



Commonwealth of Massachusetts

Form CPF M 102: Campaign Finance Report Municipal Form

Office of Campaign and Political Finance

RECEIVED
CITY CLERK'S OFFICE

File with:
City or Town Clerk or Election Commission

Please print or type all information, except signatures **2013 JAN 22 A 8:54**

Fill in dates: Reporting Period Beginning 1 / 1 / 2012 Ending 1 / AUNTON 3 / 2012

Type of report: (Check one)
 8th day preceding preliminary
 8th day preceding election
 30 day after election
 year-end report
 dissolution

John M. McCaul
 Full Name of Candidate (if applicable)
City Council
 Office Sought and District
2 Commonwealth Ave
 Residential Address
Taunton, MA. 508 823 5393
02780 Tel. No. (optional)

Committee to Re-Elect
 Committee Name John M. McCaul
Maria McCaul
 Name of Committee Treasurer
2 Commonwealth Ave
 Committee Mailing Address
Taunton, MA. 508 823 5393
02780 Tel. No. (optional)

SUMMARY BALANCE INFORMATION:

Line 1: Ending balance from previous report	\$ <u>27.31</u>
Line 2: Total receipts this period (page 2, line 11)	\$ <u>2,810.00</u>
Line 3: Subtotal (line 1 plus line 2)	\$ <u>2,837.31</u>
Line 4: Total expenditures this period (page 3, line 14)	\$ <u>2,279.07</u>
Line 5: Ending balance (line 3 minus line 4)	\$ <u>558.24</u>
Line 6: Total in-kind contributions this period (page 4)	\$ <u>0</u>
Line 7: Total (all) outstanding liabilities (page 4)	\$ <u>0</u>
Line 8: Name of bank(s) used	<u>Taunton Federal Credit Union</u>

Affidavit of Committee Treasurer:
 I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.
 Signed under the penalties of perjury:
Maria Z. Brant McCaul Date 12-31-12
 Treasurer's signature (in ink)

FOR CANDIDATE FILINGS ONLY: (CANDIDATE MUST SIGN BELOW)

Affidavit of Candidate: (check 1 box only)
 Candidate with Committee and no activity independent of the committee
 I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.
 Candidate without Committee OR Candidate with independent activity filing separate report
 I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.
 Signed under the penalties of perjury:
John M. McCaul Date 12-31-12
 Candidate signature (in ink)

SCHEDULE A: RECEIPTS

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.

This page may be copied if additional pages are required to report all receipts. Please include your committee name and a page number on each page.

Date Received	Name and Residential Address (alphabetical listing required)	Amount		Occupation & Employer (for contributions of \$200 or more)
12-18-12	Deanna DiMarzio 125 School St. Taunton, MA, 02780	60	00	
2-6-12	Joseph Norte 45 Village Circle Taunton, MA, 02780	50	00	
2-24-12	Stephen Perry 144 Joanne Drive Taunton, MA 02780	100	00	
Line 9: Total receipts in excess of \$50 (or listed above)		210	00	
Line 10: Total receipts \$50 and under* (not listed above)		2600	00	
Line 11: TOTAL RECEIPTS IN THE PERIOD		2810	00	Enter on page 1, line 2

* If you have itemized receipts of \$50 and under include them in line 9. Line 10 should include only those receipts not itemized above.

SCHEDULE B: EXPENDITURES

M.G.L. c. 55 requires committees to list, in alphabetical order, all expenditures over \$50 in a reporting period. Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.

This page may be copied if additional pages are required to report all expenditures. Please include your committee name and a page number on each page.

Date Paid	To Whom Paid (alphabetical listing)	Address	Purpose of Expenditure	Amount	
3-9-12	ALFIE O'shea Band	24 Tracy Circle Mansfield, MA. 02048	Entertainment	300	00
12-14-12	Dunkin Donuts	2070 Bay St Taunton, MA. 02780	Coffee 4 Box's of Jue	68	44
12-14-12	Dollar Tree store	294 Winthrop St Taunton, MA. 02780	cards & candy	54	34
3-9-12	Lafayette Club	18 Lakeview Ave Taunton, MA. 02780	Caterer	1,300	00
12-14-12	School Street Bakery	219 School Street Taunton, MA 02780	cake	50	00
6-27-12	Walmart.	36 Paramont Dr. Raynham, MA.	Ice-cream and condiments	95	13
6-29-12	Walmart	36 Paramont Dr. Raynham, MA.	Ice-cream and condiments	109.	95
Line 12: Expenditures over \$50				1977	96
Line 13: Expenditures \$50 and under*				301	11
Line 14: TOTAL EXPENDITURES				2279	07

Enter on page 1, line 4

*If you have itemized expenditures of \$50 and under, include them in line 12. Line 13 should include only those expenditures not itemized above.

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Line 15: In-kind over \$50				
Line 16: In-kind \$50 and under				
Line 17: Total In-kind				

Enter on page 1, line 6

* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

SCHEDULE D: LIABILITIES

M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.

Date Incurred	To Whom Due	Address	Purpose	Amount
Line 18: OUTSTANDING LIABILITIES (ALL)				

Enter on page 1, line 7

INSTRUCTIONS FOR COMPLETING CAMPAIGN FINANCE REPORTS FOR USE WITH FORM CPF M 102

PAGE ONE:

(1) REPORT DATES

A campaign finance report must indicate the beginning date and ending date of the report period. Dates must be completed for the report to be accepted. Also, check off reason for filing report (i.e., 8th day preceding election).

(2) CANDIDATE/COMMITTEE INFORMATION

Fill in the appropriate information in the candidate and/or the committee boxes.

(3) SUMMARY ACTIVITY (Lines 1-7)

(a) Lines 1-5 of your campaign finance report are on a cash basis reporting system.

(b) Lines 1-7 must be completed for a report to be accepted. They reflect all receipts (line 2) and all expenditures (line 4) for the period as well as total money available as of the last day of the reporting period (line 5).

(c) ENDING BALANCE, line 5, should be:

line 1 (beginning balance)

line 2 (total receipts this report)

line 3 (line 1 + line 2)

line 4 (total expenditures this report)

line 5 (line 3 - line 4) cash available

(c) Line 5 can NOT be a negative figure since this is a cash reporting system (unless the campaign has an overdrawn checking account).

(d) The candidate and/or treasurer should reconcile the most recent bank statement with the campaign finance report to ensure the accuracy of the reported balances.

(e) Total in-kind contributions (line 6) are carried forward from Schedule C.

(f) Total liabilities (line 7) are carried forward from Schedule D.

(g) Total liabilities (line 7) must be cumulative, and reflect all debts of the committee outstanding as of the last day of the reporting period, not just debts incurred during the current period.

(4) SIGNATURES

(a) Reports will not be accepted unless they contain original signatures of the treasurer (if a committee report) and the candidate in ink.

(b) A candidate should always sign the box on the bottom of the form and check off the affidavit which is applicable to his/her situation. If the candidate has a committee and no expenditures were made independent of the committee by the candidate he/she should check off the top affidavit. If the candidate has made expenditures independent of the committee, the candidate must file a separate report disclosing the independent activity and check off the bottom affidavit on the report of the candidate's independent campaign activity.

(c) For committee reports the treasurer must sign the affidavit for the committee treasurer in the box just above the box for the candidate.

(d) If the candidate does not have a committee, he/she files a candidates report, checks off the bottom affidavit, and signs the report.

PAGE TWO:

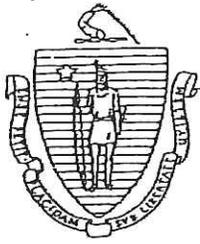
SCHEDULE A (RECEIPTS)

(1) The report must itemize, alphabetically, the names and residential addresses of any receipt in excess of \$50 and total those contributions on line 9. Receipts of \$50 or less should be totaled from the committee's records, and disclosed in the aggregate on line 10. Lines 9 and 10 should be added, and the total shown on line 11. Total receipts (line 11) should be carried forward to page one, line 2.

(2) If an individual's contribution is \$ 200 or more (or his contributions total \$ 200 or more in a calendar year), you must also report the contributor's employer and occupation. If you have sent the required letter requesting missing emp./occ. information and have not received a response at the time of filing indicate "letter sent" and the date of the letter.

(3) A loan should be reported as a receipt under the name of the individual who is making the loan; you should indicate that it is a loan by writing "loan" in the space next to the amount.

(4) Contributions from the candidate, including loans, must be reported as receipts.



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE

ONE ASHBURTON PLACE ROOM 411
BOSTON MASSACHUSETTS 02108

MICHAEL J. SULLIVAN
DIRECTOR

TEL: (617) 727-8351
(800) 462-OCPF
FAX: (617) 727-6541

COMMON ERRORS MADE WHEN COMPLETING CAMPAIGN FINANCE REPORTS

Some errors tend to appear in campaign finance disclosure reports on a regular basis. OCPF has prepared this guide to help local candidates avoid those mistakes on their M-102 reports.

COVER PAGE

- **Correct dates:** Check with your local city or town clerk or election commission for the correct filing dates and periods covered, which depend on the dates of local elections.
- **Beginning balances:** Line 1 must be the same as Line 5 from your last report.
- **Negative balances:** Lines 1-5 are on a cash based system. Negative balances are possible only if your account is overdrawn.
- **Math errors:** If you are not using OCPF's software, please double check your calculations.
- **Signatures:** Original signatures of the candidate and, in the case of a committee, the treasurer are required.

SCHEDULE A

- **Date Received:** List the date a contribution was actually received by the committee, not the date of the check or the date it was deposited into the committee's bank account.
- **Contributor information:** Avoid using initials instead of first names. Provide residential addresses.
- **Interest earned:** Report as a receipt. You must account for all money that enters the account, including refunds and any funds provided by the candidate.
- **Occupation/Employer:** If information is not provided by the contributor, you must ask for it in writing within 45 days of receipt. Your report should indicate "Letter Sent" and the date of the letter.
- **Cash/Money Orders:** Contributions by cash and money order are limited to \$50 or less.

SCHEDULE B

- **Purpose of Expenditures:** Be specific. For example, list "thank you dinner for supporters," not "meals".
- **Candidate expenditures:** Include any personal funds spent by the candidate on behalf of the committee. Failing to include the candidate's own contributions and expenditures could result in a negative balance.
- **Reimbursements:** List the purpose of any reimbursement in addition to the actual recipient. If necessary, use the R-1 form to provide complete vendor/purpose/cost disclosure.

SCHEDULE D

- **Liabilities:** Report all outstanding liabilities, regardless of when incurred, that are still outstanding. If you have not received a bill, report amount as "to be determined."

PLEASE FILE ON TIME. Filing on time ensures the required disclosure and also avoids the \$10 per day penalty that may be imposed by law. If you have any questions as you complete your report, we encourage you to contact your local election official or OCPF for assistance.





Commonwealth of Massachusetts

Schedule E
Municipal Form
Disclosure of Assets Statement
Office of Campaign and Political Finance

File with: City or Town Clerk or Election Commission

CPF ID#

This form should be filed by all candidates and committees with each year end and each dissolution report.

Committee Name: Date of report:

All candidates and committees must fill in Part A or Part B.

Part A:

No assets* were acquired or disposed of by this candidate/committee during the period covered by this statement.

Part B:

Assets acquired: List all assets acquired since the committee last filed this statement. If this is the first Schedule E you have filed, list all assets.

Table with 5 columns: Asset, Date Acquired, Present Location, Manner Acquired, Cost/Value

Assets disposed of: List all assets sold, traded or transferred during the reporting period covered by this statement.

Table with 5 columns: Asset, Date Acquired, Disposition to: Name and Address, Date and Manner of Disposition, Disposition Value

Assets acquired by a political committee must be used for the political purpose for which the committee is organized and must remain the property of that committee.

*An asset is defined as any one item that has a useful life of more than one year, would be depreciable in a normal business environment, and has a cost/value of \$1,000 or more at the time of acquisition.

Signed under the penalties of perjury:

Signed under the penalties of perjury:

Candidate signature Date

Treasurer signature Date

Attach additional sheets, if necessary, to disclose all assets acquired or disposed of in a reporting period.