



**City of Marlborough, Massachusetts  
CITY CLERK DEPARTMENT**

**Lisa M. Thomas  
City Clerk**

**SECOND NOTICE**

January 29, 2018

**Subject: Campaign Finance Report Due  
Due Date: January 22, 2018**

Dear Candidate Newton or Treasurer:

The campaign finance law, MGL Chapter 55, requires you to file a campaign disclosure report (Form CPF M 102) with this office on or before January 22, 2018. As of the date of this letter, we have **NOT** received your report.

Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) for the appropriate period. Please note that reporting periods differ this year. If you filed a 2016 report and your name **DID NOT** appear on the ballot your report must cover the period from January 1, 2017 through December 31, 2017. If your name appeared on the ballot and you filed a Pre-Election report, you are required to report all activity from October 21, 2017 to December 31, 2017. **If you are unsure of the dates you should be reporting, please contact our office for assistance!**

Please ensure that your report is complete before filing. Reports that do not conform to the law cannot be accepted by this office and must be returned to you for correction.

**IMPORTANT: The campaign finance law mandates that a CIVIL PENALTY OF \$25 PER DAY, UP TO \$5,000 TOTAL, 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 during this reporting period, 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. The M 102-0 form is available at this office.

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

Sincerely,

Lisa M. Thomas  
City Clerk



**City of Marlborough, Massachusetts  
CITY CLERK DEPARTMENT**

**Lisa M. Thomas  
City Clerk**

January 2, 2018

**Year-End Campaign Finance Report Due  
Due Date: January 22, 2018**

Dear Michael Newton 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, 2018.

Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) for the appropriate period. **Please note that reporting periods differ this year. If you filed a 2016 report and your name DID NOT appear on the ballot your report must cover the period from January 1, 2017 through December 31, 2017. If your name appeared on the ballot and you filed a Pre-Election report, you are required to report all activity from October 21, 2017 to December 31, 2017. If you are unsure of the dates you should be reporting, please contact our office for assistance!**

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, 2018**. By law, the postmark date of January 22, 2018 is not acceptable.

You can now complete and sign your form electronically and email your form to [cityclerk@marlborough-ma.gov](mailto:cityclerk@marlborough-ma.gov).

**IMPORTANT:** The campaign finance law mandates that a **CIVIL PENALTY OF \$25 PER DAY**, be assessed to the 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 may be subject 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,

Lisa M. Thomas  
City Clerk

Enclosure