Are you spending personal funds on your campaign?

Here's how to disclose it on your campaign finance report

State and municipal candidates* in the non-depository system often make campaign expenditures using their personal funds. When doing so, they and are required to disclose the expenditures and contributions on their campaign finance reports.

Step One: Report the amount spent as a contribution from the candidate to the campaign on Schedule A, even though the money was paid directly to a vendor. If you anticipate being paid back by the committee, write "loan" next to the candidate's name.

Step Two: Record the amount as an expenditure, listing the actual vendor in the "To Whom Paid" column on Schedule B with the date, purpose, address and amount. Listing the expenditure accurately balances the account.

Step Three: If a candidate anticipates being paid back by the campaign, the contribution information should be listed in the liabilities section of the campaign finance report (Schedule D). Liabilities to a candidate can remain for as long as the committee is open, and may be paid back or forgiven at a future date.

<u>Example:</u> Candidate X needs to buy $1,000 worth of lawn signs but does not have that balance in his campaign account. He uses his personal funds. He will disclose the activity by reporting a $1,000 contribution to the campaign from himself on Schedule A and a $1,000 expenditure to the lawn sign company on Schedule B. If it is considered a loan to the campaign, he will also list the $1,000 amount as a liability on Schedule D.

<u>Exception:</u> If a candidate is reimbursed for these expenditures before the end of the campaign reporting period, the campaign finance report would disclose the activity as a reimbursement to the candidate (rather than a liability) and attach a reimbursement form (CPF R1).

**Includes all legislative candidates, and municipal candidates in cities and towns with populations of less than 100,000.*