

## 2015 REGISTRATION MATERIALS For Municipal Candidates

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This packet contains the forms you will need to register with the municipal clerk as a candidate for municipal office. Please call the Clerk's office if you have any questions regarding registration and campaign finance reporting. The Commission on Governmental Ethics and Election Practices is another source of information. The Commission's phone number is: 207-287-4179.

### Registration with the Municipal Clerk

Every candidate must register with the Clerk: (1) before raising or spending any money on their campaign (even their own funds); and/or (2) upon filing of their nomination papers. Please complete and sign the enclosed registration form and return it to the Clerk's office.

### Campaign Bank Account

You must keep your campaign funds separate from your personal and/or business funds. Setting up a separate bank account for your campaign avoids commingling campaign funds with your personal or business funds, which is prohibited under Maine Election Law.

### Filing of Campaign Finance Reports and Filing Schedule

Candidates are required to file campaign finance reports. Report forms are included in this packet. The required reports, reporting deadlines and reporting periods are found on the Filing Schedule also included in this packet.

### Campaign Surplus from Previous Elections

If you have cash remaining from a previous election that you wish to carry forward to the current election, please contact the Clerk for information on how to terminate your previous campaign and report the transfer of the surplus to your current campaign.

### Records and Record Keeping

Campaign records such as receipts, invoices, bank statements, etc. must be kept for at least two years following the filing of the last report for your campaign, which is usually the 42-Day Post-Election Report.

Other record keeping requirements include recording the name and address of every contributor giving you more than \$10. For contributor's giving more than \$50, the name, address, occupation and employer must be reported in the campaign finance report. Please see the *Candidate Guide* for more information on records and record keeping.

### Closing Out Your Campaign

As long as you continue to carry a campaign cash balance, outstanding debts and obligations (including unpaid loans) greater than \$100, you will have to file post-election semiannual reports. However, you must dispose of any campaign cash surplus within four years after the election. Please see "Disposition of Surplus Campaign Funds" and "Closing Out Your Campaign" included in this packet.

### Questions

Many questions can be answered by referring to the *Candidate Guide* (included in this packet). You can also call the Clerk's Office or the Ethics Commission at 287-4179. Thank you.