

**CITY OF TAKOMA PARK, MARYLAND
NOVEMBER 7, 2017 CITY ELECTION
REPORT OF CAMPAIGN CONTRIBUTIONS RECEIVED BY CANDIDATE**

Candidate's Name:	Office:	
Address:		
<p>Report all contributions of anything of value, other than volunteer services, of \$25.01 or more received during the period.</p> <p>Check one of the following:</p> <p>___ INITIAL REPORT of all contributions between the date of the last preceding election to fill the office for which the candidate is running and the 10th calendar day preceding the forthcoming election. [Report due at the City Clerk's Office by 5:00 p.m., Monday, October 30, 2017.]</p> <p>___ FINAL REPORT of all contributions of \$25.01 or more not previously reported. [Report due at the City Clerk's Office no later than 4 p.m. on the Monday following the election—November 13, 2017.]</p> <p><i>Use as many sheets as needed and sign each one.</i></p>		
<p>Pursuant to Maryland Local Government Article § 4-108.2, if a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate.</p> <p>Send to Maryland State Board of Elections; P.O. Box 6486; Annapolis, MD 21401-0486.</p>		
<p><u>CERTIFICATION</u></p> <p>I hereby swear or affirm that the report filed herewith is, to the best of my knowledge, a complete and full disclosure of all contributions of \$25.01 or more which are required to be reported as prescribed by Sec. 5.12.020 of the Takoma Park Code.</p> <p style="text-align: right; margin-right: 20%;">_____</p> <p style="text-align: right; margin-right: 20%;">Signature of Candidate or Treasurer</p> <p style="text-align: right; margin-right: 20%;">_____</p> <p style="text-align: right; margin-right: 20%;">Date</p>		
<i>Clerk's Office Only:</i>	<i>Received by:</i>	<i>Date:</i>

5.12.020 Campaign reports.

A. Each candidate or his or her authorized representative and each authorized representative of any political committee shall file a report with the City Clerk disclosing the names and addresses of all persons, other than the candidate or members of his or her immediate family, who contribute anything of value, other than volunteer services, of \$25.01 or more in an election. All campaign reports filed shall be available for public review during the normal office hours of the City Clerk.

1. An initial report listing contributions received since the date of the last preceding election to fill the office for which the candidate is running shall be filed with the City Clerk no later than the Monday at least seven days preceding the election.

2. A final report of campaign contributions not previously reported shall be filed with the City Clerk no later than 4:00 p.m. of the Monday following the election.

3. Even if no contributions have been received since the end of the period for which the last preceding report was filed or due, a statement to that effect must be filed with the City Clerk.

B. All campaign reports shall be made on the forms designated by the City Clerk. The campaign reports shall contain a certification by the person responsible for filing the report that the contents of the report are true and complete to the best of his or her knowledge, information and belief.

C. There is a late filing fee for each campaign report which is not filed within the time prescribed in this section. The fee is \$10.00 for each day or part of a day, excluding Saturdays, Sundays and holidays, that a report is overdue. The maximum late fee payable with respect to any single report is \$250.00.

1. The City Clerk shall receive an overdue campaign report even if any late filing fee has not been paid, but the report shall not be considered officially filed until all fees have been paid.

2. Upon receipt by the City Clerk of an overdue campaign report, no further late filing fees shall be incurred, notwithstanding the fact that the report is not considered officially filed.

3. It is the personal responsibility of the candidate, if it is the report of a candidate, and of the authorized representative of a political committee to file all reports in complete and accurate detail and to pay all late filing fees. A late filing fee may not be paid, directly or indirectly, from contributions to the candidate or political committee.

D. A campaign report must be attested to as complete and accurate to be deemed "filed." If there is a deficiency in a campaign report, the City Clerk will notify the candidate or political committee, in writing, of the deficiency. The candidate or political committee then has two weeks from the date of that notice to file a corrected report. If a corrected report is not filed within two weeks or if a corrected report is not attested to as complete and accurate, then daily late filing fees will be assessed.

E. If the City Clerk determines that there is a deficiency in a corrected report, then the candidate or political committee must continue to correct and resubmit the campaign report to the City Clerk until such campaign report is accepted. In this case, daily late filing fees will continue to be assessed.

F. A person may not receive any salary or benefits from the office of the Mayor or Councilmember until all required campaign reports have been attested to as complete and accurate, accepted as filed, and all late filing fees have been paid.

G. A violation of this section is a Class B offense.

