

Town of Arlington
Office of the Town Clerk
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Arlington, MA 02476



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NOTICE REGARDING CAMPAIGN FINANCE INFORMATION

OCPF Getting Started

OCPF regularly updates their webpage to provide detailed guides, short one-topic videos to answer common questions, fillable forms, and the option to register to file campaign finance statements online, which is useful even for candidates without a committee or spending.

<https://www.ocpf.us/Filers/GettingStarted> and scroll to Local Offices.

Campaign Finance Forms

All candidates for townwide office must file an organizing [M101](#) form with the Town Clerk. This is a public record and lets residents learn about your candidacy whether you have a committee or plan to raise any funds. Candidates who will raise money must file the M101 before raising or spending any money.

All money raised, spent or loaned and in-kind contributions to a candidate are reported on the [M102](#) (see next page).

Candidates who don't plan to raise or spend ANY money can file an [M109](#) that replaces the required filings before and after the election. These candidates will still file a year-end report every year.

When you return your nomination papers the Registrar will review your signatures and the Town Clerk will notify you when you have been certified as a candidate. I urge Candidates to read the guides to understand the rules, but some highlights are:

- Money received by a candidate or committee must be held in a separate fund
- Committees are not required, but strongly encouraged
- In-kind contributions (non-cash donations of professional services or material items) are subject to the same limits as cash contributions and must be reported
- Loans are contributions and subject to the contribution limits, however candidates may make loans to their campaign without limit

I encourage you or your treasurer to call OCPF directly at 617-979-8300 or to call or email me any time you have questions. The next page summarizes the M102 reporting for candidates who are spending money.

December 20, 2023

M102 reports

Candidates on the ballot must file a report 8 days before the election and 30 days after unless they have filed an M109. If a candidate who filed an M109 spends or receives funds, they must file an M102.

Candidates with a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8th day preceding or 30 days after election
- Complete both the Candidate and Treasurer section at the top
- Complete the summary section and the required schedules
- Treasurer must sign and date
- Check Candidate with Committee, sign and date

Candidates without a committee:

- Indicate the beginning and end date for the filing (instructions below)
- Check 8th day preceding or 30 day after election
- Complete the Candidate section at the top
- Complete the summary section and any required schedules
- Check Candidate without Committee and sign and date

Correctly Dating the M102

- Beginning date will be January 1, 2023 for candidates who have filed previously.
- First time candidates will use the date you organize your committee.
- The due date is the last day to turn in the form and it is not recorded on the form.
- The Beginning Date at the top of the form is the starting date for transactions you are reporting on that form. It will be the next day after the previous form or your M101 date.
- The Ending Date at the top of the form is the ending date for transactions you are reporting on that form. Transactions received after that date are reported on the next M102.
- The Ending Date OCPF recommends is 10 days before the due date, so you have time to reconcile your records.
- The date you sign is not connected to the other dates. You can turn forms in before the due date.

8th day preceding election Due Date: 3/29

Beginning Date: 1/1 Ending Date: 3/19 (or later)

30th day after election Due Date: 5/6

Beginning Date: 3/20 Ending Date: 4/26 (or later)

Year-end report Due Date: 1/20/25

Beginning Date: 4/27 Ending Date: 12/31 (always)

OCPF Training for Local Candidates and their Treasurers

Zoom Classes for Candidates: OCPF has scheduled several training classes, via Zoom, for candidates who file campaign finance reports locally. [Click here](#) for the registration page.

Jan 18 at 12 pm
Feb 16 at 12 pm
Feb 26 at 6 pm
Mar 14 at 12 pm
Mar 19 at 12 pm

Online Training: OCPF created a new [online training program](#) for municipal candidates and municipal ballot question committees. The programs take about 20 minutes each and provide candidates and committees with the essential information needed to comply with the law.

On the OCPF website

[Guide for Municipal Candidates](#)
[Guide for Municipal Treasurers](#)

[Guide for Candidates Without a Committee](#)

[M102 – form to report campaign contributions and spending](#)

[M102 – illustrated guide](#) [M102 basic instructions](#)

[There are helpful, short videos.](#) You are a municipal candidate who files locally, so scroll down to that section to see explanations about reporting loans, correcting mistakes on forms already filed, and paying people back for campaign expenses.

[All the municipal candidate forms](#)