



TOWN OF WESTFORD
Office of the Town Clerk

2012 Election Season

CAMPAIGN FINANCE REPORTING GUIDELINES

Types of Forms that Need to be Filed

All candidates must file campaign finance forms whether or not any money has been spent campaigning for the May 3, 2011 election.

- Spending \$ on your campaign? Use the CPF [M102 form \(Instructions\)](#)
- Not spending any \$ on your campaign? Use the CPF [M102-0 form](#)
- Organizing a candidate's committee? Submit a CPF [M101](#) form before fundraising begins
- [Fact Sheet](#): Common errors to avoid when filing

Dates to remember

Pre Election Report

Due: 8 days prior to election (April 23, 2012) at the close of business. This will include all financial activity through April 15, 2011 (10 days prior to the due date).

Post Election Report

Due: 30 days after election (May 31, 2012) at the close of business. This will include all financial activity through May 23, 2011.

Year End Report

Due: January 20th of the following year at the close of business. This will include all financial activity through Dec. 31st of the preceding year.

More Office of Campaign & Political Finance (OCPF) resources on the Web

- [Campaign Finance Guide](#)

Nomination Paper Filing Deadline: 5:00pm on Tuesday, March 13, 2012

At least 50 signatures of Westford voters are needed in order to be nominated for an office. If you don't have the required signatures by the March 15th deadline, you may want to consider running a write-in campaign. Contact the Town Clerk's Office with any questions or for more information.

URLs for downloading forms

CPF M102	http://www.ocpf.net/forms/cpf_m102.pdf
Instructions	http://www.ocpf.net/forms/instr_cpf_m102.pdf
CPF M102-0	http://www.ocpf.net/forms/cpf_m1020.pdf
CPF M101	http://www.ocpf.net/forms/cpf_m101.pdf
Fact Sheet	http://www.ocpf.net/guides/fs_muni_errors.pdf
Guide	http://www.ocpf.net/guides/mun_office_2010.pdf
Reporting out-of-pocket campaign expenditures	http://www.ocpf.net/guides/abd_guide.pdf