

James M. Casey
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OFFICE OF THE TOWN CLERK

December 27, 2018

Subject: Year-end Campaign Finance Report - Due January 21, 2019

Dear Candidate or Treasurer:

Campaign finance law, M.G.L. c.55, requires you to file a campaign disclosure report with this office **on or before January 21, 2019.**

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditure or incurred any liabilities during this reporting period, and you do not have a previous campaign balance, you may, if you choose, simply sign an **M102-0** affidavit form stating those facts.

Otherwise, you are required to file form M102 and your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) from the day following the ending date of the last report filed by you through December 31, 2018. Your signed Form M102 must include all schedules associated with form M102 when it is filed.

Please ensure that your report is complete before filing. Reports that do not conform to the law cannot be accepted by this office and must be returned to you for correction. Your report must be received by this office no later than the close of business on January 21.

IMPORTANT: The campaign finance law mandates that a CIVIL PENALTY OF \$25 PER DAY, UP TO \$5,000 TOTAL, be assessed personally against a candidate for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance. In addition, failure to file the report as required will subject you to referral to the Attorney General.

For your convenience, I have enclosed a copy of the most recent campaign disclosure report you have on file with this office as well as blank M102 and M102-0 forms and instructions to assist you in filing timely reports. If the enclosed "most recent" campaign report is not for Year End 2017 you are required to provide copies of missing campaign disclosure reports.

2019 Local elections are scheduled for the months of September and November. I have provide a list of current elected officials; highlighting those officials and positions that will appear on the local election ballot, and the important election dates candidates require to prepare to place their name on a ballot.

If you have any questions about your filing requirements, campaign finance issues or election questions, please do not hesitate to contact this office.

Sincerely,

James M. Casey
Town Clerk

Enclosure