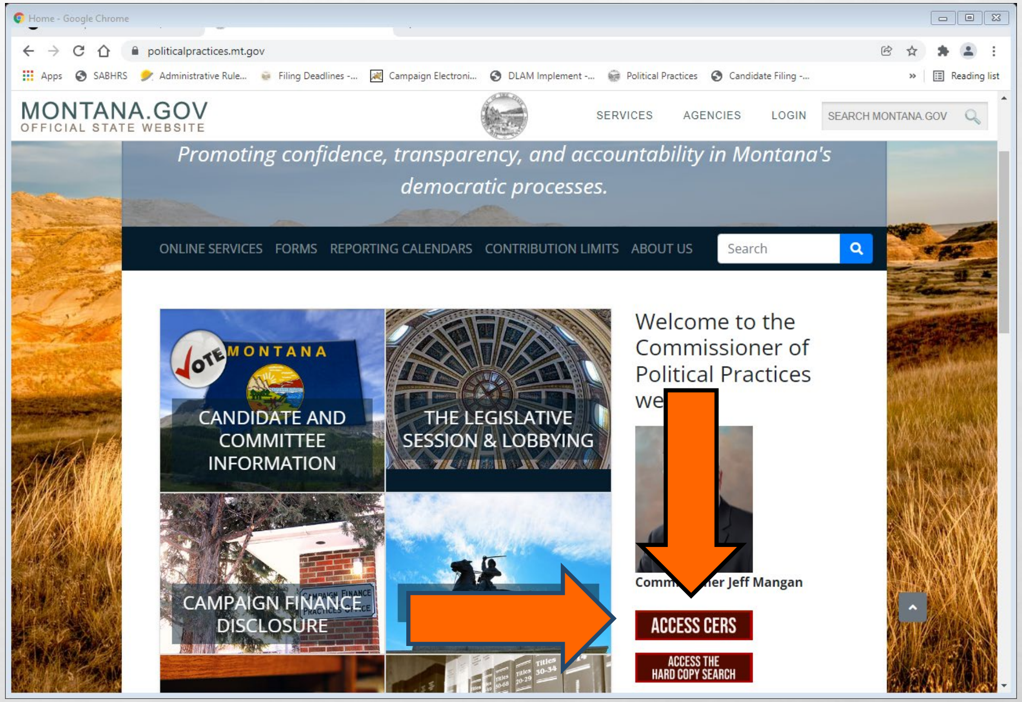
Committee Finance Reporting

Montana Commissioner of Political Practices

cpphelp@mt.gov / @montanacopp

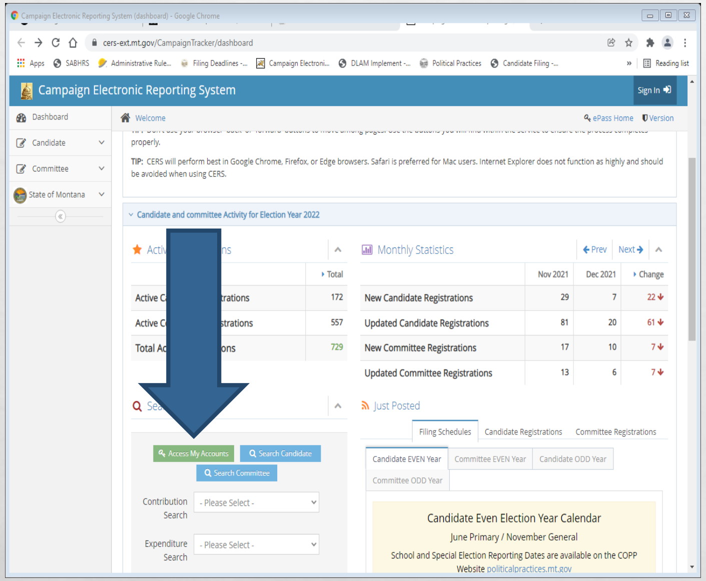
ACCESSING CERS

- ALL REPORTS MUST BE FILED ELECTRONICALLY, USING THE CAMPAIGN ELECTRONIC REPORTING SYSTEM (CERS)
- ACCESS CERS FROM THE COPP'S WEBSITE, [HTTPS://POLITICALPRACTICES.MT.GOV/](https://politicalpractices.mt.gov/)
  - CLICK THE 'ACCESS CERS' ICON

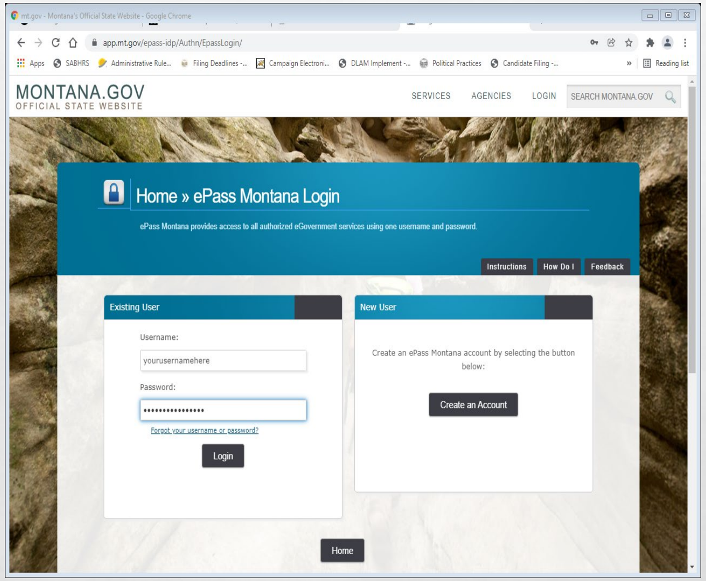


ACCESSING CERS- FROM THE DASHBOARD

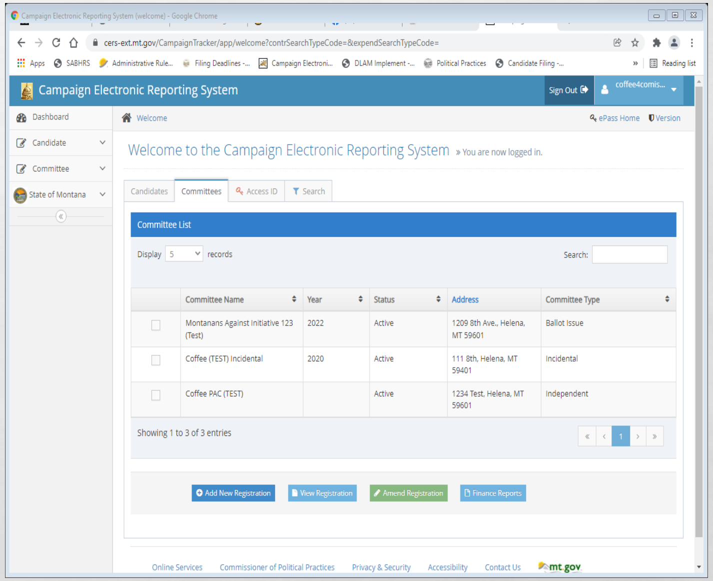
1. ACCESS MY ACCOUNTS



2. LOGIN USING EPASS

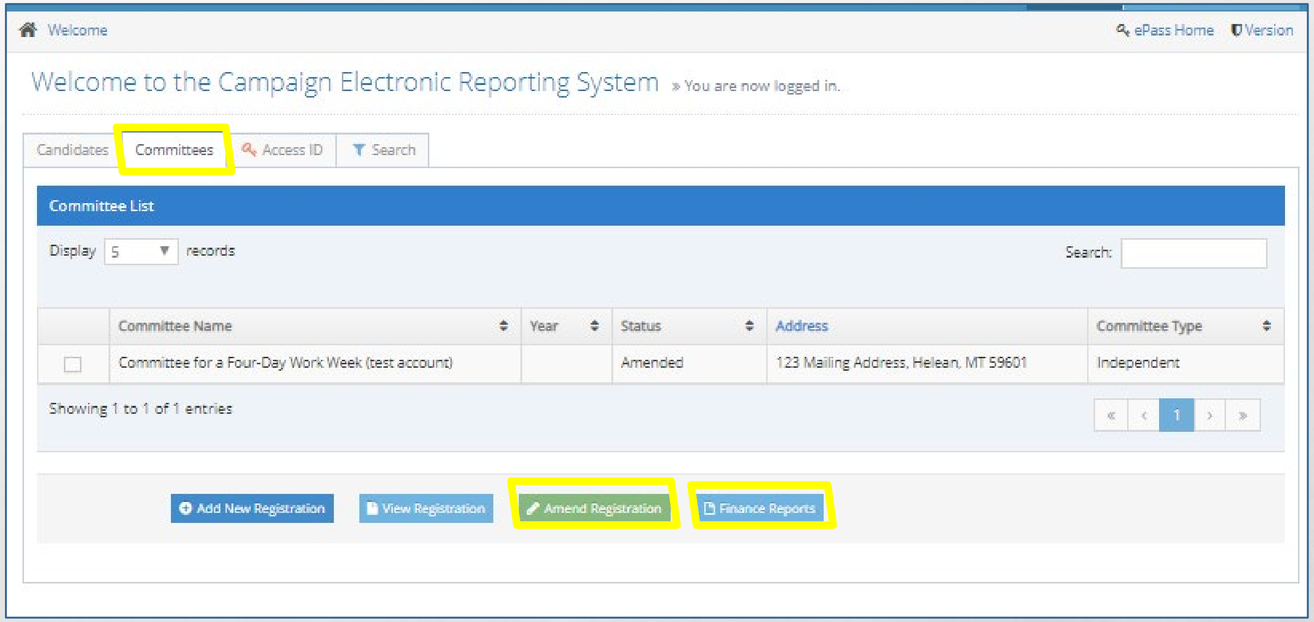


3. SELECT COMMITTEE

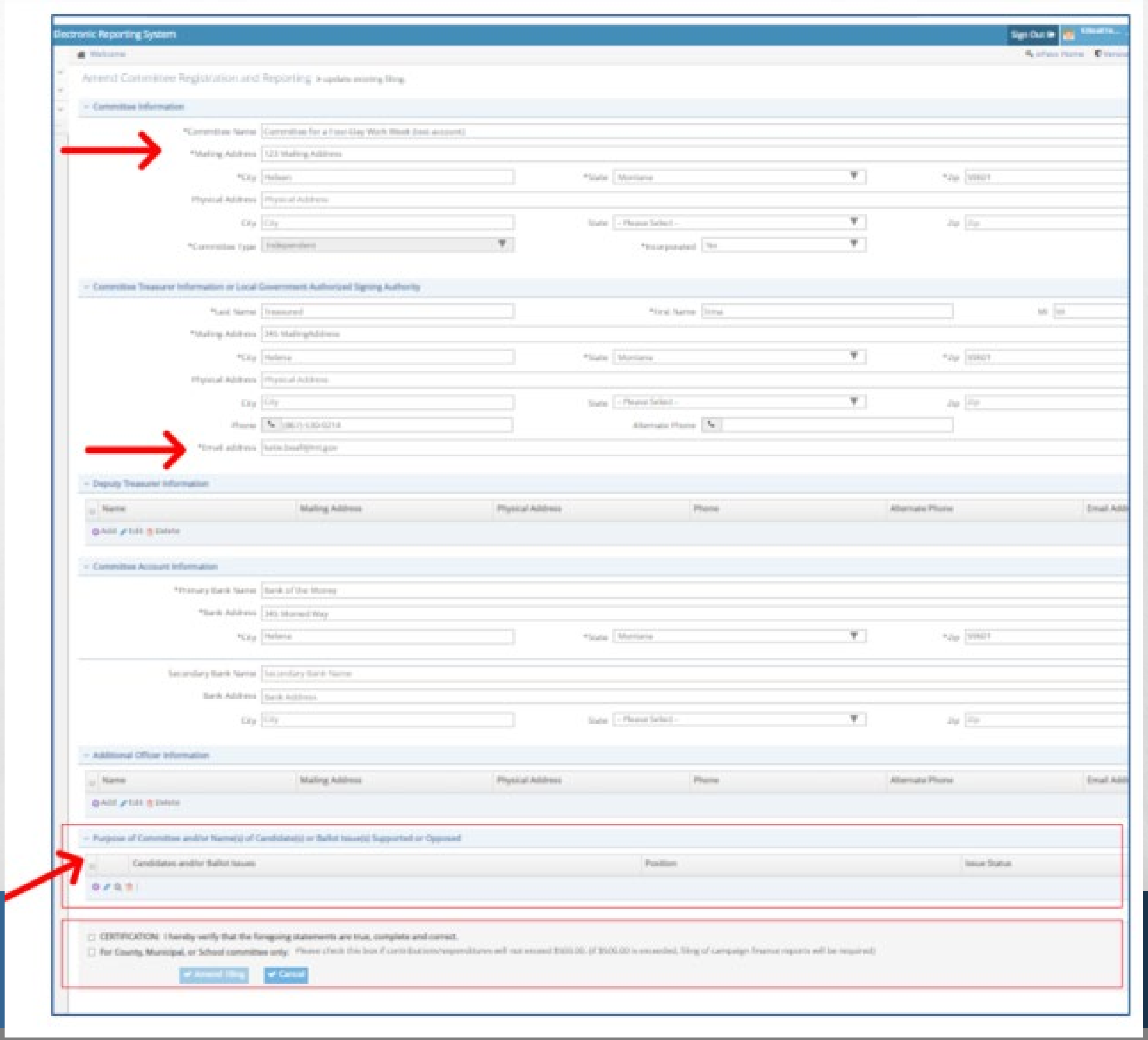


UPDATE THE C2 WITHIN 5 DAYS OF CHANGE

TREASURER REVISION, ADDRESS, EMAIL OR PHONE NUMBER CHANGE, ETC.



C-2: IMPORTANT ELEMENTS!
- EMAIL
- PHONE
- SUPPORT & OPPOSITION INFO



REPORTING DATES

- FINANCE REPORTS DUE MARCH 30, APRIL 30, MAY 30, JUNE 30, AUGUST 30, SEPTEMBER 30, OCTOBER 30, AND NOVEMBER 30, 2022
- FULL REPORTING CALENDAR AVAILABLE ON THE REPORTING CALENDARS SECTION OF COPP WEBSITE

Committee Even Election Year Calendar

Committee Finance Report Calendar

June Primary/November General elections

Report form C-4 or C-6 must be filed for each reporting period to disclose all transactions that occurred during the specific reporting period.

Filing Deadline	Reporting Period
April 5*	Quarterly- Date of first contribution/expenditure through March 31
July 5*	Quarterly- April 1 through June 30
October 5*	Quarterly- July 1 through Sept. 30
January 5*	Quarterly- Oct. 1 through December 31
March 30	Monthly- January 1 through March 25
April 30	Monthly- March 26 through April 25
May 25 through Primary election date (C-7 and C-7E Reporting Period)	File form C-7 within 2 business days if a contribution of $500 or more is received from a single source between May 25 and the day before the primary election
	File form C-7E within 2 business days if days if an expenditure of $500 or more is made between May 25 and the day before the primary election
May 30	Monthly- April 26 through May 24
June 30	Post Primary- May 25 through June 25
August 30	Monthly- June 26 through August 25
September 30	Monthly- August 26 through September 25
October 25 through General election date (C-7 and C-7E Reporting Period)	File form C-7 within 2 business days if a contribution of $500 or more is received from a single source between October 25 and the day before the general election
	File form C-7E within 2 business days if an expenditure of $500 or more expenditure is made between October 25 and the day before the general election
October 30	Monthly- September 26 through October 24
November 30	Monthly- October 25 through November 25
	Reference 13-37-226(1)(e), Mont. Code Ann. for post-election year reporting dates

STATE OF MONTANA POLITICAL CAMPAIGN CONTRIBUTION LIMITS SUMMARY

Applicable as of October 1, 2021 (Senate Bill 224, passed by the 2021 Montana Legislature)

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.......................$1,000 per election
To a candidate for Other Statewide Office*.......................$700 per election
To a candidate for Other Public Office**.......................$400 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 COMMITTEES (Excludes Political Party Committees)

To candidates for Governor/Lt. Governor.......................$1,000 per election
To a candidate for Other Statewide Office*.......................$700 per election
To a candidate for Other Public Office**.......................$400 per election

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 an independent expenditure relating to such an election. See Sanders County Republican Party v. Bullock, 698 F3d 741 (9th Cir, 2012). ***See also personnel services exception ARM 44.11.225 (3).***

To candidates for Governor/Lt. Governor.......................$100,000 per election
To a candidate for Other Statewide Office*.......................$75,000 per election
To a candidate for Public Service Commission.......................$15,000 per election
To a candidate for State Senate.......................$3,000 per election
To a candidate for Other Public Office**.......................$2,000 per election

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*

MONTANA COMMISSIONER OF POLITICAL PRACTICES | Updated October 1, 2021

CAMPAIGN CONTRIBUTION LIMITS

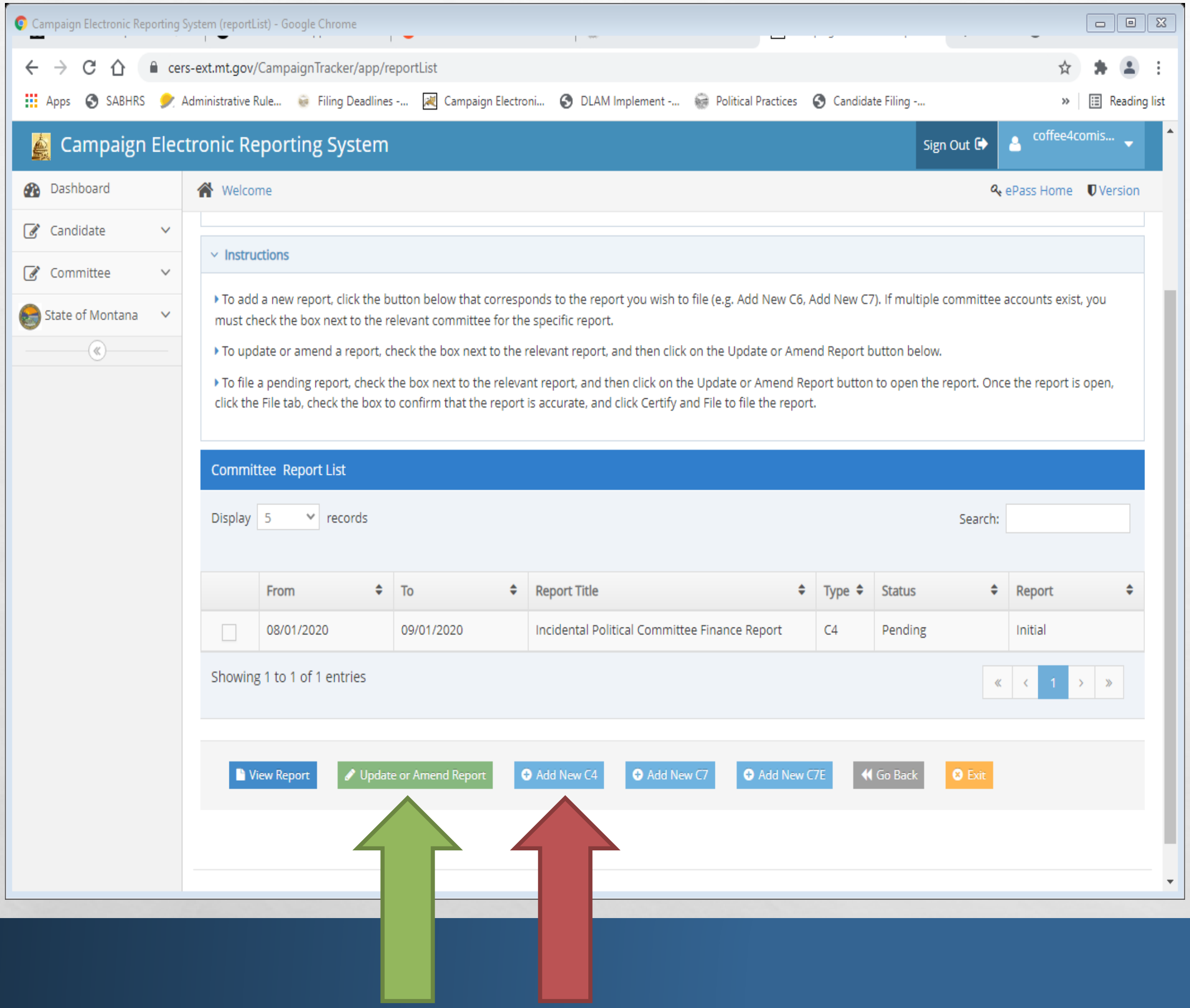
- COMMITTEES NOT LIMITED IN HOW MUCH THEY CAN ACCEPT FROM CONTRIBUTORS
- CANDIDATES HAVE CAMPAIGN CONTRIBUTION LIMITS
  - IN-KIND CONTRIBUTIONS COUNT TOWARDS THE CONTRIBUTION LIMITS!
  - AGGREGATE LIMITS FOR POLITICAL PARTY COMMITTEES
- HTTP://POLITICALPRACTICES.MT.GOV/CONTRIBUTIONLIMITS

FILING A CAMPAIGN FINANCE REPORT- STEPS

- STEP 1. ACCESS THE FINANCE REPORT
  - C-4 (INCIDENTAL COMMITTEES ONLY) OR C-6
- 2. REPORT CONTRIBUTIONS RECEIVED, EXPENDITURES MADE, DEBTS OWED, AND PAYMENTS
- 3. CERTIFY AND FILE THE REPORT

STEP 1: ACCESS THE REPORT

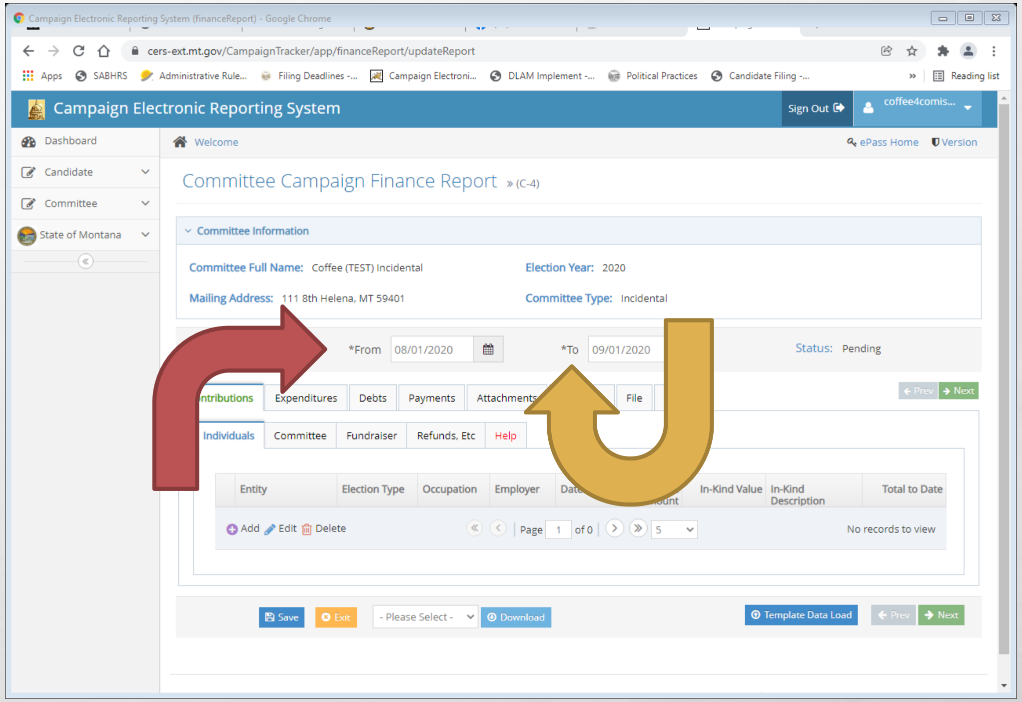
STEP 1- ACCESS THE REPORT



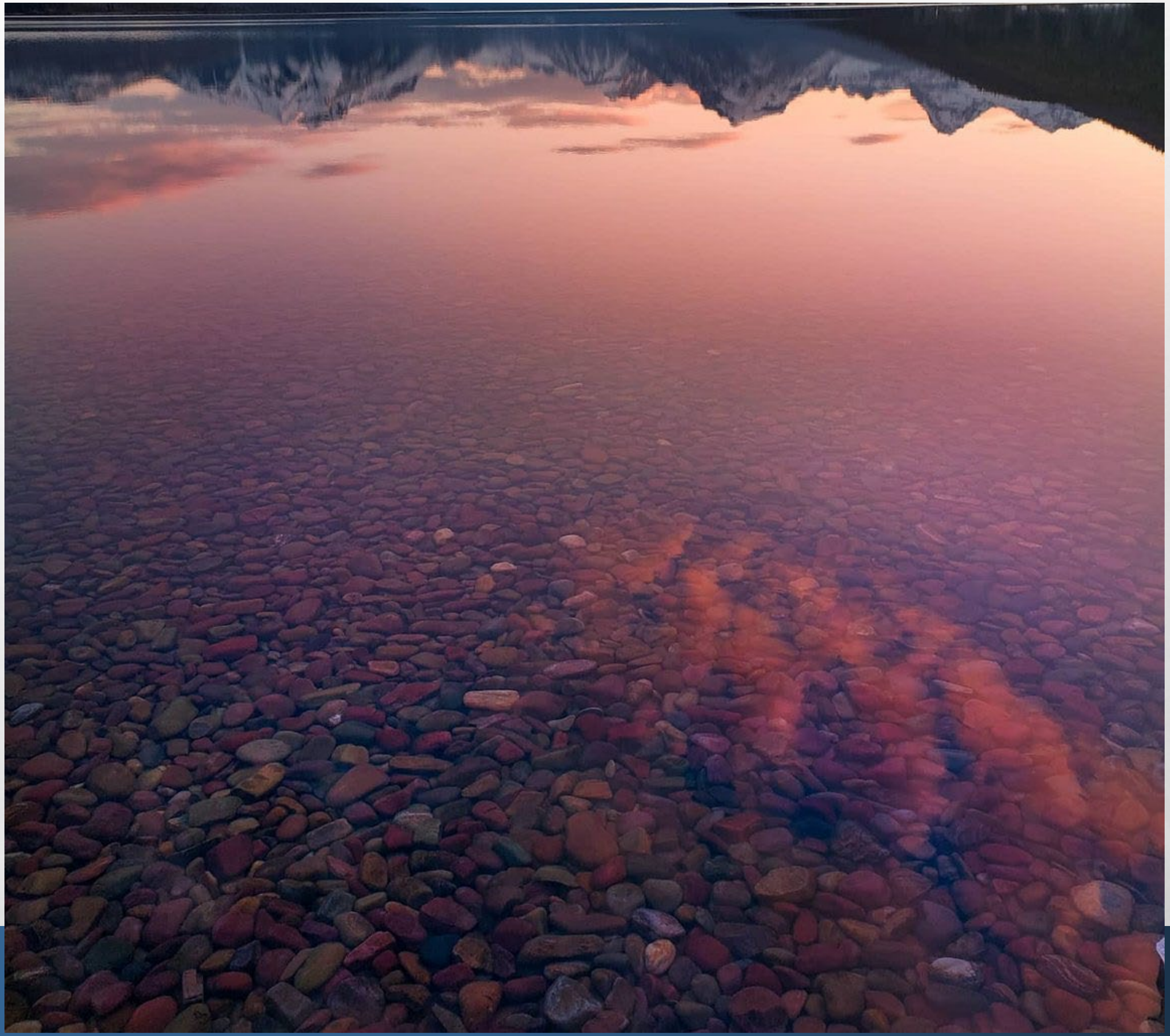
- **NAVIGATE TO THE COMMITTEE REPORT LIST**
- **SELECT THE 'ADD NEW' ICON TO BEGIN A NEW FINANCE REPORT; SELECT THE 'UPDATE OR AMEND REPORT' ICON TO UPDATE A PREVIOUSLY CREATED REPORT**
- **BEST PRACTICE! UPDATE REGULARLY AS YOU RECEIVE CONTRIBUTIONS AND MAKE EXPENDITURES- THE SAVE FUNCTION ALLOWS YOU TO UPDATE THE CURRENT REPORT UNTIL YOU ARE READY TO FILE**
  - **DATA IS NOT PUBLIC UNTIL A REPORT IS FILED**
  - **DO NOT FILE UNTIL AFTER REPORTING PERIOD ENDS**

ACCESS THE REPORT

- ***TIP!*** CHECK THE DATE RANGE ON YOUR REPORT.
  - FROM= END OF PREVIOUS REPORT
  - TO= END DATE FOR REPORT. SHOULD BE 5 DAYS BEFORE REPORTING DAY, [13-37-228(2)], MCA



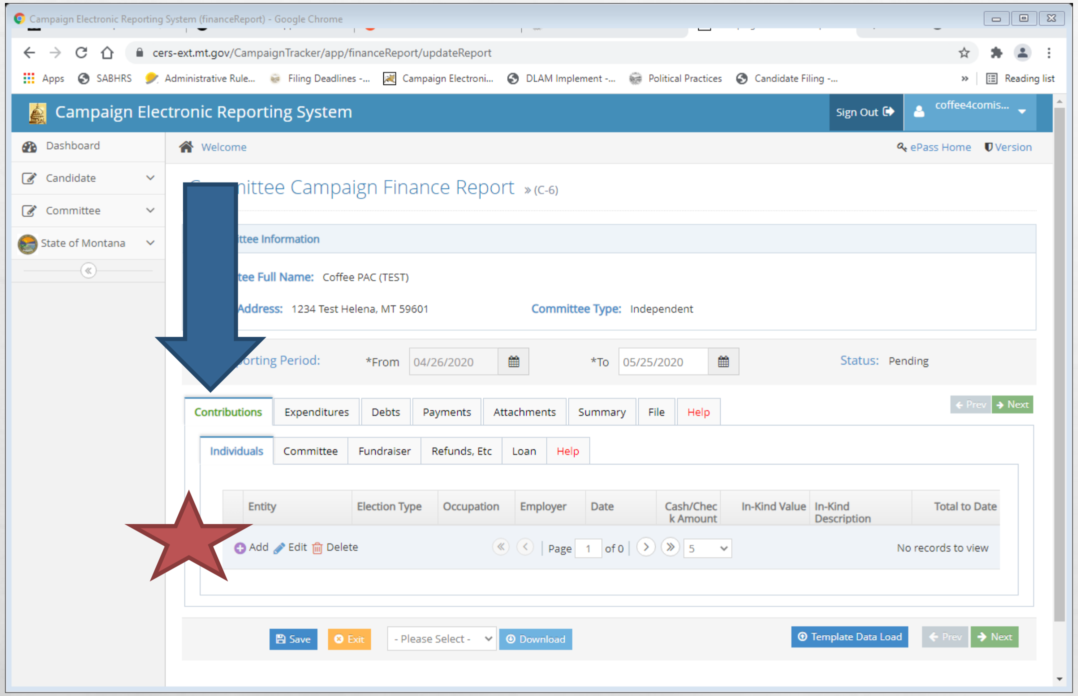
STEP 2: REPORT CONTRIBUTIONS RECEIVED, EXPENDITURES MADE, DEBTS OWED, AND PAYMENTS



REPORTING CONTRIBUTIONS RECEIVED

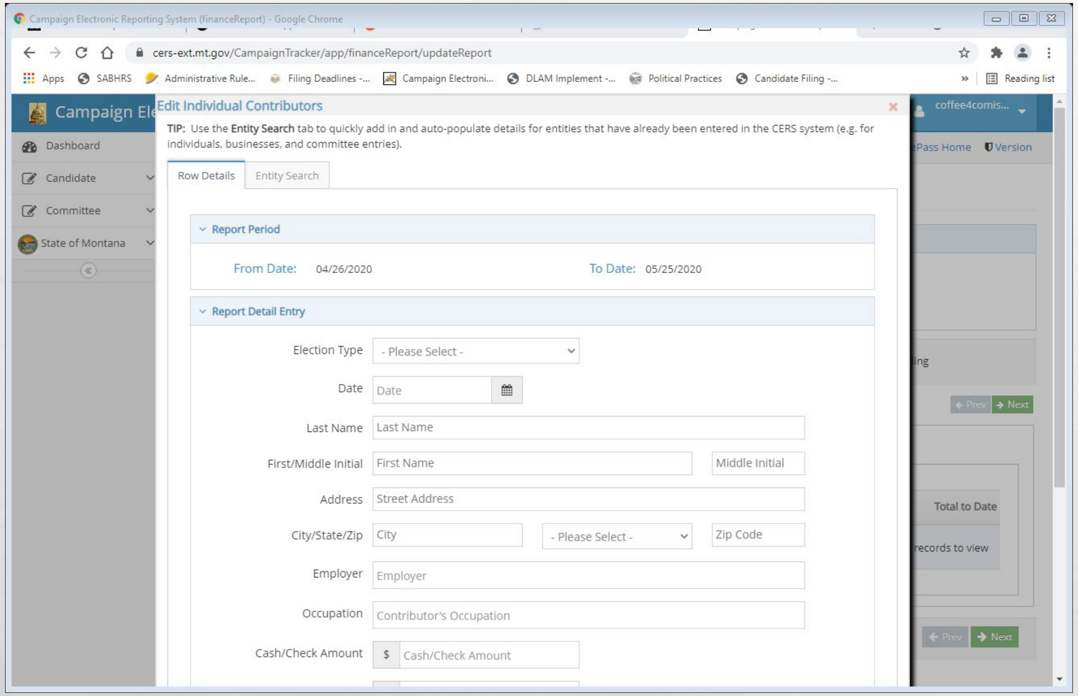
- REPORT ALL CONTRIBUTIONS RECEIVED USING THE 'CONTRIBUTIONS' TAB
- COMMITTEE MUST KNOW NAME OF ALL CONTRIBUTORS- ANONYMOUS CONTRIBUTIONS NOT ALLOWED, 13-37-217 MCA
- FIVE TYPES OF CONTRIBUTIONS:
    - INDIVIDUAL CONTRIBUTIONS
    - COMMITTEE CONTRIBUTIONS
    - FUNDRAISER CONTRIBUTIONS
    - REFUNDS, ETC.
    - LOANS

ADDING INDIVIDUAL CONTRIBUTIONS



- INDIVIDUAL CONTRIBUTION= CONTRIBUTION RECEIVED FROM AN INDIVIDUAL
  - INCLUDES CONTRIBUTIONS RECEIVED FROM A CANDIDATE/CANDIDATE'S CAMPAIGN
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE 'INDIVIDUALS' SUBTAB
- CLICK 'ADD' TO ADD A NEW CONTRIBUTION

ADDING INDIVIDUAL CONTRIBUTIONS



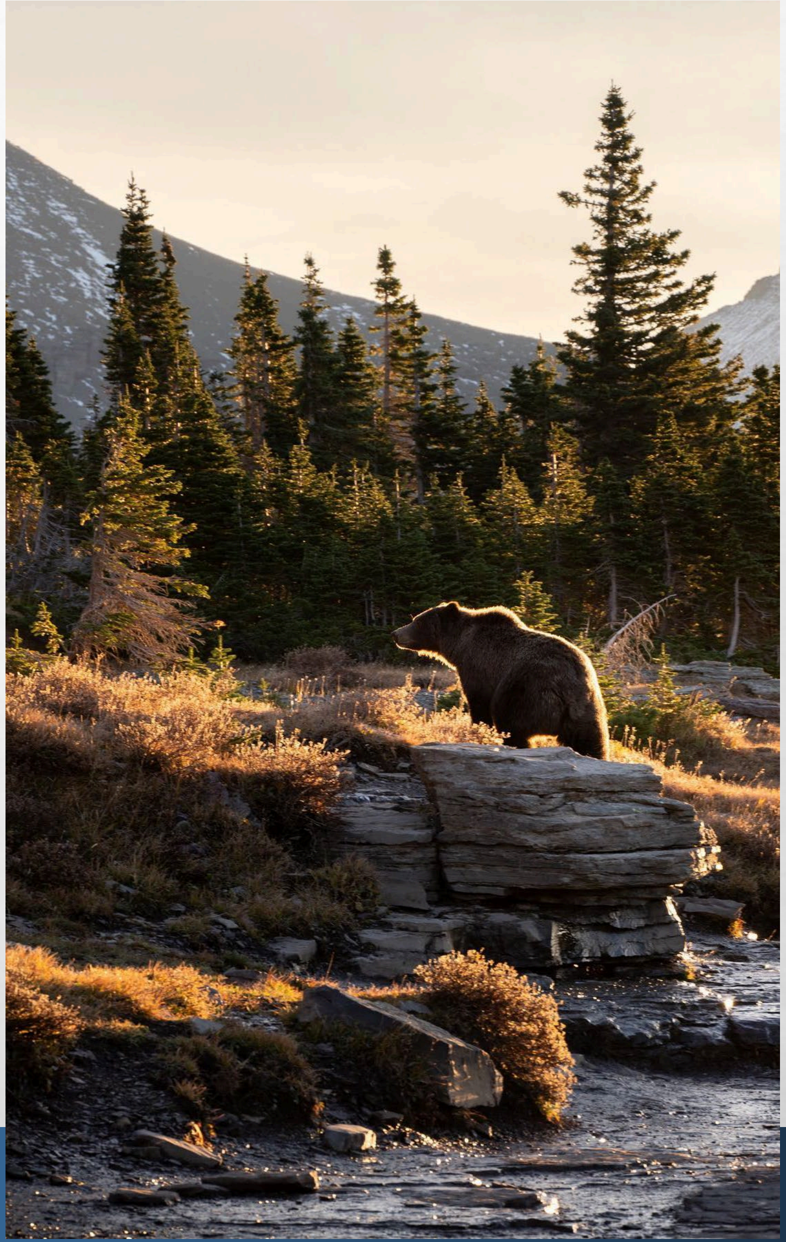
- USE ‘ROW DETAILS’ TO MANUALLY ENTER
- ‘ENTITY SEARCH’ ALLOWS YOU TO SEARCH FOR CONTRIBUTOR
- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT ‘SUBMIT’
- SAVE AFTER EVERY ENTRY!

ADDING INDIVIDUAL CONTRIBUTIONS

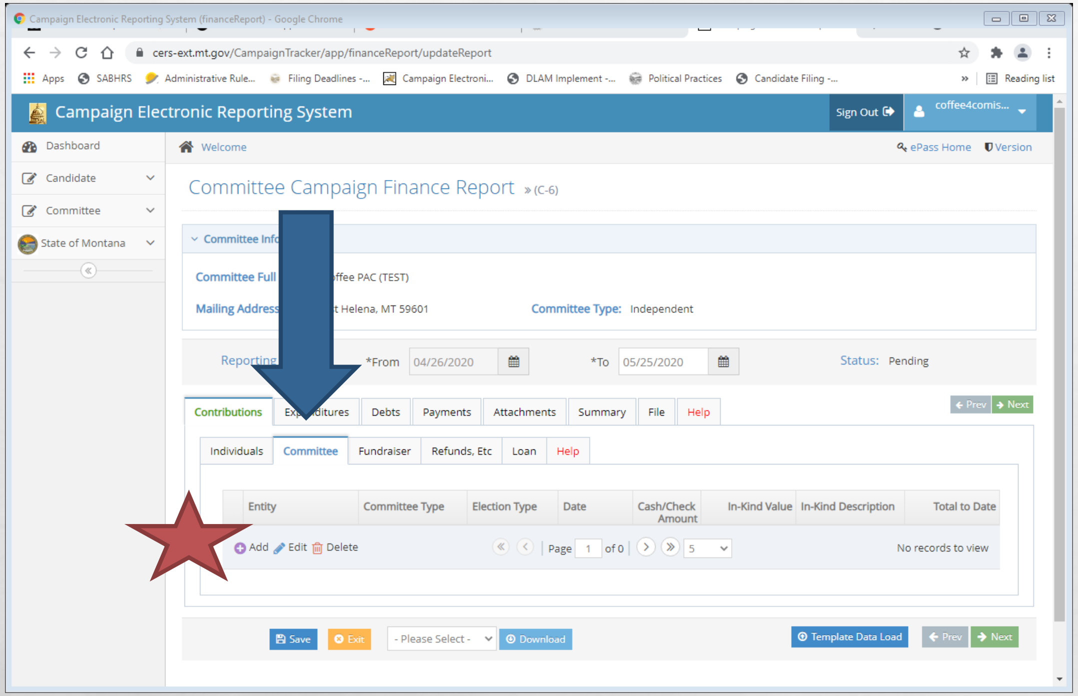
- ALL CONTRIBUTIONS OVER $50 ARE REQUIRED TO BE REPORTED WITH THE CONTRIBUTOR'S FULL NAME, ADDRESS, OCCUPATION, AND EMPLOYER
  - OCCUPATION- BE SPECIFIC!
    - FOR EXAMPLE: 'FINANCIAL CONSULTANT' OR 'IT CONSULTANT' INSTEAD OF CONSULTANT
  - EMPLOYER- INCLUDE THE FULL NAME OF THE BUSINESS/ENTITY THAT EMPLOYS THE CONTRIBUTOR

ADDING INDIVIDUAL CONTRIBUTIONS

- FOR CONTRIBUTIONS RECEIVED VIA AN ONLINE PLATFORM (ACTBLUE, WIN RED, PAYPAL, ETC.), REPORT THE ***FULL*** AMOUNT OF THE CONTRIBUTION PROVIDED BY CONTRIBUTOR!
  - REPORT USING THE NAME OF THE ORIGINAL CONTRIBUTOR
  - REPORT THE AMOUNT DEDUCTED BY THE PLATFORM AS AN EXPENDITURE UNDER THE EXPENDITURES TAB

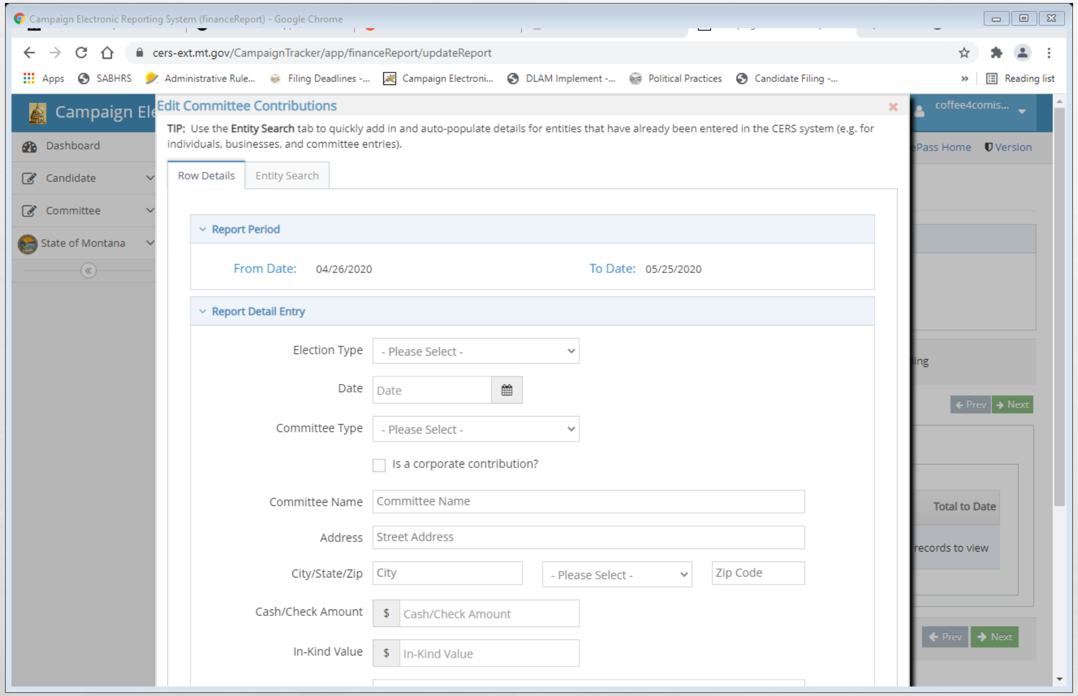


ADDING COMMITTEE CONTRIBUTIONS



- **COMMITTEE CONTRIBUTION= CONTRIBUTION RECEIVED FROM A POLITICAL COMMITTEE**
- **UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE 'COMMITTEE' SUBTAB**
- **CLICK 'ADD' TO ADD A NEW CONTRIBUTION**

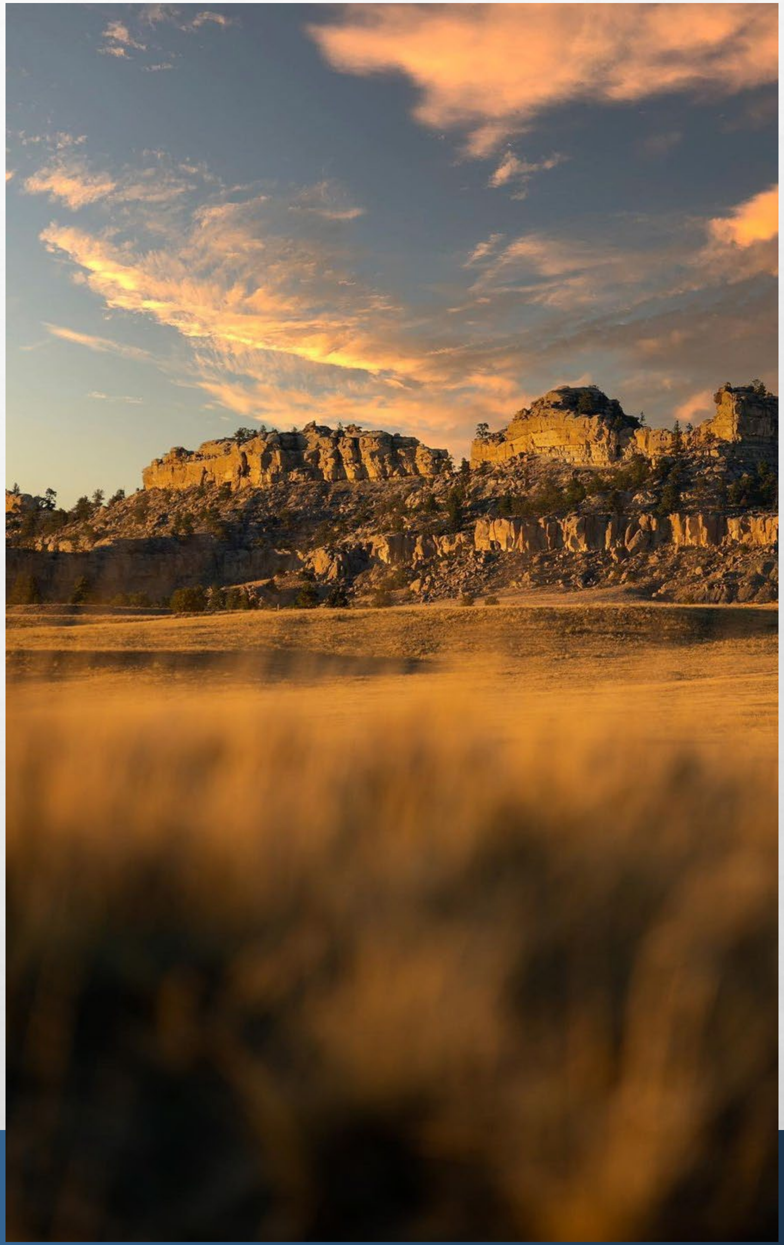
ADDING COMMITTEE CONTRIBUTIONS



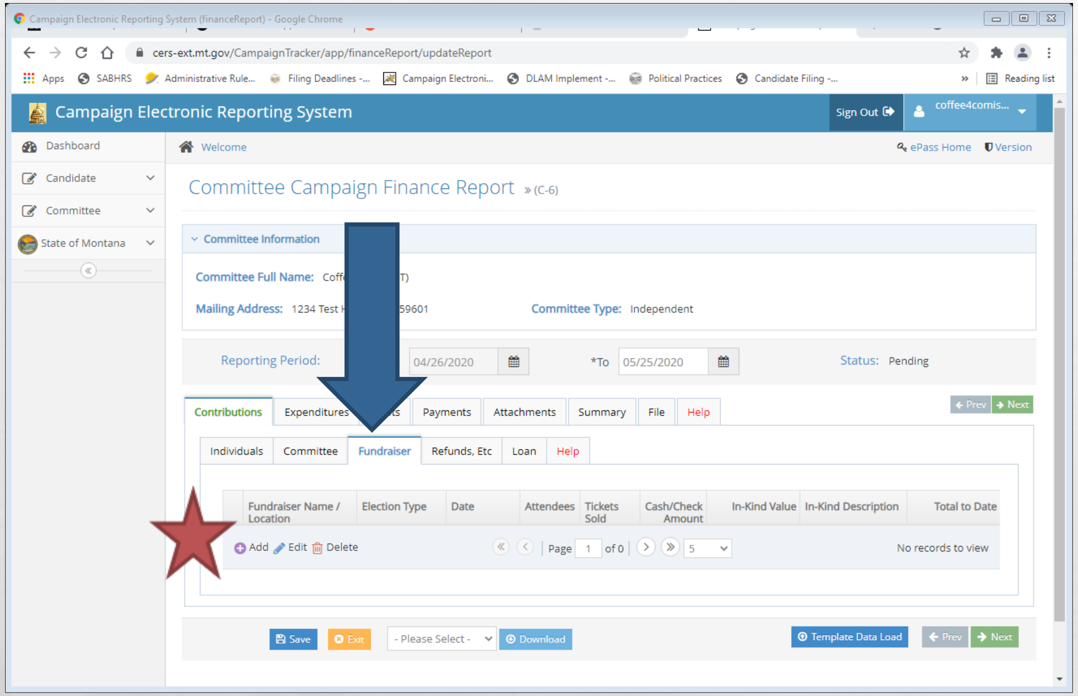
- USE 'ROW DETAILS' TO MANUALLY ENTER
- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR CONTRIBUTOR
- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
- SAVE AFTER EVERY ENTRY!

ADDING COMMITTEE CONTRIBUTIONS

- COMMITTEE TYPES: BALLOT ISSUE, INCIDENTAL, INDEPENDENT (PAC), POLITICAL PARTY
- CONTRIBUTIONS RECEIVED FROM ANOTHER CANDIDATE'S CAMPAIGN DO NOT QUALIFY AS COMMITTEE CONTRIBUTIONS!
    - REPORT USING THE 'INDIVIDUALS' TAB

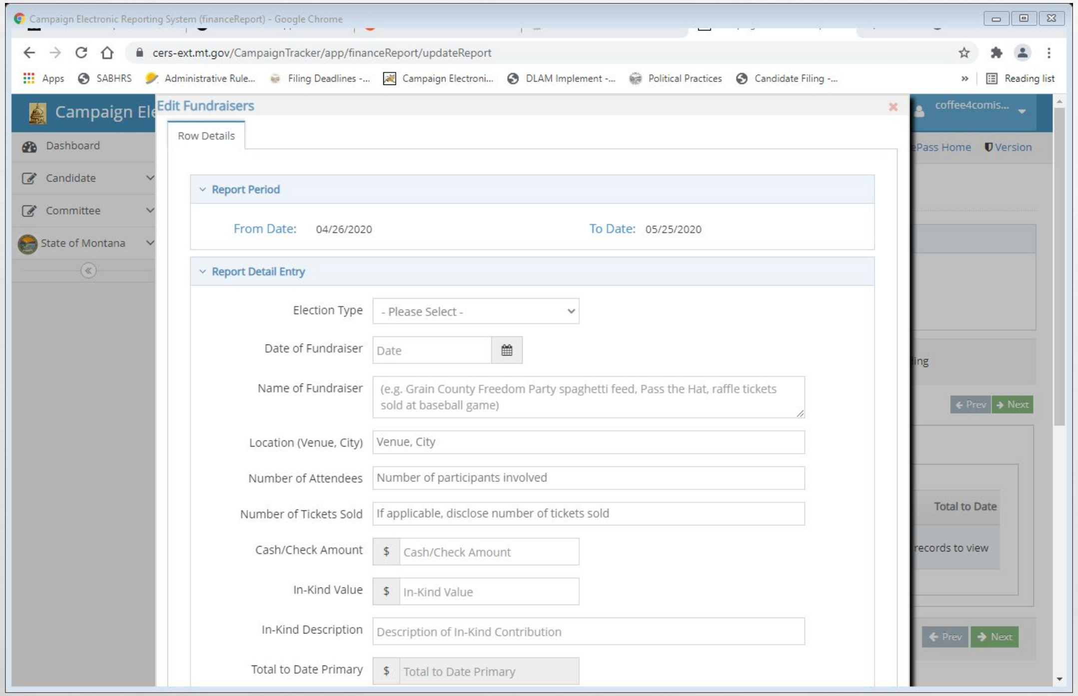


ADDING FUNDRAISER CONTRIBUTIONS



- **FUNDRAISER CONTRIBUTION= AGGREGATE CONTRIBUTIONS UNDER $50 RECEIVED AT A MASS COLLECTION EVENT**
- **UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE 'FUNDRAISER' SUBTAB**
- **CLICK 'ADD' TO ADD A NEW CONTRIBUTION**

ADDING FUNDRAISER CONTRIBUTIONS

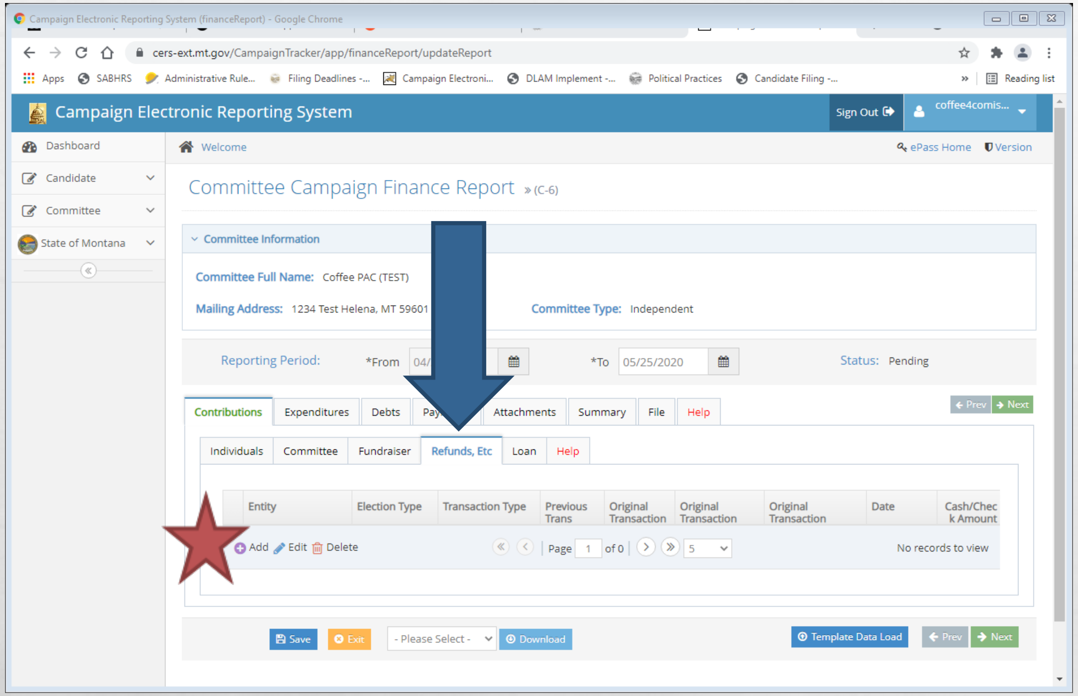


- **USE 'ROW DETAILS' TO MANUALLY ENTER**
- **'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR CONTRIBUTOR**
- **WHEN ALL INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'**
  - **DATE OF EVENT, NAME OF EVENT, LOCATION, # OF ATTENDEES/# OF TICKETS SOLD**
- **SAVE AFTER EVERY ENTRY!**

ADDING FUNDRAISER CONTRIBUTIONS

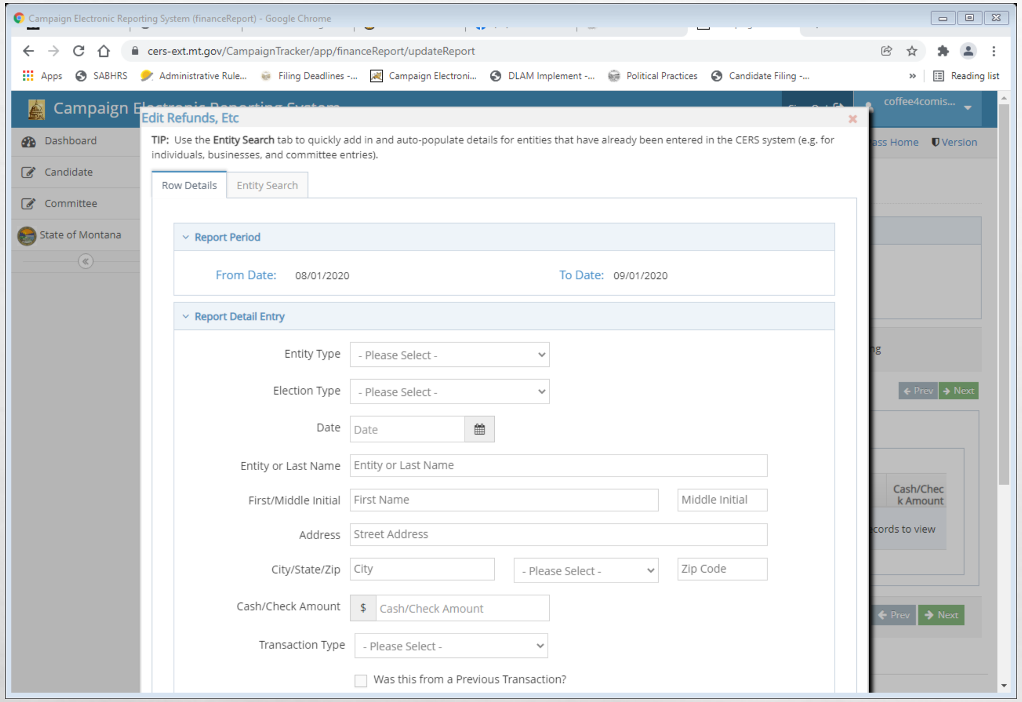
- CAN REPORT ALL <$50 CONTRIBUTIONS RECEIVED AT A SINGLE MASS COLLECTION EVENT (PASS THE HAT, CAMPAIGN RAFFLE, SILENT AUCTION, ETC.) USING THE 'FUNDRAISER' TAB
- REPORT ALL >$50 DONATIONS, INCLUDING THOSE FROM MASS COLLECTION EVENTS, USING THE 'INDIVIDUALS' TAB
- REPORT EACH INDIVIDUAL MASS COLLECTION EVENT SEPARATELY
- CAMPAIGN MUST KNOW NAME OF ANY CONTRIBUTOR- ANONYMOUS CONTRIBUTIONS NOT ALLOWED, 13-37-217, MCA

REFUNDS, ETC.



- REFUNDS, ETC.= REFUNDS, REBATES, SIMILAR ACTIVITY RECEIVED BY THE COMMITTEE
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE 'REFUNDS, ETC.' SUBTAB
- CLICK 'ADD' TO ADD A NEW REFUND, ETC.
- SAVE AFTER EVERY ENTRY!

REFUNDS, ETC.

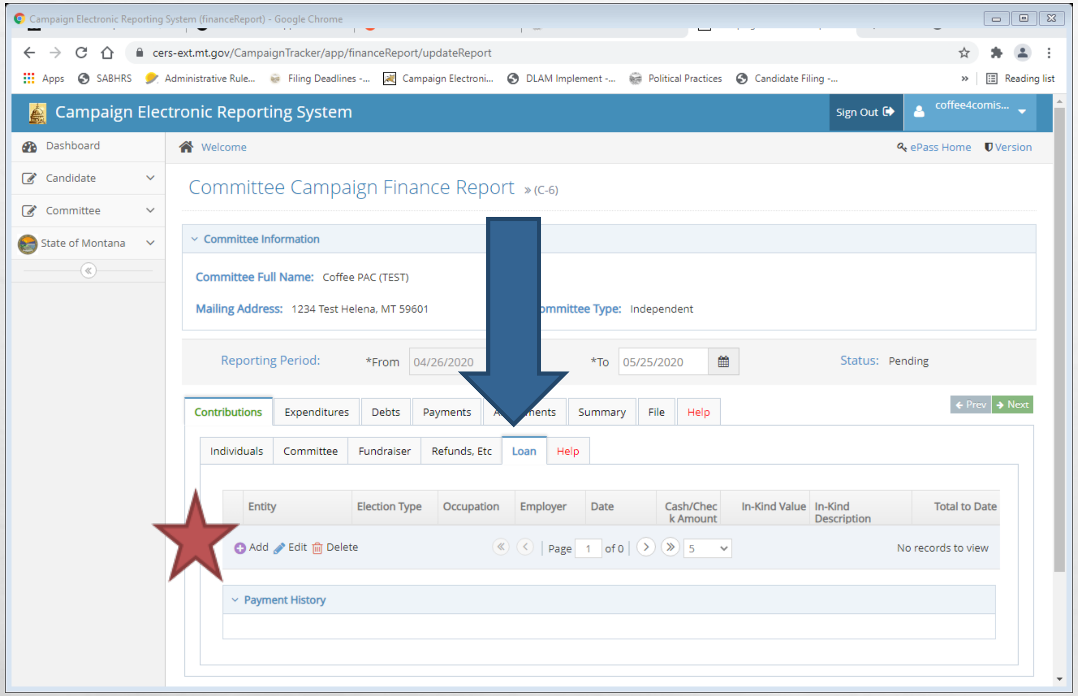


- **USE 'ROW DETAILS' TO MANUALLY ENTER**
- **'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR CONTRIBUTOR**
- **WHEN ALL INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'**
- **SAVE AFTER EVERY ENTRY!**

REFUNDS, ETC.

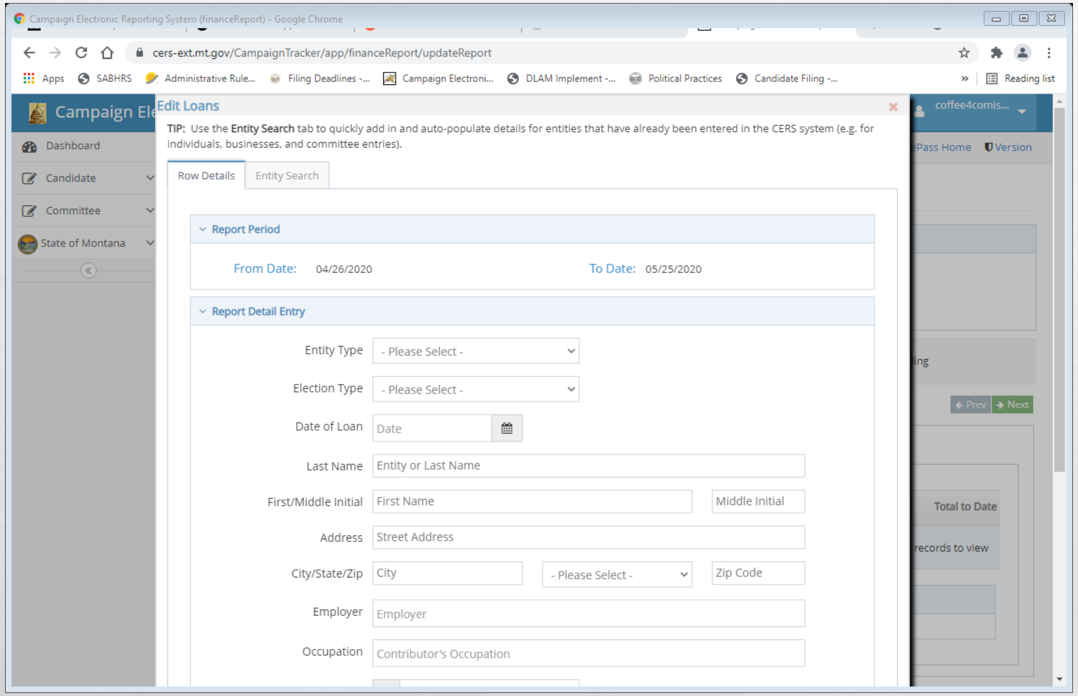
- THE "REFUNDS, ETC." TAB IS WHERE REFUNDS, REBATES, OR OTHER INDIRECT CONTRIBUTIONS RECEIVED BY THE CAMPAIGN ARE REPORTED. EXAMPLES INCLUDE:
  - INTEREST EARNED FROM THE CAMPAIGN BANK ACCOUNT
  - REBATES GIVEN TO A CAMPAIGN BY A VENDOR FOR PREVIOUS PURCHASES
  - REFUNDS PROVIDED TO A CAMPAIGN FROM A VENDOR FOR SERVICES THE CAMPAIGN HAS PREVIOUSLY REPORTED PAYING FOR (SERVICE NOT PROVIDED)

ADDING A LOAN



- LOAN= CONTRIBUTION THE COMMITTEE IS OBLIGATED TO PAY BACK
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE 'LOANS' SUBTAB
- CLICK 'ADD' TO ADD A NEW LOAN

ADDING A LOAN



- USE 'ROW DETAILS' TO MANUALLY ENTER
- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR CONTRIBUTOR
- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
- SAVE AFTER EVERY ENTRY!

REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLE

QUESTIONS FROM PARTICIPANTS

REPORTING EXPENDITURES

- AN EXPENDITURE IS A PURCHASE OR PAYMENT MADE BY A COMMITTEE USING COMMITTEE FUNDS
  - EXAMPLE EXPENDITURES: FLIERS SUPPORTING BALLOT ISSUE A; RADIO ADVERTISEMENTS OPPOSING CANDIDATE B; TELEVISION COMMERCIALS ENDORSING ALL COFFEE PARTY CANDIDATES
- REPORT EACH EXPENDITURE USING THE "EXPENDITURES" TAB

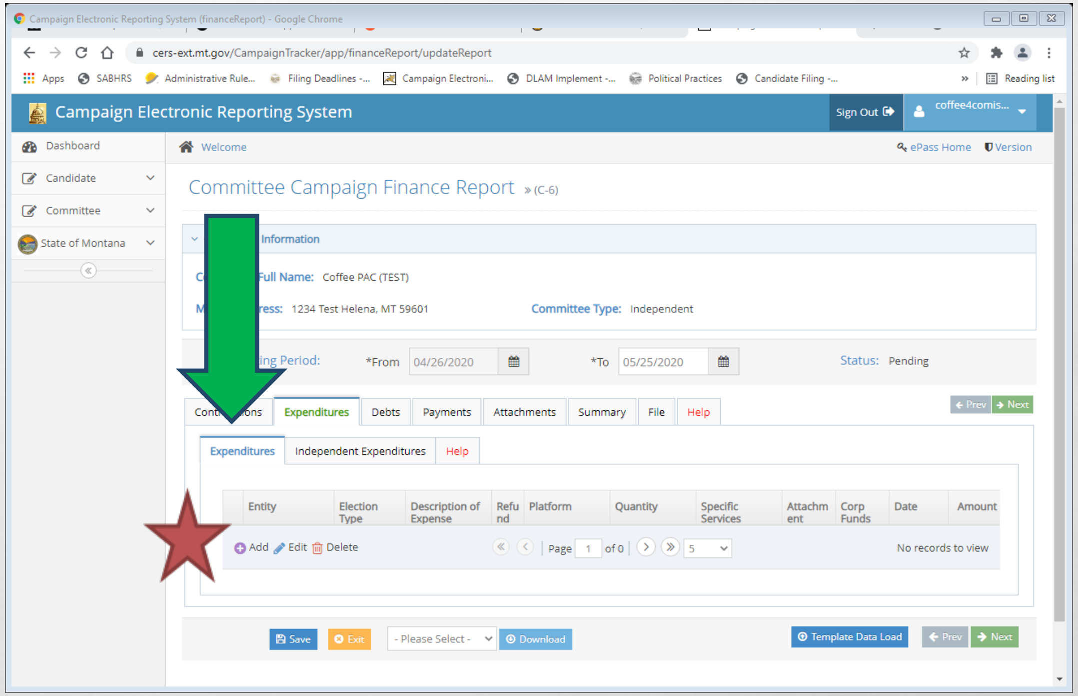
EXPENDITURE VS. INDEPENDENT EXPENDITURE

- EXPENDITURE= AN EXPENDITURE COORDINATED WITH THE CANDIDATE/BALLOT ISSUE IT IS MEANT TO BENEFIT
- EXAMPLES: CONTRIBUTION MADE DIRECTLY TO A CANDIDATE; CAMPAIGN MAILER FINANCED BY A COMMITTEE IN COLLABORATION WITH A SEPARATE BALLOT ISSUE COMMITTEE
- REPORT USING THE 'EXPENDITURES' SUBTAB

- INDEPENDENT EXPENDITURE= AN EXPENDITURE MEANT TO SUPPORT OR OPPOSE A CANDIDATE/BALLOT ISSUE THAT IS NOT COORDINATED WITH A CANDIDATE OR BALLOT ISSUE
- REPORT USING THE 'INDEPENDENT EXPENDITURES' SUBTAB

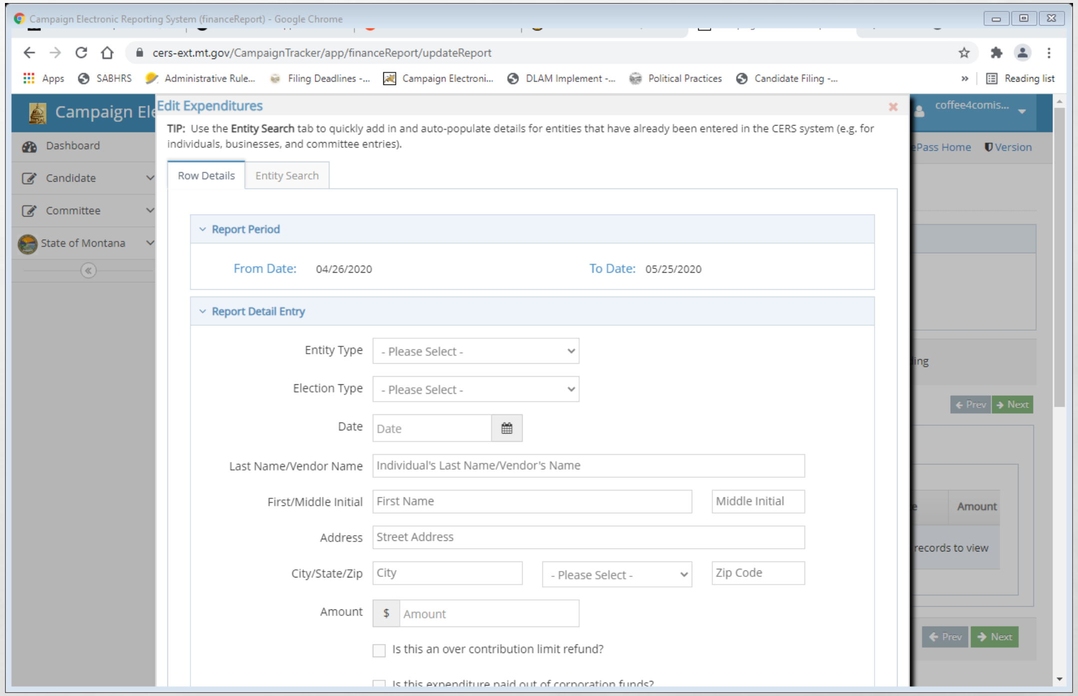
ADDING AN EXPENDITURE

- UNDER EXPENDITURES TAB, NAVIGATE TO THE 'EXPENDITURES' SUBTAB
- CLICK 'ADD' TO ADD A NEW EXPENDITURE



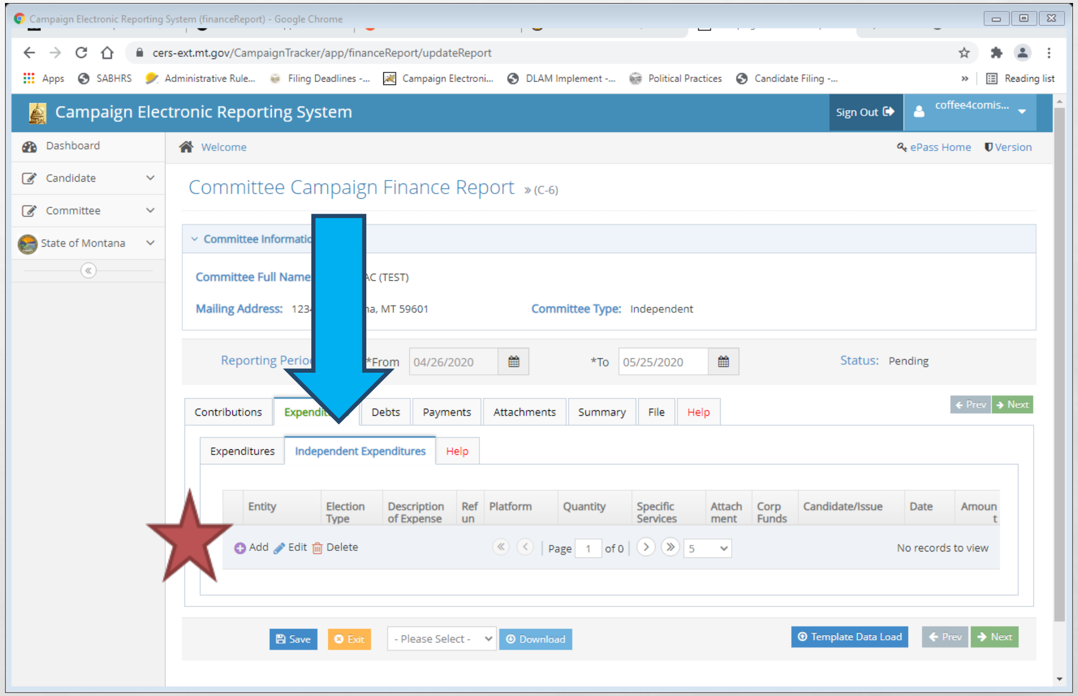
ADDING AN EXPENDITURE

- USE 'ROW DETAILS' TO MANUALLY ENTER
- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR ENTITY
- WHEN ALL REQUIRED INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
  - NAME OF VENDOR, DATE OF EXPENDITURE, AMOUNT OF EXPENDITURE, PURPOSE OF EXPENDITURE
- SAVE AFTER EVERY ENTRY!



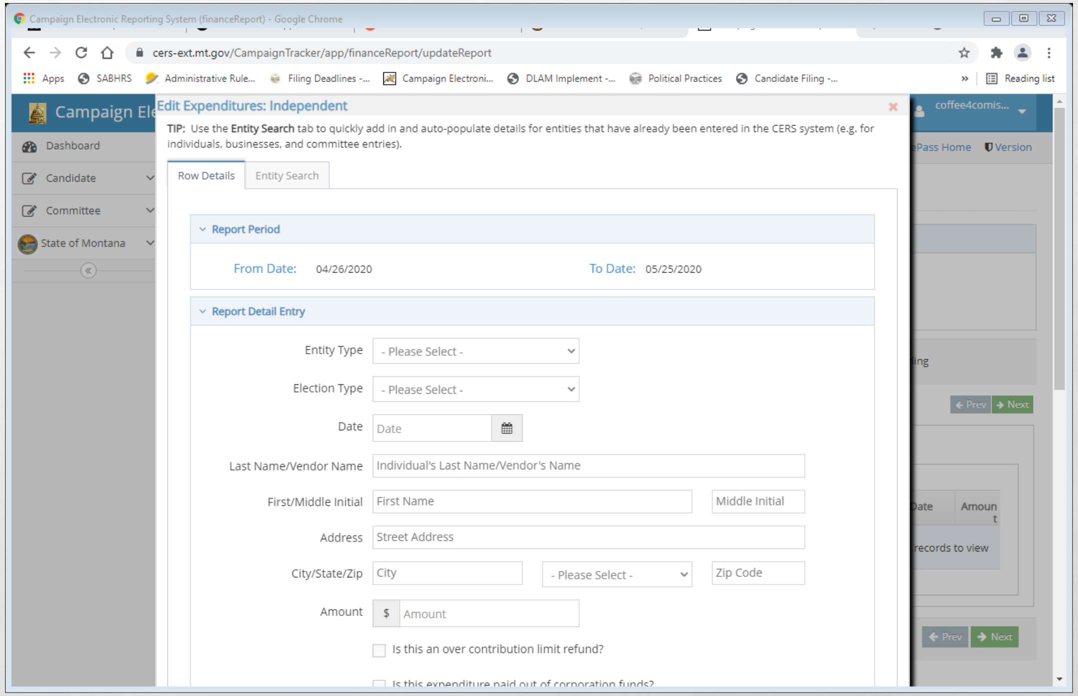
ADDING AN INDEPENDENT EXPENDITURE

- UNDER EXPENDITURES TAB, NAVIGATE TO THE 'INDEPENDENT EXPENDITURES' SUBTAB
- CLICK 'ADD' TO ADD A NEW INDEPENDENT EXPENDITURE



ADDING AN INDEPENDENT EXPENDITURE

- USE 'ROW DETAILS' TO MANUALLY ENTER
- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR ENTITY
- WHEN ALL REQUIRED INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
    - NAME OF VENDOR, DATE OF EXPENDITURE, AMOUNT OF EXPENDITURE, PURPOSE OF EXPENDITURE, AND NAME OF THE CANDIDATE/S OR ISSUE/S THE EXPENDITURE WAS INTENDED TO BENEFIT
- SAVE AFTER EVERY ENTRY!



REPORTING EXPENDITURES

- FOR CONTRIBUTIONS RECEIVED VIA AN ONLINE PLATFORM (ACTBLUE, WIN RED, PAAYPAL ETC.), REPORT PROCESSING FEE/S CHARGED BY THE PLATFORM AS AN EXPENDITURE OF THE CAMPAIGN
- THE ONLINE DONOR PLATFORM WOULD BE LISTED AS THE ENTITY

REPORTING EXPENDITURES

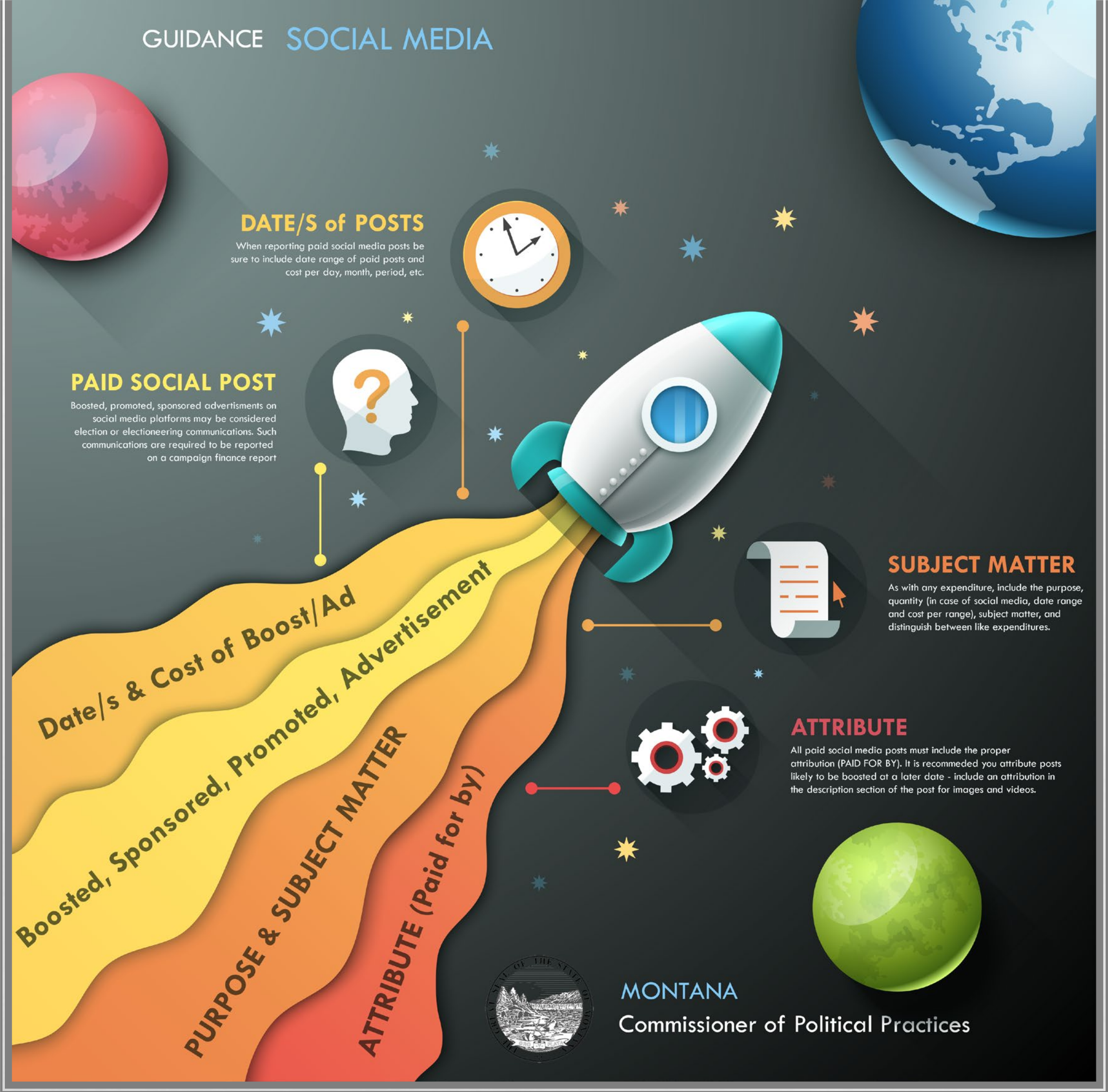
- EXPENDITURES MUST BE REPORTED ON THE FINANCE REPORT COVERING THE PERIOD WHERE THE EXPENDITURE WAS MADE
- EXPENDITURES MUST BE SUPPORTED BY A "WRITTEN AGREEMENT, INVOICE, BILLING STATEMENT, OR SIMILAR DOCUMENTATION APPROPRIATE TO THE TRANSACTION", 44.11.502, ARM

REPORTING EXPENDITURES

- ALL EXPENDITURES MUST BE REPORTED WITH THE FULL NAME AND ADDRESS OF THE VENDOR, DATE OF THE EXPENDITURE, PURPOSE OF THE EXPENDITURE, AND FULL AMOUNT OF THE EXPENDITURE
- INDEPENDENT EXPENDITURES MUST ALSO NAME THE CANDIDATE/S OR ISSUE/S THE EXPENDITURE WAS INTENDED TO BENEFIT

REPORTING EXPENDITURES

- "REPORTS OF EXPENDITURES MADE TO A CONSULTANT, ADVERTISING AGENCY, POLLING FIRM, OR OTHER PERSON THAT PERFORMS SERVICES FOR OR ON BEHALF OF A CANDIDATE, POLITICAL COMMITTEE, OR JOINT FUNDRAISING COMMITTEE MUST BE ITEMIZED AND DESCRIBED IN SUFFICIENT DETAIL TO DISCLOSE THE SPECIFIC SERVICES PERFORMED BY THE ENTITY TO WHICH PAYMENT OR REIMBURSEMENT WAS MADE", 13-37-229(2)(B), MCA



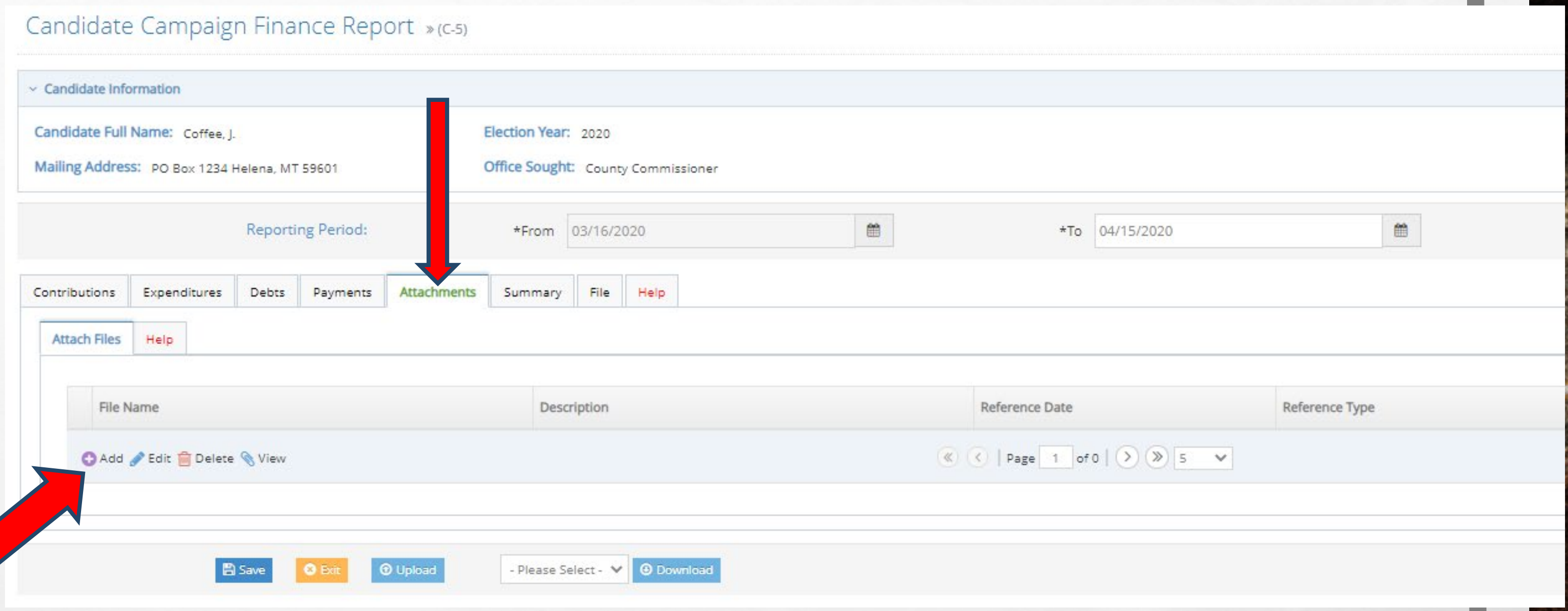
SOCIAL MEDIA EXPENDITURE REPORTING

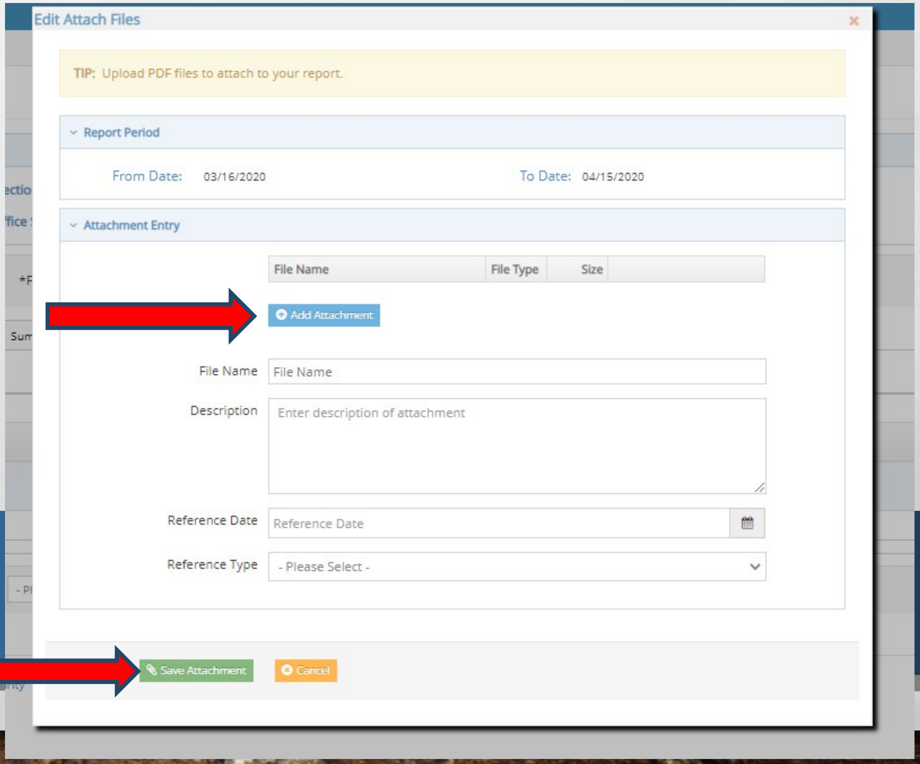
- AS WITH ANY OTHER EXPENDITURE, REPORT ALL ***PAID*** SOCIAL MEDIA ACTIVITIES
- IF CONTRACTED OUT OR PART OF AN AD AGENCY SERVICE, MUST BE ITEMIZED

BEST PRACTICE!

DISCLOSE EXPENDITURE DETAILS USING AN ATTACHMENT

ALLOWS YOU TO ATTACH RECEIPT, INVOICE, ETC. TO THE FINANCE REPORT

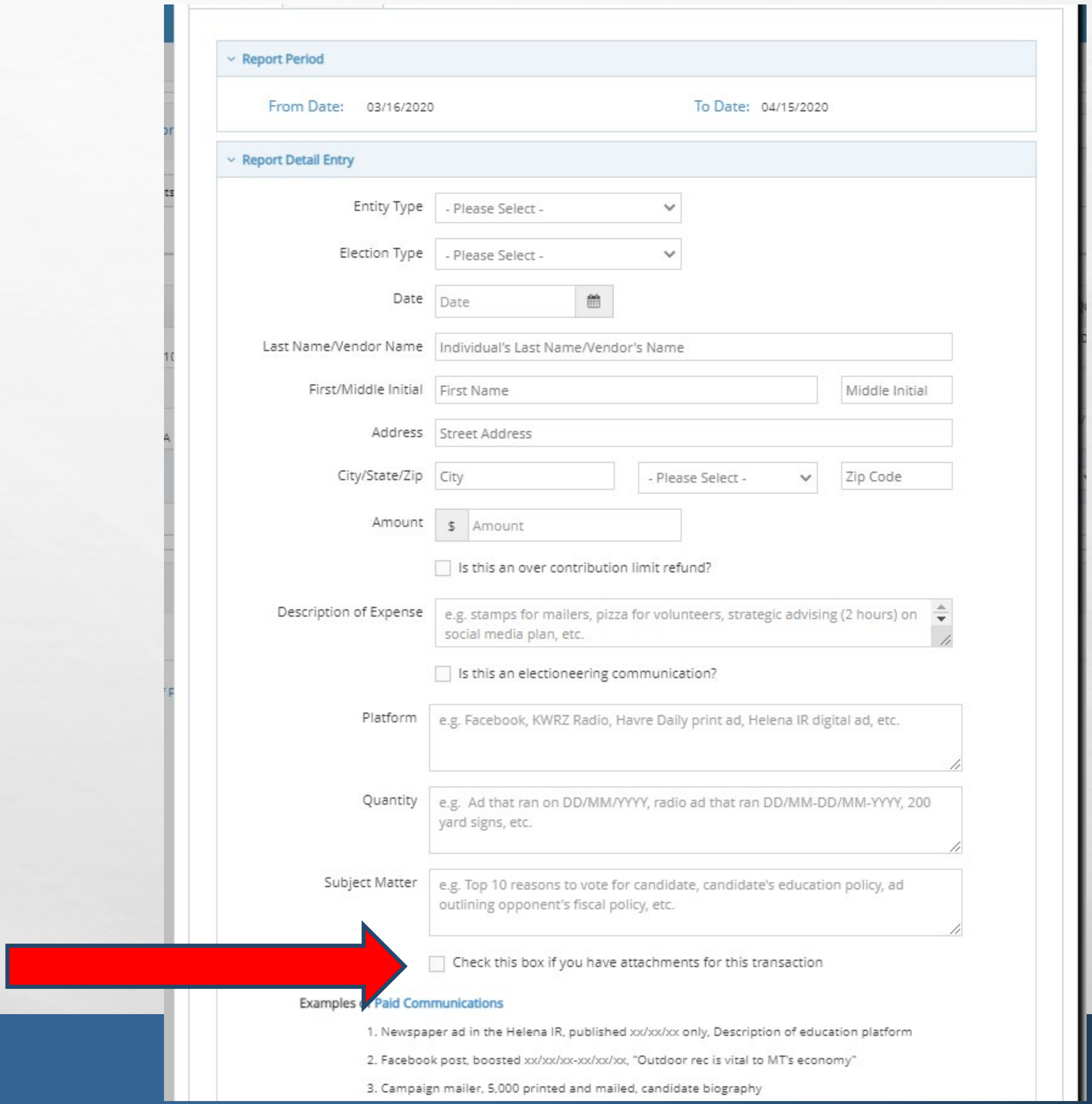




SUBMIT AN ATTACHMENT. PROCESS

BEST PRACTICE!

ADD YOUR RECEIPT, STATEMENT, OR INVOICE AS AN ATTACHMENT


Report Period

From Date: 03/16/2020 To Date: 04/15/2020

Report Detail Entry

Entity Type: - Please Select -

Election Type: - Please Select -

Date: Date

Last Name/Vendor Name: Individual's Last Name/Vendor's Name

First/Middle Initial: First Name | Middle Initial

Address: Street Address

City/State/Zip: City | - Please Select - | Zip Code

Amount: $ Amount

Is this an over contribution limit refund?

Description of Expense: e.g. stamps for mailers, pizza for volunteers, strategic advising (2 hours) on social media plan, etc.

Is this an electioneering communication?

Platform: e.g. Facebook, KWRZ Radio, Havre Daily print ad, Helena IR digital ad, etc.

Quantity: e.g. Ad that ran on DD/MM/YYYY, radio ad that ran DD/MM-DD/MM-YYYY, 200 yard signs, etc.

Subject Matter: e.g. Top 10 reasons to vote for candidate, candidate's education policy, ad outlining opponent's fiscal policy, etc.

Check this box if you have attachments for this transaction

Examples of Paid Communications

1. Newspaper ad in the Helena IR, published xx/xx/xx only, Description of education platform
2. Facebook post, boosted xx/xx/xx-xx/xx/xx, "Outdoor rec is vital to MT's economy"
3. Campaign mailer, 5,000 printed and mailed, candidate biography

REVIEW

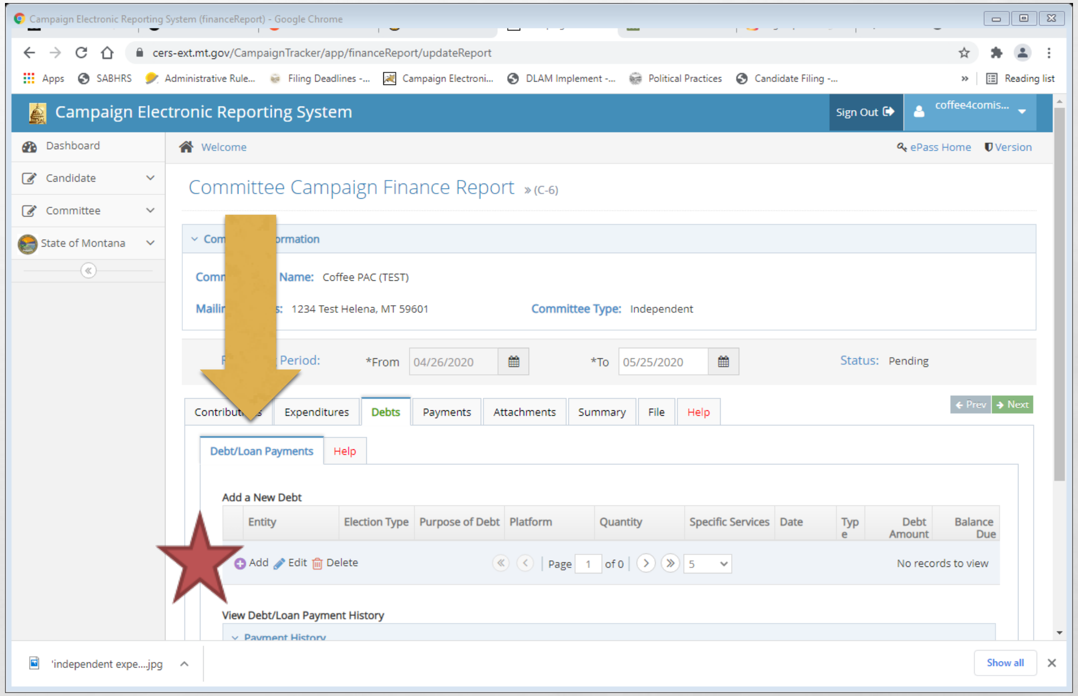
LET'S NAVIGATE ON CERS - REAL TIME EXAMPLES

QUESTIONS FROM PARTICIPANTS

REPORTING – DEBTS AND PAYMENTS

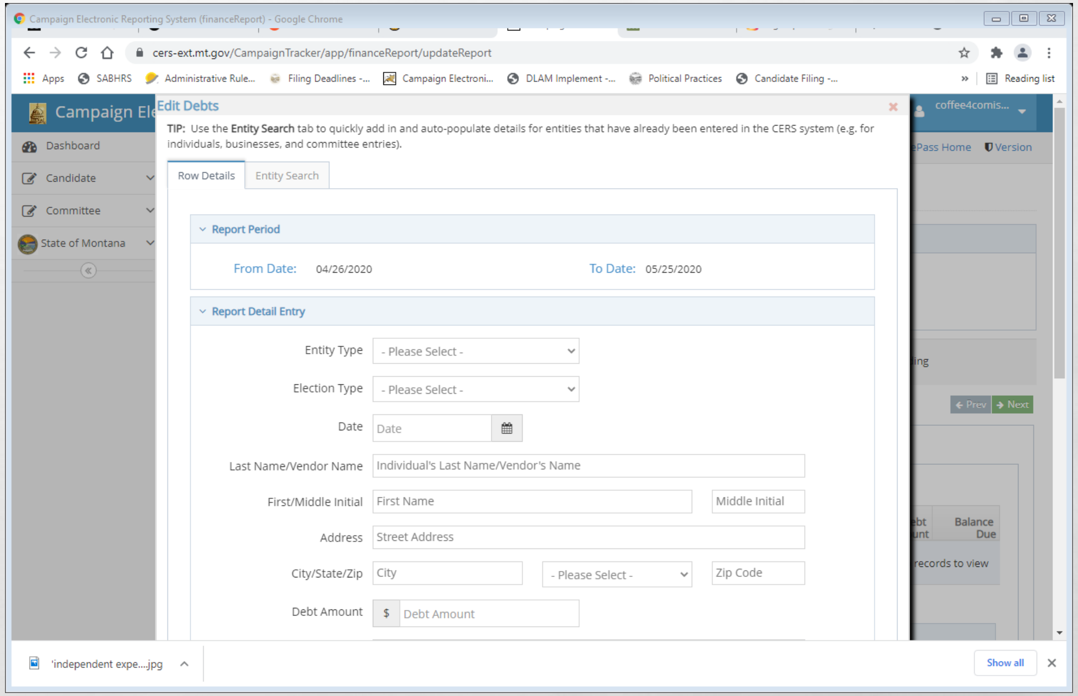
ADDING A DEBT

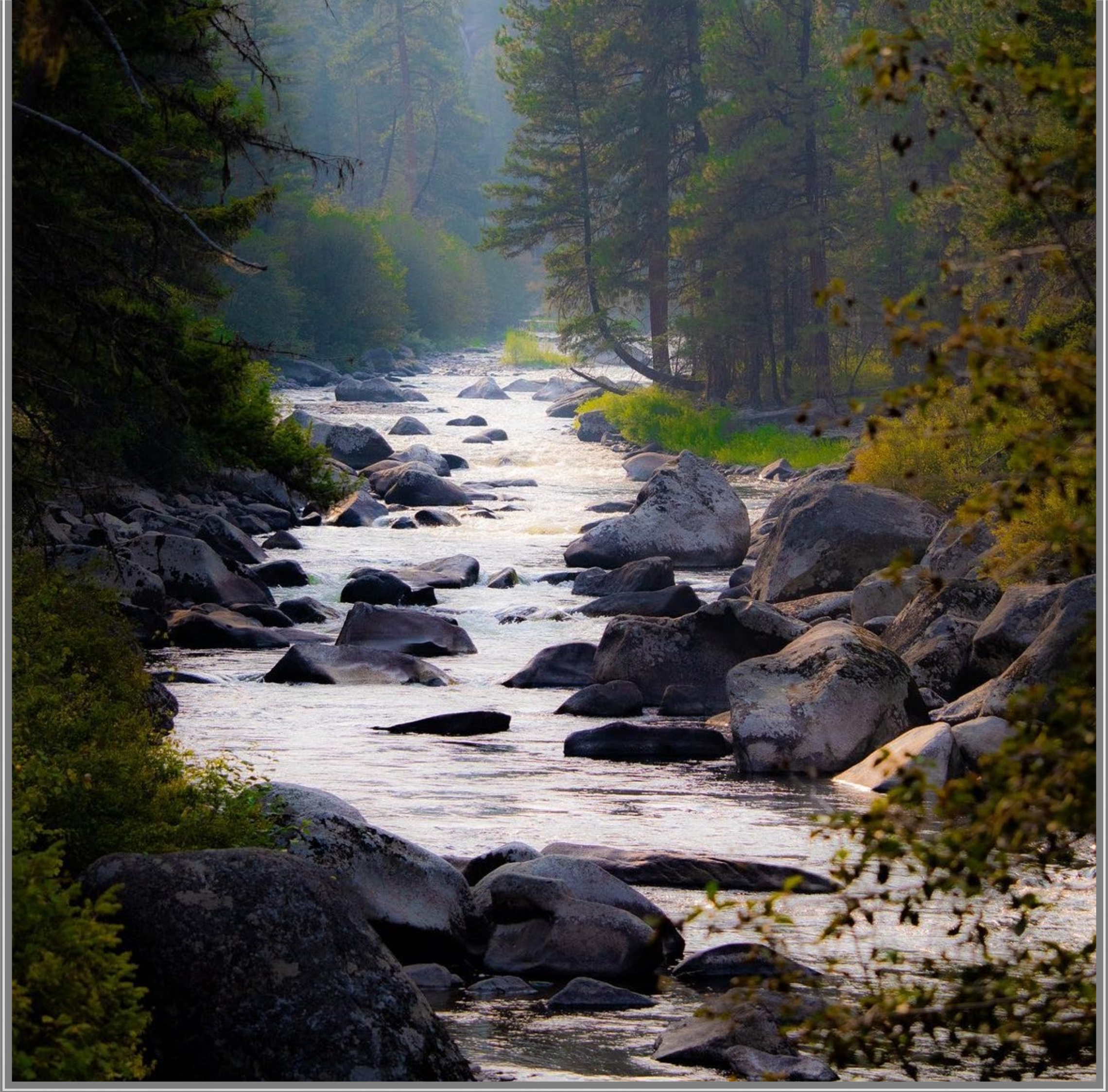
- DEBT= OBLIGATION OWED BUT NOT YET PAID BY COMMITTEE
- UNDER DEBTS TAB, NAVIGATE TO THE 'DEBT/LOAN PAYMENTS' SUBTAB
- CLICK 'ADD' TO ADD A NEW DEBT



ADDING A DEBT

- USE 'ROW DETAILS' TO MANUALLY ENTER
- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR ENTITY
- WHEN ALL REQUIRED INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
  - NAME OF VENDOR, DATE DEBT INCURRED, AMOUNT OF DEBT, PURPOSE OF DEBT
- SAVE AFTER EVERY ENTRY!



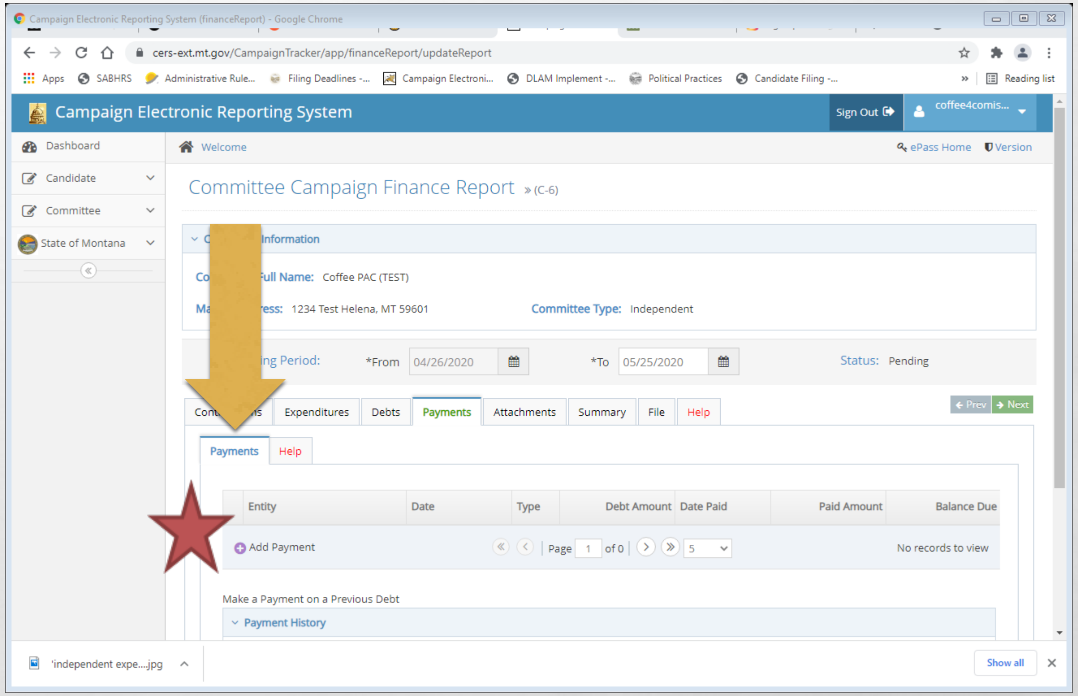


DEBTS

- REPORT DEBTS WITH SAME LEVEL OF DETAIL AS EXPENDITURES
- DEBTS OWED BY THE COMMITTEE MUST BE REPORTED AT THE TIME THE OBLIGATION IS INCURRED
  - COMMON REPORTING ERROR – WAITING FOR INVOICE TO REPORT
  - IF YOU DO NOT KNOW AMOUNT, ESTIMATE (YOU CAN AMEND IF NECESSARY)

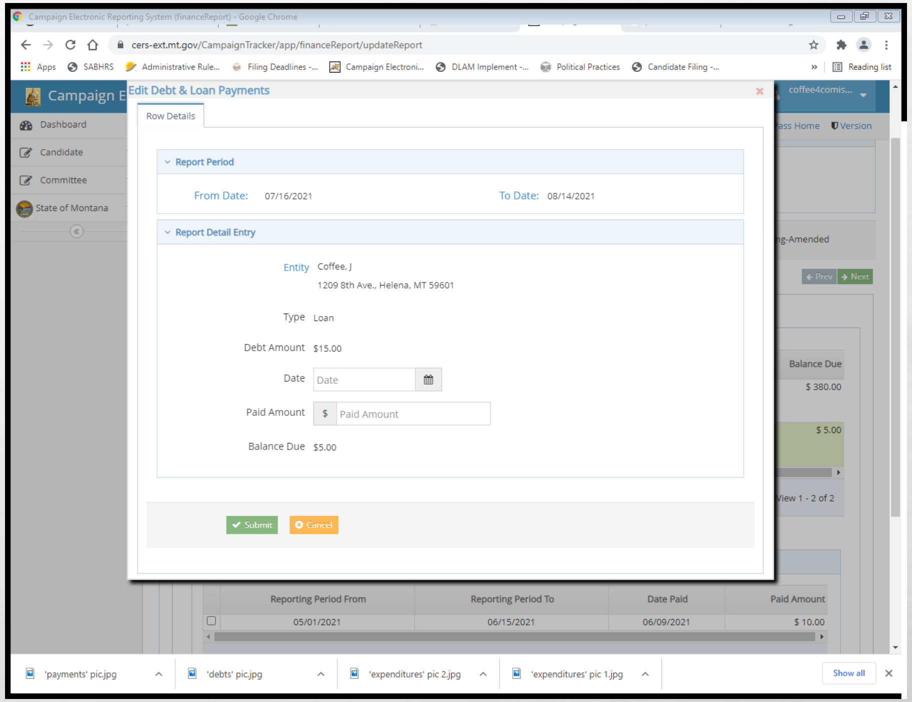
ADDING A PAYMENT

- PAYMENT= PAYMENT PROVIDED ON A PREVIOUSLY REPORTED DEBT OR LOAN
- UNDER PAYMENTS TAB, NAVIGATE TO THE 'PAYMENTS' SUBTAB
- SELECT A DEBT OR LOAN TO MAKE A PAYMENT ON, THEN CLICK 'ADD PAYMENT' TO ADD A NEW PAYMENT



ADDING A PAYMENT

- ENTER THE DATE OF THE PAYMENT IN THE 'DATE FIELD'
- ENTER THE AMOUNT OF THE PAYMENT IN THE 'PAID AMOUNT' FIELD
- WHEN DATE AND PAYMENT AMOUNT INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'
- SAVE AFTER EVERY ENTRY!



PAYMENTS

- PAYMENTS ON OUTSTANDING DEBTS OR LOANS OWED BY THE CAMPAIGN ARE REPORTED USING THE ‘PAYMENTS’ TAB
  - OBLIGATIONS DO NOT HAVE TO BE PAID OFF IN FULL ALL AT ONCE- CAN PAY OFF INCREMENTALLY

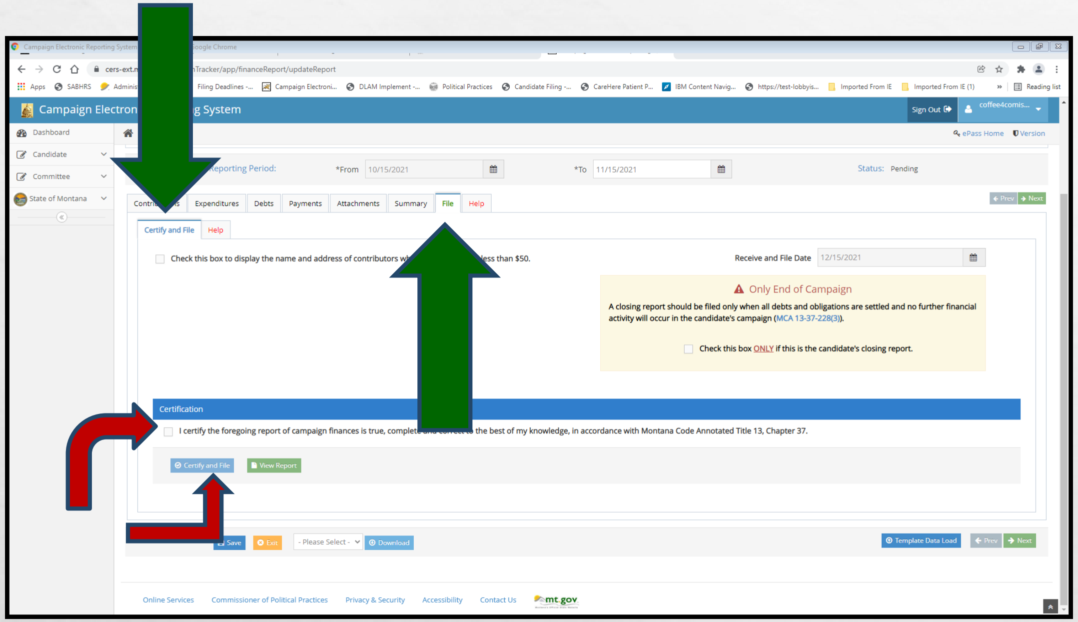
REVIEW

LET'S NAVIGATE ON CERS - REAL TIME EXAMPLES

QUESTIONS FROM PARTICIPANTS

STEP 3- CERTIFY AND FILE THE REPORT

CERTIFY AND FILE THE REPORT



- FROM THE 'FILE' TAB, NAVIGATE TO THE '**CERTIFY AND FILE**' SUBTAB
- CERTIFY THE REPORT, THEN CLICK '**CERTIFY AND FILE**'
- A REPORT IS NOT FILED UNTIL IT HAS BEEN CERTIFIED AND FILED!

ADDITIONAL ITEMS AND INFORMATION

- ATTRIBUTION
- COMMITTEE TO KEEP RECORDS
- INSPECTION REPORTS AND EXAMS
- ORDERS OF NONCOMPLIANCE AND FORMAL CAMPAIGN COMPLAINTS

ATTRIBUTION

- ALL PAID CAMPAIGN MATERIALS REQUIRE A 'PAID FOR BY' ATTRIBUTION MESSAGE, 13-35-225, MCA.
  - ***INCLUDES ANY PAID SOCIAL MEDIA ACTIVITY!***
- MUST INCLUDE THE STATEMENT 'PAID FOR BY' WITH THE NAME OF THE COMMITTEE, COMMITTEE ADDRESS, AND NAME OF COMMITTEE TREASURER/OTHER LISTED OFFICER
- EXAMPLE: PAID FOR BY MONTANANS FOR COFFEE, PO BOX 1, HELENA, MT 59601. J COFFEE, TREASURER

ATTRIBUTION WEBPAGE

ATTRIBUTION INFORMATION

Attribution Information
(See Mont. Code Ann. § 13-35-225 and 44.11.601(2), ARM for legal details)

All election and electioneering communications are legally required to include attribution that identifies the entity that paid for the communication.

Who must comply with attribution requirements?

1. Candidates,
2. Committees,
3. Individuals who are not a candidate, and
4. Individuals who are not required to register as a political committee.

To understand how to report paid communications in campaign finance reports, candidates and committees should reference the Expenditures: Paid Communications page.

FYI: Candidates who run paid advertisements on Facebook are encouraged to include their full "paid for by" attribution message in the "About" section of their Facebook page, so that this information is available for any individual ad when viewed via the Ads Library under "Ad Details." Read the rest of the February 20202 guidance here. The full attribution message should also be provided for paid Facebook ads as:

- a fixed textual component in the body of an ad, or
- a spoken message at the beginning or end of an ad, or
- an image appearing at the beginning of an ad, or
- within the body of a Facebook post that accompanies a paid ad, etc.

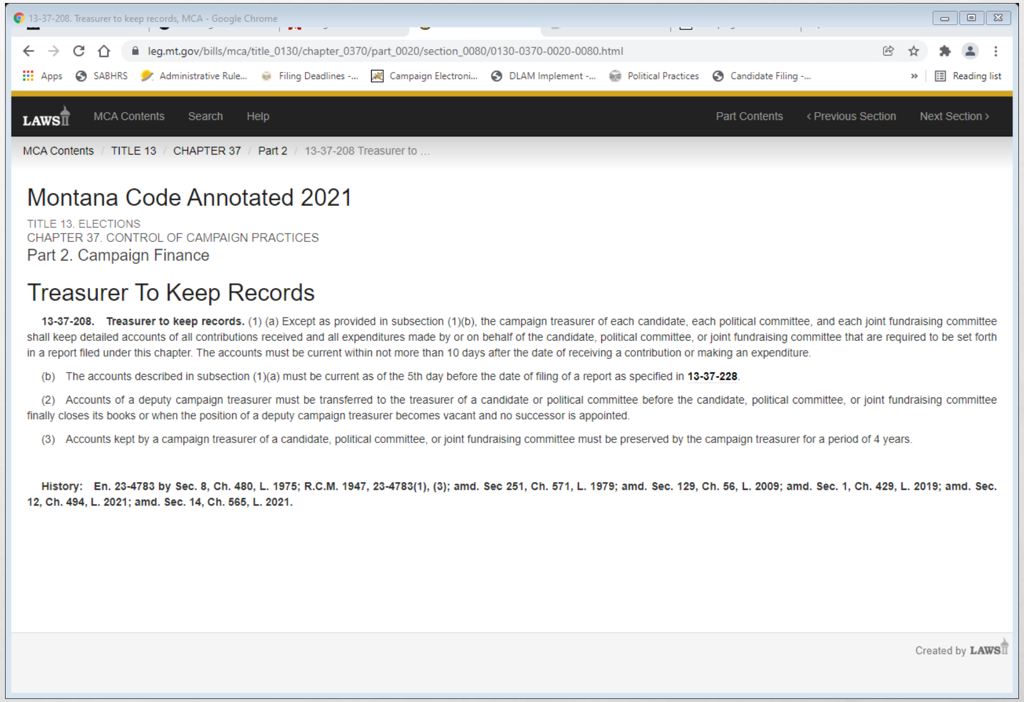
Brochure (web) Brochure (print quality)

- Attribution Information 101: What is an election communication?
- What must an attribution say and where must it be placed?
- Attribution FAQs: Texts and Unattributed Materials
- Attribution Information for Non-Attributed Materials

http://politicalpractices.mt.gov/attribution

COMMITTEE TO KEEP RECORDS

- **FOR EACH COMMITTEE, THE TREASURER "SHALL KEEP DETAILED ACCOUNTS OF ALL CONTRIBUTIONS RECEIVED AND ALL EXPENDITURES MADE BY OR ON BEHALF OF THE CANDIDATE", 13-37-208, MCA**
- **RECORDS MUST BE KEPT FOR 4 YEARS!**


13-37-208. Treasurer to keep records, MCA - Google Chrome

leg.mt.gov/bills/mca/title_0130/chapter_0370/part_0020/section_0080/0130-0370-0020-0080.html

Apps SABHRS Administrative Rule... Filing Deadlines -... Campaign Electroni... DLAM Implement -... Political Practices Candidate Filing -... Reading list

LAWS MCA Contents Search Help Part Contents ‹ Previous Section Next Section ›

MCA Contents / TITLE 13 / CHAPTER 37 / Part 2 / 13-37-208 Treasurer to ...

Montana Code Annotated 2021

TITLE 13. ELECTIONS
CHAPTER 37. CONTROL OF CAMPAIGN PRACTICES
Part 2. Campaign Finance

Treasurer To Keep Records

13-37-208. Treasurer to keep records. (1) (a) Except as provided in subsection (1)(b), the campaign treasurer of each candidate, each political committee, and each joint fundraising committee shall keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate, political committee, or joint fundraising committee that are required to be set forth in a report filed under this chapter. The accounts must be current within not more than 10 days after the date of receiving a contribution or making an expenditure.

(b) The accounts described in subsection (1)(a) must be current as of the 5th day before the date of filing of a report as specified in **13-37-228**.

(2) Accounts of a deputy campaign treasurer must be transferred to the treasurer of a candidate or political committee before the candidate, political committee, or joint fundraising committee finally closes its books or when the position of a deputy campaign treasurer becomes vacant and no successor is appointed.

(3) Accounts kept by a campaign treasurer of a candidate, political committee, or joint fundraising committee must be preserved by the campaign treasurer for a period of 4 years.

History: En. 23-4783 by Sec. 8, Ch. 480, L. 1975; R.C.M. 1947, 23-4783(1), (3); amd. Sec 251, Ch. 571, L. 1979; amd. Sec. 129, Ch. 56, L. 2009; amd. Sec. 1, Ch. 429, L. 2019; amd. Sec. 12, Ch. 494, L. 2021; amd. Sec. 14, Ch. 565, L. 2021.

Created by LAWS

INSPECTION REPORTS & EXAMS

- AFTER A REPORT IS FILED, COPP WILL PROVIDE GUIDANCE WITH CURSORY INSPECTION REPORTS
  - MAKE REVISIONS AS REQUESTED
- EXAM AT END OF CAMPAIGN
- ***IT IS THE COMMITTEE'S ULTIMATE RESPONSIBILITY TO REPORT CORRECTLY AND COMPLETELY!***

CFR Compliance -

Campaign Finance Report DATE: 9/14/2017

✓ Inspection
✓ Exam

Compliance Specialist: Scott Cook

REFERENCE REPORT: 02/14/17-08/28/17

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.

CONTRIBUTIONS Section / Issues

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 c the specific type of consulting
Individual Contributors	Contributor Martin, Colleen has occupation listed as Fundraiser	More detail is required as to the occupation of this contributor; please c 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 c 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 missir report

OTHER:

EXPENDITURES Section / Issues

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, 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 expenditur 04/12/17 and 05/23/17?

CS3 (Scott) Page 1

OTHER:

An initial facial inspection of the campaign finance report found deficiencies based on the information that you have provided to this office. **Please correct the deficiencies as soon as possible, and no later than 10 business days from the receipt of this communication.**

Jeffrey A. Mangan
Montana Commissioner of Political Practices

EXAMS ONLY:
Failure to do so could result in a campaign finance complaint sufficiency finding, the issuance of an order of noncompliance, or potential enforcement action in state district court.

Jeffrey A. Mangan
Montana Commissioner of Political Practices

CS3 (Scott) Page 2

ORDER OF NONCOMPLIANCE AND FORMAL COMPLAINTS

- THE COMMISSIONER MAY FILE AN ORDER OF NONCOMPLIANCE COMPELLING COMPLIANCE WITH ALL REPORTING LAWS/RULES
- FAILURE TO FILE REPORTS AS REQUIRED OR FULLY/ACCURATELY DISCLOSE CONTRIBUTIONS RECEIVED AND/OR EXPENDITURES MADE MAY LEAD TO A FORMAL CAMPAIGN FINANCE COMPLAINT BEING FILED AGAINST A COMMITTEE
  - COMPLAINT PROCESS IS PUBLIC- ANYONE CAN FILE A COMPLAINT

Phone: 406-444-2942
Fax : 406-444-1643
www.politicalpractices.mt.gov

Campaign Finance and Practices

Complaint Form (08/17)

HAND DELIVERED ☐

SIGNED/NOTARIZED ☐

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 alledged 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 ____________, ________.

____
Notary Public

My Commission Expires:

QUESTIONS? CONTACT US!

- HTTPS://POLITICALPRACTICES.MT.GOV/
- EMAIL: CPPHELP@MT.GOV AND CPPCOMPLIANCE@MT.GOV
- PHONE: (406) 444-2942
- FACEBOOK/TWITTER: @MONTANACOPP
- ADDITIONAL RESOURCES:
  - THE COMMITTEE AND TREASURER GUIDE TO NAVIGATING CERS
  - ACCOUNTING AND REPORTING MANUAL FOR POLITICAL COMMITTEES (PINK BOOK)

- PHOTO CREDIT:
  - SCOTT COOK (SLIDES 23, 26, AND 36)
  - VISIT MONTANA (VISITMT.COM AND FACEBOOK.COM/VISITMONTANA) FOR ALL OTHERS