



# Public Election Fund Compliance Seminar

# Resources:

Summary Guide

Public Election Fund

Montgomery County, Maryland

Published: June 2017

Montgomery County Program Website:

[www.montgomerycountymd.gov/bonds/campaign\\_financing.html](http://www.montgomerycountymd.gov/bonds/campaign_financing.html)







## Eligible Offices for the PEF Program:

- (1) County Executive
- (2) At-Large County Councilmember and
- (3) District Councilmember.

# First Step to Participate:

1. Register the Public Finance Committee through Maryland Campaign Reporting System (MD CRIS)
2. File a Notice of Intent to Participate

Welcome to  
Maryland Campaign Reporting Information System

Register Committee

Disclosures

FAQs

Contact Us

News

Important Users of AOL, email, Authority Line, Paid electronic, Social Media Authority Line...

Campaign Finance Information

- MDCRIS User Manual
- Filing Instructions
- CCFIDs
- Campaign Finance Walk-Through
- Tool for Bank Balance and Cash on Hand Differences
- 2017 Summary Guide

Username

Password

Remember Me

Login

Business Contribution Disclosure System Login

151 West Street, Suite 200 Annapolis, MD 21401 Phone: 410-269-2880 Fax: 410-974-2019 Email: info@sbe@maryland.gov  
MDCRIS 4.7

EXHIBIT 1



# Notice of Intent

# Statement of Organization

MD CRIS will generate the following documents for your participation in the program. You will be able to view, save and/or print.

Note: These documents will be needed to open the Publicly Funded Campaign Account with the banking institution of choice.

**Maryland**  
State Board of Elections

**State of Maryland**  
**Notice of Intent to Qualify for Public Contributions from the Fair Campaign Financing Fund**

Under penalty of perjury, the undersigned candidate for elective office in Montgomery County and the responsible officers for the publicly funded campaign account, intend to qualify for public contributions from the Public Election Fund. We understand that the publicly funded campaign account is subject to the contribution limitations and expenditure restrictions set forth in §13-505 of Election Law Article of the Annotated Code of Maryland, COMAR Title 33, Subtitle 13, Chapter 14, and Montgomery County Code §§14-18, 14-28.

The candidate and responsible officers agree to receive qualifying and eligible contributions and request public contributions, only out of the publicly funded campaign account designated below. All other political committees affiliated with the candidate may not receive any public contributions and must cease campaign finance activities. Any violation of the Montgomery County Public Campaign Financing Article is a Class A civil violation. Additionally, the candidate and responsible officers may be subject to penalties in §§13-603 and 13-604 of Election Law Article of the Annotated Code of Maryland.

**Printed name of sample candidate:** CCFID : 15011625

**Name and number of the Public Finance Committee**

**Candidate**  
Candidate, Sample

**Name**  
E-Signature on 04/14/2017  
Signature of Candidate

**Treasurer, Sample**  
Treasurer: Chairman  
E-Signature on 4/14/2017  
Signature of Treasurer  
E-Signature on 4/14/2017  
Signature of Chairman

0000000000 Bank of America  
Bank Account Information Name of Bank

**Contact Person: Jared DeMarinis, Director, Candidacy and Campaign Finance**

Maryland State Board of Elections  
Division of Candidacy and Campaign Finance  
P.O. Box 4456 153 West Street, Suite 200 Annapolis, MD 21401-0456  
410-269-2880 800-332-5885 MD Relay 800-735-2238  
www.elections.state.md.us

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Printed on: 04/13/2017 02:38:38 PM  
0404633 153 WEST STREET, SUITE 200, P.O. BOX 4456, ANNAPOLIS, MD 21401-0456 (410) 269-2880

**Maryland**  
State Board of Elections

**Public Finance Committee**  
**Statement of Organization**

**Public Finance Committee Name:** Vicki Molina for Anne Arundel **Established Date:** 04/14/2017

**CANDIDATE**

**Full Name:** Melina Victoria **Name on Ballot:**  
**Date of Birth:** 02/23/87 **County of Residence:** Anne Arundel

**Residence Address:** 233 West Street, Annapolis, Maryland 21402  
**Mailing Address:** 233 West Street, Annapolis, Maryland 21402  
**Public Phone:** (410) 269-2880 **Fax:**  
**Email:** vickimol27@gmail.com

I hereby authorize the above named committee to raise and spend campaign funds for my candidacy.

**Candidate Signature:** Melina Victoria **Date:** 04/14/2017

**ELECTION PARTICIPATION**

Election	Office Sought *	Jurisdiction *
Conventional	County Council - At Large	Montgomery

\* Does not constitute filing a certificate and candidacy

## Appointment of Chairman & Treasurer

## Important Legal Notices

**Maryland**  
State Board of Elections

**APPOINTMENT OF CHAIRPERSON**

**Full Name:** Melina Victoria **Date of Birth:** 02/23/1987 **Registered Voter of County:** Anne Arundel

**Residence Address:** 233 West Street, Annapolis, Maryland 21402  
**Mailing Address:** 233 West Street, Annapolis, Maryland 21402  
**Public Phone:** (410) 269-2880 **Fax:**  
**Email:** vickimol27@gmail.com

I accept the appointment of Chairperson and will file the final campaign finance report required by §13-511 of the Election Law Article in filed or mail a certificate of this choice and qualify. I understand that I am required to follow the provisions of Title 13 and Title 14 of the Election Law Article, Annotated Code of Maryland with regard to the manner in which this committee receives, spends, and reports money or valuable things to support/oppose State and local candidates or ballot issues. I understand that if I wish to resign, I must do so in writing, on the proper form, and file the resignation with the State Board of Elections.

**Chairperson Signature:** Melina Victoria **Date:** 04/14/2017

**APPOINTMENT OF TREASURER**

**Full Name:** Melina Victoria **Date of Birth:** 07/02/1953 **Registered Voter of County:** Worcester

**Residence Address:** 233 West Street, Annapolis, Maryland 21402  
**Mailing Address:** 233 West Street, Annapolis, Maryland 21402  
**Public Phone:** (410) 269-2880 **Fax:**  
**Email:** melina@mdcris.org

I accept the appointment of Treasurer and will file the final campaign finance report required by §13-511 of the Election Law Article in filed or mail a certificate in duly libeled and qualified. I understand that I am required to follow the provisions of Title 13 and Title 14 of the Election Law Article, Annotated Code of Maryland with regard to the manner in which this committee receives, spends, and reports money or valuable things to support/oppose State and local candidates or ballot issues. I understand that if I wish to resign, I must do so in writing, on the proper form, and file the resignation with the State Board of Elections.

**Treasurer Signature:** Melina Victoria **Date:** 04/14/2017

**Maryland**  
State Board of Elections

**Important Legal Notices:**

Conducting campaign finance activity prior to the filing of the Statement of Organization is prohibited. Once you have completed this form in its entirety, including all required signatures and filed it with the State Board of Elections, the entity named herein can open a bank account and begin raising and spending money.

To serve as a Chairperson or Treasurer an individual must be:

- A registered voter of the State of Maryland and
- In good standing with the Candidacy and Campaign Finance Division.

It is permissible for an officer to serve on more than one committee. A Candidate may not serve as a Treasurer for a committee.

The Treasurer is responsible for all receipts and expenditures of the Political Committee. All assets received by or on behalf of the campaign finance entity must pass through the hands of the Treasurer.


Additionally, only the Treasurer can disburse campaign funds. Maryland law requires that the Treasurer keep a detailed and accurate account book on behalf of the campaign finance entity.

A Treasurer may not serve "in name only" and may not delegate any statutory responsibility to another person, including the Candidate.

The responsible officers are jointly and severally responsible for filing all campaign finance reports. Late fees assessed against the committee may not be paid with campaign funds.

All Committees are continuing accounts and must file their reports electronically with State Board of Elections.

Even if no transactions have occurred during the reporting period, the committee is required to file a campaign finance report. The State Board will send the responsible officers of the committee a pre-report notice indicating the next required report. The report must be filed timely to avoid the assessment of late fees. Until the last campaign finance report is marked final, the campaign finance entity is presumed active.

- 
- Once approved by the State Board of Elections, an email will be sent to the listed committee members: Applicant candidate, Chairman, and Treasurer.
  - Receipt of this email will be within twenty-four (24) hours. Please verify that this email was not received in the spam folder. If you do not receive this email within twenty-four (24) hours, please contact the State Board of Elections.
  - Once the email is received, the three registered committee members, the candidate, chair and treasurer, will each receive individual temporary passwords to log into **MDCRIS**.
  - The committee member will need to log into **MDCRIS** with the temporary password, and create a unique personal password. Each member of the committee will have an individual log in and a unique personal password.



# PUBLICLY FUNDED CAMPAIGN ACCOUNT

The committee must open a bank account for the exclusive use of the public funded campaign. The bank account will receive all deposits and make disbursements.

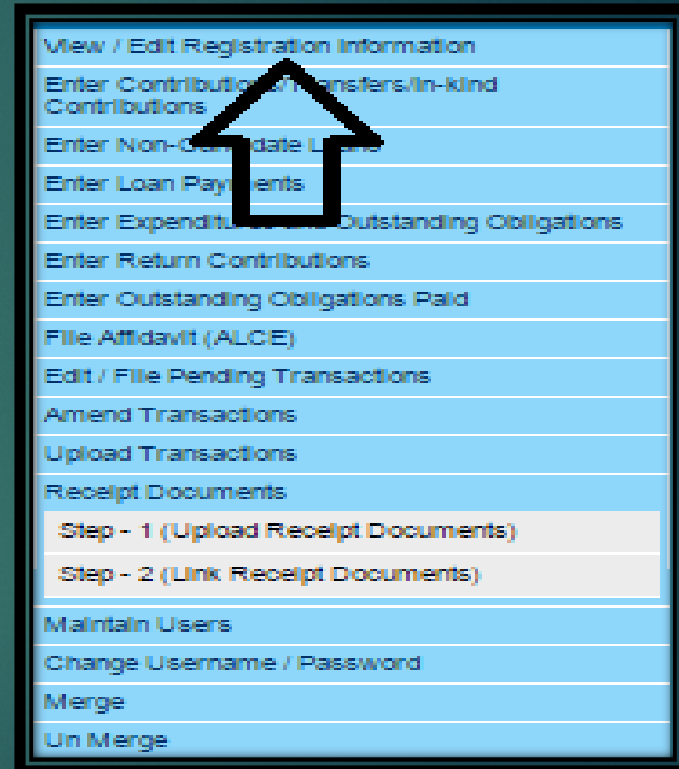
**Any other bank accounts associated with the campaign or candidate will not be recognized and must be closed or inactive during the period the candidate seeks public funds.**



## EDITING COMMITTEE REGISTRATION

If at any time, the political campaign committee needs to change officers, it can be completed in MD CRIS

- From the menu on the left side of the Reminder Page, select “*EDIT REGISTRATION INFORMATION*”.





Committee Information							CPF ID: 15011677
Election Type	Office Type	Office Sought	Jurisdiction	Party Affiliation	Election Year	Start Date	
Gubernatorial	County Office	County Council - At-Large	Montgomery	Republican	2016	04/29/2017	

Candidate Information						
Name	Date of Birth	Email	Mailing Address	Public Phone		Edit
Sample	06/25/1976	sample@gmail.com	151 West Street, Annapolis, MD, 21401	410-269-2840		

Chairperson Information <input checked="" type="checkbox"/> Same as Candidate							
Name	Date of Birth	Email	Mailing Address	Public Phone	Start Date	End Date	Actions
Sample	06/25/1976	sample@gmail.com	151 West Street, Annapolis, MD, 21401	410-269-2840	04/29/2017		

Displaying page 1 of 1, records 1 to 1 of 1

Treasurer Information							
Name	Date of Birth	Email	Mailing Address	Public Phone	Start Date	End Date	Actions
Sample	07/02/1955	sample@gmail.com	151 West Street, Annapolis, MD, 21401	410-269-2840	04/29/2017		

Displaying page 1 of 1, records 1 to 1 of 1

Additional Contacts (Optional)					
Role	Name	Mailing Address	Public Phone	Contact Phone	

Depository Information	
Name of Financial Institution	Address
Bank of America	1 West Street, Annapolis, MD, 21401

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Documents / Correspondence	
Document Date	Document Type
04/29/2017	<a href="#">Statement of Organization / Original</a>

Displaying page 1 of 1, records 1 to 1 of 1

Filing Information			
Election Cycle	Filing Period Name	Filing Method	Report Due Date


SBE Audit Filing Information			
Election Cycle	Filing Period Name	Filing Method	Report Due Date

Violations								
Filing Period Name	Report Due Date	Filed Date	Violation Status	Violation Date	Violation Amount	Waived Amount	Outstanding Balance	Violations
No records to view.								

• Once the information is edited, select the box on the bottom of the page that states "I certify these changes..." and select "SUBMIT."

• The system will save the edited information and state at the top of the page if saved successfully.

• Then select "OK."



Once the Publicly Funded Candidate Committee is established through **MDCRIS** and the bank account is established, the applicant candidate can begin collecting qualifying contributions to become a certified candidate.

***NOTE:*** *No contributions received prior to the Notice of Intent will be considered to be a qualifying contribution.*





# CONTRIBUTIONS

# QUALIFYING CONTRIBUTIONS

A qualifying contribution must match the following criteria:

- An aggregate donation of at least \$5.00 but no more than \$150.00;
- Contributed from a county resident;
- Contributions must be made during the qualifying period;
- Contributions must be acknowledged by a receipt (i.e. Contribution Card) that identifies the contributor's name, residential address, and be **signed by the contributor** directly or by a digital signature using a method approved by the Board.



# ELIGIBLE CONTRIBUTIONS

An eligible contribution meets the following criteria and will not be matched by public funding:

- An aggregate donation of \$150.00 or less from an individual – does not have to be a county resident;
- Each eligible contribution must have a contribution card that will be submitted to the Maryland State Board of Elections;
- An in-kind contribution of property, goods or services of a value that does not exceed \$150.00.



## PROHIBITED CONTRIBUTIONS

An applicant candidate must not accept contributions from:

- A group or organization, including a political action committee, a corporation, labor organization or a State or local central committee of a political party.
- A sole proprietor, LLC, LLP or any other business entity.
- An individual in an aggregate amount greater than \$150.00 during a four (4) year election cycle.



# LOANS

An applicant candidate or applicant candidates' spouse may lend up to a combined total of \$6,000.00 each to the candidate's publicly funded campaign account during the four- year election cycle. The loan or contribution is not eligible for matching public election funds.

All other loans are impermissible.

The candidate or candidate's spouse may give/loan up to \$6,000 in the aggregate for the election cycle.

***Note: Candidate/Candidate's Spouse Loans must be reported in MDCRIS under contributions. See MDCRIS Reporting for further instructions.***

# RECEIPT OF CONTRIBUTIONS

## Contribution Cards

A separate receipt must be obtained from the contributor with the contributor's name, residential address, and be signed by the contributor directly or by the digital signature method approved by the State Board.

The signature must match the name on the contribution to be considered a qualifying contribution. For example, the name on the credit card or signature at the bottom of a check.

A cancelled check does not qualify as a signed contribution receipt for matching purposes. The contributor must sign and provide a receipt as an additional document acknowledging the contribution in order to be a qualified contribution for public fund matching.



# Example of Accepted Receipts

Committee Use Only  
 Transaction ID: \_\_\_\_\_

**CONTRIBUTION CARD**  
 (The contributor should complete and review the card in its entirety.)

---

ENTER COMMITTEE NAME ABOVE \_\_\_\_\_

Contribution Type    Check    Cash    Money Order    Credit Card

Amount \$ \_\_\_\_\_

Contributor Name \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Optional: Tel. \_\_\_\_\_ Email \_\_\_\_\_

Account Holder \_\_\_\_\_ Card Type \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

I understand that State law requires that a contribution be in my name and be from my own funds. I hereby affirm that this contribution is being made from my personal funds, is not being reimbursed in any manner, and is not being made as a loan; in addition, in the case of a credit card contribution, I also hereby affirm that this contribution is being made from my personal credit card account, billed to and paid by me for my personal use, and has no corporate or business affiliation.

\_\_\_\_\_  
 Contributor's Signature                      Date of Contribution

**Receipt**

**Important!**  
 This charge will appear as: **sample candidate** on your credit card statement. We recommend that you print a copy of this receipt for comparison with your credit card statement, as well as for your personal records.

Tuesday, May 09, 2017 (1:02:00 PM)

**Sample Candidate for Office**

---

**Details:**

Item	Price	Quantity	Total
Sample Contribution	\$190.00	1	\$190.00
<b>Subtotal</b>			<b>\$190.00</b>
<b>Total</b>			<b>\$190.00</b>

---

**Transaction Summary**  
 Order Number: 17E00636272598323  
 Authorization Code: 066892  
 Transaction Number: 1625741543  
 Name on Card: Shaif A. Khan  
 WSA.

**Billing Information**  
**John Contributor**  
**Montgomery County, MD**  
**20852**

**Comments & Other Info:**  
 I am a resident of Montgomery County, MD. (yes/no) = Yes  
 Initial to authenticate your digital signature. = P  
 Transaction's credit card is in my own name. (yes) = No. In husband's name.

**Terms and Conditions:**

I understand that State law and County code requires that a contribution be in my name and be from my own funds. I hereby affirm that this contribution is being made from my personal funds, is not being reimbursed in any manner, and is not being made as a loan; in addition, in the case of a credit card or debit card contribution, I also hereby affirm that this contribution is being made from my personal credit card or debit account, billed to and paid by me for my personal use, and has no corporate or business affiliation. Additionally, I certify that I have not made aggregate contributions to: **Sample Candidate for Office** in excess of the 190.00 contribution limit for the election cycle. Failure to provide accurate and truthful information may result in prosecution. Thank you for your contribution!

# DIGITAL SIGNATURES

A contribution receipt with a digital signature means a document provided to the State Board where the donor made an affirmative action acknowledging the contribution to a publicly financed candidate. This digital signature is more than checking a box but an action. A check mark, as evidence of the signature, will not be accepted by the contributor for matching funds. The supporting documentation of a digital signature may include a record with the donor's initials and time stamped when the action occurred.



FIRST NAME\*

LAST NAME\*

ADDRESS1\*

ADDRESS2

CITY\*

STATE / PROVINCE\*

PROVINCE

COUNTRY\*

ZIP CODE / POSTAL CODE

PHONE\*

EMAIL ADDRESS\*

CONFIRM EMAIL\*

## Example of an Accepted Digital Signature

I AM A RESIDENT OF MONTGOMERY COUNTY,  
MD. (YES/NO) \*REQUIRED

INITIAL TO CONSTITUTE YOUR DIGITAL  
SIGNATURE. \*REQUIRED

TRANSACTION'S CREDIT CARD IS IN MY OWN  
NAME. (YES) \*REQUIRED



# Ready to qualify?

CERTIFICATION OF A CANDIDATE IN THE PROGRAM



# MINIMUM REQUIREMENTS TO QUALIFY FOR PUBLIC FINANCING FOR EACH ELECTIVE OFFICE ARE AS FOLLOWS:

Elective Office	Number of Qualifying Contributions (\$5.00 minimum - \$150.00 Maximum)	Aggregate Total
County Executive	500	\$40,000.00
At-Large Councilmember	250	\$20,000.00
District Councilmember	125	\$10,000.00

# CERTIFICATION OF CANDIDATE

## DOCUMENTS NEEDED FOR CERTIFICATION

- Receipts for the all qualifying contributions;
- A declaration from the candidate agreeing to follow the regulations governing the use of public contributions (Notice of Intent- filed at the establishment of the committee);
- A campaign finance report that includes:
  - a list of each qualifying contribution received;
  - all eligible contributions and loans received,
  - a list of each expenditure made and outstanding obligations by the candidate during the qualifying period; and
  - all receipts associated with each contribution and expenditure; and
- Certificate of candidacy for a covered office (Filed at the County Board of Elections).



# 10 DAYS

- After receiving the required information from the applicant candidate, the Board must certify the candidate no later than 10 business days after receiving the information.
- Recertification is not required for the general election.

# FILING THROUGH MDCRIS



The MDCRIS can be accessed using any internet browser. The log in for the system is located at

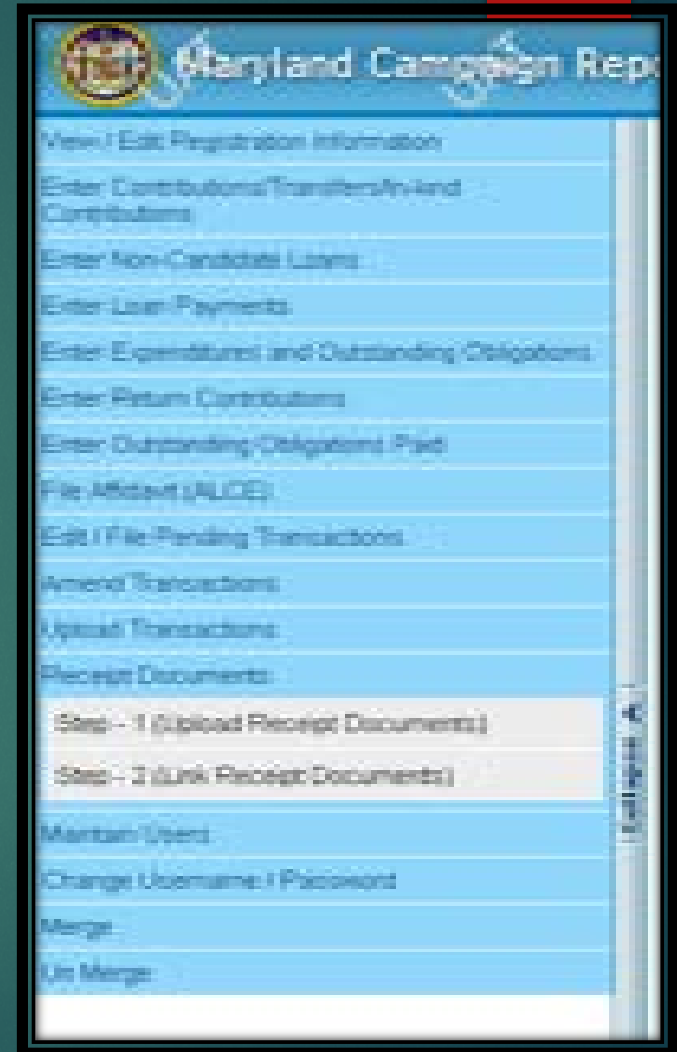
[www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov).

The system can be accessed by entering the username and the personal password.



## How to report a contribution through **MDCRIS**:

- From the left side menu located on the left side of the committee's home page, select **ENTER CONTRIBUTIONS/TRANSFERS /IN-KIND CONTRIBUTIONS**.
- Select the appropriate filing period
- A type ahead feature is available is previous contributors.



## How to report an expenditure through MDCRIS:

- From the left side menu located on the left side of the committee's home page, select **ENTER EXPENDITURE AND OUTSTANDING OBLIGATIONS**.
- Select the appropriate filing period.
- Select the appropriate Payee Type.

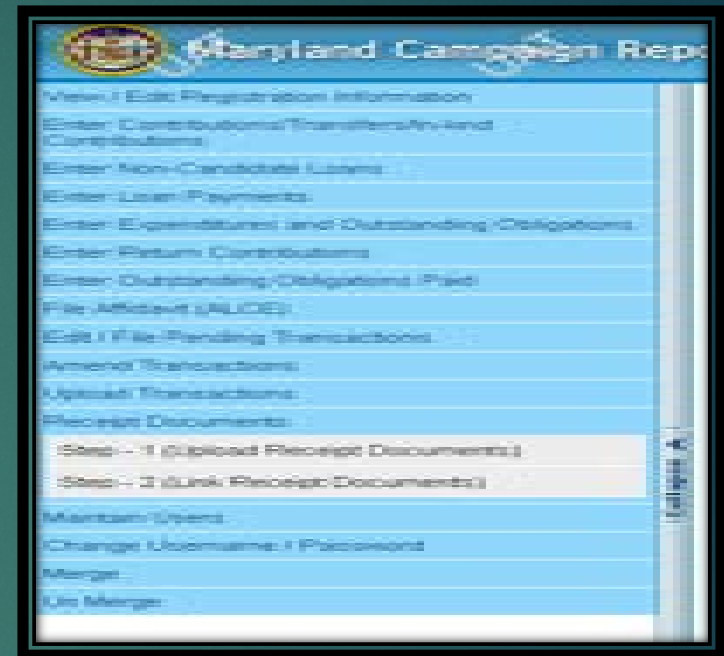
### PAYEE INFORMATION

When entering the payee's information, a search is available by typing the payee's name in the **SEARCH PAYEE** field. If the payee is found, the information can be automatically entered by clicking on the vendor.

If the payee's information is not available through the SEARCH field, manually enter the payee's information as follows:

- Business/Organization
- Mailing Address

Reimbursements are entered in differently. The reimburse and the vendor are entered in the system.





## EXPENDITURE DETAILS

The following information is required to be reported for each expenditure:

- Expenditure Date
- Expense Category
- Expense Purpose
- Expense Amount
- Outstanding Obligation
- In-Kind Question
- Payment Method

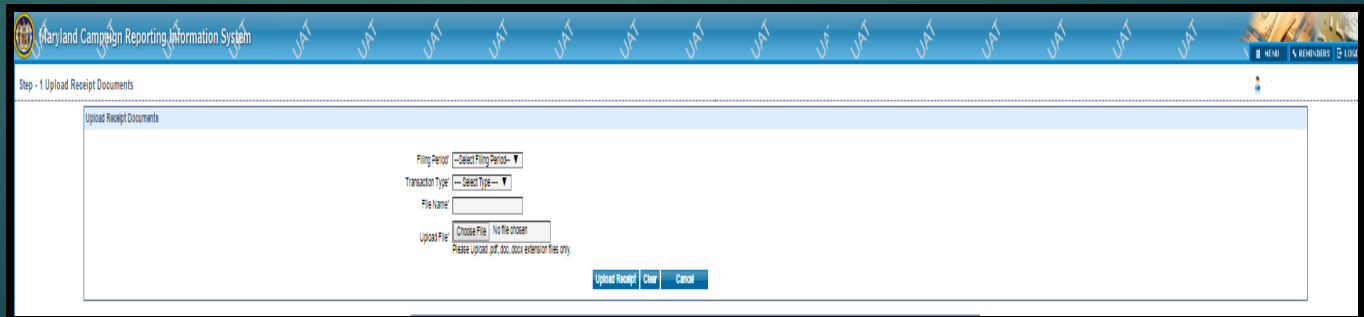
## VENDOR DETAILS

The following information is required to be reported for each vendor:

- Name.
- Address.
- Select **SAVE**.
- The program will advise that the expenditure was successfully reported.

# How to link receipts through MDCRIS:

- After scanning receipts and saving each receipt in individual files and named unique and individual names;
- Log into MDCRIS;
- From the left side menu located on the left side of the committee's home page, select Receipt Documents: **STEP 1 (UPLOAD RECEIPT DOCUMENTS)**.
- The following screen will ask for the following information:
  - Filing period;
  - Transaction type (Contribution or Expenditure);
  - File Name (Name of file in which scanned receipt was saved on computer.);



The screenshot shows the 'Step -1 Upload Receipt Documents' interface within the Maryland Campaign Reporting Information System. The page features a blue header with the system name and a navigation bar with 'UAT' labels. The main content area contains a form with the following fields:

- Filing Period:** A dropdown menu with the text '-Select Filing Period-'.
- Transaction Type:** A dropdown menu with the text '-Select Type-'.
- File Name:** A text input field.
- Upload File:** A button labeled 'Choose File' next to the text 'No file chosen'. Below this, a note reads 'Please upload .pdf, .doc, .docx extension files only'.

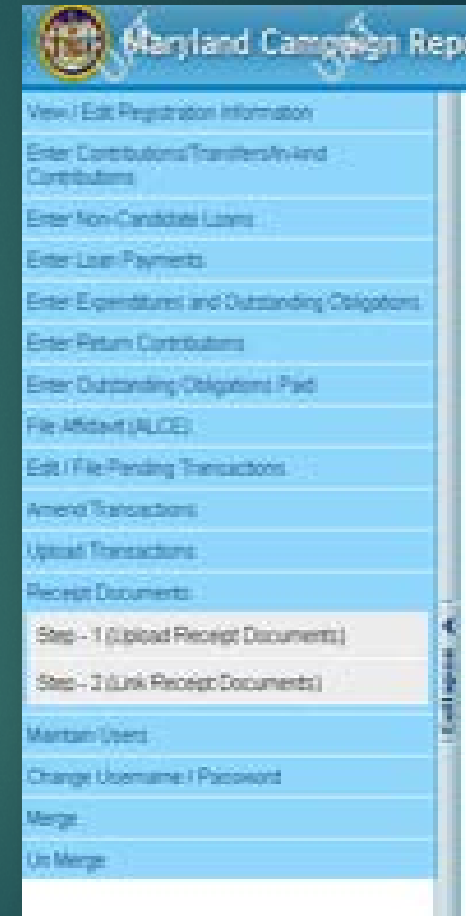
At the bottom of the form, there are three buttons: 'Upload Receipt', 'Clear', and 'Cancel'.



- From the left side menu located on the left side of the committee's home page, select Receipt Documents: **STEP 1 (UPLOAD RECEIPT DOCUMENTS)**.

- The following screen will ask for the following information:

- Filing period;
- Transaction type (Contribution or Expenditure);
- File Name (Name of file in which scanned receipt was saved.);
- In the next field, the uploaded document will need to be located on the computer, highlighted and entered. This will place the file in the field to be uploaded to the program.



- Once saved, the system will acknowledge that the receipt was saved successfully.
- The uploaded receipts will list as shown.

Step - 1 Upload Receipt Documents

Upload Receipt Documents

Filing Period:

Transaction Type:

File Name:

Upload File:

Receipt ID	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
15	01/2024 Annual	Contribution	Un record 15	veerakalra	04/20/21	
15	01/2024 Annual	Contribution	Un record 15	veerakalra	04/20/21	

Displaying page 1 of 1 records / of 2 of 1



**NOTE: IF A RECEIPT IS LINKED INCORRECTLY AND NEEDS TO BE DELETED, THE ENTRY CAN BE DELETED FROM THIS SCREEN. LOCATE THE INCORRECT RECEIPT AND SELECT THE TRASH CAN WITH THE RED X ON THE RIGHT SIDE OF THE SCREEN. THIS WILL DELETE THE RECEIPT.**

Step - 1 Upload Receipt Documents

Upload Receipt Documents

Filing Period:

Transaction Type:

File Name:

Upload File:

Upload Receipt Clear Cancel

Receipt ID	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
152	01/2024 Annual	Contribution	Un record 152	Moorekaira	04/20/21	
152	01/2024 Annual	Contribution	Un record 152	Moorekaira	04/20/21	

Displaying page 1 of 1 records 1 of 2 of 1

# HOW TO LINK RECEIPTS THROUGH MDCRIS- TWO STEP PROCESS STEP TWO -LINKING RECEIPT DOCUMENTS

After all receipts are uploaded to **MDCRIS**, the receipts have to be linked to the corresponding contribution.

- From the left side menu located on the left side of the committee's home page, select Receipt Documents: **STEP 2 (LINK RECEIPT DOCUMENTS).**

The screenshot shows the MDCRIS web application interface. The top navigation bar is blue with the Maryland state seal and the text "Maryland Campaign Reporting Information System". Below the navigation bar, the page title is "Step - 2 Link Receipt Document to Transactions". The main content area is divided into several sections:

- Information about the Filing Period:** A dropdown menu labeled "Filing Period" with the text "--Select Filing Period--".
- Information about the Transactions:** A dropdown menu labeled "Transaction Type" with the text "-- Select Type --" and a text input field labeled "Contributor / Payee Name".
- Transaction with linked Receipt:** Two radio buttons: "Transactions without linked Receipt" (selected) and "Transactions with linked Receipt". Below this, there is a small text block: "This option is used only to search the transactions with or without linked Receipts. To search the transaction linked with search Receipt, select the checkbox 'Transactions with linked Receipt' and then select the receipt from 'Linked Receipt Document' dropdown. To link the 'Transactions with Receipts, first search the required transactions and then use 'Link' button which will show the option to select the receipt document."
- Other Information:** A dropdown menu labeled "Transaction Category" with the text "-- Select Transaction Category --", a date range input field labeled "Transaction Date Range" with "01" and "01" in the boxes, and an "Amount Range" input field.

At the bottom of the form, there are three buttons: "Search", "Clear", and "Cancel".



- Select Transaction Type (Contribution/Expenditure);
- Select Filing Period;
- Select Contributor/Payee Name (This field has a search feature. Begin typing the contributor's name, once the name is found, highlight and select **ENTER**;
- Select **TRANSACTION WITHOUT LINKED RECEIPT**;
- **OTHER INFORMATION FIELD** is available if the contributions need to be filtered further because there were multiple contributions.
- Select **SEARCH**.
- The program will list all contributions from the contributor on the screen.
- Select the corresponding contribution by checking the box on the left side of the listed contribution and select **LINK**.

**Step - 2 Link Receipt Document to Transactions**

Information about the Filing Period  
 Filing Period: [5/1/2014 Annual]

Information about the Transactions  
 Transaction Type: [Contribution]  
 Contributor / Payee Name: [Search]

Transaction with linked Receipt  
 Transactions without linked Receipt  Transactions with linked Receipt

Other Information  
 Transaction Category: [Select Contribution Type]  
 Transaction Date Range: [Start] - [End]

Amount Range: [Start] - [End]

[Search] [Clear] [Cancel]

Select All	Contribution Date	Contributor / Payee Name	Address	Transaction Category	Amount	Cap Amount	File Name
<input type="checkbox"/>	05/03/2017	Sample Person	1540 Live Oak Drive, Calvert, Maryland 20639	Cash	\$25.00	\$150.00	

Displaying page 1 of 1, records 1 to 1 of 1

[Unlink] [Link]

Link Receipt to Transaction  
 Select Receipt Document: [Select File Name]  
 [Update Link]

## HOW TO UNLINK RECEIPTS THROUGH MDCRIS

If a receipt was improperly linked to a contribution, a receipt can be unlinked by using the following instructions:

- Select Filing Period;
- Select Transaction Type (Contribution/Expenditure);
- Select Contributor/Payee Name (This field has a search feature. Begin typing the contributor's name, once the name is found, highlight and select **ENTER**;
- Select **TRANSACTION WITH LINKED RECEIPT**;
- A drop down box will appear to select the name of the Linked Receipt Document;
- **SEARCH**;
- Select the contribution that it should be unlinked and select **UNLINK**;
- The program will advise if the receipt was unlinked successfully.



Maryland Campaign Reporting Information System

Step - 2 Link Receipt Document to Transactions

Information about the Filing Period  
 Filing Period: 01/17/2018 Annual

Information about the Transactions  
 Transaction Type: Contribution  
 Contributor / Payee Name: [Text Box]

Transaction with linked Receipt  
 Transactions without linked Receipt  Transactions with linked Receipt

Other Information  
 Transaction Category: --Select Contribution Type--  
 Transaction Date Range: [Start] - [End] Amount Range: [Start] - [End]


Search Clear Cancel

select All	Contribution Date	Contributor / Payee Name	Address	Transaction Category	Amount	Cap Amount	File Name
<input checked="" type="checkbox"/>	05/03/2017	Sample Person	1540 Live Oak Drive, Calvert, Huntingtown, Maryland 20639	Cash	\$25.00	\$150.00	

Displaying page 1 of 1, records 1 to 1 of 1

Unlink Link

Link Receipt to Transaction  
 Select Receipt Document: [Text Box] --Select FileName-- [Dropdown] Update Link



- The program will then ask which document to link:
- Select the receipt name in the drop down box that corresponds with the contribution and **UPDATE LINK**.
- The program will advise if the receipt linked properly.



# Filing and Reporting schedule



# Mandatory 2018 Reporting Schedule for Gubernatorial Election designated political committee

REPORT	DUE DATE	TRANSACTION BEGINNING DATE	TRANSACTION ENDING DATE
2018 Annual Report	01/17/2018	All transactions from the day following the ending transaction period from the last report	01/10/2018
Spring Report**	04/17/2018		04/10/2018
Pre-Primary Report 1	05/22/2018	01/11/2018	05/15/2018
Pre-Primary Report 2	06/15/2018	05/16/2018	06/10/2018
Pre-General Report 1	08/28/2018	06/11/2018	08/21/2018
Pre-General Report 2	10/26/2018	08/22/2018	10/21/2018
Post General Report	11/20/2018	10/22/2018	11/13/2018
2019 Annual Report	01/16/2019	11/14/2018	01/09/2019

# PUBLIC ELECTION FUND REPORTS

- A certified campaign committee may seek a public contribution by filing a Matching Fund Report on the first and third Tuesday of each month.
- These are optional reports
- The end transaction date is the day before the report can be filed
- The report requires the committee to specify the requested amount of matching funds
- No late fees will occur by not filing an optional report. The data will move over to the next reporting period automatically.



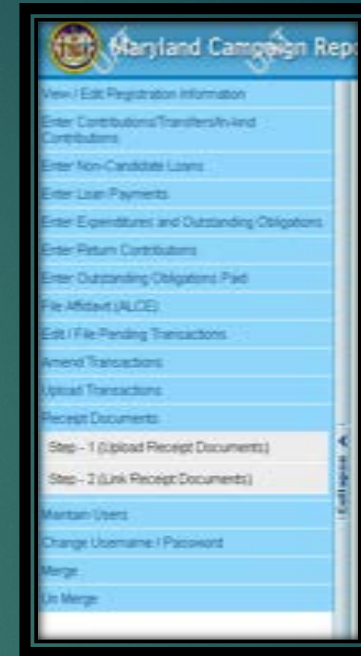
# REPORTING REQUIREMENTS

All Reports must be filed using the Maryland Campaign Reporting Information System. This program can be accessed using any internet browser, logging in at [www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov). **REPORTS FOR YOUR COMMITTEE CAN BE FILED UP TO 11:59 P.M. ON YOUR FILING DATE DEADLINE.**

Once your report has been submitted through MDCRIS, an email will be sent verifying your submission.

# HOW TO FILE A REPORT THROUGH MDCRIS:

- From the left side menu located on the left side of the committee's home page, select **EDIT/FILE PENDING TRANSACTION**.



Select **SEARCH**. (See Exhibit 1)





# DISTRIBUTIONS



## Key Information Needed

- Bank Account Number
- Bank Routing Number
- Campaign Employer Identification Number
- Make sure SBE and the Dept. of Finance has your correct information- otherwise delays may occur



## DISTRIBUTIONS OF PUBLIC CONTRIBUTIONS

Once the contributions are certified by the State Board, the Director of Finance for Montgomery County is notified to deposit the authorized matching publicly funded campaign contribution into the certified candidate's publicly funded campaign account.

This deposit must be made within three (3) business days after the Board notifies the Director.



# CONTESTED ELECTIONS

In order to receive a public fund matching distribution, a candidate must be in a contested election.

A contested election does not include write-in candidates for determining eligibility for matching funds.

# DISTRIBUTION TABLE

COVERED OFFICE	Matching ratio for Public Dollars	Qualified Contribution Threshold	Maximum Public Contribution
County Executive	6 to 1	First \$50	\$750,000 Per Election
	4 to 1	\$51 - \$100	
	2 to 1	\$101 - \$150	
At-Large Councilmember	4 to 1	First \$50	\$250,000 Per Election
	3 to 1	\$51 - \$100	
	2 to 1	\$101 - \$150	
District Councilmember	4 to 1	First \$50	\$125,000 Per Election
	3 to 1	\$51 - \$100	
	2 to 1	\$101 - \$150	



# DISTRIBUTION PERIOD

Period begins 365 days before the primary election and ends fifteen (15) days from the date of either the primary or the general election in which the candidate is participating.

The Distribution Period for the November 2018 Election is June 26, 2017 through November 21, 2018.

Again- Distribution requests may only be submitted on the first and third Tuesday of every month.

# MAXIMUM PUBLIC CONTRIBUTION

The maximum public contribution to a certified candidate is calculated separately for the primary election and for the general election.

A candidate who wins the nomination after receiving County matching funds up to the maximum during the primary, may continue to receive matching funds from the County up to the maximum amount during a contested general election for additional qualifying contributions received.





# Expenditures

The allowable uses of money in a publicly funded campaign account are limited to expenses directly related to election campaign activities and expenses incurred during the specific time period for either the primary or general election.



# Goods and Services purchased prior to filing Notice of Intent

Assets that the candidate has paid for and received prior to filing their notice of intent to participate in the Program can be used but only in a limited capacity. Otherwise, pre-purchasing by a non-public financing committee for campaign materials or items is prohibited.



# Examples:

Example 1: On March 1, 2017, Candidate A contracts with a bus manufacturer to build a custom campaign bus and pays \$100,000 in full for the bus to be built and delivered on July 1, 2017. On April 1, 2017, Candidate A files a notice of intent to participate in the Public Election Fund with the State Board. On July 1, 2017, upon receipt of the pre-paid campaign bus, Candidate A would be in violation of the Public Election Fund regulations which prohibit the advanced purchase of goods and services with ineligible contributions received outside of the Program.

Example 2: On March 1, 2017, Candidate B contracts with a web developer to create a campaign website for the cost of \$10,000 and pays in full at the time. On March 21, 2017, the website is completed with an ongoing monthly fee of \$99, which began on March 21, 2017. On April 21, 2017, Candidate B files their notice of intent to participate in the Public Election Fund with the State Board. Upon filing this notice of intent, Candidate B now pays the monthly website fee of \$99 from the candidate's publicly funded campaign account. This is considered to be an allowable expense. The candidate does not have pay for a new campaign website.

# OTHER PROHIBITED USES OF MONEY

Prohibited uses of money in a publicly funded campaign account include:

- Personal use or expenses relating to holding office
- Payment of a personal endorsement
- Payment of late filing fees.



# TRANSFERS

## A Publicly Financed Candidate MAY NOT:

- Make transfers to candidates for any elective office
- Make transfers to any other campaign finance entity, including central committees
- Received transfers by any other campaign finance entity, including central committees

## MEMBERSHIP OF SLATE


An applicant candidate may not be a member of a slate in any election.



# WITHDRAWAL

In the event that a candidate chooses to opt out of the Public Election Fund Program, the candidate must file a statement of withdrawal with the State Board. Additionally, the following criteria will apply with regard to any public contribution:

- A candidate may opt out of the Public Election Fund Program at any time before the public election fund contribution is received by the candidate's publicly funded campaign account.
- If a candidate receives any distributions from the Public Election Fund and later withdraws from the Program, for whatever reason, the candidate must return all Public Election Fund contribution amounts, including interest on the returned amount that was received during the election cycle. Interest is to be computed using the prime lending rate (published by the Federal Reserve Board as of January 1 in the year in which the distribution is repaid) to the Public Election Fund. (time period of return)

**State of Maryland** 

Notice of Withdrawal from the Public Election Fund – Montgomery County

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Under penalty of perjury, the undersigned candidate for elective office in Montgomery County and the responsible officers for the publicly funded campaign account, intend to withdraw from Public Election Fund program. We understand that the withdrawal means that the publicly funded campaign account must return with interest all Public Election Fund contributions within 10 business days. Any violation of the Montgomery County Public Campaign Financing Article is a Class A civil violation. Additionally, the candidate and responsible officers may be subject to penalties in §§13-603 and 13-604 of Election Law Article of the Annotated Code of Maryland.

Date: \_\_\_\_\_

Information on Candidate:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Residential Address

Publicly Funded Campaign Account Information:

\_\_\_\_\_  
Name and number of the Publicly Funded Campaign Account

Bank Account Number	Name of Bank
_____ Treasurer	_____ Chairman
_____ Signature of Treasurer	_____ Signature of Chairman
_____ Residential Address of Treasurer	_____ Residential Address of Chairman

Contact Person: Jared DeMarinis, Director, Candidacy and Campaign Finance

Maryland State Board of Elections  
Division of Candidacy and Campaign Finance  
P.O. Box 6486 · 151 West Street, Suite 200 · Annapolis, MD 21401-0486  
410.269.2880 · 800.222.8683 · MD Relay 800.735.2258  
www.elections.state.md.us

# SURPLUS

All unspent funds remaining in the certified candidate's publicly funded campaign account must be returned to the Public Election Fund at the end of the candidate's contested campaign. For candidates who win a contested primary election and continue on to a contested general election, they may retain the unspent funds and continue to receive eligible contributions up to the general election for the covered office for which they are a certified candidate.

Within thirty days after the County Board certified the results of the general election, a participating candidate must repay to the Fund any unspent money in the candidate's publicly funded campaign account. If a candidate does not repay the unspent money to the Fund as specified, the delinquency accrues interest charges from the date the County Board certified the results of the general election.



## ADDITIONAL RESOURCES

Montgomery County Council

Legislative Branch -

[http://www.montgomerycountymd.gov/COUNCIL/public\\_campaign\\_finance.html](http://www.montgomerycountymd.gov/COUNCIL/public_campaign_finance.html)

Maryland State Board of Elections -

[http://www.elections.state.md.us/campaign\\_finance/County\\_public.html](http://www.elections.state.md.us/campaign_finance/County_public.html)

and

[http://elections.maryland.gov/campaign\\_finance/index.html](http://elections.maryland.gov/campaign_finance/index.html)

Montgomery County Maryland Government

Department of Finance - [https://www.montgomerycountymd.gov/bonds/campaign\\_financing.html](https://www.montgomerycountymd.gov/bonds/campaign_financing.html)

Council Bill 16-14: Public Campaign Financing Program Established

[https://www.montgomerycountymd.gov/COUNCIL/Resources/Files/bill/2014/20140930\\_16-14A.pdf](https://www.montgomerycountymd.gov/COUNCIL/Resources/Files/bill/2014/20140930_16-14A.pdf)

Montgomery County Executive Regulation 12-15: Public Election Fund

[https://www.montgomerycountymd.gov/BONDS/Resources/Files/MCER\\_12\\_15\\_Public\\_Election\\_Fund.pdf](https://www.montgomerycountymd.gov/BONDS/Resources/Files/MCER_12_15_Public_Election_Fund.pdf)

Public Election Fund Program: Frequently Asked Questions

[https://www.montgomerycountymd.gov/BONDS/Resources/Files/Public\\_Election\\_Fund\\_FAQ\\_V4.pdf](https://www.montgomerycountymd.gov/BONDS/Resources/Files/Public_Election_Fund_FAQ_V4.pdf)

County Code: Public Election Fund

[https://www.montgomerycountymd.gov/BONDS/Resources/Files/County\\_Code\\_Public\\_Election\\_Fund.pdf](https://www.montgomerycountymd.gov/BONDS/Resources/Files/County_Code_Public_Election_Fund.pdf)

Maryland Campaign Reporting Information System Help Desk

[www.elections.state.md.us](http://www.elections.state.md.us)

Email: [info.sbe@maryland.gov](mailto:info.sbe@maryland.gov) (make sure to note it is a Public Financing Question in the email)

Phone: 410-269-2880

Questions?

