



Commission on Governmental Ethics and Election Practices
 135 State House Station, Augusta, Maine 04333
 (207)287-4179 Website: www.maine.gov/ethics

July 10, 2012
 MCEA

42 DAY POST-PRIMARY FILING REMINDER

Campaign Finance Report Due July 24, 2012

REPORT	DEADLINE	REPORT PERIOD
42-Day Post-Primary Report	Tuesday, July 24, 2012 by 11:59 p.m.	May 30 through July 17, 2012
REMEMBER:	Any expenditure reported in a 24-Hour Report, must be entered and reported in the 42-Day Post Primary Report. The 24-Hour Report and the 42-Day Post-Primary Report are two separate reports.	

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All MCEA candidates are required to file campaign finance reports electronically except candidates who submitted an e-filing waiver. Reports are filed electronically on the Commission's website. Go to www.maine.gov/ethics and click "Filer Login." Electronic-filing instructions are on the Commission's website or you can request a copy to be mailed to you.

For candidates filing on paper, the Commission's fax machine operates 24 hours a day. However, staff will be available only until 5:00 p.m. on 7/24/2012 to confirm receipt of a faxed report and to offer assistance and answer questions about filing reports.

Filing Tip: View/Print Report

Before clicking the "File Report" button, review the entire report to ensure accuracy. Use the "View Print" button on the "Report Menu" screen. As an MCEA candidate, your report must disclose every dollar of public funds spent on your campaign.

View/Print Report

Filing Tip: Return to Home Page After Filing Report

If your report was filed correctly, a new screen will appear which displays two buttons – "Print Page" and "Return to Home Page." Whether you print the filed receipt or not, go to your Home Page to check the status of your report. The status will display as "Filed."

• Select one schedule at a time to add new transactions or to amend old transactions.
 • All information will be stored and the report will be 'in-progress' until you file the report.
 • You may also use this page to view or print schedules.

Status: **In-Progress** Filed Date: 06/07/2012 (mm/dd/yyyy)

	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions	✓	
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

CAMPAIGN YEAR 2012						
REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED	
Candidate Registration			1/19/2012 2:13:32 PM	Filed	4/20/2012 10:43:56 AM	
Seed Money	11/3/2010 to 4/27/2012	4/20/2012	4/27/2012 3:43:17 PM	Filed		
11-Day Pre-Primary (MCEA)	4/28/2012 to 5/29/2012	6/1/2012	6/1/2012 11:20:38 PM	Filed		
42-Day Post Primary	5/30/2012 to 7/17/2012	7/24/2012		In-Progress		
42-Day Pre-General	7/18/2012 to 9/18/2012	9/25/2012				
11-Day Pre-General	9/19/2012 to 10/23/2012	10/26/2012				
42-Day Post-General	10/24/2012 to 12/11/2012	12/18/2012				



Candidates Defeated in the Primary Election: Closing Out Your Campaign

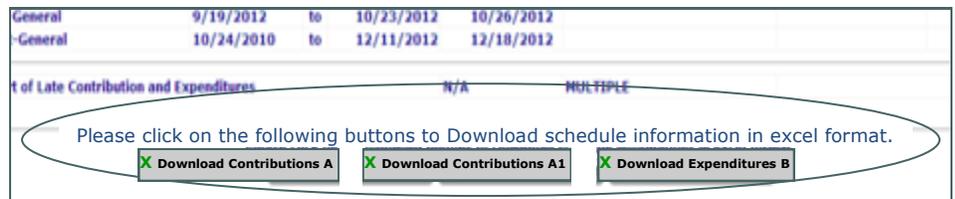
If you were defeated in a primary, the 42-Day Post-Primary Report is the final report of your campaign. Please:

- pay all of your unpaid obligations by Tuesday, July 17; and
- return all unspent MCEA funds at the time you file your report.

Returning Unspent Funds. If the cash balance shown on your final campaign finance report (Line 7 of Schedule F – SUMMARY SECTION) differs from the amount of unspent MCEA funds that you have in your campaign bank account, *return the amount in your bank account.* Please also contact your candidate registrar by email or phone. They will assist you in identifying any reporting error(s). An accounting tool found on your Home Page in the e-filing system may help you in reconciling your balances and in finding reporting errors (see below).

Using E-Filing to Identify Reporting Errors

You've probably seen the three buttons at the bottom of your Home Page and have not yet click on them to download an Excel file.



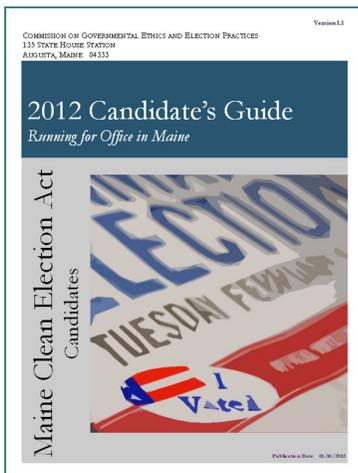
Creating an Excel file of your expenditures (includes all expenditures from the beginning of your campaign) is a great tool to use when reconciling bank and report balances and in finding reporting errors.

Keep Complete Campaign Records

Tracking expenditures and maintaining all campaign finance records are important because these records document that MCEA funds were spent for campaign purposes. Complete and accurate records make filing campaign finance reports easy!

- If you don't receive bank account statements by mail, print copies of your account statement monthly. Some banks limit electronic access to account statements after a period of two to three months.
- Use your campaign account for all expenditures. This provides a complete record, reduces reporting errors, and makes reporting easy.
- Avoid cash/ATM withdrawals for purchases and reimbursements. It inevitably results in reporting errors. If the receipt/invoice is lost, it may result in an unallowable expenditure.
- Obtain receipts for all purchases of more than \$50.
- Keep "proof of payment" for all expenditures such as a cancelled check, cash receipt, or debit/credit record as found in the campaign bank account statement or credit card statement.

**SEE THE 2012 CANDIDATE'S GUIDE
FOR INFORMATION ON:
Record Keeping Pages 31 - 35**



Travel Log Requirement for Mileage Reimbursements and Fuel Purchases

Campaigns may use MCEA funds to reimburse the candidate, campaign workers, or volunteers for travel, provided that the campaign follows a few steps.

- The person being reimbursed with MCEA funds must keep a contemporaneous log of their campaign travel.
- We recommend that you use the sample travel log found on pages A7 – A8 of the 2012 Candidate’s Guide.
- The amount of the reimbursement must be no more than \$0.44 per mile multiplied by the number of miles documented in the logs.
- Campaigns must keep the logs for three years.

On page 34 of the Guide, you will find a more detailed explanation of the required documentation for mileage reimbursements including a travel log that is completed *contemporaneously* when the travel occurs (not at the end of the report period or campaign). Mileage reimbursements and fuel purchases based on incomplete logs (logs that do not meet the requirements) will be disallowed.

Detailed Description of the Campaign Purpose REQUIRED. Logs must contain a specific purpose and destination of the travel. See the table below for examples of acceptable descriptions.

ACCEPTABLE DESCRIPTIONS OF CAMPAIGN PURPOSE:	
Door-to-door campaigning in Lowell	County party meeting/Machias
Doors in Acton and Lebanon	House party in Topsham
Parade/Kennebunkport	Candidate training/Augusta
Meeting with volunteers in Surry	Picking up signs in Presque Isle
“Campaigning” “Doors” “Meeting” - ARE NOT ACCEPTABLE. DESCRIPTIONS	

Payments for Salary and Consulting Services

For payments of \$500 or more to campaign staff or for consulting services, you must keep a contemporaneous document (e.g., invoice, contract, timesheet, or other record) specifying in detail the services provided, the amount paid, and the basis for the compensation. See page 35 of the 2012 Candidate’s Guide.

Restrictions and Prohibitions: Payments to Family and Household Members

There are restrictions on payments to the candidate, members of the candidate’s immediate family and household, and to businesses and non-profits affiliated with the candidate, candidate’s immediate family and household members.

If you are contemplating paying a family or household member, call the Commission for guidance to ensure compliance with the MCEA program. See page 28 of the 2012 Candidate’s Guide.

Starting on July 11, a travel log should include a statement from the person being reimbursed for campaign-related travel that the information in the log is an accurate record of the date, purpose, and mileage claimed.

MCEA EXPENDITURE GUIDELINES

Expenditures must be campaign related. MCEA candidates must spend public funds only on campaign-related expenses and not for other purposes, such as personal use, or promoting other candidates, social causes, or charities. The expenditure guidelines established by the Commission explain allowable and prohibited expenses. There is guidance on specific purchases, such as travel, food, lodging, equipment, salary, and compensation. See pages 26 and 27 of the Guide.

SEE THE 2012 CANDIDATE’S GUIDE FOR INFORMATION ON:

Payments for Salary and Consulting: Page 35

Payments to Family and Household Members: Page 28

MCEA funds can be used to reimburse a member of the candidate’s family or household – for campaign purchases they have made. When the campaign reports a reimbursement, the family or household relationship (“husband” or “roommate”) must be entered into the Remarks section of Schedule B Expenditures.

REMINDER!



**42-Day Post-Primary Report Deadline:
July 24, 2012 by 11:59 p.m.**

Mailing Label

Inside:
Important Reminders!
Tips to Help with Reports!

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POSTAGE