

CAMPAIGN FINANCE REPORTING

MONTANA COMMISSIONER OF POLITICAL PRACTICES

CPPHELP@MT.GOV / [@MONTANACOPP](https://twitter.com/MONTANACOPP)



Political Practices Reporting System politicalpractices.mt.gov Help Sign Out coffee4comis...

(select 'online services')

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

Candidate List

Display 5 records Search:

Candidate Name	Year	Status	C-3	Address	Campaign	Office	County
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 FileView C-3 Finance Reports

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

Campaign Registration View

Welcome ePass Home Version

Candidate Information

Candidate Full Name: Coffee, J.
Mailing Address: PO Box 1234 Helena, MT 59601
Home Phone: (406) 555-5555
Campaign Email Address: ktmjillo@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 F.3d 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

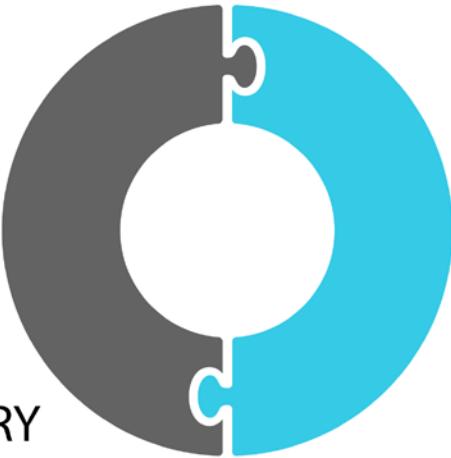
**Other Statewide Office
Attorney General, Secretary of State, State Auditor, Superintendent of Public Instruction, Supreme Court
Justice, Clerk of the Supreme Court
** Examples of Other Public Office
State District—Public Service Commissioner, State Senate, State House, and District Judge—County—
All County elected Officials
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.



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

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

CONTRIBUTION LIMITS APPLY PER ELECTION

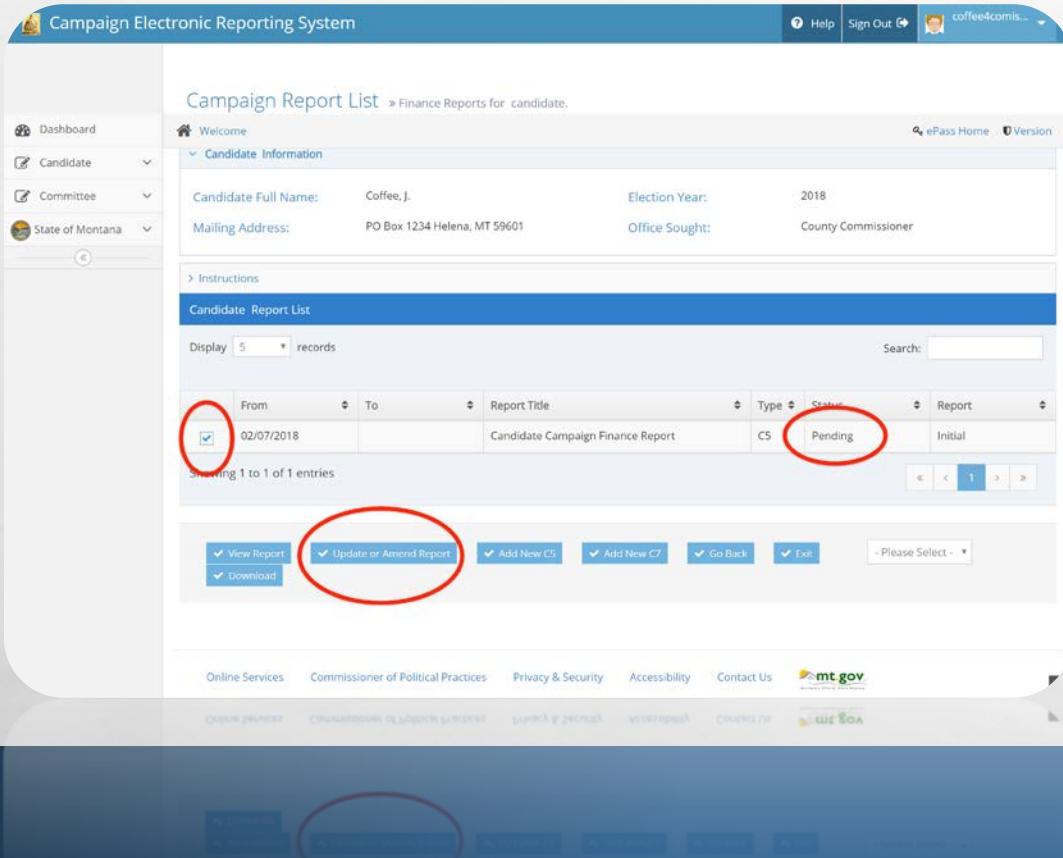
- "ELECTION" MEANS THE GENERAL ELECTION OR A PRIMARY ELECTION THAT INVOLVES TWO OR MORE CANDIDATES FOR THE SAME NOMINATION. IF THERE IS NOT A CONTESTED PRIMARY, THERE IS ONLY ONE ELECTION TO WHICH THE CONTRIBUTION LIMITS APPLY. IF THERE IS A CONTESTED PRIMARY, THEN THERE ARE TWO ELECTIONS TO WHICH THE 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



The screenshot shows the 'Campaign Report List' page. The 'Candidate Information' section displays the following details:

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

The 'Candidate Report List' table shows one entry:

From	To	Report Title	Type	Status	Report
02/07/2018		Candidate Campaign Finance Report	C5	Pending	Initial

At the bottom of the page, there are several buttons: 'View Report', 'Update or Amend Report' (which is circled in red), 'Download', 'Add New C5', 'Add New C7', 'Go Back', 'Exit', and 'Please Select -'.

- 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

Candidate Campaign Finance Report (C-5)

Candidate Information

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

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

Schedule A Schedule B Schedule C Payments Summary File

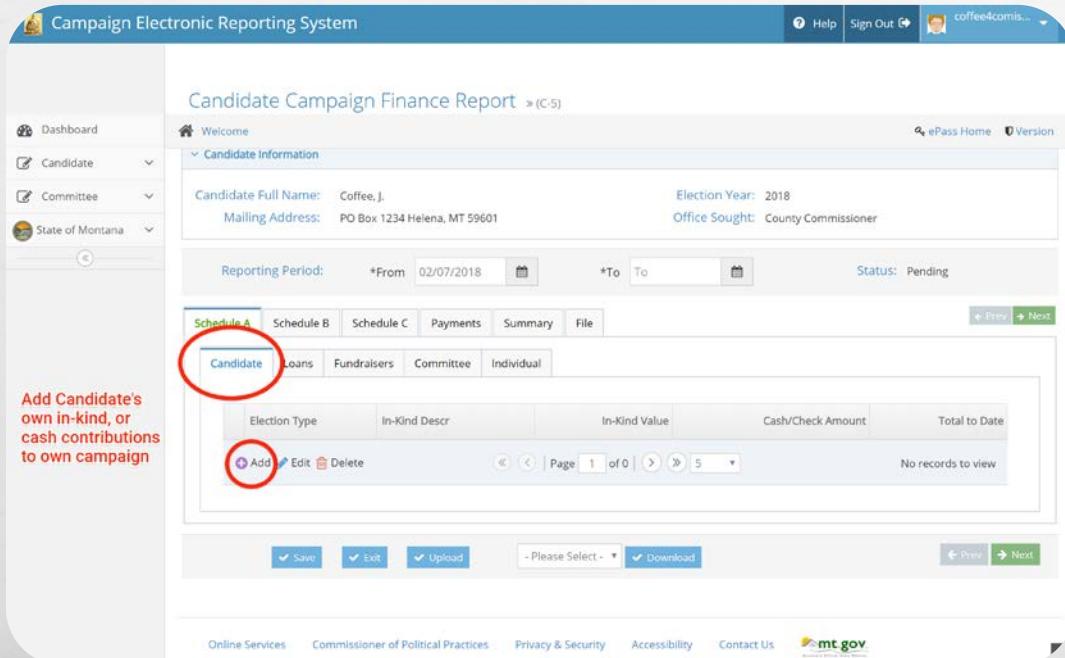
Candidate Loans Fundraisers Committee Individual

Add Candidate's own in-kind, or cash contributions to own campaign

Add **Edit** **Delete**

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

Save **Exit** **Upload** **Please Select** **Download**



Candidate Campaign Finance Report (C-5)

Candidate Information

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

Edit Candidate Contributions

Row Details

Report Period

From Date: 02/07/2018 To Date:

Report Detail Entry

Election Type: Primary

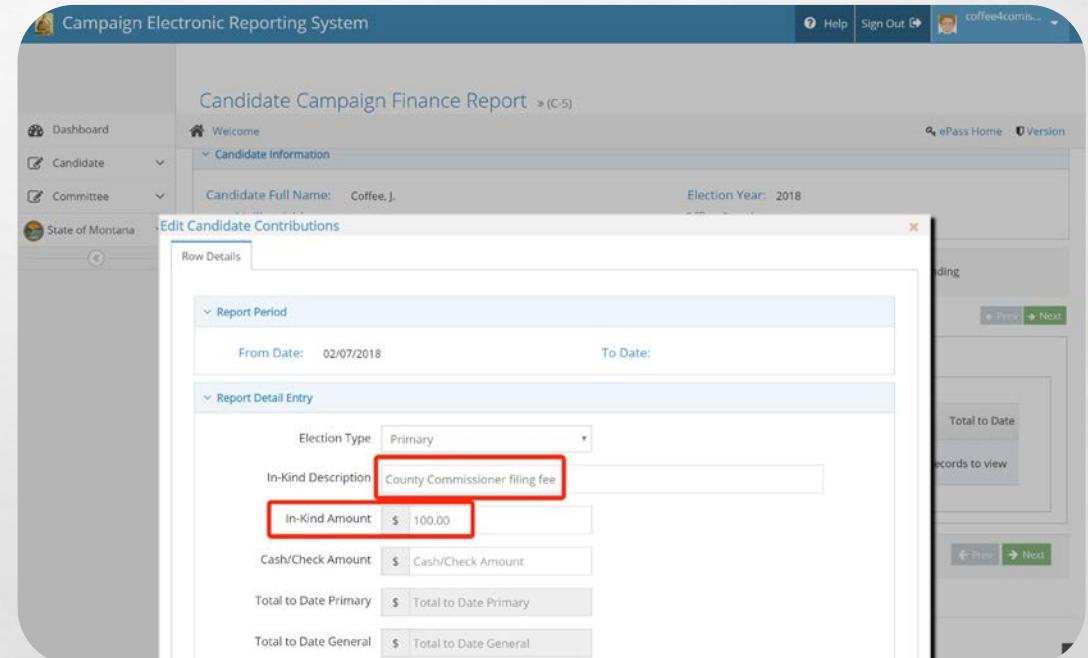
In-Kind Description: County Commissioner filing fee

In-Kind Amount: \$ 100.00

Cash/Check Amount: \$

Total to Date Primary: \$

Total to Date General: \$



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

Candidate Campaign Finance Report >(C-5)

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

Add **Edit** **Delete**

No records to view

Payment History

Reporting Period From	Reporting Period To	Date Paid	Paid Amount

Add **Edit** **Delete**

No records to view

Save **Exit** **Upload** **Please Select** **Download**

Candidate Campaign Finance Report >(C-5)

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

Candidate Full Name: Coffee, J.
Mailing Address: PO Box 1234 Helena, MT 59601
Election Year: 2018
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		\$ 1.00	\$ 1,000.00 (P) \$ 0.00 (G)	

Add **Edit** **Delete**

View 1 - of 1

Payment History

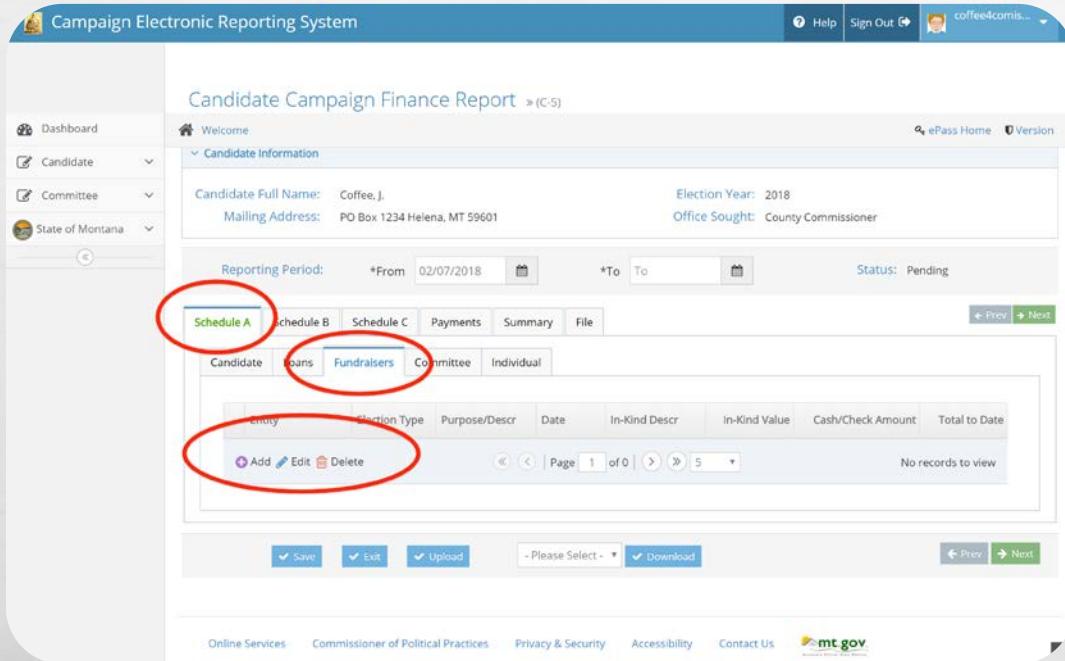
Reporting Period From	Reporting Period To	Date Paid	Paid Amount

Add **Edit** **Delete**

No records to view

Save **Exit** **Upload** **Please Select** **Download**

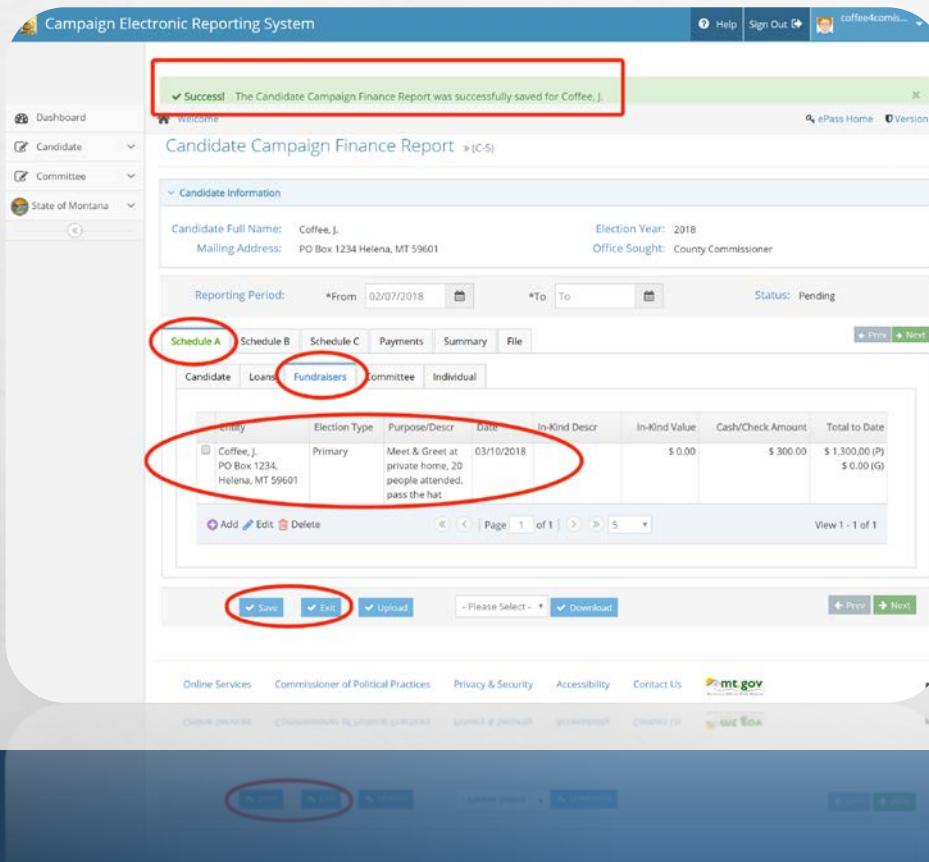
ADD A FUNDRAISER IN SCHEDULE A REPORT ALL OVER \$35 CONTRIBUTIONS UNDER THE INDIVIDUAL TAB, INCLUDING >\$35 TICKETS



The screenshot shows the 'Candidate Campaign Finance Report' page. The 'Fundraisers' tab is highlighted in green and circled in red. The 'Add' button in the data entry table is also circled in red. The table has columns for Entry, Contribution Type, Purpose/Descr, Date, In-Kind Descr, In-Kind Value, Cash/Check Amount, and Total to Date. The status bar at the bottom shows 'No records to view'.

- 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



- 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)

Home 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

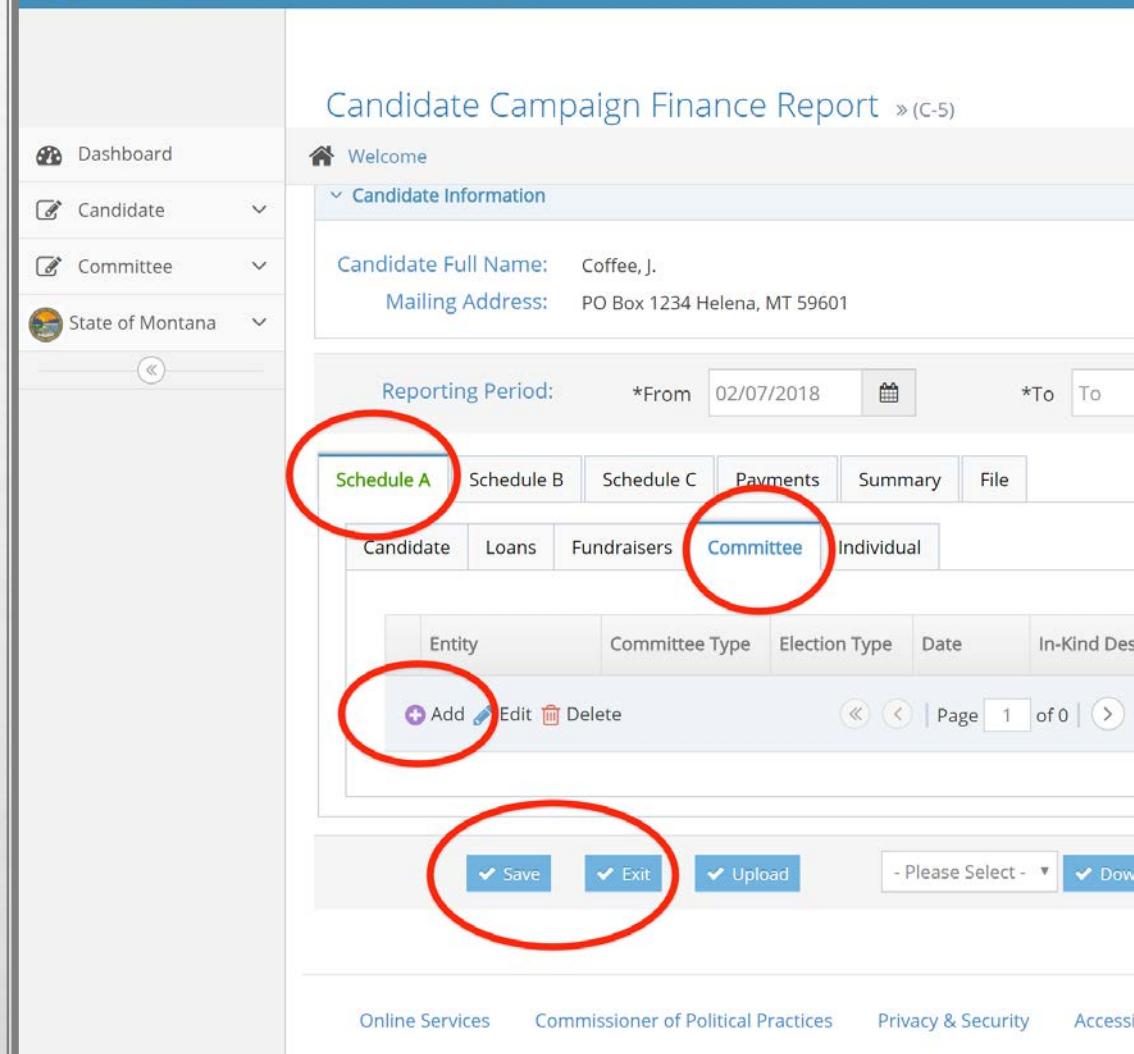
Candidate Loans Fundraisers Committee Individual

Entity Committee Type Election Type Date In-Kind Des

+ Add Edit Delete Page 1 of 0

Save Exit Upload - Please Select - Download

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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)

Candidate Information

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

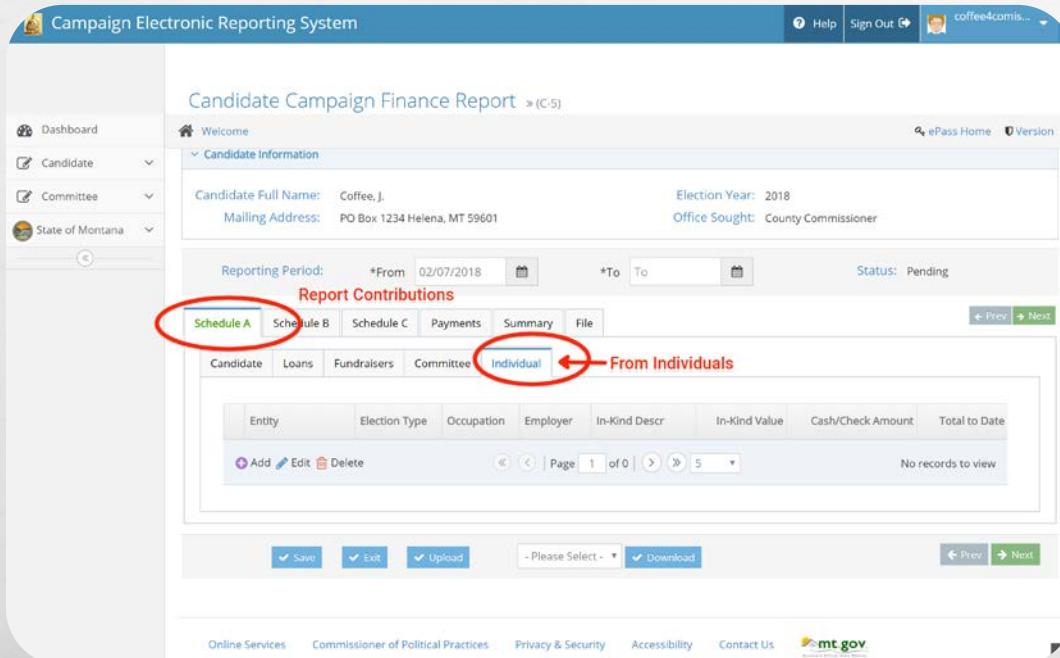
Entity Election Type Occupation Employer In-Kind Descr In-Kind Value Cash/Check Amount Total to Date

Add Edit Delete Page 1 of 0 >> 5

No records to view

Save Exit Upload Please Select Download

From Individuals



Campaign Electronic Reporting System

Candidate Campaign Finance Report >(C-5)

Candidate Information

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

Edit Individual Contributors

Entity Search Row Details New Entity

Entity Type Individual Entity or Last Name Doe

Search All Campaigns First Name Jane

Middle Initial

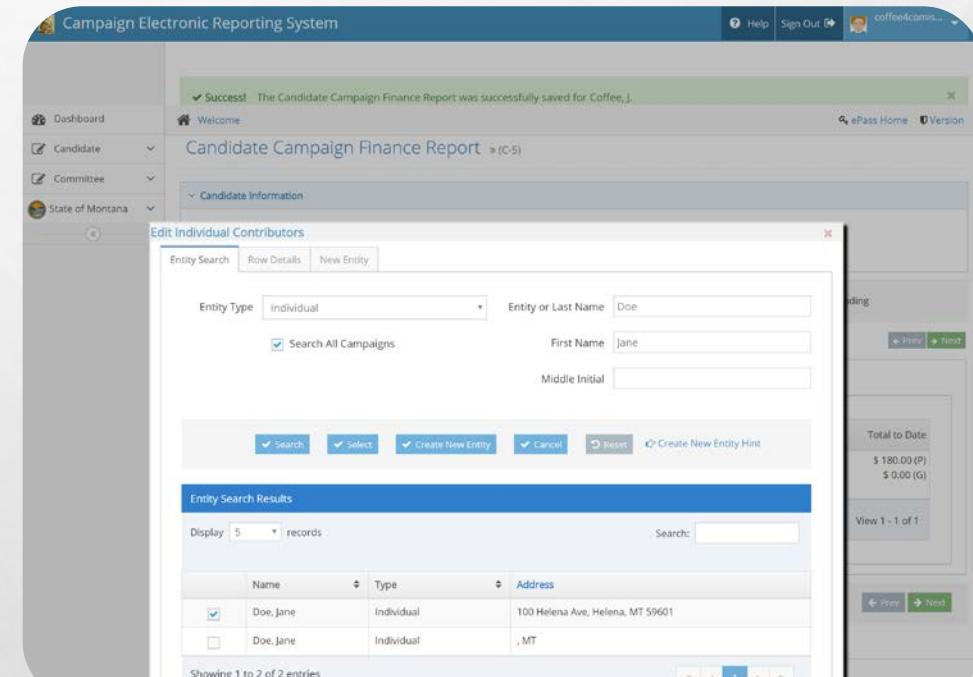
Search Select Create New Entity Cancel Insert Create New Entity Hint

Entity Search Results

Display 5 records Search:

Name	Type	Address
Doe, Jane	Individual	100 Helena Ave, Helena, MT 59601
Doe, Jane	Individual	, MT

Showing 1 to 2 of 2 entries



Election Type	Primary
Occupation	Counselor Child and Family
Employer	ABC Counseling
In-Kind Description	In-Kind Description
In-Kind Amount	\$ <input type="text" value="In-Kind Amount"/>
Cash/Check Amount	\$ <input type="text" value="180.00"/>
Total to Date Primary	\$ <input type="text" value="Total to Date Primary"/>
Total to Date General	\$ <input type="text" value="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.

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

Candidate Campaign Finance Report » (C-5)

Candidate Information

Candidate Full Name: Coffee, J. Mailing Address: PO Box 1234 Helena, MT 59601 Election Year: 2018 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	Total
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 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

Candidate 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

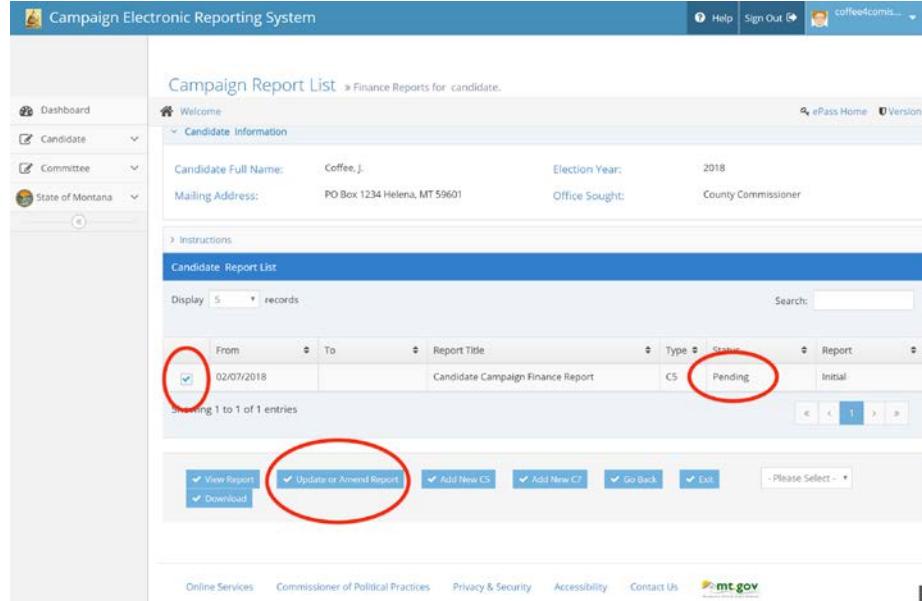
Display 5 records Search:

From	To	Report Title	Type	Status	Report
02/07/2018		Candidate Campaign Finance Report	C5	Pending	Initial

Showing 1 to 1 of 1 entries

View Report Update or Amend Report Download Add New C5 Add New C7 Go Back Exit

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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

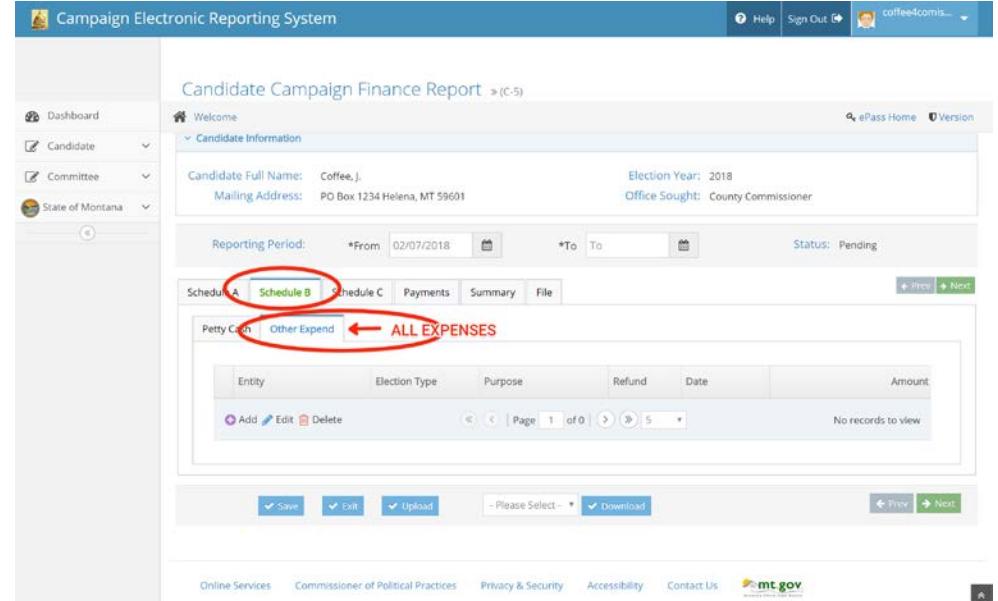
Reporting Period: *From 02/07/2018 *To To Status: Pending

Schedule A Schedule B Schedule C Payments Summary File

Petty Cash Other Expend 

Entity	Election Type	Purpose	Refund	Date	Amount
No records to view					

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ADDING AN EXPENDITURE IN SCHEDULE B

GUIDANCE - Expenditure Detail



MONTANA
Commissioner of Political Practices

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

Screenshot of the Campaign Electronic Reporting System (CERS) showing a successful save message and a redacted expenditure entry in Schedule B.

Candidate Campaign Finance Report (C-5)

Candidate Information:

- Candidate Full Name: Coffee, J.
- Mailing Address: PO Box 1234 Helena, MT 59601
- Election Year: 2018
- 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		03/07/2018	\$ 1,100.00

Add **Edit** **Delete**

Page 1 of 1 View 1 - 1 of 1

Save **Exit** **Upload** **Please Select** **Download**

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REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE
QUESTIONS FROM PARTICIPANTS

CPPHELP@MT.GOV

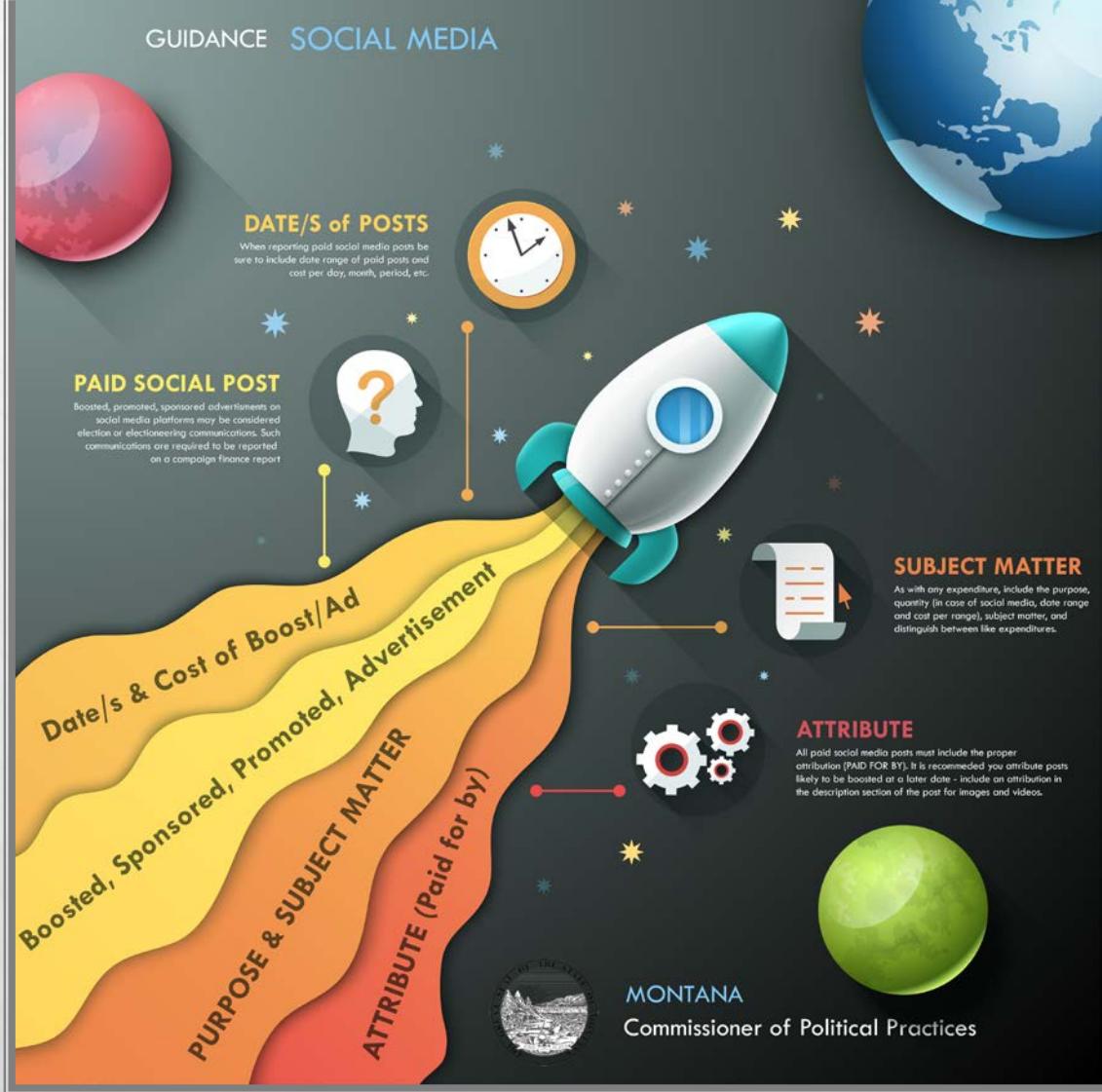
FACEBOOK - /MONTANACOPP

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 E Edit Expenditures: Other

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

140.00

(Any expenditure must describe purpose, quantity, and subject matter.)

Campaign Electronic Reporting System

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

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 a page named 'J Coffee'. The 'Promotions' tab is selected on the left sidebar. A red circle highlights the 'Recent Promotions on J Coffee' section, which displays a message: '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'. A red arrow points from the text 'You will find everything you need to report in your Ads Manager' to a red-bordered button at the bottom that says 'Looking for all promotions for your ad account? Go to Ads Manager'. The top navigation bar includes links for Page, Inbox, Notifications (1), Insights (selected), Publishing Tools, Settings, and Help.

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.

The image displays two screenshots of Facebook pages. The left screenshot shows the 'Montana Commissioner of Political Practices' page, which has a 'Boost Your Page for \$5' button highlighted with a red arrow. The right screenshot shows the 'J Coffee' page, which has an 'Added attribution to cover photo' message and a 'PAID FOR BY J COFFEE, PO BOX 01, HELENA, MT 59000' button highlighted with a red box.

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



Events

Meet the (Faux) Candidate - Cup of Joe Fundraiser

Boost Event Share Edit ...

EVENT TIPS Next Tip

Create a Post

Get guests excited about your event by posting photos, videos and updates.

Create Post

English (US) Español Português (Brasil) Français (France) Deutsch

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Events

Meet the (Faux) Candidate - Cup of Joe Fundraiser

Boost Event Share Edit ...

EVENT TIPS Next Tip

Reach More People, Share Your Event

Help people find out about your event by sharing it in News Feed.

Share Event

English (US) Español Português (Brasil) Français (France) Deutsch

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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

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

Schedule A Schedule B Schedule C Payments Summary File

Debts

Entity	Election Type	Purpose	Date	Type

+ Add

Payment History

Reporting Period From	Reporting Period To	Date Paid

+ Add

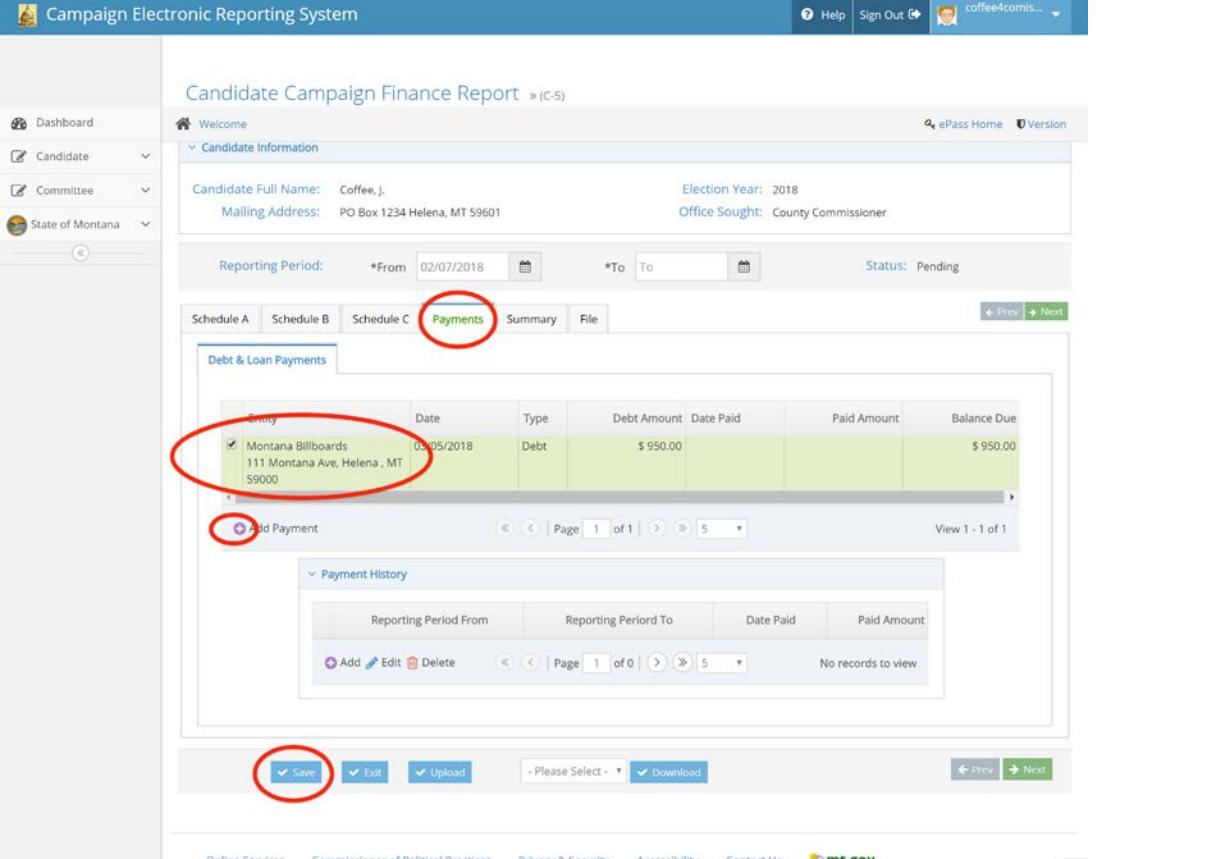
Save - Please Select -

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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)

REPORT DEBTS & PAYMENTS



The screenshot shows the 'Candidate Campaign Finance Report' page in the Campaign Electronic Reporting System. The 'Payments' tab is selected. A red circle highlights the 'Add Payment' button. Another red circle highlights the 'Save' button at the bottom. The table below shows a single record:

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

- 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

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**

Certify and File

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

Is this a closing report?

Certification

Check
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.

Certify and File **View Report**

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

Save Exit Upload Please Select Download

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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

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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

<p>CFR Compliance -</p> <p>Campaign Finance Report DATE: 9/14/2017 Compliance Specialist: Scott Cook REFERENCE REPORT: 02/14/17-08/28/17</p> <p>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.</p> <p>CONTRIBUTIONS Section / Issues</p> <table border="1"><thead><tr><th>Section</th><th>Item</th><th>Explanation / Notes</th></tr></thead><tbody><tr><td>Individual Contributors</td><td>Contributor Ford, Joe E has occupation listed as Consultant</td><td>More detail is required as to the occupation of this contributor; please + what is meant by Consulting</td></tr><tr><td>Individual Contributors</td><td>Contributor Martin, College has occupation listed as Fundraiser</td><td>More detail is required as to the occupation of this contributor; please + what is meant by Fundraiser</td></tr><tr><td>Individual Contributors</td><td>Contributor O'Connor, Roy S has occupation listed as Investor</td><td>More detail is required as to the occupation of this contributor; please + what is meant by Investor</td></tr><tr><td>Individual Contributors</td><td>Address missing for contributor Wakimoto, Ronald</td><td>Please provide the full mailing address for this contributor, as it is missing in the report</td></tr></tbody></table> <p>OTHER:</p> <p>EXPENDITURES Section / Issues</p> <table border="1"><thead><tr><th>Section</th><th>Item</th><th>Explanation / Notes</th></tr></thead><tbody><tr><td>Expenditures: Other</td><td>Brock Consulting LLC (5 total entries)</td><td>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?</td></tr><tr><td>Expenditures: Other</td><td>Monroe, Callie</td><td>We need more detail for this expense- what is included in the 'Event Entertainment' descriptor?</td></tr><tr><td>Expenditures: Other</td><td>United States Post Office (2 entries)</td><td>We need more detail as to what was included in the Postage expenditure 04/12/17 and 05/23/17?</td></tr></tbody></table> <p>CS3 (Scott) Page 1</p> <p>CS3 (Scott) Page 2</p>	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 + what is meant by Consulting	Individual Contributors	Contributor Martin, College has occupation listed as Fundraiser	More detail is required as to the occupation of this contributor; please + 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 + 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 in the report	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?
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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

HAND DELIVERED

SIGNED/NOTARIZED

Campaign Finance and Practices

Complaint Form (08/17)

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 _____, _____.

My Commission Expires:

Notary Public

RESOURCES

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