2022 school candidate
C-7/C-7E training

April 2022
What is a C-7?

• Candidates for elected office are required to disclose contributions of $125 or more received “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(c), Mont. Code Ann.

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

- For the May 3, 2022 school election, the C-7 period begins on April 15 and ends on May 2
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 2- ‘Add New C7’
Step 3 - Enter Contribution/s
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 of $125 or more 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-5?

- 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-5 is the candidate campaign finance report
  - Allows for reporting of both contributions received and expenditures made
  - Covers entire reporting period
REVIEW

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

- Candidates for elected office are required to disclose expenditures of $125 or more made “between the 15th day of the month preceding an election in which the candidate participates and the day before the election” within 2 business days, 13-37-226(1)(d), Mont. Code Ann.

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

- For the May 3, 2022 school election, the C-7 period begins on April 15 and ends on May 2
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 C7E’
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 of $125 or more 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-5?

- Form C-7E is the “Notice of Pre-Election Expenditures”
  - Only allows for reporting of expenditures made
  - Cover only short, 48-hour periods
- Form C-5 is the candidate campaign finance report
  - Allows for reporting of both contributions received and expenditures made
  - Covers entire reporting period
REVIEW

• Questions from participants
Review

- **April 15**: C-7 and C-7E period begins
  - File form C-7 within 2 business days if a contribution of $125 or more is received from a single source is received between April 15 and May 2
  - File form C-7E within 2 business days if an expenditure of $125 or more is made between April 15 and May 2
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