



Brenna Murphy McGee, City Clerk
Irma Lopez, Assistant City Clerk

City of Holyoke

Office of City Clerk

October 16, 2016

RE: Campaign Finance Report Due
Due Date: October 31, 2016

Dear Candidate: *Keith*

The campaign finance law, M.G.L. c.55, requires you to file a campaign disclosure report (Form CPF M102) with this office **on or before** Monday, October 31, 2016.

Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) from January 1, 2016 through October 21, 2016.

A copy of the M102 form is enclosed for your use. 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 your for correction. 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 October 31, 2016. By law, a postmark is not acceptable.

There has been some changes this year with the Office of Campaign and Political Finance: I have highlighted some below:

- Individual contributions limits for all candidates have increased to \$1,000 starting January 1, 2015.
- Money Order caps lifted from \$50 a year to \$100 a year
- **The M102 form may now be scanned and emailed.**

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 M102-0 affidavit form stating those facts. The M102-0 is available in this office.

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

Sincerely yours,

Brenna
Brenna Murphy McGee, CMC
City Clerk

536 Dwight St. • HOLYOKE, MASSACHUSETTS 01040-
PHONE: (413) 322-5520 • FAX: (413) 322-5521 • E-MAIL: mcgeeb@holyoke.org

Birthplace of Volleyball



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Irma Lopez, Assistant City Clerk

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Dear Candidate:

Daphne

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