

CAMPAIGN FINANCE REPORTS

WHO MUST FILE

- All candidates in a Municipal Election are required to file campaign finance reports.

WHAT MUST BE REPORTED

- All contributions and expenditures made in connection with the candidate's campaign must be reported in the campaign finance report.

CONTRIBUTIONS

- Monetary:
 1. Cash (\$50) limit for a cash contribution
 2. Check
 3. Online contribution

EXPENDITURES

- All money spent in connection with the candidate's campaign must be reported.
- Money spent out of pocket on the election must be reported as an expenditure.
- Expenditures must be made at a rate that is "proper and reasonable" to the services provided.

REPORTING EXPENDITURES

- The name of the person or business to which the expenditure was given.
- The date of the transaction.
- The purpose of the transaction, and
- The amount of the expenditure.

RECORD KEEPING

- A copy of all receipts must be turned in with the finance report to the City Clerk on or by June 16, 2017.
- Candidates are required to keep a record of all receipts and expenditures for political purposes for six months following the election.

THE LAST DAY TO WITHDRAW IS APRIL 10TH AT 4:30 P.M.

PLEASE COMPLETE NOTICE OF WITHDRAWAL OF CANDIDANCY FORM AND RETURN TO THE CITY CLERK FOR A REFUND. NO REFUND (\$120) FILING FEE WILL BE RETURNED AFTER APRIL 10TH.

QUESTIONS AND CONCERNS CALL: CITY CLERK – 304.327.2401 EXT. 2407