

CAMPAIGN FINANCE REPORTING

MONTANA COMMISSIONER OF POLITICAL PRACTICES

CPPHELP@MT.GOV / @MONTANACOPP



ic Reporting System politicalpractices.mt.gov Help Sign Out coffee4comis...

(select 'online services')

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

Welcome [ePass Home](#) [Version](#)

andidates Committees Access ID Search


Candidate List

Display 5 records Search:

Candidate Name	Year	Status	C-3	Address	Campaign	Office	County
<input type="checkbox"/> Coffee, J.	2018	Amended	No	PO Box 1234, Helena, MT 59601	County	County Commissioner	Lewis & Clark

Showing 1 to 1 of 1 entries

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

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[Privacy & Security](#)
[Accessibility](#)
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Dashboard Welcome [ePass Home](#) [Version](#)

Candidate

Committee

State of Montana

Campaign Registration View

Candidate Information

Candidate Full Name: Coffee, J.
 Mailing Address: PO Box 1234 Helena, MT 59601
 Home Phone: (406) 555-5555
 Campaign Email Address: ktujilo@mt.gov
 Election Year: 2018
 Office Sought: County Commissioner
 Political Party: Non-Partisan
 Date Filed: 02/07/2018
 D1 Received Date:
 Reporting Status: Will spend more than \$500
 Bank Full Name: 1st Bank of Coffee Beans
 Bank Address: PO Box 6969 Helena, MT 59601
 Physical Address:
 Alternate Phone:
 Candidate Type: County
 Resident County: Lewis & Clark
 Current Status: Amended
 Amended Date: 02/07/2018
 C118 Received Date:

Campaign Treasurer Information

Treasurer Full Name: J. Coffee
 Mailing Address: PO Box 1234 Helena, MT 59601
 Home Phone: (406) 555-5555
 Home or Personal Email Address: jeff.mangan@mt.gov
 Physical Address:
 Alternate Phone:

Deputy Treasurer Information

[Go Back](#)
[Exit](#)
[Print](#)

UPDATE A C1/C1A WITHIN 5 DAYS OF CHANGE

TREASURER REVISION, ADDRESS, EMAIL, OR CONTACT CHANGE



STATE OF MONTANA POLITICAL CAMPAIGN CONTRIBUTION
LIMITS SUMMARY – applicable to 2018 campaigns

December 8, 2017

This guide is just a summary - for complete requirements, see Title 13, Chapters 35 and 37, MCA.

CANDIDATE

To Own 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 \$680 per election
To a candidate for Other Statewide Office* \$340 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 \$680 per election
To a candidate for Other Statewide Office* \$340 per election
To a candidate for Other Public Office** \$180 per election

Aggregate PAC Limits for Legislative Candidates for the 2018 elections

To a candidate for State Senate \$2,850
To a candidate for State House \$1,750

POLITICAL PARTY COMMITTEE Aggregate Limits from ALL political party committees

Please Note: Political Party Committees may not contribute to candidates for judicial offices, i.e. Supreme Court Justice, District Judge, Justice of the Peace. A political party committee may endorse a candidate for judicial office and make independent expenditure relating to such an election. See *Sanders County Republican Party v. Bullock*, 698 F3d 741 (9th Cir, 2012). See also personnel services exception ARM 11.1.225(2)

To candidates for Governor/Lt. Governor \$24,500 per election
To a candidate for Other Statewide Office* \$8,850 per election
To a candidate for Public Service Comm. \$3,550 per election
To a candidate for State Senate \$1,450 per election
To a candidate for Other Public Office** \$900 per election
Excluding PSC and State Senate

CORPORATION OR UNION

May not contribute directly or indirectly to a candidate, § 13-35-227, MCA

*Other Statewide Office

Attorney General, Secretary of State, State Auditor, Superintendent of Public Instruction, Supreme Court Justice, Clerk of the Supreme Court

** Examples of Other Public Office

State District—Public Service Commissioner, State Senate, State House, and District Judge County—

All County elected Officials

City—All City elected officials School—

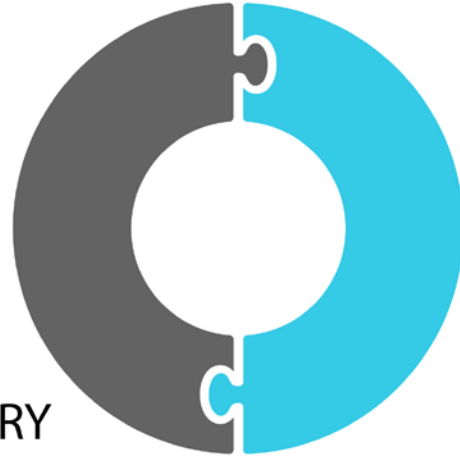
All School District Trustees

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

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.



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

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."*



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

REPORTING – CONTRIBUTIONS SCHEDULE A

FROM CANDIDATE, LOANS, FUNDRAISERS, COMMITTEES, INDIVIDUAL –

REPORT ALL SEPERATELY, USING THE TABS ON SCHEDULE A

SELECT CURRENT CFR AND UPDATE THROUGHOUT THE REPORTING PERIOD

Campaign Electronic Reporting System

Campaign Report List » Finance Reports for candidate.

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018

Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Instructions

Candidate Report List

Display 5 records Search:

From	To	Report Title	Type	Status	Report
<input checked="" type="checkbox"/>	02/07/2018	Candidate Campaign Finance Report	C5	Pending	Initial

Showing 1 to 1 of 1 entries

View Report Update or Amend Report Add New C5 Add New C7 Go Back Exit - Please Select -

Online Services Commissioner of Political Practices Privacy & Security Accessibility Contact Us mt.gov

- NAVIGATE TO CURRENT CAMPAIGN FINANCE REPORT
- SELECT UPDATE OR AMEND REPORT
- TIP – 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
 - DO NOT FILE UNTIL AFTER REPORTING PERIOD ENDS

CANDIDATE CONTRIBUTIONS NO LIMIT FROM CANDIDATE HER/HIMSELF

Campaign Electronic Reporting System

Candidate Campaign Finance Report > (c.s)

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee Individual

Election Type	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Add				

Page 1 of 0

Save Exit Upload - Please Select - Download

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Campaign Electronic Reporting System

Candidate Campaign Finance Report > (c.s)

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018

State of Montana

Edit Candidate Contributions

Row Details

Report Period

From Date: 02/07/2018 To Date:

Report Detail Entry

Election Type: Primary

In-Kind Description: County Commissioner filing fee

In-Kind Amount: \$ 100.00

Cash/Check Amount: \$ Cash/Check Amount

Total to Date Primary: \$ Total to Date Primary

Total to Date General: \$ Total to Date General

ADD A LOAN IN SCHEDULE A LOANS FROM ANYONE OTHER THAN THE CANDIDATE ARE A CONTRIBUTION, LIMITS APPLY

Campaign Electronic Reporting System

Candidate Campaign Finance Report > (c.s)

Welcome | ePass Home | Version

Candidate Information

Candidate Full Name: Coffee, J. | Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 | Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A | Schedule B | Schedule C | Payments | Summary | File

Candidate | Loans | Fundraisers | Committee | Individual

Entity	Election Type	Occupation	Employer	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
No records to view								

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount
No records to view			

Save | Edit | Upload | Download | Print | Next

Campaign Electronic Reporting System

Success! The Candidate Campaign Finance Report was successfully saved for Coffee, J.

Candidate Campaign Finance Report > (c.s)

Welcome | ePass Home | Version

Candidate Information

Candidate Full Name: Coffee, J. | Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 | Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A | Schedule B | Schedule C | Payments | Summary | File

Candidate | Loans | Fundraisers | Committee | Individual

Entity	Election Type	Occupation	Employer	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Coffee, J. PO Box 1234, Helena, MT 59601	Primary	Barista	Coffee Corner	03/01/2018		\$ 0.00	\$ 1,000.00 \$ 0.00 (IG)	\$ 1,000.00 (P) \$ 0.00 (IG)

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount
No records to view			

Save | Edit | Upload | Download | Print | Next

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

Campaign Electronic Reporting System

Candidate Campaign Finance Report > (C:5)

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee Individual

Entry	Election Type	Purpose/Descr	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
No records to view							

Add Edit Delete

Save Exit Upload - Please Select - 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 SCHED A

SUCCESSFULLY ADDED FUNDRAISER IN SCHEDULE A

The screenshot displays the 'Candidate Campaign Finance Report' interface. A green success message at the top states: 'Success! The Candidate Campaign Finance Report was successfully saved for Coffee, J.'. The 'Fundraisers' tab is selected, showing a table with one entry. The entry details are: Candidate: Coffee, J., PO Box 1234, Helena, MT 59601; Election Type: Primary; Purpose/Descr: Meet & Greet at private home, 20 people attended, pass the hat; Date: 03/10/2018; In-Kind Value: \$ 0.00; Cash/Check Amount: \$ 900.00; Total to Date: \$ 1,300.00 (P) / \$ 0.00 (G). The 'Save' and 'Exit' buttons at the bottom are circled in red.

Entry	Election Type	Purpose/Descr	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Coffee, J. PO Box 1234, Helena, MT 59601	Primary	Meet & Greet at private home, 20 people attended, pass the hat	03/10/2018		\$ 0.00	\$ 900.00	\$ 1,300.00 (P) \$ 0.00 (G)

- 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

Candidate Campaign Finance Report » (C-5)

- Dashboard
- Candidate
- Committee
- State of Montana

Welcome

Candidate Information

Candidate Full Name: Coffee, J.
Mailing Address: PO Box 1234 Helena, MT 59601

Reporting Period: *From 02/07/2018 *To To

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee Individual

Entity	Committee Type	Election Type	Date	In-Kind Des
+ Add Edit Delete				

Page 1 of 0

Save Exit Upload - Please Select - Download

ADD A COMMITTEE CONTRIBUTION IN SCHEDULE A

- 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)

ADD INDIVIDUAL CONTRIBUTION

Campaign Electronic Reporting System

Candidate Campaign Finance Report > (c:5)

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Report Contributions

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee **Individual** From Individuals

Entity	Election Type	Occupation	Employer	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
No records to view							

Save Exit Upload - Please Select - Download

Online Services Commissioner of Political Practices Privacy & Security Accessibility Contact Us mt.gov

Campaign Electronic Reporting System

Success! The Candidate Campaign Finance Report was successfully saved for Coffee, J.

Candidate Campaign Finance Report > (c:5)

Welcome

State of Montana

Entity Search Row Details New Entity

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

Search Select Create New Entity Cancel Reset Create New Entity Hint

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

Total to Date
\$ 180.00 (P)
\$ 0.00 (G)

View 1 - 1 of 1

Contribution 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 CONTRIBUTION

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

Electronic Reporting System

Help Sign Out

✓ Success! The Candidate Campaign Finance Report was successfully saved for Coffee, J.

Welcome ePa

Candidate Campaign Finance Report » (C-5)

▼ Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C Payments Summary File

Candidate Loans Fundraisers Committee Individual

Entity	Election Type	Occupation	Employer	In-Kind Descr	In-Kind Value	Cash/Check Amount	T
<input type="checkbox"/> Doe, Jane 100 Helena Ave, Helena, MT 59601	Primary	Counselor - Youth and Family	ABC Counseling		\$ 0.00	\$ 180.00	

+ Add Edit Delete Page 1 of 1 5 View

Save Exit Upload - Please Select - Download

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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

FORM C-7

- STATEWIDE CANDIDATES – FILE FORM C-7 FOR EACH CONTRIBUTION RECEIVED WITHIN 20 DAYS OF AN ELECTION OF CONTRIBUTIONS OF \$200 OR MORE
- STATE DISTRICT & LOCAL – FILE FORM C-7 FOR EACH CONTRIBUTION RECEIVED WITHIN 17 DAYS OF AN ELECTION OF CONTRIBUTIONS OF \$100 OR MORE

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



REPORTING – EXPENDITURES

SCHEDULE B

PETTY CASH, OTHER EXPENDITURES–

AVOID PETTY CASH, REPORT ALL EXPENDITURES ON SCHEDULE B

Campaign Electronic Reporting System

Campaign Report List » Finance Reports for candidate.

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Instructions

Candidate Report List

Display 5 records

From	To	Report Title	Type	Status	Report
<input checked="" type="checkbox"/>	02/07/2018	Candidate Campaign Finance Report	C5	Pending	Initial

Showing 1 to 1 of 1 entries

[View Report](#) [Update or Amend Report](#) [Add New C5](#) [Add New C7](#) [Go Back](#) [Exit](#) - Please Select -

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Campaign Electronic Reporting System

Candidate Campaign Finance Report » (C-5)

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To Status: Pending

Schedule A **Schedule B** Schedule C Payments Summary File

Petty Cash Other Expend **← ALL EXPENSES**

Entity	Election Type	Purpose	Refund	Date	Amount
No records to view					

[Save](#) [Exit](#) [Upload](#) - Please Select - [Download](#) [Prev](#) [Next](#)

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ADDING AN EXPENDITURE IN SCHEDULE B



GUIDANCE - Expenditure Detail



PURPOSE

Include the **PURPOSE** of the expenditure (what kind of expense was it?). **EXAMPLE** - 'Printed mailer'; 'Facebook Post Boost'; 'Yard Sign'

QUANTITY

Include the **QUANTITY** and/or **DATE INFO**. **EXAMPLE** - 500 Printed Mailers; Facebook boost 10/1/18 - 10/31/18; 500 Yard Signs.

SUBJECT MATTER

Describe the **SUBJECT MATTER** of the expense. **EXAMPLE** - 'Printed mailer - Education'; 'Facebook boost, Vote for Change image'

DISTINGUISH

DISTINGUISH among expenditures of similar purpose - make sure you describe the **SUBJECT MATTER** when you create several mailers, or boost several facebook posts, or have more than 1 sign, etc.



MONTANA
Commissioner of Political Practices

January, 2018

ADDING AN EXPENDITURE – BE COMPLETE AND USE DETAIL

- IN THE PURPOSE FIELD DESCRIBE EXPENDITURE
- INCLUDE QUANTITY
- INCLUDE SUBJECT MATTER
- DETAIL IN ORDER TO DISTINGUISH BETWEEN LIKE EXPENDITURES
- EXAMPLE – 1000 DOUBLE SIDED MAILERS J COFFEE FOR COMMISH, EDUCATION FOCUS, + POSTAGE

ADDED EXPENDITURE IN SCHEDULE B

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Success! The Candidate Campaign Finance Report was successfully saved for Coffee, J.

Dashboard Candidate Committee State of Montana

Candidate Campaign Finance Report » (C-5)

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A **Schedule B** Schedule C Payments Summary File

Petty Cash **Other Expend**

Entity	Election Type	Purpose	Refund	Date	Amount
ABC Printing 111, Helena, MT 59601	Primary	1000 double sided mailers J Coffee for Commish, education focus, + postage	<input type="checkbox"/>	03/07/2018	\$ 1,100.00

Add Edit Delete Page 1 of 1 View 1 - 1 of 1

Save Exit Upload -Please Select- Download Prev Next

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



SOCIAL MEDIA – EXPENDITURE REPORTING

PROPERLY REPORT PAID SOCIAL MEDIA EXPENDITURES LIKE YOUR OTHER EXPENDITURES – DETAIL
PURPOSE, SUBJECT MATTER, QUANTITY, DISTINGUISH BETWEEN LIKE ITEMS



SOCIAL MEDIA EXPENDITURE REPORTING

- AS WITH ANY OTHER EXPENDITURE, REPORT ALL PAID SOCIAL MEDIA ADVERTISEMENTS
- IN THE PURPOSE FIELD DESCRIBE EXPENDITURE
- INCLUDE QUANTITY (DATE RANGE, VIEWS, CLICKS, ETC)
- INCLUDE SUBJECT MATTER
- DETAIL IN ORDER TO DISTINGUISH BETWEEN LIKE EXPENDITURES

Campaign Electronic Reporting System

Dashboard Candidate Committee State of Montana

Entity Search Row Details New Entity

Report Period

From Date: 01/09/2018 To Date: 05/07/2018

Report Detail Entry

Entity Facebook
1601 S California Ave, Pablo Alto, CA 94304

Election Type Primary

Date 02/01/2018

Purpose Facebook Boost \$5 per day for 28 days 2/1-2/28, 'Vote for Change' video
(All expenditures must specifically describe purpose, quantity, and subject matter.)

Amount \$ 140.00

Campaign Electronic Reporting System

Dashboard Welcome

Petty Cash Other Expend

Entity	Election Type	Purpose	Refund	Date	Amount
Facebook 1601 S California Ave, Pablo Alto, CA 94304	Primary	Facebook Boost \$5 per day for 28 days 2/1-2/28, 'Vote for Change' video		02/01/2018	\$ 140.00

+ Add Edit Delete

Page 1 of 0

View 1 - 1 of 1

Save Exit Upload - Please Select - Download

ADDING A FACEBOOK PAID BOOST TO SCHEDULE B – OTHER EXPENDITURES TAB

- SAME GUIDELINES AS ANY OTHER EXPENDITURE

The screenshot shows the Facebook Insights interface for the page 'J Coffee'. The 'Insights' tab is selected, and the 'Promotions' sub-tab is active. The left sidebar lists various metrics: Overview, Promotions, Followers, Likes, Reach, Page Views, Page Previews, Actions on Page, Posts, Events, Videos, and Messages. The main content area is divided into three sections: 'Boost a Post', 'Promote Your Website', and 'Recent Promotions on J Coffee'. The 'Recent Promotions' section is circled in red and contains the text 'Recent Promotions on J Coffee' and 'Ads activity is reported in the time zone of your ad account.' Below this, a message states 'You have not created any promotions for J Coffee' with a circular icon containing a chart. A red arrow points from the text 'You will find everything you need to report in your Ads Manager' to a button at the bottom that says 'Looking for all promotions for your ad account? Go to Ads Manager' with an external link icon.

FACEBOOK PROMOTIONS TAB

- READY TO REPORT? USE YOUR FACEBOOK PROMOTIONS TAB AND/OR ADS MANAGER TO LOCATE DETAIL AND INFO FOR COMPLETE REPORTING

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



SOCIAL MEDIA – ATTRIBUTION

PROPERLY ATTRIBUTE (PAID FOR BY...) PAID SOCIAL MEDIA POST, EVENTS, IMAGES, VIDEOS, SHARED LINKS, ETC.

Page Inbox Notifications Insights Publishing Tools Settings Help

Like Follow Share

Montana Commissioner of Political Practices @MontanaCOPP

Home About Posts Notes Events Videos Photos Community

Boost Your Page for \$5
Reach even more people in United States
[Promote Page](#)

See All

Posts

Montana Commissioner of Political Practices
February 22 at 10:40am

CORRECTED! Working as of 3PM! 😊 Feb 22, 2018 - Our CERS system is currently experiencing loading issues. We are aware and support has been contacted. Apologize for any inconvenience #mlpol

9 people reached [Boost Post](#)

Send Message

ABOUT MONTANA COMMISSIONER OF POLITICAL PRACTICES

Montana Commissioner of Political Practices

The COPP facebook page was created as a resource for Montana state and local candidates & committees...

[See More](#)

Page Tips See All

Know Friends Who Might Like Your Page?
Invite friends to like Montana Commissioner of Political Practices and help you connect with more people.

Try Posting a Short Video
Videos help engage people in News Feed

Page Inbox Notifications Insights Publishing Tools Settings Help

BUT FIRST COFFEE

J Coffee
@jcoffeecandidate

Home About Issues See more [Promote](#)

Added attribution to cover photo

PAID FOR BY J COFFEE, PO BOX 01, HELENA, MT 59000

Like Follow Share

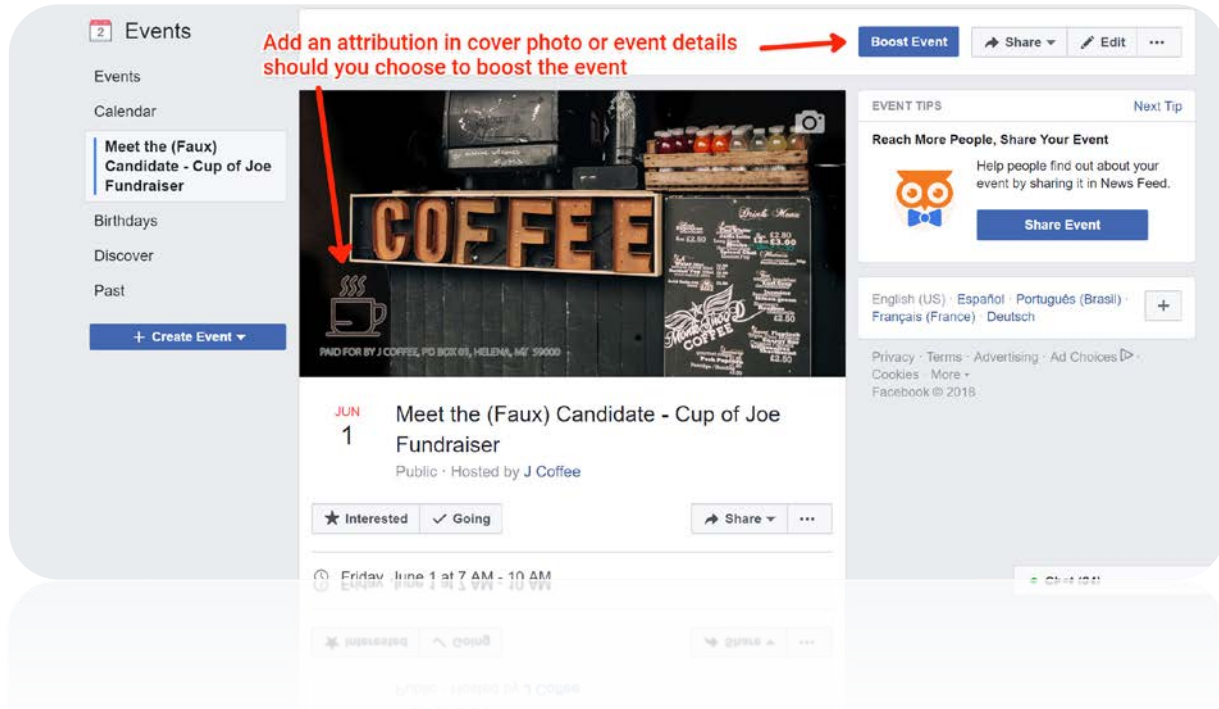
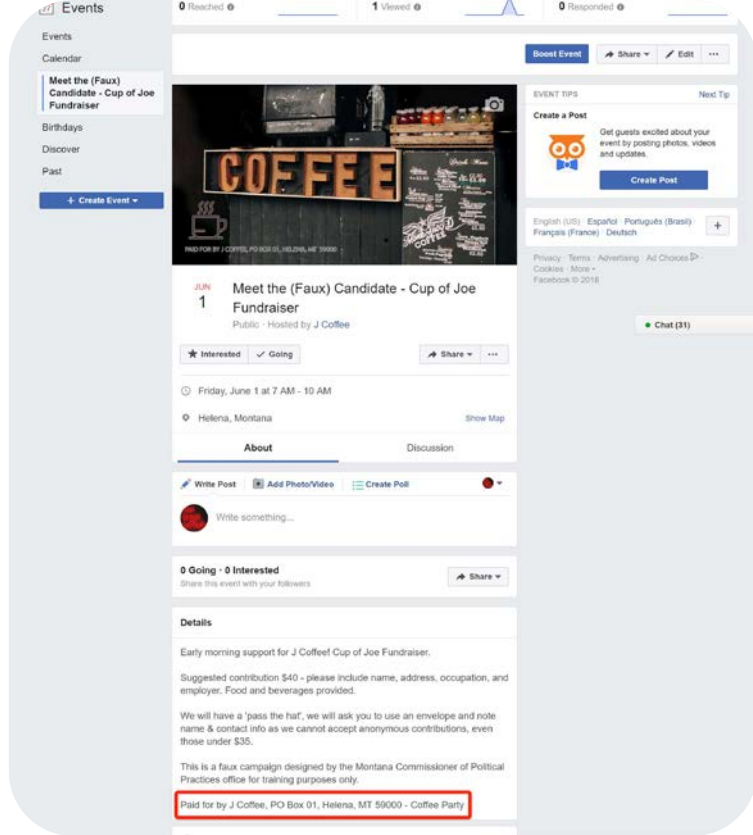
[Send Email](#)

Write a post... Photo/Video Album Live Video

Know friends who might like your Page?
Help more people discover your Page by inviting

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





ATTRIBUTION – SOCIAL MEDIA

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

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



REPORTING – DEBTS SCHEDULE C

REPORT ALL DEBTS ON SCHEDULE C

Campaign Electronic Reporting System

Candidate Campaign Finance Report » (C-5)

Dashboard | Candidate | Committee | State of Montana

Welcome

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Co

Reporting Period: *From 02/07/2018 *To To

Schedule A | Schedule B | **Schedule C** | Payments | Summary | File

Debts

Entity	Election Type	Purpose	Date	Type
+ Add Edit Delete				

Page 1 of 0

Payment History

Reporting Period From	Reporting Period To	Date Paid
+ Add Edit Delete		

Save | Exit | Upload | - Please Select - | Download

Online Services | Commissioner of Political Practices | Privacy & Security | Accessibility | Contact Us

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)

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Candidate Campaign Finance Report »(C-5)

Welcome ePass Home Version

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C **Payments** Summary File

Debt & Loan Payments

Entry	Date	Type	Debt Amount	Date Paid	Paid Amount	Balance Due
<input checked="" type="checkbox"/> Montana Billboards 111 Montana Ave, Helena, MT 59000	02/05/2018	Debt	\$ 950.00			\$ 950.00

+ Add Payment Page 1 of 1 View 1 - 1 of 1

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount
No records to view			

+ Save + Exit + Upload - Please Select - Download

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REPORT DEBTS & PAYMENTS

- ADD PAYMENTS AS YOU MAKE THEM AGAINST LOANS, DEBTS

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

FACEBOOK - /MONTANACOPP

TWITTER - @MONTANACOPP



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)

CERTIFY & FILE

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

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Candidate Campaign Finance Report > (C-5)

Welcome ePass Home Version

Candidate Information

Candidate Full Name: Coffee, J. Election Year: 2018
Mailing Address: PO Box 1234 Helena, MT 59601 Office Sought: County Commissioner

Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C Payments Summary **File** Prev Next

Certify and File

Display contributors name and address that contributed < \$35? Receive and File Date 02/22/2018

Is this a closing report?

Certification

I 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. **Check**

Message will appear stating report is filed; auto emailed to COPP

- Please Select - Prev Next

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UPLOAD

- UPLOAD OF SCHEDULE A AND B 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.

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

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TWITTER - @MONTANACOPP



FOLLOW-UP

WHAT TO EXPECT ONCE YOU FILE YOUR
CAMPAIGN FINANCE REPORT

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

CFR Compliance -

Campaign Finance Report DATE: 9/14/2017

Compliance Specialist: Scott Cook

REFERENCE REPORT: 02/14/17-08/28/17

An initial compliance examination has been completed for the above referenced report. Please review and make all required revision of the following items that may become campaign finance violations. Correct all checked marked and noted items. Should you need assistance please call 406.444.3919 or email cppo@mt.gov. Thank you.

Inspection

Exam

OTHER:

An initial facial 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 10 business days from the receipt of this communication.

Jeffrey A. Mangan
Montana Commissioner of Political Practices

EXAMS ONLY:

Failure to do so could result in a campaign finance complaint sufficiency finding, the issuance of an order of noncompliance, or potential enforcement action in state district court.

Jeffrey A. Mangan
Montana Commissioner of Political Practices

CONTRIBUTORS Section / Issues

Section	Item	Explanation / Notes
Individual Contributors	Contributor Ford, Joe E has occupation listed as Consultant	More detail is required as to the occupation of this contributor; please state the specific type of consulting
Individual Contributors	Contributor Martin, Colleen has occupation listed as Fundraiser	More detail is required as to the occupation of this contributor; please state what is meant by Fundraiser
Individual Contributors	Contributor O'Connor, Roy S has occupation listed as Investor	More detail is required as to the occupation of this contributor; please state what is meant by Investor
Individual Contributors	Address missing for contributor Wakimoto, Ronald	Please provide the full mailing address for this contributor, as it is missing from report

OTHER:

EXPENDITURES Section / Issues

Section	Item	Explanation / Notes
Expenditures: Other	Brock Consulting LLC (5 total entries)	We need more detail for each of the 5 expenditures listed on the report purpose 'Campaign Services'- what were the specific services provided, what was the specific purpose of each expenditure?
Expenditures: Other	Monroe, Callie	We need more detail for this expense- what is included in the 'Event Entertainment' descriptor?
Expenditures: Other	United States Post Office (2 entries)	We need more detail as to what was included in the Postage expenditure 04/12/17 and 05/23/17?

CS3 (Scott) Page 1

CS3 (Scott) Page 2

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 _____, _____.

Notary Public

My Commission Expires:

RESOURCES

Politicalpractices.mt.gov

- Education & resource page
- Contribution limits
- Reporting calendars
- CERS Login

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