

**James M. Casey**

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(781) 794-8202



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## OFFICE OF THE TOWN Clerk

December 9, 2016

**Subject: Year-end Campaign Finance Report - Due January 20, 2017**

Dear Candidate or Treasurer:

The campaign finance law, M.G.L. c.55, requires you to file a campaign disclosure report with this office **on or before January 20, 2017.**

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditure 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.

Otherwise, you must file form M102 and your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid and liabilities incurred) from the day following the ending date of the last report filed by you through December 31, 2016. Your signed Form M102 must include all schedules associated with form M102 when it is filed.

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. Your report must be received by this office no later than the close of business on January 20.

**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.**

For your convenience, I have enclosed a copy of the most recent campaign disclosure report you have on file with this office as well as blank M102 and M102-0 forms to assist you in filing timely reports.

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

Sincerely,

A handwritten signature in blue ink that reads "James M. Casey".

James M. Casey  
Town Clerk

Enclosure