



*City of Marlborough*  
*Office of the City Clerk*

140 Main Street  
Marlborough, Massachusetts 01752  
Telephone (508) 460-3775 Facsimile (508) 460-3723

*Steven W. Kerrigan*  
City Clerk

*Wilson Chu*  
Assistant City Clerk

**FINAL NOTICE**

January 23, 2023

**Subject: Campaign Finance Report Due**  
**Due Date: January 20, 2023**

Dear Heidi Matthews or Treasurer:

The campaign finance law, MGL Chapter 55, requires you to file a campaign disclosure report with this office on or before January 20, 2023. Your report must disclose all campaign finance activity (all funds and in-kind contributions received, expenses paid, and liabilities incurred) from January 1, 2022, through December 31, 2022. **As of today, this office has NOT received your 2022 Year End Report.**

For your convenience, you may now submit your report electronically. Once completed and signed by the candidate and treasurer it may be scanned and emailed to [cityclerk@marlborough-ma.gov](mailto:cityclerk@marlborough-ma.gov).

**IMPORTANT:** The campaign finance law states that a **CIVIL PENALTY OF \$25 PER DAY**, 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.

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditures or incurred any liabilities during this reporting period, and you do not have a previous campaign balance, you may, choose, simply sign an M 102-0 affidavit form stating those facts. The M 102-0 form is available in the City Clerk's Office.

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

Sincerely,

Steven W. Kerrigan  
City Clerk



# City of Marlborough

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January 3, 2023

### **Year-End Campaign Finance Report Due Due Date: January 20, 2023**

Dear Heidi Matthews or Treasurer:

The campaign finance law, MGL Chapter 55, requires you to file a campaign disclosure report (CPF M 102) with this office on or before January 20, 2023. Your report must disclose all campaign finance activity (such as donations received, in-kind contributions received, expenses paid, and liabilities incurred) from January 1, 2022, through December 31, 2022.

We have enclosed a copy of the M 102 form for your use. Please ensure that your report is complete before filing. Your report must include the candidate's and treasurer's signatures and must be received by this office **no later than the close of business on January 20, 2023**, by law, a postmark is not acceptable. Campaign Finance statute now requires reports to be posted on the City's website; therefore, it is imperative that we receive your report. **You can now submit your report electronically. Once completed and signed by the candidate and treasurer scan and email your report to [cityclerk@marlborough-ma.gov](mailto:cityclerk@marlborough-ma.gov).**

**IMPORTANT:** The campaign finance law mandates that a **CIVIL PENALTY OF \$25 PER DAY**, 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.

If you do not have a political committee organized on your behalf and you have not received any contributions, made any expenditures or incurred any liabilities, and you do not have a previous campaign balance, you may, if you choose, simply sign an M 102-0 affidavit form stating those facts. Please contact our office to discuss if you are eligible to file the M 102-0 form.

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

Sincerely,

Steven W. Kerrigan  
City Clerk

Enclosure