

How to Run for Local Office

Legal Requirements



How to Run for Local Office – Legal Requirements

There are two paths you will need to follow in order to become a qualified candidate for public office within the City and Borough of Juneau – one through the CBJ Clerk's Office and one through the Alaska Public Offices Commission (APOC).

The CBJ Clerks Office will need:

- A notarized Declaration of Candidacy Form
- A nominating petition with the signatures of 25 CBJ registered voters (get more!)
- A signed COPY of the APOC Public Officials Financial Disclosure Statement (see below)

To obtain a Declaration of Candidacy Form and Nominating Petition, contact the CBJ Clerk's Office at:

155 S. Seward St., Juneau, AK 99801 (2nd Floor of City Hall)

Call: 907-586-5278

Fax: 907-586-4550

Email: city.clerk@juneau.org

See the website: <https://juneau.org/clerk/elections>

The Alaska Public Office Commission will need:

- A Letter of Intent
- A Public Officials Financial Disclosure Statement (must be filed online <https://my.alaska.gov/>)
- One of the following:
 - A Municipal Candidate Exemption Form (for campaigns not exceeding \$5000.00)
 - A Campaign Disclosure Form (for campaigns exceeding \$5000.00)

More information about APOC and its requirements is available on-line at:

<https://doa.alaska.gov/apoc>

Financial Disclosure: <https://doa.alaska.gov/apoc/FilerResources/financialDisclosure.html>

Campaign Disclosure: <https://doa.alaska.gov/apoc/FilerResources/campaignDisclosure.html>

Qualifications for Office

Eligibility:

"Qualified Voter" means a voter who, at the time of the election, is qualified to vote due to the following qualifications:

- 1) qualified to vote in State elections;
- 2) a resident of the municipality for at least thirty days immediately preceding the election;
- 3) registered to vote in state elections at a residence address within the municipality at least thirty days before the municipal election at which the person seeks to vote; and
- 4) not disqualified under Article V of the Alaska Constitution.

Assembly

Only a qualified voter of the municipality, who has been a resident of the municipality for at least one year immediately preceding election or appointment to office, shall be qualified for the office of mayor or Assemblymember. In addition, an Assemblymember shall be a resident of the district from which elected or appointed at the time of the Assemblymember's election or appointment.

No person who has been elected to the office of mayor or Assemblymember for three consecutive terms shall again be eligible to hold the office which he or she held for the three consecutive terms until one full year has intervened. Appointment or election to serve the unexpired portion of a term shall not be considered a term for purposes of the limitation provided in this section.

No Assemblymember may hold any other compensated municipal office or employment or elected partisan political office while serving on the assembly. According to CBJ Code 11.10.020 Eligibility:

“No Assemblymember may be an employee of the Bartlett Memorial Hospital, the City and Borough administration or any department or division thereunder, a City and Borough service area, or any municipal board, commission, committee or other group, except for the school district, which is funded in whole or in part by assembly appropriations, nor may an Assemblymember serve on the planning commission, the City and Borough personnel board, the school board of the City and Borough, nor any public body created by the assembly except when an Assemblymember holds a position on such body as a representative of the assembly.”

School Board

To be eligible to be a member of a school board, a person must have the same qualifications as are necessary to be a municipal voter in the school district as outlined above, and in addition:

- not be an employee of the Juneau School District; and
- not be a member of the Alaska Legislature.

Declaration of Candidacy and Nomination Petition:

Petitions

Nomination for elective office shall be made only by petition accompanied by a signed acceptance Declaration of Candidacy and Nomination petition forms are available at the Election Official/Municipal Clerk's office, located at City Hall, 155 S. Seward St., Rm 202, and on-line at:

<https://juneau.org/clerk/elections>

Forms may be requested by mail to CBJ Clerk, 155 S. Seward St., Juneau, AK, 99801, by fax (907) 586-4552, by email (city.clerk@juneau.org), or by phoning the clerk's office at: (907) 586-5278.

Procedures

Candidate Declaration of Candidacy and Nomination forms must be completed and filed with the Election Official not earlier than 8:00 a.m. on Friday, July 16, 2021, nor later than 4:30 p.m. on Monday, July 26, 2021. For a petition to be sufficient, it must be signed by 25 qualified voters. It is highly recommended that anyone circulating a petition obtain more than 25 signatures, in the event that the petition is inadvertently signed by a person who is not a qualified voter, the clerk cannot decipher the handwriting, the person has moved and not changed their voter registration, or other reasons to question the validity of the signature.

Public Official Financial Disclosure and Campaign Disclosure Information

All candidates must file a printed and signed Public Official Financial Disclosure Statement (POFD) with the Election Official/Municipal Clerk prior to the closing date of the candidacy filing period. Once the POFD Statement is filed on-line, please print a copy, sign it, and submit it with the candidate nominating petition. Late filings of Public Official Disclosure Statements must be refused and the candidate's name removed from the filing records. (ref. AS 39.50.020)

A Letter of Intent to Run for Office and Campaign Disclosure forms must be filed with the Alaska Public Offices Commission. These records are maintained by the APOC and not with the CBJ Clerk's office.

Complete information about financial and campaign disclosure can be found at the Alaska Public Offices Commission website at:

<http://doa.alaska.gov/apoc/home.html>

To file POFD Statements and Campaign Disclosure forms, a candidate in the City and Borough of Juneau must file on-line through the State of Alaska's internet portal "myAlaska."

<https://my.alaska.gov/>

Alaska Public Offices Commission

Office Hours of Operation: 8:30am to 5pm (Alaskan time)

Anchorage Office

2221 E. Northern Lights, Room 128
Anchorage, AK 99508-4149

Phone: (907) 276-4176
Toll-Free: 1-800-478-4176
Fax: (907) 276-7018

General Email: apoc@alaska.gov
Filer Reports: doa.apoc.reports@alaska.gov

Juneau Office

240 Main St. #201
PO Box 110222
Juneau, AK 99811

Phone: (907) 465-4864
Toll-Free: 1-866-465-4864
Fax: (907) 465-4832

Juneau Group eMail: doa.apocjnu@alaska.gov

Write-in candidates:

For write-in votes to be counted, a write-in candidate must file a Letter of Intent and a Public Officials Financial Disclosure Statement (POFD) no later than 4:30 p.m., on Thursday, September 30, 2021 with the Election Official/Municipal Clerk. Filing forms are available from the Municipal Clerk's Office and interested persons are encouraged to contact the Clerk to review the process.

In addition, and separately from the submissions to the Clerk's office, a write-in candidate must submit a Public Officials Financial Disclosure Statement and comply with Alaska Campaign Finance Laws.

CBJ Code 29.07.050(f) A write-in candidate shall, not later than 4:30 p.m. of the fifth day before the election (Thursday, September 30, 2021), file with the election official a letter of intent stating:

- 1) full name of candidate;
- 2) full residence address of the candidate and the date on which residency at that address began;
- 3) full mailing address of candidate;
- 4) the office the candidate seeks;
- 5) the date of the election at which the candidate seeks election;
- 6) the length of residency in the City and Borough;
- 7) the name of the candidate as the candidate wishes it to be written on the ballot by the voter;
- 8) that the candidate will meet the specific age requirements of the office for which the person is a candidate by the time that candidate, if elected, is sworn into office;
- 9) that the candidate is a qualified voter as required by law; and
- 10) that the candidate is not a candidate for any other office to be voted on at the election and that the candidate is not a candidate for this office under any other nominating petition or declaration of candidacy.

Procedures for counting write-in ballots

CBJ Code Section 29.07.150 General procedures for ballot count:

(d) Write-in votes shall not be counted unless the candidate has filed a letter of intent as required by subsection 29.07.050(f). If the total number of ballots containing write-in votes in the general election are at least the second highest in number in a race with two or more candidates, the write-in votes will be counted individually. In races where a candidate is unopposed, write-ins will be counted individually if they are within 100 votes or less. Write-in votes will be counted after the date of the election, but before the certification of the election in which the write-ins occurred. Write-in vote totals that do not fall within either of these two categories will not be individually counted.

Withdrawal from candidacy:

In a By Mail Election, candidates nominated may withdraw their nomination not later than 4:30 p.m. of the 67th day before the election, which in this case would be Friday, July 30, 2021, through written notification to the Election Official.

Official Candidate Statement:

A candidate for elected office has the OPTION of filing an official candidate statement for publication on the CBJ website. All information must be received by the election official no later than 4:30 p.m. on August 20, 2021.

Quick Reference Dates for October 5, 2021 CBJ Regular Election

(Based on dates required due to Vote By Mail procedures)

January 1	Absentee-by-mail ballot applications available
April 1-28	Window of time for Petitioner's Committee to file an affidavit to the Clerk for an initiative or referendum petition.
April 5 – May 4	Window for Charter Petition filing period to keep from having to hold a special election.
<i>April 26</i>	<i>Date the Assembly passed a motion to conduct a Vote By Mail Election for 10/5/21</i>
June 8	First day for the clerk to certify a petition for a Charter amendment proposition
June 18	Last day for Clerk to certify initiative or referendum petition to submit to Assembly
June 14	Last Regular Assembly Meeting for Assembly to adopt an ordinance with Election Code Changes to be effective prior to the Candidate filing period opening on July 16. First Regular Assembly Meeting to introduce a Charter Amendment Ordinance.
July 12	Last Regular Assembly Meeting for Assembly to Introduce and Ballot Ordinance
July 16	Filing for Municipal and School Board Candidacy opens - 8:00 a.m. Declaration of Candidacy and copies of electronically filed APOC POFD forms must accompany Nominating Petitions.
July 26	Filing for Municipal and School Board Candidacy closes - 4:30 p.m.
July 30	Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.
Aug. 2	Last Regular Assembly Meeting to Adopt all Ballot ordinances (including any Charter amendments or to make a motion placing an advisory question on the ballot.)
Aug. 6	Last day for Assembly to adopt or the clerk to certify a petition for a Charter amendment proposition
Aug. 20	Candidate Profiles due to Clerk; Final ballot sent to programmer/printer
Aug. 25	Deadline for candidate approval for posting of Official Candidate Statements online.
Aug. 25	Last day to submit Notice of Election to media for publication
Sept. 5	Last day for residents to register to vote in this election; Notice of Election Posted / Published
Sept. 14	Ballots mailed out from printer/contractor (in Washington) to all qualified registered voters – [Voters will then proceed to vote their ballots, have them witnessed and return them to a CBJ P.O. Box or drop them off at a Juneau vote center or ballot drop box.]
Sept. 15-Oct. 22	Assembly Chambers in use 24/7 for Election purposes. [Vote Center Open 9/20-10/5]
Sept. 20-Oct. 5	Vote Center(s) [taking the place of Early/Absentee Voting stations] open for 16 days prior to and including Election Day.
Sept. 28	Last day to receive applications for ballot to be mailed to a temporary absentee address
Sept. 30	Last day to file "write-in" candidacy letter of intent.
Oct. 4	Last day to submit application for a fax ballot (by electronic transmission) - 5 p.m.
Oct. 5	Election Day: Vote Centers open 7 a.m. - 8 p.m. [No results run until Friday, 10/8]
Oct. 6	CBJ Election team prepares election materials to take to Anchorage – 2 (or more) person team flies up to Anchorage with ballots collected in Juneau
Oct. 8	Ballots tabulated at Anchorage Election Center for the first instance during which preliminary "Unofficial Results" will be available and posted online.

Quick Reference Dates for October 5, 2021 CBJ Regular Election

(Based on dates required due to Vote By Mail procedures)

Oct. 9-15 Juneau and Anchorage Election Centers continue to process any by-mail ballots reviewing them for proper postmark (postmarked prior to or on Election Day) and signature verification process.

Oct. 15 Final Ballot tabulation in Anchorage for final "Unofficial Results" prior to the ballots being returned to Juneau for review by the Canvass Review Board and certification of the election.

Oct. 19 **Canvass Board Election meets to review election returns and prepare for certification of**
(up to Oct. 22) the Election by the Election Official. Certification may be delayed on a day to day basis
up to three days if necessary. Last Day to Contest Election (must be filed before completion or during review of election returns)

(Within 2 days after certification) Any request for a Recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk.

(Within 5 days of recount application being deemed sufficient) the Clerk conducts a recount of election returns to be completed within 2 days.

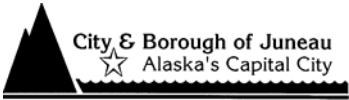
(Within 10 days after certification) Last Day to file for Judicial Review of Election in Superior Court

Oct. 26 **First School Board Meeting with newly elected School Board members**

Oct. 25 **First Assembly Meeting with newly elected Assemblymembers,**
Election of Deputy Mayor














CBJ ASSEMBLY DISTRICTS

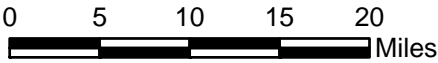
Resolution 2692



District #2

District #1

<u>District #1</u>	<u>District #2</u>
PRECINCTS	PRECINCTS
 33-500 Douglas	 34-400 Auke Bay
 33-510 Juneau No. 1	 34-420 Lynn Canal
 33-515 Juneau No. 2	 34-430 Mendenhall No. 1
 33-520 Juneau No. 3	 34-440 Mendenhall No. 2
 33-525 Lemon Creek	 34-450 Mendenhall No. 3
 33-530 North Douglas	 34-460 Mendenhall No. 4
 34-410 Juneau Airport	



ALASKA PUBLIC OFFICES COMMISSION

CANDIDATE REPORTING DATES 2021 STATEWIDE MUNICIPAL ELECTION

Tuesday, October 5, 2021 Statewide Municipal Election

Report:	Covers:	Due:
Year Start Report	February 2, 2020 – February 1, 2021	Tuesday, February 16, 2021
30 Day Report	February 2 – September 3	Tuesday, September 7, 2021
7 Day Report	September 4 – September 25	Tuesday, September 28, 2021
24 Hour Reports**	September 26 – October 4	Daily As Needed**
105 Day Report	September 26 – January 3, 2022	Tuesday, January 18, 2022

**During the 9 days before an election, you must report the contributor name and amount of all monetary and non-monetary contributions over \$250 to APOC within 24 hours of the time you receive each contribution. You may need to report each day during that period, or not at all.

Other Relevant Dates for the 2021 Statewide Municipal Election:

Friday, September 3, 2021, (Last day of 30 day reporting period for the Statewide Municipal Election)
The last day that a candidate may give or loan their campaign more than \$5000.

Friday, November 19, 2021, (45 days after the date of the Statewide Municipal Election)
The last day a candidate may accept contributions.

Monday, January 3, 2022 (90 days after the date of the Statewide Municipal Election) The date by which candidates must distribute the amount held in their campaign account.

Please visit the APOC website for updates and more information.
You may also access information about the statutes, regulations,
and reports filed by groups, lobbyists and candidates.

Contact Information

Website: doa.alaska.gov/apoc
Information Email: apoc@alaska.gov
File Reports at: <https://my.alaska.gov/>

Anchorage APOC – 2221 East Northern Lights Blvd., Room 128, Anchorage, Alaska 99508
General Information: (907) 276-4176 / (800) 478-4176 / FAX (907) 276-7018

Juneau APOC – PO Box 110222/ 240 Main Street, Room 201, Juneau, Alaska 99811-0222
General Information: (907) 465-4864 / (866) 465-4864 / FAX (907) 465-4832



Alaska Public Offices Commission

MUNICIPAL ELECTIONS

Please read this document carefully for important information about starting your campaign.

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at www.doa.alaska.gov/apoc for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), **candidates must file all forms and reports electronically** through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

FORMS TO GET STARTED

Letter of Intent: Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

The Declaration of Candidacy: Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

Public Official Financial Disclosure Statement: Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

Candidate Registration: Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

Municipal Exemption Statement: May be filed by *municipal* candidates instead of the Candidate Registration form who do not intend on exceeding \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, exempt candidates are not required to file regular campaign disclosure reports. However, please note that exempt candidates are still subject to the campaign disclosure laws that apply to all candidates; including, but not limited to, applicable contribution limits, maintenance of contribution and

expenditure records, and the requirement that ads, yard signs, and other campaign materials include “paid for by” identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see pg. 3).

Candidate Reimbursement Notification: If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

CAMPAIGN DISCLOSURE REPORTS

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate’s activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1st, they will begin with a **Year Start Report**, due February 15th. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

OTHER START UP CONSIDERATIONS

Only the candidate, a registered treasurer or a registered deputy treasurer may spend money and accept contributions on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate. The campaign must keep all records that substantiate financial activity for a period of 6 years after the date of the election.

If a registered treasurer or deputy treasurer makes a purchase on behalf of the campaign using personal funds, it is a non-monetary contribution to the campaign (against their individual \$500 contribution limit) unless it is reimbursed. **Reimbursements to a treasurer/deputy treasurer must be made within the same reporting period that the contribution was made and may not exceed \$500.**

Campaign contributions held by a candidate may be used only to pay for the expenses made/incurred by the candidate that reasonable relate to election campaign activities. Campaign contributions held by a candidate may not be: used to give a personal benefit to the candidate or another person, converted to personal income of the candidate, loaned to a person, knowingly used to pay more than the fair market value for goods or services purchased for the campaign, pay for civil penalties, or used to make contributions to another candidate or group.

PAID FOR BY IDENTIFIERS

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

“paid for by” followed by the name and address of the candidate

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

“This communication was paid for by (candidate’s name only)”

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. The paid for by identifier on all video communications must remain on screen throughout the entire communication. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

CIVIL PENALTIES

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!

CONTACT INFORMATION

Anchorage Office

2221 East Northern Lights Blvd., #128
Anchorage, AK 99508
Phone: (907) 276-4176
Toll Free: (800) 478-4176
Fax: (907) 276-7018

Juneau Office

P.O. Box 110222
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Fax: (907) 465-4832

Website: www.doa.alaska.gov/apoc
Information Email: apoc@alaska.gov
File Forms and Reports at: <https://my.alaska.gov/>

Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO IE GROUP, INITIATIVE APPLICATION GROUP, & BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	\$500	\$500	\$5,000	Unlimited
Individual (non-resident)	\$500	\$500	\$5,000	Unlimited
Corporations, Business Organizations, Unions	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Unlimited
Group (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Group (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC	\$1,000 Must first register with APOC	Unlimited
Nongroup Entity (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Nongroup Entity (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC	\$1,000 Must first register with APOC	Unlimited
Political Party	Municipal \$5,000 House \$10,000 Senate \$15,000 Lt. Gov./Gov. \$100,000	\$1,000	Unlimited	Unlimited
Foreign Nationals	Prohibited Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.

Revised June 26, 2020

COMMON ERRORS THAT WILL CAUSE YOUR REPORTS TO BE RETURNED TO YOU FOR CORRECTION:

ILLEGIBLE REPORTS

Illegible reports **will** be returned to the filer to be re-submitted in a readable format.

INCOMPLETE INFORMATION

CANDIDATES

CONTRIBUTIONS UP TO \$50:

DATE (that the contribution was received by the campaign/*not* the date on the check),

TYPE OF CONTRIBUTION (Non-Monetary, Check, CC for Credit Card)

NAME (the person that signed the check is the contributor)

ADDRESS (*complete* address of the contributor; not just the city)

CONTRIBUTIONS OVER \$50:

All of the above (date, type, name, address) **plus**

OCCUPATION **and** EMPLOYER information.

GROUPS

CONTRIBUTIONS UP TO AND INCLUDING \$100.00:

Groups may total the number of contributors that gave less than \$100 and report the total amount; i.e. 27 contributors gave a total of \$530.00

CONTRIBUTIONS OVER \$100.00:

Groups are now required to report the date, type of contribution, amount, name of the contributor, the contributor's address, AND the occupation and employer information for **all contributions in excess of \$100.**

CANDIDATES AND GROUPS

Expenditures

Candidates and groups, **MUST** report all expenditure information.

DATE (the date the candidate or group obligated itself to an expenditure)

PAYMENT TYPE: (Check, etc.)

VENDOR INFORMATION (Name AND address of the payee)

PURPOSE (A clear description of the Purpose)

Do not forget: An expense is reportable when the campaign **obligates** itself to a debt; report unpaid expenses (i.e. printing costs) on the debt page.

Non-Monetary Contributions

Both candidates and groups must report non-monetary, in-kind contributions as BOTH a contribution AND an expenditure. You may list it in exactly the same way under contributions and expenditures. Be sure to include a good description of the non-monetary contribution; i.e. stakes for yard signs, 100@ \$1.00 each.

These are just a few of the more common reporting errors or omissions; as always, if you have any questions, please call us or visit our website for more detailed assistance.

Anchorage APOC: (907) 276-4176 Toll Free in Alaska: Anchorage Office 1(800) 478-4176

Toll Free in Alaska: Juneau Office 1(866) 465-4864

www.doa.alaska.gov/apoc

Website: <http://doa.alaska.gov/apoc/FilerResources/remindersTreasurers.html>

[Skip to main content](#)



Alaska Department of Administration

Alaska Public Offices Commission

APOC Reminders For Treasurers And Deputy Treasurers

- Corporations and unions are prohibited from contributing to candidates
- Only Candidates, registered Treasurers or Deputy Treasurers may accept or expend campaign funds
- The maximum an individual may contribute to a candidate in a calendar year is \$500
- The maximum *cash* contribution from an individual is \$100 in a calendar year
- A Political Action Committee (PAC) may contribute \$1000 to a candidate within a calendar year
- Report the date, amount, check number, name and address of all contributors and when a contributor exceeds \$50 include the contributor's occupation *and* employer information
- An expenditure is reportable when the campaign *obligates* itself to the vendor or supplier (Remember to report vendor addresses)
- Nonmonetary contributions count towards an individual's \$500 calendar year contribution limit (report them on *both* the contributor and expenditure schedules as nonmonetary contributions)
- The person who signs the check is considered the contributor; both account holders must sign the check if the contribution is to be split between them
- If a candidate intends to be reimbursed at the end of the campaign for personal contributions to their campaign, they must file a Candidate Reimbursement Form with APOC within 5 days of putting their money in (If the campaign reimburses the candidate within 72 hours, report the reimbursement as a paid expenditure to the candidate and describe the items purchased). An expense not repaid within 72 hours, becomes a nonmonetary contribution from the candidate and is reported as such
- If a registered Treasurer or Deputy Treasurer spends personal money on behalf of the campaign, they must be reimbursed within that reporting period. Treasurers and Deputy Treasurers must never spend more than \$500 of their own money on behalf of the campaign or it becomes a contribution to the campaign

**Please Note: Civil penalties will be assessed for all late reports;
even if there is no activity to report.**

This list is incomplete; review the manual, laws and regulations and call us if you have any questions. Thank You!

- State of Alaska
- myAlaska
- My Government
- Visiting Alaska
- Business in Alaska
- Resident
- Employee

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