



City of Marlborough

Office of the City Clerk

140 Main Street
Marlborough, Massachusetts 01752
Telephone (508) 460-3775 Facsimile (508) 460-3723

Steven W. Kerrigan
City Clerk

Wilson Chu
Assistant City Clerk

January 10, 2024

Year-End Campaign Finance Report Due Due Date: January 22, 2024

Dear Denise Ryan or Treasurer:

The campaign finance law, MGL Chapter 55, requires you to file a campaign disclosure report (CPF M 102) with this office on or before January 22, 2024. Your report must disclose all campaign finance activity (such as donations received, in-kind contributions received, expenses paid, and liabilities incurred) from January 1, 2023, through December 31, 2023.

We have enclosed a copy of the M 102 form for your use. Please ensure that your report is complete before filing. Your report must include the candidate's and treasurer's signatures and must be received by this office **no later than the close of business on January 22, 2024**, by law, a postmark is not acceptable. Campaign Finance statute now requires reports to be posted on the City's website; therefore, it is imperative that we receive your report. **You can now submit your form electronically. Once completed and signed by the candidate and treasurer you may scan and email your form to cityclerk@marlborough-ma.gov.**

IMPORTANT: The campaign finance law mandates that a **CIVIL PENALTY OF \$25 PER DAY**, be assessed personally against a candidate for any report that is filed after the due date and upon referral to the Office of Campaign and Political Finance. In addition, failure to file the report as required will subject you to referral to the Attorney General.

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditures or incurred any liabilities, and you do not have a previous campaign balance, you may, if you choose, simply sign an M 102-0 affidavit form stating those facts. Please contact our office to discuss if you are eligible to file the M 102-0 form.

If you have any questions about your filing requirements or any other campaign finance matter, please do not hesitate to contact this office.

Sincerely,

Steven W. Kerrigan
City Clerk

Enclosure