

APOC REMINDERS FOR TREASURERS AND DEPUTY TREASURERS

- Corporations and unions are prohibited from contributing to candidates
- Only Candidates, registered Treasurers or Deputy Treasurers may accept or expend campaign funds
- The maximum an individual may contribute to a candidate in a calendar year is \$500
- The maximum *cash* contribution from an individual is \$100 in a calendar year
- A Political Action Committee (PAC) may contribute \$1000 to a candidate within a calendar year
- "Paid for By" disclaimers are required on most campaign material and all ads (Include the words Paid for By, the campaign name, and the campaign mailing address)
- **NEW LAW: Report the date, amount, check number, name and address of all contributors and when a contributor exceeds \$50 include the contributor's occupation and employer information**
- An expenditure is reportable when the campaign *obligates* itself to the vendor or supplier (Remember to report vendor addresses)
- Nonmonetary contributions count towards an individual's \$500 calendar year contribution limit (report them on *both* the contributor and expenditure schedules as nonmonetary contributions)
- The person who signs the check is considered the contributor; both account holders must sign the check if the contribution is to be split between them
- If a candidate intends to be reimbursed at the end of the campaign for personal contributions to their campaign, they must file a Candidate Reimbursement Form with APOC within 5 days of putting their money in (If the campaign reimburses the candidate within 72 hours, report the reimbursement as a paid expenditure to the candidate and describe the items purchased). An expense not repaid within 72 hours, becomes a nonmonetary contribution from the candidate and is reported as such
- If a registered Treasurer or Deputy Treasurer spends personal money on behalf of the campaign, they must be reimbursed within that reporting period. Treasurers and Deputy Treasurers must never spend more than \$500 of their own money on behalf of the campaign or it becomes a contribution to the campaign

**Please Note: Civil penalties will be assessed for all late reports;
even if there is no activity to report.**

**This list is incomplete; review the manual, laws and regulations and
call us if you have any questions. Thank You!**

CONTACT INFORMATION

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