2022 committee C-7/C-7E training

May 2022
What is a C-7?

- Beginning with the 25th day of the month before an election, political committees are required to disclose contributions of $500.00 or more received from a single source within 2 business days, 13-37-226(2)(c), Mont. Code Ann.

- Form C-7, the Notice of Pre-Election Contributions, is the method committees use to disclose these pre-election contributions.
When does a C-7 need to be filed?

- Primary election: May 25 June 6
- General election: October 25 through November 7
How do I file a C-7?

• There are four steps to filing a C-7:
  • Step 1: Log into the CERS system
  • Step 2: From the candidate report list, select the ‘Add New C7’ icon
  • Step 3: Enter relevant contribution/s
  • Step 4: Use the ‘File’ tab to Certify and File the C-7 report
Step 1- Login to CERS, using Okta
Step 2- Add New C-7
### Committee Campaign Finance Report (C-7)

**Committee Information**

- **Committee Full Name:** Montanans Against Initiative 123 (Test)
- **Mailing Address:** 1209 8th Ave. Helena, MT 59601
- **Election Year:** 2022
- **Committee Type:** Ballot Issue

**Reporting Period:**

- **From:** [Date]
- **To:** [Date]

#### Contributions

<table>
<thead>
<tr>
<th>Type</th>
<th>Entity</th>
<th>Occupation</th>
<th>Employer</th>
<th>Cash/Check Amount</th>
<th>In-Kind Value</th>
<th>In-Kind Description</th>
</tr>
</thead>
</table>

- **Add** | **Edit** | **Delete**

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- **Save** | **Exit** | **Download** | **Template Data**

**Step 3- Enter Contribution/s**
Committee Campaign Finance Report » (C-7)

Committee Information

Committee Full Name: Montanans Against Initiative 123 (Test)
Election Year: 2022
Mailing Address: 1209 8th Ave. Helena, MT 59601
Committee Type: Ballot Issue

Reporting Period: *From: To: Status: New

Contributions: File | Help

Individuals: Committee | Fundraiser | Refunds, Etc | Loan | Help

Entity | Election Type | Occupation | Employer | Date | Cash/Check Amount | In-Kind Value | In-Kind Description

Add | Edit | Delete

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Step 4- Certify and File
Tips for filing a C-7!

- The date range on a C-7 should be limited to include only 2 business days
- Create and file a new C-7 for each 48-hour period as needed
Tips for filing a C-7:

• A C-7 can include contributions received from more than one source
  • *All* contributions received within a 48-hour period can be included on one C-7
Tips for filing a C-7

• Remember to include all required contributor information!
  • A contributor’s name, address, occupation, and employer must be included on the C-7
  • Describe the specific goods or services contributed in-kind
What is the difference between a C-7 and a C-4/C-6?

• Form C-7 is the “Notice of Pre-Election Contributions”
  • Only allows for reporting of contributions received
  • Cover only short, 48-hour periods
• Form C-4 (incidental committees)/C-6 (all other committees) is the committee finance report
  • Allows for reporting of both contributions received and expenditures made
  • Covers entire reporting period
  • Once filed, C-7’s Incorporate into the C-4/C-6; no need to report on both!
REVIEW

• Questions from participants
What is a C-7E?

- Beginning with the 25th day of the month before an election, political committees are required to disclose expenditures of $500.00 or more within 2 business days, 13-37-226(2)(d), Mont. Code Ann.

- Form C-7E, the Notice of Pre-Election Expenditures, is the method committees use to disclose these pre-election expenditures.
When does a C-7E need to be filed?

- Primary election: May 25 through June 6
- General election: October 25 through November 7
How do I file a C-7E?

• There are four steps to filing a C-7E:
  • Step 1: Log into the CERS system
  • Step 2: From the candidate report list, select the ‘Add New C7E’ icon
  • Step 3: Enter relevant expenditure/s
  • Step 4: Use the ‘File’ tab to Certify and File the C-7E report
Step 2 - Add New C-7E

If you report, click the button below that corresponds to the report you wish to file (e.g., Add New C6, Add New C7). If multiple committee accounts exist, select the one next to the relevant committee for the specific report.

If you or amend a report, check the box next to the relevant report, and then click on the Update or Amend Report button below.

If you are updating or amending a report, check the box next to the relevant report, and then click on the Update or Amend Report button to open the report. Once the report is updated or amended, select the correct box to confirm that the report is accurate, and click Certify and File to file the report.
Step 3- Enter Expenditure/s
Step 4-
Certify and File
Tips for filing a C-7E!

• The date range on a C-7E should be limited to include only 2 business days
• Create and file a new C-7E for each 48-hour period as needed
Tips for filing a C-7E!

• A C-7E can include more than one expenditure made!
  • *All* expenditures made within a 48-hour period can be included on one C-7E
Tips for filing a C-7E!

- Remember to describe expenditures with all required detail on a C-7E!
- Expenditures “made to a consultant, advertising agency, polling firm, or other person that performs services for or on behalf of a candidate” must be “itemized and described in sufficient detail to disclose the specific services performed”, 13-37-229(2)(b), Mont. Code Ann.
What is the difference between a C-7E and a C-4/C-6?

- Form C-7E is the Notice of Pre-Election Expenditures
  - Only allows for reporting of expenditures made
  - Covers only short, 48-hour periods
- Form C-4 (incidentals)/C-6 (all other committees) is the committee finance report
  - Allows for reporting of both contributions received and expenditures made
  - Covers entire reporting period
  - Once filed, C-7E’s Incorporate into the C-4/C-6; no need to report on both!
REVIEW

• Questions from participants
May 25: C-7 and C-7E period begins for the primary election
- File form C-7 within 2 business days if a contribution of $500.00 is received from a single source
- File form C-7E within 2 business days if an expenditure of $500.00 or more is made
- Period lasts through June 6, 2022 (the day before Montana’s 2022 primary election day)
Questions? Contact Us!

- [https://politicalpractices.mt.gov/](https://politicalpractices.mt.gov/)
- Email: cpphelp@mt.gov and cppcompliance@mt.gov
- Phone: (406) 444-2942
- Facebook/Twitter: @MontanaCOPP