Commonwealth of Massachusetts

Form CPF 102 WTC: Campaign Finance Report
Ward, Town and City Committees
Office of Campaign and Political Finance

File with: Director

Office of Campaign and Political Finance
One Ashburton Place
Boston, MA 02108
(617) 727-8352

CPF ID# _____

Please print or type all information, except signatures.

Fill in dates:
Reporting Period Beginning: _____ (Month Date Year) Ending : _____ (Month Date Year)

Type of report: (Check one)
☐8th day preceding primary ☐8th day preceding election ☐year-end report ☐dissolution ☐30 days after special election

_____
Committee Name

_____
Name of Committee Treasurer

_____
Committee Mailing Address

_____
City **State & Zip** **Tel. No. (optional)**

IMPORTANT
Ward, Town and City Committees must file a campaign finance report if receipts, expenditures or incurred debts are **more than $100** in a reporting period.
Please see the instruction sheet, or call OCPF for further details.

SUMMARY BALANCE INFORMATION:

Line 1: Ending balance from previous report $_____
Line 2: Total receipts this period (page 2, line 11) $_____
Line 3: Subtotal (line 1 plus line 2) $_____
Line 4: Total expenditures this period (page 3, line 14) $_____
Line 5: Ending balance (line 3 minus line 4) $_____

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Line 6: Total in-kind contributions this period (page 4) $_____
Line 7: Total (all) outstanding liabilities (page 4) $_____
Line 8: Name of bank(s) used _____

Affidavit of Committee Treasurer:
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

_____
Treasurer's signature (in ink) Date

SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over $50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over $50. In addition, the occupation and employer must be reported for all persons who contribute $200 or more in a calendar year.

This page may be copied if additional pages are required to report all receipts. Please include your committee name, CPF ID# and a page number on each page.

Date Received	Name and Residential Address (alphabetical listing required)	Amount		Occupation & Employer (for contributions of $200 or more)
Line 9:	Total receipts in excess of $50 (or listed above)			
Line 10:	Total receipts $50 and under * (not listed above)			
Line 11:	**TOTAL RECEIPTS IN THE PERIOD**			Enter on page 1, line 2

* If you have itemized receipts of $50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.

SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over $50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over $50. Expenditures $50 and under may be added together, from committee records, and reported on line 13.

This page may be copied if additional pages are required to report all expenditures. Please include your committee name, CPF ID# and a page number on each page.

Date Paid	To Whom Paid (alphabetical listing)	Address	Purpose of Expenditure (include CPF ID # if a contribution to another committee)	Amount	
		Line 12: Expenditures over $50			
		Line 13: Expenditures $50 and under*			
Enter on page 1, line 4		**Line 14: TOTAL EXPENDITURES**			

* If you have itemized expenditures of $50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

Please itemize contributors who have made in-kind contributions of more than $50. In-kind contributions $50 and under may be added together, from the committee's records, and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
		Line 15:	In-kind over $50	
		Line 16:	In-kind $50 and under	
Enter on page 1, line 6		**Line 17:**	**Total In-kind**	

* If an in-kind contribution is received from a person who contributes more than $50 in a calendar year, you must report the name and address of the contributor; in addition, if the contributor has given an aggregate amount of $200 or more in a calendar year, you must also report the contributor's occupation and employer.

SCHEDULE D: LIABILITIES

M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.

Date Incurred	To Whom Due	Address	Purpose	Amount
Enter on page 1, line 7		**Line 18: OUTSTANDING LIABILITIES (ALL)**		

This page may be copied if additional pages are required to report all activity. Please include your committee name, CPF ID# and a page number on each page.