

# CAMPAIGN FINANCE REPORTING

MONTANA COMMISSIONER OF POLITICAL PRACTICES

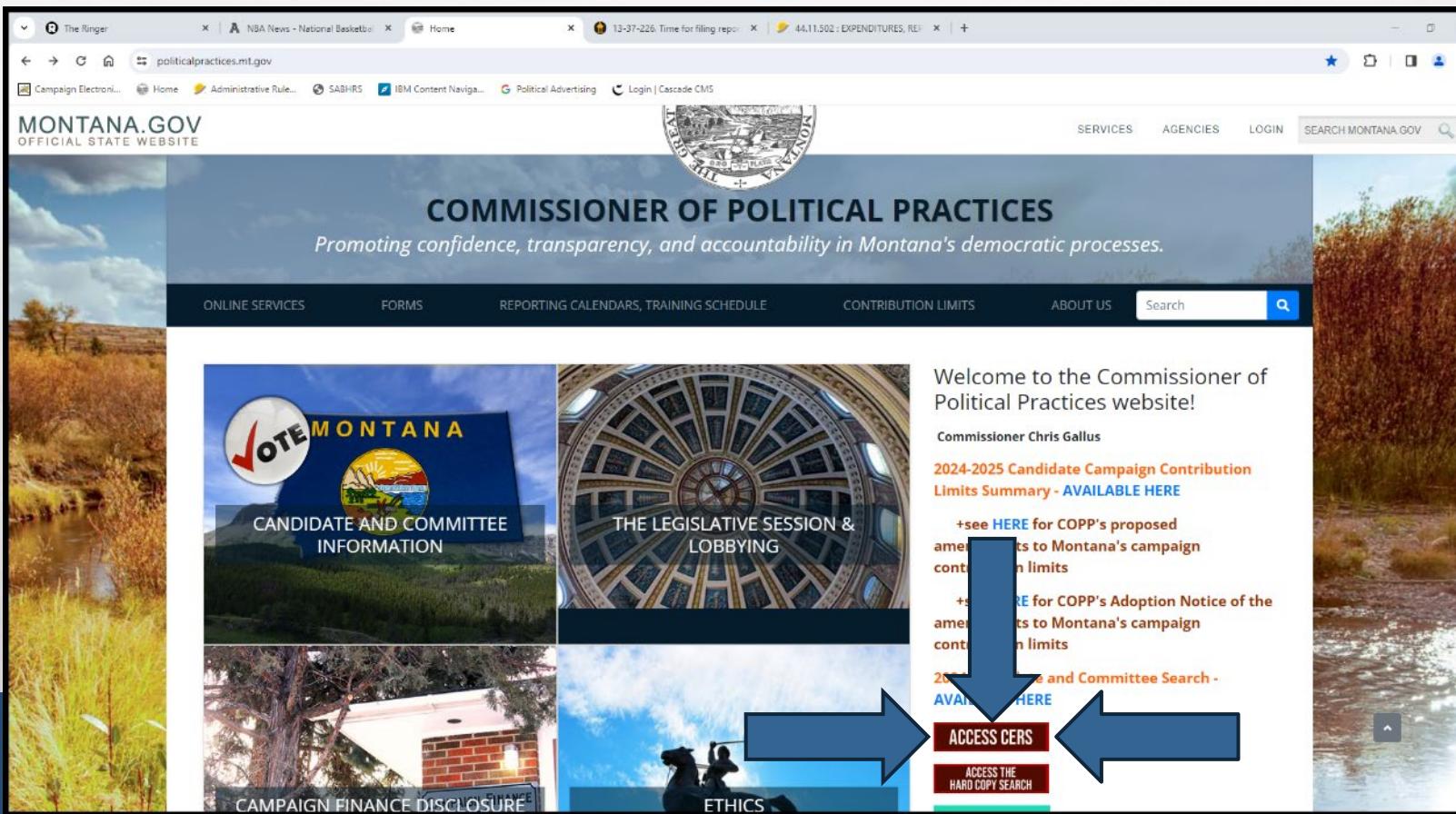
[CPPHELP@MT.GOV](mailto:CPPHELP@MT.GOV) / @MONTANACOPP



# FILE THE STATEMENT OF CANDIDATE WITHIN 5 DAYS!

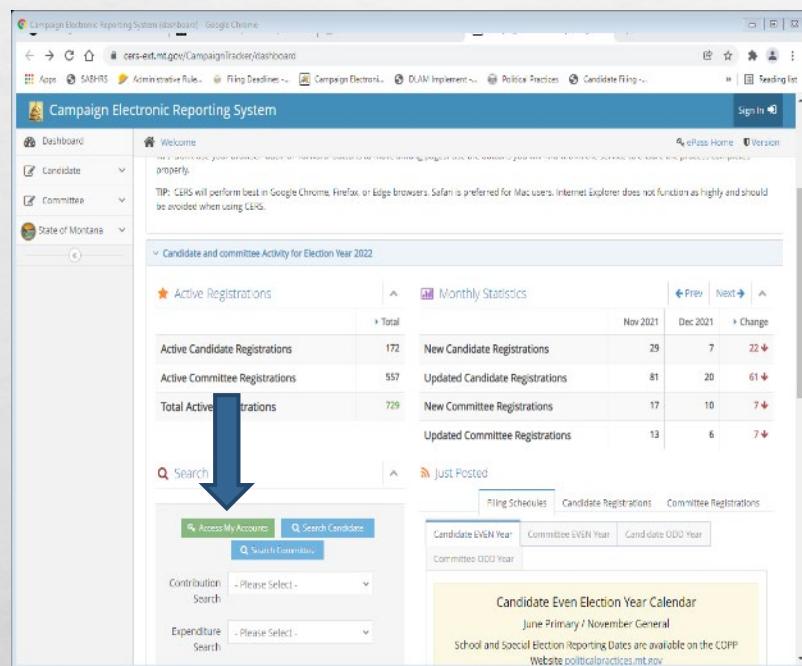
- CANDIDATES MUST FILE A STATEMENT OF CANDIDATE WITH THE COPP WITHIN 5 DAYS OF BECOMING A CANDIDATE, [13-37-201\(2\)\(A\)](#), MCA
  - AN INDIVIDUAL BECOMES A CANDIDATE WHEN THEY RECEIVE OR SOLICIT A CAMPAIGN CONTRIBUTION, MAKE A CAMPAIGN EXPENDITURE, OR FILE AS A CANDIDATE WITH THE ELECTION ADMINISTRATOR, WHICHEVER COMES FIRST
- THE STATEMENT OF CANDIDATE MUST BE FILED ELECTRONICALLY, USING CERS

# STEP 1: ACCESS CERS



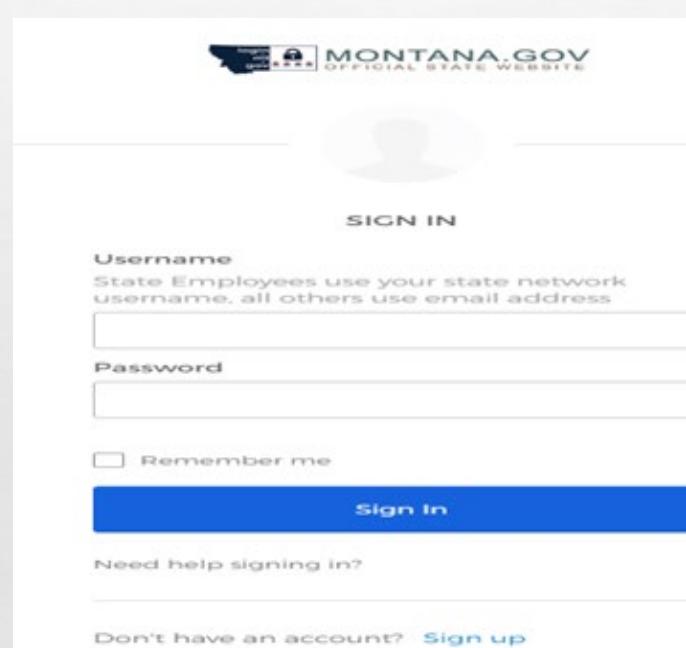
# ACCESSING CERS- STEPS

## 1. ACCESS MY ACCOUNTS



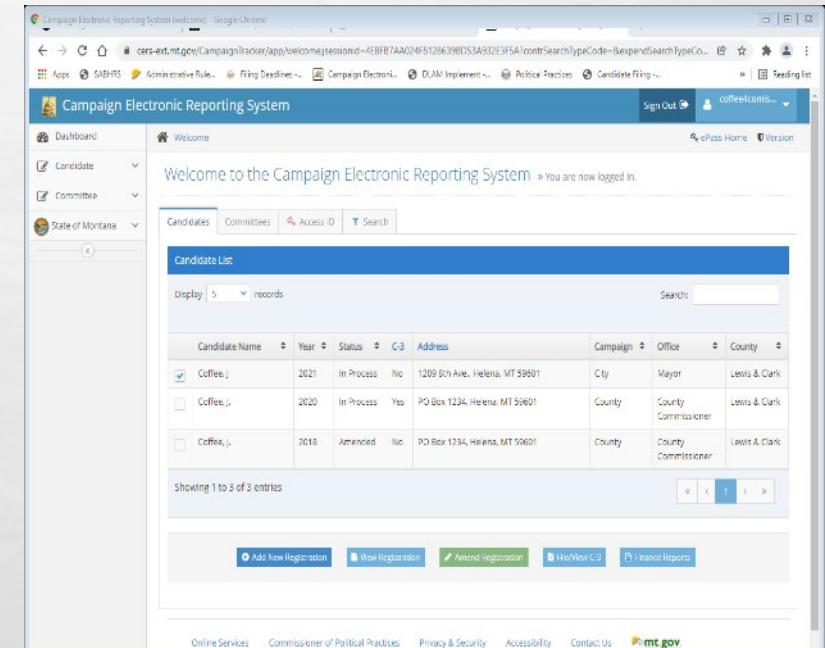
The screenshot shows the CERS dashboard with a blue arrow pointing to the 'Access My Accounts' button in the bottom left corner of the search bar area.

## 2. LOGIN USING OKTA



The screenshot shows the Montana.gov sign-in page with a placeholder user icon and the text 'SIGN IN'. It includes fields for 'Username' (instructions: 'State Employees use your state network username, all others use email address') and 'Password', a 'Remember me' checkbox, and a large blue 'Sign In' button. Below the form is a 'Need help signing in?' link and a 'Don't have an account? Sign up' link.

## 3. ADD NEW REGISTRATION



The screenshot shows the CERS candidate list page with a table of registered candidates. At the bottom of the page, there are several buttons: 'Add New Registration' (highlighted with a blue arrow), 'New Registration', 'Amend Registration', 'Re/Rev Ctr', and 'Finance Reports'.

# STATEMENT OF CANDIDATE- REQUIREMENTS

- THE STATEMENT OF CANDIDATE MUST INCLUDE:
  - THE FULL NAME, COMPLETE MAILING ADDRESS, EMAIL ADDRESS, AND OFFICE SOUGHT FOR THE CANDIDATE;
  - THE FULL NAME, COMPLETE MAILING ADDRESS, AND EMAIL ADDRESS FOR THE CAMPAIGN TREASURER (CANDIDATE CAN SERVE AS OWN TREASURER); AND
  - THE NAME AND ADDRESS FOR THE CAMPAIGN DEPOSITORY (BANK)

Candidate Full Name: Coffee, J  
Mailing Address: 1209 8th Ave, Helena, MT 59601  
Home Phone:  
Campaign Email Address: cppcompliance@mt.gov  
Election Year: 2021  
Office Sought: Mayor  
Political Party: Unknown  
Date Filed: 05/04/2021  
D1 Received Date:  
Reporting Status: Will spend more than \$500  
Bank Full Name: First Bank of Coffee  
Bank Address: 1 Coffee St, Helena, MT 59601

Treasurer Full Name: Coffee, Bean  
Mailing Address: 1209 8th Ave, Helena, MT 59601  
Home Phone:  
Home or Personal Email Address: cppcompliance@mt.gov

Physical Address:  
Alternate Phone:  
Candidate Type: City  
Resident County: Lewis & Clark  
Current Status: In Process  
Amended Date:  
C118 Received Date:

# STATEMENT OF CANDIDATE- REPORTING STATUS

- ‘B’ BOX: COMBINED CONTRIBUTIONS/EXPENDITURES UNDER \$500
- ‘B’ BOX CANDIDATES NOT REQUIRED TO FILE FINANCE REPORTS
  - MUST BEGIN FILING FINANCE REPORTS IF CONTRIBUTION/EXPENDITURE ACTIVITY HITS \$500
- ‘C’ BOX: COMBINED CONTRIBUTIONS/EXPENDITURES MEET OR EXCEED \$500
- ‘C’ BOX CANDIDATES ARE REQUIRED TO FILE FINANCE REPORTS DISCLOSING CONTRIBUTIONS RECEIVED AND EXPENDITURES MADE

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

Candidates Committees  Access ID 

### Candidate List

Display 5  records

	Candidate Name	Year	Status	C-3	Address	Campaign
<input type="checkbox"/>	Knope (test account), Leslie E	2020	In Process	No	123 Test Drive way, Townsville, MT 12345	State District

Showing 1 to 1 of 1 entries

 Add New Registration

 View Registration

 Amend Registration

 File/View C-3

 Finance Reports

## Campaign Registration View

» Statement of Candidate (C1 or C1-A)

### Candidate Information

**Candidate Full Name:** Knope (test account), Leslie E

**Mailing Address:** 123 Test Drive way Townsville, MT 12345

**Physical Address:** 123 TEST Ave Helena, MT 59601

**Home Phone:** (406) 444-2942

**Campaign Email Address:** leslie4mt@gmail.com

**Alternate Phone:**

**Election Year:** 2020

**Candidate Type:** State District

**Office Sought:** House District No. 59

**Resident County:** Carter

**Political Party:** Natural Law

**Current Status:** In Process

**Date Filed:** 01/24/2020

**Amended Date:**

**D1 Received Date:**

**C118 Received Date:**

**Reporting Status:**

**Bank Address:** 123 Test Drive way Townsville, MT 12345

**Bank Full Name:** Bank Name

### Campaign Treasurer Information

**UPDATE YOUR STATEMENT OF CANDIDATE  
WITHIN 5 DAYS OF CHANGE!**

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

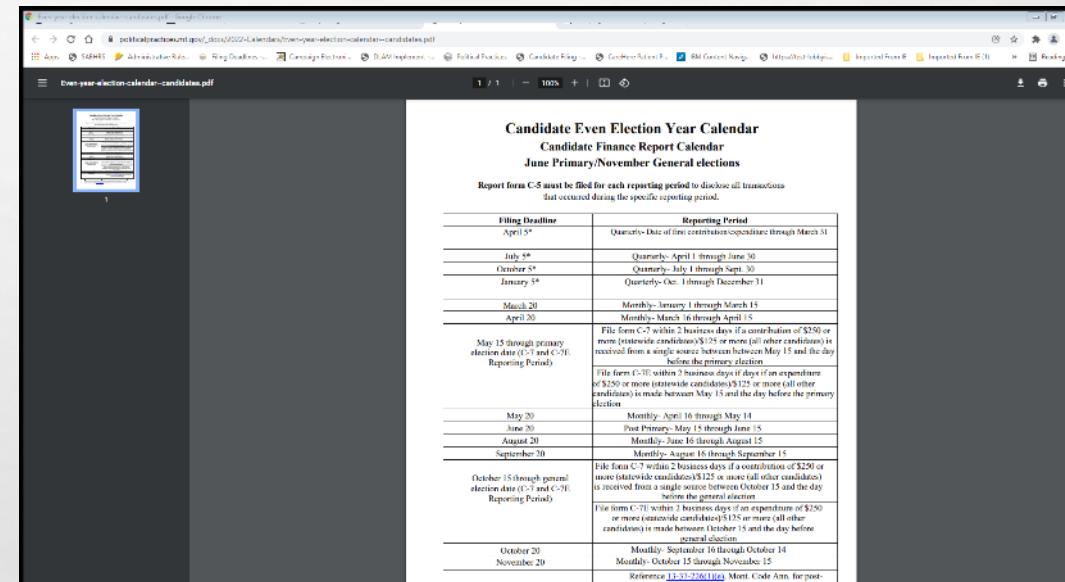


# REPORTING DATES

- C-5 CAMPAIGN FINANCE REPORTS ARE DUE MARCH 20, APRIL 20, MAY 20, JUNE 20, AUGUST 20, SEPTEMBER 20, OCTOBER 20, AND NOVEMBER 20
- FULL REPORTING CALENDAR AVAILABLE ON THE [REPORTING CALENDARS](#) SECTION OF COPP WEBSITE

Even Years – Statewide, State District & County candidates

Note - School District & City (**Odd years**) candidates have different calendars – see reporting calendar tab on website



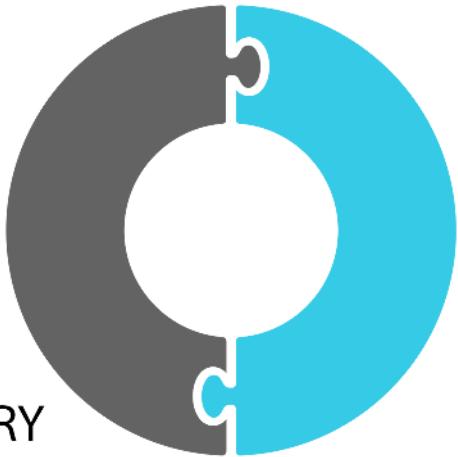
# CAMPAIGN CONTRIBUTION LIMITS

- CANDIDATES LIMITED IN AMOUNT THEY CAN ACCEPT FROM CONTRIBUTORS
  - **IN-KIND CONTRIBUTIONS COUNT TOWARDS THE CONTRIBUTION LIMITS**
  - A CANDIDATE IS NOT LIMITED IN WHAT THEY CAN CONTRIBUTE TO THEIR OWN CAMPAIGN
- **HTTPS://POLITICALPRACTICES.MT.GOV/HOME/CONTRIBUTION-LIMITS**

# CONTRIBUTION LIMITS APPLY PER ELECTION!

## 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."*

### 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*



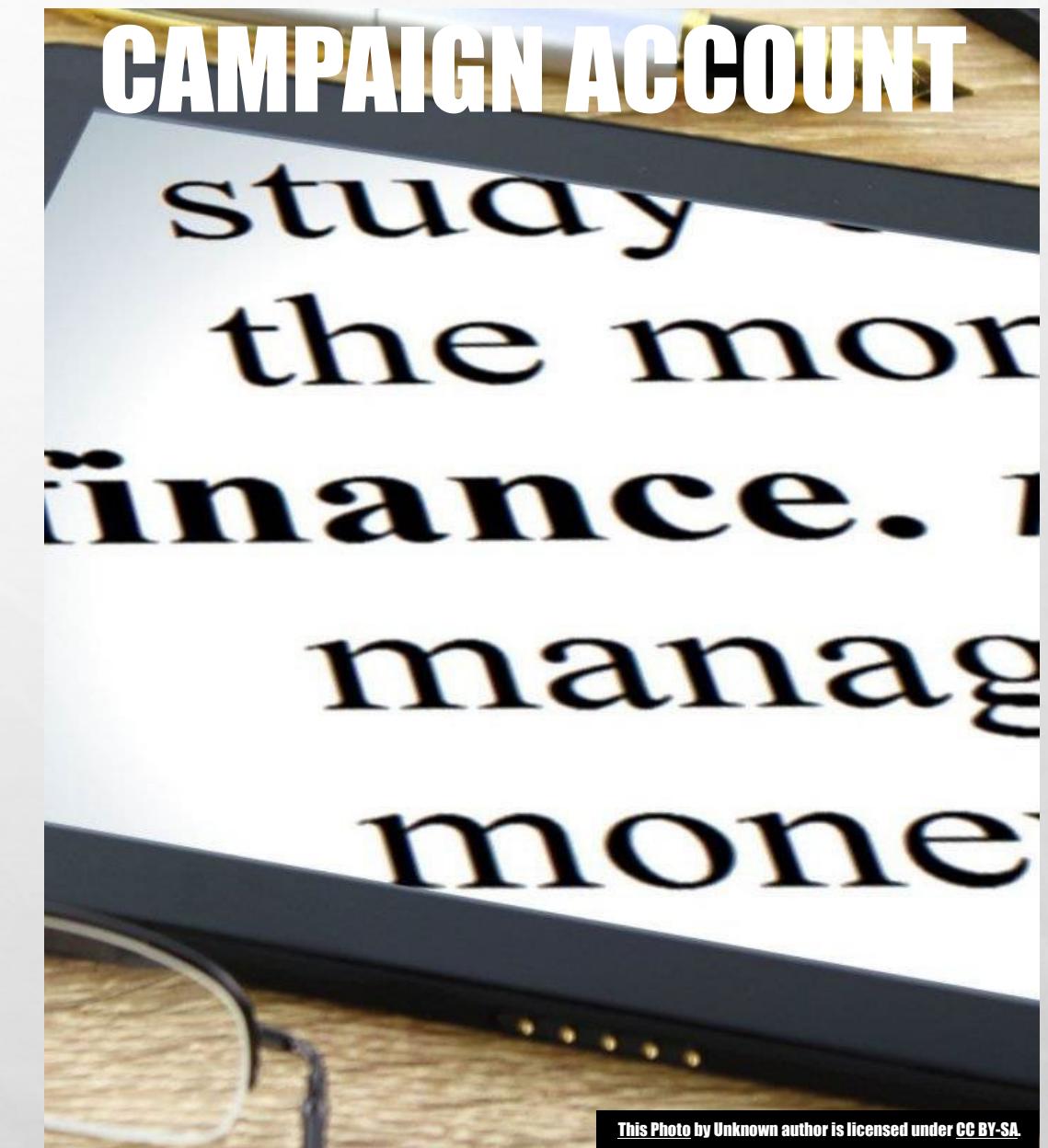
Montana Commissioner  
of Political Practices

February 2018

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

• CANDIDATES “SHALL DESIGNATE ONE PRIMARY CAMPAIGN DEPOSITORY FOR THE PURPOSE OF DEPOSITING ALL CONTRIBUTIONS RECEIVED AND DISBURSING ALL EXPENDITURES MADE”, 13-37-205(1), MCA

- CAN HAVE A PRIMARY AND GENERAL ELECTION ACCOUNT
- **BEST PRACTICE IS TO RUN ALL CAMPAIGN ACTIVITY DIRECTLY THROUGH THE CAMPAIGN BANK ACCOUNT!**
  - IF SELF-FUNDING YOUR OWN CAMPAIGN, DEPOSIT FUNDS IN A DEDICATED CAMPAIGN BANK ACCOUNT
  - ACQUIRE A DEBIT OR CREDIT CARD TIED TO THE CAMPAIGN BANK ACCOUNT TO USE FOR ALL EXPENDITURES
  - EXCLUSIVE USE OF THE CAMPAIGN BANK ACCOUNT FOR CAMPAIGN ACTIVITY IS EASIEST WAY TO TRACK OF ALL CAMPAIGN TRANSACTIONS



# REPORTING CONTRIBUTIONS- PRIMARY AND GENERAL

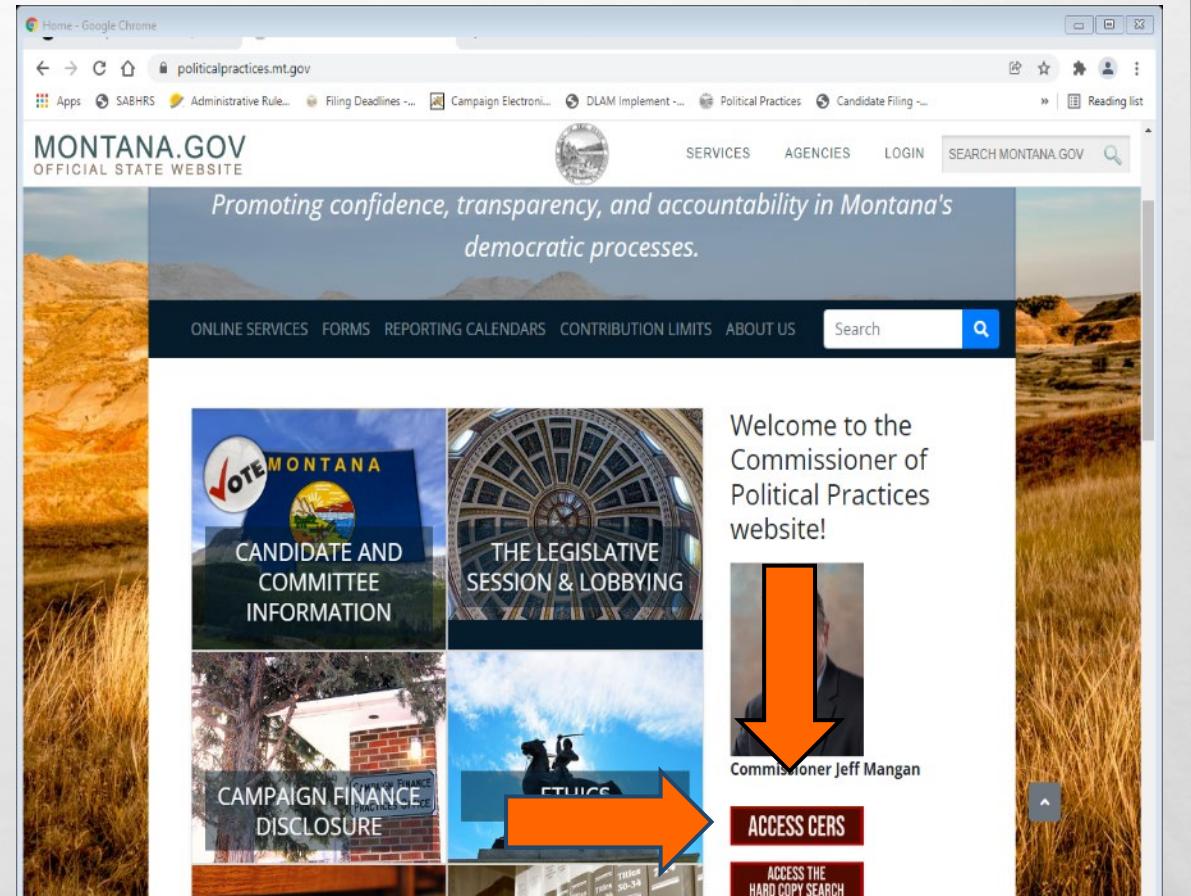
- **LEGISLATIVE CANDIDATES:** IF PARTICIPATING IN A CONTESTED PRIMARY, PRIMARY AND GENERAL ELECTION CONTRIBUTIONS MAY BE DEPOSITED INTO THE SAME ACCOUNT IF:
  - THE CANDIDATE MAINTAINS RECORDS CONCERNING WHETHER CONTRIBUTIONS WERE DESIGNATED FOR THE PRIMARY OR GENERAL ELECTION, AND
  - THE BALANCE IN THE ACCOUNT DOES NOT DROP BELOW THE AMOUNT OF GENERAL ELECTION CONTRIBUTIONS RECEIVED UNTIL AFTER THE PRIMARY ELECTION
- IF NOT PARTICIPATING IN A CONTESTED PRIMARY, ALL CONTRIBUTIONS IN ONE ACCOUNT

# REPORTING CONTRIBUTIONS- PRIMARY AND GENERAL

- ***ALL OTHER CANDIDATES:*** IF PARTICIPATING IN A CONTESTED PRIMARY, PRIMARY AND GENERAL ELECTION CONTRIBUTIONS NEED TO BE SEPARATED
  - PRIMARY ELECTION CONTRIBUTIONS IN PRIMARY ELECTION ACCOUNT
  - GENERAL ELECTION CONTRIBUTIONS IN GENERAL ELECTION ACCOUNT
- IF NOT PARTICIPATING IN A CONTESTED PRIMARY, ALL CONTRIBUTIONS IN ONE ACCOUNT

# FILE YOUR REPORT ELECTRONICALLY, USING CERS

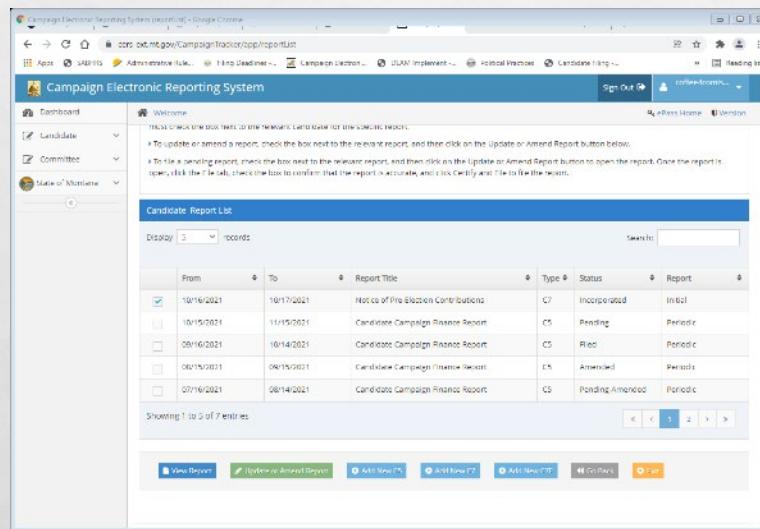
- ALL C-5 CAMPAIGN FINANCE REPORTS MUST BE FILED ELECTRONICALLY, USING THE CAMPAIGN ELECTRONIC REPORTING SYSTEM (CERS)
- ACCESS CERS FROM THE COPP'S WEBSITE,  
[HTTPS://POLITICALPRACTICES.MT.GOV/](https://politicalpractices.mt.gov/)
  - CLICK THE 'ACCESS CERS' ICON



# FILING A C-5 CAMPAIGN FINANCE REPORT

## STEP 1

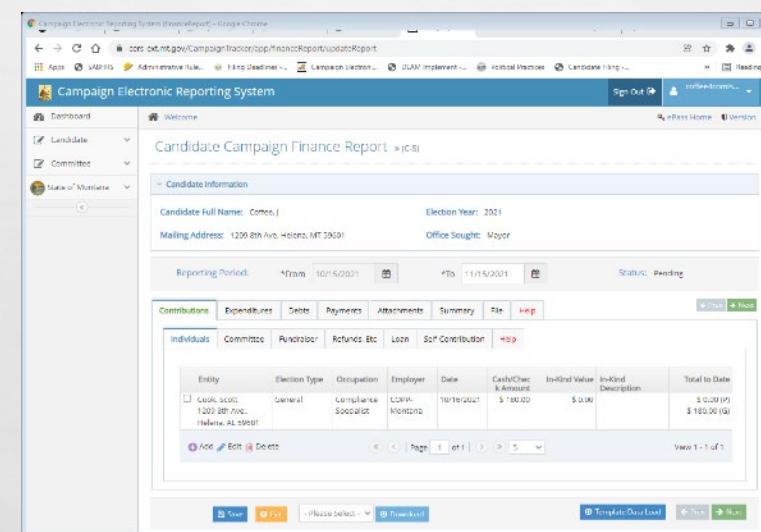
### ACCESS THE C-5 REPORT



The screenshot shows the CERS dashboard with a sidebar for 'Candidate', 'Committee', and 'State of Montana'. The main area displays a table of reports with columns for 'From', 'To', 'Report Title', 'Type', 'Status', and 'Report'. One row is selected, showing '10/16/2021' to '10/17/2021', 'Report Title: NOCC 09 Pre-Election Contributions', 'Type: C7', 'Status: Incorporated', and 'Report: Incl'. Below the table, a message box provides instructions for updating or amending a report.

## STEP 2

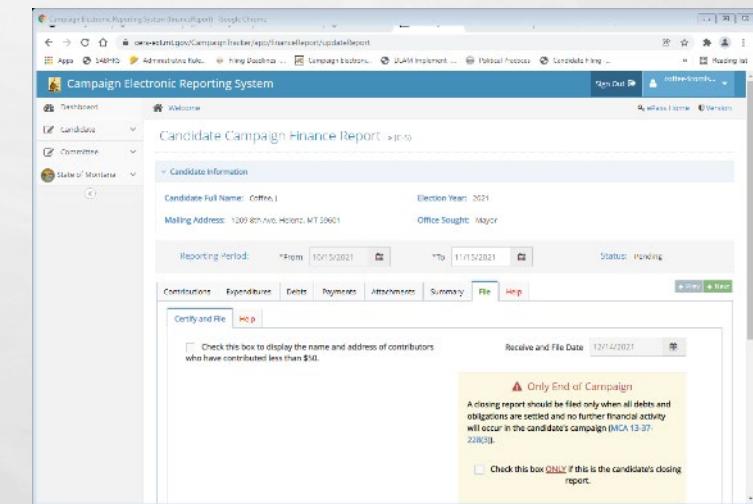
### REPORT CONTRIBUTIONS RECEIVED, EXPENDITURES MADE, DEBTS OWED, AND PAYMENTS



The screenshot shows the 'Candidate Campaign Finance Report' page for 'Cortes, J'. It includes sections for 'Candidate Information' (Full Name: Cortes, J., Election Year: 2021, Mailing Address: 1209 8th Ave, Holter, MT 59001, Office Sought: Mayor) and 'Reporting Period' (From: 10/15/2021, To: 11/15/2021, Status: Pending). Below this is a table for 'Contributions' with columns for Entity, Election Type, Occupation, Employer, Date, Cash/Check Amount, In-Kind Value, In-Kind Description, and Total In-Date. A single row is shown for 'Cook, Scott' with values: General, Candidate Specialist, LORNA-MONTANA, 10/16/2021, \$100.00, \$0.00, \$0.00 (Q), and \$100.00 (Q). Buttons for 'Add', 'Edit', and 'Delete' are at the bottom.

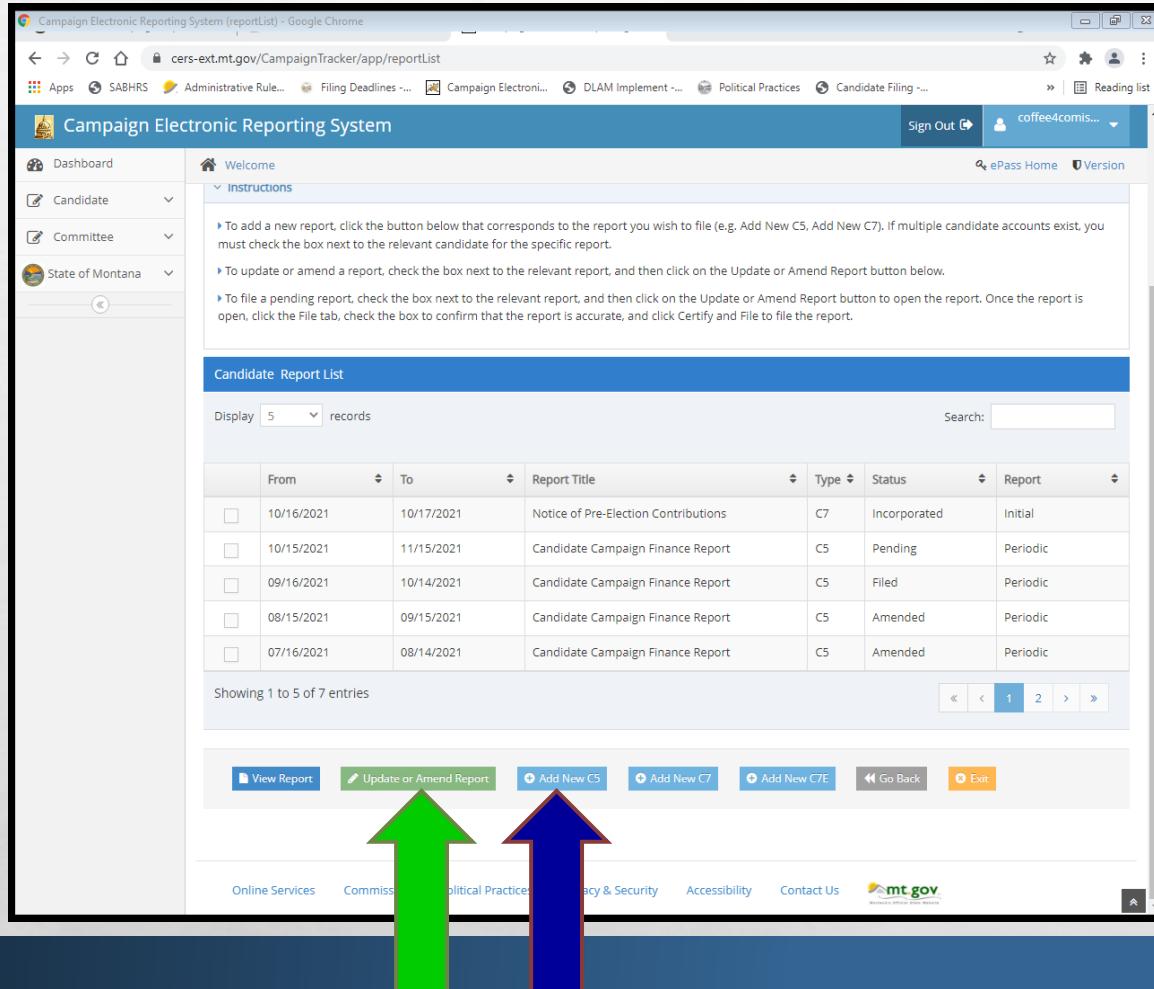
## STEP 3

### CERTIFY AND FILE THE REPORT



The screenshot shows the same report page as above, but with a 'Certify and File' button highlighted. A yellow box on the right contains the text: 'Only End of Campaign', 'A closing report should be filed only when all debts and obligations are settled and no further financial activity will occur in the candidate's campaign (MCA 13-37.2203j)', and 'Check this box ONLY if this is the candidate's closing report.' A checkbox for 'Check this box ONLY if this is the candidate's closing report.' is also visible.

# STEP 1: ACCESS THE C-5 REPORT

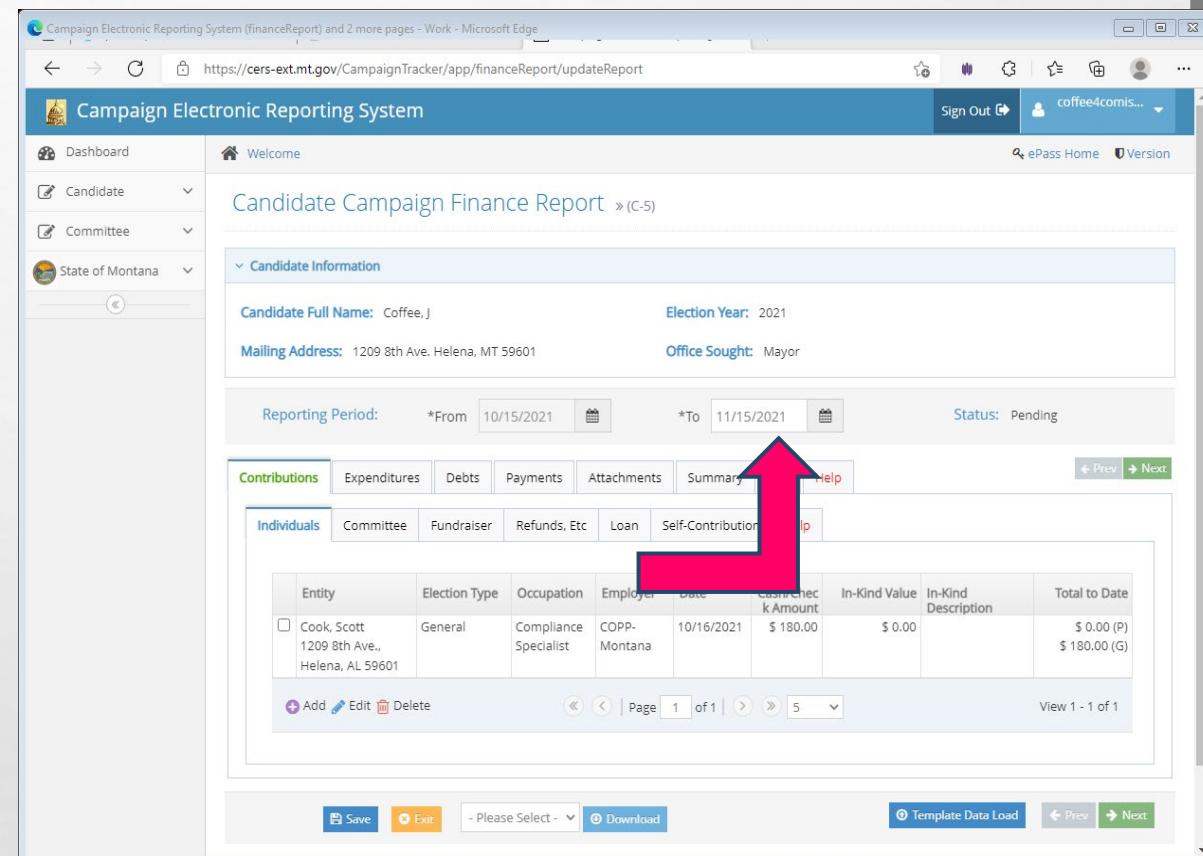


The screenshot shows the CERS interface. At the top, there's a navigation bar with links like 'Dashboard', 'Candidate', 'Committee', and 'State of Montana'. Below that is a 'Welcome' section with 'Instructions' and a 'Sign Out' button. The main content area is titled 'Candidate Report List' and displays a table of reports with columns for 'From', 'To', 'Report Title', 'Type', 'Status', and 'Report'. The table shows five entries. At the bottom of the page, there are several buttons: 'View Report', 'Update or Amend Report' (highlighted with a green arrow), 'Add New C5' (highlighted with a blue arrow), 'Add New C7', 'Add New C7E', 'Go Back', and 'Exit'. The footer contains links for 'Online Services', 'Commission', 'Political Practices', 'Privacy & Security', 'Accessibility', 'Contact Us', and the 'mt.gov' logo.

- NAVIGATE TO THE CANDIDATE REPORT LIST
- SELECT 'ADD NEW C5' TO BEGIN A NEW C-5 CAMPAIGN FINANCE REPORT; SELECT 'UPDATE OR AMEND REPORT' TO UPDATE OR AMEND AN EXISTING REPORT
- BEST PRACTICE IS TO UPDATE THE REPORT REGULARLY AS CONTRIBUTIONS ARE RECEIVED AND EXPENDITURES MADE
  - DATA IS NOT PUBLIC IF "SAVED" AND "PENDING"
  - A REPORT IS NOT ACTUALLY FILED UNTIL THE CANDIDATE "CERTIFIES AND FILES" THE REPORT

# ACCESS THE C-5 REPORT

- CHECK THE REPORTING PERIOD ON YOUR C-5 REPORT! CAMPAIGN ACTIVITY OUTSIDE THIS WINDOW WILL CAUSE AN ERROR CODE TO BE GENERATED
  - **FROM**= BEGINNING DATE FOR THE REPORTING PERIOD (THIS IS AUTOMATICALLY FILLED IN BY THE SYSTEM BASED ON THE END DATE OF YOUR LAST FILED REPORT)
  - **TO**= END DATE FOR THE REPORTING PERIOD
- REPORTING PERIODS FOR EACH REPORT ARE INCLUDED ON THE COPP'S [REPORTING CALENDARS](#) PAGE



The screenshot shows the CERS interface for a Candidate Campaign Finance Report (C-5). The reporting period is set from 10/15/2021 to 11/15/2021. A red arrow points to the 'Reporting Period' section. The table below lists a contribution from Cook, Scott.

Entity	Election Type	Occupation	Employer	Date	Cash/Check Amount	In-Kind Value	In-Kind Description	Total to Date
Cook, Scott 1209 8th Ave., Helena, AL 59601	General	Compliance Specialist	COPP- Montana	10/16/2021	\$ 180.00	\$ 0.00		\$ 180.00 (P) \$ 180.00 (G)

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





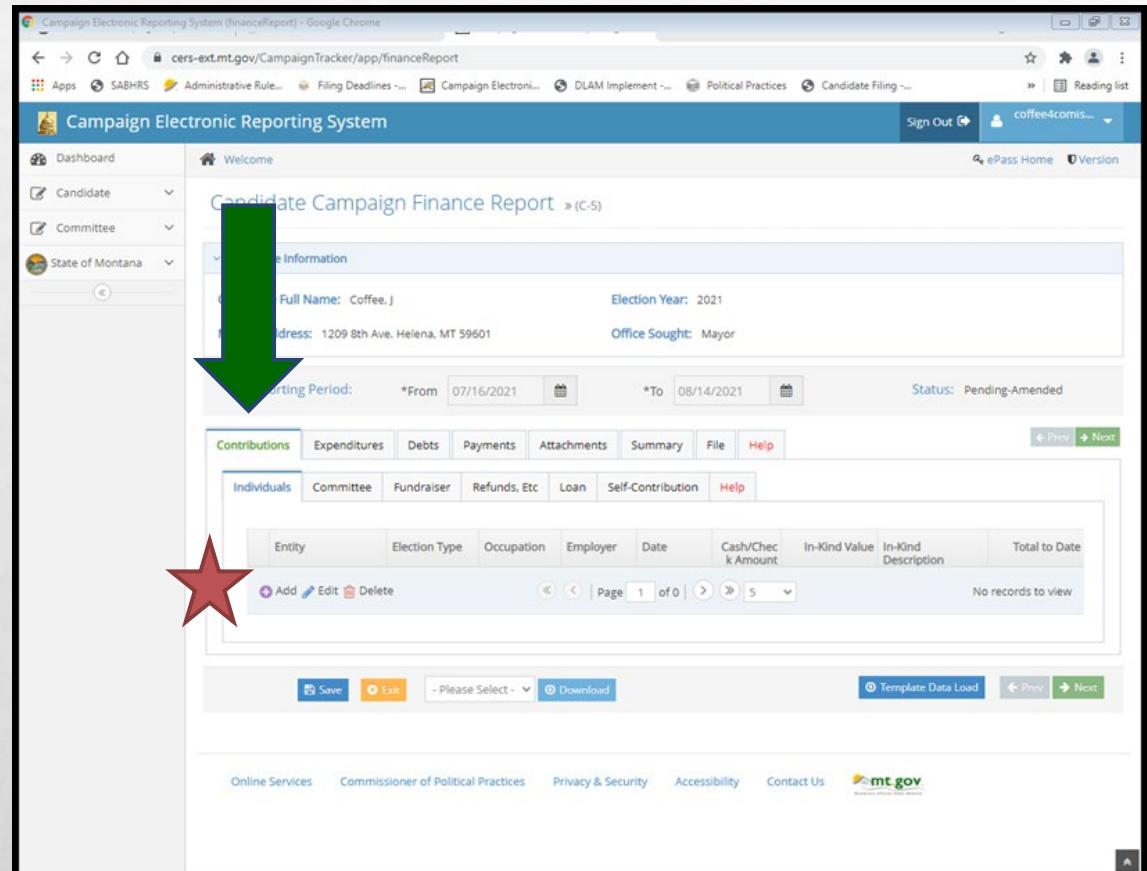
## REPORTING CONTRIBUTIONS RECEIVED

- *ANONYMOUS CONTRIBUTIONS NOT ALLOWED!!*
- REPORT ALL CONTRIBUTIONS RECEIVED USING THE 'CONTRIBUTIONS' TAB
- SIX TYPES OF CONTRIBUTORS:
  - INDIVIDUALS
  - COMMITTEES
  - FUNDRAISERS
  - REFUNDS, ETC.
  - LOANS
  - CANDIDATE CONTRIBUTIONS

# REPORTING CONTRIBUTIONS RECEIVED

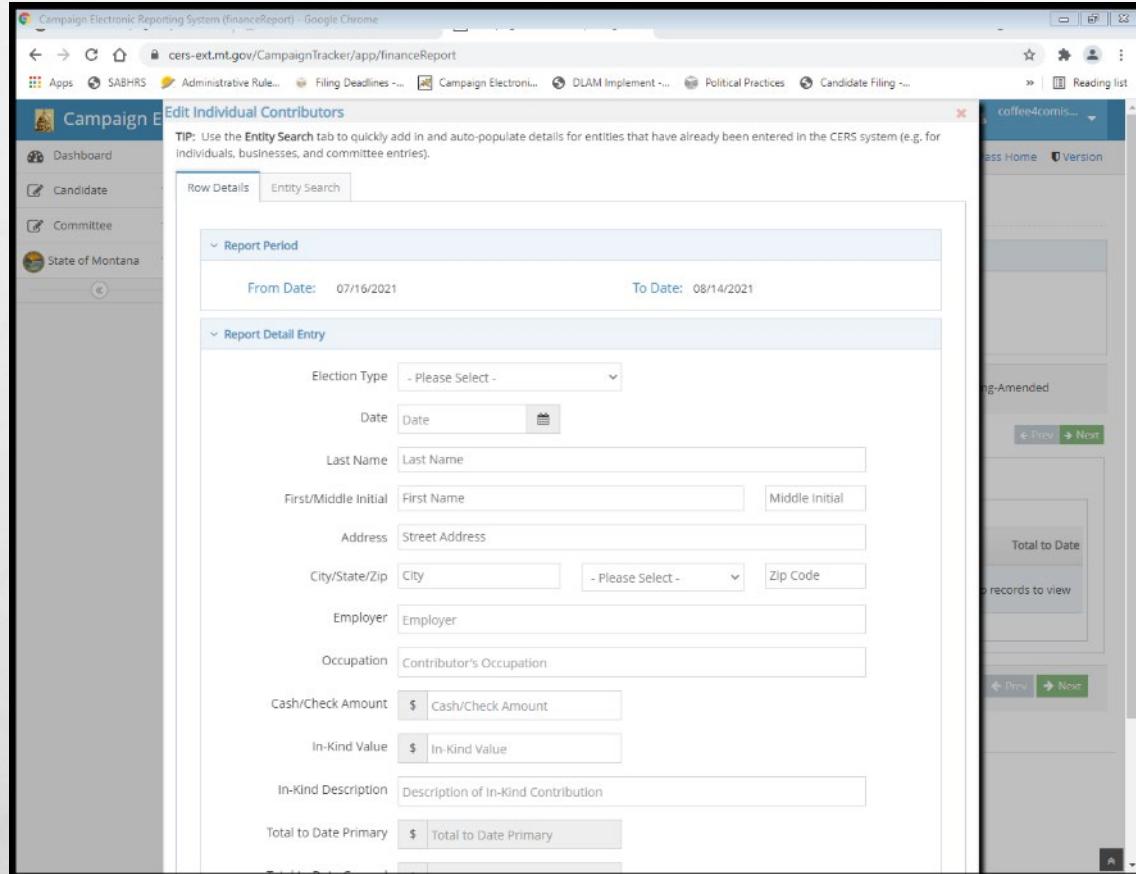
- MONETARY CONTRIBUTIONS:
  - CASH/CHECK FOR DEPOSIT
- IN-KIND CONTRIBUTIONS:
  - ITEMS OR SERVICES OF VALUE PROVIDED TO THE CAMPAIGN
  - NOT CASH/CHECK DEPOSITED

# ADDING INDIVIDUAL CONTRIBUTIONS



- INDIVIDUAL CONTRIBUTION = CONTRIBUTION RECEIVED FROM AN INDIVIDUAL OTHER THAN THE CANDIDATE
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE ‘INDIVIDUALS’ SUBTAB
- CLICK ‘ADD’ TO ADD A NEW INDIVIDUAL CONTRIBUTION

# ADDING INDIVIDUAL CONTRIBUTIONS

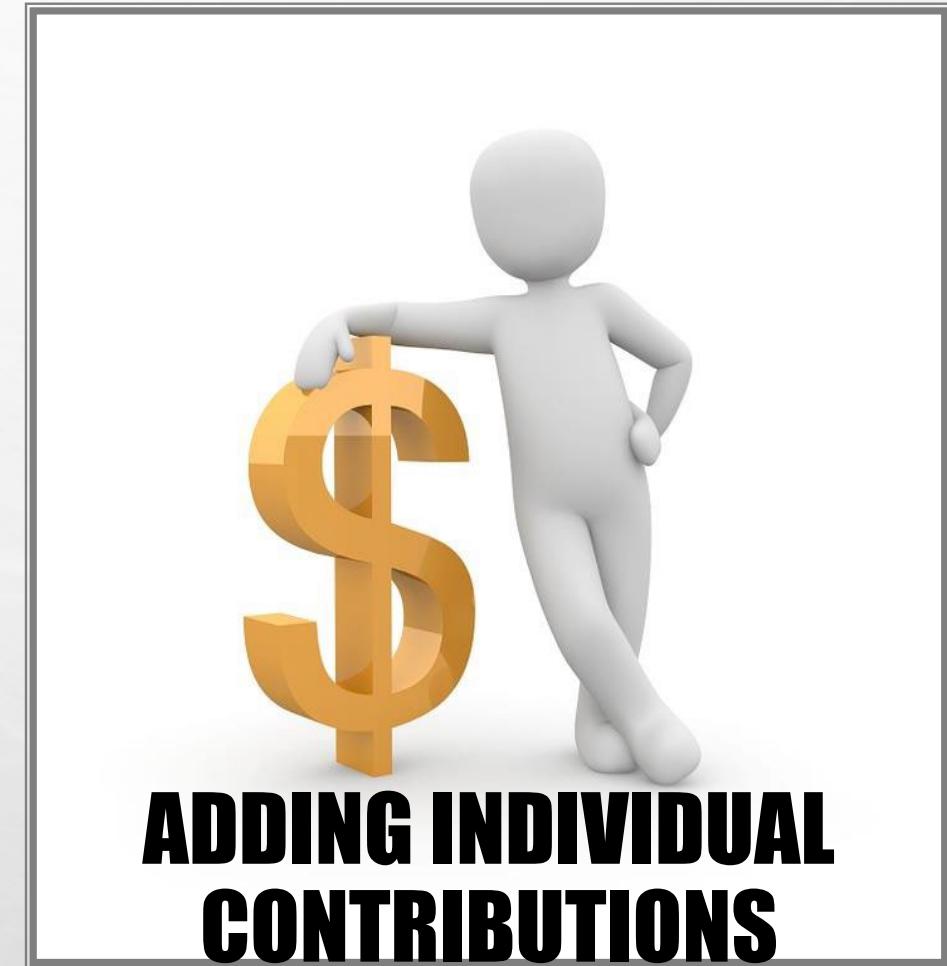


The screenshot shows the 'Edit Individual Contributors' page of the CERS system. The 'Report Period' section is set for July 16, 2021, to August 14, 2021. The 'Report Detail Entry' section contains fields for Election Type (dropdown), Date (calendar icon), Last Name, First/Middle Initial, Address, City/State/Zip, Employer, Occupation, Cash/Check Amount, In-Kind Value, In-Kind Description, and Total to Date Primary. A sidebar on the right lists contributions, with one entry for 'coffee4comis...' visible.

- 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!

- **REMINDER- ANONYMOUS CONTRIBUTIONS ARE PROHIBITED!**

- ALL CONTRIBUTORS WHOSE AGGREGATE (TOTAL) CONTRIBUTIONS ARE \$50 OR MORE MUST BE REPORTED WITH THE CONTRIBUTOR'S FULL NAME, ADDRESS, OCCUPATION, AND EMPLOYER
  - OCCUPATION- BE SPECIFIC! FOR EXAMPLE: 'FINANCIAL CONSULTANT' OR 'IT CONSULTANT' INSTEAD OF JUST 'CONSULTANT'
  - EMPLOYER- INCLUDE THE FULL NAME OF THE BUSINESS/ENTITY THAT EMPLOYS THE CONTRIBUTOR
  - "BUSINESS OWNERS" MUST INCLUDE NAME OF THE BUSINESS AND/OR TYPE OF OCCUPATION IN ADDITION TO "BUSINESS OWNER"

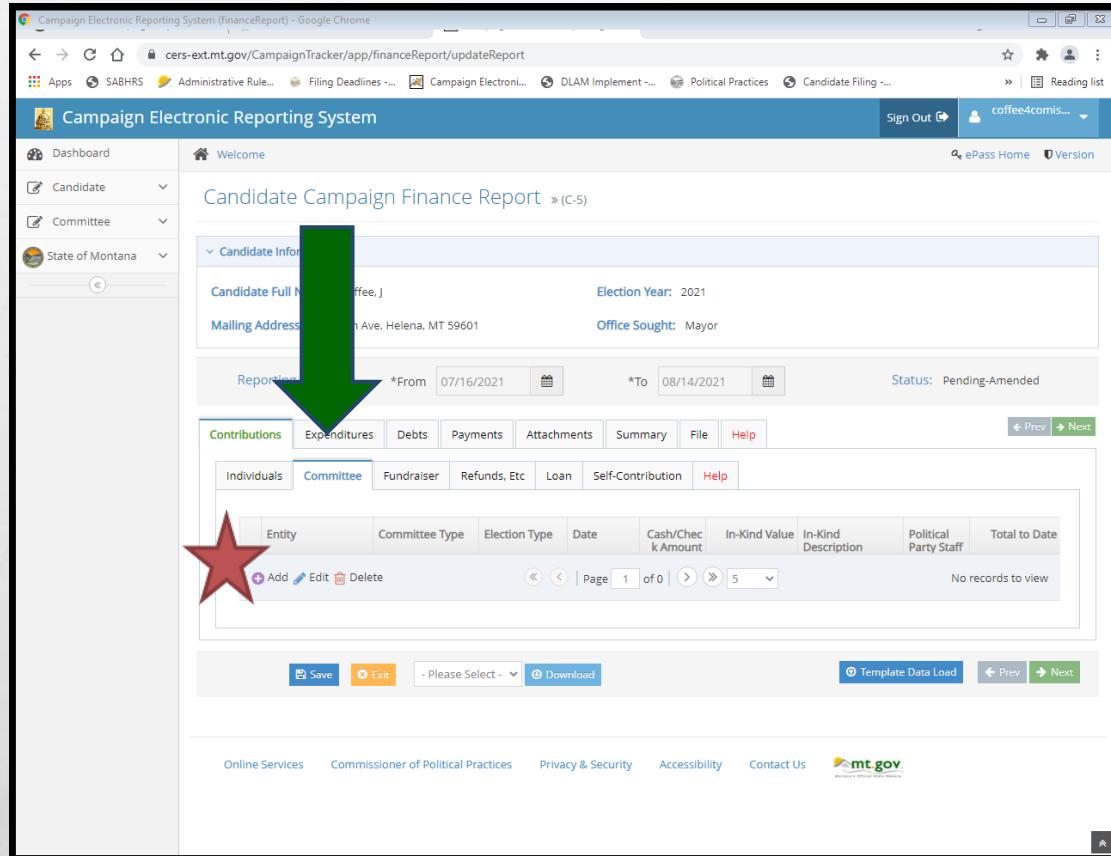




## ADDING INDIVIDUAL CONTRIBUTIONS

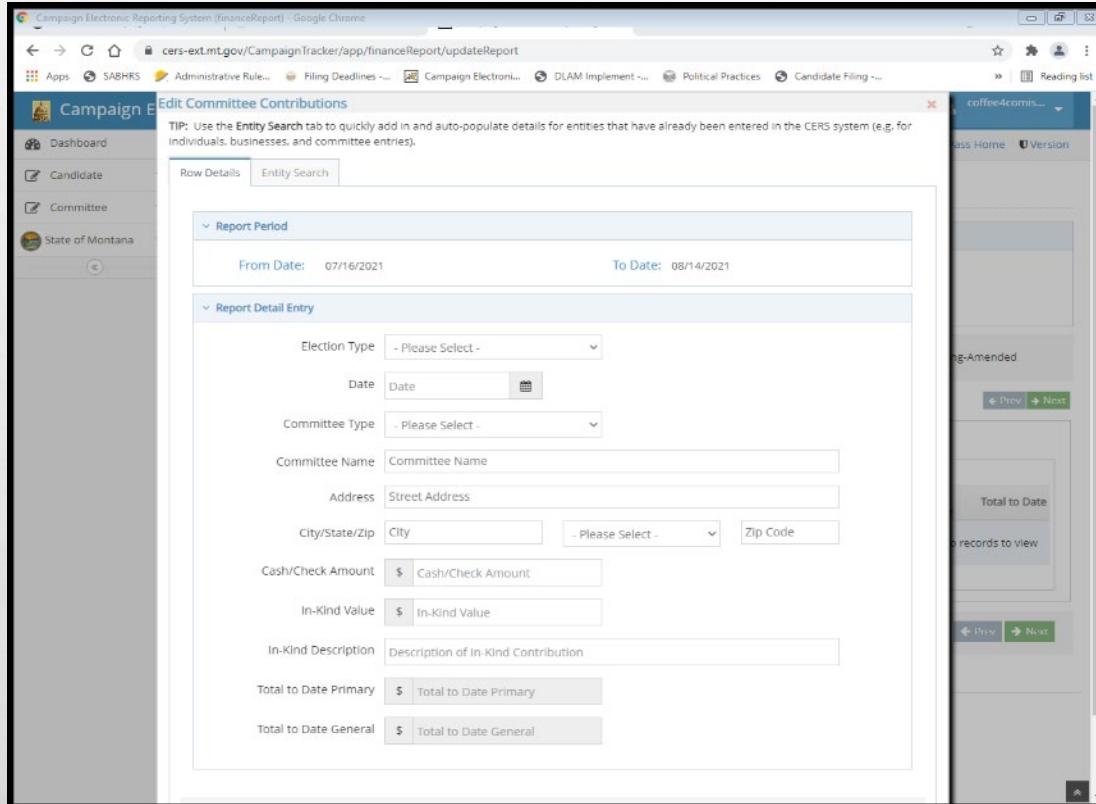
- FOR CONTRIBUTIONS RECEIVED VIA AN ONLINE PLATFORM (ACTBLUE, WIN RED, PAYPAL, ETC.), REPORT THE FULL AMOUNT OF THE CONTRIBUTION PROVIDED BY CONTRIBUTOR
  - REPORT USING THE NAME OF THE ORIGINAL CONTRIBUTOR, NOT THE ONLINE PLATFORM
  - ANY PROCESSING FEE PAID BY THE CONTRIBUTOR MUST BE REPORTED AS AN IN-KIND CONTRIBUTION RECEIVED

# 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 COMMITTEE CONTRIBUTION

# ADDING COMMITTEE CONTRIBUTIONS



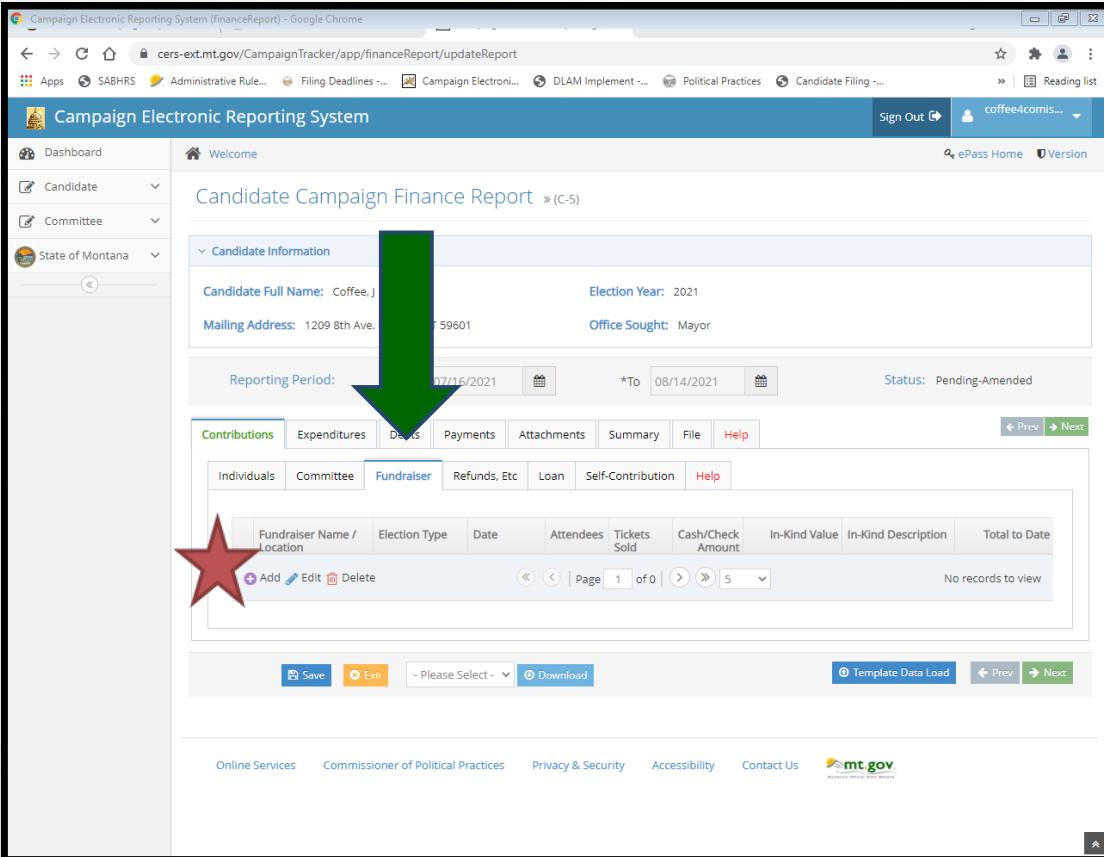
The screenshot shows the 'Edit Committee Contributions' page in the CERS system. The main form is titled 'Report Detail Entry' and includes fields for Report Period (From Date: 07/16/2021, To Date: 08/14/2021), Election Type, Date, Committee Type, Committee Name, Address, City/State/Zip, Cash/Check Amount, In-Kind Value, In-Kind Description, Total to Date Primary, and Total to Date General. There is also a 'Row Details' tab and an 'Entity Search' tab. A sidebar on the right displays a list of contributions for a specific entity, with a total of 10 records to view. The sidebar includes buttons for Prev, Next, First, and Last.

- 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
- AGGREGATE LIMIT FOR POLITICAL PARTY COMMITTEE CONTRIBUTIONS

# 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 FUNDRAISER CONTRIBUTION**

# ADDING FUNDRAISER CONTRIBUTIONS

Campaign Electronic Reporting System (Finance Report) - Google Chrome

From Date: 07/16/2021 To Date: 08/14/2021

Election Type: Please Select

Date of Fundraiser: Date

Name of Fundraiser: e.g. Raffle for candidate Potter, Prairie County Federalist's spaghetti feed, Annual Carbon County Republicans gala, etc.

Location (Venue, City): Venue, City

Number of Attendees: Number of participants involved

Number of Tickets Sold: If applicable, disclose number of tickets sold

Cash/Check Amount: \$ [input]

In-Kind Value: \$ [input]

In-Kind Description: Description of In-Kind Contribution

Total to Date Primary: \$ [input]

Total to Date General: \$ [input]

Each unique fundraiser activity must be reported as an individual fundraising activity. For example, if you held a fundraising dinner that also had a silent auction and a pass-the-hat activity, that represents three required reporting activities (dinner, silent auction, pass-the-hat).

Fundraisers held on private property are not considered contributions.

coffee4cornis... View

- USE ‘ROW DETAILS’ TO MANUALLY ENTER
- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT ‘SUBMIT’
- SAVE AFTER EVERY ENTRY!

# ADDING FUNDRAISER CONTRIBUTIONS



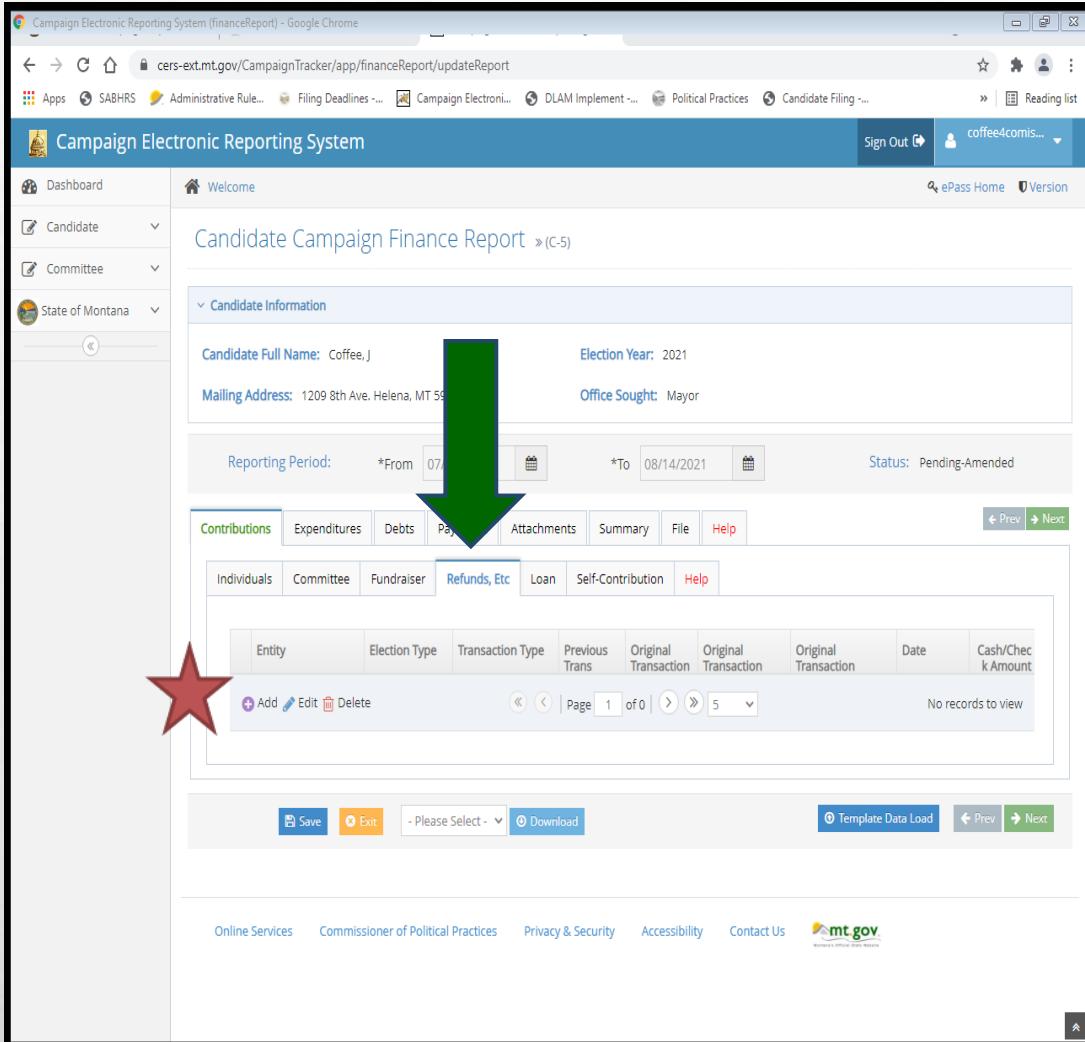
- THE FUNDRAISER SUBTAB IS MEANT ONLY FOR CONTRIBUTIONS OF LESS THAN \$50.00 RECEIVED AT A SINGLE MASS COLLECTION EVENT
  - EXAMPLES: A PASS THE HAT GATHERING, CAMPAIGN RAFFLE, OR SILENT AUCTION EVENT
- ANY CONTRIBUTION OF \$50.00 OR MORE MUST BE REPORTED USING THE 'INDIVIDUALS' TAB, EVEN IF THE CONTRIBUTION IS RECEIVED AT A MASS COLLECTION EVENT
  - SEE COPP [GUIDANCE](#) ABOUT REPORTING CONTRIBUTIONS RECEIVED AT FUNDRAISER EVENTS

# ADDING FUNDRAISER CONTRIBUTIONS

- REPORT EACH INDIVIDUAL MASS COLLECTION EVENT SEPARATELY
  - WHEN REPORTING A FUNDRAISER, THE DATE OF THE EVENT, THE LOCATION OF THE EVENT, AND THE NUMBER OF ATTENDEES/TICKETS SOLD MUST BE INCLUDED
  - CAMPAIGN MUST KNOW NAME OF ANY CONTRIBUTOR-  
ANONYMOUS CONTRIBUTIONS NOT ALLOWED!

# REFUNDS, ETC.

- REFUNDS, ETC.= REFUNDS, REBATES, OR OTHER INDIRECT CONTRIBUTIONS RECEIVED BY THE CAMPAIGN
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE ‘REFUNDS, ETC.’ SUBTAB
- CLICK ‘ADD’ TO ADD A NEW REFUND, ETC.
- SAVE AFTER EVERY ENTRY!



The screenshot shows the 'Candidate Campaign Finance Report' page. At the top, there is a 'Candidate Information' section with fields for 'Candidate Full Name' (Coffee, J), 'Election Year' (2021), 'Mailing Address' (1209 8th Ave, Helena, MT 59601), and 'Office Sought' (Mayor). Below this is a 'Reporting Period' section with 'From' (07/01/2021) and 'To' (08/14/2021) dates, and a 'Status' of 'Pending-Amended'. The main navigation bar has tabs for 'Contributions' (highlighted in green), 'Expenditures', 'Debts', 'Payments', 'Attachments', 'Summary', 'File', and 'Help'. Under the 'Contributions' tab, there is a subtab bar with 'Individuals', 'Committee', 'Fundraiser', 'Refunds, Etc' (highlighted in blue), 'Loan', 'Self-Contribution', and 'Help'. A large green arrow points down to the 'Refunds, Etc' tab. Below the subtab bar is a table with columns: Entity, Election Type, Transaction Type, Previous Trans, Original Transaction, Original Transaction, Date, and Cash/Chek Amount. At the bottom of the table are buttons for 'Add', 'Edit', and 'Delete', and a page navigation section. A red star is located on the left side of the page.

# REFUNDS, ETC.

TIP: Use the Entity Search tab to quickly add and auto-populate details for entities that have already been entered in the CERS system (e.g. for individuals, businesses, and committee entries).

Row Details Entity Search

Report Period

From Date: 10/15/2021 To Date: 11/15/2021

Report Detail Entry

Entity Type: - Please Select -

Election Type: - Please Select -

Date: Date

Entity or Last Name: Entity or Last Name

First/Middle Initial: First Name Middle Initial

Address: Street Address

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

Cash/Check Amount: \$ Cash/Check Amount

Transaction Type: - Please Select -

Was this from a Previous Transaction?

- 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.

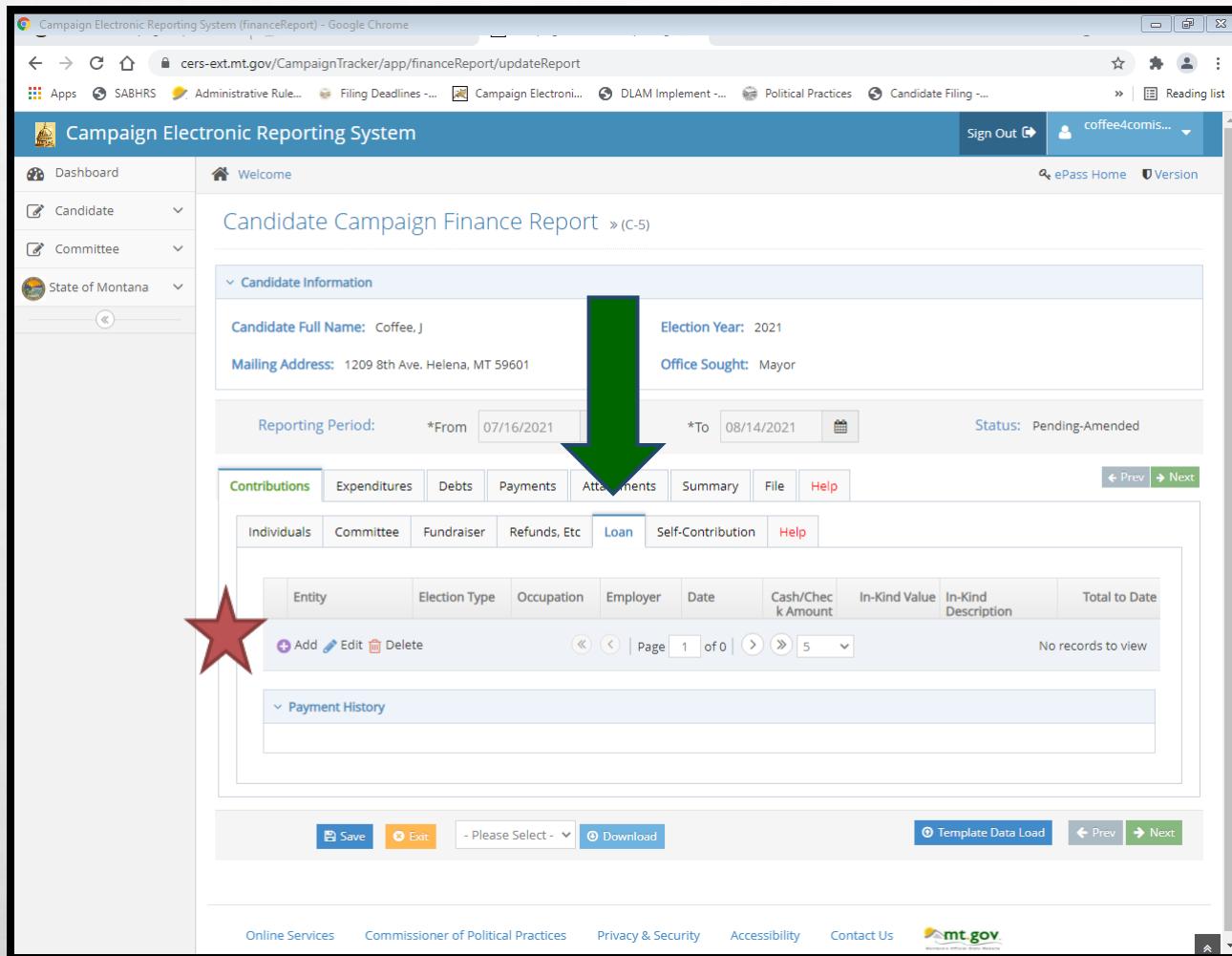
- THE “REFUNDS, ETC.” TAB IS USED ONLY TO REPORT REFUNDS, REBATES, OR OTHER INDIRECT CONTRIBUTIONS RECEIVED BY THE CAMPAIGN. EXAMPLES INCLUDE:
  - INTEREST EARNED FROM THE CAMPAIGN BANK ACCOUNT
  - REBATES GIVEN TO A CAMPAIGN BY A VENDOR FOR PREVIOUS PURCHASES
  - REFUNDS PROVIDED TO A CAMPAIGN BY A VENDOR FOR SERVICES THE CAMPAIGN HAS ALREADY PAID FOR

# CANDIDATE CONTRIBUTION VS. CANDIDATE LOAN

- CANDIDATE CONTRIBUTION
  - REPORT USING THE ‘SELF-CONTRIBUTION’ SUBTAB
  - CAMPAIGN CANNOT REIMBURSE OR OTHERWISE PAY BACK SELF-CONTRIBUTIONS AT ANY TIME
- CANDIDATE LOAN
  - REPORT USING THE ‘LOANS’ SUBTAB
  - CAMPAIGN CAN REIMBURSE OR OTHERWISE PAY BACK
  - DOES NOT NEED TO BE PAID BACK IN FULL- CANDIDATE CAN FORGIVE AN OUTSTANDING BALANCE

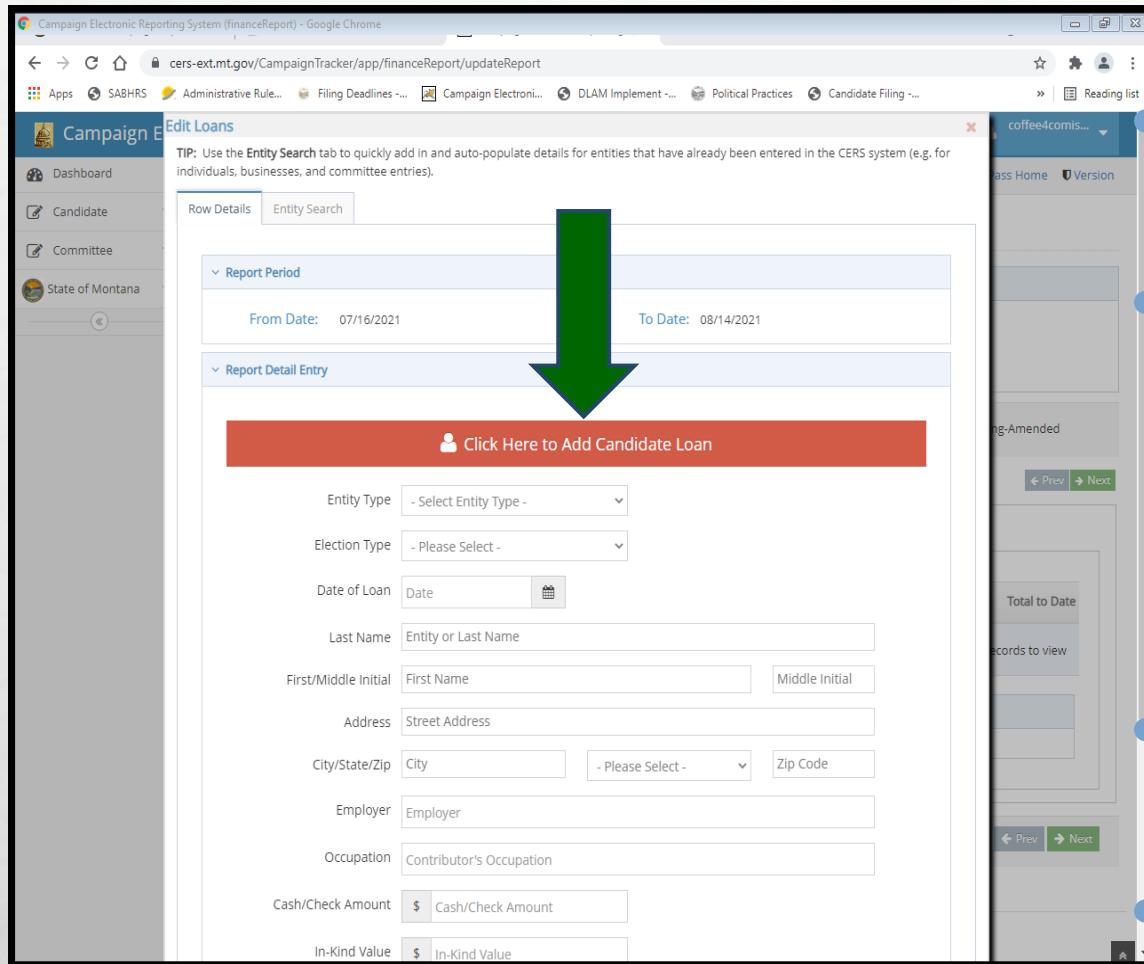
# ADDING A LOAN

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



The screenshot shows the 'Candidate Campaign Finance Report' page. A red star is placed on the left side of the 'Contributions' tab. A large green arrow points from the text 'NAVIGATE TO THE ‘LOANS’ SUBTAB' to the 'Loan' tab in the navigation bar. The 'Loan' tab is highlighted in blue. The 'Contributions' tab is also visible. The page displays candidate information, reporting period, and a table for adding new contributions. The 'Payment History' section is also visible.

# ADDING A LOAN



Campaign Electronic Reporting System (financeReport) - Google Chrome  
cers-ext.mt.gov/CampaignTracker/app/financeReport/updateReport

Row Details Entity Search

Report Period

From Date: 07/16/2021 To Date: 08/14/2021

Report Detail Entry

Click Here to Add Candidate Loan

Entity Type - Select Entity Type -

Election Type - Please Select -

Date of Loan Date

Last Name Entity or Last Name

First/Middle Initial First Name Middle Initial

Address Street Address

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

Employer Employer

Occupation Contributor's Occupation

Cash/Check Amount \$ Cash/Check Amount

In-Kind Value \$ In-Kind Value

coffee4comis...

ng-Amended

Total to Date

records to view

Prev Next

Prev Next

- USE 'ROW DETAILS' TO MANUALLY ENTER

- 'ENTITY SEARCH' ALLOWS YOU TO SEARCH FOR CONTRIBUTOR

- IF CANDIDATE LOAN, SIMPLY CLICK THE 'CLICK HERE TO ADD CANDIDATE LOAN' ICON**

- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT 'SUBMIT'  
SAVE AFTER EVERY ENTRY!

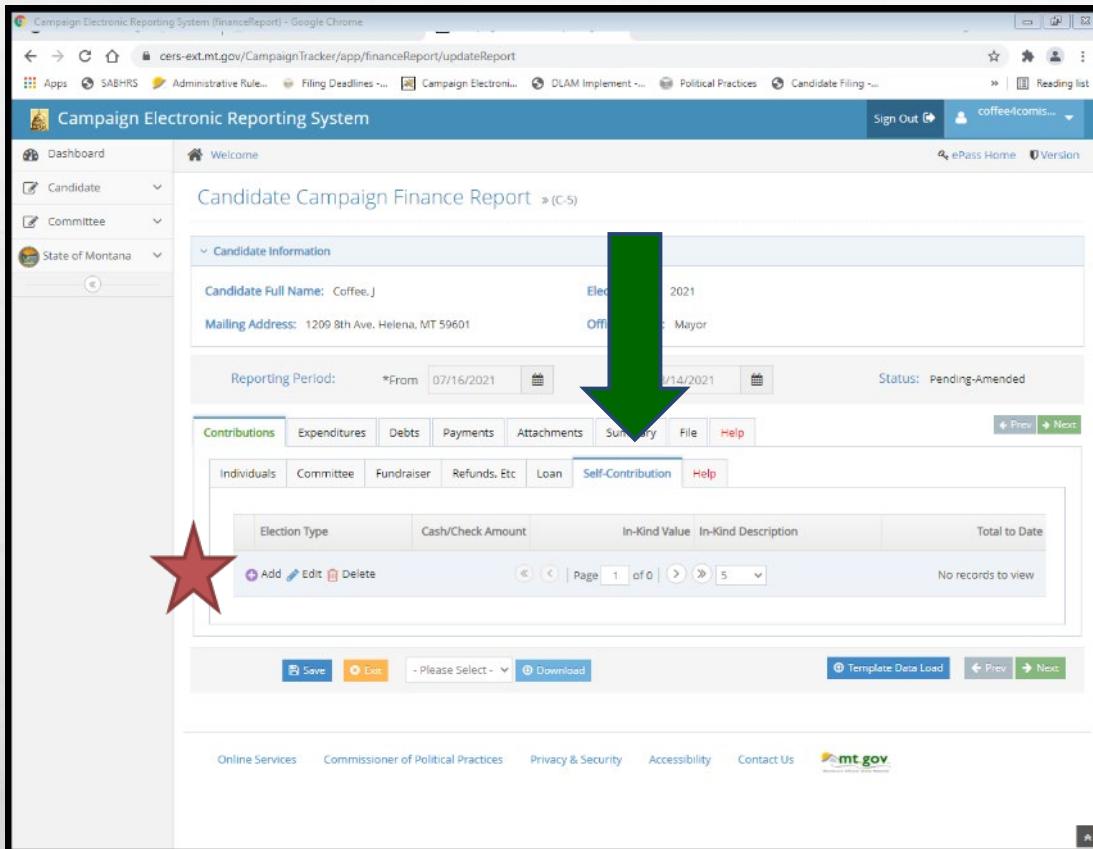
## ADDING A

# LOAN



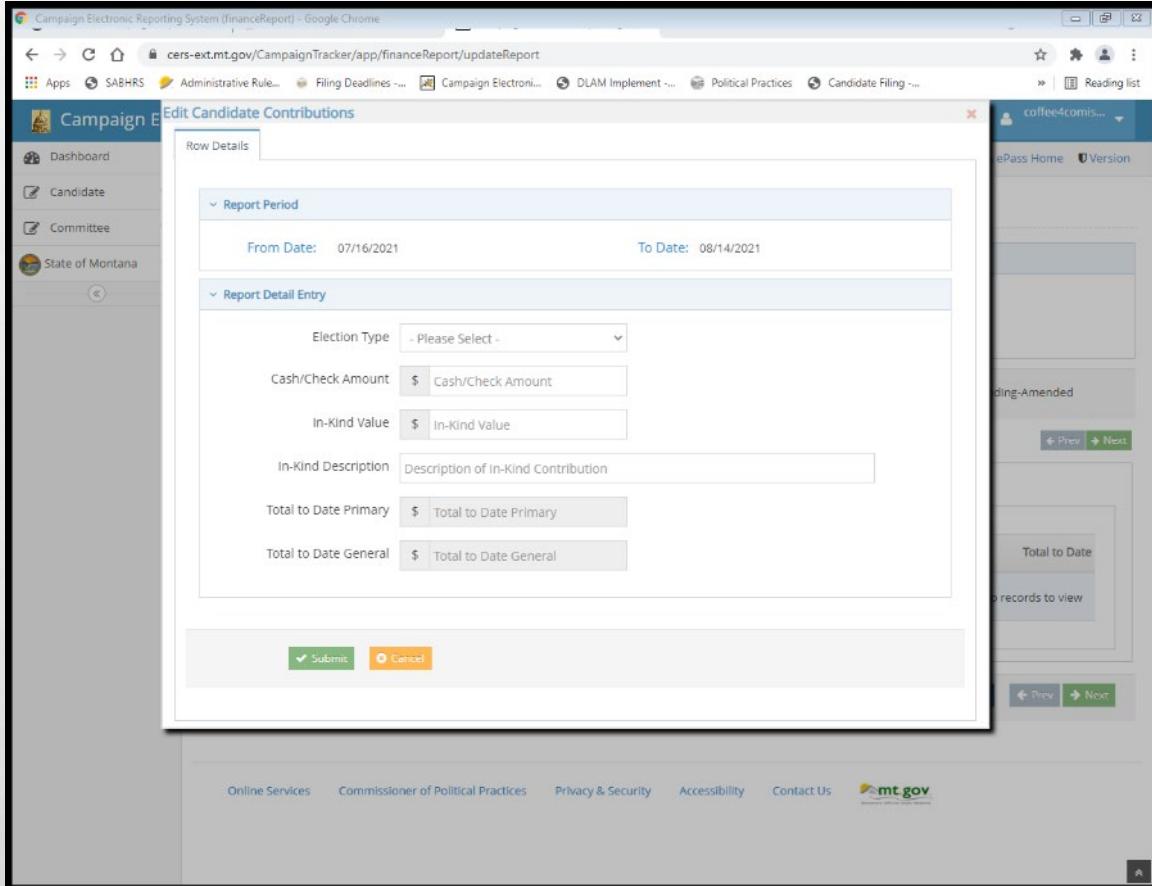
- BY DEFINITION, ANY LOAN TO A CAMPAIGN IS A CONTRIBUTION-  
[44.11.405, ARM](#)
  - CONTRIBUTION LIMITS APPLY TO CAMPAIGN LOANS
- ANY LOAN (REGARDLESS OF AMOUNT) MADE TO THE CAMPAIGN DURING A REPORTING PERIOD IS REPORTED USING THE “LOANS” TAB. THIS INCLUDES PERSONAL LOANS MADE BY A CANDIDATE TO THEIR CAMPAIGN

# ADDING A CANDIDATE CONTRIBUTION



- CANDIDATE CONTRIBUTION= CONTRIBUTION MADE BY THE CANDIDATE TO OWN CAMPAIGN
- UNDER CONTRIBUTIONS TAB, NAVIGATE TO THE ‘SELF-CONTRIBUTION’ SUBTAB
- CLICK ‘ADD’ TO ADD A NEW CANDIDATE CONTRIBUTION

# ADDING A CANDIDATE CONTRIBUTION



The screenshot shows the 'Edit Candidate Contributions' page of the CERS system. The page has a header with the title and a navigation menu on the left. The main content area is titled 'Edit Candidate Contributions' and contains a form with the following fields:

- Report Period:** From Date: 07/16/2021, To Date: 08/14/2021
- Report Detail Entry:**
  - Election Type: - Please Select -
  - Cash/Check Amount: \$
  - In-Kind Value: \$
  - In-Kind Description: Description of In-Kind Contribution
  - Total to Date Primary: \$
  - Total to Date General: \$
- Buttons:** Submit (green), Cancel (orange)

- CERS AUTOMATICALLY RECOGNIZES THE CANDIDATE AS THE CONTRIBUTING ENTITY
- WHEN ALL INFORMATION HAS BEEN ENTERED, HIT ‘SUBMIT’
- SAVE AFTER EVERY ENTRY!

# REVIEW

LET'S NAVIGATE ON  
CERS - REAL TIME  
EXAMPLES

QUESTIONS FROM  
PARTICIPANTS



# REPORTING

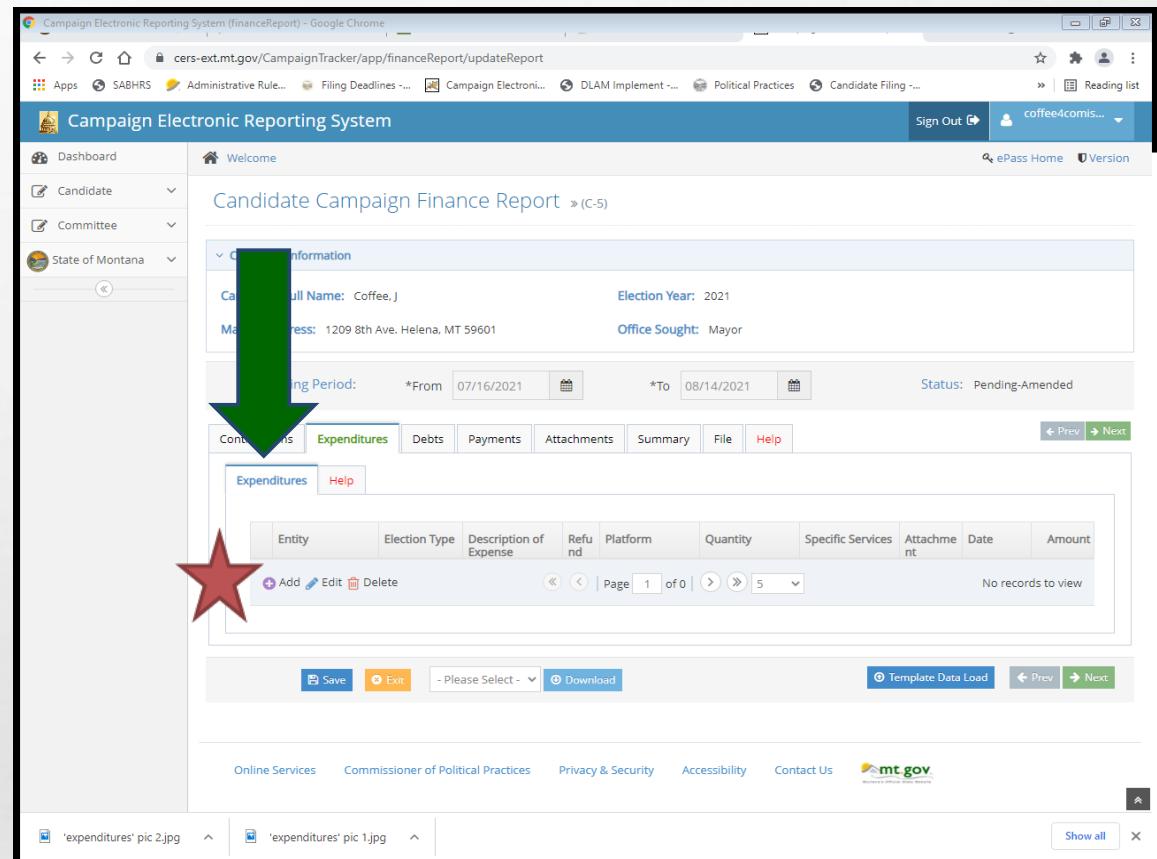
## EXPENDITURES



- EXPENDITURE= A PURCHASE OR PAYMENT MADE BY A CANDIDATE USING CAMPAIGN FUNDS
- EXAMPLES: CAMPAIGN FLIERS; RADIO ADVERTISEMENTS; TELEVISION COMMERCIALS
- REPORT EACH EXPENDITURE USING THE “EXPENDITURES” TAB

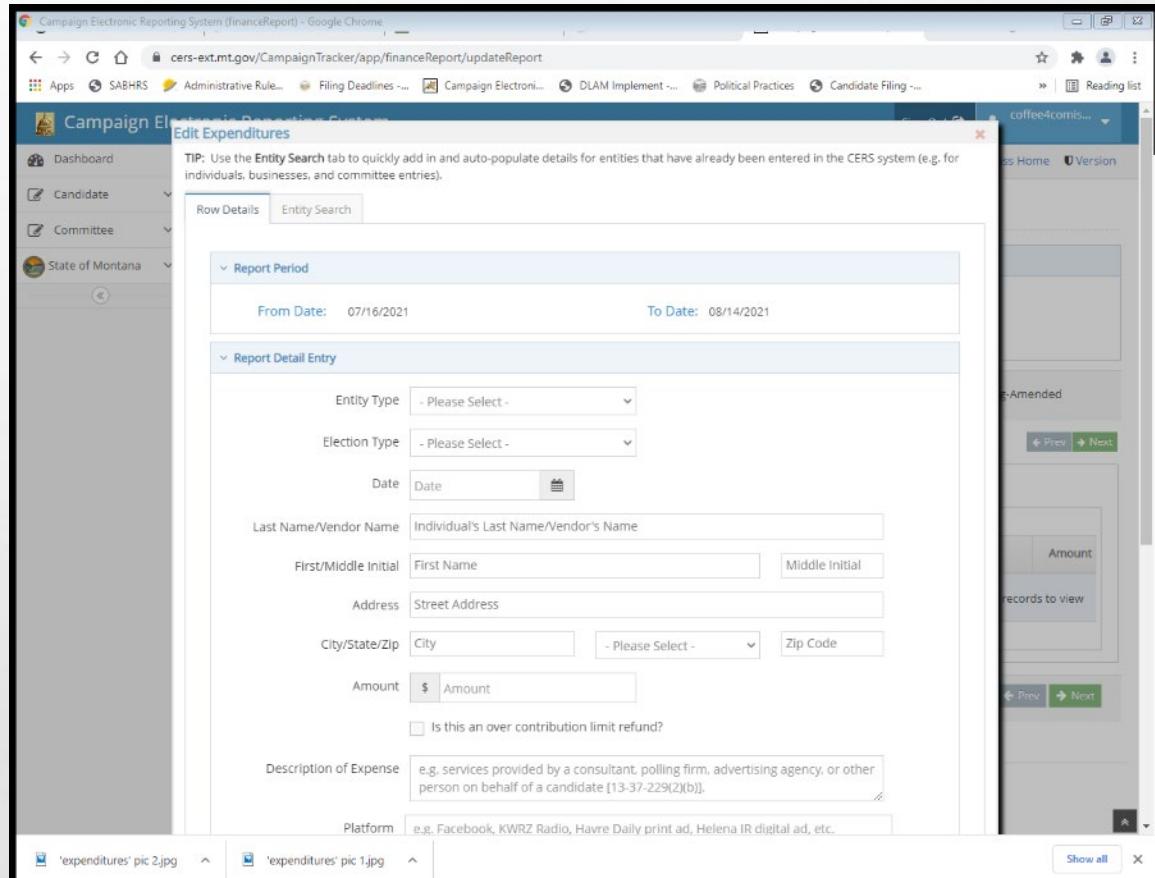
# ADDING AN EXPENDITURE

- 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’
- SAVE AFTER EVERY ENTRY!



The screenshot shows the 'Edit Expenditures' page of the Campaign Electronic Reporting System (CERS). The page is titled 'Edit Expenditures' and includes a 'TIP' section about using the Entity Search tab to auto-populate details for entities. The main form has tabs for 'Row Details' and 'Entity Search', with 'Row Details' selected. The 'Report Period' section shows 'From Date: 07/16/2021' and 'To Date: 08/14/2021'. The 'Report Detail Entry' section contains fields for 'Entity Type' (dropdown, 'Please Select'), 'Election Type' (dropdown, 'Please Select'), 'Date' (date picker), 'Last Name/Vendor Name' (text input, 'Individual's Last Name/Vendor's Name'), 'First/Middle Initial' (text input, 'First Name' and 'Middle Initial' fields), 'Address' (text input, 'Street Address'), 'City/State/Zip' (text input, 'City' dropdown, 'Please Select', 'Zip Code' input), 'Amount' (text input with '\$' sign and 'Amount' input), and a checkbox for 'Is this an over contribution limit refund?'. Below these is a 'Description of Expense' text area with placeholder text 'e.g. services provided by a consultant, polling firm, advertising agency, or other person on behalf of a candidate [13-37-229(2)(b)]'. The 'Platform' field is a text input with placeholder 'e.g. Facebook, KWRZ Radio, Havre Daily print ad, Helena IR digital ad, etc.'. At the bottom, there are two tabs: 'expenditures' pic 2.jpg and 'expenditures' pic 1.jpg, and a 'Show all' button.

- EXPENDITURES MUST BE INCLUDED 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





ALL EXPENDITURES MUST BE  
REPORTED WITH:

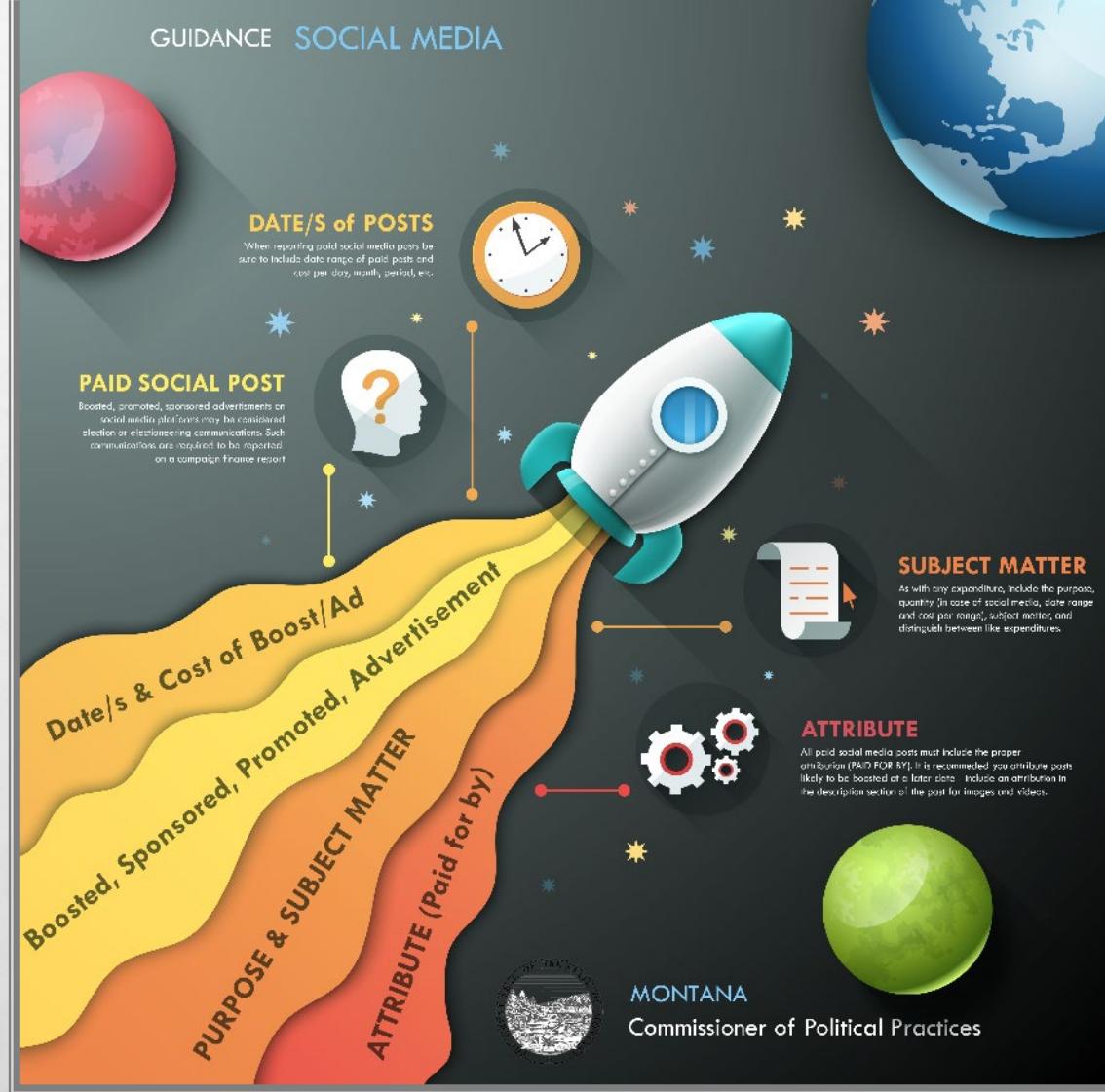
- 1) FULL NAME AND ADDRESS OF  
THE VENDOR
- 2) THE DATE OF THE EXPENDITURE
- 3) THE PURPOSE OF THE  
EXPENDITURE
- 4) THE FULL AMOUNT OF THE  
EXPENDITURE



- “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

# ONLINE CONTRIBUTION PROCESSING FEES

- FOR CONTRIBUTIONS RECEIVED VIA AN ONLINE PLATFORM (ACTBLUE, WIN RED, PAYPAL 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
  - ALL PROCESSING FEES PAID DURING THE REPORTING PERIOD CAN BE AGGREGATED AND REPORTED AS ONE EXPENDITURE

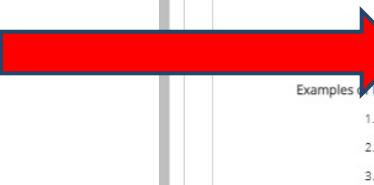


# SOCIAL MEDIA EXPENDITURE REPORTING

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

# ADD AN ATTACHMENT

CAN ADD A RECEIPT,  
STATEMENT, OR  
INVOICE AS AN  
ATTACHMENT WHEN  
REPORTING AN  
EXPENDITURE



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

Address: Street Address

City/State/Zip: City  Zip Code

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

# ADD AN ATTACHMENT

TO ADD AN ATTACHMENT, USE THE 'ATTACHMENTS' TAB

Candidate Campaign Finance Report » (C-5)

Candidate Information

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

Election Year: 2020  
Office Sought: County Commissioner

Reporting Period: \*From 03/16/2020  \*To 04/15/2020

Contributions Expenditures Debts Payments **Attachments** Summary File Help

Attach Files Help

File Name	Description	Reference Date	Reference Type

Save Exit Upload - Please Select - Download

**Edit Attach Files**

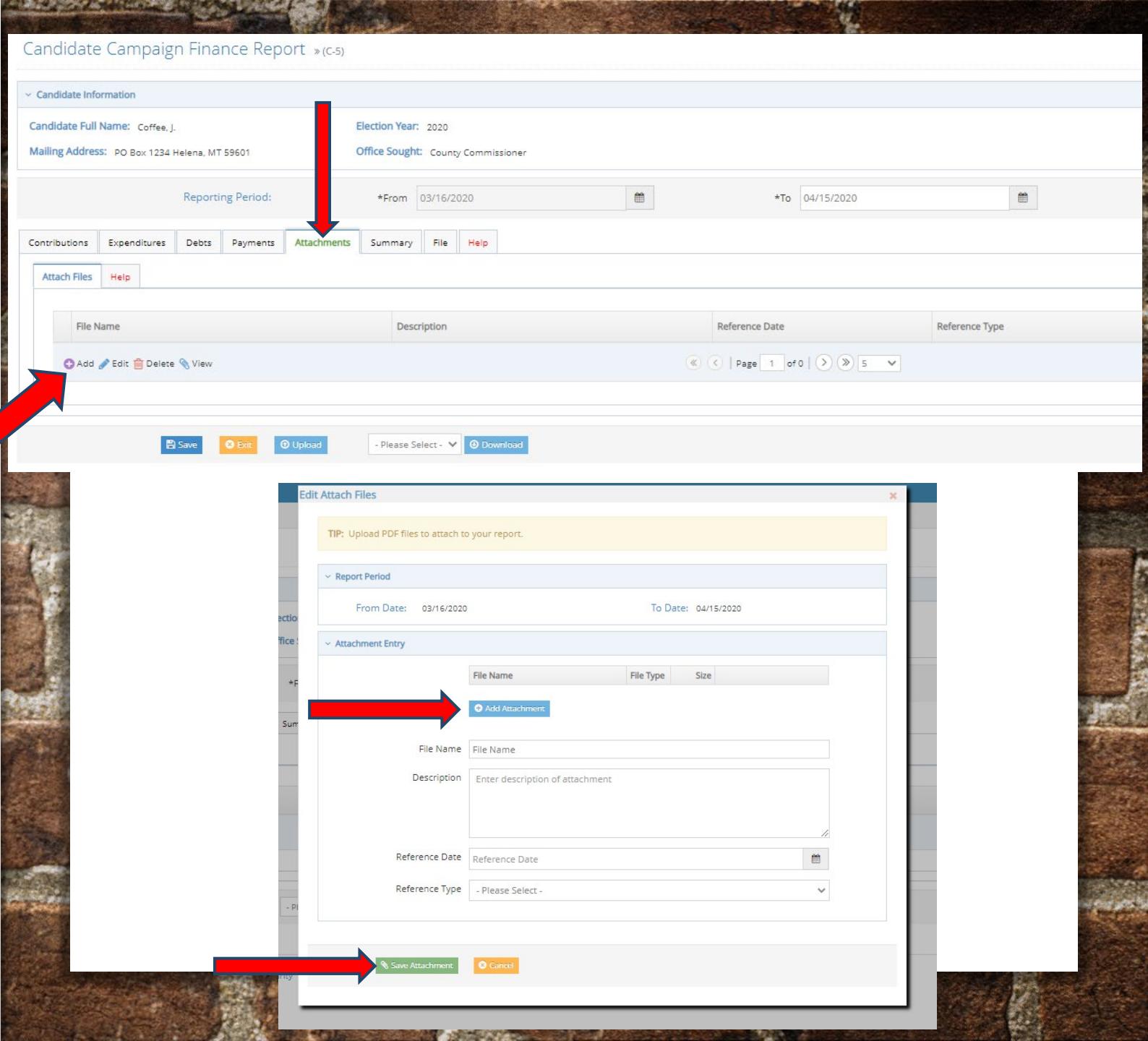
TIP: Upload PDF files to attach to your report.

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

Attachment Entry

File Name	File Type	Size

File Name   
Description   
Reference Date    
Reference Type

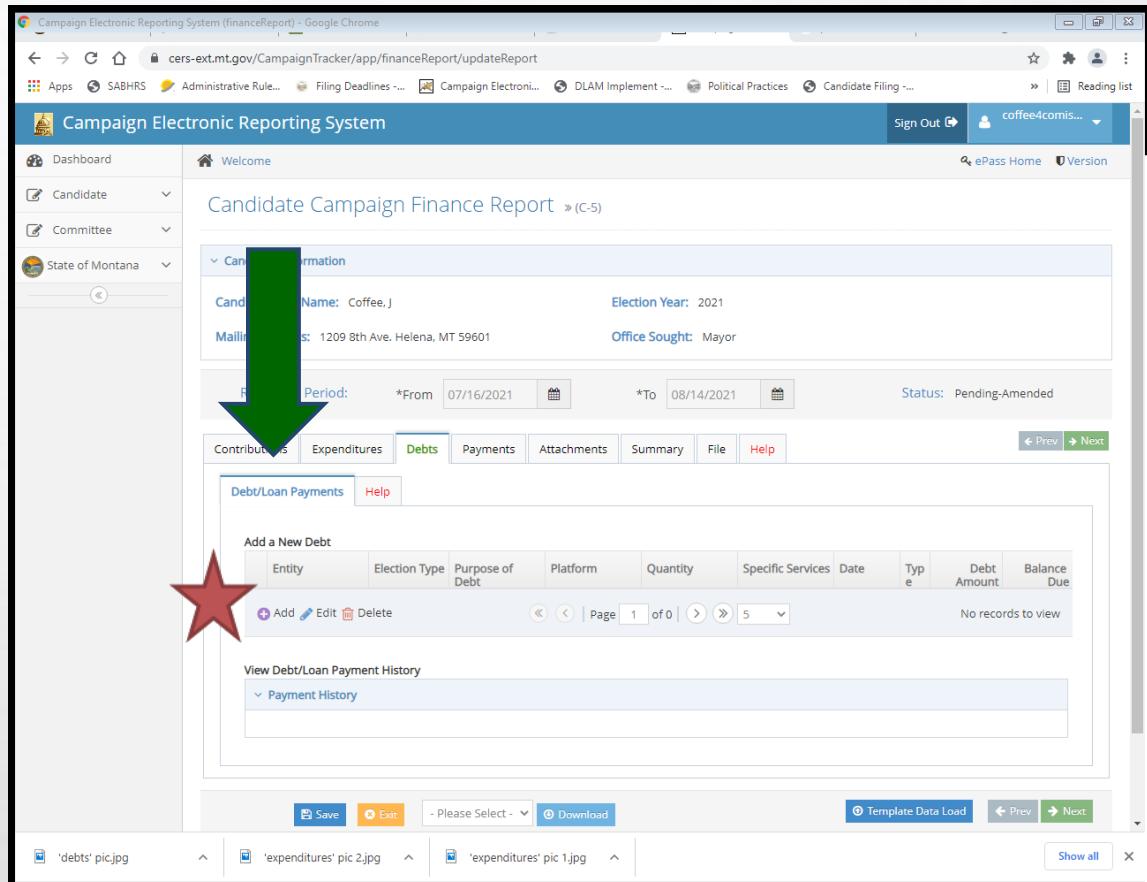


# REPORTING – DEBTS AND PAYMENTS



# ADDING A DEBT

- DEBT= OBLIGATION OWED BUT NOT YET PAID BY CAMPAIGN
- 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’
- SAVE AFTER EVERY ENTRY!

The screenshot shows the 'Edit Debts' page of the Campaign Electronic Reporting System (CERS). The page is titled 'Edit Debts' and includes a tip: 'Use the Entity Search tab to quickly add in and auto-populate details for entities that have already been entered in the CERS system (e.g. for individuals, businesses, and committee entries).'  
**Report Period:**  
From Date: 07/16/2021 To Date: 08/14/2021  
**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   
Address: Street Address  
City/State/Zip: City  Zip Code  
Debt Amount: \$   
Purpose of Debt: e.g. services provided by a consultant, polling firm, advertising agency, or other person on behalf of a candidate [13-37-229(2)(b)].  
Balance Due:   
Platform: e.g. Facebook, KWRZ Radio, Havre Daily print ad, Helena IR digital ad, etc.  
**Sidebar:**  
The sidebar shows a list of debts with preview images: 'payments' pic.jpg, 'debts' pic.jpg, 'expenditures' pic 2.jpg, and 'expenditures' pic 1.jpg. There are also 'Prev' and 'Next' buttons and a 'Show all' link.

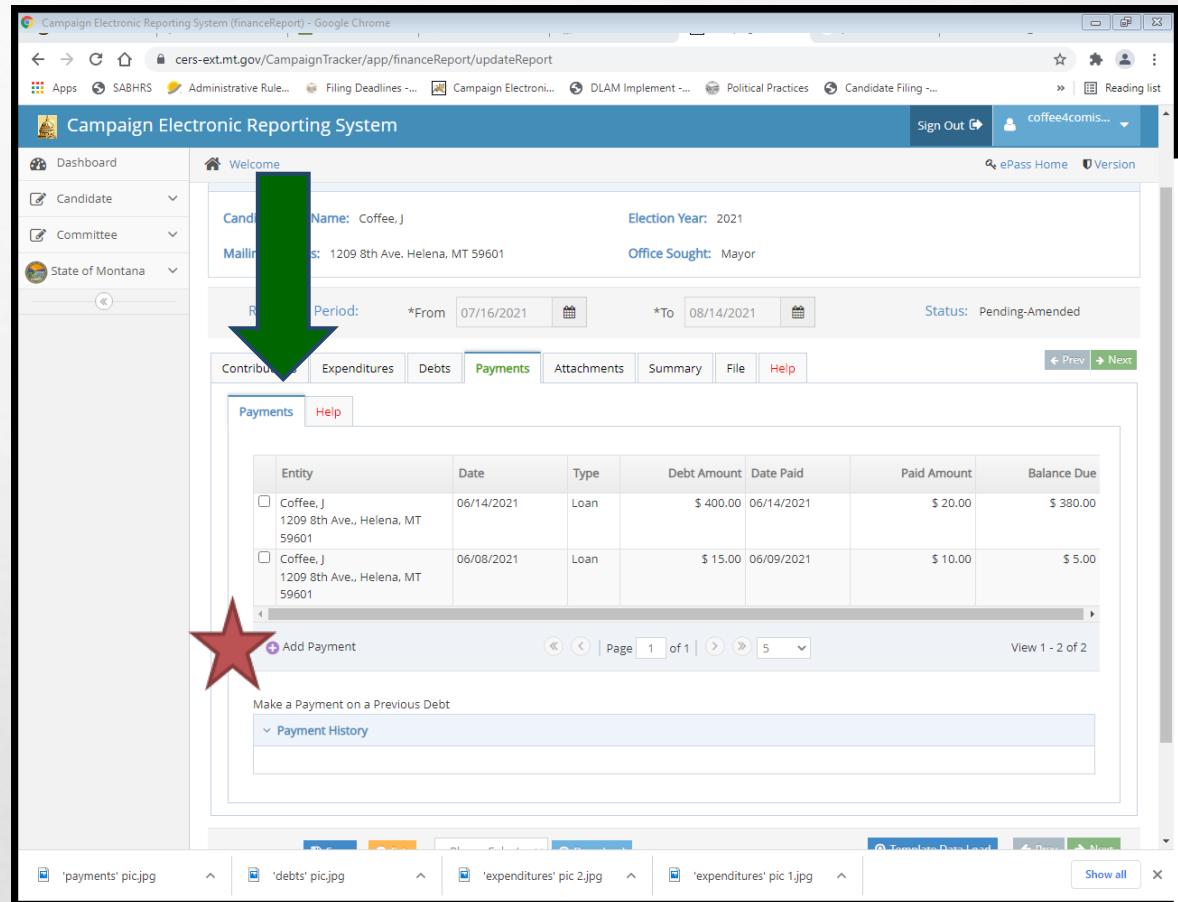


# DEBTS

- REPORT DEBTS WITH SAME LEVEL OF DETAIL AS EXPENDITURES
- DEBTS OWED BY THE CAMPAIGN 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!

Campaign Electronic Reporting System (FinanceReport) - Google Chrome

Report Period

From Date: 07/16/2021 To Date: 08/14/2021

Report Detail Entry

Entity: Coffee.J  
1209 8th Ave., Helena, MT 59601

Type: Loan

Debt Amount: \$15.00

Date:

Paid Amount:  Paid Amount:

Balance Due: \$5.00

Submit

Reporting Period From: 05/01/2021 Reporting Period To: 06/15/2021 Date Paid: 06/09/2021 Paid Amount: \$10.00

payments' pic.jpg debts' pic.jpg expenditures' pic 2.jpg expenditures' pic 1.jpg

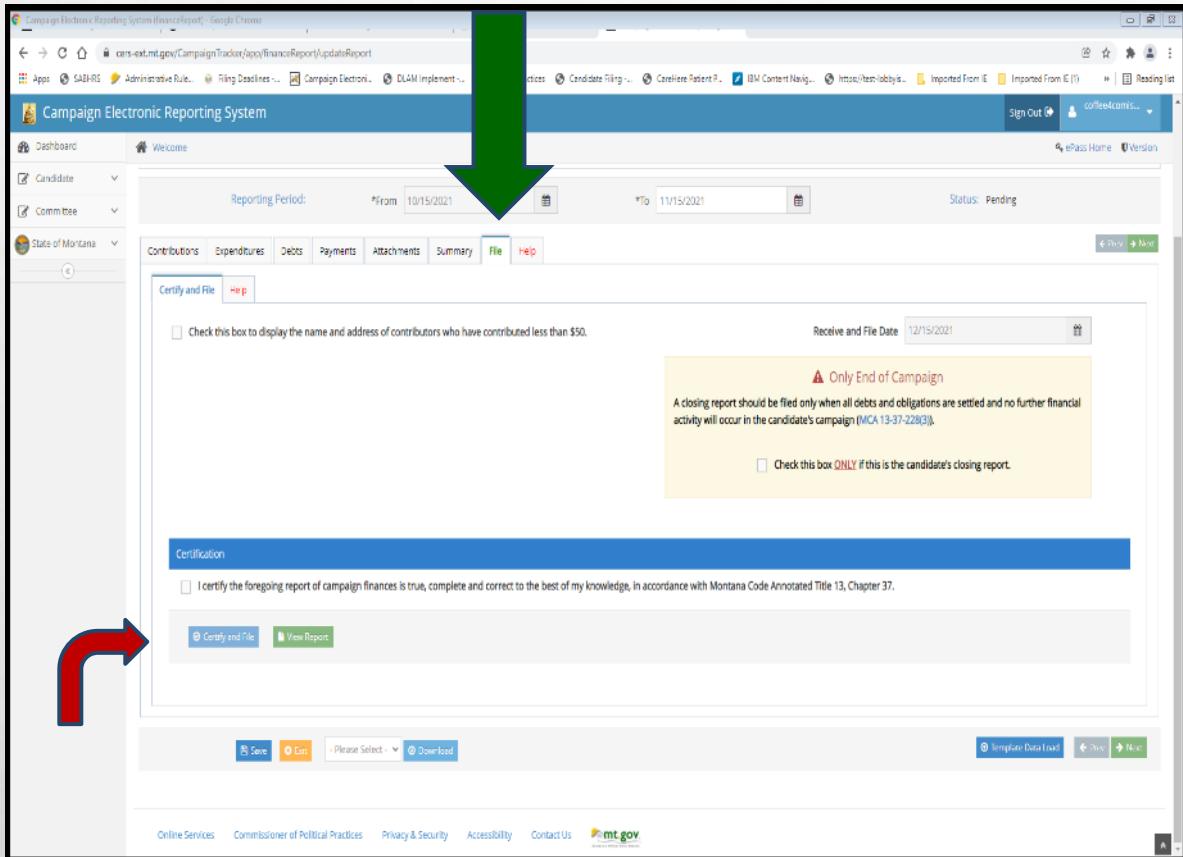
- PAYMENTS ON OUTSTANDING DEBTS OR LOANS OWED BY THE CAMPAIGN ARE REPORTED USING THE 'PAYMENTS' TAB
  - OBLIGATIONS DO NOT HAVE TO BE PAID OFF IN FULL ALL AT ONCE- CAN PAY OFF INCREMENTALLY

# REVIEW

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



# STEP 3: CERTIFY AND FILE THE REPORT



The screenshot shows the 'Campaign Electronic Reporting System' interface. At the top, a green arrow points to the 'File' tab in the navigation bar. Below the navigation bar, the 'Reporting Period' is set from 10/15/2021 to 11/15/2021, and the 'Status' is 'Pending'. The 'File' tab is highlighted in blue. The main content area shows a 'Certify and File' subtab selected. It contains fields for 'Check this box to display the name and address of contributors who have contributed less than \$50.' and 'Receive and File Date' (set to 12/15/2021). A yellow warning box states: '⚠ Only End of Campaign. A closing report should be filed only when all debts and obligations are settled and no further financial activity will occur in the candidate's campaign (MCA 13-37-2283).'. Below this, another field says 'Check this box ONLY if this is the candidate's closing report.' The 'Certification' section at the bottom contains a checkbox: '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.' Below this are 'Certify and File' and 'View Report' buttons. At the bottom of the page are 'Save', 'Exit', 'Please Select', 'Download', 'Template Data Load', 'Print', and 'Help' buttons. The footer includes links to 'Online Services', 'Commissioner of Political Practices', 'Privacy & Security', 'Accessibility', 'Contact Us', and the 'mt.gov' logo.

- 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!

# 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 CANDIDATE/CANDIDATE'S CAMPAIGN AND ADDRESS
  - IF PARTISAN RACE, PARTISAN AFFILIATION MUST ALSO BE INCLUDED
- EXAMPLE: PAID FOR BY J COFFEE, PO BOX 1, HELENA, MT 59601. COFFEE PARTY

# CAMPAIGN TO KEEP RECORDS

- FOR EACH CAMPAIGN, 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 2 YEARS!

[MCA Contents](#) / [TITLE 13](#) / [CHAPTER 37](#) / [Part 2](#) / [13-37-208 Treasurer to ...](#)

## Montana Code Annotated 2023

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 2 years from the date of the election.

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; amd. Sec. 2, Ch. 557, L. 2023.

# 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 CANDIDATE'S ULTIMATE RESPONSIBILITY TO REPORT CORRECTLY AND COMPLETELY!

**CFR Compliance -**

Campaign Finance Report DATE: 9/14/2017  
Compliance Specialist: Scott Cook  
REFERENCE REPORT: 09/14/17-08/23/17

Inspection  
 Exam

**OTHER:**

An initial cursory 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 or federal court.

Jeffrey A. Mangan  
Montana Commissioner of Political Practices

**CONTRIBUTIONS Section / Issues**

Section	Item	Explanation / Notes
Individual Contributors	Contributor Ford, Joe C. non occupation listed as Consultant	More detail is required as to the occupation of this contributor please list the specific year of contributing
Individual Contributors	Contributor McLean, Colleen non occupation listed as Fundraiser	More detail is required as to the occupation of this contributor please list what is meant by Fundraiser
Individual Contributors	Contributor O'Connor, Kay S. non occupation listed as Investor	More detail is required as to the occupation of this contributor please list what is meant by Investor
Individual Contributors	Address missing for contributor Winkmota, Ronald	Please provide the full mailing address for this contributor, as it is in our 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' - who, where, 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 expenditure \$4127.7 and \$5255.7?

CS3 (Scott) Page 1

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 EXPENDITURES MADE MAY LEAD TO A FORMAL CAMPAIGN FINANCE COMPLAINT BEING FILED AGAINST A CANDIDATE
  - COMPLAINT PROCESS IS PUBLIC- ANYONE CAN FILE A COMPLAINT

Phone: 406-444-2942  
Fax : 406-444-1643  
[www.politicalpractices.mt.gov](http://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 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

# QUESTIONS? CONTACT US!

- [HTTPS://POLITICALPRACTICES.MT.GOV/](https://politicalpractices.mt.gov/)
- EMAIL: [CPPHELP@MT.GOV](mailto:CPPHELP@MT.GOV) AND [CPPCOMPLIANCE@MT.GOV](mailto:CPPCOMPLIANCE@MT.GOV)
- PHONE: (406) 444-2942
- FACEBOOK/TWITTER: @MONTANACOPP
- ADDITIONAL RESOURCES:
  - [THE CANDIDATE AND TREASURER GUIDE TO NAVIGATING CERS](#)
  - [ACCOUNTING AND REPORTING MANUAL FOR CANDIDATES AND CAMPAIGN TREASURERS \(GREEN BOOK\)](#)
  - GENERAL REPORTING AND DISCLOSURE [TIPS](#)