



Commonwealth of Massachusetts

# Form CPF M 102: Campaign Finance Report Municipal Form

Office of Campaign and Political Finance

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: October 21, 2017 Ending Date: January 20, 2018

Type of Report: (Check one)

- 8th day preceding preliminary   
  8th day preceding election   
  30 day after election   
  year-end report   
 dissolution

Timothy S. Blake  
 Candidate Full Name (if applicable)

Lowell School Committee, Lowell  
 Office Sought and District

40 Harland Avenue, Lowell, MA 01852  
 Residential Address

E-mail: tsquireblake@gmail.com

Phone # (optional): \_\_\_\_\_

Committee to Elect Tim Blake  
 Committee Name

Lisa Gwiazda  
 Name of Committee Treasurer

40 Harland Avenue, Lowell, MA 01852  
 Committee Mailing Address

E-mail: tsquireblake@gmail.com

Phone # (optional): \_\_\_\_\_

### SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report	2156.43
Line 2: Total receipts this period (page 3, line 11)	3030.00
Line 3: Subtotal (line 1 plus line 2)	5186.43
Line 4: Total expenditures this period (page 5, line 14)	5186.43
Line 5: Ending Balance (line 3 minus line 4)	0
Line 6: Total in-kind contributions this period (page 6)	0
Line 7: Total (all) outstanding liabilities (page 7)	0
Line 8: Name of bank(s) used:	Enterprise Bank and Trust

2018 JAN 19 AM 10:03  
ELECTION COMMISSION  
LOWELL, MA

#### Affidavit of Committee Treasurer:

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: Lisa Gwiazda (Treasurer's signature) Date: 1/17/18

#### FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 box only)

##### Candidate with Committee and no activity independent of the committee

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

##### Candidate without Committee OR Candidate with independent activity filing separate report

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: [Signature] (Candidate's signature) Date: 1/17/18



## SCHEDULE A: RECEIPTS

*M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.*

**(A "Schedule A: Receipts" attachment is available to complete, print and attach to this report, if additional pages are required to report all receipts. Please include your committee name and a page number on each page.)**

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
10/19/2017	David J. Gwiazda 7733 Betty Lousie Drive Panama City, FLA 32404	75.00	Correction Officer State of FLA
10/24/2107	Lisa Gwiazda 11 Eastview Street Lowell, MA 01852	500.00	Unemployed
10/24/2017	Matthew C. Donahue 11 Eastview Street Lowell, MA 01852	500.00	Attorney Eno, Martin, Donahue LLP
10/2/2017	MA&No New England Laborers' District Council/Political League/CPF ID#80479 7 Laborers Way Hopkinton, MA 01748	250.00	
10/25/2107	Barbara A. Quill 51 Elm Street Andover, MA 01810	900.00	Retired
11/8/2017	United Teachers of Lowell 165 Merrimack Street Lowell, MA 01852	250.00	
11/8/2107	Merrimack Valley Central Labor Council AFL-CIO 169 Merrimack Street, 4th Floor Lowell, MA 01852	250.00	
Line 9: Total Receipts over \$50 (or listed above)		2725.00	
Line 10: Total Receipts \$50 and under* (not listed above)		305.00	
<b>Line 11: TOTAL RECEIPTS IN THE PERIOD</b>		<b>3030.00</b>	← Enter on page 1, line 2

\* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.







## SCHEDULE B: EXPENDITURES

*M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.*

**(A "Schedule B: Expenditures" attachment is available to complete, print and attach to this report, if additional pages are required to report all expenditures. Please include your committee name and a page number on each page.)**

Date Paid	To Whom Paid (alphabetical listing)	Address	Purpose of Expenditure	Amount
10/27/2017	Thurman Prints	117 Tanner Street Lowell, MA 01852	Printing and mailing	3400.00
10/30/2017	Thurman Prints	117 Tanner Street Lowell, MA 01852	postage	95.00
10/31/2017	Kilkenny's Pub	660 Rogers Street Lowell, MA 01852	food for fundraiser	130.00
11/2/2107	The Lowell Sun	Dutton Street Lowell, MA 01852	advertisement	377.33
11/6/2017	Thurman Prints	117 Tanner Street Lowell, MA 01852	postage for mailing	380.99
11/8/2017	Lisa Gwiazda	11 Eastview Street Lowell, MA 01852	Reimbursement for postcard flyers	266.00
11/9/2107	Staples	265 Chelmsford Street Chelmsford, MA 01824	Postcard flyers	148.11
12/8/2017	Minuteman Press	1527 Middlesex Street Lowell, MA 01851	Round Stickers	84.02
1/18/2017	Matthew LeLacheur	33 Perron Way Lowell, MA 01854	Candidate Breakfast	75.00
1/18/2018	American Lyme Disease Foundation Inc	PO BOX 466 Lyme, CT 06371	Donation	230.00
Line 12: Total Expenditures over \$50 (or listed above)				5186.43
Line 13: Total Expenditures \$50 and under* (not listed above)				0
<b>Line 14: TOTAL EXPENDITURES IN THE PERIOD</b>				<b>5186.43</b>

Enter on page 1, line 4 →

\* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

















Commonwealth  
of Massachusetts

# Form CPF R 1: Itemization of Reimbursements

## Office of Campaign and Political Finance

Office of Campaign and Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108  
(617) 979-8300

Please itemize any reimbursements by detailing the date, payee, address, purpose and amount for each expenditure made by the person being reimbursed. The total amount reimbursed to the individual (which must be by committee check) should be the same as the amount shown on the reimbursement form.

	Date of Reimbursement:	11/8/2017
Name of Individual Being Reimbursed:	Lisa Gwiazda	
Committee Name:	Committee to Elect Tim Blake	
CPF ID Number (if applicable):		Telephone Number (optional): <span style="border: 1px solid black;"></span>

### ITEMIZE EXPENDITURES IN EXCESS OF \$50

Date Paid	Vendor Name	Vendor Address	Purpose of Expenditure	Amount
11/2/2017	Staples	265 Chelmsford Street Chelmsford, MA 01824	Postcard flyers	266.00

(Include items listed on Page 2) →

Line 1: Expenditures in excess of \$50 (itemized above):	266.00
Line 2: Expenditures \$50 or under (not itemized):	0
<b>Line 3: TOTAL AMOUNT REIMBURSED:</b>	<b>266.00</b>

Signed under the penalties of perjury:

\_\_\_\_\_  
Signature of Candidate / Treasurer

Date: 1/17/2018

Please prepare a separate report for each reimbursement check issued by the committee.









Commonwealth of Massachusetts

# Form CPF M-102: Campaign Finance Report

ELECTION COMMISSION  
LOWELL, MA  
Office of Campaign and Political Finance

2017 OCT 30 AM 9:58

File with: City or Town Clerk or Election Commission

Fill in Reporting Period dates: Beginning Date: May 5, 2017 Ending Date: October 20, 2017

Type of Report: (Check one)  
 8th day preceding preliminary  8th day preceding election  30 day after election  year-end report  dissolution

Timothy S. Blake  
 Candidate Full Name (if applicable)  
 School Committee, Lowell  
 Office Sought and District  
 40 Harland Avenue, Lowell, MA 01852  
 Residential Address  
 E-mail: tsquireblake@gmail.com  
 Phone # (optional): \_\_\_\_\_

Committee to Elect Tim Blake  
 Committee Name  
 Committee to Elect Tim Blake  
 Name of Committee Treasurer  
 40 Harland Avenue, Lowell, MA 01852  
 Committee Mailing Address  
 E-mail: tsquireblake@gmail.com  
 Phone # (optional): \_\_\_\_\_

### SUMMARY BALANCE INFORMATION:

Line 1: Ending Balance from previous report	0.00
Line 2: Total receipts this period (page 3, line 11)	7914.38
Line 3: Subtotal (line 1 plus line 2)	7914.38
Line 4: Total expenditures this period (page 5, line 14)	5757.95
Line 5: Ending Balance (line 3 minus line 4)	2156.43
Line 6: Total in-kind contributions this period (page 6)	0.00
Line 7: Total (all) outstanding liabilities (page 7)	0.00
Line 8: Name of bank(s) used:	Enterprise Bank

#### Affidavit of Committee Treasurer:

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: [Signature] (Treasurer's signature) Date: 10/25/17

#### FOR CANDIDATE FILINGS ONLY: Affidavit of Candidate: (check 1 box only)

- Candidate with Committee and no activity independent of the committee
- I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.
- Candidate without Committee OR Candidate with independent activity filing separate report
- I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represent campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury: [Signature] (Candidate's signature) Date: 10/27



## SCHEDULE A: RECEIPTS

*M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.*

**(A "Schedule A: Receipts" attachment is available to complete, print and attach to this report, if additional pages are required to report all receipts. Please include your committee name and a page number on each page.)**

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
5/26/2017	Committee to Elect Dan Rourke 15 Bridget Lane Lowell, MA 01854	100.00	
6/1/2017	Lisa A. Gwiazda 11 Eastview Street Lowell, MA 01852	250.00	Unemployed
6/1/2017	Jean M. and Kenneth S. Blake 20 Moody Drive Sandwich, MA 02563	200.00	
6/1/2017	Kathleen Gwiazda 49 Brunswick Street Lowell, MA 01852	100.00	
6/1/2017	Martin Tighe 17 Hoyt Avenue Lowell, MA 01852	200.00	Sales Manager CELGENE
6/1/2017	Sokhary Chan Chau 128 B Street Lowell, MA 01852	51.00	
6/1/2107	Eric J. Nelson 208 Fairmount Street Lowell, MA 01852	100.00	
9/8/2017	David T. Daley 229 Stedman Street Lowell, MA 01851	100.00	
9/6/2017	George L. Duncan 710 Andover Street Lowell, MA 01852	100.00	
9/7/2017	Brian Barry Clark Road Lowell, MA 01852	100.00	
9/10/2017	Paul A. Dubuque 22 Hovey Place Lowell, MA 01852	100.00	
9/10/2017	Matthew C. Donahue 11 Eastview Street Lowell, MA 01852	250.00	Attorney Eno, Martin, Donahue LLP 21 George Street Lowell, MA 01852
Line 9: Total Receipts over \$50 (or listed above)		[ ]	
Line 10: Total Receipts \$50 and under* (not listed above)		[ ]	
<b>Line 11: TOTAL RECEIPTS IN THE PERIOD</b>		[ ]	← Enter on page 1, line 2

\* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.



**SCHEDULE A: RECEIPTS (continued)**

Date Received	Name and Residential Address (alphabetical listing required)	Amount	Occupation & Employer (for contributions of \$200 or more)
10/12/2017	Matthew C. Donahue 11 Eastview Street Lowell, MA 01852	250.00	Attorney Eno, Martin, Donahue LLP 21 George Street Lowell, MA 01852
10/12//2107	Lisa Gwiazda 11 Eastview Street Lowell, MA 01852	250.00	Unemployed
10/11/2017	David T Daley 229 Stedman Street Lowell, MA 01851	50.00	
10/13/2017	Deborah L. Lenzi 53 Cross Street Andover, MA 01810	100.00	
10/13/2017	Kathleen A. Gwiazda 49 Brunswick Street Lowell, MA 01852	100.00	
10/13/2017	Jocelyn Moore Maniatakos 45 Thornton Avenue Lowell, MA 01852	100.00	
10/13/2017	William S. Rizos PO BOX 1223 Lowell, MA 01852	100.00	
9/15/2017	Mark Meehan 32 Harland Avenue Lowell, MA 01852	100.00	
9/19/2017	Massachusetts Bricklayers People's Committee, C.P.F. ID 80323 550 Medford Street Roxton, MA 02129	500.00	
10/12/2017	Richard S. Barrett 39 Whitehead Avenue Lowell, MA 01852	75.00	
Line 9: Total Receipts over \$50 (or listed above)		3276.00	
Line 10: Total Receipts \$50 and under* (not listed above)		4638.38	
<b>Line 11: TOTAL RECEIPTS IN THE PERIOD</b>		7914.38	← Enter on page 1, line 2

\* If you have itemized receipts of \$50 and under, include them in line 9. Line 10 should include only those receipts not itemized above.



## SCHEDULE B: EXPENDITURES

*M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.*

**(A "Schedule B: Expenditures" attachment is available to complete, print and attach to this report, if additional pages are required to report all expenditures. Please include your committee name and a page number on each page.)**

<b>Date Paid</b>	<b>To Whom Paid (alphabetical listing)</b>	<b>Address</b>	<b>Purpose of Expenditure</b>	<b>Amount</b>
6/1/2017	Athenian Corner	207 Market Street Lowell, MA 01852	Food for fundraiser	100.00
6/5/2017	Katelyn Blake	40 Harland Avenue Lowell, MA 01852	Reimbursement for printing at Thurmans Prints, 117 Tanner Street, Lowell, MA. and Owl Stamp, 142 Middle Street	361.42
6/30/2017	Thurman Prints	117 Tanner Street Lowell, MA 01852	Printing of Door Hangars	926.25
7/7/2017	Owl Stamp	142 Middle Street Lowell, MA 01852	Buttons	122.19
8/5/2107	Zack's Team Foundation	PO BOX 10116 Portland, ME	Tee Sign	200.00
8/18/2017	Connolly Printing	17B Gill Street Woburn, MA	Lawn signs and metal frames	1,113.50
9/6/2017	David Gwiazda	49 Brunswick Street Lowell, MA 01852	Food and beverage for 9/10/2017 fundraiser	75.00
9/8/2017	David Gwiazda	49 Brunswick Street Lowell, MA 01852	Food and Beverage for 9/10/2017 fundraiser	150.00
9/15/2017	Connolly Printing	17B Gill Street Woburn, MA	Rally Signs	159.38
9/20/2017	Connolly Printing	17B Gill Street Woburn, MA	Bumper Magnets	228.44
9/26/2017	Thurman Prints	117 Tanner Street Lowell, MA 01852	Fundraiser Tickets	59.00
10/2/2017	Connolly Printing	17B Gill Street Woburn, MA	Lawn signs and metal frames	637.50
Line 12: Total Expenditures over \$50 (or listed above)				4,132.68
Line 13: Total Expenditures \$50 and under* (not listed above)				121.79
<b>Line 14: TOTAL EXPENDITURES IN THE PERIOD</b>				<b>4,254.47</b>

Enter on page 1, line 4 →

\* If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.









Commonwealth  
of Massachusetts

# Form CPF R 1: Itemization of Reimbursements

## Office of Campaign and Political Finance

Office of Campaign and Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108  
(617) 979-8300

Please itemize any reimbursements by detailing the date, payee, address, purpose and amount for each expenditure made by the person being reimbursed. The total amount reimbursed to the individual (which must be by committee check) should be the same as the amount shown on the reimbursement form.

	Date of Reimbursement: <input style="width: 90%;" type="text" value="June 5, 2017"/>
Name of Individual Being Reimbursed:	<input style="width: 90%;" type="text" value="Katelyn Blake"/>
Committee Name:	<input style="width: 90%;" type="text" value="Committee to Elct Tim Blake"/>
CPF ID Number (if applicable):	<input style="width: 20%;" type="text"/> Telephone Number (optional): <input style="width: 20%;" type="text"/>

### ITEMIZE EXPENDITURES IN EXCESS OF \$50

Date Paid	Vendor Name	Vendor Address	Purpose of Expenditure	Amount
6/2/2107	Thurman Prints	117 Tanner Street Lowell, MA 01852	Printing of busines cards, tickets and palm cards	178.11
5/31/2107	Owl Stamp	142 Middle Street Lowell, MA 01852	Printing of signs and contribution card	183.31

(Include items listed on Page 2) →

Line 1: Expenditures in excess of \$50 (itemized above):	361.42
Line 2: Expenditures \$50 or under (not itemized):	<input style="width: 90%;" type="text"/>
<b>Line 3: TOTAL AMOUNT REIMBURSED:</b>	<b>361.42</b>

<b>Signed under the penalties of perjury:</b>	
<p>_____ Signature of Candidate / Treasurer</p>	<p>Date: <input style="width: 90%;" type="text"/></p>

Please prepare a separate report for each reimbursement check issued by the committee.









Commonwealth  
of Massachusetts

# Form CPF R 1: Itemization of Reimbursements

## Office of Campaign and Political Finance

Office of Campaign and Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108  
(617) 979-8300

Please itemize any reimbursements by detailing the date, payee, address, purpose and amount for each expenditure made by the person being reimbursed. The total amount reimbursed to the individual (which must be by committee check) should be the same as the amount shown on the reimbursement form.

Date of Reimbursement:		9/12/2107
Name of Individual Being Reimbursed:	David Gwiazda	
Committee Name:	Committee to Elect Tim Blake	
CPF ID Number (if applicable):		Telephone Number (optional):

### ITEMIZE EXPENDITURES IN EXCESS OF \$50

Date Paid	Vendor Name	Vendor Address	Purpose of Expenditure	Amount
9/9/210	Market Basket #13	261 Daniel Webster Highway Nashua, NH 03060	Beverages for fundraiser on September 10, 2017	153.57

(Include items listed on Page 2) →

Line 1: Expenditures in excess of \$50 (itemized above):	153.57
Line 2: Expenditures \$50 or under (not itemized):	
<b>Line 3: TOTAL AMOUNT REIMBURSED:</b>	<b>150.00</b>

Signed under the penalties of perjury:

\_\_\_\_\_  
Signature of Candidate / Treasurer

Date:

Please prepare a separate report for each reimbursement check issued by the committee.









Commonwealth of Massachusetts

Form CPF M101: STATEMENT OF ORGANIZATION CANDIDATE'S COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

17 MAY -5 AM 9:30

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a candidate's committee as follows:

CANDIDATE: Full Name: Timothy S. Blake, Residential Address: 40 Harland Ave, City / State / Zip: Lowell MA 01852, E-Mail Address: tsquireblake@gmail.com, Phone #: 978 710 3305, Party Affiliation: No Party / Independent, OFFICE SOUGHT/PURPOSE: Title: School Committee, District: Lowell

COMMITTEE: Name of Committee: Committee to Elect Tim Blake, Committee Mailing Address: 40 Harland Ave, City / State / Zip: Lowell MA 01852, Phone #: 978 710 3305

OFFICERS: Chairman: Scott Darlington, Treasurer\*: Lisa Gwiazda, with fields for Residential Address, City / State / Zip, and Phone # for each officer.

(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)

I hereby consent to the filing of this committee. I understand that a candidate shall not give consent to the organization of more than one committee on his/her behalf. I am aware that candidates are required to keep detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election.

SIGNED UNDER THE PENALTIES OF PERJURY:

Candidate's signature: [Signature] Date: 4/29/17

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate may not serve as treasurer of the political committee organized on his/her behalf.

SIGNED UNDER THE PENALTIES OF PERJURY:

Treasurer's signature: [Signature] Date: 4/29/17

I hereby accept the office of Chairman of the above-named committee.

SIGNED UNDER THE PENALTIES OF PERJURY:

Chairman's signature: [Signature] Date: 4/29/17



## DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

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### SELECTED EXTRACTS FROM M.G.L. C. 55

**Section 1** defines a candidate's committee:

"Candidate's committee", the political committee organized on behalf of a candidate .... The term "candidate's committee" shall also apply to the campaign fund of a candidate who has not organized a political committee for the purpose of carrying out the election campaign of such candidate or who receives contributions or makes expenditures independently of said committee.

**Section 2** requires candidates to keep certain records:

Every candidate shall keep detailed accounts of all contributions received by him, or by a person acting on his behalf and of all expenditures made by him, or by a person acting on his behalf. Said accounts may be kept by an agent duly authorized thereto, but the candidate shall be responsible for said accounts, which shall be kept separate and distinct from all other accounts and shall include contributions made by the candidate .... The candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity. ...The candidate shall preserve said receipted bills and accounts for six years from the date of the relevant election....

**Section 3** requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day ... [up to \$5,000 per report]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate ....

**Section 5** outlines statements of organization of political committees:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, which, if organized on behalf of a candidate, shall include the name of the candidate in said name; .... (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized .... (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required ....

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid ....

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election ....

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents ....

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee ....

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**IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten (10) days of said change. Further information can be obtained from OCPF by phone at (617) 979-8300, via e-mail at [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us) or on the web at <http://www.mass.gov/ocpf>.**

