

Agenda

Item #13



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

To: Commissioners
From: Jonathan Wayne, Executive Director
Beth Hudson, Candidate Registrar
Date: August 15, 2014
Re: Request by Mark Holbrook for Reconsideration of Finding of Late Report

Request by Mark Holbrook. Mark Holbrook is a candidate for Maine House of Representatives, District 50. Mr. Holbrook is requesting a reconsideration of your June 25, 2014 decision not to waive a staff finding that his 11-Day Pre-Primary Report was late.

On May 30, 2014, Mr. Holbrook entered one expenditure for around \$19 to Bluehost, Inc. for a website registration fee in the Commission's e-filing system. According to our e-filing database, he logged into the system at 5:42 p.m. After entering the expenditure, Mr. Holbrook did not click on the File Report button, so the report was not filed and the information was not made available to the public. At this point, the report was incomplete and showed a negative cash balance because he had not indicated the source of funds used for the expenditure (his own personal funds).

On the following workday, Monday, June 2, Candidate Registrar Beth Hudson notified Mr. Holbrook that the report had not been filed. She advised him that since he had spent his own money, he needed to enter a cash contribution in the same amount to avoid a negative cash balance in his report, and needed to click on the "File Report" button. He entered the cash contribution and filed the report on June 2, which was three days late.

The preliminary penalty for the late filing was automatically waived because it was less than \$10. Nevertheless, because the report was considered late, the penalty for any *other* report that Mr. Holbrook files late in 2014 or 2015 would be increased because of this violation. (For

example, if Mr. Holbrook were to file a second report late, the penalty would be calculated based on a factor of 3% of financial activity per day, rather than 1% for the first late report.)

On June 11, 2014, Mr. Holbrook submitted a letter requesting that his report be considered on time. At your meeting on June 25, the Commission chose not to waive the finding that the report was late.

On August 11, 2014, we received a request from Mr. Holbrook asking you to reconsider, because he made a bona fide effort to file on time. His reading of the penalty statute (§ 1020-A, attached) is that if a candidate makes a genuine effort to file the report, it should be considered on time. Mr. Holbrook alleges that the Commission staff was overly strict in interpreting the campaign reporting regulations and further argues that he made a bona fide attempt to file the report by the due date.

Staff Recommendation

In case you wish to refer to it, I have attached the staff memo submitted to you for your consideration on June 25. Our rationale is:

- It is important for the Commission to be consistent with requests for waivers.
- The best way for the Commission to encourage the public's receipt of campaign finance information is to insist that filers actually file the report.
- Good intentions to file a report should appropriately be weighed in consideration of monetary penalties, but if a report is not actually filed, we recommend viewing it as late.

Upcoming changes to e-filing system. At the beginning of this year, the Commission staff accepted an updated e-filing system from its IT vendor. It is a system that we believe will be more stable in the long run and easier to maintain. The system has worked adequately for many users. Having listened carefully to feedback, we recognize that some usability changes would make the system more friendly to a greater range of our filers. We have scheduled changes for September including changing the location of the "File" button on the "File Report" webpage. Nevertheless, hundreds of candidates and others have filed reports with this system. We are not in a position to speak to whether the current position of the File button, in fact, had an impact on Mr. Holbrook's filing experience on the evening of May 30.

Incomplete reporting. The other reason that the staff believes the report should be considered late is that the report was incomplete and did not substantially conform to the disclosure requirements. If candidates pay their personal funds to make an expenditure, it is important for the public to understand that the source of the funds was the candidate. Because Mr. Holbrook's report contained only half the required information (the expenditure side but not the contribution side), the report did not substantially conform to the reporting requirements.

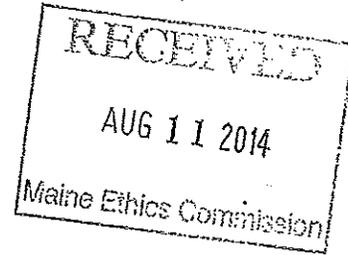
Blue Reminder Newsletter. Mr. Holbrook apparently did not receive a blue newsletter reminding candidates of the May 30 deadline. That newsletter contained various tips of interest to candidates, including a half-page description of our filing system.

For your information, that newsletter is *not* the primary source of guidance for candidates concerning how to file reports using our e-filing system. Our staff has created a four-page, step-by-step brochure (complete with screen shots, arrows and circled buttons) that is always available on the Commission website 24 hours per day. That brochure is attached for your reference.

Conclusion. The Commission staff absolutely believes that Mr. Holbrook entered information on May 30 intending to file the report. We appreciate that he wants the Commission to take into consideration his bona fide effort to file the report. We do not have strong viewpoint concerning the outcome of his request, but have set out in this memo the rationale for the Commission's recommendation on June 25, 2014.

Thank you for your consideration of this item.

Mark Holbrook, Candidate HD 50
130 Given Shipyard Road
Brunswick, ME 04011



21 July, 2014

State of Maine
Commission on Governmental Ethics
And Election Practices
Chairman Walter McKee
135 State House Station
Augusta, ME 04333-0135

RE: Request Waiver of Finding

Dear Chairman McKee:

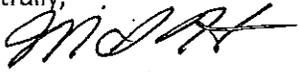
I am writing to respectfully request a review and re-consideration for a waiver of a late filing ruling against me. (My initial letter requesting the waiver is attached.) I strongly believe that the Ethics Commission staff applied an overly strict interpretation of the campaign reporting regulations and ignored the facts of the matter in making their recommendation not to grant my waiver to the Board. I believe that I made a *bona fide* attempt to file the report within the deadline as required by law.

In fact, in a telephone conversation with Jonathan Wayne, Executive Director of the Ethics Commission, he agreed with me stating that "*I think you did make a real attempt...*" and in that same conversation he agreed with me that the website was not very user friendly. I pointed out to Mr. Wayne, as I had described to staff member Elizabeth Hudson on June 2nd, I had in fact searched the site looking to see if there was another step required in the process of filing the report, but I was unable to locate one. Mr. Wayne further agreed with me that the site was difficult to follow stating that he had "...asked (the website manager) that the filing button be more made more obvious."

In my conversation with Ms. Hudson, she seemed to focus on a blue-colored announcement mailed to candidates sent from the Ethics Office that contained instructions on the filing process as a key element in her decision. I explained that I could not locate a blue mailing in my files. She offered that "*things do get lost in the mail*" and noted that the detailed instructions were sent to all candidates. I attempted to assure Ms. Hudson that had I possessed "detailed instructions" on how to navigate the website I would have followed them.

Chairman McKee, I did not fail to complete the filing process out of neglect or willful refusal but because I believed that I had in fact fulfilled my statutory obligation at the time when, and only after, I couldn't find another step in the process to complete. I believed I was done. In accordance with the Election Laws under mitigating circumstances, (4) *bona fide* effort was made..., I believe that I made a *bona fide* effort thus fulfilling my statutory obligations and I think Mr. Wayne's indication that I made a "*real effort*" supports that conclusion.

Respectfully,

A handwritten signature in black ink, appearing to read 'M. Holbrook', written in a cursive style.

Mark Holbrook, Candidate DH #50



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

June 25, 2014

Mark Holbrook
130 Given Shipyard Road
Brunswick, Maine 04011

Dear Mr. Holbrook:

At today's meeting of the Maine Ethics Commission, the Commissioners considered your request to waive the preliminary finding by the Commission staff that your 11-Day Pre-Primary report was late. The Commissioners decided not to grant the waiver. So, the report will be considered late. As a result, any other reports filed late this year will result in a higher penalty.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Wayne".

Jonathan Wayne
Executive Director

11 June, 2014

State of Maine
Commission on Governmental Ethics
And Election Practices
135 State House Station
Augusta, ME 04333-0135



RE: Request Waiver of Finding

Dear Ethics Commission Members:

I am writing to respectfully request a waiver of the late filing ruling because I believe I made a *bona fide* effort to complete the task on time.

On Friday, May 30th, 2014 I logged onto the Ethics website and completed the expense report as required by law. I searched the site for a few minutes for further cues as to additional steps to take and finding none, I logged off the system. I believed at that time I had fulfilled the requirement of filing within the designated timeframe.

On Monday, June 2, 2014 a staff member, Beth Hudson, notified me that I had not filed the report. Together we went online and she was able to see that I had in fact completed the expense portion of the filing but there was another step in the process that needed to be completed that I had not discovered on my own the previous Friday. There were a couple more mouse clicks and layers of dropdown boxes to go through that I had not discovered on the previous Friday. That additional step would have caused the report to be "filed."

My apologies for the error.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark I. Holbrook".

Mark I. Holbrook
130 Given Shipyard Road
Brunswick, ME 04011

21-A MRS § 1020-A. FAILURE TO FILE ON TIME

1. **Registration.** A candidate that fails to register the name of a candidate, treasurer or political committee with the commission within the time allowed by section 1013-A, subsection 1 may be assessed a forfeiture of \$10. The commission shall determine whether a registration satisfies the requirements for timely filing under section 1013-A, subsection 1.

2. **Campaign finance reports.** A campaign finance report is not timely filed unless a properly signed or electronically submitted copy of the report, substantially conforming to the disclosure requirements of this subchapter, is received by the commission by 11:59 p.m. on the date it is due. Except as provided in subsection 7, the commission shall determine whether a report satisfies the requirements for timely filing. The commission may waive a penalty in whole or in part if the commission determines that the penalty is disproportionate to the size of the candidate's campaign, the level of experience of the candidate, treasurer or campaign staff or the harm suffered by the public from the late disclosure. The commission may waive the penalty in whole or in part if the commission determines the failure to file a timely report was due to mitigating circumstances. For purposes of this section, "mitigating circumstances" means:

A. A valid emergency determined by the commission, in the interest of the sound administration of justice, to warrant the waiver of the penalty in whole or in part; [1999, c. 729, §5 (AMD).]

B. An error by the commission staff; [1999, c. 729, §5 (AMD).]

C. Failure to receive notice of the filing deadline; or [1999, c. 729, §5 (AMD).]

D. Other circumstances determined by the commission that warrant mitigation of the penalty, based upon relevant evidence presented that a bona fide effort was made to file the report in accordance with the statutory requirements, including, but not limited to, unexplained delays in postal service or interruptions in Internet service. [2009, c. 190, Pt. A, §13 (AMD).]

3. **Municipal campaign finance reports.** Municipal campaign finance reports must be filed, subject to all the provisions of this subchapter, with the municipal clerk on forms prescribed by the Commission on Governmental Ethics and Election Practices. The municipal clerk shall send any notice of lateness required by subsection 6 and shall notify the commission of any late reports subject to a penalty.

4. Basis for penalties.

[2001, c. 470, §7 (AMD); T. 21-A, §1020-A, sub-§4 (RP) .]

4-A. **Basis for penalties.** The penalty for late filing of a report required under this subchapter is a percentage of the total contributions or expenditures for the filing

period, whichever is greater, multiplied by the number of calendar days late, as follows:

- A. For the first violation, 1%; [2001, c. 714, Pt. PP, §1 (NEW); 2001, c. 714, Pt. PP, §2 (AFF).]
- B. For the 2nd violation, 3%; and [2001, c. 714, Pt. PP, §1 (NEW); 2001, c. 714, Pt. PP, §2 (AFF).]
- C. For the 3rd and subsequent violations, 5%. [2001, c. 714, Pt. PP, §1 (NEW); 2001, c. 714, Pt. PP, §2 (AFF).]

Any penalty of less than \$10 is waived.

Violations accumulate on reports with filing deadlines in a 2-year period that begins on January 1st of each even-numbered year. Waiver of a penalty does not nullify the finding of a violation.

A report required to be filed under this subchapter that is sent by certified or registered United States mail and postmarked at least 2 days before the deadline is not subject to penalty.

A registration or report may be provisionally filed by transmission of a facsimile copy of the duly executed report to the commission, as long as the facsimile copy is filed by the applicable deadline and an original of the same report is received by the commission within 5 calendar days thereafter.

5. Maximum penalties.

[2001, c. 470, §8 (AMD); T. 21-A, §1020-A, sub-§5 (RP) .]

5-A. Maximum penalties. Penalties assessed under this subchapter may not exceed:

- A. Five thousand dollars for reports required under section 1017, subsection 2, paragraph B, C, D, E or H; section 1017, subsection 3-A, paragraph B, C, D, D-1 or F; and section 1017, subsection 4; [2011, c. 389, §23 (AMD).]
- A-1. Five thousand dollars for reports required under section 1019-B, subsection 4, except that if the financial activity reported late exceeds \$50,000, the maximum penalty is 1/5 of the amount reported late; [2011, c. 389, §24 (NEW).]
- B. Five thousand dollars for state party committee reports required under section 1017-A, subsection 4-A, paragraphs A, B, C and E, except that if the financial activity reported late exceeds \$50,000, the maximum penalty is 1/5 of the amount reported late; [2011, c. 389, §25 (AMD).]
- C. One thousand dollars for reports required under section 1017, subsection 2, paragraphs A and F and section 1017, subsection 3-A, paragraphs A and E; or [2011, c. 558, §4 (AMD).]
- D. Five hundred dollars for municipal, district and county committees for reports required under section 1017-A, subsection 4-B. [2011, c. 558, §4 (AMD).]
- E. [2011, c. 558, §5 (RP).]

[2011, c. 558, §§4, 5 (AMD) .]

6. Request for a commission determination. If the commission staff finds that a candidate or political committee has failed to file a report required under this subchapter, the commission staff shall mail a notice to the candidate or political committee within 3 business days following the filing deadline informing the candidate or political committee that a report was not received. If a candidate or a political committee files a report required under this subchapter late, a notice of preliminary penalty must be sent to the candidate or political committee whose registration or campaign finance report was not received by 11:59 p.m. on the deadline date, informing the candidate or political committee of the staff finding of violation and preliminary penalty calculated under subsection 4-A and providing the candidate or political committee with an opportunity to request a determination by the commission. Any request for a determination must be made within 14 calendar days of receipt of the commission's notice. A candidate or political committee requesting a determination may either appear in person or designate a representative to appear on the candidate's or political committee's behalf or submit a sworn statement explaining the mitigating circumstances for consideration by the commission. A final determination by the commission may be appealed to the Superior Court in accordance with Title 5, chapter 375, subchapter 7 and the Maine Rules of Civil Procedure, Rule 80C.

[2013, c. 334, §17 (AMD) .]

7. Final notice of penalty. If a determination has been requested by the candidate or political committee and made by the commission, notice of the commission's final determination and the penalty, if any, imposed pursuant to this subchapter must be sent to the candidate and the political committee.

If a determination is not requested, the preliminary penalty calculated by the commission staff is final. The commission staff shall mail final notice of the penalty to the candidate and treasurer. A detailed summary of all notices must be provided to the commission.

[2009, c. 302, §6 (AMD) .]

8. Failure to file report. The commission shall notify a candidate who has failed to file a report required by this subchapter, in writing, informing the candidate of the requirement to file a report. The notice must be sent by certified mail. If a candidate fails to file a report after 2 notices have been sent by the commission, the commission shall send a final notice by certified mail informing the candidate of the requirement to file and that the matter may be referred to the Attorney General for criminal prosecution. A candidate who fails to file a report as required by this subchapter after the commission has sent the notices required by this subsection is guilty of a Class E crime.

[2007, c. 443, Pt. A, §25 (AMD) .]

8-A. Penalties for failure to file report. The penalty for failure to file a report required under this subchapter may not exceed the maximum penalties as provided in subsection 5-A.

[2003, c. 628, Pt. A, §6 (NEW) .]

9. List of late-filing candidates. The commission shall prepare a list of the names of candidates who are late in filing a report required under section 1017, subsection 2, paragraph C or D or section 1017, subsection 3-A, paragraph B or C within 30 days of the date of the election and shall make that list available for public inspection.

[1995, c. 483, §15 (NEW) .]

10. Enforcement. A penalty assessed pursuant to this section that has not been paid in full within 30 days after issuance of a notice of the final determination may be enforced in accordance with section 1004-B.

[2009, c. 302, §7 (RPR) .]



STATE OF MAINE
COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
135 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0135

To: Commissioners
From: Jonathan Wayne, Executive Director
Date: June 17, 2014
Re: Request by Mark Holbrook for Waiver of Staff Finding of a Late Report

Late-Filing Penalty Procedures. Candidates for the Legislature and county office are required to file five campaign finance reports according to certain deadlines. When an expected report is not filed on time, the Commission staff contacts the candidate and requests that the candidate file the report. Once the candidate files the report *after* the deadline, the Commission staff makes a record that the report was late in the agency's internal records. The consequences for filing a report late are:

- The Commission calculates a preliminary penalty based on a formula in statute that takes into consideration the number of days late multiplied by a percentage of the financial activity in the late report. The percentage is 1% for the first violation within a two-year period, 3% for the second violation, and 5% for the third or greater violation.
- The Commission staff notifies the candidate of the preliminary penalty and explains that the candidate may pay the preliminary penalty or request a waiver by the Commissioners. Any penalty that is \$10 or less is automatically waived.
- Because a report has been filed late, subsequent late-filing penalties within a two-year period increase at a faster rate (3% or 5% of the financial activity in the report).

Request by Mark Holbrook. Mark Holbrook is a candidate for Maine House of Representatives, District 50. Mr. Holbrook was required to file a report at 11:59 p.m. on Friday, May 30.

On May 30, 2014, Mr. Holbrook undertook to enter in the Commission's e-filing system one expenditure made from his personal funds for campaign purposes. According to our e-filing database, he logged into the system at 5:42 p.m. He did not click on the File Report button, so the report was not filed.

On the following workday, Monday, June 2, Candidate Registrar Beth Hudson notified him that the report had not been filed. She advised him that since he had spent his own money, he needed to enter a cash contribution in the same amount to avoid a negative cash balance in his report. He entered the cash contribution and filed the report on June 2, which was three days late.

The preliminary penalty for the late filing was automatically waived because it was less than \$10. Nevertheless, because the staff has found that the report was filed late, the penalty for any *other* report filed later this year will be increased because of this violation.

Mr. Holbrook is requesting a waiver from the staff's preliminary finding that the report was late. At the time he entered the expenditure, he believed that he had fulfilled the requirements.

Guidance to Candidates on "Pressing the File Button." The Commission staff provides guidance to candidates on using the e-filing system in various ways. First, the staff created the attached brochure, "*7 Easy Steps for Filing Campaign Finance Reports*," which is available on the Commission's homepage at all times. The brochure explains the process for logging in, entering contributions and expenditures, and filing the report.

In addition, the Commission staff included advice to press the file button in a reminder newsletter sent a couple of weeks before the May 30 deadline (attached).

After each step in the e-filing process, the system offers an opportunity to file a report by displaying a red "File" button. If the filer chooses to file by clicking on the red file button, the e-filing system will confirm the report was filed by displaying a message on the screen that the report was successfully filed.

Also, the Commission staff answers questions from candidates on how to enter expenditures, contributions and how to file reports over the phone, by e-mail and in person.

Staff Recommendation

The staff recommends against granting the waiver. It is important to reinforce that candidates, lobbyists, PACs, and others need to complete the process and file the report. That will facilitate the public's timely receipt of campaign finance information. Considering Mr. Holbrook's report to be on time could invite future requests for waivers from other filers based on the same reasoning.



Commission on Governmental Ethics and Election Practices
 Mail: 135 State House Station, Augusta, Maine 04333
 Office: 45 Memorial Circle, Augusta, Maine
 Website: www.maine.gov/ethics
 Phone: 207-287-4179
 Fax: 207-287-6775

2014 CAMPAIGN FINANCE REPORT
FOR PRIVATELY FINANCED CANDIDATES

COMMITTEE		TREASURER	
MARK I HOLBROOK 130 GIVEN SHIPYARD RD BRUNSWICK, ME 04011 PHONE: (207) 725-4317 EMAIL: SECRETARY@BRUNSWICK-GOP.ORG		JOHN CRIMMINS 86 JORDAN AVE BRUNSWICK, ME 04011 PHONE: (207) 725-7146 EMAIL: J_CRIMMINS@HOTMAIL.COM	
REPORT	DUE DATE	REPORTING PERIOD	
11-DAY PRE-PRIMARY	05/30/2014	01/01/2014 - 05/27/2014	

FINANCIAL ACTIVITY SUMMARY

RECEIPTS	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
1. CASH CONTRIBUTIONS FOR THE PRIMARY ELECTION (SCHEDULE A)	\$18.99	\$18.99
1A. CASH CONTRIBUTIONS FOR THE GENERAL ELECTION(SCHEDULE A) <i>For party candidates, general election contributions will only appear on this line after the primary.</i>		
1B. CASH CONTRIBUTIONS FOR THE GENERAL ELECTION RAISED PRIOR TO PRIMARY (Not shown on Schedule A of this report)		
2. OTHER CASH RECEIPTS (INTEREST, ETC)	\$0.00	\$0.00
3. LOANS (SCHEDULE C)	\$0.00	\$0.00
4. TOTAL RECEIPTS	\$18.99	\$18.99
EXPENDITURES		
5. EXPENDITURES (SCHEDULE B)	\$18.99	\$18.99
6. LOAN REPAYMENTS (SCHEDULE C)	\$0.00	\$0.00
7. TOTAL PAYMENTS	\$18.99	\$18.99
CASH SUMMARY		
8. CASH BALANCE AT BEGINNING OF PERIOD	\$0.00	
9. PLUS TOTAL RECEIPTS THIS PERIOD (LINE 4)	\$18.99	
10. MINUS TOTAL PAYMENTS THIS PERIOD (LINE 8)	\$18.99	
11. CASH BALANCE AT END OF PERIOD	\$0.00	
OTHER ACTIVITY		
12. IN-KIND CONTRIBUTIONS (SCHEDULE A-1)	\$0.00	\$0.00
13. TOTAL LOAN BALANCE AT END OF PERIOD (SCHEDULE C)	\$0.00	
14. TOTAL UNPAID DEBTS AT END OF PERIOD (SCHEDULE D)	\$0.00	
FOR PARTY CANDIDATES ONLY: CASH CONTRIBUTIONS FOR THE GENERAL ELECTION RAISED PRIOR TO PRIMARY ELECTION (INCLUDED IN LINE 1A AFTER PRIMARY ELECTION)	\$0.00	\$0.00

I, MARK I HOLBROOK, CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

REPORT FILED BY: MARK I HOLBROOK
 REPORT FILED ON: 06/02/2014
 LAST MODIFIED: 06/02/2014
 PRINTED: 06/16/2014
 COMMITTEE ID: 7689

**SCHEDULE A
CASH CONTRIBUTIONS**

- For contributors who gave more than \$50, the names, address, occupation, and employer must be reported. If "Information requested" is listed instead of occupation and employer, the candidate is waiting to receive that information.
- Cash contributions of \$50 or less can be added together and reported as a lump sum.
- Contributor Types

- | | |
|--|--|
| 1 = Individual | 9 = Candidate / Candidate Committee |
| 2 = Candidate/ Spouse/ Domestic Partner | 10 = General Treasury Transfer |
| 3 = Commercial Source | 11 = Transfer from Previous Campaign |
| 4 = Nonprofit Organization | 12 = Contributors giving \$50 or less |
| 5 = Political Action Committee | 13 = Contributors giving \$100 or less |
| 6 = Political Party Committee | 14 = Contributors giving \$200 or less |
| 7 = Ballot Question Committee | 15 = MGEA Payment |
| 8 = Other Candidate/ Candidate Committee | 16 = Financial Institution |

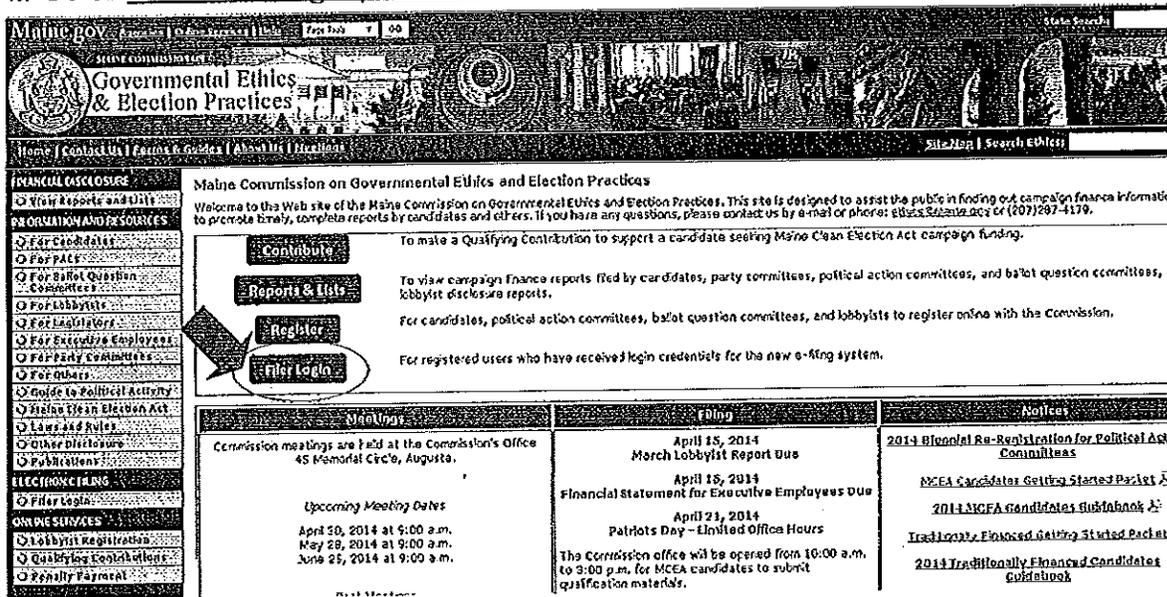
DATE RECEIVED	CONTRIBUTOR	OCCUPATION AND EMPLOYER	TYPE	ELECTION	AMOUNT
3/18/2014	CONTRIBUTORS GIVING \$50 OR LESS		12	Primary	\$18.99
TOTAL CASH CONTRIBUTIONS FOR PRIMARY					\$18.99
TOTAL CASH CONTRIBUTIONS FOR GENERAL					\$0.00

**SCHEDULE B
EXPENDITURES**

EXPENDITURE TYPES				
CNS	Campaign consultants	POL	Polling and survey research	
CON	Contribution to other candidate, party, committee	POS	Postage for U.S. Mail and mail box fees	
EQP	Equipment (office machines, furniture, cell phones, etc.)	PRO	Other professional services	
FND	Fundraising events	PRT	Print media ads only (newspapers, magazines, etc.)	
FOD	Food for campaign events, volunteers	RAD	Radio ads, production costs	
LIT	Print and graphics (flyers, signs, palmcards, t-shirts, etc.)	SAL	Campaign workers' salaries and personnel costs	
MHS	Mail house (all services purchased)	TRV	Travel (fuel, mileage, lodging, etc.)	
OFF	Office rent, utilities, phone and internet services, supplies	TVN	TV or cable ads, production costs	
OTH	Other	WEB	Website design, registration, hosting, maintenance, etc.	
PHO	Phone banks, automated telephone calls			
DATE OF EXPENDITURE	PAYEE	REMARK	TYPE	AMOUNT
3/10/2014	BLUEHOST INC. 560 TIMPANOGOS PKWY OREM, UT 84078	WEBSITE DOMAIN REGISTRATION.	OFF	\$18.99
TOTAL EXPENDITURES FOR CANDIDATE:				\$18.99

7 Easy Steps for Filing Campaign Finance Reports

1. Go to www.maine.gov/ethics and click on "Filer Login"



Maine Commission on Governmental Ethics and Election Practices

Welcome to the Web site of the Maine Commission on Governmental Ethics and Election Practices. This site is designed to assist the public in finding out campaign finance information to provide transparency, complete reports by candidates and others. If you have any questions, please contact us by e-mail or phone: ethics@maine.gov or (207) 287-4179.

To make a Qualifying Contribution to support a candidate seeking Maine Clean Election Act campaign funding.

To view campaign finance reports filed by candidates, party committees, political action committees, and ballot question committees, and lobbyist disclosure reports.

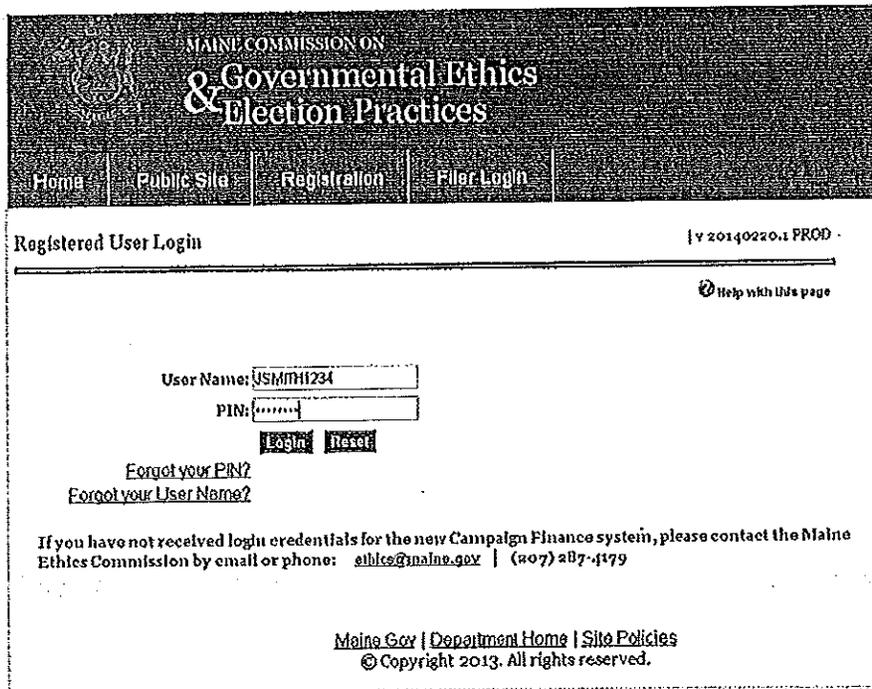
For candidates, political action committees, ballot question committees, and lobbyists to register online with the Commission.

For registered users who have received login credentials for the new e-filing system.

Meetings	Filing	Notices
Commission meetings are held at the Commission's Office 45 Memorial Circle, Augusta.	April 15, 2014 March Lobbyist Report Due April 18, 2014 Financial Statement for Executive Employees Due April 21, 2014 Patriots Day - Limited Office Hours The Commission office will be opened from 10:00 a.m. to 3:00 p.m. for MCEA candidates to submit qualification materials.	2014 Biennial Re-Registration for Political Act Committees MCEA Candidate Getting Started Packet 2014 MCEA Candidates Handbook Traditionally Financed Getting Started Packet 2014 Traditionally Financed Candidates Guidebook
Upcoming Meeting Dates April 30, 2014 at 9:00 a.m. May 28, 2014 at 9:00 a.m. June 25, 2014 at 9:00 a.m.		

2. Enter username and password/PIN and click "Login"

****Reminder:** For MCEA candidates, your treasurer is the individual who must file all finance reports, and they have their own credentials to do so



**MAINE COMMISSION ON
& Governmental Ethics
& Election Practices**

[Home](#) | [Public Site](#) | [Registration](#) | [Filer Login](#)

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[Help with this page](#)

User Name:

PIN:

[Forgot your PIN?](#)
[Forgot your User Name?](#)

If you have not received login credentials for the new Campaign Finance system, please contact the Maine Ethics Commission by email or phone: ethics@maine.gov | (207) 287-4179

[Maine Gov | Department Home | Site Policies](#)
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3. Hover over "Financial" on the blue bar and choose which type of transactions you want to enter, and then click "Add"

Home Public Site **Financial** Filings Administration Log Off

Candidate / Committee Overview | v 20140220.1 PROD

Welcome back Last Login: Apr 11 2014 8:27AM

Help with this page

Account Status

	Totals
Ending Balance as of	\$0.00
Pending Contributions	\$0.00
Pending Expenditures	\$0.00
Pending Loans	\$0.00
Current Unpaid Debt Balance	\$0.00

Home Public Site **Financial** Filings Administration Log Off

Contribution Administration | v 20140220.1 PROD

Welcome back Last Login: Apr 11 2014 8:27AM

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Pending Contributions

This is a list of your unfiled contributions. New contributions may be added by clicking the *Add* button. If you wish to view or update filed contributions, these can be found by clicking the *Find* button.

[Click here for information about Offset Records](#)

There are currently no unfiled contributions

Add Find

4. Enter the information and click "Save" for each transaction!

5. When done entering all transactions, click "Filings" on the blue bar

6. Click "View/File" next to the name of the report you wish to file, in the "Reports Due" table



Filing Administration

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Candidate:

Reports Due

Report	Period Begin	Period End	Due Date	Status	Action
SEED MONEY	11/7/2012	4/22/2014	4/22/2014	Not Filed	View/File
11-DAY PRE-PRIMARY	4/23/2014	5/27/2014	5/30/2014	Not Filed	
42-DAY POST-PRIMARY	5/28/2014	7/15/2014	7/22/2014	Not Filed	
42-DAY PRE-GENERAL	7/16/2014	9/16/2014	9/23/2014	Not Filed	
11-DAY PRE-GENERAL	9/17/2014	10/21/2014	10/24/2014	Not Filed	
42-DAY POST-GENERAL	10/22/2014	12/9/2014	12/16/2014	Not Filed	

7. Make sure that all the information on the summary page is correct, or click "Preview" to see a preview of the entire report, and then click "File." Your report is filed!



File Report of Contributions and Expenditures

| v 20140220.1 PROD

Welcome back

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File Campaign Finance Report

Committee
Committee Type:
Committee ID

Address
City, State, Zip

Report Name SEED MONEY Reporting Period 11/07/2012 through 04/22/2014
Report Due Date 04/22/2014

Summary of activity since last filed report

CASH ACTIVITY	TOTAL FOR PERIOD	TOTAL FOR CAMPAIGN
CASH BALANCE FROM LAST REPORT	\$0.00	\$0.00
SEED MONEY CONTRIBUTIONS	\$0.00	\$0.00
MAINE CLEAN ELECTION ACT PAYMENTS & AUTHORIZATIONS	\$0.00	\$0.00
SALE OF CAMPAIGN PROPERTY (SCHEDULE 3, PART 2)	\$0.00	\$0.00
OTHER CASH RECEIPTS (INTEREST, ETC.)	\$0.00	\$0.00
MINUS EXPENDITURES (SCHEDULE B)	\$0.00	\$0.00
CASH BALANCE AT CLOSE OF PERIOD	\$0.00	\$0.00
OTHER ACTIVITY		
IN-KIND SEED MONEY CONTRIBUTIONS	\$0.00	\$0.00
TOTAL UNPAID DEBTS AT CLOSE OF PERIOD (SCHEDULE D)	\$0.00	

Debts

No debts found.

Preview File Cancel



REMINDER!

11-Day Pre-Primary Report Deadline:
May 30, 2014 by 11:59 p.m.

May 16, 2014

2014 PRIMARY ELECTION FILING REMINDER FOR TRADITIONALLY FINANCED CANDIDATES

Campaign Finance Reports Due

REPORT	DEADLINE	REPORT PERIOD
11 Day Pre-Primary Report	Friday, May 30, 2014 by 11:59 p.m.	Beginning of campaign through May 27, 2014
24-Hour Report	Within 24 hours of receiving a contribution of \$1,000 or more or making a single expenditure of \$1,000 or more. See inside for more information.	May 28 through June 9, 2014

** If a 2014 January Semiannual report was filed, the report period began on January 1, 2014.*

All candidates are required to file campaign finance reports — except county candidates who submitted a reporting exemption request. Reports are filed electronically using the Commission's e-filing system. Even if you did not raise or spend any money, you are still required to file a report, if you submitted an e-filing waiver. You will file reports using paper forms that the Commission provided to you.*

To log into the e-filing system:

- Go to the Commission's website: www.maine.gov/ethics.
- Click blue "Filer Login" button on top center of the screen.
- Enter your user name and password — which were emailed to you when you registered as a candidate. If you have problems logging in or have misplocated your login information, please contact the Commission before the filing deadline because we get very busy assisting candidates in filing their reports on the deadline.

mailing label

- To enter contributions, expenditures, loans, unpaid debts and file your report
- Position cursor on the "Financial" tab; a drop down box will appear.
- From the drop down box, click on transaction type (contribution, expenditure, debt or loan).
- Click red "Add" button to begin entering information for each transaction.
- When finished entering a transaction, click the red "Save" button to save it.
- To view or file a report, click on "Filings" tab, then click "View/File" to the right of the name of the report in the "Reports Due" grid.
- To view the report before filing it, click the red "Preview" button.
- To file the report, click the red "File" button.

REMEMBER BEFORE FILING YOUR REPORT:

Review the entire report to ensure accuracy. Use the "View/File" button on the Report Due" screen (see E-filing instructions). See inside for a complete checklist.

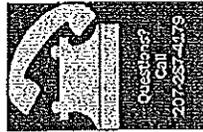
* For candidates filing on paper, the Commission's fax machine operates 24 hours a day. However, staff will be available only until 5:00 p.m. on May 30 to confirm receipt of a faxed report and to offer assistance and answer questions about filing reports.

Inside:
 Important Reminders!
 Tips to Help with Reports!

Commission on Governmental Ethics and Election Practices
 125 State House Station
 Augusta, Maine
 04333-0135

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Blue reminder

MAINE COMMISSION
**Governmental Ethics
& Election Practices**

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Expenditure Entry | v 20140513:2 UAT

Welcome back: JONATHAN WAYNE on behalf of MARKI HOLBROOK Last Login: Jan 30 2014 8:23AM

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Expenditure has been successfully recorded.

- [Add Another Expenditure](#)
- [File Next Report](#)
- [Contributions](#)
- [Receipts](#)



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THE PRIMARY (SCHEDULE A)			
OTHER RECEIPTS (INTEREST, ETC)	\$0.00	\$0.00	\$0.00
LOANS (SCHEDULE C)	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS	\$75.00	\$75.00	\$75.00
EXPENDITURES			
EXPENDITURES (SCHEDULE B)	\$75.00	\$75.00	\$75.00
LOAN REPAYMENTS (SCHEDULE C)	\$0.00	\$0.00	\$0.00
TOTAL PAYMENTS	\$75.00	\$75.00	\$75.00
CASH SUMMARY			
CASH BALANCE AT BEGINNING OF PERIOD	\$0.00		
PLUS TOTAL RECEIPTS THIS PERIOD	\$75.00		
MINUS TOTAL PAYMENTS THIS PERIOD	\$75.00		
CASH BALANCE AT END OF PERIOD	\$0.00		
OTHER ACTIVITY			
IN-KIND CONTRIBUTIONS (SCHEDULE A-1)	\$0.00	\$0.00	\$0.00
TOTAL LOAN BALANCE AT END OF PERIOD (SCHEDULE C)	\$0.00	\$0.00	\$0.00
TOTAL UNPAID DEBTS AT END OF PERIOD (SCHEDULE D)	\$0.00	\$0.00	\$0.00
For Party Candidates Only: Cash contributions for the General Election raised prior to Primary Election (Included in Line 1A After Primary Election)			
	\$0.00	\$0.00	\$0.00

Debts

No debts found.

[Preview](#) [File](#) [Cancel](#)

Unfiled transactions prior to this reporting period

The transactions below have a date prior to the reporting period of this report and have not been filed. Before filing this report make sure all transactions below have been corrected or filed. If the items listed below are correct, but should have been included on a prior report, please amend that report and all reports that follow it before filing the current report.

Unfiled Contributions Prior to this Reporting Period

No data was found for unfiled contributions

Unfiled Expenditures Prior to this Reporting Period