tour of [Location] development"?
Expenditures	United States Post Office (2)	Expenditure: [Amount]	We need more detail as to what was included in the Postage expenditure entries.
	Other	Expenditure: [Amount]	We need more detail as to what was included in the Postage expenditure entries.

1/20 (Blank Page 1) CPS (Blank Page 1)

An initial field inspection of the campaign finance report found deficiencies based on the information that you have provided to this office. Please correct the deficiencies as soon as possible, and no later than 30 business days from the receipt of this communication.

Jeffrey A. Morgan
Montana Commissioner of Political Practices

EXAMER: [Name]
Failure to do so could result in a campaign finance compliance deficiency finding, the issuance of an order of non-compliance, or potential enforcement action in state district court.

Jeffrey A. Morgan
Montana Commissioner of Political Practices

ORDER OF NONCOMPLIANCE AND FILED COMPLAINTS

- FAILURE TO RESPOND TO COPP FOR REQUESTED CFR REPORTING REVISIONS OR FAILURE TO FILE AS REQUIRED BY MCA MAY LEAD TO AN ORDER OF NON COMPLIANCE OR FACE POTENTIAL CAMPAIGN FINANCE VIOLATIONS THROUGH THE COMPLAINT PROCESS

Phone: 406-444-2942
 Fax: 406-444-1643
 www.politicalpractices.mt.gov

Campaign Finance and Practices

Complaint Form (08/17)

HAND DELIVERED

SIGNED/NOTARIZED

Type or print in ink all information on this form except for verification signature

Person bringing complaint (Complainant):

Complete Name _____

Complete Mailing Address _____

Phone Numbers: Work _____ Home _____

Person or organization against whom complaint is brought (Respondent):

Complete Name _____

Complete Mailing Address _____

Phone Numbers: Work _____ Home _____

Please complete the second page of this form and describe in detail the facts of the alleged violation.

Verification by oath or affirmation

State of Montana, County of _____

I, _____, being duly sworn, state that the information in this Complaint is complete, true, and correct, to the best of my knowledge and belief.

(SEAL) _____ Signature of Complainant

Subscribed and sworn to before me this ____ day of _____

My Commission Expires: _____ Notary Public

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RESOURCES

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RESOURCES

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@MontanaCOPP


twitter

YouTube

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RESOURCES

Candidate and Treasurer Guide to Navigating the Campaign Electronic Reporting System (CERS)



Office of Political Practices
1209 8th Avenue, Helena
(406) 444-4270

Updated February 28, 2020

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