

Biannual Finance Reporting Guide Elected Officials

City of Rio Rancho



Office of the City Clerk
Rebecca Martinez, City Clerk

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BIANNUAL FINANCE REPORTING GUIDE OVERVIEW

This publication has been prepared for Rio Rancho elected officials to use as a guide to report any contributions received and expenditures made during the course of their term, pursuant to Chapter 30.28, R.O. 1993.

This guide provides applicable references to the Election and Campaign Practices and Code of Conduct provisions, however the contents are not intended to serve as legal guidance on federal, state or local law. Please click on the hyperlinks to access a completed digital copy of both provisions:

[Rio Rancho Election and Campaign Practices](#)

[Rio Rancho Code of Conduct](#)

Please feel free to contact the Office of the City Clerk at 505-891-5004 or via email to clerk@rrnm.gov. Information can also be obtained by [clicking here](#).

BIANNUAL FINANCE REPORTING

All contributions received and expenditures by an elected official in a non-election year, and in an election year when the official is not on the ballot, shall be reported biannually, every second Tuesday in July and December. The finance reports shall be filed according to the schedule below:

FILING SCHEDULE

First Biannual Report Due	Second Biannual Report Due	Third Biannual Report Due	Fourth Biannual Report Due
July 14, 2020 5:00 P.M.	December 8, 2020 5:00 P.M.	July 13, 2021 5:00 P.M.	December 14, 2021 5:00 P.M.
Elected Officials running in 2022 Municipal Officer Election			
First Campaign Finance Report Due	Second Campaign Finance Report Due		Third Campaign Finance Report Due
42 nd day prior to election 5:00 P.M.	28 th day prior to election 12:00 P.M.		The day prior to election 12:00 P.M.
Elected Officials not running in 2022 Municipal Officer Election			
Biannual Report Due		Biannual Report Due	
2 nd Tuesday in July 5:00 p.m. 2022		2 nd Tuesday in December 5:00 p.m. 2022	

DEFINITIONS

The following terms are defined in Section 30.21 R.O. 2003, and are provided in this guide as a convenience to be used for the reporting of campaign finance activity.

Anonymous Contribution A contribution received by a candidate or campaign committee for which the contributor cannot be identified.

Ballot Question Any question, proposition, or measure submitted to a vote at an election, or circulated for the purposes of submission to a vote at any election, whether or not the proposed question qualifies for the ballot.

Campaign Advertisement A communication, announcement or other material referring to a candidate or ballot question that is published, disseminated, distributed or displayed to the public by print, broadcast, cable or electronic media, satellite, including a circular, pamphlet, letter, poster, billboard or other printed, written, radio, television, internet or telephone advertisement.

Campaign Finance Report A report of all contributions received, and expenditures made subscribed and sworn to by a candidate, campaign committee officer or leader or campaign treasurer.

Candidate Any individual listed on the ballot for election to any municipal office or any person who otherwise has taken affirmative action to seek election to a City of Rio Rancho municipal office, such as filing a declaration of candidacy, soliciting or accepting contributions or making expenditures, even if not ultimately listed on the ballot.

Campaign Committee Any combination of two or more persons acting jointly for the principal purpose of supporting or opposing the election of a candidate or the adoption or defeat of one or more ballot questions.

Candidate Campaign Committee A committee consisting of the candidate, campaign treasurer and any other individual designated and authorized to raise, collect or expend contributions on behalf of the candidate for the purpose of electing the candidate to office.

Contribution A gift, subscription, loan, advance, deposit, pledge, proceeds of a fundraising event, contract, agreement or promise of money, service or anything of value or other obligation, made directly or indirectly to a candidate or campaign committee.

Coordinated Expenditure An expenditure made by a person, organization or entity, other than a candidate or the candidate's campaign committee, at the request or suggestion of, or in cooperation or consultation with a candidate, a representative of a candidate or the candidate's campaign committee for the purpose of either supporting or opposing a candidate, or paying for a campaign advertisement that refers to a clearly identified candidate and is published or distributed to the City of Rio Rancho electorate within sixty (60) days before the election.

Election Any regular or special City of Rio Rancho municipal election. For the purpose of campaign finance reporting requirements, this term shall include a general election or regular local election for which the certified ballot contains a ballot question adopted by the City of Rio Rancho Governing Body pursuant to NMSA 1978 § 1-16-3.

Expenditure A payment, pledge or promise of payment or money for anything of value or other obligation in exchange for goods, materials, services, facilities or anything of value for the purpose of either supporting or opposing a candidate, or the adoption or defeat of one or more ballot questions.

Independent Expenditure Any person, organization, or entity that expends five hundred dollars (\$500) or more in the aggregate within sixty (60) days before an election to pay for any form of campaign advertisement which advocates for the election or defeat of a clearly identified candidate or adoption or defeat of a clearly identified ballot question, or refers to a clearly identified candidate or ballot question and which is disseminated to the City of Rio Rancho electorate regarding an election in which the candidate or ballot question is on the ballot. This definition does not include coordinated expenditures, nor does it relate to a nonpartisan voter guide containing candidate questionnaires or ballot question information that does not advocate for or against a candidate or ballot question.

In-Kind Contribution Goods, materials, services, facilities or anything of value other than money that is donated, contributed or expended at no cost or at a cost less than the fair market value. This does not include the value of services, unreimbursed travel or other personal expenses of unpaid volunteers.

Person Any individual or organization acting in support of or in opposition to a candidate or to the adoption or defeat of one or more ballot questions.

Reporting Individual A candidate, campaign committee, or campaign treasurer of a campaign committee, and City of Rio Rancho elected officials.

Statement of No Activity A statement filed in lieu of a campaign finance report when a reporting individual has not received contributions or made expenditures for the reporting period for which a campaign finance report comes due.

BIANNUAL REPORTING REQUIREMENTS

All sitting City of Rio Rancho elected officials, Mayor, Councilor or Municipal Judge, shall file a report, biannually, reflecting any and all contributions received or expenditures made in pursuit of being elected (or reelected) to a municipal office in Rio Rancho, even if not ultimately listed on the ballot.

Biannual reporting must be submitted on one of the following forms. Instructions on how to fill out the forms begin on page 16.

- **Statement of No Activity Form**: to be filed when an elected official has not received contributions or made expenditures during the timeframe being reported on the biannual report. The statement shall be filed by the same deadlines as a biannual finance report.
- **Biannual Finance Declaration Form** must be filed by an elected official when neither contributions, nor expenditures exceed two hundred and fifty dollars (\$250) during the timeframe being reported on the biannual report. The form shall be filed by the same deadlines as an itemized biannual finance report.
- **Biannual Finance Report Packet** to be used by an elected official when the contributions or expenditures exceed two hundred and fifty dollars (\$250) during the timeframe required to be reported.

CONTRIBUTIONS

Rio Rancho elected officials are required to disclose every contribution received during their term of office.

What is a contribution?

A gift, subscription, loan, advance, deposit, pledge, proceeds of a fundraising event, contract, agreement or promise of money, service or anything of value or other obligation, made directly or indirectly to a candidate or campaign committee.

What information must be recorded for a contribution?

- Date received;
- Amount;
- Type of contribution – monetary, check, cash, credit card or in-kind;
- Purpose;
- If an in-kind contribution, in the amount column, indicate the actual or estimated fair market value, when the actual value is not available;
- Cumulative contributions over \$50, when contributor is an individual, the name, street address, and principal business or occupation of individual;
- Cumulative contributions over \$50, when contributor is an entity, the name, street address, and the owners of entity;
- The aggregate total of all contributions for the reporting period;
- The aggregate total of all contributions received by the elected official to date, and,
- For any cumulative contribution of \$1000 or more, including in-kind, the name and address of the employer of the contributor.

In addition, the below information is provided to assist with compliance of the financial reporting requirements:

- Report all information required for each contribution, regardless of whether it is monetary, in-kind or a coordinated expenditure – **Unknown or N/A is not acceptable**;
- Ensure the contribution limit is not exceeded for a reporting period, or in aggregate;
- Do not accept anonymous contributions;
- If an anonymous contribution is unintentionally received by the campaign, dispose of it as required, and
- Keep detailed records of all contributions for the entire retention period.

What should be used as the “received date” for a contribution?

A contribution is considered received on the date the contribution was given to the elected official (or authorized representative), not the date the funds were deposited into the campaign bank account.

When a contribution is given via an electronic transaction or fundraising platform, such as PayPal, Donorbox, etc., the date the contributor authorized the electronic transfer of funds shall be reported as the received date.

The date goods or services are provided to the elected official (or authorized representative) shall be reported as the date received for in-kind contributions.

CONTRIBUTION LIMITS

Section 30.28 R.O. 2003 sets contributions limits for each Rio Rancho municipal office that can be received from any one person, organization, entity, or campaign committee for an election cycle. These limits apply to all contribution categories, with the exception of loans made by a candidate to their own campaign and independent expenditures.

Election Cycle - Contribution Limits

- Citywide Races – \$5,000: Mayor, Municipal Judge or Citywide Ballot Question(s)
- Districted Races – \$3,000: City Councilor

These limits apply to every contribution, regardless of who the contributor is, including family members and friends, with exception of the elected official who chooses to use personal funds to finance their own campaign.

An individual or entity may contribute multiple times to a candidate or campaign committee, however the aggregate contribution amount during the election cycle cannot exceed the above-referenced contribution limits. Once a contributor has met the contribution limit threshold, they shall not be allowed to make further contributions to the applicable candidate or campaign committee.

Contributions are reported on an individual basis, so it is the responsibility of the reporting official to verify the contributions from any one person or entity does not exceed the contribution limit.

What do I do with contributions that exceed the mandatory limit?

Any contribution in excess of the contribution limit shall be returned to the original contributor as soon as the error is found.

If the contribution was already deposited into the campaign bank account, the returned contribution shall be recorded on the biannual finance report for that reporting period, as an expenditure to the original contributor. A notation that the contribution was in excess of the limit must be recorded in the purpose section.

If the contribution in excess is identified in the presence of the original contributor, simply give the funding back to the individual. Under this scenario there is no need to record the transaction on the biannual finance report.

Can I contribute to my own campaign?

Yes, you are allowed to use personal funds to finance your campaign. There are two ways this funding can be reported on the campaign finance report.

1. As a loan, which will allow a reimbursement or repayment of the funds to the candidate, or
2. As a contribution, which will be considered a gift and, therefore is not reimbursable or repayable.

*Do not list the use of personal funds as both a loan and a contribution.

Who is restricted from making a contribution to my campaign?

Please review the Code of Conduct, subsections E and F of 39.09 R.O. 2003 for applicability:

CONFLICT OF INTEREST, DISCLOSURE.

(E) Elected officials, appointed officials, and employees shall not solicit or receive gifts, personal benefits, favors, gratuities or political or charitable contributions, or anything of value under circumstances that create a reasonable belief that special access, services, favors, or official or unofficial actions will be provided as a result. Nor may anything of value be solicited or received from a person or business doing business with the city, contracting with the city, regulated by the city, has an application pending before the city, or whose interests may be affected by the city.

(F) Elected officials, appointed officials, and employees shall not accept anything of value from a person, business, or other entity when the elected official, appointed official, or employee knows or reasonably should know that said person, business, or entity does any business with the city, desires to do business with the city, contracts with the city, is regulated by the city, has an application pending before the city, or whose interests may be affected by the city.

IN-KIND CONTRIBUTIONS

What is an in-kind contribution?

Goods, materials, services, facilities or anything of value other than money that is donated, contributed or expended at no cost or at a cost less than the fair market value.

*This does not include the value of services, unreimbursed travel or other personal expenses of unpaid volunteers. However, paid volunteers shall be reported as an expenditure. Volunteers paid for by someone other than the candidate or campaign committee shall be reported as an in-kind contribution.

In-kind contributions shall be disclosed on the biannual finance report for the reporting period they were received, and in the amount of the actual value of the contribution.

When the actual value is not available, an estimate of the fair market value of the contribution shall be used.

Each in-kind contribution shall be entered as both a contribution and expenditure, and include a detailed description of the good or service provided.

*In-kind contributions are subject to the contribution limit.

Examples of in-kind contributions are as follows:

- *A coffee shop owner provides a candidate campaign with breakfast burritos on Election Day at no charge.*
- *Campaign signs are printed at no charge by the owner of a print shop.*
- *Social media advertising is provided by a supporter at a discounted cost.*
- *A property management firm provides an office in a strip mall to a campaign committee for the duration of the election, only charging the cost of utilities to use the space.*

ANONYMOUS CONTRIBUTIONS

What makes a contribution anonymous?

A contribution received by a candidate or campaign committee for which the contributor cannot be identified.

Anonymous contributions shall not be accepted by the campaign. If received unknowingly, the anonymous contribution shall be deposited in the City of Rio Rancho's General Fund or given to a registered 501(c)(3) charity by the candidate or campaign committee.

The City Clerk's Office will assist with the deposit of anonymous contributions into the city's General Fund. The contribution should be hand-delivered to the Clerk's Office in a form payable to the City of Rio Rancho during normal business hours. Once deposited a receipt reflecting the transaction will be provided for your records.

When giving an anonymous contribution to a registered 501(c)(3) charity, obtain and keep a receipt of the deposit for your records.

Anonymous contributions shall be recorded on the campaign finance report as follows:

1. Under the contribution section record the dollar amount and date received, along with a notation "anonymous" in the purpose section.
2. Under the expenditure section, record the exact amount reflected under contributions, along with the date the funds were disposed of. Under the purpose section, include a notation of either General Fund or the name of the registered 501(c)(3) charity where the funds were given to.
3. A record of the deposit should be retained in the event the transaction is questioned.

EXPENDITURES

Rio Rancho elected officials are required to disclose every expenditure made for their campaign during their term.

What is an expenditure?

A payment, pledge or promise of payment or money for anything of value or other obligation in exchange for goods, materials, services, facilities or anything of value for the purpose of either supporting or opposing a candidate, or the adoption or defeat of one or more ballot questions.

How do I report expenditures?

All expenditures leading up to the next reporting period must be disclosed on a campaign finance report, to include:

- Date expenditure made;
- Amount;
- Purpose – include enough detail to associate the expense with the campaign;
- If record is to reflect an in-kind contribution, indicate the actual or estimated value, when the actual value is not available as;
- Cumulative expenditures over \$50, the name, street address of individual or entity the expenditure was made to;
- The aggregate total of all expenditures for the reporting period;
- The aggregate total of all expenditures made by the campaign to date, and
- Coordinated expenditures shall be reflected as explained below.

Here are some tips for compliance with the campaign financial reporting requirements:

- Report all information required for each expenditure – **Unknown or N/A is not acceptable**;
- Ensure expenses are made for campaign purposes only! Ask yourself, “would this expense exist even if the campaign committee didn’t?”
- Obtain detailed receipts for each purchase or expenditure;
- Ensure that the total amount of campaign expenditures does not exceed the total amount of campaign contributions, and
- Keep detailed records of all expenditures for the entire retention period.

What do I report as the date of an expenditure?

The date the disbursement was made by the elected official (or authorized representative) shall be recorded as the date of expenditure.

How do I report reimbursements for campaign expenses made with my personal funds?

Elected officials who make campaign expenditures with their personal funds can obtain reimbursement from the campaign bank account, provided that each expenditure **MUST**

be itemized, and all the information required on the campaign finance report must be provided.

A lump sum payment to a credit card, instead of reporting each expenditure is not allowed.

COORDINATED and INDEPENDENT EXPENDITURE

***Applicable within sixty (60) days before the election**

What is a coordinated expenditure?

An expenditure made by a person, organization or entity, other than a candidate or the candidate's campaign committee that meets each of the following:

1. is at the request or suggestion of, or in cooperation or consultation with a candidate, a representative of a candidate or the candidate's campaign committee;
2. for the purpose of either supporting or opposing a candidate, or paying for a campaign advertisement that refers to a clearly identified candidate;
3. is published or distributed to the City of Rio Rancho electorate for an election in which the candidate is on the ballot, and
4. is made within sixty (60) days before the election

Coordinated expenditures shall be reflected as an in-kind contribution on the campaign finance report immediately after the expense occurs:

1. An entry under the contribution section shall be made with all required information, and
2. An entry under the expenditure section shall also be made with all required information.

*Coordinated expenditures are subject to the contribution limitations.

If a coordinated expenditure benefits more than one candidate, each candidate is responsible for reporting the portion of the expenditure that benefited their campaign.

What is an independent expenditure?

An expenditure made by any person, organization, or entity that meets each of the following:

1. totals five hundred dollars (\$500) or more in the aggregate;
2. is made within sixty (60) days before an election – January 3, 2020;
3. for the purpose of paying for any form of campaign advertisement which advocates for the election or defeat of a clearly identified candidate or adoption or defeat of a clearly identified ballot question, or refers to a clearly identified candidate or ballot question;
4. is disseminated to the City of Rio Rancho electorate for an election in which the candidate or ballot question is on the ballot, and

5. is not made at the request or suggestion of, or in cooperation or consultation with a candidate, a representative of a candidate or the candidate's campaign committee.

*This definition does not include coordinated expenditures, nor does it relate to a nonpartisan voter guide containing candidate questionnaires or ballot question information that does not advocate for or against a candidate or ballot question.

Each person, organization or entity who has made independent expenditures exceeding five hundred dollars (\$500) or more in the aggregate during an election shall register with the City Clerk within seven (7) days of meeting such monetary threshold.

In no case shall the registration occur later than the date on which the dissemination of the campaign advertisement financed by the independent expenditure was initiated.

Independent Expenditure Registration Form

The registration form required shall include:

- The name and street address of the person, organization or entity who made the independent expenditure;
- The name and street address of the person, organization or entity who the independent expenditure was made to;
- The date, amount and purpose for each independent expenditure, and
- The name and street address of each person, organization or entity who provided any cumulative contribution exceeding two hundred dollars (\$200) to fund any independent expenditure;

Any additional independent expenditures made by the person, organization or entity shall be reported in the same manner as provided above.

All campaign advertisements paid for by an independent expenditure shall include a statement including the words "paid for by" followed by the name of the person, organization or entity who made the independent expenditure.

CAMPAIGN COMMITTEE REGISTRATION REQUIREMENTS

In addition to a biannual finance report, during a non-election year, or in an election year for which the official is not a candidate, an elected official must complete a Candidate Campaign Committee Registration Form upon of the following circumstances:

1. A biannual report contains contributions or expenditures, even if the official is not ultimately listed on the municipal election ballot, or
2. A campaign advertisement is initiated for publication, dissemination, distribution or display to the public, in instances when a preceding biannual report didn't prompt a committee registration.

The **Candidate Campaign Committee Registration Form** shall be used to register with the Office of the City Clerk, and must include the following information:

- The name, street address, telephone number, and email address of the candidate's campaign committee;
- Designated Campaign Treasurer information - name, street address, telephone number, and email address, and
- The name and street address of the financial institution where the candidate's bank account is established.

CAMPAIGN TREASURER

Every candidate and campaign committee must designate a treasurer for the campaign. The treasurer is responsible for receiving contributions, authorizing disbursements and maintaining a true and complete record of the campaign finances and anything of value. In addition to the candidate or officer(s) of a campaign committee, the treasurer is equally accountable for the reporting of all campaign finances.

An elected official may serve as campaign treasurer to their own campaign committee.

CAMPAIGN BANK ACCOUNT

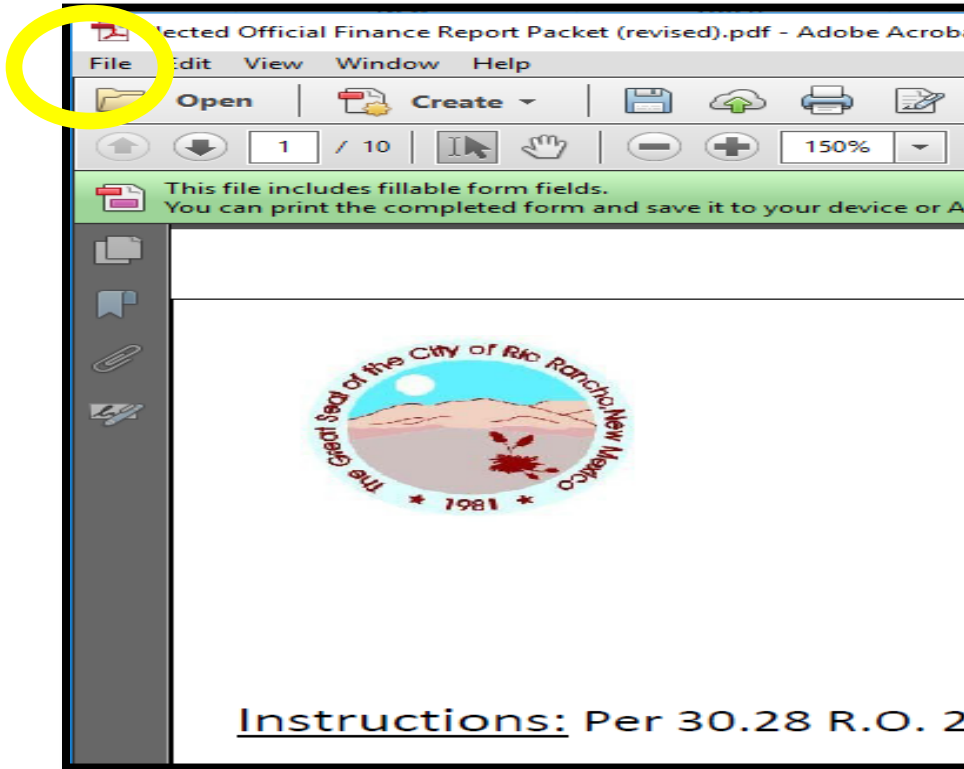
All candidates or campaign committees who collect contributions are required to set up a separate bank account for their campaign committee funds. Campaign contributions shall never be used as personal funds of a candidate or committee.

The name and street address of the financial institution where the bank account is established shall be disclosed on a Campaign Committee Registration Form.

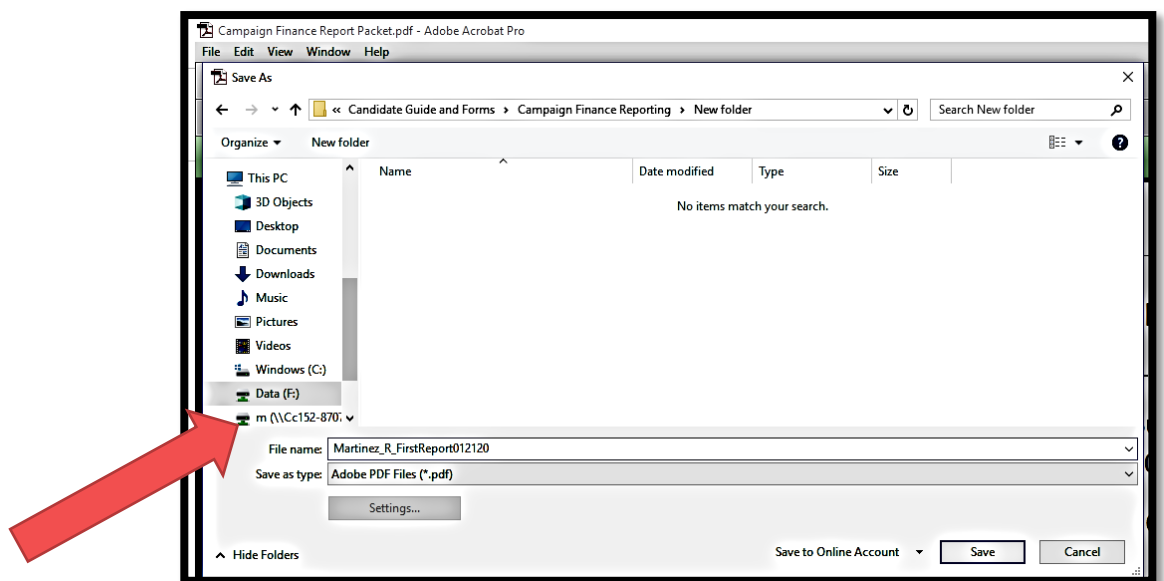
*Please note: If a financial institution requests proof that the bank account is being set up for election purposes, you may show them your completed Campaign Committee Registration Form. All changes to the registration information of any campaign committee shall be reported to the City Clerk within seven (7) days of such change.

FILLING OUT THE BIANNUAL FINANCE REPORT

1). To begin, open the “Elected Official Biannual Finance Report Packet” template, left click on the File Tab and click “Save As”.




2). Save the file: Example: Martinez_R_012120



ELECTED OFFICIAL BIENNIAL FINANCE REPORT

OFFICE OF THE CITY CLERK
3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
Telephone: (505) 891-5004 • Email: clerk@rrnm.gov



Report Due: July 07, 2020 @ 5:00 p.m.

Report Due: July 07, 2020 @ 5:00 p.m.

Report Due: December 08, 2020 @ 5:00 p.m.

Report Due: July 06, 2021 @ 5:00 p.m.


Report Due: December 07, 2021 @ 5:00 p.m.

D. 2003 H & J, each Rio Rancho elected official is not a candidate, shall file a biannual report made prior to the date of the filing, and...

3). Select the reporting period you will be filing for from the dropdown menu on the top right-hand corner of the report.

4). Enter contributions and expenditures of \$50 or less on the sheets labeled **“Contributions or Expenditures of \$50.00 or less”**. Three sheets are provided for this category. Please use only what is need and leave the rest of the sheets blank.

- Enter the date, amount and purpose for every contribution or expenditure
- To report anonymous contributions less than \$50, use one line to record the date, dollar amount received (in contribution section), the date and the dollar amount deposited into either the City of Rio Rancho General Fund or made to a charitable agency (in expenditure section), and list “Anonymous Contribution – Deposited into either General Fund or (Name of) registered 501(c)(3)” under the purpose section.



ELECTED OFFICIAL BIENNIAL REPORT
CONTRIBUTIONS OR EXPENDITURES OF \$50.00 OR LESS
OFFICE OF THE CITY CLERK
3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
Telephone: (505) 891-5004 • Email: clerk@rrnm.gov

Instructions: Pursuant to 30.28 R.O. 2003, please complete each field completely for all contributions or expenditures of \$50.00 or less.

Date	Contribution Amount	Expenditure Amount	Purpose

5). As shown below, contributions will appear in “Blue” and expenditures will appear in “Red”. The listed contributions and expenditures will begin to total at the bottom of the page and will carry over to each of the sheets labeled **“Contributions or Expenditures**

Select from drop down


Date of Contribution	Contributor Type	Name
	Individual	
	Individual Entity	
	Individual	

Date	Contribution Amount	Type of Contribution	Contribution Type	Name	Address
01/01/20	\$1,000.00	Cash	Individual	Elvis Presley	3764 Elvis Presley
01/02/20	\$550.00	In-kind	Entity	Rolling Stones Magazine	1200 Avenue of the Americas
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
		Cash	Individual		
Contribution Total:				\$1,550.00	

7). As shown below, listed contributions will be totaled at the bottom of the page and will carry over to each of the sheets labeled **“Contributions or More than of \$50.00 (Cumulative)”**.

8). Next enter expenditures of more \$50 (cumulatively) on the sheets labeled **“Expenditures of more than \$50.00”**. Three sheets are provided for this category. Please use only what is need and leave the rest of the sheets blank.

- Enter the date and dollar amount;
- List the name and address of the person or business that the expenditure was made to;
- Enter the purpose of the expenditure;
- Report all required information for anonymous contributions and coordinated expenditures of more than \$50 on this sheet. (This must also be recorded on the **“Contributions of \$50.00 or more”** sheet, as explained above).



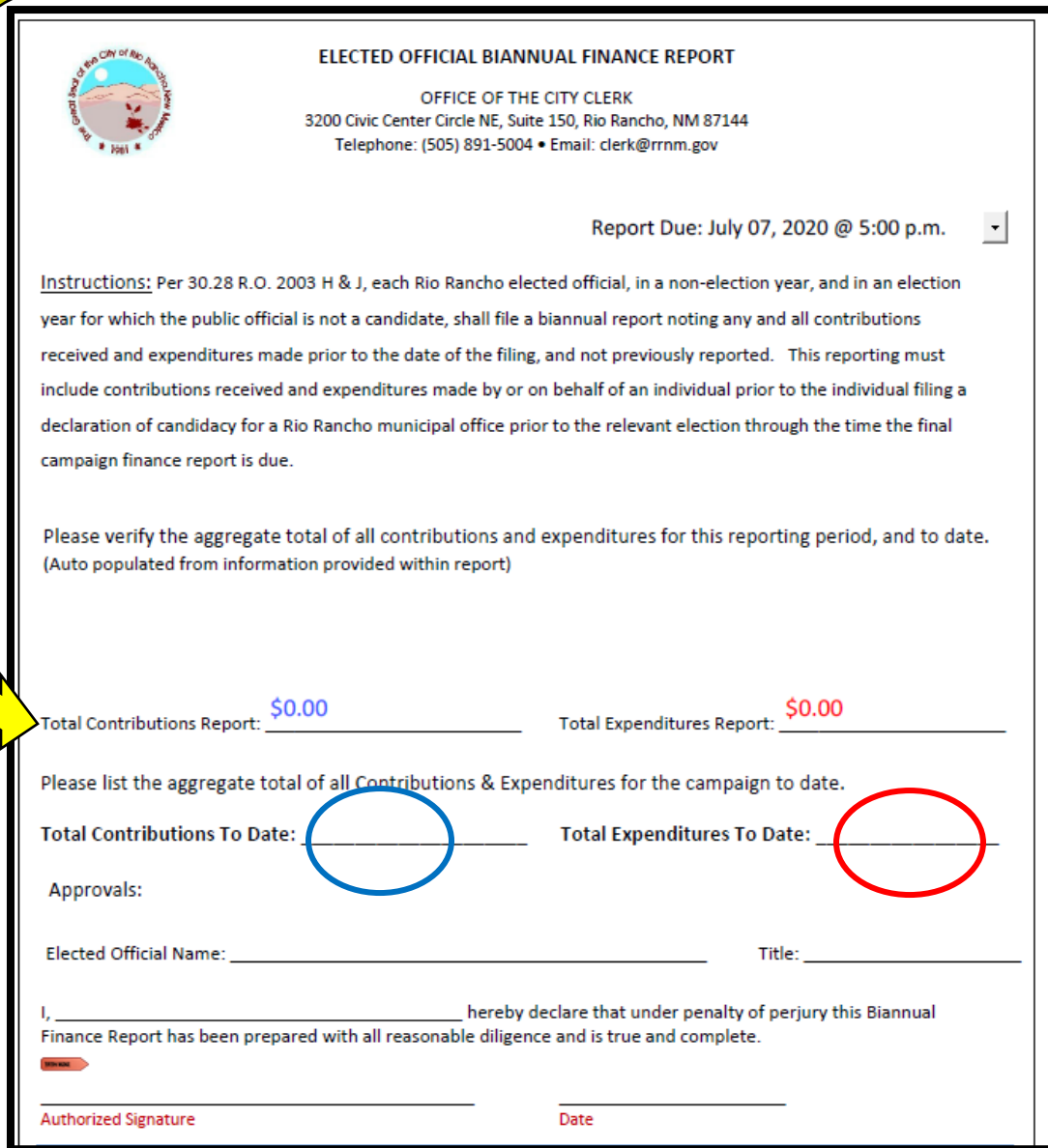
ELECTED OFFICIAL BIENNIAL REPORT
EXPENDITURES OF \$50.00 OR MORE


OFFICE OF THE CITY CLERK
 3200 Civic Center Circle NE, Suite 150. Rio Rancho, NM 87144
 Telephone: (505) 891-5004 • Email: clerk@rrnm.gov

Instructions: Pursuant to 30.28 R.O. 2003, please complete each field completely for all expenditures exceeding \$50.00.

Date of Expenditure	Expenditure Amount	Person/Business Expenditure made to:		
		Name	Address	Purpose

9). Once all contributions and expenditures are entered, the aggregate totals for the reporting period will reflect on the first page of the report packet. It is your responsibility to verify the accuracy of the totals and all other information provided on the report.



 **ELECTED OFFICIAL BIANNUAL FINANCE REPORT**
OFFICE OF THE CITY CLERK
3200 Civic Center Circle NE, Suite 150, Rio Rancho, NM 87144
Telephone: (505) 891-5004 • Email: clerk@rrnm.gov

Report Due: July 07, 2020 @ 5:00 p.m.

Instructions: Per 30.28 R.O. 2003 H & J, each Rio Rancho elected official, in a non-election year, and in an election year for which the public official is not a candidate, shall file a biannual report noting any and all contributions received and expenditures made prior to the date of the filing, and not previously reported. This reporting must include contributions received and expenditures made by or on behalf of an individual prior to the individual filing a declaration of candidacy for a Rio Rancho municipal office prior to the relevant election through the time the final campaign finance report is due.

Please verify the aggregate total of all contributions and expenditures for this reporting period, and to date.
(Auto populated from information provided within report)

Total Contributions Report: \$0.00 Total Expenditures Report: \$0.00

Please list the aggregate total of all Contributions & Expenditures for the campaign to date.

Total Contributions To Date: Total Expenditures To Date:

Approvals:

Elected Official Name: _____ Title: _____

I, _____ hereby declare that under penalty of perjury this Biannual Finance Report has been prepared with all reasonable diligence and is true and complete.

Authorized Signature _____ Date _____

10). Next, enter the total of all contributions received from all reporting periods in the ***“Total Contributions To Date section”*** and enter the total of all expenditures made from all reporting periods in the ***“Total Expenditures To Date section”***.

11). Sign, date and submit each biannual finance report by the deadline either in person or via email to clerk@rrnm.gov.

To electronically sign the finance report, right click on the Red Tag image directly above the Authorized Signature line.

I, _____ hereby declare that under penalty of perjury, the Finance Report has been prepared with all reasonable diligence and is true and complete.

Authorized Signature _____ Date _____

Add Digital ID

I want to sign this document using:

My existing digital ID from:

- A file
- A roaming digital ID accessed via a server
- A device connected to this computer
- A new digital ID I want to create now

Select an option for signing digitally from the dialog box. If you do not have a preference, select "A new digital ID" and click Next.

A second dialog box will appear. Select "Windows Certificate Store":

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Enter your Name and Email Address on the below screen and press Finish.

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

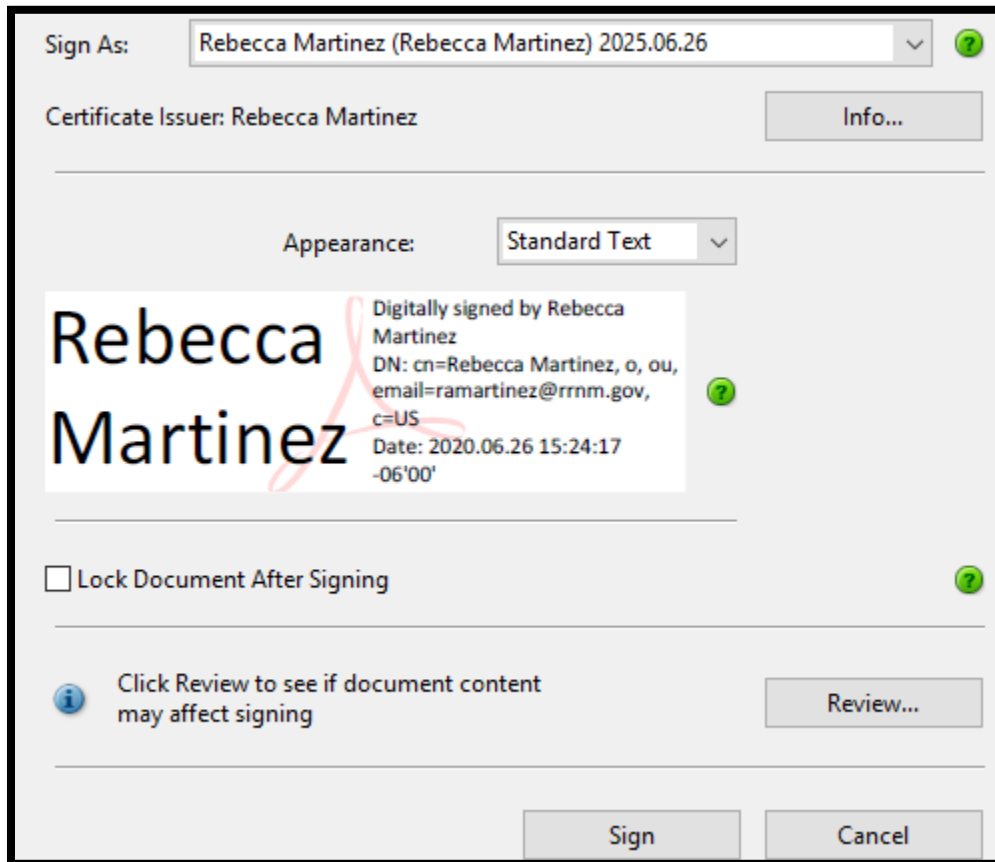
Email Address:

Country/Region:

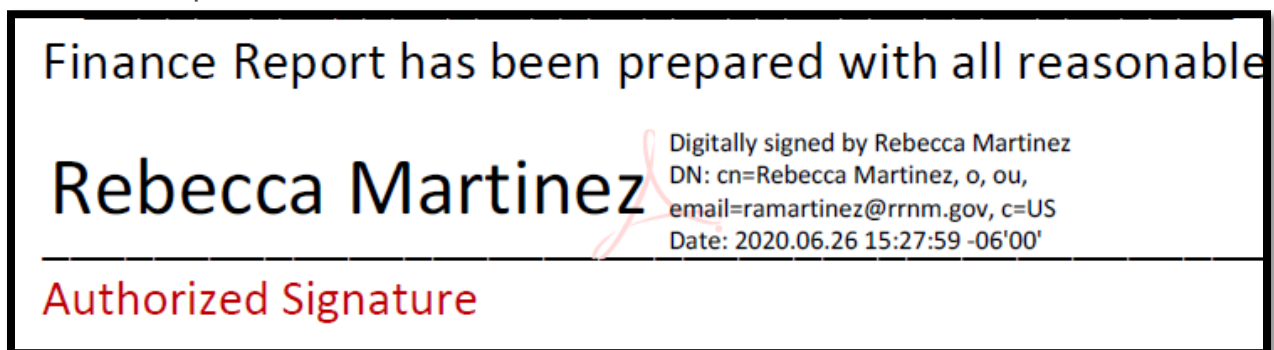
Key Algorithm:

Use digital ID for:

A signature certificate will be issued to you for use going forward. Click Sign.



Click Save on the next dialog box that appears and your digital signature will appear on the finance report.



AMENDING A BIENNIAL FINANCE REPORT

If a candidate or campaign committee finds an error on a previously submitted report, please contact the City Clerk's Office for instructions on how to make a correction.

When a contribution or expenditure was mistakenly not included on a report for the date range the transaction occurred, please report the activity on the next report due and provide a detailed explanation in the purpose section of the report.

TRANSITION TO REPORTING IN ELECTION YEAR

I will be filing a declaration of candidacy in the upcoming Municipal Officer Election. Do I need to report all contributions and expenditures previously reported on my biennial report?

Yes, any contribution received or expenditure made by or on behalf of an individual prior to the filing of a declaration of candidacy, or by or on behalf of a campaign committee at any time prior to registration shall be reported on the first campaign finance report.

Subsection H of Section 30.28 R.O. 2003 the contributions and expenditures reported in the elected official biennial reports and applied to a campaign for any municipal elected office shall be included in the first campaign finance report that the candidate files pursuant to Subsection D of Section 30.28 R.O. 2003.

What if I am not a candidate in the upcoming Municipal Officer Election?

As a Rio Rancho elected official you are required to continue filing a biennial report every second Tuesday and July by 5:00 p.m. throughout your term of office.

CLOSING OUT A CAMPAIGN FINANCE ACCOUNT

I have unexpended contributions and I will not be running for office. I wish to close my campaign bank account. What should I do?

Any contributions not expended on the campaign shall be disposed in one of the following methods:

- retained in the campaign bank account for a possible run-off election for that office, a challenge to the election or for the candidate's use in a future City of Rio Rancho municipal election;
- returned to the person, organization or entity who made the contribution;
- placed in the City of Rio Rancho's General Fund;
- given to a registered 501(c)(3) charity identified by the candidate; or
- donated to a candidate seeking election to a City of Rio Rancho municipal office.

Finance reports must continue to be filed until one of the following occurs:

- There is no outstanding campaign debt;
- All contributions have been expended pursuant to Subsection E of 30.28 R.O. 2003, and
- The campaign bank account has been closed.

NON-COMPLIANCE – PENALTIES

What will happen if I don't file a report by the deadline?

When a campaign finance report is filed after the deadline, a penalty of \$10 per day for each regular working day after the deadline shall be assessed until the complete report is filed. The fine shall not exceed \$500.

Any candidate who fails or refuses to file a campaign finance report or to pay a fine imposed shall not:

- be permitted to file a declaration of candidacy for any future City of Rio Rancho municipal election until the candidate satisfies all reporting requirements and pays all fines owed, or
- be issued a Certificate of Election if the violation occurs after the date of the election, if declared the winner.

*It is unlawful for a candidate or campaign treasurer to knowingly and willfully file a false report of expenditures and contributions.

RECORDS RETENTION

Each candidate, campaign committee, or campaign treasurer of a campaign committee shall keep a true and complete record of all campaign finance records for **two (2) years** after the date the election results were certified by the Canvassing Board, to include records of all contributions, in-kind contributions, anonymous contributions and expenditures, regardless of the amount, bank account records and statements, checks, bank deposit slips, receipts, leases and rental agreements, and all other finance records relevant to the campaign.

All biannual finance reports submitted to the City Clerk will be retained as required by the records retention schedule.