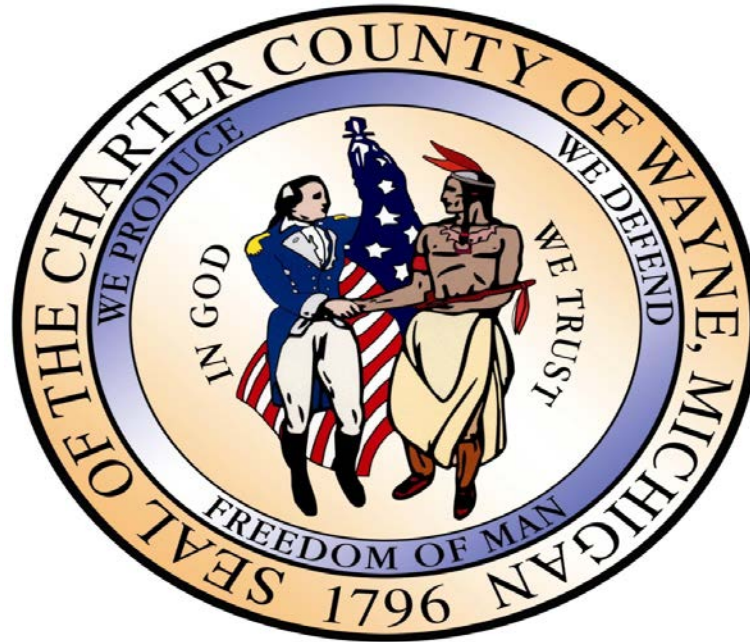


WAYNE COUNTY CLERK CAMPAIGN FINANCE DISCLOSURE TRAINING



FOR CANDIDATE COMMITTEES

Rev: March, 2018

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Introduction

- The [Michigan Campaign Finance Act](#) (MCFA) provides for public disclosure of the funds spent and received to support or oppose candidates and ballot issues.
- Candidate and other committee types are required to register and file campaign statements with the appropriate filing official.
- This session will introduce you to the disclosure requirements for Candidate Committees.

MCFA COMMITTEE TYPES THAT FILES WITH THE WAYNE COUNTY CLERK'S OFFICE

- Candidate Committees
- PACs
 - Political, Independent, & Independent Expenditure Committees (Super PACs)
- Ballot Question Committees

WHEN DO I BECOME A CANDIDATE?

- If you:
 1. File a fee, affidavit or nominating petition OR
 2. Are your party's certified nominee OR
 3. Receive a contribution, make an expenditure or authorize someone else to do so on your behalf OR
 4. Hold office and are the subject of a recall vote OR
 5. Hold elective office and can seek re-election
- Then you are a candidate. [MCL 169.203](#)

Exceptions to the Definition of a Candidate

- A precinct delegate
- A person running for federal (U.S.) office
- Candidates for Indian Tribal government or a private organization (labor union)
- A school board candidate where the district has less than 2400 pupils and Spends/receives less than \$1,000.00 for election
 - *Contribution limits apply as do identification requirements*

Where to Start

- File your Statement of Organization for a Candidate Committee
- Read the Candidate Committee Manual and Appendices
- Get to know your dates and deadlines for your Committee
- Get familiar with the Michigan Campaign Finance Act (MCFA)
- Familiarize yourself with the Wayne County Clerk's online Campaign Finance System well *before* the filing deadlines. www.wccampaignfinance.com

Determine Your Filing Official

- All County, City and Township offices file with their County Clerk
- State & Judicial Level candidates file with the State of Michigan's Bureau of Elections
 - Governor/Lt. Governor, Attorney General, State Senator, State Representative, State Board of Education, University Board (UofM, MSU, WSU), Justice of the Supreme Court, Probate Court & Municipal Court

When is the Statement of Organization Due?

- The Statement of Organization (SofO) is due within 20 days after meeting the definition of a candidate

Example: A person meets the definition of a Candidate on May 1st

- The formation date on the statement can be up to 10 days later which in this case is May 11th
- The statement must be filed no later than 10 days from the formation date which in our example would be May 21st

Are There Fines for Filing the SofO Late?

YES! - The fee for filing a Statement of Organization late accrues at \$10.00 per business day to a maximum of \$300.00. See [Appendix E for late filing fees](#)

The Reporting Waiver

[See the MCL Act Section 169.224 \(5, 6\)](#)

- The Reporting Waiver exempts Committees who do not anticipate spending/receiving over \$1,000.00 per election from filing campaign statements
- You must answer **Yes** in the Reporting Waiver section of the SofO to request the waiver. **This request cannot be backed dated**
- The committee's financial activity must still be recorded and tracked
- The reporting waiver does not exempt committees from filing:
 - The original and amended copies of the SofO
 - Late Contribution Reports

Report Waiver (cont.)

- When the Reporting Waiver is lost
 - Once a committee spends/receives over \$1,000.00, the next campaign statement is required to be filed
 - The \$1,000.00 threshold includes debts owed, balances from previous election and all **Contributions both Direct and In-Kind**
 - Candidate contributions (direct, in-kind and loans) apply to \$1,000.00 threshold
- How to regain the Reporting Waiver
 - File an Amended SofO with **Yes** selected in the Reporting Waiver Section
 - The committee's ending balance & debts and obligations must **both** be under \$1,000.00

What is a Contribution Limit?

- A contribution limit is the amount of money a candidate is allowed to received from a contributor based on the office the candidate is running for and the **Election Cycle** of the candidate

What is an Election Cycle?

- General Election:
 - Election cycle begins the day following the last general election in which the office appeared on the ballot and ends on the day of the next general election in which the office appears on the ballot
- Special Election:
 - Election cycle begins the day the special general election is called or the date the office becomes vacant (which ever is earlier) and ends on the day of the special general election

Who Can Contribute to My Campaign?

- The committee may receive money from legal sources to support your campaign. Legal sources include:
 - Yourself (the candidate) and your *immediate family (unlimitedly)
 - Individuals (contribution limit)
 - Independent and Political Committees (contribution limit)
 - Political Party Committees (contribution limit)
 - Other Candidate Committees may purchase **fundraiser tickets up to \$100.00 per calendar year**
 - Please see Appendix “O” for prohibited contributions
- **MCFA Definition of Immediate Family:** *“Immediate family”* means any child residing in a candidate’s household, the candidate’s spouse or any individual claimed by that candidate or that candidate’s spouse as a dependent for federal income tax purposes. See the MCL Act 169.208

Campaign Statements

- Committees disclose their campaign finance activity on campaign statements
- Campaign statements consist of a series of schedules that itemize the committee's contributions, other receipts, expenditures, debts and fundraisers held by the committee
- **Remember, when submitting** a campaign statement, you are attesting that everything within the statement is accurate and true. Section 33(10) states **“If a candidate, treasurer or other individual designated as responsible for a committee's record keeping, report preparation or report filing knowingly files an incomplete or inaccurate statement or report required by this section, that individual is subject to a civil fine of not more than \$1,000.00.”**
An inaccurate statement should NOT be filed to satisfy a deadline, this includes amendments.

The Electronic Filing Requirement

- The Michigan Campaign Finance Act **MCL 169.218** requires that county level committees that spend or receive **\$5,000.00** or more in a calendar year file electronically
- If a committee anticipates spending or receiving **\$5,000.00** or more in a calendar year they are required to file electronically

What do I use to File Electronically?

- Wayne County provides software free of charge to local level committees for electronic filing call the Wayne County Campaign Finance System.
- It is HIGHLY recommended to become familiar with the software well before the committee's first filing is due. You will need a password to log into our online system visit www.wccampaignfinance.com

When do Candidates File Campaign Statements?

- Does the committee have a reporting waiver? If the answer is yes, no reports are owed unless you spend or receive over \$1,000.00
- **If you do not have a reporting waiver, consider the following questions:**
 - Are you on the ballot this year?
 - If yes, the Pre and Post Election Statements are owed for the election(s) you are on the ballot for and the Annual Statement for that year
 - If no, the following statements are owed:
 - July Quarterly: Close of books July 20th, Due July 25th
 - October Quarterly” Close of books October 20th, Due October 25th
 - Annual Statement: Close of books December 31st, Due January 31st

Annual Statement Exceptions

- An officeholder whose salary is less than \$100.00 per month. A support letter must be filed in our office.
- A committee who has an active reporting waiver
- A committee who filed a Campaign Statement between December 1st and December 31st

Timely Filing of Campaign Statements

[MCL 169.216 \(9\)](#)

- July, October and Pre Election are Timely if:
 - Mailed by certified/registered or overnight **AND** postmarked 2 days **before** the filing deadline
 - Pre Election Statements delivered by any other means **MUST** be received on or before the filing deadline

- Post Election and Annual Statements are Timely if:
 - Mailed by certified/registered or overnight **AND** postmarked **on or before** the filing deadline
 - Post Election/Annual Statements delivered by any other means **MUST** be received on or **before** the filing deadline

Cover Page & Summary Page

- The Cover Page provides information about the committee including the committee name, address, coverage period, type of statement and Treasurer's information
- The Summary Page shows the committee's totals based on their **supporting schedules** used along with a balance sheet

Contributions/Loans & Other Receipts

- Itemized Direct Contributions
 - Money contributed/loaned to the campaign by cash or written instrument. They are reported on Schedule **1A**
 - All contributions over \$20. Must be by written instrument (check, money order, debit, credit)
- Other Receipts
 - Money NOT intended to further the nomination or election of the candidate such as bank interest or refunds/rebates. They are reported on Schedule **1A-1**

In-Kind Contributions & Loans

- In-Kind Contributions
 - A donation/loan of goods or services to the campaign.
 - They do count towards a contributors' contribution limit
 - They are reported on Schedule **1-IK**

- Loans (Debts & Obligations)
 - A committee may accept loans from legal sources
 - Loans count toward the contribution limit until paid off
 - They are reported on Schedule **1E** as well as the Direct Contribution or In-Kind Contribution Schedules as appropriate

What Information do I Gather from Contributors?

- Required information:
 - Name
 - Address
 - Amount
 - Date of receipt
- Is the contribution over \$100.00 or the cumulative for that contributor over \$100.00?
 - If the answer is **YES**, then request the contributor's occupation, employer name and the address of their place of business

Contribution Exceptions

- Committees should track, but don't not have to report the following
 - A volunteer's personal services that are not reimburse
 - A volunteer's travel and lodging up to \$500.00 per year
 - A individual's donation of food and beverages up to **\$1,000.00 per year**
 - A contribution that has not been deposited into the committee's bank account and is returned to the contributor within 30 days

Fund Raisers

- Fundraising event means an event such as a dinner, reception, auction or similar event where contributions are solicited by purchase of a ticket, donation or purchase of goods or services
 - Fundraiser events are reported on Schedule **1F**
 - All contributions and expenditures for a fund raising event must be reported in detail on the appropriate Schedules
 - Joint fundraisers have specific rules that are outlined in **Appendix F** of the candidate committee's manual
 - There is no gambling or events that require licensing allowed at fundraiser

Direct & In-Kind Expenditures

- Direct Expenditures
 - Money spent from a committee's account for goods, services and facilities intended to further the nomination or election of the candidate
 - Written instrument is required for expenditures over **\$50.00**
 - They are reported on Schedule **1B**
- In-Kind Expenditures
 - Goods, services and facilities donated at fair market value
 - Tangible items, computer or something that the committee owes
 - They are reported on Schedule **1B-IK**

Incidental Office Disbursements & Get Out the Vote

- Incidental Office Disbursements
 - Used by office holders only
 - Used for expenses incidental to holding office (office rent, constituent meetings)
 - Not used for election related purposes
 - They are reported on Schedule **1C**

- Get out the Vote
 - Election day expenses – Busing voters to the polls, Slate Cards and Poll Workers
 - They are reported on Schedule **1B-G**

What Information Should I Gather for Expenses?

- Required Information
 - Name of payee
 - Amount of payment
 - Address of payee
 - Date of payment
 - Purpose of payment (be specific)

Prohibited Expenditures

- A candidate committee may **not**:
 - Lend funds to another Candidate Committee
 - Lend funds to the Candidate or to any other person
 - Make an expenditure to or on behalf of another Candidate Committee
 - Purchase ads in other Candidates' program books
 - Using the funds for personal non-campaign related expenses
 - Contributing to other committees without a tangible benefit to the Candidate

Designation of Contributions to Pay Off Debt

- Can I pay off debt from last cycle with contributions from the current cycle?
 - **Yes.** Under certain conditions. Please contact our office for details.

Memo Itemization of Expenditure

- Required when a committee makes an expenditure to a person that pays more than \$50.00 to another party on behalf of the committee
 - Vendors, consultants, campaign workers
 - Credit card payments
 - Reimbursements
 - Independent Contractors. Please see [Appendix L](#)
 - Contact our office for instruction on how to report this transaction using our online system

Fines for Filing Campaign Statements Late

- Annual Statements:
 - Committees with financial activity **less than** \$10K Late fee of \$25.00 per business day with a max amount of \$500.00
 - Committees with financial activity **more than** 10K Late fee of \$50.00 per business day with a max amount of \$1,000.00

- Pre and Post Election Statements and July and October Quarterly Statements
 - Committees with financial activity **less than** \$10k:
 - \$25.00 per business day with a max amount of \$500.00
 - Committees with financial activity **more than** \$10K:
 - Day 1-3: \$25.00 per business day with a max amount of \$1,000.00
 - Day 4-10: \$50.00 per business day with a max amount of \$1,000.00
 - Day 11-16: \$100.00 per business day with a max amount of \$1,000.00

Late Contribution Report

- A late contribution is a **contribution/loan** from the same contributor (both Direct and In-Kind) with a cumulative of **\$500.00** or more between the 15th and 3rd day before an election. It begins the day after the close of books for the Pre-Election reporting period.
- [Section 32](#) of the MCFA requires that late contributions be reported within 48 hours of the date the contribution was received. The contribution is also reported on the Post-Election Campaign Statement.
- It is very important that **contributions/loans** both Direct and In-Kind are accurately reported on the Post-Election Campaign Statement. If a **mistake** is made with the date and it appears that it is an unreported Late Contribution, a Late Filing Fee will be assessed. In order to get the fee waived, proof will have to be shown that the contribution was not received during the Late Contribution Reporting period otherwise the fee will remain owed.

Late Contribution Reports Example

A candidate committee participates in a general election and is required to file late contribution from 10/20/ to 11/1:

- Contributor A gives \$600.00 on 10/20: A report is required within 48 hours with a cumulative of \$600.00
- Contributor B gives \$400.00 on 10/20: No report is required
- Contributor B gives \$50.00 on 10/21: No report is required
- Contributor B gives \$100.00 on 10/25: A report is required within 48 hours of this receipt with a cumulative of \$550.00
- Contributor B gives \$1,000.00 on 10/31: A report is required within 48 hours of this receipt with a cumulative of \$1,550.00

Fines for Filing Late Contribution Reports Late

- Late filing fees shall not exceed the lesser of the following
 - The Total amount of omitted contributions or
 - \$2,000.00 to be assessed as follows
 - \$25.00 per business days 1-3
 - \$50.00 per business days 3-10
 - \$100.00 per business days 11-26

IDENTIFICATION REQUIREMENTS

- [Section 47](#) of the MCFA requires that all printed matter, radio or television paid advertisement that refers to an election, candidate or ballot question have an identification statement
- Printed matter: “Paid for by (committee name, address)”
- Robo calls: Prerecorded messages shall contain name, phone number, address or other contact for person paying for the message
- Mass mailings: Any mailing by U.S. mail or facsimile of 500 or more pieces of identical or similar nature within any 30 day period
- Radio or television: Must identify person sponsoring the ad; as required by the FCC
- **EXAMPLE: Paid for by The Committee to Elect John Doe, 123 Main St. Detroit, MI 48226**
- Please review [Appendix J](#) for more information on requirements and exemptions

Dissolving the Committee

- Committees with an active reporting waiver may file for dissolution using the [Single Page Dissolution Statement](#) or the filing official may automatically dissolve a Candidate Committee with a Reporting Waiver when an officeholder vacates office or an individual is defeated in the election
- Committee without a reporting waiver must file a Dissolution Campaign Statement
- To be eligible for dissolution a committee must:
 - Have no assets
 - No outstanding debt(s)
 - No outstanding fees or filings owed to the filing official
- [Appendix W](#) of the Candidate Committee's Manual Covers Dissolution and Disposition of Unexpended Funds

Notices, Fees and Referrals

- Failure to File – Committees are notified within 4 business days when required filings are not submitted. Reported to Attorney General and Wayne County Prosecutor between the 9th and 12th Business Day following the deadline
- Late Fees – Committees are notified when a statement is not filed on time based on the schedules provided under the Michigan Campaign Finance Act
 - Unpaid fees are referred to the Wayne County Treasurer for collection
 - Fees may be appealed for “Good Cause”
- Error or Omission – Committees are notified when clarifications or corrections are needed to a Campaign Statement. Lack of response to an Error or Omission is reported to the Attorney General between the 9th and 12th Business Day following the deadline

Good Cause Waivers

[MCL 169.215 \(F\)](#)

A person may request a waiver of late filing fees for “Good Cause” as defined below:

- The incapacitating physical illness, hospitalization, accident involvement, death or incapacitation for medical reasons of a person required to file, a person whose participation is essential to the preparation of the statement or report, or a member of the immediate family of these persons
- Other unique, unintentional factors beyond the filer’s control not stemming from a negligent act or non-action so that a reasonably prudent person would excuse the filing on a temporary basis. These factors include the loss or unavailability of records due to a fire, flood, theft or similar reason and difficulties related to the transmission of the filing to the filing official, such as exceptionally bad weather or strikes involving transportation systems

CAMPAIGN FINANCE COMPLAINTS

[MCL 169.215 \(5\)](#)

- **All** complaints alleging violations of the Campaign Finance Act are filed with the Michigan's Secretary of State
- All complaints may be submitted on the required [form](#) and must include all required information
- Anonymous complaints are not accepted
- All parties will be given written notification with regard to the disposition of the complaint
- Questions regarding complaint process will be directed to the State of Michigan's Bureau of Elections

Declaratory Rulings & Interpretive Statements

- Interested parties may request clarification of the MCFA via Declaratory Rulings. Interpretive Statements are may be issued in some cases.
- Declaratory rulings are binding on all parties and carry the force of law (formal)
- Interpretive Statements provide interpretation of the law (informal)
- The State of Michigan Bureau of Elections provides response to requests. Time frames are outlined in any committee's manual.
- Rulings to date are available on the State of Michigan's web site www.michigan.gov/sos

Treasurer Responsibilities

As outlined in the [MCL 169.222](#):

- The treasurer assumes legal responsibility for the committee
- The treasurer is responsible for keeping accounts, records, bills, receipts and electronic files for 5 years
- Authorizes contributions received and expenditures made by the committee
- Timely filing
- Respond to Notice of Error or Omission, Failure to File Fee and Late Filing Fee Notices
- Must sign original copy and all amended copies of the Statement of Organization

A treasurer or other individual designated as responsible for the committee's record keeping, report preparation or report filing who knowingly violates this section is subject to a civil fine of not more than \$1,000.00.

Selecting a Treasurer

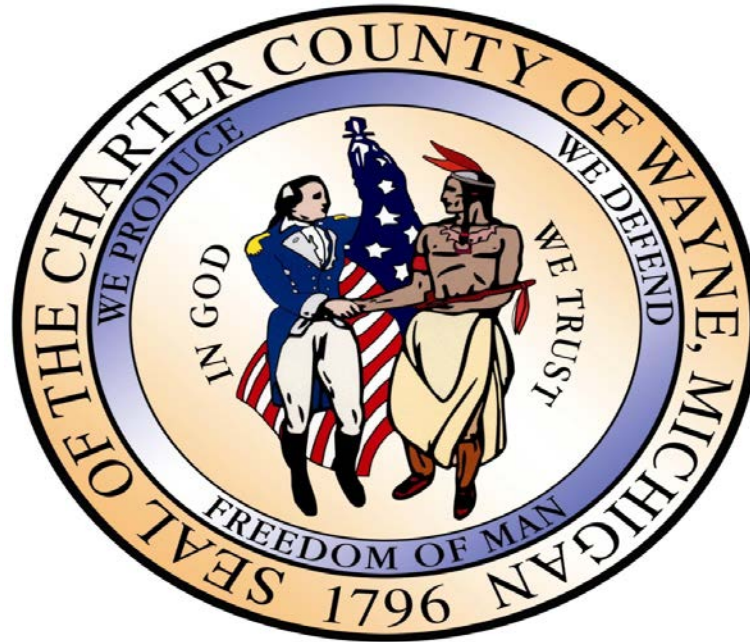
Important things to consider:

- Availability to perform duties in a timely fashion
- Experience (have they ever acted as treasurer for another committee?)
- Knowledge of the MCFA or a willingness to become familiar with the law
- Proficient at recording and tracking financial activity and balancing accounts (checkbook)
- Technical skills: should be able to navigate the internet and have basic knowledge of computer software

Tips for Successful Reporting

- Read the [Candidate Committee's Manual](#)
- Record and track ALL financial activity of the committee, even if you have a Reporting Waiver. The law requires you to report the date of receipt. That date is when the treasurer or committee designee receives the contribution
- Become familiar with [filing materials](#) on our web site
- Get to know the Wayne County Clerk's online system well before the filing deadlines
- File on time! Mark your calendars with important dates to remember (filing deadlines). You can avoid fees by using certified mail when filing on paper
- Understand [Late Contribution](#) Reporting and the penalties for not filing tem
- Keep your Statement of Organization information up to date. We send mail and e-mail to the addresses we have on file.
- Candidate and the treasurer communication must be optimum to avoid mistakes. Consider entering into a written agreement so that there is a clear understanding of each person's responsibility
- Pick your committee members (treasurer and record keeper) carefully

THANK YOU



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