

# Montana Commissioner of Political Practices

## Fundraiser Reporting GUIDANCE

(Note – In CERS, always SAVE before you EXIT – Your report will be updated. Do not FILE until after the last day of the reporting period, your report is not public until filed)

When reporting contributions received at Fundraiser events, candidates and committees need to keep the following guidelines in mind:

- *The Fundraisers tab is meant to report the cumulative collection of contributions (cash and in-kind) under \$50 ONLY. Any individual contributions of \$50 or more received from a single source at a Fundraiser event need to be reported separately under the Individual tab with the required contributor information (name, address, occupation and employer).*
- *All reported Fundraiser events need to include a description of the event (Pass the Hat, Missouri River Breaks Raffle, Dinner Auction, etc.), the date of the event, the approximate number of attendees contributing, and the total amount of contributions of under \$50 received.*
- *Contributions under \$50 received as part of Fundraiser events still count towards the \$50 aggregate reporting threshold. Once an individual exceeds \$50 in contributions to your campaign or committee, all contributions received from them would need to be reported in the Individual Contributors section of the report and should NOT be included as part of the proceeds received at the Fundraiser. You must always maintain documentation of all contributions received, including those under \$50. Anonymous contributions are prohibited.*

For example, if an individual who had previously contributed \$20 to your committee purchases a \$10 ticket to a Bake Sale Fundraiser, and then proceeds to purchase two Blueberry pies for \$30 total at the bake sale. That individual has now donated \$60 to your committee (\$20 initial contribution + \$10 bake sale ticket + \$30 spent at the bake sale = \$60). Because this individual's contributions have exceeded \$50, the contributions received from them at the bake sale event would need to be reported under the Individual Contributors tab, along with the contributor's name, address, occupation, and employer information. Those contributions should **NOT** be included in the Fundraisers section of the report. Any future contributions received from this individual would need to be reported in the individual contributors section of the report as well.

Similarly, imagine the local Coca Cola Party Committee sells 200 raffle tickets, with tickets priced at \$30 each. 60 Individuals buy 2 tickets apiece, while the remaining 80 tickets are purchased on a single ticket basis by individuals. Each of the 60 individuals who purchased 2 raffle tickets have contributed \$60 to the Coca Cola Party, and as such their contributions would need to be reported under the individual contributors section. The name, address, occupation, and employer information for these contributors would also need to be provided. The proceeds from the other 80 tickets sold could be reported in the Fundraisers section of the report as one single \$240 receipt.