

CAMPAIGN FINANCE REPORTING

MONTANA COMMISSIONER OF POLITICAL PRACTICES

CPPHELP@MT.GOV / @MONTANACOPP



UPDATE A C2 WITHIN 5 DAYS OF CHANGE

TREASURER REVISION, ADDRESS,
EMAIL, CONTACT CHANGE,
PURPOSE OF COMMITTEE

The screenshot shows the 'Campaign Electronic Reporting System' interface. A red circle highlights the 'Committees' tab in the top navigation bar. Another red circle highlights the 'Committee List' table, which contains one entry: 'Montanans for better coffee' with status 'Active' and address 'PO Box 1234, Helena, MT 59601'. A third red circle highlights the 'Amend Registration' button in the bottom action bar. A fourth red circle highlights the 'Finance Reports' button. The interface also includes a sidebar with 'Dashboard', 'Candidate', 'Committee', and 'State of Montana' options, and a footer with links to 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', 'Contact Us', and the 'mt.gov' logo.

Campaign Electronic Reporting System

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

Committees

Committee List

Committee Name	Year	Status	Address	Committee Type
Montanans for better coffee		Active	PO Box 1234, Helena, MT 59601	Independent

Showing 1 to 1 of 1 entries

Amend Registration

Finance Reports

IMPORTANT ELEMENTS!

EMAIL PHONE SUPPORT & OPPOSITION INFO

Campaign Electronic Reporting System

Welcome | Help | Sign Out | User Name

Amend Committee Registration and Reporting

Committee Information

*Committee Name: Montanans for Better Coffee

*Mailing Address: PO Box 1234

*City: Helena *State: Montana *Zip: 59601

Physical Address: Physical Address

City: City State: Please Select Zip: Zip

*Committee Type: Independent *Incorporated: No

Committee Treasurer Information

*Last Name: Bean *First Name: C MR

*Mailing Address: PO Box 1234

*City: Helena *State: Montana *Zip: 59601

Physical Address: Physical Address

City: City State: Please Select Zip: Zip

Phone: (406) 555-5555 Alternate Phone:

*Email address: bean@mt.gov

Deputy Treasurer Information

Name	Mailing Address	Physical Address	Phone	Alternate Phone	Email Address
Tax Leaf	PO Box 1234 Helena, MT		(406) 555-5555		jeff.margenfirst@mt.gov

Add Edit Delete

Committee Account Information

*Primary Bank Name: Tax Bank of Coffee Beans

*Bank Address: PO Box 6989

*City: Helena *State: Montana *Zip: 59601

Secondary Bank Name: Secondary Bank Name

Bank Address: Bank Address

City: City State: Please Select Zip: Zip

Additional Officer Information

Name	Mailing Address	Physical Address	Phone	Alternate Phone	Email Address
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Add Edit Delete

Purpose of Committee and/or Name(s) of Candidate(s) or Ballot Issue(s)

Ballot Code	Position	Issue Status
-------------	----------	--------------

Add Edit Delete

CERTIFICATION: I hereby verify that the foregoing statements are true, complete and correct.

☐ For County, Municipal, or School committee only. Please check this box if contributions/ expenditures will not exceed \$500.00. (If \$500.00 is exceeded, filing of campaign finance reports will be required.)

Amend Registration Amend Reporting

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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 44.11.225(3)

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 School—

City—All City elected officials School—

All School District Trustees

CAMPAIGN FINANCE LIMITS

- BE AWARE THAT CAMPAIGN FINANCE LIMITS APPLY TO EACH ELECTION (CANDIDATES)
- AGGREGATE LIMITS APPLY TO CANDIDATES
- COMMITTEES DO NOT HAVE FINANCE LIMITS
- SEGREGATE CORPORATION CONTRIBUTIONS

REPORTING – CONTRIBUTIONS SCHEDULE A

FROM 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

Committee Report List > Finance Reports for committee.

Welcome

Committee Information

Committee Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

Instructions

Committee Report List

Display 5 records

From	To	Report Title	Type	Status	Report
<input checked="" type="checkbox"/>	02/07/2018	Political Committee Finance Report	C6	Pending	Initial

Showing 1 to 1 of 1 entries

View Report Update or Amend Report Add New C6 Add New C7 Add New C7E Go Back Exit

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

NAVIGATE SCHEDULE A

LOANS FUNDRAISERS COMMITTEE INDIVIDUAL

Campaign Electronic Reporting System [Help](#) [Sign Out](#) [coffee4comis...](#)

Committee Campaign Finance Report » (C-6)

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

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule A Schedule B Schedule C Payments Summary File

Loans Fundraisers Committee Individual

Entity	Election Type	Occupation	Employer	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Add Edit Delete Page 1 of 0 5 No records to view								

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount
Add Edit Delete Page 1 of 0 5 No records to view			

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

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

Campaign Electronic Reporting System

Committee Campaign Finance Report » (C-6)

Welcome

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule A Schedule B Schedule C Payments Summary File

Loan Fundraisers Committee Individual

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

Save Exit Upload - Please Select - Download

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- 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

Campaign Electronic Reporting System

Committee Campaign Finance Report » (C-6)

Dashboard
Candidate
Committee
State of Montana

Welcome

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule A Schedule B Schedule C Payments Summary File

Loans Fundraisers Committee Individual

Entity	Election Type	Purpose/Descr	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Coffee Distribution Zones Fundraiser	General		04/12/2018	Donation of Espresso Machine for Coffee Zone raffle	\$ 350.00	\$ 0.00	\$ 0.00 (P) \$ 0.00 (G)
Coffee Distribution Zones Fundraiser	General	Raffle of Espresso Machine, 100 tickets at \$10 per ticket	04/12/2018			\$ 1,000.00	\$ 0.00 (P) \$ 0.00 (G)

Add Edit Delete Page 1 of 0 5 View 1 - 2 of 2

Save Exit Upload Please Select Download

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SUCCESSFULLY ADDED FUNDRAISER IN SCHEDULE A

- 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

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Success! The Political Committee Finance Report was successfully saved for Montanans for better coffee

Welcome ePass Home Version

Committee Campaign Finance Report » (C-6)

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule A Schedule B Schedule C Payments Summary File

Loans Fundraisers Committee Individual

Entity	Committee Type	Election Type	Date	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Coffee, Inc 111 State Helena, MT 59000	Incidental	General	04/11/2018			\$ 500.00	\$ 0.00 (P) \$ 0.00 (G)

Add Edit Delete Page 1 of 0 5 View 1 - 1 of 1

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ADD A COMMITTEE CONTRIBUTION IN SCHEDULE A

- POLITICAL PARTY COMMITTEE
- INDEPENDENT COMMITTEE
- INCIDENTAL COMMITTEE

ACCEPTING A CORPORATION CONTRIBUTION?

THEY MUST FILE AS AN INCIDENTAL
COMMITTEE – PROVIDE GUIDANCE

Campaign Electronic Reporting System

Help
Sign Out
coffee4comis...

Dashboard
Candidate
Committee
State of Montana

Committee Campaign Finance Report » (C-6)
Welcome
ePass Home
Version

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule A Schedule B Schedule C Payments Summary File

Loans Fundraisers Committee Individual

Entity	Election Type	Occupation	Employer	In-Kind Descr	In-Kind Value	Cash/Check Amount	Total to Date
Doe, John 1100 COPP Street, Helena, MT 59000	Primary	Retired	Retired		\$ 0.00	\$ 500.00	\$ 500.00 (P) \$ 0.00 (G)

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

Save Exit Upload
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ADD 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 – CONTRIBUTIONS JUST PRIOR ELECTION

Statewide committees – file form c-7 (w/in 48 hours) for each contribution received within 20 days of an election of contributions of \$200 or more

State District/Issue – file form c-7 (w/in 48 hours) for each contribution received within 17 days of an election of contributions of \$100 or more

FORM C-7E – EXPENDITURE JUST PRIOR ELECTION

Statewide committees – file
form c-7E (w/in 48 hours)
for each expenditure within
20 days of an election of
expenditure of \$500 or
more

State District/Issue – file
form c-7E (w/in 48 hours)
for each expenditure within
17 days of an election of
expenditure of \$500 or
more

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

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TWITTER - @MONTANACOPP



REPORTING – EXPENDITURES

SCHEDULE B

PETTY CASH, OTHER EXPENDITURES, INDEPENDENT EXPENDITURES–

AVOID PETTY CASH, REPORT ALL EXPENDITURES ON SCHEDULE B

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Dashboard

Welcome

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

Candidates Committees Access ID Search

Committee List

Display 5 records Search:

Committee Name	Year	Status	Address	Committee Type
<input checked="" type="checkbox"/> Montanans for better coffee		Amended	PO Box 1234, Helena, MT 59601	Independent

Showing 1 to 1 of 1 entries

Add New Registrations View Registrations Amend Registration Finance Reports

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Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Dashboard

Welcome

Committee Campaign Finance Report > (C)

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

Schedule Schedule B Schedule C Payments Summary File

Petty Cash Other Expend Independent

Election Type	Purpose	Date	Amount
No records to view			

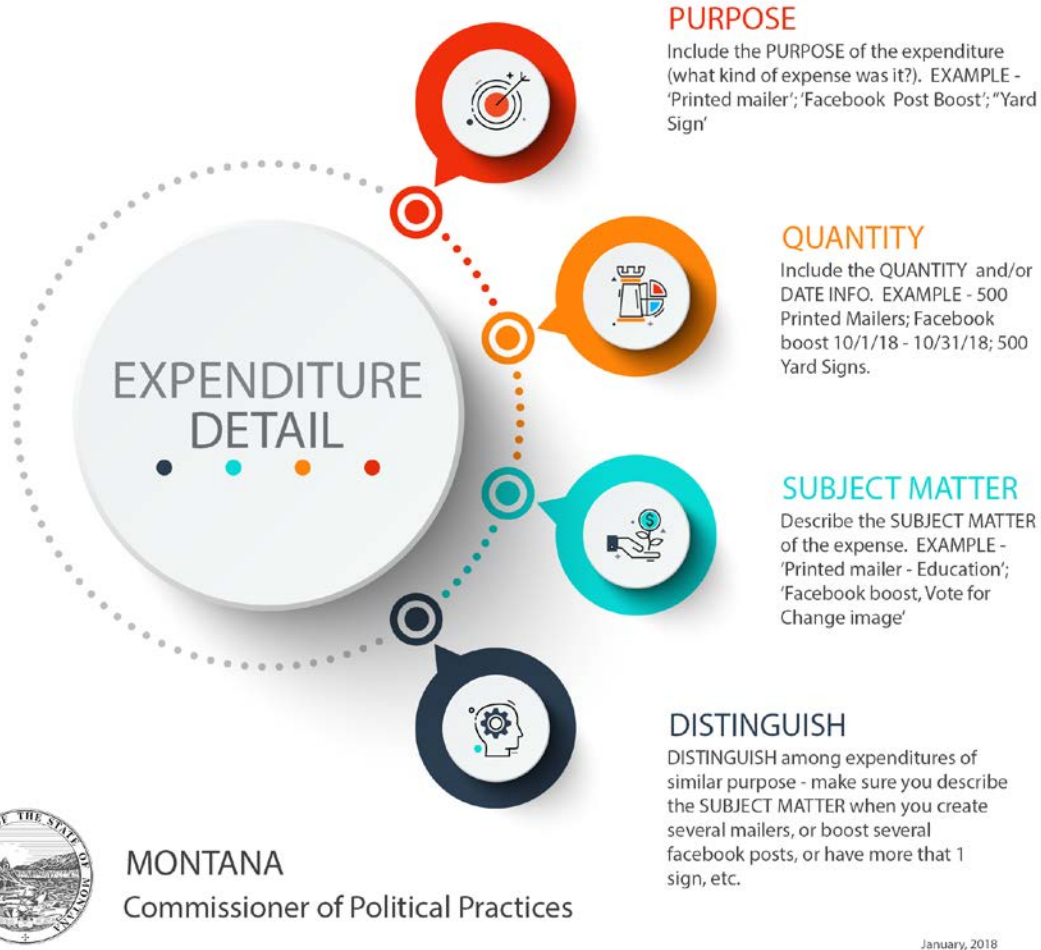
Add Edit Delete

Save Edit Upload Please Select Download

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ADDING AN EXPENDITURE IN SCHEDULE B





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
SUPPORT COFFEE DISTRICTS, INCLUDE MAP, +
POSTAGE

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

Success! The Political Committee Finance Report was successfully saved for Montanans for better coffee

Welcome ePass Home Version

Committee Campaign Finance Report » (C-6)

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

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

Petty Cash **Other Expend** Independent

Entity	Election Type	Purpose	Electioneering Communication	Refund	Corp Funds	Date	Amount
Smith, John 100 A Street, Helena, MT 59000	Primary	Canvasser, Support Coffee Levy - w/o 4/2-4/5/18 see addendum				04/12/2018	\$ 92.35

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

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ADDED 'OTHER EXPENDITURE' IN SCHEDULE B

- ALL EXPENDITURES OTHER THAN INDEPENDENT EXPENDITURES ADDED HERE
- DETAIL
- REVIEW FOR COMPLETENESS

ADDENDUMS

Addendum for Montanans for Better coffee

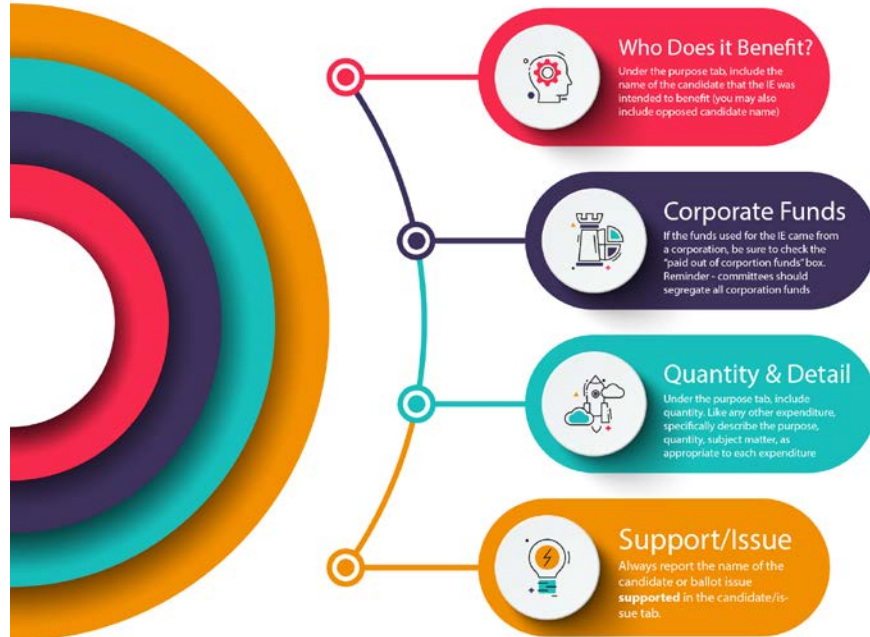
John Smith

Payee	Date	Candidate/Issue	Purpose	Amount	Method
John Smith	4/2/18	Coffee Levy, Flyer creation	Staff Time	\$18.47	Salary, Payroll taxes
John Smith	4/3/18	Coffee Levy, Door knocking	Staff Time	\$18.47	Salary, Payroll taxes
John Smith	4/4/18	Coffee Levy, Voter Strategy	Staff Time	\$18.47	Salary, Payroll taxes
John Smith	4/5/18	Coffee Levy, Community outreach meeting		\$18.47	Salary, Payroll taxes
John Smith	4/6/18	Coffee Levy, Fundraiser setup & decorating		\$18.47	Salary, Payroll taxes

INDEPENDENT EXPENDITURE REPORTING

44.11.502 (8) ARM, reporting independent expenditures:

- (a) shall be reported in accordance with the procedures for reporting other expenditures;
- (b) a person making an independent expenditure shall report the name of the candidate or committee the independent expenditure was intended to benefit, and the fact the expenditure was independent; and
- (c) the candidate or political committee benefiting from the independent expenditure does not have to report the expenditure.



"Independent expenditure" means an expenditure for an election communication to support or oppose a candidate or ballot issue made at any time that is not coordinated with a candidate or ballot issue committee. 13-1-101 (25), MCA


Guidance for Committees

Montana Commissioner of Political Practices | March 2018

ADDING AN INDEPENDENT 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
- RECORD CANDIDATE/ISSUE SUPPORTED IN THE CANDIDATE/ ISSUE TAB

ADDED AN INDEPENDENT EXPENDITURE IN SCHEDULE B

 Campaign Electronic Reporting System Help Sign Out coffee4comis...

✓ Success! The Political Committee Finance Report was successfully saved for Montanans for better coffee

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Committee Campaign Finance Report » (C-6)

Dashboard Candidate Committee State of Montana

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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


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

Petty Cash Other Expend **Independent**

Entity	Election Type	Purpose	Electioneering Communication	Refund	Corp Funds	Candidate/Issue	Date	Amount
<input checked="" type="checkbox"/> Independent Record 2222 Washington Avenue, Helena, MT 59601	General	4 column inch ad, Support Jane Coffee - Loves Good Coffee, Run 4 days, \$80 per, 4/20-23/18; oppose G Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support Jane Coffee	04/13/2018	\$ 320.00

[Add](#) [Edit](#) [Delete](#) Page 1 of 0 5 View 1 - 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



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

ADDING A FACEBOOK PAID BOOST TO SCHEDULE B –

WHAT TYPE OF EXPENDITURE?

OTHER EXPENDITURE

INDEPENDENT EXPENDITURE

SAME GUIDELINES AS ANY
OTHER EXPENDITURE

Campaign Electronic Reporting System

Committee Campaign Finance Report » (C-6)

Welcome ePass Home

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

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

Petty Cash **Other Expend** Independent

Entity	Election type	Purpose	Electioneering Communication	Refund	Corp Funds	Date	Amount
<input type="checkbox"/> Facebook 1601 S California Ave, Pablo Alto, CA 94304	General	Facebook Boost \$5 per day for 30 days 4/1-4/30/18, 'Vote in Levy election' image	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/01/2018	\$ 149.60
<input type="checkbox"/> Smith, John 100 A Street, Helena, MT 59000	Primary	Canvasser, Support Coffee Levy - w/o 4/2-4/6/18 see addendum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/12/2018	\$ 92.35

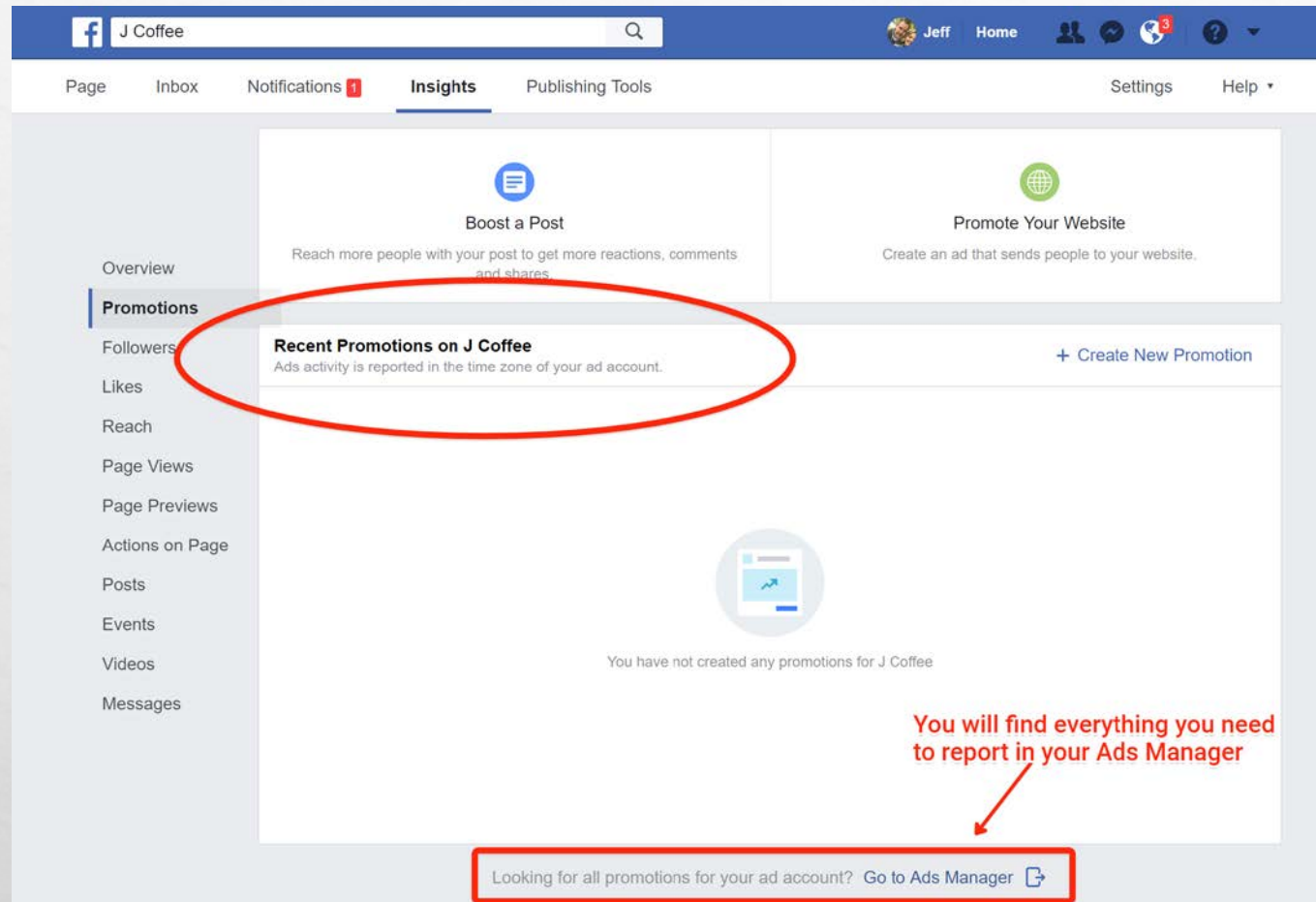
+ Add Edit Delete

Page 1 of 1 5

View 1 - 2 of 1

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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

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 #mtpol

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

J Coffee
@jcoffeecandidate

Home
About
Issues
[See more](#)
[Promote](#)

Added attribution to cover photo

[Like](#) [Follow](#) [Share](#) ...

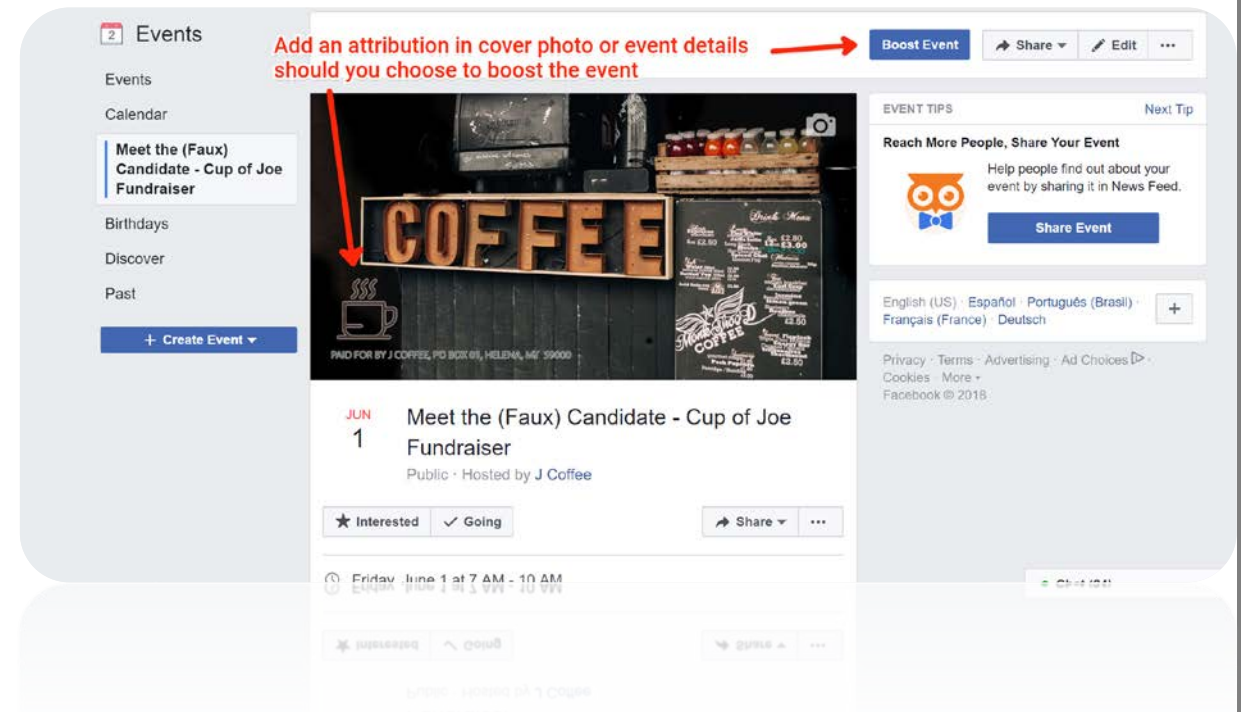
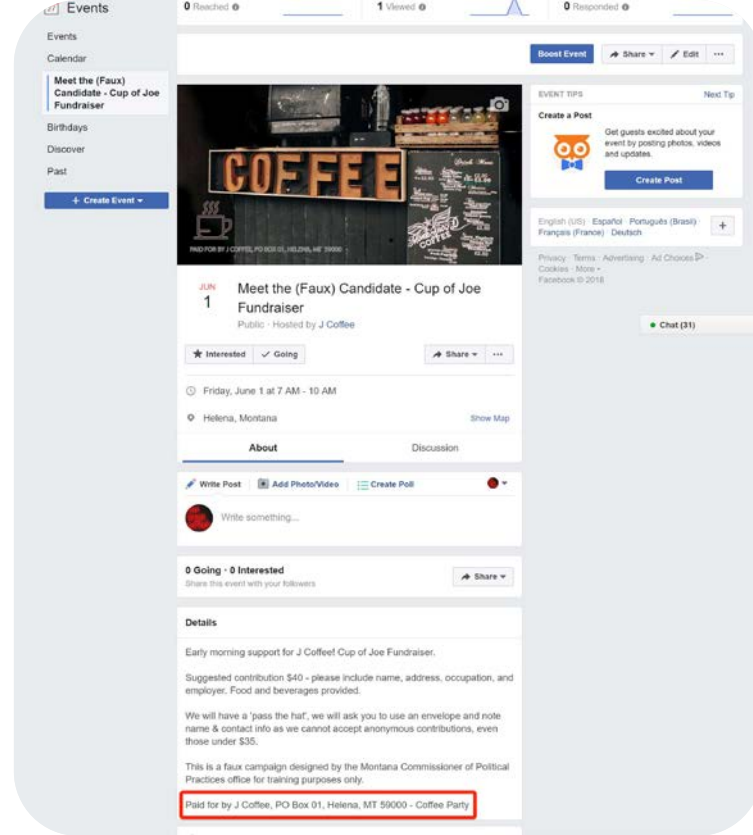
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[Write a post...](#) [Photo/Video Album](#) [Live Video](#)

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

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TWITTER - @MONTANACOPP



REPORTING – DEBTS SCHEDULE C

REPORT ALL DEBTS ON SCHEDULE C

Campaign Electronic Reporting System

Help Sign Out coffee4comis...

✓ Success! The Political Committee Finance Report was successfully saved for Montanans for better coffee.

Welcome ePass Home Version

Committee Campaign Finance Report » (C-6)

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

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

Debts

Entity	Election Type	Purpose	Date	Type	Debt Amount	Balance Due
Add Edit Delete Page 1 of 0 5 No records to view						

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount
Add Edit Delete Page 1 of 0 5 No records to view			

Save Exit Upload Please Select Download Prev Next

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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)

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

Entity	Date	Type	Debt Amount	Date Paid	Paid Amount	Balance Due
✓ Montana Billboards 111 Montana Ave, Helena, MT 59000	03/05/2018	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

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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)

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...

Success! The Political Committee Finance Report was successfully saved for Montanans for better coffee

Welcome ePass Home Version

Committee Campaign Finance Report » (C-6)

Committee Information

Committee Full Name: Montanans for better coffee
Mailing Address: PO Box 1234 Helena, MT 59601
Committee Type: Independent

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

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

Certify and File

☐ Display contributors name and address that contributed < \$35? Receive and File Date 04/15/2018

☐ Is this a closing report? **For CLOSING the Committee Only**

Certification

☒ I certify the foregoing report of committee 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 View Report

Save Exit Upload Please Select Download

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

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

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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 cppcompliance@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

CONTRIBUTIONS 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, and 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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