

Campaign Finance Tracking Form for Local Election Officials

Call OCPF with campaign finance questions at 617-979-8300

Candidate or Committee Iven Amirion Year 2017
Report: Pre-Preliminary Pre-Election 30-Day Year-End

Organization / Providing Materials / Notification *

- Organizational form provided to candidate or committee (M101, M101BQ, M101PC)
- Campaign finance report form provided to candidate or committee (M102)
- Summary of the campaign finance law provided (OCPF guide booklet)

- Filing notice (includes reporting dates, due dates and language concerning late fines)
Pre-Preliminary Pre-Election 30-Day Year-end

*All forms, guides and notices can be delivered by e-mail

Inspecting Reports

The campaign finance law requires local election officials to "inspect" M102 and M102-0 campaign finance reports within 30 days of a due date.

- Correct dates for the relevant reporting period
- Signatures
- Positive ending balance
- If the M102-0 form is filed, the candidate does not have a committees and has not received any contributions, made any expenditures or incurred any obligations during the reporting period, and does not have a campaign fund in existence.

Contributions (Monetary receipts and in-kind contributions)

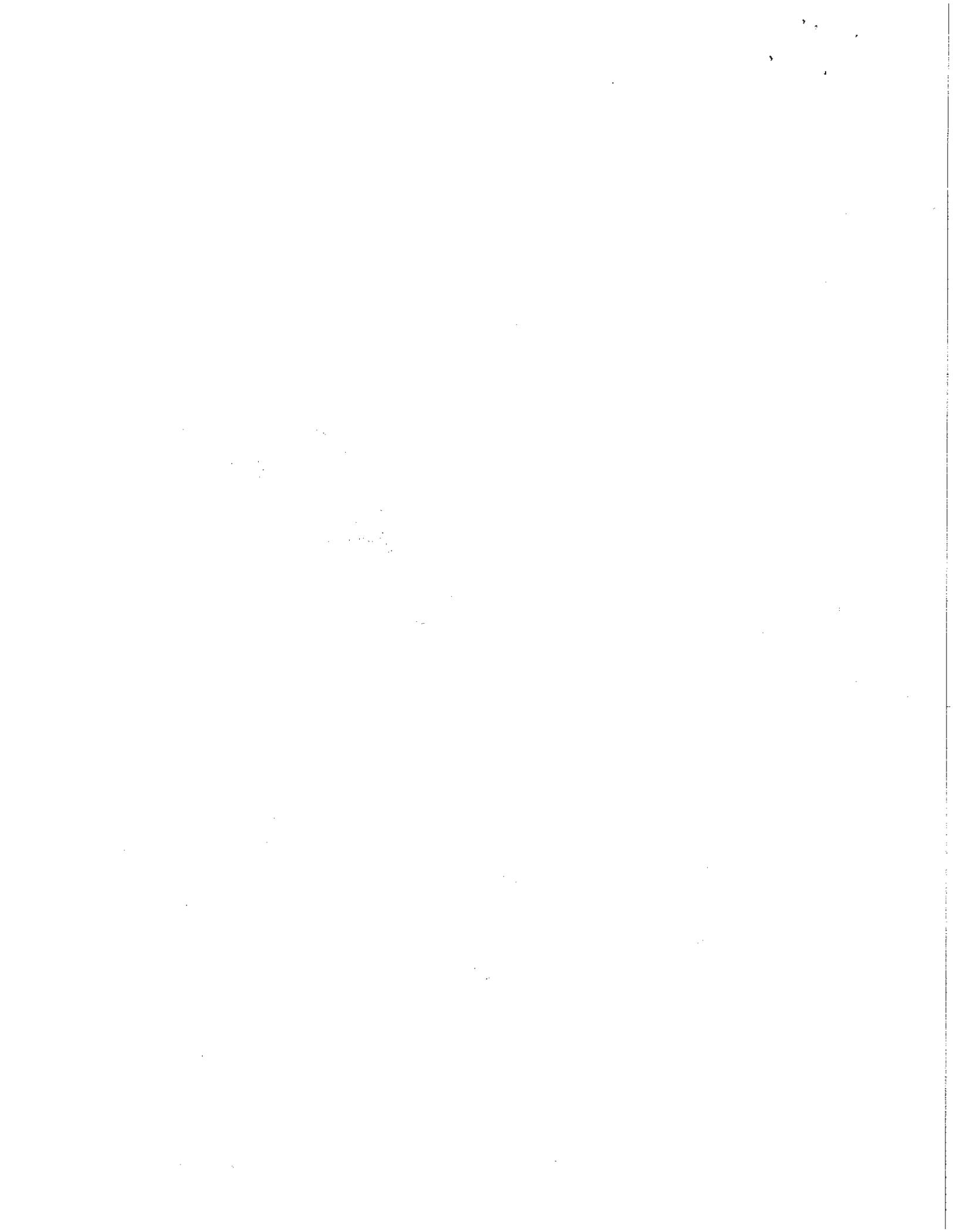
- Names and Addresses for contributions of more than \$50
- Occupation and Employer for contributions of \$200 or more
- No contributions from corporations, business partnerships, LLCs or LLPs
- No contributions from individuals or PACs for more than \$500 (see OCPF's limits chart for other limits)

Expenditures

- Vendor Names and Addresses for expenditures of more than \$50
- Purpose information is disclosed
- Reimbursements form (R-1s) filed for reimbursements

Date of Inspection _____

2015001264-020319V-0111





**FORM CPF 1001: STATEMENT OF ORGANIZATION
CANDIDATE'S COMMITTEE
MUNICIPAL FORM**

Office of Campaign and Political Finance

Commonwealth
of Massachusetts

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a candidate's committee as follows:

20150313100502
CITY/TOWN CLERK

CANDIDATE: Full Name: Sven Amirian
 Residential Address: 45 Talmuth Ave.
 City / State / Zip: Haverhill, MA 01830
 E-Mail Address: Sven@svenamirian.com Phone #: 978-360-4063
 Party Affiliation: none (If applicable)

OFFICE SOUGHT/PURPOSE:
 Title: School Committee
 District: Haverhill

COMMITTEE: Name of Committee: Committee to Elect Sven Amirian
 (The name of the committee must include the candidate's last name)
 Committee Mailing Address: 45 Talmuth Ave.
 City / State / Zip: Haverhill MA 01830 Phone #: 978-360-4063

OFFICERS:	
Chairman: <u>Melissa Seavey</u> Residential Address: <u>179 Orchard Hill</u> City / State / Zip: <u>Bradford MA 01835</u> Phone #: <u>978-373-500 3456</u>	Treasurer*: <u>Melanie Massie</u> Residential Address: <u>45 Talmuth Ave</u> City / State / Zip: <u>Haverhill MA 01830</u> Phone #: <u>978-521-7626</u> <small>*A public employee may not serve as treasurer of any political committee (see reverse).</small>
Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____

(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)

I hereby consent to the filing of this committee. I understand that a candidate shall not give consent to the organization of more than one committee on his/her behalf. I am aware that candidates are required to keep detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: 10/26/15
 Candidate's signature

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate may not serve as treasurer of the political committee organized on his/her behalf.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: 10/26/15
 Treasurer's signature

I hereby accept the office of Chairman of the above-named committee.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: 10/26/15
 Chairman's signature

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L. C. 55

Section 1 defines a candidate's committee:

"Candidate's committee", the political committee organized on behalf of a candidate The term "candidate's committee" shall also apply to the campaign fund of a candidate who has not organized a political committee for the purpose of carrying out the election campaign of such candidate or who receives contributions or makes expenditures independently of said committee.

Section 2 requires candidates to keep certain records:

Every candidate shall keep detailed accounts of all contributions received by him, or by a person acting on his behalf and of all expenditures made by him, or by a person acting on his behalf. Said accounts may be kept by an agent duly authorized thereto, but the candidate shall be responsible for said accounts, which shall be kept separate and distinct from all other accounts and shall include contributions made by the candidate The candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity. ...The candidate shall preserve said receipted bills and accounts for six years from the date of the relevant election....

Section 3 requires the director to:

Assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate

Section 5 outlines statements of organization of political committees:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, which, if organized on behalf of a candidate, shall include the name of the candidate in said name; (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

The funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee

IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten (10) days of said change. Further information can be obtained from OCPF by phone at (617) 979-8300, via e-mail at ocpf@cpf.state.ma.us or on the web at <http://www.mass.gov/ocpf>.



Form CPF M 102: Campaign Finance Report

Municipal Form

Office of Campaign and Political Finance

Commonwealth of Massachusetts

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: Jan. 1 2015 Ending Date: Oct. 16 2015

Type of Report: (Check one)
 8th day preceding preliminary 8th day preceding election 30 day after election year-end report dissolution

Sven Amirian
Candidate Full Name (if applicable)
Haverhill School Committee
Office Sought and District
45 Talmuth Ave. Haverhill, MA
Residential Address
Telephone Number (optional):

Committee to Elect Sven Amirian
Committee Name
Melanie Massie
Name of Committee Treasurer
45 Talmuth Ave. Haverhill MA
Committee Mailing Address
Telephone Number (optional):

SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report	<u>0</u>
Line 2: Total receipts this period (page 3, line 11)	<u>\$4013.74</u>
Line 3: Subtotal (line 1 plus line 2)	<u>\$4013.74</u>
Line 4: Total expenditures this period (page 5, line 14)	<u>\$1638.74</u>
Line 5: Ending Balance (line 3 minus line 4)	<u>\$2375.00</u>
Line 6: Total in-kind contributions this period (page 6)	<u>0</u>
Line 7: Total (all) outstanding liabilities (page 7)	<u>\$1638.74</u>
Line 8: Name of bank(s) used:	<u>Align Credit Union</u>

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: Melanie Massie (Treasurer's signature) Date: 10/26/2015

FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 box only)

Candidate with Committee and no activity independent of the committee
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, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

Candidate without Committee OR Candidate with independent activity filing separate report
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 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: _____ (Candidate's signature) 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.

A "Schedule A: Receipts" attachment is available to complete, print and attach to this report, if additional pages are required to report all receipts. Please include your committee name 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)
9/18/2015	Amirian, Sven (Loan)	100.00	
9/29/15	Amirian, Sven (Loan)	29.92	
10/6/15	Amirian, Sven (Loan)	403.29	
10/13/15	Amirian, Sven (Loan)	9.97	
10/15/15	Amirian, Sven (Loan)	2.00	
10/15/15	Amirian, Sven (Loan)	144.38	
10/15/15	Amirian, Sven (Loan)	36.18	
10/16/15	Amirian, Sven (Loan)	195.00	
10/16/15	Amirian, Sven (Loan)	718	
10/13/15	Chemaly, John PO Box 187, Lowell MA	350	CEO Trinity EMS
10/13/15	Bill Cox 8 Richmond, Haverhill	100	
10/13/15	Christopher Dick 187 Catamount Rd. Tewksbury	150	

Line 9: Total Receipts over \$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 A: RECEIPTS (continued)

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
10/13/05	Steve Flynn 177 Midvale Rd. Haverhill	100.00	
10/13/05	Matt Juras 21 Weygale St. Haverhill	100.00	
10/5/05	Eric Vorn 12 Lavender Cir. North Andover	100.00	
10/13/05	Cindy Marcotte 37 Talimeth Ave Haverhill	100.00	
10/13/05	Kathleen O'connor Tves PO Box 121, Newburyport MA	100.00	
10/13/05	Gary Sepe 1291 Westford St. Lowell	350.00	CEO Trinity

Line 9: Total Receipts over \$50 (or listed above) ~~2988.74~~ 2988.74

Line 10: Total Receipts \$50 and under* (not listed above) 1,025

Line 11: **TOTAL RECEIPTS IN THE PERIOD** 4013.74 ← 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 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
9/8 -	See expenditures			1638.74
10/18				

Enter on page 1, line 7 → **Line 18: TOTAL OUTSTANDING LIABILITIES (ALL)** 1638.74



**INSTRUCTIONS FOR COMPLETING CAMPAIGN FINANCE REPORTS
FOR USE WITH FORM CPF M 102**

PAGE ONE:

(1) REPORT DATES

A campaign finance report must indicate the beginning date and ending date of the report period. Dates must be completed for the report to be accepted. Also, check off reason for filing report (i.e., 8th day preceding election).

(2) CANDIDATE/COMMITTEE INFORMATION

Fill in the appropriate information in the candidate and/or the committee boxes.

(3) SUMMARY ACTIVITY (Lines 1-7)

- (a) Lines 1-5 of your campaign finance report are on a cash basis reporting system.
- (b) Lines 1-7 must be completed for a report to be accepted. They reflect ending balance from previous report, (line 1) total receipts for the reporting period, (line 2) and total expenditures for the reporting period (line 4) for the period as well as total money available as of the last day of the reporting period (line 5).
- (c) ENDING BALANCE, line 5, should be:
 - line 1 (beginning balance)
 - line 2 (total receipts this report)
 - line 3 (line 1 + line 2)
 - line 4 (total expenditures this report)
 - line 5 (line 3 - line 4) cash available
- (c) Line 5 can NOT be a negative figure since this is a cash reporting system (unless the campaign has an overdrawn checking account).
- (d) The candidate and/or treasurer should reconcile the most recent bank statement with the campaign finance report to ensure the accuracy of the reported balances.
- (e) Total in-kind contributions (line 6) are carried forward from Schedule C.
- (f) Total liabilities (line 7) are carried forward from Schedule D.
- (g) Total liabilities (line 7) must be cumulative, and reflect all debts of the committee outstanding as of the last day of the reporting period, not just debts incurred during the current period.

(4) SIGNATURES

- (a) Reports will not be accepted unless they contain original signatures of the treasurer (if a committee report) and the candidate in ink.
- (b) A candidate should always sign the box on the bottom of the form and check off the affidavit which is applicable to his/her situation. If the candidate has a committee and no expenditures were made independent of the committee by the candidate he/she should check off the top affidavit. If the candidate has made expenditures independent of the committee, the candidate must file a separate report disclosing the independent activity and check off the bottom affidavit on the report of the candidate's independent campaign activity.
- (c) For committee reports the treasurer must sign the affidavit for the committee treasurer in the box just above the box for the candidate.
- (d) If the candidate does not have a committee, he/she files a candidates report, checks off the bottom affidavit, and signs the report.

PAGE TWO:

SCHEDULE A (RECEIPTS)

- (1) The report must itemize, alphabetically, the names and residential addresses of any receipt in excess of \$50 for the reporting period. These are totaled on line 9. Receipts of \$50 or less should be totaled from the committee's records, and disclosed in the aggregate on line 10. Lines 9 and 10 should be added, and the total shown on line 11. Total receipts (line 11) should be carried forward to page one, line 2.
- (2) If an individual's contribution is \$ 200 or more (or his contributions total \$ 200 or more in a calendar year), you must also report the contributor's employer and occupation. If you have sent the required letter requesting missing emp./occ. information and have not received a response at the time of filing indicate "letter sent" and the date of the letter.
- (3) A loan should be reported as a receipt under the name of the individual who is making the loan; you should indicate that it is a loan by writing "loan" in the space next to the amount.
- (4) Contributions from the candidate, including loans, must be reported as receipts.
- (5) Political Action Committee (PAC) contributions must be reported under the name of the PAC

(including CPF ID#) and not the name of the individual who signed or presented the check. PACs must be registered under M.G.L. c. 55 to contribute to Massachusetts candidates. (Registered PACs and their CPF ID numbers are available from OCPF.)

(6) Contributions from trusts, foundations, associations or other organizations must be disclosed under the organization's name along with the names and addresses of its principal officers.

(7) Contributions must be reported as of the date received, not the date they were deposited.

(8) Individual contributions made through non-incorporated businesses should be reported as an individual "doing business as," i.e. John Smith D/B/A Smith's Market. Committees should verify, prior to accepting such contributions, that such business is not incorporated.

(9) Schedule A must reflect all receipts of money during the reporting period including refunds from vendors or others and interest earnings.

PAGE THREE:

SCHEDULE B (EXPENDITURES)

(1) The report must itemize, alphabetically, all expenditures of more than \$50 for the reporting period. These are totaled on line 12. Expenditures of \$50 or less should be totaled from the committee's records, and disclosed in the aggregate line 13. Lines 12 and 13 should be aggregated, and the total shown on line 14. Total expenditures (line 14) should be carried forward to page one, line 4.

(2) For individuals who are reimbursed more than \$50 for expenditures made on behalf of the committee, an itemization of reimbursements, form R 1, must be completed to disclose the name, address, purpose and amount for each expenditure made on the committee's behalf.

(3) The stated purpose of each expenditure listed should convey detailed information about the political purpose of the expenditure.

(4) Schedule B must reflect all payments made by the committee including bank service charges and contributions to other committees, even if returned.

(5) If the committee holds a credit card, it must file form CPF M9 and copies of the credit card statements disclosing committee credit card activity. (NB. The credit card number is not required) If reimbursing an individual for charges made on a personal credit card, make payment to the individual and file form R 1 itemizing the reimbursement.

PAGE FOUR:

SCHEDULE C (IN-KIND CONTRIBUTIONS)

(1) The committee must report contributors who have contributed things of value (in-kind contributions) that exceed \$50 by indicating their name, address and a description of what was contributed. In-kind contributions of \$50 or less are aggregated on line 20. If the contribution is \$200 or more, the occupation and employer of the contributor is also required.

(2) Things of value that are NOT included as in-kind contributions are personal services, ordinary hospitality and incidental expenses in rendering a personal service.

SCHEDULE D (LIABILITIES)

(1) Schedule D is a cumulative schedule of ALL debts as of the last day of the reporting period. It includes:

- (a) Any unpaid bills that the committee has on hand.
- (b) All obligations for goods or services that have been provided to the committee that remain unpaid at the time of the report.
- (c) All outstanding loans from a candidate or others.

(2) Debts should be carried from one report to the next unless such debt has been paid or forgiven during the reporting period. If debt is forgiven, it should be listed as an in-kind contribution on Schedule C and a copy of the letter of forgiveness should be filed with the report.

FORMAT FOR COMPUTER GENERATED REPORTS

All computer generated report formats must be approved by the local election official prior to submission (other than OCPF's reporting software).

If you have any questions, or require further information, please call your election commission, city or town clerk, or the Office of Campaign and Political Finance.

9/99