

# Citizens' Election Fund Overview Training

Published: July 20, 2021



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# Overview

The **Citizens' Election Fund** creates a voluntary program for small donor financing of County Executive and County Council candidate campaigns.

The Citizens' Election Fund provides matching County funds based on qualified contributions to eligible candidates. The Fund was created to provide public campaign financing to a candidate for a County elective office in an effort to reduce the role of large private contributions during the election process and to encourage small private donations.

# Website & Resources

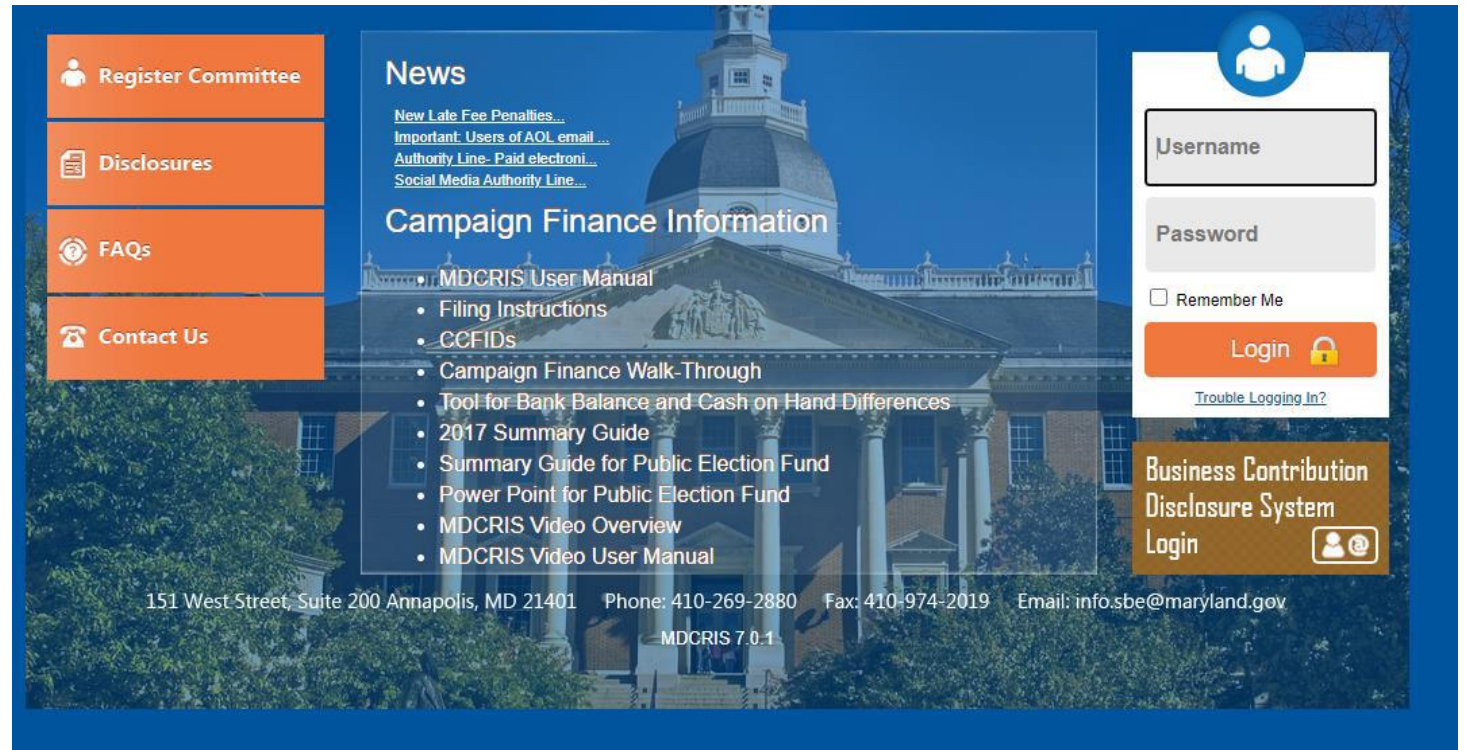
<https://www.howardcountymd.gov/Departments/Finance/Citizens-Election-Fund>

## Reference Materials

- Summary Guide
- Frequently Asked Questions
- Rules of Procedure

Note: *The FAQs are a supplement to the Summary Guide, so please be sure to check often for updates.*

# Maryland Campaign Reporting Information System (MDCRIS)



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

Users Manual:

[https://elections.maryland.gov/campaign\\_finance/documents/MDCRIS\\_Official\\_User\\_Manuel.pdf](https://elections.maryland.gov/campaign_finance/documents/MDCRIS_Official_User_Manuel.pdf)

MDCRIS Training Seminars:

Contact Candidacy & Campaign Finance Division at 410-269-2880

# Eligible Offices

- 1 County Executive
- 5 District Councilmembers



# Election Cycle

## 2022 - ELECTION CYCLE

365 Days Before the Election (June)	Last Tuesday in February Before Primary Election	45 Days Before the Primary Election	Primary Election (June)	General Election (November)	15 Days After the General Election
6/28/2021	2/22/2022	5/14/2022	6/28/2022	11/8/2022	11/23/2022

Distribution Period

Qualifying Period

Receipt submission period for Primary Election

Receipt submission period for General Election

File Notice of Intent

File Certificate of Candidacy



# Participation

- Register the Public Finance Committee through Maryland Campaign Reporting System (MDCRIS)
- File Notice of Intent to Qualify
- Notification Period ends **February 22, 2022**

(Reference Summary Guide Page #10)

State of Maryland

Notice of Intent to Qualify for Public Contributions – Howard County

The candidate and responsible officers agree to raise qualifying and eligible contributions and expend public contributions only out of the publicly funded campaign account designated below. All other political committees affiliated with the candidate must not receive any public contributions and must cease campaign finance activities. Any violation of the Howard County Citizens Election Fund law 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](http://www.elections.state.md.us)



# Participation (continued)


- Based on your input, MDCRIS 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

Link to MDCRIS:

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

## Notice of Intent

**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 the Election Law Article of the Annotated Code of Maryland, COMAR Title 33, Subtitle 13, Chapter 14, and Montgomery County Code §116-16-16-28.


The candidate and responsible officers agree to raise qualifying and eligible contributions and expend public contributions only out of the publicly funded campaign account designated herein. All other personal monies offered 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.

Friends 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	
Chairman	
E-Signature on 4/14/2017	
Signature of Chairman	
Bank of America	
Bank Account Information	
Name of Bank	

Contact Person: Jered 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 1800-227-6663 MD Relay 800-735-2238  
www.elections.state.md.us

PAGE 1 of 4 Printed on: 04/13/2017 01:52:38 PM  
151 West Street, Suite 200, P.O. Box 6486, Annapolis, MD 21401-0486 (410) 269-2880

## Appointment of Chairman & Treasurer

**Maryland**  
State Board of Elections


**APPOINTMENT OF CHAIRPERSON**

Full Name : Melina, Victoria	Date of Birth : 06/23/1976	Registered Voter of County : Anne Arundel
Residence Address : 131 West Street, Annapolis, Maryland 21401		
Mailing Address : 131 West Street, Annapolis, Maryland 21401		
Public Phone : (410) 269-2880	Fax :	
Email : victmel297@gmail.com		
<input checked="" type="checkbox"/> I accept the appointment of Chairperson until the final campaign finance report required by §13-511 of the Election Law Article is filed or until a successor is duly chosen and qualified. I understand that I am required to follow the provisions of Title 13 and Title 32 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 in 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 : 07/02/1952	Registered Voter of County : Worcester
Residence Address : 131 West Street, Annapolis, Maryland 21401		
Mailing Address : 131 West Street, Annapolis, Maryland 21401		
Public Phone : (410) 269-2880	Fax :	
Email : melina@mdcris.org		
<input checked="" type="checkbox"/> I accept the appointment of Treasurer until the final campaign finance report required by §13-511 of the Election Law Article is filed or until a successor is duly chosen and qualified. I understand that I am required to follow the provisions of Title 13 and Title 32 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 in 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	

## Statement of Organization

**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 : 06/23/1976	County of Residence : Anne Arundel	
Residence Address : 131 West Street, Annapolis, Maryland 21401		
Mailing Address : 131 West Street, Annapolis, Maryland 21401		
Public Phone : (410) 269-2880	Fax :	
Email : victmel297@gmail.com		
<input checked="" type="checkbox"/> 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 *
General	County Council - At-Large	Montgomery

\* Does not constitute filing a certificate and candidacy

## Important Legal Notices

**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.

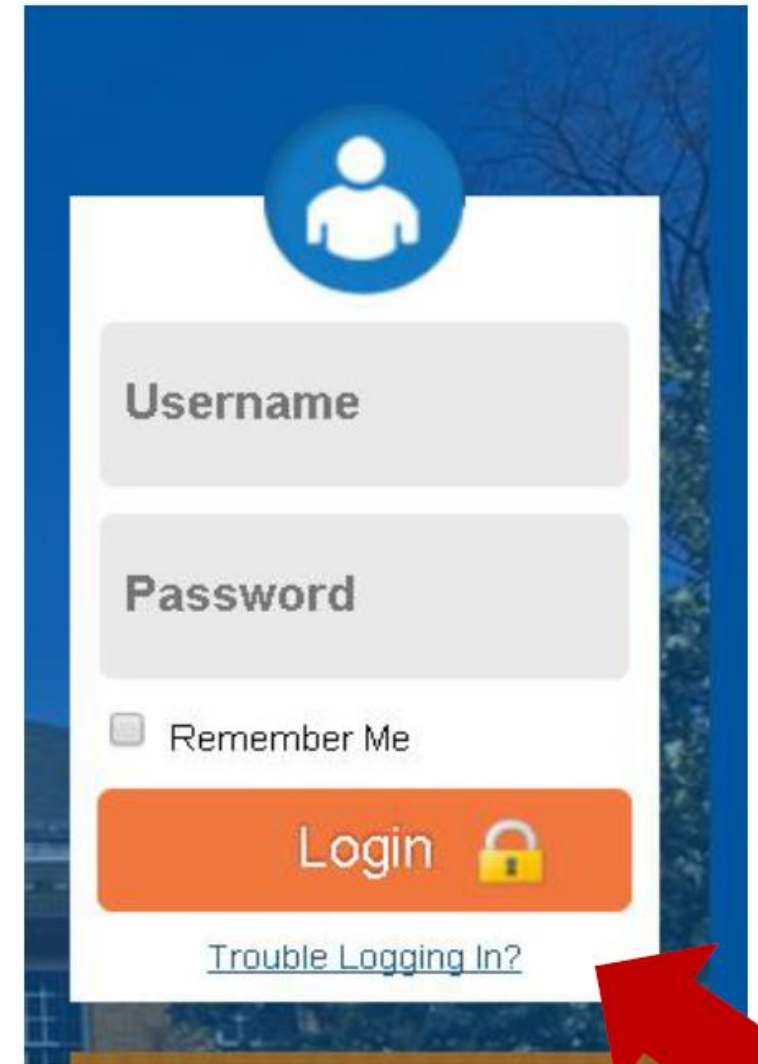
Even if no transactions have occurred during the reporting period, the committee is required to file a campaign finance report. The State Board will send the responsible officers of the committee a pre-report notice indicating the next reporting report. The report must be filed timely to avoid the assessment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

# Participation (continued)

- Once approved, an email will be sent to the 3 registered committee members - the Applicant Candidate, the Chair, and the Treasurer.
- Receipt of this email will be within 24 hours.
- Once the email is received, the 3 registered committee members, will each receive individual temporary passwords to log into MDCRIS.
- Each member of the committee will have an individual login and a unique password.

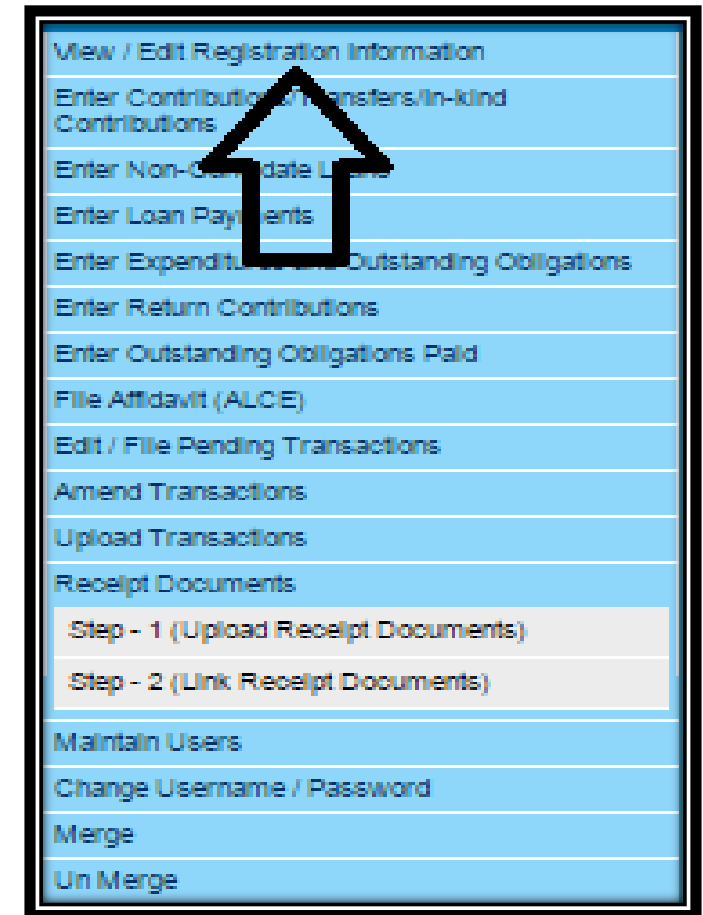
Help Desk Contact Info:

410-269-2880 or [info.sbe@maryland.gov](mailto:info.sbe@maryland.gov)



# Participation (continued)

- If at any time, the political campaign committee needs to change officers, it can be completed in MDCRIS.
- From the menu on the left side of the Reminder Page, select “Edit Registration Information.”



# IMPORTANT

- It's important that you click “I Certify These Changes” & “Submit”.
- If you do not check this box to certify, the changes will not be saved.

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Submitted By: Victoria Molina  
Date: 6/6/2017

☐ I certify that I have examined this registration and to the best of my knowledge and belief it is true, correct and complete.

# Publicly Funded Campaign Account

- The committee must open a bank account for the exclusive use of the public funded campaign. This 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**
- 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**: Contributions received prior to the Notice of Intent will not be considered a qualifying contribution.

# Types of Contributions & Requirements

# Qualification Period

The Qualifying Period for becoming a certified candidate begins on January 1 following the prior General Election and ends 45 calendar days prior to the Primary Election that the candidate is participating in.

**January 1, 2019 – May 14, 2022**



# Qualifying Contributions

A qualifying contribution must satisfy the following criteria:

- An aggregate donation of at least \$5.00 but no more than \$250.00
- The contributor must be a County resident
- Note: In-Kind donations do not count as qualifying contribution

Elective Office	Number of Qualifying Contributions* (\$250.00 Max per election cycle)	Aggregate Total
County Executive	500	\$40,000.00
County Council	125	\$10,000.00

\* See SECTION VII for definition of qualifying contribution.

# Eligible Contributions

An eligible contribution must satisfy the following criteria but will **NOT** be matched by public funds.

- An aggregate donation of \$250.00 or less from an individual in support of a candidate during the election cycle;
- Each eligible contribution must have a proof of receipt that will be submitted to the State Board;
- The contributor does not have to be a County resident.
- An applicant candidate may accept up to \$12,000 in contributions or loans consisting of a combined total of not more than \$6,000 from each of the following family members: (i) the applicant candidate; (ii) a child who is at least 18 years old; (iii) a spouse, (iv) a parent; or (v) a sibling;
- Not all eligible contributions are qualifying.

# Prohibited Contributions

An applicant candidate must not accept the following contributions:

- A private contribution from any group or organization, including a political action committee, a corporation, labor organization or a State or local central committee of a political party.
- A private contribution from a sole proprietor, LLC or LLP.
- A private contribution or contributions from an individual in an aggregate greater than \$250.00 during a four (4) year election cycle.
- A loan from anyone other than the applicant candidate, their child who is at least 18 years old, their spouse, their parent, or their sibling.
- Anonymous contributions.

# Loans

- An applicant candidate may accept up to \$12,000 in contributions or loans consisting of not more than \$6,000 from family members into the publicly funded campaign account during the four-year election cycle.
- Family members include the applicant candidate, a child who is at least 18 years old, a spouse, a parent, a sibling.
- The loan amount is not eligible for matching citizens' election funds.

**NOTE: CANDIDATE/CANDIDATE'S FAMILY LOANS MUST BE REPORTED IN MDCRIS UNDER CONTRIBUTIONS. SEE MDCRIS REPORTING FOR FURTHER INSTRUCTIONS.**

# Receipt of Contributions (Contribution Cards)

- A separate receipt obtained from the contributor containing all of the following:
  - The contributor's name
  - Residential address
  - Signed by the contributor (directly or digitally)
- The contributor must also certify Howard County residency.
- The signature must match the name on the contribution in order to be considered a qualifying contribution
- A cancelled check does not qualify as a signed contribution receipt for matching purposes.

## Electronic Contribution Receipt

Contribution Received By: XXXX for Council

Contribution ID #:

Contribution Received on: XX/XX/xxxx

Name of Contributor:

Amount of Contribution: \$150.00

Contributor Address:

Attestation:

By typing my name in the e-signature block below, I hereby certify the following:

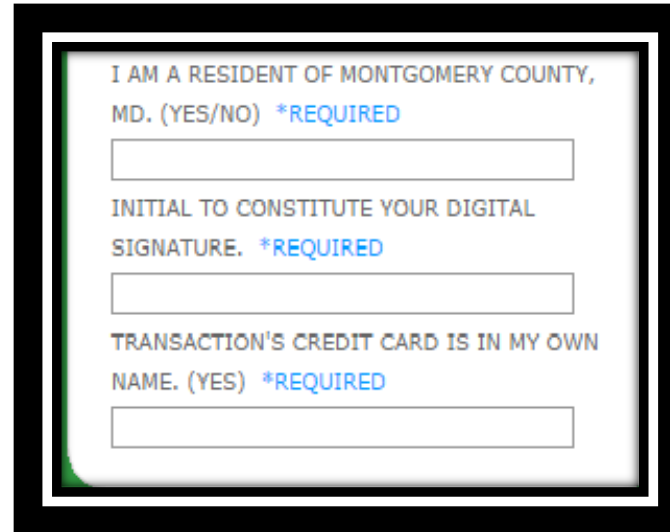
- I understand that State and County law requires that a contribution be in my name and be from my own funds. This contribution is being made from my personal credit or debit card account, billed to and paid by me for my personal use out of my personal funds, is not being reimbursed in any manner, and is not being made as a loan. This contribution is not being made from the funds of a business entity, political action committee, labor organization, or other organization or group.
- I understand that because Candidate X is participating in Howard County's public campaign finance program, I may not contribute more than \$150 to his campaign during the four year cycle January 1, 2019 through December 31, 2022.

E-signature:

Resident of Howard County: Yes

# Digital Signatures

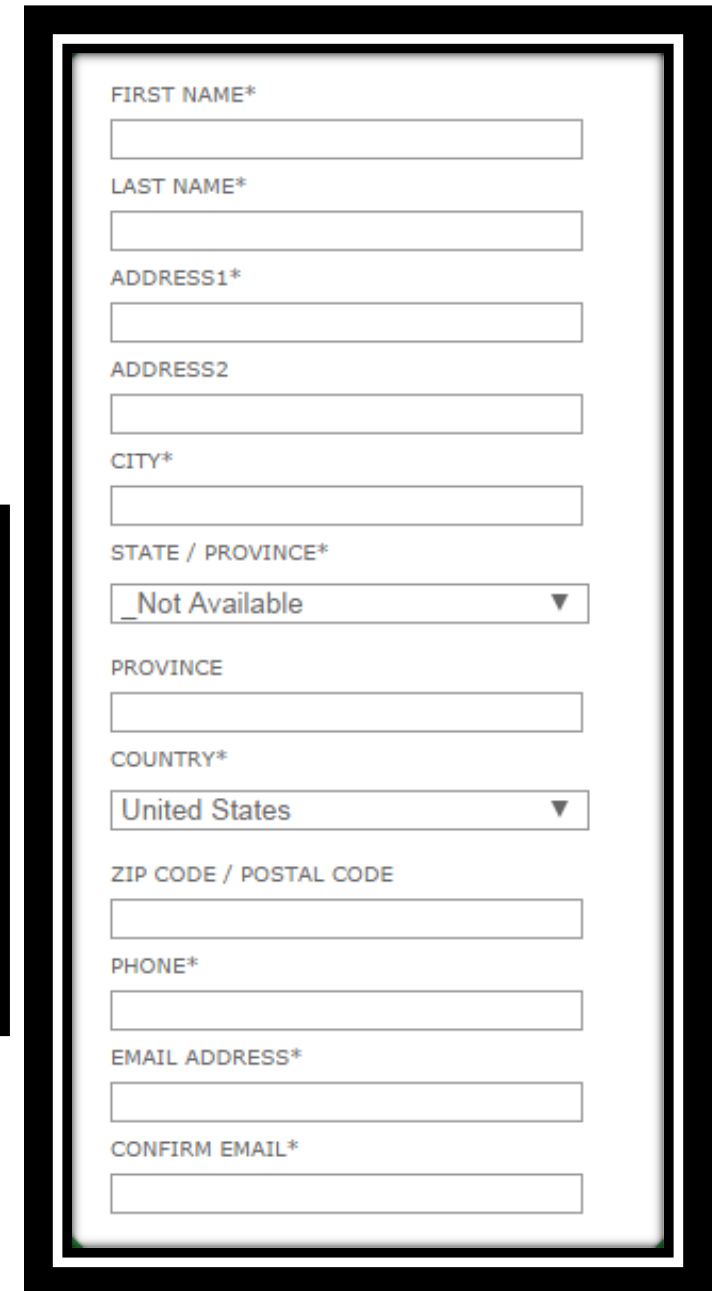
A contribution receipt from the contributor with a digital signature means a document provided to the State Board where the donor made an affirmative action acknowledging the contribution to a publicly financed candidate. **This is more than checking a box.**



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



FIRST NAME\*

LAST NAME\*

ADDRESS1\*

ADDRESS2

CITY\*

STATE / PROVINCE\*

PROVINCE

COUNTRY\*

ZIP CODE / POSTAL CODE

PHONE\*

EMAIL ADDRESS\*

CONFIRM EMAIL\*

# Minimum Requirements

- Each County Executive candidate must collect from County residents at a minimum:
  - 500 qualifying contributions (minimum \$5 but not to exceed \$250); and
  - An aggregate total of \$40,000.
- Each County Council Member candidate must collect from County residents at a minimum:
  - 125 qualifying contributions (minimum \$5 but not to exceed \$250); and
  - an aggregate total of \$10,000.



# Certification of Candidate

- Receipts for 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
  - All receipts associated with each contribution and expenditure
  - Certificate of candidacy for a covered office (Filed at the County Board of Elections)

# Certification

- After receiving the information on the campaign finance report, the State Board will certify if the candidate has met the qualifications - no later than 10 business days after receiving the report.
- Recertification is not required if the candidate moves from the primary election to the general election.

# Entering Contributions & Expenditures

# Filing Campaign Finance Reports

- The MDCRIS can be accessed using any internet browser.
- The log in for the system is located at [www.campaignfinace.maryland.gov](http://www.campaignfinace.maryland.gov)
- The system can be accessed by entering the user's report email as a username and the personal password created.



# How to Report a Contribution

---

## Step #1:

From the side menu located on the left side of the committee's home page, select **ENTER CONTRIBUTIONS/TRANSFERS/IN-KIND CONTRIBUTIONS**

CONTRIBUTION TYPE	PERMITTED/NOT PERMITTED	QUALIFYING/NOT QUALIFYING
Candidate Loan	PERMITTED	NO
Cash	PERMITTED	YES
Check	PERMITTED	YES
Credit Card	PERMITTED	YES
Electronic Fund Transfer	PERMITTED	YES
Coordinated In-Kind	NOT PERMITTED	NO
In-Kind	PERMITTED	NO
Other Income	PERMITTED	NO
Payroll Deduction	PERMITTED	YES
Raffle or Wheel (Cash)	PERMITTED	YES
Raffle or Wheel (Check)	PERMITTED	YES
Raffle or Wheel (Credit Card)	PERMITTED	YES
Refund/Rebate	PERMITTED	NO
Ticket Purchase (Cash)	PERMITTED	YES

# How to Report a Contribution

## Step #2

- Select the appropriate filing period, contribution type, & contributor type
- A type ahead feature is available to avoid data entry errors

The screenshot shows a web form for reporting a contribution. It is divided into several sections: Instructions, Contribution General Information, Contributor Information, and Contribution Details. Red arrows point to the 'Filing Period' and 'Contributor Type' dropdowns in the 'Contribution General Information' section. A blue star is placed next to the 'County of Residence' dropdown in the 'Contributor Information' section. The form includes fields for contributor name, address, employer information, and contribution details like date, amount, and cumulative totals. A 'Comments' field is at the bottom.

**Instructions**  
Please select contributor type as "Individual – Matching Fund Request" for Matching Fund Requests, otherwise they will not be considered for matching funds.

**Contribution General Information**  
Filing Period\* 11/21/2017 Matching Fund Report Gubernatorial  
Contribution Type\* Check  
Contributor Type\* Individual - Matching fund request

**Contributor Information**  
Search Existing Contributors  
Search Contributor Name Smith Betty, 5454 Greene Street, Silver Sp  
-or- Enter Contributor Information  
Last Name\* Smith First Name\* Betty Middle Name  
Residence Address  
Domestic(US) Overseas  
Address Line 1\* 5454 Greene Street Address Line 2  
City\* Silver Spring State\* Maryland County of Residence\* Montgomery Zip\* 21899  
Employer Information (Required information for contributions received from individuals \$500 or more in the aggregate)  
Contributor Occupation --Select Occupation-- Employer Name  
☐ I / We have sent a written letter to the above contributor requesting employer/occupation information. The contributor has failed to supply this information.  
Failure to enter address information will result in a non-compliance flag

**Contribution Details**  
Contribution Date\* Contribution Amount\* Check Number  
Cash Cumulative Amount \$0.00 Legal Cash Limit \$100  
Election Cycle Cumulative Amount \$100.00 Legal Contribution Limit Unlimited  
Comments  
Comments will not appear on filed report

Save Clear Cancel

# How to Link Receipts (Step #1)

**\*A 2 Step Process\***

## Step #1:

- Scan receipts as individual PDF documents.
- From the left menu, select “Receipt Document” then click on Step 1 (Upload Receipt Documents)
- Select the filing period and you make sure that the correct transaction type is associated with the PDF (contribution or expenditure)
- Contributions without a receipt will not be eligible to receive matching funds.

Step - 1 Upload Receipt Documents

PublicFinancingTestTF1 PublicFinancingTestTL1 (Public Finance Candidate Test Account1) ?

Upload Receipt Documents

Filing Period\* 11/21/2017 Matching Fund Report Gubernatorial ▼







Transaction Type\* Contribution ▼

File Name\* SmithB





Upload File\* Choose File | SmithBetty.docx

Please Upload .pdf, .doc, .docx extension files only.

Upload Receipt Clear Cancel

Receipt Id	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
174	11/21/2017 Matching Fund Report	Contribution	SmithR 174	PublicFinancingTestTF1 PublicFinancingTestTL1	11/03/2017	  
175	11/21/2017 Matching Fund Report	Contribution	SmithB 175	PublicFinancingTestTF1 PublicFinancingTestTL1	11/07/2017	  

Displaying page 1 of 1, records 1 to 2 of 2



# How to Link Receipts

## Step #1 Continued

- Once saved, the system will acknowledge that the receipt has been 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:  No file chosen  
Please Upload .pdf, .doc, .docx extension files only.

Receipt ID	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
152	01/17/2016 Annual	Contribution	My receipt 152	Victoria Malina	05/03/2017	
153	01/17/2016 Annual	Contribution	My receipt 153	Victoria Malina	05/03/2017	

Displaying page 1 of 1, records 1 to 2 of 2

# How to Link Receipts (Step #2)

## Step #2

- From the left menu, select “Receipt Documents” and click on Step 2 (Link Receipt Documents)
- Go to transaction type and select contribution or expenditure.

### Step - 2 Link Receipt Document to Transactions

PublicFinancingTestTF1 PublicFinancingTestTL1 (Public Finance Candidate Test Account1) ?

<b>Information about the Filing Period</b>	
Filing Period*	11/21/2017 Matching Fund Report Gubernatorial ▼
<b>Information about the Transactions</b>	
Transaction Type *	Contribution ▼
Contributor / Payee Name	Smith, Betty
<b>Transaction with linked Receipt</b>	
<input type="checkbox"/> Transactions without linked Receipt <input type="checkbox"/> Transactions with linked Receipt	
<small>This option is used only to search the transactions with or without linked Receipts. To search the transaction linked with specific 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.</small>	
<b>Other Information</b>	
Transaction Category	--Select Contribution Type-- ▼
Transaction Date Range	<input type="text"/> - <input type="text"/>
Amount Range	<input type="text"/> - <input type="text"/>

Search Clear Cancel

<input type="checkbox"/> Select All	Contribution Date	Contributor / Payee Name	Address	Transaction Category	Amount	Cap Amount	File Name
<input type="checkbox"/>	10/31/2017	Betty Smith	5454 Greene Street, Silver Spring, Montgomery, Maryland 21899	Check	\$100.00	\$0.00	<a href="#">SmithB.175</a>

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



Unlink Link

# Linking Receipts

## Step #2 Continued

- Select Contributor/Payee Name & select enter
- Select Transaction without linked Receipt
- 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
- Select [LINK](#)





# How to Unlink Receipts

If the 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 and select ENTER
- Select **TRANSACTIONS WITH LINKED RECEIPTS**
- **SEARCH**
- Select the contribution that it should be unlinked and select **UNLINK**
- The program will advise if the receipt was unlinked successfully

# Deleting Receipts

To delete an incorrect receipt, select the trash can with the **Red X** on the right side of the receipt.

Receipt Id	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
<a href="#">174</a>	11/21/2017 Matching Fund Report	Contribution	<a href="#">SmithR 174</a>	PublicFinancingTestTF1 PublicFinancingTestTL1	11/03/2017	 
<a href="#">175</a>	11/21/2017 Matching Fund Report	Contribution	<a href="#">SmithB 175</a>	PublicFinancingTestTF1 PublicFinancingTestTL1	11/07/2017	 

Displaying page 1 of 1, records 1 to 2 of 2

Important: There is no chance for recovery of a receipt once it is deleted.

# Reporting Expenditures & Reimbursements

Expenditure General Information ⓘ		
Filing Period*	01/17/2018 Annual ▼	
★ Payee Type* Candidate Committee ▼		
Payee Information ⓘ		
Search Existing Payee		
Please use a unique identifier on the search - i.e the candidate's last name rather than 'Friends of'		
Search Payee Name Hogan, Larry for Governor(Active), 89 Frank		
-or- Enter Payee Information		
Committee Name* Hogan, Larry for Governor		
Treasurer Last Name*	ROSENTHAL	Treasurer First Name* ROBERT
		Treasurer Middle Name CHRISTOPHER
Mailing Address		
<input checked="" type="radio"/> Domestic(US) <input type="radio"/> Overseas		
Address Line 1* 89 Franklin Street		
City*	Annapolis	Address Line 2
		State* Maryland ▼
		Zip* 21401 -
Residence Address		
<input checked="" type="radio"/> Domestic(US) <input type="radio"/> Overseas		
Address Line 1* 61 Slama Road		
City*	Edgewater	Address Line 2
		State* Maryland ▼
		Zip* 21037 -
Expenditure Details ⓘ		
Expense Date*	06/25/2017 ⓘ	Expense Category* Transfers Out to Other Maryland Treasurers ▼
Expense Amount*	\$3000.00	Expense Purpose* Transfer to MD Registered political Committees ▼
Outstanding Obligation <input type="checkbox"/>		Payment Method* Check ▼
Was this expense made to pay for an in-kind contribution? <input type="radio"/> Yes <input checked="" type="radio"/> No		Check Number 1112
Vendor Details (If Payee is not the Vendor)		
<input checked="" type="radio"/> Domestic(US) <input type="radio"/> Overseas		
Vendor Name		
Address Line 1		
City	Address Line 2	State Maryland ▼
		Zip Code -
Comments		
Save Clear Cancel		

# Expenditure & Vendor Details

## Expenditure Details

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

## Vendor Details:

- Name
- Address

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

See §10.307 for more information.



# Reporting & Distributions

# Mandatory 2022 Reporting Schedule for Gubernatorial Election

Report	Due Date	Transaction Beginning Date	Transaction Ending Date
2022 Annual Report	01/19/2022	All transactions from the day following the ending transaction period from the last report	01/12/2022
Pre-Primary Report 1	05/24/2022	01/13/2022	05/17/2022
Pre-Primary Report 2	06/17/2022	05/18/2022	06/12/2022
Pre-General Report 1	08/30/2022	06/13/2022	08/23/2022
Ballot Issue Report	10/14/2022	08/24/2022	10/09/2022
Pre-General Report 2	10/28/2022	08/24/2022	10/23/2022
Post-General Report	11/22/2022	10/24/2022	11/15/2022
2023 Annual Report	01/18/2023	11/16/2022	01/11/2023

[https://elections.maryland.gov/campaign\\_finance/documents/2022%20Reporting%20Schedule.pdf](https://elections.maryland.gov/campaign_finance/documents/2022%20Reporting%20Schedule.pdf)

Campaign finance reports are mandatory. Failure to file campaign finance reports on the due date will result in late fees up to \$500 against the political committee. These fees will be the personal liability of the Chairman and the Treasurer.

# Optional Campaign Finance Reports

- A certified campaign committee may seek the public contribution (match) by filing a Matching Fund Report on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month with a few exceptions. The end transaction date is the day before the report can be filed.
  - Ex. Report Due August 3, 2021, the end date for transactions is August 2, 2021
- 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 the next reporting period automatically.

# Matching Formula

- The minimum contribution amount for a match is \$5. Any contribution below \$5 will not be matched or eligible as a qualifying contribution

COVERED OFFICE	Qualifying Contribution	Matching Public Dollars	Qualified Contribution Threshold	Maximum Public Contribution
County Executive	\$1	\$7	First \$50	\$700,000 Per Election Cycle
	\$1	\$4	Dollars \$51 - \$100	
	\$1	\$1	Dollars \$101 - \$150	
	\$1	\$0	> Dollars \$151 - \$250	
County Council	\$1	\$5	First \$50	\$85,000 Per Election Cycle
	\$1	\$3	Dollars \$51 - \$100	
	\$1	\$1	Dollars \$101 - \$150	
	\$1	\$0	> Dollars \$151 - \$250	

# Filing a Report in MDCRIS

- All reports must be filed using MDCRIS.
- The reports can be filed up to 11:59 p.m. on the filing deadline.
- Only the Chairman and Treasurer are able to file reports as required by State law.
- The candidate, if not one of those two responsible officers, may not file a campaign finance report.

# How to File a Report in MDCCRIS

- From the left menu, select EDIT/FILE PENDING TRANSACTION
- Select SEARCH
- The next screen will display all transactions for the report being transmitted
- Once the contributions and receipts are linked, select the **SELECT ALL** box and select **FILE ALL TO STATE.**

The screenshot shows the 'Edit / File Pending Transactions' page in the Maryland Campaign Reporting Information System. The page has a blue header with the system name and a navigation bar with 'Home', 'My Dashboard', and 'Logout' links. Below the header, there's a search bar with several filters: 'Filing Period' (set to '2017 Annual'), 'Transaction Type' (set to 'Select Transaction Type'), 'Transaction Category' (set to 'Select Transaction Category'), and 'Amount Range' (set to 'Select Amount Range'). There are also checkboxes for 'Receipt Not Generated' and 'Non-Compliant Transactions'. A large black arrow points to the 'Search' button, which is located below the search bar.

# Receipt Submission Period

- This is the period during which a qualified candidate may submit receipts to the Board of Elections to receive public contributions from the Fund.
- Receipt submission period starts June 28, 2021.
- Submissions are due no later than 11:59pm on primary election or general election day.

# Distributions of Public Funds

Once the State Board of Elections authorizes a distribution, the Department of Finance will deposit matching funds into the candidate's campaign account within three business days.

## Key Items

- Bank Account Number
- Bank Routing Number
- Copy of a Voided Check
- Campaign Tax Identification Number

Make sure the County Department of Finance has the correct information to avoid delays

Note: *First time distributions might be sent by check.*



# Distribution Period

- This period begins 365 days before the primary election and ends 15 calendar days after the date of the general election in which the candidate is participating.

Distribution Period for the November 2022 Election:

**June 28th, 2021 - November 23rd, 2022.**

# Maximum Public Contribution

- The maximum public contribution from the Fund to a certified candidate is calculated together for the primary election and for the general election (the election cycle).
- For example, the maximum a candidate for County Executive can receive is \$700,000 in public contributions for the election cycle. The maximum for a County Council candidate is \$85,000
- A candidate who wins the nomination after receiving County matching funds may continue to receive matching funds from the County up to the maximum amount during a contested general election.
- Reminder: There must be a contested election to receive these matching funds.

Misc

# Contested Elections

- In order to receive public financing matching distributions the candidate must be in a contested election - meaning that another candidate must appear on the ballot against that candidate.
- Contested elections do not include write-in candidates for determining eligibility for matching funds.
- If the State determines that a candidate is no longer in a contested election, no further distributions to the participating candidate from the Fund can be made and any unspent funds must be returned pursuant to §10.306(h).

# Goods & Services Purchased Prior to Filing Notice of Intent

- Assets that the candidate has paid for and received prior to the filing of the Notice of Intent to participate in the program can only be used in limited capacities.
- Otherwise, pre-purchasing by a non-public financing committee for campaign materials or items is strictly prohibited.
- For specific information, please contact State Board of Elections.

# Other Prohibited Uses of Money

- Prohibited uses of money in a publicly funded campaign account include:
  - Personal use or expense relating to holding office
  - Payment of a personal endorsement
  - Payment of late filing fees
- The candidate must not pay for any campaign expenses after filing a notice of intent with the Board to seek public funding with any campaign finance account other than the candidate's publicly funded campaign account.
- Expenses incurred prior to the time that the applicant candidate was certified by the Board are not permissible and therefore are not allowable uses of public funds.

# Transfers

A Publicly Financed Candidate may **NOT**:

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

This means the public finance candidate must use all of its funds for and directly related to their own personal election and the office that they are seeking.

# Slates

- An applicant candidate may not be a member of a slate in any election
- If they want to share campaign material with other candidates, each candidate must pay the vendor directly for its appropriate share of the costs.
- Also their authority line must appear on the campaign material.



# Candidate Withdrawal

The following criteria will apply with regard to any public contribution:

- A candidate may opt out of the Citizens' Election Fund Program at any time before the Citizens' Election Fund contribution is received by the candidate's publicly funded campaign account.
- If a candidate receives any distributions from the Citizens' Election Fund and later withdraws from the Program, for whatever reason, the candidate must return all Citizens' Election Fund contribution amounts, including interest within 10 business days.
- This form must be submitted to the Howard County Citizens' Election Fund Commission & the Maryland State Board of Elections.

Reference Summary Guide, Page #28

State of Maryland

Notice of Withdrawal from the Public Election Fund – Montgomery County

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 public financing campaign account must be returned to the Citizens' 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.
- On or before December 31 after the general election, a participating candidate must return to the Fund any unspent money in the candidate's Citizen Funded Campaign account.

# Additional Contact Information

**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)

Phone: 410-269-2880

Fax: 410-974-2019

Business Hours: 8:00AM - 5:00 PM, M – F

**Users Manual:**

[https://elections.maryland.gov/campaign\\_finance/documents/MDCRIS\\_Official\\_User\\_Manual.pdf](https://elections.maryland.gov/campaign_finance/documents/MDCRIS_Official_User_Manual.pdf)

# Additional Contact Information

## **Howard County Department of Finance**

Diane Zagorski, Director Designee

E-mail: [citizenselectionfund@howardcountymd.gov](mailto:citizenselectionfund@howardcountymd.gov)

Phone: (410) 313-2061

# Summary

# Becoming a Certified Candidate

After meeting the requirements and filing a campaign finance report, the State Board will certify a candidate no later than 10 days after receiving the report.

Requirement	Description
Minimum Requirements	Both County Executive and Council candidates are required to meet a minimum number of contributions and dollar value aggregate total.
Notice of Intent	<ul style="list-style-type: none"><li>• Agreeing to follow the regulations governing the use of public contributions</li><li>• Filed at the establishment of the committee</li></ul>
Campaign Report	<ul style="list-style-type: none"><li>• A list of each qualifying contribution received</li><li>• All eligible contributions and loans received</li><li>• A list of each expenditure made and outstanding obligations by the candidate during the qualifying period</li><li>• All receipts associated with each contribution and expenditure</li></ul>
Certificate of candidacy for covered office	Filed at the County Board of Elections

# Registration

Candidates will go to MDCRIS to register the public finance committee.

To Register	<p>Go to MDCRIS to register the public finance committee, and complete the following forms:</p> <ul style="list-style-type: none"><li>• Notice of intent</li><li>• Statement of Organization</li><li>• Appointment of Chairman and Treasurer</li></ul> <p>For the 2022 election cycle, a Notice of Intent to Participate must be filed by <b>February 22, 2022</b></p>
Upon Registration	<ul style="list-style-type: none"><li>• Within 24 hours, an email will be sent to the 3 registered committee members - the Applicant Candidate, the Chair, and the Treasurer.</li><li>• Each member of the committee will have an individual login and a unique password to MDCRIS</li><li>• The committee must open a bank account for the exclusive use of the public funded campaign.</li><li>• This bank account will receive all deposits and make disbursements. <b>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.</b></li><li>• <b><u>NOTE</u>:</b> Contributions received prior to the Notice of Intent will not be considered a qualifying contribution.</li></ul>

Once the Committee is established through MDCRIS, a notice of intent to qualify, and the bank account is established, the applicant candidate can begin collecting qualifying contributions.

# Minimum Requirements

To become a certified candidate, a candidate must collect a minimum number of Qualifying Contributions and a minimum aggregate total during the qualifying period.

Elective Office	Required Number of Qualifying Contributions	Required Aggregate Total
County Executive	500	\$40,000
County Council	125	\$10,000

A qualifying contribution is:

- An aggregate donation of at least \$5.00 but no more than \$250.00
- The contributor must be a County resident
- Contributions received before filing a notice of intent are not qualifying contributions.
- Note: In-Kind donations do not count as qualifying contribution



# Matching Funds

Once a candidate is certified, he or she can start receiving matching public funds only for contested elections.

Topic	Description
Matching formula	County Executive and County Council Offices each have a matching formula for determining matching public funds
Distribution Period	For the 2022 Gubernatorial election, the distribution period is June 28, 2021 through November 23, 2022
Max Contribution	County Executive and County Council offices each have a maximum public fund contribution for the entire election cycle of \$700k and \$85K respectively
How to receive matching funds	File campaign finance reports. Within 3 days of being approved by the State Board of Elections, the Department of Finance will deposit matching funds to the candidate's account.

*Public funds will only be provided to candidates in contested elections.*

Thank You!