

# CAMPAIGN FINANCE REPORTING

**This section contains information on filing  
the campaign finance reports required for  
EVERY local election.**

1. Campaign financial report certificate of filing –  
*required* if you spend or receive **\$750 or less**  
~ **OR** ~
2. Campaign financial report certificate of filing  
**AND** campaign financial report  
– *required* if you spend or received **MORE  
THAN \$750.**

## **HOW TO FILE YOUR CAMPAIGN FINANCIAL REPORTS**

Send the campaign finance report to the school board clerk if:

1. Your local receives contributions of **more than** \$750.  
OR
2. Your local spends/contributes **more than** \$750.  
(This includes actual and in-kind contributions and expenditures.)

Reports must be filed as follows:

1. An initial report is filed **within 14 days** after the local receives contributions or makes disbursements of more than \$750 in a calendar year.
2. During the election cycle, reports must be filed :
  - a) 10 days before the primary or special primary (if applicable).
  - b) 10 days before the general election or special election.
  - c) 30 days after a general election or special election.
  - d) By Jan. 31 of each year following the year when the initial report was filed.
3. A final report may be filed when all assets in excess of \$100 have been disposed of.

**Blank forms are attached.**  
**Be sure to make a few extra copies of the original**  
***before* completing your first report.**

***Do not send these forms to Education Minnesota.***