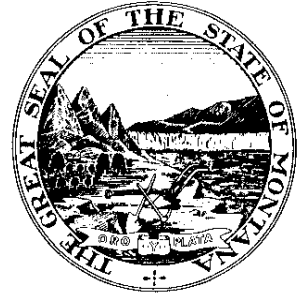


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## **INSTRUCTIONS** (Revised 06/03) **FORM C-4** **INCIDENTAL POLITICAL COMMITTEE FINANCE REPORT**

### **WHO IS REQUIRED TO FILE A FORM C-4?**

Pursuant to Montana Code Annotated § 13-37-225, each political committee is required to file periodic reports of contributions received and expenditures made to or on behalf of candidates for elective office or in support of or opposition to ballot issues.

An incidental committee is a political committee which is not organized or maintained for the primary purpose of influencing elections but which may incidentally become a political committee by reason of making a contribution or expenditure to support or oppose a candidate and/or issue. Administrative Rules of Montana 44.10.327(2)(c).

Each county, municipal, and school district incidental committee is required to file periodic reports if contributions are received or expenditures made that exceed \$500.

### **WHAT INFORMATION IS TO BE REPORTED?**

The information requested on Form C-4 is required in accordance with Montana Code Annotated §§ 13-37-225 and 13-37-226 and Administrative Rules of Montana 44.10.531(4). Detailed instructions for the completion of this report are provided in the Accounting and Reporting Manual for Political Committees available on the agency website through the “Campaign Finance and Practices” link and then “Committee Information” from the drop down menu.

### **WHEN MUST A FORM C-4 BE FILED?**

Montana Code Annotated § 13-37-226 and Administrative Rules of Montana 44.10.411 provide the schedules for the filing of Form C-4 reports. Upon the filing of a Statement of Organization, Form C-2, a reporting calendar for the filing of finance reports is provided to the committee treasurer.

### **WHERE MUST A FORM C-4 BE FILED?**

- One copy is to be filed with the Commissioner of Political Practices at the address above. The report may be faxed provided the original report is submitted to the Commissioner immediately thereafter. The Commissioner’s fax number and mailing address are provided above.
- One copy is to be filed with the Election Administrator of the county in which the committee has its headquarters.
- One copy is to be retained for the committee’s records.