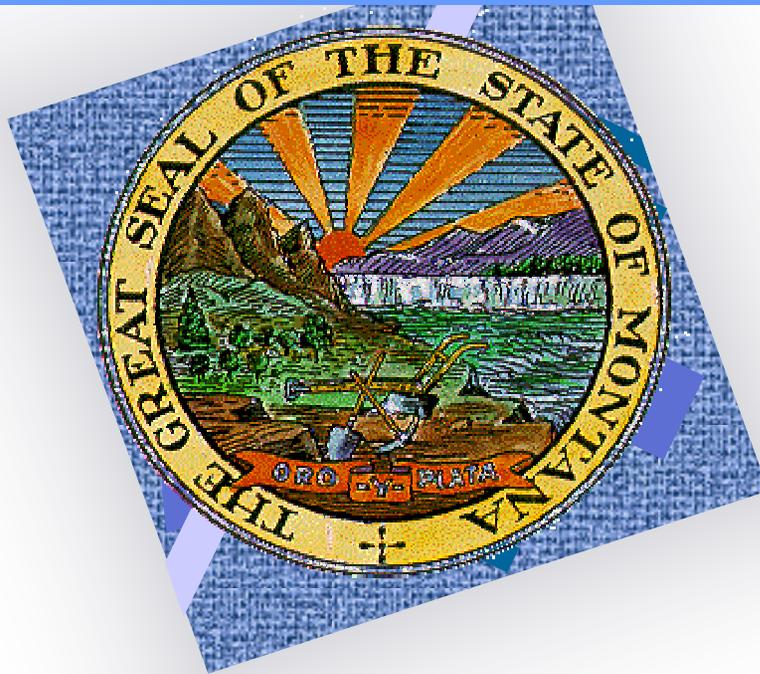


# POLITICAL COMMITTEES

Information you need to know



***Gordon Higgins***

***Dulcy Hubbert***

***Michelle Jackson***

***Commissioner of  
Political Practices***

***Phone: 444-2942***

***Fax: 444-1643***

***Website: [www.state.mt.us/cpp](http://www.state.mt.us/cpp)***

# *Form C-2: Statement of Organization*

- ✚ The Statement of Organization is the form used to register your political committee with the Commissioner of Political Practices. All information on the form is required by law.
  - A. Naming and Labeling of political committees (Handout)
  - B. Completing the form – step by step
    1. Treasurer – The person responsible for filing reports with the Commissioner of Political Practices and making sure the committee is in compliance with Campaign Finance and Practices Laws and Rules.
    2. Bank account information
    3. General purpose (types of political committees)

# *Form C-6 – Campaign Finance Report Form*

- ✚ The Campaign Finance Report Form C-6 is the form used by political committees to report their finance information to the Commissioner of Political Practices.
  
- ✚ All information on the form is required by statute.
  - ✚ A. Completing the form – step by step
    1. Full name and address of committee
    2. Certification complete
    3. Contributions less than \$35 (watch individual total-to- dates)

# ***Form C-6 – Campaign Finance Report Form*** (Page 2)

4. Miscellaneous Receipts
  - a. Fundraisers - review types such as raffles, auctions, meet and greets
  - b. Date, approximate number attending, type of event and total received
  - c. Make sure to watch individual total-to-date amounts so that those contributing over \$35 can be itemized.
5. Individual Contributors
  - a. Complete mailing address
  - b. Occupation and employer information is required (Businessman or self-employed is not sufficient).

# ***Form C-6 – Campaign Finance Report Form (Page 3)***

## **6. Expenditures**

- a. Name and complete mailing address of payee is required.
- b. Date required for all expenditures.
- c. A purpose must be reported for all expenditures.

## **7. Debts Outstanding**

- a. All committees debts outstanding must be reported including the full name and address of the payee, the purpose of the debt, the date incurred and the amount.
- b. If the exact amount owed is not known, you must provide and estimate of the amount.

# Computer Generated Reports

- ✚ Computer generated reports are acceptable with the following requirements:
  1. Must be in at least a 10 point font.
  2. Must follow the same format of the C-6 form.
- ✚ If you are going to use computer generated reports, we request that you submit a sample of the form you wish to use. We will review and offer suggestions or changes that need to be made to your format prior to the first filing of your report.

# *Report Due Dates*

- ✚ C-6 reports are due on specified due dates and must be filed with the Commissioner of Political Practices by 5:00 p.m. on the day they are due. Reporting calendars are available on the agency website.
- ✚ Reports can be faxed to our office BUT do not wait until the last day to file since we have only one fax machine and MANY reports that are being filed.
- ✚ If a report is received after the deadline and is postmarked 3 business days before the report was due, the report will be considered timely filed.

# *Information Available on Agency Website*

- Website address: [www.state.mt.us/cpp](http://www.state.mt.us/cpp)
- The following information is available on the website:
  - ➔ Calendar of reporting dates
  - ➔ Reporting forms C-2 and C-6
  - ➔ Naming and labeling information
  - ➔ Information on disclaimers
  - ➔ Campaign Finance and Practices Laws and Rules
  - ➔ Political committee accounting and reporting manual
  - ➔ Contribution limits summary

# *Questions and Answers...*

-  **Contact our office if you have any questions or are unsure of something.**
-  **On-line filing coming soon!**

Montana Commissioner of Political Practices Web Site - Microsoft Internet Explorer

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**Commissioner of Political Practices**

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**WHAT'S NEW**

[Teamsters Decision Waiver - April 20, 2005, \(PDF, 19kb\)](#)

[2005 End of Session Lobbying Disclosure Report Letter from the Commissioner, \(PDF, 26kb\)](#)

**Public Meetings/Notices/Administrative Rule Notice:**

**Commissioner of Political Practices**  
The Commissioner has jurisdiction over laws and rules pertaining to: Ethics (Title 2, chapter 2, part 1), Lobbying (Title 5, chapter 7) and Campaign finance and practices (Title 13, chapters 35 and 37).

**Secretary of State**  
The Secretary of State has jurisdiction over

**Montana Code Annotated: Title 13, Chapters 35 & 37 Campaign Finance and Practices**

**Lobbying**

**Administrative Rules of Montana: Title 44, Chapter 10**

**Complaint Procedure**

**Frequently Asked Questions**

**Opinions**

**Candidate Information**

**Political Committee Information**

- American... \$50
- Davidson Companies \$400
- Fort Belknap Indian Community \$200
- Gallatin County \$450
- Holcim \$50
- Ivenergy \$500
- Lamar Advertising \$50
- Loren Bough \$250
- Montana Assn. of Homes & Services \$100

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 **Finance and Practices**  
the official state website

**Commissioner of Political Practices**

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The following documents are available online in Adobe Acrobat PDF format for ease in printing. Acrobat Reader is a free plug-in available for [download](#).



- [Accounting and Reporting Manual for Political Committees](#) (PDF, 146kb)
- [Election Contribution Limits Summary](#), (PDF, 28kb)
- Reporting Calendars
  - [Political Party Committees](#) (PDF, 18kb)
  - [Political Action Committees](#) (PDF, 18kb)
- Forms
  - Statement of Organization
    - [Form C-2/E-mail Address Request/ Instructions](#) (PDF, 34kb)
  - Incidental Political Committee Finance Report
    - [Form C-4 Instructions](#) (PDF, 16kb)
    - [Form C-4](#) (PDF, 33kb)
  - Political Committee Finance Report
    - [Form C-6 Instructions](#) (PDF, 15kb)
    - [Form C-6](#) (PDF, 77kb)
  - Notice of Pre-Election Contributions (24 Hour Notice for Statewide Political Committees; 48 Hour Notice for Other Political Committees)

Trusted sites