

# Citizens' Election Fund Overview Training

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Welcome to the Howard County Citizens' Election Fund Training Overview. Today we will be covering a wide range of topics about this program.

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Today's topics include a brief overview of the Citizens' Election Fund program, available resources, the participation progress, types of contributions and any applicable requirements. The second part of the presentation will discuss how to file reports through MDCRIS and provide additional information on disbursements and other pertinent information. Please note that the attached deck has built in hyperlinks to allow for easy navigation of this presentation for future reference.

# 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.

The Howard County Citizens' Election Fund is a voluntary program for small donor financing for candidates running for County Executive or County Councilmember positions. The Fund was established to provide an option for candidates to receive matching contributions for qualified donations from individuals. This program reduces the role of large private contributions and involvement of special interest groups to focus on gaining community support.

# 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.*

The Citizens' Election Fund of Howard County has multiple resources at your disposal for candidates, for the public and for other stakeholders to know more about the program. We recommend you constantly use these vital resources and review our webpage for updates. Most of the information contained in today's presentation can be found in the Summary Guide located on the Citizens' Election Fund website. On this web page, you will also find FAQ's that will be updated frequently. 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

The Maryland Campaign Reporting Information system (commonly referred to as MDCRIS) is where most campaign finance actions will originate.

Visit the State Board of Elections website for more information on how to use MDCRIS, to access the MDCRIS user manual, view an MDCRIS overview video, and to register for a training seminar.

# Eligible Offices

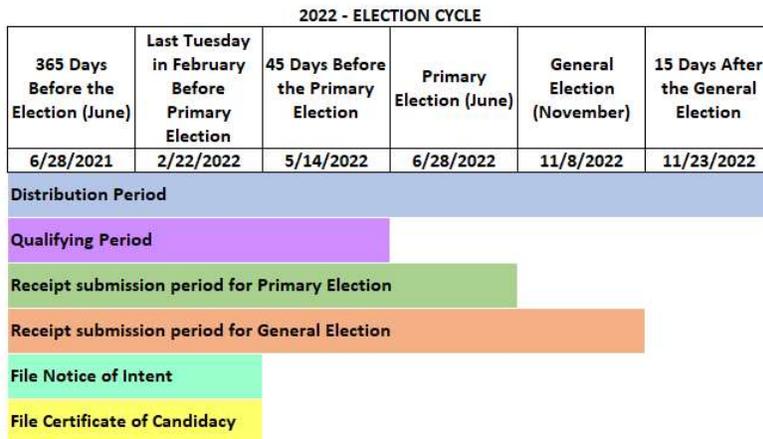
- 1 County Executive
- 5 District Councilmembers



This program covers 6 offices that are eligible to participate in the program. County Executive and five District Councilmember offices.

To be eligible to participate in the Citizens' Election Fund program, a candidate must be a County resident who is running for County Executive or County Councilmember and be certified by the State Board of Elections in either a primary or general election.

# Election Cycle



Here you will see an outline of the 2022 election cycle deadlines.

***Distribution Period:*** November 23, 2022 This is the period during which the County distributes public contribution from the Fund to a certified candidate. The period begins 365 calendar days before the primary election and ends 15 calendar days after the date of the general election. See Howard County Code §10.306(a).

***Qualifying Period:*** May 14, 2022 This is the period during which candidates may submit receipts to the Board of Elections to become a Certified Candidate. The period begins on January 1 following the last election and ends 45 calendar days before the primary election. See Howard County Code §10.300(s).

***Receipt Submission Period(s):*** June 28 & November 8 This is the period during which a qualified candidate may submit receipts to the Board of Elections to receive public contributions from the Fund. Submissions are due no later than 11:59 PM on primary election or general election day. See Howard County Code §10.303(c) and §10.306 (g).

***Candidate Filing Notice of Intent:*** February 22, 2022 Candidates must file a notice

of intent with the Board of Elections no later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held.

***Candidate Filing Certificate of Candidacy:*** **February 22, 2022** Candidates submit a certificate of candidacy with the Board of Elections no later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held. This is for the candidate to appear on the ballot.

# 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 DeLartain, Director, Candidacy and Campaign Finance

Maryland State Board of Elections  
Division of Candidacy and Campaign Finance  
P.O. Box 8488 • 151 West Green, Suite 200 • Annapolis, MD 21401-0488  
410-266-2880 • 800-222-8883 • MD Relay 800-735-2258  
[www.elections.state.md.us](http://www.elections.state.md.us)

The first step to participate in the program is to register a public finance committee through the “MDCRIS”. At the time of registration, you have to file a notice to qualify for public contributions.

A notice of “intent to qualify” for the program must be filed with the Maryland State Board of Elections via their electronic filing system not later than 9 p.m. on the last Tuesday in February in the year in which the primary election will be held.

**The period to initiate qualification is also known as the “Notification Period”**

For the 2022 Election Cycle, a candidate can file a notice of intent until February 22, 2022.

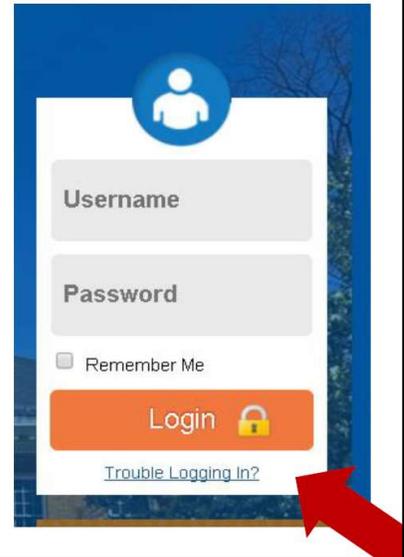


## Participation (continued)

- 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)



Once approved by the State Board of Elections, an email will be sent to all the committee members - the Candidate, the Chair, and the Treasurer.

Be sure to check your junk and/or spam folders and ensure that the State Board of Elections is a safe sender. If you do not receive the email within 24 hours, please contact the MDCRIS helpdesk.

Once the email is received, the three members will receive temporary passwords to log in to MDCRIS.

You will each then choose your own unique password. We do not keep passwords. If you forget your password, use the 'Trouble Logging In' feature on the program.

## 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.”



If at any point during your campaign you have to edit your registration - meaning you have to change your Chairman or Treasurer or your bank account information, this can be done through MDCRIS.

On the left hand side, once you log in, you can see 'Edit/View Registration Information.' There, it will take you to the screen where you will be able to select and make sure you can enter in all the changes necessary.

Please note if there are any changes to the campaign bank account, you should notify the County Department of Finance ASAP to determine applicable next steps. This is critical to ensure that funds are disbursed timely and accurately.

## 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.

---

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.

---

When navigating MDCRIS, it's important that you click 'I Certify These Changes' as well as hitting 'Submit.' If you do not click the button and certify, and hit 'Submit,' the changes will not be saved. It's important that you must hit that button which is located at the bottom of the page.

# 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.

Reference Summary Guide, Page #13

Upon filing a Notice of Intent to Qualify in the public election fund program, a campaign must establish a publicly funded campaign account to handle all activity during the publicly funded campaign.

All of the prior bank accounts associated with the campaign must be frozen or closed during this time period.

Once the Public Finance Committee is established through MDCRIS and the bank account is established, you may begin to start collecting funds and become a certified candidate.

No contributions received prior to the filing of the Notice of Intent will be considered a qualifying contribution. Additionally, you may be found in violation of engaging in campaign finance activity without having a registered political committee. It's important if you're thinking about joining the program or participating that you register your political committee first - then start collecting funds.

# 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**

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. For the 2022 election, the Qualifying Period will run from January 1, 2019 through 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.

Reference Summary Guide, Page #13

Qualifying contributions enables candidates to become a certified candidate for public financing. Only qualifying contributions will be matched by the program.

Qualifying contributions must be at least \$5.00 dollars but no more than \$250.00 dollars, made by a county resident, and made during the qualification period. Contributions must be acknowledged by a receipt that identifies the contributor's name, residential address, and be signed by the contributor directly or by a digital signature.

To qualify as a certified candidate, a County Executive candidate must collect 500 qualifying contributions with an aggregate of \$40,000 and a district Council member must collect 125 qualifying contributions with an aggregate total of \$10,000.

# 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.

Reference Summary Guide, Page #14

In addition to qualifying contributions, a candidate can receive eligible contributions. Eligible contributions can be from a non-county resident up to \$250.00 dollars. Must have proof of receipt submitted to the State Board of Elections, can be an in-kind contribution up to \$250.00 dollars in value and are not matched with public funds.

# 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.

Reference Summary Guide, Page #14

Impermissible Contributions. An applicant must not accept any contributions from groups or organizations such as a private contribution from any group or organization, including a political action committee, a corporation, labor organization or a State local central committee of a political party, a sole proprietor or business such as an LLC or LLP, or an individual in an aggregate that is greater than the \$250.00 dollar limit during the four-year election cycle.

# 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.***

Reference Summary Guide, Page #15

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. The loan is not eligible for matching public funds.

# 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: XXXX/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

Receipt of Contributions. These are known as Contribution Cards. It must be a separate receipt obtained from the contributor with the contributor's name, residential address, and signed by the contributor directly or by a digital signature. The signature must match the name on the contribution in order to be considered a qualifying contribution.

For example - a credit card. The name on the credit card must match the digital signature or the name on the check must match the signature on the check.

The contributor must also certify Howard County residency.

Without a receipt of contribution, the contribution will not qualify for matching dollars from the Citizens' Election Fund.

A cancelled check does not qualify as a signed contribution receipt for matching purposes. The contributor must sign a separate document that acknowledges the contribution and is aware of the limitations of the program in order to be a qualified contribution for matching funds.

Examples of Contribution Cards can be found on the Maryland State Board of Elections website. Additional examples are also in the back of the summary guide.

# Digital Signatures

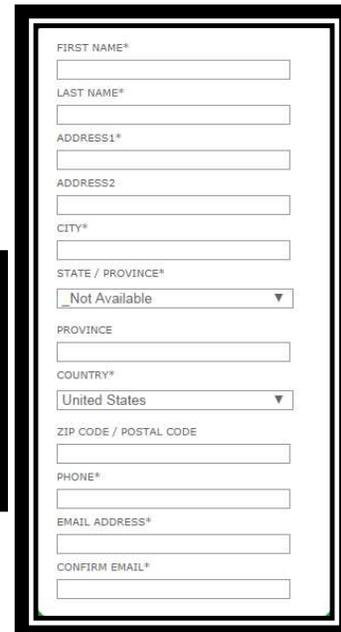
A contribution receipt from the contributor with a digital signature means a document provided to the State Board where the donor made an affirmative action acknowledging the contribution to a publicly financed candidate. **This is more than checking a box.**



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\*

Reference Summary Guide, Page #17

Digital signatures are on a document that will be provided to the State Board where the donor made an affirmative action acknowledging the contribution to the public finance candidate. This is more than just checking a box but an action, meaning that the contributor must use some sort of affirmative typing when making the contribution.

For example, evidence that the donor affirmatively typed in his or her initials or name at the time of making the contributions understanding the law and its requirements for making a contribution. The supporting documentation of a digital signature must include a record with a time stamp of when the action occurred.

The committee then would have to supply this document with all other evidence of the contribution that was made to the State Board in order to be matched.

On this slide you will see two examples from Montgomery County which meet the requirement for a digital signature.

# 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.

Reference Summary Guide, Page #13

Once you have received enough qualifying contributions. Are you ready to qualify and certify to be in the program?

The Minimum requirements to qualify for public financing in Howard County is as follows:

- You need 500 individual qualifying contributions for a total of \$40,000 for the office of County Executive.
- County Council candidates need 125 individual qualifying contributions for a 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)

Reference Summary Guide, Page #17

The documentation needed for certification. You must have receipts for all qualifying contributions -Meaning you need to have Contribution Cards for every qualifying contribution.

The Notice of Intent - which was already filed when you established the committee.

You will submit these documents on a campaign finance report which will include the list of all contributions received and loans received, expenditures made and outstanding obligations still needing to be paid.

Every activity that the political committee has done will be reported on these campaign finance reports.

Additionally, you will need to file a Certificate of Candidacy for the correct covered office. This is filed at the County Board of Elections.

It's important to file the Certificate of Candidacy first before filing the campaign finance report, because we will not be able to figure out the correct match until you actually file for the office sought.

# 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.

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.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov)
- The system can be accessed by entering the user's report email as a username and the personal password created.



As a reminder, MDCRIS will be used for all campaign related reporting including contributions and expenditures.

MDCRIS can be accessed 24 hours a day 7 days a week, and it can be located at [www.campaignfinance.maryland.gov](http://www.campaignfinance.maryland.gov)

To launch MDCRIS, eligible users start by entering their username and password on the right menu.

# 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

On the left hand side menu, you will find choices for what you need to do. Select "Enter Contributions, Transfers/In-Kind Contributions."

# 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. The form is divided into several sections:

- Contributor General Information:** Includes a dropdown for 'Filing Period' (set to '11/21/2017 Matching Fund Report (Subsequent)') and a dropdown for 'Contribution Type' (set to 'Individual - Matching Fund request').
- Search Existing Contributors:** Includes a search bar with the text 'Emm, Emily, 5654 Greene Street, Silver Sp'.
- Enter Contributor Information:** Includes fields for 'Last Name' (Emm), 'First Name' (Emily), and 'Middle Name'.
- Residence Address:** Includes a dropdown for 'Domestic (US)' and 'Overseas', and a dropdown for 'County of Residence' (set to 'Montgomery').
- Employer Information:** Includes a dropdown for 'Contributor Occupation' and a field for 'Employer Name'.
- Contribution Details:** Includes fields for 'Contribution Date', 'Contribution Amount', 'Check Number', 'Cash Cumulative Amount' (set to '\$0.00'), and 'Legal Cash Limit' (set to '\$100.00').

Next, select the correct filing period, contribution type, and type of contributor.

There is a type-ahead feature for information that has been already previously entered in to avoid data entry mistakes. Please use the type-ahead feature. This is important when you enter in contributions. This makes sure that the aggregate to date is correct.

# 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.

Receipt Id	Filing Period	Transaction Type	File Name	Upload By	Upload Date	Actions
125	1/01/2017 Matching Fund Report	Contribution	Smith, J	PublicFinancingTestTF1 PublicFinancingTestTL1	11/03/2017	
126	1/01/2017 Matching Fund Report	Contribution	Smith, J	PublicFinancingTestTF1 PublicFinancingTestTL1	11/07/2017	

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

Finally, the last key element in filing a campaign finance report through the program, is linking receipts. Without the receipts, you will not be eligible to receive matching funds.

Linking receipts is a two step process.

**Step #1:** You need to scan receipts as individual PDF documents. You will then ask for the filing period and you make sure that the correct transaction type is associated with the PDF, and you will save it on the computer.

From the left side menu, select “Receipt Document” Step 1 (Upload Receipt Documents).

Select the filing period, Transaction type, File Name and then you'll be ready to upload the files into the program.

You can name the receipt whatever works for you, but if it is from an individual it is easier to search if it starts with the contributor last name and first name or initial in case you have several Smiths that have contributed for example.

Where it says Upload File, click on the button for “Choose File” and navigate to the folder where you have saved the scanned documents to select it.



# 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 Account)

Information about the Filing Period  
Filing Period: 11/21/2017 Matching Fund Report Gubernatorial

Information about the Transactions  
Transaction Type: Contribution  
Contributor / Payee Name: Smith, Betty

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

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

[Search](#) [Clear](#) [Cancel](#)

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 21089	Check	\$100.00	\$0.00	SmithBL175

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

[Unlink](#) [Link](#)

## Step 2

After all of the receipts have been uploaded into MDCRIS, you have to then link the receipt to the corresponding contribution or expenditure.

it's step by step instructions in the system. You start by selecting “Receipt Documents” then select Step 2 Link Receipt Documents. Next select contribution or expenditure.

# 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](#)

You have to make sure that you select the transaction type - i.e. contribution or expenditure, the filing period. Select either the contributor or the payee name field and start typing in the last name. A drop down box will appear for you to select the contributor. Under where it says Select All, check the box. Then click on the button to Link.

You can also tweak your search criteria to see transactions that have not been linked, Transactions with linked Receipts, by Contribution type and even Transaction date Range.

# 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

Reference Summary Guide, Page #24

How to unlink receipts is similar to linking receipts- except once you've found the correct contribution or expenditure, it will say select 'Unlink', then the program will advise that the receipt is successfully unlinked.

# 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
174	11/21/2017 Matching Fund Report	Contribution	<a href="#">SmithR_174</a>	PublicFinancingTestTF1 PublicFinancingTestTL1	11/03/2017	
175	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.

If a receipt was incorrectly linked, or needs to be deleted, it can be deleted from this screen as well.

Please select the trash can with the red X on the right side of the receipt. It will delete the receipt. This is a hard delete. Any time you delete a data entered item -- either a contribution, expenditure, a receipt - the system will delete it.

It will not save it. There will be no chance for recovery. So use this judiciously.

# Reporting Expenditures & Reimbursements

The screenshot shows a web form for reporting expenditures. The form is titled "Expenditure General Information" and includes a "Filing Period" dropdown set to "01/17/2019 Annual" and a "Payee Type" dropdown set to "Candidate Committee". Below this is the "Payee Information" section, which includes a "Search Existing Payee" field with a search result for "Logan, Larry for Governor(Active), 88 Frank". The "Enter Payee Information" section includes fields for "Committee Name" (Logan, Larry for Governor), "Treasurer Last Name" (ROSENTHAL), "Treasurer First Name" (ROBERT), and "Treasurer Middle Name" (CHRISTOPHER). The "Mailing Address" section includes fields for "Address Line 1" (88 Franklin Street), "City" (Annapolis), "State" (Maryland), and "Zip" (21401). The "Residence Address" section includes fields for "Address Line 1" (81 Starna Road), "City" (Edgewater), "State" (Maryland), and "Zip" (21037). The "Expenditure Details" section includes fields for "Expense Date" (06/25/2017), "Expense Amount" (\$5000.00), "Expense Category" (Transfers Out to Other Maryland Treasurers), "Expense Purpose" (Transfer to MD Registered political Committees), "Outstanding Obligation" (checkbox), "Payment Method" (Check), and "Check Number" (1112). The "Vendor Details (If Payee is not the Vendor)" section includes fields for "Vendor Name", "Address Line 1", "City", "State" (Maryland), and "Zip Code". A "Comments" field is located at the bottom of the form. Two red arrows point to the "Expense Category" and "Expense Purpose" dropdown menus in the "Expenditure Details" section.

Expenditures are done the same way.

- From the left side menu, select “Enter Expenditures and outstanding obligations”
- Then select the correct filing period and payee type.

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

There is also a type ahead field for vendors that have been already previously entered into the field.

Reimbursements are entered slightly differently than a normal expenditure. You enter in both the reimbursee and the vendor into the system.

Please remember the State Board of Elections Help Desk is available to answer any questions to help with data entry.

# 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.

This slide shows the information needed for expenditure and vendor details.

One of the biggest questions that the State Board of Elections gets, is what is considered an eligible expenditure by a political committee.

The answer is that it has to relate to election related campaign activities and would not occur but for the fact the individual is a candidate.

# 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.

All political committees are required by law to file these campaign finance reports including the 2022 Annual Report, the Pre-Primary 1 and 2.

If you do not close your political committee after the primary election then you will be required to continue filing reports as required by state law.

Public financing committees will not go past the 2023 Annual Report. In fact, they will probably be finishing up in December of 2022 as their final reporting schedule. At the end of the campaign, the bank account associated with the public financing campaign must close and all remaining money returned to the County.

Failure to file a campaign finance report on the due date will result in late fees against the political committee. The late fees which could be up to \$500.00 will be the personal liability of the Chairman and the Treasurer.

The campaign finance entity may not pay late fees.

Please note that the filing of these mandatory reports will also trigger a campaign finance report for certified candidates and will result in a disbursement from the

County for any eligible contributions earned that have not yet been matched. Candidates that have not yet been certified by the State Board of Elections will not receive a matching disbursement for eligible contributions.

# 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.

Once a candidate has been certified by the State Board of Elections, matching funds are received by completing campaign finance reports through MDCRIS. It is important to note that applicant candidates that have filed a notice of intent but have not been certified by the State Board of Elections can not file optional campaign finance reports.

These optional reports can be filed on the first and third Tuesday of the month with a few exceptions. So, for example, a report was due on August 3<sup>rd</sup>, 2021, the end transaction date would be August 2<sup>nd</sup>, 2021.

It is important to note that these reports are OPTIONAL- the committee does not have to file them. Because they are optional, there are no late fees associated with these reports.

If a campaign doesn't file a report by the cut off, any information entered will automatically roll to the next filing period for the committee.

Lastly, it is important to note that some distribution reporting periods will deviate from the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. The reason for this is to coincide with the

Mandatory Reporting Schedule that was discussed on a previous slide. Please visit the Howard County Citizens' Election Fund website for a complete list of Campaign Finance Reports for the 2022 Election Cycle which includes the adjustments to account for the mandatory reporting deadlines.

# 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	

Reference Summary Guide, Page #15

Distributions of public funds are calculated using the contribution schedule above. MDCRIS will calculate the eligible match systematically for all contributions that are eligible to be matched with public funds.

For example, if a County Executive candidate receives an eligible donation of \$10, he/she will receive \$70 in matching funds. This calculation is based on \$7 for every \$1 contributed. Similarly, if a County Executive candidate receives a \$60 eligible contribution, he/she will receive \$350 in matching funds for the first \$50 plus \$40 which is calculated by \$4 for each of the subsequent dollar of the remaining \$10 donation. Therefore the grand total for the public match for the \$60 contribution for the County Executive candidate is \$390.

This calculation is repeated for all eligible contributions up to the max of either \$700,000 per County Executive candidate or \$85,000 per Councilmember candidate during the full election cycle.

## 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.

As stated on a previous slide, in order to receive the matching contribution from public funds, an optional campaign finance report must be filed using MDCRIS. You cannot file it in any other manner.

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 law. The candidate, other campaign staffers, and/or volunteers, if not one of those two responsible officers, may not file a campaign finance report.

# How to File a Report in MDCRIS

- 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**.



How to file a campaign finance report through MDCRIS.

From the left menu in MDCRIS, select 'Edit/File Pending Transaction, select the filing period.

Hit 'Search.' Then choose one of the red buttons below which will say 'File All to State.'

File closeout report means you wish to close the committee. This will be only done at the end of the campaign. It is important that you hit the red button.

Then it will ask you for your bank account information and ask for one of the responsible officers to certify that they are filing this under the penalties of perjury.

At the end of the transactions you will be able to print out the report.

Additionally, you can go to 'View Edit Registration Information' under 'Filed Reports' to see if the report has been filed right there as well.

The report will be instantly put on the website for others to see.

# 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.

Reference Summary Guide, Page #8

Notes: This is the period during which a qualified candidate may submit receipts for eligible contributions.

Submissions are due no later than 11:59pm on primary election or general election day.

***Receipt Submission Period(s): Ends June 28 & November 8*** This is the period during which a qualified candidate may submit receipts to the Board of Elections to receive public contributions from the Fund. Submissions are due no later than 11:59 PM on primary election or general election day. See Howard County Code §10.303(c) and §10.306 (g).

# 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.*

After a review of the submission by the State Board, the Director of Finance for Howard County is then notified to deposit the authorized matching publicly funded campaign contribution into the certified candidate's publicly funded campaign account. Such deposit shall be within three (3) business days after the State Board authorizes the public contribution.

Key items needed so that the distribution is not delayed in getting processed are:

1. The bank account & bank routing number
2. The campaign tax id number

Important – In order to prevent delays or errors, please ensure you are keeping the County Department of Finance updated with any changes to your bank information. Diane Zagorski will be reaching out to each candidate upon the filing of “Notice of Intent” to collect this information. To get a new vendor set up, a copy of a voided check with the preprinted name of the campaign will be required. Starter checks provided by your banking institution will not be accepted.

The Director must process all authorized public contributions by the due date and in the order they were received.

Lastly, please note that depending on timing, the first distribution might be generated via a paper check. Please coordinate directly with the County for pick up arrangements if this were to occur.

# 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.**

Reference Summary Guide, Page #27

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

The distribution period for the November 2022 election is from June 28th, 2021 through November 23rd, 2022. And again, distribution requests may only be submitted on the first and third Tuesday of every month with a few exceptions.

Please visit the Howard County Citizens' Election Fund website for a complete list of Campaign Finance Reports for the 2022 Election Cycle which includes the adjustments to account for the mandatory reporting deadlines.

# 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.

Reference Summary Guide, Page #27

The statutory maximum public contribution a certified candidate can receive is calculated together for the primary election and for the general election (the election cycle). For example, the maximum public contribution a certified candidate for County Executive can receive is \$700,000 in public contributions for the election cycle.

But a reminder is that the election has to be contested 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).

Reference Summary Guide, Page #29

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.

Public Campaign Financing is only available to candidates participating in contested elections. A “contested election” is defined as an election in which there are more candidates for an office than the number who can be elected to that office.

An election does not have to be contested in both the primary and the general election in order to be a “contested election.” The primary and general elections are separate elections and the determination of whether an election is contested is made independently for each election. An election is contested if there are more candidates for the office than the number who can be elected to that office. For example, if there are two Democrats and one Republican running for a single County Council seat in the primary, the Democratic primary election is contested, but the Republican primary is not contested.

The Director will be notified by the State Board within five business days from the

date that the Board determines that a participating candidate is no longer in a contested election. If a participating candidate is no longer in a contested election, no further distributions to the participating candidate from the Fund can be made.

## 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.

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.

## 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.

Reference Summary Guide, Page #30

Other prohibited uses of money include the personal use or expenditures relating to holding office, paying for any personal endorsements of your candidacy or payment of late filing fees.

# 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.

Reference Summary Guide, Page #30

A public finance candidate may not make a transfer to any other candidate for elected office. It may not make any transfer to any other campaign finance entity in the state including Central Committees.

Additionally, the public finance candidate may not receive transfers from any other public financing 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.

Reference Summary Guide, Page #30

The candidate may not be a member of a slate while accepting public funds. They run on their own. If they want to share pieces of campaign material with other candidates, the candidate must pay the vendor directly for its appropriate share of the costs. It cannot use any campaign finance entity but as a vehicle for reimbursement. Also their authority line must appear on the campaign material. So the candidate may not join a slate and they must pay the vendor directly and have their authority line on the campaign material to prove that they paid the vendor directly.

# 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 800-222-8663 MD Relay 800-735-2258  
www.elections.state.md.us

A candidate may choose to withdrawal from this program at anytime, however, they must pay back to the fund all matching distributions that have been received during the Primary and the General election since joining the program including interest within 10 business days.

This form must be submitted to the Howard County Citizens' Election Fund Commission at [citizenselectionfund@howardcountymd.gov](mailto:citizenselectionfund@howardcountymd.gov) and the Maryland State Board of Elections.

# 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.

All unspent funds remaining in the campaign's publicly-funded account at the end of their campaign both matched and unmatched dollars must be returned to the public election fund within 30 days at the end of their campaign.

# 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\\_Manuel.pdf](https://elections.maryland.gov/campaign_finance/documents/MDCRIS_Official_User_Manuel.pdf)

For any systems or technology related inquiries specific to MDCRIS, please contact the MDCRIS Help desk. They are available by phone or email Monday – Friday from 8am to 5pm. MDCRIS also has a user manual that can be found on their MD State Board of Elections website AND the Howard County Citizens' Election Fund website.

# 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

Please direct any additional questions/inquiries to the Howard County Department of Finance. Diane Zagorski is the primary point of contact and can be reached by phone or email. Diane will work with you and the State Board of Elections to find answers to your questions.

## **MD State Board of Elections - Division of Candidacy and Campaign Finance**

Jared DeMarinis, Director

E-mail: [jared.demarinis@maryland.gov](mailto:jared.demarinis@maryland.gov)

Phone: (410) 269-2853

# Summary

The following four slides provide a brief summary of the main points of the program. You may want to refer to them for a quick reminder of what is needed. Refer to the entire presentation, the CEF Summary Guide & FAQ for the details.

# 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	Go to MDCRIS to register the public finance committee, and complete the following forms: <ul style="list-style-type: none"><li>• Notice of intent</li><li>• Statement of Organization</li><li>• Appointment of Chairman and Treasurer</li></ul> For the 2022 election cycle, a Notice of Intent to Participate must be filed by <b>February 22, 2022</b>
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>NOTE:</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!